



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

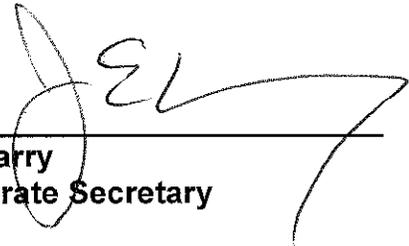
DAY: WEDNESDAY

DATE: JANUARY 11, 2012

**TIME: → REGULAR SESSION
6:00 pm**

PLACE: BOARD ROOM

175 INGRAM STREET



Joe Barry
Corporate Secretary



C·V·R·D

REGULAR BOARD MEETING

WEDNESDAY, JANUARY 11, 2012

6:00 PM - CVRD BOARD ROOM

AGENDA

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	Electoral Area Directors only vote on the following bylaws under Part 26 OR Section 791 of the <i>Local Government Act</i>:	
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13. UNFINISHED BUSINESS:**14. NOTICE OF MOTION:****15. NEW BUSINESS:****16. QUESTION PERIOD:**

- a) Press
- b) Public

17. CLOSED SESSION:

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

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18. ADJOURNMENT:

The next Regular Board meeting will be held February 8, 2012 at 6:00 pm, in the Board Room, 175 Ingram Street, Duncan BC.

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, December 14, 2011 at 6:02 pm.

PRESENT: Chair R. Hutchins,
Directors M. Walker, B. Fraser, G. Giles,
L. Iannidinaro, L. Duncan, I. Morrison
M. Dorey, M. Marcotte, P. Weaver, J. Lefebure,
B. Lines, T. McGonigle, and P. Kent
and Alternate Director J. Woike

ALSO PRESENT: Mark Kueber, Acting Chief Administrative Officer
Joe Barry, Corporate Secretary
Tom Anderson, General Manager, Planning & Development
Ron Austen, General Manager, Parks Recreation & Culture
Brian Dennison, General Manager,
Engineering & Environmental Services
John Van Horne, Manager, Human Resources
Brian Farquhar, Manager, Parks & Trails
Geoff Millar, Manager, Economic Development

ABSENT: Director R. Hartmann

APPROVAL OF AGENDA

11-663

It was moved and seconded that the agenda be amended with the and the addition of New Business items:

- NB1 Appointments to the Electoral Area H - North Oyster/Diamond Planning Commission
- NB2 Directors Hutchins, Fraser and Giles re: South Cowichan Eco Depot
- NB3 Director Iannidinaro re: Cowichan Land Trust Nature Interpretive Centre in Cowichan Bay
- NB4 Director Walker re: Additional Service Authority for Sidewalks in Area A,

and that the Report of the Chairperson be moved to before Delegations, and further, that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

11-664

It was moved and seconded that the minutes of the November 9, 2011 Regular Board meeting be adopted.

MOTION CARRIED

11-665 It was moved and seconded that the minutes of the November 23, 2011 Special Board meeting be adopted.

MOTION CARRIED

11-666 It was moved and seconded that the minutes of the December 7, 2011 Inaugural Board meeting be adopted.

MOTION CARRIED

**REPORT OF THE
CHAIRPERSON**

RC1 Chair Hutchins introduced Gordon MacDonald, of MacDonald and Lawrence Timber Framing Ltd., who recognized the huge contribution that Brian Farquhar played throughout the entire Kinsol Trestle rehabilitation project.

Gordon MacDonald presented Brian Farquhar with a framed print of the original Kinsol Trestle.

DELEGATIONS

D1 Catherine Brandon, Executive Director, Chesterfield Sports Society
Re: Request for Continued Funding of \$100,000 in 2012.

Catherine Brandon provided an update of the Cowichan Sportsplex facility showing how the CVRD's funding of the Sportsplex is benefiting the community and requested a revised amount of CVRD funding in the amount of \$110,000 for 2012.

11-667 It was moved and seconded that the Cowichan Sportsplex Society's request for \$110,000 in Regional Grant-in-Aid funding be referred to the 2012 Budget deliberations.

MOTION CARRIED

D2 Judy Stafford, Cowichan Green Community
Re: 2011 Year in Review

Judy Stafford provided review of the Cowichan Green Community's 2011 year to the Board.

6:51 pm Director Duncan left the Board Room at 6:51 pm.

CORRESPONDENCE

C1 Correspondence from Rosemary Bonanno, Executive Director, Vancouver Island Regional Library dated November 14, 2011 re: Appointment to the 2012 Vancouver Island Regional Library Board, was considered.

11-668 It was moved and seconded that Director Mel Dorey be appointed as the CVRD's Trustee on the Vancouver Island Regional Library Board for 2012.

MOTION CARRIED

11-669 It was moved and seconded that Director Loren Duncan be appointed as the CVRD's Alternate Trustee on the Vancouver Island Regional Library Board for 2012.

MOTION CARRIED

C2 Director Giles, Electoral Area C - Cobble Hill
Re: Submission for a Grant-In-Aid (Electoral Areas) - CMS Food Bank

11-670 It was moved and seconded that a grant-in-aid (Area C) be given to CMS Food Bank in the amount of \$500. to assist with the provision of services in the South Cowichan.

MOTION CARRIED

6:56 pm Director Duncan returned to the Board Room at 6:56 pm.

COMMITTEE REPORTS

CR1 The report and recommendations of the Environment Commission meeting of November 17, 2011 listing two items were considered.

11-671 It was moved and seconded:

- 1. That the Regional Board incorporate best management practices regarding light pollution when retrofitting or building new CVRD facilities.**
- 2. That the Board approve the contribution of \$30,000 from the 2011 Environment Commission budget to support a partnership agreement for the initiative of mapping agricultural land by the Partnership for Water Sustainability; and that the Chair and Corporate Secretary be authorized to sign the agreement on behalf of the CVRD.**

MOTION CARRIED

CR2 The report and recommendation of the Agricultural Advisory Committee meeting October 25, 2011, listing one item was considered.

11-672 It was moved and seconded that the Board accept the mid-term resignation of John Milne, Alternate for Dan Ferguson on the Agricultural Advisory Committee, dated September 30, 2011, and that a letter of appreciation be sent to Mr. Milne.

MOTION CARRIED

**STAFF
REPORTS**

SR1 The Staff Report from the General Manager, Corporate Services, dated December 5, 2011 re: Regional Visitor Information Centre was considered.

11-673 **It was moved and seconded that the issue of funding for the Regional Visitor Information Centre be referred to the January 25, 2012 Regional Services Committee meeting; and that the 2007 White Oak Report be distributed to the CVRD Board of Directors; and further, that each Director be polled to determine if there are any concerns that can be addressed by the Chambers of Commerce.**

MOTION CARRIED

SR2 The Staff Report from the Legislative Services Coordinator, Corporate Services dated December 5, 2011 re: Maximum Requisition Limit Increase - North Oyster Fire Protection Service, was considered.

11-674 **It was moved and seconded that:**

- 1. That "CVRD - North Oyster Local Service (Fire Protection) Area Establishment Bylaw No. 21, 1995" be amended to increase the maximum annual requisition limit less than 25% (from \$105,650 or the greater of \$0.7040/\$1,000 to \$394,340 or the greater of \$0.87999/\$1,000).**
- 2. That "CVRD Bylaw No. 3573 - North Oyster Fire Protection Service Amendment Bylaw, 2011", be considered for first three readings and adoption.**

MOTION CARRIED

SR3 The Staff Report from the Manager, Regional Environmental Policy Division dated December 7, 2011 re: Climate Action Revenue Incentive Program (CARIP) Public Report was considered.

11-675 **It was moved and seconded that the Board receive the narrative summary of actions currently taking place and planned in 2012 to reduce GHG emissions within the CVRD; and the Climate Action Revenue Incentive (CARIP) Public Report for Year 2011, in fulfillment of the BC Climate Action Charter public reporting process for the 2011 period.**

MOTION CARRIED

SR4 The Staff Report from the Manager, Development Services Division, dated December 6, 2011 re: OCP Amendment Bylaw No. 3511 Zoning Amendment Bylaw No. 3498 (Bamberton Business Park, Area A), was considered.

- 11-676 It was moved and seconded:
1. That the November 9, 2011, Board Resolution No. 11-602 (17.1.4) be rescinded.
- (Amended from original Committee recommendation):*
2. That a public hearing be scheduled in January 2012, respecting OCP Amendment Bylaw No. 3511 and Zoning Amendment Bylaw No. 3498, and that the Directors from Electoral Areas A, B and C be appointed as hearing delegates in accordance with Section 891 of the *Local Government Act*.
- MOTION CARRIED
- SR5 The Report from the Chief Election Officer, dated December 6, 2011 re: Report of the Chief Election Officer for the 2011 General Local Election/Referenda, was considered.
- 11-677 It was moved and seconded that the Report of the Chief Election Officer for the 2011 General Local Election/Referenda, dated December 6, 2011, be received for information.
- MOTION CARRIED
- SR6 The Staff Report from the Manager, Community & Regional Planning dated December 2, 2011 re: Application for a grant from UBCM's Seniors Housing & Support Initiative, was considered.
- 11-678 It was moved and seconded that the Cowichan Valley Regional District's Board of Directors strongly supports the application to the Union of British Columbia Municipalities Seniors' Housing & Support Initiative for a \$20,000 grant in order to prepare a report on how to implement seniors housing on the CVRD's Cobble Hill Village property.
- MOTION CARRIED
- BYLAWS**
- B1
11-679 It was moved and seconded that "CVRD Bylaw No. 3573 - North Oyster Fire Protection Service Amendment Bylaw, 2011", be granted 1st, 2nd and 3rd reading.
- MOTION CARRIED
- B2
11-680 It was moved and seconded that "CVRD Bylaw No. 3539 - Mill Bay/Malahat Historical Society Annual Financial Contribution Service Establishment Bylaw, 2011", be adopted.
- MOTION CARRIED
- B3
11-681 It was moved and seconded that "CVRD Bylaw No. 3535 - Area E - Cowichan Station/Sahtlam/Glenora Official Community Plan Amendment Bylaw (Alderlea Farm), 2011", be adopted.
- MOTION CARRIED

B4
11-682 It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3536 - Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Alderlea Farm), 2011" be adopted.

MOTION CARRIED

RESOLUTIONS

RES1
11-683 It was moved and seconded that the following appointments to the Electoral Area B - Shawnigan Lake Advisory Planning Commission Appointments be approved:

Appointed for a Term to Expire November 30, 2012:

Cynara de Goutiere
Chris Heddeker
Dave Hutchinson
Sara Middleton
Jennifere Moross
Graham Ross-Smith
Roger Painter
Grant Treloar

MOTION CARRIED

NOTICE OF MOTION

NM1 Notice of Motion from Director Duncan
Re: South Cowichan Eco Depot

The South Cowichan Eco Depot Notice of Motion was put forward by Director Duncan for consideration at the January 11, 2012 Board meeting.

NEW BUSINESS

NB1
11-684 It was moved and seconded that the following appointments to the Electoral Area H - North Oyster/Diamond Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2012:

Mike Fall
Chris Gerrand
John Hawthorn
Alison Heikes
Jody Shupe
Janice Tukham
Gordon Wyndlow

MOTION CARRIED

NB2 Director Hutchins, Director Fraser and Director Giles dated December 14, 2011 re: South Cowichan Eco Depot.

11-685 It was moved and seconded:

1. **WHEREAS** in the South Cowichan Eco Depot Opinion Referendum, 65% of the electorate voted in opposition to locating the South Cowichan Eco Depot at 3224 Cameron Taggart Road,

THEREFORE BE IT RESOLVED that the CVRD not proceed with the construction of an Eco Depot on the CVRD-owned Cameron Taggart Road property;

And that staff be directed to report back to the Board regarding disposal of the Cameron Taggart Road property and options for providing recycling services to the South Cowichan area;

And further, that a comprehensive review of the Eco Depot process take place inclusive of site search, land acquisition and public consultation with a view toward identifying errors, omissions and best practices.

Opposed: Director Dorey

MOTION CARRIED

11-686

It was moved and seconded:

- 2. That in order to learn as much as possible regarding public perceptions of the proposed Eco Depot development, that staff be directed to commission a telephone survey of voters residing in Electoral Areas A, B and C to determine why they voted for or against the proposed Eco Depot site.**

Opposed: Directors Walker, Fraser, Giles, Iannidinardo, Duncan, Morrison, Dorey, Marcotte, Weaver, Lefebure, Lines, McGonigle, Kent Hutchins and Alternate Director Woike

MOTION DEFEATED

NB3

Director Iannidinardo dated December 14, 2011 re: Cowichan Land Trust Nature Interpretive Centre in Cowichan Bay.

11-687

It was moved and seconded that the CVRD enter into a nominal rent tenure renewable agreement for seven (7) years with the Cowichan Land Trust to construct and operate a public nature centre and a viewing platform on a portion of the lands within Hecate Park in Electoral Area D, legally described as Lot 648, Cowichan Land District; and that the Board Chair and Corporate Secretary be authorized to sign the agreement.

MOTION CARRIED

NB4

Director Walker re: Additional Service Authority for Sidewalks in Area A.

11-688

It was moved and seconded that the Regional District request a meeting with the Minister of Community, Sport and Cultural Development to discuss our March 24, 2011 request for the Additional Service authority under Section 799 of the *Local Government Act* to construct and maintain sidewalks in Electoral Area A (Mill Bay/Malahat) which has gone unresolved to this point in time.

Opposed: Directors Kent and McGonigle

MOTION CARRIED

**RESOLVING INTO
CLOSED SESSION**

**11-689
8:27 pm** **It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, Subsections (1) (a) Potential Appointments and (1) (c) Labour Relations.**

MOTION CARRIED

8:27 pm **Director Kent left the meeting at 8:27 pm.**

**RISE FROM
CLOSED SESSION**

**11-693
8:54 pm** **It was moved and seconded that the Board rise with report on CSSR2 Labour Relations and Closed Session Resolution No. 11-658 and return to the Regular portion of the meeting.**

MOTION CARRIED

11-692 **It was moved and seconded that the Board approve a rollover of the Collective Agreement with CUPE 358 with a total value increase of 2.5% for 2012 and 2.5% for 2013.**

MOTION CARRIED

11-658 **It was moved and seconded that the Board approve a rollover of the collective agreement with USW 1-1937 with a total value increase of 2.5% for 2012 and 2.5% for 2013.**

MOTION CARRIED

ADJOURNMENT

**11-694
8:55 pm** **It was moved and seconded that the Regular Board meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 8:55 pm

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

D1

Request to Appear as a Delegation

Meeting Information

Request to Address:

CVRD Board

Committee

If Committee, specify the Committee here:

Meeting Date: 01/11/2012
Meeting Time: 6:00 pm.

Applicant Information

Applicant Name: Vicki Holman

Representing: BC Forest Discovery

(Name of organization if applicable)

As: _____

(Capacity / Office)

Number Attending: 2

Applicant Contact Information

Applicant Mailing Address: 2892 Drinkwater Road

Applicant City: Duncan, BC V9L 6C2

Applicant Telephone: 250 715-1113 ext 24

Applicant Fax: 250 715-1170

Applicant Email: manager.bcfdc@shawlink.ca

Presentation Topic and Nature of Request:

10 minutes to provide a brief history of the museum, our role within the Cowichan Valley Regional District and plans for the future. This presentation is in support of our Grant in Aid application.



2012 STANDING COMMITTEES

REGIONAL SERVICES COMMITTEE:

Director J. Lefebure, Chairperson	Director P. Kent
Director L. Iannidinardo, Vice Chairperson	Director B. Lines
Director M. Dorey	Director M. Marcotte
Director L. Duncan	Director T. McGonigle
Director B. Fraser	Director I. Morrison
Director G. Giles	Director M. Walker
Director R. Hartmann	Director P. Weaver
Director R. Hutchins	

ELECTORAL AREA SERVICES COMMITTEE:

Director M. Walker, Chairperson	Director L. Iannidinardo
Director G. Giles, Vice Chairperson	Director M. Marcotte
Director M. Dorey	Director I. Morrison
Director L. Duncan	Director P. Weaver
Director B. Fraser	

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE:

Director L. Iannidinardo, Chairperson	Director M. Marcotte
Director M. Dorey, Vice Chairperson	Director T. McGonigle
Director L. Duncan	Director I. Morrison
Director B. Fraser	Director M. Walker
Director G. Giles	Director P. Weaver
Director J. Lefebure	

TRANSIT COMMITTEE:

Director I. Morrison, Chairperson	Director J. Lefebure
Director P. Kent, Vice Chairperson	Director B. Lines
Director L. Duncan	Director T. McGonigle
Director B. Fraser	Director M. Walker
Director G. Giles	Director P. Weaver
Director L. Iannidinardo	

COMMUNICATIONS COMMITTEE:

Director P. Kent, Chairperson	Director B. Lines
Director B. Fraser, Vice Chairperson	Director M. Marcotte
Director G. Giles	Director I. Morrison
Director R. Hutchins	Director M. Walker

PARKS COMMITTEE:

Director M. Dorey, Chairperson
Director G. Giles, Vice Chairperson
Director L. Duncan
Director R. Hartmann
Director L. Iannidinardo

Director J. Lefebure
Director M. Marcotte
Director I. Morrison
Director M. Walker

REGIONAL RECREATION COMMITTEE:

Director T. McGonigle, Chairperson
Director B. Fraser, Vice Chairperson
Director M. Dorey
Director G. Giles

Director L. Iannidinardo
Director J. Lefebure
Director B. Lines

TREATY ADVISORY COMMITTEE:

Director L. Duncan, Chairperson
Director P. Kent, Vice Chairperson
Director G. Giles
Director R. Hutchins

Director J. Lefebure
Director B. Lines
Director I. Morrison

HEALTH ADVISORY COMMITTEE:

Director R. Hartmann, Chairperson
Director M. Marcotte, Vice Chairperson
Director G. Giles

Director R. Hutchins
Director L. Iannidinardo
Director I. Morrison

COMMUNITY RECOGNITION COMMITTEE:

Director G. Giles, Chairperson
Director P. Weaver, Vice-Chairperson
Director M. Dorey

Director R. Hutchins
Director L. Iannidinardo

COMMUNITY SAFETY ADVISORY COMMITTEE:

Director L. Iannidinardo, Chairperson

Director B. Lines



RC2

COMMISSION APPOINTMENTS
(Appointed by Resolution of the Board)

RECOMMENDATIONS:

1. That the following appointments to the Economic Development Commission be approved:

Appointed for a Term to Expire December 31, 2013:

Director B. Fraser

Director P. Kent

(2 year term in accordance with Bylaw No. 2497)

2. That the following appointments to the Environment Commission be approved:

Appointed for a Term to Expire December 31, 2012:

Director G. Giles

Director P. Kent

Director J. Lefebure

(1 year term in accordance with Bylaw No. 2943)

3. That the following appointments to the Regional Agricultural Advisory Commission be approved:

Appointed for a Term to Expire December 31, 2014:

Director M. Marcotte

Director R. Hartmann

Director L. Duncan

Director G. Giles

Director R. Hutchins

(3 year term in accordance with Bylaw No. 3515)

NON-CVRD COMMITTEE/AUTHORITIES APPOINTMENTS
(Appointed by Resolution of the Board)

RECOMMENDATIONS:

1. That the following appointments to the Cowichan Watershed Board be approved:
Director R. Hutchins
Director J. Lefebure
Director I. Morrison
2. That the following appointment to the Cowichan Lake Community Forest Co-operative be approved:
Director I Morrison
3. That the following appointment to the Mayor's Advisory Committee on Disability Issues - City of Duncan, be approved:
Director L. Iannidinardo
4. That the following appointments to the Municipal Finance Authority be approved:
Director I. Morrison
Director R. Hutchins (*Alternate*)
5. That the following appointment to the Municipal Insurance Association of BC (MIABC) be approved:
Director M. Dorey
6. That the following appointment to the Island Coast Economic Trust (ICET) be approved:
Director G. Giles
7. That the following appointment to the Island Corridor Foundation be approved:
Director P. Kent
8. That the following appointments to the Cowichan Communities Health Network be approved:
Director G. Giles
Director R. Hutchins
Director L. Iannidinardo
9. That the following appointments as TAC representatives be approved:
Director L. Duncan
Director R. Hutchins (*Alternate*)



**COWICHAN VALLEY REGIONAL DISTRICT
2012 COMMITTEE CALENDAR**

Legend:

Board Meeting

Electoral Area Services Committee (EASC)

Transit Committee (TC)

Regional Services Committee (RSC)

Engineering & Environmental Services Committee (E&ESC)

Parks Committee (PC)

<p>January 11 Board Meeting 6 pm</p> <p>January 17 EASC 3 pm</p> <p>January 25 E&ESC 3:30 pm</p> <p>January 25 RSC 6 pm</p>	<p>May 1 EASC 3 pm</p> <p>May 9 PC 3:30 pm</p> <p>May 9 Board Meeting 6 pm</p> <p>May 15 EASC 3 pm</p> <p>May 23 E&ESC 3:30 pm</p> <p>May 23 RSC 6 pm</p>	<p>September 4 EASC 3 pm</p> <p>September 12 PC 3:30 pm</p> <p>September 12 Board Meeting 6 pm</p> <p>September 18 EASC 3 pm</p>
<p>February 7 EASC 3 pm</p> <p>February 8 TC 3:30 pm</p> <p>February 8 Board Meeting 6 pm</p> <p>February 21 EASC 3 pm</p> <p>February 22 E&ESC 3:30 pm</p> <p>February 22 RSC 6 pm</p>	<p>June 5 EASC 3 pm</p> <p>June 13 TC 3:30 pm</p> <p>June 13 Board Meeting 6 pm</p> <p>June 19 EASC 3 pm</p> <p>June 27 E&ESC 3:30 pm</p> <p>June 27 RSC 6 pm</p>	<p>October 2 EASC 3 pm</p> <p>October 10 TC 3:30 pm</p> <p>October 10 Board Meeting 6 pm</p> <p>October 16 EASC 3 pm</p> <p>October 24 E&ESC 3:30 pm</p> <p>October 24 RSC 6 pm</p>
<p>March 6 EASC 3 pm</p> <p>March 14 PC 3:30 pm</p> <p>March 14 Board Meeting 6 pm</p> <p>March 20 EASC 3 pm</p> <p>March 28 E&ESC 3:30 pm</p> <p>March 28.....RSC 6 pm</p>	<p>July 3 EASC 3 pm</p> <p>July 11 PC 3:30 pm</p> <p>July 11 Board Meeting 6 pm</p> <p>July 25 E&ESC 3:30 pm</p> <p>July 25 RSC 6 pm</p> <p>July 31 EASC 3 pm</p>	<p>November 6 EASC 3 pm</p> <p>November 14 PC 3:30 pm</p> <p>November 14 Board Meeting 6 pm</p> <p>November 20 EASC 3 pm</p> <p>November 28 E&ESC 3:30 pm</p> <p>November 28 RSC 6 pm</p>
<p>April 3 EASC 3 pm</p> <p>April 11 TC 3:30 pm</p> <p>April 11 Board Meeting 6 pm</p> <p>April 17 EASC 3 pm</p> <p>April 25 E&ESC 3:30 pm</p> <p>April 25 RSC 6 pm</p>	<p>August 1 TC 3:30 pm</p> <p>August 1 Board Meeting 6 pm</p>	<p>December 4 EASC 3 pm</p> <p>December 12 Board Meeting 6 pm</p>

Rosa/board/2012 DRAFT meeting schedule Jan 11 2012 Board No.3



CR1

COWICHAN LAKE RECREATION COMMISSION REPORT

OF MEETING HELD DECEMBER 15, 2011

DATE: December 15, 2011

To: Chair and Directors of the Cowichan Valley Regional District Board

Your Cowichan Lake Recreation Commission reports and recommends as follows:

1. That the CVRD Board approve the application for Canada Day Funding through Celebrate Canada; and further that the Chair and Corporate Secretary be authorized to enter into the funding agreement on behalf of the CVRD.



STAFF REPORT

REGULAR BOARD MEETING
OF JANUARY 11, 2012

DATE: December 6, 2011 BYLAW No.: 3537
FROM: Kathleen Harrison, Legislative Services Coordinator, Corporate Services
SUBJECT: Bylaw No. 3537 – Shawnigan Creek Cleanout and Drainage Service Notice of Alternative Approval and Elector Response Form.

Recommendations/Action:

That the attached *Notice of Alternative Approval Process and Elector Response Form* for CVRD Bylaw No. 3537, be approved.

Relation to the Corporate Strategic Plan:

Establishment of the Shawnigan Creek Cleanout and Drainage Service is consistent with the Corporate Strategic Plan's goals and objectives for reliable essential services.

Financial Impact: (Reviewed by Finance Division: *Senf*)

The annual cost of providing the service is to be recovered through property value taxes to be requisitioned and collected on the basis of the net taxable value of land and improvements within the three areas identified as the Shawnigan Lake waterfront properties, the Shawnigan Lake North Water System and the Shawnigan Village Water System within a portion of Electoral Area B – Shawnigan Lake. The maximum that may be requisitioned annually in support of this service will be approximately \$18,000 or \$0.022995/\$1,000 of net taxable land and improvements. The average costs to property owners within the proposed service area with residential property assessed at \$100,000 would be \$2.29 annually.

Background:

Bylaw No. 3537 was granted third reading by the Board of Directors at its meeting held August 3, 2011 and forwarded to the Inspector of Municipalities for approval. Provincial approval was received in late November. The Board may now proceed with obtaining elector consent through an alternative approval process however, Engineering and Environmental Services Staff have requested that the AAP not be launched until after the Christmas Season. Pursuant to Section 801.3 of the *Local Government Act* and Section 86 of the *Community Charter*, the Board must set the deadline for receiving elector responses. The attached *Notices of Alternative Approval Process and Elector Response Forms* set the deadline for responses for Bylaw No. 3537 at 4:30 pm, Monday, February 20, 2012.

Submitted by,

[Signature]
Kathleen Harrison
Legislative Services Coordinator
Corporate Services Department

Reviewed by:
Division Manager: *[Signature]*
Approved by:
General Manager: *[Signature]*



ELECTOR RESPONSE FORM
BYLAW NO. 3537

The Cowichan Valley Regional District is proposing to adopt "CVRD Bylaw No. 3537 – Shawnigan Creek Cleanout and Drainage Service Establishment Bylaw, 2011", which authorizes the Regional District to operate and maintain a cleanout service within a portion of Electoral Area B – Shawnigan Lake. If you are opposed to the adoption of this bylaw, you may indicate your opposition by signing and returning this Elector Response Form to the Regional District office by 4:30 pm, Monday, February 20, 2012. Only those persons who live or own property within the Shawnigan Creek Cleanout and Drainage Service Area and meet the following qualifications are eligible to submit an Elector Response Form.

I hereby certify that:

- I am a Canadian citizen;
I am an individual who is age 18 or older;
I have been a resident of British Columbia for at least the past six months;
I have been a resident of the Shawnigan Creek Cleanout and Drainage Service Area for the past 30 days or I am entitled to register as a non-resident property elector;
I am not disqualified by the Local Government Act, or any other enactment, from voting in an election or am not otherwise disqualified by law.

I understand and acknowledge that I may not sign an Elector Response Form more than once in relation to this alternative approval process.

NAME OF ELECTOR: _____ (Please Print Full Name)

ELECTOR STREET ADDRESS: _____

OR

(non-resident property electors only) _____ (property address)

Address of property in relation to which I am entitled to register as a non-resident property elector. _____

(contact telephone number including area code)

SIGNATURE OF ELECTOR: _____

NOTE: The Elector Response Form must be returned to the Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC, V9L 1N8 on or before 4:30 pm, Monday, February 20, 2012. Regular office hours are 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays.

Section 86(6) of the Community Charter requires all electors to submit their response on the form established by the CVRD, or an accurate copy of that form. If this form is altered in any way, including by writing or printing on the back of it, it must and will be rejected by the CVRD.



STAFF REPORT

COWICHAN VALLEY REGIONAL DISTRICT BOARD MEETING
OF JANUARY 11, 2012

DATE: December 21, 2011 FILE NO:
 FROM: Linda Blatchford, Manager, Cowichan Lake Recreation Division
 SUBJECT: Community Access Program Agreement

Recommendation/Action: That the CVRD Board approve the Cowichan Lake Recreation Commission's request to enter into a new agreement with Victoria Free-Net Association for funding and operation of the CAP Internet access site at the Youbou Community Hall; and that the Chair and Corporate Secretary be authorized to enter into the funding agreement on behalf of the CVRD.

Relation to the Corporate Strategic Plan:

- Provide exceptional recreation, cultural and park services
- Achieve excellence through community partnerships

Financial Impact: (Reviewed by Finance Division: *[Signature]*). Once the new agreement is signed and forwarded to the Victoria Free-Net Association, Cowichan Lake Recreation will be eligible to receive \$3708 in funding from Industry Canada for the period April 1, 2011 to March 31, 2012. These funds go toward the cost of offering this service to the public and have been included as a source of revenue in the 2012 budget.

Background:

Cowichan Lake Recreation and previously, Youbou Parks and Recreation, have operated a Computer Access Site in the Youbou Hall for a number of years now. There are two computers there for use by members of the public. These computer stations are created through the use of recycled equipment and are maintained by the CVRD IT Department. To date, we have received yearly funding to assist with the operation of this site. Minimal user fees are also collected. Because of Christmas break, staff polled the Cowichan Lake Recreation Commission to see if they are in agreement with the recommendation stated above. The majority of Commission members have returned an e-mail stating that they are in agreement.

<p>Reviewed by: Division Manager: <i>[Signature: Linda Blatchford]</i></p> <p>Approved by: General Manager: <i>[Signature]</i></p>
--



STAFF REPORT

REGULAR BOARD MEETING
OF JANUARY 17, 2012

DATE: January 11, 2012 FILE NO: 1-E-10 RS
FROM: Rachelle Rondeau, Planner I BYLAW No: 3551 and 3552
SUBJECT: 1-E-10 RS Urban Edge Properties - UPDATE

Recommendation/Action:

For information only.

Relation to the Corporate Strategic Plan: N/A

Financial Impact: *(Reviewed by Finance Division: N/A)*

Background:

The applicant has applied to rezone the property from P-1 (Parks and Institutional) to a new CD-1 (Integrated Community Comprehensive Development) Zone, which would allow 23 residential units and small scale commercial/light industrial uses. A public hearing for amendment Bylaw No. 3551 and 3552 was held on November 16, 2011, and the minutes are included in the Board agenda.

One outstanding issue is that the property is allocated four sewer units from the Eagle Heights Sewer Service Area resulting from its previous institutional use (care facility). However, one of the main buildings has been converted to a multi-family residential building, and total discharge from the existing development is equivalent to nine sewer units. Therefore, the property is deficient by five sewer units.

The CVRD Engineering and Environmental Services Department has advised that there is capacity for the existing and proposed development. However, to bring this property into compliance based on the current level of development on the property, the applicant must purchase five sewer units. Future development will also require sewer units and these will be purchased at the time of development.

The City of Duncan has advised that the Fire Department requires a new fire hydrant be placed on the subject property at an agreed location to provide fire protection.

Amendment Bylaws No. 3551 and 3552 are on the Board agenda for third reading, and if granted, the CVRD Board has the option of setting conditions of approval. Park dedication is being provided for a trail. For reference, such a motion could read as follows:

"That prior to final adoption of Bylaws No. 3551 and 3552:

- a) Five sewer connections be purchased in order to resolve the issue of existing development on the property exceeding the number of allocated sewer units;*
- b) That proof of adequate water supply for firefighting be provided by a Fire Protection Engineer prior to the issuance of any permits for further development of the site; and*
- c) Registration of a restrictive covenant to secure the park dedication;*

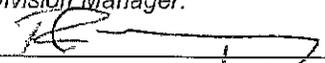
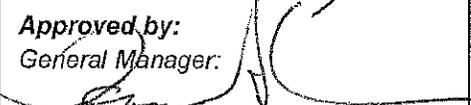
and that this occur by January 11, 2013."

Submitted by,



Rachelle Rondeau
Planner I
Development Services Division
Planning and Development Department

RR/ca

Reviewed by: Division Manager: 
Approved by: General Manager: 



STAFF REPORT
CVRD BOARD MEETING
OF JANUARY 11, 2012

DATE: January 9, 2012 FILE NO: 5340-30-LES/09
5600-30-LEW/09
FROM: Jeralyn Jackson, ASCT., PMP, Capital Projects
SUBJECT: Lambourn Estates Water and Sewer Service Areas Amendment Request

Recommendation:

That it be recommended to the Board:

1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Lambourn Estates sewer and water service areas be received.
2. That CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008, and CVRD Bylaw No. 3034 – Lambourn Estates Water System Service Establishment Bylaw, 2008, be amended to include "PID 001-098-241, Lot 3, Section 4, Range 6, Plan 32129, Cowichan District".
3. That the amended bylaws be forwarded to the Board for consideration of 3 readings.
4. That the amendment bylaws not be considered for adoption until the following conditions have been met:
 1. A covenant be registered on title of this property, addressing CVRD Planning concerns.
 2. A Lambourn Estates Sewer and Water Servicing Agreement be executed by the Developer and the CVRD.
 3. That the Developer pay the Lambourn Estates Water System connection fee of \$4,000 per lot.

Relation to the Corporate Strategic Plan: Provides a reliable essential service.

Financial Impact: (Reviewed by Finance Division: Senf)

New users brought into the service area, will generate the following additional user fees:

	<u>User Fee</u>	<u>Parcel Tax</u>
Water System:	\$270.00;	\$277.00
Sewer System:	\$350.00	\$200.00

thereby improving the financial stability of this system.

Background:

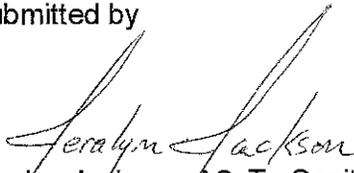
The CVRD has just completed an approximate \$2 million upgrade to the Lambourn Estates sewer and water systems, including an extension of the Lambourn Sewer System outfall with funds provided by developers, Federal Gas Tax and borrowing through MFA funding. These upgrades have provided a Class A effluent wastewater treatment plant and a water treatment plant with Greensand filtration and flow proportional chlorination. The upgrades did not include extension of the sewermain along Lanes Road to include 24 residences that had been excluded from the original sewer system, but the owners had expressed interest in inclusion in the sewer service area at the time of CVRD takeover in September 2008.

The CVRD has received an estimate of \$240,000 to provide sewer service to the 24 residents. The CVRD has been working with a group of five developers that will construct the sewer system to the 24 residents in exchange for inclusion in the Lambourn Estates sewer and water service areas and provision of sewer and water service to a proposed 27 new lots. An open house was held in October, 2010, to determine if the area residents were in favour of this expansion project and 79% of the attendees voted 'yes' to these developments. This is a very favourable opportunity for the CVRD to provide sewer service at no cost to the area residents.

One of the five developers, Nick Faber, has submitted his application to the Ministry of Transportation and Infrastructure (MOTI) but requires CVRD Board approval for inclusion of his development property into the Lambourn Estates sewer and water service areas in order to obtain preliminary lot approval (PLA) from the MOTI. Mr. Faber's development represents 15 of the proposed 27 new lots to be added to the service area. The four other developers are just completing preliminary requirements and hope to bring their completed petitions for inclusion in the service areas to the next Engineering and Environment Committee meeting. Mr. Faber's development is being considered ahead of the other developers, as he is ready to obtain his PLA, the sewermain design is complete and the CVRD is ready to issue tender documents. Mr. Faber has committed to funding all construction costs if the other developers cannot or do not wish to proceed with development of their properties.

A valid Certificate of Sufficiency and site plan are attached for information.

Submitted by



Jeralyn Jackson, AScT., Capital Projects,
Engineering & Environmental Services

JHJ:jlb

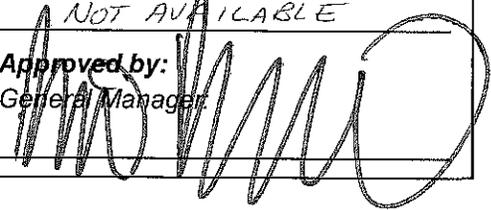
Reviewed by:

Division Manager:

NOT AVAILABLE

Approved by:

General Manager



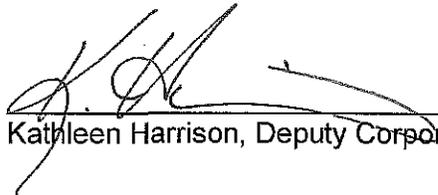


CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Lambourn Estates Sewer System Service Area* within a portion of Electoral Area D – Cowichan Bay is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia)
this 11th day of January, 2012)

)
)
)



Kathleen Harrison, Deputy Corporate Secretary

Lambourn Estates Sewer System Service Area

Total Number of Parcels requesting inclusion in Service Area:	1
Net Taxable Value of All Land and Improvements of Parcels requesting inclusion in the Service Area:	\$297,000
Number of Petitions received:	1
Net Taxable Value of Petitions received (Land and Improvements):	\$297,000

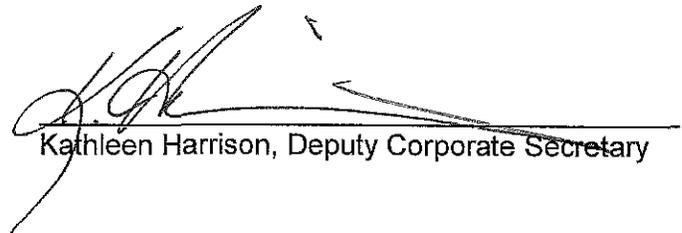


CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Lambourn Estates Water System Service Area* within a portion of Electoral Area D – Cowichan Bay is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia)
this 11th day of January, 2012)

)
)
)



Kathleen Harrison, Deputy Corporate Secretary

Lambourn Estates Water System Service Area

Total Number of Parcels requesting inclusion in Service Area:	1
Net Taxable Value of All Land and Improvements of Parcels requesting inclusion in the Service Area:	\$297,000
Number of Petitions received:	1
Net Taxable Value of Petitions received (Land and Improvements):	\$297,000

**Cowichan
Valley
Regional
District**

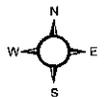
This map is compiled from various sources for internal use and is designed for reference purposes only.

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.

Printed: December 2, 2011



Scale: 1:4,773



LAMBOURNE ESTATES WATER-SYSTEM SERVICE ESTABLISHMENT



C·V·R·D

PUBLIC HEARING REPORT
Bylaws No. 3551 and 3552

Following is a summary of the proceedings of the Public Hearing for Official Community Plan Amendment Bylaw No. 3551 and Zoning Amendment Bylaw No. 3552 (Urban Edge Properties Ltd.), applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora, held on Wednesday, November 16, 2011, at the Eagles Hall, 2965 Jacob Road, Duncan, B.C. at 7:09 p.m.

HEARING DELEGATES

Director L. Duncan, Electoral Area E – Cowichan Station/Sahtlam/Glenora, Chairperson
Director M. Dorey, Electoral Area G – Saltair/Gulf Islands
Director L. Iannidinardo, Electoral Area D – Cowichan Bay

CVRD STAFF PRESENT

Ms. R. Rondeau, Planner I, Planning & Development Department
Mr. R. Conway, Manager, Planning & Development Department
Ms. J. Hughes, Recording Secretary, Planning & Development Department

Members of the Public:
There were 8 members of the public present.

CALL TO ORDER

Director L. Duncan chaired the Hearing and called the meeting to order. The Chairperson introduced the Hearing Delegates and CVRD staff present.

PROCEDURES

Ms. Rondeau explained the requirements under Section 890 of the *Local Government Act*. She advised that notice of the Public Hearing was advertised in two consecutive issues of the *Citizen* (Wednesday, November 9, 2011 and Friday, November 11, 2011) and *Leader Pictorial* (Wednesday, November 9, 2011 and Friday, November 11, 2011) and letters had also been sent to adjacent owners and occupiers of the property as required by the *Local Government Act*.

Official Community Plan Amendment Bylaw No. 3551 proposes to amend Electoral Area E – Cowichan Station/Sahtlam/Glenora Official Community Plan Bylaw No. 1490 in order to re-designate Lot 6, Section 13, Range 6, Quamichan District, Plan 7797 (the “subject property”) from Urban Residential to a new Integrated Community Comprehensive Development Designation, and include it within the Koksilah Development Permit Area. This designation is intended to permit comprehensive development consisting of residential, small-scale commercial and light industrial, business, and institutional uses on the property. Inclusion within the existing Koksilah Development Permit Area will provide design guidelines and landscaping requirements for the development.

Zoning Amendment Bylaw No. 3552 proposes to amend Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Bylaw No. 1840 by rezoning the subject property from Parks and Institutional (P-1) to a new Integrated Community Comprehensive Development Zone (CD-1 Zone). This Zone will allow a variety of Accommodation/Institutional and Business Park uses, as well as Residential uses including single family and multi-family development. This Bylaw amendment will also create new definitions for “custom

workshop, *“guest lodge”*, *“historical centre”*, *“office”* and *“training centre”* within the Electoral Area E Zoning Bylaw No. 1840.

The purpose of Amendment Bylaws 3551 and 3552 is to allow mixed uses on the property consisting of small-scale commercial/light industrial businesses, accommodation and institutional uses, and 23 single family and multi-family residences. Dedication of a trail along the north and west sides of the property is also proposed.

Ms. Rondeau stated that no correspondence had been received at the CVRD office from the date the advertising was placed within the local newspapers to the close of the CVRD office today, November 16, 2011, at 4:30 p.m.

Ms. Rondeau further added:

- Subject property is located at 5241 Koksilah Road and is owned by David Coulson.
- Property is approximately 1 hectare or 2.5 acres in size and is zoned P-1 (Parks and Institutional) and it is zoned P-1 as it used to operate as a care facility.
- The properties on the east are generally zoned I-1 (Light Industrial) and to the north and west are zoned R-3 (Urban Residential). The property directly south is zoned RM-2 (Medium Density Multi-Family Residential).
- The existing zoning permits a variety of civic and institutional uses and the proposed amendment bylaws would allow different uses than what is currently permitted and include single and multi-family residential, home occupations, and small scale commercial and light industrial uses. The bylaw identifies which portion of the property can be used for each type of use.
- As part of this application, a trail corridor will be dedicated to the CVRD on the north, west and part of the east sides of the property which connects residential areas to Boal Road.
- Copies of the proposed Amendment Bylaws are available at the back table for the public to view.

Correspondence

The following item was received and is attached to the Minutes as an Exhibit:
1) Letter dated November 16, 2011, from M. Irene Evans (EXHIBIT 1).

Location of the File

Director Duncan advised that the Information Binder was available for review on the side table, copies of the proposed Amendment Bylaws were located on the back table along with copies of the maps and advised that any letters or submissions which were to be included as part of the Public Hearing record must be received at the front table prior to the close of the Public Hearing.

APPLICANT, Urban Edge Properties

David Coulson stated the following with regard to Rezoning Application No. 1-E-10RS:

- Mr. Coulson introduced his Wife, Ulla, who was also present at the Public Hearing and stated their proposed development is called Urban Edge Properties.
- They first got involved with the property when they were looking for a home for his business, David Coulson Design, and they found the subject property which has been virtually unscathed by any industrious uses in the past and it had his love for heritage developments with the old McLay historic house on site.
- Some second growth cedar trees border the urban property along Koksilah

- Road and then the property falls and flattens out towards the industrial park.
- The site has odd zoning and presently the property abuts the industrial park.
 - He is a design builder and knows the potential the property has and he cannot see any high-end development/housing development in the area.
 - Does not want to see a whole line of townhouses on the site as that could turn into lower income housing.
 - Wants to see a development like you would find in Europe with a lower footprint and mixed uses on-site.
 - Property is close to highway infrastructure, schools and it is a great template for ways of using a fringe property which is located close to all the local amenities.
 - Beautiful greenspace on the property which will be retained and they are planning a community garden for everyone living on the site. They have already developed three large community gardens on the site.
 - His wife has organic landscaping talents and on the site they are going to be incorporating water management, preserving natural native species removing invasive species and composting.
 - Gardens are working very well and over 50 percent of their current tenants are active in their individual gardens as it gets them involved and creates a neighbourly concept.
 - Hoping they can import some alternative energy components like solar hot water to help retain the energy use on the site.
 - There is also a recycling centre on site.
 - He tries to reclaim quality materials from other projects and tries to put that into the housing development.
 - Wants to have an affordable housing component, unique development with orchards and gardens on site.
 - Have a communal area on site where children's parties have been held.
 - Rezoning is required so he can continue with the proposed development.
 - The property is legal non conforming and was used in the past as a care facility for about 15-20 years before it shut down. Left on site were many buildings that people moved into over the last 20 years and they are requiring a lot of upgrading to make it safe for everyone living in them.
 - Rezoning will allow them to continue the housing and also add a few more components within the development.
 - One of those additional components is the small 500 sq. ft. cabins on the Koksilah Road side of the old McClay house.
 - McClay house has rumoured history of being a hunting lodge which goes back to the early 1900's and it is his architectural idea to build five self contained little homes amongst the cedar trees in the woods to give it that look and feel of an old hunting lodge.
 - Higher density housing will be located on the middle of the site.
 - Wants to reclaim, reuse and recycle as much on site as possible;
 - Adjacent east side along Boal Road will have a small warehouse building approximately 1,000-1,500 sq. ft. maximum. They already have some tenants living on their site that can bike and walk to their work within the industrial park which they feel provides a good living and working environment for them.
 - Want to see small scale industrial uses also on the site.
 - They are growing grapes on site with arbours and are upgrading the units on a monthly basis.
 - Colour schemes will be used on site to complement heritage schemes to the existing house, as well as using tiles, recycled sidewalks and planting

ferns on the site.

- Has started talks with the City of Duncan to possibly tie the lower and upper water systems on the property to provide a connection through the property.
- Also going to put a walking path (3 m) along the north boundary of the property and along Koksilah Road so there is still pedestrian access through the property.

QUESTION PERIOD

Director Duncan opened the public question period of the Public Hearing. He stated that the Public Hearing Delegates and staff members could answer questions at this time, and that after the close of the Question Period and the opening of the official Public Hearing there could be no questions taken.

**Dave Whittome,
5260 Koksilah Road**

- Uses the walking path on site and asked what is the proposed timeline of the project?

David Coulson

- Possibly a 5-10 year development timeframe.
- Already working with the CVRD Building Department to upgrade the existing buildings.
- There are some commercial sprinklers in the old building as it was used as a care facility at one time and they are retaining that.
- Have 11 tenants on site at the present time and will likely max out at 23 residential units plus the four commercial.
- Development will come in phases with the five new cabins being new construction, a loft-style living complex and then the individual commercial tenancies.
- Will likely do a commercial section first and then possibly sublet it out.
- Has worked with his neighbours Jurgen, JS Plumbing, and Dean Woods, Active Disposal, to beautify the area.

**Director
Iannidinardo**

- Very impressed with the proposed development and wants to see more developers with creativity coming forward rather than what she has seen over the past couple of years.

Director Duncan

- Asked for further questions from the public present with regard to Amendment Bylaws No. 3551 and 3552.

**Lynn Daniels,
Koksilah Road**

- What is the purpose of the proposed cabins?

David Coulson

- Single family housing units possibly for one individual like a VIU student or a senior person.
- Will be self contained units with comfortable living space.
- By retaining a small footprint they can retain the cedar trees in the forest canopy on site.

Rachelle Rondeau

- The proposed cabins will be 50 sq. m. or approximately 600 sq. ft. in size.

David Coulson

- Cabins will face the site not the road.
- He would like to possibly build a wall along the Koksilah Road side to help soundproof the site.
- Hopes to also use recycled soils for that possible landscape berm as that will help with the noise generated from Koksilah Road.

Director Duncan

- In and out access to the property presently is off Koksilah Road and

advised that will be closed and the new access on and off the site will be off Boal Road.

David Coulson ➤ It is in their best interest to close the access for safety purposes off Koksilah Road and have it off Boal Road where it is flatter and safer.

Director Duncan Asked for further questions from the public present three times regarding Official Community Plan Amendment Bylaw No. 3551 and Zoning Amendment Bylaw No. 3552.

**PUBLIC
COMMENTS**

The Public Hearing was then opened to those members of the public present who deemed themselves affected by the proposed Amendment Bylaws. Chair Duncan reminded the public that the Information Binder was available for review located on the side table and copies of the proposed Amendment Bylaws were located on the back table, and that all submissions must be received at the head table prior to the close of the Public Hearing.

Dean Woods

- Owns Active Disposal and is a neighbour to Mr. Coulson on Boal Road.
- Having Mr. Coulson as a neighbour is a breath of fresh air as he has made everyone clean-up their properties along Boal Road.
- Crime rate in the area has gone down due to the quality of people now living in the area.
- Likes the proposed development.
- Likes what is being proposed within the commercial aspect along the border of his property as his business does make noise.

**Susan Whittome,
5260 Koksilah Road**

- Pleased to hear about the proposal at the meeting and is glad to find out something positive is happening on that site and will be excited to see it unfold.
- Consideration has been given to coordinate the property to serve itself and not disrupt the neighbourhood.
- She is also an artist and believes in reclaiming materials.
- Excited to see what is proposed for on that site.

Irene Evans ➤ Wonderful visioning project which will generate employment and supports the proposed trail on the site.

ADJOURNMENT

Chairperson Duncan asked for public comments or submissions three times from the public present regarding Official Community Plan Amendment Bylaw No. 3551 and Zoning Amendment Bylaw No. 3552.

Chairperson Duncan declared the Public Hearing closed at 7:47 p.m.

CERTIFICATION:

We attended the Public Hearing on Wednesday, November 16, 2011, and hereby certify that this is a fair and accurate report of the Public Hearing.


Director L. Duncan

Date Dec 21, 2011

Director M. Dorey

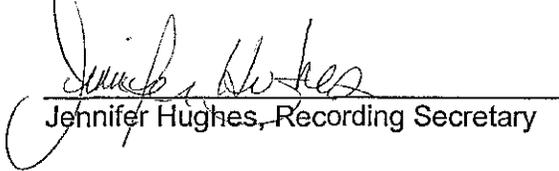
Date _____


Director L. Iannidinardo

Date Dec 23, 2011


Rachelle Rondeau, Planner I

Date Dec 21 2011


Jennifer Hughes, Recording Secretary

Date Dec 21, 2011



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3573

A Bylaw to Amend the North Oyster Local Service (Fire Protection) Area Establishment Bylaw No. 1689

WHEREAS the Board of the Cowichan Valley Regional District established a Fire Protection Service known as the *North Oyster Local Service (Fire Protection) Area* by Bylaw No. 1689, cited as "CVRD – North Oyster Local Service (Fire Protection) Area Establishment Bylaw No. 21, 1995", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 1689 by increasing the maximum annual requisition limit from \$105,650 or the greater yield of \$0.7040/\$1,000 to \$394,340 or the greater yield of \$0.87999/\$1,000 of assessed value of land and improvements for residential property;

AND WHEREAS the Director for Electoral Area H – North Oyster/Diamond has consented, in writing, to the adoption of this bylaw;

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

1. CITATION

This bylaw may be cited as "CVRD Bylaw No. 3573 – North Oyster Fire Protection Service Amendment Bylaw, 2011".

2. AMENDMENT

That CVRD Bylaw No. 1689 be amended by deleting the tax rate figure of "\$0.7040/\$1,000.00"; and maximum requisition limit figure of "\$105,650.00" in Section 7.1 of the bylaw and replacing them with the figures "\$0.87999/\$1,000" and "(394,340)" respectively.

READ A FIRST TIME this 14th day of December , 2011.

READ A SECOND TIME this 14th day of December , 2011.

READ A THIRD TIME this 14th day of December , 2011.

ADOPTED this _____ day of _____ , 2012.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3576

A Bylaw to Amend the Boundaries of the Eagle Heights Fire Protection Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the Eagle Heights Fire Protection Service Area under the provisions of Bylaw No. 1965, cited as "CVRD Bylaw No. 1965 – Eagle Heights Fire Protection Service Establishment Bylaw, 1999", as amended;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following property:

- PID 028-237-765, Lot 1, Section 13, Range 7, Quamichan Land District, Plan 88052;

AND WHEREAS the owner of the above noted property has petitioned the Regional District to have their property included in the service area;

AND WHEREAS the Directors of Electoral Areas D – Cowichan Bay and E – Cowichan Station/ Sahtlam/Glenora have consented, in writing, to the adoption of this bylaw;

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

1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3576 – Eagle Heights Fire Protection Service Amendment Bylaw, 2012".

2. AMENDMENT

That Bylaw No. 1965 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

READ A FIRST TIME this _____ day of _____, 2012.

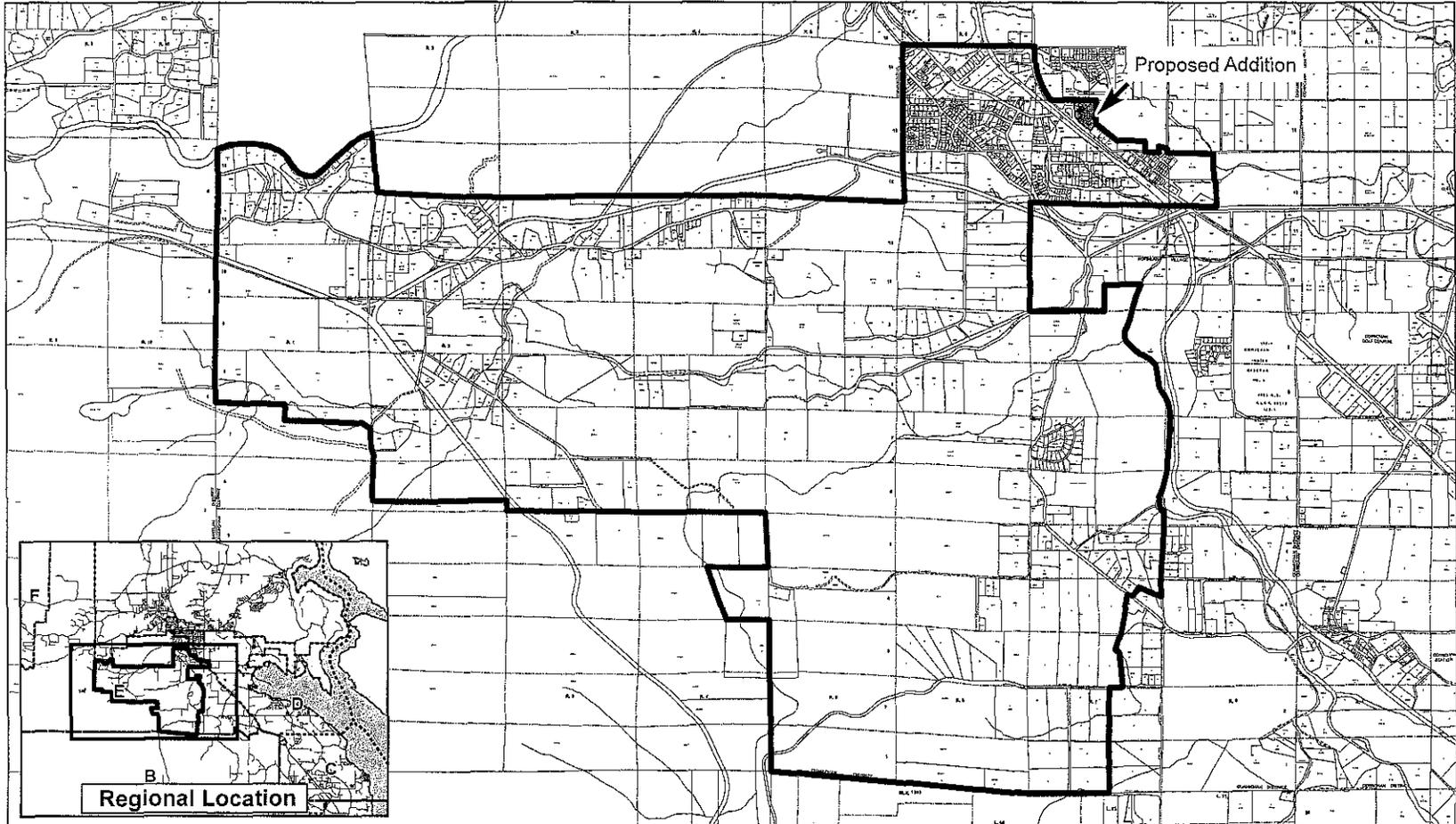
READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

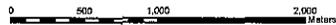
ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



Schedule A to CVRD Bylaw No. 1965 – Eagle Heights Fire Protection Service Establishment Bylaw, 1999.
As Amended by Bylaw No. 3576.



Adopted _____, 2012.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3551

**A Bylaw for the Purpose of Amending Official Community Plan Bylaw
No. 1490, 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 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 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. 1490;

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. 3551 - Area E – Cowichan Station/Sahtlam/Glenora Official Community Plan Amendment Bylaw (Urban Edge Properties Ltd.), 2011**".

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 12th day of October, 2011.

READ A SECOND TIME this 12th day of October, 2011.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE "A"

To CVRD Bylaw No. 3551

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

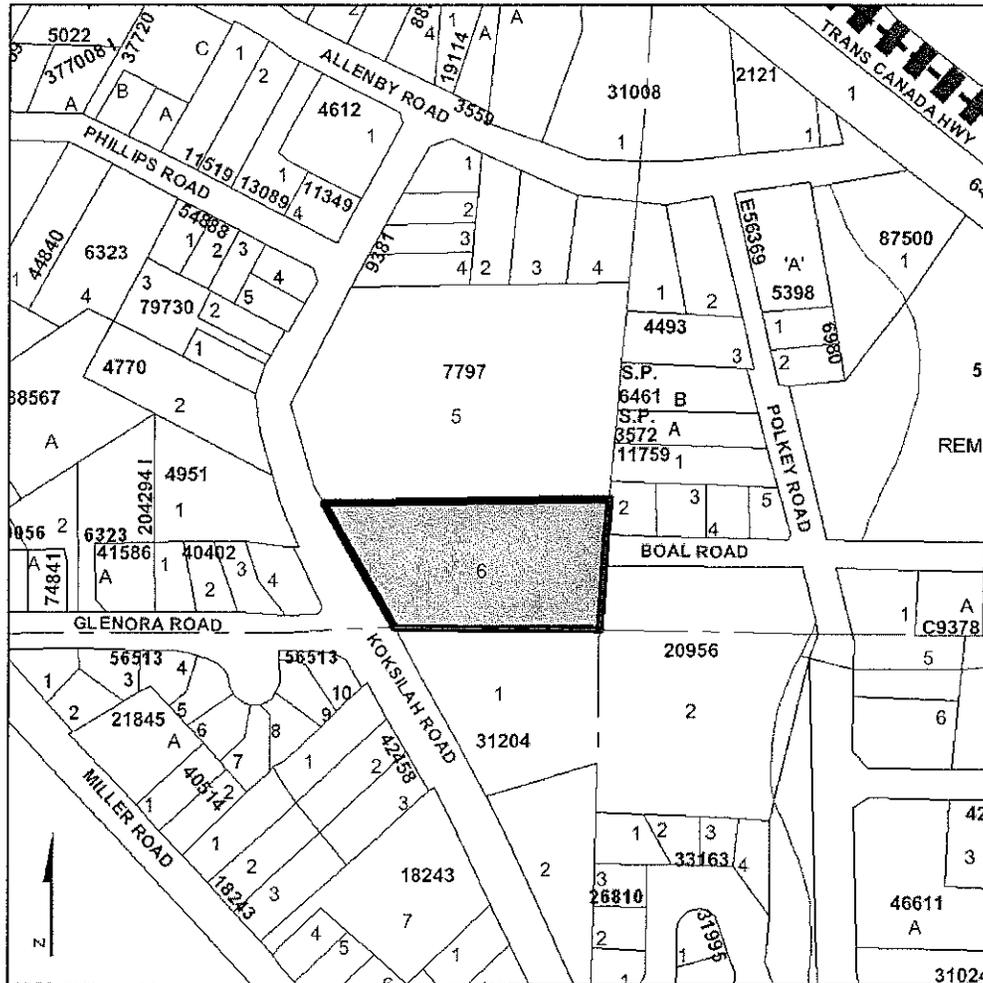
1. That Lot 6, Section 13, Range 6, Quamichan District, Plan 7797, as shown outlined in a solid black line on Plan number Z-3551 attached hereto and forming Schedule B of this bylaw, be
 - a) re-designated from Urban Residential to Integrated Community Comprehensive Development
 - b) be designated within the Koksilah Development Permit Areaand, that Schedule B to Official Community Plan Bylaw No. 1490 be amended accordingly.
2. That heading Part 9.0 – Paldi Comprehensive Development Designation be amended to read “Comprehensive Development Designation”, and that the paragraph under this heading be relocated under Section 9.1 Policies – Paldi Comprehensive Development Designation.
3. That the following Section 9.2 - Integrated Community Comprehensive Development be inserted following Section 9.1.

Section 9.2 – Integrated Community Comprehensive Development

- Policy 9.2.1 The Integrated Community Comprehensive Development designation is intended to accommodate comprehensive development consisting of residential, small-scale commercial, business and institutional uses. This designation promotes economic development opportunities for residents by providing employment in close proximity to residences, and by permitting residential uses near the Koksilah Industrial Park.
- Policy 9.2.2 A central theme for properties designated as Integrated Community Comprehensive Development will be environmental and social sustainability. The development provides high-quality affordable housing increasing the rental housing pool, and mixed uses and a range of housing types will support a socially diverse community.
- Policy 9.2.3 Residential development within the Integrated Community Comprehensive Development designation will support affordable housing by providing a variety of housing choices including single family, two family and multi-family units. Limitations on the size of the units will ensure that they maintain a modest footprint and blend in with the natural environment of the site and adjacent residential uses.

- Policy 9.2.4 On-site rainwater management techniques, protection of riparian areas and retention of mature trees will preserve the natural hydrology of the site and reduce the environmental impact associated with new development.
- Policy 9.2.5 New development will employ green building techniques and will strive to meet LEED and/or BuiltGreen rating systems.
- Policy 9.2.6 All lands within the Integrated Community Comprehensive Development designation shall be included within a development permit area.
- Policy 9.2.7 Residential density shall not exceed 23 units per hectare.
- Policy 9.2.8 The location and distribution of permitted uses within the Integrated Community Comprehensive Development designation will be identified within the implementing zoning bylaw. Uses considered suitable within the Integrated Community Comprehensive Development designation include home-based businesses, small-scale commercial and institutional uses, custom workshops as well as limited food processing.
- Policy 9.2.9 Sites within the Integrated Community Comprehensive Development designation shall be designed and developed to comply with the following objectives:
- a) minimize impacts on adjacent residential 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 rainwater management, energy efficient building design, and water consumption reduction measures.
- Policy 9.2.10 In order to provide safe pedestrian and cycling linkages and improve opportunities for active transportation such as walking and cycling, dedication of land for trails will be required connecting this development with the Koksilah Industrial Park and the surrounding residential area.
- Policy 9.2.11 This designation provides opportunities for residents to live and work within the same area. As a result, parking requirements may be lower than for a conventional residential or commercial development. In order to maintain the unique character of the development, consideration shall be given to varying parking requirements provided that adequate parking is shown.

**SCHEDULE "B" TO PLAN AMENDMENT BYLAW NO.
OF THE COWICHAN VALLEY REGIONAL DISTRICT**



THE AREA OUTLINED IN A SOLID BLACK LINE IS REDESIGNATED FROM

Urban Residential TO
Integrated Community Comprehensive Development

AND IS DESIGNATED in the Koksilah Development Permit Area

APPLICABLE TO ELECTORAL AREA E



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3552

**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 "**CVRD Bylaw No. 3552 - Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Urban Edge Properties Ltd.), 2011**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 1840, as amended from time to time, is hereby amended in the following manner:

a) Section 3.1 – Definitions is amended by inserting the following definitions:

Custom workshop means a workshop where the production, sales and servicing of specialized goods or services, including home cabinets, signs, window coverings, and furniture occurs;

Guest Lodge means a building with not more than one kitchen, used for the overnight accommodation of transient, temporary paying guests;

Historical centre means a building or structure used to preserve, protect and display historical artifacts and which is maintained and operated by a non-profit society or a local government;

Office means the occupancy or use of a building for the purpose of carrying out business or professional activities, but specifically excludes retail activities and personal service use;

Training centre means a building or structure used to host seminars, workshops and conduct training but does not include public or private schools;

- b) Part Nine is amended to include the following new Section 9.5 Integrated Community Comprehensive Development Zone (CD-1)

9.5 INTEGRATED COMMUNITY COMPREHENSIVE DEVELOPMENT (CD1)

(a) Permitted Uses

The following uses, uses permitted under Section 4.5 and no others are permitted in a CD-1 Zone, and shall be located as set out in Figure B, Appendix Section 13.2 :

Accommodation/Institutional

- (1) *Bed and Breakfast;*
- (2) *Guest Lodge;*
- (3) *Hostel;*
- (4) *Historical Centre;*
- (5) *Art Gallery;*
- (6) *Training Centre;*
- (7) *Day care;*

Business Park

- (8) *Custom Workshop;*
- (9) *Contractor's workshop, yard and storage;*
- (10) *Food processing, excluding fish processing, abbatoirs and slaughterhouses;*
- (11) *Catering;*
- (12) *Office;*
- (13) *Repair, servicing, sales and rentals of personal and household goods and power tools, electric and electronic equipment, but excluding external storage of goods;*
- (14) *Retail sales accessory to a principal use;*
- (15) *Horticulture;*

Residential

- (16) *Single family dwelling;*
- (17) *Two family dwelling;*
- (18) *Multiple family residence;*
- (19) *Home occupation;*
- (20) *Horticulture.*

(b) Conditions of Use

For any parcel in the CD-1 Zone:

- (1) Uses of land and construction of buildings and structures within the CD-1 Zone are subject to the regulations specified in Appendix Section 13.2;
- (2) The parcel coverage shall not exceed 40% for all buildings and structures;
- (3) The height of any principal building shall not exceed 10 metres;
- (4) The height of accessory buildings shall not exceed 6 metres;
- (5) The minimum setbacks for the types of parcel lines set out in Column I of this section are set out for residential and residential accessory uses in Column II and for non-residential uses in Column III

Column I Type of Parcel Line	Column II Residential & Accessory Uses	Column III Non-residential Use
Front	7.5 metres	7.5 metres
Interior Side	3.0 metres; or 1 metre where the abutting parcel is zoned P-1	3.0 metres where the abutting parcel is zoned Industrial, Institutional or Commercial 6.0 metres where the abutting parcel is zoned Residential, Multi-family Residential, or Agricultural
Exterior Side	4.5 metres	4.5 metres
Rear	4.5 metres	3.0 metres where the abutting parcel is zoned Industrial, Institutional or Commercial 6.0 metres where the abutting parcel is zoned Residential, Multi-family Residential, or Agricultural

(c) Minimum Parcel Size

- (1) Subject to Part 12, the minimum parcel size shall be 1 ha.

c) Schedule B (Zoning Map) to Zoning Bylaw No. 1840 is amended by rezoning that portion of Lot 6, Section 13, Range 6, Quamichan District, Plan 7797, as shown shaded on Schedule Z-3552, attached hereto and forming part of this bylaw as Schedule A, from P-1 (Parks and Institutional) to CD-1 (Integrated Community Comprehensive Development 1).

d) Section 13.2 is added to Part Thirteen – Appendices

13.2 In addition to the regulations specified in Section 9.5 (CD-1 Integrated Community Comprehensive Development Zone), the following regulations apply to Lot 6, Section 13, Range 6, Quamichan District, Plan 7797 as shown shaded in grey on Schedule 'A' of Bylaw No. 3552.

Location of Uses

1. Permitted uses shall be set out as illustrated on Figure B, and are divided into 3 categories: Residential, Accommodation/Institutional, and Business Park.
2. The CD-1 (Integrated Community Comprehensive Development) Zone outlines the permitted uses within each of the above-referenced categories.
3. The distribution of single family residential development and multi-family development shall be as shown on Figure B.
4. The following sections outline additional requirements relevant to each category of use.

Business Park

5. All uses must be carried on within an enclosed building except for storage of material permitted under Section 13.2 (7).
6. A maximum of four buildings or a total building footprint of 505 m² is permitted within the business park.
7. Outdoor storage area within the business park shall not exceed 10% of the total gross floor area of buildings.

Residential

8. The maximum density of dwelling units shall not exceed 23 units per Ha of parcel area;
9. Maximum gross floor area of single family dwelling units is 55 m²;
10. Maximum gross floor area of multi-family dwelling units is 90 m²;
11. The maximum number of single family dwellings per parcel is 6.
12. One residential accessory building is permitted per dwelling unit.

Accommodation/Institutional

13. A maximum of 8 bedroom accommodation units shall be used for guest sleeping accommodation in a *guest lodge* or hostel.
14. A *guest lodge* or hostel shall be limited to a maximum occupancy of 20 adult persons at any one time.
15. Within a *guest lodge*, the sale or provision of food to non-overnight patrons is prohibited.
16. Within a *guest lodge, bed and breakfast* or hostel, no person shall occupy a bedroom accommodation unit for more than ten (10) weeks in a calendar year.

Parking

17. On-site parking requirements are specified within CVRD Off-street Parking Bylaw No. 1001.
18. For the purposes of providing adequate parking, shared parking areas may be provided on the subject property.

3. FORCE AND EFFECT

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

READ A FIRST TIME this 12th day of October, 2011.

READ A SECOND TIME this 12th day of October, 2011.

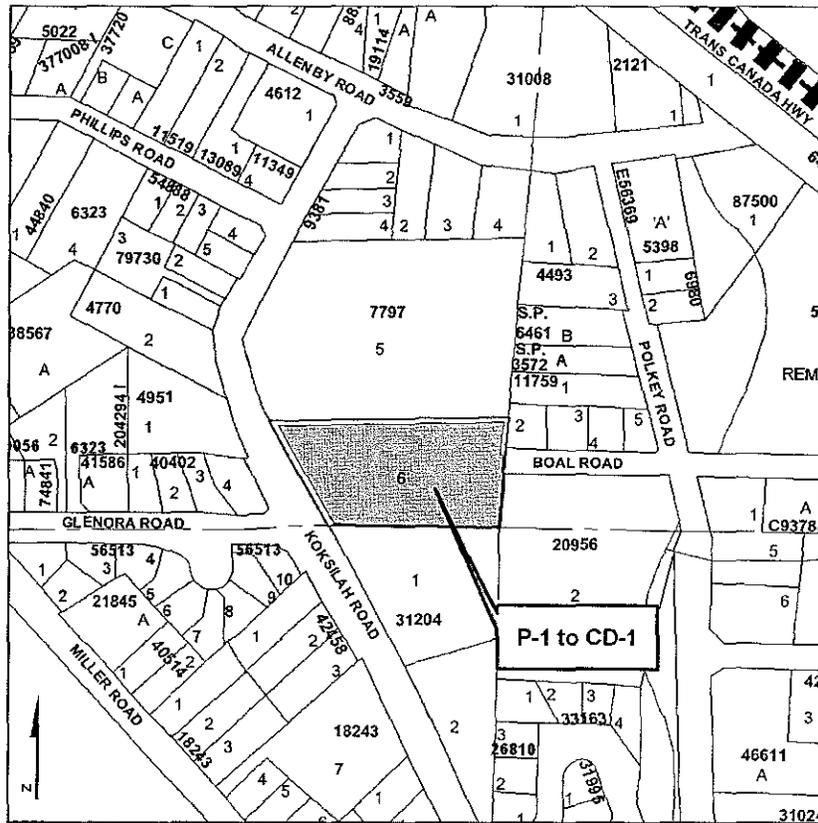
READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary

**SCHEDULE "A" TO ZONING AMENDMENT BYLAW NO.
OF THE COWICHAN VALLEY REGIONAL DISTRICT**



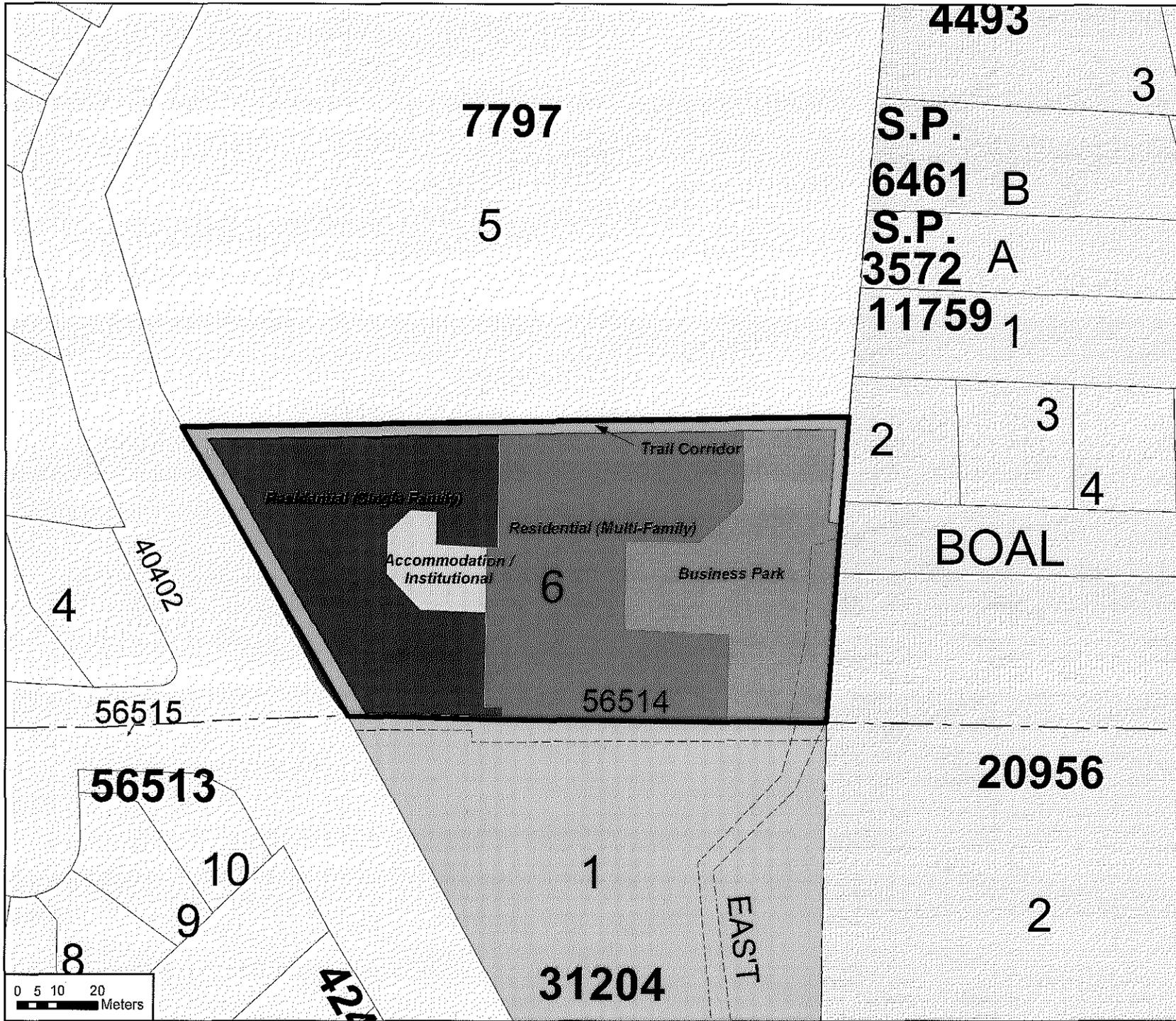
THE AREA OUTLINED IN A SOLID BLACK LINE AND SHADED IS REZONED FROM

P-1 (Parks and Institutional) TO

CD-1 (Integrated Community Comprehensive Development 1) APPLICABLE

TO ELECTORAL AREA E

49



**Cowichan
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.

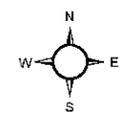
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

FILE: 1-E-10-RS

Figure B

Legend

- Subject Property
- Proposed Land Uses**
- Accommodation / Institutional
- Business Park
- Residential (Multi-Family)
- Residential (Single Family)
- Urban Residential
- P-1
- Medium Density Multi-Family
- Light Industrial
- P-1 (Trail Corridor)



0 5 10 20
Meters



RES1

APPOINTMENTS

**REGULAR BOARD MEETING
OF JANUARY 11, 2012**

DATE: December 21, 2011
FROM: Director Walker
SUBJECT: **Appointments to the Electoral Area A - Mill Bay/Malahat Advisory
Planning Commission**

Recommendation:

**That the following appointments to the Electoral Area A - Mill Bay/Malahat Advisory
Planning Commission be approved:**

Appointed for a Term to Expire November 30, 2012:

**Cliff Braaten
David Crowe
Pauline Hyde
Margo Johnston
Archie Staats
Ted Stevens
Glenn Terrell**



RES2

APPOINTMENTS

**REGULAR BOARD MEETING
OF JANUARY 11, 2012**

DATE: January 4, 2012
FROM: Director Fraser
SUBJECT: **Appointments to the Electoral Area B - Shawnigan Lake Advisory
Planning Commission**

Recommendation:

That the following appointments to the Electoral Area B - Shawnigan Lake Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2012:

**Rod MacIntosh
Bruce Stevens**



RES3

APPOINTMENTS

**REGULAR BOARD MEETING
OF JANUARY 11, 2012**

DATE: January 4, 2012
FROM: Directors Morrison and Weaver
SUBJECT: **Appointments to the Cowichan Lake Recreation Commission**

Recommendation:

That the following appointments to the Cowichan Lake Recreation Commission be approved:

Appointed for a Term to Expire November 30, 2012:

Dean Adams
Laurie Johnson
Sheila McFarlane
Bill Peters
Dave Darling
Rocky Wise



RES4

RESOLUTIONS

**REGULAR BOARD MEETING
OF JANUARY 11, 2012**

DATE: January 4, 2012
FROM: Director Duncan
SUBJECT: South Cowichan Eco Depot

Recommendation:

That the CVRD accept the offer in principle of Industrial-zoned Provincial land, for a token \$1, for an Eco Depot site in the south end as alluded to by the CT group spokesperson Joseph Gollner, affirmed by past Director Richard Hughes and attributed to CVRD Director Morrison's background and field work;

Further that the CVRD accept, in principle, the Province of BC's offer of \$650,000 to develop the industrial site, which CT group spokesperson Joseph Gollner and past Director Richard Hughes affirm is the funding being offered and available from the Province;

And further that Joseph Gollner, Richard Hughes and Director Morrison be asked to be the committee tasked to do the preliminary outreach in the South Cowichan community as to the suitability of the specified Provincial, Industrial-zoned land site for use as a south end Eco Depot;

And finally, any and all documents which the CVRD has in regards to this specific offer, whether in Closed Session or not, be made available to the committee and to the public.



NB1

APPOINTMENTS

REGULAR BOARD MEETING OF JANUARY 11, 2012

DATE: January 5, 2012

FROM: Director Weaver

SUBJECT: **Electoral Area I - Youbou/Meade Creek
Advisory Planning Commission Appointments**

Recommendation:

That the following appointments to the Electoral Area I - Youbou/Meade Creek Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2012:

**Jeffrey Abbott
Shawn Carlow
George deLure
Bill Gibson
Mike Marrs
Gerald Thom**



NB2

APPOINTMENTS

REGULAR BOARD MEETING OF JANUARY 11, 2012

DATE: January 9, 2012

FROM: Director Iannidinardo

SUBJECT: **Electoral Area D - Cowichan Bay
Advisory Planning Commission Appointments**

Recommendation:

That the following appointment to the Electoral Area D - Cowichan Bay Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2012:

**Hilary Abbott
Linden Collette
Peter Holmes
Brian Hosking
Al Jones
Joe Kinrade
Dave Paras
Calvin Slade
Dave Slang
Robert Stitt
Kevin Maher**



NB3

APPOINTMENTS

REGULAR BOARD MEETING OF JANUARY 11, 2012

DATE: January 4, 2012
FROM: Kerry Park Recreation Centre Commission
SUBJECT: **Kerry Park Recreation Centre Commission Appointments**

Recommendation:

That the following appointments to the Kerry Park Recreation Centre Commission be approved:

Appointed for a Term to Expire December 31, 2014:

Electoral Area A: Brian Harrison

Electoral Area B: Heather Broughton

Electoral Area C: Michael Croft



NB4

APPOINTMENTS

REGULAR BOARD MEETING OF JANUARY 11, 2012

DATE: January 10, 2012

FROM: Director Marcotte

SUBJECT: **Electoral Area H - North Oyster/Diamond
Advisory Planning Commission Appointment**

Recommendation:

That the following appointment to the Electoral Area H - North Oyster/Diamond Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2012:

Myfanwy Plecas



NB5

APPOINTMENTS

REGULAR BOARD MEETING OF JANUARY 11, 2012

DATE: January 11, 2012

FROM: Director Duncan

SUBJECT: **Electoral Area E - Cowichan Station/Sahtlam/Glenora
Advisory Planning Commission Appointments**

Recommendation:

**That the following appointments to the Electoral Area E - Cowichan Station/Sahtlam/
Glenora Advisory Planning Commission be approved:**

Appointed for a Term to Expire November 30, 2012:

**David Coulson
Dan Ferguson
Darin George
Ben Marrs
Frank McCorkell
David Tattam
Jill Thompson
Keith Williams
Michelle Young**