

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 18, 2023, at 1:31 PM

PRESENT: Director A. Nicholson, Chair
Director M. Wilson
Director H. Abbott
Director K. Deck
Director B. Maartman
Director J. McClinton
Director I. Morrison
Director K. Segall
Alternate Director A. Champ

ALSO PRESENT: A. Stone, Board Chair
D. Myles Wilson, Chief Administrative Officer
P. Robins, Corporate Officer*
A. Boyd, A/Deputy Corporate Officer
T. Bowen, A/Corporate Financial Officer*
A. Kjerulf, General Manager, Land Use Services Department*
J. Elzinga, General Manager, Community Services Department
B. Mohan, General Manager, Corporate Services Department
C. Postings, General Manager, Strategic Services Department
D. Mooney, General Manager, Operations Department
M. Pressman, Manager, Development Services Division
I. MacDonald, Senior Manager, Inspections & Enforcement Division
R. Harris, Manager, Inspections & Enforcement Division
C. Breen, Manager, Planning-Strategic Initiatives Division*
B. Farquhar, Manager, Parks & Trails Division
R. Schoular, Fire Rescue Services Coordinator*
V. Thomson, Manager, Utilities, Water Management Division
K. Lawrence, Senior Environmental Analyst, Environmental Services Division
S. Bryski, Chief Building Inspector
P. Phelan, Building Inspector
R. Buchan, Planner III
J. Dubyna, Planner II
A. Ferguson, Office Coordinator*
C. Convery, Support Technician*
J. Hughes, Recording Secretary

* participated remotely

ABSENT: Director S. Acton

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended to add supplemental correspondence received for Item R4 Re: Report from the Development Services Division Re: Application No. RZ23B01 (3068 Renfrew Road/ PID: 006-410-065):

- 1. Email dated October 16, 2023, from Barane McCartney;**
- 2. Email dated October 14, 2023, from Roy and Heather Todd; and**
- 3. Email dated October 15, 2023, from Sabine Trottier; and**

that the agenda be approved, as amended.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Electoral Area Services Committee Meeting of October 4, 2023

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of October 4, 2023, be adopted.

MOTION CARRIED

M2 Special Electoral Area Services Committee Meeting of October 5, 2023

It was moved and seconded that the minutes of the Special Electoral Area Services Committee meeting of October 5, 2023, be adopted.

MOTION CARRIED

DELEGATIONS

D1 Patrick Oystryk, MODUS Re: Official Community Plan for the Electoral Areas – Schedule G and L Update

Patrick Oystryk, MODUS, provided an overview of the Official Community Plan for the Electoral Areas – Schedule G and L Update, for information and responded to questions from the Committee.

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake 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 B – Shawnigan Lake, 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 E – Cowichan Station/Sahtlam/Glenora Re: Sunrise Waldorf Parent 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 Sunrise Waldorf Parent Association to assist in the contribution towards a playground structure for the School.

MOTION CARRIED

INFORMATION

- IN1** Electoral Area D – Cowichan Bay Community Parks Advisory Commission Minutes – September 26, 2023, was received for information.

REPORTS

- R1** Report from the Planning-Strategic Initiatives Division Re: OCP for the Electoral Areas Schedules G and L – Updated, was received for information.
- R2** Report from the Development Services Division Re: Application No. SC23D01 (5301 Chaster Road/PID: 028-237-765)

It was moved and seconded that it be recommended to the Board that Application No. SC23D01 (5301 Chaster Road, PID: 028-237-765) for Phased Strata Plan EPS1665, be approved.

MOTION CARRIED

- R3** Report from the Development Services Division Re: Application No. RZ23A03 (Stonebridge)

It was moved and seconded that it be recommended to the Board that Application No. RZ23A03 (Stonebridge), be referred to the following external agencies:

- 1. Malahat Nation;**
- 2. Ministry of Forests;**
- 3. Ministry of Environment and Climate Change Strategy;**
- 4. BC Hydro;**
- 5. Island Health (VIHA);**
- 6. Mill Bay Water Works;**
- 7. Ministry of Transportation & Infrastructure;**
- 8. Ministry of Water, Land and Resource Stewardship;**
- 9. B.C. Transit;**
- 10. Royal Canadian Mounted Police (RCMP);**
- 11. Cowichan Valley School District (SD No. 79);**
- 12. Advisory Planning Commission (Electoral Area A – Mill Bay/Malahat);**
- 13. Parks Advisory Commission (Electoral Area A – Mill Bay/Malahat);**
- and**
- 14. Mill Bay Fire Department.**

MOTION CARRIED

- 2:29 PM** The Committee agreed by consensus to recess.

- 2:41 PM** The Committee meeting resumed.

- R4** Report from the Development Services Division Re: Application No. RZ23B01 (3068 Renfrew Road/PID: 006-410-065)

It was moved and seconded that it be recommended to the Board that Application No. RZ23B01 (3068 Renfrew Road, PID: 006-410-065), be denied.

It was moved and seconded that it be recommended to the Board that Application No. RZ23B01 (3068 Renfrew Road, PID: 006-410-065), be referred back to staff.

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that Application No. RZ23B01 (3068 Renfrew Road, PID: 006-410-065), be postponed until the next Electoral Area Services Committee meeting.

MOTION DEFEATED

Voting resumed on the main motion

It was moved and seconded that it be recommended to the Board that Application No. RZ23B01 (3068 Renfrew Road, PID: 006-410-065), be denied.

MOTION CARRIED

R5

Report from the Inspection & Enforcement Division Re: "CVRD Building Regulation Bylaw No. 4433, 2023"

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

1. That "CVRD Bylaw No. 4433 – Building Regulation Bylaw, 2023", be forwarded to the Board for consideration of three readings and adoption.
2. That staff draft amendments to "CVRD Bylaw No. 3209 – Ticket Information Authorization Bylaw, 2008" for Board consideration following adoption of "CVRD Bylaw No. 4433 – Building Regulation Bylaw, 2023".

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that staff prepare a report that provides a comparison of building fees with other jurisdictions, and information on the preparation of realtor packages, for when the Development Services Fees Report is being presented.

MOTION CARRIED

R6

Report from the Inspection & Enforcement Division Re: Building Inspection 2023 Third Quarter Report, was received for information.

R7

Report from the Inspection & Enforcement Division Re: Bylaw Enforcement 2023 Second and Third Quarter Report, was received for information.

R8

Report from the Emergency Management Cowichan – Fire Rescue Services Strategic Services Division Re: Boundary Extension into Lake Cowichan Fire Protection Service Area

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

1. That the Certificate of Sufficiency, confirming that a sufficient petition requesting inclusion into the Lake Cowichan Fire Protection Service Area, be received.
2. That CVRD Bylaw No. 1657 (Lake Cowichan Fire Protection Service Establishment Bylaw No. 1994) be amended to include the properties described as: PID: 001-210-076, Plan 30889, Block A, Cowichan Lake District Lot 46 (Civic Address 5892 & 5894 Mayo Road) and PID: 003-692-809, Plan 30889, Block A, Cowichan Lake District, Lot 46 (Civic Address 5818 Mayo Road).

MOTION CARRIED

- R9** Report from the Parks & Trails Division Re: 2023 CVRD Regional Active Transportation Plan – *Referred from the October 11, 2023, Board Meeting*, was received for information.
- R10** Report from the General Manager, Land Use Services Department Re: Development Services Modernization/Delegated Authority, was received for information.
- R11** Report from the Emergency Management Division Re: Community Emergency Preparedness Fund 2023 Volunteer Fire Department Equipment Grant Application

It was moved and seconded that it be recommended to the Board that a grant application in the amount of \$210,000.00 be submitted to the Union of British Columbia Municipalities Community Emergency Preparedness Fund – Volunteer and Composite Fire Departments Equipment and Training for the purchase of fire department equipment, wildland firefighting equipment, and peer support mental health training.

MOTION CARRIED

- R12** Report from the Finance Division Re: Growing Community Funds Projects

It was moved and seconded that it be recommended to the Board on November 8, 2023, that a portion of the Growing Community Funds be allocated between the three-stream curbside collection trucks and Indigenous relations framework as follows:

1. 27% (or \$1.5 million) for the three-stream curbside collection trucks; and
2. 3% (or \$150,000) to initiate an Indigenous relations framework.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Growing Community Funds Project report be referred back to staff, to report back to the Electoral Area Services Committee with further information on fiscal data regarding the impact to users and ratepayers on the Cowichan Community Centre roof replacement and the Stocking Lake dam replacement.

MOTION CARRIED

ADJOURNMENT

4:26 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 4:26 PM.

Chair

Recording Secretary

Dated: _____