

THE CORPORATION OF THE CITY OF COURTENAY

NOTICE OF COMMITTEE OF THE WHOLE MEETING

*We respectfully acknowledge that the land on which we gather is the
unceded traditional territory of the K'ómoks First Nation*

Changes to Council Meetings Due to Coronavirus COVID-19 Pandemic

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; 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.

DATE: Monday, March 30, 2020
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

AGENDA

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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1.00 STAFF REPORTS/PRESENTATIONS

(a) CAO and Legislative Services

1. 1. Connect Warming Centre - Extend Licence to Occupy Agreement - City Owned Premises at 685 Cliffe Avenue

Staff Note:

At its January 6th, 2020 regular meeting, Council resolved to enter into a licence of occupation with the Comox Valley Transition Society for the temporary operation of a seasonal warming centre in the north side of the City owned building located at 685 Cliffe Avenue for the period of January 6th to March 31st, 2020.

Suggested motion:

“That the correspondence dated March 9th, 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 6th, 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 30th 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.”

2.0 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

1. Verbal Update - Public Washrooms and Shower Facilities for Vulnerable Citizens - Coronavirus COVID-19 Pandemic

3.0 NEW BUSINESS

- 3 1. Comox Valley Coalition to End Homelessness - Request for Emergency Funding to Support Response Efforts to the Coronavirus COVID-19 Pandemic

Suggested motion:

“That the correspondence dated March 23rd, 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 23rd, 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.”

- 5 2. LUSH Valley Request for Commercial Kitchen Space to Provide Emergency Food Programs During the Coronavirus COVID-19 Pandemic

Suggested motion:

“That the correspondence dated March 25th, 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.”

3. Modified Council Meeting Schedule - Coronavirus COVID-19 Pandemic

Suggested motion:

“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 27th, 2020 Committee of the Whole
- May 25th, 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
- 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 subsequent days (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 scheduled 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.”

4.00 ADJOURNMENT



March 9th, 2020

Re: Connect Warming Centre Update and Operation Extension Request– 685 Cliffe Ave

Dear City of Courtenay Mayor and Council,

I am writing to provide an update on the Connect Warming Centre located at 685 Cliffe Ave, and would like to start by thanking you for taking direct action in helping our community's most vulnerable members by partnering with the Coalition and the Comox Valley Transition Society and providing the building, repairs, staff time, labour and overall support. We could not have done this without you.

Since the doors opened on a very snowy and cold day on January 16th, 2020, Connect has offered respite to approximately 50-60 individuals per day. We anticipate attendance numbers to continue to grow as word of mouth spreads throughout the homeless community.

In addition to being a space where people can get off of the streets and escape inclement weather, the Connect Warming Centre has been a site where regularly scheduled outreach workers have assisted with access to housing opportunities, filling out income assistance forms, supportive housing applications, assistance with ID replacement, administering Vulnerability Assessments, providing referrals to social service agencies, access to living supports and literacy, education and volunteer opportunities.

Our current partners include, AVI, Wachiay Friendship Centre, Dawn to Dawn, Head Injury Society, Ministry of Poverty and Social Development, Nursing Centre, VIVRS, Island Health Mental Health & Substance Use, and continues to grow. Our partners have all reported improved relationships and increased knowledge of available services with their clients since being onsite at Connect.

There have been many other community benefits since opening Connect such as a 50% reduction of calls to the RCMP from the library since January 16th, respect of the behavioural code of conduct and an increased sense of pride and ownership of the space by Connect attendees. Connect is attracting homeless populations who didn't feel comfortable accessing other programs or spaces, including a reported sense of safety and comfort by female attendees and those who previously only accessed the library as a place to go during the day.

Connect has also acted as a 'hub' for the Coalition's Homelessness Response Team. Meetings for outreach workers have been held there bi-weekly since opening day, and the space has also been integral to the planning, volunteer training, and surveying for our 2020 Point in Time Homeless Count.

There are many inclusive and beneficial programs and opportunities being planned for Connect participants. We will be giving a delegation at the City of Courtenay council meeting on Monday, March 16th, 2020 to share more examples of how Connect has made a positive contribution to the health and well-being of our community's most vulnerable and what we plan for going forward.

Considering the many benefits this space has provided in such a short period of time, it is our goal to continue to operate Connect at 685 Cliffe Avenue with the continued support of the City of Courtenay. Currently, operating this site keeps people out of the cold and connected to social services and supports during the winter, but with a proposed library closure for renovations this could mean many more

people on the street with nowhere to go during the day. Looking forwards to the hot summer months those experiencing homelessness are at risk once again, but this time of heatstroke, and potentially from wildfire smoke, both having a significantly negative impact on this already medically vulnerable group. Having a space to go is important year-round.

We are requesting a one-year lease of 685 Cliffe Ave with the option for renewal and the continued in-kind support from the City of Courtenay for rent, utilities, Price Alarms monitoring, wi-fi internet access, taxes and general building maintenance such as electrical and plumbing.


Ideally, we would like to extend our hours of operation to be from 8am-6pm, seven days a week, and RCMP, partner agencies and Connect Warming Centre users have confirmed that extended hours would be of great benefit to them. However, extended hours would require a significant increase in operational funding. The Coalition will continue to pursue funding opportunities as they arise to maintain current hours of operation and ideally, to expand.

If a longer-term lease is something being considered, we would be happy to apply for funding opportunities such as the BC Gaming Capital Grant (upwards of \$250,000) and other capital funding grants to cover the cost of any potential building renovations or enhancements increasing the value of the 685 Cliffe Ave building. We have acquired \$60,000 from the CVRD Homelessness Supports Service Fund to be used towards any potential capital renovations such as installing washers and dryers or showers.

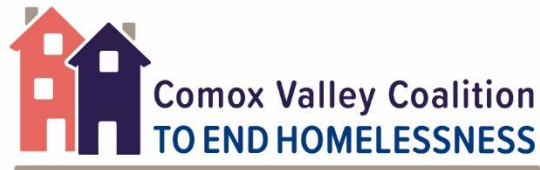
We invite members of City of Courtenay council and staff to discuss this request further, with the Coalition Leadership and Comox Valley Transition Society.

Once again, we would like to thank the City of Courtenay for supporting a space where our most vulnerable community members can get warm and access supports. It has made a profoundly positive impact on many people's lives.

In community,



Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness



March 23rd, 2020

Dear City of Courtenay Mayor and Council

Re: City of Courtenay BC Gaming Fund – Emergency Support Request for frontline agencies during COVID-19 pandemic

The Comox Valley Coalition to End Homelessness is writing to request emergency funding in order to respond to those who are homeless, precariously housed or otherwise marginalized during the COVID-19 crisis. As you know, many agencies have closed their doors, or significantly reduced their services, people have lost their jobs, incomes, supports and previous ways of life.

While we have heard of vague funding announcements from the provincial and federal governments, there is an immediate gap in emergency support funding for frontline non-profit agencies that needs to be filled. Therefore, we are asking the City of Courtenay to consider releasing some of their BC Gaming Funds to support the following agencies for the period of March 24th-31st, 2020.

- **Comox Valley Care-a-van: \$5,000** for the purchase of medical supplies, gas, food, emergency living supports (sleeping bags etc) for the mobile health unit which is acting as the only evening frontline outreach in the Comox Valley during this crisis.
- **LUSH Valley Food Action Society: \$5,000** for their Emergency Food Access Program Hotline start-up costs including IT support, sanitizing supplies, gas for food delivery trucks, and food
- **Comox Valley Food Bank: \$5,000** to go towards the purchase of food as they've seen an increase in clients and a decrease in overall food donations and are having trouble keeping food on their shelves
- **Comox Valley Transition Society: \$2,500** to go towards the Connect Warming Centre's COVID-19 Response increased staffing hours, food, living supports, and sanitation supplies to assist those who are experiencing homelessness

I have been informed that the Salvation Army and St. George's United will be receiving emergency funding through the Comox Valley Community Foundation through the Robert and Florence Filberg fund which is specifically designated for religious organizations and the enrichment of families, which is why those two agencies are not included in our BC Gaming fund appeal today.

Thank you for your consideration of these urgent needs which would allow us to continue serving our most vulnerable population during the COVID-19 crisis and thank you for your exceptional leadership during this unprecedented time.

Yours in community,

A handwritten signature in black ink, appearing to read "Andrea", with a stylized flourish at the end.

Andrea Cupelli, Coordinator for the Comox Valley Coalition to End Homelessness

From: Maurita Prato
Sent: March 25, 2020 3:48 PM
To: Wells, Bob; Morin, Wendy
Subject: Request for use of New Horizons and Filberg Center for emergency food programs ASAP

Dear Mayor and Council,

LUSH Valley, the Comox Valley Food Policy Council and partners are working around the clock at this time to make sure that our most vulnerable people have access to food in these unprecedented times.

With yesterday's closure of the Food Bank, we are working hard to put a couple of new programs in place.

1. Hamper and gift card delivery program
2. Hot meal delivery program

All of these programs will be based on a home delivery model with professional drivers.

The reason we are asking for these central spaces is because we believe that the space will provide a safe location for these programs.

We ask that you expedite these requests as having a location is key to being able to provide food for our most vulnerable.

Please be in touch with any questions.

Maurita

Please excuse delays in response as I work 30hr a week in the Executive Director role and I am often out of the office on Fridays.

Maurita Prato

Executive Director

LUSH Valley Food Action Society

[\(250\) 331-0152](tel:2503310152)

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LUSH VALLEY

www.lushvalley.org

LUSH Valley respectfully acknowledges that we are standing on the Unceded traditional territory of the K'òmoks First Nation.

