



THE CORPORATION OF THE CITY OF COURTENAY  
**COUNCIL MINUTES**

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**Meeting #:** R20/2022  
**Date:** December 12, 2022  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells  
W. Cole-Hamilton  
D. Frisch  
D. Hillian  
E. Jolicoeur  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Engineering Services  
A. Langenmaier, Director of Financial Services  
K. Macdonald, Fire Chief  
K. O'Connell, Director of Corporate Services  
R. Roycroft, Acting Director of Development Services  
C. Rushton, Director of Recreation, Culture and Community Services, via audio/video conference  
K. Shaw, Director of Public Works Services  
N. Gothard, Manager of Community and Sustainability Planning, via audio/video conference  
A. Proton, Manager of Legislative Services  
C. Dallamore, Legislative Coordinator  
P. Knapman, OH&S & Return to Work Advisor

**1. CALL TO ORDER**

Mayor Wells called the meeting to order at 4:01 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Councillor Hillian acknowledged the passing of Jim Palmer on December 5th and extended condolences to friends and family. Jim Palmer worked for many years to

protect the local watershed (Morrison and Arden Creeks) and received the Comox Valley Local Hero - Environmental Leadership Award in 2022.

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

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

## **3. ADOPTION OF MINUTES**

### **3.1 Public Hearing Minutes - November 21, 2022**

### **3.2 Regular Council Minutes - November 21, 2022**

**Moved By** Frisch

**Seconded By** Morin

THAT Council adopt the November 21, 2022 Public Hearing minutes and Regular Council minutes.

**CARRIED**

## **4. DELEGATIONS**

### **4.1 Wachiay Affordable Housing Project - 1679 McPhee Avenue**

Council received a presentation on the Wachiay Affordable Housing Project, a 40-unit building at 1679 McPhee Avenue, from Roger Kishi, Coordinator - Homeless & Housing Programs - Wachiay Friendship Centre; and Lindsay Monk - M'akola Development Services. The project is in the pre-development stage and has been named Naut'sa mawt, a Coast Salish term meaning "together as one". Council was requested to consider paying the Development Cost Charges for this project, which are estimated at \$88 468.55.

## **5. PRESENTATIONS**

### **5.1 BC Municipal Safety Association - 2022 Safety Improvement Award**

Courtenay's Occupational Health and Safety Coordinator and members of the Joint Occupational Health and Safety Committee gave a presentation on the City's recent Safety Improvement Award from the BC Municipal Safety

Association. Highlights included a 65 percent drop in injuries over the last ten years.

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council receive the BC Municipal Safety Association – 2022 Safety Improvement Award presentation.

**CARRIED**

## **6. STAFF REPORTS**

### **6.1 Corporate Services**

#### **6.1.1 Lease Agreement Renewals: 17th Street Parking Lot, RCMP Storage Building and Compound, CV Chamber of Commerce**

**Moved By** Hillian

**Seconded By** Frisch

1. THAT Council authorize a lease for a term of five years with three additional five-year options to renew with LET Investments for the property having a legal description of PID: 001-611-488, those parts of sections 41 and 68, Comox District, shown in heavy outline on plan 42178, except part in plan VIP89160; and,

2. THAT Council delegate authority to the Director of Corporate Services to consider and approved any amendments to the terms and conditions of the lease upon renewal, future assignments, and determine approval of the three additional five-year options to renew.

**CARRIED**

**Moved By** Frisch

**Seconded By** McCollum

1. THAT Council authorize a lease for a term of five years with three additional five-year options to renew to the Comox Valley RCMP for the property located at 721B Grant Avenue, having a legal description of PID: 026-731-681 Lot 2, Plan VIP81287, Section 61, Comox Land District; and,

2. THAT Council delegate authority to the Director of Corporate Services to consider and approve any amendments to the terms and conditions of the lease upon renewal, future assignments, and determine approval of the three additional five-year options to renew.

**CARRIED**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

1. THAT Council authorize a lease for a term up to one year including lease termination options within the period to the Comox Valley Chamber of Commerce for the property located at 2040 Cliffe Avenue, having a legal description of PID:001-154-664, Lot 1, Section 68, Comox District, Plan 15512; and,

2. THAT Council delegate authority to the Director of Corporate Services to consider and approve any amendments to the terms and conditions of the lease.

**CARRIED**

#### **6.1.2 Benefit Provisions for Elected Officials**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council approve a 100% City paid premium model for dental and extended health for Elected Officials and their families.

**CARRIED**

### **6.2 Development Services**

#### **6.2.1 Development Variance Permit No 2203 - 2840 Cliffe Avenue**

**Moved By** Frisch

**Seconded By** Hillian

THAT based on the December 12, 2022 staff report “Development Variance Permit No. 2203 – 2840 Cliffe Avenue (A&W Restaurant Sign)”,

Council approve OPTION 1 and not approve the issuing of Development Variance Permit No. 2203.

**CARRIED**

**6.2.2 Development Variance Permit No. 2204 – 1799 Cliffe Avenue**

**Moved By** McCollum

**Seconded By** Frisch

THAT based on the December 12, 2022 staff report “Development Variance Permit No. 2204 – 1799 Cliffe Avenue.”, Council approve OPTION 1 and not approve the issuing of Development Variance Permit No. 2204.

**CARRIED**

**6.3 Fire Department**

**6.3.1 2023 FireSmart Community Funding and Supports – Grant Application**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT based on the November 23, 2022 staff report “2023 FireSmart Community Funding and Supports –Grant Application”, Council approve OPTION 1 and direct Staff to submit a joint application with the Comox Valley Regional District, Village of Cumberland and K’ómoks First Nation for grant funding for regional FireSmart activities through the 2023 intake of the UBCM Community Resiliency Investment Program.

**CARRIED**

**7. INTERNAL REPORTS AND CORRESPONDENCE**

**7.1 CAO Management Report**

**7.2 Development Services Report**

**7.3 Engineering Services Management Report**

**7.4 Financial Services Management Report**

**7.5 Recreation, Culture and Community Services Management Report**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the CAO Management Report, Development Services Management Report, Engineering Services Management Report, Financial Services Management Report, and Recreation, Culture and Community Services Management Report.

**CARRIED**

**7.6 Strengthening Communities' Grant Services Update**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the December 12, 2022, "Strengthening Communities' Grant Services Update" Briefing Note.

**CARRIED**

**7.7 Heritage Advisory Commission Meeting Minutes, October 20, 2022**

**Moved By** McCollum

**Seconded By** Morin

THAT Council receive the October 20, 2022, Heritage Advisory Committee Meeting Minutes.

**CARRIED**

**8. COUNCIL REPORTS**

**8.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton reviewed his attendance at the following event:

- Federation of Canadian Municipalities BC Caucus - Met with MPs in Ottawa to advocate for affordable housing, action on climate mitigation and adaptation, increased funding for infrastructure, and for the Federal government to take on the financial responsibility for the agreement it negotiated regarding RCMP back pay.

## **8.2 Councillor Frisch**

Councillor Frisch reviewed his attendance at the following event:

- Downtown Courtenay Business Improvement Association (DCBIA) meeting

## **8.3 Councillor Hillian**

Councillor Hillian reviewed his attendance at the following events:

- Chaired the Succession Committee for Community Justice Centre. A candidate has been chosen to replace Bruce Curtis when he retires.

## **8.4 Councillor Jolicoeur**

Councillor Jolicoeur reviewed his attendance at the following events:

- Comox Valley Coalition to End Homelessness meeting - approved its recommendations to the CVRD for its Homelessness Supports Service yearly funding: Comox Valley Transition Society gwax'dzi dsas: Tall Tree Place project in Cumberland, the Rainbow House project by Dawn to Dawn Action on Homelessness Society in Courtenay, Wachiay Friendship Centre and Seniors Housing Project Habitat for Humanity in Courtenay, and Comox Affordable Housing Society Project in Comox. The next point-in-time homelessness count will be held on March 14th, 2023.
- Comox Valley Community Substance Use Strategy Committee meeting

## **8.5 Councillor McCollum**

Councillor McCollum reviewed her attendance at the following events:

- Parks and Recreation Advisory Commission
- Millard Piercy Streamkeepers AGM - Project Watershed provided a presentation and update on the Kus-kus-sum restoration project.

## 8.6 Councillor Morin

Councillor Morin reviewed her attendance at the following events:

- Comox Valley Social Planning Society meeting - Upcoming equity workshop to be presented for all local elected officials on February 27th, 2023.
- Comox Valley Food Policy Council meeting
- Encouraged those with means to help our unhoused community members.

## 8.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Nov 23 - K'ómoks First Nation Council meeting
- Nov 25 - Vital Conversation on housing workshop in Campbell River
- Nov 25 - Comox Christmas tree lighting event
- Dec 1 - Hospital board meeting - Discussed snow removal
- Dec 6 - Chamber of Commerce Ugly Sweater Holiday Mixer
- Dec 7 - Island Corridor Foundation safety and security meeting

## 9. COUNCIL RESOLUTIONS

### 9.1 Overdose Prevention Services - Councillor Jolicoeur

**Moved By** Frisch

**Seconded By** Hillian

THAT Council postpone consideration of item 9.1 to the end of the meeting.

**CARRIED**

### 9.2 Substance Use Strategy - Councillor Jolicoeur

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

WHEREAS the City of Courtenay has previously supported the Comox Valley Substance Use Strategy Committee through many iterations since 2002 including the recent Phase 1 & Phase 2 of the Comox Valley Substance Use Strategy;



WHEREAS substance use and misuse impacts the social, economic and health of Courtenay residents, families, businesses, organizations and workplaces while disproportionately impacting those who are systemically and economically disadvantaged;

WHEREAS addressing the impacts of substance use and the role of government policy has real life impacts on people who use substances and those who are impacted by substance use;

WHEREAS substance use and misuse is a health, economic, social and community issue and the commitment to equity, health, safety and social cohesion considers the importance of substance use services, and the access, distribution and use of substances within a community;

WHEREAS the impacts of substance use does not know regional boundaries;

THEREFORE BE IT RESOLVED THAT the City of Courtenay champion, advocate and continue to provide in-kind support through staff time to the Comox Valley Substance Use Strategy Committee (CVSUSC), in addition to providing specific support for the development of data sharing agreements and to provide requested data to the committee;

THAT the City of Courtenay provide \$18,000 from Budget 2023/2024 for Phase 3 of the Comox Valley Substance Use Strategy to the CVSUSC;

THAT the City of Courtenay send a letter to other regional partners (eg. municipal governments, Island Health, RCMP, SD71) encouraging their active commitment and financial support to Phase 3 of the Comox Valley Substance Use Strategy;

THAT the City of Courtenay staff provide a staff report on engaging in a review of municipal culture, bylaws, policies, practices, services and programs impacts on substance use in the community and provide the findings to the CVSUSC.

**Moved By** Frisch

**Seconded By** Hillian

THAT Council postpone consideration of the Substance Use Strategy motion to a future Council meeting.

**CARRIED**

**10. UNFINISHED BUSINESS**

**10.1 Council Appointments (Alternates)**

With no objections, Council postponed consideration of item 10.1, Council Appointments (Alternates) to a future Council meeting.

**11. NOTICE OF MOTION**

**11.1 Arden School Safety Improvements - Councillor McCollum**

WHEREAS school active travel planning has many benefits for students, the community, and the environment, and

WHEREAS the Arden Green Team wishes to develop safe active travel opportunities for Arden Elementary students and families,

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report that outlines the options, costs and feasibility for the safety improvements requested by the Arden Green Team Delegation on Nov 21, 2022,

AND THAT Council direct staff to develop a Safe and Active Schools Program for all schools in Courtenay, in conjunction with the School District that will identify traffic safety issues on fronting and adjacent streets to schools, recommend short- and long-term mitigation measures, and create a capital program, including an implementation plan, for school traffic safety improvements across the City.

**12. BYLAWS**

**12.1 First, Second and Third Reading**

**12.1.1 Property Tax Installment Payment Plan Bylaw No. 3085, 2022**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council give first, second and third readings to "Property Tax Installment Payment Plan Bylaw No. 3085, 2022".

**CARRIED**

## **12.2 Third Reading**

### **12.2.1 Zoning Amendment Bylaw No. 3054, 2022 (1077 Piercy Avenue)**

**Moved By** Frisch

**Seconded By** Morin

THAT Council approve OPTION 1 and complete the following steps:

1. THAT Council give Third Reading to Zoning Bylaw No. 3054, 2022 (1077 Piercy Ave); and
2. THAT Final Reading of the bylaw be withheld pending the registration of Section 219 covenant.

**CARRIED**

## **13. COUNCIL RESOLUTIONS**

### **13.1 Overdose Prevention Services - Councillor Jolicoeur**

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

WHEREAS the impact of deaths due to toxic drugs continues to disproportionately impact community members who identify as Indigenous, men aged 19 to 39, and people working in the trades; and,

WHEREAS BC has declared a public health emergency, and the BC Coroner's Report and the Select Standing Committee of Health's report on the toxic drug crisis have all highlighted the importance of harm reduction services such as overdose prevention sites; and;

WHEREAS people who use substances live, work, recreate, and use substances across the Comox Valley;

THEREFORE be it resolved that the City of Courtenay request Island Health to immediately and urgently provide a temporary Overdose Prevention Site (OPS) with inhalation services in the Comox Valley;

AND THAT City of Courtenay staff continue to work with Island Health on the identification & facilitation of suitable location for both a temporary and permanent OPS with inhalation services.

**CARRIED**

**14. IN CAMERA RESOLUTION**

**Moved By** Frisch

**Seconded By** Morin

THAT Council close the meeting to the public pursuant to the following subsections of the *Community Charter*:

- 90 (1) (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;
- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- 90 (2) (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**

**15. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 7:00 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:34 pm.

**CERTIFIED CORRECT**

Adopted by Council January 11, 2023

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Mayor Bob Wells

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Adriana Proton, Corporate Officer