



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

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**Meeting #:** R11/2023  
**Date:** June 14, 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  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Engineering Services  
A. Langenmaier, Director of Financial Services  
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  
P. de Graaf, Manager of Bylaw Enforcement  
P. Preston, Manager of Building and Administrative Services  
A. Proton, Manager of Legislative Services  
J. Tazzioli, Manager of Engineering (Environmental Projects)  
M. Wright, Manager of Transportation  
D. Croin, Planner 1, via audio/video conference  
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.

- Councillor Cole-Hamilton advised that National Indigenous Peoples Day will be celebrated at Puntledge RV Campground on June 21st, with a Welcoming Ceremony featuring K'ómoks First Nation representatives, followed by a free, family-friendly festival from 9:00 am to 7:00 pm, including various activities, entertainment, and an education panel.

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

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council move item 5.1 to the end of section 5, External Reports and Correspondence, and move the External Reports and Correspondence section before the Staff Reports section.

**CARRIED**

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - May 31, 2023**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT Council adopt the May 31, 2023 Regular Council minutes.

**CARRIED**

## **4. EXTERNAL REPORTS AND CORRESPONDENCE**

### **4.1 RCMP Quarterly Statistics Report - 3rd Quarter (Oct-Dec 2022)**

### **4.2 RCMP Quarterly Statistics Report - 4th Quarter (Jan-Mar 2023)**

### **4.3 RCMP Courtenay Crime Data by Area (Jan-Mar 2023)**

### **4.4 RCMP Courtenay Property Crime 2022-2023 (Year to Year comparison)**

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

THAT Council receive the RCMP Quarterly Statistics Report - 3rd Quarter (Oct-Dec 2022), RCMP Quarterly Statistics Report - 4th Quarter (Jan-Mar 2023), RCMP

Courtenay Crime Data by Area (Jan-Mar 2023) and RCMP Courtenay Property Crime 2022-2023 (Year to Year comparison).

**CARRIED**

**4.5 RCMP Annual Performance Plan (2023-2024)**

**Moved By** Jolicoeur

**Seconded By** McCollum

That Council direct staff to develop a plan for the 2024-2025 RCMP Annual Performance Plan and to set up a planning session with the City of Courtenay and RCMP in fall 2023.

**CARRIED**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the RCMP Annual Performance Plan (2023-2024).

**CARRIED**

**5. STAFF REPORTS**

**5.1 City Manager (CAO)**

**5.1.1 Council Remuneration Options**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council direct staff to update the Council Remuneration Policy to include the following:

- a) To change benefits provider from UBCM to the City benefit provider in alignment with staff policy coverage,
- b) To provide a child/eldercare allowance of up to \$3,300 per year, effective at the start of the new Council term in 2026,
- c) To provide Acting Mayor pay equivalent to 10% of Mayor's remuneration during the acting month,

- e) To provide compensation to new council-elect members up to \$200 per day for attending required City orientation and training sessions prior to the day of the Inaugural Meeting of Council,
- f) To include an annual remuneration increase equivalent to the CUPE annual contract increase as negotiated starting January 1, 2024,
- g) To consider amendments to the Council Remuneration Policy no later than December 31 in the year prior to a general local government election, and,

THAT staff be directed to bring forward any necessary amendments to applicable bylaws in regard to the approved Council Remuneration Policy updates.

**CARRIED**

**Opposed: Hillian**

## **5.2 Development Services**

### **5.2.1 Development Variance Permit No. 2301-1095 Willemar Ave**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council issue Development Variance Permit No. 2301 to vary the definition of 'secondary suite' of "Zoning Bylaw No. 2500, 2007" to increase the size of an existing secondary suite from 40% of the principal dwelling unit to 45% for the property located at 1095 Willemar Road.

**CARRIED**

### **5.2.2 Development Permit with Variances No. 2306 – 943 2nd Street**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council issue Development Permit with Variance No. 2306 to permit a front yard setback variance from 7.5m to 4.6m and a side yard setback variance from 4.9m to 3.3m.

**CARRIED**

**5.2.3 1375 Piercy Avenue – Affordable Housing Reserve Fund**

**Moved By** Hillian

**Seconded By** Jolicoeur

THAT Council provide financial assistance through the Affordable Housing Amenity Reserve Fund for the off-Site Works and Services associated with the Habitat for Humanity project located at 1375 Piercy Avenue in the amount of \$211,340 to address both Lane and Piercy Avenue offsite works.

**CARRIED**

**5.3 Fire Department**

**5.3.1 2023 Public Notification and Evacuation Route Planning**

**Moved By** Morin

**Seconded By** Frisch

THAT based on the June 14, 2023 staff report “2023 Public Notification and Evacuation Route Planning”, Council approves OPTION 1 and authorize an application made to the Union of BC Municipalities Community Emergency Preparedness Fund 2023 Public Notification and Evacuation Route Planning for \$30,000 to be used in 2023-2024 to support the regional application by the Comox Valley Regional District (primary applicant);

AND FURTHER, THAT as a joint applicant, Council agrees that the primary applicant will apply for, receive, and manage the grant funding on their behalf, if successful in grant funding.

**CARRIED**

**5.4 Public Works Services**

**5.4.1 2023 Cycling Network Plan Update**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt the 2023 Cycling Network Plan Update; and,

THAT Council adopt the Updated Cycling Network Plan Maps; and,  
THAT staff be directed to amend the 2019 "Connecting Courtenay Cycling Network Plan" to include the Updated Cycling Network Plan Maps; and,  
FURTHER THAT Council direct staff to prepare a bylaw amendment to the "Subdivision and Development Servicing Bylaw No. 2919, 2018" to update the engineering standards and cross-sections.

**CARRIED**

#### **5.4.2 Arden Elementary School Green Team – Traffic Calming Requests**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council direct staff to install the recommended signs, pavement markings, and speed reader boards on Lake Trail Road adjacent to Arden Elementary.

**CARRIED**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council direct staff to write to the Comox Valley Regional District and School District 71, requesting cost-sharing financial support for safety improvements to the Lake Trail Road corridor as part of the Safe and Active Schools program.

**CARRIED**

**Moved By** Jolicoeur

**Seconded By** McCollum

THAT Council amend the order of the agenda by moving the Bylaw section before the Internal Reports and Correspondence section.

**CARRIED**

**6. BYLAWS**

**6.1 For First and Second Reading**

**6.1.1 Zoning Amendment Bylaw No. 3037 – 1590 Piercy Ave**

**Councillor Frisch declared a conflict of interest as he has a contract with the applicant, and left the meeting at 7:15 pm.**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council give First and Second Reading to “Zoning Amendment Bylaw No. 3037” (1590 Piercy Avenue) to amend "Zoning Bylaw No. 2500, 2007" to create a new CD-39 Zone and rezone the subject property to CD-39 with the following conditions met prior to final adoption:

- a. A section 219 covenant registered on title to secure the community amenity contributions of \$40,000 to be provided prior to issuance of the building permit.
- b. An easement to permit drainage from the subject property on to the Island Corridor Foundation lands; and

THAT Council direct staff to advertise a statutory Public Hearing for “Zoning Amendment Bylaw No. 3037.”

**CARRIED**

**Councillor Frisch returned to the meeting at 7:30 pm.**

**Mayor Wells called a recess at 7:31 pm. The Council meeting resumed at 7:55 pm.**

**6.2 For First, Second and Third Reading**

**6.2.1 Growing Communities Reserve Establishment Bylaw No. 3086**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council give first, second and third readings to the Growing Communities Reserve Fund Establishment Bylaw 3086, 2023.

**CARRIED**

**7. INTERNAL REPORTS AND CORRESPONDENCE**

**7.1 Resident Survey, Your Courtenay, Your Voice**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council receive the Resident Survey Report for information.

**CARRIED**

**7.2 Bylaw Service Activities and Performance Update Jan-May 2023**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the “Bylaw Services Activities and Performance Update” briefing note.

**CARRIED**

**8. COUNCIL REPORTS**

**8.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton submitted a report of activities, see agenda.

**8.2 Councillor Frisch**

Councillor Frisch submitted a report of activities, see agenda.

**8.3 Councillor Hillian**

No report provided.

**8.4 Councillor Jolicoeur**

No report provided.



**8.5 Councillor McCollum**

Councillor McCollum submitted a report of activities, see agenda.

**8.6 Councillor Morin**

Councillor Morin submitted a report of activities, see agenda.

**8.7 Mayor Wells**

Mayor Wells submitted a report of activities (see agenda) and reviewed his attendance at the following event:

- June 13 - BC Builds Program Workshop in Courtenay, hosted by former Victoria Mayor Lisa Helps, Housing Solutions Advisor in the Premier's Office, for the start-up of BC Builds.

**9. UNFINISHED BUSINESS**

**9.1 Greg Porteous - Burning**

**Moved By** Hillian

**Seconded By** Frisch

WHEREAS Wood smoke affects everyone, but especially children, seniors, pregnant women and people with existing lung and heart conditions; and,

WHEREAS the City of Courtenay has taken steps to improve the air quality of our community in the interest of public health.

THEREFORE BE IT RESOLVED that Council deny Greg Porteous' request for a conditional exemption to the fire ban and burn permit.

**CARRIED**

**10. NOTICE OF MOTION**

**10.1 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Councillor Frisch**

WHEREAS development covenants that prohibit or restrict roof top solar panels are a barrier to the generation of renewable energy; and

WHEREAS the City of Courtenay has declared a climate crisis and the Province of BC supports climate action, and

WHEREAS solar electric generation is an important part of a greenhouse gas reduction strategy.

THEREFORE BE IT RESOLVED THAT Council send a letter to Honourable George Heyman, Minister of Environment and Climate Change Strategy, to request the Province exercise its authority and override development agreement covenants that restrict or prohibit renewable energy systems in all zones.

**10.2 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Provincial Focus AVICC and UBCM - Councillor Frisch**

WHEREAS the BC Government is committed to reducing greenhouse gas emissions by 16% below 2007 levels by 2025, 40% by 2030, and 80% by 2050; and

WHEREAS solar energy is a renewable energy source and reduces carbon emissions.

THEREFORE BE IT RESOLVED THAT Council direct staff to draft a resolution and backgrounder in support of the elimination of development agreement covenants that restrict or prohibit renewable energy systems in all zones for Council's consideration for submission to the 2024 AVICC and UBCM Conventions.

**11. IN CAMERA RESOLUTION**

**Moved By** Hillian

**Seconded By** Frisch

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:

(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;

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

**CARRIED**

**12. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 8:41 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:47 pm.

**CERTIFIED CORRECT**

Adopted by Council June 28, 2023

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Mayor Bob Wells

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Adriana Proton, Corporate Officer