



The Corporation of the City of Courtenay

Council Minutes

Meeting #: R6/2024
Date: April 10, 2024
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: W. Cole-Hamilton
D. Frisch
D. Hillian
E. Jolicoeur (electronic; joined the meeting at 6:16 pm)
M. McCollum
W. Morin

Regrets: B. Wells

Staff Present: G. Garbutt, City Manager (CAO)
A. Langenmaier, Director of Financial Services
K. Macdonald, Fire Chief
K. O'Connell, Director of Corporate Services (Corporate Officer)
S. Saunders, Director of Recreation, Culture & Community Services
C. Thompson, Director of Engineering Services
M. Wade, Director of Development Services
J. Chan, Manager of Business Administration
C. Millar, Manager of Recreation Facility Operations
A. Pitcher, Manager of Engineering Capital Projects
J. Bays, Community Development Coordinator
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Acting Mayor McCollum 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.

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 - March 13, 2024

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt the March 13, 2024 Regular Council minutes.

CARRIED

4. PRESENTATION

4.1 BC Housing Update - Support and Shelter Housing

Sarah Smith, Director of Regional Development at BC Housing, provided an update on the Braidwood Supportive Housing and Shelter Project. Ms. Smith highlighted that the new housing development will serve transitional and permanent community housing needs, and provide affordable rental options with built-in support. The Braidwood Project will be featured on the BC Housing website for reference, with public inquiries directed to Community Relations Division at BC Housing via the following email:
communityrelations@bchousing.org

5. DELEGATIONS

5.1 Youth & Ecological Restoration - Funding Request

Wendy Kotilla, from the Youth and Ecological Restoration (YER) appeared as a delegation and requested Council support for a Phase II project in Millard Nature Park in summer 2024.

Councillor Hillian requested that Council waive section 13(10) of Council Procedure Bylaw No. 2730, 2013 in order to consider the funding request from Youth & Ecological Restoration during Item 5.1 of the April 10, 2024 agenda.

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council waive section 13(10) of Council Procedure Bylaw No. 2730, 2013 in order to consider the funding request from Youth & Ecological Restoration during Item 5.1 of the April 10, 2024 agenda.

CARRIED

Moved By Hillian

Seconded By Morin

THAT Council provide \$4,200.00 in support of the Youth and Ecological Restoration proposal to conduct a Phase II project in Millard Nature Park under the guidance of Registered Professional Biologist (RPBio), Tanis Gower, with the funds allocated from the Council Discretionary section of the Gaming budget.

CARRIED

6. STAFF REPORTS

6.1 City Manager (CAO)

6.1.1 Comox Valley Ground Search and Rescue Request for First Responder Designation and Municipal Land

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council direct staff to send correspondence to federal Ministry of Public Safety supporting the designation of Search and Rescue organizations as First Responders and advise Comox Valley Ground Search and Rescue that their request for land be referred to the Airpark Local Area Plan scheduled for 2025.

CARRIED

6.2 Development Services

6.2.1 City Hall Heritage Clock Project Update

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council support "Location 2 Former Flag Pole" for the City Hall clock and interpretative signage; and

THAT \$9,174.00 be moved from the Gaming Reserve to the City Hall Heritage Clock Refurbishment and Installation budget.

CARRIED

6.2.2 Development Variance Permit No. 2308 (4883 Island Highway North)

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to issue Development Variance Permit No. 2308 to vary *Sign Bylaw 2760, 2013* as follows:

1. **Section 2.4.4 (b)** from “*Rectangular sign cabinets shall have an opaque background with only the letters or symbols illuminated*” to “*Rectangular sign cabinets may be fully illuminated internally*”;
2. **Section 5.3.5 – Location (C)** from “*No sign shall be located within 3.0 m (9.8 ft.) of an adjoining property line or within 2.0 m (6.56 ft.) of the property line facing a street and no sign shall be located within a sight triangle*”, to “*No sign shall be located within 3.0 m (9.8 ft.) of an adjoining property line or within 0.0 m (0.0 ft.) of the property line facing a street and no sign shall be located within a sight triangle*”;
3. **Section 5.3.5 – Size (b)(i)** from “*Sign area shall not exceed 4.0 m² (43.1 sq. ft.), or if the sign is more than one sided the sign area shall not exceed 8.0 m² (86.1 sq. ft.)*”, to “*Sign area shall not exceed 8.75 m² (93.38 sq. ft.), or if the sign is more than one sided the sign area shall not exceed 17.50 m² (186.76 sq. ft.)*”; and,
4. **Section 5.3.5 – Size (b)(ii)** from “*The sign shall not exceed 3.5 m (11.48 ft.) in height*” to “*The sign shall not exceed 5.4 m (17.72 ft.) in height at 4883 Island Highway North*”.

CARRIED

6.2.3 Development Variance Permit No. 2305 (2981 Moray Avenue)

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council direct staff to issue Development Variance Permit No. 2305 to vary the exemption in *Zoning Bylaw No. 2500, 2007, Section 6.2.3* from 1.2 times to 3.2 times the zone’s maximum *building height* to permit a replacement monopole transmission (cell) tower and ancillary electronic

equipment for the property located at 2981 Moray Avenue;

AND FURTHER THAT the staff prepare a letter to the applicant stating that:

- The City of Courtenay is satisfied with TELUS' consultation process, as outlined in ISED's Default Public Consultation Process;
- That the proposed tower is a permitted use;
- The proposed design and location are acceptable;
- That the City of Courtenay has been consulted and concurs with the tower location.

CARRIED

6.3 Engineering Services

6.3.1 1st Street Lift Station Funding Allocation

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to allocate \$487,779 from the Sewer Asset Management Reserve to the 1st Street Lift Station Capital project.

CARRIED

6.3.2 6th Street Bridge Grant Approval

Moved By Frisch

Seconded By Morin

THAT Council direct staff to sign the Infrastructure Canada's Active Transportation Fund grant and proceed with the project.

CARRIED

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council direct staff to increase the 6th Street Bridge project to \$6,886,075 and increase the long term borrowing authorized to \$2,500,000.

CARRIED

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council direct staff to prepare a loan authorization bylaw using the Approval-Free Liability Zone granted by the Municipal Liabilities Regulation section 7.

CARRIED

6.4 Recreation, Culture and Community Services

6.4.1 Provision of Free Menstrual Products and Gender Equity in City Operated Washrooms

Moved By Frisch

Seconded By Cole-Hamilton

THAT the City of Courtenay proceed with making menstrual products free in the eleven (11) identified bathrooms at the Lewis Centre and LINC Youth Centre.

CARRIED

Moved By Cole-Hamilton

Seconded By Hillian

THAT the City of Courtenay join the United Way Period Promise Campaign by signing the Period Promise Policy Agreement, making public their commitment to provide for their staff, clients and or community diverse types of free menstrual products in a stigma free way.

CARRIED

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council direct staff to proceed with a review of City-operated staff and public washrooms with a gender equity and inclusion lens that would include the following:

- Inventory of current amenities available in City-operated washrooms (including menstrual product dispensers, disposal units, baby change tables, and needle disposal boxes)
- Washroom signage review
- Report back to Council with recommendations to improve gender equity in City-operated washrooms including associated impacts and costs in time for the 2025 Financial Plan.

CARRIED

7. EXTERNAL REPORTS AND CORRESPONDENCE

7.1 Request for Letter of Support - Glacier View Lodge

Moved By Morin

Seconded By Frisch

THAT Council direct staff to write a letter in support for the Glacier View Lodge application to the Canada Mortgage and Housing Corporation.

CARRIED

7.2 Request for Letter of Support - L'Arche Comox Valley The Anchorage

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council direct staff to write a letter to the to Canada Mortgage and Housing Affordable Housing Fund in support of L'Arche Comox Valley's current project, The Anchorage.

CARRIED

7.3 Request to Appear as a Delegation to Council - Comox Valley for Palestine

Moved By Hillian

Seconded By Frisch

THAT Council receive the correspondence from Comox Valley for Palestine for information and take no further action.

CARRIED

8. INTERNAL REPORTS AND CORRESPONDENCE

8.1 Update on Temporary Shelter Housing Options

Moved By Hillian

Seconded By Morin

THAT Council direct staff to include storage options for the belongings of unhoused individuals in the next update on temporary housing.

CARRIED

8.2 Development Services - Residential Units Permitted and Constructed Stats 2018 - 2023

Moved By Hillian

Seconded By Frisch

THAT Council receive the "Council Memo - 2018 to 2023 Residential Units April 10 2024".

CARRIED

8.3 Courtenay Fire Department 2023 Annual Report

With no objection, the "Courtenay Fire Department 2023 Annual Report" was received.

9. NOTICE OF MOTION

9.1 Need for Federal Financial Support for Municipalities (Councillor Cole-Hamilton)

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, Canada Mortgage and Housing Corporation (CMHC) indicates we need to build 3.5 million additional homes by 2030, and expand the municipal infrastructure to accommodate this growth; and

WHEREAS, Federation of Canadian Municipalities (FCM) has estimated that the required municipal infrastructure cost averages in the range of \$107,000 per unit and Statistics Canada estimates the cost to upgrade existing municipal infrastructure in the \$170 billion range; and

WHEREAS, Non-residential construction inflation has risen by 29% since 2020 and municipalities face soaring infrastructure costs without corresponding revenue growth and, unlike federal/provincial revenue, municipal tax revenue has not kept pace in recent years with inflation, economic growth or population growth; and

WHEREAS, Municipalities face federal funding gap as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund (CCBF) is being renegotiated and the Permanent Public Transit Fund is set to start in 2026; and

WHEREAS, The CCBF, formerly known as the federal Gas Tax Fund, provides over \$2.4 billion annual capital funding to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver results for Canadians by building/renewing critical core infrastructure, including water infrastructure, local roads, public transit and cultural and recreational facilities;

NOW THEREFORE BE IT RESOLVED THAT the City of Courtenay write to Prime Minister Justin Trudeau and Minister of Housing, Infrastructure and Communities Sean Fraser advocating that the federal government:

- work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities;

- commit to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and
- convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way municipalities are funded to facilitate Canada’s long-term growth.

9.2 Federation of Canadian Municipalities (FCM) Nomination (Councillor Cole-Hamilton)

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM’s Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government;

WHEREAS FCM’s Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, June, followed by the election of FCM’s Board of Directors; and

WHEREAS the UBCM-FCM Small Communities Travel fund is under review, it currently covers airfare, hotel accommodation and ground transportation expenses related to attending FCM Board and Standing Committee meetings (other than the Annual Conference and Trade Show);

THEREFORE BE IT RESOLVED that Council of the City of Courtenay endorse Councillor Will Cole-Hamilton to stand for re-election on FCM’s Board of Directors for the period starting in May 2024 and ending June 2025; and

BE IT FURTHER RESOLVED that the City assume all costs associated with Councillor Will Cole-Hamilton attending FCM’s Board of Directors meetings that are not covered by the UBCM-FCM Small Communities travel fund.

Without objection, Acting Mayor McCollum called a recess at 5:43 pm. The Council meeting resumed at 6:06 pm.

10. NEW BUSINESS

The Director of Development Services informed Council that the recently adopted bylaw amendment to the Fees and Charges Bylaw No. 1673, 1992, mistakenly sets fees for sidewalk cafés and merchant encroachments as monthly costs instead of annual ones. A bylaw amendment is needed to correct this error in the fee schedule. Considering the seasonal nature of sidewalk cafés and merchant encroachments, staff asked Council to postpone the collection of seasonal license application and license of occupation fees until the fee schedule can be adjusted to reflect the correct annual fee costs.

10.1 Seasonal License Fees for Sidewalk Cafés and Merchant Encroachment

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to temporarily delay the collection of the seasonal licence fees for Sidewalk Cafés and Merchant Encroachment (Sidewalk) License of Occupation as outlined in the Fees and Charges Bylaw No. 1673, 1992, until the referenced bylaw has been amended to reflect annual rates.

CARRIED

*** Councillor Jolicoeur joined the meeting electronically at 6:16 pm.**

11. BYLAWS

11.1 For First, Second, and Third Readings

11.1.1 Corporation of the City of Courtenay Fees and Charges Amendment Bylaw No. 2988, 2024 - Recreation Facility Rental and User Fees

Moved By Frisch

Seconded By Hillian

THAT Council give first, second and third readings to “Corporation of the City of Courtenay Fees and Charges Amendment Bylaw No. 2988, 2024” (Recreation Facility Rental and User Fees).

CARRIED

11.2 For Adoption

11.2.1 Puntledge Sanitary Catchment Replacement Temporary Borrowing Bylaw 3127, 2024

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council adopt "Puntledge Sanitary Catchment Replacement Temporary Borrowing Bylaw 3127".

CARRIED

11.2.2 Fees and Charges Amendment Bylaw No. 3129, 2024 (Solid Waste)

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt "Fees and Charges Amendment Bylaw No. 3129, 2024 (Solid Waste)".

CARRIED

12. COUNCIL REPORTS

12.1 Councillor Cole-Hamilton

No report provided.

12.2 Councillor Frisch

No report provided.

12.3 Councillor Hillian

Councillor Hillian noted that the McPhee Meadows panhandle is in full bloom. A resident wants to invite Councillors to view the area, which is being developed for park facilities, during this season.

12.4 Councillor Jolicoeur

No report provided.

12.5 Acting Mayor McCollum

Acting Mayor McCollum reviewed her attendance at the following events:

- the Municipal Finance Authority (MFA) of BC's Annual General Meeting (AGM) and was re-elected to the Board of Trustees for another year.
- the Parks and Recreation Committee meeting, including the committee's purposes, direction, and potential changes. Acting Mayor McCollum commended Susie Saunders for her work and leadership.

Acting Mayor McCollum submitted a report of activities, see agenda.

12.6 Councillor Morin

Councillor Morin reviewed her attendance at the following events:

- the celebration of life for Comox Valley artist Robert Moon, a prominent member of the arts community.
- as an alternate member of the Parks and Recreation Committee, and recognized Ms. Saunders for her excellent work.
- North Island College as a speaker on civic politics, and engaged with students in the Human Services Workers course.

12.7 Mayor Wells

Mayor Wells was absent for the meeting. No report provided.

13. ADJOURNMENT

Acting Mayor McCollum terminated the meeting at 6:49 pm.

CERTIFIED CORRECT

Adopted by Council April 24, 2024

Acting Mayor Melanie McCollum

Kate O'Connell, Corporate Officer