

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. Tippet, 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. Ceevacs 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 – 2<sup>nd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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: \_\_\_\_\_