



## ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday,  
October 4, 2011  
Regional District Board Room  
175 Ingram Street, Duncan, BC

3:00 p.m.

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### 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 September 20, 2011 EASC Meeting	3-8
3. <u>BUSINESS ARISING FROM the MINUTES</u>	
4. <u>STAFF REPORTS</u>	
R1 Maddy Koch, Planning Technician, regarding Application No. 1-D-11DVP (Applicant: Gordon Fraser)	9-13
R2 Mike Tippett, Manager, regarding Amending the Electoral Area zoning Bylaws to eliminate "recycling type uses and composting" from Industrial zones	14-16
R3 Ann Kjerulf, Planner III, regarding Vessel Operation Restriction Regulation and Navigation Channel Proposal for Cowichan Bay	17-26
R4 Jacob Ellis, Manager, regarding Corporate Strategic Energy Management Plan	27-28
5. <u>INFORMATION</u>	
IN1 Minutes of Area I Parks Commission meeting of September 13, 2011	29-31
IN2 Minutes of Area G Parks Commission meeting of September 19, 2011	32-35
IN3 Minutes of Area G Parks Commission meeting of June 21, 2011	36-38
6. <u>NEW BUSINESS</u>	
7. <u>QUESTION PERIOD</u>	

**8. 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.

<b>CSM1</b> Minutes of Closed Session EASC meeting of September 6, 2011	39-40
<b>CSM2</b> Minutes of Closed Session APC meeting	41
<b>CSR1</b> Land Acquisition (Section 90(1)(e)	42-43
<b>CSR2</b> Land Acquisition (Section 90(1)(e)	44-46
<b>CSR3</b> Potential Litigation (Section 90(1)(g)	47-64

**9. 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 L. Iannidinardo  
Director K. Cossey  
Director I. Morrison

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

Director B. Harrison  
Director L. Duncan  
Director M. Dorey

M1

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, September 20, 2011 at 3:00 pm in the Regional District Board Room, 175 Ingram Street, Duncan, BC.

**PRESENT**

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

**CVRD STAFF**

Tom Anderson, General Manager  
Mike Tippet, Manager  
Brian Farquhar, Manager  
Brian Duncan, Manager  
Alison Garnett, Planner I  
Rachelle Moreau, Planner I  
Nino Morano, Bylaw Enforcement Officer  
Cathy Allen, Recording Secretary

**APPROVAL OF  
AGENDA**

The Chair noted changes to the agenda which included adding three items of listed New Business, and one additional item of 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 September 6, 2011, EASC meeting be adopted.

**MOTION CARRIED**

**BUSINESS ARISING**

There was no business arising.

**STAFF REPORTS**

**R1 - Ketch**

Alison Garnett, Planner I, presented staff report dated September 13, 2011, regarding Application No. 3-I-11DVP (Andrew Ketch) to allow for construction of a roof over an existing deck located at 10650 Lake Boulevard.

There were no questions to staff or the applicant.

It was Moved and Seconded

That application No. 3-I-11DVP by Andrew Ketch for a development permit with a variance to Section 3.20 of Bylaw No. 2465 in order to reduce the required watercourse setback from 15 metres down to 12.5 metres to allow for the construction of a roof over an existing deck on Strata Lot 7, Block 136, Cowichan Lake District, VIS 3604 (PID 023-012-749) be approved; and further, that the Board elects not to enforce restrictive covenant EJ13118 in order to approve this permit.

MOTION CARRIED

**R2 - Laird**

Alison Garnett, Planner I, presented staff report dated August 30, 2011, regarding Application No. 1-G-10RS by Hal Laird, to create a new residential zone that would permit a seven lot bareland strata subdivision on property located at 10830 Chemainus Road.

Hal Laird, applicant, was present and introduced Mr. Proctor, a representative from Blue Mountain Engineering who provided further information respecting the proposed community sewer system.

The Committee directed questions to Mr. Proctor.

Keith Christie, owner, was present and provided further information to the application.

It was Moved and Seconded

That Application No. 1-G-10RS (Laird/Christie) be referred to a public meeting.

MOTION CARRIED

**R3 - Coulson**

Rachelle Moreau, Planner I, presented staff report dated September 14, 2011, regarding Application No. 1-E-10RS (David Coulson) and revised amendment bylaws.

There were no questions to staff or the applicant.

It was Moved and Seconded

That the staff report dated September 14, 2011, from Rachelle Moreau, Planner I, regarding Application No. 1-E-10RS be received and filed.

MOTION CARRIED

**R4 – Park Visitor  
Counters**

Brian Farquhar, Manager, presented staff report dated September 13, 2011, regarding park visitor count statistics at Bright Angel and Glenora Trails Head Parks.

General discussion ensued. It was felt that each electoral area should purchase a digital counter unit to circulate at parks throughout their area. Mr. Farquhar noted that staff will be meeting with each parks commission respecting budget and can get a sense of desire at that time and bring back a report respecting costs of units.

It was Moved and Seconded

That the staff report dated September 13, 2011, from Dan Brown, Parks Trails Technician, regarding park visitor count statistics, be received and filed.

MOTION CARRIED

**R5 – Parks mid-year budget report**

Brian Farquhar, Manager, presented staff report dated September 13, 2011, regarding community parks and trails mid-year budget report.

Discussion ensued. It was noted that McClean Park is now called Deloume Park.

It was Moved and Seconded

That staff report dated September 13, 2011, from Brian Farquhar, Manager, regarding community parks and trails mid-year budget report, be received and filed.

MOTION CARRIED

**R6 – Ticketing Bylaw amendments**

Nino Morano, Bylaw Enforcement Officer, presented staff report dated September 15, 2011, regarding further amendments to the Ticketing Information Authorization Bylaw 3209.

Discussion ensued.

It was Moved and Seconded

That the Ticketing Information Authorization Bylaw No. 3209 be further amended to include changes in the new Building Bylaw as well as the Thetis Island Wharf Regulation Bylaw, and that the appropriate amendment bylaw be forwarded to the Regional Board for consideration of three readings and adoption.

MOTION CARRIED

**R7 – Area F maintenance bylaw**

Mike Tippet, Manager, presented staff report dated September 13, 2011, regarding amending the Electoral Area F OCP and zoning bylaw.

It was Moved and Seconded

That CVRD Electoral Area F Official Community Plan Amendment Bylaw No. 3533 and CVRD Electoral Area F Zoning Amendment Bylaw No. 3463 be forwarded to the Board for two readings and that Directors Morrison, Kuhn and Iannidinardo be delegated to the public hearing.

MOTION NOT VOTED ON

It was Moved and Seconded

That proposed OCP Amendment Bylaw No. 3533 (Area F maintenance bylaw) be referred back to staff for a detailed report to be brought back to the October 18, 2011 EASC meeting.

MOTION CARRIED

**R8 – RDN Growth Strategy**

It was Moved and Seconded

That the CVRD advise the Regional District of Nanaimo that they accept the proposed update to the RDN Growth Management Strategy, and offers, for the consideration of RDN, the comment that the document should mention inter-regional cooperation in the Transportation and "Cooperation Among Jurisdictions" sections.

MOTION CARRIED

**R9 – 2012 Budget Prep Update**

Tom Anderson, General Manager, presented staff report dated September 14, 2011, regarding 2012 budget preparation update.

Discussion ensued. Director Cossey commented he would like to see terms of reference attached to each project.

It was Moved and Seconded

That the 2012 Planning and Development Department work plan include the following three items: Benko Road Neighbourhood Plan; Koksilah River Corridor Plan; and Review of Area H Industrial Zone.

MOTION CARRIED

**R10 – APC bylaw**

Tom Anderson, General Manager, reviewed staff report dated September 14, 2011, regarding proposed APC Bylaw No. 3544.

Discussion ensued.

It was Moved and Seconded

That proposed Advisory Planning Commission Establishment Bylaw No. 3544 be amended by changing the word "persons" to "applicant" in Section 6.6, and that Bylaw No. 3544 be forwarded to the Regional Board for consideration of three readings and adoption.

MOTION CARRIED

**INFORMATION**

**IN1 – Building Report**

It was Moved and Seconded

That the August 2011 Building Report be received and filed.

MOTION CARRIED

**IN2 - Minutes**

It was Moved and Seconded

That the minutes of the Area I Parks and Recreation Commission meeting of July 12, 2011, be received and filed.

MOTION CARRIED

**IN3 - Minutes**

It was Moved and Seconded  
That the minutes of the Area E Parks and Recreation Commission meeting of August 30, 2011, be received and filed.

MOTION CARRIED

**IN4 - Minutes**

It was Moved and Seconded  
That the minutes of the Area B Parks and Recreation Commission meeting of July 12, 2011, be received and filed.

MOTION CARRIED

**NEW BUSINESS**

**NB1 – Add-on to R2**

It was Moved and Seconded  
That the add-on correspondence regarding agenda item R2 (Application 1-G-10RS/Laird) be received and filed.

MOTION CARRIED

**NB2 - Grant in aid**

It was Moved and Seconded  
That a grant in aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$1,500 be given to CMS Food Bank to assist with replenishing food supplies.

MOTION CARRIED

**NB3 – Cowichan  
Stewardship Society**

It was Moved and Seconded  
That the letter dated September 9, 2011, from Cowichan Lake and River Stewardship Society regarding request that the CVRD review their Noise Bylaws 1060 and 1760, be referred to staff for a report.

MOTION CARRIED

**NB4 – Smart Metres**

Director Giles noted that the CVRD has a staff member, Paul Peters, who works for Public Safety, and is knowledgeable with communication equipment and could provide a non-bias factual information report to Directors respecting the controversial smart metres. The Committee members indicated they would be interested in this information and that it would be especially helpful to receive prior to attending next week's UBCM.

**NB5 – AAC meeting**

Director Marcotte advised committee members that the Agricultural Land Commission is coming to meet with the Agricultural Advisory Committee this Friday at 8:00 am in the Board room, and interested Directors are welcome to attend.

**ADJOURNMENT**

It was Moved and Seconded  
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:55 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary





R 1

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF OCTOBER 4, 2011

DATE: September 27, 2011 FILE NO: 1-D-11 DVP  
FROM: Maddy Koch, Planning Technician BYLAW NO: 1015  
SUBJECT: Development Variance Permit Application 1-D-11 DVP  
(Gordon Fraser)

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**Recommendation/Action:**

That the application by Gordon Fraser for a variance to Section 10.1 (b)(3) of Zoning Bylaw No. 1015 by reducing the minimum interior-side parcel line setback from 6 metres to 4 metres for Lot A, Section 3, Range 3, Cowichan District, Plan VIP78945 (PID: 026-301-482), be approved subject to the applicant providing a legal survey confirming compliance with approved setbacks.

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

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

**Background:**

Location of Subject Property: 4461 Trans Canada Highway

Date Application and Complete Documentation Received: August 10, 2011

Owner: Cowichan Bay Improvement District

Applicant: Gordon Fraser

Size of Lot: ±0.7 ha (±1.7 acres)

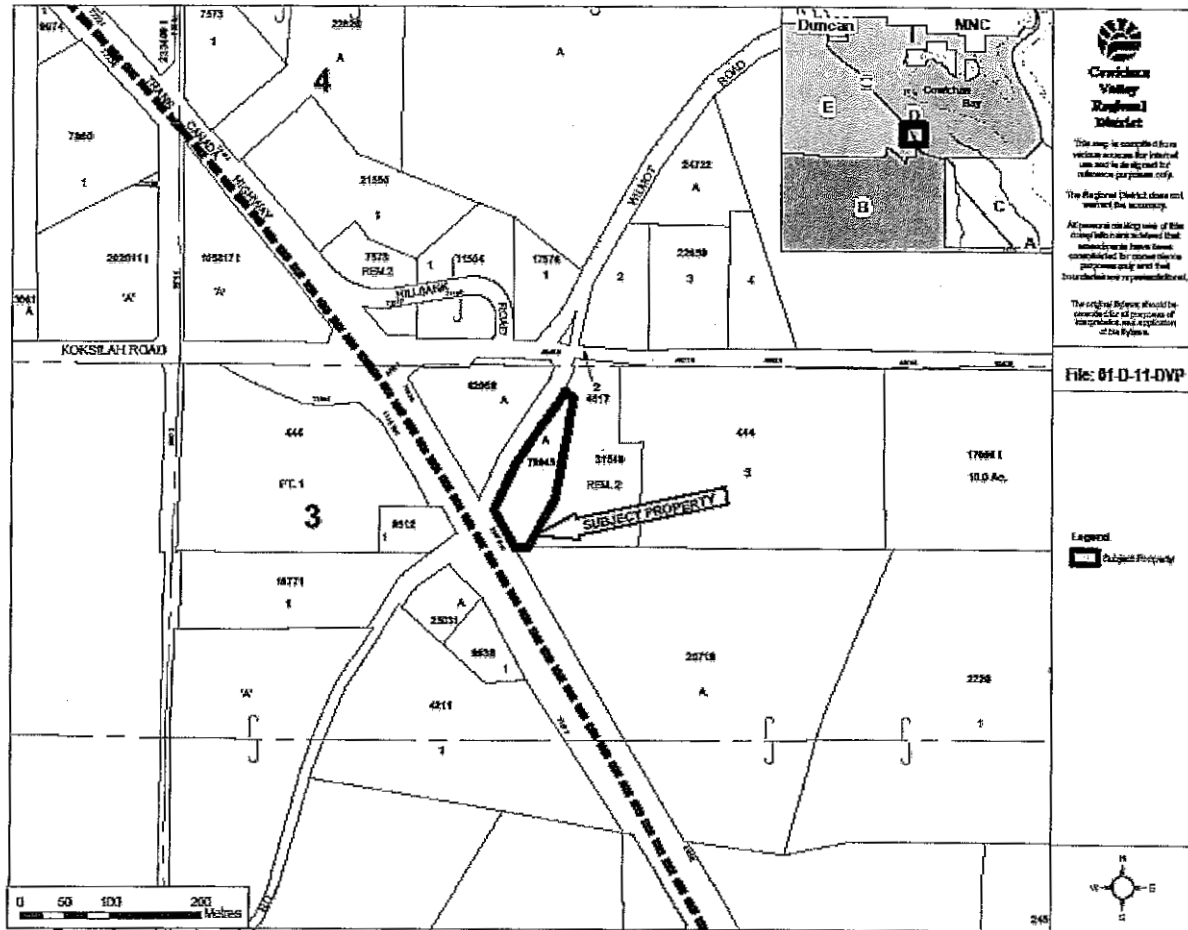
Existing Zoning: Split-Zoned P-1 (Parks and Institutional) and A-1 (Primary Agriculture).

Minimum Lot Size Under Existing Zoning: P-1 (Parks and Institutional): 1 hectare for parcels neither served by community water nor community sewer.  
A-1 (Primary Agriculture): 12 ha

Existing Plan Designation: Agriculture

Existing Use of Property: Agriculture/ residential

Legal Description: Lot A, Section 3, Range 3, Cowichan District, Plan VIP78945 (PID: 026-301-482)



Existing Use of Surrounding Properties:

North: A-1 (Primary Agriculture)/ Wilmot and Koksilah Roads  
 South: A-1 (Primary Agriculture)/ Trans Canada Highway  
 East: A-1 (Primary Agriculture)  
 West: C-6 (Country Village Commercial)/ Wilmot Road

Services:

Road Access: Wilmot Road/ Trans Canada Frontage  
 Water: On site  
 Sewage Disposal: On site

Agricultural Land Reserve Status: In

Environmentally Sensitive Areas: None identified.

Archaeological Site: None identified.

### **The Proposal:**

The subject property is  $\pm$  1.73 acres (0.7 ha) in size, split-zoned P-1 (Parks and Institutional) and A-1 (Primary Agriculture) and located at 4461 Trans Canada Highway. Currently there is a fire hall, a 2 bay fire truck garage, a basketball court and a fenced-off storage area on site. While the entire property is located within the ALR and designated Agricultural, only the  $\pm$  0.3 ha fenced off storage area is zoned A-1.

The applicant is proposing to build a  $\pm$  77.35 square metre (832.6 square foot) addition to the side of the existing 2 bay fire truck garage for the storage of a 1939 antique fire truck and to provide space for equipment repair. The antique fire truck would be used at special events such as parades and presentations at schools. An application to the Agricultural Land Commission from last year authorized expansion of the non-farm use, and now a Development Variance Permit is requested to allow the addition to be built in the proposed location.

No practical alternatives to the proposed garage location exist. If the garage were to be built on the other side of the 2 bay garage, it would encroach into portion of the fire hall's lawn and require removal of a covered bench and what appears to be an electrical shed. Locating the garage on a different part of the property, separate from the other fire truck garages would be impractical. Furthermore, surrounding property owners have not expressed any concerns with the requested variance, as mentioned below.

### **Surrounding Property Owner Notification and Response:**

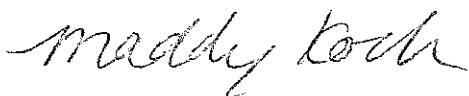
A total of 14 letters were mailed out or hand delivered to adjacent property owners, pursuant to CVRD Development Application Procedures and Fee Bylaw No. 3275, which described the purpose of this application and requested comments on this variance within a specified time frame. No comments have been received to date.

### **Options:**

1. That the application by Gordon Fraser for a variance to Section 10.1 (b)(3) of Zoning Bylaw No. 1015 by reducing the minimum interior-side parcel line setback from 6 metres to 4 metres for Lot A, Section 3, Range 3, Cowichan District, Plan VIP78945 (PID: 026-301-482), be approved subject to the applicant providing a legal survey confirming compliance with approved setbacks.
2. That the application by Gordon Fraser (1-D-11 DVP) for a variance to Section 10.1 (b)(3) of Zoning Bylaw No. 1015 by reducing the minimum interior-side parcel line setback from 6 metres to 4 metres for Lot A, Section 3, Range 3, Cowichan District, Plan VIP78945 (PID: 026-301-482), be denied.

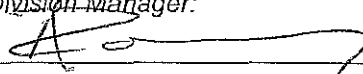
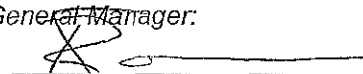
Option 1 is recommended.

Submitted by,



Maddy Koch,  
Planning Technician  
Planning and Development Department

MK/ca

<p><b>Reviewed by:</b>  Division Manager:  </p> <p><b>Approved by:</b>  General Manager:  </p>
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COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT

FILE NO: 1-D-11DVP (FRASER)

DATE: SEPTEMBER 27, 2011

TO: COWICHAN BAY IMPROVEMENT  
DISTRICT

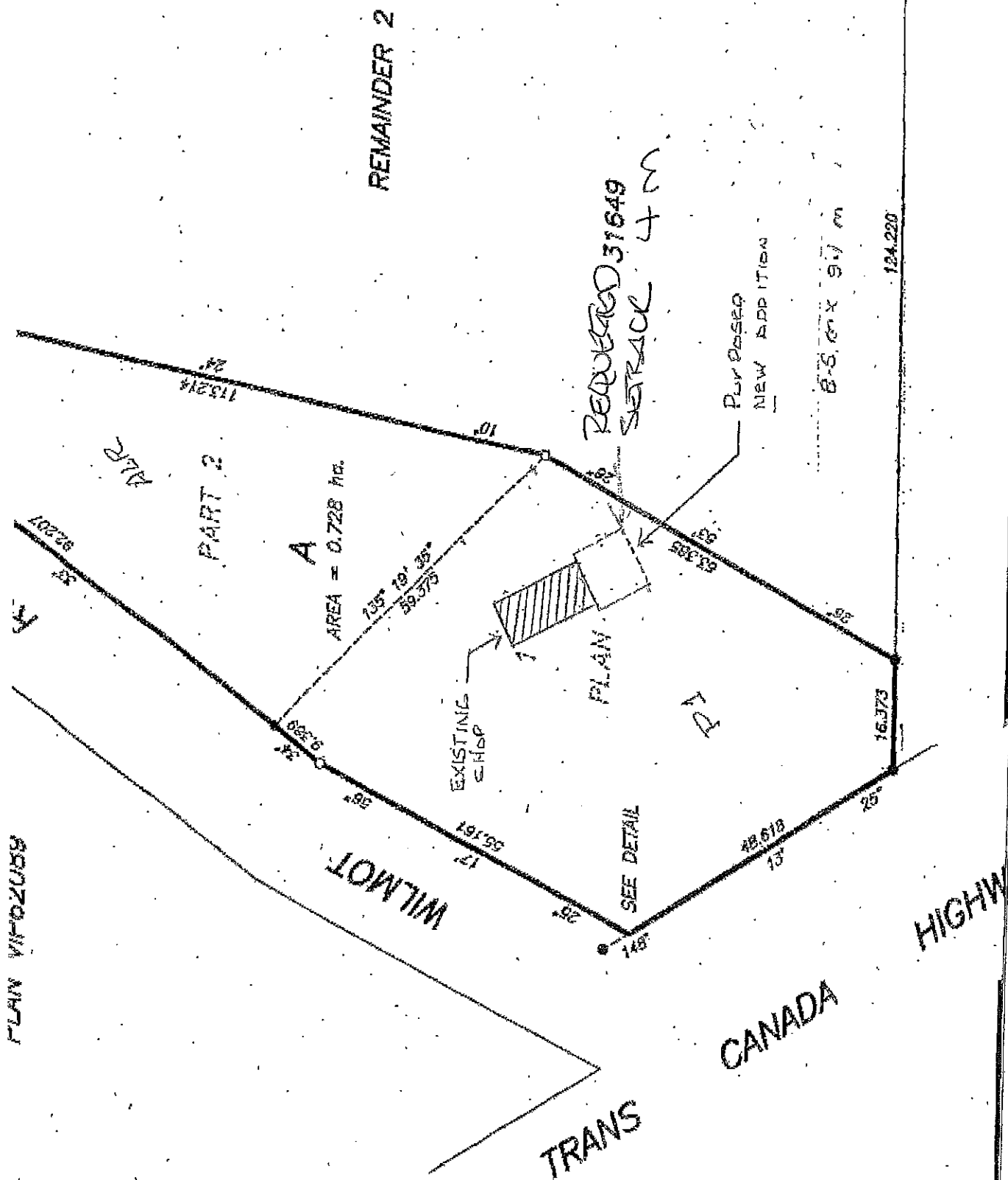
ADDRESS: 4661 TRANS CANADA HIGHWAY  
COWICHAN BAY BC V0R 1N1

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Regional District described below:  
  
*Lot A, Section 3, Range 3, Cowichan District, Plan VIP78945 (PID: 026-301-482)*
3. Zoning Bylaw No. 1015, applicable to Section 10.1**(b)(3)**, is varied as follows:  
  
The setback to the interior side parcel line is reduced from 6 metres to 4 metres, subject to a legal survey confirming compliance with approved setbacks.
4. The following plans and specifications are attached to and form a part of this permit.
  - Schedule A – Site plan
5. The land described herein shall be developed in substantial compliance with the terms, conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Planning and Development Department.

AUTHORIZING RESOLUTION NO. XX-XXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE XX DAY OF OCTOBER, 2011.

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Tom Anderson, MCIP  
General Manager, Planning and Development Department





R2

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF OCTOBER 4, 2011

DATE: September 26, 2011 FILE NO: Electoral Area  
Zoning Bylaws

FROM: Mike Tippet, Manager Community & Regional Planning BYLAW NO:

SUBJECT: Amending the Electoral Area zoning bylaws to eliminate "recycling type uses and composting" from Industrial zones

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

That the Electoral Area Services Committee provide direction on this matter.

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

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

#### **Background:**

At the Board meeting of August 3, 2011, the CVRD Board resolved that staff should prepare a report regarding a series of amendment bylaws that would have the effect of removing recycling uses and composting from the list of permitted uses in all zones of all zoning bylaws.

This in turn arose after the Engineering and Environmental Services Committee in early 2011 recommended that composting be restricted throughout the Region (including in the zoning bylaws of our Municipal partners).

An analysis of the various industrial zones throughout the CVRD reveals that the following Zones permit recycling and/or composting:

- Mill Bay/Malahat: **I-2** Zone
- Shawnigan Lake: **I-1, I-1A, I-1C, I-3** and **I-5** Zones
- Cobble Hill: **I-1** Zone (though this zone does not appear on the zoning map any more)
- Cowichan Bay: **I-1, I-2** Zones (I-2 does not appear on the zoning map, however)
- Cowichan Station/Sahtlam/Glenora: **I-1** Zone
- Cowichan Lake South/Skutz Falls: **I-1, I-2** Zones
- Saltair/Gulf Islands: none
- North Oyster/Diamond: **I-1, I-2** Zones
- Youbou/Meade Creek: **I-2, I-2** Zones

There are 194 parcels and two foreshore areas in these various zones in the CVRD as shown on the table below. Some of them have recycling or composting operations established on them, and are well known. However there may be others which also have low intensity recycling activities on them. Removing these permitted uses would not eliminate those uses on parcels that currently have such operations on them. However, it would eliminate the chance of similar new operations beginning on all other properties.

<b>Electoral Area</b>	<b>Parcels</b>	<b>Foreshore</b>	<b>Notes</b>
<b>A</b>	<b>2</b>	<b>1</b>	
<b>B</b>	<b>11</b>	<b>0</b>	
<b>C</b>	<b>0</b>	<b>0</b>	No I-1 zoning
<b>D</b>	<b>6</b>	<b>0</b>	No 1-2 zoning
<b>E</b>	<b>147</b>	<b>0</b>	Incl 1 park
<b>F</b>	<b>10</b>	<b>0</b>	
<b>G</b>			None
<b>H</b>	<b>7</b>	<b>1</b>	
<b>I</b>	<b>11</b>	<b>0</b>	
<b>Subtotals:</b>	<b>194</b>	<b>2</b>	

The Committee may wish to consider if the outright elimination of recycling as a permitted use is desired or if some narrowing of the definition of recycling is more appropriate method of addressing concerns over the more intensive recycling operations in the Regional District. For example, bottle depots may be a use that is appropriate to remain in industrial zones that could be excluded with a wholesale removal of recycling from the bylaws. An alternative approach would be to identify recycling-type uses that are unlikely to negatively impact adjacent landowners and structure the amendment bylaws so that just recycling uses that are likely to create nuisance are removed.

#### ***Amendment Procedure***

Because there are 8 zoning bylaws that would have to be amended, it is probable that at least four separate hearings would be required, one in the southern three electoral areas, one near Duncan, one at Cowichan Lake and one in North Oyster/Diamond. However, it would be possible to waive a hearing in all cases if that is the Board's wish.

Regarding letters of notification, it is likely that in most – if not all – of the electoral areas, we would have to prepare letters of notification to adjacent property owners (as well as the affected Industrial owners). This would take some significant staff time in GIS, considering the number of adjacent parcels.

#### **Options:**

1. That the appropriate zoning amendment bylaws that would remove recycling and composting as permitted uses from all industrial zones within which they appear, in Electoral Areas A, B, C, D, E, F, H and I be prepared for two readings by the Board, and that four public hearings be scheduled:
  - one to be held at Shawnigan Lake, with the Directors of Electoral A, B and C delegated to that hearing;

- one to be held at Cowichan Lake Sports Arena, with the Directors of Electoral Areas F, G and I delegated to that hearing;
  - one to be held in the Duncan Area, with the Directors of Electoral Areas D, E and F delegated to the hearing; and
  - one to be held in North Oyster Area Historical Society Community Centre, with the Directors from Electoral Areas H, F and I delegated to the hearing.
2. That the appropriate zoning amendment bylaws that would remove recycling and composting as permitted uses from all industrial zones within which they appear, in Electoral Areas A, B, C, D, E, F, H and I be prepared for two readings by the Board, and public hearings for each of the amendment bylaws be waived in favour of public notice in accordance with the *Local Government Act*.
  3. That a zoning amendments bylaws be prepared that removes composting and the more intensive forms of recycling from all industrial zones in Electoral Areas A, B, C, D, E, F, H and I and that draft amendment bylaws be presented at a future EASC meeting for review.

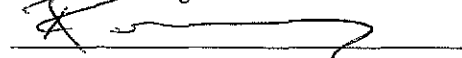
Submitted by,



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

**Approved by:**

General Manager:



MT/ca





R3

## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF OCTOBER 4, 2011

**DATE:** September 29, 2011 **FILE NO:** 6520-02-CBVO

**FROM:** Ann Kjerulf, Planner III  
Community & Regional Planning Division

**SUBJECT:** Vessel Operation Restriction Regulation and Navigation Channel Proposal for Cowichan Bay

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

That the Cowichan Valley Regional District Board of Directors support the adoption and implementation of a federal Vessel Operation Restriction Regulation in Cowichan Bay along with the exemptions noted.

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

**Financial Impact:** (Reviewed by Finance Division: N/A)  
Estimated cost: \$10,000 - \$12,000

#### **Background:**

Support is requested for the proposed Vessel Operation Restriction Regulation and Navigation Channel for Cowichan Bay, in advance of an application to the Treasury Board of Canada.

The Cowichan Bay Estuary is one of the world's most biologically productive estuaries, recognized not only for its ecological value but for its social, cultural and economic importance. The estuary provides critical habitat to support the marine food web, which in turn supports activities such as marine tourism, commercial and sport fishing, and first nations' cultural practices.

Eelgrass is a vital component of the estuarine system – providing important habitat for forage fish such as Pacific Herring, a dietary staple of key fish species such as Chinook salmon, Pacific cod and Ling cod and other species such as grey whales, invertebrates and migrating seabirds. Notably, recent research indicates that Chinook salmon spend the early stages (approximately the first four months) of their lives close to shore; consequently, the quality of their nearshore environments is vital to their overall health and life expectancy.

Cowichan Bay contains significant areas of eelgrass, which were documented and mapped by Cowichan Tribes in 2005. Since that time there have been efforts to protect, restore and enhance eelgrass habitat in Cowichan Bay. For instance, in 2008, Cowichan Land Trust volunteers undertook an eelgrass restoration project, which involved transplanting over 2,000 eelgrass plants. Despite such efforts, eelgrass remains under threat from both land- and

marine-based activities. In Cowichan Bay, the latter includes transient and permanent moorage directly on eelgrass beds and power boat activity in proximity to the Cowichan Bay Boat Launch.

Recognizing the ecological, social, cultural and economic importance of eelgrass and the need to protect this valuable resource, the CVRD, Cowichan Tribes, Department of Fisheries and Oceans, Transport Canada, Living Rivers, the BC Wildlife Federation have partnered to explore opportunities to provide greater protection to eelgrass habitat in Cowichan Bay.

Having considered a range of alternatives, a Vessel Operation Restriction Regulation (VORR) has been identified by the partners as practical approach to protect eelgrass in Cowichan Bay, which could be implemented in the short term (i.e. within one year). A discussion guide is attached to this report for reference.

### **VORR Proposal**

The Vessel Operation Restriction Regulation is a federal regulation that would restrict boating activity within designated areas for the purpose of protecting sensitive nearshore habitat. The proposed restricted areas are outlined in red on the attached map. The proposed restrictions include no power boating and no anchoring in the designated areas. Exemptions would be made for certain activities such as non-motorized boating (e.g. rowing, kayaking and canoeing), search and rescue operations, education and research, habitat restoration, industrial activities permitted under the Cowichan Estuary Environmental Management Plan and Area D Zoning Bylaw No. 1015, access for waterfront property owners along Cowichan Bay Road northwest of the proposed VORR area, and First Nations cultural activities. Given that this would be a federal regulation, it could only be enforced by designated agencies including the Department of Fisheries and Oceans and the RCMP. Both of these agencies have made a formal commitment to enforce the VORR and have been involved in the development of the VORR proposal. The location and installation of buoys would occur in consultation with marine business operators.

### **Navigation Channel**

As an adjunct to the VORR proposal, the partners are also pursuing the development of a clearly defined navigation channel to access the Cowichan Bay Boat Launch and marinas in Cowichan Bay Village. Mooring buoys and anchors are a navigational hazard. It is difficult to see small boats moving among the buoyed and anchored boats, particularly at night. A designated navigation channel would provide safe, unobstructed access to the Cowichan Bay Boat Launch and Village marinas for all marine vessel operators. The attached map shows the location of the proposed navigation channel in yellow. The channel is proposed to be approximately 30 m in width, which would provide adequate room for two vessels (of varying sizes) to safely pass each other. It should be noted that the navigation channel would not be designated through regulation so, should the Boat Launch or marinas be reoriented or extended at some point in the future, the navigation channel could be moved. The location and installation of navigation buoys would occur in consultation with marine business operators.

### **Agency and Public Consultation**

This initiative is supported by a multi-jurisdictional, multi-agency partnership with representatives of the Cowichan Valley Regional District, Cowichan Tribes, the Department of Fisheries and Oceans, Transport Canada, Living Rivers – Vancouver Island Georgia Basin (funded by the Provincial Government), the BC Wildlife Federation (a charitable non-profit organization) and the RCMP.

Consultation has been an integral component of the VORR and navigation channel proposal. To date, consultation with partner agencies has occurred and will continue as the proposal evolves. A community meeting was held in November 2010 to introduce the proposal and gauge public support for moving forward. The meeting was attended by approximately 50 community members, primarily residents of Area D, Duncan, and North Cowichan. While there was a high level of support for the proposal, community members expressed a variety of concerns. A second community meeting was held in February 2011, with approximately 30 people present, to present a more refined proposal and to respond to the concerns that were expressed at the previous meeting.

Apart from the two public meetings that were held, an online survey was conducted during July and August of 2011. Of 143 respondents, 116 (81%) were either in support or had no concerns with the VORR and navigation channel proposal moving forward. Further to this, the majority of respondents were in favour of exemptions for the following activities:

- First Nations FSC (Food, Social and Ceremonial)
- Search and Rescue
- Marine Research and education
- Habitat Restoration
- Support (for canoeing and kayaking excursions)
- Waterfront property access (to residences and industrial business west of boat launch)

Aside from the VORR-focused community meetings, consultation through the Area D – Cowichan Bay OCP process has been another mechanism for soliciting public input. The community has identified the protection, restoration and enhancement of the Cowichan Bay Estuary as a key goal of the new Official Community Plan. It should also be noted that the Cowichan Bay Fishermans' Wharf Association and Cowichan Valley Naturalists have expressed support for this proposal. The Cowichan Bay Improvement Association has also expressed support for the proposal but would like to see a breakwater incorporated into the navigation channel component (the breakwater issue is being addressed through the OCP process).

Cowichan Tribes have been a partner from the beginning of this process. On September 13, 2011 the Cowichan Tribes Band Council passed a resolution to support the establishment of a Vessel Operation Restriction Regulation (see attached).

### **Formal Application Process**

The partners would like to move forward with a formal application to the Treasury Board of Canada with the assistance of the Transport Canada Office of Boating Safety. In order to this, a resolution is required in support of the proposal. The resolution is also needed to demonstrate a commitment to funding the proposal.

### **Funding & Implementation**

The costs involved with funding and implementing the VORR and navigation channel proposal include costs to purchase signage and markers buoys, related installation costs, and the costs to develop and produce educational materials. Estimated costs are between \$10,000 and \$12,000 for the purchase and installation of the buoys. The partners will be seeking grant funding for the development of an education program to help implement the VORR and navigation channel.

**Options**

- a) That the Cowichan Valley Regional District Board of Directors support the adoption and implementation of a federal Vessel Operation Restriction Regulation in Cowichan Bay along with exemptions for the following activities: First Nations FSC (Food, Social and Ceremonial), search and rescue, marine research and education, habitat restoration, kayaking/canoeing tour support, and waterfront property access; and to support the implementation of a clearly marked navigation channel to access the marinas and boat launch in Cowichan Bay with funding to support the implementation in the amount of \$12,000.
- b) To not support the adoption and implementation of a federal Vessel Operation and Restriction Regulation or navigation channel in Cowichan Bay.

Submitted by,

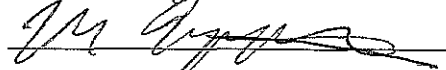


Ann Kjerulf, MCIP  
Planner III  
Community & Regional Planning Division  
Planning and Development Department

AK/ca

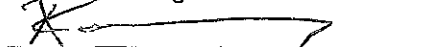
**Reviewed by:**

Division Manager:



**Approved by:**

General Manager:





**BAND COUNCIL RESOLUTION**

Chronological no.

5089

File reference no.

**NOTE:**

The words "from our Band Funds" "capital" or "revenue", whichever is the case, must appear in all resolutions requesting expenditures from Band Funds.

The council of the Cowichan Tribes				Cash free balance	
				Capital account	\$ _____
Date of duly convened meeting	D	M	Y	Province	Revenue account \$ _____
	1	3	0	9	2011 BC

DO HEREBY RESOLVE:

Cowichan Tribes Chief and Council support the establishment of Vessel Operation Restriction Requirement (VORR) under the office Transport Canada Regulations to protect important eel grass areas in Cowichan Bay.

The components to the Vessel Operation Restriction Requirement are as follows:

1. A vessel restriction-motor boat will not be permitted to run up near or into the eel grass area marked on the VORR map produced by our GIS staff.
2. A transport corridor is proposed to allow the boat traffic from and to the boat ramp via the transport corridor.
3. The regulation will provide an exemption for the First Nation use in this proposed restriction area. This includes use such as food fishing and other uses such as canoe races.

Quorum 5

*[Signature]*  
(Councillor)  
*[Signature]*  
(Councillor)  
*[Signature]*  
(Councillor)

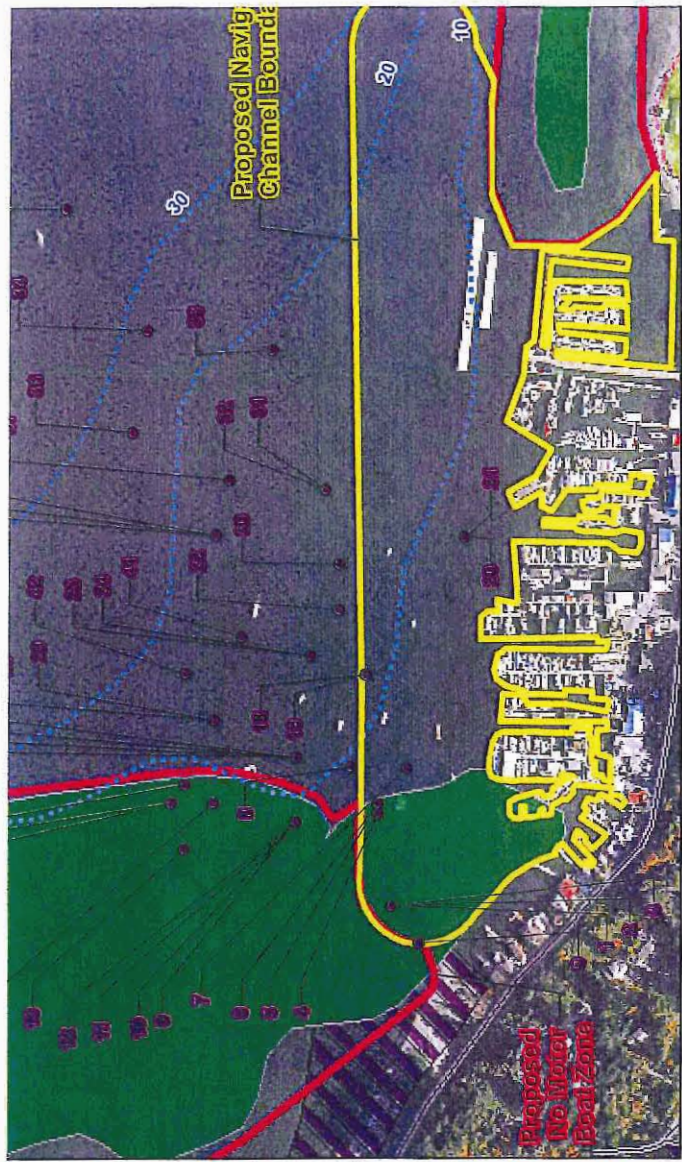
(Chief)  
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(Councillor)  
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FOR DEPARTMENTAL USE ONLY					
Expenditure	Authority (Indian Act Section)	Source of funds <input type="radio"/> Capital <input type="radio"/> Revenue	Expenditure	Authority (Indian Act Section)	Source of funds <input type="radio"/> Capital <input type="radio"/> Revenue
Recommending officer			Recommending officer		
_____ Signature Date			_____ Signature Date		
Approving officer - Approuvé par			Approving officer		
_____ Signature Date			_____ Signature Date		







# VORR (Vessel Operation Restriction Regulation) and Navigation Channel Proposal for Cowichan Bay

## Frequently Asked Questions

Frequently Asked Questions  
June 2011

### INTRODUCTION

The Cowichan Bay Estuary is one of the world's most biologically productive estuaries, recognized not only for its ecological value but for its socio-economic importance. The estuary provides critical habitat to support the marine food web. Eelgrass is a vital component of the estuarine system – providing important spawning habitat for forage fish such as Pacific Herring, which in turn provide food for key fish species such as Coho and Chinook salmon. Recent research indicates that Chinook spend the early stages of their lives close to shore and the quality of their nearshore environments is vital to their overall health and life expectancy.

Cowichan Bay contains significant areas of eelgrass, which have been documented by Cowichan Tribes. Recognizing the importance of eelgrass to the marine food web and socio-economic implications of losing this critical habitat, the Cowichan Tribes have partnered with the CVRD, Department of Fisheries and Oceans, Transport Canada, Living Rivers, and the BC Wildlife Federation to protect eelgrass habitat. Having reviewed available alternatives, a Vessel Operation Restriction Regulation (VORR) has been identified by the partners as the best approach to protect eelgrass in Cowichan Bay. As an adjunct to the VORR proposal, the partners are also pursuing the development of a clearly defined navigation channel to access the Cowichan Bay Boat Launch and marinas in Cowichan Bay Village. The following questions and answers are intended to clarify what is involved with the VORR and navigation channel proposal.



### FREQUENTLY ASKED QUESTIONS

#### A. About the Proposed VORR

##### **A1. How did this proposal originate? Who is leading it?**

This initiative arose from the Cowichan Stewardship Roundtable (CSRT), which is comprised of various government and non-profit agency representatives who have been meeting monthly since 2003 to discuss issues of mutual interest in the Cowichan Watershed. In 2010, members of the public, representing stewardship groups and the sport fishery, approached the CSRT to voice concerns with the impacts of boating and moorage activities on sensitive eelgrass habitat in Cowichan Bay. The group, who had been working to restore eelgrass through transplant projects, appealed to the CSRT to explore regulatory measures to protect eelgrass habitat.

Upon further investigation, it appeared that protecting sensitive marine habitats was a complex multi-jurisdictional issue for which no particular agency was directly responsible. Despite this challenge, members of the CSRT representing a variety of agencies and government jurisdictions agreed to collaborate and pursue a solution. As a result, a partnership was formed that presently includes representatives from Cowichan Tribes, the Cowichan Valley Regional District, Cowichan Bay Fisherman's Wharf Association, local sport fishers, Living Rivers Trust, BC Wildlife Federation, Fisheries and Oceans Canada, Transport Canada, and the Royal Canadian Mounted Police. The partner agencies have worked together for almost a year.

If there is general consensus to move forward with a Vessel Operation Restriction Regulation to protect sensitive eelgrass habitat, an application must be made to the federal government by one or more local authorities. It is intended that the application would be made jointly by the CVRD and the Cowichan Tribes.

**A2. *What is a Vessel Operation Restriction Regulation?***

The Vessel Operation Restriction Regulations, under the Canada Shipping Act 2001, regulate the operation of marine vessels on specific bodies of water in Canada. These regulations allow communities to address boating related conflicts by applying to Transport Canada for a Vessel Operation Restriction to enhance safety, protect the environment or the public interest. Restrictions can include no boat areas, engine power restrictions, speed limits and areas where certain activities are permitted.

**A3. *Why is this regulation needed?***

Cowichan Bay has significant eelgrass beds that are critical habitat for forage fish and other marine life. Recent research conducted by Order of Canada winning scientist Dick Beamish and others (some of it here in Cowichan Bay) has indicated that inshore marine survival of juvenile salmon is directly limiting to their success. Eelgrass is an essential component of this important habitat and is being negatively impacted by boating activities including anchoring/moorage.

**A4. *Why is a new Transport Canada regulation being pursued rather than enforcing an existing regulation?***

The partner agencies involved in this initiative have explored a variety of options and non regulatory solutions. However, there are no other regulatory mechanisms, apart from the VORR, that can effectively deal with the boating activities that are directly impacting eelgrass habitat. The Fisheries Act is not the appropriate mechanism to deal with boating activities. CVRD zoning regulations have control over marine vessel operation. The federal Vessel Operation Restriction Regulation is the only regulatory mechanism to restrict boating activities in specified areas.

**A5. *How does boating have a negative impact on eelgrass?***

Generally, most boaters stay out of shallow areas that are typically inhabited by eelgrass. However, damage to eelgrass does occur when boats travel into eelgrass areas without properly trimming their motors. The damage that occurs is referred to as “prop-scarring”, where eelgrass is uprooted and a trench is formed which can lead to erosion and loss of additional plants over time. Anchoring or mooring on eelgrass beds is also damaging because anchors sit on eelgrass and kill the plants, anchor chains may drag through the eelgrass uprooting plants in their path, and plants may also be uprooted when anchors are removed.

**A6. *Where are the restricted areas located?***

The boundaries of the VORR areas coincide with significant areas of eelgrass in Cowichan Bay, which occur generally at depths up to 10 m. Based on extensive public input, the original extent of the VORR areas has been modified. While eelgrass is known to exist in many areas of Cowichan Bay, the current VORR proposal is focused on two key areas and now includes the area to the north of the Cowichan Bay Boat Launch and the area around Kil-Pah-Las Beach.

**A7. *Why is it that the proposed restricted areas are located only in Electoral Area D – Cowichan Bay, rather than including a larger area of shoreline (i.e. North Cowichan)?***

The partner agencies want to ensure that this initiative can be implemented. While a relatively small area is being targeted for eelgrass habitat protection through this regulatory approach, the involvement of multiple agencies and government jurisdictions contributes to increased complexity. Once this initiative has been implemented, it is possible that boating restrictions could be pursued for other geographic areas. This initiative will provide a reference for such future proposals.



**A8. *How much boat traffic is in the proposed restricted areas now?***

In general, there is limited boat traffic in the identified eelgrass areas. However, even a small amount of traffic and moored vessels can have a significant impact on eelgrass. There is increased concern with boat traffic and idling in the proposed restricted areas during the summer months when the boat launch is busy and users are queuing up to remove their boats.

**A9. *What are the restrictions that are proposed for these areas?***

The proposed restriction would prohibit the operation of most motorized vessels. This restriction would continue to allow human powered vessels to pass through the identified eelgrass areas. Exemptions will be allowed for some specific activities.

**A10. *What activities will be exempt?***

Certain activities such as on water search, rescue, enforcement or research are intended to be exempt from the VORR. Local First Nations food, social and ceremonial (FSC) activities are also intended to be exempt. The CVRD will also have the authority to issue conditional access permits for special circumstances.

**A11. *How will waterfront residents access navigable waters through a restricted area?***

The restricted areas are meant to have limited impact on residents and boaters while protecting sensitive eelgrass habitat. Waterfront residents will be able to cross any restricted areas using paddles or oars and may be able to motor around restricted areas depending on the location.

**B. *About the Proposed Navigation Channel***

**B1. *Why is a navigation channel needed?***

Mooring buoys and anchors are a navigation problem. It is difficult to see small boats moving among the buoyed and anchored boats, particularly at night. A designated navigation channel will provide safe, unobstructed access to the boat launch and marinas for all recreational and commercial boats. The channel will also deter boating activity within sensitive eelgrass areas.

**B2. *Where is the proposed navigation channel?***

The proposed navigation channel extends from the shoreline beyond the marinas in Cowichan Bay Village from Kil-Pah-Las Beach to the Cowichan Bay Boat Launch.

**B3. *How wide is the proposed navigation channel and how wide does a "safe navigation channel" need to be?***

The width of the proposed navigation channel will vary to take into account the varying extents of existing docks, piers and pilings. However, the channel is not intended to be wider than 100 m. The channel needs to be wide enough to safely accommodate a wide variety of pleasure and commercial vessels to safely pass each other taking into account changing weather and wave conditions.

**B4. *Could plans to expand the government wharf affect the proposed navigation channel?***

While the marked navigation channel is intended to be kept clear at all time and can be enforced, the location and dimensions are not specified in law. The CVRD will be able to manage the navigation channel, altering it as necessary responding to the changing needs of the community over time.

## **C. About Moorage in Cowichan Bay**

### ***C1. Would vessels on mooring buoys need to be moved and would there be assistance to those who need to move their boats?***

Once the VORR is in effect, boats anchored in restricted areas would need to be relocated. Assistance would not be provided to boaters who need to relocate their vessels. However, moorage areas are available in close proximity to the restricted areas.

### ***C2. How do we deal with derelict boats?***

Derelict boats are an issue, not only in the local area but across the country. Local government politicians are attempting to address this issue through forums such as UBCM (Union of BC Municipalities). This work is ongoing. The VORR and navigation channel proposal is a focused initiative to help address the need for eelgrass habitat protection in Cowichan Bay.

### ***C3. Public moorage in BC is becoming scarce. Will this initiative worsen this problem?***

The proposal is not intended to reduce the availability of public moorage. Alternative locations for public moorage, which do not have eelgrass, are available in Cowichan Bay.

### ***C4. Random, unregulated moorage and anchoring in Cowichan Bay is a concern for both navigational and environmental reasons. How will this being addressed?***

The VORR and navigation channel proposal deals specifically with protection of the eelgrass beds and designation of a safe access channel to the boat launch and marinas. The issue of moorage in the Bay should be explored through the Area D – Cowichan Bay Official Community Plan process. Cowichan Bay may be able to pursue methods of formalizing moorage activity to reduce impacts on the environment, other boaters and community as a whole.

## **D. About Financing, Implementation & Enforcement**

### ***D1. What is the cost of implementing this proposal and how will it be financed?***

The cost of creating and installing signage and marker buoys is estimated to be \$8,000. Cost sharing arrangements are being pursued by the partner agencies.

### ***D2. Will the CVRD charge user fees at the Cowichan Bay Boat Launch to finance this proposal?***

The CVRD is not currently considering charging user fees for the Cowichan Bay Boat Launch.

### ***D3. How will this the VORR be enforced?***

The VORR will be enforced by the Department of Fisheries and Oceans and the RCMP. Enforcement officers can fine the operators of unauthorized vessels for operating within the restricted areas.

### ***D4. What is the process and timeline for implementing the VORR and navigation channel proposal?***

In order to create a new VORR, certain procedural and documentation requirements must be met. Each September any proposed VORR that meets these requirements will be sent for approval in order to come into effect the following boating season. The target is for the VORR and navigation channel to be implemented by the spring of 2012.



## STAFF REPORT

### ELECTORAL AREA SERVICES COMMITTEE MEETING OF OCTOBER 4, 2011

DATE: September 29, 2011  
FROM: Jacob Ellis, Manager, Corporate Planning  
SUBJECT: Corporate Strategic Energy Management Plan

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

That it be recommended that \$50,000 of Community Works Funds be allocated to develop a strategic energy management plan for the CVRD.

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

The development of a plan to ensure the CVRD complies with the BC Climate Action Charter by 2012 is a stated priority of the Corporate Strategic Plan. The development of a long-term corporate strategic energy management plan is recognized as the single most important tool available to achieve this goal.

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

The cost of developing a long term strategic energy management plan is expected to total \$100,000. With 50/50 funding from BC Hydro's Energy Manager Program and utilizing "Gas Tax" Community Works Funds, a corporate strategic energy management plan can be developed with no impact to CVRD budgets. Upon completion of the plan in late 2012, the CVRD will have the option to renew cost sharing with BC Hydro for additional energy manager program support in 2013. The CVRD currently has approximately \$2,127,000 available in unallocated "Gas Tax" Community Works Funds. Recommendations for allocating the remaining bulk of these funds is anticipated to occur in 2012.

#### **Background**

The CVRD continues to explore and pursue energy efficient practices and technology in its operations. This has become a priority of late due to increased energy costs, as well as commitments to works towards carbon neutrality, as a signatory of the Climate Action Charter. As part of the CVRD's Climate Action Charter commitment, we are also required to track corporate progress towards the goal of being carbon neutral.

On July 15, 2011, an initial assessment of CVRD energy management was conducted by BC Hydro. In this assessment, BC Hydro determined that we qualified for the Energy Manager Program and identified five main elements of focus for the CVRD to improve energy efficiency. Each of these five elements would be included in a corporate strategic energy management plan for the CVRD. To develop the plan an Energy Manager would be hired on a one year

contract, and would report to the CVRD, as well as conduct quarterly reports to the BC Hydro Energy Manager Coordinator.

The Energy Manager Program has been in existence for over 7 years. In that time, numerous regional districts and municipalities have successfully participated in the program. On average, an Energy Manager can help an organization reduce energy use by 10% over two years. For the CVRD, this would mean that the cost of the project would be more than offset by savings in energy costs.

An Energy Manager would enable the CVRD to implement a strategic energy management program to reduce carbon emissions and energy costs, as well as instill a culture of energy conservation. As part of developing a strategic energy management plan, the Energy Manager would conduct energy audits of CVRD facilities, set targets for energy use, prepare budgets and business cases for energy efficiency projects, as well as increase employee awareness to help the organization reach its energy policy goals.

At the end of the year, the Energy Manager will have completed a plan that combines both qualitative and quantitative components to ensure the right energy management program is in place for our organization for the short and long term future.

Submitted by,



Jacob Ellis, Manager  
Corporate Planning

INI

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

**DATE:** September 13, 2011

**TIME:** 7:00pm

**MINUTES** of the Electoral Area I Parks Commission Meeting held on the above noted date and time in Youbou Lanes, Youbou, BC. Called to order by chair at 7:15pm.

**PRESENT:**

Chairperson: Marcia Stewart  
Vice-chairperson: Gerald Thom  
Members: Dave Charney, Dan Nickel

**ALSO PRESENT:**

Director: Klaus Kuhn  
Alternate Director:  
Secretary: Tara Daly

**REGRETS:** Gillian Scott, Ken Wilde

**GUESTS:**

RECEIVED  
SEP 21 2011

**ACCEPTANCE OF AGENDA**

*It was Moved and Seconded to accept the agenda.*

**MOTION CARRIED**

**ACCEPTANCE OF MINUTES**

*It was Moved and Seconded that the minutes of July 12, 2011 be accepted.*

**MOTION CARRIED**

**BUSINESS ARISING**

- None

**CORRESPONDENCE**

- None

**DIRECTOR'S REPORT**

- **Bald Mountain** ~ Fire brushing and weed eating have been done on the trail
- **Youbou Lands** ~ they haven't received their Certificate of Compliance yet and therefore cannot move ahead on any infrastructure

**COWICHAN LAKE RECREATION**

- **Regatta** ~ Thank You to the volunteers for the concession, you did an awesome job; \$100 more was made
- **Great Lake Walk** ~ September 17; 320 participants have registered
- **Cowichan Lake Sports Arena** ~ \$367 000 from Gas Tax Funding has been received to do a eco-friendly parking lot including rain gardens and bio-swales; total cost will be \$599 000.
- **Arbutus Safety Audit** ~ report will be completed soon and will include improvements to both facilities and the programs
- **Pest Control Program** ~ has been put in place for both Honeymoon Bay Hall and Youbou Hall to control rodents and ants; will be a monthly program

## CHAIRPERSON'S REPORT

- **Regional Parks Chairs Meeting** ~ for next budget year, the commissions are being asked to expand their outlooks to five (5) years, forms will be supplied from CVRD, either Ryan Dias or Brian Farquhar will attend the next Parks meeting for budget discussions and assistance on formulating the five (5) year plan
- **Budget Timeline** ~ deadline for commission budget is October 28<sup>th</sup>, directors will see by the end of February 2012, Board approval by the end of May 2012 – Why can't approval be by the end of the year so that monies could be spent earlier?

## COWICHAN VALLEY REGIONAL DISTRICT

- **Woodland Shores** ~ septic pump isn't working, it's backing up
- **Arbutus Park** ~ septic field isn't working, investigating where the field is, could be \$50 000 to replace; discussion on whether Cowichan Lake Recreation should assist as they use the park for summer programming; Lifeguard Shack needs to be rebuilt, it doesn't seem to be an option to wait until Youbou Lands is up and running

## OLD BUSINESS

- **Mann Property** ~ Marble Bay trail is complete and rated, summer crew under direction of Dan Brown built the trail, received \$5 000 from developer for payment
- **Discussion on Trail** ~ felt there was a great need *to have signage at the top of Bald Mountain where the trail goes down to the North Arm that warned how steep the trail was, the loose dirt, and that it was not recommended for small children.* There are stairs with a hand-railing and a boardwalk across the swampy area but it's pretty rough. Time should also be noted in the parking lot that it's at least one (1) hour to the North Arm and at least one and one-half (1½) hours back (a two and one-half hours round trip). The current sign needs to be replaced as it only gives the time to the original end of the trail on the top of the mountain and back.
- **Creekside Homeowners Association AGM** ~ G. Thom reported that once the group was told there was no money in the Parks budget for improvements at Mile 77 Park at this time, the discussion was pretty much over. He did suggest that they could fundraise if they wished.
- **Parks Trends** ~ the commission decided that for the time being maintenance of the parks was the priority; no new amenities unless the were replacements at this point
- **Right of Ways** ~ discussion on whether obtaining the ROWs from Highways should be pursued, Lake Stewardship is keeping an eye on it; it would be a shame to have those existing lake accesses sold to adjoining properties, Highways doesn't have the money or desire to clear or maintain; Director Kuhn will speak with Brian Farquhar about maintenance costs
- **Park Activities** ~ although attendance wasn't good, the commission felt they shouldn't give up yet, suggestions of putting a questionnaire/survey out through the local newspaper asking people what they wanted to see in their parks focusing on activities rather than improvements; *commission members are to email M. Stewart (darmar7@shaw.ca) with their suggestions*, M. Stewart will write an article for the paper naming all Area I parks and trails and telling a little bit about past activities

## NEW BUSINESS

- **Broom Puller** ~ M. Stewart asked Pam Palliser if she had the broom puller at home, she wasn't sure but was going to ask Myles, her son. Pam also thanked the commission for the bench installation in Wayne's memory.
- **Budget Suggestions** ~ paint fencing and backstop at Little League Park; replace both picnic hut and lifeguard shack at Arbutus Park (Brian Farquhar to look for grant money, Linda Blatchford give report on improvements needed from Safety Audit); funds for tree removal;

Student Crew length of time in area and work to do (Bald Mountain trail); bear proof garbage cans at all parks – commission was asked to think about community donations when planning for major projects

**ADJOURNMENT**

*It was Moved and Seconded that the meeting be adjourned 8:30pm.*

**MOTION CARRIED**

**NEXT MEETING**

October 11, 2011 – BUDGET

**7pm at Youbou Upper Hall**

/s/ Tara Daly

Secretary

Received

SEP 21 2011

IN 2

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

**DATE:** September 19, 2011

**TIME:** 7:00 PM

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

**PRESENT:**

Chairperson: Harry Brunt

Secretary: Jackie Rieck

Members: Tim Godau, Kelly Schellenberg, Norm Flinton, Glen Hammond, and  
Dave Key

**ABSENT:**

Member: Paul Bottomley

**ALSO PRESENT:**

Director: Mel Dorey

Guest: Alisha Neumann from "Inquiring Little Minds" Day Care

**ACCEPTANCE OF MINUTES:**

It was Moved and Seconded that the Minutes of Area "G" Parks Commission Meeting of June 21<sup>st</sup>, 2011 be accepted.

**MOTION CARRIED**

**APPROVAL OF AGENDA;**

Motion to approve agenda as submitted.

**MOTION CARRIED**



## **SPECIAL GUEST:**

Alisha Neumann, Director of “Inquiring Little Minds” Day Care (located at old Mt Brenton School) was on hand to inform us that she has leased the former school as a private business with an option to purchase in 321 days.

Alisha and her 14 staff members are providing Community Programs with Parks and Rec activities such as a licensed day care for 0 months to 30 months, preschool, after school care for 5 yr olds and up, evening recreation classes, as well as future senior programs. Advertising for this facility has been made through local newspapers, mailbox flyers and posters placed in local businesses. Public response has been slow, however, she expects enrollment to increase through word of mouth and continued advertising.

## **STANDING REPORTS:**

### CVRD UPDATE:

CVRD office staff have requested Parks Commission secretary email Parks Meeting Minutes without member acceptance and approval to allow for staff to complete Park Commission requests in a timely manner.

Harry reviewed rough draft of CVRD Parks Budget and potential future Capitol Projects were discussed. Members agreed that our 5 year plan would be focused on future land acquisitions to increase park land space and have complete trail connections through area parks. Other projects brought forward were: future budgeting for a community centre, Hillside Beach Access (stairs and landscape construction), Beautification and landscape revamp of south entrance to Centennial Park up concrete ramp next to ball diamond, and construction of a trail from the Parkinson tract allowance (Chemainus Rd) to connect to Cliffco Rd.

Ryan Dias will be attending our October 3<sup>rd</sup> Parks Meeting to review budget and 5 year Capitol Works Plans.

### CENTENNIAL PARK:

Tennis Club has requested newly planted walnut tree be re-located away from tennis courts as leaves and walnuts can stain or damage tennis court surface. The spring planting of decorative trees have survived the Summer season and are doing well. Mel has a dozen pine trees for further planting in the park.

A general clean-up of accumulated debris behind park washrooms and earthquake container is required as it could be a hazard to children playing in the area. Also, a extra pile of chain link fencing on west side of park needs to be taken away for storage and various scraps of lumber require removal.

Ryan Dias will present cost estimates and possible solutions to the drainage issue/pipe repairs at North park entrance at the October 3<sup>rd</sup> meeting.

PRINCESS DIANA PARK:

It was noted that the East Entrance culvert/widening project still has not been initiated. Original MOTION to go ahead with project was first requested in the Minutes of September 13<sup>th</sup>, 2010.

STOCK CREEK PARK:

Plans for the new trail from Finch Place to Stocking Creek Falls are progressing. Park's require a map of property lines or markers of the area from CVRD.

A memorial bench has been donated for the designated area along Canada Trail beside Finch Place Rd. The proposed drinking fountain and bench installation is awaiting approval from Trans Canada Trail group.

Members also noted from the September 13<sup>th</sup>, 2010 meeting, that our request to construct a staircase down to Stocking Creek Falls on the west side bank of the creek" has yet to be started.

A suggestion was made to obtain appraisals of three potential land acquisitions. Mel Dorey to follow up.

**MOTION:** It was moved and seconded to obtain three separate appraisals of three potential land acquisitions adjacent to Stocking Creek Park.

**MOTION CARRIED**

LADYSMITH PARKS AND REC:

No report.

BEACH ACCESS:

Lagoon access project tabled.

BASEBALL:

No report.

DIRECTOR'S REPORT:

Closed Session

**SPECIAL EVENTS:**

Halloween update: Dave Key reported Halloween festivities will function same as last year. All plans are in place and ready to go for October 31<sup>st</sup>, 2011.

**NEXT MEETING:**

**Next Park meeting is scheduled for Monday, October 3<sup>rd</sup>, 2011 at 7:00 PM at CVRD Building Chemainus Rd.**

**ADJOURNMENT:**

Meeting was adjourned at 9:40 pm.

RECEIVED

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

**DATE:** June 21<sup>st</sup>, 2011

**TIME:** 7:00 pm

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

**PRESENT:**

Chairperson: Harry Brunt

Secretary: Jackie Rieck

Members: Tim Godau, Kelly Schellenberg, Norm Flinton and Paul Bottomley

**ABSENT:**

Members: Dave Key and Glen Hammond

**ALSO PRESENT:**

Director: Mel Dorey

**ACCEPTANCE OF MINUTES:**

It was Moved and Seconded that the Minutes of Area "G" Parks Commission Meeting of May 9<sup>th</sup>, 2011 be accepted.

**MOTION CARRIED**

**APPROVAL OF AGENDA:**

Motion to approve agenda as submitted.

**MOTION CARRIED**

## **STANDING REPORTS:**

### CVRD UPDATE:

CVRD staff who review local Parks Commission meeting minutes indicated an area of concern regarding the lengthy time periods taken to complete tasks requested by local Park Commissions. Parks member's agreed that requests were not being completed in a timely manner.

### CENTENNIAL PARK:

Repairs to small hockey court and tennis practice court were discussed. Harry will bring estimate of costs to next meeting.

There is a drainage issue at the North Entrance which is affecting a neighbour's driveway next to the park entrance. Costs for repairs are required.

A broken PVC pipe near the East end of the Concession building requires a repair job

### PRINCESS DIANA PARK:

Some areas of the trails require more bark mulch.

### STOCKING CREEK PARK:

Picnic tables have been power washed. It was also noted bridge surface deck is very slippery when wet and requires a metal mesh be applied ASAP to prevent any accidents.

Work party to develop a trail to the Falls is in it's planning stages.

### BEACH ACCESS:

Harry and Graham(CVRD) are to meet to look at the potential of building a Beach Access at the end of Hillside Rd.

### LADYSMITH PARKS & REC:

Next meeting Tuesday June 21<sup>st</sup> 2011

### BASEBALL:

End of season tournament went well. There were no noise complaints.

### DIRECTOR'S REPORT:

Mel attended the grand opening of the Lake Cowichan section of the Trans Canada Trail. A drinking fountain for public and pets has been ordered and will be placed at the Finch Place Canada Trail access. A park bench to be placed at the area cleared as a view point along side of trail at Finch Place needs to be ordered.

**MOTION to purchase a park bench (same as two other benches already in Stocking Creek Park) was proposed.**

**MOTION CARRIED**

### SPECIAL EVENTS:

Halloween Party is the next scheduled event. A budget of \$2,000.00 plus shipping has been allotted for fireworks.

### **NEXT MEETING:**

**Next meeting is scheduled for Monday, September 12<sup>th</sup> 2011 at 7:00 pm CVRD Building Chemainus Rd.**

### **ADJOURNMENT:**

Meeting was adjourned at 9:16 pm.