

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, April 18, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton <until 5:45 PM>  
Director M. Clement <after 1:36 PM> < until 5:47 PM>  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
Director K. Kuhn  
Director M. Marcotte  
Alternate Director H. Stead

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Land Use Services  
H. Hatami, General Manager, Engineering Services  
J. Barry, Corporate Secretary  
R. Conway, Manager, Inspections & Enforcement Division  
B. Farquhar, Manager, Parks & Trails Division  
B. Dennison, Manager, Water Management Division  
A. Tokarek, Asset Coordinator  
T. Etherington, Utilities Operations Superintendent  
L. Knodel-Joy, Senior Engineering Technologist  
L. Daugenet, Engineering Technologist III  
D. Parker, Engineering Technologist III  
R. Dias, Parks Superintendent  
G. Gidden, Parks & Trails Planner  
I. MacDonald, Chief Building Inspector  
C. Breen, Senior Planner  
S. Herrera, Planner II  
J. Munn, Planner II  
K. Madge, Development Officer  
J. Hughes, Recording Secretary

**ABSENT:** Director A. Nicholson

#### **APPROVAL OF AGENDA**

**1:36 PM** Director Clement arrived at 1:36 PM.

**It was moved and seconded that the agenda be amended with the addition of six New Business Items and one Closed Session New Business Item:**

- NB1 Grant-in-Aid Request – Area C – Frances Kelsey Secondary School;**
- NB2 Grant-in-Aid Request – Area C – Cowichan Secondary School;**
- NB3 Grant-in-Aid Request – Area C – South Cowichan Seniors;**
- NB4 Grant-in-Aid Request – Area C – Cobble Hill Event Society;**

**NB5 Arbutus Park Washroom Building Construction, Report from Parks & Trails Division**

**NB6 Grant-in-Aid Request – Area D – Cowichan Bay Improvement Association;**

**CSNB1 Verbal Report from Ross Blackwell, General Manager, Re: Potential Litigation Sub (1)(g).**

**MOTION CARRIED**

**It was moved and seconded that the agenda, as amended, be approved.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1 Regular Electoral Area Services Committee meeting of April 4, 2018**

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of April 4, 2018, be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: South Cowichan Volleyball Club**

**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 South Cowichan Volleyball Club to support growth and expansion.**

**MOTION CARRIED**

**C2 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: Rotary Club of South Cowichan**

**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 the Rotary Club of South Cowichan to support Earth Day’s litter clean-up.**

**MOTION CARRIED**

**C3** Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Lake Days

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I – Youbou/Meade Creek, in the amount of \$550 be provided to Lake Days to support the pancake breakfast.**

**MOTION CARRIED**

**C4** Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Cowichan Lake Lady of the Lake Society

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$500 be provide to Cowichan Lake Lady of the Lake Society to assist with travel expenses.**

**MOTION CARRIED**

**C5** Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Lake Cowichan School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$500 be provided to Lake Cowichan School for a bursary for a graduating student residing in Electoral Area I – Youbou/Meade Creek.**

**MOTION CARRIED**

## **INFORMATION**

**IN1** Items 1 through 2 were received for information.

1. Electoral Area B – Shawnigan Lake Advisory Planning Commission Minutes – April 5, 2018; and
2. Electoral Area G – Saltair/Gulf Islands Parks Commission Minutes – March 5, 2018.

## **REPORTS**

**R1** March 2018 Building Inspection Report – Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

**R2** Application No. 01-E-17DVP (6039 Clements Road) – Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Application No. 01-E-17DVP (6039 Clements Road) to vary Section 5.2(e) of Zoning Bylaw No. 1840, to increase the maximum permitted area of an accessory building from 100 m<sup>2</sup> to 149 m<sup>2</sup> being approved subject to a rock**

pit or, similar storm water surge retention facility, of more than 1 m<sup>3</sup> being installed at the northern drainage outfall prior to issuance of a building permit.

**MOTION CARRIED**

**R3**

Application No. DP18B01 (3260 Riverside Road) – Application from Development Services Division

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

- 1. That Development Permit Application No. DP18B01 (3260 Riverside 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.**

Director Clement was absent during the vote

**MOTION CARRIED**

**It was moved and seconded that Development Permit Application No. DP18B01 (3260 Riverside Road) be referred to Electoral Area's B – Shawnigan Lake and E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commissions for information.**

Director Clement was absent during the vote

**MOTION CARRIED**

**It was moved and seconded that staff review all CVRD Electoral Area Zoning Bylaws and report back to the Electoral Area Services Committee, as soon as possible, regarding ways to strengthen the Bylaws to eliminate the provision for subdivision by road, and support the maintenance of large tracts of forests for their ecological and forestry values.**

**MOTION DEFEATED**

**It was moved and seconded that staff review Zoning Bylaw Nos. 1840, applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora and 985, applicable to Electoral Area B – Shawnigan Lake, and report back to the Electoral Area Services Committee, as soon as possible, regarding ways to strengthen the Bylaws to eliminate the provision for subdivision by road, and support the maintenance of large tracts of forests for their ecological and forestry values.**

**MOTION CARRIED**

**2:36 PM**

The Committee took a recess at 2:36 PM.

**2:43 PM** The meeting resumed at 2:43 PM.

**R4** Special Event Permit Application – Cittaslow Cowichan Bay – Report from Parks & Trails Division

**It was moved and seconded that it be recommended to the Board that the Special Event Permit Application from Cittaslow Cowichan Bay to host a "Dinner in White" in Hecate Park on Sunday, August 12, 2018, be approved subject to conditions of the permit being met by the applicant.**

**MOTION CARRIED**

**R5** Proposed Cobble Hill Village Sewer System Service – Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that a bylaw be prepared to establish the Cobble Hill Village Sewer System Service Area within a portion of Electoral Area C – Cobble Hill to provide for upgrades to the Twin Cedars and Cobble Hill Sewer System Services including the Cobble Hill Wastewater Integration and Re-use Upgrade project.**

**MOTION CARRIED**

**R6** Eagle Heights Sewer Inclusion Request – 2654/2664 Corfield Road – Report from Water Management Division

*(Amended from original recommendation)*

**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 Eagle Heights Sewer System Service Area be received;**
- 2. That CVRD Bylaw No. 1926 – Eagle Heights Sewer System Service Establishment Bylaw, 1999, be amended to include the property described as PID 029-070-627, Lot 1, Section 12, Range 8, Quamichan Land District, Plan EPP 30732;**
- 3. That amendment bylaws be forwarded to the Board for consideration of three readings and upon completion of an OCP exemption of PID 029-070-627 and payment of connection fees, be considered for adoption; and**
- 4. That a restrictive covenant be registered on the subject property limiting any further development.**

**MOTION CARRIED**

**R7** Consolidated Water Systems Management Bylaw – Report from Water Management Division

**It was moved and seconded that "CVRD Bylaw No. 4160 – CVRD Water Systems Management Bylaw, 2018", be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- R8** Consolidated Sewer Systems Management Bylaw – Report from Water Management Division

**It was moved and seconded that "CVRD Bylaw No. 4161 – CVRD Sewer Systems Management Bylaw, 2018", be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- R9** Budget Amendment Function 576 – Utilities – Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that the 2018 budget for Function 576, Engineering Utilities be amended to:**

- 1. Increase Grant – Provincial Conditional by \$2,200,000;**
- 2. Increase Capital Project – Cobble Hill Sewer by \$1,200,000;**
- 3. Increase Capital Project – Mill Bay Sewer by \$1,000,000;**
- 4. Increase transfer from community works gas tax Phase 2 by \$17,500;**
- 5. Increase asset management – condition assessment by \$17,500;**
- 6. Increase transfer from operational reserve by \$8,050;**
- 7. Increase heavy vehicle (7324) insurance by \$800;**
- 8. Increase heavy vehicle (7324) purchased repairs by \$300;**
- 9. Increase heavy vehicle (7324) purchased maintenance by \$300;**
- 10. Increase heavy vehicle (7324) fuel and lubricants by \$200;**
- 11. Increase heavy vehicle (7324) vehicle and equipment parts by \$500;**
- 12. Increase heavy vehicle (7324) tires by \$1000;**
- 13. Increase electrician vehicle (7325) insurance by \$1,575;**
- 14. Increase electrician vehicle (7325) purchases repairs by \$150;**
- 15. Increase electrician vehicle (7325) purchased maintenance by \$250;**
- 16. Increase electrician vehicle (7325) fuel and lubricants by \$1,750;**
- 17. Increase electrician vehicle (7325) vehicle and equipment parts by \$125;**  
**and**
- 18. Increase electrician vehicle (7325) tires by \$1,100.**

**MOTION CARRIED**

- R10** 2018 Budget Amendments – Utilities – Report from Water Management Division

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

- 1. That the 2018 budget for Function 553, Cowichan Bay Street Lighting be amended to:**
  - 1. Increase deficit by \$125;**
  - 2. Increase transfer from operational reserves by \$68; and**
  - 3. Decrease contingency by \$57.**
- 2. That the 2018 budget for Function 556, Cobble Hill Street Lighting be amended to:**
  - 1. Increase deficit by \$791;**

2. Increase transfer from operational reserves by \$615;
  3. Decrease repairs and maintenance by \$89; and
  4. Decrease electricity by \$87.
3. That the 2018 Budget for Function 581, Sentinel Ridge Street Lighting be amended to:
    1. Increase deficit by \$1,280; and
    2. Increase transfer from operational reserves by \$1,280.
  4. That the 2018 Budget for Function 583, Twin Cedars Street Lighting be amended to:
    1. Increase deficit by \$1,377;
    2. Decrease contingency by \$1,377;
    3. Increase contract electrical repairs by \$2,787; and
    4. Increase gas tax reserves by \$2,787.
  5. That the 2018 Budget for Function 585, Arbutus Mountain Estates Street Lighting be amended to:
    1. Increase deficit by \$907; and
    2. Increase transfer from operational reserves by \$907.
  6. That the 2018 Budget for Function 601, Satellite Park Water System be amended to:
    1. Increase transfer from gas tax reserves by \$3,182; and
    2. Increase minor capital by \$3,182.
  7. That the 2018 Budget for Function 603, Douglas Hill Water System be amended to:
    1. Increase deficit by \$4,714;
    2. Decrease contingency by \$4,714;
    3. Increase transfer from gas tax reserves (Phase 2) by \$3,182; and
    4. Increase minor capital by \$3,182.
  8. That the 2018 Budget for Function 605, Arbutus Mountain Water System be amended to:
    1. Increase deficit by \$1,768;
    2. Increase transfer from operational reserves of \$1,768;
    3. Increase transfer from gas tax reserves ( phase 1) by \$3,182; and
    4. Increase minor capital by \$3,182.
  9. That 2018 Budget for Function 608, Fern Ridge Water System be amended to:
    1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
    2. Increase minor capital by \$3,182.
  10. That 2018 Budget for Function 613, Dogwood Ridge Water System be amended to:
    1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
    2. Increase minor capital by \$3,182.

11. That the 2018 Budget for Function 615, Arbutus Ridge Water System be amended to:
  1. Increase deficit by \$354; and
  2. Decrease contingency by \$354.
12. That 2018 Budget for Function 616, Carlton Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
13. That the 2018 Budget for Function 617, Shellwood Water System be amended to:
  1. Increase deficit by \$4,711;
  2. Decrease contingency by \$2,057;
  3. Decrease supply – consultants by \$2,000;
  4. Decrease transmission & distribution – rentals by \$654;
  5. Increase transfer from gas tax reserve (Phase 1) by \$3,182; and
  6. Increase minor capital by \$3,182.
14. That the 2018 Budget for Function 620, Mesachie Lake Water System be amended to:
  1. Increase deficit by \$2,181;
  2. Decrease contingency by \$1,181;
  3. Decrease transmission - rentals by \$500;
  4. Decrease transmission - supplies by \$500;
  5. Increase transfer from operational reserves by \$22,527;
  6. Increase source of supply - consultants by \$22,527;
  7. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  8. Increase minor capital by \$3,182.
15. That the 2018 Budget for Function 670, Cherry Point Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
16. That the 2018 Budget for Function 690, Kerry Village Water System be amended to;
  1. Increase transfer from operating reserve by \$14,000;
  2. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  3. Increase minor capital by \$17,182.
17. That the 2018 Budget for Function 705, Arbutus Mountain Drainage System be amended to:
  1. Increase deficit by \$506; and
  2. Decrease contingency by \$506.
18. That the 2018 Budget for Function 707, Lanes Road Drainage System be amended to:
  1. Increase deficit by \$166; and
  2. Decrease supplies by \$166.

19. That the 2018 Budget for Function 800, Cowichan Bay Sewer System be amended to:
  1. Increase deficit by \$2,586;
  2. Decrease contingency by \$586; and
  3. Decrease sewage collection – contract hydro/camera by \$2,000.
  
20. That the 2018 Budget for Function 802, Sentinel Ridge Sewer System be amended to:
  1. Increase deficit by \$1,252;
  2. Decrease contingency by \$696;
  3. Decrease sewage treatment – UV by \$300; and
  4. Decrease sewage treatment – electrical repairs by \$256.
  
21. That the 2018 Budget for Function 803, Twin Cedars Sewer System be amended to:
  1. Increase deficit by \$9,407;
  2. Decrease contingency by \$4,731;
  3. Decrease sewage collection – rentals machinery & equipment by \$300;
  4. Decrease sewage collection – supplies by \$600;
  5. Decrease sewage treatment – R & M by \$500;
  6. Decrease sewage treatment – rentals machinery & equipment by \$500;
  7. Decrease sewage treatment – UV system by \$400;
  8. Decrease sewage treatment – supplies by \$876;
  9. Decrease disposal field – R & M by \$500;
  10. Decrease disposal field – rentals machinery and equipment by \$500; and
  11. Decrease disposal field – parts/supplies by \$500.
  
- (#22 amended from original recommendation)*
22. That the 2018 Budget for Function 805, Arbutus Mountain Sewer System be amended to:
  1. Increase deficit by \$17,201;
  2. Decrease contingency by \$12,450;
  3. Decrease sewage collection - supplies by \$100;
  4. Decrease sewage treatment - lab testing by 500;
  5. Decrease sewage treatment - sludge removal by \$500;
  6. Decrease sewage treatment – electricity by \$3000;
  7. Decrease disposal field – rentals by \$500; and
  8. Decrease disposal field – part/supplies by \$151
  9. Increase recovery of costs by \$131,000;
  10. Increase contingency by \$41,000; and
  11. Increase Capital Engineering Structures by \$90,000.
  
23. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
  1. Increase deficit by \$39,707;
  2. Increase user fees by \$37,617;
  3. Decrease contingency by 2,340;
  4. Increase licence and fees by \$10,000;
  5. Decrease sewage treatment – sludge removal by \$21,000;
  6. Increase sewage treatment – electricity by \$2,250; and

7. Increase disposal field – R&M by \$9,000.

24. That the 2018 budget for Function 820, Eagle Heights Sewer System be amended to:

1. Increase deficit by \$7,301; and
2. Decrease contingency by \$7,301.

25. That the 2018 budget for Function 850, Kerry Village Sewer System be amended to:

1. Increase transfer from gas tax reserves (Phase 1) of \$3,182; and
2. Increase minor capital by \$3,182.

Director Clement was absent during the vote

**MOTION CARRIED**

**R11** Community Works Fund 2018 Update – Report from General Manager, Engineering Services Department

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

1. That \$44,000 of Community Works Fund unallocated funding remaining be approved for Condition Assessments in Function 279 Parks and Trails.
2. That the Community Works Fund earned interest be pooled with the Community Works Fund Reserve to be made available for priority projects related to existing Cowichan Valley Regional District infrastructure.

**MOTION CARRIED**

**R12** Maps Related to Cannabis Zoning – Verbal Report from Mike Tippett, Manager, Community Planning Division

**It was moved and seconded that Item R12 - Maps Related to Cannabis Zoning – Verbal Report from Mike Tippett, Manager, Community Planning Division, be referred to the May 2, 2018, Electoral Area Services Committee meeting.**

**MOTION CARRIED**

**R13** Directors Report from Sierra Acton Re: Unsightly Premises in Electoral Area B – Shawnigan Lake, was received for information.

## **NEW BUSINESS**

**NB1** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Frances Kelsey Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 Bursaries for two graduating students residing in Electoral Area C – Cobble Hill.**

**MOTION CARRIED**

**NB2** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cowichan Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for two graduating students residing in Electoral Area C – Cobble Hill.**

**MOTION CARRIED**

**NB3** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: South Cowichan Seniors

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to South Cowichan Seniors to assist with senior's lunch events.**

**MOTION CARRIED**

**NB4** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cobble Hill Event Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$12,000 be provided to Cobble Hill Event Society to support public events.

**It was moved and seconded that Grant-in-Aid Request, Electoral Area C – Cobble Hill, in the amount of \$12,000 be provided to Cobble Hill Event Society to support public events be referred to the May 2, 2018, Electoral Area Services Committee meeting.**

**MOTION CARRIED**

The Committee agreed by consensus that Item NB6 (Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Bay Improvement Association) be moved after Item NB4.

**NB6** 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 Request, Electoral Area D – Cowichan Bay, in the amount of \$2,000 be provided to Cowichan Bay Improvement Association to support a village clean-up day and celebration.**

**MOTION CARRIED**

**NB5** Arbutus Park Washroom Building Construction – Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that the Parks & Trails Division be directed to proceed with submission of a Development Variance Permit Application for the Arbutus Park washroom building.

**MOTION CARRIED**

**CLOSED SESSION**

**4:48 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)(f) Law Enforcement, Sub (1)(g) Potential Litigation and adoption of the Closed Session Electoral Area Services Committee Minutes of March 21, 2018.

**MOTION CARRIED**

**5:45 PM** Director Acton left the meeting at 5:45 PM.

**5:47 PM** Director Clement left the meeting at 5:47 PM.

**RISE FROM CLOSED SESSION**

**5:53 PM** It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**5:54 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 5:54 PM.

\_\_\_\_\_  
Chair

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

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