

# **Municipality of North Cowichan Special Committee of the Whole MINUTES**

**November 23, 2021, 6:00 p.m.  
Electronically**

Members Present	Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Tek Manhas Councillor Kate Marsh Councillor Rosalie Sawrie
Members Absent	Councillor Debra Toporowski (with leave)
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Barb Floden, Manager, Communications and Public Engagement Chris Bear, Inspector, North Cowichan/Duncan RCMP Clay Reitsma, Director, Engineering Dave Preikshot, Senior Environmental Specialist Don Stewart, Director, Parks and Recreation George Farkas, General Manager Jamie Goodman, Manager, Budgets and Infrastructure Jason Birch, Chief Information Officer Jeremy Konjolka, Manager, Buildings Kelly Robinson, Manager, Roads Keona Wiley, Manager, Parks Marla Laycock, Acting Director, Human Resources and Corporate Planning Michelle Martineau, Corporate Officer Rob Conway, Director, Planning and Building Rohan Bender, Health, Safety and Disability Management Advisor Sarah Dunaway, Administrative Supervisor Shawn Cator, Director, Operations Talitha Soldera, Director, Financial Services Tricia Mayea, Deputy Corporate Officer

## **1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 6:01 p.m.

## **2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That the agenda be adopted as circulated.

CARRIED

## **3. PUBLIC INPUT**

Council received no public input.

## **4. REPORTS & PRESENTATIONS BY STAFF**

### **4.1 Presentation of Departmental Business Plans**

#### **4.1.1 Introductory Business Plan Presentation**

An opening presentation was provided by Acting General Manager, George Farkas, and Talitha Soldera, Director Financial Services, that included an overview of the 2022 business planning process and how each of the departmental business plans would be presented, focusing on projected business plan deliverables; operating budgets, including any supplemental requests; and climate emergency priorities. Mr. Farkas and Ms. Soldera also answered questions of Council.

#### **4.1.2 Office of the Chief Administrative Officer Business Plan Presentation**

Chief Administrative Officer, Ted Swabey presented the Office of the Chief Administrative Officer's business plan. Mr. Swabey, along with the Manager, Legislative Services, Michelle Martineau and the Manager, Communications and Public Engagement, Barb Floden Office responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Implementation of Council's Strategic Plan
- (2) Implementation of Operational Strategic Plan
- (3) Update Council Procedure Bylaw
- (4) Building relationships with Indigenous Peoples
- (5) Support Rowing Canada's relocation to North Cowichan
- (6) Audit of existing bylaws, policies and procedures
- (7) Electronic meeting processes
- (8) Policy on Use of Gender Neutral Language and Pronouns
- (9) 2022 Local General Election
- (10) Review of Election Bylaw
- (11) Orientation for new Council
- (12) Crofton Fire Hall alternative approval process
- (13) Inform residents and staff about projects and priorities
- (14) Open and transparent communications with the public
- (15) Engagement Framework and Policy project
- (16) Citizen Satisfaction Survey 2022
- (17) Forestry technical review and public engagement
- (18) Crisis/emergency communications plan

The following two supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Legislative Services Coordinator position
- (2) Indigenous Relations Advisory position

A copy of the presentation which also included the department's organizational structure, staffing levels, core areas of business, key facts and statistics, and performance indicators was published in the agenda package.

#### **4.1.3 Human Resources and Corporate Planning Business Plan Presentation**

Acting Director of Human Resources and Corporate Planning, Marla Laycock presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Collective Agreement
- (2) Safety Management System software
- (3) New Employee Engagement Survey
- (4) Succession Planning Policy
- (5) Corporate Absence Management Policy
- (6) Exempt Compensation Review/Survey
- (7) Employee training
- (8) Manager training
- (9) BC MSA Certificate of Recognition Safety Management System
- (10) High Risk Initiatives WorkSafeBC 2021-2023
- (11) Remote Work Policy
- (12) COVID-19 Corporate Safety Plan / Communicable Disease Prevention Plan

The following supplemental budget request was presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Additional consultant fees for an exempt compensation review

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, WorkSafe BC statistics, and performance indicators was published in the agenda package.

#### **4.1.4 Financial Services Business Plan Presentation**

Chief Financial Officer, Talitha Soldera presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Alternative rate options for water conservation
- (2) Potential new sources of revenue
- (3) Internal budget procedures
- (4) Online timecard entry for salaried staff
- (5) Research workflow for online purchase order and invoice approval
- (6) Implement workflow for online purchase order and invoice approval
- (7) Asset Management Investment Plan

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, core business, statistics, budget and infrastructure and performance indicators was published in the agenda package.

#### **4.1.5 North Cowichan/Duncan RCMP Detachment Business Plan Presentation**

Inspector North Cowichan/Duncan RCMP Detachment, Chris Bear presented the detachment's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Build new RCMP building
- (2) RCMP service levels
- (3) Annual Performance Plan
- (4) Community Safety Response Model Reporting
- (5) Improved consultation, coordination, integration and communication
- (6) Stakeholder Communication Plan

A copy of the presentation which also included the department's organizational structure, staffing levels, RCMP contract, annual performance plan and the new RCMP facility project was published in the agenda package.

Council, by unanimous consent, recessed the meeting at 8:03 p.m. and reconvened at 8:14 p.m.

#### **4.1.6 Information Management and Information Technology Business Plan Presentation**

Chief Information Officer, Jason Birch presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Digital orthophotography remote sensing
- (2) Disaster resiliency and capacity for remote work
- (3) Website Renewal Project
- (4) Projects funded by COVID-19 Safe Restart Grant
- (5) Replace end-of-life telephone system components
- (6) Replace end-of-life backup server
- (7) Network component replacement

The following four supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Additional subscription-based security measures
- (2) Additional online backup services to reduce risk of catastrophic loss
- (3) Increase annual computer replacement budget
- (4) Business Solutions Specialist position

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, core business and key services, key statistics, and performance indicators was published in the agenda package.

#### **4.1.7 Operations Business Plan Presentation**

Director of Operations, Shawn Cator presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Replacement of Maple Bay Wharf options
- (2) Strategy for managing building assets
- (3) Energy Audit for Municipal Buildings
- (4) Public Works Building Upgrade
- (5) Municipal Building Capital Improvement Plan
- (6) Crofton Fire Building Upgrade.

The following nine supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Storm Videoing
- (2) Solar Crosswalk Maintenance
- (3) Traffic Calming
- (4) Pest Control
- (5) Roof Maintenance
- (6) Chemainus salt shed replacement
- (7) Works yard salt containment and wash down construction
- (8) Chemainus Community Policing access
- (9) South End Fire Hall roof

A copy of the presentation which also included the department's organizational structure, staffing levels, department focus, core business and key services, quick facts and statistics, and performance indicators was published in the agenda package.

IT WAS MOVED AND SECONDED:

That the meeting be extended until 10:00 p.m.

CARRIED

#### **4.1.8 Parks and Recreation Business Plan Presentation**

Director of Parks and Recreation, Don Stewart presented the department's business plan and responded to questions of Council.

The plan included the following projected action / project deliverables for 2022 for Council's information:

- (1) Parks and Trails Master Plan
- (2) Cemetery Services Plan
- (3) CVRD wide referendum on regional recreation

- (4) Environmental practices
- (5) Sports Wall of Fame
- (6) Parks Maintenance Policy

The following three supplemental budget requests were presented for information at the meeting and will be included in the budget discussion on December 14, 2021:

- (1) Cemetery Services Plan
- (2) Mount Prevost Road Maintenance
- (3) Sports Wall of Fame

A copy of the presentation which also included the department's organizational structure, staffing levels, core business, department focus, and performance indicators was published in the agenda package.

**5. NEW BUSINESS**

None.

**6. QUESTION PERIOD**

Council received no questions from the public regarding agenda items.

**7. ADJOURNMENT**

The meeting adjourned at 9:29 p.m.

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Certified by Corporate Officer

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Signed by Mayor