



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, February 14, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, February 14, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:45 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	R. Hardy	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Cole-Hamilton	City of Courtenay
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
	J. Rice	Oyster Bay – Butt le Lake (Area D)
Staff:	R. Dyson	Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality; and, 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.

The board convened its in-camera session at 7:45 pm.

ADOPTION OF MINUTES:

D. Arbour/K. Grant: THAT the Comox Valley Regional District Board in-camera minutes dated December 6, 2022 be adopted.

208

Carried

D. Arbour/K. Grant: THAT the Comox Valley Regional District Board in-camera minutes dated January 17, 2023 be adopted.

208

Carried

REPORTS:**BLACK CREEK – OYSTER BAY SERVICES COMMITTEE – JANUARY 30, 2023**

D. Arbour/W. Cole-Hamilton: THAT the Black Creek – Oyster Bay Services Committee in-camera minutes dated January 30, 2023 be received.

208

Carried

E. Grieve/W. Morin: THAT Bylaw No. 1557 being the “Black Creek/Oyster Bay Water Local Service Area Conversion and Establishment By-law, 1993” be amended to include Proposed Lot 1, of Proposed Subdivision of Part of Lot A, Block 29, Comox District, Plan 3747, Except Those in Parts in Plans 5860, 11304, 11873, 15786, 22104, 28304, VIP85239 and EPP103114, as shown in Appendix B, into the Black Creek/Oyster Bay Water Local Service Area;

AND FURTHER THAT the Directors for Electoral Area C (Puntledge-Black Creek) and the Strathcona Regional District’s Electoral Area D (Oyster Bay – Buttle Lake), as participants in the Black Creek/Oyster Bay Water Local Service Area, consent to the amendment of the service establishment bylaw in writing;

AND FURTHER THAT the Black Creek-Oyster Bay Services Committee confirm the October 2021 water service area connection suspension does not apply to the portion of 2185 Regent Road property that serves the community as a recycling depot, as a connection previously existed and the use is a low consumption connection;

AND FINALLY THAT the board rise and report.

209

Carried

ELECTORAL AREAS SERVICES COMMITTEE – JANUARY 30, 2023

D. Arbour/W. Cole-Hamilton: THAT the Electoral Areas Services Committee in-camera minutes dated January 30, 2023 be received.

208

Carried

THAT the Comox Valley Regional District pursue regionalizing the Comox Valley Emergency Program by presenting the concept of a regional service to Councils of the City of Courtenay, Town of Comox, and Village of Cumberland:

- Sharing information with K’ómoks First Nation to ensure collaborative opportunities are made available;
- Seeking support from member municipalities on the concept and collecting feedback from Councils and municipal senior staff; and
- Reporting to the Electoral Areas Services Committee and Comox Valley Regional District Board with next steps including potential amendment to Bylaw No. 1341 being “Comox Valley Emergency Program Extended

AND FINALLY THAT the committee rise and report on the Comox Valley Emergency Program Regional Service delivery approach.

209

Carried

COMOX VALLEY WATER COMMITTEE - DECEMBER 6, 2022

D. Arbour/W. Cole-Hamilton: THAT the Water Committee in-camera minutes dated December 6, 2022 be received.

208

Carried

COMMITTEE OF THE WHOLE - JANUARY 17, 2023

D. Hillian/E. Grieve: THAT the Committee of the Whole in-camera minutes dated January 17, 2023 be received.

208

Carried

2023 APPOINTMENTS TO ADVISORY PLANNING COMMISSIONS AND THE AGRICULTURAL ADVISORY PLANNING COMMISSION

D. Arbour/K. Grant: THAT the Board make the following appointments to the Advisory Planning Commissions for the 2023 to 2026 term:

Electoral Area A: Jackie Ainsworth, Richard Brown, Rick Fisher, Chris Marshall, Norm Prince, William Trussler, Jane Yetter.

Electoral Area B: [REDACTED] Caroline Bouchard, Ally Gibson, Andrew De Burgh Whyte, Stephanie Martin, Steve Fleck, Dave Peardon, Evan Pearson, Andrew Rice.

S. 22

Electoral Area C: Andrea Burch, Catherine Davidson, Peter Gibson, Grant Gordon, Kipling Keylock, Curtis Scoville, Shane Varney, Ralph von Kampen, Jamie Yeomans.

AND FURTHER THAT the Board rise and report on this resolution following notification to all applicants.

208 and 213

Carried

E. Grieve/D. Arbour: THAT the Board make the following appointments to the Agricultural Advisory Planning Commission for the 2023 to 2026 term: Haley Argen, Chris Brown, Paul Gurr, Terry Ludwig, Gerald McClintock, Jan Slomp and Bill Thompson.

AND FURTHER THAT the Board rise and report on this resolution following notification to all applicants.

208 and 213

Carried

RISE AND REPORT:

D. Arbour/E. Grieve: THAT the Board rise from its in-camera session.

208

Carried

Time: 7:57 pm.

ADJOURN TO IN-CAMERA:

The Board adjourned to an in-camera session at 8:20 pm to discuss confidential information regarding the Island Corridor Foundation's proposed rail service.

RISE AND REPORT:

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

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, February 28, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, February 28, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:30 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session at 3:30 pm pursuant to the following subsection of section 90 of the Community Charter:

90(1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

90(1)(c) Labour relations or employee negotiations; and,

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.

RISE AND REPORT:

The Board rose from its restricted in-camera session at 3:58 pm and resumed the open meeting.

ADJOURN TO IN-CAMERA:

The Board adjourned to an in-camera session at 7:42 pm.

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADOPTION OF MINUTES:

E. Grieve/D. Arbour: THAT the Comox Valley Regional District Board in-camera minutes dated February 14, 2023 be adopted.

208

Carried

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE – FEBRUARY 13, 2023

D. Hillian/D. Arbour: THAT the Electoral Areas Services Committee in-camera minutes dated February 13, 2023 be received.

208

Carried

COMOX VALLEY SEWAGE COMMISSION – FEBRUARY 14, 2023

D. Hillian/D. Arbour: THAT the Sewage Commission in-camera minutes dated February 14, 2023 be received.

208

Carried

D. Arbour/D. Hillian: THAT staff be directed to proceed with the proposed property subdivision and acquisition with Knopp's Dairy Farm Ltd. for a portion of the property bearing PID 003-606-473 for the site of the new Courtenay Pump Station, as outlined in the staff report dated February 10, 2023;

AND FURTHER THAT staff be authorized to enter into a contract of purchase and sale that is substantially compliant with the contract as presented in Appendix B with Knopp's Dairy Farm Ltd. for the purchase of the proposed parcel at the price of \$460,000 plus \$5,000 in legal fees;

AND FURTHER THAT staff be authorized to enter into an agreement to complete the crossing of Marsden Road, and fund the engineering required for a water main extension on Charter Road for Knopp's Dairy Farm Ltd at the estimated price of \$20,000;

AND FINALLY THAT the Board rise and report this property purchase subject to the Regional District being registered on title as the land owner.

210

Carried

LEGAL ACTION STATUS REPORT

D. Arbour/M. McCollum: THAT the report dated February 17, 2023 providing a status report of existing legal actions involving the Comox Valley Regional District, be received.

208

Carried

SUMMARY OF ACTIVE INSURANCE CLAIMS - 2022

D. Hillian/K. Grant: THAT the report dated February 17, 2023 regarding 2022 insurance claims information involving the Comox Valley Regional District service areas be received.

208

Carried

ELECTORAL AREAS SERVICES COMMITTEE - ADVISORY PLANNING COMMISSION APPOINTMENTS

D. Arbour/K. Grant: THAT Robert Esterer [REDACTED] the Area B Advisory Planning Commission for the 2022 to 2026 term;

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AND FURTHER THAT the Board rise and report on the appointment of Robert Esterer.

208 and 213

Carried

D. Arbour/K. Grant: THAT Mike Obal be appointed to the Agricultural Advisory Planning Commission for the 2022 to 2026 term;

AND FURTHER THAT the Board rise and report on the appointment of Mike Obal.

208 and 213

Carried

RISE AND REPORT:

D. Hillian/E. Grieve: THAT the Board rise from its in-camera session.

208

Carried

Time: 7:47 pm.

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, February 28, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, February 28, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:30 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer

ADOPTION OF MINUTES:

E. Grieve/W. Cole-Hamilton: THAT the Comox Valley Regional District Board restricted in-camera minutes dated December 20, 2022 be adopted.

208

Carried

REPORTS:

BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS

R. Dyson, Chief Administrative Officer provided a verbal update regarding relations, objectives and negotiations and related discussions respecting services.

RISE AND REPORT:

D. Arbour/W. Cole-Hamilton: THAT the Board rise to the open session of the regular meeting.

208

Carried

Time: 3:58 pm.

Confirmed this _____ day of _____ 20____:

Tuesday, March 7, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, March 7, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:02 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Alt. Directors:	I. Munro	Baynes Sound-Denman/Hornby Islands (Area A)
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session were K. Douville, T. Trieu and A. Yasinski, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district; and,
 90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The in-camera portion convened at 3:02 pm.

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE – FEBRUARY 27, 2023

D. Hillian/E. Grieve: THAT the Electoral Areas Services Committee in-camera minutes dated February 27, 2023 be received. [\[Item\]](#)

208

Carried

S. 14, 15

ADDENDUM - UPON APPROVAL OF BOARD:

E. Grieve/W. Morin: THAT the addendum be considered.

208

Carried

AREA A ADVISORY PLANNING COMMISSION APPOINTMENT

D. Hillian/K. Grant: THAT the correspondence dated March 7, 2023 from Director Arbour regarding an appointment to the Area A Advisory Planning Commission be received. [\[Item\]](#)

208 and 213

Carried

D. Hillian/K. Grant: THAT Glenn Loxam be appointed to the Electoral Area A Advisory Planning Commission for the 2023 to 2026 term;

AND FINALLY THAT the Board rise and report on this resolution.

208 and 213

Carried

RISE AND REPORT:

D. Hillian/K. Grant: THAT the Board rise from its in-camera session.

208

Carried

Time: 3:56 pm.

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Printer version

Tuesday, March 21, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, March 21, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:25 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, Manager of Financial Planning.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

- 90(1)(c) Labour relations or employee negotiations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality;
- 90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- 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.

The board convened its in-camera session at 6:25 pm.

ADOPTION OF MINUTES:

D. Hillian/E. Grieve: THAT the Comox Valley Regional District Board in-camera minutes dated February 28, 2023 be adopted, as corrected. [[Item](#)]

208

Carried

E. Grieve/K. Grant: THAT the Comox Valley Regional District Board in-camera minutes dated March 7, 2023 be adopted. [[Item](#)]

208

Carried

REPORTS:**ELECTORAL AREAS SERVICES COMMITTEE – MARCH 6, 2023**

E. Grieve/K. Grant: THAT the Electoral Areas Services Committee in-camera minutes dated March 6, 2023 be received. [[Item](#)]

208

Carried

S. 17**COMOX VALLEY SEWAGE COMMISSION – MARCH 7, 2023**

D. Hillian/M. McCollum: THAT the Sewage Commission in-camera minutes dated March 7, 2023 be received. [[Item](#)]

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

The Board adjourned to a restricted in-camera session at 6:30 pm.

Confirmed this day of , 2023:

Jesse Ketler
Chair



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, March 21, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, March 21, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:01 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	J. Martens	General Manager of Corporate Services
	A. Mullaly	General Manager of Planning and Development Services

ATTENDANCE:

[REDACTED]

S. 12(3)(b)

ADOPTION OF MINUTES:

W. Cole-Hamilton/D. Hillian: THAT the Comox Valley Regional District Board restricted in-camera minutes dated February 28, 2023 be adopted.

208

Carried

REPORTS:

[REDACTED]

[REDACTED]

S. 12(3)(b) and 14

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

S. 12(3)(b) and 14

RISE AND REPORT

E. Grieve/K. Grant: THAT the Board rise to the open session of the meeting.
208

Carried

Time: 3:54 pm

RETURN TO CLOSED SESSION

The Board reconvened its restricted in-camera session session at 6:31 pm.

J. Martens, A. Mullaly and [REDACTED] were not present when the meeting reconvened.

S. 14

BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS

The Board and Chief Administrative Officer continued discussions regarding relations.

RISE AND REPORT:

D. Arbour/E. Grieve: THAT the Board rise to the open session.
208

Carried

Time: 6:59 pm

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct:



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, April 18, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, April 18, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 8:04 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Deputy Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

The board convened its in-camera session at 8:04 pm.

ADOPTION OF MINUTES:

M. McCollum/W. Morin: THAT the Comox Valley Regional District Board in-camera minutes dated March 21, 2023 be adopted.

208

Carried

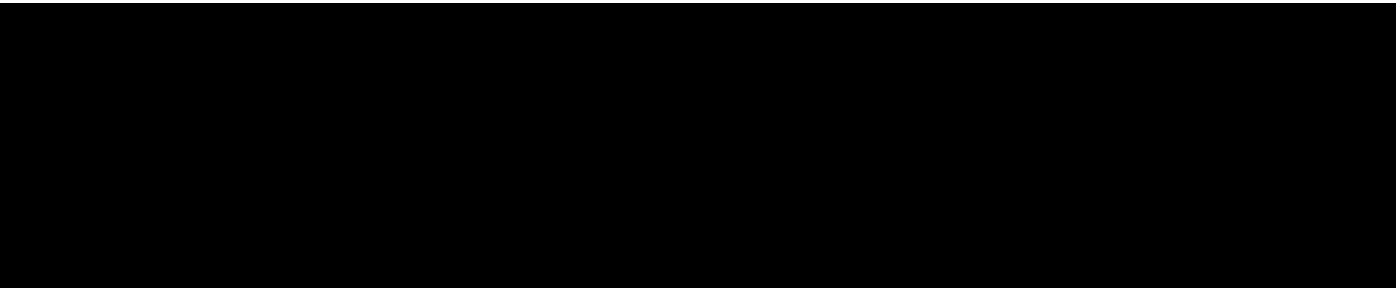
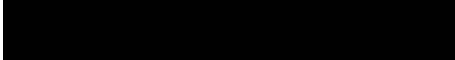
REPORTS:

K'ÓMOKS TREATY TABLE REPORT

D. Arbour/J. Kerr: THAT the verbal update from Director Hillian on the K'ómoks First Nation Treaty negotiation process be received.

208

Carried



S. 16

RISE AND REPORT:

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

MINUTES

1 of 3

[REDACTED] left the meeting at 5:35 pm.

S. 12(3)(b)

Allison Habkirk left the meeting at 6:05 pm.

Chair Ketler resumed the role of presiding member.

S. 12(3)(b)

ADDENDUM:

S. 12(3)(b) and 14

REPORTS - CONTINUED

S. 12(3)(b) and 14

RISE AND REPORT:

K. Grant/B. Wells: THAT the Board rise to the open session.

208

Carried

Time: 6:41 pm.



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, May 9, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, May 9, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:11 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
Alt. Director:	N. Minions	Town of Comox
Staff:	J. Warren	Deputy Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Vice-Chair Cole-Hamilton presided over this meeting, as Chair Ketler was participating remotely.

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality;

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; and,
 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

The board convened its in-camera session at 6:11 pm.

ADOPTION OF MINUTES:

D. Hillian/K. Grant: THAT the Comox Valley Regional District Board in-camera minutes dated April 18, 2023 be adopted.

208

Carried

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE – APRIL 17, 2023

K. Grant/W. Morin: THAT the Electoral Areas Services Committee minutes dated April 17, 2023 be received.

208

Carried

S. 17

E. Grieve/K. Grant: THAT Fiona McQuillan be appointed to the Agricultural Advisory Planning Commission for the 2023 to 2026 term;

AND FURTHER THAT the Board rise and report on this resolution.

208 and 213

Carried

COMOX VALLEY SEWAGE COMMISSION – APRIL 24, 2023

K. Grant/D. Hillian: THAT the Sewage Commission in-camera minutes dated April 24, 2023 be received as amended.

208

Carried

NEAR TERM AFFORDABLE HOUSING ACTIONS

K. Grant/W. Morin: THAT the report dated May 4, 2023 regarding a two-pronged approach to coordinate regional near-term actions to respond to the community's need for appropriate housing, specifically within the "safety net" arc of the Housing Wheelhouse be received.

208

Carried

M. McCollum/D. Hillian: THAT the Board supports the City of Courtenay in its dialogue with BC Housing and the provincial government for the immediate creation of purpose-built supportive housing and shelter space.

208

Carried

D. Hillian/D. Arbour: THAT the Board allocate the remaining unallocated 2023 Homelessness Supports Service funds (function 451) (\$116,314) to the creation of purpose-built supportive housing within the City of Courtenay in order to assist with ongoing negotiations between the City of Courtenay and other funding partners/safety net housing providers.

209

Carried

W. Morin/K. Grant: THAT the Board allocate \$52,050 from the Emergency Shelter Land Acquisition Service (function 450) to the acquisition of land for purpose built supportive housing and/or shelter space within the City of Courtenay in order to assist with ongoing negotiations between the City of Courtenay and other funding partners/safety net housing providers.

209

Carried

M. McCollum/D. Hillian: THAT the Board use the Regional Affordable Housing Action Plan concept within the Regional Growth Strategy service to define key objectives, targets and actions relative to each arc of the Housing Wheelhouse ("safety net", "housing with supports", "market housing");

AND FURTHER THAT staff support the Board with background information and a Regional Growth Strategy Action Plan framework template to further flesh out the concept of a Regional Affordable Housing Action Plan at the Board's June strategic planning session;

AND FINALLY THAT the Board rise and report on this resolution.

208 and 212

Carried

ISLAND RAIL CORRIDOR - UPDATE

D. Arbour/K. Grant: THAT the verbal update from J. Martens, General Manager of Corporate Services, regarding a planned meeting with representatives of the Ministry of Transportation and Infrastructure regarding the proposed Island Rail Corridor planning process and the associated conditional grant of \$600,000 be received.

208

Carried

RISE AND REPORT:

D. Hillian/K. Grant: THAT the Board rise from its in-camera session.

208

Carried

Time: 7:04 pm.

**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Friday, May 12, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Friday, May 12, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 8:05 am.

MINUTES**Present:**

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Deputy Chief Administrative Officer

ATTENDANCE:

S. 14

Director Arbour was not in attendance when the restricted in-camera meeting was called to order.

NEW BUSINESS:

Director Arbour joined the meeting at 8:07 am via teleconference.

S.12(3)(b) and 14

M. McCollum/W. Cole-Hamilton: THAT the Comox Valley Regional District Board appoint James Warren as Acting Chief Administrative Officer on a temporary basis until the return of the Chief Administrative Officer to the workplace from his current leave;

AND FURTHER THAT the Board rise and report on this resolution.

208

Carried

RISE AND REPORT:

D. Hillian/K. Grant: THAT the Board rise from its restricted in-camera session.

208

Carried

Time: 8:59 am

Confirmed this 26th day of September, 2023:

Jesse Ketler

Chair

Certified Correct:

James Warren

Deputy Chief Administrative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, May 23, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, May 23, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 2:30 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	J. Kerr	Town of Comox
Alt. Director:	B. Wells	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session at 2:30 pm pursuant to the following subsection of section 90 of the Community Charter:

[90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

ADOPTION OF MINUTES:

D. Hillian/E. Grieve: THAT the Comox Valley Regional District Board in-camera minutes dated May 9, 2023 be adopted.

REPORTS:

APPENDIX A

MINISTRY OF TRANSPORTATION - ISLAND RAIL DISCUSSION

Janelle Straite, Deputy Regional Director and Peter Webber, A/Director, Ministry of Transportation and Infrastructure, were in attendance to discuss the Island Rail Corridor and the proposed planning process. Also in attendance at the invitation of the Board was Andrea Thomas, Manager, Corridor Development, Island Corridor Foundation.

ELECTORAL AREAS SERVICES COMMITTEE – MAY 8, 2023

E. Grieve/K. Grant: THAT the Electoral Areas Services Committee in-camera minutes dated May 8, 2023 be received.

208

Carried

COMOX VALLEY SEWAGE COMMISSION – MAY 9, 2023

D. Hillian/W. Cole-Hamilton: THAT the Sewage Commission in-camera minutes dated May 9, 2023 be received.

208

Carried

RISE AND REPORT:

E. Grieve/D. Hillian: THAT the Board rise from its in-camera session.

208

Carried

Time: 3:56 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

**COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)**

Tuesday, June 6, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, June 6, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:08 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

Absent:

Directors:	J. Kerr	Town of Comox
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ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The board convened its in-camera session at 6:08 pm.

ADOPTION OF MINUTES:

D. Hillian/E. Grieve: THAT the Comox Valley Regional District Board in-camera minutes dated May 23, 2023 be adopted.

208

Carried

REPORTS:

2023 ISLAND RAIL CORRIDOR FUNDING GRANT

D. Hillian/M. McCollum: THAT the report dated May 30, 2023 regarding the Board's ongoing consideration of the Island Rail Corridor planning process and the associated conditional grant agreement with the Ministry of Transportation and Infrastructure (MOTI) be received.

208

Carried

J. Martens, General Manager of Corporate Services, provided an overview of the report regarding ongoing consideration of the Island Rail Corridor planning process and the associated conditional grant agreement with the Ministry of Transportation and Infrastructure.

RISE AND REPORT:

THAT the Board rise from its in-camera session.

Time: 6:17 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, June 27, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, June 27, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:37 pm. pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The board convened its in-camera session at 4:37 pm.

ADOPTION OF MINUTES:

D. Hillian/W. Cole-Hamilton: THAT the Comox Valley Regional District Board in-camera minutes dated June 6, 2023 be adopted.

208

Carried

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE – JUNE 5, 2023

D. Hillian/K. Grant: THAT the Electoral Areas Services Committee in-camera minutes dated June 5, 2023 be received.

208

Carried

COMOX VALLEY SEWAGE COMMISSION – JUNE 6, 2023

D. Hillian/K. Grant: THAT the Sewage Commission in-camera minutes dated June 6, 2023 be received.

208

Carried

HOMELESSNESS SUPPORTS SERVICE FUND ALLOCATION

D. Hillian/K. Grant: THAT the report dated June 23, 2023 regarding resolutions to allocate funds to the creation of and land acquisition for purpose-built supportive housing within the City of Courtenay and to recommend the Board rise and report on that commitment in order to facilitate further dialogue with the Coalition to End Homelessness and related community partners be received.

209

Carried

D. Hillian/D. Arbour: THAT the Board rise and report on the following resolutions that were approved on May 9, 2023 subject to informing the Comox Valley Coalition to End Homelessness:

- THAT the Board supports the City of Courtenay in its dialogue with BC Housing and the provincial government for the immediate creation of purpose-built supportive housing and shelter space.
- THAT the Board allocate the remaining unallocated 2023 Homelessness Supports Service funds (function 451) (\$116,314) to the creation of purpose-built supportive housing within the City of Courtenay in order to assist with ongoing negotiations between the City of Courtenay and other funding partners/safety net housing providers.
- THAT the Board allocate \$52,050 from the Emergency Shelter Land Acquisition Service (function 450) to the acquisition of land for purpose built supportive housing and/or shelter space within the City of Courtenay in order to assist with ongoing negotiations between the City of Courtenay and other funding partners/safety net housing providers.

209

Carried

RISE AND REPORT:

E. Grieve/D. Hillian: THAT the Board rise from its in-camera session.

208

Carried

Time: 5:10 pm.

Confirmed this 25th day of July, 2023:

Tuesday, June 27, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, June 27, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:01 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer

ATTENDANCE

Director Grant was not in attendance when the in-camera meeting was called to order.

REPORTS:

RELEASE OF CLOSED MEETING INFORMATION - 2022

D. Hillian/W. Cole-Hamilton: THAT the report dated June 23, 2023 providing a summary of the Comox Valley Regional District (CVRD) Board closed-meeting minutes for 2022 and seeking direction for the release of such information where there is no longer a requirement for confidentiality, be received.

208

Carried

D. Hillian/E. Grieve: THAT the Comox Valley Regional District Board authorize the release of the 2022 closed meeting minutes following the severing of information as identified in Appendix A of the staff report dated June 23, 2023.

208

Carried

NEW BUSINESS:

BOARD AND CHIEF ADMINISTRATIVE OFFICER (CAO) RELATIONS

W. Cole-Hamilton/E. Grieve: THAT the verbal update from the Acting CAO regarding relations, be received.

208

Carried

Director Grant joined the meeting at 3:28 pm.

RISE AND REPORT

W. Cole-Hamilton/D. Hillian: THAT the Board rise to the open session of the Regular Meeting of the Board.
208 Carried

Time: 3:59 pm.

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, July 11, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, July 11, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:37 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	J. Martens	General Manager of Corporate Services
	D. DeMarzo	General Manager of Community Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE:

Also in attendance at the in-camera session were K. Douville and L. Kilpatrick, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(c) Labour relations or employee negotiations;
 90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality; and,
 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.

REPORTS:

RISE AND REPORT:

D. Arbour/D. Hillian: THAT the Board rise from its in-camera session.
208

Carried

Time: 5:48 pm.

Confirmed this 25th day of July, 2023:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, July 11, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, July 11, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:01 pm.

MINUTES

Present:

Directors:	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Deputy Chief Administrative Officer
	E. Jackson	Senior Manager of Human Resources

Absent:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')

ATTENDANCE

S. 14

In the absence of the Chair and Vice Chair, Director Hillian was appointed as the Acting Chair.

ADOPTION OF MINUTES:

E. Grieve/J. Kerr: THAT the Comox Valley Regional District Board restricted in-camera minutes dated June 27, 2023 be adopted.

208

Carried

REPORTS:

S. 12(3)(b) and 14

S. 12(3)(b) and 14

RISE AND REPORT:

E. Grieve/W. Morin: THAT the Board rise to the open session of the Regular Meeting of the Board.

208

Carried

Time: 3:59 pm.

Confirmed this _____ day of _____ 20__:

Doug Hillian
Acting Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, July 25, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, July 25, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:00 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	M. Rutten	General Manager of Engineering Services
	A. Yasinski	Acting General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(c) Labour relations or employee negotiations;
90(1)(g) Litigation or potential litigation affecting the regional district; and,
90(1)(j) Information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

The board convened its in-camera session at 7:00 pm.

ADOPTION OF MINUTES:

D. Arbour/W. Cole-Hamilton: THAT the following minutes be adopted:

- Comox Valley Regional District Board in-camera minutes dated June 27, 2023;

- Comox Valley Regional District Board in-camera minutes dated July 11, 2023.

208

Carried

REPORTS:

COMOX VALLEY SEWAGE COMMISSION – JULY 11, 2023

D. Hillian/M. McCollum: THAT the Sewage Commission in-camera minutes dated July 11, 2023 be received.

208

Carried

LEGAL ACTION STATUS REPORT

E. Grieve/D. Hillian: THAT the report dated July 20, 2023 regarding a status report of existing legal actions involving the Comox Valley Regional District be received.

208

Carried

SUMMARY OF ACTIVE INSURANCE CLAIMS

D. Hillian/D. Arbour: THAT the report dated July 21, 2023 regarding insurance claims information involving the Comox Valley Regional District service areas of the period of January 1, 2023 to June 30, 2023 be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

D. Arbour/D. Hillian: THAT the Board adjourn to a restricted in-camera session.

208

Carried

Time: 7:17 pm.

Confirmed this 15th day of August, 2023:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, July 25, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, July 25, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:21 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer
	E. Jackson	Senior Manager of Human Resources

ADJOURN RESTRICTED IN-CAMERA:

The Board adjourned to the restricted in-camera session at 7:21 pm.

Directors Cole-Hamilton and Kerr participated in the meeting via electronic means.

S. 14

REPORTS:

J. Warren left the meeting at 7:22 pm

S. 12(3)(b) and 14

J. Warren returned to the meeting at 7:33 pm.

Directors Ketler, Cole-Hamilton and Arbour were not in attendance for the remainder of the meeting.

Director Hillian assumed the role of presiding member at 7:33 pm.

[REDACTED]

S. 12(3)(b) and 14

[REDACTED]

[REDACTED]

RISE AND REPORT:

M. McCollum/E. Grieve: THAT the Board rise.

208

Carried

Time: 8:57 pm

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Wednesday, August 9, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Wednesday, August 9, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 11:00 am.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer

ADJOURN RESTRICTED IN-CAMERA:

The Board adjourned to a restricted in-camera session at 11:00 am.

S. 14

REPORTS:

S. 12(3)(b) and 14

[REDACTED]

[REDACTED]

S. 12(3)(b) and 14

[REDACTED]

RISE AND REPORT:

D. Arbour/R. Hardy: THAT the Board rise.
208

Carried

Time: 1:48 pm

Confirmed this 26th day of September, 2023:

Jesse Ketler
Chair

Certified Correct:

James Warren
Acting Chief Administrative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, August 15, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, August 15, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:10 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Alt. Directors:	E. Jolicoeur	City of Courtenay
	R. Nichol	Lazo North (Area B)
Staff:	J. Warren	Acting Chief Administrative Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The board convened its in-camera session at 6:10 pm.

ADOPTION OF MINUTES:

D. Hillian/W. Morin: THAT the Comox Valley Regional District Board in-camera minutes dated July 25, 2023 be adopted.

208

Carried

REPORTS:

ISLAND RAIL CORRIDOR FUNDING GRANT

D. Hillian/R. Nichol: THAT the report dated August 9, 2023 regarding an update on the Ministry of Transportation and Infrastructure and Comox Valley Regional District Island Corridor Funding Grant be received.

208

Carried

D. Hillian/K. Grant: THAT the Board write to the Island Corridor Foundation expressing support for the reversion of those portions of the Island rail corridor that bisect First Nations' reserve lands;

AND FURTHER THAT the Board provide a copy of the letter to the Province of BC, Government of Canada and all First Nations and regional districts engaged in the Island Rail Corridor planning process;

AND FINALLY THAT the Board rise and report on this resolution.

208

Carried

W. Cole-Hamilton/D. Arbour: THAT the Comox Valley Regional District Board ratify the Island Rail Corridor Conditional Grant Agreement attached to the report dated August 9, 2023 as Appendix A;

AND FURTHER THAT a work plan be developed for Board consideration;

AND FINALLY THAT the Board rise and report on this resolution.

208

Carried

Confirmed this 29th day of August, 2023:

Jesse Ketler

Chair

Certified Correct and Recorded By:

Lisa Dennis

Manager of Legislative Services

Thursday, August 31, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Thursday, August 31, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 1:10 pm.

MINUTES

Present:

Directors:	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	E. Jackson	Senior Manager of Human Resources

Absent:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')

ATTENDANCE

Director Kerr participated in the meeting via electronic means.

S. 14

ADJOURN RESTRICTED IN-CAMERA:

The Board adjourned to the restricted in-camera session at 1:10 pm.

REPORTS:

S. 12(3)(b) and 14

Confirmed this _____ day of _____ 20__:

Doug Hillian
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, September 12, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, September 12, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 3:18 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	A. Baldwin	Legislative Services Assistant

ATTENDANCE

Also in attendance at the in-camera session were L. Helps, Housing Solutions Advisor, Office of the Premier, and K. Douville, R. Holme, L. Kilpatrick, and C. Wile, CVRD.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session at 3:15 pm pursuant to the following subsections of section 90 of the Community Charter:

- 1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;
- (1)(c) labour relations or other employee relations;
- (2)(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The Board convened its in-camera session at 3:18 pm.

ADOPTION OF MINUTES:

M. McCollum/W. Cole-Hamilton: THAT the Comox Valley Regional District Board in-camera minutes dated August 15, 2023 be adopted.

208

Carried

PETITIONS AND DELEGATIONS:

BC BUILDS PROGRAM

W. Cole-Hamilton/D. Hillian: THAT the information presented by Lisa Helps, Housing Solutions Advisor, Office of the Premier, regarding the BC Builds Program be received.

Carried

RISE AND REPORT:

K. Grant/J. Kerr: THAT the Board rise from its in-camera session.

208

Carried

Time: 3:50 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
General Manager of Corporate Services

Recorded By:

Antoinette Baldwin
Legislative Services Assistant

Tuesday, September 12, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, September 12, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 8:38 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	E. Jackson	Senior Manager of Human Resources

ADOPTION OF MINUTES:

M. McCollum/W. Cole-Hamilton: THAT the Comox Valley Regional District Board restricted in-camera minutes dated August 31, 2023 be adopted.

208

Carried

REPORTS:

[REDACTED]

S. 12(3)(b) and 14

[REDACTED]

E. Jackson, Senior Manager of Human Resources, left the meeting at 9:10 pm

Director McCollum left the meeting at 9:38 pm and returned at 9:54 pm.

S. 12(3)(b)

RISE AND REPORT:

D. Arbour/W. Cole-Hamilton: THAT the Board rise from its restricted in-camera session.

208

Carried

Time: 10:00 pm

Confirmed this _____ day of _____ 20__:

Jesse Ketler

Chair

Certified Correct:

Jake Martens

Deputy Corporate Legislative Officer

Tuesday, September 12, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, September 12, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 8:38 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	E. Jackson	Senior Manager of Human Resources

ADOPTION OF MINUTES:

M. McCollum/W. Cole-Hamilton: THAT the Comox Valley Regional District Board restricted in-camera minutes dated August 31, 2023 be adopted.

208

Carried

REPORTS:

[REDACTED]

S. 12(3)(b) and 14

[REDACTED]

E. Jackson, Senior Manager of Human Resources, left the meeting at 9:10 pm

Director McCollum left the meeting at 9:38 pm and returned at 9:54 pm.

S. 12(3)(b)

RISE AND REPORT:

D. Arbour/W. Cole-Hamilton: THAT the Board rise from its restricted in-camera session.

208

Carried

Time: 10:00 pm

Confirmed this _____ day of _____ 20__:

Jesse Ketler

Chair

Certified Correct:

Jake Martens

Deputy Corporate Legislative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, September 26, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, September 26, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:25 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Acting Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Yasinski	Acting General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

90(1)(c) labour relations or other employee relations; and,

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

The board convened its in-camera session at 4:25 pm.

ATTENDANCE

Also in attendance at the in-camera session was K. Douville, CVRD.

ADOPTION OF MINUTES:

E. Grieve/M. McCollum: THAT the Comox Valley Regional District Board minutes dated September 12, 2023 be adopted.

208

Carried

REPORTS:**ELECTORAL AREAS SERVICES COMMITTEE – SEPTEMBER 11, 2023**

D. Arbour/M. McCollum: THAT the Electoral Areas Services Committee minutes dated September 11, 2023 be received.

208

Carried

COMOX VALLEY SEWAGE COMMISSION – SEPTEMBER 12, 2023

D. Hillian/D. Arbour: THAT the Sewage Commission minutes dated September 12, 2023 be received.

208

Carried

NEW BUSINESS:**K'ÓMOKS TREATY TABLE UPDATE**

D. Arbour/W. Cole-Hamilton: THAT the verbal update from Director Hillian regarding the K'ómoks First Nation treaty process be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

D. Arbour/J. Kerr: THAT the Board adjourn to a restricted in-camera session.

208

Carried

Time: 4:40 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, September 26, 2023

**Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on
Tuesday, September 26, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770
Harmston Avenue, Courtenay, BC commencing at 4:40 pm.**

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer
	E. Jackson	Senior Manager of Human Resources

ADOPTION OF MINUTES:

E. Grieve/D. Arbour: THAT the following minutes be adopted:

208

- Comox Valley Regional District Board restricted in-camera minutes dated April 25, 2023;
- Comox Valley Regional District Board restricted in-camera minutes dated May 12, 2023;
- Comox Valley Regional District Board restricted in-camera minutes dated July 11, 2023;
- Comox Valley Regional District Board restricted in-camera minutes dated July 25, 2023;
- Comox Valley Regional District Board restricted in-camera minutes dated August 9, 2023; and
- Comox Valley Regional District Board restricted in-camera minutes dated September 12, 2023.

Carried

J. Warren, Acting Chief Administrative Officer, left the meeting.

REPORTS:

S. 12(3)(b)

RISE AND REPORT:

D. Arbour/E. Grieve: THAT the Board rise to the open session.
208

Carried

Time: 5:40 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, October 10, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, October 10, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:01 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer

REPORTS:

CHIEF ADMINISTRATIVE OFFICER RECRUITMENT

Discussion was held with James Warren, Acting Chief Administrative Officer, respecting the recruitment for the Chief Administrative Officer position.

J. Warren, Acting Chief Administrative Officer left the meeting at 6:12 pm.

D. Hillian/D. Arbour: THAT James Warren be offered the position of Chief Administrative Officer subject to discussions with the regional district's Human Resources Department concerning contract negotiations.
208 Carried

RISE AND REPORT:

D. Arbour/K. Grant: THAT the Board rise to the open session.
208 Carried

Time: 6:20 pm

Confirmed this _____ day of _____ 20____:



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, October 17, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, October 17, 2023 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:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Staff:	J. Warren	Acting Chief Administrative Officer
	J. Martens	General Manager of Corporate Services

ATTENDANCE:

Also in attendance were Reece Harding and Amy O'Conner of Young Anderson Barristers and Solicitors.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

90(1)(c) labour relations or employee negotiations; and

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

ADOPTION OF MINUTES:

D. Arbour/W. Cole-Hamilton: THAT the Comox Valley Regional District Board in-camera minutes dated September 26, 2023, 2023 be adopted.

REPORTS:**BOARD CODE OF CONDUCT**

E. Grieve/K. Grant: THAT the presentation from Reece Harding, Young Anderson, regarding proposed updates to the Board Code of Conduct Policy P78 be received.

208

Carried

Note: the staff report dated October 10, 2023 regarding proposed updates to the Board Code of Conduct Policy, P78 is provided here for information.

W. Cole-Hamilton/D. Hillian: THAT the matter of the proposed amendment to the Board Code of Conduct Policy be deferred to an in-camera meeting on October 31, 2023.

208

Carried

RISE AND REPORT:

E. Grieve/D. Arbour: THAT the Board rise to the open session.

208

Carried

Time: 3:51 pm

Confirmed this 31st day of October, 2023:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, October 17, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, October 17, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:50 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
Staff:	E. Jackson	Senior Manager of Human Resources

A Portion of the Meeting:

Directors:	M. McCollum	City of Courtenay
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ATTENDANCE

[REDACTED]

S. 14

REPORTS:

[REDACTED]

S. 12(3)(b) and 14

RISE AND REPORT:

D. Arbour/J. Kerr: THAT the Board rise to the open session.

208

Carried

Time: 8:10 pm

Confirmed this _____ day of _____ 20____:

Jesse Ketler

Chair

Certified Correct:

Jake Martens

General Manager of Corporate Services

**COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)**

Tuesday, October 31, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, October 31, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 2:00 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Kerr	Town of Comox
Alt. Director:	R. Nichol	Lazo North (Area B)
Staff:	J. Warren	Acting Chief Administrative Officer
	J. Martens	General Manager of Corporate Services

ATTENDANCE

Also in attendance were Reece Harding and Amy O'Conner of Young Anderson Barristers and Solicitors.

Director Morin was not in attendance when the meeting was called to order.

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

90(1)(c) labour relations or employee negotiations; and

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

ADOPTION OF MINUTES:

D. Arbour/W. Cole-Hamilton: THAT the Comox Valley Regional District Board in-camera minutes dated October 17, 2023 be adopted.

REPORTS:**ELECTORAL AREA SERVICE COMMITTEE - OCTOBER 16, 2023**

E. Grieve/D. Arbour: THAT the Electoral Areas Services Committee in-camera minutes dated October 16, 2023 be received.

208

Carried

BOARD CODE OF CONDUCT

D. Arbour/W. Cole-Hamilton: THAT the information presented by Reece Harding and Amy O'Conner of Young Anderson Barristers and Solicitors regarding the review of the proposed updates to Board Code of Conduct Policy P78 be received.

208

Carried

Director Morin joined the meeting at 2:27 pm.

ADDENDUM - UPON APPROVAL OF BOARD:

D. Hillian/J. Kerr: THAT the addendum be considered.

208

Carried

EXTREME WEATHER RESPONSE SHELTER LOCATION REQUEST

D. Hillian/J. Kerr: THAT the report dated October 30, 2023 regarding an update on the search for location(s) for the Extreme Weather Response Shelter (EWR) and to recommend the use of the Visitor Centre as one possible location be received.

209

Carried

L. Kilpatrick, Community Development & Resilience Manager, provided an overview of the report regarding an update on the search for locations for the Extreme Weather Response Shelter (EWR) and to recommend the use of the Visitor Centre as one possible location.

W. Cole-Hamilton/W. Morin: THAT the Visitor Centre be offered as a location option for the purposes of an Extreme Weather Response Shelter and as approved by BC housing, 8pm to 8am, November 1, 2023 to March 31, 2024 on a cost recovery basis (e.g. increases for utilities, septic tank servicing, snow removal and rent);

AND THAT if selected for an Extreme Weather Response Shelter, the fire alarm system be upgraded as soon as possible for increased occupancy.

209

Carried

RISE AND REPORT:

J. Kerr/K. Grant: THAT the Board rise from its in-camera session.

208

Carried

Time: 4:01 pm.

Tuesday, October 31, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, October 31, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:11 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	W. Cole-Hamilton	City of Courtenay
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	J. Kerr	Town of Comox
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Alt. Directors:	R. Nichol	Lazo North (Area 'B')
Staff:	E. Jackson	Senior Manager of Human Resources

S. 14

ATTENDANCE

REPORTS:

S. 12(3)(b)

RISE AND REPORT:

D. Hillian/R. Nichol: THAT the Board rise to the open session.
 208

Carried

Time: 6:15 pm

Tuesday, November 7, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, November 7, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:54 pm.

MINUTES

Present:

Chair:	W. Cole-Hamilton	City of Courtenay
Vice-Chair:	J. Kerr	Town of Comox
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	V. Brown	Village of Cumberland
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	E. Jackson	Senior Manager of Human Resources

ATTENDANCE

Carolyn MacEachern, Young Anderson Barristers and Solicitors, was also in attendance.

REPORTS:

CHIEF ADMINISTRATIVE OFFICER RECRUITMENT

D. Arbour/K. Grant: THAT the letter dated November 5, 2023 from James Warren provided in response to the Board's proposed employment agreement, be received.

208

Carried

K. Grant/J. Kerr: THAT the CAO Employment Contract Counter Proposal from James Warren, dated November 5, 2023 be approved as presented with the following changes:

- Section 5 starting salary to be adjusted to \$200,000
- Section 7 corresponding 3% adjustment to \$206,000 based on Section 5
- Start date of November 15, 2023

208

Carried

RISE AND REPORT:

R. Hardy/E. Grieve: THAT the Board rise to the open session.

208

Carried

Time: 5:38 pm



**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, November 21, 2023

**Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on
Tuesday, November 21, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770
Harmston Avenue, Courtenay, BC commencing at 3:46 pm.**

MINUTES

Present:

Chair:	W. Cole-Hamilton	City of Courtenay
Vice-Chair:	J. Kerr	Town of Comox
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	V. Brown	Village of Cumberland
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Chief Administrative Officer

ADJOURN TO RESTRICTED IN-CAMERA:

At the open portion of the meeting, the board adopted a resolution to adjourn to a restricted in-camera session pursuant to the following subsections of section 90 of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

90(1)(c) labour relations or employee negotiations; and

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

PRESIDING MEMBER:

As Chair Cole-Hamilton participated in the meeting electronically Vice-Chair Kerr served as the presiding member.

ADOPTION OF MINUTES:

D. Hillian/K. Grant: THAT the following minutes be adopted:

- Comox Valley Regional District Board restricted in-camera minutes dated October 10, 2023;

- Comox Valley Regional District Board restricted in-camera minutes dated October 17, 2023;.
- Comox Valley Regional District Board restricted in-camera minutes dated October 31, 2023; and.
208
- Comox Valley Regional District Board restricted in-camera minutes dated November 7, 2023.
208

Carried

REPORTS:**BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS**

Discussion was held between the Board and the Chief Administrative Officer concerning relations and pertinent legal and personnel matters.

RISE AND REPORT:

D. Hillian/E. Grieve: THAT the Board rise to the open meeting.

208

Carried

Time: 3:57 pm

ADJOURN TO RESTRICTED IN-CAMERA:

The Board reconvened its restricted in-camera meeting at 5:23 pm.

REPORTS CONTINUED:

Discussion between the Board and the Chief Administrative Officer concerning relations was continued.

RISE AND REPORT:

D. Hillian/E. Grieve: THAT the Board rise to the open meeting.

208

Carried

Time: 5:40 pm

Confirmed this _____ day of _____ 20__:

Jonathan Kerr
Vice-Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer



COMOX VALLEY REGIONAL DISTRICT BOARD (IN-CAMERA)

Tuesday, December 12, 2023

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, December 12, 2023 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:32 pm.

MINUTES

Present:

Chair:	W. Cole-Hamilton	City of Courtenay
Vice-Chair:	J. Kerr	Town of Comox
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	V. Brown	Village of Cumberland
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Hardy	Lazo North (Area B)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	J. Warren	Chief Administrative Officer
	L. Wiwcharuk	Chief Financial Officer
Staff:	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ADJOURN TO IN-CAMERA:

At the open portion of the meeting, the Board adopted a resolution to adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(c) Labour relations or employee negotiations;

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

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The Board convened its in-camera session at 5:32 pm.

ADOPTION OF MINUTES:

K. Grant/W. Morin: THAT the Comox Valley Regional District Board in-camera minutes dated October 31, 2023 be adopted.

REPORTS:**ELECTORAL AREAS SERVICES COMMITTEE – NOVEMBER 6, 2023**

W. Morin/K. Grant: THAT the Electoral Areas Services Committee in-camera minutes dated November 6, 2023 be received.

208

Carried

ELECTORAL AREAS SERVICES COMMITTEE – DECEMBER 4, 2023

D. Arbour/D. Hillian: THAT the Electoral Areas Services Committee in-camera minutes dated December 4, 2023 be received.

208

Carried

SEWAGE COMMISSION - DECEMBER 5, 2023

D. Hillian/W. Morin: THAT the Sewage Commission in-camera minutes dated December 5, 2023 be received.

208

Carried

K'ÓMOKS TREATY TABLE UPDATE

Director Hillian provided an update regarding the K'ómoks First Nation treaty process.

ADJOURN TO RESTRICTED IN-CAMERA:

K. Grant/W. Morin: THAT the Board adjourn to a restricted in-camera session.

208

Carried

Time: 5:47 pm.

Confirmed this 9th day of January, 2024:

Will Cole-Hamilton
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

**COMOX VALLEY REGIONAL DISTRICT BOARD
(RESTRICTED IN-CAMERA)**

Tuesday, December 12, 2023

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on Tuesday, December 12, 2023 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:

Chair:	W. Cole-Hamilton	City of Courtenay
Vice-Chair:	J. Kerr	Town of Comox
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	R. Hardy	Lazo-North (Area 'B')
	V. Brown	Village of Cumberland
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
Staff:	J. Warren	Chief Administrative Officer

ADOPTION OF MINUTES:

E. Grieve/D. Hillian: THAT the following minutes be adopted:

- Comox Valley Regional District restricted in-camera minutes dated September 26, 2023; and

- Comox Valley Regional District restricted in-camera minutes dated November 21, 2023.

208

Carried

REPORTS:

S. 12(3)(b)

CVRD BOARD OF DIRECTORS ORIENTATION, DEVELOPMENT AND TRAINING POLICY

Discussion was held respecting Board orientation and training.

RISE AND REPORT:

K. Grant/E. Grieve: THAT the Board rise to the open session.
208

Carried

Time: 3:43 pm

ADJOURN TO RESTRICTED IN-CAMERA:

The Board reconvened its restricted in-camera meeting at 6:16 pm.

REPORTS CONTINUED:**BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS**

Discussion was held between the Board and Chief Administrative Officer concerning relations and pertinent legal and personnel matters.

RISE AND REPORT

E. Grieve/D. Hillian: THAT the Board rise to the open session.
208

Carried

Time: 6:23 pm

Confirmed this _____ day of _____ 20____:

Will Cole-Hamilton
Chair

Certified Correct:

Jake Martens
General Manager of Corporate Services