

Municipality of North Cowichan

Special Council

MINUTES

August 12, 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
 Andrea Hainrich, Deputy Corporate Officer
 Barb Floden, Manager, Communications and Public Engagement
 Christina Hovey, Project Planner
 Clay Reitsma, Director, Engineering
 Jeff Miller, Senior Manager, Engineering (Utilities)
 John Horn, Director, Social Planning and Protective Services
 Marla Laycock, Director, People and Culture
 Nathan Jesse, Manager, Recreation
 Ron French, Fire Chief
 Shaun Mason, Manager, Parks and Forestry
 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 3:07 p.m.

2. **RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC [3:00PM - 5:00 PM]**

IT WAS MOVED AND SECONDED:

THAT Council close the meeting at 3:07 p.m. to the public on the basis of 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)(g) litigation or potential litigation affecting the municipality.
- 90(2)(d) a matter that, under another enactment, is such that the public must be excluded from the meeting - *Freedom of Information and Protection of Privacy Act*, section 22(1) personal privacy.

CARRIED

2.1 Approval of in-camera meeting Agenda

2.2 In-camera meeting items

2.2.1 Closed under sections 90(1)(c) Labour Relations, and 90(1)(g) Legal

2.2.2 Closed under section 90(1)(e) Land

2.2.3 Section 90(2)(d) *Freedom of Information and Protection of Privacy Act*, section 22(1) Personal Information

2.3 Rise and Report

Council rose with report on item 2.2.3.

2.2.3. Sponsorship for Paddlers to Represent Team Canada

IT WAS MOVED AND SECONDED:

THAT Council directs staff to respond in writing to Halalt First Nation, confirming that North Cowichan will provide \$750 (funded through the First Nation Initiatives) to Halalt First Nation in trust for the sponsorship of Bryce and Danielle Edwards to help with costs associated with representing Team Canada at the 2025 International Va'a Federation World Distance Championship in Niterói, Brazil.

CARRIED

3. RECESS UNTIL 5:00PM

The meeting recessed at 4:59 p.m. and reconvened in open session at 5:12 p.m.

4. APPROVAL OF MEETING AGENDA

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as circulated.

CARRIED

5. PUBLIC INPUT ON AGENDA ITEMS

Council received public input from 1 member of the public regarding agenda item #9.6.

6. PRESENTATIONS AND PETITIONS

6.1 Presenters

6.1.1 North Cowichan Fire Department Bi-annual Report [Jan-Jun]

Ron French, Fire Chief, presented the bi-annual North Cowichan Fire Department report and answered questions from Council.

7. UNFINISHED AND POSTPONED BUSINESS

None.

8. BYLAWS

8.1 Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopts Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025. CARRIED

8.2 Fees and Charges Amendment Bylaw No. 4024, 2025 (Waste Collection Fees) for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopts Fees and Charges Amendment Bylaw No. 4024, 2025 (Waste Collection Fees). CARRIED

8.3 Municipal Fine Amendment Bylaw No. 4025, 2025 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopts Municipal Fine Amendment Bylaw No. 4025, 2025. CARRIED

9. REPORTS

9.1 2026 Budget Update and Timeline

IT WAS MOVED AND SECONDED:

1. THAT Council directs staff to prepare a report outlining options to limit the projected tax increase in the 2026 budget to a maximum of 5%; and to include a detailed analysis of the potential impacts on service levels, infrastructure investments, and the implementation of Council's strategic priorities, and
2. THAT upon completion of the report and pending further direction from Council, that Council direct staff to organize town hall meetings in Chemainus, Crofton, and the South End to gather public input and ensure community perspectives are meaningfully considered in the development of the 2026 budget. (Opposed: Istage) CARRIED

9.2 Pre-stressed Concrete Cylinder Pipe/Ductile Iron Watermain Pipe - Scour Assessment, Mitigation, and Pipe Protection - [Cowichan River Pipe Protection Project Construction Contract Award]

IT WAS MOVED AND SECONDED:

THAT Council:

1. Awards the Cowichan River Pipes Crossing Protection Project to Draycor Construction Ltd. with an initial cost of \$992,664 and up to a maximum total cost of \$4,500,000 to also cover the time and materials component of the project.
2. Authorizes the Chief Administrative Officer to enter into a construction contract for up to \$4,500,000 to carry out the above works. CARRIED

9.3 Quamichan Park Road Water Main Replacement (Jaynes Road to Somenos Creek)

IT WAS MOVED AND SECONDED:

THAT Council:

1. Authorizes the allocation of \$630,000 from the 2025 South End Water budget to:
 - Replace approximately 230 metres of water main along Quamichan Park Road (from Jaynes Road to Somenos Creek), and,
 - Decommission approximately 80 metres of water main between Murison Place and Quamichan Park Road.
2. Authorizes the Chief Administrative Officer to enter into a construction contract for up to \$630,000 to carry out the above works. CARRIED

9.4 Bill 44 Compliance: Official Community Plan (OCP) & Zoned Capacity

IT WAS MOVED AND SECONDED:

WHEREAS *Local Government Act* section 473.1(5) requires Council to review and, if necessary, adopt an official community plan that includes statements, maps and housing policies in accordance with subsections (3) and (4);

AND WHEREAS *Local Government Act* section 481.7(2) requires Council to review and, if necessary, adopt a zoning bylaw to permit the use and density of use required to be permitted under that section;

AND WHEREAS Council has reviewed the Official Community Plan and Zoning Bylaw 2700 (as amended);

THAT Council:

1. Confirms that the map designations included in the Official Community Plan provide for a quantity of housing units in excess of the 20-year total number of housing units identified within the Municipality's 2024 Interim Housing Needs Report;
2. Directs staff to initiate an Official Community Plan amendment as described in the Planning Manager's August 12, 2025 report to ensure that the statements included in the Official Community Plan also provide for the 20-year total number of housing units identified within the Municipality's 2024 Interim Housing Needs Report; and,
3. Confirms that Zoning Bylaw 2950 (as amended) permits the use and density necessary to accommodate at least the 20-year total number of housing units identified within the Municipality's 2024 Interim Housing Needs Report. CARRIED

9.5 2025 Updates – Draft Affordable Housing Policy

IT WAS MOVED AND SECONDED:

THAT Council refers consideration of the 2025 Updates – Draft Affordable Housing Policy to the next Regular Council meeting. CARRIED

9.6 Foreshore Sublease in Chemainus to Jones Marine Group Ltd.

IT WAS MOVED AND SECONDED:

That Council authorizes and directs the Chief Administrative Officer to sign the Foreshore Sublease Agreement with Jones Marine Group Ltd. for a ten-year sublease of foreshore property in Chemainus, described as Block B of District Lot 269, and District Lot 2014 within Cowichan District.

CARRIED

10. NEW BUSINESS

None

11. QUESTION PERIOD

Council received 1 question from the public regarding agenda items.

12. ADJOURNMENT

The meeting adjourned at 7:08 p.m.

Certified by Corporate Officer

Signed by Mayor