

**Municipality of North Cowichan
Regular Council
MINUTES**

**January 17, 2018, 1:30 p.m.
Municipal Hall - Council Chambers**

Members Present	Mayor Jon Lefebure Councillor Joyce Behnsen Councillor Rob Douglas Councillor Maeve Maguire Councillor Al Siebring Councillor Tom Walker
Members Absent	Councillor Kate Marsh
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Mark Ruttan, Director of Corporate Services / Deputy CAO Scott Mack, Director of Development Services Mark Frame, Director of Financial Services David Conway, Director of Engineering and Operations Ernie Mansueti, Director of Parks, Recreation and Forestry Sarah Nixon, Director of Human Resources Kyle Young, Assistant Manager of Planning and Subdivision Shaun Chadburn, Environmental Programs Coordinator Tammy Isaachsen, Community Liaison Chris Hutton, Development Planner Morgan McLeod, Development Planner

1. CALL TO ORDER

There being a quorum present, Mayor Lefebure called the meeting to order at 1:30 p.m. and acknowledged that the meeting was taking place within the traditional territory of the Coast Salish people.

2. APPROVAL OF AGENDA

It was moved and seconded:

That Council approve the agenda as amended to add:

1. 10.1 Extreme Weather Shelter; and
2. 10.2 Library Open House.

CARRIED

3. ADOPTION OF MINUTES

It was moved and seconded:

That Council adopt the following minutes:

1. December 18, 2017 Special Council meeting,
2. December 20, 2017 Committee of the Whole meeting,
3. December 20, 2017 Regular Council meeting, and
4. January 8, 2018 Special Council meeting.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Cowichan Local Health Area Profile

Council heard from Dr. Shannon Waters, new Medical Health Officer for this area, regarding the Cowichan Local Health Area Profile. She noted the long term health benefits of expenditures on early childhood programs. She also highlighted the health care system burdens of mental health and substance abuse problems. She concluded by urging Council to support development of a poverty reduction strategy and reducing the stigma of mental health and substance use.

4.2 Cowichan 2018 BC Summer Games

Council heard from John Elzinga, Jen Woike and Mona Kaiser regarding plans for, and numerous benefits of, the upcoming Cowichan 2018 BC Summer Games. The delegation encouraged volunteers to help host the event and asked Council to consider upgrading facilities in North Cowichan where needed.

5. PUBLIC HEARINGS

5.1 Bylaw 3680 - "Zoning Amendment Bylaw (No. 23 – Winget Place), 2017"

Public Hearing Report – Council commenced a public hearing at 2:09 p.m. to allow the public to make representations to Council respecting proposed Bylaw 3680. Mayor Lefebure outlined the public hearing order of business and read aloud Council's policy that it will not receive verbal or written communications from the public regarding the proposed zoning amendment bylaw after the closure of the public hearing. He then invited those in attendance to submit any last-minute correspondence. Nothing was presented. The Director of Corporate Services noted the location of the public hearing binder, invited the public to review it during the hearing and advised that prior to the hearing no correspondence was received from the public in response to the public hearing notice. Council then received a presentation regarding the proposal from Development Planner Hutton. Council also heard from the owner, Jim Tyson, that the dwelling will be a wheelchair accessible retirement home for himself, he spoke with the neighbours about his plan, the dwelling is not visible from surrounding properties, and the new home will be approximately 900 square feet in size.

Mayor Lefebure asked three times if anyone else wished to speak. No one spoke so Mayor Lefebure closed the public hearing at 2:21 p.m.

It was moved and seconded:

That Council read a third time "Zoning Amendment Bylaw (No. 23 – Winget Place), 2017", No. 3680.

CARRIED

Councillor Douglas left the meeting at 2:23 p.m.

5.2 Bylaw 3681 - "Zoning Amendment Bylaw (No. 24 – Lakes Road), 2017"

Public Hearing Report – Council commenced another public hearing at 2:23 p.m. to allow the public to make representations to Council respecting proposed Bylaw 3681. He then invited those in attendance to submit any last-minute correspondence. No late correspondence was presented. The Director of Corporate Services advised that prior to the public hearing no correspondence was received from the public regarding the application. Council then received a presentation regarding the proposal from the Assistant Manager of Planning and Subdivision.

Councillor Douglas returned to the meeting at 2:26 p.m.

Mayor Lefebure asked three times if anyone else wished to speak. No one spoke so Mayor Lefebure closed the public hearing at 2:29 p.m.

It was moved and seconded:

That Council read a third time "Zoning Amendment Bylaw (No. 24 – Lakes Road), 2017", No. 3681.

CARRIED

It was moved and seconded:

That Council adopt "Zoning Amendment Bylaw (No. 24 – Lakes Road), 2017", No. 3681.

CARRIED

5.3 Bylaw 3684 - "Zoning Amendment Bylaw (No. 26 – Sayward Road), 2017"

Public Hearing Report – Council commenced another public hearing at 2:30 p.m. to allow the public to make representations to Council respecting proposed Bylaw 3684. He then invited those in attendance to submit any last-minute correspondence. No late correspondence was presented. The Director of Corporate Services advised that prior to the public hearing no correspondence was received from the public regarding the application. Council then received a presentation regarding the proposal from the Development Planner McLeod. Council also heard from Katherine Zimmer of 6141 Lakeview Drive who expressed concern she may lose her view and privacy. She also expressed concern regarding the stability of soils on the subject property.

Mayor Lefebure asked three times if anyone else wished to speak. No one spoke so Mayor Lefebure closed the public hearing at 2:42 p.m.

It was moved and seconded:

That Council read a third time "Zoning Amendment Bylaw (No. 26 – Sayward Road), 2017", No. 3684.

CARRIED

6. PUBLIC INPUT

Council received no public input regarding agenda items from registered speakers.

7. BYLAWS

7.1 Bylaw 3679 - "Traffic Bylaw 1988 Amendment Bylaw", 2017

It was moved and seconded:

That Council adopt "Traffic Bylaw 1988 Amendment Bylaw", 2017, No. 3679.

CARRIED

7.2 Bylaw 3687 - "Five-Year Financial Plan Bylaw, 2018"

It was moved and seconded:

That Council read a first, second and third time "Five-Year Financial Plan Bylaw, 2018", No. 3687.

CARRIED

7.3 Bylaw 3688 - "Zoning Amendment Bylaw (No. 2 - Cannabis Sales), 2018"

It was moved and seconded:

That Council read a first and second time "Zoning Amendment Bylaw (No. 2 - Cannabis Sales), 2018", No. 3688.

CARRIED

8. REPORTS

8.1 Willow Street Affordable Housing Project

It was moved and seconded:

That Council authorize the submission of an application to the BC Rural Dividend Program for the Cowichan Neighbourhood House Space Needs Assessment and support the space needs assessment process.

CARRIED

8.2 Encroachment for Wayfinding Signage

It was moved and seconded:

That Council approve, and authorize the Mayor and Corporate Officer to sign, an encroachment agreement with the City of Duncan allowing the City to install a downtown gateway sign on Cowichan Lake Road near the Gibbins Road roundabout informing travellers how to get to Duncan.

CARRIED

8.3 Grant Request

It was moved and seconded:

That Council grant Social Planning Cowichan \$15,000 from the community portion of the Climate Action and Energy Plan Reserve Fund, for climate change education and outreach (to be dispersed in June, 2018).

(Opposed: Behnsen; Siebring)

CARRIED

8.4 Carbon Offsets

Councillor Behnsen left the meeting at 3:07 p.m. and returned at 3:09 p.m.

It was moved and seconded:

That Council direct staff to budget for the purchase of carbon offsets on an annual basis and continue to implement the Corporate Energy Program/Climate Action and Energy Plan in order to work towards long term carbon neutrality.

(Opposed: All Council Members)

DEFEATED

It was moved and seconded:

That Council not budget to purchase carbon offsets for 2018 and rely solely on the implementation of the corporate energy program portion of the Climate Action and Energy Plan in order to work towards carbon neutrality.

PENDING

Amendment:

It was moved and seconded:

That Council amend the main motion to add the words "2017 and" between the words "for" and "2018".

CARRIED

Amendment:

It was moved and seconded:

That Council amend the main motion to add "and allocate \$25,000 towards the corporate energy program".

(Opposed: Douglas; Maguire; Walker)

DEFEATED

Main Motion as Amended:

It was moved and seconded:

That Council not budget to purchase carbon offsets for 2017 and 2018 and rely solely on the implementation of the corporate energy program portion of the Climate Action and Energy Plan in order to work towards carbon neutrality.

CARRIED

8.5 Survey Results – Crofton Revitalization Projects

It was moved and seconded:

That Council receive, for information, the January 8, 2018 staff report regarding revitalization projects completed in Crofton.

CARRIED

8.6 Outdoor Odour Concerns

Council received a verbal update from Mayor Lefebure regarding odour concerns in Chemainus. He noted that Coast Environmental enclosed its commercial composting operations and continues to work on refining its process. Over time the number of odour complaints has persisted. At times, some odour complaints appear to have been from nearby farming. North Cowichan is cooperating with the Cowichan Valley Regional District and the Provincial Government which has primary regulatory authority over commercial composting facilities.

It was moved and seconded:

That Council authorize the Mayor to send a letter urging the Provincial Government to include odour regulation in proposed changes to the Organic Matter Recycling Regulation.

(Opposed: Maguire)

CARRIED

9. NOTICE OF MOTIONS

9.1 Respectful Workplace

It was moved and seconded:

Whereas Council has expressed the need to have a "Standards of Conduct" and "Oath of Office" policy to affirm the behavioural standards and legislative requirements for Council, Committee Members, and staff;

And Whereas the "Standards of Conduct" will require both elected officials and public servants to conduct themselves in a manner which instills public trust and confidence, and contribute to a respectful workplace and not bring the District of North Cowichan into disrepute;

Now Therefore be it Resolved that Council direct staff to draft the following for Council's consideration:

1. A "Standards of Conduct" policy for Council and Committee Members which sets behavioural expectations as representatives of the District of North Cowichan;
2. An "Oath of Office" policy to affirm the "Standards of Conduct" policy;
3. A "Standards of Conduct" policy for Municipal employees which sets behavioural expectations for employees in the performance of their duties and as representatives of the District of North Cowichan.

CARRIED

10. NEW BUSINESS

10.1 Extreme Weather Shelter

Council discussed a letter from the City of Duncan, dated January 17, 2018, regarding funding for an extreme weather shelter.

10.2 Library Open House

Councillor Walker informed Council that the Vancouver Island Regional Library Board has scheduled an open house to receive public input on the proposed new Chemainus library.

11. QUESTION PERIOD

Council received no questions from the public regarding business considered at this meeting.

12. CLOSED SESSION

Council closed the meeting to the public at 4:45 p.m. on the basis of section (90) (1) (a) *[committee appointment]*, (c) *[employee relations]* and (i) *[legal advice]* of the *Community Charter*. Council rose and reported on the following:

It was moved and seconded:

That Council appoint Graham Burns to the Environmental Advisory Committee for a two-year term.

CARRIED

13. ADJOURNMENT

The meeting ended at 8:30 p.m.

Signed by Mayor

Certified by Corporate Officer
(Minutes certified "correct" and Public Hearing
report certified "fair and accurate")