

# Municipality of North Cowichan

## Regular Council

### MINUTES

July 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
Members Absent	Councillor Debra Toporowski
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Bill Corsan, General Manager, Corporate Services and Community Relations George Farkas, General Manager, Planning, Development and Community Services Amanda Young, Director, Planning and Building Anthony Price, Development Planner Barb Floden, Manager, Communications and Public Engagement Caroline von Schilling, Development Planner Clay Reitsma, Director, Engineering Dave Preikshot, Senior Environmental Specialist Kayla Reid-Starck, Legislative Coordinator Marla Laycock, Director, People and Culture Nathan Jesse, Manager, Recreation Sarah Foulkes – Watson, Development Planner Shawn Cator, Director, Operations 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 4:00 p.m.

#### 2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC [4:00 - 5:00PM]

IT WAS MOVED AND SECONDED:

THAT Council close the meeting to the public at 4:00 p.m. on the basis of the following section of the *Community Charter*:

- 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. CARRIED

#### 2.1 Approval of in-camera meeting Agenda

#### 2.2 Adoption of in-camera meeting Minutes

#### 2.3 In-camera meeting Items

**2.3.1 Closed under section 90(1)(e) Land Disposition**

**2.3.2 Closed under section 90(1)(e) Land Acquisition**

**2.4 Rise and report**

Council rose with report on item 2.3.1 upon completion of negotiations.

The meeting recessed at 4:46 p.m. and reconvened at 5:02 p.m.

**3. APPROVAL OF CONSENT AGENDA**

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

- (1) 3.1.2 [June 4, 2024 Accessibility Advisory Committee Recommendation]
- (2) 3.2.1 [Second Quarter of 2024 Financial Update]
- (3) 3.2.2 [2nd Quarter of 2024 List of Supplier Payments]

IT WAS MOVED AND SECONDED:

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

CARRIED

**3.1 Items for Decision**

**3.1.1 Council Meeting Minutes for Adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt the minutes of their regular and special meetings held June 18, 19 and July 9, 2024.

ADOPTED ON CONSENT

**3.2 Items for Information**

**3.2.3 District of Summerland re- Municipalities with Agricultural Land**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the June 26, 2024, letter from the District of Summerland.

ADOPTED ON CONSENT

**3.2.4 Strata VIS 3881 re- Pickleball at the Cowichan Valley Sportsplex**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the July 3, 2024, letter from Frank Groenewold, President of Strata VIS 3881 regarding Pickleball at the Cowichan Valley Sportsplex.

ADOPTED ON CONSENT

**3.2.5 Committee of the Whole Meeting Minutes**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the July 9, 2024 Committee of the Whole meeting.

ADOPTED ON CONSENT

#### 4. **APPROVAL OF REGULAR AGENDA**

IT WAS MOVED AND SECONDED:

THAT the agenda be amended by referring item 9.3 [Development Permit Amendment with Variance at 3191/3253 Sherman Road (Application DP000172)] to the next meeting.

(Opposed: Findlay, Manhas)

CARRIED

The agenda was amended as follows:

- (1) Add Joe Newell Architect to Delegations
- (2) Remove item 9.3 [Development Permit Amendment with Variance at 3191/3253 Sherman Road (Application DP000172)]
- (3) Add the following Consent Agenda items to New Business:
  - (a) 3.1.2 [June 4, 2024 Accessibility Advisory Committee Recommendation]
  - (b) 3.2.1 [Second Quarter of 2024 Financial Update]
  - (c) 3.2.2 [2nd Quarter of 2024 List of Supplier Payments]

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended.

CARRIED

#### 5. **MAYOR'S REPORT**

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

#### 6. **DELEGATIONS**

##### 6.1 **Cowichan Trails Stewardship Society - to present the 2023 Impact Report Summary**

Rick Martinson, President of Cowichan Trail Stewardship Society provided a presentation regarding the Society's 2023 Impact Report and answered questions from Council.

Councillor Manhas declared a conflict of interest on Item 6.2 [Joe Newell Architect Inc. re- 2731 Vian Street for the Clements Centre Society], stating that his spouse is employed by the Clements Centre Society, and he left the meeting at 5:32 p.m.

##### 6.2 **Joe Newell Architect Inc. re- 2731 Vian Street for the Clements Centre Society**

Joe Newell, Architect and Reena Parhar, Parhar Group, provided a presentation regarding 2731 Vian Street and answered questions from Council.

Councillor Manhas returned to the meeting at 5:47 p.m.

#### 7. **PUBLIC INPUT ON AGENDA ITEMS**

Council received public input from two members of the public regarding agenda items #8.2 and #8.5.

#### 8. **BYLAWS**

##### 8.1 **Zoning Amendment Bylaw No. 3933, 2023 [7495 Relke Road] for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3933, 2023.

CARRIED

**8.2 Zoning Amendment Bylaw No. 3934, 2024 [2999 Drinkwater Road] for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3934, 2024. (Opposed: Manhas)  
CARRIED

**8.3 Council and Committee Procedures Bylaw No. 3945 for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt Council and Committee Procedures Bylaw No. 3945, 2024. CARRIED

**8.4 Business Licence Bylaw and Delegation of Authority Bylaw Amendments**

IT WAS MOVED AND SECONDED:

- (1) THAT Council give first, second and third readings to Business Licence Amendment Bylaw No. 3962, 2024, and
- (2) THAT Council give first, second and third readings to Delegation of Authority Amendment Bylaw No. 3963, 2024. CARRIED

**8.5 Zoning Amendment Bylaw No. 3968 for first, second, third reading and adoption at 2950 Elm Street**

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third reading to Zoning Amendment Bylaw No. 3968, 2024. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council adopts Zoning Amendment Bylaw No. 3968, 2024. CARRIED

**9. REPORTS**

**9.1 Council Strategic Plan Update (April 1 - June 30, 2024)**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the Council Strategic Plan 2nd Quarter Update (April 1, 2024, to June 30 2024). CARRIED

**9.2 2024-2034 Community Works Fund Agreement**

IT WAS MOVED AND SECONDED:

THAT Council approves entering into the 2024-2034 Canada Community-Building Fund Agreement and authorizes the Mayor and Corporate Officer to sign the agreement. CARRIED

Councillor Manhas declared a conflict of interest on Item 9.4 [Early Consideration of Zoning Bylaw Amendment application ZB000236 for 2731 Vian Street], stating that his spouse is employed by the Clements Centre Society, and he left the meeting at 6:20 p.m.

**9.4 Early Consideration of Zoning Bylaw Amendment application ZB000236 for 2731 Vian Street**

IT WAS MOVED AND SECONDED:

THAT Council agrees to consider the full Zoning Amendment Application ZB000236 for 2731 Vian Street. CARRIED

Councillor Manhas returned to the meeting at 6:25 p.m.

**9.5 Automated Curbside Collection Cart Selection**

IT WAS MOVED AND SECONDED:

THAT Council:

- (1) award the contract for supply and delivery of 20,650 garbage and organics carts to IPL North America Inc. for a bid price of \$978,114.30 excluding applicable taxes.
- (2) direct staff to negotiate with Toter LLC for the supply of approximately 500 - 120- and 240-liter bear resistant carts. (Opposed: Findlay, Manhas)

CARRIED

**9.6 Street Banners and Gateway Signage**

IT WAS MOVED AND SECONDED:

THAT Council direct staff to:

- (1) develop a street banner program that includes themed banner options and expanded locations, and bring back to Council as part of the 2025 business planning process, and
- (2) engage the services of a consultant to identify locations, scope, and potential costs associated with updating the municipal hall highway sign and the existing North Cowichan gateway signs, and to bring back to Council as part of the 2025 business planning process. (Opposed: Findlay, Manhas)

CARRIED

**10. NOTICE OF MOTIONS**

None.

**11. UNFINISHED AND POSTPONED BUSINESS**

**11.1 Ministry of Transportation and Infrastructure Overpass support**

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor to write a letter to the Ministry of Transportation and Infrastructure in support of the installation of the North Cowichan Active Transportation Overpass that will cross Highway 1 in Duncan, between Beverly Street and James Street/York Road. (Opposed: Justice)

CARRIED

**12. NEW BUSINESS**

**12.1 Consent Agenda Item 3.1.2 [June 4, 2024 Accessibility Advisory Committee Recommendations]**

IT WAS MOVED AND SECONDED:

THAT Council:

- (1) Receives the minutes of the June 4, 2024 Accessibility Advisory Committee meeting; and
- (2) Amends the Terms of Reference for the Accessibility Advisory Committee by:
  - a. replacing the wording under the Staff Support heading with: "The staff liaison will serve the Committee and will notify Council in writing of any membership changes.", and,
  - b. updating the Committee meetings to take place quarterly, or at the call of the Chair. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council refer the following Accessibility Advisory Committee recommendation to the 2025 Business Planning process:

*THAT Council amends the Council Advisory Body Policy to include an Honorarium of \$40 per meeting for persons who are not compensated by their employer to participate in Committee meetings.* CARRIED

**12.2 Consent Agenda Item 3.2.1 [Second Quarter of 2024 Financial Update]**

IT WAS MOVED AND SECONDED:

THAT Council receive the Second Quarter of 2024 Financial Update dated July 17, 2024 from the Director, Financial Services for information. CARRIED

**12.3 Consent Agenda Item 3.2.2 [2nd Quarter of 2024 List of Supplier Payments]**

IT WAS MOVED AND SECONDED:

THAT Council receive the 2<sup>nd</sup> Quarter Payment Listing (April – June 2024) report dated July 17, 2024, from the Director, Financial Services for information. CARRIED

**13. QUESTION PERIOD**

Council received two questions from one member of the public regarding agenda items.

**14. ADJOURNMENT**

The meeting adjourned at 6:54 p.m.

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Certified by Corporate Officer

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Signed by Mayor