



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

---

**Meeting #:** R8/2023  
**Date:** April 26, 2023  
**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, via audio/video conference  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Engineering Services  
A. Langenmaier, Director of Financial Services  
K. O'Connell, Director of Corporate Services  
S. Saunders, Director of Recreation, Culture & Community Services  
G. Seigler, Deputy Fire Chief - Operations  
K. Shaw, Director of Public Works Services  
M. Wade, Director of Development Services  
N. Gothard, Manager of Community and Sustainability Planning, via audio/video conference  
A. Proton, Manager of Legislative Services  
C. Dallamore, Legislative Coordinator

**1. CALL TO ORDER**

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

Mayor Wells noted April 18th to May 12th is Canadian Armed Forces Snowbirds Season when the aerobatics flying team will conduct a month-long training season in the Comox Valley.

Mayor Wells acknowledged April 28th as "Day of Mourning" to pay tribute to workers who suffered work-related injuries, illnesses, or fatalities, emphasizing the importance of improving workplace safety. The City holds an annual day of mourning event at Simms Millennium Park.

Councillor McCollum announced that Council decisions regarding the April 12th presentations from the Comox Valley Cycling Coalition and North Island College Students' Union requests have been deferred to the May 10th Council meeting.

City Manager Geoff Garbutt announced that Marianne Wade has joined the City as the new Director of Development Services, and thanked interim director Rob Roycroft.

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

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

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - April 12, 2023**

**Moved By** Hillian

**Seconded By** McCollum

THAT Council adopt the April 12, 2023 Regular Council minutes.

**CARRIED**

## **4. STAFF REPORTS**

### **4.1 Corporate Services**

#### **4.1.1 Accessible BC Act**

**Moved By** Hillian

**Seconded By** Morin

THAT Council direct staff to meet its obligations under the Accessible BC Act by proceeding with the development of a Comox Valley Accessibility Framework in partnership with the Comox Valley Accessibility Committee, Comox Valley Regional District, Town of Comox and Village of Cumberland.

**CARRIED**

**4.1.2 Code of Conduct**

**Moved By** Hillian

**Seconded By** Morin

THAT Council direct staff to initiate a Code of Conduct review with Reece Harding.

**CARRIED**

**4.2 Development Services**

**4.2.1 Development Variance Permit No. 2208 –1130 5th Street (Accessory Building Use)**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council issue Development Variance Permit No. 2208 (1130 5th Street).

**CARRIED**

**4.3 Financial Services**

**4.3.1 Downtown Courtenay Business Improvement Association 2023 Budget and Tax Levy Request**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council approve the Downtown Courtenay Business Improvement Association 2023 Budget and 2023 tax levy request in the amount of \$60,000.

**CARRIED**

**4.3.2 Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council proceed with adoption of Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023 at a future Council meeting through the Municipal Liabilities Regulation Section 7 Approval-free liability zone, rather than an Alternative Approval Process.

**CARRIED**

**4.4 Fire Department**

**4.4.1 Comox Valley Fire and Rescue Services Agreement Renewal**

**Moved By** Morin

**Seconded By** Frisch

THAT Council approve OPTION 1 and authorize the renewal of the Comox Valley Fire and Rescue Services Agreement between the City and the Comox Valley Regional District, Town of Comox, Village of Cumberland, Ships Point Improvement District and the City of Campbell River for a term of five (5) years commencing May 9, 2023, and ending May 10, 2028.

**CARRIED**

**4.5 City Manager**

**4.5.1 2023-2026 Strategic Priorities**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the draft 2023-2026 Strategic Priorities for the City of Courtenay, and refer the plan for public input prior to consideration of adoption in May 2023.

**CARRIED**

## **5. INTERNAL REPORTS AND CORRESPONDENCE**

### **5.1 Courtenay Branding Update**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the “Courtenay Branding Update” report.

**CARRIED**

## **6. COUNCIL REPORTS**

### **6.1 Councillor Cole-Hamilton**

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

- Attended the UBCM Executive meeting to participate in Advocacy Days - met with legislators to discuss the priority of housing affordability for BC local governments, the continuation of the Growing Communities Fund and early involvement of local government in the Homes for People action plan

### **6.2 Councillor Frisch**

No report provided.

### **6.3 Councillor Hillian**

Councillor Hillian reviewed his attendance at the following events:

- Announcement of a \$30 million grant from the Ministry of Municipal Affairs for the Comox Valley South Sewer Extension Project
- Meetings with the Minister of Housing highlighting Courtenay's acute housing issues, the need for Provincial investment and the urgency of the situation

### **6.4 Councillor Jolicoeur**

No report provided.

## **6.5 Councillor McCollum**

Councillor McCollum reviewed her attendance at the following event:

- Early Years Collaborative Childcare Planning meeting - discussed ways the municipality could provide ongoing support to address the shortage of childcare spaces. The lack of access to childcare is an equity issue that prevents families from participating fully in the workplace. The goal is to collaborate to ensure all families have access to quality, affordable childcare.

## **6.6 Councillor Morin**

Councillor Morin reviewed her attendance at the following events and submitted a report of activities:

- Apr 13 - Grand opening of Darry's Place - transitional housing for women and children who have fled violence
- Apr 14 to 16 - Association of Vancouver Island and Coastal Communities (AVICC) conference
- Attended a meeting on local implementation of peer-assisted care teams, a Canadian Mental Health Association of BC initiative. These teams consist of a mental health professional and a community member with lived experience who provide culturally safe and trauma-informed support to individuals in a mental health crisis.

## **6.7 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Apr 21 - Retirement party in honour of Melinda Knox, who has dedicated years of her career to serving the K'ómoks First Nation and the K'ómoks Economic Development Corporation
- Apr 22 - Mayor Wells expressed appreciation for the volunteers who took part in the Earth Day festivities, which included a range of events aimed at promoting environmental consciousness and sustainability within the community.
- Mayor Wells acknowledged the efforts of Council and staff in advocating for housing and support initiatives for vulnerable members of the community

## **7. COUNCIL RESOLUTIONS**

### **7.1 Election to FCM Board of Directors - Councillor Cole-Hamilton**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

WHEREAS FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 25 to 28, 2023, followed by the election of FCM's Board of Directors;

THEREFORE BE IT RESOLVED that Council of the City of Courtenay endorse Councillor Will Cole-Hamilton to stand for election on FCM's Board of Directors for the period starting in May 2023 and ending June 2024; and

BE IT FURTHER RESOLVED that the City assume all costs associated with Councillor Will Cole-Hamilton attending FCM's Board of Directors meetings.

**CARRIED**

### **7.2 Municipal Input in RCMP Contract Decisions - Councillor Cole-Hamilton**

**Moved By** Cole-Hamilton

**Seconded By** Morin

WHEREAS the Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement;

WHEREAS these extraordinary one-time costs, which in some jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill;

WHEREAS municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools;

WHEREAS local governments will now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and

WHEREAS going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again;

THEREFORE BE IT RESOLVED THAT the City of Courtenay join the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring that local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe; and

BE IT FURTHER RESOLVED THAT the City of Courtenay convey this support in writing to our Member of Parliament, Gord Johns, the Minister of Public Safety, Marco Mendicino, and Prime Minister Justin Trudeau.

**CARRIED**

## **8. NOTICE OF MOTION**

### **8.1 Permissive Tax Exemptions for Non-Profit Child Care - Councillor Cole-Hamilton**

WHEREAS quality childcare is a vital part of any community, supporting families, underpinning economic development and providing a safe and nurturing environment for children; and

WHEREAS the 2019 Comox Valley Child Care Action Plan, developed by the Comox Valley Regional District in partnership with the City of Courtenay recommended that "all communities consider permissive exemptions for childcare services", something the Town of Comox has been doing for decades;

THEREFORE BE IT RESOLVED THAT staff prepare a report for Council outlining the



options for, and impact of, providing permissive tax exemptions for community owned non-profit childcare organizations.

## **8.2 Vacancy Tax - Mayor Wells**

WHEREAS lack of appropriate and affordable housing has been identified as one of the most urgent issues facing the Comox Valley; and

WHEREAS the Province has encouraged municipalities to implement a speculation and vacancy tax to encourage empty units to be made available to the market;

THEREFORE BE IT RESOLVED THAT Council direct staff to coordinate with local governments within the Comox Valley, and report back to Council on the options and implications of a vacancy tax in the City of Courtenay.

## **9. BYLAWS**

### **9.1 For First, Second and Third Readings**

#### **9.1.1 Tax Rates Bylaw No. 3097, 2023**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council give first, second and third readings to City of Courtenay Tax Rates Bylaw 3097, 2023.

**CARRIED**

### **9.2 For Adoption**

#### **9.2.1 2023 – 2027 Consolidated Financial Plan Bylaw 3096, 2023**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council adopt "2023 – 2027 Consolidated Financial Plan Bylaw 3096, 2023".

**CARRIED**

**9.2.2 Fees and Charges Amendment Bylaw No. 3098, 2023 (Solid Waste Collection)**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council adopt "City of Courtenay Fees and Charges Amendment Bylaw No. 3098".

**CARRIED**

**9.2.3 Refuse Materials Collection, Removal and Regulation Bylaw No. 3099**

**Moved By** McCollum

**Seconded By** Morin

THAT Council adopt "City of Courtenay Refuse Materials Collection, Removal and Regulation Amendment Bylaw No. 3099".

**CARRIED**

**9.2.4 Fees and Charges Amendment Bylaw No. 3100 (EV Charging Stations)**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT Council adopt the "City of Courtenay Fees and Charges Amendment Bylaw No. 3100, 2023".

**CARRIED**

**10. 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) 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;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**11. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 5:31 pm. The in camera portion of the meeting adjourned at 9:45 pm, and resumed Friday, April 28 at 9:00 am at the City Hall Council Room, 830 Cliffe Ave.

Following the conclusion of the in camera portion of the meeting on April 28, 2023, Mayor Wells terminated the meeting at 9:50 am.

**CERTIFIED CORRECT**

Adopted by Council May 10, 2023

---

Mayor Bob Wells

---

Adriana Proton, Corporate Officer