

Minutes of the Special meeting of the Electoral Area Services Committee of the Cowichan Valley Regional District, transmitted electronically, via 175 Ingram Street, Duncan, BC, on Thursday, December 7, 2023, at 9:08 AM

PRESENT: Director I. Morrison, Chair
Director B. Maartman
Director H. Abbott
Director A. Nicholson
Director K. Segall <after 9:13 AM>
Director M. Wilson
Alternate Director A. Champ
Alternate Director J. Tatham

ALSO PRESENT: D. Myles Wilson, Chief Administrative Officer
A. Boyd, A/Deputy Corporate Officer
T. Bowen, A/Corporate Financial Officer
A. Kjerulf, General Manager, Land Use Services Department
B. Mohan, General Manager, Corporate Services Department
D. Mooney, General Manager, Operations Department
C. Postings, General Manager, Strategic Services Department
J. Elzinga, General Manager, Community Services Department
M. Tippet, Manager, Community Planning Division*
I. MacDonald, Senior Manager, Inspections & Enforcement Division
C. Breen, Manager, Planning-Strategic Initiatives Division*
B. Farquhar, Senior Manager, Parks & Trails Division
R. Dias, Manager, Parks Operations, Parks & Trails Division
V. Thomson, Manager, Utilities, Water Management Division
T. Etherington, Manager, Operations, Water Management Division
L. Knodel-Joy, Senior Engineering Technologist
J. Hughes, Recording Secretary

* participated remotely

ABSENT: Director S. Acton
Director K. Deck
Director J. McClinton

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

REPORTS

R1 Report from the Finance Division Re: 2024 Draft Budgets – Electoral Area

9:13 AM Director Segal entered the meeting at 9:13 AM.

It was moved and seconded that it be recommended to the Board that the following 2024 Draft Budgets, be approved:

- 1. Function 102 – Vancouver Island Regional Library;**
- 2. Function 111 – Grant in Aid Area A;**
- 3. Function 112 – Grant in Aid Area B;**

4. Function 113 – Grant in Aid Area C;
5. Function 114 – Grant in Aid Area D;
6. Function 115 – Grant in Aid Area E;
7. Function 116 – Grant in Aid Area F;
8. Function 117 – Grant in Aid Area G;
9. Function 118 – Grant in Aid Area I;
10. Function 130 – Electoral Feasibility Study;
11. Function 197 – GM Land Use Services;
12. Function 250 – Electoral Area Services;
13. Function 310 – Animal Control;
14. Function 320 – Building Inspection;
15. Function 325 – Community Planning; and
16. Function 328 – Bylaw Enforcement.

MOTION CARRIED

R2

Report from the Finance Division Re: 2024 Draft Budgets – Electoral Parks and Trails

2. It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 232 – Community Parks Area B, be amended by:
 1. Increasing Requisition by \$2,500; and
 2. Increasing Rentals - Washrooms by \$2,500.

MOTION CARRIED

1. It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 231 – Community Parks Area A, be amended by:
 1. Increasing Requisition by \$4,000; and
 2. Increasing Summer Playground by \$4,000.

MOTION CARRIED

5. It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 235 – Community Parks Area E, be amended by:
 1. Increasing Requisition by \$71,125; and
 2. Increasing Transfer to Capital Reserves by \$71,125.

MOTION CARRIED

6. It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 236 – Community Parks Area F, be amended by:
 1. Decreasing Minor Capital by \$20,000; and
 2. Increasing Transfer to Capital Reserves by \$20,000.

MOTION CARRIED

8. It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 238 – Community Parks Area H, be amended by:
1. Increasing Requisition by \$10,000; and
 2. Increasing Transfer to Capital Reserves by \$10,000.

MOTION CARRIED

3. It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 233 – Community Parks Area C, be amended by:
1. Increasing Transfer from Operating Reserves by \$2,500; and
 2. Increasing Minor Capital by \$2,500.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the following 2024 Draft Budgets:

1. Function 231 – Community Parks Area A, as amended, be approved;
2. Function 232 – Community Parks Area B, as amended, be approved;
3. Function 233 – Community Parks Area C, as amended, be approved;
4. Function 234 – Community Parks Area D; be approved;
5. Function 235 – Community Parks Area E, as amended, be approved
6. Function 236 – Community Parks Area F, as amended, be approved;
7. Function 237 – Community Parks Area G; be approved;
8. Function 238 – Community Parks Area H, as amended, be approved;
9. Function 239 – Community Parks Area I; be approved;
10. Function 279 – Parks and Trails; be approved;
11. Function 281 – Bright Angel Park; be approved;
12. Function 282 – South Cowichan Community Parks, be approved;
13. Function 456 – Recreation Saltair; be approved;
14. Function 490 – Thetis Island Wharf; be approved; and
15. Function 491 – Thetis Island Boat Launch, be approved.

MOTION CARRIED

10:15 AM The Committee agreed by consensus to recess at 10:15 a.m.

10:36 AM The Committee meeting resumed at 10:36 a.m.

R3 Report from the Finance Division Re: 2024 Draft Budgets – Fire Protection

It was moved and seconded that it be recommended to the Board that the Function 350 – Fire Protection North Oyster 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 351 – Fire Protection Mesachie Lake 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 352 – Fire Protection Cowichan Lake 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 353 – Fire Protection Saltair 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 354 – Fire Protection Sahtlam 2024 Draft budget, be amended by:

- 1. Increasing Requisition up to \$500,000; and**
- 2. The additional funds to go to Transfer to Capital Reserve.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 354 – Fire Protection Sahtlam 2024 Draft budget, as amended, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 355 – Fire Protection Malahat 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 356 – Fire Protection Eagle Heights 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 357 – Fire Protection Honeymoon Bay 2024 Draft budget, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 358 – Fire Protection Youbou 2024 Draft budget, be approved.

MOTION CARRIED

R4 Report from the Finance Division Re: 2024 Draft Budgets – Grant Functions for Non-Profit Organizations

It was moved and seconded that it be recommended to the Board that the following 2024 Draft Budgets, be approved:

- 1. Function 440 – Cowichan Sportsplex Area A;**
- 2. Function 442 – Cowichan Sportsplex Area C;**
- 3. Function 443 – Cowichan Sportsplex Area D;**
- 4. Function 444 – Cowichan Sportsplex Area E;**
- 5. Function 450 – Recreation Mill Bay;**
- 6. Function 451 – Recreation Glenora;**
- 7. Function 463 – Cowichan Wooden Boat Society;**
- 8. Function 465 – Cobble Hill Historical Society;**
- 9. Function 466 – Recreation Cobble Hill;**
- 10. Function 467 – Shawnigan Lake Historical Society;**
- 11. Function 469 – Cowichan Station Area Association Area E;**
- 12. Function 470 – Frank Jameson Community;**
- 13. Function 475 – Mill Bay/Malahat Historical Society;**
- 14. Function 478 – Cowichan Station Area Association Area B;**
- 15. Function 460 – Recreation North Oyster;**
- 16. Function 461 – Cowichan Aquatic Centre Area;**
- 17. Function 480 – Cowichan Aquatic Centre Area;**
- 18. Function 481 – Cowichan Aquatic Centre Area I;**
- 19. Function 489 – Nature and Habitat Area I; and**
- 20. Function 492 – Cowichan Lake Water Protection.**

MOTION CARRIED

R5 Report from the Finance Division Re: 2024 Draft Budgets – Street Lighting

It was moved and seconded that it be recommended to the Board the following 2024 Draft Budgets, be approved:

- 1. Function 550 – Street Lighting – Mesachie Lake;**
- 2. Function 552 – Street Lighting – Brentwood;**
- 3. Function 553 – Street Lighting – Cowichan;**
- 4. Function 554 – Street Lighting – Honeymoon Bay;**
- 5. Function 555 – Street Lighting – Mill Bay Center;**
- 6. Function 557 – Critical Street Lighting – Area A;**
- 7. Function 558 – Critical Street Lighting Area B;**
- 8. Function 559 – Critical Street Lighting – Area C;**
- 9. Function 560 – Critical Street Lighting Area D;**
- 10. Function 561 – Critical Street Lighting Area F;**
- 11. Function 565 – Critical Street Lighting Area I;**
- 12. Function 580 – Wilmot Road Street Lighting;**
- 13. Function 581 – Sentinel Ridge Street Lighting;**

- 14. Function 583 – Twin Cedars Street Lighting;**
- 15. Function 585 – Arbutus Mountain Street Lighting;**
- 16. Function 586 – Mill Springs Street Lighting;**
- 17. Function 551 – Street Lighting Youbou; and**
- 18. Function 556 – Street Lighting Cobble Hill.**

MOTION CARRIED

R6 Report from the Finance Division Re: 2024 Draft Budget – Engineering Services Utilities

It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 576 – Engineering Services Utilities, be approved.

MOTION CARRIED

R7 Report from the Finance Division Re: 2024 Draft Budgets – Water Services

It was moved and seconded that it be recommended to the Board the following 2024 Draft Budgets, be approved:

- 1. Function 601 – Satellite Park Water System;**
- 2. Function 603 – Douglas Hill Water System;**
- 3. Function 604 – Lambourn Water System;**
- 4. Function 605 – Arbutus Mountain Water System;**
- 5. Function 606 – Malahat Water System;**
- 6. Function 608 – Fern Ridge Water System;**
- 7. Function 611 – Bald Mountain Water System;**
- 8. Function 613 – Dogwood Ridge Water System;**
- 9. Function 615 – Arbutus Ridge Water System;**
- 10. Function 616 – Carlton Water System;**
- 11. Function 617 – Shellwood Water System;**
- 12. Function 618 – Woodley Range Water System;**
- 13. Function 619 – Burnum Water System;**
- 14. Function 620 – Mesachie Lake Water System;**
- 15. Function 640 – Saltair Water System;**
- 16. Function 652 – Central Youbou Water Debt;**
- 17. Function 653 – Youbou Water System;**
- 18. Function 660 – Honeymoon Bay Water System;**
- 19. Function 661 – Honeymoon Bay Water Debt;**
- 20. Function 662 – Honeymoon Bay Water Debt Well No.2;**
- 21. Function 670 – Cherry Point Estates Water System;**
- 22. Function 680 – Shawnigan Lake North Water System;**
- 23. Function 681 – Shawnigan Lake Weir; and**
- 24. Function 690 – Kerry Village Water System.**

MOTION CARRIED

R8 Report from the Finance Division Re: 2024 Draft Budget - Drainage

It was moved and seconded that it be recommended to the Board that the following 2024 Draft budgets, be approved:

1. Function 701 – Wilmot Road Drainage;
2. Function 702 – Sentinel Ridge Drainage;
3. Function 703 – Shawnigan Lake East Drainage;
4. Function 705 – Arbutus Mountain Drainage;
5. Function 707 – Lanes Road Drainage;
6. Function 711 – Bald Mountain Drainage;
7. Function 714 – Cobble Hill Drainage;
8. Function 715 – Arbutus Ridge Drainage; and
9. Function 799 – Shawnigan Creek Cleanout System.

MOTION CARRIED

R9 Report from the Finance Division Re: 2024 Draft Budgets – Sewer Services

It was moved and seconded that it be recommended to the Board that the following 2024 Draft budgets, be approved:

1. Function 800 – Cowichan Bay Sewer System;
2. Function 801 – Brulette Sewer System;
3. Function 802 – Sentinel Ridge Sewer System;
4. Function 804 – Lambourn Sewer System;
5. Function 805 – Arbutus Mountain Sewer System;
6. Function 806 – Malahat Sewer System;
7. Function 810 – Mesachie Lake Sewer System;
8. Function 811 – Bald Mountain Sewer System;
9. Function 812 – Cobble Hill Village Sewer System;
11. Function 815 – Arbutus Ridge Sewer System;
12. Function 820 – Eagle Heights Sewer System;
13. Function 830 – Maple Hills Sewer System;
14. Function 840 – Shawnigan Beach Estates Sewer System;
15. Function 850 – Kerry Village Sewer System; and
16. Function 860 – Youbou Sewer System.

MOTION CARRIED

10. It was moved and seconded that it be recommended to the Board that the Function 813 – Mill Springs Sewer System, be amended by:

1. Reducing Requisition-parcel tax from \$121,693 to \$109,600; and
2. Increasing Parcel Tax CVRD from 0 to \$12,093.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Function 813 – Mill Springs Sewer System, as amended, be approved.

MOTION CARRIED

ADJOURNMENT

12:05 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 12:05 PM.

Chair

Recording Secretary

Dated: _____