



The Corporation of the City of Courtenay

Council Minutes

Meeting #: R3/2025
Date: February 12, 2025
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Hillian
M. McCollum
W. Morin

Regrets: D. Frisch
E. Jolicoeur

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Langenmaier, Director of Financial Services (CFO)
K. Macdonald, Fire Chief
K. O'Connell, Director of Corporate Services (CO)
S. Saunders, Director of Recreation, Culture & Community Services(electronic)
K. Shaw, Director of Public Works Services
M. Wade, Director of Development Services
E. Chow, Manager of Legislative Services
N. Gothard, Manager of Community & Sustainability
J. Tazzioli, Manager of Environmental Engineering
C. Thompson, Manager of Public Works Services
J. Schile, Manager of Development Planning

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.

Mayor Wells announced that, on behalf of the City of Courtenay, February 14, 2025 was proclaimed "Comox Valley Cupid Day".

2. INTRODUCTION OF LATE ITEMS

Moved By Cole-Hamilton

Seconded By Morin

THAT Council add the following late item, that in accordance with the *Community Charter* must be considered in camera, as agenda item 13 and direct staff to re-order the agenda accordingly:

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 related to or is one or more of the following:

k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in the public.

2) A part of a council meeting must be closed to the public if the subject matter being considered related 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

Geoff Garbutt, City Manager brought to Council's attention a notice of motion that was circulated to Council via email prior to the meeting but after the notice of motion deadline by Councillor Jolicoeur.

Councillor Hillian rose on a **point of order**, and sought clarification on the procedure for late item consideration. The Corporate Officer advised that as the notice of motion was not received prior to the submission deadline and noted that the submitting Councillor was not present at the meeting, should Council wish to consider the late addition of the notice of motion to the agenda a resolution of Council is required. Council took no further action.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - January 29th, 2025

Moved By Cole-Hamilton

Seconded By Hillian

THAT Council adopt the January 29, 2025 Regular Council minutes.

CARRIED

4. DELEGATIONS

4.1 Regional Parks and Trails Strategic Plan

Mark Harrison, Manager of Parks Community Services, Comox Valley Regional District (CVRD) provided Council with an overview of the Regional Parks and Trails Strategic Plan. Kate Evans, Principle, Landscape Architect at LANARC was available to answer questions.

5. PRESENTATIONS

5.1 Comox Valley Chamber of Commerce - Business Retention & Expansion (BRE) Program Update

A presentation by Tracey Clarke, Executive Director of Comox Valley Chamber of Commerce, provided an update of the Business Retention & Expansion (BRE) program and spoke to some Chamber initiatives that are underway or being planning in response to US tariffs.

5.2 Comox Valley RCMP – Report for the 3rd Quarter of 2024

A presentation by Inspector Scott Mercer, Officer in Charge of Comox Valley RCMP Detachment, discussed the RCMP 3rd quarter report of 2024.

6. STAFF REPORTS

6.1 Development Services

6.1.1 Liquor Licence Application No. 2404 – 975 Comox Road

Moved By Hillian

Seconded By Morin

THAT Council recommend the Liquor and Cannabis Regulation Branch (LCRB) approve the application from Heritage House Pub, located at 975 Comox Road (LOT 1 SECTION 14 AND DISTRICT LOTS 252 AND 2028 COMOX DISTRICT PLAN VIP73036) for a new liquor primary licence and

Council's comments on LCRB prescribed considerations are as follows:

a. If the application is approved, any increase in noise as a result of the licence is not anticipated to have much, if any, impact on the community within the immediate vicinity and;

b. Based on the majority of views submitted by members of the public and the agencies contacted for comment, including the RCMP, if the application is approved the general impact on the community is not anticipated to be negative.

CARRIED

6.2 Recreation, Culture and Community Services

6.2.1 Improving Gender and Menstrual Equity in City Operated Washrooms

Due to audio connection issues impacting zoom presenters, without objection, Council **TABLED** item 6.2.1 until after Section 11 "Council Reports".

7. EXTERNAL REPORTS AND CORRESPONDENCE

7.1 Comox Valley Recreation Commission re. Draft Amenity Cost Contribution

Moved By Hillian

Seconded By Cole-Hamilton

THAT the City of Courtenay Council direct staff to collaborate with the Comox Valley Regional District on developing an equitable approach to an Amenity Cost Charges (ACC) program.

CARRIED

8. INTERNAL REPORTS AND CORRESPONDENCE

8.1 Air Quality Update

Moved By Hillian

Seconded By Morin

THAT Council receive the "Air Quality Update" briefing note.

CARRIED

8.2 Courtenay Fire Department 2024 Annual Report

Moved By Hillian

Seconded By Morin

THAT Council receive the Courtenay Fire Department 2024 Annual Report.

CARRIED

8.3 Downtown Vitalization Action Area Plan Phase 1 Update

Moved By Hillian

Seconded By McCollum

THAT Council receive the “Downtown Vitalization Local Area Plan Phase 1 Update”.

CARRIED

9. COUNCIL RESOLUTIONS

9.1 Public Substance Use Education and Awareness Event (Councillor Morin)

Moved By Hillian

Seconded By Cole-Hamilton

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.

CARRIED

10. BYLAWS

10.1 For First, Second and Third Reading:

10.1.1 Fees and Charges Amendment Bylaw No. 3171, 2025 (solid waste)

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council give first, second and third reading to Fees and Charges Amendment Bylaw No. 3171, 2025.

CARRIED

10.2 For Adoption:

10.2.1 Fees and Charges Amendment Bylaw No. 3167, 2025 (water)

Moved By Cole-Hamilton

Seconded By Morin

THAT Council Adopt the Fees and Charges Amendment Bylaw No. 3167, 2025.

CARRIED

10.2.2 Water Service Frontage Tax Amendment Bylaw No. 3168, 2025

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council adopt the Water Service Frontage Tax Amendment Bylaw No. 3168.

CARRIED

10.2.3 Fees and Charges Amendment Bylaw No. 3169, 2025 (sewer)

Moved By Cole-Hamilton

Seconded By Morin

THAT Council adopt the Fees and Charges Amendment Bylaw No. 3169, 2025 (sewer).

CARRIED

11. COUNCIL REPORTS

11.1 Councillor Cole-Hamilton

No report provided.

11.2 Councillor Frisch

No report provided.

11.3 Councillor Hillian

No report provided.

11.4 Councillor Jolicoeur

No report provided.

11.5 Councillor McCollum

No report provided.

11.6 Councillor Morin

No report provided.

11.7 Mayor Wells

No report provided.

6.2 Recreation, Culture and Community Services

Without objection, Council lifted item 6.2.1 from the table.

6.2.1 Improving Gender and Menstrual Equity in City Operated Washrooms

Moved By Hillian

Seconded By Morin

THAT Council direct staff to expand the provision of free menstrual products, baby change tables, and needle disposal units and to update signage in all City operated washrooms as outlined in the staff report, “Improving Gender and Menstrual Equity in City Operated Washrooms.”

CARRIED

12. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 6:54 pm.

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:24 pm.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 202X

Mayor Bob Wells

Corporate Officer