

Municipality of North Cowichan

Regular Council

MINUTES

January 15, 2025, 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
Chris Jancowski, Deputy Fire Chief, Training Officer
Chris Osborne, Manager, Planning
Clay Reitsma, Director, Engineering
David Conway, Director, Subdivision and Environmental Services
John Horn, Director, Social Planning and Protective Services
Manuela Herzig, Director, Information Technology and Business Solutions
Marla Laycock, Director, People and Culture
Neil Pukesh, Director, Parks and Recreation
Shaun Mason, Manager, Parks and Forestry
Shawn Cator, Director, Operations
Teri Vetter, Director, Financial Services
Tricia Mayea, Corporate Officer
Tristan Webb, Assistant Manager, Recreation Facilities Maintenance

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 to the public at 3:00 p.m. based on the following sections of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.
- 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)(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)(e) Land and 90 (1)(i) Legal Advice

2.3.2 Closed under section 90(1)(a) Appointments

2.3.3 Closed under section 90(1)(a) Appointments

2.3.4 Closed under section 90(1)(c) Labour

2.4 Rise and report

Council rose with report on items 2.3.1, 2.3.2 and 2.3.3.

2.3.1 Childcare Facilities – updated progress and schedule

IT WAS MOVED AND SECONDED:

THAT Council direct staff to be directed to begin public communications regarding Donnay Drive child care facility.

(Opposed: Findlay)

CARRIED

2.3.2 Accessibility Advisory Committee Membership Appointments

To be released after the appointee has been notified.

2.3.3 Agricultural Advisory Committee Membership

To be released after the appointee has been notified.

3. RECESS UNTIL 5:00 P.M.

The meeting recessed at 3:55 p.m. and reconvened in open session at 5:00 p.m.

4. 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 4.1.2 January 7, 2025 Committee of the Whole Recommendations for Endorsement
2. Item 4.2.4 Ministry of Finance re- Speculation and Vacancy Tax (SVT) Sixth Annual Consultation

3. Item 4.2.5 Cowichan Valley Regional District re- OCP for the Electoral Areas Bylaw 4373 Referral
4. Item 4.2.8 Wounded Warriors Canada re- Wounded Warriors Events in BC 20

IT WAS MOVED AND SECONDED:

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

4.1 Items for Decision

4.1.1 Council Meeting Minutes for Adoption

ADOPTED ON CONSENT

IT WAS MOVED AND SECONDED:

THAT Council adopt the minutes of their joint special meeting held December 13, 2024, the special and regular meetings held December 18, 2024.

ADOPTED ON CONSENT

4.2 Items for Information

4.2.1 Ministry of Public Safety and Solicitor General re- Next Generation 9-1-1

IT WAS MOVED AND SECONDED:

THAT Council receive the December 16, 2024 letter to the Honourable Garry Begg, Minister of Public Safety and Solicitor General. ADOPTED ON CONSENT

4.2.2 BC Ferries re- Crofton Ferry Terminal Redevelopment Plan

IT WAS MOVED AND SECONDED:

THAT Council receive the December 13, 2024 email from Nicolas Jimenez, BC Ferries President and CEO. ADOPTED ON CONSENT

4.2.3 Ministry of Transportation and Transit re- BC Ferries and Crofton Ferry Terminal

IT WAS MOVED AND SECONDED:

THAT Council receive the December 20, 2024 letter from Mike Farnworth, newly appointed Minister, of the Ministry of Transportation and Transit.

ADOPTED ON CONSENT

4.2.6 Union of BC Municipalities (UBCM) re- Canada Community Building Fund BC: Second Community Works Fund Payment for 2024/2025

IT WAS MOVED AND SECONDED:

THAT Council receive the December 16, 2024 letter from Councillor Trish Mandewo, UBCM President. ADOPTED ON CONSENT

4.2.7 Government House British Columbia, Office of the Lieutenant Governor re- Wendy Cocchia's appointment

IT WAS MOVED AND SECONDED:

THAT Council receive the December 20, 2024 email with enclosure from Office of the Lieutenant Governor. ADOPTED ON CONSENT

5. APPROVAL OF MEETING AGENDA

5.1 Introduction of Late Items

None.

5.2 Changes to Order of Business

The agenda was amended by moving item 11.3 Remedial Action for 2961 Sherman Road to the first item in section 11 Reports.

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 5 members of the public regarding agenda item 11.1 and 11.3.

8. PRESENTATIONS AND PETITIONS

8.1 Presenters

8.1.1 Audit Planning Report

Daniel Healey and Cameron Rice-Gural from KPMG presented the planned scope and timing for the audit of the consolidated financial statements.

IT WAS MOVED AND SECONDED:

THAT Council approve the Audit Plan presented by KPMG for the consolidated financial statements of the District of North Cowichan and the Joint Utilities Board for the year ended December 31, 2024.

CARRIED

9. UNFINISHED AND POSTPONED BUSINESS

9.1 Mountain View Cemetery Plot Fee Reduction Request

IT WAS MOVED AND SECONDED:

THAT Council denies Allan Waddy's request to receive the resident cemetery rate for the purchase of two plots in the Veteran's section of the Mountain View Cemetery.

(Opposed: Justice)

CARRIED

10. BYLAWS

10.1 Proposed Road Closure adjacent to 6478 Paddle Road

IT WAS MOVED AND SECONDED:

THAT Council:

1. Authorize the road closure and disposition of a portion of Paddle Road and direct staff to enter into a Road Closure and Land Exchange Agreement; and,

2. Give first and second reading to Road Closure and Removal of Highway Dedication Bylaw No. 3991, 2025 (to provide for highway closure and dedication removal of a portion of Paddle Road adjacent to 6493 and 6489 Paddle Road). CARRIED

10.2 ALR Exclusions: Fees and Charges Bylaw Amendment Bylaw No. 3993, and Development Procedures Bylaw Amendment Bylaw No. 3994 for first three readings

IT WAS MOVED AND SECONDED:

THAT Council:

1. Authorizes North Cowichan, pursuant to section 8(2) of the *Community Charter*, to provide the service of evaluating Agricultural Land Reserve exclusion applications and, where Council considers that the application has sufficient merit, to make the application to the Agricultural Land Commission; and,
2. Gives first, second and third readings to Fees and Charges Bylaw Amendment Bylaw No. 3993, 2025 and Development Procedures Bylaw Amendment Bylaw No. 3994, 2025. CARRIED

11. REPORTS

11.1 2025 Budget Engagement: What we heard and how we proceed

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Fire Inspector position in the 2025-2029 operating budget, being considered on February 11, 2025. (Opposed: Findlay, Manhas) CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Paid-on-Call Pilot project in the 2025-2029 operating budget, being considered on February 11, 2025. (Opposed: Findlay, Manhas) CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Planning Engineer (Transport/Drainage) position in the 2025-2029 operating budget, being considered on February 11, 2025. (Opposed: Caljouw, Findlay, Manhas) DEFEATED

IT WAS MOVED AND SECONDED:

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

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Human Resources Administrative Assistant position in the 2025-2029 operating budget, being considered on February 11, 2025. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Building Administrative Assistant position in the 2025-2029 operating budget, being considered on February 11, 2025. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Engineering Administrative Assistant position in the 2025-2029 operating budget, being considered on February 11, 2025. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include Maple Bay Wharf in the 2025-2029 capital budget using short-term borrowing for \$2.2 million.

(Opposed: Douglas, Caljouw, Findlay, Manhas)
DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Crofton Outdoor Pool in the 2025-2029 capital budget, being considered on February 11, 2025. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Parks Accessibility upgrades in the 2025-2029 capital budget, being considered on February 11, 2025. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Mary Street Culvert in the 2025-2029 capital budget, being considered on February 11, 2025. (Opposed: Findlay)
CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to increase the Equipment Reserve Fund by \$450,000. (Opposed: Douglas, Caljouw, Findlay, Manhas)
DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to increase the Equipment Reserve Fund by \$150,000. (Opposed: Douglas, Caljouw, Findlay, Manhas)
DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to include the Chemainus Dog Park in the 2025-2029 capital budget, being considered on February 11, 2025. CARRIED

The meeting recessed at 6:57 p.m. to conduct the Public Hearing and reconvened at 7:12 p.m.

11.2 Self-Supporting Tower Siting at 3910 Drinkwater Road

IT WAS MOVED AND SECONDED:

THAT Council issue a statement of concurrence to Shared Tower Inc. in support of a Telecommunication Antenna Structure at 3910 Drinkwater Road [Application No. TAS00003] for the following reasons:

1. The Municipality of North Cowichan is satisfied with applicant's consultation process, which is consistent with Council's Telecommunication Antenna Structures Policy;
2. The proposed tower is a permitted use;
3. The proposed design and location are acceptable; and,
4. The Municipality has been consulted and concurs with the tower location. CARRIED

11.3 Remedial Action for 2961 Sherman Road

IT WAS MOVED AND SECONDED:

THAT the following portion of the motion be amended:

- c. Demolition Permit Compliance: Ensure all requirements of the demolition permit are satisfied within 180 days of the permit's issuance.

to replace "60 days" with "180 days"

CARRIED

IT WAS MOVED AND SECONDED:

- 1. THAT Council declares the subject property at 2961 Sherman Road a nuisance and determines that the partially collapsed structure is in and creates an unsafe condition.
- 2. THAT Council imposes the following remedial action requirements on the property owner or their representative:
 - a. Fence Installation: Erect a fence around the entire perimeter of the derelict structure within 30 days.
 - b. Demolition Permit Application: Submit a demolition permit application within 90 days of receiving a "Notice to Affected Persons" regarding the partially collapsed structure on the property.
 - c. Demolition Permit Compliance: Ensure all requirements of the demolition permit are satisfied within 180 days of the permit's issuance.

CARRIED

11.4 Mountain View Cemetery Services Plan Update

IT WAS MOVED AND SECONDED:

THAT Council:

- a. Adopt the Mountain View Cemetery Services Plan as attached to the January 15, 2025, report from the Director of Parks and Recreation;
- b. Direct staff to begin infill construction for 2025 as part of the approved capital plan and build future phases into the 5-year capital planning process;
- c. Refer the long-term cemetery site expansion to the DCC bylaw update process;
- d. Direct staff to include environmentally friendly interment options to the future expansion plans as it nears the detailed design stage; and,
- e. Direct staff to create a cemetery capital reserve fund at a rate of \$20,242 per year as part of the 2026 business planning process.

CARRIED

11.5 Bear Resistant Carts

IT WAS MOVED AND SECONDED:

THAT Council:

- 1. Direct staff to suspend the purchase of bear-resistant carts from Toter LLC; and,
- 2. Direct staff to negotiate with Rehrig Pacific Company to supply and deliver five hundred 120L and 240L bear-resistant carts.

CARRIED

12. NEW BUSINESS

12.1 Consent Agenda Item 4.1.2 January 7, 2025 Committee of the Whole Recommendations for Endorsement

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the January 7, 2025 Committee of the Whole meeting. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council continue with the electrification of 12 light duty vehicles, a refuse truck and install charging infrastructure by:

- a. Allocating an additional \$167,571 from the Local Government Climate Action Program funds and \$52,903 from the Climate Action and Energy Plan Reserve;
- b. Authorize short-term borrowing for the shortfall estimated at \$339,830 through the Municipal Finance Authority;
- c. Authorize the Incentive Agreement with BC Hydro for funding electrical infrastructure;
- d. Direct staff to apply for BC's Go Electric Fleet Charging Program before the deadline; and,
- e. Put the infrastructure out for tender in early 2025. (Opposed: Findlay, Manhas)

CARRIED

12.2 Consent Agenda Item 4.2.4 Ministry of Finance re- Speculation and Vacancy Tax (SVT) Sixth Annual Consultation

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor to write a letter to Ministry of Finance to clarify what BC Housing funding was spent in the Cowichan Valley Regional District as presented in the Speculation and Vacancy Tax technical briefing; and to request that the Speculation and Vacancy Tax collected in North Cowichan be provided directly to the municipality for funding affordable housing projects. CARRIED

12.3 Consent Agenda Item 4.2.5 Cowichan Valley Regional District re- OCP for the Electoral Areas Bylaw 4373 Referral

This item was discussed.

12.4 Consent Agenda Item 4.2.8 Wounded Warriors Canada re- Wounded Warriors Events in BC 2025

This item was discussed.

13. NOTICE OF MOTIONS

None.

14. QUESTION PERIOD

Council received 1 question from the public regarding agenda item 11.1.

15. ADJOURNMENT

The meeting adjourned at 9:43 p.m.

Certified by Corporate Officer

Signed by Mayor