

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, May 3, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

PRESENT: Director I. Morrison, Chair
Director M. Clement <after 1:31 PM>
Director K. Davis
Director M. Dorey
Director K. Kuhn <until 5:02 PM>
Director A. Nicholson
Alternate Director S. Acton
Alternate Director A. Bomford

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
M. Tippett, Manager, Regional & Community Planning
R. Conway, Manager, Development Services
R. Blackmore, Manager, Inspection & Enforcement
B. Farquhar, Manager, Parks & Trails
B. Dennison, Manager, Water Management
G. Breckenridge, Chief Building Inspector
N. Morano, Bylaw Enforcement Officer
G. Anderson, Building Inspector
B. Suderman, Planner III
R. Rondeau, Planner II
K. Biegun, Planner I
E. Young, Planning Technician
L. Knodel-Joy, Senior Engineering Technologist
L. Daugenet, Engineering Technologist III
J. Hughes, Recording Secretary

ABSENT: Director S. Furstenau
Director L. Iannidinaro
Director M. Marcotte

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of two New Business Items:

NB1 Saltair Water System Management Bylaw Amendment, Overage Policy – Report from Water Management Division;

CSNB1 Verbal Report from Manager, Development Services Division, Re: Litigation {Sub (1)(f)}; and

that the agenda, as amended be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of April 19, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of April 19, 2017, be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

1:34 PM Director Clement entered the meeting at 1:34 PM.

DELEGATIONS

D1 Mark Clavora, Tercel Court Group, Re: Occupancy Permit, 604 Tercel Court

Antonio Tenerelli, on behalf of Tercel Court Group, presented comments regarding the issuance of an Occupancy Permit at 604 Tercel Court.

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora, Re: Cowichan Valley Naturalist's Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E - Cowichan Station/Sahtlam/Glenora, in the amount of \$500 be provided to Cowichan Valley Naturalists' Society, to assist with the community led initiative to control invasive species (Knotweed).

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora, Re: Frances Kelsey Secondary School Dry Grad 2017 Committee

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E - Cowichan Station/Sahtlam/Glenora, in the amount of \$100 be provided to Frances Kelsey Secondary School Dry Grad 2017 Committee to support its 2017 Dry Grad Celebration.

MOTION CARRIED

C3 Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Cobble Hill Event Society

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 \$1,000 be provided to Cobble Hill Event Society to assist the Farmer's Market and Live Music events.

MOTION CARRIED

INFORMATION

IN1 Area C Parks Commission Minutes, March 6, 2017, were received for information.

REPORTS

R1 Application No. 01-E-17DP/VAR - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 01-E-17DP/VAR (5920 Clements Road) and a variance to Section 5.2 (e) from 100 m² to 133 m² be approved for a residential accessory building in the Agricultural Protection Development Permit Area (DPA).

MOTION CARRIED

R2 Application No. 02-B-17DP/VAR - Report from Development Services Division

It was moved and seconded that Application No. 02-B-17DP-VAR - Report from Development Services Division, be referred to the Electoral Area B - Shawnigan Lake Advisory Planning Commission.

MOTION CARRIED

R3 Application No. 02-H-16RS - 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 Bylaws for Application No. 02-H-16RS (PID: 008-477-043) be forwarded to the Board for consideration of 1st and 2nd Reading;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, North Oyster Volunteer Fire Department, Island Health, Regional District of Nanaimo, and Nanaimo Airport Commission, be accepted;**
- 3. That a public hearing be scheduled with Directors from Electoral Areas H, G and A as delegates.**

MOTION CARRIED

R4 10298 South Shore Road - Permanent Change to a Liquor Licence - March Meadows Golf Club, Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District wishes to “opt out” of providing comment to the Liquor Control and Licensing Branch with regard to the application for a Permanent Change to a Liquor Licence for increased liquor service hours by March Meadows Golf Club (liquor licence 177851) located at 10298 South Shore Road, Honeymoon Bay (Area F).

MOTION CARRIED

- R5 Shawnigan Pavilion Project Proposal - Elsie Miles Park - Report from Parks & Trails Division

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

- 1. That the proposal received from the Rotary Club of South Cowichan (Mill Bay) dated April 19, 2017, to construct and dedicate to the CVRD an open air multi-use timber structure at Elsie Miles Park (Shawnigan Lake) be approved;**
- 2. That a Federal Gas Tax Program Community Works Funding Agreement in the amount of \$100,000 for the Shawnigan Lake Pavilion construction project be entered into with the South Cowichan Rotary Club Foundation;**
- 3. That up to \$48,000 from the Function 232 (Shawnigan Lake Community Parks) budget for the Shawnigan Lake Pavilion construction project be approved.**

MOTION CARRIED

- R6 Request to Close a Portion of Watson Road - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that the Board of Directors of the Cowichan Valley Regional District supports the closure of Watson Road between Heigh Street and Fisher Road for a Homesteading Fair on June 3 and 4, 2017.

Director Dorey was absent during the vote

MOTION CARRIED

- R7 Requisition Limit Increase - Electoral Area I - Youbou/Meade Creek Critical Location Streetlighting Service Establishment Bylaw 2144 - Report from Water Management Division

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

- 1. That a bylaw be prepared to amend "CVRD Bylaw No. 2144 – Electoral Area I – Youbou/Meade Creek Critical Location Streetlighting Service Bylaw", to increase the maximum annual requisition limit from \$1,245 to \$1,555; and**
- 2. That the Critical Street Lighting Area I Amendment Bylaw be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED

- R8 Requisition Limit Increase - Arbutus Mountain Estates Water System Service Area Establishment Bylaw 2987 - Electoral Area B - Report from Water Management Division

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

- 1. That a bylaw be prepared to amend "CVRD Bylaw No. 2987 – Arbutus Mountain Estates Water System Service Establishment Bylaw 2007", to increase the maximum annual requisition limit from \$90,000 to \$112,410;**

and

- 2. That the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R9 Shawnigan Lake North Water System Management Bylaw Amendment - Report from Water Management Division

It was moved and seconded that CVRD Bylaw No. 4114 – Shawnigan Lake North Water System Management Amendment Bylaw, 2017, be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R10 Innova Strategy Group Report - Director for Water Management Division - Report from Water Management Division

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

- 1. That staff proceed with establishment of a water and wastewater Utility Commission;
- 2. Develop a financial strategy for adjusting utility customer rates to achieve sustainable operational income for each utility system and add the cost for long term asset replacement, once established;
- 3. Develop a water and wastewater utility Acquisition Policy and extend the existing utility takeover moratorium until the acquisition policy is complete and the backlog of work be addressed;
- 4. Develop and implement a Utility Information Technology Strategy and plan;
- 5. Develop an internal and external Communication Plan; and
- 6. Prepare a business case and job description for hiring a qualified journeyman electrician/ instrumentation and an assistant superintendent of outside operations in the 2018 budget and a temporary engineering technologist.

MOTION CARRIED

2:54 PM The Committee took a recess at 2:54 PM.

3:05 PM The meeting resumed at 3:05 PM.

UNFINISHED BUSINESS

UB1 Development Variance Permit Application No. 01-D-16DVP (4370 Kingscote Road) - Report from Development Services Division Referred from April 5, 2017, EASC Meeting, Including Supplemental Information Provided by the Applicant

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 01-D-16DVP (4370 Kingscote Road) be denied.

MOTION CARRIED

NEW BUSINESS

NB1 Saltair Water System Management Bylaw Amendment, Overage Policy - Report from Water Management Division

It was moved and seconded that Saltair Water System Management Amendment Bylaw No. 4103 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

CLOSED SESSION

3:18 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.

MOTION CARRIED

5:02 PM Director Kuhn left the meeting at 5:02 PM.

RISE FROM CLOSED SESSION

5:14 PM It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

5:15 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:15 PM.

Chair

Recording Secretary

Dated: _____