

Municipality of North Cowichan Committee of the Whole MINUTES

**November 28, 2023, 5:00 p.m.
Municipal Hall - Council Chambers & Electronically**

Members Present Mayor Rob Douglas
 Councillor Mike Caljouw
 Councillor Bruce Findlay
 Councillor Chris Istace
 Councillor Christopher Justice
 Councillor Tek Manhas
 Councillor Debra Toporowski

Staff Present Ted Swabey, Chief Administrative Officer (CAO)
 George Farkas, General Manager, Planning, Development and Community Services
 Talitha Soldera, General Manager, Corporate Services
 Barb Floden, Manager, Communications and Public Engagement
 Clay Reitsma, Director, Engineering
 David Conway, Director, Subdivision and Environmental Services
 Heather Power, Legislative Coordinator
 Kim Ferris, Manager, Bylaw and Business Licensing Services
 Manuela Herzig, Director, Information Technology and Business Solutions
 Marla Laycock, Director, Human Resources and Health & Safety
 Michelle Martineau, Corporate Officer
 Neil Pukesh, Director, Parks and Recreation
 Rob Conway, Director, Building and Planning
 Ron French, Interim Fire Chief
 Rowena Tansley, Manager, Business Solutions
 Shawn Cator, Director, Operations
 Shaun Mason, Manager, Parks and Forestry
 Teri Vetter, Director, Financial Services

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 5:00 p.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:
THAT the agenda be adopted as circulated.

CARRIED

3. PUBLIC INPUT ON AGENDA ITEMS

Council received public input from 3 members of the public, participating from Council Chambers, regarding agenda 4.1 and 4.1.3.

4. BUSINESS

4.1. Presentation of the Planning, Development and Community Services Departmental Business Plans

CAO, Ted Swabey, introduced the Planning, Development and Community Services' 2024 business plans and advised Council on the process for making changes to projected deliverables.

4.1.1. Asset Management Strategy and Update

General Manager, Corporate Services, Talitha Soldera, presented the asset management strategy and update, and responded to questions of Council.

4.1.2. Parks and Recreation

Director, Parks and Recreation, Neil Pukesh, presented the Parks and Recreation business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2024 for Council's information:

- (1) Implementation of Parks and Trails Master Plan
- (2) Cemetery services review
- (3) Delivery of Recreation core services
- (4) Asset Management Implementation
- (5) Extended spring ice programming
- (6) Youth outreach services
- (7) Accessibility enhancements

4.1.3. Forestry

Manager, Parks and Forestry, Shaun Mason, presented the Forestry business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2024 for Council's information:

- (1) Strengthen environmental policy in all land use planning
- (2) Forest Management Plan development and implementation

4.1.4. Operations

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

The plan included the following projected action / project deliverables for 2024 for Council's information:

- (1) Crofton fire building upgrade
- (2) Maple Bay Wharf construction
- (3) Implement communication strategy for Water Conservation Plan
- (4) Implement the Electric Vehicle Strategy
- (5) Replace Sportsplex washroom facility

- (6) Prepare for Automated Curbside Collection (vehicles, bins communications)
- (7) Upgrades to the Public Works Yard building

The following supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 12, 2023:

- (1) Chemainus Wharf, Piling, Float and Ramp Assessment
- (2) Chemainus Salt Shed Replacement
- (3) Maple Bay Rowing Club Roof
- (4) Fire Hall Extraction System
- (5) Maple Bay Wharf Replacement
- (6) Corridor community cleanup
- (7) Building Capital Reserve

Council recessed at 7:15 PM and resumed the meeting at 7:23 PM.

4.1.5. Environment Services and Subdivision

Director, Subdivision and Environmental Services, David Conway, presented the Environmental Services and Subdivision business plans and responded to questions of Council.

The plan included the following projected action / project deliverables for 2024 for Council's information:

- (1) Provide support to the Environmental Advisory Committee
- (2) Create and implement a Biodiversity Protection Policy
- (3) Integrate natural assets into the overall asset management program
- (4) Secure summer pumping approval for Chemainus Wells
- (5) Conduct Chemainus alternate water source / water treatment options study
- (6) Master Transportation Plan
- (7) Cowichan District Hospital Replacement Project
- (8) Phasing and implementation plan for the Bell McKinnon local area
- (9) Investigate options for future use of the Canada Avenue RCMP building and lands
- (10) Evaluate aeration solutions for Quamichan Lake
- (11) Coordinate works for Somenos Creek and Lake water quality
- (12) Integrated Flood Management Plan
- (13) Upper Watershed Sediment Assessment and Mitigation / Adaptation Strategy on the Chemainus River
- (14) Chemainus River bank protection
- (15) Climate Change Risk and Vulnerability Assessment
- (16) Implement Environmental Policy Review recommended actions
- (17) CleanBC Better Homes and Home Renovation Rebate Program
- (18) Develop an Electric Vehicle Community Charger Strategy

IT WAS MOVED AND SECONDED
THAT Council extend the meeting until 9:00 p.m.

CARRIED

4.1.6. Planning and Building

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

The plan included the following projected action / project deliverables for 2024 for Council's information:

- (1) Zoning Bylaw review and update
- (2) Bill 44 – *Housing Statutes (Residential Development) Amendment Act*
- (3) Affordable Housing Strategy.
- (4) Bill 46 – *Housing Statutes (Development Financing) Amendment Act*
- (5) Provincial Housing Target Order Compliance
- (6) Sherman Road Affordable Housing Project
- (7) Housing Accelerator Fund Action Plan
- (8) Elliott Street Affordable Housing Project
- (9) Provide support to Agricultural Advisory Committee
- (10) Bell McKinnon Local Area Plan implementation
- (11) Improve development application processing
- (12) Implementation of BC Energy and Zero Carbon Step Codes
- (13) Review and update Building Bylaw

The following supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 12, 2023:

- (1) Development Planning Manager position
- (2) Planning Technician position
- (3) Plan Checker position
- (4) Development application service review

4.1.7. Engineering

Director, Engineering, Clay Reitsma, presented the Engineering business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2024 for Council's information:

- (1) Sanitary Model Updates
- (2) Water Model Updates
- (3) Master Drainage Plan update and model development
- (4) Update Development Cost Charge Bylaw
- (5) Create 10-Year Capital Plan
- (6) Relocate the Joint Utility Board effluent outfall
- (7) Bell McKinnon LAP servicing assessment
- (8) Update Subdivision Bylaw

The following supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 12, 2023:

- (1) Administrative Assistant position
- (2) Planning Engineer (Utilities / Drainage) position
- (3) Planning Technologist (Transportation) position

5. NEW BUSINESS

None.

6. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

7. ADJOURNMENT

The meeting adjourned at 8:48 p.m.

Certified by Corporate Officer

Signed by Mayor