

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held electronically in accordance with Ministerial Order No. M192 issued June 17, 2020 and transmitted via the Board Room, located at 175 Ingram Street, Duncan BC, on Wednesday, October 28, 2020 at 1:32 PM.

PRESENT Chair A. Stone
Director S. Acton
Director L. Iannidinardo
Director K. Kuhn
Director K. Marsh <until 6:55 PM>
Director T. McGonigle <until 6:04 PM>
Director I. Morrison
Director A. Nicholson
Director B. Salmon
Director A. Siebring
Director L. Smith <until 5:43 PM>
Director M. Staples <after 5:02 PM>
Director D. Toporowski
Director M. Wilson <until 6:55 PM>
Alternate Director C. Haime
Alternate Director T. Duncan <until 4:45 PM>

ALSO PRESENT B. Carruthers, Chief Administrative Officer
A. Legault, Corporate Officer
M. Kueber, General Manager, Corporate Services
J. Elzinga, General Manager, Community Services
A. Kjerulf, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
N. Wehner, Corporate Financial Officer
K. Schumacher, Manager, Communications & Engagement
B. Dennison, Manager, Water Management
I. MacDonald, Manager, Inspection & Enforcement
K. Miller, Manager, Environmental Services
F. Limshue, Manager, Development Services
T. Bowen, Assistant Finance Manager – Operations
A. Diver, Emergency Program Coordinator
S. Carlow, Legislative Assistant
B. Olsen, System Technician I

PUBLIC INPUT PERIOD

20-411 It was moved and seconded that the Public Input Period be extended beyond the maximum 15 minute time limit.

MOTION CARRIED

20-412 **It was moved and seconded that the requests to redact personal information from the public input period submissions, be approved.**

Opposed: Director A. Siebring, Director K. Kuhn,
Alternate Director C. Haime, and Alternate Director T. Duncan

MOTION CARRIED

APPROVAL OF AGENDA

20-413 **It was moved and seconded that Item DR2 be deleted and the agenda, as amended, be approved.**

MOTION CARRIED

M1 Regular Board Meeting of October 14, 2020

20-414 **It was moved and seconded that the minutes of the Regular Board meeting of October 14, 2020 be adopted.**

MOTION CARRIED

DELEGATIONS

D1 Patricia Dehnel, Community Energy Association Re: Presentation of the 2020 Climate and Energy Action Award Adaptation Category

Patricia Dehnel, Community Relations Manager, Community Energy Association (CEA), congratulated the Board of Directors and staff on the CVRD's 2020 Climate and Energy Action Award in the adaptation category for its Climate Risk Assessment Framework for Infrastructure. Ms. Dehnel also provided a PowerPoint presentation on the Association's work and invited a representative from the regional district be designated to the CEA, for information.

REPORT OF THE CHAIRPERSON

Chair Stone thanked the Board and staff for their support during his year as Chairperson.

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Corporate Services Committee Meeting of October 14, 2020

20-415 **It was moved and seconded:**

1. 1. **That the CVRD continue to participate as a member of the Coastal Communities Social Procurement Initiative (CCSPI) to explore opportunities, access training, and pursue next steps for social procurement in alignment with the updated corporate strategic plan; and**

2. That the following short-term action items be pursued in 2021 to support social procurement and economic recovery tools:
 1. Work with CCSPI on advancing a Request for Information process to identify a directory of local social enterprises and businesses available to respond to smaller dollar, goods and services requests as a means to recognize community benefits and support economic recovery activities;
 2. With assistance from CCSPI, develop pilot projects to test social procurement criteria in action, evaluate results, and apply lessons learned to refine objectives and best practices for longer-term policy updates;
 3. Report back to the Board with findings, lessons learned and potential policy updates for consideration in late 2021.
2. That the CVRD refund \$580.75 to the owner(s) of each property charged two parcel taxes as a result of the School District's boundary adjustment in Saltair subject to the following:
 1. Property owner providing the CVRD with a letter to the Parcel Tax Roll Review Panel requesting omission of the second folio from the 2021 Saltair Water parcel tax roll; and
 2. Proof of payment of two parcel charges in 2020 for Saltair.
3.
 1. That a referendum to seek elector approval to implement usage based funding of the nine regionally significant recreation facilities be held in conjunction with local government elections in October 2022.
 2. That \$50,669 of the Regional Feasibility reserve fund be used toward Regional Recreation communication and public approval costs.
 3. That staff prepare a supplemental request to include \$20,000 in the 2021 and 2022 budgets under function 100 (General Government) toward the cost of the referendum in 2022.
 4. That staff prepare a supplemental request to include \$25,000 in the 2021 and 2022 budgets under function 100 (General Government) for a facility use analysis in 2021 / 2022.

Director Siebring was absent at the vote.

MOTION CARRIED

2:34 PM The Board agreed by consensus to take a recess at 2:34 PM.

2:47 PM The meeting resumed at 2:47 PM.

CR2

Report and Recommendations of the Electoral Area Services Committee
Meeting of October 21, 2020

20-416

It was moved and seconded:

1. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,500 be provided to Cobble Hill Farmers Institute to assist with replanting costs of 8 to 9 fruit trees which are to be removed from the CVRD owned Cobble Hill Commons and the trees in question will be a substantial community addition providing fruit to all and saving them from destruction.
2.
 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion to the Sentinel Ridge Sewer Service Area, be received;
 2. That CVRD Bylaw No. 2790 – Sentinel Ridge Sewer System Service Establishment Bylaw, 2006, be amended to include the property described as PID 004-270-592, Lot B, District Lot 47, Malahat District, Plan 20054 except that part in Plan 33486; and
 3. That the amendment to Bylaw 2790 be forwarded to the Board for consideration of three readings and upon payment of capacity connection fees, be considered for adoption.
4. That the Regional District of Nanaimo be advised that the Cowichan Valley Regional District supports the proposed bylaw amendments in the vicinity of the Nanaimo Airport.
5. That the Report and Recommendations from the Parks & Trails Division, together with the correspondence dated October 20, 2020, from the Thetis Island Port Commission Re: Thetis Island Community Wharf Options and Cost Projections, be referred to staff.
7.
 1. That the 2021 Draft Budget for Function 250 – Electoral Area Services for:
 1. General Expenditures for Community Information;
 2. Directors' Expenses for FCM Expenditures;
 3. Directors' Travel for FCM Expenditures;
 4. Directors' registration expenses for FCM Expenditures;
 5. Directors' Expenses for UBCM Convention;
 6. Directors' Travel for UBCM Convention;
 7. Directors' Registration for UBCM Convention;
 8. Director's Expenses for AVICC Expenditures;
 9. Directors' Travel for AVICC Expenditures;
 10. Directors' Registration for AVICC Expenditures;
 11. Conferences & Seminars General Expenditures, be reduced by 50 percent; and
 2. That the Draft 2021 Budget for Function 250 – General Expenditures Travel remain at \$15,000.

MOTION CARRIED

20-417 **It was moved and seconded:**

- 3. That CVRD Bylaw No. 2178 – Saltair Water System Service Establishment Bylaw, 2001, be amended to increase the maximum annual requisition limit from \$490,000 to \$720,000 and include provisions to reduce the limit by \$300,000 effective December 31, 2027.**

MOTION CARRIED

20-418 **It was moved and seconded:**

- 6. That staff prepare amendments to CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011 as needed to remain consistent with the basic requirements of the BC Building Code.**

Opposed: Director A. Nicholson, Director B. Salmon, Director K. Marsh,
Alternate Director C. Haime, Director M. Wilson, Director A. Stone,
and Alternate Director T. Duncan

MOTION CARRIED

20-419 **It was moved and seconded:**

- 8. That a Special Electoral Area Services Committee meeting be held in advance of the next regular Electoral Area Services Committee meeting regarding the Report from the Community Planning Division Re: Electoral Area Open House Reports on the OCP & MOCP.**
- 9. That Application No. ALR20H03 (12850 Doole Road / PID: 027-320-502), ALC ID #61224, be forwarded to the Agricultural Land Commission with a recommendation for approval.**
- 10. That Development Variance Permit No. DVP20D01 (Lot 7 Fairbanks Road/PID: 003-457-265), be denied.**
- 11. That Development Variance Permit Application No. DVP20E07 (4386 Pollock Road/PID: 004-215-621), be issued.**
- 12. 1. That Development Permit No. DP20B08 (1190 Stonecrest Way/PID: 027-675-220) be issued.**
2. That the required cash amenity contribution of \$10,000 for Development Permit No. DP20B08 be made to the Shawnigan Lake Recreation Specified Area Capital Projects Reserve Fund, pursuant to Electoral Area ‘B’ Zoning Bylaw No. 985, 1986, Section 7.3C(g), “Minimum

Parcel Size and Amenity Requirement for Goldstream Heights”.

3. That the subject property (1190 Stonecrest Way/PID: 027-675-220) be exempt from the requirement for a minimum 10% lot frontage onto a road in accordance with Section 512 of the *Local Government Act*.

MOTION CARRIED

DIRECTORS REPORTS

DR1

Director Nicholson Re: Requisition Limit Increases

20-420

It was moved and seconded:

1. That CVRD Bylaw No. 2298 – Glenora Community Association Grant in Aid Service Establishment Bylaw, 2002 be amended to increase the annual requisition limit by 25%.
2. That CVRD Bylaw No. 3389 – Cowichan Station Area Association Annual Financial Contribution Service Establishment Bylaw, 2010 be amended to increase the annual requisition limit by 25%.

MOTION CARRIED

DR2

Item DR2 was deleted upon adoption of the agenda.

DR3

Director Haime Re: Yellow Point Trail Joint Management Committee Report and Yellowpoint Ecological Society PowerPoint Presentation Introduced at the September 16 Electoral Area Services Committee Meeting

20-421

It was moved and seconded:

1. That the Yellow Point Ecological Society (YES) request for Cowichan Valley Regional District (CVRD) participation on a Joint Management Committee with the Regional District of Nanaimo (RDN), the Ministry of Transportation and Infrastructure (MOTI) and YES to explore and advance plans for an active transportation path in RDN Electoral Area A and CVRD Electoral Area H, be approved and a representative appointed.
2. That a letter of support for this stage of the project be provided to YES.

MOTION CARRIED

STAFF REPORTS

- SR1** Staff Report from the Chief Administrative Officer Re: Corporate Strategic Plan
- 20-422** **It was moved and seconded that the 2020 – 2022 Corporate Strategic Plan be approved.**
- MOTION CARRIED**
- SR2** Staff Report from the Chief Administrative Officer Re: CVRD Climate Action Report, was presented for information.
- SR3** Staff Report from the Environmental Services Division Re: 2020 Budget Amendment – Community Emergency Preparedness Fund Grant
- 20-423** **It was moved and seconded that the 2020 Budget for Function 530 Cowichan Flood Management be amended to:**
- 1. Increase Provincial Conditional Grants revenue by \$91,004; and**
 - 2. Increase Project Expenditures expense by \$91,004.**
- MOTION CARRIED**
- SR4** Staff Report from the Emergency Management Division Re: Community Emergency Preparedness Fund Grant Application
- 20-424** **It was moved and seconded that a grant application in the amount of \$25,000 be submitted to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for evacuation route planning.**
- MOTION CARRIED**
- SR5** Staff Report from the Emergency Management Division Re: Community Resiliency Investment FireSmart Community Funding Grant Application
- 20-425** **It was moved and seconded that a grant application in the amount of \$466,581 be submitted to the Union of British Columbia Municipalities Community Resiliency Investment (CFI) FireSmart Community Funding Program.**
- MOTION CARRIED**
- SR6** Staff Report from the Inspection & Enforcement Re: Soil Deposit Permit Application – PID: 009-351-744
- 20-426** **It was moved and seconded that Soil Deposit Permit SDC-20-04 (PID: 009-351-744), be issued.**

Director McGonigle was absent at the vote.

MOTION CARRIED

SR7 Staff Report from the Inspection & Enforcement Division Re: Soil Deposit Permit Application – PID: 027-514-382

20-427 **It was moved and seconded that Soil Deposit Permit SDC-20-02 (PID: 027-514-382), be issued.**

Director McGonigle was absent at the vote.

MOTION CARRIED

SR8 Staff Report from the Finance Division Re: Q3 – 2020 Capital Project Progress Report, was received for information.

3:43 PM The Board agreed by consensus to take a recess at 3:43 PM.

3:57 PM The meeting resumed at 3:57 PM.

SR9 Staff Report from the Finance Division Re: Q3 – 2020 Operating Expense Progress Report, was received for information.

SR10 Staff Report from the Finance Division Re: Cowichan Valley Regional District 2020 Audit

20-428 **It was moved and seconded that the 2020 Audit Planning Communication Report, as submitted by BDO Canada LLP be received.**

MOTION CARRIED

SR11 Staff Report from the Inspection & Enforcement Division Re: Building Records Secure Storage

20-429 **It was moved and seconded that the budget for Function 328 – Bylaw Enforcement, be amended to:**

- 1. Increase Miscellaneous Equipment Capital by \$30,000.00**
- 2. Decrease Legal Services by \$30,000.00.**

MOTION CARRIED

SR12 Staff Report from the General Manager, Community Services Re: Community Economic Recovery Infrastructure Program (CERIP)

20-430 **It was moved and seconded:**

- 1. That a grant application in the amount of \$850,000 be submitted to the Community Economic Recovery Infrastructure Program for the Kinsol Trestle Gateway Project.**

2. That a grant application in the amount of \$550,000 be submitted to the Community Economic Recovery Infrastructure Program for the South Cowichan Pickleball Complex.

MOTION CARRIED

BYLAWS

- B1
20-431** It was moved and seconded that "CVRD Bylaw No. 4350 – Cowichan Station Area Association Annual Financial Contribution Service Amendment (Requisition Limit Increase), Bylaw, 2020", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

- B2
20-432** It was moved and seconded that "CVRD Bylaw No. 4351 – Cowichan Bay Sewer System Service Amendment, (Requisition Limit Increase) Bylaw, 2020", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

- B3
20-433** It was moved and seconded that "CVRD Bylaw No. 4352 – Malahat Fire Protection Service Amendment Bylaw 2020", 1st, 2nd and 3rd reading.

MOTION CARRIED

- B4
20-434** It was moved and seconded that "CVRD Bylaw No. 4353 – Eagle Heights Fire Protection Service Amendment Bylaw, 2020", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BYLAWS - ELECTORAL AREA DIRECTORS

- BEA1
20-435** It was moved and seconded that "CVRD Bylaw No. 4326 – South Cowichan Zoning Amendment Bylaw, 2020", be granted 2nd reading, as amended.

MOTION CARRIED

UNFINISHED BUSINESS

- UB1** Staff Report from the Legislative Services Division Re: Review of Electronic Meetings

20-436 It was moved and seconded that Item UB1 be referred to the next Corporate Services Committee meeting for further discussion regarding Public Input Period.

MOTION CARRIED

CLOSED SESSION

20-437 It was moved and seconded that the Closed Session agenda be approved, and that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(c) Labour / Employee Relations; (1)(j) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; (1)(k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and the Closed Session Regular Board minutes of October 14, 2020.

MOTION CARRIED

4:45 PM Alternate Director Duncan left the virtual meeting at 4:45 PM.

RISE FROM CLOSED SESSION

20-443 It was moved and seconded that the Board rise without report, and returned to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

20-444 It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 7:07 PM.

Certified Correct:

Chairperson

Corporate Officer

Dated: _____