



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF SPECIAL BOARD MEETING

DAY: WEDNESDAY

DATE: JUNE 8, 2011

TIME: → 3:00 pm

PLACE: BOARD ROOM

175 INGRAM STREET



Joe Barry
Corporate Secretary



C·V·R·D

SPECIAL BOARD MEETING

3:00 PM

WEDNESDAY, JUNE 8, 2011

AGENDA

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Schedules and Appendices Previously Distributed in EASC May 31 Agenda

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12. RESOLUTIONS:

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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 May 11, 2011	84-85
CSCR1	Information Received in Confidence {Sub (2) (b)}, FOIPOP {Sub (2) (a)} and Land Acquisition {Sub (1) (e)}	86
CSRC1	Employee Relations {Sub (1) (c)}	Distributed Under Separate Cover

18. ADJOURNMENT:

The next Regular Board meeting will be held July 13, 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, May 11, 2011 at 5:00 pm.

PRESENT: Chair G. Giles,
Directors K. Cossey <6:25 pm>, M. Dorey, L. Duncan,
B. Harrison, D. Haywood, L. Iannidinaro,
P. Kent, K. Kuhn, M. Marcotte, T. McGonigle,
I. Morrison, G. Seymour, T. Walker
and Alternate Director D. Paterson

ALSO

PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance Division
Brian Dennison, General Manager
Engineering & Environmental Services
Norm Olive, Manager, Capital Projects
John Elzinga, Manager, Island Savings Centre
Rob Conway, Manager, Development Services Division

ABSENT: Director R. Hutchins

**APPROVAL OF
AGENDA**

11-219

It was moved and seconded that the agenda be amended as follows:

Staff Reports SR1 and SR4 moved to follow Delegation D1;

the addition of New Business Items:

NB1 Appointments to the Electoral Area B – Shawnigan Lake
Parks and Recreation Commission

CSNB1 Law Enforcement {Sub (1) (f)}

CSNB2 Litigation {Sub (1) (g)},

the deletion of Bylaws B16 and B17 and CSD1;

and that the agenda, as amended, be approved.

MOTION CARRIED

**RESOLVE INTO
CLOSED SESSION**

**11-220
5:04 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 (1) (f) Law Enforcement and (g) Litigation.

MOTION CARRIED

**RISE FROM
CLOSED SESSION**

**11-227
5:30 pm**

It was moved and seconded that the Board rise without report and return to the Regular portion of the meeting.

MOTION CARRIED

**ADJOURN AND
RECONVENE
11-228
5:31 pm**

It was moved and seconded that the Regular Board meeting be adjourned and reconvened immediately following the Cowichan Valley Regional Hospital District Board meeting.

MOTION CARRIED

RECONVENE

6:25 pm

The meeting reconvened at 6:25 pm with the addition of Director Cossey

BUSINESS ARISING

OUT OF MINUTES

There was no business arising out of the minutes.

DELEGATIONS

D1

Kim Van Bruggen, APR, Acumen Communications Group
Re: Presentation of the "Zero Waste" survey results and "Zero Waste Challenge".

Kim Van Bruggen provided an overview of the "Zero Waste" survey results which indicates that the CVRD's Zero Waste Strategy is strongly supported by residents as well as the "Zero Waste Challenge" public engagement campaign to start within the next few weeks.

STAFF REPORTS

SR1

The Staff Report from the Manager, Finance Division, dated May 4, 2011 re: Cowichan Valley Regional District's 2010 Financial Statements and 2010 Audit Report was considered.

The Manager, Finance Division introduced Terry Shepherd and Cory Vanderhorst, of Meyers Norris Penny LLP, who provided a summation of the information contained in the 2010 Audit Report and the 2010 Financial Statements.

11-229

It was moved and seconded:

- 1. That the Cowichan Valley Regional District's 2010 Financial Statements be approved.**
- 2. That the Directors' 2010 Statement of Remuneration and Expenses be accepted.**
- 3. That the Audit Findings Report be received.**

MOTION CARRIED

SR4

The Staff Report from the General Manager, Parks, Recreation & Culture Department dated May 4, 2011 re: Cowichan Lake Sports Arena Renovation Project was considered.

John Elzinga, Manager, Island Savings Centre and Norm Olive, Manager, Capital Projects, provided a PowerPoint presentation of the two-year project to upgrade the Cowichan Lake Sports Arena as well as highlights of the major aspects of this program including history of the facility, public approval process, construction stages, costs, lessons learned and highlights of the completed project.

REPORT OF CHAIRPERSON

RC1 The Chair announced the appointment of Marsha Stanley as Chair of the Economic Development Commission.

INFORMATION

IN1 Correspondence from the Mill Bay/Malahat Historical Society dated April 17, 2011 thanking the CVRD for the recently received grant-in-aid and providing information about the activities that would be funded was received.

COMMITTEE REPORTS

CR1 The report and recommendations of the Electoral Area Services Committee meeting of April 19, 2011, listing 11 items, were considered.

11-230 It was moved and seconded:

1. That the CVRD Board supports the District of North Cowichan's 2011 Official Community Plan Bylaw No. 3450, and recommends the following amendments:
 - Policy statements 2.5.7.4(b) and (c) with reference to the South End Waste Water Treatment Plan and waste water system upgrades should include CVRD Electoral Area D; and
 - A policy statement be included in the plan which speaks to coordination at a regional level on the development of affordable, supportive, and special needs housing policies and strategies.
2. That the CVRD express its support for the proposed amendments to the Capital Regional District's Malahat Official Community Plan, and recommends that a reference to recent efforts to link the CRD's segment of the Trans-Canada Trail through to the CVRD's segment of the TCT (Cowichan Valley Trail) be mentioned in the appropriate section of the Plan, and further that the CVRD has no affected interests respecting the Shirley/Jordan River, East Sooke or Otter Point OCPs.
3. That a grant-in-aid, Electoral Area E – Cowichan Station/ Sahtlam/Glenora, be given to Cowichan Green Community in the amount of \$1,500, to assist with costs to produce the second edition of the Cowichan Food Map.
4. That the Board Chair and Corporate Secretary be authorized to execute the appropriate documents to release Covenant CA1652858 concurrent with the subdivision and registration in favour of the CVRD a 3.0 metre wide trail corridor (0.033 hectare) per the conditions of the covenant.
5. That a grant-in-aid, Electoral Area B – Shawnigan Lake, be given to Ecole Mill Bay PAC in the amount of \$500 to assist with costs for their Ecostravaganza Event.

6. That a grant-in-aid, Electoral Area E – Cowichan Station/ Sahtlam/ Glenora, be given to Cowichan Green Community in the amount of \$500 to support their Salmon are Sacred dinner auction fundraiser.
7. That a grant-in-aid, Electoral Area F – Cowichan Lake South/ Skutz Falls, be given to Honeymoon Bay Community Society in the amount of \$500 to assist in defraying costs of hosting their Heritage Days.

MOTION CARRIED

11-231

It was moved and seconded:

9. That Application 1-H-10 DVP, made by Brian McCullough, for a variance to Section 5.13(a) of Zoning Bylaw No. 1020, to decrease the setback from the ocean from 15 metres to 9.1 metres on Lot 1, District Lot 23, Oyster District, Plan 18300 be approved, subject to:
 1. Compliance with the recommendations of the Environmental Assessment report prepared by Toth and Associates Environmental Services, dated February 21, 2011;
 2. Compliance with the Geotechnical Evaluation report prepared by Lewkowich Engineering Associates Ltd, dated February 4, 2011;
 3. Removal of only trees 1 to 4 identified in the Tree Risk Assessment report prepared by B. Furneaux, dated March 22, 2011;
 4. Registration of a restrictive covenant on the slope between the marine natural boundary and the top of bank to preclude tree removal and slope disturbance, other than trees 1 to 4 identified in the Tree Risk Assessment Report and works recommended in the Environmental Assessment Report;
 5. Confirmation by legal survey that the dwelling is no closer than 9.1 metres to the natural boundary of the ocean;
 6. Supervision and monitoring of construction and submission of a report from a Registered Professional Biologist confirming that all conditions of the development variance permit have been complied with prior to issuance of an occupancy certificate.
10. That the application by Brenda and Randy Decksheimer (2-F-10 DVP), respecting Lot 2, Block D, Section 15, Renfrew District, Plan 1501, to increase the permitted height of a residence from 10 metres to 10.6 metres, and decrease the setback to Cowichan Lake from 15 metres to zero, be approved as proposed on the attached plans, subject to:
 - a) Prior to receiving a building permit, a professional engineer is retained by the applicant to design and certify a sewerage system that is to be located above 164 metre elevation, and to provide written confirmation that the sewerage system, in its entirety, will not create a health hazard;

- b) Development to proceed in accordance with the recommendations of the qualified environmental professional and all relevant best management practices, as noted in the Section 9 application of the *Water Act*, dated October 4, 2010;
- c) The use of fill at the base of the proposed residence is not permitted, unless required by a geotechnical engineer;
- d) The storage of fuel on the property is not permitted;
- e) Measures are taken to improve fish habitat along the natural shoreline, including planting of native shrubs and soft bioengineering, in consultation with a qualified environmental professional;
- f) Confirmation that the floor system is constructed above the 167.3 metre 200 year floodplain elevation;
- g) A legal survey is provided to confirm the approved setback distance and building height, as required by CVRD Building Inspector.

11. That the request by Ben Maartman and Jan Jones to allow additional bathroom and kitchen fixtures consisting of shower/tub, kitchen sink and stove, and washing machine, dryer and bath tub, in addition to two permitted plumbing fixtures, within an accessory building at 13480 Michael Road (Lot 1, District Lots 26 and 105, Oyster District, Plan 30755 PID: 001-227-238), be approved subject to registration of a covenant prohibiting occupancy of the accessory building as a dwelling.

MOTION CARRIED

It was moved and seconded:

8. That Application No. 3-I-10DP/RAR (Michael Dix) for a single family dwelling and associated development at Island #4, Cowichan Lake (Block 1455, Cowichan Lake District, as shown on Plan 40413), be denied.

11-232

It was moved and seconded that Recommendation No. 8 be referred back to staff.

Opposed: Directors Harrison, Kuhn, Duncan, Giles, Iannidinardo and Cossey

MOTION DEFEATED

11-233

VOTING RESUMED ON THE ORIGINAL MOTION

Motion restated for clarification:

8. That Application No. 3-I-10DP/RAR (Michael Dix) for a single family dwelling and associated development at Island #4, Cowichan Lake (Block 1455, Cowichan Lake District, as shown on Plan 40413), be denied.

Opposed: Directors Marcotte, Dorey and Morrison

MOTION CARRIED

- 7:30 pm Director Marcotte left the meeting at 7:30 pm.
- CR1 The report and recommendations of the Electoral Area Services Committee meeting of May 3, 2011, listing 17 items, were considered.
- 11-234 It was moved and seconded:
1. That the Board Chair and Corporate Secretary be authorized to execute the necessary documents to renew a five year Licence of Occupation Agreement (69644-1) with the Ministry of Transportation and Infrastructure commencing January 1, 2011, for the undeveloped road portion on Holland Avenue which is managed by the Regional District as Memorial Park.
 2. That CVRD Bylaw No. 3493 – Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Amendment Bylaw, 2011, be forwarded to the Board for consideration of three readings and adoption.
 3.
 1. That the Certificate of Sufficiency confirming that the petition for inclusion in the Lake Cowichan Fire Protection Service Area is sufficient, be received.
 2. That CVRD Bylaw No. 1657 be amended to extend the boundaries of the Lake Cowichan Fire Protection Service Area to include the following property: PID 028-062-744, Lot 68, Block 117, VIP87272, and Block 1405.
 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 Town of Lake Cowichan to provide fire protection to the Lake Cowichan Fire Protection Service Area, be amended to include the additional property.
 5. That the Chair and Corporate Secretary be authorized to sign the amended Lake Cowichan Fire Protection Services Agreement.
 5. That a grant in aid Area B – Shawnigan Lake, be given to Kerry Park Women's Curling League in the amount of \$200 to assist with expenses for the Pacific International Cup curling event.
 6. That a grant in aid Area D – Cowichan Bay, be given to Cowichan Valley Jolly Dragons Senior Boat Team in the amount of \$500 to assist with costs to repair their dragon boat.
 7. That a grant in aid Area A – Mill Bay/Malahat, be given to Cowichan Valley Jolly Dragons Senior Boat Team in the amount of \$500 to assist with costs to repair their dragon boat.
 8. That a grant in aid Area B – Shawnigan Lake be given to Cowichan Valley Jolly Dragons Senior Boat Team in the amount of \$500 to assist with costs to repair their dragon boat.

9. That a grant in aid Area C – Cobble Hill be given to Cowichan Valley Jolly Dragons Senior Boat Team in the amount of \$500 to assist with costs to repair their dragon boat.
10. That a grant in aid Area D – Cowichan Bay be given to Cowichan Bay Improvement Association in the amount of \$500 to assist with their 12th Annual Low Tide Day.
11. That the resignation of Ben Cuthbert from the Area H Advisory Planning Commission be accepted and that a letter of appreciation be forwarded to Mr. Cuthbert.
12. That a grant in aid Area C – Cobble Hill be given to Ecole Mill Bay PAC in the amount of \$500 to assist with their Ecostravaganza event on June 4, 2011.
13. That a grant in aid Area D – Cowichan Bay be given to Ecole Mill Bay PAC in the amount of \$500 to assist with their Ecostravaganza event on June 4, 2011.
14. That a grant in aid Area I – Youbou/Meade Creek be given to Lake Days Society in the amount of \$500 to assist with their Breakfast in the Town event.

MOTION CARRIED

11-235

It was moved and seconded:

4. That the CVRD strongly encourage the Ministry of Transportation and Infrastructure to require dedication and construction of Sangster Road from Noowick Road to Butterfield Road, and that all construction traffic be directed south to use the Butterfield Road intersection as soon as practically possible; and further the Ministry of Transportation and Infrastructure be requested to undertake a traffic study in the area of Ocean Terrace to Mill Bay Centre to ensure that there is minimal impact on existing side streets.

MOTION CARRIED

11-236

It was moved and seconded:

15. That Application No. 1-C-11DVP submitted by Gordon Smith, respecting Block 38, Section 13, Range 5, Shawnigan District, Plan 1809 (PID 004-182-626) to reduce the setback to the interior property line that abuts the railway from 9 metres to zero, be approved as proposed on the submitted plans, subject to a legal survey confirming the approved setback distance, as required by CVRD Building Inspector.
16. That Application No. 3-H-10ALR submitted by Avis Muir, made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to construct a second dwelling on the subject property be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

17. That Application No. 3-B-10DP/RAR submitted by John Rytter be denied as it is not compliant with the Riparian Area Regulation and the subject property appears to have building sites outside the Streamside Protection and Enhancement Area and 15 metre watercourse setback, and further that a notice be put on title.

MOTION CARRIED

CR2

The report and recommendations of the Engineering & Environmental Services Committee meeting of April 27, 2011, listing eight items, were considered.

11-237

It was moved and seconded:

1. .1 That "CVRD Bylaw 3478 - Cowichan Bay Sewer System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .2 That "CVRD Bylaw 3479 - Eagle Heights Sewer System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .3 That "CVRD Bylaw 3480 - Mesachie Lake Sewer System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .4 That "CVRD Bylaw 3484 - Maple Hills Sewer System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .5 That "CVRD Bylaw 3486 - Youbou Sewer System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
2. .1 That "CVRD Bylaw 3488 - Fern Ridge Water System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .2 That "CVRD Bylaw 3487 - Youbou Water System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .3 That "CVRD Bylaw 3485 - Cherry Point Water System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .4 That "CVRD Bylaw 3481 - Mesachie Lake Water System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
3. 1. That "CVRD Bylaw No. 3483 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
- .2 That "CVRD Bylaw No. 3482 – Arbutus Ridge Water System Management Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.

- .3 That a bylaw be prepared to amend "CVRD Bylaw No. 2989 – Arbutus Ridge Drainage System Service Establishment Bylaw, 2007", to increase the maximum requisition to \$37,000, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
4. That the Chair and Corporate Secretary be authorized to sign a "License of Occupation Agreement" with the Cowichan Energy Alternatives Society for the use of a fenced compound adjacent to the former recycling storage building at the Bings Creek Solid Waste Manage Complex, for the purpose of operating a waste vegetable oil collection depot and bio-diesel production facility.
5. That "CVRD Bylaw No. 3494 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Amendment Bylaw, 2011" be forwarded to the Board for consideration of three readings and adoption.
6. That the Cowichan Valley Regional District enter into Curbside Collection Contract extensions with the following service providers:
 - 1) BFI - Electoral Areas A, B, D, E, F, G & I
 - 2) Sun Coast Waste - Electoral Areas C and Hfor the period June 1, 2011 to May 31, 2012, and further that the Chair and Corporate Secretary be authorized to sign the extension agreements.
7.
 1. That a bylaw be prepared to amend "CVRD Bylaw No. 2193 – Youbou Street Lighting Service Establishment Bylaw, 2001", to increase the maximum requisition limit from \$21,800 to \$40,000.
 - .2 That the amendment bylaw be forwarded to the Board for consideration of three readings and, following provincial and voter approval, adoption.
 - .3 That voter approval for adoption of the amendment bylaw be obtained through an Alternative Approval Process.
8. That, as approved in the 2011 budget, that the Board authorize short-term borrowing under Function 575 for an amount not to exceed \$28,000.00 to purchase a new photocopier and office furniture for the new staff building at Bings Creek Solid Waste Management, to be paid back within 5-years under the Liabilities Agreement, Section 175 of the Community Charter.

MOTION CARRIED

CR3

The report and recommendations of the Cowichan Lake Recreation Commission meeting of April 28, 2011, listing three items, were considered.

11-238

It was moved and seconded:

1. 1. That the CVRD Board request that the Liquor Control and Licensing Branch approve the temporary change of location to Liquor License #163104 – Curling Lounge, to cover the Annual Lake Days Dance, Saturday, June 11, 2011 held in the Cowichan Lake Sports Arena on the dry floor.
2. That the CVRD Board has taken into account:
 - a. The potential for noise if the application is approved: Noise is kept at a minimum as the dance will be held indoors. There have been no issues with neighbors for past Lake Days Dances.
 - b. The impact on the community if the application is approved: This is an annual community event that has been occurring for many years – it has great community benefit. Members of the community will be involved through participation and volunteer activities. There will be security on the premises; event hosts will be in place throughout the facility; a designated driving program will be in place; and the local RCMP will be invited to have a presence at this event.
 - c. Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose: This facility will still be operated as a liquor primary facility for the purposes of this event.
3. And further, that should the Board give approval to proceed with the application process, the Chair and Corporate Secretary be authorized to sign a copy of the resolution required accompanying the application form.
2. 1. That the CVRD Board request that the Liquor control and Licensing Branch approve the temporary change of location to Liquor License #300537 so that staff may run the Annual Youbou Regatta Dance on August 13, 2011 and the New Year's Eve Dance on December 31, 2011.
2. That the CVRD Board has taken into account:
 - a. The potential for noise if the application is approved: Noise is kept at a minimum as the dance will be held indoors.
 - b. The impact on the community if the applications are approved: These are annual community events that have been occurring for many years; the community will be involved in both events through participation and volunteer activities.
3. Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose: This facility will still be operated as a liquor primary facility for the purposes of this event.

3. That the Chair and Corporate Secretary be authorized to enter into year 3 of the 3-year option with Pepsi Bottling Group for the provision of soft drinks for the period of September 1, 2011 – August 31, 2012.

MOTION CARRIED

CR4 The report and recommendation of the Agricultural Advisory Committee meeting of April 26, 2011, listing one item, was considered.

11-239 *(Amended from original Committee recommendation):*

It was moved and seconded that the CVRD Board support, in principle, the concept of having refrigeration, storage and processing facilities for agricultural purposes.

MOTION CARRIED

CR5 The report and recommendation of the Community Safety Advisory Committee meeting of April 20, 2011, listing one item, was considered.

11-240 It was moved and seconded that the CVRD supports the RCMP's Bar Watch Program.

MOTION CARRIED

CR6 The report and recommendations of Communications Committee meeting of April 19, 2011, listing two items, were considered.

11-241 It was moved and seconded:

1. That the draft Terms of Reference for the Communications Committee be approved as amended by removing the phrase "two way" and replacing the word "communications" with words such as "engage" and "dialogue"; and
2. That the draft Request for Proposals for a Strategic Communications Plan be approved.

MOTION CARRIED

STAFF REPORTS

SR1 Dealt with earlier in agenda.

SR2 The Staff Report from the Legislative Services Coordinator dated April 18, 2011, re: Vancouver Island Regional Library Borrowing Service – Notice of Alternative Approval Process and Elector Response Form was considered.

11-242 It was moved and seconded that the *Notice of Alternative Approval Process* and the *Elector Response Form* for CVRD Bylaw Nos. 3474 and 3475, be approved.

MOTION CARRIED

SR3 The Staff Report from the Planner 1 dated May 4, 2011 re: Proposed Amendment Bylaw No. 3465 was received for information.

SR4 Dealt with earlier in the agenda.

SR5 The Staff Report from the Environmental Technologist dated May 3, 2011 re: Brownfield Renewal Funding for Meade Creek Ash Landfill Remediation Project was considered.

11-243 **It was moved and seconded that staff apply for funding under the BC Brownfield Renewal Funding Program to assist in the completion of the Meade Creek Ash Landfill Remediation Project; and further that, should the application for funding be approved, the Chair and Corporate Secretary be authorized to sign the funding agreement on behalf of the CVRD.**

MOTION CARRIED

SR5 The Staff Report from the Corporate Secretary dated May 4, 2011 re: Section 794(2) Notice re: CVRD Bylaw No. 3459 – Board Committee and Commissions Procedures Amendment Bylaw, 2011, was received for information.

SR6 The Staff Report from the Chief Administrative Office dated May 3, 2011 re: Communications Committee was considered.

11-244 **It was moved and seconded that the following change be made to the Communications Committee Terms of Reference:**

- section Goal: first sentence, change “strategies” to “plans and policies”.

Opposed: Director Morrison

MOTION CARRIED

PUBLIC HEARINGS

PH1 The Public Hearing Report and Minutes re: Zoning Amendment Bylaw No. 3465 (Wandering U Inc.), applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora, were considered.

11-245 **It was moved and seconded that the Public Hearing Report and Minutes re: Zoning Amendment Bylaw No. 3465 (Wandering U Inc.), applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora be received.**

MOTION CARRIED

PH2 Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3471 and Zoning Amendment Bylaw No. 3472 (Hignell), applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora and Electoral Area F – Cowichan Lake South/Skutz Falls, were considered.

11-246 It was moved and seconded that Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3471 and Zoning Amendment Bylaw No. 3472 (Hignell), applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora and Electoral Area F – Cowichan Lake South/Skutz Falls be received, and it is suggested that “pieces of” on Page 2 first sentence be deleted.

MOTION CARRIED

8:03 pm Director Harrison left the Board Room at 8:03 pm.

BYLAWS

B1
11-247 It was moved and seconded that “CVRD Bylaw No. 3459 – Board Committee and Commission Procedures Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B1
11-248 It was moved and seconded that “CVRD Bylaw No. 3459 – Board Committee and Commission Procedures Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

B2
11-249 It was moved and seconded that “CVRD Bylaw No. 3478 – Cowichan Bay Sewer System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B2
11-250 It was moved and seconded that “CVRD Bylaw No. 3478 – Cowichan Bay Sewer System Management Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

B3
11-251 It was moved and seconded that “CVRD Bylaw No. 3479 – Eagle Heights Sewer System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B3
11-252 It was moved and seconded that “CVRD Bylaw No. 3479 – Eagle Heights Sewer System Management Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

B4
11-253 It was moved and seconded that “CVRD Bylaw No. 3480 – Mesachie Lake Sewer System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B4
11-254 It was moved and seconded that “CVRD Bylaw No. 3480 – Mesachie Lake Sewer System Management Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

- 8:07 pm** Director Harrison returned to the Board Room at 8:07 pm.
- B5
11-255** It was moved and seconded that “CVRD Bylaw No. 3481 – Mesachie Lake Water System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.
MOTION CARRIED
- B5
11-256** It was moved and seconded that “CVRD Bylaw No. 3481 – Mesachie Lake Water System Management Amendment Bylaw, 2011”, be adopted.
MOTION CARRIED
- B6
11-257** It was moved and seconded that “CVRD Bylaw No. 3482 – Arbutus Ridge Water System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.
MOTION CARRIED
- B6
11-258** It was moved and seconded that “CVRD Bylaw No. 3482 – Arbutus Ridge Water System Management Amendment Bylaw, 2011”, be adopted.
MOTION CARRIED
- B7
11-259** It was moved and seconded that “CVRD Bylaw No. 3483 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.
MOTION CARRIED
- B7
11-260** It was moved and seconded that “CVRD Bylaw No. 3483 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2011”, be adopted.
MOTION CARRIED
- B8
11-261** It was moved and seconded that “CVRD Bylaw No. 3484 – Maple Hills Sewer System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.
MOTION CARRIED
- B8
11-262** It was moved and seconded that “CVRD Bylaw No. 3484 – Maple Hills Sewer System Management Amendment Bylaw, 2011”, be adopted.
MOTION CARRIED
- B9
11-263** It was moved and seconded that “CVRD Bylaw No. 3485 – Cherry Point Estates Water System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.
MOTION CARRIED
- B9
11-264** It was moved and seconded that “CVRD Bylaw No. 3485 – Cherry Point Estates Water System Management Amendment Bylaw, 2011”, be adopted.
MOTION CARRIED

**B10
11-265** It was moved and seconded that “CVRD Bylaw No. 3486 – Youbou Sewer System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B10
11-266** It was moved and seconded that “CVRD Bylaw No. 3486 – Youbou Sewer System Management Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

**B11
11-267** It was moved and seconded that “CVRD Bylaw No. 3487 – Youbou Water System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B11
11-268** It was moved and seconded that “CVRD Bylaw No. 3487 – Youbou Water System Management Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

**B12
11-269** It was moved and seconded that “CVRD Bylaw No. 3488 – Fern Ridge Water System Management Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B12
11-270** It was moved and seconded that “CVRD Bylaw No. 3488 – Fern Ridge Water System Management Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

**B13
11-271** It was moved and seconded that “CVRD Bylaw No. 3489 – Cowichan Bay Sewer System Service Area Amendment Bylaw, 2011”, be adopted.

MOTION CARRIED

**B14
11-272** It was moved and seconded that “CVRD Bylaw No. 3493 – Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Amendment Bylaw, 2011, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B15
11-273** It was moved and seconded that “CVRD Bylaw No. 3494 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Amendment Bylaw, 2011”, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B16 Deleted upon Adoption of Agenda.

B17 Deleted upon Adoption of Agenda.

11-274 It was moved and seconded that “CVRD Bylaw No. 3465 – Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Wandering U Inc.), 2011” be amended as follows:

- 1) Add the following definition to Section 2(a):
“Recreational vehicle” means any vehicle, trailer, coach, camper bus, structure or conveyance designed to travel or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters by travelers”.
- 2) Delete Section 2(b)(11.4)(a)(6).
- 3) Amend Section 2(b)(11.4)(a)(1) to read: “agricultural equipment manufacture, repair, storage and accessory retail and wholesale sales, *excluding automotive, truck, recreational vehicle and boat sales and servicing”.*

MOTION CARRIED

B18
11-275 It was moved and seconded that “CVRD Bylaw No. 3465 – Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Wandering U Inc.), 2011”, be granted 3rd reading as amended.

MOTION CARRIED

8:12 pm Director Duncan declared a possible conflict of interest as the proponent for Bylaws Numbers 3471 and 3472 is a personal acquaintance and Director Duncan left the Board Room at 8:12 pm.

B19
11-276 It was moved and seconded that “CVRD Bylaw No. 3471 – Area E – Cowichan Station/Sahtlam/Glenora and Area F – Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Hignell), 2011”, be granted 3rd reading.

MOTION CARRIED

B20
11-277 It was moved and seconded that “CVRD Bylaw No. 3472 – Area F – Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Hignell), 2011”, be granted 3rd reading.

MOTION CARRIED

8:13 pm Director Duncan returned to the Board Room at 8:13 pm.

NEW BUSINESS

NB1
11-278 It was moved and seconded that the following appointments to the Electoral Area B – Shawnigan Lake Parks and Recreation Commission be approved:

Appointed for a Term to Expire March 31, 2013:

Gaileen Flaman
 Bill Savage
 Al Brunet
 Lori Trealar
 Catherine Whittome
 Margaret Symon

MOTION CARRIED

ADJOURNMENT

**11-279
8:35 pm**

It was moved and seconded that the Regular Board meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 8:35 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:

Meeting Time:

Applicant Information

Applicant Name:

Representing:

As:

Number Attending:

DEL
5/31/11

(Name of organization if applicable)

(Capacity / Office)

Applicant Contact Information

Applicant Mailing Address:

Applicant City:

Applicant Telephone:

Applicant Fax:

Applicant Email:

Presentation Topic and Nature of Request:

D2

Request to Appear as a Delegation

Meeting Information

Request to Address:

CVRD Board

Committee

If Committee, specify the Committee here:

[Empty text box]

Meeting Date: 06/08/2011

Meeting Time: 6 pm

Applicant Information

Applicant Name: Stuart Macpherson

Representing: Private Managed Forest Lands Council

(Name of organization if applicable)

As: Executive Director

(Capacity / Office)

Number Attending: 1

Applicant Contact Information

Applicant Mailing Address: PO Box 31059 314 – 3980 Shelbourne Street Vict

Applicant City: Victoria

Applicant Telephone: 250-386-5737

Applicant Fax: 250-721-3392

Applicant Email: execdirec@pmflc.ca

Presentation Topic and Nature of Request:

Overview of the Private Managed Forest Land Council and current issues.

COWICHAN VALLEY SCHOOL DISTRICT

RECEIVED

MAY 27 2011

May 25, 2011

Board of Directors
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Board of Directors,

Re: Trustee Representation Consultation

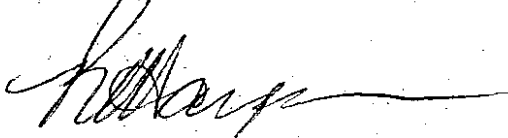
The Board of Education is considering a proposal to reduce the number of trustees on the Board of Education from 9 to 7 trustees. As part of the deliberations on this issue, input is being invited from the public sector and our partner groups.

We would welcome your opinion in written format or at our Public Meeting on Monday, June 13th, 2011 at 6:30 pm in the Multi-Purpose Room of Quamichan Middle School.

Correspondence on this matter can be directed to the writer via mail or email – rharper@sd79.bc.ca.

We thank you for your assistance and look forward to hearing from you.

Yours truly,



Robert A. Harper, CGA
Secretary-Treasurer

BOARD	JUNE 8
Committee(s):	
Directed by: JB	Date: 5/31
File #	



CR1

**REGIONAL SERVICES COMMITTEE REPORT
OF MEETING HELD MAY 25, 2011**

DATE: May 26, 2011

To: Chairperson and Directors of the Board

Your Regional Services Committee reports and recommends as follows:

1. That the five-year agreement for the Mount Wood Repeater Site; for the period January 1, 2011 to December 31, 2015 at an annual rate of \$1,600 plus HST, between Timberwest and the CVRD; be approved; and that the Chair and Corporate Secretary be authorized to enter into the agreement on behalf of the CVRD.
2. That the Question Period Procedure Policy, as attached to the Staff Report from the Corporate Secretary dated May 18, 2011, be approved as amended by adding the provision "Questions shall be addressed to the Chair".



CR2

C·V·R·D

**ELECTORAL AREA SERVICES
COMMITTEE REPORT**

OF MEETING HELD MAY 17, 2011

DATE: May 18, 2011

To: Chairperson and Directors of the Board

Your Electoral Area Services Committee reports and recommends as follows:

1. That the request by David Bain to hold a music festival event (Rock of the Woods) August 27-28, 2011, at 1451 Trowsse Road (Bamberton), be approved.
2. That CVRD Bylaw No. 3496 – Mail Ballot Authorization and Procedure Amendment Bylaw, 2011 be forwarded to the Board for consideration of first three readings and adoption.
3. That CVRD Bylaw No. 3209 – Ticketing Information Authorization Bylaw, 2008, be amended as per staff report dated May 11, 2011, from Nino Morano, Bylaw Enforcement Officer, and that the appropriate amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
4. That a letter be sent to Cycle Cowichan in response to their letter dated May 5, 2011, advising that the CVRD does not have the capacity to undertake a bicycle network plan at this time, and indicate that the Regional District will attempt to undertake the transportation component when they do their Sustainability Plan.
5. That the resignation of Colleen MacGregor from the Area E Advisory Planning Commission be accepted and that a letter of appreciation be forwarded to Ms. MacGregor.
6. That the CVRD submit a \$20,000 grant application to BC Parks for Community Legacy Program funding for a new playground at Bright Angel Park with matching funds provided from the 2011 Bright Angel Park Capital Budget.
7. That a statutory right of way be granted in favour of BC Hydro on the existing fire access road on lands to be dedicated to the Regional District as Fee Simple Parkland as part of the 3L Developments in Inwood Creek.

8. That a grant in aid, Area D – Cowichan Bay, be given to Koksilah School Historical Society, in the amount of \$1,500 to assist with completing the fence around the school yard.
9. That a grant in aid, Area F – Cowichan Lake South/Skutz Falls, be given to Honeymoon Bay Volunteer Firefighter's Association, in the amount of \$2,500 to assist with costs for the Honeymoon Bay Days fireworks display.
10. That a grant in aid, Area F – Cowichan lake South/Skutz Falls, be given to Cowichan Lake and District Chamber of Commerce, in the amount of \$6,000 to assist with 2011 Info-Centre initiatives.
11. That a grant in aid, Area A – Mill Bay/Malahat, be given to Ecole Mill Bay PAC in the amount of \$500 to assist with their Ecostravaganza event on June 4, 2011.

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

12. That application No. 3-E-11DP submitted by Greg Robson on behalf of 553227 BC Ltd. (Greg's RV) for construction of a new building on Lot A, Section 13, Range 7, Quamichan District, Plan VIP59929 Except That Part in Plan VIP87500 (PID: 018-970-095) be approved, subject to :
 - a) Building constructed in accordance with the plans dated May 5, 2011 including installation of the lattice screens on the south side of the building;
 - b) Installation of underground wiring;
 - c) Oil/water separator be installed in the parking area;
 - d) Fencing along the south property boundary will be black or green;
 - e) Landscaping is installed in accordance with the plans dated May 5, 2011 to BCSLA standards, including an underground irrigation system; and
 - f) Receipt of an irrevocable letter of credit in a form suitable to the CVRD equal to 125% of the value of the landscaping as depicted on the May 5, 2011 landscape plan.
13. That Application No. 3-B-10DVP submitted by Mary Jane Thorne for a variance to Section 8.5(b)(3) of Bylaw No. 985 in order to reduce the required exterior side setback from 4.5 metres down to 1.1 metres on Lot 10, Shawnigan Lake Suburban Lots, Shawnigan District, Plan 22349 (PID: 003-302-580) be approved, subject to receipt of a post construction survey confirming compliance with the approved variance.



CR2

C·V·R·D

**ELECTORAL AREA SERVICES
COMMITTEE REPORT**

OF MEETING HELD MAY 31, 2011

DATE: June 3, 2011

To: Chairperson and Directors of the Board

Your Electoral Area Services Committee reports and recommends as follows:

1. On recommendation from the Building Inspector, authorization be given to file a Notice against Land Title for the property owned by Carla Boe located at 5963 Heger Crescent legally described as: PID 000-148-652, Lot 7, Plan 32436, Block 675, Cowichan Lake Land District.
2. That a letter be sent to the Ministry of Transportation & Infrastructure requesting that the crosswalk located across from Mason's Beach be upgraded for safety purposes prior to the oncoming summer season.
3. That "CVRD Bylaw No. 3495 – Lake Cowichan Fire Protection Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.
4.
 1. That CVRD Bylaw No. 3504 – Election/Voting Procedures Amendment Bylaw, 2011 be forwarded to the Board for consideration of first three readings and adoption.
 2. That CVRD Bylaw No. 3508 – Automated Vote Counting System Authorization and Procedure Bylaw, 2011 be forwarded to the Board for consideration of first three readings and adoption.
 3. That pursuant to Section 41(1) of the *Local Government Act*, Kathleen Harrison be appointed Chief Election Officer and Rosa Johnston be appointed Deputy Chief Election Officer for the 2011 General Local Election and Other Voting.
 4. That the Election Pay Rates Policy be amended by setting the Chief Election Officer's remuneration at \$1,500 and the Deputy Chief Election Officer's remuneration at \$1,000.
5. That the CVRD proceed with establishing a bylaw to regulate wharf services on Thetis Island.
6. That a Reserve Fund Expenditure bylaw be prepared authorizing the expenditure of no more than \$141,820 from the Community Parks General Reserve Fund (Area C – Cobble Hill) for the purpose of constructing a public washroom and site landscaping improvements; and that the bylaw be forwarded to the Board for consideration of three readings and adoption.

7. That the resignation of Carolyn LeBlanc from the Area F Parks Commission be accepted and that a letter of appreciation be forwarded to Ms. LeBlanc.
8. That the resignation of David Lowther from the Area F Advisory Planning Commission be accepted and that a letter of appreciation be forwarded to Mr. Lowther.
9. That a grant in aid, Area D – Cowichan Bay, be given to Frank Wilson/Palm Court Orchestra, in the amount of \$500 to assist with their Silver Jubilee Season 2011/2012 Presenting Concerts on Vancouver Island.
10. That a grant in aid, Area E – Cowichan Station/Sahtlam/Glenora, be given to Frank Wilson/Palm Court Orchestra, in the amount of \$250 to assist with their Silver Jubilee Season 2011/2012 Presenting Concerts on Vancouver Island.
11. That a grant in aid, Area D – Cowichan Bay, be given to Cowichan Community Land Trust Society, in the amount of \$1,000 to assist with the creation of the Interpretive Nature Centre for Cowichan Estuary.
12. That any Electoral Area Director who is interested in attending the Saving Small Towns Conference in Qualicum Beach, be authorized to attend, including applicable expenses.

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

13. That Application No. 2-I-11DVP by Roger Dardengo on behalf of Arturo and Maria Dardengo for a variance to Section 5.1(4) of Bylaw No. 2465 in order to reduce the required side setback from 3.0 metres down to 1.8 metres on Lot 2, Section 45, Renfrew District, Plan 21223 (PID: 003-519-511) be approved.
14.
 1. That CVRD Bylaws No. 3501 and 3502 for Application No. 2-B-10RS (Conner) be forwarded to the Board for consideration of first and second reading.
 2. That the application referrals to the Ministry of Transportation and Infrastructure, Shawnigan Lake Fire Department, Lidstech Holdings, and Vancouver Island Health Authority be accepted.
 3. That a public hearing be scheduled with Directors Cossey, Giles and Morrison appointed as delegates of the Board, following review by CVRD and Ministry of Transportation and Infrastructure of a parking plan designed by a registered architect or engineer that satisfies the requirements of the CVRD Parking Standards Bylaw No. 1001.
15. That Application 1-B-11DVP, submitted by Chad Bryden, respecting Lot 2, District Lot 16, Malahat District, Plan 6090, to reduce the setback of a garage from 7.5 metres to 4.5 metres from the front property line be approved as proposed on the attached plans, subject to a legal survey confirming the approved setback distance, as required by CVRD Building Inspector.

16. 1. That, in addition to previous referrals, the proposed South Cowichan Official Community Plan be referred to the Capital Regional District, the District of Highlands, the District of Saanich, the District of North Saanich, the District of Central Saanich, School District No.79 and the Islands Trust.
2. That Bylaw No. 3510 - South Cowichan Official Community Plan – applicable to Electoral Area A (Mill Bay/Malahat), Electoral Area B (Shawnigan Lake) and Electoral Area C (Cobble Hill) be forwarded to the Board for consideration of 1st and 2nd reading.
3. a) The Regional Board has reviewed the Planning and Development Department staff report of May 25, 2011 and has examined the proposed South Cowichan Official Community Plan in conjunction with the most recent capital expenditure program and applicable economic strategy plans and has found the proposed official community plan to be consistent with the capital expenditure program and economic strategy plans.
b. The Regional Board has reviewed Planning and Development Department staff report of May 25, 2011 and has examined the proposed South Cowichan Official Community Plan in conjunction with the applicable waste management plans and has found the proposed official community plan to be consistent with the waste management plans.
4. That, in accordance with the requirements of the *Local Government Act*, Bylaw No. 3510 - proposed South Cowichan Official Community Plan be referred to the Provincial Agricultural Land Commission for comment.
5. That an Official Public Hearing be held for proposed Bylaw No. 3510 - South Cowichan Official Community Plan, in accordance with the requirements of the *Local Government Act*, on June 27, 2011 at 7:00 p.m. at the Kerry Park Ice Arena, at 1035 Shawnigan-Mill Bay Road, Mill Bay, B.C.
6. That the Regional Board delegate the holding of the Public Hearing in accordance with the requirements of the *Local Government Act* to Electoral Area A - Mill Bay/Malahat Director Brian Harrison, Electoral Area B - Shawnigan Lake Director Ken Cossey, Electoral Area C - Cobble Hill Director Gerry Giles, Electoral Area D - Cowichan Bay Director Lori Iannidinardo, and Electoral Area E - Sahtlam/Glenora/Cowichan Station Director Loren Duncan.



CR3

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE REPORT
OF MEETING HELD MAY 25, 2011**

DATE: May 26, 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 Board provide first stage approval and authorize staff time to continue with the process of investigating takeover of the Woodley Range Water System, located in Electoral Area H, as requested by Woodley Range Water Works Ltd. subject to the following conditions and with the understanding that nothing is intended by this approval to fetter future CVRD Board decisions on required bylaws:
 - All lands with infrastructure works are to be transferred to CVRD, or, if not possible be placed within registered Statutory Rights-of-way, using the CVRD's standard charge terms;
 - A utility transfer agreement be executed between the CVRD and the owners;
 - A CVRD review of the system be undertaken in order to address deficiencies in the water system;
 - The owner of the utility be willing to transfer the system to the CVRD;
 - A public consultation process regarding CVRD takeover be undertaken;
 - A petition process be carried out and completed by at least 50% of the owners of parcels within the proposed service area with the total value of the parcels representing at least 50% of the net taxable value of all land and improvements in the service area.
 - This list is not exhaustive and items may be added, deleted or altered prior to a formal agreement being executed.
 - .2 That an assessment of the system be carried out, funded to a maximum cost of \$15,000, to be funded from the CVRD Feasibility Study Function and, regardless of ownership transfer, repaid in full from funds held for Woodley Range Water System by the Comptroller of Water, and further
 - .3 That, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.
2. .1 That a bylaw be prepared to amend "CVRD Bylaw No. 2790 – Electoral Area A – Sentinel Ridge Sewer System Service Establishment Bylaw, 2006", to increase the maximum requisition from \$34,000 to \$42,400, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

- .2 That a bylaw be prepared to amend "CVRD Bylaw No. 3052 – Electoral Area D – Lambourn Estates Sewer System Service Establishment Bylaw, 2008", to increase the maximum requisition from \$25,000 to \$31,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .3 That a bylaw be prepared to amend "CVRD Bylaw No. 2128 – Electoral Area D – Cowichan Bay Sewer System Service Establishment Bylaw, 2000", to increase the maximum requisition from \$150,000 to \$187,000, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .4 That a bylaw be prepared to amend "CVRD Bylaw No. 2871 – Electoral Area C – Twin Cedars Sewer System Service Establishment Bylaw, 2006", to increase the maximum requisition from \$40,000 to \$49,900, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .5 That a bylaw be prepared to amend "CVRD Bylaw No. 3103 – Electoral Area C – Cobble Hill Sewer System Service Establishment Bylaw, 2008", to increase the maximum requisition from \$30,000 to \$37,400, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .6 That a bylaw be prepared to amend "CVRD Bylaw No. 1653 – Electoral Area C – Maple Hills Sewer System Service Establishment Bylaw, 2002", to increase the maximum requisition from \$25,000 to \$31,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .7 That a bylaw be prepared to amend "CVRD Bylaw No. 1910 – Electoral Area B – Shawnigan Beach Estates Sewer System Service Establishment Bylaw, 1999", to increase the maximum requisition from \$125,000 to \$156,000, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .8 That a bylaw be prepared to amend "CVRD Bylaw No. 2489 – Electoral Area A – Kerry Village Sewer System Service Establishment Bylaw, 2004", to increase the maximum requisition from \$20,000 to \$24,900, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .9 That a bylaw be prepared to amend "CVRD Bylaw No. 2549 – Electoral Area I – Youbou Sewer System Service Establishment Bylaw, 2004", to increase the maximum requisition from \$37,000 to \$46,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
3. .1 That a bylaw be prepared to amend "CVRD Bylaw No. 3034 – Electoral Area D – Lambourn Estates Water System Service Establishment Bylaw, 2008", to increase the maximum requisition from \$33,000 to \$41,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
 - .2 That a bylaw be prepared to amend "CVRD Bylaw No. 2994 – Electoral Area A – Fern Ridge Water System Service Establishment Bylaw, 2007", to increase the maximum requisition from \$14,600 to \$18,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

- .3 That a bylaw be prepared to amend "CVRD Bylaw No. 1670 – Electoral Area D – Cherry Point Water System Service Establishment Bylaw, 1995", to increase the maximum requisition from \$19040 to \$23,700, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
- .4. That a bylaw be prepared to amend "CVRD Bylaw No. 2491 – Electoral Area A – Kerry Village Water System Service Establishment Bylaw, 2004", to increase the maximum requisition from \$14,500 to \$18,100, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
- .5 That a bylaw be prepared to amend "CVRD Bylaw No. 2886 – Electoral Area I – Youbou Water System Merger Bylaw, 2006", to increase the maximum requisition from \$132,000 to \$164,800, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
4. .1 That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$156,767 from the *Cowichan Bay Sewer System Capital Reserve Fund* to help finance Joint Utility Board Flood Mitigation project and for capital upgrades to the sewer system, and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.
- .2 That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$184,467 from the *Eagle Heights Sewer System Capital Reserve Fund* to help finance Joint Utility Board Flood Mitigation project and for capital upgrades to the sewer system; and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.
5. .1 That CVRD Board Resolution No 11-212 be rescinded.
- .2 That the Chair and Corporate Secretary be authorized to sign a contract with EA Energy Analyses for the Cowichan Valley Energy Mapping and Modeling (Integrated Energy Mapping and Analysis) project for a value of \$184,843.
6. .1 That "CVRD Bylaw No. 3499 – Youbou Street Lighting Service Amendment Bylaw, 2011, be forwarded to the Board for consideration of three readings and, following provincial and voter approval, consideration of adoption.
- .2 That "CVRD Bylaw No. 3500 – Arbutus Ridge Drainage Service Amendment Bylaw, 2011, be forwarded to the Board for consideration of three readings and adoption.
7. .1 That an Annual Financial Contribution Service be created with a maximum annual requisition limit of Forty Thousand Dollars (\$40,000), for the Thetis Island Residents and Ratepayers Association for the purpose of assisting with costs associated with the operation and collection of solid waste and recycling on Thetis Island.
- .2 That CVRD Bylaw No. 3503 be forwarded to the Board for consideration of three readings and following provincial and voter approval, be considered for adoption.
- .3 That voter approval for adoption of CVRD Bylaw No. 3503 be obtained through an alternative approval process.
8. That "CVRD Bylaw No. 3507 – Dogwood Ridge Water System Management Amendment Bylaw, 2011" be forwarded to the Board for three readings and adoption.



CR4

ECONOMIC DEVELOPMENT COMMISSION REPORT

OF MEETING HELD MAY 11, 2011

DATE: May 30, 2011

To: Chair and Directors of the Cowichan Valley Regional District

Your Economic Development Commission reports and recommends as follows:

1. That the Board endorse the 2011 Sustainable Economic Development Strategy prepared by EDCD Consulting.
2. That the Board approve the 2011-2012 Economic Development Work Plan 2011.
3. That the Board approve the 2011-2012 Sustainable Economic Development Strategy Summary.



CR5

**KERRY PARK RECREATION CENTRE COMMISSION REPORT
OF MEETING HELD MAY 24, 2011**

DATE: May 24, 2011

To: Chair and Directors of the Cowichan Valley Regional District Board

Your Kerry Park Recreation Centre Commission reports and recommends:

1. That a Reserve Fund Expenditure bylaw be prepared authorizing the expenditure of a of up to \$33,000 from Reserve Fund Bylaw No. 351 (Mill Bay Recreation Centre Capital Project Reserve Fund Bylaw, 1978) for the purpose of funding the sewer upgrades to the Kerry Park Recreation Centre, and that the bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That up to \$67,000 of the \$166,000 committed to the Kerry Park Sewer Upgrades through the "Gas Tax" Community Works Fund be utilized for the purpose of conducting studies to assist with the Kerry Park Sewer Upgrades.
3. That up to a maximum of \$70,000 in short term borrowing for the purchase of a bus be approved and that the loan be paid back over five years under the Liability Under Agreement Section of 175 of the Community Charter, and further, that the option of the vehicle being wheelchair accessible be considered



C·V·R·D

CR6

**PARKS COMMITTEE REPORT
OF MEETING HELD MAY 25, 2011**

DATE: May 31, 2011

To: Chairperson and Directors of the Board

Your Parks Committee reports and recommends as follows:

1. That application be made to Trans Canada Trail for grant funding to financially assist with completion of sections of the Cowichan Valley Trail between the Chemainus River and Town of Ladysmith in 2011.
2. That an application be made to the Community Legacy Program Grant funding program for \$20,000 for parking lot and day use improvements and interpretive signage at Chemainus River Park.
3. That application be made on behalf of the Vancouver Island Spine Trail Association (VISTA) for \$8,000 in grant funding from the provincial government to complete a trail reconnaissance study for the proposed VI Spine Trail section between the east end of Cowichan Lake and Francis Lake located in Alberni Clayoquot Regional District.



SR1

STAFF REPORT

CVRD REGULAR BOARD MEETING
OF JUNE 8, 2011

DATE: May 24, 2011 File: 1855-02-GAS
FROM: Joe Barry, Corporate Secretary
SUBJECT: Pooled Funding Agreement Amendment Authorization
– Bings Creek Transfer Station and Recycling Depot Upgrades Project

Recommendation/Action:

That the Chair and Corporate Secretary be authorized to sign, on behalf of the CVRD, the “Regionally Significant Project, Tier 1 and 2 Strategic Priorities Fund and/or Innovations Fund Funding Agreement Under the Agreement on the Transfer of Federal Gas Tax Revenues Amendment” for the Bing’s Creek Transfer Station and Recycling Depot project.

Relation to the Corporate Strategic Plan:

Financial Impact: Not applicable.

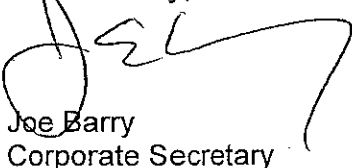
Background:

The Board authorized entering into the Regional Significant Project (RSP) funding agreement for the Bing’s Creek Transfer Station and Recycling Depot Upgrades; Peerless Road Recycling Drop-Off Depot Upgrades and the South-End Recycling Drop Off Depot – Phase One Development projects at its regular meeting of November 12, 2008, Resolution No. 08-731.

At its regular meeting of August 11, 2010, Resolution No. 11-434, the Board approved withdrawal of the Peerless Road Recycling Drop-Off Depot Upgrades Regionally Significant Project agreement.

The Union of British Columbia Municipalities requires a Board resolution approving entrance into the Amendment Agreement be attached to the signed Amendment Agreement, and as the reallocation of RSP funding is subject to execution of the Amendment Agreement, the Board’s formal authorization to sign the RSP Amendment Agreement is sought.

Submitted by,



Joe Barry
Corporate Secretary



SR2

STAFF REPORT

REGULAR BOARD MEETING
OF JUNE 8, 2011

DATE: June 1, 2011 BYLAW No.: 3393
FROM: Kathleen Harrison, Deputy Corporate Secretary
SUBJECT: Results of Alternative Approval Process - Bylaw No. 3393 – Cowichan Station Area Association Annual Financial Contribution (Area B) Service.

Recommendation:

That the *Certificate of Results* confirming that the CVRD Board may proceed to adopt Bylaw No. 3393, be received.

Relation to the Corporate Strategic Plan:

This bylaw is consistent with the Corporate Strategic Plan's objectives of promoting individual and community wellness and well maintained public facilities.

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

The requisition amount for this service will be ratified by the Board during the annual budget meeting and/or upon adoption of the Annual Budget Bylaw. The Financial Services Division is responsible for grant administration.

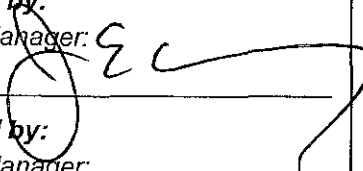
Background:

An alternative approval process for obtaining voter approval for the adoption of "CVRD Bylaw No. 3393 – Cowichan Station Area Association Annual Financial Contribution (Area B) Service Establishment Bylaw, 2011", was launched April 20th and expired May 31st at 4:30 pm.

As outlined in the attached *Certificate of Results*, Zero (Ø) *Elector Response Forms* were submitted in opposition to the adoption of the bylaw. Therefore the Board may proceed to adopt Bylaw No. 3393.

Submitted by,

Kathleen Harrison
Deputy Corporate Secretary
Corporate Services Department

<p>Reviewed by: Division Manager:</p> 
<p>Approved by: General Manager:</p> <p>NOT AVAILABLE</p>

Attachment: Certificate of Results – Bylaw No. 3393



C·V·R·D

**CVRD Bylaw No. 3393
Certificate of Results - Alternative Approval Process**

I hereby certify that Zero (Ø) *Elector Response Forms* were received in opposition to the adoption of "CVRD Bylaw No. 3393 – Cowichan Station Area Association Annual Financial Contribution (Area B) Service Establishment Bylaw, 2011", which establishes a service for the purpose of assisting the *Cowichan Station Area Association* with costs associated with the operation and maintenance of the Hub, a community space located at 2375 Koksilah Road, (former Cowichan Station School), and the delivery of community based programs and services, heritage projects, and community events.

The total number of eligible electors in the service area to which the Alternative Approval Process applies is estimated at 5,641.

In accordance with Section 86 (1) of the *Community Charter*, the number of Elector Response Forms received (Ø) represents less than 10% of the electors in the area to which the Alternative Approval Process applies, and the Board of Directors of the Cowichan Valley Regional District may proceed to adopt CVRD Bylaw No. 3393.

DATED at Duncan, British Columbia)
this 1st day of June, 2011)

) 
) Kathleen Harrison
) Deputy Corporate Secretary

Number of Eligible Electors in the Service Area	10% of the Electors	Valid Elector Response Forms Received
5,641	564	Ø



SR3

STAFF REPORT

BOARD MEETING
OF JUNE 8, 2011

DATE: June 1, 2011 FILE NO: 2240-20-Wikkerink
FROM: Harmony Huffman, Environmental Technologist III
SUBJECT: Licence of Occupation for Cameron-Taggart lands

Recommendation/Action:

That the Board Chair and Corporate Secretary be authorized to sign a License of Occupation Agreement with Mr. Bill Wikkerink, for the purpose of harvesting hay from CVRD property located on Cameron-Taggart Road.

Relation to the Corporate Strategic Plan: Support agriculture.

Financial Impact: (Reviewed by Finance Division: _____)

Anticipated revenues of up to \$2,000 will be realized, which reflects market rates.

Background:

The Cowichan Valley Regional District (CVRD) acquired the Cameron-Taggart property in June 2010. At the time of acquisition, Mr. Bill Wikkerink, a local farmer, held a lease on a portion of the property that allowed him to harvest hay during the summer months. This lease expired on December 31, 2010.

Mr. Wikkerink has since contacted the CVRD to state his interest in harvesting hay from the property during the summer of 2011. Staff have drafted a short-term License of Occupation that will allow Mr. Wikkerink to access the property to harvest hay from the field to the east of Cameron-Taggart Road (ALR land), and from the field lying to the right of the entrance road on the west side of Cameron-Taggart Road (A-1 lands).

It is not anticipated that Mr. Wikkerink's proposal will conflict with any other works or studies that may be carried out on the site, and has the benefit of allowing the portions of the property suitable for agriculture to continue to be used for this purpose, until such time as the ALR lands can be sold.

Submitted by,

Harmony Huffman, Environmental Technologist
Recycling & Waste Management Division
Engineering & Environmental Services

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

BYLAW NO. 3393

**A Bylaw to Establish a Service Within
Electoral Area B – Shawnigan Lake to Provide an
Annual Financial Contribution to the Cowichan Station Area Association**

WHEREAS pursuant to sections 796 and 800 of the *Local Government Act*, a regional district may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of a regional district;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish a service within Electoral Area B - Shawnigan Lake for the purpose of assisting the Cowichan Station Area Association with costs associated with the operation and maintenance of the Hub, a community space located at 2375 Koksilah Road (former Cowichan Station School) and the delivery of community based programs and services, heritage projects, and community events;

AND WHEREAS the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors in accordance with Section 801.3 of the *Local Government Act* and Section 86 of the *Community Charter*;

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 for all purposes as "**CVRD Bylaw No. 3393 - Cowichan Station Area Association Annual Financial Contribution (Area B - Shawnigan Lake) Service Establishment Bylaw, 2011**".

2. SERVICE BEING ESTABLISHED

The service being established under the authority of this bylaw is a service within Electoral Area B - Shawnigan Lake for the purpose of providing an annual financial contribution to assist the Cowichan Station Area Association with costs associated with the operation and maintenance of the Hub, a community space located at 2375 Koksilah Road (former Cowichan Station School) and the delivery of community based programs and services, heritage projects, and community events. The service shall be known as the "Cowichan Station Area Association Annual Financial Contribution (Area B - Shawnigan Lake) Service".

3. SERVICE AREA BOUNDARIES

The boundaries of the service area are the boundaries of Electoral Area B - Shawnigan Lake.

4. PARTICIPATING AREA

Electoral Area B - Shawnigan Lake is the only participating area for this service.

5. METHOD OF COST RECOVERY

The annual cost of providing this service shall be recovered by one or more of the following:

- a) property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements within the service area, as per the *Local Government Act*;
- b) revenues raised by other means authorized by the *Local Government Act* or another Act.

6. MAXIMUM REQUISITION

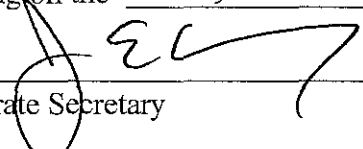
The maximum amount of money that may be requisitioned annually in support of this service shall be the greater of \$5,000 or an amount equal to the amount that could be raised by a property value tax of \$0.00334 per \$1,000 of net taxable value of land and improvements within the service area.

READ A FIRST TIME this 9th day of February, 2011.

READ A SECOND TIME this 9th day of February, 2011.

READ A THIRD TIME this 9th day of February, 2011.

I hereby certify this to be a true and correct copy of Bylaw No. 3393 as given Third Reading on the 9th day of February, 2011.



Corporate Secretary

FEBRUARY 23, 2011

Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 14th day of March, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3493

A Bylaw to Amend Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Establishment Bylaw No. 4, 1991

WHEREAS the Board of the Cowichan Valley Regional District established the *Shawnigan Lake (Electoral Area B) Community Hall Local Service Area* under the provisions of Bylaw No. 1355, cited as "CVRD – Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Establishment Bylaw No. 4, 1991", as amended, for the purpose of providing a community hall within the boundaries of Electoral Area B – Shawnigan Lake and offering services and programs, both on and off site, through the Shawnigan Lake Community Hall;

AND WHEREAS the Regional District wishes to amend Bylaw No. 1355 by increasing the maximum annual requisition limit from \$210,000 to \$719,000;

AND WHEREAS the Director for Electoral Area B – Shawnigan Lake 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. 3493 – Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Amendment Bylaw, 2011".

2. **AMENDMENT**

That Bylaw No. 1355, cited as "CVRD – Shawnigan Lake (Electoral Area B) Local Service (Community Hall) Establishment Bylaw No. 4, 1991", be amended by deleting "\$.3700/\$1,000.00" between the words "of" and "of" in the third line of the Section 3 - Maximum Requisition text and replacing it with "\$0.46213/\$1,000" and deleting the figure "\$210,000.00" and replacing it with "\$719,000".

READ A FIRST TIME this 11th day of May, 2011.

READ A SECOND TIME this 11th day of May, 2011.

READ A THIRD TIME this 11th day of May, 2011.

ADOPTED this _____ day of _____, 2011.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3494

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

WHEREAS the Board of the Cowichan Valley Regional District established the *Honeymoon Bay Water System Service Area* under the provisions of Bylaw No. 1588, cited as "CVRD – Honeymoon Bay Local Service (Community Water Supply and Distribution) Establishment Bylaw No. 10, 1993", 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 018-871-020, Lot 2, Section 38, Renfrew District (Situate in Cowichan Lake District), Plan VIP59274;

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. 3494 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Amendment Bylaw, 2011".

2. **AMENDMENT**

That Bylaw No. 1588 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

READ A FIRST TIME this 11th day of May , 2011.

READ A SECOND TIME this 11th day of May , 2011.

READ A THIRD TIME this 11th day of May , 2011.

ADOPTED this _____ day of _____ , 2011.

Chairperson

45 _____
Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3495

A Bylaw to Amend Lake Cowichan Fire Protection Service Establishment Bylaw No. 1657

WHEREAS the Board of the Cowichan Valley Regional District established the *Lake Cowichan District Fire Protection Area* under the provisions of Bylaw No. 1657, cited as "CVRD Bylaw No. 1657 – Lake Cowichan Fire Protection Service Establishment Bylaw, 1994", as amended, for the purpose of providing fire protection and suppression services within portions of Electoral Area F – Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek;

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 028-062-744, Lot 68, Blocks 117 and 1405, Cowichan Lake District, Plan VIP87272;

AND WHEREAS the Regional Board has received a sufficient petition to include the property within the fire protection service area;

AND WHEREAS the Directors for Electoral Area F - Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek have 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 for all purposes as "**CVRD Bylaw No. 3495 – Lake Cowichan Fire Protection Service Amendment Bylaw, 2011**".

2. AMENDMENT

That Schedule A to CVRD Bylaw No. 1657 be deleted and replaced with the Schedule A attached to this bylaw.

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

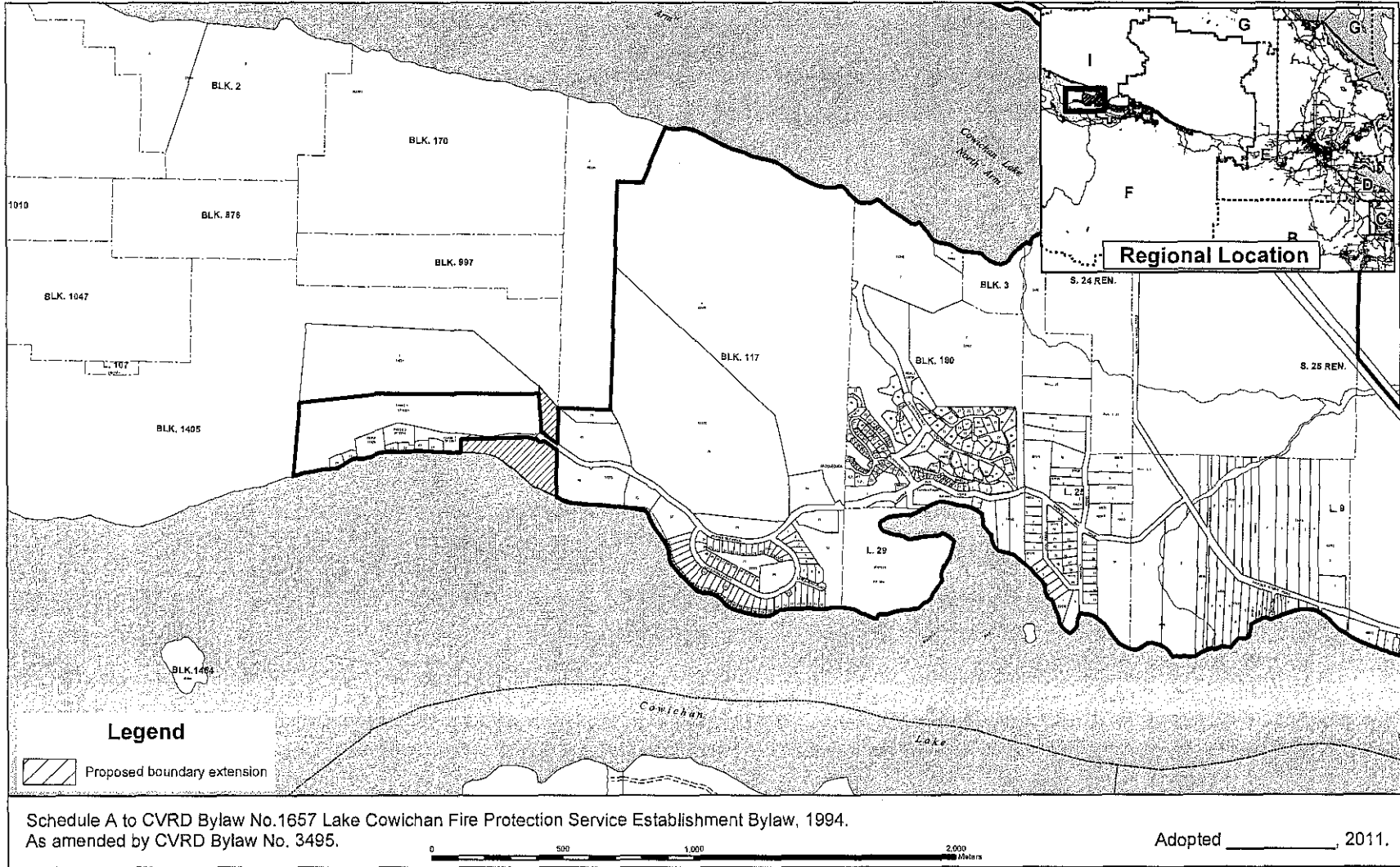
READ A SECOND TIME this _____ day of _____, 2011.

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

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary





COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3496

A Bylaw to Amend Mail Ballot Authorization and Procedure Bylaw No. 1981

WHEREAS the Board of the Cowichan Valley Regional District authorized and established procedures for voting by mail ballot under the provisions of Bylaw No. 1981, cited as "CVRD Bylaw No. 1981 – Mail Ballot Authorization and Procedure Bylaw, 1999";

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to amend Bylaw No. 1981 to permit persons who expect to be absent from the Regional District on general voting day and at the times of all advance voting opportunities to vote by mail ballot;

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. 3496 – Mail Ballot Authorization and Procedure Amendment Bylaw, 2011**".

2. **AMENDMENTS**

1. That all references to "*Municipal Act*" be changed to: "*Local Government Act*".
2. That Section 2 – Authorization be deleted and replaced with the following Section 2:

"2. **AUTHORIZATION**

- 2.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.2 In accordance with the provisions of Section 100(3) of the *Local Government Act*, the only electors who may vote by mail ballot are:
 - (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (b) persons who reside in the following areas of the Regional District that are remote from voting places at which they are entitled to vote, shall be permitted to vote by mail ballot:

- (i) that portion of Area F (Cowichan Lake South/Skutz Falls) west of the E&N Land Grant as shown shaded on the attached Schedule A.
 - (ii) all Area G (Saltair/Gulf Islands) islands, except Thetis Island, as shown on the attached Schedule B.
- (c) persons who expect to be absent from the Regional District on general voting day and at the times of all advance voting opportunities."

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. 3499**

A Bylaw to Amend Youbou Street Lighting Service Establishment Bylaw No. 2193

WHEREAS the Board of the Cowichan Valley Regional District established the *Youbou Street Lighting Service* under the provisions of Bylaw No. 2193, cited as "CVRD Bylaw No. 2193 – Youbou Street Lighting Service Establishment Bylaw, 2001", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 2193 by increasing the maximum annual requisition limit from \$21,800 to \$40,000;

AND WHEREAS the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors in accordance with the *Local Government Act* and the *Community Charter*,

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. 3499 – Youbou Street Lighting Service Area Amendment Bylaw, 2011**".

2. **AMENDMENT**

That CVRD Bylaw No. 2193 be amended by deleting the words "Twenty One Thousand Eight Hundred Dollars (\$21,800)" and replacing them with the words "Forty Thousand Dollars (\$40,000)" in the second line of the first paragraph of the Section 4 – Cost Recovery text.

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

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

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

I hereby certify this to be a true and correct copy of Bylaw No. 3499 as given Third Reading on the _____ day of _____, 2011.

Corporate Secretary

Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this

_____ day of _____ 2011.

ADOPTED this _____ day of _____, 2011.

Chair

Corporate Secretary



C·V·R·D

B7

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3500

A Bylaw to Amend Arbutus Ridge Drainage System Service Establishment Bylaw No. 3290

WHEREAS the Board of the Cowichan Valley Regional District established the *Arbutus Ridge Drainage System Service Area* under the provisions of Bylaw No. 3290, cited as "CVRD Bylaw No. 3290 – Arbutus Ridge Drainage System Service Establishment Bylaw, 2009";

AND WHEREAS the Regional District wishes to amend Bylaw No. 3290 by increasing the maximum annual requisition limit from \$31,104 to \$37,000;

AND WHEREAS the Director for Electoral Area C – Cobble Hill 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. 3500 – Arbutus Ridge Drainage Service Amendment Bylaw, 2011**".

2. **AMENDMENT**

That CVRD Bylaw No. 3290 be amended by deleting "\$31,104.00" in the second line of the first paragraph of the Section 6 - Maximum Requisition text and replacing it with "\$37,000", and deleting "\$0.0995 per \$1,000.00" between the words "of" and "to" in the third line of the Section 6 - Maximum Requisition text and replacing it with "\$0.1201/\$1,000".

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.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3504

A Bylaw to Amend Elections/Voting Procedures Bylaw No. 2277

WHEREAS the Board of the Cowichan Valley Regional District established various procedures and requirements to be applied in the conduct of local government elections and other voting under the provisions of Bylaw No. 2277, cited as "CVRD Bylaw No. 2277 – Elections/Voting Procedures Bylaw, 2001";

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to amend Bylaw No. 2277 to permit Automated Voting Machines and to change the method used for resolving tie votes;

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. 3504 – Election/Voting Procedures Amendment Bylaw, 2011".

2. **AMENDMENTS**

1. That all references to "*Municipal Act*" be changed to: "*Local Government Act*".
2. That Section 8 – Mail Ballot Voting be amended by adding the following clause to the end of subsection 8(b):
 - (iii) persons who expect to be absent from the Regional District on general voting day and at the times of all advance voting opportunities.
3. That the following be added as Section 9 and the existing sections be renumbered accordingly:

"9. **AUTOMATED VOTING MACHINES**

- 9.1 As authorized under Section 102, the Regional District may use automated voting machines, voting recorders or other devices for voting in an election.
- 9.2 The procedures for the use of automated voting machines, voting recorders or other devices shall be established by separate bylaw.

4. That Section 13 – Resolution of Tie Votes After Judicial Recount be deleted and replaced with the following Section 13:

13. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be determined by lot in accordance with section 141(2) of the *Local Government Act*.

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. 3507

**A Bylaw to Amend the Dogwood Ridge Water System Management
Bylaw No. 3313**

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Dogwood Ridge Water System* pursuant to Bylaw No. 3313, cited as "CVRD Bylaw No. 3313 – Dogwood Ridge Water System Management Bylaw, 2009";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to add Schedule I;

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 for all purposes as "**Cowichan Valley Regional District Bylaw No. 3507 - Dogwood Ridge Water System Management Amendment Bylaw, 2011**".

2. **AMENDMENTS**

a) That the attached Schedule I be added to and form part of 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 I

TO CVRD BYLAW NO. 3313

FALL 2011 USER FEE CHARGE

A user fee charge in the amount of \$479.00 will be invoiced in the Fall of 2011 to each of the properties within the service area boundary of the Dogwood Ridge Water System, for the period March 15 to September 14, 2011. The user fee charge supersedes Schedule B of the bylaw on a "one-time" basis only.



C·V·R·D

B10

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3508

A Bylaw to Authorize an Automated Vote Counting System and Procedures

WHEREAS under the *Local Government Act*, the Board of the Cowichan Valley Regional District may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish various procedures and requirements under that authority;

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. 3508 – Automated Vote Counting System Authorization and Procedures Bylaw, 2011**".

2. DEFINITIONS

1. In this bylaw the following terms have the following meanings:

Acceptable mark means a completed arrow which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election results which comprises:

a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:

- (i) voted ballots; and
- (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

b) a number of **storage ballot compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

.../2

Ballot means a single ballot card designed for use in an **automated vote counting system**, which shows:

- a) the names of all of the candidates for each of the offices to be filled; and
- b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

Ballot return override procedure means the use, by an Election Official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

Election headquarters means Cowichan Valley Regional District (CVRD), 175 Ingram Street, Duncan, British Columbia, V9L 1N8.

Memory pack means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of "yes" or "no" for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

Storage ballot compartment means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

Results tape means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Storage ballot compartment means a designed compartment in the ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

Vote counting unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each other voting question.

3. USE OF VOTING MACHINES

1. The Board hereby provides for the use of an **automated vote counting system** for the conduct of elections and other voting that may, from time to time, be required.

4. AUTOMATED VOTING PROCEDURES

1. The Presiding Election Official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a **vote counting unit** is provided to an elector, as soon as such elector enters the voting place and before a **ballot** is issued.
2. Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the Election Official responsible for issuing **ballots**, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
3. Upon receiving a **ballot** the elector shall immediately proceed to a voting compartment to vote.
4. The elector may vote only by making an **acceptable mark** on the **ballot**:
 - a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
5. Once the elector has finished marking the **ballot**, the elector must either place the **ballot** into the **secrecy sleeve**, if one has been requested, or turn the ballot upside down and proceed to the **vote counting unit**, and under the supervision of the Election Official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the **ballot** being exposed.
6. If, before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or if the **ballot** is returned by the **vote counting unit**, the elector may return to the voting compartment to correct the ballot or request a replacement **ballot** by informing the Election Official in attendance.
7. Upon being informed of the replacement **ballot** request, the Presiding Election Official shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots**, and they shall not be counted in the election.
8. If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote counting unit**, the Election Official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
9. Any **ballot** counted by the **vote counting unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election, subject to any determination made under a judicial recount.

10. Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
11. During any period that a **vote counting unit** is not functioning, the Election Official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **storage ballot compartment**, on the understanding that if the **vote counting unit**:
 - a) becomes operational, or
 - b) is replaced with another **vote counting unit**,the **ballots** in the **storage ballot compartment** shall, as soon as reasonably possible, be removed by an Election Official and, under the supervision of the Presiding Election Official, shall be inserted into the **vote counting unit** to be counted.
12. Any **ballots** which were temporarily stored in the **storage ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the Presiding Election Official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.

5. ADVANCE VOTING OPPORTUNITY PROCEDURES

1. **Vote counting units** shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 4 of this bylaw.
2. At the close of voting at each advance voting opportunity, the Presiding Election Official in each case shall ensure that:
 - a) no additional **ballots** are inserted in the **vote counting unit**;
 - b) the **storage ballot compartment** is locked to prevent insertion of any **ballots**;
 - c) the **results tapes** in the **vote counting unit** are not generated; and
 - d) the **memory pack** of the **vote counting unit** is secured.
3. At the close of voting at the final advance voting opportunity, the Presiding Election Official shall:
 - a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - b) secure the **vote counting unit** so that no more **ballots** can be inserted; and
 - c) deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the Chief Election Officer at **election headquarters**.

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

1. Unless the Chief Election Officer determines it is practical to use a **vote counting unit**, a **storage ballot compartment** as defined herein, shall be used for all special voting opportunities. The Presiding Election Official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **storage ballot compartment** supplied by the Presiding Election Official.

2. The Presiding Election Official at a special voting opportunity shall ensure that the **storage ballot compartment** is secured when not in use and at the close of voting at the final special voting opportunity, the Presiding Election Official shall seal the **storage ballot compartment** and return it together with all other election materials to the custody of the Chief Election Officer.
3. If a **vote counting unit** is in use at a special voting opportunity, the Presiding Election Official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 5 of this bylaw as if it were an advance voting opportunity.

7. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

1. After the close of voting on general voting day, each Presiding Election Official, except those responsible for advance and special voting opportunities, shall undertake all of the following, generally in the order stipulated:
 - a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - b) secure the **vote counting unit** so that no more **ballots** can be inserted;
 - c) generate three copies of the **results tape** from the **vote counting unit**;
 - d) telephone the result to **election** headquarters immediately;
 - e) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, together with the **memory pack** from the **vote counting unit** and one copy of the **results tape**, into the ballots and results box;
 - f) complete the ballot account and place the duplicate copy in the ballots and results box;
 - g) seal the ballots and results box;
 - h) place the voting books, list of electors, the original copy of the ballot account, one copy of the **results tape**, completed registration cards, keys and all completed forms into the election materials box; and
 - i) deliver, or have available for pick-up, the sealed ballots and results box, **vote counting unit** and the election materials box, to the Chief Election Officer at **election headquarters**.
2. At the close of voting on general voting day, the Chief Election Officer shall direct the Presiding Election Official for the advance voting opportunity and any special voting opportunities where **vote counting units** were used, to proceed in accordance with Section 7.1 of this bylaw.
3. All portable ballot boxes used in the election will be opened, under the direction of the Chief Election Officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a **vote counting unit** to be counted, after which the provision of Sections 7.1 (a) to (h), so far as applicable, shall apply.
4. Upon the fulfilment of the provisions of Section 7.1 to 7.4 inclusive, the Chief Election Officer shall, to obtain the election results, direct an Election Official to place the results in a spreadsheet, which may be used for display in the [location], indicating the total election results.

8. RECOUNT PROCEDURE

1. If a recount is requested by a candidate after the preliminary election results are announced, it shall be conducted under the direction of the Chief Election Officer using the **automated vote counting system** and generally in accordance with the following procedure:
 - a) the **memory packs** of all **vote counting units** will be cleared;
 - b) a **vote counting unit** will be designated for each voting place;
 - c) all voted **ballots** will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate **vote counting unit** under the supervision of the Chief Election Officer;
 - d) any **ballots** returned by the **vote counting unit** during the recount process shall, through the use of the **ballot return override procedure**, be reinserted in the **vote counting unit** to ensure that any **acceptable marks** are counted; and
 - e) to obtain election results, the Chief or Deputy Chief Election Officer shall place the results of each voting place on spreadsheets so as to tally the total election results.

9. GENERAL

1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
2. If any part, 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 which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

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.

Chair

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3371

**A Bylaw For The Purpose Of Amending Official Community Plan Bylaw
No. 1497, Applicable To Electoral Area H – North Oyster/Diamond**

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 H – North Oyster/Diamond, that being Official Community Plan Bylaw No. 1497;

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. 1497;

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. 3371 - Area H – North Oyster/Diamond Official Community Plan Amendment Bylaw (Heart Lake Developments), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No. 1497, as amended from time to time, is hereby amended as outlined on the attached Schedule A.

3. CAPITAL EXPENDITURE PROGRAM

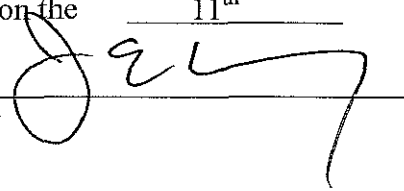
This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

READ A FIRST TIME this 14th day of April, 2010.

READ A SECOND TIME this 14th day of April, 2010.

READ A THIRD TIME this 11th day of August, 2010.

I hereby certify this to be a true and correct copy of Bylaw No. 3371 as given Third Reading on the 11th day of August, 2010.

Secretary 

Date FEBRUARY 7, 2011

APPROVED BY THE MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT UNDER SECTION 882(1) OF THE *LOCAL GOVERNMENT ACT*

this 12th day of MARCH, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson _____

Secretary _____



C·V·R·D

SCHEDULE "A"

To CVRD Bylaw No. 3371

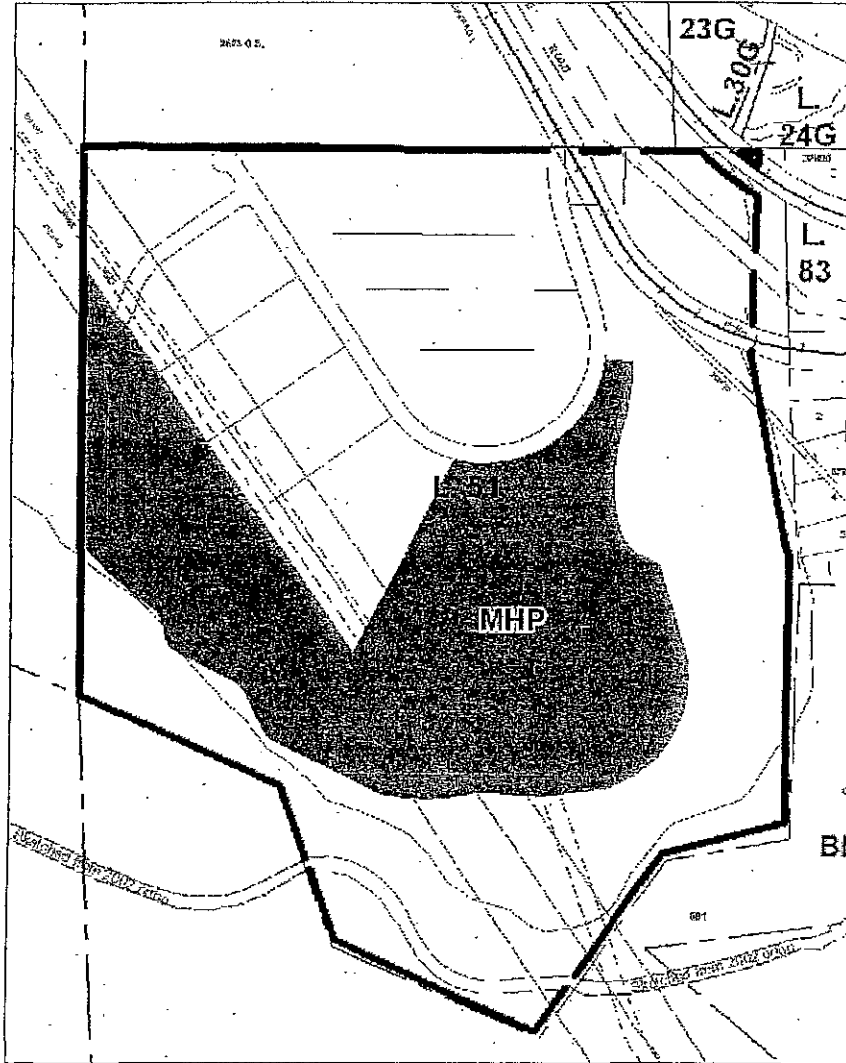
Schedule A to Official Community Plan Bylaw No. 1497, is hereby amended as follows:

1. That Part of District Lot 51, Oyster District, Except the Right of Way of the Esquimalt and Nanaimo Railway Company, Except Part Coloured Red on Plan Deposited Under DD 27279I, and Except Part Shown Outlined in Red on Plan Deposited Under DD 28555I AND That Part of District Lot 51, Oyster District, Shown Coloured Red on Plan Deposited Under DD27279I, as shown outlined in a solid black line on Plan number Z-3371 attached hereto and forming Schedule B of this bylaw, is redesignated from **Agricultural** to **Mobile Home Park Residential**, and that Schedule B to Official Community Plan Bylaw 1497 be amended accordingly.

PLAN NO. Z-3371

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

3371



THE AREA OUTLINED IN A SOLID BLACK LINE IS REDESIGNATED FROM

Agricultural

TO

Mobile Home Park Residential

APPLICABLE

TO ELECTORAL AREA H



C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3372

**A Bylaw For The Purpose Of Amending Zoning Bylaw No. 1020
Applicable To Electoral Area H – North Oyster/Diamond**

WHEREAS the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend zoning bylaws, and Section 904 permits the creation of zones for amenities and affordable housing;

AND WHEREAS the Regional District has adopted a zoning bylaw for Electoral Area H – North Oyster/Diamond, that being Zoning Bylaw No. 1020;

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. 1020;

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. 3372 – Area H – North Oyster/Diamond Zoning Amendment Bylaw (Heart Lake Developments), 2010**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 1020, as amended from time to time, is hereby amended in the following manner:

- a) Bush Creek Manufactured Home Residential (MH-2) is added to Section 6.1 "Creation of Zones" following the MH-1 - Manufactured Home Residential Zone;

- b) That the following definition is added to Part Three, between the definition of “lane” and “mollusc”:

“manufactured home” means a factory built dwelling that conforms to the CSA A277 series standard and is assembled on a permanent foundation.

- c) The following is inserted after Section 8.5:

8.5 MH-2 – BUSH CREEK MANUFACTURED HOME RESIDENTIAL

Subject to compliance with the General Requirements in Part Five of this Bylaw, the following provisions apply in this Zone:

(a) Permitted Uses

The following principal uses and no others are permitted in the MH-2 Zone:

1. Single Family Dwelling;
2. Manufactured Home;

The following accessory uses and no others are permitted in the MH-2 Zone:

1. Buildings and structures accessory to a principal permitted use;
2. Administration and recreation buildings;
3. Home occupation;
4. Horticulture.

(b) Conditions of Use

For any parcel in the MH-2 Zone:

1. The parcel coverage shall not exceed 35% for all buildings and structures;
2. The height of principal structures shall not exceed 7.5 metres;
3. The height of accessory structures shall not exceed 5.0 metres;
4. The minimum setbacks for the types of parcel lines set out in Column I of this section are set out for all structures in Column II:

Column I Type of Parcel Line	Column II Residential and Accessory Uses
Front	5.5 metres
Side (Interior)	3.0 metres from one side parcel line and 1.5 metres from the opposite side parcel line
Side (Exterior)	4.5 metres
Rear	7.5 metres

(c) Density, Density Bonus and Amenity Provisions

1. The number of residential parcels that may be created by subdivision in the MH-2 zone shall not exceed three, including any remainder parcel.
2. Despite Section 8.5(c)(1), the number of residential parcels that may be created by subdivision in the MH-2 zone may be increased up to 147 if the condition in Section 8.5(c)(3) is met.
3. In order to develop more than three residential lots, 24.51 hectares of land, in a location acceptable to the Regional District and generally identified as P-1 and P-2 on Schedule A of Bylaw 3372, shall be transferred to the Regional District in fee simple for nominal consideration, free and clear of all encumbrances of a financial nature, including mortgages, assignments of rents, options to purchase and rights of first refusal, and all other encumbrances including any statutory building scheme not specifically approved in writing by the Regional District, and the costs of transfer including the Regional District's actual, reasonable legal costs paid by the subdivider.
4. Despite Section 8.5 (c)(3), the owner of the subject lands may register rights of first refusal by way of a restrictive covenant on the lands to be transferred to the CVRD under this Section, with the terms of such rights of first refusal to be valid for no more than 10 years from the date of transfer of the lands to the CVRD, with the terms and conditions of the covenant to be approved in writing by the CVRD prior to registration.
5. Not more than one dwelling per parcel shall be permitted;
6. The minimum parcel area for the purposes of s. 946(4) of the *Local Government Act* is 25 hectares.

(d) Minimum Parcel Size

Subject to part 13, the minimum parcel size in the MH-2 zone shall be:

- (1) 540 sq.m. for parcels served by a community water and sewer system
- (2) 2.0 ha. for parcels served by a community water system only;
- (3) 2.0 ha. for parcels served by neither by a community water or sewer system.

- d) That Schedule B (Zoning Map) to Electoral Area H – North Oyster/Diamond Zoning Bylaw No. 1020 is amended by adding MH-2 Zone – Bush Creek Manufactured Home Residential to the legend.

e) That Schedule B (Zoning Map) to Electoral Area H – North Oyster/Diamond Zoning Bylaw No. 1020 is further amended by rezoning District Lot 51, Oyster District, Except the Right of Way of the Esquimalt and Nanaimo Railway Company, Except Part Coloured Red on Plan Deposited Under DD 27279I, and Except Part Shown Outlined in Red on Plan Deposited Under DD 28555I AND That Part of District Lot 51, Oyster District, Shown Coloured Red on Plan Deposited Under DD27279I, as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered Z-3372, from Primary Agricultural A-1 to:

- a. Bush Creek Manufactured Home Residential - MH-2
- b. Secondary Agricultural - A-2
- c. Park and Recreation – P-1
- d. Institutional – P-2

3. **FORCE AND EFFECT**

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

READ A FIRST TIME this 14th day of April , 2010.

READ A SECOND TIME this 14th day of April , 2010.

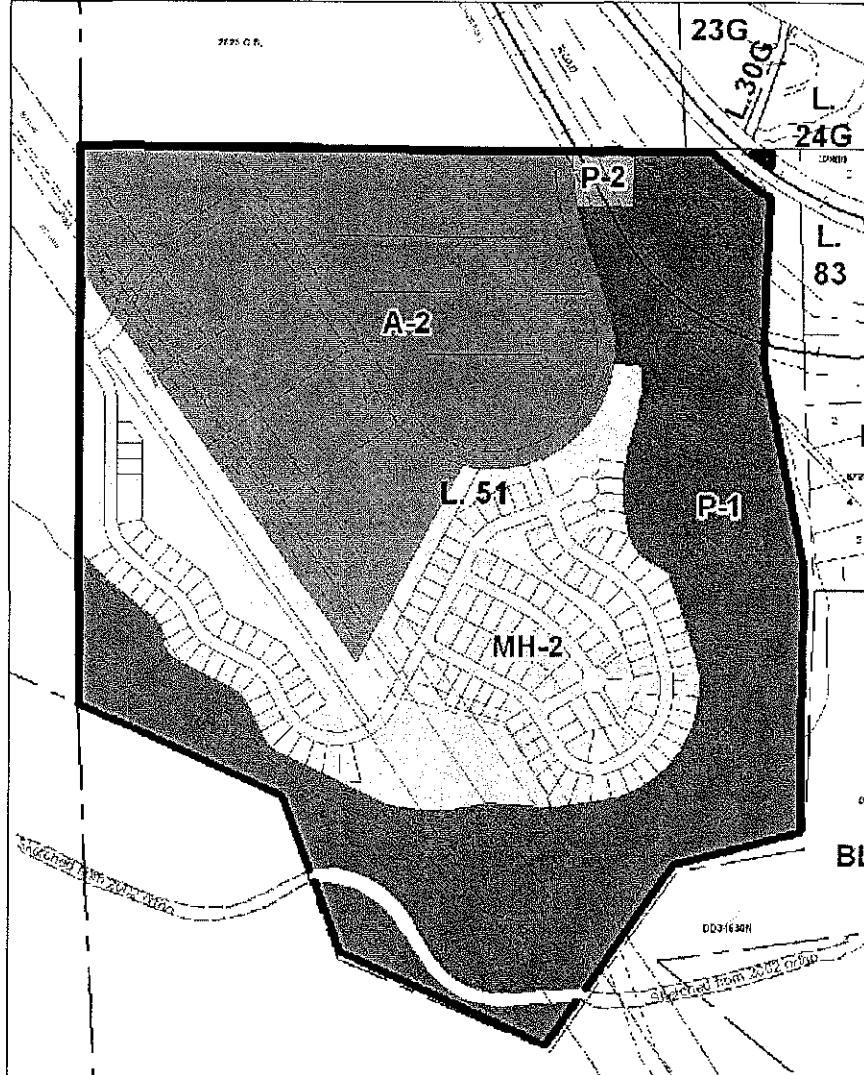
READ A THIRD TIME this 11th day of August , 2010.

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

A-1 (Primary Agricultural)

TO

MH-2 (Bush Creek Manufactured Home Residential); A-2 (Secondary Agricultural);

P-1 (Park and Recreation); and P-2 (Institutional)

APPLICABLE

TO ELECTORAL AREA H



C·V·R·D

B13

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3501

A Bylaw for the Purpose of Amending Official Community Plan Bylaw No. 1010, Applicable to Electoral Area B – Shawnigan Lake

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 B – Shawnigan Lake, that being Official Community Plan Bylaw No. 1010;

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. 1010;

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. 3501 – Electoral Area B – Shawnigan Lake Official Community Plan Amendment Bylaw (Conner), 2011**".

2. AMENDMENTS

Cowichan Valley Regional District Official Community Plan Bylaw No. 1010, as amended from time to time, is hereby amended as outlined on the attached Schedule A.

.../2

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

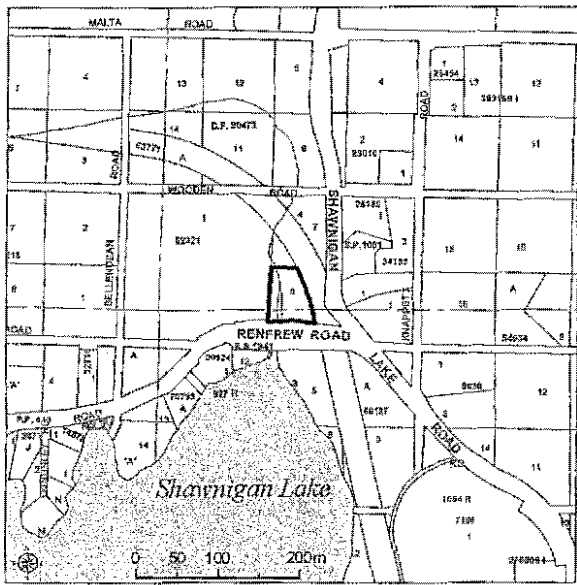
SCHEDULE "A"

To CVRD Bylaw No. 3501

Schedule A to Official Community Plan Bylaw No. 1010, is hereby amended as follows:

1. That Parcel A (DD 42057I) of Lot 8, Block 4, Sections 3 and 4, Range 4, Shawnigan District, Plan 218, as shown outlined in a solid black line on Plan number Z-3501 attached hereto and forming Schedule B of this bylaw:
 - a. Be redesignated from Urban Residential to Commercial and that Schedule B to Official Community Plan Bylaw No. 1010 be amended accordingly; and
 - b. That Figure 5 within Official Community Plan Bylaw No. 1010 be amended by designating That Parcel A (DD 42057I) of Lot 8, Block 4, Sections 3 and 4, Range 4, Shawnigan District, Plan 218, within the Village Core Commercial Development Permit Area.

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

Commercial APPLICABLE

TO ELECTORAL AREA B



C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3502

**A Bylaw for the Purpose of Amending Zoning Bylaw No. 985
Applicable to Electoral Area B – Shawnigan Lake**

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 B – Shawnigan Lake, that being Zoning Bylaw No. 985;

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. 985;

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. 3502 - Area B – Shawnigan Lake Zoning Amendment Bylaw (Conner), 2011**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 985, as amended from time to time, is hereby amended in the following manner:

- a) Schedule B (Zoning Map) to Zoning Bylaw No. 985 is amended by rezoning Parcel A (DD 420571) of Lot 8, Block 4, Sections 3 and 4, Range 4, Shawnigan District, Plan 218 – which is shown outlined in a solid black line on Schedule Z-3502 attached hereto and forming part of this Bylaw, from R-3 (Urban Residential) to C-2C (Local Commercial).
- b) Part 9.0 is amended by adding a new Section 9.4 C-2 C (Local Commercial) and re-numbering subsequent sections.

9.4 **C-2C – LOCAL COMMERCIAL**

- (a) **Principal Permitted Uses**

The following uses and no others are permitted in a C-2C Zone:

- (1) retail stores excluding convenience stores and external storage of goods;
- (2) offices, banks, credit unions, and other financial establishments;
- (3) restaurants, catering, excluding drive-through;
- (4) personal service establishment;
- (5) bed and breakfast;
- (6) one single family dwelling per parcel.

(b) Conditions of Use

For any parcel in a C-2C zone:

- (1) the parcel coverage shall not exceed 50 percent for all buildings and structures;
- (2) the height of all buildings and structures shall not exceed 10 metres, except for accessory buildings which shall not exceed a height of 7.5 metres;
- (3) the minimum setbacks for the types of parcel lines set out in Column I of this section are set out for all structures in Column II:

COLUMN I Type of Parcel Line	COLUMN II Buildings & Structures
Front	7.5 metres
Side (Interior & Exterior)	4.5 metres
Rear	6.0 metres

c) Amend Part 14.1 to include the following minimum parcel sizes:

Zoning Classification Under Zoning Bylaw	Parcels Served by Community Water and Sewer Systems	Parcels Served by Community Water System Only	Parcels Neither Served by Community Water or Sewer
C-2C Local Commercial	1100 sq. m	1675 sq. m	0.8 ha

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.

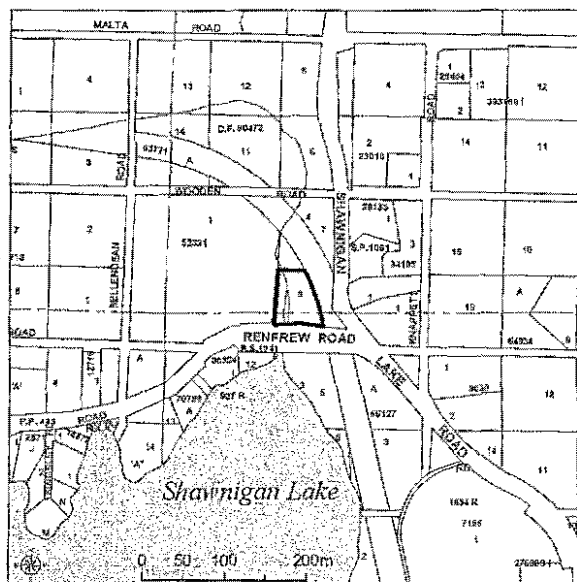
Chairperson

Corporate Secretary

PLAN NO. Z-3502

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

3502



THE AREA OUTLINED IN A SOLID BLACK LINE IS REZONED FROM

R-3 (Urban Residential)

TO

C-2C (Local Commercial)

APPLICABLE

TO ELECTORAL AREA B



B15

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3510

**A Bylaw to Adopt an Official Community Plan for the
Cowichan Valley Regional District Applicable to
Electoral Area A – Mill Bay/Malahat; Electoral Area B – Shawnigan Lake; and
Electoral Area C – Cobble Hill**

WHEREAS Section 876 of the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt official community plan bylaws;

AND WHEREAS the *Act* provides that an official community plan bylaw applies to an area outside of a municipality that is designated in the Plan as being covered by the Plan;

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 adopt 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 South Cowichan Official Community Plan Bylaw No. 3510, 2011, Electoral Area A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill**".

2. SCHEDULES

For the purposes of expressing the policies for land use and development of Electoral Area A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill, the Board of the Cowichan Valley Regional District hereby adopts the Official Community Plan Report and including Schedule A, Appendix A - Mill Bay Village Plan; Schedule A, Appendix B – Shawnigan Village Plan; Schedule A, Appendix C – Cobble Hill Village Plan marked Schedule A; the Plan Maps marked Schedule B; and the Plan Servicing Maps marked Schedule C, attached, which are an integral part of this bylaw.

.../2

3. VALIDITY

If any section, subsection, sentence, clause, phrase or map of this bylaw is for any reason held 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 remainders of the bylaw.

4. 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.

5. REPEAL

CVRD Official Community Plan Bylaw No. 1890 – Electoral Area A (Mill Bay/Malahat), as amended, is hereby repealed;

CVRD Official Community Plan Bylaw No. 1010 – Electoral Area B (Shawnigan Lake), as amended, is hereby repealed.

CVRD Official Community Plan Bylaw No. 1210 – Electoral Area C (Cobble Hill), as amended, is hereby repealed.

5. 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.

Exempt from approval by the Inspector of Municipalities under Section 3 (e) (ii) of the *Cowichan Valley Regional District Approval Exemption Regulation* pursuant to Ministerial Order No. MO36, February 21, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary

Bylaw No. 3510

All Schedules and Appendices are available through the following links:

[SC Official Community Plan Documents](#)

And www.cvr.bc.ca



RES1

APPOINTMENTS

**BOARD MEETING
OF JUNE 8, 2011**

DATE: May 25, 2011
FROM: Director Morrison
SUBJECT: Electoral Area F
– Cowichan Lake South/Skutz Falls Advisory Planning Commission

Recommendation:

That the following appointments to the Electoral Area F – Cowichan Lake South/Skutz Falls Advisory Planning Commission be approved:

Appointed for a Term to Expire November 30, 2011:

Sue Testall