

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, April 9, 2025 at 1:32 PM.

PRESENT: Chair K. Segal
Director H. Abbott
Director S. Acton
Director D. Beeston
Director M. Caljouw
Director K. Deck
Director R. Douglas
Director C. Istace
Director C. Justice
Director B. Maartman
Director J. McClinton
Director T. McGonigle
Director T. McKay
Director I. Morrison
Director M. Staples
Director M. Wilson
Alternate Director Z. Lauckner

ALSO PRESENT: D. Myles Wilson, Chief Administrative Officer
P. Robins, Corporate Officer
T. Bowen, Chief Financial Officer
A. Boyd, Deputy Corporate Officer <until 1:44 PM>
J. Elzinga, General Manager Community Services Department
A. Kjerulf, General Manager, Land Use Services Department
D. Mooney, General Manager, Operations Department*
M. Pressman, Manager, Development Services Division*
R. Barnhouse, Secretary III <until 1:44 PM>
R. Johnston, Legislative Assistant
C. Convery, Systems Support Technician

*Participated Electronically

ABSENT: Director A. Nicholson

APPROVAL OF AGENDA

25-178 It was moved and seconded that the agenda be amended with the addition of a Notice of Motion item, and that the agenda be adopted, as amended.

MOTION CARRIED

ADOPTION OF THE MINUTES

M1 Regular Board Meeting of March 26, 2025

25-179 It was moved and seconded that the minutes of the Regular Board meeting of March 26, 2025, be adopted.

MOTION CARRIED

Director S. Acton shared that former CVRD Board Chair and District of North Cowichan Mayor Tom Walker passed away on March 7, and recounted the impact Mr. Walker had on her as a new CVRD director, finding common ground despite their differences, as well as the respectful atmosphere that Mr. Walker brought to the CVRD Board table.

INFORMATION

IN1 B. Geselbracht, AVICC President Re: Reforming the Local Government Act and Regional District Legislation Roadmap was provided for information purposes.

IN2 B. K. Day, Chair, Cowichan Housing Association Re: Workforce Housing Strategy – Housing Corporation was provided for information purposes.

25-180 It was moved and seconded that staff be directed to invite the Cowichan Housing Association to present to the Board as a delegation.

MOTION CARRIED

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Cowichan Lake Recreation Commission Meeting of March 24, 2025

25-181 It was moved and seconded:

- 1. That the 2025-2028 Ice Fee Schedule, be approved; and**
- 2. That the Recreation Fees and Charges Policy – Ice Arenas, be amended to remove “School Out Days” from the Prime Time, Non-Prime Time, and Mid-Prime Time rate definitions.**

MOTION CARRIED

CR2 Report and Recommendations of the Cowichan South Recreation Commission Meeting of March 25, 2025

25-182 It was moved and seconded:

- 1. That the 2025-2028 Ice Arena Fee Schedule, be approved.**
- 2. That the Recreation Fees and Charges Policy – Ice Arenas, be amended to remove “School Out Days” from the Prime Time, Non-Prime Time, and Mid-Prime Time rate definitions.**
- 3. That the rental rates for the Kerry Park Recreation Centre Sports Fields and Curling Ice be increased 2% annually over the next three years, effective April 1, 2025.**

MOTION CARRIED

CR3 Report and Recommendations of the Cowichan Core Recreation Commission Meeting of March 25, 2025

25-183 It was moved and seconded:

1. That the 2025-2028 Ice Arena Fee Schedule, be approved.
2. That the Recreation Fees and Charges Policy – Ice Arenas, be amended to remove “School Out Days” from the Prime Time, Non-Prime Time, and Mid-Prime Time rate definitions.

R6 That the CVRD enter into a new 5-year License of Use Agreement with Duncan Dynamics Gymnastics Club, effective April 1, 2025, - March 31, 2030, and as per the terms outlined in the staff report to the Cowichan Core Recreation Commission meeting of March 27, 2025.

R7 That the CVRD enter into a new 5-year Licence of Use Agreement with the Cowichan Valley Arts Council, effective July 1, 2025, as per the terms outlined in the staff report to the Cowichan Core Recreation Commission meeting of March 27, 2025.

MOTION CARRIED

CR4 Report and Recommendations of the Committee of the Whole Meeting of March 26, 2025

25-184 It was moved and seconded:

R4 That the Stage 2 Engagement period for the CVRD Regional Parks & Trails Master Plan review and update project proceed in September 2025.

MOTION CARRIED

CR5 Report and Recommendations of the Committee of the Whole Meeting of April 9, 2025

25-185 It was moved and seconded:

R1. That the Cowichan Valley Transit Services (conventional and handyDART) fare change that was approved for implementation April 1, 2025 be deferred until August 31, 2025.

R3. That the following motion be referred to the April 16, 2025 Electoral Area Services Committee meeting:

1. That the Cowichan Valley Regional District Board initiate the preparation of a Regional Growth Strategy applicable to all lands within the jurisdictional boundaries of the Cowichan Valley Regional District.
2. That the Cowichan Valley Regional District Board proposes to deal with the following additional matters during the preparation of a Regional Growth Strategy:

- a. Cooperation with the Regional District of Nanaimo on future growth of lands in the vicinity of the Nanaimo Airport and Cassidy Aquifer.
3. That notice of Regional Growth Strategy initiation be sent to the Minister of Housing and Municipal Affairs and affected local governments, including: City of Duncan, Municipality of North Cowichan, Town of Ladysmith, Town of Lake Cowichan, Regional District of Nanaimo, Capital Regional District, Islands Trust, and Alberni Clayoquot Regional District.
4. That a Steering Committee and Intergovernmental Advisory Committee be established, with the terms of reference as included in Attachment A of the staff report to Committee of the Whole dated March 11, 2025.

Opposed: Director J. McClinton

MOTION CARRIED

CR6 Report and Recommendations of the Electoral Area Services Committee Meeting of April 2, 2025

25-186 It was moved and seconded:

C1 That a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$2,000 be provided to the Saltair District Residents Association to support the 2024 Halloween Event and 2025 Easter Event.

C2 That a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$1,000 be provided to the Chemainus Elementary Parents Advisory Council to support the Chemainus Elementary Fundraising Event.

R4 That staff draft respective bylaws to repeal the following bylaws:

1. “CVRD Bylaw No. 2824 - Marble Bay Sewer System Capital Reserve Fund Establishment Bylaw, 2006”;
2. “CVRD Bylaw No. 2823 - Marble Bay Sewer System Parcel Tax Roll Bylaw, 2006”;
3. “CVRD Bylaw No. 2809 - Marble Bay Sewer System Management Bylaw, 2006”; and
4. CVRD Bylaw No. 2792 - Marble Bay Sewer System Service Establishment Bylaw, 2006”.

MOTION CARRIED

Electoral Area Directors only vote on the following:

25-187 It was moved and seconded:

R1 That Development Variance Permit No. DVP24B03 (2633 Wylde Wood Avenue, PID: 006-676-227), be issued.

R2 That Development Variance Permit No. DVP25B01 (1785 Baldy Mountain Road, PID: 017-745-047), be issued.

R3 That Application No. RZ24A04 (240 Okotoks Drive, PID: 030-309-581 and 296 Meadow Way, PID: 000-005-398), be referred to the following external agencies and First Nations:

1. Electoral Area A – Mill Bay/Malahat Advisory Planning Commission;
2. BC Transit;
3. Cowichan Valley School District (SD 79);
4. Island Health;
5. Malahat Fire Rescue;
6. Ministry of Environment and Climate Change Strategy;
7. Ministry of Transportation and Transit;
8. Ministry of Water, Land and Resource Stewardship;
9. Royal Canadian Mounted Police (RCMP);
10. Cowichan Tribes;
11. Malahat Nation;
12. Pauquachin First Nation;
13. Te'mexw Treaty Association;
14. Tsartlip First Nation;
15. Tsawout First Nation;
16. Tseycum First Nation; and

That Official Community Plan and Zoning Amendment Bylaws for Application No. RZ24A04 (240 Okotoks Drive, PID: 030-309-581 and 296 Meadow Way, PID: 000-005-398), be prepared and forwarded to the Board for consideration of 1st and 2nd reading.

R5 That the Liquor and Cannabis Regulation Branch be advised that the Cowichan Valley Regional District does not wish to provide comments or recommendations with regard to the Lounge Area Application by Holocene Distilling Project located at 1134 Chapman Road, PID: 003-456-561.

MOTION CARRIED

SR1

Verbal Report from the Chief Financial Officer Re: Chief Financial Officer Updates – Chief Administrative Officer Travel and Expenses

25-188

It was moved and seconded that the following Chief Administrative Officer expenses from January to March 2025 be approved:

1. Travel \$365.00
2. Conferences \$1,360.00
3. Meetings/Misc. \$165.00
4. Memberships \$870.00

MOTION CARRIED

SR2 Report from the General Manager, Land Use Services Department Re: Short-Term Rental Principal Residence Requirement

25-189 It was moved and seconded that a request be sent to the Ministry of Housing and Municipal Affairs to remove Cowichan Valley Regional District Electoral Area E – Cowichan Station/Sahtlam/Glenora and Electoral Area G – Saltair/Gulf Islands from Schedule 1 of the Short-Term Rental Accommodations Regulation so that these areas will be exempt from the Principal Residence Requirement.

MOTION CARRIED

NOTICE OF MOTION

NM1 Director Acton re: Support of Cowichan Youth Services

That staff prepare a report outlining areas of how the Cowichan Valley Regional District can support youth in general; and further, how the Cowichan Valley Regional District can support sustainability of Cowichan Youth Services.

Alternate Director Lauckner declared a conflict as she is the Executive Director of Cowichan Youth Services and if she is present at the meeting when the Notice of Motion is considered, she will recuse herself from the discussion and voting.

CLOSED SESSION

25-190 It was moved and seconded that the meeting be closed to the public in
2:06 PM accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(g) Litigation or potential litigation affecting the municipality.

MOTION CARRIED

RISE FROM CLOSED SESSION

25-194 It was moved and seconded that the Board rise with report on CSRES1, and
3:05 PM return to the Open portion of the meeting.

MOTION CARRIED

25-192 It was moved and seconded that Karin Lengger be appointed to the eleven-member Electoral Area E – Cowichan Station/Sahtlam/Glenora, Advisory Planning Commission for a term expiring December 31, 2026.

MOTION CARRIED

ADJOURNMENT

**25-195
3:05 PM**

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 3:05 PM.

Certified Correct:

Chair

Corporate Officer

Dated: _____