

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, February 15, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 10:00 AM.

**PRESENT:** Director I. Morrison, Chair  
Director M. Marcotte, <after 10:26 AM>  
Director K. Davis  
Director S. Furstenau  
Director M. Clement <until 5:26 PM>  
Director L. Iannidinardo  
Director A. Nicholson  
Director M. Dorey  
Director K. Kuhn

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Planning & Development  
H. Hatami, General Manager, Engineering Services  
M. Tippett, Manager, Regional & Community Planning  
R. Conway, Manager, Development Services  
B. Farquhar, Manager, Parks & Trails  
R. Blackmore, Manager, Inspection & Enforcement  
B. Dennison, Manager, Water Management  
J. Barry, Corporate Secretary, Legislative Services  
A. Melmock, Manager, Economic Development  
Kate Miller, Manager Environmental Services Division  
R. Dias, Parks Superintendent  
G. Breckenridge, Chief Building Inspector  
H. Kauer, Senior Planner  
R. Rondeau, Planner II  
S. Herrera, Planner II  
K. Biegun, Planner I  
T. Etherington, Utilities Operations Superintendent  
L. Knodel-Joy, Senior Engineering Technologist  
L. Daugenet, Engineering Technologist III  
J. deJong, Fire Rescue Services Coordinator  
A. Tokarek, Asset Coordinator  
J. Hughes, Recording Secretary

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**10:26 AM** Director Marcotte entered the meeting at 10:26 AM.

**R1** Innova Strategy Group Wastewater Utility Review and Assessment Report - Committee Report from Water Management Division, was received for information.

**CLOSED SESSION**

**11:28 AM** 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)(c) Employee Relations.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**12:14 PM** It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

**12:15 PM** The Committee took a recess at 12:15 PM.

**1:31 PM** The meeting resumed at 1:31 PM.

The Chair noted the following changes regarding the Order of Business on the agenda:

1. Adoption of Minutes;
2. Item R5 (Fisher Road Park Traffic Safety Engineering Assessment - Committee Report from Parks & Trails Division);
3. Delegation (Jill Thompson, Cowichan Station Area Association, Re: Cowichan Station Area Association's Koksilah Working Group's Ecosystem Based Analysis of the Koksilah Watershed);
4. Item R14 (Directors Report from Director A. Nicholson, Electoral E - Cowichan Station/Sahtlam/Glenora, Re: Koksilah Watershed Ecosystem Based Analysis); and
5. Return to regular Order of Business starting at Correspondence Item C1.

**ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of January 18, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of January 18, 2017, be adopted.**

**MOTION CARRIED**

**R5** Fisher Road Park Traffic Safety Engineering Assessment - Committee Report from Parks & Trails Division

**It was moved and seconded that a meeting be organized with relevant stakeholders including School District No. 79, the Ecole Cobble Hill PAC and Ministry of Transportation and Infrastructure to review the findings and recommendations of the Fisher Road Park traffic safety and technical solutions engineering assessment.**

**MOTION CARRIED**

**DELEGATIONS**

**D1** Jill Thompson, President of the Board of the Cowichan Station Area Association, Re: Cowichan Station Area Association's Koksilah Working Group's Ecosystem Based Analysis of the Koksilah Watershed

Ms. Thompson thanked the Cowichan Valley Regional District (CVRD) for their past support in their transformation of the old Cowichan Station School into The Hub. The Association has approximately 80 volunteers who are committed to their projects, looking after the watershed and environment. The Association is in the process of creating the Koksilah Ecosystem Based Analysis of the Koksilah Watershed and they are requesting support from the CVRD to assist them with partial funding.

**R14** Directors Report from Director A. Nicholson, Electoral E - Cowichan Station/Sahtlam/Glenora, Re: Koksilah Watershed Ecosystem Based Analysis

**It was moved and seconded that it be recommended to the Board:**

- 1. That the Community Works Fund allocations for Area B include \$15,000 and for Area E \$10,000 for the Koksilah Watershed Ecosystem-based Analysis Project as a contribution to the Cowichan Station Area Association; and**
- 2. That the Cowichan Station Area Association be granted approval to pursue a sole source award to the Silva Forest Foundation with these funds for the project.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Frances Kelsey Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$2,000 be provided to Frances Kelsey Secondary School for four \$500 bursaries to be awarded to students residing in Electoral Area A – Mill Bay/Malahat.**

Directors Furstenau and Kuhn were absent during the vote.

**MOTION CARRIED**

**C2** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Shawnigan Cobble Hill Farmers Institute

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$3,500 be provided to Shawnigan Cobble Hill Farmers Institute to support the Cobble Hill Fair.**

Directors Furstenau and Kuhn were absent during the vote.

**MOTION CARRIED**

- C3** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Shawnigan Cobble Hill Farmers Institute

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to Shawnigan Cobble Hill Farmers Institute to support the seniors lunch.**

Directors Furstenau and Kuhn were absent during the vote.

**MOTION CARRIED**

- C4** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: One Cowichan

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to One Cowichan to support the Roundtable Forum hosting the event on March 16, 2017.**

Director Furstenau was absent during the vote.

**MOTION CARRIED**

- C5** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Station Area Association

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$3,000 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem Based Analysis Project.**

Director Furstenau was absent during the vote.

**MOTION CARRIED**

- C6** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Land Trust

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$2,500 be provided to Cowichan Land Trust to support the pre-school education programs.**

**MOTION CARRIED**

- C7** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Frances Kelsey Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.**

**MOTION CARRIED**

- C8** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.**

**MOTION CARRIED**

- C9** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Spirit of Women

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be provided to Cowichan Spirit of Women to support the International Woman's Day Event on March 3, 2017.**

**MOTION CARRIED**

- C10** Grant-in-Aid Request, Electoral Area G - Saltair/Gulf Islands, Re: Nanaimo-Ladysmith Schools Foundation

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$500 be provided to Nanaimo-Ladysmith Schools Foundation for a Saltair Community Bursary to a Saltair student graduating from Ladysmith Secondary School.**

**MOTION CARRIED**

## **INFORMATION**

### **IN1**

The following items 1 through 6 were received for information:

1. Area B - Advisory Planning Commission Minutes - October 6, 2016;
2. Area E - Advisory Planning Commission Minutes - January 10, 2017;
3. Area A - Parks Commission Minutes - November 10, 2016;
4. Area A - Parks Commission Minutes - January 12, 2017;
5. Area C - Parks Commission Minutes - December 5, 2016; and
6. Area D - Parks Commission Minutes - November 21, 2016.

**IN2** Letter dated February 4, 2017, from David Bain, Festival Director, Rock of the Woods, was received for information.

**IN3** 2016 Census, was received for information.

## REPORTS

**R1** Application No. 10-A-16DP-VAR (2961 Church Way) - Committee Report from Development Services Division

**It was moved and seconded that it be recommended to the Board:**

- 1. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 not be varied to allow the use of pavers for the required disability parking stall;**
- 2. That Development Permit with Variance Application No. 10-A-16DP-VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation; and**
- 3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.**

**MOTION CARRIED**

**R2** Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671 and 027-501-680) - Committee Report from Development Services Division

**It was moved and seconded that it be recommended to the Board:**

- 1. That the Official Community Plan and Zoning Amendment Bylaw for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be accepted;**
- 3. That a covenant be registered specifying no disturbance to the lands within 20 metres of the high water mark of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake;**
- 4. That a public hearing be scheduled with all Electoral Area Directors as delegates.**
- 5. That the draft Zoning Amendment Bylaw be amended to specify a maximum building volume of 300 m<sup>2</sup> for seasonal cabins.**

**MOTION CARRIED**

**R3** Amendment to Subdivision Servicing Bylaw No. 1215 - Committee Report from Community & Regional Planning Division

**It was moved and seconded that Subdivision Servicing Amendment Bylaw No. 4072 (Proof of Water) be considered for Third Reading and Adoption.**

**MOTION CARRIED**

**3:05 PM** The Committee took a recess at 3:05 PM.

**3:15 PM** The meeting resumed at 3:15 PM.

**R4** Cowichan Valley Trail - Ida Road Trail Access Permit to Construct Application - Committee Report from Parks & Trails Division

**It was moved and seconded that it be recommended to the Board that a Permit to Construct with the Province of British Columbia be approved for the Cowichan Valley Trail – Ida Road Public Trail Access within the West Shawnigan Lake Road right of way.**

Director Clement was absent during the vote

**MOTION CARRIED**

**R5** Item R5 (Fisher Road Park Traffic Safety Engineering Assessment - Committee Report from Parks & Trails Division) was moved up after Item M1 (Adoption of Minutes)

**R6** Fencing Requirement for Phase 3 of Inwood Creek Estates - Committee Report from Development Services Division

**It was moved and seconded that a meeting be arranged with the 15 lot owners from Phase 3 Inwood Creek Estates regarding park boundary fencing requirements.**

**MOTION CARRIED**

**R7** Work Program 2017 - Committee Report from Community & Regional Planning Division, was received for information.

**R8** December, 2016, Year End Building Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division, was received for information.

**R9** Soil Deposit Bylaw - Committee Report from Inspection & Enforcement Division, was received for information.

- R10** Saltair Water System - Sale of CVRD Owned Property in Electoral Area G, Saltair - Committee Report from Water Management Division

It was moved and seconded that it be recommended to the Board that:

1. That the property located at 10705 Chemainus Road in Electoral Area G, Saltair, be deemed surplus and an application be initiated to rezone from P-2 to R-2;
2. Upon completion of rezoning, approve the sale of Lot 9, Plan VIP5645, District Lot 32, Oyster Land District, located in Electoral Area G, Saltair at fair market value with the proceeds deposited into the Saltair Water System Capital Reserves; and
3. Retain a realtor who will work on behalf of the Regional District.

**It was moved and seconded that the Water Management Division Staff Report dated January 12, 2017, Re: Saltair Water System - Sale of CVRD Owned Property in Electoral Area G, Saltair be referred back to staff and that a public meeting be held to receive input on the potential sale of the subject property.**

**MOTION CARRIED**

- R11** Twin Cedars Sewer System - Cedars Center Request for Inclusion - Committee Report from Water Management Division

**It was moved and seconded that it be recommended to the Board:**

1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Twin Cedars System service area be received;
2. That CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006 be amended to include the property described as PID 026-889-749, Lot 3, Section 14 & 15, Rage 5 & 6, Plan VIP 81819, Shawnigan District; and
3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.

**MOTION CARRIED**

- R12** Shawnigan Lake North Water - Capital Upgrade Pipe Replacement - Committee Report from Water Management Division

**It was moved and seconded that the Shawnigan Lake North Water 2017 budget be amended to increase the Engineering Structures Capital by \$120,000 to be funded by \$66,000 Operating Reserves and \$54,000 Transfer from Gas Tax Reserves (Phase 2).**

**MOTION CARRIED**

- R13** Volunteer Fire Rescue Internal Mutual Aid Policy - Committee Report from Public Safety Division

**It was moved and seconded that it be recommended to the Board that the Volunteer Fire Rescue Internal Mutual Aid Policy attached to the February 6, 2017, Public Safety Division report, be adopted.**

**MOTION CARRIED**



- R14** Item R14 (Directors Report from Director A. Nicholson, Electoral E - Cowichan Station/Sahtlam/Glenora, Re: Koksilah Watershed Ecosystem Based Analysis) was moved up after Item D1 (Delegations).

### UNFINISHED BUSINESS

- UB1** Directors Report from Director M. Clement, Electoral Area C - Cobble Hill, Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences (referred from January 18, 2017, Electoral Area Services Committee meeting)

**It was moved and seconded that it be recommended to the Board that staff draft a policy to allow more flexibility for Electoral Area Directors to access training and workshop funding.**

Director Clement was absent during the vote.

**MOTION CARRIED**

- 4:46 PM** The Committee took a recess at 4:46 PM.

- 4:53 PM** The meeting resumed at 4:53 PM.

- UB2** Gas Tax - Community Works Fund Project Allocations for 2017 - Committee Report from General Manager, Engineering Services Department (referred from January 18, 2017, Electoral Area Services Committee meeting)

**It was moved and seconded that it be recommended to the Board that #19 (Former Mt. Brenton School Condition Assessment) listed within Table 1.0 of the Staff Report dated February 3, 2017, from the General Manager, Engineering Services Department, Re: Gas Tax - Community Works Fund Project Allocations for 2017, be reduced from \$25,000 to \$5,000.**

**MOTION DEFEATED**

**It was moved and seconded that it be recommended to the Board that the 2017 Community Works Funds be allocated to the electoral area projects identified in the February 3, 2017, Engineering Services Department report.**

**MOTION CARRIED**

- UB3** Community Parks Advisory Commissions Establishment – Committee Report from Legislative Services Division (referred from January 18, 2017, Electoral Area Services committee meeting)

- 5:26 PM** Director Clement left the meeting at 5:26 PM.

**It was moved and seconded that a meeting be arranged with the Electoral Area Directors, Electoral Area Parks Commissions Chairs and key staff to begin the engagement process regarding Community Parks Commissions.**

**MOTION CARRIED**

**It was moved and seconded that it be recommended to the Board that existing appointments to the nine Electoral Area community Parks Commissions and the South Cowichan Parks Commission be extended to December 31, 2017.**

**MOTION CARRIED**

**ADJOURNMENT**

**5:50 PM**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:50 PM.

\_\_\_\_\_  
Chair

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

Dated: \_\_\_\_\_