

Minutes of the Regular meeting of the Electoral Area Services Committee of the Cowichan Valley Regional District held electronically in accordance with Ministerial Order No. 192 issued June 17, 2020 and transmitted via the Board Room, located at 175 Ingram Street, Duncan, BC, on Wednesday, October 21, 2020, at 1:31 PM.

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

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
A. Legault, Corporate Officer  
K. Harrison, Deputy Corporate Officer  
N. Wehner, Corporate Financial Officer  
T. Soldera, Deputy Corporate Financial Officer  
A. Kjerulf, General Manager, Land Use Services Department  
M. Kueber, General Manager, Corporate Services Department  
M. Tippet, Manager, Community Planning Division  
I. MacDonald, Manager, Inspections & Enforcement Division  
F. Limshue, Manager, Development Services Division  
B. Farquhar, Manager, Parks & Trails Division  
B. Dennison, Manager, Water Management Division  
L. Knodel-Joy, Senior Engineering Technologist  
C. Breen, Planning Coordinator  
A. Garnett, Planner II  
L. Wright, Planner II  
E. Dixon, Planner I  
C. Boyle, Planner I  
R. Grant, GIS Supervisor  
B. Olsen, Systems Technician I  
J. Hughes, Recording Secretary

**ABSENT** Alternate Director C. Haime

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of two new Supplemental Information items:**

**NB1 Supplemental Information to Item R1 (one email) Re: Application No. ALR20H03 Additional Residence for Farm Use at 12850 Doole Road (PID: 027320502);**

**NB2 Supplemental Information to Item R2 (eight emails) Re: Application No. DVP20D01 (Lot 7 Fairbanks Road/PID: 003457265); and**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Electoral Area Services Committee Meeting of October 7, 2020

**It was moved and seconded that the minutes of the Electoral Area Services Committee meeting of October 7, 2020, be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1** Grant-in- Aid Request, Electoral Area B – Shawnigan Lake Re: Shawnigan Lake Residents Association (*Referred from the October 14, 2020, regular Board meeting*)

**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 \$7,500 be provided to Shawnigan Residents Association to assist with the hiring and facilitation of a grant writer to apply for CERIP Funding for up to 100 hours of work and grant potential of up to \$1 m. based on the ThinkShawnigan Community Plan.**

**MOTION DEFEATED**

**C2** Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cobble Hill Farmers Institute

**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 \$1,500 be provided to Cobble Hill Farmers Institute to assist with replanting costs of 8 to 9 fruit trees which are to be removed from the CVRD owned Cobble Hill Commons and the trees in question will be a substantial community addition providing fruit to all and saving them from destruction.**

**MOTION CARRIED**

**REPORTS**

**R1** Report from the Development Services Division Re: Application No. ALR20H03 - Additional Residence for Farm Use at 12850 Doole Road (PID: 027-320-502)

**1:55 PM** It was the consensus of the Committee to recess at 1:55 PM due to technical difficulty.

**2:06 PM** The Committee meeting resumed at 2:06 PM.

**It was moved and seconded that it be recommended to the Board that Application No. ALR20H03 (12850 Doole Road/PID: 027-320-502), ALC ID #61224, be forwarded to the Agricultural Land Commission with a recommendation for approval.**

**MOTION CARRIED**

**R2** Report from the Development Services Division Re: Application No. DVP20D01 (Lot 7 Fairbanks Road/PID: 003-457-265)

It was moved and seconded that it be recommended to the Board that Development Variance Permit No. DVP20D01 (Lot 7 Fairbanks Road/PID: 003-457-265), be denied.

It was moved that Development Variance Permit No. DVP20D01 (Lot 7 Fairbanks Road/PID: 003-457-265), be referred to staff.

MOTION LOST DUE TO LACK OF SECONDER

*Voting resumed on the main motion*

**It was moved and seconded that it be recommended to the Board that Development Variance Permit No. DVP20D01 (Lot 7 Fairbanks Road/PID: 003-457-265), be denied.**

**MOTION CARRIED**

**R3** Report from the Development Services Division Re: Application No. DVP20E07 (4386 Pollock Road/PID: 004-215-621)

**It was moved and seconded that Development Variance Permit Application No. DVP20E07 (4386 Pollock Road/PID: 004-215-621), be issued.**

**MOTION CARRIED**

**R4** Report from the Development Services Division Re: Application No. DP20B08 (1190 Stonecrest Way/PID: 027-675-220)

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

- 1. That Development Permit No. DP20B08 (1190 Stonecrest Way/PID: 027-675-220) be issued.**
- 2. That the required cash amenity contribution of \$10,000 for Development Permit No. DP20B08 be made to the Shawnigan Lake Recreation Specified Area Capital Projects Reserve Fund, pursuant to Electoral Area 'B' Zoning Bylaw No. 985, 1986, Section 7.3C(g), "Minimum Parcel Size and Amenity Requirement for Goldstream Heights".**
- 3. That the subject property (1190 Stonecrest Way/PID: 027-675-220) be exempt from the requirement for a minimum 10% lot frontage onto a road in accordance with Section 512 of the *Local Government Act*.**

**MOTION CARRIED**

**R5** Report from the Inspection & Enforcement Division Re: Building Report for the Month of September 2020, was received for information.

**R6** Report from the Inspection & Enforcement Division Re: Building Inspection 3<sup>rd</sup> Quarter Report, was received for information.

**R7** Report from the Inspection & Enforcement Division Re: *Step Code*

**It was moved and seconded that staff prepare amendments to CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011 as needed to remain consistent with the basic requirements of the *BC Building Code*.**

**MOTION CARRIED**

**R8** Report from the Parks & Trails Division Re: Thetis Island Community Wharf Options and Cost Projections

It was moved that it be recommended to the Board that under CVRD Bylaw No. 2400, Powers and Responsibilities, the Thetis Island Port Commission is empowered to exercise the management, operation and control of the Wharf, and the custodianship, care and maintenance of all premises. Therefore, the Engineering report from Herold Engineering is already under the responsibility of the Thetis Island Port Commission.

- a. The Port Commission requests the Electoral Area Services Committee direct the Land Use Services Department to provide the Port Commission access to Herold Engineering to discuss and review the report.
- b. The Commission request that the Electoral Area Services Committee direct the Land Use Services Department to provide access to communication with Michael Miller, Capital Projects Specialist.
- c. The Commission requests that the Electoral Area Services Committee direct the Land Use Services Committee to cease the closure of the wharf to vehicle traffic and the expenditure of funds for bollards and gate until the Port Commission has reviewed the Engineering Report with Herold Engineering.

**MOTION LOST DUE TO LACK OF SECONDER**

**It was moved and seconded that the Report and Recommendations from the Parks & Trails Division, together with the correspondence dated October 20, 2020, from the Thetis Island Port Commission Re: Thetis Island Community Wharf Options and Cost Projections, be referred to staff.**

**MOTION CARRIED**

**3:09 PM** It was the consensus of the Committee to recess at 3:09 PM.

**3:23 PM** The Committee meeting resumed at 3:23 PM.

**R9** Report from the Water Management Division Re: Sentinel Ridge Sewer Inclusion – 2485 Huckleberry Road

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

1. **That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion to the Sentinel Ridge Sewer Service Area, be received;**

2. That CVRD Bylaw No. 2790 – Sentinel Ridge Sewer System Service Establishment Bylaw, 2006, be amended to include the property described as PID 004-270-592, Lot B, District Lot 47, Malahat District, Plan 20054 except that part in Plan 33486; and
3. That the amendment to Bylaw 2790 be forwarded to the Board for consideration of three readings and upon payment of capacity connection fees, be considered for adoption.

**MOTION CARRIED**

- R10** Report from the Community Planning Division Re: Regional District of Nanaimo Airport Referral – Revised Bylaws

It was moved and seconded that it be recommended to the Board that the Regional District of Nanaimo be advised that the Cowichan Valley Regional District supports the proposed bylaw amendments in the vicinity of the Nanaimo Airport.

**MOTION CARRIED**

- R11** Report from the Finance Division Re: Function 250 – 2021 Budget Referral was considered in conjunction with Item R12.

- R12** Report from the Finance Division Re: Function 250 - Electoral Area Services 2021 Budget Direction

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

1. That the 2021 Draft Budget for Function 250 – Electoral Area Services for General Expenditures for Community Information remain the same at \$57,000.
2. That the 2021 Draft Budget for Function 250 – Electoral Area Services - Directors' Expenses for FCM Expenditures, Directors' Travel for FCM Expenditures; and Directors' registration expenses for FCM, be reduced by 30 percent.
3. That the 2021 Draft Budget for Function 250 – Electoral Area Services - Directors' Expenses for UBCM Convention; Directors' Travel for UBCM Convention; and Directors' Registration for UBCM Convention, be reduced by 30 percent.
4. That the 2021 Draft Budget for Function 250 – Electoral Area Services - Director's Expenses for AVICC Expenditures; Directors' Travel for AVICC Expenditures; and Directors' Registration for AVICC Expenditures, be reduced by 30 percent.
5. That the 2021 Draft Budget for Function 250 – Electoral Area Services General Expenditures for Conferences & Seminars, remain the same at \$5,000.

**MOTION DEFEATED**

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

1. That the 2021 Draft Budget for Function 250 – Electoral Area Services:

General Expenditures for Community Information; Directors' Expenses for FCM Expenditures; Directors' Travel for FCM Expenditures; Directors' registration expenses for FCM Expenditures; Directors' Expenses for UBCM Convention; Directors' Travel for UBCM Convention; Directors' Registration for UBCM Convention; Director's Expenses for AVICC Expenditures; Directors' Travel for AVICC Expenditures; Directors' Registration for AVICC Expenditures; and Conferences & Seminars General Expenditures, be reduced by 50 percent.

**It was moved and seconded that the motion be amended to restore the Draft 2021 Budget for Function 250 – General Expenditures Travel to remain at \$15,000.**

**MOTION CARRIED**

*The original motion, as amended, was re-stated for clarification*

1. It was moved and seconded that it be recommended to the Board that the 2021 Draft Budget for Function 250 – Electoral Area Services for:

1. General Expenditures for Community Information;
2. Directors' Expenses for FCM Expenditures;
3. Directors' Travel for FCM Expenditures;
4. Directors' registration expenses for FCM Expenditures;
5. Directors' Expenses for UBCM Convention;
6. Directors' Travel for UBCM Convention;
7. Directors' Registration for UBCM Convention;
8. Director's Expenses for AVICC Expenditures;
9. Directors' Travel for AVICC Expenditures;
10. Directors' Registration for AVICC Expenditures;
11. Conferences & Seminars General Expenditures, be reduced by 50 percent; and

2. That the Draft 2021 Budget for Function 250 – General Expenditures Travel remain at \$15,000.

**MOTION CARRIED**

**R12**

Item R12 (Report from the Finance Division Re: Function 250 – Electoral Area Services 2021 Budget Direction - *Recommendations referred from the October 14, 2020, regular Board meeting*) was dealt with under Item R11

Item UB1 was brought forward at this time.

**UB1**

Report from the Legislative Services Division Re: Saltair Water Service Requisition Limit (*Referred from the regular Electoral Area Services Committee meeting of September 16, 2020*)

**It was moved and seconded that it be recommended to the Board that CVRD Bylaw No. 2178 – Saltair Water System Service Establishment Bylaw, 2001, be amended to increase the maximum annual requisition limit from \$490,000**

**to \$720,000 and include provisions to reduce the limit by \$300,000 effective December 31, 2027.**

**MOTION CARRIED**

**4:35 PM** It was the consensus of the Committee to recess at 4:35 PM.

**4:55 PM** The Committee meeting resumed at 4:55 PM.

**R13** Report from the Community Planning Division Re: Electoral Area Open House Reports on the OCP & MOCP

**It was moved and seconded that a Special Electoral Area Services Committee meeting be held in advance of the next regular Electoral Area Services Committee meeting regarding the Report from the Community Planning Division Re: Electoral Area Open House Reports on the OCP & MOCP.**

**MOTION CARRIED**

**UNFINISHED BUSINESS**

**UB1** Item UB1 was dealt with earlier in the agenda.

**ADJOURNMENT**

**6:09 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 6:09 PM.

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Chair

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

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