

**CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEETING AGENDA**

Date: August 4, 2020
Time: 4:00 p.m.
Location: City Hall Council Chambers

We respectfully acknowledge that the land on which we gather is the unceded traditional territory of the K'ómoks First Nation

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 *Local Government Meetings & Bylaw Process (COVID-19) Order No. 3* implemented changes to its open Council meetings.

In the interest of public health and safety, and in accordance with section 3(1) of Ministerial Order No. 3 M192, in-person attendance by members of the public at Council meetings will not be permitted until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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7.1 Councillor Cole-Hamilton

7.2 Councillor Frisch

7.3 Councillor Hillian

7.4 Councillor McCollum

7.5 Councillor Morin

7.6 Councillor Theos

7.7 Mayor Wells

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

That a Special In-Camera meeting closed to the public will be held August 4th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For Third Reading

12.1.1 Zoning Amendment Bylaw No. 2992, 2020

(A bylaw to rezone property to permit office use - 2459 Cousins Avenue)

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12.2 For Final Adoption

12.2.1 Zoning Amendment Bylaw No. 2992, 2020

(A bylaw to rezone property to permit office use - 2459 Cousins Avenue)

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13. **ADJOURNMENT**

Minutes of a Regular Council Meeting

Meeting #: R19/2020
Date: July 20, 2020
Time: 4:00 pm
Location: City Hall, Courtenay, BC, via video/audio conference

Attending:

Mayor:: B. Wells, via video/audio conference
Councillors: D. Frisch, via video/audio conference
M. McCollum, via video/audio conference
M. Theos, via video/audio conference

Staff: D. Allen, CAO, via video/audio conference
W. Sorchta, Corporate Officer, via video/audio conference
T. Kushner, General Manager of Operations/Deputy CAO, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
C. Davidson, Director of Engineering Services, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
K. Shaw, Director of Public Works Services, via video/audio conference
D. Snider, Director of Recreation & Cultural Services, via video/audio conference
M. Fitzgerald, Manager of Development Planning, via video/audio conference
N. Borecky, Manager of Information Systems, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference

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1. ADOPTION OF MINUTES

1.1 Adopt July 6th, 2020 Regular Council meeting minutes

Moved By Theos

Seconded By Frisch

That the July 6th, 2020 Regular Council meeting minutes be adopted.

Carried

1.2 Adopt July 13th, 2020 Special Council meeting minutes.

Moved By Theos

Seconded By Frisch

That the July 13th, 2020 Special Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Habitat for Humanity Vancouver Island North - Community Project Updates -1330 Lake Trail Road and 1375 Piercy Avenue

Pat McKenna, Executive Director, Habitat for Humanity Vancouver Island North, Tom Dishlevoy, Architect and Designer, and Greg Merchant, Wedler Engineering, presented information to Council regarding Habitat's homeownership model to bring affordable homes to local families in partnership; with each family investing 500 volunteer hours in the construction of their new home.

Mr. McKenna provided an overview of the number of homes Habitat has built on the North Island since 2004 (34 homes servicing 37 families) and reviewed current and upcoming projects in the Comox Valley including 1330 Lake Trail Road (10 Homes) and a new development proposed at 1375 Piercy Avenue (12 homes).

The Habitat for Humanity Community Project presentation as presented by Pat McKenna, Executive Director, Habitat for Humanity Vancouver Island North, was received for information.

4. STAFF REPORTS/PRESENTATIONS

4.1 Development Services

4.1.1 Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375 Piercy Avenue

Moved By Frisch

Seconded By McCollum

That the July 20th, 2020 staff report "Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375 Piercy Avenue" be received for information.

Carried

Moved By Frisch

Seconded By Theos

That based on the July 20th, 2020 staff report "Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375 Piercy Avenue" Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of "OCP Amendment Bylaw No. 3014" to designate the subject property as "Multi-Residential";
2. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 3005" to create a new CD-29 Zone and rezone the subject property to CD-29;
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws following the resumption of regular Council meetings or upon approval of an alternative process.

Defeated

New motion:

Moved By Frisch

Seconded By Theos

That based on the July 20th, 2020 staff report "Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375 Piercy Avenue" that Council postpone consideration of Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 with a request for more information.

Carried

4.1.2 Development Variance Permit No. 2011 - 1375 Piercy Avenue

Moved By McCollum

Seconded By Frisch

That the July 20th, 2020 staff report "Development Variance Permit No. 2011 - 1375 Piercy Avenue" be received for information.

Carried

Moved By Frisch

Seconded By McCollum

That based on the July 20th, 2020 staff report, "Development Variance Permit No. 2011 - 1375 Piercy Avenue", Council approve OPTION 2 and defeat the variance and provide Habitat for Humanity financial support through the Affordable Housing Reserve Fund, in an amount to be determined at a future meeting as specified by Council, to assist in offsetting the cost of providing the required works and services.

Carried

4.1.3 Development Variance Permit No. 2002 - 3200 Majestic Drive

Moved By Frisch

Seconded By McCollum

That based on the July 20th, 2020 staff report, "Development Variance Permit No. 2002 - 3200 Majestic Drive", Council approve OPTION 1 and issue Development Variance Permit No. 2002.

Carried

4.1.4 11th Street Road End Land Exchange

Moved By Theos

Seconded By McCollum

That based on the July 20th, 2020 staff report, "11th Street Road End Land Exchange" Council direct staff to advise Mr. Laver that the City is no longer interested in a formal agreement for a land exchange related to the 11th Street road end; and

That the 11th Street road end be included in the City's Land Acquisition and Disposition Strategy.

Carried

The council meeting recessed at 6:00 p.m.

The meeting reconvened at 6:07 p.m.

4.2 Financial Services

4.2.1 COVID 19 - 2020 Financial Impact Update and Tax Sale Considerations

Moved By McCollum

Seconded By Frisch

That based on the July 20th, 2020 staff report “COVID 19 - 2020 Financial Impact Update and Tax Sale Considerations”, Council approve delaying the 2020 Tax sale; and

That Council proceed to three readings and final adoption of the 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020.

Carried

4.3 Public Works Services

4.3.1 Reallocation of Roadway Space for Physical Distancing in Downtown Courtenay

Moved By Frisch

Seconded By Theos

That based on the July 20th, 2020 staff report “Reallocation of Roadway Space for Physical Distancing in Downtown Courtenay” Council approve OPTION 1 and endorse the temporary closure of 5th Street between Cliffe Avenue and England Avenue beginning on July 25th, 2020, and that Council further supports expanding the footprint of the closure and extending the closures on Saturdays to September 12th, 2020, if the initial pilot road closure is successful for Downtown Courtenay Business Improvement Association (DCBIA) and participating downtown businesses.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 2020 Union of BC Municipalities (UBCM) Virtual Convention September 22 - 24, 2020

5.1.1 2020 UBCM Provincial Appointment Book

Moved By McCollum

Seconded By Frisch

That the correspondence from the Union of BC Municipalities (UBCM) regarding the 2020 UBCM Virtual Convention provincial appointment book and meeting requests with provincial government staff, agencies and ministers, be received for information.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7. REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

7.1 Councillor Theos

Councillor Theos provided an update regarding the Vancouver Island Regional Library (VIRL) Courtenay Library re-opening with reduced hours of operation and facility renovation; Councillor Theos recommended the public visit the VIRL website <https://virl.bc.ca/> for information and updates.

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

Moved By Frisch

Seconded By Theos

That a Special In-Camera meeting closed to the public will be held July 20th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (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;
- 90 (1) (g) litigation or potential litigation affecting the municipality;

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

Carried

8.2 Rise and Report - Interim Chief Administrative Officer

Moved By McCollum

Seconded By Theos

That per the July 13th, 2020 Closed (Restricted In Camera) Meeting, Council Rises and Reports as follows:

That Trevor Kushner, Deputy CAO, be appointed Interim Chief Administrative Officer (CAO) while the City completes a formal recruitment process for a permanent CAO;

That Mr. Kushner's appointment be effective July 21st, 2020; and,

That Council rise and report at a future open meeting as deemed appropriate by staff.

Carried

9. UNFINISHED BUSINESS

9.1 Councillor Frisch Resolution - 17th Street Bike Lane Design

Moved By Frisch

Seconded By McCollum

That Council direct staff to reallocate the \$30,000 approved in the 2020 General Capital Budget for the buffered bike lane painting on 17th Street, Fitzgerald Avenue to McPhee Avenue, to be used to fund design work for a protected bike lane for that section of 17th Street; and furthermore,

That staff also include in that work, the design for a protected bike lane on 17th Street, McPhee Avenue to Willemar Avenue.

Carried

10. NOTICE OF MOTION

11. NEW BUSINESS

11.1 2020 UBCM Community Excellence Awards

11.1.1 2020 UBCM Program & Application Guide

The 2020 Union of BC Municipalities (UBCM) Program & Application Guide was received for information.

11.1.2 Courtenay 2020 UBCM Community Excellence Awards Application

Moved By Frisch

Seconded By Theos

Whereas the annual Union of British Columbia Municipalities (UBCM) Community Excellence Awards recognizes and celebrates UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC;

Whereas the awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities; and,

Whereas Council considers the City's ongoing Asset Management Program worthy of this form of recognition;

Therefore be it resolved that Council supports and encourages staff to submit the Asset Management Program for consideration of the 2020 UBCM Community Excellence Awards.

Carried

11.2 Comox Valley Art Gallery Letter of Request - Re: proposal for additional facility space - Comox Valley Centre for the Arts (580 Duncan Avenue) in partnership with Comox Valley Arts

Moved By Theos

Seconded By McCollum

That the correspondence dated July 10th, 2020 from the Comox Valley Arts Gallery, requesting Council consider their proposal for additional facility space at the Comox Valley Centre for the Arts (580 Duncan Avenue) in partnership with Comox Valley Arts be received for information.

Carried

11.3 Comox Valley Arts Council - Letter of Request - Re: proposal for additional facility space - Comox Valley Centre for the Arts (580 Duncan Avenue) and licencing agreement consideration

Moved By Frisch

Seconded By McCollum

That the correspondence dated July 8th, 2020 from the Comox Valley Arts Council requesting Council consider their proposal for additional facility space at the Comox Valley Centre for the Arts (580 Duncan Avenue) be received for information.

Carried

Moved By McCollum

Seconded By Frisch

That in response to the July 8th, 2020 letter from the Comox Valley Arts and the July 10th, 2020 letter from the Comox Valley Art gallery requesting Council consider their proposal for additional facility space at the Comox Valley Centre for the Arts (580 Duncan Avenue);

That Council direct staff to investigate options and implications to enter into an agreement with the Comox Valley Art Gallery and Comox Valley Arts (in partnership) for the provision of additional facility space at the Comox Valley Centre for the Arts.

Carried

11.4 Comox Valley Affordable Housing Society - Request for Letter of Support

Moved By McCollum

Seconded By Frisch

That the correspondence dated July 10th, 2020 from the Comox Valley Affordable Housing Society requesting a letter of support from Council be received for information; and,

That Council provide a letter to the Comox Valley Affordable Housing Society in support of their upcoming project to provide additional affordable seniors and low-income housing and expressing the need for more affordable housing in the in the Comox Valley.

Carried

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Official Community Plan Amendment Bylaw No. 3014, 2020 (1375 Piercy Avenue)

12.1.2 Zoning Amendment Bylaw No. 3005, 2020 (1375 Piercy Avenue)

First and second readings of “Official Community Plan (OCP) Amendment Bylaw No. 3014, 2020” (1375 Piercy Avenue) and “Zoning Amendment Bylaw No. 3005, 2020” (1375 Piercy Avenue) were postponed pending a future report from staff to address specific items identified by Council during the July 20th, 2020 regular Council meeting discussion (reference resolutions 4.1.1 and 4.1.2 of the July 20th, 2020 Council agenda).

12.2 For First, Second and Third Reading

12.2.1 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020

Moved By Frisch
Seconded By Theos

That "2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020" pass first, second and third reading.

Carried

12.3 For Third Reading

12.3.1 Zoning Amendment Bylaw No. 2993, 2020 (1028 Arrowsmith Avenue)

Moved By McCollum
Seconded By Frisch

That "Zoning Amendment Bylaw No. 2993, 2020" pass third reading.

Carried

12.4 For Final Adoption

12.4.1 Zoning Amendment Bylaw No. 2999, 2020 (820 Urquhart Avenue)

Moved By Theos
Seconded By Frisch

That "Zoning Amendment Bylaw No. 2999, 2020" be finally adopted.

Carried

12.4.2 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020

Moved By Frisch
Seconded By McCollum

That "2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020" be finally adopted.

Carried

12.4.3 Zoning Amendment Bylaw No. 2993, 2020 (1028 Arrowsmith Avenue)

Moved By McCollum
Seconded By Frisch

That "Zoning Amendment Bylaw No. 2993, 2020" be finally adopted.

Carried

13. ADJOURNMENT

Moved By Frisch
Seconded By McCollum

That the meeting now adjourn at 7:23 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 4th day of August, 2020

Mayor

S2/20 - July 30, 2020

Minutes of a Special Council Meeting

Meeting #: S2/2020
Date: July 30, 2020
Time: 4:03 pm
Location: City Hall Council Chambers, Courtenay, BC, via video/audio conference

Attending:
Mayor: B. Wells
Councillors: W. Cole-Hamilton
D. Frisch
D. Hillian
M. McCollum
W. Morin

Staff: W. Sorichta, Corporate Officer

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1.00 RESOLUTIONS OF COUNCIL

.01 Moved by McCollum and seconded by Hillian that notice is
IN-CAMERA hereby given that a Special In-Camera meeting closed to the public will
MEETING be held July 30th, 2020 at the conclusion of the Special Council Meeting
pursuant to the following sub-sections of the *Community Charter*:

-90(1) (c) labour relations or other employee relations.

Carried

2.00 ADJOURNMENT

.01
ADJOURNMENT

Moved by Hillian and seconded by McCollum that the meeting now adjourn at 4:06 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 4th day of August, 2020

Mayor



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Official Community Plan (OCP) – Public Online Survey

File No.: 6480-01
Date: August 4, 2020

POLICY IMPLICATIONS:

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

November 2019 Strategic Priority Chart: Number 1 (NOW) Priority

- OCP – Consultation Process (public input/consult report)

Strategic Priorities 2019 - 2022

We continually invest in our key relationships

- Value and recognize the importance of our volunteers
- ▲ ■ Advocate and cooperate with local and senior governments on regional issues affecting our community

We support diversity in housing & reasoned land use planning

- Complete an update of the City's OCP and Zoning Bylaw

ISSUE:

A series of short online stakeholder meetings (July 27-30) is meant to provide an opportunities for the project staff and community stakeholders as well as local government partners to discuss climate change related issues and challenges in 8 selected policy topics. Also, the meetings are meant to be a mutual learning opportunity for OCP stakeholders from various sectors. Staff thank all the participants for their attendance and sharing their knowledge.

An online public survey is scheduled to be posted on the City's website on August 4. (www.courtenay.ca/ocpupdate). The survey displays draft planning visions and goals, a future growth scenario contains 7 potential growth nodes, visual images of future likelihood of each potential growth node and general planning approaches in each growth node. The key objective of the survey is to collect public feedbacks on the goal statements and the growth scenario for policy formulation in the next phase. The growth scenario is developed based on numerous data collected and analyzed in the previous phases and modeled to achieve the vision of becoming a net zero GHG emission community by 2050. The goal statement has been drafted based on the comments received, mainly at the Ideas Fair in February. Public inputs on the proposed growth scenario is crucial for the rest of project phases. All residents of Courtenay are strongly encouraged to fill out the survey. The survey will be advertised on newspaper, City's website including social media pages, and posters. Closing date is September 8, 2020.

Followed by the mentioned two engagement activities over the summer, the project team will be conducting a series of workshop style sessions with the stakeholders as well as Councillors to further discuss policy issues and identify future opportunities and priorities in September. Councillors will be invited and given an opportunity to choose which workshop(s) to attend, however there will be a limit of 2

Councillors at each session. Staff will follow up with Council once detailed information including a schedule of the workshops is confirmed. The format of the workshop will likely be a hybrid of in-person and online.

BACKGROUND:

Robust citizen engagement is essential to formulate sound policies in the OCP. The community-wide online survey will help the project team identify community’s broader preference/direction on; the draft planning goal statements; proposed physical layout of the city to become a net zero GHG emission community by 2050; and development likelihoods in each potential growth nodes. All these factors are fundamentals to the next project phases.

KEY CONSIDERATIONS/NEXT STEPS:

- Project team conducted a total of 8 virtual meetings with stakeholders during the week of July 27
- Online public survey on the OCP is activated on August 4. All residents of Courtenay is strongly encouraged to participate (www.courtenay.ca/ocpupate)
- The survey will be available until September 8, 2020
- Topic focused workshops (online and in-person) will be conducted in September
- Council will be notified of the detail of the workshop on subsequent date

Prepared by:

Reviewed by:



Tatsuyuki Setta, RPP, MCIP
Manager of Community and Sustainability Planning



Trevor Kushner, BA, DLGM, CLGA
Interim Chief Administrative Officer

