

# Municipality of North Cowichan

## Committee of the Whole

### MINUTES

February 11, 2025, 5:00 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  
                                  Barb Floden, Manager, Communications and Public Engagement  
                                  Clay Reitsma, Director, Engineering  
                                  David Conway, Director, Subdivision and Environmental Services  
                                  Jeff Miller, Senior Manager, Engineering (Utilities)  
                                  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  
                                  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, the Chair called the meeting to order at 5:00 p.m.

#### 2.     **APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as circulated.

CARRIED

#### 3.     **ADOPTION OF MINUTES**

##### 3.1    **Minutes from the January 7, 2025 meeting for adoption**

IT WAS MOVED AND SECONDED:

THAT the minutes of the meeting held January 7, 2025 be adopted, as circulated.

CARRIED

**4. PUBLIC INPUT ON AGENDA ITEMS**

Council received no public input.

**5. UNFINISHED AND POSTPONED BUSINESS**

None.

**6. STAFF REPORTS**

**6.1 2025 – 2029 Operating and Capital Budget**

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to defer consideration of the improvements for Mt. Richards Trail to 2026 budget discussions.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to include the Planning Engineering (transport/drainage) position in the 2025 budget.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to defer consideration of the Building Administrative Assistant position to 2026.

(Opposed: Istace, Justice)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to not allocate 0.5% (\$196,500) of the budget to the Climate Action and Energy Plan (CAEP) Reserve Fund for 2025.

(Opposed: Douglas, Istace, Justice)

DEFEATED

The meeting recessed at 7:08 p.m. to and reconvened at 7:18 p.m.

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to allocate funds for the Crofton pool upgrades and Mary Street culvert improvements from the Infrastructure Replacement Reserve Fund.

(Opposed: Istace, Justice)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to allocate funds for the Parks Accessibility upgrades and the Chemainus Dog Park from the Unappropriated Surplus.

(Opposed: Istace, Justice)

CARRIED

Mayor Douglas used the authority granted by s. 131 of the *Community Charter* to require Council to reconsider and vote again on the following matter that was the subject of a vote earlier in this agenda:

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to defer the Building Administrative Assistant position to 2026 budget discussions.

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

DEFEATED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to defer the Quamichan Lake Reserve fund (\$100,000) to 2026 budget discussions.

(Opposed: Douglas, Istace, Justice)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to defer consideration of the paid on-call pilot for South End Fire Department to the 2026 budget discussions.

(Opposed: Douglas, Justice, Istace)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT the meeting be extended to 9:00 p.m.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to defer consideration of the Fire Inspector position to the 2026 budget discussions.

(Opposed: Douglas, Caljouw, Istace, Justice)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to increase the contribution to the Fire Apparatus Reserve Fund by \$75,000.

(Opposed: Manhas)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to allocate \$25,000 to the Safer Community Plan in the 2025 budget.

(Opposed: Findlay, Manhas)

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to prepare a budget report that includes a maximum 5% budget increase.

(Opposed: Douglas, Caljouw, Istace, Justice)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole directs staff to prepare the 2025 – 2029 Financial Plan Bylaw substantially as presented in the 2025 – 2029 Operating and Capital Budget report dated February 11, 2025, from the Director, Financial Services, to include the changes that were approved by the Committee of the Whole.

(Opposed: Findlay, Manhas)

CARRIED

## 7. QUESTION PERIOD

Council received 1 question from the public regarding agenda items.

**8. ADJOURNMENT**

The meeting adjourned at 8:55 p.m.

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Certified by Corporate Officer

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Signed by Mayor