

Municipality of North Cowichan Committee of the Whole MINUTES

November 24, 2020, 6:00 p.m.
Electronically

Members Present Councillor Tek Manhas, Chair
 Mayor Al Siebring
 Councillor Rob Douglas
 Councillor Christopher Justice
 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, Engineering
 Clay Reitsma, Senior Manager, Engineering
 Don Stewart, Director, Parks and Recreation
 Rob Conway, Director, Planning and Building
 Shawn Cator, Director, Operations
 George Farkas, Director, Human Resources and Corporate Planning
 Walter Wiebe, Senior Manager, Financial Services
 Jason Birch, Chief Information Officer
 Megan Jordan, Manager, Communications and Public Engagement
 Jamie Goodman, Manager, Budgets and Infrastructure
 Marla Laycock, Human Resources Advisor
 Rohan Bender, Health, Safety and Disability Management Advisor
 Chris Bear, Inspector North Cowichan / Duncan RCMP
 Michelle Martineau, Corporate Officer
 Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 6:07 p.m.

2. APPROVAL OF AGENDA

Council added one late item [Webex discussion] to the agenda under New Business Item 5.1.

IT WAS MOVED AND SECONDED:

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

CARRIED

3. PUBLIC INPUT

The Committee received no submissions via email prior to the meeting and there were no public attendees at that time.

4. BUSINESS

4.1 Presentation of Departmental Business Plans

An opening presentation provided an overview of the departmental business plan presentations; highlighting the purpose and content of the plans, the 2021 budget schedule, the business planning process and what is new in the 2021 plans.

The Committee received the following staff presentations:

- CAO Office Departmental Business Plan
- Human Resources and Corporate Planning Department Business Plan
- Financial Services Business Plan
- RCMP Departmental Business Plan
- Information Management and Information Technology Business Plan
- Operations Department Business Plan
- Parks and Recreation Departmental Business Plan

Highlights from each presentation included:

- Organizational structure
- Staffing levels
- Department focus
- Overview of the core areas of business
- COVID-19 impacts
- Projected business plan deliverables
- Statistical information
- Operational budget – supplemental budget requests
- Operating budget
- Capital budget
- Climate emergency priorities
- Key performance indicators

Details of the departmental business plan presentations were included in the agenda package that was published to the District's website.

IT WAS MOVED AND SECONDED:

That the meeting be extended until 10:00 p.m. CARRIED

IT WAS MOVED AND SECONDED:

That the meeting be extended until 11:00 p.m. CARRIED

4.1.1 Information Report for 2021 Procurement Position Request

4.1.2 RCMP Office Supervisor/Police Support Services

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommends:

That Council direct staff to include a RCMP Office Supervisor/Police Support Services position in the 2021 Budget effective January 1, 2021. CARRIED

5. NEW BUSINESS

5.1 Webex Discussion

The impacts of the COVID-19 pandemic on how meetings are being administered using the Webex platform was discussed.

6. QUESTION PERIOD

Councillor Manhas called for a recess at 10:19 p.m. to allow viewers to submit questions via email or verbally online on the matters discussed during the meeting. One question had been submitted in relation to item 4.1 when the meeting reconvened at 10:30 p.m.

7. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That the meeting be adjourned at 10:32 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor