



---

---

**TOWN OF SIDNEY**

**MINUTES OF REGULAR COUNCIL MEETING**  
**Tuesday, April 14, 2020**  
**Council Chambers**  
**6:00 p.m.**

---

---

**PRESENT:** Mayor C. McNeil-Smith  
Councillors: S. Garnett and C. Rintoul  
Councillors: S. Duncan, T. O’Keeffe and P. Wainwright (*via electronically*)

**ABSENT:** Councillor B. Fallot

**Staff:** R. Humble, Chief Administrative Officer  
A. Hicik, Director of Corporate Services  
B. Mikkelsen, Fire Chief  
C. Newcomb, Senior Manager of Long Range Planning  
W. Maxwell, Manager of Information Technology  
S. Nelson, Corporate Officer

**1. CALL TO ORDER**

The Mayor called the meeting to order at 6:15 p.m.

**2. TERRITORIAL ACKNOWLEDGEMENT**

The Mayor respectfully acknowledged that this evening’s meeting is being held on the traditional territory of the WSÁNEĆ people.

**3. APPROVAL OF AGENDA**

2020.14.181 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that the agenda be approved with the following:

1. item 16.10 moved to under item 14 - Correspondence; and
2. item 5a<sub>ii</sub> moved to after item 13b;
3. receipt of revision to item 5a<sub>i</sub>- Bylaw No. 2189; and
4. receipt of revision to item 6b - Minutes of Council.

**MOTION CARRIED UNANIMOUSLY**

**A. SPECIAL UPDATE - Town COVID-19**

*Councillor B. Fallot had been participating electronically, but left the meeting due to technical issues.*

The EOC Director, Chief Administrative Officer Randy Humble, advised that the Town activated its EOC to a Level 2 on March 17 (i.e. staffed with 10-12 employees, including representatives from the SBIA and the Chamber of Commerce) and that the Town is ready to revert back to a Level 1 by the end of this weekend. He advised the focus of the EOC has been on the following:

- Community response planning - developed response plans looking 2-8 weeks out, however requires continuous review and updating
- Town’s business continuity planning - the Town has been able to maintaining current operations with the implementation of appropriate safety measures
- Recovery planning - to reduce human suffering, protect community culture, reduce economic losses, and enhance sustainability and resiliency - further information on the proposed recovery plan will be forthcoming
- Information - communicating daily/weekly with various provincial government agencies, local governments, health authorities, local senior facilities, etc. to obtain accurate, reliable and up-to-date information
- Communication - has been extremely active providing information to the public via Town’s website, social media, print media, virtual town halls, signage, etc.

The Deputy EOC Director, Fire Chief Brett Mikkelsen, advised of the key initiatives that have been undertaken:

- established critical supply chain rest stop at Mary Winspear Centre (with access to Shaw Wi-Fi)
- opened shower facilities at Iroquois Park for those most vulnerable in the community
- working with BC Housing and Island Health on potential shelter options
- distributed COVID-19 posters to multi-family residential buildings and businesses
- educating the public and businesses via the Town's Bylaw Enforcement ambassadors
- posted signage in public parks, walkway, etc.
- reached out to Telus for donation of tablets and distributed to extended care facilities
- established interactive map to provide daily updates on local business services

**4. A. PUBLIC PARTICIPATION PERIOD** (*maximum 20 minutes*)  
(*Submissions, if any, to be read aloud*)

*No submissions were received.*

**B. PUBLIC HEARINGS**

**C. PRESENTATIONS**

**i. Liquor License Application - The Cut Cartel (2425 Bevan Avenue)**

*(See Report - item 13a)*

Ms. Anna Thomas, Owner of Cut Cartel Barbers Inc., (*via electronically*) advised that the barbershop opened its doors in February 2019 providing men with barbering services in a fun and unique lounge style environment. She advised the shop would like to provide customers with the opportunity to gather and enjoy the experience at their shop by also serving alcoholic beverages (locally brewed products) during their hours of operation - Monday to Saturday from 10:00am to 8:00pm. Ms. Thomas stated she does not foresee any noise or disruption to the area and is open to any requirements/suggestions from the Town.

**5. A. BYLAWS**

**i. Bylaw No. 2189 - Bylaw Enforcement Officers, Amendment No. 1**

(To exclusively appoint the persons assigned to the positions of Senior Building Official, Building Official and Fire Inspector as "Bylaw Enforcement Officers" for the Town).

2020.14.182 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2189 - Bylaw Enforcement Officers, Amendment No. 1 be introduced and given first reading.

**MOTION CARRIED UNANIMOUSLY**

2020.14.183 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2189 - Bylaw Enforcement Officers, Amendment No. 1 be given second reading.

**MOTION CARRIED UNANIMOUSLY**

2020.14.184 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2189 - Bylaw Enforcement Officers, Amendment No. 1 be given third reading.

**MOTION CARRIED UNANIMOUSLY**

2020.14.185 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2189 - Bylaw Enforcement Officers, Amendment No. 1 be adopted.

**MOTION CARRIED UNANIMOUSLY**

**ii. Bylaw No. 2190 - Revenue Anticipation Borrowing for 2020**

*(Move to after item 13b).*

**B. DEVELOPMENT PERMITS & DEVELOPMENT VARIANCE PERMITS**

- i. Development Variance Permit Application No. DV100295 (10216 Robinia Place)**  
(To reduce rear setback for protected tree in order to construct 2-storey, 2-family dwelling).

Mr. Dave Stephens, LIDA Homes, (*via electronically*) advised that he and the Architect were available to answer any questions Council may have regarding the application.

- 2020.14.186 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that owners and tenants in occupation of property within 75 metres (246 feet) of 10216 Robinia Place be notified regarding Development Variance Application No. DV100295 (to vary the required Minimum Rear Setback) and that any written correspondence received be forwarded to Council at the time of consideration of approval of the variance.

**MOTION CARRIED UNANIMOUSLY**

- ii. Development Permit Application No. DP100816 and Development Variance Permit Application No. DV100294 (9805 Seaport Place)**  
(To reduce the required side interior setback in order to construct a roof over a restaurant patio area).

- 2020.14.187 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that the staff report dated April 7, 2020, advising that Development Permit Application No. DP100816 and Development Variance Permit Application No. DV100294 (9805 Seaport Place) has been put on hold upon the applicant's request, be received for information.

**MOTION CARRIED UNANIMOUSLY**

**6. ADOPTION OF MINUTES**

- a. Regular Council Meeting - March 23, 2020**  
**b. Special Council Meeting - March 26, 2020**

- 2020.14.188 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that Minutes of the Regular Council Meeting of March 23, 2020 and the Minutes of the Special Council Meeting of March 26, 2020, be adopted as presented.

**MOTION CARRIED UNANIMOUSLY**

**7. BUSINESS NOT COMPLETED AT A PREVIOUS REGULAR MEETING**

**8. BUSINESS ARISING FROM MINUTES (*for information only*)**

- a. Council In-Camera Meeting - March 23, 2020**
- i. Appointments - OCP Review Advisory Committee**  
**Resolution(s):** *that applications from the following citizens be approved and that they be appointed to the OCP Review Advisory Committee:*
- |                            |                   |
|----------------------------|-------------------|
| 1. Gae VanSiri             | 5. David Calveley |
| 2. Todd Wiebe              | 6. Hannah Nawroth |
| 3. Denny Gelinis           | 7. Marie Savage   |
| 4. Bernardine van der Meer |                   |

**9. PETITIONS & DELEGATIONS**

**10. MAYOR'S REPORT**

The Mayor acknowledged the changes people have been adapting to due to the COVID-19 pandemic. He expressed sincere thanks to all the front line workers (fire, police, ambulance, healthcare workers, etc. who are continuing to provide services every day and thanked those volunteering to assist others in the community. The Mayor advised that we have emergency plans in place for various situations, and assured that we will recover a strong and vibrant community.

**11. COUNCILLORS' REPORTS**

**12. COMMITTEE REPORTS**

**13. STAFF REPORTS**

**a. Options to Reduce 2020 Property Tax Impacts**

2020.14.189 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Council intends to amend the 2020-2024 Financial Plan to reflect either Option 3 (no general tax increase, plus an additional 5% reduction for Commercial/Industrial) or Option 4 (no general tax increase, plus an additional 10% reduction for Commercial/Industrial) with the offsetting funding to come from Accumulated Surplus, following a period of notice to allow for public input.

**MOTION CARRIED UNANIMOUSLY**

**b. Options for a Delayed Tax Due Date**

2020.14.190 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that staff be directed to bring forward an Alternative Municipal Tax Collection Scheme Bylaw featuring a property tax due date of September 15<sup>th</sup> and a second penalty date of December 15<sup>th</sup>.

**MOTION CARRIED UNANIMOUSLY**

**5. A. BYLAWS**

**ii. Bylaw No. 2190 - Revenue Anticipation Borrowing for 2020**

2020.14.191 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2190 - Revenue Anticipation Borrowing for 2020 be introduced and given first reading.

**MOTION CARRIED UNANIMOUSLY**

2020.14.192 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2190 - Revenue Anticipation Borrowing for 2020 be given second reading.

**MOTION CARRIED UNANIMOUSLY**

2020.14.193 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2190 - Revenue Anticipation Borrowing for 2020 be given third reading.

**MOTION CARRIED UNANIMOUSLY**

2020.14.194 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Bylaw No. 2190 - Revenue Anticipation Borrowing for 2020 be adopted.

**MOTION CARRIED UNANIMOUSLY**

**c. Liquor Licence Application - The Cut Cartel (2425 Bevan Avenue)**

2020.14.195 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett:

1. That owners and tenants in occupation of property within 100m (328ft) of 2425 Bevan Avenue, be notified of Liquor Licence Application No. LA000002 (to allow the serving of alcohol during the hours of barbering services) and that any written correspondence received be forwarded to Council for their consideration, and
2. That a public notice be advertised in two consecutive issues of the Peninsula News Review, the last publication to appear not less than 3 days and not more than 10 days before the date Council is to consider the application.

**MOTION CARRIED UNANIMOUSLY**

**d. Temporary Business Signage during Construction**

2020.14.196 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that staff be directed to respond to the business owner of Dig This regarding options for applying for a Development Variance Permit to allow business signage on a different business premises.

**MOTION CARRIED UNANIMOUSLY**

**e. Tree Removal Application - 2081 Weiler Avenue**

2020.14.197 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett:  
1. That the request to remove a Douglas Fir tree from the front lawn of 2081 Weiler Avenue be denied; and  
2. That the request to remove a Spruce tree from the municipal boulevard fronting 2081 Weiler Avenue be denied.

**MOTION CARRIED UNANIMOUSLY**

**f. Referral - CRD Regional Growth Strategy Amendment Bylaw No. 4328**

2020.14.198 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that Council accept the proposed CRD Bylaw No. 4328 - Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment No. 1, 2019 and direct staff to respond to the CRD Board with Council's decision.

**MOTION CARRIED UNANIMOUSLY**

**g. Grant Application - Community Emergency Preparedness Fund for ECO and Training Stream**

2020.14.199 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that Council support a Town of Sidney grant application in the amount of \$20,700 to the Community Emergency Preparedness Fund - EOC and Training Stream.

**MOTION CARRIED UNANIMOUSLY**

**h. MFA Financing of New Engineering Equipment**

2020.14.200 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that Council approve financing the recently purchased Trimble S6 Total Station survey equipment through the MFA's Equipment Financing Program for a total of \$43,437.15 over a 5 year term.

**MOTION CARRIED UNANIMOUSLY**

**14. CORRESPONDENCE**

Councillor T. O'Keeffe requested that item 16.10 regarding backyard chickens be brought forward for discussion and questioned how this matter could be included in the OCP review process.

Mr. Newcomb, Senior Manager of Long Range Planning, advised that it may be part of the OCP Review process but such a discussion would likely happen in a very broad manner via topics such as food security or land use options. He noted that should this topic be a strong focus for the community, staff would follow up with specific bylaw provisions for Council's consideration.

2020.14.201 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that the email from C. Maclure, regarding backyard chickens, dated March 28, 2020 (and the reply dated April 3, 2020) be received for information.

**MOTION CARRIED UNANIMOUSLY**

**15. NEW BUSINESS**

**16. CORRESPONDENCE FOR INFORMATION**

- 2020.14.202 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that the following correspondence be received for information:
1. Letter from City of Burnaby, regarding 2020 UBCM Resolutions, dated March 6, 2020.
  2. Letter from City of Coquitlam, regarding current response to COVID-19 - council meetings, public hearings, tax deferrals, and hording, dated March 18, 2020.
  3. Letter from Ministry of Agriculture, Science and Policy Division, regarding Bill 15 - Agricultural Land Commission Amendment Act - exclusions, statutory rights of way and application fee process, dated March 18, 2020.
  4. Letter from Canadian Federation of Independent Business, regarding supporting small business during COVID-19, dated March 19, 2020.
  5. Letter from District of Metchosin, regarding COVID-19 testing needed for first responders, dated March 19, 2020.
  6. Media Release from United Way Greater Victoria, regarding fund for the most vulnerable during the COVID-19 crisis, dated March 19, 2020.
  7. Email from C. Peters, regarding Ontario's' new and comprehensive strategy to combat human trafficking, dated March 22, 2020.
  8. Email from S. Duck, President of Cycling Without Age Society, expressing appreciation for the Town's 2020 grant in aid funding, March 24, 2020.
  9. Letter from City of Prince George, regarding UBCM resolution - sharing payments from opioid class action lawsuit, dated March 24, 2020.
  10. *(Already dealt with - see item 14).*
  11. Letter from D. Simpson, regarding sidewalk cleaning, dated March 30, 2020. Reply dated April 2, 2020.
  12. Letter from BC Transit, providing COVID-19 update, dated March 30, 2020.
  13. Email from Greater Victoria Cycling Coalition, regarding temporary measures for safer streets during COVID-19, dated March 31, 2020.
  14. Email from Island Health, regarding COVID-19 planning to support underserved populations, dated March 30, 2020.
  15. Email from BC Wildfire Service, regarding open burning restrictions for all high smoke sensitivity zones in BC, dated March 30, 2020.
  16. Email from G. Sanderson, expressing appreciation for the Town's work, dated April 4, 2020. Reply dated April 6, 2020.
  17. Email from Folk & Fiddle Festival Society, regarding the cancellation of this year's festival, dated April 2, 2020.

**MOTION CARRIED UNANIMOUSLY**

**17. NOTICES OF MOTION**

**18. MOTION TO GO "IN-CAMERA" (CLOSED MEETING)**

- 2020.14.203 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that it is in the opinion of Council that the public interest requires that persons other than members of the Council and Officers be excluded from the meeting to consider confidential matters respecting personnel issues, pursuant to section 90.1 (c) of the *Community Charter* and that the Council continue the meeting in closed session.

**MOTION CARRIED UNANIMOUSLY**

**19. ADJOURNMENT**

- 2020.14.204 Moved by Councillor S. Garnett, seconded by Councillor C. Rintoul, that the meeting be adjourned at 8:44 p.m.

**MOTION CARRIED UNANIMOUSLY**