

**Municipality of North Cowichan**  
**Joint Utilities Board**  
**MINUTES**

**January 16, 2025, 2:00 p.m.**  
**Municipal Hall - Council Chambers**

Members Present    Mayor Rob Douglas, MNC  
                          Councillor Bruce Findlay, MNC  
                          Mayor Michelle Staples, Duncan  
                          Councillor Garry Bruce, Duncan

Others Present      Ted Swabey, Chief Administrative Officer (CAO), MNC  
                          Peter deVerteuil, Chief Administrative Officer (CAO), Duncan  
                          Alison Nicholson, Director, Area E, CVRD  
                          Andrea Hainrich, Deputy Corporate Officer, MNC  
                          Brian Murphy, Director, Public Works and Engineering, Duncan  
                          Chris Desautels, Director, Capital Projects, Cowichan Tribes  
                          Clay Reitsma, Director, Engineering, MNC  
                          Darcy Mooney, General Manager, Operations, CVRD  
                          George Farkas, General Manager, Planning, Development and Community Services, MNC  
                          Hilary Abbott, Area D, CVRD  
                          Jeff Miller, Senior Manager, Engineering, MNC  
                          Lisa Daugenet, Senior Engineering Technologist, CVRD  
                          Paige MacWilliam, Director of Corporate Services, Duncan  
                          Teri Vetter, Director, Finance, MNC  
                          Tricia Mayea, Corporate Officer, MNC  
                          Vanessa Thomson, Manager, Utilities, CVRD

**1. Call to Order**

There being a quorum present, the Chair called the meeting to order at 2:01 p.m.

**2. Selection of Chair and Vice Chair**

IT WAS MOVED AND SECONDED:

THAT Mayor Rob Douglas be appointed as Chair of the Joint Utilities Board for 2025;  
AND THAT Mayor Michelle Staples be appointed as Vice Chair of the Joint Utilities Board for 2025.

CARRIED

**3. Approval of Agenda**

IT WAS MOVED AND SECONDED:

That the Board approve the agenda as circulated.

CARRIED

**4. Adoption of Minutes**

IT WAS MOVED AND SECONDED:

That the Board adopt the minutes of the meeting held December 8, 2023.

CARRIED

Teri Vetter joined the meeting at 2:20 p.m.

**5. Business**

**5.1 Joint Utilities Board Sewage Treatment Plant Outfall Relocation Project**

IT WAS MOVED AND SECONDED:

THAT the Joint Utilities Board recommends that in relation to the Joint Utilities Board Sewage Treatment Plant Outfall Project, that both Council's direct staff to:

1. complete the design and approvals acquisition for the effluent pump station, terrestrial pipe, and marine pipe;
2. put construction on hold unless additional funding is obtained such that the project is funded to at least 2/3 Federal and Provincial funding;
3. advise the public through the public consultation process (inform level) that the Joint Utilities Board will be seeking additional funding to at least 2/3 federal and provincial funding resulting in a cost to users of \$31.7M (\$1,830/ERU; approximately \$129/ERU/yr over 20 yrs); and
4. continue to seek additional funding.

(Opposed: Staples)  
CARRIED

**6. New Business**

None.

**7. Adjournment**

The meeting adjourned at 2:39 p.m.

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Signed by Chair

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Certified by Recording Secretary