

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD ON MONDAY, APRIL 6, 2020
AT 7:00 PM IN COUNCIL CHAMBER, CIVIC ADMINISTRATION BUILDING, BRANDON,
MANITOBA**

PRESENT: Mayor Rick Chrest In The Chair, Councillor Shawn Berry, Councillor Ron W. Brown, Councillor Shaun Cameron, Councillor Jan Chaboyer, Councillor Barry Cullen, Councillor Kris Desjarlais, Councillor Jeff Fawcett, Councillor John LoRegio, Councillor Bruce Luebke, Councillor Glen Parker

ABSENT: Nil

It was noted that in accordance with Section of 109 of Procedure By-law No. 6634, Councillors K. Desjarlais and R. Brown participated in the meeting via conference call.

READING OF THE CALL:

At the direction of the Chair, the City Clerk confirmed that on March 31, 2020 in accordance with the requirements of The Municipal Act, all members of City Council, were given notice that a Special Meeting would be held this date to consider measures to assist Brandon tax payers in response to COVID-19. The City Clerk indicated that in view of the above compliance, and that there was quorum, it was lawful to proceed with this Special Meeting.

PRESENTATIONS:

(A) BRIAN KAYES, DIRECTOR OF RISK & EMERGENCY MANAGEMENT COVID-19 UPDATE

Brian Kayes, Director of Risk and Emergency Management, appeared before City Council to provide a further update on the City of Brandon's response to the Corona Virus (COVID-19). Mr. Kayes advised the Emergency Operation Centre (EOC) has been in operation since March 12, 2020 and on March 26, the City secured the Water Treatment Plant to ensure residents, businesses, care homes, and the hospital continued to have the safe supply of potable water. The EOC is currently staffed with two (2) employees and pared down the Emergency Response Group to eleven (11) key people which included the Mayor.

Mr. Kayes reminded everyone to follow the Shared Health recommended guidelines: wash your hands, cover your cough, keep your hands off your face, practice physical distancing, disinfect surfaces, limit interactions, avoid travel, and stay home as much as possible.

Mr. Kayes stated the City had implemented several measures to protect employees and ensure the provision of essential services, including placing travel restrictions, compulsory handwashing upon entry to city facilities, work station separation, working from home and reassignment of job tasks.

He noted that on March 19, 2020, the City closed all public buildings with the exception of our police station and airport. Mr. Kayes also reported that in keeping with the Province of Manitoba's directive for responsible social distancing, the City prohibited access to all City of Brandon maintained playgrounds and equipment structures and various outdoor fitness equipment stations, in order to limit the potential spread of the COVID-19 virus in the community.

In conclusion, Mr. Kayes stated the City of Brandon Emergency Response Team would remain vigilant and ready to implement whatever measures were required to give Brandonites the best opportunity to safely manage this threat to the community.

Parker-Luebke

666 That the presentation by Brian Kayes, Director of Risk & Emergency Management with respect to an update on the City of Brandon's response to COVID-19 be received. CARRIED.

COMMITTEE REPORTS:

(A) AUDIT & FINANCE COMMITTEE APRIL 3, 2020

City Council considered a report from the Chair of the Audit and Finance Committee dated April 3, 2020 with respect to its meeting held March 30, 2020. Mayor Chrest noted in light of the rapidly evolving impact of the COVID-19 pandemic on the health and economic situation faced by citizens, some short term relief options for ratepayer have been recommended by the Committee.

The Audit and Finance Committee recommend the following:

1. 2020 Property Tax due date be extended to July 31, 2020.
2. Tax Installment Plan (TIP) be amended to allow for variable or flexible payment options.
3. Payments not honored by Financial Institutions, (NSF) fee be waived for the remainder of the 2020 year.

Mayor Chrest also noted the Province of Manitoba announced the education tax levy payment due date would be deferred to September 30th with penalties for non-payment imposed on October 1, 2020.

Parker-Berry

667 That the report of the Audit and Finance Committee dated April 3, 2020 be received. CARRIED.

Fawcett-Berry

668 That the recommendations of the Audit & Finance Committee, from their meeting held March 30, 2020 to deal with property tax deferrals for the 2020 tax year, be adopted by Council as a whole;

and that the Finance Department be authorized to implement said recommendations.
CARRIED.

GENERAL BUSINESS:

(A) AMENDMENT TO 2020 FEE SCHEDULE

City Council considered a report from Director of Finance dated April 2, 2020 with respect to the above.

Fawcett-Cullen

669 WHEREAS as a result of the COVID-19 crisis, it is City Council's desire to provide financial relief to the residents of Brandon on a temporary basis;

BE IT RESOLVED that the \$20.00 fee for 'Payments Not Honored By a Financial Institution', as noted on page 31 of Schedule "A", By-Law No. 7260 be suspended effective April 7, 2020 until December 31, 2020;

and further, that page 31 of Schedule "A", By-Law No. 7260 be replaced with the attached amended page noting this fee suspension. CARRIED.

(B) AMENDMENT TO TAX INSTALLMENT PLAN

Submitted for consideration was a report from the Director of Finance dated April 2, 2020 with respect to the above.

Berry-Cameron

670 WHEREAS as a result of the COVID-19 crisis, it is City Council's desire to provide financial relief to the residents of Brandon on a temporary basis;

BE IT RESOLVED that the Tax Installment Program be amended to allow for flexibility with respect to required deposit amounts and monthly payment amounts, while ensuring that the current annual property tax amount is paid in full by December 31, 2020;

and further, that the application deadline be extended to July 15, 2020;

and further, that the proper officers be authorized to do all things necessary to implement the intent of the foregoing. CARRIED.

(C) DEFERRAL OF IMPOSITION OF TAX PENALTIES

Considered was a report from the Director of Finance dated April 6, 2020 with respect to the above.

Parker-Luebke

671 WHEREAS as a result of the COVID-19 crisis, it is City Council's desire to provide financial relief to the residents of Brandon on a temporary basis;

BE IT RESOLVED THAT a penalty of one and one-quarter percent (1¼ %) per month be imposed and added to all current year's taxes (2020) remaining due and unpaid, as of October 1, 2020. CARRIED.

(D) AMENDMENT TO APRIL 20, 2020 CITY COUNCIL MEETING START TIME

City Council considered a report from the Director of Legislative Services dated April 2, 2020 with respect to the above.

Fawcett-Chaboyer

672 That pursuant to Procedure By-law No. 6634, the regular meeting of City Council scheduled for Monday, April 20, 2020 be held at 6:00 p.m.

ADJOURN:

Berry-Chaboyer

That the meeting do now adjourn (8:02 p.m.) CARRIED.

MAYOR

CITY CLERK