

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, November 14, 2012 at 6:02 pm.

PRESENT Chair R. Hutchins
Director M. Walker
Director B. Fraser
Director G. Giles
Director L. Duncan
Director I. Morrison
Director M. Dorey
Director M. Marcotte
Director P. Weaver
Director T. McGonigle
Director P. Kent
Director B. Lines
Director R. Hartmann
Director J. Lefebure
Alternate Director L. Heinio

ALSO PRESENT Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Brian Dennison, General Manager, Engineering & Environmental Services
Ron Austen, General Manager, Parks, Recreation & Culture
Jacob Ellis, Manager, Corporate Planning
Jason Adair, Manager, Solid Waste Operations Superintendent
John Elzinga, Manager, Island Savings Centre
Bob McDonald, Manager, Recycling & Waste Management
Harmony Huffman, Environmental Technologist
Shannon Carlow, Recording Secretary

ABSENT Director L. Iannidinardo

APPROVAL OF AGENDA

12-489 It was moved and seconded that Bill Dumont be added to the agenda as Delegation #3.

MOTION CARRIED

12-490 It was moved and seconded that the agenda be amended with the addition of ten New Business items as follows:

- D3** Delegation - Bill Dumont
Re: Alternate Approval Process;
- NB1** Verbal Report - Director Morrison
Re: Appointment of Dave Darling as CVRD Alternate Representative to the Cowichan Lake Forest Cooperative;
- NB2** Staff Report from the Senior Environmental Technologist, Water Management
Re: Honeymoon Bay Water System and Debt Service Area – Request for Exclusion;
- NB3** Parks Committee – Director Dorey
Report and Recommendations of Meeting of November 14, 2012;
- NB4** Staff Report from the General Manager, Planning & Development Department
Re: CVRD Appreciation for Advisory Planning Commissions and Parks Commissions;
- NB5** "CVRD Bylaw No. 3643 – Five Year Financial Plan (2012-2016) Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading;
- NB5** "CVRD Bylaw No. 3643 – Five Year Financial Plan (2012-2016) Amendment Bylaw, 2012", 1st, be adopted;
- CSNB1** Parks Committee (Closed Session) – Director Dorey
Re: Report and Recommendations of Meeting of November 14, 2012 - Land Acquisition {Sub (1) (e)};
- CSNB2** Intergovernmental Negotiations {Sub (2) (b)};
- CSNB3** Employee Appointment {Sub (1) (a)}; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Board meeting minutes of October 10, 2012.

12-491 It was moved and seconded that minutes of the October 10, 2012 Regular Board meeting be adopted.

MOTION CARRIED

DELEGATIONS

D1 Ray Anthony and Pema Wangchen, Cowichan Intercultural Society Re: Overview of Projects and Presentation of Resource Materials

Ray Anthony and Pema Wangchen of the Cowichan Intercultural Society provided a presentation on current projects, including resource materials, and urged the Board to consider sponsorship of the inclusive workplace program.

D2 Ross Tennant and Mike Hanson, South Cowichan Chamber of Commerce Re: Review of Waste Management Process

Mike Hanson and Ross Tennant of the South Cowichan Chamber of Commerce provided an overview of current waste management processes in the community. They requested that the Board revisit Bylaw No. 3607 once the Alternate Approval Process deadline has passed.

D3 Bill Dumont Re: Alternate Approval Process

Bill Dumont provided an outline of his concerns with the Alternate Approval Process, and Bylaw No. 3607.

CORRESPONDENCE

C1 Cowichan Valley School District No. 79 Re: School Community Connections Program was considered.

12-492 **It was moved and seconded that the Board support School District No. 79's grant application to the School Community Connections Program, to assist with funding its Adventure Playground Project.**

MOTION CARRIED

C2 Vancouver Island Health Authority Re: Local Health Area Profiles was considered.

12-493 **It was moved and seconded that the October 15, 2012 correspondence from the Central Island Chief Medical Health Officer, Dr. Paul Hasselback be received; and further, that Dr. Hasselback be invited to a future Board meeting.**

MOTION CARRIED

COMMITTEE REPORTS:

CR1 The report and recommendations from the Electoral Area Services Committee meeting of October 16, 2012 listing nine items were considered.

12-494 It was moved and seconded:

1. That a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$12,000 from the Electoral Area H (North Oyster/Diamond) Community Parks Capital Reserve Fund (CVRD Establishment Bylaw No. 2744) for the purpose of completing minor capital projects at Elliot's Beach Park and Raise Road Public Beach Access; and further, that the bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That a grant in aid, Area C – Cobble Hill, in the amount of \$500 be given to South Island Mountain Bike Society to assist with the Take-A-Kid Mountain Biking Day event on Cobble Hill Mountain.
3. That a grant in aid, Area C – Cobble Hill, in the amount of \$1,500 be given to CMS Food Bank to assist with on-going community needs.

MOTION CARRIED

12-495 It was moved and seconded:

4. That Application No. 1-B-12ALR (Wikkerink), for construction of a second dwelling on Lot A, Sections 3 and 4, Range 6, Shawnigan District, Plan VIP86278 (PID: 027-817-806), be forwarded to the Agricultural Land Commission with a recommendation to approve the application.
5. That Application No. 2-C-12ALR (Pink), for retention of a double wide mobile home on Lot 2, Section 10, Range 9, Shawnigan District, Plan 25791 (PID: 002-678-551), be forwarded to the Agricultural Land Commission with a recommendation to approve the application subject to decommissioning the single wide mobile home.
6. That Application No. 9-B-12DP submitted by Craig Partridge on behalf of Robert Taylor, respecting Lot A, Shawnigan Suburban Lots, Shawnigan District, Plan 44987, for subdivision of three new lots be approved subject to:
 - a) Substantial compliance with the rainwater management feasibility report prepared by Lowen Hydrogeology Consulting Ltd, dated July 5th, 2012, and implementation of recommendations at building permit stage on each new lot;
 - b) Removal and appropriate disposal of invasive plant species on site.
7. That Application No. 1-G-10RS (Laird/Christie) proceed to public hearing subject to conditions as noted in March 14, 2012 Board resolution #12-097.
8. 1. That the proposed Planning & Development Landscape Security Policy (intended to establish standards for the

- submission of landscape plans) be forwarded to the Board for consideration of adoption.
2. That an appropriate resolution for submission to AVICC be drafted respecting "landscape security" issues.
 9. That an amendment bylaw be prepared that would amend Development Application Procedures and Fees Bylaw No. 3275 to not require development permit applications for the subdivision of less than three new lots to be referred to the Advisory Planning Commission; and further, that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

CR2 The report and recommendations from the Electoral Area Services Committee meeting of November 6, 2012 listing 15 items were considered.

12-496 It was moved and seconded:

1. That the following appointments to the CVRD Volunteer Fire Departments for a two (2) year term to expire December 31, 2014, be approved:
 1. Mesachie Lake VFD: Gary Eve, Fire Chief; David Middlemost, Deputy Fire Chief;
 2. Youbou VFD: Orest Smycniuk, Fire Chief; Stu McKee, Deputy Fire Chief;
 3. North Oyster VFD: Jason deJong, Fire Chief; Jason Layman, Deputy Fire Chief;
 4. Honeymoon Bay VFD: Keith Bird, Fire Chief; Brian Peters, Deputy Fire Chief;
 5. Malahat VFD: Rob Patterson, Fire Chief; Tanya Patterson, Captain; Nick Patterson, Lieutenant; and
 6. Sahtlam VFD: Allan Reid, Fire Chief; Mike Lees, Deputy Fire Chief.
3. That the submission to the Western Economic Diversification Canada Community Infrastructure Improvement Fund (CIIF) for \$117,500 in grant funding towards the revitalization of Arbutus Park in Electoral Area I – Youbou/Meade Creek, be supported; and that a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$117,500 from the Electoral Area I Community Parks Capital Reserve Fund for the purpose of capital improvements to Arbutus Park; and further, that the bylaw be forwarded to the Board for consideration of three readings and adoption.
4. That the application from Miles and James Cutt, backed by the Cowichan Valley Stingrays Club, to host the Fast, Food Run in support of the Cowichan Valley Food Bank at Glenora Trailhead Park on Sunday, November 25, 2012, be approved subject to the following conditions:

1. Proof of the \$5,000,000 liability insurance that the event organizer has to cover the event which also identifies the CVRD named as additional insured;
 2. Confirmations that there will be notices of the event posted along the trail in advance of, and during the day of, the event that advises other trail users of the race; and,
 3. Confirmation that the proposed running route on the Cowichan Valley Trail has been approved by the Province of British Columbia, as owners of the former railway corridor.
5. That a grant in aid, Area D – Cowichan Bay, in the amount of \$750 be given to Cowichan Estuary Nature Centre, to purchase a recycle bin and craft supplies.
 6. That CVRD Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970 (as amended), be further amended to include the following sentence to Section 4(c): “Special request dates must be approved by the CVRD Board”; and further, that amendment bylaw, "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012", be forwarded to the Board for consideration of three readings and adoption.
 8. That a grant in aid, Area F – Cowichan Lake South/Skutz Falls, in the amount of \$1,100 be given to Cowichan Lake and District Chamber of Commerce, to assist with producing their 2013-2015 desktop maps.
 9. That a grant in aid, Area I – Youbou/Meade Creek, in the amount of \$1,100 be given to Cowichan Lake and District Chamber of Commerce, to assist with producing their 2013-2015 desktop maps.

MOTION CARRIED

It was moved and seconded:

2. That the Cobble Hill Community Parks and Trails Master Plan be received as the basis to define the future direction, policies, priorities and actions of the Community Parks and Trails program in Electoral Area C over the next 10 to 20 years (2012-2032); and further, that the Parks and Trails Master Plan Bylaw be forwarded to the Board for consideration of three readings and adoption.

12-497

It was moved and seconded that the motion be amended by adding “be amended by substituting the words Cobble Hill Common wherever the Plan references Cobble Hill Commons, and” after “Plan” in the first sentence.

MOTION CARRIED

VOTING RESUMED ON THE ORIGINAL MOTION AS AMENDED

Motion restated for clarification:

12-498 It was moved and seconded:

2. That the Cobble Hill Community Parks and Trails Master Plan be amended by substituting the words Cobble Hill Common wherever the Plan references Cobble Hill Commons, and be received as the basis to define the future direction, policies, priorities and actions of the Community Parks and Trails program in Electoral Area C over the next 10 to 20 years (2012-2032); and further, that the Parks and Trails Master Plan Bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

6:47 pm Director Marcotte advised that she was the applicant for the next item and declared a conflict of interest. Director Marcotte left the Board Room at 6:47 pm.

12-499 It was moved and seconded:

7. That a Fireworks Discharge Permit be issued to the Ladysmith Harbour Christmas Lights Cruise to discharge fireworks on December 8, 2012, pending adoption of "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012".

MOTION CARRIED

6:48 pm Director Marcotte returned to the Board Room.

12-500 It was moved and seconded:

10. That Application No. 1-A-12DVP by Mill Bay Marina to vary the parking requirements outlined in Table 1 of CVRD Bylaw No. 1001 be approved with the number of required parking stalls on Block "C", Sections 1 and 2, Range 9, Shawnigan District, Plan 1720, except part in Plans 29781 and 30142 (PID: 001-027-433) and Foreshore Lease Lot 459 (Lease No. 112643) reduced from 65 to 51 parking stalls.
11. That Application No. 3-E-12DVP by Travis Whitaker to vary Section 5.23 of Zoning Bylaw No. 1840, by increasing the maximum permitted length of a small suite mobile home, from 13 metres to 20 metres on Lot 1, Section 7, Range 10, Sahtlam District, Plan VIP52637 (PID 017-420-423), be approved.
12. That the appropriate documents be executed to release Covenant FB227735 (1994 West Shawnigan Lake Road/Perrett) in favour of the Cowichan Valley Regional District registered November 6, 2008, as the subject conditions within the covenant referring to the dedication of 611.2 square metres of land for park purposes to the CVRD, will be appropriately executed at the time of subdivision approval and will no longer be relevant within the covenant terms and conditions.

13. That the appropriate documents be executed for a partial release of Covenant CA1851109 (Rozen Road/Baranti) over the new Lot A, Lot B, Lot C, and Lot E, District Lots 77 and 80, Malahat District, Plan EPP21145, as the subject conditions within the covenant referring to the dedication of land for park purposes to the CVRD, over this portion of the property will be appropriately executed at the time of subdivision approval and will no longer be relevant within the covenant terms and conditions.

15. That a meeting be arranged with the new Minister of Community Sport and Cultural Development to discuss the CVRD's request for additional service authority for sidewalks within the Regional District.

MOTION CARRIED

12-501 It was moved and seconded:

14. That the Short Term Rental of Single Family Dwellings Policy be maintained with enforcement action commencing after a single complaint, and that the Policy be adopted by the Board as proposed.

Opposed: Directors Dorey, Fraser and Morrison

MOTION CARRIED

CR3 The report and recommendations from the Regional Services Committee meeting of October 24, 2012 listing six items were considered.

12-502 It was moved and seconded:

1. That the *User Based Funding Model* be selected as the basis for establishing a function in 2013 to provide stable, long-term funding for the Cowichan Sportsplex.

Opposed: Directors Duncan, Marcotte, Morrison, and Weaver

MOTION CARRIED

12-503 It was moved and seconded:

2. That the CVRD Community Wildfire Protection Plan (CWPP) - 2012 Update be approved, in principle, and that staff be directed to prioritize and implement the recommendations outlined in the report.

MOTION CARRIED

12-504 It was moved and seconded:

3. That "Cowichan Valley Regional District Bylaw No. 3643 – Five Year Financial Plan (2012 – 2016) Amendment Bylaw 2012", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

12-505 It was moved and seconded:

4. That the Recovery of Administration/Finance Charges policy be amended to increase the charge levied against all functions that the CVRD office staff actively administer from 4%, based on previous year expenditures, to 4.5%, based on previous year operating expenditures, excluding debt, transfers to reserves, transit passes and prior year's charge, 0% on capital expenditures and 2% against functions which are either inactive, annual grants or operated under contract.

MOTION CARRIED

7:12 pm Director Morrison left the Board Room.

12-506 It was moved and seconded:

5. That funding of the CVRD's share of \$2 million to the Island Corridor Foundation (ICF) be approved, and that cost sharing be based on assessments amongst the CVRD, Regional District of Nanaimo, Comox Valley Regional District, and Alberni-Clayoquot Regional District; and further, that the CVRD fund its share through a one-time regional grant-in-aid of approximately \$488,100 and that it be included in the 2013 Budget.

MOTION CARRIED

7:14 pm Director Morrison returned to the Board Room.

12-507 *(Amended from original Committee recommendation):*

It was moved and seconded:

6. That the bid to host the November 2013 World Junior A Hockey Challenge, be supported, with a \$30,000 regional grant-in-aid; and that the funding support be conditional on the following stipulations:
 - a. that the bid be approved by Hockey Canada, and that the bid documentation meets the standard of Hockey Canada's bid guidelines;
 - b. that a non-profit society be incorporated to manage the tournament;
 - c. that the Canada West training camp prior to the event be held at the Kerry Park Arena;

- d. that a minimum of four tournament games be held at the Island Savings Centre;
- e. that teams, officials, and staff stay in hotels within the Cowichan Valley for:
 1. the Canada West Training Camp, for the dates of 26, 27, 28 October 2013;
 2. the dates of Saturday, November 2nd to Thursday, November 7th, 2013 for the three teams participating in one division of the tournament;
- f. that the Cowichan Valley Regional District, and the facilities of the Island Savings Centre and Kerry Park Arena share the profile of the event with Victoria's West Shore communities and facilities, in all media, ceremonies, etc.;
- g. that the facilities of the Island Savings Centre and Kerry Park Arena will be rented for the event, and not included in any in-kind donations;
- h. that the communities of Colwood and Langford, the province of British Columbia, and the government of Canada also contribute funding to this event;
- i. that if there is a net operating loss on the event, the Cowichan Valley Regional District will contribute 1/3 of the loss up to a maximum of \$30,000; and
- j. that if there is a net operating surplus on the event, the Cowichan Valley Regional District will receive 1/6 of the surplus which would accrue to an established legacy fund for the Cowichan Valley; 1/2 of the surplus will go to Hockey Canada, while 1/3 will go to the Victoria Grizzlies Junior A Hockey Club.

MOTION CARRIED

7:23 pm Director McGonigle left the Board Room.

CR4 The report and recommendations from the Engineering & Environmental Services Committee meeting of October 24, 2012 listing nine items were considered.

12-508 It was moved and seconded:

1. 1. That "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012" be forwarded to the Board for consideration of three readings and adoption.
2. That "CVRD Bylaw No. 3640 – Arbutus Ridge Water System Management Amendment Bylaw, 2012" be forwarded to the Board for consideration of three readings and adoption.
2. 1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Kerry Village Water System Service Area be received.

2. That "CVRD Bylaw No. 2491 – Kerry Village Water System Service Establishment Bylaw, 2004", be amended to include "*Lot 1, Section 2, Range 7, Shawnigan District, Plan VIP 81051*", and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
3. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
 1. "CVRD Bylaw No. 3635 – Woodley Range Water System Management Bylaw, 2012".
 2. "CVRD Bylaw No. 3636 – Woodley Range Water System Parcel Tax Roll Bylaw, 2012".
 3. "CVRD Bylaw No. 3637 – Woodley Range Water System Capital Reserve Fund Establishment Bylaw, 2012".
4. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
 1. "CVRD Bylaw No. 3644 – Shellwood Water System Management Bylaw, 2012".
 2. "CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012".
 3. "CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012".
5. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
 1. "CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012".
 2. "CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012".
 3. "CVRD Bylaw No. 3649 – Carlton Water System Capital Reserve Fund Establishment Bylaw, 2012".
6.
 1. That "CVRD Bylaw No. 2967 – Honeymoon Bay Water System Debt Repayment Service Establishment Bylaw, 2007" be amended to exclude *Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471)*, and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
 2. That "CVRD Bylaw No. 1588 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Establishment Bylaw No. 10, 1993" be amended to exclude *Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471)*, and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
 3. That the request from Raymond and Nancy Hughes, owners of *Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471)*, to refund their 2011 and 2012 parcel taxes for Honeymoon Bay Water System and Honeymoon Bay Debt Service System be denied.

7. That staff be authorized to proceed with a Fire Protection Study for the Sutton Creek / Gordon Bay Provincial Park area, and that the study be funded to a maximum amount of \$15,000 to be withdrawn from the Electoral Feasibility Studies Function and repaid upon establishment of a CVRD function.
8. That "CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012", be forwarded to the Board for consideration of three readings and adoption.
9. That the Cowichan Valley Regional District Corporate Greenhouse Gas Inventory and Emissions Reduction Plan, 2012 report be received by the CVRD Board, and further, that it be provided to the Environment Commission and the consulting group working on the Regional Environmental Strategy for inclusion where appropriate.

MOTION CARRIED

CR5 The report and recommendation from the Health Advisory meeting of October 2, 2012 listing one item was considered.

12-509 It was moved and seconded that \$57,000 for homelessness prevention; five ready-to-rent classes; outreach to landlords and property managers; additional Social Planning Cowichan staff time; additional tenants' resource; and advisory centre training of front line staff; be approved; and further that, Social Planning Cowichan be requested to provide the CVRD with an evaluation of the program by the participants, both tenant and landlord; and to develop follow-up programs as necessary.

MOTION CARRIED

7:28 pm Director McGonigle returned to the Board Room.

CR6 The report and recommendation from the Economic Development meeting of October 18, 2012 listing one item was considered.

12-510 It was moved and seconded that the CVRD Board support a Sports Tourism Implementation Program beginning in 2013, and funded through a supplemental budget item shared between the Parks Recreation and Culture Department and the Planning and Development Department, Economic Development Division.

MOTION CARRIED

STAFF REPORTS:

SR1 Staff Report from Legislative Services Coordinator, Corporate Services Department Re: Bylaw No. 3638 - Park Land Exchange (Portion of Fern Ridge Park) - Alternative Approval Process Deadline, was considered.

12-511 It was moved and seconded that the deadline for responses to the Alternative Approval Process for Bylaw No. 3638 be set at 4:30 pm, Thursday, January 3, 2013.

MOTION CARRIED

SR2 Staff Report from the Manager, Development Services Division, Planning & Development Department Re: Zoning Amendment Bylaw No. 6342 (Area E - Funeral Home Use) was received for information.

SR3 Staff Report from the Manager, Corporate Planning Re: 2012 Corporate Strategic Plan Progress Report was received for information.

BYLAWS - ALL DIRECTORS

B1 It was moved and seconded that "CVRD Bylaw No. 3598 - Lambourn
12-512 Estates Sewer System Service Amendment Bylaw (PID 002-802-651), 2012", be adopted.

MOTION CARRIED

B2 It was moved and seconded that "CVRD Bylaw No. 3635 – Woodley
12-513 Range Water System Management Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B2 It was moved and seconded that "CVRD Bylaw No. 3635 – Woodley
12-514 Range Water System Management Bylaw, 2012", be adopted.

MOTION CARRIED

B3 It was moved and seconded that "CVRD Bylaw No. 3636 – Woodley Range
12-515 Water System Parcel Tax Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B3 It was moved and seconded that "CVRD Bylaw No. 3636 – Woodley Range
12-516 Water System Parcel Tax Bylaw, 2012", be adopted.

MOTION CARRIED

B4 It was moved and seconded that "CVRD Bylaw No. 3637 – Woodley Range
12-517 Water System Capital Reserve Fund Establishment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B4
12-518** It was moved and seconded that "CVRD Bylaw No. 3637 – Woodley Range Water System Capital Reserve Fund Establishment Bylaw, 2012", be adopted.

MOTION CARRIED

**B5
12-519** It was moved and seconded that "CVRD Bylaw No. 3640 – Arbutus Ridge Water System Management Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B5
12-520** It was moved and seconded that "CVRD Bylaw No. 3640 – Arbutus Ridge Water System Management Amendment Bylaw, 2012", be adopted.

MOTION CARRIED

**B6
12-521** It was moved and seconded that "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B6
12-522** It was moved and seconded that "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012", be adopted.

MOTION CARRIED

**B7
12-523** It was moved and seconded that "CVRD Bylaw No. 3644 – Shellwood Water System Management Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B7
12-524** It was moved and seconded that "CVRD Bylaw No. 3644 – Shellwood Water System Management Bylaw, 2012", be adopted.

MOTION CARRIED

**B8
12-525** It was moved and seconded that "CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B8
12-526** It was moved and seconded that "CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012", be adopted.

MOTION CARRIED

**B9
12-527** It was moved and seconded that "CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B9
12-528** It was moved and seconded that "CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012", be adopted.

MOTION CARRIED

**B10
12-529** It was moved and seconded that "CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B10
12-530** It was moved and seconded that "CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012", be adopted.

MOTION CARRIED

**B11
12-531** It was moved and seconded that "CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B11
12-532** It was moved and seconded that "CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012", be adopted.

MOTION CARRIED

**B12
12-533** It was moved and seconded that "CVRD Bylaw No. 3649 – Carlton Water System Reserve Fund Establishment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B12
12-534** It was moved and seconded that "CVRD Bylaw No. 3649 – Carlton Water System Reserve Fund Establishment Bylaw, 2012", be adopted.

MOTION CARRIED

**B13
12-535** It was moved and seconded that "CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B13
12-536** It was moved and seconded that "CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012", be adopted.

MOTION CARRIED

**B14
12-537** It was moved and seconded that "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B14
12-538** It was moved and seconded that "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012", be adopted

MOTION CARRIED

BYLAWS - ELECTORAL AREA DIRECTORS:

**BEA1
12-539** It was moved and seconded that "CVRD Bylaw No. 3642 - Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Funeral Home Use), 2012", be granted 3rd reading.

MOTION CARRIED

**BEA1
12-540** It was moved and seconded that "CVRD Bylaw No. 3642 - Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Funeral Home Use), 2012", be adopted.

MOTION CARRIED

**BEA2
12-541** It was moved and seconded that "CVRD Bylaw No. 3652, Area E and Part of F - Cowichan-Koksilah Official Community Plan Amendment (Girl Guides of Canada, Camp Creina) Bylaw, 2012", be granted 1st and 2nd reading.

MOTION CARRIED

**BEA3
12-542** It was moved and seconded that "CVRD Bylaw No. 3653, Area E - Cowichan Station/Sahtlam/ Glenora Zoning Amendment (Girl Guides of Canada, Camp Creina) Bylaw, 2012", be granted 1st and 2nd reading.

MOTION CARRIED

**BEA4
12-543** It was moved and seconded that "CVRD Bylaw No. 3654, Development Application Procedures and Fees Amendment (Permit Limit Extension) Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BEA4 It was moved and seconded that "CVRD Bylaw No. 3654, Development
12-544 Application Procedures and Fees Amendment (Permit Limit Extension)
Bylaw, 2012", be adopted.

MOTION CARRIED

RESOLUTIONS

RES1 Appointments to the Youbou/Meade Creek Parks Commission

12-545 It was moved and seconded that the following appointments to the
Electoral Area I – Youbou/Meade Creek Parks Commission be approved:
Elected for a Term to Expire March 31, 2013:
 1. Rose Davidson; and
 2. Rob Somers.

MOTION CARRIED

NEW BUSINESS:

NB1 Verbal Report – Director Morrison Re: Cowichan Lake Community Forest
Cooperative Appointment was considered.

12-546 It was moved and seconded that Dave Darling be appointed as the CVRD
Alternate representative to the Cowichan Lake Community Forest
Cooperative.

MOTION CARRIED

NB2 Staff Report from the Senior Engineering Technologist, Water Management
Re: Honeymoon Bay Water System and Debt Service Area - Request for
Exclusion

12-547 It was moved and seconded that the Certificate of Sufficiency, confirming
that a sufficient petition requesting exclusion from the Honeymoon Bay
Water System Service Area and the Honeymoon Bay Waste System Debt
Repayment Service Area be received.

MOTION CARRIED

NB3 Parks Committee - Director Dorey Re: Report and Recommendations of Meeting
of November 14, 2012

12-548 It was moved and seconded:

1. That priority be given to completion of sections of the Cowichan Valley Trail between Hwy 18 and the Cowichan Exhibition Grounds, and between Chemainus to Saltair/Town of Ladysmith, along with an ongoing joint effort with the Capital Regional District to complete the connection over the Malahat; and further, that the CVRD work

with the Halalt First Nation to identify potential sources of funding to complete the section of the Cowichan Valley Trail in the vicinity of their reserve lands.

MOTION CARRIED

12-549 It was moved and seconded:

2. That the Capital Regional District be requested to provide \$3,500 from the Trans Canada Trail Relocation Fund as matching funds for the Shawnigan Creek Bridge Design portion of the \$71,500 Trans Canada Trail Engineering and Feasibility Grant received, and that remaining funds necessary to match the grant be derived from the Regional Parks (280) Operating Budgets in 2012/2013 and the previously approved Federal Gas Tax funding for the Cowichan Valley Trail project.

NB4 Staff Report from the General Manager, Planning & Development Department
Re: CVRD Appreciation for Advisory Planning Commissions (APCs) and Parks Commissions

12-550 It was moved and seconded that the amended Appreciation for APCs and Parks Commissions Policy, as attached to the General Manager of Planning and Development's November 14, 2012 staff report, be approved.

MOTION CARRIED

NB5 It was moved and seconded that "CVRD Bylaw No. 3643 – Five Year
12-551 Financial Plan (2012-2016) Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

NB5 It was moved and seconded that "CVRD Bylaw No. 3643 – Five Year
12-552 Financial Plan (2012-2016) Amendment Bylaw, 2012", be adopted.

MOTION CARRIED

NB5 It was moved and seconded that staff provide public clarification regarding
12-553 the CVRD's 2013 budget process.

MOTION CARRIED

RESOLVING INTO CLOSED SESSION

12-554 It was moved and seconded that the meeting be closed to the public in
8:49 pm accordance with the *Community Charter* Part 4, Division 3, Section 90, Subsections (1) (a) Employee Appointment, (1) (e) Land Acquisition, (1) (g) Potential Litigation, (1) (k) Provision of a Municipal Service, and (2) (b) Intergovernmental Relations.

MOTION CARRIED

8:49 pm Director Kent left the meeting.

RISE FROM CLOSED SESSION

12-563 It was moved and seconded that the Board rise with report on the appropriate sections of Resolution 12-486 Land Acquisition from the October 10, 2012 Board meeting, appropriate sections of item CSCR2 Land Acquisition when suitable, and item CSNB3 Employee Appointment, and return to the Regular portion of the meeting.
9:55 pm

MOTION CARRIED

- 12-486**
1. 2. That a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$70,000 from the Electoral Area E (Cowichan Station/Sahtlam/Glenora) Community Parkland (5%) Reserve Fund (CVRD Establishment Bylaw No. 2739) for the purpose of creating a community park, and that the bylaw be forwarded to the Board for consideration of three readings and adoption.
 3. That a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$146,000 from the Electoral Area E (Cowichan Station/Sahtlam/Glenora) Community Parks Capital Reserve Fund (CVRD Establishment Bylaw No. 2738) for the purpose of creating a community park, and that the bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

12-562 It was moved and seconded that the Board appoint Rob Harris as a CVRD Bylaw Enforcement Officer.

MOTION CARRIED

ADJOURNMENT

9:55 pm The Board agreed by consensus to adjourn the meeting.

The meeting adjourned at 9:55 pm.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____