

**Minutes of a Committee of the Whole meeting held Monday, March 30, 2020 at 4:00 p.m. in the City Hall Council Chambers.**

**Attending:**

**Mayor:** B. Wells  
**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:**

D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO via video/audio conference  
W. Sorichta, Manager of Legislative & Corporate Administrative Services  
T. Kushner, Deputy CAO  
I. Buck, Director of Development Services via video/audio conference  
D. Snider, Director of Recreation and Cultural Services via video/audio conference  
E. Gavelin, Network Technician via video/audio conference

**.01**  
MAYOR'S  
STATEMENT -  
CHANGES TO OPEN  
COUNCIL MEETINGS -  
CORONAVIRUS  
COVID-19  
EMERGENCY &  
MINISTERIAL ORDER  
NO. M083

Due to the Coronavirus COVID-19 emergency, effective immediately, 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.

**1.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
CONNECT WARMING  
CENTRE - EXTEND  
LICENCE TO OCCUPY  
AGREEMENT - CITY  
OWNED PREMISES AT  
685 CLIFFE AVENUE

Moved by Cole-Hamilton and seconded by McCollum 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.

**Carried**

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

**.02**

VERBAL UPDATE -  
PUBLIC WASHROOM  
AND SHOWER  
FACILITIES FOR  
VULNERABLE  
CITIZENS -  
CORONAVIRUS  
COVID-19 PANDEMIC

Trevor Kushner, Deputy CAO, provided a verbal update to Council regarding the washroom facility operations established for public use during the Coronavirus COVID-19 pandemic. In response to Council's request to extend the current hours of operation for the two facilities located at the Sid Williams Theatre Plaza - 442 Cliffe Avenue and Simms Millennium Park - 50 - 5<sup>th</sup> Street) by 4 hours (7:00 a.m. to 11:00 p.m. daily), Mr. Kushner advised Council that the total operating and maintenance cost would be \$1,000 per day; and, that staff is investigating cost recovery options through Emergency Management BC.

Dave Snider, Director of Recreation and Cultural Services provided information to Council regarding options to provide shower facilities for vulnerable citizens during the Coronavirus COVID-19 pandemic.

The proposed facility, located at the south west side of the Lewis Centre, 489 Old Island Highway, provides external access to one male and one female single shower facility. The Comox Valley Transition Society agreed to provide an attendant to support users and preserve physical distancing and safety protocols. The shower facilities would operate Monday to Friday, 7:30 a.m. - 11:30 a.m., with maintenance provided by City staff.

Moved by McCollum seconded by Cole-Hamilton that Council receive the information presented by Trevor Kushner, Deputy CAO, and Dave Snider, Director of Recreation and Cultural Services, regarding public washroom and shower facilities established for use by the public and vulnerable citizens related to the Coronavirus COVID-19 pandemic.

**Carried**

**New Motion:**

Moved by Hillian and seconded by McCollum that Council direct staff to proceed with extending the hours of operation for the washroom facilities at the Sid Williams Theatre Plaza - 442 Cliffe Avenue and Simms Millennium Park - 50 - 5<sup>th</sup> Street by 4 hours to remain open from 7:00 a.m. to 11:00 p.m. daily; and,

That Council approve the provision of shower facilities during the Coronavirus COVID-19 pandemic for vulnerable citizens on the southwest side of the Lewis Centre, 489 Old Island Highway, operated Monday to Friday, 7:30 a.m. - 11:30 a.m. with support from the Comox Valley Transition Society and maintenance provided by City staff; and,

That staff research cost saving options to operate the facilities open for public use during the Coronavirus COVID-19 pandemic and investigate cost recovery eligibility for any accrued expenses through Emergency Management BC.

**Carried**

**3.0 NEW BUSINESS**

**.01**  
COMOX VALLEY  
COALITION TO END  
HOMELESSNESS -  
REQUEST FOR  
EMERGENCY  
FUNDING TO SUPPORT  
RESPONSE EFFORTS  
TO THE  
CORONAVIRUS  
COVID-19 PANDEMIC

Moved by Hillian and seconded by Frisch 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.

**Carried**

**.02**

LUSH VALLEY  
REQUEST FOR  
COMMERCIAL  
KITCHEN SPACE TO  
PROVIDE  
EMERGENCY FOOD  
PROGRAMS DURING  
THE CORONAVIRUS  
COVID-19 PANDEMIC

Moved by Frisch and seconded by Hillian 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.

**Carried**

**.03**

MODIFIED COUNCIL  
MEETING SCHEDULE -  
CORONAVIRUS  
COVID-19 PANDEMIC

Moved by Morin and seconded by Theos 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 a subsequent day (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 schedule 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.

**Carried**

**Councillor Theos temporarily left the meeting at 4:44 p.m. due to technical difficulties with the video/audio conferencing.**

**.04**  
 LATE ITEM -  
 WEEKLY  
 TELECONFERENCE  
 MEETING FOR  
 ELECTED OFFICIALS  
 AND CHIEF  
 ADMINISTRATIVE  
 OFFICERS WITH  
 MEDICAL HEALTH  
 OFFICER - RE: COVID-  
 19 PANDEMIC

Council agreed to discuss the invitation received March 25<sup>th</sup>, 2020 from Dr. Charmaine Enns, Medical Health Officer, for local government Elected Officials and Chief Administrative Officers to participate in weekly teleconference calls with Dr. Enns hosted every Tuesday for the next six weeks commencing March 31<sup>st</sup>, 2020.

The teleconference meeting, established for the purpose of discussing the COVID-19 pandemic, will allow each local government to present a question to the medical health officer specific to their jurisdiction.

The following key points were discussed by Council:

1. Ministerial Order No. MO082 Bylaw Enforcement Officer (COVID-19) Order - Seek clarity regarding expectations how local governments can support public education and enforcement of the provincial health order.
2. Why results/statistics of Coronavirus COVID-19 cases are not given for specific communities.
3. Directive from BC Health Minister restricting social gatherings and public events greater than 50 persons – Seek clarity regarding social gatherings or public events under 50 persons; how to better educate the general public about adhering to physical distancing guidelines to combat the spread of COVID-19; and, what is the City’s role in supporting the Vancouver Island Health Authority.
4. Enhanced public messaging regarding COVID-19 testing, information on where to get tested and who is eligible to be tested

It was agreed by Council that the following two items, listed in priority sequence, be submitted on behalf of the City of Courtenay for the March 31<sup>st</sup>, 2020 teleconference meeting with the medical health officer:

1. Ministerial Order No. MO082 Bylaw Enforcement Officer (COVID-19) Order - Seek clarity regarding expectations how local governments can support public education and enforcement of the provincial health order.

2. Directive from BC Health Minister restricting social gatherings and public events greater than 50 persons - Seek clarity regarding social gatherings or public events under 50 persons; how to better educate the general public about adhering to physical distancing guidelines to combat the spread of COVID-19; and, what is the City's role in supporting the Vancouver Island Health Authority.

#### **4.00 ADJOURNMENT**

- .01** Moved by Theos and seconded by Frisch that the meeting now adjourn at 5:04 p.m.  
**Carried**

**CERTIFIED CORRECT**

---

**Corporate Officer**

**Adopted this 6<sup>th</sup> day of April, 2020**

---

**Mayor**