



# Council Minutes

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**Meeting #:** R16/2024  
**Date:** September 25, 2024  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells (Mayor)  
W. Cole-Hamilton  
D. Frisch (joined at 5:30 pm.)  
D. Hillian  
E. Jolicoeur (electronic, joined at 4:45 pm.)  
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  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Public Works Services  
M. Wade, Director of Development Services  
J. Chan, Manager of Business Administration  
E. Chow, Manager of Legislative Services  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 p.m. and respectfully acknowledged that the meeting was being held on the unceded territory of the K'ómoks First Nation, the traditional stewards of this land.

The Mayor also recognized that September 30 marks the National Day for Truth and Reconciliation. He noted that the City of Courtenay will raise the "Every Child Matters" flag in honor of the children forcibly taken from their families and communities to attend residential schools. The Mayor encouraged the community join the Comox Valley

Spirit Walk and to wear orange on September 30, symbolizing the loss of culture, freedom, and self-esteem Indigenous children endured for generations.

**2. INTRODUCTION OF LATE ITEMS**

Without any late items or objections, Council proceeded with the agenda as presented.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Minutes - September 11, 2024**

**Moved By** Cole-Hamilton

**Seconded By** Morin

THAT Council adopt the September 11, 2024 Regular Council minutes.

**CARRIED**

**4. DELEGATIONS**

**4.1 Comox Valley Food Policy Council - Update**

A delegation by Naomi Robert, Co-Chair of the Comox Valley Food Policy Council (CVFPC), highlighting the CVFPC's 2023-24 Annual Report and accomplishments from the last fiscal year.

**4.2 Comox Valley Arts - Update**

A delegation by Jennifer Casey, Executive Director (ED) and Jemima Thomas the Interim ED of Comox Valley Arts, provided an update to Council on the community projects completed during the operating year.

**5. STAFF REPORTS**

**5.1 Development Services**

**5.1.1 Development Variance Permit No. 2407-844 3rd Street**

**Councillor Hillian declared a conflict, as he resides at the property, and excused himself at 4:29 p.m.**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council vary *Zoning Bylaw No. 2500, 2007 as follows:*

- a. Section 8.1.6 ii. from "5.0 metres" to "1.5 metres"; and

- b. Section 8.1.6 iii. from “1.5 metres” to “0.5 metres”; and
- c. Section 8.1.10 remove “a vegetated buffer or screen fence not more than 1.5 m high shall be provided along rear or side property lines adjoining other properties”; in order to permit the construction of a detached accessory dwelling unit; and

THAT Council approve “Development Variance Permit No. 2407 (844 3<sup>rd</sup> Street)”; and

THAT Council direct the Director of Development Services to issue “Development Variance Permit No. 2407 (844 3<sup>rd</sup> Street)”.

**CARRIED**

**Councillor Hillian returned to the meeting at 4:33 p.m.**

**5.1.2 Temporary extension of designated work hours at 1540-2751 Cliffe Avenue**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council approve a temporary extension of designated work hours from 10:00 pm. to 7:00 am. Monday to Friday, and 10:00 pm. to 8:00 am. on weekends for 3 weeks starting on September 26th, 2024 and ending on October 17th, 2024 for the construction works regulated under building permit BP015649 for the subject property, located at 1540-2751 Cliffe Avenue (CIBC).

**CARRIED**

**5.2 Financial Services**

**5.2.1 Audit Service Plan for Year Ending December 31, 2024**

**Moved By** Cole-Hamilton

**Seconded By** Morin

THAT Council appoint MNP LLP as the City’s auditors for 2024; and  
THAT Council approve the 2024 Audit Service Plan as presented for the year ending December 31, 2024.

**CARRIED**

**5.2.2 Grant in Aid Program 2024**

Presentation by Jolean Finnerty, Executive Director Comox Valley Community Foundation (CVCF).

**Councillor Jolicoeur joined the meeting electronically at 4:45 pm.**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

THAT Council enter into an 3 year agreement with the Comox Valley Community Foundation for the administration and distribution of the City’s annual \$50,000 grant-in-aid program.

and

THAT Council adopt Grant-in-Aid and other forms of Financial Support Policy 1850.00.04

**CARRIED**

**5.3 Fire Department**

**5.3.1 2024 Volunteer and Composite Fire Departments Equipment and Training – Grant Application**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT based on the September 25, 2024 staff report “2024 Volunteer and Composite Fire Departments Equipment and Training – Grant Application”, Council approves OPTION 1 and authorize an application made to the Union of BC Municipalities Community Emergency Preparedness Fund for \$23,000 to be used in 2025 to purchase portable radio equipment.

**CARRIED**

**5.4 Recreation, Culture and Community Services**

**5.4.1 Strategic Cultural Plan Update – Draft Report**

Presentation from Barbara Adagblenya, Senior Analyst and Peter Lyman, Senior Partner at Nordicity.

**Councillor Frisch joined the meeting at 5:28 p.m.**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council receive for information the draft Strategic Cultural Plan;  
and

THAT Council direct staff to proceed with the next steps towards the completion of the Strategic Cultural Plan as detailed in this staff report.

**CARRIED**

## **6. INTERNAL REPORTS AND CORRESPONDENCE**

### **6.1 Cart Exchange Portal Launch**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council receive the "Cart Exchange Portal Launch" briefing note for information.

**CARRIED**

### **6.2 Operational Implications – Downtown Courtenay Business Improvement (DCBIA) Garbage Can Additions**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the "Operational Implications – DCBIA Garbage Can Additions" briefing note for information.

**CARRIED**

## **7. COUNCIL REPORTS**

### **7.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton noted that while he was unable to attend the Union of BC Municipalities (UBCM) conference from September 16-20 due to scheduling conflicts, he participated in the Federation of Canadian Municipalities (FCM) Fall Board Meetings in Ottawa. The executive meetings, with representation from Courtenay and Comox, focused on strategic planning and advocacy efforts.

**7.2 Councillor Frisch**

No report provided.

**7.3 Councillor Hillian**

Councillor Hillian attended the Union of BC Municipalities (UBCM) conference in Vancouver from September 16 to 20. He highlighted a meeting with the Ministry of Transportation and Infrastructure (MOTI), where he emphasized the need for improvements at the 17th Street Bridge intersection—a project the City has been advocating for over time. MOTI acknowledged they are behind schedule. Councillor Hillian reassured Courtenay residents that the City continues to advocate for this initiative, along with other municipal needs.

**7.4 Councillor Jolicoeur**

Councillor Jolicoeur attended the Union of BC Municipalities (UBCM) conference in Vancouver from September 16-20. He highlighted participating, along with Councillor McCollum, in the Community to Community Forum, which facilitated discussions on governance, land, and collaboration between local government leaders and First Nations representatives.

The City of Courtenay's resolution advocating for a provincial funding stream to support DRIPA (Declaration on the Rights of Indigenous Peoples Act) and local reconciliation efforts was passed in the "endorse" block. Councillor Jolicoeur expressed optimism about resources being allocated for local reconciliation initiatives.

**7.5 Councillor McCollum**

No report provided.

**7.6 Councillor Morin**

Councillor Morin reported attending the Union of BC Municipalities (UBCM) conference in Vancouver from September 16-20. She noted that all Comox Valley resolutions were passed and suggested sharing the UBCM report quarterly to inform the public on resolution outcomes and actions.

## 7.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Union of BC Municipalities (UBCM) Conference: Held in Vancouver from September 16 to 20, Mayor Wells highlighted a meeting with the Ministry of Mental Health and Addictions, the Ministry of Health, and Island Health, where Council strongly advocated for more complex care beds to be located in the Comox Valley community.
- King Charles III Coronation Medals - honoring Ron Webber and Bruce Curtis, two outstanding community members, for their contributions on Friday, September 13
- Coalition to End Homelessness Strategic Planning Session on Friday, September 20
- Walk of Veterans Fundraiser held on Saturday, September 21
- 60th Anniversary of Courtenay Airport
- L'Arche Fundraiser on Saturday, September 21
- Glacier View Lodge Walk and Fundraiser on Sunday, September 22
- Fetal Alcohol Spectrum Disorder Event held at the Wachiay Friendship Centre on Monday, September 23
- Annual General Meeting of the Child Development Society on Wednesday, September 25.

## 8. IN CAMERA RESOLUTION

**Moved By** Cole-Hamilton

**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:

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

**CARRIED**

**9. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 5:55 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 6:26 pm.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 2024

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Mayor Bob Wells

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Kate O'Connell, Corporate Officer