

# Municipality of North Cowichan and City of Duncan Joint Special Council MINUTES

January 23, 2024, 10:00 a.m.

City of Duncan [200 Craig Street, Duncan, BC] - Council Chambers & Electronically

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| Host Council Present  | Mayor Michelle Staples<br>Councillor Mike McKinlay<br>Councillor Gary Bruce<br>Councillor Jenni Capps<br>Councillor Tom Duncan<br>Councillor Carol Newington  |
| Host Council Absent   | Councillor Stacy Middlemiss   |
| Guest Council Present | Mayor Rob Douglas<br>Councillor Mike Caljouw<br>Councillor Bruce Findlay<br>Councillor Chris Istace<br>Councillor Christopher Justice<br>Councillor Tek Manhas<br>Councillor Debra Toporowski   |
| Host Staff Present    | Peter de Verteuil, Chief Administrative Officer (CAO)<br>Paige MacWilliam, Director of Corporate Services<br>Bernice Crossman, Director of Finance<br>Kyle Young, Director of Planning and Sustainability<br>Rachel Hastings, Manager of Building and Bylaw<br>Jessica Hodgins, Corporate Services Coordinator  |
| Guest Staff Present   | Ted Swabey, Chief Administrative Officer (CAO)<br>Talitha Soldera, General Manager, Corporate Services<br>David Conway, David Conway, Director, Subdivision and Environmental Services<br>John Horn, Director, Social Planning and Protective Services<br>Kim Ferris, Manager, Bylaw and Business Licensing Services<br>Neil Pukesh, Acting General Manager, Planning, Development and Community Services<br>Robert Cheng, Senior Manager, Engineering (Transportation)<br>Tricia Mayea, Deputy Corporate Officer |

## 1. CALL TO ORDER

There being a quorum present, Mayor Staples and Mayor Douglas called the meeting to order at 10:03 a.m.

### 1.1 Introductions

Mayor Staples explained the process of holding a concurrent meeting, and the Mayors, Councillors, and members of staff from the City of Duncan and the Municipality of North Cowichan introduced themselves.

**2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED by the host Council [Duncan]:

THAT the January 23, 2024 Joint Special Council agenda between the City of Duncan and the Municipality of North Cowichan be approved as circulated. CARRIED

IT WAS MOVED AND SECONDED by the guest Council [North Cowichan]:

THAT the January 23, 2024 Joint Special Council agenda between the City of Duncan and the Municipality of North Cowichan be approved as circulated. CARRIED

**3. BUSINESS**

**3.1 City of Duncan and Municipality of North Cowichan Inter-Municipal Relationship Protocol**

A hard copy of the Inter-Municipal Relationship Protocol was circulated at the meeting for signatures.

**3.2 Trans-Canada Highway Corridor Management Plan**

IT WAS MOVED AND SECONDED by the host Council [Duncan]:

(1) That Council request that the province refresh the Trans-Canada Highway Corridor Management Plan, to be funded on a 1/3 basis.

(2) That the Councils for the City of Duncan and North Cowichan direct staff to prepare an implementation report, in collaboration, outlining which of the recommendations in the updated Highway-Corridor Management Plan can be accomplished over the next five years, including the resource and budget implications. CARRIED

IT WAS MOVED AND SECONDED by the guest Council [North Cowichan]:

(1) That Council request that the province refresh the Trans-Canada Highway Corridor Management Plan, to be funded on a 1/3 basis.

(2) That the Councils for the City of Duncan and North Cowichan direct staff to prepare an implementation report, in collaboration, outlining which of the recommendations in the updated Highway-Corridor Management Plan can be accomplished over the next five years, including the resource and budget implications. CARRIED

**3.3 Temporary Residential Use of Recreational Vehicles**

IT WAS MOVED AND SECONDED by the host Council [Duncan]:

THAT Council receive the January 23, 2024 "Temporary Residential Use of Recreational Vehicles" report from the City of Duncan Director of Planning and Sustainability for information only. CARRIED

IT WAS MOVED AND SECONDED by the guest Council [North Cowichan]:

THAT Council receive the January 23, 2024 "Temporary Residential Use of Recreational Vehicles" report from the City of Duncan Director of Planning and Sustainability for information only. CARRIED

**3.4 Safer Community Plan Update**

IT WAS MOVED AND SECONDED by the host Council [Duncan]  
THAT Council direct staff for the City of Duncan and North Cowichan to review the "Safer  
Community Plan" and recommend changes. CARRIED

IT WAS MOVED AND SECONDED by the guest Council [North Cowichan]  
THAT Council direct staff for the City of Duncan and North Cowichan to review the "Safer  
Community Plan" and recommend changes. CARRIED

**4. NEW BUSINESS**

None.

**5. QUESTION PERIOD**

There were six questions from the public regarding agenda items.

**6. ADJOURNMENT**

IT WAS MOVED AND SECONDED by the host Council [Duncan]:  
THAT the January 23, 2024 Special Joint Council meeting be adjourned at 11:42 a.m. CARRIED

Mayor Douglas adjourned North Cowichan's meeting at 11:42 a.m.

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Certified by Corporate Officer

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Signed by Mayor