

Minutes of the Committee of the Whole Meeting held Electronically via the Board Room, located at 175 Ingram Street, Duncan BC, on Wednesday, February 22, 2023 at 10:32 AM.

**PRESENT:**

Chair I. Morrison  
Director H. Abbott  
Director S. Acton  
Director K. Deck  
Director R. Douglas  
Director C. Justice  
Director J. McClinton  
Director T. McGonigle  
Director B. Maartman\*  
Director T. Manhas  
Director A. Nicholson  
Director K. Segall  
Director M. Staples\*  
Director A. Stone  
Director D. Toporowski\*  
Director M. Wilson

**ALSO PRESENT:**

D. Myles Wilson, Chief Administrative Officer  
P. Robins, Corporate Officer  
J. Elzinga, General Manager Community Services Department  
B. Boysen, General Manager Operations Department\*  
B. Farquhar, Manager Parks & Trails Division  
B. Mohan, General Manager, Corporate Services Department  
A. Kjerulf, General Manager Land Use Services Department  
C. Postings, General Manager Strategic Services Department  
K. Miller, Manager Environmental Services Division  
K. Schumacher, Manager Communications & Engagement\*  
R. Wainwright, Manager Emergency Management Division  
T. Bowen, Assistant Finance Manager – Operations  
K. Lawrence, Senior Environmental Analyst\*  
R. Barnhouse, Secretary III  
C. Convery, Systems Support Technician

\* participated remotely

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved as amended with the removal of item R6.33 as it is subject to the closed meeting.**

**ADOPTION OF MINUTES**

**M1**

Committee of the Whole Meeting of February 8, 2023

**It was moved and seconded that the minutes of the Committee of the Whole meeting of February 8, 2023 be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

**D1** Carolyn Prellwitz and Priscilla Lowe from the Cowichan Historical Society provided background information and an overview of the Society, received for information.

**11:00 AM** Committee decided unanimously to recess at 11:00 AM

**11:12 AM** The meeting resumed at 11:12 AM

**REPORTS**

**R1** Report from the Parks & Trails Division Re: Park Reservations, Community Special Events and Park Volunteer Program Highlights 2019-2022, received for information.

**R2** Report from the Parks & Trails Division Re: 2022 CVRD Parks and Trails Visitation Summary, received for information.

**It was moved and seconded that it be recommended to the Board that items R1-Report from the Parks & Trails Division Re: Park Reservations, Community Special Events and Park Volunteer Program Highlights 2019-2022 and item R2 - Report from the Parks & Trails Division Re: 2022 CVRD Parks and Trails Visitation Summary be referred to the Electoral Area Services Committee.**

**MOTION CARRIED**

**R3** Report from the Environmental Services Division Re: Cowichan Adapts Implementation Plan, received for information.

**11:56 AM** Committee decided unanimously to recess at 11:56 AM

**12:30 PM** The meeting resumed at 12:30 PM

**R4** Report from the Legislative Services Division Re: Local Government Incorporation and Restructure

**It was moved and seconded that it be recommended to the Board on February 22, 2023:**

- 1. That the Cowichan Valley Regional District make a funding request to the Ministry of Municipal Affairs in the amount of \$60,000 under the Local Government Restructure Planning Grant Program for reasonable costs in undertaking a governance and services study for Areas A, B and C the “South Cowichan”; and**
- 2. The South Cowichan Governance and Services Study rationale, attached and forming part of this report, be endorsed and forwarded to the Ministry of Municipal Affairs as part of the funding request.**

3. A 2023 supplemental request for Function 130, Electoral Feasibility Studies in the amount of \$190,000 for an Area A, B and C Restructure and Incorporation Study funded \$70,000 from reserves and \$120,000 through requisition, be approved.

**MOTION DEFEATED**

It was moved and seconded that it be recommended to the Board on February 23, 2023:

1. That the Cowichan Valley Regional District make a funding request to the Ministry of Municipal Affairs in the amount of \$60,000 under the Local Government Restructure Planning Grant Program for reasonable costs in undertaking a governance and services study for Areas A, B and C the “South Cowichan”; and
2. The South Cowichan Governance and Services Study rationale, attached and forming part of this report, be endorsed and forwarded to the Ministry of Municipal Affairs as part of the funding request.
3. A 2023 supplemental request for Function 250, in the amount of \$190,000 for an Area A, B and C Restructure and Incorporation Study funded through Requisition and any available Reserves as per the Operational Reserves Policy

**MOTION DEFEATED**

It was moved and seconded that the meeting recess and the closed session resume after the Regular Board Meeting today.

**MOTION CARRIED**

**1:29 PM**

Committee recessed at 1:29 PM

**CLOSED SESSION**

**2:12 PM**

It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(k).

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**2:57 PM**

It was moved and seconded that the Committee rise without report and return to the Open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**2:57 PM**

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 2:57 PM

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_