



DATE: 8 May 2018

TIME: 1900-2030h

**MINUTES** of the Electoral Area E Advisory Planning Commission meeting held on the above noted date and time at 175 Ingram Street, Duncan BC, Boardroom.

**PRESENT:**

Chairperson: Susan Kaufmann  
Members: Julia Rylands  
Marianna Terauds  
Patrick Jackson  
Celina Gold  
Ken Smith

**REGRETS:**

Justin Straker  
Marianne Terauds  
Celina Gold  
John Salmon

**ALSO PRESENT:**

Director: Alison Nicholson  
CVRD Staff: Bev Suderman (taking minutes)  
Volunteer: Larissa Barry Thibodeau  
Top Shelf Feed reps (applicants: Robert Davidson, Tim Galavan)

Meeting called to order at 1910h, once quorum achieved.

**APPROVAL OF THE AGENDA:**

It was moved and seconded that the agenda be approved, as amended.

MOTION CARRIED.

**ADOPTION OF THE MINUTES:**

It was moved and seconded that the minutes of April 10, 2018 be approved.

MOTION CARRIED.

**NEW BUSINESS**

CVRD File No. DP18E01: 2800 Roberts Road, Top Shelf Feeds (Robert Davidson, Tim Galavan)

Discussion/questions:

- Is the proposed structure meant to be permanent?
  - Shelter for equipment and product storage (coming from off-Island)
  - Testing size of desired structure with a temporary structure of 40 x 80 ft
  - Concern that the site look "presentable"

- Proposed landscaping: why flowering pear trees?
  - To complement the existing trees on the property
- Form and character:
  - Does not conform to the guidelines
  - Concern re the colour; not in harmony or improvement to surrounding areas
- Given form and character concerns, and given that the structure is intended to “test” appropriate sizing, and given that the proposed structure is meant to last no more than 10 years, have the applicants considered a temporary use permit (TUP) for their structure?
- Proposed subdivision in process, will have implications for lot coverage
- General support for the structure idea, but concern re form and character

RECOMMENDATION: That the APC is generally supportive of the intent of the applicants to establish a storage structure. However, the proposed Artic Shelter does not conform with the Cowichan Koksilah Development permit guidelines. The applicant may wish to explore the possibility of a temporary use permit. The APC would be comfortable if the application for the Arctic Shelter were to proceed as a temporary use permit, to make it clear that the structure will be temporary, and the size is experimental.

It was moved and seconded that the recommendation be approved

MOTION CARRIED.

Area E OCP Community Indicators Report: Larissa Barry Thibodeau

- Larissa is a 1<sup>st</sup> year Masters in Planning student at Vancouver Island University
- Her “White Paper” assignment ended up being quite different from anticipated. She did an analysis of implementation policies within OCPs. She will send a copy to the APC members.
- Nevertheless, based on her research, Larissa did an analysis of indicators in the City of Victoria’s OCP (a benchmark for the CVRD), and tried to develop indicators that would work with the Cowichan Koksilah OCP area context: small town, rural, unincorporated
- Key point: The community should be involved in the development of indicators.
- Presentation suggested possible indicators for each of the draft goals as written in the OCP. Presentation will also be circulated.
- Bev to upload the PowerPoint and White Paper into Google Docs, as a stimulus to further thought for the Area E OCP.
- Thanks were extended to Larissa for all of her work on behalf of the Area E OCP project; and congratulations on her presentation.

**BUSINESS ARISING FROM THE MINUTES:**

1. Election follow up: To be revisited when more APC members are present.
2. OCP Harmonization project: Susan and Alison reported on the initial meeting of the Chairs of the APCs:
  - a. The project will be completed in phases, probably starting with Agriculture and Forestry land use designations.
  - b. The steering committee needs to be established. The second representative from the APC does not necessarily have to be the Vice-Chair. Can discuss further.
  - c. It is recommended that the APC have two representatives on the steering committee and is seeking volunteers who can commit the time that will be involved.
  - d. At the initial meeting, the importance of good minutes was stressed.

**REPORTS:**

**DIRECTOR'S REPORT:**

No report.

**PLANNER'S REPORT:**

No report.

**OTHER BUSINESS:**

- Patrick and Julia announced their retirement from the APC. Julia expressed an interest in continuing to sit on the OCP Advisory Committee.

**ADJOURNMENT:** It was moved and seconded that the meeting be adjourned at 2032h

**NEXT MEETING DATE:** June 12, 2018

Bev Suderman  
Acting SECRETARY

  
CHAIRPERSON