



Council Minutes

Meeting #: R1/2026
Date: January 14, 2026, 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton (electronic and left the meeting at 5:18 p.m.)
D. Frisch (arrived at 4:03 p.m.)
D. Hillian
M. McCollum
W. Morin

Regrets: E. Jolicoeur

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Guillo, Acting Director of Corporate Services
A. Langenmaier, Director of Financial Services
K. Macdonald, Fire Chief
K. O'Connell, Acting Director of Development Services
S. Saunders, Director of Recreation, Culture & Community Services
K. Shaw, Director of Operational Services
S. Hainsworth, Manager of Procurement, Risk, & Real Estate
A. Proton, Manager of Legislative Services (CO)
C. Thompson, Manager of Public Works Services
J. Bays, Community Development Coordinator
R. Matthews, Deputy Corporate Officer
R. Tait, Budget Analyst (electronic)

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.

2. INTRODUCTION OF LATE ITEMS

Moved By Hillian

Seconded By Morin

THAT Council add correspondence from Courtenay Airpark Association under a new item numbered 7.4 - Courtenay Airpark Association BC Air Access Program (BCAAP) Grant - Request for Letter of Support, and re-order the agenda accordingly.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - December 10, 2025

Moved By McCollum

Seconded By Hillian

THAT Council adopt the December 10, 2025 Regular Council minutes.

CARRIED

3.2 Parks and Recreation Advisory Commission (PRAC) Meeting Minutes - December 4, 2025 (Draft)

Moved By McCollum

Seconded By Hillian

THAT Council receive the draft December 4, 2025 Parks and Recreation Advisory Commission (PRAC) meeting minutes.

CARRIED

Councillor Frisch arrived at 4:03 p.m.

4. DELEGATIONS

4.1 Mayor Marianne Meed Ward - City of Burlington, Ontario - Support for Mayor Wells' January 14, 2026 Council Resolution - Elect Respect Pledge

Mayor Marianne Meed Ward spoke in support of the "Elect Respect" resolution, outlining its origins, purpose, and growing adoption across Canada, and emphasized its intent to promote respectful debate while addressing increasing incidents of harassment and threats toward elected officials. She clarified that the pledge does not silence differing views, but instead seeks to foster

constructive dialogue focused primarily on policy rather than personal attacks, in order to encourage participation in public office. Mayor Ward thanked Mayor Wells for bringing the resolution forward for Council’s consideration at the January 14, 2026 meeting.

5. INTERNAL REPORTS AND CORRESPONDENCE

5.1 Resident Survey, Your Courtenay, Your Voice – 2025 Results

Derek Berg, Senior Marketing Research Manager, Prairie Research Associates (PRA) Inc., presented the 2025 Courtenay Resident Satisfaction Survey. The survey found that most residents continue to rate quality of life positively (81%) and feel a strong sense of belonging and community welcomeness, while concerns about homelessness, cost of living, housing, and traffic management remain prominent.

Moved By Hillian
Seconded By McCollum

THAT Council receive the “Resident Survey, Your Courtenay, Your Voice – 2025 Results” briefing note.

CARRIED

6. STAFF REPORTS

6.1 Financial Services

6.1.1 2026-2030 Financial Plan Taxation Scenarios

Moved By Frisch
Seconded By Morin

THAT Council direct staff to prepare the 2026-2030 Financial plan using a surplus balance target of 15% of the 2025 General Fund budgeted spending and including tax funded capital and excluding expenditures with specific reserves; and

THAT Council direct staff to prepare the 2026-2030 Financial Plan using a 6.0% tax change scenario for 2026 and that additional available surplus be applied through 2027-2030.

CARRIED

6.1.2 Lease Renewals - Courtenay Airpark – Leased Lots 2-4 (Commercial Hangars)

Moved By Frisch

Seconded By Hillian

THAT based on the January 14, 2026 staff report “Lease Renewals - Courtenay Airpark – Leased Lots 2-4 (Commercial Hangars)”, Council approve OPTION 1 and authorize lease renewals for the properties having a legal description of PID: 000-892-149, LOT 1, PLAN VIP14942, SECTION 66, COMOX LAND DISTRICT;

LEASED LOT 2 COURTENAY AIR PARK AS SHOWN ON VIP64872,
LEASED LOT 3 COURTENAY AIR PARK AS SHOWN ON VIP64872,
LEASED LOT 4 COURTENAY AIR PARK AS SHOWN ON VIP64872, and

THAT Council delegate authority to the Chief Financial Officer to execute all documentation necessary to complete the lease renewals and related documents.

CARRIED

6.2 Operational Services

6.2.1 CVRD Water South Extension Project – Project Approval

Moved By Hillian

Seconded By Frisch

THAT Council consent to the adoption by Comox Valley Regional District of Bylaw No. 897 “Water Extension South Connection Service Establishment Bylaw No. 897” pursuant to section 346 of the *Local Government Act*, and Bylaw No. 898 “Water Extension South Connection Service Loan Authorization Bylaw No. 898” pursuant to section 407 of the *Local Government Act*; and,

THAT Council authorize the City Manager to finalize and execute the Water South Extension Project agreement with the Comox Valley Regional District, and direct staff to take all necessary steps to implement the agreement and advance the project.

CARRIED

Councillor Cole-Hamilton left the meeting at 5:18 p.m. and was absent for the vote.

6.2.2 Solid Waste Contamination Management – 2026 Update

Moved By Hillian

Seconded By Frisch

THAT Council receive the “Solid Waste Contamination Management – 2026 Update” briefing note.

CARRIED

7. EXTERNAL REPORTS AND CORRESPONDENCE

7.1 Comox Valley Regional District (CVRD) - Request for Consent to Adopt Bylaw No. 900 "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 4"

Moved By McCollum

Seconded By Frisch

THAT the City of Courtenay consent to the adoption of the Comox Valley Regional District Bylaw No. 900 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 4” under section 346 of the *Local Government Act*.

CARRIED

7.2 Comox Valley Regional District (CVRD) - Comox Valley Sewer Conveyance Project - Water Supply to Courtenay Pump Station

Moved By McCollum

Seconded By Frisch

THAT Council direct staff to amend “Water Regulations and Rates Bylaw No. 1700” to allow for the new Courtenay Pump Station, located at 1992 Comox Road, to be able to receive water from the City’s water distribution system.

CARRIED

7.3 Comox Valley Airport (YQQ) BC Air Access Program (BCAAP) Grant - Request for Letter of Support

Moved By Frisch

Seconded By Hillian

THAT Council provide a letter of support to the Comox Valley Airport for an application to the BC Air Access Program (BCAAP) funding grant to support the acquisition of battery electric aircraft pushback tractors.

CARRIED

7.4 Courtenay Airpark Association BC Air Access Program (BCAAP) Grant - Request for Letter of Support

Moved By McCollum

Seconded By Frisch

THAT Council provide a letter of support to the Courtenay Airpark Association for an application to the BC Air Access Program (BCAAP) funding grant to support a solar power project at the Airpark.

CARRIED

8. INTERNAL REPORTS AND CORRESPONDENCE

8.1 Community and Social Development Framework and Action Plan Update

Moved By Frisch

Seconded By McCollum

THAT Council receive the “Community and Social Development Framework and Action Plan Update” briefing note.

CARRIED

8.2 Regional Sports Field Allocation Policy Project Update

Moved By Hillian

Seconded By Frisch

THAT Council receive the “Regional Sports Field Allocation Policy Project Update” briefing note.

CARRIED

9. COUNCIL RESOLUTIONS

9.1 Support for the Elect Respect Pledge - Mayor Wells

Moved By Frisch

Seconded By Hillian

WHEREAS municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment;

AND WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions;

AND WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office;

AND WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables;

NOW THEREFORE BE IT RESOLVED:

THAT Courtenay Council supports the *Elect Respect* pledge and commits to:

- Treat others with respect in all spaces—public, private, and online;
- Reject and call out harassment, abuse, and personal attacks;
- Focus debate on ideas and policies, not personal attacks;
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office;
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats; and

- Model integrity and respect by holding one another to the highest standards of conduct;

AND THAT Courtenay Council calls on elected officials, organizations and community members to support the *Elect Respect* campaign and sign the online pledge at www.electrespect.ca;

AND THAT a copy of this resolution be sent to the K'ómoks First Nation, Comox Valley Regional District, Village of Cumberland, Town of Comox, Association of Vancouver Island and Coastal Communities, Union of BC Municipalities, the Federation of Canadian Municipalities, relevant MPs and MLAs, the local detachment of the Royal Canadian Mounted Police, and the founder of this campaign, Burlington Mayor Marianne Meed Ward.

CARRIED

10. UNFINISHED BUSINESS

10.1 Comox Valley Food Policy Council - December 10, 2025 Delegation

Moved By Morin

Seconded By Frisch

THAT Council grant \$7500 to the Comox Valley Food Policy Council, to be allocated from the Council Initiatives fund.

CARRIED

Moved By Morin

Seconded By Frisch

THAT Council direct staff to meet with Food Policy Council members for an initial discussion to explore potential collaboration to advance recommendations in the Food Systems chapter of Courtenay's Official Community Plan.

DEFEATED

OPPOSED: Mayor Wells, Councillors Frisch, Hillian, McCollum, and Morin

10.2 Endure Projects Inc. - Palace Place, 397 5th Street - December 10, 2025 Delegation

Moved By Frisch
Seconded By Hillian

THAT Council direct staff to report back with options to provide a 100% revitalization tax exemption to Palace Place, 397 5th Street, for 2026.

CARRIED

OPPOSED: Councillors McCollum and Morin

11. BYLAWS

11.1 For First, Second, and Third Readings:

11.1.1 Amenity Cost Charges Bylaw No. 3207

Moved By Frisch
Seconded By Hillian

THAT Council direct staff to report back with options and cost implications for phasing in the implementation of the proposed amenity cost charge bylaw, including grace periods of 3 and 6 months, and higher assist factors of 5 and 10% for up to 2 years.

CARRIED

Moved By Frisch
Seconded By Hillian

THAT Council direct staff to report back with options and cost implications for phasing in the implementation of the proposed development cost charge bylaw, including grace periods of 3 and 6 months, and higher assist factors of 5 and 10% for up to 2 years.

DEFEATED

OPPOSED: Mayor Wells, Councillors Hillian, McCollum, and Morin

Moved By McCollum
Seconded By Frisch

THAT prior to first reading of the "Amenity Cost Charges Bylaw No. 3207", Council amend the bylaw's Schedule A Low Density Unit from "Per Lot/Per Unit" to read "Per Lot"; and,

THAT Council give first and second readings to "Amenity Cost Charges Bylaw No. 3207" as amended; and

THAT, upon receiving approval from the Inspector of Municipalities for the Development Cost Charges Bylaw No. 3191, Council consider the final adoption of both the Amenity Cost Charges Bylaw No. 3207 and the Development Cost Charges Bylaw No. 3191 at the same Council meeting.

CARRIED

11.2 For Adoption:

11.2.1 Development Procedures Bylaw No. 3202

Moved By Hillian

Seconded By Frisch

THAT Council adopt "Development Procedures Bylaw No. 3202".

CARRIED

12. COUNCIL REPORTS

12.1 Councillor McCollum

No report provided.

12.2 Councillor Cole-Hamilton

No report provided.

12.3 Councillor Frisch

No report provided.

12.4 Councillor Morin

No report provided.

12.5 Councillor Hillian

No report provided.

12.6 Councillor Jolicoeur

No report provided.

12.7 Mayor Wells

No report provided.

13. IN CAMERA RESOLUTION

Moved By Hillian

Seconded By McCollum

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

90 (1) (c) labour relations or other employee relations.

CARRIED

14. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 7:51 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 8:05 p.m.

CERTIFIED CORRECT

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

Mayor Bob Wells

Corporate Officer Adriana Proton