



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

---

**Meeting #:** R15/2023  
**Date:** August 30, 2023  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

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

**Regrets:** W. Cole-Hamilton

**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  
M. Wade, Director of Development Services  
A. Guillo, Manager of Communications  
A. Proton, Manager of Legislative Services  
J. Tazzioli, Manager of Engineering, Environmental Projects  
R. Matthews, Deputy Corporate Officer

**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 Hillian expressed condolences for the loss of former City Engineer, Kevin Lagan. Kevin joined the City in 1993 and retired in 2013 having joined the City of Courtenay from the Fraser Valley. He was the first Professional Engineer in the position of Director of Engineering/Public Works and Approving Officer. Many of the innovative

environmental and engineering standards that the City has in place today were adopted under Kevin's leadership and in coordination with other City departments.

Councillor Jolicouer acknowledged that August 31<sup>st</sup> is International Awareness Day which is an event in support of those affected by the toxic drug crisis, with the purpose of remembering loved ones lost to overdose and ending the stigma of drug-related deaths. A gathering event featuring live music, guest speakers, resources, harm reduction training, and a memorial to loved ones, will take place at Simms Park on August 31<sup>st</sup> from Noon until 4:00 pm.

**2. INTRODUCTION OF LATE ITEMS**

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

**3. ADOPTION OF MINUTES**

**3.1 Special Council Minutes - May 29, 2023**

**3.2 Committee of the Whole Minutes - June 1, 2023**

**3.3 Regular Council Minutes - July 26, 2023**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council adopt the May 29, 2023 Special Council minutes, June 1, 2023 Committee of the Whole minutes, and July 26, 2023 Regular Council minutes.

**CARRIED**

**4. DELEGATIONS**

**4.1 LUSH Valley Food Action Society**

Maurita Prato, Executive Director, and Carley VanOsch, Urban Agriculture Coordinator, presented information regarding LUSH Valley's Share the Harvest community garden programs, including participant stories.

**5. EXTERNAL REPORTS AND CORRESPONDENCE**

**5.1 City of Courtenay RCMP Quarterly Statistics Report April 1, 2023 to June 30, 2023**

**Moved By** Frisch  
**Seconded By** Hillian

THAT Council receive the RCMP Quarterly Statistics Report - Quarter 1 (Apr-Jun 2023).

**CARRIED**

**5.2 Letter from Resident, Brendon Johnson re: Potential Demolition of 276 Sandwich Road (Sandwick Manor)**

**Moved By** Frisch  
**Seconded By** Hillian

THAT Council direct staff to return with a report on Brendon Johnson's request to protect Sandwick Manor from demolition.

**CARRIED**

**5.3 Letter from CVRD - Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2**

**Moved By** Frisch  
**Seconded By** Morin

THAT Council receive the letter dated August 2, 2023 from the CVRD regarding the initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2.

**CARRIED**

**5.4 Response to Request to Meet with the Minister Responsible for Housing**

**Moved By** McCollum  
**Seconded By** Hillian

THAT Council receive the response from the Ministry of Housing regarding its May 29, 2023 resolution to meet with the Minister of Housing.

**CARRIED**

**6. INTERNAL REPORTS AND CORRESPONDENCE**

**6.1 Bylaw Compliance Policy and Strategy Project – Engagement Summary and Analysis**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council receive the Bylaw Compliance Policy and Strategy Project – Engagement Summary and Analysis briefing note.

**CARRIED**

**6.2 Local Government Climate Action Program – 2023 Update**

**Moved By** Morin

**Seconded By** Jolicoeur

THAT Council receive the Local Government Climate Action Plan – 2023 Update briefing note.

**CARRIED**

**6.3 Courtenay Fire Department Semi-annual Activity Report**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive the Fire Department Semi-annual Activity Report.

**CARRIED**

**7. STAFF REPORTS**

**7.1 Corporate Services**

**7.1.1 Courtenay Branding and Templates Refresh – Core Brand Standards**

**Moved By** Jolicoeur

**Seconded By** McCollum

THAT Council approve the updated Core Brand Standards.

**CARRIED**

**With no objections, Council varied the order of the agenda by moving Item 7.2.1, Development Variance Permit 2303 and Item 7.2.2, Zoning Amendment Bylaw No. 3101, before Item 7.1.2, Bill C-18 Online News Act, and renumbered the agenda accordingly.**

**7.1.2 Development Variance Permit No. 2303 and Development Permit No. 2316 – 384 12th Street**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council approve Development Variance Permit No. 2303 to reduce the minimum lot size from 850m<sup>2</sup> to 453.6m<sup>2</sup>, the minimum lot frontage from 20.0m to 14.88m and the side yard setbacks from 4.5m to 1.72m on each side, and issue Development Permit No. 2316 for the form and character of the duplex dwelling unit;

AND THAT Council approve Development Permit No. 2316.

**CARRIED**

**7.1.3 Zoning Amendment Bylaw No. 3101 – 1410 Glen Urquhart Avenue**

**Moved By** McCollum

**Seconded By** Morin

THAT Council not hold a public hearing as per Section 464(2)(b) of the *Local Government Act* as “Zoning Amendment Bylaw No. 3101” (1410 Glen Urquhart Avenue) is 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. 3101” (1410 Glen Urquhart Avenue).

**CARRIED**

**Mayor Wells called a recess at 6:22 pm. The Council meeting resumed at 6:47 pm.**

**7.1.4 Bill C-18 Online News Act: City’s Use of Paid Advertising on Social Media Platforms**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council receive the Bill C-18 Online News Act: City’s Use of Paid Advertising on Social Media Platforms report.

**CARRIED**

**7.2 Development Services**

**7.2.1 Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council endorse the Housing Accelerator Fund Action Plan that includes the proposed seven initiatives, generally outlined in the City’s application under the CMHC Housing Accelerator Fund program:

1. Affordable Housing Reserve Fund and Incentive Program
2. Land Acquisition and Disposition Assessment and Affordable Housing Partnership Strategy
3. Development Application Streamlining
4. Density Bonus and Pre-zoning for Multi Residential in Key Growth Centres
5. Missing Middle Plex Readiness
6. Supportive Housing Policy and Bylaws (Community Amenity Contribution Policy, DCC Reduction Bylaw)
7. Accessory Dwelling Unit Strategy;

AND THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the City be approved for funding under the program.

**CARRIED**

### **7.3 Financial Services**

#### **7.3.1 Council Expense Reimbursement Policy Revision**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council adopt Council Expense Reimbursement Policy 1650.00.02 R-8.

**CARRIED**

### **7.4 City Manager**

#### **7.4.1 Appointment of Approving Officer**

**Moved By** Hillian

**Seconded By** Jolicoeur

THAT Council rescind the appointment of Rich Feucht as Approving Officer and appoint Marianne Wade as the Approving Officer.

**CARRIED**

## **8. COUNCIL REPORTS**

### **8.1 Councillor Frisch**

Councillor Frisch reviewed his attendance at the following events:

- August 17 - Habitat for Humanity Key Ceremony (1375 Piercy Ave)
- August 26 - Pride Parade and Pride in the Park events in downtown Courtenay

### **8.2 Councillor Hillian**

Councillor Hillian submitted a report of activities, see agenda.

### **8.3 Councillor Jolicoeur**

Councillor Jolicoeur reviewed his attendance at the following events:

- Comox Valley Substance Use Collaborative Working Group

- August 25 - Pride Flag Raising Ceremony at City Hall

#### **8.4 Councillor McCollum**

No report provided.

#### **8.5 Councillor Morin**

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

- August 26 - Pride Parade and Pride in the Park events in downtown Courtenay
- August 27 - Simms Concert Series

#### **8.6 Mayor Wells**

Mayor Wells thanked the Acting Mayors for attending events this summer and reviewed his attendance at the following events:

- August 11 - Pickleball Open House Event
- August 11 - Comox Valley Food Bank Open House
- August 12 - Provincial Sepak Takraw (kick volleyball) Championship in Martin Park
- August 20 - 2023 YANA Ride annual fundraiser
- August 15 - Comox Valley Hospice Society fundraiser
- August 24 - Stan Hagen Park Dedication event
- August 25 - Pride Flag Raising Ceremony at City Hall
- August 26 - Pride Parade and Pride in the Park events in downtown Courtenay
- August 25-27 - Comox Valley Ribfest in Cumberland
- August 31 - Met with organizers of the Downtown Courtenay Summer Street Markets

### **9. BYLAWS**

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

##### **9.1.1 Temporary Borrowing Bylaw No. 3104, 2023**



**Moved By** Hillian  
**Seconded By** McCollum

THAT Council give first, second and third readings to "Temporary Borrowing Bylaw No. 3104, 2023".

**CARRIED**

**9.2 For Final Adoption**

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

**Moved By** McCollum  
**Seconded By** Hillian

THAT Council adopt "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).

**CARRIED**

**10. ADJOURNMENT**

Mayor Wells terminated the meeting at 7:42 pm.

**CERTIFIED CORRECT**

Adopted by Council September 13, 2023

---

Mayor Bob Wells

---

Adriana Proton, Corporate Officer