

# Municipality of North Cowichan

## Regular Council

### AGENDA

Wednesday, April 7, 2021, 1:30 p.m.  
Electronically

#### 1. CALL TO ORDER

This meeting, though electronic, is open to the public. All representations to Council will form part of the public record. Proceedings will be streamed live and archived at [www.northcowichan.ca](http://www.northcowichan.ca). Members of the public may join this online meeting and participate virtually during the Public Input and Question Period portions of the agenda.

- To join by computer, smartphone, or tablet, visit [northcowichan.ca/virtualmeeting](http://northcowichan.ca/virtualmeeting) for instructions.
- To join by telephone, dial 1.844.426.4405, enter the meeting ID 133 119 2154, and then press # to join the meeting.

#### 2. APPROVAL OF AGENDA

##### 2.1. Approval of Consent Agenda

Purpose: To adopt all recommendations appearing on the Consent Agenda in one motion. Any item may be moved out at the request of any Council member for discussion or debate, before the agenda is approved. Items removed from the Consent Agenda will be placed under New Business.

Recommendation:  
That the Consent Agenda be approved.

##### 2.2. Approval of Regular Agenda

Recommendation:  
That Council adopt the agenda, as circulated [or as amended].

#### 3. ADOPTION OF MINUTES

Purpose: To consider if there were any errors or omissions prior to adopting the minutes.

##### 3.1. Special Council meeting held March 9, 2021 for adoption

##### 3.2. Regular Council and Public Hearings meeting held March 17, 2021 for adoption

**3.3. Special Council meeting held March 23, 2021 for adoption**

Recommendation:

That Council adopt the minutes of the Special Council meeting held March 9, 2021, the Regular Council and Public Hearings meeting held March 17, 2021 and the Special Council meeting held March 23, 2021.

**4. MAYOR'S REPORT**

**5. DELEGATIONS AND PRESENTATIONS**

**5.1. Cowichan Green Community**

Prior to Meeting: Due to technical complications, the video cannot be streamed during the virtual meeting. Members of Council are asked to please click on the link ([Link to Video](#)) to view the video prior to the meeting.

Purpose: To present their year in review video for 2020 and an update on the Agriculture Food Hub project on Beverly Street.

**5.2. Marita Judson and Jocelyn Anderson - Twin Gables Motel - 1508 Joan Avenue, Crofton**

Purpose: On behalf of Concerned Citizens of Crofton, to present their concerns to Council regarding the poor state of condition of the Twin Gables Motel located at 1508 Joan Avenue.

**6. PUBLIC INPUT**

Public Input is an opportunity for the public to provide their feedback on matters included on the agenda. The maximum number of speakers to be heard during the public input period is limited to five, with a maximum of three minutes allotted to each speaker. To be added to the speakers list, please:

- click on the 'raise your hand' button, if participating by computer, smartphone, or tablet, or
- dial \*3 on your phone

**7. BYLAWS**

**7.1. Zoning Amendment Bylaw (1379 Maple Bay Road), 2021", No. 3822 for first and second readings**

Purpose: To introduce Zoning Amendment Bylaw No. 3822, which proposes a site specific zoning amendment to permit the use of an existing building as a detached second dwelling at 1379 Maple Bay Road.

Recommendation:

That Council give first and second reading to Zoning Amendment Bylaw (1379 Maple Bay Road), 2021", No. 3822 to permit a second dwelling at 1379 Maple Bay Road and a public hearing be scheduled in accordance with the *Local Government Act*.

**8. REPORTS**

**8.1. REPORTS FOR DECISION**

### **8.1.1. Official Community Plan Project – Status Update**

Purpose: To inform Council of the Official Community Plan (OCP) project status and obtain Council direction on potential revisions to project scope, schedule and budget.

Recommendation:

1. That staff be directed to prepare a revised Phase 3 OCP Update project schedule based on the February 10, 2020 MODUS work plan and a completion date of October 31, 2021.
2. That staff be directed to amend the 2021 Planning budget to add \$55,000 for completion of the OCP Update with funds to come from previous year surplus.

### **8.1.2. FireSmart Economic Recovery Fund Grant**

Purpose: To consider partnering with the Cowichan Valley Regional District (CVRD) on their FireSmart Economic Recovery Fund Program application under the Community Resiliency Investment (CRI) program.

Recommendation:

THAT Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM 2021 FireSmart Economic Recovery Fund grant funding up to \$150,000 on behalf of The District of North Cowichan;

AND THAT Council directs staff, should grant funding be received, to work on the FireSmart Economic Recovery Fund Project with the Cowichan Valley Regional District and Cowichan Tribes as described in the April 7, 2021 report from the Municipal Forester.

### **8.1.3. Regional Application for 2021 UBCM Community Emergency Preparedness Grant**

Purpose: To consider partnering with the Cowichan Valley Regional District (CVRD) on a regional application under the Union of BC Municipalities (UBCM) Community Emergency Preparedness Grant for Emergency Operations Centres.

Recommendation:

That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre grant funding up to \$25,000 on behalf of the District of North Cowichan.

### **8.1.4. Development Variance Permit Application No. DVP00060 for 1379 Maple Bay Road**

Purpose: To consider a development variance permit application to vary Section 52(6) (d) of Zoning Bylaw 2950, 1997 to reduce the side yard setbacks for two existing accessory buildings at 1379 Maple Bay Road.

Recommendation:

That Council authorize the issuance of development variance permit DVP00060 and grant the variance to Section 52(6) (d) of Zoning Bylaw 2950, 1997 to reduce the required side yard setbacks for two existing accessory buildings on the property at 1379 Maple Bay Road from 3.0 metres to 1.37 metres on the north east side and 2.15 metres on the south west side.

### **8.1.5. Cowichan Sportsplex Fieldhouse Update**

Purpose: To provide Council with a status update, including the budget shortfall, for the fieldhouse project at the Cowichan Sportsplex.

Recommendation:

That Council transfer all unallocated funds under the Cowichan Aquatic Centre Renovation Capital Project budget to the Cowichan Sportsplex Fieldhouse Capital Budget.

And, That Council directs staff to contact the City of Duncan and request that they transfer their unallocated funds from the Cowichan Aquatic Centre Renovation Capital Project budget to the Cowichan Sportsplex Fieldhouse Capital Budget.

### **8.1.6. Financial Plan and Capital Expenditure Plan**

Purpose: To consider the recommendations from the March 23, 2021 Committee of the Whole meeting regarding the Financial Plan and Capital Expenditure Plan. A copy of the presentation from that meeting has been attached for information purposes only.

Recommendation:

1. That Council authorize that the portion of the Parks and Recreation Director's salary that is currently charged to the Forestry Reserve Fund be shifted to the General Revenue account.
2. That Council approve in principle the 2021 Operating Budget and 2021-2025 Capital Expenditure Plan as presented to the Committee of the Whole on March 23, 2021, including the adjustment for the Parks and Recreation Director's salary allocation, and direct staff to prepare the 2021-2025 Financial Plan Bylaw, with the edit to the Forestry Reserve Fund.

### **8.1.7. De-Centralizing Forest Management on Vancouver Island & Coastal BC Resolution**

Purpose: The Union of BC Municipalities (UBCM) is seeking an amendment from North Cowichan Council on the resolution titled: De-Centralizing Forest Management on Vancouver Island & Coastal BC, as UBCM considers it too regional to be considered by the membership.

## **8.2. REPORTS FOR INFORMATION**

## **9. NOTICES OF MOTIONS**

### **9.1. Policy Development Related to Street Trees**

Purpose: So that Councillor Douglas may introduce the following motion which he intends to move at the April 21, 2021 Regular Council meeting:

*That Council direct staff to introduce policies and regulations to expand the number of street trees in major residential and commercial developments and public works projects, as part of the new Official Community Plan, Zoning Bylaw, Subdivision Bylaw, Biodiversity Strategy and any other relevant initiatives planned or underway.*

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

## **11. NEW BUSINESS**

**11.1. Letter from the Board of School District 79 (Cowichan Valley) in regards to the Bell McKinnon Local Area Plan**

Purpose: To consider the request from the Board of Education of School District No. 79 (Cowichan Valley) that Council honour the Bell McKinnon Local Area Plan (BMLAP), advising that the School District is interested in acquiring the site identified in the BMLAP as a potential school site.

**11.2. Response Letter from Quamichan Watershed Stewardship Society Regarding Land Use Policy Development to be Included in the Official Community Plan**

Purpose: To consider the recommendations received from the Quamichan Watershed Stewardship Society regarding land use policy development to be included in the Official Community Plan.

**12. QUESTION PERIOD**

Question Period is an opportunity for the public to ask brief questions regarding the business discussed during the meeting. To be added to the speakers list, please:

- click on the 'raise your hand' button, if participating by computer, smartphone, or tablet, or
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**13. CLOSED SESSION**

Recommendation:

That Council close the April 7, 2021 Regular Council closed meeting at \_\_\_\_ p.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(f) law enforcement, the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

**13.1. Minutes from the March 17, 2021 regular closed Council and March 23, 2021 special closed Council meetings for adoption**

**13.2. Closed under section 90(1)(j) confidential information**

**13.3. Closed under section 90(1)(f) law enforcement and (j) confidential information**

**13.4. Closed under section 90(1)(e) potential land acquisition**

**13.5. Closed under section 90(1)(i) legal advice**

**13.6. Closed under section 90(1)(i) legal advice**

**14. RISE AND REPORT**

15. ADJOURNMENT