



# Council Minutes

---

**Meeting #:** R19/2024  
**Date:** November 13, 2024  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells (Mayor)  
W. Cole-Hamilton  
D. Frisch  
D. Hillian  
E. Jolicoeur  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services  
K. O'Connell, Director of Corporate Services (CO)  
M. Wade, Director of Development Services  
A. Pitcher, Manager of Engineering Capital Projects  
C. Thompson, Manager of Operational Services  
S. Carmichael, Manager of Parks Services  
E. Chow, Manager of Legislative Services  
N. Gothard, Manager of Community and Sustainability Planning  
J. Bays, Community Development Coordinator  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 3:04 pm.

### 1.1 In Camera Resolution

**Moved By** Hillian

**Seconded By** Cole-Hamilton

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; and

(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; and

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

## **CARRIED**

**The in camera portion of the meeting began at 3:04 pm.**

**The Mayor recessed the in camera meeting at 3:54 pm and resumed the open portion of the meeting at 4:01 pm.**

Mayor Wells respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Councillor Morin provided a statement on behalf of Council to acknowledge the deaths of 14 Comox Valley community members in the period of May to August 2024 due to the unregulated toxic drug supply crisis, for a total of 205 deaths of Comox Valley Community members since the public health emergency was first declared.

Mayor Wells acknowledged the passing of former Premier John Horgan, extending condolences to his family. He also recognized the passing of Senator Murray Sinclair, noting Sinclair's 94 Calls to Action and his efforts in reconciliation and decolonization.

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

City Manager Geoff Garbutt reported that the City received late correspondence from the Indigenous Women's Sharing Society, requesting a waiver of facility fees for a memorial service honoring Elder Doris Weislein, a Freedom Holder of the City.

**Moved By** Hillian

**Seconded By** Jolicoeur

THAT Council amend the agenda to add the letter from Indigenous Women's Sharing Society under section 7. External Reports and Correspondence, as item 7.2 to the agenda.

**CARRIED**

City Manager Geoff Garbutt, on behalf of staff, requested that Council schedule a meeting on December 18th to address two complex agenda items: Complete Communities and Development Cost Charges. The agenda would also include bylaws for final adoption. He noted that the previously scheduled Public Hearing for December 18th was no longer required.

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT a Regular Council Meeting be scheduled for December 18, 2024 starting at 4 pm, to be held in the Civic Room at the CVRD Administrative Building located at 770 Harmston Avenue.

**CARRIED**

### **3. ADOPTION OF MINUTES**

#### **3.1 Regular Council Minutes - October 23, 2024**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council adopt the October 23, 2024 Regular Council minutes.

**CARRIED**

#### **3.2 Parks & Recreation Advisory Commission (PRAC) minutes for April and June 2024**

**Moved By** Morin

**Seconded By** Frisch

THAT Council receive the April 4, 2024 and June 6, 2024 Parks and Recreation Advisory Commission minutes.

**CARRIED**

#### **4. PRESENTATIONS**

##### **4.1 RCMP Quarterly Report - 2nd Quarter 2024**

Inspector Scott Mercer, Officer in Charge, provided a verbal update to Council, noting:

- Staff Sergeant Corey Kilborn has been promoted to Inspector of Investigational Services in Kelowna. Inspector Mercer acknowledged Kilborn's significant contributions and the impact of his departure.
- Upcoming community events and RCMP activities, including:
  - A speed awareness campaign scheduled for November 22, aimed at educating drivers about speeding in key areas throughout the Comox Valley and Courtenay.
  - A candy cane check stop in December involving community partners such as Citizens on Patrol, Crime Stoppers, and Victim Services, with a focus on promoting sober driving and community engagement.
  - Additional check stops throughout December to maintain a visible police presence and educate the public on the dangers of drinking and driving during the holiday season.
  - A charity hockey game on December 6 to raise funds and awareness for Wounded Warriors, with tickets available through the detachment and local outlets.

Inspector Mercer concluded by providing an overview of trends and changes in the RCMP 2nd Quarter 2024 Report (covering July 1 - September 30, 2024).

**Moved By** Morin

**Seconded By** McCollum

THAT Council receive the "RCMP Quarterly Report - 2nd Quarter 2024" for information.

**CARRIED**

**5. DELEGATIONS**

A delegation by A. Soldevila, representing Adventure Forest School, requested the installation of a crosswalk and sidewalk on Mansfield Drive. Adventure Forest School, a daycare center located near a park and the ocean, currently faces safety concerns due to the absence of pedestrian pathways, requiring children to traverse parking lots to reach green spaces. The delegate emphasized that these infrastructure improvements would create safer routes for young children and promote increased community use of nearby recreational areas.

**6. STAFF REPORTS**

**6.1 Development Services**

**6.1.1 Response to Letter from Residents of Lambert Drive Covenant Removal Request**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council direct the Director of Development Services to amend the Section 219 covenant CA242102 and FB457361 by deleting section 2(b) and replacing with section 2 (b) with *“The Covenant Area shall be left in its natural state and there shall be no alteration or removal of vegetation in the Covenant Area, unless undertaken under the direction of a qualified professional for the purposes of public infrastructure maintenance, safety or ecological restoration, and in accordance with any municipal or senior government regulatory requirements and to the satisfaction of the City; and”*; and

THAT Council direct staff to waive the \$1,000 application fees for each property to amend the covenants; and

THAT Council direct staff to pay the associated Land Title and Survey Authority (LSTA) fees from the gaming fund; and

THAT Council direct staff to send letters to the eight affected property owners (2014, 2026, 2038, 2050, 2062, 2074, 2086 and 2100 Lambert Drive) informing of Council’s decision.

**CARRIED**

**6.1.2 Development Permit Area Amendments for Small-scale Multi-unit Housing – Consultation Plan**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council, receive the report “Development Permit Area Amendments for Small-scale Multi-unit Housing – Consultation Plan” and endorse the Consultation Plan for the proposed Development Permit Areas (DPA): DPA-1 and DPA-2 as outlined in Attachment 1 of the report; and

THAT pursuant to section 475 and 476 *Local Government Act*, Council will provide opportunities it considers appropriate for consultation with persons and parties it considers will be affected, including the general public and the local development industry, and pursuant to section 476 *Local Government Act*, prior to considering amendments to *City of Courtenay Official Community Plan Bylaw No 3070, 2022*.

**CARRIED**

**6.2 Infrastructure and Environmental Engineering**

**6.2.1 Lake Trail Multi-Use Pathway – Project Update**

Bain Conway, P.Eng., Project Manager, McElhanney was there to answer questions and is the Engineer of Record for this project.

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the Lake Trail Multi-Use Pathway – Project Update briefing note for information.

**CARRIED**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council direct staff to present the "Lake Trail Multi-Use Pathway – Project Update" to the Comox Valley Regional District (CVRD) electoral area services committee.

**CARRIED**

**6.3 Operational Services**

**6.3.1 Snow and Ice Control 2024-2025**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the “Snow and Ice Control 2024-2025” briefing note for information.

**CARRIED**

**6.4 Recreation, Culture and Community Services**

**6.4.1 Strengthening Communities’ Services Grant – Final Report**

**Moved By** Morin

**Seconded By** Frisch

THAT Council receive the Strengthening Communities’ Services Report; and

THAT Council direct staff to send the Strengthening Communities’ Services Grant Final Report to:

- other local municipalities
- principal partner agencies
- Downtown Courtenay Business Improvement Association (DCBIA)
- Comox Valley Chamber of Commerce
- Mr. Gord Johns, M.P
- Ms. Josie Osborn, M.L.A.
- Ms. Ronna Ray-Leonard, M.L.A.
- Mr. Brennan Day, M.L.A. Elect

THAT Council direct staff to make a delegation request to the Comox Valley Regional District Board, and the Comox Valley Regional District

Electoral Area Services Committee, to present the Strengthening Communities' Services Grant final report.

**CARRIED**

**7. EXTERNAL REPORTS AND CORRESPONDENCE**

**7.1 Letter from Myles Thompson - 2009 Lambert Drive Title Restrictions**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council direct the Director of Development Services to discharge (release) the following covenants from 2009 Lambert Drive upon receipt of the required application and fee payment:

- #CA7640118, (Housing Agreement) registered July 24, 2019
- #CA7640121 (Rent Charge), registered July 24, 2019

**CARRIED**

**7.2 Letter from Indigenous Women's Sharing Society – Request the City to waive the facility fees for a memorial service for Elder Doris Weislein**

**Moved By** Hillian

**Seconded By** Frisch

THAT the facility fees for the December 13th, 2024 memorial service for Doris Weislein be paid from the Council Discretionary Funds, Gaming Budget.

**CARRIED**

**8. BYLAWS FOR ADOPTION**

**8.1 Parks and Open Spaces Regulation Bylaw, Bylaw No. 3121**

Councillor Jolicoeur requested that staff address how to improve engagement and consultation with K'ómoks First Nation (KFN) in response to KFN's letter to Council Re: Proposed Bylaw 3121, dated November 8th.



Councillor Frisch raised a point of order, noting that the engagement framework with First Nations is a separate issue and should not be discussed during the adoption of the bylaw.

Corporate Officer O'Connell clarified that the question would be relevant if directly related to the adoption of the *Parks and Open Spaces Regulation Bylaw, Bylaw No. 3121*. However, if the discussion pertains to the broader topic of reconciliation with the First Nation and the development of a comprehensive engagement framework, it should be raised as a separate motion.

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt "Parks and Open Spaces Regulation Bylaw, Bylaw No. 3121".

**CARRIED**

**Moved By** Hillian

**Seconded By** Morin

THAT Council receive the November 8<sup>th</sup> letter from K'omoks First Nation and refer the letter to staff for inclusion in the development of the future Reconciliation Action Framework.

**CARRIED**

## **9. COUNCIL REPORTS**

### **9.1 Councillor Cole-Hamilton**

No report provided.

### **9.2 Councillor Frisch**

No report provided.

### **9.3 Councillor Hillian**

Councillor Hillian noted that he and Councillor Morin attended the Community Safety and Well-being Conference in Victoria, where they gained valuable insights. He indicated his intention to share the information gathered with council colleagues at future meetings.

Councillor Hillian submitted a report of activities, see agenda.

#### **9.4 Councillor Jolicoeur**

No report provided.

#### **9.5 Councillor McCollum**

Councillor McCollum reviewed her attendance at the regional meeting for Vancouver Island Committee for Solid Waste and the circular economy, which involves representatives from Vancouver Island and Sunshine Coast Waste Services, discussing challenges related to regulating and addressing solid waste and recycling services.

Councillor McCollum noted that advocacy points and potential Association of Vancouver Island and Coastal Communities (AVICC) resolutions will emerge from the meeting, with further details to be shared as they develop.

The Mayor acknowledged and thanked Councillor McCollum for her contribution as Vice Chair of the group.

#### **9.6 Councillor Morin**

Councillor Morin congratulated Councillor McCollum on her appointment to the Municipal Finance Authority, highlighting her contributions through the Comox Valley Regional District Board.

Councillor Morin reported on her attendance at the Social Planning meeting, during which the annual Bunny Shannon Award was presented. This award honors social justice work and community service. April Lewis of Hornby Island was announced as the recipient, recognized for her contributions to gender equity, women's issues, community health, and restorative justice. Councillor Morin expressed appreciation for Lewis's impactful work and its positive influence on the broader community.

#### **9.7 Mayor Wells**

Mayor Wells acknowledged the re-election of Councillor Cole Hamilton as Chair of the Regional District.

Mayor Wells provided a summary of his recent engagements:

- BC Hydro Comox and Puntledge System Emergency Planning Guide Review Meeting on November 12, 2024.

- Participation in the "Conversation Circle" at the Library on November 8, 2024, focused on parks and open spaces bylaws, during which community questions were addressed.
- Attendance at the Comox Valley Child Development Association (CVCDA) Telethon on November 3, 2024, which raised \$115,000 for the Child Development Center.
- Celebration of Diwali, the festival of light, on November 3, 2024.
- Participation in the Remembrance Day Ceremony at the Cenotaph on November 11, 2024.

The Mayor concluded by recognizing Council members who represented the City at the Cumberland Forest Society's Trivia gathering.

**Mayor Wells called a recess at 6:43 pm. The Council meeting resumed at 6:55 pm.**

**The in camera portion of the meeting resumed at 6:55 pm.**

#### **10. ADJOURNMENT**

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:06 pm.

#### **CERTIFIED CORRECT**

Adopted by Council November 27, 2024

---

Mayor Bob Wells

---

Corporate Officer, Kate O'Connell