

**Minutes of a Regular Council Meeting**

**Meeting #:** R5/2021  
**Date:** March 01, 2021  
**Time:** 4:01 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  
D. Bardonnex, Fire Chief, 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  
M. Fitzgerald, Manager of Development Planning, via video/audio conference  
R. Wyka, Manager of Finance, via video/audio conference  
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference  
E. Gavelin, Network Technician, 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 February 16<sup>th</sup>, 2021 Regular Council meeting minutes (0570-03)**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT the February 16<sup>th</sup>, 2021 Regular Council meeting minutes be adopted.

**Carried**

**1.2 Adopt February 22<sup>nd</sup>, 2021 Committee of the Whole meeting minutes (0570-03)**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT the February 22<sup>nd</sup>, 2021 Committee of the Whole meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

**3.1 Royal Canadian Legion Branch 17 - Courtenay "Leave the Streets Behind" program (0400-01)**

Bill Webb, Service Officer, Royal Canadian Legion, Branch 17, Courtenay; Don Taylor, Royal Canadian Legion Branch 76, Qualicum Beach; and Scott Harrison, Councillor, Town of Qualicum Beach presented information to Council regarding a program developed by the Royal Canadian Legion to identify and assist homeless Veterans and Veterans at risk of homelessness.

Councillor Harrison, Town of Qualicum Beach, spoke to a resolution passed by Qualicum Beach Council resolving to support the Royal Canadian Legion Branch 76's application to Canada Mortgage and Housing Corporation (CMHC) for funding to determine the number of homeless veterans in the Oceanside and Comox Valley regions; and, to provide matching funding for the first \$3,000 raised if the grant application is successful.

The delegation is seeking a letter of support for an application to the CMHC's National Housing Strategy grant program and matching funding up to a maximum of \$3,000 towards a Veterans homelessness study for Veterans housing and support services.

**Moved By** Hillian  
**Seconded By** Morin

THAT in response to the request made by the Royal Canadian Legion Branch 17 (Courtenay) in their March 1<sup>st</sup>, 2021 delegation presentation to Council seeking funding up to \$3,000 and a letter of support for their grant application to Canada Mortgage and Housing Corporation (CMHC);

THAT Council direct staff to consult with the Courtenay Legion and Comox Valley Coalition to End Homelessness (CVCEH) to discuss the CMHC's National Housing Strategy initiatives program to fund a study for homeless Veterans and Veterans at risk of homelessness; and

THAT the result of this consultation be brought forward at a future Council meeting for consideration.

**Carried**

**3.1.1 Leave the Streets Behind Poster**

The "Leave the Streets Behind Poster" was received for information.

**3.1.2 Homeless Flyer - Branch 17 - Courtenay Legion**

The "Homeless Flyer - Branch 17 - Courtenay Legion" was received for information.

**3.1.3 Town of Qualicum Beach - Certified Resolution**

The certified true copy dated November 26<sup>th</sup>, 2020 of the "Town of Qualicum Beach - Certified Resolution", was received for information.

**VARY AGENDA**

**Moved By** Hillian  
**Seconded By** McCollum

THAT Council vary the order of the March 1<sup>st</sup>, 2021 regular Council agenda so that item 6.1 Courtenay Fire Department - 2020 Annual Report (*Under 6. Internal Reports and Correspondence for Information*) is received before 4.1 Development Variance Permit No. 2004 - #700 - 444 Lerwick Road (*Under 4. Staff Reports/Presentations*).

**Carried**

**6.1 Courtenay Fire Department - 2020 Annual Report**

The "Courtenay Fire Department - 2020 Annual Report" was received for information.

**4. STAFF REPORTS/PRESENTATIONS**

**4.1 Development Services**

**4.1.1 Development Variance Permit No. 2004 - #700 - 444 Lerwick Road (3090-20-2004)**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT based on the March 1<sup>st</sup>, 2021 staff report "Development Variance Permit No. 2004 - #700-444 Lerwick Road", Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 2004.

**Carried**

**4.1.2 Zoning Amendment Bylaw No. 3026 to Allow for a Secondary Residence at 2011 Cummings Road (3360-20-2015)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT based on the March 1<sup>st</sup>, 2021 staff report "Zoning Amendment Bylaw No. 3026 to Allow for a Secondary Residence at 2011 Cummings Road" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3026, 2021; and,

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 3026.

**Carried**

**4.2 Financial Services**

**4.2.1 Parcel Tax Review Panel – 2021 (1950-02)**

**Moved By** Frisch

**Seconded By** McCollum

THAT based on the March 1<sup>st</sup>, 2021 staff report "Parcel Tax Review Panel - 2021", Council approve OPTION 1 as follows:

THAT the date and time for the parcel tax review panel be established as 3:00 p.m., Monday, April 19, 2021; and,

WHEREAS to protect the health and safety of the public, Council and staff during the COVID-19 pandemic, and in consideration of the Provincial

Class Order (mass gatherings) and BC Centre for Disease Control (BCCDC) physical distancing guidelines;

THEREFORE BE IT RESOLVED that Council authorize staff to proceed with virtual participation of the parcel tax review panel as authorized under Ministerial Order M192/2020 with the following conditions:

- a. That statutory public notice requirements are satisfied in accordance with S. 94 and S. 208 of the Community Charter;
- b. That electronic participation be conducted by phone and virtual participation via webinar;
- c. That the virtual parcel tax review is broadcasted for public viewing via live web streaming on the City of Courtenay website [www.courtenay.ca](http://www.courtenay.ca); and,

THAT electronic participation for the parcel tax review proceed in the course of the COVID-19 pandemic; and, may be subject to change as follows:

- a. As directed under the authority of the provincial or federal governments through the Emergency Program Act, the Covid-19 Related Measures Act, or Emergencies Act Canada;
- b. Until such time as the health orders restricting mass gathering and physical distancing have been lifted;
- c. Until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations; or
- d. By resolution of Council.

**Carried**

**4.2.2 Security Issuing Resolution - Long Term Debenture Loan Authorization Bylaw No. 2978, 2020 (1760-02)**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT based on the March 1<sup>st</sup>, 2021 staff report “Security Issuing Resolution - Long Term Debenture Loan Authorization Bylaw 2978, 2020”, Council approve OPTION 1 and approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2021 Fall borrowing session, \$3,400,000 as authorized through the 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020; and,

THAT the Comox Valley Regional District be requested to consent to the borrowing over a 20 year term and include the borrowing in a Security Issuing Bylaw.

**Carried**

**4.3 Engineering Services**

**4.3.1 5<sup>th</sup> Street Bridge Rehabilitation Project Update (5335-20/5400-02)**

**Moved By** Frisch

**Seconded By** Theos

THAT the March 1<sup>st</sup>, 2021 staff report “5<sup>th</sup> Street Bridge Rehabilitation Project Update”, be received for information.

**Carried**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT based on the March 1<sup>st</sup>, 2021 staff report “5<sup>th</sup> Street Bridge Rehabilitation Project Update” Council approve OPTION 1 and,

THAT based on the results of the 5<sup>th</sup> Street Bridge colour selection survey, Council direct staff to proceed with coating the bridge “Classic Green” consistent with the existing original colour while using modern coating material.

**Carried**

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

**5.1 Comox Valley Sewage Commission - Next Steps Approved for Comox Valley Sewer Service Planning RE: Preferred Conveyance Route for the Comox Valley Sewer Service’s Liquid Waste Management Plan (LWMP) (0360-20)**

**Moved By** Hillian

**Seconded By** Frisch

THAT the correspondence dated February 24<sup>th</sup>, 2021 from Doug Hillian, Chair, Comox Valley Sewage Commission, regarding the approved next steps for the preferred conveyance route in the Comox Valley Sewer Service's Liquid Waste Management Plan (LWMP), 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 Hillian**

Councillor Hillian participated in the following events:

- K'ómoks First Nation (KFN) Main Treaty Table meeting
- Comox Valley Coalition to End Homelessness (CVCEH) meeting
- Kus-kus-sum Project Committee meeting
- Meeting with 6<sup>th</sup> Street Multi-Use Active Transportation Bridge Project proponents
- Comox Strathcona Regional Hospital District Board meeting (2 Total)
- Comox Valley Sewage Commission meeting (2 Total)
- Comox Valley Water Committee meeting (2 Total)
- CVRD Board meeting (2 Total)
- Lunch and Learn session with Staff and Council regarding the Official Community Plan (OCP)
- Comox Valley Sewage Commission Agenda Review meeting
- Comox Strathcona Regional Hospital District Agenda Review meeting
- Comox Valley Community Justice Centre Board meeting
- Dawn to Dawn Action on Homelessness Society and Comox Valley Transition Society, Coldest Night of the Year fundraiser event
- Meeting with CVRD and Chief and Council of the K'ómoks First Nation (KFN)

Councillor Hillian mentioned that the Comox Valley Regional District (CVRD) has given six months' notice to the Comox Valley Economic Development Society (CVEDS), advising of the early termination of the CVRD-CVEDS Service Agreement. Councillor Hillian acknowledged the service of CVEDS, in particular, its volunteer CVEDS Board of Directors and staff who have made considerable contributions over many years to the growth and development of the Comox Valley.

## **7.2 Councillor Morin**

Councillor Morin participated in the following events:

- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting; elected as Chair
- CVRD Board meeting
- Virtual *Welcoming Communities Coalition Collaboratory* hosted by the Immigrant Welcome Centre
- Comox Strathcona Regional Hospital District meeting

Councillor Morin mentioned that she was recently nominated by Mayor Wells to partake in the “Winter Challenge”, among many other local leaders. The “Winter Challenge” involves nominees having to take a plunge either in water or snow as a symbolic way of ridding troubles and negativity. The nominees then challenge others to do the same within 24 hours and share their video to social media.

## **7.3 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Dawn to Dawn Action on Homelessness Society and Comox Valley Transition Society, Coldest Night of the Year fundraiser event
- Virtual 2021 YANA Big Love Benefit Gala
- Interviewer for Georges P. Vanier Secondary School *Career 10* Interviews

Mayor Wells mentioned the recent increase in COVID-19 exposures in the Comox Valley and reminded everyone to remain vigilant in preventing the spread of COVID-19; avoid large gatherings, wash hands frequently, wear a mask when physical distancing is not possible, and to be kind to each other.

**8. RESOLUTIONS OF COUNCIL**

**8.1 Councillor Morin Resolution - Speed Limits & Safety Signage on Multi-use Paths (5400-20)**

**Moved By** Morin

**Seconded By** McCollum

WHEREAS the City's multi use paths have become increasingly busy, with pedestrian, bicycle, and e-bike traffic; and,

WHEREAS significant safety concerns have been expressed by path users, particularly around cycling speeds and pathway sharing;

THEREFORE BE IT RESOLVED that staff prepare a report that outlines options for implementation of increased safety measures such as speed limits and signage, that researches these measures and their impacts in other communities, and that pilots these measures on the Airpark/Riverway Trail and the steep section of the McDonald Road/Lerwick Road area.

**Carried**

**8.2 In Camera Meeting**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT a Special In-Camera meeting closed to the public will be held March 1<sup>st</sup>, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:

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

**Carried**

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**

**11. NEW BUSINESS**

**12. BYLAWS**

**12.1 For First and Second Reading**

**12.1.1 Zoning Amendment Bylaw No. 3026, 2021 (2011 Cummings Road)**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT "Zoning Amendment Bylaw No. 3026, 2021" pass first and second reading.

**Carried**

**12.2 For Third Reading**

**12.2.1 Zoning Amendment Bylaw No. 3010, 2020 (#301 & #302 - 444 Lerwick Road)**

**Moved By** McCollum

**Seconded By** Frisch

THAT "Zoning Amendment Bylaw No. 3010, 2020" pass third reading.

**Carried with Councillor Theos opposed**

**12.3 For Final Adoption**

**12.3.1 Zoning Amendment Bylaw No. 3010, 2020 (#301 & #302 - 444 Lerwick Road)**

**Moved By** Frisch

**Seconded By** Morin

THAT "Zoning Amendment Bylaw No. 3010, 2020" be finally adopted.

**Carried with Councillor Theos opposed**

**13. ADJOURNMENT**

**Moved By** Frisch

**Seconded By** McCollum

THAT the meeting now adjourn at 6:33 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 15<sup>th</sup> day of March, 2021**

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**Mayor**