

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, October 2, 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 L. Iannidinaro
Director I. Morrison
Director M. Marcotte
Director M. Dorey
Director P. Weaver
Director B. Fraser
Director R. Hutchins, Board Chair
Alt. Director M. Lees
Absent: Director L. Duncan

ALSO PRESENT

Tom Anderson, General Manager
Rob Conway, Manager
Mike Tippett, Manager
Brian Duncan, Manager
Brian Farquhar, Manager
Warren Jones, Administrator
Alison Garnett, Planner I
Rachelle Rondeau, Planner I
Maddy Koch, Planning Technician
Cathy Allen, Recording Secretary

APPROVAL OF AGENDA

The Chair noted changes to the agenda which included deleting Delegation D1, adding four items of New Business, refer item R6 back to staff, and adding one item of listed Closed Session New Business.

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 September 18, 2012, EASC meeting be adopted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

D1 - Hoppe

Delegation request from Christian Hoppe was cancelled and removed from the agenda.

STAFF REPORTS

R1 - Partridge

Maddy Koch, Planning Technician, reviewed staff report dated September 26, 2012, regarding Application No. 13-B-12DP (Partridge) to subdivide property located on Cullin and Worthington Road into two lots.

Craig Partridge, applicant, was present.

The Committee directed questions to staff.

It was Moved and Seconded

That Application No. 13-B-12DP submitted by Craig and Preston Partridge on That part of Lot 4, Block 31, Shawnigan Lake Suburban lots, Shawnigan District, Plan 218A, lying to the south of a straight boundary joining points on the easterly and westerly boundaries of said lot distant 2.5 chains respectively from the north east and south west corners of said lot, for subdivision of one new lot be approved subject to:

- a) Substantial compliance with the rainwater management plan prepared by Dennis Lowen, dated June 27, 2012;
- b) Substantial compliance with the eagle nest protection report prepared by Susan Blundell, dated September 3, 2012;
- c) Substantial compliance with the invasive species report prepared by Bernie Dinter, dated July 12, 2012 and;
- d) Submission of a letter of credit amounting to 125% of invasive species removal costs, as identified by a qualified professional, to be held by the CVRD and either refunded upon a qualified professional deeming the invasive species removal to have been successful, or used to complete the required works.

MOTION CARRIED

R2 – Kenyon Wilson

Maddy Koch, Planning Technician, reviewed staff report dated September 26, 2012, regarding Application No. 5-B-12DP (Kenyon Wilson/Ashton/Pask) to subdivide property located on Cameron-Taggart Road and Lovers Lane into two lots.

The Committee directed questions to staff and the applicant.

It was Moved and Seconded

That Application No. 5-B-12DP submitted by Kenyon Wilson Professional Land Surveyors on the west 6 chains of Section 8, Range 6, Shawnigan District (PID: 009-461-922), for subdivision of one new lot be approved subject to:

- a) Retention of all existing trees, other than danger trees or those which must be cleared for agricultural purposes;
- b) Driveways remaining unpaved;
- c) On going invasive species removal and;
- d) Compliance with the recommendations within Riparian Area Report No. 2344, prepared by Ted Burns, dated April 20, 2012 and revised May 19 2012.

MOTION CARRIED

R3 - Calveley

Rachelle Rondeau, Planner I, was present regarding Application No. 15-B-12DP/RAR to rebuild a house on its existing foundation and construct an accessory building on property located at 1591 West Shawnigan Lake Road.

Donald Calveley, applicant, was present, and provided further information to the application.

The Committee directed questions to the applicant.

It was Moved and Seconded

That Application No. 15-B-12DP/RAR submitted by Don Calveley and Robyn Smale for construction of a dwelling and accessory building on Lot A, Shawnigan Lake Suburban Lots, Malahat District, Plan VIP68532 (PID: 024-395-269) be approved subject to:

- a) Submission of a letter of credit or other security in a form acceptable to the CVRD in the amount of 125% of the costs of the riparian restoration;
- b) Compliance with the recommendations in Riparian Areas Regulation Assessment No. 2478 prepared by Patrick Lucey, R.P. Bio amended September 14, 2012;
- c) Modification of covenant EN9570 to reflect the new SPEA boundary; and that no further development occur within the SPEA.

MOTION CARRIED

R4 - Knight

Rachelle Rondeau, Planner I, reviewed staff report dated September 26, 2012, regarding Application No. 2-I-12DVP (Knight) to construct a cabin and accessory building on property located at 9245 Kestrel Drive.

The Committee directed questions to staff.

Derrice Knight, applicant, was present.

It was Moved and Seconded

That Application No. 2-I-12DVP by Derrice Knight for a variance to Section 3.2(4) of Bylaw No. 2465, to permit an additional bathroom fixture consisting of a wash-up sink on Strata Lot 23, Block 180, Cowichan Lake District, Strata Plan VIS 5772 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V (027-082-032) be approved, and that a covenant be registered prohibiting use of the accessory building as a dwelling or sleeping unit.

MOTION CARRIED

R5 – Housing Project

It was Moved and Seconded

That Allan Garside and Pat Caporale be appointed to the Cobble Hill Commons Project Advisory Committee.

MOTION CARRIED

R6 – Landscape Security Policy

Staff Report dated September 26, 2012, from Alison Garnett, Planner I, regarding Landscape Security Policy was referred back to staff.

R7 – Procedures Bylaw amendment

Alison Garnett, Planner I, reviewed staff report dated October 2, 2012, regarding proposed Procedures and Fees amendment bylaw to formalize the process when requests to extend development permits or variance permits are received.

The Committee directed questions to staff.

It was Moved and Seconded

That the draft amendment bylaw to CVRD Development Application Procedures and Fees Bylaw No. 3275 (Permit Term Limit Extension) be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R8 – Mill Springs R/W

Brian Farquhar, Parks and Trails Manager, reviewed staff report dated September 27, 2012, from Dan Brown, Parks Trails Planning Technician, regarding Mill Springs Trail Statutory Right-of-Way.

It was Moved and Seconded

That the Board Chair and Corporate Secretary be authorized to execute a Statutory Right of Way agreement in favour of the Regional District for the purpose of constructing and maintaining a trail within the Mill Springs subdivision in Area A – Mill Bay on lands legally described as District Lot 46, Malahat District, PID 009-355-723.

MOTION CARRIED

R9 – Non-Conforming Campground

Rob Conway, Manager, reviewed staff report dated September 26, 2012, regarding non-conforming campground at 2289 Lochmanetz Road and request to allow the property to be re-developed as a legal campground.

The property owner Mike Kelly, and agent Mark Johnston, were present and provided further information.

The Committee directed questions to staff.

It was Moved and Seconded

That staff be directed to prepare a report and draft amendment bylaws to rezone Lot 2, Section 10, Range 2 and District Lot 690 (2289 Lochmanetz Road), Cowichan District, Plan VIP70020 to permit a 39 unit RV Park.

MOTION CARRIED

R10 – Short Term Rentals

Note: EASC recommendation of September 4th regarding short term rentals of residential dwelling units was referred back to EASC at the September 12, 2012 Board meeting.

Director Morrison stated that he has concerns regarding the proposed amendment and suggested that guidelines be included such as enforcement through ticketing. Mr. Anderson stated that certain thresholds could be included in the policy and suggested that staff bring back a revised report with options.

Discussion ensued.

It was Moved and Seconded

That staff be directed to draft a revised policy respecting short term rental of single family dwellings to include a threshold respecting the number of complaints to be received prior to enforcement action, for review at an upcoming EASC meeting.

MOTION CARRIED

CORRESPONDENCE

C1 – Grant in Aid

It was Moved and Seconded

That a grant in aid, Area E – Cowichan Station/Sahtlam/Glenora, in the amount of \$500 be given to BC Farm Women’s Network to assist with their 25th annual seminar.

MOTION CARRIED

INFORMATION

IN1 – Telus Facility

Letter dated September 12, 2012 from TELUS advising of an open house on October 2nd at The Hub in Cowichan Station was received for information only.

IN2 – Building Report

It was Moved and Seconded

That the September 2012 building report be received and filed.

MOTION CARRIED

IN3 to IN5 - Minutes

It was Moved and Seconded

That the following minutes be received and filed:

- Minutes of Area C APC meeting of September 13, 2012
- Minutes of Area E Parks Commission meeting of September 13, 2012
- Minutes of Area C Parks Commission meeting of September 19, 2012

MOTION CARRIED

NEW BUSINESS

**1 – Saltair
Development Plan**

Director Dorey stated that he would like a development plan prepared for the existing commercial area in Saltair that would encourage development with a west coast marine climate theme. He requested that staff or contract time be dedicated or to do the plan and that the work be included in next year's Planning and Development Work Plan.

Director Morrison stated that work is scheduled to begin on the Area E OCP and that he would like to see work begin on the Area F OCP before dedicating time to a development plan in Area G.

Directors Giles and Fraser stated they support adding the work to the 2013 Work Plan. Director Marcotte stated she also supports the work but would like to see a timeframe and cost estimate.

It was Moved and Seconded

That a development plan/study for the existing six commercially zoned properties in Saltair be incorporated into the 2013 Planning and Development Department Work Plan.

MOTION CARRIED

2 – Grants in Aid

It was Moved and Seconded

1. That a grant in aid, Area A – Mill Bay/Malahat, in the amount of \$500 be given to Shawnigan Cobble Hill Farmers Institute to assist with establishing a senior's drop in centre.
2. That a grant in aid, Area C – Cobble Hill, in the amount of \$1,000 be given to Shawnigan Cobble Hill Farmers Institute to assist with establishing a senior's drop in centre.

MOTION CARRIED

**3 – S.I. Mountain Bike
Society**

Director Giles advised of a request from South Island Mountain Bike Society to hold an event at Quarry Nature Park.

It was Moved and Seconded

That the request from South Island Mountain Bike Society to host the 2nd annual Take-A-Kid-Mountain Biking Day event on Sunday, October 14, 2012, at Quarry Nature Park, be approved.

MOTION CARRIED

4 – Development Signs

Director Morrison advised that he had a discussion with Mr. Hoppe who was scheduled to be a delegate but has withdrawn his request at this time, and staff regarding posting of development signs in Area F. The delegate has concerns that the posting of development signs is not a requirement in Area F and that the OCP should be amended to include that requirement.

Director Morrison requested that staff include a quick study/discussions during the upcoming Area F OCP review process regarding the possibility of including the requirement that signs be posted notifying the public of development applications.

RECESS

The Committee adjourned for 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 5:00 p.m.

RISE

It was Moved and Seconded
That the Committee rise without report.

MOTION CARRIED

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:20 pm.

Chair

Recording Secretary