

Minutes of the Committee of the Whole Meeting held Electronically via the Board Room, located at 175 Ingram Street, Duncan BC, on Wednesday, November 22, 2023 at 9:12 AM.

**PRESENT:** Chair I. Morrison  
Director H. Abbott  
Director S. Acton\*  
Director K. Deck  
Director R. Douglas<until 10:05 am>  
Director C. Istace  
Director C. Justice\*  
Director B. Maartman<after 9:19 am>  
Director J. McClinton\*  
Director T. McGonigle  
Director K. Segall\*  
Director A. Stone  
Director D. Toporowski  
Director M. Wilson\*  
Alternate Director T. Duncan

**ALSO PRESENT:** D. Myles Wilson, Chief Administrative Officer  
C. Posting, General Manager, Strategic Services Department and Deputy CAO\*  
P. Robins, Corporate Officer\*  
A. Boyd, Deputy Corporate Officer  
B. Mohan, General Manager, Corporate Services  
J. Elzinga, General Manager Community Services Department  
A. Kjerulf, General Manager, Land Use Services Department  
D. Mooney, General Manager Operations Department  
B. Farquhar, Manager Parks & Trails Division  
R. Wainwright, Manager Emergency Management Division  
I. MacDonald, Manager Building Inspection & Bylaw Enforcement Division  
A. Diver, Emergency Program Coordinator\*  
T. Bowen, Acting Chief Financial Officer  
R. Barnhouse, Secretary III  
C. Convery, Systems Support Technician\*

\*Participated Electronically

**ABSENT** Director A. Nicholson  
Director M. Staples

**9:12 AM** Committee decided unanimously to recess due to technical issues

**9:18 AM** The meeting resumed

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**ADOPTION OF THE MINUTES**

**M1** Special Committee of the Whole Meeting of November 8, 2023

**It was moved and seconded that the minutes of the Special Committee of the Whole meeting of November 8, 2023 be adopted.**

**MOTION CARRIED**

**M2** Committee of the Whole Meeting of November 8, 2023

**It was moved and seconded that the minutes of the Committee of the Whole meeting of November 8, 2023 be adopted.**

**MOTION CARRIED**

**REPORTS**

**R1** Verbal Report from the CAO and PowerPoint Presentation from the Finance Division Re: 2024 Budget Overview and 2024 Supplemental Budget Requests, received for information.

**10:05 AM** Committee decided unanimously to recess

**10:23 AM** The meeting resumed

**R2** Report from Emergency Management Cowichan Re: 2023 Budget Amendments for 205 Emergency Planning

**It was moved and seconded that it be recommended to the Board on November 22, 2023 that the 2023 Budget for Function 205 Emergency Program be amended to:**

- 1. Decrease Minor Capital by \$27,417; and**
- 2. Increase Vehicles and Machinery by \$27,417.**

**MOTION CARRIED**

**R3** Report from the Finance Division Re: 2023 Budget Amendment for Function 100 – General Government

**It was moved and seconded that it be recommended to the Board on November 22, 2023 that the 2023 Budget for Function 100 – General Government be amended by:**

- 1. Decreasing Function 100 Provincial Conditional by \$150,000 and:**
- 2. Increasing Function 100 Transfer from Operating Reserve by \$150,000**

**MOTION CARRIED**

**R4** Report from the Parks & Trails Division Re: Trans Canada Trail – Trail Funding Program Grant: McGee Creek Trestle Replacement

**It was moved and seconded that it be recommended to the Board on November 22, 2023 that an application be submitted to the Trans Canada Trail – Trail Funding Program: Trail Infrastructure and Major Repairs Stream for a funding contribution of \$120,000 towards to the McGee Creek Trestle Replacement Project as part of the Cowichan Valley Trail.**

**MOTION CARRIED**

**R5** Report from Emergency Management Cowichan Re: Major Planned Events Bylaw and/or Permit Process

**It was moved and seconded that it be recommended to the Board that Emergency Management Cowichan consult with member municipalities to develop a regional agreement and/or bylaw that would permit, inspect and enforce Major Planned Events.**

**MOTION CARRIED**

**ADJOURNMENT**

**It was moved and seconded that the meeting be adjourned at 11:07 AM.**

**MOTION CARRIED**

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Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_