

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, May 17, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

PRESENT: Director I. Morrison, Chair
Director S. Acton
Director K. Davis
Director L. Iannidinardo
Director M. Marcotte
Director A. Nicholson
Alternate Director S. Jonas
Alternate Director J. Tatham

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Land Use Services
M. Tippett, Manager, Regional & Community Planning
R. Conway, Manager, Development Services
R. Blackmore, Manager, Inspection & Enforcement
B. Farquhar, Manager, Parks & Trails
I. MacDonald, A/Chief Building Inspector
B. Suderman, Planner III
R. Rondeau, Planner II
J. Hughes, Recording Secretary

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

APPROVAL OF AGENDA

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

- NB1 Grant-in-Aid Request, Area F - Cowichan Lake South/Skutz Falls Re: Cowichan Lake Chamber of Commerce Visitor Centre;**
- NB2 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Caycuse Volunteer Fire Department;**
- NB3 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Honeymoon Bay Community Society;**
- NB4 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Lake Days Society;**
- NB5 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Cowichan Lake Community Radio Society;**
- NB6 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Lady of the Lake Society;**

NB7 Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Bay Improvement Association; and

that the agenda, as amended, be approved.

MOTION CARRIED

The Committee agreed by consensus that Item R2 (Cowichan Koksilah Official Community Plan Update – Report from Community & Regional Planning Division) be moved after Item.R6.

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of May 3, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of May 3, 2017 be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area G - Saltair/Gulf Islands Re: Saltair Ratepayers Association

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 \$250 be provided to Saltair Ratepayers Association to support an appreciation event for the Saltair Cycling Group and 150 Quilters and Take 5 advertising.

MOTION CARRIED

INFORMATION

IN1 Land Use Services Department 2016 Year End Report, was received for information.

IN2 The following Items 1 through 4 were received for information:

1. Area B - Advisory Planning Commission Minutes - May 8, 2017;
2. Area E - Advisory Planning Commission Minutes - April 11, 2017;
3. Area C - Parks Commission Minutes - April 3, 2017; and
4. Area E - Parks Commission Minutes - April 13, 2017.

REPORTS

R1 Application No. 02-B-17DP-VAR - 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. 02-B-17DP-VAR (2054 Butler Road) be approved;**
2. **That Section 5.14(a) of Zoning Bylaw No. 985 be varied to decrease the**

- setback from a watercourse from 15 metres to 7.5 metres; 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 development permit guidelines of Official Community Plan Bylaw No. 3510.

MOTION CARRIED

- R3** Museum Lease Proposal for the Mill Bay Historic Church Building - Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that a lease be prepared for the three South Cowichan Historical Societies (Mill Bay-Malahat, Bamberton, Cobble Hill) to use the historic Mill Bay Church as a museum.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a Land Disposition and Intention to Provide Assistance Public Notice be advertised pursuant to Section 286 of the *Local Government Act* for the lease of the Mill Bay Historic Church to the Mill Bay-Malahat, Bamberton and Cobble Hill Historical Societies.

MOTION CARRIED

- R4** April 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division, was received for information.

- R5** April 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division, was received for information.

- R6** Regional District Approving Officer Function - Report from General Manager, Land Use Services Department

It was moved and seconded that it be recommended to the Board that staff pursue the Approving Officer authority from the Province.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Province be sent a formal request to grant the Cowichan Valley Regional District the Approving Officer authority.

MOTION CARRIED

R2 Cowichan Koksilah Official Community Plan Update - Report from Community & Regional Planning Division, was received for information.

NEW BUSINESS

NB1 Grant-in-Aid Request, Area F - Cowichan Lake South/Skutz Falls Re: Cowichan Lake Chamber of Commerce Visitor Centre

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 \$7,500 be provided to Cowichan Lake District Chamber of Commerce Visitor Centre to assist in delivery of Visitor Centre services.

MOTION CARRIED

NB2 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Caycuse Volunteer Fire Department

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 \$5,000 be provided to Caycuse Volunteer Fire Department to support fire/rescue services for West Cowichan Lake area.

MOTION CARRIED

NB3 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Honeymoon Bay Community 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 \$500 be provided to Honeymoon Bay Community Society to assist with Canada Day, Bay Days and Outdoor Movie Night.

MOTION CARRIED

NB4 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls Re: Lake Days 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 Society to assist with Electoral Areas F & I's hosted Breakfast in the Town Event for Lake Days.

MOTION CARRIED

NB5 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls
Re: Cowichan Lake Community Radio 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 \$500 be provided to Cowichan Lake Community Radio Society to support "Summer Nights" Music in the Park Events.

MOTION CARRIED

NB6 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls
Re: Lady of the Lake 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 \$2,000 be provided to Lady of the Lake Society to assist with the Ambassador Program activities.

MOTION CARRIED

NB7 Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Bay Improvement Association

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 Cowichan Bay Improvement Association to support Low Tide Day.

MOTION CARRIED

CLOSED SESSION

3:03 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)(f) Law Enforcement and Sub (1)(l) Legal Opinion.

MOTION CARRIED

RISE FROM CLOSED SESSION

4:52 PM It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

4:52 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 4:52 PM.

Chair

Recording Secretary

Dated: _____