



The Corporation of the City of Courtenay

Special Council Minutes

Meeting #: S1/2025
Date: April 30, 2025
Time: 4:30 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

Staff Present: A. Langenmaier, Director of Financial Services (Acting CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
K. Macdonald, Fire Chief
K. O'Connell, Director of Corporate Services
K. Shaw, Director of Operational Services
M. Wade, Director of Development Services
S. Carmichael, Manager of Parks Services
N. Gothard, Manager of Community and Sustainability Planning
A. Pitcher, Manager of Engineering Capital Projects
A. Proton, Manager of Legislative Services
J. Schile, Manager of Development Planning
J. Bays, Community Development Coordinator
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

The Mayor called the meeting to order at 4:30 p.m. and respectfully acknowledged that the land we gather on is the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

On behalf of Council, Councillor Hillian acknowledged the tragic events at the Lapu Lapu Day festival in Vancouver. Council expressed condolences to the victims, families, and

the broader Filipino-Canadian community, including those in the Comox Valley. The importance of mental health support was also recognized in the wake of the incident.

On behalf of Council, Councillor Cole-Hamilton acknowledged May 5 as the National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and Two-Spirit People, also known as Red Dress Day. The day honours lives lost to racialized and gender-based violence and highlights the ongoing national crisis.

Council encourages attendance at the Comox Valley Red Dress Day gathering on Monday, May 5th from 1 to 4 p.m. at the Florence Filberg Centre, hosted by the Indigenous Women's Sharing Society and community partners.

2. INTRODUCTION OF LATE ITEMS

With no late items or objections, Council proceeded with the agenda as presented.

3. STAFF REPORTS

3.1 Operational Services

3.1.1 Fitzgerald Avenue Pedestrian Network Review – Improvement Option

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council endorse the recommendations to increase pedestrian safety by directing staff to complete the installation of pedestrian activated flashing beacons at the crosswalks located on Fitzgerald Avenue at 10th Street, 11th Street, and 14th Street and to remove the redundant crosswalk located on Fitzgerald Avenue at 12th Street; and

THAT Council direct staff to prepare an amendment to the "City's Subdivision and Development Servicing Bylaw No. 2919" to include tactile paving in the Supplementary Design Standards.

CARRIED

3.1.2 Urban Forestry Strategy – Operational Services Update

Moved By Hillian

Seconded By Frisch

THAT Council receive the "Urban Forestry Strategy - Operational Services Update" report for information and direct staff to implement the **5-year**

Tree Planting Program by supporting the annual financial components of the plan, and

THAT staff be directed to prepare an additional report providing information, including costs associated with the creation and deployment of both a **Tree Voucher Program** and an **Infill Tree Request Program**

CARRIED

4. INTERNAL REPORTS AND CORRESPONDENCE

4.1 Community and Social Development Framework and Plan Update

Moved By McCollum

Seconded By Frisch

THAT Council receive the “Community and Social Development Framework and Plan Update” briefing note.

CARRIED

Without objection, the meeting recessed at 6:16 p.m. The Council meeting resumed at 6:41 p.m.

5. BYLAWS FOR THIRD READING:

5.1 Amend Development Permit Area 1 and 2 for Small-Scale Multi-Unit Housing (SSMUH)

5.1.1 Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)

Moved By Frisch

Seconded By Hillian

THAT Council give third reading to "Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)".

CARRIED

5.1.2 Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council give third reading to "Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)".

CARRIED

5.2 Regulate Short-term Rental (STR) Accommodations

THAT Council amend "Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)" as follows in: Section 12.1 (e) to remove the word "and" after the word "fire"; and

THAT Council give third reading to "Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)" as amended.

5.2.1 Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)

Moved By Frisch

Seconded By Morin

THAT Council give third reading to "Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)".

CARRIED

5.2.2 Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)

Moved By Frisch

Seconded By Hillian

THAT Council amend the "Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)" by adding the word "consecutive" to the definition of short-term rental accommodation; and

THAT Council give third reading to "Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)".

CARRIED

**5.2.3 Municipal Ticket Information - Amendment Bylaw No. 3139, 2025
(short-term rental accommodation)**

Moved By Hillian

Seconded By Frisch

That Council give third reading to "Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)".

CARRIED

6. BYLAWS FOR ADOPTION:

6.1 Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025

Moved By Jolicoeur

Seconded By Frisch

THAT Council adopt "Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025".

CARRIED

6.2 2025 Property Tax Rate Bylaw No. 3179

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council adopt "2025 Property Tax Rate Bylaw No. 3179".

CARRIED

7. 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 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates 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

8. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 6:57 p.m.

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:30 p.m.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2025

Mayor Bob Wells

Corporate Officer