

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, September 13, 2017 at 6:30 PM.

**PRESENT** Chair J. Lefebure  
Director S. Acton  
Director M. Clement <until 7:10 PM>  
Director B. Day  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
Director K. Kuhn  
Director M. Marcotte  
Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Alternate Director A. Siebring  
Alternate Director P. Kent

**ALSO PRESENT** B. Carruthers, Chief Administrative Officer  
J. Barry, Corporate Secretary  
R. Conway, Manager, Development Services  
S. Carlow, Legislative Assistant

**ABSENT** Director S. Jackson  
Director T. Walker

#### **APPROVAL OF AGENDA**

**17-374** It was moved and seconded that the agenda be amended with the addition of one New Business item:

**NB1** Email and Correspondence from Alice Cheung, Regional Manager, Oceans Program, Ecosystems Management Branch, Fisheries and Oceans Canada Re: Appointment of Cowichan Valley Regional District Representative to the Offshore Pacific Area of Interest Advisory Committee; and

that the agenda, as amended, be approved.

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Board Meeting of August 23, 2017

17-375           **It was moved and seconded that the minutes of the Regular Board meeting of August 23, 2017 be adopted.**

**MOTION CARRIED**

#### **REPORT OF THE CHAIRPERSON**

RC1           The Chair invited Director Morrison to comment on a matter. Director Morrison advised he has been notified by Honeymoon Bay Fire Chief Raymond Wear that Brian Peters, Retired Deputy Chief, and previous member of local Parks and Advisory Planning Commissions, has passed away. There will be a service on Saturday, September 23, 2017 at the Honeymoon Bay Community Hall.

#### **COMMITTEE/COMMISSION REPORTS**

CR1           Report and Recommendations of the Corporate Services Committee meeting of August 9, 2017

17-376           **It was moved and seconded that the Regular Part-Time Parks Operations Labour position within the Parks and Trails Division be converted to a regular full-time position.**

**MOTION CARRIED**

CR2           Report and Recommendations of the Electoral Area Services Committee Meeting of September 6, 2017

17-377           **It was moved and seconded:**

1.       **That a Grant-in-Aid, Electoral Area G - Saltair/Gulf Islands, in the amount of \$344.74 be provided to Thetis Island Parents Association to support the purchase of a purple air sensor.**
2.       **That the Building Compliance Policy – Required Professional Surveys attached to the Inspection & Enforcement Division’s August 24, 2017 Staff Report be approved.**
3.       **That the Bylaw Enforcement and Compliance Policy attached to the Inspection & Enforcement Division’s August 25, 2017 Staff Report be approved.**
4.
  1. **That the Community Works Funds be allocated to the electoral area projects (No.1 to 3 & 6 to 13) as identified in Table 1.0 and is attached to the Engineering Services Department report dated August 15, 2017 with the exception of project No. 6 which will be reduced to \$151,334, for consideration in the 2018 budget.**
  2. **That the Community Works Funds be allocated to the Electoral Area B Shawnigan Lake projects No. 4 & 5, as identified in Table 1.0 for the 2017 budget as attached to the Engineering**

Services Department report dated August 15, 2017 for the 2017 budget, thus requiring an amendment to the 2017 Five Year Financial Plan Bylaw.

3. That the Community Works Funds be allocated to the Electoral Area C Cobble Hill project - Geo Thermal Loop phase 2 for the amount of \$10,000 for the 2017 budget, and that the 2017 Five Year Financial Plan Bylaw be amended accordingly.
5.
  1. That the Certificate of Sufficiency confirming that sufficient petitions authorizing a boundary reduction and borrowing up to \$251,226 for capital improvements to the Mesachie Lake Sewer System Service Area, be received.
  2. That a Loan Authorization bylaw be established for the purpose of borrowing up to \$251,226 for capital improvements to the Mesachie Lake Sewer System Service.
  3. That "Mesachie Lake Sewerage Special Service Area Bylaw No 15", be amended to reduce the boundary to accurately reflect properties that are connected and to change the name from Mesachie Lake Sewerage Special Service Area to Mesachie Lake Sewer System Service Area.
  4. That the Mesachie Lake Sewer System Service Loan Authorization Bylaw and the Mesachie Lake Sewer System Service Area Amendment Bylaw be forwarded to the Board for consideration of three readings and, following provincial approval, adoption.
6. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$400.00 be provided to Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society to provide support for their “publicity plan”.
7. That the Saltair Community Society be permitted to install a new furnace in the Saltair Community Centre at their own cost.

**MOTION CARRIED**

17-378

It was moved and seconded:

8. That Development Variance Permit Application No. 01-I-17DP/VAR (8852 Meades Creek Road) be approved:
  1. Section 5.12(4) of Zoning Bylaw No. 2465 is varied from 7.5 metres to 3.5 metres for the front parcel line setback, and from 3.0 metres to 1.9 metres for the side interior parcel line setback.
  2. Section 5.12(5) of Zoning Bylaw No. 2465 is varied by increasing the maximum permitted height of an accessory building from 6 metres to 8.5 metres.
9.
  1. That the Seasonal Cabins Policy attached to the Inspection & Enforcement Division’s August 23, 2017 Staff Report be approved; and

2. That the July 8, 2009 Seasonal Cabins Policy be rescinded.

**MOTION CARRIED**

**CR3** Report and Recommendations of the Corporate Services Committee meeting of September 13, 2017

**17-379** It was moved and seconded:

1. That the Procurement Policy attached to the August 28, 2017 Corporate Services Department Staff Report be approved; and that the previous Purchasing Policy be repealed.
2. That the Car Allowance for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved; and that previous versions of the Car Allowance for Elected Officials Policy be repealed.
3. That an amendment to Board Procedures Bylaw No. 2889 be prepared incorporating a public input period to the order of proceedings and business on the agenda.
4. That an amendment to Committee and Commissions Procedures Bylaw No. 2922 be prepared incorporating a public input period to the order of proceedings and business on agendas for meetings that are comprised of 50% or greater of elected officials.
5. That a Public Input Procedure Policy be prepared based on the conditions identified in the September 1, 2017 staff report from the Legislative Services Division.

**MOTION CARRIED**

**17-380** It was moved and seconded that the Conference/Seminars For Elected Officials Policy, attached to the September 13, 2017 Corporate Services Committee Report, be amended by:

1. Adding the word “annually” after the word “seminars” in the third paragraph;
2. Adding the words “equal to or” after the word “cost” in the fourth paragraph; and

that the policy, as amended, be approved.

Opposed: Directors Kent and Siebring

**MOTION CARRIED**

**CR4** Report and Recommendations of the Transit Committee meeting of September 13, 2017

**17-381** It was moved and seconded:

1. That an amendment to the 2017 function 106 (Commuter) budget to include \$30,000 in Provincial grant funding and to increase the

bus stop maintenance expense account by \$30,000, be approved.

2. That a letter be sent to the Passenger Transportation Board of British Columbia in response to the Tofino Bus Service Incorporated's application number 233-17 specific to route 2, advising that the Cowichan Valley Regional District supports the application and requests the applicant to respond to the questions outlined in the response letter dated September 14, 2017.

**MOTION CARRIED**

**STAFF REPORTS**

**SR1** Staff Report from the Recycling & Waste Management Division Re: Meade Creek Skidsteer Emergency Replacement

**17-382** It was moved and seconded:

1. That the 2017 solid waste management budget (Function 520) be amended to include a capital purchase of \$70,000 for a replacement skidsteer at Meade Creek, funded by transfer from the capital reserve.
2. That a Capital Reserve Fund Expenditure Bylaw be prepared authorizing the expenditure of up to \$70,000 from "Solid Waste Management Facilities Reserve Fund Establishment Bylaw No. 2043, 1999", for the purpose of purchasing a replacement skidsteer for the Meade Creek Recycling Centre.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**BYLAWS**

**B1** It was moved and seconded that "CVRD Bylaw No. 4136 - Arbutus  
**17-383** Mountain Estates Water System Management Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B1** It was moved and seconded that "CVRD Bylaw No. 4136 - Arbutus  
**17-384** Mountain Estates Water System Management Amendment Bylaw, 2017" be adopted.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B2  
17-385** It was moved and seconded that "CVRD Bylaw No. 4137 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017" be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B2  
17-386** It was moved and seconded that "CVRD Bylaw No. 4137 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017", be adopted.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B3  
17-387** It was moved and seconded that "CVRD Bylaw No. 4138 - Honeymoon Bay Water System Management Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B3  
17-388** It was moved and seconded that "CVRD Bylaw No. 4138 - Honeymoon Bay Water System Management Amendment Bylaw, 2017", be adopted.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B4  
17-389** It was moved and seconded that "CVRD Bylaw No. 4144 - Cowichan Bay System Service Amendment Bylaw (004-490-227), 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**B5  
17-390** It was moved and seconded that "CVRD Bylaw No. 4146 - Arbutus Ridge Sewer System Service Loan Authorization (\$2,475,000) Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Director Siebring was absent for the vote.

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Email and Correspondence from Alice Cheung, Regional Manager, Oceans Program, Ecosystems Management Branch, Fisheries and Oceans Canada Re: Appointment of Cowichan Valley Regional District Representative to the Offshore Pacific Area of Interest Advisory Committee

**7:10 PM** Director Clement left the meeting at 7:10 PM.

**17-391**            **It was moved and seconded that the Chair contact Fisheries and Oceans Canada and request a representative seat for the Cowichan Valley Regional District on the Offshore Pacific Area of Interest Advisory Committee.**

**MOTION CARRIED**

**ADJOURNMENT**

**17-392**            **It was moved and seconded that the meeting be adjourned.**  
**7:18 PM**

**MOTION CARRIED**

The meeting adjourned at 7:18 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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