



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL MINUTES

Meeting #: R21/2023
Date: November 22, 2023
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells
D. Frisch
D. Hillian
E. Jolicoeur (electronic)
M. McCollum
W. Morin

Regrets: W. Cole-Hamilton

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
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
K. Shaw, Director of Public Works Services
M. Wade, Director of Development Services
A. Proton, Manager of Legislative Services
C. Thompson, Manager of Solid Waste Services
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

- Mayor Wells 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.
- Mayor Wells acknowledged that November 22 is National Housing Day, an opportunity to reflect on the importance of housing and the stability it provides to participate fully in society.

2. INTRODUCTION OF LATE ITEMS

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

3. ADOPTION OF MINUTES

3.1 Committee of the Whole Minutes - November 2, 2023

3.2 Regular Council Minutes - November 8, 2023

Moved By Hillian

Seconded By McCollum

THAT Council adopt the November 2, 2023 Committee of the Whole minutes and the November 8, 2023 Regular Council minutes.

CARRIED

4. STAFF REPORTS

4.1 Development Services

4.1.1 276 Sandwich Road Heritage Protection Update

Moved By Hillian

Seconded By Frisch

THAT Council receive the 276 Sandwich Road Heritage Protection Update report for information and direct staff to work with the property owner to address the statement of significance in any proposed development application.

CARRIED

4.1.2 City Hall Clock Project Update

Moved By Hillian

Seconded By Morin

THAT Council support a stand-alone option for the City Hall Clock at the location of the old City Hall or Flag Pole location and include interpretative signage;

AND THAT staff report back to Council on the location recommendation for the stand-alone option, along with costs;

AND THAT staff bring the report to the Heritage Advisory Commission to receive comments.

CARRIED

4.2 Fire Department

4.2.1 2023 Disaster Risk Reduction – Climate Adaptation Grant

Moved By Frisch

Seconded By McCollum

THAT Council approve an application to the 2023 Disaster Risk Reduction – Climate Adaptation fund to be submitted jointly on behalf of the City of Courtenay and K’ómoks First Nation; and,

THAT Council delegate authority to the City Manager, on behalf of the City of Courtenay, to approve a formal Municipal Service Agreement with K’ómoks First Nation for the provision of emergency planning and disaster reduction measures.

CARRIED

5. EXTERNAL REPORTS AND CORRESPONDENCE

5.1 Letter from Minister of Housing - New Legislation to Support Local Government Housing Initiatives

Moved By McCollum

Seconded By Hillian

THAT Council receive the letter from Ravi Kahlon, Minister of Housing regarding new legislation to support local government housing initiatives.

CARRIED

5.2 Thank You from City of West Kelowna - McDougall Creek Wildfire

Moved By McCollum

Seconded By Hillian

THAT Council receive the thank you letter from the City of West Kelowna for the support received during the McDougall Creek wildfire.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Management Reports

Moved By Hillian

Seconded By Frisch

THAT Council receive the Engineering Services, Corporate Services, Recreation, Culture and Community Services, and City Manager (CAO) management reports.

CARRIED

6.2 Parks and Recreation Advisory Commission (PRAC) Meeting Minutes - September 14, 2023

Moved By Frisch

Seconded By Morin

THAT Council receive the September 14, 2023 Parks and Recreation Advisory Commission minutes.

CARRIED

7. COUNCIL RESOLUTIONS

7.1 Activating Downtown - Duncan Avenue Pilot Project - Councillor Jolicoeur

Moved By Jolicoeur

Seconded By Morin

WHEREAS Downtown Courtenay serves as a commercial, cultural, social, artistic, and culinary hub of the Comox Valley; and

WHEREAS the Downtown Playbook 2016 seeks to support the revitalization of Downtown by supporting the creation of spaces and amenities for people to enjoy; and

WHEREAS the Playbook prioritizes “Create the Heart - Duncan Commons/Mews” where special events can occur and people can gather anchoring downtown for social & cultural events; and

WHEREAS the Downtown Courtenay Business Improvement Association, Comox Valley Arts Council, Comox Valley Art Gallery, Comox Valley Farmer’s Market, Comox Valley Chamber of Commerce have been working towards supporting the temporary summer closure of Duncan Avenue from 5th to 6th street,

BE IT RESOLVED THAT Council direct staff bring forward a report on the Duncan Avenue Summer Pilot project outlining considerations and financial implications for implementation in 2024;

AND FURTHER BE IT RESOLVED THAT Council direct staff to collaborate with the Duncan Avenue working group to review options for the design, implementation and evaluation of the pilot and include in the report back to Council.

CARRIED

8. BYLAWS

8.1 First, Second, and Third Readings

8.1.1 Puntledge Sanitary Catchment Replacement Budget Amendment and Loan Authorization Bylaw No. 3067

Moved By Frisch

Seconded By Hillian

THAT Council increase the Puntledge Sanitary Catchment Replacement project budget to \$4,000,000 funded from \$3,500,000 in debt and \$500,000 from Sewer Asset Management Reserves.

CARRIED

Moved By Frisch

Seconded By McCollum

THAT Council give first, second and third readings to “Puntledge Sanitary Catchment Replacement Loan Authorization Bylaw No. 3067, 2024”.

CARRIED

Moved By Frisch
Seconded By Morin

THAT Council proceed with adoption of “Puntledge Sanitary Catchment Replacement Loan Authorization Bylaw No. 3067, 2024” through the Approval-Free Liability Zone granted by the *Municipal Liabilities Regulation section 7*.

CARRIED

8.1.2 Development Procedures Bylaw No. 3106

Moved By Morin
Seconded By Hillian

THAT Council give first, second, and third readings to Development Procedures Bylaw No. 3106.

CARRIED

8.1.3 Fees and Charges Amendment Bylaw No. 3107

Moved By Frisch
Seconded By Hillian

THAT Council give first, second and third readings to Fees and Charges Amendment Bylaw No. 3107.

CARRIED

8.1.4 Solid Waste Management Bylaw No. 3113

Moved By Hillian
Seconded By McCollum

THAT Council give first, second and third readings to "Solid Waste Management Bylaw No. 3113, 2023".

CARRIED

Moved By Hillian
Seconded By Frisch

THAT Council direct staff to update the "Municipal Ticket Information Bylaw No. 2435, 2006", to include a section for infractions related to "Solid Waste Management Bylaw No. 3113, 2023"; and,

THAT Council direct staff to draft a bylaw to repeal the "Refuse Materials Collection, Removal and Regulation Bylaw No. 2244, 2002" and update the "Municipal Ticket Information Bylaw No. 2435, 2006" to remove the section related to infractions related to the "Refuse Materials Collection, Removal and Regulation Bylaw No. 2244, 2002".

CARRIED

Moved By Hillian

Seconded By Jolicoeur

THAT Council adopt the Solid Waste Contamination Policy.

CARRIED

8.1.5 Consumer Price Index (CPI) Increase to Development Cost Charge (DCC) Bylaw No. 2840, 2016 and Development Cost Charges Amendment Bylaw No. 3116

Moved By Frisch

Seconded By Hillian

THAT Council give first, second and third readings to Development Cost Charge Amendment Bylaw No. 3116.

CARRIED

8.2 Third Reading

8.2.1 Zoning Amendment Bylaw No. 2973 - Lannan Road

Councillor Jolicoeur declared a conflict of interest as he is an Advisor to the Board of the Dawn to Dawn Action on Homelessness Society, and left the meeting at 6:05 pm.

Moved By Hillian

Seconded By Frisch

THAT Council give third reading to Zoning Amendment Bylaw No. 2973 and that prior to adoption of the bylaw the following conditions be met:

1. Dawn to Dawn Modular Home- commitment to provide a modular home either through security or provision.
2. Lannan Park Master Plan finalized to satisfaction of the Director of Development Services.
3. Environmental Master Plan finalized to satisfaction of the Director of Development Services.
4. Preliminary Infrastructure Master Plan finalized to satisfaction of the Director of Development Services.
5. Preliminary Stormwater Management Master Plan finalized to satisfaction of the Director of Development Services.
6. Street hierarchy/active transportation Preliminary Master Plan finalized to satisfaction of the Director of Development Services.
7. Development Agreement be finalized to the satisfaction of the Director of Development Services and executed by the applicant.

CARRIED

Councillor Jolicoeur returned to the meeting at 6:15 pm.

8.3 Adoption

8.3.1 Building Bylaw No. 3114 and Municipal Ticket Information Amendment Bylaw No. 3115

Moved By Frisch

Seconded By McCollum

THAT Council adopt "Building Bylaw No. 3114".

CARRIED

Moved By Frisch

Seconded By Hillian

THAT Council adopt “Municipal Ticket Information Amendment Bylaw No. 3115”.

CARRIED

9. COUNCIL REPORTS

9.1 Councillor Frisch

Councillor Frisch submitted a report of activities and advised that he is participating in Movember this year, an annual event during the month of November to raise awareness of men’s health issues, such as prostate cancer, testicular cancer, and men’s suicide.

9.2 Councillor Hillian

Councillor Hillian reviewed his attendance at the following events:

- Nov 20 - Transgender Day of Remembrance Flag Raising ceremony as Acting Mayor (about 40 people attended)
- Nov 18 - Celebration of Life for Stewart Hardy, long-time K’ómoks First Nation elected Band Councillor, commercial fisherman, logger, and knowledge-keeper

9.3 Councillor Jolicoeur

Councillor Jolicoeur reviewed his attendance at the following events:

- Nov 17 - Downtown Courtenay Business Improvement Association’s (DCBIA) Moonlight & Magic 2023 event
- Nov 19 - International Men's Day online meeting to remember the men lost to suicide in the past year in BC

9.4 Councillor McCollum

Councillor McCollum reviewed her attendance at the following events:

- Comox Valley Recreation Commission meeting:
 - Funding approved for a grant for City staff to initiate a regional approach to field bookings and charges

- Advancement of a proposed artificial turf field meant to accommodate baseball, soccer, rugby and football, including funding to put in a facility for cricket pitch

9.5 Councillor Morin

No report provided.

9.6 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Nov 20-22 - 2023 Housing Central Conference
- Nov 8 - Comox Valley Dodge's Community Champions Gala (over \$30,000 raised for Dawn to Dawn Action on Homelessness Society, Healing Hearts and Sunday Station)
- Nov 11 - Remembrance Day ceremony
- Nov 14 - Métis Week Flag Raising ceremony
- Nov 17 - Downtown Courtenay Business Improvement Association's (DCBIA) Moonlight & Magic 2023 event
- Nov 21 - Phone meeting with Katrine Conroy, Minister of Finance regarding speculation tax and vacancy tax

10. ADJOURNMENT

Mayor Wells terminated the meeting at 6:23 pm.

CERTIFIED CORRECT

Adopted by Council December 6, 2023

Mayor Bob Wells

Adriana Proton, Corporate Officer