

Monday, February 10, 2020

Minutes of the meeting of the Electoral Areas Services Committee held on February 10, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 10:03 am.

## MINUTES

### Present:

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

### MANAGEMENT REPORT:

A. Hamir/D. Arbour: THAT the Electoral Areas Services Committee management report dated February 2020 be received.

208

Carried

### REPORTS:

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

A. Hamir/D. Arbour: THAT the minutes of the Electoral Area A Advisory Planning Commission meeting held January 21, 2020 be received.

208

Carried

#### **ELECTORAL AREA C - ZONING BYLAW AMENDMENT RZ 3C 19 - 2491 EMMERSON ROAD (STURDI CONSTRUCTION LTD)**

D. Arbour/A. Hamir: THAT the report dated February 4, 2020 regarding Zoning Bylaw Amendment Application RZ 3C 19 to rezone a property from Country Residential One (CR-1) to a zone that would allow it to be subdivided into two residential lots at 2491 Emmerson Road (Sturdi Construction Ltd.) and to recommend the application be externally referred be received.

208 and 213

Carried

T. Trieu, Manager of Planning, and J. MacLean, Rural Planner, provided an overview of the staff report regarding RZ 3C 19 - 2491 Emmerson Road (Sturdi Construction Ltd.).

George Wiebe, applicant, was in attendance at the meeting.

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix A of staff report dated February 4, 2020, and direct staff to commence the external agency referral process for property known as Lot 1, Block 29, Comox District, Plan 36676, PID 000-419-958 (2491 Emmerson Road), as part of a proposed amendment (RZ 3C 19) to 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

Carried

#### **BYLAW ENFORCEMENT SEMI-ANNUAL AND ANNUAL REPORT**

D. Arbour/A. Hamir: THAT the report date January 29, 2020 regarding bylaw enforcement files and activities be received.

209

Carried

#### **DENMAN ISLAND WATER TREATMENT INVESTING IN CANADA INFRASTRUCTURE PROGRAM GRANT APPLICATION**

D. Arbour/A. Hamir: THAT the report dated February 7, 2020 regarding a grant application to the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure grant program for water treatment upgrades and conversion of the Graham Lake Improvement District (GLID) be received.

208

Carried

K. La Rose, Senior Manager of Water/Wastewater Services, provided an overview of the staff report regarding a grant application to the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure grant program for water treatment upgrades and conversion of the Graham Lake Improvement District (GLID).

A. Hamir/D. Arbour: THAT staff be directed to submit an application for grant funding through the Investing in Canada Infrastructure Program – Green Infrastructure: Environmental Quality Sub-stream for design and construction of water treatment upgrades to the Graham Lake Improvement District water system;

AND FURTHER THAT Electoral Areas Services Committee supports the project and inherent extension of the Denman Island Water Local Service Area dissolving the Graham Lake Improvement District, and commit to fund the portion of project capital costs remaining after grant funding and capital works reserves through a borrowing bylaw, currently estimated at \$352,066.

208

Carried

## **2020-2024 PROPOSED FINANCIAL PLAN - BUDGET PRESENTATIONS**

A. Hamir/D. Arbour: THAT the update from Kevin Douville, Manager of Financial Planning, regarding the 2020-2024 financial planning process be received.

208

Carried

## **GREATER MERVILLE FIRE PROTECTION SERVICE- REQUISITION OPTIONS**

A. Hamir/D. Arbour: THAT the report dated February 4, 2020 regarding an analysis of the options available regarding the tax requisition for the service and to provide information regarding an accelerated construction schedule be received.

209

Carried

J. Bast, Manager of Fire Services, provided an overview of the staff report regarding an analysis of the options available regarding the tax requisition for the service and to provide information regarding an accelerated construction schedule.

E. Grieve/A. Hamir: THAT the requisition for the Greater Merville Fire Protection Service function 237 be increased to the maximum allowable under the establishment bylaw in 2020 in the amount of \$535,279 and that the additional revenue be contributed to reserves towards the construction of the new fire hall.

209

Carried

## **2020-2024 FINANCIAL PLAN - DENMAN ISLAND COMMUNITY PARKS AND GREENWAYS FUNCTION 619 AMENDMENT**

A. Hamir/D. Arbour: THAT the report dated February 4, 2020 regarding options for delivery of proposed Denman Cross Island trail capital works plan as part of the 2020-2024 financial plan for the Denman Island Community Parks and Greenways Service, function 619 be received.

207

Carried

M. Harrison, Manager of Parks, provided an overview of the staff report regarding options for delivery of proposed Denman Cross Island trail capital works plan as part of the 2020-2024 financial plan for the Denman Island Community Parks and Greenways Service, function 619.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for the Denman Island Community Parks and Greenways Service, function 619, be approved;

AND FINALLY THAT the capital funding sources for the Denman Island Cross Trail project be amended at the recommended budget stage as per option 3 outlined in the February 4, 2020 staff report.

207

Carried

## **2020-2024 FINANCIAL PLAN - COMOX VALLEY, SANDWICK, GREAVES CRESCENT AND ENGLAND ROAD WATER LOCAL SERVICE AREAS – FUNCTIONS 305, 306, 309 AND 314**

A. Hamir/D. Arbour: THAT the report dated February 7, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Comox Valley, Sandwick, Greaves Crescent, and England Road Water Local Service Areas (WLSAs), functions 305, 306, 309 and 314 respectively be received.  
209 Carried

K. La Rose, Senior Manager of Water/Wastewater Services, and M. Herschmiller, Manager of Water Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Comox Valley, Sandwick, Greaves Crescent, and England Road Water Local Service Areas (WLSAs), functions 305, 306, 309 and 314.

A. Hamir/D. Arbour: THAT the proposed 2020-2024 financial plans for the Comox Valley (305), Sandwick (306), Greaves Crescent (309), and England Road (314) Water Local Service Areas be approved, subject to the following amendments to the projected user rate revenue being included in the 2020 – 2024 recommended financial plan, to be funded by reductions in the contributions to capital works reserves:

- 2020 – Currently proposed: \$1,446,356; Amend to: \$1,326,933
- 2021 – Currently proposed: \$1,446,356; Amend to: \$1,326,933
- 2022 – Currently proposed: \$1,446,356; Amend to: \$1,326,933
- 2023 – Currently proposed: \$1,446,356; Amend to: \$1,326,933
- 2024 – Currently proposed: \$1,446,356; Amend to: \$1,326,933

209 Carried

#### **2020-2024 FINANCIAL PLAN - DENMAN ISLAND WATER LOCAL SERVICE AREA FUNCTION 307**

D. Arbour/A. Hamir: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Denman Island Water Local Service Area (DIWLSA), function 307 be received.  
207 Carried

K. La Rose, Senior Manager of Water/Wastewater Services, and M. Herschmiller, Manager of Water Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Denman Island Water Local Service Area (DIWLSA), function 307.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for Denman Island Water Local Service Area, function 307 be approved.  
207 Carried

#### **2020-2024 FINANCIAL PLAN - ROYSTON WATER LOCAL SERVICE AREA FUNCTION 312**

D. Arbour/A. Hamir: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Royston Water Local Service Area (WLSA), function 312 be received.  
207 Carried

K. La Rose, Senior Manager of Water/Wastewater Services, and M. Herschmiller, Manager of Water Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Royston Water Local Service Area (WLSA), function 312.

A. Hamir/D. Arbour: THAT the proposed 2020-2024 financial plan for the Royston Water Local Service Area, function 312 be approved.

207

Carried

The meeting recessed at 11:40 am and resumed at 11:48 am.

#### **2020-2024 FINANCIAL PLAN- LIQUID WASTE MANAGEMENT PLANNING SERVICE FUNCTION 340**

A. Hamir/D. Arbour: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Liquid Waste Management Planning (LWMP) Service, function 340 be received.

209

Carried

D. Monteith, Manager of Liquid Waste Planning, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Liquid Waste Management Planning (LWMP) Service, function 340.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for the Liquid Waste Management Planning Service, function 340, be approved.

209

Carried

#### **2020-2024 FINANCIAL PLAN - FEASIBILITY STUDIES SERVICES FUNCTIONS 151, 152, 153, 154, 155**

D. Arbour/A. Hamir: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for Feasibility Studies Services, functions 151, 152, 153, 154, 155 be received.

209

Carried

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for Electoral Area A (Baynes Sound) Feasibility Studies Service, function 151, be approved;

AND FURTHER THAT the proposed 2020-2024 financial plan for Electoral B Feasibility Studies Service, function 152, be approved;

AND FURTHER THAT the proposed 2020-2024 financial plan for Electoral Area C Feasibility Studies Service, function 153, be approved;

AND FURTHER THAT the proposed 2020-2024 financial plan for Denman Island Feasibility Studies Service, function 154, be approved;

AND FINALLY THAT the proposed 2020-2024 financial plan for Hornby Island Feasibility Studies Service, function 155, be approved.

207

Carried

The meeting recessed at 12:33 pm and resumed at 1:09 pm.

#### **2020-2024 FINANCIAL PLAN - JACKSON DRIVE SEWER SERVICE FUNCTION 330**

A. Hamir/D. Arbour: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Jackson Drive Sewer Service, function 330 be received.  
207 Carried

D. Monteith, Manager of Liquid Waste Planning, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Jackson Drive Sewer Service, function 330.

A. Hamir/D. Arbour: THAT the proposed 2020-2024 financial plan for Jackson Drive Sewer Service, function 330 be approved.  
207 Carried

### **2020-2024 FINANCIAL PLAN - KING COHO WASTEWATER SERVICE FUNCTION 331**

A. Hamir/D. Arbour: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the King Coho Wastewater Service, function 331 be received.  
207 Carried

D. Monteith, Manager of Liquid Waste Planning, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the King Coho Wastewater Service, function 331.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for King Coho Wastewater Service, function 331 be approved.  
207 Carried

A. Hamir/D. Arbour: That the proposed 2020-2024 financial plan for the King Coho Wastewater Service, function 331, be approved;

AND FURTHER THAT the recommended 2020-2024 financial plan for the King Coho wastewater service, function 331, include an increase of \$33,750 in Community Works funding for the planned capital infrastructure upgrades in 2020 to be offset by an equivalent reduction in short-term borrowing proceeds, resulting in a contribution to reserves of \$7,370 being available in 2020.  
207 Carried

### **2020-2024 FINANCIAL PLAN - COURTENAY FLATS DRAINAGE SERVICE - FUNCTION 791**

A. Hamir/D. Arbour: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Courtenay Flats Drainage Service, function 791 be received.  
207 Carried

D. Monteith, Manager of Liquid Waste Planning, provided an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Courtenay Flats Drainage Service, function 791.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for Courtenay Flats Drainage Service, function 791 be approved.

207

Carried

#### **2020-2024 FINANCIAL PLAN - HORNBY ISLAND REFUSE DISPOSAL FUNCTION 360**

D. Arbour/A. Hamir: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Hornby Island Refuse Disposal Service, function 360 be received.

207

Carried

A. McGifford, Senior Manager of CSWM Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Hornby Island Refuse Disposal Service, function 360.

A. Hamir/D. Arbour: THAT the proposed 2020-2024 financial plan for Hornby Island Refuse Disposal Service, function 360 be approved.

207

Carried

#### **2020-2024 FINANCIAL PLAN - DENMAN ISLAND GARBAGE COLLECTION SERVICE FUNCTION 362**

D. Arbour/A. Hamir: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Denman Island Garbage Collection Service, function 362 be received.

207

Carried

A. McGifford, Senior Manager of CSWM Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Denman Island Garbage Collection Service, function 362.

A. Hamir/D. Arbour: THAT the proposed 2020-2024 financial plan for the Denman Island Garbage Collection Service, function 362 be approved.

207

Carried

#### **2020-2024 FINANCIAL PLAN - ROYSTON GARBAGE COLLECTION SERVICE FUNCTION 366**

A. Hamir/D. Arbour: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Royston Garbage Collection Service, function 366 be received.

207

Carried

A. McGifford, Senior Manager of CSWM Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Royston Garbage Collection Service, function 366.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for Royston Garbage Collection Service, function 366 be approved.

**2020-2024 FINANCIAL PLAN - COMOX VALLEY EMERGENCY PROGRAM ELECTORAL AREAS FUNCTION 271**

A. Hamir/D. Arbour: THAT the report dated February 6, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Comox Valley Emergency Program (CVEP) Electoral Areas Service, function 271 be received.

209

Carried

H. Siemens, Emergency Program Coordinator, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Comox Valley Emergency Program (CVEP) Electoral Areas Service, function 271.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for the Comox Valley Emergency Program Electoral Areas Service, function 271 be approved.

209

Carried

**2020-2024 FINANCIAL PLAN - DENMAN ISLAND ECONOMIC DEVELOPMENT FUNCTION 555**

D. Arbour/A. Hamir: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan work plan highlights for the Denman Island Economic Development Service, function 555 be received.

207

Carried

D. DeMarzo, General Manager of Community Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan work plan highlights for the Denman Island Economic Development Service, function 555.

A. Hamir/D. Arbour: THAT the proposed 2020-2024 financial plan for Denman Island Economic Development Service, function 555, be approved.

207

Carried

**2020-2024 FINANCIAL PLAN - HORNBY ISLAND ECONOMIC DEVELOPMENT FUNCTION 556**

D. Arbour/A. Hamir: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan work plan highlights for the Economic Development - Hornby Island Service, function 556 be received.

207

Carried

D. DeMarzo, General Manager of Community Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan work plan highlights for the Economic Development - Hornby Island Service, function 556.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for Economic Development - Hornby Island Service, function 556, be approved.

207

Carried



**2020-2024 FINANCIAL PLAN - ELECTORAL AREAS ARTS AND CULTURE GRANT SERVICE FUNCTION 615**

A. Hamir/D. Arbour: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Electoral Areas Arts and Culture Grant Service, function 615 be received.

209

Carried

D. DeMarzo, General Manager of Community Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Electoral Areas Arts and Culture Grant Service, function 615.

D. Arbour/D. Arbour: THAT the proposed 2020 – 2024 financial plan for the Electoral Areas Arts and Culture Grant Service, function 615, be approved.

209

Carried

**2020-2024 FINANCIAL PLAN - HORNBY ISLAND COMFORT STATIONS FUNCTION 688**

D. Arbour/A. Hamir: THAT the report dated February 4, 2020 regarding the proposed 2020-2024 financial plan and work plan highlights for the Hornby Island Comfort Stations Service, function 688 be received.

207

Carried

D. DeMarzo, General Manager of Community Services, presented an overview of the staff report regarding the proposed 2020-2024 financial plan and work plan highlights for the Hornby Island Comfort Stations Service, function 688.

D. Arbour/A. Hamir: THAT the proposed 2020-2024 financial plan for Hornby Island Comfort Stations Service, function 688, be approved.

207

Carried

**PUBLIC QUESTIONS:**

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

**IN-CAMERA:**

D. Arbour/A. Hamir: THAT the committee adjourn to an in-camera session pursuant to the following sub-section of section 90 of the Community Charter:

90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

208

Carried

Time: 2:55 pm.

**RISE AND REPORT:**

The committee rose from its in-camera session at 3:41 pm.

**TERMINATION:**

A. Hamir/D. Arbour: THAT the meeting terminate.  
208

Carried

Time: 3:41 pm.

Confirmed by:

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Edwin Grieve  
Chair

Certified Correct:

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James Warren  
General Manager of Corporate Services

Recorded By:

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Lisa Dennis

These minutes were received by the Comox Valley Regional District board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
Legislative Services Assistant