

**CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEETING AGENDA**

Date: June 15, 2020
Time: 4:00 p.m.
Location: City Hall Council Chambers

AMENDED AGENDA

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. M139 *Local Government Meetings & Bylaw Process COVID-19 (Order No. 2)*; has implemented changes to its open Council meetings.

In the interest of public health and safety, in-person attendance by members of the public at Council meetings will be prohibited until further notice. Council meetings will be presided over by the Mayor or Acting Mayor with electronic participation by Council and staff. Meetings are available for viewing via live web streaming or video recording on the City of Courtenay website and will start at 4:00 p.m. during this period.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

	Pages
1. ADOPTION OF MINUTES	
1.1 Adopt June 8th, 2020 Regular Council meeting minutes	5
2. INTRODUCTION OF LATE ITEMS	
3. DELEGATIONS	
4. STAFF REPORTS/PRESENTATIONS	
4.1 Recreation and Cultural Services	
4.1.1 COVID-19 Recovery Plan Policy: Field Bookings for Third-party Organized Outdoor Sports	13
4.1.2 Cultural Service Summary Financial Implications and Service Agreements	19

4.2	CAO and Legislative Services	
4.2.1	Amendment to Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020	55
4.3	Development Services	
4.3.1	Zoning Amendment Bylaw No. 2993 Requirement for a Public Hearing - 1028 Arrowsmith Avenue	59
4.3.2	Public Hearing for Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road	67
4.3.3	Zoning Amendment Bylaw No. 2999 to allow for a Subdivision of 820 Urquhart Avenue	75
4.4	Financial Services	
4.4.1	2021/2022 RCMP Municipal Policing Contract: Approval in Principle	93
5.	EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION	
6.	INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION	
6.1	Briefing Note - Update - Virtual UBCM 2020 Convention	117
6.2	Briefing Note - Continued Closure of the Courtenay and District Memorial Pool for 2020	121
6.3	Routine Release of In Camera Resolutions per Council Policy #540.00.02 (for the period of June 2019 to February 3rd, 2020)	
6.3.1	Council Policy #540.00.02	123
6.3.2	In Camera Resolutions for the period of June 2019 to February 3rd, 2020	125
7.	REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES	
7.1	Councillor Cole-Hamilton	
7.2	Councillor Frisch	
7.3	Councillor Hillian	

7.4 Councillor McCollum

7.5 Councillor Morin

7.6 Councillor Theos

7.7 Mayor Wells

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

That a Special In-Camera meeting closed to the public will be held June 15th, 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.

9. UNFINISHED BUSINESS

9.1 Parklet Program - Downtown Courtenay - Request for Clarity - Verbal Discussion

Staff Note:

At its regular Council meeting held May 19th, 2020, Council passed the following resolution:

"That whereas 'revitalizing our downtown' is a strategic priority of the City of Courtenay; and

Whereas social distancing now requires more space to be available for patrons of downtown businesses and other members of the public;

Therefore be it resolved that staff provide a report to Council regarding the options and implications of a parklet program for downtown Courtenay."

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Zoning Amendment Bylaw No. 2999, 2020 127

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two Zone (R-2) to Residential Two B Zone (R-2B) to facilitate subdivision into two lots - 820 Urquhart Avenue)

12.2 For First, Second and Third Reading

12.2.1 Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020 129

(A bylaw to amend Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020; to delete Director of Legislative & Corporate Services and substitute Corporate Officer)

12.2.2 Revenue Anticipation Borrowing Bylaw No. 3011, 2020 131

(A bylaw to provide for borrowing to meet current lawful expenditures of the City with an increased value as a precaution due to potential cash flow uncertainty related to COVID-19)

12.3 For Final Adoption

12.3.1 Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020

(A bylaw to amend Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020; to delete Director of Legislative & Corporate Services and substitute Corporate Officer)

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12.3.2 Revenue Anticipation Borrowing Bylaw No. 3011, 2020

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13. ADJOURNMENT