



C·V·R·D

NOTICE OF ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, February 2, 2010 Regional District Board Room 175 Ingram Street, Duncan, BC

3:00 pm

AGENDA

Table with 2 columns: Item Number and Pages. Items include: 1. APPROVAL OF AGENDA (1-2), 2. ADOPTION OF MINUTES (M1 Minutes of January 19, 2010 EASC Meeting), 3. BUSINESS ARISING FROM MINUTES, 4. DELEGATIONS (D1 Susan Repath, D2 Te-Zen Liu, D3 Russ McArthur/Balbir Parhar), 5. STAFF REPORTS (SR1-SR12).

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14.	<b><u>ADJOURNMENT</u></b>	

**NOTE: A copy of the full agenda package is available at the CVRD website [www.cvrld.bc.ca](http://www.cvrld.bc.ca)**

Director B. Harrison  
Director K. Cossey  
Director I. Morrison

Director M. Marcotte  
Director G. Giles  
Director K. Kuhn

Director L. Iannidinardo  
Director L. Duncan  
Director M. Dorey

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## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 2, 2010

**DATE:** January 26, 2010 **FILE NO:** 6-A-09DP/VAR  
**FROM:** Jill Collinson, Planning Technician **BYLAW NO:** 2000  
**SUBJECT:** Application No. 6-A-09DP/VAR (Susan Repath)

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**Recommendation:**

That Application No. 6-A-09DP/VAR by Susan Repath for a variance to Section 8.4(b)(3) of Zoning Bylaw No. 2000, to decrease the side interior parcel line setback for an accessory building from 3 metres (9.8 feet) to 1.37 metres (4.5 feet) at 2598 Melfort Place, Lot C, District Lot 18, Malahat District, Plan VIP53396 (*PID 017-568-048*) be approved, subject to the applicant providing a survey confirming compliance with the approved setback.

**Purpose:** To consider an application to vary the side interior parcel line of an accessory building from 3 metres (9.8 feet) to 1.37 metres (4.5 feet)

**Background:**

Location of Subject Property: 2598 Melfort Place, Mill Bay

Legal Descriptions: Lot C, District Lot 18, Malahat District, Plan VIP53396 (*PID 017-568-048*)

Date Application and Complete Documentation Received: April 1st, 2009

Owner: Susan Repath

Applicant: As above

Size of Parcel: 0.22 hectares (0.54 acres)

Existing Zoning: R3-A (Urban Residential - Limited Height)

Minimum Lot Size Under Existing Zoning: 0.2 ha

Existing Use of Property: Residential

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Existing Use of Surrounding Properties:

North: Residential (R3-A)  
 South: Residential (R3-A)  
 East: Residential (R3-A)  
 West: Residential (R3-A)

Services

Road Access: Melfort Place  
Water: Mill Bay Waterworks  
Sewage Disposal: On-site septic system

Agricultural Land Reserve Status: Out

Environmentally Sensitive Areas: Stream identified

Archaeological Site: None have been identified

**The Proposal:**

An application has been made to: to vary Section 8.4(b)(3) of Bylaw No. 2000.

For the purpose of: constructing an accessory building 1.63 metres into the setback from the side interior parcel line resulting in relaxation of the interior side setback requirement from 3 metres to 1.37 metres.

**Surrounding Property Owner Notification and Response:**

A total of twenty-one (21) letters were mailed out and/or otherwise hand delivered to adjacent property owners, as required pursuant to CVRD Development Application Procedures and Fee Bylaw No. 3275. The notification letter described the purpose of this application and requested comments on this variance within a specified time frame. During the 2-week period provided for a written reply, we received one letter of correspondence in favour of the abovementioned variance request.

**Planning Division Comments:**

The subject property is located at 2598 Melfort Place in Electoral Area A, Mill Bay. At present, the existing home and attached garage is the only permanent structure on the property. The applicant intends to construct a 25' x 20' accessory building in the northeast corner of the subject property. The applicant has applied to vary the setback to the side interior parcel line as adhering to the 3 metre setback stipulated in Zoning Bylaw 2000 would partially block paved access to the home's attached garage.

Currently there is a removable, small plastic shed in the proposed location of the new accessory building. Upon site visit, areas of wide landscaping were noted between the proposed new accessory building location and possible affected neighbours. A stream (Wilkin Creek) was observed on the subject property, resulting in a Riparian Areas Regulation Assessment Report being conducted. The RAR Report established a 10 metre Streamside Protection and

Enhancement Area (SPEA). The proposed accessory building is 18.9 metres away from Wilkin Creek, well beyond the prescribed 10 m SPEA. The recommendations from the Riparian Areas Regulations Assessment Report will be conditions of the development permit.

As no objection to the proposed variance has been received and the proposed building location does not impact Wilkin Creek, staff recommends approval.

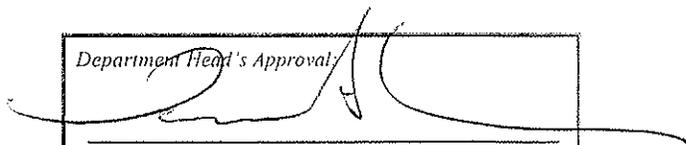
**Options:**

1. That Application No. 6-A-09DP/VAR by Susan Repath for a variance to Section 8.4(b)(3) of Zoning Bylaw No. 2000, to decrease the side interior parcel line setback for an accessory building from 3 metres (9.8feet) to 1.37 metres (4.5 feet) at 2598 Melfort Place, Lot C, District Lot 18, Malahat District, Plan VIP53396 (PID 017-568-048) **be approved**, subject to the applicant providing a survey confirming compliance with the approved setback.
  
2. That Application No. 6-A-09DP/VAR by Susan Repath for a variance to Section 8.4(b)(3) of Zoning Bylaw No. 2000, to decrease the side interior parcel line setback for an accessory building from 3 metres (9.8 feet ) to 1.37 metres (4.5 feet) at 2598 Melfort Drive, Lot C, District Lot 18, Malahat District, Plan VIP53396 (PID 017-568-048) **be denied**.

Submitted by,



Jill Collinson  
Planning Technician  
Development Services Division  
Planning and Development Department

<i>Department Head's Approval</i>

<i>Signature</i>

JC/jah

Attachments



**Covichan Valley Regional District**

This map is compiled from various sources for internal use and is designed for reference purposes only.

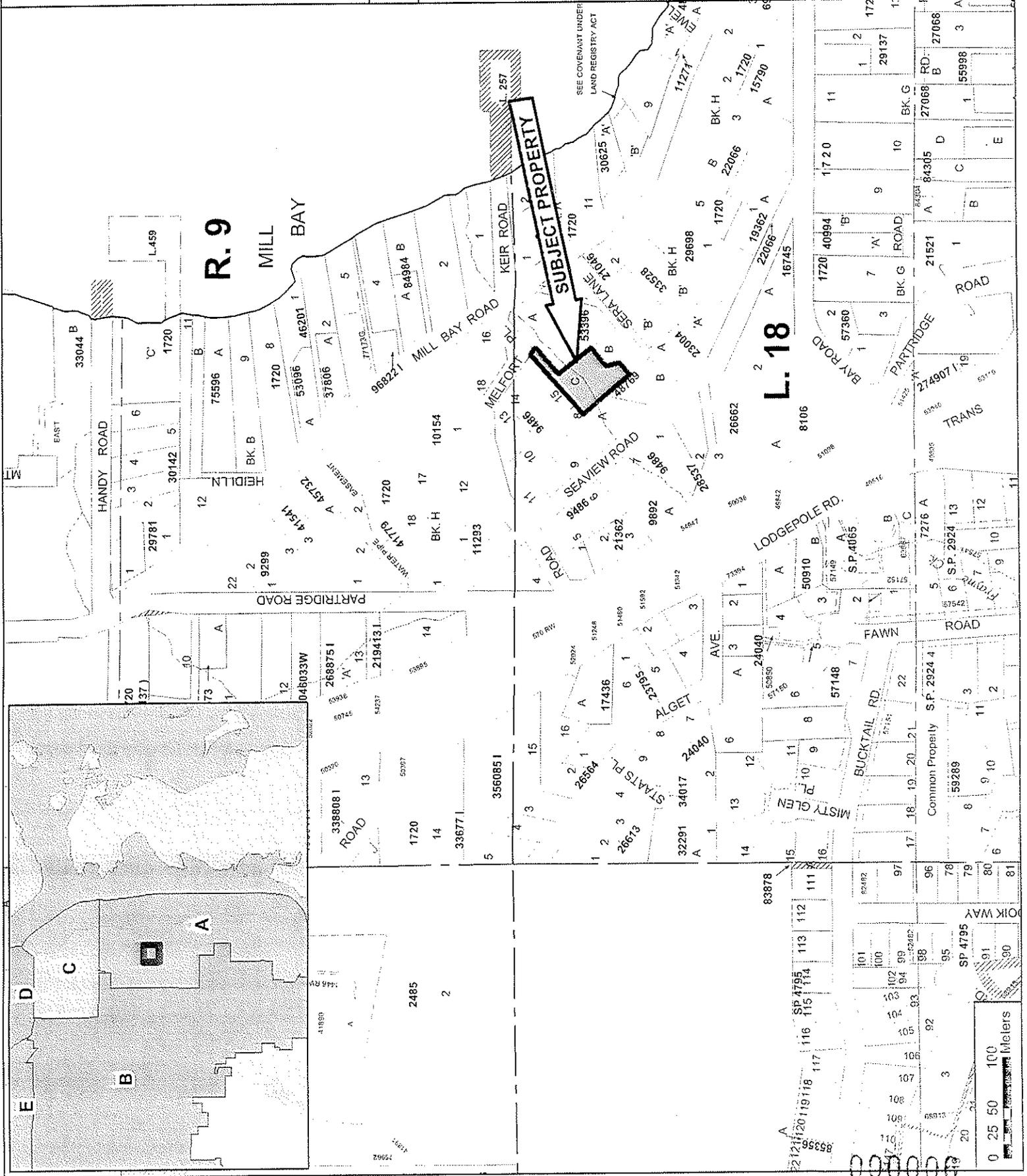
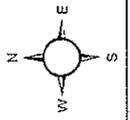
The Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

**FILE: 2-A-09-DVP**

**Legend**  
 Subject Property



8.4.A R-3A ZONE – URBAN RESIDENTIAL (LIMITED HEIGHT)

Subject to compliance with the general requirements detailed in Parts 4 and 5 of the Bylaw, the following regulations apply in the R-3A Zone:

(a) Permitted Uses

The following uses and no others are permitted in an R-3A Zone:

- (1) One single family dwelling;
- (2) Bed and breakfast accommodation;
- (3) Daycare, nursery school accessory to a residential use;
- (4) Home occupation;
- (5) Horticulture;
- (6) Secondary suite or small suite.

(b) Conditions of Use

For and parcel in an R-3A Zone:

- (1) The parcel coverage shall not exceed 25 percent for all buildings and structures;
- (2) The height of all buildings and structures shall not exceed 7.5 m, except accessory buildings, which shall not exceed a height of 6 m;
- (3) The following minimum setbacks apply:

<b>COLUMN I Type of Parcel Line</b>	<b>COLUMN II Residential Buildings &amp; Structures</b>	<b>COLUMN III Buildings and Structures Accessory to Residential Use</b>
Front	7.5 metres	7.5 metres
Interior Side	3.0 metres	3.0 metres
Exterior Side	4.5 metres	4.5 metres
Rear	4.5 metres	3.0 metres

(c) Minimum Parcel Size

Subject to Part 13, the minimum parcel size in the R-3 Zone is:

- (1) 0.1675 ha for parcels served by community water and community sewer systems;
- (2) 0.2 ha for parcels served by a community water system only;
- (3) 1.0 ha for parcels served by neither a community water system nor community sewer system.

**Jill Collinson**

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**From:** CVRD Development Services  
**Sent:** Monday, January 04, 2010 8:38 AM  
**To:** Jill Collinson  
**Subject:** FW: Development Variance Permit

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**From:** A. Huskisson [mailto:husky4@shaw.ca]  
**Sent:** Tuesday, December 29, 2009 10:29 AM  
**To:** CVRD Development Services  
**Subject:** Development Variance Permit

**Attn:** Jill Collinson, Planning Technician.  
File # 2-A-09DVP (Repath)

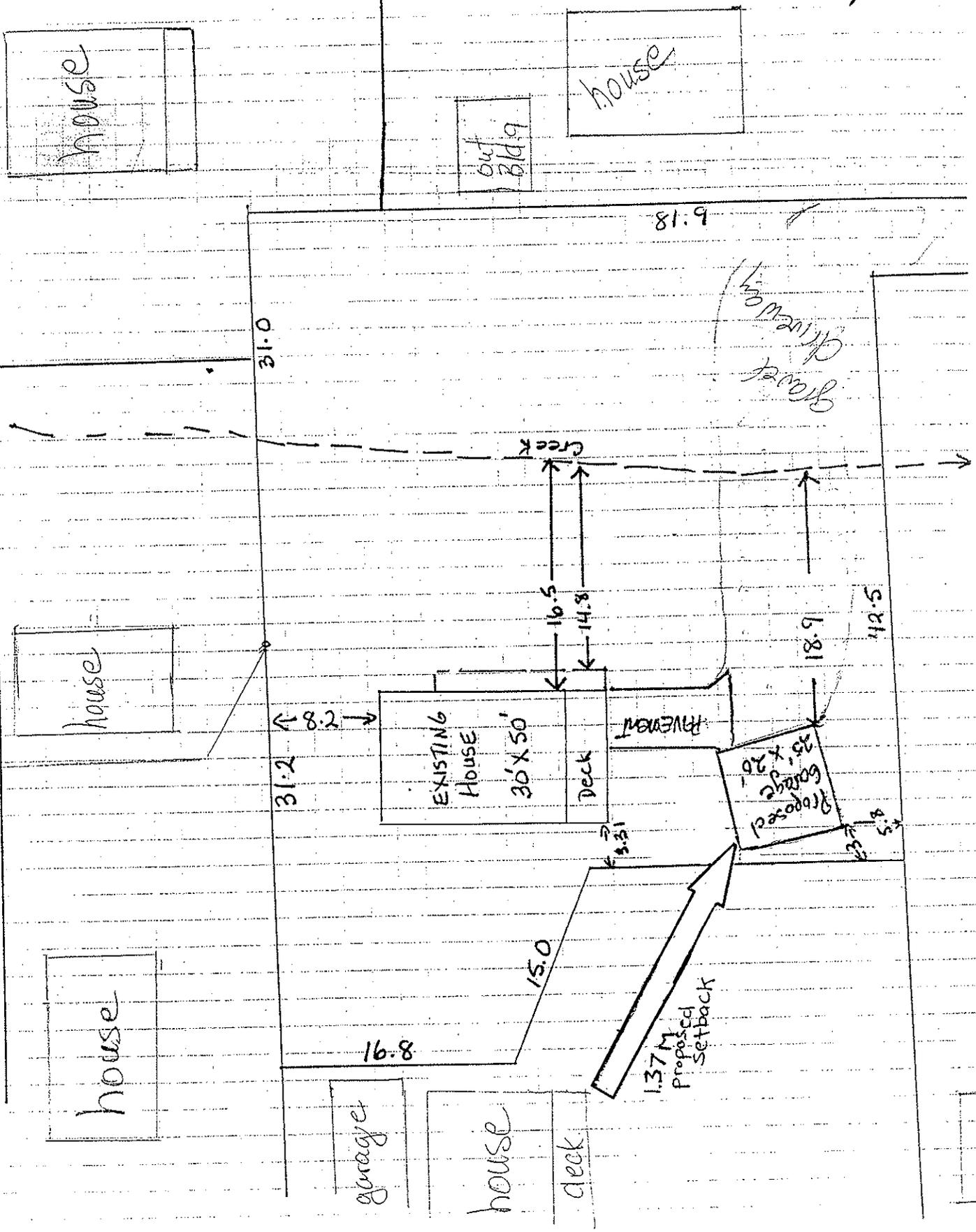
This will confirm our acceptance of the Variance Permit re the following property:

2598 Melford Drive (PID: 017-568-048)  
Lot C, District Lot 18, Malahat District, Plan VIP 53396

Alan & Josephine Huskisson.



SEAVIE W. Road.



6000009

**Riparian Areas Regulation: Assessment Report**

Please refer to submission instructions and assessment report guidelines when completing this report.

Date September 30, 2009

# 1445

**I. Primary QEP Information**

First Name	Jackie	Middle Name	
Last Name	Churchill		
Designation	Applied Science Technologist	Company Madrone Environmental Services Ltd.	
Registration #	25557	Email Jackie.churchill@madrone.ca	
Address	1081 Canada Avenue		
City	Duncan	Postal/Zip	V9L 1V2 Phone # (250) 746-5545
Prov/state	B.C.	Country	Canada

**II. Secondary QEP Information (use Form 2 for other QEPs)**

First Name		Middle Name	
Last Name			
Designation		Company	
Registration #		Email	
Address			
City		Postal/Zip	Phone #
Prov/state		Country	

**III. Developer Information**

First Name	Susan	Middle Name	
Last Name	Repath		
Company	N/A		
Phone #	Home: (250) 743-3247 Cell: (250) 884-6371	Email SusanRepath@shaw.ca	
Address	2598 Melfort Drive		
City	Cobble Hill	Postal/Zip	V0R 1L0
Prov/state	B.C.	Country	Canada

**IV. Development Information**

Development Type	Construction		
Area of Development (ha)	0.000625	Riparian Length (m)	47.6
Lot Area (ha)	0.293975	Nature of Development	New Development
Proposed Start Date	August 2009	Proposed End Date	August 2010

**V. Location of Proposed Development**

Street Address (or nearest town)	2598 Melfort Drive		
Local Government	Cowichan Valley Regional District	City	Duncan
Stream Name	Wilkin Creek		
Legal Description (PID)	017-568-048	Region	1 - Vancouver Island
Stream/River Type	Stream	DFO Area	South Coast
Watershed Code	N/A		
Latitude	48	38	46 Longitude 123 33 14.7

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

**Table of Contents for Assessment Report**

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### **Section 1. Description of Fisheries Resources Values and a Description of the Development Proposal**

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

Wilkin Creek offers potential fish habitat, in that it connects directly to the Pacific Ocean, allowing for potential use by anadromous fish species such as: coho salmon (*Oncorhynchus kisutch*), chum salmon (*O. keta*), chinook salmon (*O. tshawytscha*), steelhead (*O. mykiss*), and coastal cutthroat trout (*O. clarkii clarkii*). The creek also flows on a perennial basis, allowing for potential use by resident fish.

On-site fish habitat values consist of an abundance of spawning habitat (cobble/gravel substrate), and LWD/boulders, which provide security/rearing habitat. The stream is, however, lacking pool habitat units.

Wilkin Creek is a moderately sloped step-pool system, averaging approximately 3 metres wide. No fish were observed in the creek at the time of the assessment.

Wilkin Creek's headwaters are located approximately 400 metres west of the Trans Canada Highway and it flows northeast (for approximately 1.4 km) before reaching the Saanich Inlet. The portion of the creek that is located on the subject property is contained within a narrow ravine.

A 1.5" pipe, which may be a water line, runs the length of the creek. The origin and end point of the pipe are located beyond the property boundaries. The pipe continues through the culvert situated under Sea View Road. This culvert represents an obvious barrier to the upstream movement of fish.

Existing riparian vegetation is providing proper biological function, with deciduous leaf decay providing nutrients to the soil and water in the fall months. The coniferous trees growing along the banks of the creek are also contributing to the overall health of the creek system by providing necessary amounts of shade. Along the banks of the creek and the immediate high water mark, the tree layer consists of big-leaf maple (*Acer macrophyllum*), western redcedar (*Thuja plicata*), Douglas-fir (*Pseudotsuga menziesii*), western hemlock (*Tsuga heterophylla*) and red alder (*Alnus rubra*).

The shrub layer ranged from well developed (approximately 60% cover) on the portion of creek near the northeast boundary of the property, to sparse, on the creek section that runs from the centre of the property to the western boundary. The shrub vegetation consisted of Indian-plum (*Oemleria cerasiformis*), salmonberry (*Rubus spectabilis*) and red huckleberry (*Vaccinium parviflorum*). Young red alder and big-leaf maple also occurred in the shrub layer.

Herbs found in the riparian area of Wilkin creek included sword fern (*Polystichum munitum*), common horsetail (*Equisetum arvense*), western trillium (*Trillium ovatum*), lady fern (*Athyrium filix-femina*), and wall lettuce (*Lactuca muralis*).

Non-native plant species including Himalayan blackberry (*Rubus discolor*), spurge-laurel (*Daphne laureola*), herb- robert (*Geranium robertianum*) and English ivy (*Hedera helix*) occurred adjacent to Wilkin Creek. English ivy dominates the non-native plant growth and was observed growing on the trunks of mature trees and on the banks on either side of the creek.

A white PVC pipe used to discharge storm water and snow melt from a neighbouring property into the creek extends into the riparian zone of Wilkin creek.

The developer is proposing to construct a new shed structure south of Wilkin Creek on the southeast portion of the subject property. This area is favourable for development, given the lack of functioning riparian vegetation and the significant distance between the development footprint and the 10 m SPEA.

**Section 2. Results of Riparian Assessment (SPEA width)**

Attach or insert the Form 3 or Form 4 assessment form(s). Use enough duplicates of the form to produce a complete riparian area assessment for the proposed development

**2. Results of Detailed Riparian Assessment**

Refer to Chapter 3 of Assessment Methodology

Date: September 30, 2009

Description of Water bodies involved (number, type)	
Stream	1
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

1 Stream

**Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)**

	Channel Width(m)	Gradient (%)	
starting point	2.1	5	I, <u>Jackie Churchill, A.Sc.T.</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.  Note: Stream was not long enough to carry out all 11 measurements. All of the measurements were included in the mean width calculation.
upstream	2.4		
	2.2		
	3.4		
downstream	2.6		
	2.7		
	3.8	9	
Total: minus high /low	19.2		
mean	2.7	7	
	R/P	C/P	S/P
Channel Type			X

**Site Potential Vegetation Type (SPVT)**

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
	I, <u>Jackie Churchill, A.Sc.T.</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.		
Polygon No:		Method employed if other than TR	
	LC	SH	TR
SPVT Type			X
Polygon No:		Method employed if other than TR	

**Zone of Sensitivity (ZOS) and resultant SPEA**

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	8.1	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
<b>SPEA maximum</b>	<b>10</b>	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	N/A	South bank	Yes	No	X		
<b>SPEA maximum</b>	<b>10</b>	(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes	No			
<b>SPEA maximum</b>		(For ditch use table3-7)					

I, Jackie Churchill, A.Sc.T., hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;

b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Susan Repath;

c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

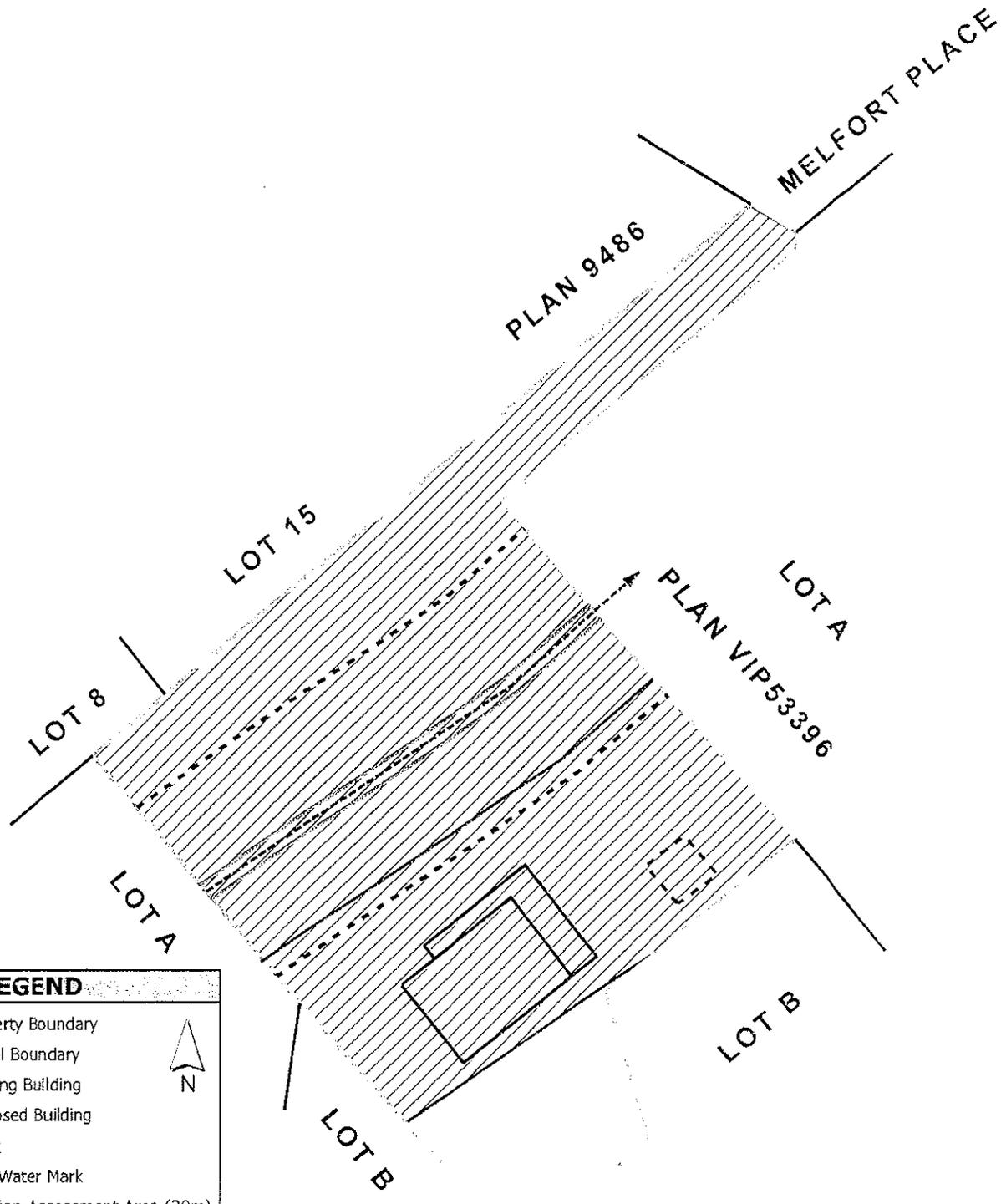
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

**Comments**

The assessment area is facing north and therefore the SPEA for shade is taken into account. As a result of this calculation being less than the minimum SPEA standards, the LWD/bank stability and litter fall/insect drop SPEAs will be used.



<b>PROJECT:</b> 2598 Melfort Drive - RAR Assessment	<b>CLIENT:</b> Susan Repath	<b>LOCATION:</b> Duncan, BC	<b>DOSSIER:</b> 09.0199
<b>ASSESSED BY:</b> Justin Lange, B.Sc., BIT & Tyler Innes, B.Sc. BIT	<b>FIELD VISIT:</b> August 20, 2009	<b>MAP SCALE:</b> 1:600	<b>MAPPING DATE:</b> September 30, 2009
			<b>DRAWN BY:</b> Anna Jeffries



**LEGEND**

- Property Boundary
- Parcel Boundary
- Existing Building
- Proposed Building
- Creek
- High Water Mark
- Riparian Assessment Area (30m)  
Maximum SPEA (10m)
- Zones of Sensitivity**
- Shade (8.1)
- Large Woody Debris (10m)
- Insect Drop / Litterfall (10m)



\*All features on this map are approximate. Features measured in the field were located using a handheld GPS and accuracy can only be guaranteed to 15m!

**Section 4. Measures to Protect and Maintain the SPEA**

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in chapter 1.1.3 of Assessment Methodology. It is suggested that documents be converted to PDF before inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

1. Danger Trees	During the assessment no danger trees were observed and the trees that exist within the SPEA have a low risk of falling. These trees pose no immediate threat to the
<p>I, Jackie Churchill, A.Sc.T., hereby certify that:</p> <p>e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>f) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
2. Windthrow	Windthrow is usually a result of clearing large treed areas and creating exposed forest "edges". The vegetated riparian strip is approximately 8-10 meters wide with abundant shade during the growing season as a result of dense vegetation growth. No trees will be cleared as a part of the development activities, which will prevent exposure to increased wind velocities. As a result, the risk of windthrow will not be increased by the proposed development.
<p>I, Jackie Churchill, A.Sc.T., hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
3. Slope Stability	The SPEA, which is comprised of a well vegetated bank and a strip along the clients' yard, has a grade of approximately 25-30 %. The ravine slope is unstable, with numerous field indicators of slope instability. With the proposed development taking place well beyond the SPEA and top of ravine bank on a flat area along the southern property boundary, the proposed development will not lead to increased slope stability concerns.
<p>I, Jackie Churchill, A.Sc.T., hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
4. Protection of Trees	The client has been informed and is aware that no trees are to be removed from the SPEA. Due to the distal location of the riparian vegetation to the proposed construction activities, there will be no damage to trees within the SPEA (including potential root damage).

FORM 1  
Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

<p>I, <u>Jackie Churchill, A.Sc.T.</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>5. Encroachment</p>	<p>All land use activities carried out by the client have been outside of the established SPEA. Recreational vehicle parking has been established just outside of the SPEA and has no influence or impacts on the SPEA. The client is aware that no new development or land use activities are to occur within the SPEA., Prior to development occurring, the edge of the SPEA should be clearly demarcated by temporary high visibility fencing.</p>
<p>I, <u>Jackie Churchill, A.Sc.T.</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>6. Sediment and Erosion Control</p>	<p>Sediment from construction activities can become mobilized during rainfall and transported into water bodies (i.e. creeks, lakes and wetlands). Sediment and erosion risk is very low with regard to the proposed development. Minimal site disturbance will take place, as a floating foundation will be inserted prior to the construction of the shed.</p> <p>To ensure that sediment does not become transported in to the creek from the area of development, the following steps should be followed (if applicable to the proposed minimal development footprint):</p> <ul style="list-style-type: none"> <li>- cover all soil/fill stockpiles with tarps to prevent mobilization by rainwater;</li> <li>- carry out any major grading or site preparation during dry periods;</li> <li>- apply temporary covers, such as geotextiles to exposed areas;</li> <li>- apply silt fencing where applicable in order to prevent sediment transportation in to the SPEA and/or the creek;</li> <li>- restricting high-frequency movement of heavy machinery on site; and</li> <li>- regular sweeping (as opposed to washing, which mobilizes sediment) of impermeable surfaces.</li> </ul>
<p>I, <u>Jackie Churchill, A.Sc.T.</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment</p>	

FORM 1  
Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
7. Stormwater Management	<p>Construction of new developments usually leads to an increase in surface water run-off and a decrease in natural infiltration as a result of the general increase in impermeable surface cover (i.e. driveways and rooftops). The main goals of storm water management are to either capture run-off from impermeable surfaces and return it to natural hydrological pathways, or implement initiatives to reduce the production of storm water run-off (i.e. by using permeable paving or a bio-retention area).</p> <p>The developer is proposing to construct a new shed to the south of Wilkin Creek. The amount of surface run-off will increase marginally, and this will be a result of the impermeable rooftop. The developer should make efforts to return this water to natural hydrological pathways. Run-off from the roof should be encouraged to infiltrate slowly into the ground, by ensuring that the roof rain leaders drain in to a rock pit or rain garden.</p>
<p>I, <u>Jackie Churchill, A.Sc.T.</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
8. Floodplain Concerns (highly mobile channel)	<p>The active floodplain of Wilkin Creek is contained within a steep-sided ravine, as represented by the placement of the high water mark flagging. During periods of high flows the water will be contained within the ravine and given the distance between the proposed development and the creek, flooding is not of concern.</p>
<p>I, <u>Jackie Churchill, A.Sc.T.</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Susan Repath</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	

## Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all document be *converted to PDF before inserting into the PDF version of the assessment report.*

Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

### Specific Actions Required:

- making sure that a sediment and erosion control plan has been formulated for the site (if applicable to the minimal development proposed and the fact that a "floating foundation" will be used);
- completion of on-site monitoring visits throughout the construction period;
- carrying out a site inspection at the beginning and end of construction activities to ensure that the SPEA has been respected; and
- completing and submitting a post-construction monitoring report via the RAR notification system.

### Monitoring Schedule:

- on the first day of operations, an on site meeting will be held to discuss the proposed development plans and to ensure that the suggested measures for sediment and erosion have been implemented (if applicable). In addition, the correct placement of high visibility fencing (e.g. orange snow fencing) along the outer edge of the SPEA should be checked;
- mid-way through the development operations, the QEP will visit the site to ensure that the development is going ahead in the proper manner; and
- carrying out a final site visit following the cessation of construction activities.

### Communication Plan:

- the developer is responsible for contacting the QEP to schedule a site visit on the first day of operations;
- the developer will also contact the QEP mid-way through the development, to allow for the QEP to have the opportunity to assess and modify (if required) the development activities.

Upon completion of all construction activities within the riparian assessment area, the developer will contact the QEP, in order that the final site inspection can be carried out. This site inspection will form the basis of the post-construction monitoring report, which will be submitted via the notification system.

**Section 6. Photos**



Photo 1: Looking northeast down Wilkin Creek at the culvert running under the driveway of the subject property, 2598 Melfort Drive.



Photo 2: Looking southwest from the centre of Wilkin Creek. This photo gives an overview of the substrate within the creek and the immediate riparian vegetation.



Photo 3: Looking southwest along a potential waterline that runs along the entire length of the creek bed.

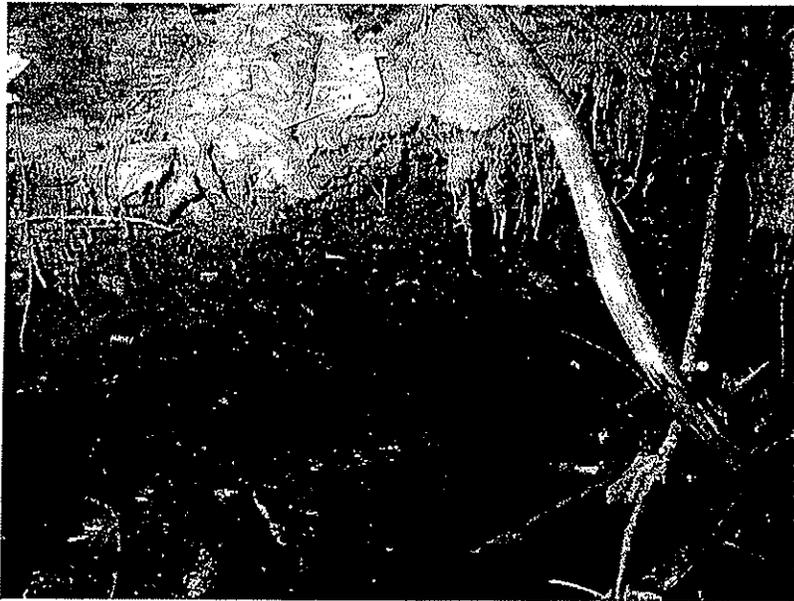


Photo 4: Part of the bank of Wilkin Creek, showing the results of scour during high water flows.



Photo 5: A photo of a PVC pipe draining storm water from a neighbouring property into Wilkin Creek. The piping runs down the south bank of the creek.



Photo 6: Looking southwest from the centre of Wilkin Creek. This photo shows a boulder that gave way from the bank and rolled into the creek bed.



Photo 7: Looking northeast along Wilkin Creek. This photo gives an overview of the characteristics typical of the portion of the creek on the lower half of the property.



Photo 8: Looking northeast along Wilkin Creek. This photo shows the characteristics typical of the creek on the upper portion of the property.



Photo 9: Looking southwest at the culvert running under Sea View Road. Note the black tube running into the culvert that is a potential water line. The culvert represents a barrier to the upstream movement of fish.



Photo 10: Looking up the south bank of Wilkin Creek. Note the bank instability indicators. .

**Section 7. Professional Opinion**

**Assessment Report Professional Opinion on the Development Proposal's riparian area.**

Date September 30, 2009

1. I/We Jackie Churchill,  
A.Sc.T. \_\_\_\_\_

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer Susan Repath (*name of developer*), which proposal is described in section 3 of this Assessment Report (the "development proposal");
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a)  if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR**

(Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)

- b)  if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

**[NOTE: "qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if**

- (a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
- (b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
- (c) the individual is acting within that individual's area of expertise.]

**Submission Instructions**  
**Riparian Areas Regulation— Qualified Environmental Professional— Assessment Report**  
**RAR-QEP-AR**

*Forms you will need to complete are*

- Form 1 which has the database information, the description of the fisheries resources, development site plan, measures to protect and maintain the SPEA, and environmental monitoring.
- Form 2, if more QEPs are part of the project team.
- Either Form 3 the detailed assessment form(s) or Form 4 simple assessment form(s) which is for the results of the riparian assessment (SPEA width). Use enough copies of the form to complete the assessment of the site.
- Form 5 is the photo form(s). Duplicate for additional photos.

NB: See the Guidelines and the Assessment Methods for detailed instructions on the information required for completing the Assessment Report.

A complete Riparian Assessment Report based on the template forms must be converted to a *single* Portable Document Format PDF file prior to uploading onto the Notification System.

The Assessment Report must be complete, by submitting the information specified, and posted to provide notification to the local government, Ministry of Water, Land and Air Protection and the Department of Fisheries and Oceans Canada.

**Tips for working with MS Word Template Forms**

Using the forms

- Before beginning, print a hard copy of the form and the guidance files for reference
- Open the template
- Enter data into the shaded fields on the form
- Use TAB to move from one field to another; SHIFT-TAB to go in reverse
- Text and digital photos may be inserted from other applications
- The amount of text that can be entered in each box is limited and cannot be changed by the user; boxes with date information, for example, require input like: yyyy-mm-dd.

Saving the completed form

- Assign name to the completed form
- Save a word document (\*.doc file)
- Do not overwrite the Template (\*.dot file) with your completed form
- If you do overwrite the template, you can download a new copy from this web site



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## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 2, 2010

**DATE:** January 26, 2010 **FILE NO:** 2-D-09DP  
**FROM:** Alison Garnett, Planning Technician **BYLAW NO:** 925  
**SUBJECT:** Development Permit Application 2-D-09 DP (Grand Motel)

---

#### **Recommendation:**

That Application No. 2-D-09DP be approved, and that a development permit be issued to Te-zen Liu of 0786355 BC Ltd, for Lot 1, Section 13, Range 7, Quamichan District, Plan 2298, Except Part in Plans 40941 and 1036 RW, to permit the enclosure of the existing carport and modification to exterior signage, subject to:

- The proposed enclosure of the carport must be in substantial compliance with the attached image labelled "Proposed Addition".
- The exterior signage on the site must be in substantial compliance with the attached plans labelled "Signage Specifications" pages 1-4, which indicates the removal of twelve (12) fascia signs and one (1) freestanding sign, the modification of six (6) fascia signs and two (2) free standing signs, and finally, that five (5) fascia signs and three (3) free standing sign will remain.

#### **The Proposal:**

An application has been made to the Regional Board to issue a Development Permit, for the purpose of constructing an addition to the existing motel in accordance with the Commercial/Industrial Development Permit Area guidelines of Official Settlement Plan No 925. The applicants are proposing to enclose an existing entrance canopy located on the south side of the building.

**Financial Implications:** N/A

**Interdepartmental / Agency Implications:** N/A

#### **Background:**

**Location of Subject Property:** 5325 Trans Canada Highway

**Legal Description:** Lot 1, Section 13, Range 7, Quamichan District, Plan 2298, except part in plans 40941 and 1036RW (PID: 000-459-925)

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Date Application and Complete Documentation Received: June 9, 2009

Owner: 0786355 BC Ltd

Applicant: Te-Zen Liu

Size of Parcel: 0.4 ha (1 acre)

Existing Zoning: C-4 Tourist Recreational Commercial

Minimum Lot Size Under Existing Zoning: 1100 m<sup>2</sup> with community water and sewer

Existing Plan Designation: Commercial

Existing Use of Property: Motel, restaurant and banquet hall

Existing Use of Surrounding Properties:

North:	Cowichan First Nation reserve
South:	Trans Canada Highway
East:	Service Commercial
West:	Trans Canada Highway

Services:

<u>Road Access:</u>	Chaster Road
<u>Water:</u>	City of Duncan Water
<u>Sewage Disposal:</u>	Eagle Heights Sewer System

Agricultural Land Reserve Status: Property is not located within the ALR

Environmentally Sensitive Areas: The CVRD Environmental Planning Atlas does not identify any environmentally sensitive features on the subject property.

Archaeological Site: We have no record of any archaeological sites on the subject property.

**Planning Division Comments:**

At the previous Electoral Areas Services Committee meeting held January 19, 2010, a development permit application for the subject property was held in abeyance pending receipt of a signage plan that met the guidelines of the Commercial Industrial Development Permit Area, contained within OSP Bylaw No. 925.

Since that time, the applicant has submitted a signage plan, which is attached to this report. The plan indicates that twelve fascia signs and one free standing sign will be removed, eight signs will be modified, and eight signs will remain. Staff considers this signage plan to be in compliance with the relevant development permit guidelines, and recommends that a development permit be issued for the enclosure of the existing carport, as well as the modification of the site's signage, subject to compliance with the attached plans.

Options

1. That Application No. 2-D-09DP be approved, and that a development permit be issued to Te-zen Liu of 0786355 BC Ltd, for Lot 1, Section 13, Range 7, Quamichan District, Plan 2298, Except Part in Plans 40941 and 1036 RW, to permit the enclosure of the existing carport, and modification to exterior signage, subject to:
  - The proposed enclosure of the carport must be in substantial compliance with the attached image labelled "Proposed Addition".
  - The exterior signage on the site must be in substantial compliance with the attached plans labelled "Signage Specifications" pages 1-4, which indicates the removal of twelve (12) facia signs and one (1) freestanding sign, the modification of six (6) facia signs and two (2) free standing signs, and finally, that five (5) facia signs and three (3) free standing sign will remain.
  
2. That Application No. 2-D-09DP be revised.

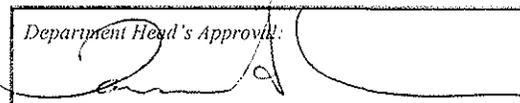
Submitted by,



Alison Garnett,  
Planning Technician, Development Services Division  
Planning and Development Department

AG/ca

Attachments

<i>Department Head's Approval:</i>

<i>Signature</i>



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT

NO: 2-D-09 DP

DATE: January 25, 2010

TO: 0786355 BC Ltd- DRAFT

ADDRESS: 5325 Trans Canada Highway

1. This Development Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to and only to those lands within the Regional District described below (legal description):  
*Lot 1, Section 13, Range 7, Quamichan District, Plan 2298, except part in Plans 40941 and 1036RW (PID 000-459-925)*
3. Authorization is hereby given for the development of the subject property in accordance with the conditions listed in Section 4, below.
4. The enclosure of the carport and modification to exterior signage shall be carried out subject to the following conditions:
  - *The proposed enclosure of the carport must be in substantial compliance with the attached image labelled "Proposed Addition"*
  - *The exterior signage on the site must be in substantial compliance with the attached plans labelled "Signage Specifications" pages 1-4, which indicates the removal of twelve (12) fascia signs and one (1) freestanding sign, the modification of six (6) fascia signs and two (2) free standing signs, and finally, that five (5) fascia signs and three (3) free standing sign will remain.*
5. The land described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. The following Schedule is attached:
  - Site Plan
  - Image labelled "Proposed Addition"
  - Signage Specifications, pages 1 to 4
7. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Development Services Department.

ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY RESOLUTION NO.XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE \_\_\_th DAY OF \_\_\_\_\_.

\_\_\_\_\_  
Tom Anderson, MCIP  
Manager, Development Services

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NOTE: Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with \_\_\_\_\_ other than those contained in this Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner/Agent

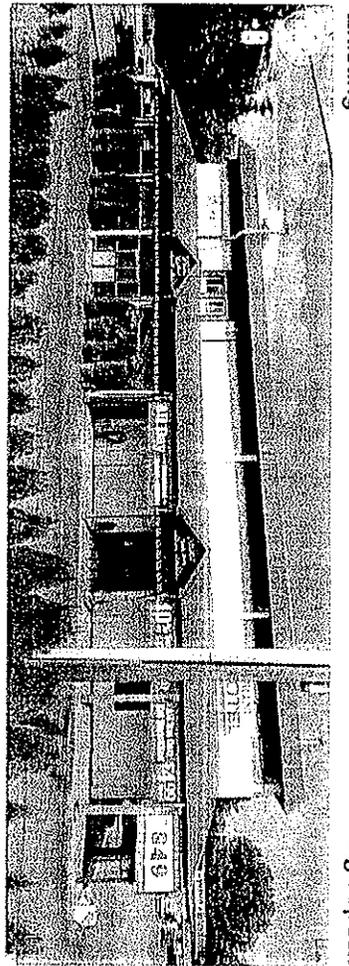
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Occupation

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Date

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Date

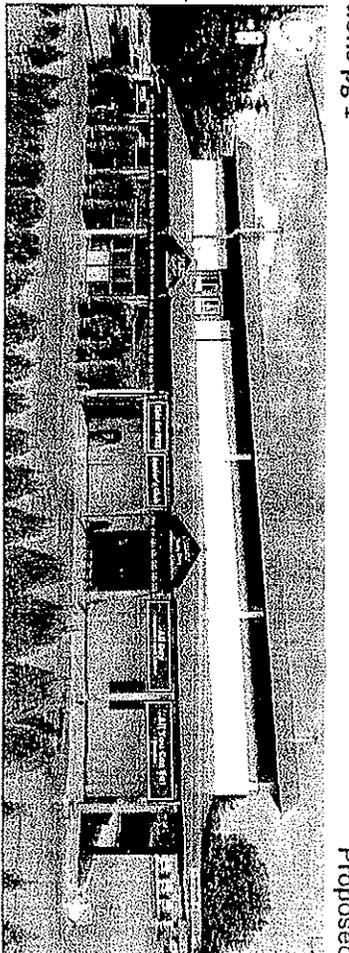


Existing

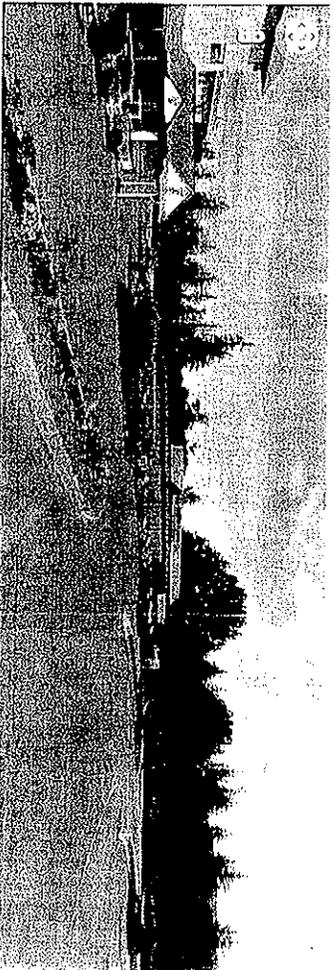
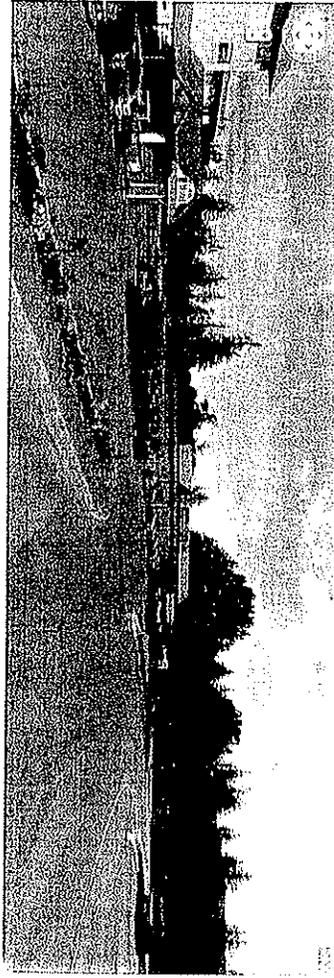
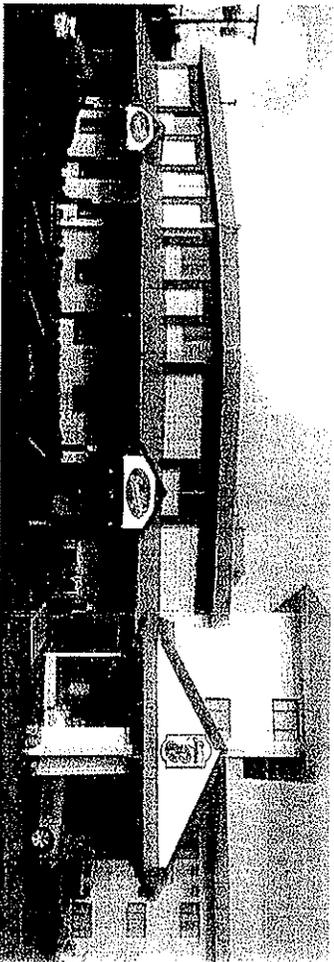


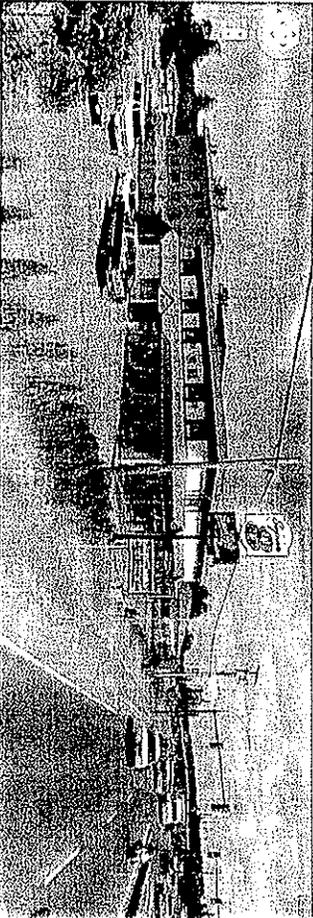
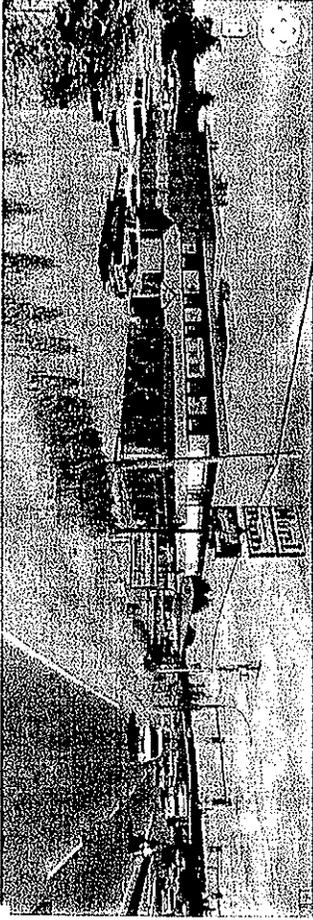
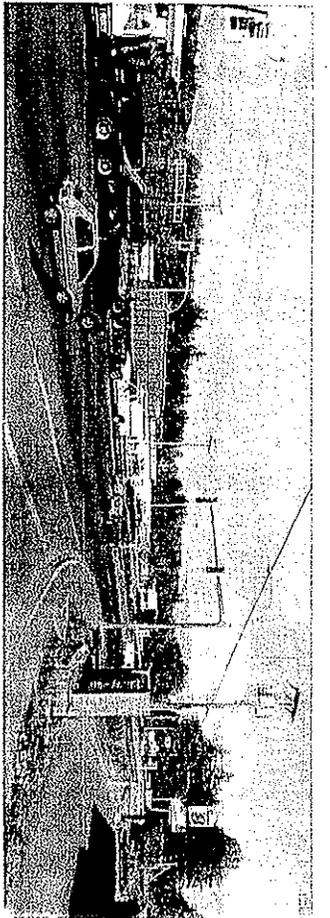
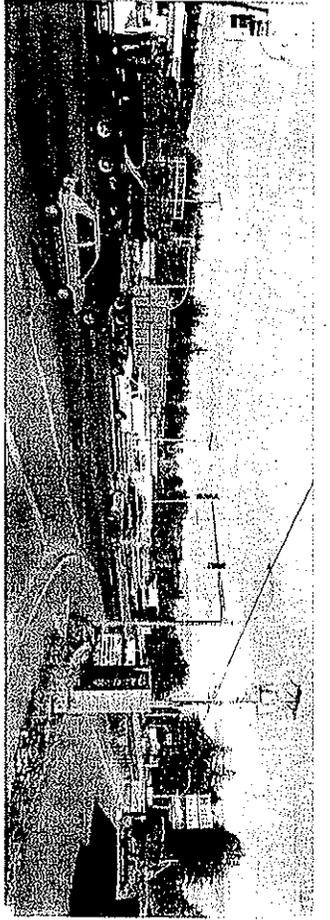
Sign Specifications pg 1

Proposed



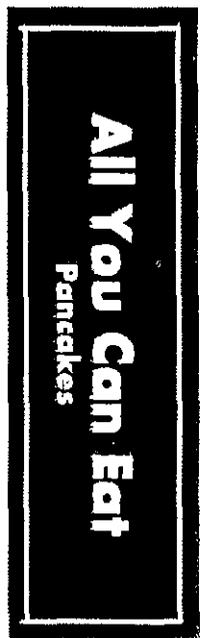
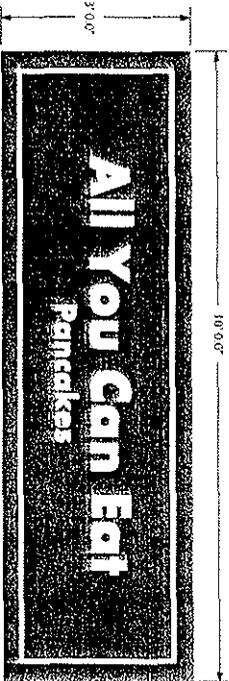
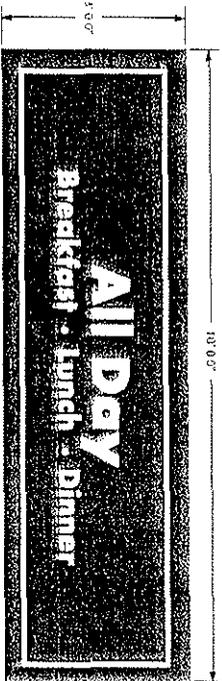
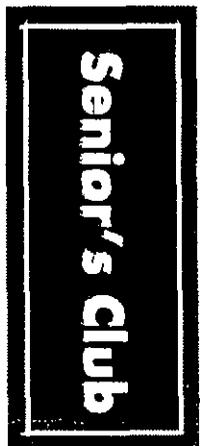
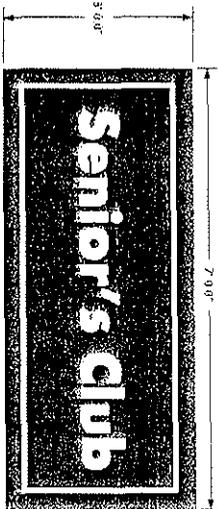
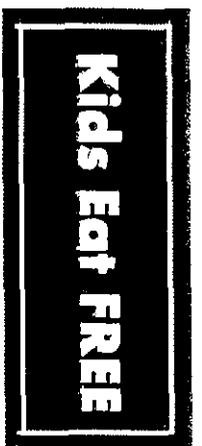
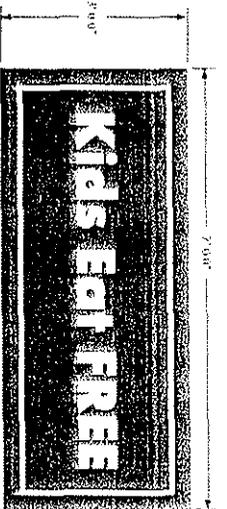
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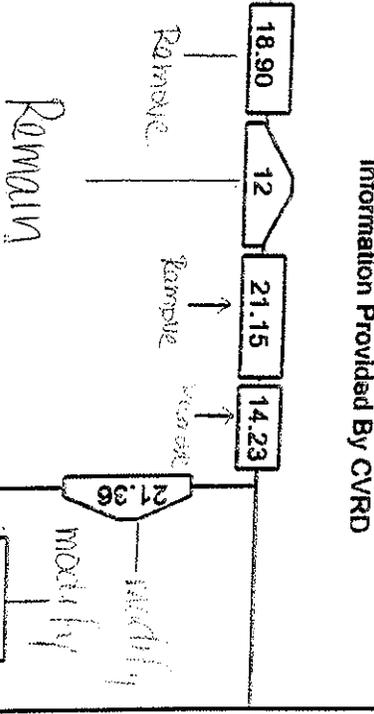
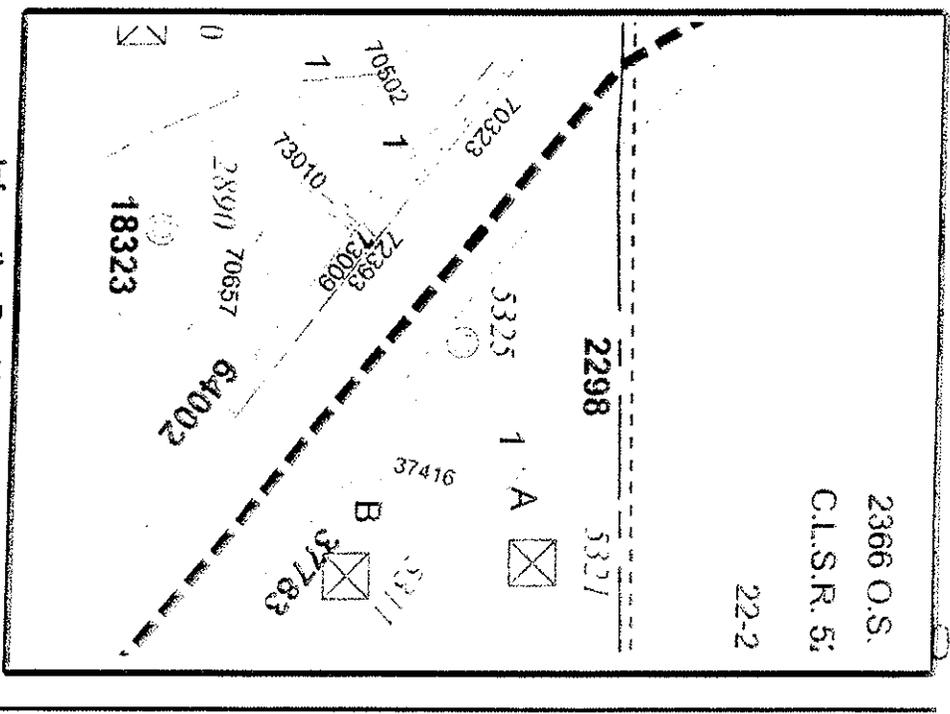
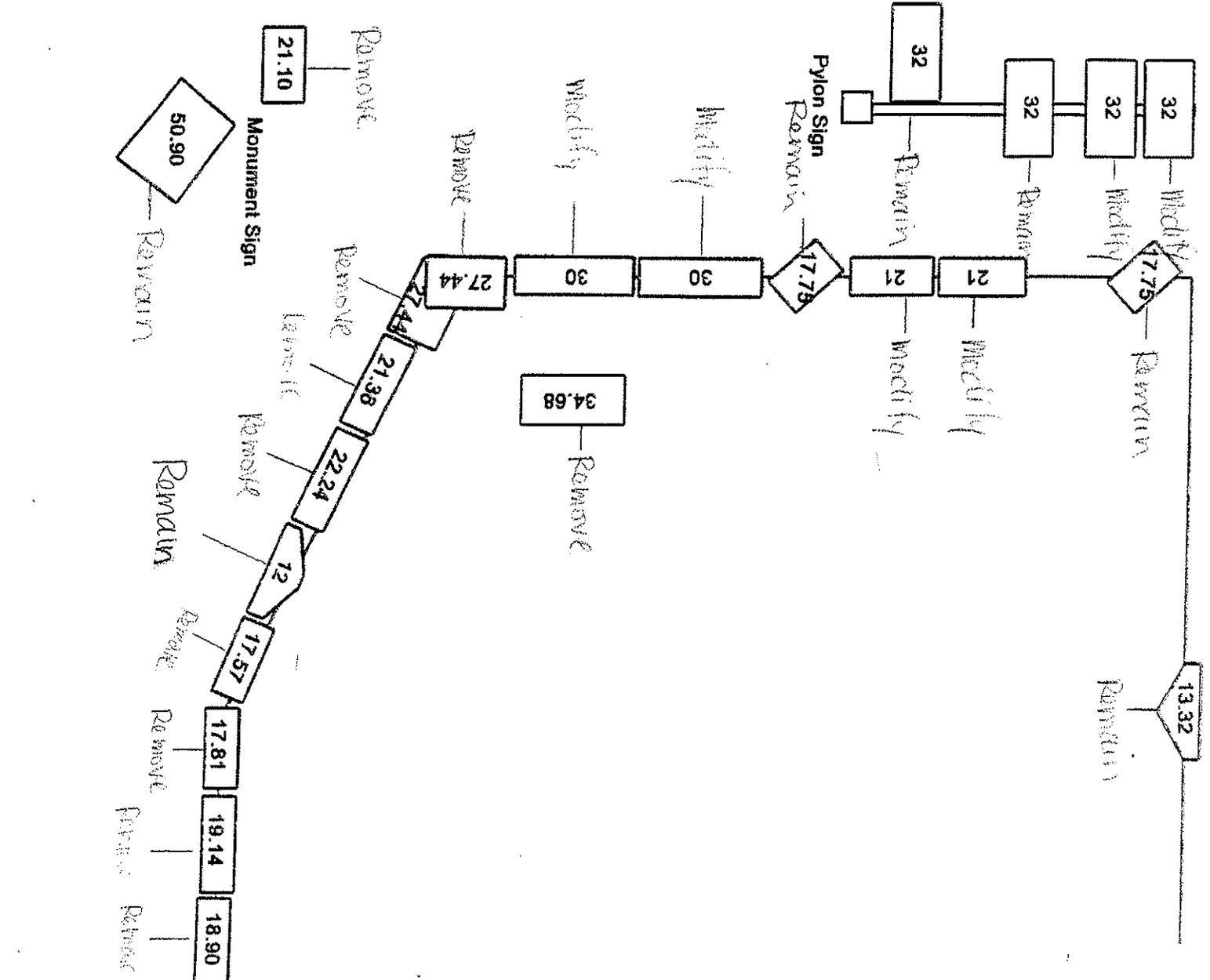
Description:  
Refacing existing sign band using  
and opaque vinyl with cutout letters.

Pantone Burgundy 181C



Sign Specifications pg 4

930000



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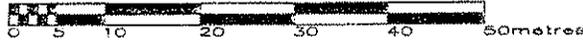
Proposed Addition



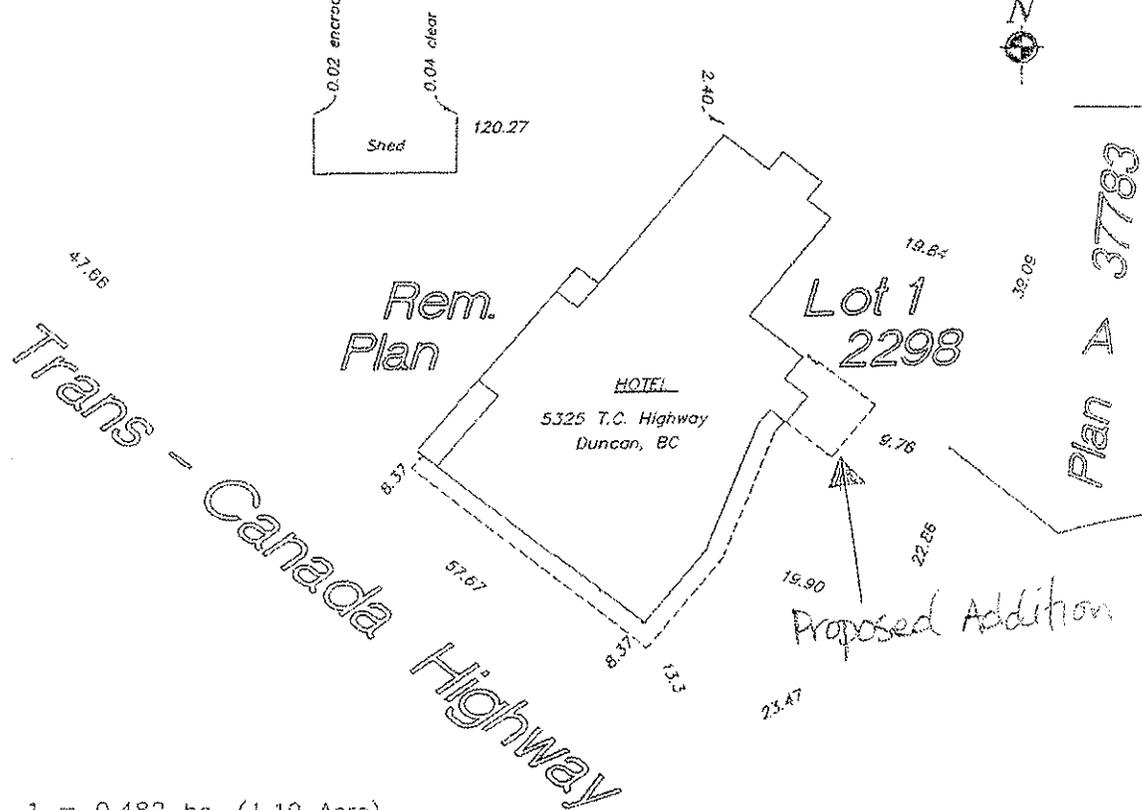
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B. C. Land Surveyor's Location Certificate covering-  
Lot 1, Section 13, Range 7,  
Quamichan District, Plan 2298,  
Except Parts in Plans 40941 & 1036 R/W.

Scale ~ 1 : 750 - distances in metres



COWICHAN INDIAN RESERVE



NOTE:  
 Area of Rem. 1 = 0.482 ha. (1.19 Acre)

**Mortimer Surveying**  
 -ENGINEERING & LAND SURVEYING-  
 4386, Riverside Road,  
 Duncan, B.C. - V9L 6M8  
 Tel: 748-5246 - Fax: 748-5214  
 - EMAIL - surveyor@talus.net -

I hereby certify that the structures shown as located on the above lot lie wholly within the said lot and do not encroach on adjoining lands, lots or roads, except as shown. The purpose of this plan is for the protection of the original client or mortgagee only and it is not intended for the re-establishment of boundaries and/or property lines.

CERTIFIED CORRECT :  
 Dated this 19th. day of June, 2007

*[Signature]*

© - RICHARD A. H. MORTIMER, B. C. Land Surveyor

- THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED -

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## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE OF FEBRUARY 2, 2010

**DATE:** January 26, 2010 **FILE NO:** 3-D-08RS  
**FROM:** Rob Conway, Manager **BYLAW NO:** 925 and 1015  
Development Services Division  
**SUBJECT:** Rezoning Application No. 3-D-08RS (Parhar)

---

**Recommendation:**

Direction from the Committee is requested.

**Purpose:**

To review and consider draft Official Settlement Plan and Zoning amendment bylaws for Application No. 3-D-08RS (Parhar).

**Financial Implications:** N/A

**Interdepartmental / Agency Implications:** N/A

**Background:**

At the January 19, 2010 Electoral Area Services Committee meeting, the Committee reviewed draft amendment bylaws for a proposed business park at 5301 Chaster Road. The Committee had a number of questions regarding the bylaws, and ultimately referred the bylaws back to staff.

Following the January 19<sup>th</sup> meeting, staff and the Area D Director met with the applicants to discuss issues raised at the Committee meeting and possible amendments to the bylaws. This report is intended to respond to questions and concerns the Committee raised and to suggest how the draft bylaws could be amended in response to some of the Committee's concerns.

**Discussion:**

1. **Permitted Industrial Uses**

The objective of the Business Park Commercial (C-7) zone is to permit a mix of commercial and low impact light industrial uses within a comprehensively designed, business park setting. The list of uses proposed in the C-7 zone was selected to exclude industrial activities that could potentially conflict with adjacent commercial uses or that could threaten ground water. In addition, the zone requires that all principal uses be

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conducted in a building to diminish potential nuisance associated with commercial and industrial activity on the site.

Two uses in the draft zone that were raised as potential concerns were “boat building and repair” and “industrial processing, manufacturing, repair, packaging and storage”.

Boat building and repair is a use that is presently permitted in the I-1 and I-2 zone. Boat servicing is also permitted in the C-3 zone. Staff have suggested boat building and repair would be an appropriate use for the C-7 zone because it is similar to many of the other uses proposed for the zone (e.g. automotive repair, recreational vehicle repair, manufacturing). If the Committee believes boat building and repair is inappropriate, it could be removed from the list of permitted uses.

Although there is not presently a definition of “Industrial processing, manufacturing, repair, packaging and storage” in the Area D Zoning Bylaw, “Industry” is defined as,

*the processing, fabricating, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing or salvaging goods, materials or things*

As the Committee seems interested in better defining this particular use, staff suggest replacing the “industrial processing, manufacturing, repair, packaging and storage” use with “service Industry” and adding the following definition to the bylaws:

*“service industry” means the processing, manufacturing, testing, assembling, cleaning, distribution, servicing, printing, repair and maintenance of goods and materials*

## 2. ALR Setback

The Committee noted that a 9.0 metre building setback is proposed adjacent to the Agricultural Land Reserve boundary on the east side of the subject property whereas the Agricultural Land Commission typically recommends a 15 metre building setback and 8.0 landscaped buffer for commercial and industrial sites adjacent to the Agricultural Land Reserve.

The 9 metre building setback proposed in the draft C-7 zone doubles the current setback in the C-2A zone from 4.5 metres to 9.0 metres. This setback was established in order to permit sufficient width for an 8.0 landscaped buffer along the east property boundary.

In order to determine if a larger building setback from the ALR boundary would be appropriate in this case, staff contacted the Agricultural Land Commission and the local district agrologist at the Ministry of Agriculture to discuss the matter. Both staff contacts indicated that shading of ALR land from buildings on the subject property would not be an issue since the subject property is west of the agricultural land. However, they indicated agricultural activities (e.g. spraying, fertilizing, dust, etc.) on the ALR land could potentially impact activities on the subject property if public uses on the site are oriented towards the ALR boundary. If the back sides of buildings are oriented towards the ALR boundary and there aren't any public entrances or features such as outdoor

patios, the 9 metre setback should be adequate, provided the recommended 8.0 metre landscaped buffer is provided.

To address the possibility that commercial and industrial uses could be oriented to the ALR lands to the east, staff suggest adding a design guideline that would increase the building setback from the ALR to 15 metres if the proposed building design encourages public activity along the ALR boundary. The following design guideline is proposed for the Business Park Commercial Development Permit Area:

*Where the building promotes public activity adjacent to agriculturally zoned land, buildings shall be setback a minimum of 15 metres.*

3. Front Yard Setback

At the January 19 meeting, staff noted that the applicant has committed to providing dedication of up to 4.0 metres along Chaster Road for a public trail. However, since the proposed C-7 zone had included a 7.5 metre front yard setback, the applicant was concerned that dedication of the 4 metre trail would effectively result in an 11.5 metre front yard setback. A 3.5 metre front yard setback was proposed, which when combined with the 4.0 metre dedication would result in buildings being setback 7.5 metres from the current front property boundary.

Following the EASC meeting, the applicant proposed increasing the front yard setback from 3.5 metres to 4.0 metres, plus the 4.0 metre trail dedication. This would result in an effective building setback of 8.0 metres from the existing front property boundary.

Staff is supportive of the proposed 4.0 metre setback because, when combined with the 4.0 metre trail dedication, it will allow 8 metres (26.4 feet) of landscaped open space along the Chaster Road frontage. As it will be the owner's responsibility to landscape the entire 8.0 metres, the proposed 4.0 metre front yard setback and 4.0 metre path dedication should be wide enough to provide a substantial landscaped area between Chaster Road and future buildings.

4. Building Design Adjacent to Residential

The north boundary of the subject property abuts residential use. To provide some separation between commercial and industrial activities on the subject property and adjacent residential land, a 9.0 metre setback is proposed. Within the setback area, an 8.0 metre wide landscaped buffer is also required, which will screen and buffer buildings and commercial and industrial activity from the adjacent residential land.

The Committee has also requested that the building facades along the northern boundary be designed to be attractive from the adjacent residential land. To address this concern, the following guideline is proposed for the Building Design section of the Business Park Commercial Development Permit Guidelines:

*The perceived height and mass of buildings facing residential land should be minimized through the use of setback variations, building orientation, the choice of exterior finishes, and landscaping adjacent to exterior walls.*

5. Outdoor Storage

The draft C-7 Zone permits an outdoor storage area of up to 10% of the gross floor area of buildings on the site. Design guidelines in the development permit area require this space to be enclosed with fencing and landscaping. Although one of the primary objectives of the zone is to have uses contained within buildings, it is likely that some businesses within the development will have a need for some outdoor storage. Staff believe outdoor storage will be easier to manage if it is required to be within a contained, screened area.

6. Landscape Irrigation

The requirement to irrigate landscaped areas was questioned, as it appears to encourage water consumption.

The proposed design guidelines presently require the use of native and drought tolerant plant species. Once established such plantings should require minimal watering, although regular watering will be required in the initial two following planting. To further promote water consumption, staff suggest that Guideline 3.5 be amended to the following:

*All landscaped area shall be serviced with an automatic irrigation system designed to minimize water consumption.*

7. Storm Water Management

The applicants have been encouraged to investigate storm water management techniques with the objective of achieving zero storm water discharge from the site. This objective is promoted by the Province and is increasingly encouraged within the Regional District and elsewhere in British Columbia.

The applicants have undertaken preliminary investigations that confirm soil conditions on the site are suitable for ground water infiltration. Requirements for on-site storm water management techniques are included in the proposed development permit guidelines for the site. A storm water management plan that achieves zero discharge from the property will be required prior to issuance of a development permit.

8. Signs

The proposed development permit guidelines permit only two free standing signs on the site, located at each of the driveway entrances to the site. The signs are not permitted to exceed 5 metres in height. Facia signs or other forms of signage facing Chaster Road are not permitted. Signs internal to the development are permitted, provided they are designed to complement the building architecture.

**Draft Bylaws:**

Updated versions of Bylaws 3324 and 3325 are attached to this report for the Committee's review. Amendments made to the Bylaws since the January 19<sup>th</sup> meeting are identified in bold.

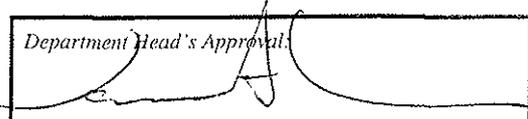
**Options:**

1. That the amendment bylaws for Application 3-D-08RS (Parhar) be given first and second reading and that Directors Iannidinardo, Duncan and Giles be named as delegates to the public hearing; AND FURTHER that the application referrals to the Ministry of Transportation and Infrastructure, Ministry of Community and Rural Development, Agricultural Land Commission, Duncan Volunteer Fire Department, City of Duncan and Cowichan Tribes be accepted.
2. That draft bylaws for Application 3-D-08RS be amended as directed by the Electoral Area Services Committee for review at a future meeting.
3. That Application 3-D-08RS (Parhar) be denied and that the appropriate refund of application fees be given in accordance with CVRD Development Application Procedures and Fees Bylaw No. 3275.

Submitted by,



Rob Conway, MCIP  
Manager, Development Services Division  
Planning and Development Department

<i>Department Head's Approval:</i>

<i>Signature</i>

RB/jah

Attachments



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 3324

**A Bylaw For The Purpose Of Amending Official Settlement Plan Bylaw No. 925,  
Applicable To Electoral Area D – Cowichan Bay**

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**WHEREAS** the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend official settlement plan bylaws;

**AND WHEREAS** the Regional District has adopted an official settlement plan bylaw for Electoral Area D – Cowichan Bay, that being Official Settlement Plan Bylaw No. 925;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Official Settlement Plan Bylaw No. 925;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3324 - Area D – Cowichan Bay Official Settlement Plan Amendment Bylaw (Parhar), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Settlement Plan Bylaw No. 925, as amended from time to time, is hereby amended as outlined on the attached Schedule A.

3. **CAPITAL EXPENDITURE PROGRAM**

This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



C·V·R·D

## SCHEDULE "A"

To CVRD Bylaw No 3324.

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Schedule A to Official Settlement Plan Bylaw No. 3324, is hereby amended as follows:

1. That Policies 8.12 to 8.14 under the TOURIST-RECREATION COMMERCIAL heading be re-numbered as Policies 8.15 to 8.17.
2. That Policies 8.15 to 8.18 under the NEIGHBOURHOOD PUB COMMERCIAL heading be re-numbered Policies 8.18 to 8.21.
3. That the following be added to Section 8, Commercial – General Policies, after Policy 8.13:

Policy 8.14

The Board may consider rezoning land for “Business Park” development in those areas designated Commercial in this Plan without a Plan Amendment, provided the proposed use is consistent with the Business Park Commercial Policies specified in this Plan.

3. That the following heading be added after Policy 8.21:

c) BUSINESS PARK COMMERCIAL

4. That the following policies be added under the BUSINESS PARK COMMERCIAL heading:

Policy 8.22

The Board may consider designating lands for Business Park Commercial uses subject to appropriate environmental analysis, traffic impact and site servicing requirements. Sites considered suitable for Business Park Commercial use shall comply with the following criteria:

- a) The site must be located between the north end of the Koksilah Frontage Road and the Chaster Road/Trans Canada Highway intersection;
- b) The site must have a minimum area of 2.5 hectares;
- c) The site must be outside of the Agricultural Land Reserve.

Policy 8.23

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The Business Park Commercial designation is intended to accommodate low intensity light industrial uses and service oriented commercial uses. It is also intended to promote economic development by providing a location for commercial and light industrial businesses. Uses considered suitable for the designation include research and development, business and medical office, personal service establishment, manufacturing contained within a building, food processing and warehousing.

Policy 8.24

Business Park Commercial sites shall be designed and developed to comply with the following objectives:

- a) minimize impacts on adjacent residential and agricultural uses
- b) provide a safe, comfortable and attractive environment for employees, customers and others;
- c) achieve a consistent and unified theme for site, building, landscape and signage design;
- d) Utilize sustainable development practices such as on-site storm water management, energy efficient building design and water consumption reduction measures.

Policy 8.25

Lands designated Business Park Commercial shall be designed and constructed so as to allow uses and occupants to change over time.

Policy 8.26

All lands designated Business Park Commercial shall be included within a development permit area.

Policy 8.27

Accessory residential use may be permitted above a permitted principal use to improve on-site security, promote economic development and to encourage housing affordability. Residential density shall not exceed 5 units per hectare.

Policy 8.28

Accessory residential dwellings shall not be subdivided as individual strata units, unless attached to a permitted principal use.

5. That the TABLE OF CONTENTS be amended by adding "Business Park Commercial" after Part Four, 8. b).
6. That the following development permit area be added after Section 13.7.

**13.8 Business Park Commercial Development Permit Area**

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### 13.8.1 CATEGORY

This development permit area is designated pursuant to Sections 919.1 (a) and (e) of the *Local Government Act* for the protection of the natural environment and establishment of objectives for the form and character of commercial and industrial development.

### 13.8.2 JUSTIFICATION

Lands within the Business Park Commercial Development Permit Area are within the Cowichan River – Koksilah flood plain. Commercial and industrial activity on the lands could potentially impact ground and surface water quality. The lands are also adjacent to non industrial/commercial uses and are at a prominent location at the south entrance to Duncan. Thoughtful site planning and building and landscape design are necessary reduce potential impacts on the environment, to encourage compatibility between commercial and industrial uses and to achieve a high quality, attractive form of development.

### 13.8.3 APPLICATION

Lands within the Business Park Commercial Development Permit Area are identified on Figure 7.

### 13.8.4 EXEMPTIONS

A development permit shall not be required for the following:

- interior renovations;
- repair to an existing structure that was previously authorized by development permit;
- the subdivision of land;
- changes to the text or message of a sign previously authorized by development permit.

### 13.8.5 GUIDELINES

Unless specifically exempted under Section 13.8.4 of this Bylaw, within the Business Park Commercial Development Permit Area, no person shall:

- alter land, including the removal of trees or vegetation and the remove, deposit or excavate soil;
- utilize the land for a commercial or industrial purpose;
- construct a building or structure or undertake site works;

prior to the owner of land obtaining a development permit that is deemed by the Regional District to be in substantial compliance with the following guidelines.

#### *Site Design:*

- 1.1 Exterior storage areas will be contained and screened from public view with a combination of landscaping and fencing;
- 1.2 Internal roadways will be designed to accommodate heavy truck and

emergency vehicles.

- 1.3 Parking areas will be designed to encourage safe pedestrian travel between parking lots and building entrances;
- 1.4 Exterior lighting shall be designed with the objective of providing security for persons and property while also minimizing glare and light trespass on adjacent properties;
- 1.5 Refuse and recycling shall be screened and contained within a fenced and gated compound;

*Building Design:*

- 2.1 **Where the building promotes public activity adjacent to agriculturally zoned land, buildings shall be setback a minimum of 15 metres from the agricultural boundary;**
- 2.2 Buildings facing public roadways will be articulated so as to create visual interest and an attractive building façade facing the street;
- 2.3 Roof lines and exterior walls exceeding 15 metres in length will be articulated with architectural treatment;
- 2.4 Building shall be designed with a consistent architectural theme;
- 2.5 Low maintenance, durable finishes such as coloured split-faced concrete block, cement composite siding or metal cladding is encouraged;
- 2.6 Smooth concrete block and vinyl siding will not be permitted as exterior finishes;
- 2.7 Building materials indigenous to the west coast are to be incorporated into the building design;
- 2.8 Roof top equipment shall be screened from public view;
- 2.9 **The perceived height and mass of buildings facing residential land should be minimized through the use of setback variations, building orientation, the choice of exterior finishes and landscaping adjacent to exterior walls;**

*Landscaping and Buffers:*

- 3.1 A public pathway shall be constructed across the primary public road frontage. Where approved by the Ministry of Transportation and Infrastructure, the pathway may be located within the road allowance. Where the trail is not authorized in the road allowance it shall be provided on the subject property;
- 3.2 A fenced, landscaped buffer shall be provided along all residential and Agricultural Land Reserve boundaries. The buffer shall be designed and constructed to the "Level 2D" standard specified in the *Guide to Edge Planning*<sup>1</sup>;
- 3.3 No parking, outdoor storage or other intrusion into required

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<sup>1</sup> Ministry of Environment and Lands, June, 2009.

landscaped buffers shall be permitted. Required buffers may be protected by covenants, fencing, or a combination thereof;

- 3.3 Street trees shall be provided along public road ways and within parking areas;
- 3.4 Native and drought tolerant plant species shall be utilized;
- 3.5 All landscaped areas shall be serviced with an automatic irrigation system designed to minimize water consumption;**
- 3.6 All landscaping shall be designed and supervised by a member of the BC Society of Landscape Architects or BC Nursery Trades Association.

*Environmental Protection:*

- 4.1 A storm water management plan that achieves zero discharge from the subject property will be required, utilizing detention and infiltration methods. Preliminary design for the entire site will be required at the development permit stage, with detailed design required prior to issuance of building permit;
- 4.2 Storm drainage works will be designed to include water quality protection measures such as oil-water separators. Uses that could potentially threaten ground water or surface water will require additional spill containment measures;
- 4.3 Energy efficient building design, including all exterior lighting, shall be designed and constructed to reduce energy consumption;
- 4.4 Low water consumption fixtures and appliances shall be incorporated into the building design;

*Signage:*

- 5.1 Free standing signage shall be consolidated into multi-tenant sign located at main driveway entrances. The sign should be low and not exceed 5 metres in height. No more than two freestanding signs will be permitted.**
- 5.2 No signs, other than the multi-tenant signs, may directly face the public road way.
- 5.3 Facia or canopy signs are permitted over the main public entrance to individual businesses, provided they are designed to complement building architecture. Signage attached to the building shall only be placed on locations designated in the approved development permit.

5.4 All exterior signage must be consistent throughout the development.

#### 13.8.6 VARIANCES

Where a proposed development plan adheres to the guidelines of this Development Permit Area, the Regional Board may give favourable consideration to variances to zoning, sign, and parking bylaws, where such variances are deemed by the Regional Board enhance the aesthetics of the site or otherwise achieve compliance with the applicable guidelines.

#### 13.8.7 APPLICATION REQUIREMENTS

Before the CVRD Board considers authorization of a development permit for land within the Business Park Commercial Development Permit Area, the applicant for a development permit shall submit a development permit application, which at a minimum, shall include:

- a) A written description of the proposed project, including a design rationale;
- b) A current certificate of title and copies of all easements, statutory rights of way, covenants and other relevant charges;
- c) Three sets of conceptual design drawings, including a site plan, floor plans, building elevations prepared by a professional engineer or designer;
- d) Development data, including site area, site coverage, gross floor area, number of units and parking calculations;
- e) A conceptual landscape plan, showing all proposed hard and soft landscaping and the location, quantity, size and species of proposed plantings;
- f) A storm management plan prepared by a professional engineer;
- g) Conceptual servicing information.

7. That Section 13.1 – Highway Development Permit Area and Section 13.6 - Commercial/Light Industrial Development Permit Area be amended to remove Lot A, Section 13, Range 7, Quamichan District, Plan VIP84748.



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 3325

#### A Bylaw For The Purpose Of Amending Zoning Bylaw No. 1015 Applicable To Electoral Area D – Cowichan Bay

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**WHEREAS** the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend zoning bylaws;

**AND WHEREAS** the Regional District has adopted a zoning bylaw for Electoral Area D – Cowichan Bay, that being Zoning Bylaw No. 1015;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 1015;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3325 - Area D – Cowichan Bay Zoning Amendment Bylaw (Parhar), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 1015, as amended from time to time, is hereby amended in the following manner:

- a) Section 6.1 is amended by deleting "C-2(A) Local Commercial" and by adding "C-7 Business Park Commercial" following "C-6 Country Village Commercial".
- b) Section 9.2.1 C-2A ZONE- LOCAL COMMERCIAL is deleted.
- c) That the following definition be added to Section 3.1 after "secondary suite":

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“service industry” means the processing, manufacturing, testing, assembling, cleaning, distribution, servicing, printing, repair and maintenance of goods and materials;

d) The following is added after Section 9.6:

9.7 C-7 ZONE - BUSINESS PARK COMMERCIAL

(a) Permitted Uses

The following principal uses and no others are permitted in the C-2A Zone:

- (1) Auction sales, excluding livestock auction;
- (2) Automotive repair and painting;
- (3) Automobile part sales, excluding auto wrecking;
- (4) Boat building and repair;
- (5) Building component manufacturing;
- (6) Building supply sales;
- (7) Convenience store;
- (8) Dry cleaning;
- (9) Eating and drinking establishment, excluding bars, public houses and drive-thru restaurants;
- (10) Equipment repair, sales, storage and rental;
- (11) Financial institution;
- (12) Food processing, storage and packaging, excluding fish processing and slaughterhouse;
- (13) Garden supply sales;
- (14) Laboratory;
- (15) Laundromat;
- (16) Medical and dental clinic;
- (17) Office, including medical office;
- (18) Publishing;
- (19) Personal services establishment;
- (20) Retail store;
- (21) Recreational vehicle repair
- (22) Sale of feed, seed and agricultural supplies;
- (23) Service industry;**
- (24) Veterinary clinic;
- (25) Warehousing, mini-warehousing, wholesaling, freight storage and distribution;
- (26) Single family residential dwelling accessory to a principal use permitted use listed in subsections (1) through (25) above.

(b) Conditions of Use

For any parcel in the C-7 Zone:

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- (1) the parcel coverage shall not exceed 45% for all buildings and structures
- (2) the height of all buildings and structures shall not exceed 10 metres;
- (3) the minimum setbacks for the type of parcel lines in Column I of this section are specified in Column II:

COLUMN I Type of Parcel Line	COLUMN II Building and Structures
Front	4.0 metres
Side (Interior)	0 metres
Side (Exterior)	7.5 metres
Rear	6.0 metres
Any parcel line adjacent to a Residential or Agricultural Zone	9.0 metres

- 4) Outdoor storage area shall not exceed 10% of the total gross non-residential floor area;
- 5) All permitted uses must take place within a building;
- 6) Accessory residential dwellings shall not exceed a density of 5 units per hectare and shall have a maximum permitted gross floor area of 100 m<sup>2</sup>;
- 7) Notwithstanding CVRD Off-Street Parking Bylaw No. 1001, or other CVRD Bylaws that specifying required parking spaces, the minimum number of off-street parking spaces in the C-7 zone shall be 1 space per 48 m<sup>2</sup> of gross floor area **plus one space per residential dwelling**.

d) Section 13.1 is amended by deleting “C-2(A) Local Commercial” and by adding the following after “C-5 Neighbourhood Pub Commercial”:

Zone Classification Under Zoning Bylaw	Parcel Serviced by Community Water and Sewer	Parcel Serviced by Community Water System Only	Parcels Neither Serviced by Community Water or Sewer
C-7 Business Park Commercial	0.2 ha.	0.4 ha.	0.8 ha.

- e) Schedule B (Zoning Map) to Electoral Area D – Cowichan Bay Zoning Bylaw No. 1015 is amend by rezoning Lot A, Section 13, Range 7, Quamichan District, Plan VIP84748, as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered Z-3325, from C-2A (Local Commercial) to C-7 (Business Park Commercial)
- f) Schedule B (Zoning Map) is amended by deleting Local Commercial (C-2(A)) and adding Business Park Commercial (C-7) to the legend.

3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



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### STAFF REPORT

#### ELECTORAL AREA SERVICES COMMITTEE MEETING OF JANUARY 19, 2010

**DATE:** January 13, 2010

**FILE NO:**

**FROM:** Tom Anderson, General Manager

**BYLAW NO:**

**SUBJECT:** 2010 Electoral Area Services Committee Meeting Schedule

**Action:**

That the Committee approve a 2010 EASC meeting schedule and forward it to the Regional Board for information.

**Purpose:**

It is requested that the Committee consider the proposed Electoral Area Services Committee schedule below so that a recommendation may be forwarded to the Regional Board for information.

**Financial Implications:**

The proposed schedule will result in some cost savings.

**Interdepartmental/Agency Implications:**

N/A

**Background:**

Once again, it is proposed that meetings be held on the first and third Tuesdays of the month and that meetings start at 3:00 pm. As per usual, only one meeting will be held in both July and August and meetings will be cancelled if there is insufficient material to be considered.

Tuesday, January 19 <sup>th</sup>	Tuesday, June 15 <sup>th</sup>
Tuesday, February 2 <sup>nd</sup>	Tuesday, July 6 <sup>th</sup>
Tuesday, February 16 <sup>th</sup>	Tuesday, August 3 <sup>rd</sup>
Tuesday, March 2 <sup>nd</sup>	Tuesday, September 7 <sup>th</sup>
Tuesday, March 16 <sup>th</sup>	Tuesday, September 21 <sup>st</sup>
Tuesday, April 6 <sup>th</sup>	Tuesday, October 5 <sup>th</sup>
Tuesday, April 20 <sup>th</sup>	Tuesday, October 19 <sup>th</sup>
Tuesday, May 4 <sup>th</sup>	Tuesday, November 2 <sup>nd</sup>
Tuesday, May 18 <sup>th</sup>	Tuesday, November 16 <sup>th</sup>
Tuesday, June 1 <sup>st</sup>	Tuesday, December 7 <sup>th</sup>

Submitted by,

Tom Anderson,  
General Manager  
Planning & Development Department  
TA/ca

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## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF JANUARY 19, 2010

**DATE:** January 13, 2010

**FILE NO:**

**FROM:** Tom R. Anderson, General Manager

**BYLAW NO:**

**SUBJECT:** Development Application Sustainability Checklist

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#### **Recommendation:**

That the Committee give consideration to moving forward with the Sustainability Checklist and that a motion to proceed with an amendment to the CVRD Application Procedures and Fee Bylaw be approved.

#### **Purpose:**

To obtain Committee direction on whether to proceed with the incorporation of a Sustainability Checklist as part of the application requirements for Rezoning and Development Permit applications.

#### **Financial Implications:**

To be borne by the applicant if there is a cost.

#### **Interdepartmental/Agency Implications:**

N/A

#### **Background:**

The Regional Board formed the Environment Commission in 2008 in recognition of the fact that the world and specifically, this region are demanding more than nature can provide. To secure our future, the Commission was charged with "developing a strategy which will help bring our demands on nature back into balance."

Over the months, the Commission adopted an Environmental Lens Statement which is defined and identified as:

"Decisions that help deliver durable prosperity, resilient in the face of climate change and growing population, will meet sustainable criteria in the following key areas of CVRD authority and influence:

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**Lens 1. A Sustainable Economy:**

Ensure that economic development in the region is sustainable in the resources it requires for viability.

**Lens 2. Healthy Natural Ecosystems:**

Ensure land use conserves healthy natural ecosystems.

**Lens 3. Abundant Local Food:**

Enhance agricultural self-sufficiency of our region.

**Lens 4. Good Water Supply:**

Ensure that the quantity and quality of the region's water is maintained for the present and future.

**Lens 5. Lower Carbon Footprint:**

Reduce regional GHG emissions in line with or ahead of goals set by senior government.

**Lens 6. Timely, Efficient Transportation:**

Public and private transportation options in the region are efficient, convenient, economical and have the lowest possible ecological impact.

**Lens 7. Sound Waste Management:**

Waste from domestic and industrial sources is minimized and residues are managed to avoid contamination of air, land and water, or loss of recoverable materials and energy."

The Commission has also developed the "12 Big Ideas" which is a concept designed to grab the imagination of the public as a way to move the community toward more environmentally conscience decision making. The 12 Big Ideas are attached as an additional supplement to this report.

As a way of moving their initiatives to the operational level, a meeting was held by members of the Environment Commission with the CVRD Corporate Leadership Team in September 2009. One idea that came out of that discussion was that of moving forward to require all applicants submitting Zoning or Development Permit Applications be required to also fill out a Sustainability Checklist as a way of placing more emphasis on the promotion of sustainable development within the Electoral Areas of the Regional District.

A number of local governments now incorporate Sustainability Checklists as part of the application process. Some of the larger local governments have the staffing which allows them to review applications and provide their evaluation of the environmental protection and enhancement offered by each development proposal. Unfortunately, we do not have the luxury of having the resources to achieve such a level of environmental review. As an alternative, smaller local governments put the onus on the applicant themselves to highlight the sustainability features offered in their development proposal. The attached Sustainability Checklist is one that has been developed by the City of Parksville that we feel may be suitable for our situation here at the Regional District.

If acceptable to the Committee, it is proposed that a meeting be scheduled with members of the Environment Commission to bring them into the fold on the direction we are proposing to take. After which, staff would prepare the necessary amendment bylaw to our Development Application Procedures and Fees Bylaw so that this checklist can be formally incorporated into our application procedure requirements.

It is envisioned that once this checklist is in place it will be attached to the Planners report which is sent out to the Advisory Planning Commissions for comment and to the report that is prepared for the Electoral Area Services Committee. It is hoped that this will also satisfy the December 10, 2009 Environment Commission desire to have staff reports include information regarding the environmental implications of applications or specific issues.

Earlier in the report under the heading of Financial Implications, it was noted that the costs for this would be borne by the applicant. It should be stated that it is expected that the applicants will be able to complete the checklist by themselves. However, it is not inconceivable that the larger development applications will employ the services of professionals to complete the checklists as a way of ensuring the Regional District staff, politicians and public are fully aware sustainability initiatives that are included in their proposals.

Submitted by,

A handwritten signature in black ink, appearing to read 'Tom Anderson', with a long horizontal flourish extending to the right.

Tom R. Anderson, MCIP  
General Manager  
Planning & Development Department

TRA/jah  
Attachment

Environment Commission

about

membership

how to get involved

Our Plan

our 12 big ideas

background

formation

interesting and fun

bits

Us What You Think

what you told us

give us feedback

thanks

VRD Response

## 12 big ideas for a strong, resilient community

Here are our 12 big ideas on which to build a sustainability plan for the Cowichan region, and some examples of what our big ideas would look like 'on the ground.' Some of these things you could do personally, and some we could do together as a community and through local government.

Are you ready to do your part, and to support local government to do theirs?

1. **Get real about climate change.** We have to get real about climate change and the impacts that it is having and will continue to have on our region. We can do this by planning for the uncertainty ahead, protecting infrastructure and communities from increased winter rains, developing a comprehensive drought plan for region and requiring that new development or redevelopment provides on-the-ground solutions to these challenges. This first 'big idea' runs like a thread through the other 11.
2. **Eat local because food security matters.** We have some of the best agricultural land anywhere. Let's maximize this potential and establish food security for our region. We can do this by supporting small-scale agriculture, developing a regional agricultural plan and providing creative support tools and mechanisms to assist local agricultural production.
3. **Be energy smart.** We have to get smarter about how we generate and use energy in our region, in order to ensure that our demand does not outweigh our supply. We can do this by lowering thermostat when not at home, shutting off unused electronics, switching to low energy street lights, using industrial and household waste to produce power, supporting geothermal, wind and solar projects and developing a regional energy plan.
4. **Get up to speed on the new green economy.** We need to quickly change how we do business in our region, by doing things like promoting green business development (agro-forestry, alternative energy, eco-tourism), establishing partnerships with existing industry (e.g. allowing new businesses to use their energy 'waste') consuming less, applying full cost accounting to determine the true costs of products and services, and shift taxes to reward low-impact activity.
5. **Clear the air to reduce carbon emissions.** We need to immediately reduce our local carbon emissions by doing things like planting carbon-fixing vegetation, upgrading wood burning stoves, reducing our reliance on fossil fuels, passing air quality bylaws, and monitoring and enforcing our air quality.
6. **Don't hog the water so there is enough for all.** We need to make sure there is enough clean water for everyone and everything, including other species and ecosystems. We can do this by pricing water accordingly to encourage conservation, locating industry away from the aquifer's sensitive areas, using drought resistant landscaping, creating a water budget to determine the optimum population for the region, using lower flush toilets and shower heads, developing fisheries side channels that also act as floodways for increased flood protection to communities, encouraging 'green infrastructure' development that takes natural water cycle and rainwater into consideration and replenishes the aquifers and wetlands (e.g. using natural water courses instead of installing stormdrains, bringing back the ditch).
7. **Grow up, not out.** We need to lower our development footprint and live in denser, more compact communities. This means doing things like establishing an urban containment boundary (i.e. no more sprawl) that puts people, jobs and transportation closer together, developing creative ways to get added natural values within this boundary (e.g. ecosystem pockets, trees for shade and migrating birds, raingardens), and adopting a green building code that has local requirements for water conservation, energy efficiency and site impacts.
8. **Revive biodiversity.** We need to immediately start restoring and protecting valuable habitat and ecosystems. We can do this getting rid of invasive species, allowing only zero impact development (where no habitat is destroyed), acquiring or protecting ecologically significant tracts of land, building birdhouses to reduce invasive mosquito populations, enabling property owners to putting a covenant on their property, developing co-habitation partnerships (e.g. mixing working farms with cluster housing and community forests) and managing forest practices.

9. **Get serious about zero waste.** We need to rethink how we handle our sewage and other wastes to make use of unused resources and minimize their impact on the receiving environment. We can also do this by saying no to plastic, avoiding excessive packaging and exploring cradle to cradle opportunities.
10. **Be carbon neutral.** We can achieve carbon neutrality by doing things like creating better ways to get around (light rail, bike lanes, more buses), developing a regional transportation plan, making recreation carbon free, setting up a regional carbon trading system that keeps the impact and benefit close to home and builds better linkages and partnerships, reforesting our communities and watershed to capture carbon and create jobs.
11. **Audit our assets.** We need to figure out what we have so we know what to protect and how quickly we have to act. This means documenting and assessing things like sensitive areas, species at risk, wetlands, watercourses and air and water quality. It also means undertaking a connectivity analysis to ensure we protect and allow for species migrations.
12. **Lead the way.** We all have a role to play in creating a sustainable Cowichan, including encouraging government to embed a sustainable future in every rule and regulation and supporting them to make real changes, joining a committee, being a watchdog and voicing your concerns and priorities.

ision. Little footprint.

Cowichan Valley Regional District Environment Commission | 175 Ingram Street | Duncan, BC | V9L 1N8 250.746.2500

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## THE SUSTAINABILITY CHECKLIST FOR REZONING AND DEVELOPMENT PERMIT APPLICATIONS

<b>Environmental Protection and Enhancement</b>				
Please explain how the development protects and/or enhances the natural environment. For example does your development:				
		YES	NO	EXPLANATION
1.	Conserve, restore, or improve native habitat?			
2.	Remove invasive species?			
3.	Involve innovative ways to reduce waste, and protect the air quality?			
4.	include an ecological inventory?			
Please explain how the development contributes to the more efficient use of energy. For example does your development:				
		YES	NO	EXPLANATION
5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?			
6.	Provide onsite renewable energy generation such as solar energy or geothermal heating?			
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?			

Please explain how the development facilitates good environmentally friendly practices. For example does your development:

		YES	NO	EXPLANATION
8.	Provide onsite composting facilities?			
9.	Provide an area for a community garden?			
10.	Include a car free zone?			
11.	Include a car share program?			

Please explain how the development contributes to the more efficient use of water. For example does your development:

		YES	NO	EXPLANATION
12.	Use drought toierant plants?			
13.	Use rocks and other materials in the landscaping design that are not water dependant?			
14.	Recycle water and wastewater?			
15.	Provide for zero stormwater run-off?			
16.	Utilize natural systems for sewage disposal and storm water?			
17.	Use low flush toilets?			

Please explain how the development protects, enhances or minimizes its impact on the local natural environment. For example does your development:

		YES	NO	EXPLANATION
18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?			
19.	Cluster the housing to save remaining land from development and disturbance?			
20.	Protect groundwater from contamination?			

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting. For example does your development:

		YES	NO	EXPLANATION
21.	Include <u>only</u> "Shielded" Light Fixtures, where 100% of the lumens emitted from the Light Fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?			

### Community Character and Design

Does the development proposal provide for a more "complete community" within a designated Village Centre? For example does your development:

		YES	NO	EXPLANATION
22.	Improve the mix of compatible uses within an area?			
23.	Provide services, or an amenity in close proximity to a residential area?			
24.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?			

Please explain how the development increased the mix of housing types and options in the community. For example does your development:

		YES	NO	EXPLANATION
25.	Provide a housing type other than single family dwellings?			
26.	Include rental housing?			
27.	Include seniors housing?			
28.	Include cooperative housing?			

Please explain how the development addresses the need for attainable housing in For example  
does your development:

		YES	NO	EXPLANATION
29.	Include the provisioning of Affordable Housing units?			

Please explain how the development makes for a safe place to live. For example does your development:

		YES	NO	EXPLANATION
30.	Have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc?			
31.	Help prevent crime through the site design?			
32.	Slow traffic through the design of the road?			

Please explain how the development facilitates and promotes pedestrian movement. For example does your development:

		YES	NO	EXPLANATION
33.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?			
34.	Promote, or improve trails and pedestrian amenities?			
35.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)			

Please explain how the development facilitates community social interaction and promotes community values. For example does your development:

		YES	NO	EXPLANATION
36.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)			
37.	Use colour and public art to add vibrancy and promote community values			
38.	Preserve heritage features?			

## Economic Development

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:

		YES	NO	EXPLANATION
39.	Fill in pre-existing vacant parcels of land?			
40.	Utilize pre-existing roads and services?			
41.	Revitalize a previously contaminated area?			

Please explain how the development strengthens the local economy. For example does your development:

		YES	NO	EXPLANATION
42.	Create permanent employment opportunities?			
43.	Promote diversification of the local economy via business type and size appropriate for the area?			
44.	Increase community opportunities for training, education, entertainment, or recreation?			
45.	Use local materials and labour?			
46.	Improve opportunities for new and existing businesses?			
<b>B O N U S</b>	Please explain if there is something unique or innovative about your project that has not been addressed?			

Total Number of "Yes"	/46		<b>Disclaimer:</b> Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. not guarantee that development will occur in this matter.
<b>SCORE</b>	%		



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## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF JANUARY 19, 2010

**DATE:** January 14, 2010  
**FROM:** Catherine Tompkins, Planner III  
**SUBJECT:** 2009 Year End Report

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**Recommendation:**

The Year End Report is submitted for information purposes only.

**Purpose:**

To provide the Development Services Department 2009 Year End Report for information purposes.

**Financial Implications:**

NA

**Interdepartmental/Agency Implications:**

NA

**Background:**

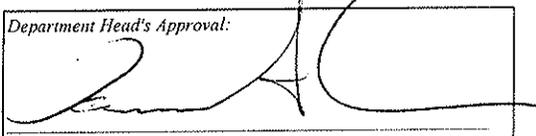
Each year the Development Services Department compiles a Year End Report to provide statistical information respecting land use and building applications received by the Cowichan Valley Planning and Development Department during the past year. 2009 has been a busy year for the Development Services Department, with significant development activities occurring throughout most of the region.

Although the Year End Report is limited to providing a statistical summary of applications, referrals and permits, it should also be recognized that the Department has many additional responsibilities, including long range projects, related to motions arising from the Electoral Area Services Committee and other committees of the Regional Board. Additionally, a primary responsibility not covered in the Report is to provide guidance and information to assist CVRD elected officials and community stakeholders in making sound and informed decisions.

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If you have any questions regarding the information provided in the Year End Report, do not hesitate to contact the undersigned. The Report is made available to the public throughout each year.

Submitted by,

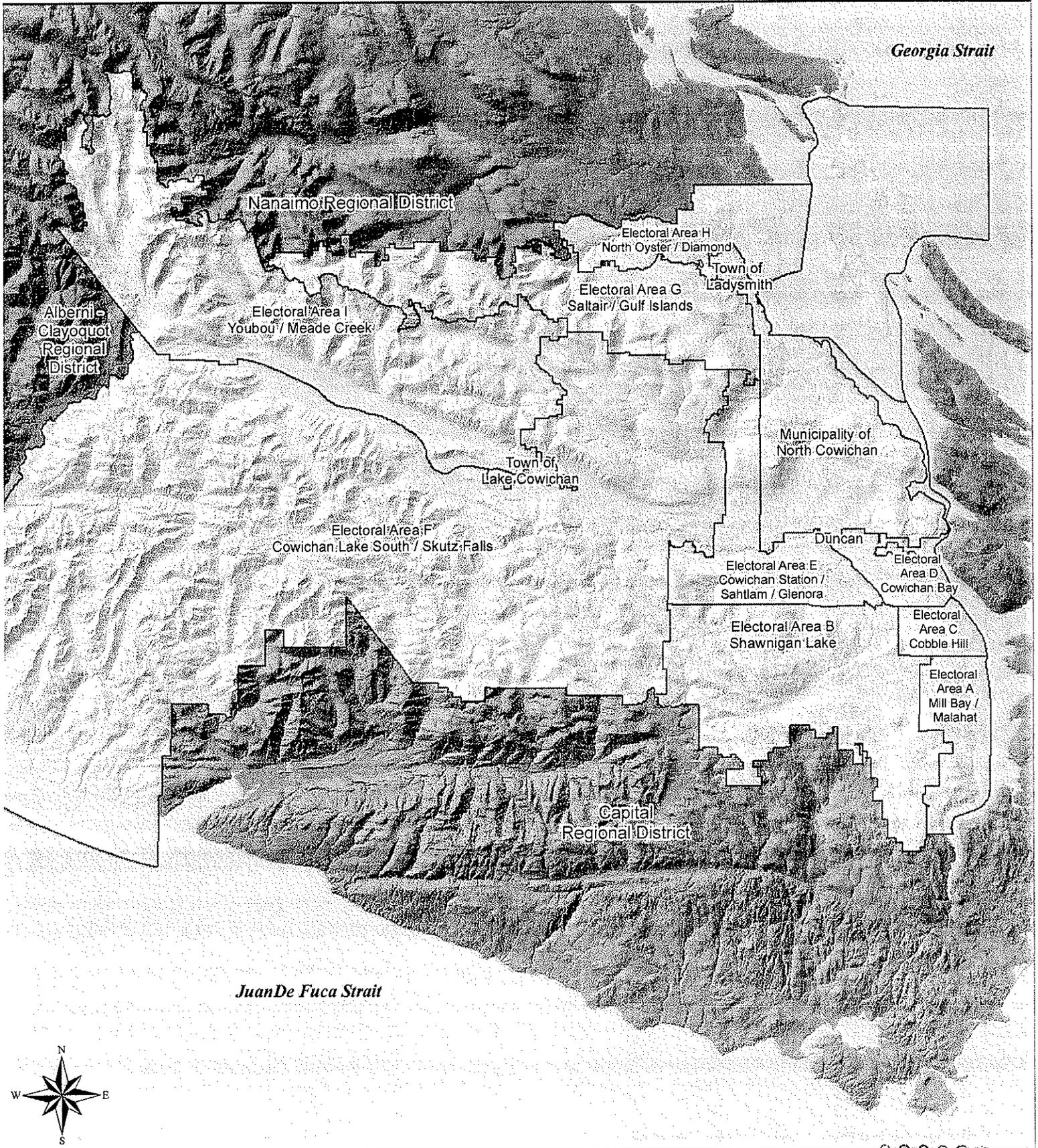
<i>Department Head's Approval:</i> 
<i>Signature</i>

Catherine Tompkins, MCIP  
Planner III  
Development Services Department

attachment



Cowichan Valley Regional District  
Development Services Department  
**2009 YEAR END REPORT**



## **PART ONE: THE CVRD PLANNING AND DEVELOPMENT DEPARTMENT**

### **1.1 INTRODUCTION**

This report provides statistical information respecting land use and building applications received by the Cowichan Valley Regional District Planning and Development Department during 2009. Although this document is generally limited to providing a statistical summary of applications, the Department has many additional responsibilities related to motions arising from the Electoral Area Services Committee and other committees of the Regional Board. A primary responsibility not covered in this report is to provide long range plans for the nine electoral areas. The department also provides guidance and information to assist CVRD elected officials in making sound and informed decisions. Advice is based on technical considerations or is given with the over-arching principle being protection of the community ("public") interest over the long term, while being respectful of private property owners' individual interests.

Another role of the Development Services Department is to help the public and private sector to access and understand past, present and future planning and development issues, policies and trends, by gathering, analyzing and reporting information. The Department responds to inquiries for information from the public, students, businesses, governments and non-profit agencies. Such requests range from basic to complex. Staff response time varies in accordance with the complexity of the inquiry received as well as the number of inquiries received at that time.

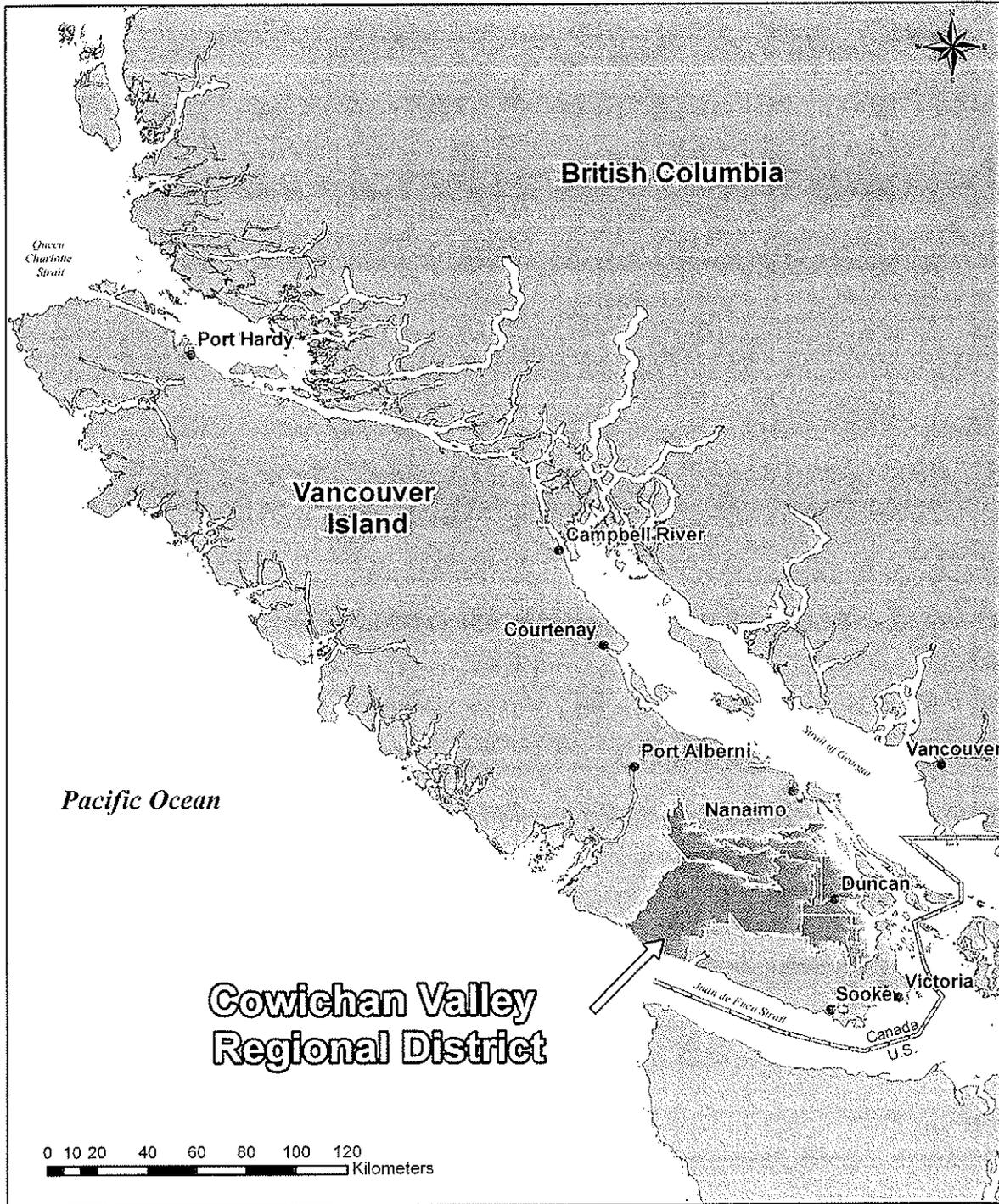
# PART TWO: GEOGRAPHICAL CONTEXT



**Cowichan Valley Regional District**  
Development Services Department  
Regional Context Map



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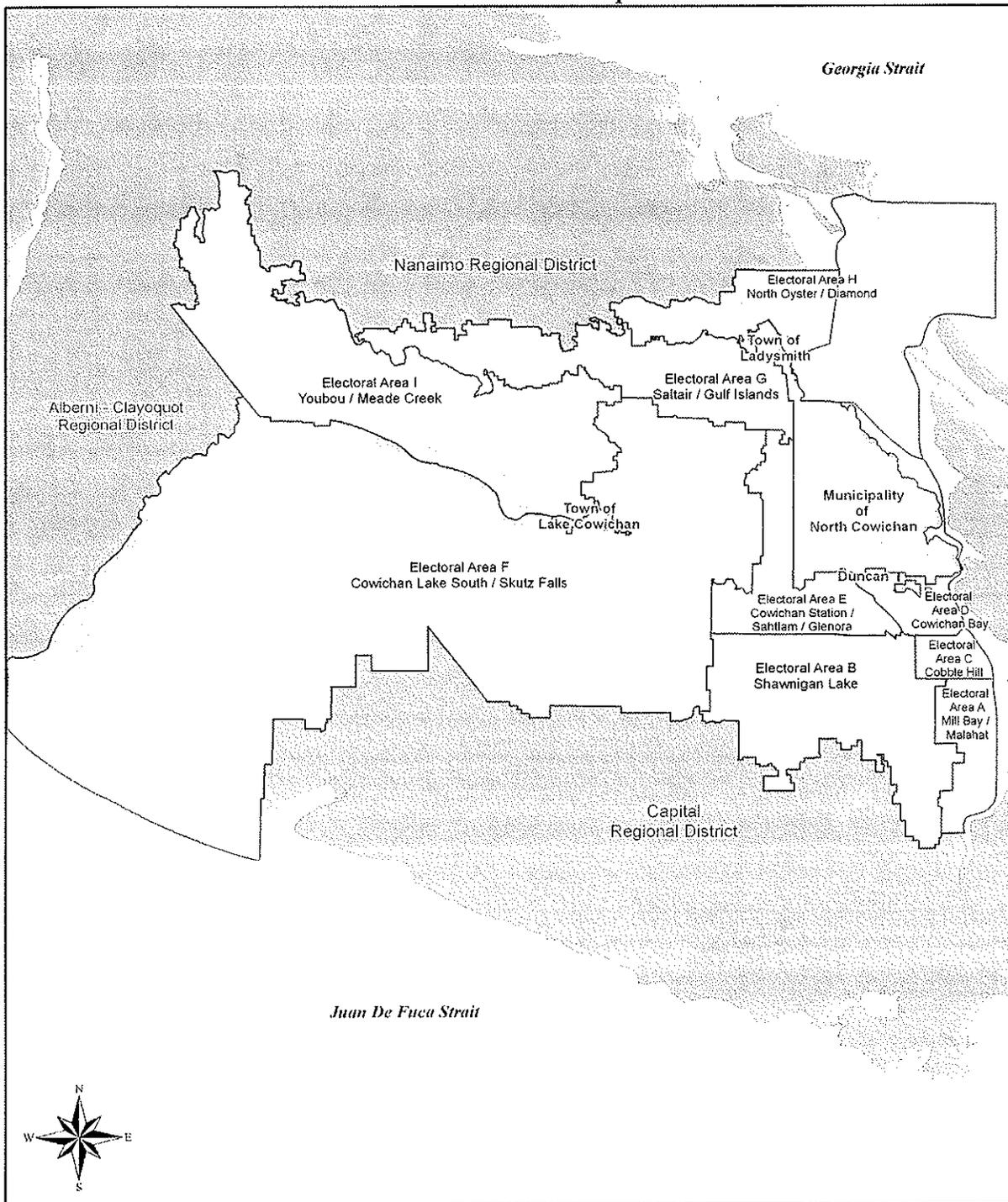




# Cowichan Valley Regional District

Development Services Department

## Electoral Area Map



## PART THREE: DEPARTMENTAL ACTIVITY REPORT

### 3.1 OFFICIAL COMMUNITY PLAN (OCP)/ZONING AMENDMENTS

Number of OCP/Zoning Amendment Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1980	4	5	5	0	7	5	1	1	0	28
1981	0	4	4	2	6	4	5	3	2	30
1982	6	5	4	0	1	5	2	0	1	24
1983	4	7	3	2	4	2	2	0	2	26
1984	4	2	2	0	3	3	0	1	0	15
1985	6	5	4	0	7	2	1	5	2	32
1986	6	2	1	4	4	1	3	0	2	23
1987	6	5	4	1	5	4	2	2	2	31
1988	6	3	6	2	2	1	0	2	0	22
1989	6	4	2	0	3	1	1	3	0	20
1990	9	3	1	4	4	0	5	2	0	28
1991	6	7	2	2	4	3	0	5	0	29
1992	7	8	6	3	6	1	0	1	2	34
1993	4	4	1	1	4	5	2	1	0	22
1994	3	4	3	3	3	4	0	4	1	25
1995	2	2	1	1	1	3	1	1	0	12
1996	2	1	0	2	2	0	0	0	0	7
1997	6	4	1	0	1	1	1	1	1	16
1998	1	3	2	2	1	2	1	0	0	12
1999	6	5	0	3	1	1	0	1	0	17
2000	0	1	2	2	1	1	0	1	0	8
2001	1	6	3	0	0	1	0	0	0	11
2002	2	4	0	2	1	2	0	1	4	16
2003	2	7	2	1	0	1	0	1	1	15
2004	2	8	4	3	2	3	0	2	0	24
2005	4	8	5	0	1	1	1	2	3	25
2006	5	8	5	3	3	1	0	3	3	31
2007	5	15	2	2	7	4	0	3	2	40
2008	5	6	1	4	3	3	2	1	0	25
2009	7	1	1	4	0	1	1	1	1	17

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### 3.2 SUBDIVISION ACTIVITY

Number of Subdivision Referrals Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1991	11	27	7	4	17	2	7	7	7	89
1992	15	26	18	4	24	2	8	6	2	105
1993	18	37	12	9	15	8	10	9	5	123
1994	10	37	16	7	12	7	7	7	2	105
1995	3	16	4	10	9	9	3	4	3	61
1996	3	5	6	8	4	2	2	4	4	38
1997	3	9	3	3	3	7	4	5	0	37
1998	8	7	2	1	4	7	1	3	0	33
1999	5	13	3	2	5	1	3	1	0	33
2000	12	6	4	5	4	2	4	7	0	44
2001	5	9	5	3	3	4	0	4	2	35
2002	9	15	4	2	6	4	3	5	2	50
2003	6	18	2	9	9	4	1	3	3	55
2004	11	22	5	14	5	6	1	10	2	76
2005	12	23	9	5	7	9	24	6	5	100
2006	8	17	6	6	6	4	2	12	10	71
2007	12	19	4	12	6	6	5	8	8	80
2008	5	17	4	10	7	4	2	6	5	60
2009	5	9	5	1	6	8	1	2	0	37
Potential Number Of Parcels Created- By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1991	23	92	86	4	38	28	16	74	27	388
1992	52	97	48	3	47	9	8	37	15	316
1993	69	68	78	3	26	11	3	3	56	317
1994	37	59	177	20	57	16	7	5	38	416
1995	21	25	43	22	18	10	20	6	16	181
1996	8	32	54	3	17	10	10	3	14	151
1997	38	60	13	14	13	16	4	5	45	208
1998	1	19	1	7	6	0	3	15	0	52
1999	5	64	8	3	8	1	2	1	0	92
2000	17	18	30	9	7	1	5	10	0	97
2001	3	18	17	8	3	5	0	11	50	115
2002	79	31	4	1	3	6	3	6	52	185
2003	11	72	13	91	9	6	1	19	81	303
2004	88	96	25	154	5	9	1	10	13	401
2005	50	90	43	8	6	33	65	7	14	316
2006	74	86	29	9	15	10	2	11	34	270
2007	372	229	9	73	13	4	12	7	33	752
2008	13	40	8	48	13	4	3	2	76	207
2009	25	18	14	0	29	15	2	18	0	121

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### 3.3 AGRICULTURAL LAND RESERVE (ALR) APPLICATIONS

**Number of ALR Applications Received  
By Electoral Area**

	A	B	C	D	E	F	G	H	I*	Total
1985	2	1	4	1	2	0	1	4	NA	15
1986	2	1	3	4	2	0	0	2	NA	14
1987	2	3	5	6	1	0	0	2	NA	19
1988	2	2	3	2	5	0	1	1	NA	16
1989	0	2	5	4	8	0	2	3	NA	24
1990	1	1	8	2	6	0	3	1	NA	22
1991	0	2	2	2	4	1	0	1	NA	12
1992	2	2	4	3	7	0	1	3	NA	22
1993	2	1	6	1	4	1	0	2	NA	17
1994	2	2	3	0	5	0	2	1	NA	15
1995	0	0	2	2	6	0	0	1	NA	11
1996	1	1	1	1	1	0	0	3	NA	8
1997	1	1	2	1	4	1	0	1	NA	11
1998	1	2	1	1	3	1	1	3	NA	13
1999	1	2	2	0	1	0	0	0	NA	6
2000	0	2	2	2	1	0	1	0	NA	8
2001	0	2	0	0	3	0	1	1	NA	7
2002	1	2	0	1	3	0	0	1	NA	8
2003	1	2	0	2	4	1	0	1	NA	11
2004	1	3	5	4	2	2	1	3	NA	21
2005	1	3	2	0	2	0	0	1	NA	9
2006	2	2	3	4	3	1	0	6	NA	21
2007	2	3	2	0	3	1	0	1	NA	12
2008	0	1	2	1	4	1	0	0	NA	9
2009	0	1	3	3	2	0	0	2	NA	11

\*There are no ALR lands within Electoral Area I (Youbou/Meade Creek).

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### 3.4 DEVELOPMENT PERMIT APPLICATIONS

Number of Development Permit Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1980	3	0	0	3	2	0	1	1	0	10
1981	0	3	0	0	5	0	0	0	0	8
1982	2	0	2	1	2	0	0	1	0	9
1983	2	0	0	0	1	0	0	1	0	4
1984	1	0	0	1	2	0	0	0	0	4
1985	0	0	1	2	4	10	1	3	0	12
1986	0	0	0	0	0	0	0	2	0	2
1987	0	0	1	0	0	0	0	0	0	1
1988	0	0	1	0	0	0	0	0	0	1
1989	0	0	0	0	1	0	2	0	0	3
1990	0	0	0	0	0	0	1	4	0	5
1991	4	0	0	0	0	0	0	4	0	8
1992	2	0	1	0	4	0	2	2	0	11
1993	3	0	1	0	2	0	0	1	0	7
1994	2	1	1	0	1	0	1	1	0	7
1995	0	0	1	2	2	2	0	7	0	14
1996	3	0	0	0	2	0	0	3	0	8
1997	3	0	0	0	3	1	0	0	0	7
1998	1	0	1	1	1	1	2	1	0	8
1999	2	0	0	0	0	3	0	0	0	5
2000	2	1	0	2	2	0	1	1	0	9
2001	6	0	1	0	1	1	1	1	0	11
2002	0	0	1	0	2	1	0	0	0	4
2003	3	1	0	0	1	0	2	0	1	8
2004	3	4	1	1	1	1	1	3	0	15
2005	9	1	0	2	6	2	9	10	2	41
2006	6	10	1	0	5	3	3	7	10	45
2007	11	18	3	0	11	15	5	6	27	96
2008	4	8	2	6	7	3	3	6	7	46
2009	5	2	0	7	8	2	3	3	5	35

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### 3.5 DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Number of Development Variance Permit Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1986	0	0	1	1	2	0	0	1	2	7
1987	2	2	3	1	3	0	0	1	0	12
1988	4	4	3	5	6	0	2	1	2	27
1989	3	6	4	5	4	0	0	4	3	29
1990	1	3	4	4	6	0	3	1	0	22
1991	3	2	3	2	3	1	3	0	2	19
1992	3	3	1	0	0	0	1	1	1	10
1993	2	4	3	4	1	0	1	0	4	19
1994	2	6	2	5	2	2	0	1	3	23
1995	0	2	2	1	0	0	0	0	2	7
1996	0	4	2	4	2	1	0	3	1	17
1997	3	4	0	2	2	0	1	1	1	13
1998	3	3	3	2	2	2	4	2	1	22
1999	2	0	3	2	3	0	1	0	1	12
2000	2	5	2	2	0	0	4	1	0	16
2001	2	8	9	0	4	1	0	1	1	26
2002	0	6	1	3	4	0	0	1	0	15
2003	0	2	2	2	2	1	3	1	3	16
2004	8	5	1	1	2	2	3	1	1	24
2005	3	8	0	2	0	1	3	3	1	21
2006	2	7	2	2	1	1	4	4	4	27
2007	16	4	3	5	4	3	0	3	4	42
2008	8	2	1	0	5	1	1	0	5	23
2009	3	8	1	0	4	0	1	0	3	20

### 3.6 BOARD OF VARIANCE APPLICATIONS

Number of Board of Variance Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1980	1	4	2	1	2	5	5	1	1	17
1981	5	10	0	7	3	5	5	7	3	44
1982	10	12	2	2	11	3	3	3	1	55
1983	10	12	5	3	13	3	3	4	5	60
1984	12	9	2	2	12	1	1	4	8	60
1985	4	3	5	6	3	6	6	6	6	43
1986	3	11	3	3	2	2	2	4	0	30
1987	4	8	7	7	3	0	0	2	8	40
1988	0	1	1	0	2	1	1	0	1	7
1989	5	2	2	3	1	1	1	0	2	17
1990	2	2	2	1	3	3	3	0	0	15
1991	3	3	4	2	1	2	2	1	3	19
1992	4	5	6	1	3	2	2	0	0	22
1993	4	4	1	1	1	1	1	1	0	14
1994	2	5	3	2	3	5	5	1	2	24
1995	2	6	0	0	1	1	1	3	1	15
1996	4	4	3	3	1	1	1	2	2	20
1997	2	4	1	0	0	0	0	1	0	8
1998	0	2	0	0	2	1	1	0	0	6
1999	0	0	0	1	0	1	0	0	1	3
2000	0	0	0	0	0	0	0	0	0	0
2001	0	0	0	0	0	0	0	0	0	0
2002	0	1	0	0	0	0	0	0	0	1
2003	0	0	0	0	0	0	0	0	0	0
2004	0	1	0	0	0	0	0	0	0	1
2005	0	0	0	0	0	0	0	0	1	1
2006	0	0	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	0	0	0
2008	0	0	0	0	1	1	0	0	0	2
2009	0	0	0	0	0	0	0	0	0	0

3.7 NEW HOUSING STARTS

New Housing Starts By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1980	41	85	23	20	27	13	23	28	4	264
1981	32	121	31	25	46	37	13	40	8	353
1982	10	52	6	4	7	10	15	14	5	123
1983	14	64	15	14	23	13	10	12	8	173
1984	17	37	18	12	17	10	6	13	3	133
1985	11	34	6	8	9	9	8	13	0	98
1986	18	24	15	9	18	12	9	11	3	119
1987	17	63	44	8	10	10	9	17	3	181
1988	34	68	121	17	13	9	14	18	4	298
1989	40	143	130	16	10	14	14	15	2	384
1990	33	108	92	15	20	11	27	32	2	340
1991	29	89	66	15	35	21	20	24	8	307
1992	36	205	89	16	54	27	24	44	15	510
1993	50	81	76	5	28	14	13	20	24	311
1994	42	72	120	16	55	9	15	21	15	365
1995	24	35	50	13	19	10	22	14	9	196
1996	19	26	43	16	21	11	8	28	8	180
1997	38	38	54	12	22	15	5	8	3	195
1998	24	29	18	5	13	5	10	6	5	115
1999	18	53	32	4	12	8	8	10	3	148
2000	50	23	18	2	5	7	4	3	4	116
2001	17	29	23	2	6	6	5	7	3	98
2002	21	65	37	8	4	6	8	7	4	160
2003	22	58	20	21	17	8	4	8	4	161
2004	47	59	23	49	22	6	5	14	4	229
2005	68	39	15	47	17	(-8)	12	41	20	251
2006	46	62	15	28	17	16	17	15	28	244
2007	61	86	9	45	16	12	10	18	15	272
2008	47	71	20	17	18	12	13	13	15	227
2009	23	83	44	12	5	2	3	2	17	191

### 3.8 RESIDENTIAL BUILDING PERMITS ISSUED

Number of Residential Building Permits Issued By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1989	74	214	171	54	46	37	50	43	28	717
1990	72	183	128	44	62	32	54	61	18	654
1991	70	186	130	52	73	43	44	54	21	673
1992	77	201	157	34	112	51	48	84	26	790
1993	82	184	128	19	73	41	38	53	39	657
1994	82	190	173	38	94	32	43	62	38	752
1995	64	111	85	31	60	34	43	47	25	500
1996	23	48	48	15	27	13	14	18	16	222
1997	68	94	101	15	49	29	26	27	11	420
1998	53	86	51	17	41	18	34	23	20	343
1999	46	104	71	16	29	21	20	23	16	346
2000	37	74	44	19	28	16	22	11	11	262
2001	44	78	51	18	22	23	21	24	12	293
2002	41	118	74	15	22	16	24	25	12	347
2003	50	116	52	35	37	27	27	27	13	384
2004	70	121	48	60	40	16	22	29	14	420
2005	91	123	38	52	40	24	34	54	34	490
2006	65	128	47	40	38	31	36	29	44	458
2007	100	150	35	67	41	23	29	41	35	521
2008	88	134	40	37	49	34	41	34	31	488
2009	58	162	76	28	33	33	24	34	32	480
Value of Residential Building Permits Issued By Electoral Area (\$)										
	A	B	C	D	E	F	G	H	I	Total
1989	3,415,094	9,559,113	10,184,058	1,338,374	810,371	1,041,471	1,308,280	1,309,758	235,856	29,202,375
1990	3,130,058	8,752,282	7,553,512	1,394,803	1,845,689	989,410	2,676,166	3,157,001	358,317	29,857,238
1991	3,302,572	8,301,059	7,749,058	1,919,421	3,163,640	1,785,795	2,003,924	2,560,522	773,310	31,559,301
1992	4,050,473	13,986,338	9,280,492	2,225,043	4,818,697	2,468,241	2,592,562	4,078,473	1,603,248	45,103,567
1993	5,806,014	9,310,183	7,437,511	488,771	3,036,522	1,733,947	1,883,075	2,249,702	2,247,355	34,193,080
1994	5,639,937	11,195,065	14,316,822	1,999,876	5,790,247	1,091,248	2,120,179	3,143,945	1,972,520	47,269,839
1995	4,077,789	5,347,235	6,590,402	1,751,620	2,780,916	1,308,439	1,827,224	1,996,211	1,303,028	26,982,864
1996	1,314,365	2,661,758	3,625,972	1,721,682	1,697,315	754,566	719,151	1,338,590	940,029	14,773,428
1997	5,474,060	5,775,397	7,665,226	1,427,070	3,259,836	1,491,321	1,492,852	2,009,203	436,496	29,031,461
1998	3,043,682	5,321,380	3,604,434	781,141	1,890,584	768,885	2,068,015	658,756	681,124	21,818,001
1999	2,657,999	6,236,665	5,156,143	932,130	1,988,646	648,364	1,021,862	1,451,831	697,330	20,790,970
2000	4,990,189	3,602,720	3,213,814	722,380	707,739	464,274	1,103,349	704,828	649,331	16,158,624
2001	3,350,828	4,522,494	3,753,005	1,221,870	765,172	913,916	1,143,195	2,111,279	355,238	18,136,997
2002	2,997,385	8,077,426	5,925,903	1,326,327	784,469	553,963	1,338,915	1,862,403	628,258	23,495,049
2003	4,011,699	8,817,990	3,599,587	2,878,921	2,685,783	1,155,962	916,436	1,546,135	785,417	26,397,930
2004	6,985,553	8,777,395	3,573,219	5,834,417	3,018,220	779,063	1,072,030	2,291,712	567,901	32,899,510
2005	9,935,928	7,474,224	2,712,342	5,354,645	2,565,088	823,379	1,885,779	6,344,587	2,731,641	39,829,613
2006	6,384,207	9,993,765	2,204,188	4,207,257	1,990,634	1,517,734	2,672,659	1,936,214	4,055,384	34,962,042
2007	9,580,866	14,244,023	2,383,767	5,363,788	2,730,959	2,036,931	1,879,812	3,592,433	2,426,116	34,303,633
2008	10,532,070	14,237,670	3,843,967	2,705,130	3,744,801	2,325,817	3,151,954	2,718,737	2,269,179	45,529,325
2009	5,935,540	13,973,396	7,775,580	2,246,675	1,426,465	1,279,150	2,544,605	2,302,220	3,387,530	40,871,161

000080

### 3.9 COMMERCIAL BUILDING PERMITS ISSUED

#### Number of Commercial Building Permits Issued By Electoral Area

	A	B	C	D	E	F	G	H	I	Total
1989	3	0	3	4	2	0	0	0	4	16
1990	4	1	3	6	4	2	0	2	1	23
1991	4	3	6	2	3	1	1	2	2	24
1992	16	1	4	6	2	1	0	2	3	35
1993	9	8	2	2	4	0	0	3	0	28
1994	2	3	4	6	1	1	1	1	0	19
1995	4	1	3	4	1	0	0	0	1	14
1996	0	3	1	5	0	0	0	1	0	10
1997	2	5	19	8	1	3	1	2	2	43
1998	3	1	3	4	5	3	0	0	0	19
1999	1	4	7	2	1	0	0	2	0	17
2000	0	1	4	0	0	0	0	1	0	6
2001	3	1	1	3	0	1	0	3	2	14
2002	8	1	1	5	0	12	2	1	1	31
2003	4	4	1	2	2	7	2	1	0	21
2004	4	4	2	4	0	7	1	0	1	23
2005	4	4	5	2	0	7	0	1	0	26
2006	0	6	9	4	3	2	1	2	0	27
2007	2	7	4	2	3	4	1	3	0	26
2008	4	9	2	2	3	1	2	1	2	26
2009	1	1	1	5	1	0	0	1	4	14

#### Value of Commercial Building Permits Issued By Electoral Area (\$)

	A	B	C	D	E	F	G	H	I	Total
1989	62,400	0	149,726	44,450	120,000	0	0	0	58,900	435,476
1990	595,158	7,500	192,828	55,125	182,300	58,080	0	52,256	2,304	1,145,551
1991	1,876,400	50,000	1,158,000	34,500	215,000	60,000	21,000	87,750	108,860	3,611,510
1992	3,767,236	500,000	259,243	51,665	58,000	140,000	0	84,400	253,808	5,114,352
1993	533,800	1,597,455	24,700	160,000	167,767	0	0	320,000	0	2,803,722
1994	24,600	23,900	30,992	485,980	45,217	104,832	70,000	1,000	0	786,521
1995	36,500	250,000	53,880	136,150	4,000	0	0	0	103,000	583,530
1996	0	299,000	0	120,160	0	0	0	8,736	0	427,896
1997	182,000	98,480	2,792,300	440,555	1,360	300,377	42,000	72,520	9,000	3,938,592
1998	59,000	10,000	908,000	56,080	261,240	85,246	0	0	0	1,379,566
1999	18,252	67,500	116,160	4,284	600	0	0	38,000	0	244,796
2000	0	100,000	110,000	0	0	0	0	145,000	0	1,660,000
2001	1,160,360	115,730	170,000	91,800	0	58,400	0	467,595	197,500	2,261,385
2002	1,171,127	8,800	1,000	316,000	0	93,847	55,000	55,800	28,020	1,729,594
2003	224,410	420,000	560,000	118,575	303,700	65,569	256,800	40,000	0	1,989,054
2004	50,000	966,094	643,150	239,510	0	33,020	40,000	0	10,000	1,742,264
2005	24,000	43,696	135,000	17,200	21,000	66,703	0	68,210	0	375,729
2006	0	287,858	2,719,012	142,109	881,975	21,868	11,440	10,000	0	4,074,262
2007	200,000	235,934	190,000	12,360	1,284,545	242,400	109,200	734,000	0	3,008,439
2008	55,000	340,068	575,000	205,000	366,300	111,750	7,500	97,050	520,000	2,277,668
2009	3,000,000	108,150	406,275	377,500	84,990	0	0	3,600	336,000	4,316,515

00008

### 3.10 INDUSTRIAL BUILDING PERMITS ISSUED

#### Number of Industrial Building Permits Issued By Electoral Area

	A	B	C	D	E	F	G	H	I	Total
1989	0	0	2	0	7	0	0	2	0	11
1990	0	0	3	0	6	1	0	1	1	12
1991	0	0	0	0	7	1	0	1	0	9
1992	0	0	4	0	8	1	0	0	0	13
1993	1	0	2	0	6	0	0	1	0	10
1994	2	0	1	0	8	1	1	2	0	15
1995	2	0	0	1	4	0	0	1	2	10
1996	0	0	0	0	8	1	0	0	0	9
1997	1	0	1	0	7	0	0	0	0	9
1998	0	0	1	0	6	0	0	0	0	7
1999	2	0	0	0	5	0	0	0	0	7
2000	0	0	4	1	5	1	1	0	1	13
2001	0	0	0	0	6	2	0	0	0	8
2002	1	0	2	0	5	3	1	1	0	13
2003	1	0	3	0	8	1	0	0	0	13
2004	0	0	1	1	4	0	1	0	0	7
2005	2	0	1	0	2	1	1	1	0	8
2006	0	1	2	0	6	0	0	0	0	9
2007	0	0	2	0	1	1	0	0	0	4
2008	0	3	1	2	1	1	2	1	2	13
2009	1	3	0	2	2	0	0	1	1	10

#### Value of Industrial Building Permits Issued - By Electoral Area (\$)

	A	B	C	D	E	F	G	H	I	Total
1989	0	0	6,653	0	302,308	0	0	136,430	81,000	526,391
1990	0	0	170,000	0	669,390	53,170	0	35,000	165,000	1,092,560
1991	0	0	4,000	0	247,448	10,800	0	645,900	0	908,148
1992	0	0	266,500	0	524,882	30,600	0	0	0	821,982
1993	69,435	0	60,000	0	490,800	0	0	250,000	0	870,235
1994	167,980	0	60,000	0	1,460,040	180,000	18,000	188,000	0	2,074,020
1995	140,600	0	0	800,000	457,680	0	0	21,500	94,522	1,514,302
1996	0	0	0	0	462,750	0	0	0	0	462,750
1997	62,660	0	381,560	0	893,000	0	0	0	0	1,337,220
1998	0	0	30,000	0	316,558	0	0	0	12,000	358,558
1999	314,034	0	0	0	159,800	0	0	0	0	473,834
2000	0	0	511,400	300,000	327,570	150,000	130,000	0	30,000	1,448,970
2001	0	0	0	0	798,687	70,480	0	0	0	869,167
2002	90,000	0	202,994	0	205,000	435,000	42,000	30,472	0	1,005,466
2003	24,998	0	529,600	0	554,803	33,600	0	0	0	1,143,001
2004	0	0	170,000	10,000	193,920	0	54,600	0	0	429,520
2005	0	114,768	32,760	0	82,040	0	55,200	270,000	0	554,768
2006	0	1,300,000	278,800	0	1,001,680	0	0	0	0	2,580,480
2007	0	0	0	40,800	100,000	0	0	0	0	140,800
2008	0	3,202,400	400,000	0	39,000	0	0	8,696,000	0	12,337,400
2009	26,350	657,980	0	350,000	271,800	0	0	10,000	785,460	2,101,590

000082

### 3.11 INSTITUTIONAL BUILDING PERMITS ISSUED

#### Institutional Building Permits Issued By Electoral Area

	A	B	C	D	E	F	G	H	I	Total
1989	3	3	2	1	0	1	0	2	0	12
1990	3	3	3	3	0	3	1	2	1	19
1991	1	2	2	2	3	1	0	0	0	11
1992	2	5	2	2	2	3	2	3	3	24
1993	2	7	2	0	0	0	1	2	0	14
1994	5	5	1	3	3	2	1	1	2	23
1995	6	4	5	1	0	1	1	0	2	20
1996	0	0	0	1	0	2	1	0	2	6
1997	5	5	4	1	2	2	2	1	2	24
1998	6	3	3	2	2	1	0	1	1	19
1999	3	1	0	0	2	1	0	0	1	7
2000	3	2	4	2	2	1	1	0	0	15
2001	4	7	1	0	0	1	0	0	0	13
2002	5	7	0	0	1	1	1	0	0	15
2003	0	2	0	0	3	0	0	0	1	6
2004	8	5	1	0	3	0	0	0	0	17
2005	2	5	2	0	0	0	0	1	1	11
2006	3	3	1	0	0	0	0	0	0	7
2007	0	0	2	0	1	1	0	0	0	4
2008	3	1	2	2	3	0	2	2	0	15
2009	0	4	0	1	2	0	0	1	0	8

#### Value of Institutional Building Permits Issued By Electoral Area (\$)

	A	B	C	D	E	F	G	H	I	Total
1989	160,500	124,500	20,000	5,000	0	5,950	0	125,000	0	440,950
1990	321,712	32,740	130,500	135,000	0	31,408	17,000	63,000	0	596,360
1991	12,960	825,000	165,000	65,120	73,760	0	0	0	0	1,128,880
1992	130,000	1,783,140	124,917	35,000	11,232	549,818	120,155	2,137,376	1,125,440	6,017,078
1993	180,000	1,420,300	210,500	0	0	0	12,000	53,500	0	1,876,300
1994	390,000	926,000	17,500	125,000	22,688	258,000	30,000	85,000	32,000	1,866,188
1995	457,120	968,700	652,620	80,000	0	716,000	80,000	0	115,210	3,069,650
1996	0	0	0	2,000	0	22,112	14,400	0	187,154	225,666
1997	437,550	556,743	61,063	1,920	55,400	103,928	75,000	20,000	261,500	1,573,108
1998	2,403,000	3,170,000	76,320	265,000	53,328	19,575	0	94,750	0	6,081,973
1999	50,186	82,740	0	0	65,000	3,500	0	0	3,000	204,426
2000	1,181,000	127,650	3,008,455	1,353,780	40,800	20,000	638,300	0	0	6,369,985
2001	385,000	3,845,746	1,768	0	0	17,408	0	0	0	4,249,922
2002	5,648,600	1,292,512	0	0	5,900	20,000	352,000	0	0	7,319,012
2003	3,000,000	535,000	0	0	240,178	0	0	0	30,000	3,805,178
2004	1,000,715	5,425,342	5,000	0	186,600	0	0	0	0	6,804,257
2005	12,850,000	306,616	10,000	0	0	17,628	0	0	175,000	13,341,616
2006	200,000	7,070,522	20,000	0	0	0	0	0	0	7,290,522
2007	0	0	1,062,800	0	32,186	0	0	0	0	1,094,986
2008	10,187,000	1,713,650	678,652	0	160,000	13,500	225,000	0	0	12,977,802
2009	0	1,429,375	0	7,500	165,240	0	0	5,000	0	1,607,115

000083

### 3.12 AGRICULTURAL BUILDING PERMITS ISSUED BY ELECTORAL AREA

#### Agricultural Building Permits Issued By Electoral Area

	A	B	C	D	E	F	G	H	I	Total
2004	1	3	2	1	7	1	2	4	0	21
2005	1	2	3	3	6	0	0	2	0	17
2006	0	3	5	7	6	1	0	1	0	23
2007	3	4	2	0	12	2	0	2	0	25
2008	2	1	2	2	3	0	2	2	0	14
2009	1	0	2	1	3	0	0	0	0	7

#### Value of Agricultural Building Permits Issued By Electoral Area (\$)

	A	B	C	D	E	F	G	H	I	Total
2004	40,000	137,000	25,000	10,000	142,000	25,168	35,880	44,600	0	459,648
2005	0	53,500	60,050	351,084	79,575	13,468	0	47,880	0	605,557
2006	0	85,000	216,000	96,780	150,000	10,000	0	61,880	20,000	639,660
2007	186,140	27,958	12,500	0	1,335,311	40,000	0	105,000	0	1,706,909
2008	27,000	75,000	103,000	130,000	89,000	0	136,000	160,000	0	720,000
2009	7,500	194,000	116,500	25,000	226,560	6,000	0	15,500	0	591,060

\*Prior to 2004 agricultural building permits were included under the residential building permit category.

000084

### 3.13 TOTAL BUILDING PERMITS ISSUED

Number of Building Permits Issued - By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1980	75	164	61	46	68	31	51	47	26	569
1981	75	189	75	63	106	62	48	64	32	714
1982	62	113	35	41	64	36	44	41	16	452
1983	59	142	60	45	81	51	33	41	32	544
1984	64	100	54	53	68	63	26	33	28	489
1985	52	88	42	31	60	44	42	33	29	421
1986	62	86	55	34	72	39	36	39	12	435
1987	58	128	72	43	61	33	42	49	34	520
1988	85	121	258	61	62	36	41	44	35	643
1989	81	212	178	59	55	37	49	46	30	747
1990	80	188	137	53	69	38	55	68	20	708
1991	77	191	133	56	80	44	45	56	22	704
1992	96	209	168	44	115	58	51	85	33	859
1993	94	198	134	21	83	42	39	59	39	709
1994	91	198	178	48	106	36	46	67	39	809
1995	77	116	93	37	65	34	43	49	30	544
1996	51	94	89	32	71	35	32	31	28	463
1997	76	104	125	24	59	34	28	31	15	496
1998	63	91	59	24	54	24	34	24	22	395
1999	50	98	73	18	36	19	20	23	17	354
2000	40	77	56	23	35	18	24	12	12	298
2001	51	86	53	21	28	27	21	27	14	328
2002	44	111	71	17	24	28	25	27	9	356
2003	57	123	57	38	57	35	29	30	15	441
2004	83	133	54	66	54	24	26	33	15	488
2005	100	134	50	57	48	32	35	59	35	549
2006	68	141	64	51	53	34	37	32	44	524
2007	105	161	45	69	58	31	30	46	35	580
2008	100	154	51	44	61	37	49	42	33	571
2009	58	148	75	35	40	33	21	32	37	479

### Value of Building Permits Issued - By Electoral Area (\$)

	A	B	C	D	E	F	G	H	I	Total
1989	3,637,994	9,683,613	10,360,437	1,387,824	1,232,679	1,047,421	1,308,280	1,571,188	375,756	30,605,192
1990	4,046,928	8,792,522	8,046,840	1,584,928	2,697,379	1,132,068	2,693,166	3,307,257	525,621	32,826,709
1991	5,191,932	9,176,059	9,076,058	2,019,041	3,699,848	1,856,595	2,024,924	3,294,172	882,170	37,220,799
1992	7,947,709	16,269,478	9,931,152	2,311,708	5,412,811	3,188,659	2,712,717	6,300,249	2,982,496	57,056,979
1993	6,589,249	12,327,938	7,732,711	648,771	3,695,089	1,733,947	1,895,075	2,873,202	2,247,355	39,743,337
1994	6,222,517	12,144,965	14,425,314	2,610,856	7,318,192	1,634,080	2,238,179	3,417,945	2,004,520	52,016,568
1995	4,712,009	6,565,935	7,296,902	2,767,770	3,242,596	2,024,439	1,907,224	2,017,711	1,615,760	32,150,346
1996	1,314,365	2,960,758	3,625,972	1,843,842	2,160,065	776,678	733,551	1,347,326	1,127,183	15,889,740
1997	6,156,274	6,430,620	10,900,149	1,869,545	4,209,596	1,895,626	1,609,852	2,101,723	706,996	35,880,381
1998	5,852,403	7,996,119	4,618,754	1,102,221	2,521,710	873,706	2,068,015	753,506	708,124	26,494,558
1999	3,040,471	6,386,905	5,272,303	936,414	2,214,046	651,864	1,021,862	1,489,831	700,330	21,714,026
2000	6,171,189	3,898,369	6,799,338	2,376,160	1,075,309	662,114	1,239,932	2,154,828	679,331	25,056,570
2001	4,896,188	8,483,970	3,924,773	1,313,670	1,563,859	1,060,204	1,143,195	2,578,874	552,738	25,517,471
2002	9,907,112	9,378,738	6,129,897	1,642,327	996,369	1,102,810	1,787,915	1,948,675	656,278	33,550,121
2003	7,311,107	9,778,990	4,689,187	2,997,496	4,516,464	1,255,131	1,173,236	1,826,135	825,417	34,373,163
2004	8,076,268	15,305,831	4,446,369	6,063,927	3,540,740	837,251	1,202,510	2,336,312	577,901	42,387,109
2005	22,809,928	7,992,804	2,950,152	5,722,929	2,747,703	921,178	1,940,979	6,730,677	2,906,641	54,722,991
2006	6,584,207	18,737,145	5,438,000	4,446,146	4,024,289	1,549,602	2,684,099	2,008,094	4,075,384	49,546,966
2007	9,967,006	14,507,915	3,649,067	5,416,948	5,483,001	2,319,331	1,989,012	4,431,433	2,426,116	40,254,767
2008	20,801,070	19,568,788	5,600,619	3,040,130	4,399,111	2,451,067	3,520,454	11,726,787	2,789,179	73,897,195
2009	9,059,390	16,362,901	8,298,355	3,006,675	2,175,055	1,285,150	2,544,605	2,336,320	3,837,790	48,906,241

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### ***Sign Guidelines in Development Permit Area***

Although some of these guidelines are not in harmony with the sign bylaw, staff have previously been given direction to make amendments to both the sign bylaw and OCP DP guidelines throughout the CVRD, so in our opinion it would be best to not add it to this initiative.

### ***Agricultural Protection***

Staff and Director Duncan have discussed the benefits of proposing a new Agricultural Protection development permit area (DPA) which would establish home location guidelines for ALR lands that are also designated as Agricultural in the OCP. We are now ready to bring it forward to the Committee for consideration.

The goal of this process would be to ensure that agricultural properties that are not owned by those who are actively farming will not have homes established on them in such a way as to impair the potential future use of the land for agriculture. This will mean that the Board would have input on what part of a parcel a proposed home may be located on, the goal being to support house construction on parts of the land where there would be the lowest agricultural impact. Use of Canada Land Inventory Agricultural Capability maps and field inspection will provide the objective information needed to administer this proposed DPA.

We would recommend that a complementary amendment to the Development Applications Procedures and Fees Bylaw be brought forward, delegating the ability to issue DPs for home location in the ALR to staff. There is one other Agricultural Protection DPA in the CVRD, in a small portion of Mill Bay, and that too would be subject to the delegation provision.

### ***Adjustment of Watercourse Protection Policy***

Staff propose to change Policy 3.1.4(b) to delete the reference of the setback being from the “natural boundary” and substitute the “top of bank”. This is in accordance with the present zoning regulations contained in Zoning Bylaw 1840 and is intended to render the OCP consistent with the zoning regulation. The riparian area cross sectional drawing under Policy 3.1.4 also needs to have “top of bank” identified on it.

### **Zoning Bylaw 1840**

The following changes are proposed to the Electoral Area E Zoning Bylaw:

#### ***Suite Definitions and Small Suite Regulation***

The definitions of small suite and secondary suite both contain regulations concerning the maximum floor area of the suites. This is bad bylaw design, because definitions should never contain regulations. The floor area limitations appear in Sections 5.16 and 5.23, which is the only place where these regulations belong. The floor area limits will be removed from the definitions. Additionally, Director Duncan has requested that the floor area limit for small suites be raised to 90 m<sup>2</sup> (968 square feet) from 74 m<sup>2</sup> (796 square feet), which would match the present floor area limit for secondary suites in Electoral Area E. Having the floor area limits identical is a good idea in the opinion of staff.

#### ***Section 946 Subdivisions***

Consideration should be given to altering the present Section 946 subdivision regulation that applies to Electoral Area E. Section 946 is part of the *Local Government Act* that permits people in some circumstances to subdivide land notwithstanding the minimum lot size of its zone, if the resultant lot is for a family member. At the present time, Area E is subject to Section 946 Bylaw No. 1741, which states that if a parent parcel of land is at or above the minimum parcel size of the zone in which it is located, Section 946 may be used to subdivide the parent parcel. This

means that the majority of landowners may use Section 946, which could undermine the planning program over the long term, in an area which is largely agrarian in nature.

In Electoral Areas I and G the zoning bylaws have specified a flat 25 hectare threshold of size for Section 946, where no parcel that is already under 25 hectares may be subdivided using that section. Of course, parcels that are smaller than 25 hectares may be subdivided if the regulations of the zone they are in would allow it – such development would be in accordance with the Official Community Plan, unlike Section 946 development.

For Electoral Area E, following discussions with Director Duncan, staff proposes to enact a variation on the flat 25 hectare minimum lot size, one in which the Section 946 size threshold for parent parcels would be made a flat 4 hectares for any parcel that is in a zone with a minimum parcel size in the zoning bylaw of 4 hectares or less, but for those zones with a minimum parcel size in the zoning bylaw of greater than 4 hectares, the minimum parent parcel area would be the minimum parcel size for the zone. In the latter case, only the Primary Forestry 1 Zone (80 hectares), Primary Agricultural 1 Zone (12 hectares) and Agricultural Conversion 1C Zone (8 hectares) would have a higher threshold for Section 946, of 80, 12 and 8 hectares respectively. A complementary amendment to Bylaw 1741, in which Area E is deleted from its ambit, will be required, once the 946 regulation is added to the zoning bylaw.

***Adjustment to “No Subdivision” Covenant Requirement***

We propose to amend the general regulation in the small suite section of Zoning Bylaw 1840 in order to have the “no subdivision covenant” requirement amended to account for cases where the lot may be subdividable under zoning regulations until a suite is built, which is not reasonable, considering that a subdivision in which the suite ends up on a separate parcel would not in any way offend the density provisions of the bylaw. Special wording in the Electoral Area A zoning bylaw was developed for this scenario and we propose to adapt it for use in Electoral Area E. Following is the wording from the Mill Bay/Malahat Bylaw:

*The small suite may be subdivided from the parcel upon which it is located only if:*

- i. it is in a zone which would allow for the proposed lot sizes following subdivision;*
- ii. the principal dwelling and small suite are so located as to allow for setback requirements to be met following subdivision;*
- iii. the approval of the Health Authority for sewage disposal has been obtained.*

*If the parcel upon which the small suite would be located is in a zone which would not allow for subdivision, the owner shall, prior to the issuance of a building permit for the small suite, register a restrictive covenant on the parcel which would prevent its subdivision or the registration of any form of strata plan under the Strata Property Act on the parcel.*

*For parcels that meet the requirements of (j)i., ii., and iii., following the subdivision, the dwelling that was formerly considered to be the small suite will no longer be subject to the regulations of Section 5.21 of the Electoral Area A – Mill Bay/Malahat Zoning Bylaw.*

To this we would recommend adding under iii:

- iv. all other requirements of subdivision are met.*

### ***Split-Zoned Land and Interpretation of Regulations***

There have occasionally been problems with interpreting the way in which zoning applies to split-zoned parcels of land. For example, if a 10 hectare parcel is partly zoned A-1 and partly zoned R-2, confusion can arise as to whether the R-2 zoned portion should be allowed to be developed to R-2 standards, or whether the most restrictive zoning that applies anywhere on the parcel is in effect throughout. Staff have arrived at an interpretation that takes the former position, the reason being that if the Board decides to split zone parcels, the intention must have been to allow the portions in each zone to develop according to that zoning. For reasons of clarity, it would be useful, mainly for the public, to have this written into a general regulation.

### ***Adjustments to Industrial 1 Zoning***

The Light Industrial (I-1) Zone, mainly present at Koksilah Industrial Park, has two anomalies within it that probably should be rectified retroactively. In both cases these changes would be broadly beneficial to the goal of improving the quality of development there in the medium term.

The first anomaly is that only one residence is allowed per parcel of land, but at least one parcel in the industrial park has three or four residences in it, one inside each separate industrial building. Considering that this is a fully serviced part of the electoral area, it seems to staff that there would be no harm in altering the regulation in Section 11.1(a)(25) to read that one residential unit accessory to a permitted light industrial use is permitted to be located within each building on the site, to a maximum number based upon parcel size. The permitted use should be reworded to ensure that only one stand-alone dwelling per parcel may be permitted but that each industrial building on a site may have one residence. Alternatively this could be written as a site area-based regulation in which the lot size would be used to establish a maximum residential density for the entire site and the number of residences in each building would not be regulated directly. This latter approach is probably preferable.

The second anomaly is the retail and rental uses that are presently located in the I-1 Zone. The largest example of these would be the recently rebuilt Brick showroom/warehouse as well as the Napa Auto parts site, but there are many others. Additionally, there are car rental facilities located in the industrial park, one of which is affiliated with the mini-storage site, and that too is not permitted at present.

If both of these existing non-conformities were recognized as permitted uses in the I-1 Zone it would not in the opinion of staff undermine the industrial uses presently located in the area, but it would provide for additional land uses that would enhance the area generally over time.

### ***Landscape Screening Regulation Adjustment***

Section 5.15 should read "a landscape screen shall be provided as a buffer between any commercial or industrial use, and public roads, residential and institutional uses." This would recognize that it is important to visually protect the grounds of Koksilah School, Eagles Hall and parks from hard industrial use on their immediate perimeters.

### ***Introduction of SPEA Setbacks for Buildings and Structures***

Director Duncan wishes to introduce into the zoning bylaw a new setback for buildings and structures of 7.5 m or more from a Streamside Protection and Enhancement Area (SPEA) where one has been designated by a Qualified Environmental Professional (QEP). This measure is incorporated into the zoning amendment bylaw for Youbou Lands. The intent of the additional setback from SPEA is that if a building is going to have any yard next to it, the yard will by definition have to be outside of the SPEA, because SPEA lands are not permitted to be modified.

This would be particularly important next to a lake where the lake is an obvious amenity, but the tendency to crowd riparian features is often true with creeks, wetlands and rivers as well. It will make development on small waterfront lots more difficult and have the effect of increasing the separation between the SPEA and human activity that could disturb it.

***Sewer Infrastructure in a SPEA***

A new regulation is proposed that would make it clear that the installation of sewer infrastructure inside a designated SPEA will not be permitted, although this could be varied by Permit if no other alternative exists.

A draft amendment OCP bylaw is attached to this report. A Zoning Amendment Bylaw is still under development and will be distributed in draft form at the meeting, or the day before.

**Agency Referrals:**

Considering that this proposed amendment is of a general bylaw maintenance nature and does not propose to rezone any private land, staff would recommend that, pursuant to Section 879(2) of the *Local Government Act*, that there is no need for "early and ongoing" consultation with any agency and further that the proposed amendments be referred to the Ministry of Community and Rural Development, the Ministry of Environment, the Ministry of Transportation and Infrastructure, the Agricultural Land Commission, the City of Duncan, the Municipality of North Cowichan and Cowichan Tribes, with a 30 day response period.

**Ministerial Approval:**

The proposed amendment to the Official Community Plan does not require the approval of the Ministry of Community and Rural Development because none of the thresholds of density are surpassed. However, the proposed zoning amendment will require the approval of the Ministry of Transportation and Infrastructure because elements of the proposed zoning amendments would alter uses within 800 metres of a controlled access highway (I-1 Zone in Koksilah Industrial Park).

**Options:**

Any, all or none of the changes proposed above may be brought forward as amendments. It would also be possible for the proposed changes to be referred to the Area E APC for review.

Submitted by,



Mike Tippett, MCIP  
 Manager  
 Community and Regional Planning Division  
 Planning and Development Department

Department Head's Approval: 
Signature

MT/jah

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**DRAFT**

## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 33XX

#### **A Bylaw For The Purpose Of Amending Official Community Plan Bylaw No. 1490, Applicable To Electoral Area E – Cowichan Station/Sahtlam/Glenora**

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**WHEREAS** the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend official community plan bylaws;

**AND WHEREAS** the Regional District has adopted an official community plan bylaw for Electoral Area E – Cowichan Station/Sahtlam/Glenora, that being Cowichan Koksilah Official Community Plan Bylaw No. 1490;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Community Plan Bylaw No. ;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 33xx - Area E – Cowichan Koksilah Official Community Plan Amendment Bylaw (CVRD Maintenance Bylaw), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No. 1490, as amended from time to time, is hereby amended as outlined on the attached Schedule A.

3. CAPITAL EXPENDITURE PROGRAM

This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



C·V·R·D

## SCHEDULE "A"

To CVRD Bylaw No. 33xx

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Schedule A to Official Community Plan Bylaw No. 1490, is hereby amended as follows:

1. Section 3.1.4(b) is deleted and replaced with the following:
  - (b) rivers which have a 200 year flood volume of 80 cubic metres per second or greater, including the Cowichan, Koksilah and Chemainus Rivers shall require a minimum setback of 30 metres from the top of bank.
2. The diagram "Figure 3 Leave Strip Setback (Greenway) for Watercourses" is deleted.
3. The following is added after Section 14.9.6(b)3:

### **14.10 AGRICULTURAL PROTECTION DEVELOPMENT PERMIT AREA**

#### **14.10.1 CATEGORY**

The **Agricultural Protection Development Permit Area** is designated pursuant to Section 919.1(1)(c) of the *Local Government Act*, for the protection of farming.

#### **14.10.2 AREA OF APPLICATION**

The **Agricultural Protection Development Permit Area** applies to all lands in Electoral Area E that are designated as Agricultural in the Plan or are zoned as Primary Agricultural or Agricultural Conversion 1C in the implementing zoning bylaw.

#### **14.10.3 JUSTIFICATION**

Agriculture is recognized as being not only a vital part of the economy of the Cowichan Valley, but as an important element in regional sustainability and food security. Unlike many other countries, in most of Canada and certainly in British Columbia, zoning regulations usually permit agricultural lands to be used for residential purposes, whether the land is being farmed or not. Therefore, designating land for agricultural land use is not enough to ensure that the lands so designated will either be used for active farming or even that – at a minimum – their land base will not be compromised by the inappropriate location of residential buildings and accessory structures on the land.

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#### 14.10.4 GUIDELINES

Within the **Agricultural Protection Development Permit Area**, no person will construct a residence or a building or structure that is not directly related to agricultural purposes, prior to the owner of land applying for and receiving a development permit from the Cowichan Valley Regional District, which will sufficiently address the following guidelines:

- a) Residential buildings will be located in such a way as to not impinge on the ability to farm the land. This means that the residence(s) will not be centrally located in the middle of a highly productive soil polygon as shown on agricultural capability mapping or as evidenced in a field observation, but rather will be located on soils that have lower agricultural potential. Generally this will result in homes being located close to the fronting public road, with minimal driveway intrusion into and across the parcel. It may also mean that a residence is located on higher ground which has lower agricultural potential, wherever on a parcel this may be located.
- b) Accessory buildings will be located similarly to residential buildings, except for agricultural accessory buildings, which are exempt from this development permit process.
- c) Driveways will be placed on the land in such a way as to minimise the impact upon present and potential future farming.
- d) The footprint on the ground of the proposed buildings may be limited if they are to be located on lands with high agricultural capability.

#### 14.10.5 APPLICATION REQUIREMENTS

Before issuing a development permit for a residence or residential accessory building or structure in the **Agricultural Protection Development Permit Area**, the Cowichan Valley Regional District requires that the following information be submitted along with the application form and fee:

- 1) a description of the scope of work on the land;
- 2) a site plan indicating the location of the proposed building construction in relation to the agricultural capability of the site (note: maps of agricultural capability are available at the CVRD office);
- 3) the location of any buildings that are already located on the site;
- 4) the location of existing and proposed driveways, including parking areas;
- 5) plans showing the size of any proposed buildings.

#### 14.10.6 EXEMPTIONS

Any work proposed on a parcel in the **Agricultural Protection Development Permit Area** that is unrelated to the construction of a residence, residential accessory building or structure or other works accessory to residential use are exempt from the requirement to obtain a development permit under this section. Subdivision of land is also exempt.



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## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 34XX

#### A Bylaw For The Purpose Of Amending Zoning Bylaw No. 1840 Applicable To Electoral Area E – Cowichan Station/Sahtlam/Glenora

---

**WHEREAS** the *Local Government Act*, hereafter referred to as the "Act", as amended, empowers the Regional Board to adopt and amend zoning bylaws;

**AND WHEREAS** the Regional District has adopted a zoning bylaw for Electoral Area E – Cowichan station/Sahtlam/Glenora, that being Zoning Bylaw No. 1840;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 1840;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

#### 1. CITATION

This bylaw shall be cited for all purposes as "**Cowichan Valley Regional District Bylaw No. 34xx – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (CVRD Bylaw Maintenance), 2010**".

#### 2. AMENDMENTS

Cowichan Valley Regional District Zoning Bylaw No., as amended from time to time, is hereby amended in the following manner:

- a) throughout the entire Bylaw, all instances of the word "principle" are replaced by the word "principal".
- b) the definition of "secondary suite" in Section 3.1 is deleted and replaced with the following:

**"secondary suite"** means a dwelling unit that does not exceed the floor area limit established in the *General Requirements* section of this Bylaw, located within a single family dwelling that is capable of being occupied year-round, with a separate entrance, living facilities including provision for sleeping, cooking, sanitation, food storage and preparation;

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- c) the definition of “small suite” in Section 3.1 is deleted and replaced with the following:

“**small suite**” means a small dwelling unit that does not exceed the floor area limit established in the General Requirements section of this Bylaw, that is not attached to or within a single family dwelling, and is capable of being occupied year-round, with a separate entrance, living facilities including provision for sleeping, cooking, sanitation, food storage and preparation;

- d) Section 5.23 is amended by deleting subsection (a) and replacing it with the following:

(a) The maximum *floor area* of a *small suite* shall not exceed 90 square metres;

- e) The following is added after Section 5.27:

5.28 Minimum Parcel Area for Section 946 Subdivision

Except where a specific S. 946 regulation is contained within a zone under this Bylaw, for the purposes of subdivisions to provide a residence for a relative that may be proposed, the minimum required area of a parent parcel as per Section 946(4) of the *Local Government Act* is as follows:

- a) for any parcel located in a zone within which the highest possible minimum lot size is 4 hectares or less, the minimum required area of a parent parcel is 4 hectares;
- b) for any parcel located in a zone within which the smallest possible minimum parcel size is greater than 4 hectares, the minimum required area of a parent parcel is the same as the minimum parcel size of the zone within which the parcel is located.
- f) Section 5.27 is amended by adding “Except for subdivisions proposed under Section 5.23(l) of this Bylaw,” at the beginning of the paragraph.
- g) Section 5.23 is amended by adding the following after subsection (k):

- (l) The *small suite* may be subdivided from the *parcel* upon which it is located only if:
- i. it is in a zone which would allow for the proposed lot sizes following subdivision;
  - ii. the *principal dwelling* and *small suite* are so located as to allow for setback requirements to be met following subdivision;
  - iii. the approval of the Health Authority for sewage disposal has been obtained
  - iv. all other requirements of subdivision are met.

If the *parcel* upon which the *small suite* would be located is in a zone which would not allow for subdivision, the owner shall, prior to the issuance of a building permit for the *small suite*, register a restrictive covenant on the *parcel* which would prevent its subdivision or the registration of any form of strata plan under the *Strata Property Act* on the *parcel*.

For *parcels* that meet the requirements of (I) i., ii., iii., and iv., following the subdivision, the *dwelling* that was formerly considered to be the *small suite* will no longer be subject to the regulations of Section 5.23 of the Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Bylaw.

h) The following is added after Section 5.28:

5.29 Interpretation of Zoning on Parcels with Two or More Zones

Where any parcel in the area subject to this Bylaw is partially in two or more zones, each portion that lies within a single zone may be used and subdivided in accordance with that zone's regulations.

i) The following is added to the list of permitted uses in Section 11.1(a) (Light Industrial 1 Zone), and all other permitted uses are renumbered as needed:

(1) retail stores, including convenience stores and automotive parts and accessory sales;

j) Section 11.1(a)(25) is deleted and replaced with the following:

(26) single family dwellings accessory to a permitted use under Section 11.1(a)(1) through (25), subject to with the regulations established by Section 11.1(b)(5).

k) The following is added after Section 11.1(b)(4):

(5) The number of accessory residences permitted on any parcel in the I-1 Zone is one. One additional accessory residence is permitted per parcel for every 0.4 hectares of parcel area, but only if the parcel lies within the Eagle Heights Sewer Service Area and is connected to this system.

l) Section 5.15 is deleted and replaced with the following:

5.15 Screening and Landscaping

A landscape screen shall be provided as a buffer between any commercial or industrial use and public roads, residential uses and institutional uses.

m) Section 5.18 is deleted and replaced by the following:

5.18 Setback from a Watercourse and Streamside Protection and Enhancement Area (SPEA)

(a) The watercourse setback is as follows: no *building, structure, lane or highway*, nor driveway shall be located:

i) within 30 metres of the *top of bank* of the Cowichan, Chemainus or Koksilah Rivers or;

ii) within 20 metres of the *natural boundary* of any other *watercourse*, or a lake.

If a SPEA setback would be larger than the watercourse setback, the larger of

the two setbacks applies.

(b) The SPEA setback is as follows: where a Streamside Protection and Enhancement Area (SPEA) has been designated on a parcel, no *building, structure, lane or highway*, nor driveway shall be located closer than 7.5 metres or 12.5% of the average parcel depth – whichever is greater – to the SPEA, with parcel depth being measured between the SPEA boundary and the front parcel line. If a watercourse setback would be larger than the SPEA setback, the larger of the two setbacks applies.

(c) Notwithstanding any other provision of this bylaw, no *building* used for the accommodation of livestock shall be located within 30 metres of the *natural boundary* of a *watercourse* or a sea, lake, sandpoint or well.

n) The following is added after Section 5.29:

5.30 Sewer Infrastructure

The construction, placement or installation of any sewer infrastructure in a designated Streamside Protection and Enhancement Area (SPEA) is not permitted.

o) The following is added to the definitions under Section 3.1:

**“Streamside Protection and Enhancement Area (SPEA)”** means the area so designated by a Qualified Environmental Professional in a Riparian Assessment Report that is registered at the Province of British Columbia, prepared under the *Riparian Areas Regulation*”.

3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



**DRAFT**

## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 34XX

**A Bylaw For The Purpose Of Amending Cowichan  
Valley Regional District Subdivision for a Relative Bylaw No. 1741  
Applicable To Electoral Areas A, B, C, D, E and H**

---

**WHEREAS** Section 946(4) of the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend bylaws respecting the area of land required in order for a subdivision in contravention of zoning requirements to be considered as approvable by the Approving Officer;

**AND WHEREAS** the Regional District has adopted a bylaw pursuant to Section 946(4) for the Cowichan Valley Regional District, that being Subdivision for a Relative Bylaw No. 1741;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the notification period and with due regard to the reports received, the Regional Board considers it advisable to amend Subdivision for a Relative Bylaw No. 1741;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**Cowichan Valley Regional District Bylaw No. 34xx Subdivision for a Relative Amendment Bylaw (CVRD Bylaw Maintenance), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 1741, as amended from time to time, is hereby amended in the following manner:

- a) Electoral Areas E and G are eliminated from the ambit of Bylaw 1741.

3. **FORCE AND EFFECT**

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

000099

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



DRAFT

## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 34XX

#### A Bylaw to amend Cowichan Valley Regional District Development Application Procedures and Fees Bylaw No. 3275, 2009.

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**WHEREAS** the Board of Directors of the Cowichan Valley Regional District has adopted a procedures and fees bylaw pursuant to Sections 895 and 931 of the Local Government Act, that being CVRD Development Application Procedures and Fees Bylaw No. 3275;

**AND WHEREAS** the Board of Directors of the Cowichan Valley Regional District believe it to be in the public interest to amend CVRD Development Application Procedures and Fees Bylaw No. 3275 by altering provisions of the Bylaw in order to improve its administration;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

#### CITATION

1. This Bylaw may be cited for all purposes as Procedures and Fees Amendment Bylaw No. 34xx, 2010, amending CVRD Development Application Procedures and Fees Bylaw No. 3275.
2. CVRD Development Application Procedures and Fees Bylaw No. 3275, 2009 is hereby amended as follows:

That Section 7 is amended by adding the following to the list of development permit areas within which staff may issue development permits, under the direction of the General Manager of Planning and Development:

- d) where a development permit has been applied for in an Agricultural Protection Development Permit Area.

READ A FIRST TIME this day of , 2010.

READ A SECOND TIME this day of , 2010.

READ A THIRD TIME this day of , 2010.

000101

RECONSIDERED AND FINALLY ADOPTED this day of , 2010.

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date



SR5

STAFF REPORT

**ELECTORAL AREA SERVICES COMMITTEE MEETING  
OF JANUARY 19, 2010**

**DATE:** January 12, 2010 **FILE NO:** 1-REG-10BE  
**FROM:** Nino Morano, Bylaw Enforcement Officer **BYLAW NO:**  
**SUBJECT:** 2009 Bylaw Enforcement Report

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Bylaw Enforcement in 2009 has not changed significantly compared to previous years. The most significant changes include increases in matters relating to waste, noise and fireworks compared to 2008. The adoption of the Land Clearing Debris Bylaw has significantly increased the workload, working in conjunction with Engineering, and it is anticipated that this trend will continue judging by the numerous inquiries over the previous years.

The summer months can be difficult to manage for one Bylaw Enforcement Officer, especially when backlogs occur while away on vacation or other reasons. The Building Inspection Division is taking on an increased enforcement role in 2010. Four (4) Building Inspectors are currently enrolled in the Bylaw Enforcement Level 1 course at the Justice Institute in 2010. Brian Duncan, Chief Building Inspector already has Level II Bylaw Enforcement training from his previous employment.

The Ticket Information Authorization Bylaw (No. 3209) has proven to be a useful tool in enforcement since it became operational in June 2009. Compliance is often gained with the knowledge that a ticket is a real possibility and some issues have been resolved more quickly as a result. To this point in time, one ticket has been issued for an animal control offense and has been paid in full.

Dog control is contracted out to the SPCA who handle all first contact complaints. If issues become irresolvable at this level they are then turned over to the Bylaw Enforcement Official and subsequently to the CVRD Solicitor, if need be. Dog related issues have not changed significantly in 2009. An excellent working relationship with the SPCA continues which has resulted in improved customer service. An increase in dog licence fees was authorized by the Board for 2010 and should, more adequately, help recover costs relating to dog control and the contract with the SPCA.

The most common bylaws requiring enforcement action were: Zoning, Noise, Development Permit Areas, Dog Control, Waste, Unsightly Premises and Building. Issues that continue to come up regularly that are not regulated by bylaw are: backyard burning, soil fill/removal, animal control (excluding dogs), altering of land outside of development permit areas (tree cutting and pollution) and general nuisance issues.

000103

**File Total Comparison by Year:**

Area	Year 2000	Year 2001	Year 2002	Year 2003	Year 2004	Year 2005	Year 2006	Year 2007	Year 2008	Year 2009
A	29	30	22	13	18	21	26	27	21	18
B	59	62	47	58	46	42	42	38	52	51
C	33	40	26	35	21	30	20	23	27	10
D	17	17	20	19	14	16	15	15	12	15
E	36	31	34	25	30	34	22	21	19	34
F	20	21	19	20	17	13	16	13	20	9
G	16	13	9	12	9	9	9	10	14	16
H	13	10	21	11	14	9	18	17	12	15
I	12	15	14	13	19	15	25	19	18	16
CVRD						3	6	4	5	8
Total	235	239	212	206	188	193	199	187	200	192

**2009 Breakdown of Files by Area:**

Area	Zoning	Noise	Development Permit Area	Dog/Animal	Waste	Unightly	Assist Other Agencies	Liquor	Building	Parks	Signs	Fireworks	CVRD	Year Total
A	2		1	2	3		3	5		1	1			18
B	12	8	10	4	3	5	2	1	5	1				51
C	4	3		1		1			1					10
D	3	2	3	1	1	1			2	1	1			15
E	6	6	2	4	7	2	1	5		1				34
F	2	1	1	1		1		2	1					9
G	3	1		3	2	2	2	2				1		16
H	1		2	2		4	5				1			15
I	3	3	3	1	1	1	3			1				16
CVRD	1	1		1	2							1	2	8
Total	37	25	22	19	19	17	16	15	9	5	3	2	2	192

The statistics above do not show the numerous issues that are often resolved over the phone (averages 5 calls/day) or the front counter or files carried over from previous years or the regular communication with Provincial & Federal agencies. Complainants usually want to know what rules and regulations apply to their issues and then weigh their options. Bylaw Enforcement continues to work closely with Staples McDannold & Stewart for advice on legal issues that come up regularly with the goal of voluntary compliance. Authorization for legal action from the Board was requested and subsequently authorized twice in 2009. There has been a significant amount of success in concluding files to everyone's satisfaction, although a few issues are still under investigation. There are approximately 28 files that are currently under investigation and 7 ongoing files with our solicitor.

**Action:**

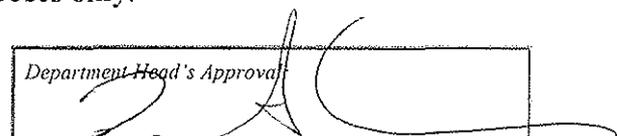
No action required as this report is for information purposes only.

Submitted by,



Nino Morano,  
Bylaw Enforcement Officer  
Planning & Development Department  
NM/jah

Department Head's Approval



Signature

000104



SR6

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF JANUARY 19, 2010

**DATE:** January 12, 2010 **FILE NO:** 1-E-10BE  
**FROM:** Nino Morano, Bylaw Enforcement Officer **BYLAW NO:**  
**SUBJECT:** Cowichan Valley Trap and Skeet Club Special Event Shoot 2010

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#### Recommendation:

That the Electoral Area Services Committee considers whether, or not, it is in the public interest to allow these Special Event Shoots and the extra weekend shoot in February and provide direction on this request.

#### Purpose:

Zoning & Noise Bylaw Compliance

#### Financial Implications:

N/A

#### Interdepartmental/Agency Implications:

N/A

#### Background:

We are in receipt of the attached letter from the Cowichan Valley Trap and Skeet Club (CVTSC) located on Cowichan Lake Road in Area "E" requesting to hold three (3) "Special Event" Competitive Shoots in 2010 (April 10, 11 & April 24, 25 & June 12, 13). Also, according to the submitted schedule February has one additional shoot over and above the "two weekends per month" requirement #3 (see below).

Directors may recall that in the fall of 1993 the Cowichan Valley Regional District went to Court in an attempt to limit the extent of the use of the Gun Club property to what had taken place prior to the inception of zoning in 1974.

In January 1994, Justice H.D. Boyle ruled that:

1. *The Plaintiff's (CVRD) claim of violation of its Building Bylaw be dismissed.*
2. *The Defendant (Gun Club) forthwith remove or cause to be removed the western most three of five concrete trap shooting bunkers, the two skeet shooting towers and the concrete walkways constructed after 1974.*
3. *The Defendant be restrained and enjoined from using or allowing the use of the property as a place to discharge firearms other than on one fixed, regular evening*

000105

*per week, to be determined by the Defendant, and on one full day, two weekends per month.*

4. *The Defendant be restrained and enjoined from using or allowing the use of that property as a place to discharge firearms on more than one consecutive day, unless authorized as a special event under the Plaintiff's relevant Noise Bylaw, or in competitions of a wider than local nature unless authorized as a special event under the Plaintiff's relevant Noise Bylaw.*
5. *The Defendant be restrained and enjoined from the cutting down or allowing the cutting down of timber on that property without prior authorization of the Plaintiff.*

The Gun Club did not file a Notice of Appeal and the Court Order remains in force.

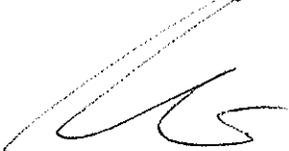
In accordance with the Court Order, the CVTSC have requested permission under the "Special Events" section of the CVRD Noise Bylaw No. 1060 to hold competitive shoots of a wider than local nature and of more than one consecutive day.

Section 5 states:

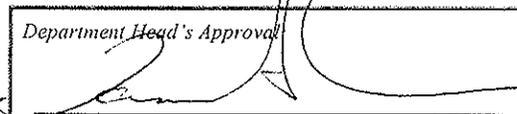
*"Notwithstanding the provisions of this Bylaw, where it is impossible or impractical to comply with S. 3(g) of this Bylaw or in the case of a special event, a person may apply for and receive from the Regional District a permit waiving the requirements of this Bylaw for a specific time over a specific location, if in the opinion of the Regional District, such a waiver is in the public interest."*

For your information, the CVTSC requested and was subsequently permitted to hold two special event shoots in 2009. Upon review of this file, it was noticed that no more than four special event shoots has ever been permitted in one year. During 2009, this office did not receive any concerns from nearby residents.

Submitted by,



Nino Morano  
Bylaw Enforcement Officer  
Planning & Development Department

Department Head's Approval

Signature

NM/jah

Attachment - CVTSC Shoot Schedule for 2010

000106



# COWICHAN VALLEY TRAP & SKEET CLUB



SINCE 1953

## Cowichan Valley Trap & Skeet Club

### Shoot Schedule for 2010

January 03, 2010  
January 10, 2010  
February 7, 2010  
February 14, 2010  
February 28, 2010  
March 07, 2010  
March 21, 2010

*Practice every Tuesday evening April 06 to September 28, 2010  
6:00 PM to 9:00 PM*

April 10,11, 2010	Special Event
April 24, 25, 2010	Special Event
May 2, 2010	
May 16, 2010	
June 06, 2010	
June 12, 13, 2010	Special Event
July 4, 2010	
July 18, 2010	
August 8, 2010	
August 22, 2010	
September 12, 2010	
September 19, 2010	
October 3, 2010	
October 24, 2010	
November 7, 2010	
November 21, 2010	
December 05, 2010	
December 12, 2010	

000107



SR7

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING JANUARY 19, 2010

**DATE:** January 13, 2010 **FILE NO:**  
**FROM:** Ryan Dias, Parks Operations Superintendent **BYLAW NO:**  
**SUBJECT:** Community and Regional Parks Portable Toilet Contract

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#### **Recommendation:**

That the Community and Regional Parks Portable Toilet Services Contract be awarded to Coast Environmental Ltd. for a three year term, with an option that the contract may be renegotiated on a year-to year basis for a maximum of up to two additional years, commencing February 1, 2010, and completing December 31, 2012.

#### **Purpose:**

To request approval to award the Community and Regional Parks Portable Toilet Contract for three years, with an option that the contract may be renegotiated on a year-to year basis for a maximum of up to two additional years, commencing February 1, 2010, and completing December 31, 2012.

#### **Financial Implications:**

This contract would be funded by participating Electoral Areas Community Parks and the Regional Parks functions requiring provision of portable toilets at various park and trail head sites.

#### **Interdepartmental/Agency Implications:**

N/A

#### **Background:**

An Invitation to Tender was issued for the supply of Portable Toilets for CVRD Community and Regional Parks with a three year term commencing in February 2010 and completing in December 2012. The Tender also provides for an option that the contract may be renegotiated on a year-to year basis for a maximum of up to two additional years.

Invitation to Tender documents were made available December 9, 2009 with the Tender closing of December 23, 2009. The Tender was advertised in local and out of town papers for a two week duration. Three packages were picked up by interested proponents, with only one Tender submission received by the deadline on December 23, 2009.

000108

The bid received from Coast Environmental Ltd. was received in the required format, and met all bid criteria for consideration. The Cost breakdown of the Coast Environmental Ltd. Bid over the three year term is as follows:

Total Cost of Supply and Install Portable Toilets 2010	<u>\$ 27,464.90</u>
Total Cost of Supply and Install Portable Toilets 2011	<u>\$ 27,464.90</u>
Total Cost of Supply and Install Portable Toilets 2012	<u>\$ 29,112.79</u>
Total GST	<u>\$ 4,202.12</u>
<b>TOTAL TENDERED AMOUNT</b>	<b><u>\$ 88,244.71</u></b>

In addition, the tender document requested supplemental prices for the following services:

- Additional weekly servicing of unit. @ \$26.00/servicing;
- Pre-arranged moving/unit to new site @ \$26.00/move;
- The supply of additional units @ \$99.15/unit/month;
- Monthly rate for extension of units already in place - \$99.15/unit/month;
- Hand Sanitizers - \$12.50/per unit (charged monthly)
- Wheel chair accessible portable toilet units \$127.15/unit/month;
- Replacement price for units damaged beyond repair - \$1,200.00; and
- 24 hour emergency service available.

Coast Environmental has held Portable Toilet contracts consecutively over the past twelve years, and the rates proposed for 2010 and 2011 are the same rates that were in effect for the last five years. As such, there will be no increase in cost for the provision of this service to the respective park functions in 2010 or 2011. However, due to increased cost of fuel and waste disposal fees, there will be a 6% increase in 2012, which will be the first increase since 2004.

Submitted by,



Ryan Dias,  
Parks Operations Superintendant  
Development Services Department

<p>Department Head's Approval:</p>  <p>Signature</p>
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/RD

000109



SR8

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF TUESDAY, FEBRUARY 2, 2010

**DATE:** January 27, 2010 **FILE NO:**

**FROM:** Tanya Soroka, Parks Planning Technician **BYLAW NO:**

**SUBJECT:** Application for Grant Funding for an Operational Fuel Treatment Program in 5 Community Parks

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#### **Recommendation:**

That grant applications be submitted for funding to prepare Fuel Management Prescriptions and to implement *Community Operational Fuel Treatment Program* prescriptions at five (5) Electoral Area Community Parks: Marble Bay Park (Area I), Silvermine Trail (Area B), Quarry Nature Park (Area C), Bright Angel Park (Area E) and Mill Bay Nature Park (Area A).

#### **Purpose:**

To request direction on submitting grant funding applications for preparation of Fuel Management Prescriptions grant funding and Community Operational Fuel Treatment Program grant funding for five (5) Electoral Area Community Parks; Marble Bay Park (Area I), Silvermine Trail (Area B), Quarry Nature Park (Area C), Bright Angel Park (Area E) and Mill Bay Nature Park (Area A).

#### **Financial Implications:**

The funding program for the preparation of the Fuel Management Prescriptions will provide 100% of the cost of the project. The Community Operational Fuel Treatment Program will provide up to 75% of the cost of the project. Remaining funds for the operational program will include in-kind contributions from CVRD staff as well as funds from the Community Parks Program. The estimate for operational work is \$2500/ha therefore an estimate of the breakdown for the CVRD community Parks portion (25%) for each park is as follows: Marble Bay Park (\$157), Silvermine Trail (\$1376), Quarry Nature Park (\$1375), Bright Angel Park (\$625), and Mill Bay Nature Park (\$375).

#### **Interdepartmental/Agency Implications:**

N/A

#### **Background:**

In 2008 the Regional Board approved the application for Grant Funding for a Community Fuel Management Pilot Project to take place in a Shawnigan Lake Community Park. The application was approved by the Ministry of Forests and Range Protection Branch, Province of British Columbia and provided funding of \$25,000 or 50% of the total cost of the project. The purpose of the pilot project was to assist communities in exploring fuel management treatment

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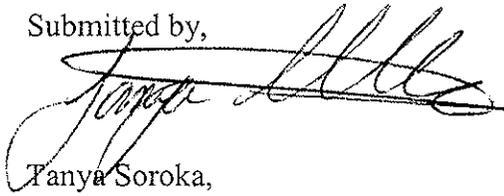
alternatives and to demonstrate/showcase these alternatives for the community. The objective is to test methodologies prior to implementing larger scale operations, and/or public education and awareness of fuel management. The pilot project took place in Silvermine Park and will provide the basis for the Community Operational Fuel Treatment program.

These two new grant applications will be part of a two phased program. The first phase is for the preparation of the Fuel Management Prescriptions and the second phase is to complete the Fuel Management work. The parks were identified in the 2006 CVRD Community Wildfire Protection Plan that identified these areas as having a high to extreme fire rating.

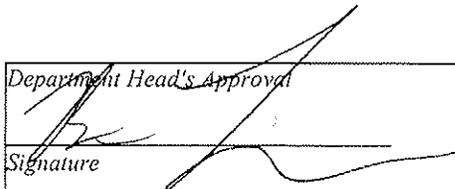
The purpose of the Fuel Management Prescriptions program is to assist communities in the development of prescriptions intended for the treatment of fuels that pose a wildfire risk to the wildland urban interface (WUI) which were identified in the planning process. The intent of fuel management is not to eliminate the risk of wildfire but to alter the fuel composition and structure in order to reduce the potential behavior of a fire. The objective is to ensure communities have the information they need when developing applications for larger scale operational fuel management projects and that fuel management treatments are appropriate for the area.

The Community Operational Fuel Treatment Program Grant application is to apply for funding to undertake the fuel treatments that were identified in the Fuel management prescriptions.

Submitted by,



Tanya Soroka,  
Parks Planning Technician  
Parks, Recreation and Culture Department

Department Head's Approval

Signature



SR9

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 2, 2010

**DATE:** January 27, 2010 **FILE NO:**  
**FROM:** Brian Farquhar, Parks and Trails Manager **BYLAW NO:**  
**SUBJECT:** Shawnigan - Cobble Hill Farmers' Institute License Agreement

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**Recommendation:**

That the Board Chair and Corporate Secretary be authorized to sign the necessary documents related to execution of a license agreement with the Shawnigan - Cobble Hill Farmers' Institute and Agricultural Society (SCHFI) permitting the CVRD to construct and maintain a public footpath, gates, landscaping and ornamental fencing on a portion of the SCHFI's property located adjacent Memorial Park in Cobble Hill, legally described as Lots A and 6 of Block 25, Section 12, Range 6, Shawnigan District, Plan 1809.

**Purpose:**

To request approval to enter into a license agreement with the Shawnigan - Cobble Hill Farmers' Institute and Agricultural Society permitting the construction and maintenance of a public footpath, gates and ornamental fencing on the Society's property next to Memorial Park in Cobble Hill.

**Financial Implications:**

Funding for the improvements is provided through the Electoral Area C Community Parks budget and donations from the local community.

**Interdepartmental/Agency Implications:**

N/A

**Background:**

The Shawnigan - Cobble Hill Farmers' Institute and Agricultural Society (SCHFI) has agreed to permit construction of a pedestrian pathway along the southern portion the Society's Cobble Hill Hall property, with the installation of gates at either end, landscaping, underground power supply paralleling the pathway and installation of an ornamental metal fence on the Hall's western property boundary adjacent Memorial Park (Cobble Hill Cenotaph), on the understanding the CVRD will maintain the improvements under a license agreement. The pathway is intended to provide safe pedestrian access to Memorial Park from Watson Avenue as part of an overall objective to improve pedestrian accessibility in and around Cobble Hill Village. The ornamental fencing compliments the recent improvements to the Cobble Hill Cenotaph site while reaffirming the security of the SCHFI property. Installation of the ornamental gates at either end of the pathway will allow the SCHFI to continue to manage access to the Society's property during special events such as the annual Cobble Hill Fair. The underground power supply provides for hydro service to Memorial Park to operate PA equipment during the annual Remembrance Day Service and other events as required.

000112

The works have proceeded to be installed over the past summer, including significant donations of materials and volunteer labour towards completing the works (see attachments) while the terms and conditions of the license agreement were negotiated between both parties. With finalizing the terms and conditions, the license of use and occupation between the SCHFI and the Regional District is now ready to be executed to assign the ongoing responsibility of maintaining the improvements to the Regional District. The proposed term for the license agreement is five (5) years, with a provision for renewal for an additional five (5) years upon the written agreement of both parties. The conditions of the license agreement require CVRD be responsible for the above improvements and to indemnify the SCHFI, inclusive of the CVRD maintaining a general public liability insurance coverage in the amount of no less than \$5 million naming the SCHFI as a insured party. The License Fee payable to the SCHFI by the CVRD for the term of the agreement is twenty (\$20) dollars.

Submitted by,



Brian Farquhar  
Parks and Trails Manager  
Parks, Recreation and Culture Department

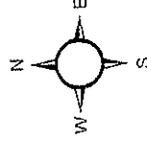
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Attachments

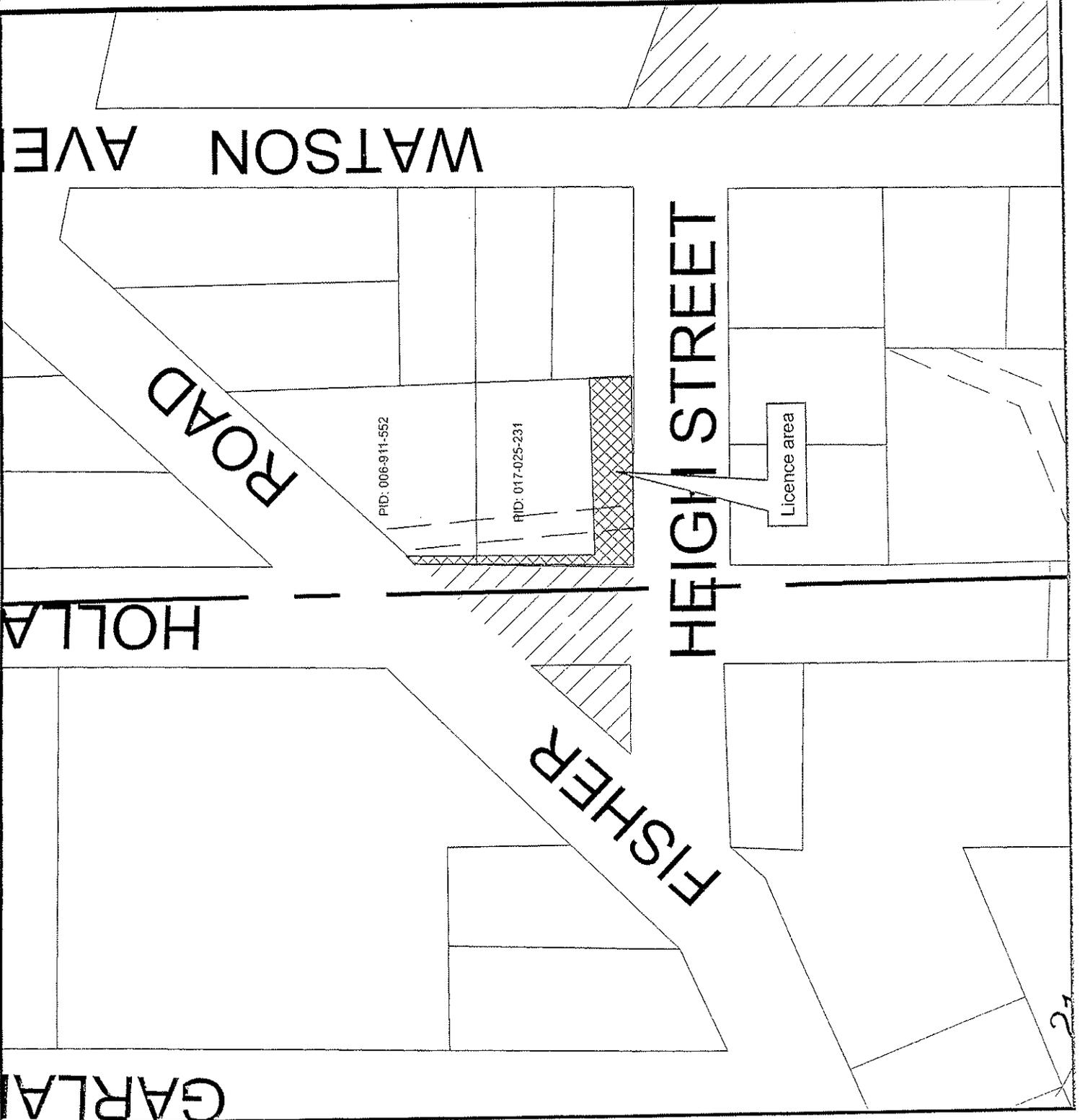
000113

# Schedule A

## Farmers Institute Site Plan



Scale: 1:1,022





SR 10

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 2, 2010

**DATE:** January 27, 2010 **FILE NO:**  
**FROM:** Catherine Tompkins, Planner III **BYLAW NO:**  
**SUBJECT:** South Cowichan Official Community Plan

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#### Purpose

This report provides an update to the South Cowichan OCP and Zoning Bylaw process.

#### Background:

The South Cowichan Official Community Plan (OCP) planning process began in 2007, and at that time it was anticipated that a consultant's final draft would be prepared by the fall of 2008. Drafts were received but did not meet CVRD standards. Hence, on June 10, 2009 the Regional Board resolved:

*"That the South Cowichan OCP and Zoning Bylaw be prepared by CVRD staff utilizing background information received in the process to date, and that consideration be given to include Area A – Mill Bay/Malahat into the OCP process at the request of the Area A Director" (Resolution 09-337)*

Further, on July 8, 2009, the Regional Board passed Resolution 09-354, which states:

*"That Electoral Area A – Mill Bay/Malahat be included in the South Cowichan OCP review process, and that staff provide a progress report to the EASC in three to six months."*

Over the past six months, several critical components of the process have been addressed. First, based upon the Board direction of June 10, 2009 to "utilize background information", it was determined that the extensive process already completed was valuable and would continue to be utilized. Indeed, much of the planning for Electoral Areas B and C had already occurred, and many residents and stakeholders would expect their input to continue to hold value. Highlights of the planning process, prior to summer 2009, include:

- Appointment of a Steering Committee and numerous Steering Committee meetings;
- Release of two 'South Cowichan OCP' Newsletters;
- Two survey/questionnaire processes;

000115

- A Steering Committee mapping workshop;
- Two public open houses (one in each electoral area) to release survey/questionnaire findings and obtain further input;
- Two public mapping workshops (one in each electoral area) to help determine appropriate land uses and densities;
- Preparation of a background report;
- Preparation of a land use concept, utilizing a mapping software that provides a concept based upon local opportunities (drivers) and constraints;
- Two Character Workshops (one in each electoral area) to determine design guidelines for village areas.

There are now 22 members on the South Cowichan OCP Steering Committee, including five members from Mill Bay/Malahat. A Steering Committee meeting was held in November, 2009 to familiarize members with the expansion of the plan area and the updated process. Later in the same month a two-day open house was held in Mill Bay to inform residents and stakeholders of the OCP expansion, and to obtain public input. More recently, on January 8, 2010, a survey/questionnaire was mailed out to residents in Mill Bay/Malahat.

Additionally, a series of 10 OCP Steering Committee Meetings have been arranged, as follows:

- Tuesday February 23: Cobble Hill Youth Hall (on Hutchinson across from Cobble Hill Hall)
- Thursday March 4: Mill Bay Community League (beside, east of Kerry Park Rec Centre)
- Thursday March 11: Shawnigan Lake Community Centre Lounge
- Monday March 15: Shawnigan Lake Community Centre Dance Studio Room
- Wednesday March 24: Shawnigan Lake Community Centre Lounge
- Tuesday March 30: Mill Bay Community League
- Thursday April 22: Mill Bay Community League
- Thursday April 29: Cobble Hill Hall
- Thursday May 6: Cobble Hill Hall
- Thursday May 13: Mill Bay Community League

The above meetings will include discussions on the challenges inherent in the project, and are intended to result in a land use strategy for the South Cowichan plan area. Discussions will focus on a wide variety of topics ranging from legislative requirements to quality of life issues. The Committee will focus on issues related to agriculture, forestry and working lands, greenhouse gas targets, village containment versus sprawl, industry, commerce, heritage, residential areas, affordable housing, institutional areas, parks and trails, transportation, servicing, environmental protection, development permit areas and plan implementation. It is recognized that more than 10 meetings may be required.

The remainder of the process includes the following components:

1. Prepare draft OCP, based on Steering Committee input (May-August 2010);
2. Prepare draft Zoning Bylaw (August – October, 2010);
3. Steering Committee Meetings and draft revisions (October 2010);
4. Conduct agency referral process (September –December 2010);
5. Hold open houses/meetings in all three electoral areas to review draft plan and Zoning Bylaw (November-December 2010);

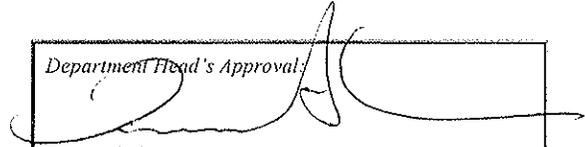
6. Hold Steering Committee Meeting to go over final draft changes (December 2010);
7. Electoral Area Services Committee Meeting;
8. First and Second Readings;
9. Public Hearing;
10. Third Reading;
11. Ministerial Approval;
12. Final Adoption.

In conclusion, the Community and Regional Planning Branch places high priority on the South Cowichan OCP Project, and is working diligently with a vibrant and capable Steering Committee to ensure that the challenges are met and that future land use and development will occur in keeping with the wishes of the community.

Submitted by,



Catherine Tompkins MCIP  
Planner III  
Planning and Development Department

<i>Department Head's Approval:</i>

<i>Signature</i>

CT/jah

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SR 11

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE OF FEBRUARY 2, 2010

**DATE:** January 29, 2009

**FILE NO:**

**FROM:** Rob Conway, MCIP  
Manager, Development Services Division  
Planning and Development Department

**BYLAW NO:**

**SUBJECT:** Agricultural Advisory Committee

---

**Recommendation:**

Committee direction is requested.

**Purpose:**

To consider the establishment of an Agricultural Advisory Committee.

**Financial Implications:** N/A

**Interdepartmental / Agency Implications:** N/A

**Background:**

At the February 11, 2009 EASC meeting, the Committee passed the following resolution:

*That the Agricultural Land Commission be requested to forward a proposal to the CVRD staff for review and comment providing direction on how to structure an Agricultural Advisory Committee, how to establish a Terms of reference for such a Committee, and further, outline how the Land Commission and CVRD together could enforce the ALC Act (further affirming previous Board Resolution No. 08-673.2 passed October 8, 2008.*

Since the February 11, 2010 meeting, staff has not brought the requested information back to the Committee, primarily because of the Area Agricultural Plan (AAP) that was being prepared through Economic Development Cowichan and the possibility that the AAP may include recommendations with respect to an Agricultural Advisory Committee for the Region. The draft AAP is now available, and recommendations regarding an Agricultural Advisory Committee were not proposed.

More recently, the Agricultural Land Commission, in considering an application to subdivide land on Wilson Road for a CVRD water system, has requested that the Regional District

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establish an Agricultural Advisory Committee that would advise the Regional District on agricultural issues. You will note in the attached correspondence from the Commission that they have requested a response regarding the request.

**Agricultural Advisory Committee Information:**

Attached to this report is information regarding Agricultural Advisory Committees received from the Agricultural Land Commission for the Committee's reference.

**Staff Comments:**

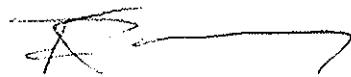
Should the Committee be interested in further investigating the establishment of an Agricultural Advisory Committee for the CVRD's Electoral Areas, staff could prepare a report that outlines the establishment of an Agricultural Advisory Committee, including information on the following topics:

- Proposed terms of reference
- Proposed Committee structure
- Recommended adjustments to application processes
- Budget implications

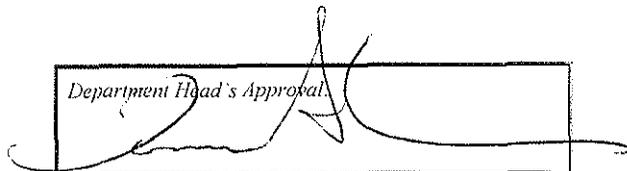
**Options:**

1. That staff be directed to prepare a report regarding the establishment of an Agricultural Advisory Committee, and that a letter be sent to the Agricultural Land Commission in response to their January 13, 2010 letter advising them of such.
2. That staff be directed to prepare a letter to the Agricultural Land Commission advising that the Regional District does not intent to establish an Agricultural Advisory Committee at this time.

Submitted by,



Rob Conway, MCIP  
Manager, Development Services Division  
Planning and Development Department

<i>Department Head's Approval</i>

<i>Signature</i>



**Agricultural Land Commission**  
133-4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

13<sup>th</sup> January 2010

Reply to the attention of Gordon Bednard

ALC File: 51174

Gord Bonekamp  
Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC  
V9L 1N8

Dear Sir:

**Re: Application to subdivide land and use land for non-farm purposes in the Agricultural Land Reserve**

Please find attached the Minutes of Resolution # 1925/2009 outlining the Commission's decision as it relates to the above noted application.

As reflected in the minutes the Commission is pleased to note some of the recent actions taken by the Regional District to provide benefits for agriculture. It considers that the establishment of an agricultural advisory committee would be another significant step that could be taken by the Board. While the Commission has not made it a condition of approval the Commission is hopeful that the Regional District will respond positively to the suggestion and awaits your advices in this regard.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

Erik Karlsen, Chair

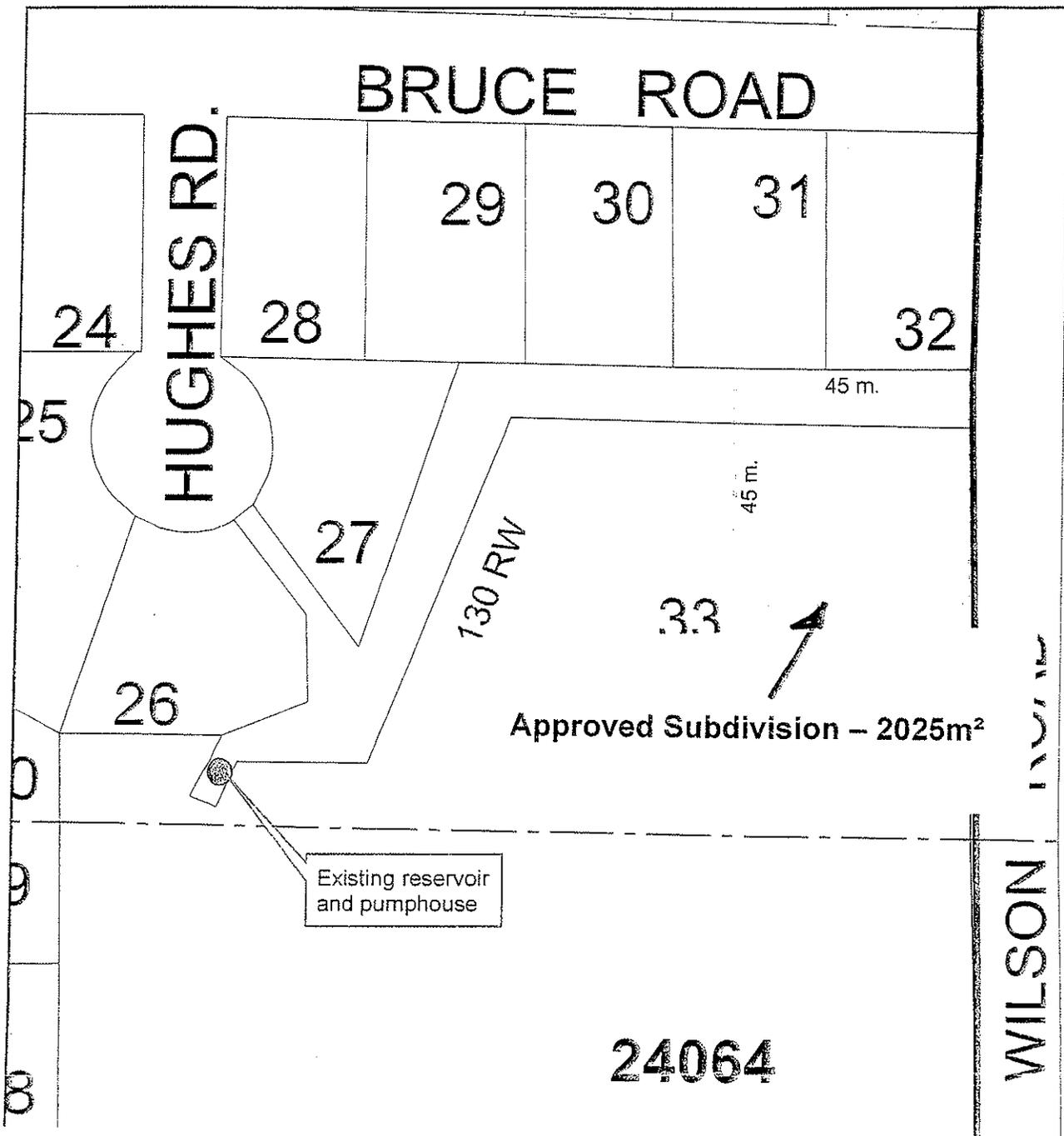
Enclosure: Minutes/Sketch Plan

cc Lawrence Frank Sharp, 4890 Wilson Road, Duncan, BC V9L 6L5

rc/  
i/51174d1

2-E-09ALR.

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*Revised  
site  
plan  
Oct 23/09*

**ALC File 51174**

**Subdivision approved in terms of  
ALC Resolution Number 1925/2009**





# MINUTES OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION

A meeting was held by the Provincial Agricultural Land Commission on 18<sup>th</sup> December 2009 at Duncan, BC

<b>PRESENT:</b>	Lorne Seitz	Chair, Island Panel
	Niels Holbek	Commissioner
	Jennifer Dyson	Commissioner
	Roger Cheetham	Staff

## For Consideration

Application: 51174  
 Applicant: Lawrence Frank Sharp  
 Agent: Cowichan Valley Regional District (Gord Bonekamp)  
 Proposal: Subdivision of a 2.59 ha parcel to create a 2025m<sup>2</sup> parcel and non-farm development of a new parcel for a new water reservoir and water treatment facility.  
 Legal: PID 002-969-165, Lot 33, Section 9, Range 8, Quamichan District, Plan 24064  
 Location: 4890 Wilson Road

## Site Inspection

A site inspection was conducted on 18<sup>th</sup> December 2009. Those in attendance were:

- Lorne Seitz                      Chair, Island Panel
- Niels Holbek                    Commissioner
- Jennifer Dyson                 Commissioner
- Roger Cheetham               Staff
- Loren Duncan,                 Cowichan Valley Regional District Electoral Area Director (Agent)
- Gord Bonekamp                Cowichan Valley Regional District (Agent)
- Rob Conway                    Cowichan Valley Regional District (Agent)
- Louise Knodel-Joy             Cowichan Valley Regional District (Agent)

The Commission viewed the site and noted that it has prime soil capability. Mr. Duncan pointed out the advantages of the site and indicated that it had been chosen out of a number of sites that had been investigated all of which were located within the ALR. He explained that it was necessary that the site be close to the development it was intended to serve and there were no apparent alternative sites for the proposed use. He indicated that while the Regional District had no specific plans to mitigate the loss of agricultural land resulting from the proposed development it has embarked upon a number of initiatives in recent years that have benefitted agriculture including changes to the bylaws to encourage the inclusion of land into the ALR, and the undertaking of an agricultural plan.

## Context

The proposal was weighed against the purposes of the Commission as stipulated in section 6 of the *Agricultural Land Commission Act* (the "Act"). They are:

1. to preserve agricultural land

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2. to encourage farming on agricultural land in collaboration with other communities of interest, and
3. to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

## **Discussion**

### **Assessment of Agricultural Capability**

In assessing agricultural capability, the Commission refers in part to agricultural capability mapping and ratings. The ratings are interpreted using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system, or the BC Land Inventory (BCLI), 'Land Capability Classification for Agriculture in B.C.' system.

The agricultural capability of the soil of the subject property as indicated on 1:20 000 scale mapping undertaken by the Ministry of Environment indicates that the property is within a large area that has Class 4 unimproved ratings, 80% of which has soil moisture deficiency and 20% of which has excess water limitations. The soils are improvable to Class 2 mainly with undesirable soil structure and in some areas also excess water limitations.

Class 2 – Land in this class has minor limitations that require good ongoing management practices or slightly restrict the range of crops, or both.

Class 4 – Land in this class has limitations that require special management practices or severely restrict the range of crops, or both.

### **Assessment of Agricultural Suitability**

The Commission assessed whether external factors such as encroaching non-farm development have caused or will cause the land to become unsuitable for agriculture. The Commission did not believe there are external factors that render the land unsuitable for agricultural use.

### **Assessment of Impact on Agriculture**

The Commission also assessed the impact of the proposal against the long term goal of preserving agricultural land. The Commission did not consider that the proposed subdivision and non-farm use would have any impact on the adjoining land within the ALR, being adjacent to the Bruce Road development and across Wilson Road from Cowichan Indian Reserve No. 1. However, while benefitting the community by way of upgraded infrastructure, the Commission noted that the creation of the subdivision and its development would result in a loss of this land for agriculture.

### **Assessment of Other Factors**

The Commission noted that the Regional District has taken some actions that have benefitted agriculture. However it considered that the Regional District should be encouraged to consider further measures. In particular the Commission wished to encourage the Regional District to establish an agricultural advisory committee to advise the Regional District on agricultural issues.

**SECONDED BY:** Commissioner Niels Holbek

THAT the application be approved

AND THAT the approval is subject to the following conditions:

- the subdivision be in substantial compliance with the plan submitted with the application
- the subdivision must be completed within three (3) years from the date of this decision.

This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities that have jurisdiction under an enactment.

**CARRIED**  
**Resolution # 1925/2009**



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**Agricultural Advisory Committees**

With only 1.5% of British Columbians living on farms, it is increasingly important for local governments to find ways to keep in touch with their farm and ranch communities. To do so, some municipalities and regional districts have appointed Agricultural Advisory Committees (AACs) to give them advice on a wide range of agricultural issues.

[List of AACs in BC](#)

[AAC Information Package](#)

[AAC Information Exchange](#)

[AAC Workshops](#)

**Typical AAC Duties**

Some typical AAC duties relate to plans, policies, and development applications:

- Official community plan amendments
- Zoning bylaw changes or rezoning applications
- Agricultural Land Reserve (ALR) applications
- Transportation - roads, railroads, and trails
- Urban-agricultural edge planning
- Water supply and drainage
- Agricultural economic strategies
- Steering committee for an agricultural area plan
- Policies, like agritourism
- Agricultural awareness, including farm tours.

**Provincial Support for AACs**

The Ministry of Agriculture and Lands and the Agricultural Land Commission have provided knowledgeable personnel and information-sharing opportunities for AACs:

- An [Information package](#), including a model terms of reference
- Staff attendance at AAC meetings as non-voting technical resource members of the committee
- This Web site as a link to existing AACs
- Biennial [AAC workshops](#).



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**Agricultural Advisory Committees**

**Some Ideas**

**Agricultural Advisory Committees (AACs)** around the province are proving to be an effective way for local governments to link with their farm and ranch communities. Each AAC, however, functions a bit differently. As more AACs are appointed and their years of experience grow, there are some common factors that can contribute to a well run committee providing useful advice to their council or regional board. The following are a few basics that can play a role in adding to a committee's effectiveness.

A local government has to make a **clear commitment** to the AAC ... it is *their* committee.



**TERMS OF REFERENCE**

It is important to develop a clear **terms of reference** for the committee, while at the same time providing for a degree of flexibility in the role of the committee to meet local needs. The Ministry of Agriculture and Lands has developed a model terms of reference that may be of assistance.

**CONFLICT OF INTEREST**

The AAC should establish guidelines concerning conflict of interest. If established at the outset, new members will clearly understand situations, where they should absence themselves from discussion. Where applicable, the guidelines listed under the Community Charter should be followed.

**AAC APPOINTMENTS**

Appointments to the committee should represent **committed and progressive members** of the farm or ranch community.

An effort should be made to **draw from a cross-section** of commodity types and industry associations that are important within the municipality or regional district in which the AAC serves.

When forming an AAC, a local government may wish to draw upon a local Ministry staff person, a local farmers' institute or other agricultural group for **advice** on the membership of the AAC. This can be a helpful way to "get in touch" with the agriculture community.

Having a municipal councilor or regional board director appointed to sit on the AAC as a **council / board liaison person** can contribute to building strong relationships between the AAC and council or the regional board.

Consider designating a member of the agricultural community as Chair of the committee as *this can help lead to fruitful discussion and effective decision making amongst the committee members.*

If the agricultural area includes other major land uses such as rural residential, forestry or recreation, consider including **other representatives** on the committee from these interests.

**INTER-RELATED ISSUES**

Where there are inter-related issues and a local government has several committees, consider having joint meetings or **"cross-over" committee members**. For example, if a strong relationship exists between environmental and agricultural issues, a person may be appointed to sit on both the *Agricultural and Environmental Committees*. Other examples where joint meetings or cross-over members may be considered include planning advisory, parks and recreation, transportation, healthy community or economic development committees or commissions.

**LOCAL GOVERNMENT STAFF ASSISTANCE**

Dedicating a local government **staff person to assist the committee** can help ensure the committee functions smoothly. The staff person could help distribute agendas and other

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The role of the Ministry and the Agricultural Land Commission (ALC) staff should be considered. Some committees have invited local Ministry and Commission staff to sit on the AAC as non-voting **staff resource persons**. Others call upon them to attend meetings periodically, depending upon the topic under consideration, or to sit on an agricultural area plan steering committee. The Ministry and the Commission will make every effort to assist the Committee in any way considered appropriate by the AAC and the local government they represent.

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#### MEETING SCHEDULES

Farming and ranching are time sensitive both from a daily and seasonal perspective. The AAC, when determining its meeting schedule, should **carefully consider the most appropriate meeting times**. There may be certain times of the year (e.g. planting/harvesting) that meetings are intentionally less frequent.

#### ROLE OF THE AAC

In some cases, the **role of the AAC** largely consists of providing advice on official community plan or zoning bylaw amendments and applications involving the ALR that are forwarded by council or the board. Other committees may also assist with a variety of other tasks such as: supporting agricultural awareness efforts; functioning as a steering committee to aid in developing an agricultural area plan; reporting on drainage or irrigation issues; commenting on local agriculture-recreation relationships or assisting with the development of other policy initiatives associated with agriculture.

An AAC is appointed to provide clear, timely and well thought out advice on agriculture and related topics to their council or regional board. It must be clearly understood that the AAC is an **advisory** committee of their local government. Councils and Regional Boards, however, are often faced with difficult and complex decisions involving a number of community interests. As a result, there will be times when an AAC's advice is only partially followed or not acted upon at all.

In the case of new AACs, it may take time for the committee to "find its feet" and for council or the board to feel comfortable with its new committee. It is important for all concerned to show a high degree of patience.

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## Getting Started

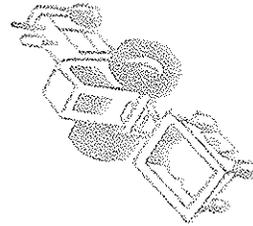
- Identify and contact local agricultural groups.
- Discuss with MAF and ALC staff.
- Draw upon the experience of other jurisdictions that already have an AAC.
- Seek the advice of farm groups on possible appointments to the Committee.
- Assign a specific staff person to assist the Committee with implementation, as well as providing on-going support to the Committee.

## Support

- ☐ MAF and ALC staff.
- ☐ Planning for Agriculture—Resource Material including a Model Terms of Reference.
- ☐ Sample: City of Surrey Volunteers' Contract

## Things to Consider

- ☐ Foster a clear, effective relationship between the Council or Regional Board and the AAC.
- ☐ Obtain a strong commitment from the farm community.
- ☐ Appoint a Council or Board member to sit on the committee to ensure a solid link between the AAC and Council or Regional Board.
- ☐ Assign a staff person to work closely with the Committee.
- ☐ Encourage the AAC to consider broader issues as well as day-to-day proposals.
- ☐ Clarify the relationship between the AAC and other farm organizations.
- ☐ Ensure a strong, committed Chair person is available to lead the AAC.
- ☐ Schedule meetings so they are sensitive to demands on farmers' time, particularly to the seasonal changes in workload.
- ☐ Provide secretarial assistance during meetings.



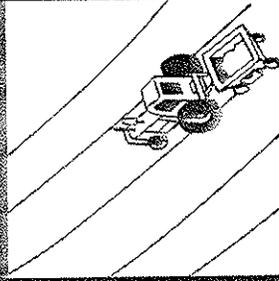
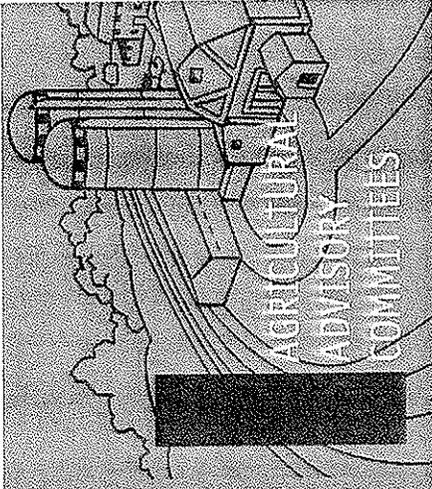
## Other Ideas to Link With Your Farm Community

- ✓ Appoint farm reps. to Advisory Planning Commissions & other Committees.
- ✓ Seek the advice of farmers' institutes and commodity groups.
- ✓ Maintain contact with staff of the Ministry of Agriculture and Food, Agricultural Land Commission and Agriculture & Agri-Food Canada.
- ✓ Appoint a Council member as a "farms/ranch liaison" person.
- ✓ Designate a specific staff person to focus on farm issues.
- ✓ Get 'down on the farm' through tours, workshops and seeking out your local direct farm marketers.



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Agriculture and Food

*For more information, please contact:*  
BC Ministry of Agriculture and Food  
Resource Management Branch  
(604) 556-3100



A link to your farm  
community

## Agriculture Advisory Committee (AAC)

Linking with your farm  
Community

BC is a highly urbanized province. Over 82% of British Columbians live in cities and towns. Less than 2% live on farms and ranches, yet farmers and ranchers represent major land owners. Over 70% of privately owned land in BC (excluding private forests) is owned by farm and ranch families. From these lands, locally produced food and agricultural products are generated and satisfy a most basic human need while making an important contribution to the economic well being of local communities and the province.

But agriculture is more than this. It is a defining characteristic for many regions. The orchards and vineyards of the Okanagan, fields of grain in the Peace River are inseparable images of these areas.

Yet, many of us have lost a direct connection with farming and food production. With this reality comes the challenge of maintaining on-going links with our farm communities in order to ensure an understanding of how day-to-day policies, proposals, and long term goals might affect the business of farming. In short, it is important to ensure agriculture has a place in the planning mainstream and that farming continues to be part of the fabric of our communities.

## Making the Connection

To meet the challenge of ensuring farm connections, a growing number of municipalities and regional districts have established Agriculture Advisory Committees (AACs). An AAC is appointed and functions similarly to other advisory committees of council or the regional board. The key difference is that the AAC members will be predominantly drawn from the farm/ranching community and the committee will have a focus on agricultural issues. To date about a dozen local governments have appointed AACs to work with councils and regional boards and their staff.

## An Important Contribution

With an Agriculture Advisory Committee, council or the board can seek the advice of knowledgeable members of the farm community at any time, on any issue that might affect agriculture. Most AACs advise local governments in two broad areas:

- day-to-day issues
- broader initiatives



Agriculture in the City Classroom meeting

## Types of Advice

- Day-to-day concerns:
  - proposed bylaw and official plan amendments;
  - applications under the *Agricultural Land Commission and Soil Conservation acts*;
  - parks & recreation, transportation, and growth management plans and other land use proposals;
  - water management issues;
  - the effectiveness of programs such as insect and weed control; and
  - major reviews of official plans and bylaws.
- Broader Initiatives:
  - stier to completion agricultural studies and agricultural area plans;
  - assist with the development of 'edge' policies to enhance land use compatibility;
  - farm bylaws;
  - study and report on farm infrastructure needs;
  - improve opportunities for joint funding of drainage or irrigation works;
  - study long-term impacts of transportation corridors and park and recreation proposals;
  - raise agricultural awareness;
  - assist with farm tours and on-farm visits; and
  - contribute to agricultural in the Classroom initiatives.

## Who Should be Involved?

- To gain the best advice on agricultural issues, the Committee should draw heavily upon individuals from the farm community. Diversity is a hallmark of BC agriculture. As a result it is important that as many different commodities as possible are represented on the AAC.
- While the majority of the AAC members should come from the farm community, other participants may be considered:
  - a member of council or the board
  - a representative from the processing or distribution sector;
  - a cross-over member from another municipal or regional board committee to provide linkage
  - university or community college representative involved with agricultural courses or research;
  - Non-voting participants/resources: municipal or regional district planning staff
  - Ministry of Agriculture and Food (MAF) and Agricultural Land Commission (ALC) staff
  - secretarial staff services

# MODEL TERMS OF REFERENCE

## Role or Purpose

- The purpose of the Agricultural Advisory Committee is to advise the (regional district / municipality) on agricultural issues within the (region / community) including:

(Choose and add other items as appropriate)

- ◆ applications initiated under the Agricultural Land Commission Act (ALCA) and Soil Conservation Act (SCA)
- ◆ applications to amend official community plans and bylaws
- ◆ assisting with comprehensive reviews or development of:
  - ◆ bylaws;
  - ◆ official community plans;
  - ◆ agricultural area plans
  - ◆ farm 'edge' policies
  - ◆ park and recreation plans; and
  - ◆ transportation plans;
- ◆ major development proposals with potential impact on agriculture;
- ◆ irrigation, drainage and other water management issues; and
- ◆ effectiveness of noxious insect and weed control regulations and programmes.

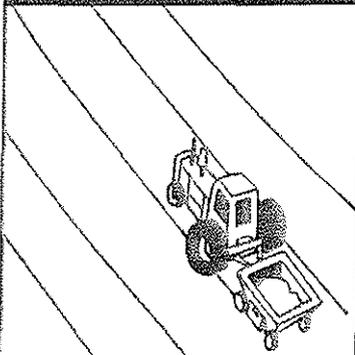
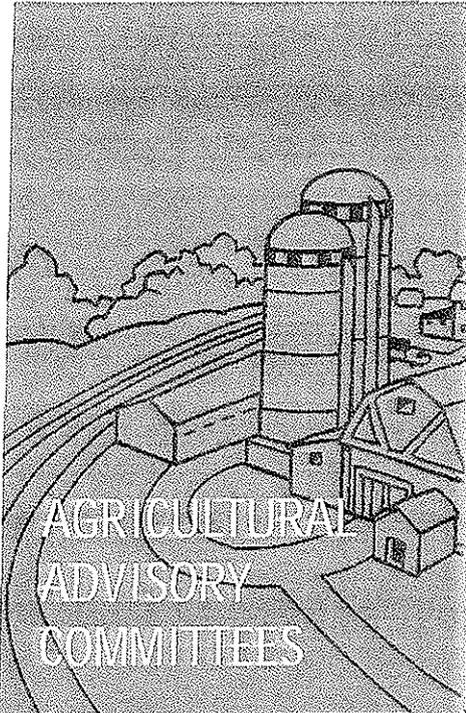
- In the review of ALCA and SCA applications and bylaw amendments, the Committee shall comment on the following:

- ◆ the effect of the proposal on the agricultural potential of the subject property;
- ◆ the effect of the proposal on adjacent ALR properties and surrounding agricultural production;
- ◆ the effect of the proposal on water resources and transportation issues;
- ◆ a rating of the priority or impact of the application on the maintenance of the ALR;
- ◆ where appropriate, possible alternatives to the proposal; and
- ◆ the identification of issues relating to the protection of the ALR lands specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

(Additional suggested roles of the Committee)

- The Agricultural Advisory Committee may also make recommendations on:

- ◆ raising awareness of agriculture;
- ◆ enhancing an understanding of agriculture's role in the local and /or regional economy;
- ◆ addressing competition for the agricultural land base;
- ◆ examining legislation to identify improvements to support agriculture;
- ◆ improving opportunities for joint funding of drainage and irrigation works;
- ◆ reporting on the impacts of park and recreation proposals on agriculture; and
- ◆ identifying and effecting change regarding the impact of transportation and utility corridors on agriculture.



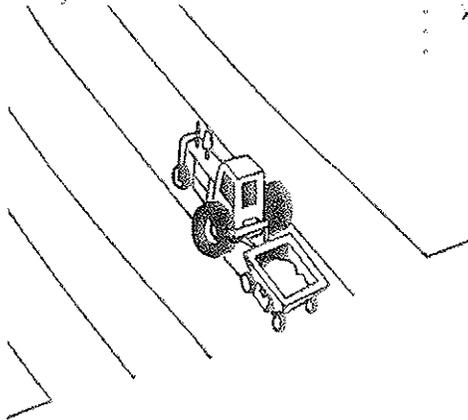
A link to your farm  
community



BRITISH  
COLUMBIA

Ministry of Agriculture, Food and Fisheries

The Model Terms of Reference have been drawn from the Agricultural Land Commission Document: *Planning for Agriculture - Resource Materials* which developed the Model Terms of Reference from a review of existing Terms of Reference of several operating Agricultural Advisory Committees



A link to your farm  
overhead

### Membership

➤ The Committee shall consist of ( ) members appointed by the (*regional district / municipality*)\* representing a diversity of commodity groups, the processing and distribution sectors and a member of (*council or the regional board*).

\* Committee members may be recommended by a Farmers' Institute or other local agricultural organizations.

➤ Appointments to the Committee will be for ( ) years.

➤ The Chair (and Deputy Chair or provision to appoint an Acting Chair in the Chair's absence) shall be elected from the Committee membership at the first meeting of each year. The Chair shall be entitled to vote at all meetings.

### Meeting Procedures

➤ The Committee shall meet (...*frequency*)

(Optional items may include whether or not meetings are open to the public and where they shall be held.)

➤ At all meetings ( ) members shall constitute a quorum.

➤ Executive and secretarial support for the Committee will be provided by .....

➤ An agenda for the Committee will be prepared by (*specify*) and mailed to Committee members one week in advance of their meeting.

➤ The Committee will report to (*specify*)

➤ Committee members having a priority interest in an application or who are personally affected by an application /applicant must step aside from the discussion and subsequent vote on that particular matter.



# AGRICULTURAL ADVISORY COMMITTEES IN BRITISH COLUMBIA

A link to your farm community

A growing number of municipalities and regional districts have appointed agricultural advisory committees (AACs) to provide a direct link to their farm and ranch communities. The AACs provide an effective way to gain advice on a wide range of agricultural issues.

As of **October 2009**, there were 39 AACs (38 Agricultural Advisory Committees plus 1 Aquaculture Advisory Committee) serving 39 local government across BC. Seventeen AACs serve regional governments and 22 serve municipalities, cities, or a Gulf Islands Trust Committee.

LOWER MAINLAND (13 AACs)	VANCOUVER ISLAND / GULF ISLANDS (14 AACs)	INTERIOR / NORTH (12 AACs)
Abbotsford	Alberni-Clayoquot Regional District	Central Coast Regional District
Chilliwack	Capital Regional District - Juan de Fuca electoral area	Regional District of Central Kootenay - Creston Valley
Delta	Comox Valley Regional District - Comox Valley	Regional District of Central Okanagan
Fraser Valley Regional District	Courtenay	Coldstream
Kent	<del>Cowichan Valley Regional District</del>	Regional District of East Kootenay - Electoral Areas 'A', 'B' and 'C'
Township of Langley	Islands Trust – Salt Spring Island	Kelowna
Maple Ridge	Langford	Lake Country
Metro Vancouver	Metchosin	Regional District of Okanagan-Similkameen - Area 'C' Rural Oliver
Pitt Meadows	Regional District of Mount Waddington - Aquaculture AC	Peace River Regional District
Powell River Regional District	Regional District of Nanaimo	Penticton
Richmond	North Cowichan	Spallumcheen
Squamish Lillooet Regional District - Electoral Area C	North Saanich	West Kelowna
Surrey	Peninsula Agricultural Commission - District of Saanich - District of Central Saanich - District of North Saanich - Town of Sidney - District of Metchosin  Strathcona Regional District Area 'H'	



SR12

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 2, 2010

**DATE:** January 26, 2010  
**FROM:** Jacob Ellis, Manager, Corporate Planning  
**SUBJECT:** "Gas Tax" Community Works Fund Extension 2010-2014

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#### Recommendation:

That Electoral Area Directors provide input on potential Community Works Fund projects.

#### Purpose:

To update the Board on the extension of the "Gas Tax" funding program and to invite members of the Board to submit project ideas to be considered for funding from 2010/2011-2013/2014.

#### Background:

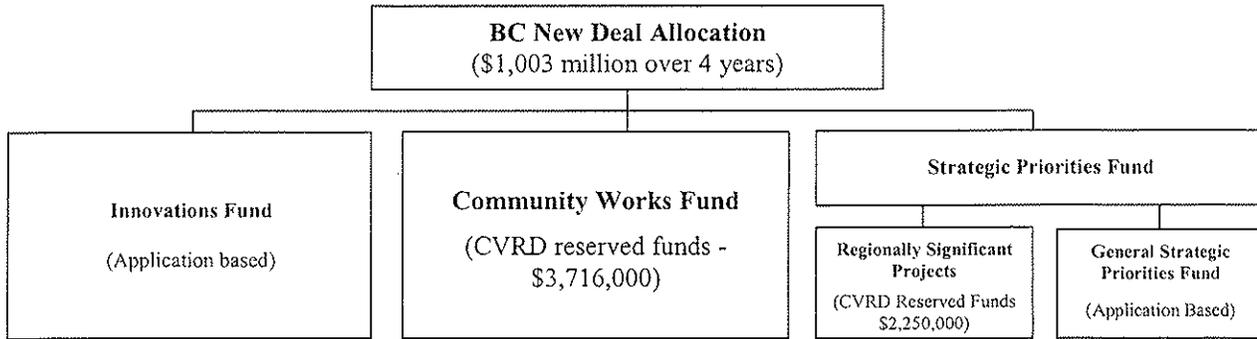
The Agreement on the Transfer of Federal Gas Tax Revenues under the New Deal for Cities and Communities ("Gas Tax") program started in 2005. Over the past five years, the fund has provided the CVRD approximately \$5.2 million to fund numerous projects ranging from utility upgrades to trail building. The Community Works Fund portion of that program has funded approximately \$2,414,504 in capital projects.

For the 2010/2011-2013/2014 round of funding, the CVRD will receive approximately \$929,000 annually, for four years through the Community Works Fund program for a total of about \$3.7 million. The purpose of this 100% federally funded program is to achieve three primary outcomes through the implementation of infrastructure projects: **cleaner air, cleaner water, and reduced greenhouse gas emissions**. The eligible project categories for all programs are: public transit, community energy systems, water and wastewater, and solid waste management.

The purpose of the Community Works Fund (CWF) is to provide local governments with a source of stable, long-term funding for environmentally sustainable local government infrastructure and capacity building projects. These funds are meant for projects that are *smaller in scale, and represent local priorities*. The allocation to the CVRD must demonstrate a benefit to electoral areas. The CVRD can also choose to borrow against future allocation amounts in order to finance CWF spending priorities.

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**2010/2011-2013/2014**



**Financial Implications:**

While project funding through the community works program may cover up to 100% of eligible costs, the CVRD has generally adopted a 1/3 funding policy which requires that the costs of projects supported through the CWF be 1/3 funded through the local area receiving the funding, with the remaining 2/3 funding coming through the CWF program.

**Discussion**

A number of unfunded projects from the first round of the Gas Tax program remain as priorities today. The Corporate Leadership Team recently undertook a review of potential projects in preparation for the next funding intake in 2010. As part of the process to determine which projects to fund, Electoral Area Directors input is being sought to ensure that all potential projects are considered in light of overall organizational needs and priorities. The following list of projects with estimated costs is intended to provide Electoral Area Directors with information to help inform the final decision on which projects should ultimately receive funds through the gas tax program.

In an effort to remain flexible to future needs, it is recommended that a portion of the CWF allotment remain uncommitted at this time. In future years, these remaining funds can then be allocated according to the need, as determined at that time. It is expected that after Electoral Area Directors input has been received, a final report with recommendations will be forthcoming.

Submitted by,

Jacob Ellis,  
Manager, Corporate Planning

<b>COMMUNITY WORKS FUND PROJECTS</b>		<u>CWF</u> <u>Cost Est.</u>	<u>Project</u> <u>Cost Est.</u>
<b>2010 – 2011 PROJECTS</b>	Shawnigan Lake North Water System Metering	400,000	600,000
	Shawnigan Lake North Water System Well Tie-in	67,000	100,000
	Shawnigan Beach Estates Sewer System UV Unit	50,000	75,000
	Shawnigan Beach Estates Sewer System Pumpstation	133,000	200,000
	Dogwood Ridge Water Reservoir/Treatment Building	100,000	150,000
	Shellwood Water Reservoir/Treatment Building	100,000	150,000
	Carlton Water Reservoir/Treatment Building	100,000	150,000
	Douglas & Moth Treatment Building	100,000	150,000
	Honeymoon Bay Water Metering/Sutton Creek Water Connection	133,000	200,000
	Bright Angel Park Washroom Upgrade	60,000	180,000
	South Sector Liquid Waste Management Plan Amendment	100,000	100,000
	Kerry Park Sewer & Water Upgrade	166,000	250,000
<b>Estimated Sub Total</b>		<b>1,509,000</b>	<b>2,305,000</b>
<b>FUTURE PRIORITIES</b>	Saltair Water Main Upgrade/Looping	133,000	200,000
	Saltair PRV - South Watts/Power Generation	166,000	250,000
	Youbou Well #4 Development	67,000	100,000
	Youbou Arnold PRV/Booster	67,000	100,000
	Mesachie Lake Sewer Upgrades	350,000	525,000
	Cobble Hill Sewer System Effluent Re-use	100,000	150,000
	Electoral Areas Curbside Program (3 Trucks, Organic, Garbage & Recycling Bins)	1,100,000	1,650,000
	Busy Place Creek Study	100,000	100,000
	Alternative Energy Project(s)	340,000	TBD
<b>Sub Total</b>		<b>2,423,000</b>	<b>3,415,000</b>
<b>(3,716,000 CWF available)</b>	<b>ESTIMATED TOTAL:</b>	<b>3,932,000</b>	<b>5,380,000</b>

**Appendix A  
Project Description Summaries**

**COMMUNITY WORKS FUND PROJECTS**

**2010-2011 PROJECTS**

**1. Shawnigan Lake North Water System Metering**

Excessive usage and high leakage rates will be significantly improved by metering. Reduced demand will reduce costs for required upgrades to meet new 4321 VIHA standards.

<b>Estimated Project Cost:</b>	<b>\$600,000</b>
CVRD Contribution:	\$200,000
Gas Tax Contribution:	\$400,000

**2. Shawnigan Lake North Water System Well Tie-in**

A new well source is available on Shawnigan Lake School land, but the CVRD must provide for the physical tie in to our system.

<b>Estimated Project Cost:</b>	<b>\$100,000</b>
CVRD Contribution:	\$33,000
Gas Tax Contribution:	\$67,000

**3. Shawnigan Beach Estates Sewer System UV Unit**

The existing UV disinfection system has failed and requires replacement.

<b>Estimated Project Cost:</b>	<b>\$75,000</b>
CVRD Contribution:	\$25,000
Gas Tax Contribution:	\$50,000

**4. Shawnigan Beach Estates Sewer System Pumpstation Upgrades**

Existing pump stations are in a dilapidated and unreliable state and require significant upgrades in order to provide a reliable system.

<b>Estimated Project Cost:</b>	<b>\$200,000</b>
CVRD Contribution:	\$67,000
Gas Tax Contribution:	\$133,000

**5. Dogwood Ridge Water Reservoir/Treatment Building**

The newly acquired dogwood ridge water system requires substantial upgrades; some funding is available through provincial grants, but additional funds are required for upgrade and replacement of the water treatment system.

<b>Estimated Project Cost:</b>	<b>\$150,000</b>
CVRD Contribution:	\$50,000
Gas Tax Contribution:	\$100,000

**6. Shellwood Water Reservoir/Treatment Building**

Proposed acquisition of this water system requires of upgrade of the water treatment facility.

<b>Estimated Project Cost:</b>	<b>\$150,000</b>
CVRD Contribution:	\$50,000
Gas Tax Contribution:	\$100,000

**7. Carlton Water Reservoir/Treatment Building**

Proposed acquisition of this water system requires of upgrade of the water treatment facility.

<b>Estimated Project Cost:</b>	<b>\$150,000</b>
CVRD Contribution:	\$50,000
Gas Tax Contribution:	\$100,000

**8. Douglas & Moth Treatment Building**

Proposed acquisition of this water system requires of upgrade of the water treatment facility.

<b>Estimated Project Cost:</b>	<b>\$150,000</b>
CVRD Contribution:	\$50,000
Gas Tax Contribution:	\$100,000

**9. Honeymoon Bay Water System Metering/Sutton Creek Water Connection**

Water conservation to ensure reliable water source to growing service area requires metering to this service area.

<b>Estimated Project Cost:</b>	<b>\$200,000</b>
CVRD Contribution:	\$67,000
Gas Tax Contribution:	\$133,000

**10. Bright Angel Park Washroom Upgrades**

Old outhouses with open pit toilets along the Koksilah River will be replaced with a fully functioning washroom facility complete with proper sewer system. CWF dollars are for the sewer system portion only.

<b>Estimated Project Cost:</b>	<b>\$175,000</b>
CVRD Contribution:	\$125,000
Gas Tax Contribution:	\$40,000

**11. South Sector Liquid Waste Management Plan Amendment**

The existing S.S.L.W.M.P. requires amendment as the current plan is too large in scale to be economically viable. The amendment will focus on a phased approach.

<b>Estimated Project Cost:</b>	<b>\$100,000</b>
CVRD Contribution:	\$33,000
Gas Tax Contribution:	\$67,000

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**FUTURE PRIORITIES**

**12. Kerry Park Sewage Upgrade**

A recent assessment indicates that the sewer system serving Kerry Park has failed and requires replacement.

<b>Estimated Project Cost:</b>	<b>\$250,000</b>
CVRD Contribution:	\$84,000
Gas Tax Contribution:	\$166,000

**13. Saltair Water Main Upgrade/Looping**

Looping of the Saltair water network is required to improve water quality and water delivery for fire fighting.

<b>Estimated Project Cost:</b>	<b>\$200,000</b>
CVRD Contribution:	\$67,000
Gas Tax Contribution:	\$133,000

**14. Saltair PRV - South Watts/Power Generation**

This power generation project uses energy available from a high pressure water supply at south watts road pressure reducing valve.

<b>Estimated Project Cost:</b>	<b>\$250,000</b>
CVRD Contribution:	\$84,000
Gas Tax Contribution:	\$166,000

**15. Youbou Well #4 Development**

The project will link a very large capacity well into the existing water supply network. This will provide substantial extra capacity.

<b>Estimated Project Cost:</b>	<b>\$100,000</b>
CVRD Contribution:	\$33,000
Gas Tax Contribution:	\$67,000

**16. Youbou Arnold PRV/Booster**

Ongoing mechanical problems necessitate replacement of this poorly functioning station.

<b>Estimated Project Cost:</b>	<b>\$100,000</b>
CVRD Contribution:	\$33,000
Gas Tax Contribution:	\$67,000

**17. Mesachie Lake Sewer Upgrades**

Chronic collection and disposal system failures necessitate replacement of this system.

<b>Estimated Project Cost:</b>	<b>\$525,000</b>
CVRD Contribution:	\$175,000
Gas Tax Contribution:	\$350,000

**18. Cobble Hill Sewer System Effluent Re-use**

Treated effluent will provide for summer irrigation of public, community and farm lands from the twin cedars sewage system.

<b>Estimated Project Cost:</b>	<b>\$150,000</b>
CVRD Contribution:	\$50,000
Gas Tax Contribution:	\$100,000

**19. Electoral Areas Curbside Program**

Organic materials are by far the largest remaining un-diverted component of our waste stream. When the current private contract was last tendered in 2008, average costs more than doubled. Additionally, the cost of food waste collection increased an additional 40% beyond that. Because CVRD electoral areas represent a small, isolated market, the service provider can name basically its price. Bringing this service in-house would improve service and reduce costs. It would require 2.5 full time personnel added to the 15-plus solid waste management outside operations staff, and funding for three new trucks, a compost tote, recycling container and garbage bin for each household. Costs provide for 3 trucks – \$750,000; curbside organic bins – \$300,000; curbside recycling bins; and curbside garbage bins – 300,000.

<b>Estimated Project Cost:</b>	<b>\$1,650,000</b>
CVRD Contribution:	\$550,000
Gas Tax Contribution:	\$1,100,000

**20. Busy Place Creek Study**

Busy place creek is an ideal case study area (small complete watershed with industrial, commercial, mixed residential and agricultural land use) for water centric planning and green infrastructure design. The funds will be used for community animation and consultation as well as engineering design and partnership support to development of associated green infrastructure.

<b>Estimated Project Cost:</b>	<b>\$100,000</b>
CVRD Contribution:	\$0
Gas Tax Contribution:	\$100,000

**21. Alternative Energy Project(s)**

This line item is intended to reserve some capital funding to support recommendations resulting from the Community Energy Study currently underway.

<b>Estimated Project Cost:</b>	<b>TBA</b>
CVRD Contribution:	\$114,000
Gas Tax Contribution:	\$340,000

**TOTAL (3, 716, 000 available)**

<b>Estimated Total CVRD CWF Projects Costs:</b>	<b>\$3,912,000</b>
Estimated total CVRD Contribution:	\$1,940,000
Estimated Total Project Costs:	<b>\$5,380,000</b>

**APPENDIX B****2005-2009 Community Works Fund Projects**

<b>COMMUNITY WORKS FUND PROJECTS</b>	<b><u>CFW Cost</u></b>	<b><u>Project Cost</u></b>
Fern Ridge Water System Upgrade	45,000	68,000
Maple Hills Sewer Odor Control System	3,300	5,000
Satellite Park Reservoir and Water Treatment System	380,000	580,000
Lambourne Estates Sewer and Water Upgrades	500,000	750,000
Cobble Hill Sewer Upgrade	50,000	75,000
Shawnigan Beach Estates Sewer (UV Replacement /Electrical Upgrade)	118,000	177,000
Saltair (Knuden Rd) Water Main Upgrade	57,000	85,000
Shawnigan Beach Estates Sewer (Pump Station, Gen-sets & Bypass)	22,000	35,000
Honeymoon Bay Water System Upgrade	180,000	570,000
Saltair Water System Reservoir	140,000	210,000
Maple Hills Safety Sewer Upgrade	20,000	30,000
Shawnigan Lake Weir Fish Ladder	20,000	20,000
Elsie Miles School Retrofit	100,000	TBA
North Oyster Fire hall Sustainability Elements	348,500	TBA
Bio-Diesel Co-op Vegetable Oil Recycling & Processing Facility	100,000	100,000
Lambourne Outfall Extension	328,000	328,000
Maple Hills Sewer Treatment Plant	17,000	25,000
(\$2,414,000 in CWF was provided from 2005-2009)	<b>TOTAL</b>	
	2,411,800	3,033,000

**APPENDIX C**  
**Eligible Project Categories and Sub-Categories**

Project Categories	Sub-Categories
<b>PUBLIC TRANSIT</b>	Develop or improve public transit system (rapid transit, buses, bus ways, sea-buses, commuter rail, ferries, street cars, cycling and pedestrian infrastructure, etc.)
	Road system improvements that encourage a reduction in car dependency (express bus lanes, HOV lanes, park and ride, bike paths, queue, etc.)
	Implement innovative technologies that support environmental sustainability
	Rehabilitation of roads and bridges that enhance sustainability outcomes
	Paths and trails
<b>COMMUNITY ENERGY SYSTEMS</b>	Improving energy systems through the use of water systems to generate hydro
	Community energy systems - wind, solar, thermal, geothermal, etc.
	Alternative energy systems
	Alternative energy systems that serve local government infrastructure
	Retrofit local government buildings and infrastructure (e.g. water pumps, street lights, etc.)
	Reduce the GHG impact of solid waste (e.g. biogas recovery and conversion of biomass to bio-oil)
	Fleet vehicle conversion
Implement innovative technologies that support environmental sustainability	
<b>WATER AND WASTEWATER</b>	Developing or upgrading drinking water systems to improve water quality and reduce water use, increase energy efficiency, and secure water supply in the face of drought
	Developing or upgrading wastewater and storm water systems to improve water quality and improve aquatic habitat
	Implement innovative technologies that support environmental sustainability
	Investments in the enhancement and/or protection of community green space such as streams and natural corridors including habitat protection systems to improve water quality and improve aquatic habitat
<b>SOLID WASTE MANAGEMENT</b>	Develop or improve solid waste collection, treatment and disposal strategies in ways that reduce resource use, or encourage recycling and re-use
	Support full cost recovery from users through improved application of user charges
	Reduce the environmental impact of solid waste (e.g. composting, bio gas recovery)
	Implement innovative technologies that support environmental sustainability
<b>CAPACITY BUILDING</b>	Increase local government capacity to undertake integrated sustainability planning including:
	Regional growth strategies
	Community development plans
	Community plans
	Community Energy Planning
	Transportation plans
	Infrastructure development plans
	Liquid waste management plans
	Solid waste management plans
	Long-term cross-modal transportation plans
	Water conservation/demand management plans
	Drought management contingency plans
	Air quality plans
	Greenhouse gas reduction plans
Energy conservation plans	
Implementing/planning innovative environmental technologies that support sustainability	



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## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 2, 2010

**DATE:** January 26, 2010  
**FROM:** Jacob Ellis, Manager, Corporate Planning  
**SUBJECT:** South Cowichan Joint Service Delivery Options

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#### **Recommendation:**

That the Board provide further direction on its desired course of action for service delivery in the South Cowichan area.

#### **Purpose:**

This report has been prepared at the request of the Board at its October 15, 2009 meeting, where it was resolved "that a staff report be prepared outlining the financial implications that would result from the separation of Electoral Areas A, B, and C from the Planning, Parks, Building and Bylaw Enforcement functions; and further, that the report advise how separation would relate to existing services and budget costs for all nine Electoral Areas, review opportunities, show cost projections for provision and services and provide options."

#### **Financial Implications:**

Numerous financial implications arise from the potential for an alternative service delivery model for South Cowichan. A basic overview of these implications are discussed in the attached report. Once further direction is provided, a more detailed report with refined financial figures can be prepared.

#### **Interdepartmental/Agency Implications:**

Numerous interdepartmental issues arise, depending on the course of action sought by the Board on service delivery in the South Cowichan area. Once a course of action has been determined, these can be explored in more detail.

Submitted by,

Jacob Ellis,  
Manager, Corporate Planning

Attachment

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Cowichan Valley Regional District

# South Cowichan Joint Service Delivery Options Report

Electoral Areas A – Mill Bay Malahat, B – Shawnigan Lake, and C –  
Cobble Hill



2010

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## Introduction

Since the creation of the Regional District form of government in 1967, the South Cowichan area has been comprised of Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, and C-Cobble Hill. Forty three years later, this area has seen significant growth and change. Area Directors desire to continue to work together to improve the quality of life for all residents in the South Cowichan area.

Today, with increased pressures due to growth, development and demands for better services, these areas are interested in looking at some of the pros and cons of separating the Planning, Parks, Building Inspection and Bylaw Enforcement functions from the existing Electoral Area Services at the Regional District. The concepts being explored would have planning, land use, parks, building inspection and bylaw enforcement decisions considered and recommended by the three South Cowichan Electoral Area Directors. It is also possible that the Board and Province could delegate some decision making authority to the three areas under a new structure.

The following report examines three options for service delivery that could increase the level of service to residents and potentially alter the current governance model. While this report is neither conclusive nor exhaustive, it does provide some basic information to better understand the impacts of the South Cowichan area moving towards a more focused, autonomous service and governance model. The “concepts” presented describe the range of options for change, and include information on the governance, regulatory and basic financial implications as well as a brief discussion of the advantages and disadvantages of each model.

*Should there be an interest in pursuing one of the models described in this report, or in developing a new model, further work will need to be done to refine the concepts presented here.*

## OPTION I: Establishment of a South Cowichan Electoral Area Services Committee

### Concept

Instead of one Electoral Area Services Committee (EASC) for all Electoral Areas, the South Cowichan Electoral Areas (ABC) could form a South Cowichan EASC that would deal exclusively with South Cowichan issues. The remaining Electoral Areas would continue as they do now, and both committees would make recommendations to the Board.

TOTAL SOUTH COWICHAN TAX REQUISITIONS			
	CURRENT South Cowichan Costs	Option One South Cowichan Costs	Total Option One South Cowichan Cost
Planning	Cost: \$566,179 Per 100K: \$16.68	Cost: \$12,996 Impact per 100K: \$0.36	Cost: \$579,175 (2% Cost Increase)
Parks	Cost: \$167,369 Per 100K: 4.93	NO CHANGE IN COSTS OR REVENUES	NO COST OR REVENUE IMPACTS
Bylaw Enforcement	Cost: \$45,146 Per 100K: 1.33		
Building Inspection	Cost: \$78,276 Per 100K: 2.31		
Animal Control	Cost: \$10,619 Per 100K: .31		
Electoral Area Services	Cost: \$80,975 Per 100K: 2.38		
<b>Total</b>	Cost: \$948,564 Per 100K: 27.94		

\* Average 2008-2009 costs. \*\* Staff costs (wages and benefits) were calculated from the following 2010 rates: Secretary II: \$51,983

### Financial Implications:

There would be little financial impact as a result of forming a separate South Cowichan EASC. The largest cost would be for staff, due to holding an additional meeting requiring secretarial support. These costs would likely be less than \$12,996 to cover ¼ of a full time Secretary's cost per year.

### Governance Implications

The primary governance model remains intact with the creation of a South Cowichan Electoral Area Services Committee, although it would likely have several practical impacts on how policy is made at the CVRD and for the South Cowichan Area in particular.

### **Regulatory Implications**

Ultimately, only the Board as a whole can approve new regulatory bylaws. Thus, while the process leading up to a Board recommendation can be altered through the formation of a South Cowichan Electoral Area Services Committee the Board would continue in its decision making capacity. The currently regulatory model may be altered, however, if there is a willingness by the Province and Board to explore the potential of delegating some decision making authority to the South Cowichan Electoral Areas collectively.

### **Impact on Remaining Electoral Areas' Services**

Little direct impact on other Electoral Area Services would result due to the formation of a separate South Cowichan Electoral Areas Services Committee.

### **Opportunities Created**

Opportunities created as a result of a dedicated electoral area services committee could include more time to deal with purely South Cowichan issues, an increased ability to explore issues in-depth, and more time to identify new opportunities for cooperation on service delivery within the South Cowichan area.

### **Remaining Unsolved Issues**

An additional EAS committee of the Board would further stretch staff in order to manage multiple committees coming out the same department. Additionally, a separate committee could: (1) reduce the number of opportunities for discussion and cooperation on Region-wide Electoral Area issues; (2) increase the likelihood of shifting service provision debates from committee meetings to Board meetings; (3) increase time spent discussing issues at the Board that would otherwise be dealt with at committee; (4) reduce in buy-in by other EA Directors at the Board level on various initiatives due to less background information on the process leading up to recommendations for action; (5) potential for increased fragmentation between electoral areas on service delivery decisions; and (6) does not change the fact that all Electoral Areas will continue to vote on issues affecting only South Cowichan residents.

## OPTION II: Dedicated staff for South Cowichan working out of the Ingram St building

### Concept

Instead of the current staffing model where the costs for staff and services are shared between most or all regional district areas, this option would provide for the hiring of dedicated staff to work only on South Cowichan issues. The three South Cowichan electoral areas would pay 100% of the costs associated with these staff persons, and likewise receive 100% of the benefits.

TOTAL SOUTH COWICHAN TAX REQUISITIONS			
	CURRENT South Cowichan Costs	Option #2 South Cowichan Costs	Total South Cowichan Cost
Planning	Cost: \$566,179 Impact per 100K: \$16.68	Cost: \$95,884 Impact per 100K: \$2.82	Cost: \$662,063 (17% Cost Increase)
Parks	Cost: \$167,369 Impact per 100K: \$4.93	Cost: \$89,638 Impact per 100K: \$2.64	Cost: \$257,007 (54% Increase)
Bylaw Enforcement	Cost: \$45,146 Impact per 100K: \$1.33	Cost: \$48,199 Impact per 100K: \$1.42	Cost: \$93,345 (107% increase)
Building Inspection	Cost: \$78,276 Impact per 100K: \$2.31	No change	Cost: \$78,276 (0% increase)
Animal Control	Cost: \$10,619 Impact per 100K: \$0.31	No change	Cost: \$10,619 (0% increase)
Electoral Area Services	Cost: \$80,975 Impact per 100K: \$2.38	No change	Cost: \$80,975 (0% increase)
<b>Total</b>	Cost: \$948,564 Impact per 100K: \$27.94	Cost: \$233,721 Impact per 100K: \$6.88	Cost: \$1,182,285 (25% increase)

Staff costs (wages and benefits) were calculated from the following 2010 rates: Planner: \$82,696; Parks Planning Coordinator: \$76,690; Bylaw Enforcement: \$76,690; Rough total costs for each position though not exhaustive, do include other costs such as HR, IT, Building, office, and general gov't allocations.

### Financial Implications:

The cost impacts of hiring dedicated staff would be dependent entirely on the level of services sought. As a starting point, it would be anticipated that basic staffing would require the hiring of one Planner at a cost of approx \$95,884 per year, one Parks staff person at a cost of approx \$89,638 per year, and a half time Bylaw Enforcement Officer at a cost of approx \$48,199 per year for a total annual cost of approximately \$233,721 or \$6.88 per \$100,000 in assessed value. This cost estimate assume that revenues will continue to be collected and shared between all electoral areas, as is currently being done. This cost estimate does not factor in any revenue offsets to requisition from building & development permits, surpluses, transfers from reserves or other sources.

### **Governance Implications**

The current governance model remains intact with the hiring of dedicated staff to increase the level of service to the South Cowichan Community.

### **Regulatory Implications**

No direct regulatory changes would result in the hiring of dedicated staff. However, with dedicated staff and a greater ability to enforce current regulations, an increased level of regulatory compliance could be a possible outcome if desired. Additionally, the possibility remains that the currently regulatory model could be modified if there is a willingness by the Province and Board to explore the potential of delegating some decision making authority to the South Cowichan Electoral Areas collectively.

### **Impact on Remaining Electoral Areas' Services**

Little direct impact on other Electoral Area Services would occur as a direct result of hiring additional dedicated staff. However, the impact at this point is unknown until a more detailed assessment of staffing is determined. The decision remains for South Cowichan Electoral Areas to either (1) hire staff and continue paying into the existing EA functions, or (2) hire staff and withdraw from some or all existing EA functions, and divert these funds into South Cowichan services. Until a decision is made on this question the full cost impact for option II cannot be calculated.

### **Opportunities Created**

Opportunities created as a result of dedicated staff include the opportunity to take on new projects, faster development of numerous projects like, parks, trails, increased turn around to planning and development applications, greater bylaw enforcement capacity to respond to complaints, more and higher quality parks and trails amenities in the South Cowichan area, and a closer working relationship between staff, elected officials and the community.

### **Remaining Unsolved Issues**

The hiring of dedicated staff will not ultimately lower the tax burden on South Cowichan residents. Additionally, this option alone will not directly improve the governance structure currently in place. Furthermore, simply hiring dedicated staff will not resolve issues around cost sharing for overall services that are allocated to each function in the CVRD e.g. HR, IT, etc.

## OPTION III: Dedicated South Cowichan staff working at a South Cowichan satellite office

### Concept

Option three would provide for a satellite CVRD office set up in the South Cowichan area that would house South Cowichan CVRD employees who would deal exclusively with South Cowichan issues.

TOTAL SOUTH COWICHAN TAX REQUISITIONS			
	<b>CURRENT</b> South Cowichan Costs	<b>Option #3</b> South Cowichan Costs	<b>Total Option #3</b> South Cowichan Cost
<b>Planning</b>	Cost: \$566,179 Per 100K: \$16.07	Cost: \$410,548 Impact per 100K: \$11.66	Cost: \$410,548 (27% decrease)
<b>Parks</b>	Cost: \$167,369 Per 100K: \$4.75	Cost: \$336,190 Impact per 100K: \$9.54	Cost: \$336,190 (101% increase)
<b>Bylaw Enforcement</b>	Cost: \$45,146 Per 100K: \$1.28	Cost: \$84,464 Impact per 100K: \$2.40	Cost: \$84,464 (87% increase)
<b>Building Inspection</b>	Cost: \$78,276 Per 100K: \$2.22	Cost: \$174,597 Impact per 100K: \$4.97	Cost: \$174,567 (123% increase)
<b>Animal Control</b>	Cost: \$10,619 Per 100K: \$.30	No change	Cost: \$10,619 (cost neutral)
<b>Electoral Area Services</b>	Cost: \$80,975 Per 100K: \$2.30	No change	Cost: \$80,975 (cost neutral)
<b>Total</b>	Cost: \$948,564 Per 100K: \$26.93	Cost: \$1,097,393 Impact per 100K: \$31.16	Cost: \$1,097,393 (16% increase)

Staff costs (wages and benefits) were calculated from the following 2010 rates: Planner: \$82,696; Planning Technician: \$77,941; Parks Planning Coordinator: \$76,690; Building Inspector: \$77,941; Bylaw Enforcement: \$76,690; Secretary II: \$55,213. Rough total costs for each position though not exhaustive, do include other costs such as HR, IT, Building, office, vehicles and general gov't allocations. 2010 assessment figures

### Financial Implications:

The cost impact of hiring dedicated staff that would operate out of a satellite South Cowichan office would likely be higher than option two where they would be housed in the CVRD building at Ingram St. It would be expected that the South Cowichan staff would require clerical and some supervisory support from senior department staff. Due to the need for basic support services, general government allocations would still be allocated to this function for things like HR, IT, etc.

Under this option it would be anticipated that basic staffing would require the hiring of two Planners, one planning technician, four Parks staff, one full-time bylaw enforcement officer, two building inspectors and two full time secretaries. Costs for these staff total approximately \$1,097,393 annually (\$31.16 per \$100,000 in assessed value), as outlined in the table above. If this option were pursued, it is likely that a withdrawal from the planning, building inspection, bylaw

enforcement and parks would occur, providing the South Cowichan Area with approximately \$856,970 in funds to put towards the creation of a satellite office. With this withdrawal, the total increase under option III would then be \$148,829 or \$4.23 per \$100,000 in assessed value. It is very important to stress that these are rough cost estimates and do not account for all costs and should be used only as a general guidelines.

In comparing the figures above, it is important to note that above figures represent *costs only* and *do not factor in any revenue offsets to cost from permit fees, grants, surpluses, transfers from reserves or other sources*. It is possible, and even likely in some cases, that revenues could reduce the above costs in for some services like building inspection to zero in certain cases. As a result, the total net increase in costs over current costs recovered through requisition would be much lower than the overall amount shown above. It is safe to assume, however, that the total impact of option III will result in some increase in overall costs.

### **Governance Implications**

The existing governance model remains intact with the hiring of dedicated staff that would operate out of a satellite CVRD office located in the South Cowichan Area. It does become more likely however, that under this option a separate South Cowichan Electoral Area Services Committee would be formed which carries with it certain governance implications.

### **Regulatory Implications**

No direct regulatory changes would come as a direct result of hiring dedicated staff that would operate out of a satellite South Cowichan office. However, with dedicated staff in the South Cowichan area, a greater awareness of issues unique to the South Cowichan area is likely, and a corresponding increased level of regulatory compliance could be achieved if desired. Additionally, as with other options, the currently regulatory model could potentially be modified if the Province and Board were interested in exploring the possibility of delegating some decision making authority to the South Cowichan Electoral Areas collectively.

### **Impact on Remaining Electoral Area's Services**

The formation of a satellite office in South Cowichan would have a substantial impact on remaining Electoral Areas. It would be expected that under this option, about half (\$948,564) of the total (\$1,996,253) current requisition base would be removed from the shared service functions. The remaining Electoral Areas would then be faced with deciding what level of service to provide with the remaining funds (\$1,047,423). Making an informed decision on this question however, requires a detailed look at existing workloads, desired service levels, and cost impacts. Until these issues are more fully explored is difficult to fully determine the full impact of this scenario.

### **Opportunities Created**

Opportunities created as a result of a dedicated staff working in the South Cowichan area include the same opportunities as in option two such as (1) the capacity to take on new projects, (2) faster development of parks and trails projects, (3) increased turn around to planning and development applications, (4) greater by law enforcement capacity and ability to respond to service requests, (5) more and higher quality parks and trails amenities in the South Cowichan Area, and (6) a closer working relationship between staff, elected officials and the community. One additional opportunity is that should incorporation take place in the future, the services and staff working out of a South Cowichan office would likely be able to make a very smooth transition to a municipal organization with minimal service disruptions.

### **Remaining Unsolved Issues**

Opening a South Cowichan satellite office will likely result in increased service costs, and alone will not directly improve the governance structure currently in place. An additional challenge to this option is that it will not allow for sufficient staff to take advantage of economies of scale with staff expertise. With an isolated office of just a few staff, certain staffing challenges will emerge due to the unique and specialized training needed for certain services. In many cases, a larger office staffing pool allows for at least one person with specialized training to provide expertise in any given area, which provides for a complete set of knowledge and skills in the organization, which provides for a more efficient operation. A satellite office could lack the critical mass needed to efficiently provide certain services without considerable support from Ingram St staff. This support will then continue the current issue around cost sharing for overall support services that are allocated to each function in the CVRD.

**APPENDIX A**  
**OPERATIONS WORKLOAD**

(Development Applications\*)

Planning & Development Divisions	OCP / Rezoning*	Development Variance Permits*	Development Permits*	ALC*	Sub Division Approvals
Area A	5.2	7.4	7	1	8.4
Area B	7.6	5.8	7.8	2	17
Area C	2.8	1.4	1.2	2.4	5.6
<b>Sub Total</b>	<b>15.6 (56%)</b>	<b>14.6(53%)</b>	<b>16 (30%)</b>	<b>5.4 (44%)</b>	<b>31 (44%)</b>
Area D	2.6	1.8	3	1.6	6.8
Area E	2.8	2.8	7.4	2.8	6.4
Area F	2	1.2	5	0.6	7.4
Area G	0.8	1.8	4.6	0	6.8
Area H	2	2	6.4	2	6.8
Area I	1.8	3.4	10.2	n/a	5.6
<b>Sub-Total</b>	<b>12 (43%)</b>	<b>13 (47%)</b>	<b>36.6 (70%)</b>	<b>7 (56%)</b>	<b>39.8 (56%)</b>
<b>Total</b>	<b>27.6</b>	<b>27.6</b>	<b>52.6</b>	<b>12.4</b>	<b>70.8</b>

\* Five year averaged figures – 2005-2009

(Building Inspection Permits\*)

Building Inspection Division	New Housing	Residential	Commercial	Industrial	Institutional	Agricultural
Area A	61	80.4	2.2	0.6	1.6	1.4
Area B	68.2	139.4	5.4	1.4	2.6	2
Area C	20.6	47.2	4.2	1.2	1.4	2.8
<b>Sub Total</b>	<b>157.8 (61%)</b>	<b>267 (55%)</b>	<b>11.8 (51%)</b>	<b>3.2 (36%)</b>	<b>5.6(62%)</b>	<b>6.2 (36%)</b>
Area D	29.8	44.8	3	0.8	0.6	2.6
Area E	14.6	40.2	2	2.4	1.2	6
Area F	10.5	29	2.8	0.6	0.2	0.6
Area G	11	32.8	0.8	0.6	0.4	0.4
Area H	17.8	38.4	1.6	0.6	0.8	1.4
Area I	19	35.2	1.2	0.6	0.2	0
<b>Sub-Total</b>	<b>102.7 (39%)</b>	<b>220.4 (45%)</b>	<b>11.4 (49%)</b>	<b>5.6 (64%)</b>	<b>3.4 (38%)</b>	<b>11 (64%)</b>
<b>Total</b>	<b>260.5</b>	<b>487.4</b>	<b>23.2</b>	<b>8.8</b>	<b>9</b>	<b>17.2</b>

\* Five year averaged figures – 2005-2009

(Staffing)

Staffing Support Planning	Administrative Support	Tech/Pror/Mgmt
Planning	3.5	6.7
Parks	1	6
Building Enforcement	.5	5
Building Inspection	1	5.3
<b>Total</b>	<b>6</b>	<b>19</b>

\* Current 2010 levels.

**APPENDIX B**  
Tax Requisition Summary

Electoral Area	*Planning	*Building Inspection	*Parks	*Bylaw Enforcement	*Animal Control	*Electoral Area Services	Total
A	\$148,626	\$20,555	\$44,066	\$11,856	\$2,787	\$21,251	\$249,141
B	\$258,938	\$35,790	\$76,395	\$20,642	\$4,857	\$37,037	\$433,659
C	\$158,615	\$21,931	\$46,908	\$12,648	\$2,975	\$22,687	\$265,764
<b>Sub-Total</b>	<b>\$566,179</b> <b>(47%)</b>	<b>\$78,276</b> <b>(47%)</b>	<b>\$167,369</b> <b>(49%)</b>	<b>\$45,146</b> <b>(47%)</b>	<b>\$10,619</b> <b>(47%)</b>	<b>\$80,975</b> <b>(47%)</b>	<b>\$948,564</b> <b>(48%)</b>
D	\$90,837	\$12,547	\$22,226	\$7,243	\$1,702	\$12,976	\$147,531
E	\$110,879	\$15,299	\$32,365	\$8,830	\$2,078	\$15,853	\$185,304
F	\$121,368	\$16,843	\$36,121	\$9,648	\$2,294	\$17,526	\$203,800
G	\$115,943	\$16,049	\$28,514	\$9,235	\$2,180	\$16,636	\$188,557
H	\$85,895	\$11,856	\$20,951	\$6,847	\$1,609	\$12,266	\$139,424
I	\$109,082	\$15,097	\$32,239	\$8,692	\$2,051	\$15,646	\$182,807
<b>Sub-Total</b>	<b>\$634,004</b> <b>(53%)</b>	<b>\$87,691</b> <b>(53%)</b>	<b>\$172,416</b> <b>(51%)</b>	<b>\$50,495</b> <b>(53%)</b>	<b>\$11,914</b> <b>(53%)</b>	<b>\$90,903</b> <b>(53%)</b>	<b>\$1,047,423</b> <b>(52%)</b>
<b>Total</b>	<b>\$1,200,285</b>	<b>\$165,968</b>	<b>\$339,948</b>	<b>\$95,641</b>	<b>\$22,533</b>	<b>\$171,878</b>	<b>\$1,996,253</b>

\* Average 2008-2009 costs.

APC

**COBBLE HILL ADVISORY  
PLANNING COMMISSION MINUTES**

7:00p.m., Thursday, December 10th, 2009  
Cobble Hill Hall Dining Room, Cobble Hill

**Present:** Rod de Paiva, Chair, Rosemary Allen, Al Cavanaugh, Joanne Bond, Jerry Tomiljenovic (at 7:15 p.m.), Jens Liebgott (at 7:08), Brenda Krug

**Also present:** Gerry Giles, Area 'C' Regional Director

**Regrets:** David Hart, Dave Thomson, John Krug, Robin Brett

Chair de Paiva called the meeting to order at 7:00 p.m.

**Agenda:** *Moved/seconded that the agenda be adopted as corrected. The previous minutes are from August 25th, not September 10th. Carried*

**Minutes:** *Moved/seconded that the minutes of the August 25<sup>th</sup>, 2009 meeting be adopted as circulated. Carried*

**New Business:**

- Chair de Paiva welcomed Joanne Bond our new member from Arbutus Ridge to the APC.
- Official Community Plan Status and Proposed Time Frame:

Chair de Paiva gave a report on the OCP Steering Committee, the two Open Houses that were held in Mill Bay and the plans for future meetings in the new year. He remarked that there is now a refreshed mandate and schedule for the coming work and stressed the importance Mill Bay joining the process.

The Steering Committee members who are also on the APC gave their opinions on the continuing OCP project and were very positive regarding both the renewed process and the addition of Mill Bay to the OCP.

Director Giles explained that although Smart Growth, the original consultant on the OCP was not able to present a plan acceptable to the CVRD, excellent background information had been gathered and would now be used by in house CVRD planners to help complete the document. She stressed that common policies for resource lands and the broader perspectives of joint infrastructure affecting all three electoral areas would be addressed while the unique aspects each separate village will be maintained. She noted that because large developments impact on all of us we will require strong statements to keep growth in designated areas permitting planning for the needed infrastructure to service them. The CVRD website includes an OCP portion. She also described the two Open Houses in Mill Bay.

Director's Report: Director Giles reported on the following:

1. Re-elected as CVRD Board Chair with Phil Kent as Vice Chair.
2. Cleasby Bike Park and Memorial Park: She described the local business donations to each project and the huge turnout for the November 11<sup>th</sup> Remembrance ceremony.
3. Former Works Yard: The paperwork was signed on December 5<sup>th</sup> and closing is to be December 18<sup>th</sup> at the cost of \$1.00 plus legal work. There is a portion of the property that will require capping due to salt contamination. The potential uses for the remainder will be open to community input.
4. Rezoning:
  - Arbutus RV - The application was approved December 9<sup>th</sup> as Mr. Craig Little is now in compliance, but will need to further comply with the landscape plan as submitted to the CVRD
  - South Cowichan Storage – Mr. Wm. Motherwell has not kept his commitments regarding plantings on his Trans Canada Highway or Fisher Road properties, nor has he provided oil pans under the parked vehicles on the Fisher Road site.
5. The area around the train station: Quotes are being received for this work. Plantings, except for sod and seed can be done during winter unless the ground is frozen.
6. There is renewed interest in the 10 acres on Garland Avenue zoned for small lot residential development. This is potentially problematical due to the proximity of the composting plant.
7. Mr. Ed Aiken is reconsidering the application options for his property.
8. There have been some subdivision applications to the Agricultural Land Commission, but no applications to the CVRD as yet.
9. The Kerry Park referendum – What will the future hold for this facility? Repair or closure?
10. South Cowichan Governance Phase 2 Study – This will begin in 2010 and will likely be completed in 2011.
11. Bamberton Application – This has been approved by the Mill Bay APC.

Next meeting of the Area 'C' APC will be Thursday, January 14<sup>th</sup>, 2010.

**Adjournment:** The meeting adjourned at 8:30 p.m.

submitted by Brenda Krug

000156

**Advisory Planning Commission Minutes  
Area D – Cowichan Bay**

**Date:** November 18, 2009  
**Time:** 7:00 PM

Minutes of the Electoral Area D Advisory Planning Commission held on the above noted date and time at Bench Elementary School, Cowichan Bay.

**PRESENT**

**Chair**  
**Vice-Chair** Kevin Maher  
**Secretary** Dan Butler  
**Members** Al Jones  
Brian Hosking  
Cal Bellerive  
Gord Rutherford

**ALSO PRESENT**

**CVRD Rep** None

**Guests**

**Absent** Calvin Slade  
Hillary Abbott  
David Slang

**Director** Lori Iannidinardo  
**Alt. Director**

**ORDER OF BUSINESS**

**1. Development Permit Application No. 2-H-09-DP (Grand Motel)**

**Presentation By the Applicants (Win Myint and Sandy Liu)**

- The applicants have owned this building and business for three years and have made many improvements.
- They are converting the business to a Super 8 franchise, which requires an area to provide a continental breakfast.
- The current drive through canopy is not used for its intended purpose and is in an appropriate location to be used for the lobby expansion and breakfast area.
- Super 8 is OK with the existing building exterior but will require ongoing room and furniture upgrades.
- Intend to replace the three main backlit signs on the pole with one Super 8 sign. Will make necessary compromises on remaining signs to meet CVRD legal requirements.
- Current signs and lighting contribute to the security of this corner, which had many security issues prior to these owners taking over the business.

**Discussion**

- Extensive discussion about the number of signs on the building (approx. 28) and whether they comply with the current sign bylaw or pre-date the sign bylaw. Most members felt there were too many signs but there was no consensus on how many were the right number and which signs might contravene the bylaw.
- Some discussion about whether the sign issue was even pertinent to the current application.

**Recommendation**

By a vote of 6 to 0, the members recommend:

- That the application be approved subject to the applicant and CVRD staff ensuring that all required sign permits are in place.

**NEXT MEETING**

Wednesday, January 20th at 7:00 – Bench Elementary School

**ADJOURNMENT**

The meeting was adjourned at 8:30 PM

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**Dan Butler**  
**Secretary**

AP3

Area "H" Advisory Planning Commission Minutes (subject to APC approval)

Date: October 8, 2009

\*\*\*\*Prior to the commencement of this meeting, Advisory Planning Commission Member, Gary Fletcher, arrived to announce his resignation.

Time: 7:00 PM

Location: North Oyster Hall

Members Present: Chairperson – Mike Fall, Secretary – Jan Tukham, Chris Gerrand, John Hawthorn, Ben Cuthbert, Gaynel Lockstein, Alison Heikes

Members Absent: Jody Shupe

Also Present: Area Director Mary Marcotte, and Alternate Director Rob Waters

Members of the Public Present: 4

Approval of Agenda: It was moved and seconded that the agenda, be approved.

*Motion: Carried*

Adoption of the Minutes:

It was moved and seconded, that the minutes of the June 11 2009 meeting of the Advisory Planning Commission, be accepted as circulated. Seconded.

*Motion: Carried*

Old Business: No Old Business

New Business:

**Application No. 1-H-09RS** –To consider an application to amend Area H- North Oyster/Diamond Official Community Plan Bylaw 1497 and Zoning Bylaw No. 1020 to allow the subject property to be developed for a manufactured home park, rural residential use and public and private open space.

Legal Description: District Lot 51, Oyster District, Except the right of way of the Esquimalt and Nanaimo Railway Company, Except part coloured red on Plan Deposited under DD27279' and Except part shown outlined in red on Plan deposited under DD28555':.AND That Part of District Lot 51, Oyster District, Shown coloured red on Plan deposited under DD27279'.

000159

Delegate(s) present: Bruce Muir (owner/developer), Dennis Lowen – hydrologist for Lowen Hydrology, Jennifer Ky, planner and Alison Wood

A lengthy presentation was made by the delegate(s). After a brief question/answer period a motion to do a site visit by the Advisory Planning Commission of this application No. 1-H-09RS and to invite the North Oyster Fire Chief, and the Parks Commission of Area H was made. This motion was seconded.

*Motion: Carried*

This site visit will take place at 9:00 AM – November 7, 2009.

Regular Business:

A. Director's Report:

Director Marcotte updated the Advisory Planning Commission on both old and new applications. She announced that Dr. Wiggins had withdrawn his application, File No. 1-H-08RS.

Next Meeting: The next regular meeting of the Advisory Planning Commission will be held

**Thursday, November 12, 2009 @ 7:00 PM – Diamond Hall**

Adjournment: Moved and Seconded @ 8:12 PM

Closed Session: 8:20 PM

Motion: That the meeting be closed to the public in accordance with the Community Charter, Act 4 Division 3, Section 90(1), subsections as noted in accordance with each agenda item. Seconded.

*Motion: Carried*

Adjournment: To rise without report @ 8:30 PM

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Jan Tukham - Secretary

000160

AP4

Area "H" Advisory Planning Commission Minutes (subject to APC approval)

Date: November 16, 2009

Time: 8:02 PM

Location: North Oyster Community Center

Members Present: Chairperson – Mike Fall, Secretary – Jan Tukham, Chris Gerrand, John Hawthorn, Ben Cuthbert, Gaynel Lockstein, Jody Shupe

Members Absent: Alison Heikes, Gaynel Lockstein

Also Present: Area Director Mary Marcotte, and Alternate Director Rob Waters

Members of the Public Present: 3

Approval of Agenda: It was moved and seconded that the agenda, be approved.

*Motion: Carried*

Adoption of the Minutes:

It was moved and seconded, that the minutes of the October meeting of the Advisory Planning Commission, be accepted as amended. Seconded.

*Motion: Carried*

Old Business: No Old Business

New Business:

**Application No. 1-H-09RS** –To consider an application to amend Area H- North Oyster/Diamond Official Community Plan Bylaw 1497 and Zoning Bylaw No. 1020 to allow the subject property to be developed for a manufactured home park, rural residential use and public and private open space.

Legal Description: District Lot 51, Oyster District, Except the right of way of the Esquimalt and Nanaimo Railway Company, Except part coloured red on Plan Deposited under DD27279' and Except part shown outlined in red on Plan deposited under DD28555'.:AND That Part of District Lot 51, Oyster District, Shown coloured red on Plan deposited under DD27279'.

Delegate(s) present: Bruce Muir (owner/developer), Dennis Lowen – hydrologist for Lowen Hydrology, Jennifer Ky, planner and Alison Wood

000161

Motion – To ask the delegates for a brief presentation to the Advisory Planning Commission highlighting the changes that have been made since our last meeting.  
Seconded.

*Motion: Carried*

A brief presentation was made by the delegate(s) updating the Advisory Planning Commission motioned. A question/answer period ensued. Some concerns from the Advisory Planning Commission were:

- Archeological study done
- Site cleaned up even if this development does not go through
- Concerns about the zoning change from A1 – MH.
- Residential concentration – insult that the change indicates having 147 MH now rather than 150 as originally planned.
- Urban Sprawl – will this entice infilling from the city of Ladysmith
- Will residents actually be occupied year round or will this be a 'snowbird community'
- Aquifer concerns – amount of available water – pollution from run off & septic should be no more building allowed on the aquifer
- Access to public park – down a ravine?
- Fish Habitat being affected in the Bush Creek by additional runoff
- Parkland dedication boarding this proposed strata development, will invasive species and the use of fertilizers being introduced through private gardens
- Is the developer willing to put back the 7 – proposed agricultural lots into the Agricultural Land Reserve
- This is a huge leap from the Official Community Plan – could set a precedence for future developments
- Soil study done – seems best soil is near the proposed strata development
- Agricultural does not seem to mix with such a dense residential population. ie roosters, pigs other farm operations could be disturbing
- Where would these manufactured homes be built – should be in the Cowichan valley
- Are there guarantees in place to stop the property from being 'flipped' after rezoning

Motion: Motion to go ahead to public meeting/hearing, the Advisory Planning Commission has the following concerns:

- road structure be the same as indicated on the plans
- inclusion of property be serviced for a new fire hall
- the boundaries of the lots adjoining the power line include the power line
- access to the park be provided with the construction of a parking lot
- zoning change, if passed be site specific
- water conservation and storm water management swales etc. be constructed
- A2 lots must go back into the Agricultural Land Reserve
- A more comprehensive soil analysis be done

Seconded.

*Motion: 3 in favour 3 against motion tied. Therefore Motion defeated.*  
There were insufficient votes to support the motion and insufficient votes to defeat this motion.

Motion: To table this, until after the second public meeting/open house that is to be held on December 7, 2009. Seconded.

*Motion: Carried*

Regular Business:

A. Director's Report:

Director Marcotte did not have anything to report.

Next Meeting: The next regular meeting of the Advisory Planning Commission will be held

**Thursday, December 10, 2009 7:00 PM North Oyster Community Hall**

Adjournment: Moved and Seconded @ 10:07 PM

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Jan Tukham - Secretary

AP5



## MINUTES OF ELECTORAL AREA I (Youbou/Meade Creek) AREA PLANNING COMMISSION MEETING

**DATE:** January 5, 2010

**TIME:** 7:00pm

**MINUTES** of the Electoral Area I Planning Commission meeting held on the above noted date and time at the Youbou Upper Community Hall, Youbou, BC. Called to order by Vice-Chairperson George deLure at 7:05pm.

**PRESENT:**

Chairperson:

Vice-Chairperson: George deLure

Members: Jeff Abbott, Shawn Carlow, Erica Griffith, Mike Marrs, Gerald Thom,  
Pat Weaver

**ALSO PRESENT:**

Director:

Alternate Director:

Recording Secretary: Tara Daly

**REGRETS:** Director Klaus Kuhn

**AGENDA:**

No agenda

**MINUTES:**

No minutes

**BUSINESS:**

- **Elections:** Elections held in November were null and void because of procedures

*It was Moved and Seconded that Mike Marrs be elected as chairperson and George deLure be elected as vice-chairperson.*

**CARRIED**

**ANNOUNCEMENTS:**

- **to consider for next agenda:** free dumping for clean-up, involvement of school children with 'Tidy-Towns' concept, public accesses, chickens
- **Next Meeting** February 2 at 7pm in the Youbou Upper Hall

The meeting was adjourned at 7:30pm

/s/ Tara Daly  
Secretary

000164



**COBBLE HILL ADVISORY  
PLANNING COMMISSION MINUTES**

AP6

7:00p.m., Thursday, December 10th, 2009  
Cobble Hill Hall Dining Room, Cobble Hill

**Present:** Rod de Paiva, Chair, Rosemary Allen, Al Cavanaugh, Joanne Bond, Dave Thomson, Jens Liebgott, Brenda Krug

**Also present:** John Krug, Area 'C' Alternate Director

**Guests:** Mr. Edward Aiken, Mr. Gar Clapham

**Regrets:** David Hart, Robin Brett, Jerry Tomljenovic, Gerry Giles, Area 'C' Regional Director

Chair de Paiva called the meeting to order at 7:01 p.m.

**Agenda:** *Moved/seconded that the agenda be adopted as amended and corrected. An announcement of an Open House at the Mill Bay Historic Church was added under Other Business and the previous minutes are from December 10th. Carried*

**Minutes:** *Moved/seconded that the minutes of the December 10th<sup>th</sup>, 2009 meeting be adopted as circulated. Carried*

**New Business:**

Chair de Paiva gave Director Giles regrets at being unable to attend the meeting.

ALR Application 3-C-09ALR (Aiken): Owners Edward and Gloria Aiken

*Purpose: To subdivide the subject property pursuant to section 21(2) of the Agricultural Land Commission Act.*

Chair de Paiva introduced Mr. Edward Aiken who described his proposal to the APC members. Mr. Aiken wishes to subdivide an approximately two acre portion from his property for the purpose of building a house for he and his wife as the entire property is now too large for them to continue to keep in the condition he has maintained for many years. He also wishes that neither portion of the property be further subdivided nor developed beyond the scope of the application and informed the members that there is an eagle tree on the property. Mr. Aiken stated that he would ask the Agricultural Land Commission to rescind the ALC Resolution #459/2005 re: Application #J-35831 presently in effect. Mr. Aiken answered several questions posed by the APC members regarding the property and emphasized his concern that there be no further subdivision or development of either portion should his application be approved.

It was duly moved and seconded that *that the APC recommend approval of the application with the following provisions:*

1. *The original resolution of the Agricultural Land Commission #459/200 re: Application #J-35831 be rescinded with the property to remain in the Agricultural Land Reserve.*
2. *A covenant be placed on both properties preventing any further subdivision or development on either of them*

Carried

### **Director's Report:**

John Krug, Alternate Director for Area 'C' reported on several local items:

- Parks – The acquisition of the former Works Yard in Cobble Hill as a park.
  - The South Cowichan Dog Park
  - The work about to begin at the Train Station
  - Horse trailer parking on south side of the Dog Park
  - Possible small dog area in the Dog Park
- The former Freeman Property at the junction of Cobble Hill and Shawnigan Lake Roads has been purchased
- The meeting with Director Giles and Mr. Robin Bond regarding Mr. Bond's intentions for the former Blue Rose property he has purchased at the junction of the Island Highway and Fisher Road
- The 2009 building statistics (circulated) for the Regional Districts show that Areas A, B and C account for 69% of the total value
- Director Giles would like the members to consider: "What is being done well?" "What is not?" and "How can we improve?"

A/D Krug complimented Director Giles on being the driving force behind the Cenotaph Revitalization Project and for her perseverance in ensuring the acquisition of the Works Yard. The APC members agreed and gave the Director a strong affirmation.

### **Other Business:**

A/D Krug asked the members on behalf of Director Giles if they would consider and discuss several community related topics. An informal poll of the members resulted in a positive answer and related handouts were distributed to the members

Joanne Bond had two questions from the Arbutus Ridge Ratepayers Association:

1. What has happened to the \$75,000 water study?
2. Is the burning bylaw being enforced?

There was some informal discussion of these questions and they were tabled until Director Giles is present.

**Next Meeting:** The next meeting of the APC will be **Thursday, February 11th, 2010.**

**Adjournment:**

The meeting adjourned at 8:10 p.m

submitted by Brenda Krug

000167

RECEIVED  
JAN 12 2010

PKI

-----Original Message-----

From: lori iannidinardo [mailto:lianni@shaw.ca]  
Sent: Monday, January 11, 2010 5:23 PM  
To: Brian Farquhar  
Subject: FW: Area D Parks Commission meeting ~ Monday Jan 18, 2010 ~ 6pm @ Bench School

Hi Brian,

I just wanted to forward Danica's resignation from the Parks Commission.  
Lori

-----Original Message-----

From: Danica Rice [mailto:drice@valhallatrails.com]  
Sent: Sunday, January 10, 2010 8:17 PM  
To: Kerrie Talbot; Danica Rice; Donna Einarsson; Megan Stone; Steve Garnett; Val Townsend  
Cc: Lori Iannidinardo  
Subject: RE: Area D Parks Commission meeting ~ Monday Jan 18, 2010 ~ 6pm @ Bench School

Hello All,

I am sorry to inform you that I am unable to continue with my position on the Parks Commission. I am finding it to be too much with my growing family life as well as my personal career responsibilities. I wish you all the best in 2010.

Danica

000168



JAN 08 2010

PK2

**MINUTES OF ELECTORAL AREA G (Saltair/Gulf Islands)  
"SPECIAL" PARKS COMMISSION MEETING**

**DATE:** December 21<sup>st</sup>, 2009

**TIME:** 7:00 PM

**MINUTES** of the Electoral Area G Parks Commission unscheduled "Special" meeting held on the above noted date and time at the Water Board Building, Saltair, BC. Called to order by Chair at 7:03 pm.

**PRESENT:**

Chairperson: Harry Brunt

Members: Jackie Rieck, Tim Godau, Paul Bottomley, Glen Hammond, Kelly Schellenberg

**ABSENT:**

Members: Norm Flinton and Dave Key

**ALSO PRESENT:**

Director: Mel Dorey

Guests: Eugene Parkinson, Glenda Parkinson, Keith Parkinson, Victoria Dubois, and Gerry Milligan

**NEW BUSINESS**

Reviewed "Parkinson Trail" E-Mail, dated December 15<sup>th</sup>, 2009 sent to Commission Members by Mel Dorey. Keith Parkinson noted and clarified discrepancies regarding contents of the December 15<sup>th</sup> email.

000169

To meet OCP requirements of a trail allowance through their property, the Parkinson's propose the following conditions:

1. They would provide a 3 metre wide strip of land for a trail, not the 5 metre strip requested by the CVRD
2. CVRD to cover costs of approximately \$5,000 (estimate provided by Rivela Contracting of Parksville BC) to move northern arm of their treatment field.
3. CVRD to cover costs of chain link fencing along the length of the trail.

The Parkinson family thanked Commission members for their careful consideration of this re-zoning matter and urged them to make necessary recommendations to the CVRD.

Guests departed meeting at 8:05 pm

A discussion regarding Parkinson's Three Proposal's resulted in:

**1ST MOTION:**

It was moved and seconded that Parkinson's provide a 3 metre wide right-of-way on the northern border of their proposed re-zoned lot.

**MOTION CARRIED**

**2ND MOTION:**

It was moved and seconded that costs to remove the northern arm of the Parkinson's treatment field, as per estimate of \$5,000 by Rivela Contracting of Parksville BC be covered by the CVRD.

**MOTION CARRIED**

Parkinson's request for a chain link fence was not recommended.

**3RD MOTION:**

It was moved and seconded that at the time of the trail construction, a cost-sharing arrangement between the CVRD and the Landowner would be discussed for possible fencing needs.

**MOTION CARRIED**

**ADJOURNMENT:**

It was Moved and Seconded that the meeting be adjourned at 9:00 pm.

PK3



AREA F PARKS COMMISSION MINUTES: DECEMBER 2009

Called to order at 19:00 December 3, in the Honeymoon Bay Hall. Raymond Wear in the Chair.

Present: Raymond Wear, Jacquie Huene, Carolyn Leblanc, Sharon Wilcox, David and Mary Lowther.

MSC: to accept the October Minutes as circulated.

MSC: that the Chair inquire into making the port a potty at Bear Lake Park available year round.

MSC: that the Chair investigate the condition of the Mesachie Lake Community Hall roadway with regard to repair.

The Chair reported on the demolition of the Mesachie Lake Store, the budget and planned maintainance priorities.

MSC: to adjourn at 20:15

PK4

# MINUTES OF ELECTORAL AREA I (Youbou/Meade Creek) PARKS COMMISSION MEETING

C.V.R.D.  
RECEIVED

DEC 15 2009

**DATE:** December 8, 2009

**TIME:** 7:00pm

**MINUTES** of the Electoral Area I Parks Commission Meeting held on the above noted date and time at Youbou Lanes, Youbou, BC. Called to order by chair at 7:05pm.

## **PRESENT:**

Chairperson: Marcia Stewart  
Vice-chairperson: Sheny Gregory  
Members: Dave Charney, Gerald Thom

## **ALSO PRESENT:**

Director: Klaus Kuhn  
Alternate Director:  
Secretary: Tara Daly  
Guests:

**REGRETS:** Dan Nickel, Wayne Palliser, Alternate Director Alex Marshall

## **ACCEPTANCE OF AGENDA**

*It was Moved and Seconded to accept the agenda with the addition of:  
Annual General Meeting under New Business*

**MOTION CARRIED**

## **ACCEPTANCE OF MINUTES**

*It was Moved and Seconded that the minutes of November 10, 2009 be accepted.*

**MOTION CARRIED**

## **BUSINESS ARISING**

- None

## **CORRESPONDENCE**

- None

## **DIRECTOR'S REPORT**

- **Public Meeting** had about 50 attending, overall good meeting, topics included parks, Youbou Lands, Woodland Shores, Regional Planning, policing focused on Cowichan Lake, Watershed Stewardship mostly focused on Cowichan River
- **Budget (overall CVRD)** is currently sitting at 11.8% increase, Parkland Acquisition could go from \$2 per \$100 000 as high as \$5 per \$100 000 as per by-law; Area I (Youbou/Meade Creek) has the highest per capita of parkland within the Regional District and consequently park requisition tax, in 2010 budget the requisition for the complete parks budget (Area I parks, regional parks, parkland acquisition, and parkland maintenance) could be \$30 per \$100 000
- **Comparison of Parks Budget:** in 2009 \$14.74 per \$100 000, in 2010 \$18.34 per \$100 000 (only Area I Parks); it's important to find a balance with parkland acquisition, maintenance, and amenities versus further park development
- **Boy Scout Camp** ~ the Scouts are looking at ways to gain further flat land allowing for more campers but their constitution forbids no public access on their property therefore limited their choices for expansion
- **Budget** discussion was held on various issues
- **Elections and Appointments** ~ D. Charney and G. Thom will complete their terms in 2010, S.

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Gregory and M. Stewart will be appointed by Director Kuhn for a one-year term, Director Kuhn will speak to D. Nickel and W. Palliser about continuing with the Commission

### **COWICHAN LAKE RECREATION**

- **Arena** ~ once everything got moving with the renovations, it was determined there would be an over-run of \$700 000 on the \$7.5 million budget, the CLR Commission said that wasn't going to happen and for changes to be made to come within the budget; no grants have been obtained; proposed completion date is the fall of 2010
- **Winter Carnival** ~ on December 23<sup>rd</sup> starting at 6pm at the arena complete with toboggan run and fire on the ice
- **New Year's Eve** ~ at Youbou Community Hall with 'Third Rock' band and doors opening at 9pm
- **Tanya Soroka of CVRD Parks** is featuring all CVRD Parks in the CLR PlayBook
- **CVRD Parks** is looking at promoting exclusive events in the parks (Area I Parks would include Arbutus Park and Little League Park) for such things as weddings or family reunions; public would still be allowed in the areas, determining if a 'parks person' would be on-site to be responsible for washrooms, garbage, parking and where would the revenue go
- **Marie Bisson**, Programmer for CLR ([mbisson@cverd.bc.ca](mailto:mbisson@cverd.bc.ca)) will be the one to contact with the information on park activities to be advertised in the spring PlayBook; deadline is mid February
- **Me 'n' You Nites Social Association** ~ held a successful card/games night at the hall with the next event to be carol singing on December 12<sup>th</sup> (group will go to both stores and Sunset) followed by hot chocolate and hot dogs at the upper hall

### **CHAIRPERSON'S REPORT**

- **Cowichan Outdoor Club** has hiked Bald Mountain and reports that it was good
- **Community Green Map of the Cowichan Valley** was handed out
- **Letter to the Editor** ~ by M. Stewart on the topic of the recently held Public Meeting

### **COWICHAN VALLEY REGIONAL DISTRICT – Ryan Dias**

- **Maintenance Contract** ~ hard copy was handed out to Commission members
- **Little League Park** ~ contractor is responsible from June 22<sup>nd</sup> to September 1<sup>st</sup> to clean washrooms each morning; the service record for maintaining the PlayBall will be checked – there's a fine line between hard and soft surface, Doug (from the slowpitch ball team) will speak directly to R. Dias; the tree pruning needs to be done with a bucket truck (the Commission will do); the hole in the roof of the concession stand continues to be a problem – needs to be determined if it's for plumbing or cooking
- **M. Stewart** to ask R. Dias to attend the January parks meeting
- **Price Park** ~ suggested that Student Crew could cover the tree roots with gravel next summer (the Commission will do)
- **Arbutus Park** light ~ it will be attended to promptly; there is also a problem with the light at the Little League Park
- **Hard Hat Shack** ~ the pathway needs to be scraped by machine and top dressed
- **Marble Bay Park** ~ trail markings could be done by Student Crew (M. Charney volunteered to do it on his next hike)
- **Mile 77 Park** ~ will check on the concerns of no antifreeze in the toilet
- **Staff** will assess any damage from the recent high water in all the waterfront parks (Nantree Park, Mile 77 Park, Arbutus Park); the dock will be shifted back at Arbutus Park
- **Maintenance Contractor** is now on one day per week emptying garbage
- **Woodland Shores** ~ watching the progress with the developer committed to doing more in the Spring

## OLD BUSINESS

- **Picnic Table Top** ~ will be dropped off at W. Palliser's where G. Thom and W. Palliser will complete the table
- **Gatekeeper** for Little League Park ~ S. Gregory has interest by three (3) persons whose names she will give to R. Lendrum, CVRD; the hours of opening would be 8am to 9pm from May 1<sup>st</sup> to September 30<sup>th</sup>
- **Bald Mountain** ~ the sections of Crown Land have not been transferred, still in hopeful discussions
- **Budget** ~ confusion with amount of requisition; clarity is needed; last payment for land purchase adjoining the sewer treatment site for Creekside will be in 2010

## NEW BUSINESS

- **Planning Community Events** ~ M. Stewart asked the Commission members to think about it for the January meeting
- **Annual General Meeting** ~ Sunday, February 28, 2010 at 1pm in the lower Youbou Community Hall; T. Daly to book the hall and let the Fire Commission know; T. Daly to invite the APC, Fire Commission, and Parks Commission members and partners to a potluck following the AGM

## ADJOURNMENT

*It was Moved and Seconded that the meeting be adjourned at 9:30pm.*

**MOTION CARRIED**

## NEXT MEETING

January 12, 2010  
7pm at Youbou Lanes

## ITEMS FOR JANUARY AGENDA

suggestions for Community Park events for 2010  
new parks naming contest

/s/ Tara Daly  
Secretary

000175



DEC 07 2009

PK5

**Area A Parks & Recreation Meeting Minutes  
November 26th, 2009  
Held at Brentwood College**

**Present:** David Gall, Clyde Olgivie, June Laraman, Joan Pope, Paris Webster, Greg Farley, Cathy Leslie, Mario Iannidinardo, Brian Harrison (Area A Director), Roger Burgess (alternate Director)

**Meeting Minutes:** It was moved and seconded  
That the meeting minutes for October 15th, 2009 be accepted.

**Agenda:** It was moved and seconded  
That the meeting agenda for November 26<sup>th</sup>, 2009 be accepted.

MOTION CARRIED

**Existing Business:**

**Progress Reports**

**Inlet Drive Beach Access:** The CVRD Parks Operations Superintendent, Ryan Dias, provided an alternative solution to the original recommendation by MoT to install 3 parking stalls. The solution is to proceed with trail access only. Ross Deveau MoT provided a verbal okay to do this. The solution also includes the planting of trees along the top entrance of the park and installing no parking/private property signs along the property owners' side to the south. The Area A PRC members reviewed the alternative solution and the Area A PRC Chair, David Gall, gave the okay for the work to proceed.

The work proceeded using the JOP crew, however, with the recent deluge of rain; the culvert off the upper road was plugged and wiped out the newly laid gravel along the trail. Parks staff will follow up with Highways about the plugged culvert before any attempts are made to relay the gravel.

The commission wanted assurance that the owners of the private property are comfortable with the solution and asked that the PRC members who live in the area be contacted once the work is ready to be resumed. This will be communicated under a separate email.

**Area A Parks & Recreation Update - Mill Bay Messenger:** June Laraman drafted the update, which was circulated and approved by the Area A PRC and Director Harrison. The article has been submitted to the editor of the messenger and should appear in the January issue.

**Budget Update**

**YTD Budget**

- The November 19th, 2009 financials were distributed and reviewed. It was noted that \$51,766.12 had been expensed against a budget amount of \$112, 674.00 leaving a variance of \$60,907.88 YTD.

**Budget Update (cont'd)**

- The Area A PRC restated that any year-end surplus identified in the 2009 budget should be allocated to the development of the Mill Springs tot lot in 2010. This was originally recommended and agreed at the September 17<sup>th</sup>, 2009 meeting.

**South Cowichan Parks & Recreation:**

The November 2<sup>nd</sup>, 2009 South Cowichan Parks & Recreation minutes were distributed to Area A PRC and reviewed.

Roger Burgess provided an overview of the scope of work for the Mill Bay Historic Church, which he had submitted, to Brian Farguhar for evaluation. No feedback had been received from the CVRD Parks staff at the time of the meeting. It is hoped that the scope of work could be included in the January 23<sup>rd</sup>, 2009 Open House.

**New Business**

**Potential Rezoning of 2691 Mill Bay Rd to a residential duplex zone – Park Dedication Considerations:**

Tanya Soroka, CVRD Parks staff, had sent through a soft copy of the request, which was distributed to the Area A PRC. The request is to determine if the commission has any interest in park dedication or financial contribution of a section of the previously proposed roadside trail corridor along Mill Bay Rd. The PRC was reminded that park dedication or cash contribution is not a statutory requirement as part of the rezoning application.

It was moved and seconded that  
The Area A PRC recommend to the CVRD Board that a set back for a potential walking path and bicycle path be considered for the area that borders the property along Mill Bay Rd.

MOTION CARRIED

**Other**

**Cowichan Community Land Trust:**

David Gall provided an overview of the functions of the trust and also reviewed their area of operation on a map. David Gall highlighted that if anyone is interested they can contact the Cowichan Community Land Trust direct at 250 746-0227.

**Director's Report:**

- Stated that that 4 commission member's term expires on December 31<sup>st</sup>, 2009. The procedure is that there will need to be an election in the early part of January for these 4 positions. The other 4 positions are appointed by the Area A Director and will stand for the rest of the area director's term. Director Harrison indicated that he has contacted Brian Farquhar about how the process will be handled for the elected positions and is awaiting his response.
- The Meredith Rd rezoning application has been turned down by the MoT due to the placement of water and sewer in relation to the driveways.
- The Mill Bill Veterinary Clinic contacted Director Harrison about the possibility a potential sidewalk be continued past their location. This application has not come before the EASC as yet.

**Adjournment:** It was moved and seconded

That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 8:35 PM.

**Next meeting January 21<sup>st</sup>, 2010 at 7 PM at Brentwood College pending affirmation of the commission members.**

PK6  
C.V.R.D.  
RECEIVED  
DEC 08 2009

Meeting Minutes  
South Commission Parks Commission  
Nov. 2, 2009  
Cobblecinno's Cafe, Cobble Hill

Members Present:

Ian Sparshu, Chair                      Dave Gall  
Gerry Giles  
Brian Harrison  
Roger Burgess  
Lynn Wilson  
June Laraman  
Kerrie Talbot  
Val Townsend  
Margaret Symon

Meeting opened 1900H  
Minutes of Oct. 5, 09 meeting adopted.

MOTION:

- The South Cowichan Parks Commission requests from CVRD Parks Dept. a copy of document of names change: from "South End" to "South Cowichan" Parks Commission

MOTION CARRIED

1. Cowichan Bay Boat Launch

- Cost summary (provided by CVRD Parks and Recreation Dept.) reviewed
- Discussion re: float replacement, parking, future costs to maintain parking, dredging costs (unknown), landscaping, kayak launching site of issues: limited parking, signage, estuary sensitivity, need for more kayaking access
- Comment from previous meeting:  
The South Cowichan Directors raised the possibility increasing by a certain percentage the amount collected (>\$50,000 to \$75,000)

2. Mill Bay Historic Church/Cemetery

- MOTION:  
→ That Roger Burgess prepare a preliminary Scope of Work document for the upgrade required for the Mill Bay Historic Church and Hall – to be submitted to the CVRD for assessment.
- MOTION:  
→ that the CVRD ascertain an app. cost estimate to engage a project manager or architect for the Mill Bay Historic Church and Hall upgrade/restoration work and report back to the South Cowichan Parks Commission at their Dec. 7/09 meeting.
- MOTION CARRIED
- Open House for Mill Bay Historic Church and Hall: Sat. Jan. 23, 2010
- Information on the scope of the project and cost estimates should be present at the Open House
- Special invitation should be issued by CVRD to Maureen Alexander of the Mill Bay

Historical Society, inviting the Society to do a presentation at the Jan. 23, 2010 Open House on the historical significance of the Church and Cemetery to the S. Cowichan Community.

Meeting adjourned 2115H

**Next meeting dates:**

- 7 Dec. 2009 7 pm Cobblecinno's
- 4 Jan. 2010 7 pm

PK7

**Meeting Minutes**  
**Extraordinary Meeting**  
**South Commission Parks Commission**

**Jan. 11, 2010**

**Cobblecinno's Cafe, Cobble Hill**



**Members Present:**

Ian Sparshu, Chair  
Kerrie Talbot  
Val Townsend  
Roger Burgess

June Laraman  
Lori Iannidinardo  
David Gall  
Margaret Symon

Meeting opened 1900H

Minutes of Dec. 09 meeting adopted.

1. Mill Bay Church and Historic Cemetery Open House Poster and advertising
  - Poster: Commission complimentary of Tanya Soroka's (CVRD) efforts  
- "Lug a mug" / refreshments to be provided by Cobblecinno's.
  - Questionnaire: Commission requests the following additions to questionnaire:
    - Question: Would you support using this park as a link to Mill Bay Beach?  
(N.B.: the above item could not be used because trail runs through private property)
    - Question: Would you support the concept of a solitude garden within the vicinity of the cemetery grounds?
    - To be inserted at end: Would you like to receive progress updates on this project?
    - To be inserted at end: Would you like to volunteer on this project?
    - To be inserted at end... If you answered "yes" to either of above, pls provide you contact email.
    - Margaret Symon to forward Commission's suggestions to Tanya Soroka at CVRD.
2. RFP – Architectural Services/addendum
  - RFP extended to Jan. 22, 2010.
  - Successional architectural firm should be present at Open House on Jan. 23<sup>rd</sup>.
3. Open House – Discussions/ideas
  - Ian Sparshu will review the following at the Open House presentation:
    - parks commission history, mandate, funding, 4 E. Areas, history of process to present day, preliminary results and refinement, clarify cemetery use
  - Discussion about funding: Has budget increased incrementally?
  - Maureen Alexander of the Mill Bay Historical Society will do a presentation at the Open House on the historical significance of the Church and Cemetery to the S. Cowichan Community.

Meeting adjourned 2015 H

**Next meeting date: Feb. 1, 2010 7 pm Cobblecinno's**

## MINUTES OF ELECTORAL AREA I (Youbou/Meade Creek) PARKS COMMISSION MEETING

**DATE:** January 12, 2010

**TIME:** 7:00pm

**MINUTES** of the Electoral Area I Parks Commission Meeting held on the above noted date and time at Youbou Lanes, Youbou, BC. Called to order by chair at 7:10pm.

**PRESENT:**

Chairperson: Marcia Stewart

Vice-chairperson: Sheny Gregory

Members: Dave Charney, Dan Nickel, Gerald Thom, Wayne Palliser

**ALSO PRESENT:**

Director:

Alternate Director:

Secretary: Tara Daly

**REGRETS:** Director Klaus Kuhn



**ACCEPTANCE OF AGENDA**

*It was Moved and Seconded to accept the agenda with additions of:*

*Student Crew Project, Naming of Parks, clarifications of tax base for 2009 for Woodland Shores, logging above Youbou, Waterfront Park and Playground at Woodland Shores, all under New Business*

**MOTION CARRIED**

**ACCEPTANCE OF MINUTES**

*It was Moved and Seconded that the minutes of December 8, 2009 be accepted.*

**MOTION CARRIED**

**BUSINESS ARISING**

- Gatekeeper ~ S. Gregory sent an email to M. Stewart who will forward it to R. Lendrum
- Light at Little League Park is on all the time
- S. Gregory will call Ben Wingo about the picnic table top to be taken to W. Palliser's

**CORRESPONDENCE**

- None

**DIRECTOR'S REPORT**

- None

**COWICHAN LAKE RECREATION**

- all programs are going well
- Me 'n' You Nites are holding a Robbie Burns Dinner and fundraiser auction on January 16<sup>th</sup>
- Arena renovations ~ there is permafrost under the curling ice; logs from Youbou Lands development have been cut and delivered, big announcement about funding for the renovations

**CHAIRPERSON'S REPORT**

- **letter to B. Farquhar** hasn't been responded to as of yet because of the Christmas break; budget booklets will be given to directors mid-February with the Board of Directors receiving the information by the end of February and adoption by the end of March
- **Chairs of Parks Commission** ~ meeting to be held at the beginning of February

## COWICHAN VALLEY REGIONAL DISTRICT – Ryan Dias

- **gatekeeper** ~ already dealt with
- **Arbutus Park** light has been fixed
- **Little League Park concession vent** will be fixed
- **pruning of trees at Little League Park** will be done by Parks Commission members, M. Stewart to call everyone on a nice day to prune
- **Maintenance Contractor** is doing once per week maintenance, some minor storm clean-up has been done, Parks Commission to consider what items are important to be done before the April start-up

## OLD BUSINESS

- **Picnic Table Top** ~ dealt with
- **Gatekeeper** for Little League Park ~ dealt with
- **AGM** ~ T. Daly to contact CLR to book hall, CVRD for advertisements, Fire Commission for report, APC and Fire Commission to attend meeting and potluck to be held after the meeting
- **Budget** ~ possible \$28 500 increase is confusing, believe that planting has been completed, \$12 000 maintenance should be removed from budget as volunteers have offered to do it (W. Palliser will get a written agreement from the Boy Scouts – Jack Casey indicating their willingness to do maintenance on the Uplands trail system), expecting a reply by February Parks Commission meeting

## NEW BUSINESS

- **Community Events** ~ April: Plant ID (Kathryn Swan), May: Hike (S. Gregory to contact new hiking group), June 21<sup>st</sup>: picnic at Mile 77 Park, July: Canada Day, August: Regatta with possible softball game on Sunday, September: garbage pick-up (ask Linda); all activities are to be firmed up for February meeting to be submitted to CLR Playbook
- **Student Crew** ~ clean trail at Creekside Estates
- **Park Naming** ~ M. Stewart will contact R. Dias and R. Lendrum re: the timeline of takeover of the parks and process of naming
- **Tax Base** ~ residential vs F1; there is an expectation of monies coming from taxes in new developments which should pay for most if not all of the upkeep, it's advantageous to have developers pay for amenities at the time of developing, clarification is needed
- **Playground at Woodland Shores** ~ Parks Commission will tour area at 10am on Sunday, January 17<sup>th</sup>, some concern about construction
- **Logging above Youbou** ~ although TimberWest has said they are not logging the area for at least three (3) years there is concern about the possibility of slides, erosion, and the inadequacy of culverts, logging could be done from the north side of the mountain without too much problem and the inability of the public to notice until possibly too late to make a difference, G. Thom to investigate keeping proactive ways in mind

## ADJOURNMENT

*It was Moved and Seconded that the meeting be adjourned at 8:50pm.*

**MOTION CARRIED**

## NEXT MEETING

February 9, 2010  
7pm at Youbou Lanes

**Annual General Meeting** ~ Sunday, February 28, 2010 at 1pm in the lower Youbou Community Hall

/s/ Tara Daly  
Secretary

000183

Sent: Saturday, December 19, 2009 12:02 PM  
To: Tom Anderson  
Subject: BSC 2010: Save the Dates

CI

The Fresh Outlook Foundation is hosting its fourth Building SustainAble Communities conference in Kelowna from November 16th to 18th, 2010. I encourage you to save room in your calendar and your budget, as our lineup of events and speakers is already amazing!

Back by popular demand we have Dr. Bill Rees, Dr. Hans Schreier, Mark Holland, Tom Osdoba, and Angus McAllister. First-time big-namers include:

- **Terry Tamminen:** Climate action advisor to California Governor Arnold Schwarzenegger, former British Prime Minister Tony Blair, and BC Premier Gordon Campbell. Author of *Lives Per Gallon: The True Cost of Our Energy Addiction*.
- **Dr. Reginald Bibby:** Sociologist at the University of Lethbridge and Canada's premier tracker and interpreter of social trends. Author of *The Boomer Factor* and *The Emerging Millennials*.
- **Dr. Adrian Parr:** Associate professor at the University of Cincinnati who, among other things, examines how environmental goals are being driven by government, business, and the military. Author of *Hijacking Sustainability* and *New Directions in Sustainable Design*.
- **Chief Clarence Louie:** Osoyoos Indian Band chief since 1985, and well-known throughout BC and Canada for his progressive views on creating wealth within First Nations' communities.
- **Michael Kinsley:** A senior consultant with the Rocky Mountain Institute who has helped build sustainable economies and environments since 1983. He has also provided economic development planning and training to communities in forty states and four foreign countries.
- **Dennis Wilde:** A nationally respected green building expert who leads the Renewable Energy & Infrastructure Division at Gerding Edlen. He is a founding member of the Oregon Natural Step Network and serves on the board of the Cascadia Chapter of the U.S. Green Building Council.

Stay tuned, because we're also planning a shoulder event for the afternoon of Monday, November 15th that will provide **one-stop shopping for information about sustainability planning tools**. This fast-paced, interactive opportunity for immersion into the world of sustainability planning will help you make sense of all the potential ways you can help move your community toward its sustainability goals!

Please let me know if you have any ideas for topics and/or speakers. I will be distributing a formal call for papers to local governments in the New Year, but your input now would be very much appreciated as well.

Thanks again for your support, and I look forward to connecting with you soon. Please forward this to anyone else you think might be interesting in attending the conference.

Have a very Merry Christmas...

Joanne de Vries  
Fresh Outlook Foundation  
12510 Ponderosa Road  
Lake Country, BC V4V 2G9  
Phone: 250-766-1777  
Fax: 250-766-1767  
Email:  
[jdevries@silk.net](mailto:jdevries@silk.net)  
Website: [www.freshoutlookfoundation.org](http://www.freshoutlookfoundation.org)

000184

Dear Director Loren Duncan, *Cowichan Valley Regional District*

Join more than 600 of your peers from across Canada and around the world at the premier conference that provides a national forum for leading thinkers and planners on sustainable community development.

The FCM 2010 Sustainable Communities Conference (February 10-12, Ottawa) is a one-stop shop for the knowledge, tools and experts that will help you:

- CONSERVE water and energy
- CREATE a sustainable community plan
- DESIGN a low-carbon community
- DIVERT more waste from landfill
- GREEN your buildings and your workforce
- IMPLEMENT environmental pricing reforms
- MANAGE stormwater close to the source
- MAP your community's energy assets
- REDUCE greenhouse gases and COMBAT climate change
- REINVENT a suburb
- TAKE STEPS to create active, walkable communities
- TRANSFORM abandoned sites into vibrant mixed-use or eco-industrial developments
- UNDERSTAND the big picture from a systems thinking perspective

## **NEW – Study Tours**

*Study tours are offered on a first-come, first-served basis and have a maximum number of participants.*

- The Shenkman Arts Centre
- Ottawa Paramedic Services HQ
- Ottawa Health Sciences Centre

## **Keynote Speakers**

- Mayor David Miller, *City of Toronto*
- Avi Friedman, *Green architect, professor and columnist*
- Steven Guibeault, *deputy director, Équiterre*
- Bob Willard, *International business expert on sustainability and author of The sustainability Advantage*

**Download** the updated **Preliminary Conference Program** for a detailed list of conference sessions, workshops, carbon offset and study tours.

To register, visit [www.fcm.ca/register](http://www.fcm.ca/register) using your personal FCM login ID :

**Login for:** *Director Loren Duncan, Cowichan Valley Regional District*

**Username:** loren\_duncan@telus.net

**Password:** 69194

*If you have any questions, need assistance with the on-line registration or have received this email in error, please contact FCM's Registration Desk [register@fcm.ca](mailto:register@fcm.ca) or 613-907-6212.*

Think green! When you can, read from your screen! To unsubscribe, please [click here](#). View our [Privacy Policy](#)

Federation of Canadian Municipalities

**FCM**

Federation of

Canadian Municipalities

24 Clarence Street, Ottawa, Ontario, K1N 5P3

Telephone: (613) 241-5221

Fax: (613) 241-7440

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000185

C3



RECEIVED  
CVRD

NOV 17 2009

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS) Financial Services Department

Submitted by Director BRIAN HARRISON Area A

Grantee: \_\_\_\_\_ Grant Amount \$ 1500

NAME: FRANCES KELSEY SECONDARY SCHOOL

ADDRESS: PO BOX 279  
Mill Bay, B.C. V0R 2P0  
ATTENTION MS. NORMA WHEELER

Contact Phone No: (250) 743-6916

PURPOSE OF GRANT: FINANCIAL ASSISTANCE TO 3 (\$500 each)  
GRADE 12 STUDENTS FOR POST SECONDARY  
EDUCATION INCLUDING TRADES.

REQUESTED BY: Brian Harrison  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
		10.0

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization



FRANCES  
**K E L S E Y**  
S E C O N D A R Y S C H O O L

P.O. BOX 279 MILL BAY, BRITISH COLUMBIA, V0R 2P0 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

October 22, 2009

Cowichan Valley Regional District Electoral Area A Mill Bay-Malahat  
Mr. Brian Harrison  
767 Frayne Road  
Mill Bay, BC V0R 2P4

Dear Mr. Brian Harrison:

At this time, our attention is once again focused on scholarships and bursaries, which are awarded annually to our graduating students.

We take this opportunity to thank you for the steadfast support shown our students in the past. The importance of these awards increases as the cost of further education escalates. There is no doubt that this help often makes a significant difference to many individual students.

Please let us know if your organization will be able to donate to the program again this year. If so, please confirm by initialing that all information is correct or revise the attached information sheet and return it by mail or fax (250-743-6980) to Ms. Norma Wheeler by Friday, January 15, 2010.

Thank you for your support.

Sincerely,

Mr. Mike Martin  
Scholarship and Bursary Chairperson

MM/njw  
Encl.

000187

C4

CVRD RECEIVED

DEC 18 2009



COWICHAN VALLEY REGIONAL DISTRICT Financial Services Department

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director KEN COSSEY Area B

Grantee: \_\_\_\_\_ Grant Amount \$ 1,500  
 (2 x \$750)

NAME: COWICHAN SECONDARY SCHOOL

ADDRESS: 2652 JAMES ST  
DUNCAN BC V9L 2X2

Contact Phone No: JUDY HERSHMAN (250) 746 4435

PURPOSE OF GRANT: ASSIST 2 STUDENTS  
WITH THEIR POST SECONDARY  
CHOICES

REQUESTED BY: K. COSSEY  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
		10.0

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

Disposition of Cheque:

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_



Cowichan Secondary School

SHARON

GRANT-IN-AID  
REQUEST

FOR JAN 2010

2 x \$750

November 12, 2009

Mr. Ken Cossey

Dear Sir/Madam:

RE: Cowichan Valley Regional District Area B Bursary

We are beginning to collect the information for our Scholarships and Bursaries Booklet. Your generosity to our students has always been greatly appreciated. By recognizing their achievements and investing in their future, you are giving them not only the financial assistance they need to pursue their goals, but also the encouragement that our community believes in their potential.

Please confirm your continued support by completing the attached questionnaire(s) and return to us at your earliest convenience, if possible before January 4, 2010.

Thank you for your support.

Yours truly,

COWICHAN SECONDARY SCHOOL

Judy Hershman  
Scholarship/Bursary Chairperson

2 x \$750<sup>00</sup>

JH/gj

Enc.

Original: <i>J. Hershman</i>	Copy #s: <i>12</i>
Board:	
Community:	
Director: <i>J. Hershman</i>	Date: <i>Dec 16/09</i>

\*Important Date: Scholarship and Bursary Award Night - 7 p.m., Wednesday, June 9th, 2010\*

C5



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

RECEIVED

NOV 18 2009

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Giles Area C Financial Service Department

Grantee: \_\_\_\_\_ Grant Amount \$ 1000.00

NAME: Frances Kelsoy Secondary School

ADDRESS: Box 279  
Uxmal Bay B.C V0R 2P0

Contact Phone No: 250-743-6916

PURPOSE OF GRANT: to provide assistance to a  
student continuing on with his/her  
education

REQUESTED BY: Gerry Giles  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
		10.0

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_



F R A N C E S

**K E L S E Y**

S E C O N D A R Y S C H O O L

P.O. BOX 279 MILL BAY, BRITISH COLUMBIA, V0R 2P0 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

October 22, 2009

Cowichan Valley Regional District Electoral Area C Cobble Hill  
Ms. Gerry Giles  
1115 Braithwaite Drive  
Cobble Hill, BC, V0R 1L4

Dear Ms. Gerry Giles:

At this time, our attention is once again focused on scholarships and bursaries, which are awarded annually to our graduating students.

We take this opportunity to thank you for the steadfast support shown our students in the past. The importance of these awards increases as the cost of further education escalates. There is no doubt that this help often makes a significant difference to many individual students.

Please let us know if your organization will be able to donate to the program again this year. If so, please confirm by initialing that all information is correct or revise the attached information sheet and return it by mail or fax (250-743-6980) to Ms. Norma Wheeler by Friday, January 15, 2010.

Thank you for your support.

Sincerely,

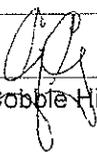
Mr. Mike Martin  
Scholarship and Bursary Chairperson

MM/njw  
Encl.

000191

**29 COWICHAN VALLEY REGIONAL DISTRICT ELECTORAL AREA 'C'- COBBLE HILL**

1 award(s) valued at \$ 1000



1. To assist a worthy student, residing in Cobble Hill, who is planning on furthering their post-secondary education, either technical or academic.

Applications to: Mr. M. Martin (via Ms. Wheeler Counselling Office)

Primary Contact

Ms. Gerry Giles  
1115 Braithwaite Drive  
Cobble Hill, BC V0R 1L4



Alternate Contact

746-2570

Special Application Form Required? No

C6

SFU.CA

Burnaby | Surrey | Vancouver

SFU Online

The City Program Home > Courses > Climate Change...

Continuing Studies Home

### COURSES

The City Program Home

### Climate Change: Using The New Local Government Pov (Victoria)

About Us

#### Courses

\$295 (GST included) / CITY 233

Participant Profiles

March 5, 9 am-4:30 pm

Venue: Ambrosia Conference & Event Centre, 638 Fisgard Street  
Register

Custom Courses

Certificates

This course will examine new local government powers to deal with change (Bills 10 and 27 of 2008), and equip planning practitioners to use in their communities. The principal focus will be on development permit area designations for water and energy conservation and greenhouse gas emissions. The instructors will cover development permit area designations and justifications, and the preparation and approval of development permit guidelines addressing these new planning of

Urban Design

Sustainable Community Development

Public Lectures

The course will also touch on local building regulations, development charges, and off-street parking requirements, all in relation to climate change. Those attending should have some basic familiarity with development permit systems under the British Columbia Local Government Act. Instructors: **Bill Buholzer**, Lawyer, Young, Anderson; **Marta** Principal, Phillips Farevaag Smallenberg.

Resources

Blog

Register

Co-sponsored by the Planning Institute of British Columbia South Chapter.

[back to list of courses](#)

000193



C.V.R.D.

MEMORANDUM

DATE: December 8, 2009

TO: Tom R. Anderson, General Manager, Planning and Development Department

FROM: Brian Duncan, Chief Building Inspector

SUBJECT: BUILDING REPORT FOR THE MONTH OF NOVEMBER, 2009

There were 33 building Permits and 1 Demolition Permit(s) issued during the month of November, 2009 with a total value of \$ 3,811,700

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"			25,350	410,380	118,000		6	58	553,730	8,268,127
"B"			390,000	987,725	164,480		9	145	1,542,205	13,566,551
"C"				369,630	21,360		4	76	390,990	7,394,880
"D"	20,000			333,365	58,820		5	37	412,185	2,845,065
"E"		30,240		102,130	80,000	17,160	5	41	229,530	2,070,255
"F"				254,560	1,000		2	31	255,560	1,273,270
"G"					12,700		1	22	12,700	2,458,205
"H"							0	32	0	2,132,100
"I"				414,800			2	38	414,800	3,837,790
<b>Total</b>	<b>\$ 20,000</b>	<b>\$ 30,240</b>	<b>\$ 415,350</b>	<b>\$ 2,872,590</b>	<b>\$ 456,360</b>	<b>\$ 17,160</b>	<b>34</b>	<b>480</b>	<b>\$ 3,811,700</b>	<b>\$ 43,846,243</b>

B. Duncan, RBO  
Chief Building Inspector  
BD/db

NOTE: For a comparison of New Housing Starts from 2006 to 2009, see page 2  
For a comparison of Total Number of Buildig Permits from 2006 to 2009, see page 3

000194

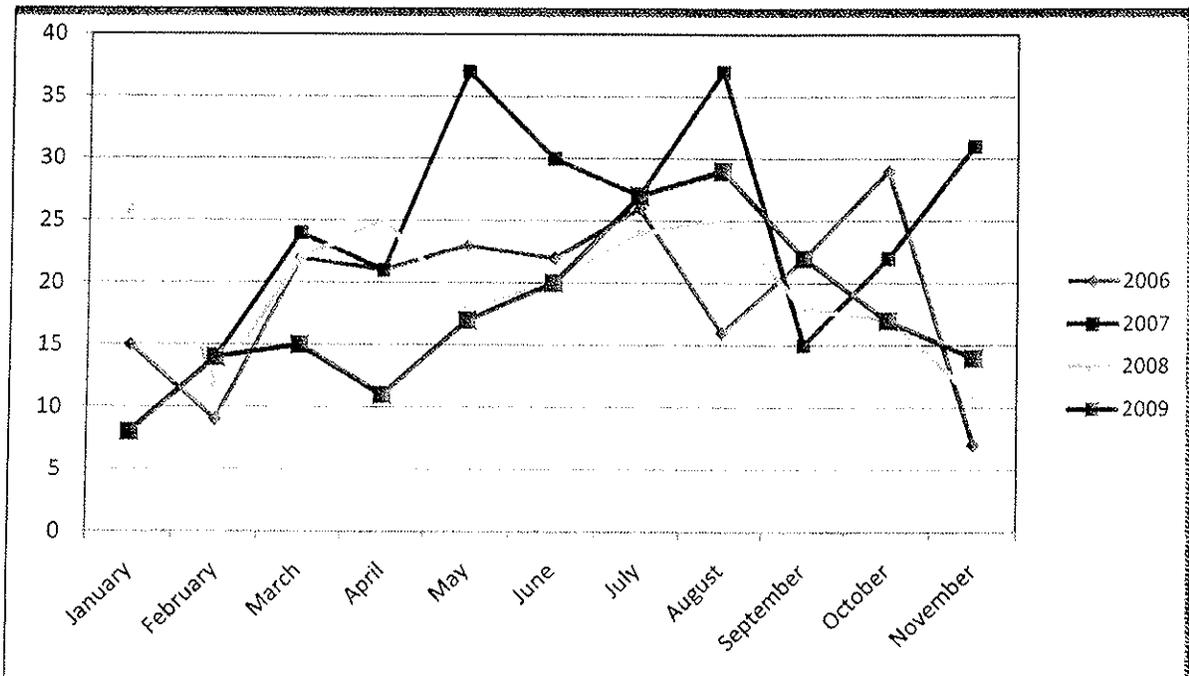
FINI



# C.V.R.D.

## New Housing Starts

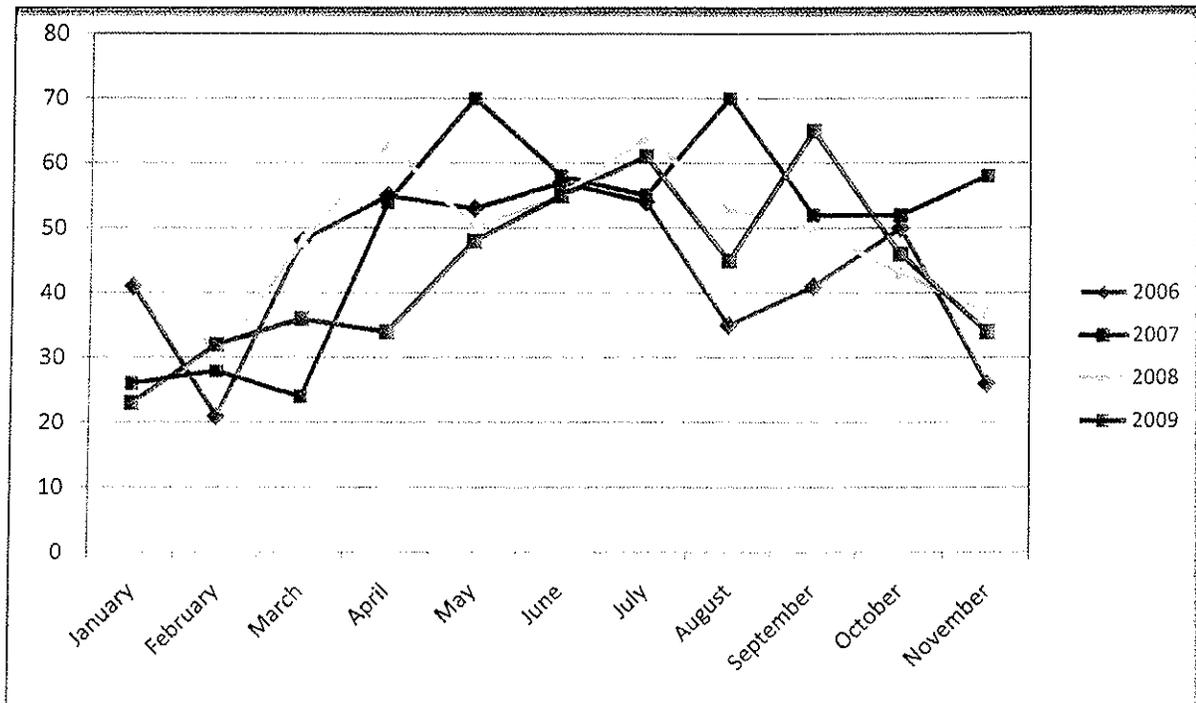
	2006	2007	2008	2009
January	15	8	26	8
February	9	14	12	14
March	22	24	22	15
April	21	21	25	11
May	23	37	18	17
June	22	30	20	20
July	26	27	24	27
August	16	37	25	29
September	22	15	18	22
October	29	22	17	17
November	7	31	11	14





**Total Building Permits Issued**

	2006	2007	2008	2009
January	41	26	50	23
February	21	28	30	32
March	48	24	48	36
April	55	54	63	34
May	53	70	50	48
June	57	58	55	55
July	54	55	64	61
August	35	70	53	45
September	41	52	50	65
October	50	52	43	46
November	26	58	37	34





**MEMORANDUM**

**DATE:** December 24, 2009  
**TO:** Tom R. Anderson, General Manager, Planning and Development Department  
**FROM:** Brian Duncan, Chief Building Inspector  
**SUBJECT:** **BUILDING REPORT FOR THE MONTH OF DECEMBER, 2009**

There were 49 Building Permits and 0 Demolition Permit(s) issued during the month of December, 2009 with a total value of \$ 4,969,988

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"				701,263			4	62	701,263	8,969,390
"B"	15,000		50,000	2,507,270	218,080	6,000	25	170	2,796,350	16,362,901
"C"	31,625			800,350	71,500		8	84	903,475	8,298,355
"D"	15,000			146,610			2	39	161,610	3,006,675
"E"			25,000	79,800			2	43	104,800	2,175,055
"F"					11,880		1	32	11,880	1,285,150
"G"					86,400		3	25	86,400	2,544,605
"H"				160,220	44,000		4	36	204,220	2,336,320
"I"							0	38	0	3,837,790
<b>Total</b>	<b>\$ 61,625</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 4,395,513</b>	<b>\$ 431,860</b>	<b>\$ 6,000</b>	<b>49</b>	<b>528</b>	<b>\$ 4,969,998</b>	<b>\$ 48,609,531</b>

B. Duncan, RBO  
 Chief Building Inspector  
 BD/db

000197

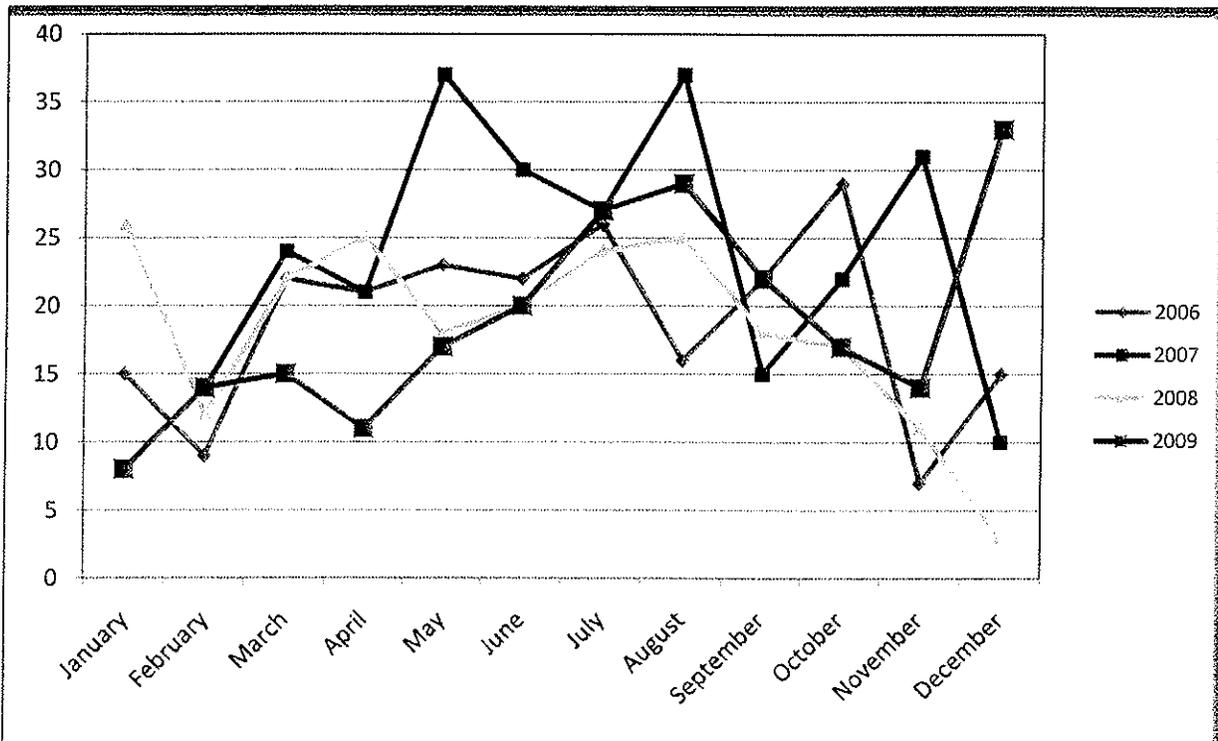
**NOTE:** For a comparison of New Housing Starts from 2006 to 2009, see page 2  
 For a comparison of Total Number of Buildig Permits from 2006 to 2009, see page 3



# C.V.R.D.

## New Housing Starts

	2006	2007	2008	2009
January	15	8	26	8
February	9	14	12	14
March	22	24	22	15
April	21	21	25	11
May	23	37	18	17
June	22	30	20	20
July	26	27	24	27
August	16	37	25	29
September	22	15	18	22
October	29	22	17	17
November	7	31	11	14
December	15	10	3	33





# C·V·R·D

## Total Building Permits Issued

	2006	2007	2008	2009
January	41	26	50	23
February	21	28	30	32
March	48	24	48	36
April	55	54	63	34
May	53	70	50	48
June	57	58	55	55
July	54	55	64	61
August	35	70	53	45
September	41	52	50	65
October	50	52	43	46
November	26	58	37	34
December	25	19	15	49

