



The Corporation of the City of Courtenay

Council Agenda

Meeting #: R2/2025
Date: January 29, 2025
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

We respectfully acknowledge that the land we gather on is Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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6. NOTICE OF MOTION	
6.1 Public Substance Use Education and Awareness Event (Councillor Morin) WHEREAS there is a pressing need to address the significant impacts of substance use-related harms on our community's health and wellbeing, exacerbated by the unregulated toxic drug crisis; and WHEREAS the City of Courtenay prioritizes fostering social infrastructure in alignment with the Official Community Plan's objective of promoting	

coordinated and evidence-based responses to complex social issues and collaborating with regional partners to address homelessness, mental health, and addiction; and

WHEREAS a community event is consistent with the recommendations outlined in the Comox Valley Substance Use Strategy, which emphasizes the importance of decreasing stigma associated with addiction, reducing the harms of substance use through community education that frames substance use as a health issue, promotes understanding of brain development and addiction science, encourages collaboration across all levels of government, and strives to eliminate stigma within various systems.

WHEREAS the Community Action Initiative has committed \$10,000 in funding from the Community Action Team Funding Stream towards a public substance use education and awareness event.

THEREFORE, BE IT RESOLVED THAT Council direct staff to work in partnership with the Indigenous Women’s Sharing Society, Comox Valley Substance Use Collaborative, Comox Valley Community Action Team and the Community Action Initiative to provide support for the coordination of a public Substance Use Education and Awareness event, proposed for Spring 2025; and

BE IT FURTHER RESOLVED THAT Council provide up to \$7,500 from the Council Initiatives Fund to the Indigenous Women’s Sharing Society as fiscal host, to support event related costs including costs associated with the use of City facilities; and

BE IT FURTHER RESOLVED THAT the Mayor write letters to the Town of Comox, Village of Cumberland, and Comox Valley Regional District requesting that they consider a financial contribution to the event in the amount of \$2500.

7. 2025-2029 FINANCIAL PLAN

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7.3	Financial Plan Bylaws - For First, Second and Third Reading:	
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7.3.2	Fees and Charges Amendment Bylaw No. 3167, 2025 (water)	214
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7.3.4	Fees and Charges Amendment Bylaw No. 3169, 2025 (sewer)	220
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8. COUNCIL REPORTS

8.1	Councillor Cole-Hamilton	
8.2	Councillor Frisch	

- 8.3 Councillor Hillian
- 8.4 Councillor Jolicoeur
- 8.5 Councillor Morin
- 8.6 Councillor McCollum
- 8.7 Mayor Wells

9. ADJOURNMENT



Council Minutes

Meeting #: R1/2025
Date: January 15, 2025
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
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. 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
E. Chow, Manager of Legislative Services
J. Tazzioli, Manager of Environmental Engineering
C. Thompson, Manager of Operational Services
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. 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 - December 11, 2024

3.2 Regular Council Minutes - December 18, 2024

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council adopt the December 11, 2024 Regular Council minutes, and the December 18, 2024 Regular Council minutes.

CARRIED

4. PRESENTATION

4.1 Resident Survey, Your Courtenay, Your Voice – 2024 Results

Presenters:

- Methodology & Results: Lorne Bozinoff, President of Forum Research
- Operational Analysis: Kate O’Connell, Director of Corporate Services

Katelyn Cheeseman, from Forum Research, was also present and available to answer Council's questions.

Moved By Hillian

Seconded By Morin

THAT Council receive the “Resident Survey, Your Courtenay, Your Voice – 2024 Results” briefing note.

CARRIED

5. STAFF REPORTS

5.1 Infrastructure and Environmental Engineering

5.1.1 Youth Climate Corps Pilot Program

Jeanniene Tazzioli, Manager of Environmental Engineering, provided an overview of the proposed partnership.

Ben Simoni, Executive Director of the Youth Climate Corps, highlighted the program's accomplishments and benefits, including:

- Active presence in 10 communities across British Columbia.

- Completion of 10,000 working hours to date.
- Receipt of a \$3 million provincial grant to support ongoing initiatives.
- Creation of tangible pathways for youth, offering opportunities for meaningful careers and impactful community contributions.

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to collaborate with Youth Climate Corps BC to establish a pilot program in 2025 to support climate action in the community and empower local youth.

CARRIED

5.2 Operational Services

5.2.1 CleanBC Organics Funding Program

Moved By Frisch

Seconded By Hillian

THAT based on the January 15, 2025 staff report “Clean BC Organics Funding Program”, Council direct staff to submit an application for the City of Courtenay Curbside Organics Carts through the February 2025 intake of the CleanBC – Organics Funding Program, and

THAT City of Courtenay Council supports the project and commits its one-third share of eligible project costs of \$1.5M including any ineligible costs and cost overages of the project, from the 2023/2024 launch of the program. The source of one-third share of eligible project costs will be from fees collected.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Sports Field Allocation Policy Project Update

Moved By McCollum

Seconded By Hillian

THAT Council receive the “Sports Field Allocation Policy Project Update” briefing note.

CARRIED

7. UNFINISHED BUSINESS

7.1 Delegation Follow up - Comox Valley Masters Soccer Club - Timberframe Pavilion Partnership Proposal

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to consider the location for the proposed Timberframe Pavilion through the Woodcote Park Playground Upgrade design process; and

THAT Council delegate authority to the Director of Recreation, Culture and Community Services to determine the terms and conditions of the agreements to be entered into for the project; and

THAT the Director of Recreation Culture, and Community Services be authorized to execute the agreement(s) on behalf of the City; and

THAT the City contribute up to \$30,000 towards the project through Partners In Parks funding, subject to the Comox Valley Masters Soccer Club agreeing to the location of the proposed Timberframe pavilion through the Woodcote Park Playground Replacement Design process.

CARRIED

8. COUNCIL REPORTS

8.1 Councillor Cole-Hamilton

No report provided.

8.2 Councillor Frisch

No report provided.

8.3 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

8.4 Councillor Jolicoeur

No report provided.

8.5 Councillor McCollum

No report provided.

8.6 Councillor Morin

No report provided.

8.7 Mayor Wells

Mayor Wells provided an overview of his attendance at the Comox Valley Regional District's (CVRD) Alternative Approval Process (AAP) Open House held on January 9, 2025.

9. IN CAMERA RESOLUTION

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council close the meeting to the public pursuant to the following subsections 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; and

(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.

CARRIED

Mayor Wells called a recess at 5:47 pm. The Council meeting resumed in camera at 6:03 pm.

10. ADJOURNMENT

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 6:43 pm.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2025

Mayor Bob Wells

Corporate Officer

Parks and Recreation Advisory Commission Meeting

Date: Thursday September 5, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Carolyn Janes
Erik Eriksson
Susie Saunders (Ex Officio)
Melanie McCollum (Council Representative)
Allan Douglas
Irish Churchill
Joanne Bays (Guest)

Regrets: Bill Green

Minutes

Adoption of Minutes

- June 6, 2024 meeting minutes adopted

New Business

- 1. Community and Social Development Framework** (Joanne Bays, City)
 - a. Joanne Bays, Community Development Coordinator for City of Courtenay, provided an overview of the Community and Social Development Framework.
 - b. Committee shared experiences and feedback related to neighbourhoods & community, changing demographics and trends, community organizations and associations, and potential opportunities for neighbourhood activation.
- 2. Recreation Code of Conduct** – Verbal update (Susie Saunders, City)
 - a. Susie provided an overview of current work underway to develop a patron Code of Conduct and accompanying Access Restriction Policy for recreation facilities and programs.
 - b. Goal is to complete policies and procedures with clear expectations to ensure safe and welcoming facilities for staff, participants, and the public.

Old Business

- 1. PRAC Terms of Reference**
 - a. Committee discussion on updating the PRAC Terms of Reference.

- b. Next steps are for staff to bring forward recommendations and options to Council for consideration.

Next Meeting

- Thursday November 21, 2024: Location TBD

Parks and Recreation Advisory Commission Meeting

Date: Thursday November 21, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Erik Eriksson
Allan Douglas
Susie Saunders (Ex Officio)

Regrets: Carolyn Janes
Irish Churchill
Bill Green
Melanie McCollum (Council Representative)

Minutes

Adoption of Minutes

- September 5, 2024 meeting minutes adopted. Motioned by Erik Eriksson, seconded by Michael Lynch.

Acceptance of Agenda

- Agenda accepted. Motioned by Michael Lynch, seconded by Erik Eriksson.

New Business

1) Summer Camp 2024 Review

- PRAC reviewed Summer Camp 2024 Overview report provided by staff.
- Overview highlighted number of camps (largest offering in the valley), number of participants, number of participants on waitlist/unaccommodated, volunteers, highlights and challenges.
- Discussion regarding more funding needed for leisure buddies & adapted programs; possible conversations with regional district and Comox re: offering more inclusion/supported camps and programs; requesting more funding from Ministry for 1-1 support with inclusion workers.

2) Courtenay & District Memorial Outdoor Pool 2024 Season Review (attached)

- PRAC reviewed Courtenay & District Memorial Outdoor Pool 2024 Season Review report provided by staff.
- Overview highlighted number of returning staff and acknowledge the years of leadership by Aquatic Supervisor.

- Swim admissions were free to mark 75th year anniversary of pool and resulted in notable increase in swim admissions (length, adapted, aquafit, family & open swim), as well as 200 more registrations for swim lessons.

Moved By Allan Douglas

Seconded By Erik Eriksson

THAT the PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024.

CARRIED

Old Business

- 1) Community and Social Development Framework** (Joanne Bays, City)
Susie Saunders will follow-up with Joanne and invite her to share with us an update when she is ready to.
- 2) Recreation Code of Conduct** (Susie Saunders, City)
Susie advised this is continuing and is in progress.
- 3) PRAC Terms of Reference** (Susie Saunders, City)
Susie advised this is continuing and is in progress.

Addition to Agenda

Meeting Dates for 2025

PRAC meetings are scheduled for 6:30 pm on the following Thursdays in 2025:

- Feb 6, 2025
- April 3, 2025
- June 5, 2025
- Oct 2, 2025
- Dec 4, 2025

Meeting adjourned at 7:35pm



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 0550-20 & 7710-05

From: Director of Recreation, Culture, and Community Services

Date: January 29, 2025

Subject: PRAC Recommendation - Continuation of Free Public Swim

PURPOSE:

To present a recommendation from the Parks and Recreation Advisory Commission (PRAC) to Council for consideration.

BACKGROUND:

The Parks and Recreation Advisory Commission (PRAC), at its meeting held November 21, 2024, considered the Courtenay and District Memorial Pool 2024 Season Highlights info sheet (Attachment 1). Following discussion, the PRAC approved the following motion:

THAT the PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024.

DISCUSSION:

The recommendation of the PRAC has not been previously considered by Council, and is therefore not reflected in the proposed 2025-2029 Financial Plan (to be considered at the January 29th, 2025 Council meeting). Based on current revenue projections, the financial impact of the PRAC's recommendation to continue with free swim admissions for the 2025 season is estimated at \$30,000.

It is not possible to amend the 2025-2029 Financial Plan at this stage in the budget process without deferring the plan in its entirety, which would potentially impact business operations. Therefore, should Council approve the PRAC recommendation an amendment to the 2025-2029 Financial Plan would be brought before Council at a later date, prior to the May 15, 2025 statutory deadline.

FINANCIAL IMPLICATIONS:

Free public swim for the 2025 season could be funded through gaming funds.

OPTIONS:

1. THAT upon consideration of a recommendation from the Parks and Recreation Advisory Commission, Council approve free swim admissions at the Courtenay and District Memorial Pool for the 2025 season (as implemented in 2024) and allocate \$30,000 from gaming funds to offset projected revenue impacts.
2. THAT Council not approve the recommendation of the Parks and Recreation Advisory Commission to provide free outdoor swim admission at the Courtenay and District Memorial Pool for the 2025 season.
3. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Attachment 1: Courtenay and District Memorial Pool 2024 Season Highlights Info Sheet

Prepared by: Susie Saunders, Director of Recreation, Culture, and Community Services
Reviewed by: Adam Langenmaier, Director of Financial Services
Kate O'Connell, Director of Corporate Services (CO)
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



City of Courtenay

Courtenay & District Memorial Pool 2024 Season Highlights



AQUATIC TEAM

Fortunate to have an experienced team with 13 of our 18 staff returning from previous years.

- Aquatic Supervisor, ('retiring' after 9 years)
- Team Leaders (3 FT & 2 Relief)
- Lifeguard/Instructors (14 PT & Casual)

Wages	2024	2023	Change
Aquatic Supervisor	\$32.00	\$26.00	↑ 23%
Team Leader	\$26.00	\$22.00	↑ 18%
Lifeguard/Instructor	\$24.00	\$19.25	↑ 25%

Wage increase result of Living Wage & comparables
5475 Aquatic Staff hours = \$174,541 in wages/benefits

SWIM ADMISSIONS

SWIM	2024	2023	Change
Length	1,476	1,168	↑ 26%
Adapted	506	308	↑ 64%
Aquafit	619	437	↑ 42%
Family	392	134	↑ 193%
Open	12,293	8,058	↑ 53%
TOTAL	15,286	10,105	51%

SCHOOL BOOKINGS

# of sessions	2024	2023	2022
	41	32	31

In 2024, we had 16 different schools & 1,566 students participate!

SWIM FOR LIFE – LIFESAVING SOCIETY SWIM LESSONS

300+ Group & private lessons
 858 Total registrations
 ↑10% Compared to 2023
 80% of full capacity
 \$53K lesson revenue