

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 14, 2023, at 9:36 AM

PRESENT: Director I. Morrison, Chair
Director B. Maartman
Director H. Abbott
Director S. Acton
Director K. Deck*
Director J. McClinton
Director A. Nicholson
Director K. Segall
Director M. Wilson*

ALSO PRESENT: A. Stone, Board Chair*
D. Myles Wilson, Chief Administrative Officer
A. Boyd, A/Deputy Corporate Officer
T. Bowen, A/Corporate Financial Officer
I. MacDonald, A/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*
M. Tippet, Manager, Community Planning Division
C. Breen, Manager, Planning-Strategic Initiatives Division*
R. Dias, A/Senior Manager, Parks & Trails Division
T. Etherington, Manager, Operations, Water Management Division
R. Schoular, Fire Rescue Services Coordinator*
L. Knodel-Joy, Senior Engineering Technologist
J. Hughes, Recording Secretary

* participated remotely

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended to include three New Business Items and:

- R1 Add Function 279 – Parks and Trails Parks Operations Service Vehicle Replacement.**
- NB1 Verbal Report from Director Nicholson Re: Function 281 – Bright Angel Park;**
- NB2 Verbal Report from Director Nicholson Re: Function 613 – Dogwood Ridge Water System;**
- NB3 Verbal Report from Director Segall Re: Function 355 – Malahat Fire Protection; and**

that the agenda be approved, as amended.

MOTION CARRIED

REPORTS

R1 Report from the Finance Division Re: 2024 Electoral Area Supplemental Requests

- 1. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 231 – Mill Bay Wharf Phased Repairs, be approved.**
- 2. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 231 – Mill Springs Pathway Development, be approved.**

MOTION CARRIED

- 3. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 232 – Invasive Species Survey Update, be approved.**

MOTION CARRIED

- 4. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 232 – Shawnigan Rail with Trail Phase 3, be approved.**

MOTION CARRIED

- 5. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 232 – Shawnigan Wharf Railings & Decking Replacement, be approved.**

MOTION CARRIED

- 6. It was moved and seconded that it be recommended to the Board that the supplemental requests for Function 233 – Roadside Pathway, be approved;**
- 7. It was moved and seconded that it be recommended to the Board that the supplemental requests for Function 233 – Cenotaph Lighting & Flag Pole, be approved; and**
- 8. It was moved and seconded that it be recommended to the Board that the supplemental requests for Function 233 – Cobble Hill Common Amphitheatre, be approved.**

MOTION CARRIED

- 9. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 234 – Coverdale Watson Washroom, be approved.**

MOTION CARRIED

- 10. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 234 – Gateway Park Design, be approved.**

MOTION CARRIED

- 11. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 234 – Wessex Ravine Park Community Pathway Connection, be approved.**

MOTION CARRIED

- 12. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 235 – Roadside Pathway, be approved.**

MOTION CARRIED

- 13. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 236 – Roadside Pathway, be referred to the January 11, 2024, Special Committee of the Whole Agenda.**

MOTION CARRIED

- 14. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 236 – Little Beach Park Enhancement, be approved.**

MOTION CARRIED

- 15. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 238 – North Oyster Roadside Pathway, be approved.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the supplemental request for Function 279 – Parks & Trails Parks Operations Service Vehicle Replacement, be approved.

MOTION CARRIED

10:27 AM The Committee agreed by consensus to recess at 10:27 AM.

10:38 AM The Committee meeting resumed at 10:38 AM.

- 16. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 281 – Signage and Trail Mitigation, be approved.**

MOTION CARRIED

17. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 320 – Building Inspection Vehicle, be approved.

MOTION CARRIED

18. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 325 – GIS Services, be amended by using 50% Operating Reserves and 50% Requisition.

MOTION CARRIED

18. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 325 – GIS Services, as amended, be approved,

MOTION CARRIED

11:11 AM The Committee agreed by consensus to recess at 11:11 AM.

11:21 AM The Committee meeting resumed at 11:21 AM.

11:22 AM Director McClinton declared a perceived conflict of interest due to business interests and he left the meeting at 11:22 AM.

19. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 328 – Bylaw Officer, be approved.

It was moved and seconded that the supplemental request for Function 328 – Bylaw Officer, be amended to one year.

MOTION CARRIED

Voting resumed on the main motion, as amended

19. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 328 – Bylaw Officer, for one year, be approved.

MOTION CARRIED

11:42 AM Director McClinton returned to the meeting at 11:42 AM.

20. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 490 – Thetis Island Wharf Refurbishment, be approved.

Director Segall was absent during the vote.

MOTION CARRIED

21. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 576 – Vehicle replacement, be approved.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that:

22. Function 604 – Reservoir Replacement; and

23. Function 608 – Reservoir Replacement

be referred to the January 11, 2024, Special Committee of the Whole Agenda.

MOTION CARRIED

24. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 640 – Distribution Main Replacement, be approved.

Director Acton was absent during the vote.

MOTION CARRIED

25. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 660 – Watermain Extension, be amended by reallocating \$25,000 from the Mesachie Lake Sewer Expansion Project to the Function 660 Watermain Extension Project Design, be approved.

MOTION CARRIED

26. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 810 – Integrated Sewer System, be amended by reducing Gas Tax funding by \$25,000 to fund the Function 660 – Watermain Extension, be approved.

MOTION CARRIED

11:58 AM The Committee agreed by consensus to recess at 11:58 AM.

12:33 PM The Committee meeting resumed at 12:33 PM.

27. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 811 – Sewer Lift Station, be approved.

MOTION CARRIED

28. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 812 – CHVS Collection & Treatment Upgrades, be approved.

MOTION CARRIED

29. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 813 – Collection Main Upgrade, be approved.

MOTION CARRIED

30. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 850 – Connection Upgrade, be approved.

MOTION CARRIED

31. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 279/280 – Dump Trailer Replacement, be approved.

MOTION CARRIED

32. It was moved and seconded that it be recommended to the Board that the supplemental request for Function 279/280 – Portable Park Operations Office Building, be approved.

MOTION CARRIED

NEW BUSINESS

NB1 Verbal Report from Director Nicholson Re: Function 281 Bright Angel Park

It was moved and seconded that it be recommended to the Board that the 2024 Draft Budget for Function 281 – Bright Angel Park, be amended by:

1. Increasing Requisition by \$50,000; and
2. Increasing Transfer to Capital Reserves by \$50,000.

MOTION CARRIED

NB2 Verbal Report from Director Nicholson Re: Function 613 – Dogwood Ridge Water System

It was moved and seconded that it be recommended to the Board that the 2024 Draft budget for Function 613 – Dogwood Ridge Water System, be approved by:

1. Increasing User Fees from \$24,050 to \$26,200; and
2. Increasing Transfer to Reserves, Dogwood Ridge, from \$0 to \$3,300.

MOTION CARRIED

NB3 **Verbal Report from Director Segall Re: Function 355 – Malahat Fire Protection**

That it be recommended to the Board that the 2024 Draft Budget for Function 355 – Malahat Fire Protection, be amended by:

- 1. Increasing Requisition by \$27,220; and**
- 2. Increasing Transfer to Capital Reserves by \$27,220.**

MOTION CARRIED

ADJOURNMENT

12:55 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 12:55 PM.

Chair

Recording Secretary

Dated: _____