

**Minutes of a Regular Council Meeting**

**Meeting #:** R23/2020  
**Date:** September 21, 2020  
**Time:** 4:00 pm  
**Location:** City Hall, Courtenay, BC, via video/audio conference

**Attending:**

**Mayor:** B. Wells, via video/audio conference  
**Councillors:** W. Cole-Hamilton, via video/audio conference  
D. Frisch, via video/audio conference  
D. Hillian, via video/audio conference  
M. McCollum, via video/audio conference  
W. Morin, via video/audio conference  
M. Theos, via video/audio conference

**Staff:** T. Kushner, Interim CAO, via video/audio conference  
W. Sorichta, Corporate Officer, via video/audio conference  
I. Buck, Director of Development Services, via video/audio conference  
C. Davidson, Director of Engineering Services, via video/audio conference  
D. Snider, Director of Recreation & Cultural Services, via video/audio conference  
J. Nelson, Director of Financial Services, via video/audio conference  
K. O'Connell, Director of Corporate Support Services, via video/audio conference  
M. Fitzgerald, Manager of Development Planning, via video/audio conference  
T. Setta, Manager of Community & Sustainability Planning, via video/audio conference  
N. Gothard, Planner III - Policy, via video/audio conference  
E. Gavelin, Network Technician, via video/audio conference  
R. Matthews, Executive Assistant/ Deputy Corporate Officer, via video/audio conference

**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.**

**1. ADOPTION OF MINUTES**

**1.1 Adopt September 8<sup>th</sup>, 2020 Regular Council meeting minutes**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

That the September 8<sup>th</sup>, 2020 Regular Council meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

**3.1 Heidi Hartman, Regional Director, BC Housing and Natalie Meredith, Program Manager, John Howard Society North Island (JHSNI) - The Junction (988 - 8<sup>th</sup> Street)**

Heidi Hartman, Regional Director, BC Housing, and Natalie Meredith, Program Manager, John Howard Society North Island (JHSNI), presented information to Council regarding The Junction (988 - 8<sup>th</sup> Street) supportive housing facility operated by the John Howard Society of North Island with support from BC Housing.

Ms. Meredith provided an overview of The Junction facility operations, including facility staff training, their work with community partners and the implementation of The Junction Community Advisory Committee (CAC). The CAC has representation from Junction staff, neighbourhood residents, and Courtenay City Council and staff and work together to identify issues, share information and build relationships.

Ms. Meredith described the process of how staff respond to and resolve concerns related to The Junction, such as implementing property improvements, utilizing a documented complaint process and conducting hourly nighttime patrols of the building and grounds.

**3.1.1 Program Overview - The Junction (988 - 8<sup>th</sup> Street)**

**3.1.2 Letter to Council - Wendy Richardson, Executive Director, John Howard Society North Island (JHSNI)**

**3.1.3 Program Expectations - The Junction (988 - 8<sup>th</sup> Street)**

**3.1.4 The Junction Community Advisory Committee (CAC) Application For Community Members**

**3.1.5 Terms of Reference - May 2019 - The Junction Community Advisory Committee (CAC)**

- 3.1.6 DRAFT Terms of Reference - July 2020 - The Junction Community Advisory Committee (CAC)**
- 3.1.7 Pamphlet - Community Safety Who to Call 8<sup>th</sup> Street Neighbourhood - John Howard Society North Island (JHSNI)**
- 3.1.8 Good Neighbour Agreement - The Junction (988 - 8<sup>th</sup> Street)**
- 3.1.9 Building and Perimeter Walkthrough - Daily Log - The Junction (988 - 8<sup>th</sup> Street)**
- 3.1.10 Memorial and Resident Gardens - The Junction (988 - 8<sup>th</sup> Street)**

The documents submitted by the John Howard Society North Island listed in items 3.1.1 - 3.1.10 of the September 21<sup>st</sup>, 2020 Regular Council agenda were received for information.

**3.2 2700 Mission Road Properties Ltd. - Multi-family Development and Rezoning Application**

Rick Browning, Pacific Western Management; Tim Orr, Orrmoniz Developments Corp; Tyler Thomson, Bunt Engineering; and Maris MacDonald, MH Architects, presented information to Council regarding their rezoning application for the proposed development of a 137 multi-family residential unit development at 2700 Mission Road.

The presentation regarding their proposed multi-family development at 2700 Mission Road was received for information.

**4. STAFF REPORTS/PRESENTATIONS**

**4.1 CAO and Legislative Services**

**4.1.1 2020 - 5<sup>th</sup> Street Bridge Rehabilitation - Alternative Approval Process (AAP) (1760-02)**

**Moved By** Frisch  
**Seconded By** Hillian

That based on the September 21<sup>st</sup>, 2020 staff report "2020 - 5<sup>th</sup> Street Bridge Rehabilitation - Alternative Approval Process (AAP) ", Council seek the approval of the electors for 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020 through the Alternative Approval Process (AAP);

That Council establish elector response forms as attached to this report;

That Council determine 20,162 as the total number of electors to which the approval process applies; and

That Council establish the deadline for receiving responses for this alternative approval process as November 16<sup>th</sup>, 2020 at 4:30 p.m.

**Carried**

## **4.2 Development Services**

### **4.2.1 Official Community Plan (OCP) - Neighbourhood Consultations in Phase 3 (6480-00)**

**Moved By** McCollum

**Seconded By** Hillian

That based on the September 21<sup>st</sup>, 2020 staff report "Official Community Plan (OCP) - Neighbourhood Consultation in Phase 3", Council approve OPTION 1 and direct staff to undertake neighbourhood consultation through a "hybrid" method - combination of neighbourhood walking tours and virtual workshops.

**Carried**

### **4.2.2 Official Community Plan (OCP) Amendment Bylaw No. 2996 and Zoning Amendment Bylaw No. 2997 - 2700 Mission Road (3360-20-2003; 6480-20-2001)**

**Moved By** Frisch

**Seconded By** McCollum

That based on the September 21<sup>st</sup>, 2020 staff report "Official Community Plan (OCP) Amendment Bylaw No. 2996 and Zoning Amendment Bylaw No. 2997 - 2700 Mission Road" Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of "OCP Amendment Bylaw No. 2996" to redesignate the subject property from "Industrial" to "Multi-Residential";
2. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 2997" to rezone the subject property from R1-B and I-2 to R-4;

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; and,
4. That Final Reading of the bylaws be withheld pending the registration of a Section 219 covenant on the subject property.

**Carried**

**4.2.3 Comox Valley Regional District Referral CP 1C 20/RZ 1C 20 - 3L Developments Inc. (0470-20/3900-00 REF00009)**

**Moved By** Hillian

**Seconded By** Frisch

That based on the September 21<sup>st</sup>, 2020 staff report "Comox Valley Regional District Referral CP 1C 20/RZ 1C 20 - 3L Developments Inc." that Council direct staff to respond to the attached referral recommending that the bylaws be rejected as they are inconsistent with the Regional Growth Strategy.

**Carried**

**5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.1 Briefing Note - 2020 UBCM Virtual Conference - Ministry of Finance - Property Transfer Tax (PTT), Provincial Sales Tax (PST) and Liquor Tax (LT) Revenues Redistribution (0410-20)**

**Moved By** McCollum

**Seconded By** Frisch

That the September 16<sup>th</sup>, 2020 Briefing Note, "Property Transfer Tax (PTT), Provincial Sales Tax (PST) and Liquor Tax (LT) Revenues Redistribution", be received for information.

**Carried**

**6.2 Briefing Note - 2020 UBCM Virtual Conference - Minister of Finance - Property Transfer Tax (PTT), Provincial Sales Tax (PST) and Liquor Tax (LT) Revenues Redistribution (0410-20)**

**Moved By** McCollum

**Seconded By** Frisch

That the September 17<sup>th</sup>, 2020 Briefing Note, "Property Transfer Tax (PTT), Provincial Sales Tax (PST) and Liquor Tax (LT) Revenues Redistribution", be received for information.

**Carried**

**6.3 Briefing Note - 2020 UBCM Virtual Conference - Ministry of Municipal Affairs & Housing - Affordable and Co-Op Housing Initiatives, and Supports for People Experiencing Homelessness (0410-20)**

**Moved By** McCollum

**Seconded By** Frisch

That the September 14<sup>th</sup>, 2020 Briefing Note, "Affordable and Co-Op Housing Initiatives, and Supports for People Experiencing Homelessness", be received for information.

**Carried**

**6.4 Briefing Note - 2020 UBCM Virtual Conference - Ministry of Transportation & Infrastructure - Capital Projects in Courtenay's Transportation Master Plan (0410-20)**

**Moved By** McCollum

**Seconded By** Frisch

That the September 15<sup>th</sup>, 2020 Briefing Note, "Capital Projects in Courtenay's Transportation Master Plan", be received for information.

**Carried**

**6.5 Briefing Note - 2020 UBCM Virtual Conference - Ministry of Environment & Climate Change Strategy - Adapting Planning, Land Use and Development Practices for Climate Change (0410-20)**

**Moved By** McCollum

**Seconded By** Frisch

That the September 16<sup>th</sup>, 2020 Briefing Note, "Adapting Planning, Land Use and Development Practices for Climate Change", be received for information.

**Carried**

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

**7.1 Councillor Morin**

Councillor Morin participated in the following events for the period of August 17<sup>th</sup> to September 21<sup>st</sup>:

- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer (2 Total)
- Comox Valley Food Policy Council Food Supply Disruption sub-committee meeting
- Lunch and Learn session with staff and Council
- Comox Valley Food Policy Council meeting
- CVRD Board meeting (2 Total) and Two-day Strategic Planning Session
- Comox Valley Overdose Awareness Day at Comox Valley Art Gallery
- 'Creative Differences: Art, Adaptation & the Reinvention of the World' reading with Marcus Youssef; hosted by The McLoughlin Gardens and the Cumberland Community Forest Society
- Comox Valley Drug Strategy Committee meeting
- Comox Strathcona Solid Waste Management Board meeting
- Zoom Townhall “She Rises: A Women’s Equity Townhall” with Jagmeet Singh, Federal NDP Leader
- Virtual 2020 Union of British Columbia Municipalities (UBCM) Minister meetings:
  - Minister of Municipal Affairs and Housing; Ministry of Transportation and Infrastructure staff, Ministry of Finance staff and Minister of Finance
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Sports Centre Commission meeting
- Comox Valley Coalition to End Homelessness 'Vulnerable Populations' meeting
- Comox Strathcona Regional Hospital District Board meeting
- Comox Valley Land Trust Annual General Meeting (AGM)
- Cumberland Community Forest Society Annual General Meeting (AGM)

**7.2 Mayor Wells**

Mayor Wells mentioned receiving a report from a concerned constituent regarding non-compliant flight patterns stemming from the Courtenay Airpark and expressed his appreciation of the Courtenay Airpark Association's response to the report to ensure future compliance.

**8. RESOLUTIONS OF COUNCIL**

**8.1 In Camera Meeting**

**Moved By** Hillian

**Seconded By** McCollum

That a Special In-Camera meeting closed to the public will be held September 21<sup>st</sup>, 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.

**Carried**

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**

**11. NEW BUSINESS**

**11.1 Comox Valley Farmers' Market - Request for Support for a Fall/Winter Market Venue (0250-20)**

**Moved By** Frisch

**Seconded By** McCollum

That the correspondence dated September 16<sup>th</sup>, 2020 from Twila Skinner, General Manager, Comox Valley Farmers' Market, requesting support from City Council to help find a semi-permanent space to hold their Fall and Winter farmers' markets in Courtenay, be received for information.

**Carried**



**New motion:**

**Moved By** Frisch

**Seconded By** Hillian

That in response to the correspondence dated September 16<sup>th</sup>, 2020 from the Comox Valley Farmers' Market requesting support to help find a Fall/Winter market venue;

That Council direct staff to provide a report exploring options and implications to find a semi-permanent space to host weekly Saturday Fall and Winter farmers' markets between October 17<sup>th</sup>, 2020 and April 3<sup>rd</sup>, 2021.

**Carried**

**12. BYLAWS**

**12.1 For First and Second Reading**

**12.1.1 Official Community Plan Amendment Bylaw No. 2996, 2020 (2700 Mission Road)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

That "Official Community Plan Amendment Bylaw No. 2996, 2020 (2700 Mission Road)" pass first and second reading.

**Carried**

**12.1.2 Zoning Amendment Bylaw No. 2997, 2020 (2700 Mission Road)**

**Moved By** Cole-Hamilton

**Seconded By** Morin

That "Zoning Amendment Bylaw No. 2997, 2020 (2700 Mission Road)" pass first and second reading.

**Carried**

**13. ADJOURNMENT**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

That the meeting now adjourn at 6:46 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 5<sup>th</sup> day of October, 2020**

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**Mayor**