

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, March 1, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Furstenau  
Director L. Iannidinaro  
Director A. Nicholson  
Director M. Dorey  
Director K. Kuhn  
Alternate Director B. Salmon  
Alternate Director C. Morris

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Planning & Development  
M. Tippett, Manager, Regional & Community Planning  
R. Conway, Manager, Development Services  
B. Farquhar, Manager, Parks & Trails  
R. Blackmore, Manager, Inspection & Enforcement  
J. Barry, Corporate Secretary, Legislative Services  
G. Breckenridge, Chief Building Inspector  
N. Morano, Bylaw Enforcement Officer  
R. Rondeau, Planner II  
K. Biegun, Planner I  
J. Hughes, Recording Secretary

**ABSENT:** Director K. Davis  
Director M. Clement  
Director M. Marcotte

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of one New Business Item, NB1, and that the agenda, as amended, be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of February 15, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of February 15, 2017, be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

- C1** Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Frances Kelsey Secondary School Dry Grad 2017

**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 \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.**

**MOTION CARRIED**

- C2** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Frances Kelsey Secondary School Dry Grad 2017

**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 \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.**

**MOTION CARRIED**

- C3** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Cobble Hill Event Society

**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 \$20,000 be provided to Cobble Hill Event Society to support the 2017 Cobble Hill Events.**

**MOTION CARRIED**

**INFORMATION**

- IN1** The following Items 1 through 3 were received for information:
1. Area B - Advisory Planning Commission Minutes - February 2, 2017;
  2. South Cowichan Joint Advisory Planning Commission Minutes - February 2, 2017;  
and
  3. Area D - Parks Commission Minutes - January 16, 2017.

**REPORTS**

- R1** Application No. 02-D-17DP/VAR (4377 Wood Road) - Committee Report from Development Services Division

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

1. That Development Permit with Variance Application No. 02-D-17DP/VAR be approved;
2. That Section 5.5 (4)(b) of Zoning Bylaw No. 3705 be varied from 3 metres to 1.5 metres; 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. 3605.

**MOTION CARRIED**

- R2** Application No. 01-D-16RS (4705 and 4715 Trans-Canada Highway) - Committee Report from Development Services Division

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

- 1. That the Zoning Amendment Bylaw for Application No. 01-D-16RS be forwarded to the Board for consideration of 1st and 2nd reading;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, Island Health, Agricultural Land Commission, Cowichan Bay Volunteer Fire Department, RCMP (Duncan Detachment), and Cowichan Tribes be accepted; and**
- 3. That a public hearing be scheduled with Directors from Electoral Areas D, E and C as delegates.**

**MOTION CARRIED**

- R3** Saltair Community Society Recreation Services Funding Request - Committee Report from Parks & Trails Division

**It was moved and seconded that it be recommended to the Board that the Saltair Community Society be provided \$10,000 from the 2017 budget for Function 456 Saltair Recreation under the terms of the Recreation Services Agreement.**

**That it be recommended to the Board that the 2017 budget for Function 456 Saltair Recreation be amended to:**

- 1. Increase Program Supplies expense by \$7,000;**
- 2. Increase Surplus by \$7,000.**

**MOTION CARRIED**

- R4** Proposed Permanent Change to Liquor Licence (10298 South Shore Road) - Committee Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District “Opt Out” of providing comment and leave complete reliance on the Liquor Control and Licensing Branch to manage and take full responsibility of this structural change in liquor licence for March Meadows Golf Club (Honeymoon Bay Enterprises Ltd) located at 10298 South Shore Road, Honeymoon Bay (Licence # 177851).**

**MOTION CARRIED**

- R5** Additional Plumbing Fixture Request (2868 Renfrew Road - Area B)

**It was moved and seconded that the request by Craig Partridge to allow a shower, in addition to the permitted sink and toilet, within an accessory building at 2868 Renfrew Road, be referred to the March 15, 2017, Electoral Area Services Committee meeting.**

**MOTION CARRIED**

- R6 January 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.
- R7 January 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.
- R8 Dog Regulation Bylaw - Committee Report from Inspection & Enforcement Division, was received for information.
- R9 Departmental Name - Committee Report from General Manager, Planning & Development Department, was received for information.

**UNFINISHED BUSINESS**

- UB1 Comparison of Existing Parks Commission Bylaws and Proposed Community Parks Advisory Commissions Bylaw - from Legislative Services Division, was received for information.

**NEW BUSINESS**

- NB1 Correspondence dated February 23, 2017, from Current Residents of Phase 3 Inwood Creek Estates, Re: Fencing Requirements for Phase 3 of Inwood Creek Estates, was received for information.

**CLOSED SESSION**

- 3:05 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)(g)} Potential Litigation and {Sub (1)(f)} Legal Enforcement.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

- 3:57 PM The Committee rose without report, and returned to the open portion of the meeting.

**ADJOURNMENT**

- 3:58 PM It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 3:58 PM.

\_\_\_\_\_  
Chair

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

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