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**Minutes of a Meeting of the Juan de Fuca Land Use Committee  
Held Tuesday, February 16, 2021, at the Juan de Fuca Local Area Services Building  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** Director Mike Hicks (Chair), Stan Jensen (EP), Vern McConnell (EP), Roy McIntyre (EP), Dale Risvold (EP), Sandy Sinclair (EP)  
**Staff:** Iain Lawrence, Manager, Community Planning (EP); Wendy Miller, Recorder (EP)  
**ABSENT:** Ron Ramsay  
**PUBLIC:** 2 EP

EP – Electronic Participation

The meeting was called to order at 7:07 pm.

**1. Approval of the Agenda**

At this time, it was advised that the applicant for Radio Communication and Broadcasting Antenna Systems Application LP000020 for 7908 West Coast Road has requested that consideration of the application be withdrawn from the February 21, 2021 Juan de Fuca Land Use Committee meeting agenda.

**MOVED** by Sandy Sinclair, **SECONDED** by Roy McIntyre that the agenda be approved, as amended to strike consideration of application LP000020.

**CARRIED**

**2. Approval of the Supplementary Agenda**

No supplementary items.

**3. Adoption of Minutes from the Meeting of January 19, 2021**

**MOVED** by Vern McConnell, **SECONDED** by Roy McIntyre that the minutes from the meeting of January 19, 2021, be adopted.

**CARRIED**

**4. Chair's Report**

No report.

**5. Planner's Report**

No report.

**6. Building Conversion to Strata Application**

**a) BC000024 – Lot A, Section 11, Otter District, Plan 33095 (4090 Otter Point Road)**

Iain Lawrence spoke to the staff report and the application to convert a single-family dwelling to strata at 4090 Otter Point Road for the purpose of registering a phased building strata.

Iain Lawrence highlighted the subject property map, zoning boundaries and proposed phased strata plan and outlined Section 242(6) of the *Strata Property Act*, which provides considerations for approving conversion of previously occupied buildings.

Iain Lawrence responded to questions from the LUC advising that:

- while the CRD is the authority for approving the previously occupied building conversion to a strata, the Ministry of Transportation and Infrastructure is the approving authority for a phased strata
- a building permit was issued in 1980 for a single-family dwelling on the Agricultural zoned portion of the property and the permit lapsed in 1987
- a condition of approval is a submission of a Qualified Professional's report to confirm that the existing dwelling substantially complies with the *BC Building Code*

Iain Lawrence confirmed that the applicants were in attendance.

**MOVED** by Sandy Sinclair, **SECONDED** by Vern McConnell that the Land Use Committee recommends to the Capital Regional District (CRD) Board:

1. That Building Conversion Strata BC000024, for Lot A, Section 11, Otter District, Plan 33095, to obtain individual title for two single-family dwellings as part of phase 1 of the Proposed Phased Building Strata shown on the Plan prepared by Summit Land Surveying, dated December 2, 2020, be approved subject to the following conditions:
  - i. Submission of a Qualified Professional's report to confirm that the existing dwelling substantially complies with the *BC Building Code* and describe the life expectancy and projected major increases in maintenance costs due to the condition of the building;
  - ii. Completion of a building permit for the existing dwelling;
  - iii. Completion of any building permits and development permits required for the existing accessory buildings;
  - iv. Submission of a Qualified Professional's report confirming completion of the improvements to the existing domestic groundwater as outlined in the report prepared by Wellmaster Pumps and Water Systems Ltd., dated July 19, 2020, and certifying that well complies with the *Groundwater Protection Regulation*;
  - v. Submission of proof of a potable water supply for the proposed dwelling;
  - vi. Confirmation that the subject property can accommodate a sewerage system or systems that meet the requirements of the *Sewerage System Regulation*, for proposed phased strata;
  - vii. Substantial completion of a second dwelling on the subject property, as confirmed by CRD Chief Building Inspector, to form part of phase 1 of the proposed phased building strata as identified on the survey prepared by Summit Land Surveying dated December 2, 2020;
  - viii. The submission of a final survey plan for endorsement by the General Manager, Planning & Protective Services Department.

**CARRIED**

## 7. Adjournment

The meeting adjourned at 7:15 pm.

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Chair