

**Municipality of North Cowichan  
Committee of the Whole  
MINUTES**

**February 3, 2020, 4:00 p.m.  
Municipal Hall - Council Chambers**

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

Members Absent      Councillor Debra Toporowski

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  
                                 Jason Birch, Director of IT and GIS Services  
                                 David Conway, Director of Engineering  
                                 Rob Conway, Director of Planning and Building  
                                 Don Stewart, Director, Parks and Recreation  
                                 Rohan Bender, Manager, Health and Safety  
                                 Jason Blood, Manager, Recreation  
                                 Shawn Cator, Manager, Operations  
                                 Martin Drakeley, Manager, Fire and Bylaw Services  
                                 Michele Gill, Manager, Development  
                                 James Goodman, Manager, Budgets and Infrastructure  
                                 Marla Laycock, Manager, Human Resources  
                                 Megan Jordan, Acting, Manager, Communications and Public Engagement  
                                 Dan Milne, Assistant Manager, Operations  
                                 Dave Preikshot, Senior Environmental Specialist  
                                 Lane Killick, Chief Building Inspector  
                                 Jason Hammerer, Technical and Client Services  
                                 Shaun Mason, Municipal Forester  
                                 Alyssa Meiner, Acting Corporate Officer  
                                 Nelda Richardson, Deputy Corporate Officer

**1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 4:00 p.m.

**2. APPROVAL OF AGENDA**

It was moved and seconded:

**That the February 3, 2020 Committee of the Whole agenda be adopted as circulated.**

**CARRIED**

**3. PUBLIC INPUT**

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

**4. BUSINESS PLAN PRESENTATIONS**

The Committee received an opening presentation from the Chief Administrative Officer (CAO) who provided an overview of the complexities and issues associated with the operational costs for providing services and further touched on the challenges of business planning for local governments and tasks ahead of the Committee.

The Committee received the following staff presentations, overviews and departmental highlights during the meeting from:

**(a) CAO** provided an overview of the Office of the Chief Administrative Officer. Highlights of the presentation included the budget changes from 2019 to 2020 and the divisional focus; an overview of the 2020 operating budgets for Mayor and Council, CAO Office and Communications and Engagement. The CAO reviewed the key performance indicators for the division and projected Business Plan deliverables for 2021 and beyond.

**(b) General Manager, Corporate Services** provided an overview of the departmental business plan presentations, as attached to the February 3, 2020 agenda, including what departmental business plans are and the role they play in ensuring that Master Plans of Council, including Council's Strategic Plan, are operationalized, budgeted for and included in annual work plans. Background information was provided on how the plans were developed, the key components, and how the plans will be used in the overall corporate planning framework going forward.

An overview of the Corporate Services Division, including the seven major services delivered within the organizational structure, the Division Mission and budget changes from 2019 to 2020 and the Corporate Services Division business plan deliverables was provided. Highlights included the 2019 key initiative of organization-wide business planning that is anticipated to continue annually, key performance indicators from 2016 and 2019 for Corporate Services.

Additional presentations were made by the Deputy Corporate Officer, Legislative Services; the Acting Manager, Human Resources; the Acting Manager of Health and Safety; the Director of IT and GIS Services; and the Information Management Officer.

**(c) Acting Manager, Communications and Public Engagement** provided an overview of the Communications and Public Engagement Department's key responsibilities and divisional business plan deliverables, including actions and projects for 2020. Highlights of the presentation included the volume of inquiry emails received in 2019, increases to North Cowichan's Facebook followers and news releases sent out since 2017.

**(d) General Manager of Community Services** provided an overview of the Divisional organizational structure and revenues and expenses. Highlights of the presentation included information on the Divisional staffing levels, budget changes from 2019 to 2020 and the Divisional focus.

Additional presentations were made by the Municipal Forester; the Manager of Operations; the Manager of Recreation; the Director of Parks and Recreation; and the Manager of Recreation.

**(e) Director of Planning and Building** provided an overview of the Department and advised that the OCP project is the primary ongoing deliverable for the division in 2020 and that many of the items identified in Council's strategic plan and priorities are planning related. Bylaw, policy and procedure reviews will be undertaken in 2020 onward. The Committee heard that a supplemental budget request for a Senior Social/Housing Planner is a supplemental ask in the upcoming budget discussions to primarily assist with the opioid crisis and homelessness in North Cowichan as this work is currently undertaken by various staff in different areas and as a result without a dedicated staff person making headway in this area will proceed at a slower pace than may be desired by Council without additional resourcing.

An additional presentation was made by the Chief Building Inspector.

**(f) Director of Engineering** provided an overview of the Divisional organizational structure and focus, including land development and subdivision approvals and business plan deliverables for 2020. Highlights of the presentation included various future infrastructure upgrades and the implementation of formalized asset management planning.

Additional presentations were made by the Senior Manager of Engineering and the Senior Environmental Specialist.

**(g) General Manger, Financial and Protective Services** provided an overview of the Financial and Protective Services Division organizational structure and the total revenues and expenses in the Divisional budget. Highlights of the presentation included how the Accounts Payable and Procurement Department supports internal departments for procurement, the new RCMP building, and the 2020 deliverables.

Additional presentations were made by the Senior Manager, Financial Services and the Manager of Fire and Bylaw Services.

Staff responded to various questions in relation to their presentations to the Committee.

Mayor Siebring and Councillor Douglas arrived at 4:05 p.m.

Mayor Siebring left the meeting at 5:15 p.m. and returned at 5:22 p.m.

Councillor Marsh left the Council Chambers and Mayor Siebring assumed the Chair at 6:49 p.m. Councillor Marsh resumed the Chair at 6:51 p.m.

Mayor Siebring left the meeting at 8:52 p.m. and returned at 8:57 p.m.

It was moved and seconded:

**That the Committee recess the meeting for dinner at 7:15 p.m.**

**CARRIED**

It was moved and seconded:

**That the Committee reconvene the meeting at 7:45 p.m.**

**CARRIED**

Councillor Douglas left the meeting at 9:11 p.m. and returned at 9:13 p.m.

Councillor Marsh left the meeting at 10:06 p.m. and returned to the meeting at 10:07 p.m.

The Committee thanked staff for their time, for providing the well thought out presentations and that the Committee found the business plan information very helpful.

**5. NEW BUSINESS**

None.

**6. QUESTION PERIOD**

The Committee received no questions from the public regarding business considered at this meeting.

**7. ADJOURNMENT**

It was moved and seconded:

**That the Committee of the Whole meeting be adjourned at 11:08 p.m.**

**CARRIED**

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Certified by Deputy Corporate Officer

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Signed by Mayor