

Tuesday, February 6, 2024

Minutes of the meeting of the Electoral Areas Services Committee held on February 6, 2024 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 12:32 pm.

## MINUTES

**Present:**

<b>Chair:</b>	E. Grieve	Puntledge/Black Creek (Area C)
<b>Vice-Chair:</b>	R. Hardy	Lazo North (Area B)
<b>Director:</b>	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
<b>Staff:</b>	J. Warren	Chief Administrative Officer
	L. Wiwcharuk	Chief Financial 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 Cole-Hamilton, Chair of the Comox Valley Regional District Board, was in attendance.

**RECOGNITION OF TRADITIONAL TERRITORIES**

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

**PUBLIC INPUT ON THE 2024-2028 FINANCIAL PLAN:**

L. Wiwcharuk, Chief Financial Officer, provided a summary of public input received in regards to the 2024-2028 proposed financial plan and the specific CVRD services under consideration.

Members of the public may submit comments, questions, or feedback on the 2024-2028 proposed financial plan here: [www.engagecomoxvalley.ca/budget](http://www.engagecomoxvalley.ca/budget).

**PRESENTATIONS:**

**2024-2028 FINANCIAL PLAN**

L. Wiwcharuk, Chief Financial Officer, provided information regarding the 2024-2028 financial planning process.

All the financial planning information can be accessed through the following link:  
[www.comoxvalleyrd.ca/currentbudget](http://www.comoxvalleyrd.ca/currentbudget) .

## **COMMUNITY WORKS FUNDS**

### **COMMUNITY WORKS FUNDS STATUS REPORT - DECEMBER 31, 2023**

D. Arbour/R. Hardy: THAT the report dated February 1, 2024 regarding a Community Works Fund (CWF) status update for the period ended December 31, 2023 be received.

208

Carried

L. Wiwcharuk, Chief Financial Officer, provided an overview of the report regarding a Community Works Fund (CWF) status update for the period ended December 31, 2023.

### **2024 BUDGET - ALLOCATIONS FROM COMMUNITY WORKS GRANT FUND**

D. Arbour/R. Hardy: THAT the report dated February 1, 2024 regarding options for allocating Community Works Grant Funds be received.

208

Carried

L. Wiwcharuk, Chief Financial Officer, provided an overview of the report regarding options for allocating Community Works Grant Funds.

### **WATER SUPPLY CORE SERVICE - 2024-2028 FINANCIAL PLAN**

M. Rutten, General Manager of Engineering Services, provided an overview of the water supply core service.

### **COMOX VALLEY WATER LOCAL SERVICE AREA, FUNCTION 305**

K. La Rose, Senior Manager of Water/Wastewater Services, and M. Herschmiller, Manager of Water Services, presented information regarding the proposed 2024-2028 financial plan for the Comox Valley Water Local Service Area, function 305.

209

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 305, Comox Valley Water Local Service Area, be approved.

209

Carried

### **SANDWICK WATER SERVICE, FUNCTION 306**

K. La Rose, Senior Manager of Water/Wastewater Services, presented information regarding the proposed 2024-2028 financial plan for the Sandwick Water Service, function 306.

207

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 306, Sandwick Water Service, be approved.

207

Carried

### **DENMAN ISLAND WATER LOCAL SERVICE AREA, FUNCTION 307 AND GRAHAM LAKE WATER LOCAL SERVICE AREA, FUNCTION 310**

K. La Rose, Senior Manager of Water/Wastewater Services, presented information regarding the proposed 2024-2028 financial plans for the Denman Island Water Local Service Area, function 307 and the Graham Lake Local Water Service, function 310.

### **UNION BAY WATER SERVICE, FUNCTION 308**

K. La Rose, Senior Manager of Water/Wastewater Services, and M. Herschmiller, Manager of Water Services, presented information regarding the proposed 2024-2028 financial plan for the Union Bay Water Service, function 308.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 308, Union Bay Water Service, be approved.

207

Carried

### **ROYSTON WATER SERVICE, FUNCTION 312**

K. La Rose, Senior Manager of Water/Wastewater Services and M. Herschmiller, Manager of Water Services, presented information regarding the proposed 2024-2028 financial plan for the Royston Water Service, function 312.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 312, Royston Water Service, be approved.

207

Carried

### **SEWAGE TREATMENT CORE SERVICE - 2024-2028 FINANCIAL PLAN**

M. Rutten, General Manager of Engineering Services, provided an overview of the sewage treatment core service.

### **JACKSON DRIVE SEWER SERVICE, FUNCTION 330**

D. Monteith, Manager of Liquid Waste Planning, presented information regarding the proposed 2024-2028 financial plan for the Jackson Drive Sewer Service, function 330.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 330, Jackson Drive Sewer Service, be approved.

207

Carried

#### **KING COHO WASTEWATER SERVICE, FUNCTION 331**

D. Monteith, Manager of Liquid Waste Planning, presented information regarding the proposed 2024-2028 financial plan for the King Coho Wastewater Service, function 331.

R. Hardy/D. Arbour: THAT the 2024 Proposed Capital Plan be updated to include \$123,000 for project No. 1127, King Coho Sewer Upgrades, with funding coming from a \$45,000 allocation from the Community Works Grant Funds (Electoral Area B), and \$78,000 from Interim Financing;

AND FURTHER THAT the proposed 2024-2028 financial plan for function 331, King Coho Wastewater Service, be approved as presented and including option 1.

207

Carried

#### **LIQUID WASTE MANAGEMENT PLANNING SERVICE, FUNCTION 340**

D. Monteith, Manager of Liquid Waste Planning, presented information regarding the proposed 2024-2028 financial plan for the Liquid Waste Management Planning Service, function 340.

209

Carried

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 340, Liquid Waste Management Planning Service, be approved.

209

Carried

The committee recessed at 2:46 pm and reconvened at 3:05 pm.

#### **ELECTORAL AREAS CORE SERVICE - 2024-2028 FINANCIAL PLAN**

J. Warren, Chief Administrative Officer, presented an overview of the electoral areas core service.

#### **BUILDING INSPECTION SERVICE, FUNCTION 285**

J. Crockford, Manager of Building Inspection Services, presented information regarding the proposed 2024-2028 financial plan for the Building Inspection Service, function 285.

D. Arbour/R. Hardy: That the proposed 2024-2028 financial plan for function 285, Building Inspection Service, be approved.

209

Carried

#### **ELECTORAL AREAS A (BAYNES SOUND), B AND C BYLAW ENFORCEMENT SERVICE, FUNCTION 291**

A. Yasinski, Senior Manager of Building and Bylaw Compliance, presented information regarding the proposed 2024-2028 financial plan for Electoral Areas A (Baynes Sound), B and C Bylaw Enforcement Service, function 291.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 291, the Electoral Areas A (Baynes Sound), B and C Bylaw Enforcement Service, be approved.

209

Carried

#### **DENMAN AND HORNBY BYLAW ENFORCEMENT SERVICE, FUNCTION 299**

A. Yasinski, Senior Manager of Building and Bylaw Compliance, presented information regarding the proposed 2024-2028 financial plan for the Denman and Hornby Islands Bylaw Enforcement Service, function 299.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 299, Denman and Hornby Islands Bylaw Enforcement Service, be approved.

207

Carried

#### **PLANNING SERVICE, FUNCTION 500**

T. Trieu, Manager of Planning Services, R. Holme, Manager of Long Range Planning and Sustainability, and A. Yasinski, Senior Manager of Building and Bylaw Compliance, presented information regarding the proposed 2024-2028 financial plan for the Planning Service, function 500.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 500, Planning Service, be approved.

208 and 213

Carried

#### **HORNBY ISLAND GARBAGE DISPOSAL SERVICE, FUNCTION 360**

V. Schau, Senior Manager of CSWM Services, presented information regarding the proposed 2024-2028 financial plan for the Hornby Island Garbage Disposal Service, function 360.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 360, Hornby Island Garbage Disposal Service be approved, with an amendment of \$150,000 to initiate paving at the Hornby Island Recycling Depot.

207

Carried

#### **DENMAN ISLAND GARBAGE COLLECTION SERVICE, FUNCTION 362**

V. Schau, Senior Manager of CSWM Services, presented information regarding the proposed 2024- 2028 financial plan for the Denman Island Garbage Collection Service, function 362.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 362, Denman Island Garbage Collection Service, be approved.

207

Carried

**ROYSTON GARBAGE COLLECTION SERVICE, FUNCTION 366**

V. Schau, Senior Manager of CSWM Services, presented information regarding the proposed 2024- 2028 financial plan for the Royston Garbage Collection Service, function 366.

D. Arbour/R. Hardy: THAT the proposed 2024-2028 financial plan for function 366, Royston Garbage Collection Service, be approved.

207

Carried

**TERMINATION:**

D. Arbour/R. Hardy: THAT the meeting terminate.

208

Carried

Time: 4:19 pm.

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 \_\_\_\_\_, 2024.