

Monday, February 8, 2021

Minutes of the meeting of the Black Creek - Oyster Bay Services Committee held on February 8, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 8:30 am.

## MINUTES

### Present:

<b>Chair:</b>	E. Grieve	Puntledge/Black Creek (Area C)
<b>Vice-Chair:</b>	B. Leigh	Oyster Bay – Buttle Lake (Area D)
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	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:

Chair Grieve and Director Leigh attended the meeting by electronic means.

Also in attendance at the meeting were J. Bast, K. Douville, M. Herschmiller, and K. La Rose, 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.

### PUBLIC INPUT - 2021-2025 FINANCIAL PLAN:

J. Martens, General Manager of Corporate Services, provided a summary of the public input process for the 2021-2025 proposed financial plan.

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

### REPORTS:

#### **BLACK CREEK - OYSTER BAY WATER LOCAL SERVICE AREA DEVELOPMENT AND CAPITAL IMPROVEMENT CHARGE BYLAW AMENDMENT**

B. Leigh/E. Grieve: THAT the report dated February 4, 2021 regarding amending the Black Creek - Oyster Bay Water Local Service Area Development Cost Charge and Capital Improvement Cost Charge bylaws to

include campsites as a type of development be received.

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Carried

K. La Rose, Senior Manager of Water/Wastewater Services, provided an overview of the report regarding amending the Black Creek - Oyster Bay Water Local Service Area Development Cost Charge and Capital Improvement Cost Charge bylaws to include campsites as a type of development.

B. Leigh/E. Grieve: THAT Bylaw No. 2392 being the “Black Creek - Oyster Bay Water Local Service Area Development Cost Charge Bylaw 2001” be amended to include campsites as a form of development as per the redline version attached as Appendix A to staff report dated February 4, 2021 subject to obtaining a legal review on the terminology and interpretation of campsites within the bylaw, to be presented at the March 8, 2021 Black Creek – Oyster Bay Services Committee meeting.

209

Carried

B. Leigh/E. Grieve: THAT Bylaw No. 2462 being “Black Creek - Oyster Bay Water Local Service Area Capital Improvement Charge Bylaw No. 2462, 2002” be amended to include campsites as a form of development as per the redline version attached Appendix B in the staff report dated February 4, 2021 subject to obtaining a legal review on the terminology and interpretation of campsites within the bylaw, to be presented at the March 8, 2021 Black Creek – Oyster Bay Services Committee meeting.

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Carried

### **2021-2025 FINANCIAL PLAN SUPPLEMENTAL – BLACK CREEK-OYSTER BAY FIRE PROTECTION – FUNCTION 230**

B. Leigh/E. Grieve: THAT the report dated February 3, 2021 regarding the proposed 2021-2025 financial plan for the Black Creek - Oyster Bay Fire Protection Service function 230, with information regarding reducing the tax requisition within the recommended financial plan be received.

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Carried

J. Bast, Manager of Fire Services, provided an overview of the proposed 2021-2025 financial plan for the Black Creek - Oyster Bay Fire Protection Service function 230, with information regarding reducing the tax requisition within the recommended financial plan.

B. Leigh/E. Grieve: THAT the proposed 2021-2025 financial plan for the Black Creek - Oyster Bay Fire Protection Service, function 230, be received;

AND FURTHER THAT the 2021 tax requisition, proposed to be \$790,000, be reduced by \$15,000 to be offset by a decrease in the operational grant provided to Oyster River Fire Rescue of \$7,000 and a decrease in the capital works reserve contribution of \$8,000. These changes will be reflected in the 2021 – 2025 recommended financial plan for the service;

AND FINALLY THAT the 2021-2025 recommended financial plan for the Black Creek - Oyster Bay Fire Protection service, function 230, be approved.

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Carried

B. Leigh/E. Grieve: THAT the Black Creek - Oyster Bay Services Committee Financial Planning Policy (P44), adopted on June 25, 2013, be amended by adding a new section 15 as follows:

Cost Allocation Process:

Under a principle of fairness, the cost allocations for all fire protection services managed by Oyster River

Fire Rescue (ORFR), including Black Creek - Oyster Bay Fire Protection, will be conducted as follows:

a) Annually the ORFR fire chief will prepare a consolidated operational budget submission with estimates that support the day-to-day activities of all the fire protection services under ORFR purview (i.e. Greater Merville and Mt Washington).

b) The combined operational grant submission will then be apportioned to each fire protection service area based on the current year total assessment values of all the areas being served which would then be recovered by the Black Creek – Oyster Bay Fire LSA by way of a transfer from other functions.

c) All capital costs for each of the relevant fire protection service areas will continue to be budgeted independently in their respective service budgets and paid for by their specific group of participants.

Additionally, other direct operational, personnel, reserve management and debt servicing costs that fall under the direct management of the Comox Valley Regional District will also be independently accounted for in each respective service area budget.

d) Annually share the cost allocations information with the Electoral Areas Services Committee.

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Carried

### **2021-2025 FINANCIAL PLAN – BLACK CREEK-OYSTER BAY WATER LOCAL SERVICE AREA - FUNCTION 313**

B. Leigh/E. Grieve: THAT the report dated February 4, 2021 regarding the proposed 2021-2025 financial plan and work plan highlights for the Black Creek - Oyster Bay Water Local Service Area function 313 be received.

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Carried

K. La Rose, Senior Manager Water/Wastewater Services, and M. Herschmiller, Manager of Water Services, presented information regarding the proposed 2021-2025 financial plan and work plan highlights for the Black Creek - Oyster Bay Water Local Service Area function 313.

B. Leigh/E. Grieve: THAT the proposed 2021-2025 financial plan for the Black Creek - Oyster Bay Water Local Service Area, function 313, be approved

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Carried

B. Leigh/E. Grieve: THAT the board approve an allocation of seventy thousand dollars (\$70,000) of Puntledge - Black Creek (Electoral Area C) Community Works Funds towards function 313 for the replacement of Black Creek - Oyster Bay Water Local Service Area water meters to complement thirty thousand dollars (\$30,000) of Oyster Bay - Buttle Lake (Electoral Area D) Community Works Funds requested from the Strathcona Regional District for this project.

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Carried

### **2021-2025 FINANCIAL PLAN SUPPLEMENTAL – BLACK CREEK-OYSTER BAY FIRE PROTECTION – FUNCTION 230**

B. Leigh/E. Grieve: THAT the proposed amendments to the Black Creek - Oyster Bay Services Committee Financial Planning Policy (P44) be referred to the Electoral Areas Services Committee for information.

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Carried

### **TERMINATION:**

B. Leigh/E. Grieve: THAT the meeting terminate.

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Carried

Time: 9:46 am.

Confirmed by:

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Edwin Grieve  
Chair

Certified Correct:

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Lisa Dennis  
Manager of Legislative Services

Recorded By:

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Antoinette Baldwin  
Legislative Services Assistant

These minutes were received by the Comox Valley Regional District board on the \_\_\_\_\_ day of February, 2021.