



Council Minutes

Meeting #: R4/2026
Date: February 25, 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
E. Jolicoeur
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
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
M. Brown, Manager of Transportation Services
J. Chan, Manager of Business Administration (electronic)
N. Gothard, Manager of Community and Sustainability Planning
S. Hainsworth, Manager of Procurement, Risk, & Real Estate
A. Proton, Manager of Legislative Services (CO)
J. Cramer, Policy Planner 2
P. Janecek, Legislative Services Coordinator
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:07 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.

Councillor Morin provided a statement, on behalf of Courtenay Council, to acknowledge the deaths of 4 Comox Valley community members in the period of September to

December 2025 due to the unregulated toxic drug supply crisis, for a total of 231 deaths of Comox Valley community members since the public health emergency was first declared.

2. INTRODUCTION OF LATE ITEMS

Council unanimously added correspondence from the Honourable Josie Osborne, Minister of Health, under item numbered 5.3 Late Item: Minister Josie Osborne - Hospice Beds at Aitken Community Hospice (Ocean Front Village).

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - February 11, 2026

Moved By Hillian
Seconded By Morin

THAT Council adopt the February, 11, 2026 Regular Council minutes.

CARRIED

4. STAFF REPORTS

4.1 Development Services

4.1.1 Downtown Vitalization Local Area Plan – Phase 3 Scope of Work

Moved By Frisch
Seconded By McCollum

THAT staff proceed with the Downtown Vitalization Local Area Plan – Phase 3 Scope of Work presented in Attachment 1 as part of the February 25, 2026 staff report.

CARRIED

4.2 Financial Services

4.2.1 Habitat for Humanity – Land Disposition – 2140 Lake Trail Road

Moved By Frisch
Seconded By Hillian

THAT Council approve the transfer of the City-owned property located at 2140 Lake Trail Road, legally described as Lot A, District Lot 96, Comox District, Plan EPP58827, to Habitat for Humanity Vancouver Island North Society for the purchase price of \$1, subject to the satisfaction of the following conditions:

THAT the City provide public notice of its intention to dispose of the property and provide assistance in accordance with sections 24, 26 and 94 of the *Community Charter*; and

THAT if feedback is received from the community in response to the notice of disposition and assistance, the land transfer be paused and staff be directed to report back to Council with a summary of the feedback and any recommended next steps prior to completion of the transfer; and

THAT a covenant be registered on title, pursuant to section 219 of the Land Title Act, requiring that a minimum of three dwelling units be constructed on the property; and

THAT subject to the completion of the notice requirements and, if applicable, Council's consideration of any community feedback received, the Director of Financial Services be authorized to execute all documents necessary to complete the transfer;

AND THAT Council direct staff to return with a future report outlining the confirmed development cost charges, permit fees, and offsite servicing costs associated with the development of 2140 Lake Trail Road, and to seek Council authorization for the expenditure of those costs from the Affordable Housing Reserve.

CARRIED

4.3 Operational Services

4.3.1 Provincial Archaeological Permitting and Indigenous Engagement

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council endorse a dual-track approach to managing emergent municipal infrastructure works that may engage archaeological and cultural heritage considerations, as outlined in the report;

AND THAT Council direct staff to continue advancing all required provincial archaeological permitting processes, including Multi-Area Permits, Site Alteration Permits, and post-event authorizations, as the formal and controlling regulatory pathway;

AND THAT Council authorize staff to engage with K'ómoks First Nation on a government-to-government basis to collaboratively explore and, if appropriate, co-develop an Emergency Infrastructure and Cultural Heritage Response Protocol to support timely communication, coordination, and cultural heritage stewardship during bona fide emergency situations;

AND THAT any such protocol be developed to complement, and not replace or supersede, provincial regulatory requirements, and be limited in scope to emergency circumstances where immediate action is required to protect public health, safety, or the environment.

CARRIED

5. EXTERNAL REPORTS AND CORRESPONDENCE

5.1 K'ómoks First Nation - Request for Letter of Support - Addition to Reserve

Moved By Morin

Seconded By Frisch

THAT Council provide a letter of support to K'ómoks First Nation's (KFN) Addition to Reserve (ATR) application to the Government of Canada for one parcel of fee-simple land held by KFN in the Piercy Road area.

CARRIED

5.2 Royal Canadian Legion Branch 17 - Request for Letter of Support - Courtenay Legion Accessible Doors Project

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council provide a letter of support to the Royal Canadian Legion, Courtenay Branch 17, regarding their application for Courtenay Legion Accessible Doors project to the Rick Hansen Foundation's RBC Barrier Buster Grants Program.

CARRIED

5.3 Late Item: Minister Josie Osborne - Hospice Beds at Aitken Community Hospice (Ocean Front Village)

Moved By Frisch

Seconded By Morin

THAT Council receive the February 23, 2026 letter from Minister Josie Osborne regarding hospice beds at Aitken Community Hospice (Ocean Front Village) for information.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Water Metering Business Case Study – Executive Summary

Moved By Frisch

Seconded By Morin

THAT Council receive the “Water Metering Business Case Study – Executive Summary” briefing note for information.

CARRIED

6.2 Safe and Active School Program - Engagement and Preliminary Results

Moved By Cole-Hamilton

Seconded By Hillian

THAT Council receive the “Safe and Active School Program - Engagement and Preliminary Results” briefing note.

CARRIED

6.3 Amenity Cost Charges (ACC) Assist Factor at 5 and 10%

Moved By Frisch

Seconded By McCollum

THAT Council receive the “ACC Assist Factor at 5 and 10%” briefing note.

CARRIED

Mayor Wells called a recess at 6:27 p.m. Council reconvened at 7:01 p.m.

7. BYLAWS

7.1 For Third Reading:

7.1.1 Amenity Cost Charges Bylaw No. 3207

Moved By Frisch

Seconded By McCollum

THAT Council amend Schedule B "Amenity List" of the Amenity Cost Charges Bylaw No. 3207 by changing item 3 from "Outdoor Pool Expansion" to "Recreation Centre Expansion",

AND THAT Council give third reading to the "Amenity Cost Charges Bylaw No. 3207", as amended.

CARRIED

OPPOSED: Councillor Jolicoeur

7.2 For First and Second Readings:

7.2.1 Official Community Plan (OCP) Bylaw No. 3206

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council give first and second reading to "Official Community Plan Bylaw No. 3206"; and,

THAT Council direct staff to set a public hearing date for May 6, 2026 at 4:00 pm at the CVRD Civic Room 770 Harmston Ave Courtenay, BC; and,

THAT Council direct staff to provide notice as per section 466 of the Local Government Act, section 94 of the Community Charter and City of Courtenay Development Procedures Bylaw No. 3202.

CARRIED

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to develop a proposal for a standalone Official Community Plan (OCP) Implementation Plan, with the goal of enhancing the City's effectiveness in translating OCP policy into action; and, THAT staff be directed to report back to the newly elected Council following the 2026 municipal election, for consideration as part of the 2027-2030 Council Strategic Priority setting process, with a report outlining:

- a) The proposed scope of work required to fully develop the OCP Implementation Plan; and,
- b) Cost options and resource implications for consideration as part of the 2027 financial planning process.

CARRIED

7.3 For Adoption:

7.3.1 2026 – 2030 Financial Plan Bylaw No. 3211

Moved By Frisch

Seconded By Hillian

THAT Council adopt "2026 – 2030 Financial Plan Bylaw No. 3211, 2026".

CARRIED

OPPOSED: Councillor Jolicoeur

7.3.2 Public Notice Bylaw No. 3210

Moved By Hillian

Seconded By Morin

THAT Council adopt "Public Notice Bylaw No. 3210".

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

Councillor Morin acknowledged Pink Shirt Day, an annual event against bullying, and emphasized the importance of fostering respectful dialogue and serving as positive role models for children.

8.5 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

8.6 Councillor Jolicoeur

No report provided.

8.7 Mayor Wells

Mayor Wells thanked Councillor Morin for recognizing Pink Shirt Day and also acknowledged the significance of the initiative.

Mayor Wells noted the recent Cupid Love Bus activity, which contributed to goodwill and charitable efforts within the community.

Mayor Wells acknowledged the Community Justice Centre's anti-racism event.

Mayor Wells reported attending the Wounded Warrior event held at 888 (Stocky Edwards) Wing.

9. IN CAMERA RESOLUTION

Moved By Morin

Seconded By Jolicoeur

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

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(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;

(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

10. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 7:50 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:26 p.m.

CERTIFIED CORRECT

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

Mayor Bob Wells

Corporate Officer Adriana Proton