

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 28, 2018 at 1:34 PM.

**PRESENT** Chair J. Lefebure  
Director S. Acton  
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  
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  
J. Elzinga, General Manager, Community Service  
B. Mohan, Manager, Human Resources,  
S. Carlow, Legislative Assistant

**ABSENT** Director M. Clement

#### **APPROVAL OF AGENDA**

**18-119** It was moved and seconded that the agenda be amended by moving Item C2 directly after adoption of the minutes, and with the addition of one New Business item:

**NB1** Report from Director I. Morrison Re: 2018 Regional Grant-in-Aid Program; and

that the agenda as amended be adopted.

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Board Meeting of February 14, 2018

**18-120**            **It was moved and seconded that the minutes of the February 14, 2018 Regular Board meeting be adopted.**

**MOTION CARRIED**

**C2**                Correspondence from Karen Berezcki, Administrator, Board of Trustees, Shawnigan Improvement District Re: Request for Resolution of Support for Crown Land Tenure Application, was received for information.

**18-121**            **It was moved and seconded that the request from the Shawnigan Improvement District for a resolution of support for its Crown Land Tenure application be referred to staff for a report, on any possible implications for the CVRD.**

**MOTION CARRIED**

**DELEGATIONS**

**D1**                Judy Stafford, Executive Director, Cowichan Green Community Re: 2017 Year in Review

Judy Stafford, Executive Director, Cowichan Green Community (CGC), presented a video of the CGC's 2017 year in review, outlining their ongoing projects, initiatives, and accomplishments, for information.

**D2**                Bruce Mason, President, Ladysmith Little Theatre Society Re: Overview of the Ladysmith Little Theatre Society

Bruce Mason, President, Ladysmith Little Theatre Society, provided an overview and video presentation on the society's history and current projects, including the purchase of the building where the theatre is housed, for information.

**REPORT OF THE CHAIRPERSON**

**RC1**                The Chair provided a report on a recent visit to Provincial Ministers, and ministerial staff, regarding the Cowichan Watershed Board and the proposed new service. He highlighted the importance of the implications of this proffered governance as it relates to the new *Water Sustainability Act* and ongoing first nations engagement and truth and reconciliation work with Cowichan Tribes.

**CORRESPONDENCE**

**C1**                Correspondence from Councillor Colin Plant, Chair, District of Saanich Traffic Safety Commission & Capital Regional District Director Re: Point to Point Malahat Speed Enforcement Campaign, was received for information.

**C2**                Item C2 was dealt with earlier in the meeting.

**C3**                Correspondence from the Cowichan Valley Amateur Radio Society Re: Request for Lease of Property at Bings Creek Solid Waste Management Complex for an Operations Base

18-122 It was moved and seconded that the request from the Cowichan Valley Amateur Radio Society (CVARS) for a lease of property at the Bings Creek Solid Waste Management Complex as an Operations Base be referred to staff for a report, exploring if and how the CVARS request might be accommodated.

**MOTION CARRIED**

C4 Correspondence from Dr. Bruce Fraser, President, Shawnigan Basin Society Re: Funding Change, was received for information.

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

CR1 Report and Recommendations of the Electoral Area Services Committee Meeting of February 21, 2018

18-123 It was moved and seconded:

1. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to the Saanich Inlet Protection Society to support its Roundtable Forum Event on March 17, 2018.
2.
  1. That the 2018 Budget for Function 469 – Cowichan Station Association – Area E be amended to increase Grant to Organization by \$10,000 and increase Transfer from Gas Tax Reserve by \$10,000;
  2. That the expenditures from the Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment;
  3. That the 2018 Budget for 466 - Recreation Cobble Hill Hall be amended to increase Grant to Organization by \$1,732 and increase Transfer from Gas Tax Reserve by \$1,732; and
  4. That the expenditures from the Function 466 – Recreation Cobble Hill 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.
3.
  1. That the 2018 budget for Function 801 - Brulette Place Sewer System be amended to:
    1. Increase capital engineering structures by \$54,174;
    2. Increase Municipal Finance Authority (MFA) long term borrowing of \$18,192; and
    3. Increase transfer from Community Works Fund (CWF) gas tax reserves to \$35,982 for completion of new sewer treatment plant.
  2. That Function 801 – Brulette Place Sewer System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
4.
  1. That the 2018 Budget for Function 815 - Arbutus Ridge Sewer System be amended to:

1. Increase capital engineering structures by \$297,404;
  2. Increase Municipal Finance Authority (MFA) long term borrowing of \$225,000;
  3. Increase transfer from capital reserves of \$61,202; and
  4. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$11,202 for contribution to new sewer treatment plant and disposal field.
- 5.
1. That the 2018 Budget for Function 604 - Lambourn Estates Water System be amended to:
    1. Increase minor capital by \$75,000; and
    2. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$75,000 for completion of a metering project.
  2. That Function 604 – Lambourn Estates Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
- 6.
1. That the 2018 Budget for Function 619 - Burnum Water System be amended to:
    1. Increase minor capital by \$26,000; and
    2. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$26,000 for contribution to a water treatment and storage project.
- 7.
1. That the 2018 Budget for Function 640 - Saltair Water System be amended to:
    1. Increase capital engineering structures by \$535,535;
    2. Increase Community Works Fund (CWF) gas tax reserves by \$20,000;
    3. Increase transfer from capital reserves \$50,535;
    4. Increase transfer from operating reserve \$220,000; and
    5. Increase capital surplus of 2017 by \$245,000 for contribution to a water distribution upgrade, Old Victoria Road distribution upgrade, and a well and or treatment upgrade.
- 8.
1. That the 2018 Budget for Function 653 - Youbou Water System be amended to:
    1. Increase capital engineering structures by \$125,500; and
    2. Increase transfer from operating reserves of \$125,500 for completion of a well and distribution upgrade.
- 9.
1. That the 2018 Budget for Function 660 - Honeymoon Bay Water System be amended to:
    1. Increase capital engineering structures by \$38,310; and
    2. Increase transfer from Community Works Fund (CWF) gas tax reserve of \$38,310 for completion of a well upgrade.

10.
  1. That the 2018 Budget for Function 680 - Shawnigan Lake North Water System be amended to:
    1. Increase minor capital by \$82,529;
    2. Increase recovery of costs by \$82,529, for completion of the metering project;
    3. Increase capital engineering structures by \$37,872; and
    4. Increase transfer from reserve of \$37,872 for contribution to the treatment and or well upgrade projects.
  2. That Function 680 - Shawnigan Lake North Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
  
11. That the Director for Electoral Area B – Shawnigan Lake be authorized to attend training at the Social Change Institute, Tools, Connections & Leadership Workshop on June 20-24, 2018, at a cost of \$1,476 plus travel.

**MOTION CARRIED**

18-124

It was moved and seconded:

12.
  1. That the Zoning Amendment Bylaw for Application No. 03-C-17RS (3576 Holland Avenue) be forwarded to the Board for consideration of first and second reading;
  2. That the referrals to BC Transit, Cobble Hill Improvement District, Cowichan Tribes, Island Health, and the Ministry of Transportation and Infrastructure be accepted;
  3. That a public hearing be waived in accordance with Section 464(2) of the *Local Government Act* as the proposed Zoning Amendment is consistent with the South Cowichan Official Community Plan; and
  4. That prior to consideration of final bylaw adoption, a sewer petition be signed; the sewer connection fee be paid; and the deposit for the sewer works be provided.

**MOTION CARRIED**

CR2

Report and Recommendations of the Regional Services Committee meeting of February 28, 2018

18-125

It was moved and seconded:

1.
  1. That the 2018 Budget for Function 280 – Regional Parks be amended to:
    1. Increase transfer from federal conditional grants by \$33,435; and
    2. Increase consulting services by \$33,435.
  
  2. That the 2018 Budget for Function 520 – Solid Waste Management Complex be amended to:
    1. Increase transfer from federal conditional grant revenue by \$11,015; and

2. Increase Asset Management Expenses by \$11,015.
3. That the 2018 Budget for Function 571 – Asset Management be amended to:
  1. Increase transfer from federal conditional grant revenue by \$141,000;
  2. Increase transfer from provincial conditional grant revenue by \$15,000;
  3. Increase training expenses by \$4,500;
  4. Increase consulting services by \$141,500; and
  5. Increase wages by \$10,000.
4. That Function 280 – Regional Parks, Function 520 – Solid Waste Management Complex, and Function 571 – Asset Management Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
2.
  1. That short-term borrowing of up to \$175,000 be approved for purchase of a replacement loader at the Bings Creek Solid Waste Management Complex, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and
  2. That short-term borrowing of up to \$50,000 be approved for the purchase of a pickup truck for solid waste operations, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.
3.
  1. That the Tourism Cowichan Society be approved \$15,888 from the Tourism Operating Reserve for destination marketing activities.
  2. That Function 123 – Regional Tourism 2018 Budget be amended to increase Transfer from Operating Reserve by \$15,888 and increase Grant to Organization by \$15,888.
  3. That Function 123 – Regional Tourism 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.
4. That the Cowichan Valley Regional District is authorized to borrow from, and incur other obligations to, BMO with respect to the Bank of Montreal's Commercial Card Program.
5. That the Cowichan Valley Regional District join the Community Benefit Hub to advance Strategic Procurement as a founding member.
6.
  1. That the 2018 Cowichan Valley Regional Hospital District (CVRHD) budget as presented be forwarded to the Hospital Board for consideration.
  2. That up to \$5,220,000 in expenditures be approved as the CVRHD's contribution to the capital cost of building a new hospice facility, with funds to come from the capital reserve

- fund.
3. That \$2,960,000 of unallocated contingency funds be used to cover the CVRHD's 40% share of the 2018 Major Capital Projects.

## STAFF REPORTS

**SR1** Staff Report from the Legislative Services Division Re: Chief Election Officer and Deputy Chief Election Officer Appointments

**18-126** It was moved and seconded:

1. That Kathleen Harrison be appointed Chief Election Officer for the 2018 General Local Election.
2. That Shannon Carlow be appointed Deputy Chief Election Officer for the 2018 General Local Election.

**MOTION CARRIED**

**SR2** Staff Report from the Human Resources Division Re: *Income Tax Act* Changes Impacting Elected Officials in 2019, was received for information.

**18-127** It was moved and seconded that further information regarding the implications of *Income Tax Act* changes be brought back to a future Board meeting, once the information is received by staff.

**MOTION CARRIED**

## PUBLIC HEARINGS

**PH1** Public Hearing Report, Minutes and Exhibits Re: "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018" and "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018"

**18-128** Public Hearing Report, Minutes and Exhibits Re: "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018" and "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018", be received.

**MOTION CARRIED**

## BYLAWS

**B1**  
**18-129** It was moved and seconded that "CVRD Bylaw No. 4181 – North Oyster Fire Protection Service Amendment (Requisition Limit Increase) Bylaw, 2018", be adopted.

**MOTION CARRIED**

**B2  
18-130** It was moved and seconded that "CVRD Bylaw No. 4188 – Five Year Financial Plan (2018 – 2022) Amendment Bylaw, 2018" be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**BYLAWS - ELECTORAL AREA DIRECTORS**

**BEA1  
18-131** 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 adopted.

**MOTION CARRIED**

**BEA2  
18-132** It was moved and seconded that "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018", be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**18-133** It was moved and seconded that "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018", be adopted.

**MOTION CARRIED**

**BEA3  
18-134** It was moved and seconded that "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018", be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**18-135** It was moved and seconded that "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018", be adopted.

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Report from Director I. Morrison Re: 2018 Regional Grant-in-Aid Program

**18-136** It was moved and seconded that the deadline of March 23, 2018 for 2018 Regional Grant-in-Aid applications be waived.

Opposed: Director Lefebure, Director Davis, Director Clement, Director Acton, Director Iannidinardo, Director Dorey, Director Marcotte, Director Kuhn, Director Walker, Director Day, Director Jackson, and Director Stone.

**MOTION DEFEATED**



**18-137** It was moved and seconded that the acceptance of late Regional Grant-in-Aid applications as outlined in the associated policy be waived, and that an application from Windfest at Nitinat be accepted as a late application.

Opposed: Director Lefebure, Director Davis, Director Clement, Director Acton, Director Iannidinardo, Director Dorey, Director Marcotte, Director Kuhn, Director Walker, Director Day, Director Jackson, Director Marsh, Director Nicholson, and Director Stone.

**MOTION DEFEATED**

**CLOSED SESSION**

**18-138** 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  
**3:14 PM** (1)(a) Appointments (2 Items); (1)(c) Employee Relations; and the adoption of the Closed Session Regular Board minutes of February 14, 2018.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**18-142** It was moved and seconded that the Board rise with report on Items CSCR1 and CSRES1, and return to the Open portion of the meeting.

**MOTION CARRIED**

**18-140** It was moved and seconded:

1. That Mike Williams be appointed to the Cowichan 2018 BC Summer Games Board of Directors (for Sport), in a co-director role with the current director for sport, Chris Mann, replacing Garrett Elliott.
2. That Jennifer Ertel be appointed to the Cowichan 2018 BC Summer Games Board of Directors (for Protocol), replacing Tamara Leigh.

**MOTION CARRIED**

**18-141** It was moved and seconded that that Rose Darling be appointed to the Electoral Area F – Cowichan Lake South/Skutz Falls Parks and Recreation Commission for a term expiring on December 31, 2018.

**MOTION CARRIED**

**ADJOURNMENT**

**18-143**            **It was moved and seconded that the meeting be adjourned.**  
**4:38 PM**

**MOTION CARRIED**

The meeting adjourned at 4:38 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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