

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, December 20, 2023, at 1:30 PM

PRESENT: Director I. Morrison, Chair
Director B. Maartman
Director H. Abbott
Director S. Acton
Director K. Deck
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, A/Deputy Corporate Officer
T. Bowen, Corporate Financial Officer*
M. Tippet, A/General Manager, Land Use Services Department
D. Mooney, General Manager, Operations Department
I. MacDonald, Senior Manager, Inspections & Enforcement Division
M. Pressman, Manager, Development Services Division
T. Schroeter, A/Senior Manager, Parks & Trails Division
R. Dias, Manager, Parks Operations, Parks & Trails Division
T. Etherington, Manager, Operations, Water Management Division
A. Garnett, Planning Coordinator
L. Knodel-Joy, Senior Engineering Technologist
S. Bryski, Chief Building Inspector
C. Boyle, Planner II
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 Special Electoral Area Services Committee Meeting of December 6, 2023

It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of December 6, 2023, be adopted.

MOTION CARRIED

M2 Electoral Area Services Committee Meeting of December 6, 2023

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of December 6, 2023, be adopted.

MOTION CARRIED

M3 Special Electoral Area Services Committee Meeting of December 7, 2023

It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of December 7, 2023, be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: Sunrise Waldorf Parent Association (SWPA)

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 Sunrise Waldorf Parent Association (SWPA) to assist with funding of an elementary school climbing structure.

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Bay Improvement Association (CBIA)

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 Cowichan Bay Improvement Association (CBIA) to assist in funding for new garbage/recycle receptacles for the Village core.

MOTION CARRIED

INFORMATION

IN1 The following Community Parks Advisory Commission Minutes were received for information:

1. Electoral Area A – Mill Bay/Malahat Community Parks Advisory Commission Minutes – November 14, 2023;
2. Electoral Area D – Cowichan Bay Community Parks Advisory Commission Minutes – November 20, 2023; and
3. Electoral Area I – Electoral Area A – Mill Bay/Malahat Advisory Planning Commission Minutes – November 16, 2023, was received for information.

REPORTS

R1 Report from the Development Services Division Re: Application No. RZ23C02 (1441 Fisher Road/PID: 006-831-231)

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

1. That the draft Zoning Amendment Bylaw and Official Community Plan Amendment Bylaw for Application No. RZ23C02 (1441 Fisher Road, PID: 006-831-231), be prepared by staff and forwarded to the Board for consideration; and

2. That Application No. RZ23C02 (1441 Fisher Road, PID: 006-831-231), be forwarded to the following external agencies:
 - a. Electoral Area C – Cobble Hill Advisory Planning Commission;
 - b. Electoral Area C – Cobble Hill Community Parks Advisory Commission;
 - c. Cobble Hill Improvement District;
 - d. Mill Bay Improvement District;
 - e. BC Transit;
 - f. Ministry of Transportation;
 - g. School District No. 79;
 - h. Cowichan Tribes; and
 - i. Malahat First Nation.

MOTION CARRIED

2:24 PM The Committee agreed by consensus to recess at 2:24 PM.

2:36 PM The Committee meeting resumed at 2:36 PM.

2:37 PM Director McClinton entered the meeting at 2:37 PM.

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

1. That the applicants of Application No. RZ23C02 (1441 Fisher Road/ PID: 006-831-231) provide to the CVRD, at their sole expense, an onsite drainage assessment and stormwater management plan including the proposed realignment of the existing drainage right-of-way; and
2. That staff report on any opportunities for improving the existing Cobble Hill Stormwater infrastructure in conjunction with this application.

The Committee by consensus requested that the recommendations be separated.

It was moved and seconded that it be recommended to the Board that the applicants of Application No. RZ23C02 (1441 Fisher Road/PID: 006-831-231) provide to the CVRD, at their sole expense, an onsite drainage assessment and stormwater management plan including the proposed realignment of the existing drainage right-of-way.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that staff report on any opportunities for improving the existing Cobble Hill Stormwater infrastructure in conjunction with this application.

2:43 PM The Committee agreed by consensus to recess at 2:43 PM.

2:46 PM The Committee meeting resumed at 2:46 PM.

The Committee Chair tabled the motion to reconsider the previous motion.

That the applicants of Application No. RZ23C02 (1441 Fisher Road/ PID: 006-831-231) provide to the CVRD, at their sole expense, an onsite drainage assessment and stormwater management plan including the proposed realignment of the existing drainage right-of-way

MOTION DEFEATED

The Committee Chair brought back the tabled motion.

It was moved and seconded that it be recommended to the Board that staff report on any opportunities for improving the existing Cobble Hill Stormwater infrastructure in conjunction with this application.

It was moved and seconded that the motion be amended by removing the wording “in conjunction with this application”.

MOTION CARRIED

Voting Resumed on the Motion, as Amended

It was moved and seconded that it be recommended to the Board that staff report on any opportunities for improving the existing Cobble Hill Stormwater infrastructure.

MOTION DEFEATED

R2

Report from the Strategic Initiatives Division Re: Complete Communities Grant Request for Resolution – *Referred from the December 13, 2023, Board Meeting*

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

1. That the CVRD apply for a grant, receive and manage from the Union of BC Municipalities to develop a Complete Community Assessment for all CVRD electoral areas as outlined in this staff report dated November 23, 2023, to the December 6, 2023, Electoral Area Services Committee; and
2. That the 2024 budget for function 325 (Community Planning) be amended, subject to grant approval to:
 - a. Increase grants by \$150,000;
 - b. Increase expense (Strategic Initiatives – Consultants) by \$75,000; and
 - c. Increase expense (Strategic Initiatives – Public Engagement) by \$75,000.

MOTION CARRIED

R3

Report from the Strategic Initiatives Division Re: *Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023 Bill 46 Housing Statutes (Development Financing) Amendment Act Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act* – *Referred from the December 13, 2023, Board Meeting*, was received for information.

Item R6 was brought forward at this time.

- R6** Report from the Utilities Division Re: The Cottages at Marble Bay Water System Inclusion Request

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

- 1. That the review for possible inclusion for Strata 5772, Cottages at Marble Bay to join Bald Mountain Water system proceed in fall of 2024;**
- 2. That the grant application to the Provincial Infrastructure Planning Grant Program be prepared for the water system feasibility study; and if successful be funded by \$10,000 grant and remainder by Strata system funds; and**
- 3. If grant is unsuccessful, be funded by up to \$10,000 from Electoral Area Feasibility Function 130 with the remainder by Strata system funds.**

MOTION CARRIED

- R4** Report from the Inspection & Enforcement Division Re: Building Permit Fees – *Referred from the December 13, 2023, Board Meeting*, was received for information.

- R5** Report from the Development Services Division Re: Development Applications Procedures Bylaw Amendment Bylaw No. 4529 – *Referred from the December 13, 2023, Board Meeting*

It was moved and seconded that it be recommended to the Board that Development Applications Procedures Bylaw Amendment Bylaw No. 4529, 2023, be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R6** Moved to follow Item R3.

- R7** Report from the Utilities Division Re: Sewer System Establishment Bylaw Amendments

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

- 1. That CVRD Bylaw No. 3711 – Mill Springs Sewer System Establishment bylaw, 2013, be amended to increase the maximum annual requisition limit from \$137,000 to the greater of \$171,250, or an amount that equals the amount raised by applying the property value tax rate of \$0.53718 per \$1,000 to the net taxable value of land and improvements in the service area.**
- 2. That CVRD Bylaw No. 4205 – Cobble Hill Village Sewer System Establishment bylaw, 2018 be amended to increase the maximum annual requisition limit from \$160,000 to the greater of \$200,000, or an amount that equals the amount raised by applying the property value tax rate of \$1.11553 per \$1,000 to the net taxable value of land and improvements in the service area.**
- 3. That CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Establishment bylaw, 2008 be amended to increase the maximum annual requisition limit from \$39,000 to the greater of \$48,750, or an amount that equals the amount raised by applying the property value tax rate of**

\$0.29697 per \$1,000 to the net taxable value of land and improvements in the service area.

MOTION CARRIED

R8

Report from the Utilities Division Re: Proposed Bylaw Amendments – CVRD Water System Service

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

- 1. That CVRD Bylaw No. 3034 – Lambourn Estates Water System Establishment bylaw, 2008, be amended to increase the maximum annual requisition limit from \$51,500 to the greater of \$64,375, or an amount that equals the amount raised by applying the property value tax rate of \$0.36400 per \$1,000 to the net taxable value of land and improvements in the service area.**
- 2. That CVRD Bylaw No. 2987 – Arbutus Mountain Estates Water System Establishment bylaw, 2007, be amended to increase the maximum annual requisition limit from \$112,410 to the greater of \$140,512 or an amount that equals the amount raised by applying the property value tax rate of \$1.39085 per \$1,000 to the net taxable value of land and improvements in the service area.**
- 3. That CVRD Bylaw No. 3707 – Burnum Water System Establishment bylaw, 2013, be amended to increase the maximum annual requisition limit from \$59,000 to the greater of \$73,750, or an amount that equals the amount raised by applying the property value tax rate of \$0.61874 per \$1,000 to the net taxable value of land and improvements in the service area.**

MOTION CARRIED

ADJOURNMENT

3:39 PM

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 3:39 PM.

Chair

Recording Secretary

Dated: _____