

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, September 6, 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  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
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  
R. Blackmore, Manager, Inspection & Enforcement  
B. Dennison, Manager, Water Management  
B. Farquhar, Manager, Parks & Trails  
A. Tokarek, Asset Coordinator  
T. Etherington, Utilities Operations Superintendent  
B. Suderman, Senior Planner  
K. Batstone, Planer III  
R. Rondeau, Planner II  
V. Thomson, Engineering Technologist II  
K. Madge, Recording Secretary  
J. Hughes, Secretary III

#### **APPROVAL OF AGENDA**

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

**NB1 Grant in Aid Request, Electora Area D – Cowichan Bay, Re: Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society;**

**NB2 Update from Land Use Services Department Re: Cowichan 2050 Planning Process; and**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of August 16, 2017

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of August 16, 2017 be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area G - Saltair/Gulf Islands, Re: Thetis Island Parents 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 \$344.74 be provided to Thetis Island Parents Association to support the purchase of a purple air sensor.**

**MOTION CARRIED**

**C2** Saltair Community Centre Re: Letter Request to Approve Furnace Install

**It was moved and seconded that it be recommended to the Board that the Saltair Community Society be permitted to install a new furnace in the Saltair Community Centre at their own cost.**

**MOTION CARRIED**

**C3** The letters Re: Saltair Community Centre were received for information.

**REPORTS**

**R1** Application No. 13-D-17DP (Road Construction) - Report from Development Services Division

**It was moved and seconded that Application No. 13-D-17DP (Road Construction) be referred back to staff for further clarification.**

**MOTION CARRIED**

R2 Application No. 01-I-17DVP - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 01-I-17DP/VAR (8852 Meades Creek Road) be approved:**

- 1. Section 5.12(4) of Zoning Bylaw No. 2465 is varied from 7.5 metres to 3.5 metres for the front parcel line setback, and from 3.0 metres to 1.9 metres for the side interior parcel line setback.**
- 2. Section 5.12(5) of Zoning Bylaw No. 2465 is varied by increasing the maximum permitted height of an accessory building from 6 metres to 8.5 metres.**

**MOTION CARRIED**

R3 Soil Deposit Bylaw - Report from Inspection & Enforcement Division

**It was moved and seconded that an information workshop will be scheduled for the Committee on September 20, 2017 prior to the regular Electoral Area Services Committee meeting.**

**MOTION CARRIED**

R4 Building Compliance Policy Re: Requirement for Professional Building Survey Policy - Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the Building Compliance Policy – Required Professional Surveys attached to the Inspection & Enforcement Division’s August 24, 2017 Staff Report be approved.**

**MOTION CARRIED**

R5 Bylaw Enforcement and Compliance Policy - Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the Bylaw Enforcement and Compliance Policy attached to the Inspection & Enforcement Division’s August 25, 2017 Staff Report be approved.**

**MOTION CARRIED**

R6 Seasonal Cabins Policy - Report from Inspection & Enforcement Division

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

- 1. That the Seasonal Cabins Policy attached to the Inspection & Enforcement Division’s August 23, 2017 Staff Report be approved; and**
- 2. That the July 8, 2009 Seasonal Cabins Policy be rescinded.**

**MOTION CARRIED**

- R7** Gas Tax Re: Community Works Fund Update and Future Projects - Report from Engineering Services Department

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

- 1. That the Community Works Funds be allocated to the electoral area projects (No.1 to 3 & 6 to 13) as identified in Table 1.0 as attached to the Engineering Services Department report dated August 15, 2017 with the exception of project No. 6 which will be reduced to \$151,334, for consideration in the 2018 budget.**
- 2. That it be recommended to the Board that the Community Works Funds be allocated to the Electoral Area B Shawnigan Lake projects No. 4 & 5, as identified in Table 1.0 as attached to the Engineering Services Department report dated August 15, 2017 for the 2017 budget, thus requiring an amendment to the 2017 Five Year Financial Plan Bylaw.**
- 3. That it be recommended to the Board that the Community Works Funds be allocated to the Electoral Area C Cobble Hill project Geo Thermal Loop phase 2 for the amount of \$10,000 for the 2017 budget, and that the 2017 Five Year Financial Plan Bylaw be amended accordingly.**

**MOTION CARRIED**

- R8** Mesachie Lake Sewer Loan Authorization and Service Area Boundary Amendment Bylaws - Report from Engineering Services Department

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

- 1. That the Certificate of Sufficiency confirming that sufficient petitions authorizing a boundary reduction and borrowing up to \$251,226 for capital improvements to the Mesachie Lake Sewer System Service Area, be received.**
- 2. That a Loan Authorization bylaw be established for the purpose of borrowing up to \$251,226 for capital improvements to the Mesachie Lake Sewer System Service.**
- 3. That "Mesachie Lake Sewerage Special Service Area Bylaw No 15", be amended to reduce the boundary to accurately reflect properties that are connected and to change the name from Mesachie Lake Sewerage Special Service Area to Mesachie Lake Sewer System Service Area.**
- 4. That the Mesachie Lake Sewer System Service Loan Authorization Bylaw and the Mesachie Lake Sewer System Service Area Amendment Bylaw be forwarded to the Board for consideration of three readings and, following provincial approval, adoption.**

**MOTION CARRIED**

## **NEW BUSINESS**

- NB1** Grant in Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society

**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 \$400.00 be provided**

to Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society to provide support for their “publicity plan”.

**NB2** Verbal update from Bev Suderman, Senior Planner Re: Cowichan 2050 Planning Process was received for information.

**CLOSED SESSION**

**3:10 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 (1)(e)* Land Acquisition.

**MOTION CARRIED**

**RISE FROM CLOSED**

**3:57 PM** It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**3:58 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 3:58 PM

\_\_\_\_\_  
Chair

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

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