



Council Minutes

Meeting #: R21/2025
Date: December 10, 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. Guillo, Acting Director of Corporate Services
A. Langenmaier, Director of Financial Services (electronic)
K. O'Connell, Acting Director of Development Services
S. Saunders, Director of Recreation, Culture & Community Services
K. Shaw, Director of Operational Services
S. Carmichael, Manager of Parks Services
J. Chan, Manager of Business Administration
S. Hainsworth, Manager of Procurement, Risk, & Real Estate
A. Proton, Manager of Legislative Services (CO)
J. Schile, Manager of Development Planning
C. Thompson, Manager of Public Works Services
J. Baetz, Records & Privacy Program Administrator
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 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

Without any late items or objections, Council proceeded with the agenda as presented.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - November 19, 2025

Moved By Morin
Seconded By Frisch

THAT Council adopt the November 19, 2025 Regular Council minutes.

CARRIED

3.2 Committee of the Whole Minutes - November 26, 2025

Moved By McCollum
Seconded By Cole-Hamilton

THAT Council adopt the November 26, 2025 Committee of the Whole minutes.

CARRIED

4. DELEGATIONS

4.1 Comox Valley Food Policy Council - Ongoing and Upcoming Initiatives

Naomi Robert, Co-Chair of the Comox Valley Food Policy Council, presented the Council's 2026 Scope of Work, highlighting initiatives including the Eat Comox Valley local economy campaign, pollinator habitat stewardship, integrating a food lens into emergency planning, and continued support for City policy and planning processes. The delegation noted alignment with the City's Official Community Plan and requested Council's consideration of the initiatives for future funding, including \$15,000 in 2026.

4.2 Endure Projects Inc. - Palace Place, 397 5th Street

Bob Scragg of Endure Projects Inc. presented information on how the current Revitalization Tax Exemption Bylaw affected the Palace Place project, noting areas where clearer procedural guidance could help support future applicants. The delegation asked Council to consider updating the bylaw to include

implementation procedures and to apply the exemption for Palace Place using the assessed improvement value at the time of application.

Without objection, Council agreed to extend the maximum time for appearance of a delegation by one minute.

5. PRESENTATIONS

5.1 BC Housing re: 925 Braidwood Road - Update on Purpose Built Shelter and Permanent Housing

Tara Schmidt, Acting Director of Regional Development, and Jennifer Fox, Regional Director of BC Housing - Vancouver Island, provided an update on the 925 Braidwood Road and Ryan Road shelter and supportive housing projects, outlining the development schedule, operator selection, and anticipated construction and occupancy timelines. The delegation also introduced Connective Support Society and Lookout Housing and Health Society as the selected operators and highlighted recent neighbourhood engagement efforts, including a December 8 open house.

6. BYLAWS

6.1 For First, Second, and Third Readings:

6.1.1 Development Cost Charges Bylaw No. 3191, 2025

Nancy Henderson, Senior Local Government Advisor for Urban Systems Ltd., presented the Development Cost Charge (DCC) Bylaw Update, outlining proposed rates, municipal assist factor, consultation completed to date, and reviewed next steps in the adoption process, including three readings of the bylaw, provincial approval, and preparation of internal implementation materials.

Moved By Hillian

Seconded By Frisch

THAT Council defer consideration of first, second and third readings to “Development Cost Charges Bylaw No. 3191, 2025”, and that staff provide a report with a detailed response to concerns presented by the development community.

DEFEATED

OPPOSED: Councillors Cole-Hamilton, Frisch, McCollum, Morin, and Mayor Wells

Moved By McCollum

Seconded By Frisch

THAT Council give first, second and third readings to “Development Cost Charges Bylaw No. 3191, 2025”; and,

THAT staff submit the “Development Cost Charges Bylaw No. 3191, 2025” to the Inspector of Municipalities for approval.

CARRIED

OPPOSED: Councillor Hillian

Without objection, Council varied the order of the agenda by moving Item 7.1.1, Amenity Cost Charges (ACC) Rate Options, before Item 6.1.2, Development Procedure Bylaw No. 3202, and re-ordered the agenda accordingly.

6.1.2 Amenity Cost Charges (ACC) Rate Options

Nancy Henderson, Senior Local Government Advisor for Urban Systems Ltd., presented amenity cost charge (ACC) rate options for Council’s consideration, outlining three proposed rate structures and the associated implications.

Moved By Frisch

Seconded By McCollum

THAT Council direct staff to prepare a bylaw to establish an Amenity Cost Charges (ACC) program and include residential and commercial use ACC rates as outlined in Option 1.

CARRIED

Mayor Wells called a recess at 6:33 p.m. Council reconvened at 6:58 p.m.

6.1.3 Development Procedures Bylaw No. 3202

Moved By Frisch
Seconded By Cole-Hamilton

THAT Council give first, second, and third readings to “Development Procedures Bylaw No. 3202”.

CARRIED

6.2 For Adoption:

6.2.1 Council Procedure Amendment Bylaw No. 3201, 2025

Moved By McCollum
Seconded By Hillian

THAT Council adopt "Council Procedure Amendment Bylaw No. 3201, 2025".

CARRIED

7. STAFF REPORTS

7.1 Development Services

7.1.1 Amenity Cost Charges (ACC) Rate Options

See Item 6.1.2 for minutes and Council Resolution.

7.2 Operational Services

7.2.1 Snow and Ice Control 2025-2026

Chris Thompson, Manager of Public Works Services, and Stu Carmichael, Manager of Parks Services, presented an overview of the City’s 2025-2026 Snow and Ice Control Program, highlighting upcoming improvements for 2026, including enhanced parking lot and transit stop clearing, the continued rollout of automated vehicle locating technology, and the announcement of a snow plow naming campaign in partnership with School District No. 71.

Moved By Frisch
Seconded By Cole-Hamilton

THAT Council receive the “Snow and Ice Control 2025-2026” briefing note for information.

CARRIED

7.3 Recreation, Culture and Community Services

7.3.1 Pickleball Court Needs Assessment and Options Analysis

Joy Chan, Manager of Business Administration for the City of Courtenay, and James Godwin, Principal, Senior Landscape Architect and Urban Designer for Lanarc Consultants Inc., presented the Pickleball Options Analysis, outlining current and projected court demand, site evaluations, and best practices to guide development of 4 to 6 dedicated outdoor courts within the next five years.

Moved By Frisch

Seconded By McCollum

THAT Council receive for information the Pickleball Needs Assessment (Attachment 1) and Pickleball Options Analysis – Preferred Site Memo (Attachment 2);

THAT Council direct staff to proceed to detailed design and construction of six new dedicated pickleball courts at Lewis Park; and

THAT Council direct staff to update the Pickleball project cost to \$850,000 in the 2026 year of the 2026-2030 Financial Plan funded by the following:

\$250,000 Growing Communities carried forward

\$500,000 Parks, Recreation, Cultural & Seniors Facilities Amenity Reserve

\$50,000 Partners in Parks

\$50,000 CVPA Contribution.

CARRIED

7.3.2 Park Bench Donation Policy and Implementation Strategy

Moved By McCollum

Seconded By Frisch

THAT Council receive for information the Park and Donation Bench Guidelines; and

THAT based on the December 10th, 2025 staff report “Park Bench Donation Policy and Implementation Strategy,” Council adopt the Park Bench Donation Program Policy and direct staff to proceed with the Implementation Strategy detailed in the staff report; and

THAT Council direct staff to return to Council with a proposed fees and charges bylaw amendment of the Fees and Charges Bylaw No. 1673, 1992 that includes the proposed fees for the Park Bench Donation Program at 100% cost recovery; and

THAT the Park Bench Donation Program shall accept bench donations after the adoption of the amendment to the Fees and Charges Bylaw No. 1673, 1992 that includes Park Bench Donation Program Fees.

CARRIED

8. EXTERNAL REPORTS AND CORRESPONDENCE

8.1 Office of the Ombudsperson - Quarterly Report (Jul-Sept 2025)

Moved By Hillian

Seconded By Frisch

THAT Council receive the "Office of the Ombudsperson - Quarterly Report (Jul-Sept 2025)".

CARRIED

9. INTERNAL REPORTS AND CORRESPONDENCE

9.1 Ombudsperson Meeting

Moved By Hillian

Seconded By Frisch

THAT Council receive the “Ombudsperson Meeting” briefing note.

CARRIED

10. NOTICE OF MOTION

This item will return for Council's consideration during the January 14, 2026 Council meeting.

Support for the Elect Respect Pledge - Mayor Wells

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 Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, 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.

11. COUNCIL REPORTS

11.1 Councillor McCollum

No report provided.

11.2 Councillor Cole-Hamilton

No report provided.

11.3 Councillor Frisch

No report provided.

11.4 Councillor Morin

Councillor Morin reported that she enjoyed fulfilling Acting Mayor duties, including judging the Comox Valley Christmas parade with Councillor Cole-Hamilton, and participating in holiday events. She also attended the Day of Remembrance for the women who were victims of the Montreal Massacre.

11.5 Councillor Hillian

Councillor Hillian acknowledged the major milestone in the Sewer Conveyance Project, noting the completion of the underground piping and the reopening of Comox Road to two-way traffic. He referenced recent correspondence regarding Back Road traffic concerns and advised that a response from Inspector Mercer, Comox Valley RCMP, outlining RCMP enforcement efforts, has been received and placed on the public record. He added that concerns about the resident survey had also been addressed, and expressed hope that the reopening of Comox Road and completion of the project will help alleviate traffic issues in the area.

11.6 Councillor Jolicoeur

No report provided.

11.7 Mayor Wells

Mayor Wells reported attending the Courtenay Volunteer Fire Department's "Stuff the Truck" challenge. All elected officials, including School District trustees, MPs, and MLAs, were encouraged to donate cash or goods in support of the

Comox Valley Food Bank. The event will continue over the next two days at Thrifty Foods on Cliffe Avenue and 17th Street.

Susie Saunders, Director of Recreation, Culture, and Community Services, announced that the Simms Summer Concert Series has been named the 2025 Readers' Choice Award winner in the Arts and Entertainment - Local Festival, Concert, and Event category by Comox Valley Record readers. She extended congratulations to staff, volunteers, and musicians, and thanked the community for their ongoing support and attendance.

12. IN CAMERA RESOLUTION

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) (c) labour relations or other employee relations;

(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;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

(2) (b) the consideration of information received and held in confidence relating to negotiations

(iii) between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party.

CARRIED

13. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 8:27 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 10:08 p.m.

CERTIFIED CORRECT

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

Mayor Bob Wells

Corporate Officer Adriana Proton