

**Minutes of a Committee of the Whole Meeting**

**Meeting #:** CoW4/2021  
**Date:** April 26, 2021  
**Time:** 4:01 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:** G. Garbutt, CAO, via video/audio conference  
R. Matthews, Deputy Corporate Officer/Executive Assistant, via video/audio conference  
D. Bardonnex, Fire Chief, via video/audio conference  
I. Buck, Director of Development Services, via video/audio conference  
J. Nelson, Director of Financial Services, via video/audio conference  
K. O'Connell, Director of Corporate Support Services, via video/audio conference  
S. Saunders, Director of Recreation, Culture, & Community Services, via video/audio conference  
R. Wyka, Manager of Finance, via video/audio conference  
N. Borecky, Manager of IT Services, via video/audio conference  
E. Gavelin, Network Technician, 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.**

**VARY AGENDA**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council vary the order of the April 26<sup>th</sup>, 2021 Committee of the Whole agenda so that item 1.2.1 2020 Audited Financial Statements and Presentation Facilitated by Cory Vanderhorst, MNP (*Under 1. Staff Reports/Presentations*) is received before 1.1.1 Emergency Pandemic Shelter, 685 Cliffe Avenue (Connect Warming Centre).

**Carried**

**1.2 Financial Services**

**1.2.1 2020 Audited Financial Statements and Presentation Facilitated by Cory Vanderhorst, MNP (1870-02 [2020])**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT based on the April 26<sup>th</sup>, 2021 staff report “2020 Audited Financial Statements” Council approve OPTION 1 which approves the Audited Financial Statements for the year ended December 31, 2020.

**Carried**

Cory Vanderhorst, MNP, presented information to Council regarding MNP’s independent audit of the City’s 2020 financial statements.

**1. STAFF REPORTS/PRESENTATIONS**

**1.1 CAO & Legislative Services**

**1.1.1 Emergency Pandemic Shelter, 685 Cliffe Avenue (Connect Warming Centre) (2380-20)**

**Moved By** Hillian

**Seconded By** McCollum

THAT based on the April 26<sup>th</sup>, 2021 staff report “Emergency Pandemic Shelter - 685 Cliffe Avenue,” Council approve OPTION 1 and authorize staff to work with external legal counsel to amend the current Licence to Occupy Agreement between the Comox Valley Transition Society and the City for the property having a legal description of PID:006-102-930, Lot 3, Section 61 Comox District plan VIP3817 to temporarily permit the

operation of an Emergency Pandemic Shelter at 685 Cliffe Avenue including the following conditions:

a) permit the operation of an Emergency Pandemic Shelter from May 1<sup>st</sup>, 2021 to October 5<sup>th</sup>, 2021 or until such time as the Provincial State of Emergency is rescinded – whichever comes/occurs first,

b) include all applicable shelter operation terms and conditions originally contained within the February 22<sup>nd</sup>, 2021 Licence of Occupation Amendment #3 and the March 31<sup>st</sup>, 2021 Licence of Occupation Amendment #4, and other amendments deemed necessary by staff or under the advice of legal counsel to facilitate the temporary operation of an Emergency Pandemic Shelter and transfer liability to the license holder; and,

c) sleeping accommodation be strictly limited to ten (10) or less.

THAT Council exercise their authority under BC Building Code Section 1.1.1.1(f)(4) and exempt the Emergency Pandemic Shelter located at 685 Cliffe Avenue from the BC Building Code having deemed it to be a temporary emergency facility during the Provincial State of Emergency due to the COVID-19 pandemic.

THAT the Mayor and an Officer of the City be authorized to execute all documentation relating to the amended terms of the Licence to Occupy Agreement.

**Carried**

## **2. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

### **2.1 Comox Valley RCMP Quarterly Report - January 1, 2021 to March 31, 2021**

**Moved By** Morin

**Seconded By** Theos

THAT the correspondence "Comox Valley RCMP Quarterly Report - January 1, 2021 to March 31, 2021" be received for information.

**Carried**

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

**3.1 Comox Valley Regional District (CVRD) - Regional Grant Application to Union of BC Municipalities (UBCM) Strengthening Communities Services Program**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT the correspondence dated March 31<sup>st</sup>, 2021 from the Comox Valley Regional District (CVRD) regarding the regional application to the Union of BC Municipalities (UBCM) for grant funding through the Strengthening Communities Service Program be received for information; and,

THAT the City of Courtenay supports the CVRD's application to the UBCM Strengthening Community Services Program for grant funding, in an amount up to \$1,250,000, through the Strengthening Communities Service to provide urgent and temporary support to unsheltered homeless populations and address related community impacts; and

THAT the City of Courtenay provide its support for the CVRD to apply for, receive, and manage the grant funding on behalf of Comox Valley local governments.

**Carried**

**4. RESOLUTIONS OF COUNCIL**

**4.1 In Camera Meeting**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT a Special In-Camera meeting closed to the public be held April 26<sup>th</sup>, 2021 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-section of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 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**

**5. ADJOURNMENT**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT the meeting now adjourn at 5:06 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 3<sup>rd</sup> day of May, 2021**

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**Mayor**