



C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

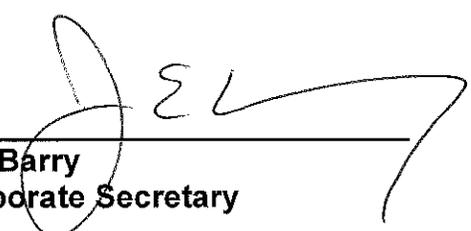
DAY: WEDNESDAY

DATE: OCTOBER 12, 2011

**TIME: → REGULAR SESSION
6:00 pm**

PLACE: BOARD ROOM

175 INGRAM STREET



**Joe Barry
Corporate Secretary**



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MEETING CONDUCT

The CVRD is committed to fostering a safe, respectful, orderly environment for the public to observe its local government meetings. Adherence to following code of conduct will help us meet that commitment:

1. Respect will be shown to other members of the public, the Board and staff;
2. Individuals will refrain from disruptive behavior impeding the proceedings or other disorderly conduct;
3. Directives of the Chair will be complied with in a prompt and orderly fashion;
4. Questions and comments during delegations and question period will be made at the appropriate time.

Failure to comply with this code of conduct may result in your expulsion from this facility in accordance with Section 133 of the *Community Charter*.



REGULAR BOARD MEETING
WEDNESDAY, OCTOBER 12, 2011
6:00 PM - CVRD BOARD ROOM

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12. RESOLUTIONS:**13. UNFINISHED BUSINESS:****14. NOTICE OF MOTION:****15. NEW BUSINESS:****16. QUESTION PERIOD:**

a) Public

b) Press

17. CLOSED SESSION:

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

CSM1 Adoption of Closed Session Minutes of September 14, 2011 82-84

CSCR1 Land Acquisition {Sub (1) (e)} and Potential Litigation {Sub (1) (g)}
To Be
Distributed
85

18. ADJOURNMENT:

The next Regular Board meeting will be held November 9, 2011 at 6:00 pm, in the Board Room, 175 Ingram Street, Duncan BC.

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, September 14, 2011 at 4:15 pm.

PRESENT: Chair G. Giles,
Directors K. Cossey <6:00 pm>, M. Dorey, L. Duncan,
B. Harrison, D. Haywood, R. Hutchins <6:00 pm>, P. Kent,
L. Iannidinardo, K. Kuhn, M. Marcotte, T. McGonigle,
I. Morrison, G. Seymour, T. Walker <4:54 pm>

ALSO PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance Division

APPROVAL OF AGENDA

11-449

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

NB1 Appointment – Electoral Area E – Cowichan Station/ Sahtlam/Glenora Advisory Planning Commission.

CSNB1 Legal Opinion {Sub (1) (i)}

CSNB2 Director Marcotte – Land Acquisition {Sub (1) (e)}

and the deletion of CR4 - Island Savings Centre Commission Report and Recommendations of September 8, 2011 and B14 - "CVRD Bylaw No. 3554 – Ticket Information Authorization Bylaw, 2011",

and that the agenda, as amended, be approved.

MOTION CARRIED

RESOLVING INTO CLOSED SESSION

11-450
4:17 pm

It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, Subsection (2) (b) Third Party Negotiations; Potential Litigation (1) (g); Land Acquisition (1) (e); and Information Provided in Confidence (2) (b).

MOTION CARRIED

RISE FROM CLOSED SESSION

11-451
5:16 pm

It was moved and seconded that the Board rise without report, and return to the Open Session of the meeting.

MOTION CARRIED

11-452
5:16 pm

It was moved and seconded that the meeting be adjourned until 6:00 pm.

MOTION CARRIED

6:00 pm The Open Session of the Board meeting resumed at 6:07 pm with the addition of Directors Cossey and Hutchins.

ADOPTION OF MINUTES

A question arose regarding the wording of Board Resolution 11-418. The Corporate Secretary advised he would check his meeting notes and that the Board should move ahead on the agenda and return to this issue later.

BUSINESS ARISING OUT OF MINUTES

There was no business arising.

DELEGATIONS

11-453 **It was moved and seconded to extend the time limit for the Environmental Options delegation presentation to 20 minutes.**

MOTION CARRIED

D1 Kyla Mortil, Environmental Options
Re: Presentation of petition from the people of Shawnigan Lake and surrounding areas to stop the smart meter installations and give the reasons why.

Kyla Mortil and Christel Martin spoke to their concerns, experiences and health issues as they relate to the BC Hydro smart meter program; and Kyla Mortil presented a petition entitled "Stop The Smart Meters".

D2 Ted Olynyk, BC Hydro, Vancouver Island Community Relations Manager
Re: Overview of BC Hydro's Smart Meters and the Smart Metering Program and address concerns and misconceptions.

Ted Olynyk provided an overview of the smart metering program including information on low level radio frequency signals, health concerns, impacts, benefits, etc.

11-454 **It was moved and seconded to extend the time limit for the BC Hydro delegation presentation by an additional 3 minutes.**

MOTION CARRIED

ADOPTION OF MINUTES

The Corporate Secretary clarified that the wording of the motion recognizes the intent of Chair Giles's request.

11-455 **It was moved and seconded that the minutes of the August 3, 2011 Regular Board meeting be adopted.**

MOTION CARRIED

REPORT OF CHAIRPERSON

RC1 The Chair advised that she has circulated a document entitled "Improving The BC Coastal Ferry Service: A Position Paper from Twelve Coastal Regional District Chairs" and requested the Directors review the document and forward any comments to her.

COMMITTEE REPORTS

CR1 The report and recommendations of the Regional Services Committee meeting of September 8, 2011 listing three items were considered.

11-456 It was moved and seconded:

1. That "CVRD Bylaw No. 3550 – South Cowichan Recycling Facility Opinion Referendum Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.
2. That participating area approval for the South Cowichan Recycling Facility Siting Opinion Referendum is to be obtained for the entire proposed service area.
3. That a communications strategy be developed that supports the opinion question process and informs residents on the proposed South Cowichan Eco Depot

Opposed: Directors Marcotte and Morrison

MOTION CARRIED

CR2 The report and recommendations of the Electoral Area Services Committee meeting of September 6, 2011 listing 16 items were considered.

11-457 It was moved and seconded:

1. That the Regional District release restrictive covenant FA100733 from the titles of both Lot A Section 6 Range 3 Quamichan District Plan VIP81545 (PID: 026-778-998) and Lot 1, Section 6, Range 3, Quamichan District, Plan VIP75831 Except that part in Plan VIP81545, PID: 025-743-694 (Application No. 1-E-05SA/ Arrowsmith).
2. 1. That the *Certificate of Sufficiency* confirming that the petition for inclusion in the Eagle Heights Fire Protection Service Area is sufficient be received.
2. That CVRD Bylaw No. 1965 be amended to extend the boundaries of the Eagle Heights Fire Protection Service Area to include the following property: Lot 1, Plan # 88052, Section 13, Range 7, Quamichan Land District PID: 028-237-765, Folio. 03346.035
3. That the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

4. That Schedule A to the Fire Services agreement with the City of Duncan to provide fire protection to the Eagle Heights Fire Protection Service Area, be amended to include the additional property.
 5. That the Chair and Corporate Secretary be authorized to sign the amended Eagle Heights Fire Protection Services Agreement.
3. That the CVRD proceed with a Request for Proposals for a 2012-2014 Animal Control Contract.
 4. That a grant in aid, Electoral Area B – Shawnigan Lake, be given to Shawnigan Residents Association in the amount of \$245 to assist with postage fees for a community information mail out.

MOTION CARRIED

11-458

It was moved and seconded:

6. 1. That September 8, 2010, Board Resolution No. 10-487(22) be rescinded.
2. That Application No. 2-C-10DVP by Kevin Lamont for a variance to Section 11.3(b)(3) Zoning Bylaw No. 1405, decreasing the setback to the rear parcel line from 7.5 metres (24.61 ft) to 1.09 metres (3.58 ft) on Parcel A (Being a consolidation of Lots 1 and 2, See FB153508) Block 1475 and Section 13, Range 6, Shawnigan District, Plan VIP81077, be approved subject to:
 - the applicant providing a survey confirming compliance with approved setbacks
 - \$1200 being paid to the CVRD for the purpose of providing a landscaping grant to Cobble Hill School.
3. That a Section 219 covenant be registered to the title of Parcel A (Being a consolidation of Lots 1 and 2, See FB153508) Block 1475 and Section 13, Range 6, Shawnigan District, Plan VIP81077, which requires:
 - all outdoor storage to discontinue by July 1st 2015;
 - the outdoor storage use to provide space for not more than 6 recreational vehicles, trailers, boats or motor vehicles outside the area that is within 15 metres of the water well located adjacent to the Land;
 - the outdoor storage to use diapers and drip pans beneath all such recreational vehicles, trailers, boats or motor vehicles that are stored outside.

7. That Application No. 3-C-11DVP by Gerald and Andrea Pennells respecting Strata Lot 492, Section 14, Range 10, Shawnigan District, Strata Plan 1601, together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1 (PID: 018-513-247) to reduce the setback to the interior side parcel line that abuts common property from 1.4 metres to 0.2 metres, be approved subject to a legal survey confirming compliance with approved setbacks.
8.
 1. That Application No. 1-E-10RS (David Coulson/Urban Edge Properties) proceed to bylaw preparation and that the appropriate amendment bylaws be forwarded to the Regional Board for consideration of first and second reading;
 2. That agency referrals to the Ministry of Transportation and Infrastructure, City of Duncan, Vancouver Island Health Authority, Cowichan Tribes First Nation, Duncan Fire Department, and School District #79 be accepted;
 3. That a Public Hearing be held with Directors Duncan, Iannidinardo, and Dorey named as delegates of the Board.
9. That Application No. 2-E-11DP submitted by Katharine Fisher to authorize trees removed from Parcel B (DD111046-I) of Lot 3, Section 14, Range 6, Quamichan District, Plan 1275 (PID: 007-674-457) and Lot 3, Section 14, Range 6, Quamichan District, Plan 1275, Except Parcel A (DD 90646I) and Parcel B (DD 111046I) Thereof (PID: 004-453-735) be approved, subject to compliance with the recommendations of the Ryzuk Geotechnical engineering report dated January 20, 2011.
11. That new CVRD Building Regulation Bylaw No. 3422 be forwarded to the Regional Board for consideration of three readings and adoption.
12. That Development Permit No. 1-D-08DP, issued to Silver Catch Processing Inc., be renewed until May 10, 2012, and that no further extensions of the development permit be granted.
13. That the Provincial Approving Officer be requested to deny the proposed subdivision of Lots 1 and 2, , Block 33, Plan 218A and District Lot 16, Section 1, Range 3, Plan 800, all in Shawnigan District (2080 Cullin Road – File 10-B-10SA) due to it being against the public interest for the following reasons:
 - a. The application proposes a lot configuration and concentration of density along the lakeshore that will discourage successful restoration and protection of the previously damaged Shawnigan Lake riparian buffer and potentially negatively impact Shawnigan Lake;
 - b. The application avoids the higher standard of sewage treatment and disposal intended by provincial regulation for the proposed density and potentially threatens Shawnigan Lake water quality;

- c. The application relies on frontage exemptions to the majority of the proposed lots to achieve a lot configuration and intensity of use at the lakefront that is not supported by CVRD policy or regulation;
 - d. The application does not provide park land in a location and configuration that achieves community objectives for public lake access;
 - e. The application proposes the subdivision of land beyond the legal boundaries of the three subject parcels and presumes Surveyor General's Office will consent to the adjustment of the natural boundary of Shawnigan Lake to favour the property owners.
14. That the CVRD request the Ministry of Transportation and Infrastructure to exchange the right-of-way marked road on Plan 41254 for additional buffer along Langtry Road to partially address community concerns over proposed gravel extraction in the residential neighbourhood.
15. That the CVRD enter into a conservation covenant with the Shearings in Cobble Hill, with the CVRD as beneficiary, in order to protect a large Douglas fir (a heritage tree) situated on the Shearing Family Farm on Telegraph Road in Cobble Hill.
16. That the CVRD request the Ministry of Transportation and Infrastructure to not open Sangster Road to through traffic until they have completed their Mill Bay traffic study.

MOTION CARRIED

11-459

It was moved and seconded:

10. 1. That proposed CVRD Development Approval Information (DAI) Bylaw No. 3540 be amended to change the definition of "Officer" to mean the General Manager of Planning and Development, and that proposed Bylaw No. 3540, be forwarded to the Regional Board for consideration of three readings and adoption.
2. That in-stream Development applications not be affected by proposed DAI Bylaw No. 3540.

Opposed: Directors Marcotte and Morrison

MOTION CARRIED

5. Rezoning Application No. 1-B-10RS (Walter).

11-460 **It was moved and seconded that Rezoning Application No. 1-B-10RS (Walter) be referred back to staff with direction to the applicant to hold a minimum of two public meetings, with CVRD staff in attendance as observers, in the community in order to gauge the extent of community concern and support, with the results of the meetings to be reported back to the Electoral Area Services Committee.**

MOTION CARRIED

The Board agreed by consensus to deal with CR5 before CR3 and CR4.

CR5 The report and recommendation of the Agricultural Advisory Committee meeting of September 13, 2011 listing one item was considered.

11-461 **It was moved and seconded that when OCP's and Zoning Bylaws come up for review they be referred to the Agricultural Advisory Committee for review and comment on policies and issues related to agriculture.**

MOTION CARRIED

CR3 The report and recommendation of the Parks Committee meeting of September 14, 2011 listing one item was considered.

11-462 **It was moved and seconded that the Chair send a letter of support on behalf of the Board to the Governor General Awards Committee in support of community member nominations which recognize contributions to efforts to rehabilitate the historic Kinsol Trestle.**

MOTION CARRIED

CR4 Deleted at Adoption of Agenda.

STAFF REPORTS

SR1 The Staff Report from the Legislative Services Coordinator, Corporate Services dated September 7, 2011 re: Bylaw No. 3499 – Youbou Street Lighting Service Amendment (Requisition Limit Increase) – Revised Deadline for Responses was considered.

11-463 **It was moved and seconded:**

- 1. That CVRD Board Resolution No. 11-417-1, be rescinded.**
- 2. That the attached *Notice Of Alternative Approval Process and Elector Response Form* for CVRD Bylaw No. 3499, be approved.**

MOTION CARRIED

SR2 The Staff Report from the General Manager, Corporate Services dated August 18, 2011 re: Permissive Tax Exemption was considered.

11-464 **It was moved and seconded that the CVRD provide tax exemption to the Capital Regional District for 2012 and that Bylaw No. 3553 be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED

SR3 The Staff Report from the Manager, Finance Division dated September 7, 2011 re: Appointment of Audit Services 2011-2015 was considered.

11-465 **It was moved and seconded:**

1. That the Board authorize the Chairperson and the Corporate Secretary to sign the five year agreement appointing BDO Canada LLP as the Cowichan Valley Regional District and Cowichan Valley Regional Hospital District Auditors for the provision of audit services for the years 2011 through 2015.
2. That the Board appoint BDO Canada LLP as auditors for the Cowichan Valley Regional District and Cowichan Valley Regional Hospital for the year 2011.

MOTION CARRIED

SR4 The Staff Report from the South Cowichan Facility Operations Coordinator dated August 30, 2011 re: Short Term Borrowing for the Capital Purchase of the Kerry Park Sound System was considered.

11-466 **It was moved and seconded that up to a maximum of \$70,000 in short term borrowing for the purchase of sound system replacement equipment and upgrades be approved and that the loan be paid back over five years under the Liability Under Agreement section of 175 of the *Community Charter*.**

MOTION CARRIED

SR5 The Staff Report from the Manager, Economic Development Division dated September 1, 2011 re: Investment Agriculture Foundation of BC and CVRD contract re: 2012 Islands Agriculture Show funding agreement – Project AF002-10497 was considered.

11-467 **It was moved and seconded that the CVRD Board authorize the CVRD Chair and Corporate Secretary to sign Agri-Food Futures Fund Conditional Grant Agreement Project AF002-10497 – 2012 Islands Agriculture Show in the amount of \$25,175 and include further necessary agreements to facilitate and present the 2012 Islands Agriculture Show.**

MOTION CARRIED

SR6 The Staff Report from the Acting General Manager, Public Safety dated September 1, 2011 re: CVRD Malahat Fire Rescue Chief Appointment was considered.

11-468 It was moved and seconded that the Board of Directors approve the appointment of Mr. Rob Patterson as Fire Chief to the CVRD Malahat Fire Rescue for a term to expire December 31, 2012.

MOTION CARRIED

11-469 It was moved and seconded that a letter of congratulations be sent to Dave Balding with appropriate recognition and appreciation for his years of dedication and service to the community.

MOTION CARRIED

SR7 The Staff Report from the Deputy Corporate Secretary dated September 14, 2011 re: Bylaw No. 3503 – Thetis Island Residents and Ratepayers Association (TIRRA) Annual Financial Contribution – Results of Alternative Approval Process was considered.

11-470 It was moved and seconded that the *Certificate of Results* confirming that the CVRD Board may proceed to adopt Bylaw No. 3503 be received.

MOTION CARRIED

PUBLIC HEARINGS

PH1 The Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3535 and Zoning Amendment Bylaw No. 3536, applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora were considered.

11-471 It was moved and seconded that the Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3535 and Zoning Amendment Bylaw No. 3536, applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora be received.

MOTION CARRIED

PH2 The Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3549 and Zoning Amendment Bylaw No. 3454 (Mill Bay Marina), applicable to Electoral Area A – Mill Bay/Malahat were considered.

11-472 It was moved and seconded that Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3549 and Zoning Amendment Bylaw No. 3454 (Mill Bay Marina), applicable to Electoral Area A – Mill Bay/Malahat be received.

MOTION CARRIED

8:00 pm Director Walker left the Board Room at 8:00 pm.

BYLAWS

**B1
11-473** It was moved and seconded that "CVRD Bylaw No. 3503 – Thetis Island Residents and Ratepayers Association Annual Financial Contribution Service Establishment Bylaw, 2011", be adopted.

MOTION CARRIED

**B2
11-474** It was moved and seconded that "CVRD Bylaw No. 3524 – Sentinel Ridge Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B3
11-475** It was moved and seconded that "CVRD Bylaw No. 3525 – Lambourn Estates Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B4
11-476** It was moved and seconded that "CVRD Bylaw No. 3526 – Cowichan Bay Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B5
11-477** It was moved and seconded that "CVRD Bylaw No. 3527 – Twin Cedars Sewer System Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B6
11-478** It was moved and seconded that "CVRD Bylaw No. 3528 – Cobble Hill Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B7
11-479** It was moved and seconded that "CVRD Bylaw No. 3529 – Maple Hills Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B8
11-480** It was moved and seconded that "CVRD Bylaw No. 3530 – Shawnigan Beach Estates Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B9
11-481** It was moved and seconded that "CVRD Bylaw No. 3531 – Kerry Village Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B10
11-482** It was moved and seconded that "CVRD Bylaw No. 3532 – Youbou Sewer System Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

**B11
11-483** It was moved and seconded that "CVRD Bylaw No. 3541 – South Cowichan Community Parks Service Amendment Bylaw, 2011", be adopted.

MOTION CARRIED

8:04 pm

Director Walker returned to the Board Room at 8:04 pm.

**B12
11-484**

It was moved and seconded that "CVRD Bylaw No. 3550 – South Cowichan Recycling Facility Siting Opinion Referendum Bylaw, 2011", be granted 1st, 2nd and 3rd reading.

Opposed: Directors Marcotte, Morrison and Haywood

MOTION CARRIED

**B12
11-485**

It was moved and seconded that "CVRD Bylaw No. 3550 – South Cowichan Recycling Facility Siting Opinion Referendum Bylaw, 2011", be adopted.

Opposed: Directors Marcotte, Morrison and Haywood

MOTION CARRIED

**B13
11-486**

It was moved and seconded that "CVRD Bylaw No. 3553 – Tax Exemption (Permissive) Bylaw, 2011", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B13
11-487**

It was moved and seconded that It was moved and seconded that "CVRD Bylaw No. 3553 – Tax Exemption (Permissive) Bylaw, 2011", be adopted.

MOTION CARRIED

B14

Deleted at Adoption of Agenda.

**B15
11-488**

It was moved and seconded that "CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2010", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B15
11-489**

It was moved and seconded that "CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2010", be adopted.

MOTION CARRIED

**B16
11-490**

It was moved and seconded that "CVRD Bylaw No. 3535 – Area E – Cowichan Station/Sahtlam/Glenora Official Community Plan Amendment Bylaw (Alderlea Farm), 2011", be granted 3rd reading.

MOTION CARRIED

**B17
11-491**

It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3536 – Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Alderlea Farm), 2011", be granted 3rd reading.

MOTION CARRIED

**B18
11-492** It was moved and seconded that "CVRD Bylaw No. 3540 – Development Approval Information Bylaw, 2011", be granted 1st, 2nd and 3rd reading.

Opposed: Directors Marcotte and Morrison

MOTION CARRIED

**B18
11-493** It was moved and seconded that "CVRD Bylaw No. 3540 – Development Approval Information Bylaw, 2011", be adopted.

Opposed: Directors Marcotte and Morrison

MOTION CARRIED

**B19
11-494** It was moved and seconded that "CVRD Bylaw No. 3549 – South Cowichan Official Community Plan Amendment Bylaw (Mill Bay Marina), 2011", be granted 3rd reading.

Opposed: Director Duncan

MOTION CARRIED

8:21 pm Director Morrison left the Board Room at 8:21 pm.

**B20
11-495** It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3454 – Area A – Mill Bay/ Malahat Zoning Amendment Bylaw (Mill Bay Marina), 2010", be granted 3rd reading.

Opposed: Director Duncan

MOTION CARRIED

8:27 pm Director Morrison returned to the Board Room at 8:27 pm.

11-496 It was moved and seconded that prior to adoption of CVRD Bylaw No. 3454:

1. A covenant be registered on the subject land in favour of the Regional District to limit the use of the upland W-3 zoned land to use as marina parking only;
2. Improvements be secured at the corner of Handy Road and Mill Bay Road to achieve sight distances in accordance with Ministry of Transportation and Infrastructure specifications;
3. The public walkway constructed at the applicant's expense will include heritage interpretation opportunities;
4. The marina be substantially constructed, with moorage for 81 or more boats, prior to townhouse construction;
5. The Handy Road boat launch be re-constructed, or security be posted to ensure construction, prior to townhouse construction;
6. Lighting at the marina and townhouse site be down-lit to avoid glare and light pollution.

MOTION CARRIED

11-497 It was moved and seconded that staff arrange a meeting with the Mill Bay Fire Protection District and representatives of the Mill Bay Marina, Brentwood College, BC Ferries and the CVRD to discuss extending the Mill Bay Fire Protection Area beyond the high water mark of the Saanich Inlet.

MOTION CARRIED

B21
11-498 It was moved and seconded that "CVRD Bylaw No. 3557 – South Cowichan Official Community Plan Amendment Bylaw (Logan), 2011", be granted 1st and 2nd reading.

MOTION CARRIED

B22
11-499 It was moved and seconded that "CVRD Bylaw No. 3558 – Area A – Mill Bay/Malahat Zoning Amendment Bylaw (Logan), 2011", be granted 1st and 2nd reading.

MOTION CARRIED

RESOLUTIONS

RES 1
11-500 It was moved and seconded that the following appointment to the Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission be approved:

Term to expire November 30, 2011:
Michelle Young

MOTION CARRIED

NEW BUSINESS

NB1
11-501 It was moved and seconded that the following appointment to the Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2011:
Jill Thompson

MOTION CARRIED

RESOLVING INTO CLOSED SESSION

11-502
8:40 pm It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, Subsection (2) (b) Third Party Negotiations; Potential Litigation (1) (g); Land Acquisition (1) (e); and Information Provided in Confidence (2) (b).

MOTION CARRIED

**RISE FROM
CLOSED SESSION**

11-508
10:15 pm It was moved and seconded that the Board rise with report on Item CSNB1 Legal Opinion, and return to the Open Session of the meeting.

MOTION CARRIED

CSNB1
Legal Opinion
{Sub (1) (i)}
11-507 It was moved and seconded that Board Resolution No. 11-329.9 (June 22, 2011), regarding Development Permit Application No. 18-B-10DP/RAR/VAR (Dowell), be rescinded.

MOTION CARRIED

ADJOURNMENT

11-509
10:15 pm It was moved and seconded that the Regular Board meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 10:15 pm.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

D1**Request to Appear as a Delegation****Meeting Information**

Request to Address:

 CVRD Board Committee

If Committee, specify the Committee here:

Meeting Date: 10/12/2011Meeting Time: 6:00pm or ?**Applicant Information**Applicant Name: Joe Allan

Representing: _____ (Name of organization if applicable)

As: resident (Capacity / Office)Number Attending: 6**Applicant Contact Information**Applicant Mailing Address: Box 1350Applicant City: Lake CowichanApplicant Telephone: 250-749-6585

Applicant Fax: _____

Applicant Email: exdirector@shaw.ca**Presentation Topic and Nature of Request:**

Topic-CVRD management/corporate Structure 

Nature of Request-Presentation of views on current corporate structure



CR1

**ELECTORAL AREA SERVICES COMMITTEE REPORT
OF MEETING HELD SEPTEMBER 20, 2011**

DATE: September 21, 2011

To: Chairperson and Directors of the Board

Your Electoral Area Services Committee reports and recommends as follows:

1. That the Ticketing Information Authorization Bylaw No. 3209 be further amended to include changes in the new Building Bylaw as well as the Thetis Island Wharf Regulation Bylaw, and that the appropriate amendment bylaw be forwarded to the Regional Board for consideration of three readings and adoption.
2. That a grant in aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$1,500 be given to CMS Food Bank to assist with replenishing food supplies.

Electoral Area Directors only vote on the following bylaws under Part 26 OR Section 791 of the *Local Government Act*:

3. That application No. 3-I-11DVP by Andrew Ketch for a development permit with a variance to Section 3.20 of Bylaw No. 2465 in order to reduce the required watercourse setback from 15 metres down to 12.5 metres to allow for the construction of a roof over an existing deck on Strata Lot 7, Block 136, Cowichan Lake District, VIS 3604 (PID 023-012-749) be approved; and further, that the Board elects not to enforce restrictive covenant EJ13118 in order to approve this permit.
4. That the CVRD advise the Regional District of Nanaimo that they accept the proposed update to the RDN Growth Management Strategy, and offers, for the consideration of RDN, the comment that the document should mention inter-regional cooperation in the Transportation and "Cooperation Among Jurisdictions" sections.
5. That proposed Advisory Planning Commission Establishment Bylaw No. 3544 be amended by changing the word "persons" to "applicant" in Section 6.6, and that Bylaw No. 3544 be forwarded to the Regional Board for consideration of three readings and adoption.



CR1

**ELECTORAL AREA SERVICES
COMMITTEE REPORT
OF MEETING HELD OCTOBER 4, 2011**

DATE: October 5, 2011

To: Chairperson and Directors of the Board

Your Electoral Area Services Committee reports and recommends as follows:

1. That the Cowichan Valley Regional District Board of Directors support the adoption and implementation of a Federal Vessel Operation Restriction Regulation in Cowichan Bay along with exemptions for the following activities: First Nations FSC (Food, Social and Ceremonial), search and rescue, marine research and education, habitat restoration, kayaking/canoeing tour support, and waterfront property access; and to support the implementation of a clearly marked navigation channel to access the marinas and boat launch in Cowichan Bay.
2. That \$50,000 of Community Works Funds be allocated to develop a strategic energy management plan for the Cowichan Valley Regional District.
3. That a grant in aid, Electoral Area C – Cobble Hill, in the amount of \$500 be given to South Island Mountain Biking Society, to assist with costs to host their “Take a Kid Mountain Biking” day.
4. That the CVRD send a letter to BC Hydro with a copy to the Premie, requesting a moratorium on the installation of Smart Meters,.
5. That the Board Chair send a congratulations letter to the Island Savings Credit Union, the Rotary Club of South Cowichan, Mill Bay Lions Club, Shawnigan Lake RCMP, and the South Cowichan Community Policing Society in recognition of their Positive Ticketing Program.
6. That the CVRD forward a letter of thanks to Sergeant Webb of the Shawnigan Lake RCMP for his efforts to have improvements made to various dangerous intersections in the South Cowichan area, and as well forward a letter to the Ministry of Transportation and Infrastructure congratulating them on the improvements being made.

Electoral Area Directors only vote on the following bylaws under Part 26 OR Section 791 of the *Local Government Act*:

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



**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE REPORT
OF MEETING HELD SEPTEMBER 21, 2011**

DATE: September 27, 2011

To: Chair and Directors of the Cowichan Valley Regional District

Your Engineering & Environmental Services Committee reports and recommends as follows:

1. 1. That the *Certificate of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Honeymoon Bay Water Debt Repayment Service Area be received.
2. That the boundaries of the Honeymoon Bay Water Debt Repayment Service Area be amended to include "PID 001-974-726, Lot 9, Section 13, Renfrew District, Plan 1074".
3. That "CVRD Bylaw No. 3555 – Honeymoon Bay Water System Debt Repayment Service Amendment Bylaw, 2011" be forwarded to the Board for three readings and adoption.

2. 1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Cowichan Bay Sewer Service Area be received.
2. That "CVRD Bylaw No. 3560 – Cowichan Bay Sewer System Service Area Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
based on the following conditions:
 - One sewer capacity unit be transferred from Cowichan Bay Estates to service this property.
 - A covenant be placed on this property, confirming only one sewer capacity unit is available for this property and further development requiring sewer service not be allowed until additional sewer capacity is available.
 - A Statutory Right-of-Way is placed on this property for sanitary sewer construction and maintenance of the sewer collection main and for public access for a walking trail.

3. That CVRD Bylaw 3559 – Brulette Place Sewer System Service Temporary Borrowing Bylaw, 2011 be forwarded to the Board for consideration of three readings and adoption.

4. That, as approved in the 2011 Budget, the Board authorize short-term borrowing for an amount not to exceed \$47,000.00 for purchase of a new electric Nissan Leaf, plus charging station, for the Engineering & Environmental Services Department; to be paid back within five years under the Liabilities Under Agreement, Section 175 of the *Community Charter*.



CR3

**TRANSIT COMMITTEE REPORT
OF MEETING HELD SEPTEMBER 21, 2011**

DATE: September 26, 2011

To: Chair and Directors of the Cowichan Valley Regional District

Your Transit Committee reports and recommends as follows:

1. That the CVRD support BC Transit's recommendation for additional annual service hours totalling 1,600 for handyDART transit service commencing September 1, 2012, and that staff be authorized to include the associated costs in the Operating Reserve for the 2012 budget.
2. That BC Transit re-implement the registration/reservation system on the Cowichan Valley Commuter Service.



CR3

TRANSIT COMMITTEE REPORT

OF MEETING HELD OCTOBER 12, 2011

DATE: October 12, 2011

To: Chair and Directors of the Cowichan Valley Regional District

Your Transit Committee reports and recommends as follows:

1. That the CVRD Board:
 - .1 Approve BC Transit's recommendation for additional annual service hours totalling 2,500 for conventional transit routes commencing February 1, 2012, and authorize staff to include the associated costs in the 2012 budget.
 - .2 Authorize the CVRD Board Chair and Corporate Secretary to sign the amended Annual Operating Agreement with BC Transit, FirstCanada ULC and the CVRD.
2. That the CVRD Board support moving forward to complete the Transit Future Plan and endorse the following components of the Plan:
 - .1 Vision and Goals
 - .2 Transit Future Network
 - .3 Implementation Strategy
3. That cash fares be reduced to zero on the Cowichan Valley Conventional and handyDART Regional Transit Systems on the following days:
 - .1 Remembrance Day, November 11, 2011
 - .2 During the Remembrance Day week for Veterans and Armed Forces personnel only.
 - .3 The Friday, Saturday, & Sunday before Christmas, December 16, 17 and 18, 2011.



CR4

**ENVIRONMENT COMMISSION REPORT
OF MEETING HELD SEPTEMBER 15, 2011**

DATE: February 23, 2011

To: Chair and Directors of the Cowichan Valley Regional District

Your Environmental Commission reports and recommends as follows:

1. That the Environment Commission endorses the work of the CVRD Green Team and recommends that the CVRD Board develop a work plan such that:
 - a) low-flow toilets are installed in all CVRD buildings;
 - b) planting of annuals be replaced with planting of food plants; and
 - c) fossil fuel heating/cooling units be replaced with heat pumps or other non-fossil fuel devices;

and further, that surplus funds, if any, from the 2011 Environment Commission budget be used to help fund these initiatives.



STAFF REPORT

**REGULAR BOARD MEETING
OF OCTOBER 12, 2011**

DATE: October 4, 2011
FROM: Jacob Ellis, Manager, Corporate Planning
SUBJECT: 2011 Corporate Strategic Plan Progress Report

Recommendation/Action:

For information

Relation to the Corporate Strategic Plan:

The Corporate Strategic Plan specifically identifies increasing corporate accountability with regular performance reports to the Board as a priority for the CVRD.

Financial Impact: *(Reviewed by Finance Division: n/a)*

Background

In September 2010 the Board adopted the Corporate Strategic Plan – a document that establishes corporate priorities, acts as a guide for funding decisions, and provides long-term direction for the Regional District. While the scope and size of the projects contemplated in the Corporate Strategic Plan necessitate a multi-year implementation timetable, in an effort to monitor progress, an annual report on corporate activities is being provided for Board review.

In 2011, the CVRD made excellent progress towards achieving the goals and objectives outlined in the Corporate Strategic Plan. Through leadership on the part of the Board, the dedicated work of staff, and with outstanding community support, the CVRD made great strides in 2011 towards realizing its vision of being the most livable and healthy community in Canada.

The CVRD continued to make progress this year in fostering an environment where collaboration, respect, integrity, accountability and service excellence became further embedded as corporate values. Numerous examples of these values in action can be found in the attached 2011 Corporate Strategic Plan Progress Report.

The report outlines literally hundreds of activities, initiatives, and projects that were completed or are underway as part of a collective effort to serve the Cowichan community. Due to the sheer number of corporate activities only a brief summary of the work is provided in this report, however, if there is an interest in further detail on a specific project, staff would be happy to provide this upon request.

It is anticipated the information provided in the attached report will assist the Board in the 2012 budget process, and in determining future priorities for the organization.

Submitted by



Jacob Ellis, Manager
Corporate Planning

Attachment



2011
Corporate Strategic Plan
Progress
REPORT

October 2011

COWICHAN VALLEY REGIONAL DISTRICT



REPORT CONTENTS



Vision, Mission, Values 1

Sustainable Land Use 2

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THE COWICHAN VALLEY REGIONAL DISTRICT made considerable progress in 2011 towards achieving the goals and objectives laid out in the Corporate Strategic Plan.

The following pages detail a collection of activities that were completed, or are underway, as part of the ongoing efforts to move forward together to achieve the CVRD'S vision. It is hoped that this report will provide a clear snapshot of the many activities, partnerships and projects of the Regional District that were focused on, in addition to the regular day to day duties and obligations of the organization.

VISION STATEMENT

The Cowichan Region celebrates diversity and will be the most livable and healthy community in Canada.

MISSION STATEMENT

We serve the public interest through leadership, cooperation and innovation, with a focus on community priorities and strengths.

VALUE STATEMENTS

Respect

We respect our people, our land, and our diversity.

Service Excellence

We provide innovative, consistent, efficient, world class service as a proactive team of professionals who are committed to efficient communication.

Integrity

We are honest and trustworthy.

Accountability

We exercise prudence in the use of public funds, and demonstrate personal leadership to produce responsible, transparent results.

One Region

We achieve more through collaboration and cooperation, for our residents, businesses and community partners.

Positive

We promote a happy, healthy, fun, supportive workplace.

SUSTAINABLE LAND USE

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Establish well coordinated land use plans and policies	Develop a plan to ensure well integrated land use plans and policies internally, regionally, and inter-regionally.	Work is underway on a floodplain management bylaw that will bring current individual flood management plans under one umbrella.
	Develop a public safety lens that incorporates emergency, fire safety, and other hazard considerations internally and externally into planning processes.	Not started.
Develop long-range plans for sustainability	Initiate a regional sustainability planning process in 2010.	Secured \$300,000 of grant funding in August 2011. The initial proposed approach is drafted, and staff plan to begin work in late fall 2011.
	Review the feasibility of implementing a regional growth management strategy following completion of the regional sustainability planning process.	Will commence review upon completion of the integrated regional sustainability plan.
	Develop a strategy to ensure up-to-date Official Community Plans (OCP's) are in place within a reasonable time frame, consistent with local government legislation.	Completed the <i>South Cowichan OCP</i> in July, 2011. Work is underway on the Cowichan Bay OCP. Work is underway on the South Cowichan Zoning bylaw.
	Complete the Subdivision Servicing Bylaw in 2010.	Completed the draft Subdivision Servicing Bylaw, and comments from the province are being evaluated.
	Incorporate aesthetic preservation principles into OCP's and explore other ways of preserving the aesthetic nature of the Cowichan Region.	Incorporated aesthetic preservation principles into new OCP's, including the <i>South Cowichan OCP</i> .
	Update background technical studies to inform the planning process i.e. demographic projections, assessment of development capacity and demand, economic forecast, environmental issues, and regional service demand assumptions.	Several background technical studies will be completed as part of the regional sustainability planning process.
	Recommend to the Agricultural Land Commission: (1) regulation and policy improvements to recognize an expanded agricultural base, & culture, and (2) policy amendments to promote the expansion of agricultural lands and agricultural uses.	This action is now complete – recommendations were made to the ALC in fall 2010. Additional meetings were held with the ALC and the Agricultural Advisory Committee.
	Develop a long-term land use strategy/policy for forestry lands in the Cowichan Region.	Meetings were held with the Private Managed Forest Lands Council and the Ministry of Forests, Lands and Natural Resources Operations to advocate for improved forestry practices.
Promote sustainable land use	Develop a green building strategy/policy that supports environmentally friendly building practices.	On track to complete a new green building bylaw in 2011. Work is underway on drafting a new external green building policy.
	Promote ecosystem enhancement-oriented design guidelines for new developments.	The new external green building policy, rezonings, and development permits promote sustainability.
	Develop and implement a program to recognize examples of excellence in sustainable community development.	Not started.

HEALTHY ENVIRONMENT

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Protect the environment from harm	Develop a community climate change mitigation plan to meet or beat provincial green house gas emission targets.	Secured \$75,000 in Gas Tax funding. Development of a regional climate action plan is scheduled to start in 2012.
	Develop regional watershed management strategies.	Work is underway implementing the <i>Cowichan Basin Water Management Plan</i> and <i>South Cowichan Water Management Plan</i> .
	Develop water planning policies to guide community planning & development decisions.	Not started.
	Identify and map areas of high conservation value and develop policies & guidelines to protect sensitive areas.	Work is underway mapping areas of high conservation value on the east and west coast of the region. Work is underway on a high level analysis of species at risk in the region.
	Develop a community climate change adaptation strategy to help cope with changing regional conditions.	Work on this initiative is being completed as part of the regional climate action plan.
	Develop an air shed protection strategy.	On track to release over 200 woodstove exchanges in 2011. Continuing enforcement of the open burning of land clearing debris bylaw. Work is underway on a backyard burning bylaw.
Restore, rehabilitate & enhance the natural environment	Develop a Brownfield remediation plan to inventory, where, what kind and the number of CVRD Brownfield sites in the Region including Meade Creek, Koksilah, and Peerless Road incinerator sites.	Completed a Brownfield inventory for the Region. Completed a detailed site investigation (DSI) and on track to complete a closure plan for the Meade Creek incinerator site in 2011. Supported Cowichan Tribes completion of the Koksilah ash fill remediation project.
Lead by example	Develop a green facilities retrofit policy to guide how CVRD facilities will be renovated to meet green standards.	Not started.
	Develop a plan to ensure the CVRD complies with the BC Climate Action Charter by 2012.	Work is underway to secure funding to develop a corporate strategic energy management plan in 2012.
	Develop a corporate CVRD climate change adaptation strategy to help cope with changing regional conditions.	Not started.
	Develop a corporate employee plan to help staff "go green" and make the plan available for the general public to utilize as well.	Completed a corporate employee plan to help staff "go green." The Green Team is now in the process of implementing the plan's recommended actions. Completed a review of existing practices within the EDC offices.

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Establish sustainable communities	Review existing CVRD bylaws and make recommendations for incorporating sustainable elements, and where needed, create new standards.	Completed revisions to the building bylaw and incorporated additional sustainability elements.
	Pursue incentives and other financial instruments to encourage positive practices.	Ongoing.
	Promote the development of a regional multi-modal transportation plan for southern Vancouver Island, recognizing that this issue is bigger than just the Cowichan Region.	Not started.
	Review and update the regional transit plan with the aim of increasing ridership and improving service.	<ul style="list-style-type: none"> • On track to complete the 25 year Transit Future Plan with anticipated Board adoption in November 2011. • Completed construction of 28 transit shelters. • Implemented a program for ongoing contracted transit shelter maintenance. • Work is underway to provide options to resolve overcapacity issues on the commuter transit service. • Completed implementation of new transit routes and service amenities in relation to the additional 2,000 service hours acquired in early 2011. • Work is underway to determine the service parameters and costs for Ladysmith to join the CVRD Transit system. • Completed a report that determined how many more service hours are required to meet the current and projected needs of the HandyDART service.
	Develop an environmental education plan with a focus on water, biodiversity and climate change.	Not started.
	Develop a regional energy strategy to identify regional sources of green energy.	Completed the mapping and modeling component of the regional energy plan. On track for overall project completion in 2011.

SERVICE EXCELLENCE

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
<p>An efficient, high performance, innovative organization</p>	<p>Introduce a corporate wide performance management system to monitor and evaluate achievement against desired outcomes.</p>	<p>On track to complete, in 2011, a pilot performance management system for implementation in 2012.</p>
	<p>Increase accountability with regular performance reporting to the Board.</p>	<p>On track for implementation in 2011, and will occur annually.</p>
	<p>Review organizational processes and streamline where appropriate to improve efficiency and reduce costs.</p>	<p>Countless processes have been reviewed and improvements made including:</p> <ul style="list-style-type: none"> • Streamlined the development application process. • Digitizing Inspections & Enforcement Division files. • Obtained greater loading efficiencies with solid waste export, saving approximately \$100,000 annually. • Completed the transition into the new CVRD administration centre and operation building. • Work underway on an annual progress report detailing regional recycling rates and analyzing waste diversion trends. • Work is underway to establish a grant funding management guide and a procedure plan for the Engineering & Environmental Services Dept. • Work is underway on a standardized procurement procedure for all CVRD tenders, RFPs, RFQs & purchasing and staff training. • Work is underway to develop a single, updated policy and procedures manual for South Cowichan Recreation Division. • Successfully established the Parks and Trails works yard and carpentry at Bings Creek. • On track to complete, in 2011, an electronic capital asset management financial system • On track to complete, in 2011, a direct deposit for employees/directors expense claims. • Work is underway on implementing bar coding on all accounts receivable invoices. • Work is underway to implement electronic certificates for legal firms for confirmation of outstanding utility charges and create a bylaw to charge for this service. • Work is underway to research the ability to merge utility users to allow for semiannual bills to include all services. • Work is underway researching an electronic timesheet and attendance management system. • Work is underway to research the feasibility of e-mailing paystubs to employees. • Work is underway to develop and implement occupation codes in Vadim.

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
<p>An efficient, high performance, innovative organization (continued)</p>	<p>Review organizational processes and streamline where appropriate to improve efficiency and reduce costs (continued).</p>	<p>Work is underway to develop or source mobile applications and provide remote access to corporate data and spatial information to meet the requirements of Inspections & Enforcement, Water Management and other divisions.</p> <p>Work is underway to improve integration between GIS and utility billing.</p> <p>Work is underway to develop power saving techniques for IT equipment, including the migration to rack mounted servers, evaluation of server virtualization, and the benefits of deploying thin client technology to the desktops.</p> <p>Work is underway to complete the voice/data initiative for the Bings Creek facilities.</p> <p>Work is underway to investigate the benefits of interconnecting Bings Creek, CLR, South Cowichan Recreation, the ISC, and the Ingram Street sites for voice and data, and develop an electronic central filing system.</p> <p>Work is underway to looking at the digitization of corporate forms.</p> <p>Work is underway to complete upgrades of all desktop computers to Windows 7 and Office 2010.</p>
	<p>Assist the Board in conducting a comprehensive corporate governance review to examine committee/commission structure and make recommendations for improvements.</p>	<p>Not started, but anticipate undertaking this work in 2012.</p>
	<p>Develop and implement a comprehensive records management system.</p>	<p>Researched and selected an appropriate records management system will forward supplemental funding request again in 2012.</p> <p>Work is underway to develop a system to organize, manage and maintain LiDAR data.</p>
	<p>Develop a resource vs. demand tracking system strategy to ensure that each department is sufficiently resourced to accomplish its mandate.</p>	<p>Not started.</p>
	<p>Actively pursue green initiative partnerships with external agencies to better leverage dollars, information and time.</p>	<p>Numerous green partnerships have been formed and dollars leveraged in 2011, and efforts continue to partner with external agencies on projects and share information.</p>
<p>An organization whose public and staff are proactively informed</p>	<p>Develop a comprehensive external communications plan.</p>	<p>On track to complete, in 2011, a comprehensive external communications plan.</p> <p>Work is underway on improving communication with taxpayers on finance related issues.</p>
	<p>Develop an internal communications plan that supports information flow between the Board, Commissions/Committees, front line staff and management.</p>	<p>Not started.</p>
	<p>Develop a regional inter-governmental communications and relations strategy to ensure (1) well integrated infrastructure planning occurs throughout the region, and (2) relationships between the CVRD, First Nations and adjacent regional districts are strengthened.</p>	<p>While many individual projects have contributed to this action, no work specific to creating overall strategy has been started.</p>

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
An organization whose public and staff are proactively informed	Continue to enhance the number of services available online.	<p>Work is underway to expand or enhance the number of online services including E-commerce, web map and social networking.</p> <p>Work is underway to update GIS related web pages.</p>
Organizational focus on established priorities and outcomes	Review the <i>Corporate Strategic Plan</i> annually and fully revise every 3 years.	Work is underway to prepare for a 2012 review of the corporate strategic plan.
	Develop budgets for each priority and link each to performance indicators.	Completed the design work needed to include budgets and performance indicators for each strategic action; these have been included in the departmental work plan process.
	Develop business plans for each department that are directly linked to the strategic plan.	On track for complete, in 2011 , a roll out of departmental business/work plans for Board review.
	Review any CVRD body/unit where concerns arise regarding possible 'mission drift' / substantial delay or inability to achieve corporate objectives.	Work continues on an ongoing basis; recommendations have been made where appropriate.
	Regularly review and clarify roles and responsibilities of the Board, staff, Commissions and Committees.	A meeting is tentatively scheduled for late January 2012 to review and clarify roles and responsibilities of the Board, staff, Commissions and Committees.
	Conduct annual community surveys to ensure that services and service levels are consistent with community preferences.	Completed the Ipsos Reid Community Survey in January 2011.
Be the local government employer of choice on Vancouver Island	Develop a strategic human resource plan linking recruiting, orientation, performance reviews, compensation/recognition, training, leadership renewal/succession planning, and culture development.	Work underway on developing a strategic human resources plan and the plan is expected to be complete by year end 2012.
	Develop a team building strategy to help staff more effectively take advantage of team based problem solving and project management.	Successfully held 5+ team building sessions in 2010/11.
	Create a volunteer promotion/incentive program to better recognize and support and enhance volunteer efforts.	Not started.
	Continue to build positive labour relationships with unions and non union staff.	<p>Ongoing. Management staff continue to hold regular labour / management meetings with all unions.</p> <p>Work is underway to prepare for collective bargaining with CUPE, IATSE and USW.</p> <p>Work is underway to research options for the employee recognition program.</p>
	Focus on improvement of occupational health and safety.	<p>Work is underway to add written safe work procedures to the OH&S manual.</p> <p>Work is underway to train OH&S committees through Employers' Advisers Office.</p>
	Develop a staff healthy living strategy and continue to build on the ongoing work of the wellness program.	The wellness committee offered over 20 events and workshops in 2011 , in addition to ongoing weekly programs.

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Knowledgeable and well trained staff	Develop a procedure and policy training plan, including new staff orientation to help ensure that staff are aware of and understand corporate policies and procedures.	<p>Work is underway to develop a new employee orientation program.</p> <p>On track complete, in 2011, the roll out of an employee handbook to existing staff.</p>
	Create a staff training and development program including training on dealing with change, Vadim information system training, and in-house training on a wide range of topics and skills.	<p>Work is underway to establish a readily available records policy & process along with staff training.</p> <p>Work is underway to create a training manual and provide training sessions to CVRD staff on the Vadim accounting software program.</p> <p>Work is underway to conduct a training needs assessment for managers.</p> <p>Planning work is underway to implement a training module based on the outcome of the training needs assessment.</p>
	Make the CVRD intranet available to all staff including offsite CVRD locations.	<p>Completed. StaffNet is available to all staff and ongoing work continues on maintenance and enhancement of StaffNet. In addition, staff computer kiosks were set up at offsite locations to ensure staff can access information on the StaffNet. This action is now complete.</p>
	Develop a customer service delivery strategy to help train staff on basic protocol/standards as well as to improve overall consistency across the organization regarding the level of customer service provided.	<p>Work is underway to coordinate the establishment of a corporate logo, letterhead and report template standards policy and procedures for all Parks, Recreation & Culture Divisions.</p>
	Implement best practices throughout the organization wherever possible.	<p>Completed revisions to the Development Approvals Procedure Bylaw.</p> <p>Work is underway to develop a Shawnigan Beach Estates water conservation program.</p> <p>Work is underway to re-evaluate service agreements with Utility contractors, (Chlorine, Septic hauling, lab testing, etc).</p> <p>Work is underway to enhance IT user authentication security.</p> <p>Work is underway to enhance corporate data backup and replication for business continuity, disaster recovery, and to address privacy responsibilities.</p> <p>Work is underway developing and testing a business continuity plan.</p>
	Financial stability	Actively pursue alternative funding sources including grants and partnerships.
Continue to improve the annual budget process.		<p>Work is underway to implement caseware software for use with financial statements and the budget.</p>
Develop a long term financial management plan that addresses the lifecycles costs of CVRD assets and maintains adequate capital/operating reserves to strengthen financial stability.		<p>Work is underway to research and hire an asset valuation consultant for CVRD assets.</p> <p>Work is underway to develop maintenance and funding requirements for asset management through the use of reserve funds versus debt.</p> <p>Work is underway to complete an equipment/software inventory for IT licensing, replacement scheduling, and location.</p>
Build a business development strategy looking at building & leasing.		<p>Not started.</p>
Create strategic opportunities reserves to leverage grant funding.		<p>Not started.</p>

VIABLE ECONOMY

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Support agriculture	Implement the <i>Cowichan Regional Area Agricultural Plan</i> .	<p>Work is underway to prioritize the Plan's recommendations for implementation.</p> <p>Work is underway to identify any existing agriculture businesses utilizing renewable energy methods to understand what is currently being done and how it can be increased throughout the Region through the Area Agricultural Committee.</p>
Promote tourism	Implement the <i>Cowichan Tourism Marketing Plan</i> .	Completed the Cowichan Region Tourism Plan.
Attract film productions	Promote the Cowichan Region as a film production location of choice.	<p>Over \$1 Million estimated in direct spending in the Region from this year's film productions.</p> <p>Work is underway on developing policies for filming in the Cowichan Region.</p> <p>Filming locations this year included or will include, Ladysmith, Duncan, Cobble Hill and Shawnigan Lake, the Kinsol Trestle.</p>
Focus on core regional priorities	Update the <i>Economic Development Strategic Plan</i> to reflect current priorities in consultation with the Economic Development Commission and Board.	Completed the <i>Sustainable Economic Development Strategic Plan</i> . This action is now complete.
	Develop a communications plan to improve information flow between Economic Development Cowichan and the Board and ensure that Economic Development Cowichan activities reflect current Board priorities.	<p>On track to complete in 2011, templates to help update the EDC Board members and other councils on the activities of the Economic Development office.</p> <p>Work is underway to redefine the objective, timing, and distribution of the EDC newsletter.</p> <p>Work is underway on identifying ways to promote economic development through speaking engagements.</p>
Support policies and initiatives that strengthen the local economy	Recommend policy improvements and initiatives that will strengthen the local economy with a specific emphasis on attracting high paying jobs.	<p>Completed the development of informational and promotional materials for the CVRD Board and Municipal Councils.</p> <p>Completed work needed to ensure Education has a representative on the economic development commission.</p> <p>On track to complete in 2011, regional community profiles with sub-profiles for each CVRD community.</p> <p>On track to complete in 2011, a flow chart of the development process in each CVRD community.</p> <p>On track to complete in 2011, a review of the past three year's attendance at trade / expo shows to assess value.</p> <p>Work is underway to further improve the design of the EDC website and site map.</p> <p>Work is underway on new sustainability benchmarks to track the progress of economic development.</p> <p>Work is underway on a program to support regional projects that have potential to create employment.</p>
	Review CVRD regulatory practices and policies and make recommendations for improvements to better support the local economy.	Progress from an agricultural perspective has been made with regard to CVRD regulatory policies.

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Maintain key economic development programs	Implement Phase I and II of the <i>Clean Technology Project</i> .	<p>Completed the development of an education program for greening local business and green solutions, and work continues on improving and enhancing the program.</p> <p>Work is underway to implement Phase I and II of the <i>Clean Technology Project</i>.</p>
	Promote the <i>Cowichan First Program</i> .	<p>Created education marketing material on greening a business to provide to existing businesses during BR & E visits.</p> <p>Assisted 3 local businesses implement green practices to save money.</p> <p>Work is underway to expand the business retention and expansion program.</p>
	Expand the promotion of Cowichan Region products.	<p>Work is ongoing to expand the promotion of Cowichan Region products.</p>
	Promote and assist with investor templates.	<p>Completed local work on this project; implementation is now in the hands of the province.</p>

SAFE & HEALTHY COMMUNITY

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Build a strong public safety volunteer base	Develop a volunteer recruitment strategy that includes looking at ways to better support firefighters, radio operators, emergency planning volunteers, and other community safety volunteers.	On track to complete , by Feb 2012, a draft volunteer management plan.
	Develop a volunteer training & occupational health and safety plan to ensure a safe and well trained volunteer force.	This action is now complete. The provincial plan, distributed in early 2011 is now being implemented.
	Develop a volunteer retention strategy to reduce turnover, and increase satisfaction among public safety volunteers.	On track for completion as part of the volunteer management plan. Public Safety will be presenting thirty four 15-year service medals to firefighters in 2011.
Improve community awareness of public safety programs	Develop a strategy to clarify and communicate the role of the Public Safety Department to regional stakeholders.	Work is underway; a presentation of this work is planned for the October 2011 Regional Services Committee meeting.
	Continue developing public safety education programs for the community	Work on the community disaster plan is nearly complete. Held 60 Emergency Planning sessions in 2011 attended in total by over 1500 residents.
Promote individual & community wellness	Promote a healthy lifestyle strategy to help residents live healthier lives through taking part in parks, recreation and culture services.	Work is underway to create a marketing plan, including signage, for the ISC, Cowichan Lake Recreation and the Cowichan Theatre. Work is underway to implement the healthy food and beverage program at the Cowichan Lake Sports Arena.
	Pursue sports, culture, events tourism opportunities to take advantage of events like the North American Indigenous Games, the Olympic Torch Relay, film festivals, etc.	Work is underway at the ISC to promote world's largest hockey stick and puck. Work is underway developing a Sports Tourism Strategy to attract sporting events. Work is underway looking into the development of a strategy for the establishment of the Parks, Recreation and Culture Community Events position.
	Develop an accessibility strategy to ensure that all people have access to quality recreational and cultural services & facilities.	Looking into moving Youth Outreach into the Aquannis Centre change rooms, creating space for childcare.
	Increase participation in parks, recreation, and culture programs, events and activities.	Efforts are ongoing to expand programming for youth and seniors. Completed the Historic Kinsol Trestle rehabilitation. Completed key sections of the Cowichan Valley Trail , including 26km of trail from Dun/NC to Lake Cowichan; waterline route from the E&N spur to Johnston Rd, and Socking Creek Park to the RDN Trans Canada Trail. Established a public code of conduct policy and procedure for all CVRD parks, recreation and culture facilities and programs.
	Continue to support the Community Safety Advisory Committee.	The ongoing work of the Committee continues.
	Promote pedestrian and cyclist friendly roadways & trails between communities and neighbourhoods.	Staff continue to support the development of a cycling & pathway strategy for the Duncan area.

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Provide exceptional recreation, cultural and park services	Continue with the parkland acquisition program to acquire high priority areas and identify opportunities for funding support & partnerships.	Continuing to acquire community & regionally significant park & trail corridor lands as opportunities arise.
	Continue to implement the <i>Regional Parks & Trails Masterplan</i> to respond to new park and trail needs and opportunities.	Work is underway to complete acquisition of Cowichan Valley Trail corridor lands.
	Continue to ensure a diversity of regional parks for both recreational and conservation purposes.	Completed the acquisition of the 128 acre Sansum Point property as part of the Stoney Hill Regional Park.
	Develop a program expansion strategy to look at where programs take place and the number and type of programs offered.	<p>Completed a public survey for identification of needed ISC facilities, programs, and services.</p> <p>Work is underway looking at undertaking a regional cultural mapping project that would inventory regional arts, culture and heritage services, workers, businesses, schools, artists and organizations.</p> <p>Work is underway studying curling capacity at the Cowichan Lake Sports Arena, and investigating alternative ice surface uses.</p> <p>Work is underway reviewing programs and events currently offered to the Cowichan Lake Area.</p> <p>On target to complete the work needed to acquire the Elsie Miles School site from SD #79 in 2011.</p> <p>Completed a program and process for spirit stage rentals, within the Arts & Culture Division.</p>
	Continually improve the quality of programs and services.	<p>Completed the coordination of an automated external defibrillator (AED) policy and procedures program at all CVRD parks, recreation and culture facilities.</p> <p>On track to complete the Cobble Hill parks and trails master plan in 2011.</p> <p>Work is underway implementing the long-term food & beverage plan for the ISC and Cowichan Theatre.</p> <p>Work is underway on community parks and trails master plans for Mill Bay and Cowichan Bay.</p> <p>Work is underway to improve trail management in the Cobble Hill Mountain Regional Recreation Area.</p> <p>The ISC Commission has approved making a recommendation to the District of North Cowichan to make a liquor licensing change to allow licensing the Cowichan Arena dressing rooms, the Cowichan Theatre house and Theatre dressing rooms</p>
	Develop a long term recreation funding strategy for the Cowichan Region.	Completed the regionally significant recreation facilities usage study, and on track to bring this information with a draft public consultation process in early 2012.
	Complete a governance renewal study to review and look at ways of improving current recreation governance structures i.e.: commissions.	Not started.
Achieve excellence through community partnerships	Develop a partnerships strategy to ensure parks, recreation and culture planning & coordination occurs throughout the Region. This will include the establishment of regional staff level teams working with local groups, clubs, sports, outdoor and arts and cultural organizations to develop partnerships for the delivery of a broad spectrum of services.	<p>Work is underway to develop a strategic plan for the Arts and Culture Division.</p> <p>Work is underway to create branding and vision for Cowichan Place.</p>
	Increase collaboration among public safety agencies through enhanced and expanded quarterly Public Safety meetings and instituting quarterly first responder meetings.	Not started.

SUSTAINABLE INFRASTRUCTURE

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Responsible waste management	Continue working towards full implementation of the <i>Solid Waste Management Plan</i> .	<p>Completed preliminary technical studies / assessments and carried out an extensive public consultation process for the South Cowichan Eco Depot.</p> <p>Initial pre-design planning work is underway for the Peerless Road recycling depot upgrade/ash fill remediation project.</p> <p>Initiated planning work now underway for a CVRD owed regional composting facility.</p> <p>Work is underway on a report outlining regional composting capacity needs and options.</p> <p>Successfully implemented the in-house roll off truck and bin program.</p> <p>Completed the feasibility analysis for the implementation of various curbside collection models.</p> <p>Initiated a feasibility study for enhancing Bings Creek Solid Waste Management Complex into a 3 stream facility.</p> <p>On track to complete the draft backyard burning bylaw in 2011.</p> <p>On track to introduce collection of phase 3 E-Waste products at CVRD recycling depots in 2011.</p> <p>Successfully implemented Styrofoam (polystyrene) processing at Bings Creek SWMC.</p> <p>On track to complete a product lifecycle handbook in 2011.</p> <p>Work is underway coordinating with the Facilities, Fleet and Transit Division, a recycling program policy and procedure for all CVRD parks, recreation and culture facilities, for both staff and the public.</p>
	Incorporate integrated resource management (IRM) principles into solid waste and water management practices, including the exploration of waste to energy opportunities.	Completed a tri-regional energy from waste study looking at long term solid waste disposal solutions for the region.
	Update the <i>South Sector</i> and <i>Central Sector Liquid Waste Management Plans</i> .	Work is underway to amend the SSLWMP, with an anticipated completion in 2012.
	Develop liquid waste management plans for all areas of Regional District i.e.: west sector and north sector.	No plans have been started for the North or West regions of the CVRD.
Community infrastructure planned for current and future generations	Create a geographic information system (GIS) asset management system and build an up-to-date inventory and assessment of CVRD assets, including their condition and replacement costs for each asset.	<p>Work is underway on expanding the ground water monitoring program in the South Cowichan Area as well as expanded the SCADA program in the water and wastewater systems in the area.</p> <p>Work is underway to integrate GIS with tangible asset management and expand the asset inventory in the spatial data engine for Parks and Trails.</p> <p>Work is underway to convert engineering drawings to GIS, to produce utility infrastructure layers in the spatial data catalogue.</p>

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Community infrastructure planned for current and future generations (continued)	Develop a rain water management plan and green infrastructure policy to support "natural" infrastructure such as natural drainage systems like wetlands vs. pipes and concrete ponds.	Not started.
	Develop a lifecycle program for all infrastructure assets together with preventative maintenance programs to extend the lifecycle.	<p>Completed a well protection plan for the Mesachie Lake water system.</p> <p>Completed a well protection plan for the Dogwood Ridge water system.</p> <p>Completed the tangible capital assets assessment and maintained the database which will serve as the foundation for the lifecycle program when it is completed.</p> <p>Work is underway to develop a parks infrastructure and amenities replacement & upgrade program.</p>
	Perform condition audits and life cycle assessments on paths, civic buildings and underground assets	<p>Completed a comprehensive list of all CVRD transit stops, their condition, and a transit stop amenities wish list.</p> <p>Work is underway on a report requesting funding to hire an asset appraiser to perform condition audits and lifecycle assessments on major CVRD assets in 2012.</p>
Reliable essential services	Upgrade water & sewer utilities to meet local government standards.	<p>Completed Phase I Lambourn water treatment plant construction.</p> <p>Work is underway on the Dogwood Ridge water system upgrades.</p> <p>Work is underway on the Douglas Hill water system upgrades.</p> <p>Work is underway on the Arbutus Ridge water system upgrades.</p> <p>Completed the Arbutus Ridge wastewater upgrade.</p> <p>Work is underway on the Galliers & Twin Cedars wastewater systems upgrades.</p> <p>Work is underway on obtaining a new MSR registration for the Brulette sewer system.</p> <p>Completed the Kerry Village water and wastewater system upgrades.</p> <p>Completed the Arnold Rd PRV/Booster station in the Youbou water system.</p> <p>Work is underway exploring a Mill Bay marina connection to Sentinel Ridge WWTP and the development of a local servicing plan.</p> <p>On track to complete an expansion plan and agreement for the Sentinel Ridge WWTP in 2011.</p> <p>On track to complete the upgrades to the Shawnigan Beach Estates pump stations and WWTP in 2011.</p> <p>Completed the installation of water meters in Honeymoon Bay.</p> <p>Work is underway exploring the expansion of the Honeymoon Bay water system west of Sutton Creek to Gordon Bay, including a water model, servicing plan & costs to provide fire protection.</p> <p>Work is underway evaluating the Mill Springs waste water system & completing the acquisition process.</p> <p>Work is underway on the development of the Elkington Forest water and wastewater system.</p>

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
<p>Reliable essential Services (continued)</p>	<p>Upgrade water & sewer utilities to meet local government standards (continued).</p>	<p>Work is underway on the development of the Ocean Terrace subdivision for wastewater, storm water and street lighting.</p> <p>Work is underway conducting a long range utility consolidation plan for utilities in South Cowichan.</p> <p>Work is underway on the evaluation and acquisition of the Sylvania water system.</p> <p>Work is underway on the evaluation and acquisition of the Woodley Range water system.</p> <p>Work is underway on the evaluation and acquisition of the Carlton Water System.</p> <p>Work is underway establishing the Shawnigan Creek clean out function.</p> <p>Completed the installation of a backup power source for Lambourn water system.</p> <p>On track to complete the shared well source tie in from the Shawnigan Lake School into the Ingot Rd. water treatment plant for the Shawnigan Lake North Water System in 2011.</p> <p>Work is underway examining options to address the sludge build up in the Shawnigan Beach sewer lagoons.</p> <p>Completed the consolidation of Cobble Hill drainage functions.</p> <p>On track to complete in 2011 the evaluation and costs estimates to connect the Marble Bay water and sewer system into the Woodland Shores water and sewer service areas.</p> <p>Work is underway to develop a servicing plan and agreement with Timberwest to construct a WWTP and upgrade the Mesachie Lake sewer system.</p> <p>Work is underway on the Kerry Park Recreation Center sewer study.</p> <p>Work is underway on the Kerry Park Recreation Center water study.</p> <p>Work is underway on the development of the Cowichan Bay Estates project.</p> <p>Completed the execution of the Mill Bay/Malahat water system covenant.</p> <p>Work is underway to develop a serving plan and cost estimate for Kerry Park Recreation Center to join the Kerry Village sewer system.</p> <p>On track to complete in 2011 the Lambourn Estates Water treatment works.</p> <p>Completed the Lambourn Estates outfall & sewage discharge registration.</p>
	<p>Complete and implement the <i>South Cowichan Water Management Plan</i>.</p>	<p>Work is underway to develop a coordinated inter governmental management plan for the CRIFMP</p> <p>Work is underway to coordinate, design, and prepare a proposal for the CRIFMP flood infrastructure capital program.</p> <p>Work is underway to explore ways to implement the hard & soft CRIFMP flood infrastructure upgrades.</p> <p>Work is underway to continue working on the overall Lower Cowichan Koksilah flood program development and partnerships.</p>

OBJECTIVE	STRATEGIC ACTION	2011 REPORT
Reliable essential Services (continued)	Implement the <i>Cowichan Basin Water Management Plan</i> .	<p>Completed a shoreline analysis of the potential impact of raising the weir 30 cm.</p> <p>On track to hold, in 2011, a climate change, forest hydrology and forest management expert's workshop on land use practices to ensure sustainable water supplies.</p> <p>Work is underway reviewing well records, takings and trends for groundwater.</p> <p>Work is underway to develop and implement communications plan to promote conservation/H2O literacy.</p> <p>Completed over 50% of LiDAR data simulation analysis for approx 20 plus highest priority properties</p>
	Complete the <i>Cowichan River Integrated Flood Management Plan</i> .	The plan is complete, and implementation activities are ongoing.
	Conduct a post-disaster study on all CVRD public facilities.	Completed rewiring of Room 213 for generator backup.
	Develop a water management plan for the north end of the Regional District (Town of Ladysmith, and Electoral Areas G & H).	Not started.
	Develop a utility acquisition strategy.	This action is complete. Various utilities are now being acquired on an ongoing basis.
Well maintained public facilities	Upgrade the Kerry Park Recreation Centre and Cowichan Lake Sports Arena.	<p>Completed the Cowichan Lake Sports Arena Project.</p> <p>On track to complete in 2011 the eco-friendly parking lot improvements.</p> <p>Work is underway on the proposed conceptual design work for Kerry Park Recreation Centre Upgrade; preparing for the public approval process.</p>
	Develop a long-term funding strategy including a capital reserve fund policy for maintaining and replacing infrastructure assets.	<p>On track to complete in 2011, a community presentation to identify short and long term upgrade priorities, costs and financing options in Saltair.</p> <p>Completed a draft long term capital reserve funding plan for the Island Savings Centre now under review by the commission.</p>
	Conduct energy efficiency audits of all CVRD facilities and equipment.	Preparation work is underway with the goal of undertaking this project in 2012.
	Develop a plan to safeguard parks, trails and natural assets.	<p>Staff have increased enforcement of CVRD Bylaws in parks, on trails and for other natural assets.</p> <p>Work is underway on a Contemporary Parks Bylaw to Replace CVRD Parks Bylaw #738.</p> <p>Park management planning is underway for Bright Angel Park & interim planning at Stocking/Heart Lakes Regional Park.</p>
	Establish consistent quality and maintenance standards for CVRD facilities.	<p>Completed replacement of the ISC main electrical substation.</p> <p>Work is underway to train CLSA staff on new services, equipment and maintenance for the newly renovated Cowichan Lake Sports Arena facility.</p> <p>On track to complete in 2011 the labeling of equipment and tools used by the facilities staff.</p> <p>Work is underway on a parks and trails maintenance procedures and policies manual.</p>



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3518

A Bylaw to Amend Lambourn Estates Water System Service Establishment Bylaw No. 3034

WHEREAS the Board of the Cowichan Valley Regional District established the *Lambourn Estates Water System Service Area* under the provisions of Bylaw No. 3034, cited as "CVRD Bylaw No. 3034 – Lambourn Estates Water System Service Establishment Bylaw, 2008";

AND WHEREAS the Regional District wishes to amend Bylaw No. 3034 by increasing the maximum annual requisition limit from \$33,000 to \$41,200;

AND WHEREAS the Director for Electoral Area D – Cowichan Bay has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited as "CVRD Bylaw No. 3518 – Lambourn Estates Water System Service Amendment Bylaw, 2011".

2. **AMENDMENT**

That CVRD Bylaw No. 3034 be amended by: deleting the words "Thirty-Three Thousand" between the words "exceed" and "Dollars" in the second line of the Section 6 - Maximum Requisition text and replacing them with the words "Forty-One Thousand Two Hundred"; and deleting the figure "\$33,000.00" and replacing it with "\$41,200", in the same sentence and section of the bylaw.

READ A FIRST TIME this 3rd day of August , 2011.

READ A SECOND TIME this 3rd day of August , 2011.

READ A THIRD TIME this 3rd day of August , 2011.

ADOPTED this _____ day of _____ , 2011.

Chair

Corporate Secretary



C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3519

A Bylaw to Amend Fern Ridge Water System Service Establishment Bylaw No. 2994

WHEREAS the Board of the Cowichan Valley Regional District established the *Fern Ridge Water System Service Area* under the provisions of Bylaw No. 2994, cited as "CVRD Bylaw No. 2994 – Fern Ridge Water System Service Establishment Bylaw, 2007", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 2994 by increasing the maximum annual requisition limit from \$14,600 to \$18,200;

AND WHEREAS the Director for Electoral Area A – Mill Bay/Malahat has consented, in writing, to the adoption of this bylaw;

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

1. CITATION

This bylaw may be cited as "CVRD Bylaw No. 3519 – Fern Ridge Water System Service Amendment Bylaw, 2011".

2. AMENDMENT

That CVRD Bylaw No. 2994 be amended by: deleting the words "Fourteen Thousand Six Hundred" between the words "exceed" and "Dollars" in the second line of the Section 6 - Maximum Requisition text and replacing them with the words "Eighteen Thousand Two Hundred"; and deleting the figure "\$14,600." and replacing it with "\$18,200", in the same sentence and section of the bylaw.

READ A FIRST TIME this 3rd day of August, 2011.

READ A SECOND TIME this 3rd day of August, 2011.

READ A THIRD TIME this 3rd day of August, 2011.

ADOPTED this _____ day of _____, 2011.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3521

**A Bylaw to Amend Cherry Point Water System Service Establishment
Bylaw No. 1670**

WHEREAS the Board of the Cowichan Valley Regional District established the *Cherry Point Water System Service Area* under the provisions of Bylaw No. 1670, cited as "CVRD Bylaw No.1670 – Cherry Point Water System Service Establishment Bylaw, 1995", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 1670 by increasing the maximum annual requisition limit from \$19,040 to \$23,700;

AND WHEREAS the Director for Electoral Area D – Cowichan Bay has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited as "**CVRD Bylaw No. 3521 – Cherry Point Water System Service Amendment Bylaw, 2011**".

2. **AMENDMENT**

That CVRD Bylaw No. 1670 be amended by: deleting the words "Nineteen Thousand and Forty" between the words "exceed" and "Dollars" in Section 4.1 (Cost Recovery) and replacing them with the words "Twenty-Three Thousand Seven Hundred"; and deleting the figure "(\$19,040.00)" and replacing it with "(\$23,700)" immediately following the word "Dollars" in the third line of Section 4.1.

READ A FIRST TIME this 3rd day of August , 2011.

READ A SECOND TIME this 3rd day of August , 2011.

READ A THIRD TIME this 3rd day of August , 2011.

ADOPTED this _____ day of _____ , 2011.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3522

A Bylaw to Amend Kerry Village Water System Service Establishment Bylaw No. 2491

WHEREAS the Board of the Cowichan Valley Regional District established the *Kerry Village Water System Service Area* under the provisions of Bylaw No. 2491, cited as "CVRD Bylaw No. 2491 – Kerry Village Water System Service Establishment Bylaw, 2004", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 2491 by increasing the maximum annual requisition limit from \$14,500 to \$18,100;

AND WHEREAS the Director for Electoral Area A – Mill Bay/Malahat has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited as "CVRD Bylaw No. 3522 – Kerry Village Water System Service Amendment Bylaw, 2011".

2. **AMENDMENT**

That CVRD Bylaw No. 2491 be amended by: deleting the words "Fourteen Thousand, Five Hundred" between the words "exceed" and "Dollars" in the second line of the Section 6 - Maximum Requisition text and replacing them with the words "Eighteen Thousand One Hundred"; and deleting the figure "\$14,500" and replacing it with "\$18,100" immediately following the word "Dollars" in the same sentence and section of the bylaw.

READ A FIRST TIME this 3rd day of August , 2011.

READ A SECOND TIME this 3rd day of August , 2011.

READ A THIRD TIME this 3rd day of August , 2011.

ADOPTED this _____ day of _____ , 2011.

Chair

Corporate Secretary



**COWICHAN VALLEY REGIONAL DISTRICT
BYLAW No. 3523**

A Bylaw to Amend Youbou Water System Service Merger Bylaw No. 2886

WHEREAS the Board of the Cowichan Valley Regional District merged the *Youbou Water System Service Area* and the *Lakeside Estates Water System Service Area* and established the *Youbou Water System Service Area* under the provisions of Bylaw No. 2886, cited as "CVRD Bylaw No. 2886 – Youbou Water System Service Merger Bylaw, 2006";

AND WHEREAS the Regional District wishes to amend Bylaw No. 2886 by increasing the maximum annual requisition limit from \$132,000 to \$164,800;

AND WHEREAS the Director for Electoral Area I – Youbou/Meade Creek has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited as "**CVRD Bylaw No. 3523 – Youbou Water System Service Amendment Bylaw, 2011**".

2. **AMENDMENT**

That CVRD Bylaw No. 2886 be amended by: deleting the words "One Hundred and Thirty-Two Thousand" between the words "exceed" and "Dollars" in the second line of text in Section 6 (Maximum Requisition) and replacing them with the words "One Hundred Sixty-Four Thousand Eight Hundred"; and deleting the figure "(\$132,000.)" immediately before the word "Dollars" and replacing it with "(\$164,800)" immediately following the word "Dollars" in the same section and sentence of the bylaw.

READ A FIRST TIME this 3rd day of August , 2011.

READ A SECOND TIME this 3rd day of August , 2011.

READ A THIRD TIME this 3rd day of August , 2011.

ADOPTED this _____ day of _____ , 2011.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3554

**A Bylaw to amend Bylaw 3209 which authorizes the
Cowichan Valley Regional District Bylaw Enforcement Officers
to Issue Ticket Information for Offences against Bylaws**

WHEREAS the Regional District has adopted Cowichan Valley Regional District Bylaw No. 3209 – Ticket Information Authorization Bylaw, 2008;

AND WHEREAS the Regional District deems it desirable and expedient to update the Schedules of expressions that designate offences;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3554 – Ticket Information Authorization Amendment Bylaw, 2011**".

2. **AMENDMENTS**

Cowichan Valley Regional District Bylaw No. 3209 is hereby amended as follows:

a) That Section 4 OFFENCES be deleted in its entirety and replaced with the following:

"The words or expressions set forth in Column I of Schedules 2 through to 56, attached to and forming part of this bylaw, designate the offence committed under the bylaw section number appearing in Column II, opposite the respective words or expressions."

b) That Section 5 FINES be deleted in its entirety and replaced with the following:

"The amounts appearing in Columns III of Schedules 2 through to 56, attached to and forming part of this bylaw, are fines set pursuant to Section 265 of the *Community Charter* for the corresponding offences designated in Column I."

c) That Schedule 1 be deleted in its entirety and replaced with new Schedule 1, attached to and forming part of this bylaw.

- d) That Schedule 2, Schedule 7, Schedule 11, Schedule 20, Schedule 32, Schedule 33, and Schedule 34 be deleted in their entirety and replaced with new Schedules, attached to and forming part of this bylaw.
- e) That new Schedules 51 through 56, attached to and forming part of this bylaw, be added.

FORCE AND EFFECT

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

READ A FIRST TIME this _____ day of _____, 2011

READ A SECOND TIME this _____ day of _____, 2011.

READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary

**SCHEDULE 1
CVRD BYLAW NO. 3554**

Column I

Column II

<p>Cowichan Valley Regional District Bylaw No. 3422 – Building Regulation Bylaw, 2011</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -Building Inspector -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
<p>CVRD Bylaw No. 3032 - Dog Regulation and Impounding Bylaw, 2007</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -Domestic Animal Protection Officer -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
<p>Cowichan Valley Regional District Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -Royal Canadian Mounted Police -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
<p>Cowichan Valley Regional District Noise Control Bylaw No. 1060, 1987</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -Domestic Animal Protection Officer -Royal Canadian Mounted Police -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
<p>Cowichan Valley Regional District Sign Bylaw No. 1095, 1987</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -Building Inspector -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
<p>Cowichan Valley Regional District Parks Bylaw No. 738, 1983</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -Manager, Parks and Trails Division -Parks Operation Superintendent -Domestic Animal Protection Officer -Royal Canadian Mounted Police -Manager, Inspections and Enforcement Division
<p>Cowichan Valley Regional District House Numbering, Unsightly Premises and Graffiti Bylaw No. 1341, 1991</p>	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division

Column I**Column II**

CVRD Electoral Area A – Mill Bay/Malahat Zoning Bylaw No. 2000, 1999	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
Electoral Area “B” Zoning By-law No. 985 1986	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
Electoral Area “C” Zoning By-law No. 1405, 1991	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
Electoral Area D Zoning By-law No. 1015, 1986	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
CVRD Electoral Area “E” – Cowichan Station/Sahtlam/Glenora Zoning Bylaw No. 1840, 1998	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division
CVRD Zoning Bylaw No. 2600, 2005, Applicable to Electoral Area F – Cowichan Lake South/Skutz Falls	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
CVRD Zoning Bylaw No. 2524, 2005, Electoral Area G – Saltair/Gulf Islands	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
the Cowichan Valley Regional District Electoral Area “H” Zoning Bylaw No. 1020, 1986	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division
CVRD Zoning Bylaw No. 2465, 2004, Electoral Area I – Youbou/Meade Creek	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division

Column I**Column II**

CVRD Bylaw No. 1958 – Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Bylaw, 1999.	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Recycling and Waste Management Division -Environmental Technologist -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2108 – Solid Waste Management Charges and Regulations Bylaw, 2000	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Recycling and Waste Management Division -Environmental Technologist -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2570, Waste Stream Management Licencing Bylaw, 2004	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Recycling and Waste Management Division -Environmental Technologist -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1690 – Cherry Point Estates Water System Management Bylaw, 1995	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1607 – Honeymoon Bay Water System Management Bylaw, 1994	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2527 – Kerry Village Water System Management Bylaw, 2004	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1971 – Mesachie Lake Water System Management Bylaw, 1999	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1967 – Shawnigan Lake North Water System Management Bylaw, 1999	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2817 – Satellite Park Water System Management Bylaw, 2006	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1763 – Saltair Water System Management Bylaw, 1996	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division

Column I**Column II**

CVRD Bylaw No. 2946 – Youbou Water System Management Bylaw, 2007	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2996 – Fern Ridge Water System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2830 – Sentinel Ridge Sewer System Management Bylaw, 2006	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2476 – Cowichan Bay Sewer System Management Bylaw, 2003	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2560 – Youbou Sewer System Management Bylaw, 2005	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1926 – Eagle Heights Sewer System Management Bylaw, 1999	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2526 – Kerry Village Sewer System Management Bylaw, 2004	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1748 – Maple Hills Sewer System Management Bylaw, 1996	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1970 – Mesachie Lake Community Sewerage System Management Bylaw, 1999	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 1966 – Shawnigan Beach Estates Sewer System Management Bylaw, 1999	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2947 – Twin Cedars Sewer System Management Bylaw, 2007	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division

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CVRD Bylaw No. 2879 – Sentinel Ridge Drainage System Management Bylaw, 2006	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2880 – Wilmot Road Drainage System Management Bylaw, 2006	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2948 – Twin Cedars Drainage System Management Bylaw, 2007	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2020 – Landclearing Management Regulation Bylaw, 2009	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Recycling and Waste Management Division -Environmental Technologist -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2998 – Arbutus Mountain Estates Water System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 3099 – Lambourn Estates Water System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2997 – Arbutus Mountain Estates Sewer System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 3098 – Lambourn Estates Sewer System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 3122 – Cobble Hill Sewer System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 2999 – Arbutus Mountain Estates Drainage System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 3100 – Lanes Road Drainage System Management Bylaw, 2008	-Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division

Column I**Column II**

CVRD Bylaw No. 3123 – Cobble Hill Village Drainage #2 System Management Bylaw, 2008	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 3313– Dogwood Ridge Water System Management Bylaw, 2009	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
Cowichan Valley Regional District Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
CVRD Bylaw No. 3406 – Douglas Hill Water System Management Bylaw, 2010	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
Cowichan Valley Regional District Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
Cowichan Valley Regional District Bylaw No. 3307 – Arbutus Ridge Drainage System Management Bylaw, 2009	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Engineering and Environment -Manager, Water Management Division -Manager, Inspections and Enforcement Division
Cowichan Valley Regional District Thetis Island Wharf Regulation Bylaw No. 3514, 2011	<ul style="list-style-type: none"> -Bylaw Enforcement Official -General Manager, Planning and Development Department -Manager, Community and Regional Planning Division -Manager, Development Services Division -Manager, Inspections and Enforcement Division

**SCHEDULE 20
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 2570, Waste Stream Management Licencing Bylaw, 2004

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Operating facility without licence	4.1	\$1000
Failure to comply with facility licence	4.1	\$500
Failure to install and maintain locking gate	6.1(a)	\$250
Failure to install and maintain barrier	6.1(c)	\$250
No functioning communication equipment	6.1(d)	\$250
Litter outside facility	6.1(e)	\$250
Leachate from containment system	6.1(f)	\$1000
Employee not present	6.1(g)	\$250
Failure to inspect load	6.1(h)	\$250
Failure to maintain records	6.1(i)	\$250
Failure to confirm waste appropriately removed	6.1(j)	\$500
Burning	6.1(k)	\$1000
Failure to comply with operating plan	6.1(l)	\$500
Failure to notify fire department	6.1(o)	\$250
Fail to deliver waste or recyclable to licenced facility	8.2	\$500
Failure to remove waste	8.3	\$500
Failure to document compliance	8.4	\$500
Failure to replenish security	10.7	\$500
Failure to pay annual fee	12.3	\$250
Failure to submit monthly statements	12.4	\$250
Failure to maintain records	12.6	\$250
Failure to report waste discharge	13.1	\$500
Failure to report deviation	13.2	\$500
Failure to take all reasonable measures	13.3	\$500
Failure to notify of ownership change	18.1	\$250

**SCHEDULE 33
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 1926 – Eagle Heights Sewer System Management Bylaw, 1999

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Connection without approval	5(1)(b)	\$250
No temporary connection	5(8)	\$250
Illegal connection to sewer system	9(1)(b)	\$1000
Willfully causes damage or obstruction	9(1)(c)	\$500
Discharges into system or manhole any substance interfering with system.	9(1)(d)	\$1000

**SCHEDULE 7
CVRD BYLAW NO. 3554**

Cowichan Valley Regional District Parks By-law No. 738, 1983

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Remove, destroy or damage vegetation	3.2(a)	\$100
Cut or remove tree	3.2(b)	\$250
Damage or deface structure	3.2(c)	\$250
Foul or pollute any area of water	3.2(d)	\$100
Inappropriate waste disposal	3.2(f)	\$100
Temporary abode overnight	3.2(i)	\$100
Obstruct free use of park	3.2(j)	\$100
Waste water from fixture	3.2(l)	\$100
Vehicle parked outside designated area	3.2(o)	\$100
Drive any vehicle outside designated area	3.2(p)	\$100
Post, paint or affix any advertisement, poster or bill	3.2(q)	\$100
Horse outside designated path	3.2(r)	\$100
Animal running at large	3.2(s)	\$100
Deposit or remove any material without permission	3.2(u)	\$100
Molest, injure, trap or snare any animal	3.2(v)	\$100
Violate any notice or order from Regional District	3.2(w)	\$100
Sale of anything without permission	3.3(a)	\$100
Set fire outside designated area or place lighted material on ground	3.3(c)	\$100
Construction, tent, mobile home, trailer in a park	3.3(d)	\$100
Horse or dog on beach	3.6(a)	\$100
Interfere with free use of beach	3.6(d)	\$100
Litter on beach or in waters adjacent	3.6(f)	\$100
Drive any vehicle on beach without permission	3.6(g)	\$100
Dog unleashed on waterfront apparatus	3.6(h)	\$50

**SCHEDULE 11
CVRD BYLAW NO. 3554**

Electoral Area “C” Zoning By-law, 1991

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Prohibited use	4.2	\$100
Kennel building improperly sited	5.5	\$100
Junkyard prohibited	5.6	\$100
Accessory building prohibited	5.9(b)	\$100
Accessory building used as a dwelling unit	5.9(d)	\$100
Over height – corner sight triangle	5.11	\$100
Over height fence	5.12(b)	\$100
Home craft – exterior storage	5.13(c)	\$100
Home craft – oversized floor area	5.13(e)	\$100
Home occupation – oversized floor area	5.14(d)	\$100
Home occupation – exterior storage	5.14(e)	\$100
Bed and breakfast – too many rooms	5.15(c)	\$100
Secondary suite prohibited	5.22(7)	\$100
Accessory building improperly sited	7.1(b)(4), 7.2(b)(4), 7.3(b)(2), 7.4(b)(3), 8.1(b)(3), 8.2(b)(3), 8.3(b)(3), 8.4(c)(3), 8.5(b)(3), 9.1(b)(3), 9.2(b)(3), 9.3(b)(3), 9.4(b)(3), 9.5(b)(3), 9.6(b)(3), 9.7(b)(5), 11.1(b)(3), 11.2(b)(4), 11.3(b)(3) 11.4(b)(3) or 11.4(b)(4)	\$100
Mini storage – outdoor storage	11.5(b)(3)	\$100
Mini storage – no adequate vegetation screen TCH	11.5(c) (1)	\$100
Mini storage – no adequate vegetative screen abutting non-industrial zone	11.5(c) (2)	\$100

**SCHEDULE 32
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 2560 – Youbou Sewer System Management Bylaw, 2005

COLUMN I	COLUMN II	COLUMN III
Designated Offence	SECTION	FINE
Connection without approval	5(1)(B)	\$250
No temporary connection	5(8)	\$250
Illegal connection to sewer system	9(1)(b)	\$1000
Willfully causes damage or obstruction	9(1)(c)	\$500
Discharges into system or manhole any substance interfering with system.	9(1)(d)	\$1000

**SCHEDULE 34
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 2526 – Kerry Village Sewer System Management Bylaw, 2004

Column I	Column II	Column III
Designated Offence	Section	Fine
Connection without approval	5(1)(b)	\$250
No temporary connection	5(8)	\$250
Illegal connection to sewer system	9(1)(b)	\$1000
Willfully causes damage or obstruction	9(1)(c)	\$500
Discharges into system or manhole any substance interfering with system.	9(1)(d)	\$1000

**SCHEDULE 51
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 3313– Dogwood Ridge Water System Management Bylaw, 2009

COLUMN I	COLUMN II	COLUMN III
DESIGNATED OFFENCE	SECTION	FINE
Occupant supplies water elsewhere without authority	11(1)(c)	\$500
Tampers with hydrant or appurtenance or obstructs access	11(1)(d)	\$1000
Alter water meter or bypass to alter water register	11(1)(f)	\$500
Illegal connection to water system	11(1)(g)	\$1000
Establish connection allowing cross-connection	11(1)(i)	\$500
Water use contrary to restrictions	11(1)(k)	\$100

**SCHEDULE 52
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Occupant supplies water elsewhere without authority	11(1)(iii)	\$500
Tampers with hydrant or appurtenance or obstructs access	11(1)(iv)	\$1000
Alter water meter or bypass to alter water register	11(1)(vi)	\$500
Illegal connection to water system	11(1)(vii)	\$1000
Establish connection allowing cross-connection	11(1)(ix)	\$500
Water use contrary to restrictions	11(1)(xi)	\$100

**SCHEDULE 53
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 3406 – Douglas Hill Water System Management Bylaw, 2010

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Occupant supplies water elsewhere without authority	11(1)(c)	\$500
Tampers with hydrant or appurtenance or obstructs access	11(1)(d)	\$1000
Alter water meter or bypass to alter water register	11(1)(f)	\$500
Illegal connection to water system	11(1)(g)	\$1000
Establish connection allowing cross-connection	11(1)(i)	\$500
Water use contrary to restrictions	11(1)(k)	\$100

**SCHEDULE 54
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Connection without approval	5(1)(b)	\$250
No temporary connection	5(8)	\$250
Illegal connection to sewer system	9(1)(b)	\$1000
Willfully causes damage or obstruction	9(1)(c)	\$500
Discharges into system or manhole any substance interfering with system.	9(1)(d)	\$1000

**SCHEDULE 55
CVRD BYLAW NO. 3554**

CVRD Bylaw No. 3307 – Arbutus Ridge Drainage System Management Bylaw, 2009

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Discharge domestic or other prohibited waste	3.0(1)	\$200
Alter regional district drainage system	4.0(1)(a)	\$200
Obstruct watercourse	6.0(1)	\$200

**SCHEDULE 2
CVRD BYLAW NO. 3554**

Cowichan Valley Regional District Bylaw No. 3422 – Building Regulation Bylaw, 2011

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Work without permit	3.1.1	\$250
No demolition permit	3.1.2	\$100
Use without occupancy certificate	3.1.3(1)	\$250
Use contrary to occupancy certificate	3.1.3(2)	\$250
Notice tampered	3.1.4	\$100
Work with non-approved plans	3.1.5	\$250
Work after cessation order	3.1.7	\$250
Work contrary to bylaw	3.2(1)	\$100

**SCHEDULE 56
CVRD BYLAW NO. 3554**

Cowichan Valley Regional District Thetis Island Wharf Regulation Bylaw No. 3514, 2011

COLUMN I	COLUMN II	COLUMN III
Designated Offence	Section	Fine
Obstruct use of wharf	3(1)(a)	\$100
Animal off leash on wharf	3(1)(c)	\$50
Noise that disturbs on wharf or vessel	3(2)	\$250
Open container of liquor	3(3)	\$50
Unauthorized sign on wharf	3(4)	\$100
Damage to wharf	3(5)(a)	\$250
Damage to notice	3(5)(b)	\$100
Deposit of waste on wharf	3(5)(c)	\$100
Storage on a wharf	3(6)	\$100
Unattended vessel or vehicle in loading zone	3(7)(a)	\$100
Obstruct emergency vessel in loading zone	3(7)(b)	\$500
Moored longer than 15 minutes in loading zone	3(7)(c)	\$100
Commercial use of wharf	3(8)	\$250
Moorage between 9:00pm and 6:00am	3(9)(a)	\$250
Locked vessel	3(9)(b)	\$250
Obstruct marine traffic by rafted vessel	3(9)(c)	\$250
Vessel not moored at wharf in water lot area	3(9)(d)	\$250
Vessel moored carrying dangerous goods	3(10)(a)	\$1000
Dangerous goods at a wharf	3(10)(b)	\$1000
Moorage of vessel in excess of 10 metres	3(11)	\$250
Use of wharf by means of seaplane or charter boat	3(12)	\$250
Repair work on wharf	3(13)(a)	\$100
Refuel at wharf	3(13)(b)	\$1000
Impede public access to wharf	3(13)(c)	\$250
Live-aboard use of vessel moored to wharf	3(13)(d)	\$250
Flush vessel head	3(13)(e)	\$250
Disturbance of foreshore or seabed	3(13)(f)	\$250
Obstruct movement of other vessels	3(13)(g)	\$250
Lines not tied to provided fasteners	3(13)(h)	\$250
Operate cooking apparatus at wharf	3(13)(i)	\$500
Motor left running at wharf	3(13)(j)	\$250



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3555

A Bylaw to Amend the Boundaries of the Honeymoon Bay Water System Debt Repayment Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the *Honeymoon Bay Water System Debt Repayment Service Area* under the provisions of Bylaw No. 2967, cited as "CVRD Bylaw No. 2967 – Honeymoon Bay Water System Debt Repayment Service Establishment Bylaw, 2007", as amended;

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

- PID 018-974-726, Lot 9, Section 13, Renfrew District (Situates in Cowichan Lake District), Plan 1074;

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

AND WHEREAS the Director of Electoral Area F – Cowichan Lake South/Skutz Falls has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3555 – Honeymoon Bay Water System Debt Repayment Service Amendment Bylaw, 2011**".

2. **AMENDMENT**

That Bylaw No. 2967 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

READ A FIRST TIME this _____ day of _____, 2011.

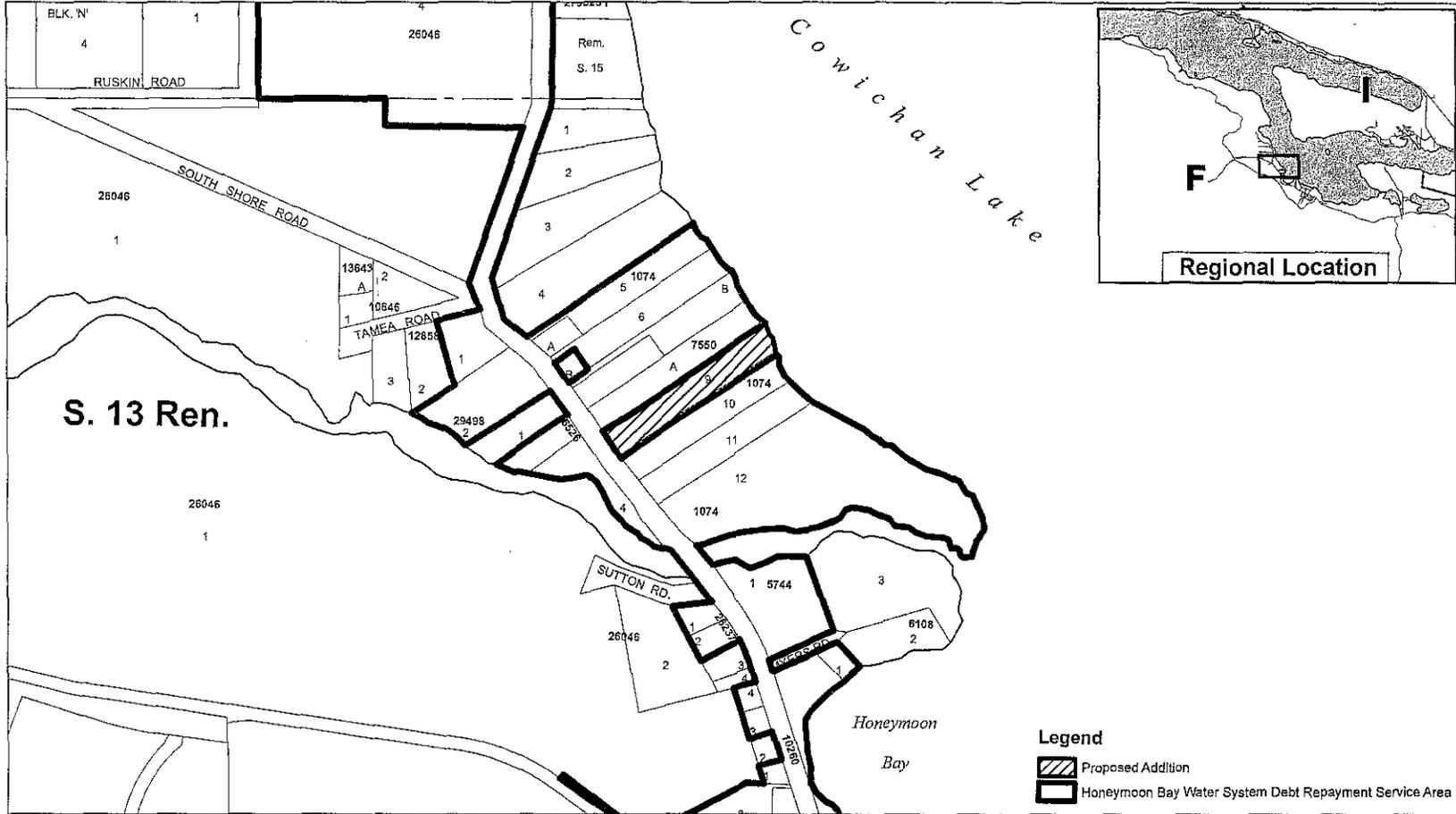
READ A SECOND TIME this _____ day of _____, 2011.

READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary



Schedule A to CVRD Bylaw No. 2967 – Honeymoon Bay Water System
 Debt Repayment Service Establishment Bylaw, 2007. As amended by Bylaw No. 3555.

Adopted _____, 2011.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3544

**A Bylaw to Establish Advisory Planning Commissions
Within the Cowichan Valley Regional District**

WHEREAS Section 898(2) of the *Local Government Act* allows the Regional Board to establish one or more advisory planning commissions for one or more electoral areas or portions of an electoral area;

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

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

1. CITATION

This bylaw may be cited for all purposes as the "**CVRD Bylaw No. 3544 - Advisory Planning Commission Establishment Bylaw, 2011**".

2. DEFINITIONS

In this bylaw:

"**APC**" means Advisory Planning Commission;

"**Board**" means the Board of Directors of the Cowichan Valley Regional District;

"**Commission**" means an Advisory Planning Commission established pursuant to this bylaw;

"**Community Plan**" means an Official Community Plan defined under the *Local Government Act* or an Official Settlement Plan adopted prior to December 2, 1985;

"**Joint APC Meeting**" means a joint Advisory Planning Commission meeting composed of Advisory Planning Commission members of Electoral Area A – Mill Bay Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill;

"**Director**" means a member of the Board of Directors of the Cowichan Valley Regional District;

3. ESTABLISHMENT AND APPOINTMENT OF THE COMMISSION

1. An Advisory Planning Commission is established for each Electoral Area:
 - Electoral Area A – Mill Bay/Malahat
 - Electoral Area B – Shawnigan Lake
 - Electoral Area C – Cobble Hill
 - Electoral Area D – Cowichan Bay
 - Electoral Area E – Cowichan Station/Sahtlam/Glenora
 - Electoral Area F – Cowichan Lake South/Skutz Falls
 - Electoral Area G – Saltair/Gulf Islands
 - Electoral Area H – North Oyster/Diamond
 - Electoral Area I – Youbou/Meade Creek
2. The Board, by resolution, shall appoint members to the Advisory Planning Commission on the recommendation of the Electoral Area Director.
3. At least two-thirds of the members of an Advisory Planning Commission for an Electoral Area or part thereof shall be residents of that electoral area.
4. The Electoral Area Director and Alternate Director are not eligible to be members of the Commission but may attend a meeting of the Commission in a resource capacity.
5. In making appointments to the Commissions, the Board shall attempt to ensure that the membership is balanced to represent a cross-section of the people and geographic zones in its area of jurisdiction.
6. Each Commission shall consist of not more than fifteen (15) members.
7. Advisory Planning Commission appointments may be for terms of up to three (3) years expiring on November 30th.
8. No term of appointment shall extend beyond the three (3) year term of the Electoral Area Director unless re-appointed by the Regional Board.
9. The Board shall have the power by an affirmative vote of not less than two-thirds (2/3) of the Directors to remove any member from a Commission at any time.
10. In the event of the resignation or death of a member of the Commission, the Board may appoint by recommendation of the Electoral Area Director, a successor to serve the balance of the term of appointment.
11. Advisory Planning Commission members shall serve without remuneration but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

4. REFERRALS TO THE COMMISSION

1. The Board or an Electoral Area Director of the Board may refer matters respecting land use, community planning or proposed bylaws and permits under Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*, to an Advisory Planning Commission in order that it may advise the Board or Electoral Area Director on those matters.
2. The Board or an Electoral Area Director of the Board may refer matters respecting land use, community planning or proposed bylaws and permits under Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*, to a Joint Advisory Planning Commission Meeting, composed of APC members from Electoral Areas A (Mill Bay/Malahat), B (Shawnigan Lake) and C (Cobble Hill).

5. COMMISSION PROCEDURES

1. The Commission shall elect one (1) of its members as Chairperson, another as Vice-Chairperson to act in the absence of the Chairperson, and a Secretary to take minutes of the meetings and record expenses as well as to perform such other secretarial duties as may be required by the Commission. The Chairperson, Vice-Chairperson and Secretary shall hold these positions for one (1) year or until their successors are elected. Such election shall take place at the first meeting of each new year.
2. In the absence of the Chairperson and Vice-Chairperson or Secretary, the Commission shall elect from the members present a temporary Chairperson or Secretary for the purpose of that meeting only.
3. At the first meeting of each new year, each APC shall elect five (5) members to sit as their representatives on the Joint APC to consider matters referred to the Joint APC which are within their Electoral Area.
4. On matters referred to the Joint APC that are located in another Electoral Area, the Chair and Vice-Chair of the APC shall be delegated as representatives on the Joint APC.
5. In addition, at the first meeting of each new year, each APC shall elect an alternate in the event that the Chair and Vice-Chair are unable to attend the Joint APC meeting to consider matters referred to the Joint APC which are unable to attend the Joint APC meeting to consider matters referred to the Joint APC which are located outside their Electoral Area.
6. A majority of an Advisory Planning Commission shall be deemed to be a quorum.
7. A schedule of regular meetings including dates, times and location may be forwarded to the Regional Board at the first meeting of each new year.
8. Extraordinary meetings may be scheduled.
9. Meetings may be held in a public facility at a time which is convenient for the general public to attend.

10. An Advisory Planning Commission shall hear all persons who wish to make representations on matters referred to it by the Board or the Electoral Area Director, and it shall be the responsibility of the Chairperson or Secretary of the Advisory Planning Commission to contact those persons for the purpose of informing them of the date, time and location of the meeting at which they will be heard.
11. Where not otherwise covered in this bylaw, the rules of procedure governing Commission meetings shall be those of the current Procedural Bylaw of the Cowichan Valley Regional District.
12. Within fourteen days of a meeting of the Advisory Planning Commission, the Secretary shall forward the minutes of the meeting to the Electoral Area Services Committee of the CVRD.
13. The minutes of the Advisory Planning Commission will be made public after they have been officially received by the Electoral Area Services Committee of the CVRD.

6. PROCEDURES AT JOINT APC MEETINGS

1. At a Joint APC Meeting, the Electoral Area A - Mill Bay/Malahat, Electoral Area B - Shawnigan Lake and Electoral Area C - Cobble Hill Advisory Planning Commissions shall elect from the members present a temporary Chairperson and Secretary for the purpose of that meeting only.
2. A majority of an Advisory Planning Commission shall be deemed to be a quorum.
3. A schedule of regular meetings including dates, times and location may be forwarded to the Regional Board at the first meeting of each new year.
4. Extraordinary meetings may be scheduled.
5. Meetings may be held in a public facility at a time which is convenient for the general public to attend.
6. The Advisory Planning Commissions at a Joint APC Meeting shall hear all applicants who wish to make representations on matters referred by the Board or an Electoral Area Director, and it shall be the responsibility of the Chairperson or Secretary of an APC, elected in accordance with Section 5.1 of this Bylaw, to contact those applicants for the purpose of informing them of the date, time and location of the meeting at which they will be heard.
7. Where not otherwise covered in this bylaw, the rules of procedure governing Commission meetings shall be those of the current Procedural Bylaw of the Cowichan Valley Regional District.
8. Within fourteen days of a Joint APC Meeting, the Secretary of that Meeting shall forward the minutes of the meeting to the Electoral Area Services Committee of the CVRD.
9. The minutes of the Joint Advisory Planning Commission Meeting will be made public after they have been officially received by the Electoral Area Services Committee of the CVRD.

7. SEVERABILITY

If any section, sentence, clause, phrase, or word of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.

8. REPEAL

Advisory Planning Commission Establishment Bylaw No. 2147, 2000, and its amendments, are hereby repealed.

9. ADOPTION

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

READ A FIRST TIME this _____ day of _____, 2011.

READ A SECOND TIME this _____ day of _____, 2011.

READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3549

**A Bylaw for the Purpose of Amending South Cowichan Official Community Plan
Bylaw No. 3510, Applicable to Electoral Areas A (Mill Bay/Malahat),
B (Shawnigan Lake) and C (Cobble Hill)**

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

AND WHEREAS the Regional District has adopted an official community plan bylaw for Electoral Areas A, B and C, that being South Cowichan Official Community Plan Bylaw No. 3510;

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

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend South Cowichan Official Community Plan Bylaw No. 3510;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3549 – South Cowichan Official Community Plan Amendment Bylaw (Mill Bay Marina), 2011**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No. 3510, as amended from time to time, is hereby amended as outlined on the attached Schedule A.

3. **CAPITAL EXPENDITURE PROGRAM**

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

READ A FIRST TIME this 3rd day of August , 2011.

READ A SECOND TIME this 3rd day of August , 2011.

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

ADOPTED this _____ day of _____ , 2011.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE "A"

To CVRD Bylaw No. 3549

Schedule A, Appendix A to South Cowichan Official Community Plan Bylaw No. 3510 (Mill Bay Village Plan), is hereby amended as follows:

1. That Policy 5.3.3 is replaced with the following:

Notwithstanding Policy 5.3.2, residential use will be permitted on the Mill Bay Marina site (That part of Block "C", Sections 1 and 2, Range 9, Shawnigan District, Plan 1720, Except Part in Plans 29781 and 30142) to facilitate re-development of the marina and public access to the waterfront.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3454

**A Bylaw for the Purpose of Amending Zoning Bylaw No. 2000
Applicable to Electoral Area A – Mill Bay/Malahat**

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

AND WHEREAS the Regional District has adopted a zoning bylaw for Electoral Area A – Mill Bay/Malahat, that being Zoning Bylaw No. 2000;

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

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 2000;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**Cowichan Valley Regional District Bylaw No. 3454 – Area A – Mill Bay/Malahat Zoning Amendment Bylaw (Mill Bay Marina), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 2000, as amended from time to time, is hereby amended in the following manner:

- a) That the following definition be added to Section 3.1.

"Townhouse" means a residential building consisting of not less than two and not more than eight attached dwelling units separated by a common wall extending from foundation to roof, with each dwelling unit having its own private entrance with direct exterior access.

- b) That Part 8 be amended by adding the following after Section 8.8, and that existing Sections 8.9 and 8.10 be renumbered accordingly.

8.9 RM-3 ZONE – TOWNHOUSE RESIDENTIAL

Subject to compliance with the general requirements detailed in Parts 4 and 5 of the Bylaw, the following regulations shall apply to the RM-3 Zone:

(a) Permitted Uses

The following uses and no others are permitted in an RM-3 Zone:

- (1) *Townhouse*;
- (2) *Home occupation*;

(b) Conditions of Use

For any parcel in an RM-3 Zone:

- (1) *Parcel coverage* shall not exceed 40 percent;
- (2) The *height* of any *principal building or structure* shall not exceed 7.5 m;
- (3) The height of any *accessory building* shall not exceed 4.5 m;
- (4) The following minimum setbacks apply:

COLUMN I <i>Type of Parcel Line</i>	COLUMN II Residential Buildings & Structures	COLUMN III Buildings and Structures Accessory to Residential Use
Front	6.0 metres	3.0 metres
Interior Side	6.0 metres	3.0 metres
Exterior Side	6.0 metres	3.0 metres
Rear	6.0 metres	3.0 metres

- (5) No accessory building or structure shall exceed a gross floor area of 50 m².

(c) Density

The maximum density of *dwelling units* in the RM-3 zone is 35 units per hectare of *parcel area*.

(d) Minimum Parcel Size

Subject to part 13, the minimum *parcel size* in the RM-3 zone shall be:

- (1) 0.2 ha. For *parcels* served by a community water and sewer system
- (2) 1.0 ha. For *parcels* served by a community water system only;
- (3) 1.0 ha. For *parcels* served by neither by a community water or sewer system.

- c) That Part 6 Creation and Definition of Zones, Section 6.1 be amended by adding the following to the Zones Table:

“RM-3 Townhouse Residential”

- d) That Appendix One – Minimum Parcel Size Summary be amended by adding minimum parcel sizes for the RM-3 zone.
- e) That Schedule B (Zoning Map) to Electoral Area A – Mill Bay/Malahat Zoning Bylaw No. 2000 be amended by rezoning Block “C”, Sections 1 and 2, Range 9, Shawnigan District, Plan 1720, Except Part in Plans 29781 and 30142 as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered Z-3454, from C-4 (Tourist Recreational Commercial) to RM-3 (Townhouse Residential) and W-3 (Water Marina).
- f) That Section 12.3 be amended by removing “boat shed or boat shelter” from the list of permitted uses in the W-3 Zone.

3. FORCE AND EFFECT

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

READ A FIRST TIME this 8th day of December , 2010.

READ A SECOND TIME this 8th day of December , 2010.

READ A THIRD TIME AS AMENDED this 9th day of March , 2011.

THIRD READING RESCINDED this 3rd day of August , 2011.

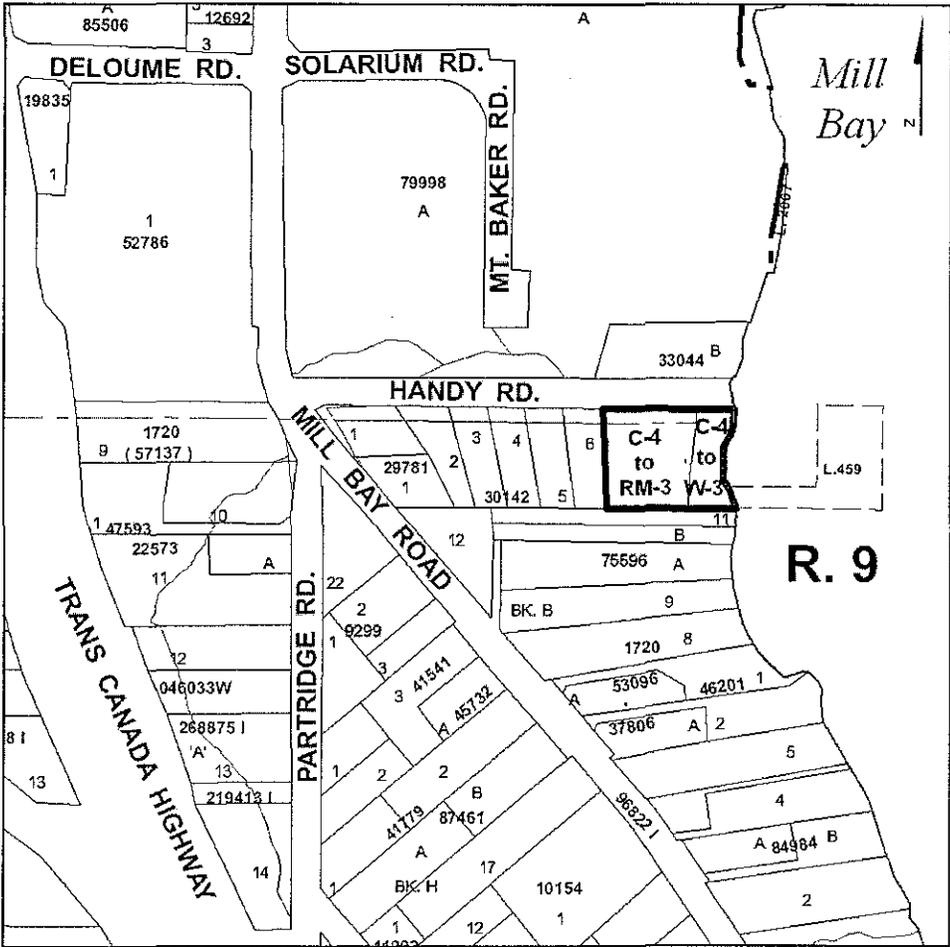
READ A THIRD TIME this 14th day of September , 2011.

ADOPTED this day of , 2011.

Chairperson

Corporate Secretary

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



THE AREA OUTLINED IN A SOLID BLACK LINE IS REZONED FROM

C-4 (Tourist Recreational Commercial) TO

RM-3 (Townhouse Residential) and W-3 (Water Marina) APPLICABLE

TO ELECTORAL AREA A



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3551

**A Bylaw for the Purpose of Amending Official Community Plan Bylaw
No. 1490, Applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora**

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

AND WHEREAS the Regional District has adopted an official community plan bylaw for Electoral Area E – Cowichan Station/Sahtlam/Glenora, that being Official Community Plan Bylaw No. 1490;

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

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

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3551 - Area E – Cowichan Station/Sahtlam/Glenora Official Community Plan Amendment Bylaw (Urban Edge Properties Ltd.), 2011**".

2. **AMENDMENTS**

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

3. **CAPITAL EXPENDITURE PROGRAM**

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

READ A FIRST TIME this _____ day of _____ , 2011.

READ A SECOND TIME this _____ day of _____ , 2011.

READ A THIRD TIME this _____ day of _____ , 2011.

ADOPTED this _____ day of _____ , 2011.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE "A"

To CVRD Bylaw No. 3551

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

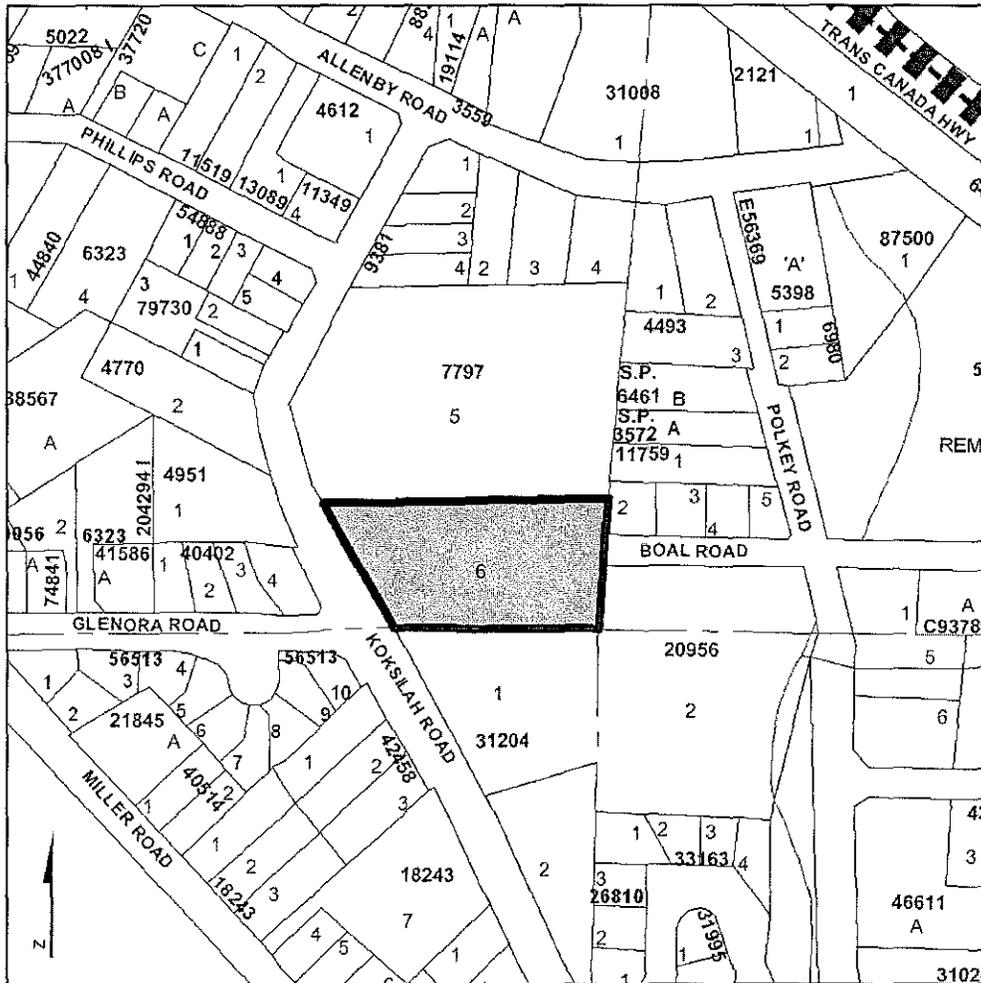
1. That Lot 6, Section 13, Range 6, Quamichan District, Plan 7797, as shown outlined in a solid black line on Plan number Z-3551 attached hereto and forming Schedule B of this bylaw, be
 - a) re-designated from Urban Residential to Integrated Community Comprehensive Development
 - b) be designated within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

Section 9.2 – Integrated Community Comprehensive Development

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

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

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



THE AREA OUTLINED IN A SOLID BLACK LINE IS REDESIGNATED FROM

Urban Residential

TO

Integrated Community Comprehensive Development

AND IS DESIGNATED in the Koksilah Development Permit Area

APPLICABLE TO ELECTORAL AREA E



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3552

A Bylaw for the Purpose Of Amending Zoning Bylaw No. 1840 Applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora

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

AND WHEREAS the Regional District has adopted a zoning bylaw for Electoral Area E – Cowichan Station/Sahtlam/Glenora that being Zoning Bylaw No. 1840;

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

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 1840;

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

1. CITATION

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3552 - Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Urban Edge Properties Ltd.), 2011**".

2. AMENDMENTS

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

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

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

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

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

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

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

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

9.5 INTEGRATED COMMUNITY COMPREHENSIVE DEVELOPMENT (CD1)

(a) Permitted Uses

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

Accommodation/Institutional

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

Business Park

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

Residential

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

(b) Conditions of Use

For any parcel in the CD-1 Zone:

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

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

(c) Minimum Parcel Size

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

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

d) Section 13.2 is added to Part Thirteen – Appendices

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

Location of Uses

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

Business Park

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

Residential

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

Accommodation/Institutional

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

Parking

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

3. **FORCE AND EFFECT**

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

READ A FIRST TIME this _____ day of _____, 2011.

READ A SECOND TIME this _____ day of _____, 2011.

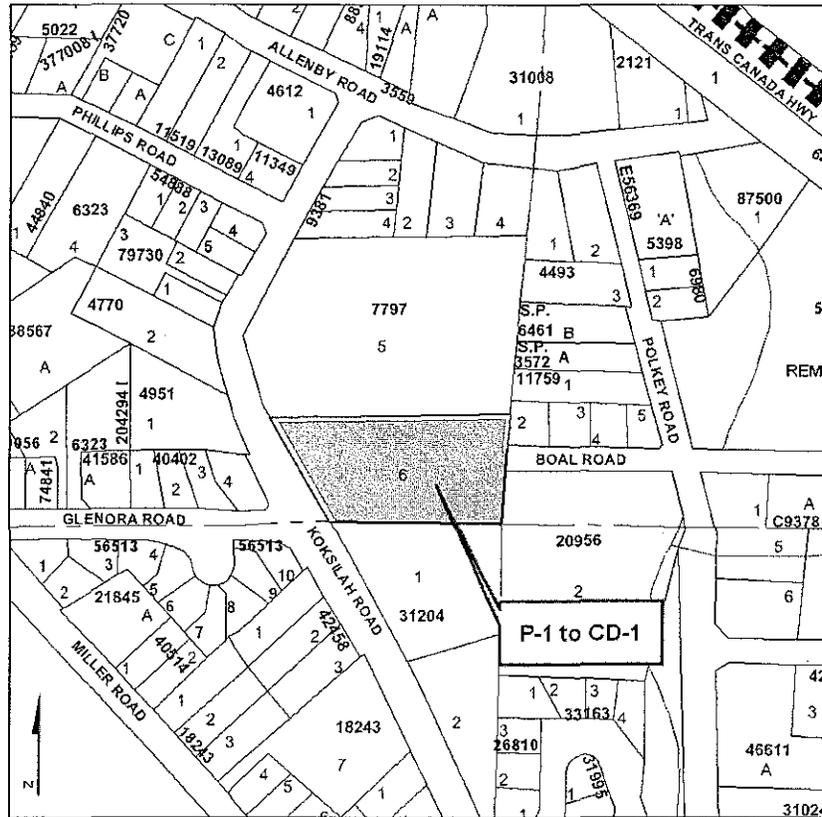
READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary

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

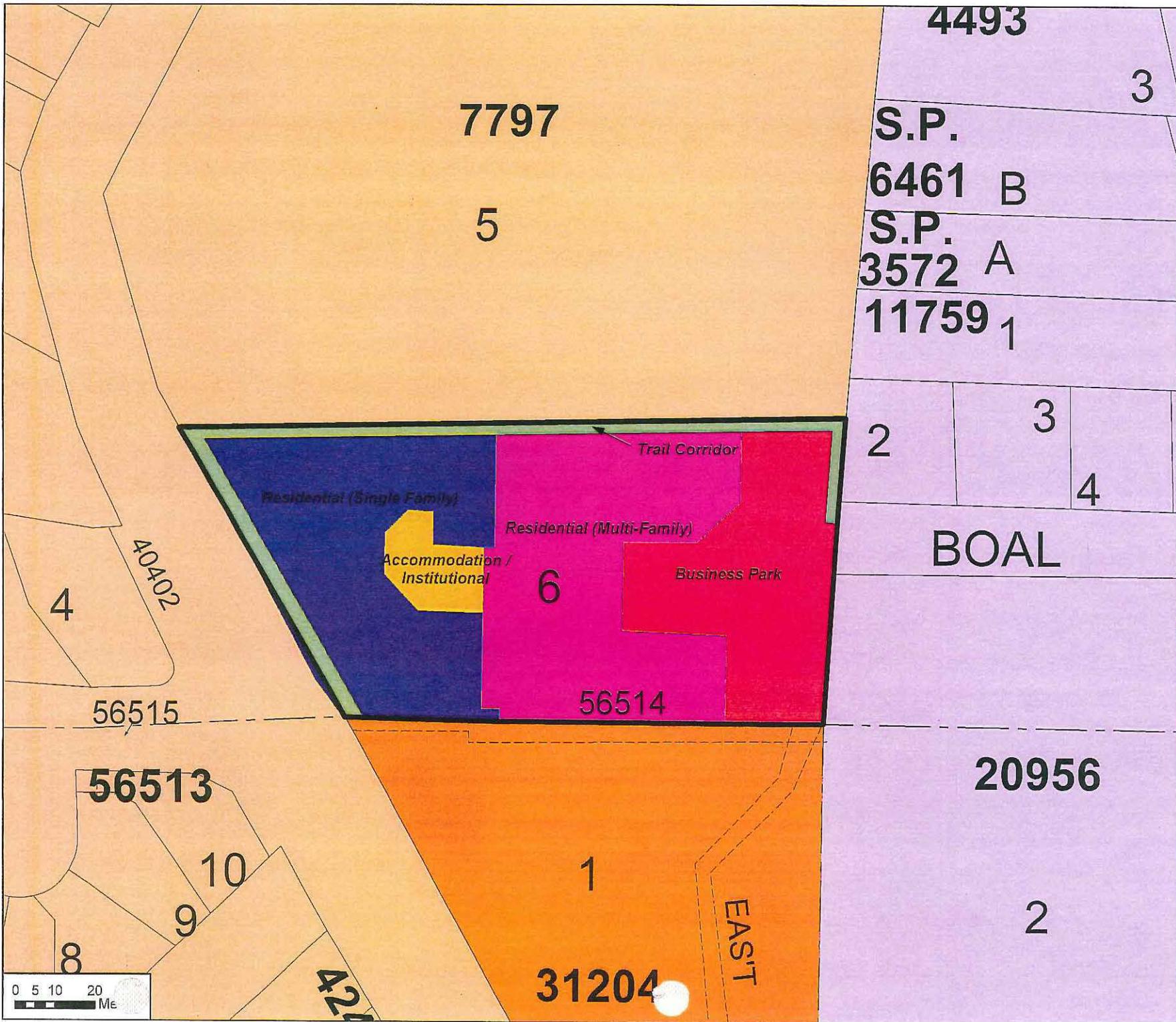


THE AREA OUTLINED IN A SOLID BLACK LINE AND SHADED IS REZONED FROM

P-1 (Parks and Institutional) **TO**

CD-1 (Integrated Community Comprehensive Development 1) **APPLICABLE**

TO ELECTORAL AREA E



**Cowichan
Valley
Regional
District**

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

The Regional District does not warrant the accuracy.

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

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

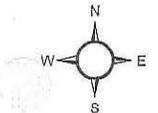
FILE: 1-E-10-RS

Figure B

∞

Legend

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





NEW BUSINESS SUMMARY

BOARD MEETING OCTOBER 12, 2011

NB1 Staff Report from the Corporate Secretary
Re: 2011/12 Treaty Advisory Committee Operational Funding Grant

CSNB1 Personal Information {Sub (1) (a)}



NB1

STAFF REPORT

**BOARD MEETING
OF OCTOBER 12, 2011**

DATE: October 12, 2011
FROM: J.E. Barry, Corporate Secretary
SUBJECT: 2011/12 Treaty Advisory Committee Operational Funding Grant

Recommendation/Action:

That the Board supports the submission of an application to the Union of British Columbia Municipalities for Treaty Advisory Committee (TAC) Operational Funding of \$10,000 under the Supporting Treaty Implementation Program for the 2011/12 fiscal year.

Relation to the Corporate Strategic Plan:

Strengthening relationships between the CVRD and First Nations.

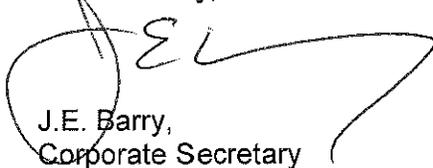
Financial Impact: *(Reviewed by Finance Division: _____)*

Operational funding of \$10,000 will offset expenses incurred by the Regional District.

Background:

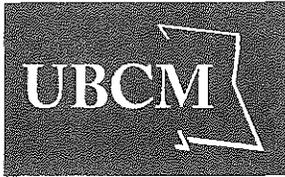
In each of the past two years, the Board has passed a resolution supporting the submission of an application for TAC Operational Funding. Funding is now available for the 2011/12 fiscal year and a Board resolution is required supporting the grant application. The application deadline is October 21, 2011.

Submitted by,


J.E. Barry,
Corporate Secretary

Reviewed by:
Division Manager:

Approved by:
General Manager:



MEMBER RELEASE

September 23, 2011

TO: Administrators and Treaty Advisory Committee Representatives
FROM: Local Government Program Services, UBCM
RE: **2011/12 Operating Funds for Treaty Advisory Committees**

Following the changes made to the Supporting Treaty Implementation funding program in 2009, operational funding for Treaty Advisory Committees (TAC), and local governments not affiliated with a TAC, is again available for the 2011/2012 fiscal year.

TACs and/or local governments that are participating at a treaty negotiation table at Stage 4 or Stage 5 and that meet the eligibility criteria are able to apply for up to \$5,000 per treaty table for eligible activities between April 1, 2011 and March 31, 2012.

Since 2007, UBCM has been managing funds on behalf of the Ministry of Aboriginal Relations & Reconciliation in order to support increased transfer of knowledge between TACs and to support treaty implementation.

UBCM recognizes the need for consistent, adequate funding for TAC operations in BC and continues to advocate for this. However, we also recognize the importance of funds to support TACs in their current operations and have continued to fund TACs in the 2011/12 fiscal year in order to ensure local governments are able to continue their valuable role in the treaty process. Please note, unless new funds are made available, 2011/12 will be the final year that UBCM is able to provide funds for TAC operations.

The Program and Application Guide and application form are available on UBCM's website.

For more information about the funding program, please contact:

Local Government Program Services

Union of BC Municipalities

(250) 356-5134

lgps@ubcm.ca



Supporting Treaty Implementation

2011/12 TAC Operational Funding

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Program & Application Guide

1. Introduction

The Supporting Treaty Implementation program was developed in 2007 with funding from the Ministry of Aboriginal Relations and Reconciliation. The intent of the program was to demonstrate options and provide examples of initiatives that local governments were undertaking to support treaty implementation activities in their communities.

The original program was open to Treaty Advisory Committees (TACs) and local governments affected by a signed or initialled final agreement or who were involved in the negotiation of a final agreement. Grants were available for pilot projects that supported treaty implementation through activities such as developing an agreement between a local government and First Nation, establishing a mentoring program, or undertaking a community education campaign.

In 2009, UBCM worked with the Ministry to enhance the existing program in order to support TACs to participate at treaty tables. This resulted in a program that provided the opportunity for TACs and/or local governments that met eligibility requirements to apply for operating funds for 2009/10. This was subsequently extended to 2010/11.

UBCM is now pleased to announce that, funding permitting, TACs and/or local governments that are participating at a treaty negotiation table at Stage 4 or Stage 5 and that meet eligibility criteria can apply for operating funds for 2011/12.

2. Program Details

Funding permitting, grants of up to \$5,000 per active treaty table are available to TACs and/or local governments that are:

- Participating at treaty tables in Stage 4 or Stage 5 of the negotiation process.
- Required to participate directly with First Nations in land, jurisdiction or servicing discussions.
- Required to participate directly in the negotiation of a treaty-related measure, treaty interim measure or incremental treaty agreement.

Please refer to the Government of BC's treaty webpage (www.treaties.gov.bc.ca) for information on tables that are at Stage 4 or Stage 5.

3. Eligible Activities

Funding permitting, operational funding is available to support TACs and/or local governments to participate at a treaty negotiation table at Stage 4 or Stage 5 in 2011/12.

Eligible expenditures are limited to:

- Costs incurred by TAC representatives for travel, accommodation, meals and per diems.
- Staff time.

4. Application Process

The Application Form must be completed and submitted with the required attachments. This form is available on the UBCM website (www.ubcm.ca).

Please note the following important points when preparing your Application:

- The application deadline is October 21, 2011 and applicants may only apply once for the 2011/12 fiscal year
- There is no matching requirement.
- All activities must take place between April 1, 2011 and March 31, 2012.
- A detailed budget that indicates the grant request per table is required.
- A Board/Council resolution or TAC meeting minutes, indicating support for the proposal, is required.
- A final report will be required by April 30, 2012.

5. Approval Process

This is a competition-based program and preference will be given to applications that demonstrate advancement at the treaty table.

The application deadline is October 21, 2011 and applicants will be notified of the status of their application by November 10, 2011.

The Evaluation Committee will assess each application for attention to the goals, objectives and eligibility criteria. The committee will also consider the location of each proposal in order to ensure a balanced representation in both rural and urban portions of the province and will aim to fund activities with a range of experience and diversity.

6. Grant Management & Applicant Responsibilities

Notice of Approval

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms or conditions of any grant that is awarded. Grants are awarded in two cheques: 70% at the approval of the application and 30% when activities are complete and UBCM has received all required reports and a financial summary.

Applicant Responsibilities

Please note: funding permitting, grants are awarded to local governments and TACs only. In addition to the terms and conditions that will be provided to all successful applicants, approved applicants are responsible for:

- Proper fiscal management, including acceptable accounting records.
- Final report.

Changes to Approved Activities

Approved applicants are required to advise UBCM of any significant variation from the approved activities as described in the completed Application Form. Approval from UBCM may be required in advance for changes.

7. Submitting Your Final Report

The Final Report is an important instrument for UBCM and the provincial government to measure the success of this program.

The final report is due no later than April 30, 2012. The final report can be submitted as a letter and should include:

- A brief description of the TAC operations in 2011/12.
- Financial summary detailing how the funds were spent.

8. Where to Apply & Additional Information

All application materials should be addressed to:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Fax: (250) 356-5119
E-mail: lgps@ubcm.ca