

**Municipality of North Cowichan  
Special Council  
MINUTES**

**March 9, 2021, 6:00 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)  
                                    Clay Reitsma, Senior Manager, Engineering  
                                    Don Stewart, Director, Parks and Recreation  
                                    Rob Conway, Director, Planning and Building  
                                    Shawn Cator, Director, Operations  
                                    Michele Gill, Manager, Development, Engineering  
                                    Jason Birch, Chief Information Officer  
                                    Tammy Isaachsen, Acting Manager, Communications and Public Engagement  
                                    Michelle Martineau, Corporate Officer  
                                    Tricia Mayea, Deputy Corporate Officer

**1. CALL TO ORDER**

There being a quorum present, Mayor Siebring called the meeting to order at 9:30 p.m.

**2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That Council approve the agenda as circulated.

CARRIED

**3. PUBLIC INPUT**

Council received no public input regarding agenda items.

**4. BUSINESS**

**4.1 Special Event Permit - Movie Shoot in Chemainus**

IT WAS MOVED AND SECONDED:

That Council authorize the issuance of a special event permit to Minute-Road Production Limited for the filming of a Hallmark Film called The Baker's Sons in downtown Chemainus beginning March 10, 2021 and ending on March 19, 2021;

And that the permit be subject to the following conditions:

- That the applicant submit a Traffic Management Plan prepared by a qualified professional to the Director of Engineering prior to March 12, 2021;
- That the applicant obtain a business licence;
- That the applicant obtain liability insurance of not less than \$2,000,000 and that the District of North Cowichan be named an additional insured;
- That the applicant adhere to the Provincial Health Officer's regulations related to COVID-19 which includes the requirement for an on-site COVID-19 safety officer and protocol compliance monitors during operations, including set-up and take-down; and
- That operations are restricted between the hours of 7:00 am and 9:00 pm.

And further that the public be prohibited from using the parking spaces located on Willow Street adjacent to the film site, Willow Street Bakery, from March 15, 2021 to March 19, 2021.

CARRIED

**5. NEW BUSINESS**

None.

**6. QUESTION PERIOD**

Council received no questions from the public regarding agenda items.

**7. CLOSED SESSION**

None.

**8. ADJOURNMENT**

IT WAS MOVED AND SECONDED:

That Council adjourn the Special Council meeting at 9:48 p.m.

CARRIED

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Certified by Corporate Officer

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Signed by Mayor