

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, October 4, 2023, at 1:32 PM

**PRESENT:** Director A. Nicholson, Chair  
Director M. Wilson  
Director H. Abbott  
Director S. Acton  
Director K. Deck  
Director B. Maartman  
Director J. McClinton  
Director I. Morrison <until 2:44 PM>  
Alternate Director B. Salmon

**ALSO PRESENT:** D. Myles Wilson, Chief Administrative Officer  
P. Robins, Corporate Officer  
T. Bowen, A/Corporate Financial Officer  
A. Kjerulf, General Manager, Land Use Services Department  
B. Mohan, General Manager, Corporate Services Department  
C. Postings, General Manager, Operations Department  
M. Pressman, Manager, Development Services Division  
C. Breen, Manager, Planning-Strategic Initiatives Division\*  
L. Wright, A/Manager, Community Planning Division  
B. Farquhar, Manager, Parks & Trails Division  
T. Soroka, Manager, Parks Planning & Stewardship  
R. Schoular, Fire Rescue Services Coordinator\*  
T. Brown, Planner III  
C. Boyle, Planner II  
A. Ferguson, A/Executive Coordinator\*  
J. Hughes, Recording Secretary

\* participated remotely

**ABSENT:** Director K. Segall

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended to add two New Business items:**

**NB1 Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Missing and Murdered Women, Men and Children Society; and**

**NB2 Director Nicholson Re: Roundtable Discussion; and**

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

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Electoral Area Services Committee Meeting of September 6, 2023

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

**MOTION CARRIED**

## **CORRESPONDENCE**

- C1** Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat Re: Cowichan Missing and Murdered Women, Men and Children Society

It was moved and seconded 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 Missing and Murdered Women, Men and Children Society to support the fundraising gala “Lifting Spirits/Honouring Lives”.

**MOTION CARRIED**

- C2** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cowichan Missing and Murdered Women, Men and Children 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 \$500 be provided to the Cowichan Missing and Murdered Women, Men and Children Society to support the fundraising gala “Lifting Spirits/Honouring Lives”.

**MOTION CARRIED**

- C3** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Estuary Restoration & Conservation Association

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 \$1,700 be provided to the Cowichan Estuary Restoration & Conservation Association to assist in covering the cost of Phase II of a Post Doctoral Study of Microplastic Accumulation in the Cowichan Estuary.

**MOTION CARRIED**

- C4** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Valley Primary Care Society

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 \$1,000 be provided to the Cowichan Valley Primary Care Society to support the creation of a non-profit primary health care service to partners within our community.

**MOTION CARRIED**

- C5** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora  
Re: Cowichan Estuary Restoration & Conservation Association

**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 \$1,000 be provided to the Cowichan Estuary Restoration & Conservation Association to assist in covering the cost of Phase II of a Post Doctoral Study on Microplastic Accumulation in the Cowichan Estuary.**

**MOTION CARRIED**

The order of business was amended to bring forward Item NB1.

- NB1** Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Missing and Murdered Women, Men and Children Society

**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 \$1,000 be provided to the Cowichan Missing and Murdered Women, Men and Children Society to support the fundraising gala “Lifting Spirits/Honouring Lives”.**

**MOTION CARRIED**

## **REPORTS**

- R1** Report from the Development Services Division Re: Application No. COV21B02 (Covenant Amendment - Malahat Forest Estates - Electoral Area B – Shawnigan Lake)

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

- 1. That Covenant CA1648147 be amended or replaced to substitute the requirement for the construction of fire protection facilities at the development site with an equivalent financial contribution, adjusted for inflation, to be deposited in a reserve fund for future Malahat Volunteer Fire Department fire protection facilities.**
- 2. That, for the purposes of determining the equivalent financial contribution to satisfy Covenant CA1648147, staff engage a BC Quantity Surveyor and Professional Appraiser to determine the current value of the land where fire protection facilities were to be constructed, and current cost to construct the fire protection facilities.**
- 3. That Covenant CA1648144/CA1648145 be amended or replaced to substitute the requirement for the construction of parks facilities adjacent to the development site with a requirement to construct equivalent facilities at the Stebbings Road Cowichan Valley Trail trailhead.**
- 4. That, prior to the registration of new or amended covenants, the applicant pay all legal and professional costs incurred by the CVRD in relation to Application No. COV21B02.**

**MOTION CARRIED**

- R2** Report from the Development Services Division Re: Application No. SA23A01 (2530 Mill Bay Road/PID: 023-004-193)

It was moved and seconded that it be recommended to the Board that proposed Lots A and B in Subdivision Application No. SA23A01 (2530 Mill Bay Road, PID: 023-004-193), be exempted from the minimum parcel frontage requirement in accordance with Section 512 of the *Local Government Act*.

**MOTION CARRIED**

- R3** Report from the Development Services Division Re: Application No. RZ23F01 (7150 Cowichan Lake Road/PID: 005-316-502)

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

1. That a public hearing not be held for Application No. RZ23F01 (7510 Cowichan Lake Road, PID: 005-316-502), and that notice be undertaken in accordance with the *Local Government Act*; and
2. That the draft Zoning Amendment Bylaw for Application No. RZ23F01 (7510 Cowichan Lake Road, PID: 005-316-502), be prepared by staff and forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

- R4** Report from the Community Planning Division Re: Secondary Dwelling Regulations in Electoral Areas D, E, F, G, H, and I

It was moved and seconded that it be recommended to the Board that a report outlining potential zoning bylaw amendments for secondary dwellings be referred to the Advisory Planning Commissions for Electoral Areas D, E, F, G, H and I.

**MOTION CARRIED**

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

- 2:44 PM** Director Morrison left the meeting.

- 2:57 PM** The Committee meeting resumed.

- R5** Report from the Strategic Initiatives Division Re: Local Area Plans and Function 325 Budget

It was moved and seconded that it be recommended to the Board that the 2023 Budget for Function 325, be amended to:

1. Decrease Strategic Initiatives Development Permits by \$10,000;
2. Decrease Strategic Initiatives Legal by \$15,000;
3. Decrease Community Planning Consultants \$6,000; and
4. Increase Strategic Initiatives Public Engagement by \$31,000.

**MOTION CARRIED**

**R6** Report from the General Manager, Land Use Services Department Re: Function 325 – Budget Amendment

**It was moved and seconded that it be recommended to the Board that the 2023 Budget for Function 325 Community Planning be amended in order to purchase a new large format copier/scanner/printer by:**

- 1. Increasing Capital Expenses by \$18,500; and**
- 2. Decreasing Operating Expenses by \$18,500.**

**MOTION CARRIED**

**R7** Report from the General Manager, Land Use Services Department Re: Public Hearings

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

- 1. That public hearings be held in the CVRD Board Room and that where possible, hearings be held in a hybrid format with provision for members of the public to attend either in person or via electronic means, except where the Board has resolved to hold a public hearing in a different venue or format.**
- 2. That public hearings be delegated to all Electoral Area Directors.**
- 3. That public hearings be chaired by the Chair of the Electoral Area Services Committee or their designate.**
- 4. That, prior to consideration of the Board, the public hearing record be certified as correct by the Public Hearing Chairperson and Recording Secretary.**

**MOTION CARRIED**

## **NEW BUSINESS**

**NB1** Moved to follow Item C5.

**NB2** Director Nicholson Re: Roundtable Discussion, was received for information.

## **ADJOURNMENT**

**3:34 PM** **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 3:34 PM.

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Chair

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

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