



NOTICE OF ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday,
March 3, 2009
Regional District Board Room
175 Ingram Street, Duncan, BC

3:00 pm

A G E N D A

3:00 PM START OF MEETING

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8. **APC**

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9. **NEW BUSINESS**

10. **PUBLIC/PRESS QUESTIONS**

11. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90(1), subsections as noted in accordance with each agenda item.

| | | |
|--------------|--|---------|
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12. **NEXT MEETING**

Tuesday, March 17, 2009

13. **ADJOURNMENT**

NOTE: A copy of the full agenda package is available at the CVRD website 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

M1

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, February 17, 2009 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC

PRESENT

Director B. Harrison, Chair
Director M. Marcotte
Director L. Iannidinardo
Director G. Giles
Director M. Dorey
Director L. Duncan
Director I. Morrison
Director K. Kuhn
Director K. Cossey
Alt. Director J. Krug

CVRD STAFF

Mike Tippet, Manager, Community & Regional Planning
Rob Conway, Manager, Development Services Division
Brian Duncan, Chief Building Inspector
Brian Farquhar, Parks and Trails Manager
Nino Morano, Bylaw Enforcement Officer
Mark Kueber, General Manager, Corporate Services
Warren Jones, Administrator
Cathy Allen, Recording Secretary

**APPROVAL OF
AGENDA**

The Chair noted changes to the agenda which included add-on item to D1, Add-on Item to SR2, add-on item to Closed Session item CSSR1.

It was Moved and Seconded
That the agenda, as amended, be accepted.

MOTION CARRIED

M1 - MINUTES

It was Moved and Seconded
That the minutes of the February 3, 2009 EASC meeting be accepted.

MOTION CARRIED

BUSINESS ARISING

Director Giles reported that the Agricultural Plan being developed in the Cowichan Valley was discussed at the recent Strategic Planning Committee meeting and felt that the resolution passed at the February 3rd EASC meeting (item SR4 – AAC) should be forwarded to Mr. Millar at the EDC office. Mr. Tippet stated that he would forward that resolution to Mr. Millar.

000003

DELEGATIONS

D1 – Lucy & Doug Denham

Rob Conway, Manager, Development Services, presented Application No. 8-I-08DP (Lucy and Doug Denham) to permit reconstruction of the principal residence located at 11626 Cowan Road.

Lucy Denham, applicant, was present and stated that she had nothing further to add to the Staff Report.

A question and answer session ensued.

It was Moved and Seconded

That Application No. 8-I-08DP be approved, and the Development Services Division be authorized to issue a development permit to Lucy and Doug Denham for the reconstruction of the principal residence on Lot 1, Section 45, Renfrew District, (situate in Cowichan Lake District), Plan VIP19229, subject to:

- Strict compliance with RAR Report # 840 by Harry Williams, RP Bio, and
- The 15 m Streamside Protection and Enhancement Area is flagged by a surveyor prior to construction and snow fencing is established separating the construction area from the SPEA;
- The reconstruction is to be located outside the 15 metre Streamside Protection and Enhancement Area, measured from the 164 metre high water mark.

MOTION CARRIED

D2 – Brant Weninger

Leslie Clarke, Planning Technician, Planning and Development Department, presented Application No. 4-E-08ALR (Weninger/Siciliano) to allow subdivision within the ALR of a 2.27 hectare parcel from the subject property located at 4475 Koksilah Road.

Ms. Clarke responded to questions from Committee members.

Brant Weninger and Gwen Siciliano, applicants, were present. Mr. Weninger provided further information to the application and handed out new information from the ALC to Committee members.

The applicant responded to questions from Committee members.

It was Moved and Seconded

That Application No. 4-E-08ALR (Brant Raymond Weninger & Gwen Anne Siciliano) for a subdivision within the Agricultural Land Reserve, be forwarded to the Agricultural Land Commission with a recommendation to deny.

MOTION CARRIED

000004

STAFF REPORTS

**SR1 – Relocated
Modular Homes**

It was Moved and Seconded

That the following Regional Board Policy be adopted:

“That relocated modular and mobile homes must be manufactured under the CSA Z-240 Standard for Mobile Homes, or A-277 Standard for Manufactured Homes. Further, that homes manufactured under the A-277 Standard, when relocated within the CVRD, must be placed on a permanent foundation. Z-240 mobile homes, single and doublewide, are permitted to be placed on strip footings and blocking.”

MOTION CARRIED

Note: Director Marcotte arrived to the meeting at this point.

SR2 – 2009 Budget

It was Moved and Seconded

That a Part Time position in Bylaw Enforcement Function 328 be re-affirmed, and that \$25,000 be added to General Expenditures/Salaries/Part Time Regular.

MOTION CARRIED

It was Moved and Seconded

That the GIS summer student and Parks Planning summer student be added back into the 2009 Annual Budget.

MOTION DEFEATED

It was Moved and Seconded

That the proposed 2009 Area C Community Parks Budget Function 233 be amended by increasing the Revenue by \$365,000 with \$150,000 included as a bank loan and \$215,000 included as a transfer from reserve fund, and that the General Capital Fund under Expenditures be increased by \$365,000.

MOTION CARRIED

It was Moved and Seconded

That the proposed 2009 Area H Community Parks Budget Function 238 be amended to reduce the Miscellaneous Equipment Budget Expenditures by \$9,884 and to increase the Transfer to Reserve by \$9,884.

MOTION CARRIED

It was Moved and Seconded

That the proposed 2009 Area B Community Parks Budget Function 232 be amended by increasing the requisition by \$152,000 to \$372,000 and that the General Capital Fund under Expenditures be increased by \$152,000.

MOTION CARRIED

000005

It was Moved and Seconded
That a Reserve Fund be established for Bright Angel Park Function 281.

MOTION CARRIED

It was Moved and Seconded
That further discussion respecting the 2009 Annual Budget be tabled.

MOTION CARRIED

**SR3 – Communi-
cation Options**

It was Moved and Seconded
That a monthly stipend of \$100 be provided to each Director to help compensate them for the cost of communicating with staff and the public.

MOTION DEFEATED

**SR4 –Green Mapping
Project**

Discussion ensued respecting Staff Report dated February 10, 2009, from Tom Anderson, General Manager, regarding request for support from the Cowichan Land Trust for their Green Mapping Project. It was noted that the Regional Board passed a motion at their February 11, 2009 meeting to approve the request.

**SR5 – Livestock
Compensation**

It was Moved and Seconded
That the CVRD compensate Ian & Kelli Anderson \$450 for their loss of livestock due to an attack by unknown dog(s).

MOTION CARRIED

**SR6 – SPEA
Covenant**

It was Moved and Seconded
That the CVRD enter into a restrictive covenant with 613711 BC Ltd; T.A. Williams; P.A. Faganello, and D.J. Preston, which would protect the Streamside Protection and Enhancement Area of Strata Lots 1 through 11, Block 488, Cowichan Lake District, Plan VIS6095 in accordance with RAR Report No. 159 and establish a rent charge in the favour of the CVRD for the ongoing monitoring of the SPEA and related matters, and that the rent charge monies be directed to the *Protection of Waters and Riparian Areas on Cowichan Lake Fund*, established under CVRD Bylaw No. 2805.

MOTION CARRIED

000006

**SR7 – Greenhouse
Gas Targets**

It was Moved and Seconded

That staff conduct an internal review of the Official Community Plans for Electoral Areas A, D, E, F, G, H and I respecting plan policies that would indirectly support Provincial GHG emission reduction targets and develop an electoral area-specific proposed policy response for GHG reduction targets, and that the findings of this review be reported back to this Committee for further direction.

MOTION CARRIED

**SR8 – Bylaws 3139/
3140 (Kaelble)**

It was Moved and Seconded

That the matter respecting Amendment Bylaws No. 3139 and No. 3140 (Kaelble) be lifted from the table.

MOTION CARRIED

It was Moved and Seconded

That Official Community Plan Amendment Bylaw No. 3139 (Kaelble) be amended by adding Lot 4, Section 14, Range 6, Quamichan District, Plan 1275, except parts in Plans 9717 and 28381 to the Koksilah Development Permit Area, AND FURTHER, that both Bylaw 3139 and 3140 be referred back to a second public hearing, with Directors Duncan, Cossey and Giles as delegates.

MOTION DEFEATED

It was Moved and Seconded

That Official Community Plan Amendment Bylaw No. 3139 (Kaelble) and Zoning Amendment Bylaw 3140 (Kaelble) be referred back to the Board for consideration of third reading in their present form, with a recommendation to defeat, AND FURTHER that the question of the land use designation and zoning on this property be examined at the time of the Cowichan-Koksilah Official Community Plan review, presently scheduled to commence in 2010.

MOTION CARRIED

Note: Director Giles left the meeting at this point and her position was assumed by Alternate Director J. Krug.

SR9 – Youbou Lands

Rob Conway, Manager, Development Services Division, and Mike Tippet, Manager, Community and Regional Planning Division, presented an overview of OCP Bylaw No. 3213, Zoning Amendment Bylaw No. 3214, and Phased Development Agreement Authorization Bylaw No. 3242 (Application No. 2-I-07RS/Youbou Lands).

The representative from Youbou Lands company was present.

A question and answer session ensued.

000007

The staff report and presentation was received as information only.

**CORRESPOND-
ENCE**

C1 – Grant in Aid

It was Moved and Seconded

That a grant-in-aid (Electoral Area E – Cowichan Station/Sahtlam/Glenora) in the amount of \$250 be given to The Cowichan Spirit of Women to assist with funding their programs and projects.

MOTION CARRIED

**C2 to C5 - Grants in
Aid**

It was Moved and Seconded

That the following grants in aid be approved:

1. That a grant-in-aid (Electoral Area B – Shawnigan Lake) in the amount of \$1,500 be given to Cowichan Secondary School to provide two bursaries (\$750 each) to students living in Area B.
2. That a grant-in-aid (Electoral Area B – Shawnigan Lake) in the amount of \$1,800 be given to the Cowichan Family Caregivers Support Society to assist with the operation of the various Society Caregiver programs.
3. That a grant-in-aid (Electoral Area B – Shawnigan Lake) in the amount of \$1,000 be given to Frances Kelsey School to provide one bursary to a student living in Area B.
4. That a grant-in-aid (Electoral Area B – Shawnigan Lake) in the amount of \$250 be given to The Cowichan Spirit of Women to assist with funding their programs and projects.

MOTION CARRIED

APC

AP1 - Minutes

It was Moved and Seconded

That the minutes of the Area B APC meeting of November 6, 2008, be received and filed.

MOTION CARRIED

AP2 - Minutes

It was Moved and Seconded

That the minutes of the Area B APC meeting of January 26, 2009, be received and filed.

MOTION CARRIED

AP3 - Minutes

It was Moved and Seconded

That the minutes of the Area F APC meeting of February 23, 2009, be received and filed.

MOTION CARRIED

PARKS

PK1 - Minutes

It was Moved and Seconded

That the minutes of the Area E Parks Commission AGM of January 29, 2009, be received and filed.

MOTION CARRIED

PK2 - Minutes

It was Moved and Seconded

That the minutes of the Area E Parks Commission meeting of January 29, 2009, be received and filed.

MOTION CARRIED

**PK3 – Area B Parks
Bylaw amendment**

It was Moved and Seconded

That CVRD Bylaw No. 2057, Electoral Area B - Shawnigan Lake Parks and Recreation Commission Establishment Bylaw, 2000 be amended to increase the membership from seven (7) to nine (9) members and that the amendment bylaw be forwarded to the Board for three readings and adoption.

MOTION CARRIED

INFORMATION

IN1 – Building Bylaw

It was Moved and Seconded

That the January 2009 Building Report be received and filed.

MOTION CARRIED

**QUESTION AND
ANSWER SESSION**

Ian Graeme, Professional Forester, asked why Phased Development Agreement Authorization Bylaw No. 3242 (Application No. 2-I-07RS/Youbou Lands) was discussed today when that bylaw has already received 1st and 2nd reading at the December 10, 2008 Board meeting?

Mr. Tippet advised that the purpose of bringing the bylaw to today's meeting was to bring the four new Directors up to speed on the project and also to provide a refresher to returning Directors. The EASC Chairperson confirmed that the bylaw was on the agenda merely as a follow up and that the application was fully presented at a previous Board meeting.

Mr. Graeme asked if Directors have done an analysis on green house gases respecting this project? Mr. Tippettt stated that a specific green house gas analysis has not been done, but noted that Planners have addressed the issue in relation to good planning principles in their Staff Report

CLOSED SESSION

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(1), subsections as noted in accordance with each agenda item.

MOTION CARRIED

The Committee moved into Closed Session at 6:45 pm.

RISE

The Committee rose without report.

2009 Annual Budget

It was Moved and Seconded

That the matter of the 2009 Annual Budget be lifted from the table.

MOTION CARRIED

It was Moved and Seconded

That a *Special* EASC meeting be scheduled to discuss Electoral Area budget matters.

MOTION CARRIED

ADJOURNMENT

It was Moved and Seconded

That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 7:12 pm.

Chair

Recording Secretary



D1

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF MARCH 3, 2009

DATE: February 24, 2009 **FILE NO:** 18-I-07BE
FROM: Nino Morano, Bylaw Enforcement Officer **BYLAW NO:** Building Bylaw
No. 143
SUBJECT: Filing of Notice Against Land Title
11420 Youbou Road (Simensen/Solbakken)

Recommendation:

That authorization be given to file a Notice Against Land Title for the property owned by Erik & Margaret Simensen and Arild & Astrid Solbakken located at 11420 Youbou Road legally described as: PID 000-486-248, Plan 1736, Lot 35, Block 8, Cowichan Lake District.

Purpose:

To obtain CVRD Board authorization for filing of a Notice Against Land Title due to outstanding building code and bylaw deficiencies with regards to this property. A Notice Against Land Title is a measure that can be taken by local government to alert any person or agency, with a current or planned interest in a property, of outstanding Building Bylaw issues and by no means fetters any further action by local government against the land owner. The Community Charter provides:

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a)

(i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

000011

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

- (a) a resolution relating to that land has been made under this section, and
- (b) further information about it may be inspected at the municipal hall.

Interdepartmental/Agency Implications:

Corporate Officer

Financial Implications:

Registration cost under \$50

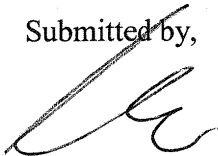
Background:

A complaint was lodged with the Bylaw Enforcement Officer & Chief Building Inspector on or about April 4, 2006 alleging the construction of an addition to an existing cabin located at 11420 Youbou Road. It was discovered that an addition, about 300 square feet, was constructed in the form of an enclosed porch.

In an effort to legalize this addition, the property owners initiated a Development Variance Permit (5-I-08DVP), for an encroachment (by approximately 5 feet) into the side setback. This variance was heard by the EASC at its September 30, 2008 meeting and subsequently referred back to staff. Due mainly to the fact that the cabin itself is located at or near the 164 m high water mark, the application was not accepted by staff. It should also be noted that the neighbor directly adjacent to the newly constructed porch (lot 34) submitted a letter indicating no opposition to this encroachment. Included in this variance application was a "Letter of Opinion" by Kelly Schellenberg, R.P.Bio dated May 6, 2008 regarding the impact of this development to Riparian Areas, which stated:

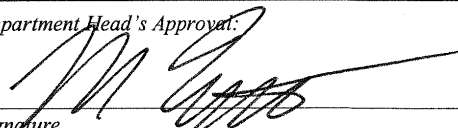
"...there was very limited soil disturbance, excavation of materials or destruction of vegetation to prepare the site for the construction of the porch. There was no damage to fish habitat or to functioning riparian vegetation."

Submitted by,



Nino Morano,
Bylaw Enforcement Officer
Planning and Development Department

Department Head's Approval:



Signature

NM/ca

000012



MEMORANDUM

DATE: November 26, 2008

FILE NO:

TO: Nino Morano, B.E.O.

FROM: Ian MacDonald, Building Inspector

SUBJECT: Arlid Solbakken, 11420 Youbou Road

On Nov. 24th, 2008, I attended the above address at 2:30 p.m. The building is an older dwelling with a newly constructed covered deck. According to the owner, construction commenced in March 2006. None of the work done has been inspected by this office nor had the owner applied for a permit PRIOR to work commencing.

Although the deck is below the floodplain level of 167.33m it would be possible to obtain a permit if the covered deck is NOT closed in and is not considered or used for living space. Because the structure was built 1.5 meters into the setback a DVP would be required or the offending portion of the deck removed.

The owner (Arlid Solbakken) had previously applied for a variance but was turned down by the CVRD.

On Nov. 26th, 2008 I contacted Arild and told him if provided a floor plan showing the intent, the following options would be available to him:

- A) Remove the portion of the deck that is in the setback and apply for a new building permit for a deck that complies with the local by-laws, or
- B) Reopen application for a variance for the setback prior to applying for a building permit, or
- C) Voluntarily remove the structure, or
- D) Put a notice on title

After explaining each option to him, it was mutually agreed that a notice on title was the best choice at this time, therefore I recommend a "Notice on Title" be placed on the property based on the fact that the structure in question was built without a permit in violation of the Regional District Building Bylaw.

Ian MacDonald,
Building Inspector

000013

NORTH SHORE ROAD

66'

50'

11420 North Shore Road

505'

NORWOOD ROAD
(road allowance)

555'

LOT 35

590'

Original cabin

5'-1"

Spike set by MOT

Covered porch

Old survey marker found

10'-2"

66 to the water on May 21, 2007
Approximately 75' to property line



Spike set by MOT

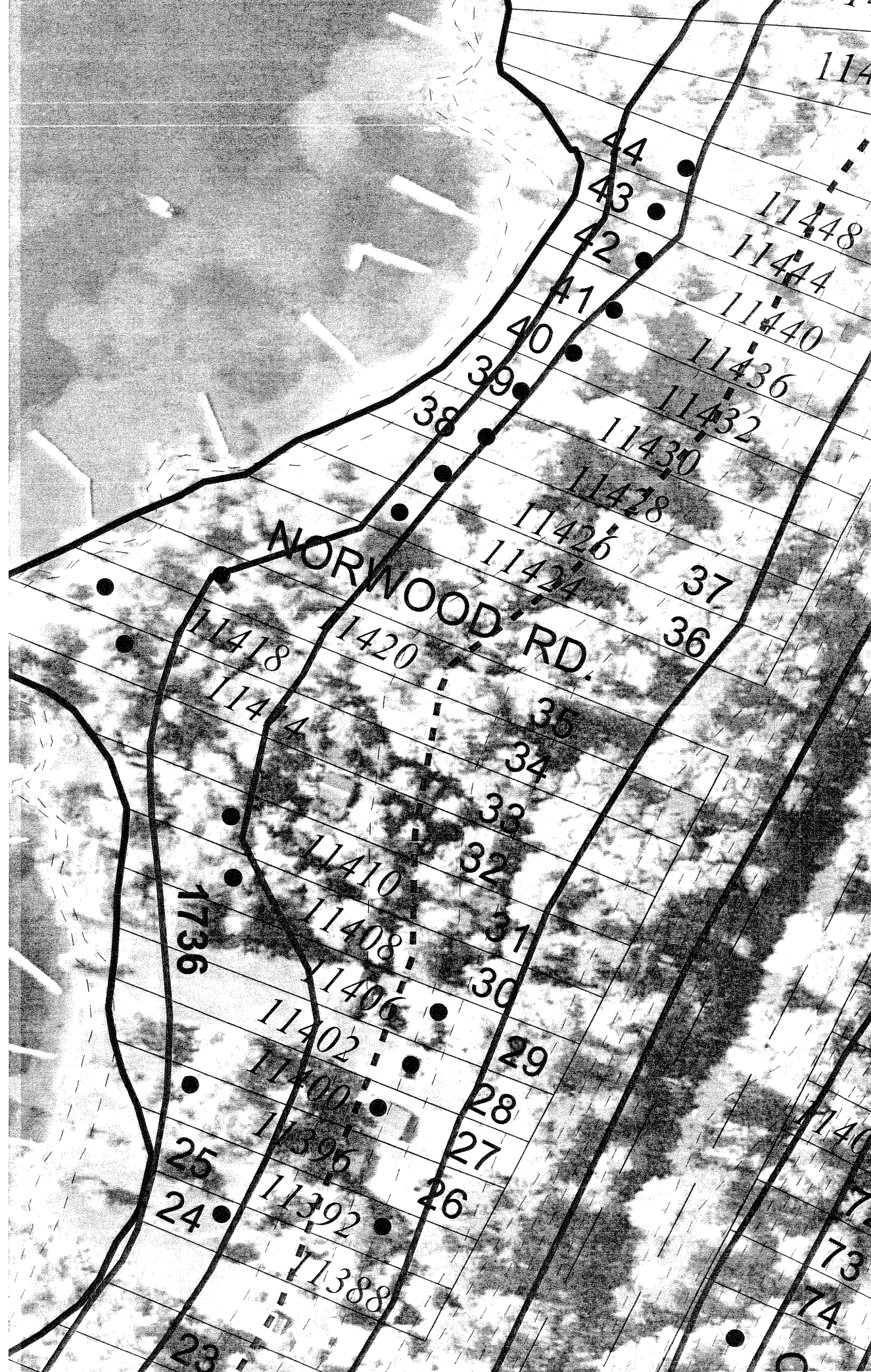
Water line
May 21, 2007

000014



11420 Youbou Road - April 4, 2006

000015



000016



D2

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF MARCH 3, 2009

DATE: February 24, 2009 **FILE NO:** 3-H-06BE
FROM: Nino Morano , Bylaw Enforcement Officer **BYLAW NO:** Building Bylaw
No. 143
SUBJECT: Filing of Notice Against Land Title
3579 Yellow Point Road (Richard & Barbara Temple)

Recommendation:

That authorization be given to file a Notice Against Land Title for the property owned by Richard & Barbara Temple located at 3579 Yellow Point Road, legally described as: That part of parcel B (DD 12263N) of District Lot 36, Oyster District, Shown outlined in red on Plan 880R, and that legal action be held in abeyance at this time.

Purpose:

To obtain CVRD Board authorization for filing of a Notice Against Land Title due to outstanding building code and bylaw deficiencies with regards to this property. A Notice Against Land Title is a measure that can be taken by local government to alert any person or agency, with a current or planned interest in a property, of outstanding Building Bylaw issues and by no means fetters any further action by local government against the land owner. The Community Charter provides:

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a)

(i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

000017

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

- (a) a resolution relating to that land has been made under this section, and
- (b) further information about it may be inspected at the municipal hall.

Interdepartmental/Agency Implications:

Corporate Officer

Financial Implications:

Registration cost under \$50.

Background:

On August 31, 2005 it was confirmed through building inspection that an approximate 300 f² addition to a dwelling was being constructed and without permit. A "Stop Work" order was issued and brought to the attention of the property owners, which did not result in the work to stop. It is unclear as to how this issue was brought to the attention of the Building Inspector, who is no longer employed by the CVRD, or whether or not there was a complainant.

This .4-hectare property consists of 2 dwelling units that were apparently built prior to zoning or building bylaws being in place. The property is located within a R-1 Zone (Rural Residential) which permits one single family dwelling. An additional dwelling unit in this zone is only permitted on parcels that are 2 hectares or larger and a separate suite is permitted on parcels between .2 and .7999 hectares with a maximum floor area of 650 f². The subject dwelling is approximately 800 f² without the addition.

The Temples initially intended to repair a rot issue within the structure and subsequently decided to add to the living space while they were at it as they felt it was too small for their purposes. The improvements were made in preparation for them moving to this property as a result of retirement. The addition is located at the dwelling closest to the road, is at the rear of this structure and does not encroach on any setback.

Since a development variance permit was not an option for the Temples (due to the fact that the addition is an expansion of a non-conforming use), they attempted to regularize matters via the Board of Variance. The Board of Variance at its October 25, 2005 meeting recommended the following:

"That Board of Variance Application No. 1-B-04BV be granted a "Minor Variance" for the continuation of the repair and renovation to the old existing dwelling so that restoration to a good, livable condition is achieved. The CVRD Building Department should be consulted and a building permit should be obtained so that the owners conform to the pertinent building bylaws.

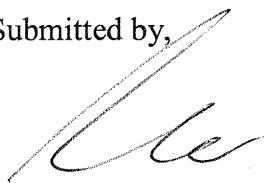
With respect to the new addition, it is deemed that the owners would not experience any undue hardship, as the existing dwelling provided accommodation for 70 odd years and there has not been a need for expansion. The new addition, in its present state and condition, would serve as an excellent residential accessory building. The Local Government Act, Section 911(5), would not permit a variance under these circumstances. Section 901.2(iv) would disallow superior quality new construction for this rural area."

After several attempts by the Temples and their solicitor over the past 2 years to regularize this matter have failed, it has become quite apparent that they have run out of options. This matter was before the Regional Board at its November 14, 2007 meeting with the following resolution:

"That authorization be given to commence legal action against the property owners of 3579 Yellow Point Road (Temple) as a result of an unlawful addition to a dwelling unit."

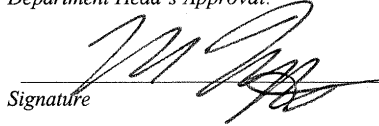
The CVRD solicitor continues to be involved with this matter.

Submitted by,



Nino Morano,
Bylaw Enforcement Officer
Planning and Development Department

Department Head's Approval:



Signature

NM/ca

000019



MEMORANDUM

DATE: December 18, 2008

FILE NO: 130 213

TO: Nino Morano, B.E.O.

FROM: Norman Knodel, Building Inspector, Area H

SUBJECT: Rick Temple, 3579 Yellow Point Road

On Dec 17, 2008 I performed a site visit at 3579 Yellow Point Road.

A cursory inspection of the unauthorized residential addition and discussion with Mr. Temple confirms that this addition cannot be legalized until zoning requirements have been met.

It is unknown whether this addition would satisfy provisions of the CVRD Building Bylaw.

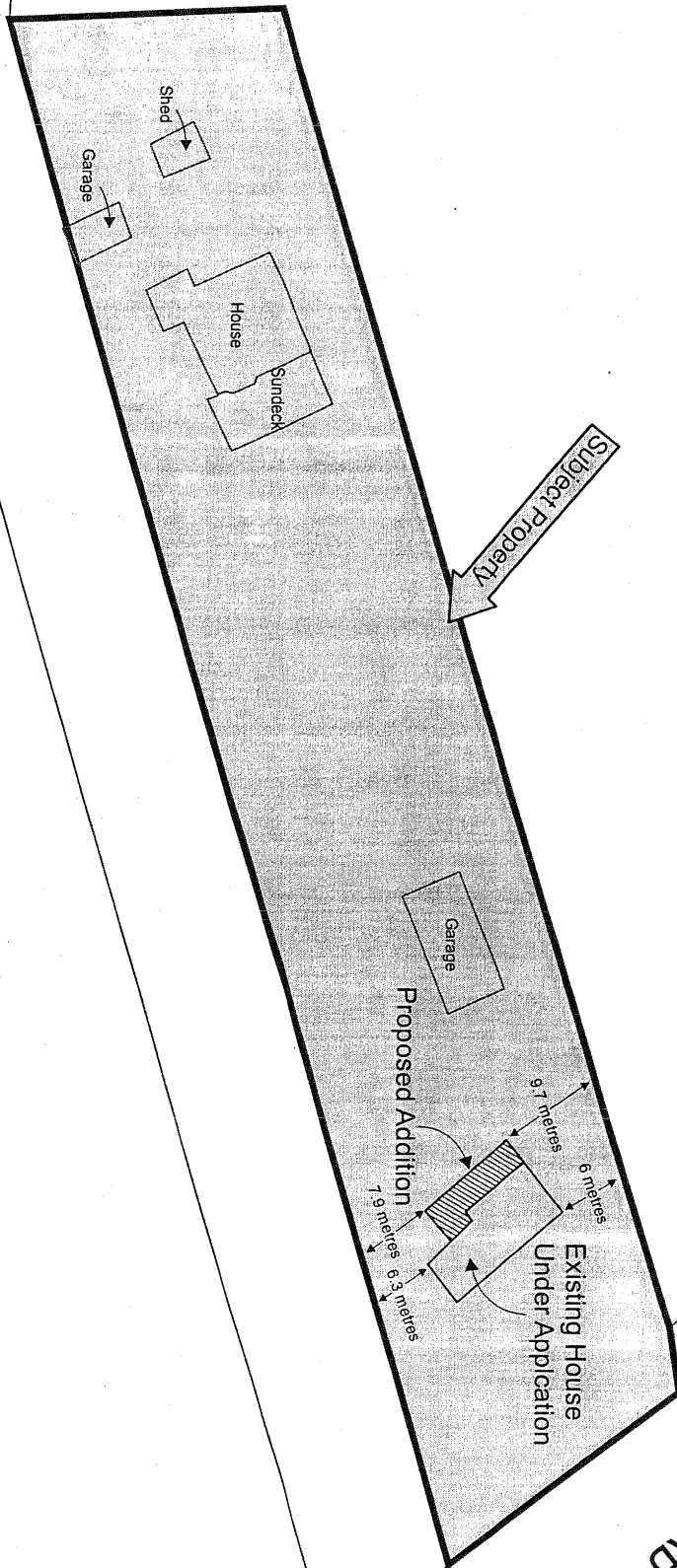
It is my recommendation that a "Notice on Title" be registered at this time.

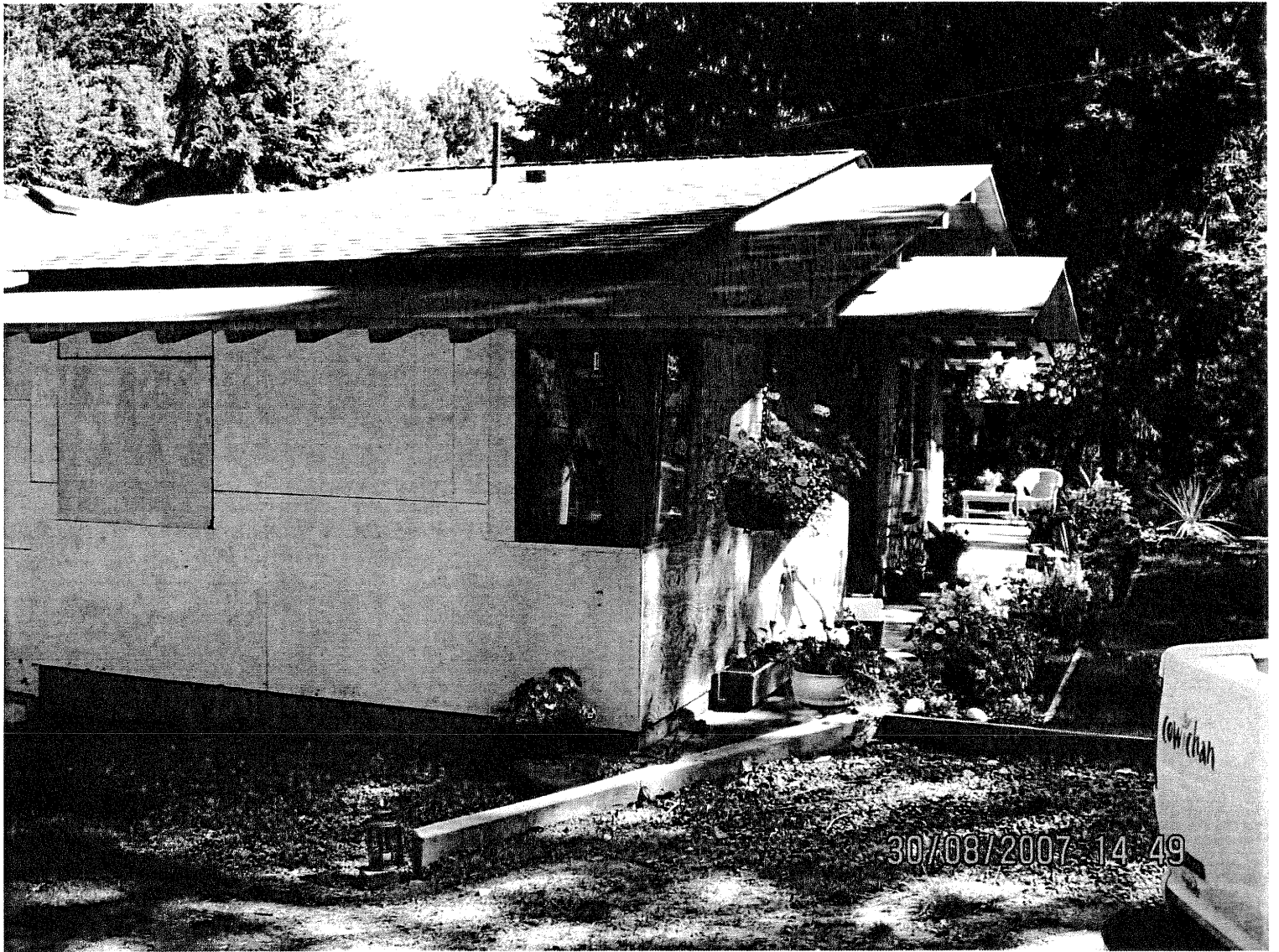
Norman Knodel

CVRD Building Inspector, Area H

000020

APPENDIX C - Plan of Existing Structures and Proposed Addition





000022

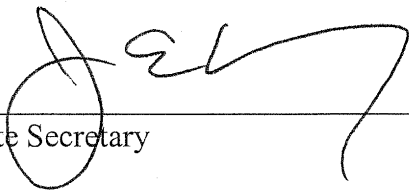


COWICHAN VALLEY REGIONAL DISTRICT

Resolution dated: November 14, 2007

1. **That authorization be given to commence legal action against the property owners of 3579 Yellow Point Road (Temple) as a result of an unlawful addition to a dwelling unit.**

I, Joe Barry, Corporate Secretary of the Cowichan Valley Regional District do hereby certify the above to be a true and correct copy of an excerpt of the minutes of the of the Regular meeting of the Board of Directors of the Cowichan Valley Regional District held on Wednesday, November 14, 2007, applicable to Resolution No. 07-822-1.



Corporate Secretary

NOVEMBER 16, 2007
Date

000023



D3

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF MARCH 3, 2009

DATE: February 25, 2009 **FILE NO:** 1-E-09DVP
FROM: Rachelle Moreau, Planning Technician **BYLAW NO:**
SUBJECT: Application No. 1-E-09DVP
(Werner and Maureen Schwan)

Recommendation:

That Development Variance Permit Application No. 1-E-09 DVP be approved and that the Planning Division be authorized to issue a Development Variance Permit to Werner and Maureen Schwan with respect to Lot 3, Section 3, Range 1, Cowichan District, Plan 25530 that would vary Section 7.3(b)(4) of Zoning Bylaw No. 1840 by 1.2 metres for the construction of an accessory building 1.8 metres from the interior side parcel line.

Purpose:

To consider a request by Werner and Maureen Schwan to vary Section 7.3(b)(4) of Zoning Bylaw No. 1840 by 1.2 metres for the construction of garage (accessory building) 1.8 metres from the interior side parcel line.

Background:

Location of Subject Property: 4456 Uphill Road

Legal Description: Lot 3, Section 3, Range 1, Cowichan District, Plan 25530
PID 002-918-676

Owner: Werner and Maureen Schwan

Applicant: As above

Size of Parcel: 2.2 ha

Existing Zoning: A-1 (Primary Agriculture)

Minimum Lot Size Under Existing Zoning: 12 ha

Existing Plan Designation: Agriculture

000024

Existing Use of Property: Residential and Agricultural

Existing Use of Surrounding Properties:

| | |
|--------|---------------------------|
| North: | Residential |
| South: | Agricultural (A-1 zoning) |
| East: | Residential (R-2 zoning) |
| West: | Koksilah River |

Services:

| | |
|-------------------------|----------------|
| <u>Road Access:</u> | Uphill Road |
| <u>Water:</u> | Well on site |
| <u>Sewage Disposal:</u> | Septic on site |

Agricultural Land Reserve Status: Property is located within the ALR

Environmentally Sensitive Areas: The CVRD Environmental Planning Atlas identifies the Koksilah River located along the western boundary of the subject property and a TRIM Stream with possible fish presence on the adjacent lot to the south east. The location of the proposed accessory building is more than 30 metres from both. Additionally, CVRD Mapping has identified an Eagle nest site (E102-058) on the subject property, however the proposed location of the accessory building is outside the 60 metre buffer area and is not within any Development Permit Area.

Archaeological Site: We do not have record of any archaeological sites on the subject property.

The Proposal:

An application has been made to: The Regional Board to vary Section 7.3(b)(4) of Zoning Bylaw No.1840.

For the purpose of: issuing a Development Variance Permit for the construction of an accessory building located 1.8 metres from the interior side parcel line.

Planning Division Comments:

The subject property is approximately 2.2 hectares, is within the Agricultural Land Reserve, and is zoned A-1 (Primary Agriculture). Currently located on the property is a single family home, a barn, animal shelter, and a small accessory building. The property slopes down east to west towards the Koksilah River, and the lower portion is mostly fields with treed areas located along the Koksilah River. The upper portion of the property is where the dwelling, barn and accessory buildings are located and proposed.

There is an existing pad and retaining wall in the location of the proposed accessory building since a temporary shelter was previously located here and which housed the applicants' boat. This shelter was damaged beyond repair by snow this winter, and the applicants would like to erect a permanent shelter using the existing pad and retaining wall. The driveway runs alongside the location of the accessory building to provide access to the lower portion of the property.

Electoral Area 'E' Zoning Bylaw No. 1840 establishes a setback of 3.0 metres for residential and accessory buildings from interior side parcel lines. The applicant is requesting a 1.2 metre variance to this setback regulation, in order to build the accessory building within 1.8 metres of the interior side parcel line.

Only one neighbouring parcel shares the subject property's eastern parcel line. That parcel is approximately 2.1 hectares in size, is zoned A-1, and is used for a combination of agricultural and residential purposes. There is one small building on the neighbouring property in close proximity to the shared lot line.

Please see attached documents in support of this application, including subject property maps, Section 7.3 from Electoral Area 'E' Zoning Bylaw, and a site plan.

Surrounding Property Owner Notification and Response:

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. 2255, which described the purpose of this application and requested comments on this variance within a specified time frame. One email letter was received from the owners of the adjacent lot to the east who would be most affected by the requested variance, stating they do not object to the variance. The two-week period for a written reply will be complete on March 2, 2009, and if any additional comments are received these will be distributed for review at the applicable Electoral Area Services Committee meeting or at the Board meeting.

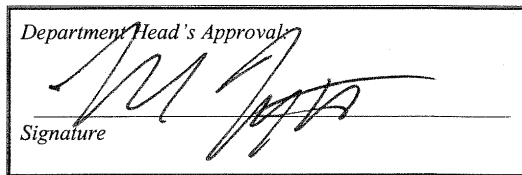
Options

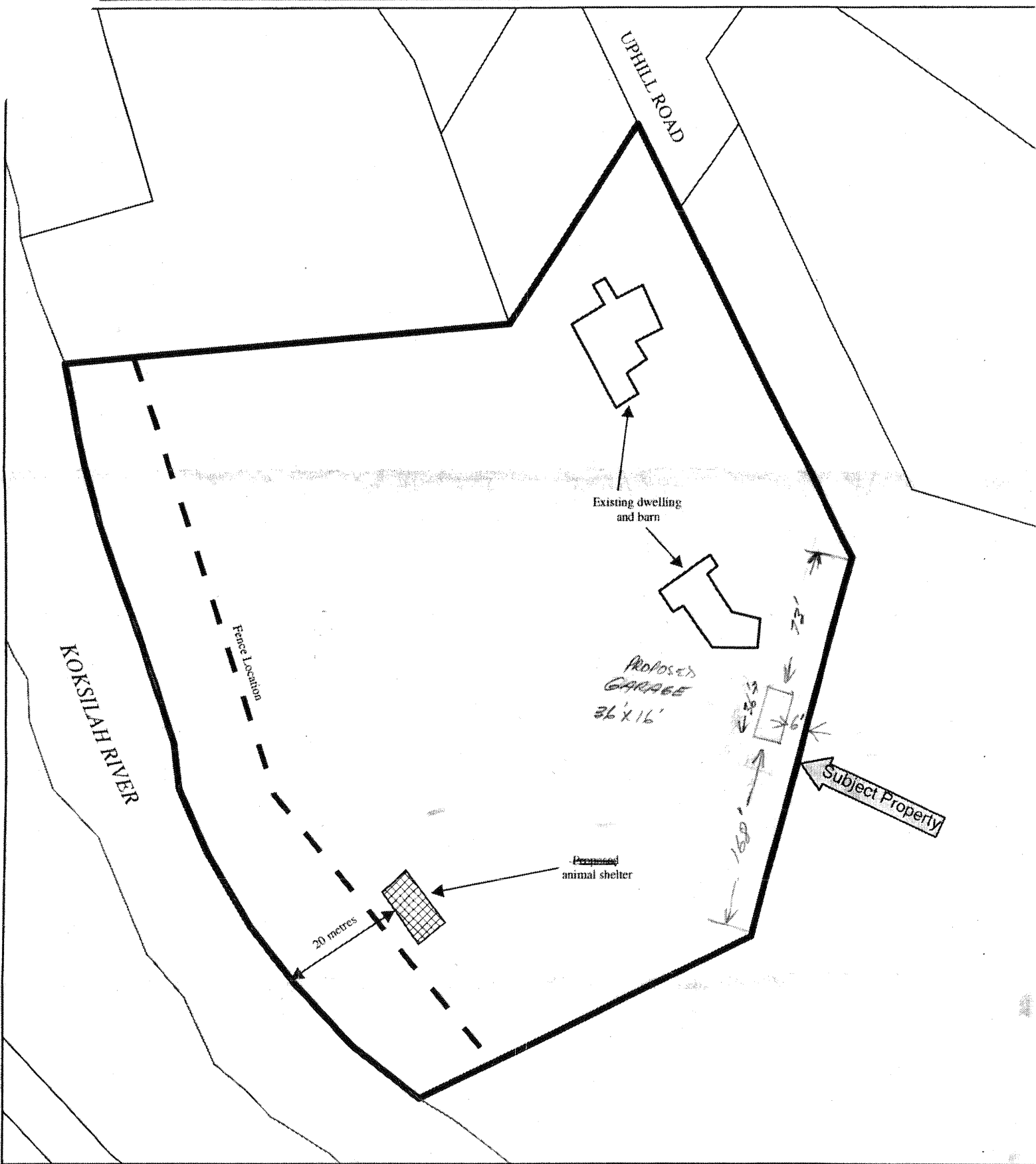
1. That Development Variance Permit Application No. 1-E-09DVP be approved and that the Planning Division be authorized to issue a Development Variance Permit to Werner and Maureen Schwan with respect to Lot 3, Section 3, Range 1, Cowichan District, Plan 25530 that would vary Section 7.3(b)(4) of Zoning Bylaw No. 1840 by 1.2 metres for the construction of an accessory building 1.8 metres from the interior side parcel line.
2. That Development Variance Permit Application No. 1-E-09DVP not be approved

Submitted by,



Rachelle Moreau,
Planning Technician
Planning and Development Department





COWICHAN VALLEY REGIONAL DISTRICT

SITE PLAN

000027



Cowichan
Valley
Regional
District

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

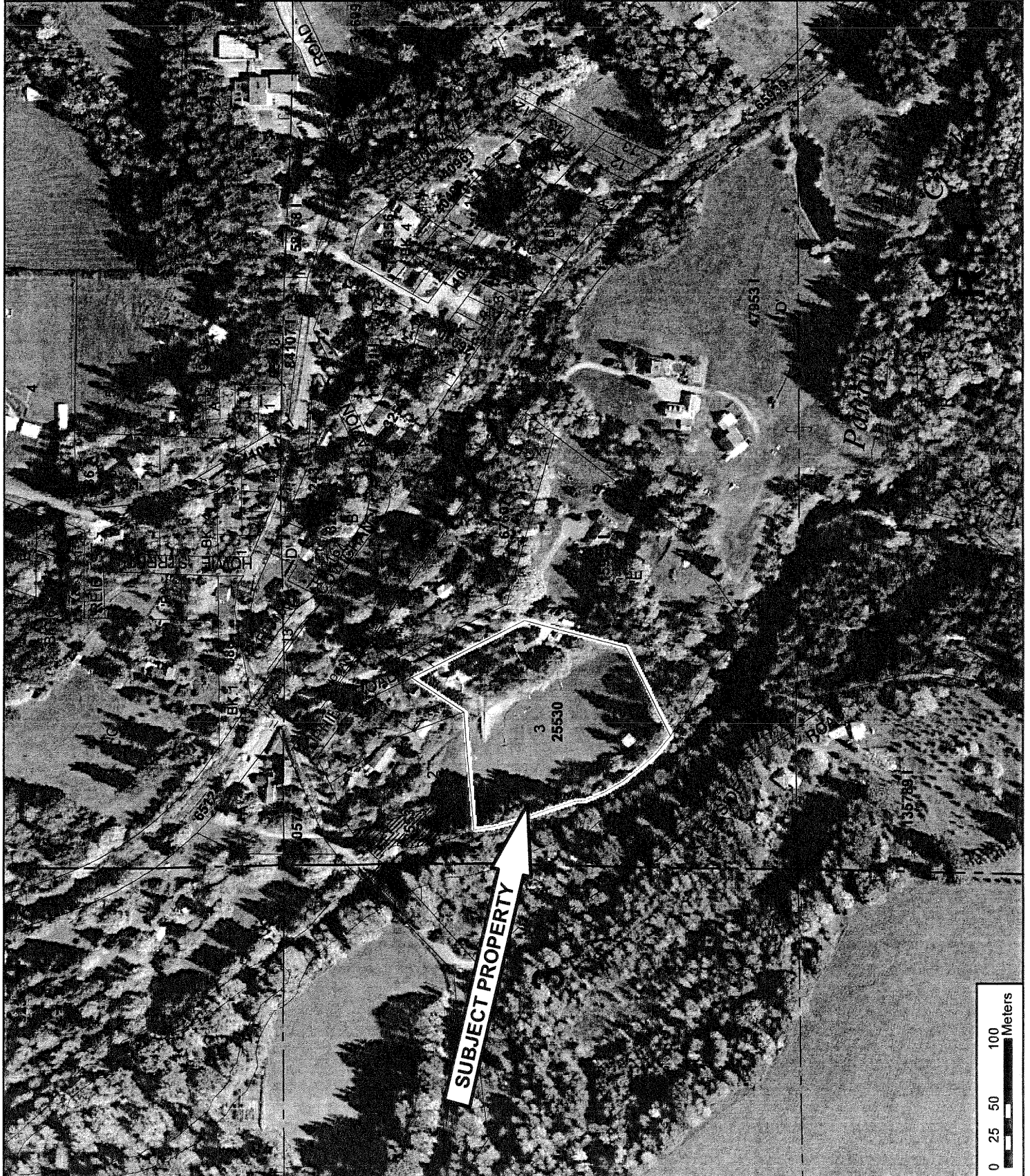
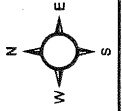
The Regional District does not
warrant the accuracy.

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-09-
DVP

Orthophoto (2004)



000028



**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.

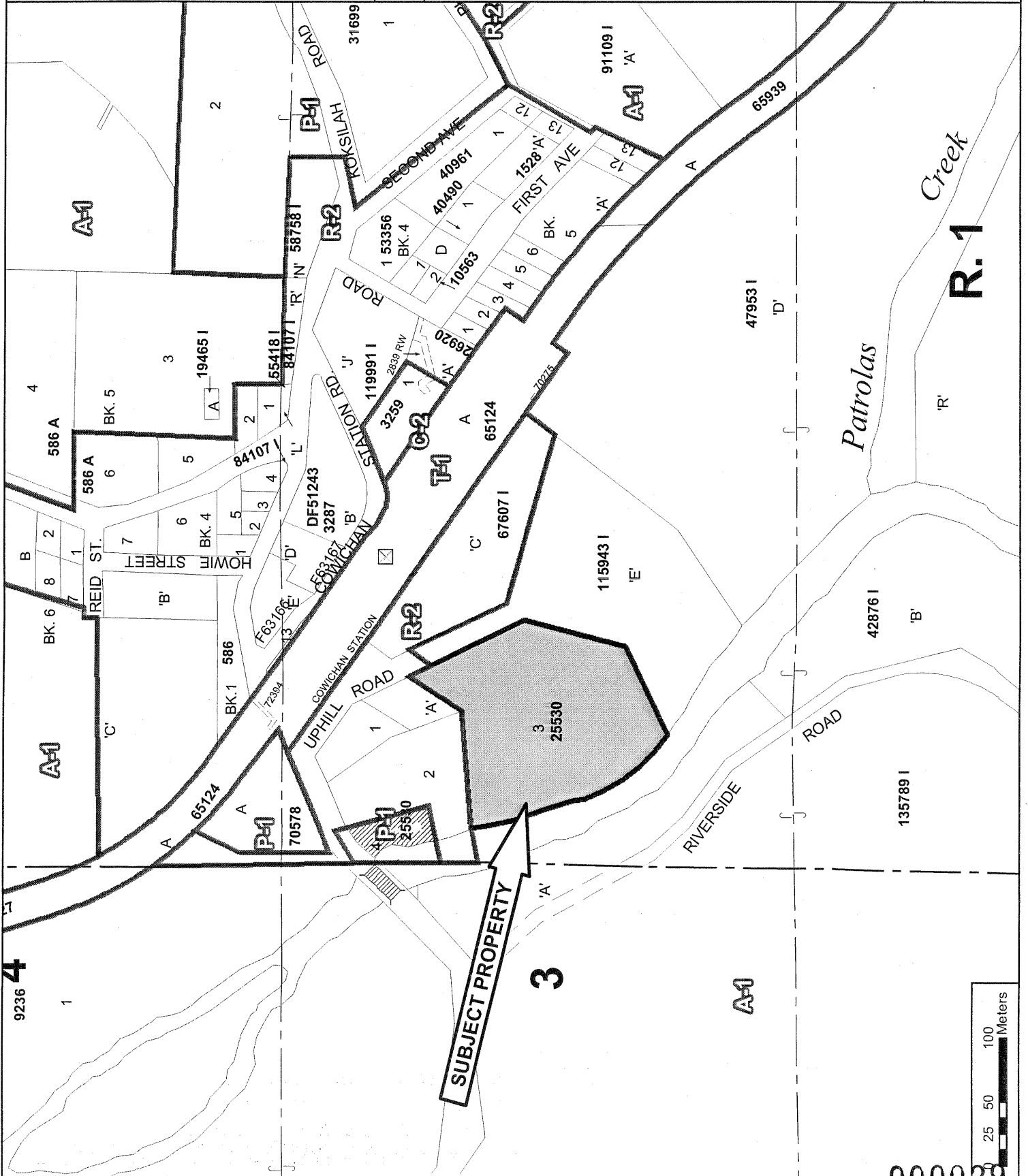
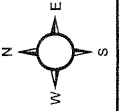
All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

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

**FILE: 1-E-09-
DVP**

ZONING

Legend



7.3 A-1 ZONE - PRIMARY AGRICULTURAL

Subject to compliance with the General Requirements in Part Five of this Bylaw, the following provisions apply in this Zone:

(a) Permitted Uses

The following *uses*, *uses* permitted under Section 4.4, and no others are permitted in an A-1 zone:

- (1) *agriculture, horticulture, silviculture, turf farm*, fish farm;*
- (2) *one single family dwelling;*
- (3) *a second single family dwelling on parcels six hectares or larger*;*
- (4) *one additional single family dwelling as required for agricultural use*;*
- (5) *bed and breakfast accommodation*;*
- (6) *daycare, nursery school accessory to a residential use*;*
- (7) *home occupation*;*
- (8) *horse riding arena, boarding stable*;*
- (9) *kennel*;*
- (10) *sale of products grown or reared on the property;*
- (11) *secondary suite;*

* subject to Land Reserve Commission approval

(b) Conditions of Use

For any *parcel* in an A-1 zone:

- (1) the *parcel coverage* shall not exceed 30 percent for all *buildings and structures*;
- (2) notwithstanding Section 7.3(b)(1) *parcel coverage* may be increased by an additional 20% of the site area for the purpose of constructing greenhouses;
- (3) the *height* of all *buildings and structures* shall not exceed 10 metres except for *accessory buildings* which shall not exceed a *height* of 7.5 metres;
- (4) the *setbacks* for the types of *parcel* lines set out in Column I of this section are set out for residential and *accessory uses* in Column II, for *agricultural and accessory uses* in Column III and for *auction use* in Column IV:

| COLUMN I Type of Parcel Line | COLUMN II Residential & Accessory Uses | COLUMN III Agricultural and Accessory Uses | COLUMN IV Auction Use |
|------------------------------------|--|--|--------------------------|
| Front | 7.5 metres | 30 metres | 45 metres |
| Interior Side | 3.0 metres | 15 metres | 45 metres |
| Exterior Side | 4.5 metres | 15 metres | 45 metres |
| Rear | 7.5 metres | 15 metres | 45 metres |

- (5) Notwithstanding Section 7.3(b)(4), a *building or structure* used for the keeping of livestock shall be located not less than 30 metres from all *watercourses*, sandpoints or wells.
- (6) Processing of any farm material not grown or raised on the parcel shall be specifically prohibited;
- (7) A slaughterhouse, abattoir or stockyard shall be specifically prohibited;
- (8) Maintenance and repair of any materials offered for sale shall be specifically prohibited.

(c) Minimum Parcel Size

Subject to Part 12, the minimum *parcel* size shall be 12 Ha.

From: Maureen Kelly [mailto:coast-paradise@shaw.ca]

Sent: Wednesday, February 18, 2009 12:30 PM

To: Rob Conway

Subject: Variance for Warner Schwan

RE: Lot 3, Section 3, Range 1, Cowichan District Plan 25530 - PID: 002-918-676
Development Variance Permit Fole No. 1-E-09-DVP

We, Robert and Maureen Kelly of 4450 Uphill Road, Duncan, B.C. Parcel "E", Section 3, Range 1, Lamd District Cowichan Plan 1159432, give our permission to the 4 foot requested variance by Warner and Maureen Schwan of 4456 Uphill Rd, Duncan, B.C.

Robert Kelly

Maureen Kelly



CVRD

RECEIVED
CV
FEB 1

C1

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Giles Area C

Grantee:

Grant Amount \$ 500.00

NAME: Cowichan Foundation

ADDRESS: 202-58 Station Street

Nuncom, BC

V9L 1M4

Contact Phone No: 250 748 1013

PURPOSE OF GRANT: assist with ongoing community

work.

REQUESTED BY:

Gary Giles
Director Requesting Grant

ACCOUNT NO.

01-2-1950-0107-113

AMOUNT

500.00

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 _____

000032

COWICHAN FOUNDATION

c/o 202 - 58 Station Street

Duncan, BC V9L 1M4

Phone: (250) 748-1013



OCT 03 2008

President

Dr. Owen Gloster

Vice President

Rollie Rose

Secretary

Richard Friedrich

Treasurer

Michael G. Coleman

Honorary Treasurer

Art Mann

Directors:

Les Atchison

Michael Coleman

Cam Drew

Dave Ferguson

Richard Friedrich

Gerry Giles

Dr. Owen Gloster

Art Mann

Dr. John Philp

Rollie Rose

Debbie Williams

September 30, 2008

COWICHAN VALLEY REGIONAL DISTRICT

BY HAND

137 Evans Street

Duncan, BC V9L 1P5

Dear Director Giles: 

RE: COWICHAN FOUNDATION

Once again we are requesting your consideration of a donation to assist our ongoing community work.

This past year we provided over \$5,000.00 to Cowichan area post-secondary students in attendance at Malaspina University-College (including ten bursaries of \$500.00 each). Two of these awards have been established as memorials to Dennis Alphonse and Don Morton, prominent community leaders and long-time Cowichan Foundation Board members.

With the costs of education rising for students and their needs increasing, these funds have been very gratefully received - and they would not be possible without your support!

The Cowichan Foundation has also received funds from acting as a 'conduit' for charitable funds received by such groups as the E.J. Hughes Legacy Project (a nominal commission received for administrative work of processing receipts and funds) which has expanded our capacity to assist the community at large.

As I have confirmed to the media, our Cowichan Foundation has been blessed with very loyal and generous supporters who have enabled us to make a difference.

We would be pleased to receive your gift this year, and we will provide charitable receipts for funds received before December 31, 2008.

Thank you for your consideration and our warmest wishes as we approach the holiday season.

Yours truly,

COWICHAN FOUNDATION

PER: MICHAEL G. COLEMAN

MGC/ag

000033



COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Giles Area C

Grantee: _____ Grant Amount \$ 1000.00
NAME: Cowichan Secondary School
ADDRESS: 2652 James Street
Nanaimo BC
V9L 2X2
Contact Phone No: 250 746 4435
PURPOSE OF GRANT: Bursary fund (2 x 500)
REQUESTED BY: Gerry Giles
Director Requesting Grant

| ACCOUNT NO. | AMOUNT | GST CODE |
|--------------------|---------|----------|
| 01-2-1950-0205-113 | 1000.00 | 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 _____

34. COWICHAN VALLEY PARENTS FOR FRENCH BURSARY – FRENCH IMMERSION PROGRAM

Conditions

- ♦ Preference will be given to a student whose parent(s) or guardian is a member in good standing for 2 years previous with Canadian Parents for French.
- ♦ Must be a grade 12 student completing the requirements for the French Immersion Program.
- ♦ Preference may, but not necessarily will, be given to a student proceeding with the study of the French Language.
- ♦ Must show they have used their knowledge and application of French within the community.
- ♦ The award is to be paid to any post secondary institution of training upon proof of acceptance.
- ♦ To be claimed within 18 months of being awarded.

BURSARY - \$ 250.00

Contact Person

Danielle Lymburner
4310 Sunrise Drive
Duncan, B.C. V9L 6G6

710-0725

35. COWICHAN VALLEY REGIONAL DISTRICT – AREA B BURSARY

Conditions

- ♦ Available only to a student living in AREA B – CVRD – Shawnigan Lake.
- ♦ Must be in regular attendance at Cowichan Secondary School.
- ♦ Must be involved in the school and community.
- ♦ Awarded to student(s) graduating on ANY program and who will be proceeding to post-secondary education at a recognized institution (university, college, technical or vocational school).
- ♦ The award will be paid upon receipt of proof of registration at the chosen post secondary institution.
- ♦ The bursary must be used within one year upon receipt.

~~BURSARY - \$ 500.00~~

2@ \$750.00

Contact Person

Mr. Ken Cossey
Area B Director

746-1336

36. COWICHAN VALLEY REGIONAL DISTRICT – AREA C BURSARY

Conditions

- ♦ Available only to a student living in ELECTORAL AREA C – COBBLE HILL.
- ♦ Must be in regular attendance at Cowichan Secondary School.
- ♦ Must be involved in the school and community.
- ♦ Awarded to student(s) graduating on ANY program and who will be proceeding to post-secondary education at a recognized institution (university, college, technical or vocational school).
- ♦ The award will be paid upon receipt of proof of registration at the chosen post secondary institution.
- ♦ The bursary must be used within one year upon receipt.

TWO BURSARIES - \$500.00 EACH

Contact Person

Mrs. Gerry Giles
Area C Director

743-5466

000035



November 13, 2008

NOV 17 2008

Mr. Ken Cossey
Area B Director
CVRD
Duncan, BC

*File
Area C*

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 realization that their 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 December 19, 2008.

Thank you for your support.

Yours truly,

COWICHAN SECONDARY SCHOOL

Joan Chatterton

Joan Chatterton
Scholarship/Bursary Chairperson

JC/gj

Enc.

| | |
|------------------------------|------------------------------|
| Original: <i>Finance</i> | Copies to: <i>Dr. Cossey</i> |
| Reard: | |
| Committee(s): | |
| Disseminated by: <i>Joan</i> | Date: <i>Nov. 18/08</i> |
| File # | |

*Important Date: Scholarship and Bursary Award Night – 7 p.m., Wednesday,
June 10th, 2009*

000036



RE C3

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Financial Services Department

Submitted by Director Giles Area C

Grantee: Grant Amount \$ 250.00

NAME: Cowichan Spirit of Women

ADDRESS: Women's Resource Centre

One Kenneth Street

Nanaimo V9L 5G3

Contact Phone No: 748 8722

PURPOSE OF GRANT: assist with organization

REQUESTED BY:

Gary Giles
Director Requesting Grant

ACCOUNT NO.

01-2-1950-0105-113

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 _____

000037



JAN 30 2009

The Cowichan Spirit of Women

Womens Resource Centre, One Kenneth Street, Duncan, B.C. V9L 5G3

Phone (250)715 3893 Faxsimile (250) 748 3509

e-mail spiritofwomen@shaw.ca or e-mail helgal@shaw.com

2008 01 29

Chair Gerry Giles and CVRD Directors

Cowichan Valley Regional District

Re Grant in Aid

Dear Chair Gerry Giles,

We have received \$100 to \$500 grants in aid from many electoral areas of the *Cowichan Valley Regional District* over the years and are requesting grants from all the directors. The *Cowichan Spirit of Women*, organized in 1992, seek funds to operate the *Women Resource Centre* and run other programs and projects.

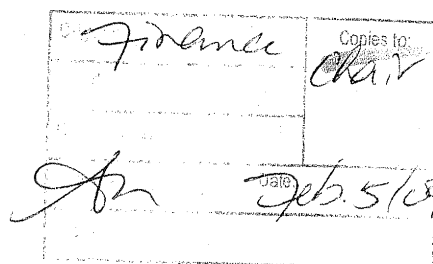
The *Women Resource Centre* opened fourteen years ago and is run by volunteers and a coordinator as funds permit. Computer, internet and office skills are taught to women; information and help is given and bimonthly newsletters are distributed. Movies are shown the first Monday night of the month while *Community Kitchens* meets semi-monthly. We organize annual events: International Women's Day, Equinox and Solstice days, Canada's Day of Remembrance of Violence Against Women. In addition, *CSW* sponsors a variety of workshops, classes and seminars, Cafe nights, Art Show, Book Club. Community involvement include Volunteer Cowichan, Women Against Violence Against Women and the Cowichan Intercultural Society. We aim to serve the women and children in the Cowichan Valley which helps men too. Our mandate is "women helping women" which builds a cohesive community for all.

All that we do together increases our profile in the community and ensures our continued success. Your contribution to a project such as sponsoring underemployed students in a course at approximately \$75 to \$150 each, co-sponsoring International Women's Day or assisting with the operation of the *Women Resource Centre* would be greatly appreciated. The rent is about \$50 per month. Thank you for your careful consideration of this important request for a grant in aid. On behalf of the *Cowichan Spirit of Women*, I thank you.

Respectfully yours

H. Lambrecht
Helga Lambrecht, Organizer, *CSW*

748-8722 or (250)744-8922 cell



000038



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Giles Area C Financial Services Department

Grantee:

Grant Amount \$ 1500.00

NAME: Frances Kiley Secondary School

ADDRESS: PO Box 277

Mill Bay BC V0R 2P0

Contact Phone No: 250 743 6980

PURPOSE OF GRANT: Recreation

REQUESTED BY:

Gerry Giles
Director Requesting Grant

ACCOUNT NO.

AMOUNT

GST CODE

01-2-1950-0103-113

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

C.V.R.D.
RECEIVED
NOV 03 2008

P.O. BOX 279 MILL BAY, BRITISH COLUMBIA, V0R 2P0 TEL (250) 743-6916 • FAX (250) 743-6915
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

November 2, 2008

C Cobble Hill

Cowichan Valley Regional District Electoral Area ~~Shawnigan Lake~~

~~Mr. Ken Cossey~~ *Garry Gales*

175 Ingram Street
Duncan, BC, V9L 1N8

Dear ~~Mr. Ken Cossey~~: *Mr. G. Gales*

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 initial 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 23, 2009.

Thank you for your support.

Sincerely,

Mr. Mike Martin
Scholarship and Bursary Chairperson

MM/njw
Encl.

| | | | |
|------------------|----------------|------------|-------------------|
| Original: | <i>Frances</i> | Copies to: | <i>Dr. Cossey</i> |
| Board: | | | |
| Committee(s): | | | |
| Disseminated by: | <i>John</i> | Date: | <i>Nov. 4/08</i> |
| File # | | | |

000040



RBC C5

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director files Area C

Financial Services Department

Grantee: Grant Amount \$ 500.00

NAME: Cowichan Family Caregivers Society

ADDRESS: 70 Box 13
Shawnesee Lake, BC
VOR 2W0

Contact Phone No: 250 743 7621

PURPOSE OF GRANT: Assist with aims of society

REQUESTED BY: George Gies
Director Requesting Grant

| ACCOUNT NO. | AMOUNT | GST CODE |
|--------------------|--------|----------|
| 01-2-1950-0224-113 | | 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 Family Caregivers Support Society

Communities Supporting Caregiving Families

nourishing strengths and opening hearts ~ nourishing strengths and opening hearts ~ nourishing strengths and opening hearts ~ nourishing strengths and opening hearts

RECEIVED

OCT 14 2008

PO Box 13, Shawnigan Lake

British Columbia VOR 2W0

Phone (250) 743-7621

Fax (250) 929-7001

info@familycaregiverssupport.org

www.familycaregiverssupport.org

~~Ken Cossey, Director, Regional District B~~
Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C.
Postal code
V9L 1N8

Garth Harvey, Area C

| | | |
|--------------------------------|--|------------|
| C. name <i>France Incossey</i> | | Copies to: |
| Date <i>Oct 9, 2008</i> | | |

Re: Request For Assistance, \$2,500.00 for 2009

~~Dear Ken,~~

Your past support has made good things happen in Shawnigan Lake and the Regional District and your continued support can only make things better.

Our mission is to relieve the stress of caregiving that families experience over time and, by so doing, we prevent or delay more costly medical intervention. In the Times Colonist (8 November 2007) the cost to the Health Care system for caring for an elderly couple would be \$6,000.00 per month, if the family caregiver was removed. It is estimated the caregivers provide over 80% of eldercare, which saves the healthcare system billions of dollars. It makes good economic sense to support caregivers.

We augment existing community healthcare providers by offering: support circles; support groups; one-on-one emotional support; advocacy; information and referral; education; and community development. In a recent meeting, when how we work was described, a manager for the Vancouver Island Health Authority (VIHA) said, " That is music to my ears."

Last year demand for our service, both new and internal, increased by 80%. To even attempt to meet this increase in demand, we are looking at a budget for 2009 of \$133,000, give or take. VIHA gives us \$46,000. We raise about \$28,000 from our annual Shawnigan Lake Walk and raffle, and receive \$10,000 plus from an individual. For the remainder we rely on community support and other grants (asking for about \$30,000 from BC Gaming).

Your continued support will be appreciated, and will improve the quality of life for many caregiving families in the Region.

Respectfully requested by Garth Harvey, President.

Garth Harvey

P.S. Your last grant allowed us to add 7 more hours to work on S.H. Foster's case. Thanks again

Join us for our annual fundraiser "The Shawnigan Lake Walk" > www.theshawniganlakewalk

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PK1

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF MARCH 3, 2009

DATE: February 25, 2009 **FILE NO:**
FROM: Ryan Dias, Parks Operations Superintendent **BYLAW NO:**
SUBJECT: Electoral Areas F & I Parks Maintenance Contract Award

Recommendation:

That the 2009-2010 Electoral Area F Community Parks Maintenance Services Contract be awarded to Easy Living Holdings Ltd. of Duncan in the amount of \$69,999.99 including GST, based on the RFP bid received Friday February 13, 2009;

And furthermore, that the 2009-2010 Electoral Area I Community Parks Maintenance Services Contract be awarded to Easy Living Holdings Ltd. of Duncan in the amount of \$67,999.99 including GST, based on the RFP bid received Friday February 13, 2009.

Financial Implications:

This contract would be funded by the respective Electoral Areas F Community Parks, and Electoral Area I Community Parks Budgets.

Interdepartmental/Agency Implications: N/A

Background:

Parks Maintenance Services contracts are used to achieve consistent service delivery in CVRD Parks for the maintenance and upkeep of developed park facilities, amenities and greenspace areas for public use and enjoyment in a safe maintained environment. In order to maintain this level of service for park care, parks maintenance contracts detail the extent and frequency of duties that a contractor must consistently fulfill throughout the term of the maintenance contract. These requirements are outlined in a Request for Proposal ("RFP") document, which provides detail on the scope of work expected from a contractor that is consistent with a standard of care established by CVRD Parks. The Parks maintenance contractor provides the CVRD with the necessary contract staff, equipment, tools, vehicles, supplies and resources to complete the parks maintenance services requirements of the Regional District. In addition, through contracting of parks maintenance services the Regional District transfers all liability to the contractor related to parks maintenance services, and minimizes the Regional District's exposure to potential risk related incidents or occurrences within CVRD Parks that could result from providing this type of service delivery.

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At the regular Board meeting of November 12, 2008 the following resolution was passed: "That separate Request for Proposals for the provision of Parks Maintenance Services contract be issued for Electoral Area A-E Community Parks, Electoral Area F Community Parks, Electoral Area H Community Parks and Electoral Area I Community Parks."

In response to the resolution of the Board, two separate Request for Proposals (RFP) for Parks Maintenance Services for Electoral Areas F & I Community Parks were issued January 19, 2009. For the Electoral Area F & I Community Parks RFP's, separate ad's were placed in the Lake Cowichan Gazette, as well as the Duncan based papers (NewsLeader/Pictorial and Citizen) both weekend and mid week editions from January 17th – February 7th, 2009. In addition, RFP documents were made available on BC Bid and the Yellow Sheets online public bid sites. Staff also conducted advance notification by supplying the Area F&I Parks Commissions with flyers for posting and distribution in well known locations around each community. Parks Staff also contacted known landscape contractors in the Cowichan Valley in order to ensure the RFP was well advertised and to encourage broad interest and response from qualified contractors. Seven contractors joined parks staff along with Director Morrison in the Area F Community Parks walk about on January 29th at 10:00 am. In the afternoon of January 29th, Parks Staff were joined by eight contractors for a walkabout in Electoral Area I Community Parks to review the duties of the contract.

RFP submissions received for Electoral Area F Community Parks Maintenance Contract:

Twenty-Seven RFP packages were requested by interested parties, with seven bid submissions received prior to the submission deadline of February 13th, 2009 at 2:00 pm. Proponents were required to provide a detailed proposal including an all-inclusive bid price (including GST) for the two year (16 months total) term.

Electoral Area F Proposals were received from:

| | | |
|--------------------------------------|-----------------|--------------|
| Amigo's Park Maintenance Services | (Mesachie Lake) | \$46,273.50 |
| Iverson Forest Management | (Duncan) | \$64,942.92 |
| Easy Living Landscape Holding | (Duncan) | \$69,999.99 |
| Stone Pacific Contracting Ltd. | (Duncan) | \$78,729.00 |
| Cowichan Lake Community Forest Co-op | (Lake Cowichan) | \$88,795.00 |
| Island Saw & Turf | (Duncan) | \$100,800.00 |
| Grant Henry Agricultural Services | (Cowichan Bay) | \$239,242.50 |

Parks staff evaluated all proposals in the areas of past work experience, work history, knowledge of the contract expectations, references and past performance appraisals, and bid price. The initial evaluation process revealed that those companies with high bids and/or a lack of experience in park maintenance scored low, and therefore were not considered for further evaluation.

Of the eight submissions, Parks Staff shortlisted two bids: Amigo's Park Maintenance Service (\$46,273.50) and Easy Living Landscape Holdings (\$69,999.99) based on lowest bid price, and proposals inclusive of written details provided in the bid proposal which indicated some level of experience in landscape and/or parks maintenance. While the bid proposal submitted from Iverson Forest Management was the second lowest bid price, the evaluation of their written proposal did not note either general grounds landscaping and/or relative parks maintenance experience by this firm. Previous work experience of Iverson Forest Management was noted to be primarily in the field of Forest Engineering, Forest Fire Management, and logging operations.

Parks staff invited both Amigo's Parks Maintenance and Easy Living Landscape Holdings in for a further evaluation interview. The purpose of the interview was to clarify further their experience and delivery of public park maintenance services, based on the information provided in the bid proposals. In addition, the interview provided the opportunity to gain a better understanding of each company's contract staff, the level of knowledge of basic park maintenance duties including irrigation repairs and maintenance, pruning, turf management, trail maintenance, baseball field maintenance, public docks, playground maintenance and public facility risk assessment and hazard mitigation which are required to perform all of the duties listed in the RFP.

The interview also provided the opportunity to clarify the amount of staff resources each contractor was committing to the maintenance contract, a review of how each contractor would achieve the April task list, and the type of equipment and resources (both mechanical and human) each contractor would bring to the Electoral Area F maintenance contract.

Amigo's Park Maintenance is a just formed company, and is made up of two principles, each of which is an owner/operator of a separate non-public parks maintenance services business. One of the principles of Amigo's Park Maintenance currently holds one small seasonal building grounds maintenance contract. Parks staff's understanding is that Amigo's Park Maintenance was formed specifically to submit bids for the Area F and I Parks Maintenance services contracts. Amigo's Parks Maintenance based out of Mesachie Lake proposes to achieve the specified parks maintenance duties with a two person crew, and two supplemental labourers as required during the course of the 16 month contract. Amigo's Park Maintenance indicated it has other work commitments; however this contract would be the main focus of their time. During the interview process, Amigo's Park Maintenance was given the opportunity, but was unable to provide specific details or examples of the company's and/or contract staff's relevant previous experience in regards to undertaking certified playground inspections or maintenance, ball field maintenance, large scale irrigation maintenance, minimal knowledge of pruning and hazard tree assessment, nor any direct experience with public trail maintenance, and limited knowledge of turf management. Amigo Park Management did indicated, however, that if awarded the contract the company would put one or more of their personnel through a certified playground inspection course.

Easy Living Landscape Holdings, based out of Duncan, proposes to achieve the contract with five initial bodies for the month of April, and then a regular full time crew of three persons. Easy Living Landscape Holdings also has available ticketed irrigation operators, certified arborists, certified horticulturalists, turf management specialists, and an extensive labour pool to service the Area F Parks Maintenance Contract during the sixteen month contract period. Easy Living Landscaping Holdings indicated that if awarded the contract, it would have a three person crew allocated to the provision of Electoral Area F Parks Maintenance services.

Easy Living Landscape Holdings has provided park maintenance services for the City of Nanaimo for the past twelve years, and has over twenty-four years of maintenance experience in the municipal maintenance field. Easy Living Landscape Holdings has been performing playground inspections for the past fourteen years, performing turf management maintenance for the past twenty one years, including ball fields and sports fields. In addition to having certified irrigation technicians on staff, Easy Living Landscape Holdings has installed over five hundred systems. In the twelve years working with the City of Nanaimo Parks, Easy Living Landscape Holdings has installed, maintained, and performed ongoing risk assessment of all public trails, trees, and dock structures.

Easy Living Landscape Holdings has committed a 5 person crew for the works required in the month of April, and have committed new maintenance equipment i.e. mower which will allow them to be more efficient with staff resources as the contract proceeds through the sixteen month term. Evaluation of the proposal from Easy Living Landscape Holdings has determined this company has the necessary technical expertise, the staff resources, and has proven to have extensive experience and proficiency in the areas of public park care services.

In summary, based on experience and qualifications in the areas of playground inspection and maintenance, ball field maintenance, large scale irrigation maintenance, pruning and hazard tree assessment, public trail maintenance, and turf management, Easy Living Landscape Holdings has demonstrated the experience, qualifications and capacity to undertake the 2009-2010 Area F Parks Maintenance Services Contract as the lowest qualified bid to undertake the scope of work requirements outlined in the RFP.

The following is a breakdown of the costs proposed by Easy Living Landscape Holdings Ltd. over the two-year term for the provision of parks maintenance services for Electoral Area F Community Parks.

| Electoral Area | 2009 | 2010 | Contract Term |
|-----------------------|--------------------|--------------------|----------------------|
| Area F | \$33,333.33 | \$33,333.33 | \$66,666.66 |
| GST | \$1,666.66 | \$1,666.66 | \$3,333.33 |
| TOTAL | \$36,666.66 | \$36,666.66 | \$69,999.99 |

RFP submissions received for Electoral Area I Contract:

Thirty-one RFP packages were requested by interested parties, with seven bid submissions received prior to the submission deadline of February 13th at 2:00 pm. Proponents were required to provide a detailed proposal including an all-inclusive bid price (including GST) for the two year (16 month) term.

Electoral Area I Proposals were received from:

| | | |
|--------------------------------------|-----------------|--------------|
| Iverson Forest Management | (Duncan) | \$64,942.92 |
| Amigo's Park Maintenance | (Mesachie Lake) | \$65,301.60 |
| Easy Living Landscape Holdings | (Duncan) | \$67,999.99 |
| Stone Pacific Contracting | (Duncan) | \$78,729.00 |
| Cowichan Lake Community Forest Co-op | (Lake Cowichan) | \$98,464.00 |
| Island Saw & Turf | (Duncan) | \$100,800.00 |
| Cow Val | (Youbou) | \$171,850.00 |

Parks staff evaluated all proposals in the areas of past work experience, work history, knowledge of the contract expectations, references and past performance appraisals, and bid price. The initial evaluation process revealed that those companies with high bids and a lack of experience in park maintenance scored low, and therefore were not considered for further evaluation. Similar to the outcomes of the evaluation process for the Electoral Area F Community Parks Maintenance Services RFP, the three lowest bids received through the Area I Community Parks Maintenance Services RFP were Iverson Forest Management, Amigo's Park Maintenance and Easy Living Landscape Holdings.

Although Iverson Forest Management was the lowest bid price, the evaluation process determined this firm did not demonstrate any previous experience in general landscaping and/or relevant parks maintenance as required under the RFP.

The review process of bids from Amigo's Parks Maintenance and Easy Living Landscape Holdings for the Area I Parks Maintenance Services contract was inclusive of the interview process with these two contractors concurrent with the parks maintenance services bid process evaluations undertaken for the Electoral Area F parks maintenance contract. Similar to the requirements for the Area F Parks Maintenance Services RFP, Amigo Parks Maintenance was unable to provide details or examples of relevant experience or qualifications for several key components required for the services delivery of the Area I Community Parks Maintenance contract, that being in the areas of certified playground inspections or maintenance, ball field maintenance, large scale irrigation maintenance, pruning and hazard tree assessment, public trail maintenance, and knowledge/experience in turf management.

As noted above, evaluation of the proposal from Easy Living Landscape Holdings determined this company has the necessary technical expertise, the staff resources, and has proven to have extensive experience and proficiency in the areas of public park care services. Easy Living Landscape Holdings is proposing a separate three person crew for maintenance of community parks in Electoral Area I from a 3 person crew that would service parks in Electoral Area F, if the company were awarded both contracts. At the beginning of each season, Easy Living Landscape Holdings has indicated that it would provide a five person crew to service the Electoral Area I contract (with a separate five person crew in Electoral Area F if awarded that contract as well) to achieve the extensive duties that are required in the month of April as outlined in the RFP.

In summary, based on experience and qualifications in the areas of playground inspection and maintenance, ball field maintenance, large scale irrigation maintenance, pruning and hazard tree assessment, public trail maintenance, and turf management, Easy Living Landscape Holdings has demonstrated the experience, qualifications and capacity to undertake the 2009-2010 Area I Parks Maintenance Services Contract as the lowest qualified bid to undertake the scope of work requirements outlined in the RFP.

The following is a breakdown of the costs proposed by Easy Living Landscape Holdings Ltd. over the two-year term for the provision of parks maintenance services for Electoral Area I Community Parks.

| Electoral Area | 2009 | 2010 | Contract Term |
|-----------------------|--------------------|--------------------|----------------------|
| Area I | \$32,380.95 | \$32,380.95 | \$64,761.90 |
| GST | \$1,619.04 | \$1,619.04 | \$3,238.09 |
| TOTAL | \$33,999.99 | \$33,999.99 | \$67,999.99 |

Submitted by,



Ryan Dias,
Parks Operations Superintendent
Parks, Recreation and Culture Department

RD/ca
/RD

Department Head's Approval:

Signature

000047



PK 2

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF MARCH 3, 2009

DATE: February 25, 2009 **FILE NO:**

FROM: Ryan Dias, Parks Operations Superintendent **BYLAW NO:**

SUBJECT: Preauthorization of Parks Capital Funds – Electoral Areas C, F and G.

Recommendation:

That the Purchasing Policy be waived to allow the following list of works to proceed prior to the adoption of the CVRD 2009 Five Year Financial Plan in order to ensure the projects are completed prior to mid-spring when public use becomes very active at these parks and in particular at Saltair Centennial Park where the league play on the ball fields is scheduled to commence.

1. Area C – Construction of Bike Skills Park at Quarry Nature Park;
2. Area F – Emergency Repairs to Bear Lake Park Swim Float and approach ramp; and
3. Area G – Installation of Irrigation system at Saltair Centennial Park ball field

Financial Implications:

Each project would be funded under 2009 Capital Budgets of the respective Electoral Areas C, F and G Community Parks Function.

Interdepartmental/Agency Implications:

N/A

Background:

Electoral Area F – Bear Lake Park Swim Float Replacement:

The existing swim float structure at Bear Lake Park was constructed over 20 years ago and as a result of age and wear, it is in need of immediate replacement. The approach ramp, and gangway also require repairs, and works will coincide with the float replacement. Estimated cost for all construction works is \$18,000. Due to immediate safety and liability concerns authorization is required to expend capital funds for the project prior to adoption of the 2009 budget. The Parks swim float is popular for local residents in the Mesachie Lake Area during the warmer months of the year for swimming. This project has been identified by the Electoral Area F Parks Commission and has been budgeted for replacement under the 2009 Capital Program.

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Electoral Area G – Saltair Centennial Park Ball Field Irrigation:

Saltair Centennial Park ball field is the only sports/baseball field within CVRD's community parks system that does not currently have an automatic irrigation system. For a field of its size and level of use, to ensure the field does not fall into a cycle of future weed and disease issues, parks staff in consultation with the Electoral Area G Parks Commission have identified the need for an irrigation system that will help regulate and maintain healthy turf for the level of use. Saltair Centennial Field facilitates a 14 team softball league each year starting in the month of April, and therefore pre-authorization to expend Capital Funds is required prior to adoption of the 2009 budget in order to have the irrigation system installed in the month of March, and fully operational prior to the start of the softball season. The Area G Parks Commission has identified this as a project to be achieved in 2009.

Area C – Bike Skills Park – Quarry Nature Park:

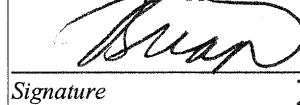
The Bike Skills Park proposed within Quarry Nature Park is a project initiated by the Electoral Area C Parks Commission and community volunteers, and is the first of its kind within the Cowichan Valley Regional District. The construction works are to be performed by a specialized contractor, and must be performed under ideal site conditions. Due to the limited availability of the specialized contractor only through the month of March 2009 and the volunteers that have committed to helping with site works, authorization is required to expend capital funds for the project prior to adoption of the 2009 budget.

Submitted by,



Ryan Dias,
Parks Operations Superintendant
Development Services Department

Division Head's Approval:



Signature

RD/ca

MINUTES OF ELECTORAL AREA I (Youbou/Meade Creek) PARKS COMMISSION MEETING

PK 3
FEB 13 2009

DATE: February 10, 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 7:10pm.

PRESENT:

Chairperson: Marcia Stewart

Vice-Chairperson: Shenyn Gregory

Members: Dan Nickel, Wayne Palliser, Gerald Thom

ALSO PRESENT:

Director:

Alternate Director:

Secretary: Tara Daly

Guests:

ABSENT: Director Klaus Kuhn, Alternate Director Alex Marshall

ACCEPTANCE OF AGENDA

It was Moved and Seconded to accept the agenda with additions of:

Mile 77 Park ~ planting of trees, under Old Business

Park updates, under New Business

MOTION CARRIED

ACCEPTANCE OF MINUTES

It was Moved and Seconded that the minutes of January 13, 2009 be accepted

MOTION CARRIED

BUSINESS ARISING

- **Little League Park** ~ no quote as of yet for the levelling and irrigation for outfield
- **Trees for Tomorrow** ~ M. Stewart looked through the application but there was too much detail needed for the short timeframe; if other grants come forward they may be given to Tanya Soroka (CVRD) to complete

CORRESPONDENCE

- email received from Helen Evans voicing concerns about maintaining status quo at *Spring Beach*; M. Stewart had checked with B. Farquhar (CVRD) to determine who was responsible for the property, after discussion by the Commission clarification is needed as to whether the property is the responsibility of the BC Forest Service (Port Alberni) or is a Provincial Recreation Site, M. Stewart will look into further and report back to H. Evans

DIRECTOR'S REPORT

- None
- short discussion by Commission about the pros and cons of participating through taxes with the pool in Duncan

COWICHAN LAKE RECREATION

- L. Backlund said that she could supply someone to change the information on the Font Board when it is

000050

installed but the Commission decided they will look after changing the information for the time being

- *Lake Cowichan Spirit of BC* ~ received \$6 800 grant; day-long program at the Cowichan Lake Sports Arena including appearances by the Olympic Mascots; Ski Trip to Mount Washington is also part of the celebrations, as well as, Free Bowling on February 13th
- advertisement for activities sponsored by the Parks Commission for inclusion into the PlayBook are needed by Thursday, February 12th

CHAIRPERSON'S REPORT

- April 26th ~ hike Little Bald Mountain: W. Palliser will supply propane burner and large canner, G. Thom will supply hot chocolate and marshmallows; M. Stewart will supply cups; hot chocolate to be served in parking lot at the end of the hike
- May 24th ~ Kathryn Swan has agreed to do the plant identification with the goal to have pictures of same on the kiosk at Price Park
- June 14th ~ W. Palliser and S. Gregory will supply BBQs, G. Thom will seek donations from Country Grocer (Village Market) of wieners, buns, and condiments, M. Stewart will supply juice and container (from Cowichan Lake Recreation); games and prizes were discussed with more discussion at next month's meeting
- information for all events will be in the Spring PlayBook, the same advertisement used as posters around the Cowichan Lake area, and distribution through the schools and youth organizations
- M. Stewart noted she would not be able to attend the April 26th event
- M. Stewart also noted she had made a submission to the Lake Cowichan Gazette about the coming activities, the AGM, and just general information on Area I (Youbou/Meade Creek) Parks Commission

COWICHAN VALLEY REGIONAL DISTRICT

- **Font Board** ~ Ryan Dias reported that the installation will be Friday, February 13th or Tuesday, February 17th, W. Palliser will volunteer his services; a second set of letters was also ordered along with a pole to assist in changing the information on the board
- **Maintenance Contract** ~ bidding closes on Friday, February 13th, twenty-five (25) packages were taken out, nine (9) persons took part in the walkabout, and six (6) are local persons; Director Kuhn will take part in the selection process, as well as, M. Stewart if she is available
- **Arbutus Park** ~ the infamous missing walkway will be visually confirmed as belonging to Area I Parks by the builder and then B. Farquhar (CVRD) will approach the person who is in possession of it to have it returned; the tender process for the irrigation system has not begun because of lack of funds, when it does move forward it will be most likely promoted as a total replacement dollar figure with the hope to utilize existing useable material; *Commission discussed this proposal and felt it would probably be more expensive in the end with labour costs to determine the viability of using existing materials and felt it only necessary to save the valves and the heads and install all new lines*
- **Nantree Park** ~ work is proceeding on the boomsticks (Cliff Gibson of Jornc is doing) with an approximate cost of \$2 000; walkway/ramp repairs at a cost of \$1 500 - \$2 000
- **Questions raised by Commission** ~ 1) Have the ladders on the floats at Nantree Park been replaced as the existing ones are too short? 2) Why weren't the slides at Nantree Park and Arbutus Park not covered over the winter months? 3) Is it possible to see the actual bills for work done on the Area I Parks? 4) At the budget meeting in October 2008 there was a surplus of \$17 000 with no outstanding bills but now there is only \$8 000. Where is the missing \$9 000?
- **Mile 77 Park** ~ a retaining wall will have to be installed on one side of the creek, the Summer Student Crew will do; the Summer Student Crew will only be in Area I for two (2) days
- **Woodland Shores** ~ all the roads have been deactivated, trails will be completed in three (3) months, developers wish to have a site visit by the end of February with the Parks Commission, CVRD staff, and the Boy Scouts to identify park amenities

000051

OLD BUSINESS

- **Annual General Meeting** ~ March 29th at 1pm, T. Daly will get information to Ken Abbott, Fire Commission chair, Orest Smycniuk, Firechief, and Jennifer Hughes at CVRD; the Parks Commission will invite the APC, the Fire Commission, the Gatekeeper, and Jennifer Hughes for a Potluck Social
- **Mile 77 Park** ~ trees will be planted March 8th at 10am, M. Stewart will bring the trees and bonemeal from Dinter's, G. Thom will donate horse manure, Glen & Gillian (local tree planters) will be asked to attend along with anyone else who wishes to

NEW BUSINESS

- **Marble Bay Park** ~ S. Gregory noted there are two (2) trees across the pathway, W. Palliser offered to clear them away

ADJOURNMENT

It was Moved and Seconded that the meeting be adjourned at 8:50pm.

MOTION CARRIED

NEXT MEETING

Next meeting on March 10, 2009 at 7:00pm at Youbou Lanes

Annual General Meeting ~ March 29th at 1pm *remember your potluck dish*
Tree Planting at Mile 77 Park ~ March 8th at 10am

Item for next agenda

games and prizes for Mile 77 Park community picnic

/s/ Tara Daly
Secretary

000052

Area F Parks and Recreation AGM, January 29,

2009

(cordially submitted by Mary Lowther)

RECEIVED
C.V.R.D.

JAN 30 2009

Meeting called to order at 7 PM

Chaired by outgoing chair, Ian Morrison. Present: Joan and Ron McKenzie, Jacquie and Randy Huene, Raymond Wear, Dennis Wagner, Jim Caldwell, Kevin Smith, Toni Caldwell, David and Mary Lowther, Carolyn LeBlanc and Sharon Wilcox. Missing: Lachman Sanghara.

MSC: motion to accept the minutes from last year's AGM.

Bus shelters are badly needed in Honeymoon Bay and Mesachie Lake. Recommendation made that the new commission investigate costs and design to present to the CVRD.

Elections: 2 2-year elected positions are available.

Remaining as directors are: Ian Morrison
David Lowther
Carolyn Leblanc
Sharon Wilcox

Elected by acclimation: Ron MCKenzie
Raymond Wear

Appointed by the chair: Mary Lowther
Winn Peters
Jacquie Huene
Lachman Sanghara

Joan explained the differences among the three levels of parks:

- community parks – under local jurisdiction
- sub-regional parks – fall in more than one area
- regional parks – fall within the entire region

MSC: motion to adjourn. Next meeting February 5 at 7 PM.

PK 5

COBBLE HILL PARKS AND RECREATION COMMISSION

Annual General Meeting

Thursday, January 22, 2009 7:00 pm.

Cobble Hill Youth Hall

MINUTES



Present: John Krug – Chair, Richard Shaw, Bill Turner, Lynn Wilson, Linden Collette, Alan Seal and Area 'C' Director Gerry Giles.

Also present: Neil Bonner, Brenda Krug and Jenny Balme

Regrets: Ian Sparshu

Review of 2008 Activities

1. Park volunteers and summer students assisted with maintenance and repairs to Manley Creek Park bridges and trails. One bridge was replaced. The other two are to be replaced this coming year. The Northwest Wildlife Preservation Society has been unable to make repairs to the irrigation reservoir at the top of the park.
2. The Cobble Hill Off- Leash Dog Park was completed using all volunteer workers at a cost of \$6000. The commission will be adding water to the park. South Cowichan Parks will add lighting.
3. The Fairfield Road trail was completed with volunteer workers at 50% under budget. Some of the wood that was cleared has been milled for use in other parks projects.
4. A memorial bench was added at William Shearing Park.
5. Wetland Park was added in the village adjacent to the Farmer's Institute horse field.
6. Area "C" Parks and Recreation Commission held 2 public meetings regarding trail use on Cobble Hill Mountain and to evaluate public approval for a bicycle skills park and in both cases this approval was unanimous. The Commission also approved signage for the trails.

Report on Proposed Activities

1. Plans to repair the cenotaph and complete landscaping in Liberation Park were discussed. The Commission plans to hire a professional designer for the area and to work with the Farmer's Institute about a pathway from Liberation Park through the Institute land.
2. The community approved and the Commission has initiated building of a ¾ acre Bike Skills Park at the base of Quarry Nature Park. Preliminary branch

clearing for the park is underway. Actual park construction is expected to begin in the spring.

3. The Commission has applied for provincial Trees for Tomorrow grant to add trees and other landscaping to the area around the train station.
4. The Cobble Hill Parks and Trails Master Plan is currently in its first revision. The proposal was completed by HB Lanarc Consultants, Ltd.
5. The Commission budget for the year was \$140,000. This is the same as for the past two years. Half of the money is allocated for maintenance and the other half for current projects including Manley Creek bridge upgrades, the Bike Skills Park, and the Cenotaph Project. Money that is not used for these projects will go to the Parkland Acquisition Fund.

Election of Commission Members for 2009:

Chair Krug read out the appointments to the Commission for 2009:

Lynn Wilson, Bill Turner, Richard Shaw, Linden Collette, John Krug and opened the floor for nominations. Alan Seal and Ian Sparshu were duly nominated and elected by acclamation.

Meeting adjourned at 8:30 p.m.

submitted by Linden Collette

PK 6

**COBBLE HILL PARKS AND RECREATION
COMMISSION MEETING**

Thursday, January 22, 2009 8:30 pm.

Cobble Hill Youth Hall

MINUTES



FEB 20 2009

Present: John Krug – Chair, Richard Shaw, Bill Turner, Lynn Wilson, Linden Collette, Alan Seal and Area 'C' Director Gerry Giles.

Regrets: Ian Sparshu

1. Election of officers for the Area "C" Parks Commission. John Krug and Ian Sparshu elected co-chairs. Lynn Wilson and Ian Sparshu selected as representatives to the South Cowichan Parks Commission with Richard Shaw designated as alternate. Linden Collette selected as secretary.

Old Business:

2. Richard Shaw provided an update on bike skills park. A work party is scheduled for Saturday, January 24th at 10:00 am to clear cut and fallen limbs from the bike park area. Richard has invited local youth to participate. Hot chocolate and hot dogs will be available for volunteers.
3. Bill Turner will inspect the Fairfield Trail to determine if any maintenance is needed after recent snow and wind.
4. Bill Turner conducted a site visit to investigate the possibility of constructing a pathway connecting Cowerd Road with Chapman Road. The Commission has decided that the pathway is not currently a priority and will be considered again in September 2009. John Krug will communicate this decision to the community member who made the request.

New Business

1. John Krug and Gerry Giles noted new damage to Manly Creek Park due to recent weather. The bank upstream of the handrail at bridge 1 will need repairs. Gerry has spoken to parks maintenance staff at the CVRD who will make the repairs when they replace bridges 2 and 3 this year.
2. Moved and Seconded:

To ask CVRD park staff to work with the commission to block motorized off highway vehicle (OHV) access to the Quarry Nature Park.

MOTION CARRIED

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Meeting adjourned at 9:30 p.m.

Submitted by Linden Collette, Secretary

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PK 7

**Minutes of the Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission
Annual General meeting, held on January 29th, 2009 at 7:00 p.m. at the Glenora Community
Hall.**

Call to Order

The meeting was called to order at 7:10 p.m. and Ron Smith, Commission Chair, welcomed everyone attending (approximately 30) to the Annual General Meeting, introduced Area E Director Loren Duncan and all the other Commission members present. The Chair also briefly mentioned the purpose and read out the key parts of the 2008 AGM minutes.

Highlights from 2008

At this point the Chair reviewed the major work undertaken at the Community Parks on behalf of the residence of the Electoral Area. This included the construction of the kiosk/washroom facility and the September open house at the Glenora Staging Area Community Park, as well as the construction of the car port and storage shed at the caretaker's residence in the same park.

Mention was also made that the Sahtlam Fire Hall will spearhead the development of the new information kiosk and sign that will be erected near the hall. Also, the assembly was told that there had been two preliminary on site assessments of the Cowichan Station School and grounds last November and December.

At this point the Chair briefly mentioned some of the other initiatives he hoped the Commission could undertake during 2009. Most are not large capital projects but rather things like the completion of the kiosk sign at the Staging Area Community Park, the general layout of the trail system in the Sahtlam area and the boulevard beautification and possibly a sign in the Boys Road area.

Directors Review of Commission Work and other Initiatives

Director Duncan distributed copies of the Statement of Revenue and Expenditures as well as the Budget List by Function for the Commission.

This was followed with a more in-depth review of some of the projects, especially the improvements to the Glenora Staging Area Community Park, such as the location of a cookhouse, walk-in camping area and signage. He also expanded on the ideas being suggested for the Cowichan Station School becoming a key focal point for that community and some of the possible uses for the grounds and buildings.

At this point Director Duncan asked for questions and input from those attending the Annual General Meeting. Some issues raised are as following:

1. Plowing of the park road through the Glenora Staging Area Community Park. It was felt that the caretaker and family were 'trapped' in the park due to the heavy snow fall in December and January and that arrangements should be made well in advance to have the road plowed so they could at least get from Robertson Road into their home. Director Duncan indicated that this matter is being addressed by the Regional District and a firm contract to have the road plowed will be in place shortly.
2. Accommodating horse riders (and clubs) at the Glenora Staging Area Community Park. A number of people representing various riding associations within the Cowichan Valley attended the meeting and wanted to know if there were still plans to accommodate their needs. Director Duncan indicated that indeed they had not been forgotten. He explained that the park plan was

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**Minutes of the Cowichan Station/Glenora/Sahtlam Parks and Recreation Commission
Annual General Meeting of January 29th, 2009 continued**

designed to ensure there would be room to provide various improvements needed for the horse riding public—a feature few if any other park in the Cowichan Valley have or will have. The problem the Commission had was that they didn't know who to contact or how many different associations there were within the region. It was suggested that a special meeting be held in the spring with all groups to discuss this proposal. The Chair will contact Jennifer Brownlow of the Cowichan District Riding Club to set a suitable date for a meeting (likely in late April or early May when the weather is better) that will also include an on site tour of the park.

3. New Community Park land and trails. This was briefly mentioned by Director Duncan who indicated that the Commission is still looking at constructing a non-vehicular bridge across the Cowichan River between Glenora and Sahtlam so that the various trail networks on both sides of the river could be accessed.

4. Cowichan Station School. Background information on the change of direction by the Ministry of Education with respect to community schools was outline by Director Duncan. Basically the directive from the Ministry was that the local School Boards were required to make them available for community use, thus remaining in the public domain rather than selling the buildings and properties of to the highest bidder. With this in mind he felt there was a great opportunity for the Cowichan Station School to become a much needed asset and focal point for the Cowichan Station community and is aware of a number of proposals. He also mentioned the *Towns of Tomorrow* grant program which could possibly be accessed to assist with needed improvements.

Those attending mentioned that there was a need to do a full assessment of all buildings since the original part of the school was constructed in 1914, the gym added later and the separate concrete block classrooms erected in 1976. Director Duncan assured those attending the AGM that this certainly would be his approach. Also, others mentioned a wide range of uses and users for the buildings and grounds including having a day care and an after school drop in centre established. The latter proposal seemed to be especially interesting since at least six school busses pass the school from different directions each afternoon—all within about half an hour. There was also mention that one of the greatest assets of the site, for the community, would be the sports field on the south side of Koksilah Road but there would be a need to have washrooms and a change room. Director Duncan mentioned that there were likely other opportunities like establishing a new playground and other outside amenities at the school and would indicated that the Parks and Recreation Commission wants to work closely with the community as things progress over the next few months.

5. North Cowichan/Duncan swimming pool. While outside the mandate of the Parks and Recreation Commission the matter of the two tier user fee was raised by two area residents. Director Duncan explained his position regarding the matter of funding the municipally operated facility. It was pointed out by one resident that he couldn't get his son into swimming lessons since only the children of residents in North Cowichan and Duncan could sign up first, Should there then be room available only then would others be allowed to be accommodated. Another individual pointed out that indeed the pool was constructed with only municipal taxpayers footing the bill even though there was an effort to get senior governments to assist and now the pool was a much greater financial burden for the municipal taxpayers than first anticipated at the time of the municipal referendum three years ago. Finally it was mentioned that only residents from Electoral Areas A,B,C,D,E,F and are being charged the higher fee since they live outside the municipality, however, if you are a tourist to the Cowichan Valley and want to use the pool you are only charged the lower municipal rate.

**Minutes of the Cowichan station/Glenora/Sahtlam Parks and Recreation Commission
Annual General meeting of January 29th, 2009 continued**

Election of Commission Members

At this point Director Duncan asked for nominations from the floor. One member Elaine Androsoff would not be able to serve on the Commission this year.

The following were elected to the Commission for 2009.

Larry Whetstone, Howard Heyd, Paul Slade, Frank McCorkell and Irene Evans.

In addition the following were appointed by Director Loren Duncan; Ron Smith, Phil Gates and John Ramsey.

Adjournment

The meeting adjourned at 9:35 p.m.

File: Minutes of the 2009 Parks AGM Meeting

000060

PK 8

**Minutes of the Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission
Meeting of January 29th, 2009, held at 10:00pm at the Glenora Community Hall.**

Present

Director Loren Duncan, Ron Smith, Frank McCorkell, Paul Slade, Phil Gates

RECEIVED
C.V.R.D.

Call to Order

FEB 03 2009

The meeting was called to order at 10 pm following the Annual General Meeting to deal with one issue.

New Business

Cherry Blossom Estate Re-zoning Application

This proposal to establish a mobile home strata development on Culverton Rd. was reviewed by the Commission members present. On the sketch plan reviewed it showed an area of 2 acres designated for public park purposed in the north west corner.

The Commission believed that location for this park is correct.

Next Meeting

The next meeting will be in mid February at the call of the Chair.

Adjournment

The meeting adjourned at 10:30 pm.

API

November 6, 2008
7:30 pm

Minutes of the Electoral Area B Advisory Planning Commission held on the above noted date and time at Shownigan Community Centre

Present

APC members: Chair Sara Middleton, Vice Chair Graham Ross-Smith, recording secretary Cynara de Goutiere, Bruce Stevens,

Also present: Area C APC Rod de Paiva - Chair, David Hart, Dave Thomson, Al Cavanagh, Rosemary Allen and Brenda Krug
Absent: Robin Brett - Vice Chair, Leslie Watt and

Michael Janssen

Guests : Shirley Thomson and John Bertagnolli

Absent: Shawn Taylor, Rod Macintosh, Roger Painter

Delegates: Chuck Farrar, Roy Davis

ORDER OF BUSINESS

1) Application no: 1-B-08ALR.

Chuck Farrar explained the proposed boundary adjustment to the ALR lands.

Currently there are 2 A-1 lots and the proposal would end up with 2 lots:

Lot A (3.48 ha) in Area B, which is largely agricultural, with a residence on it. Lot 12(0.28 ha), in Area C, a long narrow lot which abuts Lot A, is landlocked (though adjacent to the railway line). This lot has agricultural potential.

The proposal is to consolidate Lot 12 with Lot A, and create a new second Lot B, 0.75 ha on the portion of Lot A which is less agriculturally suitable, and which has road and hydro access. The residence would be moved to this lot. The proposed adjustment would mean less loss for driveway access through Lot A to Lot 12 and would net more productive agricultural use of the land.

This application largely meets ALR requirements for boundary adjustment. However, the reduction of the site area required for sewage disposal system would have to be addressed by the ministries responsible. The proposed site would also be smaller than ALR 1 ha minimum requirements, but the applicants make the case that this proposal would provide more agricultural land.

Discussion focused on the potential for creation of a third lot, since Lot A is bifurcated by Area B and C's boundary. It was questioned whether indeed two land titles could be amalgamated if they lie in two different Regional District Areas.

Motion APC Area B and APC Area C recommend approval of the boundary lot adjustment File No: 1-B-08ALR subject to registration of a covenant on title(s) which would prohibit further subdivision of the new Lot A. **Motion seconded. Motion carried unanimously.**

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2) **Application 2-B-07RS.** Applicant Roy Davis came with his daughter Janet Brown. The application did not have maps included, so in light of this, the application was tabled until the December meeting.

Memo to the CVRD, that this application package was incomplete, and that the applicant should have been guided in the process more thoughtfully and thoroughly so as not to have inconvenienced him.

3) **OCP.** Meeting with Katy Tompkins to go over the maps will be Wednesday November 19th, 7:00. It is important for us to be at this meeting, as the OCP review process is in its final stages and this will be our last chance for input.

4) Meeting adjourned. Next meeting December 4th.

From: David Lowther [without_a_net@shaw.ca]
Sent: Tuesday, February 03, 2009 8:39 PM
To: joe allan
Cc: ian morrison
Subject: please circulate as rrquired
Attachments: "AVG certification"

AP2

APC MInutes for February 3, 2009.

Called to Order at 19:06. Ian Morrison in the chair. David Lowther acting secretary.

In attendance: David Lowther, Ian Morrison, Joe Allan, Dave Anderson, Phil Archibold, Joan McKenzie and Brian Peters.

| | | |
|------------------|----------------|-------------|
| Elections: Chair | Joe Allan | (acclaimed) |
| Vice Chair | Joan McKenzie | (acclaimed) |
| Secretary | Shirley Burden | (acclaimed) |

MSC: to adjourn at 20:20

Next meeting to be announced later.

AP3

Advisory Planning Commission Minutes Area D – Cowichan Bay

Date: February 16, 2009

Time: 7:00 PM

Minutes of the Electoral Area D Advisory Planning Commission held on the above noted date and time at the Grand Pacific Hotel, Cowichan Bay.

PRESENT

Chair Brian Hosking
Vice-Chair Kevin Maher
Secretary Dan Butler
Members Hillary Abbott
Al Jones
Jenny Searle
Calvin Slade
David Slang
Lillian Talbot

Absent Gord Rutherford
Cal Bellerive

Director Lori Iannidinardo

ALSO PRESENT

CVRD Rep

Guests

Kerrie Talbot

ORDER OF BUSINESS

1. Election of Executive:

The new executive is:

Interim Chair: Brian Hosking
Vice-Chair: Kevin Maher
Secretary: Dan Butler

The election of a permanent Chair will be held on the first occasion all members are present for a meeting.

2. Zoning Bylaw Amendments Application – 2-D-08RS – To permit an existing motel building to be converted to 34 affordable rental housing units

Presentation By the Applicant's Representative

- Proposing to convert the existing 32 unit motel to 34 rental housing units.
- The units will all be 350 SF bachelor suites that will rent for about \$650 per month.
- They propose to renovate the suites and refurbish the building exterior.
- There will be a resident manager and a laundry facility for the tenants.

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- Two thirds of the suites are already long term renters and construction will be phased to accommodate the current tenants.
- Can provide one parking stall for each suite (34) and will try to maximize parking within existing paved area.
- Conducting study to confirm no additional sewer units would be required.
- Bachelor suites have a zero vacancy rate in the Cowichan Valley (currently only 69 units) so demand is high.
- The applicant has had very little problem with tenants in other developments.
- The property is in the development permit area so they will still have to go through that process before obtaining a building permit.

Discussion

There was general consensus that the proposal was appropriate for this location but the following concerns were raised:

- is important that the heron rookery not be disturbed
- The lack of public transportation will likely mean that more residents will have more cars than similar developments in urban areas. This creates concerns about residents taking up scarce parking spots on the street or in Hecate park.
- The lack of storage space could create problems.
- Displacing potential commercial space

Recommendation

In a unanimous vote the APC recommends that a new site specific zone, based on this application, be created that includes a requirement for:

- An on site manager.
- A laundry facility for residents.
- Maximizing parking with a minimum of 34 stalls and without increasing the paved area.

3. Zoning Bylaw OSP Amendments Application – 3-D-08RS – To permit a mixed commercial and light industrial business park.

Presentation By the Applicant's Representative

- Plan to develop site in phases based on demand from tenants – the plans provided only show one potential scenario.
- On site storm water requirements could limit the amount of site development.
- Have sewer units from eagle heights and will connect to City of Duncan water.
- Site is in the flood plain and will be requesting an exemption to requirement to build up site above flood plain.
- Neighbours have no concerns.

Discussion

There was general consensus that there was a need for this type of development and that the basic concept was probably appropriate for this site, however, a number of areas, including the following needed more work:

- Not all of the proposed uses would be compatible with this site.

- Proposed setbacks were not appropriate.
- Storm water disposal
- Meeting flood plain requirements
- Not all staff report issues have been addressed by the applicant.

The complexity of this application suggests that it would be appropriate to have CVRD staff support during deliberations.

Recommendation

- The APC determined that it would not be able to make a recommendation without more information and CVRD staff support and has deferred this item to the next meeting.
- The chair was requested to arrange staff support and schedule another meeting as soon as possible in order to avoid disrupting the applicants business.

NEXT MEETING

To be determined by the Chair

ADJOURNMENT

The meeting was adjourned at 9:30 PM

Dan Butler
Secretary

AREA 'C', COBBLE HILL ADVISORY

PLANNING COMMISSION MINUTES

7:00 p.m. Thursday, February 11th, 2009
Cobble Hill Hall Dining Room, Cobble Hill

Present: Rod de Paiva, Chair; Rosemary Allen; Al Cavanaugh; Jerry Tomiljenovic, Jens Liebgott, John Bertagnolli; Dave Thomson; Brenda Krug

Guests: Gar Clapham, Betsy Burr, Shirley Thomson and Angelo Mansueti

Regrets: Dave Hart; Robin Brett

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

Gerry Giles, Regional Director for Cobble Hill joined the meeting at 7:03.

Agenda: *Moved/seconded that the agenda be adopted as circulated. Carried*

Minutes: *Moved/seconded that the minutes of the January 8th, 2009 meeting be adopted as circulated. Carried*

New Business:

Development Permit Application No. 2-C-08DP (Angelo Mansueti for Victoria Truss 2007 Ltd)

Purpose: To consider an application to build a 117 square metre addition to the office and manufacturing shop building of Victoria Truss, 3605 Cobble Hill Road.

Chair de Paiva introduced Mr. Angelo Mansueti who provided a description of the proposed addition to the Victoria Truss building. Chair de Paiva circulated photographs of the present building and Mr. Mansueti answered several questions from the commission members regarding proposed landscaping along the watercourse in front of the property and past flooding problems that Mr. Mansueti stated have been remediated.

It was duly moved/seconded *that the APC recommend approval of the application.* Carried unanimously

Discussion of Year End Building Report:

The Report was circulated by director Giles. The consensus of the APC was that time was required for the members to examine the Report and the item was tabled.

The Month of December Building Report was briefly examined and it was noted by Director Giles that the January, 2009 report is now available and that the recession has not yet influenced our area in this regard, but this is expected to change in the future.

Director's Report:

Director Giles presented several topics to the APC

- In response to a question from the Director a general discussion took place on whether or not an amendment to the I-1B zone to permit outdoor storage of RV units would be suitable for the Fisher Road location of the I-1B zoned property. The consensus of the meeting was that while it was hard to make a determination without a plan, it was unlikely that this location was suitable for outdoor storage of any type.
- The CVRD budget process is underway and the director will keep the APC apprised of progress.
- The Gervais application has passed the CVRD Board and has been sent on to the ALC
- The military presence on Fisher Road last weekend was a communications command post exercise.
- Parks Commission update –
 - The Cenotaph application for funding has been sent to Veterans Affairs
 - The Cenotaph, the Bicycle Skills Park and the Park and Ride Area have completion dates of 29 August, 2009 (the 100th Cobble Hill Fall Fair)
- The West Coast Waste Lawsuit against the CVRD has been dismissed.
- The Director asked if the APC was interested in meeting with the other south end APCs and it was duly moved/seconded *That areas A, B, C and D APCs conduct a joint meeting with CVRD Planning Staff in attendance, preferably in April.* Carried unanimously

Next Meeting: The next meeting of the APC will be **Thursday, March 12th, 2009.**

Adjournment: The meeting adjourned at 8:15 p.m.

submitted by Brenda Krug

AP 5

January 26th, 2009
7:00 pm

Minutes of the Electoral Area B Advisory Planning Commission held on the above noted date and time at Shawnigan Community Centre, Elsie Miles extension.

Present

APC members: Chair Sara Middleton, Vice Chair Graham Ross-Smith, recording secretary Cynara de Goutiere, John Clark, Roger Painter, Rod MacIntosh

Also present: Director Ken Cossey, Alternate Director Gerry Gutensohn

Absent: Carol Lane

Delegates: Roy Davis, Janet Brown, Jacqueline Logan, Bill Hayes

ORDER OF BUSINESS

1) **Introductions.** Ken announced that there will be a Community Hall Meeting February 12th. Details to appear in local papers.

2) **Elections** will be deferred until next meeting, when all members are present. Graham Ross Smith was elected to be standing Chair. Cynara takes up the quill as usual.

3) Rezoning Application 2-B-07/RS

Roy Davis and daughter Janet Brown spoke to their application to rezone their 10 acre Coleman Road property from F1 to R2. They explained their intended subdivision of the property into three parcels if rezoned. They addressed the issue of wetlands which comprise ~41% of the property, and the park dedication which will need to be discussed with Parks Commission.

4) Rezoning Application 3-B-08RS

Bill Hayes and Ms. Logan spoke to their application to rezone their 27 acre Thain Road property from F1 to F2. They feel that the steep land has little commercial forestry potential left, and they want to subdivide into two parcels. The Covenant, which currently exists on the property had originally been placed to allow access to the neighbour's lot. The applicants report that the access issue has been resolved, and that the Covenant may be removed by MoTH. They were asked if they would be amenable to dedicating parkland, and said that although they would, there could be no access up to the back.

5) Rezoning Application 2-B-07/RS

Discussion. Although this application is in keeping with surrounding areas, APC members were concerned about wetlands accumulating from neighbouring subdivision. Madrone's study however has shown feasibility for this small subdivision.

Motion: Area BAPC recommends that **Rezoning Application 2-B-07/RS** be approved with due attention to wetland areas and recommend a Surface Water Discharge Review. **Motion seconded and Carried.**

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6) Rezoning Application 3-B-08RS

Discussion. APC members had not received memo from Dana Beaton with corrections to the Application. With the minimum lot requirement of 4 ha, it was apparent that the property was only of sufficient size to be subdivided into two parcels. Park dedication, or money in lieu of, although not required, would be a fitting offering. The APC is concerned that rezoning might encourage a trend in small F1 parcels. However, this property in particular, is steep, and being very close to Cobble Hill Village appears inappropriate for commercial Forestry.

Motion. Area B APC recommends approval of Rezoning Application 3-B-08RS, corrected to the intention of two lots only and one a minimum of 4 ha.

Motion seconded and Carried.

7) Meeting adjourned. Next meeting February 5th, to review OCP. Graham will send agenda with time and place. APC members hope that for subsequent meetings, seating and board table accommodations will be resized from kindygarten to adult.

APC

February 6th, 2009
7:00 pm

Minutes of the Electoral Area B Advisory Planning Commission held on the above noted date and time at Shawnigan Community Centre, Elsie Miles extension.

Present:

APC members: Chair Sara Middleton, Vice Chair Graham Ross-Smith, recording secretary Cynara de Goutiere, John Clark, Carol Lane, Rod MacIntosh

Absent: Roger Painter

ORDER OF BUSINESS

1) Introductions.

2) Minutes.

Motion to accept minutes of January meeting, with correction that Graham Ross Smith was formally elected. **Motion seconded and carried.**

Minutes of November 2008 meeting have not been passed and we have a new APC. Graham will enquire about correct procedure.

3) Elections Carol Lane was nominated for Vice Chair. All approved. Cynara de Goutiere was nominated for scribe. All approved.

4) Schedule of meetings. APC members agreed to the usual first Thursday of the month at 7:00 PM
APC members feel that the daycare rooms at Elsie Miles lack the requisite dignity for meeting with applicants. The round room in the Centre was booked originally. Graham will make inquiries.

5) OCP binders need to be made available to new APC members. A training session for APC members is desired as well.

6) Work load management and procedure at meetings.
It was suggested that one person be assigned to do site visit for each application. Graham will delegate.

7) APC members wondered if applications could be mailed electronically to APC members. This way they can be filed on our computers and more easily searched.

8) Upcoming events:
Information about South Cowichan Local Service and Governance Study Committee:

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February 7th 10 am-noon, Cobble Hill Hall and
February 14th – 10 am- noon Frances Kelsey

February 12th 7 PM. Town Hall meeting with Director Ken Cossey at Shawnigan Centre.

9) Secretary to compile a list of APC members' telephone numbers.

10) Motion to adjourn. Seconded and Carried. Next meeting March 5th.