

TOWN OF SIDNEY
SPECIAL COUNCIL MEETING
Wednesday, August 5, 2020
Council Chambers

3:30 pm

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A G E N D A

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. COMMITTEE REPORTS
 - a. **Economic Advisory Committee - July 10, 2020**
Minutes contain recommendation(s) regarding:
R.1-3 Initiatives to Support Economic Recovery
Recommendation: *that the Town set as a priority advocating on behalf of businesses for increased/improved Internet and cell capacity.*
 - b. **COVID-19 Recovery Task Force - July 14 & July 28, 2020**
Minutes contain recommendation(s) regarding:
R.1 Economic Recovery & Resiliency
R.2-5 Cultural Recovery & Resiliency
4. ADJOURNMENT



Sandi Nelson, Corporate Officer

Notice issued: Tuesday, August 4, 2020, at 11:30 a.m.



3a
DRAFT

**Town of Sidney - Economic Advisory Committee
MINUTES**

Friday, July 10, 2020 – 10:30 am via Zoom

Present: David Calveley (Acting Chair), Annilee Armstrong, Frank Austin, Stasia Hartley, Rod Hunchak, Deanna Mathewson, Doug Walker, Denny Warner and Councillor C. Rintoul

Regrets: Brad Edgett, Barbara Cina, Alyssa Gerwing, and Jennifer Michell

Staff: Andrew Hicik, Director of Corporate Services

Meeting called to order at 10:32 am by Acting Chair, David Calveley.

1. Review and approval of the Agenda

Moved by D. Warner, seconded by D. Mathewson, that the Agenda be approved with the addition of new item 2 - resignation from B. Cina.

CARRIED

2. Receipt of Resignation

D. Calveley acknowledged receipt of the letter of resignation from B. Cina, which included a recommendation that the Town ensure property tax savings are passed on to tenants.

3. Review and Approval of the June 19, 2020 Minutes.

Moved by S. Hartley, seconded by D. Walker, that the Minutes of the June 19, 2020 Economic Advisory Committee Meeting be approved as distributed.

CARRIED

4. Review of recommendations to Council regarding actions and initiatives to support economic recovery from the COVID-19 pandemic.

a. Increase internet capacity. Can the Town advocate on behalf of the business community as businesses switch to online models?

There was discussion regarding the need for increased internet capacity throughout the community (via fiber optic network), particularly as there has been a higher demand for use of electronic communication during the pandemic, and with more organizations conducting business on-line.

D. Warner noted that this is a huge issue for businesses in West Sidney (as per the EOC's business survey).

It was noted that cell coverage is also an issue.

Moved by D. Mathewson, seconded by D. Walker, that the Committee recommend to Council that the Town set as a priority advocating on behalf of businesses for increased/improved Internet and cell capacity.

CARRIED

R1

b. Keep costs down and limit demands on companies during recovery

There was discussion regarding the need for the Town to do what they can to keep costs and property taxes down so as to not add extra financial burden on businesses.

R2

Moved by F. Austin, seconded by D. Walker, that the Committee recommend to Council that the Town keep costs down and limit demands on businesses during recovery.

CARRIED

c. Encourage people to follow the requirements of the EOC and PHO but there is no need to go beyond; this is negatively affecting businesses unnecessarily.

D. Walker noted that it is important for the Town to be exemplary in this area, i.e. that the Town clearly look at all of the services in their mandate and be able to say they are doing all the services they can within the recommendations from the EOC and PHO.

D. Warner advised that businesses in West Sidney have two main concerns - access to PPE and their supply change. She noted that the retail and tourism businesses want to be open but have safety concerns (e.g. "unauthorized" US visitors). She also noted that not all businesses are following the same safety protocols, and that perhaps some guidelines could be put in place and shared with the business community so that business can all follow similar kinds of protocols.

R. Hunchak suggested a branding program "Safe Sidney" that would ensure businesses are following appropriate safety requirements, and additionally would instill confidence for customers to feel safe. It was noted this would be an initiative for the SBIA to consider.

A. Hicik clarified the Town's role is not to be a health authority, and we do not have resources to take on new services while also keeping costs down.

D. Calveley suggested this topic be forwarded to the Recovery Task Force.

D. Walker stated the importance of the entire business community contributing to recovery, not just some.

Moved by D. Walker, seconded by S. Hartley, that the Committee recommend to Council that the Town encourage business owners follow the requirements of the PHO, but there is no need to go beyond in withholding services; this is negatively affecting businesses unnecessarily.

MOTION DEFEATED

R3

Moved by D. Warner, seconded by D. Walker, that the Committee recommend to Council that the Chamber explore, with SBIA, the feasibility of creating a Safe Sidney marketing campaign.

CARRIED

- d. **Reach out to long-term care providers to find out what their needs are. Extend Permissive Tax Exemption for property taxes for one more year (from 3 years to 4 or 5 years) for care services.**

S. Hartley requested clarification with respect to whether the permissive tax exemption to Resthaven Lodge could also be extended to all long-term care providers.

A. Hicik advised it can only apply to non-profit organizations, and for providers to apply directly to the Town.

- e. **Ease some restrictions and streamline processes to make it easier for events to be organized within the bounds of safety measures.**

This recommendation was not discussed.

- f. **The BIA campaign is excellent and we suggest, that Council support it in whatever necessary form, and that it be extended to cover retail and service businesses on the west side or in the Harbour Road area. This should also be provided as feedback to the Recovery Task Force.**

It was noted that the matter be postponed until the SBIA is present in order to provide further details on the campaign.

5. Council referral regarding Summary of EOC Business Survey Responses.

Referred to EAC for information. No comments made at this time.

D. Calveley noted the need to measure recovery and that pedestrian counters might be seen as one way to measure. He asked for ideas on other measures?

- D. Mathewson advised she would reach out to other tourism-based facilities for person counts.
- D. Warner noted it would be beneficial to go back to the businesses that were surveyed by the EOC to see what has changed. She noted businesses do seem to be much more optimistic and feel supported by locals.

Councillor C. Rintoul noted that it is staff's intent to re-survey and provide metrics.

Councillor C. Rintoul suggested future consideration of working with marinas to encourage transient moorage, and to enable more opportunities for visits to Sidney.

6. Adjournment

(Next meeting to be at call of the Chair, and set meeting dates to be reviewed at a future meeting).

Meeting adjourned at 11:58 am.

Acting Chair, David Calveley

Date



DRAFT

3b

**Town of Sidney – COVID-19 Recovery Task Force Committee
Meeting Minutes
Tuesday, July 14, 2020 – 2:00PM – 3:30PM
Zoom Meeting**

Present: Mayor C. McNeil-Smith, Councillor Barbara Fallot, David Calveley, Glenys Cavers, Steve Duck, Kirsten Norris, Morgan Shaw, Denny Warner

Regrets: Kelly Bull-Tomer, Brett Mikkelsen, Fire Chief

Staff: Randy Humble, CAO, Alison Verhagen, Senior Manager of Current Planning / Recovery Director, Donna Barner, Recording Clerk

Meeting called to order by the Chair at 2:00.

1. Adoption of Agenda

Moved by B. Fallot, seconded S. Duck that the Agenda be adopted.

CARRIED

2. Territorial Acknowledgement

3. Adoption of Minutes

Moved by G. Cavers, seconded by B. Fallot that the minutes from the June 30, 2020 be adopted with the amendment of Item 1: Introductions, G. Cavers' title to be corrected to Director of Volunteer and Seniors' Services.

CARRIED

4. Background info – receive for information:

a) Destination Victoria and Greater Victoria Harbour Authority recovery planning overview

- Chair acknowledged that due to the information being presented only recently to the committee, it would be best to move to the next meeting's agenda. Chair offered to entertain any discussions today if the committee wished to do so.
- D. Calveley noted of interest that the Destination Victoria recovery overview is optimistic with a recovery timeline of 18 months, where Tourism BC is planning for 30 months.
- **Action: Chair will distribute BC Transit July 15th presentation to the CRD Planning, Transportation and Protective Services Committee at the next meeting.**

b) Victoria Airport Authority recovery planning – link to YouTube video of AGM, including presentations on recovery planning

- Chair acknowledged that this information was also only made available to the committee with minimal opportunity to review.
- Chair provided overview that the reports and presentations from background items a and b are all in support of health professionals making decisions on border re-openings, and will not be advocating for earlier openings.

- c) Additional pedestrian counter data provided by D. Calveley
- Chair opened floor for questions on D. Calveley pedestrian counters. No comments from committee.

Moved by D. Warner, seconded by M. Shaw, that the committee receive the background information items a, b, and c for information.

CARRIED

5. Overview of Resident Survey Summary Report

A. Verhagen provided an overview of the EOC Resident Survey on pandemic experiences.

Highlights:

- Appendices are lengthy, but provide a realistic overview in the variety of responses captured
- 618 responses in total from June 18 – July 5; staff were really pleased with this number and the different community organizations that distributed the survey throughout their circles.
- Mental health and community health were a re-occurring theme of concern
- Significant interest in growing food and community gardens
- 42% of respondents volunteer currently
- When asked what initiatives the Town should consider, responses ranged from closing off sections of Beacon Avenue; more pedestrian space; community gardens; supporting local businesses; physical distancing; concern about the pace at which re-open.
- Report and appendices will go to Council on Monday July 20, 2020

S. Duck and B. Fallot thanked A. Verhagen for the comprehensive report; provides an incredible amount information and outlines guidance on what the community would like to see prioritized. S. Duck to make suggestions under future agenda items.

Moved by S. Duck, seconded by M. Shaw that the committee receive the overview of the Resident Survey Summary Report for information.

CARRIED

6. Discussion: Recovery Vision and Measurables of Success

Discussion became a roundtable discussion that included agenda items;

6 Discussion: Recovery Vision and Measurables of Success,

7 Discussion: Recovery and the OCP

8 Discussion: Member Ideas of Four Key Elements from Terms of Reference

9 Roundtable

- Discussion:
 - **D. Caveley:** “feet on the street” will be valuable at measuring the success of economic recovery. Hotel vacancy rate should be considered for economic recovery; could compare hotel data with pedestrian counters. Shaw Centre is compiling visitor data for the EAC, committee could consider asking Sidney Museum to also provide data. Overall vision is we need to attract people to Sidney as Sidney.
 - **B. Fallot:** Emphasis on reassuring visitors that safety measures are in place is crucial. Town needs to demonstrate that visitors can come be a tourist while also observing the needs for COVID-19 safety.

- **S. Duck:** Would like direction from committee and Council on what level we are recovering to, and what does this look like. When we speak of “measurable of success”, what are we measuring the success of? Comparing to past years is unrealistic; we need a vision on what Sidney will look like in 12 and 18 months to then define success. The vision needs to be not specifically a recovery vision, but a vision for Sidney going forward that we can work towards.
- **G. Cavers:** Would like to see Sidney specific signage that outlines protocols businesses are following to keep visitors safe. A balance needs to be met that focuses on businesses as well as visitors. Businesses need to feel supported. Agrees with S. Duck that a goal needs to be set for what Sidney is recovering to.
- **D. Warner:** Information Centre is seeing visitors from all across Canada and Sidney is viewed as a safe place to visit. Results from the business survey showed that businesses feel supported from locals and are doing fairly well. People seem optimistic for recovery and the Chamber has accumulated new members. Challenge will be managing resident concerns that visitors need to travel here responsibly; does not see attracting visitors here as a concern.
- **M. Shaw:** Sidney has an advantage as we have been perceived as a safe community because due to size. There is a need for better communication of expectations placed on visitors. Visitors are not usual travelers, these are in large volumes and are multi family. Businesses have been encouraging in conversation. Sectors have all been hit differently accommodation industry is a major concern. Metrics from a hyper localized campaign that the BIA recently put out have shown it’s been successful so far.
- **Chair:** In terms of the vision, what do we want Sidney to look like economically and culturally for community resiliency? Challenging to determine 6, 12, and 18 months from now because of the restrictions imposed on us from higher levels of government such as travel and gatherings. These restrictions are still very significant restrictions that come with significant impacts. Economic impacts need to be considered sector by sector. The mandate within committee is to bring measures or recommendations forward to Council that can go through the Chamber and BIA and the representative associations that support the local community to reduce the impacts that COVID is creating. Sidney is not going back to what we were before; likely to be 1.5-2 years from now.
- **G. Cavers:** in relation to the vision, are we considering the catchy phrase “Safe Sidney”
- **R. Humble:** Would like to see a broader vision for our community. Results of the Resident Survey emphasized that mental and physical health are concerns within our community, and should be addressed in the Recovery vision. The mandate of this committee is also on community resiliency and cultural resiliency in addition to economic resiliency.
- **A. Verhagen:** Would like to explore measures that cover community and cultural health. There was a lot of concern on mental health from Resident Survey. Metrics such as increase in volunteer organizations, number of customers at the food bank, etc. “Feet on the Street” may not be applicable during a pandemic. Possibly consider a metric for stores that have pivoted sales to online.

2:45 D. Warner left the meeting.

- **D. Caveley:** Vision needs to reassure residents that Sidney is going to come back, Sidney is going to be better. Sidney is going to be a great place to live, and that we are doing everything possible to make sure our businesses recover, that we are economically stable, that we are safe. Message needs to be delivered directly to residents, perhaps through a booth on a street corner. Vision needs to address that OCP is being reviewed.
- **Chair:** there is an opportunity for a future survey to gather from residents how they feel with Sidney’s efforts and to review current state of mental health.

- **B. Fallot:** Resident Survey reflected that mental health has taken a hit personally and on the community. Focus needs to remain on all of Sidney and not just the corridor and waterfront. Mental health is not a today issue, people's well-being is an ongoing issue. Businesses cannot be thought of in solidarity for recovery, we need to think of our residents.
- **S. Duck:** agrees with Councillor B. Fallot. Would like to see a face-to-face approach to address mental health. Residents need to hear that businesses are reporting that they are doing well, this will assist with the mental health component as we are "all in this together."
- **Action: Chair will bring a follow-up regarding Vision to the next meeting.**
- **Chair:** Council intentionally brought forward the four elements as to address concerns such as mental health and community connectedness. Recognized discussion has turned into a roundtable; committee will not have time to address the four terms today.
- **S. Duck:** advocated for a follow up tourism document for accommodation and tourism industry on appropriately handling tourists.
- **G. Cavers:** Developed a script for the thrift shops for volunteers and staff whom will greet visitors at the front door and ask them to use sanitizer. Staff are feeling anxious, providing them with information would deescalate.
- **Chair:** The Business Liaison Officer program through the EOC visited approximately 175 businesses. Would like to see a push to any premises that is engaging with the public to reconsider WorkSafe BC plans now with feedback from patrons and staff.
- **A. Verhagen:** Town staff are still offering the Business Liaison Officer program. Spoke to preparing for the second wave; Town is prepared to active EOC again as required. A report will be coming forward to Council on EOC After Action Report.
- **R. Humble:** A number of response plans and initiatives were taken on by the EOC and reflecting on how these could be altered for a second wave is key.
- **Chair:** Regional Chair and Mayor meetings have transitioned to be meeting with communities of similar size as opposed to geographic location. The message being delivered is that businesses and individuals need to be preparing for a second wave.
- **D. Calveley:** Proposed taking an empty storefront and make it not only an information centre; but also an information receiving centre where residents and visitors can communicate to the Town. Will align with engaging face-to-face.
- **Chair:** Could see staffing being a concern; but willing to work with this challenge.
- **G. Cavers:** Mental health has been a gap in Sidney for a substantial time. Is there an opportunity for the Town to provide a network that is accessible to Sidney residents, physically and financially?

7. Next Meeting:

Action: Chair will work with staff to formalize a schedule for committee meetings.

8. Adjournment

Moved by S. Duck, seconded by B. Fallot, that the meeting adjourn at 03:17.

CARRIED

Meeting adjourned at 03:17.

Chair

Date



DRAFT

**Town of Sidney – COVID-19 Recovery Task Force Committee
Meeting Minutes
Tuesday, July 28, 2020 – 2:00PM – 3:30PM
Zoom Meeting**

Present: Mayor C. McNeil-Smith, Councillor B. Fallot, David Calveley, Glenys Cavers, Steve Duck, Kirsten Norris, Morgan Shaw, Graden Sol, Denny Warner

Regrets: Randy Humble, CAO

Staff: Andrew Hicik, Director of Corporate Services, Brett Mikkelsen, Fire Chief, Alison Verhagen, Senior Manager of Current Planning / Recovery Director, Donna Barner, Recording Clerk

Meeting called to order by Chair at 2:02.

The Chair welcomed Brett Mikkelsen, Fire Chief/ Emergency Program Coordinator and former EOC Director. Chair also welcomed Graden Sol, whom will replace Kelly Bull-Tomer. Graden has been on the Advisory Planning Committee for three years; is a local realtor in Sidney and a director at the Victoria real estate board.

1. Adoption of Agenda

Moved by B. Fallot, seconded by D. Calveley, that the agenda be adopted.

CARRIED

2. Territorial Acknowledgement

3. Adoption of Minutes

Minutes from the July 14, 2020 meeting will be circulated at the next meeting.

4. Chair's Remarks

a. Follow up on vision discussion

The Town of Sidney has a vision that is well articulated in the OCP. Council will review the Town's vision at the next strategic plan review meeting, anticipated for September. In light of COVID, vision is to "build back better."

5. Discussion: Member Ideas of Four Key Elements from Terms of Reference

a. Economic Recovery & Resiliency

– Discussion:

- Three audiences to consider; residents, businesses/organizations, visitors
- Messaging needs to relay that we are all responsible ("all in this together") as residents, businesses/organizations, visitors
- Recommendations and mandates from senior levels of government can quickly change. Will need to be mindful in our information sharing to be adaptable to change

- Town needs to be cautious on overpromising (stating Sidney is Safe when this is not an objective we can guarantee)

R1

Moved by S. Duck, seconded by D. Calveley, that a working group consisting of M. Shaw, D. Warner, G. Cavers, and A. Verhagen be established to develop a COVID-19 safety themed poster for businesses and a printed COVID-19 information resource piece for distribution to businesses and the public, to be implemented as soon as is practicable.

CARRIED

– Discussion:

- Support for public hand sanitizer stations
- Mechanisms to monitor public hand sanitizer stations

Moved by G. Cavers, seconded by B. Fallot, that G. Cavers and the Recovery team provide information at the next meeting on the practicability and cost of public hand sanitizer stations in the downtown core.

CARRIED

– Discussion:

- Businesses should be responsible for sourcing PPE
- How can committee reduce barriers for businesses accessing PPE
- **Action: Chair and Recovery team will discuss options regarding the supply of masks to businesses and bring a recommendation to the next meeting.**

b. Cultural Recovery & Resiliency

– Discussion:

- The general public is unaware as what organizations are open and currently offering, such as Mary Winspear Centre, Shaw Ocean Discovery Centre, the Sidney Museum, etc.
- Information on what is occurring in Sidney could be distributed through potential avenues such as; Peninsula News Review, an outdoor kiosk, information boards, a special edition Town Talk, and so on.

R2

Moved by S. Duck, seconded by B. Fallot, that a working group consisting of B. Fallot, S. Duck, D. Calveley, and M. Shaw be established to develop a printed information resource piece with what the leading cultural organizations are offering to the public; and the review the feasibility of the BIA information cart being set up to distribute this and other information, to be implemented as soon as is practicable.

CARRIED

– Discussion:

- Opportunity to increase two way communication with community

R3

Moved by B. Fallot, seconded by G. Sol, that the Town organize an initiative for virtual Town Hall meetings for the public, with participants including a mix of Council members, Town Recovery team and other staff, and leaders from community organizations.

CARRIED

R4

Moved by S. Duck, seconded by D. Calveley, that the committee recommends Mayor and Council do walkabouts engaging the public and businesses regarding COVID-19 topics, and distribute information pieces from the two working groups as appropriate.

CARRIED

RS

- Discussion:
 - o Information sharing between committee will be fluid to reduce workloads in preparing a special edition Town Talk

Moved by M. Shaw, seconded by D. Calveley, that staff issue a special COVID-19 edition of Town Talk for September.

CARRIED

6. Adjournment

Moved by S. Duck, seconded by G. Sol, that the meeting adjourn at 03:34.

CARRIED

Meeting adjourned at 03:34.

Chair

Date