

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, October 2, 2024, 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\* <after 1:34 PM>

**ALSO PRESENT:** D. Myles Wilson, Chief Administrative Officer\*  
A. Ferguson, Office Coordinator  
T. Bowen, Chief Financial Officer  
A. Kjerulf, General Manager, Land Use Services Department  
D. Mooney, General Manager, Operations Department  
M. Tippet, Manager, Community Planning Division  
M. Pressman, Manager, Development Services Division  
R. Harris, A/Manager, Inspections & Enforcement Division  
B. Farquhar, Senior Manager, Parks & Trails Division  
I. Sarady, Manager, Recycling and Waste Management Division  
L. Wright, Planning Coordinator  
J. Dubyna, Planner III  
T. Tanner, Senior Environmental Technologist  
C. Convery, Systems Support Technician\*  
J. Hughes, Recording Secretary

\* participated remotely

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the deletion of Item R2 (Application Nos. DVP24H03 and SA23H02 - 12421 Rocky Creek Road); and**

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

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Electoral Area Services Committee Meeting of September 4, 2024

**It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of September 4, 2024, be adopted.**

**MOTION CARRIED**

**1:34 PM** Director Wilson entered the meeting at 1:34 PM.

**CORRESPONDENCE**

- C1** Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: Cowichan Estuary Nature 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 \$2,500 be provided to the Cowichan Estuary Nature Centre to support watershed and conservation education programs for the Koksilah Watershed.**

**MOTION CARRIED**

- C2** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora Re: Cowichan Community Land Trust

**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 \$1,500 be provided to the Cowichan Community Land Trust to support the River Celebration hosted by Cowichan Stewardship Roundtable and Cowichan Tribes.**

**MOTION CARRIED**

- C3** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora Re: Cowichan Estuary Nature Centre

**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 \$1,500 be provided to the Cowichan Estuary Nature Centre to support educational programming for youth.**

**MOTION CARRIED**

- C4** Request from Director Segall to Attend the “Roberts Rules and Responsible Governance” Online Webinar Course in the amount of \$529 on February 24, 2025

**It was moved and seconded that it be recommended to the Board that Director Segall be approved to Attend the “Roberts Rules and Responsible Governance” Online Webinar Course in the amount of \$529 on February 24, 2025.**

**MOTION CARRIED**

**INFORMATION**

- IN1** The following Advisory Planning Commission Minutes were received for information:
1. Electoral Area D – Cowichan Bay Advisory Planning Commission Minutes – July 16, 2024
  2. Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes – July 16, 2024;

3. Electoral Area D – Cowichan Bay and Electoral Area E – Cowichan Station/Sahtlam/Glenora Joint Advisory Planning Commission Minutes – July 16, 2024; and
4. Electoral Area I – Youbou/Meade Creek Advisory Planning Commission Minutes – July 19, 2024.

**IN2** Electoral Area B – Shawnigan Lake Community Parks Advisory Commission Minutes – July 25, 2024, was received for information.

## REPORTS

**R1** Report from the Development Services Division Re: Application No. SA24D01 (1520 Longwood Road/PID: 005-553-369)

**It was moved and seconded that it be recommended to the Board that Proposed Lots 1, 2 and 3 in Subdivision Application No. SA24D01 (1520 Longwood Road, PID: 005-553-369), be exempted from the minimum parcel frontage requirement in accordance with Section 512 of the *Local Government Act*.**

**MOTION CARRIED**

**R2** Item R2 was deleted at Approval of the Agenda.

**R3** Report from the Development Services Division Re: Application No. DVP24C02 (3851 Peache Drive/PID: 002-091-470)

**It was moved and seconded that it be recommended to the Board that Development Variance Permit No. DVP24C02 (3851 Peache Drive, PID: 002-091-470), to reduce the rear parcel line setback for an accessory building, be issued.**

**MOTION CARRIED**

**R4** Report from the Community Planning Division Re: Comprehensive Zoning Bylaw Fall Engagement, was received for information.

**R5** Report from the Recycling & Waste Management Division Re: Options for Bear-Resistant Garbage Totes & Approval of 2025 Budget for Tote Distribution

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

1. That bear-resistant garbage totes be provided to households that do not already have a CVRD garbage tote;
2. That households with existing curbside garbage totes be replaced with bear-resistant totes; and
3. That \$568,672 be pre-approved from Function 515 (2025) budget to support curbside tote delivery and household distribution in the spring of 2025.

**MOTION CARRIED**

**R6** Report from the Recycling & Waste Management Division Re: Curbside Collection F515 Short-Term Borrowing Clarification

**It was moved and seconded that it be recommended to the Board that the purchase of a \$370,000 Haul-ALL truck for the three-stream curbside collection of glass be included in the short-term borrowing approved by the Board on June 28, 2023.**

**MOTION CARRIED**

**ADJOURNMENT**

**2:52 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 2:52 PM.

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Chair

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

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