



The Corporation of the City of Courtenay

Committee of the Whole Minutes

Meeting #: COW1/2025
Date: November 26, 2025
Time: 3:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

Regrets: E. Jolicoeur

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
A. Guillo, Acting Director of Corporate Services
A. Langenmaier, Director of Financial Services
K. MacDonald, Fire Chief (electronic)
K. O'Connell, Acting Director of Development Services
K. Shaw, Director of Public Works Services
J. Chan, Manager of Business Administration
K. Collins, Manager of Recreation Programming (electronic)
A. Proton, Manager of Legislative Services (CO)
R. Matthews, Deputy Corporate Officer
R. Tait, Budget Analyst (electronic)

1. CALL TO ORDER

Mayor Wells called the meeting to order at 3:01 p.m. and respectfully acknowledged that the land we gather on is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Mayor Wells acknowledged that flags at City facilities have been lowered to half-mast in honour of Lawrence Burns, the City's first full-time Fire Chief and a long-serving Heritage Commission member, following his recent passing. He noted Mr. Burns' many

contributions to the community, including his receipt of the Freedom of the City in 1995 and the dedication of Lawrence Burns Park in 2022. On behalf of Council, he expressed their condolences to Mr. Burns' family and their appreciation for his longstanding service to Courtenay.

Councillor Morin recognized the "16 Days of Activism to End Gender-Based Violence" campaign (November 25 to December 10, 2025), noting this year's theme, "UNiTE to End Digital Violence Against All Women and Girls." She emphasized the growing impact of digital abuse on women and girls and highlighted increasing incidents targeting women journalists, directing the public to UN Women for further information.

2. STAFF REPORTS/PRESENTATIONS

2.1 2026-2030 Financial Plan Committee of the Whole Report

Staff presented the following topics for Council's consideration of the 2026-2030 Financial Plan:

- Presentation Overview
- Surplus
- General Operating Overview
- General Revenue Overview
- Taxation
- Reserves
- Gaming
- Financial Services
- Fire Protection Services
- City Manager's Office
- Development Services
- Recreation, Culture, and Community Services

Mayor Wells called a recess at 6:12 p.m. Council reconvened at 6:35 p.m.

Councillor Hillian left the meeting at 6:15 p.m. and did not return.

Staff continued presentations on the following topics:

- Corporate Services
- Comox Valley RCMP

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

Moved By Cole-Hamilton

Seconded By Frisch

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

90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

Council returned to the open meeting at 8:46 p.m.

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adjourn the November 26, 2025 Committee of the Whole meeting at 8:46 p.m. and reconvene at 3:00 p.m. on November 27, 2025.

CARRIED

Council reconvened at 3:04 p.m. on November 27, 2025.

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; and,

(c) labour relations or other employee relations.

CARRIED

Council returned to the open meeting at 3:12 p.m.

Mayor Wells respectfully acknowledged that the land we gather on is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Staff continued presentations on the following topics:

- Infrastructure & Environmental Engineering Services
- Operational Services
- Sewer & Water

Mayor Wells called a recess at 5:31 p.m. Council reconvened at 5:54 p.m.

Staff continued presentations on the following topics:

- Capital Fund
- Capital Projects Summary
- Proposed Projects Summary
- Special Projects Summary
- Financial Plan Summary

Moved By Cole-Hamilton

Seconded By Morin

THAT the Committee of the Whole direct staff to return with information on financial plan tax change scenarios based on 5, 6, and 7% tax change options for 2026, using a \$6 to \$8.8 million minimum surplus balance target, and with excess surplus being used to smooth tax increases over the 2026-2030 Financial Plan.

CARRIED

Moved By Frisch

Seconded By McCollum

THAT the Committee of the Whole endorse the 2026-2030 Operating plan as presented;

THAT the Committee of the Whole endorse the 2026-2030 Capital plan as presented;

THAT the Committee of the Whole endorse the 2026-2030 Financial plan as presented;

AND THAT the Committee of the Whole direct staff to prepare the 2026-2030 Financial Plan bylaw for Council's consideration in 2026.

CARRIED

3. IN CAMERA RESOLUTION

See In Camera Resolutions made under Item 2.1, 2026-2030 Financial Plan Committee of the Whole Report.

4. ADJOURNMENT

Mayor Wells terminated the meeting at 7:04 p.m. on November 27, 2025.

Mayor Bob Wells

Adriana Proton, Corporate Officer