

# THE CORPORATION OF THE CITY OF COURTENAY

## NOTICE OF COMMITTEE OF THE WHOLE MEETING

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

### Changes to Council Meetings Due to Coronavirus COVID-19 Pandemic

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 Local Government Meetings & Bylaw Process COVID-19; has implemented changes to its open Council meetings.**

**In the interest of public health and safety, public in-person attendance at Council meetings will be prohibited until further notice. Council meetings will be presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff. Meetings are available for viewing via live web streaming or video recording on the City of Courtenay website.**

**DATE:** Monday, March 30, 2020  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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## AGENDA

### K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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#### 1.00 STAFF REPORTS/PRESENTATIONS

##### (a) CAO and Legislative Services

1. Connect Warming Centre - Extend Licence to Occupy Agreement - City Owned Premises at 685 Cliffe Avenue

#### Staff Note:

At its January 6<sup>th</sup>, 2020 regular meeting, Council resolved to enter into a licence of occupation with the Comox Valley Transition Society for the temporary operation of a seasonal warming centre in the north side of the City owned building located at 685 Cliffe Avenue for the period of January 6<sup>th</sup> to March 31<sup>st</sup>, 2020.

#### Suggested motion:

“That the correspondence dated March 9<sup>th</sup>, 2020 from the Comox Valley Coalition to End Homelessness (CVCEH) requesting a one-year lease renewal of the Connect Warming Centre and continued in-kind support from the City of Courtenay be received for information;

That the terms and renewal of the January 6<sup>th</sup>, 2020 Connect Warming Centre Licence to Occupy agreement between the Comox Valley Transition Society (Licensee) and the City of Courtenay (Licence) for use of the north side of the City owned premises located at 685 Cliffe Avenue (legal description PID: 006-102-930, Lot 3, Section 61 Comox District Plan VIP3817) be temporarily extended until the 30<sup>th</sup> day of June, 2020, pursuant to section 3 of the agreement;

That staff provide public notice to satisfy the statutory advertising requirements for the provision of assistance and disposition of City lands per Section 24 of the *Community Charter*;

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the interim extended terms and renewal of the Licence to Occupy agreement; and,

That the request made by the CVCEH for a **one-year lease with option for renewal** and continued in kind-support from the City be considered at a future Council meeting as deemed appropriate by staff.”

## **2.0 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

1. Verbal Update - Public Washrooms and Shower Facilities for Vulnerable Citizens - Coronavirus COVID-19 Pandemic

## **3.0 NEW BUSINESS**

- 3 1. Comox Valley Coalition to End Homelessness - Request for Emergency Funding to Support Response Efforts to the Coronavirus COVID-19 Pandemic

### **Suggested motion:**

“That the correspondence dated March 23<sup>rd</sup>, 2020 from the Comox Valley Coalition to End Homelessness (CVCEH) requesting emergency support for frontline agencies responding to the needs of citizens who are homeless, precariously housed or otherwise marginalized during the COVID-19 pandemic be received for information;

That Council immediately approves the release of \$17,500 in emergency COVID-19 funding for disbursement to support agencies by the CVCEH identified in their March 23<sup>rd</sup>, 2020 letter in the allocated amounts as follows:

- Comox Valley Care-a-van: \$5,000
- LUSH Valley Food Action Society: \$5,000
- Comox Valley Food Bank: \$5,000
- Comox Valley Transition Society: \$2,500; and,

That the \$17,500 contribution to the CVCEH’s COVID-19 emergency pandemic response be funded from provincial gaming funds.”

- 5        2.        LUSH Valley Request for Commercial Kitchen Space to Provide Emergency Food Programs During the Coronavirus COVID-19 Pandemic

**Suggested motion:**

“That the correspondence dated March 25<sup>th</sup>, 2020 from LUSH Valley Food Action Society requesting Council’s support to provide a facility with commercial kitchen space to operate an emergency food program during the Coronavirus COVID-19 pandemic be received for information; and,

That Council direct staff to work with LUSH Valley to immediately investigate suitable options for the temporary use of a City owned facility with adequate kitchen space to provide urgently needed food programs to vulnerable citizens during the Coronavirus COVID-19 emergency.”

3.        Modified Council Meeting Schedule - Coronavirus COVID-19 Pandemic

**Suggested motion:**

“That based on the recommendations made by provincial and federal health authorities to maintain physical distancing and restrict public gatherings as prevention measures related to the spread of the Coronavirus COVID-19; and, as administered by extraordinary powers declared under the provincial state of emergency through the *Emergency Program Act*;

That Council cancel the following scheduled meetings:

- April 27<sup>th</sup>, 2020 Committee of the Whole
- May 25<sup>th</sup>, 2020 Committee of the Whole; and,

That Council continues with the regular Council meeting schedule during the Coronavirus COVID-19 pandemic in accordance with *City of Courtenay Council Procedure Bylaw No. 2730, 2013*, with the following modifications:

- That Council conduct electronic meetings as provided by the conditions set out in subsection 128 (2) of the *Community Charter* and Section 9 (a) of Council Procedure Bylaw No. 2730, which states:  
“A *special meeting may be conducted by means of electronic or other communication facilities*”
- That Council meetings be posted and made available to the public via live web streaming on the City of Courtenay’s website at [www.courtenay.ca](http://www.courtenay.ca)
- That in recognition of limited staff capacity and available internal and external resources during the COVID-19 pandemic, Council meeting agendas may be adjusted but not limited to priority, statutory, essential or critical functions and services
- That meeting dates and start times be temporarily amended to commence at **1:00 p.m. every Monday of the month** except when:
  - a) the said Monday is a holiday, in which case Council may meet at the regularly scheduled time on the next day following the holiday, (if required)
  - b) Council resolves to meet on subsequent days (if required)
- That the meetings may be cancelled if there are no matters for Council to resolve and that notice of cancellation is provided per Section 17 of Council Procedure Bylaw No. 2730
- That Council meetings under the modified scheduled be limited to a maximum of 2 hours; and,

- That the modified Council meeting schedule for the Coronavirus COVID-19 pandemic be effective immediately and may be subject to change:
  - a) as directed under the authority of the provincial or federal governments through the *Emergency Program Act* or *Emergencies Act Canada*
  - b) until such time as the provincial state of emergency for the COVID-19 pandemic has been lifted and local governments may resume regular operations, or
  - c) by resolution of Council.”

#### **4.00 ADJOURNMENT**