



The Corporation of the City of Courtenay

# Council Minutes

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**Meeting #:** R4/2024  
**Date:** February 28, 2024  
**Time:** 12:30 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells  
W. Cole-Hamilton  
D. Frisch  
D. Hillian  
E. Jolicoeur  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services  
K. Macdonald, Fire Chief  
K. O'Connell, Director of Corporate Services  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Operational Services  
M. Wade, Director of Development Services  
J. Chan, Manager of Business Administration  
K. Collins, Manager of Recreation Programming (electronic)  
C. Millar, Manager of Recreation Facility Operations (electronic)  
P. Preston, Manager of Building and Administrative Services  
A. Proton, Manager of Legislative Services  
J. Bays, Community Development Coordinator  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 12:34 pm and respectfully acknowledged that the land on which the meeting was conducted in the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Mayor Wells acknowledged that February 28<sup>th</sup> is Pink Shirt Day, an annual event focused on raising awareness about bullying where participants wear pink shirts to show support.

**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 - February 14, 2024**

**Moved By** Morin

**Seconded By** Frisch

THAT Council adopt the February 14, 2024 Regular Council minutes.

**CARRIED**

**4. STAFF REPORTS**

**4.1 Corporate Services**

**4.1.1 Procedure Bylaw Amendment**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council direct staff to bring forward a bylaw to amend the Council Procedure Bylaw No. 2730, 2013 as follows:

- Remove the requirement for a motion resulting from a delegation to be made by way of a notice of motion;
- Remove language limiting what Council can do when a main motion is under consideration in section 35;
- Remove language limiting which motions can be debated in section 29;
- Amend section 20(6) so that bylaw amendments are permitted prior to third reading;
- Amend section 9 to require that members joining the meeting electronically make best efforts to use facilities that allow participants and the public to clearly watch and hear the member's participation.

**CARRIED**

**4.2 Recreation, Culture and Community Services**

**4.2.1 Research Proposal - College and Community Social Innovation Grants**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council direct staff to provide a letter of support indicating the City of Courtenay's commitment to participating in Langara College's Department of Recreation Studies research proposal to the College and Community Social Innovation Fund.

**CARRIED**

**4.2.2 Comox Valley Nature - Garry Oaks Restoration and Stewardship Pilot Project**

**Moved By** Hillian

**Seconded By** Morin

THAT Council authorize staff to negotiate and execute a Memorandum of Understanding with Comox Valley Nature as required to initiate the Garry Oaks Remediation and Stewardship Project; and,

THAT upon the execution of the Memorandum of Understanding, Council approve a grant up to \$5800 from gaming funds, to cover tree risk abatement activities.

**CARRIED**

**Moved By** Morin

**Seconded By** Frisch

THAT upon third-party environmental assessment review of the Garry Oaks Remediation and Stewardship Project, Council delegate authority to the Director of Recreation, Culture and Community Services to negotiate and execute a five-year agreement with Comox Valley Nature to support the initiative and activities outlined within the Comox Valley Nature Garry Oaks Remediation and Stewardship Project; and,

THAT Council approve up to \$4000 from gaming funds for each year of the five-year agreement in matching funds to support the Garry Oaks Remediation and Stewardship Project.

**CARRIED**

**5. EXTERNAL REPORTS AND CORRESPONDENCE**

**5.1 Community Priorities for RCMP Fiscal Year 2024-25**

**Moved By** Jolicoeur

**Seconded By** Hillian

THAT staff be directed to schedule a Committee of the Whole meeting for the purpose of discussing the Royal Canadian Mounted Police (RCMP) community priorities for 2024-25; and

THAT the RCMP be invited to attend the Committee of the Whole meeting; and

THAT the date and time of the Committee of the Whole meeting be determined in association with the RCMP in order to accommodate their availability.

**CARRIED**

**6. INTERNAL REPORTS AND CORRESPONDENCE**

**6.1 Management reports**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the management reports as presented for information.

**CARRIED**

**6.2 Parks & Recreation Advisory Commission (PRAC) - December Meeting Minutes**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the Parks & Recreation Advisory Commission (PRAC) December 14, 2023 Meeting Minutes.

**CARRIED**

**6.3 Improvements to Bill Moore Baseball Diamond Park**

Taylor Green, President of the Comox Valley Baseball Association, discussed the benefits of the field improvements for the community.

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council receive the “Improvements to Bill Moore Park Baseball Diamond” briefing note.

**CARRIED**

**7. COUNCIL RESOLUTIONS**

**7.1 Collaborate with Youth Climate Corps BC for Climate Action - Councillors Hillian and Cole-Hamilton**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

WHEREAS youth are particularly impacted by the climate crisis and Youth Climate Corps BC is an organization that has worked successfully with local governments in BC to empower youth, providing paid work and training to young people in climate action projects that foster hope by helping to reduce emissions, build resiliency and adapt communities to the changing climate;

THEREFORE BE IT RESOLVED THAT Council direct staff to explore and report back on the possibility of the City working with the Youth Climate Corps, including potential funding sources and projects related to climate action, to engage the public in promoting climate change mitigation and resilience.

**CARRIED**

**7.2 Active Transportation on Ryan Road - Councillor Frisch**

**Moved By** Frisch

**Seconded By** Jolicoeur

WHEREAS the Province and the City of Courtenay are both committed to Greenhouse Gas reduction, poverty reduction, and positive health care outcomes;

WHEREAS safe cycling infrastructure and active transportation in general is an important part of achieving those goals;

WHEREAS the City has endorsed a cycling infrastructure plan and begun the investment to provide cycling and active transportation infrastructure on the portions of Ryan Rd that fall within its control;

THEREFORE BE IT RESOLVED THAT Council direct staff to draft and send a letter on behalf of City Council, to the Minister's office to formally request:

- A meeting with the Minister of Transportation;
- Inclusion of active transportation infrastructure within Ministry of Transportation corridors; and
- That the local Courtenay office be directed to work with City of Courtenay staff to develop actionable plans for the inclusion of active transportation infrastructure on Ryan Road.

**CARRIED**

## **8. UNFINISHED BUSINESS**

### **8.1 Reconsideration - Zero Carbon Step Code**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council rescind the following resolution made at the February 14, 2024 Council meeting:

*THAT Council adopt the Provincial Zero Carbon Step Code;*

*AND THAT Council direct staff to amend "Building Bylaw No. 3114, 2023 to include the Zero Carbon Performance Levels in accordance with the timelines established in the CleanBC Road Map for all applicable Part 3 and Part 9 buildings starting with EL2 in 2024 and EL3 in 2027 and EL 4 in 2030;*

*AND THAT Council direct staff to engage with the development industry and community to inform on the Zero Carbon Step Code and its mandates.*

**CARRIED**

**A new motion was introduced:**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT in keeping with the City's Official Community Plan, Council direct staff to incorporate into the 2025 work plan and budget the staff resources and funding required for the engagement and policy development needed to accelerate the adoption of levels EL3 and EL4 of the Zero Carbon Step Code.

**Council proposed an amendment to the main motion:**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council amend the main motion by adding the following:

AND THAT Council adopt the Provincial Zero Carbon Step Code;

AND THAT Council direct staff to amend "Building Bylaw No. 3114, 2023" to include Zero Carbon Performance Levels in accordance with the timelines established in the CleanBC Road Map for applicable Part 3 and Part 9 buildings starting with EL2 in 2024.

**DEFEATED**

**Opposed: Mayor Wells and Councillors Hillian, McCollum, and Morin.**

**Council returned to the main motion as presented:**

THAT in keeping with the City's Official Community Plan, Council direct staff to incorporate into the 2025 work plan and budget the staff resources and funding required for the engagement and policy development needed to accelerate the adoption of levels EL3 and EL4 of the Zero Carbon Step Code.

**CARRIED**

**Opposed: Councillor Frisch**

**8.2 The Comox Valley Chamber of Commerce Funding Request**

**Moved By** Morin

**Seconded By** Frisch

THAT staff be directed to prepare an agreement between the City of Courtenay and the Comox Valley Chamber of Commerce to facilitate the development and implementation of a comprehensive business retention and expansion program for Council's consideration.

**CARRIED**

### **8.3 The Brazilian Cultural Foundation Funding Request**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council provide up to \$5,000 from the "Other Council Initiatives" budget in support of The Brazilian Cultural Foundation to cover event expenses, including food and housing for cultural leaders, rental of K'ómoks Big House, accommodations, and transportation; and

THAT staff provide The Brazilian Cultural Foundation with information regarding the Comox Valley Community Foundation's grant timelines.

**DEFEATED**

**Opposed: Councillors Cole-Hamilton, Frisch, Hillian, McCollum, and Morin.**

## **9. NOTICE OF MOTION**

### **9.1 Mental Health and Addiction Treatment Beds - Councillor Jolicoeur**

WHEREAS the Province of BC and Canadian Mental Health Association of BC announced in January 2024 an urgent increase in funding for treatment beds across BC; and

WHEREAS the Comox Valley Substance Use Strategy, informed by local data and lived experience of people impacted by mental health and substance use, calls for the urgent need for local medical detox and treatment services; and

WHEREAS Council has recently met with the Minister for Mental Health and Addiction clearly requesting increase mental health & substance use services, including medical detox and mental health and substance use treatment services.



THEREFORE BE IT RESOLVED THAT Council request the Premier, Minister of Mental Health and Addictions and CMHA-BC urgently prioritize the funding of treatment & detox beds in the Comox Valley from this new funding;

BE IT FURTHER RESOLVED THAT Council forward the Comox Valley Substance Use Strategy Phase 2 report and the Walk with Me report along with this request; and

BE IT FURTHER RESOLVED THAT Council send correspondence to regional government partners to seek letters of support for this request.

## **10. COUNCIL REPORTS**

### **10.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton attended the Comox Valley Girls Group's 25th Anniversary Celebration on February 17, 2024, and he also recognized Councillor Morin's 25 years of contributions to the group.

### **10.2 Councillor Frisch**

No report provided.

### **10.3 Councillor Hillian**

No report provided.

### **10.4 Councillor Jolicoeur**

Councillor Jolicoeur attended the Comox Valley Coldest Night of the Year event on February 24, 2024, and noted that 88% of the fundraising goal has been met, with additional donations accepted until March 1, 2024.

### **10.5 Councillor McCollum**

No report provided.

## **10.6 Councillor Morin**

No report provided.

## **10.7 Mayor Wells**

Mayor Wells reviewed his attendance at the following community events:

- Coldest Night of the Year event on February 24, 2024.
- You Are Not Alone (YANA) Big Love Benefit on February 23, 2024.

Mayor Wells reported on a gathering to commemorate the second anniversary of the invasion of Ukraine at Marina Park, on February 24, 2024, which was well-attended. Additionally, 25 Rotary exchange students visited Courtenay for a week, and the community stepped up to help show them around.

## **11. IN CAMERA RESOLUTION**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

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:

(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;

(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; and

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

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED**

**Mayor Wells adjourned the open portion of the meeting at 1:48pm. Following the conclusion of the in camera portion of the meeting, Council went into recess at 2:12 pm. Mayor Wells resumed the open portion at 4:01 pm.**

**12. 2024-2028 FINANCIAL PLAN**

**12.1 Financial Plan Engagement**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council receive the 2024 Financial Plan Engagement report for information.

**CARRIED**

**12.2 2024-2028 General Financial Plan**

**Mayor Wells called a recess at 5:51 pm. The Council meeting resumed at 6:13 pm.**

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

THAT Council extend the meeting beyond 9:00 pm, until 10:00 pm, in accordance with Section 17.2 of the *Council Procedure Bylaw No. 2730*.

**CARRIED**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council extend the meeting beyond 10:00 pm, until 10:30 pm, in accordance with Section 17.2 of the *Council Procedure Bylaw No. 2730*.

**CARRIED**

**Mayor Wells called a recess at 9:41 pm. The Council meeting resumed at 9:51 pm.**

**Moved By** Morin

**Seconded By** Cole-Hamilton

THAT Council defer consideration of the 2024-2028 General Fund Financial Plan to the March 13<sup>th</sup>, 2024 Council meeting;

AND THAT Council direct staff to report back on options that would contemplate increasing the application of the previous years' annual surplus to the current 2024 taxation year based on the following models:

- 7.7% Discretionary Tax Change
- 6.7% Discretionary Tax Change

**CARRIED**

**Opposed: Councillor Frisch**

**Moved By** Cole-Hamilton

**Seconded By** Jolicoeur

THAT Council direct staff to report back on options to increase the utility class tax rate to the maximum allowable rate and shorten the recreational tax rate from seven years to four years.

**CARRIED**

**Opposed: Councillor Frisch**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

THAT Council direct staff to report back on the City of Courtenay's total reserves and surpluses.

**CARRIED**

**13. ADJOURNMENT**

Mayor Wells terminated the meeting at 10:06 pm.

**CERTIFIED CORRECT**

Adopted by Council on March 13, 2024

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Mayor Bob Wells

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Adriana Proton, Corporate Officer