

Municipality of North Cowichan Committee of the Whole MINUTES

February 19, 2020, 10:00 a.m.
Municipal Hall - Maple Bay Meeting Room

Members Present Mayor Al Siebring
 Councillor Christopher Justice
 Councillor Tek Manhas
 Councillor Kate Marsh
 Councillor Rosalie Sawrie
 Councillor Debra Toporowski

Members Absent Councillor Rob Douglas

Staff Present Ted Swabey, Chief Administrative Officer (CAO)
 Mark Frame, General Manager, Financial and Protective Services
 Ernie Mansueti, General Manager, Community Services
 Sarah Nixon, General Manager, Corporate Services
 David Conway, Director of Engineering
 Rob Conway, Director of Planning and Building
 George Farkas, Manager, Corporate Planning and Projects
 Lane Killick, Chief Building Inspector
 Michelle Martineau, Corporate Officer
 Nelda Richardson, Deputy Corporate Officer

1. **CALL TO ORDER**

There being a quorum present, Councillor Marsh, Chair called the meeting to order at 10:00 a.m.

2. **APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That the February 19, 2020 Committee of the Whole agenda be adopted as circulated.

CARRIED

Councillor Sawrie joined the meeting at 10:03 a.m.

3. **ADOPTION OF MINUTES**

IT WAS MOVED AND SECONDED:

That the Committee adopt the following minutes:

1. Committee of the Whole meeting held January 29, 2020; and
2. Committee of the Whole meeting held February 3, 2020.

CARRIED

4. PUBLIC INPUT

Council received brief public input from one registered speaker regarding items on this agenda.

5. BUSINESS

5.1 PRESENTATION: Manager, Corporate Planning and Projects Re: Overview of Council Strategic Plan Administration Policy

The Committee heard from staff regarding the purpose of the draft Council Strategic Plan Administration Policy as attached to the February 19, 2020 staff report and to provide their input on the policy before it is formalized. The intent of the policy is to provide a formal process that will assist both Council and staff with monitoring, reporting, updating and implementing Council's Strategic Plan.

Highlights of the presentation included an overview of the reporting process; communications out to the public on the progress of Council priorities; public input; the process for updating the Strategic Plan; and how it is tied to departmental business plans and the budget, including an annual review of the projects from an organizational/project management perspective.

Staff to review the date proposed for Council to notify the CAO of amendments to the Strategic Plan under section 3.4(a) from August 31 to potentially June 30.

5.2 PRESENTATION: Chief Building Inspector Re: Overview of Phased Implementation Strategy for BC Energy Step Code

The Committee received a presentation from staff providing an overview the BC Energy Step Code (Step Code) as outlined in the February 19, 2020 staff report. The Step Code, initially introduced in 2017 by the Province, was based on new construction not retrofits. However, the Province has since established the Clean BC website to assist with retrofitting existing housing.

Highlights of the presentation included background information for the BC Step Code; a five-step implementation plan which included staff training, education and program administration; the need for an amendment to the Building Bylaw; the establishment of an incentive program (\$30,000) funded through the Climate Action Energy Plan (CAEP); what happens as each step of the Step Code becomes mandated by the Province; and how staff intend to inform the community, beginning with an open house planned to take place this spring. Discussions with builders in the community on the Step Code is currently underway, however, industry feedback to date, is that they are concerned about the technical program and their lack of understanding on what is required.

Mayor Siebring left the meeting at 10:50 a.m. and returned at 10:53 a.m.

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommend to Council:

1. That the implementation strategy for the BC Energy Step Code outlined in the attached February 19, 2020 staff report, be endorsed;
2. That up to \$30,000 a year be allocated from the Climate Action and Energy Plan Reserve Fund for the provision of BC Energy Step Code rebates;

3. That staff be directed to draft an amendment to Building Bylaw No. 3172 to require that all new construction meet Step 2 of the BC Energy Step Code as of January 1, 2021 for consideration of first and second reading; and
4. That staff be directed to draft a BC Energy Step Code rebate policy for Council's review and consideration at a future meeting.

CARRIED

6. NEW BUSINESS

None.

7. QUESTION PERIOD

Council received one question from the public regarding business considered at this meeting.

8. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That the Committee close the February 19, 2020 Committee meeting at 11:28 a.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(c) - labour relations or other employee relations;
- 90(1)(f) - law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 90(1)(m) - a matter that, under another enactment, is such that the public may be excluded from the meeting; and
- 90(2)(b) - the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

8.1 Closed Committee of the Whole Minutes from January 29, 2020

8.2 Section 90(1)(f) Law Enforcement - RCMP Update

8.3 Sections 90(1)(m) and (2)(b) Confidential Information Under FOIPPA s.16 - Indigenous Engagement

8.4 Section 90(1)(c) Labour Relations - Respectful Behaviour

The Committee of the Whole released their recommendation to Council to direct staff to draft a Respectful Spaces Bylaw as discussed at the February 19, 2020 Committee of the Whole Closed meeting to the public.

8.5 Sections 90(1)(m) and (2)(b) Confidential Information under FOIPPA s.16 - Inter-Municipal Agreement

9. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That the Committee of the Whole meeting be adjourned at 1:05 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor