

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, December 6, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director K. Davis  
Director M. Dorey <until 4:57 PM>  
Director L. Iannidinardo  
Director K. Kuhn  
Director M. Marcotte  
Director A. Nicholson

**ALSO PRESENT:** R. Blackwell, General Manager, Land Use Services  
H. Hatami, General Manager, Engineering Services  
M. Tippet, Manager, Community Planning  
R. Conway, Manager, Development Services  
B. Farquhar, Manager, Parks & Trails  
I. MacDonald, A/Manager, Inspections & Enforcement  
B. Dennison, Manager, Water Management  
L. Knodel-Joy, Senior Engineering Technologist  
B. Suderman, Senior Planner  
K. Batstone, Planner III  
R. Rondeau, Planner II  
A. Duncan, Planner I  
J. Hughes, Recording Secretary

**ABSENT:** Director M. Clement

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of three Closed Session New Business Items:**

**CSNB1 Litigation {Sub (1)(g)};**

**CSNB2: Litigation {Sub (1)(g)};**

**CSNB3 Discussions respecting objectives, measures and progress reports for the purposes of preparing an annual report {Sub (1)(l)}; and**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

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

**It was moved and seconded that the minutes for Item R3 of the November 15, 2017 Electoral Area Services Committee meeting be corrected by replacing “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” with “that Dog Regulation Bylaw No. 4065 be referred back to staff” and that the minutes, as amended, be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

**D1** Daniel Kilpartick, Shawnigan Medicinals, addressed the Committee and requested that the CVRD look at adopting a bylaw to permit a medicinal cannabis dispensary within the region.

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Red Willow Womyn's 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 \$500 be provided to the Red Willow Womyn's Society to support the opening of their office space.**

**MOTION CARRIED**

**C2** Letter dated November 2, 2017, from Lucia Perry, Re: Covenant Letter Regarding Agreement to not Subdivide as a Pre-requisite to Obtaining a Building Permit for an Extra Dwelling, was received for information.

**INFORMATION**

**IN1** Items 1 through 3 were received for information:  
1. Area A Parks Commission Minutes - November 9, 2017  
2. Area E Parks Commission - November 9, 2017  
3. Area G Parks Commission - November 6, 2017

**REPORTS**

**R1** Development Permit Application No. 04-A-17DP/VAR (2485 Holford Road, Mill Bay) - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that:**  
**1. Development Permit Application No. 04-A-17DP/VAR (2485 Holford Road) be approved.**

**MOTION CARRIED**

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

2. That Section 5.4.1(b) of Zoning Bylaw No. 3520 is varied from 15 metres to zero to allow the construction of a staircase and retaining wall.

**MOTION CARRIED**

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

3. That Section 10.9.2 of Zoning Bylaw No. 3520 is varied to allow a total impervious area of 44%.

**MOTION CARRIED**

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

4. That Section 10.9.3 of Zoning Bylaw No. 3520 is varied to allow rear and side setback reductions from 4.5 metres to 0 metres to allow the construction of a stone staircase.

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

5. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

**MOTION CARRIED**

**R2**

Development Variance Permit Application No. 01-H-17DVP (3925 Cove Road - PIDs 001-097-555 and 030-201-888) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 01-H-17DVP (3925 Cove Road - PIDs 001-097-555 and 030-201-888) be approved and that Section 13.3(c) of Zoning Bylaw No. 1020 be varied by reducing the size of a proposed parcel by 28%.

**MOTION CARRIED**

**R3**

Development Permit Application No. 12-B-17DP (3650 Riverside Road and 3645 Rosedale Road - Report from Development Services Division

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

1. That Development Permit Application No. 12-B-17DP (3650 Riverside Road and 3645 Rosedale Road) be approved; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

**MOTION CARRIED**

- R4** Development Permit with Variance Application No. 08-E-17DP/VAR (2725 Dingwall Road) - 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. 08-E-17DP/VAR (2725 Dingwall Road) be approved;**
- 2. That Zoning Bylaw No. 1840, Section 5.18(a) (Setback from a Watercourse and a Streamside Protection and Enhancement Area) be varied by reducing the setback from the Koksilah River from 30 metres to 22 metres; and**
- 3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.1490.**

**MOTION CARRIED**

- R5** Elk Ridge (Paldi) Water and Sewer Systems - First Stage Approval - Report from Water Management Division

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

- 1. That first stage approval be granted for takeover of the sewer and water systems for the proposed Elk Ridge Estates development, as requested by the developer, subject to the conditions set out in the Water Management Division's November 3, 2017, Staff Report (Elk Ridge (Paldi) Water and Sewer Systems – First Stage Approval), with public consultation being established as a priority; and**
- 2. That Board Resolution No. 06-691.2, approved in 2006, be rescinded.**

**MOTION CARRIED**

**2:45 PM** The Committee took a recess at 2:45 PM

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

- R6** Malahat Water & Sewer System Utility Transfer Agreement - Report from Water Management Division

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

- 1. That prior to adoption of CVRD Bylaw Nos. 4158 and 4159, (Elkington Forest Water and Sewer Service Amendment Bylaws – Name Change) a Utility Transfer Agreement between the CVRD and the owners of the Malahat Water and Sewer Systems be executed; and**
- 2. That following adoption of Amendment Bylaw Nos. 4158 and 4159 (Elkington Forest Water and Sewer Service Amendment Bylaws - Name Change), the Malahat Water and Sewer Parcel Tax Roll, Reserve Fund and Management Bylaws be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- R7** Water and Wastewater System Acquisition Policy - Report from Water Management Division

**It was moved and seconded that an Electoral Area Director's Workshop be held, prior to a future Electoral Area Services Committee (EASC) meeting, to discuss Item R7 (Water and Wastewater System Acquisition Policy) and Item R8 (Water and Wastewater Commission Proposal) as outlined in the December 6, 2017, Electoral Area Services Committee Agenda.**

**MOTION CARRIED**

- R8** Water and Wastewater Commission Proposal - Report from Water Management Division was dealt with under Item R7

- R9** Verbal Report from Brian Farquhar, Manager, Parks & Trails Division, Re: Ministry of Transportation & Infrastructure Roadside Pathways, was received for information.

- R10** Mill Bay Age-Friendly Community - Report from Community Planning Division

Bev Suderman, Senior Planner, Community Planning Division, introduced Sarah Ravlic, Project Consultant, Barefoot Planning, who presented the Mill Bay Age-Friendly Action Plan, was received for information.

#### **UNFINISHED BUSINESS**

- UB1** CVRD Bylaw No. 4153 - Community Parks Advisory Commissions Establishment Bylaw, 2017

**It was moved and seconded that it be recommended to the Board that the existing appointments to the nine Electoral Area Community Parks Commissions and the South Cowichan Parks Commission be extended to March 31, 2018.**

**MOTION CARRIED**

#### **CLOSED SESSION**

- 4:03 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) Litigation (3 Items); Sub (1)(l) Discussions respecting objectives, measures and progress reports for the purposes of preparing an annual report; and adoption of the Closed Session Electoral Area Services Committee Minutes of November 15, 2017.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

4:59 PM It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

4:59 PM It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 4:59 PM.

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Chair

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

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