

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, October 18, 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 4:55 PM>
Director K. Davis
Director M. Dorey
Director L. Iannidinardo <until 3:54 PM>
Director K. Kuhn
Director M. Marcotte
Director A. Nicholson

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Land Use Services
M. Tippet, Manager, Community Planning
R. Conway, Manager, Development Services
R. Blackmore, Manager, Inspection & Enforcement
B. Dennison, Manager, Water Management
A. Melmock, Manager, Economic Development
B. Farquhar, Manager, Parks & Trails
A. Duncan, Planner I
J. Hughes, Secretary III
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 October 4, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of October 4, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

D1 Gord Van Dyck provided a verbal presentation and submitted a petition on Saltair Community Centre.

CORRESPONDENCE

- C1** Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora Re: Alexander School Sh-hwuykelu Busy Place Creek Streamkeepers

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 \$1,000 be provided to Alexander School Sh-hwuykelu Busy Place Creek Streamkeepers to support student transportation to and from Busy Place Creek for streamkeeping activities.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora Re: Glenora Farm - The Ita Wegman Association of BC

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 \$5,000 be provided to Glenora Farm - The Ita Wegman Association of BC to support the switch of the water source for the Farm's gardens/greenhouses from the well to a storage pond in response to critical water flow issues in the Koksilah watershed.

MOTION CARRIED

INFORMATION

- IN1** The following items 1 through 4 were received for information:
1. Area C - Cobble Hill Advisory Planning Commission Minutes - September 28, 2017;
 2. Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - September 26, 2017;
 3. Area D - Cowichan Bay Parks Commission Minutes - September 18, 2017; and
 4. Area I - Youbou/Meade Creek Parks Commission Minutes - September 12, 2017.

REPORTS

- R1** Application No. 04-E-17DP (PID: 003-420-931) - Report from Development Services Division

It was moved and seconded that Application No. 04-E-17DP be referred back to staff to review issues / opportunities of Koksilah Industrial Park (drainage issues/ impacts on watercourses to slow down water in Koksilah Park).

MOTION DEFEATED

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

1. That Development Permit Application No. 04-E-17DP for a two lot subdivision 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 Official Community Plan Bylaw No. 1840.

MOTION CARRIED

R2 Application No. 01-C-16RS (3501-3505 Telegraph Road) - Report from Development Services Division

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

1. That the Zoning Amendment Bylaw for Application No. 01-C-16RS (3501-3505 Telegraph Road) be forwarded to the Board for consideration of 1st and 2nd Readings;
2. That the referrals to the Agricultural Land Commission, Mill Bay Volunteer Fire Department, Island Health, Ministry of Transport and Infrastructure be accepted; and

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a public hearing be waived in favour of a public notice with respect to Application No. 01-C-16RS (3501-3505 Telegraph Road).

MOTION CARRIED

R3 Accessory Dwelling Units on Agricultural Parcels - Report from Development Services Division

It was moved and seconded that no action be taken at this time to amend the Agriculture Resource 1 (A-1) Zone of South Cowichan Zoning Bylaw to include Accessory Dwelling Unit as permitted, and the issue of second dwellings on agricultural land be considered as part of a future OCP and Zoning Bylaw review.

MOTION CARRIED

2:55 PM The Committee took a recess at 2:55 PM

3:00 PM The meeting resumed at 3:00 PM

R4 Shawnigan Lake Museum Expansion - Gas Tax Contribution Request - Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that a Federal Gas Tax Program Community Works Funding Agreement in the amount of \$150,000 for expansion of the Shawnigan Lake Museum be entered into with the Shawnigan Lake Historical Society, subject to conditions outlined in the report to the October 18, 2017, Electoral Area Services Committee.

MOTION CARRIED

R5 Arbutus Mountain Estates Sewer Transfer Agreement - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that an Arbutus Mountain Estates Sewer System Transfer Agreement be executed by the developer, 1124328 BC Limited, and the CVRD.

MOTION CARRIED

R6 Amy Melmock, Manager, Economic Development Division, provided a verbal presentation on an Agriculture Study and was received for information.

R7 September 2017 Building Inspection Report verbal report from Robert Blackmore, Manager, Inspections & Enforcement Division was received for information.

R8 September 2017 Bylaw Enforcement verbal Report from Robert Blackmore Manager, Inspections & Enforcement Division was received for information.

UNFINISHED BUSINESS

UB1 CVRD Bylaw No. 4153 - Community Parks Advisory Commissions Establishment Bylaw, 2017

That Community Parks Advisory Commissions Establishment Bylaw No. 4153 be referred to a future meeting following consideration of the CVRD Volunteer Policy.

MOTION CARRIED

CLOSED SESSION

3:54 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.**

MOTION CARRIED

3:54 PM Director Iannidinardo left the meeting at 3:54 PM

RISE FROM CLOSED SESSION

5:10 PM **It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.**

ADJOURNMENT

5:10 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

Chair

Recording Secretary

Dated: _____