

R7/2020 - April 14, 2020

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Tuesday, April 14, 2020 at 1:00 p.m.

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*; implemented changes to its open Council meetings.

In the interest of public health and safety, public in-person attendance at Council meetings is prohibited until further notice. Council meetings are presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff via live web streaming and start at 1:00 p.m. during this period.

Attending:

Mayor: B. Wells

**Councillors: W. Cole-Hamilton via video/audio conference
D. Frisch via video/audio conference joined at 1:05 p.m.
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. Sorchta, Manager of Legislative & Corporate Administrative Services
T. Kushner, Deputy CAO
J. Nelson, Director of Financial Services
I. Buck, Director of Development Services via video/audio conference
D. Snider, Director of Recreation and Cultural Services via video/audio conference
N. Borecky, Manager of IT
M. Fitzgerald, Manager of Development Planning
E. Gavelin, Network Technician via video/audio conference**

1.00 ADOPTION OF MINUTES

2.00 ADOPTION OF LATE ITEMS

.01 Council agreed that a verbal update from staff regarding the COVID-19 pandemic and the City's adopted 2020 financial plan be added to the April 14th, 2020 Council agenda under section *11.00 New Business*.
LATE ITEM
VERBAL UPDATE
COVID-19 PANDEMIC
AND 2020 FINANCIAL
PLAN

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

.01 Moved by Cole-Hamilton and seconded by McCollum that the
DEVELOPMENT April 14th, 2020 staff report “Development Application Procedures
APPLICATION Bylaw Amendment No. 3003 - Alternative Process for Public
PROCEDURES BYLAW Information Meetings”, be received for information.

AMENDMENT NO. **Carried**
3003

ALTERNATIVE Moved by Morin and seconded by Frisch that based on the April
PROCESS FOR PUBLIC 14th, 2020 staff report “Development Application Procedures Bylaw
INFORMATION Amendment No. 3003 - Alternative Process for Public Information
MEETINGS Meetings”, Council approve OPTION 1 and proceed to First, Second and
6410-00 Third Readings of “Development Application Procedures Bylaw
Amendment No. 3003 - Alternative Process for Public Information
Meetings”.

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

.01 Reports/Updates from Council Members Including Reports from
REPORTS/UPDATES Committees were deferred to the April 20th, 2020 Council meeting.

FROM COUNCIL
MEMBERS
0530-01

8.00 RESOLUTIONS OF COUNCIL

.01 Moved by Cole-Hamilton and seconded by Theos that notice is
IN CAMERA hereby given that a Special In-Camera meeting closed to the public will
MEETING be held April 14th, 2020 at the conclusion of the Regular Council Meeting
pursuant to the following sub-section 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) (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.

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01
L'ARCHE COMOX
VALLEY - REQUEST
FOR SUPPORT -
AFFORDABLE
HOUSING &
SUPPORTIVE
HOUSING INITIATIVES

Moved by Hillian and seconded by Cole-Hamilton that the correspondence received April 8th, 2020 from L'Arche Comox Valley requesting the City of Courtenay's support of their affordable and supportive housing initiatives, be received for information; and,

That staff provide a letter to L'Arche Comox Valley in support of their application for funding to Canada Mortgage and Housing Corporation (CMHC) to build a housing complex that will provide affordable residential suites for adults with developmental disabilities and for low-income seniors.

Carried

.02
VERBAL UPDATE
COVID-19
PANDEMIC
AND 2020
FINANCIAL PLAN

David Allen, Chief Administrative Officer, provided a verbal update to Council regarding actions taken by staff to provide business continuity, essential service delivery and critical staffing levels during COVID-19.

In anticipation of potential impacts to the City's 2020 financial plan, Mr. Allen reported that the City has a lean budget with a capital plan that relies very little on general taxation revenue. The organization is currently operating at critical staffing levels that do not allow for much leeway to make changes to the adopted financial plan without significant challenges and implications to the City.

Mr. Allen advised that staff would update Council again if new information becomes available or pending new instructions from the provincial and federal governments.

12.00 BYLAWS

.01
DEVELOPMENT
APPLICATION
PROCEDURES
AMENDMENT BYLAW
NO. 3003, 2020
(TO PERMIT THE USE
OF AN ALTERNATIVE
PUBLIC
INFORMATION
MEETING PROCESS IN
EXTENUATING
CIRCUMSTANCES)

Moved by Frisch and seconded by Morin that "Development Application Procedures Amendment Bylaw No. 3003, 2020" pass first, second and third reading.

Carried

.02

DEVELOPMENT
APPLICATION
PROCEDURES
AMENDMENT BYLAW
NO. 3003, 2020
(TO PERMIT THE USE
OF AN ALTERNATIVE
PUBLIC
INFORMATION
MEETING PROCESS IN
EXTENUATING
CIRCUMSTANCES)

Moved by Hillian and seconded by Morin that “Development Application Procedures Amendment Bylaw No. 3003, 2020” be finally adopted.

Carried

13.00 ADJOURNMENT

.01

Moved by Cole-Hamilton and seconded by Hillian that the meeting now adjourn at 1:24 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 20th day of April, 2020

Mayor