

Tuesday, January 12, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on January 12, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:17pm.

MINUTES

Present:

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

ATTENDANCE:

Also in attendance at the in-camera portion of the meeting 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 subsections of section 90 of the Community Charter:

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

The board convened its in-camera session at 7:17 pm.

ADOPTION OF MINUTES:

K. Grant/W. Morin: THAT the Comox Valley Regional District Board in-camera minutes dated December 15, 2020 be adopted. [[Item](#)]

REPORTS:

[REDACTED]

S.12(3)(b)

S.17(1)(f)

K. Grant/W. Cole-Hamilton: THAT the verbal update from R. Dyson, CAO, regarding the [REDACTED]
[REDACTED] be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

K. Grant/D. Hillian: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 7:38 pm.

Confirmed this 26th day of, January, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, January 12, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on January 12, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:39 pm.

MINUTES

Present:

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

ATTENDANCE:

With the exception of Chair Ketler, Director Grant and Alternate Director Flawse, all members participated by electronic means.

ADOPTION OF MINUTES:

K. Grant/L. Flawse: THAT the Comox Valley Regional District Board restricted in-camera minutes dated December 15, 2020 be adopted.

208

Carried

REPORTS:

CUPE BARGAINING INTRODUCTION

K. Grant/E. Grieve: THAT the report dated January 7, 2021 introducing the Comox Valley Regional District (CVRD) employer's position in advance of the CVRD and CUPE Local 556 (CUPE) bargaining sessions set for February and March 2021, be received.

208

Carried

RISE AND REPORT:

THAT the Board rise from its restricted in-camera session.

208

Tuesday, January 26, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on January 26, 2021 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:

Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	M. McCollum	City of Courtenay
	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
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	S. Smith	General Manager of Planning and Development Services
	L. Dennis	Manager of Legislative Services

Absent:

Chair:	J. Ketler	Village of Cumberland
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ATTENDANCE:

With the exception of Vice-Chair Hamir and Directors Arbour, Grant and Grieve, all directors participated in the meeting via electronic means.

Also in attendance was K. Douville, CVRD, and M. Harrison, CVRD, via Zoom.

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.

The board convened its in-camera session at 3:01 pm.

REPORTS:

S.12(3)(b)

K. Grant/E. Grieve: THAT the report dated January 21, 2021 to

208

Carried

S.17(1)(f)

D. DeMarzo, General Manager of Community Services, presented an overview of the staff report

S.17(1)(f)

D. Arbour/K. Grant:

S.17(1)(f)

208

Carried

RISE AND REPORT:

E. Grieve/K. Grant: THAT the board rise from its in-camera session.

208

Carried

Time: 3:50 pm.

Confirmed this 9th day of February, 2021:

Tuesday, January 26, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on January 26, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:34 pm.

MINUTES

Present:

Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	M. McCollum	City of Courtenay
	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
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	S. Smith	General Manager of Planning and Development Services
	L. Dennis	Manager of Legislative Services

Absent:

Chair:	J. Ketler	Village of Cumberland
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ATTENDANCE:

With the exception of Vice-Chair Hamir and Directors Arbour, Grant and Grieve, all directors participated in the meeting via electronic means.

Also in attendance 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)(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 the meeting at 7:34 pm.

ADOPTION OF MINUTES:

K. Grant/W. Cole-Hamilton: THAT the Comox Valley Regional District Board in-camera minutes dated January 12, 2021 be adopted.

208

Carried

VARY THE AGENDA

K. Grant/D. Arbour: THAT the agenda be varied to move agenda items 3 and 4 regarding the Comox Valley Economic Development Society (CVEDS) forward on the agenda, and to move the Treaty Table update to the next board in-camera meeting.

208

Carried

Mayors Arnott and Wells joined the in-camera meeting at 7:45 pm via electronic means, in order to participate in the discussions regarding the Comox Valley Economic Development Society (CVEDS), as municipal designates to the CVEDS Board.

REPORTS:

ECONOMIC DEVELOPMENT SERVICE REVIEW UPDATE

Vice-Chair Hamir provided a verbal update regarding the preliminary meeting of the Economic Development Service Review on January 19, 2021 on behalf of Chair Ketler.

LEGAL OPINION REGARDING THE COMOX VALLEY ECONOMIC DEVELOPMENT SOCIETY

D. Arbour/K. Grant: THAT the report dated January 21, 2021 regarding potential legal and liability issues related to a notice to terminate the Service Agreement between the Comox Valley Economic Development Society (CVEDS) and the CVRD be received.

209

Carried

D. Hillian/K. Grant: That the board direct the chair or designate to engage with the Comox Valley Economic Development Society to obtain the information required to assist in the evaluation of liabilities and assets, by February 10, 2021.

209

Carried *NAY: D. Arbour, W.
Morin*

Mayors Arnott and Wells left the meeting at 8:30 pm.

SEWAGE COMMISSION - DECEMBER 17, 2020

E. Grieve/K. Grant: THAT the Comox Valley Sewage Commission in-camera minutes dated December 17, 2020 be received.

208

Carried

RISE AND REPORT:

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

208

Carried

Time: 8:37 pm.

Confirmed this 9th day of February, 2021:

Arzeena Hamir

Vice-Chair

Certified Correct and Recorded By:

Lisa Dennis

Manager of Legislative Services

Tuesday, February 9, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on February 9, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:58 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	M. Foort	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:

With the exception of Chair Ketler and Directors Arbour and Hillian, all directors attended via electronic means.

Also in attendance 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 subsections 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;

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 7:58 pm.

THAT the agenda be varied to bring forward item D.3 - Economic Development Services.

ECONOMIC DEVELOPMENT SERVICES

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society.

R. Dyson, CAO, provided a verbal update regarding economic development services.

A. Hamir/E. Grieve: THAT the correspondence dated January 28, 2021 from Vice-Chair Hamir to Deana Simkin, President, Comox Valley Economic Development Society (CVEDS), requesting the information required to assist in the evaluation of CVEDS liabilities and assets by February 10, 2021; and reply from John Watson, Executive Director, Comox Valley Economic Development & Tourism, requesting a meeting be received.

209

Carried

Mayors Arnott and Wells left the meeting at 8:10 pm.

ADOPTION OF MINUTES:

D. Hillian/D. Arbour: THAT the Comox Valley Regional District Board special in-camera minutes dated January 26, 2021, be adopted.

208

Carried

D. Hillian/D. Arbour: THAT the Comox Valley Regional District Board in-camera minutes dated January 26, 2021, be adopted.

208

Carried

REPORTS:

TREATY TABLE UPDATE

Director Hillian provided a verbal update regarding his participation at the Treaty Main Table, progress towards treaty, and the expected timeframe.

S.12(3)(b)

E. Grieve/W. Cole-Hamilton: THAT the verbal update from R. Dyson, CAO, and D. DeMarzo, General Manager of Community Services, [REDACTED] S. 17(1)(f)

█ be received.

208

Carried

RISE AND REPORT:

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

208

Carried

Time: 8:34 am.

Confirmed this 23rd day of February, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, February 23, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on February 23, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:45 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	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:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
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ATTENDANCE:

With the exception of Chair Ketler and Directors Grant, Grieve and Hillian, all directors attended via electronic means.

Also in attendance 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)(c) Labour relations or employee negotiations;
- 90(1)(g) Litigation or potential litigation affecting the regional district; 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 4:45 pm.

ADOPTION OF MINUTES:

A. Hamir/K. Grant: THAT the Comox Valley Regional District Board minutes dated February 9, 2021 be adopted.

208

Carried

REPORTS:

COMOX VALLEY ECONOMIC DEVELOPMENT SOCIETY CONTRACT

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society.

E. Grieve/K. Grant: THAT the report dated February 18, 2021 regarding potential issues related to a notice to terminate the service agreement between the Comox Valley Economic Development Society (CVEDS) and the CVRD be received.

209

Carried

R. Dyson, CAO, provided a verbal update regarding economic development services.

E. Grieve/D. Hillian: THAT the Comox Valley Regional District provide six months' notice of the termination of the Comox Valley Economic Development Society contract, and direct staff to undertake a thorough investigation into plans to manage the process and continuation of some level of service (Visitors Centre / MRDT) through the transition and beyond.

209

Carried

D. Hillian/K. Grant: THAT the board rise and report on the termination of the Comox Valley Economic Development Society (CVEDS) contract pending notification of CVEDS and Tourism BC.

209

Carried

ELECTORAL AREAS SERVICES COMMITTEE – FEBRUARY 8, 2021

E. Grieve/D. Hillian: THAT the Electoral Areas Services Committee in-camera minutes dated February 8, 2021 be received.

208

Carried

K. Grant/W. Cole-Hamilton: THAT the Comox Valley Regional District Board approve legal action and enforcement to halt contravention of Bylaw No. 337 being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014" and Bylaw No. 2042, being the "Rural Comox Valley Official Community Plan Bylaw, 1998" on the properties legally described as;

- That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan VIP70188 and EPP24391 (PID 000-866-792);
- The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured

red on Plan 79 RW and except that part in plan VIP70188 (PID 000-866-814);

- That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the south of the north bank of the Puntledge River (PID 003-922-308);
- That Part of the south east ¼ of Section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343 (PID 003-922-391);
- The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W. (PID 003-924-033);
- Lot A Sections 10 and 15, Township 9, Comox District, Plan EPP23059 (PID 028-915-194)".

208 and 213

Carried

[S. 17\(1\)\(f\)](#)

E. Grieve/A. Hamir: [REDACTED];

209

Carried

LEGAL ACTION STATUS REPORT

E. Grieve/K. Grant: THAT the report dated February 16, 2021 regarding the status of existing legal actions involving the Comox Valley Regional District be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

D. Hillian/E. Grieve: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 5:44 pm.

Confirmed this 16th day of March, 2021:

Jesse Ketler

Chair

Certified Correct and Recorded By:

Lisa Dennis

Manager of Legislative Services

Tuesday, February 23, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on February 23, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:45 p.m.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
Directors:	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	D. Hillian	City of Courtenay
	W. Cole-Hamilton	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer

Absent:

Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
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ATTENDANCE:

With the exception of Chair Ketler and Directors Hillian and Grieve, all members participated electronically.

ADOPTION OF MINUTES:

E. Grieve/K. Grant: THAT the Comox Valley Regional District restricted in-camera minutes dated January 12, 2021 be adopted.

208

Carried

REPORTS:

BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS - ONGOING TOPIC

The Board and the Chief Administrative Officer continued their discussions regarding relations.

RISE AND REPORT:

W. Morin/E. Grieve: THAT the Board rise from its restricted in-camera meeting.

208

Carried

Time: 6:32 p.m.

Tuesday, March 16, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on March 16, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:35 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	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:

With the exception of Chair Ketler and Directors Arbour, Grant, Grieve, and Hamir, all directors attended via electronic means.

Also in attendance were K. Douville and E. Jackson, 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; and,
- 90(1)(g) Litigation or potential litigation affecting the regional district.

The board convened its in-camera session at 4:35 pm.

ADOPTION OF MINUTES:

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board in-camera minutes dated February 23, 2021 be adopted as amended, to reflect Director Arbour as absent and Mayors Arnott and Wells as representatives to the Comox Valley Economic Development Society.

208

Carried

REPORTS:

SUMMARY OF ACTIVE INSURANCE CLAIMS

D. Arbour/K. Grant: THAT the report dated March 8, 2021 regarding all the current active insurance claims involving the Comox Valley Regional District (CVRD) including vehicle claims, and property and liability claims filed with the Municipal Insurance Association be received.

208

Carried

COMOX VALLEY ECONOMIC DEVELOPMENT SERVICE

D. Arbour/K. Grant: THAT the verbal report from R. Dyson, CAO, regarding a request for interim resources in support of the Comox Valley Economic Development Service be received.

209

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

E. Grieve/A. Hamir: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 4:51 pm.

Confirmed this 30th day of March, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, March 16, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on March 16, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:52 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
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')
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	D. Hillian	City of Courtenay
	W. Cole-Hamilton	City of Courtenay
Staff:	M. Foort	Chief Financial Officer
	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development Services

ATTENDANCE:

With the exception of Chair Ketler and Directors Grieve, Hamir, Arbour and Grant, all directors participated electronically.

Also in attendance was E. Jackson, Senior Manager of Human Resources.

ADOPTION OF MINUTES:

K. Grant/D. Arbour: THAT the Comox Valley Regional District restricted in-camera minutes dated February 23, 2021 be adopted.

208

Carried

REPORTS:

RATIFICATION OF BARGAINING WITH CUPE LOCAL 556

D. Arbour/E. Grieve: THAT the report dated March 12, 2021 providing an update and request agreement ratification on culmination of bargaining between the Comox Valley Regional District (CVRD) and the Canadian Union of Public Employees Local 556 (CUPE), be received.

J. Warren, Deputy CAO and E. Jackson, Senior Manager of Human Resources provided an overview of the staff report regarding bargaining between the Comox Valley Regional District (CVRD) and the Canadian Union of Public Employees Local 556 (CUPE),

K. Grant/D. Arbour: THAT the agreement between the Comox Valley Regional District and Canadian Union of Public Employees Local 556 for the term of January 1, 2021 to December 31, 2024 be approved;

AND FURTHER THAT the Corporate Legislative Officer be authorized to execute the agreement;

AND FINALLY THAT the Board rise and report on this resolution through a joint media release with CUPE Local 556.

208

Carried

RISE AND REPORT:

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

208

Carried

Time: 5:08 pm

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer

Tuesday, March 30, 2021

**Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on March 30, 2021
in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC
commencing at 5:35 pm.**

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
Other:	M. McCollum	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	T. Trieu	Acting General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE:

With the exception of Chair Ketler and Director Grant, all directors attended via electronic means.

Also in attendance was K. Douville, Manager of Financial Planning, 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)(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 5:35 pm.

ADOPTION OF MINUTES:

K. Grant/M. McCollum: THAT the Comox Valley Regional District Board in-camera minutes dated March 16, 2021, be adopted.

208

Carried

REPORTS:

Prior to consideration of this item, Director Swift declared a conflict of interest as her husband is legal counsel for the Comox Valley Economic Development Society, and left the meeting at 5:36 pm.

TRANSITION – THE CVEDS CONTRACT AND THE SERVICE REVIEW

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society.

K. Grant/M. McCollum: THAT the report dated March 24, 2021 regarding a plan to address a number of urgent matters required to support the 2021 transition with the termination of the Comox Valley Economic Development Society (CVEDS) contract and the economic development service review be received.

209

Carried

R. Dyson, Chief Administrative Officer, provided an overview of the staff report regarding a plan to address a number of urgent matters required to support the 2021 transition with the termination of the Comox Valley Economic Development Society (CVEDS) contract and the economic development service review.

K. Grant/D. Hillian: THAT the Comox Valley Regional District Board adopt the following five-point plan to direct the termination of the Comox Valley Regional District (CVRD)/ Comox Valley Economic Development Society (CVEDS) contract, scheduled to expire on August 26, 2021:

Point 1: Recommend to CVEDS (Members, Directors and Staff) to act transparently, share information (internally and externally) and operate in community's interest towards CVRD/CVEDS contract termination including:

- Honour for the expertise, history and knowledge contained in the current CVEDS Executive (Directors Staff);
- Respect for CVEDS executive decision-making authority;
- If necessary, a CVEDS request to the CVRD to support the Society Members;

Point 2: Request to CVEDS that it transfer to the CVRD the:

- subcontract with Tourism Vancouver Island for tourism/destination marketing (effective April 15, 2021);
- title and outstanding mortgage for the Visitor Centre (effective August 2021);
- role of secretariat for the Economic Recovery Task Force;

Point 3: CVRD assumes Tourism Vancouver Island contract until December 31, 2021 based on a Tourism Vancouver Island plan that is approved by CVRD to continue the tourism, Visitor Centre operations, and destination marketing promotion (ie MRDT, seafood fest, website/social media/marketing presence, other matters), enabling in part the CVRD to support a smooth transition of the MRDT program with CVEDS and the City of Courtenay;

Point 4: CVRD assumes payment of the Visitor Centre debts and liabilities and determines future through the service review;

Point 5: CVRD assumes support for Economic Recovery Task Force and this continues until no later than December 31, 2021.

209

Carried

K. Grant/D. Hillian: THAT the CVRD Board return to the Comox Valley Economic Development Society the annual work plan, which was received by the CVRD on February 9, 2021, advising that the annual work plan is not approved because

- a. the CVRD issued notice of terminating the CVRD/CVEDS contract, effective August 26, 2021;
- b. the CVRD recognizes the important and valuable role for CVEDS to undertake in winding down activities related to the expiring contract; and,
- c. the CVRD encourages CVEDS to accept and support the five-point plan to direct the termination of the contract.

209

Carried

D. Hillian/E. Grieve: THAT the board rise and report on the staff report dated March 24, 2021 regarding the CVEDS Contract and the Service Review, subject to the report being updated to remove the references to Appendix B being the confidential correspondence from CVEDS president to CVRD regarding contract expiry and transition.

209

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

K. Grant/E. Grieve: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 7:09 pm.

Confirmed this 13th day of April, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, March 30, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on March 30, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 7:12 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
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')
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	D. Hillian	City of Courtenay
	W. Cole-Hamilton	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer

ATTENDANCE:

With the exception of Chair Ketler and Director Grant, all members participated electronically.

ADOPTION OF MINUTES:

W. Cole-Hamilton/K. Grant: THAT the Comox Valley Regional District Board restricted in-camera minutes dated March 16, 2021 be adopted.

208

Carried

REPORTS:**BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS - ONGOING TOPIC**

R. Dyson, CAO provided a presentation concerning relations and potential health services within the Comox Valley.

D. Arbour/K. Grant: THAT staff prepare a report on how best to support Comox Valley interests for a health services hub / consolidated lease concept, including a high level consideration for hospital district governance.

208

Carried

RISE AND REPORT:

K. Grant/A. Hamir: THAT the Board rise and report from its in-camera sessions.
208

Carried

Time: 7:38 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer

Tuesday, April 27, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on April 27, 2021 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:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	L. Dennis	Manager of Legislative Services

ATTENDANCE:

With the exception of Chair Ketler and Director Arbour, all directors attended via electronic means.

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)(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 5:37 pm.

ADOPTION OF MINUTES:

D. Arbour/D. Hillian: THAT the Comox Valley Regional District Board in-camera minutes dated April 13, 2021

be adopted.

208

Carried

REPORTS:

ECONOMIC DEVELOPMENT SERVICE REVIEW AND RELATED MATTERS

Prior to consideration of this item, Director Swift declared a conflict of interest as her husband is legal counsel for the Comox Valley Economic Development Society, and left the meeting at 5:38 PM.

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society.

D. Hillian/M. McCollum: THAT the following items be received:

- Verbal updates from Chair Ketler and R. Dyson, CAO, regarding the economic development service review and other related matters.

- Correspondence dated April 26, 2021 from Deana Simkin, Chair, Comox Valley Economic Development Society, in response to the CVRD letter of March 31, 2021.

- Correspondence dated April 26, 2021 from [REDACTED]

209

Carried

S.16(1)(b)

RISE AND REPORT:

D. Hillian/W. Cole-Hamilton: THAT the board rise from its in-camera session.

208

Carried

Time: 6:26 pm.

Confirmed this 11th day of May, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, May 11, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on May 11, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:46 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	K. La Rose	Acting General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

ATTENDANCE:

Directors Cole-Hamilton, Grant, McCollum, Morin, and Swift were in attendance via electronic means.

D. DeMarzo and K. LaRose, CVRD, attended via electronic means.

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)(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 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 5:46 pm.

ADOPTION OF MINUTES:

D. Hillian/E. Grieve: THAT the Comox Valley Regional District Board in-camera minutes dated April 27, 2021 be adopted.

208

Carried

ADDENDUM - UPON APPROVAL OF BOARD:

D. Arbour/D. Hillian: THAT the addendum be considered.

208

Carried

COMOX VALLEY ECONOMIC DEVELOPMENT FIVE POINT PLAN UPDATE

Prior to consideration of this item, Director Swift declared a conflict of interest as her husband is legal counsel for the Comox Valley Economic Development Society, and left the meeting at 5:49 pm.

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society.

D. Arbour/D. Hillian: THAT the report dated May 11, 2021 regarding an update on the five point plan adopted to guide the termination of the Comox Valley Economic Development Society contract be received.

209

Carried

D. Hillian/E. Grieve: THAT the board continue to support the five-point plan to direct the termination of the Comox Valley Regional District / Comox Valley Economic Development Society contract, scheduled to expire on August 26, 2021;

AND THAT the board supports the continued engagement of the Chief Administrative Officers within the service area to support the implementation of the Boards five point plan.

209

W. Morin/A. Hamir: THAT the motion be amended to add the following:

AND FINALLY THAT, if significant information is not presented at the May 25, 2021 board meeting, the board re-evaluate the five point plan.

209

Carried

The vote was taken on the main motion, as amended, as follows:

THAT the board continue to support the five-point plan to direct the termination of the Comox Valley Regional District / Comox Valley Economic Development Society contract, scheduled to expire on August 26, 2021;

AND THAT the board supports the continued engagement of the Chief Administrative Officers within the service area to support the implementation of the Boards five point plan;

AND FINALLY THAT, if significant information is not presented at the May 25, 2021 board meeting, the board re-evaluate the five point plan.

209

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

The board did not adjourn to a restricted in-camera session.

RISE AND REPORT:

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

Carried

Time: 6:45 pm.

Confirmed this 25th day of May, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, May 25, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on May 25, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:46 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Frisch	City of Courtenay
	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
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	D. DeMarzo	General Manager of Community Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Acting General Manager of Corporate Services

ATTENDANCE:

With the exception of Chair Kelter and Directors Arbour, Hamir and Grieve, all directors participated by electronic means.

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 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)(b) Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;

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)(f) Law enforcement, if the committee/board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

90(1)(g) Litigation or potential litigation affecting the regional district;
90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
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;
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 board, could reasonably be expected to harm the interests of the regional district if they were held in public;
90(1)(n) The consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).
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 6:46 pm.

ADOPTION OF MINUTES:

D. Arbour/D. Hillian: THAT the Comox Valley Regional District Board in-camera minutes dated May 11, 2021 be adopted.

208

Carried

REPORTS:

ECONOMIC DEVELOPMENT SERVICE - FIVE POINT PLAN UPDATE

Prior to consideration of this item, Director Swift declared a conflict of interest as her husband is legal counsel for the Comox Valley Economic Development Society, and left the meeting at 6:46 pm.

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society, along with G. Garbutt, CAO, City of Courtenay, and J. Wall, CAO, Town of Comox. All attended via electronic means.

D. Hillian/E. Grieve: THAT the report dated May 21, 2021 providing an update on the five point plan adopted to guide the termination of the Comox Valley Economic Development (CVEDS) Society contract be received.

209

Carried

D. Arbour/E. Grieve: THAT in accordance with the approved 'five-point plan' respecting the transition of the Comox Valley Economic Development Service delivery contract, staff be directed to engage with the Comox Valley Economic Development Society (CVEDS) to determine the net liabilities to be assumed by the Comox Valley Regional District (CVRD) including the payout of the demand loan and other settlement liabilities;

AND FURTHER THAT the final details of such settlement with consideration to the transfer of the Vancouver Island Visitor Information Centre to the CVRD and indemnification of the CVEDS Board of Directors be brought back before the Board for consideration of approval.

209

Carried

ELECTORAL AREAS SERVICES COMMITTEE – MAY 10, 2021

E. Grieve/A. Hamir: THAT the Electoral Areas Services Committee in-camera minutes dated May 10, 2021 be received.

208

Carried

E. Grieve/D. Hillian: THAT the \$80,000 in total unallocated funds from the feasibility services for Bayne Sound (Electoral Area A), Lazo North (Electoral Area B) and Puntledge-Black Creek (Electoral Area C) be allocated for legal costs to support the procurement process to mitigate risk for Comox Valley Regional District residents surrounding early termination/cancellation of existing waste collection contracts.

208

Carried

RELEASE OF CLOSED MEETING INFORMATION FOR 2020

W. Morin/D. Arbour: THAT the report dated May 19, 2021 regarding a summary of closed meeting minutes from 2020 seeking approval for the release of such information where there is no longer a requirement for confidentially be received.

208

Carried

E. Grieve/D. Arbour: THAT the board authorize the release of the 2020 board closed meeting minutes following the severing of information as identified in Appendix A of the staff report dated May 19, 2021.

208

Carried

RISE AND REPORT:

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

208

Carried

Time: 7:11 pm.

Confirmed this 15th day of June, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, June 15, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on June 15, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:24 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy 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:

Directors Cole-Hamilton and Grieve attended via electronic means.

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)(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 6:24 pm.

ADOPTION OF MINUTES:

K. Grant/D. Arbour: THAT the Comox Valley Regional District Board in-camera minutes dated May 25, 2021 be adopted.

208

Carried

REPORTS:

COMOX VALLEY ECONOMIC DEVELOPMENT SOCIETY CONTRACT REVIEW

Prior to consideration of this item, Director Swift declared a conflict of interest as her husband is legal counsel for the Comox Valley Economic Development Society, and left the meeting at 6:38 pm.

Mayor Wells was in attendance at this portion of the meeting as a municipal representatives to the Comox Valley Economic Development Society, as well as J. Wall, CAO, Town of Comox, both via electronic means.

D. Arbour/A. Hamir: THAT the verbal update from R. Dyson, Chief Administrative Officer, regarding the Comox Valley Economic Development contract review be received.

208

Carried

Director Swift returned to the meeting at 6:39 pm.

ADJOURN TO RESTRICTED IN-CAMERA:

The board recessed to a restricted in-camera session.

Time: 6:41 pm.

Confirmed this 29th day of June, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, June 15, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on June 15, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:44 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
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')
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	D. Hillian	City of Courtenay
	W. Cole-Hamilton	City of Courtenay
Staff:	J. Warren	Deputy Chief Administrative Officer

ATTENDANCE:

Directors Cole-Hamilton and Grieve participated in this meeting by electronic means.

ADDENDUM - UPON APPROVAL OF BOARD:

K. Grant/D. Arbour: THAT the addendum be considered.

208

Carried

CAO PERFORMANCE SURVEY RESULTS

K. Grant/D. Hillian: THAT the report from Chair Ketler dated June 15, 2021 regarding the 2020-21 Chief Administrative Officer performance survey results be received.

208

Carried

D. Hillian/E. Grieve: THAT the Board authorize initiation of contract renewal discussions with Russell Dyson for the Chief Administrative Officer position;
AND FURTHER THAT the Chair and Vice-chair develop evaluative criteria for the CAO position based on the 2020/21 performance survey results.

208

Carried

RISE

D. Arbour/K. Grant: THAT the Board rise.

208

Carried

Tuesday, June 29, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on June 29, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:44 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Harrison	Acting 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)(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 6:44 pm.

Director Swift was not in attendance when the meeting convened, due to a declared conflict of interest as her husband is legal counsel for the Comox Valley Economic Development Society.

ADOPTION OF MINUTES:

A. Hamir/K. Grant: THAT the Comox Valley Regional District Board minutes dated June 15, 2021 be adopted.

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE - JUNE 14, 2021

W. Cole-Hamilton/D. Arbour: THAT the Electoral Areas Services Committee in-camera minutes dated June 14, 2021 be received.

208

Carried

ECONOMIC DEVELOPMENT SERVICE – FIVE POINT PLAN UPDATE

Mayors Arnott and Wells were in attendance at this portion of the meeting as municipal representatives to the Comox Valley Economic Development Society, along with J. Wall, CAO, Town of Comox. All attended via electronic means.

K. Grant/A. Hamir: THAT the report dated June 25, 2021 regarding an update on the five point plan adopted to guide the termination of the Comox Valley Economic Development Society (CVEDS) contract be received.

209

Carried

RISE AND REPORT:

D. Arbour/K. Grant: THAT the board rise from its in-camera session.

208

Carried

Time: 7:02 pm.

Confirmed this 10th day of August, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Monday, July 26, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on July 26, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 1:00 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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)
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
Alt. Director:	B. Wells	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	J. Martens	General Manager of Corporate Services
	A. Yasinski	Acting General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

Absent:

Directors:	M. Swift	Town of Comox
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ATTENDANCE:

Director Arbour attended via electronic means.

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)(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 1:00 pm.

REPORTS:

ECONOMIC DEVELOPMENT SERVICE – FIVE POINT PLAN: VISITOR CENTRE AGREEMENT

Mayor Arnott was in attendance at this portion of the meeting as municipal representative to the Comox Valley Economic Development Society, and G. Garbutt, CAO, City of Courtenay. Both attended via electronic means.

E. Grieve/K. Grant: THAT the report dated July 21, 2021 regarding approval of the Vancouver Island Visitor Centre Agreement and the loan to pay out Comox Valley Economic Development Society's remaining mortgage on the Vancouver Island Visitor Centre be received.

209

Carried

L. Kilpatrick, Economic Resilience Community Coordinator, provided an overview of the report regarding approval of the Vancouver Island Visitor Centre Agreement and the loan to pay out Comox Valley Economic Development Society's remaining mortgage on the Vancouver Island Visitor Centre.

A. Hamir/M. McCollum: THAT in accordance with the approved 'five-point plan', the Comox Valley Regional District Board endorses the Vancouver Island Visitor Centre Agreement between the Comox Valley Regional District and Comox Valley Economic Development Society.

210

Carried

W. Morin/B. Wells: THAT the Comox Valley Regional District Board authorizes borrowing of up to \$365,000, under section 403 of the Local Government Act, for the purpose of paying off the Comox Valley Economic Development Society demand loan for the Vancouver Island Visitor Centre which is to be transferred to the Comox Valley Regional District under the five point plan;

AND FURTHER THAT the loan be repaid within five years from the 550 service operational budget, with no rights of renewal.

210

Carried

RISE AND REPORT:

E. Grieve/K. Grant: THAT the board rise from its in-camera session.

209

Carried

Time: 1:23 pm.

Confirmed this 10th day of August, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, August 24, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on August 24, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:38 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	K. Douville	Acting Chief Financial Officer
	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:

Directors Arbour and Grieve attended via electronic means.

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 board considers that disclosure could reasonably be expected to harm the interests of the regional district.

The board convened its in-camera session at 4:38 pm.

ADOPTION OF MINUTES:

A. Hamir/K. Grant: THAT the Comox Valley Regional District Board in-camera minutes dated August 10, 2021 be adopted.

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE - AUGUST 9, 2021

K. Grant/M. McCollum: THAT the Electoral Areas Services Committee in-camera minutes dated August 9, 2021 be received.

208

Carried

K. Grant/W. Cole-Hamilton: THAT the 2021-2025 financial plan and capital expenditure program be amended to include \$45,000 in the operations budget for the landslide remediation works at 3851 Royston Road, to be funded by a transfer from the future expenditure reserve from Function 312 – Royston Water Local Service Area.

207

Carried

Director Cole-Hamilton left the meeting at 4:42 pm.

K. Grant/M. McCollum:

S.12(3)(b)

S.12(3)(b)

210

Carried

Director Cole-Hamilton returned to the meeting at 4:43 pm.

RISE AND REPORT:

D. Hillian/M. McCollum: THAT the board rise from its in-camera session.

208

Carried

Time: 4:43 pm.

Confirmed this 21st day of September, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Tuesday, September 21, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on September 21, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:45 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	M. McCollum	City of Courtenay
	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
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Harrison	Acting 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:

Director Grieve attended via electronic means.

Also in attendance 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)(c) Labour relations or employee negotiations; and,

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.

The board convened its in-camera session at 5:45 pm.

ADOPTION OF MINUTES:

D. Hillian/K. Grant: THAT the Comox Valley Regional District Board in-camera minutes dated August 24, 2021 be adopted.

208

Carried

REPORTS:

[REDACTED]

S.12(3)(b)

K. Grant/E. Grieve: THAT the report dated September 13, 2021 regarding [REDACTED]
[REDACTED] be received.

208

Carried

NAY: E. Grieve

D. Hillian/M. McCollum: [REDACTED]
[REDACTED]

208

S.12(3)(b)

Carried

NAY: E. Grieve

[REDACTED]

S.12(3)(b)

D. Hillian/W. Cole-Hamilton: [REDACTED]
[REDACTED]

208

Carried

A. Hamir/K. Grant: [REDACTED]
[REDACTED]

208

Carried

S.12(3)(b)

NEW BUSINESS:

REAPPOINTMENT OF DIRECTORS TO THE COMOX VALLEY AIRPORT COMMISSION BOARD

K. Grant/D. Arbour: THAT the correspondence dated September 10, 2021 from Joe Schommer, Comox Valley Airport Commission (CVAC), regarding a request to reappoint Mr. Martin Crilly, Mr. Andy Frost and Ms. Wendy Lewis to the CVAC Board of Directors be received.

208

Carried

D. Hillian/W. Cole-Hamilton: THAT the Comox Valley Airport Commission be advised that the Comox Valley Regional District Board concur with the reappointments of Mr. Martin Crilly, Mr. Andy Frost and Ms. Wendy Lewis to the commission;

AND FURTHER THAT the board rise and report on this resolution subject to confirmation by the Comox Valley Airport Commission.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

D. Arbour/E. Grieve: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 6:15 pm.

Confirmed this 5th day of October, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, September 21, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on September 21, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 6:24 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
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')
	W. Cole-Hamilton	City of Courtenay
	M. Swift	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

ATTENDANCE:

Director Grieve participated in this meeting electronically.

ADOPTION OF MINUTES:

E. Grieve/D. Hillian: THAT the Comox Valley Regional District Board restricted in-camera minutes dated March 30, 2021 be adopted.

208 Carried

K. Grant/W. Morin: THAT the Comox Valley Regional District Board restricted in-camera minutes dated June 15, 2021 be adopted.

208 Carried

REPORTS:**BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS - ONGOING TOPIC**

R. Dyson, CAO, proposed an agenda format for bi-monthly Board/CAO restricted in-camera sessions as follows:

- Major personnel matters
- Potential investigations or claims
- Major projects and board priorities
- CAO objectives

- Board input/comments

The Board supported this format.

The Board and CAO continued their discussions on relations.

Director Swift left the meeting at 7:00 pm.

D. Hillian/W. Morin: THAT the update from the CAO be received.
208

Carried

R. Dyson, CAO, left the meeting at 7:28 pm.

CAO OBJECTIVES, CONTRACT AND CORPORATE POLICY

K. Grant/D. Hillian: THAT the report dated September 17, 2021 from Chair Ketler regarding the Chief Administrative Officer objectives, contract and corporate policy be received.
208

Carried

A. Hamir/M. McCollum: THAT the signed May 2020 to May 2021 Annual Objectives / Key Results from the Chief Administrative Officer Performance Development Plan (appendix A to the report dated September 17, 2021) be received.
208

Carried

A. Hamir/M. McCollum: THAT the May 2021 to May 2022 goals and objectives for the Chief Administrative Officer Performance Development Plan (appendix B to the report dated September 17, 2021) be approved.
208

Carried

A. Hamir/W. Cole-Hamilton: THAT the Chief Administrative Officer Performance Review Process Policy (appendix C to the report dated September 17, 2021) be approved;
AND FURTHER THAT the board rise and report on this corporate policy.
208

Carried

J. Warren, Deputy CAO, left the meeting at 7:48 pm.

D. Hillian/W. Cole-Hamilton: THAT Chair Ketler be authorized to enter discussions with the incumbent Chief Administrative Officer, Russell Dyson, seeking to renew the Chief Administrative Officer contract for employment based on the terms and conditions noted in appendix D to the report dated September 17, 2021 and as directed by the Board specific to the term and salary considerations.
208

Carried

D. Hillian/W. Cole-Hamilton: THAT Chair Ketler present the following employment renewal offer to Russell Dyson, CAO, based on the terms and conditions noted in appendix D to the report dated September 17, 2021 including:

- salary increase of 3% effective January 1, 2022
- salary increase of 2% effective January 1, 2023 and
- salary increase of 2% effective January 1, 2024.

208

Carried

RISE AND REPORT:

D. Arbour/W. Cole-Hamilton: THAT the Board rise.

208

Carried

Time: 8:15 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct:

James Warren
Deputy CAO

Tuesday, October 5, 2021

**Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on October 5, 2021
in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC
commencing at 5:51 pm.**

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	K. Douville	Acting 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:

Vice-Chair Hamir served as the presiding member as Chair Ketler participated via electronic means.

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.

The board convened its in-camera session at 5:51 pm.

ADOPTION OF MINUTES:

K. Grant/M. McCollum: THAT the Comox Valley Regional District Board in-camera minutes dated September 21, 2021, be adopted.

208

Carried

REPORTS:

COMOX VALLEY SEWAGE COMMISSION – SEPTEMBER 21, 2021

D. Hillian/W. Cole-Hamilton: THAT the Sewage Commission minutes dated September 21, 2021 be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

D. Hillian/W. Cole-Hamilton: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 5:56 pm.

Confirmed this 26th day of October, 2021:

Arzeena Hamir
Vice-Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, October 5, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on October 5, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:58 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
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')
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	D. Hillian	City of Courtenay
	W. Cole-Hamilton	City of Courtenay

ATTENDANCE:

Vice-Chair Hamir served as the presiding member as Chair Ketler participated via electronic means.

ADOPTION OF MINUTES:

K. Grant/E. Grieve: THAT the Comox Valley Regional District Board restricted in-camera minutes dated September 21, 2021 be adopted.

208

Carried

REPORTS:

CHIEF ADMINISTRATIVE OFFICER CONTRACT AND REMUNERATION

Discussion was held respecting the employment contract and remuneration for the CVRD Chief Administrative Officer.

D. Hillian/D. Arbour: THAT the board mandate the chair and vice-chair to offer an extra one percent on the second and third years, either split or in the last, with the proviso that if it does not meet expectations that the board will be consulted again.

208

Carried

RISE AND REPORT:

E. Grieve/D. Arbour: THAT the Board rise.

208

Carried

Tuesday, October 26, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on October 26, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:46 pm.

MINUTES

Present:

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

Absent:

Directors:	K. Grant	Town of Comox
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ATTENDANCE:

Also in attendance at the in-camera meeting was K. Powell, 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;

The board convened its in-camera session at 5:46 pm.

ADOPTION OF MINUTES:

D. Arbour/D. Hillian: THAT the Comox Valley Regional District Board in-camera minutes dated October 5,

2021 be adopted.

208

Carried

REPORTS:

SEWAGE COMMISSION - OCTOBER 5, 2021

D. Hillian/M. McCollum: THAT the Sewage Commission in-camera minutes dated October 5, 2021 be received.

208

Carried

SPECIAL SEWAGE COMMISSION - OCTOBER 19, 2021

D. Hillian/M. McCollum: THAT the Special Sewage Commission in-camera minutes dated October 19, 2021 be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

D. Hillian/E. Grieve: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 5:50 pm.

Confirmed this 23 day of November, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, October 26, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on October 26, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:49 pm.

MINUTES

Present:

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

Absent:

Directors:	K. Grant	Town of Comox
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ADOPTION OF MINUTES:

D. Hillian/W. Cole-Hamilton: THAT consideration of the Comox Valley Regional District restricted in-camera minutes dated October 5, 2021 be deferred to be able to include the resolution on CAO contract negotiations mandate.

208

Carried

REPORTS:

EMPLOYMENT CONTRACT - CHIEF ADMINISTRATIVE OFFICER

D. Hillian/W. Cole-Hamilton: THAT the report dated October 12, 2021 from Chair Ketler providing a draft employment agreement with Russell Dyson, Chief Administrative Officer, be received.

208

Carried

M. McCollum/W. Morin: THAT the Chair and Corporate Officer be authorized to execute the employment agreement with Russell Dyson, for the position of Chief Administrative Officer, as attached to this report dated October 12, 2021 as Appendix A.

208

Carried

W. Cole-Hamilton/D. Arbour: THAT the board rise and report on the employment agreement with Russell Dyson, for the position of Chief Administrative Officer, as attached to this report dated October 12, 2021 as Appendix A, following full execution of the agreement.

208

Carried

RISE AND REPORT:

D. Arbour/W. Cole-Hamilton: THAT the Board rise and report.

208

Carried

Time: 6:02 pm

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct:

Jake Martens
Deputy Corporate Legislative Officer

Tuesday, November 23, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on November 23, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:25 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	W. Cole-Hamilton	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
Alt. Director:	I. Munro	Baynes Sound-Denman/Hornby Islands (Area A)
Staff:	J. Warren	Deputy 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

Absent:

Directors:	K. Grant	Town of Comox
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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 subsections 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 5:25 pm.

ATTENDANCE:

Director Morin attended via electronic means.

ADOPTION OF MINUTES:

D. Hillian/M. McCollum: THAT the Comox Valley Regional District Board in-camera minutes dated October 26, 2021 be adopted.

208

Carried

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE – NOVEMBER 8, 2021

E. Grieve/A. Hamir: THAT the Electoral Areas Services Committee in-camera minutes dated November 8, 2021 be received.

208

Carried

A. Hamir/E. Grieve: THAT the board rise and report on the matter of funding contributions towards the extension of sewer services south, including the staff report dated November 5, 2021 and the following resolutions endorsed at the March 31, April 7 and June 23, 2020 in-camera meetings:

“THAT the Electoral Areas Services Committee support in principle the expansion of sewer services south through participation in the Comox Valley Sewage Service and support continued work with project partners to submit an application under the Investing in Canada Infrastructure Program Environmental Quality Program”.

“THAT the existing Part Area A Baynes Sound and Electoral Area C (Puntledge – Black Creek) community works funds allocations to the South Sewer Project budgeted in the 2020-2024 proposed financial plan for the Feasibility Studies – Area A Baynes Sound Service, function 151, in the amounts of \$846,391 and \$408,874 respectively be reallocated for the extension of sewer services south”.

“THAT the Electoral Areas Services Committee agree to a \$542,791 contribution towards Comox Valley Sewer Service assets, on the condition that access to Comox Valley Sewer Service works continues to be available for Electoral Area A while public consultation, analysis, planning, and local approvals occurs;

AND FURTHER THAT \$542,791 in Electoral Area A community works funds, previously allocated to the South Sewer Project, be transferred to the Comox Valley Sewer Service, function 335;

AND FINALLY THAT, upon the transfer of said funds to the Comox Valley Sewer Service, correspondence be requested from the Comox Valley Sewage Commission confirming that the matter of contribution to existing Comox Valley Sewer Service infrastructure for Electoral Area A Phase 1 sewer connection areas is resolved to the satisfaction of all parties”.

“THAT the Puntledge – Black Creek (Electoral Area C) community works funds allocation to the extension of sewer services south budgeted in the 2020-2024 financial plan for the Feasibility Studies – Electoral Area A Baynes Sound service, function 151, be reduced by \$100,000 to be replaced by a contribution from Lazo North (Electoral Area B) community works funds in the same amount”.

“THAT the 2020-2024 financial plan for the Electoral Area A (Baynes Sound) Feasibility Studies Service, function 151, be amended by decreasing Federal Gas Tax funding revenue in 2020 by \$542,791, as part of Electoral Area A's contribution to the extension of sewer services south, to be offset by a reduction in professional fee expenses of the same amount.”

208

Carried

COMMITTEE OF THE WHOLE - NOVEMBER 9, 2021

E. Grieve/D. Hillian: THAT the Committee of the Whole in-camera minutes dated November 9, 2021 be received.

208

Carried

A. Hamir/M. McCollum:

208

Carried [S.12\(3\)\(b\)](#)

D. Hillian/W. Cole-Hamilton:

208

Carried

RISE AND REPORT:

D. Hillian/W. Cole-Hamilton: THAT the board rise and report from its closed meeting.

208

Carried

Time: 5:36 pm

Confirmed this 7th day of December, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, December 7, 2021

Minutes of the in-camera meeting of the Comox Valley Regional District Board of Directors held on December 7, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:06 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	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
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy 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. Powell, 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)(c) Labour relations or other employee relations; and,

90(1)(g) Litigation or potential litigation affecting the regional district;

The board convened its in-camera session at 5:06 pm.

ADOPTION OF MINUTES:

E. Grieve/M. Swift: THAT the Comox Valley Regional District Board in-camera minutes dated November 23, 2021 be adopted.

208

Carried

REPORTS:

APPOINTMENT TO THE BOARD OF VARIANCE

K. Grant/M. Swift: THAT the report dated November 30, 2021 regarding consideration of the reappointment of Connie Halbert to the Board of Variance for a term of three years effective January 1, 2022 to December 31, 2024 be received.

208

Carried

D. Hillian/A. Hamir: THAT Connie Halbert be appointed to the Board of Variance for a three-year term, effective January 1, 2022 and expiring December 31, 2024;

AND FURTHER THAT the board rise and report on this resolution once the applicant has been notified.

208

Carried

SUMMARY OF ACTIVE INSURANCE CLAIMS

K. Grant/W. Cole-Hamilton: THAT the report dated December 2, 2021 regarding a summary of all the current active insurance claims involving the Comox Valley Regional District (CVRD) service areas. This information includes vehicle claims, as well as property and liability claims filed with the Municipal Insurance Association of British Columbia (MIABC) be received.

208

Carried

ADJOURN TO RESTRICTED IN-CAMERA:

W. Cole-Hamilton/K. Grant: THAT the board adjourn to a restricted in-camera session.

208

Carried

Time: 5:12 pm.

Confirmed this 11th day of January, 2022:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, December 7, 2021

Minutes of the restricted in-camera meeting of the Comox Valley Regional District Board of Directors held on December 7, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 5:15 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
Directors:	K. Grant	Town of Comox
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	D. Hillian	City of Courtenay
	W. Cole-Hamilton	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer

Absent:

Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
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ADOPTION OF MINUTES:

W. Cole-Hamilton/K. Grant: THAT the Comox Valley Regional District Board restricted in-camera minutes dated October 5, 2021 be adopted.

208 Carried

K. Grant/W. Cole-Hamilton: THAT the Comox Valley Regional District Board restricted in-camera minutes dated October 26, 2021 be adopted.

208 Carried

REPORTS:**BOARD AND CHIEF ADMINISTRATIVE OFFICER RELATIONS - ONGOING TOPIC**

A. Hamir/M. McCollum: THAT the continued discussion between the Board and CAO regarding relations be received.

208 Carried

RISE AND REPORT:

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

208 Carried

Time: 5:35 pm