

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, September 20, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director M. Clement  
Director K. Davis  
Director M. Dorey <until 4:47 PM>  
Director L. Iannidinardo  
Director K. Kuhn <until 4:16 PM>  
Director M. Marcotte  
Director A. Nicholson

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Land Use Services  
R. Conway, Manager, Development Services  
B. Farquhar, Manager, Parks & Trails  
B. Dennison, Manager, Water Management  
A. Melmock, Manager, Economic Development  
K. Batstone, Planner III  
R. Rondeau, Planner II  
I. MacDonald, A/Chief Building Inspector  
N. Morano, Bylaw Enforcement Officer  
J. Hughes, Recording Secretary  
K. Madge, Development Officer

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of a New Business Item, placed on the agenda as Item IN2:**

**IN2 Verbal announcement from Director K. Davis; and  
that the agenda, as amended, be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of September 6, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of September 6, 2017 be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

**D1** Lynne Smith, Saltair Water Advisory Committee, addressed the Committee and requested that Saltair Water Bylaw No. 3615 be amended to include a 15 year timeframe and \$300,000 to be used only for the Saltair Water System distribution infrastructure.

The Committee considered her request as information.

**INFORMATION**

**IN1** Items 1 and 2 were received for information:  
1. Electoral Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - June 13, 2017; and  
2. Electoral Area F - Cowichan Lake South/Skutz Falls Advisory Planning Commission Minutes - September 11, 2017.

**IN2** Director Davis stated, on behalf of the members of the Electoral Area A – Mill Bay/Malahat Advisory Planning Commission that their heartfelt condolences sent to the family and friends of Brian Clark who passed away last week. Mr. Clark sat as a member on the Commission for a number of years and his thoughtful comments will be greatly missed. In memory of Mr. Clark, a potluck gathering will be held on Saturday, September 23, 2017, from 3:30 PM to 6:30 PM, at the Masonic Temple in Mill Bay, BC.

**REPORTS**

**R1** Request for Additional Bathroom Fixtures at 2210 London Road - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District's Policy on Plumbing Fixtures in Accessory Buildings be rescinded.**

Director Clement was absent during the vote.

**MOTION CARRIED**

**It was moved and seconded that it be recommended to the Board that the request for three additional plumbing fixtures within an accessory building at 2210 London Road (Lot G (DD EV118543) Shawnigan Lake Lots, Malahat District, Plan 1829 (PID: 025-753-363), be approved.**

Director Clement was absent during the vote.

**MOTION CARRIED**

- R2** Small Block Brewery Inc. - 5301 Chaster Road - Area D Liquor Licence Application: Lounge and Special Event Area Application - Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District does not wish to provide comments or recommendations to the Liquor Control and Licencing Branch with regard to the application for a Lounge & Special Event Area by Small Block Brewery Inc. located at 5301 Chaster Road, Cowichan Bay (Area D).**

Director Clement was absent during the vote.

**MOTION CARRIED**

- R3** Saltair Community Centre Building - Report from Parks & Trails Division

**It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District proceed with a phased approach over time to improve the Saltair Community Centre building to prevent degradation and loss.**

**MOTION CARRIED**

- 2:51 PM** The Committee took a recess at 2:51 PM.

- 3:00 PM** The meeting resumed at 3:00 PM.

- R4** Parks Commission Bylaws Replacement - Report from Parks & Trails Division

**It was moved and seconded that an updated draft Advisory Parks Commission Bylaw be prepared based on the analysis provided in the Parks & Trails Division's September 7, 2017, report.**

**MOTION CARRIED**

- R5** Cobble Hill Village Design Charrette - Report from General Manager, Land Use Services Department, was received for information.

- R6** August 2017 Building Inspections Report - Verbal Report from Ian MacDonald, A/Chief Building Inspector, Inspection & Enforcement Division, was received for information.

**MOTION CARRIED**

- 4:16 PM** Director Kuhn left the meeting at 4:16 PM.

- R7** August 2017 Bylaw Enforcement Report - Verbal Report from Nino Morano, Bylaw Enforcement Officer and Ian MacDonald, A/Chief Building Inspector, Inspection & Enforcement Division, was received for information.

**R8** Water and Sewer System Bylaw Amendments - Additional Service Connections - Report from Water Management Division

**It was moved and seconded that Water and Sewer System Management Amendment (Housekeeping – Suites) Bylaw No. 4145 be forwarded to the Board for consideration of first three readings and adoption.**

**MOTION CARRIED**

**R9** High Priority Utility System Capital Upgrades Requirements - Report from Water Management Division, was received for information.

**R10** Electoral Area D Community Works Fund Reallocation - Report from General Manager, Engineering Services Department

**It was moved and seconded that it be recommended to the Board that the Electoral Area D – Cowichan Bay Community Works Funds in the amount of \$38,347 be reallocated from the Wessex Ravine Community Pathway Connection Project to the Cowichan Bay Design Charrette; and that an amendment to the 2017 Five Year Financial Plan Bylaw be prepared.**

**MOTION CARRIED**

**4:47 PM** Director Dorey left the meeting at 4:47 PM.

**ADJOURNMENT**

**4:51 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

\_\_\_\_\_  
Chair

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

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