

# Municipality of North Cowichan

## Regular Council

### MINUTES

November 6, 2024, 3:00 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

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  
Andrea Hainrich, Deputy Corporate Officer  
Barb Floden, Manager, Communications and Public Engagement  
Caroline von Schilling, Development Planner  
Chris Osborne, Manager, Planning  
Clay Reitsma, Director, Engineering  
Jeff Miller, Senior Manager, Engineering (Utilities)  
Marla Laycock, Director, People and Culture  
Neil Pukesh, Director, Parks and Recreation  
Pablo Golob, Manager, Development Planning  
Shawn Cator, Director, Operations  
Tricia Mayea, Corporate Officer

#### 1. **CALL TO ORDER**

There being a quorum present, Mayor Douglas called the meeting to order at 3:00 p.m.

#### 2. **RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC [3:00PM – 5:00PM]**

IT WAS MOVED AND SECONDED:

THAT Council close the meeting at 3:00 p.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(c) labour relations or other employee relations.
- 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)(g) litigation or potential litigation affecting the municipality.
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

Any matters that must or may be closed to the public in accordance with section 90 of the *Community Charter* shall appear here.

**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)(g) Litigation and 90(1)(i) Legal Advice**

**2.3.2 Closed under section 90(1)(c) Labour Relations**

**2.3.3 Closed under section 90(1)(e) Proposed Land Disposition**

**2.4 Rise and report**

Council rose with report on item 2.3.3 upon completion of negotiations.

**3. RECESS UNTIL 5:00PM**

The meeting recessed at 4:33 p.m. and reconvened in open session at 5:00 p.m.

**4. 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 4.2.3 Charles Borg re: Proposal for Veteran Crosswalks.

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 regular meeting held October 16, 2024.  
ADOPTED ON CONSENT

**4.1.2 Request for a Letter of Support from Cowichan Green Community**

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor to provide a letter of support to Cowichan Green Community in support of their application to the Local Food Infrastructure Fund.  
ADOPTED ON CONSENT

**4.1.3 Request for a Letter of Support from Lookout Housing and Health Society**

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor to provide a letter of support to the Lookout Housing and Health Society in support of their Community Gaming Grant application to Street Sweepers Social Club for the Peer Outreach Program.  
ADOPTED ON CONSENT

**4.1.4 Vancouver Island Regional Library (VIRL) Appointments for 2025**

IT WAS MOVED AND SECONDED:

THAT Council appoint Councillor Manhas as Trustee, and Councillor Justice as Alternate Trustee to the Vancouver Island Regional Library Board for 2025.

ADOPTED ON CONSENT

**4.1.5 Cowichan Valley Regional District Regional Growth Strategy Steering Committee**

IT WAS MOVED AND SECONDED:

THAT Council appoints Amanda Young, Director, Planning and Building, as the staff representative to the Cowichan Valley Regional District's Regional Growth Strategy Steering Committee.

ADOPTED ON CONSENT

**4.2 Items for Information**

**4.2.1 Doug Holmes, Mayor, District of Summerland re: Notes from the Agricultural Municipalities Meeting**

IT WAS MOVED AND SECONDED:

THAT Council receive for information, the September 19, 2024 Agricultural Municipalities meeting notes from Doug Holmes, Mayor, District of Summerland.

ADOPTED ON CONSENT

**4.2.2 Prime Minister's Award re: Nominations Now Open**

IT WAS MOVED AND SECONDED:

THAT Council receive for information, the October 25, 2024 email from the Prime Minister's Award.

ADOPTED ON CONSENT

**4.2.4 2025 AVICC AGM and Convention**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the AVICC resolutions notice request for submissions at the 2025 AGM and Convention.

ADOPTED ON CONSENT

**4.2.5 2024 AVICC at UBCM re: Transport Canada – OPP – Request for Feedback**

IT WAS MOVED AND SECONDED:

THAT Council receive the information, the October 17, 2024 email from AVICC.

ADOPTED ON CONSENT

**4.2.6 Ministry of Public Safety and Solicitor General re: E-Comm Cost Deferral for Police Dispatch Services**

IT WAS MOVED AND SECONDED:

THAT Council receive the October 22, 2024 letter from the Honourable Douglas Scott, Deputy Solicitor General.

ADOPTED ON CONSENT

**5. APPROVAL OF MEETING AGENDA**

**5.1 Introduction of Late Items**

A late item was added to New Business, item 12.4 [Changes to Canada’s Immigration Policy]

**5.2 Changes to Order of Business**

The order of business was changed so that item 8.3. [Petitions] is considered before item 8.1. [Presenters].

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. PUBLIC INPUT ON AGENDA ITEMS**

Council received public input from 8 members of the public regarding agenda items 8.3.1 and 10.2.

**8. PRESENTATIONS AND PETITIONS**

**8.1 Presenters**

**8.1.1 Boys Road Trunk Main Replacement Project**

Jeff Miller, Senior Manager, Engineering (Utilities), provided a presentation on the Boys Road Trunk Main Replacement Project.

**8.2 Delegations**

**8.2.1 Cowichan Region Workforce Housing Strategy**

Barry O’Riordan, Manager, Economic Development Cowichan, Cowichan Valley Regional District (CVRD), and Jada Basi, of CitySpaces Consulting Ltd. provided a presentation to Council on the Cowichan Region Workforce Housing Strategy.

IT WAS MOVED AND SECONDED:

THAT the order of the agenda be changed so that item 11.2 [CVRD Cowichan Workforce Housing Strategy] is considered immediately following item 8.2.1 [Cowichan Region Workforce Housing Strategy].

CARRIED

The meeting recessed at 6:37 p.m. and reconvened at 6:42 p.m.

**8.3 Petitions**

**8.3.1 Petition re: Proposed preschool facility at the foot of Berridge Street in Crofton**

IT WAS MOVED AND SECONDED:

THAT Council extend the petitioners time allowance to 10 minutes.

CARRIED

Mr. Ivison provided a presentation in opposition to the proposed preschool facility at the foot of Berridge Street in Crofton.

**9. STATUTORY HEARING MATTER**

**9.1 Statutory Right to be Heard**

Mayor Douglas called the Statutory Hearing for Temporary Use Permit: 6493 Paddle Road and 6495 Paddle Road to order at 7:07 p.m.

**9.1.1 Temporary Use Permit: 6493 Paddle Road and 6495 Paddle Road**

Mayor Douglas provided an explanation of the statutory hearing process.

1. The Corporate Officer introduced the Temporary Use Permit for 6493 / 6495 Paddle Road.
2. The Mayor provided the applicant with an opportunity to provide details of their application. No comments were presented.
3. The Corporate Officer advised that notice was provided to properties within 60 m of the subject property and that notice was posted to the website, social media and in the newspaper in accordance with Public Notice Bylaw No. 3960. No correspondence had been received in relation to the application.
4. The Mayor provided an opportunity for comments from persons affected by the proposed permit. No one commented.
5. No new information was provided in relation to the proposed permit.

IT WAS MOVED AND SECONDED:

THAT Council approves the issuance of Temporary Use Permit TUP00035 at 6493 and 6495 Paddle Road. CARRIED

**10. BYLAWS**

**10.1 Zoning Amendment Bylaw No. 3965, 2024 [6531 Bird's Eye Drive] for adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3965, 2024. CARRIED

**10.2 OCP Amendment Bylaw No. 3976, 2024**

IT WAS MOVED AND SECONDED:

THAT Council rescinds second reading of Official Community Plan Amendment Bylaw No. 3976, 2024. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council rescinds the resolution that Council has considered the Official Community Plan Amendment Bylaw No. 3976, 2024 in conjunction with the North Cowichan 2022 Five-Year Financial Plan. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council has considered Official Community Plan Amendment Bylaw No. 3976, 2024, in conjunction with North Cowichan's 2024-2028 Financial Plan. CARRIED

IT WAS MOVED AND SECONDED:

THAT Official Community Plan Amendment Bylaw No. 3976, 2024 be amended by replacing the words “January 2021” in the whereas clause with the words “August 2024 Interim”.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council does not give second reading to Official Community Plan Amendment Bylaw No. 3976, 2024 at this time until such a time that a community meeting has been held.

(Opposed: Caljouw, Findlay, Istace, Manhas)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council gives second reading to Official Community Plan Amendment Bylaw No. 3976, 2024, as amended.

(Opposed: Justice)

CARRIED

### **10.3 Amendments to the Election and Assent Voting Bylaw and the Sign Bylaw**

IT WAS MOVED AND SECONDED:

THAT Council:

1. Gives first, second and third readings to Election and Assent Voting Amendment Bylaw No. 3979, 2024, and
2. Gives first, second and third readings to Sign Bylaw Amendment Bylaw No. 3980, 2024.

CARRIED

## **11. REPORTS**

### **11.1 2025 Budget Outreach**

IT WAS MOVED AND SECONDED:

THAT Council approves the following 2025 budget engagement and meeting schedule:

1. Open House at 4:30 p.m. followed by a Special Committee of the Whole meeting to be held in person at 6:00 p.m. at the Crofton Community Centre, in Crofton BC, on Tuesday, November 26, 2024.
2. Open House at 4:30 p.m. followed by a Special Committee of the Whole meeting to be held in person at 6:00 p.m. in the Heritage Hall at the Cowichan Community Centre, Duncan BC, on Tuesday, December 3, 2024.
3. Open House at 4:30 p.m. followed by a Special Committee of the Whole meeting to be held in person at 6:00 p.m. at the Chemainus Fire Hall, in Chemainus BC, on Tuesday, December 10, 2024.

AND THAT Council cancels the December 10, 2024 Committee of the Whole meeting scheduled for 5:00 p.m. at Municipal Hall in order to accommodate the 2025 budget engagement and meeting schedule.

(Opposed: Caljouw)

CARRIED

## 11.2 CVRD Cowichan Workforce Housing Strategy

IT WAS MOVED AND SECONDED:

THAT Council receives the draft Cowichan Workforce Housing Strategy (WHS) attached to the Planning Manager’s November 6, 2024 report, and provides the following comments:

- a. The Municipality of North Cowichan offers qualified general support for the strategies and actions outlined within the draft WHS and has not identified fundamental conflicts with its 2022 Official Community Plan (OCP);
- b. North Cowichan has already made progress towards some of the action items identified within the draft WHS and is willing to explore collaboration, dialogue, partnership and information-sharing with regional partners to further these items insofar as they remain aligned with the OCP;
- d. The Municipality will exercise caution in considering proposals for modular or seasonal RV sites, expansion of campgrounds, or other temporary housing solutions. Establishment of such sites with any substantial degree of longevity, particularly outside the Urban Containment Boundary, does not necessarily address long-term housing challenges. This may also be contrary to OCP policy, particularly with regard to extending municipal servicing beyond established service areas. Such sites can also cause environmental, safety and waste disposal problems.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council receives the draft Cowichan Workforce Housing Strategy (WHS) attached to the Planning Manager’s November 6, 2024 report, and provides the following comments:

- c. Support for these actions, including investigation into the creation of a Housing Corporation is given on a “without prejudice” basis to any future decisions Council may make. Participation in any initiatives and resourcing implications will be considered by Council on a case-by-case basis. (Opposed: Findlay, Manhas)

CARRIED

## 11.3 Emergency Management Cowichan (CVRD) Grant Applications to UBCM

IT WAS MOVED AND SECONDED:

1. THAT Council support the Cowichan Valley Regional District (CVRD) to apply for, receive and manage the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund Emergency Support Services 2025 Grant funding up to \$200,000 on behalf of the Municipality of North Cowichan.
2. THAT Council support the CVRD to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre 2025 grant funding up to \$200,000 on behalf of the Municipality of North Cowichan.
3. THAT Council support the CVRD to apply for, receive, and manage the 2025 UBCM Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning grant funding up to \$200,000 on behalf of the Municipality of North Cowichan.

CARRIED

**12. NEW BUSINESS**

**12.1 Acting Mayor Appointment**

IT WAS MOVED AND SECONDED:

1. THAT Council suspend the rule set out in section 2.1 [Annual Designation of Acting Mayor] of the Council and Committee Procedure Bylaw No. 3945, that Council *must* by resolution, at the first regular Council meeting held in December, designate a Councillor to serve as the Acting Mayor for the ensuing calendar year, so that the designation can be done now.
2. THAT Council designate Councillor Istace to serve as Acting Mayor when the Mayor is absent or unable to act, from November 6, 2024 to December 31, 2025. CARRIED

**12.2 Appointment to the Cowichan Valley Regional District Board**

IT WAS MOVED AND SECONDED:

THAT Council appoint Councillor Caljow as Municipal Director to the Cowichan Valley Regional District Board for the remainder of Council's term ending October 31, 2026.

CARRIED

**12.3 Consent Agenda Item 4.2.3 Charles Borg re: Proposal for Veteran Crosswalk**

This item was discussed.

**12.4 Changes to Canada's Immigration Policy and its relationship to North Cowichan's housing needs**

Mayor Douglas introduced the following motion which Council will consider at the November 20, 2024, regular Council meeting:

"THAT staff be directed to provide Council with a report analyzing how recent changes to Canada's immigration policy are likely to affect North Cowichan's housing needs and the viability of the development and construction industries in delivering housing supply."

**13. NOTICE OF MOTIONS**

None.

**14. QUESTION PERIOD**

Council received 1 question from the public regarding agenda item 8.3.1.

**15. ADJOURNMENT**

The meeting adjourned at 7:50 p.m.

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Certified by Corporate Officer

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Signed by Mayor