

Minutes of the Regular meeting of the Electoral Area Services Committee of the Cowichan Valley Regional District, transmitted electronically, via 175 Ingram Street, Duncan, BC, on Wednesday, January 17, 2024, at 1:32 PM

**PRESENT:** Director I. Morrison, Chair  
Director B. Maartman\*  
Director H. Abbott  
Director S. Acton\*  
Director J. McClinton\*  
Director A. Nicholson\*  
Director K. Segall\*  
Director M. Wilson\*

**ALSO PRESENT:** A. Stone, Board Chair\*  
D. Myles Wilson, Chief Administrative Officer\*  
A. Boyd, Deputy Corporate Officer  
T. Bowen, Corporate Financial Officer\*  
A. Kjerulf, General Manager, Land Use Services Department\*  
D. Mooney, General Manager, Operations Department  
I. Paydli, A/General Manager, Corporate Services Department\*  
M. Tippett, Manager, Community Planning Division\*  
M. Pressman, Manager, Development Services Division\*  
I. MacDonald, Senior Manager, Inspections & Enforcement Division  
A. Garnett, A/Manager, Planning-Strategic Initiatives Division\*  
V. Thomson, Manager, Utilities, Water Management Division  
R. Schoular, Fire Rescue Services Coordinator\*  
L. Knodel-Joy, Senior Engineering Technologist\*  
L. Daugenet, Engineering Technologist III\*  
S. Bryski, Chief Building Inspector\*  
R. Buchan, Planner III  
B. Suderman, Planner III\*  
C. Convery, Support Technician  
J. Hughes, Recording Secretary

\* participated remotely

## **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of:**

**R5 Revised Staff Report from the Emergency Management Division – Fire Rescue Services Re: Boundary Extension into Goldstream Heights Fire Protection Service Area;**

**CSR1 Revised Closed Session Attachment Section 90 (1)(k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Committee, could reasonably be expected to harm the interests of the municipality if they were held in public;**

**CSNB1 Verbal Report Re: Employee Relations Section 90 (1)(c); and**

**that the agenda be approved, as amended.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Special Electoral Area Services Committee Meeting of December 14, 2023

**It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of December 14, 2023, be adopted.**

**MOTION CARRIED**

**M2** Electoral Area Services Committee Meeting of December 20, 2023

**It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of December 20, 2023, be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cowichan Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$500 be provided to the Cowichan Secondary School for two \$250 Bursaries for two 2024 graduating students that reside in Electoral Area C – Cobble Hill to support their future education or training.**

**MOTION CARRIED**

**C2** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora Re: Cowichan Watershed Society

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E – Cowichan Station/Sahtlam/Glenora, in the amount of \$3,500 be provided to the Cowichan Watershed Society to support the Phase 1 Signs Program to raise awareness and keep top of mind the Koksilah watershed community water storage issues during low flow summer months.**

**MOTION CARRIED**

**C3** Electoral Area Directors Forum 2024

**It was moved and seconded that it be recommended to the Board that those Electoral Area Directors willing and able to attend be authorized to attend the Electoral Area Directors Forum in 2024.**

**MOTION CARRIED**

**C4** The Local Government Leadership Academy 2024 Forum “Empowering Communities: Leading Change Together”, was received for information.

**INFORMATION**

**IN1** Electoral Area A – Mill Bay/Malahat Advisory Planning Commission – January 4, 2024, was received as information.

**IN2** Electoral Area E – Cowichan Station/Sahtlam/Glenora Community Parks Advisory Commission Minutes – November 16, 2023, was received for information.

**REPORTS**

**R1** Report from the Inspection & Enforcement Division Re: *Zero Carbon Step Code* Amendment Bylaw No. 4543, 2024

**It was moved and seconded that it be recommended to the Board that the Zero Carbon Building Regulation Amendment Bylaw No. 4543, 2024, be forwarded to the Board on January 24, 2024, for three readings and adoption.**

**MOTION CARRIED**

**R2** Report from the Development Services Division Re: Application No. ALR22H02 (13150 Minn Road/PID: 006-242-171)

**It was moved and seconded that it be recommended to the Board that Application No. ALR22H02 (13150 Minn Road, PID: 006-242-171) for a Non-Farm Use (deposit of fill ALC Application No. 65125), be forwarded to the Agricultural Land Commission without comments or recommendations.**

**MOTION CARRIED**

**2:28 PM** The Committee agreed by consensus to recess at 2:28 PM.

**2:39 PM** The Committee meeting resumed at 2:39 PM.

**R3** Report from the Development Services Division Re: Application No. RZ23I03 (8976 Youbou Road/PID: 009-575-103)

**It was moved and seconded that it be recommended to the Board that Application No. RZ23I03 (8976 Youbou Road, PID: 009-575-103), be referred to the following external agencies and First Nations:**

- 1. Electoral Area I – Youbou/Meade Creek Advisory Planning Commission;**
- 2. Ts'uubaa-asatx (Lake Cowichan) First Nation;**
- 3. Cowichan Tribes;**
- 4. Town of Lake Cowichan;**
- 5. Ministry of Environment and Climate Change;**
- 6. Ministry of Forests, Lands and Natural Resource Operations;**
- 7. Ministry of Transportation and Infrastructure;**
- 8. Island Health;**
- 9. Cowichan Lake Fire Service; and**
- 10. Royal Canadian Mounted Police.**

**MOTION CARRIED**

**R4** Report from the Development Services Division Re: Temporary Use Permits

**It was moved and seconded that it be recommended to the Board:**

- 1. That staff prepare amendments to the Official Community Plan for the Electoral Areas Bylaw No. 4270, 2021, to enable Temporary Use Permits across all Electoral Areas.**
- 2. That staff draft Temporary Use Permit guidelines, including guidelines for temporary housing, for consideration of the Electoral Area Services Committee and inclusion in the Comprehensive Zoning Bylaw.**

**MOTION CARRIED**

**It was moved and seconded that it be recommended to the Board that a Special Electoral Area Services Committee meeting be scheduled regarding Temporary Use Permits.**

**MOTION DEFEATED**

**R5** Report from the Emergency Management Division – Fire Rescue Services Re: Boundary Extension into Goldstream Heights Fire Protection Service Area

**It was moved and seconded that it be recommended to the Board:**

- 1. That the Certificate of Sufficiency, confirming that a sufficient petition requesting inclusion into the Goldstream Heights Fire Protection Service Area, be received.**
- 2. That CVRD Bylaw No. 2414 (Malahat Fire Protection Service Establishment Bylaw, 2003) be amended to include the properties described in the Certificate of Sufficiency (Attachment A) dated September 29, 2023, for the Goldstream Heights Fire Protection Service Area.**

**MOTION CARRIED**

**R6** Report from the Utilities Division Re: Establishment Bylaw for Cowichan Bay Sewer Forcemain Reserve Fund

**It was moved and seconded that it be recommended to the Board that a Cowichan Bay Forcemain Reserve Bylaw be prepared and be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

**R7** Report from the Utilities Division Re: Honeymoon Bay Water System Lease Agreement – Manulife Investment Management

**It was moved and seconded that it be recommended to the Board that a licence of occupation be approved, and executed between the CVRD and FMIC Aggregator Limited Partnership by Manulife Investment Management Forest Management Inc. to commence December 16, 2023, to December 15, 2025, in the amount of \$1,300. plus GST annually (2 years with**

the intent of renewing at expiration) for years 2023, 2024 and 2025 for Honeymoon Bay Water System infrastructure.

**MOTION CARRIED**

**R8** Report from the Community Planning Division Re: Bylaw Referral from Salt Spring Islands Trust: Bylaw No. 536

**It was moved and seconded that it be recommended to the Board that the Salt Spring Island Local Trust Committee be advised that the Cowichan Valley Regional District has no concerns with the proposed Salt Spring Island Local Trust Committee Bylaw No. 536, a bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999.**

**MOTION CARRIED**

**R9** Report from the Community Planning Division Re: Bylaw Referral from Thetis Islands Local Trust Committee

**It was moved and seconded that it be recommended to the Board that the Thetis Island Local Trust Committee be advised that the Cowichan Valley Regional District supports proposed Bylaw Nos. 113 and 114.**

**MOTION CARRIED**

**R10** Report from the Inspection & Enforcement Division Re: 2023 Year End Building Inspection Report, was received for information.

#### **CLOSED SESSION**

**4:00 PM** 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)(k) Negotiations; Employee Relations Section 90 (1)(c); and adoption of the Closed Session Minutes of November 15, 2023 and Special Closed Session Minutes of December 6, 2023.

**MOTION CARRIED**

#### **RISE FROM CLOSED SESSION**

**4:49 PM** It was moved and seconded that the Committee rise, without report, and return to the Open portion of the meeting.

**MOTION CARRIED**

#### **ADJOURNMENT**

**4:49 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 4:49 PM.

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Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_