

# **Municipality of North Cowichan**

## **Regular Council**

### **MINUTES**

**November 20, 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

**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  
Alyssa Meiner, Information Management Officer  
Amanda Young, Director, Planning and Building  
Andrea Hainrich, Deputy Corporate Officer  
Barb Floden, Manager, Communications and Public Engagement  
Chris Osborne, Manager, Planning  
Christina Hovey, Project Planner  
Clay Reitsma, Director, Engineering  
David Conway, Director, Subdivision and Environmental Services  
Jennifer Aldcroft, Climate Change Specialist  
John Dehoop, Manager, Infrastructure  
John Horn, Director, Social Planning and Protective Services  
Kayla Reid-Starck, Administrative Coordinator  
Manuela Herzig, Director, IT and Business Solutions  
Marla Laycock, Director, People and Culture  
Neil Pukesh, Director, Parks and Recreation  
Pablo Golob, Manager, Development Planning  
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 5:00 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 November 12, 2024 Committee of the Whole Recommendations for Endorsement; and
2. Item 2.2.4 Larry Pynn re: council correspondence

IT WAS MOVED AND SECONDED:

THAT Council approve the Consent Agenda 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 November 6, 2024.

ADOPTED ON CONSENT

**2.2 Items for Information**

**2.2.1 Ministry of Water, Land and Resource Stewardship re- delegate meeting at the 2024 UBCM**

IT WAS MOVED AND SECONDED:

THAT Council receive the October 24, 2024 letter from Lori Hall, Deputy Minister, on behalf of the Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship.

ADOPTED ON CONSENT

**2.2.2 Ministry of Forests re- delegate meeting held at the 2024 UBCM**

IT WAS MOVED AND SECONDED:

THAT Council receive the October 29, 2024 letter from Richard Manwaring, Deputy Minister, from the Ministry of Forests.

ADOPTED ON CONSENT

**2.2.3 Ministry of Public Safety and Solicitor General re: delegate meeting held at the 2024 UBCM**

IT WAS MOVED AND SECONDED:

THAT Council receive the October 30, 2024 letter from the Honourable Douglas Scott, Deputy Solicitor General.

ADOPTED ON CONSENT

**3. APPROVAL OF MEETING AGENDA**

**3.1 Introduction of Late Items**

**3.2 Changes to Order of Business**

The agenda was amended by:

- (1) Removing Item 10.1 North Cowichan's Housing Needs Projections and Immigration Policy Changes, from the agenda and adding it to the next agenda for consideration.
- (2) Reordering the agenda so that item 9.3 OCP Amendment Application for 12.5 Ha Area North of Herd Road, is considered after item 5. Public Input.

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. PUBLIC INPUT ON AGENDA ITEMS**

Council, by unanimous consent, waived the 5 speaker limit and received public input from 25 members of the public regarding agenda item 9.3.

**6. PRESENTATIONS AND PETITIONS**

**6.1 Presenters**

**6.1.1 Housing Coalition – Cowichan Vision for Wellness**

Housing Coalition members Dianne Hinton (Cowichan Coalition Coordinator) of Cowichan Housing, and Erin Kapela (Mental Health Manager) of Cowichan Tribes, presented the Cowichan Vision for Wellness to Council.

IT WAS MOVED AND SECONDED:

THAT Council refer the Housing Coalition’s Cowichan Vision for Wellness presentation to staff for feedback.

CARRIED

**6.1.2 Safer Community Plan – What We Heard Report**

John Horn, Director, Social Planning and Protective Services, presented the Safer Community Plan – What We Heard report to Council.

**6.2 Delegations**

**6.2.1 Cowichan Carbon Busters**

Peter Nix, of Cowichan Carbon Busters, presented to Council in response to a recent staff report to the Environmental Advisory Committee regarding the benefits of expanding the Solar program within the Climate Action Energy Plan.

Council, by unanimous consent, agreed to consider item 9.1 Gateway Signage next.

**7. STATUTORY HEARING MATTER**

**7.1 Statutory Right to be Heard**

Mayor Douglas called the Statutory Hearing for Temporary Use Permit: 6823/6833 Bell McKinnon Road to order at 8:38 p.m.

**7.1.1 Temporary Use Permit Amendment Application for 6823/6833 Bell McKinnon Road**

Mayor Douglas provided an explanation of the statutory hearing process.

1. The Corporate Officer introduced the Temporary Use Permit for 6823/6833 Bell McKinnon 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 an Amendment to Temporary Use Permit No. TUP00029 to permit an expansion of temporary vehicle parking areas at 6823/6833 Bell McKinnon Road. CARRIED

## 8. BYLAWS

### 8.1 Election and Assent Voting Bylaw No. 3979, 2024 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Election and Assent Voting Amendment Bylaw No. 3979, 2024. CARRIED

### 8.2 Sign Amendment Bylaw No. 3980, 2024 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Sign Bylaw Amendment Bylaw No. 3980, 2024. CARRIED

### 8.3 Traffic Bylaw Amendment Bylaw No. 3971 for first three readings

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third readings to Traffic Bylaw Amendment Bylaw No. 3971, 2024. CARRIED

## 9. REPORTS

IT WAS MOVED AND SECONDED:

THAT Council extend the meeting until 10:00 p.m. CARRIED

### 9.1 Gateway Signage

Jana Zelenski, Principal, Lanarc Consulting presented to Council the proposed gateway signs and enhanced street banner program.

IT WAS MOVED AND SECONDED:

THAT Council receive the Gateway Sign Study for information and embark on the following phased approach for implementing gateway signs as part of the 2025, 2026, and subsequent budget years:

2. Allocate up to \$50,000 in the 2025 capital budget for design and engineering for highway entrances and municipal hall locations.
3. Allocate up to \$245,000 in the 2026 capital budget for the construction of gateway signs at Highway 1 southbound (near Radford Road) and Highway 18 eastbound (near Mina Drive) and at the municipal hall:
4. Expand the street banner program in the amount of \$10,000 for 2025 to include up to 40 new locations that best represent North Cowichan's communities and main thoroughfares, and \$10,000 in subsequent years in order to further expand banner locations and refresh banners as needed.

5. Develop a minor municipal gateway sign design and install at key border points and/or as markers to village boundaries and incorporate this into the 2027 business planning and budget process, up to \$75,000, and additional locations in subsequent years, as funding permits.
6. Develop a complete North Cowichan wayfinding sign strategy as part of the 2027 business planning and budget process, up to \$95,000. (Opposed: Justice)  
CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to seek further direction to consider alternative locations for the gateway sign on highway 1 for northbound traffic, to be included in business planning. CARRIED

IT WAS MOVED AND SECONDED:

That Council include the City of Duncan entry signs for discussion at the next joint meeting with the City of Duncan. (Opposed: Justice)  
CARRIED

IT WAS MOVED AND SECONDED:

That Council authorize the Mayor to write a letter to the City of Duncan, requesting that they relocated their City of Duncan signs to within their boundaries. (Opposed: Justice)  
CARRIED

## **9.2 Cowichan Neighbourhood House Association – 2025 Grant-in-Aid**

IT WAS MOVED AND SECONDED:

THAT Council approve the annual grant-in-aid amount of \$45,000 to the Cowichan Neighbourhood House Association for 2025. (Opposed: Caljouw, Findlay, Manhas)  
DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council approve the annual grant-in-aid amount of \$41,000 to the Cowichan Neighbourhood House Association for 2025. CARRIED

## **9.3 OCP Amendment Application for 12.5 Ha Area North of Herd Road**

IT WAS MOVED AND SECONDED:

THAT Council directs staff to:

- a. proceed with processing application OCP00031 and draft an amendment to Official Community Plan Bylaw No. 3900, 2022, for consideration by Council, and
- b. initiate a separate OCP amendment respecting the remainder of the "Future Growth Area" designation in the Official Community Plan. (Opposed: Douglas, Justice)  
CARRIED

The meeting recessed at 6:59 p.m. and reconvened at 7:07 p.m.

## **9.4 Duncan Paving Contract – Recommendation to Award**

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor and Corporate Officer to sign a two-year contract between the Municipality of North Cowichan and Duncan Paving, with an option to extend for an additional two years by mutual agreement, to provide paving services. CARRIED

**9.5 Draft Interim Community Amenity Contribution Policy: Public Engagement**

IT WAS MOVED AND SECONDED:

THAT Council directs staff to implement public engagement on the draft Interim Community Amenity Contribution Policy as set out in the Planning Manager's November 20, 2024 report. CARRIED

**9.6 Drinkwater and Ford Road Excess/Extended Service Latecomer**

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor to sign latecomer agreements for storm drainage, sanitary sewer, and roadworks included in the attachments to the Director of Subdivision and Environmental Services report dated November 20, 2024. CARRIED

**9.7 Environmental Advisory Committee October 22, 2024 Meeting Minutes and Recommendations report dated November 20, 2024 for information**

IT WAS MOVED AND SECONDED:

THAT Council direct staff to:

1. Authorize up to \$50K from the Climate Action and Energy Plan Reserve Fund in the 2025 budget to install solar panels on the Crofton Firehall to provide a demonstration site for solar.
2. Monitor the performance of the RCMP building's solar installation as a demonstration site for solar.
3. Monitor BC Hydro's emerging rate structure to reassess viability, with potential changes including virtual net metering, larger capacity installations, and pricing structures.
4. Explore opportunities to increase awareness of requirements and streamline the permit process with the building design, construction, and solar-installer community.
5. Assess property-assessed clean energy programs to understand potential, administration and taxation implications.
6. Improve North Cowichan's website content to increase awareness of solar projects and available incentives.
7. Explore introducing a GIS layer that provides information on solar potential.
8. Report back annually to the Environmental Advisory Committee on the implementation of the above recommendations. (Opposed: Findlay)

CARRIED

**10. NEW BUSINESS**

**10.1 Consent Agenda item 2.1.2 - November 12, 2024 Committee of the Whole Recommendations for Endorsement**

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the Nov 12 Committee of the Whole meeting and THAT Council approve grant-in-aid amounts for 2025 as follows:

1. B.C. Forest Discovery Centre - BC Forest Museum \$25,000
2. Chemainus & District Chamber of Commerce \$30,000

3. Chemainus Valley Historical Society \$8,500
  4. Cowichan Historical Society \$5,500
  5. Duncan Cowichan Chamber of Commerce \$34,000
  6. Chemainus BIA - Flower Baskets \$24,000
  7. Chemainus Theatre Festival Society \$20,000
  8. Chemainus Cemetery (St. Michael's and All Angels Church) \$1,000 to offset water and garbage fees
  9. Chemainus Communities in Bloom \$7,000
  11. Cowichan – Bring Back the Bluebirds Foundation (BCCF) \$2,000
  12. Cowichan Family Caregivers Support Society \$2,000
  13. Cowichan Valley Youth Services \$5,000
  14. Cowichan Women Against Violence \$3,000
  15. Fosterkitters Feral Cat Rescue Society \$1,000
  16. Chemainus Rotary Club \$500
  17. Chemainus Valley Cultural Arts Society \$1,500 to be taken from First Nations Initiatives budget
  18. Cowichan Valley Arts Council \$1,000
  19. Duncan Cowichan Festival Society \$2,000
  20. Maple Bay Community Association - Canada Day \$3,500
  21. Somenos Community Association \$10,000
  22. Vimy Community Club (Hall) \$3,000
  23. Westholme School Society \$5,000
  24. Cowichan Rugby Club \$5,000
- CARRIED

IT WAS MOVED AND SECONDED:

THAT Council approve grant-in-aid amounts for 2025 for Cowichan Agricultural Society and Farmers' Institute \$7,000, to be taken from the Agricultural Reserve Fund.

(Opposed: Findlay)

CARRIED

### **10.2 Consent Agenda item 2.2.4 - Larry Pynn re: council correspondence**

Council discussed the content of Larry Pynn's email to Council dated November 4, 2024.

#### **11. NOTICE OF MOTIONS**

#### **12. QUESTION PERIOD**

Council received 1 question from the public regarding agenda items.

#### **13. ADJOURNMENT**

The meeting adjourned at 9:06 p.m.

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Certified by Corporate Officer

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Signed by Mayor