

Monday, September 17, 2018

Minutes of the meeting of the Electoral Areas Services Committee held on September 17, 2018 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 10:00 am.

## MINUTES

### Present:

<b>Chair:</b>	E. Grieve	Puntledge/Black Creek (Area 'C')
<b>Vice-Chair:</b>	R. Nichol	Lazo North (Area 'B')
<b>Directors:</b>	B. Jolliffe	Baynes Sound-Denman/Hornby Islands (Area 'A')
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	M. Rutten	General Manager of Engineering Services
	S. Smith	General Manager of Planning and Development Services
	I. Smith	General Manager of Community Services
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services
	L. Dennis	Legislative Services Assistant

### RECOGNITION OF TRADITIONAL TERRITORIES

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

### DELEGATIONS:

#### **EQUESTRIAN USE OF SEAL BAY NATURE PARK (SEAL BAY NATURE PARK MANAGEMENT PLAN UPDATE)**

Sharon Pickthorne, Back Country Horsemen of BC (BCHBC) - North Van Isl Chapter (NVI) liaison with CVRD and Director of Horse Council of BC (HCBC), presented information regarding the Seal Bay Nature Park Management Plan update and made the following requests:

- continued collaboration on multi-use trail initiatives with the goal of continued access for equestrians;
- support for multi-use existing extended horse-bike trail to be re-routed/constructed away from busy Bates Road for the safety of everyone;
- support for re-routing the existing horse-bike trail away from private property edge (Langlois Road) for public safety and enhanced property privacy; and
- parking enhancements on Mitchell//Elmo Roads.

### MANAGEMENT REPORT:

B. Jolliffe/R. Nichol: THAT the Electoral Areas Services Committee management report dated September 2018 be received.

208

Carried

### REPORTS:

#### **ADVISORY PLANNING COMMISSION MINUTES**

R. Nichol/B. Jolliffe: THAT the following items be received:

- Minutes of the Electoral Area B Advisory Planning Commission meeting held August 16, 2018.
  - Minutes of the Agricultural Advisory Planning Commission meeting held August 30, 2018.
- 208 Carried

**ELECTORAL AREA B – DEVELOPMENT VARIANCE PERMIT DV 4B 18 – 1561 McDONALD ROAD (SWAN)**

R. Nichol/B. Jolliffe: THAT the report dated August 29, 2018 regarding Development Variance Permit Application DV 4B 18 to enable the conversion of an existing accessory building into a carriage house at 1561 McDonald Road (Swan) be received.

208 and 213 Carried

T. Trieu, Manager of Planning, provided an overview of the staff report regarding DV 4B 18 for 1561 McDonald Road (Swan).

Michelle Swan, applicant, was in attendance at the meeting.

The Chair called for any members of the public that may wish to speak regarding DV 4B 18 - 1561 McDonald Road (Swan).

Grant Hyde, adjacent neighbour, spoke in opposition to Development Variance Permit Application DV 4B 18 - 1561 McDonald Road (Swan).

Bill Anglin, agent for neighbours at 2467 Dakota Place, spoke in opposition to Development Variance Permit Application DV 4B 18 - 1561 McDonald Road (Swan).

B. Jolliffe/R. Nichol: THAT the following correspondence be received:

- Correspondence from Carol and Doug Black regarding DV 4B 18, 1561 McDonald Road (Swan).  
208 and 213
- Correspondence from Stephen Weisgerber regarding DV 4B 18, 1561 McDonald Road (Swan).  
208 and 213
- Correspondence from Jean-Claude Parent regarding DV 4B 18, 1561 McDonald Road (Swan).  
208 and 213

B. Jolliffe/R. Nichol: THAT the addendum be considered and the following items of correspondence be received:

208 Carried

- Correspondence from Joe and Erin Robbins regarding DV 4B 18 - 1561 McDonald Road (Swan) be received.

- Correspondence from Dale Cameron and Brian Hedquist regarding DV 4B 18 - 1561 McDonald Road (Swan).  
208 and 213 Carried

R. Nichol/E. Grieve: THAT the board approve the Development Variance Permit DV 4B 18 (Swan) to vary the following zoning bylaw regulations:

- To reduce the rear setback of the proposed carriage house from 7.5 metres to 3.1 metres;
  - To reduce the left (northeast) side yard setback of the proposed carriage house from 3.5 metres to 3.1 metres;
  - To reduce the rear setback of the proposed eaves of the carriage house from 5.5 metres to 2.7 metres;
- and
- To vary Section 313(6)(vi) of the zoning bylaw to permit the floor area of the ground level to be greater than the floor area of the second storey;

for property described as Parcel A (DD 389220I) of Lot F, Section 5, Comox District, Plan 10028, PID 005-486-556 (1561 McDonald Road);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.

208 and 213 Carried NAY: B. Jolliffe

**ELECTORAL AREA B– DEVELOPMENT PERMIT DP 11B 18 – 1690 RYAN ROAD E (JO-ANNE ESTATES LTD.)**

R. Nichol/B. Jolliffe: THAT the report dated August 13, 2018 regarding Development Permit (DP) Application DP 11B 18 to consider a Development Permit (DP) under the Commercial and Industrial (form and character) guidelines related to the development of a new office building at 1690 Ryan Road E (Jo-Ann Estates) be received.

208 and 213 Carried

T. Trieu, Manager of Planning, provided an overview of the staff report regarding DP 11B 18 for 1690 Ryan Road E (Jo-Ann Estates).

R. Nichol/B. Jolliffe: THAT the board approve the Development Permit DP 11B 18 (Jo-Ann Estates Ltd.) on the property described as Lot 2, District Lots 229 and 239, Comox District, Plan VIP85435, except Plan EPP78295, PID 027-590-887 (1690 Ryan Road E) for the development of an office building and related works;

AND FURTHER THAT the Corporate Legislative Officer be authorized to execute the permit.

208 and 213 Carried

**ELECTORAL AREA B – DEVELOPMENT PERMIT DP 17B 18 – 1671, 1673 AND 1675 RYAN ROAD EAST (LENCO, FERNCO, NORCO)**

R. Nichol/B. Jolliffe: THAT the Report dated September 5, 2018 to consider Development Permit Application DP 17B 18 for three proposed mini-storage warehouse buildings at 1671, 1673 and 1675 Ryan Road East (Lenco Development Ltd., Fernco Development Ltd. and Norco Development Ltd.) be received.

208 and 213 Carried

T. Trieu, Manager of Planning, provided an overview of the staff report regarding DP 17B 18 for 1671, 1673 and 1675 Ryan Road East (Lenco Development Ltd., Fernco Development Ltd. and Norco Development Ltd.)

R. Nichol/B. Jolliffe: THAT the Comox Valley Regional District Board approve Development Permit DP 17B 18 on the property described as Lot 1, District Lot 114, Comox District, Plan 2280, PID 006-412-335 (1671, 1673 and 1675 Ryan Road East) for the construction of three mini-storage warehouse buildings subject to the development permit not being issued until a landscape security deposit in the amount of \$34,932.82 (125 per cent of the \$27,946.25 estimate) has been satisfactorily received by the Comox Valley Regional District;

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the development permit.  
208 and 213 Carried

**ELECTORAL AREA B – SHORELINE PROTECTION DEVICES DEVELOPMENT PERMIT DP 16B 18 – 1476 WILKINSON ROAD (WADE/BUSENIUS)**

R. Nichol/B. Jolliffe: THAT the report dated September 7, 2018 to consider Development Permit Application DP 16B 18 for a Shoreline Protection Devices Development Permit for the installation of a shoreline protection device (rock slope) and replanting of native vegetation upland from the present natural boundary at 1476 Wilkinson Road (Wade/Busenius) be received.  
208 and 213 Carried

T. Trieu, Manager of Planning, provided an overview of the staff report regarding DP 16B 18 for 1476 Wilkinson Road (Wade/Busenius).

Jim Mitchell, applicant's agent, was in attendance at the meeting.

B. Jolliffe/R. Nichol: THAT the board approve the Shoreline Protection Devices Development Permit DP 16B 18 (Wade/Busenius) for the property described as Lot 11, District Lot 209, Comox District, Plan 13961 (1476 Wilkinson Road) for the installation of a shoreline protection device as per the staff report dated September 7, 2018 and the permit;

AND FURTHER THAT the Corporate Legislative Officer be authorized to execute the permit.  
208 and 213 Carried

The meeting recessed at 10:52 am and resumed at 10:56 am.

**ELECTORAL AREA C - ZONING BYLAW AMENDMENT RZ 3C 18 - FORBIDDEN PLATEAU ROAD (FRY/TAYLOR)**

B. Jolliffe/R. Nichol: THAT the report dated September 7, 2018 regarding a request for staff to meet with the applicants and consider alternatives and the agency referral list for Zoning Bylaw Amendment Application RZ 3C 18 for Forbidden Plateau Road (Fry/Taylor) be received.  
208 and 213 Carried

J. MacLean, Rural Planner, provided an overview of the staff report regarding RZ 3C 18 for Forbidden Plateau Road (Fry/Taylor).

Colin Burrridge, applicant's agent, and Jim Fry, applicant, were in attendance at the meeting.

R. Nichol/B. Jolliffe: THAT Zoning Bylaw Amendment Application RZ 3C 18 (Fry/Taylor) to rezone Lot 4, Block 249, Comox District, Plan EPP11657, PID 028-704-550, be deferred pending information from staff regarding egress and emergency access.  
208 and 213 Carried

**ELECTORAL AREA B - PROPOSED TELECOMMUNICATION TOWER - 1901 LARCH ROAD (FREEDOM MOBILE)**

R. Nichol/B. Jolliffe: THAT the report dated September 7, 2018 regarding a request for concurrence from Freedom Mobile regarding a proposed telecommunication tower be received.  
208 and 213 Carried

B. Jolliffe/R. Nichol: THAT consideration of a request for concurrence from Freedom Mobile regarding a proposed telecommunication tower be deferred until the Electoral Areas Services Committee meeting in January 2019.  
208 and 213 Carried

**REMOVAL OF GRAHAM LAKE IMPROVEMENT DISTRICT EXTENSION PROPERTY FROM THE DENMAN ISLAND WATER LOCAL SERVICE AREA**

B. Jolliffe/R. Nichol: THAT the report dated September 13, 2018 regarding a request to remove one Graham Lake Improvement District Extension (GLIDE) property recently included into the Denman Island Water Local Service Area (DIWLSA) in response to a request from the property owner due to the higher than anticipated connection costs be received.  
207 Carried

K. La Rose, Senior Manager of Water/Wastewater Services and Z. Berkey, Engineering Analyst, provided an overview of the staff report regarding a request to remove one Graham Lake Improvement District Extension (GLIDE) property recently included into the Denman Island Water Local Service Area.

B. Jolliffe/R. Nichol: THAT the board consider three readings of an amendment to Bylaw No.1567 being the “Denman Island Water Local Service Area Conversion and Establishment Bylaw No.1567, 1993” to exclude the property within the Denman Island Water Local Service Area indicated on the map provided as Appendix A to the staff report dated September 13, 2018;

AND FURTHER THAT the Electoral Area Director for Baynes Sound – Denman/Hornby Islands (Electoral Area A), as the participant in the Denman Island Water Local Service, consent to the amendment of the service establishment bylaw in writing;

AND FINALLY THAT the board consider adoption of the amending bylaw.  
207 Carried

**FINAL DRAFT - SEAL BAY NATURE PARK AND FOREST MANAGEMENT PLAN UPDATE**

B. Jolliffe/R. Nichol: THAT the report dated September 7, 2018 regarding the final draft of the Seal Bay Regional Nature Park and Forest Management Plan update (2018) and to seek support to refer the final draft plan to external agencies, stakeholders and First Nations for comment be received.  
209 Carried

D. DeMarzo, Manager of Parks, presented an overview of the staff report regarding the final draft of the  
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Seal Bay Regional Nature Park and Forest Management Plan update (2018).

R. Nichol/B. Jolliffe: THAT the final draft of the Seal Bay Regional Nature Park and Forest Management Plan update (2018) be referred to the applicable government agencies, First Nations, affected community stakeholder groups, and internal regional district departments for comment and also posted on the Comox Valley Regional District website for final public review;

AND FURTHER THAT following the referral and comment period, the final Seal Bay Regional Nature Park and Forest Management Plan update (2018) be brought forward to the Electoral Areas Services Committee for final review and recommendation for board adoption.

209

Carried

#### **BYLAW NO. 1415 AMENDMENT TO INCLUDE A TAX SUPPORT FOR DENMAN ACTIVITIES CENTRE**

B. Jolliffe/R. Nichol: THAT the report dated September 7, 2018 regarding a proposal to have the Denman Activities Centre become a tax supported service under the current Denman Island Community Hall Service Function 675 be received.

207

Carried

I. Smith, General Manager of Community Services, provided an overview of the staff report regarding a proposal to have the Denman Activities Centre become a tax supported service under the current Denman Island Community Hall Service Function 675.

Stirling Fraser, President and Treasurer, and Robert Fox, Vice-President, Denman Island Community Hall, were in attendance at the meeting.

R. Nichol/B. Jolliffe: THAT the board proceed with expanding the purpose of the Denman Island Community Hall service in order to also provide funding for the Denman Activity Centre and increase the maximum requisition by 25 per cent and initiate the following:

1. A service amendment bylaw be submitted to the electors for approval by way of the Alternative Approval Process to be conducted for the Denman Island Community Hall service area being Denman Island (a defined portion of Electoral Area A);
2. The notice to electors (includes synopsis of proposed bylaw) attached to the staff report as Appendix A dated September 7, 2018 be approved;
3. The elector response form Appendix C attached to the staff report dated September 7, 2018 be approved;
4. The deadline for receiving the elector response forms be set at 4:30 pm on Thursday, January 17, 2019; and,
5. The total number of electors within the service area to which the alternative approval process applies is determined to be 926 of which 10 per cent or 93 must submit elector response forms to prevent the Comox Valley Regional District from adopting the Denman Island Community Hall Service Establishment Amendment Bylaw without first obtaining the assent of the electors by way of referendum.

207

Carried

#### **FEASIBILITY STUDY - COMPOSTING TOILET RESIDUALS MANAGEMENT FACILITY**

B. Jolliffe/R. Nichol: THAT the report dated September 10, 2018 seeking support for an application to the Infrastructure Planning Grant Program (IPGP) to fund feasibility study work for a composting toilet residuals

management service for Hornby Island be received.

207

Carried

D. Monteith, Manager of Liquid Waste Planning, provided an overview of the staff report regarding support for an application to the Infrastructure Planning Grant Program (IPGP) to fund feasibility study work for a composting toilet residuals management service for Hornby Island.

B. Jolliffe/R. Nichol: THAT an application be made to the Infrastructure Planning Grant Program for a feasibility study for a Hornby Island composting toilet residuals management service;

AND FURTHER THAT the 2019-2023 financial plan for Service 155, Hornby Island Feasibility Studies, include up to \$5,000 for the Hornby Island composting toilet residuals management service feasibility study for further consideration and approval.

207

Carried

### **ELECTORAL AREA C - SUBDIVISION WITHIN THE AGRICULTURAL LAND RESERVE ALR 4C 18 - 9314 DOYLE ROAD (PROCTOR)**

R. Dyson, Chief Administrative Officer, recused himself from the meeting at 11:49 am due to a potential perceived conflict of interest in relation to his spouse's position as Chair of the Agricultural Land Commission.

B. Jolliffe/R. Nichol: THAT the report dated September 10, 2018 regarding an application to subdivide a property within the Agricultural Land Reserve at 9314 Doyle Road (Proctor) be received.

208 and 213

R. Nichol/B. Jolliffe: THAT the motion to consider receipt of report dated September 10, 2018 regarding an application to subdivide a property within the Agricultural Land Reserve at 9314 Doyle Road (Proctor) be tabled until the arrival of the applicant.

208

Carried

### **NEW BUSINESS**

### **EQUESTRIAN USE OF SEAL BAY NATURE PARK (SEAL BAY NATURE PARK MANAGEMENT PLAN UPDATE)**

B. Jolliffe/R. Nichol: THAT the 2019 Electoral Areas services parkland workplan include consideration of the requests from Sharon Pickthorne, Back Country Horsemen of BC (BCHBC) - North Van Isl Chapter (NVI) liaison with CVRD and Director of Horse Council of BC (HCBC) as follows:

- continued collaboration on multi-use trail initiatives with the goal of continued access for equestrians;
- support for multi-use existing extended horse-bike trail to be re-routed/constructed away from busy Bates Road for the safety of everyone;
- support for re-routing the existing horse-bike trail away from private property edge (Langlois Road) for public safety and enhanced property privacy; and
- parking enhancements on Mitchell//Elmo Roads.

209

Carried

### **REPORTS (continued)**

### **ELECTORAL AREA C - SUBDIVISION WITHIN THE AGRICULTURAL LAND RESERVE ALR 4C 18 - 9314 DOYLE**

**ROAD (PROCTOR)**

B. Jolliffe/R. Nichol: THAT the motion to consider receipt of report dated September 10, 2018 regarding an application to subdivide a property within the Agricultural Land Reserve at 9314 Doyle Road (Proctor) be lifted from the table.

208 Carried

Vote on the motion as follows:

THAT the report dated September 10, 2018 regarding an application to subdivide a property within the Agricultural Land Reserve at 9314 Doyle Road (Proctor) be received.

208 Carried

T. Trieu, Manager of Planning Services, provided an overview of the staff report regarding an application to subdivide a property within the Agricultural Land Reserve at 9314 Doyle Road (Proctor).

Patricia Proctor, owner, was in attendance at the meeting.

B. Jolliffe/R. Nichol: THAT the Agricultural Land Reserve application ALR 4C 18 (Proctor) to subdivide lands known as Lot 1, Block 29, Comox District, Plan 24877, be forwarded to the Agricultural Land Commission for their consideration, without comment.

208 and 213 Carried

R. Dyson, Chief Administrative Officer, returned to the boardroom at 12:13 pm.

**IN-CAMERA:**

R. Nichol/B. Jolliffe: THAT the committee adjourn to an in-camera session pursuant to the following subsection of section 90 of the Community Charter:

90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality.

208 Carried

Time: 12:13 pm.

**RISE AND REPORT:**

The committee rose from its in-camera session at 12:42 pm.

**TERMINATION:**

B. Jolliffe/R. Nichol: THAT the meeting terminate.

208 Carried

Time: 12:42 pm.

Confirmed by:



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Edwin Grieve  
Chair

Certified Correct:

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Jake Martens  
Manager of Legislative Services

Recorded By:

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Lisa Dennis  
Legislative Services Assistant

These minutes were received by the Comox Valley Regional District board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.