

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, April 20, 2020 at 1:08 p.m.

**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*; implemented changes to its open Council meetings.**

**In the interest of public health and safety, public in-person attendance at Council meetings is prohibited until further notice. Council meetings are presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff via live web streaming and start at 1:00 p.m. during this period.**

**Attending:**

**Mayor:** B. Wells  
**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, Deputy CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO via video/audio conference  
W. Sorichta, Manager of Legislative & Corporate Administrative Services  
I. Buck, Director of Development Services via video/audio conference  
C. Davidson, Director of Engineering Services - Interim  
J. Nelson, Director of Financial Services  
D. Snider, Director of Recreation and Cultural Services via video/audio conference  
M. Fitzgerald, Manager of Development Planning  
E. Gavelin, Network Technician via video/audio conference  
N. Borecky, Manager of IT  
T. Setta, Manager of Community & Sustainability Planning, via video/audio conference  
N. Gothard, Planner III - Policy via video/audio conference

**1.00 ADOPTION OF MINUTES**

**.01**  
MINUTES

Moved by Cole-Hamilton and seconded by Morin that the April 6<sup>th</sup>, 2020 Regular Council meeting minutes be adopted.  
**Carried**

Moved by Cole-Hamilton and seconded by Morin that the April 14<sup>th</sup>, 2020 Regular Council meeting minutes be adopted.  
**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
OFFICIAL  
COMMUNITY PLAN  
(OCP) UPDATE AND  
PRESENTATION  
6480-00

Jeremy Murphy, Sustainability Solutions Group (SGS), presented information related to the City of Courtenay’s Official Community Plan (OCP) review and facilitated discussion about greenhouse gas (GHG) emission reduction target setting approaches and considerations to establish low carbon growth modeling within the City’s OCP to achieve community-wide net zero emission targets by 2050.

Moved by Hillian and seconded by McCollum that based on the April 20<sup>th</sup>, 2020 staff report “Official Community Plan (OCP) Update”, Council support OPTION 1 as follows:

- 1) That Council direct staff to develop the OCP with a community-wide greenhouse gas (GHG) emission target that achieves net-zero emissions by 2050;
- 2) That Council direct staff not to proceed with the Phase 1 follow up survey to the Ideas Fair;
- 3) That Council direct staff to conduct an online survey of proposed growth scenarios in the summer of 2020;
- 4) That Council direct staff to reschedule the neighbourhood consultation to the fall of 2020, pending a relaxation of the Provincial Health Officer’s restrictions on public gatherings; and
- 5) That Council direct staff to provide regular updates on the OCP project status and revise the consultation framework as the COVID-19 situation evolves.

**Carried**

**.02**  
DEVELOPMENT  
VARIANCE PERMIT  
NO. 1906 -  
(2380 - 20<sup>TH</sup> STREET)  
3090-20-1906

Moved by Frisch and seconded by Morin that based on the April 20<sup>th</sup>, 2020 staff report “Development Variance Permit No. 1906 - 2380 - 20<sup>th</sup> Street”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 1906.

**Carried**

**.03**  
5<sup>TH</sup> STREET BRIDGE  
LOAN  
AUTHORIZATION  
BYLAW 2978, 2020  
1760-02

Moved by Hillian and seconded by McCollum that based on the April 20<sup>th</sup>, 2020 staff report “5<sup>th</sup> Street Bridge Loan Authorization Bylaw 2978”, Council approve OPTION 1 and endorse the 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978;

That Bylaw No. 2978 proceed to first, second and third reading; and,

That Council direct staff to proceed with the Alternative Approval Process (AAP) to gain approval of the electors.

**Carried**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01** Moved by Hillian and seconded by Theos that the April 16<sup>th</sup>,  
MILE OF FLOWERS 2020 Briefing Note, “Mile of Flowers 2020 - Cancellation”, be received  
2020 - for information.  
CANCELLATION **Carried**  
5830-20

**.02** Moved by Cole-Hamilton and seconded by Frisch that the April  
PROVINCIAL 16<sup>th</sup>, 2020 Briefing Note, “Provincial Government Survey - Civic  
GOVERNMENT Facilities Supporting COVID-19 Response”, be received for information.  
SURVEY - CIVIC **Carried**  
FACILITIES  
SUPPORTING COVID-  
19 RESPONSE  
7130-20-12

**.03** Moved by Frisch and seconded by Morin that the April 15<sup>th</sup>, 2020  
EMERGENCY Briefing Note, “Emergency Resources Request Process - COVID-19  
RESOURCES REQUEST Response”, be received for information.  
PROCESS - COVID-19 **Carried**  
RESPONSE  
7130-20-12

**.04** Moved by McCollum and seconded by Morin that the April 15<sup>th</sup>,  
COUNCIL UPDATE - 2020 Briefing Note, “Council Update - BC Open Burning Smoke Control  
BC OPEN BURNING Regulation”, be received for information.  
SMOKE CONTROL **Carried**  
REGULATION  
7240-00

**.05** Moved by Hillian and seconded by Frisch that the Heritage  
HERITAGE ADVISORY Advisory Commission meeting minutes for October 23<sup>rd</sup>, 2019 and  
COMMISSION November 27<sup>th</sup>, 2019, be received for information.  
MEETING MINUTES **Carried**  
0360-20

**.06**

COMOX VALLEY  
REGIONAL DISTRICT  
(CVRD) - AIR  
QUALITY INITIATIVES  
CITY STAFF  
APPOINTMENT TO  
LEADERSHIP GROUP  
(AIRSHED  
ROUNDTABLE)  
5280-02

Moved by Frisch and seconded by Cole-Hamilton that the letter dated April 16<sup>th</sup>, 2020 in response to the Comox Valley Regional District (CVRD) request to appoint a City staff member to participate in the Comox Valley air quality initiatives Leadership Group (Airshed Roundtable), be received for information.

**Carried**

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

**.01**

REPORTS/UPDATES  
FROM COUNCIL  
MEMBERS  
0530-01

Council agreed to skip discussion related to Item 7 *Reports/Updates from Council Members Including Reports from Committees* at the April 20<sup>th</sup>, 2020 Council agenda in the interest of time; and agreed that each Council member may submit a summary of their events in writing to staff for inclusion in the meeting minutes.

COUNCILLOR  
COLE-HAMILTON

Councillor Cole-Hamilton participated in the following events:

- CVRD Director briefings; COVID-19/Regional EOC information updates
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- Comox Valley Overdose Working Group Steering Committee meeting
- Climate Caucus conference call meeting

COUNCILLOR  
HILLIAN

Councillor Hillian participated in the following events:

- Comox Valley Community Justice Centre Board meetings (2 total)
- CVRD Director briefings; COVID-19/Regional EOC information updates
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- CVRD negotiations committee meetings re: Comox Valley Economic Development Society contract (4 total)
- Comox Valley Accessibility Committee meetings (3 total)
- CVRD Board meeting
- CVRD Committee of the Whole meeting

COUNCILLOR  
MORIN

Councillor Morin participated in the following events:

- CVRD Director briefings; COVID-19/Regional EOC information updates
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- Comox Valley Sewage Commission meeting
- CVRD Board meeting
- Comox Valley Food Policy Council meeting

Events for the period of March 3<sup>rd</sup> to April 3<sup>rd</sup>:

- Comox Valley Social Planning Society meeting
- International Women's Day Festival
- Comox Valley Community Drug Strategy Committee - BC Dialogues Project teleconference
- Comox Valley Community Drug Strategy Committee meeting
- Comox Valley Sewage Commission meeting
- CVRD Committee of the Whole meetings
- Comox Strathcona Waste Management Board meeting
- Recreation and Cultural Services - Community Events - Volunteer Appreciation & Canada Day Lunch and Learn Session with staff and Council
- CVRD Director briefings; COVID-19/Regional EOC information updates
- Comox Valley Food Policy Council meetings (5 total)
- Council and City Staff briefings; COVID-19/Regional EOC
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer

## **8.00 RESOLUTIONS OF COUNCIL**

**.01**  
COUNCILLOR COLE-  
HAMILTON - LEADING  
BY EXAMPLE:  
IMPLEMENTING THE  
SUSTAINABLE  
DEVELOPMENT  
GOALS (SDGS) IN  
CANADA  
CONFERENCE  
0390-20

Moved by Frisch and seconded by McCollum that Council support Councillor Cole-Hamilton's attendance at the *Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada* conference March 10<sup>th</sup> and 11<sup>th</sup>, 2020, hosted in Victoria, BC; and,

That the conference registration and travel expenses for Councillor Cole-Hamilton's attendance at the *Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada* conference be funded from the 2020 regular Council travel expense budget.

**Carried**

**.02**  
IN CAMERA  
MEETING

Council agreed to defer the Special In-Camera meeting closed to the public pursuant to sub-section 90(1) (c) of the *Community Charter* scheduled to transpire at the conclusion of the April 20<sup>th</sup>, 2020 Regular Council Meeting to a future date.

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**.01**  
5<sup>TH</sup> STREET BRIDGE  
REHABILITATION  
LOAN AUTH. BYLAW  
NO. 2978, 2020 (TO  
AUTHORIZE THE  
BORROWING OF THE  
ESTIMATED COST TO  
REHABILITATE THE  
BRIDGE)

Moved by Frisch and seconded by Hillian that “5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020” pass first, second and third reading.

**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Hillian and seconded by Cole-Hamilton that the meeting now adjourn at 2:56 p.m.

**Carried**

**CERTIFIED CORRECT**

\_\_\_\_\_  
**Corporate Officer**

**Adopted this 27<sup>th</sup> day of April, 2020**

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**Mayor**