

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, June 5, 2012 at 3:00 p.m. in the Regional District Board Room, 175 Ingram Street, Duncan, B.C.

**PRESENT**

Director M. Walker, Chair  
Director G. Giles  
Director B. Fraser  
Director L. Iannidinardo  
Director L. Duncan  
Director I. Morrison  
Director M. Marcotte  
Director M. Dorey  
Director P. Weaver

**CVRD STAFF**

Tom Anderson, General Manager  
Rob Conway, Manager  
Brian Duncan, Manager  
Rob Hutchins, Board Chair  
Ryan Dias, A/Manager  
Maddy Koch, Planning Technician  
Rachelle Rondeau, Planner I  
Alison Garnett, Planner I  
Dana Leitch, Planner II  
Jennifer Hughes, Recording Secretary

**APPROVAL OF AGENDA**

The Chair welcomed MLA Doug Routley and the audience to the EASC meeting.

The Chair noted changes to the agenda which included adding six (6) new business items.

It was Moved and Seconded that the agenda, as amended, be approved.

MOTION CARRIED

**M1 - Minutes**

It was Moved and Seconded that the Minutes of the May 15, 2012, EASC meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING**

There was no business arising.

**DELEGATIONS**

**D1 - Durnford**

Sherry Durnford was present regarding the former Seaside Trailer Park property located at 11255 Chemainus Road in Electoral Area G – Saltair/Gulf Islands. She advised that they have also booked a delegation request for the June 13<sup>th</sup> Regional Board meeting to address their issues. Ms. Durnford distributed to Committee members further information dated June 5, 2012, regarding Address to the Electoral Area Directors and she reviewed the information provided.

Doug Routley, MLA, reviewed the events that led up to and after the eviction of the Seaside Trailer Park homeowners noting it has been an extremely stressful process.

Committee members and staff directed questions to Mr. Routley.

Mr. Conway gave a brief update on the community meeting that was held on May 16<sup>th</sup> regarding the subject property and he answered further questions from the Directors regarding the past and present status of the property.

Ray Bradford, resident and immediate neighbour, stated his concerns about the proposed density and impact the development will have on his subject property and he distributed an information sheet with regard to sewerage system regulations.

Bob Devine, previous Seaside Trailer Park resident, addressed the Committee explaining the issues he faced with regard to his eviction.

Ms. Durnford thanked the Committee for listening to their concerns.

The Committee directed questions to staff.

It was Moved and Seconded

That the "Address to the Electoral Area Directors" information package dated June 5, 2012, from Sherry Durnford be directed to staff and further that staff prepare a report for the EASC on the issue of zoning, non conforming use and other items raised on the subject property located at 11255 Chemainus Road.

MOTION CARRIED

The Chair thanked the delegates for attending.

## **STAFF REPORTS**

### **R1 - Boggs**

Maddy Koch, Planning Technician, reviewed staff report dated May 30, 2012, regarding Application No. 4-C-11DVP (Linda and Keith Boggs) to legalize an existing RV cover located at 1046 Braithwaite Drive.

Linda and Keith Boggs, applicants, were present.

The Committee directed questions to staff and the applicants.

It was Moved and Seconded

That Application No. 4-C-11DVP by Linda and Keith Boggs respecting Lot 19, Section 14, Range 8, Shawnigan District, Plan 24753 Except Parcel A (DD H43061) to reduce the setback to the front parcel line from 7.5 metres to 3.6 metres for the purpose of legalizing an existing RV cover, be approved, subject to the appropriate screening from Braithwaite Drive using either shrubbery or lattice work being put in place.

MOTION CARRIED

**R2 – Brundrige/Snell**

Rachelle Rondeau, Planner I, reviewed staff report dated May 29, 2012, regarding Application No. 1-C-12ALR (Stuart Brundrige and Judith Snell) to construct a second dwelling on property located at 4060 Telegraph Road.

Stuart Brundrige and Judith Snell, applicants, were present.

There were no questions for staff or the applicant.

Director Giles and other Directors complemented the applicants for making the subject property a viable working farm for the community.

It was Moved and Seconded

That Application No. 1-C-12ALR, submitted by Stuart Brundrige and Judith Snell, made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to construct a second dwelling, be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

MOTION CARRIED

**R3 – Mark  
Wyatt/Malahat  
Holdings**

Dana Leitch, Planner II, reviewed staff report dated May 28, 2012, regarding Application No. 1-A-11TUP (Mark Wyatt/Malahat Holdings) to consider the issuance of a Temporary Use Permit to allow rock processing (8.0 ha of District Lot 72, Malahat District, Except Those Parts in Plans 518W and 49974 and VIP86314).

Mark Wyatt, applicant, was present.

There were no questions for staff or the applicant.

It was Moved and Seconded

That notice be given that the Cowichan Valley Regional District Board intends to issue a temporary use permit to Malahat Holdings (Application No. 1-A-11TUP) to allow rock processing on 8.0 ha of District Lot 72, Malahat District Except Those Parts in Plans 518W and 49974 and VIP 86314 for a period of three years in accordance with Section 921 of the *Local Government Act*.

MOTION CARRIED

**R4 – Mark  
Wyatt/Malahat  
Holdings**

Dana Leitch, Planner II, reviewed staff report dated May 28, 2012, regarding Application No. 2-A-12DP (Mark Wyatt/Malahat Holdings) to permit a rock processing operation on a 8.0 ha parcel located on the Trans Canada Highway, south of Butterfield Road, Mill Bay.

Mark Wyatt, applicant, was present.

The Committee directed questions to staff.

It was Moved and Seconded

That Application No. 2-A-12DP submitted by Mark Wyatt on behalf of

Malahat Holdings Ltd. for District Lot 72, Malahat District Except Those Parts in Plans 518W and 49974 and VIP86314 (PID: 009-359-320) be approved subject to compliance with the Best Management Practices for Invasive Weed Species prepared by Strathcona Forestry Consulting dated February 29, 2012 and the Temporary Use Permit Report prepared by David Polster, R.P. Biologist dated April, 2012.

**MOTION CARRIED**

**R5 – Didier**

Alison Garnett, Planner I, reviewed staff report dated May 29, 2012, regarding Application No. 2-B-12DP/RAR/VAR (Didier) to authorize the construction of a balcony and vary the setback from a watercourse from 15 metres to 13.5 metres located at 2294 Renfrew Road.

Marcel Didier, applicant, was present.

The Committee directed questions to staff and the applicants.

It was Moved and Seconded

That Application No. 2-B-12DP/RAR/VAR (Didier) on Lot 2, District Lot 18, Shawnigan District, Plan 29378 be approved, which would authorize the construction of a balcony and vary the setback from a watercourse from 15 metres to 13.5 metres, subject to:

- Compliance with RAR report No. 2321, including recommended replanting and invasive plant species removal; and
- Receipt of a letter of credit in a form suitable to the CVRD, equivalent to 125% of the costs associated with replanting and invasive plant removal, to be refunded after two years if the plantings are successful and to the satisfaction of a qualified environmental professional.

**MOTION CARRIED**

**R6 – Topping/Quek**

Alison Garnett, Planner I, reviewed staff report dated May 30, 2012, regarding Application No. 6-A-09RS (Topping/Quek) to rezone property located at Boulding and Benko Roads, Mill Bay.

Mel Topping and Angela Quek, applicants, were present.

There were no questions for staff or the applicant.

It was Moved and Seconded

That Application No. 6-A-09RS (Topping/Quek), as per the applicant's second request, be held in abeyance until December 31, 2012.

**MOTION CARRIED**

**R7 – Cobble Hill  
Commons Housing  
Project**

Ann Kjerulf, Planner III, reviewed staff report dated May 25, 2012, regarding Cobble Hill Commons Housing Project.

It was Moved and Seconded

1. That staff undertake a housing needs assessment and associated

- community engagement program in relation to the Cobble Hill Commons site with the assistance of a professional planning consultant and in cooperation with a project advisory committee; and
2. That Lois Turner, John Krug, Linden Collette, Roger Painter, Judith Blakeston and Rosemary Allen be appointed to the Cobble Hill Commons project advisory committee.

**MOTION CARRIED**

**R8 – Referrals to Oceanview Improvement District**

Rob Conway, Manager, reviewed staff report dated May 28, 2012, regarding Referrals to Oceanview Improvement District.

It was Moved and Seconded  
That staff be directed to forward the draft letter prepared by Rob Conway, Manager, to the Oceanview Improvement District regarding Water Protection Covenant – Bamberton Lands.

**MOTION CARRIED**

**R9 – Commercial Uses in Area E Parks and Institutional (P-1) Zone**

Rob Conway, Manager, reviewed staff report dated May 28, 2012, regarding Commercial Uses in Area E Parks and Institutional (P-1) Zone.

It was Moved and Seconded  
That the Staff Report dated March 28, 2012, from Rob Conway, Manager, regarding Commercial Uses in Area E Parks and Institutional (P-1) Zone be received, and further, that staff prepare a report for a future meeting regarding the implications of commercial uses in the P-1 Zone.

**MOTION CARRIED**

**R10 – The Paperless Movement**

Tom R. Anderson, General Manager, reviewed staff report dated May 29, 2012, regarding The Paperless Movement.

It was Moved and Seconded  
That the CVRD Planning & Development Department proceed with their endeavours to go paperless and begin to email all correspondence to Electoral Area Directors.

**MOTION CARRIED**

**INFORMATION**

**IN1, IN2 and IN4 - Minutes**

It was Moved and Seconded  
That the following minutes be received and filed:

- Minutes of Area I – Youbou/Meade Creek Parks & Recreation Commission meeting of May 8, 2012.
- Minutes of Area F - Cowichan Lake South/Skutz Falls Parks & Recreation Commission meeting of May, 2012.
- Minutes of Area C Cobble Hill Parks and Recreation Commission meeting of May 22, 2012.

**MOTION CARRIED**

**IN3 - Minutes**

It was Moved and Seconded  
That staff prepare a report to the EASC with regard to creating a special reserve fund for the construction of a bridge across the Cowichan River linking the Glenora and Sahtlam areas.

**MOTION CARRIED**

It was Moved and Seconded  
Minutes of Area E – Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission meeting of May 17, 2012, be received and filed.

**MOTION CARRIED**

**IN5 – April 2012  
Building Report**

It was Moved and Seconded  
That the April, 2012 Building Report be received and filed.

**MOTION CARRIED**

**IN6 – Letter dated  
March 26, 2012, from  
SIE regarding Soil  
Quality Assessment  
(Don Mann  
Excavating Ltd.**

It was Moved and Seconded  
That the letter dated March 26, 2012, from SIE (South Islands Environmental) regarding Environmental Services – Chemical Characterization of Soil, Horse Creek Property, Shawnigan Lake Road, Shawnigan Lake, BC., be received and filed and further that the letter be forwarded to the Ministry of Environment for comment as to its interpretation and viability.

**MOTION CARRIED**

**NEW BUSINESS**

**NB1 – NB5**

It was Moved and Seconded

- That the Minutes of Area C – Cobble Hill Advisory Planning Commission meeting of May 10, 2012, be received and filed.
- That a Grant-in-Aid, Electoral Area F – Cowichan Lake South/Skutz Falls, in the amount of \$3,500.00 be given to the Caycuse Volunteer Fire Department to assist with funding operations relating to fire protection, medical assistance and motor vehicle accidents around West Cowichan Lake.
- That a Grant-in-Aid, Electoral Area F – Cowichan Lake South/Skutz Falls, in the amount of \$2,500.00 be given to the Honeymoon Bay Volunteer Firemen’s Association to assist in deferring the cost of the annual “Bay Days” fireworks display to take place on Saturday, June 30, 2012.
- That a Grant-in-Aid, Electoral Area F – Cowichan Lake South/Skutz Falls, in the amount of \$1,000.00 be given to the Cowichan Valley Community Radio Society to support operations and pursuit of a full community radio broadcasting license and direction of \$500.00 of this Grant to the “Summer Nights” program for 2012.
- That a Grant-in-Aid, Electoral Area F – Cowichan Lake South/Skutz Falls, in the amount of \$1000.00 be given to the Cowichan Lake Salmonid Enhancement Society to support spring/summer coho fry salvage.

**MOTION CARRIED**

**NB6 – Contaminated Soil**

It was Moved and Seconded

**WHEREAS** the Cowichan Valley Regional District and the Minister of Environment have entered into an agreement to work collaboratively on the issue of soil movement and dumping into areas within the region and

**WHEREAS** South Island Aggregates has made an application to the Ministry of Energy Mines for a reclamation permit and to the Ministry of Environment to use contaminated soil as fill for the reclamation of its Stebbings Road Quarry and

**WHEREAS** there is considerable public concern about the potential for contamination arising from the site entering Shawnigan Creek, its tributaries and ultimately Shawnigan Lake which is a source of public drinking water and

**WHEREAS** the Ministry of Environment's public consultation requirement does not specify the need for a public meeting to enable Shawnigan residents to ask questions of the proponent or the Ministries involved in open public session

**BE IT RESOLVED THAT:**

The Electoral Area Services Committee recommend that the CVRD take the initiative to convene a public meeting at its earliest convenience in collaboration with the Minister of Environment and inviting representatives of South Island Aggregates, the Ministry of Environment and the Ministry of Energy & Mines to participate and,

That a thorough record of the public questions, answers given and comments made be prepared and provided to the Statutory Decision Maker of the Ministry of Environment as part of the public submissions regarding the proposed quarry reclamation.

That the CVRD announce its intentions and the date of the public meeting by June 7, 2012.

**MOTION NOT VOTED ON**

It was Moved and Seconded

That NB6, dated June 5, 2012, regarding Contaminated Soil Recommendation submitted by Director Bruce Fraser be referred to the CVRD's Soil Relocation Sub-Committee.

**MOTION CARRIED**

Director Marcotte left the meeting at 6:20 p.m.

**RECESS**

The Committee took a five minute recess.

**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 6:25 p.m.

**RISE**

The Committee rose without report at 8:05 p.m.

**ADJOURNMENT**

It was Moved and Seconded  
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 8:05 p.m.

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Chair

\_\_\_\_\_  
Recording Secretary