

Municipality of North Cowichan

Regular Council

MINUTES

February 5, 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
Anthony Price, Development Planner
Barb Floden, Manager, Communications and Public Engagement
Chris Osborne, Manager, Planning
Clay Reitsma, Director, Engineering
Dave Preikshot, Senior Environmental Specialist
David Conway, Director, Subdivision and Environmental Services
Jeff Miller, Senior Manager, Engineering (Utilities)
Marla Laycock, Director, People and Culture
Neil Pukesh, Director, Parks and Recreation
Pablo Golob, Manager, Development Planning
Ron French, Fire Chief
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 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)(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.

- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public. 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)(i) Legal Advice

2.3.2 Closed under section 90(1)(c) Labour, 90(1)(i) Legal Advice, and 90(1)(k) Municipal Service at preliminary stage

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

2.3.4 Closed under section 90(1)(e) Land Acquisition

2.3.5 Closed under section 90(1)(e) Land Disposition

2.4 Rise and report

Council rose with report on item 2.3.1, with the exception of the underlined text in the report, and item 2.3.2, to be released upon completion of negotiations.

2.3.1 Sue Big Oil

IT WAS MOVED AND SECONDED:

THAT Council direct North Cowichan not to join the 'Sue Big Oil' Campaign.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council direct the Mayor to write the Federal and Provincial governments stating North Cowichan's position on the 'Sue Big Oil' campaign and advise them that this falls under their jurisdiction to consider.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council direct staff to issue a news release and send a letter to the Cowichan Climate Hub informing the public of Council's decision.

CARRIED

3. RECESS UNTIL 5:00PM

The meeting recessed at 4:12 p.m. and reconvened in open session at 5:02 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. 4.2.1 Q4 List of Supplier Payments (October 1 – December 31, 2025)
2. 4.2.3 Ravi Kahlon, Minister of Housing and Municipal Affairs re- Zoning Bylaw Amendments
3. 4.2.5 Cowichan Music Festival requesting a donation to their scholarship program

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 and public hearing meetings held January 15, 2025. ADOPTED ON CONSENT

4.1.2 Agricultural Advisory Committee Terms of Reference

IT WAS MOVED AND SECONDED:

THAT Council amends the Agricultural Advisory Committee Terms of Reference membership by:

1. deleting and replacing the first paragraph under the 'Membership' heading with the following:
 - "The Committee shall consist of ten (10) voting members including the Council member appointed as the Committee Chair."
2. adding the following subsection to the second paragraph under the 'Membership' heading:
 - "(c) One member from the Vancouver Island University, Agricultural Program."

ADOPTED ON CONSENT

4.1.3 January 16, 2025 Joint Utilities Board Recommendations for Endorsement

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the January 16, 2025 Joint Utilities Board meeting. ADOPTED ON CONSENT

IT WAS MOVED AND SECONDED:

THAT Council, in relation to the Joint Utilities Board Sewage Treatment Plant Outfall Project, directs 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. ADOPTED ON CONSENT

4.2 Items for Information

4.2.2 Garry Begg, Minister of Public Safety and Solicitor General re- Community Policing

IT WAS MOVED AND SECONDED:

THAT Council receive the January 20, 2025 letter from Garry Begg, Minister of Public Safety and Solicitor General.

ADOPTED ON CONSENT

4.2.4 Canadian Union of Postal Workers re- Industrial Inquiry Commission Reviewing Canada Post

IT WAS MOVED AND SECONDED:

THAT Council receive the January 16, 2025 letter from Jan Simpson, National President, of the Canadian Union of Postal Workers (CUPW).

ADOPTED ON CONSENT

4.2.6 Chemainus Valley Historical Society re- the project initiated by the Japanese Canadian Legacies Society and the Festival of Murals Society

IT WAS MOVED AND SECONDED:

THAT Council receive the November 19, 2024 letter from Ron Waller, President, Chemainus Valley Historical Society.

ADOPTED ON CONSENT

4.2.7 Crime Stoppers Central Vancouver Island re- 2024 Summary Report

IT WAS MOVED AND SECONDED:

THAT Council receive the January 6, 2025 letter from Brian Cornborough, President, Central Vancouver Island Crime Stoppers.

ADOPTED ON CONSENT

4.2.8 Agricultural Advisory Committee January 21, 2025 Meeting Minutes

IT WAS MOVED AND SECONDED:

THAT Council receives the minutes of the January 21, 2025 Agricultural Advisory Committee meeting, and the February 5, 2025 report from the Manager, Planning.

ADOPTED ON CONSENT

5. APPROVAL OF MEETING AGENDA

5.1 Introduction of Late Items

The agenda was amended to include the following addendum items:

- Item 2.3.5 Closed under section 90(1)(e) Land Disposition; and
- Item 4.1.5 Panache Cycling Sports, Bid for Canadian National Cycling Event for Cowichan Valley

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 one member of the public regarding agenda item 11.4.

8. PRESENTATIONS AND PETITIONS

8.1 Presenters

8.1.1 Tourism Cowichan

Kenzie Knight, and Bob Day of Tourism Cowichan presented Council with an overview of their annual year in review.

8.1.2 North Cowichan Fire Department Quarterly Report

Ron French, Fire Chief, presented the quarterly North Cowichan Fire Department report.

8.2 Delegations

8.2.1 Annual North Cowichan Service Agreement report from Somenos Marsh

Paul Fletcher, Executive Director, and Paul Gowland, President, on behalf of Somenos Marsh Wildlife Society provided a presentation to Council on the Society's 2024 North Cowichan Service Agreement achievements and outlined what is ahead for this work in 2025.

IT WAS MOVED AND SECONDED THAT:

THAT Council reorder the agenda and consider item 11.4 Zoning Amendment Bylaw 3992, 2025, for first three readings, before item 9 Unfinished and Postponed Business. CARRIED

Council recessed at 7:09 p.m. and reconvened at 7:15 p.m.

9. UNFINISHED AND POSTPONED BUSINESS

9.1 Mountain View Cemetery Plot Fee Reduction Request

Mayor Douglas used the authority granted by s. 131 of the *Community Charter* to require Council to reconsider and vote again on the following resolution, passed at the January 17, 2025 regular Council meeting:

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: Douglas, Caljouw, Findlay, Istace, Justice, Manhas)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council direct staff to amend the Fees and Charges Bylaw 3784 to include the following provisions:

- a. Resident rates apply to eligible veterans that have previously lived and/or paid property taxes in North Cowichan.

CARRIED

10. STATUTORY HEARING MATTER

10.1 Statutory Right to be Heard

10.1.1 Explanation of the hearing process

Mayor Douglas called the statutory hearing to order at 7:27 p.m. and provided an explanation of the statutory hearing process.

10.1.2 Road Closure and Removal of Highway Dedication Bylaw No. 3991, 2025

1. The Corporate Officer introduced the Road Closure and Removal of Highway Dedication Bylaw No. 3991, 2025.
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 given to the public and to utility providers effected by the closure, and noted the following:
 - BC Hydro and Telus will require a statutory right of way, which staff confirmed will be registered in due course.
 - Fortis confirmed that they had no infrastructure on this road.
 - No correspondence was received from the public.
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 give third reading to Road Closure and Removal of Highway Dedication Bylaw No 3991, 2025.

CARRIED

Mayor Douglas ended the statutory hearing at 7:50 p.m.

11. BYLAWS

11.1 Zoning Amendment Bylaw No. 3990, 2025 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3990, 2025.

CARRIED

11.2 Fees and Charges Bylaw Amendment Bylaw No. 3993 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Fees and Charges Bylaw Amendment Bylaw No. 3993, 2025.

CARRIED

11.3 Development Procedures Bylaw Amendment Bylaw No. 3994 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Development Procedures Bylaw Amendment Bylaw No. 3994, 2025.

CARRIED

11.4 Zoning Amendment Bylaw No. 3992, 2025, for first three readings

IT WAS MOVED AND SECONDED:

THAT Council:

1. Gives first, second, and third readings to Zoning Amendment Bylaw No. 3992, 2025; and,

2. Requires the registration of a section 219 covenant to restrict 10117 Chemainus Road from future subdivision or stratification prior to Council's consideration of adoption of Zoning Amendment Bylaw No. 3992, 2025. (Opposed: Douglas, Justice)
CARRIED

11.5 Delegation of Authority Bylaw Amendment Bylaw No. 3975, Fees and Charges Bylaw Amendment Bylaw No. 3981, and Development Procedures Bylaw Amendment Bylaw No. 3983 for first three readings

IT WAS MOVED AND SECONDED:

THAT Council refer this item to staff to explore further options to notify neighbours to allow input of upcoming minor development variances.

(Opposed: Caljouw, Findlay, Istace, Manhas)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third readings to:

1. Delegation of Authority Bylaw Amendment Bylaw No. 3975,
2. Fees and Charges Bylaw Amendment Bylaw No. 3981, and
3. Development Procedures Bylaw Amendment Bylaw No. 3983.

(Opposed: Douglas, Justice)

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council extend the meeting by 1 hour.

CARRIED

12. REPORTS

12.1 2025 – 2029 Utility Rate Budget

IT WAS MOVED AND SECONDED:

THAT Council direct staff to prepare the Five-Year Financial Plan Bylaw and a Fees and Charges Amendment Bylaw to:

- a. Increase garbage and recycling fee for 2025 from \$153 to \$157; and,
- b. Prepare the Five-Year Financial Plan Bylaw as presented in the 2025 – 2029 Utility Rate Budget report dated February 5, 2025, by the Director, Financial Services.

CARRIED

12.2 2024-15 Water and Wastewater Treatment Chemicals

IT WAS MOVED AND SECONDED:

THAT Council direct staff to award the three-year contract, in the amount of \$748,380.35, for the supply and delivery of the water and wastewater treatment chemicals to the low compliant bidder, ClearTech Industries Inc.

CARRIED

12.3 Q4 Council Strategic Plan Update October 1 – December 31, 2024

IT WAS MOVED AND SECONDED:

THAT Council receive for information the Council Strategic Plan 4th Quarter Update (October 1, 2024, to December 31, 2024).

CARRIED

13. NEW BUSINESS

13.1 Consent Agenda Item 4.2.1 Q4 List of Supplier Payments (October 1 – December 31, 2025)

This item was discussed.

13.2 Consent Agenda Item 4.2.3 Ravi Kahlon, Minister of Housing and Municipal Affairs re- Zoning Bylaw Amendments

This item was discussed.

13.3 Consent Agenda Item 4.2.5 Cowichan Music Festival requesting a donation to their scholarship program

This item was discussed.

14. QUESTION PERIOD

Council received no questions from the public.

15. ADJOURNMENT

The meeting adjourned at 8:35 p.m.

Certified by Corporate Officer

Signed by Mayor