

**Tuesday, June 23, 2020**

**Minutes of the meeting of the Comox Valley Regional District Board of Directors held on June 23, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:06 pm.**

## **MINUTES**

### **Present:**

<b>Chair:</b>	J. Ketler	Village of Cumberland
<b>Vice-Chair:</b>	A. Hamir	Lazo North (Area B)
<b>Directors:</b>	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Cole-Hamilton	City of Courtenay
	D. Frisch	City of Courtenay
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	S. Smith	General Manager of Planning and Development Services
	L. Dennis	Manager of Legislative Services

### **ATTENDANCE:**

Directors Arbour, Cole-Hamilton, Grieve, Hamir and Morin attended the meeting by electronic means.

### **RECOGNITION OF TRADITIONAL TERRITORIES:**

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation and read the following article from the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) available online at: [www.un.org/](http://www.un.org/):

Article 12: Indigenous peoples have the right to manifest, practise, develop and teach their spiritual and religious traditions, customs and ceremonies; the right to maintain, protect, and have access in privacy to

their religious and cultural sites; the right to the use and control of their ceremonial objects; and the right to the repatriation of their human remains; and,

States shall seek to enable the access and/or repatriation of ceremonial objects and human remains in their possession through fair, transparent and effective mechanisms developed in conjunction with indigenous peoples concerned.

**PUBLIC ATTENDANCE - COVID-19:**

D. Hillian/M. Swift: THAT in accordance with Ministerial Order M192 and in the interest of health and safety, in-person attendance by the public at this meeting not be permitted as procedures and protocols are still being developed to ensure adherence with public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, this meeting be livestreamed, video recorded and posted to the regional district website.

208

Carried

**IN-CAMERA MEETING:**

W. Morin/W. Cole-Hamilton: THAT the committee adjourn to an in-camera session pursuant to the following sub-section(s) of section 90 of the Community Charter:

90(1)(k) Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the committee/board, could reasonably be expected to harm the interests of the regional district if they were held in public.

AND FINALLY THAT the in-camera portion convene immediately following the open portion of the meeting.

208

Carried

**ADOPTION OF MINUTES:**

W. Cole-Hamilton/K. Grant: THAT the Comox Valley Regional District Board minutes dated June 16, 2020 be adopted.

208

Carried

**PETITIONS AND DELEGATIONS:**

**HABITAT CONSERVATION TRUST FOUNDATION (HCTF) & FOREST ENHANCEMENT SOCIETY OF BC (FESBC)**

Dan Buffet, HCTF CEO, and Steve Kozuki, FESBC Executive Director, presented information regarding HCTF and FESBC funded projects in the Comox Valley.

**REPORTS:**

## **TRANSIT MANAGEMENT ADVISORY COMMITTEE**

K. Grant/D. Hillian: THAT the minutes of the Comox Valley Transit Management Advisory Committee dated April 23, 2020 be received.

208

Carried

K. Grant/M. Swift: THAT the minutes of the Comox Valley Transit Management Advisory Committee dated May 22, 2020 be received.

208

Carried

## **ELECTORAL AREAS SERVICES COMMITTEE - JUNE 15, 2020**

K. Grant/M. Swift: THAT the Electoral Areas Services Committee minutes dated June 15, 2020 be received.

208

Carried

A. Hamir/D. Frisch: THAT the following recommendations be adopted by general consent:

THAT the board approve Development Variance Permit DV 1A 20 (Rowan) to reduce the minimum front yard setback from 7.5 metres to 4.88 metres (and from 5.5 metres to 4.68 metres for the eaves), for the purposes of constructing a mudroom/entryway on the property described as Lot 2, Section 30, Township 11, Nelson District, Plan 29374, PID 001-392-891;

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.

THAT the board approve Development Variance Permit DV 12B 19 (Swan) to increase the maximum lot coverage from 15 per cent to 20 per cent for the property described as Parcel A (DD 389220I) of Lot F, Section 5, Comox District, Plan 10028, PID 005-486-556 (1561 McDonald Road);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.

THAT the board grant a site specific exemption of the floodplain specifications that reduces floodplain setback from 15 metres to 8.7 metres from the natural boundary of the Strait of Georgia (FR 1A 20, Hebblethwaite) for the proposed additions to a single detached dwelling with an attached garage on property described as Lot 1, District Lot 12 (Situates Partly within Lots 31G and 40G), Section 2A, Nelson District, Plan VIP67160, PID 024-214-787 (6428 and 6448 South Island Highway);

AND FINALLY THAT, as a condition of the site specific exemption, the property owners, at their own expense, register a restrictive covenant under Section 219 of the Land Title Act, specifying conditions that would enable the land to be safely used for the use intended according to the terms of the engineer's report by Peter Bullock, P. Eng., M. Eng. of Base Geotechnical Inc., dated April 15, 2020, which will form part of the

restrictive covenant, as well as an acknowledgement that no Disaster Financial Assistance funding is available for the building or its contents and releasing and indemnifying the Comox Valley Regional District from liability in the event any damage is caused by flooding or erosion.

208 and 213

THAT the board approve Development Variance Permit (DV 1C 20) to:

- reduce the minimum highway and waterbody frontage from 10 per cent to 5 per cent;
- reduce the minimum average width and depth ratio from 1:3 to 1:10; and,
- reduce the minimum highway frontage from 100 metres to 0 metres

for the proposed western lot in a lot line adjustment (Subdivision Referral File: 04686 C 19) between That Part of Section 32, Township 10, Comox District, Plan 552H Included within the Area Shown Outlined in Red on Plan 788 RW Except Part in Plan EPP56506 and EPP90548, PID 000-864-846 (Unaddressed Lot); and Lot 1, Sections 32 and 33, Township 10, Comox District, Plan EPP56506, Except Plan EPP90548, PID 029-762-103 (Courtenay and District Fish and Game Protective Association) (3780 and 3786 Colake Road);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.

208 and 213

Carried

K. Grant/D. Frisch: THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix A of staff report dated June 10, 2020, with the addition of the Manager of Fire Services and the Comox Valley Coalition to End Homelessness, and direct staff to commence the external agency referral process, for properties known as:

- That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan VIP70188 and EPP24391 (PID 000-866-792);
- The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured red on Plan 79 RW and except that part in plan VIP70188 (PID 000-866-814);
- That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the South of the North bank of the Puntledge River (PID 003-922-308);
- That Part of the south east ¼ of section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343 (PID 003-922-391);
- The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W. (PID 003- 924-033)

as part of a repeal of Bylaw No. 2042, 1998, being the “Rural Comox Valley Official Community Plan Bylaw, 1998” and proposed amendments (File: CP 1C 20; RZ 1C 20) to Bylaw No. 337, being the “Rural Comox Valley Official Community Plan Bylaw No. 337, 2014” and Bylaw No. 520, being the “Rural Comox Valley Zoning Bylaw No. 520, 2019”;

AND FINALLY THAT Comox Valley Regional District staff consult with First Nations in accordance with the referrals management program dated September 25, 2012.

208 and 213

E. Grieve/K. Grant: THAT the motion be tabled until the submission from the applicant's agent, Rob Buchan, is received.

208

Carried

D. Arbour/E. Grieve: THAT the submission, dated June 18, 2020 from the applicant's agent, Rob Buchan, be received.

208 and 213

Carried

The board acknowledged that Rob Buchan, applicant's agent, was in attendance at the meeting in regards to the Official Community Plan and rezoning applications from 3L Developments Inc.

A. Hamir/W. Cole-Hamilton: THAT Rob Buchan, applicant's agent for 3L Developments Inc., be requested to address the board.

208

Defeated    *NAY: D. Arbour, K.  
Grant, E. Grieve, D.  
Frisch, M. Swift*

The following motion was lifted from the table:

THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix A of staff report dated June 10, 2020, with the addition of the Manager of Fire Services and the Comox Valley Coalition to End Homelessness, and direct staff to commence the external agency referral process, for properties known as:

- That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan VIP70188 and EPP24391 (PID 000-866-792);
- The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured red on Plan 79 RW and except that part in plan VIP70188 (PID 000-866-814);
- That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the South of the North bank of the Puntledge River (PID 003-922-308);
- That Part of the south east ¼ of section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343 (PID 003-922-391);
- The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W. (PID 003- 924-033)

as part of a repeal of Bylaw No. 2042, 1998, being the “Rural Comox Valley Official Community Plan Bylaw, 1998” and proposed amendments (File: CP 1C 20; RZ 1C 20) to Bylaw No. 337, being the “Rural Comox Valley Official Community Plan Bylaw No. 337, 2014” and Bylaw No. 520, being the “Rural Comox Valley Zoning Bylaw No. 520, 2019”;

AND FINALLY THAT Comox Valley Regional District staff consult with First Nations in accordance with the referrals management program dated September 25, 2012.

Carried

## **SEWAGE COMMISSION - JUNE 16, 2020**

K. Grant/M. Swift: THAT the Sewage Commission minutes dated June 16, 2020 be received.  
208 Carried

## **COMOX VALLEY WATER COMMITTEE - JUNE 16, 2020**

K. Grant/D. Hillian: THAT the Water Committee minutes dated June 16, 2020 be received.  
208 Carried

## **COMOX VALLEY SPORTS CENTRE COMMISSION - JUNE 16, 2020**

D. Hillian/K. Grant: THAT the Sports Centre Commission minutes dated June 16, 2020 be received.  
208 Carried

## **STATEMENT OF FINANCIAL INFORMATION 2019**

K. Grant/D. Frisch: THAT the report dated June 12, 2020 regarding the Statement of Financial Information for the Comox Valley Regional District for the year ended December 31, 2019 be received.  
208 Carried

D. Frisch/K. Grant: THAT the 2019 Statement of Financial Information for the Comox Valley Regional District be approved.  
208 Carried

## **DIRECTORS REPORTS - JANUARY 1 TO DECEMBER 31, 2019**

D. Hillian/K. Grant: THAT the director's reports from Directors Grieve, Hamir, Hillian, Ketler, Morin and Swift be received.  
208 Carried

## **2020 GRANTS-IN-AID**

K. Grant/D. Frisch: THAT the report dated June 10, 2020 from Directors Hamir and Grieve regarding a requested grant-in-aid to the Comox Valley Land Trust be received.  
208 Carried

K. Grant/M. Swift: THAT a grant-in-aid, payable from the respective areas indicated, be approved:  
• Comox Valley land Trust to assist with a land protection program, education and the Comox Valley

Conservation Partnership.

Area B - \$5,000.00; Area C - \$5,000.00

208

Carried

## **UPDATES TO CVRD OFFICER BYLAW AND SIGNING AUTHORITIES**

K. Grant/D. Frisch: THAT the report dated June 15, 2020 regarding minor amendments to the Comox Valley Regional District (CVRD) Officer Bylaw No. 21, 2008 (the "Officer Bylaw") and financial signing authorities in order to reflect the current organizational structure be received.

208

Carried

K. Grant/M. Swift: THAT the board consider granting readings to Comox Valley Regional District Officer Bylaw, No. 21, 2008, Amendment No. 4 as outlined in the staff report dated June 15, 2020.

208

Carried

K. Grant/M. Swift: THAT the following positions be appointed financial signing authorities for the Comox Valley Regional District and that any two of the following be authorized to co-sign: Chair, Vice-chair, Chief Administrative Officer, Chief Financial Officer, Deputy Chief Administrative Officer, General Manager of Corporate Services, Manager of Financial Planning or Corporate Legislative Officer.

208

Carried

## **BYLAWS AND RESOLUTIONS:**

D. Frisch/K. Grant: THAT Bylaw No. 618, being "Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 4" be given first and second readings concurrently.

208

Carried

K. Grant/M. Swift: THAT Bylaw No. 618, being "Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 4" be given third reading.

208

Carried

K. Grant/A. Hamir: THAT Bylaw No. 609 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 4" be adopted.

208 and 213

Carried

## **NEW BUSINESS:**

### **VANCOUVER ISLAND MOUNTAIN SPORT SOCIETY**

D. Frisch/K. Grant: THAT the correspondence dated June 12, 2020 regarding a request from the Vancouver Island Mountain Sport Society for the Comox Valley Regional District to be a local government sponsor for society's application for grant funds from the Comox Valley Community Foundation be received.

208

Carried

D. Hillian/K. Grant: THAT the Comox Valley Regional District (CVRD) confirm that it will be a local government sponsor to the Vancouver Island Mountain Sport Society for the society's application for grant funds from

## **EXTERNAL APPOINTMENT REPORTS FROM DIRECTORS**

Director Hillian provided an update on the following external appointments:

- Comox Valley Accessibility Committee
- Comox Strathcona Regional Hospital Board leadership

Director Arbour submitted correspondence dated June 17, 2020 regarding updates on external appointments, including the Vancouver Island Regional Library, the Island Corridor Foundation and provided a verbal update regarding the AVICC aquaculture advisory group.

## **UNION OF BC MUNICIPALITIES RESOLUTIONS**

K. Grant/A. Hamir: THAT the correspondence dated June 19, 2020 from Director Hamir regarding a request to forward two resolutions relating to food security during emergencies to the Union of BC Municipalities for consideration at their 2020 Convention be received.

208

Carried

K. Grant/D. Frisch: WHEREAS food security and food supply issues are essential to all emergency response and recovery efforts;

AND WHEREAS the status and consideration of food security and supply issues are not adequately addressed within the provincial emergency management system and structures:

THEREFORE BE IT RESOLVED that Union of BC Municipalities request that the Province provide greater consideration of food security and supply, including localized knowledge, within the provincial emergency management structure and provide guidance and resources to local governments and their emergency operations centres for this purpose.

208

Carried

K. Grant/D. Frisch: WHEREAS farmers' markets are a key resource in addressing food security during an emergency by providing access to food quickly and efficiently;

AND WHEREAS farmers' markets have not been consistently permitted to operate across the province during the COVID-19 pandemic:

THEREFORE BE IT RESOLVED that Union of BC Municipalities request that the Province take the necessary

steps to ensure farmers' markets are identified as an essential service during all provincial and local states of emergency.

208

Carried

**ADJOURN TO IN-CAMERA:**

The board adjourned to its in-camera session at 5:35 pm.

**RISE AND REPORT:**

The board rose from its in-camera session at 7:12 pm

**TERMINATION:**

D. Frisch/D. Hillian: THAT the meeting terminate.

208

Carried

Time: 7:12 pm.

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_:

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Jesse Ketler  
Chair

Certified Correct and Recorded By:

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Lisa Dennis  
Manager of Legislative Services