

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, April 17, 2024, at 1:31 PM

**PRESENT:** Director I. Morrison, Chair  
Director A. Stone\*  
Director S. Acton  
Director H. Abbott  
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\*  
K. Harrison, Deputy Corporate Officer  
A. Kjerulf, General Manager, Land Use 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  
C. Breen, Manager, Planning-Strategic Initiatives Division\*  
R. Harris, Manager, Enforcement Division  
B. Farquhar, Senior Manager, Parks & Trails Division  
V. Thomson, Manager, Utilities, Water Management Division  
T. Etherington, Manager, Operations, Water Management Division  
I. Sarady, Manager, Recycling & Waste Management Division  
S. Bryski, Chief Building Official  
R. Buchan, Planner III  
A. Kletchko, Environmental Technologist II  
C. Convery, Support Technician\*  
J. Hughes, Recording Secretary

\* participated remotely

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Electoral Area Services Committee Meeting of April 3, 2024

**It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of April 3, 2024, be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

- C1** Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat Re: Mill Bay & District Conservation Society

**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 \$1,000 be provided to the Mill Bay & District Conservation Society to support the operation of the Coho salmon conservation project.**

**MOTION CARRIED**

- C2** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Mill Bay & District Conservation 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 Mill Bay & District Conservation Society to support the operation of the Coho salmon conservation project.**

**MOTION CARRIED**

- C3** Letter dated March 25, 2024, from Lynsay Pacey, Program Officer, Union of BC Municipalities Re: 2021 Local Government Development Approvals Program – *Development Services Modernization Process*, was received for information.

**REPORTS**

- R1** The Chair reordered the Agenda and moved Item R1 to follow Item R7

- R2** Report from the Recycling & Waste Management Division Re: Amendment Bylaw No. 4560 – Curbside Collection Fee Adjustment

**It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4560 - Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- R3** Report from the Utilities Division Re: Sewer Systems Regulatory and Management Amendment Bylaw No. 4531

**It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4531 – Sewer Systems Regulatory and Management Amendment Bylaw, 2024" be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- R4** Report from the Utilities Division Re: Water Systems Management Amendment Bylaw No. 4532

**It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 4532 –Water Systems Regulatory and Management Amendment Bylaw, 2024", be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- R5** Report from the Inspections & Enforcement Division Re: Building Inspection 2024 First Quarter Report, was received for information.

- R6** Report from the Inspections & Enforcement Division Re: Bylaw Enforcement 2024 First Quarter Report

- 2:12 PM** The Committee agreed by consensus to recess at 2:12 PM.

- 2:23 PM** The Committee meeting resumed at 2:23 PM.

Discussion resumed on Information Item R6 and it was received for information.

- R7** Report from the Development Services Division Re: Development Services Modernization Project, was received for information.

- 2:31 PM** The Committee agreed by consensus to recess at 2:31 PM.

- 2:41 PM** The Committee meeting resumed at 2:41 PM.

Item R1 was dealt with at this time.

- R1** Report from the Development Services Division Re: Application No. RZ23A03 (Stonebridge)

- 1. It was moved and seconded that it be recommended to the Board that the Board require that a public information meeting be held for Application No. RZ23A03 (Stonebridge) at the applicant's expense prior to a public hearing being held.**

**MOTION CARRIED**

- 2. It was moved and seconded that it be recommended to the Board that staff work with the applicant for Application No. RZ23A03 (Stonebridge) to provide the draft terms of an updated parks and amenities covenant in preparation for the public information meeting.**

**MOTION CARRIED**

3. It was moved and seconded that it be recommended to the Board that prior to consideration of first reading of OCP and zoning amendment bylaws for Application No. RZ23A03 (Stonebridge), staff provide updated comments from the Ministry of Transportation and Infrastructure (MOTI) on MOTI review and recommendations from Traffic Impact Assessments for the north portion and south portions of the proposed Stonebridge development.

MOTION CARRIED

4. It was moved and seconded that it be recommended to the Board that staff provide a report to the Electoral Area Services Committee regarding potential amendments to development permit guidelines for form and character.

MOTION CARRIED

5. It was moved and seconded that it be recommended to the Board that staff work with the applicant for Application No. RZ23A03 (Stonebridge) in defining a more descriptive allowable use for drive-through facilities.

MOTION CARRIED

6. It was moved and seconded that it be recommended to the Board that staff prepare a report to the Electoral Area Services Committee regarding potential amendments to development permit guidelines for water conservation.

MOTION CARRIED

#### CLOSED SESSION

- 4:33 PM            It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3; The Acquisition, Disposition or Expropriation of Land or Improvements, if the Board Considers that Disclosure Could Reasonably be Expected to Harm the Interests of the Regional District {Sub (1)(e)} and adoption of the Closed Session Minutes of March 6, 2024.

MOTION CARRIED

#### RISE FROM CLOSED SESSION

- 5:08 PM            It was moved and seconded that the Committee rise, without report, and return to the Open portion of the meeting.

MOTION CARRIED

**ADJOURNMENT**

**5:08 PM**            **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:08 PM.

\_\_\_\_\_  
Chair

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

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