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## TOWN OF SIDNEY

### MINUTES OF REGULAR COUNCIL MEETING Monday, March 23, 2020 Council Chambers 6:00 p.m.

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**PRESENT:** Mayor C. McNeil-Smith  
Councillors: S. Duncan, B. Fallot, S. Garnett, T. O'Keeffe, C. Rintoul and P. Wainwright

**Staff:** R. Humble, Chief Administrative Officer  
A. Hicik, Director of Corporate Services  
B. Mikkelsen, Fire Chief  
C. Newcomb, Senior Manager of Long Range Planning (*via conference call*)  
P. Kully, Executive Assistant/Communications Coordinator

#### 1. CALL TO ORDER

The Mayor called the meeting to order at 6:00 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

2020.10.133 Moved by Councillor C. Rintoul, seconded by Councillor B. Fallot, that the Agenda be approved with the addition of item 5a - Bylaw No. 2188 – Council & Committee Procedure, Amendment No. 3.

**MOTION CARRIED UNANIMOUSLY**

##### A. Town's COVID-19 Update

The EOC Director, Chief Administrative Officer Mr. Humble, provided an update on activities at the Town's EOC:

- The EOC is operating at a level 2 and is being staffed by Town staff.
- The SBIA and Chamber are working with the EOC to provide support to the businesses community through business continuity planning.
- The Town is committed to ensuring essential services are maintained.
- The CAO commended the Fire Chief for providing regular emergency planning exercises to staff to prepare the Town for this situation. He also commended staff, Council and the community for working together during this time.

The EOC Deputy Director, Fire Chief B. Mikkelsen, provided an update on key focuses at the EOC:

- The primary focus is recovery planning.
- The SBIA and Chamber are ensuring local businesses are aware of federal and provincial programs being made available.
- Business continuity is a large focus for the Town and business community.
- The EOC is in daily contact with Sidney care homes who are most at risk.
- The EOC is providing daily web updates to the community, distributed posters to stratas and on posts around town, working with Radio Sidney to get messages out, advising of closures and impressing upon the public the need for social distancing.

The Director of Corporate Services and Acting CAO Mr. Hicik provided an update:

- The public is expressing concerns about bills, property taxes and provisions for local businesses and the Town is looking at means to assist.

- It is expected that the Province will provide interim measures to allow municipalities to defer tax payments.
- Currently, the Town is not applying late penalties to utility payments.
- Additional measures will be announced as more information on Provincial guidelines are available.

The Mayor provided an update:

- The Mayor stressed the need everyone to practice social distancing, as this will have the greatest impact on our community and we need 100% compliance.
- The Mayor reminded people that the Town is managing a COVID-19 webpage that is regularly updated and is a reliable source of information.

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

*No submissions were received.*

**B. PUBLIC HEARINGS**  
**C. PRESENTATIONS**

**5. A. BYLAWS**

**Bylaw No. 2188 - Council & Committees Procedure, Amendment No. 3**  
(To permit electronic participation by members at meetings).

2020.10.134 Moved by Councillor P. Wainwright, seconded by Councillor S. Duncan, that third reading of Bylaw No. 2188 – Council & Committee Procedure, Amendment No. 3 be rescinded.

**MOTION CARRIED UNANIMOUSLY**

2020.10.135 Moved by Councillor P. Wainwright, seconded by Councillor B. Fallot, that section 9a of Bylaw No. 2188 be amended to include the words “In the event of a public emergency” as presented.

**MOTION CARRIED UNANIMOUSLY**

2020.10.136 Moved by Councillor P. Wainwright, seconded by Councillor S. Duncan, that Bylaw No. 2188 – Council & Committee Procedure, Amendment No. 3, be given third reading as amended.

**MOTION CARRIED UNANIMOUSLY**

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

**i. Development Variance Permit Application No. DV100293**  
**(9335 Webster Place)**

(To reduce the minimum required front yard setback in order to legalize a recently constructed addition to a single-family dwelling).

Public Submission(s) received:

1. Petition of support from area residents, dated March 1, 2020.

2020.10.137 Moved by Councillor C. Rintoul, seconded by Councillor S. Garnett, that Development Variance Permit Application No. DV100293 (9335 Webster Place - to reduce the minimum required front yard setback in order to legalize a recently constructed addition to a single-family dwelling) be approved.

**MOTION CARRIED UNANIMOUSLY**

**6. ADOPTION OF MINUTES**

**a. Regular Council Meeting - March 9, 2020**

2020.10.138 Moved by Councillor B. Fallot, seconded by Councillor T. O’Keeffe, that Minutes of the Regular Council Meeting of March 9, 2020, be adopted as presented.

**MOTION CARRIED UNANIMOUSLY**

**b. Special Council Meeting - March 16, 2020**

2020.10.139 Moved by Councillor B. Fallot, seconded by Councillor T. O’Keeffe, that Minutes of the Special Council Meeting of March 16, 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 9, 2020**

**i. Appointment - Economic Advisory Committee**

**Resolution:** *that the letter from Sidney Business Improvement Area Society (SBIA), dated February 28, 2020, be received and that Brad Edgett be appointed to the Economic Advisory Committee for a 2-year term, ending 2021.*

**ii. Resignation - Saanich Peninsula Water & Wastewater Commissions**

**Resolution:** *that the letter from Mike Thompson, dated February 29, 2020, advising of his resignation, as the Town’s representative, from the Saanich Peninsula Water and Wastewater Commissions, be accepted and that a letter be sent to Mr. Thompson thanking him for his service, and that the Town advertise for a new citizen appointment.*

**9. PETITIONS & DELEGATIONS**

**10. MAYOR’S REPORT**

**11. COUNCILLORS’ REPORTS**

**a. Councillor B. Fallot** - provided an update from the Vancouver Island Regional Library board that MacMillan have lifted the embargo on eBook licenses and have lowered the price on some eBooks in response to COVID-19. Councillor B. Fallot also advised that she took part in Victoria’s Point-in-Time Count (PIT) on March 12 and requested a location in Sidney. She confirmed that Sidney does have a homeless population and was impressed by how willing people were to participate and answer personal questions. Those questioned confirmed that the reason they do not go to shelters and would rather sleep outside is for safety and theft reasons.

**b. Councillor S. Duncan** - reported on the Water Commission meeting of March 18 where concerns regarding COVID-19 in the water supply were raised, and advised that the Commission has confirmed that the virus cannot live in water, and that essential services and supplies are secure.

**12. COMMITTEE REPORTS**

**a. Economic Advisory Committee - February 14, 2020**

2020.10.140 Moved by Councillor Chad Rintoul, seconded by Councillor S. Garnett, that Minutes of the Economic Advisory Committee Meeting of February 14, 2020, be received for information.

**MOTION CARRIED UNANIMOUSLY**

**b. Committee of the Whole Meeting - March 16, 2020**

2020.10.141 Moved by Councillor P. Wainwright, seconded by Councillor B. Fallot, that Minutes of the Committee of the Whole Meeting of March 16, 2020, be received for information.

**MOTION CARRIED UNANIMOUSLY**

Minutes contain recommendation(s) regarding:

**R.1 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).

2020.10.142 Moved by Councillor P. Wainwright, seconded by B. Fallot, that staff be directed to send out notices regarding Development Permit Application No. DP100816 and Development Variance Permit Application No. DV100294 (9805 Seaport Place) and that staff prepare a report, similar to what would be presented to the Advisory Planning Commission, to Council for consideration.

**MOTION CARRIED UNANIMOUSLY**

**R.2 Funding for Arts & Culture**

2020.10.143 Moved by Councillor P. Wainwright, seconded by Councillor S. Garnett, that the Town invite CRD Arts service to present to the Committee of the Whole, at a future meeting, on their current strategic plan and programs.

**OPPOSED: Councillor T. O’Keeffe  
MOTION CARRIED 6:1**

**R.3**

2020.10.144 Moved by Councillor P. Wainwright, seconded by Councillor B. Fallot, that the Town enter into discussion with ArtSea prior to the next budget to consider how to allocate arts funding to local groups.

**OPPOSED: Councillor T. O’Keeffe  
MOTION CARRIED 6:1**

**R.4**

2020.10.145 Moved by Councillor P. Wainwright, seconded by Councillor S. Garnett, that Council support Councillor B. Fallot proceeding to consult with local arts groups in the community and report back to Council.

**MOTION CARRIED UNANIMOUSLY**

**13. STAFF REPORTS**

**a. Town of Sidney OCP Review and Update Project - RFP Award**

2020.10.146 Moved by Councillor C. Rintoul, seconded by Councillor P. Wainwright that the consulting contract for the OCP Review and Update Project be awarded to Modus Planning Design & Engagement Inc.

**MOTION CARRIED UNANIMOUSLY**

2020.10.147 Moved by Councillor P. Wainwright, seconded by Councillor B. Fallot, that staff prepare a brief comparison summary of the Requests for Proposal received.

**OPPOSED: Mayor C. McNeil-Smith & Councillors: S. Duncan, B. Fallot  
T. O’Keeffe & C. Rintoul  
MOTION DEFEATED 5:2**

2020.10.148 Moved by Councillor P. Wainwright, seconded by Councillor B. Fallot, that the 2021 fiscal year budget for the OCP Review and Update project be increased to \$100,000.

**OPPOSED: Mayor C. McNeil-Smith & Councillors: S. Garnett,  
T. O’Keeffe & C. Rintoul  
MOTION DEFEATED 4:3**

**b. Monthly Building Permit Report - February 2020**

2020.10.149 Moved by Councillor B. Fallo, seconded by Councillor T. O’Keeffe, that the Monthly Building Permit Report for February 2020 be received for information.

**MOTION CARRIED UNANIMOUSLY**

Request from Council that staff report back at a subsequent Council meeting on the number of building permits reaching renewal or extension in light of the current climate and the status and timelines in relation to development permits.

**14. CORRESPONDENCE**

**a. Joint Meeting - Shared OCP Planning**

2020.10.150 Moved by Councillor T. O’Keeffe, seconded by Councillor S. Duncan, that the letter from District of Central Saanich, dated March 5, 2020, be received and referred to staff to report back to Council regarding possible areas of overlap, collaboration and cooperation regarding the respective OCP Review processes of the 3 Peninsula municipalities.

**MOTION CARRIED UNANIMOUSLY**

**b. 2020 Turf Proposal for Blue Heron Park**

2020.10.151 Moved by Councillor P. Wainwright, seconded by Councillor S. Duncan, that the email from Peninsula Soccer Association, dated February 12, 2020, be received and that the 3 Peninsula Mayors, CAOs and Directors of Finance meet with the PSA representatives to discuss details of their proposal and future budgetary considerations.

**MOTION CARRIED UNANIMOUSLY**

**15. NEW BUSINESS**

Councillor C. Rintoul, requested that item #9 be moved from Correspondence for Information for discussion. Concerns were expressed about the impact on downtown businesses in heavy construction zones.

2020.10.152 Moved by Councillor C. Rintoul, seconded by Councillor S. Duncan, that the email from Dig This regarding placement of business sign at Beacon Avenue and Third Street, dated March 11, 2020, (and the reply dated March 16, 2020) be received and that staff report on temporary approval options for signage in relation to construction zones.

**MOTION CARRIED UNANIMOUSLY**

**16. CORRESPONDENCE FOR INFORMATION**

2020.10.153 Moved by Councillor B. Fallo, seconded by Councillor C. Rintoul that the following correspondence be received for information:

1. Letter from Recycling Council of BC, regarding their 46<sup>th</sup> Annual Conference on Circular Economy, dated March 2, 2020.
2. Letter from Forest Enhancement Society of BC, regarding their accomplishments update, dated March 2, 2020.
3. Emails from K. Finley, regarding Beaufort Cove, dated March 2 and 11, 2020. Replies dated March 6 & 12, 2020.
4. Letter from District of Saanich, regarding dead animal disposal service, dated March 3, 2020.
5. Letter from UBCM, regarding their resolutions process, dated March 4, 2020.
6. Email from L. Hatch, regarding pet waste, dated March 8, 2020. Reply dated March 11, 2020.
7. Letter from City of New Westminster, regarding National Pharmacare Program, dated March 9, 2020.

8. Letter from Town of Sidney to the Kiwanis Club of Sidney and Saanich Peninsula, thanking them for their donation for the Sidney Skate Park, dated March 9, 2020.
9. *(Already dealt with - see item 15).*
10. Email from C. Lamb, regarding COVID-19, dated March 15, 2020.
11. Letter from A. Kershaw, regarding proliferation of mooring buoys in Tsehum Harbour, dated March 16, 2020.
12. Email from H. Moore, regarding concerns of COVID-19, dated March 14, 2020.
13. Email from Vancouver Island Regional Library, regarding COVID-19 update, dated March 16, 2020.
14. Email from Mary Winspear Centre, regarding COVID-19 update, dated March 17, 2020.
15. Email from Founders of Kids for a Plastic Free Canada, regarding reducing single-use plastics, dated March 17, 2020.

**MOTION CARRIED UNANIMOUSLY**

**17. NOTICES OF MOTION**

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

- 2020.10.154 Moved by Councillor S. Garnett, seconded by Councillor T. O’Keefe, 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 personal information, pursuant to section 90.1 (a) of the *Community Charter* and that the Council continue the meeting in closed session.

**MOTION CARRIED UNANIMOUSLY**

**19. ADJOURNMENT**

- 2020.10.155 Moved by Councillor B. Fallot, seconded by Councillor C. Rintoul, that the meeting be adjourned at 8:53 p.m.

**MOTION CARRIED UNANIMOUSLY**

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MAYOR

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CORPORATE OFFICER