



The Corporation of the City of Courtenay

Council Minutes

Meeting #: R15/2024
Date: September 11, 2024
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
D. Frisch
E. Jolicoeur (electronic, joined at 6:36pm.)
M. McCollum
W. Morin

Regrets: W. Cole-Hamilton
D. Hillian

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
A. Langenmaier, Director of Financial Services
K. Macdonald, Fire Chief
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
A. Guillo, Manager of Communications
J. Tazzioli, Manager of Environmental Engineering
J. Bays, Community Development Coordinator
M. Grimsrud, Planner II
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:01 pm and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation (KFN), the traditional keepers of this land.

The Mayor, on behalf of Council, provided a statement to acknowledge their solidarity with the KFN in opposing a group that profits from making jokes about the mass murder of Indigenous women.

The Mayor also noted that September 9th is 'Fetal Alcohol Spectrum Disorder Awareness Day,' encouraging efforts to raise awareness and support for individuals affected by the disorder.

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 - August 28, 2024

Moved By Morin

Seconded By McCollum

THAT Council adopt the August 28, 2024 Regular Council minutes.

CARRIED

4. BYLAWS

4.1 For Adoption:

4.1.1 Zoning Amendment Bylaw No. 3154 – Part 70 – Comprehensive Forty Three Zone (CD-43) (925 Braidwood Rd.)

Nicole Yang, Development Manager, from BC Housing was present to answer Council's questions about the project.

Moved By Frisch

Seconded By McCollum

THAT Council adopt "Zoning Amendment Bylaw No. 3154 – 925 Braidwood Rd".

CARRIED

5. STAFF REPORTS

5.1 Corporate Services

5.1.1 Engagement Framework Update – Research and Engagement

Hilary Farson, Principal & Co-Founder of Spur Communication, provided an update on the Engagement Framework project.

Moved By Frisch

Seconded By Morin

THAT Council receive the “Engagement Framework Update – Research and Engagement” briefing note.

CARRIED

5.2 Development Services

5.2.1 Housing Needs Report

Andrew Scanlan Dickie, representing Turner Drake & Partners, presented a summary of the Housing Needs Report commissioned by the Comox Valley Regional District.

Moved By Frisch

Seconded By McCollum

THAT Council receive the "August 2024 Housing Needs Report City of Courtenay" prepared by Turner Drake & Partners Ltd.; and

THAT Council provide direction for staff to publish the report on the City’s website.

CARRIED

5.2.2 Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund Round 2 Application

Moved By Frisch

Seconded By McCollum

THAT Council support the City’s Housing Accelerator Fund (HAF) action plan that includes the proposed initiatives, generally outlined as follows along with additional required documentation to the Canada Mortgage and Housing Corporation as the City’s application under the Housing Accelerator Fund Program (Round 2):

1. Affordable Housing Reserve Policy Revisions and Incentive Program
2. Affordable Housing Partnership Strategy and Land Acquisition and Disposition Assessment
3. Development Application Streamlining Initiative
4. Density Bonusing and As of Right Zoning for Increased Multi-Unit Residential Density in Growth Centres
5. Missing Middle – Accessory Dwelling Unit and Plex Fast-Track
6. Comprehensive Review of Fees and Charges to Incentivize Priority Housing
7. Reduce Parking Requirements for Priority Housing; 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

5.2.3 Revitalization Tax Exemption Application No. 2301 for 397 5th Street

Guy Champagne addressed Council on behalf of Endure Projects, the applicant.

Moved By McCollum

Seconded By Frisch

THAT Council provide interpretation clarity within Bylaw No. 2937 of the definition ‘project’ and of eligibility clause 4.1 (g) in order to allow for projects currently under construction to be eligible for Revitalization Tax Exemption, and direct staff to make amendments to Bylaw No. 2937 to reflect thereto; and

THAT Council accept Revitalization Tax Exemption Application No. 2301 as a retroactive permit that may apply to the time of application on October 3, 2024; and

THAT the City enter into a Revitalization Tax Exemption Agreement with Endure Projects, Inc. No. BC1227832 for the property legally described as

LOT A SECTION 61 COMOX DISTRICT PLAN EPP102945 (397 5th Street);
and

THAT the City issue a Tax Exemption Certificate to Endure Projects, Inc.
No. BC1227832 for the property legally described as LOT A SECTION 61
COMOX DISTRICT PLAN EPP102945 (397 5th Street); and

THAT Council direct staff to include a review of "Downtown Courtenay
Revitalization Tax Exemption Bylaw No. 2937, 2018" as part of the
Downtown Local Area Planning Process.

CARRIED

**Without objection, the meeting was recessed at 6:05 pm. Mayor Wells
reconvened the meeting at 6:36 pm.**

Councillor Jolicoeur joined the meeting electronically at 6:36 pm.

5.3 Operational Services

5.3.1 Non-Enforcement of "Sanitary Sewer Use, Extension and Connection Bylaw No. 1327" - Update

Moved By Frisch

Seconded By Morin

THAT Council approve the Comox Valley Regional District's request to
discharge excavation water into the City of Courtenay sanitary sewer
system as part of the Courtenay Pump Station project up until December
15th, 2024 under the following conditions:

- That the water quality parameters have been qualified through further testing or on-site pre-treatment process has been effectively deployed and the CVRD has provided documentation that all regulatory assurances have been met before discharging into the sanitary collection system; and
- An Indemnification Agreement has been executed by both parties.

CARRIED

5.4 Recreation, Culture and Community Services

5.4.1 Comox Valley Substance Use Strategy Phase Three – Report Back

Betty Tate, Executive Director of the Comox Valley Social Planning Society, and Patti Alvarado, Executive Director of the Indigenous Women’s Sharing Society, provided an update on the work related to the Comox Valley Substance Use Strategy.

Moved By Jolicoeur

Seconded By Frisch

THAT Council receive the "Comox Valley Substance Use Strategy – Phase Three Report".

CARRIED

Moved By Frisch

Seconded By Morin

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to determine the service and reporting deliverables of a fee for service agreement between the City of Courtenay and Indigenous Women’s Sharing Society for a three year term to support the implementation of the Comox Valley Substance Use Strategy; and

THAT subject to execution of the agreement the City provide the Indigenous Women’s Sharing Society \$15,000 per year, for a total of \$45,000, funded from tax revenue; and

THAT the Director of Recreation, Culture, and Community Services be authorized to execute the agreement on behalf of the City.

CARRIED

Moved By Jolicoeur

Seconded By Morin

THAT Council direct staff to send a letter to the Comox Valley Regional District supporting the transfer of unspent Comox Valley Substance Use

Strategy funds to the Indigenous Women's Sharing Society for implementation of the strategy.

CARRIED

Moved By Jolicoeur

Seconded By Frisch

THAT the Mayor, on behalf of Council, send a letter to the Town of Comox, Village of Cumberland and the Comox Valley Regional District (CVRD) Electoral Areas Services Committee (EASC) requesting continued support for the Comox Valley Substance Use Strategy.

CARRIED

5.4.2 Let's Play, Courtenay! Final Draft Park Playground Design Standards

Vanessa Walton, Landscape Architect Associate at Lanarc Consultants, provided a final update on the "Let's Play, Courtenay! Park Playground Design Standards" project.

Moved By Frisch

Seconded By McCollum

THAT Council adopt the *Let's Play, Courtenay!* Park Playground Design Standards; and

THAT Council direct staff to proceed with the implementation of the *Let's Play, Courtenay!* Park Playground Design Standards.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Management Reports

Moved By McCollum

Seconded By Frisch

THAT Council receive Management Reports as presented for information.

CARRIED

7. COUNCIL REPORTS

7.1 Councillor Cole-Hamilton

No report provided.

7.2 Councillor Frisch

No report provided.

7.3 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

7.4 Councillor Jolicoeur

No report provided.

7.5 Councillor McCollum

No report provided.

7.6 Councillor Morin

No report provided.

7.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Comox Valley Hospital Staff Appreciation BBQ on August 30, 2024
- Downtown Courtenay Business Improvement Association, Board Meeting on September 4, 2024, and
- Elder College 25th Anniversary on September 6, 2024.

8. IN CAMERA RESOLUTION

Moved By McCollum

Seconded By Morin

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:

(c) labour relations or other employee relations;

(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.

CARRIED

9. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 8:21 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:17pm.

CERTIFIED CORRECT

Adopted by Council {MONTH} [DAY], 2024

Mayor Bob Wells

Corporate Officer