

Monday, August 12, 2019

Minutes of the meeting of the Electoral Areas Services Committee held on Monday, August 12, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 10:00 am.

MINUTES

Present:

Chair:	E. Grieve	Puntledge/Black Creek (Area C)
Vice-Chair:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
Director:	A. Hamir	Lazo North (Area B)
Staff:	R. Dyson	Chief Administrative Officer
	S. Smith	General Manager of Planning and Development Services
	K. La Rose	Acting General Manager of Engineering Services
	D. DeMarzo	Acting General Manager of Community Services
	J. Martens	Manager of Legislative Services
	A. Baldwin	Legislative Services Assistant

RECOGNITION OF TRADITIONAL TERRITORIES

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

MANAGEMENT REPORT:

A. Hamir/D. Arbour: THAT the Electoral Areas Services Committee management report dated August 2019 be received.

208

Carried

REPORTS:

ADVISORY PLANNING COMMISSION MINUTES

A. Hamir/D. Arbour: THAT the following items be received:

- minutes of the Electoral Area A Advisory Planning Commission meeting held July 16, 2019;

- minutes of the Electoral Area C Advisory Planning Commission meeting held July 18, 2019; and

- minutes of the Electoral Area B Advisory Planning Commission meeting held July 23, 2019 be received.

208

Carried

ELECTORAL AREA A - DEVELOPMENT VARIANCE PERMIT DV 5A 19 - 3719 CAMERON ROAD (STAPLES)

A. Hamir/D. Arbour: THAT the report dated July 30, 2019 regarding a Development Variance Permit that would increase the maximum regulated height of a house from 10 metres to 10.45 metres on the subject property be received.

208 and 213

Carried

J. MacLean, Rural Planner, provided an overview of the report regarding Development Variance Permit application DV 5A 19 - 3719 Cameron Road (Staples).

The applicant Ciele Staples was in attendance at the meeting.

The Chair called for any members of the public that may wish to speak regarding Development Variance Permit application DV 5A 19 - 3719 Cameron Road (Staples). There were no speakers.

A. Hamir/D. Arbour: THAT the board approve the Development Variance Permit DV 5A 19 (Staples) to increase the maximum permitted height of the principal building from 10.0 metres to 10.45 metres on the property described as Lot B, Section 28, Township 11, Nelson District, Plan VIP77130, PID 025- 965-506 (3719 Cameron Road);

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

208 and 213

Carried

ELECTORAL AREA B - DEVELOPMENT VARIANCE PERMIT DV 9B 19 - 1919 THURBER ROAD (BARNSELY)

D. Arbour/A. Hamir: THAT the report dated July 30, 2019 regarding Development Variance Permit to reduce the minimum rear yard setback for a secondary dwelling be received.

208 and 213

Carried

B. Labute, Planner, provided an overview of the report regarding Development Variance Permit application DV 9B 19 - 1919 Thurber Road (Barnsley).

The applicants Jack and Pamela Barnsley, were in attendance at the meeting.

The Chair called for any members of the public that may wish to speak regarding Development Variance Permit application DV 9B 19 (Barnsley). There were no speakers.

A. Hamir/D. Arbour: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 9B 19 (Barnsley) to:

1. Reduce the minimum rear yard setback for the proposed secondary dwelling from 7.5 metres to 5.0 metres; and
2. Reduce the minimum rear yard setback for the eaves of the proposed secondary dwelling from 5.5 metres to 4.5 metres;

for the property described as Lot 7, District Lot 91, Comox District, Plan 31278, PID 001-163-248 (1919 Thurber Road);

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

208 and 213

Carried

ELECTORAL AREA B - DEVELOPMENT VARIANCE PERMIT DV 7B 19 - 5956 ALDERGROVE DRIVE (CLARKE)

D. Arbour/A. Hamir: THAT the report dated July 30, 2019 regarding Development Variance Permit to reduce the minimum side yard road setback for the dwelling and to reduce the minimum side yard and front yard setback for the accessory building be received.

208 and 213

Carried

B. Labute, Planner, provided an overview of the report regarding Development Variance Permit application DV 7B 19 - 5956 Aldergrove Drive (Clarke).

The applicants, Dean and Deborah Clark were in attendance at the meeting.

The Chair called for any members of the public that may wish to speak regarding Development Variance Permit application DV 7B 19 - 5956 Aldergrove Drive (Clarke). There were no speakers.

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 7B 19 (Clarke) to:

1. Reduce the minimum side yard road setback from 4.5 metres to 2.75 metres for the dwelling (2.5 metres to 2.15 metres for the eaves);
2. Reduce the minimum front yard setback from 7.5 metres to 6.0 metres for the accessory building (5.5 metres to 5.37 metres for the eaves); and
3. Reduce the minimum side yard setback from 1.75 metres to 1.3 metres for the accessory building (0.88 metres to 0.63 metres for the eaves).

For the property described as Lot 20, Block 29, Comox District, Plan 11986, PID 001-293-052 (5956 Aldergrove Drive);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit upon receipt of a setback permit from the Ministry of Transportation and Infrastructure.

208 and 213

Carried

ELECTORAL AREA C - DEVELOPMENT VARIANCE PERMIT DV 5C 19 - 8575 LORY ROAD (LOCKETT AND HOLEHOUSE)

D. Arbour/A. Hamir: THAT the report dated July 30, 2019 regarding Development Variance Permit to increase the maximum building height from 6.0 metres to 6.91 metres for a partially constructed accessory building be received.

208 and 213

Carried

T. Trieu, Manager of Planning Services, provided an overview of the report regarding Development Variance Permit application DV 5C 19 - 8575 Lory Road (Lockett and Holehouse).

The applicants, David Lockett and Rosanna Holehouse, were in attendance at the meeting.

The Chair called for any members of the public that may wish to speak regarding Development Variance Permit application DV 5C 19 - 8575 Lory Road (Lockett and Holehouse). There were no speakers.

A. Hamir/D. Arbour: THAT the board approve the Development Variance Permit DV 5C 19 (Lockett and Holehouse) to increase the maximum building height from 6.0 metres to 6.91 metres for an accessory building at property described as Lot 7, Block 29, Comox District, Plan 28903, PID 001-453-793 (8575 Lory Road);

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

208 and 213

Carried

BYLAW ENFORCEMENT SEMI-ANNUAL REPORT

D. Arbour/A. Hamir: THAT the report dated August 7, 2019 regarding bylaw enforcement files and activities be received.

209

Carried

STRATEGIC PLANNING FOR ELECTORAL AREAS

D. Arbour/A. Hamir: THAT the report dated July 30, 2019 regarding a response to a request by the Electoral Areas Services Committee to explore options associated with a strategic planning session dedicated to the electoral areas be received.

208

Carried

DENMAN WORKS! REQUEST FOR DENMAN ISLAND ECONOMIC DEVELOPMENT SERVICE RESERVE FUNDS TO SUPPORT ADDITIONAL 2019 LOCAL ECONOMIC DEVELOPMENT GRANTS

A. Hamir/D. Arbour: THAT the report dated August 6, 2019 regarding a request from the Denman WORKS! Economic Enhancement Society to access funds from the Denman Island Economic Development service reserve to provide two additional community project grants to eligible applicants on Denman Island be received.

207

Carried

K. Douville, Manager of Financial Planning, provided an overview of the report regarding a request from the Denman WORKS! Economic Enhancement Society to access funds from the Denman Island Economic Development service reserve to provide two additional community project grants to eligible applicants on Denman Island.

D. Arbour/A. Hamir: THAT the 2019 – 2023 financial plan and capital expenditure program for the Denman Island Economic Development service, function 555, be amended by increasing operational grant expenditures by \$27,000 in 2019 to be funded by way of a contribution from future expenditure reserve from reserves function #555.

207

Carried

HORNBY ISLAND ARTS COUNCIL – COMMUNITY WORKS FUNDS REQUEST

D. Arbour/A. Hamir: THAT the report dated August 7, 2019 regarding the request by the Hornby Island Arts Council for \$175,000 in Community Works Funds (CWF) to support the construction of a new Arts Centre on Hornby Island be received.

208

Carried

K. Douville, Manager of Financial Planning, and D. DeMarzo, Acting General Manager of Community Services, provided an overview of the report regarding the Hornby Island Arts Council for \$175,000 in Community Works Funds (CWF) to support the construction of a new Arts Centre on Hornby Island.

D. Arbour/A. Hamir: THAT the Comox Valley Regional District authorize the implementation of a formalized process as outlined in the August 6, 2019 staff report for the consideration of future requests from external non-profit organizations within the Comox Valley for financial support utilizing Community Works Funds
208 Carried

D. Arbour/A. Hamir: THAT the request from the Hornby Island Arts Council (HIAC) for \$175,000 in Community Works Funds (CWF) to support the construction of a new Arts Centre on Hornby Island be approved subject to:

- a. staff confirming all requirements of the CWF agreement between the CVRD and UBCM being met;
- b. the CVRD indicating support for the project through a formal Board resolution;
- c. staff being directed to prepare a contribution agreement between the CVRD and the HIAC that sets out all pertinent commitments of both parties, including but not limited to those outlined in the August 6, 2019 staff report; and
- d. the CVRD supports by way of a formal board resolution the transfer of funds to the HIAC to support the project and its eligible costs as outlined in Schedule C of the CWF agreement.

208 Carried

CVRD GRANTS/FUNDING SERVICES – CRITERIA AND PROCEDURES REVIEW

D. Arbour/A. Hamir: THAT the report dated August 7, 2019 regarding creating criteria for the various grant and funding services offered and administered by the Comox Valley Regional District be received.
209 Carried

D. DeMarzo, Acting General Manager of Community Services, presented information regarding creating criteria for the various grant and funding services offered and administered by the Comox Valley Regional District.

D. Arbour/A. Hamir: THAT staff review the Electoral Areas Arts and Culture Grant service (function 615); Grant-In-Aid services (function 120-124); Denman and Hornby Recreation Grant Services (functions 605 and 606) and Heritage Conservation Service (functions 691 – 695), for the purpose of:

- a. developing guidelines for applicants;
- b. ensuring a transparent process and equal opportunity to funding;
- c. determining if some initiatives should be funded by contract rather than relying on grant processes;
- d. determining whether new community hall services are warranted; and
- e. evaluating the possibility of consolidation of services or grant programs.

AND THAT staff bring back a report reviewing the above and providing recommendations.
209 Carried

IN-CAMERA:

A. Hamir/D. Arbour: THAT the committee adjourn to an in-camera session pursuant to the following sub-section(s) 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: 11:53 am.

RISE AND REPORT:

The committee rose from its in-camera session at 12:18 pm.

TERMINATION:

D. Arbour/A. Hamir: THAT the meeting terminate.
208

Carried

Time: 12:18 pm.

Confirmed by:

Edwin Grieve
Chair

Certified Correct:

Jake Martens
Manager of Legislative Services

Recorded By:

Antoinette Baldwin
Legislative Services Assistant

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