

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, July 6, 2010 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC.

PRESENT

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

CVRD STAFF

Mike Tippett, Acting General Manager
Rob Conway, Manager
Brian Farquhar, Manager
Jill Collinson, Planning Technician
Alison Garnett, Planning Technician
Katy Tompkins, Senior Planner
Warren Jones, Administrator
Dan Derby, General Manager
Cathy Allen, Recording Secretary

**APPROVAL OF
AGENDA**

The Chair noted changes to the agenda which included adding one listed item of new business plus five additional new business items.

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 June 15, 2010, EASC meeting, be accepted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

D1 - Freshwater

Delegates representing the Cowichan Green Community, were present to inform Directors about their Year Round Guide to Local Food in the Cowichan Valley. Each Director was presented with a *Buy Local, Buy Fresh* guide map. It was stated that the guide was created to help link local consumers and food producers; it included huge local farmer support; and the project was fully funded through a partnership program.

The project has been successful and they hope to get the guide online and the plan is to update the map every year.

The group is asking for continued support and requested that Directors encourage friends and neighbours to also support the project.

The Committee members commended the group for the product and thanked them for their efforts.

D2 - Hart

Jill Collinson, Planning Technician, presented Application No. 2-G-10DP (Hart), to permit construction of a single family dwelling on Gardner Road West in Saltair in accordance with the provisions of the Habitat Protection DPA in Bylaw No. 2500.

That applicant was not present.

It was Moved and Seconded

That Application No. 2-G-10DP be approved, and that a development permit be issued to Edward and Patricia Hart for Lot 12, District Lot 34, Oyster District, Plan 13071, subject to the following:

- Compliance with the recommendations for eagle nest noted in the May 4, 2010 report by Sally Leigh-Spencer of Ecologic Consulting;
- Maintain the existing forested buffer around the nest tree in its natural condition.

MOTION CARRIED

D3 – Morris

Alison Garnett, Planning Technician, presented Application No. 5-G-10DP (John Morris/Saltair Properties Ltd.) to allow a proposed boundary adjustment at 10860 and 10830 Chemainus Road in Saltair, within the Commercial Development Permit Area in Bylaw 2500.

John Morris, applicant, was present and provided further information to the application.

There were no questions to staff or the applicant.

It was Moved and Seconded

That Application No. 5-G-10DP be approved, and that a development permit be issued to Saltair Properties for Lot A, District Lot 31, Oyster District, Plan VIP 54245 and Lot 9, District Lot 31, Oyster District, Plan 4039 except part in plan 41287, to permit a boundary adjustment subdivision, subject to the following:

- development substantially complies with the plan of proposed subdivision;
- receipt of an irrevocable letter of credit in a form suitable to the CVRD, equivalent to 125% of the landscape costs, to be refunded after two years only if the plantings identified on the Landscape Plan are successful and to the satisfaction of the CVRD.

MOTION CARRIED

D4 - McCulloch

Jill Collinson, Planning Technician, presented Application No. 8-E-09DP (Kelvin McCulloch/Buckerfield's Ltd.) to construct an addition to the existing Buckerfield's building located at 5410 Trans Canada Highway.

Kelvin McCulloch, 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 Development Permit Application No. 8-E-09DP be approved and that the Planning and Development Department be authorized to issue a Development Permit to Buckerfield's Ltd. with respect to Lot 3, Section 14, Range 6, Quamichan District, Plan 15507 to allow for an addition to the existing building, subject to;

- a) The proposed "Buckerfield's" signage on the pergola being replaced with a "B" only;
- b) The proposed signage on the gable of the new addition being consistent with proposed warehouse signage and installation of a half-moon vent above the sign;
- c) The LED sign is static and follows design specifications as per attachment A10a;
- d) Provision of landscape security in the form of an irrevocable letter of credit, equal to 125% of the value of the landscaping;
- e) Oil interceptor installed for all parking lot drainage;
- f) Installation of green or black fencing in conjunction with attachment A4;
- g) Compliance with landscaping plan as per attachment A5;
- h) Wood fence posts be installed along the property front to mimic the look of the proposed pergola.

MOTION CARRIED

STAFF REPORTS

SR1 – Bylaws 3222, 3223 (Elkington)

Mike Tippett, Acting GM, presented Staff Report dated June 28, 2010, from Catherine Tompkins, Senior Planner, regarding OCP Bylaw No. 3222 and Zoning Bylaw No. 3223 (Elkington Estates/Macaroff/Gates).

Director Giles questioned if further authorization is required for the Chair to sign the required covenants. Warren Jones, Administrator, was requested to get this information.

It was Moved and Seconded

That discussion respecting Bylaws 3222 and 3223 be referred until further information is received from the Administrator.

MOTION CARRIED

Warren Jones reported that the Board authorized signing of the covenants at their March 25, 2009 meeting, therefore, no further motion is required.

The staff report was received as information.

SR2 – Per Diem, Fire Departments

Dan Derby, General Manager, presented staff report dated June 28, 2010, regarding training/conference per diem for fire department volunteers.

It was Moved and Seconded

That a \$100 per diem for CVRD Fire Department volunteers for training/conference purposes be implemented, and that the Vadim payroll system be used for payment of all per diems and stipends.

MOTION CARRIED

SR3 – Barnjum Road

Mike Tippett, Acting GM, presented staff report dated June 29, 2010, from Tom Anderson, General Manager, regarding Barnjum Road, Area E.

It was Moved and Seconded

That the Ministry of Transportation and Infrastructure be requested to place the upgrading and paving of Barnjum Road, Electoral Area E, West of Duncan, on their priority list.

MOTION CARRIED

SR4 – Operational Fuel Management

Brian Farquhar, Manager, presented staff report dated June 29, 2010, from Tanya Soroka, Parks and Trails Planner, regarding Grant Funding approval by the Ministry of Forests and Range for the Operational Fuel Management Project and the Fuel Management Prescription to take place in five community parks.

The report was received for information purposes.

SR5 – Polkey Road Park

Brian Farquhar, Manager, presented staff report dated June 30, 2010, regarding Polkey Road Park – Sh-hwuykweslu Restoration Project.

It was Moved and Seconded

That the proposal for habitat restoration work in Sh-hwuykweslu (Busy Place Creek) within Polkey Road Park in Electoral Area E be approved, with funding for the works to be provided by the Ministry of Transportation and Infrastructure, Living Rivers, the Pacific Salmon Foundation and in-kind contributions.

MOTION CARRIED

SR6 – Bylaw 3404

Mike Tippett, Acting GM, presented staff report dated June 28, 2010, regarding Referrals for Bylaw 3404.

It was Moved and Seconded

That Zoning Amendment Bylaw No. 3404 (Fisher Road I-1C Industrial Area), Area C, be referred to Cobble Hill Improvement District, Miller Water Supply, and Braithwaite Improvement District for comment; and that a three week reply period be allowed for.

MOTION CARRIED

SR7 – Accessory Building fixture

Rob Conway, Manager, presented staff report dated June 28, 2010, regarding accessory building fixture at 2163 Angus Road.

Brian Town, property owner, was present.

It was Moved and Seconded

That the request by Brian and Betty Town for a bathtub in addition to a sink and toilet within an accessory building on Lot 3, Shawnigan Lake Suburban Lots, Malahat District, Plan 13231 (2163 Angus Road), be approved, subject to the land owner registering a covenant affirming that the structure will not be used as a dwelling.

MOTION CARRIED

SR8 – Tower Fence Products

It was Moved and Seconded
That discussion respecting the Tower Ready-Mix Ltd. site on Owl Road, Shawnigan Lake, be referred to the next meeting when the Area B Director is present.

MOTION CARRIED

**APC
AP1, AP2 to AP8 -
Minutes**

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

- Minutes of Area D APC meeting of April 24, 2010
- Minutes of Area I APC meeting of May 4, 2010
- Minutes of Area I APC meeting of May 20, 2010
- Minutes of Area I APC meeting of April 6, 2010
- Minutes of Area I APC meeting of June 1, 2010
- Minutes of Area A APC meeting of June 15, 2010
- Minutes of Area E APC meeting of June 22, 2010

MOTION CARRIED

AP2 - Minutes

It was Moved and Seconded
That the minutes of the Area F APC meeting of May 11, 2010, be amended on Page 1 to change the name “Katie _____” to “Katy Tompkins”, and that the minutes as amended be received and filed.

MOTION CARRIED

**AP9 – Resignation
from the Area D APC**

It was Moved and Seconded
That the resignation of Gordon Rutherford from the Area D Advisory Planning Commission be accepted and that a letter of appreciation be forwarded to Gordon Rutherford.

MOTION CARRIED

PARKS

PK1 to PK4 - Minutes

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

- Minutes of Area D Parks Commission meeting of June 21, 2010
- Minutes of Area I Parks Commission meeting of March 9, 2010
- Minutes of Area I Parks Commission meeting of April 13, 2010
- Minutes of Area I Parks Commission meeting of May 11, 2010

MOTION CARRIED

INFORMATION

IN1 – Fuel Burning Appliance Regs.

Intentions Paper dated May 2010, from the Ministry of Environment and Ministry of Healthy Living and Sport, regarding changes to the Solid Fuel Burning Domestic Application Regulations, was received as information.

NEW BUSINESS

1 – Foreshore Protection, Area A

Director Harrison expressed concern that the character of Mill Bay is disappearing and in particular the foreshore requires protection. He noted that retaining walls are being built on crown land below the high water mark, and requested that staff be directed to draft bylaws that would protect the foreshore to get control over the situation.

Several other Directors expressed similar concerns in their areas.

Director Dorey noted that Saltair currently has an ocean front development permit area.

Director Giles noted that the Official Community Plan in the south end is currently being reviewed but it will be some time yet before it is adopted so feels that staff should proceed immediately to draft a bylaw and bring it back to the EASC for review by all interested Directors.

It was also noted that Electoral Areas F, D, H and C are interested in being included in any future discussion and information.

It was Moved and Seconded

That staff be directed to draft a bylaw providing guidelines for a Mill Bay Foreshore Protection Development Permit Area, and bring back to the EASC for review.

MOTION CARRIED

2 – Grants in Aid

It was Moved and Seconded

That a grant in aid (Area F) be given to Cowichan Lake and River Stewardship Committee in the amount of \$250 to assist with start up costs with forming a Society.

MOTION CARRIED

It was Moved and Seconded

That a grant in aid (Area I) be given to Cowichan Lake and River Stewardship Committee in the amount of \$250 to assist with start up costs with forming a Society.

MOTION CARRIED

3 – Water Surface Control Bylaw

Director Iannidinardo expressed concern regarding the eel grass situation in Cowichan Bay and suggested that staff prepare a water surface bylaw.

Mike Tippet advised that an ad-hoc committee has been established to address water surface issues in Cowichan Bay, including abandoned boats. He advised that mapping is needed to assist the ad-hoc committee but we require Committee support and direction to have our GIS Division produce the necessary maps.

It was Moved and Seconded

That staff be directed to determine costs associated with the GIS Division producing maps that would be required to prepare bylaws respecting water surface/eel grass control in Cowichan Bay.

MOTION CARRIED

4 – Boat Safety Regs

Director Kuhn expressed concern regarding the recent houseboat accident on Shuswap Lake and how there is a lack of enforcement of boats on BC lakes. It was suggested that the Chair write a letter to other Regional Districts to coordinate an approach regarding boat safety regulations on BC lakes.

It was Moved and Seconded

That the Board Chair write a letter to the Chairperson of other BC Regional Districts expressing interest in a Regional District coordinated approach regarding boat safety, enforcement, and regulations on BC lakes; and further, that submission of a resolution to UBCM be supported.

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 5:00 pm.

RISE

The Committee rose and reported as follows:

It was Moved and Seconded

That the Mesachie Lake Tourism Pullout be constructed within Mesachie Lake Park between Bear Lake Road and the Mesachie Lake Skydome ballfield outfield fence, inclusive of flyball warning signage and additional net fencing to address the risk of potential errant flyballs landing within the information pullout area. [Section 90(1)(g)].

MOTION CARRIED

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:43 pm.

Chair

Recording Secretary