

**Municipality of North Cowichan  
Regular Council  
MINUTES**

**September 2, 2020, 1:30 p.m.  
Electronically**

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

Staff Present                Ted Swabey, Chief Administrative Officer (CAO)  
                                  Sarah Nixon, Deputy Chief Administrative Officer (D/CAO)  
                                  Mark Frame, General Manager, Financial and Protective Services  
                                  David Conway, Director of Engineering  
                                  Don Stewart, Director, Parks and Recreation  
                                  Rob Conway, Director of Planning and Building  
                                  George Farkas, Acting, Director of Human Resources  
                                  Jason Birch, Chief Information Officer  
                                  Megan Jordan, Manager, Communications and Public Engagement  
                                  Michelle Martineau, Corporate Officer  
                                  Shaun Mason, Municipal Forester  
                                  Martin Drakeley, Manager, Fire and Bylaw Services  
                                  Bent Nielsen, Engineering Technologist  
                                  Chris Bear, Inspector, North Cowichan/Duncan RCMP

**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**

IT WAS MOVED AND SECONDED:

That Council adopt the agenda, as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

**3.1 Regular Council meeting held August 19, 2020 for adoption**

**3.2 Special Council meeting held August 26, 2020 for adoption**

There were no errors or omissions noted on either set of minutes.

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of the Regular Council meeting held August 19, 2020 and the Special Council meeting held August 26, 2020.

CARRIED

**4. MAYOR'S REPORT**

Mayor Siebring provided a verbal update on meetings and activities he recently attended.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Cowichan Housing Association**

John Horn, Executive Director of the Cowichan Housing Association (CHA) addressed Council on how the Society could assist them in achieving their social housing objectives within their Strategic Plan. Mr. Horn provided an overview of the Housing Trust Fund, their housing research and information hub, strategic planning, capacity building, outreach, management and administration, and outlined the activities that a social planner could undertake that would complement the CHA's work. Mr. Horn responded to questions of Council and a copy of his presentation was included in the agenda.

Council took a brief recess at 2:02 p.m. to address technical issues related to livestreaming the meeting. The meeting resumed at 2:23 p.m., however, the meeting could not be livestreamed as technical issues were unable to be repaired at that time. Ministerial Order M192 authorized the meeting to proceed without the technology to accommodate the public to listen or watch the meeting. To be consistent with the Council resolution of July 15, 2020 regarding public transparency, the agenda and all relevant documents were published to the municipal website on Friday, August 27, 2020, members of the public had been provided an opportunity to submit their input on agenda items via email in advance of the meeting, and a copy of the [Webex] electronic meeting is to be uploaded to the municipal website for on-demand viewing.

**6. PUBLIC INPUT**

Council received one submission in relation to the agenda via email prior to the meeting regarding item 8.3. A summary of that submission was read out during the meeting.

**7. BYLAWS**

No items.

**8. REPORTS**

**8.1 2021 Budget Public Engagement**

IT WAS MOVED AND SECONDED:

That Council direct staff to:

1. Undertake an online communications campaign to inform the public about the 2021 budget and upcoming budget Committee of the Whole meetings.

2. Refer the issue of in-person, face-to-face, general community meetings to the Public Engagement and Communications Committee for consideration as part of the development of the Public Engagement Framework and Policy. CARRIED

## **8.2 Safer Community Update**

IT WAS MOVED AND SECONDED:

That Council postpone the Safer Community Update to the September 16, 2020 regular Council meeting so that the public may observe the presentation. CARRIED

## **8.3 Leadership Development Opportunities**

IT WAS MOVED AND SECONDED:

That staff be directed to research various training opportunities and coordinate a workshop at a future Committee of the Whole meeting so that Council can undertake a self-assessment of themselves as a decision-making body. CARRIED

IT WAS MOVED AND SECONDED:

That staff be directed to coordinate a Local Government and First Nations Relationships training session. CARRIED

## **9. NOTICES OF MOTIONS**

### **9.1 Notice of Motion submitted by Councillor Manhas regarding existing illegal secondary suites**

Councillor Manhas provided notice of the following motion that he will be moving at the September 16, 2020 regular Council meeting for Council's consideration:

*"That Council direct staff to prepare a report identifying potential safety issues, and financial and liability impacts and/or risks to the municipality in relation to existing illegal secondary suites in North Cowichan".*

## **10. UNFINISHED AND POSTPONED BUSINESS**

No items.

## **11. NEW BUSINESS**

No items.

## **12. QUESTION PERIOD**

Due to the technical difficulties with livestreaming the meeting, there was no opportunity to invite the public to submit their questions at that time.

## **13. CLOSED SESSION**

IT WAS MOVED AND SECONDED:

That Council close the September 2, 2020 Regular Council meeting at 3:35 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)(e) the acquisition, disposition or expropriation of land or improvements, which the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
  - 90(1)(m) which is a matter that, under another enactment, that being section 16(1)(a)(iii) of the *Freedom of Information and Protection of Privacy Act* regarding related to intergovernmental relations or negotiations with an aboriginal government
  - 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

**14. RISE AND REPORT**

Council rose without report.

**15. ADJOURNMENT**

Council adjourned the meeting at 6:59 p.m. during the closed portion to reconvene electronically on Tuesday, September 8, 2020 at 5:00 p.m.

Council reconvened the meeting (still in) closed on September 8, 2020 at 5:08 p.m. and then rose without report adjourned the meeting at 6:51 p.m.

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Certified by Corporate Officer

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Signed by Mayor