



DATE: Tuesday, January 10, 2017

TIME: 19:00-21:00

MINUTES of the Electoral Area E Advisory Planning Commission (APC) held on the above noted date and time at 175 Ingram Street, Duncan, B.C., CVRD Boardroom.

Members Present: Susan Kaufmann (Chair)

Sarah Davies-Long
Patrick Jackson
Julia Rylands
John Salmen (Vice-Chair)
Stafford Reid
Parker Jefferson
Michelle Geneau
Celina Gold

Also Present: Alison Nicholson, Electoral Area E Director
Bev Suderman, CVRD Planner, Community and Regional Planning Division
(Minute-taker)

Absent: David Coulson
Justin Straker (Secretary)
Bruce Fraser
David Tattam
Antonio Mendenhall

CALL TO ORDER

Susan Kaufmann called the meeting to order at 7:00 pm

John West and Keith Williams were thanked for their contributions to the APC. Patrick Jackson was welcomed as the new member of the APC. A round of introductions was made.

APPROVAL OF AGENDA

Planner Suderman requested that a number of items be added to the agenda: 1) Under Planner's report, a discussion of the Koksilah Industrial Park process; and 2) Under new business, discussion of the February meeting date.

It was Moved (Parker Jefferson) and Seconded (Julia Rylands) that the agenda be adopted as amended. MOTION CARRIED

ACCEPTANCE OF MINUTES:

It was Moved (Celina Gold) and Seconded (Sarah Davies-Long) that the minutes of the Area E APC meeting of October 11, 2016 be accepted as revised. MOTION CARRIED

BUSINESS ARISING FROM MINUTES

1. **Request to add the issue of dispensaries (retail outlets for marijuana) to the list of issues on page 3 of the minutes** – Because the list of issues reflected in the minutes documents the discussion of the meeting, the minutes should not be changed. However, the issue can be added to the list of issues to be addressed in the OCP process.
2. **Types of maps to be used in the APC meetings** – A number of poster board maps from the community meetings were on display in the Boardroom. To expand on this mapping /grounding information, it was suggested that the Committee could make use of the AV equipment in the Boardroom, and access the internet for Google Earth images, or access the CVRD's GIS system. Also, wall maps for the four community areas (Cowichan Station, Glenora, Sahtlam/Paldi, and Eagle Heights/Koksilah Industrial Park) would be useful for each meeting.
3. **Koksilah Stormwater Study Funding Received?** – Planner Suderman will follow up with the Environmental Services Division to find out when they expect to hear.

REPORTS**a) Director's Report:**

1. Hols application update: 4 options are being considered by CVRD staff to deal with the non-conformance on the property. There will be a public meeting on the issues presented by this application for OCP policy development prior to moving forward. Planner Suderman will present a briefing note about the issues and options for policy development at the next APC meeting.
2. Koksilah Watershed Study: Herb Hammond (Silva Foundation) will be making a presentation on Tuesday, Jan 17 at 7:30 at the Hub about the watershed study. All are welcome.
3. Subdivision Servicing Bylaw: public meetings to explain the proposed amendments coming up soon. Director Nicholson is a strong supporter of the proposed amendments, which will ensure that in future, when people buy a parcel of land, it will have a proven potable water supply. APC members are encouraged to attend. Meetings are scheduled as follows:
 - a. January 25, 2017, 7 pm, at the Mill Bay Community League Hall
 - b. January 26, 2017, 7 pm, at the Island Savings Centre, Mesachie Room
 - c. February 1, 2017, 7 pm, at the North Oyster Community Centre
4. Tiny homes are emerging as an issue within Area E. Suggestion that there be a special study within the context of the OCP policy development. Key issues include Building Code compliance, and water/septic provision.

b) Planner's Report:**1. Discovery Café Meeting Notes**

- Next step is to prepare an Executive Summary, showcasing the common threads and unique aspects of each community.
- Concern regarding the low numbers for some of the meetings; will it affect credibility of results?

- Observation that there appeared to be a fair amount of commercial development called for in Sahtlam. This raises questions about OCP policy direction, including how this relates to the development potential of Paldi.
- Encouragement to complete the document, and then leave it open to additional comments from the community, via social media (Facebook, Placespeak)

2. Wetlands Study/Hydrologic Mapping

- Relationship between the overall hydrologic mapping exercise and the wetlands policy requirements of the Cowichan Koksilah OCP were discussed.
- Comments on the document:
 - Figures 2 and 3: counter-intuitive to have the colour red representing the least sensitive lands
 - Classification and field verification techniques will be according to standardized methods
 - Question re the legend in Figure 5: What does it mean?
 - Analysis is impressive, but it is only the first step. Need to understand the implications, and how it can be used for planning
- Groups to approach to assist with field verification: birdwatchers, Streamkeepers, Toad Study Group,
- APC members willing to assist with planning the field verification activities: Sarah Davies-Long, Michelle Geneau
- Related concerns:
 - The dynamics of the system do not appear to be reflected in the analysis so far, example impacts of large-scale forestry cutblocks
 - How do groundwater withdrawals affect surface water supplies? Can the data being gathered through water licensing provide any insight on implications of managing for groundwater?
 - Is this type of analysis being done with a view to monitoring changes/development over time?
 - Need confirmation of the list of stressors being observed
 - How does this work link to previous CVRD work? Examples include the DRASTIC mapping, and water balance modelling.
- Once the study is completed, would appreciate a presentation to the APC by the consultants.

3. Agriculture Study

- Initial meeting with farmers has been held, and a study advisory committee has been struck, with Julia Rylands serving as a member of this as liaison to the APC. Decision to focus on the food production needs of small scale producers, which are defined as under \$150,000/year gross farm receipts, and 30 acres or smaller land base, and non-quota. Food production includes wine.
- Request from Economic Development to expand the scope of the study to address the needs of the region as a whole, given that the issues faced by small-scale farmers are similar across the region.
- Draft RFP will be revised in response to comments received from the Municipality of North Cowichan and the BC Climate Change Adaptation group, and recirculated to the advisory committee prior to bringing it to the APC.
- Discussion points:
 - Concerns re land modifications for agricultural purposes; need to maintain a base of coastal trees/forests

- Impact of forestry on the land base
- Farm development infrastructure impacts
- Need to recognize the diversity of agriculture, with a focus on the innovative solutions and benefits of agriculture.

4. Koksilah Industrial Park (KIP) Study

- Survey developed in SurveyMonkey; half of the survey concerned business-specific issues, and the other half concerned issues with regard to the KIP itself
- KIP blanketed with postcards inviting participation in the online survey, hand-delivered by a team made up of Amy Melmock (Economic Development Manager), Bridget Horel (Islands and Coastal Economic Trust intern), Alison Nicholson (Area E Director), and Bev Suderman (Planner); some supplementary in-depth interviews also conducted by the Economic Development team
- 93 businesses identified in KIP, with 53% response rate on the survey; database has been created
- Survey results support the findings of the earlier survey, that had much lower participation rates
- Next step is to have a meeting with business owners, tentatively scheduled for Tuesday, January 31 from 4:30 – 6:00 pm, to respond to the comments and to suggest possible solutions to the top priority items
- It is hoped that this process will lead to the decision to proceed with a Local Area Plan with the vision of becoming a “fish-friendly” industrial park.

5. Mapping Exercise – postponed until next meeting, due to lack of time

INFORMATION

a) Speaker Series: In response to the challenge by the Area E APC, and other sources of inspiration, a Speaker Series is in development to bring “fresh ideas and new thinking” to rural planning. Work is being undertaken collaboratively within the community:

- Partnership with VIU, Cowichan Campus – which will allow the use of the lecture theatre for large community presentations
- Partnership with School District 79 regarding the possibility of working with groups of high school students in a design charrette style competition
- Partnership with Planning Institute of BC – which should assist with publicity and attendance by planners and related design professionals, and provide for continuing professional development opportunities for planners
- Partnerships across the region, and within the CVRD are being sought to assist with funding
- There are many local people with expertise who have been, or are being approached to participate as speakers
- In negotiation with three out-of-town speakers at this time:
 - Gil Penalosa, 8-80 Organization, who focuses on inclusive communities with special emphasis on transportation and parks/recreation – for April 2017
 - Charles Montgomery, journalist with a specialization in neurosciences, author of the Happy City – for May 2017
 - Randall Arendt, planner who focuses on rural planning issues, preserving rural and environmental values in the face of development – for June 2017
- Grant funding is being sought for this initiative, to cover the costs
- Stay tuned for more information

NEW BUSINESS

1. Communications list for APC: Privacy regulations prevent the CVRD from sharing contact information for APC membership with the Chair or Secretary of the APC. Permission is sought from the APC members to be able to provide phone and email information to the Chair and Secretary, for contact purposes between meetings. Permission was granted by members present, by a nod of assent. It will be sought as well from the APC members who were not present at the meeting, and then a list will be prepared by Planner Suderman for the use of the Chair and Secretary.
2. February meeting date: Next APC meeting date is scheduled for Tuesday, February 14, which may be problematic. Suggestion to move the meeting date to Tuesday, February 7, given the length of time between meetings, and to avoid any possible complications for February 14. Agreed.

PUBLIC QUESTIONS/COMMENTS

1. No members of the public present at this meeting

ADJOURNMENT

MOTION:

It was Moved (Michelle Geneau) that the meeting be adjourned at 9:07 pm.

MOTION CARRIED



Minute-Taker (in lieu of Secretary)



Chairperson

