

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

**December 8, 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 arrived at 6:10 p.m.  
                                  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  
                                  John Dehoop, Manager, Infrastructure  
                                  Martin Drakeley, Manager, Fire and Bylaw Services  
                                  Michele Gill, Manager, Development  
                                  Jamie Goodman, Manager, Budgets and Infrastructure  
                                  Megan Jordan, Manager, Communications and Public Engagement  
                                  Dave Preikshot, Senior Environmental Specialist  
                                  Shaun Mason, Municipal Forester  
                                  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 6:00 p.m.

**2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

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

CARRIED

**3. ADOPTION OF MINUTES**

IT WAS MOVED AND SECONDED:

That the minutes of the Committee of the Whole meetings held November 10, 2020, November 24, 2020 and December 2, 2020 be adopted, as circulated. CARRIED

#### **4. PUBLIC INPUT**

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

#### **5. BUSINESS**

##### **5.1 Presentation of Departmental Business Plans**

The Committee received the following staff presentations:

- Engineering Business Plan
- Environmental Business Plan
- Fire and Bylaw Business Plan
- Forestry Business Plan
- Planning and Building 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. The General Manager of Financial and Protective Services, Mark Frame, responded to questions related to financial matters for each of the presentations.

##### **5.1.1 Engineering Business Plan Presentation**

Senior Manager of Engineering, Clay Reitsma presented the department's business plan. Mr. Reitsma, along with the Manager of Infrastructure, John Dehoop, the Manager of Development, Michelle Gill, and the Director of Engineering, Dave Conway responded to questions of Council.

##### **5.1.2 Environmental Business Plan Presentation**

Director of Engineering, Dave Conway presented the department's business plan.

December 8, 2020 - Committee of the Whole Minutes

Mr. Conway, along with the Senior Environmental Specialist, Dave Preikshot responded to questions of Council.

IT WAS MOVED AND SECONDED:

That Council accept the Director of Engineering's December 8, 2020 report for information. CARRIED

Mayor Siebring left the meeting at 8:15 p.m.

### **5.1.3 Fire and Bylaw Business Plan Presentation**

Manager of Fire and Bylaw Services, Martin Drakeley presented the department's business plan and responded to questions of Council.

IT WAS MOVED AND SECONDED:

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

*IT WAS MOVED AND SECONDED:*

*That the Committee of the Whole recommends to Council:*

*That Council direct staff to include an Assistant Fire Chief position in the 2021 Budget effective January 1, 2021.*

IT WAS MOVED AND SECONDED:

That the Committee postpone consideration of the motion "*That the Committee of the Whole recommends to Council: That Council direct staff to include an Assistant Fire Chief position in the 2021 Budget effective January 1, 2021*" to the next Committee of the Whole meeting. CARRIED

### **5.1.4 Forestry Business Plan Presentation**

Municipal Forester, Shaun Mason, presented the department's business plan. Mr. Mason, along with the Director of Parks and Recreation, Don Stewart responded to questions of Council.

IT WAS MOVED AND SECONDED:

That the Committee postpone consideration of the recommendation to Council "That the Forest Reserve Fund be used to cover the 2021 operating budget deficit for the Forestry department while the forestry review, public engagement and First Nations consultation are on-going" to the next Committee of the Whole meeting. CARRIED

### **5.1.5 Planning and Building Business Plan Presentation**

Director of Planning and Building, Rob Conway presented the department's business plan and responded to questions of Council.

IT WAS MOVED AND SECONDED:

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

Councillor Marsh left the meeting at 10:20 p.m.

IT WAS MOVED AND SECONDED:

That Council accept the Director of Planning and Building's December 8, 2020 report for information.

CARRIED

**6. NEW BUSINESS**

None.

**7. QUESTION PERIOD**

Councillor Manhas called for a recess at 10:22 p.m. to allow viewers to submit questions via email or verbally online on the matters discussed during the meeting. No questions had been submitted when the meeting reconvened at 10:31 p.m.

**8. ADJOURNMENT**

IT WAS MOVED AND SECONDED:

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

CARRIED

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Certified by Corporate Officer

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Signed by Mayor