

Minutes of the Regular meeting of the Electoral Area Services Committee of the Cowichan Valley Regional District, held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, May 1, 2024, at 1:30 PM

PRESENT: Director I. Morrison, Chair
Director A. Stone*
Director S. Acton
Director H. Abbott <until 4:13 PM>
Director K. Deck
Director B. Maartman
Director J. McClinton
Director A. Nicholson
Director K. Segall
Director M. Wilson

ALSO PRESENT: D. Myles Wilson, Chief Administrative Officer
T. Bowen, Chief Financial Officer*
P. Robins, Corporate Officer*
K. Harrison, Deputy Corporate Officer
A. Kjerulf, General Manager, Land Use Services Department
C. Postings, General Manager, Strategic Services Department*
D. Mooney, General Manager, Operations Department*
B. Mohan, General Manager, Corporate Services Department
M. Tippet, Manager, Community Planning Division
M. Pressman, Manager, Development Services Division
I. MacDonald, Senior Manager, Inspections & Enforcement Division*
R. Harris, Manager, Bylaw Enforcement Division
C. Breen, Manager, Planning-Strategic Initiatives Division
T. Schroeter, Manager, Parks Planning & Stewardship, Parks & Trails Division*
V. Thomson, Manager, Utilities, Water Management Division*
A. Diver, Manager, Emergency Operations and Planning*
A. Garnett, Planning Coordinator
L. Daugenet, Engineering Technologist III
R. Buchan, Planner III
J. Dubyna, Planner III
R. Woods, Planner I
C. Convery, Systems Support Technician*
J. Hughes, Recording Secretary

* participated remotely

1:33 PM The Committee agreed by consensus to recess at 1:33 PM.

1:37 PM The Committee meeting resumed at 1:37 PM.

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of three New Business Items:

NB1 Information Item of Correspondence Re: UB1 (CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024;

NB2 Information Item of Correspondence Re: R2 (Application No. RZ24B01 (Easter Seals);

NB3 Two Information Items of Correspondence Re: R3 (Application No. RZ20E01 (5237 Koksilah Road/PID: 001-169-874); and

that the agenda be approved, as amended.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Electoral Area Services Committee Meeting of April 17, 2024

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of April 17, 2024, be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat Re: Cowichan Green Community

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$250 be provided to the Cowichan Green Community to support the Cowichan Valley Climate Solutions Expo.

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: Cowichan Regional Visitor Centre

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$1,000 be provided to the Cowichan Regional Visitor Centre to support ongoing efforts to the Visitor Centre.

MOTION CARRIED

C3 Grant-in-Aid Request – Electoral Area C – Cobble Hill Re: Cowichan Valley Primary Care Society

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 \$1,000 be provided to the Cowichan Valley Primary Care Society to assist with start-up funds for a non-profit society.

MOTION CARRIED

- C4** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Green Community

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$250 be provided to the Cowichan Green Community to support the Cowichan Valley Climate Solutions Expo at The Hub on May 25, 2024.

MOTION CARRIED

- C5** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Estuary Nature Centre

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to the Cowichan Estuary Nature Centre to assist in the costs of running the “Sea Squirts” program.

MOTION CARRIED

- C6** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Frances Kelsey Graduation Committee

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be provided to the Frances Kelsey Dry Grad Committee to support the Frances Kelsey 2024 Dry Grad Celebration.

MOTION CARRIED

- C7** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Frances Kelsey Secondary School

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,500 be provided to the Frances Kelsey Secondary School for two \$750 Bursaries for two graduating students that reside in Electoral Area D – Cowichan Bay to support their future education or training.

MOTION CARRIED

- C8** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Secondary School

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,500 be provided to the Cowichan Secondary School for two \$750 Bursaries for two graduating students that reside in Electoral Area D – Cowichan Bay to support their future education or training.

MOTION CARRIED

INFORMATION

IN1 Electoral Area C – Cobble Hill Community Parks Advisory Commission Minutes – April 8, 2024, was received for information.

REPORTS

R1 Report from the Development Services Division Re: Application No. DVP24G02 (11193 Chemainus Road/PID: 000-284-041)

It was moved and seconded that it be recommended to the Board that Development Variance Permit No. DVP24G02 (11193 Chemainus Road, PID: 000-284-041), to reduce the front parcel line setback for the construction of an accessory building, be issued.

MOTION CARRIED

R2 Report from the Development Services Division Re: Application No. RZ24B01 (Easter Seals)

2:57 PM The Committee agreed by consensus to recess at 2:57 PM.

3:06 PM The Committee meeting resumed at 3:06 PM.

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

- 1. That Application No. RZ24B01 (Easter Seals), be referred to the following external agencies:**
 - a. Malahat Nation;**
 - b. Tsawout First Nation;**
 - c. Ministry of Forests;**
 - d. Ministry of Environment and Climate Change Strategy;**
 - e. BC Hydro;**
 - f. Island Health (VIHA);**
 - g. RCMP Shawnigan Lake;**
 - h. Fisheries and Oceans Canada;**
 - i. Shawnigan Village Waterworks;**
 - j. Cowichan Tribes;**
 - k. Te'Mexw Treaty Association;**
 - l. Ministry of Transportation & Infrastructure;**
 - m. Ministry of Water, Land and Resource Stewardship (Water Authorizations);**
 - n. B.C. Transit;**
 - o. Cowichan Valley School District (SD 79);**
 - p. Ministry of Water, Land and Resource Stewardship;**
 - q. Shawnigan Lake Volunteer Fire Department; and**
- 2. That prior to further consideration or advancement to the Parks Advisory Commission and Advisory Planning Commission, the preliminary staff report for Application No. RZ24B01 (Easter Seals), be referred back to staff to provide additional details on the following:**
 - a. A heritage plan for the subject properties;**
 - b. Further clarity on the proposed uses and densities; and**

- c. A design plan that references the 2020 Shawinigan Lake Design Charette.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a Special Electoral Area Services Committee meeting be arranged with Electoral Area Directors, staff and the applicants, to attend a site tour of the subject property for Application No. RZ24B01 (Easter Seals).

MOTION CARRIED

- R3** Report from the Development Services Division Re: Application No. RZ20E01 (5237 Koksilah Road/PID: 001-169-874)

It was moved and seconded that it be recommended to the Board that Application No. RZ20E01 (5237 Koksilah Road/PID: 001-169-874), be denied.

MOTION CARRIED

- R4** Report from the Utilities Division Re: Inclusion into Cobble Hill Village Sewer System Service Area

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

1. That CVRD Bylaw No. 4205 (Cobble Hill Village Sewer Service Establishment Bylaw, 2018) be amended to include the properties described in the Cobble Hill Village Sewer System Service Area Certificate of Sufficiency dated March 5, 2024.
2. That the amendment to Bylaw No. 4205 be forwarded to the Board for consideration of three readings and, upon payment of the capacity connection fees, for adoption.

MOTION CARRIED

- R5** Report from the Inspections & Enforcement Division Re: CVRD Bylaw No. 4582 - Dog Regulation and Impounding Amendment Bylaw, 2024

It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4582 – Dog Regulation and Impounding Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.

It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4582 – Dog Regulation and Impounding Amendment Bylaw, 2024", be referred back to staff to gather more information regarding options for compensation fees.

MOTION CARRIED

- 4:09 PM** The Committee agreed by consensus to recess at 4:09 PM.

- 4:13 PM** Director Abbott left the meeting at 4:13 PM.

4:14 PM The Committee meeting resumed at 4:14 PM.

R6 Report from the Inspections & Enforcement Division Re: CVRD Bylaw No. 4587 – Development Application Procedures Amendment Bylaw, 2024 and CVRD Bylaw No. 4588 – Ticket Information Authorization Amendment Bylaw, 2024

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

- 1. That "CVRD Bylaw No. 4587 – Development Application Procedures Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.**
- 2. That "CVRD Bylaw No. 4588 – Ticket Information Authorization Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED

R7 Report from Emergency Management Cowichan Re: Community Resiliency Investment (CRI) FireSmart Grant 2024

It was moved and seconded that it be recommended to the Board on May 8, 2024, that a grant application for up to \$1,300,000 be submitted to the Union of BC Municipalities (UBCM), Community Resiliency Investment Program - FireSmart Community Funding and Supports, with the CVRD as the primary applicant that will apply for, receive and manage the grant funding.

MOTION CARRIED

4:31 PM The Committee agreed by consensus to recess at 4:31 PM.

4:33 PM The Committee meeting resumed at 4:33 PM.

Item UB1 was brought forward at this time.

UB1 "CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024" (*Referred from the April 24, 2024, Board Meeting*)

It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", be amended by deleting headings h. and i. in their entirety and relabeling the subsequent headings accordingly.

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024", be referred back to staff for options on a global approach to water conservation and report back at a future Electoral Area Services Committee meeting.

MOTION CARRIED

R8 and R9 It was moved and seconded that Items R8 (Report from the General Manager, Land Use Services Department Re: Official Community Plan and Zoning Bylaw Coordination); and R9 (Report from the Strategic Initiatives Division Re: Local Area Plan Step 1 Visioning Report on Engagement & Communication and Step 3 Implementation Engagement & Communication Plan), be referred to a future Electoral Area Services Committee meeting.

MOTION CARRIED

UNFINISHED BUSINESS

UB1 Item UB1 was dealt with after Item R7.

NEW BUSINESS

NB1 Information Item of Correspondence Item Re: UB1 (CVRD Bylaw No. 4571 – South Cowichan Zoning Amendment Bylaw (Detached Suites & Miscellaneous Amendments), 2024, was received for information.

NB2 Information Item of Correspondence Re: R2 (Application No. RZ24B01 (Easter Seals), was received for information.

NB3 Two Information Items of Correspondence Re: R3 (Application No. RZ20E01 (5237 Koksilah Road/PID: 001-169-874), was received for information.

ADJOURNMENT

5:12 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:12 PM.

Chair

Recording Secretary

Dated: _____