

Tuesday, February 11, 2020

Minutes of the meeting of the Committee of the Whole held on February 11, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:00 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. Hillian	City of Courtenay
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
	D. Frisch	City of Courtenay
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	M. Rutten	General Manager of Engineering Services
	D. DeMarzo	General Manager of Community Services
	J. Warren	General Manager of Corporate Services
	S. Smith	General Manager of Planning and Development
	A. Baldwin	Legislative Services Assistant

**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:**

**KUMUGWE CULTURAL SOCIETY APPLICATION TO THE CANADA COUNCIL OF THE ARTS**

D. Frisch/E. Grieve: THAT the information provided by Lee Everson and Rob Everson, Kumugwe Cultural Society, regarding the Kumugwe Cultural Society's application to the Canada Council of the Arts for funding and their request for a \$5,000 donation towards their campaign to honour missing and murdered indigenous women be received.

208

Carried

**COMOX VALLEY NURSES FOR HEALTH AND THE ENVIRONMENT AND COMOX VALLEY ELECTRIC VEHICLE ASSOCIATION**

K. Grant/E. Grieve: THAT the information presented by Helen Boyd and Randy Chatterjee, Comox Valley Nurses for Health & the Environment & Comox Valley Electric Vehicle Association, to regarding the first Comox Valley Move 2 Electric event that took place on May 18, 2019 to encourage the rapid adoption of electric vehicles and e-bikes in order to decrease GHG emissions and their request to use the Vanier Sports Complex parking lot for a possible second event in the spring of 2020 be received.

208

Carried

## **WESTERN CANADA MARINE RESPONSE**

K. Grant/W. Cole-Hamilton: THAT the information presented by Michael Lowry, Western Canada Marine Response Corporation, regarding marine oil spill response in BC be received

Carried

## **MANAGEMENT REPORT:**

K. Grant/E. Grieve: THAT the Committee of the Whole management report dated February 2020 be received.

208

Carried

## **REPORTS:**

### **CLOSED MEETINGS AND CONFIDENTIALITY POLICY**

E. Grieve/K. Grant: THAT the report dated January 28, 2020 regarding a proposed policy that outlines the responsibilities, obligations and procedures respecting access to and distribution of confidential meeting agendas, minutes and other materials as part of the conduct of the Comox Valley Regional District (CVRD) Board and its committees and commissions be received.

208

Carried

J. Warren, General Manager of Corporate Services, provided an overview of the report regarding a proposed policy that outlines the responsibilities, obligations and procedures respecting access to and distribution of confidential meeting agendas, minutes and other materials as part of the conduct of the Comox Valley Regional District (CVRD) Board and its committees and commissions.

E. Grieve/K. Grant: THAT the Closed Meetings and Confidentiality Policy, as outlined in Appendix A of the staff report dated January 28, 2020, be approved in principle with the following amendments:

- inserting language to provide for the vice-chair to attend and observe any closed meetings under number six; and
- move the wording "shall consider" to before the word "distribute" under number 8;

AND FURTHER THAT the policy be referred to the Comox Strathcona Waste Management Board for feedback, prior to consideration of final adoption by the CVRD Board.

208

Carried

## **REGIONAL AGRICULTURAL PLAN**

W. Cole-Hamilton/K. Grant: THAT the report dated February 7, 2020 regarding an agricultural plan implementation option for consideration of whether to direct staff to undertake an agricultural plan be received.  
208 Carried

A. Mullaly, Senior Manager of Sustainability and RGS Planning, provided an overview of the report regarding an agricultural plan implementation option for consideration of whether to direct staff to undertake an agricultural plan.

A. Hamir/D. Frisch: THAT the regional agricultural plan report be deferred to a future Committee of the Whole meeting with a more detailed plan that considers funding applications to write a plan that includes implementation elements.  
208 Carried

## **REGIONAL GROWTH STRATEGY – REGIONAL - TRANSPORTATION MEMORANDUM OF UNDERSTANDING**

D. Hillian/K. Grant: THAT the report dated February 6, 2020 regarding a Regional Growth Strategy (RGS) Memorandum of Understanding (MOU) respecting regional transportation planning and advocacy be received.  
208 and 213 Carried

J. Warren, General Manager of Corporate Services, and A. Mullaly, Senior Manager of Sustainability and RGS Planning, provided information on the report regarding a Regional Growth Strategy (RGS) Memorandum of Understanding (MOU) respecting regional transportation planning and advocacy.

D. Arbour/D. Frisch: THAT the Regional Transportation Memorandum of Understanding (MOU), as attached to the staff report dated February 6, 2020 be presented to the Village of Cumberland, Town of Comox, City of Courtenay, Ministry of Transportation and Infrastructure and School District No. 71;

AND FURTHER THAT the MOU be presented by way of a delegation to each of the member municipalities that consists of staff and the chair and/or vice-chair of the Integrated Regional Transportation Select Committee;

AND FURTHER THAT K'ómoks First Nation be engaged to determine their interest in becoming a signatory to the MOU;

AND FURTHER THAT Islands Trust be engaged to determine their interest in becoming a signatory to the MOU;

AND FINALLY THAT staff provide a report summarizing the feedback of the parties.  
208 and 213 Carried

## **2020 WOOD SMOKE REDUCTION PROGRAM**

E. Grieve/K. Grant: THAT the report dated January 30, 2020 regarding the proposed 2020 Wood Smoke

Reduction Program be received.

208

Carried

B Labute, Planning and Policy Analyst, provided information regarding the proposed 2020 Wood Smoke Reduction Program.

E. Grieve/K. Grant: THAT the rebate amounts for exchanging a wood-burning appliance for a qualifying gas stove (natural gas or propane), pellet stove and heat pump are reduced from \$1000 to \$400 per rebate;

AND THAT \$35,000 of grant funding provided by Island Health in 2019 for electric heat pump top up rebates in wood smoke hot spot areas be allocated to West Courtenay (lands west of the Courtenay River) and the Village of Cumberland as these areas have higher concentrations of wood smoke coupled with higher housing densities;

AND FINALLY that any further changes to the Wood Smoke Reduction Program be deferred to the future Regional Airshed Roundtable that is in development.

W. Cole-Hamilton/D. Arbour: THAT the motion be amended by replacing the words "are reduced from \$1000 to \$400 per rebate" with "be maintained at \$1,000 per rebate with the balance of the rebate not covered by the grant from Island Health being funded by the Regional Growth Strategy Service, Function 512".

208

DefeatedNAY: *M. Swift, E. Grieve,  
K. Grant, D. Hillian, J.  
Ketler, D. Frisch*

D. Arbour/W. Cole-Hamilton: THAT the motion be amended to refer the matter back to staff for further investigation into funding options to maintain a \$1,000 rebate amount for exchanging wood-burning appliances.

208

DefeatedNAY: *M. Swift, E. Grieve,  
K. Grant, D. Hillian, J.  
Ketler, D. Frisch*

A. Hamir/W. Cole-Hamilton: THAT the motion be amended by replacing the clause "in development" with "will be developed by Spring 2020".

208

Carried

NAY: *D. Arbour*

Vote on main motion as amended as follows:

THAT the rebate amounts for exchanging a wood-burning appliance for a qualifying gas stove (natural gas or propane), pellet stove and heat pump are reduced from \$1000 to \$400 per rebate;

AND THAT \$35,000 of grant funding provided by Island Health in 2019 for electric heat pump top up rebates in wood smoke hot spot areas be allocated to West Courtenay (lands west of the Courtenay River) and the Village of Cumberland as these areas have higher concentrations of wood smoke coupled with higher housing densities;

AND FINALLY that any further changes to the Wood Smoke Reduction Program be deferred to the future

Regional Airshed Roundtable that will be developed by Spring 2020.

208

Carried

*NAY: D. Arbour*

**2020-2024 FINANCIAL PLAN - CV COMMUNITY JUSTICE SOCIETY - FUNCTION 205**

D. Frisch/A. Hamir: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 work plan highlights for the Comox Valley Community Justice Society Service, function 205 be received.

209

Carried

K. Douville, Manager of Financial Planning, presented information regarding the proposed 2020-2024 work plan highlights for the Comox Valley Community Justice Society Service, function 205.

E. Grieve/A. Hamir: THAT the proposed 2020-2024 financial plan for Comox Valley Community Justice Service, function 205, be approved.

209

Carried

**2020-2024 FINANCIAL PLAN - EMERGENCY PROGRAM – FUNCTION 270**

D. Frisch/W. Cole-Hamilton: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial and work plan highlights for the Comox Valley Emergency Management Service, function 270 be received.

209

Carried

H. Siemens, Comox Valley Emergency Program Coordinator, presented information regarding the proposed 2020-2024 financial and work plan highlights for the Comox Valley Emergency Management Service.

D. Hillian/D. Frisch: THAT the proposed 2020 – 2024 Financial Plan for the Comox Valley Emergency Program, function 270 be approved.

209

Carried

**VARY THE AGENDA:**

D. Hillian/E. Grieve: THAT the agenda be varied to bring item D. 8 (2020-2024 Financial Plan - Homelessness Supports Service - Function 451) and item D.11 (2020-2024 Financial Plan (Recreation Grant Service - Function 600) forward on the agenda.

208

Carried

**2020-2024 FINANCIAL PLAN - HOMELESSNESS SUPPORTS SERVICE - FUNCTION 451**

W. Morin/W. Cole-Hamilton: THAT the report dated February 7, 2020 regarding the proposed 2020-2024 financial and work plan highlights for the Comox Valley Homelessness Supports Service, function 451 be received.

209

Carried

A. Mullaly, Senior Manager of Sustainability and RGS Planning, presented information regarding proposed

2020-2024 financial and work plan highlights for the Comox Valley Homelessness Supports Service.

Andrea Cupelli, Comox Valley Coalition to End Homelessness, presented information on the coalition's 2020 plan and recommended funding allocations.

A. Hamir/D. Hillian: THAT the updated Comox Valley Coalition to End Homelessness five year action plan (2020-2024) be approved.

209

Carried

W. Cole-Hamilton/A. Hamir: THAT the proposed 2020-2024 financial plan for Homelessness Supports Service, function 451 be updated to include contributions for the following projects:

- a. \$45,000 towards the purchase of a six bedroom dwelling with supports for women in recovery and their infant children (Comox Valley Transition Society);
- b. \$90,000 towards purchase of a three bedroom condominium unit for a family (Dawn to Dawn Action on Homelessness Society);
- c. \$10,000 towards construction of two single family dwellings (Habitat for Humanity Vancouver Island North);
- d. \$5,000 for pre-construction planning costs for 12-24 subsidized one bedroom and studio units for elders;

AND FINALLY THAT the proposed 2020-2024 financial plan for the Homelessness Supports Service, function 451 be approved as updated.

209

Carried

#### **2020 - 2024 FINANCIAL PLAN - RECREATION GRANT SERVICE - FUNCTION 600**

E. Grieve/K. Grant: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Recreation Grant Service, function 600 be received

209

Carried

D. DeMarzo, General Manager of Community Services, presented information regarding the proposed 2020-2024 financial plan and work plan highlights for the Recreation Grant Service, function 600.

D. Snyder, City of Courtenay, presented information regarding a \$50,000 funding request for an outdoor pool options analysis for completion in 2020.

E. Grieve/K. Grant: THAT the proposed 2020 – 2024 financial plan for the Recreation Grant Service, function 600, be approved without the Vancouver Island Mountain Sports and United Riders of Cumberland grant.

209

Carried

Director Frisch declared a conflict of interest and left the meeting at 6:30 pm

E. Grieve/K. Grant: THAT the grant of \$20,000 for Vancouver Island Mountain Sports and United Riders of Cumberland be approved and be included in the 2020 – 2024 financial plan for the Recreation Grant

Service, function 600  
209

Carried

Director Frisch returned to the meeting at 6:31 pm.

A. Hamir/D. Frisch: THAT the City of Courtenay's request for \$50,000 in funding for an outdoor pool options analysis for completion in 2020 be referred to staff for a report on the implications of their request.

Carried

The committee recessed at 6:33 pm and reconvened at 6:57 pm.

### **2020-2024 FINANCIAL PLAN – PESTICIDE AWARENESS – FUNCTION 345**

E. Grieve/K. Grant: THAT the report dated January 24, 2020 regarding the proposed 2020-2024 financial and work plan highlights for the Pesticide Awareness Service, function 345 be received.

209

Carried

J. Warren, General Manager of Corporate Services, provided information regarding the 2020-2024 financial and work plan highlights for the Pesticide Awareness Service, function 345.

D. Hillian/K. Grant: THAT the proposed 2020-2024 financial plan for the Pesticide Awareness Service, function 345 be approved.

209

Carried

### **2020-2024 FINANCIAL PLAN - REGIONAL GROWTH STRATEGIES - FUNCTION 512**

K. Grant/D. Frisch: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Regional Growth Strategy, function 512 be received.

208 and 212

Carried

A. Mullaly, Senior Manager of Sustainability and RGS Planning, presented information regarding the proposed 2020-2024 financial plan and work plan highlights for the Regional Growth Strategy, function 512.

D. Hillian/W. Cole-Hamilton: THAT the proposed 2020-2024 financial plan for the Regional Growth Strategy Service, function 512 be approved.

208 and 212

Carried

E. Grieve/W. Cole-Hamilton: THAT staff be authorized to make an application for \$150,000 to the Union of BC Municipalities for grant funding through Stream No. 1 of the Poverty Reduction and Action Planning program to develop a regional poverty reduction action plan focused on housing affordability, children and youth, transportation and food security;

AND THAT the Comox Valley Regional District send a request to each member municipality requesting

permission to make the grant application on their behalf;

AND FINALLY THAT the Comox Valley Regional District serve as the primary applicant to apply for, receive and manage the grant funding on behalf of the Village of Cumberland, the Town of Comox and the City of Courtenay.

208 and 213

Carried

W. Cole-Hamilton/D. Frisch: THAT staff be authorized to make an application to the BC Active Transportation Infrastructure Grants program to undertake gap analysis work in support of a regional active transportation plan;

AND THAT the Comox Valley Regional District send a request to each member municipality requesting permission to make the grant application on their behalf;

AND FINALLY THAT the Comox Valley Regional District serve as the primary applicant to apply for, receive and manage the grant funding on behalf of the Village of Cumberland, the Town of Comox and the City of Courtenay.

208 and 213

Carried

#### **2020 - 2024 FINANCIAL PLAN - COMOX VALLEY ECONOMIC DEVELOPMENT - FUNCTION 550**

K. Grant/D. Frisch: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Comox Valley Economic Development Service, function 550 be received.

209

Carried

S. Smith, General Manager of Planning and Development Services, presented information regarding the proposed 2020-2024 financial plan and work plan highlights for the Comox Valley Economic Development Service, function 550.

W. Morin/D. Frisch: THAT the proposed 2020-2024 financial plan for the Comox Valley Economic Development Service, function 550 be referred to after in-camera session.

209

Defeated NAY: *M. Swift, K. Grant,  
E. Grieve, W. Cole-  
Hamilton, D. Hillian*

K. Grant/W. Cole-Hamilton: THAT the proposed 2020-2024 financial plan for the Comox Valley Economic Development Service, function 550 be approved.

209

Carried

#### **2020 - 2024 FINANCIAL PLAN - COMOX VALLEY EXHIBITION GROUNDS - FUNCTION 660**

E. Grieve/K. Grant: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial and work plan highlights for the Comox Valley Exhibition Grounds Service, function 660 be received.

209

Carried

J. Zbinden, Senior Manager of Recreation Services, presented information regarding the proposed 2020-



2024 financial and work plan highlights for the Comox Valley Exhibition Grounds Service, function 660.

D. Hillian/K. Grant: THAT the proposed 2020 – 2024 financial plan for the Comox Valley Exhibition Grounds Service, function 660 be approved.

209

Carried

**NEW BUSINESS:**

**VANCOUVER ISLAND AND COASTAL COMMUNITIES CLIMATE LEADERSHIP PLAN**

D. Frisch/K. Grant: THAT the correspondence dated January 29, 2020 from Director Cole-Hamilton regarding his attendance at the December 2, 2019 meeting of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee be received.

208

Carried

**PUBLIC INPUT - FINANCIAL PLANNING PROCESS:**

Members of the public were provided an opportunity to give input on the 2020-2024 proposed financial plan and process.

**IN-CAMERA:**

D. Frisch/K. Grant: THAT the commission adjourn to an in-camera session pursuant to the following sub-sections 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, could reasonably be expected to harm the interests of the regional district if they were held in public.

208

Carried

Time: 8:15 pm

**RISE AND REPORT:**

The committee rose from its in-camera session at 8:44 pm.

**TERMINATION:**

W. Cole-Hamilton/D. Frisch: THAT the meeting terminate.

208

Carried

Time: 8:44 pm.

Confirmed by:

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Jesse Ketler  
Chair

Certified Correct:

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J. Warren  
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 February, 2020.