



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

DATE: Wednesday, February 14, 2018

**TIME: REGULAR SESSION
6:30 PM**

PLACE: BOARD ROOM

175 INGRAM STREET

A handwritten signature in black ink, appearing to read 'Joe Barry', is written above a horizontal line.

**Joe Barry
Corporate Secretary**



**REGULAR BOARD MEETING AGENDA
WEDNESDAY, FEBRUARY 14, 2018
6:30 PM - CVRD BOARD ROOM**

		PAGE
1.	<u>APPROVAL OF AGENDA</u>	
2.	<u>ADOPTION OF MINUTES</u>	
M1	<u>Regular Board Meeting of January 24, 2018</u>	1
	Recommendation That the minutes of the Regular Board meeting of January 24, 2018 be adopted.	
M2	<u>Special Board Meeting of February 2, 2018</u>	13
	Recommendation That the minutes of the Special Board meeting of February 2, 2018 be adopted.	
3.	<u>BUSINESS ARISING FROM THE MINUTES</u>	
BA1	<u>Report and Recommendations of the Electoral Area Services Committee Meeting of January 17, 2018 Re: Rescind Board Resolution No. 18-35.5.2</u>	
	Recommendation	
	1. That Resolution No. 18-35.5.2 be rescinded.	
	2. 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.	
	3. 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.	
	4. 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.	

4. PUBLIC INPUT PERIOD5. DELEGATIONS

- D1 [Silvia Fraser, Representing Mesachie Lake Citizens Re: The Future of the Mesachie Lake Volunteer Fire Department](#) 17

6. REPORT OF THE CHAIRPERSON7. CORRESPONDENCE8. INFORMATION9. COMMITTEE/COMMISSION REPORTS

- CR1 [Report and Recommendations of the Kerry Park Recreation Centre Commission meeting of January 16, 2018 - Director Clement](#) 19

- Recommendation** 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.

[Note: Following the Kerry Park Recreation Commission meeting of January 16, 2018, it was determined by staff that the following recommendation is required to allow for the above amendments to proceed prior to approval of the 2018 Budget amendment.]

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 - Director Acton](#) 21

Recommendation 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.

- CR3 [Report and Recommendations of the Electoral Area Services Committee Meeting of February 7, 2018 - Director Morrison](#) 23

Recommendation 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.

Electoral Area Directors only vote on the

following under Part 14 - Planning and Land Use Management of the Local Government Act:

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.

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.

16. That Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

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

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Recommendation 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.

CR5 [Report and Recommendations of the Transit Committee meeting of February 14, 2018 - Director Davis](#) 27

- Recommendation**
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.

CR6 [Report and Recommendations of the Corporate Services Committee meeting of February 14, 2018 - Director Day](#) 29

- Recommendation** That the 2017 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.

10. DIRECTOR REPORTS

11. STAFF REPORTS

- SR1 [Staff Report from the Community Planning Division Re: Referral of Capital Regional District Bylaw No. 4017, Regional Growth Strategy](#) 31
- Recommendation** 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".
- SR2 [Staff Report from the Development Services Division Re: Rezoning Application No. 02-F-08RS \(Official Community Plan Amendment Bylaw No. 4163 and Zoning Amendment Bylaw No. 4164 - Pebbles West\)](#) 175
- Recommendation** For information.

12. PUBLIC HEARINGS**13. BYLAWS**

- B1 ["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.](#) 257
- ["CVRD Bylaw No. 4175 - Mesachie Lake Sewerage Special Service Area Capital Reserve Fund Expenditure \(Treatment and Collection Upgrades - \\$40,000\), Bylaw, 2018", be adopted.](#)
- B2 ["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.](#) 259
- ["CVRD Bylaw No. 4176 - Arbutus Ridge Water System Capital Reserve Fund Expenditure \(Distribution Upgrades - \\$50,000\), Bylaw, 2018", be adopted.](#)
- B3 ["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.](#) 261
- ["CVRD Bylaw No. 4177 - Twin Cedars Sewer System Capital Reserve Fund Expenditure \(Collection Upgrades - \\$70,000\) Bylaw, 2018", be adopted.](#)
- B4 ["CVRD Bylaw No. 4179 - Regional Park Land Dedication \(PID 006-409-989\) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.](#) 263
- B5 ["CVRD Bylaw No. 4181 – North Oyster Fire Protection Service Amendment \(Requisition Limit Increase\) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.](#) 265

- B6 ["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. 267
- ["CVRD Bylaw No. 4182 - Solid Waste Management Facilities Reserve Fund Expenditure \(Bings Creek Replacement Loader - \\$75,000\) Bylaw, 2018"](#), be adopted.
- B7 ["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. 269
- ["CVRD Bylaw No. 4184 – Electoral Area E Community Parks Capital Reserve Fund Expenditure \(Currie Park Washroom - \\$25,000\) Bylaw, 2018"](#), be adopted.
- B8 ["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. 271
- ["CVRD Bylaw No. 4185 – Electoral Area F Community Parks Capital Reserve Fund Expenditure \(Central Park Playground Equipment - \\$28,000\) Bylaw, 2018"](#), be adopted.
- B9 ["CVRD Bylaw No. 4186 – Regional Park Reserve Fund Expenditure \(Office Renovations - \\$25,000\) Bylaw, 2018"](#), be granted 1st, 2nd and 3rd reading. 273
- ["CVRD Bylaw No. 4186 – Regional Park Reserve Fund Expenditure \(Office Renovations - \\$25,000\) Bylaw, 2018"](#), be adopted.
14. **BYLAWS - ELECTORAL AREA DIRECTORS**
- BEA1 ["CVRD Bylaw No. 4163 - Electoral Area F - Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw \(Pebbles West\), 2017"](#), be granted 3rd reading. 275
- BEA2 ["CVRD Bylaw No. 4164 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw \(Pebbles West\), 2017"](#), be granted 3rd reading. 283
15. **RESOLUTIONS**
16. **UNFINISHED BUSINESS**
17. **NOTICE OF MOTION**
18. **NEW BUSINESS**
19. **QUESTION PERIOD**

20. CLOSED SESSION

Motion that the Closed Session Agenda be approved, and that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CS M1 - Closed Session Minutes of January 24, 2018

CS [M2 - Special Closed Session Minutes of February 2, 2018](#)

CS [CR1 - Report and Recommendations of the Closed Session Regional Services Committee Meeting of January 24, 2018 - Director Iannidinardo](#)

1. Regional Parkland Acquisition {Sub (1)(e)}

CS [CR2 - Report and Recommendation\(s\) of the Closed Session Electoral Area Services Committee - Director Morrison](#)

1. Litigation {Sub (1)(g)}

CS [CR3 - Report and Recommendations of the Closed Session Corporate Services Committee Meeting of February 14, 2018 - Director Iannidinardo](#)

1. Employee Relations {Sub (1)(c)}

CS [SR1 - Verbal Report from the Chief Administrative Officer Re: Legal Opinion {Sub \(1\)\(l\)}](#) 291

CS [SR2 - Staff Report from the Manager, Parks & Trails Re: Parkland Acquisition {Sub \(1\)\(e\)}](#)

21. ADJOURNMENT

The next Regular Board meeting will be held Wednesday, February 28, 2018 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.