

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, February 7, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

PRESENT: Director I. Morrison, Chair
Director S. Acton
Director M. Dorey
Director L. Iannidinardo
Director K. Kuhn
Director M. Marcotte
Director A. Nicholson
Alternate Director B. Salmon
Alternate Director C. Morris

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
K. Harrison, Deputy Corporate Secretary
M. Tippet, Manager, Community Planning
R. Conway, Manager, Development Services
B. Dennison, Manager, Water Management
K. Miller, Manager, Environmental Services Division
T. Etherington, Utilities Operations Superintendent
L. Knodel-Joy, Senior Engineering Technologist
I. MacDonald, Chief Building Inspector
N. Morano, Bylaw Enforcement Officer
R. Harris, Bylaw Enforcement Officer
K. Batstone, Planning Coordinator
R. Rondeau, Planner II
J. Munn, Planner II
D. Lucas, Planning Technician
J. Hughes, Recording Secretary

ABSENT: Director M. Clement
Director K. Davis

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the deletion of Item D1, Item D2 and Item R4 and the addition of one New Business Item:

NB1 Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Secondary School; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of January 17, 2018

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of January 17, 2018 be adopted.

MOTION CARRIED

DELEGATIONS

D1 Candace Spilsbury, School District 79 (Cowichan Valley), Re: Board of Education's Strategic Plan, was deleted during the Approval of the Agenda.

D2 Dorothea Siegler, Cowichan Valley Citizens for Safe Technology, Re: Micro-transmitters: are they safe, was deleted during the Approval of the Agenda.

CORRESPONDENCE

C1 Grant-in-Aid Request, Area A - Mill Bay/Malahat, Re: Frances Kelsey Secondary School

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 \$2,000 be provided to Frances Kelsey Secondary School for four \$500 Bursaries for graduating students residing in Electoral Area A - Mill Bay/Malahat.

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake - Frances Kelsey Secondary School

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 \$1,000 be provided to Frances Kelsey Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area B - Shawnigan Lake.

MOTION CARRIED

C3 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake - Cowichan Secondary School

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 \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area B - Shawnigan Lake.

MOTION CARRIED

- C4** Grant-in-Aid Request, Electoral Area D - Cowichan Bay - Cowichan Bay Improvement Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$364 be provided to Cowichan Bay Improvement Association (CBIA) to support improvements to the Cowichan Bay village.

MOTION CARRIED

- C5** Grant-in-Aid Request, Electoral Area D - Cowichan Bay - Cowichan Land Trust c/o Cowichan Estuary Nature Centre

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$3,000 be provided to Cowichan Land Trust to support the Cowichan Estuary Nature Centre.

MOTION CARRIED

- C6** Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls - Cowichan Lake and River Stewardship 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 \$488 be provided to Cowichan Lake and River Stewardship Society to assist in the cost of sending a member for training techniques for auditing riparian restoration at the Greenshores Canada Event held on February 20-21, 2018.

MOTION CARRIED

The Committee agreed by consensus that Item NB2 (Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Secondary School) be moved after Item C6.

- NB1** Grant-in-Aid Request, Electoral Area D – Cowichan Bay - Cowichan Secondary School

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area D – Cowichan Bay.

MOTION CARRIED

INFORMATION**IN1**

Items 1 through 8 were received for information:

1. Electoral Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - January 9, 2018;
2. Electoral Area F - Cowichan Lake South/Skutz Falls Advisory Planning Commission Minutes - January 15, 2018;
3. South Cowichan Parks Commission Minutes - October 23, 2017;
4. Electoral Area A - Mill Bay/Malahat Parks Commission Minutes - January 11, 2018;
5. Electoral Area B - Shawnigan Lake Parks Commission Minutes - October 19, 2017;
6. Electoral Area B - Shawnigan Lake Parks Commission Minutes - November 16, 2017;
7. Electoral Area C - Cobble Hill Parks Commission Minutes - December 4, 2017; and
8. Electoral Area I - Youbou/Meade Creek Parks Commission Minutes - December 12, 2017.

REPORTS**R1**

Application No. 11-B-17DP (1790 Empress Road) - Report from Development Services Division

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

1. **That Development Permit Application No. 11-B-17DP (1790 Empress Road) be approved;**
2. **That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of the development permit guidelines of Official Community Plan Bylaw No. 3510; and**
3. **That Covenant FB358241 be discharged from the State of Title Certificate of the subject property.**

MOTION CARRIED

R2

Application No. 01-G-17DP (3835 Gardner Road West) - Application from Development Services Division

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

1. **That Development Permit Application No. 01-G-17DP (3835 Gardner Road West) for a four-lot subdivision 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. 2500.**

MOTION CARRIED

2:40 PM The Committee took a recess at 2:40 PM.

2:48 PM The meeting resumed at 2:48 PM.

R3 Application No. 02-E-17DP (4780/4790 Trans Canada Highway/Tim Horton's) - Report from Development Services Division

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

- 1. That Development Permit Application No. 02-E-17DP (4780/4790 Trans Canada Highway/Tim Horton's) for a commercial building and associated works 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. 1840.**

MOTION CARRIED

R4 Application No. 01-C-16DP/VAR (1357 Ball Road) - Report from Development Services Division was deleted during the Approval of the Agenda.

R5 Application No. 01-I-16RS (PID: 000-222-348) - 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 Bylaw for Application No. 01-I-16RS (PID: 000-222-348) be forwarded to the Board for consideration of 1st and 2nd Readings;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, Island Health, School District No. 79, Ministry of Forests, Lands and Natural Resource Operations (Nanaimo), RCMP (Lake Cowichan Detachment) and BC Transit, be accepted;**
- 3. That covenants be drafted to secure proposed amenities and environmental protection measures; and**
- 4. That a public hearing be scheduled with Directors from Electoral Areas I, F and D as delegates.**

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

MOTION CARRIED

R6 Requisition Limit Increase - Carlton Water System - 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. 3627 – Carlton Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$30,000 to \$37,500.

Director Kuhn was absent during the vote.

MOTION CARRIED

R7 Requisition Limit Increase - Shellwood Water System - 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. 3624 – Shellwood Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$24,500 to \$30,625.

Director Kuhn was absent during the vote.

MOTION CARRIED

R8 Requisition Limit Increase - Woodley Range Water System - 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. 3616–Woodley Range Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$32,000 to \$40,000.

Director Kuhn was absent during the vote.

MOTION CARRIED

R9 Requisition Limit Increase - Electoral Area A - Mill Bay/Malahat Critical Location Streetlighting Service Establishment Bylaw 2137 - 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. 2137 – Electoral Area A – Mill Bay/Malahat Critical Location Streetlighting Service Establishment Bylaw, 2001, to increase the maximum annual requisition limit from \$5,000 to \$6,250.

MOTION CARRIED

R10 Function 576 - Engineering Services - Utilities - Short Term Borrowing for Two Utility Vehicles - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that short term borrowing of up to \$143,400 be approved for the purchase of two utility vehicles to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.

MOTION CARRIED

R11 Verbal Report from Director S. Acton, Re: Bylaw Enforcement Resourcing

It was moved and seconded that a review of the compliance and enforcement program be undertaken, to bring forward issues, options and resourcing levels for improving the effectiveness and efficiency of the program.

MOTION CARRIED

R12 Verbal Report from Brian Carruthers, Chief Administrative Officer, Re: Proposed Water/Watershed Protection Service, was received for information.

NEW BUSINESS

NB1 Item NB1 (Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Secondary School) was moved after Item C6.

CLOSED SESSION

5:08 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 (1)(f) Law Enforcement and adoption of the Closed Session Electoral Area Services Committee Minutes of December 20, 2017.

MOTION CARRIED

RISE FROM CLOSED SESSION

5:35 PM It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

5:35 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 5:35 PM.

Chair

Recording Secretary

Dated: _____