

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, January 20, 2009 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC

PRESENT

Director B. Harrison, Chair
Director L. Iannidinardo
Director G. Giles
Director K. Cossey
Director M. Dorey
Director L. Duncan
Director M. Marcotte
Director I. Morrison
Alt. Director A. Marshall
Absent: Director K. Kuhn

CVRD STAFF

Tom Anderson, Manager
Mike Tippett, Deputy Manager
Rob Conway, Assistant Manager
Brian Farquhar, Parks Manager
Cathy Allen, Recording Secretary

**APPROVAL OF
AGENDA**

The Chair noted changes to the agenda which included two items of New Business.

It was Moved and Seconded
That the agenda, as amended, be accepted.

MOTION CARRIED

M1 - MINUTES

It was Moved and Seconded
That the minutes of the November 18, 2008 EASC meeting be amended on Page 3, item D3, change "Michelle Mahovlich" to "Ross Tennant" as being present, and that the minutes, as amended, be accepted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

D4 - VanHuizen

Rachelle Moreau, Planning Technician, presented Application No. 2-E-08ALR (VanHuizen) to allow a third dwelling to be constructed on the 35.03 hectare property located at 4440 Koksilah Road.

Fred VanHuizen, applicant, was present.

A question and answer session occurred.

It was Moved and Seconded

That Application No. 2-E-08ALR (VanHuizen/Rockycrest Holsteins Ltd.) made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to place a third dwelling on the subject property, be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

MOTION CARRIED

D1 - Mayo

Rob Conway, Assistant Manager, presented Application No. 7-E-07RS (Cherry Blossom Park Development Corp.) to allow 7.53 hectares located at 5611 Culverton Road to be developed for a strata manufactured home park.

Robin Mayo, applicant, was present, and provided further information to the application.

A question and answer session occurred.

It was Moved and Seconded

1. That OCP and Zoning Amendment Application No. 7-E-07RS (Cherry Blossom Park) be presented at a public meeting to obtain community input and that the application be reviewed at a future EASC meeting with a report documenting public input and draft bylaws;
2. That the applicant provide a traffic impact assessment, a revised site plan showing an expanded agricultural buffer, buffer and boulevard landscape standards, a hydrological assessment and a preliminary riparian area assessment prior to public hearing;
3. That the applicant obtains a certificate of compliance or approval in principle for remediation of the subject property from the Ministry of Environment prior to bylaw adoption.

MOTION CARRIED

D2 - Gervais

Leslie Clarke, Planning Technician, presented Application No. 2-C-08ALR (Leo and Valerie Gervais) to permit subdivision of the 1.5 hectare property located at 4121 Telegraph Road.

Leo Gervais, applicant, was present, and provided further information to the application.

A question and answer session occurred.

It was Moved and Seconded

That Application No. 2-C-08ALR (Leo & Valerie Gervais) for a subdivision in accordance with Section 21(2) of the *Agricultural Land Commission Act* be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

MOTION CARRIED

D3 - Jarvis

Application No. 7-A-08DVP was deleted from the agenda due to substantial amendments causing the application to be re-submitted to adjacent property owners prior to coming before the EASC.

D5 - Weaver

Leslie Clarke, Planning Technician, presented Application No. 2-B-08DVP (Byron Weaver) to decrease front, exterior and rear parcel line setbacks to allow an addition to the existing residence located at 1756 Wilmot Avenue.

A question and answer session occurred.

Byron Weaver was present. There were no questions to the applicant.

It was Moved and Seconded

That Application No. 2-B-08DVP (Byron Weaver) for a variance to Section 8.5 (b)(3) of Zoning Bylaw No. 985, by decreasing the setback to a front parcel line for an existing residence from 7.5 metres to 4.9 metres, the setback for and exterior side from 4.5 metres to 2.0 metres and the setback for a rear parcel line from 4.5 to 2.5 metres on Lot 6, Block 3, Section 2, Range 4, Shawnigan District, Plan 1520, be approved and issued at such time as the property line between Lot 6 and Lot 7 is deleted and the two lots are amalgamated into one.

MOTION CARRIED

D6 - Farrar

Rachelle Moreau, Planning Technician, presented Application No. 1-B-08ALR (GT Farms Ltd./Chuck Farrar) to permit a boundary adjustment for Lot A and Lot 12 located on Thain Road.

A question and answer session occurred.

Chuck Farrar was present. No questions to the applicant.

It was Moved and Seconded

That Application No. 1-B-08ALR (Chuck Farrar/GT Farms Ltd.) for a boundary lot adjustment, be forwarded to the Agricultural Land Commission with a recommendation to approve; and further, that should this application proceed to subdivision approval, that a covenant be registered on the property prohibiting further subdivision of the new Lot A.

MOTION CARRIED

Director Marcotte arrived to the meeting at this point.

STAFF REPORTS

SR1 – Youbou Lands Director Duncan and Director Iannidinardo left the meeting at this point due to perceived conflict of interest (owning shares in the TimberWest company).

It was Moved and Seconded
That staff be directed to prepare a presentation summarizing Youbou Lands OCP Amendment Bylaw 3213, Zoning Amendment Bylaw 3214, and Phased Development Agreement Authorization Bylaw 3242 for an Electoral Area Services Committee meeting in early February.

MOTION CARRIED

SR2 – CV Trap & Skeet schedule

It was Moved and Seconded
That the Cowichan Valley Trap & Skeet Club Shoot Schedule for 2009 be approved.

MOTION CARRIED

SR3 – BE Report

It was Moved and Seconded
That the 2008 Bylaw Enforcement Report, be received and filed.

MOTION CARRIED

SR4 – OCP Review

It was Moved and Seconded
That staff be directed to review the Electoral Area E Official Community Plan, and that the project be put into the 2010 Development Services work plan and budget.

MOTION CARRIED

SR5 & SR6 – Year End/Stats

It was Moved and Seconded
That the Canada Census Statistical Tables and 2008 Year End Report, be received and filed.

MOTION CARRIED

**SR7 – Meran/
Knappett Roads
closure**

It was Moved and Seconded
That Ministry of Transportation and Infrastructure application referral (MoT File #01-001-21284/CVRD File # 21284, Shawnigan Station Developments Ltd.), regarding proposed road closure - Meran and Knappett Road, be forwarded to the Ministry of Transportation and Infrastructure with no objections.

MOTION CARRIED

SR8 – MOT meeting

It was Moved and Seconded
That staff be directed to arrange a meeting as soon as possible with Electoral Area Directors and appropriate Ministry of Transportation and Infrastructure representatives, as well as highway maintenance contractors, to discuss areas of concern and to receive project updates.

MOTION CARRIED

SR9 – EASC meeting schedule

It was Moved and Seconded
That the following 2009 Electoral Area Services Committee meeting schedule be approved with all meetings to convene at 3:00 pm in the Regional District Board Room.

Tuesday, January 20 th	Tuesday, June 16 th
Tuesday, February 3 rd	Tuesday, July 7 th
Tuesday, February 17 th	Tuesday, August 4 th
Tuesday, March 3 rd	Tuesday, September 1 st
Tuesday, March 17 th	Tuesday, September 15 th
Tuesday, April 7 th	Tuesday, October 6 th
Tuesday, April 21 st	Tuesday, October 20 th
Tuesday, May 5 th	Tuesday, November 3 rd
Tuesday, May 19 th	Tuesday, November 17 th
Tuesday, June 2 nd	Tuesday, December 1 st

MOTION CARRIED

CORRESPONDENCE

C1 – Grant-in-Aid

It was Moved and Seconded
That a grant in aid (Electoral Area E – Cowichan Station/Sahtlam/Glenora) in the amount of \$325 be given to the Girl Guides of Canada – Mid-Island Area, to assist with water testing costs.

MOTION CARRIED

It was Moved and Seconded
That a grant in aid (Electoral Area B – Shawnigan Lake) in the amount of \$325 be given to the Girl Guides of Canada – Mid-Island Area, to assist with water testing costs.

MOTION CARRIED

APC

AP1 – AP4

It was Moved and Seconded

That the following APC minutes be received and filed:

- Minutes of Area I APC meeting of September 6, 2008
- Minutes of Area C APC meeting of December 11, 2008
- Minutes of Area C APC meeting of January 8, 2009
- Minutes of Area E APC meeting of November 13, 2008

MOTION CARRIED

Note: Minutes of Area I APC meeting of September 6, 2008, Business Arising states “neither the chair nor vice-chair couldn’t attend” - needs clarification.

PARKS

PK1 – PK6

It was Moved and Seconded

That the following Parks minutes be received and filed:

- **PK1** Minutes of Area I Parks meeting of December 9, 2008
- **PK2** Minutes of Area E Parks meeting of September 18, 2008
- **PK3** Minutes of Area B Parks meeting of October 16, 2008
- **PK4** Minutes of Area B Parks meeting of November 20, 2008
- **PK5** Minutes of Area I Parks meeting of November 18, 2008
- **PK6** Minutes of Area C Parks meeting of December 8, 2008

MOTION CARRIED

**PK7 – A-E
Maintenance
Contract**

It was Moved and Seconded

That the 2009-2010 Electoral Area A-E Community including Sub-Regional and Regional Park Maintenance Services Contract be awarded to Easy Living Holdings Ltd. of Nanaimo/Duncan in the amount of \$302,440.00 including GST, based on the RFP bid received Monday December 15, 2008.

MOTION CARRIED

**PK8 – Fuel
Management Pilot
Project**

It was Moved and Seconded

That the staff report dated January 13, 2009, from Tanya Saroka, Parks Planning Technician, regarding Grant Funding approval by the Ministry of Forests and Range for the Community Fuel Management Pilot Project to take place in Shawnigan Lake – Electoral Area B, be received and filed.

MOTION CARRIED

PK9 – Portable Toilet Contract

It was Moved and Seconded
That the Community and Regional Parks Portable Toilet contract extension be awarded to Coast Environmental Ltd. for one year, commencing January 1, 2009, and completing December 31, 2009 at the following unchanged rates:

- Additional weekly servicing of unit. @ \$30.30/servicing;
- Pre-arranged moving/unit to new site @ \$27.55/move;
- The supply of additional units @ \$99.15/unit/month;
- Monthly rate for extension of units already in place - \$99.15/unit/month;
- Hand Sanitizers - \$12.50/per unit (charged monthly)
- Wheel chair accessible portable toilet units \$127.15/unit/month; and
- Replacement price for units damaged beyond repair - \$1,200.00.

MOTION CARRIED

**INFORMATION
IN1 – Building Report**

It was Moved and Seconded
That the November 2008 Building Report be received and filed.

MOTION CARRIED

NEW BUSINESS

1 – Draft Subdivision Bylaw

Director Giles asked the status of the new CVRD Subdivision Bylaw.
Mr. Anderson noted that a good portion of the draft bylaw has been completed by the consultant and has now been turned over to our staff for editing. The bylaw will then go to the Steering Committee to review, and a draft will be brought to the EASC for further direction within a month or so.
Director Giles asked if the new subdivision bylaw will contain policies respecting street lighting, and in particular policies to address environmental concerns. Mr. Anderson advised that these policies are including and that there are specifics for each electoral area.

2 – Public Communication

Director Marcotte stated that she would like Directors to have more options available that would provide improved communication to the public. She suggested implementing an interactive website for Area H that would be linked to the CVRD website, and asked if any other Directors would be interested in this idea.
Director Morrison agreed that we need better communication methods and would like to have more access to technology.
Director Harrison stated that he would like Directors to reconsider use of the Blackberry as he feels it is a good system that provides good communication options.

Director Giles stated that she tried an interactive website once but didn't have success. She suggested that staff review available lines of communication, including electronic options, and report back to Committee.

Mr. Anderson suggested that Directors email ideas to him and he would prepare a report to EASC.

It was Moved and Seconded

That staff explore Director/public communication options (ie. Blackberry, Director's interactive webpages, other electronics) with each Electoral Area Director and prepare a staff report, outlining the various options, to the Electoral Area Services Committee for review.

MOTION CARRIED

CLOSED SESSION

It was Moved and Seconded

That the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1), subsections as noted in accordance with each agenda item.

MOTION CARRIED

The Committee moved into Closed Session at 5:15 pm.

RISE

The Committee rose without report.

ADJOURNMENT

It was Moved and Seconded

That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:25 pm.

Chair

Recording Secretary