

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, February 21, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:34 PM.

PRESENT: Director I. Morrison, Chair
Director S. Acton
Director M. Clement
Director K. Davis
Director M. Dorey
Director L. Iannidinardo
Director K. Kuhn
Director A. Nicholson

ALSO PRESENT: R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
K. Harrison, Deputy Corporate Secretary
R. Conway, Manager, Inspections & Enforcement
B. Dennison, Manager, Water Management
A. Melmock, Manager, Economic Development
B. Farquhar, Manager, Parks & Trails
K. Batstone, Planning Coordinator
A. Tokarek, Asset Coordinator
L. Knodel-Joy, Senior Engineering Technologist
I. MacDonald, Chief Building Inspector
N. Morano, Bylaw Enforcement Officer
R. Rondeau, Planner II
D. Lucas, Planning Technician
J. Hughes, Recording Secretary

ABSENT: Director M. Marcotte

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of February 7, 2018

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of February 7, 2018 be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Area D - Cowichan Bay, Re: Saanich Inlet Protection Society

(Amended from original recommendation)

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 the Saanich Inlet Protection Society to support its Roundtable Forum Event on March 17, 2018.

MOTION CARRIED

INFORMATION

IN1

The following Items 1 through 4 were received for information:

1. Electoral Area B - Shawnigan Lake Advisory Planning Commission Minutes - February 1, 2018;
2. Electoral Area D - Cowichan Bay Advisory Planning Commission Minutes - January 25, 2018;
3. South Cowichan Parks Commission Minutes - January 22, 2018; and
4. Electoral Area I - Youbou/Meade Creek Parks Commission Minutes - January 17, 2018.

REPORTS

The Committee agreed by consensus that Item R3 (Application No. 03-C-17RS – 3576 Holland Avenue) be moved before Item R1.

R3

Application No. 03-C-17RS (3576 Holland Avenue) - Report from Development Services Division

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

1. **That the Zoning Amendment Bylaw for Application No. 03-C-17RS (3576 Holland Avenue) be forwarded to the Board for consideration of first and second reading;**
2. **That the referrals to BC Transit, Cobble Hill Improvement District, Cowichan Tribes, Island Health, and the Ministry of Transportation and Infrastructure be accepted;**
3. **That a public hearing be waived in accordance with Section 464(2) of the *Local Government Act* as the proposed Zoning Amendment is consistent with the South Cowichan Official Community Plan; and**
4. **That prior to consideration of final bylaw adoption, a sewer petition be signed; the sewer connection fee be paid; and the deposit for the sewer works be provided.**

MOTION CARRIED

1:48 PM

Director Clement left the meeting at 1:48 PM.

- R1 January 2018 Building Inspection Report - Report from Inspections & Enforcement Division, was received for information.
- R2 January 2018 Bylaw Enforcement Report - Report from Inspections & Enforcement Division, was received for information.
- R3 Item R3 (Application No. 03-C-17RS - 3576 Holland Avenue) - Report from Development Services Division was moved before Item R1.
- R4 Community Works Fund 2018 Budget Amendments - Report from General Manager, Engineering Services Department

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

1. That the 2018 Budget for Function 469 – Cowichan Station Association – Area E be amended to increase Grant to Organization by \$10,000 and increase Transfer from Gas Tax Reserve by \$10,000;
2. That the expenditures from the Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment;
3. That the 2018 Budget for 466 - Recreation Cobble Hill Hall be amended to increase Grant to Organization by \$1,732 and increase Transfer from Gas Tax Reserve by \$1,732; and
4. That the expenditures from the Function 466 – Recreation Cobble Hill 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

- R5 2018 Budget Amendments - Water Management Capital Projects - Report from Water Management Division

It was moved and seconded:

1. That the 2018 budget for Function 801 - Brulette Place Sewer System be amended to:
 1. Increase capital engineering structures by \$54,174;
 2. Increase Municipal Finance Authority (MFA) long term borrowing of \$18,192; and
 3. Increase transfer from Community Works Fund (CWF) gas tax reserves to \$35,982 for completion of new sewer treatment plant.
2. That Function 801 – Brulette Place Sewer System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

(Amended from original recommendation)

It was moved and seconded:

3. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
 1. Increase capital engineering structures by \$422,404;
 2. Increase MFA long term borrowing of \$225,000;
 3. Increase transfer from capital reserves of \$61,202 and
 4. Increase transfer from CWF gas tax reserves to \$136,202 for contribution to new sewer treatment plant and disposal field.

MOTION CARRIED

It was moved and seconded:

4. That the 2018 Budget for Function 604 - Lambourn Estates Water System be amended to:
 1. Increase minor capital by \$75,000; and
 2. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$75,000 for completion of a metering project.
5. That Function 604 – Lambourn Estates Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

It was moved and seconded:

6. That the 2018 Budget for Function 619 - Burnum Water System be amended to:
 1. Increase minor capital by \$26,000; and
 2. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$26,000 for contribution to a water treatment and storage project.

MOTION CARRIED

It was moved and seconded:

7. That the 2018 Budget for Function 640 - Saltair Water System be amended to:
 1. Increase capital engineering structures by \$535,535;
 2. Increase Community Works Fund (CWF) gas tax reserves by \$20,000;
 3. Increase transfer from capital reserves \$50,535;
 4. Increase transfer from operating reserve \$220,000; and
 5. Increase capital surplus of 2017 by \$245,000 for contribution to a water distribution upgrade, Old Victoria Road distribution upgrade, and a well and or treatment upgrade.

MOTION CARRIED

It was moved and seconded:

8. That the 2018 Budget for Function 653 - Youbou Water System be amended to:
 1. Increase capital engineering structures by \$125,500; and
 2. Increase transfer from operating reserves of \$125,500 for completion of a well and distribution upgrade.

MOTION CARRIED

It was moved and seconded:

9. That the 2018 Budget for Function 660 - Honeymoon Bay Water System be amended to:
 1. Increase capital engineering structures by \$38,310; and
 2. Increase transfer from Community Works Fund (CWF) gas tax reserve of \$38,310 for completion of a well upgrade.

MOTION CARRIED

It was moved and seconded:

10. That the 2018 Budget for Function 680 - Shawnigan Lake North Water System be amended to:
 1. Increase minor capital by \$82,529;
 2. Increase recovery of costs by \$82,529, for completion of the metering project;
 3. Increase capital engineering structures by \$37,872; and
 4. Increase transfer from reserve of \$37,872 for contribution to the treatment and or well upgrade projects.
11. That Function 680 - Shawnigan Lake North Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

R6

Directors Report from Sierra Acton, Director, Electoral Area B - Shawnigan Lake - Director Request for Workshop and Expense Approval

That it be recommended to the Board that the Director for Electoral Area B – Shawnigan Lake be authorized to attend training at the Social Change Institute, Tools, Connections & Leadership Workshop on June 20-24, 2018, at a cost of \$1,476 plus travel.

MOTION CARRIED

R7

Verbal Report from Amy Melmock, Manager, Economic Development Division, Re: Economic Development Cowichan Update, was received for information.

3:08 PM

Director Iannidinardo left the meeting at 3:08 PM.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 3:11 PM.

Chair

Recording Secretary

Dated: _____