

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, August 16, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director M. Clement <until 4:12 PM>  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinaro  
Director K. Kuhn  
Director M. Marcotte  
Director A. Nicholson

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Land Use Services  
H. Hatami, General Manager, Engineering Services  
M. Tippett, Manager, Community Planning  
R. Conway, Manager, Development Services  
B. Dennison, Manager, Water Management  
B. Farquhar, Manager, Parks & Trails  
E. Young, Planning Technician  
M. Kueber, General Manager, Corporate Services  
N. Morano, Bylaw Enforcement Officer  
I. MacDonald, Senior Building/Plumbing Inspector  
K. Madge, Recording Secretary

#### **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 August 2, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of August 2, 2017 be adopted.**

**MOTION CARRIED**

#### **CORRESPONDENCE**

**C1** A letter from Saltair Community Society, regarding the Saltair Community Centre was received for information.

**REPORTS**

**R1** Saltair Community Centre Facility Condition Assessment - Report from Engineering Services Department

The Asset Coordinator, introduced Claire Ha, P. Eng., and J.J. McCuaig, P. Eng. both of McCuaig & Associates Engineering LTD, who provided a PowerPoint presentation on the Saltair Community Centre Facility Condition Assessment.

**It was moved and seconded that staff prepare a report, outlining all of the options for upgrading the Saltair Community Centre, prior to holding a public meeting hosted by the CVRD.**

**MOTION CARRIED**

**R2** Application No. 03-F-17DP - Report from Development Services Division

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

- 1. That Development Permit Application 03-F-17DP (5577 River Bottom Road West) 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 the Official Community Plan No. 1490.**

**MOTION CARRIED**

**R3** Application No. 09-B-16DP - Report from Development Services Division

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

- 1. That Development Permit Application No. 09-B-16DP (2786 Meadowview 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 development permit guidelines of Official Community Plan Bylaw No. 3510.**

**MOTION CARRIED**

**2:46 PM** The Committee took a recess at 2:46 PM

**2:55 PM** The meeting resumed at 2:55 PM

**R4** Application No. 01-A-17DP/S - Report from Development Services Division

Renee Eastman, of Talon Signs LTD. provided a PowerPoint presentation regarding Application No. 01-A-17DP/S.

**It was moved and seconded that Application No. 01-A-17DP/S be referred back to staff for discussion with the applicant.**

**MOTION CARRIED**

R5 Application No. 2-E-14TUP - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that the application to renew Temporary Use Permit 2-E-14TUP to allow three additional special event shoots per year and adjusted start times for weekend competitive shoots from 10:00 a.m. to 9:00 a.m. in 2018, 2019 and 2020 be approved.**

**MOTION CARRIED**

R6 Application No. 20-C-17BE - Report from Inspection & Enforcement Division

**It was moved and seconded that the Liquor Control Board be advised that the Cowichan Valley Regional District wishes to “opt out” of providing comment to the Liquor Control and Licencing Branch with regard to the application for a Permanent Change to a Liquor Licence for increased liquor service hours by the Cobblestone Inn (liquor licence 038301) located at 3566 Holland Avenue, Cobble Hill (Area C).**

**MOTION CARRIED**

R7 Curbside Recycling - Contamination Audit Results - Report from Fatima Ansari Recycling & Waste Management Division, was received for information.

4:11 PM Director Iannidinardo left the Board Room at 4:11 PM

4:12 PM Director Clement left the meeting at 4:12 PM

R8 Statutory Right of Way for Honeymoon Bay - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that a Statutory Right of Way be registered over Honeymoon Bay R.V. Park Inc. land (Lot 9, Section 34, Renfrew District) for the purpose of installing discharge piping and hydro service infrastructure for the Honeymoon Bay Water System.**

Director Iannidinardo was absent during the vote

**MOTION CARRIED**

4:14 PM Director Iannidinardo returned to the Board Room at 4:14 PM

R9 Saltair Water System, Statutory Right-of-Way, 10335 Chemainus Road - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that a Statutory Right of Way be registered through 10335 Chemainus Road (PID: 005-835-003) for the purpose of installing a watermain and future maintenance of the Saltair Water System.**

**MOTION CARRIED**

**R10** Cowichan Bay Sewer Inclusion Request - 1500 Cowichan Bay Road - Report from - Water Management Division

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

- 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Cowichan Bay Sewer System Service Area be received.**
- 2. That CVRD Bylaw No. 2128 – Cowichan Bay Sewer System Service Establishment Bylaw, 2000, be amended to include the property described as PID 005-490-227.**

**MOTION CARRIED**

**R11** Arbutus Ridge Sewer Loan Authorization Bylaw - Report from Water Management Division

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

- 1. That the Certificate of Sufficiency, confirming that sufficient petitions authorizing the borrowing of up to \$2,475,000.00, be received.**
- 2. That a Loan Authorization bylaw be established for the purpose of borrowing for the Arbutus Ridge Sewer System Service Area and forwarded to the Board for consideration of three readings and, following provincial approval, adoption.**

**MOTION CARRIED**

**R12** July 2017 Building Inspections Report - Report from Ian MacDonald, Senior Building/Plumbing Inspector, Inspection & Enforcement Division, was received for information.

**R13** Electoral Area Strategic Focus Area Review - Budget Direction - Report from the Office of the CAO

**It was moved and seconded that it be recommended to the Board that the strategic actions identified in the August 3, 2017 Electoral Area Strategic Focus Area Review Budget Direction report be approved and that the associated budget requirements be prepared for consideration during the 2018 budget process.**

**MOTION CARRIED**

**It was moved and seconded that it be recommended to the Board that staff provide supplemental budgeting information for general enforcement.**

**MOTION CARRIED**

#### **CLOSED SESSION**

**4:55 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**

**RISE FROM CLOSED SESSION**

4:56 PM It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

4:56 PM It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

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Chair

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

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