

# Municipality of North Cowichan

## Regular Council

### MINUTES

May 1, 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  
Talitha Soldera, General Manager, Corporate Services  
Amanda Young, Director, Planning and Building  
Barb Floden, Manager, Communications and Public Engagement  
Chris Osborne, Manager, Planning  
Clay Reitsma, Director, Engineering  
David Conway, Director, Subdivision and Environmental Services  
Heather Power, Legislative Coordinator  
Jeff Miller, Senior Manager, Engineering (Utilities)  
Marla Laycock, Director, Human Resources and Health & Safety  
Neil Pukesh, Director, Parks and Recreation  
Teri Vetter, Director, Financial Services  
Tricia Mayea, Corporate Officer

**1. CALL TO ORDER**

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

**2. APPROVAL OF CONSENT AGENDA**

The following item was pulled from the Consent Agenda so that it could be added to the Regular Agenda:

- (1) Item 2.2.1 [1st Quarter List of Supplier Payments]

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 April 17, 2024.

ADOPTED ON CONSENT

**2.2 Items for information**

**2.2.2 City of Langford requesting support for Bill C-277 National Brain Injury Strategy**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the April 3, 2024, letter from the City of Langford.

ADOPTED ON CONSENT

**2.2.3 Ministry of Mental Health and Addictions re Funding Request Response**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the April 23, 2024, letter from the Ministry of Mental Health and Addictions.

ADOPTED ON CONSENT

**3. APPROVAL OF REGULAR AGENDA**

The agenda was amended by moving Consent Agenda item 11.1 [1st Quarter List of Supplier Payments] to New Business.

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**

**5.1 2023 Audited Financial Statements**

The auditors from KPMG presented the 2023 Financial Statements of the Municipality of North Cowichan and the Joint Utilities Board and answered questions from Council.

IT WAS MOVED AND SECONDED:

THAT Council adopt the 2023 Audited Financial Statements of the Municipality of North Cowichan and the Duncan – North Cowichan Joint Utilities Board.

CARRIED

**6. PUBLIC INPUT ON AGENDA ITEMS**

Mayor Douglas noted that two members of the public that were on the Public Input speakers list had indicated they were there to speak regarding agenda item 8.2 [Local Area Sanitary Request – Babine Place and Babine Road] so Mayor Douglas declared a conflict of interest stating he is related to one of the property owners, and he left the meeting at 5:29 p.m. before any public input was given.

Acting Mayor Toporowski assumed the Chair at 5:29 p.m.

Council received public input from 4 members of the public regarding agenda 2.2.3, 5.1, and 8.2.

Mayor Douglas returned to the meeting at 5:33 p.m. and resumed the Chair.

**7. BYLAWS**

**7.1 South End Waterworks District Amendment Bylaw No. 3939, 2023, for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt South End Waterworks District Amendment Bylaw No. 3939, 2023.

CARRIED

**7.2 Development Procedures Bylaw No. 3924 for adoption**

IT WAS MOVED AND SECONDED:

THAT Council refer item 7.2 [Development Procedures Bylaw No. 3924 for adoption] back to staff to review section 2.5 [Re-Application] of the Development Procedures Bylaw and return to Council with suggested changes to re-application timelines.

CARRIED

**7.3 Development Approval Information Bylaw No. 3942 for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt Development Approval Information Bylaw No. 3942, 2024.

CARRIED

**7.4 Fees and Charges Amendment Bylaw No. 3960 for adoption**

IT WAS MOVED AND SECONDED:

THAT Council refer consideration of Item 7.4 [Fees and Charges Amendment Bylaw No. 3960, 2024] to the same meeting when Council considers the Development Procedures Bylaw No. 3924, 2024 for adoption.

CARRIED

**7.5 2024 Property Tax Rates Bylaw No. 3961 for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt Property Tax Rates Bylaw No. 3961, 2024.

CARRIED

**8. REPORTS**

**8.1 Q1 Council Strategic Plan Update (January 1 - March 31, 2024)**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the Council Strategic Plan 1st Quarter Update (January 1, 2024, to March 31, 2024).

CARRIED

Mayor Douglas declared a conflict of interest on Item 8.2 [Local Area Sanitary Request – Babine Place and Babine Road], stating that he is related to one of the owners of the property, and he left the meeting at 5:54 p.m.

Acting Mayor Toporowski assumed the Chair at 5:54 p.m.

**8.2 Local Area Sanitary Request – Babine Place and Babine Road**

IT WAS MOVED AND SECONDED:

That Council reaffirm the direction given to staff at the June 20, 2018, regular Council meeting and direct staff to continue to work with the Babine Road and Babine Place property owners to prepare and submit a completed petition to Council for consideration to be included in the Crofton Sanitary Sewer System Local Area Service.

CARRIED

Mayor Douglas returned to the meeting at 6:03 p.m. and resumed the Chair.

**9. NOTICES OF MOTIONS**

**9.1 Establishment of a Public Variance Approval System**

Councillor Caljouw introduced the following motion which Council will consider at the May 15, 2024, regular Council meeting:

*“THAT during the Development Approval Process Service Review, staff be directed to look at ways to streamline the Development Variance Permit application approval process by delegating minor variances to staff.”*

**10. UNFINISHED AND POSTPONED BUSINESS**

None.

**11. NEW BUSINESS**

**11.1 Consent Agenda Item 2.2.1 [1st Quarter List of Supplier Payments]**

Council discussed this item.

**12. QUESTION PERIOD**

Council received no questions from the public.

**13. ADJOURNMENT**

The meeting adjourned at 6:05 p.m.

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Certified by Corporate Officer

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Signed by Mayor