

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, November 21, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

**PRESENT:** Director A. Nicholson, Vice Chair  
Director S. Acton  
Director K. Kuhn  
Director M. Marcotte  
Director I. Morrison  
Director B. Salmon  
Director L. Smith  
Director M. Wilson  
Alternate Director A. Bomford

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
R. Blackwell, General Manager, Land Use Services  
J. Elzinga, General Manager, Community Services  
J. Barry, Corporate Secretary  
M. Tippett, Manager, Community Planning Division  
R. Conway, Manager, Inspections & Enforcement Division  
B. Farquhar, Manager, Parks & Trails Division  
K. Miller, Manager, Environmental Services Division  
K. Batstone, Planning Coordinator  
I. MacDonald, Chief Building Inspector  
B. Suderman, Senior Planner  
C. Breen, Senior Planner - Special Projects  
C. Hovey, Senior Planner  
B. Olsen, Systems Support Technician  
J. Hughes, Recording Secretary  
L. Wiersma, Secretary III-Records

**ABSENT:** Director L. Iannidinardo

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of two New Business Items:**

**NB1 Verbal Report from Keith Batstone, Planning Coordinator, Re: Development Applications Prioritization;**

**NB2 Verbal Report from Director Acton, Re: Bylaw Enforcement of Chickens in Electoral Area B – Shawnigan Lake; and**

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

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of October 31, 2018

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of October 31, 2018, be adopted.**

**MOTION CARRIED**

**REPORTS**

**R1** October 2018 Building Inspection Report – Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

**R2** Application No. DVP18I04 (PID: 026-953-374 – Woodland Shores) – Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Application No. DVP18I04 (PID: 026-953-374) by Cowichan Lake Holdings Ltd. on Lot 1, Blocks 117 and 180, Cowichan Lake District, Plan VIP82490, Except P Parts in Plans VIP84239 and VIP87272 (PID 026-953-374) be approved and the minimum parcel frontage requirement in the LR-8 Zone be reduced from 250 metres to 60 metres.**

**MOTION CARRIED**

**R3** Electoral Area Official Community Plan Modernization – Report from Community Planning Division

**It was moved and seconded that it be recommended to the Board that the updated Official Community Plans for Electoral Areas E – Cowichan Station/Sahtlam/Glenora; F – Cowichan Lake South/Skutz Falls; and H – North Oyster/Diamond, be considered as part of the Official Community Plan harmonization process.**

**MOTION CARRIED**

**R4** Electoral Area Official Community Plan Modernization – Sahtlam – Report from Community Planning Division

**It was moved and seconded that it be recommended to the Board that the existing draft planning work for Sahtlam, including a single set of policies and map designations and zones, be included in Electoral Areas E – Cowichan Station/Sahtlam/Glenora and Area F – Cowichan Lake South/Skutz Falls Local Plans as part of the harmonization and ultimately, modernization process.**

**MOTION CARRIED**

**UNFINISHED BUSINESS**

**UB1** CVRD Bylaw No. 4153 – Community Parks Advisory Commissions Establishment Bylaw, 2017

**It was moved and seconded that CVRD Bylaw No. 4153 – Community Parks Advisory Commissions Establishment Bylaw, 2017, be deferred to the next Electoral Area Services Committee meeting.**

**MOTION DEFEATED**

It was moved and seconded that Community Parks Advisory Commissions Establishment Bylaw No. 4153 be referred back to staff to amend the Bylaw for consideration at the next Electoral Area Services Committee.

MOTION CARRIED

**NEW BUSINESS**

**NB1** Verbal Report from Keith Batstone, Planning Coordinator, Re: Development Applications Prioritization

It was moved and seconded that a process be developed to triage development applications based on urgency and report back to the next Electoral Area Services Committee meeting with details on proposed criteria.

Director Morrison was absent at the vote

MOTION CARRIED

**3:50 PM** The Committee took a recess at 3:50 PM.

**4:01 PM** The meeting resumed at 4:01 PM.

**NB2** Verbal Report from Director Acton, Re: Bylaw Enforcement of Chickens in Electoral Area B – Shawnigan Lake

It was moved and seconded that it be recommended to the Board that an amendment to the Electoral Area B – Shawnigan Lake Zoning Bylaw be drafted that conforms to the South Cowichan Zoning Bylaw in respect of chickens and that no Bylaw Enforcement action be taken on the matter of backyard chickens until this has been completed.

Director Morrison was absent at the vote

MOTION CARRIED

**CLOSED SESSION**

**4:20 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)(m) *Freedom of Information and Protection of Privacy Act* and adoption of the Closed Session Electoral Area Services Committee Minutes of September 19, 2018 and Closed Session Electoral Area Services Committee Minutes of October 17, 2017.

Director Morrison was absent at the vote

MOTION CARRIED

**RISE FROM CLOSED SESSION**

**4:50 PM** It was moved and seconded that the Committee rise, without report, and return to the Open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**4:50 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 4:50 PM.

\_\_\_\_\_  
Chair

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

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