

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, June 28, 2017 at 2:14 PM.

**PRESENT** Chair J. Lefebure  
Director S. Acton  
Director M. Clement  
Director B. Day  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
Director S. Jackson  
Director K. Kuhn  
Director M. Marcotte  
Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker

**ALSO PRESENT** B. Carruthers, Chief Administrative Officer  
K. Harrison, Deputy Corporate Secretary  
J. Elzinga, General Manager, Community Services  
H. Hatami, General Manager, Engineering Services  
M. Kueber, General Manager, Corporate Services  
R. Conway, Manager, Development Services  
C. Lockrey, Manager, Strategic Services  
T. Etherington, Utilities Operations Superintendent  
S. Carlow, Legislative Assistant

#### **APPROVAL OF AGENDA**

**17-254** It was moved and seconded that the agenda be amended with the addition of one New Business item:

**NB1 Staff Report from the Water Management Division Re: 2017 Five Year Financial Plan Amendment – Function 810 Mesachie Lake Sewer; and**

**that the agenda, as amended, be approved.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Board Meeting of June 14, 2017

**17-255** **It was moved and seconded that the minutes of the Regular Board Meeting of June 14, 2017 be adopted.**

**MOTION CARRIED**

**REPORT OF THE CHAIRPERSON**

**RC1** Verbal Report Re: National Aboriginal Hockey Championships

Chair Lefebure advised that the National Aboriginal Hockey Championships (NAHC) Organizing Committee sent a thank you card expressing their appreciation for the region's role in the event.

The General Manager (GM), Community Services, provided a summary of the event noting the NAHC was extremely thankful for the surplus legacy the championships provided. The GM also advised that a carved trophy is anticipated to reside within a national hall of fame, and that the promotion of future Indigenous youth sport development will absorb the remaining legacy funds.

**CORRESPONDENCE**

**C1** Correspondence from the Vancouver Island Recycling and Waste Industry Coalition (VIRWIC) Re: Request to Ban Clean Wood Waste

**17-256** **It was moved and seconded that a report with options be brought back to the Board regarding a response to the Vancouver Island Recycling and Waste Industry Coalition correspondence dated June 9, 2017.**

**MOTION CARRIED**

**COMMITTEE/COMMISSION REPORTS**

**CR1** Report and Recommendations of the Electoral Area Services Committee Meeting of June 21, 2017

**2:27 PM** Director Jackson declared a conflict of interest citing her role as website creator for Cittaslow Cowichan, and left the Boardroom at 2:27 PM.

**17-257** **It was moved and seconded**

- 1. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$2,000 be provided to Cittaslow Cowichan to support their 2017 events.**

**MOTION CARRIED**

**2:28 PM** Director Jackson returned to the Boardroom at 2:28 PM.

**17-258** It was moved and seconded

2. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$1,000 be provided to Kaatza Historical Society to support continued fundraising for the addition of the Kaatza Station Museum.
3. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$500 be provided to the Cowichan Bay Improvement Association to support the upcoming Cowichan Bay Boat Festival.
4. That a non-low bid award in the amount of \$113,666 plus GST be awarded to Habitat Systems Inc. based on their proposal dated April 19, 2017, submitted in response to Request for Proposals No. 2017-PRK-001 for replacement of park playgrounds in Electoral Areas B, C, and E.
5. That Schedule 2 of CVRD Ticketing Bylaw No. 3209 be amended as set out in the May 29, 2017, Staff Report from the Inspections & Enforcement Division, to reflect recent amendments to CVRD Building Regulation Bylaw No. 3422.
6. That a Grant-in-Aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$1,000 be provided to Mill Bay Community League to support their Canada 150 Dance.

**MOTION CARRIED**

**17-259** It was moved and seconded

8. That Application No. 02-C-17DVP (3582 Pechanga Close) to vary Section 10.3.4 of Zoning Bylaw No. 3520 to reduce the rear parcel line setback for an accessory building from 4.5 metres to 1.0 metre, be approved.
9. That consideration of Development Permit Application No. 09-B-16DP (2786 Meadowview Road) be deferred until the Ministry of Transportation and Infrastructure has confirmed in writing if it accepts the recommendations of the Hydrology Report prepared by J.E. Anderson & Associates dated February 27, 2017, and the proposed drainage ditch right-of-way.
10. That Application No. 01-G-16ALR (4001 Saltair Road/Residence for Relative) to permit the subdivision of 4001 Saltair Road be denied and not forwarded to the Agricultural Land Commission.
11. 1. That Signage Development Permit with Variance Application No. 01-D-16DP/S/VAR (1681 Botwood Lane) be approved;

2. That Section 7.1(c) of CVRD Sign Bylaw No. 1095 be varied to permit a rooftop sign; and
  3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3605.
12.
    1. That Official Community Plan and Zoning Amendment Bylaws for Application No. 2-F-08RS (9931 South Shore Road) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> readings;
    2. That the referrals to the Ministry of Transportation and Infrastructure, Island Health, School District 79, Lake Cowichan RCMP, Town of Lake Cowichan, Honeymoon Bay Volunteer Fire Department, Ditidaht First Nation, Lake Cowichan First Nation and Cowichan Tribes be accepted; and
    3. That a public hearing be scheduled with Directors from Electoral Areas F, I and D and other Electoral Area Directors be delegated to the hearing.
  13.
    1. That Lot 5 from Subdivision Application No. 01-E-10SA (Saddleview Estates) be selected as the parcel to be transferred to the Regional District as per the terms and conditions outlined in "CVRD Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Bylaw No. 1840, 1998"; and
    2. That, following transfer of ownership to the Regional District, Lot 5 from Subdivision Application No. 01-E-10SA (Saddleview Estates) be listed for public sale and the proceeds of the sale be deposited equally into the Electoral Area E and Electoral Area F Community Parks Statutory Reserve funds.
  14. That the Empress Park Subdivision and Disposal Process – Electoral Area B – Shawnigan Lake, be held in abeyance at this time.

**MOTION CARRIED**

7. That Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.7 of Zoning Bylaw No. 2524 to reduce the landscape buffer from 7.5 m to 4.5 m, be denied.

**17-260** It was moved and seconded that CR1 Item No. 7, be referred back to staff.

Opposed: Director K. Davis, Director L. Iannidinardo,  
Director M. Marcotte, and Director I. Morrison

**MOTION CARRIED**

**CR2** Report and Recommendations of the Regional Services Committee meeting of June 28, 2017

- 17-261** It was moved and seconded:
- 1.** That the Tourism Cowichan Society Annual Work Plan for 2017 detailed in the Economic Development June 19, 2017, Staff Report be approved.
  - 2.** That an application be submitted under Sections 56 and 57 of the *Forest and Ranges Practices Act* for vacant Crown Land within the Cobble Hill Regional Recreation Area to both designate the lands for outdoor recreation and permit the CVRD to maintain trails within the parcel.
  - 3.** That the 2017 Budget for Function 131 Environmental Initiatives be amended to:
    - 1.** Increase Federal Conditional Grants revenue by \$208,000;
    - 2.** Increase Provincial Conditional Grants revenue by \$208,000; and
    - 3.** Increase Flood Plain Management expense by \$416,000.

**MOTION CARRIED**

**BYLAWS**

- B1**  
**17-262** It was moved and seconded that "CVRD Bylaw No. 4103 - Saltair Water System Management Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

- B1**  
**17-263** It was moved and seconded that "CVRD Bylaw No. 4103 - Saltair Water System Management Amendment Bylaw, 2017", be adopted.

**MOTION CARRIED**

- B2**  
**17-264** It was moved and seconded that "CVRD Bylaw No. 4116 - Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

- B3**  
**17-265** It was moved and seconded that "CVRD Bylaw No. 4126 - Election and Assent Voting Procedures Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

- B3**  
**17-266** It was moved and seconded that "CVRD Bylaw No. 4126 - Election and Assent Voting Procedures Bylaw, 2017", be adopted.

**MOTION CARRIED**

- B4**  
**17-267** It was moved and seconded that "CVRD Bylaw No. 4129 - Electoral Area I - Youbou/Meade Creek Critical Streetlighting Service Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**B5  
17-268** It was moved and seconded that "CVRD Bylaw No. 4130 - Arbutus Mountain Estates Water System Service Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**BYLAWS - ELECTORAL AREA DIRECTORS**

**BEA1  
17-269** It was moved and seconded that "CVRD Bylaw No. 4118 - South Cowichan Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA2  
17-270** It was moved and seconded that "CVRD Bylaw No. 4119 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA3  
17-271** It was moved and seconded that "CVRD Bylaw No. 4120 - Electoral Area D - Cowichan Bay Upland Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading

**MOTION CARRIED**

**BEA4  
17-272** It was moved and seconded that "CVRD Bylaw No. 4121 - Electoral Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA5  
17-273** It was moved and seconded that "CVRD Bylaw No. 4122 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA6  
17-274** It was moved and seconded that "CVRD Bylaw No. 4123 - Electoral Area G - Saltair/Gulf Islands Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA7  
17-275** It was moved and seconded that "CVRD Bylaw No. 4124 - Electoral Area H - North Oyster / Diamond Zoning Amendment Bylaw (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA8  
17-276** It was moved and seconded that "CVRD Bylaw No. 4125 - Electoral Area I - Youbou/Meade Creek Zoning Amendment Bylaw, (Cannabis Regulations), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Staff Report from the Water Management Division Re: 2017 Five Year Financial Plan Amendment – Function 810 Mesachie Lake Sewer

**17-277** It was moved and seconded that the 2017 Five Year Financial Plan for Function 810 Mesachie Lake Sewer be amended to:

1. Increase Debt Proceeds revenue by \$51,226
2. Increase Capital expense by \$51,226
3. Increase Long Term Debt Interest expense by \$2,000
4. Decrease Sludge Disposal expense by \$2,000.

**MOTION CARRIED**

**CLOSED SESSION**

**17-278**  
**2:50 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)(a) Cowichan 2018 BC Sumer Games Nominating Subcommittee Replacement Appointment; (1)(e) Land Acquisition (3 Items); (1)(j) Prohibited from Disclosure Under Section 21 of the *Freedom of Information and Protection of Privacy Act*; and the adoption of the May 24, 2017 Closed Session Board Minutes; and June 14, 2017 Closed Session Board Minutes.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**17-285**  
**2:56 PM** It was moved and seconded that the Board rise with report on Item CSCR1, and return to the Open portion of the meeting.

**MOTION CARRIED**

**17-281** It was moved and seconded that Vicki Janzen be appointed to the Cowichan 2018 BC Summer Games Board of Directors (for Protocol) replacing Anne Muir.

**MOTION CARRIED**

**ADJOURNMENT**

**17-286**  
**2:57 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 2:57 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Deputy Corporate Secretary

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