

Minutes of the Regular meeting of the Electoral Area Services Committee of the Cowichan Valley Regional District, held in the Boardroom, 175 Ingram Street, Duncan, BC, on Wednesday, March 6, 2024, at 11:07 AM

**PRESENT:** Director I. Morrison, Chair  
Director S. Acton\* <after 11:15 AM>  
Director B. Maartman  
Director H. Abbott  
Director K. Deck  
Director J. McClinton <\*after 11:17 AM until 12:40 PM> <after 1:35 PM>  
Director A. Nicholson  
Director K. Segall  
Director M. Wilson\* <after 11:15 AM>

**ALSO PRESENT:** A. Stone, Board Chair\*  
D. Myles Wilson, Chief Administrative Officer  
K. Harrison, Deputy Corporate Officer  
T. Bowen, Chief Financial Officer  
A. Kjerulf, General Manager, Land Use Services Department  
D. Mooney, General Manager, Operations Department  
C. Postings, General Manager, Strategic Operations  
I. Paydli, A/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, Inspections & Enforcement Division  
I. Sarady, Manager, Recycling & Waste Management – Policy & Planning\*  
A. Garnett, A/Manager, Planning-Strategic Initiatives Division\*  
C. Breen, Manager, Planning-Strategic Initiatives Division\*  
V. Thomson, Manager, Utilities, Water Management Division  
L. Knodel-Joy, Senior Engineering Technologist  
L. Wright, Planning Coordinator  
A. Kletchko, Environmental Technologist II\*  
R. Schouler, Fire Rescue Services Coordinator  
N. Morano, Bylaw Enforcement Officer  
L. Lajeunesse, Planner I  
C. Convery, Support Technician  
J. Hughes, Recording Secretary

\* participated remotely

## **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended by pulling Items R4 (Report from the Inspections & Enforcement Division Re: Bylaw Compliance and Enforcement Policy Review) and R5 (Report from the Community Planning Division Re: Comprehensive Zoning Bylaw) from the agenda and move them to a future meeting and the addition of one New Business Item:**

**CSNB1 *Community Charter*, Part 4, Division 3; Section 90 (1)(c) Labour Relations or Other Employee Relations; and**

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

**MOTION CARRIED**

**CLOSED SESSION**

**11:09 AM** 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)(i) Receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Law Enforcement (1)(f); Potential Litigation (1)(g); Personal information about an identifiable individual (1)(a) and Labour Relations or Other Employee Relations (1)(c); and adoption of the Closed Session Minutes of January 17, 2024.

**MOTION CARRIED**

**1:18 PM** It was moved and seconded that the Committee rise from Closed Session and re-convene after the Open Session.

**MOTION CARRIED**

**1:19 PM** The Committee agreed by consensus to recess at 1:19 PM.

**1:35 PM** Director McClinton entered the meeting at 1:35 PM.

**1:35 PM** The Committee meeting resumed at 1:35 PM.

**PUBLIC INPUT** It was moved and seconded that the Public Input Policy be waived to allow speakers in the audience to address Item R4 (Report from the Inspections & Enforcement Division Re: Bylaw Compliance and Enforcement Policy Review) as the item was pulled at adoption of the Agenda.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Electoral Area Services Committee Meeting of February 21, 2024

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of February 21, 2024, be adopted.

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat Re: Cowichan Secondary School

It was moved and seconded that it be recommended to the Board 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 Cowichan Secondary School for a \$1,000 Bursary to a 2024 graduating student that resides in Electoral Area A – Mill Bay/Malahat to support their future education or training.

**MOTION CARRIED**

**INFORMATION****IN1**

The following items were received for information:

1. Electoral Area C – Cobble Hill Advisory Planning Commission Minutes – February 15, 2024;
2. Electoral Area A – Mill Bay/Malahat Community Parks Advisory Commission Minutes – February 13, 2024; and
3. Electoral Area B – Shawnigan Lake Community Parks Advisory Commission Minutes – November 16, 2023.

**REPORTS****R1**

Report from the Inspections & Enforcement Division Re: Fireworks – Brentwood College Centenary Celebration – 2735 Mount Baker Road, Mill Bay

**It was moved and seconded that it be recommended to the Board that a fireworks discharge permit for the Brentwood College Centenary Celebration at 2735 Mount Baker Road in Mill Bay on June 22, 2024, be issued.**

**MOTION DEFEATED**

**2:12 PM**

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

**2:18 PM**

The Committee meeting resumed at 2:18 PM.

**R2**

Report from the Community Planning Division Re: The Town of Lake Cowichan's Updated Official Community Plan Referral

**It was moved and seconded that it be recommended to the Board that the Town of Lake Cowichan be advised that the Cowichan Valley Regional District has no concerns with the draft updated Official Community Plan, dated January 30, 2024.**

**MOTION CARRIED**

**R3**

Report from the Community Planning Division Re: Regional District of Nanaimo Zoning Bylaw No. 2500 – Referral for Comments

**It was moved and seconded that it be recommended to the Board that the Regional District of Nanaimo be advised that the Cowichan Valley Regional District has no comments or concerns with respect to the Regional District of Nanaimo Zoning Bylaw No. 2500, 2024.**

**MOTION CARRIED**

**R4**

Pulled at adoption of the Agenda.

**R5**

Pulled at adoption of the Agenda.

**R6** Report from the Inspections & Enforcement Division Re: Compensation for Livestock Kill by Unknown Dogs - 3375 Cobble Hill Road

**It was moved and seconded that it be recommended to the Board that \$750 be paid to the owner of 3375 Cobble Hill Road as compensation for sheep kill in accordance with CVRD Dog Regulation and Impounding Bylaw No. 3032.**

**MOTION CARRIED**

**It was moved and seconded that it be recommended to the Board that staff prepare a report for consideration by the Electoral Area Services Committee in regard to the compensation provisions of CVRD Dog Regulation and Impounding Bylaw No. 3032.**

**MOTION CARRIED**

**R7** Report from the Utilities Division Re: Cameron Farms Inclusion into the Arbutus Ridge Water System Service Area Request

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

- 1. That CVRD Bylaw No. 3286 – Arbutus Ridge Water System Service Establishment Bylaw, 2009, be amended to include the property described in the Arbutus Ridge Water System Service Area Certificate of Sufficiency dated January 12, 2024; and**
- 2. That the amendment to Bylaw No. 3286 be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

#### **RE-CONVENE TO CLOSED SESSION**

**2:49 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)(c) Employee Relations or Other Employee Relations.

**MOTION CARRIED**

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

**5:04 PM** It was moved and seconded that the Committee rise, without report, and return to the Open portion of the meeting.

**MOTION CARRIED**

#### **ADJOURNMENT**

**5:04 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 5:04 PM.

\_\_\_\_\_  
Chair

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

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