

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 24, 2024 at 1:38 PM

PRESENT: Chair K. Segal
Director S. Acton*
Director K. Deck
Director R. Douglas*
Director C. Istace
Director C. Justice
Director B. Maartman
Director J. McClinton*
Director T. McGonigle
Director I. Morrison*
Director A. Nicholson
Director M. Staples
Director A. Stone*
Director D. Toporowski
Director M. Wilson
Alternate Director K. Olive

ALSO PRESENT: D. Myles Wilson, Chief Administrative Officer
K. Harrison, Deputy Corporate Officer
T. Bowen, Chief Financial Officer
B. Mohan, General Manager, Corporate Services <until 2:58 PM>
J. Elzinga, General Manager Community Services
A. Kjerulf, General Manager, Land Use Services
B. Farquhar, A/GM, Operations/Senior Manager, Parks & Trails Division
M. Tippett, Manager, Community Planning Division <until 3:34 PM>
M. Pressman, Manager, Development Services Division* <until 3:34 PM>
R. Johnston, Legislative Assistant, Recording Secretary
C. Convery, Systems Support Technician

*Participated Electronically

ABSENT: Director H. Abbott

APPROVAL OF AGENDA

24-183 It was moved and seconded that agenda item BEA 12 "CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendment), 2024", be referred back to the Electoral Area Services Committee for discussion; and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF THE MINUTES

M1 Regular Board Meeting of April 10, 2024

24-184 It was moved and seconded that the minutes of the Regular Board meeting of April 10, 2024 be adopted.

MOTION CARRIED

DELEGATION

D1 Brenda Isaak Takao, President, Cowichan Valley Arts Council and Elizabeth Croft, Managing Director, Cowichan Valley Arts Council Re: Update of Arts Council Activities, provided a Power Point Presentation for information and presented “the smallest hockey stick” to the Vice Chair.

D2 Kim Barnard, Shawnigan Rotary EcoClub provided a Power Point presentation Re: Adopt-an-Area LitterWatch Initiative in Shawnigan Lake for information

CORRESPONDENCE

C1 Correspondence from the Island Corridor Foundation Re: ICF Board Director Nominee

24-185 It was moved and seconded that Director Morrison be nominated to represent the Cowichan Valley Regional District on the Island Corridor Foundation as its Board Director Nominee.

MOTION CARRIED

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Committee of the Whole Meeting of April 10, 2024

24-186 It was moved and seconded:

R1 1. That the \$8,500, 2023 contribution to the VIU Agricultural Program Development Project, based upon completion of the terms and conditions of the Contribution Agreement, be released.

R2 1. That the CVRD enter into a two-year contribution agreement commencing in 2024 with Vancouver Island University in the amount of \$20,000 to support VIU Cowichan Campus Agriculture Development Program staffing; and

2. That the \$20,000 be allocated in two annual installments of \$10,000 funded from Function 121 – Economic Development Division in each of the 2024 and 2025 budget years.

R3 1. That it be recommended to the Board that staff proceed with detailed quotes and planning for second floor renovation.

MOTION CARRIED

CR2 Report and Recommendations of the Electoral Area Services Committee meeting of April 17, 2024

24-187 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 Mill Bay & District Conservation Society to support the operation of the Coho salmon conservation project.
- C2** That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to the Mill Bay & District Conservation Society to support the operation of the Coho salmon conservation project.
- R2** That "CVRD Bylaw No. 4560 - Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.
- R3** That "CVRD Bylaw No. 4531 – Sewer Systems Regulatory and Management Amendment Bylaw, 2024" be forwarded to the Board for consideration of three readings and adoption.
- R4** That "CVRD Bylaw No. 4532 –Water Systems Regulatory and Management Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

Electoral Area Directors only vote on the following:

24-188 It was moved and seconded:

- R1 1.** That the Board require that a public information meeting be held for Application No. RZ23A03 (Stonebridge) at the applicant's expense prior to a public hearing being held.
- R1 2.** That staff work with the applicant for Application No. RZ23A03 (Stonebridge) to provide the draft terms of an updated parks and amenities covenant in preparation for the public information meeting
- R1 3.** That prior to consideration of first reading of OCP and zoning amendment bylaws for Application No. RZ23A03 (Stonebridge), staff provide updated comments from the Ministry of Transportation and Infrastructure (MOTI) on MOTI review and recommendations from Traffic Impact Assessments for the north portion and south portions of the proposed Stonebridge development.
- R1 4.** That staff provide a report to the Electoral Area Services Committee regarding potential amendments to development permit guidelines for form and character.

- R1 5. That staff work with the applicant for Application No. RZ23A03 (Stonebridge) in defining a more descriptive allowable use for drive-through facilities
- R1 6. That staff prepare a report to the Electoral Area Services Committee regarding potential amendments to development permit guidelines for water conservation

MOTION CARRIED

CR3 Report and Recommendations of the Committee of the Whole meeting of April 24, 2024

24-189 It was moved and seconded:

- R3 1. That a CVRD Respectful Spaces Bylaw, be established
- R4 1. That \$30,000 be provided through the Strategic Initiatives Fund – Function 100 General Government, to support the Young Agrarians BC Land Matching Program in the Cowichan region, subject to meeting deliverables outlined in a June 14, 2023 staff report.
- R4 2. That \$30,000 be provided to the Cowichan Green Community through the Strategic Initiatives Fund – Function 100.
- R4 3. That \$16,000 to cover a 2-year term as the Cowichan Valley Regional District's commitment to the Vancouver Island Coast Communities (VICC) Climate Leadership Steering Committee, be provided with *funding through the Local Government Climate Action Program (LGCAP)*, be approved.

MOTION CARRIED

24-190 It was moved and seconded:

- R5 1. That the following Sport Tourism Event Grants, totalling \$15,975, be approved.
1. Ceevac Roadrunners – Cowichan Autumn Classic \$1,300;
 2. Cowichan Bay Sailing Association – Cowichan Bay Regatta \$1,125;
 3. Cowichan Bowmen Archery Club – The Hell Hole 3D Tournament \$500;
 4. Cowichan Eagles Soccer Club – 2nd Annual Co-Ed Soccer Tournament \$1,000;
 5. Cowichan Outdoor Volleyball League – COVL Volleython 2024 \$500;
 6. Cowichan Valley Athletics Club – Garriock Meet \$1,000;
 7. Cowichan Valley Wrestling Club – QMS Christmas Classic \$1,500;
 8. Cowichan Women's Football League – Sun Bowl \$1,250;
 9. Ladysmith Minor Softball Association – U13 BC Softball Regional Championships \$1,500;
 10. Lake Cowichan Minor Hockey Association – U13 Hockey Tournament \$1,000;

11. Lake Cowichan Minor Hockey Association – U15 Hockey Tournament \$1,000;
12. Lake Cowichan Minor Hockey Association – U18 Hockey Tournament \$1,000;
13. South Cowichan Lawn Tennis Club – Vancouver Island Grass Court Championships \$1,300;
14. Van Isle Strength – Western Canada’s Strongest Man \$500; and
15. Wheelhouse Cycling Society – Burnt Bridge Gravel Fondo \$1,500.

MOTION CARRIED

2:24 PM The Board recessed at 2:24 PM.

2:38 PM The Board meeting resumed at 2:38 PM.

DIRECTOR REPORTS

DR1 Verbal Report/Debrief Re: Association of Vancouver Island and Coastal Communities (AVICC) 2024 Conference

Board members engaged in a roundtable discussion related to their experiences, takeaways, their overall appreciation of the AVICC conference, and networking opportunities the conference provides, for information.

DR2 Verbal Update from Director Segall Re: UBCM Regional District Chairs/CAO Forum was provided for information.

BYLAWS

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

24-191 **It was moved and seconded that "CVRD Bylaw No. 4583 – Arbutus Ridge Water System Service Amendment (Boundary Extension) Bylaw, 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

B2 CVRD Bylaw No. 4566 – Shawnigan Village Water System Service Establishment Bylaw, 2024

24-192 **It was moved and seconded that "CVRD Bylaw No. 4566 – Shawnigan Village Water System Service Establishment Bylaw, 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

B3 CVRD Bylaw No. 4567 – Shawnigan Village Water System Loan Authorization (\$3,200,000), Bylaw, 2024

24-193 It was moved and seconded that "CVRD Bylaw No. 4567 – Shawnigan Village Water System Service Loan Authorization (\$3,200,000) Bylaw, 2024", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BYLAWS – ELECTORAL AREA DIRECTORS

BEA1 CVRD Bylaw No. 4560 – Recycling and Garbage Collection Rates Amendment Bylaw, 2024

24-194 It was moved and seconded that "CVRD Bylaw No. 4560 – Recycling and Garbage Collection Rates Amendment Bylaw, 2024", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

24-195 It was moved and seconded that "CVRD Bylaw No. 4560 – Recycling and Garbage Collection Rates Amendment Bylaw, 2024", be adopted.

MOTION CARRIED

BEA2 CVRD Bylaw No. 4546 – South Cowichan Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-196 It was moved and seconded that "CVRD Bylaw No. 4546 – South Cowichan Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BEA3 CVRD Bylaw No. 4547 – Electoral Area B – Shawnigan Lake Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-197 It was moved and seconded that "CVRD Bylaw No. 4547 – Electoral Area B – Shawnigan Lake Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BEA4 CVRD Bylaw No. 4548 – Electoral Area D – Cowichan Bay Marine Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-198 It was moved and seconded that "CVRD Bylaw No. 4548 – Electoral Area D – Cowichan Bay Marine Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BEA5 CVRD Bylaw No. 4549 – Electoral Area D – Cowichan Bay Upland Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-199 **It was moved and seconded that "CVRD Bylaw No. 4549 – Electoral Area D – Cowichan Bay Upland Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA6 CVRD Bylaw No. 4550 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-200 **It was moved and seconded that "CVRD Bylaw No. 4550 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA7 CVRD Bylaw No. 4551 – Electoral Area F – Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-201 **It was moved and seconded that "CVRD Bylaw No. 4551 – Electoral Area F – Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA8 CVRD Bylaw No. 4552 – Electoral Area G – Saltair/Gulf Islands Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-202 **It was moved and seconded that "CVRD Bylaw No. 4552 – Electoral Area G – Saltair/Gulf Islands Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA9 CVRD Bylaw No. 4553 – Electoral Area H – North Oyster/Diamond Zoning Amendment Bylaw (Bill 44 Compliance), 2024

24-203 **It was moved and seconded that "CVRD Bylaw No. 4553 – Electoral Area H – North Oyster/Diamond Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA10 CVRD Bylaw No. 4554 – Electoral Area I – Youbou/Meade Creek Zoning Amendment Bylaw (Bill 44 Compliance), 2024

- 24-204** It was moved and seconded that "CVRD Bylaw No. 4554 – Electoral Area I – Youbou/Meade Creek Zoning Amendment Bylaw (Bill 44 Compliance), 2024", be granted 1st, 2nd and 3rd reading.
- MOTION CARRIED**
- BEA11** CVRD Bylaw No. 4570 – Electoral Areas Works and Servicing Bylaw Amendment (Proof of Water for Building Permit), 2024
- 24-205** It was moved and seconded that "CVRD Bylaw No. 4570 – Electoral Areas Works and Servicing Bylaw Amendment (Proof of Water for Building Permit), 2024", be granted 1st, 2nd and 3rd reading.
- MOTION CARRIED**
- 24-206** It was moved and seconded that "CVRD Bylaw No. 4570 – Electoral Areas Works and Servicing Bylaw Amendment (Proof of Water for Building Permit), 2024" be adopted.
- MOTION CARRIED**
- BEA12** Item BEA12 – "CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", was referred back to the Electoral Area Services Committee for discussion at Approval of the Agenda.
- BEA13** CVRD Bylaw No. 4572 – Electoral Area B – Shawnigan Lake Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024
- 24-207** It was moved and seconded that "CVRD Bylaw No. 4572 – Electoral Area B – Shawnigan Lake Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.
- MOTION CARRIED**
- BEA14** CVRD Bylaw No. 4573 – Electoral Area D – Cowichan Bay Marine Zoning Amendment Bylaw (Miscellaneous Amendments), 2024
- 24-208** It was moved and seconded that "CVRD Bylaw No. 4573 – Electoral Area D – Cowichan Bay Marine Zoning Amendment Bylaw (Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.
- MOTION CARRIED**
- BEA15** CVRD Bylaw No. 4574 – Electoral Area D – Cowichan Bay Upland Zoning Amendment Bylaw (Miscellaneous Amendments), 2024
- 24-209** It was moved and seconded that "CVRD Bylaw No. 4574 – Electoral Area D – Cowichan Bay Upland Zoning Amendment Bylaw (Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.
- MOTION CARRIED**

BEA16 CVRD Bylaw No. 4575 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Miscellaneous Amendments) 2024

24-210 **It was moved and seconded that "CVRD Bylaw No. 4575 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Miscellaneous Amendments) 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA17 CVRD Bylaw No. 4576 – Electoral Area F – Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024

24-211 **It was moved and seconded that "CVRD Bylaw No. 4576 – Electoral Area F – Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA18 CVRD Bylaw No. 4577 – Electoral Area G – Saltair/Gulf Islands Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024

24-212 **It was moved and seconded that "CVRD Bylaw No. 4577 – Electoral Area G – Saltair/Gulf Islands Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA19 CVRD Bylaw No. 4578 – Electoral Area H – North Oyster/Diamond Zoning Amendment Bylaw (Miscellaneous Amendments), 2024

24-213 **It was moved and seconded that "CVRD Bylaw No. 4578 – Electoral Area H – North Oyster/Diamond Zoning Amendment Bylaw (Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

BEA20 CVRD Bylaw No. 4579 – Electoral Area I – Youbou/Meade Creek Zoning Amendment Bylaw (Miscellaneous Amendments), 2024

24-214 **It was moved and seconded that "CVRD Bylaw No. 4579 – Electoral Area I – Youbou/Meade Creek Zoning Amendment Bylaw (Miscellaneous Amendments), 2024", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

CLOSED SESSION

24-215 It was moved and seconded that the meeting be closed to the public in
3:34 PM accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(c) Labour Relations; 90 (1)(d) Security of Property and 90 (1)(e) Land Acquisition, Disposition or Expropriation of Land or Improvements, if the Board Considers that Disclosure Could Reasonably be Expected to harm the Interest of the Regional District.

MOTION CARRIED

RISE FROM CLOSED

24-221 It was moved and seconded that the Committee rise without report and return
4:04 PM to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

24-222 It was moved and seconded that the meeting be adjourned.
4:04 PM

MOTION CARRIED

The meeting adjourned at 4:04 PM.

Certified Correct:

Chairperson

Corporate Officer

Dated: _____