

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, April 19, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

**PRESENT:** Director I. Morrison  
Director M. Clement <1:31 PM to 3:23 PM>  
Director M. Dorey  
Director S. Furstenau <after 1:33 PM>  
Director K. Kuhn <until 4:23 PM>  
Director M. Marcotte  
Director A. Nicholson  
Alternate Director A. Bomford  
Alternate Director B. Salmon <after 1:33 PM>

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
M. Tippett, Manager, Regional & Community Planning  
R. Conway, Manager, Development Services  
R. Blackmore, Manager, Inspection & Enforcement  
B. Dennison, Manager, Water Management  
C. Lockery, Manager, Strategic Services  
J. deJong, Fire Rescue Services Coordinator  
G. Breckenridge, Chief Building Inspector  
N. Morano, Bylaw Enforcement Officer  
B. Suderman, Planner III  
R. Rondeau, Planner I  
K. Biegun, Planner I  
J. Hughes, Recording Secretary

**ABSENT:** Director K. Davis  
Director L. Iannidinaro

**1:31 PM** Director Clement entered the meeting at :1:31 PM

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended by extending the Delegate's time period, Item D1; Supplemental Information, Item R1; four New Business Items; and the addition of Background Information, Item CSR2:**

- D1 Extension of Delegate time period;**
- R1 Application No. 01-C-17DVP (449 Seaview Way) – Supplemental Information from the Applicant – Neighbour Consultation;**
- NB1 Brentwood College Regatta, 2735 Mt. Baker Road – Fireworks Display – Report from Inspection & Enforcement Division;**
- NB2 Grant-in-Aid Request – Electoral Area I – Youbou/Meade Creek, Re: Cowichan Valley Community Radio Society;**
- NB3 Grant-in-Aid Request – Electoral Area I – Youbou/Meade Creek, Re: Lake Cowichan School;**

**NB4 Grant-in-Aid Request – Electoral Area I – Youbou/Meade Creek, Re: Cowichan Lake District Chamber of Commerce;**

**CSR2 Verbal Report from Manager, Inspection & Enforcement Division, Background Information {Sub (1)(g)}; and**

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

Director Kuhn was absent during the vote

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of April 5, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of April 5, 2017 be adopted.**

**MOTION CARRIED**

**1:33 PM** Director Furstenau and Alternate Director Salmon entered the meeting at 1:33 PM

#### **DELEGATIONS**

**D1** Isabel Rimmer, President, Sahtlam Neighbourhood Association, Re: Update – Noise and Environment Issues - Vancouver Island Motorsport Circuit

Isabel Rimmer, President, Sahtlam Neighbourhood Association, and Mariah Wallener, resident of Electoral Area E, provided a PowerPoint presentation that outlined their history of events with Vancouver Island Motorsport Circuit (operated by GAIN) and the Municipality of North Cowichan, including perceived issues with noise and environment.

Chair Morrison stated that the Municipality of North Cowichan has been invited to appear before the CVRD Electoral Area Services Committee regarding reported issues associated with Vancouver Island Motorsport Circuit, and that the CVRD is awaiting their response.

#### **CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Cowichan Station Area Association

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C - Cobble Hill, in the amount of \$500 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem-based Analysis Project.**

**MOTION CARRIED**

- C2** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Frances Kelsey Secondary School Dry Grad 2017

**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 \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support its Dry Grad Celebrations.**

**MOTION CARRIED**

## **INFORMATION**

### **IN1**

The following items 1 through 3 were received for information:

1. Area D - Advisory Planning Commission Minutes - March 30, 2017;
2. Area D - Parks Commission Minutes - March 20, 2017; and
3. Area F - Parks Commission Minutes - February 2, 2017.

## **REPORTS**

### **R1**

Application No. 01-C-17DVP (449 Seaview Way) - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Application No. 01-C-17DVP (449 Seaview Way) to vary Section 11.1(5) of Zoning Bylaw No. 3520 to reduce the interior side parcel line setback from 2 metres to 1.72 metres be approved.**

**MOTION CARRIED**

### **R2**

Additional Plumbing Fixtures Request at 2390 Renfrew Road (Area B) - Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the request by the property owner of 2390 Shawnigan Lake Road to allow three washroom fixtures on the upper floor of an accessory building, in addition to the tap washroom fixtures on the main floor of the accessory building, be approved.**

Director Clement was absent during the vote

**MOTION CARRIED**

### **R3**

March 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division, was received for information.

### **R4**

March 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division, was received for information.

R5 Inclusion into the Malahat Fire Protection Service Area, Lot 5, Goldstream Heights Road - Report from Public Safety Division

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

- 1. That the Certificate of Sufficiency, confirming that the sufficient petition requesting inclusion into the Malahat Fire Protection Service Area is sufficient, be received; and**
- 2. That Cowichan Valley Regional District Bylaw No. 2414 Malahat Fire Protection Service Establishment Bylaw, 2003 be amended to include the property described as PID 029-941-997, Lot 5, Plan: EPP 60055 and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

R6 Gas Tax - Community Works Funds Phase 1.0 Remaining Funds - Report from General Manager, Engineering Services Department

**It was moved and seconded it be recommended to the Board that unspent funds from Community Works Funds 1.0, in the amount of \$16,671, be approved for energy efficiency upgrades at the Honeymoon Bay Fire Hall.**

**MOTION CARRIED**

R7 Youbou Water System Emergency Reservoir Repair - Report from Water Management Division, was received for information.

**MOTION CARRIED**

R8 Proposed Soil Deposit Bylaw - Report from Inspection & Enforcement Division, was received for information.

**It was moved and seconded that that it be recommended to the Board that the CVRD host a multi-agency meeting, as soon as possible, with the Ministry of Environment, Ministry of Forest, Lands and Natural Resources, Department of Fisheries and Oceans, Ministry of Transportation & Infrastructure and Ministry of Energy and Mines, to work on immediate solutions regarding soil deposition in the South Cowichan area.**

**MOTION CARRIED**

#### **UNFINISHED BUSINESS**

**It was moved and seconded that Rezoning Application No. 1-E-16RS (Hols) be referred back to the Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Brentwood College Regatta, 2735 Mt. Baker Road - Fireworks Display - Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the Fireworks Discharge Permit be authorized by the Manager of Inspections & Enforcement for the Brentwood College Regatta event located at/near 2735 Mt. Baker Road on April 28, 2017.**

**MOTION CARRIED**

**NB2** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Cowichan Valley Community Radio 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 \$500 be provided to Cowichan Valley Community Radio Society to support Summer Nights Concerts.**

**MOTION CARRIED**

**NB3** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Lake Cowichan School

**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 \$500 be provided to Lake Cowichan School for a Bursary to a 2017 graduating student.**

**MOTION CARRIED**

**NB4** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Cowichan Lake District Chamber of Commerce

**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 \$7,500 be provided to Cowichan Lake District Chamber of Commerce to support the Visitor Centre.**

**MOTION CARRIED**

**CLOSED SESSION**

**3:22 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)} Potential Litigation.

**MOTION CARRIED**

**3:23 PM** Director Clement left the meeting at 3:23 PM.

**RISE FROM CLOSED SESSION**

**4:26 PM** It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**4:27 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 4:27 PM.

\_\_\_\_\_  
Chair

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

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