

**Municipality of North Cowichan**  
**Regular Council**  
**MINUTES**  
**July 16, 2025, 3:00 p.m.**  
**Municipal Hall - Council Chambers & Electronically**

Members Present            Mayor Rob Douglas  
                                  Councillor Mike Caljouw  
                                  Councillor Bruce Findlay  
                                  Councillor Becky Hogg  
                                  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  
                                  Chris Osborne, Manager, Planning  
                                  Christina Hovey, Project Planner  
                                  Clay Reitsma, Director, Engineering  
                                  Dave Preikshot, Senior Environmental Specialist  
                                  Jeremy Konjolka, Manager, Buildings  
                                  John Horn, Director, Social Planning and Protective Services  
                                  Kayla Reid-Starck, Legislative Coordinator  
                                  Marla Laycock, Director, People and Culture  
                                  Murray Steer, Manager, Roads  
                                  Nathan Jesse, Manager, Recreation  
                                  Neil Pukesh, Director, Parks and Recreation  
                                  Rachel Pukesh, Development Planning Coordinator  
                                  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 at 3:00 p.m. to the public on the basis of the following sections of the Community Charter:

- 90(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.
- 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)(f) law enforcement, which the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- 90(1)(k) negotiations & related discussions re 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 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)(c) Labour Relations**

### **2.3.2 Closed under section 90(1)(k) Service (Harm)**

### **2.3.3 Closed under section 90(1)(b) Municipal Honour**

### **2.3.4 Closed under section 90(1)(b) Municipal Honour**

### **2.3.5 Closed under section 90(1)(e) Land**

### **2.3.6 Closed under section 90(1)(f) Law Enforcement**

## **2.4 Rise and report**

Council rose with report on items 2.3.1, 2.3.2, 2.3.3, and 2.3.5 as follows:

- Item 2.3.1 – the decision is to be released
- Item 2.3.2 – to be released after the contract has been awarded
- Item 2.3.3 – to be released after the inductees have been notified
- Item 2.3.5 – to be released upon completion of negotiations.

### **2.3.1 Ratification of the CUPE Agreement**

IT WAS MOVED AND SECONDED:

1. THAT Council ratify and authorize the Mayor and Corporate Officer to execute a 3-year Collective Agreement with CUPE Local 358, commencing January 1, 2025, as per the terms of tentative agreement reached by the parties June 27, 2025.
2. THAT Council authorize salary increases for exempt staff, in addition to the benefit enhancements contained within the 2025-2027 Collective Agreement with CUPE Local 358 that exempt staff would be eligible to receive, as follows:
  - 5.0% effective January 1, 2025
  - 5.0% effective January 1, 2026
  - 5.0% effective January 1, 2027

(OPPOSED: Findlay, Manhas)

CARRIED

**2.3.3 2025 Sports Wall of Fame Inductees**

IT WAS MOVED AND SECONDED:

THAT Council induct the following six individuals into the North Cowichan – Duncan Sports Wall of Fame at the 2025 induction ceremony:

1. Norman Jackson (Administrator/Builder)
2. Nick Gilbert (Athlete)
3. Joe DiLalla (Coach)
4. Michael Braithwaite (Athlete/Coach)
5. Kim Dillabaugh (Coach)
6. Leanne Sirup (Athlete/Coach)

CARRIED

**3. RECESS UNTIL 5:00PM**

The meeting recessed at 4:35 p.m. and reconvened in open session at 5:03 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:

- Item 4.2.2 2nd Quarter of 2025 List of Supplier Payments (April 1 - June 30)
- Item 4.2.3 Letter from Parhar Group on behalf of Clements Centre and Parsi Consulting Group re- Request for Reduction of Development Cost Charges – Clements Centre Affordable Housing Project at 2731 Vian Street, Duncan

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 special meetings held June 18, and July 8, 2025.

ADOPTED ON CONSENT

**4.1.2 Public Hearing Minutes for Adoption**

IT WAS MOVED AND SECONDED:

THAT Council adopt the minutes of their public hearing meeting held June 18, 2025.

ADOPTED ON CONSENT

**4.2 Items for Information**

**4.2.1 Sports Wall of Fame Committee June 17, 2025 Meeting Minutes**

IT WAS MOVED AND SECONDED:

THAT Council receive the minutes of the June 17, 2025 Sports Wall of Fame Committee meeting for information.

ADOPTED ON CONSENT

**4.2.4 Letter from Ravi Kahlon, Minister of Housing and Municipal Affairs re- six-month housing targets progress report**

IT WAS MOVED AND SECONDED:

THAT Council receive the May 7, 2025 letter from Ravi Kahlon, Minister of Housing and Municipal Affairs, for information. ADOPTED ON CONSENT

**4.2.5 Letter from Ravi Kahlon, Minister of Housing and Municipal Affairs acknowledging June 30, 2025, as one-year anniversary when most local governments implemented the Small-Scale Multi-Unit Housing (SSMUH) requirements**

IT WAS MOVED AND SECONDED:

THAT Council receive the May 29, 2025 letter from Ravi Kahlon, Minister of Housing and Municipal Affairs, for information. ADOPTED ON CONSENT

**4.2.6 City of Port Moody re- their UBCM Resolution – Supporting Housing Affordability Through Taxation Changes and Financial Commitment**

IT WAS MOVED AND SECONDED:

THAT Council receive the UBCM Resolution dated June 12, 2025 from the City of Port Moody, for information. ADOPTED ON CONSENT

**4.2.7 District of Coldstream re- their UBCM Resolution – Modernization of Municipal Wastewater Regulation and Sewerage System Regulation**

IT WAS MOVED AND SECONDED:

THAT Council receive the UBCM Resolution dated June 17, 2025 from the District of Coldstream, for information. ADOPTED ON CONSENT

**4.2.8 Letter from the Battered Women’s Support Services re- a province-wide initiative that reframes gender-based violence (GBV) as a public safety crisis**

IT WAS MOVED AND SECONDED:

THAT Council receive the letter dated June 20, 2025 from Angela Marie MacDougall, Executive Director, Battered Women’s Support Services, for information. 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 4.2.7, 4.2.8 and 13.1.

**8. PRESENTATIONS AND PETITIONS**

**8.1 Presenters**

**8.1.1 RCMP Quarterly Report and Annual Performance Plan**

Staff Sergeant Steve Perret presented the North Cowichan/Duncan RCMP's quarterly report (January – March 2025) report and answered questions from Council.

IT WAS MOVED AND SECONDED:

THAT Council endorse the 2025-2026 North Cowichan/Duncan RCMP Annual Performance Plan as presented.

CARRIED

**8.2 Delegations**

**8.2.1 Cowichan Women's Health Collective**

Beverly Suderman, Zoe Lauckner, and Delphine Koyote presented to Council the findings of the Cowichan Women's Health Collective's research project and gap analysis on the state of youth services in the Cowichan region.

**8.2.2 Glen Harper Curling Club**

Susanne Grundison, Sharon Taylor, Brian Aaberg, and Dee Jenkins presented Council with an update on the curling club, including its membership and the status of the building.

**8.2.3 Remedial Action for 2961 Sherman Road**

IT WAS MOVED AND SECONDED:

THAT Council refer Mr. Sapandeep Boparai's request for an extension to the remedial action deadline for removing the remaining structures at 2961 Sherman Road to staff, and that staff report back on the matter at the August 20, 2025 Council meeting.

CARRIED

Council, by unanimous consent, suspended the rules and reordered the agenda so that items 13.1 and 11.5 be considered at this time.

**9. UNFINISHED AND POSTPONED BUSINESS**

**9.1 Consideration of Consent Agenda Item 2.1.2 'Agricultural Advisory Committee Minutes from May 8, 2025', from the June 4, 2025 Regular Council Meeting**

IT WAS MOVED AND SECONDED:

THAT Council:

1. Endorses the Strategic Agricultural Plan Scope of Work substantially as attached to the Planning Manager's June 4, 2025 report to form the basis of a competitive tender process for consultancy services.
2. Authorizes expenditure of up to \$75,000 from the Agricultural Reserve Fund for the revision, update and replacement of the 2001 Strategic Agricultural Plan.

CARRIED

## 10. STATUTORY HEARING MATTER

### 10.1 Statutory Right to be Heard

#### 10.1.1 Development Variance Permit Application No. DVP00077 at 9386 Smiley Road

1. The Corporate Officer introduced Development Variance Permit Application DVP00077.
2. The applicant, Byron Brow, provided details of their application.
3. The Corporate Officer advised that no written submissions were received.
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 authorizes the issuance of Development Variance Permit DVP00077 to vary section 76(5)(a) of Zoning Bylaw No. 2950, 1997 to decrease the minimum permitted principal building front yard from 8.0 metres to 2.5 – 5.2 metres to regularize an existing covered entrance with a future second-storey at 9386 Smiley Road.

CARRIED

#### 10.1.2 Development Variance Permit DVP00122 - 3118 Drinkwater Road

1. The Corporate Officer introduced Development Variance Permit Application DVP00122.
2. The applicant, Mr. Dill did not provided any comments.
3. The Corporate Officer advised that no written submissions were received.
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 authorize the issuance of Development Variance Permit DVP00122 to vary the following sections of Zoning Bylaw No. 2950, 1997, at 3118 Drinkwater Road:

- a. Section 40.4(3) to increase the maximum gross floor area of an accessory building containing a dwelling unit from 120m<sup>2</sup> to 144.6m<sup>2</sup>;
- b. Section 40.4(4) to permit a maximum building height of 7.5m for a detached accessory dwelling unit with a roof pitch of less than 6:12; and,

- c. Section 40.4(7) to increase the maximum permitted depth of an upper storey deck on a detached accessory dwelling unit from 2.0m to 2.4m.

CARRIED

## 11. BYLAWS

### 11.1 Waste Collection Bylaw No. 4012, 2025 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Waste Collection Bylaw No. 4012, 2025.

CARRIED

### 11.2 Zoning Amendment Bylaw No. 4008, 2025 for adoption [Bell McKinnon Zone]

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 4008, 2025.

(Opposed: Findlay)

CARRIED

### 11.3 Zoning Amendment Bylaw No. 4016, 2025 for adoption [Temporary Mobile Home]

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 4016, 2025.

CARRIED

Councillor Manhas declared a conflict of interest on the next item of business as his spouse is employed by Clements Centre Society – the Zoning Amendment applicants, and left the meeting at 6:51 p.m.

### 11.4 2731 Vian Street Affordable Housing Development – Housing Agreement Bylaw No. 4023, 2025 and Zoning Amendment Bylaw No. 4006, 2025

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third readings to Vian Street Housing Agreement Bylaw No. 4023, 2025.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council rescinds third reading of Zoning Amendment Bylaw No. 4006, 2025.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council amends Zoning Amendment Bylaw No. 4006, 2025 by removing the following words from section 2(11):

“where affordable housing units are provided and secured through a housing agreement,”

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council gives third reading to Zoning Amendment Bylaw No. 4006, 2025, as amended.

CARRIED

### 11.5 Zoning Amendment Bylaw No. 3915 to rescind and reconsider third reading

IT WAS MOVED AND SECONDED:

THAT Council rescinds third reading of Zoning Amendment Bylaw No. 3915, 2025, and approves the second public hearing to be held on July 16, 2025, at 7:00 p.m.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council:

- (a) accepts the community amenity contributions offered by the developer/owner on October 4, 2024, which were provided in the absence of the draft Interim Community Amenity Policy; and, prior to acceptance, confirms the applicability of Clause 4 of the Policy, requiring the owner/developer to pay three times the DCC rate for any residential unit exceeding two units on any R3 lot, with payment due prior to building permit issuance and secured through a section 219 covenant agreement,
- (b) requires that the owner/developer register a section 219 'no build covenant' whereby a building permit application will not be accepted should municipal civil services be insufficient to meet the demand. CARRIED

**11.6 Parks and Recreation Fees & Charges Amendment Bylaw No. 4022, 2025 for first three readings**

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third readings to Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025. CARRIED

**11.7 Fees and Charges Amendment Bylaw No. 4024, 2025 for first three readings**

IT WAS MOVED AND SECONDED:

THAT Council gives first, second, and third readings to the Fees and Charges Amendment Bylaw No. 4024, 2025. CARRIED

**11.8 Municipal Fine Amendment Bylaw No. 4025, 2025 for first three readings**

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third readings to Municipal Fine Amendment Bylaw No. 4025, 2025. CARRIED

**11.9 Zoning Amendment Bylaw No. 4017, 2025 for first three readings**

IT WAS MOVED AND SECONDED:

THAT Council gives first, second, and third readings to Zoning Amendment Bylaw No. 4017, 2025. CARRIED

**11.10 Zoning Amendment Bylaw No. 4018, 2025, for first three readings**

IT WAS MOVED AND SECONDED:

THAT Council:

1. gives first, second, and third readings to Zoning Amendment Bylaw No. 4018, 2025; and,
2. requires the registration of a Section 219 *Land Title Act* covenant prior to consideration of the adoption of Zoning Amendment Bylaw No. 4018, 2025 to:
  - a. restrict the size of the detached accessory dwelling unit at 7911 Stoney Hill Road to 155 m<sup>2</sup>; and,
  - b. prohibit subdivision or stratification of the property.

CARRIED

**11.11 Zoning Amendment Bylaw No. 4021, 2025 for two readings**

IT WAS MOVED AND SECONDED:

THAT Council:

1. gives first and second readings to Zoning Amendment Bylaw No. 4021, 2025, and
2. directs staff to schedule a public hearing for Zoning Amendment Bylaw No. 4021, 2025.

CARRIED

**12. REPORTS**

**12.1 Second Quarter of 2025 Financial Update**

IT WAS MOVED AND SECONDED:

THAT Council receives the Second Quarter of 2025 Financial Update dated July 16, 2025, from the Director, Financial Services for information.

CARRIED

**12.2 Development Permit with Variance Application No. DP000371 for 360 Arbutus Avenue**

IT WAS MOVED AND SECONDED:

THAT Council authorizes the issuance of Development Permit with Variance No. DP000371 to vary section 13(1)(a) of Zoning Bylaw 1997, to allow for drainage improvements, landscaping enhancements, and deck alterations within the watercourse setback on 360 Arbutus Avenue.

CARRIED

**12.3 1884 Tzouhalem Road Sanitary Service**

IT WAS MOVED AND SECONDED:

THAT Council authorizes the Director of Engineering to enter into a sanitary service agreement with Cowichan Tribes for the sanitary servicing of five lots, each containing one single-family home, at 1884 Tzouhalem Road.

CARRIED

**13. NEW BUSINESS**

**13.1 Letter to the Province regarding the BC Transit strike**

IT WAS MOVED AND SECONDED:

THAT Council authorizes the Mayor to write a letter to the Cowichan Valley Regional District, asking them to write a letter to the Honourable Mike Farnworth, Minister of

Transportation and Transit, urging the Province and BC Transit to take a more active role in resolving the BC Transit strike. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council authorizes the Mayor to write a letter to the Honourable Mike Farnworth, Minister of Transportation and Transit, urging the Province and BC Transit to take a more active role in resolving the BC Transit strike. CARRIED

**13.2 Consent Agenda Item 4.2.2 – 2nd Quarter of 2025 List of Supplier Payments (April 1 - June 30)**

IT WAS MOVED AND SECONDED:

THAT Council receive the 2nd Quarter Payment Listing (April - June 2025) report dated July 16, 2025, from the Director, Financial Services for information. CARRIED

Councillor Manhas declared a conflict of interest on the next item of business as his spouse is employed by Clements Centre Society which this letter is on behalf of, and left the meeting at 8:00 p.m.

IT WAS MOVED A SECONDED

THAT Council extend the meeting to 8:30 p.m. CARRIED

**13.3 Consent Agenda Item 4.2.3 – Letter from Parhar Group on behalf of Clements Centre and Parsi Consulting Group re- Request for Reduction of Development Cost Charges – Clements Centre Affordable Housing Project at 2731 Vian Street, Duncan**

IT WAS MOVED AND SECONDED:

THAT Council authorizes a contribution of \$55,000 from the Affordable Housing Fund for the 28-unit affordable housing development at 2731 Vian Street. CARRIED

Councillor Manhas returned to the meeting at 8:06pm

**14. NOTICE OF MOTIONS**

**14.1 Development Cost Charges and other Community Amenity Contributions**

Councillor Justice introduced the following motion which Council will consider at the August 20, 2025 Council meeting:

“THAT Council reaffirms its commitment to keeping municipal taxes as low as possible by ensuring that growth pays for itself, through Development Cost Charges (DCCs) and other community amenity contributions set at levels that reflect actual costs and that do not unfairly burden existing taxpayers with the cost of any new or upgraded infrastructure needed to support growth.”

**15. QUESTION PERIOD**

Council received 1 question from the public regarding agenda items.

**16. ADJOURNMENT**

The meeting adjourned at 8:09 p.m.

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Certified by Corporate Officer

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Signed by Mayor