

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, February 2, 2010 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 G. Giles
Director K. Kuhn
Director I. Morrison
Director M. Dorey
Director L. Duncan
Director K. Cossey

CVRD STAFF

Rob Conway, Acting General Manager
Mike Tippett, Manager
Warren Jones, Administrator
Jacob Ellis, Manager, Corporate Planning
Alison Garnett, Planning Technician
Jill Collinson, Planning Technician
Catherine Tompkins, Planner III
Ann Kjerulf, Planner III
Jennifer Hughes, Recording Secretary

**APPROVAL OF
AGENDA**

Mike Tippett introduced Ann Kjerulf, Planner III, to the Committee and welcomed Ann to the CVRD. He stated that Ann will be working on the new OCP for Cowichan Bay, other planning projects and will be assisting with applications.

The Chair noted changes to the agenda which included adding all items as listed on the New Business Summary. Director Giles stated that Director Cossey would like to discuss a personnel issue during the Closed Session.

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

MOTION CARRIED

M1 - MINUTES

The January 19, 2010, EASC Minutes were not available for distribution but will be on the Agenda of the February 16th EASC meeting.

BUSINESS ARISING

Director Morrison noted that he would like the subject of beekeeping brought forward to the February 16th EASC meeting.

DELEGATIONS

D1 - Repath

Jill Collinson, Planning Technician, presented Application No. 6-A-09DP/VAR by Susan Repath to vary the side interior parcel line of an accessory building from 3 metres (9.8 feet) to 1.37 metres (4.5 feet) located at 2598 Melfort Place in Mill Bay.

Committee members directed questions to Ms. Collinson.

Susan Repath, applicant, was present. She provided further information with regard to the existing culvert under the driveway noting one side of the driveway it is at level or slightly below the level of the creek and the other end drops off. The culvert is slightly pointed downward; there have been no fish in it in the past as they would not be able to swim up the culvert.

It was Moved and Seconded

That Application No. 6-A-09DP/VAR by Susan Repath for a variance to Section 8.4(b)(3) of Zoning Bylaw No. 2000, to decrease the side interior parcel line setback for an accessory building from 3 metres (9.8 feet) to 1.37 metres (4.5 feet) at 2598 Melfort Place, Lot C, District Lot 18, Malahat District, Plan VIP53396 (PID 017-568-048) be approved, subject to the applicant providing a survey confirming compliance with the approved setback.

MOTION CARRIED

**D2 – Te-Zen Liu/
Grand Motel**

Alison Garnett, Planning Technician, presented Application No. 2-D-09DP by Te-Zen Liu to allow construction of an addition to the existing motel located at 5325 Trans Canada Highway which will enclose the existing entrance canopy located on the south side of the building.

Te-zen Lieu, applicant, was present

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

It was Moved and Seconded

That Application No. 2-D-09DP be approved, and that a development permit be issued to Te-zen Liu of 0786355 BC Ltd, for Lot 1, Section 13, Range 7, Quamichan District, Plan 2298, Except Part in Plans 40941 and 1036 RW, to permit the enclosure of the existing carport and modification to exterior signage, subject to:

- The proposed enclosure of the carport must be in substantial compliance with the attached image labelled “Proposed Addition”.
- The exterior signage on the site must be in substantial compliance with the attached plans labelled “Signage Specifications” pages 1-4, which indicates the removal of twelve (12) fascia signs and one (1) freestanding sign, the modification of six (6) fascia signs and two (2) free standing signs, and finally, that five (5) fascia signs and three (3) free standing sign will remain.

MOTION CARRIED

D3 – Parhar

Rob Conway, Manager, presented Application No. 3-D-08RS (Parhar) to permit a mixed commercial and light industrial business park located at 5301 Chaster Road.

Messrs. Parhar and McArthur, applicants, were present.

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

It was Moved and Seconded

That the draft amendment bylaws for Application 3-D-08RS (Parhar) be forwarded to the Regional Board for consideration of first and second reading; that a Public Hearing be arranged and that Directors Iannidinardo, Duncan and Giles be named as delegates to the public hearing; AND FURTHER that the application referrals to the Ministry of Transportation and Infrastructure, Ministry of Community and Rural Development, Agricultural Land Commission, Duncan Volunteer Fire Department, City of Duncan and Cowichan Tribes be accepted.

MOTION CARRIED

STAFF REPORTS

SR1 – 2010 EASC Meeting Schedule

It was Moved and Seconded

That the staff report dated January 13, 2010, from Tom Anderson, General Manager, be referred to the end of the meeting when Director Cossey is in attendance.

MOTION CARRIED

SR2 – Development Application Sustainability Checklist

It was Moved and Seconded

That an N/A Column be added to the proposed Sustainability Checklist as outlined in the staff report dated January 13, 2010, from Tom Anderson, General Manager, and that the Sustainability Checklist, as amended, be implemented for a 6-month trial period after which a staff report will be brought back to the EASC reporting on the practicality or acceptability of this model, and further that the Sustainability Checklist not be referred to the Electoral Area H – North Oyster/Diamond Advisory Planning Commission.

MOTION CARRIED

SR3 – 2009 Year End Report

It was Moved and Seconded

That the 2009 Year End Report be received and filed.

MOTION CARRIED

3:50 p.m.

Director Cossey arrived to the meeting.

**SR4 – Proposed
Bylaw Maintenance
Amendments to Area
E OCP and Zoning
Bylaw**

It was Moved and Seconded

1. That the draft amendment bylaw to amend the Cowichan Koksilah Official Community Plan regarding agricultural protection, and amendment bylaw to amend the Electoral Area E Zoning Bylaw with respect to suite regulations, Section 946 regulation, “no subdivision” covenant requirements, interpretation of regulations for split-zoned lands, Industrial 1 Zone changes, screening regulations, and regulations related to Streamside Protection and Enhancement Areas, be forwarded to the Regional Board for consideration of 1st and 2nd readings; and further that a public hearing be scheduled with Directors Duncan, Iannidinaro and Giles as delegates of the Board
2. That the draft Subdivision for a Relative Amendment Bylaw eliminating Area E and G from the ambit of Bylaw 1741 be forwarded to the Regional Board for consideration of 1st and 2nd readings;
3. That the draft Development Applications Procedures and Fees amendment bylaw to add Agricultural Protection Development Permit Areas to the list of applications that staff may issue permits for be forwarded to the Regional Board for consideration of 1st and 2nd readings.

MOTION CARRIED

**SR1 – 2010 EASC
Meeting Schedule**

It was Moved and Seconded

That the following 2010 Electoral Area Services Committee meeting schedule be approved with all meetings to convene at 3:00 pm in the Regional District Board Room:

Tuesday, January 19 th	Tuesday, June 15 th
Tuesday, February 2 nd	Tuesday, July 6 th
Tuesday, February 16 th	Tuesday, August 3 rd
Tuesday, March 2 nd	Tuesday, September 7 th
Tuesday, March 16 th	Tuesday, September 21 st
Tuesday, April 6 th	Tuesday, October 5 th
Tuesday, April 20 th	Tuesday, October 19 th
Tuesday, May 4 th	Tuesday, November 2 nd
Tuesday, May 18 th	Tuesday, November 16 th
Tuesday, June 1 st	Tuesday, December 7 th

MOTION CARRIED

**SR5 – 2009 Bylaw
Enforcement Report**

It was Moved and Seconded

That the Staff Report dated January 12, 2010, from Nino Morano, Bylaw Enforcement Officer, regarding 2009 Bylaw Enforcement Report be received for information purposes.

MOTION CARRIED

SR6 – Cowichan Valley Trap and Skeet Club Special Event Shoot 2010

It was Moved and Seconded
That the Cowichan Valley Trap and Skeet Club Shoot Schedule for 2010 be approved.

MOTION CARRIED

SR7 – Community and Regional Parks Portable Toilet Contract

It was Moved and Seconded
That the Community and Regional Parks Portable Toilet Services Contract be awarded to Coast Environmental Ltd. for a three year term, with an option that the contract may be renegotiated on a year-to-year basis for a maximum of up to two additional years, commencing February 1, 2010, and completing December 31, 2012.

MOTION CARRIED

SR8 – Application for Grant Funding for an Operational Fuel Treatment Program in 5 Community Parks

It was Moved and Seconded
That grant applications be submitted for funding to prepare Fuel Management Prescriptions and to implement Community Operational Fuel Treatment Program prescriptions at five (5) Electoral Area Community Parks: Marble Bay Park (Area D), Silvermine Trail (Area B), Quarry Nature Park (Area C), Bright Angel Park (Area E) and Mill Bay Nature Park (Area A).

MOTION CARRIED

SR9 – Shawnigan – Cobble Hill Farmers’ Institute License Agreement

It was Moved and Seconded
That the Board Chair and Corporate Secretary be authorized to sign the necessary documents related to execution of a license agreement with the Shawnigan - Cobble Hill Farmers’ Institute and Agricultural Society (SCHFI) permitting the CVRD to construct and maintain a public footpath, gates, landscaping and ornamental fencing on a portion of the SCHFI’s property located adjacent Memorial Park in Cobble Hill, legally described as Lots A and 6 of Block 25, Section 12, Range 6, Shawnigan District, Plan 1809.

MOTION CARRIED

SR10 – South Cowichan Official Community Plan

Catherine Tompkins, Planner III, gave a verbal update to the EASC on the South Cowichan OCP process.

It was Moved and Seconded
That the staff report dated January 27, 2010, from Catherine Tompkins, Planner III, regarding South Cowichan Official Community Plan be received for information.

MOTION CARRIED

**SR11 – Agricultural
Advisory Committee**

It was Moved and Seconded
That staff be directed to prepare a Draft Terms of Reference, as soon as possible, with regard to an Agricultural Advisory Committee for the Electoral Areas of the CVRD, and once drafted, the Draft Terms of Reference be referred back to the EASC for further review and direction.

MOTION CARRIED

**SR12 – “Gas Tax”
Community Works
Fund Extension 2010-
2014**

Engineering & Environmental Services Department Staff (Brian Dennison, General Manager, Dave Leitch, Manager, Bob McDonald, Manager, Kate Miller, Manager and Jason Adair, Manager) joined the meeting at this point.

It was Moved and Seconded:
That the Electoral Areas Curbside Program (1,000,000.) be removed from the Future Priorities List as noted on Page 3 of the staff report dated January 26, 2010, from Jacob Ellis, Manager, Corporate Planning, regarding “Gas Tax” Community Works Fund Extension 2010-2014, and that the remaining Future Priorities and 2010-2011 Projects as listed on Page 3 of that staff report be set as the Priority List.

MOTION DEFEATED

It was Moved and Seconded
That the Regional Board move forward with the “2010-2011 Projects” as listed on Page 3 of the staff report dated January 26, 2010, by Jacob Ellis, Manager, Corporate Planning, regarding “Gas Tax” Community Works Fund Extension 2010-2014, and at some time in the future that staff come back to the EASC with further consideration for the Future Priorities as listed on Page 3 of that staff report.

MOTION CARRIED

It was Moved and Seconded:
That staff review what funding is required for the Dogwood Ridge Reservoir Project and report back to the EASC; and further that the funding priorities be reviewed as to how those figures can be adjusted, if necessary.

MOTION CARRIED

That the Satellite Park System Upgrade (\$50,000 required to complete the project) be added into the 2010-2011 Projects List with adjustment made accordingly to the Future Priorities.

MOTION CARRIED

Engineering & Environmental Staff left the meeting at this point.

**SR13 – South
Cowichan Joint
Service Delivery
Options**

It was Moved and Seconded:
That staff be requested to arrange a special meeting with regard to the South Cowichan Joint Service Delivery Options, and further that staff compile information with respect to potential implications.

MOTION CARRIED

Mr. Ellis and Mr. Jones left the meeting at this point.

**SR14 – Release of
Covenant 2390 Mill
Bay Road**

It was Moved and Seconded
That the CVRD release Covenant FB252670 (2390 Mill Bay Road – May/Wilkinson) which has Funds Held in Trust with the CVRD, in the amount of \$5,000.

MOTION CARRIED

**SR15 – Special Event
Request – Bright
Angel Park**

It was Moved and Seconded
That the booking fee waiver request from the Cowichan Valley Metis Group for use of the two group shelters and a portion of the field area for the proposed Metis Cultural Camp at Bright Angel Park tentatively scheduled for May 2-7, 2010, be approved.

MOTION CARRIED

**SR16 – Request to
Update the 99 Year
Coverdale Watson
Lease Agreement**

It was Moved and Seconded
That the Board Chair and Corporate Secretary be authorized to execute an updated lease agreement with the Cowichan Bay Waterworks District which provides for mutually agreeable terms and conditions pertaining to the Regional District's leasing of those lands owned by the Waterworks District encompassing Coverdale Watson Park (PID 009-550-798), to address issues pertaining to liability and indemnification, insurance coverage provisions and use of the lands for community park purposes, and that the term of the updated lease remain consistent with the current lease (99 year term).

MOTION CARRIED

**APC
AP1 to AP7 – Minutes**

It was Moved and Seconded
That the following Minutes be received and filed:

- Minutes of Area C APC meeting of December 10, 2009;
- Minutes of Area D APC meeting of November 18, 2009;
- Minutes of Area H APC meeting of October 8, 2009;
- Minutes of Area H APC meeting of November 16, 2009;
- Minutes of Area I APC meeting of January 5, 2010;
- Minutes of Area C APC meeting of January 14, 2010;
- Minutes of Area A APC meeting of January 12, 2010.

MOTION CARRIED

PARKS

**PK1 – Resignation
from Danica Rice,
Area D Parks
Commission**

It was Moved and Seconded
That the resignation of Danica Rice from the Area D Parks and Recreation
Commission be accepted and that a letter of appreciation be forwarded to Ms.
Rice.

MOTION CARRIED

PK2 to PK9 - Minutes

It was Moved and Seconded
That the following Minutes be received and filed:

- Minutes of *Special* Area G Parks Commission meeting of December 21, 2009;
- Minutes of Area F Parks Commission meeting of December 3, 2009;
- Minutes of Area I Parks Commission meeting of December 8, 2009;
- Minutes of Area A Parks Commission meeting of November 26, 2009;
- Minutes of South Cowichan Parks Commission meeting of November 2, 2009;
- Minutes of Extraordinary South Cowichan Commission meeting of January 11, 2010;
- Minutes of Area I Parks Commission meeting of January 12, 2010;
- Minutes of Area E Parks Commission meeting of January 28, 2010.

MOTION CARRIED

It was Moved and Seconded
That an amendment bylaw be prepared for the South Cowichan Parks Service
Bylaw No. 2232 that would increase the requisition limit by up to 25 percent
and that the Amendment Bylaw be forwarded to the Board for consideration of
approval.

MOTION CARRIED

CORRESPONDENCE

**C1 – Building
SustainAble
Communities
Conference**

It was Moved and Seconded:
That up to three (3) Directors be authorized to attend the Building Sustainable
Communities Conference in Kelowna from November 16-18, 2010.

MOTION CARRIED

**C2 – FCM 2010
Sustainable
Communities
Conference**

It was Moved and Seconded:
That the correspondence from FCM regarding FCM 2010 Sustainable
Communities Conference (February 10-12, 2010, Ottawa) be received and filed.

MOTION CARRIED

**C3 to C5, C8, & Two
Area D Grant-in-Aid
Requests**

It was Moved and Seconded

That the following Grants-in-Aid be accepted:

That a Grant-in-Aid request (Electoral Area A – Mill Bay/Malahat) in the amount of \$1,500. be given to Frances Kelsey Secondary School to aid with financial assistance to three (\$500. each) Grade 12 students for post secondary education including trades.

That a Grant-in-Aid request (Electoral Area B – Shawnigan Lake) in the amount of \$1,500. be given to Cowichan Secondary School to assist two (\$750. each) students with their post secondary choices.

That a Grant-in-Aid request (Electoral Area C – Cobble Hill) in the amount of \$1,000. be given to Frances Kelsey Secondary School to provide assistance to a student continuing on with his/her education.

That a Grant-in-Aid request (Electoral Area B – Shawnigan Lake) in the amount of \$1,500. be given to Cowichan Family Caregivers Support Society to assist with the objectives of this Society's work.

That a Grant-in-Aid request (Electoral Area D – Cowichan Bay) in the amount of \$1,000. be given to Cowichan Secondary School to assist one student with their post secondary education.

That a Grant-in-Aid request (Electoral Area D – Cowichan Bay) in the amount of \$1,000. be given to Frances Kelsey Secondary School to provide assistance to a student continuing on with his/her education.

MOTION CARRIED

**C6 – Course Outline
With Regard to
Climate Change**

It was Moved and Seconded:

That the website information from Simon Fraser University regarding Course Outline, Climate Change for March 5, 2010, be received for information.

MOTION CARRIED

**C7 – Stz'uminus
(Chemainus) First
Nation Lands
Addition to Woodlot
1713**

It was Moved and Seconded

That the CVRD forward a letter to the appropriate Provincial agencies and Stz'uminus (Chemainus) First Nations objecting to the proposal that Lot 109 be added to the Stz'uminus woodlot, on the following grounds:

- the subject land is the watershed for the drinking water supply for a dense subdivision and other surrounding properties with historical and continuing water supply and water quality problems;
- the lands in question provide important groundwater recharge for all of the surrounding areas;
- the surrounding areas have historical problems with drainage; even small scale logging on the steep slopes of the subject property will result in drainage problems for the surrounding properties;
- the subject property is an environmentally sensitive area which contains important habitat for both plants and animals;

- the only access to and from the subject property through this dense subdivision; loaded logging trucks travelling through this dense subdivision with inadequate roads, no sidewalks and no street lighting will cause safety problems for the residents and in particular for the children who must walk to the nearby elementary school;
- as the subdivision directly abuts the subject property, noise and dust from the logging and logging trucks will impact the quality of life for the surrounding residents;
- there is an historical and ongoing use of the property for a variety of passive recreational uses;
- the CVRD and the Area H Parks Commission is on record as having expressed interest in obtaining Lot 109 as parkland and has engaged the province & treaty negotiators in discussions regarding the possibility of acquiring this land; these discussions were never concluded.

MOTION CARRIED

INFORMATION

IN1 & IN2 – Building Reports

It was Moved and Seconded
That the November and December, 2009 Building Reports be received and filed.

MOTION CARRIED

CLOSED SESSION

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 6:10 pm.

6:10 p.m.

Director Cossey left the meeting.

BREAK

The Committee took a 5 minute break.

RISE

The Committee rose without report.

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 6:45 pm.

Chair

Recording Secretary