

**Minutes of a Regular Council Meeting**

**Meeting #:** R28/2020  
**Date:** December 21, 2020  
**Time:** 4:02 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  
K. O'Connell, Director of Corporate Support Services, via video/audio conference  
E. Gavelin, Network Technician, via video/audio conference  
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference

**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 December 9<sup>th</sup>, 2020 Special Council meeting minutes (0570-03)**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

That the December 9<sup>th</sup>, 2020 Special Council meeting minutes be adopted as amended.

**Carried**

**1.2 Adopt December 10<sup>th</sup>, 2020 Special Council meeting minutes (0570-03)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

That the December 10<sup>th</sup>, 2020 Special Council meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**2.1 Comox Valley Coalition to End Homelessness (CVCEH) - Letter of Request to Use a City-Owned Facility for Temporary Overflow Emergency Shelter**

**Moved By** Morin

**Seconded By** Frisch

That the correspondence dated December 17<sup>th</sup>, 2020 received from the Comox Valley Coalition to End Homelessness (CVCEH) requesting the use of a City-owned facility as a temporary overflow emergency shelter, be added to the December 21<sup>st</sup>, 2020 Council agenda under section *11.00 New Business*.

**Carried**

**3. DELEGATIONS**

**4. STAFF REPORTS/PRESENTATIONS**

**4.1 CAO and Legislative Services**

**4.1.1 Lease Agreement Amendments for Courtenay Airpark 100 - 20<sup>th</sup> Street (2380-30)**

**Moved By** Hillian

**Seconded By** McCollum

That based on the December 21<sup>st</sup>, 2020 staff report “Lease Agreement Amendments for Courtenay Airpark”, Council approve OPTION 1 and authorize the attached lease agreement 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: 004-154-664, 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 staff provide public notice to satisfy the statutory advertising requirements for the provision of assistance and disposition of City lands as per Section 24 of the *Community Charter*; and,

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the extended terms and renewal of the Lease Agreement.

**Carried**

**4.1.2 Lease Agreement for Lot 2, 100-20<sup>th</sup> Street - Courtenay Airpark (2380-30)**

**Moved By** Cole-Hamilton

**Seconded By** Theos

That based on the December 21<sup>st</sup>, 2020 staff report “Lease Agreement for Lot 2, 100-20<sup>th</sup> Street - Courtenay Airpark”, subsequent to the publication of notice, Council adopt OPTION 1 and authorize the attached lease between Duane John Dubyk and the City of Courtenay for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 2 on Plan VIP64872; and

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

**Carried**

**4.1.3 Lease Agreement for Lot 3, 100-20<sup>th</sup> Street - Courtenay Airpark (2380-30)**

**Moved By** Hillian

**Seconded By** Frisch

That based on the December 21<sup>st</sup>, 2020 staff report “Lease Agreement for Lot 3, 100-20<sup>th</sup> Street - Courtenay Airpark”, subsequent to the publication of notice, Council adopt OPTION 1 and authorize the attached lease between North Bend Ventures Ltd. and the City of Courtenay for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 3 on Plan VIP64872; and,

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

**Carried**

**4.1.4 Lease Agreement for Lot 4, 100-20<sup>th</sup> Street - Courtenay Airpark (2380-30)**

**Moved By** Frisch

**Seconded By** McCollum

That based on the December 21<sup>st</sup>, 2020 staff report “Lease Agreement for Lot 4, 100-20<sup>th</sup> Street - Courtenay Airpark”, subsequent to the publication of notice, Council adopt OPTION 1 and authorize the attached lease between Airspeed High Ultralights and the City of Courtenay for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 4 on Plan VIP64872; and

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

**Carried**

**5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**5.1 Letter and Presentation - Ministry of Municipal Affairs - Nicola Marotz, Chair, BC Board of Examiners (0410-20)**

**Moved By** Frisch

**Seconded By** McCollum

That the letter dated December 1<sup>st</sup>, 2020 from Nicola Marotz, Chair, BC Board of Examiners, Ministry of Municipal Affairs, advising that on November 26<sup>th</sup>, 2020 Trevor Kushner, Interim Chief Administrative Officer (CAO) [General Manager of Operations/Deputy CAO], was awarded the Certificate in Local Government Statutory Administration, be received for information.

**Amending motion:**

**Moved By** Hillian

**Seconded By** Morin

That Council heartily congratulate Trevor Kushner, Interim Chief Administrative Officer [General Manager of Operations/Deputy CAO], on his significant accomplishment under exceptional circumstances by presenting him with his Certificate in Local Government Statutory Administration as notified by Nicola Marotz, Chair, BC Board of Examiners, Ministry of Municipal Affairs, awarded to Mr. Kushner on November 26<sup>th</sup>, 2020.

**Carried**

**The main motion was Carried as amended**

**5.2 Comox Valley Regional District (CVRD) - Notice of Disbandment - Integrated Regional Transportation Select Committee (IRTSC) and Acknowledgement of Appreciation to Councillor Frisch (0470-20)**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

That the letter dated December 11<sup>th</sup>, 2020 from the Comox Valley Regional District (CVRD) providing notice of disbandment of the Integrated Regional Transportation Select Committee (IRTSC) as of December 8<sup>th</sup>, 2020, and including acknowledgement of appreciation for Councillor Frisch's dedication and service to the Committee, be received for information.

**Carried**

**5.3 Letter of Appreciation from Courtenay Airpark Association Re: Lease Renewal (0400-20/2380-30)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

That the letter dated December 16<sup>th</sup>, 2020 from the Courtenay Airpark Association's Board of Directors sharing its appreciation for the efforts of Courtenay Council and City staff with the Courtenay Airpark lease renewals, 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 read the following prepared statement aloud in response to a Comox Valley student's project launched at the Comox Valley Art Gallery on December 17<sup>th</sup>, 2020:

“In the last week our community has heard some painful and troubling stories of youth being bullied, taunted and harassed. That this happened at all, is troubling, but that it happened in places where young people have a right to expect safety gives rise to even greater concern. Everyone in our community has a responsibility to treat young people with respect and to ensure that others do the same; and those who choose roles of responsibility towards youth, be they public officials like us, or those who work directly with young people, whether its teachers, councillors, coaches, mentors, police officers and many other roles, owe a special duty to create spaces where young people are safe and respected, and to take clear action when they are not. We have a responsibility to ensure our words and behaviours model these values. I'm sure everyone around this table agrees that bullying and harassment should not be tolerated, and that everyone deserves to feel safe, but words are only part of the answer. Over the weekend, Councillors Morin and McCollum and I spoke about ways in which we could take concrete action to ensure that our own house is in order, and that we're living up to the values we hold dear. In our own *Core Values*, we state that *People Matter*, and to *Be Accountable*, and to that end, I will be putting forward a motion in the New Year that equity and inclusion be a focus of our strategic planning going forward. Thank you.”

## **7.2 Councillor Morin**

Councillor Morin participated in the following events:

- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- CVRD Board meeting

Councillor Morin thanked Councillor Cole-Hamilton for his statement regarding equity and inclusion, and furthermore went on to discuss a letter that was recently distributed to her by the City of Dawson in response to an incident of racism towards a staff member. Councillor Morin discussed the importance of community leaders taking stands publicly with words and then with action to make it clear that those behaviours are not welcome in our community.

## **7.3 Councillor Theos**

Councillor Theos supported Councillors Cole-Hamilton and Morin's comments about equity and inclusion.

## **7.7 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Meeting with Honourable Josie Osbourne, Ministry of Municipal Affairs, regarding:
  - Comox Valley Coalition to End Homelessness' (CVCEH) short term and permanent housing requests
  - Concerns around public mental health and addictions
  - Provincial support for small and local businesses
  - Infrastructure grants; in particular, for the 5<sup>th</sup> Street Bridge Rehabilitation Project
  - Internet connectivity in remote communities
- Virtual Menorah Lighting hosted by Rabbi Bentzi via Zoom

Mayor Wells mentioned that the Economic Recovery Task Force (ERTF) is currently working on a *Shop Local Campaign*; information will be distributed through social media channels and local radio to encourage everyone to support local business.

Mayor Wells thanked Council and City staff for all their efforts this year, and wished everyone a Merry Christmas, Season's Greetings, Happy Hanukkah, and Happy New Year in 2021.

**8. RESOLUTIONS OF COUNCIL**

**8.1 In Camera Meeting**

**Moved By** Frisch

**Seconded By** McCollum

That a Special In-Camera meeting closed to the public will be held December 21<sup>st</sup>, 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) (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.

**Carried**

**8.2 Reschedule January 04, 2021 Regular Council Meeting**

**Moved By** Hillian

**Seconded By** Theos

That Council cancel the January 4<sup>th</sup>, 2021 Regular Council meeting and reschedule to January 11<sup>th</sup>, 2021 to accommodate the Christmas and New Year holiday schedule.

**Carried**

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**



**11. NEW BUSINESS**

**11.1 Comox Valley Coalition to End Homelessness (CVCEH) - Letter of Request to Use a City-Owned Facility for Temporary Overflow Emergency Shelter**

**Moved By** Morin

**Seconded By** McCollum

That the letter dated December 17<sup>th</sup>, 2020 from the Comox Valley Coalition to End Homelessness (CVCEH), requesting the use of a City-owned facility as temporary emergency shelter space in support of their Extreme Weather Response “Overflow” Program to shelter vulnerable citizens during periods of extreme weather, be received for information.

**Carried**

**New motion:**

**Moved By** Hillian

**Seconded By** Frisch

That Council mandate staff to work with the Comox Valley Coalition to End Homelessness (CVCEH) to provide a solution for a temporary emergency shelter needed for the Extreme Weather Response “Overflow” Program outlined in CVCEH’s letter dated December 17<sup>th</sup>, 2020; and,

That staff provide a report at the earliest opportunity on efforts made to identify a suitable site for use as a temporary emergency shelter.

**Carried**

**12. BYLAWS**

**12.1 For Final Adoption**

**12.1.1 City of Courtenay Fees and Charges Amendment Bylaw No. 3023, 2020 (Amend 2021 Sewer Utility Rates)**

**Moved By** Frisch

**Seconded By** McCollum

That “City of Courtenay Fees and Charges Amendment Bylaw No. 3023, 2020” be finally adopted.

**Carried**

**13. ADJOURNMENT**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

That the meeting now adjourn at 5:29 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 11<sup>th</sup> day of January, 2021**

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**Mayor**