

**Minutes of a Regular Council Meeting**

**Meeting #:** R23/2021  
**Date:** November 29, 2021  
**Time:** 4:04 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay and via video/audio conference

**Attending:**

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

**Staff:**

G. Garbutt, CAO  
J. Nelson, Director of Financial Services, via video/audio conference  
K. O'Connell, Director of Corporate Support Services  
S. Saunders, Director of Recreation, Culture & Community Services via video/audio conference  
K. Shaw, Director of Public Works Services  
R. Wyka, Manager of Finance, via video/audio conference  
A. Berard, Manager of Financial Planning, Payroll & Business Performance, via video/audio conference  
N. Borecky, Manager of Information Systems, via video/audio conference  
B. Brooks, Engineering Technologist - Utilities  
R. Matthews, Deputy Corporate Officer

The Mayor respectfully acknowledged the lands on which the meeting was conducted is the Unceded traditional territory of the K'ómoks First Nation.

**1. ADOPTION OF MINUTES**

**1.1 Adopt November 15<sup>th</sup>, 2021 Regular Council meeting minutes (0570-03)**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

THAT the November 15<sup>th</sup>, 2021 Regular Council meeting minutes be adopted.  
**Carried**

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 Signing Authority Amendment (1940-01)

Moved By Hillian

Seconded By Frisch

THAT based on the November 29<sup>th</sup>, 2021 Staff Report “Signing Authority Amendment”, Council approves the following individuals to be authorized as signing authorities for the City of Courtenay in regard to the following:

1. **all banking, investment and financial transactions:**

Robert Wells, Mayor

William Cole-Hamilton, Councillor

David Frisch, Councillor

Douglas Hillian, Councillor

Melanie McCollum, Councillor

Wendy Morin, Councillor

Emmanuel Theos, Councillor

Geoff Garbutt, Chief Administrative Officer

Kate O’Connell, Director of Corporate Support Services

Renata Wyka, Manager of Finance and or Acting Director of Financial Services

Annie Berard, Manager of Financial Planning, Payroll and Business Performance

Wendy Sorichta, Corporate Officer

Rayanne Matthews, Deputy Corporate Officer

1. **land disposition, acquisition, and land title related documents - after statutory and/or Council requirements have been satisfied:**

Director Responsible for Engineering

Director Responsible for Development Services

Manager Responsible for Legislative Services

Deputy Corporate Officer

**1. grant applications**

Director Responsible for Engineering  
Director Responsible for Public Works Services  
Director Responsible for Recreation, Culture and Community Services; and,

THAT the Chief Administrative Officer, the Director of Financial Services, and the Director of Corporate Support Services, the Corporate Officer, and the Deputy Corporate Officer be designated as signing authorities for all documentation, including but not limited to financial documentation, land agreements, grant applications, and other agreements in accordance with, and as necessary to conduct City business.

**Carried**

**4.1.2 Appointment - Chief Financial Officer (0155-01)**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

THAT in accordance with Section 149 of the *Community Charter*, Renata Wyka, Acting Director of Financial Services be appointed as the Acting Chief Financial Officer until such time as the recruitment process for a new Director of Financial Services is completed and the successful candidate has been appointed as Chief Financial Officer.

**Carried**

**4.1.3 Lease Assignment for Lot 4, 100-20<sup>th</sup> Street - Courtenay Airpark (2380-30)**

**Moved By** Cole-Hamilton  
**Seconded By** McCollum

THAT based on the November 29<sup>th</sup>, 2021 staff report “Lease Assignment Agreement for Lot 4, 100-20th Street - Courtenay Airpark”, Council adopt OPTION 1 and authorize the attached lease addendum between Sealand Flight Inc. (Inc.590714), Andreas Ruttkiewicz dba: Airspeed High Utralights, and the City of Courtenay for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 4 on Plan VIP64872.

**Carried**

**4.2 Public Works Services**

**4.2.1 Lake Trail Road Pedestrian Infrastructure Options (5420-02)**

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

THAT Council direct staff to design an active transportation facility in 2022 that meets B.C. Active Transportation (BCAT) grant funding requirements, and to further submit an application to BCAT funding once the design is complete.

**Carried**

**4.2.2 Solid Waste Service - Cost of Service Review (5360-20)**

**Moved By** Frisch  
**Seconded By** Morin

THAT based on the November 29, 2021 staff report “Solid Waste Cost of Service Review”, Council approve Option 1:

THAT Council direct Staff to remove multi-residential apartment and condo (complexes only) and Institutional, Commercial, and Industrial customers from the City of Courtenay solid waste collection service;

THAT Council direct Staff to provide notification of the discontinuation of solid waste collection services as of October 31, 2022 to all multi-residential apartment and condo (complexes only) and Institutional, Commercial, and Industrial customers; and,

THAT Bylaw No. 2244 City of Courtenay Refuse Materials Collection, Removal and Regulation and Bylaw No. 3022 City of Courtenay Fees and Charges - Solid Waste and Recycling be amended to reflect these changes.

**Carried**

**4.2.3 Solid Waste Service - Request for Proposal (5360-02)**

**Moved By** McCollum  
**Seconded By** Frisch

THAT based on the November 29, 2021, 2021 staff report “Solid Waste Service Request for Proposal” Council approve Option 1:

THAT Council direct Staff to issue a Request for Proposal to solicit proposals for a 3 stream curbside collection service, for a five year contract with the provision for a five year extension; and,

THAT Council direct Staff to seek a memorandum of understanding between the City of Courtenay and the Town of Comox and Village of Cumberland to undertake this joint Request for Proposal with legal fees to be apportioned based on service population.

**Carried**

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

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

**6.1 Parks and Recreation Advisory Commission Meeting Minutes - September 3, 2020 & October 7, 2021**

**Moved By** Hillian

**Seconded By** Frisch

THAT the Parks and Recreation Advisory Commission meeting minutes for September 3, 2020 & October 7, 2021 be received for information.

**Carried**

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

**7.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton reviewed his attendance at the following event on November 28<sup>th</sup>:

- *Community Substance Use Strategy Co-Launch with 'Walk with Me' (WWM)* event (WWM is a Comox Valley Art Gallery community action research project focused on addressing the human dimensions of the toxic drug poisoning crisis). This event marked the launch of the Community Substance Use Strategy Committee's Phase One Report.

**7.2 Councillor Frisch**

Councillor Frisch reviewed his attendance at the following event:

- “The Junction” (988 - 8<sup>th</sup> Street) Community Advisory Committee meeting

**7.3 Councillor Hillian**

Councillor Hillian reviewed his attendance at the following event:

- Community to Community Forum hosted in partnership with K’ómoks First Nation and Comox Valley Regional District

**7.4 Councillor Morin**

Councillor Morin mentioned that the Comox Valley Arts has begun their Community Arts Roundtables; upcoming sessions and schedule can be found on the Comox Valley Arts website.

**7.5 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- 2021 Housing Central Conference hosted by BC Non-Profit Housing Association (BCNPHA)
- Comox Valley Chamber of Commerce Leaders meeting re: housing
- Tree Lighting Ceremony at *Moonlight & Magic* event in Downtown Courtenay
- North Island College meeting re: their new craft brewery and chef program
- Community to Community Forum hosted in partnership with K’ómoks First Nation and Comox Valley Regional District
- Town of Comox Tree Lighting Ceremony
- *Community Substance Use Strategy Co-Launch with ‘Walk with Me’ (WWM)* event (WWM is a Comox Valley Art Gallery community action research project focused on addressing the human dimensions of the toxic drug poisoning crisis)

**8. RESOLUTIONS OF COUNCIL**

**8.1 Councillor Cole-Hamilton - Amenity Contributions & Development Variance Permits**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

WHEREAS the impact of growth and development imposes a special burden on the demand for amenities, particularly affordable housing; and,

WHEREAS the City's development variance permitting process does not currently identify or include amenity contribution requirements or options; and,

WHEREAS the basic premise of amenity packages is that the increased value conveyed with development variance permits should be shared between the community and the applicant.

THEREFORE BE IT RESOLVED that staff be directed to negotiate amenity contributions as part of the development variance permit application process.

**Carried**

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**

**11. NEW BUSINESS**

**11.1 Change to December 2021 Council Meeting Schedule**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

WHEREAS the December 20<sup>th</sup>, 2021 Council meeting is scheduled during the 2021 holiday season;

THEREFORE BE IT RESOLVED that the December 20<sup>th</sup>, 2021 Council meeting be cancelled with the next regular Council meeting scheduled in year 2022.

**Carried**

**12. BYLAWS**

**13. ADJOURNMENT**

**Moved By** McCollum

**Seconded By** Frisch

THAT the meeting now adjourn at 5:18 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Deputy Corporate Officer**

**Adopted this 6<sup>th</sup> day of December, 2021**

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**Mayor**