

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, April 4, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton  
Director M. Clement <until 2:25 PM>  
Director K. Davis  
Director M. Dorey  
Director K. Kuhn  
Director A. Nicholson  
Alternate Director A. Bomford

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Land Use Services  
J. Barry, Corporate Secretary  
M. Tippet, Manager, Community Planning Division  
R. Conway, Manager, Development Services Division  
K. Batstone, Planning Coordinator  
I. MacDonald, Chief Building Inspector  
R. Rondeau, Planner II  
S. Herrera, Planner II  
J. Munn, Planner II  
J. Hughes, Recording Secretary

**ABSENT:** Director L. Iannidinardo  
Director M. Marcotte

#### **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 March 21, 2018

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of March 21, 2018, be adopted.**

**MOTION CARRIED**

#### **DELEGATIONS**

**D1** Candace Spilsbury, Board Chair, School District 79 (Cowichan Valley) addressed the Committee regarding Cowichan Valley School District 79's Strategic Priorities.

**It was moved and seconded that the delegate's presentation to address the Committee be extended past the ten minute time period.**

**MOTION CARRIED**

**CORRESPONDENCE**

- C1** Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat, Re: Frances Kelsey Secondary School Dry Grad Committee

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad Committee to support its Dry Grad Celebrations.**

**MOTION CARRIED**

- C2** Grant-in-Aid Request, Electoral Area B – Shawnigan Lake, Re: Red Willow Womyn’s Society

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to Red Willow Womyn’s Society to support the acquisition of office space in Duncan for child protection services offered to aboriginal women in the community.**

**MOTION CARRIED**

- C3** Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cittaslow Cowichan

**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 \$2,500 be provided to Cittaslow Cowichan to support the Cittaslow Society 2018 events.**

**MOTION CARRIED**

- C4** 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 \$550 be provided to Cowichan Bay Improvement Association to support the Maritime Centre Boat Festival on July 7 and 8, 2018.**

**MOTION CARRIED**

**INFORMATION****IN1**

Items 1 through 6 were received for information.

1. Electoral Areas A, B & C Joint Advisory Planning Commission Minutes – March 22, 2018;
2. Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes – March 13, 2018;
3. Electoral Area A - - Mill Bay/Malahat Parks Commission Minutes – March 8, 2018;
4. Electoral Area E – Cowichan Station/Sahtlam/Glenora Parks Commission Minutes – March 8, 2018;
5. Electoral Area F – Cowichan Lake South/Skutz Falls Parks Commission Minutes – March 1, 2018; and
6. Electoral Area I – Youbou/Meade Creek Parks Commission Minutes – March 13, 2018.

**REPORTS****R1**

Application No. No. 03-C-17DVP (4172 Chelsea Place) - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 03-C-17DVP (4172 Chelsea Place) to vary Section 10.3.4 of Zoning Bylaw No. 3520 be approved as follows:**

1. **A reduced interior side parcel line setback (east) for an accessory building from 1.0 metre to 0.91 metres, and**
2. **A reduced rear parcel line setback (west) for an accessory building from 4.5 metres to 1.53 metres.**

**MOTION CARRIED**

**2:20 PM**

The Committee took a recess at 2:20 PM.

**2:25 PM**

The meeting resumed at 2:25 PM.

**2:25 PM**

Director Clement left the meeting

**R2**

Application No. DVP18D02 (1099 Cherry Point Road) - Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. DVP18D01 (1099 Cherry Point Road) to vary Section 5.2(4) of Zoning Bylaw No. 3705 to decrease the minimum setback from the front parcel line from 7.5 metres to 4.5 metres be approved.**

**MOTION CARRIED**

- R3** Application No. 02-G-17DVP (10844 Olsen Road – Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 02-G-17DVP (10844 Olsen Road) to vary Section 5.4.4 of Zoning Bylaw No. 2524 to reduce the rear parcel line setback for an accessory building from 4.5 metres to 1.0 metre be approved.**

**MOTION CARRIED**

- R4** Application No. 08-C-17DP (920 Chapman Road – Report from Development Services Division

**That it be recommended to the Board:**

- 1. That Development Permit Application No. 08-C-17DP (920 Chapman Road) 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 the development permit guidelines of Official Community Plan Bylaw No. 3510.**

**MOTION CARRIED**

- R5** Cowichan Valley Regional District Cannabis Bylaw Amendments – Report from Community Planning Division

**That it be recommended to the Board:**

- 1. That second reading of Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125, be rescinded.**
- 2. That Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125 be amended in accordance with Attachments A through H of the Community Planning Division's March 22, 2018 staff report, and be forwarded to the Board for consideration of second reading, as amended.**
- 3. That Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125 not be referred to any external agencies.**
- 4. That a public hearing for Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125 be held with all Electoral Area Directors delegated to attend on behalf of the Board.**

**MOTION CARRIED**

**ADJOURNMENT**

**3:16 PM**            **It was moved and seconded that the meeting be adjourned.**

The meeting adjourned at 3:16 PM.

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Chair

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

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