

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, November 29, 2017 at 1:55 PM.

**PRESENT** Chair J. Lefebure  
Director S. Acton  
Director B. Day  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
Director S. Jackson <until 3:51 PM>  
Director K. Kuhn  
Director M. Marcotte  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker  
Alternate Director C. Morris

**ALSO PRESENT** B. Carruthers, Chief Administrative Officer  
J. Barry, Corporate Secretary  
M. Kueber, General Manager, Corporate Services  
R. Blackwell, General Manager, Land Use Services  
K. Liddle, Manager, South Cowichan Recreation  
C. Lockrey, Manager, Strategic Services  
B. Farquhar, Manager, Parks & Trails  
A. Jeffery, Procurement Officer  
S. Carlow, Legislative Assistant

**ABSENT** Director M. Clement  
Director K. Marsh

#### **APPROVAL OF AGENDA**

**17-469** It was moved and seconded that the agenda be amended with the addition of two New Business items:

**NB1** Director Acton Re: Request for Letter - South Cowichan Royal Canadian Mounted Police Detachment;

**NB2** Director Morrison Re: Request for Budget Amendment - Honeymoon Bay Fire Protection; and

that the agenda, as amended, be approved.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Board Meeting of November 8, 2017

**17-470** It was moved and seconded that the minutes of the Regular Board meeting of November 8, 2017 be adopted.

**MOTION CARRIED**

**PUBLIC INPUT PERIOD**

**17-471** It was moved and seconded that the maximum fifteen minute time limit for the Public Input Period be extended to accommodate the remaining six individuals who have indicated their desire to speak.

**MOTION CARRIED**

**DELEGATIONS**

**D1** Morne Van Niekerk, President, Board of Directors; and Caro Martino, Director of Operations; Cowichan Valley Intercultural and Immigrant Aid Society  
Re: Society Activity Update and Capital Campaign

Morne Van Niekerk and Caro Martino provided a PowerPoint presentation and promotional film outlining the societies current activities and capital campaign, for information.

**D2** Patricia Dawn, Founder and Co-Director; Nejma Ballins, Co-Director; and Collette Norris, Elder; Red Willow Aboriginal Womyn's Family Society  
Re: Presentation of Organizational Mandate and Advocacy Services

Patricia Dawn introduced Nejma Ballins and Collette Norris who provided an update on their work in the community, including education and advocacy, for information.

**STAFF REPORTS**

At the direction of the Chair, the agenda was varied by moving up Item SR1 due to the number of public in attendance for this item.

**SR1** Staff Report from the Parks & Trails Division Re: Replacement of the Saltair Community Centre Roof System

**17-472** It was moved and seconded:

- 1.** That emergency capital replacement of the roofing system and interior repairs at the Saltair Community Centre be approved, with estimated costs not to exceed \$300,000 funded first by \$130,000 Community Works Gas Tax, \$33,000 from Operating Reserves with

the remainder funded through a maximum of \$137,000 in Short Term Borrowing;

2. That a maximum of \$137,000 in short term borrowing for the emergency replacement of the roofing system and interior repairs at the Saltair Community Centre be approved, and that the loan be paid back over five years pursuant to Liabilities under Agreements Section 175 of the *Community Charter*; and
3. That a contract be awarded to Top Line Roofing Ltd. in the amount of \$154,649 (excluding taxes) for emergency replacement of the roof system on the Saltair Community Centre based on their quote received dated November 7, 2017.

Opposed: Director L. Iannidinaro

**MOTION CARRIED**

## REPORT OF THE CHAIRPERSON

### RC1 Standing Committee Appointments

The Corporate Secretary provided a brief overview of Chair Lefebure's Standing Committee appointments which are listed below for information.

#### **CORPORATE SERVICES COMMITTEE:**

Director B. Day, Chairperson	Director K. Kuhn
Director A. Nicholson, Vice-Chairperson	Director J. Lefebure
Director S. Acton	Director M. Marcotte
Director M. Clement	Director K. Marsh
Director K. Davis	Director I. Morrison
Director M. Dorey	Director A. Stone
Director L. Iannidinaro	Director T. Walker
Director S. Jackson	

#### **ELECTORAL AREA SERVICES COMMITTEE:**

Director I. Morrison, Chairperson	Director M. Dorey
Director M. Marcotte, Vice-Chairperson	Director L. Iannidinaro
Director S. Acton	Director K. Kuhn
Director M. Clement	Director A. Nicholson
Director K. Davis	

#### **REGIONAL SERVICES COMMITTEE:**

Director L. Iannidinaro, Chairperson	Director K. Kuhn
Director K. Marsh, Vice-Chairperson	Director J. Lefebure
Director S. Acton	Director M. Marcotte
Director M. Clement	Director I. Morrison
Director K. Davis	Director A. Nicholson
Director B. Day	Director A. Stone
Director M. Dorey	Director T. Walker

Director S. Jackson

**TRANSIT COMMITTEE:**

Director K. Davis, Chairperson  
Director S. Acton, Vice-Chairperson  
Director M. Clement  
Director B. Day  
Director L. Iannidinaro  
Director S. Jackson  
Director K. Kuhn

Director J. Lefebure  
Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker

**RC2** Commission Appointments

**17-473** It was moved and seconded that Director Acton be appointed to the Community Safety Advisory Commission.

**MOTION CARRIED**

**RC3** Other Appointments

**17-474** It was moved and seconded that Director Acton be appointed as the 2018 CVRD Representative to the Vancouver Island Regional Library Board.

Rescinded  
by  
Resolution  
No. 17-524,  
Dec. 13/17

**MOTION CARRIED**

**17-475** It was moved and seconded that Director Marcotte be appointed as the 2018 CVRD Alternate Representative to the Vancouver Island Regional Library Board.

Rescinded  
by  
Resolution  
No. 17-524  
Dec. 13/17

**MOTION CARRIED**

*(This motion was made later in the meeting it is being shown here in the minutes for the purpose of continuity)*

**COMMITTEE/COMMISSION REPORTS**

**CR1** Report and Recommendations of the Regional Services Committee Meeting of October 25, 2017

**17-476** It was moved and seconded that the CVRD Administrative and Recovery Fees Policy be amended to exempt the Municipal Regional District Tax (MRDT) revenue that is transferred to Tourism Cowichan Society.

**MOTION CARRIED**

**CR2** Report and Recommendations of the Island Savings Centre Commission Meeting of November 9, 2017

**17-477** It was moved and seconded that **Function 420 – ISC - Events and Services 2018 Lobby Washroom Upgrade** be authorized to proceed prior to final 2018 Budget approval.

**MOTION CARRIED**

**CR3** Report and Recommendations of the Electoral Area Services Committee Meeting of November 15, 2017

**17-478** It was moved and seconded:

- 1. That a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$600 be provided to the Shawnigan Lake Community Association to support the Christmas light up in Elsie Miles Park.**
- 2. That a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$1,000 be provided to the Youbou Community Association, to support the New Year's Dance.**
- 3. That a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$4,000 be provided to the Youbou Community Church Society to support upgrades and repairs to the Youbou Community Church.**
- 4. That a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutzy Falls, in the amount of \$250 be provided to the Honeymoon Bay Community Society to support the community's annual "Pot Lick Dimmer" and to defray the cost of providing a small gift to each child from Santa.**
- 5. That the Fireworks Discharge Permit for the Ladysmith Harbour Christmas Lights Cruise event located at/near Ladysmith Harbour on December 9, 2017, be approved.**

**MOTION CARRIED**

**17-479** It was moved and seconded:

- 6. That Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be approved.**

**MOTION CARRIED**

**CR4** Report and Recommendations of the August 4, 2017 Final Report and Summary of the Grant-in-Aid Select Committee

**17-480** It was moved and seconded:

1. That the Regional Grant-in-Aid Policy and Evaluation Criteria attached to the November 23, 2017 Chief Administrative Officer's report be approved for the 2018 Regional Grant-in-Aid process.

Opposed: Director I. Morrison

**MOTION CARRIED**

**17-481** It was moved and seconded:

2. That a bylaw be prepared to establish a new Regional Grant-in-Aid service with a maximum requisition of \$150,000 and with the service area consisting of all thirteen jurisdictions.

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

**MOTION CARRIED**

**CR5** Report and Recommendations of the Regional Services Committee Meeting of November 29, 2017

**17-482** It was moved and seconded:

1. That the Arts and Culture Grant Disbursement Policy attached to the Arts & Culture Division's November 7, 2017 report be approved.
2. That staff work with Duncan, Ladysmith, Lake Cowichan, North Cowichan, and area First Nations to review implications and potential options for a consistent planning approach for the sea level rise impact areas and report back with recommendations in 2018.
3. That options be considered during the preparation of the Solid Waste Management Plan Amendment #4, to reduce or eliminate single use plastic bags from municipal solid waste.
4. That staff undertake a public engagement process for input to the establishment of a regional water/watershed protection service in accordance with the scope and costs described in the November 21, 2017 staff report from the Manager, Environmental Services, to be completed by the end of February 2018; and engage the Province to explore possible partnership and funding opportunities.

**MOTION CARRIED**

**PUBLIC HEARINGS**

**PH1** Public Hearing Report and Minutes Re: "CVRD Bylaw No. 4141 - Area H - North Oyster/Diamond Official Community Plan Amendment Bylaw (PID:008-477-043), 2017" and "CVRD Bylaw No. 4142 - Electoral Area H - North Oyster/Diamond Zoning Amendment Bylaw (PID:008-477-043), 2017"

**17-483** It was moved and seconded that Public Hearing Report and Minutes Re: "CVRD Bylaw No. 4141 - Area H - North Oyster/Diamond Official Community Plan Amendment Bylaw (PID:008-477-043), 2017" and "CVRD Bylaw No. 4142 - Electoral Area H - North Oyster/Diamond Zoning Amendment Bylaw (PID:008-477-043), 2017", be received.

**MOTION CARRIED**

**BYLAWS**

**B1** It was moved and seconded that "CVRD Bylaw No. 4147 - Soil Deposit  
**17-484** Bylaw, 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

Opposed: Director K. Kuhn

**MOTION CARRIED**

**B2** It was moved and seconded that "CVRD Bylaw No. 4151 - Mesachie Lake  
**17-485** Sewer System Loan Authorization (Phase 1 - \$251,226) Bylaw, 2017", be adopted.

**MOTION CARRIED**

**B3** It was moved and seconded that "CVRD Bylaw No. 4152 - Mesachie Lake  
**17-486** Sewer System Service Amendment (Boundary Reduction - Name Change) Bylaw, 2017", be adopted.

**MOTION CARRIED**

**B4** It was moved and seconded that "CVRD Bylaw No. 4166 – Shawnigan  
**17-487** Lake (Electoral Area B) Local Service (Community Hall) 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** It was moved and seconded that "CVRD Bylaw No. 4141 - Area H - North  
**17-488** Oyster/Diamond Official Community Plan Amendment Bylaw (PID:008-477-043), 2017", be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**BEA2  
17-489** It was moved and seconded that "CVRD Bylaw No. 4142 - Electoral Area H - North Oyster/Diamond Zoning Amendment Bylaw (PID:008-477-043), 2017", be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**BEA3  
17-490** It was moved and seconded that "CVRD Bylaw No. 4154 - Electoral Areas A & C - South Cowichan Zoning Amendment Bylaw (PID: 024-611-859), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA4  
17-491** It was moved and seconded that "CVRD Bylaw No. 4155 - Electoral Area E and Part of F - Cowichan Koksilah Official Community Plan Amendment Bylaw (4681 Sahtlam Estates Road), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA5  
17-492** It was moved and seconded that "CVRD Bylaw No. 4156 - Electoral Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (4681 Sahtlam Estates Road), 2017", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Director Acton Re: Request for Letter - South Cowichan Royal Canadian Mounted Police Detachment

It was moved and seconded that the Board of Directors of the Cowichan Valley Regional District urge the Solicitor General to immediately proceed with the replacement of the existing Shawingan Lake Royal Canadian Mounted Police detachment by constructing a new RCMP detachment in Mill Bay on land that was donated by the CVRD for this specific replacement project in 2015.

**17-493** It was moved and seconded that the motion be amended by replacing the words "Solicitor General" with "appropriate authorities".

**MOTION CARRIED**

*Voting resumed on the main motion as amended:*

**17-494** It was moved and seconded that the Board of Directors of the Cowichan Valley Regional District urge the appropriate authorities to immediately proceed with the replacement of the existing Shawingan Lake Royal Canadian Mounted Police detachment by constructing a new RCMP detachment in Mill Bay on land that was donated by the CVRD for this specific replacement project in 2015.

**MOTION CARRIED**



**NB2** Director Morrison Re: Request for Budget Amendment - Honeymoon Bay Fire Protection; and Honeymoon Bay Volunteer Fire Budget Request

**17-495** It was moved and seconded that the Board approve an increase of \$25,000 to Capital – Furniture, Fixtures and Equipment and a decrease of \$25,000 to operating expenses in the 2017 Budget for Function 357 Honeymoon Bay Fire Protection.

**MOTION CARRIED**

#### **CLOSED SESSION**

**17-496** 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  
**3:51 PM** (1)(a) Appointment (3 Items); (1)(f) Law Enforcement; (1)(i) Legal Opinion; (1)(g) Potential Litigation (2 Items) ; (1)(j) Service Update Information that is prohibited, or information that if presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; (1)(e) Regional Parkland Acquisition (2 Items); (1)(c) Employee/Labour Relations (2 Items); and adoption of the Closed Session Regular Board minutes of November 8, 2017.

**MOTION CARRIED**

#### **RISE FROM CLOSED SESSION**

**17-505** It was moved and seconded that the Board rise with report on Items  
**5:21 PM** CSCR1, CSRES1 and CSRES2, and return to the Open portion of the meeting.

**MOTION CARRIED**

**17-498** It was moved and seconded that Selena Hayes be appointed to the Cowichan 2018 BC Summer Games Board of Directors (as Transportation Director), replacing Wendy Mitchell.

**MOTION CARRIED**

**17-503** It was moved and seconded that the following individuals be appointed to the Electoral Area A – Mill Bay/Malahat Advisory Planning Commission for a term expiring on November 30, 2018:

1. Margo Johnston;
2. David Knott;
3. Frank Lockerbie;
4. Archie Staats;
5. Glenn Terrell;
6. Laurie Vasey; and
7. Jennifer Young.

**MOTION CARRIED**

**17-504** It was moved and seconded that the following individuals be appointed to the Electoral Area C – Cobble Hill Advisory Planning Commission for a term expiring on November 30, 2018:

1. John Baty;
2. Tom Boughner;
3. Simon Cox;
4. Nick Hill;
5. Chris Koehn;
6. Brenda Krug;
7. Ron McNeil;
8. David Slade;
9. Jo-Anne Stuart;
10. Ed Voroney; and
11. Lynn Wilson.

**MOTION CARRIED**

**ADJOURNMENT**

**17-506** It was moved and seconded that the meeting be adjourned.  
**5:21 PM**

**MOTION CARRIED**

The meeting adjourned at 5:21 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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