

**Monday, November 8, 2021**

**Minutes of the meeting of the Electoral Areas Services Committee held on November 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:**

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

### **ATTENDANCE**

Director Arbour attended via electronic means.

D. DeMarzo, General Manager of Community Services, attended via 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.

### **MANAGEMENT REPORT:**

E. Grieve/D. Arbour: THAT the Electoral Area Services Committee management report dated November 2021 be received.

208

Carried

### **REPORTS:**

#### **ADVISORY PLANNING COMMISSION MINUTES**

A. Hamir/D. Arbour: THAT the following items be received:

- Minutes of the Area C Advisory Planning Commission meeting held October 7, 2021; and

- Minutes of the Agricultural Planning Commission meeting held October 14, 2021.

208

Carried

## **COMOX VALLEY EMERGENCY PROGRAM – SERVICE AGREEMENTS EXTENSIONS**

D. Arbour/E. Grieve: THAT the report dated October 5, 2021 regarding extension of the Comox Valley Emergency Program (CVEP) Service Administration Contract and Mutual Aid Agreements be received.

209

Carried

H. Siemens, Emergency Program Coordinator, provided an overview of the report regarding extension of the Comox Valley Emergency Program (CVEP) Service Administration Contract and Mutual Aid Agreements.

E. Grieve/D. Arbour: THAT Comox Valley Emergency Program Service Administration Contract and Mutual Aid Agreement be extended for two years;

AND FINALLY THAT written consent be received from the City of Courtenay, Town of Comox and the Village of Cumberland in support of the extensions.

209

Carried

## **COMOX VALLEY REGIONAL DISTRICT FIRE DEPARTMENT OPERATIONAL GUIDELINES**

D. Arbour/E. Grieve: THAT the report dated October 25, 2021 regarding the annual updates to the Comox Valley Regional District (CVRD) Fire Services Operational Guidelines Manual be received.

207

Carried

B. Green, Fire Chief Oyster River Fire Rescue, provided an overview of the report regarding the annual updates to the Comox Valley Regional District (CVRD) Fire Services Operational Guidelines Manual.

E. Grieve/D. Arbour: THAT the Board endorse the updates to the Comox Valley Regional District Fire Department Operational Guidelines Manual as per Appendix A attached to the Comox Valley Regional District Fire Department Operational Guidelines staff report, dated October 25, 2021.

207

Carried

## **UPDATE ON THE EXTENSION OF SEWER SERVICES SOUTH**

D. Arbour/E. Grieve: THAT the report dated November 4, 2021 regarding the status of the Sewer Extension South Project given the recent announcement of a new intake under the Investing in Canada Infrastructure Program be received.

208

Carried

D. Monteith, Manager of Liquid Waste Planning, provided an overview of the report regarding the status of the Sewer Extension South Project given the recent announcement of a new intake under the Investing in Canada Infrastructure Program.

E. Grieve/D. Arbour: THAT staff proceed with the development of a funding application strategy for the Sewer Extension South Project for consideration by the Electoral Areas Services Committee at its December 6, 2021 meeting.

208

Carried

D. Arbour/E. Grieve: THAT staff proceed with a virtual open house on November 30 and an in-person open house on December 2 at Union Bay Hall on the topic of sewer planning for the Royston and Union Bay communities.

208

Carried

## **MOUNT WASHINGTON FIRE HALL – INTRODUCTION OF BYLAWS AND AAP LOGISTICS**

E. Grieve/A. Hamir: THAT the report dated November 4, 2021 regarding the required bylaws and alternative approval process logistics for the proposed Mount Washington Fire Hall Project be received.

207

Carried

Jake Martens, General Manager of Corporate Services, provided an overview of the report regarding the required bylaws and alternative approval process logistics for the proposed Mount Washington Fire Hall Project.

E. Grieve/A. Hamir: THAT Bylaw No. 685 being “Mount Washington Resort Community Fire Protection Service Establishment Bylaw No. 433, 2016 Amendment No. 1” and Bylaw No. 686 being “Mount Washington Resort Community Fire Protection Service Loan Authorization Bylaw No. 686, 2021”, be introduced and read a first, second and third time;

AND FURTHER THAT the Board authorize participating area approval for Bylaw No. 685 to be given by the electoral area director consenting in writing in accordance with Section 349 of the Local Government Act;

AND FURTHER THAT the Corporate Officer be directed undertake an alternative approval process to determine the opinion of the electors with regard to Bylaw No. 686;

AND FINALLY THAT Bylaw No. 685 and Bylaw No. 686, together with the associated staff reports, be

forwarded to the Inspector of Municipalities for approval.

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Carried

E. Grieve/D. Arbour: THAT upon receiving approval of the Inspector of Municipalities of Bylaw No. 686 and as soon as applicable publication deadlines allow, Comox Valley Regional District (CVRD) staff be directed to publish the Notice of Alternative Approval Process in accordance with section 86(3)(a) of the Community Charter including the following information, as generally outlined in the staff report dated November 4, 2021;

a. 542 as the total number of eligible electors within the Mount Washington Resort Community Fire Protection Service Area as established by Bylaw No. 433 being "Mount Washington Resort Community Fire Protection Service Establishment Bylaw No. 433, 2016", to which the Alternative Approval Process applies;

b. the Notice of Alternative Approval Process shall be published in the Comox Valley Record, as well as additional notice provided via the CVRD website;

c. the deadline for receiving elector responses shall be established as 4:30 pm on the next business day following the 30-day statutory elector response period, with the start date of the 30-day statutory elector response period being the first business day following the second publication date in the newspaper noted above;

d. the elector response form will provide for only a single elector response on each form and will be available at the CVRD offices and on the CVRD website from the first publication date of the Notice of Alternative Approval Process until the deadline of the elector response period as determined above; and

e. elector response forms are able to be submitted in any one of the following manners:

i. In person at: 770 Harmston Avenue, Courtenay, BC (Monday to Friday, 8:30 am - 4:30 pm, excluding Statutory Holidays);

ii. Via mail to: 770 Harmston Avenue, Courtenay, BC, V9N 0G8;

iii. Via fax at: 250-334-4358; or

iv. Via email attachment to: elections@comoxvalleyrd.ca

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Carried

## **BC SAFE RESTART GRANT PROGRAM FUNDING - SECOND INSTALLMENT ALLOCATIONS**

E. Grieve/A. Hamir: THAT the report dated November 5, 2021 regarding proposed allocations for the additional \$402,000 BC Safe Restart funds prior to the December 31, 2021 deadline as set by the BC Ministry of Municipal Affairs be received.

208

Carried

K. Douville, Acting Chief Financial Officer, provided an overview of the report regarding proposed allocations for the additional \$402,000 BC Safe Restart funds prior to the December 31, 2021 deadline as set by the BC Ministry of Municipal Affairs.

E. Grieve/D. Arbour: THAT the matter regarding the BC Safe Restart Grant Program Funding be referred to staff for further investigation and to report back to the December 6, 2021 Electoral Areas Services Committee meeting.

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Carried

The committee recessed at 11:21 am and returned at 11:26 am.

### **COVID-19 RESTART RECOVERY SECOND INTAKE OPPORTUNITY**

E. Grieve/D. Arbour: THAT the report dated November 4, 2021 regarding the last of Restart Funding provided to Comox Valley Regional Emergency Operations Centre to support organizations whom directly work or provide services to vulnerable community members impacted by COVID -19 be received.

208

Carried

H. Siemens, Emergency Program Coordinator, provided an overview of the report regarding the last of Restart Funding provided to Comox Valley Regional Emergency Operations Centre to support organizations whom directly work or provide services to vulnerable community members impacted by COVID -19.

### **MACAULAY ROAD - MRANA EMERGENCY ROUTES/ROAD SAFETY**

E. Grieve/A. Hamir: THAT the report dated November 2, 2021 regarding options that could be considered in supporting the Macaulay Road and Area Neighbourhood Association (MRANA) to address road safety and emergency egress routes be received.

208

Carried

H. Siemens, Emergency Program Coordinator, provided an overview of the report regarding options that could be considered in supporting the Macaulay Road and Area Neighbourhood Association (MRANA) to address road safety and emergency egress routes.

E. Grieve/A. Hamir: THAT staff work with the Ministry of Transportation and Infrastructure (MOTI) to develop the terms of reference and costs to complete a report to identify future alternative public access for Macaulay Road for consideration in the 2022-2026 budget planning process.

208

Carried

### **HORNBY ISLAND - COMPOSTING TOILET STUDY FOLLOW-UP**

D. Arbour/E. Grieve: THAT the report dated November 3, 2021 regarding an update on the initiative to support the use of composting toilets on Hornby Island be received.

V. Van Tongeren, Environmental Analyst, provided an overview of the report regarding an update on the initiative to support the use of composting toilets on Hornby Island.

E. Grieve/D. Arbour: THAT staff continue to collaborate with the Hornby Island Residents' and Ratepayers' Association on development of a composting toilet residuals management program for Hornby Island.

### **SEPTIC SYSTEM REGULATORY PROGRAM OPTIONS - UPDATE**

D. Arbour/E. Grieve: THAT the report dated November 3, 2021 regarding an update on septic system regulatory program implementation considerations be received.

V. Van Tongeren, Environmental Analyst, provided an overview of the report regarding an update on septic system regulatory program implementation considerations.

D. Arbour/E. Grieve: THAT staff be directed to investigate options for environmental monitoring in the priority areas as identified in the staff report dated November 3, 2021.

### **VARY THE AGENDA:**

D. Arbour/E. Grieve: THAT the agenda be varied by bringing item E.1 (Telecommunication Antenna Policy) forward on the agenda.

### **NEW BUSINESS:**

### **TELECOMMUNICATION ANTENNA POLICY**

E. Grieve/D. Arbour: THAT the correspondence dated October 27, 2021 from Director Grieve regarding the installation of various types of communication antenna systems within the rural areas be received.

E. Grieve/A. Hamir: THAT staff be directed to bring forward a telecommunications antenna policy that provides for a broader process for public consultation and relevant considerations.

D. Arbour/A. Hamir: THAT the Electoral Areas Services Committee Chair write to the Comox Valley Regional District member municipalities to advise of efforts to establish a policy concerning communications towers and encourage cooperation and regional alignment.

Carried

## **REPORTS:**

### **COMMUNITY WORKS FUNDS STATUS REPORT - OCTOBER 31, 2021**

E. Grieve/D. Arbour: THAT the report dated November 4, 2021 regarding a Community Works Fund (CWF) status report for the period ending October 31, 2021 be received.

208

Carried

K. Douville, Acting Chief Administrative Officer, provided an overview of the report regarding a Community Works Fund (CWF) status report for the period ending October 31, 2021.

E. Grieve/D. Arbour: THAT staff be directed to further explore projects highlighted in the November 4, 2021 Community Works Funds status report through the 2022 – 2026 financial planning process to determine allocations by spring 2022.

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Carried

## **NEW BUSINESS:**

### **HIGHWAY REST STOP AMENITIES**

E. Grieve/D. Arbour: THAT the correspondence dated November 2, 2021 from J. Warren, Deputy Chief Administrative Officer, Comox Strathcona Waste Management Service, regarding advocating to the Ministry of Transportation to expand existing highway rest stop amenities to include additional locations be received.

208

Carried

J. Warren, Deputy Chief Administrative Officer, provided information regarding advocating to the Ministry of Transportation to expand existing highway rest stop amenities to include additional locations.

E. Grieve/A. Hamir: THAT the following resolution be submitted to the Association of Vancouver Island and Coastal Communities 2022 Convention for consideration:

WHEREAS the Ministry of Transportation and Infrastructure maintains a network of rest areas along highways that include public amenities such as washrooms and waste receptacles;

AND WHEREAS increased travel and tourism throughout the province has led to rest areas and roadside stops, many without such services and facilities, being inundated with litter and general waste that pollutes adjacent forests, beaches and waters;

THEREFORE BE IT RESOLVED THAT that the UBCM request the Ministry of Transportation and Infrastructure to work with local governments, including regional districts and municipalities, to identify additional locations for provincial highway amenities to be established

208

Carried

### **TREE REMOVAL AND WATER RETENTION**

E. Grieve/D. Arbour: THAT the correspondence dated November 5, 2021 from Director Hamir regarding tree removal and water retention in the rural areas, be received.

208

Carried

E. Grieve/A. Hamir: THAT a report be provided on options for the protection of forest habitat and tree canopy in the rural areas.

208 and 213

Carried

### **IN-CAMERA:**

E. Grieve/D. Arbour: THAT the commission adjourn to an in-camera session pursuant to the following sub-section 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.

208

Carried

Time: 1:02 pm.

### **TERMINATION:**

E. Grieve/A. Hamir: THAT the meeting terminate.

208

Carried

Time: 1:38 pm.

Confirmed by:

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Arzeena Hamir  
Chair

Certified Correct:



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Jake Martens  
General Manager of Corporate 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 \_\_\_\_\_,  
20\_\_\_\_.