



# Council Minutes

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**Meeting #:** R8/2024  
**Date:** May 8, 2024  
**Time:** 3:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells  
W. Cole-Hamilton (electronic)  
D. Frisch  
D. Hillian  
E. Jolicoeur (electronic; joined the meeting at 3:29 pm.)  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Engineering Services  
A. Langenmaier, Director of Financial Services  
K. O'Connell, Director of Corporate Services (Corporate Officer)  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Public Works Services  
M. Wade, Director of Development Services  
N. Gothard, Environmental Planner  
J. Tazzioli, Manager of Engineering, Environmental Projects  
J. Bays, Community Development Coordinator  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 3:04 pm and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Mayor Wells announced that the City has proclaimed May 16<sup>th</sup>, 2024 as Moose Hide Campaign Day in the City of Courtenay. This a day of ceremony where all Canadians are called to join together to take a stand against violence towards women and children and to take practical steps for our collective journey of reconciliation.

Mayor Wells announced that the City has proclaimed the period from April 29<sup>th</sup>, 2024 to May 18<sup>th</sup>, 2024 as Snow Bird Season in the City of Courtenay, in honour of Canada's military acrobatics team which will be training in the Comox Valley during this period.

Mayor Wells announced that a Special Meeting of Council has been called for May 15<sup>th</sup>, 2024 at 4:00 p.m. to allow Council to consider and provide feedback on the RCMP's community policing priorities for 2024/2025.

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

Without any late items or objections, Council proceeded with the agenda as presented.

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - April 24, 2024**

**Moved By** Morin

**Seconded By** Frisch

THAT Council adopt the April 24, 2024 Regular Council minutes.

**CARRIED**

## **4. PRESENTATIONS**

### **4.1 2023 Financial Statements**

Cory Vanderhorst, Regional Assurance Partner at MNP, presented on the City of Courtenay's 2023 Financial Statements.

### **4.2 2023 Municipal & Regional District Tax (MRDT) Financial Report**

Tanya Massa, Comox Valley Marketing Coordinator for 4VI present presented the 2023MRDT Financial report.

### **4.3 City of Courtenay Engagement Strategy – Project Launch**

Hilary Farson, Principal & Co-founder, and Zaqir Virani, Director, both of Spur Communications, presented on the City of Courtenay Engagement Strategy, and provided an overview of the project's objectives and timeline.

#### **4.4 Vancouver Island Health Authority**

Jennifer Block, Manager of Community Mental Health and Substance Use Services for Vancouver Island Health Authority, presented on Vancouver Island Mobile Outreach and Overdose Prevention Services. The presenter provided Council with a printed one-page overview of the service, titled “Island Health Comox Valley Overdose Prevention Services”.

### **5. STAFF REPORTS**

#### **5.1 City Manager (CAO)**

##### **5.1.1 Reconciliation Framework Update**

Mayor Wells, with the consent of Council, directed the City Manager to extend an invitation to the Comox Valley Reconciliation Advisory Table to provide a presentation to Council.

**Moved By** Hillian

**Seconded By** Morin

THAT Council receive the “Reconciliation Framework” briefing note.

**CARRIED**

#### **5.2 Corporate Services**

##### **5.2.1 City of Courtenay Engagement Strategy – Project Launch**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council receive the “City of Courtenay Engagement Strategy Project Launch” briefing note.

**CARRIED**

#### **5.3 Development Services**

##### **5.3.1 Small-Scale Multi-Unit Housing (SSMUH) Regulations**

The Director of Development Services presented an overview of the small-scale multi-unit housing regulations and introduced Paul Rosenau

and Steve Bayer, who led an interactive discussion with Council on the impacts of proposed zone regulations.

**Without objection, Mayor Wells called a recess at 6:05 p.m. the Council meeting resumed at 6:20 pm.**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive for information the report from the Director of Development Services entitled “Small-Scale Multi-Unit Housing Regulations” and dated May 8, 2024; and

THAT the parking requirements that apply to properties that are subject to the Small-Scale Multi-Unit Housing be as follows:

- properties within 15-minute walking radius of the downtown core, or town centres, or urban corridor, be reduced by one stall per property; and,
- when more than one access point to a property is available, such as a front street and laneway, parking stalls must be distributed in a manner as to prevent a continuous row of parking stalls.

THAT Council direct staff to bring forward amendments to Zoning Bylaw No. 2500, 2007 in substantially the form set out in the reported dated May 8, 2024 and Attachment 1, if applicable, other affected bylaws that will bring municipal regulations into conformity with the *Local Government Act*.

**CARRIED**

**Moved By** Hillian

**Seconded By** Frisch

THAT staff be directed to report back to Council on the feasibility of providing residential on street parking to meet the parking requirements of the R-SSMUH Zone, to identify and consider any required amendment to Division 7 of the City of Courtenay Zoning Bylaw No. 2500, 2007, in 2025.

**CARRIED**

## **5.4 Financial Services**

### **5.4.1 2023 Annual Development Cost Charges (DCC) Report**

**Moved By** Hillian

**Seconded By** Frisch

That Council approve the "City of Courtenay Annual Development Cost Charges (DCC) Reserve Fund Report" for the year ended December 31, 2023.

**CARRIED**

### **5.4.2 2023 Audited Financial Statements**

**Moved By** Frisch

**Seconded By** Morin

THAT Council approve the "Audited Financial Statements" for the year-end December 31, 2023.

**CARRIED**

### **5.4.3 2023 MRDT Annual Performance Report and Financial Report**

**Moved By** Frisch

**Seconded By** Morin

THAT Council approve the "2023 MRDT Annual Performance Report and Financial Report".

**CARRIED**

## **5.5 Operational Services**

### **5.5.1 2024 Pedestrian, Cycling & Pavement Renewal Program (PCPR)**

**Moved By** Frisch

**Seconded By** Morin

THAT Council receive the "2024 Pedestrian, Cycling & Pavement Renewal Program (PCPR)" briefing note.

**CARRIED**

### **5.5.2 Cycling Network Plan - 2024 Implementation Plan**

**Moved By** Frisch

**Seconded By** Morin

THAT Council receive the “Cycling Network Plan - 2024 Implementation Plan” briefing note.

**CARRIED**

## **5.6 Recreation, Culture and Community Services**

### **5.6.1 Vancouver Island Health Authority Mobile Outreach and Overdose Prevention Services**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to determine the form and content of an agreement between the City of Courtenay and Vancouver Island Health Authority (VIHA) to facilitate the continued provision of health services by Island Health’s mobile outreach IHOST program on City owned land; and

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to authorize any required agreements or other legal documents necessary to provide Island Health access and permission to use City-owned land for the purposes of providing health services through VIHA’s mobile outreach IHOST program; and

THAT Council direct staff to not enforce the Traffic Regulation Bylaw No. 1926, 1996 as it pertains to the provision of health services by VIHA’s mobile outreach IHOST program on City owned land during the term of the Agreement.

**CARRIED**

**6. EXTERNAL REPORTS AND CORRESPONDENCE**

**6.1 Letter from Comox Valley Regional District Sewage Commission**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council direct staff to send a response to the letter of April 24, 2024 from the Comox Valley Sewage Commission regarding “Sani-Dump Next Steps” advising that:

1. the proposed Dove Creek Place location is not supported by the City of Courtenay (City);
2. there is no staff capacity to explore options for the temporary provision of sani-dump services within the City’s collection system for summer 2024;
3. staff resources will be made available to support the efforts to identify other potential locations for consideration of a permanent sani-dump facility beginning in September 2024; and
4. the City requests that information be provided detailing:
  - the list of potential locations that have been investigated by the Comox Valley Regional District; and
  - any incentives the Comox Valley Sewage Commission may offer to the provider of a viable site for a sani-dump.

**CARRIED**

**6.2 Letter from Comox Rocks**

**Moved By** Morin

**Seconded By** Frisch

THAT Council receive the correspondence from Comox Rocks for information.

**CARRIED**

**7. UNFINISHED BUSINESS**

**7.1 Delegation - Julia Tait - Enhancing Business Bylaws for Visually Impaired Access**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council refer the request from Julia Tait to amend City bylaws and take other steps to improve the accessibility of City and non-City owned buildings to staff for consideration in conjunction with public comments received as part of the development of the Accessibility Plan.

**CARRIED**

**7.2 Delegation - Rhonda Posegate - 3120 Dove Creek Place**

**Moved By** Hillian

**Seconded By** McCollum

THAT Council refer the request from Ronda Posegate and Tristan Koehler to place barricades that would block the entrance to the cul-de-sac at the end of Dove Creek Place to staff for consideration; and

THAT Council direct staff to report back on the feasibility of implementing the request.

**CARRIED**

**8. NEW BUSINESS**

There were no new business items added to the agenda.

**9. BYLAWS**

**9.1 For First, Second and Third Readings:**

**9.1.1 Loan Authorization Bylaw No. 3128, 2024 - Anderton Dike Phase 1**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council give first, second and third readings to "Loan Authorization Bylaw 3128, 2024 – Anderton Dike Phase 1"; and



THAT Council proceed to adoption of “Loan Authorization Bylaw 3128, 2024 – Anderton Dike Phase 1” through the Approval-Free Liability Zone granted by the *Municipal Liabilities Regulation section 7*.

**CARRIED**

**9.1.2 Loan Authorization Bylaw 3136, 2024 – Strategic Land Acquisition 2024**

**Moved By** Frisch

**Seconded By** Morin

THAT Council give first, second and third readings to “Loan Authorization Bylaw 3136, 2024 – Strategic Land Acquisition 2024”; and

THAT Council proceed to adoption of “Loan Authorization Bylaw 3136, 2024 – Strategic Land Acquisition 2024” through the Approval-Free Liability Zone granted by the *Municipal Liabilities Regulation section 7*.

**CARRIED**

**9.1.3 Loan Authorization Bylaw No. 3137, 2024 - 6th Street Bridge**

**Moved By** Hillian

**Seconded By** McCollum

THAT Council give first, second and third readings to “Loan Authorization Bylaw No. 3137, 2024 - 6th Street Bridge”; and

THAT Council proceed to adoption of “Loan Authorization Bylaw No. 3137, 2024 - 6th Street Bridge” through the Approval-Free Liability Zone granted by the *Municipal Liabilities Regulation section 7*.

**CARRIED**

**9.2 For Adoption**

**9.2.1 2024-2028 Consolidated Financial Plan Bylaw No. 3130, 2024**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council adopt "2024-2028 Consolidated Financial Plan Bylaw No. 3130, 2024".

**CARRIED**

**9.2.2 Property Tax Rates Bylaw No. 3131, 2024**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council adopt "Property Tax Rates Bylaw No. 3131, 2024".

**CARRIED**

**10. COUNCIL REPORTS**

**10.1 Councillor Cole-Hamilton**

No report provided.

**10.2 Councillor Frisch**

No report provided.

**10.3 Councillor Hillian**

Councillor Hillian submitted a report of activities, see agenda.

**10.4 Councillor Jolicoeur**

No report provided.

**10.5 Councillor McCollum**

No report provided.

**10.6 Councillor Morin**

No report provided.

**10.7 Mayor Wells**

No report provided.

**11. IN CAMERA RESOLUTION**

**Moved By** Hillian

**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:

(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

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**12. ADJOURNMENT**

Mayor Wells adjourned the open portion of the meeting at 7:10 pm. Following the conclusion of the in-camera portion of the meeting, Mayor Wells terminated the meeting at 7:37 pm.

**CERTIFIED CORRECT**

Adopted by Council May 22, 2024

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Mayor Bob Wells

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Kate O'Connell, Corporate Officer