

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, February 14, 2018 at 6:30 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
J. Barry, Corporate Secretary
M. Kueber, General Manager, Corporate Services
J. Elzinga, General Manager, Community Services
R. Blackwell, General Manager, Land Use Services
R. Conway, Manager, Development Services
C. Cowan, Manager, Public Safety
B. Farquhar, Manager, Parks & Trails
S. Carlow, Legislative Assistant

APPROVAL OF AGENDA

18-73 It was moved and seconded that the agenda be amended with the addition of one New Business items:

NB1 Verbal Request from Director Nicholson Re: Meeting Schedule for Adjudication of 2018 Regional Grant-in-Aid Applications; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 [Regular Board Meeting of January 24, 2018](#)

18-74 It was moved and seconded that the minutes of the Regular Board meeting of January 24, 2018 be adopted. MOTION CARRIED

M2 [Special Board Meeting of February 2, 2018](#)

18-75 It was moved and seconded that the minutes of the Special Board meeting of February 2, 2018 be adopted. MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

(Item BA1 revised from agenda listing and recommendation)

BA1 [Report and Recommendations of the Electoral Area Services Committee Meeting of January 17, 2018 Re: Rescind Board Resolution No. 18-35.5](#)

18-76 It was moved and seconded:
1. That Resolution No. 18-35.5 be rescinded. MOTION CARRIED

18-77 It was moved and seconded:
2. That a maximum of \$250,000 in short term borrowing for the purpose of Ingram Street 1st floor building renovations be approved and that the loan be paid back over five years pursuant to Liabilities under Agreements Section 175 of the *Community Charter*. MOTION CARRIED

18-78 It was moved and seconded:
3. That the 2018 Budget for Function 325 – Community Planning be amended to increase Capital – Building Improvements by \$100,000 and increase Debt Proceeds by \$100,000.
4. That the 2018 Budget for Function 320 – Enforcement and Inspection be amended to increase Capital – Building Improvements by \$50,000 and increase Debt Proceeds by \$50,000.
5. That the 2018 Budget for Function 279 – Parks and Trails be amended to increase Capital – Building Improvements by \$50,000 and increase Debt Proceeds by \$50,000.
6. That the Ingram Street 1st floor building renovation project be authorized to proceed prior to approval of the 2018 Budget amendment. MOTION CARRIED

DELEGATIONS

D1 [Silvia Fraser, Representing Mesachie Lake Citizens Re: The Future of the Mesachie Lake Volunteer Fire Department](#)

Dr. Brenda Bernhardt and Kevin Fraser provided an overview of their concerns regarding the Mesachie Lake Volunteer Fire Department and recent personnel changes, for information.

COMMITTEE/COMMISSION REPORTS

CR1 [Report and Recommendations of the Kerry Park Recreation Centre Commission meeting of January 16, 2018](#)

18-79 **It was moved and seconded:**

1. **That the 2018 Budget for Function 411 – Kerry Park Recreation Centre be amended as follows:**
 1. **Increase Capital Furniture, Fixtures and Equipment by \$75,000;**
 2. **Increase Capital Building Improvements by \$229,910;**
 3. **Increase Capital Parks Infrastructure by \$40,000;**
 4. **Increase Capital Land Improvements by \$46,200;**
 5. **Increase Miscellaneous Equipment by \$13,000;**
 6. **Increase Consultants by \$25,000;**
 7. **Increase Repair and Maintenance by \$15,000;**
 8. **Increase Contingency by \$30,000;**
 9. **Increase Transfer from Capital Reserves by \$158,110;**
 10. **Increase Transfer from Gas Tax Reserves by \$135,000;**
 11. **Increase MFA Short Term Borrowing by \$98,000; and**
 12. **Increase Transfer from Operating Reserves by \$83,000.**
2. **That Function 411 – Kerry Park Recreation Centre 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.**

CR2 [Report and Recommendations of the Shawnigan Lake Community Centre Commission meeting of January 29, 2018](#)

18-80 **It was moved and seconded:**

1. **That the 2018 Budget for Function 464 – Shawnigan Lake Community Centre be amended as follows:**
 1. **Increase Capital Furniture, Fixtures and Equipment by \$50,000;**
 2. **Increase Capital Building Improvements by \$55,000;**
 3. **Increase Land Improvements by \$21,675;**
 4. **Increase Transfer from Capital Reserves by \$80,000;**
 5. **Increase Transfer from Surplus by \$25,000; and**
 6. **Increase Transfer from Gas Tax Funding by \$21,675.**

2. That Function 464 – Shawnigan Lake Community Centre 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

CR3 [Report and Recommendations of the Electoral Area Services Committee Meeting of February 7, 2018](#)

18-81 It was moved and seconded:

1. That a Grant-in-Aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$2,000 be provided to Frances Kelsey Secondary School for four \$500 Bursaries for graduating students residing in Electoral Area A - Mill Bay/Malahat.
2. That a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area B - Shawnigan Lake.
3. That a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area B - Shawnigan Lake.
4. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$364 be provided to Cowichan Bay Improvement Association (CBIA) to support improvements to the Cowichan Bay village.
5. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$3,000 be provided to Cowichan Land Trust to support the Cowichan Estuary Nature Centre.
6. That a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$488 be provided to Cowichan Lake and River Stewardship Society to assist in the cost of sending a member for training techniques for auditing riparian restoration at the Greenshores Canada Event held on February 20-21, 2018.
7. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area D – Cowichan Bay.
8. That a bylaw be prepared to amend CVRD Bylaw No. 3627 – Carlton Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$30,000 to \$37,500.
9. That a bylaw be prepared to amend CVRD Bylaw No. 3624 – Shellwood Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$24,500 to \$30,625.

10. That a bylaw be prepared to amend CVRD Bylaw No. 3616– Woodley Range Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$32,000 to \$40,000.
11. That a bylaw be prepared to amend CVRD Bylaw No. 2137 – Electoral Area A – Mill Bay/Malahat Critical Location Streetlighting Service Establishment Bylaw, 2001, to increase the maximum annual requisition limit from \$5,000 to \$6,250.
12. That short term borrowing of up to \$143,400 be approved for the purchase of two utility vehicles to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.

MOTION CARRIED

18-82

It was moved and seconded:

13.
 1. That Development Permit Application No. 11-B-17DP (1790 Empress Road) be approved;
 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of the development permit guidelines of Official Community Plan Bylaw No. 3510; and
 3. That Covenant FB358241 be discharged from the State of Title Certificate of the subject property.
14.
 1. That Development Permit Application No. 01-G-17DP (3835 Gardner Road West) for a four-lot subdivision 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. 2500.

MOTION CARRIED

18-83

It was moved and seconded:

15.
 1. That Development Permit Application No. 02-E-17DP (4780/4790 Trans Canada Highway/Tim Horton's) for a commercial building and associated works 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. 1840.

Opposed: Director L. Iannidinaro

MOTION CARRIED

- 18-84 It was moved and seconded that Item 16 (Application No. 01-I-16RS (PID: 000-222-348) be referred back to staff for discussion with the applicant regarding possible options for moving forward with the application.

Opposed: Director Nicholson, Director Acton, Director Iannidinaro,
and Director Davis

MOTION CARRIED

- CR4 [Report and Recommendations of the Island Savings Centre Commission Meeting of February 8, 2018](#)

- 18-85 It was moved and seconded:

1. That a maximum of \$510,000 in short term borrowing for Function 426 – Cowichan Performing Arts Centre 2018 Budget be approved for the purpose of Equipment Replacement, and that the loan be paid back over five years pursuant to Liabilities under Agreements Section 175 of the *Community Charter*.
2. That the 2018 Budget for Function 420 ISC – Events & Services budget be amended as follows:
 1. Increase R&M Buildings General expenditure by \$7,500;
 2. Increase Wages CUPE expenditure by \$19,250;
 3. Increase Benefits expenditure by \$5,390; and
 4. Reduce Building Improvements Capital expenditure by \$32,140.
3. That the 2018 Budget for Function 423 ISC – Arena budget be amended as follows:
 1. Increase R&M Ice Plant expenditure by \$17,500;
 2. Increase Wages CUPE expenditure by \$16,170;
 3. Increase Benefits expenditure by \$4,528; and
 4. Increase Requisition by \$38,198.

Director Acton was absent during the vote.

MOTION CARRIED

- CR5 [Report and Recommendations of the Transit Committee meeting of February 14, 2018](#)

- 18-86 It was moved and seconded:

1. That the renewal of the Contract for Services Agreement with the Cowichan Seniors Community Foundation to provide supported transportation services for seniors for an additional year commencing April 1, 2018, for the annual fee of \$20,000 be approved.
2. That transit fares for the Cowichan Valley conventional and handyDART systems, as outlined in Table 1 of the Facilities & Transit Division's February 6, 2018 staff report, be implemented

effective July 1, 2018.

3. That transit fares for the Cowichan Valley commuter system, as outlined in Table 2 of the Facilities & Transit Division's February 6, 2018 staff report, be implemented effective July 1, 2018.

Director Acton was absent during the vote.

MOTION CARRIED

CR6 [Report and Recommendations of the Corporate Services Committee meeting of February 14, 2018](#)

18-87 It was moved and seconded that the 2017 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.

MOTION CARRIED

STAFF REPORTS

SR1 [Staff Report from the Community Planning Division Re: Referral of Capital Regional District Bylaw No. 4017, Regional Growth Strategy](#)

18-88 It was moved and seconded that the Capital Regional District (CRD) be advised that as per Section 436(4) of the *Local Government Act*, the CVRD accepts CRD Bylaw No. 4017, cited as "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016".

MOTION CARRIED

SR2 [Staff Report from the Development Services Division Re: Rezoning Application No. 02-F-08RS \(Official Community Plan Amendment Bylaw No. 4163 and Zoning Amendment Bylaw No. 4164 – Pebbles West \) was received, for information.](#)

BYLAWS

B1
18-89 It was moved and seconded that "CVRD Bylaw No. 4175 - Mesachie Lake Sewerage Special Service Area Capital Reserve Fund Expenditure (Treatment and Collection Upgrades - \$40,000), Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B1
18-90 [It was moved and seconded that "CVRD Bylaw No. 4175 - Mesachie Lake Sewerage Special Service Area Capital Reserve Fund Expenditure \(Treatment and Collection Upgrades - \\$40,000\), Bylaw, 2018", be adopted.](#)

MOTION CARRIED

B2
18-91 It was moved and seconded that "CVRD Bylaw No. 4176 - Arbutus Ridge Water System Capital Reserve Fund Expenditure (Distribution Upgrades - \$50,000), Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B2
18-92 It was moved and seconded that "CVRD Bylaw No. 4176 - Arbutus Ridge Water System Capital Reserve Fund Expenditure (Distribution Upgrades - \$50,000), Bylaw, 2018", be adopted.

MOTION CARRIED

B3
18-93 It was moved and seconded that "CVRD Bylaw No. 4177 - Twin Cedars Sewer System Capital Reserve Fund Expenditure (Collection Upgrades - \$70,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B3
18-94 It was moved and seconded that "CVRD Bylaw No. 4177 - Twin Cedars Sewer System Capital Reserve Fund Expenditure (Collection Upgrades - \$70,000) Bylaw, 2018", be adopted.

MOTION CARRIED

B4
18-95 It was moved and seconded that "CVRD Bylaw No. 4179 - Regional Park Land Dedication (PID 006-409-989) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B5
18-96 It was moved and seconded that "CVRD Bylaw No. 4181 – North Oyster Fire Protection Service Amendment (Requisition Limit Increase) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B6
18-97 It was moved and seconded that "CVRD Bylaw No. 4182 - Solid Waste Management Facilities Reserve Fund Expenditure (Bings Creek Replacement Loader - \$75,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B6
18-98 It was moved and seconded that "CVRD Bylaw No. 4182 - Solid Waste Management Facilities Reserve Fund Expenditure (Bings Creek Replacement Loader - \$75,000) Bylaw, 2018", be adopted.

MOTION CARRIED

B7
18-99 It was moved and seconded that "CVRD Bylaw No. 4184 – Electoral Area E Community Parks Capital Reserve Fund Expenditure (Currie Park Washroom - \$25,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B7
18-100 [It was moved and seconded that "CVRD Bylaw No. 4184 – Electoral Area E Community Parks Capital Reserve Fund Expenditure \(Currie Park Washroom - \\$25,000\) Bylaw, 2018", be adopted.](#)

MOTION CARRIED

B8
18-101 [It was moved and seconded that "CVRD Bylaw No. 4185 – Electoral Area F Community Parks Capital Reserve Fund Expenditure \(Central Park Playground Equipment - \\$28,000\) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.](#)

MOTION CARRIED

B8
18-102 [It was moved and seconded that "CVRD Bylaw No. 4185 – Electoral Area F Community Parks Capital Reserve Fund Expenditure \(Central Park Playground Equipment - \\$28,000\) Bylaw, 2018", be adopted.](#)

MOTION CARRIED

B9
18-103 [It was moved and seconded that "CVRD Bylaw No. 4186 – Regional Park Reserve Fund Expenditure \(Office Renovations - \\$25,000\) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.](#)

MOTION CARRIED

B9
18-104 [It was moved and seconded that "CVRD Bylaw No. 4186 – Regional Park Reserve Fund Expenditure \(Office Renovations - \\$25,000\) Bylaw, 2018", be adopted.](#)

MOTION CARRIED

BYLAWS - ELECTORAL AREA DIRECTORS

BEA1
18-105 [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.](#)

Opposed: Director Nicholson

MOTION CARRIED

BEA2
18-106 ["CVRD Bylaw No. 4164 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw \(Pebbles West\), 2017", be granted 3rd reading.](#)

Opposed: Director Nicholson

MOTION CARRIED

NEW BUSINESS

NB1 Verbal Request from Director Nicholson Re: Meeting Schedule for Adjudication of 2018 Regional Grant-in-Aid Applications

Director Nicholson requested that the 2018 proposals for Regional Grant-in-Aid be reviewed at a Regional Services Committee meeting separate from the regularly scheduled committee meeting.

18-107 It was moved and seconded that adjudication of the Regional Grant-in-Aid 2018 proposals be held at a stand-alone meeting of the Regional Services Committee.

MOTION CARRIED

CLOSED SESSION

18-108 It was moved and seconded that the meeting be closed to the public in
7:38 PM accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(e) Regional Parkland Acquisition (2 Items); (1)(g) Litigation; (1)(c) Employee Relations; (1)(i) Legal Opinion; and the adoption of the Closed Session Regular Board minutes of January 24, 2018, and the Closed Session Special Board minutes of February 2, 2018.

MOTION CARRIED

RISE FROM CLOSED SESSION

18-117 It was moved and seconded that the Board rise with report on Items CSCR3, CSSR1 (legal opinion from Stewart McDannold Stuart attached to the February 14, 2018 Open Session Regular Board agenda under Item CSSR2), and return to the Open portion of the meeting.

MOTION CARRIED

18-113 It was moved and seconded:

1. That the proposed restructure of the Finance Division, as presented in Debra Oakman's Finance Division Review report dated January 31, 2018, be approved.
2. That the 2018 Budget be amended by increasing wages and benefits in Function 100 (General Government) by \$70,000, and increasing transfer from Operating Reserves by \$70,000.

MOTION CARRIED

ADJOURNMENT

18-118 It was moved and seconded that the meeting be adjourned.
8:10 PM

MOTION CARRIED

The meeting adjourned at 8:10 PM.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____