

Minutes of a Regular Council Meeting

Meeting #: R21/2020
Date: August 17, 2020
Time: 4:00 pm
Location: City Hall, Courtenay, BC, via video/audio conference

Attending:

Mayor:: B. Wells, via video/audio conference
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: T. Kushner, Interim CAO, via video/audio conference
W. Sorichta, Corporate Officer, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
C. Davidson, Director of Engineering Services, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
K. Shaw, Director of Public Works Services, via video/audio conference
D. Snider, Director of Recreation and Cultural Services, via video/audio conference
A. Berard, Manager of Financial Planning, Payroll and Business Performance, via video/audio conference
B. Guderjahn, Manager of Purchasing, via video/audio conference
A. Guillo, Manager of Communications, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference
D. Salmon, Acting Manager of Information Systems

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.

1. ADOPTION OF MINUTES

1.1 Adopt August 4th, 2020 Regular Council meeting minutes

Moved By Frisch

Seconded By Morin

That the August 4th, 2020 Regular Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Home Occupation Business and Possible Amendments to City Bylaws

Lisa Christensen, Business Owner, Sirius Beauty Dog Spa, and Lori Ball, President, Comox Valley Home Based Business Association, presented information for Council to consider possible amendments to the City's bylaws relating to home occupation business that would allow more types of home based businesses to operate in Courtenay.

3.1.1 Example Brochure - Village of Cumberland

Moved By Frisch

Seconded By Cole-Hamilton

That the Home Occupation Business presentation and correspondence "Example Brochure - Village of Cumberland" provided by the Comox Valley Home Based Business Association, be received for information.

Carried

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

Randy Chatterjee, Comox Valley Electric Vehicle Association (CVEVA), Helen Boyd, Comox Valley Nurses for Health and the Environment, and Lindsay Eason, EmotiveBC and Global Affinity Communications, presented information to Council about an opportunity for the CVEVA to apply for a federal grant from Natural Resources Canada (NRCAN) to help fund a zero-emission vehicle awareness campaign in our community. The delegation is proposing to invest in a public outreach and education campaign in partnership with the City that would build capacity for electric vehicle infrastructure, technology and charging stations

in Courtenay to provide alternative clean transportation options for residents and visitors.

Moved By McCollum

Seconded By Cole-Hamilton

That the presentation and materials from the Comox Valley Electric Vehicle Association for a community zero-emission vehicle awareness campaign and Natural Resources Canada - Zero-Emission Vehicle Awareness grant initiative presented in partnership with the Comox Valley Nurses for Health and the Environment and EmotiveBC and Global Affinity Communications, be received for information.

Carried

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

3.2.2 Zero-Emission Vehicle Awareness Initiative - Natural Resources Canada

Moved By Cole Hamilton

Seconded By McCollum

That the correspondence dated August 12th, 2020 from the Comox Valley Electric Vehicle Association requesting a letter of support from Council, be received for information; and,

That Council provide a letter to the Comox Valley Electric Vehicle Association in support of their grant application to the Natural Resources Canada (NRCAN) Zero-Emission Vehicle Awareness Initiative to expand electric vehicle charging infrastructure in Courtenay before the grant intake deadline of September 8th, 2020.

Carried

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 Lease Agreement Amendment for Courtenay Airpark (2380-30)

Moved By Frisch

Seconded By Hillian

That based on the August 17th, 2020 staff report “Lease Agreement Amendment for Courtenay Airpark” subsequent to the publication of notice, Council adopt OPTION 1 and authorize the attached lease between the Courtenay Airpark Association and the City of Courtenay for the property having a legal description of:

- PID: 000-892-149, Lot 1, Section 66, Comox District, Plan 14942 except any portion of the bed of the Courtenay River;
- PID: 000-892-068, Lot A, Section 66 and 67, Comox District, Plan 14521 except any portion of the bed of the Courtenay River;
- PID: 004-154-665, Lot 1, Section 68, Comox District, Plan 15512;
- Licence of Occupation, Crown License No. V933091 (Floatplane Ramp)
- Lease Area A Plan EPP99020 (Floatplane Dock); and,

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the lease.

Not voted on (Council postponed decision on the main motion by resolution)

New motion:

Moved By Hillian

Seconded By Theos

That Council postpone a decision on the main motion (OPTION 1) of the August 17th, 2020 staff report “Lease Agreement Amendment for Courtenay Airpark” until a future Council meeting as determined by staff; and,

That this item be referred back to staff to allow for a report that provides additional information about the environmental and insurance issues raised during discussion at the August 17th, 2020 regular Council meeting.

Carried

4.1.2 Consideration of the 2019 Annual Municipal Report - Pursuant to Section 99 of the Community Charter

Moved By Hillian

Seconded By Frisch

That the 2019 Annual Municipal Report be received for information; and,

That Council consider the 2019 Annual Municipal Report and any submissions from the public.

Carried

4.2 Financial Services

5:28 p.m. Councillors Hillian and Morin recused themselves citing a possible conflict of interest as Councillor Hillian is involved with one of the one of the organizations applying for the permissive tax exemption in 2020; and, Councillor Morin is employed by one of the organizations applying for the permissive tax exemption in 2020.

4.2.1 Consideration of 2021 Permissive Property Tax Exemptions (1960-20[2021])

Moved By Frisch

Seconded By McCollum

That based on the August 17th, 2020 staff report “2021 Permissive Property Tax Exemptions”, Council approve OPTION 1 as follows:

1. That Council consider the list of new applications for permissive tax exemption for 2021 as detailed on Schedule A attached;
2. That Council approve exemptions for new applications as recommended in Schedule A;
3. That Council direct staff to prepare the applicable bylaws for permissive tax exemption in 2021 based on the attached schedules A, B, C, D and E; and
4. That statutory notice of the proposed permissive exemption bylaws pursuant to Section 227 of the *Community Charter* be published for two consecutive weeks prior to final adoption of the bylaws.

Carried

5:36 p.m. Councillors Hillian and Morin returned to the meeting.

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 (0410-20 / 5335-20 / 5400-02)

Moved By Frisch

Seconded By Hillian

That the correspondence dated August 5th, 2020 from Minister Claire Trevena, Ministry of Transportation and Infrastructure, in response to the City's May 26th, 2020 letter regarding alternative funding opportunities for the 5th Street Bridge Rehabilitation project, be received for information.

Carried

5.2 Correspondence - Union of BC Municipalities (UBCM) Application for 2020 Community Excellence Awards - Operationalizing Asset Management (0390-20)

Moved By Frisch

Seconded By Hillian

That the correspondence from the Union of BC Municipalities (UBCM) regarding the 2020 Application for Community Excellence Awards - Operationalizing Asset Management, be received for information.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

7.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton participated in the following events:

- Comox Valley Drug Strategy Committee meeting
- Overdose Working Group Community Action Team meeting
- Climate Caucus Board of Directors meeting
- Climate Caucus Coordinating Committee meeting (6 Total)
- Climate Caucus Summit 2020 Facilitator
- CVRD Board meeting
- Comox Valley Sewage Commission meeting

- PACE BC Steering Committee meeting
- Meeting with Jasmine Bradet, Outreach Officer, Federation of Canadian Municipalities (FCM) Re: PACE BC
- Meeting with James Coccola, Executive Vice-President, BC Government and Service Employees Union (BCGEU) and PACE BC Steering Committee
- Meeting with Don Lidstone, Lidstone and Company, and PACE BC Steering Committee
- Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee meeting

7.2 Councillor Frisch

Councillor Frisch reviewed his attendance at the following events:

- Black Lives Matter - “Black is Beautiful” event
- Letter signing on behalf of Comox Valley Sewage Commission encouraging municipalities to use Skyrocket compost material produced as part of the Comox Strathcona Waste Management organics collection pilot project

7.3 Councillor Morin

Councillor Morin participated in the following events for the period of July 1st to August 16th:

- Drug Strategy Dialogue sessions with the Canadian Drug Policy Coalition
- Comox Valley Food Policy Council - Food Supply Disruption Subcommittee meetings (3 Total)
- Comox Valley Sewage Commission meeting (3 Total)
- Comox Valley Water Committee meeting
- Comox Valley Sports Centre Commission meeting
- CVRD Board meetings (3 Total)
- Vulnerable Populations Housing meeting
- Community Drug Strategy Committee meeting
- Climate Caucus Virtual Climate Summit 2020
- “Black is Beautiful” community dialogue event on systemic racism hosted at Cornerstone
- Communications with residents and business owners re: 5th Street road closure, home based business bylaw restrictions, nuisance residences, rodent control, medical masks, Official Community Plan (OCP) update, and proposed developments

7.4 Mayor Wells

Mayor Wells reviewed his attendance at the following event:

- Economic Recover Task Force Co-Chair meeting and presentation to CVRD

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.

Motion withdrawn

8.2 Rise and Report - Chief Administrative Officer (CAO) Recruitment - PFM Executive Search (2790-20)

Moved By Frisch

Seconded By Hillian

That Council commences 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.

Carried

8.3 Councillor Cole-Hamilton Resolution - Nomination to the 2020 Union of BC Municipalities (UBCM) Executive (0400-20)

Moved By Frisch

Seconded By Theos

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.

Carried

8.4 In Camera Meeting

Moved By Hillian

Seconded By Theos

That a Special In-Camera meeting closed to the public will be held August 17th, 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.

Carried

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

10.1 Councillor Morin - Home Occupation Business

Councillor Morin presented the following notice of motion to be considered by Council at the September 8th, 2020 regular Council meeting:

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

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 be 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

Councillor McCollum presented the following notice of motion to be considered by Council at the September 8th, 2020 regular Council meeting:

“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 - Liaison to Comox Valley Kiwanis Village Board
(0360-20)**

Moved By Theos

Seconded By Hillian

That Councillor Frisch be appointed as Council liaison to the Comox Valley
Kiwanis Village Board.

Carried

12. BYLAWS

13. ADJOURNMENT

Moved By McCollum

Seconded By Frisch

That the meeting now adjourn at 6:13 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 8th day of September, 2020

Mayor