

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, February 21, 2012 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC.

**PRESENT**

Director M. Walker, Chair  
Director L. Iannidinardo  
Director P. Weaver  
Director I. Morrison  
Director M. Dorey  
Director B. Fraser  
Director L. Duncan  
Director G. Giles  
Alt. Director Rob Waters  
Absent: Director M. Marcotte

**CVRD STAFF**

Tom Anderson, General Manager  
Mike Tippett, Manager  
Rob Conway, Manager  
Mark Keuber, General Manager  
Ryan Dias, Parks Superintendent  
Brian Duncan, Manager  
Ann Kjerulf, Planner III  
Alison Garnett, Planner I  
Sybille Sanderson, A/General Manager  
Warren Jones, Administrator  
Cathy Allen, Recording Secretary

**APPROVAL OF AGENDA**

The Chair noted changes to the agenda which included adding five items of listed New Business.

It was Moved and Seconded that the agenda, as amended, be approved.

MOTION CARRIED

**M1 - Minutes**

It was Moved and Seconded that the Minutes of the February 7, 2012, EASC meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING**

There was no business arising.

**DELEGATIONS**

**D1 - Wyndlow**

Greg Wyndlow, was present on behalf of the North Oyster Ratepayers Association, regarding Bylaw No. 3573, new North Oyster fire hall. Mr. Wyndlow referenced letters dated December 8, 2011 and February 8, 2012 to the Board Chair, as well as additional information distributed under New Business. Mr. Wyndlow questioned whether budget is available for a new fire hall, and requested that new tax money go into a reserve building fund. He also suggested that a public meeting is needed to discuss the subject of a new fire hall.

A question and answer period ensued with the delegate, Committee members and staff.

The Chair thanked Mr. Wyndlow for appearing.

**STAFF REPORTS**

**R1 - Laird**

Alison Garnett, Planner I, reviewed staff report dated February 14, 2012, regarding Application No. 1-G-10RS (Laird/Christie) to permit seven residential bare land strata lots on property located at 10830 Chemainus Road.

It was Moved and Seconded

1. That zoning and OCP amendment bylaws for Application No. 1-G-10 RS (Laird/Christie) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.
2. That a public hearing be scheduled with Directors from Areas G, H and E as delegates, subject to the following being submitted in a form acceptable to the CVRD prior to scheduling the hearing:
  1. That a professional engineer prepares an operational plan for ongoing maintenance of the sewage treatment system, and a draft covenant is submitted to ensure maintenance recommendations are implemented;
  2. That the drainage study be revised such that all proposed rain water management infrastructure is removed from proposed park area and relocated to strata property;
  3. That a draft covenant be submitted respecting parkland dedication and public access;
  4. That a draft covenant be submitted to ensure dedication of private road to MOT at time of subdivision, to prevent duplication of access points along Chemainus Road;
  5. That the applicants agree in writing to the costs associated with installation of a fire hydrant, in a location suitable to the CVRD.

MOTION CARRIED

**2012 BUDGETS**

**R2 –Budget 350**

It was Moved and Seconded

That the 2012 Fire Protection-North Oyster Budget (350) be adjusted to increase the tax requisition to the new maximum requisition as per CVRD Bylaw No. 3573 – North Oyster Fire Protection Service Amendment Bylaw, 2011 with the additional funds to be transferred to Capital Reserves.

MOTION CARRIED

**R3 – Budget 351**

It was Moved and Seconded

That the 2012 Fire Protection-Mesachie Lake Budget (351) be accepted.

MOTION CARRIED

**R4- Budget 352** It was Moved and Seconded  
That the 2012 Fire Protection-Cowichan Lake Budget (352) be accepted.

MOTION CARRIED

**R5 – Budget 353** It was Moved and Seconded  
That the 2012 Fire Protection-Saltair Budget (353) be accepted.

MOTION CARRIED

**R6 – Budget 354** It was Moved and Seconded  
That the 2012 Fire Protection-Sahtlam Budget (354) be adjusted by moving \$60,000 from Transfer/General Capital Fund to SCBA.

MOTION CARRIED

**R7 – Budget 355** It was Moved and Seconded  
That the 2012 Fire Protection-Malahat Budget (355) be amended by increasing the MFA funding from \$225,000 to \$265,000 and that the requisition be lowered from \$178,777 to \$151,237, and further that the CRD contribution be decreased to \$62,930.

MOTION CARRIED

**R8 – Budget 356** It was Moved and Seconded  
That the 2012 Fire Protection-Eagle Heights Budget (356) be decreased \$7,011 from \$172,508 to \$165,497.

MOTION CARRIED

**R9 – Budget 357** It was Moved and Seconded  
That the 2012 Fire Protection-Honeymoon Bay Budget (357) be amended to increase the tax requisition by \$5,038 to bring it back up to the 2011 tax requisition of \$165,077.

MOTION CARRIED

**R10 – Budget 358** It was Moved and Seconded  
That the 2012 Fire Protection-Youbou Budget (358) be accepted.

MOTION CARRIED

**R11 – Parks**

**231 – Area A** It was Moved and Seconded  
That the 2012 Electoral Area A Community Parks Budget (231) be amended by increasing the requisition by \$64,400 and increasing the parks infrastructure capital by \$64,400.

MOTION CARRIED

**232 – Area B**

It was Moved and Seconded  
That the 2012 Electoral Area B Community Parks Budget (232) be amended by adding provincial conditional grant \$208,000 under revenue, increasing lease improvements capital by \$235,00 (increased to \$260,000 total), and decreasing land capital by \$27,000 (land capital decreased to \$468,000).

MOTION CARRIED

**233 – Area C**

It was Moved and Seconded  
That the 2012 Electoral Area C Community Parks Budget (233) be amended by increasing the requisition by \$20,000 (\$10,000 for quarry nature park washroom and \$10,000 donation to Bench School playground).

MOTION CARRIED

**234 – Area D**

It was Moved and Seconded  
That the 2012 Electoral Area D Community Parks Budget (234) be amended by adding federal conditional grant \$65,000 under revenue (WCCAP grant park improvements), increasing lease improvements capital by \$110,000 (increased to \$149,822 total), and decreasing land capital by \$45,000 (moved to lease improvements).

MOTION CARRIED

It was Moved and Seconded  
That the 2012 Electoral Area D Community Parks Budget (234) also be amended by increasing the requisition by \$30,000 and increasing lease improvements capital by \$30,000.

MOTION CARRIED

**235 – Area E**

It was Moved and Seconded  
That the 2012 Electoral Area E Community Parks Budget (235) be accepted.

MOTION CARRIED

**236 – Area F**

It was Moved and Seconded  
That the 2012 Electoral Area F Community Parks Budget (236) be accepted.

MOTION CARRIED

**237 – Area G**

It was Moved and Seconded  
That the 2012 Electoral Area G Community Parks Budget (237) be accepted.

MOTION CARRIED

**238 – Area H** It was Moved and Seconded  
That the 2012 Electoral Area H Community Parks Budget (238) be amended by increasing transfer from reserves by \$6,000 (increased to \$18,000 total), and adding land capital to show \$6,000 (new).

MOTION CARRIED

**239 – Area I** It was Moved and Seconded  
That the 2012 Electoral Area I Community Parks Budget (239) be amended by adding provincial conditional grant \$400,000 under revenue, adding transfer from reserves \$100,000 under revenue, and adding parks infrastructure capital to show \$500,000 (new).

MOTION CARRIED

**279 – Parks and Trails** It was Moved and Seconded  
That the 2012 Community Parks and Trails Budget (279) be accepted.

MOTION CARRIED

**281 – Bright Angel Park** It was Moved and Seconded  
That the 2012 Bright Angel Park Budget (281) be amended by adding provincial conditional grant \$400,000 under revenue, adding lease improvements capital to show \$533,843 (new – grant plus buildings capital), and decreasing buildings capital by \$138,843 (decreased to zero dollars).

MOTION CARRIED

**282 – South Cowichan Parks** It was Moved and Seconded  
That the 2012 South Cowichan Parks Budget (282) be accepted.

MOTION CARRIED

**456 – Saltair Recreation** It was Moved and Seconded  
That the 2012 Saltair Recreation Budget (456) be accepted.

MOTION CARRIED

**R12 – Budgets,  
Planning &  
Development**

**310 – Animal Control**

**R15 – Feral Cats** Discussion regarding Staff Report dated February 15, 2012, from Nino Morano, Bylaw Enforcement Officer, regarding Feral/Stray Cats.

It was Moved and Seconded  
That the 2012 Animal Control Budget (310) be increased by \$10,000 to provide for a spay/neuter return program, and that Budget 310, as amended, be accepted.

MOTION CARRIED

**320 – Inspections and Enforcement**

It was Moved and Seconded  
That the 2012 Inspections and Enforcement Budget (320) be accepted.

MOTION CARRIED

**325 – Community Planning**

It was Moved and Seconded  
That the 2012 Community Planning Budget (325) be amended to increase revenue under Provincial grants by \$20,000 and increase expenditures under contract for services by \$20,000.

MOTION CARRIED

It was Moved and Seconded  
That the 2012 Community Planning Budget 325 be accepted as amended.

MOTION CARRIED

**490 – Thetis Is. Wharf**

It was Moved and Seconded  
That the 2012 Thetis Island Wharf Budget (490) be accepted.

MOTION CARRIED

**491 – Thetis Is. Boat Launch**

It was Moved and Seconded  
That the 2012 Thetis Island Boat Launch Budget (491) be accepted.

MOTION CARRIED

**Other Budgets**

**102 - Library**

It was Moved and Seconded  
That the 2012 Vancouver Island Budget (102) be accepted.

MOTION CARRIED

**111 -118 – Grants in Aid**

It was Moved and Seconded  
That the 2012 Grant in Aid Budgets (111 – Area A, 112 – Area B, 113 – Area C, 114 – Area D, 115 – Area E, 116 – Area F, and 118 – Area I) be accepted.

MOTION CARRIED

That the 2012 Grant in Aid Budget (117, Area G) be increased by \$500.

MOTION CARRIED

**250 – Electoral Area** It was Moved and Seconded  
That the 2012 Electoral Area Services Budget (250) be accepted.

MOTION CARRIED

**450 - Recreation** It was Moved and Seconded  
That the 2012 Recreation – Mill Bay Budget (450) be accepted.

MOTION CARRIED

**451 - Recreation** It was Moved and Seconded  
That the 2012 Recreation – Glenora Budget (451) be accepted.

MOTION CARRIED

**460 -Recreation** It was Moved and Seconded  
That the 2012 Recreation – North Oyster Budget (460) be accepted.

MOTION CARRIED

**463 – Wooden Boat Society** It was Moved and Seconded  
That the 2012 Cowichan Wooden Boat Society Budget (463) be accepted.

MOTION CARRIED

**465 – Historical Society** It was Moved and Seconded  
That the 2012 Cobble Hill Historical Society Budget (465) be accepted.

MOTION CARRIED

**466 - Recreation** It was Moved and Seconded  
That the 2012 Recreation – Cobble Hill Budget (466) be accepted.

MOTION CARRIED

**467 – Shawnigan L. Historical Society** It was Moved and Seconded  
That the 2012 Shawnigan Lake Historical Society Budget (467) be increased from \$8,500 to \$17,000.

MOTION CARRIED

**469 – Cowichan Station** It was Moved and Seconded  
That the 2012 Cowichan Station Association, Area E Budget (469) be accepted.

MOTION CARRIED

**470 – Frank Jameson** It was Moved and Seconded  
That the 2012 Frank Jameson Community Centre Budget (470) be accepted.

MOTION CARRIED

**475 – Mill Bay Historical** It was Moved and Seconded  
That the 2012 Mill Bay/Malahat Historical Society Budget (475) be accepted.

MOTION CARRIED

**478 – Cowichan Station Assoc.** It was Moved and Seconded  
That the 2012 Cowichan Station Association, Area E Budget (478) be accepted.

MOTION CARRIED

**489 – Nature, Habitat** It was Moved and Seconded  
That the 2012 Nature and Habitat, Area I Budget (489) be accepted.

MOTION CARRIED

**492 – Cowichan Lake Water Protection** It was Moved and Seconded  
That the 2012 Cowichan Lake Water Protection Budget (492) be accepted.

MOTION CARRIED

**495 – S. Cowichan Community Policing** It was Moved and Seconded  
That the 2012 South Cowichan Community Policing Budget (495) be increased to \$45,000.

MOTION CARRIED

**STAFF REPORTS**

**R13 - Census** It was Moved and Seconded  
That the staff report dated February 10, 2012, from Ann Kjerulf, Planner III, regarding 2011 census population and dwelling counts, be received and filed.

MOTION CARRIED

**R14 – Float Home Regs.** It was Moved and Seconded  
That staff initiate a process to amend the Electoral Area D Cowichan Bay Official Settlement Plan Bylaw No. 925 and Electoral Area D Zoning Bylaw No. 1015 to regulate float homes in Cowichan Bay Village.

MOTION CARRIED

**R15 – Stray Cats** It was Moved and Seconded  
That the staff report dated February 15, 2012, from Nino Morano, Bylaw Enforcement Officer, regarding Feral/Stray Cats, be received and filed.

MOTION CARRIED

**R16 – BC Mot permits, Shawnigan Lake**

Ryan Dias reviewed staff report dated February 21, 2012 from Tanya Soroka, Parks and Trails Planner, regarding permit to construct with BC Mot for three road ends on Shawnigan Lake.

It was Moved and Seconded

That the CVRD enter into a permit to construct agreement with BC MoT for the following three undeveloped road ends leading to Shawnigan Lake: Worthington Road, Bell-Irving Road and May Road, all to be developed under the Electoral Area B Community Parks function as public accesses to the Lake.

MOTION CARRIED

**R17 – BC Mot permit, Cowichan Bay**

Ryan Dias reviewed staff report dated February 21, 2012, from Tanya Soroka, Parks and Trails Planner, regarding permit to construct with BC Mot for Wilmot Road in Cowichan Bay.

It was Moved and Seconded

That the CVRD enter into a permit to construct agreement with BC MoT for a trail in the section of Wilmot Road right of way in front of the Cowichan Bay Estates Development to be managed under the Electoral Area D Community Parks function.

MOTION CARRIED

**R18 – Mobile Home, Mountain Rd.**

It was Moved and Seconded

That staff report dated February 13, 2012, from Brian Duncan, Manager, Inspections and Enforcement Division, regarding mobile home at 2943 Mountain Road (Ross) meeting CVRD mobile home park policy, be received and filed.

MOTION CARRIED

**R19 – Cowichan Tribes Land Use Plan**

It was Moved and Seconded

That the CVRD Board Chair forward a letter of support to the Cowichan Tribes supporting their funding request to the Real Estate Foundation for their proposed Land Use Plan.

MOTION CARRIED

**CORRESPONDENCE**

**C1 to C8 – Grants in Aid**

It was Moved and Seconded

That a grant in aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$500 be given to Ecole Mill Bay PAC to promote green living for families in the Cowichan Valley.

That a grant in aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$250 be given to The Cowichan Spirit of Women's Resource Centre to help serve the women and children in the Cowichan Valley.

That a grant in aid, Electoral Area B – Shawnigan Lake, in the amount of \$1,000 be given to Francis Kelsey Secondary School to provide a bursary/bursaries to graduating students from Area B.

That a grant in aid, Electoral Area B – Shawnigan Lake, in the amount of \$1,000 be given to Cowichan Secondary School to provide a bursary/bursaries to graduating students from Area B.

That a grant in aid, Electoral Area B – Shawnigan Lake, in the amount of \$11,500 be given to *Inspire!* Shawnigan Lake Arts, Culture and Heritage Society to assist with funding annual community arts events

That a grant in aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$1,500 be given to CMS Food Bank to help support needing families in Area A.

That a grant in aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$2000 be given to Francis Kelsey School to provide four \$500 bursaries to graduating students from Area A.

That a grant in aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$1,500 be given to Cowichan Therapeutic Riding Association to help individuals with various disabilities in our community.

That a grant in aid, Electoral Area D – Cowichan Bay, in the amount of \$250 be given to Cowichan Spirit of Women’s Centre to help serve the women and children in the Cowichan Valley.

That a grant in aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be given to Ecole Mill Bay PAC to promote green living for families in the Cowichan Valley.

MOTION CARRIED

**INFORMATION**

**IN1, IN2, IN3 - Minutes**

It was Moved and Seconded

That the following minutes be received and filed:

- Minutes of Area F Parks Advisory meeting of February 17, 2011
- Minutes of Area I APC meeting of February 7, 2012
- Minutes of Area D Parks Commission meeting of January 17, 2011

MOTION CARRIED

**IN4 - Minutes**

It was Moved and Seconded

That the minutes of the Area B APC meeting of February 2, 2012, be amended to remove contact information, and that the minutes as amended be received and filed.

MOTION CARRIED

**IN5 – Building Report** It was Moved and Seconded  
That the January 2012 building report be received and filed.

MOTION CARRIED

**IN6 – 2011 Year End Report** It was Moved and Seconded  
That the 2011 Year End Report be received and filed.

MOTION CARRIED

**NEW BUSINESS**

**NB1 – D1 Add-on** It was Moved and Seconded  
That the add-on material to agenda item D1 (G. Wyndlow) be received and filed.

MOTION CARRIED

**NB2, NB3, NB4, NB5 - Minutes** It was Moved and Seconded  
That the following minutes be received and filed:

- Minutes of Area B parks Commission meeting of January 19, 2012
- Minutes of Area F Parks Advisory AGM meeting of February 16, 2012
- Minutes of South Cowichan Parks Commission meeting of February 13, 2012
- Minutes of Area A APC meeting of February 13, 2012

MOTION CARRIED

**ADJOURNMENT** It was Moved and Seconded  
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:30 pm.

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Chair

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Recording Secretary