



C.V.R.D.

ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday,
April 3, 2012
Regional District Board Room
175 Ingram Street, Duncan, BC

3:00 pm

A G E N D A

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IN2	Minutes of Area A Parks Commission meeting of February 14, 2012	171
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IN5	Minutes of Area B Parks Commission meeting of March 15, 2012	180-182
8.	<u>NEW BUSINESS</u>	
9	<u>PUBLIC/PRESS QUESTIONS</u>	
10.	<u>CLOSED SESSION</u>	
	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, March 6, 2012	183-185
CSR1	Verbal Report (Brian Duncan, Manager) [Section 90(1)(g)]	
CSR2	Verbal Report (Tom R. Anderson, General Manager) [Section 90(1)(f)]	
11.	<u>ADJOURNMENT</u>	

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

Minutes of the Electoral Area Services Committee Meeting held on Tuesday, March 20, 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
 Cathy Allen, Recording Secretary

APPROVAL OF AGENDA

The Chair noted changes to the agenda which included adding three items of listed New Business, and removing item D2.

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 6, 2012, EASC meeting be adopted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

D1 - Parker

Zane Parker, was present on behalf of Cowichan Station Area Association, regarding proposed energy efficiency and heating upgrades for the Hub at Cowichan Station. Mr. Parker distributed further written material and presented a power point presentation. The Association requests that the CVRD partner with them on a Community Works Fund application.

The Committee directed questions to the delegate.

The Chair thanked the delegate for appearing.

D2 - Vinning

Item D2, Prem Singh Vinning regarding Paldi historical Sikh temple was removed from the agenda.

STAFF REPORTS

R1 – Ellison

Maddy Koch, Planning Technician, presented staff report dated March 13, 2012, regarding ALR Application No. 1-E-12ALR (Ellison), to construct a third dwelling on property located at 4975 McLay Road.

The Committee directed questions to staff and the applicant.

Colten Ellison, applicant, was present and provided further information to the application.

It was Moved and Seconded

That Application No. 1-E-12ALR, submitted by Colten Ellison, made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to construct a second dwelling on the subject property for the purpose of providing a residence for a family member/ farm helper, be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

MOTION CARRIED

R2 - Johnston

Rob Conway, Manager, presented staff report dated March 13, 2012, regarding Application No. 2-B-11DVP (Arbutus Mountain Estates) for a variance to remove the requirement for an outdoor storage area and proceed with Phase 3 to create 66 lots on property located on Shawnigan Lake Road.

The Committee directed questions to staff and the applicant.

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

It was Moved and Seconded

That Application No. 2-B-11DVP (Arbutus Mountain Estates) for a variance to Section 9.21 of the CVRD's Mobile Home Park Bylaw No. 275 to remove the requirement for an outdoor storage area be approved, subject to the following conditions:

- provision of an electrically-serviced storage building, no less than 15 square metres in area, at a location chosen by the strata council;
- expansion of the designated common property recreation area at the south west corner of Phase 3 from 472 square metres to a minimum of 1100 square metres;
- provision of a fully-fenced playground to CSA standards - including playground equipment, benches, tables and other amenities of no less than \$30,000 plus installation cost;
- landscaping of the park at the developer's cost.

MOTION CARRIED

NEW BUSINESS

**NB1 – World Sikh
Org.**

Director Morrison reviewed letter dated March 16, 2012, from Prem Singh Vinning, President of the World Sikh Organization of Canada, wherein the WSO requests a letter of support from the CVRD for the Paldi Sikh Temple to be recognized as a national historic site. Director Morrison suggested the Temple should be a national heritage designation.

A general discussion ensued.

It was Moved and Seconded

That the CVRD provide a letter of support to the World Sikh Organization supporting the recognition of the Paldi Sikh Temple as a national historic site.

MOTION CARRIED

It was Moved and Seconded

That staff be directed to prepare a report to the April 3rd EASC meeting providing information respecting protocol for recognizing and protecting heritage sites and obtaining heritage status, including local government involvement.

MOTION CARRIED

STAFF REPORTS

**R3 – Streamside
protection**

Rob Conway, Manager, presented staff report dated March 13, 2012, regarding Streamside Protection and Enhancement Areas and zoning Setbacks for Watercourses.

A general discussion ensued.

It was Moved and Seconded

That staff be directed to prepare a report to an upcoming EASC meeting regarding watercourse and riparian protection measures for agricultural uses and activities.

MOTION CARRIED

R4 – Nanaimo Airport

Tom Anderson, General Manager, reviewed staff report dated March 14, 2012, regarding flight path safety at the Nanaimo Airport.

It was Moved and Seconded

That the CVRD refer plans or applications for structures exceeding 15 metres in height within a 4 km radius of the Nanaimo Airport (YCD) to the Nanaimo Airport Commission.

MOTION CARRIED

**R5 – 2011 UBCM
Resolutions**

Tom Anderson, General Manager, reviewed staff report dated March 14, 2012, regarding 2011 UBCM resolutions and provincial agency responses.

It was Moved and Seconded

That the Regional Board seek clarification from the Provincial government on their response to the CVRD 2011 UBCM resolution regarding Protection of Lakes and Rivers.

MOTION CARRIED

INFORMATION

IN1 to IN5 - Minutes

It was Moved and Seconded

That the following minutes be received and filed:

- minutes of Area A Parks Commission meeting of February 14, 2012
- minutes of Area G Parks Commission meeting of February 6, 2012
- minutes of Area I Parks Commission meeting of February 27, 2011
- minutes of Area H APC meeting of October 13, 2011
- minutes of Area H APC meeting of February 9, 2012

MOTION CARRIED

IN6 – Building Report

It was Moved and Seconded

That the February 2012 Building Report be received and filed.

MOTION CARRIED

NEW BUSINESS

NB2 – Grant in Aid

It was Moved and Seconded

That a grant in aid, Area E – Cowichan Station/Sahtlam/Glenora, in the amount of \$1,000 be given to Cowichan Green Community to assist with producing the 2012 Cowichan Food Map.

MOTION CARRIED

NB3 – Grant in Aid

It was Moved and Seconded

That a grant in aid, Area E – Cowichan Station/Sahtlam/Glenora, in the amount of \$1,500 be given to Bench Elementary School to assist with construction of an accessible playground at Bench School.

MOTION CARRIED

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:36 p.m.

Chair

Recording Secretary



REQUEST TO APPEAR AS A DELEGATION

(Submit completed form to Legislative Services Division – Fax 250.746.2513)

REQUEST TO ADDRESS: ☐ CVRD BOARD

☒ EASC COMMITTEE

at the meeting of April 3, 20 12 at _____ pm

APPLICANT NAME ANITA RAFIDI

REPRESENTING: SUN LOTUS ART HOUSE
(name of organization if applicable)

AS: OWNER/STEWARD
(capacity/office)

NUMBER ATTENDING: 2

Applicant mailing address: 5070 CULVERTON RD

Applicant Telephone: 250 709 9010 Fax: _____

Applicant email: SUNLOTUS@SHAW.CA

PRESENTATION TOPIC and NATURE OF REQUEST:

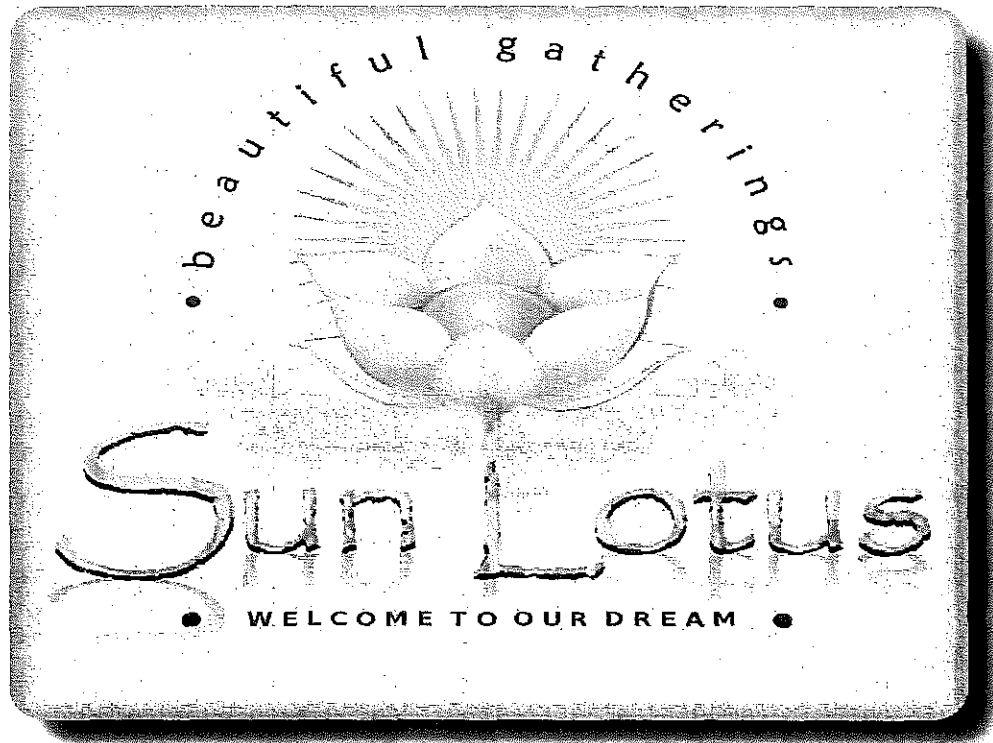
To Recel junction against operations.
while REZONING TO P2 OR EXPEDITE
OUR ZONING APPLICATION

(If more space is required, please attach an additional page to this form)

Signature

TUESDAY MARCH 27
Date 2012

Cowichan Valley Regional District, 175 Ingram Street, Duncan BC V9L 1N8
Please address inquiries to the Legislative Services Division at 250.746.2508.



Results of our door-to-door poll regarding our impact on the neighborhood:

We have surveyed all but 5-6 houses within a 1/2 km radius, the response was so overwhelmingly positive or benign, that it seemed redundant to survey any further.

We have collected 10 letters of support, many from our adjacent neighbors who hand delivered them to our door.

We also have 15 signatures stating they were unaffected and support us; 3 who stated they were unaffected, but declined to sign; and one who was not bothered by noise or other, but was bothered by the principal of it being against zoning.

OUR SIGNED LETTERS OF SUPPORT & comments (CONSOLIDATED):

1. Valerie & Eldon Burnside, 5090 Culverton (immediate adjacent neighbour)

We hear nothing when Paul and Anita are hosting weddings the music is shut down early and we are not bothered at all.

Eldon's health has not been good for the past one and half years, and Paul and Anita have been very helpful. (Eldon is fighting cancer)

2. Linda & Barry Saunders, 5075 Culverton (directly across the street) 748-3040

We have lived directly across the street from Paul and Anita since they have been in business and we have never had any issues with the noise or traffic. They have always been considerate and come over to ensure it wasn't too loud. They have put on fund raisers to assist with third world countries, health and wellness fairs to assist with life's stresses. They do a lot of good for the community. It would be a shame if they were forced to shut down. They always keep the road tidy, (even when it's not their mess).

3. Linda Gary, (Gary Interiors) Belvedere crescent

The owners of Sun Lotus are very respectful of their neighbours. I don't hear any noise and am not at all bothered by this small business. I think it would be wise to let it continue as it has been.

4. Rob Kolenberg (Kolenberg motors) 5015 Belvedere (adjacent neighbor) 748-9789

I have lived next door to this property for 19 years and appreciate the growth of our neighbourhood. I have been a small business owner in the Cowichan Valley for 28 years, and understand the importance of encouraging investment in our community. Sun Lotus is a great example of what the valley and our neighbourhood needs for the future.

5. Rob & Rhonda Graicher, 5005 Culverton Rd.

Although we are not directly affected by the music, we can still hear it on occasion. The traffic does increase but has never bothered us as this area seems to have a lot of traffic normally. We are in full support of Paul and Anita's business and hope the CVRD will allow them to continue. It would be a shame in these tough times, when people are losing jobs and businesses are closing, to shut them down. They provide a happy event with families and friends which is no different than anyone else having a party in the neighbourhood. They want to work with the surrounding homes to make this work. Please don't let the few take away from the many.

6. George White, 5640 Jordon's Lane 597-0663

Not having an actual park around, I am happy to have a place around that is beautiful and available to the public for gathering and celebration.

7. Keith Lamont, Aquino Rd. 701-0571

I support small business.

8. Tony Kays (spelling?), 5000 Culverton rd.

9. Robert Kerfoot, 5201 Wimmer rd. 748-1555

10 Katherine Tabler, (directly across the street) Belvedere rd.

(we have misplaced her supportive letter, but can ask for new one)

11. Judika-Blok-Andersen, 5475 Aquino

This is an awesome venture that does and will enrich our neighbourhood!!

12. Gerald Wall , General Director, Cowichan River Bible Camp

To whom it may concern: Please be advised that it was it was our pleasure to live at 5070 Belvedere Cresc. from May of 1997 to Aug 31, 2011 and be a part of the neighborhood of the Culverton Rd. area. Our property was across the road from the Sun Lotus property. While we were able to hear music from some of the events held at Sun Lotus, it was never obnoxious our overly loud. We appreciated the fact that they were respectful of the later evening hours and how the neighborhood could be affected by the celebrations going on. At present we are residing in Duncan however I am the manager of Cowichan River Bible Camp whose property falls in both areas E and F of the Cowichan Valley Regional District.

Some of the following are listed by address only, because their signatures are illegible.

5202 Wimmer rd. "its ok by me"

5256 Culverton rd. "not ever bothered me" Teresa Cairns

5145 Culverton rd.

5139 Ellison place.

4985 Cowichan Lake rd.

5137 Ellison place, Amber, 250-701-0740

5183 Ellison Place, Grant & Shirley 250-748-6243

5093 Ellison Place, Larry & Wendy Romuld

5084 Ellison Place, Debra Peters

5076 Ellison Place, Marshal Donn, 250-701-2029

5066 Ellison Place, Marsha McAgile, 250-748-4045

5420 Belvedere Crescent

some people expressed that they were not bothered but did not want to give personal information:

5032 Ellison "didn't even know we did anything, not bothered"

5040 Ellison "not bothered"

5118 Belvedere "not bothered"

5150 Belvedere –Mr McCarthy, could not hear our activities, but was bothered by the fact that it was against zoning, he stated: "I don't care" when we suggested it is green and supports the local economy and jobs; said "it should happen in the middle of nowhere" He expressed concern over how it would affect his own investment in his property, and felt that *ageing demographic, job creation, attracting residence, business, & tourism* were "satellite issues" that had no bearing on our enterprise.

Many people were totally unaware of our activities. Some were aware and thought it was lovely and supported it. Many were surprised to find that anyone would complain, and said: "but we're in the middle of nowhere!"

ALTERNATIVES

If we are not successful in receiving permission to continue without re-zoning. We will be putting Sun Lotus and 5071 Belvedere on the market. While our parents will remain in the Cowichan Valley, we will seek greener pastures elsewhere. It is worth considering the value of already knowing us, what we do, how we do it, and why we do it.

Please let the CVRD know that despite the fact we may not be officially zoned for hosting weddings, you support our business activities and would like us to continue with the permission of, and in cooperation with, our neighbourhood.

Please sign below with your address, and feel free to write any comments.

Thank you very much for taking the time, please call us to pick up.

Paul & Anita (250)709-9010 :

Linda and Barry Saunders. 250 748-3040
5075 Culverton Rd

We have lived directly across the street from
Paul and Anita ~~Paul~~ Since they have been
in business and we have never had any issues
with the noise or traffic. They have always been
concederate and come over to ensure it wasn't
too loud. They have put on many Fund raisers
to assist with third world countries. Health and
wellness fairs to assist with life's stresses. They
do a lot of good for the community. It would be
a shame IF they were forced to shut down.
They always keep the road tidy (even when it's not
their mess).

An Saunders

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Valerie & Eldon Burnside 5090 Culverton Road

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Eldon's health has not been good for the past one & half years and Paul & Anita have been very helpful.

Re: Comment?

Subject: Re: Comment?
From: Cowichan Camp <info@cowichancamp.com>
Date: 2/24/2012 12:53 PM
To: sunlotus@shaw.ca

To whom it may concern:

Please be advised that it was our pleasure to live at 5070 Belvedere Cresc. from May of 1997 to Aug 31, 2011 and be a part of the neighborhood of the Culverton Rd. area. Our property was across the road from the Sun Lotus property. While we were able to hear music from some of the events held at Sun Lotus, it was never obnoxious or overly loud. We appreciated the fact that they were respectful of the later evening hours and how the neighborhood could be affected by the celebrations going on. At present we are residing in Duncan however I am the manager of Cowichan River Bible Camp whose property falls in both areas E and F of the Cowichan Valley Regional District.

Yours truly
Gerald Wall
General Director
Cowichan River Bible Camp

On 23-Feb-12, at 9:51 PM, SUN LOTUS wrote:

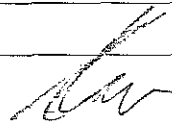
HI Gerry,

We would really appreciate a comment from you regarding our impact on the neighborhood while you resided here; can you please let it be known if you are still residing in area E or F. thank you very much, Anita

Please let the CVRD know that you support our business activities
and would like us to continue with the permission of and in
cooperation with, our neighbourhood:

please sign below with your address, and feel free to write any comments

thank you very much for taking the time
Paul and Anita (250)709-9010

 ROBERT KERFOOT
5201 WIMMER
ROAD.

748-1555

ALTERNATIVES

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Paul & Anita (250)709-9010 :

1015 St. S. - 5071 Belvedere Road

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Keith Lamont.

I support a Small Business

701-0511.

ALTERNATIVES

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Linda Gray

ALTERNATIVES

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Rob Kolenberg 5075 Belvedere Cres. 250 748 9789

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Paul & Anita (250)709-9010 :

Rob & Rhonda Troicher, Matthew & Jacqueline
Troicher 5005 Culverton Rd. 7

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Paul & Anita (250)709-9010 :

[Signature] NAME GEORGE WHITE 5640 JORDAN'S LANE 250.597.0663
"Not having an actual park around, I am happy to have a place
around that is beautiful and available to the public for gathering & celebration"

SUN LOTUS ART HOUSE

Please let the CVRD know that despite the fact we may not be officially zoned for such, you support our business activities and would like us to continue with the permission of,
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Paul & Anita (250)709-9010 :

- ✓ 69. ~~Lynd~~ 5202 Wymen Rd It's OK Eve Me
- ✓ TERESA CAIRNS 5256 Culverton Rd. - Not ever bothered me.
- ✓ 125 M. Hwy 5145 Culverton
- ✓ ~~Star~~ 5139 Ellison Place
- ✓ Amy 4985 Cowichan Ld Rd Duncan
- ✓ (216) ~~Amber~~ 5137 Ellison Pl. Duncan, BC.
Amber 701-0740
- ✓ 5138 Ellison Pl. 250 748-6243.
← Grant Evan's → + Shirley
Mae Miller

SUN LOTUS ART HOUSE

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Thank you very much for taking the time, please call us to pick up.

Paul & Anita (250)709-9010 :

✓ Larry & Wendy Cornish 5093 Ellison Pl.

✓ Debra Peters 5084 Ellison Pl.

✓ Marshall Dorn 2507012029 (5065) ELISON PL.

✓ Marsha McIsle 250748-4045 Stg 6 5066 Ellison Pl.

SUN LOTUS ART HOUSE

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and in cooperation with, our neighbourhood.

Please sign below with your address, and feel free to write any comments.

Thank you very much for taking the time, please call us to pick up.

Paul & Anita (250)709-9010 :

- ✓ GREG FUNK *JA* 5420 BELVEDERE CRESCENT
- ✓ C. Smith *CA* ✓ ✓ ✓
(refuse to sign)
- ✓ 5032 ELLISON → "not bothered" (didn't even know)
- ✓ 5040 ELLISON → "not bothered" (wouldn't sign)
- ✓ 5118 BELVEDERE → "not bothered" (wouldn't sign)
- X 5150 BELVEDERE → bothered by principal only.
(Quote → "I don't care" as it pertains to economy & jobs)
- "Those are Satellite Issues" as it pertains to boosting Cow. Valley
- job attracting residence
business & tourism
- "Should happen in Middle of Nowhere" ↓
- Other's Say = "I can't believe anyone would complain - this is the middle of Nowhere"

D2



REQUEST TO APPEAR AS A DELEGATION

(Submit completed form to Legislative Services Division – Fax 250.746.2513)

REQUEST TO ADDRESS: ☐ CVRD BOARD

☒ Electoral Areas Services COMMITTEE

at the meeting of April 3, 2012 at 3 pm

APPLICANT NAME Doug Kolosoff

REPRESENTING: _____
(name of organization if applicable)

AS: _____
(capacity/office)

NUMBER ATTENDING: 1

Applicant mailing address: _____

Applicant Telephone: _____ Fax: _____

Applicant email: _____

PRESENTATION TOPIC and NATURE OF REQUEST:

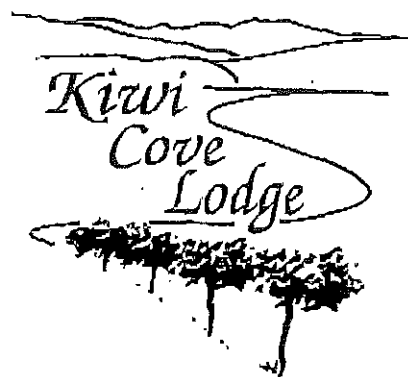
see attached letter

(If more space is required, please attach an additional page to this form)

Doug Kolosoff
Signature

March 29, 2012
Date

Cowichan Valley Regional District, 175 Ingram Street, Duncan BC V9L 1N8
Please address inquiries to the Legislative Services Division at 250.746.2508.



5130 Brenton Page Road
Ladysmith BC V9G 1L6
Phone 250 245-8051 Toll free 1 866 303 5494
Fax 250 245-8010
Email kiwlcove@shaw.ca
Website www.kiwlcovelodge.com

March 26, 2012

CVRD Electoral Area Services
Alison Garnett
175 Ingram St, Duncan BC V9L 1N8

Development Permit No 3-H-09DP, April 26, 2010

We are hereby requesting an extension of the 2 year term of this Permit.

Due to uncertainty of HST implications the project has been delayed.

Currently Herold Engineering is preparing the building plans for building permit. This will not be completed before the April 26 deadline. If you require verification, contact Mr Eric Streit ARCH HTL Nanaimo, 250 751 8558 estreit@heroldengineering.com

We request a one year extension to the Development Permit.

Yours truly

Doug Kolosoff



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT

NO: 3-H-09DP

DATE: APRIL 26, 2010

TO: PEGGY AND DOUG KOLOSOFF

ADDRESS: 5130 BRENTON PAGE ROAD

LADYSMITH, BC V9G 1L6

1. This Development Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to and only to those lands within the Regional District described below (legal description):
Parcel 1 (DD14733N) of Parcel B (DD3329N) of District Lot 22, Oyster District, except part in Plan 18087
3. Authorization is hereby given for the construction of a 24 unit residential care facility, in accordance with the conditions listed in Section 4, below.
4. The development shall be carried out subject to the following condition:
 - a. The facility is licensed pursuant to the *Community Care and Assisted Living Act*.
 - b. The facility receives the appropriate water system approval from the Vancouver Island Health Authority pursuant to the *Drinking Water Protection Act*.
 - c. The development complies with the recommendations noted in Lewkowich Engineering Aquifer Impact Assessment report dated November 13, 2009,
 - d. The development complies with the recommendations noted in Lewkowich Engineering Geotechnical Hazard Assessment, dated September 11, 2009, including:
 - The volume of storm discharge to the foreshore culvert is not increased substantially. This can be accomplished by providing a recharge facility (rock pit/trench) with an overflow to the storm system leading to the foreshore.
 - The building site soils are adequately drained to a depth of at least 0.5 m within the building footprint.
 - Foundations are extended to suitable undisturbed bearing soil.
 - e. The development is in substantial compliance with the attached Kiwi Manor Care Facility plans, dated May 7, 2009, by AYPQ Architecture. And furthermore, that these plans include paving the staff parking area and installing an oil/water separator.
5. The land described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. The following Schedule is attached:
Schedule A - Lewkowich Engineering Aquifer Impact Assessment report dated November 13, 2009
Schedule B - Lewkowich Engineering Geotechnical Hazard Assessment, dated September 11, 2009
Schedule C - Kiwi Manor Care Facility plans, dated May 7, 2009 by AYPQ Architecture

7. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Planning and Development Department.

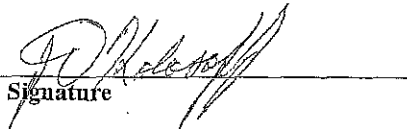
ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY RESOLUTION NO. 10-187 (6) PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE 14TH DAY APRIL OF 2010.



Tom Anderson, MCIP
General Manager, Planning and Development Department

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

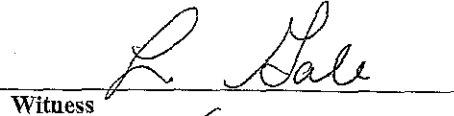
I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with PEGGY AND DOUG KOLOSOFF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



Signature

Owner/Agent

Date May 12 2010



Witness

Occupation Sec

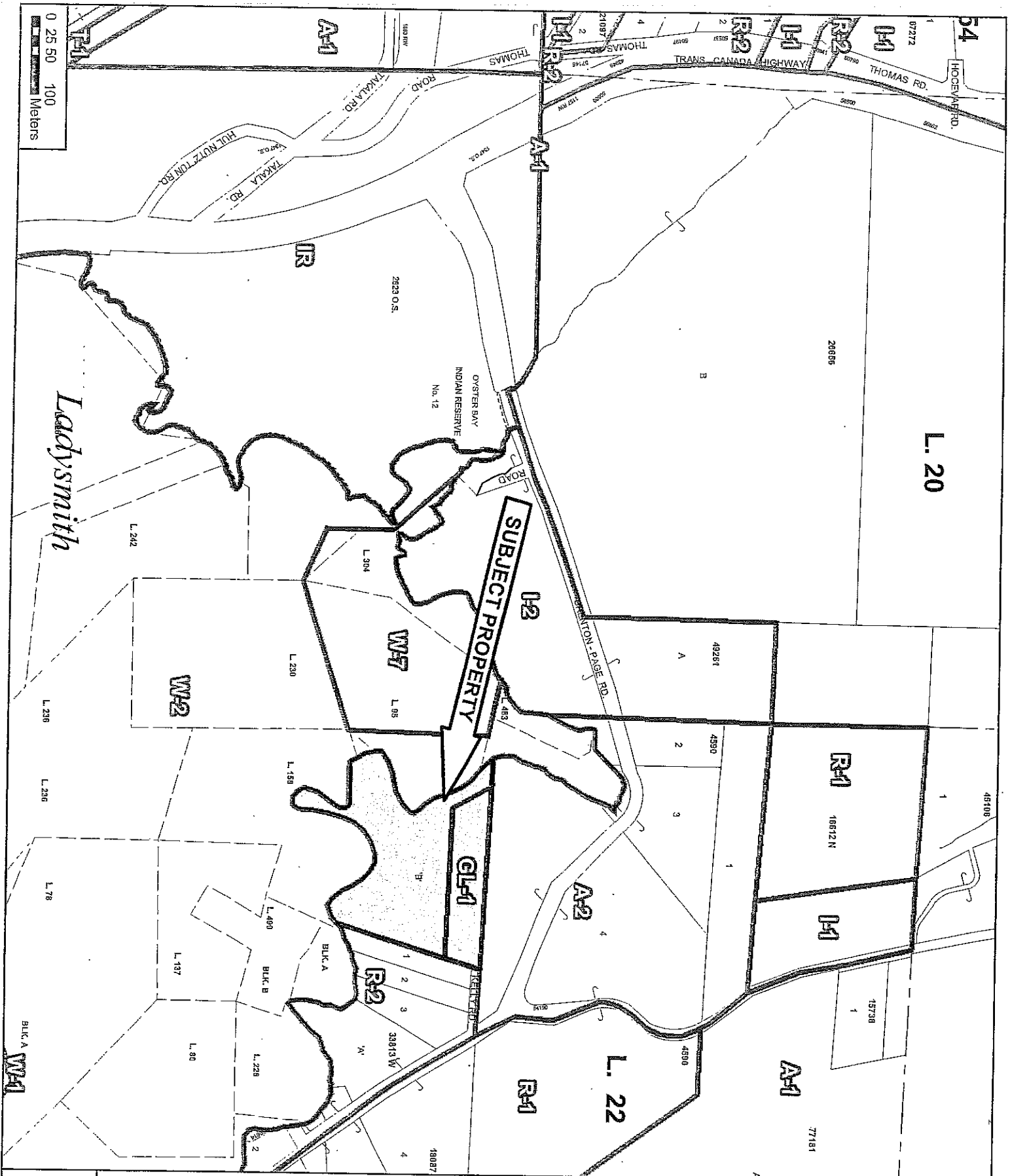
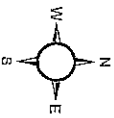
Date May 12/10

FILE: 3-H-09-DP

ZONING



Subject Property
Zoning Electoral Area H





R1

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 28, 2012 FILE NO: 2-F-11 DVP
FROM: Maddy Koch, Planning Technician BYLAW NO: 2600
SUBJECT: Development Variance Permit Application 2-F-11 DVP
(Stan Van Basten)

Recommendation/Action:

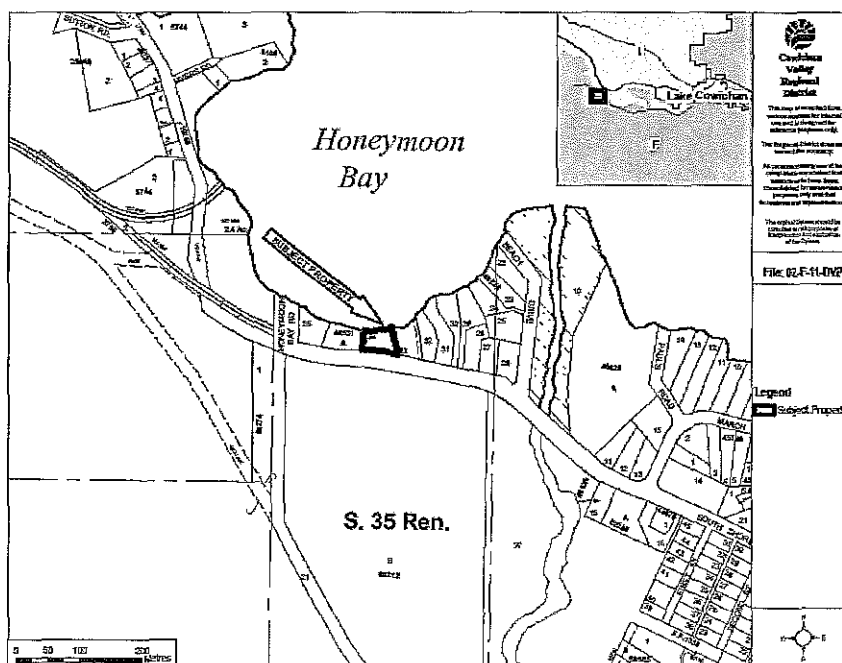
That the application by Stan Van Basten to vary Section 3.22 of Zoning Bylaw No. 2600 on Lot 34, Section 35, Renfrew District, (situate in Cowichan Lake District), Plan 40628 by reducing the minimum setback from a water course from 15 metres to 3 metres for the purpose of constructing a cantilevered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

Relation to the Corporate Strategic Plan: N/A

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

Background:

To consider an application to vary the setback from a watercourse from 15 metres to 3 metres to allow for the construction of a cantilevered deck and dormers on a "grand-fathered" dwelling.



Location of Subject Property: 10143 South Shore Road

Legal Description: Lot 34, Section 35, Renfrew District, (situate in Cowichan Lake District), Plan 40628

Date Application and Complete Documentation Received: October 28, 2011

Owners: Stan and Tina Van Basten

Applicant: Stan Van Basten

Size of Lot: ±0.16 ha (±0.4 acres)

Existing Zoning: R-3 (Urban Residential)

Minimum Lot Size Under Existing Zoning: 0.2 ha

Existing Plan Designation: Urban Residential

Existing Use of Property: Residential

Existing Use of Surrounding Properties:

North: Cowichan Lake
 South: A-1 (Primary Agriculture)
 East: R-3 (Urban Residential)
 West: R-3 (Urban Residential)

Services :

Road Access: South Shore Road
 Water: Honeymoon Bay Local Service Area
 Sewage Disposal: On site

Agricultural Land Reserve Status: Out

Environmentally Sensitive Areas: The entire property is located within the Streamside Protection and Enhancement Area (SPEA) for Cowichan Lake.

Archaeological Site: None have been identified.

The Proposal:

This application was originally presented at the March 6, 2012 Electoral Area Services Committee meeting. The subject property is located on the waterfront in Honeymoon Bay. It is ±0.16 ha (±0.4 acres) in size and is zoned R-3. The existing house was constructed prior to CVRD bylaws being established and, as was permitted at the time of construction, stands within the 15 metre setback from a watercourse now required by Bylaw No. 2600. Not only is the house within the CVRD's setback, the entire property is located within the Streamside Protection and Enhancement Area (SPEA) identified by a Qualified Environmental Professional (QEP). The owner intends to repair the existing home and proposes to add a cantilevered deck and dormers to the lake side of the existing home. He has future plans to replace an existing wooden retaining wall.

The existing dwelling is within the Cowichan Lake SPEA, but the RAR does not apply because the regulation exempts existing lawful non-conforming development. Although a new deck and dormers are proposed, these too are exempt as there is no new foundation. However, Section

3.22 of Zoning Bylaw No. 2600 does apply as the new deck and dormer are within the 15 metre watercourse setback. For this reason a development variance permit is required.

The applicant proposes to construct a deck 3 metres from the high water mark- this is a variance of 12 metres. The proposed dormers would sit flush with the edge of the existing roof at about 5 metres from the high water mark. Please note that the dormers would not be located closer to the lake than the edge of the existing roof. They are included in the variance application because they are beyond what is protected by the "legal non-conforming" provisions of the *Local Government Act*.

Replacement of the retaining wall was originally proposed as a part of this application, but the applicant has since requested that this portion of the application be cancelled as he does not intend to begin replacement works until 2013. Replacement of the existing wooden retaining wall will require both a variance and a RAR Development Permit. A separate application for this has already been made.

The proposed deck and dormers would improve the aesthetics of the building and provide the owners with an enjoyable view of Honeymoon Bay. As the retaining wall is no longer a part of this proposal, no negative environmental impacts are anticipated. Environmental concerns associated with the retaining wall will be addressed as a part of the Riparian Areas Development Permit process. Staff recommend that the variance to permit construction of a deck and two dormers, be approved.

Surrounding Property Owner Notification and Response:

A total of 10 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. One phone call from a neighbour in support of the variance was received but no written comments have been submitted to date.

Options:

1. That the application 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.
2. That the application 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 be denied:

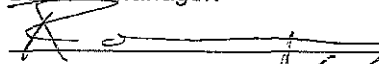
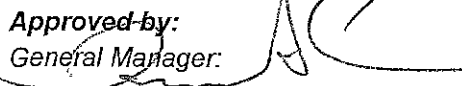
Option 1 is recommended.

Submitted by,



Maddy Koch,
Planning Technician
Planning and Development Department

MK/ca

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



COWICHAN VALLEY REGIONAL DISTRICT

DRAFT DEVELOPMENT VARIANCE PERMIT

FILE NO: 2-F-11 DVP (VAN
BASTEN)

DATE: MARCH 28, 2012

TO: STAN VAN BASTEN & TINA
MARIE VAN BASTEN

ADDRESS: 1785 BALDY MOUNTAIN ROAD
SHAWNIGAN LAKE BC, V0R
2W2

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 34, Section 35, Renfrew District, (situate in Cowichan Lake District),
Plan 40628*

3. Zoning Bylaw No. 2600 applicable to Section 3.22, is varied as follows:

The minimum setback from a water course is reduced from 15 metres to 3 metres for the purpose of constructing a cantilevered deck and dormers subject to:

- the applicant providing 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 1 – Site Plan

5. The land described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. 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. XXXXX PASSED BY THE BOARD OF
THE COWICHAN VALLEY REGIONAL DISTRICT THE XX DAY OF XXXX
2012.

Tom Anderson, MCIP
General Manager, Planning and Development Department

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

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

Owner/Agent (signature)

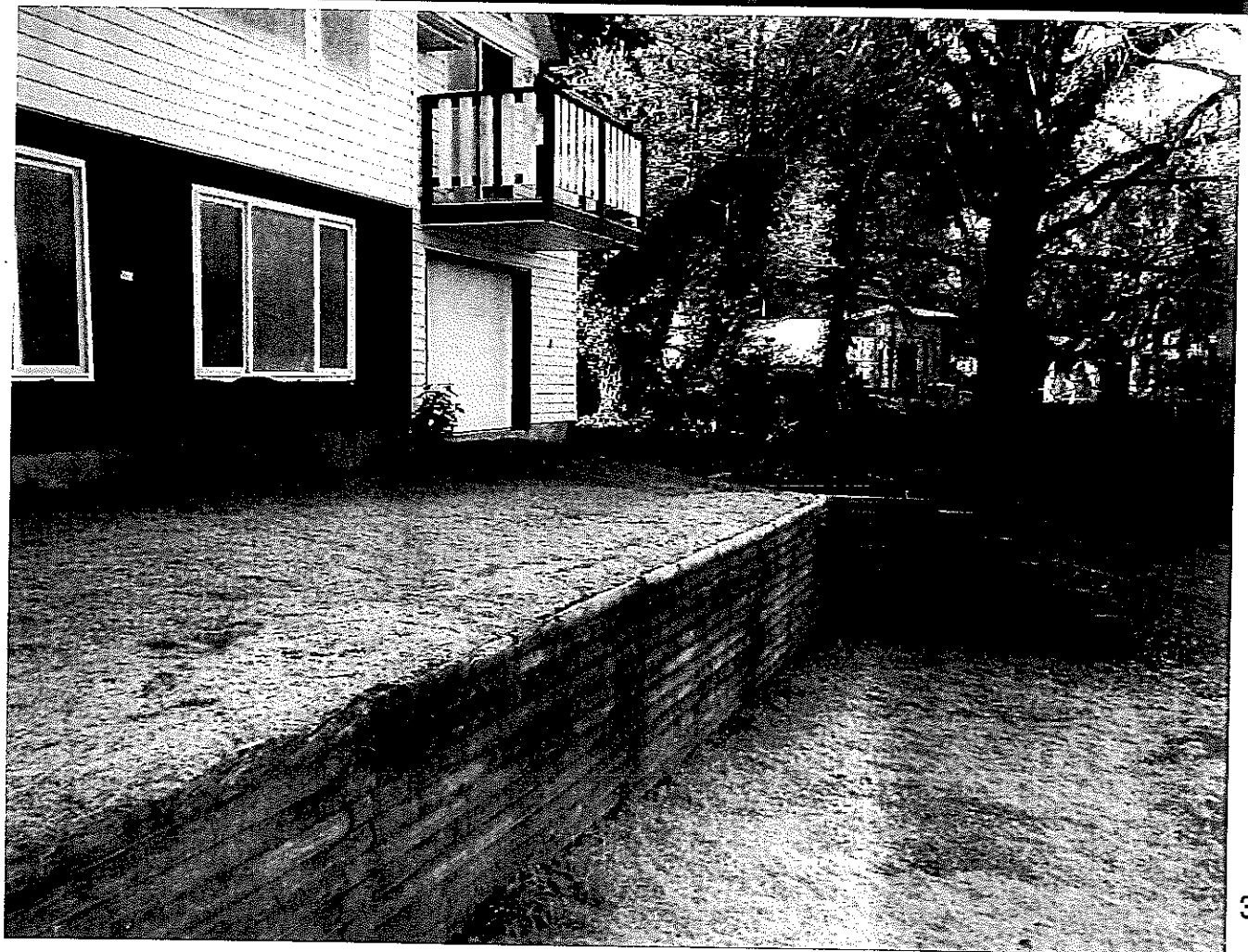
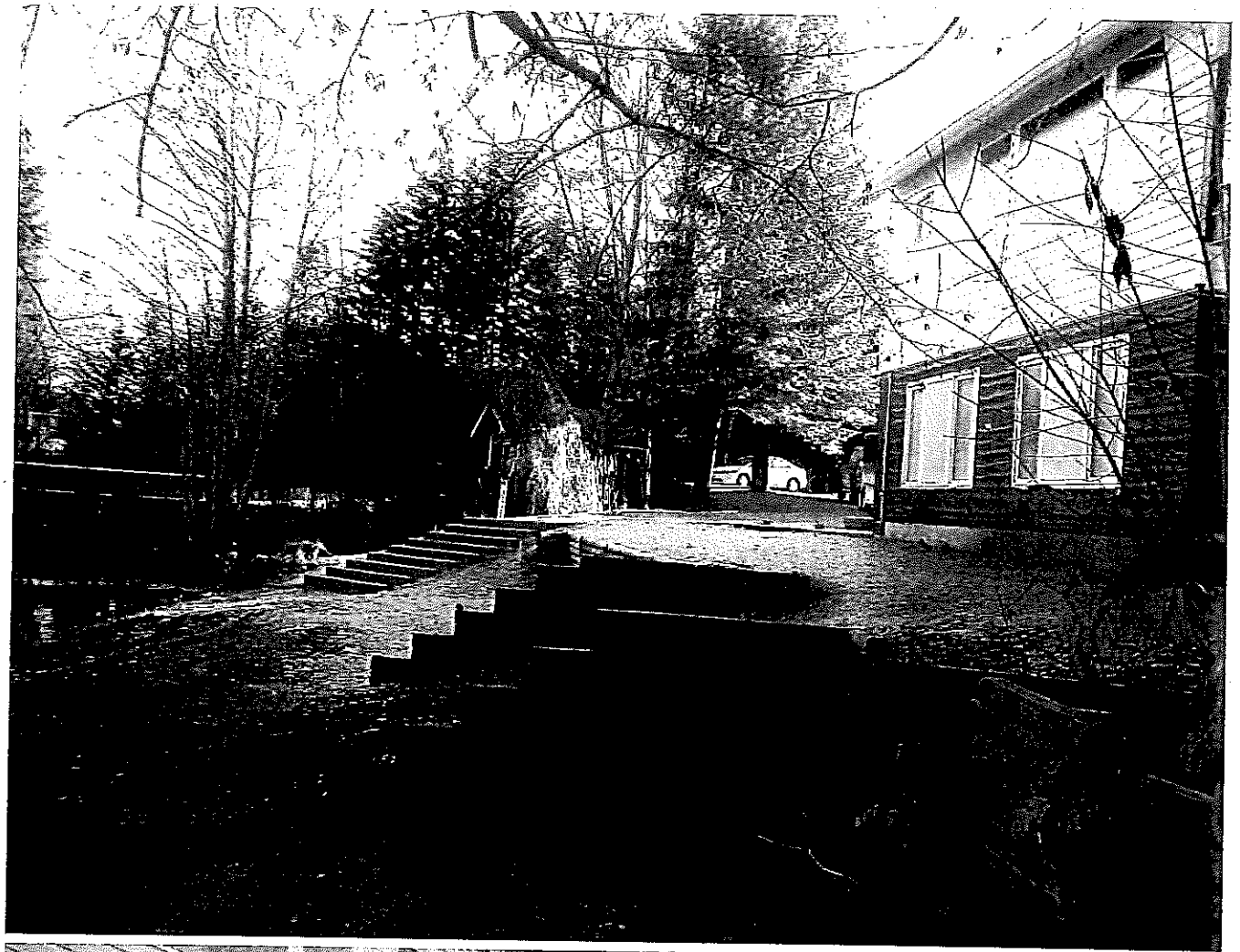
Witness

Print Name

Occupation

Date

Date





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.

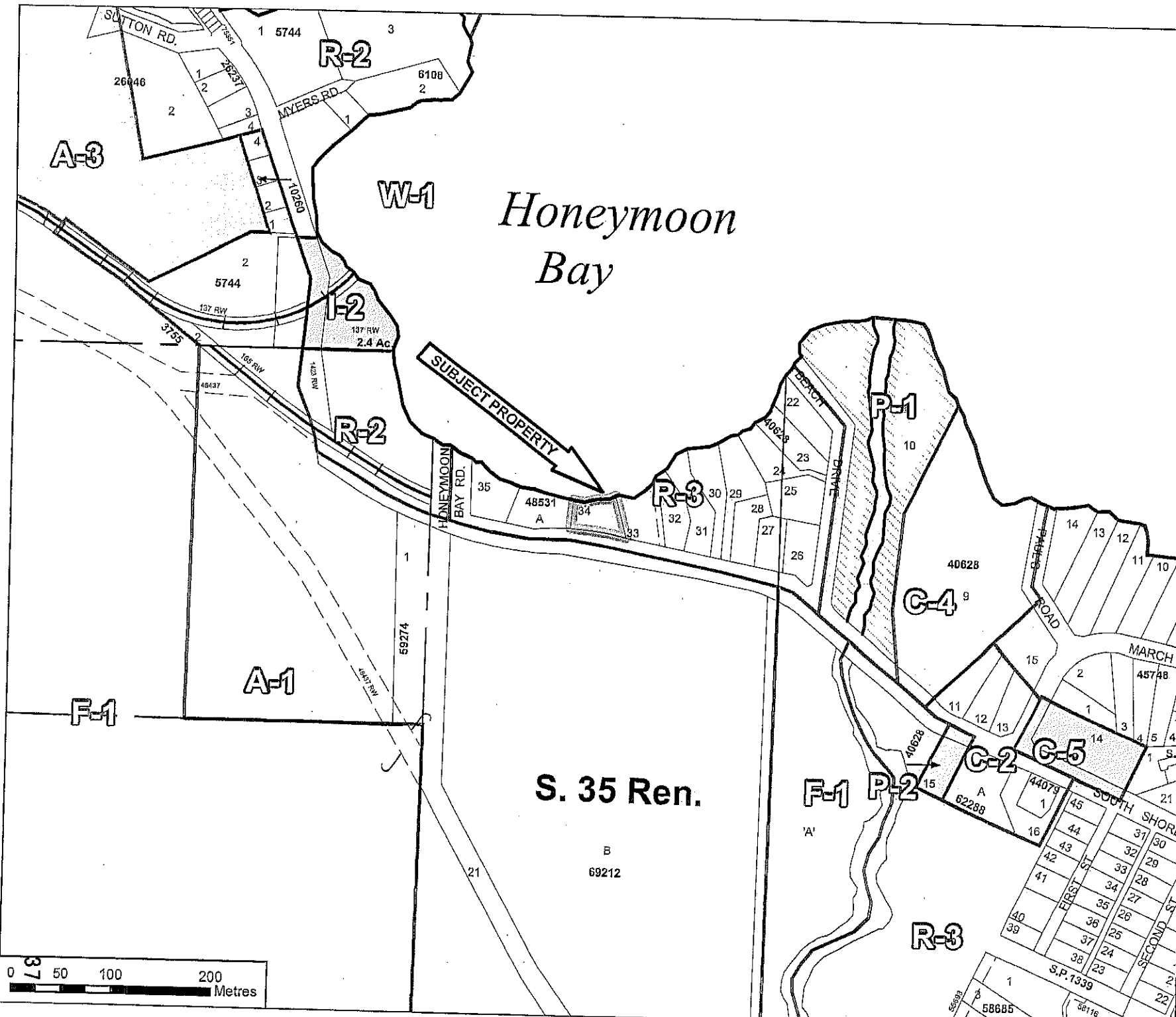
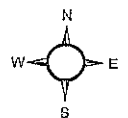
The original Bylaws should be
consulted for all purposes of
interpretation and application
of the Bylaws.

File: 02-F-11-DVP

ZONING

Legend

- Subject Property
- Zoning F



5.12 R-3 URBAN RESIDENTIAL 3 ZONE

Subject to compliance with the general regulations detailed in Part 3 of this Bylaw, the following regulations apply in the R-3 Zone:

1. Permitted Uses

The following principal uses and no others are permitted in the R-3 Zone:

- a. Single family dwelling;

The following accessory uses are permitted in the R-3 Zone:

- b. Bed and breakfast accommodation;
- c. Buildings and structures accessory to a principal permitted use;
- d. Home-based business;
- e. Horticulture
- f. Secondary dwelling unit or secondary suite.

2. Minimum Parcel Size

The minimum parcel size in the R-3 Zone is:

- a. 695 m² if connected to a community water system and a community sewer system;
- b. 0.2 hectares if connected to a community water system;
- c. 2 hectares if not connected to a community water system.

3. Number of Dwellings

In the R-3 Zone, not more than one dwelling is permitted on a parcel, under 0.4 ha in area. For parcels 0.4 ha or more in area, one additional secondary dwelling or secondary suite is permitted.

4. Setbacks

The following minimum setbacks apply in the R-3 Zone:

Type of Parcel Line	Residential Buildings and Structures	Accessory Buildings and Structures
Front parcel line	4.5	4.5
Interior side parcel line	1.0	0
Exterior side parcel line	4.5	4.5
Rear parcel line	3.0	0

5. Height

In the R-3 Zone, the height of all principal buildings and structures shall not exceed 7.5 metres, and the height of all accessory buildings shall not exceed 6 metres, except in accordance with Section 3.9 of this Bylaw.

6. Parcel Coverage

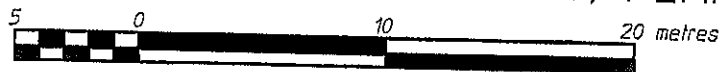
The parcel coverage in the R-3 Zone shall not exceed 25 percent for all buildings and structures.

7. Parking

Off-street parking spaces in the R-3 Zone shall be provided in accordance with Section 3.15 of this Bylaw.

SKETCH PLAN SHOWING 164m CONTOUR AND DWELLING LOCATION ON
LOT 34, SECTION. 35, RENFREW DISTRICT,
(SITUATE IN COWICHAN LAKE DISTRICT, PLAN 40628

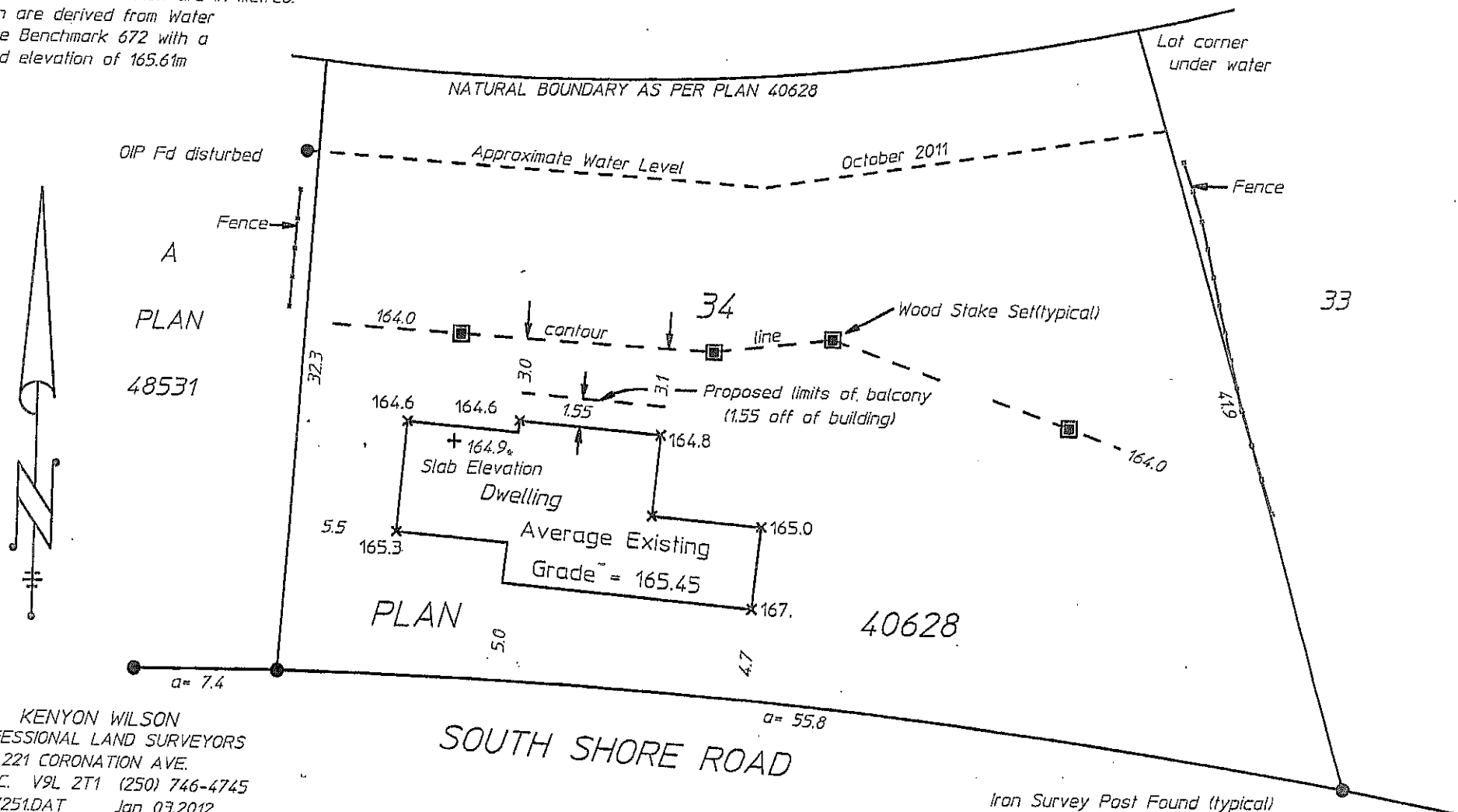
SCALE 1:300



All distances and elevation are in metres.
Elevation are derived from Water
Resource Benchmark 672 with a
published elevation of 165.61m

Note: Lot 34 lies within the C.V.R.D.
Area F and is Zoned R-3.
Bylaw setback requirements are as follows:

Residential	Accessory Uses
Front 4.5 m	4.5 m
Side (Interior) 1.0 m	0.0 m
Side (Exterior) 4.5 m	4.5 m
Rear 3.0 m	0.0 m
Lake Cowichan 15.0 m	15.0 m



KENYON WILSON
PROFESSIONAL LAND SURVEYORS
221 CORONATION AVE.
DUNCAN, B.C. V9L 2T1 (250) 746-4745
FILE 11-7251.DAT Jan 03, 2012



R2

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 28, 2012

FILE NO: 1-A 11 TUP

FROM: Dana Leitch, Planner II

BYLAW NO: 3510

SUBJECT: Application No. 1-A-11TUP
(Mark Wyatt/Malahat Holdings)

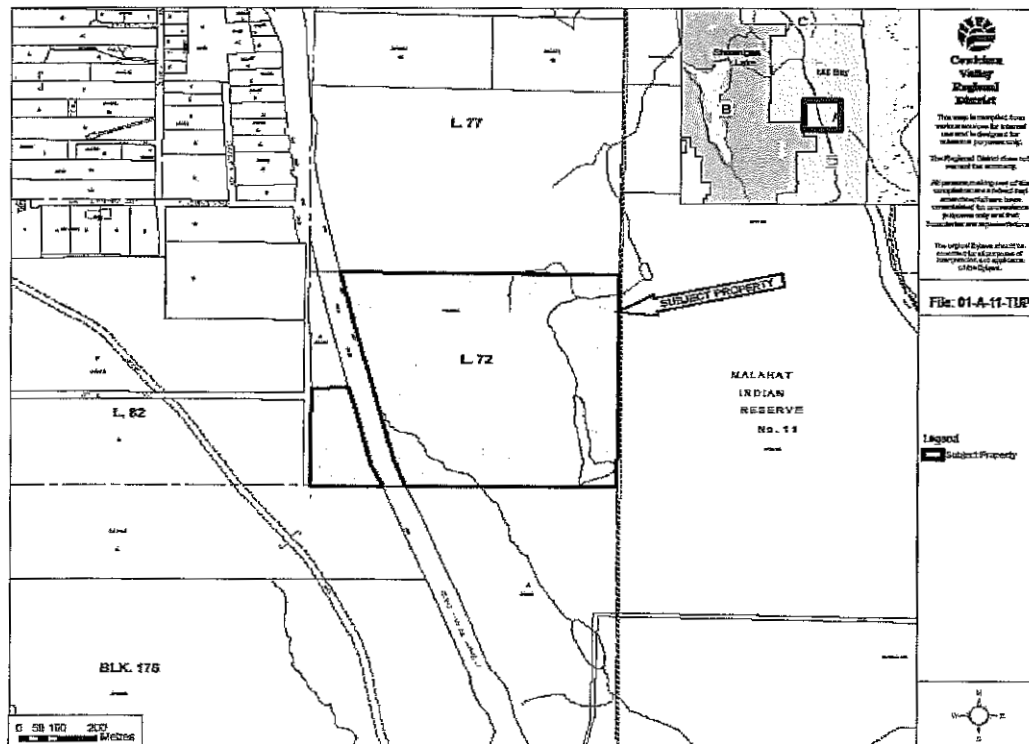
Recommendation/Action:

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.

Relation to the Corporate Strategic Plan: N/A

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

Location Map:



Background:

To consider the issuance of a Temporary Use permit to allow rock processing on the northeast side of the subject property. The subject property is split by the Trans Canada Highway with approximately 3.9 ha located on the west side of the highway and approximately 45 ha located on the east side of the highway. The subject property is located outside of the Mill Bay Village Containment Boundary.

Location of Subject Property: Trans Canada Highway, south of Butterfield, Mill Bay

Legal Description: District Lot 72, Malahat District Except Those Parts in Plans 518 RW and 49974 and VIP86314 (PID: 009-359-320)

Date Application and Complete Documentation Received: September 14, 2011

Owner: Malahat Holdings Ltd., Inc

Applicant: Mark Wyatt

Parcel Size: Approximately 48 ha

Existing Zoning: Primary Forestry (F-1)

Minimum Lot Size Under Existing Zoning: 80 hectares

Existing Plan Designation: Rural Resource

Proposed Temporary Use: Rock Processing

Existing Use of Property: Vacant – both sides of the subject property have been logged in the past

Existing Use of Surrounding Properties:

North: Vacant Comprehensive Development Land (zoned CD-2)

South: Vacant Forestry Land (zoned F-1)

West: Trans Canada Highway and Vacant Forestry Land (zoned F-1)

East: Indian Reserve No. 11 (Malahat)

Services:

Road Access: Trans Canada Highway

Water: N/a

Sewage Disposal: N/a

Drainage: N/a

Lighting: N/a

Environmentally Sensitive Areas: The CVRD Environmental Planning Atlas identifies a non-trim stream planning area with possible fish presence on the northeast and southwest portion of the property. A site visit confirmed two possible wetlands on the 8.0 ha area that will be utilized for the rock quarry operation.

Archaeological Site: None identified

Contaminated Sites Regulation: Declaration signed

The Proposal:

An application has been made to obtain a temporary use permit to allow rock processing to occur on a portion of the property. The applicant has already obtained a *Mines Act* permit to allow the extraction of rock but since the processing (i.e. crushing) of rock is not permitted in the F-1 zone, a temporary use permit is required for the rock to be processed on-site. The applicant has informed CVRD staff that the processed rock will primarily be used for road construction and infrastructure and lot development on an adjacent piece of land (Lot 77) – the proposed Ocean Terrace Development, owned by Malahat Holdings; but the applicant also intends to sell the processed rock for use on other lands.

Proposed Operations & Work

The proposed operation covers an area of approximately 8.0 ha on the northeast portion of District Lot 72. This operation will involve excavating a large rocky knoll (see attached picture).

Hard rock quarries typically are worked on from top to bottom in a series of layers known as benches. This overall operation involves excavating rock around the perimeter of the quarry to the 130 metre bench elevation and will result in the final quarry floor being located at the 122 metre contour line. According to the Quarry Mining Section illustrations submitted by the applicant each quarry face will be no higher than 10 metres in height (see attached).

The operation will involve the crushing, screening and sorting and storage of rock material. In order to carry out these activities a front end loader, an excavator, screening and crushing equipment and a weigh scale will be utilized. A temporary office and trailer will also accompany this operation. No permanent buildings or structures associated with this operation will be constructed.

Site Access

Primary access to the property will be from the Trans Canada Highway, which is located along the property's western boundary. The property is serviced internally by existing gravel logging roads so no new internal road development is necessary to service the operation. For security purposes, the property's access has a locked gate and this area will be supplemented with a rock berm to prevent unauthorized access.

Planning staff have consulted representatives from the Ministry of Transportation and Infrastructure and have been informed that the applicant has submitted a hauling plan for hauling the processed rock material from DL 72 the site along the Trans Canada Highway to DL 77. This hauling plan has been approved by the Ministry.

The Location map submitted by the applicant shows that the property will eventually have access onto Sangster Road through Lot 77 – the Ocean Terrace Development. Until that road is constructed the Trans Canada Highway will be used to transport materials.

Hours of Operation

The proposed hours of operation are Monday to Friday from 9:00 a.m. to 5:00 p.m.

Distance to Surrounding Properties

There are residential properties located to the north on the west side of the Trans Canada Highway that are 1.0 kilometres away. These are the closest residences to the property.

Buffering & Mitigation Measures

Visual impacts and noise stemming from the operation will be reduced through the use of a vegetated buffer/barrier and stockpiles of materials. Water will be sprayed on access roads to minimize dust impacts.

Soil Conservation

Measures to stabilize the soil, stockpiles and control noxious weeds will be accomplished through grass seeding and spraying.

Site Reclamation

When the operation is complete the quarry will be covered with clean fill and seeded with grass.

BC Mines Permit

The applicant has applied for and obtained a Mines Permit from the Province of BC (permit number Q-8-109). The Mines Permit allows for the extraction of rock onsite. The applicant has also posted a reclamation bond with the province as part of the permit process.

Policy Context:**Zoning**

The zoning of the property is F-1 (Primary Forestry), which specifies a minimum parcel size of 80 ha. The zoning permits "management and harvesting of primary forest products, excluding: sawmilling, manufacturing, and works yards", agriculture, silviculture, horticulture, bed and breakfast accommodation, daycare, nursery school accessory to a residential use, home occupation, well as one single family dwelling and a secondary suite or small suite (detached)."

Official Community Plan

The following Plan policies are relevant to this application:

Policy 12.23

Within areas designated as Rural Resource (RUR), the Regional Board may, by resolution, issue a temporary industrial use permit, in accordance with Section 921 of the *Local Government Act* for the following:

- a. The establishment of temporary, small scale logging operations, including the preparation of logs, fence posts, shakes, poles, and firewood, and temporary employee accommodation, where such a use may be demonstrated to have little or no effect on neighboring residential uses or the natural environment; and
- b. Processing activities that are directly related to mineral or aggregate extraction and which are temporary in nature, such as asphalt batch plants.

The CVRD will hold a public meeting prior to issuing a temporary industrial use permit on lands within the Rural Resource Designation (RUR).

Policy 25.11

The Regional Board may, by resolution, issue temporary use permits in accordance with the policies of this Plan to allow uses that are not permitted by the zoning bylaw on a temporary basis.

Development Permit Area Guidelines

Section 24.4 of the Official Community Plan outlines the South Cowichan Development Permit Area Guidelines which were established for the purpose of protecting the natural environment, its ecosystems and biodiversity; the protection of development from hazardous conditions, and the promotion of energy and water conservation. Planning staff informed the applicant that a separate application for a development permit to address site specific issues such as the management and removal of invasive weeds, rainwater management, watercourse and wetland protection, outdoor lighting, signage, and wildfire protection will need to be applied for and approved by the CVRD prior

to the Board's issuance of the Temporary Use Permit.

Temporary Use Permit Conditions

Planning staff are recommending that the following conditions be placed within the Temporary Use Permit:

- No quarry operations will take place outside of the designated Temporary Use Permit Area which is limited to 8.0 ha of the subject property;
- The hours of operation will be limited to Monday through Friday from 9:00am to 5:00pm with no quarry operations occurring on Saturdays or Sundays;
- No permanent buildings or structures associated with mining or processing are permitted onsite;
- The existing access to the site from the Trans Canada Highway will be gated and locked when the site is not being utilized;
- When the quarry operation is complete, the area occupied by the rock quarry will be covered with clean fill and seeded with grass;
- The onsite storage of explosives, fuels, lubricants or other dangerous or hazardous materials is prohibited;
- Water will be sprayed regularly to minimize the impacts of dust on access roads;
- Compliance with FireSmart Principles is required including regular wetting down of surrounding trees, brush and ground cover during high to extreme fire season as determined by the Coastal Fire Centre; and
- The existing (approx 500m by 200m) vegetated buffer along the western boundary of the property along the Trans Canada Highway must be retained.

Local Government Act and Temporary Use Permits

In accordance with Section 921 of the *Local Government Act* a local government may issue a temporary use permit. A temporary use permit may do one or more of the following (a) permit a use on the land that is not permitted in the zoning bylaw (b) specify conditions under which the temporary use may be carried on and (c) allow and regulate the construction of buildings and structures related to the use being permitted.

The Act requires public notification of the permit. Similar to rezoning applications, notification has to be published in local newspapers and notification has to be given to adjacent property owners and occupiers prior to the Board's adoption of the resolution to issue the permit.

A temporary use permit, once approved, is valid for a maximum period of three years; however, the permit may be issued for less than three years. The applicant can apply to have the permit renewed one time only for a maximum period of three years or shorter if the Board chooses. The local government has the ability to require, as a condition of the permit, security to guarantee the performance of the terms of the permit.

Advisory Planning Commission Comments:

This temporary use permit application was referred to the APC in February 2012 and the APC unanimously recommended approval of the application.

Referral Agency Comments:

This proposal has been referred to the following agencies for comment:

- Ministry of Transportation and Infrastructure – *Interests unaffected.*
- Cowichan Tribes – No comments received.
- Mill Bay Volunteer Fire Department – No comments received.
- Malahat First Nation – No comments received.

- CVRD Public Safety Department – The proposal is within the Shawnigan Lake RCMP Detachment area, the British Columbia Ambulance Station 137 (Mill Bay) response area, and is within the boundaries of the CVRD Regional Emergency Program. The Public Safety Department has the following concerns that may affect the delivery of emergency services to the proposed facility:
 - Proposal is within the Mill Bay Fire Improvement District response area and their input may further affect Public Safety concerns/comments.
 - The Community Wildfire Protection Plan has identified this area as high to extreme risk for wildfire. Compliance with the attached FireSmart principles is required including regular wetting down of surrounding trees, brush and ground cover during high to extreme fire season as determined by the Coastal Fire Centre.

Staff have recommended a condition within the temporary use permit to address this issue.

Development Services Division Comments:

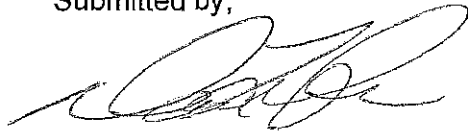
Staff are generally supportive of the intent of the temporary use permit application. By producing road and construction materials on a property within close proximity to District Lot 77, the Ocean Terrace site, the volume of material required to be transported and hauled long distances along the Trans Canada Highway will be reduced.

Options:

1. 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.
2. That application No. 1-A-11 TUP submitted by Mark Wyatt on behalf of Malahat Holdings Ltd. Inc. for subdivision of District Lot 72, Malahat District Except Those Parts in Plans 518W and 49974 and VIP 86314 not be approved.

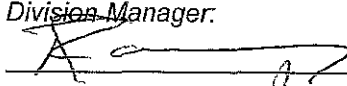
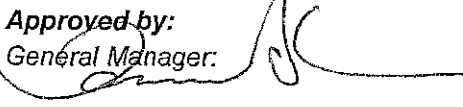
Option 1 is recommended.

Submitted by,



Dana Leitch
Planner II
Planning and Development Department

DL/ca

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

7.0 FORESTRY AND AGRICULTURAL ZONES

Subject to compliance with the general requirements detailed in Parts 4 and 5 of the Bylaw, the following regulations shall apply in the F-1 Zone:

7.1 F-1 ZONE - PRIMARY FORESTRY

(a) Permitted Uses

The following *uses* and no others are permitted in an F-1 zone:

- (1) Management and harvesting of primary forest products, excluding: sawmilling, manufacturing, and works yards*;
- (2) *Agriculture, silviculture, horticulture;*
- (3) *Bed and breakfast accommodation*;*
- (4) Daycare, nursery school accessory to a residential use*;
- (5) *Home occupation*;*
- (6) *One secondary suite, or one small suite per parcel*;*
- (7) *One single family dwelling;*

* use may require approval of Forest Land Commission

(b) Conditions of Use

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

- (1) The *parcel coverage* shall not exceed 20 percent for all *buildings and structures*;
- (2) The *height* of all *buildings and structures* shall not exceed 10 m;
- (3) The following minimum *setbacks* shall apply:

COLUMN I Type of Parcel Line	COLUMN II Residential & Accessory Buildings & Structures	COLUMN III Forestry, Agricultural and Other Permitted Buildings & Structures
Front	7.5 metres	30 metres
Interior Side	3.0 metres	15 metres
Exterior Side	4.5 metres	15 metres
Rear	7.5 metres	15 metres

(c) Minimum Parcel Size

Subject to Part 13, the minimum *parcel* size in the F-1 Zone is 80 hectares.



**Cowichan
Valley
Regional
District**

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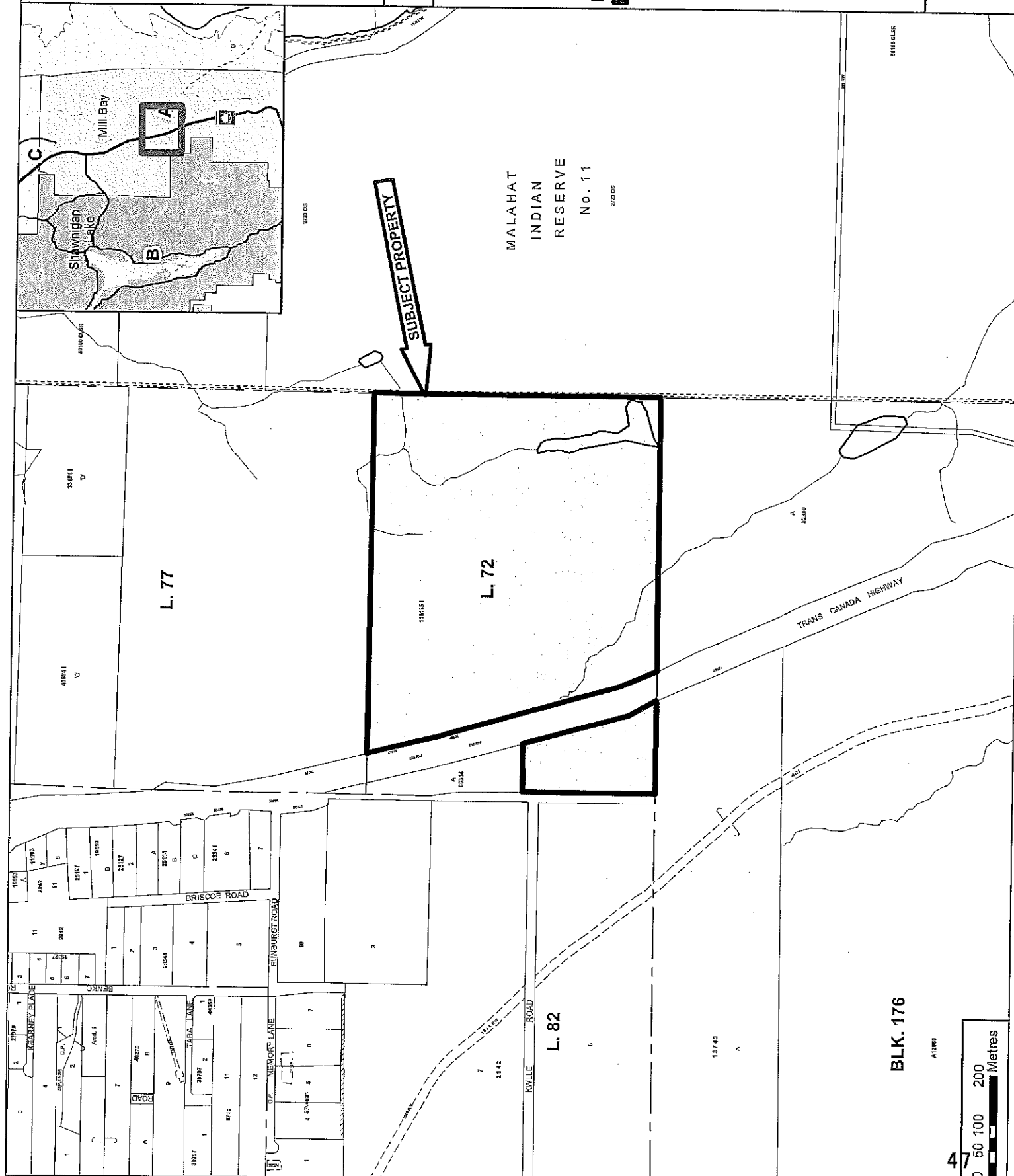
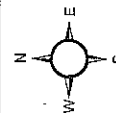
The Regional District does not warrant the accuracy.

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: 01-A-11-TUP

Legend
 Subject Property





Cowichan
Valley
Regional
District

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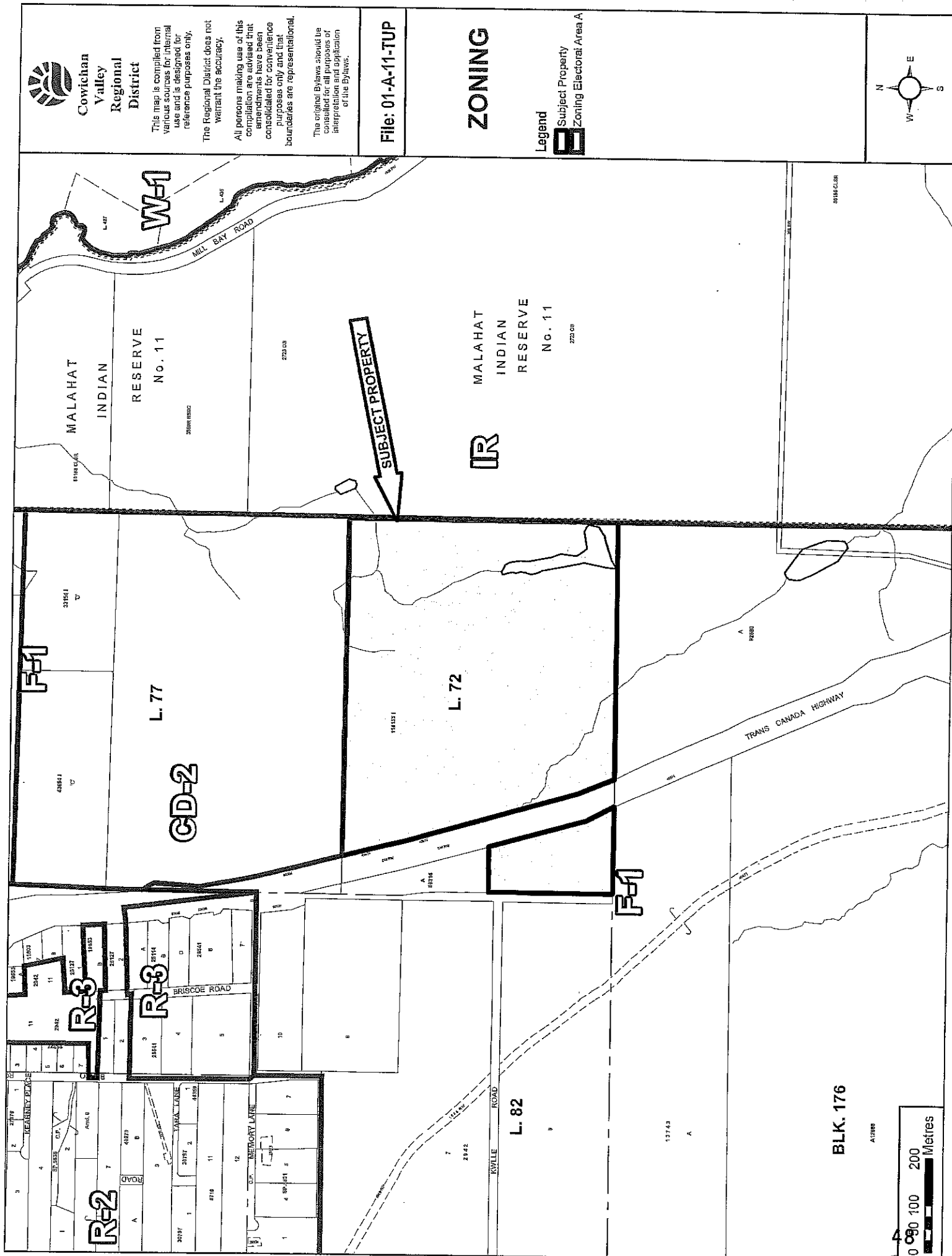
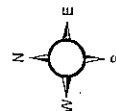
File: 01-A-11-TUP

ZONING

Legend



Subject Property
Zoning Electoral Area A





**Cowichan
Valley
Regional
District**

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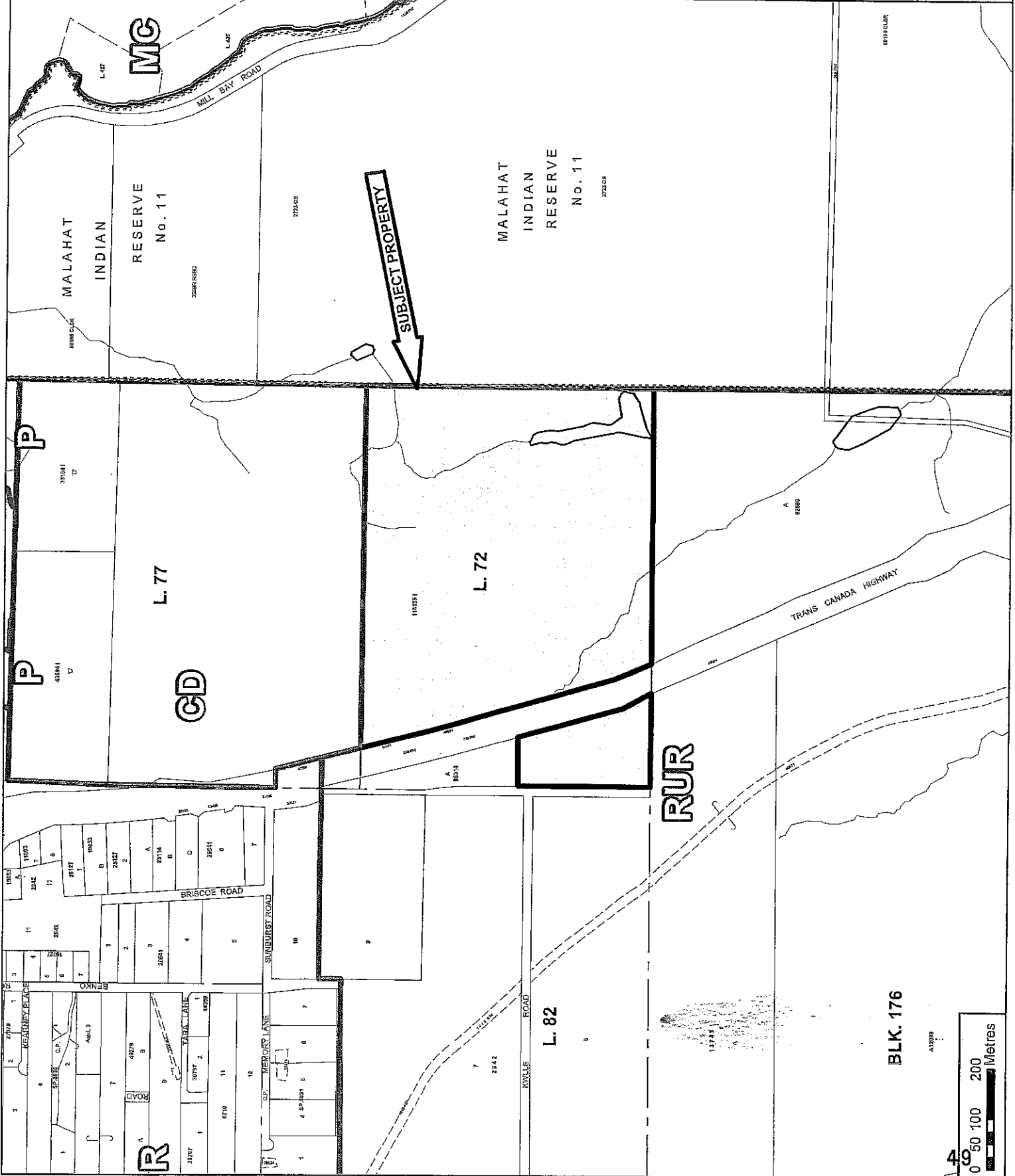
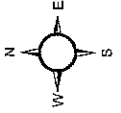
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File: 01-A-11-TUP

OCP

Legend





Cowichan
Valley
Regional
District

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File: 01-A-11-TUP

Google Earth
Photo (2010)

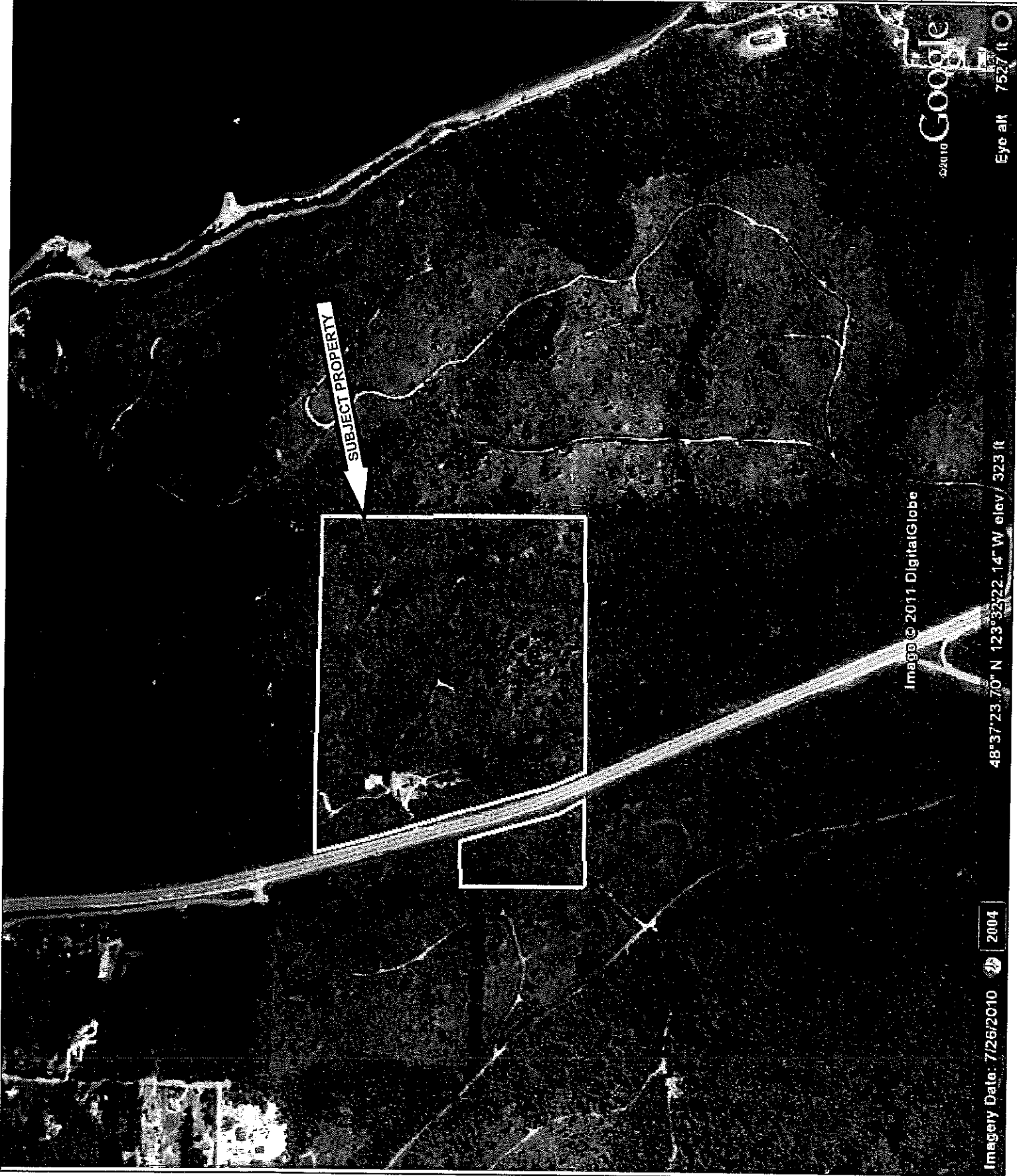
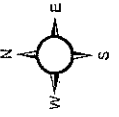


Image © 2011 DigitalGlobe

48°37'23.70" N 123°32'22.14" W elev 323 ft

2004

Imagery Date: 7/26/2010



Covitchan
Valley
Regional
District

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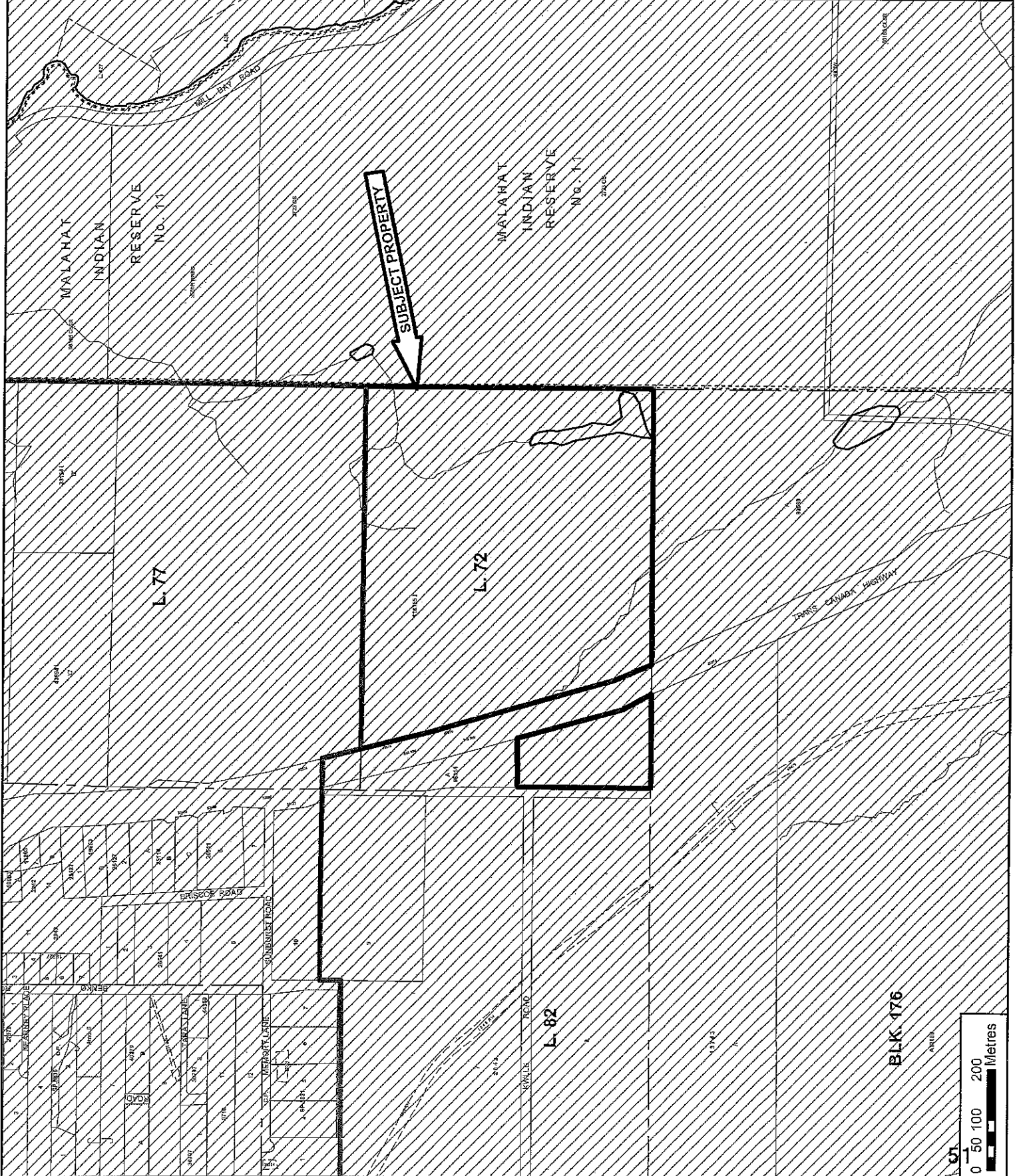
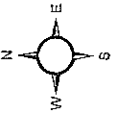
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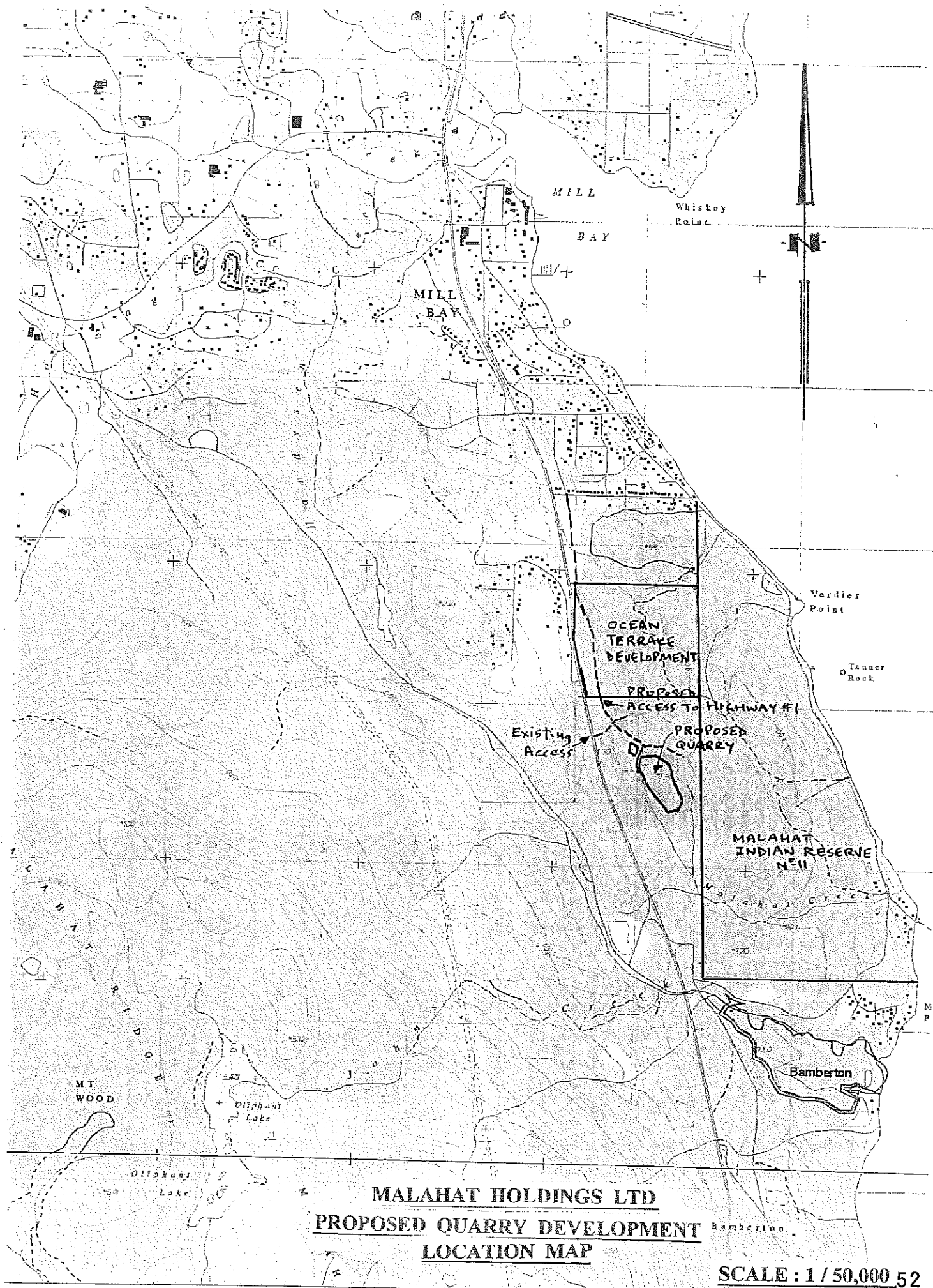
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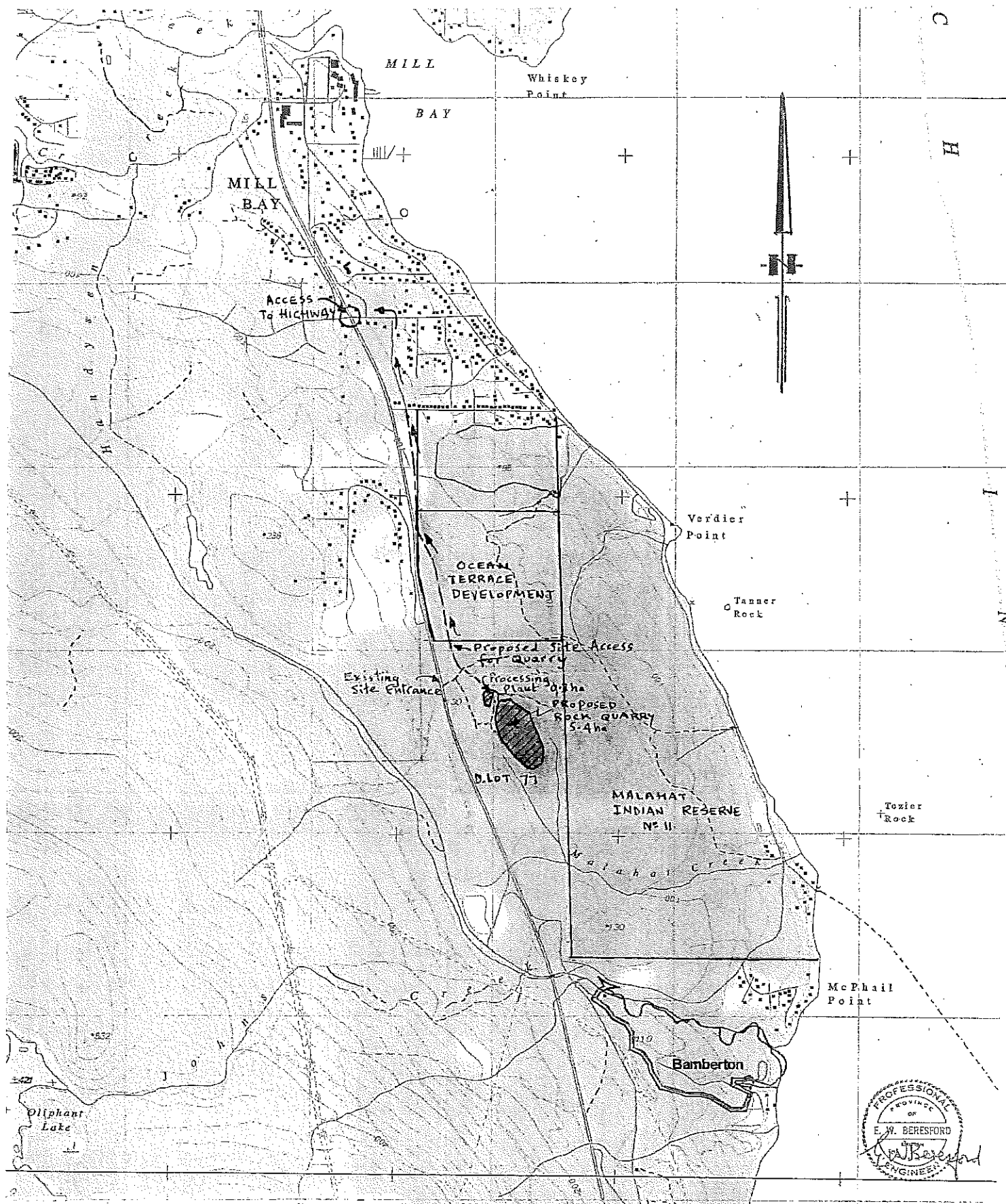
Legend



Subject Property
OTHER DPA







Scale
1:20,000

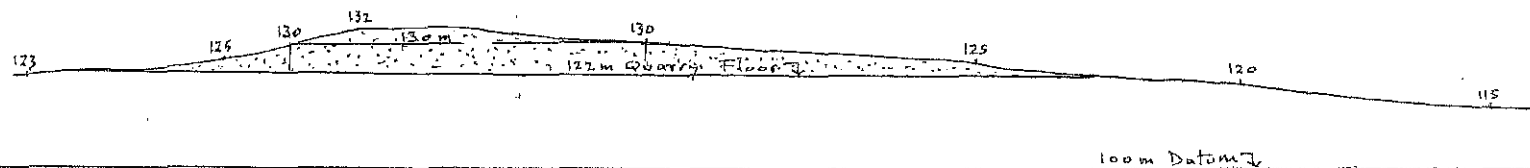
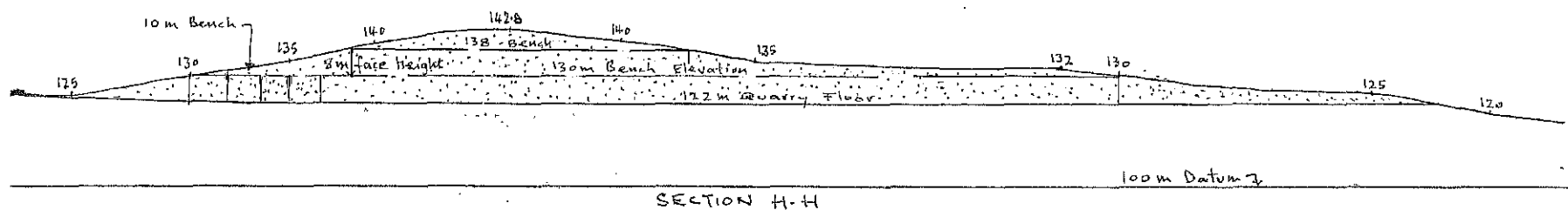
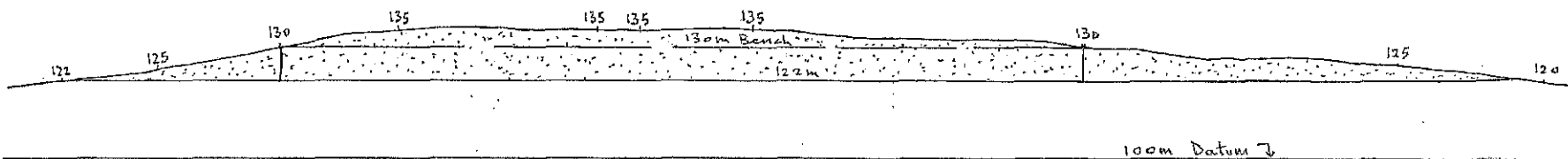
092B063
Mill Bay

Malahat Holdings Ltd
PROPOSED QUARRY DEVELOPMENT
LOCAL FEATURES MAP

123°34'00" 458 000 123°33'00" 459 000 123°32'00" 460 000 123°31'00" 461 000 462 000

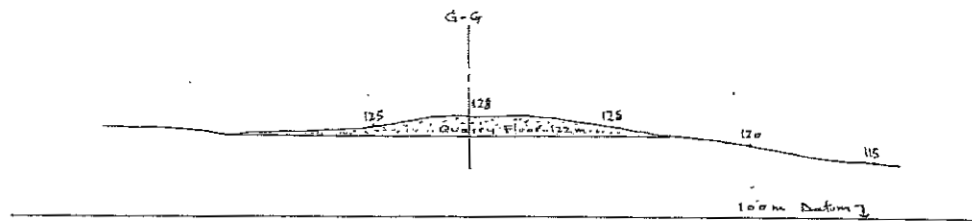
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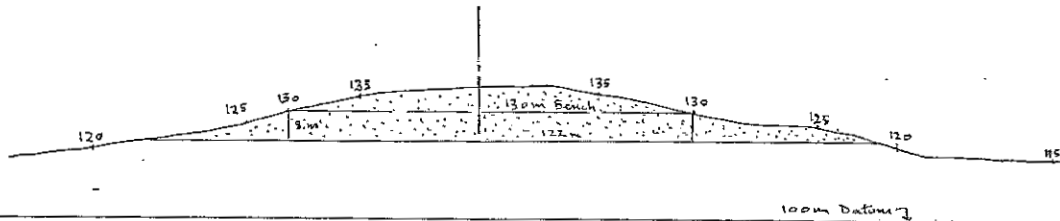


MALAHAT HOLDINGS LTD
QUARRY MINING SECTIONS
 Scale: 1 / 1,100 Horizontal and Vertical

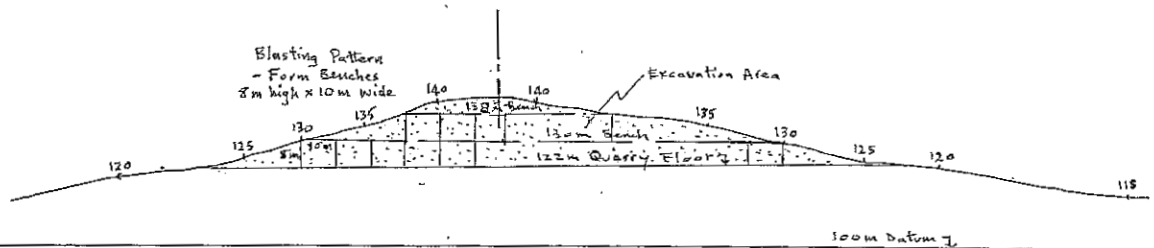




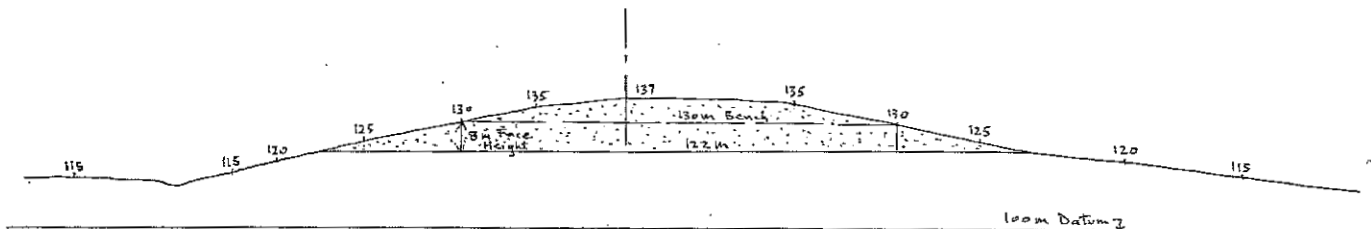
SECTION A-A



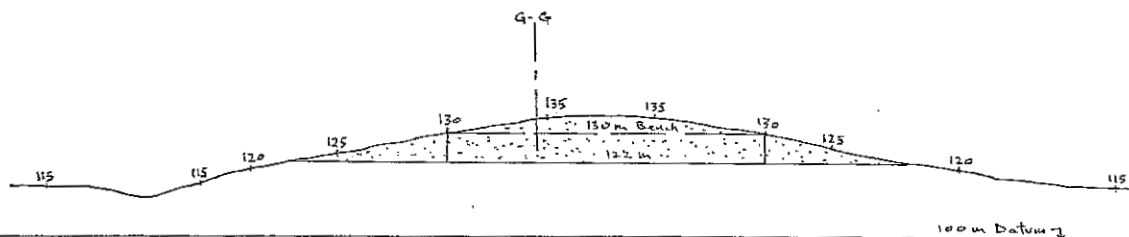
SECTION B-B



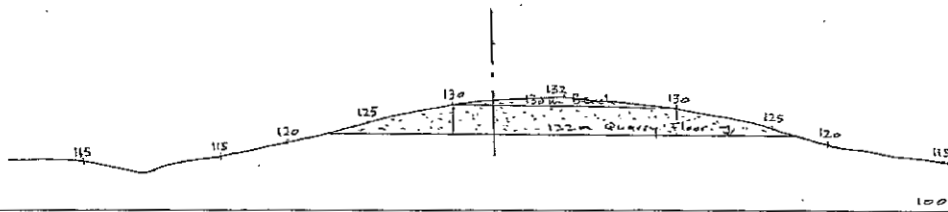
SECTION C-C



SECTION D-D



SECTION E-E

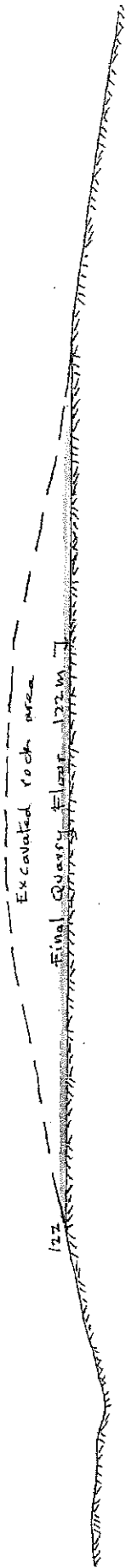


SECTION F-F

MALAHAT HOLDINGS LTD
QUARRY MINING SECTIONS

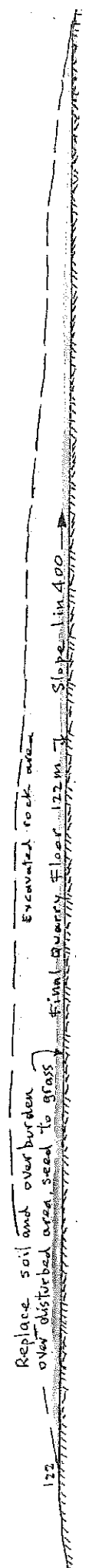
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100m Datum

SECTION D-D



SECTION G-G



MALAHAT HOLDINGS LTD
QUARRY RECLAMATION SECTIONS
 SCALE : 1 / 1,000 Horizontal and Vertical



Front Access Gate





COWICHAN VALLEY REGIONAL DISTRICT

TEMPORARY USE PERMIT

NO: 1-A-11TUP

DATE: March 27, 2012

TO: Malahat Holdings Ltd

ADDRESS: 1975 Renfrew Road

Shawnigan Lake, BC, V0R 2W0

1. This Temporary Use 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 Temporary Use Permit applies to and only to those lands within the Regional District described below (legal description):

District Lot 72, Malahat District, Except Those Parts In Plans 518RW And 49974 And VIP86314 (PID: 009-359-320)
3. Authorization is hereby given for the use of the subject property for rock processing in accordance with the conditions listed in Section 4, below.
4. The use shall be carried out subject to the following conditions:
 - No quarry operations will take place outside of the designated Temporary Use Permit Area which is limited to 8.0 ha of the subject property as shown in Schedule A;
 - The hours of operation will be limited to Monday through Friday from 9:00am to 5:00pm with no quarry operations occurring on Saturdays or Sundays;
 - No permanent buildings or structures associated with the mining or processing are permitted onsite;
 - The existing access to the site from the Trans Canada Highway will be gated and locked when the site is not being utilized;
 - When the quarry operation is complete, the area occupied by the rock quarry will be covered with clean fill and seeded with grass;
 - The onsite storage of explosives, fuels, lubricants or other dangerous or hazardous materials is prohibited;
 - Water will be sprayed regularly to minimize the impacts of dust on access roads;
 - Compliance with FireSmart Principles is required including regular wetting down of surrounding trees, brush and ground cover during high to extreme fire season as determined by the Coastal Fire Centre; and
 - The existing (approx 500m by 200m) vegetated buffer along the western boundary of the property along the Trans Canada Highway must be retained as shown in Schedule B.
5. The land described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. The following Schedule is attached:
 - Schedule A – Designated Temporary Use Permit Area
 - Schedule B – Vegetated Buffer Area
7. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Planning and Development Department.

ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY RESOLUTION NO.
____ PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT
THE ____ DAY OF ____, 2012.

Tom Anderson, MCIP
General Manager, Planning and Development

NOTE: Subject to the terms of this Permit, if the holder of this Permit does not substantially start any rock processing within 3 years of its issuance, this Permit will lapse.

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

Signature

Witness

Owner/Agent

Occupation

Date

Date



R3

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 27, 2012

FILE NO: 2-E-12 ALR

FROM: Rachelle Rondeau, Planner I

BYLAW No: 1840

SUBJECT: ALR application 2-E-12ALR (Williams)

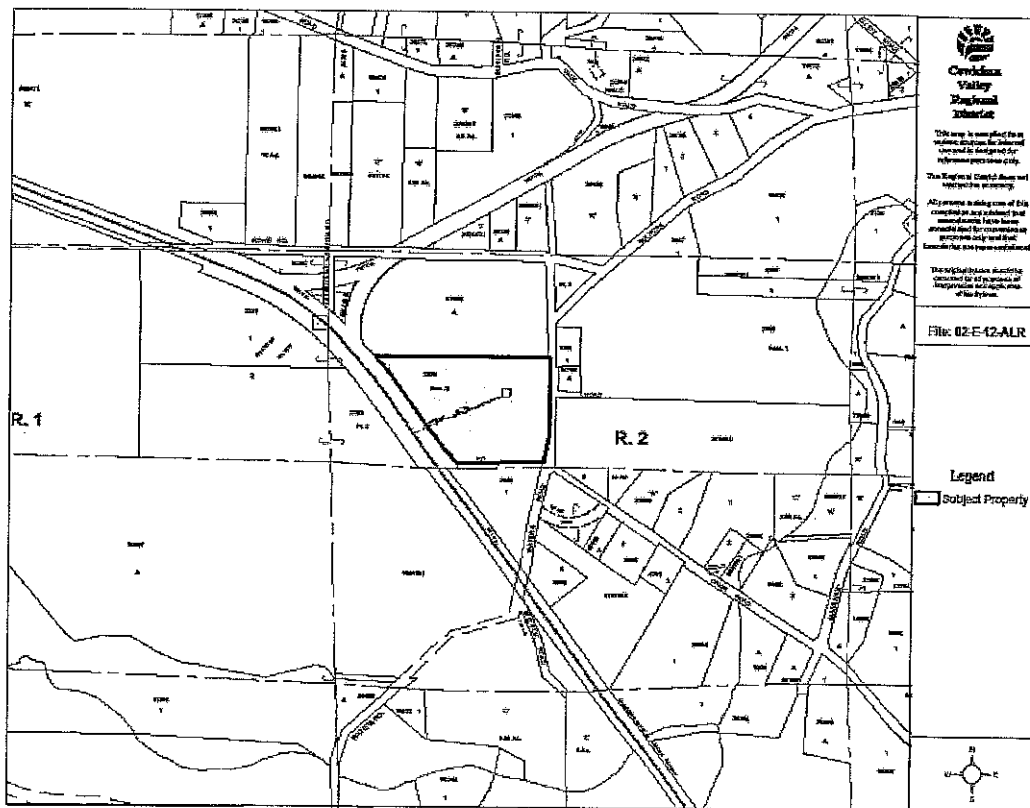
Recommendation/Action:

That Application No. 2-E-12ALR, submitted 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.

Relation to the Corporate Strategic Plan: N/A

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

Background:



Location of Subject Property: 4930 Water Road

Legal Description: Lot 2, Section 9, Range 1 and 2, Quamichan District, Plan 2231 Except First: That Portion of Said Lot 2 Lying to the West of the Right of Way of the Canadian Northern Pacific Railway as Shown on Said Plan and Secondly: That Portion of the Southerly 33 Feet in Perpendicular Width of Said Lot 2 Lying to the East of Said Right of Way (PID: 004-895-363).

Application Received: February 20, 2011

Owner: Alfred and Linda Williams; and Douglas and Tanya Williams

Applicant: Douglas Williams

Size of Parcel: 4.9 hectares (12.1 acres)

Existing Zoning: Split-zoned A-1 (Primary Agricultural) and F-1 (Primary Forestry)

Existing Plan Designation: Agriculture and Forestry

Use of Property: Residential

Use of Surrounding Properties:

North	Farm (A-1)
South	Forestry (F-1)
East	Residential and Forestry (A-1)
West	Trans Canada Trail and Forestry (F-1)

Services:

Road Access:	Waters Road
Water:	Well
Sewage Disposal:	On-site septic

Fire Protection: Eagle Heights Fire Service Area

Archaeological Sites: There is no record of any archaeological sites

Environmentally Sensitive Areas (Environmental Planning Atlas 2000):
No environmentally sensitive areas have been identified on the subject property.

The Proposal:

An application has been made to the Agricultural Land Commission, pursuant to Section 20(3) of the *Agricultural Land Commission Act* for the purpose of constructing a small suite (non-farm use).

The Agricultural Land Reserve Use, Subdivision and Procedure Regulation permits a number of farm uses which are always permitted in the Agricultural Land Reserve (notwithstanding local government regulation), and a number of uses that are permitted only if they are permitted by the local government. Any other uses require an application to the Agricultural Land Reserve (ALR) as a non-farm use.

Construction of a small suite is permitted in the A-1 Zone on parcels 2 ha or larger, however, the Agricultural Land Commission (ALC) permits only one-single family residence on lands within the ALR, and any subsequent residences require an application to the ALC for a non-farm use.

There are currently two dwellings on the property: a single family dwelling constructed in 1932, and a cabin constructed in 1953. There was previously a 3rd dwelling constructed in 1952, which the applicant has removed and would like to replace.

Soil Classification:

Canada Land Inventory Maps:

50% 5P (5P); 25% 3A (2T); 25% 07W

Soil Classification	% of subject property (Unimproved)	% of subject property (Improved)
1	-	-
2	-	25
3	25	-
4	-	-
5	50	50
6	-	-
7	25	25 (not improvable)
<u>TOTAL</u>	100	100

Explanation of Land Capability Classifications:

- Class 1 lands have no limitations for Agricultural Production
- Class 2 lands have minor limitations, can be managed with little difficulty
- Class 3 lands have moderate limitations for Agricultural Production
- Class 4 lands have limitations that require special management practices
- Class 5 lands have limitations that restrict capability to produce perennial forage crops
- Class 6 lands suitable for domestic livestock grazing, may not be suitable for cultivation
- Class 7 lands have no capability for arable culture.
- Subclass "A" indicates soil moisture deficiency, improvable by irrigation
- Subclass "C" thermal limitations
- Subclass "D" indicates low perviousness, management required
- Subclass "P" indicates stoniness, improvable by stone picking
- Subclass "R" indicates bedrock near the surface or rock outcrops
- Subclass "T" indicates topography limitations, not improvable
- Subclass "W" indicates excess water, may be improvable by drainage.

Agricultural Capabilities:

The subject property is presently composed of approximately 50% Class 5 soil, 25% Class 3 soil and 25% Class 7 soil. In terms of agricultural capability, the soil classification presents limitations by soil class and subclass. The soil capability classes are noted above, and the subclasses note that the soil is mostly limited by stoniness, topography and excess moisture (along the rear of the property near the trail).

By taking improvement measures such as irrigation, there is one area of the property where the soil quality, presently Class 3, could be improved to Class 2 soil. However, this represents a limited area of the property.

Soil classification is not the only measure of suitability of land for agriculture. There are a variety of agricultural pursuits that are possible on less suitable soil.

Policy Context

Official Community Plan

The Official Community Plan (OCP) designation for this property is Agricultural and Forestry. As the small suite is proposed on the portion designated Agricultural, the following policies from Section 4.1 of the OCP are relevant:

Policy 4.1.2 Subject to the policies contained within this Plan, Agricultural pursuits shall be given priority within the agricultural designation and the only uses permitted are those which shall not preclude further agricultural uses.

Policy 4.1.18 Home occupation, small suite, group home and public park uses may be permitted in any agricultural land use category, however if the land is in the Agricultural Land Reserve, all uses must comply with the Agricultural Land Commission Act.

Zoning

As noted above, the Zoning for the subject property is split-zoned A-1 (Primary Agricultural) and F-1 (Primary Forestry). The A-1 zoned portion coincides with the portions of the property designated within the ALR.

As proposed, the small suite would be on a location previously occupied by a cabin, which is also within the ALR. If the small suite was proposed within the portion of the property zoned F-1, then an application to the ALR would not be required as this portion is not designated within the ALR. However, the remainder of the property is treed, and the applicant would like to place the small suite where the cabin was previously.

The original cabin was removed in approximately the fall of 2011, and as there are still two existing dwellings on the property currently, the proposed small suite cannot be constructed without removing or decommissioning the existing cabin.

CVRD Board Policy

For development applications taking place in the Agricultural Land Reserve, it is CVRD Board Policy to forward the applications to the Agricultural Land Commission (ALC) only if the proposed development complies with CVRD bylaws.

Planning Department Comments:

As noted, there were three dwellings on the property since the 1950's which were considered legal non-conforming. With the removal of one of these cabins, the property was brought into conformance with the Zoning Bylaw by having one single family dwelling and one small suite (existing cabin) assuming the cabin met the size restrictions of a small suite.

A new small suite cannot be constructed in conformance with the Zoning Bylaw until one of the existing dwellings is removed or decommissioned as the maximum permitted density of dwellings is one single family and one small suite. The applicant has indicated that if the ALC approves the application for a non-farm use, he will decommission the existing cabin on the property in favour of a new small suite.

Decommissioning the cabin means that it could not be used as a residence, that the kitchen facilities must be removed, as well as removal of the extra plumbing fixtures. CVRD policy is that accessory buildings are only permitted to have one sink and one toilet.

Advisory Planning Commission Comments:

This application was not referred to the Area E Advisory Planning Commission. Development Applications and Procedures Bylaw No. 3275 states that ALR applications will not be sent to an APC unless the Director of the area specifically requests it.

Options:

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

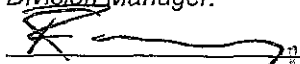

As proposed, with the existing cabin being decommissioned, the application would comply with CVRD Zoning regulations. Therefore, referral to the ALC with a recommendation to approve, subject to conditions is recommended.

Submitted by,



Rachelle Rondeau, Planner I
Development Services Division
Planning and Development Department

RR/ca
Attachments

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



**Cowichan
Valley
Regional
District**

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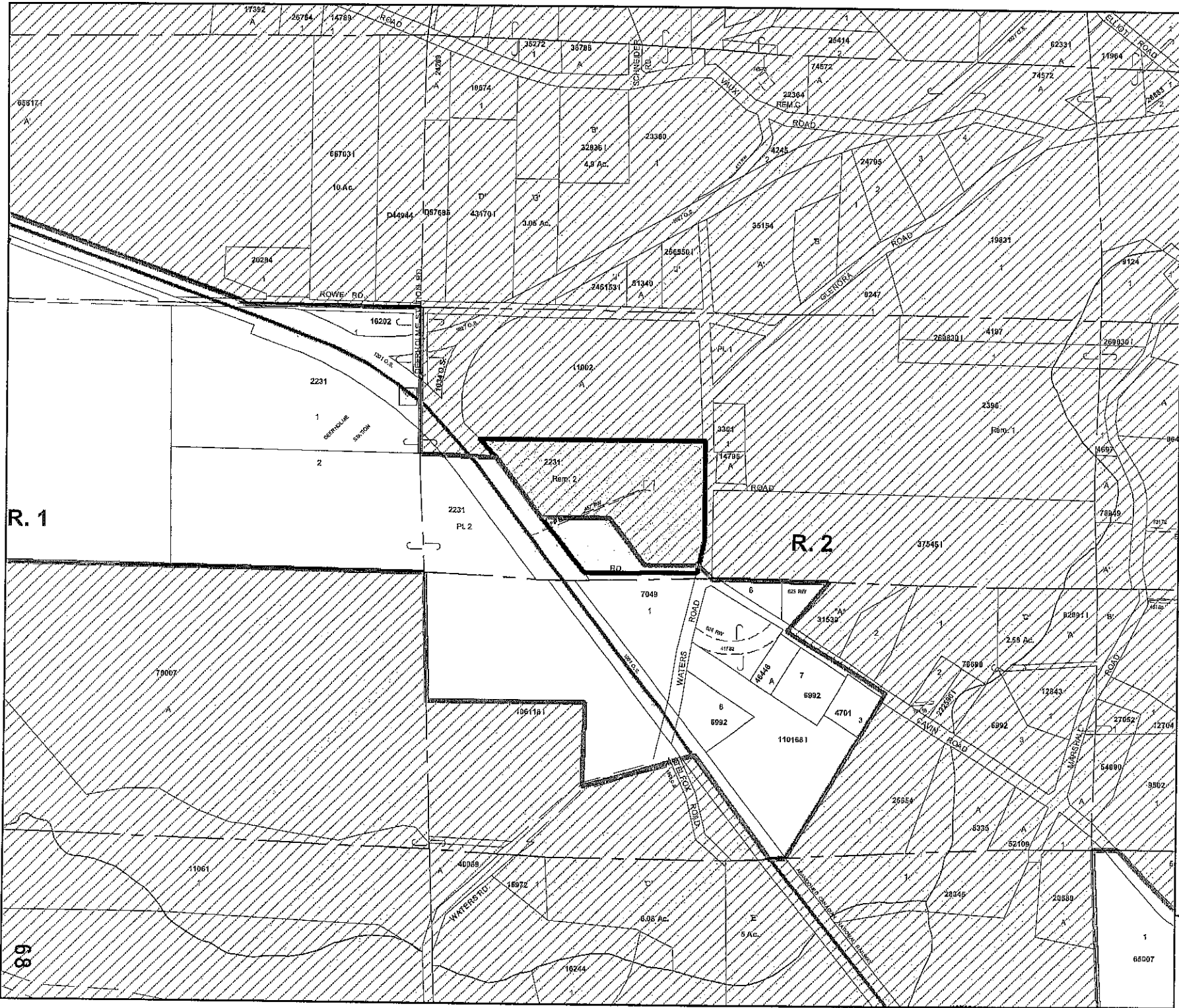
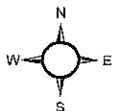
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File: 02-E-12-ALR

ALR

Legend

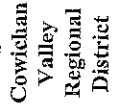
- Subject Property
- ALR E



R.1

R.2

89



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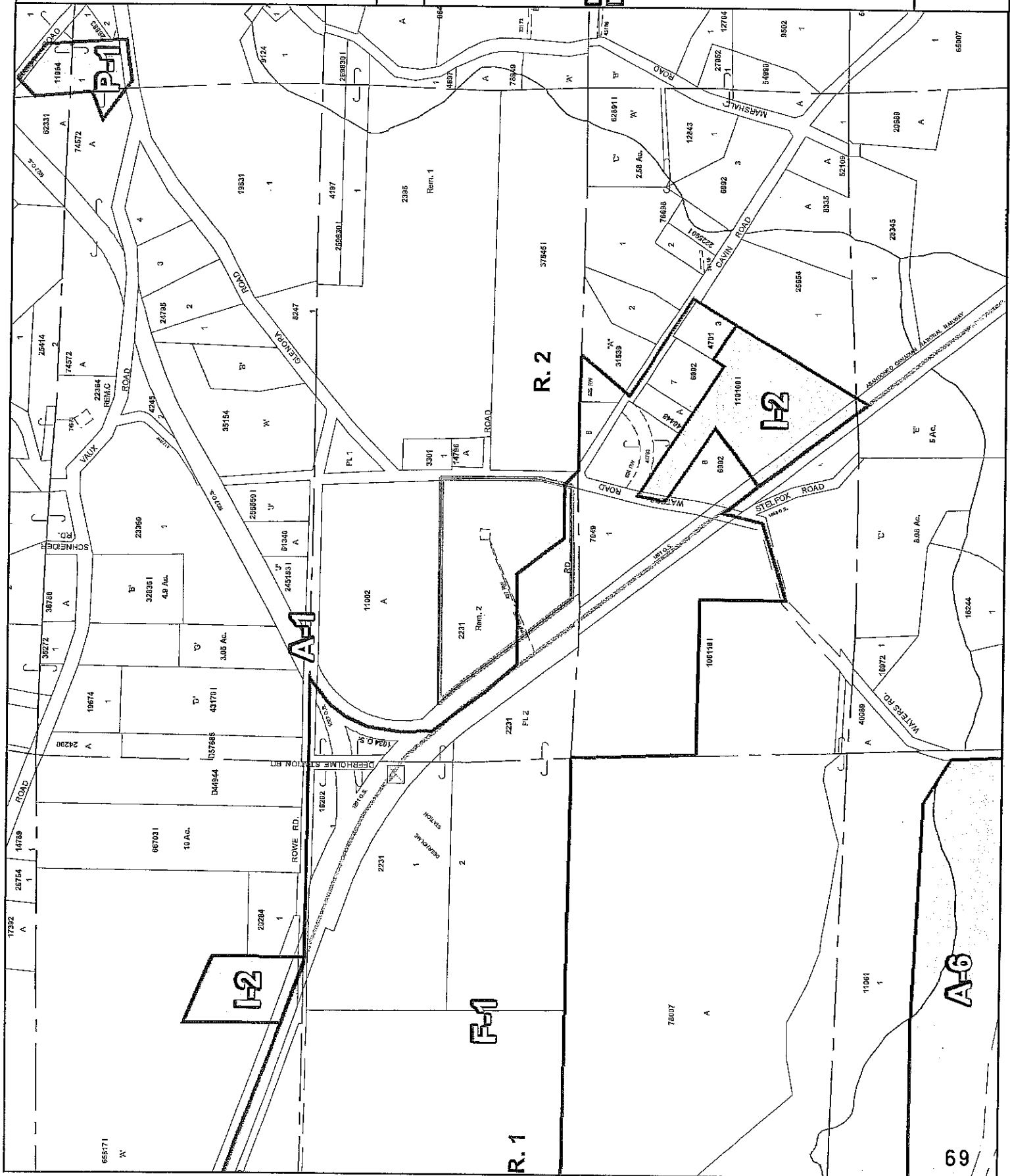
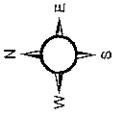
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 02-E-12-ALR

GNON

Legend

☐ Subject Property
☐ Zoning E





Covician Valley Regional District

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

Legend

- Addresses
- Points of Interest
- Roads
 - Highway
 - Road
- Foreshore
- PARCEL_ARC
- BDEALINS
- SDRDLNS
- RDOOTHNGZ
- Parcel Arcs
- First Nations
- Parks by Community
 - PARKS
 - Park Boundaries



Date Printed: 18/02/2012 12:02:45

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

195 m.

130

65



R4

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 27, 2012

FILE NO: 5-E-12

FROM: Rachelle Rondeau, Planner I

DP/RAR/VAR

BYLAW NO: 1840

SUBJECT: Application No. 5-E-12DP/RAR/VAR
(Donna Corby)

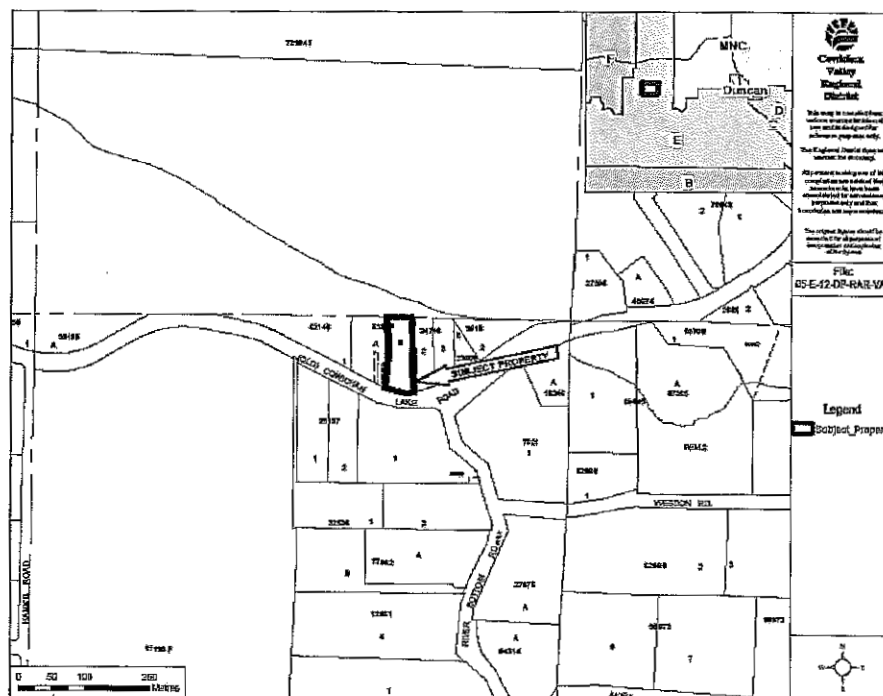
Recommendation/Action:

That Application No. 5-E-12 DP/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.

Relation to the Corporate Strategic Plan: N/A

Financial Impact: N/A

Background:



Location of Subject Property: 4547 Cowichan Lake Road

Legal Description: Lot B, Section 8, Range 8, Sahtlam District, Plan VIP53018 (PID: 017-475-503)

Date Application and Complete Documentation Received: February 28, 2012

Owner: Donna and Allen Corby

Applicant: Donna Corby

Size of Parcel: 0.401 ha (1 acre)

Zoning: R-2 (Suburban Residential)

Existing Plan Designation: Suburban Residential

Existing Use of Property: Residential

Existing Use of Surrounding Properties:

North:	Cowichan Valley Trap and Skeet Club (R-2)
South:	Residential (R-2)
East:	Residential (R-2)
West:	Residential (R-2)

Services:

<u>Road Access:</u>	Cowichan Lake Road
<u>Water:</u>	Well
<u>Sewage Disposal:</u>	On-site septic system

Agricultural Land Reserve Status: Out

Environmentally Sensitive Areas: Currie Creek travels through the property.

Archaeological Site: None Identified

Proposal

To consider an application to reduce the minimum setback from the Streamside Protection and Enhancement Area (SPEA) from 7.5 metres (24.6 ft) down to 2.8 metres (9.2 ft) to permit construction of a dwelling 25.9 m (85 ft) from the stream.

The subject property is located at 4547 Cowichan Lake Road. Currently, on the property is a vacant mobile home. The applicant is proposing to place a modular home on a new foundation, and has conducted a Riparian Areas Regulation (RAR) Assessment report as the existing and proposed building sites are within the 30 metre RAR assessment area of Currie Creek. The RAR report specified a Streamside Protection and Enhancement Area (SPEA) of 23.1 metres from the creek.

A Development Variance Permit is required, as Zoning Bylaw No. 1840 specifies a further 7.5 m setback from the SPEA.

Surrounding Property Owner Notification and Response:

A total of 8 letters were mailed-out or hand delivered, as required pursuant to CVRD Development Application and Procedures and Fees Bylaw No. 3275. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date, no letters have been received.

Planning Division Comments:

Currie Creek bisects the property, and the southern half of the property is currently developed with the existing building site, septic system and lawn area. North of the creek is undeveloped.

Originally, the applicant intended to place the new modular home on the same location as the current mobile home, which is located 15 metres from the creek. There is a covenant registered to the property that prohibits any building within 15 metres of the creek.

However, the proposed modular home is larger, and will include construction of a new foundation. Therefore, a development permit and Riparian Areas Regulation report was required. For reference, only renovations, repairs and maintenance to existing structures are exempt from the requirements of the RAR Development Permit Area (DPA).

The RAR report identified a 23.1 metre SPEA on the south side of Currie Creek. This SPEA encompasses the entire footprint of the existing mobile home, and which required that a new building site be chosen. The south side of the property is constrained by the SPEA, the location of the existing septic system, and several large cedar trees.

The applicant is proposing a site on the west side of the property located outside both the SPEA and the area occupied by the septic system. In the proposed location, existing large cedar trees also would not need to be removed.

The Electoral Area E Zoning Bylaw specifies additional setbacks from a SPEA, and in this case the applicable setback would be 7.5 metres from the SPEA (see attached Section 5.18 of Bylaw No. 1840).

Due to the constraints on the south side of the subject property, a building site has been identified which would be 25.9 m (85 feet) from the creek. This complies with the RAR report, and includes a 2.8 metre setback from the SPEA.

If the variance is not approved, the applicant will be required to place the modular home closer to the front property line, which would necessitate removal of at least one large cedar tree, or be required to locate the modular on the north side of the creek, which is not practical given the location of the existing septic system and requirement to build a bridge over the creek. In the future, if any construction is proposed on the northern side of the creek, approval under Section 9 of the *Water Act*, and potentially a further RAR report would be required.

The applicant has significantly altered the original building proposal to remove the building from the SPEA, and the SPEA itself is already quite large. Therefore, staff are recommending approval of the Development Permit with Variance.

Options:

1. That Application No. 5-E-12 DP/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.

2. That Application No. 5-E-12 DP/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 denied**.

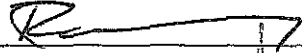

Option 1 is recommended.

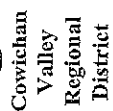
Submitted by,



Rachelle Rondeau, Planner I
Development Services Division
Planning and Development Department

RR/ca

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



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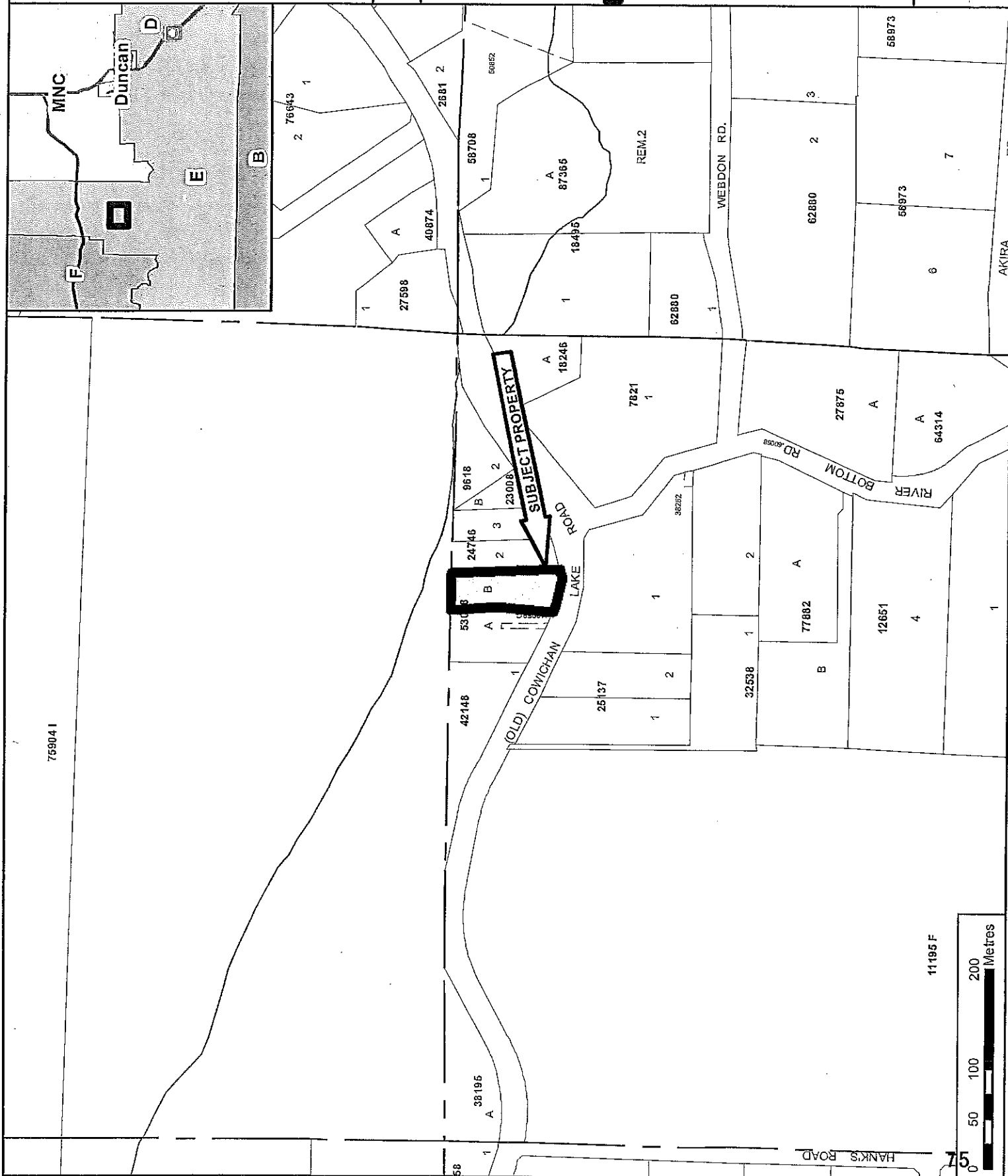
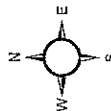
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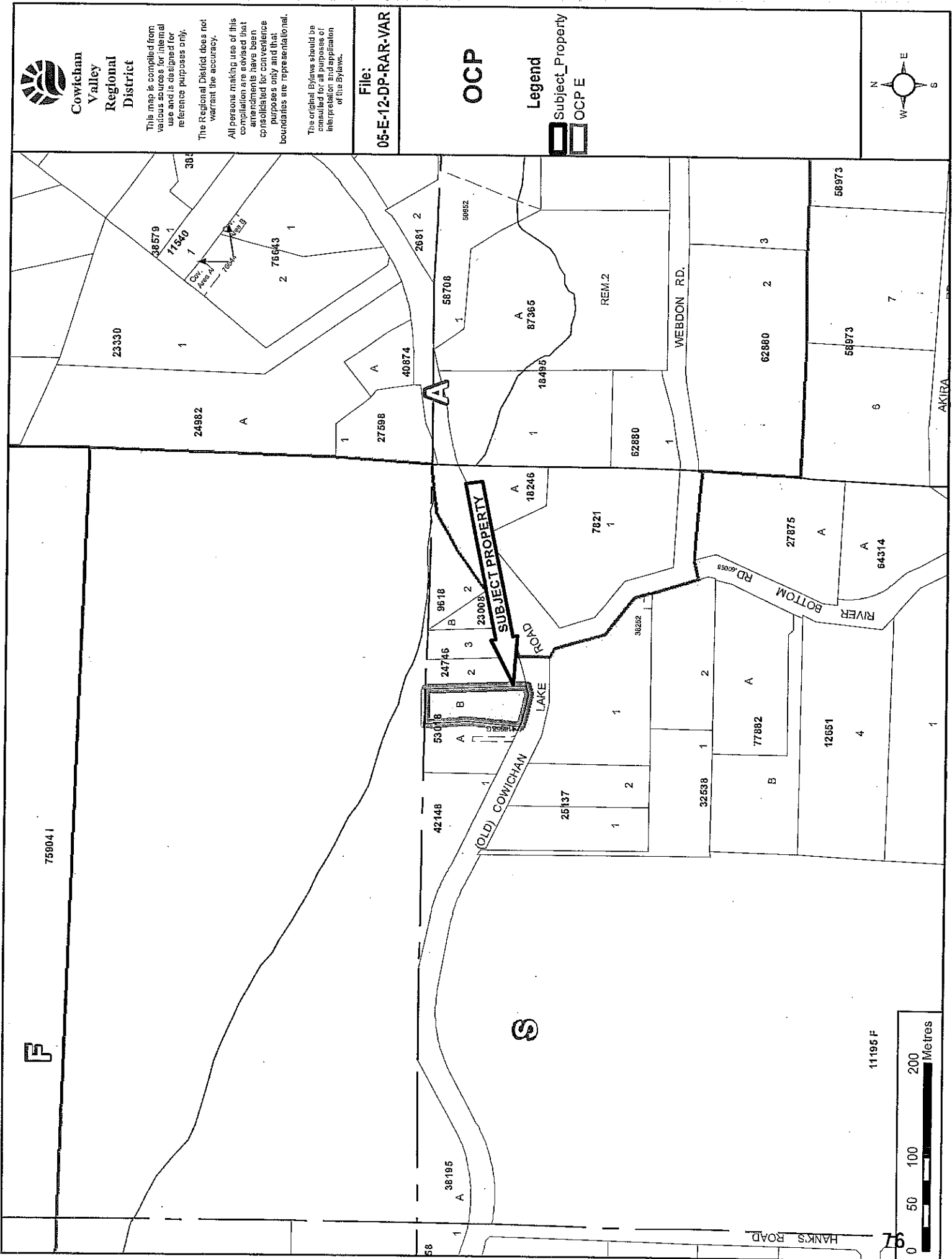


Subject_Property



F

75904 I



Cowichan
Valley
Regional
District

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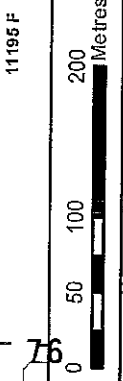
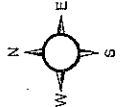
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OCP

Legend



Subject_Property
OCP E





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File:

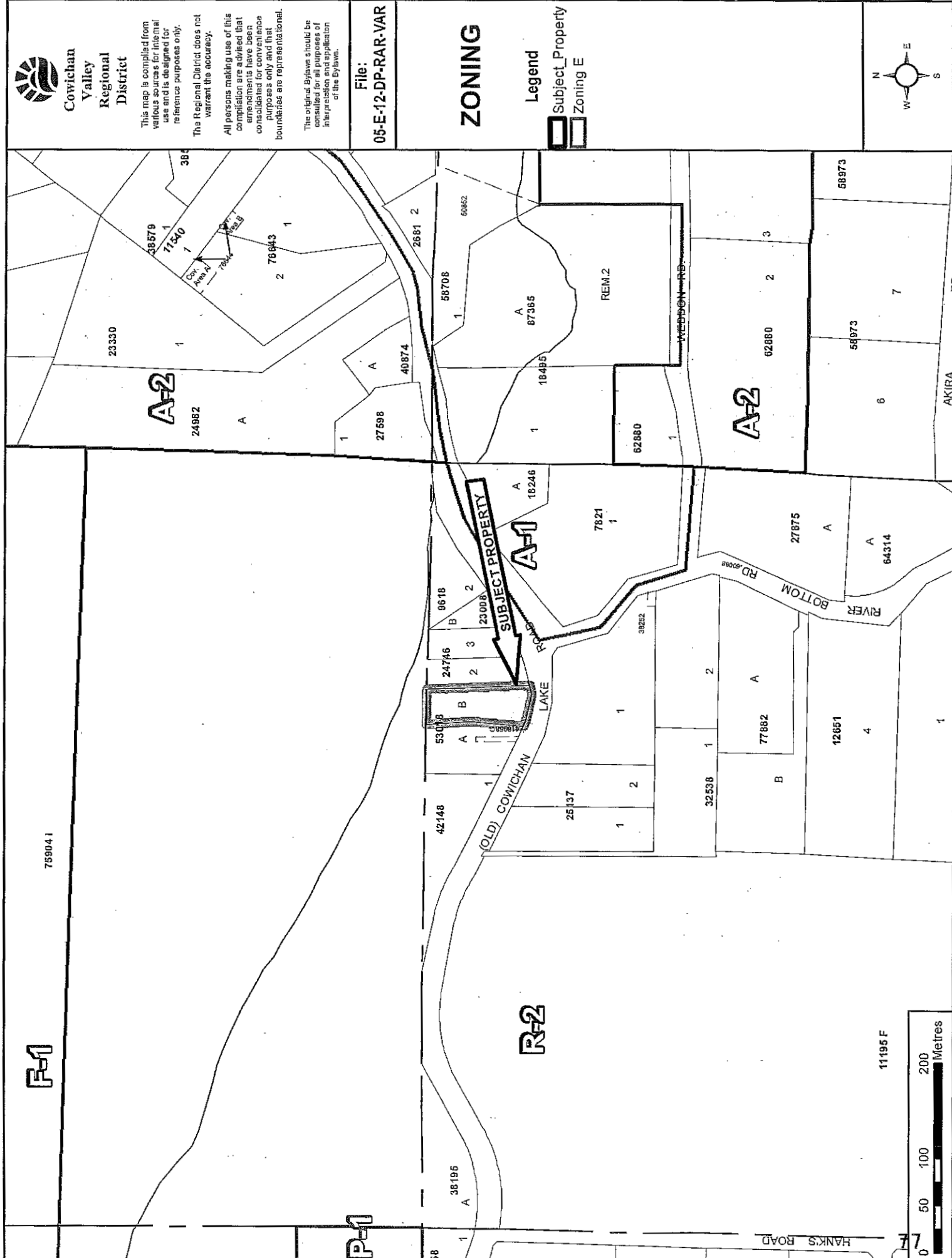
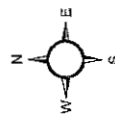
05-E-12-DP-RAR-VAR

ZONING


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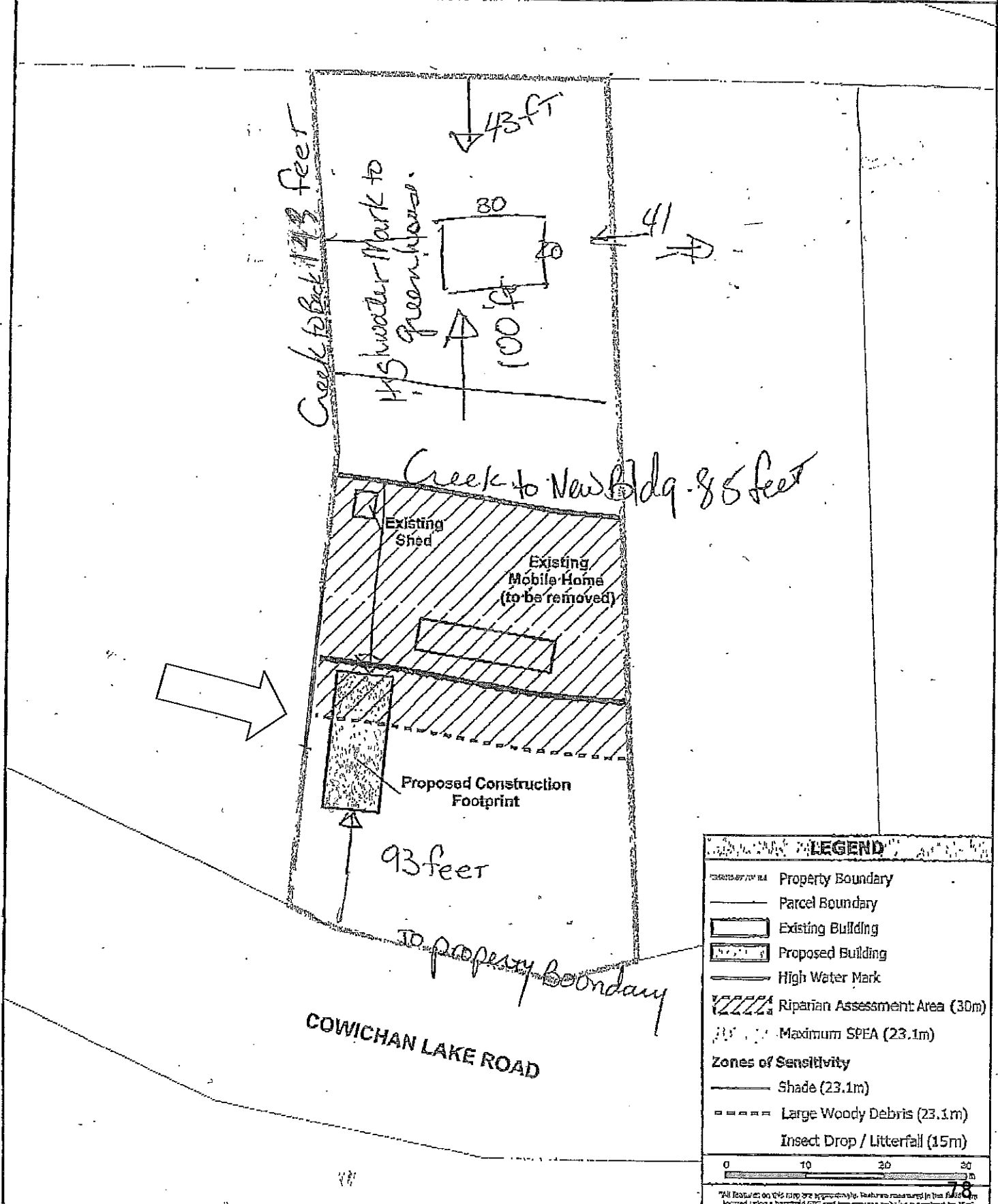


Subject_Property
Zoning E





PROJECT: RAR Assessment 4547 Cowichan Lake Road		LOCATION: Duncan, BC	CLIENT: Al Corby	DOSSIER NO: 12.0033	
ASSESSED BY: Trystan Willmott, B.Sc., A.Sc.T.	FIELD VISIT: February 6, 2012	MAP SCALE: 1:600	MAPPING DATE: February 21, 2012	DRAWN BY: Anna Jeffries	



LEGEND	
---	Property Boundary
---	Parcel Boundary
	Existing Building
	Proposed Building
	High Water Mark
	Riparian Assessment Area (30m)
	Maximum SPEA (23.1m)
Zones of Sensitivity	
	Shade (23.1m)
	Large Woody Debris (23.1m)
	Insect Drop / Litterfall (15m)
0 10 20 30	
All features on this map are approximate. Features measured in the field are located within a horizontal 5m and accuracy can only be assumed to 15m.	



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

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

- i) within 30 metres of the *top of bank* of the Cowichan, Chemainus or Koksilah Rivers or;
- ii) within 20 metres of the *natural boundary* of any other *watercourse*, or a lake.

If a SPEA setback would be larger than the watercourse setback, the larger of the two setbacks applies.

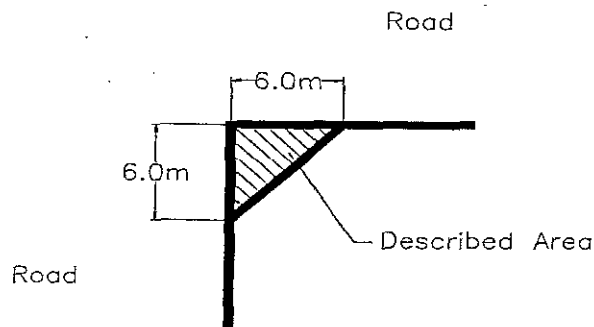
(b) The SPEA setback is as follows: where a Streamside Protection and Enhancement Area (SPEA) has been designated on a parcel, no *building, structure, lane* or *highway*, nor driveway shall be located closer than 7.5 metres or 12.5% of the average parcel depth – whichever is greater – to the SPEA, with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

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

5.19 Sight Triangle

On a corner parcel contiguous to a highway intersection, no building, structure, fence, shrub, tree or bush shall be allowed at a height greater than 1.0 metre above the established elevation of the centre point of intersecting highways, and within an area extending out from the corner of the parcel and bound by a line joining a point on each parcel line, a distance of 6.0 metres from the corner of the parcel. For greater certainty, a diagram shown as part of this section and labelled "Figure A" depicts the area described in this section.

FIGURE A





C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT with VARIANCE

NO: 5-E-12 DP/RAR/VAR

DATE: _____

TO: DONNA CORBY

ADDRESS: _____

1. This Development Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Permit applies to and only to those lands within the Regional District described below:

Lot B, Section 8, Sahtlam District, Plan VIP53018 (PID: 017-475-503)

3. Authorization is hereby given for the construction of a dwelling in accordance with the conditions listed in Section 4, below. And further, that Section 5.18 of Zoning Bylaw No. 1840 be varied to reduce the setback from the Streamside Protection and Enhancement Area (SPEA) from 7.5 m down to 2.8 m to allow construction of a dwelling 25.9 m from the stream.

4. The development shall be carried out subject to the following conditions:

- *Development shall be carried out in strict compliance with RAR Report No. 2294 completed by Trystan Willmott, R.P. Bio., February 27, 2012;*
- *The 23.1 metre Streamside Protection and Enhancement Area (SPEA) must be clearly marked with temporary orange snow fencing prior to construction to prevent encroachment into the SPEA;*
- *Survey showing compliance with the approved variance.*

5. The land described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.

6. The following Schedules are attached and form a part of this permit:

Schedule A – RAR Report No. 2294 by Trystan Willmott, R.P. Bio., dated February 27, 2012

Schedule B – Site Plan

7. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Planning and Development Department.

ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY SECTION 7(a) OF CVRD DEVELOPMENT APPLICATION AND PROCEDURES AND FEES BYLAW NO. 3275.

Tom Anderson, MCIP
General Manager, Planning and Development Department

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

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

Owner/Agent (signature)

Witness

Print Name

Occupation

Date

Date

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Riparian Areas Regulation: Assessment Report

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

Date 2012-02-27

I. Primary QEP Information

First Name	Trystan		Middle Name	
Last Name	Willmott			
Designation	Technologist		Company	Madrone Environmental Services Ltd.
Registration #	25491		Email	trystan.willmott@madrone.ca
Address	1081 Canada Avenue			
City	Duncan	Postal/Zip	V9L 1V2	Phone # 250.746.5545
Prov/state	BC	Country	Canada	

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

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

III. Developer Information

First Name	Al		Middle Name	
Last Name	Corby			
Company	N/A			
Phone #	250 882 0765		Email	acholdings@shaw.ca
Address	4547 Lake Cowichan Road			
City	Duncan	Postal/Zip	V9L 6J4	
Prov/state	BC	Country	Canada	

IV. Development Information

Development Type	Single family residential		
Area of Development (ha)	0.01189	Riparian Length (m)	36.4
Lot Area (ha)	0.42	Nature of Development	Re-development
Proposed Start Date	2012-03-01	Proposed End Date	2012-07-01

V. Location of Proposed Development

Street Address (or nearest town)			
Local Government	Cowichan Valley Regional District	City	Duncan
Stream Name	Currie Creek		
Legal Description (PID)	017-475-503	Region	Region 1 – Vancouver Island
Stream/River Type	Stream	DFO Area	South Island
Watershed Code	920 257700 14900		
Latitude	48	46	35
Longitude	123	48	29

Table of Contents for Assessment Report

	Page Number
1. Description of Fisheries Resources Values	3
2. Results of Riparian Assessment (SPEA width)	6
3. Site Plan	8
4. Measures to Protect and Maintain the SPEA (detailed methodology only).	
1. Danger Trees.....	9
2. Windthrow.....	9
3. Slope Stability.....	9
4. Protection of Trees.....	10
5. Encroachment	10
6. Sediment and Erosion Control.....	11
7. Floodplain.....	11
8. Stormwater Management.....	12
5. Environmental Monitoring	13
6. Photos	14
7. Assessment Report Professional Opinion	18

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

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

The developer/landowner recently purchased a property at 4547 Lake Cowichan Road, which consists of land to the north and south of Currie Creek. The creek flows from west to east through the approximate centre of the property. On the south side of the property fronting Lake Cowichan Road, the property has been historically developed, with a driveway, mobile home and pump-house shed occurring. The mobile home is located 16m from the high water mark (HWM) of the right bank of Currie Creek, and the pump-house shed occurs within 2 m of the HWM. Land to the north of the creek is undeveloped and consists of maturing forest.

The landowner researched potential constraints on the site prior to purchase and discovered a restrictive covenant protecting the riparian zone of Currie Creek. The registered covenant extends 15m from the edge of the stream. The initial development proposal involved removing the existing mobile home, upgrading the foundation to include a basement and placing a modular home on the foundation. The landowner assumed the development would proceed, as he was adhering to the conditions of the covenant, due to the fact that any development was occurring beyond the edge of the 15m covenant. Where covenants either meet or beat the standards of the RAR, the prescribed setback would be applicable. In cases where a covenant does not meet or beat the standards of the RAR, the Streamside Protection and Enhancement Area (SPEA) applies. With regard to the subject property, the SPEA is 23.1m, which obviously exceeds the 15m covenant.

Based on the scope of the foundation work and the fact that the new foundation for the modular home was to extend beyond the existing mobile home foundation, the original proposal did not, in my opinion, meet the definition of legally non-conforming development on an existing footprint. The landowner was able to alter the proposal and will now be removing the mobile home from within the SPEA and constructing the modular home on a new footprint that respects the SPEA (refer to Site Plan). This proposal will bring land uses on the lot into compliance with the RAR, as the legally non-conforming mobile home will be removed.

Based on the historical use of the property, the proposed development would be occurring on a flat lawn area, and there would be no removal of vegetation involved within the Riparian Assessment Area (RAA).

In the proposed development area on the south side of the stream, the majority of the SPEA consists of a maintained lawn. A narrow fringe of red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*) occurs at the HWM. One sitka spruce (*Picea sitchensis*) occurs within 2m of the HWM, and one western redcedar occurs in the lawn area approximately 3m from the HWM. These trees are approximately 20m tall, and the fringe of red alder and bigleaf maple are approximately 15m tall. These trees are providing important biological function in the form of bank stability, litter fall/insect drop and shade.

Due to the morphology of the channel and lack of functioning riparian vegetation, the right bank is showing signs of undercutting adjacent to the lawn. The main thalweg is directed at this bank, as it is located on the outside of a meander.

The riparian area adjacent to the left bank is providing proper riparian function, as it consists of

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

continuous maturing forest, with western redcedar, Douglas fir (*Pseudotsuga menziesii*), grand fir (*Abies grandis*) and western hemlock (*Tsuga heterophylla*) occurring. The dominance of western redcedar, grand fir and western hemlock indicate a rich, moist ecosystem type.

Beyond the property boundary, Currie Creek flows to the east, where it connects with Inwood Creek, which flows south to the Cowichan River. Currie Creek and connected streams represent extremely high fishery resource values.

Currie Creek is listed under Habitat Wizard (http://webmaps.gov.bc.ca/imf5/imf.jsp?site=moe_habwiz) as supporting coastal cutthroat trout (*Oncorhynchus clarkii clarkii*), coho salmon (*O. kisutch*) and steelhead (*O. mykiss*). A significant waterfall on Inwood Creek approximately 70m from the confluence with the Cowichan River prevents the upstream movement of anadromous fish into the upper reaches of the system (including Currie Creek). Anadromous fish (i.e. the listed coho salmon and steelhead) would only occur downstream of the waterfall. Above the barrier, however, resident coastal cutthroat trout occur all the way through the system and into the upper reaches.

On the subject property, the stream exhibits diverse fish habitat values, with deep pools, root wads and undercut banks providing cover for resident cutthroat trout. Spawning substrate is plentiful, with riffle habitat units providing the best potential spawning areas. Currie Creek is a seasonal stream, and in very dry years, there is likely natural die off of fish that are unable to find suitable refugia (i.e. deep residual pools that persist throughout the summer months).

Due to the general lack of functioning riparian vegetation and evidence of bank erosion, the landowner is encouraged to plant native riparian species within the SPEA, especially along the edge of the lawn adjacent to the stream. Planting riparian species is a cost effective solution to bank erosion, and will help secure the long term value of the property (both ecologically and financially). Cuttings of fast-growing species such as willow (*Salix* sp.) can be taken and woven into bank protection features (e.g. willow wattles). In addition to willow, cuttings from species such as cottonwood (*Populus balsamifera trichocarpa*) and red-osier dogwood (*Cornus stolonifera*) can also be harvested and planted as "live stakes". These species represent "pioneer" species with the ability to establish from cuttings. The establishment of fibrous root networks from the cuttings in unstable areas helps to consolidate soil and prevent bank erosion. The description below can be used as a means to enhance the SPEA and also protect the bank from continued erosion:

When planting cuttings (live stakes), the planting density should be relatively high, with less than 50 cm between each cutting. Live stakes should be at least 2 m long with a diameter of at least 2.5 cm, and all sucker growth must be removed at time of harvest (Figure 1). Stakes should be bundled and soaked in running (oxygenated) water for at least 24 hours prior to being planted. Stakes must be inserted into the ground to a depth of at least 1 m. To help achieve this depth requirement, a hole must first be prepared using a heavy metal bar, into which the stake is inserted. It is of paramount importance that adequate planting depths are achieved, to ensure that the plants become established.

To achieve successful growth, the stakes should ideally be harvested prior to the donor plant breaking dormancy in the spring. Stakes can also be harvested in the fall, after the majority of the leaves have dropped. Fast-growing cuttings would be most suited to the immediate riparian area (i.e. within 2 metres of the HWM) in order to help protect the bank. Slower growing coniferous trees such as western redcedar and Douglas-fir could also be interspersed within the immediate riparian zone and beyond (throughout the SPEA). These trees will help provide long-term bank protection.

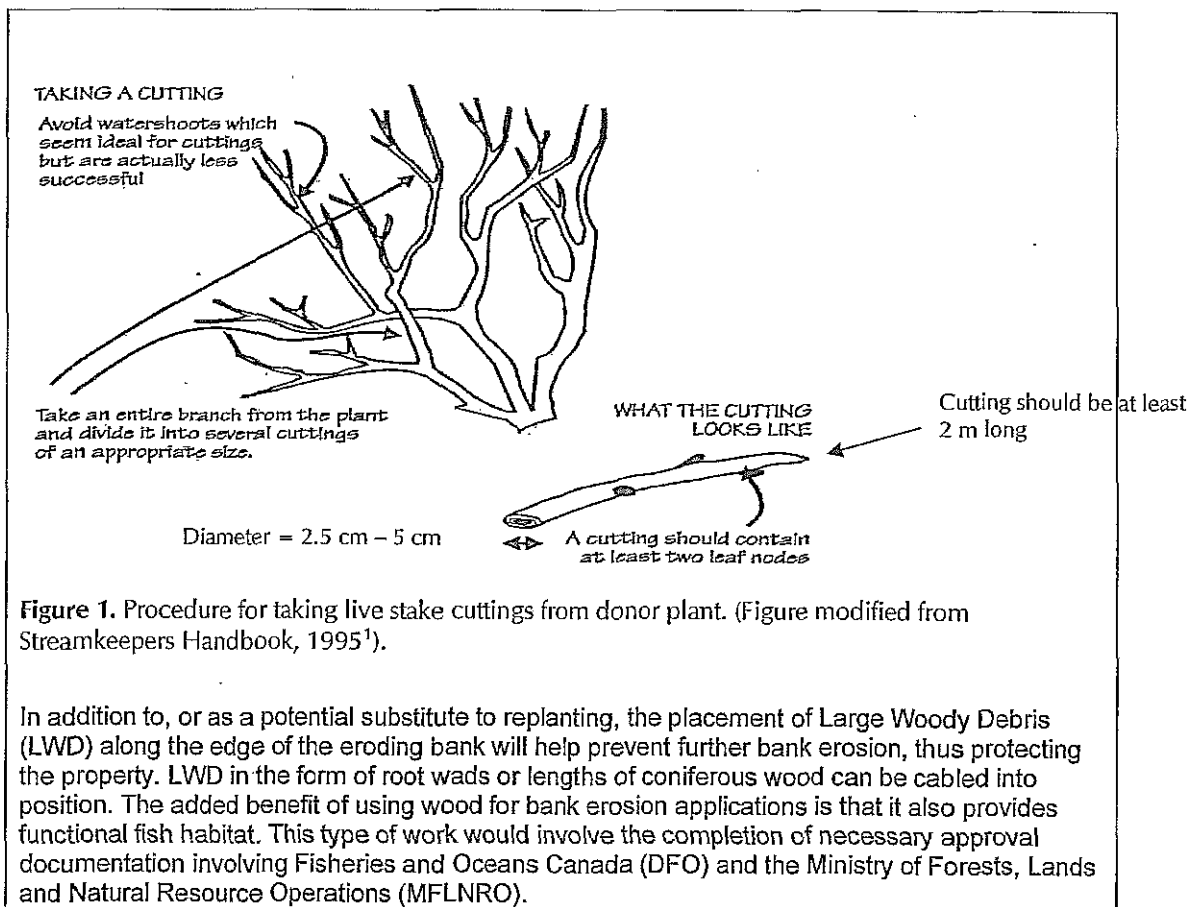


Figure 1. Procedure for taking live stake cuttings from donor plant. (Figure modified from Streamkeepers Handbook, 1995¹).

In addition to, or as a potential substitute to replanting, the placement of Large Woody Debris (LWD) along the edge of the eroding bank will help prevent further bank erosion, thus protecting the property. LWD in the form of root wads or lengths of coniferous wood can be cabled into position. The added benefit of using wood for bank erosion applications is that it also provides functional fish habitat. This type of work would involve the completion of necessary approval documentation involving Fisheries and Oceans Canada (DFO) and the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO).

¹ Available at: <http://www.pskf.ca/publications/Handbook.pdf>

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

2. Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2012-02-27

Description of Water bodies involved (number, type)

Currie Creek

Stream	X
Wetland	
Lake	
Ditch	

Number of reaches 1

Reach # 1

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

	Channel Width(m)	Gradient (%)	
starting point	7.9	1	I, <u>Trystan Willmott</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	7.2		
	7.4		
	9.1		
	10.5		
downstream	7.1		
	6.8	1.5	
	8.0		
	7.8		
	7.3		
	7.7		
Total: minus high /low	69.5		
mean	7.7	1.25	
	R/P	C/P	S/P
Channel Type	X		

Site Potential Vegetation Type (SPVT)

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

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Polygon No:
SPVT Type:

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons			
LWD, Bank and Channel Stability ZOS (m)	23.1				
Litter fall and insect drop ZOS (m)	15				
Shade ZOS (m) max	23.1	South bank	Yes	X	No
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)				
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report		
SPEA maximum	23.1	(For ditch use table3-7)			

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

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

I, Trystan Willmott, hereby certify that:

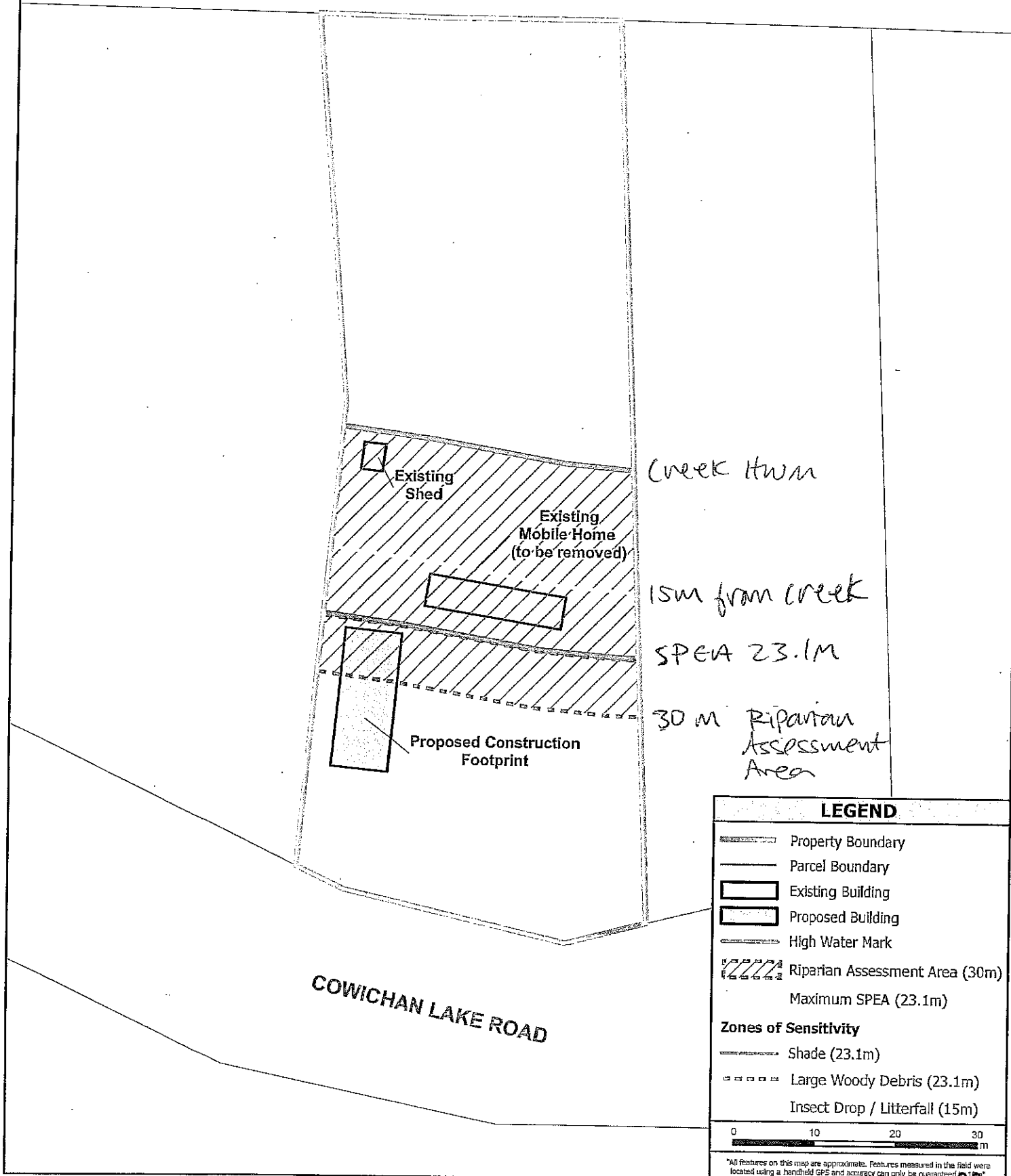
- I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- I am qualified to carry out this part of the assessment of the development proposal made by the developer Al Corby;
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

Prior to development occurring, the 23.1m SPEA must be clearly identified in the field. The SPEA must be measured from the flagged high water mark as a horizontal distance. This will prevent any inadvertent encroachment into the SPEA during the development process. Temporary fencing is recommended (e.g. orange snow fencing) along the edge of the SPEA. The fencing should be erected after the mobile home has been removed from the SPEA, but prior to the construction of the modular home and associated foundation.



PROJECT: RAR Assessment 4547 Cowichan Lake Road		LOCATION: Duncan, BC	CLIENT: Al Corby	DOSSIER NO: 12.0033	
ASSESSED BY: Trystan Willmott, B.Sc., A.Sc.T.	FIELD VISIT: February 6, 2012	MAP SCALE: 1:600	MAPPING DATE: February 21, 2012	DRAWN BY: Anna Jeffries	



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Section 4. Measures to Protect and Maintain the SPEA

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

1. Danger Trees	
I, <u>Trystan Willmott</u> , hereby certify that:	
e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; f) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u> ; g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
	<p>No trees will be removed from the Riparian Assessment Area (RAA) as a result of the development proposal, due to the fact that the development will be occurring on an existing lawn. The client has no intention of removing any of the trees within the SPEA at the current time. There were no indications of hazard trees at the time of the assessment. There is always an inherent risk associated with trees, however, and trees not currently a hazard may become danger trees in the future.</p> <p>If the landowner intends to remove any trees from the SPEA in the future, a suitably qualified professional must be involved. Trees can only be removed if deemed to be a hazard, and must only be removed by a suitably qualified professional.</p>
2. Windthrow	
I, <u>Trystan Willmott</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u> ; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
	<p>Damage to trees from windthrow generally results from clearing treed areas and exposing forest "edges" to increased wind velocities. The proposed development will be occurring over an existing lawn area; therefore, no trees will need to be cleared as part of the development proposal. As a result, trees located inside the SPEA will not be subjected to increased wind velocities.</p>
3. Slope Stability	
I, <u>Trystan Willmott</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u> ; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
	<p>The development will be occurring on a flat lawn area (refer to photos). The development will not lead to any impacts on the SPEA as a result of slope instability, as the entire property consists of extremely subdued terrain.</p> <p>As a somewhat related topic, it has already been noted that bank erosion is occurring along the right bank of Currie Creek where it flows through the property. The development will be occurring at least 23.1m from this area, and the development</p>

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

	proposal will not increase the bank erosion that is occurring. The proposal does, however, introduce the potential for enhancement opportunities, as noted in Section 1.
4. Protection of Trees	
I, <u>Trystan Willmott</u> , hereby certify that:	
<p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
	<p>Due to the fact that the majority of the SPEA consists of maintained lawn and there is only a fringe of trees along the HWM, the development will not result in any impacts to trees inside the SPEA. There is at least 18-20m between any construction activities associated with the new construction and the closest tree inside the SPEA. This buffer will prevent any potential for negative impacts to occur to trees as a result of construction activities.</p> <p>There is also a significant buffer of at least 13m between the existing mobile home footprint and the closest tree inside the SPEA. As a result, removing the mobile home, even if excavation was required, will not lead to damage to trees inside the SPEA.</p>
5. Encroachment	
I, <u>Trystan Willmott</u> , hereby certify that:	
<p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
	<p>To the south of Currie Creek, the subject property represents a site that has been historically impacted by anthropogenic disturbance. Existing land uses and structures are considered "legally non-conforming" and the client can continue to use the property (including the SPEA) as it has been used in the past. The mobile home, which currently represents a legally non-conforming land use, will be removed as part of the development proposal. The new development will conform to the requirements of the RAR.</p> <p>Any new developments or changes to existing land uses are not permitted within 30 metres of the stream without the completion of a detailed riparian area regulation assessment.</p> <p>"Development" includes the following activities:</p> <ul style="list-style-type: none"> - Removal, alteration, disruption or destruction of vegetation; - Disturbance of soils; - Construction of temporary or permanent structures; - Creation of non-structural impervious or semi impervious surfaces; - Flood protection works; - Construction of roads and trails; - Provision and maintenance of sewer/water services; - Development of drainage systems; and - Development of utility corridors.

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	<p>To ensure that encroachment does not occur inside the SPEA during the construction process, highly visible fencing (e.g. orange snow fencing) must be installed along the edge of the SPEA. All new construction activities must take place outside the fenced area. The fencing can be removed following the completion of all development activities and can be erected following the deconstruction/removal of the mobile home.</p> <p>As noted in Section 1, enhancement of the SPEA is encouraged to achieve the goal of bank protection and also improving riparian function.</p>
6. Sediment and Erosion Control	
<p>I, <u>Trystan Willmott</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>Effective sediment and erosion management deals with the control of sediment at the source rather than trying to intercept turbid run-off. Relatively inexpensive methods such as covering exposed areas with mulch can prevent sediment generation at the source.</p> <p>Due to the flat nature of the development area, erosion and sediment control will be manageable. To prevent any potential for sediment mobilization, the following measures must be put in place:</p> <ul style="list-style-type: none"> - Limiting the amount of excavation to the absolute minimum, and staging operations in such a way that allows for the maximum retention of undisturbed ground (especially vegetated ground) for as long as possible; - Applying straw mulch to all exposed ground and piles of fill and/or covering these areas with tarps or non-woven geotextile material. Covering exposed ground will help to decrease the mobilization of sediment from rainfall and surface run-off; and - Seeding disturbed areas (e.g. the footprint of the mobile home once it is removed) to protect exposed ground from rainfall. <p>Silt fencing is not recommended in this case, as the ground is extremely flat. Installing a silt fence would be redundant. It is more important in this case to ensure the proper management of all exposed surfaces, as detailed above.</p>	
7. Stormwater Management	
<p>I, <u>Trystan Willmott</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Al Corby</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>New developments generally result in a net decrease in the surface coverage of permeable materials and an increase in the coverage of impermeable surfaces, such as rooftops and paved areas (e.g. parking areas/driveways). Increasing impermeable surface coverage results in an increase in surface run-off (especially from short-lived storm events) and a decrease in the natural infiltration of water into the ground.</p> <p>Due to the fact that the proposal will involve the removal of an existing structure and construction of a modular home of similar size to the mobile home being removed, there will be no significant</p>	

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net increase in stormwater compared to existing conditions. It should also be noted that the proposed new development represents a minimal building footprint, with any increases in stormwater flow being equally minimal.

The goal of stormwater management is to capture surface run off from impervious surfaces and return it to natural hydrological pathways. For this type of development, a rock-lined pit, which receives stormwater from the roof-top of the modular home via the rain leaders and piping would be a good solution. Slow infiltration of stormwater will be enhanced through the use of a rock pit.

Another option to capture a portion of water from the roof top would be through the use of rainwater collection barrels. The collected water could be used for non-potable applications such as irrigation.

8. Floodplain Concerns (highly mobile channel)

I, Trystan Willmott, hereby certify that:

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- I am qualified to carry out this part of the assessment of the development proposal made by the developer Al Corby ;
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

No evidence of flooding was noted in the SPEA above the HWM, as the stream is confined by the steep bank.

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Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen. Use your "return" button on your keyboard after each line. It is suggested that all document be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Monitoring is required during developments that trigger the RAR process to ensure that suggested measures are implemented as required. The following schedule must be adhered to:

Actions Required/Monitoring Schedule

Initial on-site meeting:

The developer must arrange for an initial meeting between the monitor and construction personnel to ensure that all measures, where applicable, are understood and have been implemented prior to any construction activities occurring. The most important measure in this case would be to ensure that the SPEA has been clearly demarcated with orange fencing prior to activities associated with the new modular house.

Monitoring visits during the construction period:

Following the initial meeting, a scheduled site visit must be made by an environmental monitor approximately mid-way through the construction period. The main objective of the visit would be to check on site conditions and assess the effectiveness of measures being employed to protect the SPEA. Modifications can be made to the implemented measures during the mid-point site visit, where appropriate. Construction activities would be documented during the site visit using photographs.

Post-construction site visit:

When development of the site has been completed, a final site visit must be undertaken to close the monitoring process. The final site visit can take place prior to finishing work occurring inside the new modular house.

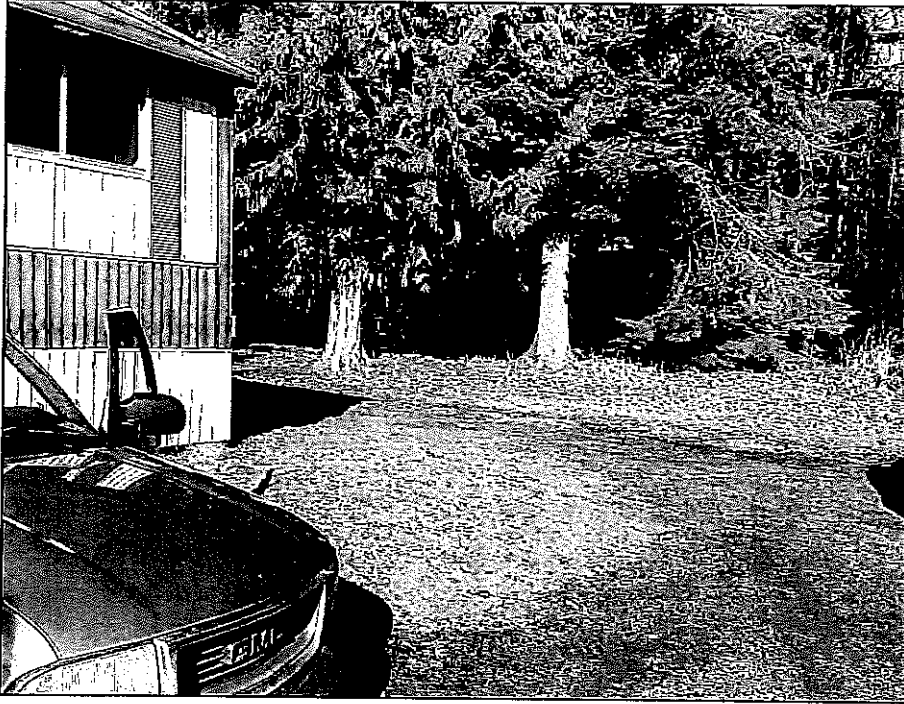
Communications Plan:

The developer must contact a qualified environmental professional to arrange for the initial site visit, which will initiate the monitoring process. The developer must also contact the monitor mid-way through the construction process and also when construction activities are complete, to allow the post-construction site visit to be carried out.

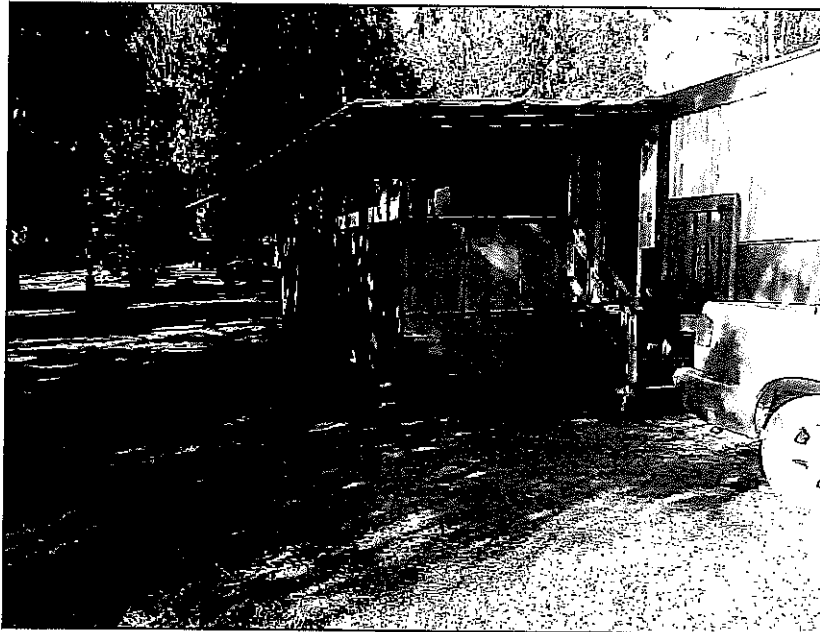
Post Construction Report:

As part of the monitoring process, a report that documents all construction activities is required. The report will contain a chronological break down (with site photos) of all development activities and describe compliance to the various measures. Once complete, the post construction report would be uploaded using the RAR on-line submission process.

Section 6. Photos



Looking north west at the eastern end of the mobile home through the SPEA.



Looking west at the southern edge of the mobile home through the upper portion of the SPEA.

FORM 1
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Looking south east towards the mobile home through the SPEA. This mobile home is to be removed as part of the development proposal.



Looking south through the upper edge of the SPEA towards the proposed development area (flat grassy area north of the telephone pole). The pole will be moved to accommodate the modular home.

FORM 1
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Looking north over the proposed development area towards the southern side of the mobile home.



Looking upstream from the right bank of Currie Creek. Note bank erosion occurring on the outside of the meander.

FORM 1
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Looking north towards the left bank of Currie Creek over the maturing forest located on the northern portion of the property.



Looking upstream along Currie Creek where it flows onto the subject property.

Section 7. Professional Opinion

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

Date 2012-02-27

1. I, Trystan
Willmott

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

hereby certify that:

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

2. As a qualified environmental professional, I hereby provide my professional opinion that:

- a) ☐ if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR**
(Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)
- b) ☒ if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

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

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



R5

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 23, 2012

FILE NO:

FROM: Alison Garnett, Planner I

BYLAW NO:

SUBJECT: Development Permit Extension Requests

Recommendation/Action:

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.

Relation to the Corporate Strategic Plan:

Service Excellence Strategic Action: Review organizational processes and streamline where appropriate to improve efficiency and reduce costs.

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

Background:

In accordance with Section 926 of the *Local Government Act*, Development Permits and Development Variance Permits that are issued by the CVRD include the following note, "*Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse*". In the majority of cases, development works (such as building permits or infrastructure works) are initiated within the time limit.

However, the CVRD has received an increasing number of requests for extension of the time limit. Currently, there is a request by Mr. Doug Kolosoff regarding a development permit at Kiwi Cove Lodge. The original development permit was issued in April 2010, for permission to construct a residential care facility at 5130 Brenton-Page Road, at the head of Ladysmith Harbour.

In the absence of a formal process for considering these deadline extensions, the practice has been for applicants to submit a letter outlining their requests, and appear before the Electoral Areas Services Committee for a decision. Recently, the EASC has granted two separate extensions to the Cannery development in Cowichan Bay (file 1-D-08 DP) for 1 and 2 year extensions. The resolution authorizing the most recent extension for the Cannery stated that no further extensions would be granted.

If the EASC is interested in amending Bylaw No. 3275 to provide some clarity on this issue, there are various options to consider.

Fees

The fee for a development permit extension or renewal request could be the full value of the original application, or a set fee (for example \$400). The fee is intended to cover costs associated with processing the extension request and re-registering the permit notice at the Land Titles Office.

Application Form

Provide an application form, with a checklist of the materials/information necessary to consider the request. This could include a written submission explaining the rationale for the request, a title search, proof of development permit sign notification, survey and/or site plans, drawings, etc.

Application Process

Provide a written outline of the process for considering extension requests. This process may include a referral to the appropriate Advisory Planning Commission, review of any bylaws that may have changed since the original permit was issued and preparation of written reports by Planning Staff, presentation to the Electoral Areas Services Committee, and final ratification by the CVRD Board.

Other options to be considered:

- Establish a maximum extension request (two additional years, for example).
- Delegate authority to the General Manager of Planning and Development for certain permit extension requests, if minor in nature.

Should direction be given to amend Bylaw No. 3275 as outlined, a subsequent report with a description of the recommended changes would be presented at a future EASC meeting.

Options

A: 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.

B: Require Development Permit and Development Variance Permit applicants to re-apply when permits expire.

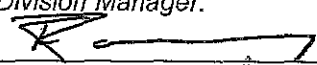

Option A is recommended.

Submitted by,



Alison Garnett
Planner I
Planning and Development Department

AG/ca

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



R6

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 28, 2012 FILE NO: N/A

FROM: Maddy Koch, Planning Technician BYLAW NO: 2000, 985, 1405,
1015, 1840, 2600,
1020 and 2465

SUBJECT: Composting and recycling as permitted uses in electoral area zoning bylaws.

Recommendation/Action:

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 the public hearing be waived. 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, Cowichan Tribes, Lake Cowichan First Nations, Ditidaht First Nation and Malahat First Nation.

Relation to the Corporate Strategic Plan:

The Corporate Strategic Plan identifies "working towards full implementation of the Solid Waste Management Plan" as a strategic action towards accomplishing the objective of "responsible waste management".

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

Background:

In response to public outcry surrounding odour and potential groundwater contamination emanating from composting and recycling facilities within the CVRD, the Regional Board passed the following resolution at their meeting of August 3, 2011:

"That staff prepare a report regarding a bylaw being drafted that would remove recycling type uses and composting from the Electoral Areas' Light and Heavy Industrial Zones"

At the Electoral Area Services Committee of October 4, 2011, Mike Tippet presented a staff report in response to the Board Resolution. His staff report summarized the zones and number of parcels in which recycling and composting uses are currently permitted. The report also brought forward considerations for the amendment procedure including adapting rather than eliminating these uses and holding up to four separate hearings in order to reach a region-wide audience.

After the staff report presentation, the Committee made the following motion (which did not go to the Regional Board):

"That zoning amendment bylaws be prepared that would remove 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 the draft amendment bylaws be presented at a future EASC meeting for review"

This staff report is intended to summarize the current regulatory framework surrounding composting and recycling uses; explore potential outcomes associated with the current direction; and present a number of options for consideration

Existing Context:

While only 11 sites within the CVRD Electoral Areas are known to be participating in composting/ recycling uses, 194 lots and 2 foreshore areas are zoned to permit these uses. Many of the existing composting/ recycling businesses have caused nuisances to adjacent property owners (primarily residential) and/ or environmental concerns. Others have not been known to create these kinds of impacts.

In response to public concern over composting activities in Cobble Hill, two sites on Fisher Road were rezoned in March 2011 to exclude these uses, although these uses continue under the legal non-conforming provisions in Section 911 of *the Local Government Act*.

The CVRD Engineering and Environmental Services Department is in the early stages of planning a site selection study for the purpose of identifying a site, or sites, which could be used for composting and active recycling processing within the Regional District.

Regulatory Framework:

In the CVRD, composting and recycling uses are managed by the Zoning Bylaws and Bylaw No. 2570-Waste Stream Management Licensing. Bylaw 2570 requires all businesses participating in waste management (including composting and recycling) to secure a license through the CVRD in an effort to regulate the impacts of these facilities and to ensure stability by establishing industry-wide standards. While this bylaw has the capability of mitigating some social impacts through means such as buffering, its primary purpose is to manage the environmental impacts associated with waste management uses. The powers of Bylaw No. 2570 to regulate waste management uses is significantly limited by the zoning bylaw- if a waste management use is permitted by the zoning bylaw, Bylaw No. 2570 cannot prohibit the use, even if the proposed site is completely unsuitable for the use from a social or environmental standpoint. The most the bylaw can require is extensive environmental and some social measures be implemented, but monitoring of these measures can be a significant use of staff resources.

This solidifies the notion that the zoning bylaws play the largest role in determining the location of waste management facilities.

Considering a Direction:

Staff have been given direction to prepare draft bylaws which exclude composting and recycling uses from all electoral area zoning bylaws.

Outright removal of composting and recycling uses from all zones would put an end to legal conforming composting and recycling uses being located on socially or environmentally inappropriate sites. The Engineering Department would no longer be in the awkward position of

having to license recycling/ composting operations located on inappropriate sites. The desired benefits of removing these uses from the zoning bylaws is clear, however potential negative outcomes should be considered as well.

If these uses were eliminated from all CVRD zoning bylaws, existing private and public recycling/ composting facilities would be permitted to continue operation under the legal non conforming provisions of Section 911 of the *Local Government Act*. However, new facilities would not be permitted which would effectively monopolize the Valley's existing facilities of this type. Elimination of these uses would also preclude establishment of less-impactful uses such as asphalt roofing recycling.

Private waste management facilities are identified in the CVRD Solid Waste Management Plan as being a valuable component of the Regional District's waste management framework, as these facilities fill waste management needs and do not require public money to operate. The potential for further economic development of the local multi-million dollar private waste management industry is another factor to take into consideration.

Outright elimination of composting and recycling as permitted uses could result in undesired outcomes. There is a need for appropriately-sited recycling and composting operations, however, the CVRD has not yet researched or identified appropriate sites.

One option for consideration is eliminating these uses from all existing sites, but identifying appropriate sites for recycling and composting uses in Electoral Areas A, B and C through the South Cowichan Zoning Bylaw development process. Please note that this would eliminate these permitted uses from all zones within Electoral Areas D, E, F, H and I.

Staff recommend composting and recycling uses be eliminated from all zoning bylaws, and that creation of a composting/ recycling zone, only to be applied through re-zoning, take place simultaneously with the bylaw amendment. While the need to rezone may discourage these types of businesses from establishing themselves in the CVRD, it would give the CVRD better control over the use, scale and location of composting and recycling uses.

The Committee should also consider whether or not a public hearing, or hearings, should be held. Section 890(4) of the *Local Government Act* permits waiver of the public hearing requirement in cases (like this) where an Official Community Plan amendment is not required. Staff recommend that a hearing be waived, as the issue has already been discussed with the public at previous meetings- particularly in Area C- and there was clear support for this direction. However, if the Committee favours public hearing, there are two options for consideration; whether one large public hearing should be held in a central location, or several public hearings throughout the region.

Options:

Staff have identified four options for consideration:

1. 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 public hearing be waived. 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.

2. 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. 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.
3. 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, but that possible recycling sites and composting sites be identified as a part of the new South Cowichan Zoning Bylaw development process.
4. 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

Option 1 is recommended.

Submitted by,

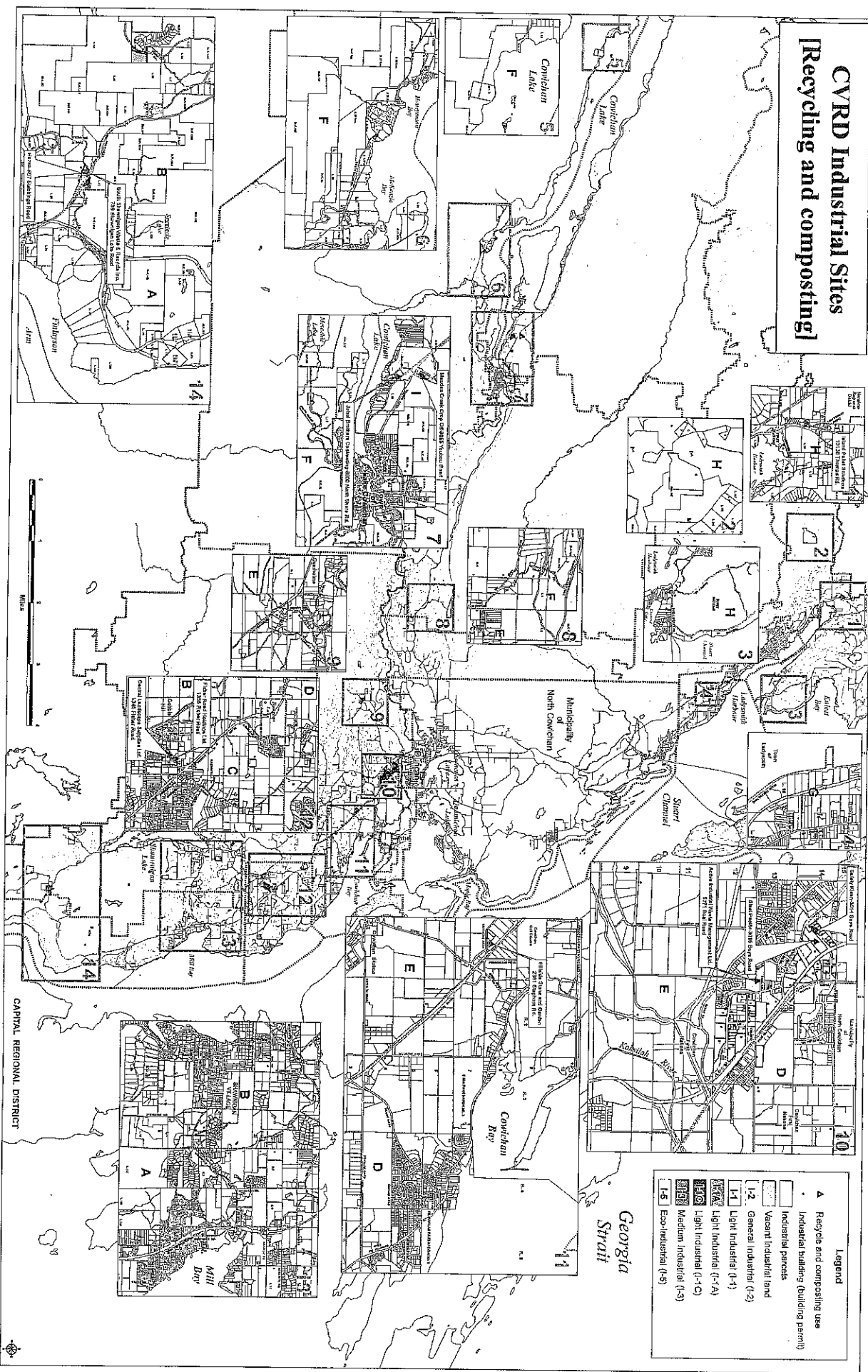
Maddy Koch

Maddy Koch
Planning Technician
Planning and Development Department

MK/ca

<p>Reviewed by: Division Manager:</p> <p><i>[Signature]</i></p> <hr/> <p>Approved by: General Manager:</p> <p><i>[Signature]</i></p>
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CVRD Industrial Sites **[Recycling and composting]**



Legend

- ▲ Recycle and composting use
- Industrial building (building permit)
- Industrial parcels
- Vacant industrial land
- 1-2. General industrial (I-2)
- 1-1. Light industrial (I-1)
- 1-1A. Light industrial (I-1A)
- 1-1C. Light industrial (I-1C)
- 1-3. Medium industrial (I-3)
- 1-5. Eco-industrial (I-5)



R7

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 27, 2012 FILE NO:
FROM: Ryan Dias, Acting Parks & Trails Manager BYLAW NO:
SUBJECT: 2012 Capital Projects Schedule for Community and Sub-Regional Parks

Recommendation/Action:

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

Relation to the Corporate Strategic Plan:

Safe and Healthy Community - Provide exceptional recreation, cultural and park services.

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

The Major and Minor Capital Projects are approved in the specific Electoral Area Community and Sub-Regional Parks budgets for 2012.

Background:

Each year during the Fall budget planning process, Parks and Trails Division staff meet and/or request feedback from the various Parks and Recreation Commissions to plan major and minor capital project work for the coming year under each Electoral Area Community Parks and Sub-regional budget. The major and minor capital projects identified during this process are incorporated into a master project list which becomes the basis for implementation of the annual capital works schedule for the Community Parks and Trails Program. Preparation of the schedule takes into consideration a number of factors for each major and minor capital project including; pre-planning/design work requirements, regulatory approval requirements, park use conflict considerations, weather considerations, environmental factors, Parks and Trails Division staff resource capacity/availability and partnerships/involvement of other parties.

With approval of the 2012 CVRD budget and in keeping with the EASC Directors past directive to staff to develop an annual work program action plan, the Parks and Trails Division has prepared the attached work program schedule for implementation of Community and Sub-Regional Major and Minor Capital Projects throughout the remainder of 2012 (see attachment). The development of this schedule applied the various factors and considerations detailed above with respect to proposed timing of individual projects listed.

More recently, Parks Staff met or requested feedback with the respective commissions in the month of February 2012 in order to review and confirm the projects identified during the fall planning process and to advise of pre-planning work participation by individual Commissions with respect to specific projects, as well as identify the staff resource requirements and efforts to

effectively implement and manage the project schedule throughout the year to most effectively complete the projects on the list.

The Committee is therefore requested at this time to review and endorse the schedule as the basis for implementing the Community and Sub-Regional Parks Major and Minor capital project work for 2012. A regular report will be provided to the Committee advising of the progress in completing the projects listed in the Major and Minor Capital Projects Schedule through the year, including requesting direction where required on major changes, additions or deletions to the order and prioritization of the project work schedule.

Submitted by,



Ryan Dias
Acting Parks and Trails Manager
Parks and Trails Division
Parks, Recreation and Culture Department

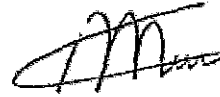
RD/ca

Reviewed by:

Division Manager:

Approved by:

General Manager:



COWICHAN VALLEY REGIONAL DISTRICT
2012 COMMUNITY & SUB-REGIONAL PARKS AND TRAILS CAPITAL PROJECTS TIMELINE
Updated - March 27, 2012

ELECTORAL AREA		PARK/ SITE	PROJECT DESCRIPTION	Early Spring Jan-March	Spring April-June	Summer July-Aug	Fall Sept-Oct	Winter Nov-Dec
\$ 35,000.00	Major	A	Deloume Park	Phase 2 - Playground and Park Structures	Planning			
\$ 30,000.00	Major	A	Mill Springs/Hollings Creek Trail	Good Hope to Lilmac/Trail upgrade /loop trail construction	Planning/Execution			
\$ 55,000.00	Major	B	Shawnigan Hills	Phase 2 - Finishing of Washroom and site landscaping	Planning	Execution		
\$ 47,118.00	Major	B	Shawnigan Hills	Phase 3 - Tot Lot and Entrance Improvements	Planning/Execution	Execution		
\$ 25,000.00	Major	B	Memory Island	Pit Latrine replacements	Planning/Execution			
\$ 25,000.00	Major	B	Old Mill Park	Parking Lot and Trail Improvements				
\$ 17,500.00	Minor	B	Shawnigan Lake Beach Accesses	Improvements to 3 Beach access locations		Planning	Execution	
\$ 5,000.00	Minor	B	Elsie Miles	Pea Gravel to playground	Execution	Execution		
\$ 152,000.00	Major	C	Quarry Nature Park	Construction of a Washroom Building				
\$ 10,000.00	Minor	C	Bench School	Contribution to Playground Upgrades		Planning	Execution	Execution
\$ 10,000.00	Minor	C	Watson Park	Trail Surfacing contribution				Execution
\$ 25,000.00	Major	C	Cobble Hill Common	Park Improvements	Planning	Execution		
\$ 39,822.00	Major	D	Hecate Park	Park Expansion	Planning	Execution		
\$ 30,000.00	Major	D	Wilmot Rd Trail	Trail Construction to Village		Planning	Execution	
\$ 5,000.00	Minor	E	Busy Place Creek	Matching contribution for trail construction		Execution		
\$ 8,500.00	Minor	E	Wake Lake/Boys Road	Information Kiosks and panels				Execution
\$ 6,000.00	Minor	E	Eagle Heights	Trail Improvements	Planning	Execution		
\$ 10,000.00	Minor	E	Glenora Trailhead Park	Cooking Facilities and Grounds Improvements	Planning	Execution		
\$ 20,000.00	Minor	E	Johns Road	Picnic area improvements/Stair Access to Cowichan River	Planning	Execution	Execution	
\$ 10,000.00	Minor	F	Waterfront Parks	Piling and Float upgrades		Planning/Execution		
\$ 11,500.00	Minor	G	Saltair Centennial Park	Park Improvements Including Bball Hoops and Fitness Trail		Planning/Execution		
\$ 23,317.00	Minor	G	Stocking Creek	Trail Planning and Upgrades			Planning	Execution
\$ 4,000.00	Minor	H	Raise Road	Beach Access Improvements	Planning	Planning/Execution		
\$ 8,000.00	Minor	H	Elliot's Beach	Parking Lot and Landscape Improvements		Planning		Execution
\$ 112,264.00	Major	SE	Mill Bay Church	Phase 1 - Rehabilitation	Planning	Execution	Execution	
\$ 69,779.00	Major	SE	Bright Angel Park	Contribution Towards Park Improvements		Planning	Execution	Execution
PROJECT TIMELINES/AND OR DETAILS UNDEFINED AT THIS TIME								
\$ 794,800.00								
NUMBER OF PROJECTS UNDER CONSTRUCTION				2	13	6	6	5
ACTIVE PROJECTS PER SEASON				10	18	10	7	5



R8

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 29, 2012 **FILE NO:**
FROM: Ryan Dias, Acting Parks & Trails Manager **BYLAW NO:**
SUBJECT: Community Parks and Trails 2012 Program Priorities

Recommendation/Action:

That the 2012 Community Parks and Trails Work Program be received for information purposes.

Relation to the Corporate Strategic Plan:

Safe and Healthy Community - Provide exceptional recreation, cultural and park services

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

Background:

Parks Staff have prepared the Community Parks and Trails Program Priorities for the upcoming year in order to give the committee a detailed outline of department work priorities and projects that scheduled to be undertaken in 2012. The outline includes work areas which are both core department functions and supplemental work programs as they relate to both planning and operations.

The 2012 Parks and Trails work Program has been attached for reference and is summarized as follows: Operations and Maintenance Program, Community Parks administration, subdivision and rezoning referrals, community park and Trail land acquisition, agreements, licenses, and bylaws, Community Parks Programs and Special events, Community Parks and Trails Planning Projects, and the 2012 Community Parks Capital Program.

Submitted by,

A handwritten signature in black ink, appearing to read "Ryan Dias", is positioned above the printed name.

Ryan Dias
Acting Parks and Trails Manager
Parks and Trails Division
Parks, Recreation & Culture Department

RD/ca
Attachment

Reviewed by:
Division Manager:

Approved by:
General Manager:

A handwritten signature in black ink, appearing to be a stylized "M" or "J", is written over a horizontal line.

CVRD COMMUNITY PARKS AND TRAILS

2012 PROGRAM PRIORITIES

A. Community Parks & Trails Operations and Maintenance Program

Contract set-up, supervision, weekly task identification/assignments and regular monitoring of contract deliverables (completion of required maintenance tasks, adherence to standards and performance maintenance expectations, quality of work, etc.).

Area A thru E Community and Subregional Parks and Trails Maintenance Contract

Area F Community Parks and Trails Maintenance Contract

Area G Community Parks and Trails Maintenance Program

Area H Community Parks and Trails Maintenance Contract

Area I Community Parks and Trails Maintenance Contract

Park Caretakers Maintenance/Security Contracts (Bright Angel and Glenora Staging Area)

Term Maintenance Contract Work and Park Gatekeeper Contracts

(Daily park gate opening/closing, minor contract work as specified for various community parks in Electoral Areas B, D, F, G and H)

Parks Summer Student Work Crew Maintenance/Minor Capital Projects Program (May–August)
Asset Security - new lock system to all community Parks to replace outdated lock program.

CVRD Parks Inspection Program including monthly maintenance inspections of all community and subregional parks, annual inspection program for hazard trees, waterfront park safety, park structures, docks and bridges.

Supplemental Maintenance Program – annual upgrades to parking lots, shrub beds, grass areas, specific trail repairs and upgrades to park furniture.

Park Visitor Use Monitoring – Monitoring of vehicles and infrared trail counters, including collection and organization of data.

Ongoing/timely response and action(s) to reports on potential hazard trees, vandalism, park/trail condition reports/complaints, broken/damaged park facilities/amenities, storm/flood damage, encroachments onto park property/greenspace areas, installation/replacement of park regulatory/information signage and regular park facility inspections as part of risk management/corporate liability risk reduction.

B. Community Parks Administration, Policies, Bylaws, Etc.

Preparation of reports requiring direction/approval of EASC and Board
Support Electoral Area Parks Commissions:

- Prepare reports on matters requiring input/feedback from Commissions
- Prepare rezoning/Section 941 referrals for Commission review/input
- Organize site visits for parkland dedication and project assessments
- Scheduling of annual fall budget review/prep meetings
- Organize Parks Commission Chairs meetings as required
- Attend Commission meetings (as required)
- Major and Minor capital project planning and execution
- Park site and concept plan preparation/Commission feedback
- Coordinate Volunteer work parties

- CVRD Trail Construction and Maintenance Standards and Guidelines Manual
- CVRD Parks and Trails Operations Standards and Policies
- CVRD Parks Regulatory Signage Standards Policy
- Update Parks Bylaw 738
- CVRD Parks and Trails Annual Report

C. Subdivision and Rezoning Referrals (Park and Trail dedications)

The community parks program requires staff resources for rezoning applications with parks, trails and open space opportunities as well as subdivision applications subject to Section 941 requirements of the Local Government Act, including preparation of reports to Parks and Recreation Commissions, site visits and assessments, negotiation with applicants, preparation of formal documents (i.e. Section 219 Covenant park/trail dedication conditions and SRW documents) and working with Development and Planning staff.

Response and time commitments of Parks staff resources will be dependent upon the number and complexity of application referrals received during the year.

Current larger applications received through the Planning and Development Department with community parks, trails, and open space issues anticipated requiring major effort of Community Parks and Trails staff resources in 2012 include:

Area A – Bamberton Business Park rezoning application
 Area A – Topping/Quek (Benko and Boulding Road) rezoning application
 Area A – Hidden Creek Estates (Bickford) subdivision application Phase 1
 Area A – Malahat Properties (Sangha) subdivision Phase 1
 Area A – Mill Bay Marina Subdivision application
 Area A – Ocean Terrace subdivision application
 Area B – Hayes rezoning application
 Area B – Gregory Road rezoning application
 Area B – Partridge (Renfrew Road) rezoning application
 Area B – Cullin/Worthington Road subdivision application
 Area B – Ellington subdivision applications
 Area D – Cherry Point Marina rezoning application
 Area D – Lanes Road subdivision application
 Area D – Cowichan Bay Estates subdivision applications
 Area D – Ellefson (Sutherland Road) subdivision application
 Area D – Parhar subdivision application
 Area E – Crematorium rezoning application
 Area E – Coulson (Koksilah Road) rezoning application
 Area E – Inwood Creek Phase 2A subdivision application
 Area E – Wimmer subdivision application
 Area E – Taylor (Creighton Road) subdivision ALR application
 Area F – Paul cooper rezoning application
 Area G – Liard rezoning application
 Area G – Koren Mobile Home park subdivision application
 Area H – Heart Lake Developments subdivision applications
 Area H – Taylor/Timberwest subdivision application
 Area I – Marble Bay Cottages rezoning application
 Area I – Mann from Marble Bay subdivision application

D. Community Park and Trail Land Acquisition (Donation/Purchase)

Community Parks and Trails staff are also actively engaged in parkland acquisition negotiations as opportunities arise for purchase or receipt of lands through donation/bequests. There are presently three open files on potential community parkland gifts and a further 9 open files on active negotiations underway for the purchase of lands for community parks purposes.

E. Agreements/Leases/Bylaws

Area A - Rat Lake Trail agreement
Area B - Gibsons Park BC MoT permit (include road section into licence)
Area B - Elsie Miles School 50 yr lease
Area B - Jack Fleetwood trail licence with Island Timberlands
Area B - Silvermine trail - section 56 agreements (Gregory rd)
Area B - 3 Shawnigan Lake Road Ends
Area C - Evergreen School Sport Court
Area C - Fisher Road SRW with Cobble Hill Waterworks
Area C - SIMBS Bike Park (Cleasby Bike Park)
Area C - Cobble Hill Common maintenance/Farmers Institute
Area D - Permit to Construct MOT - Cowichan Bay estates Wilmot rd
Area D - Permit to Construct MOT - Chaster Road - Parhar dev.
Area D - Wilmot Rd Trail Extension
Area E - Skeet Club-Trail Licence Agreement
Area E - Crown Land -Section 56 licence- Inwood Creek south
Area E - Busy Place Creek (with Cowichan Tribes)
Area F - Lawnbowling Society (Central Park)
Area F - Central Park - Permit-to-Construct road end (BC MoT)
Area G - Cleary Trail license (Stocking Creek Park)
Area G - Trail Licence agreement Finch Place common property
Area G - Maddin Trail license & neighboring property (Lagoon)
Area G - Ruxton Island Wetland
Area H - Raise Road Permit-to-Construct (BC MoT)
Area H - Elliots beach R/W with BCMOT
Area H - Michael Lake Trail - R/W with BCMOT
Area I - Price Park boundary adjustment CVRD and Landowner
Area I - Scout Camp Long Term License agreement

F. Community Parks Programs and Special Events

Area B - May - Shawnigan Lake Half Iron Marathon
Area B - May - Shawnigan Lake Regatta - W. Shawnigan Lake Park
Area B&D - August - Grape Escape
Area C - March - Cobble Hill Mountain Bike Race - Quarry Nature Park
Area C - August - Cobble Hill Fair
Area D - January - Hecate Park Polar Bear swim
Area D - April - Cowichan Bay Spot Prawn Festival - Cowichan Bay Boat Launch
Area D - June - Cowichan Bay Wooden Boat Festival
Area I - January - Arbutus Park Polar Bear swim
Area I - August - Youbou Regatta in Arbutus Park
South End - May - Metis Youth Cultural Week - BAP
South End - August - Starfinders - BAP

Community Park site and facility booking requests

- Special Event Requests review/approvals (Parks Commission referrals)
- Standardize core park facility and site booking set-up with recreation centres admin.
- Develop park booking information package

G. Community Parks & Trails Planning Projects

Community Parks and Trails Master Plans

Cobble Hill Community Parks and Trails Master Plan
Mill Bay/Malahat Community Parks and Trails Master Plan
Cowichan Bay Community Parks and Trails Master Plan

Community Park Management Plans

Area B – West Shawnigan Lake Park
Area C – Cobble Hill Common
Area C – Quarry Nature Park
Area D – Cowichan Bay Marine Gateway
Area D – Cowichan Bay Boat Launch
Area F – Central Park Beach Area
Bright Angel Park - Park Management Plan

Community Parks Trails Planning

Area D - Wilmot Rd Trail Extension
Area E - E&N Trail – Miller Rd to Boys Rd
Area E - Sahtlam Trail
Area G - Stocking Creek Park
South Cowichan - Bright Angel Park

Community Parks & Trails Surveys and Detailed Site Plans

Area A – Hollings Creek Park Loop Trail
Area B – Elsie Miles School Site Community Survey
Area B – Shawnigan Hills Athletic Park Phase 3 Site Plan
Area B – Shawnigan Lake Beach Accesses
Area B – Old Mill Park Trails
Area C - Cobble Hill Common
Area C – Quarry Nature Park
Area C – Watson Park Trail
Area D – Cowichan Bay Marine Gateway
Area D – Wilmot Rd Trail
Area E – John's Rd Picnic Area
Area E – Busy Place Creek
Area E – Coulson Rezoning Trail
Area G – Stocking Creek Trails Plan
South Cowichan – Bright Angel Park
South Cowichan – Mill Bay Historic Church

H. Community Consultation Activities

Area A – Mill Bay Historic Church
Area A - Mill Bay Community Parks and Trails Master Plan
Area D – Cowichan Bay Community Parks and Trails Master Plan
Area D – Cowichan Bay Marine Gateway
Area E – Eagle Heights Park
South Cowichan – Bright Angel Park
South Cowichan – Cowichan Bay Boat Launch

I. Communications and Signage

Area D – Hecate Park Interpretive Signage

Area E – Boys Rd Interpretive Signage
Area E – Wake Lake Interpretive Signage
Various Electoral Areas - replace outdated Community Park entrance kiosk maps
Website - revamping of the Parks homepage and park map updates

J. 2012 Community Parks Capital Projects Program

Preparation of the 2012 Capital Projects Program is inclusive of input from individual Parks and Recreation Commissions during the 2012 budget planning process initiated in Fall 2011, in addition to successful grant applications bringing additional capital project funding (i.e. Provincial Community Recreation Funding, and WCCAP Federal funding) for a number of capital projects in various parks. Please see the list attached outlining the 2012 Major and Minor Capital Community Parks Work Program.



R9

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 28, 2012

FILE NO:

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

BYLAW NO: N/A

SUBJECT: Heritage Resource Recognition and Protection

Recommendation/Action:

Receive as information.

Relation to the Corporate Strategic Plan

The Corporate Strategic Plan Vision Statement is "*The Cowichan Region celebrates diversity and will be the most livable and healthy community in Canada.*" The Corporate Strategic Plan includes, under the category of Safe and Healthy Community, objectives to "*promote individual and community wellness*" and "*provide exceptional recreation, cultural and park services.*"

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

Background:

Staff have prepared this report in response to a motion from the Electoral Area Services Committee on March 20, 2012 "*That staff be directed to prepare a report to the April 3rd EASC meeting providing information respecting protocol for recognizing and protecting heritage sites and obtaining heritage status, including local government involvement*". The motion was made in response to a letter from the World Sikh Organization requesting that the CVRD Board "*provide a letter of support for the Paldi Sikh Temple to be recognized as a national historic site (and) within the CVRD's jurisdiction, the Paldi Sikh Temple be protected from any alteration or demolition by developers and that the protection extend to include a minimum of five acres of the surrounding land.*"

Discussion:

The CVRD adopted Bylaw 1972 – a Bylaw to establish Heritage Conservation as an extended service for all electoral areas within the CVRD, in 1999, and subsequently established a Community Heritage Register (CHR) in 2009. A CHR is a heritage conservation planning tool, which does the following:

- Enhances the public's appreciation of the identity and character of the community;
- Facilitates public access to heritage information;
- Provides a means to inform property owners and prospective purchasers of a property's heritage value;
- Facilitates the integration of heritage conservation into community planning and play a role in enhancing community sustainability;
- Provides a tool for determining eligibility for heritage programs and incentives;
- Provides eligibility for special provisions within the BC Building Code Heritage Building Supplement for heritage properties;

- Allows local government to consider and, if necessary, undertake protective action such as temporarily withholding demolition permits and building and development approvals, ordering heritage inspections, or monitoring changes in properties through a licensing and permit application process for historic places listed on a CHR;
- Facilitates recognition of the resource through inclusion in the Provincial Heritage Register; and
- Establishes eligibility for nomination of the resource to the Canadian Register of Historic Places¹.

The process for recognizing heritage sites through inclusion on the CHR is as follows:

- Staff compile and organize required documentation information for the historic place based on the documentation standards for the BCRHP.
- Staff ensure that the proposed CHR record reflects the community's heritage values.
- Staff prepare a *Statement of Significance* in accordance with the *CRHP Documentation Standards Handbook*.
- Staff prepare a report for the EASC with a recommendation that the Board pass a resolution to include the record in the CHR (Note: The Board must be of the opinion that the historic place has sufficient heritage value or heritage character to justify its conservation).
- The Board passes a resolution to include the record in the CHR.
- Staff notify property owners and the Minister Responsible for the Heritage Conservation Act within 30 days of Board's resolution.
- Staff maintain and regulate the CHR in accordance with the required documentation standards and *Local Government Act* legislation.

Since its implementation in 2009, three properties have been included in the CVRD CHR (for electoral areas only). These include the Kinsol Trestle, Historic Mill Bay Church, and Old Koksilah School. The Kinsol Trestle, Prince of Wales Fairbridge Farm Chapel, and Cowichan Lawn Tennis Courts are recorded on the BC Heritage Registry. The Kinsol Trestle is also recorded on the Canadian Register of Historic Places.

It is important to note that while the CHR has legal status, it does not do the following:

- Limit the changes a heritage property owner may make to his/her property;
- Require the property owner's agreement to include a historic resource as a register listing;
- Constitute designation or any other type of formal protection of a historic place; or
- Create a financial liability for the local government.

There are a number of tools, including incentives and legal tools, available to local government for heritage conservation. While a CHR provides for heritage recognition, it does not provide long-term protection of heritage resources. Continuing legal protection for heritage resources is possible, however, through Heritage Conservation Covenants, Heritage Revitalization Agreements, and Heritage Designation (by local government bylaw). Both covenants and agreements are formal agreements that are negotiated by the local government and land owner. Heritage designation is the primary form of legal protection, which may prohibit exterior alterations, structural changes moving of a structure, action which would damage a specified interior feature or heritage landscape feature, or alteration, excavation, or construction on protected land. While all are effective mechanisms for heritage

¹ Inclusion of a heritage resource in the Canadian Register of Historic Places provides greater recognition of heritage value and potential socio-economic benefits. However, it provides no legal protection.

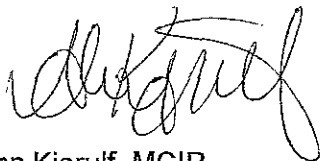
protection, heritage designation, by bylaw, places an onus on the local government to provide fair compensation to a property owner for loss in market value as a result of the designation.

With respect to the Paldi Sikh Temple, the CVRD Board has the authority to include this historic place in the CHR, which would provide formal heritage recognition for the site and make the site eligible for nomination to the Canadian Register of Historic Places. Formal, continuing protection for the Paldi Sikh Temple is possible by one of the three mechanisms described above, including formal heritage designation as requested by the World Sikh Organization. The notable impact of this would be the requirement for the CVRD to compensate the owner if the market value of the property is reduced as a direct consequence of designation. If the CVRD Board wishes to pursue heritage designation, by bylaw, it should first initiate consultation with the owner. Furthermore, prior to the adoption of a heritage designation bylaw, a public hearing is required to be held.]

Summary:

This report has been provided as information. More detailed information can be found in "Heritage Conservation: A Community Guide" available from the Ministry of Forests, Lands, and Natural Resource Operations at: http://www.for.gov.bc.ca/heritage/property_owners/community_guide.htm.

Submitted by,



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

AK/ca

Reviewed by:

Division Manager:

Approved by:

General Manager:



R10

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 26, 2012

FILE NO:

FROM: Tom R. Anderson, General Manager

BYLAW NO:

SUBJECT: 2012 Departmental Work Plan - Update

Recommendation/Action:

This report is provided for information, consideration and amendment, if desired.

Relation to the Corporate Strategic Plan: N/A

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

Background:

There was some discussion at the March 20, 2012 EASC regarding the status of the work that has been requested of Planning and Development Department staff. This report will hopefully help clarify what has been requested of staff and where that work is in the work plan.

The two tables below is a compilation of all work assigned by the Electoral Area Services Committee or Regional Board up to and including the two Projects/Assignments approved at the last meeting. **Table 1** is a list of all applications we have received over the last seven years and includes those received this year so far which are processed by the Development Services Division staff. The numbers so far this year reflect a typical year ahead. Directors are reminded that some applications such as Bamberton, take years to process!

Table 2 identifies all the other Projects/Assignments assigned to one of the three Divisions within the Department that respond to the EASC. The table also lists the Staff who has been assigned the task and the Status of the work. Given the number of projects/assignments, most staff have been assigned multiple projects. It is not uncommon for staff to work on numerous projects at once given the delays experienced in receiving information from other sources, etc. Of further note is that all staff have a full workload of day to day priority tasks including application processing and responding to public/other inquiries in a multitude of ways.

There are three Projects/Assignments that staff will need further direction on. Specifically, those that are identified under the Priority list as TBC (To Be Confirmed). Due to the fact that they affect Electoral Areas that now have new Directors, confirmation of whether these Projects/Assignments are still desired, would be appreciated.

Table 1

Year	DVP Applications	DP Applications	ALR Applications	Subdivision Applications	Zoning/OCP Amendments
2005	21	41	9	100	25
2006	27	45	21	71	31
2007	42	96	12	80	40
2008	23	46	9	60	25
2009	20	35	11	37	17
2010	22	59	16	37	17
2011	14	41	8	39	13
2012 (to Mar. 23)	3	18	2	8	2

Table 2

DEVELOPMENT SERVICES DIVISION

PROJECT/ASSIGNMENT	STAFF	STATUS
That staff be directed to review the CVRD Sign Bylaw regarding existing regulations for LED signs and provide suggestions for amendments regarding flashing/scrolling signs, and that a report be brought back to the EASC	Rob	Started
That staff be directed to prepare a policy for consideration by the Committee and Board with respect to administering and dispensing of security for completion of amenities and/or site improvements per conditions of Development Permits or through other requirements as imposed by the Regional District (i.e. conditions of rezoning approvals)	Ali	Near Completion
That staff be delegated the power to release covenants and agreements	Tom	Summer
That Planning staff review, as quickly as possible, the existing Bylaws with regard to the possible increase of the setback area from 7.5 m from the boundary of the SPEA in Area I	TBC	Put on Hold by Former EA Director
That staff investigate the zoning status of boat houses in Area I and in the event there is no bylaw in place that a Bylaw be drafted that would not permit them in Area I		Done
That staff report back on the concept of the CVRD contracting out the RAR work to QEP's that is required as part of any application	Tom	Done
That staff be directed to amend the appropriate bylaw(s) to include provisions for dealing appropriately with refuse containers (placement/aesthetics)	Rob	Started
That staff prepare covenants or development agreements to mitigate the environmental and public health and safety impacts associated with subdividing and developing properties proposed to be brought into the Lambourn Estates Sewer Service Area		Done

Update APC Handbook	Rachelle	Done
That staff be directed to prepare a report that outlines zoning bylaw setbacks from watercourses for buildings, and their relationship to the RAR setbacks	Rob	Done
That staff be directed to prepare a report to an upcoming EASC meeting regarding watercourse and riparian protection measures for agricultural uses and activities	Rob	End of April

COMMUNITY AND REGIONAL PLANNING DIVISION

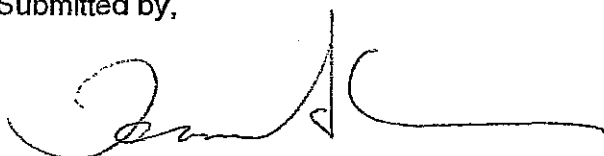
PROJECT/ASSIGNMENT	STAFF	STATUS
South Cowichan Zoning Bylaw and Other Implementing Bylaws	Mike	Summer/ Fall
Cowichan Bay Official Community Plan	Ann	Summer/Fall
Cowichan Bay Zoning Bylaw and Other Implementing Bylaws	Ann/Mike	Started
Electoral Area E (Cowichan Koksilah) Official Community Plan Review	Ann/Katy	To Begin after Area D OCP Completed
Integrated Regional Sustainability Plan	Tom	Started
Climate Action Plan	Tom	Started
Electoral Area F Official Community Plan Review	Ann/Katy	
That staff be directed to develop a policy with respect to redevelopment of lots below the high water mark in the Walton Road area of Honeymoon Bay.	Ann/Katy	To be done as Part of Area F OCP
Benko Road Neighbourhood Plan	TBC	
Koksilah River Corridor Plan	TBC	
Review of Area H Industrial Zones	Ann	Started
That staff prepare a report regarding bylaws being drafted for all EA's that would remove recycling type uses and composting from the Electoral Areas' Light and heavy Industrial Zones	Maddy	April 3 rd EASC
Greenhouse (Bill 27) Gas OCP Amendments	Ali	One more EA to go
Subdivision Servicing Bylaw	Tom	Ongoing
Trans Canada Highway Development Permit Areas.		
That staff initiate a process to amend the Electoral Area D Cowichan Bay Official Settlement Plan and Zoning Bylaw to regulate float homes in Cowichan Bay Village	Ann	Started
That staff be directed to prepare a report to the April 3 rd EASC providing information respecting protocol for recognizing and protecting heritage sites and obtaining heritage status, including local government involvement	Ann	Started
Cobble Hill Commons Seniors Study	Ann/Mike	Grant Received

INSPECTION AND ENFORCEMENT DIVISION

PROJECT/ASSIGNMENT	STAFF	STATUS
Digitization of Building Files	Colin	Ongoing
External Green Building Policy	Rachelle	Summer
Update CVRD Noise Bylaw	Brian	Summer
That staff investigate requesting the implementation of provincial government regulations for contaminated soils that are similar to solid waste regulations in landfills and also look at requesting other effective measures to deal with contaminated soils	Tom	Ongoing
That staff be directed to contact the Districts encompassing the Saanich Peninsula to investigate what bylaws respecting the dumping of soils on agricultural lands are being proposed or have been adopted	Nino	End of April
That staff be directed to investigate what feral cat issues exist in the CVRD electoral areas and how other jurisdictions and the local Animal Control Officers deal with the situation	Nino	Done
That staff be directed to review and recommend changes to the current CVRD Fireworks Sale and Discharge Regulation Bylaw No. 39 with the intent of updating the bylaw	Brian	Summer
That staff contact the SPCA regarding the CVRD Animal Control Bylaw to review options respecting compensation and consider including a reward section; and further that the matter also be referred to the Agricultural Committee for comment, and that staff report back to a future EASC	Brian	End of April

Directors wishing to add, delete or prioritize any of the Projects/Assignments in the Tables above are requested to bring this to the attention of the Committee for further consideration.

Submitted by,



Tom R. Anderson,
General Manager
Planning and Development Department

TRA/ca



R11

STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF APRIL 3, 2012

DATE: March 27, 2012

FILE NO:

FROM: Brian Duncan, Manager

BYLAW NO:

SUBJECT: CMS Food Bank Society

Recommendation/Action:

Direction of the Committee is required.

Relation to the Corporate Strategic Plan: N/A

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

The waived fee would be absorbed by the three Electoral Areas which it serves.

Background:

The CMS Food Bank Society is short on floor space to carry out their food bank operation from their location on Lashburn Road in Mill Bay. A building permit is required to construct an addition to the existing structure in order to create additional floor space for the Society. The new addition would provide a much needed bathroom and food preparation area. The Inspections and Enforcement Division has been requested to waive the \$420 permit fee. The request must be approved by the Committee. Building permit fees have previously been waived on the gazebo at Shawnigan Lake Cemetery and another gazebo for the Honeymoon Bay Community Society. This addition at the Food Bank will provide long term benefits to the people who depend on the Society.

Options:

1. That the Building Permit Fee for the proposed 380 sq.ft. addition of the CMS Food Bank on Lashburn Road be waived.
2. That the Building Permit Fee for the proposed 380 sq.ft. addition to the CMS Food Bank on Lashburn Road not be waived.

Submitted by,

A handwritten signature in black ink, appearing to be "Brian Duncan", is written over a horizontal line.

Brian Duncan,
Manager
Inspections and Enforcement Division
Planning and Development Department

Approved by:
General Manager

A handwritten signature in black ink, appearing to be "AC", is written over a horizontal line within a rectangular box.



R12

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. 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.

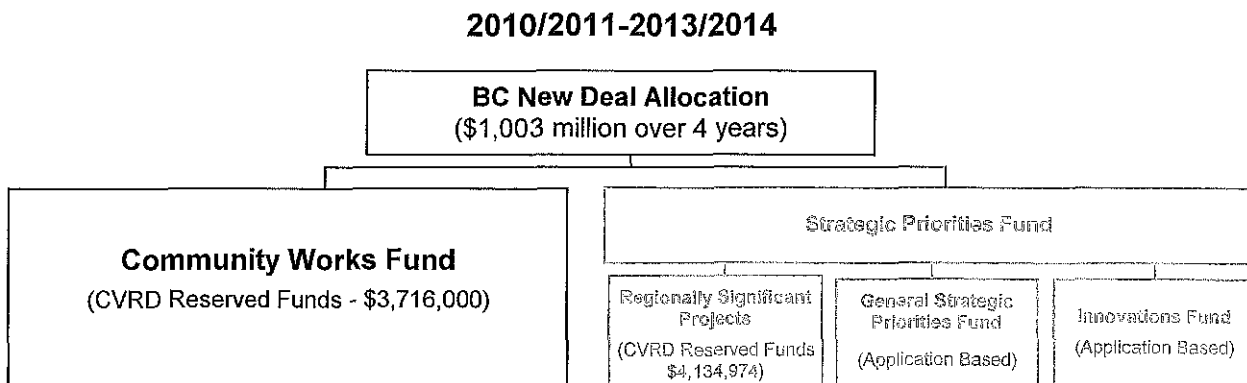
Financial Impact: (Reviewed by Finance Division:)

While project funding through the Community Works 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.

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. The March 2011 UBCM Newsletter 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 initiatives 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

	PROJECT DESCRIPTION	CWF Cost (Estimate)	Project Cost (Estimate)	Electoral Area
TIER I	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
	Sub-Total	\$1,761,634	\$15,048,750	
	Cowichan Station School energy upgrades	\$133,000	\$200,000	E
TIER II	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
	Sub-Total	\$708,000	\$1,450,000	
Future Priorities	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
	Sub-Total	\$828,250	TBD	
	(\$2,117,000 CWF Available)	TOTAL	3,297,884	\$17,223,750

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.

Estimated Project Cost:	\$35,000
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.

Estimated Project Cost:	\$4,000,000
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.

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

15. Energy Manager

Second year funding

Estimated Project Cost:	\$100,000
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.

Estimated Project Cost:	\$400,000
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.

Estimated Project Cost: \$120,000
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)

Estimated Project Cost: \$50,000
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.

Estimated Project Cost: \$60,000
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.

Estimated Project Cost: \$20,000
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.

Estimated Project Cost: \$25,000
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

COMMUNITY WORKS FUND PROJECTS	<u>CWF</u> <u>Cost Est.</u>	<u>Project</u> <u>Cost Est.</u>
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
Total	1,599,000	2,978,270

APPENDIX C
2005-2009 Community Works Fund Projects

COMMUNITY WORKS FUND PROJECTS	<u>CWF</u> <u>Cost</u>	<u>Project</u> <u>Cost</u>
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) TOTAL	2,425,800	3,248,353

APPENDIX D
Eligible Project Categories and Sub-Categories

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



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Giles Area C

Grantee: Grant Amount \$ 1500.00

NAME: South Cowichan Rotary Association

ADDRESS: 2408 Mill Bay Road
Mill Bay, BC
V0R 2P0

Contact Phone No: David Brown 250 743 2776

PURPOSE OF GRANT: To assist with an addition to
the CMS Handbank.

CMS = Cobble Hill, Mill Bay, Sherington area

REQUESTED BY: Gerry Giles
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
01-2-1950-0252-113	1500.00	10.0

FOR FINANCE USE ONLY

BUDGET APPROVAL _____

VENDOR NO. _____

Disposition of Cheque:

Mail to above address: _____

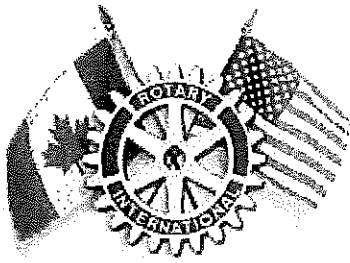
Return to _____

Attach to letter from _____

Other _____

Approval at Regional Board Meeting of _____

Finance Authorization _____



Rotary Club of South Cowichan (Mill Bay)
International District 5020
2408 Mill Bay Rd
Mill Bay, BC V0R 1L0
DATE

Dear Sir/Madame

In the fall of 2000 the South Cowichan Rotary Club, along with the help from many supportive businesses and individuals, constructed a new building to house the CMS (Cobble Hill, Mill Bay, Shawnigan Lake) Food Bank on a rented parcel of land in Mill Bay on Lashburn Road.

The CMS Society now owns the land that their building is on. Unfortunately in the eleven years since this project was completed the need for it has only increased. A number of years ago a shipping container was setup to help with additional storage needs, and more recently a new septic field was installed to service an old cabin at the rear of the property. The old cabin at the back of the property has the only operating washroom and is approximately 100 feet from the main building. It also has no access for the disabled. Eleven years ago when we constructed the new building we were unable to provide a washroom.

The South Cowichan Rotary is proposing build an addition to the rear of the existing building which would accommodate a wheelchair accessible washroom and much needed additional storage as well as a new prep area with sinks.

The members of the South Cowichan Rotary Club, and the CMS Food Bank invite you and your suppliers to be a part of our community project and support us in any way that you can whether through funding, required materials, or your expert skills in completing this project. We are hopeful to have confirmed commitments for all donations by January 31, 2012 at which time we can establish the budget required to make this much needed project a reality.

Both the CMS Food Bank Society and the South Cowichan Rotary Foundation can provide receipts for some donations received for this project. I will contact you shortly to determine your level of interest. Thank you very much.

Sincerely

David Crowe
South Cowichan Rotary Club
Food Bank Project Chair

Contact numbers: 250-743-2776 or 250-701-8808 (cell)



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Giles Area C

Grantee: Grant Amount \$ 500.00

NAME: Cowichan Therapeutic Riding

ADDRESS: 1843 Igonhalem Road

Duncan, B.C.

V9N 5K6

Contact Phone No: 250 746 1028

PURPOSE OF GRANT: Assistance with program

REQUESTED BY: Gerry Giles
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
01-2-1950-0276-113	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 _____



Cowichan Therapeutic Riding Association

at Providence Farm 1843 Tzouhalem Rd. Duncan, BC V9L 5L6

RECEIVED

JAN - 3 2012

CVRD Electoral Area C
175 Ingram Street
Duncan, BC V9L 1N8

Dear CVRD Electoral Area C

I am writing today in appreciation of your most generous contributions to the Cowichan Therapeutic Riding Association (CTRA). Your support of our program has come at a very fortunate time for CTRA. With recent decisions by a number of large foundations and corporate funders (based out of our large local urban centres) to exclude the geographic area of the Cowichan Valley, this year has left us with a real and urgent need for support. I cannot stress how much your generous and timely donation has meant to us during this difficult time.

The Cowichan Therapeutic Riding Association (CTRA) has been helping individuals with various disabilities in our community for a quarter century. Through the power of the human-equine bond, therapeutic riding helps our clients achieve anything from basic goals of physical therapy and increased independence/self confidence to dreams of Para-competition and National Representation. CTRA promotes and facilitates access to horses as a therapeutic alternative for all members of our community.

Your support has helped us cover our rising overhead costs – such as the care and maintenance of our therapy horses. Our special horses require a large amount of food and care in order to be fit, healthy, and happy to do their job assisting clients living with disabilities. Examples of these expenses include the provision of good quality hay and grain, veterinary care (both routine and emergency), and training necessary to their purpose as therapy horses. In addition, our horses require proper bedding for their stalls, well-fitting adaptive equipment, and spaces for recreation and relaxation (adequately fenced and reasonably sized “turn out” paddocks).

Your donation directly enables CTRA to maintain our program operations without increasing user fees for our participants. By helping to keep our fee structure as non-prohibitive as possible, your contributions have directly contributed to program accessibility for persons with disabilities. Your assistance has helped CTRA deconstruct economic barriers to this unique form of therapy and as such, has directly improved the lives of persons living with disabilities.

We thank you so very much for your support. We invite you, your friends, and family any time to visit us on site to see your support “in action.” We know you will be deeply moved by the difference your contributions have made – we know we have been.

Best regards,

Jennifer Barnes van Elk,
Executive Director, CTRA
Jennifer@ctra.ca

Phone: (250) 746-1028 ❖ Fax: (250) 746-1033 ❖ e-mail: ctra@telus.net
Website: www.ctra.net ❖ Charity Number: 891743843RR0001



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Giles Area C

Grantee:	Grant Amount \$ <u>500.00</u>
NAME:	<u>Cowichan Family Caregivers</u>
ADDRESS:	<u>PO Box 13</u> <u>Sharnigan Lake</u> <u>BC V0R 2W0</u>
Contact Phone No:	<u>250-743 7621</u>
PURPOSE OF GRANT:	<u>To assist with support program.</u>
REQUESTED BY:	<u>Gerry Giles</u> Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
01-2-1950-0224-113	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 _____



Cowichan
Family
Caregivers
Support
Society

RECEIVED
CVRD

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

MAR 12 2012

9 march 2012

Administrative Services

Gerry Gibes
Director, Regional area C

Greetings

Request for Assistance

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. A grant of \$500.00 from your area would be appreciated.

Thank you.

Garth Harvey
Garth Harvey President
Encl 2

Original: <i>Amal</i>	Copies to: <i>Dir C</i>
Board:	
Committee(s)	
Directed by: <i>LY</i>	Date: <i>MARCH 12/12</i>
File #	



A United Way Member Agency



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Giles Area C

Grantee:

Grant Amount \$ 250.00

NAME: Cowichan Spirit of Women

ADDRESS: One Kenneth Street
Victoria, BC
V9A 5B3

Contact Phone No: Helga Lambrecht, 250 749 8722

PURPOSE OF GRANT: Educational Sponsorship

REQUESTED BY:

Gerry Giles
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
01-2-1950-605-113	250.00	10.0

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

VENDOR NO. _____

Disposition of Cheque:

Mail to above address: _____

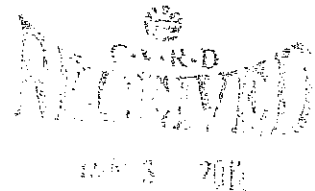
Return to _____

Attach to letter from _____

Other _____

Approval at Regional Board Meeting of _____

Finance Authorization _____



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 or e-mail 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.

City	Finance Chair
Board	Chair
Committee	Chair
Staff	Chair
Other	Chair
Date	Feb 4/12



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Spicer Area C

Grantee:	Grant Amount \$ <u>500.00</u>
NAME:	<u>Esote Miel Bay School</u>
ADDRESS:	<u>3175 Cobble Hill Road</u> <u>Miel Bay BC</u> <u>VOR 2P3</u>
Contact Phone No:	<u>250 929 3343 Michelle Spence</u>
PURPOSE OF GRANT:	<u>To assist in the organization</u> <u>of the ECOTRAVAGANZE</u>
REQUESTED BY:	<u>Spencer Spicer</u> Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
01-2-1950-0385-113	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 Ms. Giles,

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, your consideration and response is greatly appreciated.

Yours sincerely,



Michelle Rennie
Ecole Mill Bay PAC
Ecostravaganza Co-Chair
250- 929-3343
admin@ecostravaganza.ca.



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director

Area

Grantee:

Grant Amount \$ 500.00

NAME:

ADDRESS:

Contact Phone No:

PURPOSE OF GRANT:

REQUESTED BY:

Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1450-0304-118	500.00	10.0

FOR FINANCE USE ONLY

BUDGET APPROVAL

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 Lake Lady of the Lake Society
P.O. Box 47 Lake Cowichan, BC V0R 2G0 Ph: 250-749-6086

February 20, 2012

Director Pat Weaver
Electoral Area I – Youbou / Meade Creek
175 Ingram Street
Duncan, BC V9L 1N8

RECEIVED
FEB 27 2012

Dear Director Weaver:

RE: Funding for Cowichan Lake Lady of the Lake Society

On behalf of the Cowichan Lake Lady of the Lake Society, please accept this letter as our official request for a grant-in-aid for the 2012 year.

We are a non-profit society supported by volunteers. Our main goal is to provide the candidates of the Lady of the Lake Pageant with opportunities to become ambassadors to represent our community throughout BC and the State of Washington. Candidates who are given this privileged opportunity represent our community at pageants and parades during their reign as royalty ambassadors. Travelling to various pageants and parades is our biggest expense each year. Last year's expense was \$5,554. Without adequate funding, our new royalty for the 2012-2013 reign will not be given the same opportunities to represent our community as our past royalty.

Last year's donation from Area I was a tremendous help to our Society. Thank you for your continuous support and for making a difference to our ambassadors.

Please contact me if you have any questions regarding our request. Otherwise, we look forward to your written response.

Sincerely,

Tanya Kaul

Tanya Kaul
Treasurer

On: <i>Finance</i>	Copies to:
By: <i>D. Weaver</i>	
On: <i>Mar 9/12</i>	



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director

Area

Grantee:

Grant Amount \$ 50000

NAME:

ADDRESS:

Contact Phone No:

PURPOSE OF GRANT:

REQUESTED BY:

Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0324 - 118	500.00	10.0

FOR FINANCE USE ONLY

BUDGET APPROVAL

VENDOR NO.

Disposition of Cheque:

Mail to above address:

Return to

Attach to letter from

Other

Approval at Regional Board Meeting of

Finance Authorization

C.V.R.D.
RECEIVED
JAN 20 2012

**LAKE COWICHAN SECONDARY SCHOOL
190 SOUTH SHORE ROAD
BOX 40
LAKE COWICHAN, BC V0R 2G0
Tel (250)749-6634 Fax (250)749-6222**

January 20, 2012

~~Kalus Kuhar~~ *Pat Weaver*

Director - Area I
C.V.R.D.
175 Ingram Street
Duncan, BC V9L 1N8

Dear ~~Kalus Kuhar~~

In the past, your organization has come forward to offer scholarship / bursary money to deserving graduates at Lake Cowichan Secondary School to pursue post-secondary education studies. Many thanks for your past contributions toward our Scholarship and Bursary Program. As we prepare to offer scholarships and bursaries for the Graduating Class of 2011, we ask that you review, confirm and update the information on the attached sheet.

Applications will be processed and sent to you for selecting, or applications will be forwarded to the LCSS Scholarship committee for selection, depending on your choice.

If you require a special application form, please include that with your confirmation.

IMPORTANT DATES

Monday, February 27th	Attached confirmations returned to LCSS
Wednesday, April 4th	Student application packages sent to you
Wednesday, May 9th	Recipient Names submitted to LCSS as well as name(s) of those that will be attending Awards Night
Wednesday, May 23rd	Details sent to you regarding Awards Night
Thursday, June 7th	Awards Night

Please return the attached confirmation form to Tara Brooks by Monday, February 27th in the self addressed envelope, or by fax at 250-749-6222. You can also confirm by email to lcsscounsec@sd79.bc.ca
SUBJECT: Scholarships & Bursaries or by telephone at 250-749-6634.

Thank you for your time and commitment to the young people of our community and their future education. If you require more information please contact me at 250-749-6634.

Yours truly,

D. Garner
Mrs. Dani Garner
Vice Principal

Pat Weaver
Feb 4/12

**LAKE COWICHAN SECONDARY SCHOOL
190 SOUTH SHORE ROAD
BOX 40
LAKE COWICHAN, BC V0R 2G0
Tel (250)749-6634 Fax (250)749-6222**

CONFIRM THIS INFORMATION AND RETURN BY MONDAY, FEBRUARY 27, 2012

Contact **Kalus Kuhm**

Address **175 Ingram Street
Duncan, BC
V9L 1N8**

Award name: **Cowichan Valley Regional District Area I**

Award: **\$400 * _____ = \$ _____**

Who chooses the award recipient:	LCSS	Held in Trust by LCSS: \$400
		Still to Collect: 2011 Recipient
Who presents award:	LCSS	Final Balance: -\$100
Who issues the cheque to recipient:	LCSS	

Previous Conditions of Bursary:

**To be eligible for these scholarships, students must have proof of residence in the specific area.
Recipients will be seeking vocational, technical or university training.**

Updated Conditions of Bursary: (Please fill in below if you wish to change conditions)



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Pat Weenan Area Area I Yukon/Maple Ridge

Grantee:	Grant Amount \$ <u>500.00</u>
NAME: <u>Cow. Lake & River Stewardship Society (CLRSS)</u>	
ADDRESS: <u>General Delivery</u>	
<u>Lake Cowichan B.C. V0R2G0</u>	
Contact Phone No: _____	
PURPOSE OF GRANT: <u>Fish Habitat Signage Project</u>	
REQUESTED BY: <u>Pat Weenan Area I</u>	
Director Requesting Grant	

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1450-0378-118	500.00	10.0

FOR FINANCE USE ONLY
BUDGET APPROVAL <u>[Signature]</u>
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 Lake and River Stewardship Society (CLRSS)
General Delivery
Lake Cowichan, BC
V0R 2G0

CLRSS website: <http://cowichan-lake-stewards.ca/>

January 5, 2012

Pat Weaver
CVRD Area I Director
8710 North Shore Rd.
Lake Cowichan, BC V0R 2G0

Dear Director Weaver:

The Cowichan Lake and River Stewardship Society (CLRSS) would like your support for two proposed environmental projects in 2012.

The CLRSS and the Cowichan Land Trust has submitted a 1.9 million dollar funding proposal to the Habitat Conservation Trust Fund (HCTF) for the Cowichan Watershed Riparian Protection and Stewardship Project (see attached). We included a \$5,000.00 contribution from the Creekside Habitat Fund interest (Bylaw 2509) on verbal approval from Directors Morrison and Kuhn in October, 2011. We have since had an election and the CLRSS would like to formalize the request with CVRD Area F and I directors and the Town of Lake Cowichan. We expect to hear in March, 2012 if our HCTF application is approved and will not need the funds until then.

Secondly, the CLRSS would like \$500.00 each from CVRD Area F, CVRD Area I and the Town of Lake Cowichan to support our ongoing Fish Habitat Signage Project. We successfully installed 5 signs last year with your support and this year we have \$1,450.00 confirmed support from the Pacific Salmon Foundation (see attached). We require a total budget of \$2,950.00 for materials and travel/shipping expenses for 5 new signs and hope all three areas will contribute \$500.00 each as a grant in aid. All labour for the Fish Habitat Signage Project is done on a volunteer basis. Last year we posted fish habitat signs at Cottonwood, Meade, Beadnell, Beaver and Sutton Creeks.

Thank you for considering our requests and your continued support of CLRSS volunteer efforts in environmental education and protection.

Sincerely,

Gerald Thom
CLRSS President

Rec'd 2011/12/20
WBS

Pacific Salmon Foundation
300 - 1682 West 71st Avenue
Vancouver, British Columbia
Canada V6J 4S6
T. 604.664.7664
F. 604.664.7665
www.psf.ca



December 12, 2011

CSP 11F 007

Gerald Thom
Cowichan Lake & River Stewardship Society
c/o 9755 Miracle Way
Youbou, BC
V0R 3E1

Fish Habitat Signage

Dear Gerald:

On behalf of the Board of Directors of the Pacific Salmon Foundation, we are pleased to advise that Community Salmon Program (CSP) funding has been approved in the amount of \$1,450 to support your project. CSP funds are raised through Fisheries and Oceans Canada's Recreational and Commercial Fishing Salmon Conservation Stamp Program and dinners, auctions and donations from throughout the Pacific region. As well, a portion of this grant has been contributed by Timberwest and the Living Rivers Trust Fund.

To release your grant, the attached Release of Grant/Disclosure needs to be completed and returned to us. If you need to make changes to the project, its objectives, workplan or approved expenses as described in your application please contact us prior to spending the PSF grant portion of your budget.

PSF cordially requests an opportunity to view a draft of the sign, and if possible, inclusion of our logo.

We ask you to refer to your Application Agreement that requires the submission of your Final Report, with original invoices for PSF authorized payments, within 60 days of the completion of your project or at a maximum within 12-months of the grant period which commences upon your receipt of the grant. Final Report forms are available on our website at www.psf.ca.

The Pacific Salmon Foundation requests acknowledgment of our support and of our program funder(s) named above in your project signage, promotion and media articles. PSF will be publicizing CSP funding results in our media releases and publications, and you may be contacted by media agencies in this regard to discuss your project.

The work that your organization has accomplished plays an important role in the long-term rehabilitation of wild Pacific salmon stocks and is important for generating sustained community awareness of organizations such as yours throughout British Columbia. We applaud you for your initiative and trust that this contribution will assist in securing the long-term success of your organization's efforts.

If you have questions or need additional assistance please contact Jim Shinkewski, Salmon Programs Coordinator, at 604-664-7664.

Sincerely,

Dianne Ramage
Director, Salmon Programs



Enhancement Project Application: NEW Project Funding Year: 2012-2013

HABITAT
CONSERVATION TRUST
FOUNDATION

[HCTF to complete] Project File #: _____

PROJECT OVERVIEW

Project Name: Use a name that concisely identifies the project (species/habitat/location) with 10 words or less.

Cowichan Watershed Riparian Protection and Stewardship Project

AMOUNT REQUESTED FROM HCTF FOR FUNDING YEAR 2012-2013: (Ensure that this amount matches the total amount identified in the Budget.)

Proponent Name: (Identify who is submitting this proposal.)

Kai Rietzel

Organization Name: (Provide the name of the proponent's organization.)

Cowichan Community Land Trust Society

Author of Proposal: (If different from proponent submitting proposal.)

Is this proposal linked to a previous HCTF Seed project?

☐ Yes ☒ No

Is this proposal starting a new five-year cycle?

☐ Yes ☒ No

If yes to either of the above, please indicate the HCTF Project #:

Will this be a multi-year project?

☒ Yes ☐ No

If yes, this will be year 1. Please indicate the total number of years the project is expected to take.

Year
1

of Year
5

MULTI-YEAR BUDGET SUMMARY

Year of Project	Funding Year (e.g. 2012-2013)	HCTF \$ Requested/Projected	Total Other Funding	Total \$
1	2012-2013	\$217,498.80	\$182,959.00	\$400,457.80
2	2013-2014	\$179,458.80	\$182,959.00	\$362,417.80
3	2014-2015	\$179,458.80	\$182,959.00	\$362,417.80
4	2015-2016	\$179,458.80	\$182,959.00	\$362,417.80
5	2016-2017	\$179,458.80	\$182,959.00	\$362,417.80
Totals		\$935,334.00	\$914,795.00	\$1,850,129.00

Multi-year Budget Comments:

The first year of the project requires more funding to carry out classification and workshop activities. Years 2 to 5 are forecasted amounts. It is expected that as the project progresses it will attract and bring on board additional funding parties.

Project Description: (Describe what your project will accomplish. Maximum 3 lines)

- Develop a science based easily understood classification of riparian habitats;
- Establish agreed upon habitat acquisition/protection/restoration/enhancement/education priorities;
- Establish a stewardship first culture among Cowichan watershed residents/landowners.

Have you discussed this project with the Ministry of Environment or Ministry of Forests, Lands and Natural Resources regional office?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Project Location: (Provide a one-line description that includes distance to the nearest town or other known feature.) Cowichan Watershed, Duncan BC	
UTM Coordinates: (Coordinates will be used to locate HCTF projects on a map.) 10U 448002 5403087	
Project Type: (Project Type codes can be found at http://www.hctf.ca/Application/attachments.htm) IE, LS	
Species to be enhanced: (Maximum 4. Species codes can be found on the BC Species and Ecosystem Explore website at http://www100.gov.bc.ca/pub/eswp/search.cfm) F-ONTS, F-LAMA, F-ONMY, F-ONKI	

PROJECT DETAILS

This section (# 1 – 6), should not exceed 5 pages. Instructions are available on the HCTF website at http://www.hctf.ca/Application/ApplicationInstructions_NEW.htm

1. EXECUTIVE SUMMARY (~500 words or less.)

The Cowichan watershed has been recognized as one of the most productive watersheds in the province for chinook, coho, steelhead, and chum salmon. It is important for commercial, recreational, and cultural fisheries.

In addition to providing critical habitat for fish, the extensive riparian areas are valuable habitat for a plethora of mammals, birds, amphibians, reptiles and invertebrates including: numerous species of migrant and nesting waterfowl, Roosevelt elk, blacktailed deer, black bear, cougar, Bald Eagle and Great Blue Heron. The Federal government has designated the Cowichan River Estuary as an "Important Bird Area" for migratory waterfowl. The River is a Provincial Heritage River and one of only three BC rivers that has National Heritage River Status. It is also an indicator river for chinook salmon for both the Pacific Salmon Commission Treaty and for Fisheries and Oceans Canada stock assessment.

Over the past three decades millions of dollars have been invested in habitat acquisition, enhancement and restoration within the watershed. Approximately 90% of the Cowichan Watershed is privately owned making private land stewardship essential for its conservation. Results from a recent Cowichan Watershed Board survey of watershed residents indicate a lack of basic knowledge and understanding of water (Cowichan Watershed Board, 2011). Landowners continue to destroy valuable riparian habitat overtly and covertly due to this lack of knowledge and poor RAR enforcement. One local group is even defending its right to destroy habitat.

This proposal outlines a public education initiative to address these problems proactively by:

- Developing a science based, easily understood classification of riparian habitats including their level of threat;
- Establishing agreed upon habitat acquisition/restoration/enhancement priorities;
- Establishing a stewardship first culture among Cowichan watershed residents/landowners.

Developing a simple, logical, lay-person friendly classification will provide a vehicle for discussing riparian habitats, their benefits, issues affecting them and solutions including: acquisition and priority setting. Priority setting will ensure efficient and effective acquisition, enhancement and restoration. The classification will also set the stage for a multi-pronged education and grass-roots stewardship initiative.

The Cowichan Land Trust is a leader in environmental stewardship in the Cowichan Valley. Our experience has shown that stewards, with some assistance, can take action to restore and protect important natural habitats and produce significant changes in environmental behaviours and attitudes in their communities. This project will provide a necessary service for community members. Training, education, referrals and leadership will increase the effectiveness of environmental stewardship activities and goals. Partnering with other community stewardship groups, will work to ensure that the information reaches all communities throughout the Valley and that all landowners interested in restoring or improving their riparian areas receive the support required to protect, restore and maintain riparian habitats within the Cowichan Watershed.

2. ISSUE (~250 words or less)

Cowichan Lake has the largest freshwater recreational fishery on Vancouver Island, but both angler days and catch have

declined by 50% over the past 20 years. The Cowichan Estuary is ranked within the top eight estuaries in BC (Ducks Unlimited, 2007). The lower reaches of the river and the Somenos and Quamichan complexes are prime rearing habitat for fish, including steelhead and cutthroat and extremely important for waterfowl.

90% of the watershed is privately owned and riparian habitat of all three zones is under severe pressure. The Riparian Area Regulation is not effective. This problem is recognized throughout the province (Ministry of Environment, 2010). Developers, shoreline owners and private forest companies regularly destroy habitat purposefully or inadvertently.

Despite the above there are many positive signs:

- The new Cowichan Watershed Board has recently given approval in principle for riparian acquisition/enhancement targets for the watershed;
- Several vibrant watershed stewardship groups are coordinating efforts to educate the public on riparian protection/enhancement/restoration;
- The Cowichan Land Trust has the capacity to lead a comprehensive riparian protection/enhancement/restoration/education project and has the support of all the stewardship groups to do so.

This project is intended to shift the culture within residents and landowners of the watershed to a "stewardship first" approach. It focuses on a simple, logical, clear classification of riparian habitat illustrating benefits and threats, and forms the basis for priority setting. It is a multi-pronged/multi-audience approach to educating stakeholders and supporting riparian stewardship initiatives.

3. OBJECTIVES AND ACTIVITIES/METHODS: SUMMARY

Summary Table of Objectives and Activities/Methods (Please number each as indicated below.)

Project Objectives	Activities/Methods	Measures of Success	Timeline
1. Develop a science based easily understood classification of riparian habitats.	1.1 Contract Ted Burns and/or other Qualified Environmental Professional(s) to adapt current riparian habitat classifications into a simple, logical, easily understood, lay-person friendly format.	1.1.1 Completion of an easily understood classification of riparian habitats in Cowichan watershed.	Complete in Year 1
2. Establish agreed upon habitat acquisition, protection, restoration and enhancement priorities.	2.1 Facilitate a workshop of key fish and wildlife experts and individuals with local knowledge to set acquisition, protection, enhancement and restoration priorities based on riparian classifications from Objective 1.	2.1.1 Completion of a clear set of agreed upon acquisition, protection, enhancement and restoration projects.	Complete in Year 1
3. Establish a "stewardship first" culture among Cowichan watershed residents/landowners.	3.1 Offer courses and workshops to train stewardship group volunteers, private landowners and the general public, including youth.	3.1.1 Number of workshops/courses per year. 3.1.2 Number of people participating in workshops and courses. 3.1.3 Result of annual watershed survey	Ongoing
	3.2 Engage youth with educational programs and events that are delivered in both classroom and field settings.	3.2.1 Number of educational programs developed. 3.2.2 Number of youth participating in programs/events.	Ongoing

Project Objectives	Activities/Methods	Measures of Success	Timeline
	3.3 Provide information and support to landowners regarding riparian habitat protection, enhancement and restoration activities.	3.3.1 Completion of packages. 3.3.2 Number of packages delivered. 3.3.3 Number of landowners contacted. 3.3.4 Number of site visits. 3.3.5 Number of activities initiated.	Ongoing
	3.4 Inform the general public with a view to changing the culture to "stewardship first".	3.4.1 A cultural shift to a "stewardship first" attitude (annual survey). 3.4.2 Number of press releases/ newsletters/ and publications released. 3.4.3 Number of presentations given. 3.4.4 Number of community events attended.	Ongoing

4. DETAILED OBJECTIVES AND ACTIVITIES/METHODS

a. Objectives *(Please use the same numbers as the Summary table above in section 3.)*

1. Develop a science based, simple, logical, lay-person friendly classification of riparian habitats of the lake, river, lower river reaches and lower wetlands for the Cowichan watershed. This will provide a vehicle for discussing riparian habitats, their benefits, issues affecting them and solutions including: acquisition and priority setting. The classification will also set the stage for a multi-pronged education and grass-roots stewardship initiative.
2. Establish agreed upon habitat acquisition, protection, restoration and enhancement priorities based on riparian classifications from Objective 1. Priority setting will ensure efficient and effective acquisition, protection, enhancement and restoration of riparian habitat in the Cowichan watershed.
3. Establish a "stewardship first" culture among Cowichan watershed residents/landowners giving them the skills and knowledge to protect, enhance and restore riparian habitat by: offering courses and workshops ; engaging youth; providing information and support to landowners; and informing the general public with a view to changing the culture.

b. Activities/Methods *(Please use the same numbers as the Summary table above in section 3.)*

- 1.1 Contract Ted Burns/Pete Law and/or other Qualified Environmental Professional(s) to adapt current riparian habitat classifications into a simple, logical, easily understood, lay-person friendly format.
- 2.1 Facilitate a workshop of key fish and wildlife experts and individuals with local knowledge to set acquisition, protection, enhancement and restoration priorities based on riparian classifications from Objective 1.
- 3.1 Offer courses and workshops to train stewardship group volunteers, private landowners and the general public.

Courses and workshops are delivered by expert consultants and coordinated by CLT on environmental stewardship topics in order to train and increase the knowledge of watershed residents. Once trained, participants will become more aware of the importance of environmental protection, conservation and land stewardship, and will use the skills gained to protect and restore the environment. Courses and workshops will help promote the formation of stewardship groups; members of these groups become the caretakers of ecologically and culturally important places. They will also provide volunteers with the training and support required to protect and restore local aquatic habitat, educate the public about the importance of watershed resources and encourage communication and cooperation in watershed management. In addition to the workshops, we will organize an "un-garden tour", or a garden tour which showcases esthetically-pleasing gardens in riparian areas (particularly lakeshore) that align with Naturescape principles. These will provide landowners with opportunities to see how they can apply the principles in their own yards.
- 3.2 Engage youth with educational programs that are delivered in both classroom and field settings.

Interpretive programs for children and youth will be developed in order to educate them about the Cowichan watershed, its biology, ecology, geography, conservation issues, and the interconnectedness of all its systems. These programs will be developed in cooperation with the Cowichan Watershed Board in order to help them fulfill their Watershed IQ Target: "*Grade 4s Know Their Watershed* -By 2013 all Grade 4 students in the area take part in a field trip or event to learn about the Cowichan watershed" (Cowichan Watershed Board, 2011).

Programs will be delivered as a series that can be taught in classrooms or various outdoor locations throughout the watershed. We will increase the level of participation in responsible fishing activities (HCTF's Objective 2.1) by hosting and organizing "Learn to Fish" programs. Current youth stewardship groups and youth community groups will also be targeted to participate in the programs.

3.3 Provide information and support to landowners regarding riparian habitat protection, enhancement and restoration activities.

We will work with land stewards and landowners to educate them about riparian habitats and identify issues of concern and develop site-specific management plans with actions to target these issues. Whenever necessary, management plans for habitats spanning across a number of private properties (such as on a creek, wetland, lake bay, etc.) will be developed with the affected landowners. Volunteer work parties will be organized to carry out the restoration activities prioritized. Other areas of priority for restoration will be those identified as being sensitive and/or highly impacted in data collected by local and federal governments. Work parties will be opportunities for communities to come together and participate in the conservation and environmental protection of critical areas to achieve a common goal.

3.4 Inform the general public with a view to changing the culture to "stewardship first".

Results from a watershed IQ survey showed that Cowichan residents lack basic knowledge and understanding of the water. Landowners continue to damage and/or destroy valuable riparian habitat due to this lack of knowledge. We will target private landowners, stewards and youth who currently lack this knowledge and teach them how their actions affect the watershed and its habitats. There needs to be a shift in thinking, and this will take time. We will training a group of dedicated volunteers allowing them to go forward and share their knowledge with private landowners and help to change this mindset. Education will be provided at the grass-roots door to door level including a riparian "welcome wagon: visit to new comers. The message is more likely to make an impact if it comes from other landowners experiencing the same issues.

Staffing

We will hire 2 full-time (35 hours/week) stewardship coordinators for this project and one full-time assistant. Full-time staff are needed in order to ensure the project objectives and all of the activities are met. Staff will educate, coordinate and inform volunteers, liaise between stewardship groups and watershed stakeholders, and provide support to the community.

Public Stewardship Coordinator (PSC): The PSC will organize and coordinate stewardship workshops/courses, the landowner contact program and support the proponent stewardship groups, volunteer groups and private land stewards with stewardship and restoration activities. Track and report project deliverables and measures of success.

Youth Stewardship Coordinator (YSC): The YSC will develop, organize and coordinate educational programs for children and youth. Programs will meet the BC Curriculum and Environmental Learning and Experience (ELE) guidelines. Present and lead the programs and support current youth stewardship groups in their initiatives, while fostering new groups. Liaise with educators from other agencies to develop and deliver programs. Track and report project deliverables and measures of success.

Stewardship & Communications Assistant (S&CA): The S&CA will write and submit press releases, arrange interviews with local media, create and distribute posters and/or information on upcoming events including courses and workshops, prepare informational packages for landowners including ordering and printing brochures, use the website and social media as resources, arrange displays for events and assist the Stewardship Coordinators with courses, workshops, programs and overall project activities.

Contractors: Contractors will be hired to teach courses/workshops.

Bookkeeper: The bookkeeper will keep all records of receipts and expenses and prepare payroll.

Timeline

All activities will be started in year one. Activities 1.1 and 2.1 will be completed in year one, all other activities will be started in year one and continue on an ongoing basis for the duration of the project.

5. DETAILED MEASURES OF SUCCESS *(Please use the same numbers as the Summary table above in section 3.)*

1.1.1 A simple, logical, lay-person friendly classification of riparian habitats of the lake, river and lower watershed wetlands for the Cowichan watershed is developed and completed.

2.1.1 A clear agreed upon set of priorities for future acquisition, protection, enhancement and restoration projects for riparian areas in the Cowichan watershed is developed.

3.1.1 At least 5 workshops/courses held per year.

3.1.2 At least 60 people participate in workshops and courses annually.

3.2.1 At least 4 educational programs developed annually.

3.2.2 At least 150 youth participate in programs annually.

3.3.1 Information packages are completed in the first year.

3.3.2 At least 250 packages delivered annually.

3.3.3 At least 50 landowners contacted (excluding welcome wagon visits).

3.3.4 At least 25 site visits per year.

3.3.5 Partnerships and ongoing programs established for acquisition, restoration, protection and enhancement activities so that targets can be achieved.

3.4.1 A cultural shift to a "stewardship first" attitude when it comes to riparian habitats within the Cowichan watershed occurs. This attitude will be held by our youth, First Nations, key stakeholders, developers, realtors, property owners, local politicians, key government staff and others who influence riparian habitats.

3.4.2 At least 12 press releases/newsletters/ or publications released annually.

3.4.3 At least 10 presentations given annually.

3.4.4 At least 10 community events attended/organized annually.

6. COMMUNICATION/OUTREACH**a. Project Communications Plan**

Information gained from this project will be communicated to the public by the following means:

one-on-one contact with watershed residents; brochures and handouts; presentations; workshops and courses; community events; newsletters; press releases; email updates; on the websites of the various stewardship groups involved.

Reaching out to the community and communicating the importance of riparian areas will be the focus of the entire project and communication activities will be on-going. One-on-one contact with land owners will be ongoing throughout the entire project. Newsletters will be circulated twice a year, press releases will be submitted at least once every two months, workshops and courses will be held at least four times per year, presentations will be delivered at least six times a year and we will attend at least eight community events per year.

b. HCTF Communications Plan *(How will your project help HCTF achieve Goal #3 of our Strategic Plan?)*

By funding this project HCTF will be acknowledged as a major funder on the Cowichan Land Trust, Cowichan Lake and River Stewardship Society, Cowichan Watershed Board, Somenos Marsh Wildlife Society, and Quamichan Watershed Stewardship Society websites. Acknowledgement and/or the HCTF logo will appear on communications materials including brochures, handouts, community event displays, newsletters, press releases and email updates. Presentations, workshops and courses will also include verbal acknowledgement of HCTF funding.

This project will gain appreciation across the entire Cowichan region (population ~80,000) giving recognition to HCTF, its contributors, partners and the proponent stewardship groups of the Cowichan Valley, therefore demonstrating that HCTF is a leader in fish, wildlife, and habitat conservation.

Through a strategic partnership with the Cowichan Community Land Trust and the other proponent stewardship groups of the Cowichan Valley, HCTF will be greatly increasing their conservation impact. By funding a project that has the major stewardship

groups of the Cowichan Valley working together for a common goal, HCTF will demonstrate the importance of conserving British Columbia's fish, wildlife and habitat. Through the memberships, partnerships and working relationship of each proponent group HCTF will be able to attract new relationships, increase its capacity, conservation profile and revenue stream.

7. LITERATURE CITED

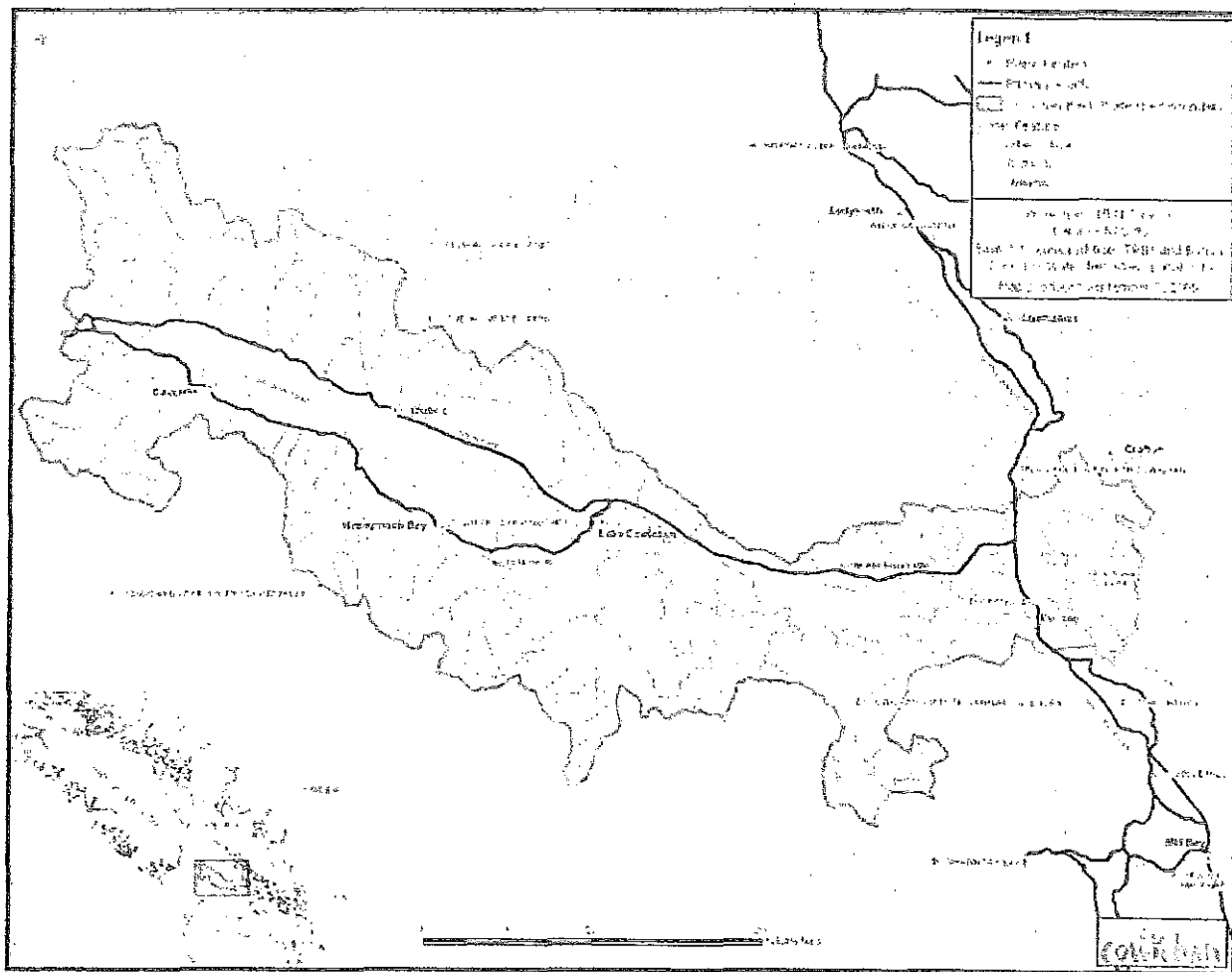
Cowichan Watershed Board, 2011. Cowichan Watershed Board Targets. Available from (<http://www.cowichanwatershedboard.ca/content/cowichan-watershed-board-targets>). Accessed on October 26, 2011.

Ducks Unlimited, 2007. British Columbia's Vital Estuaries. Available from (<http://www.ducks.ca/province/bc/pdf/bcestuaries.pdf>). Accessed on October 26, 2011.

Ministry of Environment, 2010. Lakeshore Development Compliance Project. Defining the Issue across BC 2008/09, Phase 1. April, 2010. Available from (<http://www.cowichanwatershedboard.ca/sites/default/files/LakeshoreDevelopmentComplianceProject-MinistryOfEnvironment-April2010-scanned.pdf>). Accessed on October 26, 2011.

Clear Map

8. MAP (Include a black & white map no larger than the size provided. The map should show enhancement sites and study areas in relation to know geographic areas. Please limit image file size to less than 1MB.)



MAP DESCRIPTION

This map displays the jurisdictional areas of the Cowichan watershed as well as rivers, streams, lakes; wetlands, roads and major centres. Project activities are intended to be carried out across the entire watershed.

9. PROPONENT INFORMATION

Project Leader: First Name Kai	Last Name Rietzel	Title: Project Coordinator
Email Address: info@cowichanlandtrust.ca		
Legal Name of Organization: Cowichan Community Land Trust Society		
Mailing Address of Legal Organization:		Phone:
Address: #6-55 Station Street		(250) 746-0227
City: Duncan		Cell:
Province: British Columbia		Fax:
Postal Code: V9L 1M2		(250) 746-9608
Additional Proponents: Cowichan Watershed Board: Rodger Hunter, (250) 701-0143, info@cowichanwaterboard.ca Cowichan Lake and River Stewardship Society: Gerald Thom, (250) 749-7203, gcthom@shaw.ca Somenos Marsh Wildlife Society: Paul Fletcher, (250) 732-0462, info@somenosmarsh.com Quamichan Watershed Stewardship Society: Roger Hart, (250) 715-3039, info@quamichanlake.ca Cowichan Lake Salmonid Enhancement Society: Bob Crandall (250) 715-7074, rcrandall007@yahoo.com Department of Fisheries and Oceans: Christy Wilson, (250) 754-0330, christy.l.wilson@dfo-mpo.gc.ca		

10. BUDGET

Please ensure that all relevant taxes are included in your budget.

10.1: HCTF FUNDING ONLY**A. Labour Costs****i. Human Resources: Wages & Salaries**

Add

Remove

Position	Total Days on Project	HCTF Person Days	Rate/Day	Total HCTF Amount
Public Stewardship Coordinator	260	204	\$175.00	\$35,700.00
Mandatory Employment Related Costs (15%)	260	204	\$26.25	\$5,355.00
Youth Stewardship Coordinator	260	260	\$175.00	\$45,500.00
Mandatory Employment Related Costs (15%)	260	260	\$26.25	\$6,825.00
Stewardship & Communications Assistant	260	260	\$140.00	\$36,400.00
Mandatory Employment Related Costs (15%)	260	260	\$21.00	\$5,460.00
i. Total Human Resources: Wages & Salaries				\$135,240.00

ii. Subcontractors/Consultants

Add

Remove

Contractor & Proposed Services	Total Days on Project	HCTF Person Days	Rate/Day	Total HCTF Amount
Mimulus Biological Consultants, Wetlandkeepers Instructor	4	4	\$1,000.00	\$4,000.00
D.R. Clough Consulting, Streamkeepers Instructor	5	5	\$800.00	\$4,000.00
Polster Environmental Services, Bioengineering Instructor	3	2	\$1,000.00	\$2,000.00
Naturescaping workshops	1	1	\$500.00	\$500.00
Classification, Ted Burns and Pete Law	25	25	\$1,000.00	\$25,000.00
Honoraria for workshop	1	11	\$1,000.00	\$11,000.00
ii. Total Subcontractors/Consultants				\$46,500.00

iii. Other

Add

Remove

Description	Total Cost	Total HCTF Amount
		\$0.00
iii. Total Other		\$0.00

A. Sub-total Labour Costs**\$181,740.00****B. Site/Project Costs¹**

Add

Remove

Site/Project Costs	Details	Total HCTF Amount
Travel ²	paid at \$0.50/km for average of 500km/month	\$3,000.00
Capital Expenditures/Equipment Purchase ³		
Site Supplies & Materials ^{4,5}	Garbage bags, other supplies/tools as needed	\$2,000.00

Rentals (equipment, vehicle, helicopter)		
Work & Safety Supplies	gloves, visi-vests	\$500.00
Repairs & Maintenance	contingency for repairs & maintenance of equipment	\$500.00
Other Site Costs:	native plants for stewards & restoration projects	\$5,000.00
	Event fees, hall rentals, display materials	\$2,500.00
B. Sub-total Site/Project Costs		\$13,500.00

C. Overhead/Administration

Add

Remove

Overhead/Administration	Details	Total HCTF Amount
Office space, utilities (incl. telephone), etc.	\$800/month	\$9,600.00
Office supplies	\$100/month	\$1,200.00
Printing/photocopying	\$200/month	\$2,400.00
Administration fee	2% of project total	\$4,558.80
Sub-contractor administration fee (if not included in Sub-section A - Labour)		
Other overhead costs:	Bookkeeper & accounting fees, technical assistance	\$4,500.00
C. Sub-total Overhead/Administration Costs		\$22,258.80

- Will there be costs to maintain the investment? If yes, how do you propose to pay for them? Provide details in section 10 (Detailed Objectives & Activities)
- Refer to HCTF's website for gravel guidelines.
- Administration fees cannot be charged on equipment / capital purchases.
- Any capital expenditures, equipment purchases, site supplies and materials greater than \$1000 must be included in the rest of the proposal. (Section 10.4)
- Signs - If an HCTF sign is to be placed at the project site, include the cost of the sign in the budget details.

10.2: BUDGET SUMMARY FOR ALL PROJECT SUPPORTERS

This section should summarize the total budget for the project from all sources for the year, reconcile to section 10.1 for the HCTF Amount Requested, and reconcile to section 10.5 for Other Funding.

	HCTF Amount	Other Funding		Total
	Requested (from Section 1)	In-kind Amounts	Cash	
A. Labour Costs	\$181,740.00	\$109,750.00	\$73,209.00	\$364,699.00
B. Project/Site Costs	\$13,500.00			\$13,500.00
C. Overhead Costs	\$22,258.80	\$3,000.00	\$2,500.00	\$27,758.80
TOTALS	\$217,498.80	\$112,750.00	\$75,709.00	\$405,957.80

* Please ensure the total HCTF request matches the total Amount Requested identified on Page 1.

10.3: ADMINISTRATION FEES (Explain how this was calculated.)

Administration fee was calculated as 2% of the total project budget requested from HCTF before the fee was applied (\$212,940).

10.4: CAPITAL EXPENDITURES/EQUIPMENT PURCHASES, SITE SUPPLIES AND MATERIALS >\$1000 (List only non-expendable items.)**10.5: OTHER FUNDING PARTNERS**

Add

Remove

TOTALS	\$109,750.00	\$73,209.00	152
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Other Funding Sources (Name of Organization/Agency/Funder)	In-kind Amount	Cash (Amount Requested)	Cash Confirmed
Cowichan Lake and River Stewardship Society (CLRSS)	\$30,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Quamichan Watershed Stewardship Society (QWSS)	\$24,000.00	\$9,480.00	<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Somenos Marsh Wildlife Society (SMWS)	\$15,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Cowichan Community Land Trust Society (CCLTS)	\$15,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Cowichan Valley Naturalists Society (CVNS)	\$3,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Cowichan Watershed Board		\$8,000.00	<input type="radio"/> Yes <input checked="" type="radio"/> Not Yet
Cowichan Watershed Board	\$8,000.00	\$12,000.00	<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
EcoAction		\$13,904.00	<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
RBC Blue Water Project		\$5,000.00	<input type="radio"/> Yes <input checked="" type="radio"/> Not Yet
Pacific Salmon Foundation		\$4,825.00	<input type="radio"/> Yes <input checked="" type="radio"/> Not Yet
Vancouver Foundation		\$15,000.00	<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Department of Fisheries and Oceans	\$2,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Municipality of North Cowichan	\$2,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Cowichan Valley Regional District		\$5,000.00	<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Freshwater Fisheries Society	\$1,000.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Cowichan Lake Salmonid Enhancement Society	\$1,650.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
Professional Project Direction	\$8,100.00		<input checked="" type="radio"/> Yes <input type="radio"/> Not Yet
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
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TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	
TOTALS	\$109,750.00	\$73,209.00	

If the unconfirmed partnership funding is not available,
the project will (check one box only):

- ☒ Proceed at a reduced level.
☐ Not proceed.



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Pat Weenan Area 1 Youbou / Meade Ck.

Grantee:

Grant Amount \$ 500.00

NAME:

Cowichan Lake Salmonid Enhancement Society

ADDRESS:

Bx 432

Lake Cowichan BC, V0R 2G0

Contact Phone No:

250 749-6722

PURPOSE OF GRANT:

Fry salvage funding

REQUESTED BY:

Pat Weenan Dir I
Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950-0347-118</u>	<u>500.00</u>	<u>10.0</u>

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 _____

Box 432
Lake Cowichan, B.C.
VOR 2G0

Ph 749 6722

Request for fry salvage funding:

Due to the large return of coho that occurred in 2011-2012, the demands upon our group for fry salvage will be considerable this spring and summer.

Once again Fisheries and oceans is offering us virtually nothing as far as finances are concerned, therefore we have to go to corporate groups, private businesses, and other groups for funding for the program.

We truly appreciate the funding we received from you last year. It enabled us to salvage a considerable number of stranded fry. I realize this request is coming to you at an early date but we have to know where we stand in order to plan for the season. Thank you very much for considering this request.

Arthur T. Watson

Director

Cowichan Lake Salmonid
enhancement Society

Arthur T. Watson



C 10

COWICHAN VALLEY REGIONAL DISTRICT
SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Pat Weema Area I - Garden Meadows Creek

Grantee:	Grant Amount \$ <u>7,500.00</u>
NAME:	<u>Cowichan Lake District Chamber of Comm.</u>
ADDRESS:	<u>Box 824</u> <u>Lake Cowichan BC V0R 2G0</u>
Contact Phone No:	<u>250-749-3244</u>
PURPOSE OF GRANT:	<u>Help support the Visitor Center &</u> <u>Basin Community</u>
REQUESTED BY:	<u>Pat Weema Area I Garden Meadows Creek</u> Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0144-118	7500.00	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 _____



COWICHAN LAKE DISTRICT
Chamber of Commerce
Box 824, Lake Cowichan, B.C. V0R 2G0
Visitor Centre: (250) 749-3244 Fax: (250) 749-0187
Email: lcchamber@shaw.ca

February 9, 2012

Ms. Pat Weaver Area I Regional Director
8710 North Shore Road
Lake Cowichan, BC
V0R 2G0

via Email original to follow in mail

Re: CVRD Funding Request

Dear Pat

The Cowichan Lake Visitor Centre has had a great deal of success this past year and these successes would not have been possible without your support. We trust that the value in the partnership that we have to service the visitors to our community has been considered beneficial. Included with this letter is our year end notice to reader prepared by our accountant as well as the proposed 2012 Cowichan Lake Chamber of Commerce operating budget. You will note that we are seeking an increase in funding from Area I to \$7,500 per year. This is required to assist in offsetting the wages to keep the Visitor Centre open.

As you are aware we have been unsuccessful for the past several years at obtaining any funding from the Canada Summer Students federal grant monies. The vast majority of visitors to our area are between the months May – September and this is the period where we have to hire extra staff to meet the demand. This past year was also the first year that we have experienced a deficit in our budget and this is attributed to the staffing of the Visitor Centre. As you are no doubt aware our Visitor Centre is one of the highest visited Centres on Vancouver Island as well in studies conducted by Tourism BC we also rank amongst the highest in the province for customer service. Again much of this success can be attributed to the support that you have provided to the Visitor Centre as well as the work that has been done to raise the awareness of the circle route.

You will be happy to know that during 2011 the Visitor Centre received a total of 22,025 visitors, not even Comox Valley or Alberni Valley receive these kinds of numbers. The Cowichan Lake District Chamber of Commerce take pride in knowing that our contribution to servicing those that seek out information about our area plays a role in enhancing the economics for everyone. Retention of visitors to our area remains a goal so as they can stay in our motels, campgrounds and B&Bs, eat in our restaurants and shop in our stores.

We thank you for considering our request for an increase as without the required funding for staff we would not be able to keep the Visitor Centre open seven days per week year round. As you can see from the attached proposed operating budget the \$7,500 request is approximately 15% of the Visitor Centre operating budget, we are also requesting that the Area F Director provide \$7,500 and the town of Lake Cowichan \$15,000 which would bring local funding to 60% of the Visitor Centre operations with the Cowichan Lake District Chamber funding the remaining 40%. We feel that maintaining the partnership that we have established to provide visitor services plays an important role in the overall success of our community but to be successful requires the Visitor Centre to remain open and properly staffed. Should you deem it necessary I would gladly meet with you to discuss the way ahead.

Thank you for your consideration and support.

Jim Humphrey
President

Attachments 2

COWICHAN LAKE DISTRICT CHAMBER OF COMMERCE

Lake Cowichan, BC

FINANCIAL STATEMENTS

For the year ended December 31, 2011

TERRY BOOTSMAN, Chartered Accountant

23514 Twp Rd 554

Sturgeon County, AB T0A 0K5

Phone: (780) 288-5538

Fax: (780) 973-5590

E-mail: tboots@gmail.com

NOTICE TO READER

To the Members of the Cowichan Lake Chamber of Commerce

I have compiled the balance sheet of the Cowichan Lake Chamber of Commerce as at December 31, 2011 and the statement of operations for the year then ended from information provided by management. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.



Chartered Accountant

Edmonton, AB
January 19, 2012

COWICHAN LAKE DISTRICT CHAMBER OF COMMERCE

BALANCE SHEET

As at December 31, 2011

	2011	2010
ASSETS		
CURRENT ASSETS		
Cash	\$ 24,373	\$ 31,483
Short term Investments	46,001	44,398
Accounts receivable	.	21,991
	\$ 70,374	\$ 97,872

LIABILITIES

CURRENT LIABILITIES

Accounts payable and accrued charges	\$ 2,842	\$ 29,019
	2,842	29,019

NET ASSETS

UNRESTRICTED NET ASSETS	67,532	68,853
	\$ 70,374	\$ 97,872

APPROVED BY:

Director

Director

COWICHAN LAKE DISTRICT CHAMBER OF COMMERCE**STATEMENT OF OPERATIONS****For the year ended December 31, 2011**

	2011	2010
REVENUE		
Municipal funding	\$ 21,000	\$ 19,000
Wage subsidies	15,384	15,974
Membership	13,320	12,350
Fundraising	10,863	13,371
Advertising	6,671	4,585
Tourism funding	5,000	10,000
Visitor and business centre	4,071	3,998
Special projects	3,028	29,241
Dinner meetings	2,946	5,057
Other	2,007	2,119
Donations	1,854	4,085
	86,144	119,780
EXPENDITURES		
Wages and benefits	50,861	49,097
Advertising	6,287	7,503
Office	5,612	4,340
Fundraising	5,859	4,825
Membership and meetings	3,265	2,778
Special projects	3,052	33,462
Dinner meetings	2,864	4,992
Repairs and maintenance	2,787	841
Donations	2,500	2,500
Visitor and business centre supplies	1,653	2,362
Insurance	1,225	1,400
Scholarships	1,000	500
Professional fees	500	525
	87,465	115,125
EXCESS OF REVENUES OVER (EXPENDITURES)	(1,321)	4,655
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	68,853	64,198
UNRESTRICTED NET ASSETS, END OF YEAR	67,532	68,853

Revenue	2012 Proposed	Visitor Centre Proposed	Chamber Proposed
Membership	12000.00		12000.00
Dinner Meetings	3500.00		3500.00
Insurance Commission	300.00		300.00
Spring Fling Fundraising	8000.00	8000.00	
Small Business Xmas Dinner	2000.00		2000.00
Xmas Auction Fundraising	2000.00	1400.00	600.00
Business Centre	2200.00		2200.00
Visitor Centre Product Sales	2200.00	2200.00	
Advertising - Kiosks	5200.00		5200.00
CVRD Area's F&I	15000.00	15000.00	
Town of Lake Cowichan	15000.00	15000.00	
Student Wage Subsidies	2000.00	2000.00	
Total Government Funding	32000.00	32000.00	
Tourism BC	5000.00	5000.00	
CAPSITE/CAPYI	13100.00		13100.00
Timberwest	1000.00	1000.00	
Internet Ads/Website Hosting	1000.00		1000.00
Other Donations	500.00		500.00
Special Projects	1000.00		1000.00
GIC Interest	1600.00		1600.00
Bank Interest	125.00		125.00
	92725.00	49600.00	43125.00
EXPENSES	2012 Proposed Budget	Visitor Centre Proposed	Chamber Proposed
Photocopier	2600.00	1000.00	1600.00
Postage	375.00	100.00	275.00
Volunteer Canada	100.00		100.00
Contents Insurance	550.00	550.00	
Directors Insurance	400.00		400.00
Office Equipment	1000.00	600.00	400.00
Repairs & Maintenance	300.00	300.00	
Cleaning Supplies	1400.00	1400.00	
Visitor Centre/Office Supplies	1200.00	900.00	300.00
Visitor Centre Inventory	1200.00	1200.00	
Advertising	5500.00	1900.00	3600.00
Internet Hosting/Website Hosting	1600.00	800.00	800.00
Courses/Meetings/BC AGM	1500.00		1500.00
BC Chamber Dues	1500.00		1500.00
Salary Coordinator	28200.00	17400.00	10800.00
Salary University/HS Students	19000.00	19000.00	
Vacation Pay Expense	2000.00	1050.00	950.00
EI Expense	2500.00	1500.00	1000.00
CPP Expense	2000.00	1200.00	800.00
WCB	200.00	200.00	
Total Payroll Expense	53900.00	40350.00	13550.00
Professional Fees	500.00		500.00
Spring Fling	5000.00		5000.00
Dinner Meetings	3500.00		3500.00
Awards/Plaques/Ribbons	450.00		450.00
Small Business Xmas Dinner	3000.00		3000.00
Heritage Days/Daffy Days	300.00		300.00
Xmas Parade/Kids Party	200.00		200.00
Lady of Lake Society	2500.00		2500.00
Scholarship	1000.00		1000.00
Kiosk/Upgrades	1500.00		1500.00
Contingency	1000.00	500.00	500.00
Special Projects	500.00		500.00
Bank Charges	150.00		150.00
	92725.00	49600.00	43125.00
	0.00	0.00	0.00

MAR 28 2012



C.V.R.D

Administrative Services

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director IANNIDINARDC Area D.

Grantee:

Grant Amount \$100.00

NAME: COWICHAN ~~SAR~~ WOODEN BOAT SOCIETY

ADDRESS: COWICHAN BAY ROAD -

Contact Phone No: Hylton McAlistar

PURPOSE OF GRANT: SUPPORT FOR THE SPOT PRAWN FESTIVAL.

REQUESTED BY:

Lori L. Iannidinaudo
Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0289-114	1,000.00	10.0

FOR FINANCE USE ONLY

BUDGET APPROVAL

VENDOR NO.

Disposition of Cheque:

Mail to above address:

Return to

Attach to letter from

Other

Approval at Regional Board Meeting of _____

Finance Authorization

Lori Iannidinardo

From: Hylton McAlister <dhmcalister@shaw.ca>
Sent: March-19-12 8:03 AM
To: Iannidinardo Lori
Subject: CVRD Funding Assistance
Attachments: p4.exp.budget (SS).pdf; Untitled attachment 00069.txt

Hi Lori

This is a request for funding assistance for the 4th Annual Prawn Festival to be held in Cowichan Bay on the Mother's Day weekend May 12 and 13th. This year the event has been expanded to 2 days to better accommodate the anticipated crowds. The Festival is a real community event that benefits not just Cow Bay but the entire Cowichan Valley. We anticipate between 4,000 - 5,000 people will attend from Victoria to Nanaimo and beyond. It is the biggest prawn festival on the west coast and last year, in spite of the rain, it exceeded Granville Island's festival attendance 3 fold.

Las year, Gerry Giles and one other Director kindly contributed a total of \$1,000 to help fund the transportation. We ran a 48 passenger bus and a 12 passenger mini bus all day from Bench School to the Village, transporting 1,000 people in each direction. It ran efficiently without a hiccup. This year is a little more complicated in as much as the terminus will be the Cowichan Lawn Tennis Club, a farther distance and slightly less parking area. The budget this year (for the 2 days) is \$1550. I am requesting the CVRD Board approve this donation. The money will pay for 2 days rental of a 48 passenger school bus and driver plus the driver for the Craig Street Brew Pub (vehicle provided free).

This will likely be the last year a donation is requested inasmuch as the Festival is now receiving much greater recognition and corporate sponsors are much more willing to open their pocketbooks.

As I have mentioned, Rob Hutchins is working on getting us a trolley.
This is a separate issue and not part of the transportation funding request.

By separate email, I shall forward you the sponsoring organizations financials i.e.) the Cowichan Wooden Boat Society. The Expense Budget is attached.

Details of the festival may be found in our website under development www.prawnfest.ca

Regards and thanks

Hylton

2012 SPOT PRAWN BUDGET (EXPENSES)		Feb 20 2012
MARKETING AND COMMUNICATION		Responsibility
Colour posters (50)	50	Hylton
Citizen paper colour wrap	2240	Hylton
Advertising rebate	-896	Darin (Citizen)
1/4 page ads in Nanaimo and Courtenay	0	Darin (complimentary)
Overrun (1000 flyers)	0	Darin (complimentary)
Voice	336	Bill J
South Cow Life	224	Bill J
EAT	300	Bill J
TC	300	Bill J
CBC Interview	0	Bill J
Sun FM	0	Bill J
Facebook	0	Bill J
Prawnfest Website Development	500	Sharon / Hylton
Link to other Websites (note below)	0	Sharon /Hylton
Chefs' Demo Banner	0	Bill J / Hylton
Official Photographer (stills)	0	R. Penney
Pictorial Photographer (stills)	0	Bill J.
Signage - sponsor, promotional, other	200	Hylton
Festival Video (?)		Lisa / Peter
	3254	
IMPROVE THE EXPERIENCE		
2 tents - 40x40 and 30x30	1844	Hylton
Music (1 venue - live all day, both days)	1500	Hylton
Sound system - food fair	300	Hylton / Longevity John
Fence rental	150	
Chef's demo	1500	Bill J.
Sound system (chef demo)	0	Bill J.
Car lot string of flags	250	Hylton /Ruth
Chairs rental (chef demo)	120	Hylton
Cap'n Jack - 4 hours X 2 days	350	Suzan
Face Painting (Island Savings - Saturday)	0	Hylton
Reflective mirror for cooking show	300	Peter W.
	4170	
TRANSPORTATION AND PARKING		
Bus and Driver (Sat)	680	Pat Mc
Bus and Driver (Sun)	450	Pat Mc
Van Driver (Sat)	250	Pat Mc
Van Driver (Sun)	170	Pat Mc
Walkie talkies	0	Peter H.
Fluorescent vests	0	Bruce D.
Kilpahlas Beach (\$500 refundable bond)	100	Hylton
Cannery Reservation	0	Hylton
Do not park flyers	15	Rob Holden
Handicap parking signage	10	Bruce D.

Bus route / bus stop / parking signage	200	Pat Mc
	1875	
GENERAL		
Event insurance	0	Suzan
Portable washrooms (4)	400	Hylton
Volunter (lunch - 20X12)	240	Hylton
HSM miscellaneous expenses	250	gas, photocopying etc
Volunteer and Sponsor ThankYou Event	500	Suzan / Hylton / Gregg
Night security - Coval	300	Hylton
Contingency	500	
	2190	
EXPENSE BUDGET	11489	
FUND RAISING OBJECTIVE	10000	Lisa / Peter W
Note: Website links include Harbour Living, CVRD, Cow Bay, CWBS, B+B, Island Chef, Van Island Life		
File: p4.exp.budget		

RECEIVED

MAR 28 2012



C-12

Administrative Services COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director IANNIDINARDO Area D.

MAR 28 2012

Form 10-1-11-12: Amendment

Grantee:	Grant Amount \$ <u>500.00</u>
NAME: <u>COWICHAN FAMILY CAREGIVERS SUPPORT</u>	
ADDRESS: <u>P.O. BOX 13</u>	<u>SOCIETY.</u>
<u>SHAWNIGAN LAKE BC.</u>	
<u>VOR 2WO.</u>	
Contact Phone No: <u>250-743-7621</u>	<u>GARTH HARVEY.</u>
PURPOSE OF GRANT: <u>SUPPORT FOR CAREGIVERS</u>	
REQUESTED BY: <u>Levi L. Iannidinaro</u>	
Director Requesting Grant	

ACCOUNT NO.	AMOUNT	HST CODE
01-2-1950-0224-114	500.00	10.0

FOR FINANCE USE ONLY
BUDGET APPROVAL <u>[Signature]</u>
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**

RECEIVED

MAR 12 2012

Administrative Services

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

9 march 2012

Lori Innes
Director, Regional Area D

Greetings

Request for Assistance

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. A grant of \$500.00 from your area would be appreciated.

Thank you.

Garth Harvey
Garth Harvey President

Encl 2

Original: <i>Innes</i>	Copies to: <i>Dir. D</i>
Board:	
Committee(s)	
Directed by: <i>D</i>	Date: <i>March 12/12</i>
File #	



INI

Minutes of the Cobble Hill Parks and Recreation Commission meeting held on Thursday,
March 22nd 2012 at 7:00 p.m. in the Youth Hall on Watson Avenue in the Cobble Hill Village.

Those present: John Krug – Chair, Gord Dickenson, Bill Turner, Ruth Koehn, Al Garside, Alan Seal, Annie Ingraham, Jennifer Symons, Lynn Wilson and Director Gerry Giles.

Regrets: Dennis Cage

The meeting was called to order by Chair Krug at 7:00 p.m. with the introductions and welcome to newly elected members Jennifer Symons and Al Garside and returning member Alan Seal. The Chair and other members thanked Jennifer, Al and Alan for standing for election at the 2012 Annual General Parks meeting.

Moved/Second

that the agenda be adopted as amended by adding Bright Angels Park grant; tree planting at the Cobble Hill Common; Minutes of the February 2nd 2012 Annual General Meeting and the Fisher Road easement agreement with the Cobble Hill Improvement District.

MOTION CARRIED

Moved/Second

that the minutes of the January 30th 2012 parks meeting be adopted as circulated.

MOTION CARRIED

Moved/Second

that the minutes of the February 2nd 2012 Annual General Meeting of the Cobble Hill Parks and Recreation Commission meeting be adopted as circulated.

MOTION CARRIED

Old Business:

1. Mill Bay Historical Church public meeting was held last weekend with about 30 people in attendance. The majority of those attending agreed with the plan to remove the hall and put the available money into restoring the church. The footprint left by the hall removal will be used for a septic holding tank and commemorative garden. The demolition and restoration will commence in April before which arrangements will be made to bring the leaded windows back to Cobble Hill for safe keeping and possible future use. The budget for South Cowichan Parks was explained by John Krug.
2. Provincial funding of \$400,000 has been obtained for improvements to Bright Angels Park. Gerry will email the project description out to Commission members so they can see the type of work proposed. It was mentioned that an old sandstone quarry was also located in this vicinity.
3. An update was provided regarding Twin Cedars/Watson Avenue Trail project and it was suggested and agreed that improvements to the trail would wait until the sewer lines are

installed. The compacted gravel area is approximately 200 feet long and it is 1½ meters wide and it should be 2 meters wide.

4. A tour of washroom at Shawnigan Lake will be arranged by John Krug and update on Quarry Park washroom was given. A start date for the project has not yet been set but hopefully it will be constructed this spring.
5. Ruth provided an update on the Evergreen Sport Court and plans to have the Timber Framers Guild use the cover for this facility as a teaching project. Fundraising by the school is currently underway.
6. The Cobble Hill Common was discussed at length. Drainage for the area is an issue as there is a considerable amount of water from the park traveling across Fisher Road. Additional water gardens or infiltration ponds will need to be considered. The bare root fruit trees are ready and will need to be planted by mid April. A work party will be arranged by John Krug. Bernie Dinter has offered to prune the perennials at the train station park and Gerry quickly took him up on that very generous offer. Over seeding and fertilization is needed. Commission members recalled that Dennis claims he can grow grass on rock. A brief discussion took place on the Historical Wall proposed for the Common.
7. A drawing has been done by Ruth for the Cobble Hill Common kiosk and prices will be obtained.
8. A budget update was provided by Gerry Giles. This year's parks budget will be set at \$200,000 and will include contingency funds for the washroom and \$10,000 for playground equipment at Bench School.

Other Business:

The Right of Way or Easement Agreement between the CVRD and the Cobble Hill Improvement District was discussed.

Moved/Seconded

that the CHID easement agreement includes a clause giving the Improvement District the right to trench/re trench and pass/re pass.

MOTION CARRIED

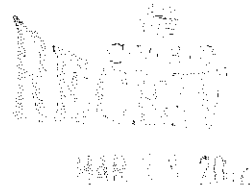
The meeting adjourned at 8:30 p.m. with the next meeting to be at the call of the Chair.

John Krug - Chair

IN2

Area A Parks & Recreation Commission

Meeting February 14, 2012 at Brentwood College



Regrets: Joan Pope

Present: David Crowe, Ron Parsons, Clyde Ogilvie, Greg Farley, Director Walker, Dave Gall, Cathy Leslie, April Tilson

Guests: Ryan Dias - CVRD Parks Operation Superintendent Parks & Trails

Meeting called to order

1. **Minutes:** read from AGM February 9th by David Gall – Chairperson
2. **Revenue & Expenditures and Annual Requisition Statements:**
 - A. Ryan spoke about our 2012 proposed budget of \$105,600 and our annual requisition.
 - B. Discussion followed. Currently the Area A Community Parks requisition is \$10.67/\$100,00.00 for each taxpaying household. Questions were considered. Is an increase of 100% too much? Would 50% be too little since we are behind other electoral areas? How do we fund the capital improvements? What are the priority improvements?
 - C. Re: Deloume Rd Park - Ryan was asked if \$65,000 was spent on Deloume park hypothetically, what would that pay for? Discussion followed re: playground at Mill Springs
 - D. A proposed Annual Requisition of \$170,600 was decided upon. Director Walker will take this to the CVRD.
 - E. David Crowe said that donations from the Rotary might be possible for the Mill Springs/Deloume park.
 - F. Ryan said that \$25,000 to \$30,000 has already been spent.
 - G. Ryan urged the parks commission to decide by the next meeting what items are priority for CVRD parks to work on with the \$65,000.
 - H. Discussion followed with recommendations:
 1. that \$25-30,000 for Mill Springs/Deloume Pk
 2. \$15-20K for MillSprings trail improvements
 3. \$10K or whatever is leftover for Hollings Creek

General Discussion – future developments in Mill Bay

Meeting Adjourned 8:10 pm

Next Meeting: March 15, 2012 Brentwood College

Announcement by Dave Gall that there will be an Open House March 10, 2012 for public input in to the Mill Bay United Church site.

RECEIVED

MAR 8 2012

INS

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

DATE: March 5th, 2012

TIME: 7:04 PM

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

PRESENT:

Chairperson: Harry Brunt

Secretary: Jackie Rieck

Members: Kelly Schellenberg, Hans Nelles, Christine Nelles, Dave Key, and Tim Godau

ABSENT:

Members: Glen Hammond

Director: Mel Dorey

ALSO PRESENT:

Special guest: Ryan Dias (CVRD)

ACCEPTANCE OF MINUTES:

It was moved and seconded that the Minutes of Area "G" Parks Commission Meeting of February 6th, 2012 be accepted.

MOTION CARRIED

APPROVAL OF AGENDA:

Motion to approve agenda as submitted.

MOTION CARRIED

STANDING REPORTS:

CVRD UPDATE:

Harry welcomed special guest; Ryan Dias.

Ryan reviewed "CVRD Memorandum" dated March 1st, 2012 from Tanya Soroka, Parks and Trails Planner, regarding; "Update on the Hillside Road Beach Access Agreement with Coastal Missions". At this point, the Society will not be entering into a lease agreement with the CVRD, however, they are willing to discuss an option of the Parks Commission coordinating a volunteer work party to upgrade stairs and trail, and help raise donations of gravel and materials. The benefit to the community is that the general public would be able to continue to use the trail and Coastal Missions would retain full jurisdiction over the area in the long term, understanding that this is separate from the CVRD and will not be a CVRD project, but a community endeavor for the public use of a private trail. Members agreed to further discuss this option at next meeting.

Ryan presented three previously discussed, Capitol Works Projects for 2012 and a potential 4th project for Area "G" Parks:

- (1) Centennial Park - removal of the Practice Tennis area asphalt with grass planted as a replacement. Allocated budget: \$15,000
- (2) Centennial Park - Landscape and beautification improvements to the Mountain View Dr entrance of Park. Allocated budget: \$20,000
- (3) Centennial Park – Fitness trail improvements. Allocated budget: \$10,000
- (4) Stocking Creek Park – trail upgrades. Trails require assessment by Trail Tech – Dan Brown (CVRD). Dan will assess and plan a walk-thru with Commission members and after consultations, provide members with a 2 to 5 year master plan contingent on budget funding. Allocated budget: \$20,317

MOTION to proceed with 2012 Capitol Works Projects as listed below:

Centennial Park:

- **remove Practice Tennis court asphalt and replace with grass and provide an additional park amenity to be determined at a future date. Budget: \$15,000**
- **Mountain View Dr. landscape and beautification. Budget: \$20,000**
- **Fitness trail improvements Budget: \$10,000**

Stocking Creek Park:

- **Trail improvements. Budget: \$20,317**

MOTION CARRIED ---- One member opposed

Ryan informed us that the requested Rip Rap for the Bezan and Boulder Point beach accesses will not be fulfilled.. The maintenance required to contain the erosion of the sea bank is not in the CVRD jurisdiction.

Kelly Schellenberg requested a 24 X 36 Electoral Area G Communities Map for Parks Commission meeting room. Ryan will send to Jackie Rieck (secretary).

Ryan recommended that a good project for the "Student Program", was to begin an initial "brush out" of "the Parkinson" trail. The first order of business is to have the large maple tree which is in the middle of the trail head be removed.

DIRECTOR'S REPORT:

Mel Dorey absent. No report.

CENTENNIAL PARK:

All debris from West corner of park has been removed. Fitness tires are scheduled to be taken away March 6th, 2012.

PRINCESS DIANA PARK:

An inspection of hazardous trees along trails is required. CVRD to follow up.

Large stones have surfaced through different sections of the trail causing a potential tripping hazard. Tim Godau has volunteered to remove stones.

STOCKING CREEK PARK:

Culvert clean out has been completed.

Park Boundary sign, fence chain and gate have been vandalized. Ryan will order repairs.

Gravel ramp to Stocking Creek bridge requires some additional gravel to reduce and level out slope to bridge entrance. Grade is quite steep.

BEACH ACCESSES:

See CVRD UPDATE regarding Bezan and Boulder Point. Installation of Rip Rap has been canceled.

Bezan Access requires a repair to bottom most concrete stair railing post, as it has sustained damage from high tide log.

BALL REPORT:

CVRD will drag net ball diamonds.
Metal Ashtray receptacles have been installed to outside of dugouts.

SPECIAL EVENTS:

Dave Key reports Easter Event Committee is ready and prepared for Easter Egg Hunt scheduled on April 8th at Centennial Park.

LADYSMITH PARKS AND REC:

No report.

NEXT MEETING:

Next Parks meeting is scheduled for Monday, April 2nd, 2012, 7:00 pm at the CVRD Building, 10705 Chemainus Rd.

ADJOURNMENT:

Meeting was adjourned at 8:37 pm.

IN 4

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

DATE: March 19th, 2012

TIME: 7:00 pm

MINUTES of the electoral Area "G" Parks Commission **Special** Meeting held on the above noted date and time at **11095 Valdron Rd** Saltair BC.

PRESENT:

Vice-Chairman: Tim Godau

Secretary: Jackie Rieck

Members: Kelly Schellenberg, Paul Bottomley, Hans Nelles, Christine Nelles

ABSENT:

Chairman: Harry Brunt

Members: Dave Key, and Glen Hammond

ALSO PRESENT:

Director: Mel Dorey

Guest: Dennis Ahola and Donna Dorey

ACCEPTANCE OF MINUTES:

It was moved and seconded that the Minutes of Area "G" Parks Commission Meeting of March 5th, 2012 be accepted with one amendment: Page 1 of 4 "**PRESENT**" Paul Bottomley's name was inadvertently omitted from the attendance roster. Apologies to Paul! He was present at this meeting.

MOTION CARRIED

APPROVAL OF AGENDA:

Motion to approve regular agenda with the following additions:

- Review Works Projects for Centennial Park
- Beach Access (cedar tree removal) below Punnett Close, off of Gardner Rd (special guest) Dennis Ahola
- Wood Chip Project
- Stocking Creek Park trail improvements.

MOTION CARRIED

NEW BUSINESS:

Dennis Ahola was in attendance to inform the Commission of his request for permission to have six of his own Western Red Cedars removed from the Beach Access trail. Dennis outlined his concerns and reasons for the removal, as well as his plans to take away stumps, roots, plant grass seeds and replace the old trees with Pyramid Cedars at his own expense and on his property line. Dennis had submitted a written request dated, February 20, 2012, to Brian Farquhar (Parks Manager of CVRD) for further consideration. Commission members were in agreement with his proposal. Vice-chair thanked Dennis for his presentation and Dennis took his leave from the meeting.

OUTSTANDING BUSINESS:

Members requested a revisit of the "motions passed"(Page 2 of 4) regarding the four "Capital Works Projects" planned for 2012 listed in "Parks Commission Meeting of March 5th, 2012". A discussion was held and resulted in the following changes:

FIRST MOTION: It was moved and seconded to cancel removal of the Practice Tennis Court asphalt in Centennial Park and monitor the condition of the court annually.

MOTION CARRIED

SECOND MOTION: It was moved and seconded to obtain a cost estimate on the purchase and installation of three additional heavy duty basketball hoops for the smaller Hockey Court. Two hoops would be installed at a height of 9ft and across from each other to form a shorter basketball play zone area. The 3rd hoop would be mounted to concrete wall across from existing hoop.

MOTION CARRIED

****Kelly Schellenberg departed meeting at 8:00 pm**

THIRD MOTION: It was moved and seconded to place the landscape/ beautification improvements project to the Mountain View Drive Entrance of Centennial Park on hold. Members will revisit this project after Director has consulted with Graham Gidden (CVRD).

MOTION CARRIED

FOURTH MOTION: It was moved and seconded to amend the Centennial Park Fitness Trail budget allocation from \$10,000 to \$3,000.

MOTION CARRIED

FIFTH MOTION: It was moved and seconded to upgrade Stocking Creek Trail Improvements to No. 1 on the list of 2012 Capital Works Projects and increase allocated budget amount from \$20,317 to \$23,317.

MOTION CARRIED

****A request was made in regards to the final cost of the Stocking Creek Staircase.** Director to follow-up and bring final report to next meeting.

Removal of maple tree on Parkinson Trail required.

STANDING REPORTS:

CVRD:

Still waiting for 24 X 36 Electoral Area "G" Communities Map for Parks Commission Meeting room.

DIRECTOR'S REPORT:

Received a recent inquiry from a Bio fuel company regarding the possibility of Saltair housing a Depository tank for used cooking oil. Tank costs \$2500 and holds 10 gallons of oil.

CENTENNIAL PARK:

Complementary wood chips for the fitness trail will be delivered in a week. Equipment and chips have been donated by local Saltair citizens.

PRINCESS DIANA PARK:

Protruding rocks and stones have been removed. A 20ft 6inch diameter culvert pipe is needed for drainage in boggy section of trail.

STOCKING CREEK PARK:

Commission Members would like a walk-thru with Dan Brown (Trails Tech CVRD) to assess trails for areas of improvements and point out areas of concern.

Signage, Trail maps and memorial plaque (for Len Platt) are also requests seeking attention. Director is meeting with Mike Miller March 22nd, 2012.

BEACH ACCESSES:

Director to follow up with Department of Highways regarding the slippery surface of the Lagoon Bridge pedestrian walkway.

LADYSMITH PARKS & REC:

No report.

BASEBALL:

No report.

SPECIAL EVENTS:

Easter Egg Hunt, Sunday April 8th, 2012

NEXT MEETING:

Next Parks meeting is scheduled for Monday, April 2nd, 2012, 7:00 pm at the CVRD Building, 10705 Chemainus Rd, Saltair.

****A special thank you to Mel and Donna Dorey for hosting the Parks meeting in their lovely home and for providing cookies and coffee as refreshments.**

ADJOURNMENT;

Meeting was adjourned at 9:30 pm.

IN 5

Area B (Shawnigan Lake) Parks and Recreation Commission

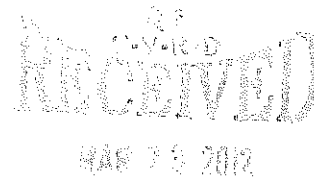
Thurs. March 15, 2012 630 pm SLCC

Attendees: Margaret Symon, Al Brunet, Bruce Fraser, Bill Savage, Catherine Whittome, Lori Treloar, Gaileen Flaman

CVRD: Brian Farquhar

Scott Overhill, Brian Jackson, Brendan Joyce

Scribe: Gaileen Flaman



Meeting brought to order at 6:32pm

Guest Presenter - Rick Monnington

Rick proposed he would like to purchase the road end (no access to W. Shawnigan Rd) adjacent to his W. Shawnigan property from MoTI, would pay a negotiated price to MoTI, and would provide a donation of up to \$20, 000 to Parks and Rec in the form of building a public trail and/or picnic table and/or float at the May Rd road end. He noted his neighbours are in agreement. The commission thanked Mr. Monnington for the presentation.

CVRD Updates – Brian Farquhar

Brian provided 3 handouts that help explain the issue with the Commission assuming the authority of the road ends around Shawnigan Lake which are currently owned by the Province and managed by the Ministry of Transportation. When and if Shawnigan Lake becomes incorporated we would own and manage the road ends or we can request Permitted Improvements which means maintaining and policing and those costs are prohibitive. Brian suggested an alternative option mentioned by Mike Tippet which is through the S. Cowichan OCP zoning bylaw approval process. This would protect the road ends as park land and enforce no further development/destruction until incorporation. A draft of bylaws will be presented to the community in 3 to 4 months for input at a public hearing. Should the rezoning bylaw be approved and the road ends designated as park and institutional the Area Director can then hold the Ministry accountable.

Motion: The Area B Parks and Recreation Commission support all road ends around Shawnigan Lake be designated Parks and Institutional as part of updating the zoning bylaw of Shawnigan Lake (re S. Cowichan OCP). All in favour. Approved.

This motion provided important consideration when reflecting on Mr. Monnington's request. Despite the donation of monies/equipment towards development of specific road ends, disposal of other park land may cause a long-term problem if and when the land sells adjoining properties would not have road access. Additionally, selling the road ends goes against the Area B Parks and Trails Master Plan, which advocates protecting and managing lake access for the public. Brian F. suggested writing a letter to Mr. Monnington kindly thanking him for his presentation and offer, but denying his request due to long-term implications.

The topic of the Worthington property came up and various commission members noted cutting of timber has commenced, resulting in a significant change in the viewscape. Scott Overhill mentioned he is a neighbour and that the eagle's nest is still active and mentioned that the Ministry of Environment is attending to the situation. MoE was present last weekend during the felling of the timber. The eagle's

nest and surrounding trees are being retained.

A request went to the School Board to approve a 40-year-long operating lease by the CVRD. CVRD submitted to the province grant requests for Bright Angel Park, Arbutus Park (Youbou), and Shawnigan Community Commons (Elsie Miles and surrounding parkland) for \$400,000. The specific grant for Shawnigan Community Commons would involve Elsie Miles and Dougan Park. A handout of the proposal illustrated an early design including upgrading the facility, providing a playground, a fitness trail circuit, and amphitheatre, community gardens and sport court. Bruce Fraser also suggested a mini-Kinsol Trestle timber-frame feature. CVRD hopes to hear about the grants by the end of March.

Director's Report – Bruce Fraser

Bruce Fraser has organized and met with a Village Improvement Council to vision various possibilities, one being the creation of a timber-frame project, potentially resembling the Kinsol trestle and joining different areas of the commons. Bruce Fraser also noted the meetings have commenced to discuss the watershed.

Minutes: February 2012 minutes approved

Shawnigan Hills Athletic Park

Washrooms are almost complete with a targeted date being the beginning of April. Some minor vandalism from last month generated discussion about options including installing bright lights, having the gatekeeper presence when locking up facilities and Coval security providing drive-bys. The Commission will discuss a launch of the Hills and Silvermine Park at the next meeting. Graham Gidden has provided Gaileen Flaman with catalogues and information to research and provide a proposal for the Tot Lot.

The Jack Fleetwood Trail parallels the Koksilah River from east of Burnt Bridge to the north side of the trestle. The 5 year agreement with Island Timberlands expired in February and the commission has been requested to continue to fund the \$2000/year maintenance and ongoing clearing costs for a 2 year term (set by Island Timberlands).

Motion: The Parks and Recreation Commission supports the renewal of the licence with Island Timberlands for the Jack Fleetwood Trail at a cost of \$200/year for the next 2 years. All in favour. Passed.

Lori Treloar raised the point of an article in the Focus regarding woodlots and the interpreted forest designation of a woodlot on the back of Cobble Hill. It was suggested that the Parks and Recreation Commission work with the woodlot owners to help maintain the integrity of the lots. Brian said that currently the CVRD does not have a woodlot program but there are plans for future collaboration especially around providing trail connections, and suggested that the commission have an informal chat with local woodlot owners to start developing a working relationship.

South Cowichan Parks Commission

A recent meeting at the Mill Bay Historic Church and Cemetery resulted in a decision to remove the rear hall, and to start a phased program to rehab the 110+ year old church, providing a new foundation and roof, and upgrading plumbing and electrical.

Shawnigan Beach Estates Greenbelt Maps

Brian Farquhar confirmed that the map that was sent to residents was accurate, however, there is a section illustrated on a handout in yellow that is not owned by the CVRD, but the province. This particular portion of the greenbelt is not managed by the CVRD.

Trialthalon

A large group of volunteers has been assembled. In the past, Area B paid for the removal of rocks and minor maintenance of park trail route. Last year, however, a decision was made by the commission, in consultation with the CVRD, to have any costs to parks being the responsibility of the private entity organizing the event. This policy applies to any commercial organization holding venues in public parks. It was noted that at the recent EASC meeting, the Ceevacs made a donation of \$3000 to the CVRD for works at the Kinsol Trestle. The monies were raised by the non-profit Ceevacs through the October 2011 Kinsol Half Marathon running event.

Memory Island

Bill Savage took Parks staff to the island to plan for a new washroom facility that may be subsidized by the province. Currently, the CVRD holds a 5 year lease but is asking for a 40 year lease.

Other

The brown colour of the lake at the south end was mentioned as a concern and Conservation and the Ministry of Fisheries are looking into activities associated with trout farm pond excavations at the nearby Xmas tree farm.

Next meeting 630 April 19 2012 at the Shawnigan Lake Community Centre