1. **Call to Order**

2. **Introduction of Late Items**
   2.1. Late Item:
   - Correspondence from School District No. 79 Re: Letter of Support for Replacement of Cowichan Secondary School - Item 7.4

3. **Approval of Agenda**
   3.1. Approve Agenda
   
   *That the January 21, 2019, Council agenda be approved, as amended to include the late item to be considered as item 7.4*

4. **Adoption of Minutes**
   4.1. January 7, 2019 - Special Council
   
   *That the minutes of the January 7, 2019, Special Council meeting be adopted, as circulated.*

5. **Delegations**
   5.1. Kirsten Baillie, Development Manager Vancouver Island - BC Housing
   
   *That Council direct staff to include the potential development of an affordable housing project on City owned land in the upcoming strategic plan discussion.*

   BC Housing - January 21 Presentation to Duncan

   5.2. Amy Melmock, CVRD Economic Development Manager - Economic Development Cowichan January 2019 Update

   City of Duncan Presentation EDC Update

6. **Report of the Chief Administrative Officer**
   6.1. Report of the Chief Administrative Officer

   CAO Report Jan 21 2019

7. **Correspondence to/from Mayor & Council**
   7.1. Correspondence from Chamber of Commerce Re: 2019 Grant
That Council receive the correspondence, dated January 15, 2019, from the Chamber of Commerce regarding the 2019 Grant for the Cowichan Regional Visitor Centre, for information.

7.2. Correspondence from Our Cowichan Communities Health Network Re: Our Cowichan Communities Health Network

That Council appoint ________ and ___________(alternate) to act as liaison in a non-voting capacity to the Our Cowichan Communities Health Network.

Letter to City of Duncan requesting OCCHN representation Jan 2019

7.3. Correspondence from Our Community Health Network Re: Cowichan Community Action Team

That Council appoint ________ and __________(alternate) to act as liaison in a non-voting capacity to the Cowichan Community Action Team.

Letter to City of Duncan requesting CAT representation Jan 2019

7.4. Correspondence from School District No. 79 Re: Letter of Support for Replacement of Cowichan Secondary School

That Council approve sending a letter in support of the School District No. 79’s request to the Provincial Government for approval to build Cowichan Place - an educational and community facility that will benefit future generations of citizens in the Cowichan Valley.

8. Reports of Committees

8.1. January 7, 2019 Committee of the Whole Recommendations

8.1.1. Yearly Ongoing Grant in Aid

Note: Councillor Newington previously declared a conflict of interest on consideration of the grant in aid for the Cowichan Music Festival.

That Council confirm the yearly ongoing grants in aid for inclusion in the 2019 financial plan:

- Blacklock Schroeder Memorial Bursary - $500 for Cowichan Secondary Student Bursary
- Cowichan Music Festival - $200 for Best Piano Student
- Cycle Cowichan - $300 for Bike to Work Week
- **Warmland Restorative Justice Society - $4000 for Restorative Justice Program**

RFD 2018-11-16 Ongoing Grants in Aid 2019
Yearly Ongoing Grants in Aid Policy 2017
Warmland Restorative Justice.docx
Bike to Work Week

8.1.2. Yearly Ongoing Grant in Aid - Chamber of Commerce

*That Council direct staff to determine a business licence based funding formula using the number of business licences issued in Duncan and North Cowichan (south end) for the grant in aid for the Duncan Cowichan Chamber of Commerce, for the Cowichan Visitor Information Centre, to be included in the 2019 financial plan (approximately $26,000);*

*And That Council direct staff to meet with North Cowichan staff and the Duncan Cowichan Chamber of Commerce to discuss the business licence based funding formula for the Cowichan Visitor Information Centre.*

Duncan Cowichan Chamber of Commerce

8.1.3. Annual Grant in Aid

The Director of Finance will provide an overview of the grant in aid process for 2019.

RFD 2018-11-16 Grants in Aid 2019
Annual Grants in Aid Policy

8.1.4. Clements Centre Grant in Aid Request

The Clements Centre requested $1,500 for hosting Community Living Fun Day.

Note: Mayor Staples and Councillor Newington previously declared a conflict of interest on this matter.

*That Council deny the grant in aid to the Clements Centre in the amount of $1,500 for hosting Community Living Fun Day.*

Clements Centre

8.1.5. Cowichan District Hospital Foundation

The Cowichan Hospital Foundation requests the donation of a framed Delmar Johnnie print for the annual fundraising event.

*That Council approve providing a Delmar Johnnie print, with a value of $200, to the Cowichan District Hospital Foundation for their annual Champagne Dinner and Auction Fundraising Event.*
8.1.6. Duncan Cowichan Festival Society

The Duncan Cowichan Festival Society requested $15,000 for hosting the 39 Days of July Summer Festival.

_That Council approve a grant in aid for the Duncan Cowichan Summer Festival Society in the amount of $12,500 for the 39 Days of July Summer Festival._

Duncan-Cowichan Festival Society

8.1.7. Cowichan Folk Guild

Cowichan Folk Guild requested $1,500 for food for the Volunteers at the Island Folk Festival.

Note: Councillor Capps previously declared a conflict of interest on this matter.

_That Council approve a grant in aid to the Cowichan Folk Guild in the amount of $500 for food for the Volunteers at the Island Folk Fest._

Cowichan Folk Guild

8.1.8. Cowichan Therapeutic Riding Association

Cowichan Therapeutic Riding Association requested $5,000 to purchase new equipment.

_That Council approve a grant in aid to the Cowichan Therapeutic Riding Association for the amount of $1,500 to purchase new equipment._

Cowichan Therapeutic Riding Association

8.1.9. Cowichan Valley Football Association

The Cowichan Valley Football Association requested $10,000 for new equipment and travel expenses.

_That Council deny the grant in aid request from the Cowichan Valley Football Association in the amount of $10,000 for new equipment and travel expenses._
Cowichan Valley Football Association

8.1.10. Cowichan Valley Naturalist Society

The Cowichan Valley Naturalist Society requested $1,000 for the BC Nature Annual General Meeting.

*That Council deny the grant in aid request from the Cowichan Valley Naturalist Society in the amount of $1,000 for hosting the BC Nature Annual General Meeting.*

Cowichan Valley Naturalist Society

8.1.11. Cowichan Valley Performing Arts Foundation

The Cowichan Valley Performing Arts Foundation requested $1,000 for the Cowichan Kids Musical Instrument Library and $1,000 for the bursary program.

*That Council approve a grant in aid to the Cowichan Valley Performing Arts Foundation for $1,000 for either the Cowichan Musical Kids Instrument Library or the Bursary Program.*

Cowichan Valley Performing Arts Foundation

8.1.12. Downtown Duncan Business Improvement Area Society

Downtown Business Improvement Area Society requested $2,500 for Downtown Duncan Day.

*That Council approve a grant in aid for the Downtown Duncan Business Improvement Area Society in the amount of $2,500 for Downtown Duncan Day.*

DDBIA

8.1.13. Rotary Club of Duncan

The Rotary Club of Duncan requested $250-$500 to be used as a live or silent auction item at the annual fundraising dinner.

*That Council approve providing a one-year downtown parking pass, with a value of $288, to the Rotary Club to auction off at their annual fundraising dinner.*

Rotary Club

9. Reports of Staff

9.1. Controlled Substances Property Bylaw

*That Council direct staff to draft a Controlled Substances Property Bylaw to prohibit the use of land and buildings for the production, storage, trade, or barter of controlled substances.*
10. Bylaws - First, Second, Third Reading

10.1. Bylaw Offence Notice Enforcement Amendment Bylaw No. 3118.12, 2019

That Council give first three readings to “Bylaw Offence Notice Enforcement Amendment Bylaw No. 3118.12, 2019” – a bylaw to align zoning bylaw fines with Zoning Bylaw No. 3166, 2017.

2018-08-20 RFD Bylaw Offence Notice Enforcement Amendment - Zoning Bylaw 3118.12 - Bylaw Notice Enforcement Amendment - Zoning

10.2. Mayor and Council Remuneration Amendment Bylaw No. 3183.01, 2019

That Council give first three readings to “Mayor and Council Remuneration Amendment Bylaw 3183.01, 2019” – a bylaw to establish monthly pay for acting mayor duties;

And That staff be directed to back pay monthly compensation for acting mayor duties from January, 2019, in accordance with Mayor and Council Remuneration Amendment Bylaw No. 3183.01, 2019.

11. New Business

12. Reports of Mayor and Council

12.1. Mayor Staples

12.2. Councillors

13. Question Period

14. Closed Session

14.1. Motion to Close

That the meeting be closed to the public under the following sections of the Community Charter to discuss matters related to:

- 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90 (1)(c) labour relations or other employee relations; and,
- 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.
15. Reconvene from Closed Session

16. Adjournment

16.1. Adjourn

That the January 21, 2018 Council meeting be adjourned at ___ pm.