

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, February 26, 2025 at 1:33 PM.

PRESENT:

Chair K. Segal
Director H. Abbott
Director S. Acton
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 A. Nicholson
Director M. Wilson
Alternate Director T. Duncan

**ALSO
PRESENT:**

D. Myles Wilson, Chief Administrative Officer
P. Robins, Corporate Officer
T. Bowen, Chief Financial Officer
C. Posting, Deputy CAO/General Manager, Corporate Services Department
J. Elzinga, General Manager Community Services Department
D. Mooney, General Manager, Operations Department
A. Kjerulf, General Manager, Land Use Services Department*
R. Wainwright, Senior Manager, Emergency Management Division*
V. Thomson, Senior Manager, Utilities Division
M. Pressman, Manager, Development Services Division*
R. Johnston, Legislative Assistant
C. Convery, Systems Support Technician

*Participated Electronically

ABSENT:

Director M. Staples

APPROVAL OF AGENDA

25-115

It was moved and seconded that the agenda be approved with the addition of:

- 1. CR3 Report and Recommendations of the Committee of the Whole Meeting of February 26, 2025;**
- 2. Correspondence from Kerrie Talbot and Robert Southern Re: Pritchard Rd to Cowichan Bay Rd (via Wessex Ravine) Staircase;**
- 3. CSNB1 Negotiations {CC Section 90(1)(k)}; and**
- 4. CSNB2 Acquisition/Disposition of Land {CC Section 90(1)(e)},**

and that the agenda, as amended, be adopted.

MOTION CARRIED

ADOPTION OF THE MINUTES

M1 Regular Board Meeting of February 12, 2025

25-116 It was moved and seconded that the minutes of the Regular Board meeting of February 12, 2025, be adopted.

MOTION CARRIED

25-117 It was moved and seconded that the Delegation presentation be extended for an additional 10 minutes.

MOTION CARRIED

DELEGATION

D1 Judy Stafford, Outgoing Executive Director, Cowichan Green Community Re: 2024 Year in Review Video and Introduction of New Executive Director Vanessa Datta. A short video of the 2024 year in review was presented for information purposes.

CORRESPONDENCE

C1 Correspondence from Kerrie Talbot and Robert Southern Re: Pritchard Rd to Cowichan Bay Rd (via Wessex Ravine) Staircase was received for information.

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Committee of the Whole Meeting of February 12, 2025

25-118 It was moved and seconded:

R1. That the report from the Legislative Services Division Re: Regional District Service Establishment Bylaw be referred back to staff, and postponed to a Committee of the Whole meeting after the Short-Term Rental workshop.

R2. 1. That the CVRD Board give three readings to “CVRD Bylaw No. 4615 – Nuisance Regulation Service Establishment Bylaw, 2025”; and

2. That after Provincial review, and statutory approval by the Inspector of Municipalities, the CVRD Board adopt “CVRD Bylaw No. 4615 – Nuisance Regulation Service Establishment Bylaw, 2025”.

R3. 1. That \$30,300 be provided to the Island Corridor Foundation from the Strategic Investment Fund within Function 100 - General Government for their participation in the shared visioning project; and

2. That staff be directed to write a letter to the Ministry of Transportation and Transit requesting that the Province provide ongoing funding to support the Island Corridor Foundation in continuation of their proposed work.

MOTION CARRIED

CR2 Report and Recommendations of the Electoral Area Services Committee Meeting of February 19, 2025

25-119 It was moved and seconded:

- C1. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$1,000 be provided to the Frances Kelsey Dry Grad Committee to support the Red Carpet and Dry Grad Celebration.
- R2. That the installation of an additional streetlight at 10300 Swinburne Avenue as part of the Honeymoon Bay Street Lighting Service Area, be approved.
- R3. That the CVRD enter into a licence agreement amendment with Island Timberlands Limited Partnership to manage the Jack Fleetwood Trail in Electoral Area B – Shawnigan Lake, commencing on January 17, 2025 and expiring on December 31, 2027, unless extended through mutual agreement.

MOTION CARRIED

25-120 It was moved and seconded:

- R4. 1. That prior to the opening of the Wessex Ravine Park Upper/Lower Village Connector Trail for public use, the CVRD engage a Qualified Environmental Professional (QEP) to develop a long-term management action plan to guide the operation and use of the trail/stairs during the Pacific Great Blue Heron nesting season; and
- 2. That the 2025 budget for Function 234 – Area D Community Parks be amended to:
 - a. Increase Transfer from Operating Reserves by \$45,000;
 - b. Increase Consultants by \$30,000; and
 - c. Increase Contract for Services by \$15,000.

Opposed: Director Maartman and Director Nicholson

MOTION CARRIED

Electoral Area Directors only vote on the following:

25-121 It was moved and seconded:

- R1. That rezoning Application No. RZ22F01 (South Shore Road/ PIDs: 027-405-206, 027-405-214, 027-405-222, 027-405-231, 027-405-249), be denied.

MOTION CARRIED

CR3 Report and Recommendations of the Committee of the Whole Meeting of February 26, 2025

25-122 It was moved and seconded:

R2. It was moved and seconded that it be recommended to the Board on February 26, 2025, that the Cowichan Valley Regional District Board accept the report “*Cowichan Valley Regional District Island Rail Corridor Shared Visioning Project Final Report*”.

MOTION CARRIED

STAFF REPORTS

SR1 Report from the Chief Financial Officer Re: 2025 Budget Overview was presented for information purposes.

SR2 Report from the Finance Division Re: Five-Year Financial Plan (2025-2029) Bylaw No. 4629 was presented for information purposes.

SR3 Report from Emergency Management Division Re: #2 – 5280 Polkey Road Lease Renewal 2025-2028

25-123 It was moved and seconded that the CVRD renew the lease agreement with Parhar Holdings Ltd. for premises located at #2 – 5280 Polkey Road, Duncan BC, for a period of three (3) years (March 1, 2025 – February 28, 2028) for the purposes of an emergency communications workshop and emergency management warehouse space.

MOTION CARRIED

SR4 Report from the Utilities Division, Operations Department Re: Security Issuing Bylaw No. 4630 was presented for information purposes.

SR5 Verbal Report from the Chief Financial Officer Re: Chief Financial Officer Updates – Chief Administrative Officer Travel and Expenses

25-124 It was moved and seconded:

1. That the following Chief Administrative Officer expenses from July to December 2024 be approved:

- | | |
|----------------------|-----------------------|
| 1. Travel | \$ 631.00 |
| 2. Conference | \$5,522.00 |
| 3. Meetings | \$ 233.00; and |

2. That the following 2025 travel for the Chief Administrative Officer be approved:

- 1. Federation of Canadian Municipalities (FCM) Conference;**
- 2. Union of British Columbia Municipalities (UBCM) Conference; and**
- 3. Canadian Association of Municipal Administrators (CAMA) Conference.**

MOTION CARRIED

PUBLIC HEARINGS

PH1 Public Hearing Minutes of Thursday, February 13, 2025 Re: Official Community Plan Amendment Bylaw No. 4591

25-125 It was moved and seconded that the Public Hearing Minutes of Thursday, February 13, 2025 Re: Official Community Plan Amendment Bylaw No. 4591, be received.

MOTION CARRIED

BYLAWS

B1 CVRD Bylaw No. 4615 – Nuisance Regulation Service Establishment Bylaw, 2025

25-126 It was moved and seconded that "CVRD Bylaw No. 4615 – Nuisance Regulation Service Establishment Bylaw, 2025", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B2 CVRD Bylaw No. 4627 – Mill Springs Sewer System Service Amendment (Boundary Extension) Bylaw, 2025

25-127 It was moved and seconded that "CVRD Bylaw No. 4627 – Mill Springs Sewer System Service Amendment (Boundary Extension) Bylaw, 2025", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B3 CVRD Bylaw No. 4629 – Five-Year Financial Plan (2025-2029) Bylaw, 2025

25-128 It was moved and seconded that "CVRD Bylaw No. 4629 - Five-Year Financial Plan (2025 – 2029) Bylaw, 2025", be granted 1st, 2nd and 3rd reading.

Opposed: Director McClinton, Director McGonigle and Director Wilson

MOTION CARRIED

25-129 It was moved and seconded that "CVRD Bylaw No. 4629 - Five-Year Financial Plan (2025 – 2029) Bylaw, 2025", be adopted.

Opposed: Director McClinton, Director McGonigle and Director Wilson

MOTION CARRIED

B4 CVRD Bylaw No. 4630 – Security Issuing (Loan Authorization Bylaw No. 4328) Bylaw, 2025

25-130 It was moved and seconded that "CVRD Bylaw No. 4630 – Security Issuing (Loan Authorization Bylaw No. 4328) Bylaw, 2025", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

- 25-131** It was moved and seconded that “CVRD Bylaw No. 4630 – Security Issuing (Loan Authorization Bylaw No. 4328) Bylaw, 2025”, be adopted.

MOTION CARRIED**BYLAWS – ELECTORAL AREA DIRECTORS**

- BEA1** Cowichan Valley Regional District Bylaw No. 4591 - Official Community Plan Amendment Bylaw (2522 and 2528 Mill Bay Road), 2024

- 25-132** It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 4591 - Official Community Plan Amendment Bylaw (2522 and 2528 Mill Bay Road), 2024", be granted 3rd reading.

Opposed: Director Nicholson

MOTION CARRIED

- BEA2** CVRD Bylaw No. 4592 – South Cowichan Zoning Amendment Bylaw (2522 and 2528 Mill Bay Road), 2024

- 25-133** It was moved and seconded that “CVRD Bylaw No. 4592 – South Cowichan Zoning Amendment Bylaw (2522 and 2528 Mill Bay Road), 2024”, be granted 3rd reading.

Opposed: Director Nicholson

MOTION CARRIED

- BEA3** CVRD Bylaw No. 4621 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (3725 Glenora Road), 2024

- 25-134** It was moved and seconded that "CVRD Bylaw No. 4621 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (3725 Glenora Road), 2024”, be adopted.

MOTION CARRIED

- 2:50 PM** The Board meeting recessed at 2:50 PM.

- 3:08 PM** The Board meeting resumed at 3:08 PM.

NOTICE OF MOTION

- NM1** Director A. Nicholson Re: Opportunities to Promote Water Conservation and Stewardship

- 25-135** It was moved and seconded that staff prepare a report on opportunities to further promote water conservation and stewardship throughout the region including rebates such as soil amendments and irrigation, rainwater harvesting, and well water testing.

MOTION CARRIED

NM2 Director H. Abbott Re: Direction for Staff to Explore CVRD Response to Mitigate the Potential Impact of New and Anticipated USA Tariffs

25-136 It was moved and seconded that staff be directed to explore a CVRD response to mitigate the potential impact of new and anticipated USA tariffs on Canadian imported goods and services by seeking options to support the procurement of products and services from Canadian sources and/or from other USA tariff affected countries, where-ever and when-ever possible and practicable.

MOTION CARRIED**CLOSED SESSION**

25-137 It was moved and seconded that the meeting be closed to the public in
3:39 PM accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(c) Labour Relations and Negotiations; Section 90(1)(a) Appointments; Section 90(1)(k) Negotiations; and Section 90(1)(e) Acquisition/Disposition of Land.

MOTION CARRIED**RISE FROM CLOSED SESSION**

25-143 It was moved and seconded that the Board rise with report on CSRES1, and
4:27 PM return to the Open portion of the meeting.

MOTION CARRIED

25-140 It was moved and seconded that the following individual be appointed to the eleven-member Electoral Area E – Cowichan Station/Sahtlam/Glenora Community Parks Advisory Commission for the term expiring December 31, 2026:
1. Carol Hunt

MOTION CARRIED**ADJOURNMENT**

25-144 It was moved and seconded that the meeting be adjourned.
4:27 PM

MOTION CARRIED

The meeting adjourned at 4:27 PM.

Certified Correct:

Chair

Corporate Officer

Dated: _____