

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, July 17, 2019 in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

**PRESENT:** Director L. Iannidinardo, Chair  
Director S. Acton  
Director K. Kuhn  
Director M. Marcotte  
Director I. Morrison  
Director A. Nicholson  
Director L. Smith  
Director M. Wilson  
Alternate Director S. Ryan

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
B. Farquhar, A/General Manager, Land Use Services Department  
K. Harrison, A/Corporate Secretary  
I. MacDonald, A/Manager, Inspections & Enforcement Division  
K. Batstone, Planning Coordinator, Development Services Division  
C. Hovey, Senior Planner  
S. Herrera, Planner II  
A. Garnett, Planner II  
J. Hughes, Recording Secretary

**ABSENT:** Director B. Salmon

#### **APPROVAL OF AGENDA**

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

**NB1 Closed Session Item, Re: *Community Charter*, Section 91(2)(a)(i) – Confidential Information; and**

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

**MOTION CARRIED**

#### **CLOSED SESSION**

**1:32 PM It was moved and seconded that the Committee resolve into Closed Session in accordance with the *Community Charter*, Part 4, Division 3, Section 91 (2)(a)(i) Confidential Information.**

**MOTION CARRIED**

#### **RISE FROM CLOSED SESSION**

**1:45 PM It was moved and seconded that the Committee rise, without report, and return to the Open portion of the meeting.**

**MOTION CARRIED**

**1:47 PM The Committee meeting resumed at 1:47 PM.**

The Chair advised that Item R7 would be moved before Item R1.

## ADOPTION OF MINUTES

**M1** Regular Electoral Area Services Committee meeting of July 3, 2019

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of July 3, 2019, be adopted.**

**MOTION CARRIED**

## DELEGATIONS

**D1** Cindy Mui, Vancouver Island Concours d'Elegance and Motorcar Weekend, Re: Annual Charity Car Show – The Vancouver Island Concours d'Elegance and Motorcar Weekend.

Ms. Mui, GAIN Group, Re: Vancouver Island Concours d'Elegance and Motorcar Weekend, provided an overview of The Vancouver Island Concours d'Elegance and Motorcar Weekend special event planned to be held on Sunday, August 25, 2019, at Shawnigan Lake School, for information.

## CORRESPONDENCE

**C1** Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat 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 A – Mill Bay/Malahat, in the amount of \$300 be provided to Cowichan Community Workshop Co-Op to support the Vancouver Island Homesteading Fair.**

**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 \$1,000 be provided to Cowichan Community Workshop Co-Op to support the Vancouver Island Homesteading Fair.**

**MOTION CARRIED**

**C3** Grant-in-Aid Request, Electoral Area D – Cowichan Bay 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 D – Cowichan Bay, in the amount of \$500 be provided to Cowichan Community Workshop Co-Op to support the Vancouver**

**Island Homesteading Fair.****MOTION CARRIED**

- C4** 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 \$1,000 be provided to Cowichan Community Workshop Co-Op to support the Vancouver Island Homesteading Fair.**

**MOTION CARRIED**

- C5** Grant-in-Aid Request, Electoral Area E – Cowichan Station/Sahtlam/Glenora  
Re: Koksilah Music Festival

**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 \$1,200 be provided to Koksilah Music Festival to support the 2019 Koksilah Music Festival.**

**MOTION CARRIED**

- C6** Email dated June 27, 2019, from Diana Edwards, Policy and Project Analyst, Food Safety & Inspection Branch, Ministry of Agriculture, Re: Submission Feedback Regarding AGRI Discussion Paper for Class D Licences, was received for information.

**REPORTS**

Item R7 was brought forward at this time.

- R7** Process for Application No. RZ19A01 (PID: 001-170-457/Malahat Skywalk) – Report from Development Services Division

**That it be recommended to the Board:**

- 1. That Parks & Trails Division staff be directed to engage with discussions with the Malahat Nation concerning possible access to McCurdy Point Park, and that regardless of the outcome of these discussions, the precondition established on June 19, 2019, to adoption of a tenure being registered, be dropped.**
- 2. That a public hearing be scheduled regarding Application No. RZ19A01 (PID: 001-170-457/Malahat Skywalk) with Directors from Electoral Areas A, B and C as delegates.**

**MOTION CARRIED**

- R1** Shawnigan Lake School Special Events Application – Report from Inspection & Enforcement Division

**It was moved and seconded that it be recommended to the Board that the application from the GAIN Group for a special event to be held at the Shawnigan Lake School located at 1975 Renfrew Road, Shawnigan Lake, on Sunday, August 25, 2019, be approved.**

**MOTION CARRIED**

- R2** June 2019 Building Inspection Report – Report from Inspections & Enforcement Division, was received for information.

- R3** Application No. 04-G-16DP (4221 Solmie Road) – Report from Development Services Division

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

- 1. That Development Permit with Variance Application No. 04-G-16DP (4221 Solmie Road) be approved;**
- 2. That Electoral Area G – Saltair/Gulf Islands Zoning Bylaw No. 2524, Section 3.24.1 – Setbacks from a Watercourse – be varied from 15 metres to 0 metres for a staircase structure; and**
- 3. That prior to issuance of the permit, a Geotechnical Engineer provide a sealed letter to confirm all repairs and re-vegetation measures have been completed and installed to their satisfaction.**

**MOTION CARRIED**

- R4** Application No. DVP18B02 (2710 Moncur Road) – Report from Development Services Division

**It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. DVP18B02 (2710 Moncur Road) to vary Section 8.4(b)(3) of Zoning Bylaw No. 985, to reduce the minimum setback requirement for a front yard setback from 7.5 metres to 4.6 metres and a rear yard setback from 4.5 metres to 1.5 metres, for construction of a residence, be denied.**

**MOTION CARRIED**

- R5** Application No. RZ18E01 (4450 Trans Canada Highway) – Report from Development Services Division

**It was moved and seconded:**

- 1. That CVRD Bylaw No. 4281 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (C-5 Zone – 4450 Trans Canada Highway), 2019 be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Reading.**

**That it be recommended to the Board:**

- 1. That a covenant requiring storm and rainwater management measures be**

registered on title prior to consideration of adoption of CVRD Zoning Amendment Bylaw No. 4281.

2. That a public hearing be held in relation to CVRD Zoning Amendment Bylaw No. 4281, delegated to the Directors of Electoral Areas E, D, and C.

**MOTION CARRIED**

**R6**

Zoning Amendment Bylaw No. 4285 Electoral Area E (4005 Rowe Road) – Report from Development Services Division

**It was moved and seconded**

1. That Zoning Amendment Bylaw No. 4285 (4005 Rowe Road) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.
2. That it be recommended to the Board that a public hearing for Zoning Amendment Bylaw No. 4285 (4005 Rowe Road) be waived in accordance with Section 464(2) of the *Local Government Act* as the proposed zoning amendment is consistent with the Cowichan Station/Sahtlam/Glenora Official Community Plan.

**MOTION CARRIED**

**R7**

Item R7, Process for Application No. RZ19A01 (PID: 001-170-457/Malahat Skywalk) – Report from Development Services Division, was dealt with earlier in the agenda before Item R1.

## **ADJOURNMENT**

**3:06 PM**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 3:06 PM.

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Chair

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

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