

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, located at 175 Ingram Street, Duncan BC, on Wednesday, May 8, 2024 at 1:32 PM.

**PRESENT:** Chair A. Stone  
Director S. Acton  
Director K. Deck  
Director R. Douglas  
Director C. Istace  
Director C. Justice  
Director B. Maartman  
Director T. McGonigle  
Director I. Morrison  
Director A. Nicholson  
Director K. Segall  
Director M. Staples <until 4:10 pm)  
Director D. Toporowski  
Director M. Wilson  
Alternate Director K. Olive  
Alternate Director R. Smith

**ALSO PRESENT:** D. Myles Wilson, Chief Administrative Officer  
P. Robins, Corporate Officer  
T. Bowen, Chief Financial Officer  
C. Postings, A/CAO and General Manager, Strategic Services\*  
B. Mohan, General Manager, Corporate Services  
J. Elzinga, General Manager, Community Services  
A. Kjerulf, General Manager, Land Use Services  
D. Mooney, General Manager, Operations\*  
A. Harrison, Manager, Financial Operations, Finance Division  
M. Pressman, Manager, Development Services Division\*  
M. Tippett, Manager, Community Planning Division  
C. Breen, Manager, Strategic Initiatives Division\*  
A. Garnet, Planner Coordinator, Strategic Initiatives Division  
R. Wainwright, Senior Manager, Emergency Management Division  
T. Reid, FireSmart Coordinator, Emergency Management Division  
R. Johnston, Legislative Assistant, Recording Secretary  
C. Convery, Systems Support Technician

**GUESTS** L. Lee, Audit Partner, KPMG  
  
\*Participated Electronically

**ABSENT:** Director H. Abbott  
Director J. McClinton

#### **APPROVAL OF AGENDA**

**24-223** It was moved and seconded that the agenda be approved

**MOTION CARRIED**

#### **ADOPTION OF THE MINUTES**

**M1** Regular Board Meeting of April 24, 2024

**24-224** It was moved and seconded that the minutes of the Regular Board meeting of April 24, 2024 be adopted.

**MOTION CARRIED**

**1:34 PM** Director Segall recused herself from the Public Input Period due to a personal relationship with parents in the gallery and left the meeting at 1:34 PM.

**1:51 PM** Director Segall returned to the Board meeting at 1:51 PM.

#### **DELEGATION**

**D1** Annette Thingstead, Senior Marine Policy Analyst, Ministry of Water, Land and Resource Stewardship Re: Coastal Marine Strategy, provided a PowerPoint presentation and an update of the Coastal Marine Strategy Status.

#### **CORRESPONDENCE**

**C1** Correspondence from the Union of B.C. Municipalities – Procedures for Submitting Resolutions was provided for information purposes.

**C2** Jaime Blacklock, Eagle Clan PAC Co-Chair Re: Seeking Support In Advocating for Q'shintul Mill Bay Nature School

**2:20 PM** Director Segall recused herself as her children attend the Q'shintul Mill Bay Nature School and left the meeting at 2:20 PM.

It was moved and seconded that the Chair engage parents, Parent Advisory Committee (PAC), and the Cowichan Valley School District 79 Board, and be authorized to write a letter of support to the Minister of Education and Child Care and the Minister of Indigenous Relations and Reconciliation.

**24-225** It was moved and seconded that the recommendation be amended to include applicable First Nations.

**MOTION CARRIED**

*Voting resumed on the main motion as amended*

**24-226** It was moved and seconded that the Chair have further discussion with the Cowichan Valley School District 79, applicable First Nations, parents and stakeholders regarding the Cowichan Valley School District 79 Board's decision to end the nature/land based program at Q'shintul Mill Bay Nature School; and that a letter supporting community concerns with the process that Cowichan Valley School District 79 undertook to end the K7 nature/land based program be forwarded to the Ministry of Education and Child Care, and the Minister of Indigenous Relations and Reconciliation.

Opposed: Director R Douglas

**MOTION CARRIED**

**2:45 PM** The Board recessed at 2:45 PM.

**2:55 PM** The Board meeting resumed at 2:55 PM.

**2:55 PM** Director Segall returned to the meeting at 2:55 PM.

### **COMMITTEE/COMMISSION REPORTS**

**CR1** Report and Recommendations of the Electoral Area Services Committee Meeting of May 1, 2024

**24-227** **It was moved and seconded:**

- C1** That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$250 be provided to the Cowichan Green Community to support the Cowichan Valley Climate Solutions Expo.
- C2** That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$1,000 be provided to the Cowichan Regional Visitor Centre to support ongoing efforts to the Visitor Centre.
- C3** That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to the Cowichan Valley Primary Care Society to assist with start-up funds for a non-profit society.
- C4** That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$250 be provided to the Cowichan Green Community to support the Cowichan Valley Climate Solutions Expo at The Hub on May 25, 2024.
- C5** That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to the Cowichan Estuary Nature Centre to assist in the costs of running the “Sea Squirts” program.
- C6** That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be provided to the Frances Kelsey Dry Grad Committee to support the Frances Kelsey 2024 Dry Grad Celebration.
- C7** That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,500 be provided to the Frances Kelsey Secondary School for two \$750 Bursaries for two graduating students that reside in Electoral Area D – Cowichan Bay to support their future education or training.
- C8** That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,500 be provided to the Cowichan Secondary School for two \$750 Bursaries for two graduating students that reside in Electoral Area D – Cowichan Bay to support their future education or training.
- R4**
  - 1. That CVRD Bylaw No. 4205 (Cobble Hill Village Sewer Service Establishment Bylaw, 2018) be amended to include the properties described in the Cobble Hill Village Sewer System Service Area Certificate of Sufficiency dated March 5, 2024.
  - 2. That the amendment to Bylaw No. 4205 be forwarded to the Board for consideration of three readings and, upon payment of the capacity connection fees, for adoption.

- R7 That a grant application for up to \$1,300,000 be submitted to the Union of BC Municipalities (UBCM), Community Resiliency Investment Program - FireSmart Community Funding and Supports, with the CVRD as the primary applicant that will apply for, receive and manage the grant funding.

MOTION CARRIED

24-228

It was moved and seconded:

- R6 2. That "CVRD Bylaw No. 4588 – Ticket Information Authorization Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.

Opposed: Director Acton

MOTION CARRIED

*Electoral Area Directors only vote on the following:*

24-229

It was moved and seconded:

- R1 That Development Variance Permit No. DVP24G02 (11193 Chemainus Road, PID: 000-284-041), to reduce the front parcel line setback for the construction of an accessory building, be issued.

- R2 1. That Application No. RZ24B01 (Easter Seals), be referred to the following external agencies:
- a. Malahat Nation;
  - b. Tsawout First Nation;
  - c. Ministry of Forests;
  - d. Ministry of Environment and Climate Change Strategy;
  - e. BC Hydro;
  - f. Island Health (VIHA);
  - g. RCMP Shawnigan Lake;
  - h. Fisheries and Oceans Canada;
  - i. Shawnigan Village Waterworks;
  - j. Cowichan Tribes;
  - k. Te'Mexw Treaty Association;
  - l. Ministry of Transportation & Infrastructure;
  - m. Ministry of Water, Land and Resource Stewardship (Water Authorizations);
  - n. B.C. Transit;
  - o. Cowichan Valley School District (SD 79);
  - p. Ministry of Water, Land and Resource Stewardship;
  - q. Shawnigan Lake Volunteer Fire Department; and
2. That prior to further consideration or advancement to the Parks Advisory Commission and Advisory Planning Commission, the

preliminary staff report for Application No. RZ24B01 (Easter Seals), be referred back to staff to provide additional details on the following:

- a. A heritage plan for the subject properties;
- b. Further clarity on the proposed uses and densities; and
- c. A design plan that references the 2020 Shawinigan Lake Design Charette.

**R2** That a Special Electoral Area Services Committee meeting be arranged with Electoral Area Directors, staff and the applicants, to attend a site tour of the subject property for Application No. RZ24B01 (Easter Seals).

**R5** That “CVRD Bylaw No. 4582 – Dog Regulation and Impounding Amendment Bylaw, 2024”, be referred back to staff to gather more information regarding options for compensation fees.

**R6** 1. That "CVRD Bylaw No. 4587 – Development Application Procedures Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

**24-230**

**It was moved and seconded:**

**R3** That Application No. RZ20E01 (5237 Koksilah Road/PID: 001-169-874), be denied.

Opposed: Director I Morrison, Director K. Segall and Director M. Wilson

**MOTION CARRIED**

**24-231**

**It was moved and seconded:**

**UB1** That “CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024”, be referred back to staff for options on a global approach to water conservation and report back at a future Electoral Area Services Committee meeting.

Opposed: Director S. Acton, Alternate Director K. Olive, Director I. Morrison, Director K. Segall, Alternate Director R. Smith and Director M. Wilson

**MOTION DEFEATED**

**3:37 PM**

The Board recessed at 3:37 PM.

**3:47 PM  
24-232**

The Board meeting resumed at 3:47 PM.

**It was moved and seconded that "CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", be referred back to staff and the Electoral Area Services Committee.**

**MOTION CARRIED****STAFF REPORTS**

**SR1** Report from the Chief Financial Officer Re: 2023 CVRD Financial Statements and Audit Results

**24-233** It was moved and seconded:

- 1. That the Audit Findings Report prepared by KPMG prepared for the May 8, 2024 Board meeting (Attachment B), be received.**
- 2. That the Cowichan Valley Regional District's 2023 Financial Statements as presented, be approved.**

**MOTION CARRIED**

**SR3** Report from Utilities Division, Operations Department Re: Amendment to Schedule A, Service Area, Shawnigan Village Waterworks Purchase Agreement

**24-234** It was moved and seconded that the CVRD enter into an Amending Agreement to the February 8, 2024 Shawnigan Village Waterworks Asset Purchase Agreement with Lidstech Holdings Ltd. to amend Schedule A of the purchase agreement to include an additional five properties.

**MOTION CARRIED**

**SR4** Report from Emergency Management Cowichan Re: CVRD 2-024/24 FireSmart Program reviewed the PowerPoint information provided for information purposes.

**BYLAWS**

**B1** CVRD Bylaw No. 4583 – Arbutus Ridge Water System Service Amendment (Boundary Extension) Bylaw, 2024

**24-235** It was moved and seconded that "CVRD Bylaw No. 4583 – Arbutus Ridge Water System Service Amendment (Boundary Extension) Bylaw, 2024", be adopted.

**MOTION CARRIED****CLOSED SESSION**

**24-236** It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(I) Progress Report and Section 90 (1) (c) Labour Relations.  
**4:37 PM**

**MOTION CARRIED****RISE FROM CLOSED**

24-239  
4:59 PM

It was moved and seconded that the Committee rise without report and return to the Open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

24-240  
4:59 PM

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 4:59 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer

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