



**COWICHAN VALLEY REGIONAL DISTRICT
ELECTORAL AREA SERVICES COMMITTEE MINUTES
Wednesday, November 19, 2025 01:30 PM**

**Boardroom
175 Ingram Street, Duncan, BC**

PRESENT:

Chair J. McClinton
Director H. Abbott
Director S. Acton
Director K. Deck*
Director I. Morrison
Director A. Nicholson
Director M. Wilson
Alternate Director K. Speers

ABSENT:

Director K. Segall
Director B. Maartman

ALSO PRESENT:

D. Myles Wilson, Chief Administrative Officer
A. Boyd, Deputy Corporate Officer
T. Bowen, Chief Financial Officer
C. Postings, General Manager, Corporate Services Department
D. Mooney, General Manager Operations Department
B. Farquhar, Senior Manager, Parks & Trails Division
I. Sarady, Senior Manager, Recycling & Waste Management Division
I. MacDonald, Acting General Manager, Land Use Services Department
M. Pressman, Manager, Development Services Division
M. Tippet, Manager, Community Planning Division*
L. Wilson, Manager, Parks Planning & Stewardship*
G. Cooper, Manager, Fire Rescue Services
J. Dubyna, Planner III
L. Berscheid, Environmental Technologist II*
M. Walker, Parks & Trails Planner
V. Phelan, Secretary III

*Participated Electronically

1. APPROVAL OF AGENDA

It was moved and seconded:

That the Agenda be approved, as circulated.

MOTION CARRIED

2. ADOPTION OF MINUTES

2.1 Electoral Area Services Committee Meeting of November 5, 2025.

It was moved and seconded:

That the minutes of the Electoral Area Services Committee meeting of November 5, 2025, be adopted

MOTION CARRIED

3. BUSINESS ARISING FROM THE MINUTES

4. PUBLIC INPUT PERIOD

Director K. Deck joined the meeting at 1:34 p.m.

5. CORRESPONDENCE

5.1 Grant-in-Aid Request, Electoral Area D - Cowichan Bay Re: Cowichan Community Land Trust

It was moved and seconded:

That it be recommended to the Board:

That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$500 be provided to the Cowichan Community Land Trust to provide support for the 2025 Quw'utsun Sta'lo' Skewyul Celebration (Cowichan River Day).

MOTION CARRIED

5.2 Grant-in-Aid Request, Electoral Area D - Cowichan Bay Re: Cowichan Estuary Nature Centre

It was moved and seconded:

That it be recommended to the Board:

That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$1,500 be provided to the Cowichan Estuary Nature Centre to support funding for the accessibility ramp replacement.

MOTION CARRIED

6. REPORTS

- 6.1 Application No. SA24A03 - Section 510 Park Land Dedication (2528 and 2522 Mill Bay Road/PIDs: 032-165-307 and 032-165-315)

It was moved and seconded:

That it be recommended to the Board:

That the proposed 5% cash-in-lieu for park land dedication under Section 510 of the *Local Government Act* for Subdivision Application No. SA24A03 (2528 and 2522 Mill Bay Road, PIDs: 032-165-307 and 032-165-315), be accepted.

MOTION CARRIED

- 6.2 Barry Road Active Transportation Enhancement – Stonebridge Development

It was moved and seconded:

That it be recommended to the Board:

That the CVRD enter into a License of Occupation agreement with the Ministry of Transportation and Transit for an Active Transportation roadside pathway along a portion of the west side of Barry Road between Shawnigan Creek and Shawnigan Mill Bay Road for a renewable term of up to twenty years.

MOTION CARRIED

- 6.3 Wessex Ravine Park Village Connector Trail Management Plan

It was moved and seconded:

That it be recommended to the Board:

That the November 2025 Impacts Assessment and Management Plan for Stair Use Near the Wessex Great Blue Heron Colony, be endorsed.

MOTION CARRIED

- 6.4 Union of BC Municipalities Grant Application – Community Emergency Preparedness Fund

It was moved and seconded:

That it be recommended to the Board:

That a grant application in the amount of \$240,000 be submitted to the Union of British Columbia Municipalities Community Emergency Preparedness Fund –

Volunteer and Composite Departments Equipment and Training, for the fire department equipment and training.

MOTION CARRIED

6.5 Curbside - Assisted Set-Out and Service Exemption

It was moved and seconded:

That it be recommended to the Board:

1. That in order to align with curbside collection standards practiced by neighbouring jurisdictions, ensure consistent handling of residentially generated waste materials, support low curbside utility fees for the vast majority of curbside users across the region, all properties that currently have a grandfathered exemption will be integrated into the curbside collection program by January 1, 2027 or at the earliest time possible; and
2. That the assisted set-out service of curbside totes be provided to customers that can verify their need for it, where the service can be provided without risk to CVRD staff, and where the service is re-evaluated at regular frequencies in accordance with a standard operating procedure and associated service agreement.

It was moved and seconded:

That the motion be severed.

MOTION CARRIED

It was moved and seconded:

That it be recommended to the Board:

That in order to align with curbside collection standards practiced by neighbouring jurisdictions, ensure consistent handling of residentially generated waste materials, support low curbside utility fees for the vast majority of curbside users across the region, all properties that currently have a grandfathered exemption will be integrated into the curbside collection program by January 1, 2027 or at the earliest time possible.

It was moved and seconded:

That the motion be amended to delete the words, "or at the earliest time possible".

MOTION CARRIED

Voting resumed on the main motion, as amended

It was moved and seconded:

That it be recommended to the Board:

That in order to align with curbside collection standards practiced by neighbouring jurisdictions, ensure consistent handling of residentially generated waste materials, support low curbside utility fees for the vast majority of curbside users across the

region, all properties that currently have a grandfathered exemption will be integrated into the curbside collection program by January 1, 2027.

MOTION CARRIED

It was moved and seconded:

That it be recommended to the Board:

That the assisted set-out service of curbside totes be provided to customers that can verify their need for it, where the service can be provided without risk to CVRD staff, and where the service is re-evaluated at regular frequencies in accordance with a standard operating procedure and associated service agreement.

MOTION CARRIED

The Electoral Area Services Committee meeting recessed at 2:46 p.m.

The Electoral Area Services Committee meeting resumed at 2:59 p.m.

6.6 Curbside Bylaw No. 4641 - Amendment

It was moved and seconded:

That it be recommended to the Board:

That “CVRD Bylaw No. 4690 - Residential Curbside Collection Amendment Bylaw, 2025”, be considered for three readings, and adoption.

MOTION CARRIED

6.7 2026 Draft Budget – Community Works Fund

It is moved and seconded:

That it be recommended to the Board:

1. That an allocation of \$3,606,190 in Community Works Funds for projects listed in Attachment A be approved as presented and forwarded to the Board to be included in the 2026 Draft Budget; and
2. That the interest earned on previous rounds of Community Works Funds be used for continued work on Cowichan Valley Regional District Asset Management.

It was moved and seconded:

That the motion be amended to add the Chiller Gasket Replacement and the Ice Resurfacer Battery Replacement projects for Function 411 Kerry Park Recreation Centre to the projects listed in Attachment A and that the total amount in the motion increased from \$3,606,190 to \$3,701,190.

MOTION CARRIED

Voting resumed on the main motion, as amended

It is moved and seconded:

That it be recommended to the Board:

- 1. That an allocation of \$3,701,190 in Community Works Funds for projects listed in Attachment A, as amended, be approved and forwarded to the Board to be included in the 2026 Draft Budget; and**
- 2. That the interest earned on previous rounds of Community Works Funds be used for continued work on Cowichan Valley Regional District Asset Management.**

MOTION CARRIED

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. QUESTION PERIOD

10. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned at 3:54 p.m.

CHAIR

RECORDING SECRETARY