

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, October 4, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director M. Clement <after 1:45 PM>  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinaro  
Director K. Kuhn  
Director M. Marcotte  
Director A. Nicholson

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Land Use Services  
H. Hatimi, General Manager, Engineering Services  
R. Conway, Manager, Development Services  
B. Dennison, Manager, Water Management  
B. Farquhar, Manager, Parks & Trails  
T. Soroka, Parks & Trails Planner  
R. Rondeau, Planner II  
L. Knodel-Joy, Senior Engineering Technologist  
D. Lucas, Planning Technician  
K. Madge, Development Officer

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the deletion of Item R1 (Application No. 03-B-17DVP Re: 2700 Worthington Road) and Item R7 (Utility Commission Approval and Establishment) and the addition of one New Business Item:**

**NB1 Verbal Report from Director M. Dorey Re: 2017 Saltair Centennial Park Halloween Event; and**

**that the agenda, as amended, be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of September 20, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of September 20, 2017 be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Letter dated August 29, 2017, from Carla Jack, BC Geographical Names Office, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Re: Official Name Request for Arbutus Ridge

By consensus of the Committee Item C1 is to be dealt with later in the meeting.

**C2** Letter dated September 19, 2017 to Director M. Clement from John E. Batty, President, Cobble Hill Events Society (CHES), Re: CHES appreciation of support for the Cobble Hill Summer Events was received for information.

**INFORMATION**

**IN1** The following items 1 through 5 were received for information:  
1. Area C - Cobble Hill Advisory Planning Commission Minutes August 31, 2017;  
2. Area F - Cowichan Lake South/Skutz Falls Parks Commission June 1, 2017;  
3. Area F - Cowichan Lake South/Skutz Falls Parks Commission July 7, 2017;  
4. Area G - Saltair/Gulf Islands Parks Commission September 18, 2017; and  
5. Area I - Youbou/Meade Creek Parks Commission July 11, 2017.

**REPORTS**

**R1** Item R1 was deleted from the Agenda upon Adoption of the Agenda.

**R2** Application No. 22-D-16DP (PID: 029-977-266) - Report from Development Services

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

- 1. That Development Permit Application No. 22-D-16DP (PID: 029-977-266) be approved; and**
- 2. That the General Manager of the Land Use Services Department 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.**

**1:45 PM** Director Clement entered the meeting at 1:45 PM.

**MOTION CARRIED**

**It was moved and seconded that a progress report be prepared by staff regarding landscaping on the surrounding development area located at 5301 Chaster Road in connection with Application No. 22-D-16DP (PID: 029-977-266).**

**MOTION CARRIED**

**R3** Application No. 01-E-16RS Re: 4681 Sahtlam Estates Road - Report from Development Services Division, was received for information.

R4 Update on Cobble Hill Improvement District Re: Use of Galliers Park for Location of Community Well - Report from Parks & Trails Division, was received for information.

R5 Elkington Water and Sewer System Services Re: Amendment Bylaws - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that amendment bylaws be prepared to change the name of the Elkington Forest Sewer System to Malahat Sewer System and the name of the Elkington Forest Water System to Malahat Water System.**

**MOTION CARRIED**

R6 Wilmot Road Street Lighting Service Re: Limit Increase - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend “CVRD Bylaw No. 2791 – Electoral Area D - Wilmot Road Street Lighting Service Establishment Bylaw”, to increase the maximum annual requisition limit from \$4,000 to \$4,990.**

**MOTION CARRIED**

**It was moved and seconded that a report be prepared with alternative options for street lighting within the Wilmot Road Street Lighting Service Area for the purposes of moderating light spill.**

**MOTION CARRIED**

R7 Item R7 Utility Commission Approval and Establishment – Report from Water Management Division was deleted from the Agenda upon Adoption of the Agenda.

**MOTION CARRIED**

R8 Shawnigan Lake North Water System Re: Crown Land Licence of Occupation - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that an application be submitted for a temporary license of occupation on Crown Land approximately 1 km North West of Shawnigan Lake for the purpose of investigative work to determine the potential for a groundwater supply for Shawnigan Lake North Water System.**

**MOTION CARRIED**

R9 Brulette Place Sewer Capital Project Re: Community Works Gas Tax and Budget Amendment - Report from Water Management Division

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

- 1. That the Electoral Area A – Brulette Place Sewer System Community Works Funds in the amount of \$220,000 be amended to “up to \$133,200 or 66.6% of total project cost”, and**

2. That an amendment to the 2017 Five Year Financial Plan Bylaw be prepared to include an Engineering structure capital expense of \$200,000, Municipal Finance Authority long term borrowing of \$66,800 and transfer from gas tax reserves of \$133,200 for installation of a new sewage treatment plant.

**MOTION CARRIED**

**R10** Grant Application Re: Mill Bay Water District Infrastructure Planning - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that an Infrastructure Planning Grant application be submitted to the Province of British Columbia on behalf of the Mill Bay Water District.**

**MOTION CARRIED**

**C1** Letter dated August 29, 2017, from Carla Jack, BC Geographical Names Office, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Re: Official Name Request for Arbutus Ridge

**It was moved and seconded that the Cowichan Valley Regional District (CVRD) provide a letter of support to the Province of BC, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, for the request by Strata 1601 (Arbutus Ridge) to formally recognize the name "Arbutus Ridge".**

**MOTION CARRIED**

**C2** Director Clement provided a thank you to staff for all of their support within in the community.

#### **NEW BUSINESS**

**NB1** Verbal Report from Director M. Dorey Re: 2017 Saltair Centennial Park Halloween Event

**It was moved and seconded that it be recommended to the Board that the Saltair Parks Commission, represented by David Key, be approved to organize the 2017 Saltair Centennial Park Halloween Event with \$2,700 from the Saltair Community Parks budget being allocated to cover event costs.**

**MOTION CARRIED**

#### **ADJOURNMENT**

**2:26 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 2:26 PM.

\_\_\_\_\_  
Chair

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

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