

Municipality of North Cowichan

Regular Council

MINUTES

February 19, 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
Clay Reitsma, Director, Engineering
Jennifer Aldcroft, Climate Change Specialist
John Horn, Director, Social Planning and Protective Services
Marla Laycock, Director, People and Culture
Moudud Hasan, Senior Manager, Engineering (Transportation and Drainage)
Neil Pukesh, Director, Parks and Recreation
Shawn Cator, Director, Operations
Tammy Isaachsen, Communications and Engagement Coordinator
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 [time] 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)(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)(e) Land Acquisition

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

2.3.3 Closed under section 90(1)(g) Litigation

2.3.4 Closed under section 90(1)(a) Appointments and 90(1)(i) Legal Advice

2.4 Rise and report

Council rose with report on item 2.3.4

2.3.4 Board of Variance Membership Appointments

To be released after the appointees have been notified.

3. RECESS UNTIL 5:00PM

The meeting recessed at 4:03 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 4.2.2 Abandoned and Derelict Boats
2. Item 4.2.3 Chemainus Valley Historical Society request for Canada Day funds
3. Item 4.2.4 Cowichan Valley Cooperative Marketplace (Cow-op) re- Investing in Local Food & Economic Resilience with Cow-op

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 special meeting held January 23, 2025 and regular meeting held February 5, 2025. ADOPTED ON CONSENT

4.1.2 Appointment to Maple Bay Community Association

IT WAS MOVED AND SECONDED:

THAT Council appoint Councillor Findlay to the Maple Bay Community Association, to end of Council's term [October 31, 2026]. ADOPTED ON CONSENT

4.2 Items for Information

4.2.1 February 11, 2025 Committee of the Whole Draft Minutes

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the February 11, 2025

Committee of the Whole meeting.

ADOPTED ON CONSENT

5. APPROVAL OF MEETING AGENDA

5.1 Introduction of Late Items

None.

5.2 Changes to Order of Business

None.

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as circulated.

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 3 members of the public regarding agenda items 10.4 and 10.5.

8. PRESENTATIONS AND PETITIONS

8.1 Presenters

8.1.1 RCMP Quarterly Report (October - December 2024)

Staff Sergeant and Acting Officer in Charge, Ken Beard and Staff Sergeant Steve Perret, from North Cowichan/Duncan RCMP presented the North Cowichan/Duncan RCMP quarterly report to Council.

9. BYLAWS

9.1 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 adoption

IT WAS MOVED AND SECONDED:

THAT Council adopts:

1. Delegation of Authority Bylaw Amendment Bylaw No. 3975, 2025,
2. Fees and Charges Bylaw Amendment Bylaw No. 3981, 2025, and
3. Development Procedures Bylaw Amendment Bylaw No. 3983, 2025.

(Opposed: Justice)

CARRIED

9.2 Road Closure and Removal of Highway Dedication Bylaw No. 3991, 2025 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopts Road Closure and Removal of Highway Dedication Bylaw No. 3991, 2025. CARRIED

9.3 Fees and Charges Amendment Bylaw No. 4001, 2025 for first three readings

IT WAS MOVED AND SECONDED:

THAT Council gives first, second, and third readings to Fees and Charges Bylaw Amendment Bylaw No. 4001, 2025. CARRIED

9.4 Revenue Anticipation Borrowing Bylaw No. 3998, 2025

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 3998, 2025. CARRIED

10. REPORTS

10.1 Low Carbon Fuel Standard credit aggregation

IT WAS MOVED AND SECONDED:

THAT Council:

- a. directs the municipality to work towards an agreement with the Community Energy Association to act as a credit aggregator; and,
 - b. directs credit sale revenues to the Climate Action and Energy Plan Reserve Fund.
- (Opposed: Manhas)
CARRIED

10.2 Cowichan Valley Regional District Electoral Areas Draft Official Community Plan Referral

IT WAS MOVED AND SECONDED:

THAT Council directs staff to provide a response to the Cowichan Valley Regional District on behalf of Council containing the following comments on the draft Electoral Areas Official Community Plan:

1. The growth rate projections are significant for a regional district and demonstrate the need for a Regional Growth Strategy to coordinate growth and focus it on urban areas. The process of developing a Regional Growth Strategy will provide an ideal forum to review this issue and ensure that the various jurisdictions are appropriately aligned.
2. Growth discussions for Areas D & E should reference sanitary servicing through the Joint Utility Board (JUB) and acknowledge that growth past 2050 may depend on the availability and purchase of additional JUB units.
3. A number of natural asset policies require partnerships with other local governments to be effective. Recognition of this should be added to policies NA.4 and NA.15, and North Cowichan should be explicitly mentioned in policy NA.22.

4. Explicit recognition of and support for the forestry and milling sector should be added to the Regional Prosperity section.
 5. The legend on Map E1.3 in Schedule E should be amended from "Chemainus Volunteer Fire Department" to "North Cowichan Fire Department (Chemainus Station)"
- CARRIED

10.3 Correspondence from Ravi Kahlon, Minister of Housing and Municipal Affairs re – Zoning Bylaw Amendments

IT WAS MOVED AND SECONDED:

THAT Council authorizes the Mayor to write a letter to the BC Minister of Housing and Municipal Affairs explaining how North Cowichan considered the "Small-Scale Multi-Unit Housing Policy Manual and Site Standards" and requesting further information about what specific concerns that the Ministry of Housing and Municipal Affairs has about North Cowichan's Zoning Bylaw.

CARRIED

10.4 Zoning Bylaw Module 2: Legacy Zonings – Bare Point Road Parcel

IT WAS MOVED AND SECONDED:

THAT Council directs that the parcel at Bare Point Road PID: 010-798-587 is included within the "legacy zoned" sites zoning amendment bylaw with a proposed change from I1 to R1-U, with the addition of "commercial laundry" as a permitted use and associated definition.

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

DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council directs that the parcel at Bare Point Road PID: 010-798-587 is included within the "legacy zoned" sites zoning amendment bylaw with a proposed change from I1 to C9, with the addition of "commercial laundry" as a permitted use.

CARRIED

10.5 Active Transportation Fund Grant Application for Sherman Road Cycling Improvements

IT WAS MOVED AND SECONDED:

THAT Council:

1. supports the application for the Active Transportation Fund grant to fund up to 60% of the cost of a 1.7 km long, protected cycling facility along Sherman Road from Canada Avenue to the Somenos Road/ Cowichan Lake Road/ Sherman Road roundabout, with the remaining 40% of the cost to be borne by North Cowichan.
 2. authorizes the Director, Engineering to apply for the Active Transportation Fund grant opportunity from the Federal Ministry of Housing, Infrastructure and Communities of Canada on behalf of North Cowichan.
 3. directs staff to update the five-year capital plan as necessary, depending on the outcome of the grant application.
- (Opposed: Caljouw, Findlay, Manhas)

DEFEATED

10.6 Cowichan Aquatic Centre – Equipment Financing

IT WAS MOVED AND SECONDED:

THAT the Council of the Corporation of the District of North Cowichan authorizes

1. up to \$165,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of fitness equipment and a secure compound at the Cowichan Aquatic Centre; and,
2. that the loan be repaid within five years, with no rights of renewal. CARRIED

10.7 Electrical Vehicle Infrastructure – Equipment Financing

IT WAS MOVED AND SECONDED:

THAT the Council of the Corporation of the District of North Cowichan authorizes:

1. up to \$339,830 be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of the electrification of 12 light-duty vehicles, a refuse truck and installation of charging infrastructure; and,
2. that the loan be repaid within five years, with no rights of renewal.

(Opposed: Findlay, Manhas)

CARRIED

10.8 Royal Canadian Mounted Police Occupancy Agreement

IT WAS MOVED AND SECONDED:

THAT Council approves and authorizes the Chief Administrative Officer and Director, Financial Services to sign the Occupancy Agreement with the Royal Canadian Mounted Police for a term of ten years, ending April 30, 2034, with the option to renew for an additional two renewal periods of five years.

CARRIED

11. NEW BUSINESS

11.1 Consent Agenda Item 4.2.2 Abandoned and Derelict Boats

This item was discussed.

11.2 Consent Agenda Item 4.2.3 Chemainus Valley Historical Society Requests for Canada Day funds

IT WAS MOVED AND SECONDED:

THAT Council approves the Chemainus Valley Historical Society request for \$1,500 to put towards organizing the 2025 Canada Day celebrations.

CARRIED

11.3 Consent Agenda Item 4.2.4 Cowichan Valley Cooperative Marketplace (Cow-op) re-Investing in Local Food & Economic Resilience with Cow-op

IT WAS MOVED AND SECONDED:

THAT Council receive the February 7, 2025 email from Hanna Elise and Robyn McLean, Community Facilitators, Cowichan Valley Cooperative Marketplace (Cow-op) for information.

CARRIED

12. NOTICE OF MOTIONS

12.1 Exploration of Surplus Properties for Potential Sale

Council Caljouw introduced the following motion which Council will consider at the March 5, 2025, regular Council meeting:

"Whereas:

1. The Municipality of North Cowichan is committed to fiscal responsibility and ensuring that property taxes remain affordable for residents and businesses.
2. The municipality owns a portfolio of properties, some of which may no longer be required for municipal purposes and could be considered surplus.
3. The sale of surplus properties has the potential to generate revenue that could be used to offset budgetary pressures and reduce the need for tax increases.

Therefore, be it resolved that:

1. Staff be directed to conduct a review of municipally owned properties to identify those that are surplus to the needs of the municipality.
2. Staff provide a report to Council outlining the identified surplus properties, including their estimated market value, potential uses, and any legal or environmental considerations.
3. The staff report includes recommendations on the potential sale or disposition of surplus properties, with a focus on maximizing revenue to support the municipality's financial goals.
4. Staff explore opportunities to prioritize the sale of surplus properties in a manner that aligns with the municipality's strategic priorities, including community development and environmental sustainability.

Be it further resolved that the proceeds from the sale of surplus properties, where appropriate, be allocated to a dedicated land sale reserve fund."

13. QUESTION PERIOD

Council received 1 question from the public regarding agenda items.

14. ADJOURNMENT

The meeting adjourned at 7:12 p.m.

Certified by Corporate Officer

Signed by Mayor