

Monday, March 8, 2021

Minutes of the meeting of the Electoral Areas Services Committee held on March 8, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 10:00 am.

MINUTES

Present:

Chair:	A. Hamir	Lazo North (Area B)
Vice-Chair:	E. Grieve	Puntledge/Black Creek (Area C)
Director:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	A. Mullaly	General Manager of Planning and Development
	M. Rutten	General Manager of Engineering Services
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	L. Dennis	Manager of Legislative Services
	A. Baldwin	Legislative Services Assistant

ATTENDANCE:

Director Grieve attended the meeting by electronic means.

Also in attendance at the meeting were K. Douville, T. Trieu, D. Thiessen, A. Yasinski, J. Bast, and M. Harrison, CVRD.

RECOGNITION OF TRADITIONAL TERRITORIES:

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

DELEGATIONS:

DENMAN HOUSING ASSOCIATION

E. Grieve/D. Arbour: THAT the information provided by Simon Palmer, Denman Housing Association, regarding the need for affordable housing on Denman Island, current plans to meet part of that need, and request for a letter of support for funding be received.

208

Carried

MANAGEMENT REPORT:

E. Grieve/D. Arbour: THAT the Electoral Areas Services Committee management report dated March, 2021 be received.

208

Carried

PUBLIC INPUT - 2021-2025 FINANCIAL PLAN:

R. Dyson, Chief Administrative Officer, provided a summary regarding the 2021-2025 proposed financial plan and the specific CVRD services under consideration

Members of the public may submit comments, questions, or feedback on the 2021-2025 proposed financial plan here: www.comoxvalleyrd.ca/budgetinquiries

REPORTS:

VETERANS HOMELESSNESS SUPPORT - FUNDING OPTIONS

D. Arbour/E. Grieve: THAT the report dated March 5, 2021 regarding funding options to support the work of the Royal Canadian Legion to end veteran's homelessness be received.

208

Carried

D. DeMarzo, General Manager of Community Services, provided an overview of the report regarding funding options to support the work of the Royal Canadian Legion to end veteran's homelessness.

ADVISORY PLANNING COMMISSION MINUTES

D. Arbour/E. Grieve: THAT the minutes of the Area B Advisory Planning Commission meeting held February 16, 2021 be received.

208

Carried

ELECTORAL AREA B - DEVELOPMENT VARIANCE DV 1B 21 - 2086 HECTOR RD (WILLIS/ZIMMERMAN)

D. Arbour/E. Grieve: THAT the report dated February 25, 2021 regarding Development Variance Permit DV 1B 21 – 2086 Hector Rd (Willis/Zimmerman) to reduce the minimum front yard setback pertaining to Acacia Road from 7.5 metres to 5.0 metres for the foundation of a carriage house, and from 5.5 metres to 4.25 metres for the eaves of a carriage house be received.

208 and 213

Carried

D. Thiessen, Planner, provided an overview of the report regarding Development Variance Permit DV 1B 21 – 2086 Hector Rd (Willis/Zimmerman).

Lawry Willis, applicant, attended the meeting via electronic means.

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 1B 21 (Willis/Zimmerman) to reduce the front yard setback pertaining to Acacia Road from 7.5 metres to 5.0 metres for the foundation of the carriage house and from 5.5 metres to 4.25 metres for the eaves of the carriage house on property described as Lot 4, District Lot 170, Comox District, Plan 21086, PID 003-488-136 (2086 Hector Road);

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

208 and 213

Carried

COMOX VALLEY FOOD HUB FEASIBILITY ASSESSMENT - UPDATE

D. Arbour/E. Grieve: THAT the report dated March 4, 2021 regarding an update and timeline for the Comox Valley Food Hub Feasibility Assessment be received.

208

Carried

J. MacLean, Rural Planner, provided an overview of the report regarding an update and timeline for the Comox Valley Food Hub Feasibility Assessment

Janine de la Salle and Darren Stott, Urban Food Strategies, provided information via electronic means regarding the CVRD Food Hub project plan.

BYLAW ENFORCEMENT SEMI-ANNUAL AND ANNUAL REPORT

E. Grieve/A. Hamir: THAT the report dated February 22, 2021 regarding the Comox Valley Regional District bylaw enforcement files and activities be received.

209

Carried

A. Yasinski, Manager of Bylaw Compliance, provided an overview of the report regarding the Comox Valley Regional District bylaw enforcement files and activities.

RESTRUCTURING OF REGULATORY SERVICES - UPDATE

D. Arbour/A. Hamir: THAT the report dated March 3, 2021 regarding the draft communication plan and amendment bylaws that support the required legislative process for the proposed restructuring of several existing regulatory services to streamline service delivery and achieve efficiencies respecting governance, administration, and public communication be received.

209

Carried

A. Yasinski, Manager of Bylaw Compliance, provided an overview of the report regarding the draft communication plan and amendment bylaws that support the required legislative process for the proposed restructuring of several existing regulatory services to streamline service delivery and achieve efficiencies respecting governance, administration, and public communication.

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board direct staff to proceed with the Restructuring of Regulatory Services Project as outlined in the staff report dated March 3, 2021;

AND FURTHER THAT the Comox Valley Regional District Board support the use of \$36,000 from the future expenditure reserve for Function No. 295 (Animal Control) and \$36,548 from the future expenditure reserve for Function No. 298 (Unsightly Premises) towards the purchase of a new bylaw enforcement vehicle in 2021 in Function No. 291 (Animal Control), with these transactions to be reflected in the 2021 – 2025 recommended financial plan.

AND FINALLY THAT the associated amendments to the service establishment bylaws be introduced and given first and second readings.

209

Carried

UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND APPLICATION: EMERGENCY SUPPORT SERVICES FUNDING STREAM

D. Arbour/E. Grieve: THAT the report dated February 23, 2021 regarding a resolution in support of the Comox Valley Regional District's Emergency Program application for funding via the Emergency Support Services funding stream and overall grant management be received.

209

Carried

H. Siemens, Comox Valley Emergency Program Coordinator, provided an overview, via electronic means, of the report regarding the Comox Valley Regional District's Emergency Program application for funding via the Emergency Support Services funding stream and overall grant management.

D. Arbour/E. Grieve: THAT the board support the Comox Valley Regional District's Emergency Program, Electoral Areas Service function 271, application to the Union of BC Municipalities Community Emergency Preparedness Fund for funding up to \$11,357.95 to support the purchase of resources and development of specialized training for Emergency Support Services, and provide overall grant management.

209

Carried

COMMUNITY HALLS - RESTART GRANTS

D. Arbour/A. Hamir: THAT the report dated March 3, 2021 regarding financial funding to community halls in the electoral areas who have submitted requests through the restart funding be received.

208

Carried

D. DeMarzo, General Manager of Community Services, provided an overview of the report regarding financial funding to community halls in the electoral areas who have submitted requests through the restart funding.

D. Arbour/E. Grieve: THAT an allocation of \$24,321.44 in BC Safe Restart Grant funding be committed for distribution to assist five community halls with the purchase of touchless items and a portion of their fixed costs as outlined in the Community Halls – Restart Grants staff report dated March 3, 2021.

208

Carried

RURAL COMOX VALLEY PARKS AND GREENWAYS STRATEGIC PLAN - PROGRESS REPORT

E. Grieve/D. Arbour: THAT the report dated March 4, 2021 regarding the progress of the acquisition priorities and implementation strategy action items as identified in the Rural Comox Valley Parks and Greenways Strategic Plan, 2011 – 2030 be received

209

Carried

M. Harrison, Manager of Parks, presented information regarding the progress of the acquisition priorities and implementation strategy action items as identified in the Rural Comox Valley Parks and Greenways Strategic Plan, 2011 – 2030.

The committee recessed at 11:49 am and reconvened at 12:01 pm.

2020 COMMUNITY RESILIENCY INVESTMENT FUNDING PROGRAM: PROJECT REVIEW

E. Grieve/A. Hamir: THAT the report dated March 2, 2021 regarding a review of the completed 2020 Community Resiliency Investment (CRI) grant funding for FireSmart initiatives be received.

208

Carried

J. Bast, Manager of Fire Services, provided an overview of the report regarding a review of the completed 2020 Community Resiliency Investment (CRI) grant funding for FireSmart initiatives.

RURAL ROADSIDE COLLECTION - ELECTOR ASSENT PROCESS

D. Arbour/E. Grieve: THAT the report dated February 17, 2021 regarding the method of participating area approval for the proposed Rural Roadside Collection Service be received.

208

Carried

J. Martens, General Manager of Corporate Services, provided an overview of the report regarding the method of participating area approval for the proposed Rural Roadside Collection Service.

E. Grieve/D. Arbour: THAT participating area approval be sought by way of an Alternative Approval Process (AAP) with respect to the service establishing bylaw(s) for the proposed Rural Roadside Collection Service;

AND FURTHER THAT the bylaw(s) and other process logistics for the AAP be brought forward pending the results of Phase 2 Rural Roadside Solid Waste Collection Public Engagement Plan.

208

Carried

COMMUNITY WORKS FUNDS REPORT - FEBRUARY 28, 2021

D. Arbour/E. Grieve: THAT the report dated March 2, 2021 regarding the Community Works Fund status report for the period ending February 28, 2021 be received.

208

Carried

K. Douville, Manager of Financial Planning, provided an overview of the report regarding the Community Works Fund status report for the period ending February 28, 2021.

BLACK CREEK OYSTER BAY SERVICES COMMITTEE FINANCIAL PLANNING POLICY (P44)

D. Arbour/E. Grieve: THAT the Black Creek Oyster Bay Services Committee Financial Planning Policy as amended at the February 23, 2021 Comox Valley Regional District Board meeting be received.

208

Carried

R. Dyson, Chief Administrative Officer, provided information regarding the policy regarding Black Creek Oyster Bay Services Committee Financial Planning Policy as amended at the February 23, 2021 Comox Valley Regional District Board meeting.

2021-2025 PROPOSED FINANCIAL PLAN - BUDGET PRESENTATIONS

D. Arbour/A. Hamir: THAT the information provided by K. Douville on the 2021-2025 financial planning

process be received.

Carried

2021 - 2025 RECOMMENDED FINANCIAL PLAN – COMFORT STATIONS – FUNCTION 686

D. Arbour/E. Grieve: THAT the report dated March 4, 2021 regarding an accelerated option for phasing out the Comfort Station Service as part of the 2021 - 2025 recommended financial plan for the Comfort Stations Service, function 686. be received.

209

Carried

D. DeMarzo, General Manager of Community Services, provided an overview of the report regarding an accelerated option for phasing out the Comfort Station Service as part of the 2021 - 2025 recommended financial plan for the Comfort Stations Service, function 686.

D. Arbour/E. Grieve: THAT the 2021 – 2025 recommended financial plan for the Comfort Station Service, function 686 be approved to reflect a targeted phasing out of the service by the end of 2021.

209

Carried

2021 – 2025 FINANCIAL PLAN - STREET LIGHTING SERVICES - FUNCTIONS 710-750

D. Arbour/A. Hamir: THAT the report dated March 2, 2021 regarding the proposed 2021-2025 financial plan and work plan highlights for the Denman Island, Royston, Comox Road, Gibson/Cotton Road, Little River, Forest Grove Estates, Arden Road, Webb/Bood Road, McLary Road, Fern Road, and Hastings Road Street Lighting Services, functions 710-750 be received.

207

Carried

M. Zbarsky, Manager of Transit and Facilities, presented information regarding the the proposed 2021-2025 financial plan and work plan highlights for the Denman Island, Royston, Comox Road, Gibson/Cotton Road, Little River, Forest Grove Estates, Arden Road, Webb/Bood Road, McLary Road, Fern Road, and Hastings Road Street Lighting Services, functions 710-750.

E. Grieve/D. Arbour: THAT the proposed 2021-2025 financial plans for the Denman Island, Royston, Comox Road, Gibson/Cotton Road, Little River, Forest Grove Estates, Arden Road, Webb/Bood Road, McLary Road, Fern Road, and Hastings Road Street Lighting Services, functions 710-750, be approved.

AND FURTHER THAT the solar streetlight in Royston be replaced with a conventional streetlight at a cost of up to \$20,000 to be funded from reserves.

207

Carried

2021 – 2025 FINANCIAL PLAN - HOUSE NUMBERING SERVICES, FUNCTIONS 530-532

D. Arbour/A. Hamir: THAT the report dated March 2, 2021 regarding the proposed 2021 - 2025 financial plans and work plan highlights for the house numbering services for the electoral areas, functions 530-532 be received.

209

Carried

K. Douville, Manager of Financial Planning, provided an overview of the report regarding the proposed 2021 - 2025 financial plans and work plan highlights for the house numbering services for the electoral

areas, functions 530-532.

E. Grieve/D. Arbour: THAT the proposed 2021 – 2025 financial plan for the House Numbering Area A Service, function 530, be approved;

AND THAT the proposed 2021 – 2025 financial plan for the House Numbering Area B Service, function 531, be approved;

AND FURTHER THAT the proposed 2021 – 2025 financial plan for the House Numbering Area C Service, function 532, be approved.

207

Carried

2021 - 2025 FINANCIAL PLAN – HERITAGE CONSERVATION – FUNCTIONS 691 - 695

D. Arbour/E. Grieve: THAT the report dated March 3, 2021 regarding the proposed 2021 - 2025 financial plan and work plan highlights for the Heritage Conservation Services, functions 691 (Electoral Area A – Baynes Sound); 692 (Electoral Area B – Lazo North); 693 (Electoral Area C – Puntledge – Black Creek); 694 (Denman Island); and 695 (Hornby Island) be received.

207

Carried

A. Mullaly, General Manager of Planning and Development Services, presented information regarding the proposed 2021-2025 financial plan and work plan highlights for the Heritage Conservation Services, functions 691 (Electoral Area A – Baynes Sound); 692 (Electoral Area B – Lazo North); 693 (Electoral Area C – Puntledge – Black Creek); 694 (Denman Island); and 695 (Hornby Island).

D. Arbour/E. Grieve: THAT the proposed 2021-2025 financial plans for the Heritage Conservation Services, functions 691, 692, 693, 694 and 695 be approved.

207

Carried

VARY THE AGENDA

D. Arbour/E. Grieve: THAT the agenda be varied to add consideration of the request from the Denman Housing Association delegation to the agenda under New Business.

208

Carried

NEW BUSINESS:

EMERGENCY OPERATIONS CENTRE - UPDATE

D. Arbour/E. Grieve: THAT the information provided by Director Hamir regarding the Emergency Operations Centre Policy Group meetings be received.

208

Carried

DENMAN HOUSING ASSOCIATION

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board write a letter of support to the Denman Housing Association for the purpose of funding applications for the Denman Green Project;

AND FURTHER THAT staff prepare an analysis to consider assisting with the 2021 development costs requests for both Denman Green (Denman Housing Association) and the Denman Community Land Trust Association.

208

Carried

TERMINATION:

D. Arbour/E. Grieve: THAT the meeting terminate.

208

Carried

Time: 1:25 pm.

Confirmed by:

Arzeena Hamir
Chair

Certified Correct:

Lisa Dennis
Manager of Legislative Services

Recorded By:

Antoinette Baldwin
Legislative Services Assistant

These minutes were received by the Comox Valley Regional District board on the _____ day of _____, 20__.