



The Corporation of the City of Courtenay

# Council Minutes

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**Meeting #:** R22/2024  
**Date:** December 18, 2024  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells (Mayor)  
W. Cole-Hamilton  
D. Frisch  
D. Hillian  
E. Jolicoeur (joined electronically)  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Infrastructure & Environmental Engineering  
A. Langenmaier, Director of Financial Services  
K. MacDonald, Fire Chief (joined electronically)  
K. O'Connell, Director of Corporate Services  
M. Wade, Director of Development Services  
S. Saunders, Director of Recreation, Culture & Community Services  
J. Chan, Manager of Business Administration (joined electronically)  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 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.

## 2. STAFF REPORTS

### 2.1 Development Services

#### 2.1.1 Complete Communities Growth Assessment Final Report

Joint presentation by Marianne Wade, Director of Development Services, City of Courtenay and Nancy Henderson, Senior Local Government Advisor, Urban Systems.

**Moved By** Hillian

**Seconded By** McCollum

THAT Council receive the “Complete Communities Growth Assessment Report dated December 2024” and endorse the report.

**CARRIED**

#### **2.1.2 Development Cost Charge and Amenity Cost Charge Bylaw Update**

Joint presentation by Marianne Wade, Director of Development Services, City of Courtenay and Nancy Henderson, Senior Local Government Advisor, Urban Systems. Jessica Wang, Consultant, Urban Systems was available on Zoom to answer Council's questions.

**Without objection, the meeting was recessed at 6:01 pm. Mayor Wells reconvened the meeting at 6:26 pm.**

THAT Council receive the “Development Cost Charge Bylaw and Amenity Cost Charge Bylaw Update”.

### **3. BYLAWS - For Adoption:**

#### **3.1 Municipal and Regional District Tax Reserve Bylaw No. 3158**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council adopt the "Municipal and Regional District Tax Reserve Bylaw No. 3158, 2024".

**CARRIED**

#### **3.2 Snow and Ice Control Reserve Bylaw No. 3159**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council adopt the "Snow and Ice Control Reserve Bylaw No. 3159, 2024".

**CARRIED**

#### **3.3 Solid Waste Reserve Bylaw No. 3160**

**Moved By** Frisch  
**Seconded By** Morin

THAT Council adopt the "Solid Waste Reserve Bylaw No. 3160, 2024".

**CARRIED**

**3.4 Police Contingency Reserve Fund - Amendment Bylaw No. 3161**

**Moved By** Hillian  
**Seconded By** McCollum

THAT Council adopt the "Police Contingency Reserve Fund Amendment Bylaw No. 3161, 2024".

**CARRIED**

**3.5 Election Reserve Bylaw No. 3162**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

THAT Council adopt the "Election Reserve Bylaw No. 3162, 2024".

**CARRIED**

**3.6 Fire Protective Services - Amendment Bylaw No. 3163**

**Moved By** Hillian  
**Seconded By** McCollum

THAT Council adopt the "Fire Protective Services - Amendment Bylaw No. 3163, 2024".

**CARRIED**

**3.7 Development Cost Charges - Amendment Bylaw No. 3164**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

THAT Council adopt the "Development Cost Charges - Amendment Bylaw No. 3164".

**CARRIED**

After adopting the reserve bylaws for two reserves—1) Snow and Ice Control and 2) Police Contingency—Council made a motion to facilitate the transfer of funds from the prior year’s surplus into the respective reserves before the year-end. The recommended transfer amounts will bring these reserves closer to their optimal balance.

**Moved By** Hillian

**Seconded By** Frisch

THAT Council transfer from the 2024 surplus to the following reserves:

- \$325,000 to *Snow and Ice Control Reserve Bylaw No. 3159*
- \$1,000,000 to *Police Contingency Reserve Fund - Amendment Bylaw No. 3161*

**CARRIED**

**4. ADJOURNMENT**

Mayor Wells terminated the meeting at 7:38 pm.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 2025

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Mayor Bob Wells

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Corporate Officer