



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

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**Meeting #:** R12/2023  
**Date:** June 28, 2023  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** M. McCollum, Acting Mayor  
W. Cole-Hamilton  
D. Frisch  
D. Hillian  
E. Jolicoeur, via audio/video conference  
W. Morin

**Regrets:** B. Wells

**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  
S. Saunders, Director of Recreation, Culture & Community Services  
M. Wade, Director of Development Services  
A. Guillo, Manager of Communications, via audio/video conference  
P. Preston, Manager of Building and Administrative Services  
A. Proton, Manager of Legislative Services  
C. Dallamore, Legislative Coordinator  
M. Grimsrud, Planner 2, via audio/video conference

**1. CALL TO ORDER**

Acting Mayor McCollum 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.

**2. IN CAMERA RESOLUTION**

**Moved By** Morin

**Seconded By** Cole-Hamilton

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**

**Acting Mayor McCollum terminated the in camera portion of the meeting at 4:55 pm and called a recess. Acting Mayor McCollum called the open portion of the meeting to order at 5:01 pm.**

**3. INTRODUCTION OF LATE ITEMS**

Without objections, Acting Mayor McCollum added Item 10.5, "Removing the Financial Barrier to Home Support for BC Seniors - A Compassionate and Practical Solution," to the agenda at the request of Councillor Cole-Hamilton.

**4. ADOPTION OF MINUTES**

**4.1 Regular Council Minutes - June 14, 2023**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt the June 14, 2023, Regular Council minutes.

**CARRIED**

**5. DELEGATIONS**

**5.1 Downtown Courtenay Business Improvement Association - Annual Report and Bylaw**

Delegates from the DCBIA provided a presentation to Council at the June 28, 2023, Regular Council Meeting and requested that Council update the Downtown Courtenay Business Improvement Area Bylaw No. 2264 to increase the maximum local area service property tax.

**6. STAFF REPORTS**

**6.1 Financial Services**

**6.1.1 Grant-in-Aid Program**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council enter into an agreement with the Comox Valley Community Foundation for the administration and distribution of the City's annual grant-in-aid program; and,

THAT Council adopt Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04.

**CARRIED**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council amend the grant-in-aid agreement with the Comox Valley Community Foundation to change the term to one year; and,

THAT Council direct staff to return to Council before the one-year term expires for reconsideration of the amount of grant-in-aid funding, and further review of Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04.

**CARRIED**

**6.1.2 Financial Information Act - 2022 Statement of Financial Information (SOFI)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2022.

**CARRIED**

**6.2 Corporate Services**

**6.2.1 City of Courtenay 2022 Annual Report**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council approve the City of Courtenay 2022 Annual Report.

**CARRIED**

**6.3 Development Services**

**6.3.1 Complete Communities Grant UBCM**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council support the submission of a grant application to UBCM for the Complete Communities Fund.

**CARRIED**

**6.3.2 Temporary Use Permit No. 2301 – 1885 Cliffe Avenue (BC Housing)**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the "Temporary Use Permit No. 2301 – 1885 Cliffe Avenue (BC Housing)" report for information.

**CARRIED**

## **6.4 Engineering Services**

### **6.4.1 Sandwich Watermain Funding Reallocation**

**Moved By** Hillian

**Seconded By** Morin

THAT Council direct staff to reallocate \$203,250 from the Water Utility Operating Fund into the Sandwich Watermain Upgrades capital project fund in 2023.

**CARRIED**

**Acting Mayor McCollum called a recess at 7:11 pm. The Council meeting resumed at 7:30 pm.**

## **7. EXTERNAL REPORTS AND CORRESPONDENCE**

### **7.1 2023 UBCM Convention Child Care Resolution**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council endorse the following resolution as submitted by the Regional District of Nanaimo for consideration at the Union of BC Municipalities Convention:

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply;

AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans;

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous

governments and nonprofit organizations to support resources to coordinate this process;

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

**CARRIED**

**7.2 CVRD - Request to consent to Bylaw No. 766 (Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4)**

**Moved By** Morin

**Seconded By** Hillian

THAT the City of Courtenay consent to the adoption of the Comox Valley Regional District Bylaw No. 766 "Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4" under section 346 of the *Local Government Act*.

**CARRIED**

**7.3 Comox Valley United Soccer Club - Field House at Vanier Turf**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council provide a grant to the Comox Valley United Soccer Club from the Gaming Funds in the amount of \$14,335.24 in support of the "Field House at Vanier Turf" project.

**CARRIED**

**Opposed: Councillor Jolicoeur and Councillor Morin**

## 8. INTERNAL REPORTS AND CORRESPONDENCE

### 8.1 Union of BC Municipalities (UBCM) Minister Meetings

**Moved By** Frisch

**Seconded By** Morin

THAT based on the June 28, 2023, staff report “Union of BC Municipalities (UBCM) Meeting Requests”, Council direct staff to prepare five meeting requests with corresponding briefs as follows:

Ministry

Budget commitment for the construction of Purpose Built Supportive Housing Units and Shelter in Courtenay

Increased Funding for Mental Health and Substance Use Comox Valley (Complex Care)

MACC’s

McPhee Meadows Park development project - Grant

East Side Fire Hall project - Grant

Anderton Dike Remediation project - Grant

**Amendment:**

**Moved By** Jolicoeur

**Seconded By** Morin

THAT Council amend the motion to remove the words “(Complex Care)”.

**CARRIED**

**Main motion as amended**

**Moved By** Jolicoeur

**Seconded By** Morin

THAT based on the June 28, 2023, staff report “Union of BC Municipalities (UBCM) Meeting Requests”, Council direct staff to prepare five meeting requests with corresponding briefs as follows:

Ministry

Budget commitment for the construction of Purpose Built Supportive Housing

Units and Shelter in Courtenay  
Increased Funding for Mental Health and Substance Use Comox Valley

MACC's

McPhee Meadows Park development project - Grant

East Side Fire Hall project - Grant

Anderdon Dike Remediation project - Grant

**CARRIED**

**9. COUNCIL REPORTS**

**9.1 Councillor Cole-Hamilton**

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

- June 21 - National Day for Indigenous People celebrations.

**9.2 Councillor Frisch**

Councillor Frisch submitted a report of activities, see agenda.

**9.3 Councillor Hillian**

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

- June 28 - Heritage Committee meeting.

**9.4 Councillor Jolicoeur**

Councillor Jolicoeur announced that the report for Phase 3 of the Comox Valley Substance Use Strategy is in its final stages of drafting and will be released in the coming weeks.

**9.5 Councillor McCollum**

Councillor McCollum reviewed her attendance at the following events:

- June 15 & 16 - CVRD Board Strategic Planning workshop on addressing our next steps for affordable housing in our community.



- June 21 - National Day for Indigenous People celebrations.
- June 22 - Tour of the Campbell River Waste Management Centre and Regional Organics Composting Facility.

## 9.6 Councillor Morin

Councillor Morin reviewed her attendance at the following event:

- Community Action Initiative Local Leadership United (LLU) convening session around harm reduction and drug policy, and how it has local impact. The session also addressed the passing of certain bylaws related to decriminalization.

## 10. COUNCIL RESOLUTIONS

### 10.1 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Local Focus - Councillor Frisch

**Moved By** Frisch

**Seconded By** Jolicoeur

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 the 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.

**CARRIED**

### 10.2 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Provincial - Councillor Frisch

**Moved By** Frisch

**Seconded By** Cole-Hamilton

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.

**CARRIED**

### **10.3 Municipal Insurance Association Voting Delegates**

**Moved By** Morin

**Seconded By** Cole-Hamilton

THAT Council appoint the following members as Municipal Insurance Association Voting Delegates:

- Voting Delegate: Mayor Bob Wells
- Alternate #1: Councillor Melanie McCollum
- Alternate #2: Councillor Evan Jolicoeur

**CARRIED**

### **10.4 UBCM Resolution - Offsite Wood Construction - Councillor Cole-Hamilton**

**Moved By** Cole-Hamilton

**Seconded By** Morin

THAT Council submit the following resolution to the Union of BC Municipalities for consideration:

WHEREAS B.C. has yet to develop an effective strategy to address the biggest constraint on new housing supply—our shrinking construction labour force—and offsite wood frame and mass timber construction has potential to deliver improvements of up to 50% labour productivity, 50% construction time and 20% cost savings, net zero and low embodied

carbon construction and secure jobs in forest dependent and Indigenous communities;

WHEREAS the greatest barrier to expanding offsite construction is insufficient market demand from public and private project developers unfamiliar with this novel approach and there are hundreds of strategically located, public land parcels with underutilized land that can be used to cost effectively build affordable housing and grow a predictable pipeline of projects to mobilize investment in manufacturing plant expansion;

THEREFORE BE IT RESOLVED THAT UBCM calls on the Government of B.C. to collaborate with diverse sectors to establish a B.C.-based Offsite Wood Construction Industrial Policy Framework and steadily grow demand and capacity by working with interested public sector organizations to use offsite construction to build, permanently affordable, zero carbon housing on underutilized public land close to jobs and services; and

BE IT FURTHER RESOLVED THAT UBCM works with the BC Government to develop an Affordable Housing Offsite Wood Construction Early Adopter Program with voluntary municipal actions that aggregate demand like pre-approved designs, zoning and permits for different housing types; and voluntary actions for other sectors like developers, builders, school boards, health authorities and forestry companies.

**CARRIED**

**10.5 Removing the Financial Barrier to Home Support for BC Seniors - A Compassionate and Practical Solution - Councillor Cole-Hamilton**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

WHEREAS the Province's Home Support Program allows seniors to stay in their own homes as long as possible, the preference of most seniors and the option which is far more cost-effective for the health care system at \$14,000 per annum than moving to publicly subsidized long-term care at \$60,000/year; and

WHEREAS 70% of BC seniors are charged a fee of up to 30% of their income for Home Support, which many cannot afford, leading to poor health outcomes, caregiver burnout and premature placement in long-term care, resulting in BC

having twice as many people in long term care who could be supported at home than in provinces that don't charge for home support like Alberta and Ontario.

THEREFORE BE IT RESOLVED THAT UBCM ask the Province of BC to waive the fees associated with the Home Support Program in order to make it accessible to all seniors regardless of income.

**CARRIED**

## **11. BYLAWS**

### **11.1 For First and Second Reading**

#### **11.1.1 Zoning Amendment Bylaw No. 3063 - 1814 Grieve Ave**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council give First and Second Readings to "Zoning Amendment Bylaw No. 3063" (1814 Grieve Ave) subject to the following conditions prior to adoption;

- a. 219 Covenant for Community Amenity Contributions; and,
- b. 219 Covenant to ensure a 3m vegetation buffer is installed along the northeast and southeast property lines.
- c. A Preliminary layout Plan be issued.

THAT Council not hold a public hearing as per section 464(2) (b) of the *Local Government Act* as "Zoning Amendment Bylaw No. 3063" (1814 Grieve Ave) is deemed consistent with the City's Official Community Plan; and,

THAT Council direct staff to issue public notice as per section 467 of the *Local Government Act* that a public hearing will not be held for "Zoning Amendment Bylaw No. 3063" (1814 Grieve Ave).

**CARRIED**

**Opposed: Councillor Cole-Hamilton and Councillor Jolicoeur**

### **11.1.2 Zoning Amendment Bylaw No. 3095 – 4655a Madrona Place**

**Moved By** Frisch

**Seconded By** Morin

THAT Council give First and Second Reading to “Zoning Amendment Bylaw No. 3095” to amend Zoning Bylaw No. 2500, 2007, Part 24 – Industrial Two Zone (I-2), section 8.24.1 Permitted Uses to add day care use in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235 (4655a Madrona Place); and,

THAT Council not hold a public hearing as per section 464 (2) (b) of the *Local Government Act* as the proposed zoning is consistent with the Official Community Plan; and,

THAT a public notice be provided in accordance with section 467 of the *Local Government Act*.

**CARRIED**

## **11.2 For Third Reading**

### **11.2.1 Council Procedure Amendment Bylaw No. 3102**

**Moved By** Hillian

**Seconded By** Morin

THAT Council give third reading to "Council Procedure Amendment Bylaw No. 3102, 2023."

**CARRIED**

## **11.3 For Adoption**

### **11.3.1 Growing Communities Reserve Fund Establishment Bylaw No. 3086**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council adopt "Growing Communities Reserve Fund Establishment Bylaw No. 3086, 2023."

**CARRIED**

**11.3.2 Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council adopt "Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023."

**CARRIED**

**12. ADJOURNMENT**

Acting Mayor McCollum terminated the meeting at 9:03 pm.

**CERTIFIED CORRECT**

Adopted by Council July 12, 2023

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Acting Mayor Melanie McCollum

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Adriana Proton, Corporate Officer