



Council Minutes

Meeting #: R20/2025
Date: November 19, 2025, 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
D. Hillian
M. McCollum
W. Morin

Regrets: E. Jolicoeur

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Langenmaier, Director of Financial Services
K. O'Connell, Acting Director of Development Services
S. Saunders, Director of Recreation, Culture & Community Services
J. Chan, Manager of Business Administration
N. Gothard, Manager of Community and Sustainability Planning
A. Pitcher, Manager of Capital Projects
A. Proton, Manager of Legislative Services (CO)
R. Matthews, Deputy Corporate Officer
M. Sing, Legislative Services Co-Op Student
G. Talbot, Engineering Technologist

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:01 p.m. and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Without objection, Council reordered the agenda to consider Item 4.1 Freedom of the City - Brian "Fuzz" Morissette, before Item 2. Introduction of Late Items.

1.1 Freedom of the City - Brian "Fuzz" Morissette

Mayor Wells presented Brian “Fuzz” Morissette with the Freedom of the City in recognition of his more than 50 years of service to the community. The Mayor highlighted Fuzz’s longstanding volunteer contributions, including coordinating the Simms Summer Concerts since 2013, supporting the Comox Valley Child Development Association’s annual telethons for five decades, and helping manage July 1 Canada Day stage performances. The Mayor commended Fuzz’s generosity, humility, and positive impact on the community, and formally presented the Freedom of the City honour.

2. INTRODUCTION OF LATE ITEMS

Moved By Hillian

Seconded By Frisch

THAT Council add correspondence from the Comox Valley Hospice Society under a new item numbered 7.1 - Comox Valley Hospice Society President Myrna Holman RE: Hospice Bed Capacity Cut By 50% - Immediate Action Required, and re-order the agenda accordingly.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - November 5, 2025

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt the November 5, 2025 Regular Council minutes.

CARRIED

4. PRESENTATIONS

4.1 Regional Growth Strategy (RGS) Minor Amendment Process

Alana Mullaly, General Manager of Planning and Development Services for the Comox Valley Regional District (CVRD), presented an update on the Regional Growth Strategy (RGS) Minor Amendment.

4.2 Comox Valley RCMP - Quarterly Report (Jul - Sept 2025)

Moved By Hillian
Seconded By Frisch

THAT Council receive the Comox Valley RCMP Quarterly Report (Jul-Sept 2025).

CARRIED

5. STAFF REPORTS

5.1 Development Services

5.1.1 Downtown Vitalization Local Area Plan Phase 2 and Harmston Park Plan - What We Heard Reports

Nancy Gothard, Manager of Community and Sustainability Planning, provided an overview of public feedback for the Downtown Vitalization Local Area Plan (DVLAP) Phase 2 and the Harmston Park Plan, including input on the Riverfront District, Downtown Core, Fitzgerald District, and Harmston District.

Moved By Hillian
Seconded By Frisch

THAT Council receive the November 19 Staff Report “Downtown Vitalization Local Area Plan Phase 2 – What We Heard Report” and “Harmston Park Plan – What We Heard Report” for information and direct staff to proceed with the next phase of public and interest-holder engagement.

CARRIED

5.1.2 Regional Growth Strategy (RGS) Amendment Referral & Opportunities to Decrease Barriers to Engagement and Collaboration

Without objection, Alana Mullaly, General Manager of Planning and Development Services for the Comox Valley Regional District, provided clarification on the timelines for Council feedback.

Moved By Hillian
Seconded By Cole-Hamilton

THAT Council receive the information presented regarding the Comox Valley Regional District's Regional Growth Strategy Amendment Bylaw No. 810; and,

THAT Council advise the Comox Valley Regional District that the City will not be requesting an extension to the deadline for comment.

CARRIED

Moved By Hillian

Seconded By Morin

THAT Council request the Comox Valley Regional District (CVRD) initiate a collaborative review of its referral procedures to enhance collaboration, address barriers to engagement and streamline input processes.

CARRIED

5.2 Infrastructure and Environmental Engineering

5.2.1 McPhee Meadows - Phase 2 and 3 - Request for Direction

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council direct staff not to proceed with Phase 2 of McPhee Meadows as currently planned, and report back to Council with alternative options and capital plan;

AND THAT Council direct staff to not proceed with Phase 3 until such time as the Comox Valley Regional District (CVRD) Island Corridor Foundation (ICF) planning and visioning process is complete, at which time staff are to report back to Council with options for proceeding;

AND THAT Council direct staff to include \$100,000 in the 2026 Financial Plan to develop the McPhee Meadows Beach Access options analysis.

CARRIED

Mayor Wells called a recess at 6:21 p.m. Council reconvened at 6:43 p.m.

5.2.2 Courtenay and District Memorial Outdoor Pool Options Analysis – Pool Replacement

Kate Busby, Partner for FalknerBrowns Architects, presented the Memorial Outdoor Pool Options Analysis, outlining current facility challenges, design options, costing, and engagement results.

Moved By McCollum

Seconded By Hillian

THAT Council direct staff to proceed with Option 3: Replacement of the Courtenay and District Memorial Outdoor Pool as outlined in the staff report, “Courtenay and District Memorial Outdoor Pool Options Analysis – Pool Replacement”;

AND THAT Council direct staff to undertake further analysis of the preferred option, including scope refinement, schedule development, and updated cost estimates, and report back to Council;

AND THAT Council direct staff to include funding for the preferred option in the 2026–2030 Financial Plan;

AND THAT Council direct staff to report back to Council with options for engagement with the Comox Valley Regional District regarding regional funding contributions and service agreements in support of the preferred option;

AND THAT Council direct staff to identify and pursue potential grant funding opportunities to support the preferred option, once eligible programs are confirmed.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Management Reports - November 2025

Moved By Hillian

Seconded By Frisch

THAT Council receive the November 2025 "Management Reports - Corporate Services, City Manager, RCCS, and IaEE" briefing note.

CARRIED

6.2 Shifting Social Media to Focus on Communications

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council receive the “Social Media – Focus on Communication and Shifting Engagement to New Platform” briefing note.

CARRIED

7. EXTERNAL REPORTS AND CORRESPONDENCE

7.1 Comox Valley Hospice Society - Hospice Bed Capacity Cut By 50%

Moved By Hillian

Seconded By Cole-Hamilton

WHEREAS widespread community concern has been raised over the impact of the planned temporary closure of 50% of the 6 community hospice beds at the Aitken Community Hospice at Ocean Front Village in Courtenay, as operated by Golden Life Management in partnership with Island Health and the Comox Valley Hospice Society, in order to address reduced funding for long-term care beds at the facility;

THEREFORE, BE IT RESOLVED THAT the City of Courtenay Council write to the Minister of Health and Island Health:

- To request that they pause this temporary closure plan and reinstate the full six-bed capacity at Aitken Community Hospice; and
- To request that they find a solution that separates the funding of hospice beds from the funding of long-term care beds in order to assure the integrity and sustainability of the vital palliative and end of life care provided by the Aitken Community Hospice, and to assure sustained adequate funding for both of these essential health care services.

CARRIED

8. COUNCIL RESOLUTIONS

8.1 Rise and Report - Comox Valley Regional District (CVRD) Water South Extension Project

THAT Council rise and report out from its In-Camera meeting held on November 5, 2025, and publicly affirm its commitment to participate in the CVRD Water South Extension Project, recognizing the strategic importance of regional collaboration in securing long-term water service capacity for the southern growth areas of the City; and,

Further, that Council direct staff to continue working with the Comox Valley Regional District and other stakeholders to advance the project planning, funding strategy, and implementation framework, and to report back to Council with key milestones and decisions as the project progresses.

9. BYLAW FOR FIRST, SECOND, AND THIRD READINGS

9.1 Council Procedure Amendment Bylaw No. 3201, 2025

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council give first, second, and third readings to “Council Procedure Amendment Bylaw No. 3201, 2025”.

CARRIED

10. COUNCIL REPORTS

10.1 Councillor McCollum

No report provided.

10.2 Councillor Cole-Hamilton

No report provided.

10.3 Councillor Frisch

No report provided.

10.4 Councillor Morin

Councillor Morin submitted a report of activities, see agenda.

10.5 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

10.6 Councillor Jolicoeur

No report provided.

10.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Remembrance Day ceremony
- Métis Week flag raising event
- "Moonlight and Magic" Downtown Courtenay event
- Chief Warrant Officer (Retired, Royal Canadian Air Force) Merrill Gregory 100th Birthday

11. IN CAMERA RESOLUTION

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council close the meeting to the public pursuant to the following subsections of the *Community Charter*:

90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(c) labour relations or other employee relations; and,

(g) litigation or potential litigation affecting the municipality.

CARRIED

12. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 8:21 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 8:55 p.m.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 202X

Mayor Bob Wells

Corporate Officer Adriana Proton