

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, March 22, 2017 at 1:33 PM.

**PRESENT** Chair J. Lefebure  
Director B. Day  
Director M. Dorey  
Director L. Iannidinardo  
Director S. Jackson  
Director K. Kuhn  
Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker  
Alternate Director S. Acton  
Alternate Director C. Morris  
Alternate Director B. Salmon

**ALSO PRESENT** B. Carruthers, Chief Administrative Officer  
J. Barry, Corporate Secretary  
M. Kueber, General Manager, Corporate Services  
J. Elzinga, General Manager, Community Services  
H. Hatami, General Manager, Engineering Services  
R. Blackwell, General Manager, Planning and Development  
B. Dennison, Manager, Water Management  
B. Farquhar, Manager, Parks & Trails  
C. Lockrey, Manager, Strategic Services  
K. Miller, Manager, Environmental Initiatives  
T. Etherington, Utilities Operations Superintendent  
L. Knodel-Joy, Senior Engineering Technologist  
S. Carlow, Legislative Assistant

**ABSENT** Director M. Clement  
Director K. Davis  
Director S. Furstenau  
Director M. Marcotte

#### **APPROVAL OF AGENDA**

17-131 It was moved and seconded that the agenda be amended by deleting Item B1 – Adoption of "CVRD Bylaw No. 4087 - Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017"; and that the agenda, as amended, be approved.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

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

**17-132** **It was moved and seconded that the minutes of the Regular Board Meeting of March 8, 2017 be adopted.**

**MOTION CARRIED**

**REPORT OF THE CHAIRPERSON**

**RC1** The Chair invited the Parks and Trails Manager to comment on the recently announced \$500,000 Provincial Rural Dividend Fund grant funding that will allow for the completion of the *Rail to Trail* section between Saltair and Chemainus.

**CORRESPONDENCE**

**C1** Municipality of North Cowichan Re: Air Quality

**17-133** **It was moved and seconded that the correspondence regarding air quality from the Municipality of North Cowichan dated February 28, 2017 be referred to the Environmental Services Division for review and comment.**

Opposed: Director Kuhn

**MOTION CARRIED**

**COMMITTEE/COMMISSION REPORTS**

**CR1** Report and Recommendations of the Island Savings Centre Commission meeting of March 9, 2017

**17-134** **It was moved and seconded:**

- 1. That a Licence of Use Agreement with Duncan Dynamics Gymnastics Club at the Island Savings Centre from September 1, 2017 to August 31, 2019, be approved.**
- 2. That the 2017 budget for Function 420 Island Savings Centre Events and Services be amended to:**
  - 1. Reduce surplus by \$7,837; and**
  - 2. Reduce expenses for Furniture, Fixtures & Equipment by \$7,837.**
- 3. That the 2017 budget for Function 426 Cowichan Performing Arts Centre be amended to:**
  - 1. Increase deficit by \$2,507; and**
  - 2. Increase revenue for Admissions – Co-Productions - Taxable by \$2,507.**

**MOTION CARRIED**

**CR2** Report and Recommendations of the Electoral Area Services Committee Meeting of March 15, 2017

**17-135** It was moved and seconded:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

13. 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.
  
14. 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.
  
15. 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.
  
16. 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.
  
17. 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.
  
18. 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.
  
19. 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.
  
20. 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.

21. 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.
  
22. 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.
  
23. 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.
  
24. 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.
  
25. 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.
  
26. 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.
  
27. 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.
28. 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.
  29. 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.
  30. 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.
  31. 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.
  32. 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.
  33. 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**

17-136

It was moved and seconded:

34. 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**

17-137 It was moved and seconded:

35. 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**

CR3 Report and Recommendations of the Regional Services Committee meeting of March 22, 2017

17-138 It was moved and seconded:

1. That the 2017 budget for Function 283 Kinsol Trestle be amended to:
  1. Increase Provincial Conditional Grants revenue by \$100,000;
  2. Decrease Transfer to Capital Reserves by \$50,000; and
  3. Increase Capital Lease Improvements by \$150,000.
2. That the 2017 budget for Function 515 – Curbside Collection Garbage and Recycling be amended to:
  1. Decrease Multi-Material BC (MMBC) contingency amount by \$841;
  2. Decrease Surplus by \$841
  3. Increase Minor Capital expense by \$25,000; and,
  4. Decrease Capital Equipment expense by \$25,000.
3. That the 2017 budget for Function 520 - Solid Waste Management Complex be amended to:
  1. Increase Municipal Finance Authority long term borrowing by \$628,235;
  2. Increase Federal Conditional Grant revenue by \$188,800;
  3. Increase Federal Gas Tax Grant revenue by \$248,065;
  4. Increase Capital Buildings expense by \$475,050;
  5. Increase Capital Land Improvements expense by \$475,050;
  6. Increase Long Term Debt interest expense by \$4,548;
  7. Decrease Contingency expense by \$4,548;
  8. Increase Provincial Conditional Grant revenue by \$25,000;
  9. Increase Consultants expense by \$25,000; and,
  10. Increase Capital Buildings Improvement expense by \$115,000.
4. That the 2017 budget for Function 131 Environmental Initiatives be amended to:
  1. Increase Federal Conditional Grants revenue by \$385,438;
  2. Increase Provincial Conditional Grants revenue by \$306,388;
  3. Increase Partner Contributions revenue by \$59,550;
  4. Increase Flood Plain Management expense by \$305,876;

5. Increase Water Study – Project Expenditures expense by \$200,000;
  6. Increase Contract for Services expense by \$265,000;
  7. Increase Public Education expense by \$14,500; and
  8. Reduce Partnership Project expense by \$34,000.
5. That the 2017 budget for Function 531 South Cowichan Water Study Plan be amended to:
    1. Increase Surplus revenue by \$10,000; and
    2. Increase Project Expenditures expense by \$10,000.
  6. That the 2017 budget for Function 535 Liquid Waste Plan – Central Sector be amended to:
    1. Increase Surplus revenue by \$48,644; and
    2. Increase Consultants – Engineering expense by \$48,644.
  7. That the 2017 budget for Function 540 Liquid Waste Plan – South Sector be amended to:
    1. Decrease Transfer from Gas Tax revenue by \$7,327; and
    2. Decrease Contract for Services expense by \$7,327.
  8. That the 2017 budget for Function 575 Engineering Services - Administration be amended to:
    1. Increase surplus/deficit by \$17,153; and
    2. Decrease contingency by \$17,153.
  11. That the 2017 budget for Function 810 Mesachie Lake Sewer System be amended to:
    1. Increase Grant revenue by \$1,226,567;
    2. Increase Transfer from Gas Tax Phase 2 revenue by \$200,000;
    3. Increase MFA Long Term Funding revenue by \$200,000;
    4. Increase Capital Reserve revenue by \$40,000;
    5. Increase Transfer from Operating Reserves revenue by \$10,955;
    6. Increase Sundry expenses by \$126;
    7. Decrease Consultants expense by \$1,000;
    8. Decrease Sludge Disposal expense by \$1,500;
    9. Decrease Transfer to Reserve Expense by \$5,000; and,
    10. Increase Capital - Engineering Structures expense by \$1,684,896.

**MOTION CARRIED**

17-139

It was moved and seconded:

9. That a grant application be submitted to the Union of British Columbia Municipalities (UBCM) for the CWPP Update – Cowichan South project under the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan & CWPP Update Program.

**MOTION CARRIED**

**17-140**            **It was moved and seconded:**

- 10.    That a five year Emergency Management Agreement be approved between the Cowichan Valley Regional District, the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith, effective 2017 to 2022 once all parties have signed.**

**MOTION CARRIED**

**STAFF REPORTS**

**SR1**            Staff Report from the Water Management Division and Presentation from Innova Strategy Group Re: Innova Strategy Group Wastewater Utility Review and Assessment Report

Kevin Ramsay, AScT / RTMgr, Principal, Innova Strategy Group (ISG), provided a PowerPoint presentation on the review and assessment of CVRD water and wastewater systems. An implementation report, based on the ISG report's recommendations, will be forthcoming from staff at a later date.

**BYLAWS**

**B1**            Item B1, adoption of "CVRD Bylaw No. 4087 - Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017", was deleted upon adoption of the agenda.

**BYLAWS - ELECTORAL AREA DIRECTORS**

**BEA1**            **It was moved and seconded that "CVRD Bylaw No. 4089 - Cowichan Bay Zoning Amendment Bylaw (5301 Chaster Road), 2017", be granted 3<sup>rd</sup> reading.**

**17-141**

**MOTION CARRIED**

**CLOSED SESSION**

**17-142**            **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 (1)(g) Potential Litigation; and the March 8, 2017 Closed Session Regular Board minutes.**

**2:50 PM**

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**17-145**            **It was moved and seconded that the Board rise without report, and return to the open portion of the meeting.**

**2:56 PM**

**MOTION CARRIED**

**ADJOURNMENT**

**17-146  
2:56 PM**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 2:56 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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