

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, December 13, 2017 at 5:01 PM.

PRESENT Chair J. Lefebure
Director S. Acton
Director M. Clement <after 6:32 PM>
Director B. Day
Director K. Davis <after 5:13 pm>
Director M. Dorey
Director L. Iannidinardo
Director K. Kuhn
Director M. Marcotte
Director I. Morrison
Director A. Nicholson <after 5:02 PM>
Director A. Stone
Director T. Walker
Alternate Director P. Kent <after 6:32 PM>

ALSO PRESENT B. Carruthers, Chief Administrative Officer
J. Barry, Corporate Secretary
J. Elzinga, General Manager, Community Services
R. Blackwell, General Manager, Land Use Services
R. Conway, Manager, Development Services
B. Dennison, Manager, Water Division
J. Adair, Solid Waste Operations Superintendent
S. Carlow, Legislative Assistant

ABSENT Director S. Jackson
Director K. Marsh

CLOSED SESSION

17-507 It was moved and seconded that the Closed Session agenda be approved.

MOTION CARRIED

17-508 It was moved and seconded that the meeting be closed to the public in
5:01 PM accordance with the *Community Charter* Part 4, Division 3, Section 90
(1)(g) Litigation/Potential Litigation (3 Items); (1)(a) Electoral Area
Commission Appointments (7 Items); and adoption of the Closed Session
Board minutes of November 29, 2017.

MOTION CARRIED

RISE FROM CLOSED SESSION

**17-518
5:23 PM** It was moved and seconded that the Board rise with report on Items CSRES1, CSRES2, CSRES3, CSRES4, CSRES5, CSRES6, CSRES7, and return to the Open portion of the meeting.

MOTION CARRIED

17-511 It was moved and seconded that the following individuals be appointed to the Electoral Area B – Shawnigan Lake Advisory Planning Commission for a term expiring on November 30, 2018:

- 1. Michael Battler;**
- 2. Brent Osbourne; and**
- 3. Shawn Taylor.**

MOTION CARRIED

17-512 It was moved and seconded that Michael Edgar Wilson be appointed to the Electoral Area C – Cobble Hill Advisory Planning Commission for a term expiring on November 30, 2018.

MOTION CARRIED

17-513 It was moved and seconded that Brenda Donn be appointed to the Electoral Area C – Cobble Hill Parks and Recreation Commission for a term expiring on December 31, 2017.

MOTION CARRIED

17-514 It was moved and seconded that the following individuals be appointed to the Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission for a term expiring on November 30, 2018:

- 1. David Coulson;**
- 2. Sarah Davies-Long;**
- 3. Celina Gold;**
- 4. Patrick Jackson;**
- 5. Parker Jefferson;**
- 6. Susan Kaufmann;**
- 7. Julia Rylands;**
- 8. John Salmen;**
- 9. Justin Straker;**
- 10. Marianna Terauds; and**
- 11. Ken Smith.**

MOTION CARRIED

17-515 It was moved and seconded that the following individuals be appointed to the Electoral Area G – Saltair/Gulf Islands Advisory Planning Commission for a term expiring on November 30, 2018:

- 1. Ruth Blake;**
- 2. Tim Godau;**

3. Pat Mulcahy;
4. Steve Neil;
5. Gerald Porter; and
6. John Silins.

MOTION CARRIED

17-516 It was moved and seconded that the following individuals be appointed to the Electoral Area H – North Oyster/Diamond Advisory Planning Commission for a term expiring on November 30, 2018:

1. Cheryl Chapman;
2. Mike Fall;
3. Chris Gerrand;
4. Allison Heikes;
5. Myfanwy Plecas; and
6. Janice Tukham.

MOTION CARRIED

17-517 It was moved and seconded that the following individuals be appointed to the Electoral Area I – Youbou/Meade Creek Advisory Planning Commission for a term expiring on November 30, 2018:

1. Jeffrey Abbott;
2. Terry Akiyama;
3. Shawn Carlow;
4. Larry Leischner;
5. Michael Loeth;
6. Judy Reynolds; and
7. Orest Smycniuk.

MOTION CARRIED

17-519 It was moved and seconded that the Board recess until 6:30 PM.
5:23 PM

MOTION CARRIED

6:32 PM The meeting resumed at 6:32 PM with Director Clement and Alternate Director Kent now in attendance.

APPROVAL OF AGENDA

17-520 It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Board Meeting of November 29, 2017

17-521 It was moved and seconded that the minutes of the Regular Board meeting of November 29, 2017 be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

The Corporate Secretary advised that with the adoption of the new Regional Grant-in-Aid policy on November 29, 2017, the previous Regional Grants-in-Aid policy needs to be rescinded.

- 17-522** **It was moved and seconded that the Regional Grants-in-Aid policy approved July 9, 2014 be rescinded.**

Opposed: Director K. Kuhn, Director M. Marcotte, Director I. Morrison

MOTION CARRIED

- 17-523** **It was moved and seconded that the Regional Grant-in-Aid policy condition requiring applications to be submitted on electronic forms be waived for 2018 and that the application deadline be changed to January 31 for the 2018 application process.**

MOTION CARRIED

REPORT OF THE CHAIRPERSON

The Chair provided an update regarding several Directors and staff attending Hul'qumi'num language classes as part of the engagement process with First Nations.

The Chair mentioned that he had a request that the recent Board appointments to the Regional Vancouver Island Library Board be changed.

- 17-524** **It was moved and seconded that Resolution No's 17-474 and 17-475 be rescinded.**

MOTION CARRIED

- 17-525** **It was moved and seconded that Director Marcotte be appointed as the 2018 CVRD Representative to the Vancouver Island Regional Library (VIRL) Board, and that Director Acton be appointed as the Alternate Representative to VIRL.**

MOTION CARRIED

- RC2** The Chair advised that further to his Standing Committee appointments at the November 29, 2017 Regular Board meeting, a request has been received to change the Electoral Area Services Committee (EASC) Vice-Chairperson appointment. Chair Lefebure announced that he has appointed Director Acton as the Vice-Chairperson of the EASC, replacing Director Marcotte.

- RC3** The Chief Administrative Officer provided a PowerPoint presentation highlighting CVRD achievements in 2017.

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Corporate Services Committee Special Meeting of November 30, 2017

17-526 It was moved and seconded that the five year service agreement with the Cowichan Women Against Violence Society be amended to increase funds by \$14,375.

MOTION CARRIED

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

17-527 It was moved and seconded:

1. That a Grant-in-Aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$500 be provided to the Red Willow Womyn's Society to support the opening of their office space.
2. That first stage approval be granted for takeover of the sewer and water systems for the proposed Elk Ridge Estates development, as requested by the developer, subject to the conditions set out in the Water Management Division's November 3, 2017, Staff Report (Elk Ridge (Paldi) Water and Sewer Systems – First Stage Approval), with public consultation being established as a priority.
3.
 1. That prior to adoption of CVRD Bylaw Nos. 4158 and 4159, (Elkington Forest Water and Sewer Service Amendment Bylaws – Name Change) a Utility Transfer Agreement between the CVRD and the owners of the Malahat Water and Sewer Systems be executed; and
 2. That following adoption of Amendment Bylaw Nos. 4158 and 4159 (Elkington Forest Water and Sewer Service Amendment Bylaws - Name Change), the Malahat Water and Sewer Parcel Tax Roll, Reserve Fund and Management Bylaws be forwarded to the Board for consideration of three readings and adoption.
4. That the existing appointments to the nine Electoral Area Community Parks Commissions and the South Cowichan Parks Commission be extended to March 31, 2018.

MOTION CARRIED

17-528 It was moved and seconded:

5.
 1. That Development Permit Application No. 04-A-17DP/VAR (2485 Holford Road) be approved.
 2. That Section 5.4.1(b) of Zoning Bylaw No. 3520 is varied from

- 15 metres to zero to allow the construction of a staircase and retaining wall.
3. That Section 10.9.2 of Zoning Bylaw No. 3520 is varied to allow a total impervious area of 44%.
 4. That Section 10.9.3 of Zoning Bylaw No. 3520 is varied to allow rear and side setback reductions from 4.5 metres to 0 metres to allow the construction of a stone staircase.
 5. 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. 3510.
 6. That Development Variance Permit Application No. 01-H-17DVP (3925 Cove Road - PIDs 001-097-555 and 030-201-888) be approved and that Section 13.3(c) of Zoning Bylaw No. 1020 be varied by reducing the size of a proposed parcel by 28%.
 7.
 1. That Development Permit Application No. 12-B-17DP (3650 Riverside Road and 3645 Rosedale Road) be approved; and
 2. 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. 3510.
 8.
 1. That Development Permit with Variance Application No. 08-E-17DP/VAR (2725 Dingwall Road) be approved;
 2. That Zoning Bylaw No. 1840, Section 5.18(a) (Setback from a Watercourse and a Streamside Protection and Enhancement Area) be varied by reducing the setback from the Koksilah River from 30 metres to 22 metres; 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.1490.

MOTION CARRIED

DIRECTOR REPORTS

DR1 Report from Director Davis Re: Parks and Trails Services Select Committee

17-529 It was moved and seconded that a workshop be held to provide clarity on current parks issues, needs, and priorities.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the Corporate Secretary Re: Board and Standing Committee 2018 Meeting Calendar

17-530 It was moved and seconded:

- 1. That an amendment to Regional Board Procedures Bylaw No. 2889 be prepared that would move the start time of the evening Board meeting to the afternoon.**

Opposed: Director S. Acton, Director M. Clement, Director B. Day,
Director I. Morrison, Director A. Stone, Alternate Director P. Kent,
Director A. Nicholson, Director M. Dorey,
Director M. Marcotte, Director K. Kuhn

MOTION DEFEATED

17-531 It was moved and seconded:

- 2. That the Board and Standing Committee 2018 Meeting Calendar be approved, noting that on the second Wednesday of the month the Board will continue to meet at 6:30 PM, Transit Committee at 1:00 PM, and Corporate Services Committee at 3:00 PM.**

MOTION CARRIED

SR2 Staff Report from the Recycling & Waste Management Division Re: Vancouver Island Recycling & Waste Industry Coalition (VIRWIC) Request to Ban Clean Wood Waste from Disposal or Landfill, was received for information.

PUBLIC HEARINGS

PH1 Public Hearing Report, Minutes and Exhibits Re: "CVRD Bylaw No. 4163 - Electoral Area F - Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Pebbles West), 2017" and "CVRD Bylaw No. 4164 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Pebbles West), 2017"

17-532 It was moved and seconded that Public Hearing Report, Minutes and Exhibits Re: "CVRD Bylaw No. 4163 - Electoral Area F - Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Pebbles West), 2017" and "CVRD Bylaw No. 4164 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Pebbles West), 2017", be received.

MOTION CARRIED

BYLAWS

B1
17-533 It was moved and seconded that "CVRD Bylaw No. 4116 - Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017", be adopted.

MOTION CARRIED

**B2
17-534** It was moved and seconded that "CVRD Bylaw No. 4166 – Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Amendment Bylaw, 2017", be adopted.
MOTION CARRIED

BYLAWS - ELECTORAL AREA DIRECTORS

**BEA1
17-535** It was moved and seconded that "CVRD Bylaw No. 4059 - Area F - Zoning Amendment Bylaw (Road End Water Zoning), 2016", be granted 3rd reading.
MOTION CARRIED

**BEA1
17-536** It was moved and seconded that "CVRD Bylaw No. 4059 - Area F - Zoning Amendment Bylaw (Road End Water Zoning), 2016", be adopted.
MOTION CARRIED

**BEA2
17-537** It was moved and seconded that "CVRD Bylaw No. 4060 - Area I - Zoning Amendment Bylaw (Road End Water Zoning), 2016", be granted 3rd reading.
MOTION CARRIED

**BEA2
17-538** It was moved and seconded that "CVRD Bylaw No. 4060 - Area I - Zoning Amendment Bylaw (Road End Water Zoning), 2016", be adopted.
MOTION CARRIED

BEA3 It was moved and seconded that "CVRD Bylaw No. 4163 - Electoral Area F - Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Pebbles West), 2017", be granted 3rd reading.

**BEA3
17-539** It was moved and seconded that "CVRD Bylaw No. 4163 – Electoral Area F – Cowichan Lake South/Skutz Falls Official Community Amendment Bylaw (Pebbles West), 2017", be referred back to staff to review vacation rentals, docks, potential community pathways, and contaminated soils.

Director Clement was absent at the vote.

MOTION CARRIED

**BEA4
17-540** It was moved and seconded that "CVRD Bylaw No. 4164 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Pebbles West), 2017", be referred back to staff in conjunction with Bylaw No. 4163.

Director Clement was absent at the vote.

MOTION CARRIED

ADJOURNMENT

17-541 **It was moved and seconded that the meeting be adjourned.**
7:58 PM

MOTION CARRIED

The meeting adjourned at 7:58 PM.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____