

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, November 15, 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 <until 5:00 PM>
Director K. Davis
Director K. Kuhn <until 6:19 PM>
Director A. Nicholson
Alternate Director A. Bomford
Alternate Director S. Jonas

ALSO PRESENT: R. Blackwell, General Manager, Land Use Services
M. Kueber, General Manager, Corporate Services
M. Tippet, Manager, Community Planning
R. Conway, Manager, Development Services
B. Farquhar, Manager, Parks & Trails
B. Dennison, Manager, Water Management
C. Cowan, Manager, Public Safety
L. Smith, Assistant Manager, Corporate Services Division
I. MacDonald, Chief Building Inspector
N. Morano, Bylaw Enforcement Officer
R. Rondeau, Planner II
J. Hughes, Recording Secretary

ABSENT: Director M. Dorey
Director L. Iannidinardo
Director M. Marcotte

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the deletion of Item R7 (Limited Licence of Access Agreement for Well Testing at 3170 Shawnigan Lake Road – Report from Water Management Division) and the addition of one New Business Item:

**NB1 Grant-in-Aid – Electoral Area F – Cowichan Lake South/Skutz Falls
Re: Honeymoon Bay Community Society; and**

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of November 1, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of November 1, 2017 be adopted.

MOTION CARRIED

CORRESPONDENCE

- C1** Grant-in-Aid Request, Electoral Area B - Shawnigan Lake, Re: Shawnigan Lake Community Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$600 be provided to the Shawnigan Lake Community Association to support the Christmas light up in Elsie Miles Park.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Youbou Community Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$1,000 be provided to the Youbou Community Association, to support the New Year's Dance.

MOTION CARRIED

- C3** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Youbou Community Church Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$4,000 be provided to the Youbou Community Church Society to support upgrades and repairs to the Youbou Community Church.

MOTION CARRIED

INFORMATION

- IN1** Letter dated November 3, 2017, from Ministry of Forests, Lands, Natural Resource Operations and Rural Development, South Island Natural Resource, Re: Establishment of Protected Areas for the Purpose of Conservation of the Coastal Douglas-Fir Biogeoclimatic Zone, was received for information.

- IN2** Items 1 through 10 were received for information:
1. Area B - Shawnigan Lake Advisory Planning Commission Minutes - October 5, 2017;
 2. Area D - Cowichan Bay Advisory Planning Commission Minutes - October 19, 2017;
 3. Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - October 10, 2017;
 4. Area A - Mill Bay/Malahat Parks Commission Minutes - September 14, 2017;
 5. Area C - Cobble Hill Parks Commission Minutes - October 2, 2017;
 6. Area D - Cowichan Bay Parks Commission Minutes - October 16, 2017;
 7. Area E - Cowichan Station/Sahtlam/Glenora Parks Commission Minutes - October 12, 2017;

8. Area F - Cowichan Lake South/Skutz Falls Parks Commission Minutes - October 4, 2017;
9. Area F - Cowichan Lake South/Skutz Falls Parks Commission Minutes - November 2, 2017; and
10. Area I - Youbou/Meade Creek Parks Commission Minutes - October 10, 2017.

REPORTS

R1 Application No. 02-H-16DVP - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be approved.

MOTION CARRIED

R2 Fireworks Discharge Permit - Ladysmith Harbour Christmas Lights - Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Fireworks Discharge Permit for the Ladysmith Harbour Christmas Lights Cruise event located at/near Ladysmith Harbour on December 9, 2017, be approved.

MOTION CARRIED

R3 Draft Dog Regulation Bylaw - Report from Inspection & Enforcement Division

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

1. That Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption; and
2. That the Bylaw Enforcement Policy – Investigation and Enforcement Standards for Dog Regulation Bylaw Cases, attached to the Inspection & Enforcement Division's November 6, 2017 Staff Report, be approved.

It was moved and seconded that the motion be amended by deleting part 2. "That the Bylaw Enforcement Policy – Investigation and Enforcement Standards for Dog Regulation Bylaw Cases, attached to the Inspection & Enforcement Division's November 6, 2017 Staff Report, be approved."

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded that it be recommended to the Board that Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R4 Draft Soil Deposit Bylaw - Report from Inspection & Enforcement Division

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

- 1. That Soil Deposit Bylaw No. 4147 be forwarded to the Board for consideration of first and second readings; and**
- 2. That Soil Deposit Bylaw No. 4147 be forwarded to the Province for review.**

MOTION CARRIED

3:00 PM The Committee took a recess at 3:00 PM

3:11 PM The meeting resumed at 3:11 PM

R5 October 2017 Building Inspection Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

R6 October 2017 Bylaw Enforcement Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

R7 Item R7 (Limited Licence of Access Agreement for Well Testing at 3170 Shawnigan Lake Road - Report from Water Management Division) was deleted from the Agenda under Approval of Agenda.

R8 Riparian Area Compliance Program - Report from Inspection & Enforcement Division

It was moved and seconded that the 2018 Budget for Function 325 – Community Planning Requisition be increased \$15,000 and Signs be increased \$15,000, to develop a riparian area development plan.

MOTION CARRIED

UNFINISHED BUSINESS

UB1 2018 Budget Review - Function 282 South Cowichan Parks - Report from Parks & Trails Division (referred from the November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 282 – South Cowichan Parks be approved.

MOTION CARRIED

UB2 2018 Budget Review - Function 352 Fire Protection Cowichan Lake - Report from Public Safety Division (referred from November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be approved.

Director Clement was absent during the vote

MOTION CARRIED

UB3 2018 Budget for Function 488 - (#19) Shawnigan Basin Society - Report from Finance Division (referred from November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.

Director Clement was absent during the vote

MOTION CARRIED

UB4 2018 Budget for Function 495 - (#22) South Cowichan Community Policing - Report from Finance Division (referred from November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 495 – South Cowichan Community Policing be approved.

Director Clement was absent during the vote

MOTION CARRIED

NEW BUSINESS

NB1 Grant-in-Aid – Electoral Area F – Cowichan Lake South/Skutz Falls, Re: Honeymoon Bay Community Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$250 be provided to Honeymoon Bay Community Society to support the community's annual "Pot Lick Dimmer" and to defray the cost of providing a small gift to each child from Santa.

Director Clement was absent during the vote

MOTION CARRIED

CLOSED SESSION

4:46 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)(f) Law Enforcement, Sub (1)(g) Potential Litigation and adoption of the Closed Session Electoral Area Services Committee Minutes of November 1, 2017.

MOTION CARRIED

RISE FROM CLOSED SESSION

6:30 PM It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

6:31 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 6:31 PM.

Chair

Recording Secretary

Dated: _____