



Council Minutes

Meeting #: R2/2026
Date: January 28, 2026, 4:00 p.m.
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)
A. Langenmaier, Director of Financial Services (electronic)
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
A. Proton, Manager of Legislative Services (CO)
S. Hainsworth, Manager of Procurement, Risk, & Real Estate
J. Tazzioli, Manager of Environmental Engineering
C. Thompson, Manager of Public Works Services

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:02 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 - January 14, 2026

Moved By Cole-Hamilton

Seconded By Morin

THAT Council adopt the January 14, 2026 Regular Council minutes.

CARRIED

Without objection, Council varied the order of the agenda by moving Item 4.1 Comox Valley RCMP - Quarterly Report (Oct - Dec 2025), before Item 6.1 AVA Digital Gold Award for Courtenay's Website Design, and re-ordered the agenda accordingly.

4. STAFF REPORTS

4.1 Infrastructure and Environmental Engineering

4.1.1 Corporate Facility Energy Management Plan

Jeanniene Tazzioli, Manager of Environmental Engineering, and Emma Harrison, Prism Engineering Ltd., presented the Corporate Facility Energy Management Plan, which outlines a long-term strategy to modernize City-owned facilities through phased retrofits and upgrades to reduce greenhouse gas emissions and improve energy efficiency.

Moved By Frisch

Seconded By Hillian

THAT Council adopt the Corporate Facility Energy Management Plan to meet the provincially legislated 2030 building sector greenhouse gas emission target of 59-64% below 2007 levels; and

THAT new municipal facilities meet the BC Energy Step Code, and Zero Carbon Step Code requirements outlined in the City of Courtenay Building Bylaw.

CARRIED

4.2 Financial Services

4.2.1 Courtenay Marina Society – Renewal Lease

Mayor Wells declared a conflict of interest and left the meeting at 4:23 p.m. Mayor Wells has moorage at the Courtenay Marina.

Councillor Morin assumed the Chair as Acting Mayor.

Moved By Hillian

Seconded By Frisch

THAT based on the January 28, 2026 staff report titled “Courtenay Marina Society Renewal Lease”, Council authorize the renewal lease between the City of Courtenay and the Courtenay Marina Society for the property legally described as PID 004-154-665 Lot 1 Section 68 Comox District Plan 15512, with a graduated lease rate commencing at \$3,290 in the first year of the five year term and increasing annually to reach the appraised market value of \$10,100 per annum in the final year of the lease (option 1);

THAT Council delegate authority to the Chief Financial Officer to execute the renewal lease on behalf of the City; and,

THAT following the completion of the Local Area Plan for the Courtenay Airpark Precinct, staff be directed to report back to Council with an analysis of any implications for the Courtenay Marina Society lease.

CARRIED

Councillor Morin relinquished the Chair, and Mayor Wells returned to the meeting at 4:28 p.m.

4.3 Fire Department

4.3.1 2026 UBCM Community Emergency Preparedness Fund – Grant Applications

Moved By Hillian

Seconded By Frisch

THAT based on the January 28, 2026, staff report “2026 UBCM Community Emergency Preparedness Fund – Grant Applications”, Council approves OPTION 1 and authorize an application made to the Union of BC Municipalities Community Emergency Preparedness Fund’s Emergency Operations Centre (EOC) Equipment and Training grant, Emergency Support Services (ESS) Equipment and Training grant, Public Notification

and Evacuation Planning grant, and Indigenous Cultural Safety and Humility grant;

AND FURTHER, THAT as a joint applicant, Council agrees that the primary applicant will apply for, receive, and manage the grant funding on their behalf.

CARRIED

4.3.2 Courtenay Fire Department 2025 Annual Report

Kurt MacDonald, Fire Chief, presented the 2025 Annual Report, outlining departmental structure, emergency response activity, fire prevention and training initiatives, and regional emergency and wildfire deployments throughout the year. The presentation also highlighted key strategic priorities, including planning for a future East Courtenay fire hall, long-term staffing needs, and support vehicle replacement.

Moved By Hillian

Seconded By Frisch

THAT Council receive the Courtenay Fire Department 2025 Annual Report.

CARRIED

5. PRESENTATIONS

5.1 Comox Valley RCMP - Quarterly Report (Oct - Dec 2025)

Inspector Scott Mercer, Comox Valley RCMP, provided a quarterly report for October 1 to December 31, 2025, noting an overall increase in Calls for Service in Courtenay compared to the same quarter in the previous fiscal year, with shifts in call types and locations. While downtown Calls for Service decreased, there were increases in breach-related files, drug trafficking investigations attributed to targeted enforcement initiatives, and continued monitoring of violent crime, property crime, and traffic offences.

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 AVA Digital Gold Award for Courtenay's Website Redesign

Council unanimously received the “AVA Digital Gold Award for Courtenay’s Website Redesign” briefing note.

6.2 Indigenous Procurement Update

Council unanimously received the “Indigenous Procurement Update” briefing note.

7. BYLAWS

7.1 For First, Second, and Third Readings:

7.1.1 Fees and Charges Amendment Bylaw No. 3208, 2026 (Solid Waste)

Moved By Cole-Hamilton

Seconded By Hillian

THAT Council give first, second, and third readings to "Fees and Charges Amendment Bylaw No. 3208, 2026 (solid waste)".

CARRIED

7.1.2 2026 Revenue Anticipation Borrowing Bylaw No. 3209

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council give first, second, and third readings to “Revenue Anticipation Borrowing Bylaw, 2026 No. 3209”.

CARRIED

8. COUNCIL REPORTS

8.1 Councillor McCollum

No report provided.

8.2 Councillor Cole-Hamilton

No report provided.

8.3 Councillor Frisch

No report provided.

8.4 Councillor Morin

No report provided.

8.5 Councillor Hillian

Councillor Hillian acknowledged Project Watershed’s Thursday event marking the lifting of the wall at the Kus-kus-sum site, noting strong public attendance and support, and encouraged the public to observe the ongoing work.

Councillor Hillian also reflected on the work of City staff and consultants, acknowledging the significant pressure they often face and expressing respect and appreciation for their professionalism, expertise, and dedication.

8.6 Councillor Jolicoeur

No report provided.

8.7 Mayor Wells

Mayor Wells expressed appreciation for the strong public turnout at the Kus-kus-sum event, noting it was well attended by community members and Council, and highlighted the positive sense of community reflected at the event.

Mayor Wells reviewed his attendance at an event where a replacement Freedom of the City plaque was presented to the Legion, noting the original plaque had gone missing, and acknowledged that Canadian Legions are celebrating their 100th anniversary this year.

Mayor Wells also provided an update on recent presentations to community organizations, including Rotary and Lions Clubs, and noted that the Courtenay Rotary Club recently donated \$10,000 toward improvements at Woodcote Park, with Rotary Clubs collectively contributing significant funding to projects within the City.

9. ADJOURNMENT

Mayor Wells terminated the meeting at 5:38 p.m.

CERTIFIED CORRECT

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

Mayor Bob Wells

Corporate Officer Adriana Proton