

Municipality of North Cowichan Committee of the Whole MINUTES

**December 13, 2022, 6:00 p.m.
Electronically**

Members Present	Mayor Rob Douglas Councillor Mike Caljouw Councillor Bruce Findlay Councillor Chris Istace Councillor Christopher Justice Councillor Tek Manhas Councillor Debra Toporowski
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) George Farkas, General Manager, Planning, Development and Community Services Talitha Soldera, General Manager, Corporate Services Barb Floden, Manager, Communications and Public Engagement Clay Reitsma, Director, Engineering David Conway, Director, Engineering Projects Heather Power, Legislative Coordinator Marla Laycock, Director, Human Resources and Health & Safety Martin Drakeley, Fire Chief, Senior Manager of Bylaw Services Michelle Martineau, Corporate Officer Neil Pukesh, Director, Parks and Recreation Rob Conway, Director, Planning and Building Rowena Tansley, Manager, Business Solutions Shaun Mason, Municipal Forester Shawn Cator, Director, Operations Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 6:28 p.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Minutes regular and special meetings for adoption

IT WAS MOVED AND SECONDED:

THAT the minutes of the meetings held June 7, 2022, November 22, 2022 and November 30, 2022 be adopted, as circulated.

CARRIED

4. PUBLIC INPUT

Council received public input from two members of the public regarding agenda item #5.3.

5. BUSINESS

5.1 Proposed Amendment to Development Application Fees

IT WAS MOVED AND SECONDED:

THAT the following motion:

"THAT the Committee of the Whole direct staff to prepare an amendment to the Fees and Charges Bylaw No. 3784 to increase development application fees as per Attachment 1 to the December 13, 2022 report from the Director of Planning and Building;

AND THAT the Committee of the Whole direct staff to include the anticipated revenue from increased development application fees in the 2023-2027 Financial Plan Bylaw and that the additional fee revenue be allocated for service level improvements in the Planning and Building department."

be amended to replace the words "increase development application fees as per Attachment 1 to the December 13, 2022 report from the Director of Planning and Building" with the words "align the zoning amendment and density surcharges with the CVRD charges." (Opposed: Findlay Istace, Manhas, and Toporowski)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to prepare an amendment to the Fees and Charges Bylaw No. 3784 to increase development application fees as per Attachment 1 to the December 13, 2022 report from the Director of Planning and Building;

AND THAT the Committee of the Whole direct staff to include the anticipated revenue from increased development application fees in the 2023-2027 Financial Plan Bylaw and that the additional fee revenue be allocated for service level improvements in the Planning and Building department.

CARRIED

5.2 2023 Capital Expenditure Plan

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to include the following supplemental items in the 2023 Capital Expenditure Plan:

- Crofton Boat Launch funded through the Infrastructure Replacement Reserve, and
- Maple Bay Gangway funded through the Infrastructure Replacement Reserve.

CARRIED

5.3 2023-2027 Operating Budget

IT WAS MOVED AND SECONDED:

THAT the following motion:

"THAT the Committee of the Whole direct staff to include the following position(s) in the 2023 – 2027 financial plan:

- (a) Senior Engineer, Transportation and Land Development;*
- (b) Engineering Administrative Assistant;*
- (c) Parks Irrigation Technician (conversion of part-time to full-time);*
- (d) Development Planner;*
- (e) Senior Building Inspector (conversion of lower position);*
- (f) Utility Worker;*
- (g) Client Support Specialist (conversion of temporary to permanent);*
- (h) Bylaw Officer (two positions converted from temporary to permanent); and,*
- (i) Fire/Bylaw Administrative Assistant."*

be amended by striking out bullets (b) and (c).

CARRIED

IT WAS MOVED AND SECONDED:

THAT the following motion:

"THAT the Committee of the Whole direct staff to include the following position(s) in the 2023 – 2027 financial plan:

- (a) Senior Engineer, Transportation and Land Development;*
- (d) Development Planner;*
- (e) Senior Building Inspector (conversion of lower position);*
- (f) Utility Worker;*
- (g) Client Support Specialist (conversion of temporary to permanent);*
- (h) Bylaw Officer (two positions converted from temporary to permanent); and,*
- (i) Fire/Bylaw Administrative Assistant*

be amended by striking out bullet (i).

(Opposed: Istace, Justice, Manhas)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to include the following position(s) in the 2023 – 2027 financial plan:

- (a) Senior Engineer, Transportation and Land Development;
- (d) Development Planner;
- (e) Senior Building Inspector (conversion of lower position);
- (f) Utility Worker;
- (g) Client Support Specialist (conversion of temporary to permanent); and
- (h) Bylaw Officer (two positions converted from temporary to permanent)

(Opposed: Caljouw, Manhas)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to include the Parks Irrigation Technician (conversion of part-time to full-time) position in the 2023-2023 financial plan subject to the position being funded from the existing operating budget. (Opposed: Manhas)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to include \$40,000 for the Youth Outreach Program in the 2023 – 2027 financial plan.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to include the following supplemental items in the 2023 – 2027 financial plan to be funded from the unappropriated surplus:

(a) Sport Wall of Fame \$40,000;

(b) Municipal Forest Management Plan \$100,000.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to include the Contract Senior Development Planner position in the 2023 – 2027 financial plan with \$150,000 funded from surplus building permit revenue from 2022.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to maintain the contribution to the following reserve funds in 2023 as part of the 2023-2027 financial plan:

(b) Quamichan Lake Reserve \$100,000; and

(d) Climate Action and Energy Reserve \$183,900. (Opposed: Caljouw, Findlay, Manhas)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to reduce the contribution to the following reserve fund(s) in 2023 as part of the 2023-2027 financial plan:

(a) Agriculture Reserve \$30,000; and

(c) Insurance Reserve \$50,000.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to budget for 90% of total RCMP contract costs in 2023.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole direct staff to reduce capital spending by \$417,570 for 2023.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the meeting be extended to 10:00 p.m.

CARRIED

6. NEW BUSINESS

7. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

8. ADJOURNMENT

IT WAS MOVED AND SECONDED:

THAT the meeting be adjourned at 9:35 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor