

Municipality of North Cowichan

Regular Council

AGENDA

Wednesday, December 1, 2021, 1:30 p.m.
Electronically

Pages

1. CALL TO ORDER

This meeting will be conducted by video conference using the Cisco Webex platform. This meeting, though electronic, is open to the public and will be streamed live and archived for viewing on demand at www.northcowichan.ca.

Anyone wishing to participate in the meeting, during the 'Public Input' and 'Question Period' portions of the agenda, may do so electronically by joining the meeting using:

- a computer, smartphone, or tablet. Please visit northcowichan.ca/virtualmeeting for instructions on how you can connect to this meeting.
- a telephone, dial 1.844.426.4405, enter the meeting ID 2463 903 3066, and then press # to join the meeting.

2. 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.

2.1. Items for decision

All recommendations provided under each of the items listed below will be adopted once the Consent Agenda is approved, unless removed and placed under New Business.

2.1.1. Council Meeting Minutes for Adoption

6 - 11

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

Recommendation:
THAT Council adopt the minutes of their regular meeting held November 17, 2021.

2.1.2.	Recommendation from the Environmental Advisory Committee meeting for endorsement	12 - 14
	<p><u>Purpose:</u> To consider the Environmental Advisory Committee recommendations to Council from their November 16, 2021 meeting.</p> <p><u>Recommendation:</u> THAT Council direct MODUS and Staff to consider the importance of pollinators in the development of Development Permit guidelines.</p> <p><u>Recommendation:</u> THAT Council refer the Draft Official Community Plan to all Select Council Committees for feedback.</p>	
2.2.	Items for information	
	<p>All items listed below will be received for information purposes only once the Consent Agenda is approved, unless removed and placed under New Business where Council may consider taking action.</p>	
2.2.1.	Committee of the Whole meeting draft minutes	15 - 20
	<p><u>Purpose:</u> To receive the minutes from the November 23, 2021 Committee of the Whole (CoW) meetings for information purposes only.</p> <p><u>Recommendation:</u> THAT Council receive for information the November 23, 2021 Committee of the Whole meeting minutes.</p>	
2.2.2.	City of Pitt Meadows to the Minister of Finance	21 - 22
	<p><u>Purpose:</u> To receive the November 17, 2021 letter from Mayor Bill Dingwall, City of Pitt Meadows, to the Honourable Selina Robinson, Minister of Finance requesting legislative review for fairer taxation for industrial and railway operations.</p> <p><u>Recommendation:</u> THAT Council receive for information the November 17, 2021 letter from the City of Pitt Meadows.</p>	
2.2.3.	TreeCanada request for support	23 - 23
	<p><u>Purpose:</u> To receive the November 2, 2021 letter from Danielle St-Aubin, Chief Executive Officer, TreeCanada, requesting that Council write a letter to encourage BC Hydro's continued support of their programs.</p> <p><u>Recommendation:</u> THAT Council receive for information the November 2, 2021 letter from TreeCanada.</p>	

3. APPROVAL OF REGULAR AGENDA

Purpose: To consider any items of business not included in the Agenda that are of an urgent nature, must be introduced and approved at the time the agenda is adopted. Matters must be taken up in the order that they are listed unless changed at this time.

Recommendation:

THAT the agenda be adopted as circulated [or as amended].

4. MAYOR'S REPORT

5. DELEGATIONS AND PRESENTATIONS

5.1. Troy Clifford, Ambulance Paramedics and Emergency Dispatchers of BC 24 - 26

Purpose: Troy Clifford, Provincial President of the Ambulance Paramedics and Emergency Dispatchers of BC, to discuss their September 3, 2021 letter, as requested by Council at their September 21, 2021 regular meeting.

5.2. Chemainus Festival of Murals 27 - 49

Purpose: Tom Andrews, Chemainus Festival of Murals, to present two proposals, (1) wind sculpture ([link](#) to example of a Private Wind Sculpture on YouTube) and (2) post and rope fence, to Council for authorization to proceed with the installations and to request \$2,000 to fund the cost of constructing the foundation for the wind sculptures and that the Municipality of North Cowichan assist with their installation.

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. REPORTS

7.1. Draft Official Community Plan Public Consultation 50 - 52

Purpose: To update Council on the draft Official Community Plan ("OCP") public engagement process and provide options for extending the current public consultation period.

Recommendation:

THAT Council direct staff to extend the Draft OCP Public Consultation period by 14 days to December 22, 2021.

7.2. Replacement Fire Department Vehicle

53 - 57

Purpose: To provide Council with the additional information requested regarding the suitability of replacing the ageing Fire Department pick-up with an electric, hybrid or standard fuel vehicle.

Recommendation:
THAT Council:

1. Authorize the purchase of a newer "standard fuel" used vehicle, up to a maximum cost of \$70,000 plus tax, to replace the 1999 pick-up truck currently in use by the Fire Department; and,
2. Direct staff to amend the 2021-2025 Financial Plan Bylaw to increase the Fire Capital expenditures by \$70,000.

7.3. 2022 Council Meeting Schedule

58 - 66

Purpose: To consider:

1. cancelling or rescheduling Council and/or Committee of the Whole 2022 meeting dates where conflicts exist;
2. which meetings, if any, shall be conducted by electronic means (i.e., through Webex) in 2022.

Recommendation:
THAT Council:

1. Cancel the January 5, 2022, July 6, 2022, August 3, 2022, and October 19, 2022, regular Council meetings;
2. Reschedule the June 14, 2022 Committee of the Whole meeting to June 7, 2022, and the September 13, 2022 Committee of the Whole meeting to September 27, 2022;
3. Hold public hearings on the third Wednesday of each month (excluding the October 19, 2022 meeting) at 6:00 p.m.; and,
4. Direct that the regular meetings of Council and the Committee of the Whole for 2022 be conducted by electronic means.

8. NOTICES OF MOTIONS

8.1. Economic Impacts from Proposed Development in the Bell McKinnon Area

Purpose: So that Councillor Justice may introduce the following motion which Council will consider at the December 15, 2021 regular Council meeting:

"THAT Council direct our professional planning staff to provide Council with an opinion on the potential and likely impacts of the proposed development in the Bell McKinnon area on existing commercial/residential growth centers - including Chemainus, Crofton, Berkey's, University Village, and the neighbouring city of Duncan - with attention to economic impacts, impacts on future growth, and impacts on revitalization efforts."

9. UNFINISHED AND POSTPONED BUSINESS

10. NEW BUSINESS

11. 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
- dial *3 on your phone

12. ADJOURNMENT

Municipality of North Cowichan Council - Regular and Public Hearings MINUTES

**November 17, 2021, 1:30 p.m.
Electronically**

Members Present	Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Tek Manhas Councillor Kate Marsh
Members Absent	Councillor Debra Toporowski (with leave) Councillor Rosalie Sawrie
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Anthony Price, Planning Technician Barb Floden, Manager, Communications and Public Engagement Chris Osborne, Manager, Planning Clay Reitsma, Director, Engineering Dave Preikshot, Senior Environmental Specialist Don Stewart, Director, Parks and Recreation George Farkas, General Manager Jason Birch, Chief Information Officer Marla Laycock, Acting Director, Human Resources and Corporate Planning Martin Drakeley, Manager, Fire and Bylaw Services Michelle Martineau, Corporate Officer Shawn Cator, Director, Operations Talitha Soldera, Director, Financial Services Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 1:30 p.m.

2. APPROVAL OF CONSENT AGENDA

The following items were pulled from the Consent Agenda and added to New Business:

- 2.2.1 [3rd Quarter Financial Report]
- 2.2.3 [Vancouver Island Crisis Society request for lobbying support]

IT WAS MOVED AND SECONDED:

THAT Council approve the Consent Agenda, as amended.

CARRIED

2.1 Items for decision

2.1.1 Council Meeting Minutes for Adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt the minutes of their regular meeting held November 3, 2021 as circulated.

ADOPTED ON CONSENT

2.1.2 Recommendations from the Committee of the Whole meeting for Endorsement

IT WAS MOVED AND SECONDED:

THAT Council adopt the Parks Maintenance Policy. ADOPTED ON CONSENT

2.1.3 CVRD Municipal Regional District Tax (MRDT) Renewal

IT WAS MOVED AND SECONDED:

THAT Council support the Cowichan Valley Regional District's (CVRD) application to renew the two percent Municipal and Regional District Tax on accommodation within the boundaries of the CVRD to support tourism marketing and development initiatives. ADOPTED ON CONSENT

2.2 Items for information

2.2.2 Launch of CleanBC Roadmap to 2030

IT WAS MOVED AND SECONDED:

THAT Council receive for information the letter from the Minister of Municipal Affairs dated October 29, 2021. ADOPTED ON CONSENT

2.2.4 Request for a new Bylaw to address community beautification and large vehicle storage

IT WAS MOVED AND SECONDED:

THAT Council receive for information the email regarding a beautification and large vehicle storage bylaw dated October 28, 2021. ADOPTED ON CONSENT

3. APPROVAL OF AGENDA

The agenda was amended as follows:

- (1) Consent Agenda Item 2.2.1 [3rd Quarter Financial Report] was added to Section 11 [New Business]
- (2) Consent Agenda Item 2.2.3 [Vancouver Island Crisis Society request for lobbying support] was added to Section 11 [New Business]
- (2) Item 8.1 - Development Permit with Variance for 1535 Robert Street was removed from the agenda

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended CARRIED

4. MAYOR'S REPORT

The Mayor provided a verbal update on the State of Local Emergency that has been declared by the Cowichan Valley Regional District for parts of the region, including North Cowichan.

5. DELEGATIONS AND PRESENTATIONS

5.1 Audit Plan Presentation by KPMG

Daniel Healey and Lenora Lee from KPMG presented the Audit Plan for the Municipality of North Cowichan and answered questions of Council.

6. PUBLIC INPUT

Council received public input from one member of the public on the process for public input within the current remote meeting structure.

7. BYLAWS

7.1 Fire Protection Amendment Bylaw No. 3853, 2021 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Fire Protection Amendment Bylaw No. 3853, 2021. CARRIED

7.2 Municipal Ticket Information Systems Amendment Bylaw No. 3845 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Municipal Ticket Information Systems Amendment Bylaw No. 3845, 2021. CARRIED

7.3 Bylaw Offence Notice Enforcement Amendment Bylaw No. 3844, 2021 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Bylaw Offence Notice Enforcement Amendment Bylaw No. 3844, 2021. CARRIED

8. REPORTS

8.1 Development Permit with Variance for 1535 Robert Street

This item was removed from the agenda.

8.2 Replacement Fire Department Vehicle

IT WAS MOVED AND SECONDED:

THAT the 'Replacement Fire Department Vehicle' item be deferred to staff pending a staff report including information about the availability and suitability of a hybrid vehicle. CARRIED

8.3 Donation of Municipal Coat of Arms artifacts

IT WAS MOVED AND SECONDED:

THAT Council authorize staff to execute a transfer document with the Chemainus Museum in order to facilitate the donation of the metal coat of arms sign, granting documents, and related documents to the museum. CARRIED

9. NOTICES OF MOTIONS

10. UNFINISHED AND POSTPONED BUSINESS

11. NEW BUSINESS

11.1 Climate Action & Energy Plan Corporate Reserve Funds for Agriculture Development Centre

IT WAS MOVED AND SECONDED:

THAT the motion to grant CGC up to \$82,000 be referred to staff and that staff be directed to prepare a report to Council addressing financial implications and impacts, if any, to corporate energy and emission reduction projects.

(Opposed: Douglas, Justice, Marsh)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council grant the Cowichan Green Community (CGC) an amount of up to \$82,000 from the Climate Action and Energy Plan (CAEP) Reserve Fund, established as item 5 in Reserve Funds Establishment Bylaw No. 3552, to be used to cover municipal development cost charges and building and development permit fees incurred by the CGC, and additional consultant and engineering fees in relation to the development of the Food Hub Project at 2431 Beverly Street;

AND THAT despite the terms of reference for the CAEP Reserve Fund, that the funds available under the Corporate Energy and Emission Reduction Projects which are intended to fund corporate (Municipality of North Cowichan) studies and projects shall be used to grant the CGC up to \$82,000 for the Food Hub Project.

(Opposed: Manhas, Siebring)

CARRIED

11.2 Consent Agenda Item 2.2.1 [3rd Quarter Financial Report]

This item was discussed.

11.3 Consent Agenda Item 2.2.3 [Vancouver Island Crisis Society request for lobbying support]

This item was discussed. Mayor Siebring agreed to reach out to the Minister of Mental Health and Addictions regarding the crisis line service.

12. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

Council, by unanimous consent, suspended the rules to change the order of the agenda to bring forward the closed session and deal with those matters immediately.

13. ADJOURN COUNCIL MEETING TO RECONVENE AT 6:00 P.M.

IT WAS MOVED AND SECONDED:

THAT the meeting be adjourned at 3:58 p.m. to reconvene at 6:00 p.m. this evening. CARRIED

14. PUBLIC HEARINGS 6:00 P.M.

Council reconvened the meeting at 6:00 p.m.

14.1 Public Hearing Zoning Amendment Bylaw (8921 Chemainus Road), 2021 No. 3852

Mayor Siebring outlined the public hearing process and called the public hearing to order at 6:00 p.m. for Zoning Amendment Bylaw (8921 Chemainus Road), 2021, No. 3852.

The Corporate Officer, Michelle Martineau, noted that no petitions or late submissions had been received in relation to the Bylaw.

The Planning Technician, Anthony Price, presented the proposed bylaw amendment and answered questions of Council.

The Corporate Officer noted that no written submissions were received from the public.

The applicant, Mr. Manhas was present but had no comments to add in addition to the staff presentation.

The Mayor called for submissions from members of the public for a first time. No one wished to speak to the application.

The Mayor called for submissions from members of the public for a second time. No one wished to speak to the application.

The Mayor called for submissions from members of the public for a third time. No one wished to speak to the application.

The Mayor closed the public hearing for Zoning Amendment Bylaw (8921 Chemainus Road), 2021, No. 3852 at 6:13 p.m.

15. RESUME COUNCIL MEETING TO CONSIDER THE BYLAWS

The Mayor resumed the Council meeting at 6:13 p.m.

15.1 Zoning Amendment Bylaw (8921 Chemainus Road), 2021 No. 3852 for third reading

IT WAS MOVED AND SECONDED:

THAT Council give third reading of Zoning Amendment Bylaw Zoning Amendment Bylaw (8921 Chemainus Road), 2021 No. 3852. CARRIED

16. CLOSED SESSION

IT WAS MOVED AND SECONDED:

THAT Council close the meeting at 3:08 p.m. to the public on the basis of the following section(s) of the *Community Charter*:

- 90(1)(c) *labour relations or other employee relations*
 - 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
- CARRIED

16.1 Closed minutes from the November 3, 2021 meeting for adoption

16.2 Closed under 90(1)(c) Labour Relations

16.3 Closed under 90(1)(e) Lands

17. RISE AND REPORT

None.

18. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan Environmental Advisory Committee MINUTES

**November 16, 2021, 1:30 p.m.
Electronically**

Members Present	Councillor Kate Marsh, Chair Neil Anderson Cam Campbell Bruce Coates Per Dahlstrom Dr. Jana Kotaska Sandra McPherson Ashley Muckle Dr. Shannon Waters
Members Absent	Dr. Geoffrey Strong David Coulson Dr. Jesse Patterson
Staff Present	Dr. Dave Preikshot, Senior Environmental Specialist Shaun Chadburn, Environmental Programs Coordinator Tricia Mayea, Deputy Corporate Officer Theresa Dennison, Administrative Assistant

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 1:37 p.m.

Sandy McPherson was appointed Vice Chair for this meeting in the event that the Chair has to leave the meeting.

2. APPROVAL OF AGENDA

The following late item was added to the agenda:

- New Business Item 5.2 - Update / referral of draft OCP to Environmental Advisory Committee

IT WAS MOVED AND SECONDED:

That the agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

That the Committee adopt the minutes of the meeting held September 23, 2021.

CARRIED

4. BUSINESS

4.1 Pollinators (Workplan Subject C4 / C2)

Mr. Ted Leischner made a presentation to the Committee regarding the importance of bees and insect biodiversity in the Municipality of North Cowichan.

Dr. Shannon Waters left the meeting at 2:00 p.m. and returned at 2:24 p.m.

IT WAS MOVED AND SECONDED

THAT the Environmental Advisory Committee recommend to Council that MODUS and Staff consider the importance of pollinators in the development of Development Permit guidelines. CARRIED

The Environmental Advisory Committee requested that we add an item regarding herbicide use and their impact on bee habitats to a future agenda.

4.2 Comparison of North Cowichan's Environmental Policy Review to the Draft Actions Listed in North Cowichan's 2021 Climate Action Plan

Mr. Chadburn, Environmental Programs Coordinator, briefly reviewed the comparison of North Cowichan's Environmental Policy review to the draft actions listed in the 2021 Climate Action Plan, provided from Diamond Head Consulting and answered questions of the Committee.

4.3 Setting the 2022 Meeting Schedule

IT WAS MOVED AND SECONDED:

THAT the 2022 Environmental Advisory Committee meetings be conducted by electronic means. CARRIED

IT WAS MOVED AND SECONDED:

THAT the Environmental Advisory Committee set the following meeting schedule for 2022:

- Tuesday, January 18 at 1:30 p.m.
- Tuesday, March 15 at 1:30 p.m.
- Tuesday, May 17 at 1:30 p.m.
- Tuesday, July 19 at 1:30 p.m.
- Tuesday, September 20 at 1:30 p.m.
- Tuesday, November 15 at 1:30 p.m.

CARRIED

5. NEW BUSINESS

5.1 Special Environmental Advisory Committee Meeting to be scheduled for Tuesday, November 30, 2021 at 1:30 p.m.

IT WAS MOVED AND SECONDED:

THAT the Environmental Advisory Committee schedule a special meeting on November 30, 2021 at 1:30 p.m. CARRIED

5.2 Update / referral of draft OCP to Environmental Advisory Committee

IT WAS MOVED AND SECONDED

THAT the Environmental Advisory Committee recommend to Council that the Draft Official Community Plan be referred to all Select Council Committees for feedback.

CARRIED

6. ADJOURNMENT

IT WAS MOVED AND SECONDED:

THAT the meeting adjourn at 4:03 p.m.

Certified by Recording Secretary

Signed by Chair

Municipality of North Cowichan Special Committee of the Whole MINUTES

**November 23, 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
Members Absent	Councillor Debra Toporowski (with leave)
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Barb Floden, Manager, Communications and Public Engagement Chris Bear, Inspector, North Cowichan/Duncan RCMP Clay Reitsma, Director, Engineering Dave Preikshot, Senior Environmental Specialist Don Stewart, Director, Parks and Recreation George Farkas, General Manager Jamie Goodman, Manager, Budgets and Infrastructure Jason Birch, Chief Information Officer Jeremy Konjolka, Manager, Buildings Kelly Robinson, Manager, Roads Keona Wiley, Manager, Parks Marla Laycock, Acting Director, Human Resources and Corporate Planning Michelle Martineau, Corporate Officer Rob Conway, Director, Planning and Building Rohan Bender, Health, Safety and Disability Management Advisor Sarah Dunaway, Administrative Supervisor Shawn Cator, Director, Operations Talitha Soldera, Director, Financial Services Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 6:01 p.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That the agenda be adopted as circulated.

CARRIED

3. PUBLIC INPUT

Council received no public input.

4. REPORTS & PRESENTATIONS BY STAFF

4.1 Presentation of Departmental Business Plans

4.1.1 Introductory Business Plan Presentation

An opening presentation was provided by Acting General Manager, George Farkas, and Talitha Soldera, Director Financial Services, that included an overview of the 2022 business planning process and how each of the departmental business plans would be presented, focusing on projected business plan deliverables; operating budgets, including any supplemental requests; and climate emergency priorities. Mr. Farkas and Ms. Soldera also answered questions of Council.

4.1.2 Office of the Chief Administrative Officer Business Plan Presentation

Chief Administrative Officer, Ted Swabey presented the Office of the Chief Administrative Officer's business plan. Mr. Swabey, along with the Manager, Legislative Services, Michelle Martineau and the Manager, Communications and Public Engagement, Barb Floden Office responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Implementation of Council's Strategic Plan
- (2) Implementation of Operational Strategic Plan
- (3) Update Council Procedure Bylaw
- (4) Building relationships with Indigenous Peoples
- (5) Support Rowing Canada's relocation to North Cowichan
- (6) Audit of existing bylaws, policies and procedures
- (7) Electronic meeting processes
- (8) Policy on Use of Gender Neutral Language and Pronouns
- (9) 2022 Local General Election
- (10) Review of Election Bylaw
- (11) Orientation for new Council
- (12) Crofton Fire Hall alternative approval process
- (13) Inform residents and staff about projects and priorities
- (14) Open and transparent communications with the public
- (15) Engagement Framework and Policy project
- (16) Citizen Satisfaction Survey 2022
- (17) Forestry technical review and public engagement
- (18) Crisis/emergency communications plan

The following two supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Legislative Services Coordinator position
- (2) Indigenous Relations Advisory position

A copy of the presentation which also included the department's organizational structure, staffing levels, core areas of business, key facts and statistics, and performance indicators was published in the agenda package.

4.1.3 Human Resources and Corporate Planning Business Plan Presentation

Acting Director of Human Resources and Corporate Planning, Marla Laycock presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Collective Agreement
- (2) Safety Management System software
- (3) New Employee Engagement Survey
- (4) Succession Planning Policy
- (5) Corporate Absence Management Policy
- (6) Exempt Compensation Review/Survey
- (7) Employee training
- (8) Manager training
- (9) BC MSA Certificate of Recognition Safety Management System
- (10) High Risk Initiatives WorkSafeBC 2021-2023
- (11) Remote Work Policy
- (12) COVID-19 Corporate Safety Plan / Communicable Disease Prevention Plan

The following supplemental budget request was presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Additional consultant fees for an exempt compensation review

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, WorkSafe BC statistics, and performance indicators was published in the agenda package.

4.1.4 Financial Services Business Plan Presentation

Chief Financial Officer, Talitha Soldera presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Alternative rate options for water conservation
- (2) Potential new sources of revenue
- (3) Internal budget procedures
- (4) Online timecard entry for salaried staff
- (5) Research workflow for online purchase order and invoice approval
- (6) Implement workflow for online purchase order and invoice approval
- (7) Asset Management Investment Plan

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, core business, statistics, budget and infrastructure and performance indicators was published in the agenda package.

4.1.5 North Cowichan/Duncan RCMP Detachment Business Plan Presentation

Inspector North Cowichan/Duncan RCMP Detachment, Chris Bear presented the detachment's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Build new RCMP building
- (2) RCMP service levels
- (3) Annual Performance Plan
- (4) Community Safety Response Model Reporting
- (5) Improved consultation, coordination, integration and communication
- (6) Stakeholder Communication Plan

A copy of the presentation which also included the department's organizational structure, staffing levels, RCMP contract, annual performance plan and the new RCMP facility project was published in the agenda package.

Council, by unanimous consent, recessed the meeting at 8:03 p.m. and reconvened at 8:14 p.m.

4.1.6 Information Management and Information Technology Business Plan Presentation

Chief Information Officer, Jason Birch presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Digital orthophotography remote sensing
- (2) Disaster resiliency and capacity for remote work
- (3) Website Renewal Project
- (4) Projects funded by COVID-19 Safe Restart Grant
- (5) Replace end-of-life telephone system components
- (6) Replace end-of-life backup server
- (7) Network component replacement

The following four supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Additional subscription-based security measures
- (2) Additional online backup services to reduce risk of catastrophic loss
- (3) Increase annual computer replacement budget
- (4) Business Solutions Specialist position

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, core business and key services, key statistics, and performance indicators was published in the agenda package.

4.1.7 Operations Business Plan Presentation

Director of Operations, Shawn Cator presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Replacement of Maple Bay Wharf options
- (2) Strategy for managing building assets
- (3) Energy Audit for Municipal Buildings
- (4) Public Works Building Upgrade
- (5) Municipal Building Capital Improvement Plan
- (6) Crofton Fire Building Upgrade.

The following nine supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Storm Videoing
- (2) Solar Crosswalk Maintenance
- (3) Traffic Calming
- (4) Pest Control
- (5) Roof Maintenance
- (6) Chemainus salt shed replacement
- (7) Works yard salt containment and wash down construction
- (8) Chemainus Community Policing access
- (9) South End Fire Hall roof

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, core business and key services, quick facts and statistics, and performance indicators was published in the agenda package.

IT WAS MOVED AND SECONDED:

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

CARRIED

4.1.8 Parks and Recreation Business Plan Presentation

Director of Parks and Recreation, Don Stewart presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Parks and Trails Master Plan
- (2) Cemetery Services Plan
- (3) CVRD wide referendum on regional recreation

- (4) Environmental practices
- (5) Sports Wall of Fame
- (6) Parks Maintenance Policy

The following three supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Cemetery Services Plan
- (2) Mount Prevost Road Maintenance
- (3) Sports Wall of Fame

A copy of the presentation which also included the department's organizational structure, staffing levels, core business, department focus, and performance indicators was published in the agenda package.

5. NEW BUSINESS

None.

6. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

7. ADJOURNMENT

The meeting adjourned at 9:29 p.m.

Certified by Corporate Officer

Signed by Mayor



City of Pitt Meadows
OFFICE OF THE MAYOR

November 17, 2021

File: 05-1900-01/21

Selina Robinson
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2
Sent via email: FIN.Minister@gov.bc.ca

Dear Minister Robinson:

Re: Unfair Taxation Benefitting Railway and Industrial Operations

Further to your November 4, 2021 letter advising the Province has no plans to explore reclassification with respect to Railway and Industrial Operations, we are writing to express our significant disappointment with this information.

Although your letter is in response to the September 10, 2021 UBCM meeting it does not appear to consider the overwhelming support of over 90% of UBCM members (90.4% for fair taxation from railway operations and 94.9% for fair taxation from industrial parks) requesting a review of the legislation. Given the high level of support from around the province, we were hopeful more due consideration would be given to our request.

Additionally, over 25 years has passed since the legislation was changed. However, over the last 25 years there have been significant changes in the environment, health and safety considerations as well as continued and increasing pressures on local services and infrastructure.

With regards to your comment on reviewing the assessment methodology of linear properties we would appreciate understanding the rationale, approach and expectation of this review.

For clarity, there were two separate requests for legislation review.

1. Railway Operations - Create fairer taxation by removing section 5(e) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR23 Fair Taxation from Railway Operations.
2. Industrial Operations - Create fairer taxation by removing section 5(f) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR25 Fair Taxation from Industrial Parks.

Your letter appears to address the railway operations fair taxation request by not wishing to reconsider the 1995/96 decision which is specific to railway operations. However, the review of fair taxation in industrial operations does not appear to have been addressed.

We look forward to a favourable response in regards to our concerns.

Yours Truly,



Mayor Bill Dingwall

BGS, LL.B., CPHR

cc: UBCM Executive
UBCM Member Municipalities

TreeCanada



ArbresCanada

RECEIVED

NOV 12 2021

DISTRICT OF
NORTH COWICHAN

November 2, 2021

District of North Cowichan
7030 Trans-Canada Highway
Duncan, BC
V9L 6A1

Dear District of North Cowichan,

Thank you for applying to the *BC Hydro Community ReGreening Grant* program. We at Tree Canada – a non-profit organization dedicated to planting and nurturing trees in urban areas across Canada – are proud to support your efforts.

We are also grateful to count on the dedication of individual and corporate donors who believe in our mission and contribute to our programs. As such, we would like to recognize BC Hydro for their steadfast support and ask that you consider writing to our sponsor to thank them, and encourage them to continue with their support of our programs. An email can be sent to:

Patricia Larga: patricia.larga@bchydro.com

Since we rely on partners like you to ensure communities are made aware of the assistance we provide, we encourage you to add treecanada.ca to your municipal website and to follow us on social media. If you prefer, you can connect your Communications Department to ours by reaching out to cburnup@treecanada.ca. We would also be grateful to receive photos or an update as your projects continue to evolve.

Thank you for helping to create a greener and healthier living environment.

Yours truly,

Danielle St-Aubin, MBA
Chief Executive Officer

cc Mayor Al Siebring

*Growing better places to live
Des environnements plus sains prennent racine*

**Board of Directors/
Conseil d'Administration**

Léo Duguay
Chair/Président
Rothwell Group Inc.
Ottawa, ON

Lawrence Lewis
Vice-Chair/Vice-Président
OneFeather Mobile
Technologies
Victoria, BC

Dave Domke
Past Chair/Ancien-Président
City of / Ville de Winnipeg
Winnipeg, MB

Moe Assaf
The Brick
St. Albert, AB

Julie Barker-Merz
BMO
Waterloo, ON

Pierre Bélec
SOVERDI
Montreal, QC

Scott D'Cunha
LCBO
Oakville, ON

Dorothy Dobbie
Pegasus Publications Inc.
Winnipeg, MB

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Corporate Director /
Directrice d'Entreprise
Toronto, ON

Sean Finn
CN
Montreal, QC

Sabrina Fitzgerald
Price Waterhouse Cooper
LLP
Ottawa, ON

William (Bill) Knight
Corporate Director/Directeur
d'Entreprise
Ottawa, ON

Timo Makinen
NISP Canada
Vancouver, BC

Jim Schedler
Irving Consumer Products
Moncton, NB

Sandy Smith
University of Toronto
Toronto, ON

DELEGATION APPLICATION for Virtual Meeting

Personal information is collected by the Municipality of North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of processing delegation requests. Should you have any questions about the collection of this personal information, please contact Information Management Officer, (250) 746-3116; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

Date: September 28, 2021
Name of Applicant: Troy Clifford On behalf of: Ambulance Paramedics of BC
Address: #105 - 21900 Westminster Hwy Richmond, BC V6V 0A8
Email: troy.clifford@apbc.ca Phone: 604-273-5722

I/We request to appear electronically as a delegation before:

☒ Council ☐ Committee of the Whole ☐ Forestry Advisory Committee

Please provide a brief overview of your presentation, below, and attach a one-page (maximum) outline of your presentation.
Please be specific.

Troy was invited as a representative from the Ambulance Paramedics of BC to appear as a delegation in front of Council at an upcoming meeting.

Will you be requesting a grant or financial assistance? ☐ Yes ☒ No

I confirm that I have tested my ability to participate in a Webex Online meeting: ☐ Yes ☐ No

Please advise how many separate connections will be required: _____

Council and Committees welcome public comments, but as a courtesy to Council and Committees who deal with lengthy agendas, we request that you present your information clearly and concisely in ten minutes or less. All delegation applications along with supporting documentation and a copy of your presentation must be submitted for Council, Committee of the Whole or the Forestry Advisory Committee to legislativeservices@northcowichan.ca at least one week before the meeting is held. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

To test your ability to participate in a Webex meeting, start a meeting at this site:
<https://www.webex.com/test-meeting.html>

Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone:
<https://help.webex.com/en-us/bzg2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

For Internal use only

Funding request (if any) reviewed by General Manager, Financial and Protective Services ☐ Yes

Request approved (date) _____ Date of Meeting _____

Ambulance Paramedics

of British Columbia - CUPE 873

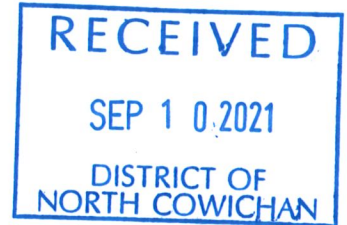


Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

September 3, 2021

To: BC Mayors and Councillors

Re: Emergency Paramedics and Dispatchers: Who we are and what we do!

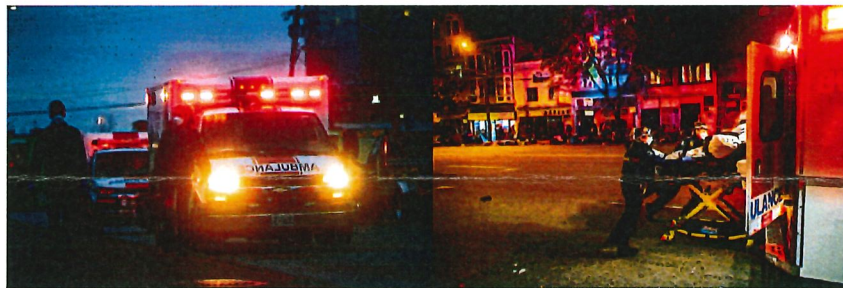


Dear Mayor & City Councillors;

In BC, over 4500 Paramedics and 270 Medical Dispatchers work 24 hours a day, 365 days a year to keep our communities healthy and safe. As leaders in emergency pre-hospital care and public safety, allies in healthcare and professionals in our communities, Paramedics and Medical Dispatchers are a quintessential resource for municipalities in BC.

The field of Paramedicine has evolved from a traditional response of unscheduled emergencies to a robust and multi-disciplined practice encompassing public safety, emergency first response, scheduled and acute transport, and community-based health innovation. As experts in emergency management, Paramedics are uniquely qualified to assist in emergency preparedness, prevention and response culminating in a dynamic and versatile skillset that transcends conventional public sectors. Engaged as a mutual stakeholder in both public safety and healthcare, Paramedics are able to provide relief to healthcare systems and infrastructures operating at or above capacity within BC communities as specialists in emergency response and preventative healthcare.

As the world evolves and continues to adapt to the universal consequences and reality of Covid-19, our leaders continue to manage an ongoing opioid epidemic amidst a global pandemic with the constant threat of seasonal natural disasters (such as heatwaves, wildfires and flooding). A unique set of circumstances requires a unique response and BC Paramedics and Medical Dispatchers are always ready to respond.



What can Paramedics do in YOUR community?

Paramedics in BC provide a variety of services to support community health and safety. Through a multitude of specialties and license levels BC Paramedics are there for you.

- Primary Care Paramedic
- Advanced Care Paramedic
- Critical Care Paramedic
- Paramedic Specialists
- Community Paramedics
- Emergency Medical Dispatch and Call-taking

Our resources are available by land, sea or sky.

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

- Ambulances
- Paramedic Response Units
- Fixed-wing Aircraft
- Helicopters
- Boats

Services Paramedics can provide:

- Emergency medical first response
- Scheduled and acute transport of ill and injured patients
- Province-wide service ensuring access to healthcare in hard to reach communities
- Provision of primary healthcare in communities experiencing service delivery gaps
- Community based care for elderly, indigenous, at-risk or vulnerable populations
- Immunization clinics, Covid-19 testing and contact tracing for Covid-19
- Emergency management including planning, preparedness and response
- Emergency Medical Dispatch and Call-taking, providing over the phone medical assistance until resources arrive at the patient's side

How can you ensure YOUR community's needs are met?

As municipal and community leaders, you have a critical role in the decisions being made about healthcare services and public safety within your community. You know the needs of your community better than anyone else. We want to work with you!

Visit www.apbc.ca and check out what resources are currently available in your community. Our comprehensive resource list includes every Ambulance Station in British Columbia along with the current resources available in each of those communities.

We welcome the opportunity to discuss your community specific Public Safety, Ambulance Service and healthcare needs, challenges, gaps and paramedic services. Please visit our virtual booth at UBCM, we will be available to live chat.

We ask that you write both the Health Minister and Health Critic to advocate for enhanced paramedic services and healthcare in your community.

Again, we encourage you to come visit us virtually if you have any questions about Paramedic Services in your community. Alternatively, feel free to contact myself at (250) 250-319-4713 or troy.clifford@apbc.ca or info@apbc.ca either leading up to, during or post UBCM.

Thank you for your time, see you virtually at UBCM!

Sincerely,

Troy Clifford
Provincial President
Ambulance Paramedics and Emergency Dispatchers of BC
CUPE Local 873
TC/sb/MoveUp

DELEGATION APPLICATION for Virtual Meeting

Personal information is collected by the Municipality of North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of processing delegation requests. Should you have any questions about the collection of this personal information, please contact Information Management Officer, (250) 746-3116; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

Date: Oct 28, 2021
Name of Applicant: Tom Andrews On behalf of: Chemains Festival of Murals Society
Address: [REDACTED] Chemainus, BC V0R 1k0
Email: [REDACTED] (FIPPA ss. 22(1)) Phone: [REDACTED] (FIPPA ss. 22(1))

I/We request to appear electronically as a delegation before:

☒ Council ☐ Committee of the Whole ☐ Forestry Advisory Committee

Please provide a brief overview of your presentation, below, and attach a one-page (maximum) outline of your presentation.
Please be specific.

The Mural Society is applying to proceed with two projects;
1. Install two wind sculptures at the south east corner of Chemainus Rd and Victoria St. The Society has funds to purchase the sculptures. To ensure the sculptures are securely installed, the Society is requesting the Municipality fund and construct the foundation and assist with the installation of the sculptures.
2. Install a fencing arrangement around the Snipes statues in Heritage Square to deter the public from accessing the pond area and the statues. The Society has funds to cover the cost and installation of the fencing.

Will you be requesting a grant or financial assistance?

☒ Yes ☐ No

I confirm that I have tested my ability to participate in a Webex Online meeting:

☐ Yes ☒ No

Please advise how many separate connections will be required:

3

Council and Committees welcome public comments, but as a courtesy to Council and Committees who deal with lengthy agendas, we request that you present your information clearly and concisely in ten minutes or less. All delegation applications along with supporting documentation and a copy of your presentation must be submitted for Council, Committee of the Whole or the Forestry Advisory Committee to legislativeservices@northcowichan.ca at least one week before the meeting is held. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

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Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone:

<https://help.webex.com/en-us/bzg2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

For Internal use only

Funding request (if any) reviewed by General Manager, Financial and Protective Services

☐ Yes

Request approved (date) _____ Date of Meeting _____

MNC Delegation Presentation by the Chemainus Festival of Murals Society

1. Wind sculptures

<https://youtu.be/DEgUwkdFVB0>

The Chemainus Festival of Murals Society proposes that two wind sculptures be installed across from the Chemainus Theatre on the south east corner of Chemainus Rd and Victoria Street. The video above gives the best impression of the wind sculptures in motion.

The wind sculptures will add diversity and uniqueness to the outdoor art gallery in Chemainus. Tourists and visitors are looking for new experiences when they are travelling. The motion of wind sculptures captures peoples attention and will be a draw to Chemianus, thereby increasing tourism and its economic benefits. The cost for the two sculptures is \$17,000 which the Mural Society will fund. We are requesting MNC construct the concrete base in order to meet engineering specifications and assist with the installation of the sculptures. The estimated cost for the concrete base is \$2,000.



Figure 1: Wind sculpture location across from Chemainus Theatre



Figure 2: Twisted Oval sculpture 11'3" tall x 2'7" top



Figure 3: Double spinner sculpture 16' tall x 6' top

2. Rope and post enclosure

The Mural Society recently installed a bronze statue in Heritage Square as part of the Snipes exhibit at a cost of \$42,000. To protect the sculpture from damage, we wish to install a fencing arrangement consisting of metal posts and nautical rope similar to the set up at Ken Beach surrounding the Compass. The fencing would be installed around the lower pond only where the statues are located.



Figure 4: Snipes statues in pond at Heritage Square



Figure 5: Rope and post enclosure around Kin Beach compass

Your approval to proceed with these projects is requested.

Thank you for your support.

Tom Andrews
President
Chemainus Festival of Murals Society



Chemainus
Festival *of*
Murals
Society

Chemainus Festival of Murals Society Projects

1. Introduction
2. Wind motion sculpture proposal
3. Post and rope fence proposal
4. Request authority for funding and to proceed

Introduction

- The Ask:
- Permission to install two wind motion sculptures
- Funding for the footings and statue installation
- Permission to install a post and rope fence at the Snipes pond in Heritage Sqare

Wind motion sculpture location



Wind motion sculpture location

- Across from Chemainus Theatre Festival
- South east corner of Chemainus Rd and Victoria Street
- High visibility
- Enhances entrance to Chemainus

Wind motion sculptures appeal

- Adds diversity to the Mural collection
- Unique sculpture presentation
- Motion captures attention
- Draws people to Chemainus
- Increases tourism economic benefits
- Mural Society collection includes 9 sculptures

Sculpture 1 - Twisted oval



Dimensions 11' high x 2'7" top

Sculpture 2 - Double spinner



16' tall x 6' top

Wind motion sculptures budget

- Mural Society funding \$17,000 for the two sculptures
- Asking MNC to fund and install required footings and statues at a cost estimate of \$2,000

In Search of Snipes statue fencing

- A new replica bronze cast stature of Sefan in “In Search of Snipes” exhibit was installed in the pond in Heritage Square
- Fencing required to keep public from climbing on the statues

Stefan bronze statue



“In Search of Snipes” statues



Rope fence location around pond



Rope fence proposal

- Mural Society wishes to install fencing similar to that around the Compass in Kin Beach



Request Summary

- Approval for Mural Society to locate two wind motion sculptures in Chemainus as part of the Mural collection
- MNC approve funding \$2,000 for footings and assist with installation
- Approval for Mural Society to install rope fencing around Snipes statues
- Thank you for your support of the Chemainus Mural program



Chemainus Festival *of* Murals Society

Report

Date December 1, 2021
Subject Draft Official Community Plan Public Consultation

File: SPP00040

PURPOSE

To update Council on the draft Official Community Plan (“OCP”) public engagement process and provide options for extending the current public consultation period.

BACKGROUND

The draft OCP was presented to the public via a webinar on Monday, November 8, 2021, approximately 150 people at peak attended. This launched a 30-day period for people to review the document and provide their comments and input, as per the project plan. This period ends on December 8, 2021. Comments can be provided by:

1. Utilizing the “Konveio” software platform hosted by the consultants (MODUS), to provide feedback by responding directly to various prompts throughout the draft OCP;
2. Downloading, completing and returning an MS Word version of the feedback survey; or,
3. Submission of written comments in email or paper format.

There have been some requests to staff and Council for this period to be extended, noting the impact of the November 15, 2021 flood disruption on people’s priorities.

DISCUSSION

Draft OCP Consultation

To date, despite a reasonably significant number of OCP downloads (~380), few responses have been received. Approximately 30 individuals and groups have submitted feedback thus far. Interest in the OCP remains high, so presumably due to its size and complexity it is taking people some time to complete their feedback. However, the flood events are likely also contributing to the low response rate. It is unclear when the response rate may increase, particularly with the current issues of flood cleanup, travel and supply chain disruption, and gas limitations occupying people’s time and attention. However, a more significant number of responses might be expected to be received closer to the deadline.

Post Consultation Process

While the primary mechanism for responses is via an online platform (“Konveio” - hosted by MODUS but accessed through the Municipality’s website), people remain able to submit comments by email or in writing, preferably using the downloadable survey Pro-forma. Once the consultation period closes, staff and consultants both need to consolidate and analyze a potentially large volume of information, distil the key messages/themes for Council, and identify any further potential edits to the draft OCP.

Post-consultation, there will be two types of update edits to the current draft OCP:

1. Administrative: Correction of formatting inconsistencies, typos, and edits relating to style, clarification, organization, or simplification. Some of this editing is already taking place as issues and improvements are pointed out.
2. Substantive: policy-based amendments for Council's consideration, reflecting public, stakeholder and internal departmental input. This would include any changes to the land use designations map.

At this stage, it is not possible to predict how significant type 2 edits will be since we do not yet have sufficient input to determine the direction of opinion. Should public feedback suggest substantial changes in direction be considered, this may necessitate further decisions and directions from Council prior to the finalization of the draft OCP for first reading.

The likely subsequent approach would be to present Council with a consultation summary report, containing a revised draft OCP plus a schedule of any type 2 edits recommended. Council can then consider giving first reading to this draft "as amended" as Council sees fit, or direct further changes be made.

Some First Nations have requested an extension to the December 15 referral deadline but have not specified how much additional time they require. The recent flood event will likely make it more difficult for local First Nations to prioritize the OCP referral and respond within the requested time. There also remains the issue of the government to government meeting with Cowichan Tribes as per the resolution from the October 20, 2021 Committee of the Whole meeting, and how Council wants to integrate this into the process (noting that as of November 26, 2021, a date has not yet been set for the joint meeting). Invitations have also been extended to meet with other local First Nations. Should these meetings take place after first reading, it remains possible for amendments to be made to the OCP in response to the outcomes of the First Nation meetings.

OPTIONS

1. **(Recommended Option)** THAT Council direct staff to extend the Draft OCP Public Consultation period by 14 days to December 22, 2021.
 - Extending the consultation period to December 22 (an additional two weeks) would compress the time available for summarizing responses and editing, exacerbated by MODUS staff availability over the Christmas period. Therefore, the subsequent Council report would be pushed out by at least another meeting cycle, targeting February for consideration of first reading.
2. THAT Council endorse the Draft OCP Public Consultation period to close by December 8, 2021.
 - Consultation closes on December 8, with staff and MODUS needing to summarize/analyze the input with the aim of reporting out to Council on January 19, 2022 (noting Council meeting dates are not yet approved for 2022 at the time of drafting). This would include the next draft

OCP plus a schedule of amendments. Council would have the option of giving first reading to the OCP bylaw at that point

3. THAT Council direct staff to extend the Draft OCP Public Consultation period by 30 days or more.
- Extending across the Christmas period and into mid-January while providing ample time for public input, an extension of this magnitude will have a correspondingly significant impact on timelines and push first reading deeper into the election year.

IMPLICATIONS

To maintain progress according to the timelines previously presented to Council, public consultation on the draft OCP would need to be substantially complete by the advertised date of December 8, 2021. However, Council may opt to provide additional time for people to review and respond, noting the associated impact on timelines for preparation of the subsequent amended draft OCP for consideration of first reading.

Whichever option is chosen, staff will continue with ongoing advertising through various methods and issuing email/social media prompts to encourage as much participation as possible.

RECOMMENDATION

THAT Council direct staff to extend the Draft OCP Public Consultation period by 14 days to December 22, 2021.

Report prepared by:

Chris Osborne

Chris Osborne
Manager, Planning

Report reviewed by:



Rob Conway
Director, Planning and Building

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment(s): None

Report

Date December 1, 2021
Subject Replacement Fire Department Vehicle

File:

PURPOSE

To provide Council with the additional information requested regarding the suitability of replacing the ageing Fire Department pick-up with an electric, hybrid or standard fuel vehicle.

BACKGROUND

At the November 17, 2021 regular Council meeting, Council deferred consideration on the replacement of a Fire Department vehicle pending a report from staff which included a review of the availability and suitability of the department utilizing a hybrid vehicle in place of a standard fuel vehicle.

DISCUSSION

Vehicle requirements

- *Towing Capacity, length of travel and required infrastructure*

This vehicle must meet specific requirements of provincial and local fire deployments to accommodate the specific use it will be required for. It must have a towing capacity for the North Cowichan Sprinkler Protection Unit or the trailers that the province supplies for use if deployed provincially. The Fire Department also has four other large trailers with response units such as UTV's and boats. Part of our mutual aid agreement with the Cowichan Valley Regional District (when they do not have drivers or vehicles available) includes towing the CVRD trailer when needed.

Currently, there is a very limited supply of hybrid (fuel/electric) heavy-duty $\frac{3}{4}$ ton or 1-ton pick-ups available on the market that match the specific needs of the Fire Department. The major local manufacturers, Ford, GMC, Chevy, Dodge or Hyundai all have a form of hybrid pick-up trucks but only have models in $\frac{1}{4}$ ton and $\frac{1}{2}$ ton. Some of the manufacturers currently have these pick ups available but not in $\frac{3}{4}$ ton or 1 ton. With the required payload of five firefighters plus all firefighting gear as well as the towing of a large trailer loaded with sprinkler protection equipment, the requirements for payload and towing limit the pick up to $\frac{3}{4}$ or 1-ton.

Full vehicle weight including trailer and payload of a fully staffed and equipped vehicle, needs to be considered in order to comply with the *Motor Vehicle Act Regulations*. The *Motor Vehicle Act Regulations* prohibits the operation of unsafe or improperly loaded vehicles that exceed either the Gross Axle Rating (GAWR) or the Gross Vehicle Weight Rating (GVWR). These regulations apply to all types of towing, whether utility or boat towing. These regulations also severely limit the type of pick-up truck available.

When deployed with the sprinkler unit, either locally or provincially, our service agreement identifies the only type of vehicle that can be supplied. The excerpt from the Provincial guidelines for unit deployment states:

- Crew configuration 5-person crew, 2 pick-up trucks required.
- ¾ ton 4-wheel drive capable, with at least five passenger seats with functioning seat belts; (preferred 8 foot box).

When providing fire fighting service, the length of travel is sometimes considerable. The unit members may be required to camp some distance from civilization, and there would be no infrastructure to accommodate electric vehicles. As such, electric vehicles have been ruled out of being a viable option. The 1-ton diesel truck is the most economical vehicle capable of towing the SPU, UTV and boats and travelling that distance without services. Also, provincial deployments have remote fuel depots whereby large vehicles can refuel, and the coordination between resources is extended with the same type of fuel.

OPTIONS

1. **(Recommended Option)** THAT Council:

- (1) Authorize the purchase of a newer "standard fuel" used vehicle, up to a maximum cost of \$70,000 plus tax, to replace the 1999 pick-up truck currently in use by the Fire Department; and,
- (2) Direct staff to amend the 2021-2025 Financial Plan Bylaw to increase the Fire Capital expenditures by \$70,000.

IMPLICATIONS

The technology for hybrid or electric vehicles for emergency services or heavy towing is not available or has limited availability based on the required infrastructure. Currently, electric pick-up trucks are at least a year or more away with a waiting list, and they don't have the towing capacity or payload required for the heavy trailers that the Fire Department is required to tow.

RECOMMENDATION

THAT Council:

- (1) Authorize the purchase of a newer "standard fuel" used vehicle, up to a maximum cost of \$70,000 plus tax, to replace the 1999 pick-up truck currently in use by the Fire Department; and,
- (2) Direct staff to amend the 2021-2025 Financial Plan Bylaw to increase the Fire Capital expenditures by \$70,000.

Report prepared by:

Martin Drakeley

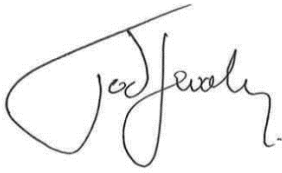
Martin Drakeley
Manager, Fire and Bylaw Services

Report reviewed by:

Ted Swabey

Type Director/Manager Name
Choose Director/Manager's Title.

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) 2017-11-17 Staff Report

Report

Date November 17, 2021

File:

Subject Replacement Fire Department Vehicle

PURPOSE

To consider the purchase of a replacement Fire Department pickup truck with emergency equipment installed.

BACKGROUND

In 2019, four new pickups were purchased for the Fire Department, one for each hall, to replace the ageing pickups bought in 1999. The 1999 pickups were then utilized as a part of the Public Works fleet to accommodate the COVID-19 restrictions of one person per vehicle.

One of the 1999 pickups was utilized for towing the new Sprinkler Protection Unit and for local and interior deployments. It is showing its age, requiring excessive repairs to keep it operational.

DISCUSSION

With the cost of repairs exceeding a replacement vehicle's price, a new vehicle makes financial sense. However, due to the availability and cost of new vehicles, Fire Department staff suggest purchasing a used vehicle instead of a new one.

Replacing this vehicle will reduce the repair costs the department is incurring and would provide the Fire Department with a more reliable tow vehicle when required during deployment.

OPTIONS

1. **(Recommended Option)** THAT Council:
 - (1) Authorize the purchase of a replacement fire vehicle and all its emergency equipment for a maximum cost of \$70,000 plus tax; and,
 - (2) Direct staff to amend the 2021-2025 Financial Plan Bylaw to increase Fire Capital expense by \$70,000.
2. THAT Council direct staff to include the replacement of a Fire Department vehicle for discussion during the 2022 budget process.

IMPLICATIONS

Net revenue received during the year for local and interior fire deployments is approximately \$282,000, which will be transferred to the Fire Truck Reserve fund and may be used to cover the cost of this purchase. This purchase will result in operational savings by reducing repair costs related to the current vehicle.

RECOMMENDATION

THAT Council:

- (1) Authorize the purchase of a replacement fire vehicle and all its emergency equipment for a maximum cost of \$70,000 plus tax; and,
- (2) Direct staff to amend the 2021-2025 Financial Plan Bylaw to increase Fire Capital expense by \$70,000.

Report prepared by:

[*Martin Drakeley*]

Martin Drakeley
Manager, Fire and Bylaw Services

Report reviewed by:



Ted Swabey
Chief Administrative Officer

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Report

Date December 1, 2021
Subject 2022 Council Meeting Schedule

File: 0570-01

PURPOSE

To consider:

- (1) cancelling or rescheduling Council and/or Committee of the Whole 2022 meeting dates where conflicts exist;
- (2) which meetings, if any, shall be conducted by electronic means (i.e., through Webex) in 2022.

BACKGROUND

Setting the Regular Meeting Schedule

The [Council Procedure Bylaw](#) establishes the dates and times of regular meetings of Council and requires that:

- Council meetings be held on the first and third Wednesday of each month, beginning at 1:30 p.m.;
- the schedule of the dates, times and places of regular Council meetings be prepared on or before December 21, for the following year; and,
- the schedule be advertised in accordance with Section 94 of the *Community Charter* [requirements for public notice] and made available to the public by posting it at the public notice posting places (i.e. the notice board at the main entrance of the Municipal Hall and the municipal website).

In addition to the establishment of regular Council meetings, as noted above, Council resolved on June 17, 2020, that the Committee of the Whole would also meet on a regular basis, on the second Tuesday of every month at 6:00 p.m. Council also resolved on January 16, 2019, that public hearings in 2019 would be held on the third Wednesday of each month at 6:00 p.m., even though public hearings appear in the order of proceedings for regular meetings under Section 15 (1) of the Council Procedure Bylaw. This practice continued in 2020 and 2021.

If a meeting is cancelled or rescheduled to another date that is not due to a holiday, then Council must adopt a motion with a vote of at least 2/3 of members present for those changes to occur (i.e., if there are 7 members present then at least 5 must vote in the affirmative, if 5 or 6 members are present, then the vote must be at least 4 in favour to pass).

If there were no changes required to the regular meeting dates of Council or the Committee of the Whole, and the COVID-19 pandemic was not a factor impacting in-person meetings, the Corporate Officer would be authorized to publish the notice of the 2022 Council and Committee of the Whole Meeting schedule in accordance with Section 5 (1) (d) of [Delegation of Authority Bylaw No. 3814](#), pursuant to Sections 94 and 127 of the *Community Charter* [notice of council meetings].

Conducting Regular Meetings (In-person or Electronic)

Pursuant to Sections [128](#) to [128.2](#) of the *Community Charter* and Section 7 of [Council Procedure Bylaw No. 3602](#), if a regular meeting of Council or the Committee of the Whole is to be conducted by electronic means, then Council must pass a resolution at least 72 hours prior to the regular meeting that the meeting will be held by electronic means (i.e., via Webex) and notice that it will be held electronically must be posted at the public notice posting places.

On October 7, 2021, after adopting an amendment to the Council Procedure Bylaw to authorize meetings to be conducted electronically or for members of Council to participate electronically, Council resolved that all Council and Committees of Council meetings held between October 8, 2021, and December 31, 2021, would be conducted by electronic means. Council must determine whether to conduct their meetings electronically or in person moving forward into 2022.

All Committees of Council, including the Committee of the Whole, also need to determine whether their meetings are held electronically or in person moving forward into 2022. Of note, the Environmental Advisory Committee already set their 2022 meeting schedule at their November 16, 2021 meeting and decided to continue to meet electronically for all their meetings in 2022.

Past Practice

Historically, Council has cancelled the first meetings in January, July and August, recognizing that there would likely be very little business included on those agendas due to the holiday season and summer vacations. The July and August meetings have the potential to be lengthy due to having only one scheduled meeting in each of those months. However, the following table (Table 1: Post-Consent Agenda Meeting Stats), which was presented to Council on September 21, 2021, as supplemental information for the Consent Agenda Policy, shows that although the July 21, 2021 meeting was the longest meeting of the year (up to September 1, 2021), it was not much longer than the meetings that were held on February 2, 2021, March 17, 2021, and May 5, 2021, during months where two meetings were held (meeting times for those meetings has been highlighted in yellow). Interestingly, the August 18, 2021 meeting was the third shortest meeting time during that same period. The meetings during those months (January, July and August) have also been highlighted in yellow to draw your attention to them.

Other changes to the schedule have occurred in the past where there has been a conflict between the meeting schedule and the FCM, UBCM, AVICC, and/or LGLA conference or seminar.

Table 1

Post-Consent Agenda Meeting Stats

Regular Council Meeting Date	Meeting Duration	Initial Agenda Items (excluding minutes and notices of motion)	Consent Agenda Items added to New Business	Total Agenda Items
October 21, 2020	4.1	11		11
November 4, 2020	3.6	13	1	14
November 18, 2020	6.5	17		17
December 2, 2020	5.5	18	1	19
December 16, 2020	4.5	18	2	20
January 20, 2021	7.1	20	4	24

Regular Council Meeting Date	Meeting Duration	Initial Agenda Items (excluding minutes and notices of motion)	Consent Agenda Items added to New Business	Total Agenda Items
February 2, 2021	8.3	20	6	26
February 17, 2021	3.2	14	3	17
March 3, 2021	5.8	14		14
March 17, 2021	8.0	15	4	19
April 7, 2021	7.7	17	5	22
April 21, 2021	4.2	16	1	17
May 5, 2021	8.6	17	3	20
May 19, 2021	7.1	21	6	27
June 2, 2021	6.1	14	6	20
June 16, 2021	7.7	18	6	24
July 21, 2021	9.6	28	6	34
August 18, 2021	3.7	16	8	24
September 1, 2021	6.3	16	6	22
Average	6.2	17.0	4.3	20.6

DISCUSSION

When a regular Council meeting falls on a statutory holiday, the meeting must be held on the next business day that the Municipal Hall is open, as per Subsection 7 (3) of the [Council Procedure Bylaw](#). Staff determined that there are no meeting conflicts in 2022 with statutory holidays or conferences that Council is authorized to attend under the Council Conference Attendance Policy for Council meetings. However, there is a conflict for the September Committee of the Whole (COW) meeting (UBCM) and the June COW meeting with the second regular Council meeting in June, as described further below.

2022 Conference and Other Important Dates

The 2022 Council Conference Schedule is as follows:

- Local Government Leadership Academy (LGLA)
The LGLA will be held in Richmond at the Radisson Airport Hotel from February 9 - 11, 2022.
- Association of Vancouver Island Coastal Communities (AVICC)
The AVICC will be held in Victoria at the Victoria Conference Centre from April 1 - 3, 2022.
- Federation of Canadian Municipalities (FCM)
The FCM will be held in Regina, Saskatchewan, from June 2 – 5, 2022.
- Union of BC Municipalities (UBCM)
The UBCM Convention will be held in Whistler from September 12 – 16, 2022.
- Alliance (VIEA)
The VIEA Summit is scheduled to be held from October 26 – 27, 2022. No further details are available at this time.

Other important dates to note in 2022 include:

- The General Local Election will be held on Saturday, October 15, 2022.

- The Inaugural Meeting of the newly elected Council will be held on Wednesday, November 2, 2022.

2022 Council and COW Meeting Schedule

The '2022 Council and COW Meeting Schedule with no Revisions' (Attachment 1) illustrate the meeting schedule based solely upon the dates established under the Council Procedure Bylaw, Council's June 17, 2020 resolution regarding Committee of the Whole meetings and Council's January 16, 2019 resolution to hold public hearings on the third Wednesday of each month.

2022 Meeting Dates for Consideration of Cancelling or Rescheduling

The following meeting dates, which are consistent with meetings that Council has cancelled or rescheduled in previous years, are for Council's consideration to cancel or reschedule in 2022:

- January
 - Cancel the first meeting in January to take into consideration the holiday season.
- June
 - Bring the COW meeting forward one week to Tuesday, June 7, 2022, as the second Tuesday in June (June 14) falls one day before the June 15 Council meeting. This would avoid back-to-back meetings and would move the COW meeting to fall between the two regular Council meetings.
- July/August
 - Cancel the first meeting each month to lessen the impact of Council and/or staff missing meetings while on summer vacation. Should an urgent matter arise that cannot wait until the next regular meeting, Council may call a Special meeting by giving at least 24-hours notice.
- September
 - Postpone the COW meeting by two weeks (to Tuesday, September 27, 2022), as the second Tuesday in September (September 13, 2022) conflicts with the UBCM Convention taking place September 12 – 16, 2022. Bringing the meeting forward one week to Tuesday, September 6, 2021, or postponing the meeting by one week to Tuesday, September 20, 2022 are potential options. However, as both of these dates fall on the day before a regular Council meeting, meaning back-to-back meetings and making timelines for agenda production tight, staff have recommended postponement by two weeks.
- October
 - Cancel the October 19, 2022, regular meeting which is scheduled to occur after the general local election on October 15, 2022 and before the inaugural meeting. Cancelling this meeting is consistent with past practice during an election year.

The '2022 Council and COW Meeting Schedule with Revisions' (Attachment 2) illustrates the above noted changes.

Public Hearings

If Council wishes to continue to hold public hearings during the second meeting of the month only, then Council should adopt a motion to do so in accordance with Subsection 15(3) of the [Council Procedure Bylaw](#). Otherwise, public hearings should be listed in the order of business for every Council meeting agenda.

Conducting Regular Meetings (In-person or Electronic)

Council needs to decide whether to continue conducting their regular meetings through electronic means into 2022 or return to in-person meetings. Council has heard from members of the public requesting that they return to in-person meetings; however, due to the ever-evolving safety issues related to the pandemic, staff are recommending that Council conduct all of their Council and Committee of the Whole meetings in 2022 by electronic means. This does not preclude a Council member or staff from physically attending Council Chambers and participating electronically at that location when it is safe to do so. It is important to note that [Section 128](#) of the *Community Charter* requires that the municipality provide facilities where members of the public may attend to watch and hear the meeting. On [October 8, 2021, notice](#) was given that space would be provided at the Municipal Hall for members of the public to observe meetings until the end of 2021. As the Corporate Officer must be in the same space provided for the public, Council Chambers has by default been deemed to be that location because it allows the greatest number of attendees in the space, compared to other spaces within the Municipal Hall.

Council can revisit their decision at any point in the future, and staff intend to advise Council of any forthcoming safety issues and/or changes to provincial health orders as they evolve throughout the year. This approach allows Council to factor in safety considerations related to the pandemic and other provincial orders as they arise in 2022. Under this model, members of the public will also benefit from having the choice to attend meetings either electronically or in person, which may result in increased participation by the public over time.

OPTIONS

1. **(Recommended Option)** Endorse the proposed meeting changes for 2022 and authorize meetings to be conducted by electronic means. The Corporate Officer would then publish the schedule, as illustrated in Attachment 2 to the website, notice board and newspaper. The meetings would continue to be conducted electronically using the Cisco Webex platform.

THAT Council:

- (1) Cancel the January 5, 2022, July 6, 2022, and August 3, 2022, regular Council meetings, and the October 19, 2022, regular Council meeting and Public Hearing;
- (2) Reschedule the June 14, 2022 Committee of the Whole meeting to June 7, 2022, and the September 13, 2022 Committee of the Whole meeting to September 27, 2022;
- (3) Hold public hearings on the third Wednesday of each month (excluding the October 19, 2022 meeting) at 6:00 p.m.; and,
- (4) Directs that the regular meetings of Council and the Committee of the Whole for 2022 be conducted by electronic means.

2. [Option 2] Endorse the proposed meeting changes for 2022 (the same as bullets (1) to (3) in the recommended option) and return to in-person meetings in January. The Corporate Officer would then publish the schedule as illustrated in Attachment 2 to the website, notice board, and newspaper. The meetings would return to being conducted in person, in Council Chambers.

THAT Council:

- (1) Cancel the January 5, 2022, July 6, 2022, and August 3, 2022, regular Council meetings, and the October 19, 2022, regular Council meeting and Public Hearing;

- (2) Reschedule the June 14, 2022 Committee of the Whole meeting to June 7, 2022, and the September 13, 2022 Committee of the Whole meeting to September 27, 2022; and,
 - (3) Hold public hearings on the third Wednesday of each month (excluding the October 19, 2022 meeting) at 6:00 p.m.
3. [Option 3] Proceed with all regular Council or COW meetings, as established under the Council Procedure Bylaw and previous direction by Council, in person. The Corporate Office would then publish the schedule as illustrated in Attachment 1 to the website, notice board, and newspaper. The meetings would return to being conducted in person, in Council Chambers.

IMPLICATIONS

If Council chooses the recommended option, there will only be one Council meeting held in January, July, August and October; if necessary, a Special meeting may be scheduled during those months to expedite any urgent business that may arise at that time. All regular Council and Committee of the Whole meetings would continue to be conducted electronically using the Cisco Webex platform. Individual Council members could choose to participate in the electronic meeting at Council Chambers if they are so inclined.

The implications for Council business would be similar in the second option as the recommended option, with the exception of meeting in person. Returning to in-person meetings may satisfy those residents who have urged Council to return to in-person meetings. However, it may pose a health risk to participants while hospitalizations in British Columbia remain high. It also has the potential to single out those members of Council and/or staff who may not be comfortable, for their own personal reasons, to return to in-person meetings.

The third option could result in meetings having to be cancelled due to quorum or insufficient business to bring forward on an agenda and would pose the same health risks as identified under option two above.

RECOMMENDATION

THAT Council:

- (1) Cancel the January 5, 2022, July 6, 2022, August 3, 2022, and October 19, 2022, regular Council meetings;
- (2) Reschedule the June 14, 2022 Committee of the Whole meeting to June 7, 2022, and the September 13, 2022 Committee of the Whole meeting to September 27, 2022;
- (3) Hold public hearings on the third Wednesday of each month (excluding the October 19, 2022 meeting) at 6:00 p.m.; and,
- (4) Direct that the regular meetings of Council and the Committee of the Whole for 2022 be conducted by electronic means.

Report prepared by:

[Tricia Mayea]

Tricia Mayea
Deputy Corporate Officer

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Report reviewed by:



Michelle Martineau
Manager, Legislative Services

Attachments:

- (1) 2022 Council and COW Meeting Schedule with no Revisions
- (2) 2022 Council and COW Meeting Schedule with Revisions

January 2022						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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February 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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2022						
Council Meetings Held 1st Wednesday/month at 1:30 pm						
Council Meetings/Public Hearings Held 3rd Wednesday/month at 1:30 pm Public Hearings held at 6:00 pm						
Committee of the Whole Held 2nd Tuesday/month at 6:00 pm						
Statutory Holidays						
CVRD Board 2nd Wednesday at 6:30 pm 4th Wednesday at 1:30 pm *No meetings in August						
Council Conferences						
LGLA 2022 Leadership Forum February 9-11 (Richmond)						
AVICC April 1-3 (Victoria)						
FCM June 2-5 (Regina)						
UBCM September 12-16 (Whistler)						
VIEA October 26-27 (Unknown)						

Deputy Mayor Schedule:

Rosalie Sawrie – July 1, 2021 – Feb. 28, 2022

Debra Toporowski – March 1, 2022 – Oct. 31, 2022

January 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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25	26	27	28	29	30	31

2022

Council Meetings

Held 1st Wednesday/month at 1:30 pm

*No meetings in January, July or August

*Inaugural Meeting - November 2

Council Meetings/Public Hearings

Held 3rd Wednesday/month at 1:30 pm

Public Hearings held at 6:00 pm

*No meeting in October

Committee of the Whole

Held 2nd Tuesday/month at 6:00 pm

(unless posted otherwise)

Statutory Holidays**CVRD Board**

2nd Wednesday at 6:30 pm

4th Wednesday at 1:30 pm

*No meetings in August

Council Conferences

LGLA 2022 Leadership Forum

February 9-11 (Richmond)

AVICC

April 1-3 (Victoria)

FCM

June 2-5 (Regina)

UBCM

September 12-16 (Whistler)

VIEA

October 26-27 (Unknown)

Deputy Mayor Schedule:

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