

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, May 18, 2010 at 2:00 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
Jill Collinson, Planning Technician
Brian Duncan, Chief Building Inspector
Cathy Allen, Recording Secretary

**APPROVAL OF
AGENDA**

The Chair noted changes to the agenda which included removing agenda item D2, adding five listed items of New Business, including one closed session item, and one additional New Business 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 April 20, 2010, EASC meeting, be accepted.

MOTION CARRIED

It was Moved and Seconded
That the minutes of the May 4, 2010, EASC meeting, be accepted.

MOTION CARRIED

BUSINESS ARISING

Director Giles responded to the motion passed at the May 4th EASC meeting respecting the dangerous dog situation on Cowichan First Nations lands and reported that she has met with the Justice Councillor for Cowichan Tribes and that the matter is being pursued.

DELEGATIONS

D1 – LeBlanc

Tom Anderson, General Manager, provided background and the process to date respecting the draft Subdivision Servicing Bylaw. He stated that Committee direction is required so that we can proceed to meet with the Ministry of Transportation and Infrastructure who are the key agency on whether or not the bylaw will proceed. Mr. Anderson introduced Gerard LeBlanc of Landworks Consultants, who drafted the bylaw, to outline key issues.

Gerard LeBlanc showed a Power point presentation which provided a review of proposed Bylaw 3215.

Note: Director Cossey arrived to the meeting at this point.

A question and answer session ensued.

The Chair thanked Mr. LeBlanc for his presentation.

D2 – McCullough

Agenda item D2 removed.

D3 - Dhillon

Jill Collinson, Planning Technician, reviewed Application No. 2-B-09DP (Ramina Dhillon) to construct a single storey single family dwelling at 2024 Cullin Road, located within 15 metres of the high water mark on Shawnigan Lake.

Ramina Dhillon, applicant, was present and provided further information to the application.

The Committee directed questions to staff and the applicant.

It was Moved and Seconded

That Application No. 2-B-09DP by Ramina Dhillon for a variance to Section 5.14(a) of Zoning Bylaw No. 985, to decrease the setback from Shawnigan Lake from 15 metres (49.2 feet) to 9.8 metres (32.1 feet) at 2024 Cullin Road, Lot A, Shawnigan Lake Suburban Lots, Plan 22742, (PID 000-105-759), be approved, subject to

- Approval from the Department of Fisheries and Oceans,
- Compliance with RAR Report by QEP Adam Compton,
- Receipt of an irrevocable letter of credit in a form suitable to the CVRD, equivalent to 125% of the landscape costs, to be refunded if the plantings are successful and to the satisfaction of a Qualified Environmental Professional,
- Survey confirming compliance with the approved setback of 9.8 metres.

MOTION CARRIED

STAFF REPORTS

**SR1 – Subdivision
Bylaw**

It was Moved and Seconded

That the “Report on Subdivision Servicing Bylaw” and draft “Subdivision Servicing Bylaw No. 3215, 2010” prepared by Landworks Consultants Inc. be received, and that EASC members be requested to forward their comments on the draft bylaw to Tom Anderson, General Manager, over the course of the next couple of weeks.

MOTION CARRIE

**SR2 – Cowichan
Station Service Bylaw**

It was Moved and Seconded

1. That an annual financial contribution service be created for the Cowichan Station Area Association with a maximum requisition limit of \$20,000 to assist with costs associated with the operation and maintenance of buildings and lands located at 2375 Koksilah Road (former Cowichan Station School Site) and the delivery of community based programs and services, heritage projects and community events.
2. That "**CVRD Bylaw No. 3389 – Cowichan Station Area Association Annual Financial Contribution Service Establishment Bylaw, 2010**", be forwarded to the Board for consideration of first three readings, and following provincial and voter approval, be considered for adoption.
3. That voter approval to establish the Cowichan Station Area Association Annual Financial Contribution Service be obtained through an alternative approval process.

MOTION CARRIED

**SR3 – Reserve Fund
Bylaw**

Dan Derby, General Manager, presented staff report dated May 3, 2010, regarding Reserve Fund Expenditure Bylaw – Honeymoon Bay Fire Hall Roof.

It was Moved and Seconded

That a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$6,400 from the Honeymoon Bay Fire Protection Local Service Area Capital Reserve Fund (CVRD Establishment Bylaw No. 1897, cited as the Honeymoon Bay Fire Protection Local Service Area Capital Reserve Fund Establishment Bylaw, 2000) for the purpose of repairing the roof of the Honeymoon Bay Fire Hall, and that the reserve fund bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

**SR4 – Fresh Outlook
Conference**

Tom Anderson, General Manager, presented staff report dated May 12, 2010, regarding Building Sustainable Communities Conference in Kelowna, November 15-18.

It was Moved and Seconded

That Electoral Directors who are interested in attending the “Building Sustainable Communities Conference” in Kelowna, November 15th to 18th, be requested to contact Tom Anderson, General Manager, in order that appropriate arrangements can be made.

MOTION CARRIED

Discussion turned to attendance at the upcoming FCM conference. It was suggested that first priority should go to those who have not yet attended that conference. It was advised that Directors interested in attending FCM should contact Mr. Anderson.

APC

AP1 - Minutes

It was Moved and Seconded

That the minutes of the Area G APC meeting of May 5, 2010, be received and filed.

MOTION CARRIED

**CORRESPOND-
ENCE**

C1 – Grant in aid

It was Moved and Seconded

That a grant-in-aid (Area D) be given to Cowichan Bay Improvement Association in the amount of \$500 to provide funding support for their Low Tide Day event, May 15, 2010.

MOTION CARRIED

It was Moved and Seconded

That a grant-in-aid (Area F) be given to Cowichan Lake Salmonid Enhancement Society in the amount of \$1,000 to provide funding support for their annual Fry Salvage Program.

MOTION CARRIED

It was Moved and Seconded

That a grant-in-aid (Area G) be given to Saltair Ratepayers Association in the amount of \$1,000 to provide funding support for their Saltair Centennial Celebration, August 15, 2010.

MOTION CARRIED

INFORMATION

IN1 – Building Report

It was Moved and Seconded

That the April 2010 Building Report be received and filed.

MOTION CARRIED

NEW BUSINESS

**NB1 – Add-on
correspondence**

Add-on email dated December 29, 2009 from John Crawford respecting Application No. 2-B-09DP (Dhillon) – dealt with under agenda Item D3.

**NB2 – Solar Hot
Water Regs**

Tom reviewed letter dated April 12, 2010, from the Building and Safety Policy Branch regarding Solar Hot Water Ready Regulation.

Brian Duncan, Chief Building Inspector, provided clarification on the proposed regulation.

General discussion ensued.

It was Moved and Seconded

That a letter be forwarded to the Building and Safety Standards Branch, Ministry of Housing and Social Development, requesting that the CVRD be included in the list of local government jurisdictions that will be “Solar Hot Water Ready”.

MOTION CARRIED

NB3 – Grant in Aid

Director Harrison advised that the Grant in Aid to Cowichan Music Festival Society was dealt with at the last Board meeting.

NB4 – Grant in Aid

It was Moved and Seconded

That a grant-in-aid (Area B) be given to Shawnigan Lake Community Association in the amount of \$750 to provide funding support for their Canada Day celebration.

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 4:00 pm.

RISE

The Committee rose without report.

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:33 pm.

Chair

Recording Secretary