

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, March 15, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

PRESENT: Director I. Morrison, Chair
Director K. Davis
Director A. Nicholson
Director M. Dorey
Director K. Kuhn
Alternate Director S. Acton
Alternate Director C. Morris
Alternate Director A. Bomford

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Planning & Development
H. Hatami, General Manager, Engineering Services
M. Tippet, Manager, Regional & Community Planning
R. Conway, Manager, Development Services
R. Blackmore, Manager, Inspection & Enforcement
B. Dennison, Manager, Water Management
C. Cowan, Manager, Public Safety Division
J. deJong, Fire Rescue Services Coordinator
R. Dias, Parks Superintendent
G. Breckenridge, Chief Building Inspector
R. Rondeau, Planner II
T. Etherington, Utilities Operations Superintendent
L. Knodel-Joy, Senior Engineering Technologist
J. Hughes, Recording Secretary

ABSENT: Director S. Furstenau
Director M. Clement
Director L. Iannidinaro

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the deletion of Item R1, the addition of five New Business Items:

- NB1 Staff Report from Water Management Division Re: Crown Land Licence of Occupation Application for the Saltair Water System;**
 - NB2 Verbal Report from Director Nicholson Re: Sahtlam Community Concerns;**
 - CSNB1 Potential Litigation {Sub 90 (1)(g)};**
 - CSNB2 Potential Law Enforcement {Sub 90 (1)(f)};**
 - CSNB3 Potential Law Enforcement {Sub 90 (1)(f)}; and**
- that the agenda, as amended, be approved.**

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of March 1, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of March 1, 2017 be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES**DELEGATIONS**

D1 Goetz Schuerholz, Cowichan Estuary Conservation and Restoration Association (CERCA), provided a PowerPoint presentation regarding the work CERCA has undertaken in the Cowichan Estuary, including an overview of past and current estuary uses, priority programs and activities.

INFORMATION

IN1 Items IN1 and IN2 were received for information:
1. Area D - Parks Commission Minutes - February 20, 2017; and
2. Area E - Parks Commission Minutes - February 9, 2017.

REPORTS

R1 Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) - Report from Development Services Division was deleted during the Approval of the Agenda.

R2 2017 Budget Amendment - Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 232 Shawnigan Lake Community Parks be amended to:

- 1. Increase Transfer from Gas Tax Reserves revenue by \$15,000;**
- 2. Increase Contribution from Developers revenue by \$50,000;**
- 3. Increase Capital Land Improvements by \$50,000; and**
- 4. Increase Capital Lease Improvements by \$15,000.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 233 Cobble Hill Community Parks be amended to:

- 1. Increase Transfer from Gas Tax Reserves revenue by \$180,000;**
- 2. Increase Capital Land Improvements by \$130,000; and**
- 3. Increase Contribution to Third Party Capital by \$50,000.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 234 Cowichan Bay Community Parks be amended to:

1. Increase Transfer from Gas Tax Reserves revenue by \$38,347; and
2. Increase Capital Land Improvements by \$38,347.

MOTION CARRIED

It was moved and Seconded that it be recommended to the Board that the 2017 Budget for Function 456 Saltair Recreation be amended to:

1. Increase Transfer from Gas Tax Reserves revenue by \$25,000; and
2. Increase Asset Management by \$25,000.

MOTION CARRIED

R3 Cannabis Regulations in Cowichan Valley Regional District Zoning - Report from Community & Regional Planning Division, was received for information.

R4 2017 Budget Amendment for 325 - Report from Community & Regional Planning Division

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 325 Planning & Development be amended to:

1. Decrease surplus by \$12,592;
2. Decrease Insurance Automotive Equipment (Dodge Van) by \$1,250;
3. Decrease Purchased Repairs – Vehicles (Dodge Van) by \$400;
4. Decrease Purchased Maintenance/Vehicles (Dodge Van) by \$400;
5. Decrease Fuel & Lubricants (Dodge Van) by \$450;
6. Decrease Vehicle & Equipment Parts (Dodge Van) by \$200; and
7. Decrease Contingency by \$9,892.

MOTION CARRIED

R5 2017 Budget Amendment for 320 - Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 320 Inspections & Enforcement be amended to:

1. Increase Transfer from Operating Reserves revenue by \$140,000; and
2. Increase Legal Expenses \$140,000.

MOTION CARRIED

R6 February 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.

R7 February 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.

R8 Shellwood Water System Management Bylaw Amendment - Report from Water Management Division

It was moved and seconded that CVRD Bylaw No 4108 – Shellwood Water System Management Amendment Bylaw, 2017, be forwarded to the Board for consideration of three readings and adoption.

Alternate Director Bomford was absent during the vote.

MOTION CARRIED

2:39 PM The Committee took a recess at 2:39 PM.

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

R9 2017 Budget Amendment - Water Management Budgets - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 576 – Water Management be amended to:

- 1. Decrease MFA Short Term Borrowing revenue by \$45,000;**
- 2. Increase Transfer from Operational Reserve revenue by \$85,000;**
- 3. Increase Capital Vehicles & Machinery expense by \$40,000;**
- 4. Decrease New Utility Vehicle interest expense by \$879;**
- 5. Decrease New Utility Vehicle principal expense by \$8,669;**
- 6. Increase Contingency by \$9,548;**
- 7. Decrease Smart Car Insurance by \$700;**
- 8. Decrease Smart Car Repairs by \$500;**
- 9. Decrease Smart Car Maintenance by \$500;**
- 10. Decrease Smart Car Fuel and Lubricants by \$800;**
- 11. Decrease Smart Car Parts by \$500;**
- 12. Increase New Electric Vehicle Insurance by \$700;**
- 13. Increase New Electric Vehicle Repairs by \$300;**
- 14. Increase New Electric Vehicle Maintenance by \$300;**
- 15. Increase New Electric Vehicle Fuel & Lubricants by \$200;**
- 16. Increase New Electric Vehicle Parts by 500; and**
- 17. Increase New Electric Vehicle Tires by \$1000.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 553 – Cowichan Bay Critical Street Lighting System be amended to:

- 1. Increase Deficit revenue by \$58;**
- 2. Decrease Contingency expense by \$45; and**
- 3. Decrease Electricity expense by \$13.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 585 – Arbutus Mountain Street Lighting System be amended to:

1. Increase Transfer from Gas Tax Phase 2 revenue by \$11,381;
2. Increase Contract Electrical Repairs expense by \$11,381;
3. Increase Deficit revenue by \$1,007;
4. Decrease Electricity expense by \$510; and
5. Decrease Electrical Repairs expense by \$497.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 556 – Cobble Hill Village Street Lighting System be amended to:

1. Increase Transfer from Gas Tax Phase 2 revenue by \$7,061; and
2. Increase Contract Electrical Repairs expense by \$7,061.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 583 – Twin Cedars Street Lighting System be amended to:

1. Increase Transfer from Gas Tax Phase 2 revenue by \$10,975;
2. Increase Contract Electrical Repairs expense by \$10,975;
3. Increase Deficit revenue by \$1,357;
4. Decrease Electricity expense by \$569; and
5. Decrease Electrical Repairs expense by \$788.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 581 – Sentinel Ridge Street Lighting System be amended to:

1. Increase Deficit revenue by \$526;
2. Decrease Contract Electrical Repairs expense by \$518; and
3. Decrease Electricity expense by \$8.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 580 – Wilmot Road Street Lighting System be amended to:

1. Increase Deficit revenue by \$283; and
2. Decrease Contract Electrical Repairs expense by \$283.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 601 – Satellite Park Water System be amended to:

1. Increase Deficit revenue by \$3,818; and
2. Decrease Transmission - Supplies expense by \$3,818.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 603 – Douglas Hill Water System be amended to:

1. Increase Deficit revenue by \$307; and
2. Decrease Contingency expense by \$307.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 613 – Dogwood Ridge Water System be amended to:

1. Increase Deficit revenue by \$3,673;
2. Decrease Contingency expense by \$2,173; and
3. Decrease Consultants expense by \$1,500.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 615 – Arbutus Ridge Water System be amended to:

1. Increase Deficit revenue by \$13,187;
2. Decrease Supply - R&M Machinery & Equipment expense by \$1,387; and
3. Decrease Supply - Parts/Supplies expense by \$11,800.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 616 – Carlton Water System be amended to:

1. Increase Deficit revenue by \$3,136; and
2. Decrease Contingency expense by \$3,136.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 617 – Shellwood Water System be amended to:

1. Increase Deficit revenue by \$11,756;
2. Increase User Charges revenue by \$900;
3. Decrease Licence & Fees expense by \$200;
4. Decrease Contingency expense by \$9,000;
5. Decrease Transmission - R&M Machinery & Equipment expense by \$656; and
6. Decrease Transmission - Supplies expense by \$1,000.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 619 – Burnum Water System be amended to:

1. Increase Recovery of Costs (Funds Held in Trust) revenue by \$34,000;
2. Increase Transfer from Operational Reserve revenue by \$54,000; and
3. Decrease Long Term Borrowing revenue by \$88,000.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 620 – Mesachie Water System be amended to:

1. Increase Deficit revenue by \$6,752;
2. Decrease Contingency expense by \$502
3. Decrease Transmission - R&M Machinery & Equipment expense by \$500
4. Decrease Source - R&M Machinery & Equipment expense by \$1,500 and
5. Decrease Source - Contract Electrical Repairs expense by \$4,250.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 640 – Saltair Water System be amended to:

1. Increase Transfer from Reserve revenue by \$46,435;
2. Increase Transfer from Operating Reserve revenue by \$100,000;
3. Increase Transfer from Gas Tax Phase 2 revenue by \$20,000;
4. Decrease Transfer from MFA funding revenue by \$700,000;
5. Decrease Capital – Engineering Structures expense by \$483,565; and
6. Decrease Interest/MFA expense by \$50,000.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 680 – Shawnigan Lake North Water System be amended to:

1. Increase Recovery of Costs revenue by \$84,216;
2. Increase Transfer from Gas Tax Phase 1 revenue by \$56,170;
3. Increase Transfer from Capital Reserve revenue by \$67,872;
4. Increase Minor Capital expense by \$140,386; and
5. Increase Capital – Engineering Structures expense by \$67,872.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 705 – Arbutus Mountain Drainage System be amended to:

1. Increase Deficit revenue by \$778; and
2. Decrease Drainage Works – Machinery & Equipment expense by \$778.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 715 – Arbutus Ridge Drainage System be amended to:

1. Increase Deficit revenue by \$225; and
2. Decrease Drainage Works - Supplies expense by \$225.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 803 – Twin Cedars Sewer System be amended to:

1. Increase Deficit revenue by \$1,381; and
2. Decrease Treatment - R&M Machinery & Equipment expense by \$1,381.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 804 – Lambourn Sewer System be amended to:

1. Increase Recovery of Costs revenue by \$10,852; and
2. Increase Capital – Engineering Structures expense by \$10,852.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 805 – Arbutus Mt. Sewer System be amended to:

1. Increase Deficit revenue by \$12,738;
2. Decrease Contingency expense by 10,238;
3. Decrease Electricity expense by \$1,000; and
4. Decrease Electrical Repairs expense by \$1,500.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 815 – Arbutus Ridge Sewer System be amended to:

1. Increase Transfer from Gas Tax Phase 2 revenue by \$50,000;
2. Increase Transfer from Capital Reserve revenue by \$75,000; and
3. Increase Capital – Engineering Structures expense by \$125,000.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 820 – Eagle Heights Sewer System be amended to:

1. Increase Deficit revenue by \$10,641; and
2. Decrease Treatment - R&M Machinery & Equipment expense by \$10,641.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 840 – Shawnigan Beach Estates Sewer System be amended to:

1. Increase Deficit revenue by \$50,229;
2. Increase Short Term Borrowing revenue by \$45,000;
3. Increase Transfer from Gas Tax Phase 2 revenue by \$150,000;
4. Decrease Contingency expense by \$229;
5. Decrease Contract for Services expense by \$5,000; and
6. Increase Capital – Engineering Structures expense by \$150,000.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 850 – Kerry Village Sewer System be amended to:

1. Increase Deficit revenue by \$11,503;
2. Decrease Contingency expense by \$7,003;
3. Decrease Contract Electrical Repairs expense by \$4,000; and
4. Decrease R & M – Machinery & Equipment expense by \$500.

MOTION CARRIED

R10

Fire Protection Malahat (355) Budget Amendment - Report from Public Safety Division

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 355 – Fire Protection Malahat be amended to:

1. Increase the deficit by \$3,994;
2. Reduce expenses in building repair and maintenance by \$2,194; and
3. Reduce expenses in contingency by \$1,800.

MOTION CARRIED

UNFINISHED BUSINESS

UB1

Additional Plumbing Fixture Request (2868 Renfrew Road - Area B) – Report from Inspections & Enforcement Division

It was moved and seconded that it be recommended to the Board that the request by Craig Partridge to allow a shower, in addition to the permitted sink and toilet, within an accessory building at 2868 Renfrew Road, be approved.

MOTION CARRIED

NEW BUSINESS

NB1 Crown Land Licence of Occupation Application for the Saltair Water System – Report from Water Management Division

It was moved and seconded that it be recommended to the Board that an application be submitted for a temporary license of occupation on Crown Land approximately 2.2 km South East of Stocking Lake for the purpose of investigative work to determine the potential for a groundwater supply for Saltair Water System.

MOTION CARRIED

NB2 Verbal Report from Director Nicholson Re: Sahtlam Community Concerns

It was moved and seconded that staff from the District of North Cowichan be invited to attend an upcoming Electoral Area Services Committee meeting to discuss noise impact issues generated from the Race Track located on Highway 18 that borders Electoral Area E – Cowichan Station/Sahtlam/Glenora and the District of North Cowichan.

MOTION CARRIED

CLOSED SESSION

3:23 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 {Sub (1)(g)} Potential Litigation; and {Sub (1)(f)} Law Enforcement.

MOTION CARRIED

RISE FROM CLOSED SESSION

4:25 PM The Committee rose without report, and returned to the open portion of the meeting.

ADJOURNMENT

4:26 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:26 PM.

Chair

Recording Secretary