

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, March 21, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:43 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director M. Clement <until 3:32 PM>  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
Director K. Kuhn  
Director M. Marcotte  
Director A. Nicholson

**ALSO PRESENT:** M. Tippett, Manager, Community Planning Division  
K. Harrison, Deputy Corporate Secretary  
R. Conway, Manager, Development Services Division  
K. Batstone, Planning Coordinator  
A. Tokarek, Asset Coordinator  
I. MacDonald, Chief Building Inspector  
S. Herrera, Planner II  
T. Soroka, Parks & Trails Planner  
S. Carlow, Legislative Assistant  
J. Hughes, Secretary IV  
K. Madge, Recording Secretary

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the deletion of Item R2, the addition of an Unfinished Business Item UB1 and two New Business Items:**

**UB1 Land Use Services Department 2017 Year End Report – Verbal Report from Mike Tippett (carried over from March 7, 2018, Electoral Area Services Committee Agenda – IN2);**

**NB1 Union of BC Municipalities (UBCM) – Resolution Response, Re: Highway Maintenance;**

**NB2 Association of Vancouver Island and Coastal Communities (AVICC), Re: Director’s Forum; and**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of March 7, 2018

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

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area B – Shawnigan Lake, Re: Frances Kelsey Secondary School Dry Grad 2018 Committee

**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 \$500 be provided to Frances Kelsey Secondary School Dry Grad Committee to support its 2018 Dry Grad Celebration.**

**MOTION CARRIED**

**C2** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora, 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 E – Cowichan Station/Sahtlam/Glenora, in the amount of \$500 be provided to Red Willow Womyn’s Society to support acquisition of space in Duncan for child protection services offered to aboriginal women in the community.**

**MOTION CARRIED**

**C3** Grant-in-Aid Request, Electoral Area F – Cowichan Lake South/Skutz Falls, Re: Lake Cowichan School Bursary

**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 \$500 be provided to Lake Cowichan School for a bursary to a graduating Area F student pursuing post-secondary education.**

**MOTION CARRIED**

- C4** Grant-in-Aid Request, Electoral Area F – Cowichan Lake South/Skutz Falls, Re: Lake Days Celebration 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 \$550 be provided to Lake Days Celebration Society to sponsor and support the “pancake breakfast” during Lake Days, June 3 – 10, 2018.**

**MOTION CARRIED**

- C5** Grant-in-Aid Request, Electoral Area G – Saltair/Gulf Islands, Re: Chemainus Secondary School Bursaries

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$1000 be provided to Chemainus Secondary School for two bursaries; (1) Saltair Community – \$500 (2) Thetis Island CVRD – \$500.**

**MOTION CARRIED**

- C6** Grant-in-Aid Request, Electoral Area G – Saltair/Gulf Islands, Re: Nanaimo – Ladysmith Schools Foundation Bursary

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$500 be provided to Nanaimo – Ladysmith Schools Foundation to support the Ladysmith Secondary School Bursary program, for a student residing in Area G.**

**MOTION CARRIED**

## **REPORTS**

- R1** Application No. No. 04-B-17DP-VAR (Lot 4, Ark Road) - Report from Development Services Division

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

- 1. That Development Permit Application No. 04-B-17DP/VAR (Lot 4, Ark Road) be approved;**
- 2. That Zoning Bylaw No.985 Section 11.4 (b) (2) be varied from 10 metres to 12.95 metres; and that Section 11.4 (b) (5) be varied to remove the screening requirements along the eastern boundary due to an existing right-of-way and to remove the requirements along the remaining boundaries as the majority of the boundaries contain protected riparian areas; 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 the development permit guidelines of Official Community Plan Bylaw No. 3510.**

**MOTION CARRIED**

**R2** Application No. 03-C-17DP/VAR (1480 Heigh Street) - Report from Development Services Division, was deleted during Approval of the Agenda.

**R3** Jack Fleetwood Trail License Agreement Renewal – Report from Parks & Trails Division

**It was moved and seconded that it be recommended to the Board that a two-year extension (2018 – 2020) of the Jack Fleetwood Trail License Agreement with Island Timberlands LP be executed.**

**MOTION CARRIED**

**2:15 PM** The Committee took a recess at 2:15 PM.

**2:21 PM** The meeting resumed at 2:21 PM.

**R4** February 2018 Building Inspection Report – Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

**R5** February 2018 Bylaw Enforcement Report – verbal Report from Rob Conway, Manager, Inspections & Enforcement Division, was received for information.

**R6** 2018 Budget Amendment for Function 469 – Cowichan Station Association – Electoral Area E – Report from 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:**
  - 1. Increase Grant to Organization by \$15,000; and**
  - 2. Increase Transfer from Gas Tax Reserve by \$15,000.**
- 2. That Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to adoption of the 2018 Budget Amendment.**

**MOTION CARRIED**

**R7** Directors Report from K. Kuhn, Re: Picnic Shelter Donation to Mile 77 Park

**It was moved and seconded that it be recommended to the Board that a financial donation contribution equivalent to the cost of materials and labour for a 20 x 20 ft picnic shelter be accepted from Laketown Ranch, with the donation applied to the Electoral Area I Community Parks for capital improvement investment at a park site in the community.**

**MOTION CARRIED**

**UNFINISHED BUSINESS**

**UB1** Land Use Services Department 2017 Year End Report – Verbal Report from Mike Tippet (carried over from March 7, 2018, Electoral Area Services Committee Agenda – IN2), was received for information.

**NEW BUSINESS**

**NB1** Union of BC Municipalities (UBCM) – Resolution Response, Re: Highway Maintenance

**It was moved and seconded that a letter be drafted for review and comment by the Electoral Area Services Committee advising the Minister of Transportation and Infrastructure of the concerns with delivery of highway maintenance service within the unincorporated Electoral Areas of the Cowichan Valley Regional District.**

**MOTION CARRIED**

**NB2** Association of Vancouver Island and Coastal Communities (AVICC), Re: Director’s Forum, was received for information.

**CLOSED SESSION**

**3:31 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)(e), Land Acquisition Sub (1)(g) and adoption of the Closed Session Electoral Area Services Committee Minutes of March 7, 2018.

**MOTION CARRIED**

**3:32 PM** Director Clement left the meeting at 3:32 PM

**RISE FROM CLOSED SESSION**

**3:53 PM** It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**3:53 PM** It was moved and seconded that the meeting be adjourned.

The meeting adjourned at 3:53 PM.

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Chair

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Recording Secretary

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