

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, April 20, 2022, at 1:33 PM.

**PRESENT:** Director B. Salmon\*, Chair  
Director S. Acton  
Director L. Iannidinardo\*  
Director K. Kuhn\* <until 4:30 PM> <after 4:38 PM>  
Director B. Maartman\*  
Director I. Morrison  
Director A. Nicholson\*  
Director L. Smith\*  
Director M. Wilson

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer\*  
K. Harrison, Deputy Corporate Officer  
N. Wehner, Chief Financial Officer\*  
A. Kjerulf, General Manager, Land Use Services Department\*  
B. Mohan, General Manager, Corporate Services Department\*  
M. Tippett, Manager, Community Planning Division\*  
I. MacDonald, Manager, Inspections & Enforcement Division\*  
C. Breen, Manager, Planning – Strategic Initiatives Division\*  
B. Farquhar, Manager, Parks & Trails Division\*  
K. Miller, Manager, Environmental Services Division\*  
R. Dias, Manager, Parks Operations, Parks & Trails Division\*  
R. Schoular, Fire Rescue Services Coordinator\*  
S. Bryski, Chief Building Inspector\*  
L. Knodel-Joy, Senior Engineering Technologist\*  
J. Moore, Senior Environmental Analyst\*  
M. Pressman, Planning Coordinator\*  
A. Garnett, Planning Coordinator\*  
J. Dubyna, Planner II\*  
C. Boyle, Planner I\*  
A. Kross, GIS Technician II\*  
C. Convery, Systems Technician I  
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 6, 2022

**It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of April 6, 2022, be adopted.**

**MOTION CARRIED**

**M2** Special Electoral Area Services Committee Meeting of April 7, 2022

**It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of April 7, 2022, be adopted.**

**MOTION CARRIED**

**PUBLIC INPUT PERIOD** It was moved and seconded that public input period be extended for a further 15 minutes.

**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 Request, 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 Society’s salmon conservation projects.**

**MOTION CARRIED**

**C2** Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: Cowichan Community Workshop Co-op

**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 \$4,000 be provided to the Cowichan Community Workshop Co-op to support the purchase of wood working tools for youth education.**

**MOTION CARRIED**

**C3** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora Re: Cowichan Community Workshop Co-op

**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 \$3,000 be provided to the Cowichan Community Workshop Co-op to support the purchase of wood working tools for youth education.**

**MOTION CARRIED**

## **INFORMATION**

**IN1** The following items were received for information:

1. Joint Electoral Areas A, B and C Advisory Planning Commission Minutes – April 7, 2022;
2. Electoral Area F – Cowichan Lake South/Skutz Falls Advisory Planning Commission Minutes – March 17, 2022;

3. Electoral Area H – North Oyster/Diamond Advisory Planning Commission Minutes – April 11, 2022;
4. Electoral Area E – Cowichan Station/Sahtlam/Glenora Community Parks Advisory Commission Minutes – March 17, 2022; and
5. Electoral Area G – Saltair/Gulf Islands Community Parks Advisory Commission Minutes – March 22, 2022.

## REPORTS

- R1** Report from the Development Services Division Re: Black Swan Inn – 2890 Shawnigan Lake Road/PID: 006-974-767 Liquor Primary – Structural Change (Capacity Increase)

**It was moved and seconded that it be recommended to the Board that the Liquor and Cannabis Regulation Branch be advised that the Cowichan Valley Regional District does not wish to provide comments or recommendations with regard to the application for Structural Change (Capacity Increase) by Black Swan Inn located at 2890 Shawnigan Lake Road, PID: 006-974-767 in Area B.**

**MOTION CARRIED**

- R2** Report from the Development Services Division Re: Vigneti Zanatta Ltd. (Winery) – 5039 Marshall Road/PID: 000-334-782; Liquor License – Manufacturer New Outdoor Patio

**It was moved and seconded that it be recommended to the Board that the Liquor and Cannabis Regulation Branch be advised that the Cowichan Valley Regional District does not wish to provide comments or recommendations with regard to the Manufacturer (MFR) New Outdoor Patio Application by Vigneti Zanatta Ltd. located at 5039 Marshall Road, PID: 000-334-782 in Area E.**

**MOTION CARRIED**

- R3** Report from the Development Services Division Re: Application No. RZ21C01 (3570 Telegraph Road/PID: 010-427-171)

**It was moved and seconded that it be recommended to the Board that Application No. RZ21C01 (3570 Telegraph Road, PID: 010-427-171), be referred to the next Electoral Area Services Committee meeting.**

**MOTION CARRIED**

**2:34 PM** It was the consensus of the Committee to recess at 2:34 PM.

**2:48 PM** The meeting resumed at 2:48 PM.

- R4** Report from the Development Services Division Re: Application No. RZ21F01 (Cowichan Lake Road/PID: 012-490-946)

It was moved:

1. That prior to further consideration of Rezoning Application No. RZ21F01 (Cowichan Lake Road, PID: 012-490-946), the applicant submits an Environmental Impact Assessment by a qualified professional in accordance with CVRD Bylaw No. 3540 – Development Approval Information Bylaw, 2011, that would inform conditions of a bylaw amendment to avoid ecosystem impacts.
2. That the referrals to Cowichan Tribes, Ditidaht First Nation, Lake Cowichan First Nation, Island Health, School District 79 and the Ministry of Transportation and Infrastructure, be accepted.

MOTION LOST DUE TO LACK OF SECONDER

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

1. **That a Zoning Amendment Bylaw for Application No. RZ21F01 (Cowichan Lake Road, PID: 012-490-946) be prepared and forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.**
2. **That prior to consideration of adoption of the amendment bylaw for Application No. RZ21F01, a new statutory right-of-way in favour of the CVRD be registered to allow for the future installation of a groundwater quality and supply monitoring well.**
3. **That the referrals to Cowichan Tribes, Lake Cowichan First Nation, Ditidaht First Nation, Island Health, School District 79 and Ministry of Transportation and Infrastructure, be accepted.**
4. **That a public hearing be scheduled on the proposed amendment bylaw for Application No. RZ21F01 with the Directors for Electoral Areas F, I and H as delegates of the Board.**

**MOTION CARRIED**

**R5** Report from the Parks & Trails Division Re: Shawnigan Village Rail Trail, Phase 3

**3:40 PM** It was the consensus of the Committee to recess at 3:40 PM.

**3:47 PM** The meeting resumed at 3:47 PM.

**It was moved and seconded that it be recommended to the Board that the Shawnigan Village Rail Trail Phase 3 project (Shawnigan Wharf Park to Old Mill Park) based on the consultant recommended alignment, west of the rail tracks within the E&N railway corridor, be approved.**

**MOTION CARRIED**

**R6** Report from the Planning-Strategic Initiatives Division Re: Bylaw No. 4424 Electoral Areas Official Community Plan (DPA) Amendment

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

1. **That “CVRD Bylaw No. 4424 – Electoral Areas Official Community Plan (DPA) Amendment Bylaw, 2022”, be forwarded to the Board for consideration of 1<sup>st</sup> reading.**

2. That “CVRD Bylaw No. 4424 – Electoral Areas Official Community Plan (DPA) Amendment Bylaw, 2022”, be considered in conjunction with the CVRD’s Five Year Financial and Solid Waste Management Plans.
3. That “CVRD Bylaw No. 4424 – Electoral Areas Official Community Plan (DPA) Amendment Bylaw, 2022,” be referred to the Boards of Education of School Districts No. 68 and 79, and the Agricultural Land Commission.
4. That a public hearing be held for "CVRD Bylaw No. 4424 – Electoral Areas Official Community Plan (DPA) Amendment Bylaw, 2022”, with Directors from all nine electoral areas as delegates.

**MOTION CARRIED**

**R7** Report from the Planning-Strategic Initiatives Division Re: Bylaw No. 4427 - Development Permit Area 7 Landslide Hazard Amendment

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

1. That “CVRD Bylaw No. 4427 – Electoral Areas Official Community Plan Amendment Bylaw, 2022” be forwarded to the Board for consideration of 1<sup>st</sup> reading.
2. That “CVRD Bylaw No. 4427 – Electoral Areas Official Community Plan Amendment Bylaw, 2022” be considered in conjunction with the CVRD’s Five- Year Financial and Solid Waste Management Plans.
3. That “CVRD Bylaw No. 4427 – Electoral Areas Official Community Plan Amendment Bylaw, 2022” be referred to Boards of Education of School Districts No. 68 and 79.
4. That a public information meeting be held for Electoral Area G – Saltair residents.
5. That a public hearing be held for “CVRD Bylaw No. 4427 – Electoral Areas Official Community Plan Amendment Bylaw, 2022” with Directors from Electoral Areas E, F, G, H and I as delegates.

**MOTION CARRIED**

**R8** Report from the Planning-Strategic Initiatives Division Re: Bylaw No. 4373 – OCP for the Electoral Areas Community Circles

**4:30 PM** Director Kuhn left the meeting at 4:30 PM.

That it be recommended to the Board:

1. That the Harmonization/Modernization Consultation and Engagement Strategy (updated on April 2022), be approved.
2. That the 2022 Budget for Function 325 – Community Planning be amended by:
  - a. Increase transfer from Operating Reserve – \$60,000; and
  - b. Increase 6137 Harmonization/Modernization Expense - \$60,000.
3. That staff arrange a Special Electoral Area Services Committee meeting for the consultant reports on the recommended local area plan development and agriculture planning areas.

**4:38 PM** Director Kuhn entered the meeting at 4:38 PM.

**MOTION CARRIED**

**4:40 PM** It was the consensus of the Committee to recess at 4:40 PM.

**4:50 PM** The meeting resumed at 4:50 PM.

**R9** Report from the Community Planning Division Re: Referral from Municipality of North Cowichan – Zoning Amendment Application

**It was moved and seconded that it be recommended to the Board that the Municipality of North Cowichan be informed that the interests of the Cowichan Valley Regional District are unaffected by the zoning amendment application for Lot B, 3288 Cowichan Lake Road.**

**MOTION CARRIED**

**R10** Report from the Community Planning Division Re: Development Services Modernization Process Update, was received for information.

**R11** Report from the Emergency Management Division Re: Malahat/Goldstream Heights Fire Service Review

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

- 1. That the 2022 Budget for Function 355 – Fire Protection – Malahat, be amended to increase Consultants expenditures by \$5,000; and increase transfer from operating reserve by \$5,000.**
- 2. That the 2022 Budget for Function 325 – Community Planning, be amended to increase Consultants expenditures by \$12,000; and increase transfer from operating reserve by \$12,000.**

**MOTION CARRIED**

**R12** Report from the General Manager, Land Use Services Department Re: Temporary Expanded Service Area (TESA) Authorizations

**It was moved and seconded that it be recommended to the Board that the Liquor and Cannabis Regulation Branch be advised that the CVRD Board has no concerns with current Temporary Expanded Service Area Authorizations in CVRD Electoral Areas.**

**MOTION CARRIED**

## **UNFINISHED BUSINESS**

**UB1** Report from the Parks & Trails Division Re: Parkland Dedication Covenant – Lytton Road Subdivision SA18G01 (PID: 000-125-954) (*Referred from the February 23, 2022, Board Meeting*)

**It was moved and seconded that it be recommended to the Board that the 0.2275 hectares of land registered by way of Covenant P61174, be allocated towards parkland dedication within the Lytton Road Subdivision.**

**MOTION CARRIED**

**ADJOURNMENT**

**5:26 PM**            **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:26 PM.

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Chair

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

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