

# Municipality of North Cowichan Regular Council MINUTES

March 18, 2020, 1:30 p.m.  
Municipal Hall - Council Chambers

Members Present      Mayor Al Siebring  
                             Councillor Rob Douglas (attended electronically)  
                             Councillor Christopher Justice (attended electronically)  
                             Councillor Tek Manhas  
                             Councillor Rosalie Sawrie (attended electronically)  
                             Councillor Debra Toporowski (attended electronically)

Members Absent      Councillor Kate Marsh

Staff Present          Ted Swabey, Chief Administrative Officer (CAO)  
                             Mark Frame, General Manager, Financial and Protective Services  
                             Sarah Nixon, General Manager, Corporate Services  
                             Megan Jordan, Acting, Manager, Communications and Public Engagement  
                             Michelle Martineau, Corporate Officer

## 1.      **CALL TO ORDER**

There being a quorum present, Mayor Siebring called the meeting to order at 1:30 p.m.

## 2.      **APPROVAL OF AGENDA**

The following items were added or removed from the agenda:

1. Items 5.1, 10.1, 10.2 and 11.2 were removed from the agenda;
2. A discussion re: future meetings was added to the agenda under New Business as item 11.3;  
and
3. A discussion whether to postpone public engagement processes that are underway was added to the agenda under New Business as item 11.4.

IT WAS MOVED AND SECONDED:

That Council adopt the agenda, as amended.

**CARRIED**

## 3.      **ADOPTION OF MINUTES**

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of the meeting held March 4, 2020.

**CARRIED**

**4. MAYOR'S REPORT**

The Mayor read out a statement in relation to the measures undertaken by the municipality in response to the COVID-19 pandemic, identifying how members of the public can reach staff during the facility closures, the provision of essential services to the community, and outlined requests made to the Minister of Municipal Affairs regarding extensions to the budget and tax remittance deadlines.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Cowichan Green Community**

This item was removed from the agenda.

**6. PUBLIC INPUT**

Council received brief public input regarding agenda item 11.1. from one speaker. One written submission was received in advance of the meeting, however, the item that it referred to was removed from the agenda, therefore the submission was not read out.

**7. BYLAWS**

**7.1 Bylaw 3781 - "MTI System Amendment Bylaw, 2020"**

IT WAS MOVED AND SECONDED:

That Council adopt "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

**CARRIED**

**8. REPORTS**

**8.1 2020 Garbage Rate Increase**

IT WAS MOVED AND SECONDED:

That Council direct staff to include an increase to the annual residential waste collection rate from \$91 to \$102 per household, in relation to the increased costs associated with the provision of this service, for consideration at the same time that a revision to all fees and charges contained in Fees Bylaw No. 3603 is presented for first three readings.

**CARRIED**

**9. NOTICE OF MOTIONS**

None.

**10. UNFINISHED AND POSTPONED BUSINESS**

**10.1 Reconsideration of the Senior Social and Housing Planner Position Decision**

This item was removed from the agenda.

**10.2 Request for Reconsideration of BC Energy Step Code Decision**

This item was removed from the agenda.

**11. NEW BUSINESS**

**11.1 Water and Sewer Rates**

IT WAS MOVED AND SECONDED:

That Council increase:

- Chemainus water metered minimum and parcel tax by 5%;
- Crofton water metered minimum and parcel tax by 5%;
- South End water metered minimum and parcel tax by 3%; and
- Metered water rates by 3%.

**CARRIED**

IT WAS MOVED AND SECONDED:

That Council increase:

- Chemainus sewer parcel tax and user fees by 3%;
- Crofton sewer parcel tax and user fees by 3%;
- South End sewer parcel tax and user fees by 3%; and
- Maple Bay Sewer Treatment Plant user fee by 3%.

**CARRIED**

**11.2 Establishment of a Notice of Motion Procedure**

This item was removed from the agenda.

**11.3 Discussion Regarding Future Meetings**

IT WAS MOVED AND SECONDED:

That Council move to electronic meetings, cancel all public hearings, engagement meetings and community events, travel for conferences, and close recreation centres effective upon direction by the CAO; and that staff be directed to develop a plan to work around public meetings for engagement processes; and that Council review the status of these closures and cancellations on a semi-monthly basis or as required;

And that Council cancel all upcoming regular meetings until such time as social distancing measures put in place in relation to the COVID-19 are no longer required, or as directed by Council;

And that Council authorize that special meetings via electronic means only be scheduled for matters that are of an emergency nature; and that, subject to any waiver by Province of BC for local governments to comply with section 128(2)(d) of the *Community Charter*, that staff be directed to find an appropriate facility and equipment to give the public the opportunity hear or to watch and hear the participation of Council members;

And further that all meetings of committees and other advisory bodies of Council be suspended, effective immediately and until such time as the social distancing measures put in place in relation to the COVID-19 pandemic are no longer required, or as directed by Council.

**CARRIED**

**11.4 Discussion Regarding the Postponement of Public Engagement Processes**

IT WAS MOVED AND SECONDED:

That Council authorize a 90-day postponement of all public engagement processes underway or scheduled to be undertaken by the Municipality of North Cowichan, including any engagement process delegated to a committee or advisory body of Council, effective immediately; and that Council reevaluate this postponement prior to the conclusion of the 90-day period.

**CARRIED**

**12. QUESTION PERIOD**

Council received questions from one member of the public regarding business considered at this meeting.

**13. CLOSED SESSION**

IT WAS MOVED AND SECONDED:

That the meeting be closed to the public at 2:05 p.m. in order that the item, the subject of which falls under section 90(1)(c) of the *Community Charter* which pertains to labour relations or other employee relations be discussed.

Council, by unanimous consent, took a brief recess at 2:05 pm and then reconvened in camera at 2:06 pm.

**CARRIED**

**13.1 Section 90(1)(c) Labour Relations**

**14. RISE AND REPORT**

Council rose without reporting.

**15. ADJOURNMENT**

Council adjourned the meeting at 2:42 p.m.

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Certified by Corporate Officer

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Signed by Mayor