

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, November 19, 2018 at 4:00 p.m.**

**Attending:**

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

**Staff:**

**D. Allen, CAO**  
**J. Ward, Director of Legislative and Corporate Services/Deputy CAO**  
**W. Sorichta, Manager of Legislative & Corporate Administrative Services**  
**I. Buck, Director of Development Services**  
**T. Kushner, Director of Public Works Services/Assistant CAO**  
**J. Nelson, Director of Financial Services**  
**D. Snider, Director of Recreation and Cultural Services**  
**D. Bardonex, Fire Chief**  
**A. Guillo, Manager of Communications**  
**J. Chan, Manager of Recreation**

**1.00 ADOPTION OF MINUTES**

**.01**  
**MINUTES**

Moved by Theos and seconded by Frisch that the October 15<sup>th</sup>, 2018 Regular Council meeting minutes be adopted.  
**Carried**

Moved by Frisch and seconded by Cole-Hamilton that the November 5<sup>th</sup>, 2018 Inaugural Meeting Council meeting minutes be adopted.  
**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

1. Maurita Prato, Executive Director, LUSH Valley Food Action Society, made a presentation to Council regarding LUSH Valley's services and philosophy of the Share the Harvest Community Garden. The garden provides land access and hands-on skills for food security and local food production to vulnerable families and individuals in the Comox Valley.

LUSH is requesting renewal of their current lease at 6<sup>th</sup> Street and Harmston Avenue (3 - 5 years) with space for a long-term lease (20 years) and, is seeking provision for ongoing funding and in-kind support within the City's budget with consideration for proper secure on-site storage.

2. Charlene Gray, Senior Manager, Comox Valley Daycare Society made a presentation to Council regarding an opportunity for local governments to assist in meeting local needs for licensed and affordable childcare through a funding opportunity provided by the Ministry of Children and Family Development.

Grant funding of up to \$25,000 per municipality has been made available through the Community Child Care Space Creation Program for the development of a community child care plan; grant applications must be submitted before January 18, 2019.

Moved by Frisch and seconded by Hillian that Council direct staff to investigate options and implications for the City of Courtenay to team up with other local area governments in the joint application for funding and development of a Comox Valley wide community child care plan in partnership.

**Carried**

3. James Taylor, Board Chair, and Wanda MacMillan, Executive Director, Glacier View Lodge made a presentation to Council regarding the Glacier View Lodge complex care facility and the need for affordable housing for seniors in the Comox Valley.

Glacier View Lodge has developed a proposal to provide an additional 70 beds in the facility and is seeking a letter from Council to support their grant application to Central Mortgage and Housing to fund this initiative.

Moved by Hillian and seconded by Frisch that Council consider the delegation request from Glacier View Lodge regarding their grant application for seniors housing research at the November 19, 2018, regular Council meeting.

**Carried**

Moved by Hillian and seconded by Frisch that Council provide a letter of support to Glacier View Lodge to support their bid for funding for research into affordable seniors housing.

**Carried**

#### **4.00 STAFF REPORTS/PRESENTATIONS**

##### **.01**

COURTENAY FIRE  
PROTECTION  
DISTRICT (CFPD)  
FIRE SERVICES  
AGREEMENT  
7200-20

Moved by Frisch and seconded by Theos that based on the November 19<sup>th</sup>, 2018 staff report “Courtenay Fire Protection District Fire Services Agreement”, Council approve OPTION 1 and the attached agreement between the City and the Courtenay Fire Protection District (CFPD) for Courtenay Fire Protection District Fire Services; and

That the Mayor and Corporate Officer be authorized to execute the agreement on behalf of the City.

**Carried**

**.02**  
2018 ELECTION  
RESULTS  
4200-07

Moved by Theos and seconded by McCollum that based on the November 19<sup>th</sup>, 2018 staff report “2018 Election Results”, Council approve OPTION 1 and receive the Election Results report from the Chief Election Officer for information.

**Carried**

**The council meeting recessed at 4:58 p.m. for the Public Hearing regarding Bylaw No. 2931.**

**The meeting reconvened at 5:06 p.m.**

**.03**  
FEES AND CHARGES  
AMENDMENT  
RECREATION  
FACILITY RENTAL  
AND USER FEES  
BYLAW NO. 2947,  
2018  
3900-20

Moved by Theos and seconded by Frisch that based on the November 19<sup>th</sup>, 2018 staff report “Fees and Charges Amendment Recreation Facility Rental and User Fees Bylaw No. 2947, 2018”, Council approve OPTION 1 to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992; and

That “City of Courtenay Fees and Charges Amendment Bylaw No. 2947, 2018” proceed to first, second and third readings; and

That staff undertake a more detailed study of Recreation fees and charges in 2019.

**Carried**

**.04**  
COURTENAY  
AIRPARK  
FLOATPLANE RAMP  
LICENCE OF  
OCCUPATION  
(PROVINCE)  
2380-30 MFLNRORD

Moved by Hillian and seconded by Frisch that based on the November 19<sup>th</sup>, 2018 staff report “Courtenay Airpark Floatplane Ramp Licence of Occupation”, Council adopt OPTION 1 and authorize the attached licence of occupation with Her Majesty the Queen in Right of the Province of British Columbia and the City as Licensee, for a term of thirty years with respect to the Crown property described as that parcel or tract of Crown land together with unsurveyed Crown Foreshore or land being part of the bed of Courtenay River, all within Comox District, and;

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the licence of occupation and the Licence of Occupation Management Plan on behalf of the City.

**Carried**

**.05**  
PARK CAFÉ  
LEASE  
2380-20 MARI

Moved by Theos and seconded by McCollum that based on the November 19<sup>th</sup>, 2018 staff report, “Park Café Lease”, subsequent to the publication of notice, Council approve OPTION 1 and authorize the attached lease with Donna McLean d.b.a. Park Café for at term of five years with one additional five year option to renew, with respect to the municipally owned property located at 102A-20<sup>th</sup> Street, on lands having a legal description of PID: 004-154-665, Lot 2, Plan VIP81287, Section 61, Comox Land District; and

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the lease on behalf of the City.

**Carried**

**.06**  
COMOX VALLEY  
REGIONAL DISTRICT  
(CVRD) REFERRAL  
FOR ACCEPTANCE -  
REGIONAL GROWTH  
STRATEGY BYLAW  
AMENDMENT  
3150-01

Moved by Hillian and seconded by Morin that based on the November 19<sup>th</sup>, 2018 staff report “CVRD Referral for Acceptance - Regional Growth Strategy Bylaw Amendment”, and having reviewed the bylaw in the context of the City’s Official Community Plan and any other matters that affect the City’s jurisdiction, Council accepts Bylaw 539 “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”.

**Carried**

**.07**  
DEVELOPMENT  
PERMIT WITH  
VARIANCES NO. 1823  
(911 BRAIDWOOD  
ROAD)  
3060-20-1823

Moved by Frisch and seconded by Morin that based on the November 19<sup>th</sup>, 2018 staff report “Development Permit with Variances No. 1823 - 911 Braidwood Road”, Council support approving OPTION 1 and proceed with issuing Development Permit with Variances No. 1823.

**Carried**

**.08**  
DEVELOPMENT  
PERMIT WITH  
VARIANCES NO. 1814  
(344 & 356 - 12<sup>TH</sup>  
STREET)  
3060-20-1814

Moved by Frisch and seconded by Hillian that based on the November 19<sup>th</sup>, 2018 staff report “Development Permit with Variances No. 1814 - 344 and 356 - 12<sup>th</sup> Street”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1814.

**Carried**

**.09**  
HERITAGE CLOCKS  
REFURBISHMENT  
6800-01

Moved by Cole-Hamilton and seconded by Hillian that based on the November 19<sup>th</sup>, 2018 staff report “Heritage Clocks Refurbishment”, Council authorize the expenditure of up to \$25,000 from Gaming Funds, under the Category of Council Initiatives, to pay for the refurbishment of two heritage clocks.

**Carried**

Moved by Hillian and seconded by Frisch that Lawrence Burns and Andrew Iverson, Heritage Advisory Commission, be permitted to address Council at the November 19<sup>th</sup>, 2018 regular Council meeting regarding the Heritage Advisory Commission Heritage Clock Refurbishment project.

**Carried**

**Councillor McCollum left Council Chambers at 5:55 p.m.**

**Councillor McCollum returned to Council Chambers and took her seat at 5:57 p.m.**

**.10** Moved by Hillian and seconded by Frisch that based on the November 19<sup>th</sup>, 2018 staff report, “Development Cost Charge Reserve Fund Expenditure Bylaw 2945 and Council Policy on DCC Credits and Refunds”, Council proceed to first, second and third readings of Bylaw 2945 and adopt the DCC Credits and Refunds Policy No. 3150-00.03 as outlined in Attachment 1.  
DEVELOPMENT COST CHARGE RESERVE FUND EXPENDITURE BYLAW 2945 AND COUNCIL POLICY ON DCC CREDITS AND REFUNDS  
3150-01  
**Carried**

**The council meeting recessed at 6:02 p.m.**

**The meeting reconvened at 6:15 p.m.**

**.11** Moved by Frisch and seconded by McCollum that based on the November 19<sup>th</sup>, 2018 staff report “Audit Service Plan for Year Ending December 31, 2018”, Council approve OPTION 1 to receive the Audit Service Plan for the year ending December 31, 2018.  
AUDIT SERVICE PLAN FOR YEAR ENDING DECEMBER 31, 2018  
1680-01  
**Carried**

## **5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

## **6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01** Moved by Frisch and seconded by Theos that the Heritage Advisory Commission Meeting Minutes for September 26, 2018, be received for information.  
HERITAGE ADVISORY COMMISSION MEETING MINUTES  
0360-20  
**Carried**

## **7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

COUNCILLOR COLE-HAMILTON Councillor Cole-Hamilton reviewed his attendance at the following events:

- Ecole Puntledge Park Elementary Raise-a-Reader event
- Comox Valley Social Planning Society meeting
- Comox Valley Liquid Waste Management Planning open house
- Comox Valley Liquid Waste Planning Committee PAC
- Kus Kus Sum Memorandum of Understanding signing event
- Comox Valley Community Drug Strategy Committee
- Millard-Piercy Watershed Stewards AGM
- Meeting with Mayor and Councillors and citizens regarding debris from homeless camps
- Meeting with staff and local housing agencies re: Homeless campsites and 988 - 8<sup>th</sup> Street Supportive Housing project

**R22/2018 – November 19, 2018**

COUNCILLOR  
FRISCH

Councillor Frisch reviewed his attendance at the following event:  
➤ City Council Bike Ride to City Hall event

COUNCILLOR  
HILLIAN

Councillor Hillian reviewed his attendance at the following events:  
➤ Ecole Puntledge Park Elementary Raise-a-Reader event  
➤ Comox Valley Community Health Network Transition Team meeting  
➤ Kus Kus Sum / Project Watershed Committee meetings  
➤ Comox Valley Accessibility Committee  
➤ Delegation to Victoria with K'omoks First Nation and Project Watershed for meeting with Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation re: provincial application for funding for Kus Kus Sum project  
➤ Meeting with Premier John Horgan re: funding for Kus Kus Sum project  
➤ Comox Valley Social Planning Society meeting  
➤ Meeting with Mayor and Councillors and citizens regarding debris from homeless camps  
➤ Comox Valley Community Drug Strategy Committee  
➤ Kus Kus Sum Memorandum of Understanding signing event  
➤ Breathe Clean Air Comox Valley meeting re air quality  
➤ Meeting with staff and local housing agencies re: Homeless campsites and 988 - 8<sup>th</sup> Street Supportive Housing project  
➤ Comox Valley Community Justice Centre meeting

COUNCILLOR  
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:  
➤ Millard-Piercy Watershed Stewards AGM  
➤ Kus Kus Sum Memorandum of Understanding signing event

COUNCILLOR  
MORIN

Councillor Morin reviewed her attendance at the following events:  
➤ Comox Valley Social Planning Society meeting  
➤ Comox Valley Liquid Waste Management Planning open house  
➤ Cumberland Community Forest Society Fall Trivia fundraising event  
➤ Kus Kus Sum Memorandum of Understanding signing event

MAYOR  
WELLS

Mayor Wells reviewed his attendance at the following events:  
➤ Comox Valley Chamber of Commerce Business Expo  
➤ G. P. Vanier Secondary School 50<sup>th</sup> Anniversary Celebration  
➤ Comox Valley Transition Society Beer and Burger fundraising event  
➤ Ecole Puntledge Park Elementary Drop Everything and Read (DEAR) event  
➤ Rotary Club of Courtenay meeting advising of Randy Wiwchar's posthumous Freedom of the City award  
➤ Vancouver Island Economic Summit  
➤ Comox Valley Local Government Leaders Lunch  
➤ Cheers for Fears fundraising event

- Welcoming and Unveiling Ceremony of Welcome Poles at the Comox Valley Art Gallery (CVAG) in partnership with CVAG, K'omoks First Nation and the City of Courtenay
- Comox Business in Action AGM
- Courtenay Downtown Business Improvement Association Downtown Halloween walk
- Meeting and tour of 19 Wing Comox with 19 Wing Commander Colonel Mike Atkins
- Meeting with Inspector Mike Kurvers, Comox Valley RCMP
- Meeting and dinner with Premier John Horgan and other local government leaders
- Comox Valley Child Development Association Telethon
- Attended Comox Council Inaugural meeting
- Comox Valley Sewage Treatment Plant tour
- Cumberland Community Forest Society Fall Trivia fundraising event
- Remembrance Day Breakfast, Ceremony and tour with 19 Wing Base Commander and Senior Officers
- Island Corridor Foundation meeting and open house
- Kus Kus Sum Memorandum of Understanding signing event
- Millard-Piercy Watershed Stewards AGM
- Comox Valley Land Trust annual volunteers dinner
- City Council Bike Ride to City Hall event

**8.00 RESOLUTIONS OF COUNCIL**

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**.01**  
BYLAW NO. 2945,  
2018,  
DEVELOPMENT COST  
CHARGE RESERVE  
FUND EXPENDITURE

Moved by Frisch and seconded by Hillian that “Development Cost Charge Reserve Fund Expenditure Bylaw No. 2945” pass first, second and third reading.

**Carried**

**.02**

BYLAW NO. 2947,  
2018  
FEES AND CHARGES  
AMENDMENT  
RECREATION  
FACILITY RENTAL  
AND USER FEES

Moved by Hillian and seconded by Frisch that “Fees and Charges Amendment Recreation Facility Rental and User Fees Bylaw No. 2947, 2018” pass first, second and third reading.

**Carried**

**.03**

BYLAW NO. 2942,  
2018  
BUSINESS LICENCE  
AMENDMENT  
(CANNABIS  
PRODUCTION &  
RETAIL SALES)

Moved by Frisch and seconded by Morin that “Business Licence Amendment Bylaw No. 2942, 2018” be finally adopted.

**Carried**

**.04**

BYLAW NO. 2943,  
2018  
DEVELOPMENT COST  
CHARGE RESERVE  
FUND EXPENDITURE

Moved by Hillian and seconded by Frisch that “Development Cost Charge Reserve Fund Expenditure Bylaw No. 2943, 2018” be finally adopted.

**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Hillian and seconded by Theos that the meeting now adjourn at 6:35 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 3<sup>rd</sup> day of December, 2018**

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**Mayor**