

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

**Date:** August 17, 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*

**Amended Agenda**

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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<b>1. ADOPTION OF MINUTES</b>	
1.1 Adopt August 4th, 2020 Regular Council meeting minutes	7
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. DELEGATIONS</b>	
3.1 Home Occupation Business and Possible Amendments to City Bylaws	
Presentation Facilitated By:	
• Lisa Christensen, Business Owner, Sirius Beauty Dog Spa	
• Lori Ball, President, Comox Valley Home Based Business Association	
3.1.1 Example Brochure - Village of Cumberland	13

3.2 Electric Vehicle Charging Infrastructure - Natural Resources Canada (NRCAN)  
Grant Proposal

Presentation Facilitated By:

- Randy Chatterjee, Comox Valley Electric Vehicle Association
- Helen Boyd, Comox Valley Nurses for Health and the Environment
- Lindsay Eason, EmotiveBC and Global Affinity Communications

3.2.1 Request for Letter of Support for a Comox Valley Zero-Emission  
Vehicle Awareness Campaign 21

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4.1.2 Consideration of the 2019 Annual Municipal Report pursuant to  
Section 99 of the Community Charter 83

4.2 Financial Services

4.2.1 Consideration of 2021 Permissive Property Tax Exemptions 143

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

5.1 Correspondence - Minister Claire Trevena, Ministry of Transportation and  
Infrastructure Re: 5th Street Bridge Rehabilitation Project - Funding Assistance 161

5.2 Correspondence - Union of BC Municipalities (UBCM) Application for  
2020 Community Excellence Awards - Operationalizing Asset Management 163

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

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

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 Councillor Hillian Resolution - Assertive Community Treatment (ACT) Team

That the City write to Island Health and the provincial government requesting that an Assertive Community Treatment (ACT) team be implemented in the Comox Valley to enhance mental health outreach and crisis intervention services.

- 8.2 Rise and Report - Chief Administrative Officer (CAO) Recruitment - PFM Executive Search

From the June 11<sup>th</sup>, 2020 Closed (Restricted In Camera) Meeting - Council Rises and Reports as follows:

*"That Council commence a formal executive search process to hire a Chief Administrative Officer (CAO) for the City of Courtenay;*

*That based on quotes received from two professional executive search consulting firms, that PFM Executive Search be awarded the contract to provide executive recruitment services for the City's CAO search;*

*That the costs for these services be funded through the Human Resources Management Consulting budget; and,*

*That subject to approval of the terms of the consulting agreement that Council rise and report at a future open meeting as deemed appropriate by staff."*

8.3 Councillor Cole-Hamilton Resolution - Nomination to the 2020 Union of BC Municipalities (UBCM) Executive

That City of Courtenay Mayor and Council endorse Councillor Will Cole-Hamilton's candidacy for the position of "Director at Large" on the Union of British Columbia Municipalities (UBCM) Executive; and,

That Council provide a letter addressed to "UBCM Members" in support of Councillor' Cole-Hamilton's run for the UBCM Executive office prior to the September 2020 election.

8.4 In Camera Meeting

That a Special In-Camera meeting closed to the public will be held August 17<sup>th</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.

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**

10.1 Councillor Morin - Home Occupation Business

Whereas the onset of COVID-19 has created significant challenges for local businesses, and in some cases, has contributed to their permanent closures; and

Whereas businesses are adapting to these challenges by reducing costs such as rent by working from home, and the City's zoning bylaw is considered restrictive in the types of allowable home occupations, particularly in relation to other local jurisdictions; and

Whereas the City of Courtenay has joined with other local governments to implement a COVID-19 economic recovery task force, and has identified economic growth as a strategic priority;

Therefore be it resolved that Council expand support of small business by directing staff to look at options for an amendment to the zoning bylaw to expand permitted home occupations to include (but is not limited to) hairdressing, dog grooming, counselling, massage, and acupuncture; and other such businesses that do not create additional noise and parking challenges.

10.2 Councillor McCollum - Air Quality - Wood Burning

Whereas, the impact of wood smoke to local air quality and health is a major concern in our community; and

Whereas, the proper storage of wood and operation of a wood burning appliance significantly reduces the negative impacts on local air quality;

Therefore be it resolved, that Council direct staff to prepare a report to consider options for a bylaw to address nuisance wood burning and ensure responsible storage of wood and operation of wood burning appliances.

11. **NEW BUSINESS**

11.1 Council Appointment to "The Junction" Community Advisory Committee

**Staff Note:** In response to the Comox Valley Better at Home and Comox Valley Kiwanis Village's delegation to Council on June 8<sup>th</sup>, 2020; to select a Council liaison to work with the Kiwanis Village elders and participate in "The Junction" Community Advisory Committee meetings.

12. **BYLAWS**

13. **ADJOURNMENT**

