

Municipality of North Cowichan

Regular Council

MINUTES

January 17, 2024, 4:00 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
Chris Osborne, Acting Director, Building & Planning
Clay Reitsma, Director, Engineering
David Conway, Director, Subdivision and Environmental Services
Heather Power, Legislative Coordinator
Jeff Miller, Senior Manager, Engineering
John Horn, Director, Social Planning and Protective 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
Sarah Foulkes Watson, Development Planner
Shawn Cator, Director, Operations
Tim Byron, Manager, Building
Teri Vetter, Director, Financial Services

1. CALL TO ORDER

There being a quorum present, Mayor Douglas called the meeting to order at 4:00 p.m.

2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

IT WAS MOVED AND SECONDED:

THAT Council close the meeting at 4:01 p.m. to the public on the basis of the following section(s) of the *Community Charter*.

- 90(1)(d) the security of the property of the municipality.
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, which the council considers that disclosure could reasonably be expected to harm the interests of the municipality.
- 90(1)(k) negotiations & related discussions re the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if held in public.

CARRIED

3. CLOSED SESSION

Councillors Istace, Justice and Toporowski joined the meeting at 4:01 p.m.

3.1 Approval of in-camera meeting agenda

3.2 Adoption of in-camera meeting minutes

3.3 In-camera meeting items

3.3.1 Closed under section 90(1)(d) Security, (k) Negotiations regarding potential new service

3.3.2 Closed under section 90(1)(e) Land Acquisition

3.4 Rise and Report

Council rose with report (upon completion of negotiations) at 4:41 p.m. on items 3.3.1 and 3.3.2 and resumed the meeting in open at 5:00 p.m.

4. APPROVAL OF CONSENT AGENDA

The following item(s) were pulled from the Consent Agenda so that they could be added to the Regular Agenda:

- (1) Item 4.2.1 [Committee of the Whole meeting minutes]
- (2) Item 4.2.4 [Member of Parliament for Cariboo-Prince George re 3-digit suicide prevention hotline]
- (3) Item 4.2.8 [Citizens Oversight & Accountability Project re Request for Inclusivity in Community Survey Participation]
- (4) Item 4.2.9 [Peter Rusland re request to take steps towards UNESCO designation for Six Mountains and the Municipal Forest Reserve]

IT WAS MOVED AND SECONDED:

THAT Council approve the Consent Agenda, as amended, and the recommendations contained therein. CARRIED

4.1 Items for decision

4.1.1 Council Meeting Minutes for Adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt the minutes of their special, regular, and public hearing meetings held December 20, 2023. ADOPTED ON CONSENT

4.1.2 Committee of the Whole Recommendation for Endorsement

IT WAS MOVED AND SECONDED:

THAT Council approve the 2024 Grant-in-Aid application from Cowichan Estuary Restoration & Conservation Association in the amount of \$2,900. ADOPTED ON CONSENT

IT WAS MOVED AND SECONDED:

THAT Council add \$3,500 to the 2024 Grant-in-Aid budget. ADOPTED ON CONSENT

4.2 Items for information

4.2.2 4th Quarter List of Supplier Payments

IT WAS MOVED AND SECONDED:

THAT Council receive for information the 4th Quarter Payment Listing (October – December 2023) report. ADOPTED ON CONSENT

4.2.3 Association of Vancouver Island and Coastal Communities re 2024 AGM & Convention

IT WAS MOVED AND SECONDED:

THAT Council receive for information the December 11, 2023, email from the Association of Vancouver Island and Coastal Communities.

ADOPTED ON CONSENT

4.2.5 Mayor of Fort St. John re Letter to the Minister of Public Safety and Solicitor General regarding increased criminal activity

IT WAS MOVED AND SECONDED:

THAT Council receive for information the November 29, 2023, letter from the Mayor of Fort St. John, for information. ADOPTED ON CONSENT

4.2.6 Executive Director of Housing Innovations re Proposed code changes related to mass timber construction

IT WAS MOVED AND SECONDED:

THAT Council receive for information the December 15, 2023, email from the Executive Director, Housing Innovations, Ministry of Housing.

ADOPTED ON CONSENT

4.2.7 Sandra Blackey re Request to update the Animal Responsibility Bylaw No.3740

IT WAS MOVED AND SECONDED:

THAT Council receive for information the December 4, 2023, email from Sandra Blackey. ADOPTED ON CONSENT

5. APPROVAL OF REGULAR AGENDA

The agenda was amended by adding the following items from the Consent Agenda to New Business:

- December 19, 2023, Committee of the Whole meeting minutes as item 13.1
- Letter from the Member of Parliament for Cariboo-Prince George re 3-digit suicide prevention hotline as item 13.1
- Email from the Citizens Oversight & Accountability Project re Request for Inclusivity in Community Survey Participation as item 13.1
- Email from Peter Rusland re request to take steps towards UNESCO designation for Six Mountains and the Municipal Forest Reserve as item 13.4

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended.

CARRIED

6. MAYOR'S REPORT

Mayor Douglas provided a verbal update on meetings and activities he recently attended.

7. DELEGATIONS

7.1 Audit Planning Report

Daniel Healey and Cameron Rice-Gural from KPMG presented the planned scope and timing for the audit of the consolidated financial statements.

IT WAS MOVED AND SECONDED:

THAT Council approve the Audit Plan presented by KPMG for the consolidated financial statements of the District of North Cowichan and the Joint Utilities Board for the year ended December 31, 2023. CARRIED

7.2 Cowichan Valley Primary Care Society

Mark Sanders, MD and Patricia Seymour, MD from Cowichan Valley Primary Care Society presented the current primary care crisis in the Cowichan Region to Council.

7.3 Saunders Foundation

Dave Saunders from the Saunders Foundation, Scott Bradford from THRIVE Social Services and Mark Holland presented the Community Healthcare Support Playbook to Council.

IT WAS MOVED AND SECONDED:

THAT Council refer the presentations (7.2 Cowichan Valley Primary Care Society and 7.3 Saunders Foundation) to a future Committee of the Whole meeting for discussion. CARRIED

8. PUBLIC INPUT ON AGENDA ITEMS

Council received public input from 1 members of the public participating from Council Chamber and 1 member participating virtually, regarding agenda item 4.1.2, 7.2 and 7.3.

Council, by unanimous consent, recessed the meeting at 6:49 p.m. and then reconvened the meeting at 6:55 p.m.

9. BYLAWS

9.1 Zoning Amendment Bylaw No. 3937 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3937. CARRIED

9.2 Revenue Anticipation Borrowing Bylaw No. 3946 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Revenue Anticipation Borrowing Bylaw No. 3946, 2023. CARRIED

9.3 Zoning Amendment Bylaw No. 3940 for three readings and adoption

IT WAS MOVED AND SECONDED:

THAT Council give first and second reading to Zoning Amendment Bylaw No. 3940, 2023. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council amend section 2 of Zoning Amendment Bylaw No. 3940, 2023, by striking out "Zoning Bylaw C" and inserting "Zoning Bylaw 1997, No. 2950, Schedule C", in its place. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council give third reading as amended to Zoning Amendment Bylaw No. 3940, 2023. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3940, 2023. CARRIED

9.4 Zoning Amendment Bylaw No. 3944, 2023, for first three readings

IT WAS MOVED AND SECONDED:

THAT Council gives first and second readings to Zoning Amendment Bylaw No. 3944, 2023. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council amend section 2 of Zoning Amendment Bylaw No. 3944, 2023 by deleting the "(a)" in "section 56(4)(a)" following "That Zoning Bylaw 1997, No. 2950". CARRIED

IT WAS MOVED AND SECONDED:

THAT Council:

- (1) Gives to Zoning Amendment Bylaw No. 3944, 2023 third reading as amended; and
- (2) Requires the registration of a *Land Title Act* section 219 covenant to restrict the size of an accessory dwelling unit at 1935 Maple Bay Road to 90m² prior to Council's consideration of adoption of Zoning Amendment Bylaw No. 3944, 2023. CARRIED

9.5 2024 – 2028 Financial Plan Bylaw No. 3953 for first three readings

IT WAS MOVED AND SECONDED:

THAT Council give first, second, and third reading to 2024 – 2028 Financial Plan Bylaw No. 3953, 2024. (Opposed: Findlay, Manhas) CARRIED

9.6 Highway Use Amendment Bylaw No. 3936, 2024, for first three readings

IT WAS MOVED AND SECONDED:

THAT Council give first, second, and third readings to Highway Use Amendment Bylaw No. 3936, 2024. CARRIED

9.7 Delegation of Authority Amendment Bylaw No. 3943, 2024, for first three readings

IT WAS MOVED AND SECONDED:

THAT Council:

- (1) Appoint Kevin Watson as an Animal Control Officer, to replace Jordan Montgomery,

effective immediately, and that Kevin Watson's appointment shall terminate on December 31, 2025; and

- (2) Give first, second and third readings to Delegation of Authority Amendment Bylaw No. 3943, 2024. CARRIED

9.8 Bylaw Enforcement Officer Bylaw No. 3948, 2024, for first three readings

IT WAS MOVED AND SECONDED:

THAT Council give first, second, and third readings to:

- (1) Bylaw Enforcement Officer Bylaw No. 3948, 2024;
(2) Business Licence Amendment Bylaw No. 3949, 2024;
(3) Delegation of Authority Amendment Bylaw No. 3950, 2024; and
(4) Municipal Fine Amendment Bylaw No. 3951, 2024. CARRIED

9.9 South End Waterworks District Amendment Bylaw No, 3952, 2024, for first three readings

IT WAS MOVED AND SECONDED:

THAT Council give first, second, and third reading to South End Waterworks District Amendment Bylaw No. 3952, 2024. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council extend the meeting to 8:30 p.m. CARRIED

10. REPORTS

10.1 Development Variance Permit Application No. DVP00096 at 1211 Barnes Road

Mayor Douglas noted that there was an error under bullet 3 of the draft permit, that it should refer to the principal building not an accessory building and advised Council that staff would make the correction to the permit prior to issuance.

IT WAS MOVED AND SECONDED:

THAT Council authorizes the issuance of Development Variance Permit DVP00096 and grants the variance to section 56 (7) (a) of Zoning Bylaw No. 2950, 1997, to increase the maximum permitted principal building height from 9 metres to 10.35 metres at 1211 Barnes Road. CARRIED

10.2 Generic Emails to Council

IT WAS MOVED AND SECONDED:

THAT Council refer this item back to staff for further contemplation. CARRIED

11. NOTICES OF MOTIONS

No items.

12. UNFINISHED AND POSTPONED BUSINESS

No items.

13. NEW BUSINESS

13.1 Committee of the Whole meeting minutes [Consent Agenda Item 4.2.1]

IT WAS MOVED AND SECONDED:

THAT Council provide further direction to staff regarding the December 19, 2023, Committee of the Whole motion regarding the York Road to Roome Road connector project, by directing staff to remove the York Road Connector, which includes end of York Road between the dike at the south and the left bank of the Somenos Creek from both the draft Master Transportation Plan prior to the plan being brought forward to a future meeting of Council for consideration of adoption, and also from future capital expenditure plans.

CARRIED

13.2 Member of Parliament for Cariboo-Prince George re 3-digit suicide prevention hotline [Consent Agenda Item 4.2.4]

IT WAS MOVED AND SECONDED:

WHEREAS Canada has adopted 988, a National three-digit suicide and crisis hotline; AND WHEREAS Council for the District of North Cowichan recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT Council for the District of North Cowichan continues to endorse the 988 crisis line initiative; and will display the 988 information poster in all municipal buildings.

CARRIED

13.3 Citizens Oversight & Accountability Project re Request for Inclusivity in Community Survey Participation [Consent Agenda Item 4.2.8]

IT WAS MOVED AND SECONDED:

THAT Council direct the municipal staff to explore and implement alternative methods for survey participation that do not require online registration.

(Opposed: Douglas, Istace, Justice, Toporowski)

DEFEATED

13.4 Peter Rusland re request to take steps towards UNESCO designation for Six Mountains and the Municipal Forest Reserve [Consent Agenda Item 4.2.9]

Council discussed this item.

14. QUESTION PERIOD

Council received 1 question from the public regarding agenda items.

15. ADJOURNMENT

The meeting adjourned at 8:22 p.m.

Certified by Corporate Officer

Signed by Mayor