

THE CORPORATION OF THE CITY OF COURTENAY

NOTICE OF SPECIAL COUNCIL MEETING

*We respectfully acknowledge that the land on which we gather is the
unceded traditional territory of the K'ómoks First Nation*

DATE: Monday, November 09, 2020

PLACE: City Hall Council Chambers via video/audio conference
Livestream link: Available shortly before the meeting start time on the
[City of Courtenay's YouTube Channel](#) located on the 2020 Council Meeting Agendas,
Minutes & Videos page, City of Courtenay website: www.courtenay.ca

TIME: 4:00 p.m.

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 be prohibited 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.

AGENDA

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

Pg #

1.00 EXTERNAL REPORTS AND CORRESPONDENCE

- 1 Correspondence - Deputy Minister, Municipal Affairs and Housing Re: COVID-19 Safe Restart Grant for Local Governments - City of Courtenay Awarded Grant Funding
- 5 Correspondence - Assistant Deputy Minister, Ministry of Finance
(In response to the City's 2020 UBCM Minister Meeting Re: Property Transfer Tax (PTT), Provincial Sales Tax (PST) and Liquor Tax (LT) Revenues Redistribution)
- 7 Correspondence - Deputy Minister, Ministry of Municipal Affairs and Housing
(In Response to the City's 2020 UBCM Minister Meeting Re: Affordable and Co-Op Housing Initiatives, and Supports for People Experiencing Homelessness)

2.00 INTERNAL REPORTS AND CORRESPONDENCE

- 9 Briefing Note - COVID-19 Safe Restart Grants for Local Governments

3.00 RESOLUTIONS OF COUNCIL

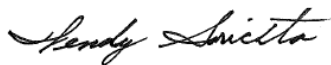
That a Special In-Camera meeting closed to the public will be held November 9th, 2020 at the conclusion of the Special Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 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;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

4.00 NEW BUSINESS

- 15 Notice of Service Review - Town of Comox Re: Comox Valley Regional District (CVRD) Economic Development Service
- 17 Royal LePage - Request for Use of City Facility as a Temporary Site for the 2020 Sharing the Christmas Spirit Hamper Program

5.00 ADJOURNMENT



Wendy Sorichta
Corporate Officer

Posted November 6th, 2020



November 2, 2020

Ref: 257671

David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear David Allen:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Courtenay** is the recipient of a **\$4,149,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an “adjusted per-capita” amount. The flat amount is \$169,000, and the “adjusted per-capita” amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **27,533** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Jennifer Nelson, Chief Financial Officer, City of Courtenay

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge

Population	43,000
Adjusted Per Capita Funding	\$308.34 per adjusted population
Flat Funding Amount	\$169,000

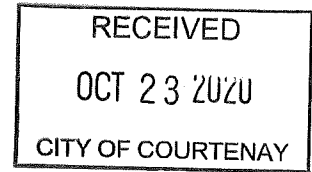
Funding model

A		B				
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
				Per capita funding		\$308.34 H
				Funding per Adjusted Pop		4,840,938 I=GxH
				Flat Funding Amount		169,000 J
				Total Funding Amount		5,009,938 K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>



October 14, 2020

395392

His Worship Mayor Bob Wells
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear Mayor Wells:

It was a pleasure to speak with you and your delegation at the 2020 Union of British Columbia Municipalities (UBCM) convention. I appreciated the opportunity to learn more about the challenges and opportunities in your region and thank you for providing the briefing material summarizing the issues you wished to discuss.

We discussed the concerns that Courtenay has regarding the delivery of services that have not typically been a municipal responsibility and the need for corresponding revenue sources. You pointed to homelessness and encampments, escalating costs of essential services and the financial impacts of COVID-19 as examples of issues that are putting financial pressures on the City.

On September 17, 2020, the Province released *Stronger BC for Everyone: BC's Economic Recovery Plan*. This plan includes direct investments in community infrastructure and federal and provincial funding to help B.C. communities address other local challenges impacted by COVID-19.

Now that we are in the election period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming Minister.

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**Ministry of
Finance**

Office of the
Assistant Deputy Minister
Policy and Legislation
Division

Mailing Address:
PO Box 9547 Stn Prov Govt
Victoria BC V8W 9C5
www.gov.bc.ca/fin

Location Address:
Room 105
617 Government Street
Victoria BC

I would like to thank your delegation for the meeting.

Sincerely,

A handwritten signature in cursive script that reads "Tara Richards".

Tara Richards
Assistant Deputy Minister
Policy and Legislation Division
Ministry of Finance



October 27, 2020

Ref: 256885

His Worship Mayor Bob Wells
and Members of Council
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear Mayor Wells and Councillors:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I am writing to acknowledge the topics raised during your conference call, which included the City of Courtenay's commitment to municipal affordable and co-op housing initiatives, and community feedback received on The Junction supportive housing development.

Regarding The Junction, I appreciate there may be community concerns when people see increasing homeless encampments and people sheltering outdoors in their community. This is a challenging time for everyone, and Ministry of Municipal Affairs and Housing staff have been working across ministries and with health authorities to ensure there is a standard for wrap-around supports for people in shelters, and temporary and supportive housing—including those with addictions, health and mental health needs. Partnering to create more permanent supportive housing has been a priority and, as discussed on the call, there are opportunities to partner with BC Housing through the Building BC: Supportive Housing Fund and Women's Transition Housing Fund, subject to the direction of a new government. I also encourage the City to connect with the Co-operative Housing Federation of BC regarding assistance to establish new housing co-ops through the Community Land Trust and its available funding programs.

If you have any specific questions about the Building BC: Supportive Housing Fund, Women's Transition Housing Fund or the Community Land Trust, I encourage you to contact Malcom McNaughton, Regional Director, Development on Vancouver Island, BC Housing, by telephone at: 778 452-2744, or by email at: mmcnaughton@bchousing.org.

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His Worship Mayor Bob Wells
and Members of Council
Page 2

I was interested to hear from ministry staff that you raised the topic of tiny homes. You also noted it can be challenging to build functional tiny homes to the standards required by the British Columbia Building Code and that you would like to see changes to it. Tiny homes are certainly one option to help your community access safe and affordable housing. The British Columbia Building Code has no limit on how small a house can be built, provided it meets the minimum standard for the protection of people and the protection of the environment.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaye Krishna', followed by a long horizontal flourish.

Kaye Krishna
Deputy Minister

pc: Malcom McNaughton, Regional Director, Development on Vancouver Island, BC Housing
Trevor Kushner, Interim Chief Administrative Officer, City of Courtenay



BRIEFING NOTE

To: Council
From: Chief Administrative Officer (Interim)
Subject: COVID-19 Safe Restart Grants for Local Governments

File No.: 1970-02
Date: November 9, 2020

BACKGROUND:

As a result of the COVID-19 outbreak, the City of Courtenay continues to experience negative financial impacts in 2020 and expects this to continue into 2021 and potentially beyond. Other sources of revenue that the City relies on besides taxation have been impacted, such as recreation revenue, gaming funds, and interest earnings. The City is also impacted by additional cost pressures related to modifying facilities, providing additional sanitation, signage, etc. to comply with health and safety requirements.

Since the pandemic began Council and staff have made every effort to maintain operations within the current 2020 operating budget which has been extremely challenging.

DISCUSSION:

The COVID-19 pandemic continues to strain the City's finances today and into the future. On November 2, 2020 the City of Courtenay received notification from the Ministry of Municipal Affairs and Housing that Courtenay will be receiving a **\$4,149,000** grant under the COVID-19 Safe Restart Grant for Local Governments funding stream.

This funding stream is part of the joint Federal/Provincial funding to support local government and will provide up to \$425 Million for local government operations impacted by COVID-19. This funding will support local governments facing increased operating costs and lower revenues due to COVID-19.

Eligible costs for the funding include:

- Addressing revenue shortfalls;
- Facility reopening and operating costs;
- Emergency planning and response costs;
- Bylaw enforcement and protective services like fire protection and police;
- Computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- Services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- Other related costs

City staff will incorporate potential options into the 2021-2025 Financial Planning process for Council consideration in the early new year.

Annual auditing and reporting under Section 167 of the *Community Charter* will apply to the use of these funds.

Respectfully Submitted,



Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachment: November 2, 2020 Letter from Deputy Minister, Ministry of Municipal Affairs and Housing



November 2, 2020

Ref: 257671

David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear David Allen:

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If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

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Sincerely,



Kaye Krishna
Deputy Minister

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pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Jennifer Nelson, Chief Financial Officer, City of Courtenay

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TOWN OF COMOX

OFFICE OF THE MAYOR

October 30, 2020

File No: 0114

To the Comox Valley Regional District Board, the participants of the Comox Valley Regional District Economic Development Service, and the Minister of Municipal Affairs and Housing Selina Robinson:

The Town of Comox wishes to officially request, under section 357(2) of the Local Government Act, a service review of the Comox Valley Regional District Economic Development Service.

Economic development has become an increasingly divisive topic within the Comox Valley Regional District (CVRD), and has led to a fraying of relationships as different members desire to pursue different development paths. The service delivery vehicle, the Comox Valley Economic Development Society (CVEDS), has been the subject of repeated criticism and questioning of their ability to undertake economic development as well as operate in a transparent and effective manner. These discussions have come at the expense of economic development work in the Comox Valley, resulting in slow progress and building confusion on the de jure and de facto governance model.

Representatives within the service have, in good faith, participated in a number of exercises to reach agreement between service members including participating in contract negotiations with CVEDS, forming a liaison committee, and participating in the recent two day strategic planning session. These steps have not created a more harmonious situation and instead has, in part, led to numerous CVEDS board resignations.

Comox wishes to initiate this service review to examine the current governance model, as well as provide options for repair of the service, Comox's withdrawal, or the dissolution of the regional service, given the differing views.

Through this process it is important to remember that our region works collaboratively and constructively in many services. These services are discussed and delivered in a positive manner, where conversation and disagreement are understood and welcomed. Continued participation in a regional economic development model seems destined to pull us apart rather than unite us. It is time to discuss formally whether we would all be bettered served with a different structure of this regional function.

Sincerely,

Russ Arnott,
Mayor
Town of Comox

cc: Minister Selina Robinson, Minister of Municipal Affairs and Housing
Bob Wells, Mayor, City of Courtenay
Edwin Grieve, Director, Area C, Comox Valley Regional District
Daniel Arbour, Director, Area A, Comox Valley Regional District
Arzeena Hamir, Director, Area B, Comox Valley Regional District
Russell Dyson, Chief Administrative Officer, Comox Valley Regional District
Trevor Kushner, Chief Administrative Officer, City of Courtenay
Jordan Wall, Chief Administrative Officer, Town of Comox

November 3, 2020

Courtenay City Hall
830 Cliffe Ave.
Courtenay, BC, V9N 2J7

RE: SHARING THE CHRISTMAS SPIRIT HAMPER PROGRAM

To Honorable Mayor Bob Wells,
Councillors: Wendy Morin, Melanie McCollum, Manno Theos, David Frisch, Doug Hillian, and Will Cole-Hamilton:

Preamble:

In short, this is the first time in our 31 years running this program as a non-profit society, when by this date, we've still not found an adequate space to 'stage' and warehouse the full hampers as sponsors bring them in the weeks prior to the Christmas week delivery day. We're asking if the Honorable Mayor and Councillors would consider our request to have use of one of the City of Courtenay's facilities, appropriate to our needs—3000 s.f. (minimum, tight)-5000 s.f.: ground floor, reasonably open space—for the month of December 2020. We can start as late as Dec 7, and be finished by Dec 31.

History:

The program was initially started by Tucky Schellinck, whose husband was the first (?) principal of Vanier Secondary High School. She did the program out of the basement of her home 7/24, 365... When she no longer was able to, my predecessors at Block Bros. in 1989, took the concept and turned it into a once-a-year Christmas time hamper program. The program was subsequently run through the administration of Coast Realty then Royal LePage (RLP). In the last few years, we've provided hampers to 100 singles, and 450 families, for a total of 550 recipients each year at Christmas.

Process:

At the beginning of November, we open up the "Hamper Hotline" phones whereby families and individuals in need may, in confidence, ask to be put on our list of hamper recipients. As well, sponsors phone in to offer to take on one (or more) families, or in some cases, money or goods/services in kind. We have close to 1300 snap-lid totes, which we provide—minimum 2 per family—to sponsors to use to fill with the pre-established list of 21 dry goods, prezzies for the kids, plus \$40 (per family) they provide us separately, used to purchase fixin's for Christmas dinner. With each hamper worth about \$50/person, we value the total of all filled hampers at over \$100,000 which is received by those most in need in our community. This just shows the incredible support from the community we have, year after year, having garnered their respect and appreciation in helping the needy at this special time of year.

Timing/Space:

Filled hampers start arriving the first week of December, and with 550 families/individuals in total, this amounts to 1300+ full totes, not counting the 550 food bins containing the Christmas dinner/perishables we prepare in the last few days prior to delivery day. We need a minimum of 3000 s.f., 4000-5000 s.f. is better; lockable/secured (given the value of the hampers and their contents), reasonably open, ground floor, to organize and layout prior to delivery day, which this year is December 22. Volunteers from the community know from our newspaper and radio ads to arrive with vehicles on the morning of December 22, to pick up and deliver in person to each of the families in time for Christmas Day.

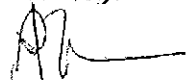
Insurance, Financial Assistance

We obtain and provide proof of \$5,000,000 liability insurance. Optimally, we like to have the space donated rent-free, and free utilities. As a non-profit, we are penny pinchers. Having said that, we will pay a reasonable amount, be it a token rent, or all of the utilities, understanding we're non-profit. Additionally, this year we will observe all Covid-19 protocols.

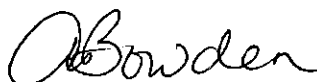
In Conclusion:

We always leave the donated space at least as clean as provided, usually cleaner. Many of our core volunteers—some who've been involved since the beginning!!!—are very dedicated and current or ex-military, so the whole operation is organized, systematic, efficient, and always with the awareness of whom the main beneficiaries are: 550+/- needy families.

Sincerely:



Rob Phillips
Co-ordinator, Director



Annette Bowden
Treasurer, Director

