

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, January 18, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 11:01 AM

PRESENT: Director I. Morrison, Chair
Director M. Marcotte, Vice Chair <after 1:31 PM>
Director K. Davis
Director S. Furstenau
Director L. Iannidinardo <until 2:48 PM>
Director M. Dorey
Director K. Kuhn
Alternate Director K. Daniels <until 11:06 AM>

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
G. Breckenridge, Chief Building Inspector
B. Suderman, Planner III
R. Rondeau, Planner II
K. Biegun, Planner I
E. Young, Planning Technician
T. Soroka, Parks & Trails Planner
L. Knodel-Joy, Senior Engineering Technologist
T. Etherington, Utilities Operations Superintendent
A. Tokarek, Asset Coordinator
J. Hughes, Recording Secretary

ABSENT: Director M. Clement
Director A. Nicholson

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

R1 Community Parks Advisory Commissions Establishment - Committee Report from Joe Barry, Corporate Secretary, Legislative Services Division

It was moved and seconded that Community Parks Advisory Commissions Bylaw No. 4066 be referred to an upcoming Electoral Area Services Committee meeting.

MOTION CARRIED

11:06 AM The Committee took a recess.

1:31 PM The meeting resumed with Director Marcotte replacing Alternate Director Daniels.

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of December 7, 2016

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of December 7, 2016, be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area C - Cobble Hill Re: Frances Kelsey School

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 \$1,000 be provided to Frances Kelsey School for two \$500 bursaries to be awarded to students residing in Electoral Area C – Cobble Hill.

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area C - Cobble Hill Re: Cowichan Secondary School

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 \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area C – Cobble Hill.

MOTION CARRIED

C3 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Cowichan Spirit of Women

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$250 be provided to Cowichan Spirit of Women to support the International Women's Day dinner on Friday, March 3, 2017.

MOTION CARRIED

C4 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Frances Kelsey Secondary School

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake in the amount of \$1,500 be provided to Frances Kelsey Secondary School for three \$500 bursaries for

graduating students from Electoral Area B – Shawnigan Lake.

MOTION CARRIED

C5 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Cowichan Secondary School

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake in the amount of \$1,500 be provided to Cowichan Secondary School for three \$500 bursaries for graduating students from Electoral Area B – Shawnigan Lake.

MOTION CARRIED

C6 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Cowichan Secondary Dry Grad 2017

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake in the amount of \$500 be provided to Cowichan Secondary Dry Grad 2017 to support Cowichan Secondary Dry Grad 2017.

MOTION CARRIED

INFORMATION

IN1 Director Clement Re: Centre for Civic Governance, 2017 High Ground: Leadership in Transitioning Times, was received for information.

IN2 The following items 1 through 6 were received for information:

1. Area A - Advisory Planning Commission Minutes - January 5, 2017;
2. Area E - Advisory Planning Commission Minutes - July 12, 2016;
3. Area E - Advisory Planning Commission Minutes - September 12, 2016;
4. Area E - Advisory Planning Commission Minutes - October 11, 2016;
5. Area C - Parks Commission Minutes - November 7, 2016; and
6. Area G - Parks Commission Minutes - November 7, 2016.

REPORTS

R1 Application No. 03-H-16DVP (12272 Chandler Road) - Committee Report from Emily Young, Planning Technician

It was moved and seconded that it be recommended to the Board that Application No. 03-H-16DVP (12272 Chandler Road) to vary Section 8.2 of Zoning Bylaw No. 1020, to allow a reduction in the rear property line setback from 4.5 to 4.1 metres to legalize existing suite be approved.

MOTION CARRIED

R2 Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) - Committee Report from Emily Young, Planning Technician

It was moved and seconded that Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be referred back to staff for further consideration.

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be approved.

MOTION CARRIED

R3 Application No. 03-G-16DP (3695 Gardner Road) - Committee Report from Rachelle Rondeau, Planner II

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

- 1. That Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be approved; and**
- 2. 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. 2500.**

MOTION CARRIED

R4 Park Concept Plan for Elsie Miles Park in Electoral Area B - Shawnigan Lake - Committee Report from Tanya Soroka, Parks & Trails Planner

It was moved and seconded that it be recommended to the Board that the Elsie Miles Park Concept Plan dated December 1, 2016, be endorsed.

MOTION CARRIED

R5 Planning Workshop for all Advisory Planning Commissions - Committee Report from Bev Suderman, Planner III

It was moved and seconded:

- 1. That an Advisory Planning Commission orientation workshop be prepared and delivered to all Commissions within the region.**
- 2. That the Planning & Development Department prepare annual Advisory Planning Commission (APC) workshops to strengthen the understanding and working relationships between staff, planning processes and APC members.**

MOTION CARRIED

- R6** 2016 Bylaw Enforcement Report - Committee Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.
- R7** Building Bylaw - Committee Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.
- 2:48 PM** Director Iannidinardo left the meeting at 2:48 PM
- R8** Water System Management Bylaws – 2017 Amendments – Committee Report Louise Knodel-Joy, Senior Engineering Technologist

It was moved and seconded that the following bylaws be forwarded to the Board for consideration of three readings and adoption:

- 1. CVRD Bylaw No. 4076 – Lambourn Estates Water System Management Amendment Bylaw, 2017;**
- 2. CVRD Bylaw No. 4077 – Arbutus Ridge Water System Management Amendment Bylaw, 2017;**
- 3. CVRD Bylaw No. 4078 – Shellwood Water System Management Amendment Bylaw, 2017; and**
- 4. CVRD Bylaw No. 4079 – Saltair Water System Management Amendment Bylaw, 2017.**

Director Kuhn was absent during the vote.

MOTION CARRIED

- R9** Sewer System Management Bylaws - 2017 Amendment - Committee Report from Louise Knodel-Joy, Senior Engineering Technologist

It was moved and seconded that the following bylaws be forwarded to the Board for consideration of three readings and adoption:

- 1. CVRD Bylaw No. 4080 – Sentinel Ridge Sewer System Management Amendment Bylaw, 2017;**
- 2. CVRD Bylaw No. 4081 – Arbutus Mountain Sewer System Management Amendment Bylaw, 2017;**
- 3. CVRD Bylaw No. 4082 – Cobble Hill Sewer System Management Amendment Bylaw, 2017;**
- 4. CVRD Bylaw No. 4083 – Mill Springs Sewer System Management Amendment Bylaw, 2017;**
- 5. CVRD Bylaw No. 4084 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2017; and**
- 6. CVRD Bylaw No. 4085 – Eagle Heights Sewer System Management Amendment Bylaw, 2017.**

MOTION CARRIED

- R10** Gas Tax - Community Works Fund Project Allocations for 2017 - Committee Report from Austin Tokarek, Asset Coordinator

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 January 6, 2017, Engineering Services Department report, with the exception of the Cowichan Bay Boat Launch Upgrades and further that a revised report be referred to the next Electoral Area Services Committee meeting.

MOTION CARRIED

- R11** Directors Report from Director Matteus Clement, Electoral Area C - Cobble Hill, Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences

It was moved and seconded that Director Clement's Report to the January 18, 2017, Electoral Area Services Committee meeting Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences, be referred to the next Electoral Area Services Committee meeting.

MOTION CARRIED

CLOSED SESSION

- 3:15 PM** 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)(f) Law Enforcement.

MOTION CARRIED

RISE FROM CLOSED SESSION

- 4:16 PM** It was moved and seconded that the Committee rise with report on Item CSNB1, and return to the Open portion of the meeting.

MOTION CARRIED

- CSNB1** It was moved and seconded that the Committee rise with report on Item CSR2 from the August 3, 2016, Closed Session Electoral Area Services Committee agenda.

MOTION CARRIED

- CSR2 (August 3, 2016)** It was moved and seconded that it be recommended to the Board that bylaw enforcement against the non-conforming use at 5105 Westcan Terminal Road be deferred for eight (8) months to allow consideration of a pending rezoning application intended to legalize existing uses.

MOTION CARRIED

ADJOURNMENT

4:17 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 4:17 PM

Chair

Recording Secretary

Dated: _____