



THE CORPORATION OF THE CITY OF COURTENAY  
**COUNCIL MINUTES**

---

**Meeting #:** R17/2023  
**Date:** September 27, 2023  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** D. Hillian, Acting Mayor  
W. Cole-Hamilton  
D. Frisch  
E. Jolicoeur (electronic)  
M. McCollum  
W. Morin (electronic)

**Regrets:** B. Wells

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services (electronic)  
K. Macdonald, Fire Chief  
K. O'Connell, Director of Corporate Services  
S. Saunders, Director of Recreation, Culture & Community Services (electronic)  
J. Chan, Manager of Business Administration  
A. Guillo, Manager of Communications  
A. Proton, Manager of Legislative Services  
R. Matthews, Deputy Corporate Officer

**1. CALL TO ORDER**

- Acting Mayor Hillian called the meeting to order at 4:01 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.
- Councillor Jolicoeur announced that September 30<sup>th</sup> is the National Day for Truth and Reconciliation and encouraged the community to wear orange on Saturday as a symbol of the stripping away of culture, freedom and self-esteem experienced by Indigenous children over generations. The City of Courtenay will

be raising the *Every Child Matters* Flag this week to honour and recognize the children of residential schools that were forcibly separated from their families, their culture, communities, and the many that did not return home.

- Councillor Morin provided a statement on behalf of the City of Courtenay regarding RCMP Constable Rick O'Brien, a member of the Ridge Meadows RCMP detachment, who lost his life in the line of duty this past weekend in Coquitlam while in the course of his duties.
- Councillor McCollum acknowledged that October 2<sup>nd</sup> is Wrongful Conviction Day, which is a global movement dedicated to advocating for innocent individuals who have been wrongly convicted.
- Councillor Cole-Hamilton advised that October is Circular Economy Month in British Columbia which is an opportunity for local governments to show their support for preserving natural resources, reducing greenhouse gas emissions, and supporting local economies.

## **2. INTRODUCTION OF LATE ITEMS**

With no late items or objections, Council proceeded with the agenda as presented.

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - September 13, 2023**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt the September 13, 2023 Regular Council minutes.

**CARRIED**

## **4. DELEGATIONS**

### **4.1 Walk With Me**

Christopher Hauschildt, Operations Coordinator, and Sharon Karsten, Project Coordinator, provided an overview of the Walking Together Policy report.

**5. STAFF REPORTS**

**5.1 Recreation, Culture and Community Services**

**5.1.1 Comox Valley Community Substance Use Strategy – Phase Two Report Back**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT the Comox Valley Substance Use Strategy – Phase Two Report be received for information.

**CARRIED**

**5.2 Corporate Services**

**5.2.1 Parks Control Bylaw Modernization Project – Parks and Open Spaces Bylaw Guiding Document**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council approve the Parks and Open Spaces Bylaw Guiding Document and direct staff work with external legal counsel to draft a new Parks and Open Spaces Control Bylaw; and,

THAT staff be directed to report back to Council on any further amendments to B.C.'s current decriminalization policy and or at such time further guidance for local governments is provided by the Province.

**CARRIED**

**5.3 Financial Services**

**5.3.1 Audit Service Plan for Year Ending December 31, 2023**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council appoint MNP LLP as the City's auditors for 2023;

AND THAT Council approve the 2023 Audit Service Plan as presented for the year ending December 31, 2023.

**CARRIED**

**6. INTERNAL REPORTS AND CORRESPONDENCE**

**6.1 Resident Survey – Your Courtenay, Your Voice – Results Presentation**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

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

**CARRIED**

**6.2 Communication Strategy Report – Research Strategy Update**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive the “Communication Strategy Report – Research Strategy Update” briefing note.

**CARRIED**

**With no objections, Council varied the order of the agenda by moving Item 9.1.2 Zoning Amendment Bylaw No. 3101, before Item 6.3 Management Reports, and renumbered the agenda accordingly.**

**7. BYLAWS**

**7.1 Zoning Amendment Bylaw No. 3101 – 1410 Glen Urquhart Drive**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council give first, second and third readings to "Zoning Amendment Bylaw No. 3101".

**CARRIED**

**Acting Mayor Hillian called a recess at 6:41 pm. The Council meeting resumed at 7:01 pm.**

## **8. INTERNAL REPORTS AND CORRESPONDENCE**

### **8.1 Management Reports**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council receive the Public Works, Finance, Development Services, and Fire Department management reports as presented for information.

**CARRIED**

### **8.2 Bylaw and Public Works Services, Service Initiative**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the “Bylaw and Public Works Services, Service Initiative” briefing note.

**CARRIED**

### **8.3 BC Housing Update**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive the BC Housing Update Briefing Note for information.

**CARRIED**

### **8.4 Parks and Recreation Advisory Commission (PRAC) Meeting Minutes - July 6, 2023**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive the July 6, 2023 Parks and Recreation Advisory Commission minutes.

**CARRIED**

### **8.5 Heritage Advisory Commission Meeting Minutes - May 24, 2023**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive the May 24, 2023 Heritage Advisory Commission minutes.

**CARRIED**

**9. COUNCIL RESOLUTIONS**

**9.1 K'ómoks First Nation Flag - Councillor Cole-Hamilton**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

WHEREAS the flying of flags is a way of showing acknowledgment and respect in many cultures; and

WHEREAS the City of Courtenay has committed to building a strong and respectful relationship with K'ómoks First Nation;

THEREFORE BE IT RESOLVED THAT staff engage with K'ómoks First Nation and report back to Council on options for displaying the K'ómoks First Nation flag at Courtenay City Hall.

**CARRIED**

**10. NOTICE OF MOTION**

**10.1 Refurbishment of Historic Clocks - Councillor Hillian**

WHEREAS the City of Courtenay Heritage Commission has requested clarity regarding the refurbishment of historic clocks;

THEREFORE BE IT RESOLVED THAT a staff report be prepared to address this request.

**10.2 Toxic Drug Deaths - Councillor Morin**

WHEREAS the lives of at least 12,264 British Columbians have been lost to unregulated drugs since the public health emergency was first declared on April 14, 2016, with 154 lives lost in the Comox Valley;

WHEREAS unregulated drug toxicity is now the leading cause of death for those aged 10 to 59 in BC, numbering more than homicides, suicides, deaths from accident and natural disease combined;

WHEREAS these lives matter and are valued, and we all must do more to reduce stigma and save lives;

WHEREAS Council would like to acknowledge and honour the lives lost in the Comox Valley to the unregulated toxic drug supply crisis;

THEREFORE BE IT RESOLVED THAT Council read this statement following triannual updates from the BC Coroner's Service: Courtenay Council would like to acknowledge the deaths of [number] Comox Valley community members in the period of [dates] due to the unregulated toxic drug supply crisis, for a total of [number] deaths of Comox Valley Community members since the public health emergency was first declared. Our hearts go out to their loved ones. We want you to know their lives matter, and Council will continue to push for action and effective policy to stop these preventable and unnecessary deaths.

## **11. BYLAWS**

### **11.1 For First, Second and Third Readings**

#### **11.1.1 Consideration of 2024 Permissive Property Tax Exemptions**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council give first, second and third readings to "Tax Exemption 2024, Bylaw No. 3091, 2023".

**Amendment:**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council amend the motion to remove the 2024 permissive tax exemptions for:

- Roll 1960.006, 2966 Kilpatrick Ave, Aaron House Ministries
- Roll 3200.32, 4729 Headquarters Rd, Youth for Christ

AND THAT Council give first, second and third readings to "Tax Exemption 2024 Bylaw No. 3091, 2023" as amended.

**DEFEATED**

**Opposed: Acting Mayor Hillian, Councillor Cole-Hamilton, Councillor Frisch, Councillor McCollum, Councillor Morin**

**Main motion:**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council give first, second and third readings to "Tax Exemption Bylaw No. 3091, 2023".

**CARRIED**

**Opposed: Councillor Jolicoeur**

**Acting Mayor Hillian declared a conflict of interest as he is on the Board of Directors for the John Howard Society, and left the meeting at 8:04 pm. Councillor McCollum stood in as Acting Mayor.**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council give first, second and third readings to "Tax Exemption 2024, Bylaw No. 3110, 2023".

**CARRIED**

**Acting Mayor Hillian returned to the meeting at 8:04 pm.**

**Councillor Morin declared a conflict of interest as she is an employee of the Comox Valley Transition Society, and left the meeting at 8:04 pm.**

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

THAT Council give first, second and third readings to "Tax Exemption 2024, Bylaw No. 3111, 2023".

**CARRIED**

**Councillor Morin returned to the meeting at 8:05 pm.**



**Councillor Jolicoeur declared a conflict of interest as he is on the Board of Directors for the Dawn to Dawn Action on Homelessness Society, and left the meeting at 8:05 pm.**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council give first, second and third readings to "Tax Exemption 2024, Bylaw No. 3112, 2023".

**CARRIED**

**Councillor Jolicoeur returned to the meeting at 8:06 pm.**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council give first, second and third readings to "Tax Exemption Churches 2024, Bylaw No. 3092, 2023".

**CARRIED**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT Council direct staff to update the Permissive Tax Exemption Policy #1960.00.01 to align with current strategic priorities.

**CARRIED**

#### **11.1.2 Downtown Courtenay Business Improvement Area Bylaw No. 3105**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council give first, second and third readings to "Downtown Courtenay Business Improvement Area Bylaw No. 3105".

**CARRIED**

## **12. COUNCIL REPORTS**

**12.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton reviewed his attendance at the following event:

- Sept 18-22 - 2023 UBCM Convention

**12.2 Councillor Frisch**

Councillor Frisch submitted a report of activities, see agenda.

**12.3 Councillor Jolicoeur**

Councillor Jolicoeur advised that the resolution submitted by the City of Courtenay *Removal of Racist and Discriminatory Clauses from BC Land Titles* was endorsed at the 2023 UBCM Convention.

**12.4 Councillor McCollum**

No report provided.

**12.5 Councillor Morin**

No report provided.

**12.6 Acting Mayor Hillian**

Acting Mayor Hillian submitted a report of activities and thanked Council for their efforts at the 2023 UBCM Convention and staff for their work prepping Council for their activities.

**13. IN CAMERA RESOLUTION**

**Moved By** Frisch

**Seconded By** McCollum

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**

**14. ADJOURNMENT**

Acting Mayor Hillian terminated the open portion of the meeting at 8:16 pm. Following the conclusion of the in camera portion of the meeting, Acting Mayor Hillian terminated the meeting at 9:25 pm.

**CERTIFIED CORRECT**

Adopted by Council October 11, 2023

---

Acting Mayor Doug Hillian

---

Adriana Proton, Corporate Officer