

Tuesday, May 14, 2019

Minutes of the meeting of the Committee of the Whole held on Tuesday, May 14, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 4:00 pm.

## MINUTES

**Present:**

<b>Chair:</b>	B. Wells	City of Courtenay
<b>Directors:</b>	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	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
	J. Ketler	Village of Cumberland
	D. Frisch	City of Courtenay
<b>Alt. Directors:</b>	B. Price	Lazo North (Area B)
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	M. Rutten	General Manager of Engineering Services
	D. DeMarzo	Acting General Manager of Community Services
	J. Warren	General Manager of Corporate Services
	S. Smith	General Manager of Planning and Development
	J. Martens	Manager of Legislative Services
	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:**

**YOUTH ENVIRONMENTAL ACTION**

E. Grieve/D. Frisch: THAT the information presented by Sienna Stephens, Mackai Sharp and Nalan Goosen regarding empowering youth to take action on climate change and proposals for positive change be received.

Carried

**VARY THE AGENDA:**

B. Price/J. Ketler: THAT the agenda be varied to bring forward item E.1 (Climate Emergency) before item C (Management Report) on the agenda.

Carried

**NEW BUSINESS:**  
**CLIMATE EMERGENCY**

B. Price/J. Ketler: THAT the correspondence dated May 6, 2019 from Director Hamir regarding climate emergency be received.

208

Carried

B. Price/D. Hillian: WHEREAS the Association of Vancouver Island and Coastal Communities has adopted a resolution requesting the provincial government to declare a province wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change;

AND WHEREAS the impacts of climate change are significant and are being experienced locally as well as globally and require significant action to mitigate as well as adapt;

NOW THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District Board formally recognize the Climate Emergency;

AND FURTHER THAT the CVRD's response to the climate emergency be considered as part of the upcoming board strategic planning session with discussion to include:

- an approach to monitor and report on the impacts of climate change as well as progress toward greenhouse gas reductions;
- the establishment of a regional climate action committee;
- methods of ensuring climate action is considered as part of CVRD programs and projects; and
- sufficient resources are available to implement climate action initiatives.

208

E. Grieve/D. Frisch: THAT the motion be amended by replacing the word "emergency" with "crisis" in each of the following phrases:

- "recognize the Climate Emergency"; and
- "the CVRD's response to the climate emergency".

Carried

Vote on main motion as amended as follows:

WHEREAS the Association of Vancouver Island and Coastal Communities has adopted a resolution requesting the provincial government to declare a province wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change;

AND WHEREAS the impacts of climate change are significant and are being experienced locally as well as globally and require significant action to mitigate as well as adapt;

NOW THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District Board formally recognize the climate crisis;

AND FURTHER THAT the CVRD's response to the climate crisis be considered as part of the upcoming board

strategic planning session with discussion to include:

- an approach to monitor and report on the impacts of climate change as well as progress toward greenhouse gas reductions;
- the establishment of a regional climate action committee;
- methods of ensuring climate action is considered as part of CVRD programs and projects; and
- sufficient resources are available to implement climate action initiatives.

Carried

**MANAGEMENT REPORT:**

E. Grieve/W. Morin: THAT the Committee of the Whole Management Report be received.

208

Carried

**REPORTS:**

**REGIONAL HOUSING NEEDS REPORT FUNDING APPLICATION**

E. Grieve/D. Arbour: THAT the report dated May 6, 2019 regarding a funding opportunity for the provincially required housing needs report and a recommendation that a regional housing needs assessment be prepared under the umbrella of the Regional Growth Strategy (RGS) service be received.

208 and 212

Carried

Alana Mullaly, Senior Manager of Planning and Protective Services, provided an overview of a funding opportunity for the provincially required housing needs report.

D. Hillian/D. Frisch: THAT the board endorse preparation of a Regional Housing Needs Report, prepared by Comox Valley Regional District staff, in partnership with the member municipalities, in order to meet the provincial housing needs report requirements;

AND THAT staff be authorized to make an application to the Union of BC Municipalities' Housing Report Grant Program for grant funding, with the Comox Valley Regional District serving as the primary applicant and grant manager, to collect data, undertake public consultation and prepare a regional housing needs report;

AND FURTHER THAT subject to the approval of the housing needs grant application, the 2019 – 2023 financial plan for the Regional Growth Strategy service, function 512, be amended to include other Professional Fees of \$125,000 in 2019 to be funded by \$125,000 in Provincial Conditional Grants;

AND FINALLY THAT staff work with our municipal partners to prepare a project scope of work and report back with a scope of work for a regional housing needs report for endorsement by the Board in fall 2019.

208 and 212

Carried

K. Grant/D. Hillian: THAT a letter be sent to the Village of Cumberland Council with a request to reconsider participation in the preparation of a Regional Housing Needs Report in partnership with the Comox Valley Regional District and other member municipalities.

208 and 212

Carried

**HOMELESSNESS AND SUPPORTS SERVICE (FUNCTION 451) – ADDITIONAL 2019 FUNDING ALLOCATION**

D. Hillian/D. Frisch: THAT the report dated May 6, 2019 regarding an updated five year plan and funding

recommendation to reflect the approved \$80,000 increase in requisition to the Homelessness Supports Service be received.

209

Carried

Alana Mullaly, Senior Manager of Planning and Protective Services, provided an overview of the report regarding the updated five year plan funding recommendation to reflect the approved \$80,000 increase in requisition to the Homelessness Supports Service.

Andrea Capelli and Betti Tate, Comox Valley Coalition to End Homelessness, were in attendance.

E. Grieve/D. Hillian: THAT the additional \$80,000 (for a total of \$230,000) approved as the increased requisition within the Homelessness and Supports Service be allocated in 2019 as follows:

- Comox Valley Transition Society - \$15,000 towards purchase of two rent-geared-to-income four-plexes;
- Dawn to Dawn Action on Homelessness Society - \$90,000 towards the purchase of a rent-geared-to-income condo unit;
- Habitat for Humanity Vancouver Island North - \$60,000 towards construction of two houses under Habitat's affordable home ownership model;
- Comox Valley Coalition to End Homelessness with Comox Valley Transition Society as the fiscal host - \$60,000 towards the renovation of a permanent "drop-in" centre;
- L'Arche Comox Valley - \$5,000 towards pre-construction planning costs for a 12-18 unit rent-geared-to-income housing facility;

AND FINALLY THAT the updated Comox Valley Coalition to End Homelessness Five Year Action Plan to End Homelessness (2016-2021) be approved.

209

Carried

The committee recessed at 5:30 pm and reconvened at 5:51 pm.

## **COMOX VALLEY TRANSIT SERVICE REPORTS**

M. Zbarsky, Manager of Transit and Sustainability provided a presentation regarding recommended improvements to the Comox Valley Transit Service and the Dantec Associates transit service analysis.

Carried

### **REPORT # 1: COMOX VALLEY TRANSIT SERVICE IMPROVEMENTS**

E. Grieve/D. Hillian: THAT the report dated May 9, 2019 regarding recommended transit improvements be received.

209

Carried

E. Grieve/D. Hillian: THAT the 1,500 hour handyDART expansion which has been included in the current financial plan, at an estimated cost to Comox Valley Regional District of \$37,288 annually, be used to introduce service on Saturday and Sundays starting September 2019, as a first step toward aligning the handyDART and conventional transit services.

209

Carried

D. Hillian/B. Price: THAT a 2,000 hour conventional transit expansion be approved for implementation in

September 2020 in order to improve the #1 Comox/Anfield, #3 Comox Local and West Courtenay routes, at an estimated cost to Comox Valley Regional District of \$186,520 annually.  
209 Carried

D. Hillian/D. Frisch: THAT a 600 hour custom transit expansion be approved for implementation in April 2020 in order to expand peak handyDART service and allow for a redesign of the #21 Cape Lazo/Point Holmes and #22 Huband Road/Seal Bay community bus services as described in this staff report, at an estimated cost to Comox Valley Regional District of \$22,747 annually.  
209 Carried

## **REPORT # 2: DANTEC ASSOCIATES TRANSIT SERVICE ANALYSIS**

D. Hillian/D. Frisch: THAT the report dated May 6, 2019 regarding a summary of the Dantec Associates transit service analysis report be received.  
209 Carried

D. Hillian/B. Price: THAT the recommendations of the Dantec Associates transit service analysis as outlined in the May 6, 2019 staff report be received and recommendations endorsed as outlined.  
209 Carried

## **WOODSMOKE REDUCTION PROGRAM**

D. Arbour/B. Price: THAT the report dated May 9, 2019 regarding additional information about the woodsmoke reduction program be received.  
208 Carried

D. Frisch/D. Arbour: THAT staff be directed to proceed with the Woodsmoke Reduction Program as outlined in the "proposed" column of Table 1: Woodsmoke Reduction Program Updates Overview in the report dated May 9, 2019, and that further updates to the Woodstove Exchange Program be deferred to the future Regional Airshed Advisory Group that is in development.  
208

D. Hillian/D. Frisch: THAT the motion be amended by inserting the following after the words "May 9, 2019":

"excluding the subsidies for woodstoves"  
208

Carried NAY: E. Grieve

K. Grant/D. Arbour: THAT the motion be amended by adding the following after the words "excluding the subsidies for woodstoves":

"and with the addition of increased incentives to assist low-income households."  
208

Carried

Vote on main motion as amended as follows:

THAT staff be directed to proceed with the Woodsmoke Reduction Program as outlined in the "proposed" column of Table 1: Woodsmoke Reduction Program Updates Overview in the report dated May 9, 2019, excluding the subsidies for woodstoves and with the addition of increased incentives to assist low-income

households, and that further updates to the Woodstove Exchange Program be deferred to the future Regional Airshed Advisory Group that is in development.

Carried

## **CARBON NEUTRAL PROGRESS UPDATE**

D. Hillian/D. Frisch: THAT the report dated May 8, 2019 regarding the results of the 2018 Comox Valley Regional District (CVRD) corporate emissions inventory, and to seek approval on a strategy to achieve our carbon neutral commitment for 2018 be received.

208

Carried

Jenn Meilleur, Project Coordinator - Transit and Sustainability, provided an overview of the report regarding the results of the 2018 Comox Valley Regional District corporate emissions inventory.

K. Grant/D. Arbour: THAT the Comox Valley Regional District achieve carbon neutrality for 2018 with the purchase of 2,171 metric tonnes of verified carbon offsets from the Spartanburg County Landfill Gas Project, SC at a cost of \$2.25 USD/MT, totalling approximately \$6,600 CAD;

AND FURTHER THAT the remaining 2018 carbon offset funds (~\$38,250) be allocated as follows:

- \$6,000 for Cool It! Climate Leadership Training for eight workshops in School District 71 in 2020, delivered by British Columbia Sustainable Energy Association;
- \$32,250 for a pilot project focussed on improving the energy efficiency in homes in the woodsmoke hotspot areas.

208

Carried

D. Arbour/K. Grant: THAT, for the 2019 carbon neutral strategy, to be completed in 2020, staff be directed to again purchase inexpensive international verified carbon offsets and to develop a community granting program for the remainder of the carbon offset budgeted funds.

208

Carried

## **AMENDMENTS TO OFFICER POSITIONS AND BYLAW COMPLIANCE DELEGATION BYLAWS**

K. Grant/D. Frisch: THAT the report dated May 8, 2019 regarding minor amendments to the Comox Valley Regional District Officer Bylaw No. 21, 2008 and the Bylaw Compliance Delegation of Authority Bylaw No, 108, 2010, in order to reflect the current organizational structure and the desired statutory officer positions be received

208

Carried

D. Hillian/K. Grant: THAT the board consider granting readings to Comox Valley Regional District Officer Bylaw, No. 21, 2008, Amendment No. 3 as outlined in the staff report dated May 8, 2019.

208

Carried

K. Grant/D. Arbour: THAT the board consider granting readings to Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 2, as outlined in the staff report dated May 8, 2019.

208

Carried

## **UTILITIES GOVERNANCE UPDATE**

D. Arbour/K. Grant: THAT the report dated May 8, 2019 regarding an update on the Utilities Governance report and a process that may lead to updates and resolution on the topic be received.  
208 Carried

James Warren, General Manager of Corporate Services, presented information regarding an update on the Utilities Governance report and a process that may lead to updates and resolution on the topic.

#### **FINANCIAL ADMINISTRATION - PRESENTATION**

D. Arbour/K. Grant: THAT the information presented by B. Dunlop, Corporate Financial Officer, regarding financial administration be received.  
Carried

#### **GRANT STATUS REPORT**

K. Grant/W. Morin: THAT the report dated May 1, 2019 regarding grant applications and the status of current approved grants be received.  
208 Carried

#### **NEW BUSINESS:**

#### **BC BIKE TO WORK WEEK PROCLAMATION**

Chair Wells read his proclamation dated May 14, 2019 regarding the BC Bike to Work Week challenge.

D. Frisch/W. Morin: THAT the Committee of the Whole extend the challenge to the City of Courtenay, the Town of Comox, the Village of Cumberland, K'omoks First Nation, School District 71, and the Regional District Electoral Areas to compete to log the most kilometers per capita during Bike to Work Week, May 27th to June 2, 2019;

AND FURTHER THAT CVRD staff and Elected Officials are supported in entering a team and riding their bikes to work.

208 Carried

#### **ADDENDUM - UPON APPROVAL OF THE COMMITTEE:**

D. Arbour/W. Morin: THAT the addendum be considered.  
208 Carried

#### **DIRECTOR AT LARGE - FEDERATION OF CANADIAN MUNICIPALITIES (FCM)**

D. Frisch/D. Arbour: THAT the correspondence dated May 13, 2019 received from Director Grieve requesting a letter of support to stand for 'Director at Large' at the Federation of Canadian Municipalities' 2019 Annual general Meeting in Quebec City be received.  
208 Carried

D. Arbour/D. Frisch: THAT the Comox Valley Regional District Board of Directors provide a letter of support

for Director Edwin Grieve to stand for 'Director at Large' at the Federation of Canadian Municipalities' 2019 Annual General Meeting in Quebec City.

208

Carried

**TERMINATION:**

D. Frisch/D. Arbour: THAT the meeting terminate.

208

Carried

Time:7:28 pm.

Confirmed by:

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Bob Wells  
Chair

Certified Correct and Recorded By:

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Jake Martens  
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 \_\_\_\_\_, 20\_\_.