

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 7, 2025, at 1:30 PM

PRESENT: Director I. Morrison, Chair
Director H. Abbott
Director S. Acton <until 5:45 PM>
Director K. Deck*
Director B. Maartman
Director A. Nicholson
Director K. Segall
Director M. Wilson

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
I. MacDonald, Senior Manager, Inspections & Enforcement Division
I. Sarady, Senior Manager, Recycling & Waste Management Division
M. Tippet, Manager, Community Planning Division
M. Pressman, Manager, Development Services Division
R. Harris, Manager, Enforcement Division
L. Wright, Planning Coordinator
S. Bryski, Chief Building Official
D. Warwick, Bylaw Enforcement Officer
T. Tanner, Senior Environmental Technologist
Y. Siao, Senior Planner
N. Schwetz, Environmental Planner
R. Buchan, Planner III
J. Dubyna, Planner III
R. Woods, Planner II
B. Grewenig, Support Technician
J. Hughes, Recording Secretary

* participated remotely

ABSENT: Director J. McClinton

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of Item CSNB1 Re: Section 90(1)(c) Labour Relations or Other Employee Relations; and

that the agenda be approved, as amended.

MOTION CARRIED

CLOSED SESSION

1:33 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, Section 90(1)(c) Labour Relations or Other Employee Relations; Section 90(1)(f) Law Enforcement; Section 90(1)(g) Litigation or Potential Litigation;

Section 90(1)(i) The receipt of advice that is subject to solicitor-client privilege; and Section 90(1)(k) Negotiations and related discussions respecting the proposed provision of a municipal service.

MOTION CARRIED

RISE FROM CLOSED SESSION

2:18 PM It was moved and seconded that the Committee rise, without report, and return to the Open portion of the meeting.

MOTION CARRIED

2:18 PM The Committee agreed by consensus to recess at 2:18 PM.

2:25 PM The Open Session Committee meeting resumed at 2:25 PM.

ADOPTION OF MINUTES

It was moved and seconded that Items M1-M3 (Minutes), be approved as a block.

MOTION CARRIED

M1 Special Electoral Area Services Committee Meeting of April 16, 2025

It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of April 16, 2025, be adopted.

MOTION CARRIED

M2 Electoral Area Services Committee Meeting of April 16, 2025

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of April 16, 2025, be adopted.

MOTION CARRIED

M3 Special Electoral Area Services Committee Meeting of April 30, 2025

It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of April 30, 2025, be adopted.

MOTION CARRIED

CORRESPONDENCE

It was moved and seconded that it be recommended to the Board that Items C1-C4 (Grant-in-Aid Requests), be approved as a block.

MOTION CARRIED

- C1** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Shawnigan Cobble Hill Farmers Institute & Agricultural 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 Shawnigan Cobble Hill Farmers Institute & Agricultural Society to assist with hosting the 116 Cobble Hill Fair on August 23, 2025.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora Re: Duncan Cowichan Chamber of Commerce

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 \$2,000 be provided to the Duncan Cowichan Chamber of Commerce to support the Cowichan Regional Visitor Centre.

MOTION CARRIED

- C3** Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Cowichan Lake Lady of the Lake Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I – Youbou/Meade Creek, in the amount of \$750 be provided to the Cowichan Lake Lady of the Lake Society to support the Cowichan Lake Ambassador Program to provide programming and opportunities for candidates and ambassadors.

MOTION CARRIED

- C4** Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Cowichan Green Community

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I – Youbou/Meade Creek, in the amount of \$5,000 be provided to the Cowichan Green Community to help complete the construction of the Food Hub's interior.

MOTION CARRIED

INFORMATION

- IN1** Joint Electoral Areas A, B, C, D, E, F, G, H and I Advisory Planning Commission Minutes – April 15, 2025, were received for information.

- IN2** Electoral Area D – Cowichan Bay and Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commissions Minutes – April 8, 2025, were received for information.

IN3 Union of BC Municipalities Re: UBCM Resolution Deadline

2:41 PM The Committee agreed by consensus to recess at 2:41 PM.

2:47 PM The Committee meeting resumed at 2:47 PM.

It was moved and seconded that it be recommended to the Board that staff report on the current advocacy options to support the reliable transit service and that it be presented at the next Electoral Area Services Committee meeting.

MOTION CARRIED

REPORTS

R1 Report from the Development Services Division Re: Telecommunication Referral – TEL25E01 (2979 Allenby Road/PID: 001-048-171)

It was moved and seconded that it be recommended to the Board that a letter of non-concurrence be provided to Innovation, Science and Economic Development Canada in response to a proposed telecommunications facility at 2979 Allenby Road, PID: 001-048-171.

MOTION CARRIED

R2 Report from the Development Services Division Re: Application No. ALR25B01 (2190 Forrest Road/PIDs: 004-147-189, 004-142-021, 004-147-308, 007-920-326, 007-920-431, 007-920-491, 003-734-501)

It was moved and seconded that it be recommended to the Board that Application No. ALR25B01 (2190 Forrest Road, PIDs: 004-147-189, 004-142-021, 004-147-308, 007-920-326, 007-920-431, 007-920-491, 003-734-501), be referred to the Electoral Area B – Shawnigan Lake and Electoral Area E- Cowichan Station/Sahtlam/Glenora for comment.

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that Application No. ALR25B01 (2190 Forrest Road, PIDs: 004-147-189, 004-142-021, 004-147-308, 007-920-326, 007-920-431, 007-920-491, 003-734-501), be forwarded to the Agricultural Land Commission with an additional recommendation that a no-further subdivision covenant be registered.

MOTION CARRIED

3:37 PM The Committee agreed by consensus to recess at 3:37 PM.

3:44 PM The Committee meeting resumed at 3:44 PM.

- R3** Report from the Community Planning Division Re: Covenant Approval to Facilitate Malahat Nation Lease - Skywalk

It was moved and seconded that it be recommended to the Board that pursuant to Clause 8 (Board Consent) of Covenant CA2472659, that the Cowichan Valley Regional District approves of a long-term lease being registered over the site of the Malahat Skywalk, for the benefit of the Malahat Nation.

MOTION CARRIED

- R4** Report from the Community Planning Division Re: Comprehensive Zoning Bylaw Project Charter Amendment

It was moved and seconded that it be recommended to the Board that the amended Comprehensive Zoning Bylaw Project Charter (April 2025), be endorsed.

MOTION CARRIED

- R5** Report from the Recycling & Waste Management Division Re: CVRD Bylaw No. 4641 – Residential Curbside Collection Bylaw, 2025

It was moved and seconded that it be recommended to the Board on May 14, 2025:

- 1. That “CVRD Bylaw No. 4641 – Residential Curbside Collection Bylaw, 2025”, be given 1st, 2nd and 3rd readings; and**
- 2 That “CVRD Bylaw No. 4641 – Residential Curbside Collection Bylaw, 2025”, be adopted.**

MOTION CARRIED

- R6** Report from the Inspection & Enforcement Division Re: CVRD Bylaw No. 4633 – Bylaw Offence Notice Enforcement Amendment Bylaw, 2025

It was moved and seconded that it be recommended to the Board that “CVRD Bylaw No. 4633 – Bylaw Offence Notice Enforcement Amendment Bylaw, 2025”, be considered for three readings and adoption.

MOTION CARRIED

- R7** Report from the Inspection & Enforcement Division Re: CVRD Bylaw No. 4628 – Unsightly Premises and Abandoned Property Bylaw, 2025

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

- 1. That “CVRD Bylaw No. 4628 – Unsightly Premises and Abandoned Property Bylaw, 2025”, be forwarded to the Board for consideration of three readings and adoption.**
- 2. That subject to the adoption of “CVRD Bylaw No. 4628 – Unsightly Premises and Abandoned Property Bylaw, 2025”, “CVRD Bylaw No. 4647**

– Bylaw Offence Notice Enforcement Amendment Bylaw, 2025”, be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R8** Report from the Inspection & Enforcement Division Re: Private Wells Serving Dwelling Units in Water Service Areas, was received for information.
- R9** Report from the Inspection & Enforcement Division Re: Building Inspection 2025 First Quarter Report, was received for information.
- R10** Report from the Inspection & Enforcement Division Re: Bylaw Enforcement 2025 First Quarter Report, was received for information.

CLOSED SESSION

- 5:02 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) Labour Relations or Other Employee Relations; Section 90(1)(f) Law Enforcement; Section 90(1)(g) Litigation or Potential Litigation; Section 90(1)(i) The receipt of advice that is subject to solicitor-client privilege; and Section 90(1)(k) Negotiations and related discussions respecting the proposed provision of a municipal service.

MOTION CARRIED

RISE FROM CLOSED SESSION

- 6:35 PM** It was moved and seconded that the Committee rise with report at the appropriate time on Item CSR2, and return to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

- 6:35 PM** It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 6:35 PM.

Chair

Recording Secretary

Dated: _____