

Municipality of North Cowichan

Regular Council

MINUTES

January 21, 2026, 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
Alyssa Meiner, Information Management Officer
Amanda Young, Director, Planning and Building
Andrea Hainrich, Deputy Corporate Officer
Barb Floden, Manager, Communications and Public Engagement
Barry Davidson, Manager, Bylaw & Business Licensing Services
Chris Derouin, Chief Building Inspector
Chris Jancowski, Deputy Fire Chief, Operations
Chris Osborne, Manager, Planning
Christina Hovey, Project Planner
Clay Reitsma, Director, Engineering
David Conway, Director, Subdivision and Environmental Services
Jeff Miller, Senior Manager, Engineering (Utilities)
John Dehoop, Manager, Infrastructure
John Horn, Director, Social Planning and Protective Services
Manuela Herzig, Director, IT & Business Solutions
Moudud Hasan, Senior Manager, Engineering (Transportation and Drainage)
Pablo Golob, Manager, Development Planning
Shaun Mason, Director, Parks and Recreation
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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 90(1)(g) litigation or potential litigation affecting the municipality.
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.
- 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
- 90(2)(b)(i) consideration of information received and held in confidence for negotiations between municipality and provincial government or federal government, or both, or between provincial government or federal government, or both, and third party.

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, and 90(1)(g) Litigation (potential)

2.3.4 Closed under section 90(1)(i) Legal Advice [Late Item]

2.3.2 Closed under section 90(2)(b)(i) Provincial or Federal Negotiations

2.3.3 Closed under section 90(1)(j) FIPPA (s. 21) Harm to Business and 90(1)(k) Negotiations + Harm

2.4 Rise and report

Council rose without report.

3. RECESS UNTIL 5:00PM

The meeting recessed at 4:08 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:

- 4.1.3 Economic Development Committee Minutes from December 5, 2025 (and Interim Community Amenity Contribution Policy)
- 4.2.2 Terms of Reference for North Cowichan Mill Closure Response Working Group
- 4.2.8 Mayor Doug Homes, District of Summerland re- proposal for an Agricultural Municipality Initiative
- 4.2.11 Kathy Asp, President, Cowichan Neighbourhood House Association (CNHA) re- their request to renew the lease at 9800 Willow Street

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 meeting held December 17, 2025 and special meeting held January 13, 2026. ADOPTED ON CONSENT

4.1.2 January 13, 2026 Committee of the Whole Meeting Recommendations

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the January 13, 2026 Committee of the Whole meeting. ADOPTED ON CONSENT

IT WAS MOVED AND SECONDED:

THAT Council approve the [Audit Plan](#) presented by KPMG for the consolidated financial statements of the District of North Cowichan and the Joint Utilities Board for the year ended December 31, 2025. ADOPTED ON CONSENT

4.1.4 Somenos Marsh Wildlife Society re- letter of support for the Firehouse Creek Draft Restoration Plan

IT WAS MOVED AND SECONDED:

THAT Council endorse the draft letter of support for the Somenos Marsh Wildlife Society, attached as Attachment 2 to the January 21, 2026, report from the Senior Environmental Specialist, and authorize the Mayor to sign the letter on behalf of Council. ADOPTED ON CONSENT

4.2 Items for Information

4.2.1 Environmental Advisory Committee Meeting Minutes from December 11, 2025

IT WAS MOVED AND SECONDED:

THAT Council receives the minutes of the December 11, 2025, Environmental Advisory Committee meeting. ADOPTED ON CONSENT

4.2.3 Association of Vancouver Island and Coastal Communities (AVICC) re- 2026 AVICC AGM & Convention - 3rd Call for Resolutions

IT WAS MOVED AND SECONDED:

THAT Council receive the January 12, 2026 email from the Association of Vancouver Island and Coastal Communities (AVICC), for information. ADOPTED ON CONSENT

4.2.4 Mayor Doug O'Brien, City of Parksville re- their concerns with Private Members Bill M 216 Professional Reliance Act

IT WAS MOVED AND SECONDED:

THAT Council receive the December 12, 2025 letter from Mayor Doug O'Brien, City of Parksville, for information. ADOPTED ON CONSENT

4.2.5 Mayor Marie-Terese Little, PhD, District of Metchosin re- their concerns with Private Members Bill M 216 Professional Reliance Act

IT WAS MOVED AND SECONDED:

THAT Council receive the December 16, 2025 letter from Mayor Marie-Terese Little, PhD, District of Metchosin, for information. ADOPTED ON CONSENT

4.2.6 Mayor Owen Torgerson, Village of Valemount re- their concerns with Private Members Bill M 216 Professional Reliance Act

IT WAS MOVED AND SECONDED:

THAT Council receive the January 5, 2026 letter from Mayor Owen Torgerson, Village of Valemount, for information. ADOPTED ON CONSENT

4.2.7 Mayor Ken Williams, District of Highlands re- their concerns with Private Members Bill M 216 Professional Reliance Act

IT WAS MOVED AND SECONDED:

THAT Council receive the January 13, 2026 letter from Mayor Ken Williams, District of Highlands, for information. ADOPTED ON CONSENT

4.2.9 Mayor Ron Paull, City of Quesnel re- support for the Prince George–North Vancouver Railway Engagement and Assessment

IT WAS MOVED AND SECONDED:

THAT Council receive the December 18, 2025 letter from Mayor Ron Paull, City of Quesnel, for information. ADOPTED ON CONSENT

4.2.10 Jacqueline Zweng, Director, Wounded Warrior Run BC re- Wounded Warriors Events in BC in 2026

IT WAS MOVED AND SECONDED:

THAT Council receive the December 12, 2025 email with enclosure from Jacqueline Zweng, Director, Wounded Warriors Run BC. ADOPTED ON CONSENT

4.2.12 Delores Wagg, Corresponding Secretary, Cowichan Music Festival re- their Request for Continued Support

IT WAS MOVED AND SECONDED:

THAT Council receive the November 13, 2025 letter from Delores Waggs, Corresponding Secretary, Cowichan Music Festival, for information. ADOPTED ON CONSENT

4.2.13 Randal Huber, Managing Director, Chemainus Theatre Festival – re: Annual Grant

IT WAS MOVED AND SECONDED:
THAT Council receive the January 15, 2026 letter from Randal Huber, Managing Director, Chemainus Theatre Festival, for information. ADOPTED ON CONSENT

5. APPROVAL OF MEETING AGENDA

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 4 members of the public regarding agenda items 11.6, 11.7, 11.8, and 12.1.

8. PRESENTATIONS AND PETITIONS

8.1 Delegations

8.1.1 Cowichan Restorative Justice

Rosalie Sawrie, President, and Denise McArthur of Cowichan Restorative Justice, and Staff Sgt. Steve Perret presented Council with an annual update of their services.

9. UNFINISHED AND POSTPONED BUSINESS

None.

10. BYLAWS

10.1 Zoning Amendment Bylaw No. 4038, 2025 for adoption

IT WAS MOVED AND SECONDED:
THAT Council adopts Zoning Amendment Bylaw No. 4038, 2025. (Opposed: Justice)
CARRIED

10.2 Code of Conduct Bylaw No. 4053 for adoption

IT WAS MOVED AND SECONDED:
1. THAT Council adopts Code of Conduct Bylaw No. 4053, 2025.
2. THAT Council repeals Council's Standards of Conduct Policy. CARRIED

10.3 Records Management Amendment Bylaw No. 4054, 2026, and Freedom of Information and Protection of Privacy Bylaw No. 4055, 2026, for consideration

IT WAS MOVED AND SECONDED:
THAT Council gives first, second, and third reading to Records Management Amendment Bylaw No. 4054, 2026. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council gives first, second, and third reading to Freedom of Information and Protection of Privacy Bylaw No. 4055, 2026.

CARRIED

11. REPORTS

11.1 Crofton Child Care Construction Tender

IT WAS MOVED AND SECONDED:

THAT Council:

1. Awards the contract for mechanical services for the Crofton child care facility to Archie Johnson Plumbing and Heating for their submitted bid of \$590,095.00, excluding taxes.
2. Awards the contract for site services for the Crofton child care facility to Stone Pacific Contracting Ltd. for their submitted bid of \$507,829.37, excluding taxes.

CARRIED

11.2 Genoa Bay Road Rehabilitation Project Construction Contract Award

IT WAS MOVED AND SECONDED:

THAT Council awards the Genoa Bay Road Rehabilitation Project contract to C-1 Contractors Ltd. in the amount of \$2,461,464;

AND THAT Council pre-approves a total 2026 capital project budget of \$2,797,000.

CARRIED

11.3 Chemainus Sanitary Local Area Servicing Inclusion Request – PID 010-798-587 (Bare Point Road)

IT WAS MOVED AND SECONDED:

That Council approves initiating the Local Area Service process to provide sanitary servicing to PID 010-798-587 (Bare Point Road).

CARRIED

11.4 Chemainus Community Garden Location

IT WAS MOVED AND SECONDED:

THAT Council directs staff to prepare a one-year extension of the Willow Street Community Garden.

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to prepare a five-year Licence of Use Agreement with the Cowichan Neighbourhood House Association, or one of its partner organizations, for the partial use of the property located at 2988 Elliott Street in Chemainus, for the purpose of establishing a community garden, substantially in the location shown in Attachment 4;

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council directs staff that funding for the proposed community garden be directed to staff to include the anticipated costs for water servicing, fencing, and annual maintenance in the 2027 Parks budget for Council's consideration.

CARRIED

11.5 Pickleball Noise Mitigation Strategies

IT WAS MOVED AND SECONDED:

THAT Council:

- a. Supports a public engagement process to gather feedback on mitigation strategies and long-term planning options for pickleball court development in North Cowichan.
- b. Directs staff to prepare a report for Council that summarizes public engagement feedback and provides recommendations to address noise concerns at Andy Hutchins Park, including potential mitigation measures and long-term planning options for future pickleball development in North Cowichan. CARRIED

11.6 Proposed sale of 2431 Beverly Street property to Cowichan Green Community

IT WAS MOVED AND SECONDED:

That Council approves the sale of 2431 Beverly Street to the Cowichan Green Community and directs the Chief Administrative Officer to sign a Purchase and Sale Agreement with an Option to Purchase Agreement to be registered on title, substantively as set out in the January 21, 2026, staff report. (Opposed: Manhas)

CARRIED

11.7 Artisan Village Parkland Covenant Replacement

IT WAS MOVED AND SECONDED:

THAT Council supports the Approving Officer’s recommendation to replace the park dedication covenant (CA6353826) with the revised park dedication covenant outlined in the Approving Officer’s Artisan Village Covenant Replacement report dated January 21, 2026. CARRIED

11.8 Early Consideration - Official Community Plan Amendment at 8150 & Section 20 Hidden Hills Road

IT WAS MOVED AND SECONDED:

THAT Council denies application OCP00025 to amend Official Community Plan No. 3900, 2022, to redesignate 8150 (PID: 004-522-991) and Section 20 (PID: 008-433-470) Hidden Hills Road from *Agriculture, Forestry & Conservation (Rural)* to *Rural Residential* to facilitate subdivision for rural residential housing.

(Opposed: Caljouw, Findlay, Hogg, Manhas)

DEFEATED

IT WAS MOVED AND SECONDED:

THAT Council directs staff to proceed with processing application OCP00025 and draft an amendment to the Official Community Plan Bylaw No. 3900, 2022 for Council’s consideration.

(Opposed: Douglas, Justice, Istace)

CARRIED

11.9 Remedial Action Requirement for 1508/1524 Joan Ave (Twin Gables)

IT WAS MOVED AND SECONDED:

THAT the following motion:

1. Declares the subject property (1508/1524 Joan Avenue, Crofton) a hazard, in accordance with Section 73 of the *Community Charter*, as the lot is in, or creates an unsafe and hazardous condition.
2. Imposes the following Remedial Action Requirements on the property owner or their representative:
 - a. Cease all residential occupancy in recreational motor vehicles within 60 days of the issuance of "Notice to Affected Persons",
 - b. Submit a Demolition Permit Application for unoccupied/derelict units (Units 1, 2, 3a, 3b, 15 & 16) within 60 days of the issuance of "Notice to Affected Persons" and complete all associated work by January 1, 2027,
 - c. Obtain and provide a structural assessment by a registered professional for occupied units (Units 5, 6, 7, 8, 9, 10, 11, 12, 14, 17 & 18) within 120 days of the issuance of "Notice to Affected Persons".
 - d. Submit a Zoning Amendment application to legalize the existing ground oriented multi-family residential use within the commercial zone within 12 months of the issuance of "Notice to Affected Persons".
 - e. Address and remove any dangerous trees.

be amended as follows:

To strike out the words 'by January 1, 2027' in 2.b. and replace it with the words 'by September 1, 2026'.

CARRIED

IT WAS MOVED AND SECONDED, AS AMENDED:

THAT Council:

1. Declares the subject property (1508/1524 Joan Avenue, Crofton) a hazard, in accordance with Section 73 of the *Community Charter*, as the lot is in, or creates an unsafe and hazardous condition.
2. Imposes the following Remedial Action Requirements on the property owner or their representative:
 - a. Cease all residential occupancy in recreational motor vehicles within 60 days of the issuance of "Notice to Affected Persons",
 - b. Submit a Demolition Permit Application for unoccupied/derelict units (Units 1, 2, 3a, 3b, 15 & 16) within 60 days of the issuance of "Notice to Affected Persons" and complete all associated work by September 1, 2026,
 - c. Obtain and provide a structural assessment by a registered professional for occupied units (Units 5, 6, 7, 8, 9, 10, 11, 12, 14, 17 & 18) within 120 days of the issuance of "Notice to Affected Persons".
 - d. Submit a Zoning Amendment application to legalize the existing ground oriented multi-family residential use within the commercial zone within 12 months of the issuance of "Notice to Affected Persons".
 - e. Address and remove any dangerous trees.

CARRIED

11.10 2026 Election - Appointment of Election Officials and Coordination of Cost-Sharing Agreements

IT WAS MOVED AND SECONDED:

1. THAT in accordance with section 58 of the *Local Government Act*, Council appoints the following election officials for the purpose of conducting the 2026 General Local Election:
 1. Tricia Mayea, Corporate Officer, as the Chief Election Officer;
 2. Andrea Hainrich, Deputy Corporate Officer, as the Deputy Chief Election Officer, to act in the absence of the Chief Election Officer; and,
 3. Kayla Reid-Starck, Legislative Coordinator, as the Deputy Chief Election Officer.
2. THAT Council directs staff to prepare a draft cost-sharing agreement with the Cowichan Valley Regional District [if required] and School District 79 for Council's consideration, outlining proposed terms for sharing election-related costs and responsibilities. CARRIED

11.11 CVRD Bylaw No. 4650 - Request for North Cowichan Council Resolution

IT WAS MOVED AND SECONDED:

THAT the Municipality of North Cowichan consents to the adoption of "CVRD Bylaw No. 4650 – Regional Emergency Management Establishment Bylaw, 2025";

AND THAT Council authorizes the Corporate Officer to provide a certified resolution to the Cowichan Valley Regional District as requested. CARRIED

Council recessed at 6:50 p.m. and reconvened at 12:14 a.m.

12. NEW BUSINESS

IT WAS MOVED AND SECONDED:

THAT the following agenda items be referred to the February 4, 2026 Regular Council Meeting:

- Consent Agenda Item 4.1.3 - Economic Development Committee Minutes from December 5, 2025 (and Interim Community Amenity Contribution Policy)
- Consent Agenda Item 4.2.2 Terms of Reference for North Cowichan Mill Closure Response Working Group
- Consent Agenda Item 4.2.11 - Kathy Asp, President, Cowichan Neighbourhood House Association (CNHA) re- their request to renew the lease at 9800 Willow Street
- Agenda Item 12.1 Special Task Force CARRIED

12.3 Consent Agenda Item 4.2.8 Mayor Doug Holmes, District of Summerland re-proposal for an Agricultural Municipality Initiative

IT WAS MOVED AND SECONDED:

THAT Council endorse the Agricultural Municipality Initiative as proposed in the December 15, 2025 letter from Mayor Doug Holmes, District of Summerland, and; direct the Mayor to write to the Ministers of Finance, and Agriculture and Food, expressing support for the program, and for its benefits for Agriculture based municipalities. CARRIED

13. NOTICE OF MOTIONS

13.1 Fibreglass Pollution in the Cowichan Estuary

Councillor Justice introduced the following motion which Council will consider at the February 4, 2026 Council meeting.

WHEREAS the Cowichan Estuary is of significant ecological, cultural, and economic importance to the community;

AND WHEREAS a 2025 study has identified a significant presence of fibreglass particles in the sediments and biofilm of the Cowichan River estuary, raising concerns about impacts on wildlife, ecosystem health, and the risk of entering the food chain;

AND WHEREAS the study recommends improved regulation, monitoring, enforcement, and better management of fibreglass waste, including end-of-life boats, and prioritizing further research on fiber glass entering the food chain and how this affects human health;

AND WHEREAS North Cowichan's Official Community Plan supports collaborative, long-term protection and restoration of the Cowichan Estuary, working with industry and advocacy groups to support sustainable economic activity and advocating for practices that protect sensitive habitats and intertidal resources.

NOW THEREFORE BE IT RESOLVED THAT Council direct the Mayor to write to our MP and MLA and the appropriate regulatory authorities - including Environment and Climate Change Canada, Fisheries and Oceans Canada, the BC Ministry of Environment and Climate Change Strategy, Transport Canada, and any other appropriate regulatory body - to both raise awareness of and request action to address fibreglass pollution in the Cowichan Estuary, including actions to:

- investigate sources of contamination and enforce regulations;
- strengthen monitoring and regulatory oversight;
- support remediation, monitoring and community-led restoration efforts, and;
- promote and support research on glass fibers entering the food chain"

14. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

15. ADJOURNMENT

The meeting adjourned at 12:17 a.m.

Certified by Corporate Officer

Signed by Mayor