



C·V·R·D

## ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday,  
April 17, 2012  
Regional District Board Room  
175 Ingram Street, Duncan, BC

3:00 pm

---

### A G E N D A

	<u>Pages</u>
1. <u>APPROVAL OF AGENDA</u>	1-2
2. <u>ADOPTION OF MINUTES</u>	
M1 Minutes of April 3, 2012 EASC Meeting	3-11
3. <u>BUSINESS ARISING FROM MINUTES</u>	
4. <u>STAFF REPORTS</u>	
R1 Alison Garnett, Planner I, regarding Application No. 2-F-11RS (Applicant: Anita Rafidi)	12-32
R2 Ann Kjerulf, Planner III, regarding Cowichan Valley Schools Heritage Society	33-41
R3 Dan Brown, Parks Trails Planning Technician, regarding Cowichan Valley Trail 2012 Planning and Construction Program	42-43
R4 Tanya Soroka, Parks and Trails Planner, regarding Permit to Construct Agreement with BC MoT for trail within Belvedere Crescent right-of-way	44-46
R5 Ryan Dias, A/Manager, Parks and Trails Division, regarding Special Event Request – Bright Angel Park	47-48
R6 Mike Tippet, Manager, regarding Process for developing the South Cowichan Zoning Bylaw	49-50
R7 Warren Jones, Chief Administrative Officer, regarding Gas Tax Community Works Fund	51-72
5. <u>CORRESPONDENCE</u>	
C1 Grant in Aid Request, Area D – Cowichan Bay	73-74
C2 Grant in Aid Request, Area B – Shawnigan Lake	75-76
C3 Grant in Aid Request, Area B – Shawnigan Lake	77-78
C4 Grant in Aid Request, Area B – Shawnigan Lake	79-81
C5 Grant in Aid Request, Area B – Shawnigan Lake	82-84
C6 Grant in Aid Request, Area B – Shawnigan Lake	85-86
C7 Grant in Aid Request, Area C – Cobble Hill	87-89
6. <u>INFORMATION</u>	
IN1 Minutes of Area I APC meeting of April 3, 2012	90-91
IN2 Minutes of Area A Parks meeting of March 15, 2012	92-93
IN3 Minutes of Area G Parks meeting of April 2, 2012	94-96
IN4 March 2012 Building Report	97-99

---

**7. NEW BUSINESS****8 PUBLIC/PRESS QUESTIONS****9. 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.

**CSM1** Minutes of Closed Session EASC minutes, April 3, 2012

100-101

**CSR1** Land Acquisition [Section 90(1)(e)]

102-104

**10. ADJOURNMENT**

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

---

Director M. Walker  
Director B. Fraser  
Director I. Morrison

Director M. Marcotte  
Director G. Giles  
Director L. Iannidinardo

Director P. Weaver  
Director L. Duncan  
Director M. Dorey

M1

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, April 3, 2012 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC.

**PRESENT**

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

**CVRD STAFF**

Tom Anderson, General Manager  
Mike Tippet, Manager  
Rob Conway, Manager  
Brian Duncan, Manager  
Warren Jones, Administrator  
Rob Hutchins, Board Chair  
Maddy Koch, Planning Technician  
Rachelle Rondeau, Planner I  
Dana Leitch, Planner II  
Ann Kjerulf, Planner III  
Brian Dennison, General Manager  
Cathy Allen, Recording Secretary

**APPROVAL OF  
AGENDA**

The Chair noted changes to the agenda which included adding six items of listed New Business, and six items of unlisted new business.

It was Moved and Seconded that the agenda, as amended, be approved.

MOTION CARRIED

**M1 - Minutes**

It was Moved and Seconded that the Minutes of the March 20, 2012, EASC meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING**

There was no business arising.

**DELEGATIONS**

**D1 - Rafidi**

Anita Rafidi, owner of Sun Lotus Art House, was present to request that the Board rescind the injunction against the operation of their business while the rezoning application is being processed, or request that the rezoning application to P-2 zoning be expedited. Ms. Rafidi stated that they were under the wrong impression that they could continue operation while the rezoning application was being processed. Sun Lotus has pre-booked 8 wedding events for the 2012 summer season and they would like the CVRD to permit those bookings to proceed during the rezoning process, and further stated that

cancellation of the events would put them in a serious financial hardship position.

There were no comments or questions from Committee members.

The Chair thanked Ms. Rafidi for her presentation and advised that due to litigation reference, the subject will be discussed in closed session, and that staff will contact her.

**D2 - Kolosoff**

Director Marcotte declared a conflict of interest due to her long standing personal relationship with the delegate, and left the room at this point.

Doug Kolosoff, delegate, was present to request a one year extension to their Development Permit No. 3-H-09DP.

The Committee directed questions to staff.

It was Moved and Seconded

That Development Permit No. 3-H-09DP (Kiwi Cove Lodge/Kolosoff) be extended for one year until April 14, 2013.

MOTION CARRIED

Director Marcotte returned to the meeting at this point.

Tom Anderson, General Manager, arrived to the meeting at this point.

**STAFF REPORTS**

**R1 – Van Basten**

Maddy Koch, Planning Technician, reviewed staff report dated March 28, 2012, regarding Application No. 2-F-11DVP (Stan Van Basten) to permit construction of a cantilevered deck and dormers on the dwelling located at 10143 South Shore Road.

The Committee directed questions to staff.

It was Moved and Seconded

That Application No. 2-F-11DVP by Stan Van Basten to vary Section 3.22 of Zoning Bylaw No. 2600 on Lot 34, Section 35, Renfrew District, (situate in Cowichan Lake District), Plan 40628 by reducing the minimum setback from a water course from 15 metres to 3 metres for the purpose of constructing a cantilevered deck and dormers, be approved.

MOTION CARRIED

**R2 - Wyatt**

Dana Leitch, Planner II, reviewed staff report dated March 28, 2012, regarding Application No. 1-A-11TUP (Wyatt/Malahat Holdings) for a temporary use permit to permit rock processing at property located on the TCH south of Butterfield Road.

The Committee directed questions to staff and applicant.

Mark Wyatt, applicant, was present and provided further information to the application.

It was Moved and Seconded

That Application No. 1-A-11 TUP submitted by Mark Wyatt on behalf of Malahat Holdings Ltd. Inc. for a Temporary Use Permit on 8.0 ha of District Lot 72, Malahat District Except Those Parts in Plans 518W and 49974 and VIP 86314 proceed to a public meeting in accordance with South Cowichan Official Community Plan Policy 12.23.

MOTION CARRIED

**R3 - Williams**

Rachelle Rondeau, Planner I, reviewed staff report dated March 27, 2012, regarding Application No. 2-E-12ALR (Williams) to construct a small suite on property located at 4930 Waters Road.

The Committee directed questions to staff and applicant.

Doug Williams, applicant, was present and provided further information to the application.

It was Moved and Seconded

That Application No. 2-E-12ALR by Douglas Williams made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to construct a small suite on the subject property, be forwarded to the Agricultural Land Commission with a recommendation to approve the application subject to decommissioning of the existing cabin.

MOTION CARRIED

**R4 - Corby**

Rachelle Rondeau, Planner I, reviewed staff report dated March 27, 2012, regarding Application No. 5-E-12DP/RAR/VAR (Donna Corby) to permit construction of a dwelling 25.9 metres from the stream located at 4547 Cowichan Lake Road.

There were no questions to staff from Committee members.

It was Moved and Seconded

That Application No. 5-E-12DP/RAR/VAR by Donna Corby for a variance to Section 5.18 of Bylaw No. 1840 in order to reduce the required Streamside Protection and Enhancement Area setback from 7.5 metres down to 2.8 metres on Lot B, Section 8, Sahtlam District, Plan VIP53018 (PID: 017-475-503) be approved, subject to compliance with the recommendations of RAR Report No. 2294.

MOTION CARRIED

**R5 – DP extensions**

Rob Conway, Manager, reviewed staff report dated March 23, 2012, from Alison Garnett, Planner I, regarding amendments to the Development Application Procedures and Fees Bylaw No. 3275.

It was Moved and Seconded

That staff be directed to prepare an amendment bylaw to CVRD Development Application Procedures and Fees Bylaw No. 3275, to address requests to extend the validity of a development permit or development variance permit, specifically by creating an application form and fee, providing a list of application requirements and an outline of the process.

MOTION CARRIED

**R6 – Composting**

Maddy Koch, Planning Technician, reviewed staff report dated March 28, 2012, regarding composting and recycling permitted uses in electoral area zoning bylaws.

General discussion ensued.

It was Moved and Seconded

That CVRD Zoning Bylaws No. 2000, 985, 1405, 1015, 1840, 2600, 1020 and 2465 be amended to remove recycling and composting uses from all zones, while simultaneously developing a new recycling/ composting zone that may be applied to appropriate parcels upon successful rezoning application, and that a public hearing be held in the north, south, central and west sectors of the Regional District; and further, that the following referral agencies be notified of the proposed amendment: Ministry of Transportation and Infrastructure, Ministry of Environment, Regional District of Nanaimo, Capital Regional District, City of Duncan, Town of Lake Cowichan, Town of Ladysmith, North Cowichan District, Stz'uminus First Nation, Lake Cowichan First Nations, Ditidaht First Nation, Cowichan Tribes and Malahat First Nation.

MOTION CARRIED

**R7 – Parks Capital  
Projects Schedule**

Ryan Dias, A/Manager, reviewed staff report dated March 27, 2012, regarding 2012 Capital Projects schedule for community and sub-regional parks.

It was Moved and Seconded

That the 2012 Major and Minor Capital Work Program Schedule for Community and Sub-Regional Parks be endorsed as the order and priority list for undertaking completion of capital project work approved in the 2012 budget.

MOTION CARRIED

**R8 – Parks Program  
Priorities**

Ryan Dias, A/Manager, reviewed staff report dated March 29, 2012, regarding community parks and trails 2012 program priorities.

It was Moved and Seconded

That the staff report dated March 29, 2012, from Ryan Dias, A/Manager, parks and Trails Division, regarding Community Parks and Trails 2012 Program Priorities, be received and filed.

MOTION CARRIED

**R9 – Heritage  
Recognition**

Ann Kjerulf, Planner III, reviewed staff report dated March 28, 2012, regarding heritage resource recognition and protection.

It was Moved and Seconded

That the staff report dated March 28, 2012, from Ann Kjerulf, Planner III, regarding Heritage Resource Recognition and Protection, be received and filed.

MOTION CARRIED

**R10 – Departmental  
Work Plan**

Tom Anderson, General Manager, reviewed staff report dated March 26, 2012, regarding 2012 departmental work plan update.

A general discussion took place.

It was Moved and Seconded

That the staff report dated March 26, 2012, from Tom Anderson, General Manager, regarding 2012 Departmental Work Plan update, be received and filed.

MOTION CARRIED

**R11 – CMS Food  
Bank**

Brian Duncan, Manager, reviewed staff report dated March 27, 2012, regarding request by CMS Food Bank Society to waive the building permit fee for application to construct an addition to the existing structure located on Lashburn Road in Mill Bay.

It was Moved and Seconded

That the building permit fee for the proposed 380 sq.ft. addition of the CMS Food Bank on Lashburn Road, be waived.

**MOTION CARRIED**

**R12 – Gas Tax Fund**

Warren Jones, Administrator, reviewed staff report dated March 29, 2012, regarding gas tax community works fund.

A general discussion ensued.

It was Moved and Seconded

That Tier II Flood infrastructure funding project be moved from Tier I priority to Tier II.

**MOTION DEFEATED**

It was Moved and Seconded

That the Electoral Areas Curbside Collection project be eliminated from the gas tax funding list.

**MOTION CARRIED**

It was Moved and Seconded

That the Electoral Areas Curbside Collection project be eliminated from the gas tax funding list and the \$300,000 be allocated to Tier I and Tier II projects; and further, that staff be directed to recommend to the Committee how all Tier I and II projects could fit within the available 2012-2014 gas tax funding envelope.

**MOTION CARRIED**

**CORRESPONDENCE**

**C1 to C12 and  
NB3 to NB8 – Grants  
in Aid**

It was Moved and Seconded

That the following grants in aid be approved:

1. That a grant in aid, Area C – Cobble Hill, be given to South Cowichan Rotary Association in the amount of \$1,500 to assist with an addition to the CMS Food Bank.
2. That a grant in aid, Area C – Cobble Hill, be given to Cowichan Therapeutic Riding Association in the amount of \$500 to assist with their program
3. That a grant in aid, Area C – Cobble Hill, be given to Cowichan Family Caregivers Support Society in the amount of \$500 to assist with their support program.
4. That a grant in aid, Area C – Cobble Hill, be given to The Cowichan Spirit of Women Women's Resource Centre in the amount of \$250 to assist educational programs.
5. That a grant in aid, Area C – Cobble Hill, be given to the Ecole Mill Bay Elementary School in the amount of \$500 to assist in the organization of the 2012 Ecostravaganza.



6. That a grant in aid, Area I – Youbou/Meade Creek, be given to Cowichan Lake Lady of the Lake Society in the amount of \$500 to assist with the 2012 Lake of the Lake ambassador expenses.
7. That a grant in aid, Area I – Youbou/Meade Creek, be given to Lake Cowichan Secondary School in the amount of \$500 to assist with their 2012 scholarship/bursary program.
8. That a grant in aid, Area I – Youbou/Meade Creek, be given to Cowichan Lake and River Stewardship Society in the amount of \$500 to assist with their ongoing fish habitat signage project.
9. That a grant in aid, Area I – Youbou/Meade Creek, be given to Cowichan Lake Salmonid Enhancement Society in the amount of \$500 to assist with their fry salvage program.
10. That a grant in aid, Area I – Youbou/Meade Creek, be given to Cowichan Lake District Chamber of Commerce in the amount of \$7,500 to assist with the visitor centre operating expenses.
11. That a grant in aid, Area D – Cowichan Bay, be given to the Cowichan Wooden Boat Society in the amount of \$1,000 to assist with expenses for the annual Prawn Festival.
12. That a grant in aid, Area D – Cowichan Bay, be given to the Cowichan Family Caregivers Support Society in the amount of \$500 to assist with their support program.
13. That a grant in aid, Area F – Cowichan Lake South/Skutz Falls, be given to Honeymoon Bay Community Society in the amount of \$500 to assist with hosting the 2012 Heritage Days event.
14. That a grant in aid, Area G – Saltair/Gulf Islands, be given to Chemainus Harvest House Society in the amount of \$500 to assist with their food bank program
15. That a grant in aid, Area D – Cowichan Bay, be given to Cowichan Land Trust in the amount of \$1,000 to assist with costs of the opening celebrations of the Cowichan Estuary Nature Centre.
16. That a grant in aid, Area D – Cowichan Bay, be given to Kerry Park Men's Curling League in the amount of \$250 to assist with costs to attend the Pacific International Cup Event.
17. That a grant in aid, Area C- Cobble Hill, be given to Kerry Park Men's Curling League in the amount of \$250 to assist with costs to attend the Pacific International Cup Event.
18. That a grant in aid, Area A – Mill Bay/Malahat, be given to Kerry Park Men's Curling League in the amount of \$250 to assist with costs to attend the Pacific International Cup Event.

MOTION CARRIED

**INFORMATION**

**IN1 to IN5 - Minutes**

It was Moved and Seconded

That the following minutes be received and filed:

- Minutes of Cobble Hill Parks Commission meeting of March 22, 2012
- Minutes of Area A Parks Commission meeting of February 14, 2012
- Minutes of Area G Parks Commission meeting of March 5, 2012
- Minutes of Area G Parks Commission meeting of March 19, 2012
- Minutes of Area B Parks Commission meeting of March 15, 2012

MOTION CARRIED

**NEW BUSINESS**

**NB1, NB2 - Minutes**

It was Moved and Seconded

That the minutes of the Area I APC meeting of March 20, 2012, and the minutes of the Joint South-End APC meeting of March 22, 2012, be received and filed.

MOTION CARRIED

**NB9 – Contaminated  
Soil, Area B**

Director Fraser advised Committee members that some local residents have volunteered to monitor trucks, videotape and record the numbers of trucks that have been dumping potentially contaminated soil in the south end of the Shawnigan Watershed. Unfortunately a situation has occurred where a trucker has dumped a full load of waste material in the driveway of one of the volunteers. There are now personal safety concerns involved which will add impetus to the CVRD getting proper government attention to the problem.

**NB10 – SC Joint APC**

Director Fraser expressed concerns regarding the cumbersome structure of the South Cowichan Joint APC. Director Fraser requested that staff provide suggestions on how best to reorganize the Commission's mandate.

It was Moved and Seconded

That staff be instructed to investigate the inappropriate structure of the South Cowichan Joint APC and report back with suggested amendments to the organization and mandate of the Commission.

MOTION CARRIED

**NB11 – Area C Parks  
appointment**

It was Moved and Seconded

That Gordon Dickinson be appointed to the vacant elected position on the Area C Parks Commission for a term to expire December 31, 2012, and that the appropriate information be provided to Mr. Dickinson.

MOTION CARRIED

**NB12 – Doupe Road**

Director Duncan advised that residents living at the end of Doupe Road are not able to enter their private property due to the fact that the road has sloughed into Glenora Creek and has affected their main access. Public Safety has been involved due to lack of emergency access to the property. Director Duncan noted that he will be meeting with BC Mot on April 18<sup>th</sup> to discuss appropriate action that needs to be taken to rectify the situation, but would like direction to have staff send a letter to the Minister if a satisfactory resolution is not reached.

It was Moved and Seconded

That the General Manager, Planning and Development Department, be directed to forward a letter to the Minister of Transportation and Infrastructure outlining concerns regarding lack of appropriate Ministry action respecting loss of public access to private properties due to a washout at the end of Doupe Road in Cowichan Station and request that the appropriate action be taken.

**MOTION CARRIED**

**RISE**

The Committee rose and reported on item CSR1 – Litigation [Section 90(1)(g)].

**ADJOURNMENT**

It was Moved and Seconded

That the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 6:45 pm.

---

Chair

---

Recording Secretary



R1

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING of April 17, 2012

DATE: April 11, 2012 FILE NO: 2-F-11 RS  
FROM: Alison Garnett, Planner I BYLAW NO: Draft bylaws  
SUBJECT: Rezoning Application 2-F-11 RS (Rafidi for Daan) attached

---

#### **Recommendation/Action:**

1. That the draft bylaws for application No. 2-F-11RS (Rafidi for Daan) be forwarded to the Board for consideration of first and second reading;
2. That the application referrals from RCMP- North Cowichan, the Ministry of Transportation and Infrastructure, Sahtlam Volunteer Fire Department, Vancouver Island Health Authority, Cowichan Tribes, Ministry of Forest, Lands and Natural Resource Operations, and Ministry of Public Safety be accepted;
3. That a public hearing be scheduled with Directors Morrison, Duncan and Weaver appointed as delegates of the Board, following submission of:
  - A draft covenant that would establish a maximum number of people per event, restrict the hours of operation, limit noise, require a natural buffer to surrounding residential properties.
  - A parking plan, which demonstrates compliance with Zoning Bylaw No. 2600.

**Relation to the Corporate Strategic Plan:** N/A

**Financial Impact:** N/A

#### **Background:**

Location: 5070 Culverton Road and 5071 Belvedere Road

Total Size of Parcels: 2.9 hectares total (7 acres).

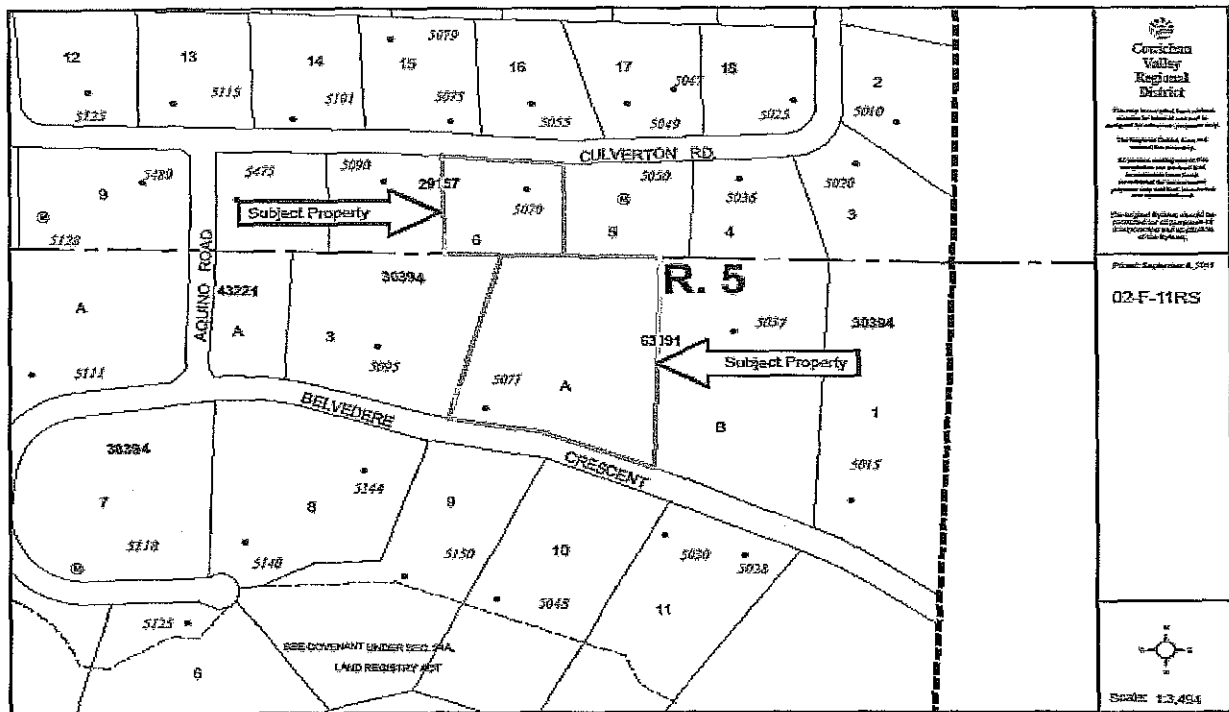
Legal Descriptions: Lot A, Section 7, Range 5, Sahtlam District, Plan 63091 (PID: 023-378-344) and Lot 6, Section 8, Range 5, Sahtlam District, Plan 29157 (PID: 001-397-478)

Application Received: September 6, 2011

Owner(s): Paul Daan and Ortje and Franklin Daan (Lot 6)  
Ortje and Franklin Daan (Lot A)

Applicants: Anita Rafidi

Existing Use of Property: Single family residential.  
Accommodation and special events hosting, which are uses not permitted in the current zoning.



Adjacent Properties:	North, South, West and East: Residential (R-2 zone).
Road Access:	Culverton and Belvedere Roads.
Water:	Onsite wells
Sewage Disposal:	Onsite disposal
Public Transit:	Scheduled service available at Cowichan Lake Road, 1 km from subject property.
Fire Protection:	Sahtlam Fire Protection Service Area
Agricultural Land Reserve Status:	The property is not located in the ALR
Environmentally Sensitive Areas:	The CVRD Environmental Planning Atlas (2000) identifies a stream with possible fish presence, and a pond is identified on the attached site plan.
Sensitive Ecosystem mapping:	The Conservation Data Centre contains no records of a sensitive ecosystem, plant or animal on the subject property.
Contaminated Sites Regulation:	Declaration pursuant to the <i>Waste Management Act</i> signed by the property owner. No Schedule 2 uses noted.
Archaeological Sites:	None identified in CVRD mapping.

OCP Designation: Suburban Residential  
 Proposed Designation: New Commercial designation will be required

Zoning (Bylaw No. 2600): R-2 Suburban Residential  
 Min lot size (R-2 zone): 0.4 ha with community water; 2 ha without.

Proposed Zoning: New zone- draft amendment bylaws attached

#### **Site Context:**

The subject properties are two residential lots located in west Sahtlam that share a common rear property line. Lot A, located at 5071 Belvedere Crescent, is a 2.1 hectare lot. A single family home and a large pond are located on Lot A. The second subject property is Lot 6, located at 5070 Culverton Road. It is 0.8 hectares in size and a single family home and three accessory buildings are located on this lot.

The area is characterized by large rural residential parcels, and is designated Rural Residential within Official Community Plan Bylaw No. 1490. Electoral Area F Zoning Bylaw No. 2600 zones the subject lands and surrounding properties R-2 (Suburban Residential). The minimum parcel size in the R-2 zone is 2 hectares for lots without community water and sewer services, and there are no water or sewer service areas in the general area.

This rezoning application resulted from a recent bylaw enforcement complaint, based on traffic and noise issues associated with a non-conforming commercial use. In addition to single family residences, the applicants have operated Sun Lotus guesthouse/art house on the subject properties. Over the past 5 years, wedding ceremonies and receptions have been held during the summer months, and guests have used recreational vehicles, tents and a cabin for overnight accommodation.

The majority of camping in tents and recreational vehicles occurs on the larger Lot A, uphill from the pond. There is a cabin on Lot 6 that provides additional indoor accommodation. The building labeled "studio" on the attached site plan provides basic kitchen facilities for serving food and drinks, and a space for music and dancing. There is also a building that provides bathroom facilities, which is connected to an unauthorized septic system. The wedding events have been held in the summer months, and emphasis of the business is on the rural setting, therefore there is no single building that accommodates all guests indoors.

#### **Proposal Overview:**

##### **Overview**

The property owners are applying to rezone the two lots in order to permit the current non-conforming use of the property. They have submitted a letter of intent, which explains the type of business they wish to operate on the two subject properties. Essentially, it includes "private assembly" for groups up to 150 people, as well as overnight accommodation for approximately 80 people in RVs, tents and cabins. In the future, they wish to expand the uses to include a health and wellness retreat, botanical garden and religious facility.

The original application requested a new commercial zone, however the applicant's are currently requesting a site specific zone for their property based on the P-2 Institutional 2 Zone.

##### **Transportation and Parking**

Currently, vehicle traffic accesses the site from Culverton Road. The applicants state that the site can accommodate 40 on-site parking spaces, located near the circular driveway, as shown on the attached site plan.

Section 3.15 of Zoning Bylaw No. 2600 establishes the number of off-street parking spaces required for various uses, often based on the floor area dedicated to the use. "Religious Facility" is considered by staff to be the most compatible use category, which requires 1 parking space per 4 seats. An event with 150 guests would therefore require 38 parking spots, plus staff parking and loading spaces. The CVRD may request a parking plan to be provided by the applicants, in order to determine compliance with off-street parking bylaws.

In terms of public transit, the property is located approximately 1 kilometre from the bus line that travels Cowichan Lake Road.

### ***Water and Sewer Servicing***

According to the applicants, there is an authorized septic system for each single family home. A second septic system was constructed on Lot 6 without permit to service the two toilets which were installed in an accessory building, located beside the studio on the attached site plan. Both lots are serviced by onsite wells. The Vancouver Island Health Authority's comments are noted below.

### ***Fire Protection***

The property is located in a moderate to high urban wildfire interface area. CVRD Public Safety Department has made a number of recommendations for fire protection on the site.

### ***Environmentally Sensitive Areas and Hazard Lands***

A large pond is located on Lot A, which may connect to additional watercourses or wetlands. There is an existing covenant registered on the title of Lot A, which prohibits the removal of vegetation 3 metres from the top of bank of any watercourse and prohibits construction of buildings within 7.5 metres from the natural boundary and no less than 1.5 metres above a waterbody (for flood protection).

### **Policy Context:**

#### ***Zoning***

The existing R-2 (Suburban Residential 2) zone permits the following uses:

- a. single family dwelling
- b. agriculture, excluding intensive agriculture
- c. bed and breakfast accommodation (no more than 4 rooms within the residence)
- d. buildings and structures accessory to a principle permitted use
- e. home based business
- f. secondary dwelling unit or secondary suite.

The current and proposed use of the property exceeds the scope of both a home-based business and Bed and Breakfast, and cannot legally carry on under the R-2 zoning.

The applicants are requesting a form of Institutional zoning, such as a limited P-2 (Institutional 2) Zone. However, the preamble in the Plan's Institutional section states that institutional uses fall into the following categories: 1) facilities oriented uses such as schools, churches, fire halls, and community halls that develop as a response to locally generated need for services; 2) parks and public recreational areas to satisfy the demand for open space; 3) outdoor clubs, such as archery, gun and flying clubs; 4) private schools and seniors homes. The private, for-profit nature of the Sun Lotus business cannot, in staff's opinion, be considered an institutional use. Therefore the attached draft zone is a tourist commercial zone.

The draft C-4B Retreat Commercial zone allows one single family dwelling as the primary permitted use. Accessory commercial uses include a health, wellness and arts retreat; assembly (defined as the gathering of persons for charitable, civic, cultural, educational, entertainment, recreational or religious purposes); temporary stay accommodation (permitted in a campsite or cabin for a total of two weeks in a calendar year); botanical garden; and the typical accessory residential uses.

#### *Official Community Plan*

Relevant policies from the Area E Official Community Plan include the following:

#### 2.2.2 Social Goal

*To foster the retention of an attractive rural setting and a diversity of lifestyles by only allowing timely and orderly rural and agricultural development so that it does not impinge on the lifestyle of Cowichan-Koksilah.*

#### 2.1.2 Economic Goal

*To assure the retention of the agricultural character and nature of the community while encouraging the sustainable forest and mineral resources for future production and to identify sites for commercial, industrial, and institutional uses compatible with the character of the community.*

#### 2.2.7 Commercial Area Objectives

*It is the objective of the Regional Board to:*

- A) Require that commercial uses are located in areas where they can be appropriately serviced and best serve the needs of the local community.*
- B) Discourage small scale commercial uses in locations which are isolated from existing commercial areas or which reduce highway safety or impact on the rural character of the community or its natural environment.*
- C) Sanction a clearly defined range of activities in residential areas which may be permitted as a home craft or a home occupation.*

#### 8.4 Tourist Commercial

*Policy 8.4.1 Tourist Commercial zoned uses including Allenby Road Autocourt and Sahtlam Lodge are acknowledged in this Plan. Applications to establish Tourist Recreation zoning may be considered in any land use designation in the Plan Map, however, proposals shall be evaluated based on individual merit and as to how well they comply with the objectives and policies of this Plan.*

*Policy 8.4.2 Applications to re-designate land to permit a Tourist-Recreational commercial facility shall comply with the following site criteria:*

- 1) The use is in keeping with the character of the area in which it is located;*
- 2) Off-street parking and loading are provided in accordance with regional regulations;*
- 3) The use shows due regard for adjacent land and water uses;*
- 4) The use is within easy reach of, but preferably does not front directly onto a major local road; and*
- 5) The use does not impede or restrict public access to or along a continuous trail or public access system proposed by the Regional District or Provincial Government.*

#### **Advisory Planning Commission Comments:**

The Electoral Area F APC reviewed this application April 2, 2012. Formal minutes from the meeting have not been submitted, but the verbal recommendation was supportive of a new site specific zone.

#### **Referral Agency Comments:**

This application was referred to government agencies on November 3, 2011. The following is a list



of agencies that were contacted and the comments received.

- Ministry of Transportation and Infrastructure – *The Ministry reserves the right to comment until this application goes to a public meeting, to determine the potential impact this will have on the residents and surrounding roadways.*
- Ministry of Public Safety and Solicitor General- Liquor Licensing Branch: No comments received.
- Vancouver Island Health Authority – *Approval Recommended subject to conditions:*
  - 1) *A permit to operate the water system is obtained by this office.*
  - 2) *An authorized person assesses the onsite septic systems connected to the “washroom” and “studio” and provides a report/filing to this office detailing how the systems meet standard practice.*
  - 3) *Any future alterations to onsite sewerage systems are completed, or supervised, by an authorized person.*

*Recommendations:*

  - a) *It is recommended that the “washroom” and “studio” be serviced by hot running water. This will be required for any future proposed public food preparation onsite.*
  - b) *This office is to be consulted on any proposed food preparation that falls under the Food Premises Regulation.*
- Cowichan Tribes – No comments received.
- North Cowichan/Duncan RCMP Detachment- *Interests Unaffected.*
- Sahtlam Volunteer Fire Department – Verbal communication with the fire department indicate there are no concerns with the application.
- CVRD Parks and Trails Division – *There is no interest in parkland in this area as there is parkland coming across to the CVRD in the adjacent Caromar development.*
- CVRD Public Safety Department – See attached memo.
- CVRD Environmental and Engineering Department (Water Management Division)– *This property is not in any CVRD water or sewer service areas, therefore Water Management has no comment for this development.*

### **Planning Division Comments:**

The subject properties and surrounding lands are designated Rural Residential in the Area E Official Community Plan and zoned R-2 in accordance with Zoning Bylaw No. 2600. In contravention of the R-2 zone, the applicants have been operating Sun Lotus as a venue for wedding ceremonies and receptions, and overnight accommodation. CVRD bylaw enforcement was initiated following complaints from nearby residents, based on concerns with noise, traffic, and sewage disposal. This rezoning application is an effort to legalize the existing business, and to permit a gradual shift towards a health, wellness and spiritual retreat.

The Culverton Road area is characterized by a rural residential lifestyle, with property sizes ranging from 1 to 2 hectares. This area of Sahtlam lacks an identifiable village core and has very few commercially zoned lands. The closest general commercial zoned land is located near the fire hall on Cowichan Lake Road. The OCP suggests that commercial uses be located in areas that best serve the needs of the local community, and that don't have a negative impact on the rural setting. Sun Lotus operates a non-traditional commercial use, as it doesn't serve the daily needs of the local community, and it relies on a rural setting. It is also relevant to note that the community lost a Tourist Commercial operation in the area when Sahtlam Lodge and Cabins was rezoned from C-4 to a single family residential zone last year.

The Tourist Commercial policies allow for the re-designation of land for that use provided that an individual application has sufficient merit, and meets the objectives of the Plan. The Area F APC was generally supportive of the use, and recommended that a site specific zone be established to

accommodate Sun Lotus. Compatibility with the surrounding residential neighbourhood remains a primary concern in evaluating this application, and a public hearing may be useful in assessing the community's support of a commercial land use in this location.

Draft Zoning and OCP amendment bylaws are attached for the EASC's review. The new zone is site specific, and is intended to capture the current business activities and the applicant's future plans. In the interest of integrating the use with the residential neighbourhood and the rural setting, the new zone limits the floor size of commercial buildings, the number of accommodation units, and length of stay. The EASC is advised that the C-4B Retreat Commercial Zone may not be the applicant's preferred zone for the subject lands; however, this draft zone is one that Planning staff can support moving forward to the public hearing stage.

Without a business licensing process, the CVRD is unable to regulate various details of a commercial operation, such as the hours of operation, maximum number of people permitted per event, the level of noise produced, etc. However, these objectives may be accomplished by the voluntary registration of a restrictive covenant on title, which can restrict the number of people permitted per event, hours of operation, noise level, and buffering to adjacent non-commercial properties. Option A presented below requires a draft covenant to be negotiated between staff and the applicant prior to a public hearing, if the EASC considers additional restrictions on this use to be in the best interest of the community. Option B does not include the requirement for a covenant.

The applicant's are working with the Vancouver Island Health Authority to ensure sewage disposal conforms to regulations, and confirmation that the systems are in compliance will be required if this application proceeds towards bylaws adoption. In addition to sewage disposal and water supply, the compatibility with the surrounding residences appears to be the most significant issue. Planning staff are recommending that a public hearing be scheduled to hear from the community on this point.

#### **Options:**

##### **A**

1. That the draft bylaws for application No. 2-F-11RS (Rafidi for Daan) be forwarded to the Board for consideration of first and second reading;
2. That the application referrals from RCMP- North Cowichan, the Ministry of Transportation and Infrastructure, Sahtlam Volunteer Fire Department, Vancouver Island Health Authority, Cowichan Tribes, Ministry of Forest, Lands and Natural Resource Operations, and Ministry of Public Safety be accepted;
3. That a public hearing be scheduled with Directors Morrison, Duncan and Weaver appointed as delegates of the Board, following submission of
  - a draft covenant that would establish a maximum number of people per event, restrict the hours of operation, limit noise, and require a natural buffer to surrounding residential properties.
  - A parking plan, which demonstrates compliance with Zoning Bylaw No. 2600.

##### **B**

1. That the draft bylaws for application No. 2-F-11RS (Rafidi for Daan) be forwarded to the Board for consideration of first and second reading;
2. That the application referrals from RCMP- North Cowichan, the Ministry of Transportation and Infrastructure, Sahtlam Volunteer Fire Department, Vancouver Island Health Authority, Cowichan Tribes, Ministry of Forest, Lands and Natural Resource Operations, and Ministry of Public Safety be accepted;
3. That a public hearing be scheduled with Directors Morrison, Duncan and Weaver appointed as delegates of the Board.

**C**

That Application No. 2-F-11RS (Rafidi for Daan) be denied and that a partial refund of application fees be given in accordance with CVRD Development Application Procedures and Fees Bylaw No. 3275.

**D**

That Application No. 2-F-11 RS (Rafidi for Daan) be sent to a public meeting.

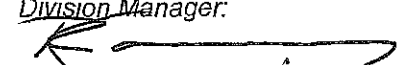
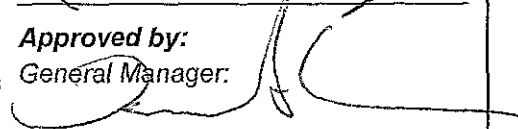
**Option A is recommended.**

Submitted by,



Alison Garnett, Planner I  
Development Services Division  
Planning and Development Department

AG/ca

<p><b>Reviewed by:</b>  <i>Division Manager:</i></p> 
<p><b>Approved by:</b>  <i>General Manager:</i></p> 



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  
purpose only and that  
boundaries are representational.

The original Bylaws should be  
consulted for details or  
interpretation and application  
of the Bylaws.

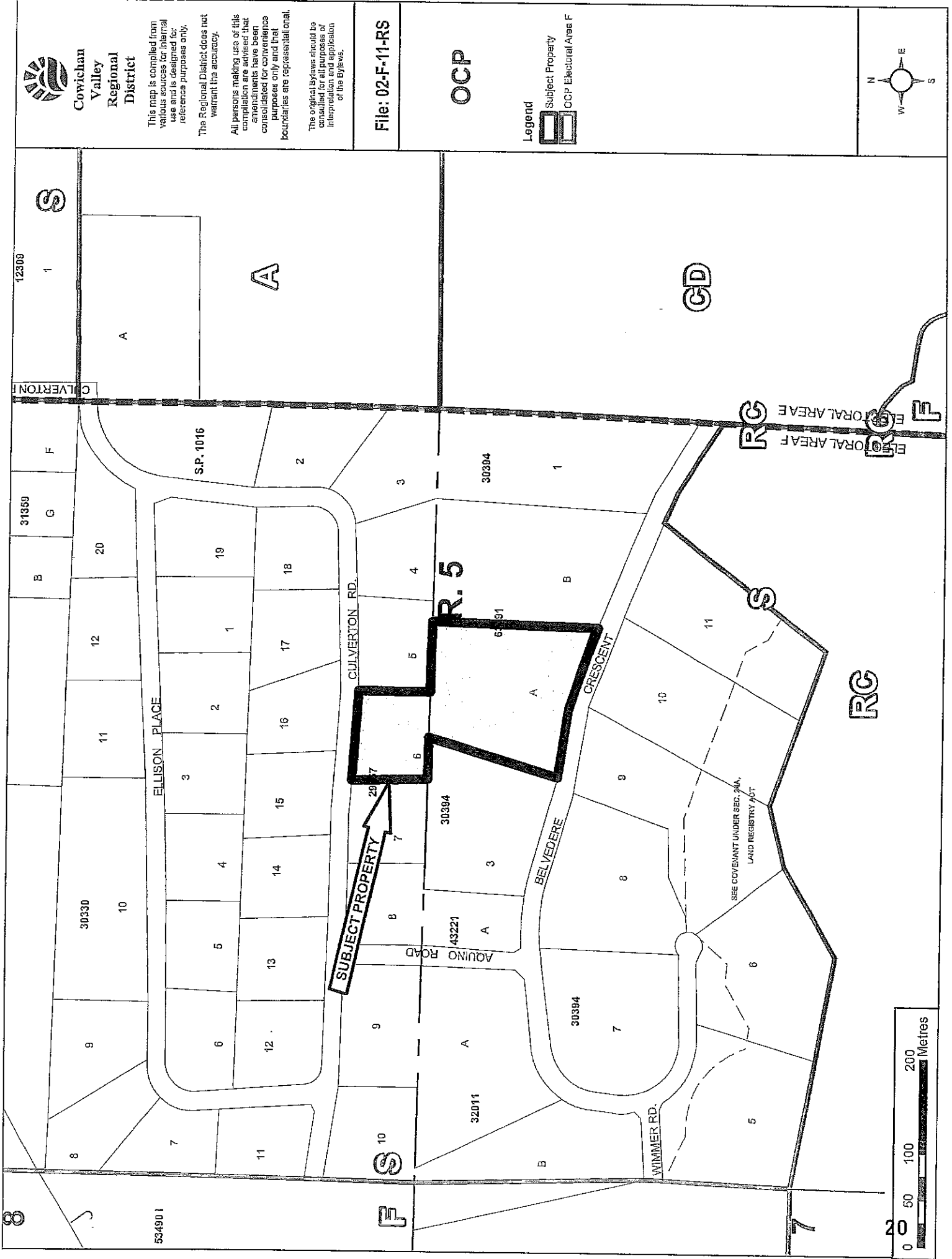
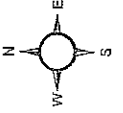
File: 02-F-11-RS

OCP

Legend



Subject Property  
OCP Electoral Area F





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.

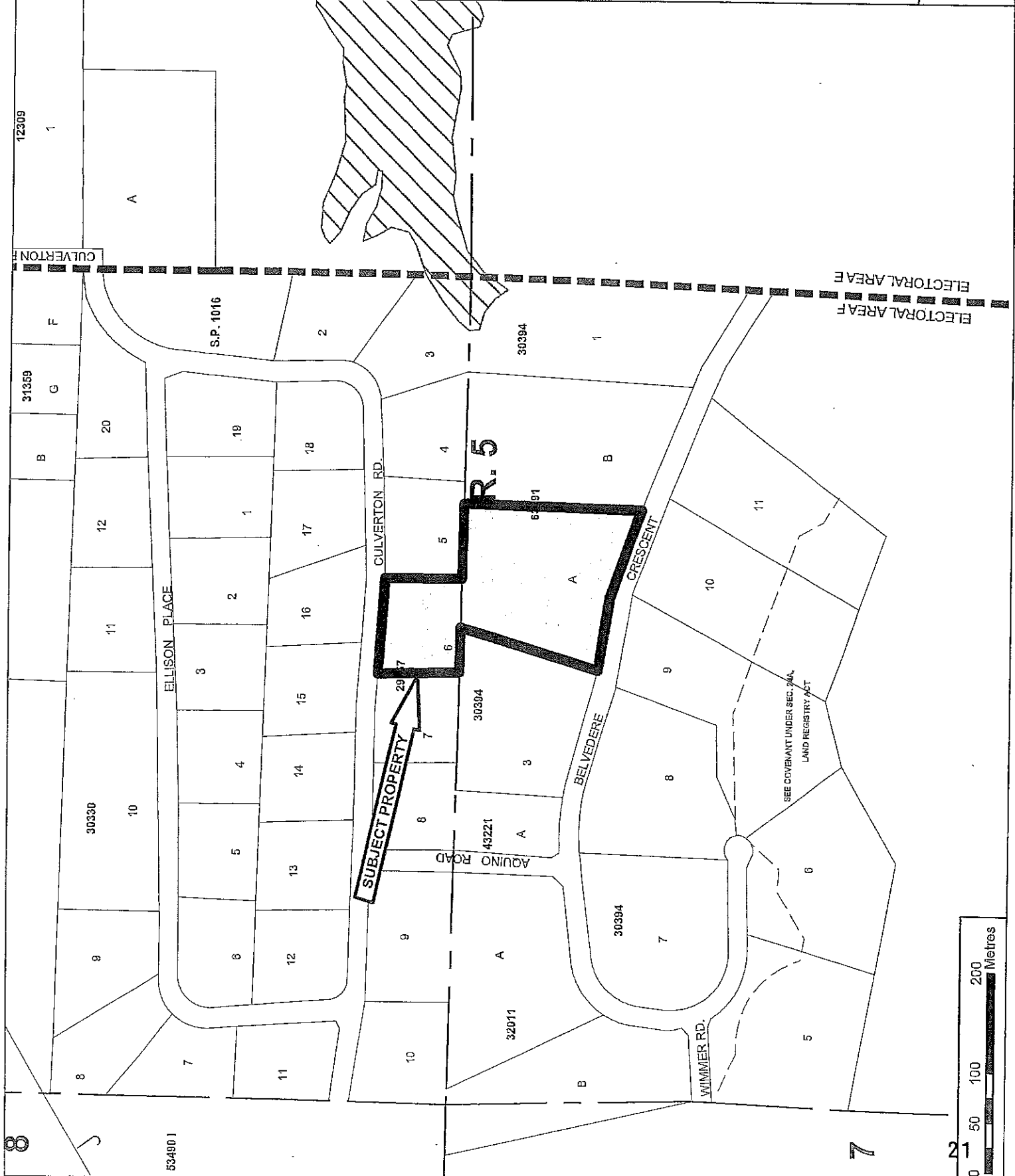
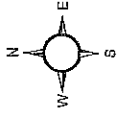
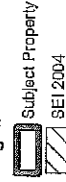
All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

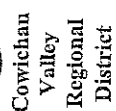
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 02-F-11-RS

## Sensitive Ecosystem Inventory

### Legend





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: 02-F-11-RS

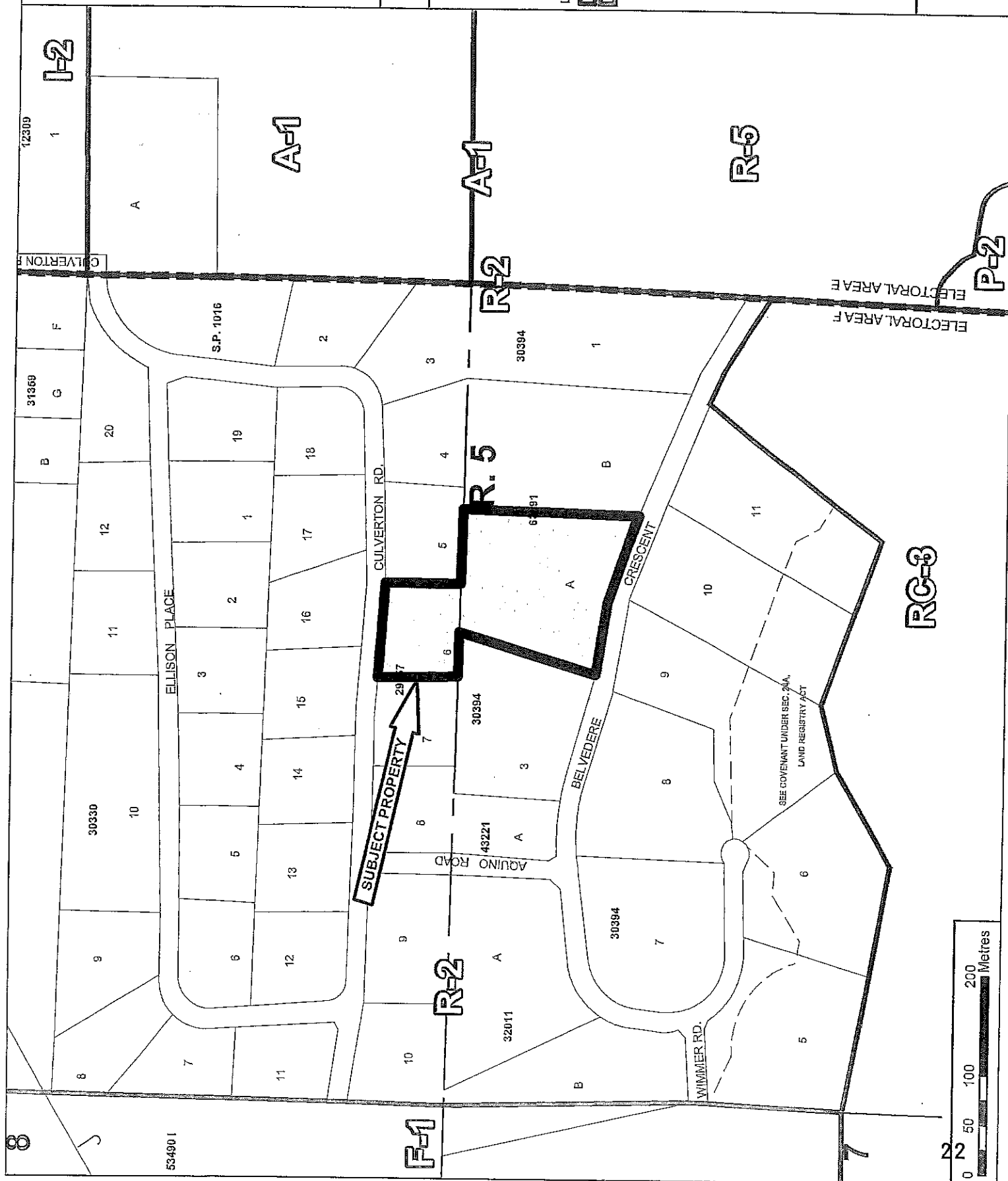
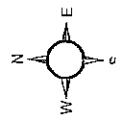
GNZN

### Legend



Subject Property

### Zoning Electoral Area F





COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. XXXX

**A Bylaw For The Purpose Of Amending Zoning Bylaw No. 2600  
Applicable To Electoral Area F – Cowichan Lake South / Skutz Falls**

---

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

**AND WHEREAS** the Regional District has adopted a zoning bylaw for Electoral Area F – Cowichan Lake South / Skutz Falls, that being Zoning Bylaw No. 2600;

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

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 2600;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. XXXX - Area F – Cowichan Lake South / Skutz Falls Zoning Amendment Bylaw (Sun Lotus), 2012**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 2600, as amended from time to time, is hereby amended in the following manner:

- a) That Part 5 be amended by adding the following after Section 5.20:

**5.21 C-4B Retreat Commercial Zone**

Subject to compliance with the general regulations detailed in Part 3 of this Bylaw, the following regulations apply in the Retreat Commercial C-4B Zone:

1. **Permitted Uses**

The following principal uses and no others are permitted in the C-4B Zone:

- a. Single family dwelling

The following accessory uses are permitted in the C-4B Zone:

- a. Health, Wellness and Arts Retreat;
- b. Assembly;
- c. Temporary stay accommodation;
- d. Botanical garden;
- e. Agriculture, excluding intensive agriculture;
- f. Buildings and structures accessory to a principal permitted use;
- g. Home-based business;
- h. Secondary suite.

### 3. Density

The following density limits apply in the C-4B Zone:

- a. Not more than one single family dwelling is permitted per parcel;
- b. Not more than 40 temporary stay accommodation units are permitted per parcel, provided appropriately sized and VIHA approved sewage disposal methods are in place for the total density on the parcel;
- c. Not more than two buildings or structures intended for an accessory commercial use are permitted per parcel;
- d. The combined maximum floor area for accessory use buildings and structures is 300 m<sup>2</sup> per parcel.

### 4. Minimum Parcel Size

The minimum parcel size in the C-4B Zone is 2 hectares.

### 5. Setbacks

The following minimum setbacks apply in the C-4B Zone:

Type of Parcel Line	Residential Buildings and Structures	Commercial Buildings and Structures	Agricultural Buildings and Structures
Front parcel line	7.5 metres	7.5 metres	30 metres
Interior side parcel line	3.0 metres	6 metres	15 metres
Exterior side parcel line	4.5 metres	6 metres	15 metres
Rear parcel line	7.5 metres	3 metres	15 metres

### 6. Height

In the C-4B Zone, the height of all buildings and structures shall not exceed 10 metres, except in accordance with Section 3.9 of this Bylaw.

### 7. Parcel Coverage

The parcel coverage in the C-4B Zone shall not exceed 10 percent for all buildings and structures.

### 8. Parking and Loading

Off-street parking spaces in the C-4B Zone shall be provided in accordance with Section 3.15 of this Bylaw.

- b) That Part 4, Section 4.1 Creation of Zones be amended by adding the following to the Zones Table in the Commercial category:



"Retreat Commercial (C-4B)"

- c) That Appendix One- Minimum Parcel Size Summary be amended by adding the minimum parcel size for C-4B Zone, and that C-4B Zone be added to the Table of Contents.
- d) That Schedule B (Zoning Map) to Electoral Area F – Cowichan Lake South / Skutz Falls Zoning Bylaw No. 2600 is amended by rezoning Lot C, Section 7, Range 1, Sahtlam District, Plan 13363, except part in Plan VIP68383, as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered Z-XXXX, from R-2 (Suburban Residential) to C-4B (Retreat Commercial).

**3. FORCE AND EFFECT**

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. XXXX

**A Bylaw For The Purpose Of Amending Official Community Plan Bylaw No. 1490  
Applicable To Electoral Area E – Cowichan Station/Sahtlam/Glenora and Part of  
Electoral Area F – Cowichan Lake South / Skutz Falls**

---

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

**AND WHEREAS** the Regional District has adopted an official community plan bylaw for Electoral Area E – Cowichan Station/Sahtlam/Glenora and Part of Electoral Area F – Cowichan Lake South / Skutz Falls, that being Official Community Plan Bylaw No. 1490;

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

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Community Plan Bylaw No. 1490;

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

**1. CITATION**

This bylaw shall be cited for all purposes as "CVRD Bylaw No. XXXX - Area E – Cowichan Station/Sahtlam/Glenora and Area F – Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Sun Lotus), 2012".

**2. AMENDMENTS**

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

**3. CAPITAL EXPENDITURE PROGRAM**

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



**C·V·R·D**

**SCHEDULE "A"**

**To CVRD Bylaw No. xxxx**

---

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

1. Policy 8.4.3 is added to the Tourist-Recreational Commercial Policies:

**POLICY 8.4.3**

Tourist Commercial uses that are deemed by the Board to be compatible with surrounding land uses, assist in the diversification of the local economy, and promote the Plan Area's natural setting and rural character may be considered through site specific amendments.

2. That Lot A, Section 7, Range 5, Sahtlam District, Plan 63091 and Lot 6, Section 8, Range 5, Sahtlam District, Plan 29157, as shown outlined in solid black on Plan attached hereto and forming Schedule B of this Bylaw, be re-designated from Rural Residential to Tourist Commercial, and that Schedule B of Bylaw 1490 be amended accordingly.



**Letter of Intent for Sun Lotus Art House**  
*located at 5070 Culverton Rd. & 5071 Belvedere Rd., Duncan, Area F*

Our wish for Sun Lotus is to provide a self-contained space to host peaceful, significant or sacred gatherings for groups up to 150 (primarily weddings) on weekends only from May thru September only.

**On these particular weekends** we would like to provide overnight accommodations for up to 16 (located in main house, bunkhouse and tipi) and tenting for up to 60; with up to 3 RV's. We will not be providing hook-ups, sani-dumps or individual fire pits.

Mid-week, in the stated summer months, our lodgings shall not contain more than 18 individuals.(in the main house, bunkhouse and tipi)

Mid-week, yearlong, we would like to host other small, quiet health and wellness activities, which will support and enhance our community such as yoga, art, meditation, cooking and gardening classes.

In the winter months, our lodgings shall not contain more than 14 individuals.(main house and bunkhouse)

We will continue to be a quiet & discreet operation during the winter months, as well as, mid-week in the summer months described above, with a minimum of 1 day of closure weekly—day not determined yet..

We would like to continue to build Sun Lotus into a spectacular sanctuary/botanical garden and tea-house/open-air cafe for future tourism, and to serve as a gathering space for local community.

All cars will be parked on site (currently there is room for up to 40 cars, with potential for more)

Sun Lotus will primarily employ on-site dwellers; with a maximum number of off-site employees not exceeding 12.

**Only one** weekend night, Friday **or** Saturday (**or** Sunday--**if** it precedes a holiday Monday) we would like to allow dancing in our **enclosed dance hall** until 1am, allowing only quiet ambient music/sound before & beyond such time.

If the weekend gathering is a licenced event, Sun Lotus will enforce these strict rules:

*A responsible serving-it-right individual (Sun Lotus staff) will be on site at all times*

*We will supervise bar tending services, and maintain the right to shut-down bar service*

*Total shut down of bar is at 1am*

*Only limited quantities of hard alcohol will be allowed*

*No personal alcohol will be permitted.*

*No driving away from site after consuming alcohol*

*Intoxicated persons shall not be served.*

*Evening snacks will be provided*

We will maintain a clear emergency vehicle route..

We will provide sufficient on-site flushable-toilets & washroom facilities.

We will not develop near the pond area in compliance with setbacks for waterways, and continue to conserve & preserve the use of the land, marshes & water for natural habitat, recreation and enjoyment.

We will keep the pond, forest, parking lot and all perimeter areas quiet zones after dark.

We will deal promptly with all garbage and any street-side waste.

We will continue to provide completely sorted garbage, recycling & composting facilities.

We will continue striving to model a sustainable-lifestyle and business, using recycled and re-fabricated, earth-friendly products and building supplies wherever possible:

*We will not allow the use of small plastic bottles or any other products we deem wasteful*

*We will provide recycled decor items, and promote the use of re-useable dishware.*

*We will keep promotion & business interactions virtually paper-free*

We will continue to promote & support local business and products to our clientele.

We will continue to be courteous, respectful and helpful neighbours.

We will continue to make our pond, in case of fire, available for emergency use.

We will also donate our space as the opportunity arises for charitable causes.

We will continue to add trees to the perimeter to increase the privacy for our neighbours.

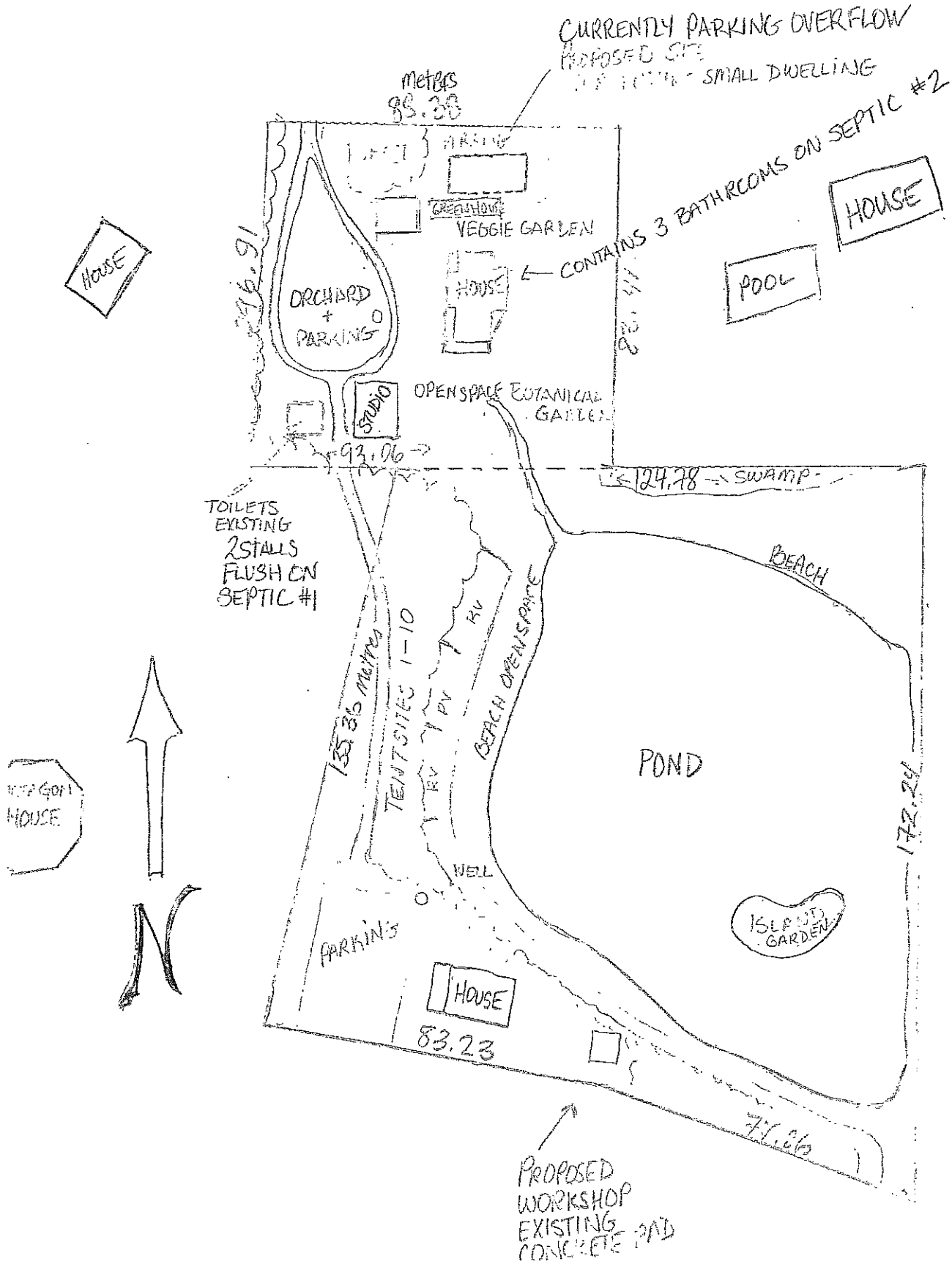
**We are applying to create a Site-Specific Zone for 5070 Culverton & 5071 Belvedere  
Which meets these desires:**

A mixed used of residential, open space (park) & self-contained, low intensity commercial space. Allowing Sun Lotus to be operated as a community nature sanctuary / private park with facilities for gatherings, lodging & food service with restricted noise emissions with respect for the residential nature of the community.

PROPOSED  
FOR NEW  
ZONING

\* almost to Scale

5070 Culverton and 5071 Belvedere





## MEMORANDUM

**DATE:** April 10, 2012 **FILE NO:** 2-F-11RS (Daan)

**TO:** Alison Garnett, Planner I, Development Services Division, Planning and Development Department

**FROM:** Sybille Sanderson, A/General Manager, Public Safety

**SUBJECT:** Rezoning Application No. 2-F-11RS (Daan)

---

In review of Rezoning Application No. 2-F-11RS (Daan), the following comments affect the delivery of emergency services within the proposed area.

- ✓ Proposal is within the boundaries of the CVRD Regional Emergency Program.
- ✓ Proposal is within the Sahtlam VFD Fire Protection response area.
- ✓ Proposal appears to border the North Cowichan RCMP Detachment areas.
- ✓ Proposal appears to border the Duncan British Columbia Ambulance Stations response areas (#152 Duncan).

Public Safety has the following concerns regarding the proposed zoning:

- The Community Wildfire Protection Plan has identified this area as **moderate to high risk** of wildland urban interface fire. As a result, the following is recommended:
- A water system compliant with "NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting" is recommended to ensure necessary fire flows.
- Extra precautions should be taken such as full FireSmart compliance. A sprinkler protection system should be considered as firefighting in rural areas without a water system compliant with "NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting" is extremely challenging.
- Landscaping should comply with FireSmart principles to reduce the risk of wildfire spread to buildings, tents and RVs.
- Driveways must be designed to allow access to the largest emergency vehicle likely to be operated on the driveway. This includes fire trucks and other emergency vehicles.

Together Building Community Emergency Resilience

*Sybille Sanderson*





R2

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 17, 2012

DATE: April 10, 2012

FILE No:

FROM: Ann Kjerulf, MCIP, Planner III  
Community and Regional Planning Division

BYLAW No: N/A

SUBJECT: Cowichan Valley Schools Heritage Society

---

#### Recommendation/Action:

1. That the CVRD approves of the initiative by the Cowichan Valley Schools Heritage Society to recognize former and historic public schools within the region and that a letter of support be forwarded to the Society supporting the tribute to educational history in the Cowichan Valley.
2. That the following school sites be added to the CVRD Community Heritage Register: Bench #1 School, Area D – Cowichan Bay, Cobble Hill High School, Area C – Cobble Hill; Bamberton School, Area A – Mill Bay; Kissinger School, Area I – Youbou; and Honeymoon Bay School, Area F – Cowichan Lake South.

#### Relation to the Corporate Strategic Plan:

The Plan's Vision is "*The Cowichan Region celebrates diversity and will be the most livable and healthy community in Canada*". Objectives are to "*promote individual and community wellness*" and

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

#### Discussion:

The Cowichan Valley Schools Heritage Society was formed to research and record the history of public education in the Cowichan Valley. The Society has submitted a request to the CVRD Board for a letter of support in recognizing former and historic public schools within the region. In the unincorporated areas of the CVRD, this includes Bench #1 School (Area D), Cobble Hill High School (Area C), Bamberton School (Area A), Kissinger School (Area I) and Honeymoon Bay School (Area F). The society would like to erect commemorative signage on these historic school sites. In accordance with the CVRD Sign Bylaw, commemorative plaques do not require a permit (*Bylaw 1095, Schedule "1", No. 10*). The Society's written submission and sign schematic are attached. In conjunction with this request, the CVRD Board may wish to consider adding the noted properties to the CVRD Community Heritage Register.

Submitted by,

Ann Kjerulf, MCIP  
Planner III, Community and Regional Services Division  
Planning and Development Department

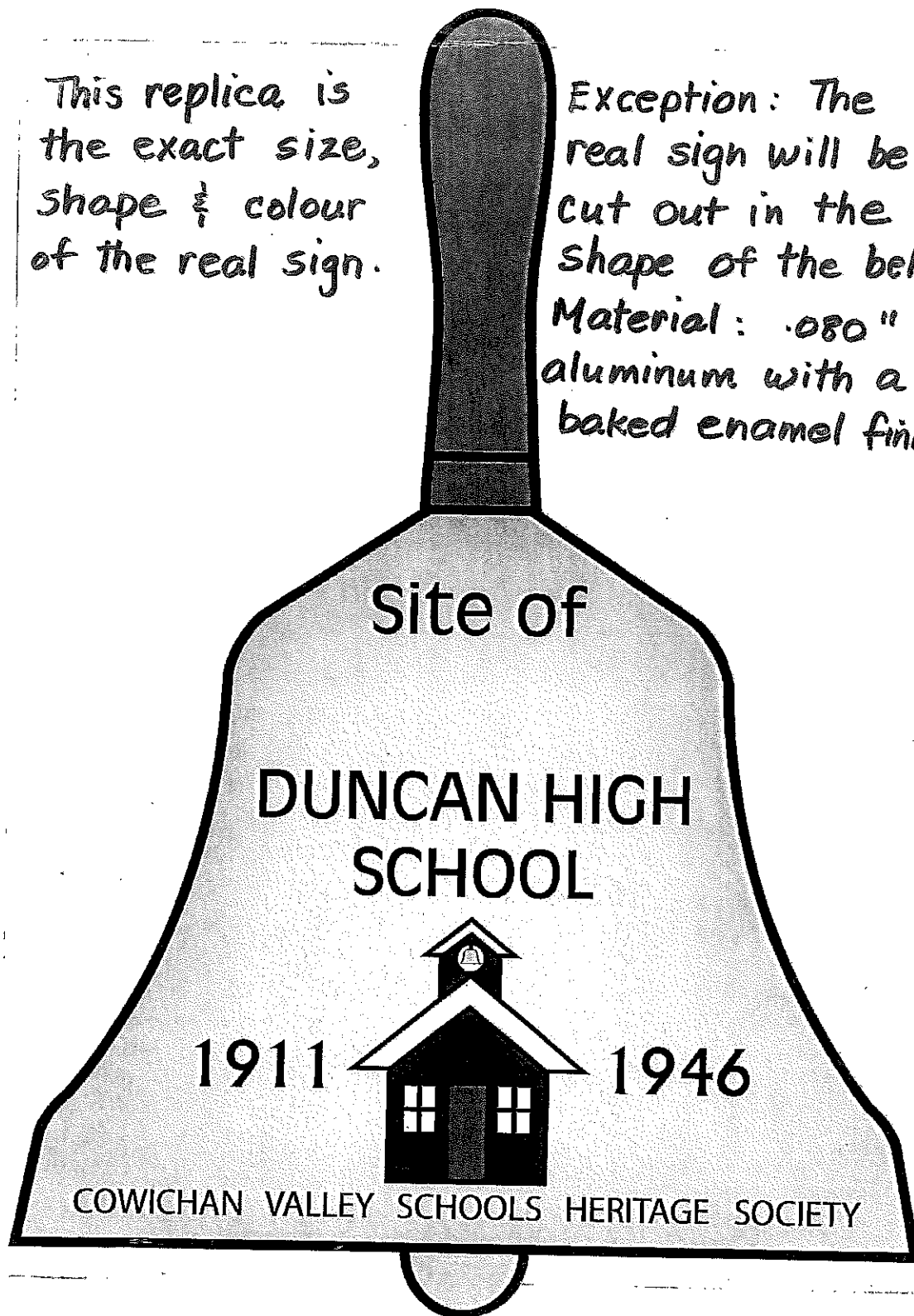
**Reviewed by:**  
Division Manager:

**Approved by:**  
General Manager:

This replica is  
the exact size,  
shape & colour  
of the real sign.

Exception: The  
real sign will be  
cut out in the  
shape of the bell.

Material: .080"  
aluminum with a  
baked enamel finish.



## *Cowichan Valley Schools Heritage Society*

31 January 2012

Board of Directors  
Cowichan Valley Regional District  
175 Ingram St.  
Duncan, BC V9L1N8

Dear Directors:

The Cowichan Valley Schools Heritage Society was formed by a group of retired public school teachers to research and record the history of public education in the Cowichan Valley.

To date our research has identified over 100 public schools within the boundaries of School District 79 which are no longer in service. We would like to place a sign on the original sites of these schools as a permanent record of remembrance and honour. As some of these schools fall within the boundaries of the Cowichan Valley Regional District we are requesting the Board's written permission to erect these signs.

As a start we have selected 15 of these schools to remember and honour (see attached list and locations map). Before we can activate our project we need to be successful in:

- obtaining cooperation, support and approval from School District 79, the Municipality of North Cowichan, the City of Duncan, the Town of Lake Cowichan, the CVRD, private property owners, local museums and school heritage societies.
- confirming our research as to the authenticity and time dates of each school site
- obtaining funding to cover the signage costs
- acquiring professionally made signs cut in the shape of a school bell (see attached drawing)

In closing we would greatly appreciate the Board's assistance in erecting these signs. Some will have to be erected on free-standing supports, while others will need to be affixed to existing buildings.

We hope the Board will both approve and support this tribute to educational history in the Cowichan Valley. If desired we are available to meet with Board Members and CVRD staff to provide further information. I can be reached at 250-746-5944.

Yours truly,



Lois Joyce

cc Warren Jones, Chief Administrative Officer, CVRD

Cowichan Valley Schools Heritage Society

Electoral Area Services Committee April 5, 2012.  
C.V.R.D.

175 Ingram St.

Duncan B.C. V9L 1N8



To Chair Walker & Directors:

APR 5 2012

I was in the C.V.R.D. on Wednesday to try to track down our letters (with attachments) that I had brought in Feb. 21 - one package to Rob Hutchins and on to Warren Jones as suggested by your receptionist.

On Wednesday I talked to Joe Barry who was extremely helpful. He suggested that I resubmit our letter (and attachments) with some changes.

One change is that it seems we don't need your assistance in erecting the signs as the School Board has indicated that they will take on this job. He also understood that the City of Duncan & the Municipality of N. Cowichan will be supporting our endeavour.

Also for your information - of the sites of the 15 schools we have chosen for Phase One 5 are located in the C.V.R.D. They are:  
(See attached list & locations map)

- # 13 - Bench #1 - Area D. Cowichan Bay.
- # 14 - Cobble Hill High - Area C Cobble Hill.
- # 15 - Bamberton - Area A. Mill Bay.
- # 12 - Kissinger - Area I Youbou.
- # 11 - Honeymoon Bays - Area F Cowichan lake South.

Thank you for your consideration. We hope to hear from you soon.

Lois Joyce.

## Society lifts lid on Cowichan school history

Preservation: Heritage group aims to partner with school district and Valley museums, to unearth, save lost treasures

**Lexi Baines**

Citizen

*Friday, January 27, 2012*

Members of the Cowichan Valley School Heritage Society are eagerly waiting to hear if the school board will help them safely archive historical materials found in local schools.

Carolyn Prellwitz, of the Cowichan Valley School Heritage Society, spoke to the Cowichan Valley Board of Education recently, telling trustees that exciting items may slip away when no one is looking unless these materials are made a priority and moved into the Valley's archives.

The group is an offshoot of the BC Retired Teachers' Association and features some enthusiastic members.

Prellwitz displayed some photos to the board of a box of pictures and papers found at Bench Elementary School and everyone in the board room oohed and aahhed and even chuckled over some of the items she showed.

"The box from Bench [contains] a classroom register dating to 1883. It really should be in a proper archival file. There was another old register in there as well. And that was just one thing at one school that we happened to see. We know there are many more things out there and we know they're under stages," she said.

"Our society is in agreement that a permanent location is long overdue: a place where items can be properly catalogued, stored in archival envelopes, boxes or tissue paper, and be easily accessible by members of the public for research," Prellwitz said.

The group believes an archive attached to a local museum such as the Cowichan Valley Museum and Archives and the Kaatza Museum and Archives in Lake Cowichan, in the old School District 65 (Cowichan) and School District 66 (Lake Cowichan) areas, would be ideal.

"Both of those museums are centrally located for their respective communities and both have trained archival staff," she said.

The society is happy that the board has voiced its support for saving historical items, but would now like to see some procedures for actually taking action and going forward, said Prellwitz.

She had some interesting facts to back up her presentation.



CREDIT: Photos courtesy Shirley Blackstaff

School heritage society members are riveted by the pictures and documents contained in a box of historical items from Bench Elementary School.

Since the 1850s there have been at least 119 public schools in the Cowichan Valley and the society's mandate has been to record the stories of the area's past and present schools.

When it comes to historical materials, no time is more crucial than when buildings are renovated or schools are closed.

"Important items are stashed away and forgotten in disintegrating cardboard boxes under stages, under stairwells, in closed school sites," Prellwitz said.

Even district personnel changes can make a difference, she added, pointing out that if only one person knows where things are stored, they may be thrown away during a clean-out.

"How many items have been tossed out and not even been recognized for their heritage value?" she asked trustees.

"We know that this board adopted a heritage policy in June 2010 and we do applaud you for that.

"Most of us who are members of the society are former teachers in the district and we'd like to see these items properly stored and looked after."

The actual board room table in use today at the district office was rediscovered in storage at Stanley Gordon School in Lake Cowichan - a facility that has been closed for years.

Prellwitz said most of the archival material her group has so far is comprised of files. Seeing a trove like the one at Bench is special indeed.

"Those artifacts actually belong to that school at the moment. The reason we did the presentation to the school board was to see that those artifacts we showed would be stored properly in the museum."

Asked if talk about this kind of artifact might unearth others, stored quietly in garages by people who couldn't bear to see them thrown away, Prellwitz agreed.

"That's true. When we cleaned out one of the schools, there were some very old field hockey sticks. I knew because I played field hockey for years. I did retrieve them and they're now at the museum because I did a whole history of the field hockey in the Valley."

Kathryn Gagnon curator at the Cowichan Valley Museum, said she's delighted to see such enthusiasm from the retired teachers group and hopes that her museum's archives can expand to make space for additional material.

She agreed that often old boxes are thrown away without anyone knowing what's inside them and urged anyone who has saved items of historical interest to be sure they are well identified.

So, if you have some old bits and pieces from the Valley's schools or know where they are located, consider contacting your local museum about them as well as the Cowichan Valley branch of the BC Retired Teachers Association through their website at [www.bcrrta.ca/branches/cowichanbranch.php](http://www.bcrrta.ca/branches/cowichanbranch.php) and perhaps you can help shine a light on part of Valley history.

© Cowichan Valley Citizen 2012
















**CLOSE WINDOW**

Copyright © 2012 CanWest Interactive, a division of [CanWest MediaWorks Publications, Inc.](#) All rights reserved.

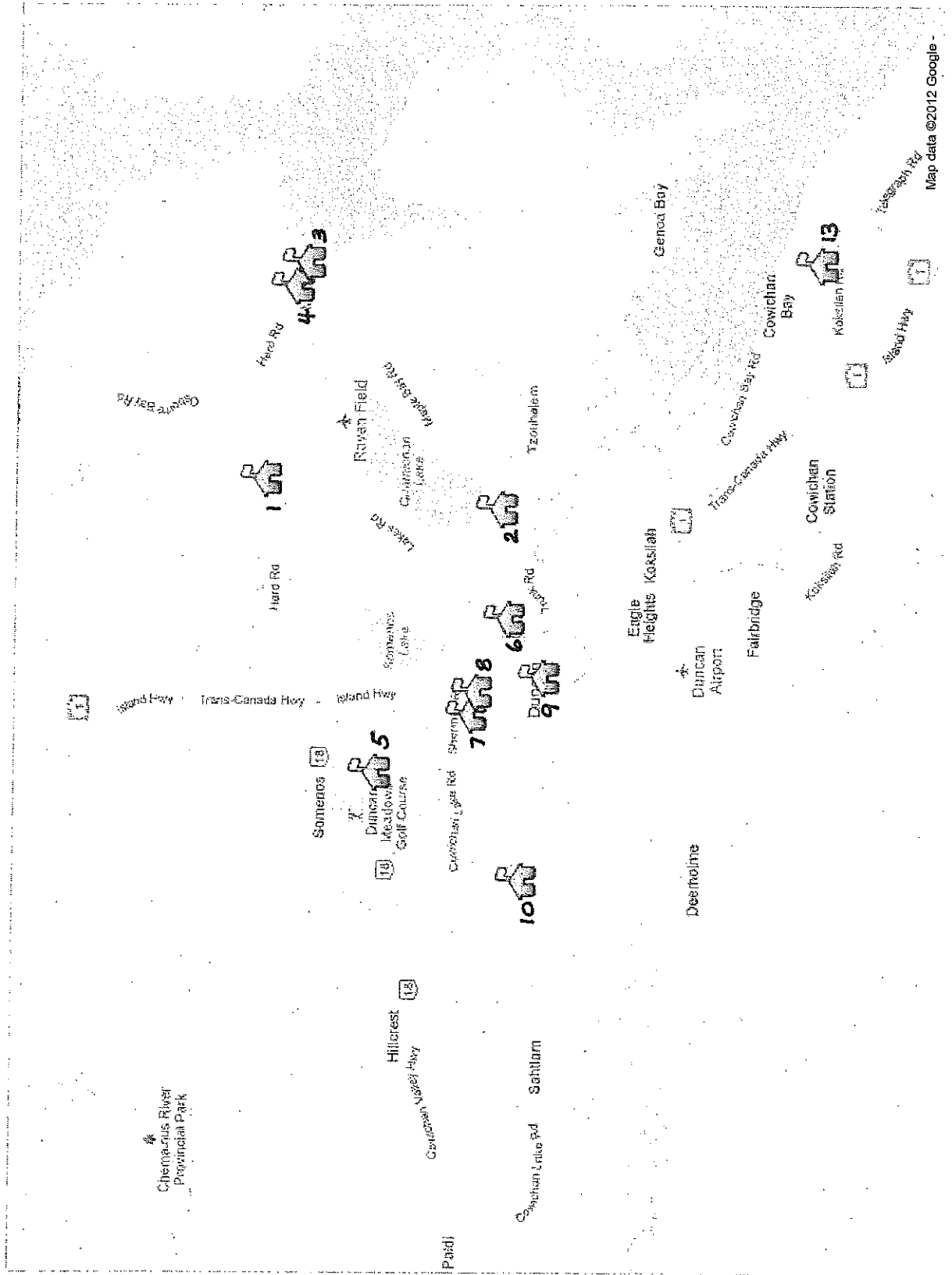
CanWest Interactive, a division of [CanWest MediaWorks Publications, Inc.](#) All rights reserved.

**Out of Service Public Schools V.2**

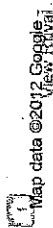
Unlisted · 0 views  
Created on Jan 26 · By · Updated 17 hours ago

-  1 - Comiaken School  
Also known as Maple Bay School. On Herd Road and Richards Trail at Lakes Road
-  2 Quamichan School  
On Indian Road and Maple Bay Road north side across from Queen of Angels School
-  3 Maple Bay School  
Corner of Manly Street and Considine Avenue, south side. Now Maple Bay Film Studio.
-  4 Maple Bay Kindergarten Annex  
Corner Chisholm Trail, north side, and Redcap Street, east side. Former St. Peter's Church hall.
-  5 Somenos #2  
On Drinkwater Road, south side, across from Mountain View Cemetery.
-  6 York Road School  
TransCanada Highway at log cabin-styled building.
-  7 Duncan Grammar School  
Situating about where the Cowichan District Hospital employee parking lot is located.
-  8 Duncan High School  
Cairnsmore Street, north side, and Nagle Street, west side. Near the old gymnasium.  
Burned down March 1946.
-  9 Alderlea Public School  
Also known as Zenith Elementary. 5650 Club Road. Now the Arcadian Day Care Centre.
-  10 Gibbins Road School  
3790 Gibbins Road. Now the Royal Canadian Air Cadets, 744 Squadron.
-  11 Honeyman Bay School  
Previously known as Mr. Prevost School. 10028 Park Drive, Honeymoon Bay, BC V0R 1Y0. Now the Honeymoon Bay Lodge and Retreat.
-  12 Kissinger School  
At Kissinger Lake campsite, northwest of Youbou, south of entrance drive.
-  13 Bench #1  
Near the Koksilah intersection on the east side of Schoolhouse Road. Schoolhouse Road is now the section of Telegraph Road that extends between Cowichan Bay Road and Koksilah Road.
-  14 Cobble Hill High School  
3515 Watson Avenue, Cobble Hill, BC. Now Evergreen Independent School.
-  15 Bamberton School  
Exact location still to be confirmed.

Google









R3

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 17, 2012

**DATE:** April 11, 2012 **FILE NO:**  
**FROM:** Dan Brown, Parks Trails Planning Technician **BYLAW NO:**  
Parks and Trails Division  
**SUBJECT:** Cowichan Valley Trail – 2012 Planning and Construction Program

---

#### **Recommendation/Action:**

That the Board Chair and Corporate Secretary be authorized to execute a Stewardship Agreement with the South Island Mountain Bike Society (SIMBS) for maintenance of the Cleasby Bike Park in Area 'C' Cobble Hill.

#### **Relation to the Corporate Strategic Plan:**

Promote Individual and Community Wellness – Promote a healthy lifestyle strategy to help residents live healthier lives through taking part in parks, recreation and culture services.

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

#### **Background:**

Since the EASC meeting of January 18, 2011, as per Resolution 1 of said meeting, the concept and draft roles and responsibilities of the proposed stewardship agreement with SIMBS have been reviewed and endorsed by the Area 'C' - Cobble Hill - Parks Commission, the Area 'B' – Shawnigan Lake – Parks Commission, and SIMBS.

Please see below for a list of the draft roles and responsibilities as outlined in the memorandum issued to the Cobble Hill Parks Commission:

#### **SIMBS Role and Responsibilities**

- Identify one director of the Society who would be appointed annually to liaise with CVRD staff regarding issues and operation of the park.
- Consult with CVRD staff and the Area 'C' Parks Commission on activities, projects, park operation issues, volunteer hours, and donations related to the Park and proposed projects for the park.
- Seasonal closure of the park during the winter months.
- Perform regular maintenance of the dirt jumps and mountain bike features.
- Work with the CVRD and Cobble Hill Parks Commission to develop annual work plans for the bike park.
- Recruit, train, supervise and recognize volunteers involved with approved work and maintenance within the bike park.
- Organize riding clinics and training sessions.

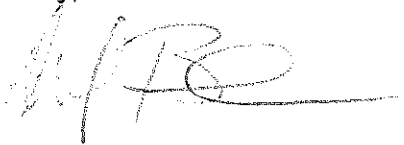
- Foster a cooperative exchange of information among volunteers, CVRD staff, the Area 'C' Parks Commission, and SIMBS,
- Carry a minimum of five (5) million dollar liability insurance naming the CVRD as an additional insured.
- Provide CVRD staff and the Area 'C' Parks Commission with an annual report summarizing activities, park operation issues, volunteer hours and donations related to the park; and proposed projects for the Park.

#### **CVRD/Area C Parks Commission Roles and Responsibilities**

- Provide signage as required for the Park, general maintenance of the grounds not inclusive of the mountain bike features, and repairs to infrastructure elements such as fencing, gates, and water/electrical services.
- Work cooperatively with SIMBS and the on the planning and ongoing maintenance of all elements within the Park.
- CVRD staff will lead and direct all construction and modification projects within the Park.
- Provide funding for Park projects upon the review and approval of the Area 'C' Commission during the establishment of the annual budget for Electoral Area 'C' Parks.
- Consult with SIMBS through the SIMBS appointed liaison on an annual management plan of short and long-term projects and identify those projects which are suitable for volunteer work and review these plans with the Area 'C' Parks Commission.

These roles and responsibilities may be altered after further review by the Area C Parks Commission, SIMBS, and CVRD Parks and Trails staff.

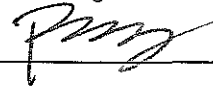
Submitted by,



Dan Brown  
Parks Trails Planning Technician  
Parks and Trails Division  
Parks, Recreation and Culture Department

DB/ca

**Reviewed by**  
Division Manager:



**Approved by:**  
General Manager:





R4

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF April 17, 2012

**DATE:** April 10, 2012 **FILE No:**

**FROM:** Tanya Soroka, Parks and Trails Planner **BYLAW No:**

**SUBJECT:** Enter into a Permit to Construct with the BC MoT for Belvedere Crescent through the Caromar Development in Sahtlam; Electoral Area E – Cowichan Station / Sahtlam / Glenora;

---

#### **Recommendation/Action:**

To enter into a permit to construct agreement with the BC Ministry of Transportation and Highways for a trail in the section of Belvedere Crescent road right of way running through the Caromar Development to be managed under the Electoral Area E Community Parks function.

#### **Relation to the Corporate Strategic Plan:**

Promote a *Safe and Healthy Community* - by providing exceptional recreation, cultural and park services:

1. Promote a healthy lifestyle strategy to help residents live healthier lives through taking part in parks, recreation and culture services.
2. Promote pedestrian and cyclist friendly roadways and trails between communities and neighbourhoods.
3. Develop a partnerships strategy to ensure parks, recreation and culture planning and coordination occurs throughout the Region.

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

#### **Background:**

The subject property was rezoned in 2007 and a Phase 1 subdivision plan was submitted to the BC MoT in 2011 out of a three phase development. During discussions between the Electoral Area E Director and the applicant regarding the development the developer agreed to construct a 1.8 metre wide multi-use pathway along Belvedere Crescent through the development and leading up to Jordons Lane. The pathways were constructed consistent with the District Trail Type 5 – roadside pathway standard with a cart path gravel surface. The trail is located within Ministry of Transportation and Infrastructure road right of way and was constructed prior to final subdivision approval of Phase 1. The construction of the trail was subject to the approval of both the BC MoT and the Regional District.

This trail was completed in 2011 and reviewed by the BC MoT as well as the CVRD Parks and Trails Division in late 2011. A permit to construct agreement between the CVRD and the BC MoT needs to be secured at this time in order for the CVRD to start maintaining the trail under the Electoral Area E Community Parks Budget.

Submitted by,

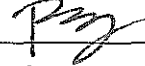


Tanya Soroka  
Parks and Trails Planner  
Parks and Trails Division  
Parks Recreation and Culture Department

Attachment  
TS/ca

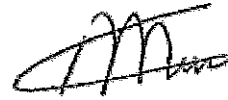
**Reviewed by:**

Division Manager:



**Approved by:**

General Manager:







R5

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 17, 2012

DATE: April 10, 2012

FILE NO:

FROM: Ryan Dias, A/Manager, Parks and Trails Division

BYLAW NO:

SUBJECT: Special Event Request – Bright Angel Park

---

#### **Recommendation/Action:**

Provide staff with Board direction regarding the request to waive park booking fees for the Cowichan Valley Metis Nation Cultural Camp at Bright Angel Park tentatively scheduled for May 6-11, 2012.

**Relation to the Corporate Strategic Plan:** N/A

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

#### **Background:**

For the third year, The Cowichan Valley Metis Community is proposing to host a Metis cultural camp for some of the grade 5 classes in School District 79 to enrich their in class studies ( see request letter attached).

They would like to use Bright Angel Park as the venue for this event and have requested the use of both shelters and a small portion of the upper field to carry out the planned program. The program would be in the park from the May 6<sup>th</sup> to May 11<sup>th</sup>; setting up on the afternoon of May 6<sup>th</sup>, and dismantling the camp on the afternoon of May 11<sup>th</sup>. The Cowichan Valley Metis group has also suggested that some of their people would be committed to staying overnight during this period at the camp, to provide security.

To use both the upper and lower shelter, and a portion of the upper field, park booking fee's for the duration of May 6 – May 11, 2012 are as follows:

Upper Shelter -	\$550.00
Lower Shelter -	\$240.00
Upper Field -	\$150.00
<b>TOTAL</b>	<b>\$940.00</b>

The Board approved the waiving of park user fees in 2010 and again in 2011 to accommodate the request from the Metis association.

Submitted by,

A handwritten signature in black ink, appearing to read "RD", is written over a horizontal line.

Ryan Dias  
Parks and Trails Operations Superintendent  
Parks and Trails Division  
RD/ca

Approved by:  
General Manager:

A handwritten signature in black ink is written over a horizontal line within a rectangular box.



March 2, 2012

Mr Ryan Dias  
Superintendent  
Parks and Trails Operations  
Cowichan Valley Regional District

Dear Mr Dias:

The Cowichan Valley Métis Community is planning another cultural camp for Grade Five classes in School District 79 to complement their study of the fur trade. We are hoping to again have the use of Bright Angel Park as our venue. As we are a nonprofit society, we are respectfully requesting that the CVRD waive the fee as it kindly has in past years.

The program would run from May 6/12 to May 11/12 and would require the use of both shelter areas as well as part of the upper field. The first day, Sunday the 6th, our volunteers will be setting up our tipis, trapper's tent and other materials used at the learning stations. From Monday to Friday school classes will be scheduled to visit. Our program will be similar to the previous two years with students rotating through the stations to learn about the fur trade economy, transportation, housing, language, clothing, art forms and food.

All stations would be dismantled on Friday the 11th after the last school classes depart. We intend to have security personnel staying overnight in the park during the week of the camp.

Our Cultural Camp program has been very well received and applauded by school staff and last year it was featured on CHEK TV's "Island 30" program. It is our sincere desire to offer this learning opportunity for the Valley's students and we are asking for the support of the CVRD to accomplish this.

Please contact me if you have any questions or require further information.

Your truly,

Judy Dallin  
Cowichan Valley Métis Nation  
250-246-9450

**COWICHAN VALLEY MÉTIS NATION**  
[cvmn@shaw.ca](mailto:cvmn@shaw.ca)

**552 Trunk Road  
Duncan, BC V9L 2R1**

**Phone: (250) 746-6146  
Fax: (250) 597-4766**





R 6

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 17, 2012

**DATE:** April 11, 2012 **FILE NO:** South Cowichan Zoning Bylaw

**FROM:** Mike Tippet, Manager, Community & Regional Planning **BYLAW No:** 3520

**SUBJECT:** Process for developing the South Cowichan Zoning Bylaw

---

#### **Recommendation/Action:**

That the draft South Cowichan Zoning Bylaw and the complementary South Cowichan Official Community Plan (OCP) amendment bylaw be forwarded to:

- Electoral Area A, B and C Advisory Planning Commissions (APCs) for review, with staff to attend APC meetings in order to receive input on the draft bylaws prior to public posting on the CVRD website;
- Referral agencies (Ministry of Transportation, Agricultural Land Commission, Ministry of Agriculture, Ministry of Energy and Mines (Housing Branch), Ministry of Forests, Lands and Natural Resource Operations (Ecosystems Branch)) for review with a standard 45 day response time;
- First Nations (Malahat, Cowichan Tribes, Tsawout, Tseycum and Tsartlip) with telephone calls to be placed to both the Malahat and Cowichan Tribes with offers to meet in person, with a target response time of 60 days in all cases;

And further that, following the input of the Advisory Planning Commissions, Referral Agencies and First Nations, a revised draft of each bylaw be prepared and that the revised drafts be posted on the CVRD website along with the draft zoning maps, and that a series of open houses/public meetings be held in Electoral Areas A, B and C to allow all residents and affected parties ample opportunity to review the draft bylaws in advance of the mandatory public hearings;

And finally that final draft bylaws be prepared during the summer of 2012, and presented to this Committee this summer, with the specific bylaw adoption processes to be outlined at that time.

#### **Relation to the Corporate Strategic Plan:**

This zoning bylaw implements the South Cowichan Official Community Plan, which in turn implements key elements of the Corporate Strategic Plan.

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

**Background:**

Since the adoption of the South Cowichan Official Community Plan nine months ago, staff has been working on a new zoning bylaw to implement the new OCP. This work has resulted in a complete draft bylaw that combines the zoning regulations for the three electoral areas into a single document, while respecting the individuality of each electoral area through specific zones and regulations.

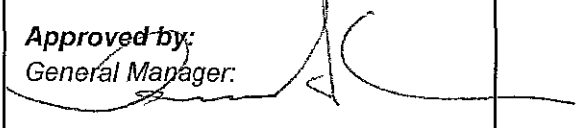
There is a corresponding opportunity to fine-tune the recently adopted OCP, without compromising in any way the existing policy framework, to allow for smooth integration of the new zoning bylaw. An example of one proposed change is to amend some of the zone names identified in the OCP to ensure consistency with the naming convention employed in the draft zoning bylaw. Other changes are proposed, which are also typically of a "housekeeping" nature. All of the proposed changes will be explained in depth when the final draft bylaws are brought back to the Committee.

As a general theme, the draft zoning bylaw follows the policy direction of the OCP with respect to land use and density, with a general rule that no land will be down-zoned from its current development potential. The draft bylaw includes other progressive regulations which are intended to implement the goals and policy direction within the South Cowichan OCP.

Note: Should any Director wish further information concerning the South Cowichan OCP or draft zoning bylaw, please contact staff in advance of the meeting.

Submitted by,

Approved by:  
General Manager:



Mike Tippett, MCIP  
Manager  
Community and Regional Planning Division

MT/ca



R7

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 17, 2012

DATE: April 11, 2012  
FROM: Chief Administrative Officer  
SUBJECT: "Gas Tax" Community Works Fund

---

#### Recommendation/Action:

That it be recommended that the Board approve Priority I projects to receive Community Works Funding in the amounts indicated on page two (2) of this report.

#### Relation to the Corporate Strategic Plan:

Community Works Funds (CWF) provide key funding to move forward with numerous projects that directly align with the goals, objectives and strategic actions in the *Corporate Strategic Plan*, including:

1. Upgrades to water and sewer infrastructure,
2. Ensuring well maintained public facilities,
3. Leading by example in promoting a healthy environment, and
4. Establishing sustainable communities.

#### Financial Impact: (Reviewed by Finance Division: )

\$2,017,000 in federal gas tax remains available for allocation by the Electoral Area Services Committee and Board for the 2012 to 2014 period. While project funding through the Community Works Funds (CWF) program may cover up to 100% of eligible costs, the CVRD has generally adopted a 1/3 funding policy which requires that the costs of projects supported through the CWF be 1/3 funded through the local area receiving the funding, with the remaining 2/3 funding coming through the CWF program. To accommodate the committee's request to include all Priority I and II projects some modification to cost sharing has been made.

#### Background:

Federal Gas Tax is a critical source of local government funding that assists the CVRD in funding important infrastructure and community projects. For the 2012 to 2014 period the Electoral Area Services Committee and Board has \$2,017,000 in gas tax funds available to allocate. At its April 3, 2012 meeting the Electoral Area Services Committee gave consideration to the attached report of the Chief Administrative Officer dated March 29, 2012 and entitled "Gas Tax" Community Works Fund (attached) and subsequently resolved:

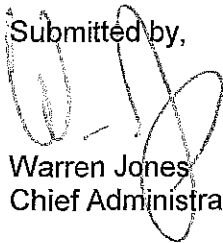
*That the Electoral Areas Curbside Collection project be eliminated from the gas tax funding list and the \$300,000 be allocated to Tier I and Tier II projects; and further, that staff be directed recommend to the committee how all Tier I and II projects could be fit within the available 2012-2014 gas tax funding envelope.*

In response to the Committee's direction staff have: (1) reduced the gas tax funding slightly on the majority of projects; (2) transferring the funding for the "Energy Manager" to Future Priorities thus transferring \$50,000 to Priority I projects; and (3) as directed by the Committee eliminated the electoral area curbside collection funding thereby transferring \$300,000 to Priority I projects.

### PROPOSED 2012-2014 COMMUNITY WORKS FUND PROJECTS

	PROJECT DESCRIPTION	CWF Cost (Estimate)	Project Cost (Estimate)
PRIORITY I	KPRC wastewater upgrades	\$70,000	\$325,000
	Douglas/Moth water upgrades/metering/well protection	\$165,000	\$465,000
	Honeymoon Bay water system well development & Sutton Creek water main extension	\$107,000	\$150,000
	Tier II Flood infrastructure funding (*based on the lower watershed funding model)	\$324,384	\$8,698,750
	Youbou, Honeymoon Bay, Mesachie and Lake Cowichan Community Halls heating upgrades	\$160,000	\$250,000
	Shawnigan reservoir solar mixer	\$37,000	\$50,000
	Saltair Water main upgrades	\$145,000	\$200,000
	Carlton Water system upgrades	\$160,000	\$400,000
	Woodley Range water system upgrades	\$160,000	\$400,000
	KPRC well drilling	\$30,000	\$50,000
	Maple Hills bio filter	\$17,000	\$25,000
	Youbou Hall boiler shed asbestos abatement	\$22,000	\$35,000
	Cowichan Station School energy upgrades	\$125,000	\$200,000
	Cobble Hill wastewater system	\$115,000	\$650,000
	Shellwood Water system upgrades	\$260,000	\$400,000
	Environmental controls & monitoring equipment	\$27,000	\$40,000
	Honeymoon Bay Hall – rainwater containment and dispersal	\$63,000	\$100,000
	CLSA - wastewater circulating loop system	\$30,000	\$50,000
	<b>(\$2,017,000 CWF Available) TOTAL</b>	<b>\$2,017,384</b>	
Future Priorities	KPRC refrigeration plant heat recovery system	\$200,000	\$300,000
	Transit shelters and benches	\$80,000	\$120,000
	Odour control/gas detection monitors	\$37,500	\$50,000
	Transit stop bike lockers	\$40,000	\$60,000
	Shawnigan Weir study	\$15,000	\$20,000
	Arbutus Ridge RV sanitary dump	\$18,050	\$25,000
	Energy Manager – Year 2 Funding	\$50,000	\$100,000
	Green model house	\$20,000	\$50,000
	KPRC Arena asbestos abatement	\$33,500	\$50,000
	District heating and facilities energy upgrades	\$350,000	TBD

Submitted by,

A handwritten signature in dark ink, appearing to read 'Warren Jones', is written over the printed name and title.

Warren Jones  
Chief Administrative Officer

Attachments



## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 4, 2012

DATE: March 29, 2012  
FROM: Chief Administrative Officer  
SUBJECT: "Gas Tax" Community Works Fund

---

#### **Recommendation/Action:**

That it be recommended that:

1. The Board approve Tier I projects to receive Community Works Funding in the amounts indicated on page five (5) of this report.
2. \$100,000 in Community Works Funding allocated to the Shellwood Water System Upgrade project in 2010 be transferred to the Woodley Range Water System Upgrade project and in the event that the acquisition process for the Woodley Range Water System fails to be successful, that the Community Works Funds allocated to this project be transferred to the Shellwood Water System Upgrade Project.
3. That the Electoral Area Service Committee recommend how an additional \$355,366 in gas tax funds be allocated to Tier I, Tier II or other priority projects.

#### **Relation to the Corporate Strategic Plan:**

Community Works Funds (CWF) provide key funding to move forward with numerous projects that directly align with the goals, objectives and strategic actions in the *Corporate Strategic Plan*, including:

1. Upgrades to water and sewer infrastructure,
2. Ensuring well maintained public facilities,
3. Leading by example in promoting a healthy environment, and
4. Establishing sustainable communities.

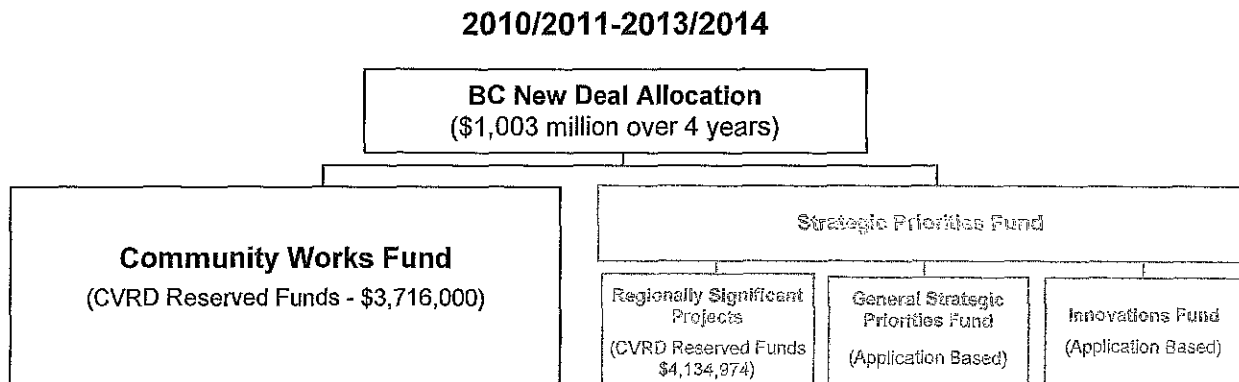
#### **Financial Impact:** (Reviewed by Finance Division: \_\_\_\_\_)

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

**Background:**

The Agreement on the Transfer of Federal Gas Tax Revenues under the New Deal for Cities and Communities ("Gas Tax") program started in 2005. From 2005 - 2009, the Gas Tax program provided the CVRD approximately \$5.2 million to fund numerous projects ranging from utility upgrades to trail building. The Community Works Fund portion of the program funded approximately \$2,414,504 in capital projects.

For the 2010/2011-2013/2014 round of funding, the CVRD will receive approximately \$929,000 annually, for four years through the Community Works Fund program for a total of about \$3,716,252. The purpose of this 100% federally funded program is to achieve three primary outcomes through the implementation of infrastructure projects: cleaner air, cleaner water, and reduced greenhouse gas emissions. The eligible project categories for all programs are: public transit, community energy systems, water and wastewater, and solid waste management.



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

In general, there are four steps to consider when assessing whether or not a project is eligible for Gas Tax funding:

1. Does the project match one of the eligible project sub-categories? (See schedule A of the gas tax agreement)
2. Are the costs of the project eligible? (see schedule B of the Gas Tax agreement)
3. Will the project lead to reduced greenhouse gas emissions, cleaner air or cleaner water?
4. Will the project result in a tangible capital asset in British Columbia for public use and benefit and owned by an eligible recipient? (see definitions on page 5 of the Gas Tax agreement)

### Community Driven Initiatives

While each proposed project for Community Works Funding provides a direct community benefit, and in many cases arises from a community based request for services, the need to develop a clear policy and procedure for community driven requests has been identified. On February 7, 2012 at the regular meeting of the Electoral Area Services Committee the following resolution was passed:

***“That the CAO investigate a corporate policy in regards to Gas Tax funding for NGOs who have eligible projects, and who presently have a specified area funding Bylaw in place, and receive funding annually as part of the CVRD Budget process; and that CVRD/NGO specified area defined partnerships which have proposed projects on public owned lands, be considered as eligible for year 2012 funding; and further, that a staff report on eligible NGO funding partnerships overall to be part of the Gas Tax project be forwarded to an upcoming EASC meeting.”***

It is acknowledged that in addition to the projects identified by staff and Directors, the Committee may also wish to earmark a specified portion of the CVRD Community Works Fund allocation for community driven initiatives. The same funding guidelines would remain in place, and the same funding restrictions would still apply, but this could provide a limited range of community groups the opportunity to access these funds. Based on the above resolution, access to these funds would be limited to eligible NGO projects where the NGO receives annual funding through a CVRD specified area funding Bylaw.

The idea of using CWF for community initiatives is not new and has been done by other BC local governments. In the March 2011 UBCM Newsletter, it discussed this issue and provided the following:

**“The Gas Tax Fund was designed with a number of features to provide flexibility for funding recipients. One of these features is the ability of local governments to direct allocated funds to an eligible project of a non-local government entity, such as a P3, a non-governmental organization or not-for-profit organization.**

**When providing funds to a non-local government entity, the local government retains responsibility for the funds and their use, including the eligibility of the project itself. The rule of thumb for local governments to consider when providing funds to a non-local government entity is *whether the project will contribute to the overall system of community infrastructure*. For instance, many local governments have provided funds for retrofit community halls that are owned and maintained by not-for-profit societies to improve energy efficiency (an eligible project under the “Community Energy” category).**

**In these cases, the community halls are understood as fulfilling the requirement to use the funds towards “municipal infrastructure”, since the buildings provide a function commonly provided by local government facilities and are for public use or benefit. In a similar way, a local government may provide funds to a not-for-profit to replace a vehicle that is used to transport members of the community for social, health and recreational opportunities. In smaller communities, which may lack a Handy Dart service as part of its public transit system, the vehicle may be understood as providing a service akin to a Handy Dart, and would be eligible under the Public**



---

**Transit category of the agreement. Once again, the project satisfies the requirement for "municipal infrastructure" that is for public use or benefit."**

---

There is no doubt that organizations and initiative like The Hub, the Mill Bay Historical Society, the Cowichan Bay Wooden Boat Society, the Cobble Hill Farmers' Institute and others provide excellent community services that are deserving of community support. However, the implementation of new policy to include these organizations and facilities as potential gas tax recipients requires philosophical and political direction from the Committee and Board. In recommending gas tax projects for 2012 through 2014 staff have applied previously used principles in determining staff recommended priorities, that is: (1) health and safety; (2) improve drinking water and wastewater treatment; (3) reduce greenhouse gas emissions; (4) maintain current infrastructure; and (5) reduce future costs.

A number of unfunded projects from 2010, when the Electoral Area Services Committee last considered potential projects, remain as priorities today. These projects along with others more recently identified are attached for consideration, including projects that would fund community driven initiatives. The listing of these projects in Tiers I & II and Future Priorities groups is intended to provide Electoral Area Directors with information to help inform decisions on which projects should ultimately receive funds through the Community Works Fund portion of the Gas Tax program. As always there are more projects than money available and so the Committee is left with the difficult task of determining spending priorities. Staff are aware and appreciate the importance of Directors applying community and equity lenses to the staff recommendations and projects identified.

There is a total of \$2,117,000 in gas tax funding available. The Tier I projects recommended by staff total \$1,761,634 which if approved by the Committee would leave an additional \$355,366 to be allocated. Staff feel that all Tier II and Future Priority projects are important and worthy though staff would recommend that Tier II projects be funded before Future Priority projects.

Submitted by,

Warren Jones  
Chief Administrative Officer

Attachments

**PROPOSED 2012-2014 COMMUNITY WORKS FUND PROJECTS**

	<b>PROJECT DESCRIPTION</b>	<b>CWF Cost (Estimate)</b>	<b>Project Cost (Estimate)</b>	<b>Electoral Area</b>
<b>TIER I</b>	KPRC wastewater upgrades (*\$166,000 committed from 2010-11 funds)	\$75,000*	\$325,000	A/B/C/D
	Douglas/Moth water upgrades/metering/well protection (*\$100,000 committed from 2010-2011 funds)	\$175,000*	\$465,000	C/D
	Honeymoon Bay water system well development & Sutton Creek water main extension	\$112,500	\$150,000	F
	Tier II Flood infrastructure funding (*based on the lower watershed funding model)	\$324,384*	\$8,698,750	B/D/E/F/I
	Youbou, Honeymoon Bay, Mesachie and Lake Cowichan Community Halls heating upgrades	\$167,500	\$250,000	F/I/Town
	Shawnigan reservoir solar mixer	\$37,500	\$50,000	B
	Saltair Water main upgrades	\$150,000	\$200,000	G
	Carlton Water system upgrades (*\$100,000 committed from 2010-2011 funds)	\$170,000*	\$400,000	B
	Woodley Range water system upgrades (*excluding a \$100,000 transfer from Shellwood allocation)	\$170,000*	\$400,000	H
	KPRC well drilling	\$37,500	\$50,000	A/B/C/D
	Maple Hills bio filter	\$18,750	\$25,000	C
	Youbou Hall boiler shed asbestos abatement	\$23,500	\$35,000	F/I/Town
	Electoral Areas Curbside Collection	\$300,000	\$4,000,000	All EAs
	<b>Sub-Total</b>	<b>\$1,761,634</b>	<b>\$15,048,750</b>	
<b>TIER II</b>	Cowichan Station School energy upgrades	\$133,000	\$200,000	E
	Cobble Hill wastewater system (*\$100,000 committed from 2010-11 funds)	\$125,000*	\$650,000	C
	Energy Manager - 2nd year funding	\$50,000	\$100,000	Regional
	Shellwood Water system upgrades	\$270,000	\$400,000	H
	Environmental controls & monitoring equipment	\$30,000	\$40,000	D/C/A
	Honeymoon Bay Hall – rainwater containment and dispersal	\$67,000	\$100,000	F/I/Town
	CLSA - wastewater circulating loop system	\$33,500	\$50,000	F/I/Town
<b>Future Priorities</b>	<b>Sub-Total</b>	<b>\$708,000</b>	<b>\$1,450,000</b>	
	KPRC refrigeration plant heat recovery system	\$200,000	\$300,000	A/B/C/D
	Transit shelters and benches	\$80,000	\$120,000	All EAs
	Odour control/gas detection monitors	\$37,500	\$50,000	C/A/E
	Transit stop bike lockers	\$40,000	\$60,000	Regional
	Shawnigan Weir study	\$15,000	\$20,000	B
	Arbutus Ridge RV sanitary dump	\$18,750	\$25,000	C
	KPRC - Sports field irrigation well drilling	\$33,500	\$50,000	A/B/C/D
	Green model house	\$20,000	\$50,000	All EAs
	KPRC Arena asbestos abatement	\$33,500	\$50,000	A/B/C/D
	District heating and facilities energy upgrades	\$350,000	TBD	All EAs
	<b>Sub-Total</b>	<b>\$828,250</b>	<b>TBD</b>	
<b>(\$2,117,000 CWF Available)</b>		<b>TOTAL</b>	<b>3,297,884</b>	<b>\$17,223,750</b>

**Appendix A**  
**2012-2014 Community Works Fund Project Description Summaries**

**TIER I**

**1. Kerry Park Recreation Center (KPRC) Wastewater Upgrades**

The current discharge of effluent from the recreation facility exceeds what is allowable in the existing permit and does not meet the Class A treatment standard as required in the SSLWMP. Connection to the Kerry Village facility will correct both these issues.

**Estimated Project Cost:     \$325,000**  
CVRD Contribution:     \$84,000  
CWF Contribution:     \$241,000

**2. Douglas/Moth Water Treatment Building/Well Protection and Metering**

Upgrade the water treatment facility, develop a well protection plan and install metered services to the remaining portion of the development that do not currently have meters.

**Estimated Project Cost:     \$465,000**  
CVRD Contribution:     \$190,000  
CWF Contribution:     \$275,000

**3. Honeymoon Bay Water System Well Development & Sutton Creek Water Main Extension**

Develop a back up source well for the distribution system and extend the water main across the Sutton Creek Bridge to provide adequate flows to the West end of Honeymoon Bay.

**Estimated Project Cost:     \$150,000**  
CVRD Contribution:     \$37,500  
CWF Contribution:     \$112,500

**4. Tier II Flood Infrastructure Funding**

Funding to underwrite the CVRD electoral area portion of the necessary 1/3 contribution to the federal provincial flood program and dike infrastructure. The total 1/3 local government and First Nation cost is \$2,616,000. Under the funding model preferred by CVRD staff the portion attributable to Electoral Areas is \$324,000 or 12%.

**Estimated Project Cost:     \$8,698,750**  
CVRD Contribution:     \$0  
CWF Contribution:     \$324,000

**5. Youbou, Honeymoon Bay, Mesachie and Lake Cowichan Community Halls Heating Upgrades**

Convert 3 oil fired boilers at Youbou, 2 oil furnaces at Honeymoon Bay Hall, 1 oil furnace at Mesachie Hall and 2 oil furnaces at Lake Cowichan Hall with electric furnaces or heat pumps. The conversions will require improved electric sources and storage locations.

**Estimated Project Cost:     \$250,000**  
CVRD Contribution:     \$82,500

---

CWF Contribution: \$167,500

**6. Shawnigan Reservoir Solar Mixer**

Without power and a dedicated supply line to the reservoir it is very difficult to keep water from becoming stagnant in the reservoir. Installation of a solar mixer will help alleviate the dead water storage in the reservoir and improve water quality.

**Estimated Project Cost: \$50,000**  
CVRD Contribution: \$12,500  
CWF Contribution: \$37,500

**7. Saltair Water Main Upgrades**

Significant water main upgrades are required due to pipe failures, inadequate fire flows and inconsistent pressure throughout the system.

**Estimated Project Cost: \$200,000**  
CVRD Contribution: \$50,000  
CWF Contribution: \$150,000

**8. Carlton Water System Upgrades**

Proposed acquisition of this water system requires upgrades to the reservoir, water treatment facility and water mains.

**Estimated Project Cost: \$400,000**  
CVRD Contribution: \$130,000  
CWF Contribution: \$270,000

**9. Woodley Range Water System Upgrades**

Proposed acquisition of this water system requires improvements to the wells, upgrades to the reservoir and water treatment facility.

**Estimated Project Cost: \$400,000**  
CVRD Contribution: \$100,000  
CWF Contribution: \$300,000

**10. KPRC Well Drilling**

The Kerry Park Recreation Centre has a limited capacity of water in their existing well. In order to accommodate any future expansion, an additional source of water will be required.

**Estimated Project Cost: \$50,000**  
CVRD Contribution: \$12,500  
CWF Contribution: \$37,500

**11. Maple Hills Bio-Filter**

Construction of a Bio-Filter at the Maples Hills WWTP will help greatly reduce the nuisance odors omitting from the facility.

**Estimated Project Cost: \$25,000**  
CVRD Contribution: \$6,250  
CWF Contribution: \$18,750

**12. Youbou Hall Boiler Shed Asbestos Abatement**

The shed is unusable and is a hazard to air quality and environment and is the last asbestos abatement project on Cowichan Lake's 5 year plan.

<b>Estimated Project Cost:</b>	<b>\$35,000</b>
CVRD Contribution:	\$11,500
CWF Contribution:	\$23,500

**13. Electoral Areas Curbside Recycling Collection**

Staff are proposing to prepare for the Board's consideration a fully automated residential curbside collection service. The new program would result in cost savings and increased service and allow for the future introduction of curbside food waste collection should the Board wish to pursue the service. The gas tax contribution will help offset the cost of purchasing wheeled recycling totes.

<b>Estimated Project Cost:</b>	<b>\$4,000,000</b>
CVRD Contribution:	\$3,000,000
Est. Industry Stewardship Contribution:	\$700,000
Gas Tax Contribution:	\$300,000

**TIER II**

**14. Cowichan Station School Energy Upgrades**

It is proposed to upgrade the oil based heating system in both school buildings on site to a ground based loop, heat pump system, and upgrading of single pane windows. The first priority is the heat pump infrastructure with the complimentary window upgrade to follow as funds and other leverage allow. This NGO partnership is funded by a Heritage Canada grant for the 1/3 component.

<b>Estimated Project Cost:</b>	<b>\$200,000</b>
CVRD Contribution:	\$0
CWF Contribution:	\$133,000
Local Area Association Contribution:	\$67,000

**15. Energy Manager**

Second year funding

<b>Estimated Project Cost:</b>	<b>\$100,000</b>
CVRD Contribution:	\$0
BC Hydro Contribution:	\$50,000
CWF Contribution:	\$50,000

**16. Shellwood Water System Upgrades**

Proposed acquisition of this water system requires the construction of a reservoir and upgrades to the water treatment facility.

<b>Estimated Project Cost:</b>	<b>\$400,000</b>
CVRD Contribution:	\$130,000
CWF Contribution:	\$270,000

**17. Environmental Controls and Monitoring Equipment for WWTP**

To provide continuous environmental monitoring of effluent into the receiving environment and provide data logging to ensure permit compliance. (Lambourn, Twin Cedars, Sentinel Ridge and Arbutus Mountain)

**Estimated Project Cost: \$40,000**  
CVRD Contribution: \$10,000  
CWF Contribution: \$30,000

**18. Honeymoon Bay Hall – Rainwater Containment and Dispersal**

There is no perimeter drains or reservoir in place and rain water causes ground water problems during the winter including at times the hall basement encounters flooding conditions. The upgrade could include paving the front and side parking/roadway, and installing rain gardens. Suggest partnering the CVRD cost portion with Parks and Lake Cowichan Recreation function. Year 2013-14.

**Estimated Project Cost: \$100,000**  
CVRD Contribution: \$33,000  
CWF Contribution: \$67,000

**19. CLSA - Wastewater Circulating Loop System**

By recycling the refrigeration waste heat cooling water, it would lower water consumption and decrease operating time and load on arena well pump. Uncontaminated water currently discharged into the storm drain would be recycled.

**Estimated Project Cost: \$50,000**  
CVRD Contribution: \$16,500  
CWF Contribution: \$33,500

**20. Cobble Hill Wastewater and Effluent Re-Use**

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

**Estimated Project Cost: \$650,000**  
CVRD Contribution: \$150,000  
Towns for Tomorrow Grant: \$400,000  
CWF Contribution: \$100,000

**FUTURE PRIORITIES**

**21. KPRC Refrigeration Plant Heat Recovery System**

Recapture the energy (heat) from the refrigeration system and reuse to heat other areas of the facility (pre heat domestic hot water, heat for occupied areas, in floor heating and snow pit melting). Currently we have an energy loss that could be reused in many areas.

**Estimated Project Cost: \$300,000**

---

CVRD Contribution:	\$100,000
CWF Contribution:	\$200,000

---

**22. Transit Shelters and Benches**

In 2011 the first series of shelters were installed throughout the CVRD as a start to improve the amenities at certain bus stops to help increase ridership. More shelters need to be added, as well as installing benches which do not exist.

<b>Estimated Project Cost:</b>	<b>\$120,000</b>
CVRD Contribution:	\$40,000
CWF Contribution:	\$80,000

**23. Odor Control/Gas Detection Monitoring**

Continuous monitoring and data logging of nuisance odors at the WWTP's and pump stations will help identify odor issues and pump stations. (Twin Cedars, Sentinel Ridge, Eagle Heights, Maples Hills and Arbutus Ridge)

<b>Estimated Project Cost:</b>	<b>\$50,000</b>
CVRD Contribution:	\$12,500
CWF Contribution:	\$37,500

**24. Transit Stop Bike Lockers**

In an effort to attract more transit users, bike storage locker units are recommended as buses only hold 2 bikes. Each unit holds one/two bikes and requires users to supply individual locks. Lockers can be connected so the total at each site is flexible. VIU has recently installed 6 locations of 10 = 60 lockers. They would be located at key transfer locations such as: Valleyview and Frayne Road Park and Rides, and at Lake Cowichan transfer hub. Year 2013-2014.

<b>Estimated Project Cost:</b>	<b>\$60,000</b>
CVRD Contribution:	\$20,000
CWF Contribution:	\$40,000

**25. Shawnigan Weir Study**

Evaluate fish way to confirm effectiveness of original design and create O & M manual.

<b>Estimated Project Cost:</b>	<b>\$20,000</b>
CVRD Contribution:	\$5,000
CWF Contribution:	\$15,000

**26. Arbutus Ridge RV Sanitary Dump**

Without a sludge handling facility in the Cowichan Valley, there isn't a facility for RV's to empty their holding tanks. Building a facility adjacent to the WWTP will allow for the discharge of the tanks into the Arbutus Ridge system from its users.

<b>Estimated Project Cost:</b>	<b>\$25,000</b>
CVRD Contribution:	\$6,250
CWF Contribution:	\$18,750

**27. Kerry Park Sports Field Irrigation Well Drilling**

Water to irrigate the sports fields comes from a private owner of a third party well. Drilling independent irrigation wells for the Kerry Park sports fields would provide a source of water that the CVRD would own and be in control of.

**Estimated Project Cost: \$50,000**  
CVRD Contribution: \$16,500  
CWF Contribution: \$33,500

**28. Green Model House**

What is a "GREEN" building? This program would build a small demonstration home to showcase green building techniques as a communications and educational tool for the community to consider retrofits and new building. It is anticipated that this funding would leverage other potential partnership dollars. Partnerships range from the EDC to builders and ENGO groups at the local and provincial level.

**Estimated Project Cost: \$50,000**  
CVRD Contribution: \$0  
CWF Contribution: \$20,000

**29. KPRC Arena Asbestos Abatement**

Remove asbestos (from the old drywall mud compound) underneath the arena seats, which is in the storage areas used by user groups, food & beverage and programming departments, and replace with new drywall.

**Estimated Project Cost: \$50,000**  
CVRD Contribution: \$16,500  
CWF Contribution: \$33,500

**30. District Energy Heating and Facilities upgrades**

Based on the nearly complete work done in support of the Community Energy and Emissions Plan a number of opportunities have been identified to undertake energy based projects in the community and within our facilities. This fund would provide limited funds to undertake the next step towards those objectives district heating and facilities upgrades

**Estimated Project Cost: \$TBD**  
CVRD Contribution: \$0  
CWF Contribution: \$350,000

**APPENDIX B  
2010-2011 Community Works Fund Projects**

<b>COMMUNITY WORKS FUND PROJECTS</b>	<b><u>CWF</u> <u>Cost Est.</u></b>	<b><u>Project</u> <u>Cost Est.</u></b>
Shawnigan Lake North Water System Metering	400,000	600,000



Shawnigan Lake North Water System Well Tie-in	67,000	100,000
Shawnigan Beach Estates Sewer System UV Unit/Pump Station	183,000	275,000
Dogwood Ridge Water Reservoir/Treatment Building	100,000	150,000
Shellwood Water Reservoir/Treatment Building	100,000	150,000
Carlton Water Reservoir/Treatment Building	100,000	150,000
Douglas & Moth Treatment Building	100,000	150,000
Honeymoon Bay Water Metering/Sutton Creek Water Connection	133,000	200,000
Bright Angel Park Washroom Upgrade	60,000	180,000
South Sector Liquid Waste Management Plan Amendment	100,000	100,000
Kerry Park Sewer & Water Upgrade	166,000	250,000
Satellite Park – Reservoir & Water Treatment System	90,000	673,270
<b>Total</b>	<b>1,599,000</b>	<b>2,978,270</b>

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

<b>COMMUNITY WORKS FUND PROJECTS</b>	<b><u>CWF</u> <u>Cost</u></b>	<b><u>Project</u> <u>Cost</u></b>
Fern Ridge Water System Upgrade	45,000	68,000

Maple Hills Sewer Odor Control System	3,300	5,000
Satellite Park Reservoir and Water Treatment System	375,000	580,000
Lambourn Estates Sewer and Water Upgrades	500,000	750,000
Cobble Hill Sewer Upgrade	50,000	75,000
Shawnigan Beach Estates Sewer (UV Replacement /Electrical Upgrade)	118,000	177,000
Saltair (Knuden Rd) Water Main Upgrade	57,000	85,000
Shawnigan Beach Estates Sewer (Pump Station, Gen-sets & Bypass)	22,000	35,000
Honeymoon Bay Water System Upgrade	180,000	570,000
Saltair Water System Reservoir	140,000	210,000
Maple Hills Safety Sewer Upgrade	20,000	30,000
Shawnigan Lake Weir Fish Ladder	22,000	22,000
Elsie Miles School Retrofit	100,000	TBA
North Oyster Fire hall Sustainability Elements	348,500	TBA
Bio-Diesel Co-op Vegetable Oil Recycling & Processing Facility	100,000	185,000
Lambourn Outfall Extension	328,000	328,000
Maple Hills Sewer Treatment Plant	17,000	128,353
(\$2,414,000 in CWF was provided from 2005-2009)	<b>TOTAL</b>	<b>2,425,800</b>
		<b>3,248,353</b>

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

<b>Project Categories</b>	<b>Sub-Categories</b>
<b>PUBLIC TRANSIT</b>	Develop or improve public transit system (rapid transit, buses, bus ways, sea-buses, commuter rail, ferries, street cars, cycling and pedestrian infrastructure, etc.)
	Road system improvements that encourage a reduction in car dependency (express bus lanes, HOV lanes, park and ride, bike paths, queue, etc.)
	Implement innovative technologies that support environmental sustainability
	Rehabilitation of roads and bridges that enhance sustainability outcomes
	Paths and trails
	Improving energy systems through the use of water systems to generate hydro



## Energy Efficiency and Greenhouse Gas Reduction Proposal

March 2012

The Cowichan Station Area Association (CSAA) is seeking to partner with the CVRD in application for provincial Community Works funds. Specifically, the CSAA is seeking a contribution of \$133,000 as part of a larger building envelop and energy upgrade project. Community Works funding would be directed toward an innovative and highly efficient ground source heat exchange system.

In conjunction with a new roof, much improved insulation, double paneled windows, and lighting upgrades, the heating system will ensure that the Hub has a long life as an environmentally and financially sustainable community resource. Support through Community Works will serve as matching dollars for our existing Canadian Heritage grant and effectively leverages the impact of provincial gas tax funding.

## Background

In 2011, after much work and local involvement, the old Cowichan Station elementary school was turned over to the local community. The Cowichan Station Area Association (CSAA) entered into a 40 year lease of the property and its buildings. Residents wanted to create a community space for sports, arts, entertainment, and all manner of events and activities.

In the short time since the lease has been signed, in the fall of 2011, the Hub has hosted many successful, popular events including a Christmas banquet and square dance, a talent show and cabaret with the local Waldorf school parents, family movie nights, a youth theatre performance, a weekend workshop for Cowichan Green Community, and a monthly open mic event. Other ongoing events include Girl Guides meetings, pick up ball hockey, local volunteer firefighter training and sports, monthly CSAA board meetings, drop in coffee mornings, monthly work parties, etc. Local support for the Hub and the growing demand for bookings demonstrate how the Hub has already become a great community resource, and we are just beginning...

The Hub even hosted some local electoral forums, last fall, and anyone who was there will remember that the only heat evident was generated by the candidates and the residents themselves, and not by the old furnace.

The Hub fills a significant gap in local amenities for Area E residents and promises to become a regionally significant venue. As close as it is, and *en route* to the Kinsol Trestle, The Hub is an opportunity to build on the history and vibrancy of the region.

## The Opportunity

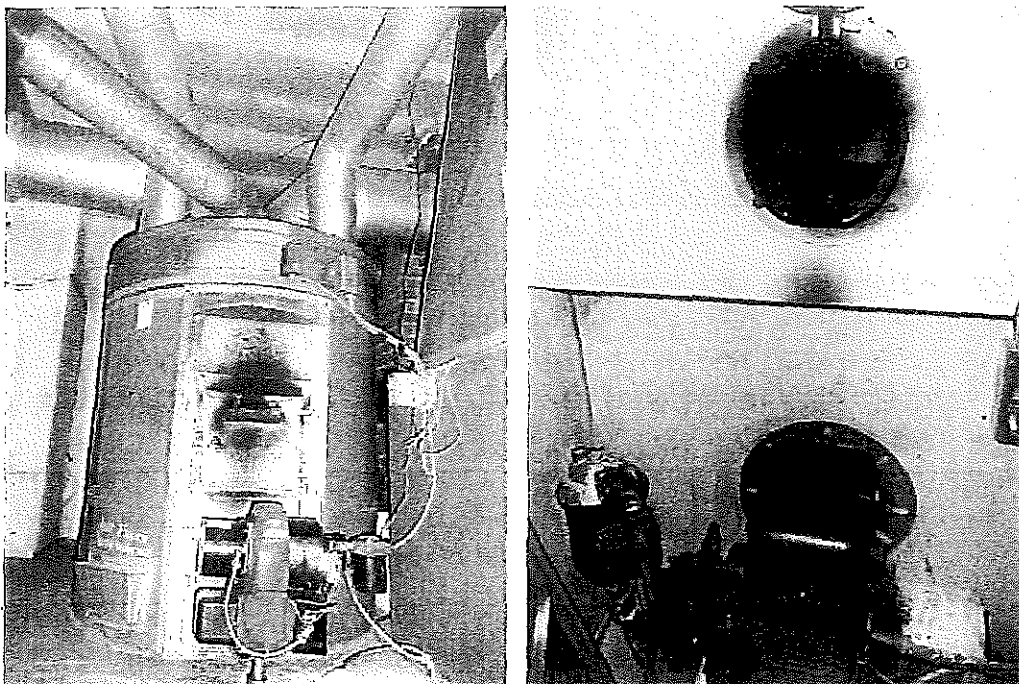
The Cowichan Station community has longer-term plans for significant renovations and restoration of heritage character at the Hub. Toward this end, and after much work, the CSAA received a significant federal grant of \$265,000 from Canadian Heritage in the fall of 2011. It is important to note that these funds need to be allocated and matched by March of 2013. Support through Community Works will go a long way toward ensuring that we maximize funding for a vital community resource.

The immediate goal of our efforts is to restore and upgrade the building envelop while increasing the efficiency of the heating and lighting systems. Included in current plans are a new steel roof (with significantly improved insulation), thermal windows, lighting upgrades, and a new heating system. These initial upgrades will ensure that the value and comfort of the Hub is preserved for a generation. Right now, despite the immediate popularity of the venue, the buildings are not fit to realize their full potential: the roof is leaking and heating costs are not financially or environmentally sustainable.

Currently, the Hub is heated by two antiquated oil-burning furnaces, both of which are running at a low efficiency (see figure 1). The specialist brought in to get the furnaces running for this winter estimated that one was running at around 15% efficiency while the other no better than 30%. Since the fall of 2011, we have spent over \$2,000 on furnace repairs and maintenance along with almost \$5,000 in fuel costs. And this with frugal use of the furnaces and minimal heat through the winter.

The inefficiency of the furnaces combined with the poor insulation and thermal performance of the building envelop makes the space difficult to heat and expensive to operate. In addition to the high operating costs, the furnaces are making significant contributions to local air pollution and regional green house gas emissions.

The current system is not sustainable in the longer term.



*Figure 1: antiquated, inefficient oil-burning, carbon emitting furnaces currently in operation at the Hub*

In order to maximize energy efficiency and provide a model for regional public buildings, the Hub is proposing an innovative ground-source heat exchange system. Heat pumps are able to achieve very high efficiencies by, in effect, leveraging the latent heat in the ground—moving heat around rather than generating new heat.

The Hub is fortunate to have a large playing field adjacent to the buildings which makes a horizontal ground-loop system attractive. While the capital costs of a ground-source system are initially higher than for air-source, ground source has a higher efficiency and longer life cycle which more than pay back the initial costs over the span of the project. Because the ground-source system keeps the heat exchange units inside the building, it is a robust system with an estimated life cycle of at least 30 years.

The heat exchange system we are proposing is an innovative technology by Mitsubishi called the City Multi. Rather than a conventional heat exchange system, where the heat pump is centrally located and heating or cooling is distributed through ductwork, the City Multi system has a central refrigerant circuit and refrigerant lines running to each room or zone of the building, where individual heat exchange units are located. The benefit of such a system is that it allows for very precise zone control of the heating requirements which is a particular advantage for a community space where rooms and spaces are used intermittently. Moreover, the system allows for remote access to the heating controls which will facilitate more precise heating management and further savings of energy and time.

The City Multi ground-source heat exchange system is a cutting edge technology that has been featured in many new LEED certified buildings across Canada. Not only will it

provide the highest level of efficiency and greenhouse gas reductions for the Hub, it will also provide an important local demonstration of an innovative new technology.

## Greenhouse Gas and Financial Analysis

Sustainability is one of the founding principles of the Hub. Indeed, by restoring and repurposing a significant community asset we are already saving a tremendous amount of energy and resources. However, the operations of the Hub need to be both environmentally and financially sustainable for the long term. The energy efficiency of the building, the heating system, and the lighting are critical.

With the help of a local energy efficiency analyst, we have calculated the cost, in both environmental and financial terms, of the current system compared to the proposed upgrades. The results, summarized below, make a convincing case for investment:

### Greenhouse Gas Emission Analysis

#### GeoExchange System

GHG/mWh Electricity	0.023
Annual Electrical Usage (mWh)	12
Annual GHG Emissions	0.276
Lifespan	30
Total Lifespan Emissions (tonnes of CO <sub>2</sub> )	8.28

#### Oil System

CO <sub>2</sub> kg/L #2 Oil	2.616
Annual Oil Usage (L)	14,640
Annual GHG Emissions (tonnes)	38.29824
Lifespan	30
Total Lifespan Emissions (tonnes)	1148.9472

#### GHG Savings

GHG displaced (tonnes)	38.30
GHG tax rate (\$/tonne)	\$ 25.00
GHG savings	\$ 957.46

#### Emissions (+) (-)

Annual Reduction	-38.02224
Lifetime reduction	-1140.6672

With an annual reduction of almost 40 tonnes of CO<sub>2</sub> and a reduction of over 1,100 tonnes over the life of the project, investment in this heating system shows a strong

commitment to environmental sustainability and to the future of our kids, while meeting the expectations of the Community Works Funding program.

### Financial Analysis

While being green and providing a model for environmental sustainability is central to our mandate, the Hub is not feasible if we cannot make it work financially. As discussed above, the current heating system is a significant drain on our operating revenues. And while the initial investment for the proposed ground-source heat exchange system is high, it still makes for a compelling investment over the life of the project, as shown below:

Geo-Exchange System Costs [-]	
System Cost (Mitsubishi City Multi)	\$ (133,000)
Annual Electrical Running Cost	\$ (1,500)
Annual Maintenance	\$ (500)
Major Maintenance (5 years)	\$ (1,200)
Building Upgrade Costs [-]	
Roof Insulation	\$ (25,000)
Crawl Space insulation (Gym)	\$ (5,000)
New Windows	\$ (15,000)
Total	\$ (45,000)
Oil Furnace SAVINGS [+]	
Annual Oil Expenditure	\$ 15,332
Maintenance	\$ 500
Major maintenance (year 5)	\$ 2,000
Financial Rate Assumptions [%]	
Discount Rate	3.00%
General Inflation	2.00%
#2 Heating Oil Price Escalation (annual)	5.00%
Electricity Price Escalation (annual)	2%
Net Present Value	\$417,515.74
IRR	12%

By adding up and discounting the stream of savings over the 30 year life of the project, we can see a net present value of \$417,000, significantly more than the initial costs of the heating system and energy upgrades. These savings work out to an internal rate of return (IRR) of 12% which shows an attractive financial investment by any standards.

## Conclusion

The Hub exists because of the tremendous efforts of countless local volunteers and supporters. The spirit of involvement and community engagement are what make the rural areas of the Cowichan Valley such a great place to live and raise a family. The Hub is just starting out, but it promises to grow and evolve into a critical regional asset, linking us to our history while providing a modern venue for culture, recreation, entertainment and engagement. The CSAA is grateful to the CVRD for their past and ongoing support and we are hopeful you will see the regional benefits of our current proposal.

By investing in the proposed energy upgrades and heating system, the Hub can make great strides toward environmental and financial sustainability and can serve the region for a generation to come.







REC

C1

COWICHAN VALLEY REGIONAL DISTRICT

AP

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

Financial Services Department

Submitted by Director IANNI DINARDO Area D

Grantee:	Grant Amount \$ <u>500.00</u>
NAME:	<u>COWICHAN BAY IMPROVEMENT ASSOCIATION</u>
ADDRESS:	<u>P.O. BOX 23 COWICHAN BAY VOR INI</u>
Contact Phone No:	<u>JEFF QUINTON</u>
PURPOSE OF GRANT:	<u>SUPPORT FOR LOW TIDE DAY</u> <u>IN COWICHAN BAY</u>
REQUESTED BY:	<u>Lori L. Sennidardo</u> Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0108-114	500.00	10.0

**FOR FINANCE USE ONLY**

BUDGET APPROVAL X

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 Bay Improvement Association  
P.o. Box 23 Cowichan Bay, B.C.  
V0R1N1

April 3, 2012

Lori Iannidinardo  
Director Electoral Area D  
C.V.R.D  
175 Ingram St.  
Duncan B.C.

Dear Lori,

Please accept this letter as a formal request for funding support for Low Tide Day, Saturday, May 5, 2012. This year marks the 13<sup>th</sup> year of cleaning the estuary and surrounds and providing science programming for the children.

As you know most of our costs for the day are gifts in kind but we do have some outlays for washrooms, hand wash stations and some food and refreshment items.

It is in this regard that we ask for consideration of Grant in Aid Funding. Five Hundred Dollars would make the difference and add greatly to this worthy event. I sincerely thank you for your assistance in carrying this request forward on our behalf.

Yours truly,

Jeff Quinton  
Low Tide Chairperson



C2

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Bruce Fraser Area B

Grantee:	Grant Amount \$ <u>250.00</u>
NAME:	<u>Cowichan Spirit of Women Resource Centre</u>
ADDRESS:	<u>1 Kenneth St. Duncan BC V9L 5G3</u>
Contact Phone No:	<u>Helga Sembrecht 250-748-8722</u>
PURPOSE OF GRANT:	<u>Women's Resource Centre Services</u>
REQUESTED BY:	<u>Bruce Fraser</u> Director Requesting Grant

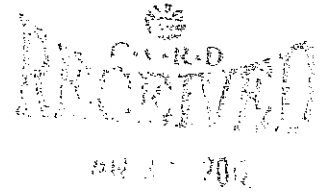
ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0105-112	250.00	10.0

<b>FOR FINANCE USE ONLY</b>
BUDGET APPROVAL <u>[Signature]</u>
VENDOR NO. _____

<b>Disposition of Cheque:</b>
Mail to above address: _____
Return to _____
Attach to letter from _____
Other _____

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_



**The Cowichan Spirit of Women Women's Resource Centre**

One Kenneth Street, Duncan, B.C. V9L 5G3

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

e-mail [spiritofwomen1@gmail.com](mailto:spiritofwomen1@gmail.com) or e-mail [helgal@shaw.ca](mailto:helgal@shaw.ca)

2012 01 27

Chair Robert Hutchins and Directors

*Cowichan Valley Regional District*

Re Grant in Aid

Dear Chair Hutchins,

The *Cowichan Spirit of Women* 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 *society*, organized in 1992, seek funds to operate the *Women's Virtual Resource Centre* and run other programs and projects. The *Women's Resource Centre* opened eighteen years ago and was run by volunteers and coordinator(s) as funds permitted.

Information and help are given by phone and e-mail and newsletters are distributed. Meetings are held in lower *Duncan City Hall* at 1:30 PM Wednesdays as needed. *Movies* are usually shown the last Tuesday night of the month at *Sands Reception Centre* in Duncan. Cooperative events with *Cowichan Women Against Violence Against Women Society* and *Cowichan Intercultural Society* were ongoing and very successful, notably **International Women's Day** at the *Eagles Hall*.

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 \$100 to \$200 each, co-sponsoring International Women's Day or assisting with the operation of the *Women's Virtual Resource Centre* would be greatly appreciated. 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 (250) 748-8722 or (250) 744-8922 cell

Office	Finance	Chair
Rec'd		ED
Comm. Sec.		
Exec. Dir.		
Adm. Asst.		
2012 4/11		



C3

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Bruce Fraser Area B3

Grantee:

Grant Amount \$ 2000.00

NAME:

Cowichan Family Caregivers Support Society

ADDRESS:

PO Box 13 Shawnigan Lake BC  
VOR 2W0

Contact Phone No:

South Horsey 250-743-7621

PURPOSE OF GRANT:

Caregiver Support Service

REQUESTED BY:

Bruce Fraser  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0224-112	2,000.00	10.0

**FOR FINANCE USE ONLY**

BUDGET APPROVAL 2

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**

Cowichan Family Caregivers Support Society  
PO Box 13, Shawnigan Lake  
British Columbia V0R 2W0  
Phone 250-743-7621  
Fax 250-743-7628  
[www.familycaregiverssupport.org](http://www.familycaregiverssupport.org)

RECEIVED  
CVRD

MAR 12 2012

9 march 2012

Bruce Fraser, Director  
Regional District B

www.shawnigan.ca Services

Greetings

Request for Assistance \$2,500.00

Our service, given free, relieves stress and supports caregivers. In directly it prevents or delays costly medical intervention or institutional care. At any one time it touches the lives of 150 to 200 families within CVRD's area.

Our budget for 2012 is \$145,458.00. \$46,920.00 comes from our contract with VIHA; \$2,500.00 comes from Gaming BC; and \$10,000.00 from an individual. We expect the Shawnigan Lake Walk, our only fund raising event, to give about \$20,000.00. The remainder must come from the community. As in the previous year a grant from Area B of \$2,500.00 would continue to make good things happen.

Thank you.

*Garth Harvey*  
Garth Harvey President

Encl 2

Original: <i>Amerece</i>	Copies to: <i>Dir B</i>
Board:	
Committee(s):	
Directed by: <i>[Signature]</i>	Date: <i>March 12/2</i>
File #	





11 C4

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Bruce Straker Area B

Grantee:	Grant Amount \$ <u>500.00</u>
NAME:	<u>Ecostravaganza</u>
ADDRESS:	<u>Esale Mill Bay P.A.C.</u> <u>3175 Cobble Hill Rd.</u> <u>Mill Bay B.C. - VOR 2P3</u>
Contact Phone No:	<u>Michelle Ronnie 250-929-343</u>
PURPOSE OF GRANT:	<u>Annual Showcase</u>
REQUESTED BY: <u>Bruce Straker</u> Director Requesting Grant	

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0385-112	500.00	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 \_\_\_\_\_

# Ecostravaganza!

Ecostravaganza! 2012  
Ecole Mill Bay PAC

January 30, 2012

Dear Mr. Fraser,

I am writing to invite you to our upcoming Ecostravaganza! 2012, Ecole Mill Bay's annual celebration where families can find out more about living green, on June 2, 2012 from 10 am – 3 pm. I would like to request your support and financial assistance through your CVRD Area for this amazing community event.

The CVRD was involved with our event for the past few years and has played an integral part in supporting us in many different ways. Last year, each Area supported our event costs by sponsoring \$500, which qualified you as our Hero Sponsor and provided you with the following:

- Your business name and/or logo appeared on marketing materials, advertisements, and signage.
- Your business name was displayed in a banner ad on the Ecostravaganza! website.
- A hyperlink to your business website on the Ecostravaganza! website.

On event day:

- A booth space (10' x 10') in a prominent location.
- A banner with your business name on ONE of the following main areas: Green Generation, book sale, plant sale, or market place.
- Your business announced and acknowledged by the MC on the Main Stage.
- Optional: access to a Main Stage time slot for educational and/or informational purposes.

As you know, Ecostravaganza 2011 was a huge success with over 2000 attendees, 45 vendors and dozens of performers. The day included happy kids, incredible performances, beautiful sunshine and many recycled plants and books going to new homes. Proceeds from Ecostravaganza! 2012 will help equip Ecole Mill Bay's new classrooms and library, and make improvements to the music program.

Ecostravaganza aims to inspire and engage families in the south Vancouver Island region to make green changes in their daily lives, and includes the following elements:

- Children's "Green Generation" area, including eco-activities, games and climbing wall
- Marketplace featuring local eco-vendors
- Food court
- Main stage with all-day entertainment
- Plant sale
- Used book sale
- Silent auction/raffle
- On-site bike repair service



This year, our event theme is, "Year of the Bike," and will showcase bike demonstrations, repair and tune up stations and information on how biking in the Cowichan Valley is a fun family choice. Lead up marketing and advertising will also encourage families to cycle to our event.

Currently, we are putting the finishing touches on our event plan, and would be particularly interested in having your organization at Ecostravaganza to showcase green living and contribute to our "Year of the Bike" theme for 2012.

If you are interested in supporting Ecostravaganza on June 2, 2012, please contact Michelle Rennie at 250-929-3343 or [admin@ecostravaganza.ca](mailto:admin@ecostravaganza.ca), your consideration and response is greatly appreciated.

Yours sincerely,

A handwritten signature in cursive script that reads "M. Rennie".

Michelle Rennie  
Ecole Mill Bay PAC  
Ecostravaganza Co-Chair  
250- 929-3343  
[admin@ecostravaganza.ca](mailto:admin@ecostravaganza.ca).



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Bruce Fraser Area B

Grantee: Grant Amount \$ 1500.00

NAME: South Cowichan Rotary Foundation

ADDRESS: 2408 Mill Bay Rd.

Mill Bay BC VOR 2PO

Contact Phone No: David Crowe

PURPOSE OF GRANT: CMS food bank addition

REQUESTED BY: Bruce Fraser  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0252 -112	1500.00	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 \_\_\_\_\_

BAUCE

27-Mar-12

South Cowichan Rotary  
Confirmed Contributors  
CMS Food Bank Addition  
Materials/Labour

RECEIVED  
C.V.R.D.

MAR 27 2012

83

<u>Company</u>	<u>Contacted</u>		<u>Confirmed Donation</u>	<u>Confirmed Supplier</u>	
Aardvark		Excavation	Yes	Yes	
House Calls Contracting	David (Me)	Misc	Yes	Yes	
JS Plumbing	Juergen	Pipe / labour			
Andrew Sheret	Thery	Toilet	Yes	Yes	
Wolesley	Verlan	Sink	Yes	Yes	
Calverly Electric	Richard	Electrical	Yes	Yes	
CCS	Mark	Drywall / insulation	Yes	Yes	
Gordon and Gordon	Stu Gordon/Dave Brown		Yes	Yes	
Salmon Construction	Dan	Footings Labour	Yes	Yes	
Gravel Hill Supplies	Dave	6m Concrete	Yes	Yes	
Quicklay Concrete	Gary	Finishing slab	Yes	Yes	
Higginson Eng	Andrew	Gravel / backfill	Yes	Yes	
Tools To Go	Al	Compactor Misc Equipment	Yes	Yes	
Sleggs	Johnathan	Truss pkg with additional	Best Deal	Yes	
End of the Roll	Suzanne	Plus installation labour	Yes	Yes	
Thermo Proof Windows	Holly	2 windows	Yes	Yes	
Rona Duncan	Kevin	????	?	?	
Rona Cobble Hill	Les/Frank	????	?	?	
Home Hardware	Shylow/Paul	????	?	?	
Windsor	Dave	????	?	?	
SB Windows and Doors	Colleen	Interior door	Yes	Yes	
Signology	Blanch	4x8 Site Signage	Yes	Yes	
Creative Woodcraft	John	Cabinets and counter top	Yes	Yes	
JP Form Rentals	Peter	Forms and rebar for footings	Yes	Yes	
Gutters "R" Us	Brian	Gutter if required	Yes	Yes	
Area "A" Director	Mike Walker	Funds	Yes	Yes	1500.00
Area "B" Director	Bruce Fraser	Funds	Yes	Yes	1500.00
Area "C" Director	Gerry Giles	Funds	Yes	Yes	1500.00
Valley Vines to Wines	Peter Dickens	Funds	Yes	Yes	1000.00
South Cowichan Rotary		Funds and labour	Yes	Yes	<u>5000.00</u>
Larry Hallet		truss installation labour	Yes	Yes	
Pat Hallet		truss installation labour	Yes	Yes	

10500.00 Budget Funds Available

**Materials Required for**  
**CMS Foodbank Addition**

**Materials Required**

	Water Tank	40gallon				325.00
	Vinyl Soffitt	?				
	Vinyl Soffit "J"	18	6.25	x18		112.50
	Vinyl Siding	330sqft	8.95	x40		358.00
	"J"	10	6.25	x10		62.51
	Undersil	6	6.25	x6		37.50
	Starter	6	6.25	x6		37.50
	Outside Corners	2	26.35	x2		52.70
	3" Drain Pipe	5	7.21	x5		36.05
	3" PVC Elbows	4	3.44	x4		13.76
	Sill Plate Anchor Bolts	20				
	4" Sill foam	1 roll				
	6x6 post saddle	1				6.22
	Tyvek/Typar	1	95.00			95.00
	1/2 plywood	43	Roof and walls	13.89	x43	597.27
	"H" clips	200	Roof			
	2x6 stud	15	Wet wall	2.95	x15	44.25
	2x6x14	3	Wet wall	4.83	x3	14.49
	2x6x16	1	Wet wall	5.68	x1	5.68
	2x4x12	10	Roof	2.76		27.60
	2x4x22 (or 4 at14)	2	Roof	3.12	14'ers x4	12.48
	2x4x20	2	Roof	4.90	x2	9.80
	1x6x16 fascia	6	Roof	9.89 x 16'	x6	59.34
	2x4x16	4	Wall	3.89	x4	15.56
	2x4 stud	60	Wall	1.84	x60	110.40
	2x10x12'	3	Beam	8.20	x3	24.60
	6x6x8' Pressure treated	1	Post	22.48	x1	22.48
	Roofing material	16sq	17.50 ea	\$70./sq	x 16	1120.00
	Roofing felt	as required	26.09		x8	208.72
	Rig vent	40ft		95.58	x1	95.58
	Cap	40ft	22.00		x3	66.00
	356 casing	158 ft	.62/ft		158.00	97.96
	Trusses and Delivery					<u>1438.00</u>
				Sub Total		5106.95
				Hst		<u>612.83</u>
				Total		<b>5719.78</b>
	Labour for roofing	Budgeted				1200.00
	Plumbing Labour etc	Budgeted				1700.00
	Flooring installation labour	Budgeted				<u>700.00</u>
						9319.78
			Funds from Budget			<u>10500.00</u>
			Contingency remaining			<b>1180.22</b>



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Bruce Fraser Area B

Grantee:	Grant Amount \$ <u>1000.00</u>
NAME: <u>Shawnigan Locust &amp; Business Centre</u>	
ADDRESS: <u>c/o SCBA Shawnigan</u>	
Contact Phone No: <u>Roy Davies SCBA Chair</u>	
PURPOSE OF GRANT: <u>Local Village Centre</u> <u>for local volunteer organizations</u> <u>start-up.</u>	
REQUESTED BY: <u>Bruce Fraser</u>	Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0395-112	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 \_\_\_\_\_

# Shawnigan Tourist & Business Center



March 28, 2012

Dr. Bruce Fraser  
CVRD Area B Director,  
Shawnigan Lake, BC

Re: Grant-in-Aid

Dear Mr. Fraser:

The Shawnigan Lake Business Association is working to establish a Tourist & Business Center in the Village of Shawnigan Lake. This will include an information area for use by both tourists visiting the area and local residence alike.


Our hope is to include information on local attractions like the Kinsol Trestle and Trans Canada Trail, upcoming Community and Cultural events, and local services such as B&B's and Restaurants. Our Center will also serve as a contact point for local organizations to encourage membership and volunteerism. This will be done through rack cards, printed material, signage, Wifi hotspot and volunteer receptionists.

The space that we have acquired for this project has an unfinished area that could be open during non-business hours, to provide maximum access. However, the flooring, paint, rack card stands and some minor electrical and construction are needed for completion.

We would like you to consider this project for a \$1500 grant-in-aid to help with the costs of establishing this Center.

If you have any questions, please feel free to contact us.

Regards,



Roy Davies,  
Chair, SLBA



RE C7

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS) Financial Services Department

Submitted by Director G. Giles Area C

Grantee:	Grant Amount \$ <u>500.00</u>
NAME: <u>Cobble Hill LERN</u>	
ADDRESS: <u>1070 Braithwaite Dr</u>	
<u>Cobble Hill BC VOR 1L4</u>	
Contact Phone No: _____	
PURPOSE OF GRANT: <u>to assist with the delivery of the</u>	
<u>Cobble Hill LERN program</u>	
REQUESTED BY: _____	
Director Requesting Grant	

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0356-113	500.00	10.0

<b>FOR FINANCE USE ONLY</b>
BUDGET APPROVAL _____
VENDOR NO. _____

<b>Disposition of Cheque:</b>
Mail to above address: _____
Return to _____
Attach to letter from _____
Other _____

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_

Director Gerry Giles,  
Cobble Hill Area C  
Cowichan Valley Regional District  
March 26, 2012

Dear Gerry:

On behalf of Cobble Hill LERN, I wish to apply for a grant-in-aid to assist us in continuing our project.

Previous grant-in-aid funds have gone to support neighbourhood gatherings in Cobble Hill. In the Braithwaite area, an annual Canada Day neighbourhood barbecue is held at which LERN is mentioned and promoted. The funds allow for the purchase of two safety prizes for a draw for those who attend. For the past two years, there has also been a Braithwaite neighbourhood garage sale held in September, and each participant family is provided with emergency preparedness materials that are displayed on their tables for people to have. Each family taking part in the garage sale is entered into a safety prize draw. Funds were initially used to assist with advertising costs.

Satellite Park subdivision continues to access the grant funds each December to purchase safety prizes for a draw. Frank Statham reports that his continuous promotion of emergency preparedness has raised the awareness of residents about this important topic. Arbutus Ridge is always welcome to access our funds, as is any other neighbourhood in Cobble Hill that wishes to hold events at which emergency preparedness has a presence.

Our LERN email list continues to operate, with emergency preparedness, free CVRD safety workshops, food security and criminal activities being the focus of communication. Through this email list, we network with Mill Bay Block Watch, coordinated by Shirley Walker, as well as the Cowichan Station Area Association. This means that most residents in the South Cowichan area have the opportunity to access our emergency preparedness network.

On behalf of our Cobble Hill LERN members, I wish to thank you for your continuing support for this community initiative. I hope that we will qualify for a grant-in-aid this year once again so that we may continue with the program. Thank you for your consideration.

Sincerely,

Jackie Barker

Jackie Barker  
Cobble Hill LERN Coordinator



## **Tammy Knowles**

---

**From:** Gerry Giles [ggiles12@shaw.ca]  
**Sent:** Tuesday, April 10, 2012 5:40 PM  
**To:** Tammy Knowles  
**Subject:** Grant Request  
**Attachments:** Grant request 2012.doc

Hi Tammy,

Could the attached please be processed by providing a \$500 grant in aid from the Cobble Hill fund. The address and phone number for the Cobble Hill LERN should be on file.

Thank you

Gerry

INI



**MINUTES OF ELECTORAL AREA I (YUBOU/MEADE CREEK)  
AREA PLANNING COMMISSION MEETING**

**DATE:** April 3, 2012  
**TIME:** 7:00 pm

**MINUTES** of the Electoral Area I Planning Commission meeting held on the above noted date and time at the Youbou Upper Community Hall, Youbou BC. Called to order by Chairperson Mike Marrs at 7:10 pm.

**PRESENT:**

Chairperson: Mike Marrs  
Vice-chairperson: George deLure  
Members: Jeff Abbott, Shawn Carlow, Bill Gibson, Gerald Thom

**ALSO PRESENT:**

Recording Secretary: Tara Daly

**REGRETS:**

Director: Pat Weaver

**GUESTS:**

Mike Tippet, Manager, Community and Regional Planning  
Dana Leitch, Planner II  
Applicant: Rick Bourque

**AGENDA:**

It was moved and seconded that the agenda be accepted.

**MOTION CARRIED**

**MINUTES:**

It was moved and seconded that the minutes of March 20, 2012 be accepted as circulated.

**MOTION CARRIED**

**DELEGATIONS:**

M. Marrs brought forward Rezoning Application No. 1-I-09RS (Rick Bourque) for further consideration by the Commission.

- 1) Rezoning Application No. 1-I-09RS (Rick Bourque) for the Cottages at Marble Bay
  - Staff noted that an affirmative recommendation by the Commission would move the application to a Public Hearing

- The request to discharge the covenant on the non-strata parcel of land in the Marble Bay development would be removed if the Application is approved as the land would be redundant for its current zone as a future septic field
- Although there are concerns with the promised completion of some guarantees with an adjoining development that could have repercussions with the current application, members were comfortable with the application proceeding to the next step

It was moved and seconded to recommend to the Electoral Area Services Committee that the Staff proposal of:

- Rezoning not only all 50 existing lots, but also the undeveloped remainder of the site to a new recreational zone that would not limit occupancy to a maximum number of weeks;
- In the new zone, establish a 1600 m<sup>2</sup> minimum parcel size, which is a 20% increase in density over the C-4 Zone minimum lot sizes that prevail in other fully serviced (sewer and water) residential zones in Electoral Area I;
- Create a development permit area for drainage control in consideration of the increased density, which would require a stormwater management plan to be prepared and implemented as development of the remaining land proceeds;
- Require a covenant to ensure an east-west trail linkage over the undeveloped portion of the property at such time as it is proposed to be subdivided;
- Require that the underperforming hydrant either be repaired in the case of it being required for local fire protection, or be removed if it is redundant;
- As a condition of the adoption of the zoning amendment, require that all lands being rezoned that have yet to be subdivided be connected to the Bald Mountain community water and community sewer system;
- Also as a condition of the adoption of the zoning amendment, ensure that the existing 50 strata lots become part of a CVRD owned and operated community water and sewer system;

be accepted, with the Application moving forward to Public Hearing.

#### **MOTION CARRIED**

#### **BUSINESS ARISING OUT OF THE MINUTES:**

##### **1) Development Permit Application No. 1-I11DP/RAR (Day/Beausoleil)**

- CVRD Staff and the applicant have arrived at a solution confirming no net loss of habitat and illustrating future protection of riparian area, allowing the present building to remain in its current position

#### **NEW BUSINESS:**

- For a future meeting, the Commission would like to consider waterfront zoning, riparian zoning, and wharf sizes and/or zoning

The meeting was adjourned at 7:31 pm

IN 2

## **Area A Parks & Recreation Commission**

Meeting March 15th, 2012 at Brentwood College

REC

APR 2 2012

**Regrets:** David Gall, Greg Farley

**Present:** Ron Parsons, Joan Pope, Clyde Ogilvie (acting chairperson), April Tilson, Cathy Leslie, Director Walker

**Guests:** Jenny McKenzie and friend

Meeting called to order at 7:05 pm

**Introduction of guests:** Jenny McKenzie and friend - history of their many concerns regarding their property and their reasons for attending the meeting.

### **1. Ongoing Business:**

**A. 2012 Area A PRC Budget:** Director Walker reported that the budget was presented at the CVRD board meeting. It will get final approval March 28<sup>th</sup>.

### **B. Area A PRC 2012 Priority Items:**

**Hollings Creek** – bridge and trail to end near Tim Hortons. Budget \$10,000 for trail and approaches. Approaches to bridge need gravel etc. for stabilization. Brian Farquhar is aware. David Gall to ask Ryan about trail connections to bridge and report back to PRC members next meeting.

**Mill Springs Trail** – discussion re: trail improvement around Boompond Rd

**Deloume Park** – Discussion followed about notifying the homeowner/strata group, a need for more specific budget information, specialized equipment or not, and arranging a meeting with all interested parties. Decided that the Mill Springs strata group, Ryan, Area A PRC and Tanya should meet early-mid April.

**Mill Bay Wharf** - needs repairs to pilings etc. Ryan and Brian will get a proper survey.  
Repairs will be done with any left over budget monies.

**2. New Business:** Commission member asked for an update on current projects - perhaps by Director Walker at every meeting.

---

### **3. Updates:**

**Ocean Terrace** – parks are to be developed like the original plan that was shown to the community, they will be phased in with the overall project.

**Partridge Rd** – discussion re: trail

**Marina at Handy Rd** – sewer system is being constructed and will connect to Sentinel Ridge's system. No beach access in front of Marina at present for public, Brian F knows. The work on the boat launch will begin in Spring. They will have to dredge a little. First Nations midden and remains are still a concern on the site.

**Benko Rd** – discussion about a potential apartment building with a large portion of green space.

Meeting Adjourned 8:25 pm

**Next Meeting: April 19th, 2012, 7 pm at Brentwood College**

IN 3

RECEIVED  
C.V.R.D.  
APR 15 2012

**MINUTES OF ELECTORAL AREA "G" (SALT AIR/GULF ISLANDS)**  
**PARKS COMMISSION MEETING**

**DATE:** April 2<sup>nd</sup>, 2012

**TIME:** 7:00 pm

**MINUTES** of the electoral Area "G" Parks Commission Meeting held on the above noted date and time at the CVRD Building, 10705 Chemainus Rd, Saltair, BC.

**PRESENT:**

Chairman: Harry Brunt

Secretary: Jackie Rieck

Members: Glen Hammond, Tim Godau, Paul Bottomley, Hans Nelles, Christine Nelles,

**ABSENT:**

Members: Dave Key, and Kelly Schellenberg

**ALSO PRESENT:**

Director: Mel Dorey

**APPROVAL OF AGENDA:**

Motion to approve agenda as submitted.

**MOTION CARRIED**

**ACCEPTANCE OF MINUTES:**

It was moved and seconded that the Minutes of Area "G" Parks Commission Special Meeting of March 19<sup>th</sup>, 2012 be accepted.

**MOTION CARRIED**

**STANDING REPORTS:**

**CVRD:**

-Closed Session.

-We now have the large Electoral Area "G" Communities Map posted on the bulletin board in the Parks meeting room.

---

## DIRECTOR'S REPORT:

Closed Session.

## CENTENNIAL PARK:

-Ball fields are water logged and are closed until further inspection by CVRD.

-The donated truck load of wood chips have been delivered, however it was determined that one load would be insufficient. Harry will arrange for a second load to be delivered next week. A work party is planned for Sunday April 22<sup>nd</sup>, 2012 to distribute chips along the fitness trail. Harry will provide Liability Waiver forms for volunteers.

## PRINCESS DIANA PARK:

-Harry to check with CVRD regarding the inspection and removal of "dangerous trees".

-A drainage pipe is required for newer section of trail. Should be: two 10ft lengths, 6 inch diameter and are required to be installed before April 21<sup>st</sup> as a volunteer work party is planned on this date. Donated wood chips have been delivered, however another load is required. Harry to arrange a second load delivery before April 21<sup>st</sup>, 2012.

-Mel suggested a possible public interest information board be created and designed that would contain the history of Park donors and the "Princess Diana dedication story", as well as a few flora and fauna signs situated throughout park trails.

## STOCKING CREEK PARK:

-Harry will e-mail CVRD regarding the continued vandalism to Park Boundary gate area at the Chemainus Rd entrance to Stocking Creek Park. Vandals have once again destroyed last month's repair to the gate.

-Drainage pipe is needed at the bottom of steep hill section of trail.

-Members would like to arrange a "Walk-thru" date with Dan Brown asap, to address improvements required on Stocking Creek trails.

-Final staircase costs: \$18,600.00. It was noted that there is still some lumber/materials at the Staircase site. At one point, there had been plans to construct a safety fence or viewing platform at the top west side of the falls. Were the remaining supplies left for this project? Harry to follow up with Ryan Dias.

---

### BEACH ACCESSES:

-Bezan Beach Access: broken metal staircase railing has been replaced. Looks great!

-Lagoon Bridge pedestrian walk way has been pressured washed

### LADYSMITH PARKS & REC:

-Tim attended their March 28<sup>th</sup>, 2012 meeting

-Ladysmith will be hosting a Mini-World Cup Soccer tournament May 12<sup>th</sup> and 13<sup>th</sup>.

-Discussion held regarding the potential completion of the North Watts CTS connector to Ladysmith's section of the CTS.

### BASEBALL:

-Ball fields are closed until further inspection.

### SPECIAL EVENTS:

Easter Egg Event is scheduled for Sunday, April 8<sup>th</sup>, 2012 at 11:00 am Centennial Park.

### **NEXT MEETING:**

**Next Park's meeting is scheduled for Monday, May 7<sup>th</sup>, 2012, 7:00 pm at the CVRD Building, 10705 Chemainus Rd, Saltair BC.**

### **ADJOURNMENT:**

Meeting was adjourned at 9:06 pm.





**MEMORANDUM**

**DATE:** April 10, 2012


**TO:** Tom R. Anderson, General Manager, Planning and Development Department

**FROM:** Brian Duncan, Manager, Inspections and Enforcement Division

**SUBJECT:** BUILDING REPORT FOR THE MONTH OF MARCH 2012

There were 37 Building Permits and 1 Demolition Permit(s) issued during the month of March, 2012 with a total value of \$ 3,788,300.

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"		241,280		565,340	67,940		6	13	874,560	4,343,420
"B"				233,560	412,400		9	16	645,960	1,558,469
"C"				303,845	57,320		4	8	361,165	532,185
"D"	1,000		41,280	180,200	10,000		4	10	232,480	761,190
"E"				713,895	2,000	85,000	8	14	800,895	952,575
"F"							0	1	0	75,000
"G"					25,120		2	5	25,120	781,760
"H"				170,020	50,810		2	4	220,830	413,630
"I"				627,290			3	7	627,290	1,135,780
<b>Total</b>	<b>\$ 1,000</b>	<b>\$ 241,280</b>	<b>\$ 41,280</b>	<b>\$ 2,794,150</b>	<b>\$ 625,590</b>	<b>\$ 85,000</b>	<b>38</b>	<b>78</b>	<b>\$ 3,788,300</b>	<b>\$ 10,554,009</b>

  
 B. Duncan, RBO  
 Manager, Inspections and Enforcement Division  
 Planning and Development Department

BD/db

**NOTE:** For a comparison of New Housing Starts from 2009 to 2012, see page 2  
 For a comparison of Total Number of Building Permits from 2009 to 2012, see page 3

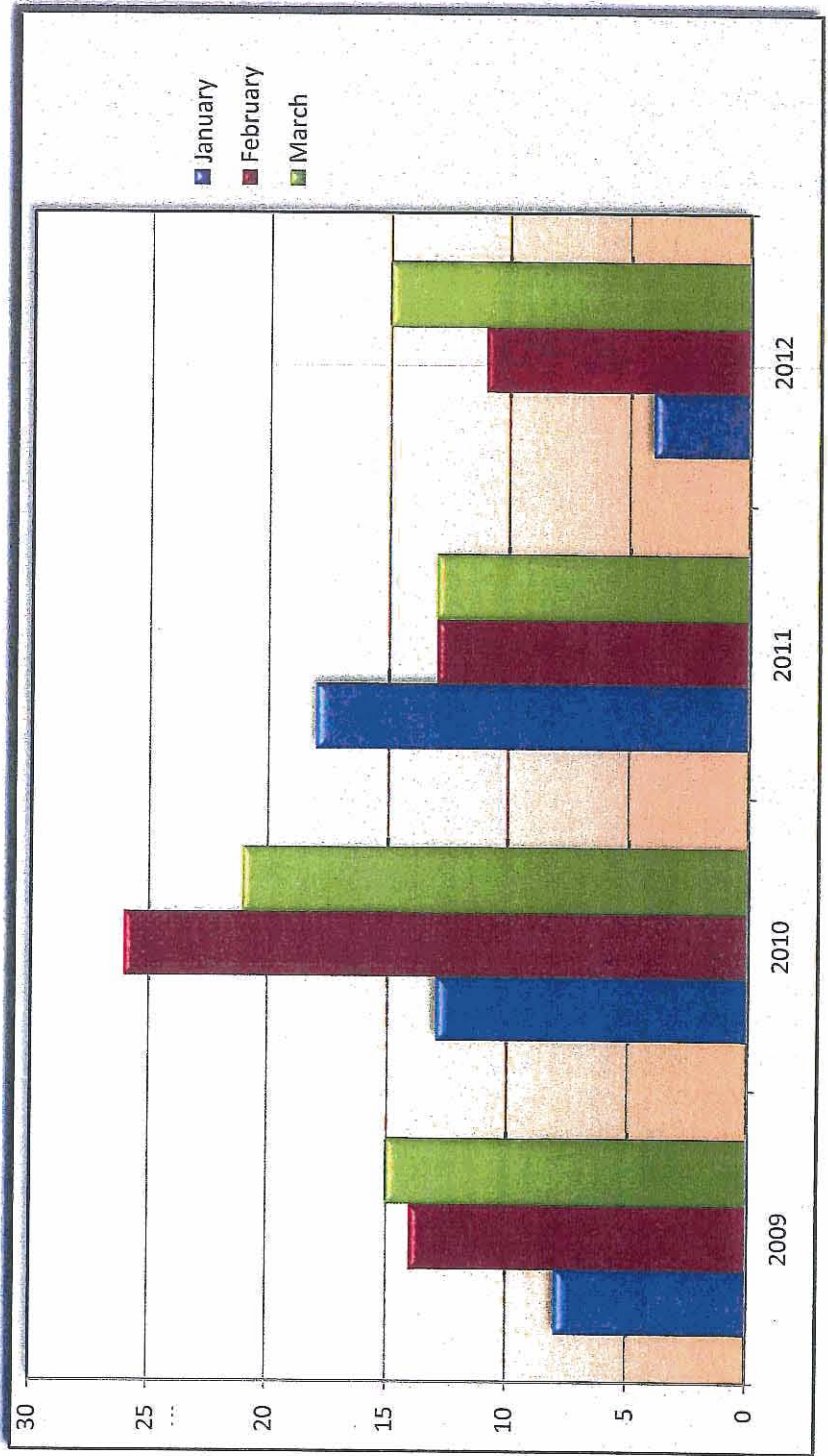
hNT  
4



C·V·R·D

Total of New Housing Starts

	2009	2010	2011	2012
January	8	13	18	4
February	14	26	13	11
March	15	21	13	15
<b>YTD Totals</b>	<b>37</b>	<b>60</b>	<b>44</b>	<b>30</b>





**C·V·R·D**

**Total Building Permits Issued**

	2009	2010	2011	2012
January	23	35	31	16
February	32	44	36	24
March	36	54	33	38
<b>YTD Totals</b>	<b>91</b>	<b>79</b>	<b>67</b>	<b>40</b>

