

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, June 21, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

PRESENT: Director I. Morrison, Chair
Director S. Acton
Director M. Clement
Director K. Davis
Director M. Dorey
Director L. Iannidinardo
Director K. Kuhn
Director A. Nicholson
Alternate Director K. Daniels

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
M. Tippett, A/General Manager, Land Use Services Department
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
T. Soroka, Parks & Trails Planner
S. Herrera, Planner II
R. Rondeau, Planner II
K. Biegun, Planner I
E. Young, Planning Technician
J. Hughes, Recording Secretary
K. Madge, Development Officer

ABSENT: Director M. Marcotte

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended by moving Item R2 directly after Delegation Item D2, and the addition of one New Business Item:

NB1 Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat Re: Mill Bay Community League; and

that the agenda, as amended, be approved.

MOTION CARRIED

R6 It was moved and seconded that Item R6, Application No. 01-I-16RS – Report from Development Services Division, be deferred to a future Electoral Area Services Committee meeting.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of June 7, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of June 7, 2017, be adopted.

MOTION CARRIED

DELEGATIONS

Prior to the start of the Delegation portion of the meeting, and at the request of the Delegation, the Committee agreed to extend Delegation D2 by 5 minutes.

D1 Sherry Durnford provided a PowerPoint presentation outlining her concerns regarding proposed Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road).

At the request of the delegate, the Committee agreed by consensus to extend the delegation by 5 minutes.

Randy Martin stated that his property borders the proposed lot and addressed the Committee regarding his concerns over the proposed Development Variance Permit Application.

Dick Graham also provided his concerns over the proposed variance and requested denial of the application.

D2 Joanne Allin and Raymond Moschuk provided the Committee with the details of Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road).

R2 Application No. 01-G-17DVP - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.7 of Zoning Bylaw No. 2524 to reduce the landscape buffer from 7.5 m to 4.5 m, be approved.

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.7 of Zoning Bylaw No. 2524 to reduce the landscape buffer from 7.5 m to 4.5 m, be denied.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area D - Cowichan Bay Re: Cittaslow 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 \$2,000 be provided to Cittaslow Cowichan to support their 2017 events.

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area D - Cowichan Bay Re: Kaatza Historical Society

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 Kaatza Historical Society to support continued fundraising for the addition of the Kaatza Station Museum.

MOTION CARRIED

C3 Grant-in-Aid Request, Electoral Area D - Cowichan Bay Re: Cowichan Bay Improvement 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 \$500 be provided to the Cowichan Bay Improvement Association to support the upcoming Cowichan Bay Boat Festival.

MOTION CARRIED

INFORMATION

IN1 Items 1 and 2 were received for information:
1. Area B Advisory Planning Commission Minutes - June 1, 2017; and
2. Area C Parks Commission Minutes - May 1, 2017.

REPORTS

R1 Application No. 02-C-17DVP - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 02-C-17DVP (3582 Pechanga Close) to vary Section 10.3.4 of Zoning Bylaw No. 3520 to reduce the rear parcel line setback for an accessory building from 4.5 metres to 1.0 metre, be approved.

MOTION CARRIED

R2 Item R2 was dealt with earlier in the meeting.

R3 Application No. 09-B-16DP - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that consideration of Development Permit Application No. 09-B-16DP (2786 Meadowview Road) be deferred until the Ministry of Transportation and Infrastructure has confirmed in writing if it accepts the recommendations of the Hydrology Report prepared by J.E. Anderson & Associates dated February 27, 2017, and the proposed drainage ditch right-of-way.

MOTION CARRIED

R4 Application No. 01-G-16ALR - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 01-G-16ALR (4001 Saltair Road/Residence for Relative) to permit the subdivision of 4001 Saltair Road be denied and not forwarded to the Agricultural Land Commission.

MOTION CARRIED

3:29 PM The Committee took a recess at 3:29 PM.

3:38 PM The meeting resumed at 3:38 PM.

R5 Application No. 01-D-16DP/S/VAR - Report from Development Services Division

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

- 1. That Signage Development Permit with Variance Application No. 01-D-16DP/S/VAR (1681 Botwood Lane) be approved;**
- 2. That Section 7.1(c) of CVRD Sign Bylaw No. 1095 be varied to permit a rooftop sign; and**
- 3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3605.**

Directors Clement, Dorey and Kuhn were absent during the vote.

MOTION CARRIED

R6 Application No. 01-I-16RS - Report from Development Services Division was deferred to a future Electoral Area Services Committee meeting earlier in the meeting.

R7 Application No. 02-F-08RS - Report from Development Services Division

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

- 1. That Official Community Plan and Zoning Amendment Bylaws for Application No. 2-F-08RS (9931 South Shore Road) be forwarded to the Board for consideration of 1st and 2nd Readings;**
- 2. That the referrals to the Ministry of Transportation and Infrastructure, Island Health, School District 79, Lake Cowichan RCMP, Town of Lake**

- Cowichan, Honeymoon Bay Volunteer Fire Department, Ditidaht First Nation, Lake Cowichan First Nation and Cowichan Tribes be accepted; and
3. That a public hearing be scheduled with Directors from Electoral Areas F, I and D and other Electoral Area Directors be delegated to the hearing.

Director Clement was absent during the vote.

MOTION CARRIED

- R8** Development Application Procedures & Fees Amendment Bylaw & Sign Amendment Bylaw - Report from Development Services Division

It was moved and seconded that Development Application Procedures & Fees Amendment Bylaw No. 4131 and Sign Amendment Bylaw No. 4132 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R9** Request for Proposal No. 2017-PRK-001 - Playground Design/Build - Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that a non-low bid award in the amount of \$113,666 plus GST be awarded to Habitat Systems Inc. based on their proposal dated April 19, 2017, submitted in response to Request for Proposals No. 2017-PRK-001 for replacement of park playgrounds in Electoral Areas B, C, and E.

MOTION CARRIED

- R10** Saddleview Estates 5 Lot Subdivision: Lot Transfer to CVRD - Report from Parks & Trails Division

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

1. That Lot 5 from Subdivision Application No. 01-E-10SA (Saddleview Estates) be selected as the parcel to be transferred to the Regional District as per the terms and conditions outlined in "CVRD Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Bylaw No. 1840, 1998"; and
2. That, following transfer of ownership to the Regional District, Lot 5 from Subdivision Application No. 01-E-10SA (Saddleview Estates) be listed for public sale and the proceeds of the sale be deposited equally into the Electoral Area E and Electoral Area F Community Parks Statutory Reserve funds.

MOTION CARRIED

- R11** Update on the Empress Park Subdivision and Disposal Process - Electoral Area B, Shawnigan Lake - Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that the Empress Park Subdivision and Disposal Process – Electoral Area B – Shawnigan Lake, be held in abeyance at this time.

MOTION CARRIED

R12 May 2017 Building Inspections Report was received for information.

R13 May 2017 Bylaw Enforcement Report was received for information.

R14 Ticketing Bylaw Amendments - Report from Inspections & Enforcement Division

It was moved and seconded that it be recommended to the Board that Schedule 2 of CVRD Ticketing Bylaw No. 3209 be amended as set out in the May 29, 2017, Staff Report from the Inspections & Enforcement Division, to reflect recent amendments to CVRD Building Regulation Bylaw No. 3422.

MOTION CARRIED

UNFINISHED BUSINESS

UB1 Directors Report from Matteus Clement, Director, Electoral Area C - Cobble Hill, Re: Accessory Dwelling Units as a Permitted Use in the A-1 Zone

It was moved and seconded that the Directors Report from Matteus Clement, Director, Electoral Area C - Cobble Hill, dated May 31, 2017, Re: Accessory Dwelling Units as a Permitted Use in the A-1 Zone, be referred to staff.

MOTION CARRIED

NEW BUSINESS

NB1 Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat Re: Mill Bay Community League

It was moved and seconded that a Grant-in-Aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$1,000 be provided to Mill Bay Community League to support their Canada 150 Dance.

MOTION CARRIED

CLOSED SESSION

4:58 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 Sub (1)(e) Land Acquisition; (1)(g) Potential Litigation; and (1)(f) (Law Enforcement).

MOTION CARRIED

RISE FROM CLOSED SESSION

5:18 PM It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

5:18 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 5:18 PM.

Chair

Recording Secretary

Dated: _____