

Municipality of North Cowichan Committee of the Whole MINUTES

March 4, 2020, 9:00 a.m.
Municipal Hall - Council Chambers

Members Present Councillor Christopher Justice, Chair
Mayor Al Siebring
Councillor Tek Manhas
Councillor Rosalie Sawrie
Councillor Debra Toporowski

Members Absent Councillor Rob Douglas
Councillor Kate Marsh

Staff Present Ted Swabey, Chief Administrative Officer (CAO)
Mark Frame, General Manager, Financial and Protective Services
Ernie Mansueti, General Manager, Community Services
Rob Conway, Director of Planning and Building
Clay Reitsma, Senior Manager, Engineering
Jason Birch, Chief Information Officer
Shaun Mason, Municipal Forester
Michelle Martineau, Corporate Officer
Nelda Richardson, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Councillor Justice called the meeting to order at 9:00 a.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That the Committee of the Whole agenda be adopted as circulated.

CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

That the Committee adopt the minutes of the Committee of the Whole meeting held February 19, 2020.

CARRIED

4. PUBLIC INPUT

The Committee received no public input from registered speakers regarding items on this agenda.

5. BUSINESS

5.1 Chemainus Boardwalk

Lanarc Consultants presented the Chemainus Waterfront Walkway project and provided an overview of the project context and pre-design, as attached to the March 4, 2020 Committee of the Whole agenda, and responded to questions from the Committee. Highlights included background information for the Chemainus Waterfront Walkway; a pre-design scope overview and site context; an overview of the elevated walkway concept, including accessibility; design considerations; detailed studies and recommendations; provincial guidelines; significant grades to consider; the approval process, including previous and future engagement to be undertaken; and project funding and budget estimates for each of the four construction phases.

5.2 Community Wildfire Protection Plan Update

Diamond Head Consulting Ltd. provided an update on the Community Wildfire Protection Plan (CWPP), as attached to the March 4, 2020 Committee of the Whole agenda, and responded to questions from the Committee. Highlights included project funding; wildfire hazards, threats, and historical data; mitigation and risk assessments; urban growth; climate change; fuel management; provincial trends; public education; volunteer firefighter training; upcoming chipper days (funded through the Community Resiliency Investment grant); and future land use considerations and planning opportunities, such as how to reduce wildfire risks on privately owned land.

IT WAS MOVED AND SECONDED:

That the Committee receive the CWPP overview presentation from Diamond Head Consulting for information.

CARRIED

5.3 Utility Rates Review

Staff presented an overview of the water, sanitary sewer, stormwater and road utilities infrastructure upgrades and replacements, as attached to the March 4, 2020 Committee of the Whole agenda, and responded to questions from the Committee. Highlights included funding levels and sources, expenditures, and an overview of the necessary infrastructure upgrades to the Smiley Road, Chemainus Road, and Arthur Street/Coronation Street water mains; Beaumont Avenue cast iron pipe; Beverly Street to Drinkwater Road trunk main; Chemainus Road sewer main; Crofton sewer projects and pipe replacements; South End sewer projects, including the JUB outfall relocation; and the Maple Bay Marina Sewer Treatment Plant.

IT WAS MOVED AND SECONDED:

That Council be recommended to 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 be recommended to 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

The Committee recessed the meeting at 10:41 a.m. and reconvened at 10:49 a.m.

5.4 Establishment of a Notice of Motion Procedure

Staff provided an overview of options for Council to consider when implementing a formal process for submitting a "Notice of Motion" as attached to the March 4, 2020 Committee of the Whole agenda, and responded to questions from the Committee. Highlights included establishing conditions for submitting notices, when and if they should be referred to staff for further research; which meeting type they should be introduced at; restrictions to the length of motion backgrounds; the use of preambles; deadlines; notice periods; exceptions, such as whether to allow the member submitting the notice of motion to be permitted to provide any clarifying statements or questions to be asked when notice was given; and the development of a form template.

IT WAS MOVED AND SECONDED:

That Council be recommended to direct staff to draft a Notice of Motion policy which includes the following provisions:

1. The content for all notice of motions shall include a subject heading/topic, an introduction with a brief outline of 500 words or less, and the notice of motion recommendation;
2. Deadline for submitting a notice of motion shall be one week prior to the meeting;
3. Notices of motion shall be introduced at Council meetings;
4. Members shall not be allowed to provide any introductory remarks when giving notice of their motion;
5. Members shall not be permitted to ask clarifying questions when the notice of motion is given;
6. Notices of motion shall be referred to staff where there are policy implications, statutory requirements, a financial or budgetary impact, staff resource requirements, or where Council would like to consider alternative options at the same time;
7. Notices of motion may be withdrawn at any time prior to the meeting date where it will be considered;
8. Notices of motion may be amended for any reason; and
9. Where the maker of the notice of motion is absent, the motion shall be automatically be postponed to the next regular meeting.

CARRIED

6. NEW BUSINESS

None.

7. QUESTION PERIOD

There were no members of the public present.

8. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That the Committee of the Whole suspend the rules to allow a late item to be added to the agenda under the closed session as item 8.3 which pertains to employee matters.

CARRIED

IT WAS MOVED AND SECONDED:

That the Committee close the February 19, 2020 Committee meeting at 12:00 p.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)(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 February 19, 2020

8.2 Sections 90(1)(m) and (2)(b) Confidential Information under FOIPPA s.16 - Inter-Municipal Agreement (matter brought forward from February 19, 2020 meeting)

8.3 Section 90(1)(c) Labour Relations – Employee Matters

9. ADJOURNMENT

The meeting adjourned at 12:16 p.m.

Certified by Corporate Officer

Signed by Mayor