

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, April 6, 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**

Tom Anderson, General Manager  
Rob Conway, Manager  
Mike Tippett, Manager  
Brian Farquhar, Parks and Trails Manager  
Alison Garnett, Planning Technician  
Jill Collinson, Planning Technician  
Brian Duncan, Chief Building Inspector  
Warren Jones, Administrator  
Cathy Allen, Recording Secretary

**APPROVAL OF  
AGENDA**

The Chair noted changes to the agenda which included seven listed items of new business, three additional new items of Business, and one listed new Closed Session item.

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 March 16, 2010 EASC meeting be accepted.

MOTION CARRIED

**BUSINESS ARISING**

There was no business arising.

**DELEGATIONS**

**D1 - Morris**

Rob Conway, Manager, presented Application No. 5-B-08RS (Dan and Gail Morris) to rezone 4.124 hectares located on Mountain Road and Humes Road from F-1 to A-2 to allow subdivision into two lots.

Dan Morris, applicant, provided further information to the application.

The Committee directed questions to applicant.

It was Moved and Seconded

That application No. 5-B-08RS (Dan and Gail Morris) be denied, and that a partial refund be given to the applicant in accordance with CVRD Development Applications Procedures and Fees Bylaw No. 3275.

**MOTION CARRIED**

**D2 - Hayward**

Jill Collinson, Planning Technician, presented Application No. 1-C-10DVP (Daniel Hayward) to relax side interior parcel line setbacks to allow for an addition to the existing home located at 3616 Vanland Road.

Daniel Hayward, applicant, was present.

The Committee directed questions to the applicant and staff.

It was Moved and Seconded

That application No. 1-C-10DVP by Daniel Hayward for a variance to Section 8.2(b) Zoning Bylaw No. 1405, decreasing the setback to the side interior parcel line from 3.0 metres to 2.4 metres **be approved**, subject to the applicant providing a survey confirming compliance with approved setbacks.

**MOTION CARRIED**

**D3 - Abbott**

Kelly Abbot was present regarding fencing regulations. Ms. Abbott distributed pictures and letters and petition from adjacent neighbours on Kilipi Road.

Ms. Abbot requested that the bylaw fence height restriction be changed to allow for her existing six foot fence located at 3236 Kilipi Road for safety reasons.

The Committee directed questions to the delegate.

**STAFF REPORTS**

**SR1 – Fence Height Regulations**

It was Moved and Seconded  
That staff review fence height regulations as part of the South Cowichan OCP (Areas A, B & C), and Areas D and E OCP review process; and in the interim, that fence height variance requests be reviewed on a case by case basis.

MOTION CARRIED

It was Moved and Seconded  
That the issue respecting non-conforming fence located at 3236 Kilipi be referred to closed session.

MOTION CARRIED

**SR2 – Bill 27**

Mike Tippett, Manager, and Alison Garnett, Planning Technician, reviewed Staff Report dated March 31, 2010, regarding Bill 27 – Reduction Targets for Greenhouse Gas Emissions.

It was Moved and Seconded  
That the draft OCP bylaw amendments regarding Bill 27 requirement to introduce greenhouse gas emission reduction targets, be referred to the respective Advisory Planning Commissions for comments.

MOTION CARRIED

Committee members suggested that a joint APC and OCP Review Committee workshop be held where staff could explain the new Bill and then review the proposed bylaw amendments. Staff will communicate to the Ministry advising of the CVRD's course of action and get clarity respecting the Ministry's deadline.

**SR3 – Dogwood Ridge**

It was Moved and Seconded  
That the Staff Report dated March 30, 2010, from Dave Leitch, Manager, regarding Dogwood Ridge Capital Works Upgrades, be received and filed.

MOTION CARRIED

**SR4 – File #1-H-09RS** Rob Conway, Manager, reviewed Staff Report dated March 29, 2010, regarding draft amendment bylaws for Application No. 1-H-09RS (Heart Lake Developments Ltd.).

It was Moved and Seconded

That the draft OCP and Zoning Amendment Bylaws respecting Application No. 1-H-09RS (Heart Lake Developments) be forwarded to the Regional Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> readings; and further that a public hearing be scheduled and that Director M. Marcotte, Director M. Dorey and Director I. Morrison be delegated to the public hearing.

MOTION CARRIED

**SR5 – House Numbering** Brian Duncan, Chief Building Inspector, reviewed Staff Report dated March 31, 2010, regarding House Numbering/street address signage.

General discussion ensued.

It was Moved and Seconded

That the Staff Reported dated March 31, 2010, regarding House Numbering, be received and filed.

MOTION CARRIED

**SR6 – Earth Day Event** It was Moved and Seconded  
That the request from the Earth Week Committee to use select CVRD Community Park locations for their “Green Footprint Challenge” over three weekends between April 9<sup>th</sup> and 25<sup>th</sup>, be approved.

MOTION CARRIED

**SR7 – Boat Signage** It was Moved and Seconded  
That the four missing “Boater Safety” signs at the entrances to Shawnigan and Cowichan Lakes be replaced.

MOTION CARRIED

It was Moved and Seconded

That staff be directed to communicate with the Cowichan Lake Stewardship Committee regarding siting of the replacement “Boater Safety” signs, subject to approval of the location sites by the Ministry of Transportation.

MOTION CARRIED

**SR8 – Gas Tax Fund** Warren Jones, Administrator, reviewed Staff Report dated revised March 15, 2010, regarding Gas Tax Regionally Significant Projects Fund Extension 2010-2014.

General discussion ensued.

It was Moved and Seconded

That Kerry Park Recreation Centre Water/Sewer Utilities Upgrade Project be recommended for consideration as a Gas Tax program “Regionally Significant Project” and be included into the 2010-2011 priority list.

MOTION CARRIED

It was Moved and Seconded

That Cowichan Lake Recreation Centre – Permanent Paving Project be recommended for consideration as a Gas Tax program “Regionally Significant Project” and be included into the 2010-2011 priority list.

MOTION CARRIED

Committee members provided several suggestions to the Administrator and requested that a priority list be prepared and distributed to Committee members.

**APC**

**AP1, AP2, AP3,  
NB10- Minutes**

It was Moved and Seconded

That the following minutes be received and filed:

- Minutes of Area A APC meeting of March 9, 2010
- Minutes of Area B APC meeting of March 10, 2010
- Minutes of Area D APC meeting of March 19, 2010
- Minutes of Area A APC meeting of March 25, 2010

MOTION CARRIED

**PARKS**

**PK1, PK2 - Minutes**

It was Moved and Seconded

That the minutes of the Area C Parks Commission meeting of March 25, 2010 and March 9, 2010 be received and filed.

MOTION CARRIED

**CORRESPOND-  
ENCE**

**C1 – CRD Boundary  
Change**

It was Moved and Seconded

That a letter be forwarded to the Capital Regional District advising that the Cowichan Valley Regional District has no concerns with their proposed boundary change that relates to CRD watershed lands provided that the CVRD reserves the option to utilize the Sooke watershed if required.

MOTION CARRIED

**C2, C3, C4, C5, NB2  
to NB8 – Grants in  
Aid**

It was Moved and Seconded

That the following grants-in-aid be approved:

- Grant-in-aid to Cowichan Secondary School in the amount of \$1,000 to provide two bursaries (\$500) each to deserving Area C – Cobble Hill graduating students.
- Grant-in-aid to Garden House Foundation in the amount of \$500 to assist with Foundation activities.
- Grant-in-aid to Mill Bay/Malahat Historical Society in the amount of \$10,000 to assist the Society in their efforts to collect, preserve and present the history and heritage of the Mill Bay/Malahat Electoral Area.
- Grant-in-aid to Cowichan Carbon Busters in the amount of \$750 to assist with their Energy Solutions Bus project.
- Grant-in-aid to Cowichan Carbon Busters in the amount of \$500 to assist with their Energy Solutions Bus project.
- Grant-in-aid to LCSS Dry Grad 2010 in the amount of \$1,040 to support the safe and memorable 2010 graduation and prom activities.
- Grant-in-aid to Lake Cowichan Secondary School in the amount of \$500 to support the scholarship and bursary program for deserving graduates.
- Grant-in-aid to Mesachie Lake VFD Association in the amount of \$1,250 to support the Association past service recognition dinner and plaque presentation event.
- Grant-in-aid to Honeymoon Bay Community Society in the amount of \$500 to assist with sponsorship of Heritage Days on May 15, 2010.
- Grant-in-aid to Lake Days Society in the amount of \$400 to assist and co-sponsor Lake Days “Breakfast in the Town” event on June 12, 2010.
- Grant-in-aid to Cowichan Lady of the Lake Society in the amount of \$1,125 to support the Youth Ambassador Program.

MOTION CARRIED

**NEW BUSINESS**

**1 – May 4 EASC Start** It was Moved and Seconded  
That the start time for the regular EASC meeting on May 4<sup>th</sup> be changed from 3:00 pm start to 2:00 pm to allow for a special delegation from Economic Development staff respecting the Area Agricultural Plan.

MOTION CARRIED

**2 – May 18 EASC Start** It was Moved and Seconded  
That the start time for the regular EASC meeting on May 18<sup>th</sup> be changed from 3:00 pm to 2:00 pm to allow for a special delegation from Landworks Consultants respecting the draft Subdivision Servicing Bylaw.

MOTION CARRIED

**3 – MOT maintenance concerns** It was Moved and Seconded  
That a letter be forwarded to the Ministry of Transportation requesting that a centre line and turn lane line be painted at the crosswalk to Frances Kelsey Secondary School due to safety concerns.

MOTION CARRIED

It was Moved and Seconded  
That staff be directed to contact appropriate Ministry of Transportation officials and sub-contractors to arrange a meeting with EASC members to discuss items of concern.

MOTION CARRIED

**4 – Chevron Agreement** Director Giles reviewed the devastation at the Mill Bay Marina caused by the recent wind storm and suggested that Chevron should be contacted respecting previous agreement to use their environmental cleanup equipment for future emergencies.

It was Moved and Seconded  
That the CVRD contact Chevron Canada to reaffirm their agreement, made at the time of their rezoning application approval, to provide their on-site environmental clean-up equipment in time of emergencies, and whether or not they are still willing to live up to that agreement and make their equipment available from Cowichan Bay through to Mill Bay and Finlayson Arm.

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 5:30 pm.

**RISE**

The Committee rose and reported as follows:

It was Moved and Seconded  
That bylaw enforcement action NOT be taken respecting existing fence located at 3236 Kilipi Road which exceeds the maximum allowed fence height.

MOTION CARRIED

**ADJOURNMENT**

It Was Moved and Seconded  
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:50 pm.

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Chair

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Recording Secretary