

Municipality of North Cowichan

Regular Council

MINUTES

February 7, 2024, 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
Marla Laycock, Acting General Manager, Corporate Services
Anthony Price, Development Planner
Barb Floden, Manager, Communications and Public Engagement
Chris Osborne, Acting Director, Building & Planning
Clay Reitsma, Director, Engineering
David Conway, Director, Subdivision and Environmental Services
Dave Preikshot, Senior Environmental Specialist
Heather Power, Legislative Coordinator
Jennifer Aldcroft, Climate Change Specialist
Neil Pukesh, Director, Parks and Recreation
Ron French, Interim Fire Chief
Shawn Cator, Director, Operations
Teri Vetter, Director, Financial Services
Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Douglas called the meeting to order at 5:14 p.m.

2. APPROVAL OF CONSENT AGENDA

The following items were pulled from the Consent Agenda so that they could be added to the Regular Agenda:

- (1) Item 2.1.2 [Environmental Advisory Committee Recommendations]
- (2) Item 2.2.2 [Cowichan District Hospital Foundation re Safety Concerns in the Cowichan Valley]
- (3) Item 2.2.4 [Kate Marsh re Request to Waive Winter Water Fees]

IT WAS MOVED AND SECONDED:

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

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 January 17, 2024, and their Joint Special meeting held January 23, 2024. ADOPTED ON CONSENT

2.2 Items for information

2.2.1 Regional District of Nanaimo re Request for a Letter of Support

IT WAS MOVED AND SECONDED:

THAT Council receive for information the January 19, 2024, letter from the Regional District of Nanaimo. ADOPTED ON CONSENT

2.2.3 Girl Guides re Guiding Lights Invitation

IT WAS MOVED AND SECONDED:

THAT Council receive for information the letter from Girl Guides, BC Council. ADOPTED ON CONSENT

3. APPROVAL OF REGULAR AGENDA

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

- (1) Environmental Advisory Committee Recommendations as Item 11.1
- (2) Cowichan District Hospital Foundation re Safety Concerns in the Cowichan Valley as Item 11.2
- (3) Kate Marsh re Request to Waive Winter Water Fees as Item 11.3

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended. CARRIED

4. MAYOR'S REPORT

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

5. DELEGATIONS

None.

6. PUBLIC INPUT ON AGENDA ITEMS

Council received public input from 3 members of the public, participating from Council Chambers and 1 person virtually regarding agenda items 2.1.2, 7.8, 7.9, and 8.2.

7. BYLAWS

7.1 Highway Use Amendment Bylaw No. 3936 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Highway Use Amendment Bylaw No. 3936, 2024. CARRIED

7.2 Delegation of Authority Amendment Bylaw No. 3943 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Delegation of Authority Amendment Bylaw No. 3943, 2024.

CARRIED

7.3 Bylaw Enforcement Officer Bylaw No. 3948 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Bylaw Enforcement Officer Bylaw No. 3948, 2024.

CARRIED

7.4 Business Licence Amendment Bylaw No. 3949 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Business Licence Amendment Bylaw No. 3949, 2024.

CARRIED

7.5 Delegation of Authority Amendment Bylaw No. 3950 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Delegation of Authority Amendment Bylaw No. 3950, 2024.

CARRIED

7.6 Municipal Fine Amendment Bylaw No. 3951 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Municipal Fine Amendment Bylaw No. 3951, 2024.

CARRIED

7.7 South End Waterworks District Amendment Bylaw No, 3952 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt South End Waterworks District Amendment Bylaw No. 3952, 2024.

CARRIED

7.8 2024 – 2028 Financial Plan Bylaw No. 3953 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt 2024 – 2028 Financial Plan Bylaw No. 3953, 2024.

(Opposed: Findlay, Manhas)

CARRIED

7.9 Development Variance Permit Application DVP00099 and Zoning Amendment Bylaws No. 3957 and 3958 for first three readings

IT WAS MOVED AND SECONDED:

THAT Council:

1. Approve Development Variance Permit Application DVP00099 and grant an exemption to the off-street loading and on-site location for garbage container requirements prescribed in Sections 25-29 of Zoning Bylaw 1997, No. 2950 for the five townhouse lots on Seablush Crescent and Woodrush Drive, as illustrated in Attachment 1, appended to the February 7, 2024, report from the Development Planner;

2. Give first second and third reading to Off-Street Parking Regulation [Zoning] Amendment Bylaw No. 3957, 2024; and,
3. Support that a public hearing for Zoning Bylaw Amendment No. 3958, 2024, not be held, as per Section 464(2) of the *Local Government Act*. CARRIED

8. REPORTS

8.1 North Cowichan Fire Department – 2023 Annual Report

Ron French, Fire Chief, presented the 2023 annual report for the North Cowichan Fire Department and answered questions from Council.

8.2 Q4 Council Strategic Plan Update (October 1 – December 31, 2023)

The Q4 Council Strategic Plan Update (October 1 – December 31, 2023) was reviewed by Council.

8.3 Crofton Harbour Facility Head Lease

IT WAS MOVED AND SECONDED:

THAT Council authorize the Chief Administrative Officer to enter into a lease agreement with Small Craft Harbours for the operation of the Crofton Harbour facility for a five-year term ending September 30, 2025. CARRIED

8.4 Community Emergency Preparedness Fund Grant Application

IT WAS MOVED AND SECONDED:

THAT Council support an application by the Cowichan Valley Regional District to receive and manage the Union of BC Municipalities Community Emergency Preparedness Fund – Emergency Operations Centre (EOC) 2024 grant, funding up to \$150,000, on behalf of the Municipality of North Cowichan to enhance EOC capacity through training and exercises. CARRIED

8.5 Development Approvals Program Grant Application Approval

IT WAS MOVED AND SECONDED:

THAT Council:

1. Support an application to the Development Approvals Program for a grant of \$100,000 for the completion of a development application service review; and,
2. Support providing overall grant management for the project. CARRIED

9. NOTICES OF MOTIONS

None.

10. UNFINISHED AND POSTPONED BUSINESS

None.

11. NEW BUSINESS

11.1 Environmental Advisory Committee Recommendations [Consent Agenda Item 2.1.2]

IT WAS MOVED AND SECONDED:

THAT Council direct staff to consider the following in preparation of the draft Master Transportation Plan:

1. Consider wording that speaks to the flexibility in uses and expansions of rights of way; considering alternative options in cross sections and methods of acquisition.
 2. Add statement articulating the plan horizon and the frequency for when the plan should be updated.
 3. To continue to support the implementation of active transportation solutions that consider safety and accessibility issues, including separation from vehicles and path users, eco-friendly firm surface pathways, electric charging for other non-vehicle users, public end of trip facilities for cyclists.
 4. Increase commentary and add to maps the potential future use of the E&N railway corridor as a transportation corridor.
 5. Consider addition of a scenic local cross-section to acknowledge road segments that do not fit into the arterials/collector categories.
 6. For multi-use pathway segments, to provide consideration of pathways on both side of the roads.
- CARRIED

IT WAS MOVED AND SECONDED:

THAT Council direct staff to consider the following input in relation to the Climate Change Risk and Vulnerability Assessment Summary Report:

1. The largest risks are when several climate hazards overlap. Develop actions that articulate probable scenarios for adaptation for resource allocation and continue to work with the lead agency, Emergency Management Cowichan, on disaster response.
 2. Assess risk of fuel and power availability from utilities and the impact on community and business continuity. Include commentary on synergies and collaborative actions to understand risk and adaptation areas.
 3. Articulate the gap that risks and vulnerabilities of community sectors (e.g., agriculture) were not included in taking a municipal services approach.
 4. Provide clarification on the scope and applicability of North Cowichan's Risk and Vulnerability Assessment and how climate hazards were considered through each risk category.
 5. Watershed stewardship, development needs, understanding of aquifer performance and monitoring of water (drinking and greywater) needs to be a continued area of focus.
 6. Consider how changing species from climate impacts is articulated.
 7. Include commentary on drought, coastal slides and slumping hazards.
- CARRIED

11.2 Cowichan District Hospital Foundation re Safety Concerns in the Cowichan Valley [Consent Agenda Item 2.2.2]

Council discussed this item.

11.3 Kate Marsh re Request to Waive Winter Water Fees [Consent Agenda Item 2.2.4]

Council discussed this item.

12. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

13. ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Certified by Corporate Officer

Signed by Mayor