

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, January 15, 2013 at 3:00 p.m. in the Regional District Board Room, 175 Ingram Street, Duncan, B.C.

PRESENT

Director L. Iannidinaro, Chair
Director M. Walker
Director I. Morrison
Director M. Marcotte
Director M. Dorey
Director P. Weaver
Director B. Fraser
Director L. Duncan
Director G. Giles
Director R. Hutchins, Board Chair

ALSO PRESENT

Mike Tippett, A/General Manager
Warren Jones, Administrator
Rob Conway, Manager
Brian Duncan, Manager
Grant Breckenridge, Chief Building Inspector
Rachelle Rondeau, Planner I
Alison Garnett, Planner I
Dana Leitch, Planner II
Ann Kjerulf, Senior Planner
Nino Morano, Bylaw Enforcement Officer
Rob Harris, Bylaw Enforcement Officer
Cathy Allen, Recording Secretary

APPROVAL OF AGENDA

The Chair noted changes to the agenda which included adding 13 items of listed New Business.

It was Moved and Seconded
That the Agenda as amended be approved.

MOTION CARRIED

Introduction of New Staff Member

Brian Duncan, Manager, advised that Grant Breckenridge has been named the new Chief Building Inspector for the Building Division of the Planning and Development Department. The Committee congratulated Mr. Breckenridge on his appointment.

M1 - Minutes

It was Moved and Seconded that the Minutes of the December 4, 2012, EASC meeting be adopted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

D1 - Shields The delegation request by Keith Shields was removed from the agenda at request of the delegate until such time that the rezoning application for the Shawnigan Lake Firehall is dealt with at EASC.

D2 - Budding Paul Budding was present on behalf of Sahtlam residents to request that the CVRD stop approving requests for special shoots and extra practices at the CV Trap and Skeet Club. Mr. Budding read and presented supporting documents.

The Chair thanked Mr. Budding for appearing.

D3 - Pakulak Andrew Pakulak was present regarding usage of the CV Trap and Skeet Club. Mr. Pakulak stated that he disagrees with approving special shoot requests other than what was approved under the existing Court Order.

The Chair thanked Mr. Pakulak for appearing.

D4 - Fonck Jack Fonck, President of the CV Trap and Skeet Club, was present regarding usage of the gun club. Mr. Fonck read letter of support from an adjacent neighbour and read his letter dated January 15, 2013 (agenda item NB1).

The Chair thanked Mr. Fonck for appearing.

Richard Buck, was present on behalf of the CV Trap and Skeet Club, regarding usage of the gun club. Mr. Buck provided some history of the club and spoke in support of usage of the club.

The Chair thanked Mr. Buck for appearing.

Mr. Fonck requested a further speaker as his delegation request form indicated that three people would be attending.

It was Moved and Seconded
That agenda item D4 be permitted one additional speaker.

MOTION CARRIED

Dan Elzinga advised that he is an adjacent neighbour and has no concerns with the activities of the gun club and stated that he is in support of the CV Gun Club.

The Chair thanked Mr. Elzinga for appearing.

Mr. Pakulak noted that his delegation request form also indicated three people would be attending and therefore requested that Hillary Stean be permitted to speak.

It was Moved and Seconded
That agenda item D3 be permitted one additional speaker.

MOTION CARRIED

Hillary Stean, resident on Sahtlam Estates Road, expressed concerns about the number of gun club members who don't live in the area, and that the shoots are affecting her quality of life. Ms. Stean stated that she supports limiting activities of the gun club.

The Chair thanked Ms. Stean for appearing.

STAFF REPORTS

R1 – CV Trap & Skeet Club

Nino Morano, Bylaw Enforcement Officer, reviewed staff report dated January 9, 2013, regarding Cowichan Valley Trap and Skeet Club Special Event Shoot 2013.

It was Moved and Seconded

That staff report dated January 9, 2013, from Nino Morano, Bylaw Enforcement Officer, regarding Cowichan Valley Trap and Skeet Club special event shoots for 2013, be referred back to staff for further information and to arrange a site visit.

MOTION CARRIED

R2 – Cobble Hill Age Friendly Project

Anne Kjerulf, Senior Planner, reviewed staff report dated January 10, 2013, regarding Cobble Hill Commons Age-Friendly Project.

Bev Suderman, Planning Consultant, and Jessica Gemella, Landscape Architect, who worked on the project, were present and provided a power point presentation.

The Committee directed questions to staff and consultants.

Director Giles thanked the Steering Committee for their time and commitment to the project.

It was Moved and Seconded

1. That the Cobble Hill Age-Friendly Project Report be accepted by the CVRD Board as information;
2. That the Cobble Hill Age-Friendly Report recommendations be endorsed by the CVRD Board;
3. That the Cobble Hill Age-Friendly Report be referred to the Cobble Hill Parks and Recreation Commission and to the Cobble Hill Advisory Planning Commission for feedback respecting the Cobble Hill Common site;
4. That CVRD Planning & Development staff submit an application to the Canadian Mortgage and Housing Corporation requesting seed funding in the amount of \$10,000 to undertake a housing needs assessment;
5. That Ann Kjerulf, Senior Planner, be appointed as Senior Housing Advocate for Seniors Affordable Housing on behalf of the CVRD Board; and

6. That the recommendations table on page 2 and page 54 of the Final Report be amended by changing the term "South Cowichan Area Directors" to "Regional Area Directors" and changing reference to "Area A,B, and C Directors" to "Area Directors".

MOTION CARRIED

R3 - Hunt

Alison Garnett, Planner I, reviewed staff report dated January 8, 2013, regarding Application No. 4-E-12DVP (Hunt) to permit placement of a mobile home at 4661 Bench Road under the small suite provisions of Bylaw No. 1840.

Cara Hunt, applicant, was present and provided further information to the application.

The Committee directed questions to staff and the applicant.

It was Moved and Seconded

That a building permit be issued to Stephen and Cara Hunt for placement of a mobile home with a maximum width of 9 metres on Parcel G (DD441511) of Section 6, Range 1, Cowichan District, subject to an Agricultural Protection Development Permit and a covenant that requires removal of the mobile when the residence is no longer required for farm help (Application No. 4-E-12DVP/15-E-12DP).

MOTION CARRIED

R4 – Don Mann

Rachelle Rondeau, Planner I, reviewed staff report dated January 9, 2013, regarding development permit compliance respecting Application No. 7-B-11DP/RAR (Don Mann Excavating Ltd.).

There were no questions directed to staff from Committee members.

It was Moved and Seconded

That staff report dated January 9, 2013, from Rachelle Rondeau, Planner I, regarding development permit compliance (Application No. 7-B-11DP/RAR, Don Mann Excavating Ltd.), be received and filed.

MOTION CARRIED

R5 - Parshel

Rachelle Rondeau, Planner I, reviewed staff report dated January 9, 2013, regarding Application No. 2-A-12RS (Parshel Holdings Ltd.) to rezone and redesignate property at 692 Shawnigan lake Road, to an industrial zone to allow expansion of the industrial uses on the property.

Kevin Parker, applicant, was present and provided further information to the application.

It was Moved and Seconded

- a) That Official Community Plan and Zoning Amendment Bylaws for Application No. 2-A-12 RS (Parshel Holdings Ltd.) be drafted and forwarded to the Board for consideration of first and second reading;
- b) That the application referrals to the Ministry of Transportation and Infrastructure, Vancouver Island Health Authority, Malahat Volunteer Fire

- Department, and Malahat First Nation, be accepted; and
- c) That a public hearing be scheduled with Directors Fraser, Walker and Dorey appointed as delegates of the Board.

MOTION CARRIED

R6 – Shawnigan Lake Investment

That Amended Application No. 2-B-11RS (Shawnigan Lake Investments) be referred to a future EASC meeting after the following conditions have been met:

- a) Referral of the amended application to the Electoral Area B Planning Commission and the Joint Advisory Planning Commission;
- b) Referral of the amended application to the Electoral Area B Parks and Recreation Commission for comment;
- c) Referral of the amended application to CVRD Departments and External Government Agencies for comment; and
- d) That draft Zoning and OCP amendment bylaws be prepared by Planning staff and presented at a public meeting.

MOTION CARRIED

RECESS

The Committee adjourned for a 5 minute recess.

R7 - McLeod

Dana Leitch, Planner II, reviewed staff report dated January 9, 2013, regarding Application No. 3-B-11RS (Steve and Alexandra McLeod) to rezone property located at 2373 Peterbrook Road from F-1 to R-2 to permit a 7 lot residential subdivision.

There were no questions to the applicant or staff from Committee members.

It was Moved and Seconded

That Application No. 3-B-11RS be referred back to EASC when the following conditions have been met:

- a) That a Wildland Urban Interface Fire Hazard Assessment for the property be drafted and submitted by the applicant.
- b) That draft Zoning and OCP Amendment Bylaws for the property be drafted by Planning Staff.

MOTION CARRIED

Note: Director Marcotte left the meeting at this point.

R8 – Van Isle Dev. Corp.

It was Moved and Seconded

That Application No. 1-I-09RS (Van Isle Waterfront Development Corporation) be referred back to staff for further clarification.

MOTION CARRIED

R9 – Bylaw Enforcement Report

Nino Morano, Bylaw Enforcement Officer, reviewed staff report dated January 10, 2012, regarding 2012 Bylaw Enforcement Report.

It was Moved and Seconded
That the 2012 Bylaw Enforcement Report be received and filed.

MOTION CARRIED

R10 – Release of Covenant (Logan)

It was Moved and Seconded
That the appropriate documents be executed to release Covenant CA2576177 in favour of the Cowichan Valley Regional District registered June 13, 2012, on Lot B, Section 15, Range 4, Shawnigan District, Plan VIP58126, as the subject conditions within the covenant referring to the dedication of proposed Lot 3 (0.32 hectares), for park purposes to the CVRD, will be appropriately executed at the time of subdivision approval and will no longer be relevant within the covenant terms and conditions.

MOTION CARRIED

R11 – Small Suites, Area E

Rob Conway, Manager, reviewed staff report dated January 8, 2013, regarding a request by the Area E Director to amend the Area E zoning bylaw to remove small suites as a permitted use in the A-1 Zone.

It was Moved and Seconded
That a bylaw to amend Area E Zoning Bylaw No. 1840 to remove “small suite” as a permitted use in the A-1 zone be drafted and forwarded to the Board for consideration of first and second reading and that the public hearing be waived in accordance with Section 890(4) of the *Local Government Act*.

MOTION DEFEATED

It was Moved and Seconded
That a bylaw to amend Area E Zoning Bylaw No. 1840 to remove “small suite” as a permitted use in the A-1 zone be drafted and forwarded to the Board for consideration of first and second reading and that a public hearing be scheduled with Directors Duncan, Morrison and Fraser appointed as Board delegates.

MOTION CARRIED

**R12 – 2013 EASC
Schedule**

It was Moved and Seconded
That the proposed 2013 EASC meeting schedule be amended by deleting the
October 1st meeting date and that the following 2013 EASC meeting schedule
be approved with all meetings to start a 3:00 pm:

Tuesday, January 15 th	Tuesday, June 18 th
Tuesday, February 5 th	Tuesday, July 2 nd
Tuesday, February 19 th	Tuesday, July 30 th
Tuesday, March 5 th	Tuesday, September 3 rd
Tuesday, March 19 th	Tuesday, September 24 th
Tuesday, April 2 nd	Tuesday, October 15 th
Tuesday, April 16 th	Tuesday, November 5 th
Tuesday, May 7 th	Tuesday, November 19 th
Tuesday, May 21 st	Tuesday, December 3 rd
Tuesday, June 4 th	

MOTION CARRIED

CORRESPONDENCE

**C1 – TUP, Vacation
Rentals**

It was Moved and Seconded
That letter dated January 4, 2013, from Paul Brigel, regarding temporary use
permits for vacation rentals, be referred back to staff for review and comment.

MOTION CARRIED

**C2 to C7 and NB5 to
NB10– Grants in Aid**

It was Moved and Seconded
That the following grants in aid be approved:

That a grant in aid, Electoral Area C – Cobble Hill, be given to Cowichan
Secondary School in the amount of \$1,000 to provide two \$500 bursaries for
students residing in Area C.

That a grant in aid, Electoral Area C – Cobble Hill, be given to Frances
Kelsey Secondary School in the amount of \$1500 to provide three \$500
bursaries to students residing in Area C.

That a grant in aid, Electoral Area G – Saltair, be given to Chemainus
Secondary School in the amount of \$500 to provide a bursary to a student
residing in Saltair.

That a grant in aid, Electoral Area G – Saltair, be given to Nanaimo-
Ladysmith Schools Foundation in the amount of \$500 to provide a bursary to
a student residing in Saltair.

That a grant in aid, Electoral Area D – Cowichan Bay, be given to Frances
Kelsey Secondary School in the amount of \$1,000 to assist a worthy student
with post-secondary education.

That a grant in aid, Electoral Area D – Cowichan Bay, be given to Cowichan Foundation in the amount of \$500 to assist with further educational opportunities.

That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Cowichan Family Caregivers Society in the amount of \$1500 to provide support for family caregivers.

That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Ecole Mill Bay PAC Ecostravaganza in the amount of \$250 to assist with their annual ecological awareness event.

That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Cowichan Secondary School in the amount of \$1000 towards their scholarship fund.

That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Frances Kelsey Secondary School in the amount of \$1000 towards their scholarship fund.

That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Inspire Arts & Culture Society in the amount of \$10,000 to provide arts and culture support for gathering of local arts and culture groups and Shawnigan Village Gallery.

That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Shawnigan Basin Society in the amount of \$10,000 to provide support for various volunteer services associated with the Shawnigan Lake water basin.

MOTION CARRIED

INFORMATION

IN1 & IN2 – Building Reports

It was Moved and Seconded
That the November 2012 and December 2012 Building Reports be received and filed.

MOTION CARRIED

IN3 to IN11 and NB11 to NB13 - Minutes

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

- Minutes of Area E APC meeting of December 4, 2012
- Minutes of Area D Parks meeting of December 5, 2012
- Minutes of Area C Parks meeting of December 8, 2012
- Minutes of Area H Parks AGM of February 23, 2012
- Minutes of Area H Parks meeting of February 23, 2012
- Minutes of Area H Parks meeting of April 5, 2012
- Minutes of Area H Parks meeting of May 26, 2012
- Minutes of Area H Parks meeting of August 23, 2012
- Minutes of Area H Parks meeting of October 24, 2012
- Minutes of Area B Parks meeting of October 18, 2012
- Minutes of Area B Parks meeting of November 15, 2012

- Minutes of Area A Parks meeting of November 15, 2012

MOTION CARRIED

NEW BUSINESS

NB1 – Add-on material Add-on material (letter dated January 15, 2013 from Jack Fonck) regarding agenda item D4 – CV Trap & Skeet Club usage, was received as information.

NB2 – Add-on material Add-on material (letters and emails) regarding agenda item R1 – CV Trap & Skeet Club, was received as information.

NB3 – Add-on material Add-on material (email from Rachelle Rondeau and Dr. Mackenzie Brooks) regarding agenda item R5 – Application No. 2-A-12RS, was received as information.

NB4 – Add-on Add-on material (report from Director B. Fraser) regarding Agenda item R7 – Application No 3-B-11RS, was received as information.

NB5 to NB13 NB5 through NB13 items were dealt with previously.

RECESS The Committee adjourned for a 5 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 7:10 pm

RISE The Committee rose without report.

ADJOURNMENT It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 7:15 p.m.

Chair

Recording Secretary