

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, December 1, 2009 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC.

PRESENT

Director B. Harrison, Chair
Director M. Marcotte, Vice-Chair
Director L. Iannidinardo
Director K. Kuhn
Director I. Morrison
Director L. Duncan
Director M. Dorey
Director G. Giles
Director K. Cossey

CVRD STAFF

Tom Anderson, General Manager
Mike Tippett, Manager
Rob Conway, Manager
Alison Garnett, Planning Technician
Dana Beatson, Short Range Planner
Sybille Sanderson, Acting General Manager
Brian Farquhar, Parks and Trails Manager
Cathy Allen, Recording Secretary

**APPROVAL OF
AGENDA**

The Chair noted changes to the agenda which included adding D-1 Add-on item to Delegations and SR6 to Staff Reports; removing C3 Correspondence being a duplicate of C2, and removing proposed Closed Session item CSSR2.

It was Moved and Seconded
That the agenda, as amended, be accepted.

MOTION CARRIED

M1 - MINUTES

It was Moved and Seconded
That the Minutes of the November 17, 2009, EASC meeting be accepted.

MOTION CARRIED

BUSINESS ARISING

No business arising.

DELEGATIONS

D1 – Jim Logan

Dana Beatson, Short Range Planner, presented Application No. 4-A-07RS (Jim Logan) to re-zone 2.0 acres located at 841 Ebadora Lane from F-2 to new I-1B to permit outdoor storage of recreation vehicles.

There were questions to staff from Committee members.

Jim Logan, applicant, was present and added further information to the staff report.

There were questions to the applicant from Committee members.

Director Duncan suggested that a covenant be placed on the property to prohibit signage.

It was Moved and Seconded

1. That Rezoning Application 4-A-07RS (Logan) be approved;
2. That prior to any reading of the amendment bylaws, the Ministry of Transportation and Infrastructure indicate in writing to the CVRD that the sight distance issue has been resolved or can be resolved to their satisfaction; AND a landscaping plan be submitted with cost estimates;
3. That prior to consideration of adoption of the amendment bylaws, the owner register a covenant on title prohibiting any signs from being posted along the southern boundary of the property along the Trans Canada Highway; and
4. That a BCLS survey be done of the 0.8 ha site being rezoned and that portion be fenced, or that a security (ILOC) sufficient to ensure fencing is installed be received by the CVRD; and that a security (ILOC) sufficient to ensure that landscape screening in the plan will be done is deposited with the CVRD.

MOTION CARRIED

D2 - Mann

Alison Garnett, Planning Technician, presented Application No. 1-G-09DVP (Reg and Anne Mann) to relax the side interior parcel line setback of existing residence at 3696 Gardner Road.

There were no questions to staff or the applicant from Committee members.

It was Moved and Seconded

That Application No. 1-G-09DVP by Reg and Anne Mann for a variance to Section 5.4(4) of Zoning Bylaw No. 2524, by decreasing the setback to a side interior parcel line from 1.8 metres down to 0.94 metres on Lot 20, District Lot 34, Oyster District, Plan 6095, be approved, subject to the applicant providing a survey confirming compliance with the approved distance.

MOTION CARRIED

D3 - Koutougas

Alison Garnett, Planning Technician, presented Application No. 3-A-09RS (Gerry Koutougas) to rezone properties located at 2691 and 2673 Mill Bay Road, from R-3A to new residential duplex zone.

The Committee directed questions to staff.

Gerry Koutougas, applicant, was present and provided further information to the staff report.

The Committee directed questions to the applicant.

It was Moved and Seconded

That Rezoning Application No. 3-A-09RS (Koutougas) be held in abeyance pending the following:

- The applicant to address the comments from Ministry of Transportation and the Vancouver Island Health Authority;
- Recommendation of APC regarding proposed new zone; and
- Clarification from CVRD Engineering Services regarding service area.

MOTION CARRIED

D4 - Parhar

Rob Conway, Manager, presented Application No. 5-E-07DP/6-E-07DP (Parhar Management Ltd.) regarding consideration to amend Board condition and establish an expiration date for completion of conditions.

The Committee directed questions to staff.

The applicant was not present.

It was Moved and Seconded

That Application No. 5-E-07DP and 6-E-07DP (Parhar Holdings) be referred back to staff for further information and that a report be brought back to the next EASC meeting in January 2010.

MOTION CARRIED

STAFF REPORTS

**SR1 – 2010 Budget
Planning &
Development**

It was Moved and Seconded

That the 2010 Animal Control Budget No. 310 be approved subject to deletion of the 20% surplus operating reserve.

MOTION CARRIED

It was Moved and Seconded
That the 2010 Building Inspection Budget No. 320 be approved subject to deletion of the 20% surplus operating reserve.

MOTION CARRIED

It was Moved and Seconded
That the 2010 Community Planning Budget No. 325 be referred until further information is received.

MOTION CARRIED

It was Moved and Seconded
That the 2010 Bylaw Enforcement Budget No. 328, Thetis Island Wharf Budget No. 490, and Thetis Island Boat Launch No. 491, be approved.

MOTION CARRIED

**SR2 – 2010 Budget
No. 250**

It was Moved and Seconded
That the 2010 Electoral Area Services Budget No. 250 be approved subject to deletion of the 20% surplus operating reserve.

MOTION CARRIED

Note: Director Giles requested that a contingency be added for Director's conferences.

**SR3 – 2010 Budget
Parks**

It was Moved and Seconded
That the Bright Angel Park Budget No 281 be amended by increasing the approved 2009 budget by \$3,000 from \$27,000 to \$30,000 for 2010.

MOTION CARRIED

It was Moved and Seconded
That the 2010 South End Parks Budget No. 282 be approved with no change from the 2009 requisition of \$50,000.

MOTION CARRIED

It was Moved and Seconded
That the 2010 Community Parks and Trails Program Budget Nos. 231, 232, 233, 234, 236, 237, 238, and 456 be approved; that Budget No. 235 be amended by increasing the Capital expenditures by \$20,000 to \$320,000 and increasing the requisition by \$20,000 to \$160,000, and further, that Budget 239 be amended by increasing the operational expenditures by \$27,000 and increasing the requisition by \$27,000 from \$92,000 to \$119,000.

MOTION CARRIED

It was Moved and Seconded

That the 2010 Community Parks and Trails Service Budget No. 279 be approved, and furthermore that the Parks and Trails Planner, Parks Coordinator – Capital Projects and Parks Vehicle supplemental items presented be brought forward for further consideration as part of the 2010 budget planning process.

MOTION CARRIED

**SR4 – Year End
Transfer - Parks**

It was Moved and Seconded

That the following transfer of 2009 yearend surplus amounts be approved for Electoral Area Community Parks functions 231 (Area A), 235 (Area E) and 237 (Area G):

- Area A Community Parks Capital Reserve Fund - \$15,000
- Area E Community Parks Capital Reserve Fund - \$70,000
- Area G Community Parks Capital Reserve Fund - \$40,000

MOTION CARRIED

**SR5 – Woodland
Shores**

It was Moved and Seconded

That the Board Chair and Corporate Secretary be authorized to execute the necessary documents to amend the existing Parks and Trails Deficiencies Agreement with Woodland Shores to reduce the outstanding deficiencies value from \$44,400 to \$10,000, and furthermore that Woodland Shores be reimbursed \$34,400 from the deficiencies fund currently held by the Regional District under the terms of the existing agreement.

MOTION CARRIED

**SR6 – 2010 Budget
Public Safety**

It was Moved and Seconded

That the 2010 North Oyster Fire Department Budget No. 350 be amended by increasing the requisition amount by \$10 per \$100,000 household or the statutory limitation.

MOTION CARRIED

It was Moved and Seconded

That the 2010 Fire Department Budgets No. 351, 354, 355, 357 and 358 be approved.

MOTION CARRIED

APC

AP1 - Minutes

It was Moved and Seconded

That the minutes of the Area A APC meeting of November 10, 2009, be received and filed.

MOTION CARRIED

PARKS

PK1 to PK4 - Minutes

It was Moved and Seconded

That the following minutes be received and filed:

- Minutes of Area G Parks meeting of November 2, 2009
- Minutes of Area I Parks meeting of November 10, 2009
- Minutes of Area D Parks meeting of October 19, 2009
- Minutes of Area C Parks meeting of November 10, 2009

MOTION CARRIED

**CORRESPOND-
ENCE**

C1 - ALC

It was Moved and Seconded

That the letter dated November 18, 2009, from Independent Contractors and Businesses Association of BC regarding the Agricultural Land Reserve, be received and filed.

MOTION CARRIED

**C2 to C6 – Grants-in-
Aid**

It was Moved and Seconded

That the following grants in aid be accepted:

That a Grant-in-Aid (Electoral Area F – Cowichan Lake South/Skutz Falls) in the amount of \$2000 be given to Caycuse Volunteer Fire Department to assist with equipment and building repair costs.

That a Grant-in-Aid (Electoral Area A – Mill Bay/Malahat) in the amount of \$2205 be given to Sussex Consultants to assist with a funding shortfall for the South Cowichan Governance Study.

That a Grant-in-Aid (Electoral Area B – Shawnigan Lake) in the amount of \$2205 be given to Sussex Consultants to assist with funding for the South Cowichan Governance Study.

That a Grant-in-Aid (Electoral Area C – Cobble Hill) in the amount of \$2205 be given to Sussex Consultants to assist with funding for the South Cowichan Governance Study.

That a Grant-in-Aid (Electoral Area C – Cobble Hill) in the amount of \$1000 be given to CMS Foodbank Society to assist with local community needs.

MOTION CARRIED

INFORMATION

IN1 – Building Report It was Moved and Seconded
That the October 2009 building report be received and filed.

MOTION CARRIED

NEW BUSINESS

1 - CEEMP Director Duncan stated that the Cowichan Estuary Management Plan needs to be supported and would like the CVRD to be more involved. Director Iannidinardo noted that the Ministry of Environment has and needs to keep the leadership role but support and involvement from the CVRD is needed. Director Duncan suggested that a small budget be created for administration support.

It was Moved and Seconded
That a Regional budget function be created in the amount of \$5000 to provide support for the Cowichan Estuary Environmental Management Plan.

MOTION CARRIED

2 – Staff Reports It was Moved and Seconded
That staff be directed to prepare a report outlining what is required to amend existing bylaws to allow mail in ballots for elections and referendums.

MOTION CARRIED

It was Moved and Seconded
That staff be directed to prepare a report regarding the feasibility of the Building Department requiring that legible and highly reflective street addresses be properly displayed at the front of properties prior to occupancy permits being issued.

MOTION CARRIED

CLOSED SESSSION

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), subsections as noted in accordance with each agenda item.

MOTION CARRIED

The Committee moved into Closed Session at 5:48 pm.

RISE

The Committee rose without report.

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:55 pm.

Chair

Recording Secretary