

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, June 7, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director L. Iannidinaro <until 4:12 PM>  
Director M. Marcotte  
Director A. Nicholson  
Alternate Director S. Jonas  
Alternate Director C. Morris <until 5:37 PM>  
Alternate Director J. Tatham

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
M. Tippett, A/Manager, Land Use Services Department  
R. Conway, Manager, Development Services  
B. Farquhar, Manager, Parks & Trails  
B. Dennison, Manager, Water Management  
L. Knodel-Joy, Senior Engineering Technologist  
G. Breckenridge, Chief Building Inspector  
S. Herrera, Planner II  
R. Rondeau, Planner II  
K. Biegun, Planner I  
J. Hughes, Recording Secretary

**ABSENT:** Director M. Clement  
Director K. Davis  
Director M. Dorey  
Director K. Kuhn

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of two New Business Items:**

**NB1 Area E – Advisory Planning Commission Minutes – May 23, 2017;**

**CSNB1 Verbal Report from Director Morrison, Re: Law Enforcement {Sub (1)(e); and**

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

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1 Regular Electoral Area Services Committee meeting of May 17, 2017**

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of May 17, 2017 be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

- D1** Brendan Hessels, Vancouver Island Windsport Society, provided a PowerPoint presentation that outlined Windfest's kiteboarding sport on Nitinat Lake, their history, vision and request for support.

**INFORMATION**

- IN1** The following Items 1 through 7 were received for information:
1. Area A - Parks Commission Minutes - May 11, 2017;
  2. Area B - Parks Commission Minutes - January 19, 2017;
  3. Area B - Parks Commission Minutes - April 27, 2017;
  4. Area D - Parks Commission Minutes - May 15, 2017;
  5. Area G - Parks Commission Minutes - March 6, 2017;
  6. Area G - Parks Commission Minutes - May 1, 2017; and
  7. Area I - Parks Commission Minutes - May 16, 2017.

**MOTION CARRIED**

**REPORTS**

- R1** Presentation by Transport Canada - Report from Inspection & Enforcement Division
- Ryan Greville, Manager, Navigable Waters Protection, Transport Canada, provided a PowerPoint presentation outlining Transport Canada's Abandoned Boats Program which introduced the two main components of the Program (Assessments and Removals & Education, Awareness and Research), for information.
- 2:45 PM** The Committee took a recess at 2:45 PM.
- 2:52 PM** The meeting resumed at 2:52 PM.
- R4 & R5** The Committee agreed by consensus that Item R4 (Application No. 04-F-16DP-VAR) and Item R5 (Application No. 03-H-16RS) be moved after Item R1.
- R4** Application No. 04-F-16DP - Report from Development Services Division

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

1. That Development Permit with Variance Application No. 04-F-16DP/VAR (5525 Jenny Place) be approved;
2. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 1945;
3. That Section 3.22 of Zoning Bylaw No. 2600 be varied to 10.9 metres for the shop, 4.5 metres for the garage, and 13.5 metres for the concrete retaining wall;
4. That a 'Save Harmless Covenant' be registered against the property prior to issuance of the Development Permit with variance; and
5. That a landscape security bond be provided in accordance with the CVRD Landscape Security Policy.

**MOTION CARRIED**

R5 Application No. 03-H-16RS - Report from Development Services Division

**It was moved and seconded:**

1. That staff and the Area Director work with the applicant to refine and secure proposed environmental and site improvements emphasizing surface and ground water protection and aesthetics; and
2. That Amendment Bylaws be drafted for Application No. 03-H-16RS (13271 Simpson Road), and referred to the Electoral Area Services Committee for consideration.

**MOTION CARRIED**

R2 Application No. 01-B-16DVP - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Application No. 01-B-16DVP (2370 MacDonald Road, PID: 000-287-288), to vary Clause 5 of Land Use Contract No. G58863 to reduce the side parcel line setback from 3.0 m to 1.0 m and the rear parcel line setback from 3.0 m to 1.5 m; and to vary Section 8.6(b)(3) of Zoning Bylaw No. 985 to reduce the rear parcel line setback from 4.5 m to 1.5 m, be approved.**

**MOTION CARRIED**

R3 Application No. 01-D-17DVP - Report from Development Services Department

**It was moved and seconded that it be recommended to the Board that Application No. 01-D-17DVP (PID: 029-746-841, Vee Road) to vary Section 5.7.4 (d) of Zoning Bylaw No. 3705 to increase the maximum permitted height of a principal residential building from 7.5 metres to 9.5 metres be approved.**

**MOTION CARRIED**

R6 Application No. 01-E-16RS - Report from Development Services Division

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

1. That the referrals to Ministry of Transportation and Infrastructure, Island Health, School District 79, Cowichan Tribes, Sahtlam Fire Department, be accepted;
2. That amendment bylaws for Rezoning Application No. 01-E-16RS (4681 Sahtlam Estates Road) be forwarded to the Board for consideration of 1st and 2nd Reading;
3. That a public hearing be scheduled with Directors from Electoral Areas E, F and D as delegates; and
4. That covenant(s) be drafted prior to public hearing to secure the areas to be dedicated to the CVRD and to require compliance of the auto-repair/home-occupation use upon retirement, sale or transfer of property.

**It was moved and seconded to amend the motion by placing a period following the word "CVRD" in point number "4".**

**MOTION CARRIED**

*Voting resumed on the main motion, as amended, and it was restated for clarity:*

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

- 1. That the referrals to Ministry of Transportation and Infrastructure, Island Health, School District 79, Cowichan Tribes, Sahtlam Fire Department, be accepted;**
- 2. That amendment bylaws for Rezoning Application No. 01-E-16RS (4681 Sahtlam Estates Road) be forwarded to the Board for consideration of 1st and 2nd Reading;**
- 3. That a public hearing be scheduled with Directors from Electoral Areas E, F and D as delegates; and**
- 4. That covenant(s) be drafted prior to public hearing to secure the areas to be dedicated to the CVRD.**

**MOTION CARRIED**

- R7** Cowichan Lake Road End Water Zoning - Report from Community & Regional Planning Division

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

- 1. That Zoning Amendment Bylaw Nos. 4059 and 4060 (Road End Water Zone) be considered for first and second readings;**
- 2. That the proposed Amendment Bylaws, along with this staff report, be referred to Cowichan Tribes, Lake Cowichan First Nation, Ditidaht First Nation and the Town of Lake Cowichan for information only; and**
- 3. That a public hearing be waived in favour of public notice.**

**MOTION CARRIED**

- R8** Cowichan Valley Regional District Cannabis Bylaw Amendments - Report from Community & Regional Planning Division

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

- 1. That Zoning Amendment Bylaw Nos. 4118 through 4125 inclusive be considered for 1st and 2nd Readings;**
- 2. That Zoning Amendment Bylaw Nos. 4118 through 4125 not be referred to any agencies; and**
- 3. That a single Public Hearing be held in Duncan at the CVRD Office in the Board Room for Amendment Bylaw Nos. 4118 through 4125; and that the Directors from all nine Electoral Areas be delegated to attend.**

**MOTION CARRIED**

**4:22 PM** The Committee took a recess at 4:22 PM.

**4:29 PM** The meeting resumed at 4:29 PM.

- R9** Twin Cedars Sewer System - 3541 Cobble Hill Road Request for Inclusion - 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 Twin Cedars System service area be received;**
- 2. That CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006 be amended to include the property described as PID 017-996-783, Lot 1, Section 12, Range 5, VIP 55417, Shawnigan District; and**
- 3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.**

Director Acton was absent during the vote.

**MOTION CARRIED**

- R10** Directors Report from Matteus Clement, Director, Electoral Area C, Cobble Hill, Re: Balme Ayr Gravel Pit - Cobble Hill

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

- 1. That a report be prepared detailing the regional district's regulatory authority regarding gravel mines, the Agricultural Land Reserve and industrial activities; and**
- 2. That Ministry Staff be invited to attend an Electoral Area Services Committee meeting to provide an overview of health regulations and protection of farmland in areas adjacent to gravel mines.**

**MOTION CARRIED**

- R11** Directors Report from Matteus Clement, Director, Electoral Area C, Cobble Hill, Re: Accessory Dwelling Units as a Permitted Use in the A-1 Zone

**It was moved and seconded that the Directors Report from Matteus Clement, Director, Electoral Area C, Cobble Hill, Re: Accessory Dwelling Units as a Permitted Use in the A-1 Zone, be referred back to Director Clement for further clarification.**

**MOTION CARRIED**

## **NEW BUSINESS**

- NB1** Area E – Advisory Planning Commission Minutes - May 23, 2017, was received for information.

**CLOSED SESSION**

4:11 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)(e) Land Acquisition.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

5:51 PM            It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

5:51 PM            It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 5:51 PM.

\_\_\_\_\_  
Chair

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

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