



**COWICHAN VALLEY REGIONAL DISTRICT**

**NOTICE OF REGULAR BOARD MEETING**

**DAY: WEDNESDAY**

**DATE: SEPTEMBER 8, 2010**

**TIME: → REGULAR SESSION  
6:00 P.M.**

**PLACE: BOARD ROOM**

**175 INGRAM STREET**



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**Joe E. Barry**  
**Corporate Secretary**



**C·V·R·D**

**REGULAR BOARD MEETING**

**WEDNESDAY, SEPTEMBER 8, 2010**

**6:00 PM - CVRD BOARD ROOM**

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B5	"CVRD Bylaw No. 3426 - Kerry Village Sewer System Capital Reserve Fund Expenditure (\$10,620.) Bylaw, 2010", 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> reading.	58-59
B5	"CVRD Bylaw No. 3426 - Kerry Village Sewer System Capital Reserve Fund Expenditure (\$10,620.) Bylaw, 2010", adoption.	58-59

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

B6	"Cowichan Valley Regional District Bylaw No. 3421 - Area H - North Oyster/Diamond Official Community Plan Amendment Bylaw (Bill 27), 2010", 1 <sup>st</sup> and 2 <sup>nd</sup> reading.	60-65
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**12. RESOLUTIONS:**

RES1 Appointment to the Electoral Area H - North Oyster/Diamond Advisory Planning Commission. 66

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

a) Public

b) Press

**17. CLOSED SESSION:**

CSM1 Adoption of Closed Session Minutes of August 11, 2010. 67-70

CSCR1 Third Party Negotiations {Sub (2) (b)} To Be Distributed  
71

CSSR1 Employee Relations {Sub (1) (c)} Verbal

**18. ADJOURNMENT:**

The next Regular Board meeting will be held October 13, 2010 at 6:00 p.m., 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, August 11, 2010 at 6:00 pm.

**PRESENT:** Chair G. Giles,  
Directors K. Cossey, M. Dorey, L. Duncan,  
B. Harrison, D. Haywood, L. Iannidinaro,  
P. Kent, K. Kuhn, M. Marcotte,  
I. Morrison, G. Seymour and T. Walker <6:12 pm>.

**ALSO PRESENT:** Tom Anderson, Acting Administrator  
Joe Barry, Corporate Secretary  
Mark Kueber, General Manager, Corporate Services  
Sharon Moss, Manager, Finance Division  
Bob McDonald, Manager, Recycling & Waste Management  
Ron Austen, General Manager  
Parks, Recreation & Culture  
Sybille Sanderson, Acting General Manager, Public Safety  
Dave Leitch, Manager, Water Management  
Jason Adair, Superintendent, Solid Waste Operations  
Kate Miller, Manager, Regional Environmental Policy

**ABSENT:** Directors R. Hutchins and T. McGonigle

**APPROVAL OF  
AGENDA  
10-414**

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

**NB1 Kinsol Trestle Revitalization Committee Report and Recommendation of Meeting of August 11, 2010 and  
CSNB1 Land Acquisition {Sub (1) (e)} and Law Enforcement {Sub (1) (f)},**

and that the agenda as amended be approved.

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
10-415**

It was moved and seconded that the minutes of the July 14, 2010 Regular Board meeting be amended as follows:

**Resolution 10-364 - change the word "facilities" to "facilitates" and**

**Resolution 10-407 be amended by adding the word "Bylaw" after "Development Permit Area"**

**and that the July 14, 2010 Regular Board minutes, as amended, be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

**DELEGATIONS**

**D1** Lavonne Huneck and Barry Harvie representing Friends Against Rubbish Management Site re: South Cowichan EcoDepot.

Lavonne Huneck and Barry Harvie spoke on behalf of the Friends Against Rubbish Management Site (FARMS) regarding the community's concerns about the proposed South Cowichan EcoDepot.

The following material was distributed: hard copy entitled "Presentation to the CVRD Board of Directors, Aug. 11, 2010", Results of Survey from July 29, 2010 - count and percentage and a DVD entitled "Say No To Dump - Public Meeting July 29, 2010 The People Said".

**6:12 pm** Director Walker joined the meeting at 6:12 pm.

**REPORT OF CHAIRPERSON**

**RC1** The Chair reported that she had received a letter from the Muscular Dystrophy Canada organization regarding fund raising efforts in 2009/2010 that raised \$628,674 in British Columbia. The Chair acknowledged the good works carried out by the organization and in particular the donations raised by Cowichan Lake Area volunteer fire departments.

**10-416** **It was moved and seconded that letters of congratulations be sent to all the volunteer fire departments that helped raise money for the 2009/2010 Muscular Dystrophy Canada fund raising campaign.**

**MOTION CARRIED**

**COMMITTEE REPORTS**

**CR1** The report and recommendations from the Electoral Area Services Committee meeting held August 3, 2010 listing 21 items were considered.

10-417

It was moved and seconded:

1. That the resignation of Gordon Rutherford from the Area D Advisory Planning Commission be accepted and that a letter of appreciation be forwarded to Gordon Rutherford.
2.
  1. That the *Certificate of Sufficiency* confirming that the petitions for inclusion in the Malahat Fire Protection Service Area are sufficient, be received.
  2. That CVRD Bylaw No. 2414 be amended to extend the boundaries of the Malahat Fire Protection Service Area to include the following five properties:
    - Block 270, Malahat Land District (PID 009-395-156);
    - District Lot 201, Malahat Land District (PID 009-395-130);
    - Block 281, Malahat Land District (PID 009-395-172);
    - That part of Block 201, Malahat Land District including part of amended Parcel A (DD189674I) of said Block, shown outlined in red on Plan 1522R (PID 009-395-075); and
    - Lot 26, Block 201, Plan VIP78459, Malahat Land District, PID: 026-226-537.
  3. That the Malahat Fire Protection Service Area amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
3. That an additional \$100,000 of Community Works funding be allocated for upgrades to the Dogwood Ridge Water System to reduce the annual costs charged to customers of the system and that this funding be allocated from the Future Priorities list and removed from the identified Electoral Areas Curbside Program (3 Trucks, Organic, Garbage and Recycling Bins).
4. That the Agricultural Advisory Committee Terms of Reference be approved with the addition of adding to the Membership List one member from the Economic Development Commission and one member from Farm Credit Canada and changing Duncan Farmer's Market representative to Farmer's Market representative.
5. That a Grant-in-Aid (Area F) be given to the Caycuse Volunteer Fire Department in the amount of \$3,500 to assist with replacement of necessary equipment.
6. That a Grant-in-Aid (Area C) be given to the Shawnigan Cobble Hill Farmers Institute in the amount of \$300 to assist with the advertising for the 101<sup>st</sup> Annual Cobble Hill Fall Fair.
7. That a Grant-in-Aid (Area A) be given to the Shawnigan Cobble Hill Farmers Institute in the amount of \$300 to assist with the advertising for the 101<sup>st</sup> Annual Cobble Hill Fall Fair.

8. That a Grant-in-Aid (Area B) be given to the Shawnigan Cobble Hill Farmers Institute in the amount of \$300 to assist with the advertising for the 101<sup>st</sup> Annual Cobble Hill Fall Fair.
9. That a Grant-in-Aid (Area D) be given to the Shawnigan Cobble Hill Farmers Institute in the amount of \$300 to assist with the advertising for the 101<sup>st</sup> Annual Cobble Hill Fall Fair.

**MOTION CARRIED**

10-418

It was moved and seconded:

11. That Application No. 1-F-10DVP by Paul Tuit to increase the permitted height of a residence from 7.5 metres to 8.5 metres not be approved, respecting Lot 1, Section 34, Renfrew District Plan 42592.
12. That Development Variance Permit Application No. 1-D-10DVP by Blue and Raina Bennefield for a variance to Section 8.1 (b)(3) of Zoning Bylaw No. 1015 by reducing the minimum rear parcel line setback from 4.5 metres to 2 metres for Lot 7, Section 4, Range 6, Cowichan District, Plan 24679, except part in Plans 39250 and VIP 60753, be approved, subject to the applicant providing a survey confirming compliance with approved setbacks.
13. That Development Variance Permit Application No. 3-G-10DVP by Kevin Lamont, on behalf of Stephen and Susan Odell, for a variance to Section 5.3(5) of Zoning Bylaw No. 2524, increasing the permitted height for an accessory building from 6 metres to 6.782 metres be approved, subject to the applicant providing a survey confirming compliance with approved height.
14. That Development Permit Application No. 1-A-10DP be approved, and that a Development Permit be issued to CCLC Holdings for Lot A, Section 2, Range 8, Shawnigan District, Plan VIP54860, for construction of an addition to a veterinary clinic.
15. That Application No. 1-G-10DP be approved, and that a development permit be issued to John Merrett for Strata Lot 5, District Lot 27, Oyster District, Strata Plan VIS6144, to permit removal of 1 tree , construction of a 50 metre trail and building of a riprap retaining wall, subject to:
  - Compliance with the recommendations noted in the December 18<sup>th</sup>, 2009 report by C.N. Ryzuk and Associates Ltd;
  - Receipt of an irrevocable letter of credit in a form suitable to the CVRD, equivalent to 125% of the landscape costs, to be refunded after two years only if the plantings are successful and to the satisfaction of the registered professional biologist or BCLSA member;
  - Receipt of a stormwater management plan by a professional engineer prior to the issuance of a building permit.



16. That the CVRD continue with Phase 2 of the Municipal Green Building Leaders project to develop policies that would achieve increased energy efficiency and renewable energy requirements in buildings by:
  1. Working with existing local government tools;
  2. Working with the provincial government to obtain clearer local government jurisdiction;
  3. Working with the provincial government to advance provincial policies; and
  4. That staff also explore the possibility of using the Development Approval Information tool under Section 920.01 of the *Local Government Act*.
  
17. 1. That the proposed amendment bylaw that would introduce an Ocean Shoreline Development Permit Area to the Mill Bay/Malahat Official Community Plan be approved and that the Draft Bylaw be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings;
  2. That the proposed bylaw be referred to Fisheries and Oceans Canada, School District 79, Capital Regional District, Ministry of Transportation and the Malahat First Nation, in the form of a written referral only with a 3 week response period; and
  3. That a Public Hearing be held with Directors Harrison, Giles and Duncan named as delegates of the Board.
  
18. 1. That staff be directed to prepare draft amendment bylaws to Electoral Areas C, D, F and H Official Community Plans that would create Ocean Shoreline Development Permit Areas, along with a referring agency list and bring back to the EASC for review; and
  2. That a separate Public Hearing be held for amendments to Electoral Area H – North Oyster/Diamond Official Community Plan.
  
19. 1. That the Bill 27 Bylaws for Electoral Areas D, G, and I proceed to the Board for 1<sup>st</sup> and 2<sup>nd</sup> Readings;
  2. That a Public Hearing be scheduled for the Amending Bylaw in Electoral Area D – Cowichan Bay with Directors Iannidinaro, Duncan and Giles appointed as delegates;
  3. That a Public Hearing be scheduled for the Amending Bylaw in Electoral Area I – Youbou/Meade Creek with Directors Morrison, Kuhn and Marcotte appointed as delegates;
  4. That a Public Hearing be scheduled for the Amending Bylaw in Electoral Areas G – Saltair/Gulf Islands, with Directors Dorey, Marcotte and Morrison appointed as delegates;

5. That the Bill 27 Bylaws for Electoral Areas D, G, and I be referred to the City of Duncan, Town of Lake Cowichan, District of North Cowichan, Town of Ladysmith, Nanaimo Regional District, Cowichan Tribes, Chemainus First Nation, Ministry of Community and Rural Development, School Districts No. 68 and 79 for comment.
20. That the CVRD not object to the temporary change to the existing liquor license request of the Saltair Pub located at 10519 Knight Road for live outdoor music entertainment and seating on the following dates and occupancy limit:
- Aug. 13, 2010, Aug. 14, 2010, Sept. 11, 2010, June 4, 2011, June 25, 2011 & July 16, 2011. Hours: 5pm to 11pm
  - Sundays: June 12, 2011 & July 24, 2011. Hours: 2pm to 8pm
  - Occupancy maximum of 175 persons.
21. 1. That a Zoning Amendment Bylaw be prepared to amend the Electoral Area H – North Oyster/Diamond Zoning Bylaw No. 1020 by amending the minimum parcel area provisions of the P-2A Zone, by lowering the standard to 0.6 hectares for all levels of services.
2. That the Amendment Bylaw be forwarded to the Regional Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings and that a Public Hearing be waived under Section 890(4) of the *Local Government Act*.
3. That the proposed amendment be referred to the Vancouver Island Health Authority and staff contact them in person or by telephone with respect to the proposed amendment.

**MOTION CARRIED**

10-419                   It was moved and seconded that Recommendation No. 10 - Development Variance Permit Application No. 4-A-10DVP (Eric Kuwert) be referred back to the Electoral Area Services Committee.

**MOTION CARRIED**

CR2                      The report and recommendations from the Engineering & Environmental Services Committee meeting held July 28, 2010 listing nine items were considered.

10-420                   It was moved and seconded:

1. .1 That the Board accept the Utility Transfer Agreement between the CVRD and Douglas Hill Water System for CVRD takeover of the water system in Electoral Areas C and D, and further that the Chair and Corporate Secretary be authorized to sign the Utility Transfer Agreement.

- .2 That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
  - .1 CVRD Bylaw No. 3406 – Douglas Hill Water System Management Bylaw, 2010
  - .2 CVRD Bylaw No. 3407 – Douglas Hill Water Capital Reserve Bylaw, 2010
  - .3 CVRD Bylaw No. 3408 – Douglas Hill Water Parcel Tax Bylaw, 2010.
2. That "CVRD Bylaw No. 3409 – Lambourn Estates Sewer System Management Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption.
3.
  - .1 That the *Certificate of Sufficiency*, confirming that a sufficient petition, requesting inclusion into the Lambourn Estates Sewer System Service Area, be received.
  - .2 That the boundaries of the Lambourn Estates Sewer System Service Area be amended to include "*PID 006-578-608, Parcel A (DD K20395) Section 4, Range 7, Cowichan District, Plan No. 2454 except that part in Plan 45929*".
  - .3 That "CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008", be amended to include *PID 006-578-608, Parcel A (DD K20395) Section 4, Range 7, Cowichan District, Plan No. 2454 except that part in Plan 45929*, and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

10-421

It was moved and seconded:

5. That the CVRD Chair and Corporate Secretary be authorized to sign a 5-year contract to enter a partnership with Asit Mazumder to undertake a research project for Shawnigan Lake water quality entitled "Climate Impacts and Adaptation for Waterborne Pathogens and Sustainable Clean and Healthy Water for Communities".
6. That the Cowichan Valley Regional District approve submission of a Provincial Infrastructure Study Grant Application, on behalf of Cowichan Bay Waterworks District, subject to a higher priority being assigned to CVRD applications.
7.
  - .1 That the CVRD implement collection of Styrofoam for recycling at CVRD depots in the Fall 2010,
  - .2 The CVRD offer collection of Styrofoam at no charge, and further,

- .3 That the CVRD purchase the XT200 EPS densifier for the purpose of implementing a Styrofoam Recycling Program.
- 8. That the Board accept the Partnership Agreement between the Shawnigan Lake School and the CVRD, and further that the Board Chair and Corporate Secretary be authorized to sign the agreement.
- 9. .1 That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$10,620.00 from the *Kerry Village Sewer System Capital Reserve Fund* to help finance upgrades to the sewer treatment plant, 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 \$10,620.00 from the *Kerry Village Water System Capital Reserve Fund* to help finance upgrades to the water treatment plant, and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

10-422

It was moved and seconded:

- 4. .1 That CVRD Bylaw No. 3359 –Environmental Initiatives Service Establishment Bylaw, 2010 be forwarded to the Board for consideration of three readings, and following provincial and voter approval, be adopted.
- .2 An Alternate Approval Process be carried out to obtain consent of the voters for establishment of the Environmental Initiatives Service function.

Opposed: Directors Marcotte and Haywood

MOTION CARRIED

CR3

No recommendations from the Transit Committee meeting of August 11, 2010 were provided.

STAFF REPORTS

SR1

The Staff Report from the Legislative Services Coordinator dated July 15, 2010 re: Mill Bay/Malahat Historical Society Annual Financial Contribution Service and Cowichan Station Area Association Annual Financial Contribution Service - Notices of Alternative Approval Process and Elector Response Forms was considered.

10-423

It was moved and seconded:

- 1. That the *Notice of Alternative Approval Process* and the *Elector Response Form* for CVRD Bylaw No. 3380, be approved.

2. That the *Notice of Alternative Approval Process* and the *Elector Response Form* for CVRD Bylaw No. 3389, be approved.

**MOTION CARRIED**

SR2 The Staff Report from the General Manager, Corporate Services Department dated July 8, 2010 re: CVRD Five Year Financial Plan Amendment was considered.

10-424 **It was moved and seconded that the Five Year Financial Plan Amendment Bylaw No. 3411 be considered for three readings and adoption.**

**MOTION CARRIED**

SR3 The Staff Report from the Manager, Finance Division dated July 15, 2010 re: Cowichan Valley Regional Hospital District's 2009 Financial Statements and 2009 Audit report was considered.

10-425 **It was moved and seconded that the Cowichan Valley Regional Hospital District's 2009 Financial Statements be accepted and that the Audit Findings Report dated June 9, 2009 be received and filed.**

**MOTION CARRIED**

SR4 The Staff Report from the Acting Administrator dated August 5, 2010 re: Gas Tax Regionally Significant Projects - 2010 - 2014 was considered.

The following Regionally Significant Projects were reviewed:

Tier I:

- Regional Flood Mitigation Plan
- CVRD Facilities "Green" Review
- Regional Sustainability Plan
- Sustainable Economic Development Strategy
- Cowichan Basin Implementation Plan

Tier II:

- Bio-Diesel Building Upgrades
- CVRD GHG Plan
- Regional LiDAR
- Regional Water Quality Monitoring
- Cowichan Lake Recreation Centre - Paving
- Cowichan Valley Trail Completion Initiative

Tier III:

- Island Savings Centre West Side Green Parking
- Solid Waste Roll-off Truck Plus 30 Bins
- Regional Environmental Monitoring System.

Regional Flood Mitigation Plan

- 10-426 It was moved and seconded that funding for the Cowichan - Koksilah River Flood Mitigation Plan be reallocated from the Environmental Policy Division allocation for staffing, the Corporate Greenhouse Gas inventory, and through the General Government Budget (100) to continue with this project.

**MOTION CARRIED**

CVRD Facilities "Green" Review

- 10-427 It was moved and seconded that the CVRD Facilities "Green" Review project be held in abeyance until Gas Tax funding has been secured.

**MOTION CARRIED**

Regional Sustainability Plan

- 10-428 It was moved and seconded that the Regional Sustainability Plan project be held in abeyance until Gas Tax funding has been secured.

**MOTION CARRIED**

Sustainable Economic Development Strategy

- 10-429 It was moved and seconded that the Sustainable Economic Development Strategy be funded through the General Government Budget (100) consultants account which has sufficient funds necessary to continue with this project.

**MOTION CARRIED**

Cowichan Basin Implementation Plan

- 10-430 It was moved and seconded that the Cowichan Basin Implementation Plan project be held in abeyance until Gas Tax funding has been secured.

**MOTION CARRIED**

Bio-Diesel Building Upgrades

- 10-431 It was moved and seconded that Bio-Diesel Building Upgrades issue be referred to staff to prepare a report for consideration at the Special Board meeting of August 25, 2010.

**MOTION CARRIED**

CVRD Greenhouse Gas Plan

- 10-432 It was moved and seconded that the CVRD Greenhouse Gas Plan project be held in abeyance until Gas Tax funding has been secured.

**MOTION CARRIED**

Regional LiDAR

- 10-433 It was moved and seconded that funding for the Regional LiDAR project be sourced as follows: that the Peerless Road Drop-off Depot Upgrades project funds be expended as that project is not anticipated to start until late 2011; and, that the Peerless Road Drop-off Depot Upgrades project be added to the future Gas Tax application; and further, that a request be made to the Union of British Columbia Municipalities to approve this change.

Opposed: Director Marcotte

**MOTION CARRIED**

- 10-434 It was moved and seconded that the Peerless Road Drop-off Depot Upgrades Regionally Significant Projects agreement be withdrawn, and that the CVRD supports the priority submission to the UBCM Regionally Significant Projects of the Regional LiDAR application to replace the Peerless Road Drop-off Depot Upgrades project.

Opposed: Director Marcotte

**MOTION CARRIED**

Regional Water Quality Monitoring

- 10-435 It was moved and seconded that the Regional Water Quality Monitoring project be held in abeyance until Gas Tax funding has been secured.

**MOTION CARRIED**

Cowichan Lake Recreation Centre - Green Parking Management

- 10-436 It was moved and seconded that the matter of funding for the Cowichan Lake Recreation Centre - Paving project be referred to the Cowichan Lake Recreation Commission for its review and recommendation on the matter.

**MOTION CARRIED**

Cowichan Valley Trail Northern Completion Initiative

- 10-437 It was moved and seconded that the CVRD continue to expend the \$18,000 in surplus funds from 2009 on the Cowichan Valley Trail Northern Completion Initiative project in 2010 and that any new work on the Cowichan Valley Trail Northern Completion Initiative be held in abeyance until additional Gas Tax funding has been secured.

**MOTION CARRIED**

Island Savings Centre West Side - Green Parking Management

10-438

It was moved and seconded that the Island Savings Centre West Side Green Parking project be held in abeyance until Gas Tax funding is secured.

**MOTION CARRIED**

Curbside Roll-off Trucks - this is no longer a Gas Tax project.

Regional Environmental Monitoring System

10-439

It was moved and seconded that the Regional Environmental Monitoring System project be held in abeyance until Gas Tax funding is secured.

**MOTION CARRIED**

**PUBLIC HEARINGS**

PH1

The Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3371 and Zoning Amendment Bylaw No. 3372 (Heart Lake Developments), applicable to Electoral Area H - North Oyster/Diamond were considered.

10-440

It was moved and seconded that the Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3371 and Zoning Amendment Bylaw No. 3372 (Heart Lake Developments) applicable to Electoral Area H - North Oyster/Diamond, be received.

**MOTION CARRIED**

**BYLAWS**

B1

10-441

It was moved and seconded that "CVRD Bylaw No. 3359 - Environmental Initiatives Service Establishment Bylaw, 2010" be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Opposed Director Marcotte

**MOTION CARRIED**

B2

10-442

It was moved and seconded that "CVRD Bylaw No. 3384 - Nature and Habitat Fund Establishment Bylaw, 2010", be adopted.

Opposed: Director Morrison

**MOTION CARRIED**

B3

10-443

It was moved and seconded that "CVRD Bylaw No. 3397 - Kerry Village Water System Service Amendment Bylaw, 2010", be adopted.

**MOTION CARRIED**



- B4  
10-444                   It was moved and seconded that "CVRD Bylaw No. 3398 - Kerry Village Sewer System Service Amendment Bylaw, 2010", be adopted.  
**MOTION CARRIED**
- B5  
10-445                   It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3411 - Five Year Financial Plan (2010 - 2014) Amendment Bylaw, 2010", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.  
**MOTION CARRIED**
- B5  
10-446                   It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3411 - Five Year Financial Plan (2010 - 2014) Amendment Bylaw, 2010", be adopted.  
**MOTION CARRIED**
- B6  
10-447                   It was moved and seconded that "CVRD Bylaw No. 3412 - Lambourn Estates Sewer System Service Amendment Bylaw, 2010", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.  
**MOTION CARRIED**
- B7  
10-448                   It was moved and seconded that "CVRD Bylaw No. 3413 - Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Bus) Bylaw, 2010", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.  
**MOTION CARRIED**
- B7  
10-449                   It was moved and seconded that "CVRD Bylaw No. 3413 - Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Bus) Bylaw, 2010", be adopted.  
**MOTION CARRIED**
- B8  
10-450                   It was moved and seconded that "CVRD Bylaw No. 3222 - Area B - Shawnigan Lake Official Community Plan Amendment Bylaw (Living Forest Planning Consultants/Elkington Estates) 2008", be adopted.  
**MOTION CARRIED**
- B9  
10-451                   It was moved and seconded that "CVRD Bylaw No. 3223 - Area B - Shawnigan Lake Zoning Amendment Bylaw (Living Forest Planning Consultants/Elkington Estates), 2008", be adopted.  
**MOTION CARRIED**
- B10  
10-452                   It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3371 - Area H - North Oyster/Diamond Official Community Plan Amendment Bylaw (Heart Lake Developments), 2010", be granted 3<sup>rd</sup> reading.  
**MOTION CARRIED**

**B11**  
**10-453** It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3372 - Area H - North Oyster/Diamond Zoning Amendment Bylaw (Heart Lake Developments), be amended by:

1. Increasing the rear yard setback in the MH-2 zone from 3 metres to 7.5 metres;
2. Establishing a minimum parcel area for parcels serviced with community water and community sewer in the MH-2 zone of 540 square metres;
3. Establishing a minimum parcel area for parcels not serviced with community water or community sewer of 2.0 hectares.

**MOTION CARRIED**

**B11**  
**10-454** It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3372 - Area H - North Oyster/Diamond Zoning Amendment Bylaw (Heart Lake Developments), 2010", be granted 3<sup>rd</sup> reading as amended.

**MOTION CARRIED**

**7:52 pm** Director Morrison left the Board Room at 7:52 pm.

**B11**  
**10-455** It was moved and seconded that: prior to adoption of CVRD Bylaw No. 3371 and CVRD Bylaw No. 3372:

1. A covenant be registered on the subject lands in favour of the Regional District to preclude subdivision of the proposed A-2 zoned land until that portion of the property has been accepted for inclusion into the Agricultural Land Reserve; and
2. A covenant be registered on the subject lands in favour of the Regional District to preclude subdivision of the proposed MH-2 lots until fencing between the proposed residential lots and the Bush Creek ravine is provided, debris and unauthorized road access to dedicated park land is removed, and a \$25,000 contribution towards a pedestrian bridge over Bush Creek is provided.

**MOTION CARRIED**

**B12**  
**10-456** It was moved and seconded that "Cowichan Valley Regional District Official Community Plan Amendment Bylaw No. 3414 - Area A - Mill Bay/Malahat (Ocean Shoreline DPA), 2010", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**B13**  
**10-457** It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3415 - Area D - Cowichan Bay Official Settlement Plan Amendment Bylaw (Bill 27), 2010", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

B14  
10-458 It was moved and seconded that "Cowichan Valley Regional District Bylaw No. 3416 - Area G - Official Community Plan Amendment Bylaw (Bill 27), 2010", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

MOTION CARRIED

B15  
10-459 It was moved and seconded that "CVRD Bylaw No. 3417 - Area I - Youbou/Meade Creek Official Community Plan Amendment Bylaw (Bill 27), 2010", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

MOTION CARRIED

7:58 pm Director Morrison returned to the Board Room at 7:58 pm.

#### NEW BUSINESS

NB1 The report and recommendation from the Kinsol Trestle Revitalization Committee meeting held August 11, 2010 listing one item was considered.

10-460 *(Amended from original Committee recommendation):*

It was moved and seconded that a contract in the amount of \$4,345,160, excluding applicable taxes, be awarded to Knappett Projects Inc. to undertake the work of General Contractor as detailed in Tender ES-017-10 (Kinsol Trestle Rehabilitation Super Structure and Pedestrian Walkway).

MOTION CARRIED

#### RESOLVING INTO CLOSED SESSION

10-461  
8:07 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) (e) Land Acquisition, (f) Law Enforcement, (g) Potential Litigation, (j) *Freedom of Information and Protection of Privacy Act*, and (i) Legal Opinion.

MOTION CARRIED

#### RISE FROM CLOSED SESSION

10-465  
8:25 pm It was moved and seconded that the Board rise without report and return to the Regular portion of the meeting.

MOTION CARRIED

**ADJOURNMENT**

**10-466  
8:25 pm**

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

**MOTION CARRIED**

The meeting adjourned at 8:25 pm

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Secretary

Dated: \_\_\_\_\_

Minutes of the Special meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, August 25, 2010 at 5:36 pm.

PRESENT: Vice-Chair P. Kent  
Directors K. Cossey, M. Dorey, L. Duncan,  
B. Harrison, D. Haywood, R. Hutchins,  
L. Iannidinardo, K. Kuhn, M. Marcotte,  
T. McGonigle, I. Morrison, G. Seymour,  
T. Walker and Alternate Director J. Krug

ALSO PRESENT: Warren Jones, Administrator  
Joe Barry, Corporate Secretary  
Mark Kueber, General Manager, Corporate Services  
Ron Austen, General Manager,  
Parks, Recreation and Culture  
Jim Wakeham, Acting General Manager,  
Engineering and Environmental Services  
Sybille Sanderson, Acting General Manager, Public Safety  
Jacob Ellis, Manager, Corporate Planning  
Steve Hurcombe, Budget Coordinator  
Kate Miller, Manager, Regional Environmental Policy  
Bob McDonald, Manager,  
Recycling & Waste Management  
Kate McIntosh, Manager, Human Resources  
Dave Leitch, Manager, Water Management  
Dominique Beesley, Recording Secretary

ABSENT: Chair G. Giles

## APPROVAL OF AGENDA

10-467

It was moved and seconded that the agenda be approved.

MOTION CARRIED

## COMMITTEE REPORTS

CR1

Report and recommendation from the meeting of Electoral Area Services Committee held August 3, 2010, listing one item, were considered:

10-468

It was moved and seconded:

10. That Development Variance Permit Application No. 4-A-10DVP by Eric Kuwert for a variance to Section 8.4.A(b)(3) of Zoning Bylaw No. 2000, to decrease the setback to the interior side parcel line from 3.0 metres to 0.2 metres on Lot 5, District Lot 47, Malahat District,

Plan 6695 (*PID 005-773-610*), be approved, subject to a legal survey confirming compliance with approved setbacks.

MOTION CARRIED

CR2 Report and recommendations from the meeting of Cowichan Lake Recreation Commission held August 12, 2010, listing four items, were considered:

10-469 It was moved and seconded:

1. That the current design process for an environmentally friendly parking lot in both the front and back portions of the Cowichan Lake Sports Arena, as part of the Arena project retrofit, be completed and costed to the existing construction project budget;
2. That the environmentally friendly designed parking lot be tendered, constructed, and paid with the existing Arena retrofit project funds, targeting the upper parking/East end of the Arena area only;
3. That the Board make application to the Union of British Columbia Municipalities (UBCM) for 2010-2014 Regionally Significant Gas Tax Funds for the Cowichan Lake Sports Arena environmentally friendly parking lot project, in the amount of \$367,000, when the new round of funding is announced by UBCM; and
4. That the Board dedicate 100% of the Gas Tax Funds received from UBCM for the Cowichan Lake Sports Arena parking lot project to the Cowichan Lake Sports Arena project.

MOTION CARRIED

CR3 Report and recommendations from the meeting of Transit Committee held August 11, 2010, listing three items, were considered.

10-470 It was moved and seconded:

1. That twenty complimentary monthly passes be provided for the months of August to November, 2010, for the team members participating in the Duncan/Mozambique Canada World Youth Exchange Program, as requested by the City of Duncan;
2. That the issuance of complimentary transit passes for educational, cultural and social requests in 2010 and 2011 be delegated to the

Manager, Facilities, Fleet and Transit; and further that the Transit Committee will continue to receive correspondence regarding these requests for information; and

- 3. That the \$280 direct cost to provide special busing service for the 2010 Special Woodstock event in the Cowichan Valley be waived.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the Manager, Community and Regional Planning, Planning and Development dated August 17, 2010, regarding referral of Amendment Bylaw No. 3420 to the ALC, was considered.

10-471 It was moved and seconded that the proposed amendment to the minimum parcel area provisions of the P-2A Zone, Electoral Area H – North Oyster/Diamond, be also referred to the Agricultural Land Commission.

MOTION CARRIED

SR2 Staff Report from the Manager, Recycling and Waste Management dated August 18, 2010, regarding alternative funding for Cowichan Bio-Diesel Cooperative – Gas Tax Project, was considered.

10-472 It was moved and seconded that \$50,000 from the 2010 Solid Waste Budget (Function 520) be reallocated from operations to support the Cowichan Bio-Diesel Cooperative's Bings Creek building upgrade initiative.

MOTION CARRIED

BYLAWS

B1 It was moved and seconded that "Cowichan Valley Regional District  
10-473 Bylaw No. 3420 – Area H – North Oyster/Diamond Zoning Amendment Bylaw (P-2A Zone), 2010" be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

MOTION CARRIED

ADJOURNMENT1 It was moved and seconded that the Special Board meeting be adjourned.  
0-474

MOTION CARRIED

RECONVENE It was moved and seconded that the Special Board meeting be reconvened  
10-475 with Item NB1 from the Regional Services Committee meeting agenda of August 25, 2010 being brought forward at this time.

MOTION CARRIED

## NEW BUSINESS

NB1 Staff Report from the Manager, Water Management Division dated August 25, 2010, regarding Joint Utilities Board Capital Works, was considered.

10-476 It was moved and seconded that:

1. That the CVRD Board approve the \$3.5 million portion of the Emergency Management British Columbia funding application (Option A) for the construction of the dikes, relocation of Fish Gut Alley and river works, with the regional and local governments sharing the remaining one-third local government portion of \$1,166,667, using the Joint Utilities Board funding formula.
2. That the CVRD Board support the City of Duncan Flood Pump Station portion of the Emergency Management of British Columbia funding application, and recommend the City of Duncan approve the \$1 million City of Duncan Flood Pump Station portion of the Emergency Management British Columbia funding application and its funding share.
3. That the CVRD Board support the Municipality of North Cowichan Flood Pump Station portion of the Emergency Management of British Columbia funding application, and recommend the Municipality of North Cowichan approve the \$200,000 Howard Avenue Flood Pump Station portion of the Emergency Management British Columbia funding application and its funding share.
4. That the CVRD Board approve incremental funding of \$720,000 to complete the contingency flood protection works (Option B3 – construct temporary dikes, relocate Fish Gut Alley and river works) prior to the closing of the fisheries window using the Joint Utility Board Capital Works Reserve with the balance using the Joint Utilities Board formula.
5. That the 2010 Cowichan Bay and Eagle Heights sewer system budgets be amended to cover their share of the cost of constructing the contingency works for flood mitigation in and around the Joint Utilities Board lagoons. These funds to be taken from the transfer reserve account or by applying operational surplus and connection fee income towards these costs.

MOTION CARRIED



ADJOURNMENT

10-477  
3:26 pm

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

MOTION CARRIED

The meeting adjourned at 3:26 pm.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Secretary

Dated: \_\_\_\_\_



RECEIVED  
AUG 31 2010 C1

# CITY OF DUNCAN

August 27, 2010

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

Dear Chair Giles and Directors:

**Re: City of Duncan Public Health Smoking Protection Bylaw No. 2084, 2010**

The City of Duncan recently gave two (2) readings to the attached "Public Health Smoking Protection Bylaw No. 2084". Before proceeding further, City Council would like the Cowichan Valley Regional District and neighbouring jurisdictions in the Cowichan Valley to consider adopting a similar Bylaw, or at the very least, a Bylaw that would encompass the requirements under the Tobacco Control Act which are currently enforced by the Vancouver Island Health Authority (VIHA).

Council's comments on the City's proposed Bylaw would also be appreciated. The Request for Decision and the Bylaw are enclosed for easy reference.

Please contact me or Lynn Ketch, Director of Corporate Services, at 250-746-6126 for further information.

Thank you.

Sincerely

Phil Kent  
Mayor

Original:	JB	Copies to:	TA
Board:			WJ
Committee(s)			
Directed by:		Date:	Sept. 1/10
File #			

# Request for Decision



Date: April 27, 2010  
To: Mayor and Council – May 3, 2010 COW  
From: Lynn Ketch, Director of Corporate Services  
Re: Public Health Smoking Protection Bylaw

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## RECOMMENDATION:

That the following resolution be forwarded to Council for consideration:

That “City of Duncan Public Health Smoking Protection Bylaw No. 2084, 2010 – Draft 1” be presented to the Chamber of Commerce and the Duncan Business Improvement Area Society (DBIAS) for comment;

And That a Notice be placed in the newspaper and on the City’s website encouraging feedback from residents of the City, visitors, parks users and all other interested parties prior to considering the Bylaw.

## REPORT/DOCUMENT:

- City of Duncan Public Health Smoking Protection Bylaw No. 2084, 2010 – Draft 1
- April 28, 2010 letter from Vancouver Island Health Authority (VIHA)
- April 26, 2010 letter from the Canadian Cancer Society
- February 10, 2010 letter from The Lung Association
- February 16, 2010 letter from the Heart & Stroke Foundation of BC & Yukon
- HealthLinkBC – The Harmful Effects of Second-hand Smoke
- Toronto Smoking Ban – excerpt from the Calgary Herald April 13, 2010 – results show a significant decrease in cardio respiratory issues since total ban implemented in 1999
- List of other municipalities currently enforcing a similar Bylaw:
- Health Canada encouraging people to work with municipal government partners to make communities healthier and smoke-free
- Sample Bylaws similar to the one being proposed for Duncan (North Vancouver – 2010; Village of Pemberton – 2009; Port Moody – 2008; Surrey – 2008; White Rock – 2008; Whistler – 2008)
- Sample sign

## KEY ISSUES AND BACKGROUND:

The following resolution was adopted by City Council at the February 1, 2010 Committee of the Whole meeting:

*“That the Committee of the Whole request the Director of Corporate Services to draft a Smoking Regulation Bylaw for City-Owned or Operated Parks, Gazebos, Bus Shelters, the Downtown Core, including Roads, Sidewalks, City Square and Stage, Planters and Boulevards.”*

In doing further research of Bylaws of this nature in place for other BC municipalities, I noted that if the distance used for the prohibited area was 7.5 metres, it would cover the area from one side of the street, including the sidewalks, to the other side of the street, reducing the need for the downtown core to be a specified area.

Draft 1 is modeled after the City of White Rock and allows for warning notices for property owners or occupiers who do not comply with signage or prohibit patrons from smoking on their premises.

There is a great deal of literature on the internet of studies done showing that reducing second-hand smoke will reduce the incidence of lung cancer, breast cancer and heart disease in non-smoking adults, low birth weight, sudden infant death syndrome, childhood cancers, asthma and respiratory problems in children.

Adoption of this Bylaw would reduce loitering in the downtown core and parks and would also eliminate the discarded cigarette butts from the downtown sidewalks and planters. Reduced littering of these butts in the planters also reduces the City's manpower needed to remove them each week which would free up the Public Works crew for other projects. It would also give a more aesthetically pleasing look to the downtown core.

### **FINANCIAL**

None - With the purchase of the new handheld for parking enforcement, there will be a shift in work assignments for one of the Commissionaires, freeing up approximately 1.5 hours per day to educate the public about the new public health smoking regulations in the City. He will also be doing a walk-through of Centennial Park during those hours; once in the morning and once in the afternoon. The Commissionaire overseeing Memorial and Station Street Parks will also be able to educate those persons he is in contact with each day.

### **STRATEGIC PLAN**

N/A

### **POLICY**

N/A

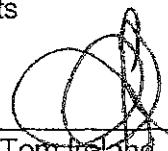
### **COMMUNICATION**

If the proposed Bylaw were to proceed, a Press Release would be drafted for Council's consideration and a two-month warning period would be implemented by the City Commissionaires and the consultation process with the DBIAS, Chamber of Commerce and the public in general.

### **Response Options**

1. Approve the recommendation
2. Not approve the recommendation
3. Approve the recommendation with amendments

  
\_\_\_\_\_  
Lynn Ketch  
Director of Corporate Services

  
\_\_\_\_\_  
Tom Ireland  
CAO

**THE CORPORATION OF THE CITY OF DUNCAN**  
**BYLAW NO. 2084, 2010**

Being a Bylaw to regulate and prohibit smoking in certain areas of the City

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**WHEREAS** it has been determined that second-hand tobacco smoke is a health hazard and nuisance for many residents and visitors in the City of Duncan;

**AND WHEREAS** it is desirable for the protection, promotion and preservation of the health of the residents of the City of Duncan for Council to regulate and prohibit smoking in certain areas of the City;

**AND WHEREAS** the City of Duncan has satisfied the preconditions to adopting this Bylaw set out in the *Public Health Bylaws Regulation, B.C. Reg. 42/2004*;

**NOW THEREFORE**, the Council of the Corporation of the City of Duncan enacts as follows:

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- 2.3 Signs banning Smoking
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- 3.1 Offences under Bylaw
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SECTION 4 - ENACTMENT

- 4.1 Force and Effect

## SECTION 1 INTERPRETATION

### Title

- 1.1 This Bylaw may be cited as “Public Health Smoking Protection Bylaw No. 2084, 2010”.

### Definitions

- 1.2 For the purposes of this Bylaw:

“building” or “structure” means any structure used or intended for supporting or sheltering any use of occupancy.

“Building Official” as appointed by the City of Duncan.

“bus shelter” means a building or other structure located on City property and constructed near a bus stop to provide seating and/or protection from the weather for the convenience of waiting passengers.

“business” means the carrying on of a commercial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

“Bylaw Enforcement/Compliance Officer” means any Peace Officer or other person designated by City Council.

“City” means The Corporation of The City of Duncan.

“common public area” means an area in a building generally available for common use by the public or by a building’s occupants and visitors, including, without restricting the generality of the foregoing, hallways, lobbies, stairways, elevators, restrooms, laundry rooms, amenity areas, cloakrooms, or food services establishments.

“Council” shall mean the Council of The Corporation of the City of Duncan.

“customer service area” means a partially enclosed or unenclosed area, including a balcony, patio, yard or sidewalk, that is part of or connected to or associated with the business or use in a building or premises that includes the service of food or alcoholic drinks to customers or other persons for consumption on site.

“owner” includes the registered owner or purchaser under an agreement for sale, mortgagee in possession, agent, tenant, and any person in charge or control of a building, premises, land or vehicle.

“post” means the act of keeping continuously on display.

“Peace Officer” means any person defined as a Peace Officer by the Interpretation Act R.S.B.C. 1996, Chap. 238 and includes a Bylaw Enforcement/Compliance Officer appointed by Council.

“Person” shall mean and include persons of either sex, association, partnerships, corporations, whether acting by himself or herself or by a servant, agent or employee.

“premises” means a portion of a building in respect of which a person has exclusive possession.

“Public Facility” includes, but is not limited to, any outdoor gathering place owned or operated by the City of Duncan, including parks, sports fields, playgrounds and land or buildings owned, operated or leased from the City of Duncan.

“public transportation” means school bus, public bus or other form of public transportation and includes, without limiting the generality of the foregoing, taxicabs, limousines, or vehicles for hire, but does not include rentals of personal vehicles for private use.

“responsible person” means a person who owns, controls, manages, supervises or operates:

- (a) a business or other use which occupies all or substantially all of a building;
- (b) business or other use which occupies premises, including a customer service area;
- (c) common public areas;
- (d) a reception area; or
- (e) a vehicle for hire.

“Smoke” or “Smoking” means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe or other lighted smoking equipment burning tobacco or any other weed or substance, but does not include the carrying of lighted incense, smoking by actors as part of a stage or theatrical performance or as part of a traditional aboriginal cultural activity.

## Table of Contents

- 1.3 The table of contents for this Bylaw is for convenient reference only, and is not for use in interpreting or enforcing this Bylaw.

### **Severability**

- 1.4 A decision by a court of competent jurisdiction that any part of this Bylaw is illegal, void or unenforceable severs that part from this Bylaw and is not to affect the balance of this Bylaw.

### **Enforcement**

- 1.5 The Bylaw Enforcement/Compliance Officers or the Building Official of the City of Duncan shall be responsible for administration of this Bylaw.

### **Duty of Administration**

- 1.6 The intent of this Bylaw is to set standards in the general public interest, and not to impose a duty on the City, its employees, Building Official or Bylaw Enforcement/Compliance Officers to enforce its provisions and:
- (a) a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
  - (b) the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

## **SECTION 2 HEALTH REGULATIONS**

### **Ban on Smoking**

- 2.1 No person shall smoke:
- (a) In a building, except in:
    - (i) a dwelling unit as defined in the City of Duncan Zoning Bylaw including any balcony or patio accessible there from and immediately adjacent thereto, including a dwelling unit in which an owner or occupier also carries on a business,
    - (ii) a hotel or motel room or suite designated for smoking by a responsible person, or
    - (iii) enclosed premises:
      - (A) that are not open to the public,
      - (B) where the only occupants are the owner or owners of the business carried on in the premises;



- (b) in any public facility, including parks, playgrounds and sports fields.
- (c) in a vehicle for hire;
- (d) on public transit, including a school bus or passenger bus;
- (e) in an enclosed or partially enclosed shelter where people wait to board a vehicle for hire or public transit;
- (f) within seven and a half (7.5) meters of the perimeter of a bus stop;
- (g) in a vehicle when any other occupant of the vehicle is under the age of 16 years;
- (h) within seven and a half (7.5) meters of any door or window that opens or any air intake;
- (i) in a customer services area;
- (j) within seven and a half (7.5) meters of a customer service area but this subsection does not apply to smoking in a dwelling unit as defined in subsection 2.1(a)(i) herein.

#### **Enforcement of ban on smoking**

- 2.2 Except as permitted by section 2.1, a responsible person must not suffer or allow a person to smoke in any of the areas specified in section 2.1(a) through (j).

#### **Signs banning smoking**

- 2.3 A responsible person must display or ensure the display of a sign at all times:

- (a) in a vehicle for hire, a school bus, a public transit bus, in an enclosed or partially enclosed shelter where people wait to board a vehicle for hire or public transit, where section 2.1 prohibits smoking, stating:

“THIS IS A SMOKE FREE ENVIRONMENT – NO SMOKING”

and

- (b) at each entrance wall, door or window to a building or customer service area of a building where section 2.1 prohibits smoking, stating:

“SMOKING IS PROHIBITED WITHIN 7.5 METRES OF OPENINGS INTO THIS BUILDING INCLUDING DOORS AND WINDOWS THAT OPEN AND ANY AIR INTAKE” combined with the internationally accepted ‘no smoking’ symbol.

### **Sign requirements**

- 2.4 (1) All signs referred to in section 2.3 (a) will:
- (a) be in a form and size prescribed by the City,
  - (b) be posted in a conspicuous place and be clearly visible to the public using the vehicles or premises;
- (2) All signs referred to in section 2.3 (b) will:
- (a) be in a form and size prescribed by the City,
  - (b) be posted in a conspicuous space and be clearly visible to the public outside the premises.

Notwithstanding the fact that the symbol in section 2.3 (b) is a cigarette, it shall be deemed to include a lighted cigar, pipe or other lighted smoking equipment burning tobacco or any other weed or substance.

### **Conditions of signs**

- 2.5 A person must not remove, alter, conceal, deface or destroy any sign required under this Bylaw or cause any sign required under this Bylaw to be removed, altered, concealed, defaced or destroyed.

## **SECTION 3 OFFENCES AND PENALTIES AND ENFORCEMENT**

### **Offences under Bylaw**

- 3.1 A person who:
- (a) violates any provision of this Bylaw or does any act or thing which violates any provision of this Bylaw or allows any other person to do any act or thing which violates any provision of this Bylaw;
  - (b) neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
  - (c) fails to comply or allows any other person to fail to comply, with an order or direction given under any provision of this Bylaw;

is guilty of an offence against this Bylaw and liable to the penalties imposed under section 3.3.

### Continuing Offence

3.2 If an offence is a continuing offence, each day that the offence is continued constitutes a separate and distinct offence.

### Fines for Offence

3.3 Every person who violates any of the provisions of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, is guilty of committing an offence against this Bylaw and is liable on summary conviction to a fine of not less than \$100.00 or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*, as amended, and the cost of prosecution.

## SECTION 4 ENACTMENT

### Force and Effect

4.1 This Bylaw comes into force and takes effect upon adoption.

RECEIVED PROVINCIAL MINISTRY OF HEALTH CONSENT the 28<sup>th</sup> day of April, 2010.

READ A FIRST TIME the 16<sup>th</sup> day of August, 2010.

READ A SECOND TIME the 16<sup>th</sup> day of August, 2010.

READ A THIRD TIME the      day of      , 2010.

ADOPTED the      day of      , 2010.

DEPOSITED WITH THE PROVINCIAL MINISTRY OF HEALTH the      day of      , 2010.

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Lynn Ketch  
Director of Corporate Services

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Phil Kent  
Mayor



CR1

**REGIONAL SERVICES COMMITTEE REPORT**  
**OF MEETING HELD AUGUST 25, 2010**

**DATE:** August 27, 2010

**To:** Chairperson and Directors of the Board

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Your Regional Services Committee reports and recommends as follows:

1. That Resolution #10-129(1) (pertaining to the creation of an Annual Financial Contribution Service for the Chesterfield Sports Society) be rescinded.
2. That the 2011 Budget timeline and schedule be approved.
3. That the CVRD participate in the Provincial SmartTool Pilot Program currently underway to monitor and track corporate greenhouse gas emissions.
4. That the Board support the proposed Tier Two and Tier Three Cowichan-Koksilah Integrated Flood Management Plan Emergency Management BC funding applications that are being developed by CVRD and North Cowichan staff as outlined in the Regional Environmental Policy Manager's August 18, 2010 staff report.
5.
  1. That the Chair of the CVRD Board be requested to establish a committee comprised of Directors and staff to develop a public consultation process regarding the sub-regional recreational funding model for the Board's consideration; and
  2. That the committee report back to the Board prior to September 30, 2010; and further
  3. That staff be directed to commission an independent third party financial report on the model as soon as possible.



**ELECTORAL AREA SERVICES  
COMMITTEE REPORT**

**OF MEETING HELD SEPTEMBER 7, 2010**

**DATE:** September 8, 2010

**To:** Chairperson and Directors of the Board

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Your Electoral Area Services Committee reports and recommends as follows:

1. That a Notice against Land Title be filed for the property owned by Robert and Lan Hockridge and Satellite Holdings Ltd. located at 780 Kilmalu Road legally described as: PID 002-285-991, Lot 5, Sections 4 & 5, Range 9, Shawnigan District, Plan 28093, Except part in Plan VIP52025 (File No. 9-A-06BE).
2. That legal action against the land owner of 2200 Sylvester Road be continued, and that a Notice against Land Title be filed for the property owned by Roger Brammall located at 2200 Sylvester Road legally described as Lot A, District Lot 49, Malahat District, Plan 33779, PID 000-257-630 and, District Lot 49, Malahat District, Except in Plan 33779, PID 003-952-576 (File No. 36-B-04BE).
3. That a letter be forwarded to the Ministry of Transportation and Infrastructure advising that the CVRD does not object to the release of Covenant EH138168 on strata lot 2 Plan 3436, located at 10894 Loyalist Lane, Electoral Area G - Saltair.
4. That a letter be forwarded to the Nanaimo Regional District advising that the CVRD declines comment respecting the NRD Regional Growth Strategy Amendment Application at 2610 Myles Lake Road.
5. That the request by the Sylvan United Church to waive building permit fees for the construction of a gazebo at the Shawnigan Cemetery, be approved.
6. That the Regional Board approve the use of Community Planning Reserve funds in the amount of \$22,000 for the purpose of funding a new photocopier that has been purchased by the Planning and Development Department.
7. That CVRD Bylaw No. 3418 – Malahat Fire Protection Service Amendment Bylaw, 2010, be forwarded to the Regional Board for consideration of three readings and adoption.
8. That a Grant-in-Aid (Area D – Cowichan Bay) be given to the Cowichan Valley Naturalists' Society in the amount of \$500 for their Estuary Protection Fund for on-going work to protect the waters of Cowichan Bay.

9. That a Grant-in-Aid (Area D – Cowichan Bay) be given to the Cowichan Bay Maritime Centre in the amount of \$400 to assist with the costs of a development permit application.
10. That the Board Chair and Corporate Secretary be authorized to sign the necessary documents related to execution of a license agreement with the Kerry Village Residents Association Strata (KVRA) permitting the CVRD to construct and maintain a public footpath on a portion of the KVRA's common property between Bourbon Road and Hollings Creek Park in Electoral Area A, legally described as "Common Property, Part of Lot A, Sections 1 and 2, Range 7, Shawnigan District, VIS 1337".
11. That a Grant-in-Aid (Area A- Mill Bay/Malahat) be given to the Mill Bay Community Tennis Club in the amount or \$2,500 to assist with costs to resurface the two tennis courts.
12. That a Grant-in-Aid (Area B – Shawnigan Lake) be given to the Cowichan Green Community in the amount of \$100 to assist with the third annual fall harvest and sustainability festival.
13. That a Grant-in-Aid (Area A – Mill Bay/Malahat) be given to the Shawnigan Cemetery in the amount of \$500 to assist with the costs of constructing a gazebo on the property.
14. That a Grant-in-Aid (Area B – Shawnigan Lake) be given to the Shawnigan Cemetery in the amount of \$500 to assist with the costs of constructing a gazebo on the property.
15. That a Grant-in-Aid (Area C – Cobble Hill) be given to the Shawnigan Cemetery in the amount of \$500 to assist with the costs of constructing a gazebo on the property.

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

16. 1. That Application No. 1-B-09RS (Craig Partridge) proceed and that the applicant be requested to provide a wildland urban interface assessment and confirm commitments with respect to park land dedication.
  2. That application referrals to the Ministry of Transportation and Infrastructure, the Central Vancouver Island Health Authority, the Ministry of Environment, Ministry of Forests; Malahat First Nations, Cowichan Tribes, School District 79, and Shawnigan Lake Fire Improvement District, be accepted.
  3. That draft bylaws be prepared and presented at a future EASC meeting for review.
17. That Application No. 1-E-10DP be approved, and that a development permit be issued to Cowichan Terrazzo and Ceramic Tile Ltd. for Lot 1, Section 13, Range 7, Quamichan District, Plan VIP87500 for an addition and exterior alterations, subject to:
  - a. Installation of underground wiring;
  - b. Landscaping installed in accordance with BCSLA standards, including an underground irrigation system;
  - c. 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 August 18, 2010 site plan; and an assessment of the value of the landscaping be done by a qualified landscape architect for bonding purposes.

18. That Application No. 6-G-10DP be approved, and that a development permit be issued to Sue Perrey for Lot 1, District Lot 34, Oyster District, Plan 22516 to legalize and finish construction of a retaining wall and landscape the area atop the retaining wall, subject to:
  - Compliance with the recommendations noted in the June 26, 2010 report by Ground Control Geotechnical Engineering Ltd.
  - Receipt of an irrevocable letter of credit in a form suitable to the CVRD, equivalent to 125% of the landscape costs, to be refunded upon completion of the landscaping plan; and landscape plans not to include ivy or periwinkle.
19. That application No. 1-D-10DP be approved, and that a development permit be issued to the Cowichan Wooden Boat Society for District Lots 173 and 2063, Cowichan District (1761 Cowichan Bay Road) to allow for construction of an addition to the Cowichan Bay Maritime Centre.
20. That Application No. 1-C-10ALR submitted by H.J. Kmit, on behalf of Olive Luscombe, made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to construct a second dwelling be forwarded to the Agricultural Land Commission with a recommendation to approve, subject to decommission of the existing cottage.
21. That Application No. 4-E-10ALR, submitted by John and Athena Archer, made pursuant to Section 20(3) of the *Agricultural Land Commission Act* to place a fourth dwelling on the subject property be forwarded to the Agricultural Land Commission with a recommendation to approve.
22. That Application No. 2-C-10DVP by Kevin Lamont for a variance to Section 11.3(b)(3) Zoning Bylaw No. 1405, to decrease the setback to the rear parcel line from 7.5 metres (24.61 ft.) to 6.66 metres (21.85 ft.) be approved, subject to:
  - applicant to provide a survey confirming compliance with approved setbacks; and
  - receipt of an irrevocable letter of credit in a form suitable to the CVRD equivalent to 125% of value of the landscaping plan, that includes irrigation, to be submitted by the applicant prior to issuance of the permit.
23. That Application No. 2-B-10 DVP by Dale Sheppard for a variance to Section 4.1 (a) of Bylaw No. 1001, to reduce the number of required parking spaces from 35 to 19 and the number of off-street loading spaces from 5 to 1 on Lot 1, Shawnigan Suburban Lots, Shawnigan District, Plan VIP55254 (PID 017-973-961) be approved, subject to:
  - Secure bicycle parking being created, as shown on the site plan;
  - Improvements being made to the existing disability parking space by repainting lines, repainting the wheelchair symbol, installing protective barriers and installing signs, to the satisfaction of the Building Inspector;
  - The above conditions being met prior to issuance of a building permit.
24. That the request by Jan and Marilyn van der Have to allow bathroom fixtures (sink and toilet) and kitchen fixtures (fridge, sink, stove, and island space) in an existing accessory building at 2645 Mill Bay Road (Lot 3, Section 1, Range 9, Shawnigan District, Plan 41541 except part in Plan 45732 (PID 000-674-478), be approved, subject to:
  - decommissioning the existing upstairs toilet and sink.
  - registration of a covenant prohibiting occupancy of the accessory structure as a dwelling and removal of all additional facilities prior to change in ownership of the property.

25. That the request by Greg Bianchini and Heidi Derhousoff to allow a shower and kitchen sink, as well as the permitted bathroom sink and toilet, within a converted accessory building at 13100 Magdalena Drive (Lot 24, Block 567, Oyster District, Plan VIP71713, be approved, subject to registration of a covenant prohibiting occupancy of the accessory structure as a dwelling and removal of all additional facilities prior to change in ownership of the property.
26. That the request by David Lestock-Kay to allow one bathing facility (shower) in the planned agricultural accessory building located at 3086 Wilkinson Road (Section 6, Range 7, Shawnigan District (PID 024-091-596), be approved, subject to registration of a covenant prohibiting occupancy of the accessory structure as a dwelling and removal of all additional facilities prior to change in ownership of the property.
27. That Development Permit No. 1-D-08DP (1838 Cowichan Bay Road) issued to Silver Catch Processing Inc. Lapsing on December 10, 2010, be extended until December 10, 2011.
28. That Development Permit No. 5-A-07DP (2650 Partridge Road) issued to Dwain Walerius, which lapsed on November 28, 2009, be renewed until November 28, 2011.
29.
  1. That proposed CVRD Bylaw No. 3421 (Bill 27/Greenhouse Gas Emissions) for Electoral Areas H proceed to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> readings;
  2. That a public hearing be held for the amending bylaw in Electoral Area H- North Oyster/Diamond with Directors Marcotte, Dorey and Morrison named as delegates of the Board;
  3. That the proposed bylaw be referred to the City of Duncan, Town of Lake Cowichan, District of North Cowichan, Town of Ladysmith, Nanaimo Regional District, Cowichan Tribes, Chemainus First Nation, Ministry of Community and Rural Development, and School Districts No. 68 and 79, for comment, in the form of a written referral, with a three week response period.





SR1

**STAFF REPORT**

**REGULAR BOARD MEETING  
OF SEPTEMBER 8, 2010**

**DATE:** August 24, 2010  
**FROM:** Warren Jones, Administrator  
**SUBJECT:** Letter of Support for Recreation Infrastructure  
Renewal in British Columbia

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**Recommendation:**

1. That the Board acknowledge that B.C.'s parks, recreation, arts, and culture facilities are in urgent need of upgrade or replacement, and that the Board respectfully request that the Government of Canada and the Province of British Columbia make recreation infrastructure renewal throughout the Province a funding priority.

**Purpose:** To request that the Board issue a letter requesting that Federal and Provincial governments make recreation infrastructure renewal throughout the Province a funding priority.

**Background:** Last year the British Columbia Recreation and Parks Association ("BCRPA") released a report titled "A Time for Renewal" which was based on 5 years of research and analysis of BC's indoor recreation facilities. The report concluded that 68% of British Columbia's recreation infrastructure is over 25 years of age and in urgent need for upgrade or replacement. In the Cowichan Valley Regional District, it is estimated that the replacement value of indoor recreation facility assets is in excess of \$250,000,000. The future upgrading and/or replacement of these assets will be challenging in the absence of senior government funding. In response to this pressing need, the BCRPA is asking local governments for a letter of support requesting that recreation infrastructure renewal throughout the Province be made a public policy priority.

**Financial Impact:** N/A

Submitted by,

  
Warren Jones  
Administrator



July 14, 2010

C.V.R.D  
**RECEIVED**  
JUL 22 2010

Chair & Board  
Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC V9L 1N8

Dear Chair & Board,

I am following up on our July 7, 2009 correspondence requesting from you a letter of support as the BC Recreation and Parks Association (BCRPA) moves forward in addressing the urgent need for recreation infrastructure renewal throughout our province.

Last year we released the "A Time for Renewal" report, a culmination of 5 years of research, study and analysis of BC's indoor recreation facilities, which concluded that 68% of the province's infrastructure is over 25 years of age and in urgent need of upgrade or replacement. Its inability to keep up with the demands of a growing population and their changing needs as well as local and provincial environmental stewardship goals is putting healthy communities at risk. Our recreation infrastructure is reaching the crisis point for capital investment.

Our advocacy work around this issue continues as we meet with government officials to increase their awareness of the issue and secure their financial commitment and support. Essential to this work is the demonstration of support local governments have for the need to renew and replace these valuable community resources – for the benefits they bring to their own communities as well as to the province as a whole – and for the work the BCRPA is doing on behalf of all communities within BC.

Now is the time for renewal. Recreation has the capacity to improve the quality of life for *all* British Columbians. With your help we can ensure our recreation infrastructure remains functional and safe, continuing its role in improving our general health and wellbeing.

Please, help us as we work to turn this pressing need into a public policy priority. Your letter will support the urgency and importance of this issue and how it impacts all of us across BC.

Thank you for your time and assistance. Please contact me with any questions or comments you may have. I can be reached at [ssstrutt@bcrpa.bc.ca](mailto:ssstrutt@bcrpa.bc.ca) or 604.629.0965 ext 226.

A copy of the "A Time for Renewal" report can be found on our website at [www.bcrpa.bc.ca/atimeforrenewal.htm](http://www.bcrpa.bc.ca/atimeforrenewal.htm)

Yours sincerely,

Suzanne Allard Strutt  
Chief Executive Officer  
Founding Chair, BC Healthy Living Alliance

Original:	Ron Austin	Copies to:	37
Board:			Chair
Committee(s):			
Directed by:	[Signature]	Date:	July 23/10
File #			



August 3, 2010

The BC Recreation and Parks Association (BCRPA) thanks the following for their letters of support that communicate the urgency and importance of infrastructure renewal and how it impacts individuals, our communities, environments, and economy.

Communities

- Abbotsford
- Capital Regional District
- Cariboo Regional District
- City of Armstrong
- City of Burnaby
- City of Campbell River
- City of Courtenay
- City of Dawson Creek
- City of Enderby
- City of Ferne
- City of Fort St. John
- City of Greenwood
- City of Kamloops
- City of Kelowna
- City of Kimberley
- City of Merritt
- City of Nanaimo
- City of Parksville
- City of Port Alberni
- City of Powell River
- City of Quesnel
- City of Surrey
- City of Victoria
- Comox Valley
- Corporation of Delta
- Corporation of the District of Peachland
- District of 100 Mile House
- District of Barriere
- District of Clearwater
- District of Highlands
- District of Hudson's Hope
- District of Invermere
- District of Logan Lake
- District of Kent / Agassiz
- District of Mackenzie
- District of Oak Bay
- District of Port Edward
- District of Sooke
- District of Tofino
- District of Ucluelet
- District of Vanderhoof
- District of Wells
- Hope and District Recreation Centre
- Nelson and District Community Centre
- North Vancouver District
- North Vancouver Recreation Commission
- Peace River Regional District
- Regional District of Central Kootenay
- Regional District of East Kootenay
- Regional District of Kootenay Boundary
- Regional District of Strathcona
- Squamish-Lillooet Regional District
- Thompson-Nicola Regional District
- Town of Creston
- Town of Comox
- Town of Gibsons
- Village of Alert Bay
- Village of Belcarra
- Village of Fruitvale
- Village of Masset
- Village of Montrose
- Village of Nakusp
- Village of Telkwa
- Village of Valemont
- West Vancouver Parks and Community Services

#### Organizations

- Heart & Stroke Foundation of BC & Yukon
- ParticipACTION
- Recreation Excellence
- Sport BC

In addition, we'd like to thank the following communities for their letters of acknowledgment:

- District of North Saanich - resolution/motion passed - letter pending
- Village of Canal Flats - recommendation adopted - letter pending



STAFF REPORT

BOARD MEETING  
OF SEPTEMBER 8, 2010

**DATE:** August 25, 2010 **BYLAW No.:** 3392

**FROM:** Kathleen Harrison, Legislative Services Coordinator

**SUBJECT:** Shawnigan Lake Historical Society Annual Financial Contribution Service – Notice of Alternative Approval Process and Elector Response Form

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**Recommendation:**

**That the Notice of Alternative Approval Process and the Elector Response Form for CVRD Bylaw No. 3392, be approved.**

**Purpose:** To set the deadline for *Elector Response Form* submissions for the *Alternative Approval Process* for, "CVRD Bylaw No. 3392 – Shawnigan Lake Historical Society Annual Financial Contribution Service Amendment Bylaw, 2010".

**Financial Implications:** Pursuant to Section 94 (2)(b) of the *Community Charter*, two notices must be placed in a local paper for an Alternative Approval Process. Each publication will cost approximately \$250 for a total of \$500 (plus tax).


**Interdepartmental/Agency Implications:** The Legislative Services Division is responsible for the coordination and conduct of all Alternate Approval Processes and ensures compliance with the legislative requirements of the *Local Government Act* and *Community Charter*.

**Background:** CVRD Bylaw No. 3392 was granted third reading by the Board of Directors at its meeting held July 14, 2010, and was forwarded to the Inspector of Municipalities for approval. Provincial approval has now been received, and therefore, the Board may now proceed with obtaining elector consent through an Alternative Approval Process.

Pursuant to Section 801.3 of the *Local Government Act* and Section 86 of the *Community Charter*, the Board must set the deadline for receiving elector responses for an Alternative Approval Process. The attached Notice of *Alternative Approval Process* and *Elector Response Forms* set the deadline for responses for Bylaw No. 3392 at 4:30 pm, Monday, October 25, 2010.

Submitted by,

Kathleen Harrison  
Legislative Services Coordinator

<p>Division Manager's Approval:</p>  <hr/> <p>Signature</p>
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**NOTICE TO ELECTORS OF  
ELECTORAL AREA B – SHAWNIGAN LAKE**

**OF AN ALTERNATIVE APPROVAL PROCESS OPPORTUNITY FOR  
CVRD SERVICE AMENDMENT BYLAW NO. 3392**

**NOTICE IS HEREBY GIVEN** that the Board of the Cowichan Valley Regional District proposes to adopt "CVRD Bylaw No. 3392 – Shawnigan Lake Historical Society Annual Contribution Service Amendment Bylaw, 2010".

**BYLAW SUMMARY**

If adopted, Bylaw No. 3392 will allow the Cowichan Valley Regional District to amend Bylaw No. 2950, *Shawnigan Lake Historical Society Annual Financial Contribution Service* to increase the maximum requisition limit from \$8,500 to \$17,000 annually. The purpose of the contribution is to assist the Shawnigan Lake Historical Society with costs of providing services relating to the operation and maintenance of the Shawnigan Lake Museum. The maximum cost to residential property owners within Electoral Area B – Shawnigan Lake with a residential property assessed at \$100,000 would be \$1.04 per annum, as set out in the table below. The complete bylaw is available for review at the Cowichan Valley Regional District office, located at 175 Ingram Street in Duncan, during regular office hours, 8:00 am - 4:30 pm, Monday to Friday excluding statutory holidays. A copy of the bylaw is also available on the CVRD website at [www.cvrld.bc.ca](http://www.cvrld.bc.ca).

Calculation Table

Net Taxable Value (Land & Improvements)	Maximum Annual Cost Per Residential Property Owner	Number of Electors in the Service Area	10% of the Electors
\$100,000	\$1.04	5,641	564

**ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY**

The Regional District may adopt this bylaw unless at least 10% of electors within the service area indicate that a referendum must be held by submitting a signed *Elector Response Form* to the Regional District office **no later** than 4:30 pm on Monday, October 25, 2010. *Elector Response Forms* must be in the form established by the Regional District, and only those persons who qualify as electors of Electoral Area B – Shawnigan Lake, are entitled to sign. The service area includes all of Electoral Area B – Shawnigan Lake. Service area electors may qualify as either resident electors or as non-resident property electors, as follows:

**Resident Elector** – You are entitled to submit an *Elector Response Form* as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in BC for at least six months, and have been a resident of Electoral Area B – Shawnigan Lake for the past 30 days or more.

**Non-Resident Property Elector** – You are entitled to submit an *Elector Response Form* as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in BC for at least six months, have owned and held registered title to a property in Electoral Area B – Shawnigan Lake for the past 30 days or more, and do not qualify as a resident elector. NOTE: Only one non-resident property elector may submit a response form per property, regardless of how many owners there may be.

If less than 10% (564) of the service area electors submit an *Elector Response Form*, the Bylaw will be deemed to have the approval of the electors and the Regional District may proceed with adoption. For the purpose of conducting the alternative approval opportunity, the number of service area electors is calculated as 5,641.

A copy of the Bylaw and *Elector Response Form* is available from the Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC V9L 1N8, Phone 250-746-2500/1-800-665-3955, e-mail [kharrison@cvrd.bc.ca](mailto:kharrison@cvrd.bc.ca), OR on the CVRD website at [www.cvrld.bc.ca](http://www.cvrld.bc.ca).



**ELECTOR RESPONSE FORM  
BYLAW NO. 3392**

The Cowichan Valley Regional District is proposing to adopt "CVRD Bylaw No. 3392 – Shawnigan Lake Historical Society Annual Contribution Service Amendment Bylaw, 2010" which authorizes the Regional District to amend Bylaw No. 2950, *Shawnigan Lake Historical Society Annual Financial Contribution Service* to increase the maximum requisition limit from Eight Thousand Five Hundred Dollars (\$8,500) to Seventeen Thousand Dollars (\$17,000) annually to assist with costs of providing services relating to the operation and maintenance of the Shawnigan Lake Museum in Electoral Area B – Shawnigan Lake. If you are opposed to the adoption of this bylaw, you may indicate your opposition by signing and returning this *Elector Response Form* to the Regional District office by 4:30 pm, Monday, October 25, 2010. Only those persons who live or own property within Electoral Area B – Shawnigan Lake and meet the following qualifications are eligible to submit an *Elector Response Form*.

I hereby certify that:

- I am a Canadian citizen;
- I am an individual who is age 18 or older;
- I have been a resident of British Columbia for at least the past six months;
- I have been a resident of Electoral Area B – Shawnigan Lake for the past 30 days **or** I am entitled to register as a non-resident property elector;
- I am not disqualified by the *Local Government Act*, or any other enactment, from voting in an election or am not otherwise disqualified by law.

I understand and acknowledge that I may not sign an *Elector Response Form* more than once in relation to this alternative approval process.

NAME OF ELECTOR:

\_\_\_\_\_  
(Please Print Full Name)

ELECTOR STREET ADDRESS:

**OR**

Address of property in relation to which I am entitled to register as a non-resident property elector (**non-resident property electors only**)

\_\_\_\_\_  
\_\_\_\_\_  
(contact telephone number including area code)

SIGNATURE OF ELECTOR:

**NOTE:** The *Elector Response Form* must be returned to the Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC, V9L 1N8 on or before **4:30 pm, Monday, October 25, 2010**. Office hours are 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays.

**Section 86(6) of the *Community Charter* requires all electors to submit their response on the form established by the CVRD, or an accurate copy of that form. If this form is altered in any way, including by writing or printing information other than that requested, on the front or back of it, it must and will be rejected by the CVRD.**



C·V·R·D

SR3

STAFF REPORT

REGULAR BOARD MEETING  
OF SEPTEMBER 8, 2010

**DATE:** August 31, 2010  
**FROM:** Jacob Ellis, Manager, Corporate Planning  
**SUBJECT:** Corporate Strategic Plan

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**Recommendation:**

That the Board approve and endorse the Corporate Strategic Plan as a guide to establish corporate priorities.

**Background:** In 2008, the CVRD Board approved moving forward with the development of a corporate strategic plan. Community consultation in the form a community survey was undertaken in May 2009 with Board consultation taking place in June, September, October and August of the following year. Substantial staff consultation was carried out from June through October 2009. The attached draft Corporate Strategic Plan reflects the collection of ideas and priorities reflected from this process.

This strategic plan will help establish corporate priorities, guide decision making, and provide long-term direction for the Regional District. The practical result will be to help ensure that organizational funding decisions and work priorities are consistent with the Regional District's key goals and objectives. By developing and implementing a strategic plan, the CVRD will benefit from improved decision-making and enhanced organizational effectiveness.

**Financial Implications:** The scope and size of the projects contemplated in the Corporate Strategic plan necessitate a multi-year implementation timetable. Determination of which projects receive priority attention will largely be a function of the budget process. Ultimately, the Board, through its budget deliberations and priority setting, will establish which strategic initiatives are undertaken and in which timeframe.

Submitted by,

Jacob Ellis,  
Manager, Corporate Planning





# COWICHAN VALLEY REGIONAL DISTRICT

CORPORATE STRATEGIC PLAN

SEPTEMBER 2010



# Letter from the Regional District Board Chair



On behalf of the Board of Directors, I am pleased to introduce the Corporate Strategic Plan for the Cowichan Valley Regional District. As we began the process of formulating a strategic plan some months ago, the first step was to undertake a public consultation survey to better understand the top priorities, concerns and wishes of Valley residents. Armed with this information we asked questions about ourselves as an organization in an effort to better identify how to best address the challenges we face today, while preparing ourselves to take advantage of the future opportunities of tomorrow.

In moving forward as a region, it is critical that proactive steps are taken to preserve the high quality of life enjoyed by residents. The Corporate Strategic Plan provides a roadmap showing where we are, where we want to go, and how we will get there. This plan will help establish corporate priorities, guide funding decisions, and provide long-term direction for the Regional District as we all work towards becoming the most livable and healthy community in Canada.

Gerry Giles, Chair

## Cowichan Valley Regional District Board of Directors



### **Back row from left to right**

Dave Haywood, Lori Iannidinardo, Tim McGonigle, Klaus Kuhn, Tom Walker, George Seymour, Rob Hutchins, Loren Duncan, Brian Harrison, Mel Dorey, Ian Morrison, Ken Cossey, Mary Marcotte

### **Front row**

Vice Chair Phil Kent, Chair Gerry Giles





**THE COWICHAN VALLEY REGIONAL DISTRICT** strives to deliver residents excellent service at an affordable cost.

The CVRD'S community survey conducted in May 2009 provided insight into service areas that required greater attention. Additionally, In June, September, and October of 2009, the Cowichan Valley Regional District Board of Directors and senior staff held strategic planning sessions focused on community needs to determine how best to provide key services today, and in the future.

## VISION STATEMENT

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

## MISSION STATEMENT

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

## VALUE STATEMENTS

### Respect

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

### Service Excellence

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

### Integrity

We are honest and trustworthy.

### Accountability

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

### One Region

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

### Positive

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



# CONTENTS



4	Sustainable Land Use
6	Healthy Environment
8	Service Excellence
10	Viable Economy
12	Safe & Healthy Community
14	Sustainable Infrastructure
16	Success Indicators

# SUSTAINABLE LAND USE

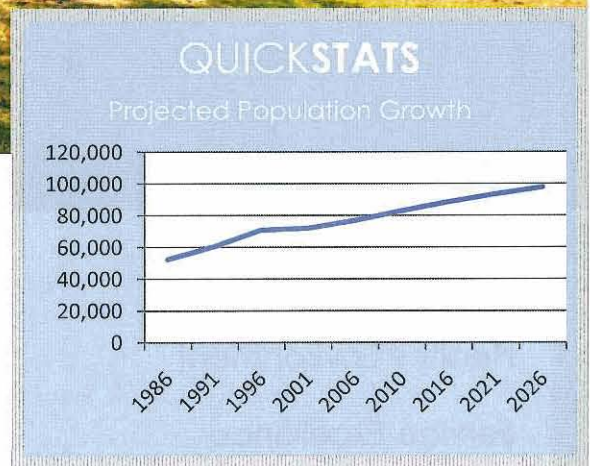
Sustainable land use is about development that meets the needs of the present without compromising the ability of future generations to meet their own needs. To this end, the CVRD is working to ensure that land use planning is well coordinated across the Region, promotes sustainable development, and enhances agricultural opportunities.

With its mild climate and beautiful surrounding landscapes, the Cowichan Region is expected to continue to see steady population growth in the years ahead. In light of this reality, the CVRD seeks to manage this growth to encourage sustainable development and manage resources so that the quality of life enjoyed today will be preserved and enhanced for future generations.



## OBJECTIVES

- Establish well coordinated land use plans and policies throughout the Region.
- Continue to develop long term plans for sustainability
- Promote sustainable land use



## 2009 SURVEY SAYS...

**97%** of residents rate quality of life in the valley as good or very good.

**86%** of residents list protecting agricultural or farm land as a priority.

**59%** of Cowichan residents feel that the amount of growth in the valley has been about right over the past 5 years, while **29%** feel there has been too much growth.

**36%** of residents would place a priority on accommodating growth through higher density.

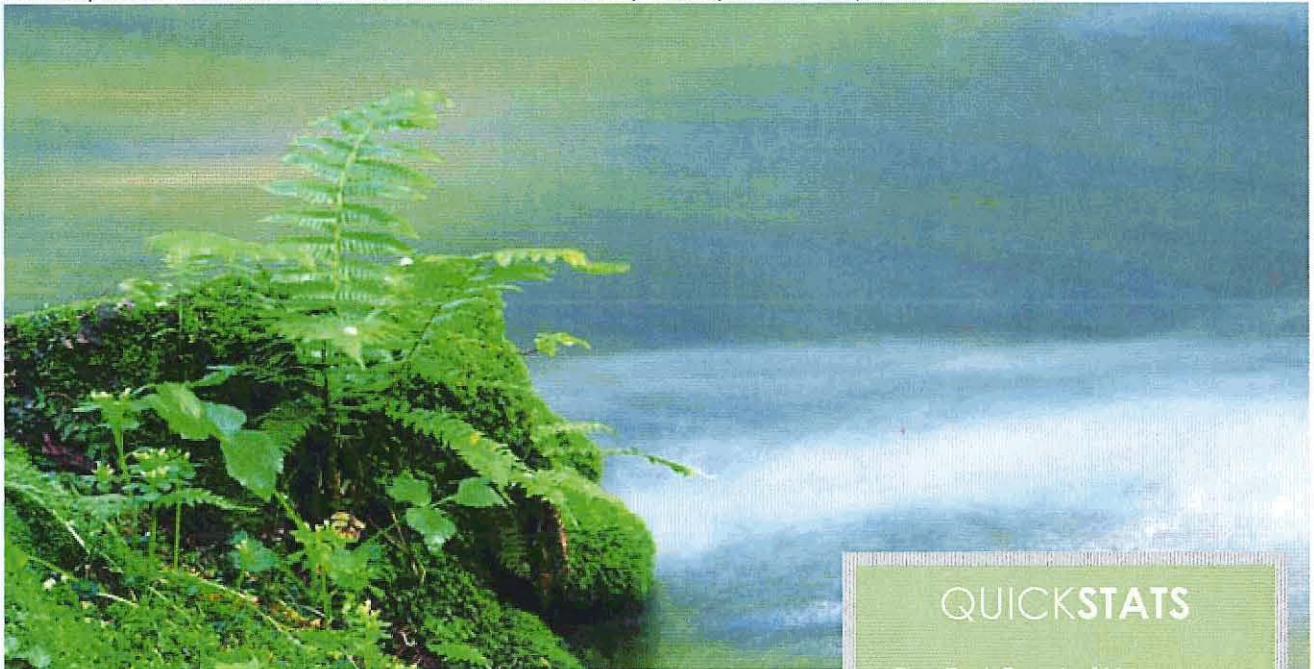


OBJECTIVE	STRATEGIC ACTION
<p><b>Establish well coordinated land use plans and policies</b></p>	<ol style="list-style-type: none"> <li>1. Develop a plan to ensure well integrated land use plans and policies internally, regionally, and inter-regionally.</li> <li>2. Develop a public safety lens that incorporates emergency, fire safety, and other hazard considerations internally and externally into planning processes.</li> </ol>
<p><b>Develop long-range plans for sustainability</b></p>	<ol style="list-style-type: none"> <li>1. Initiate a regional sustainability planning process in 2010.</li> <li>2. Review the feasibility of implementing a regional growth management strategy following completion of the regional sustainability planning process.</li> <li>3. Develop a strategy to ensure up-to-date Official Community Plans (OCP's) are in place within a reasonable time frame, consistent with local government legislation.</li> <li>4. Complete the subdivision servicing bylaw in 2010.</li> <li>5. Incorporate aesthetic preservation principles into OCP's and explore other ways of preserving the aesthetic nature of the Cowichan Region.</li> <li>6. Update background technical studies to inform the planning process i.e. demographic projections, assessment of development capacity and demand, economic forecast, environmental issues, and regional service demand assumptions.</li> <li>7. Recommend to the Agricultural Land Commission: (1) regulation and policy improvements to recognize an expanded agricultural base, &amp; culture, and (2) policy amendments to promote the expansion of agricultural lands and agricultural uses.</li> <li>8. Develop a long-term land use strategy/policy for forestry lands in the Cowichan Region.</li> </ol>
<p><b>Promote sustainable land use</b></p>	<ol style="list-style-type: none"> <li>1. Develop a green building strategy/policy that supports environmentally friendly building practices.</li> <li>2. Promote ecosystem enhancement-oriented design guidelines for new developments.</li> <li>3. Develop and implement a program to recognize examples of excellence in sustainable community development.</li> </ol>



# HEALTHY ENVIRONMENT

The valleys and waters of southeast Vancouver Island have sheltered human society for thousands of years. The Cowichan Region remains one of the most fortunate places on earth. Natural beauty and generally healthy ecosystems root our identity, sustain our lifestyles and enrich our economy. The regional environment performs essential services, providing necessities like clean water and absorbing our society's wastes. It underpins many other amenities that make the Cowichan a desirable destination for visitors and a great place to call 'home'. The need continues to protect the nature that supports our Region's enviable quality of life. With this goal in mind, the CVRD is embarking on a plan centered around protecting, restoring, rehabilitating and enhancing the natural environment. Additionally, the Regional District will encourage the development of sustainable communities and lead by example in its corporate activities.



## OBJECTIVES

- **Protect the environment from harm**
- **Restore, rehabilitate & enhance the natural environment**
- **Establish sustainable communities**
- **Lead by example**

## 2009 SURVEY SAYS...

When it comes to establishing priorities for dealing with population growth in the Cowichan Valley, residents generally feel that environmental-related issues should be the highest priority. When isolating survey responses of a "very high priority" and a "high priority," the majority of residents feel that water conservation and future water use planning (**93%**), minimizing impacts to the natural environment and protecting environmentally sensitive areas (**86%**), and protecting agricultural or farm land (**81%**) should take precedence.

## QUICKSTATS

- The East Coast of Vancouver Island contains unique ecological features not found anywhere else in Canada.
- As of 1990, **92.1%** of the East Coast of Vancouver Island has been modified from its natural historic landscape.
- Less than **1%** of the natural ecosystems remain intact along the developed corridor – and of that remainder, **11%** was lost by 2002.
- There are **48** globally rare species, and **41** federally protected species in the Cowichan Region.



OBJECTIVE	STRATEGIC ACTION
<p><b>Protect the environment from harm</b></p>	<ol style="list-style-type: none"> <li>1. Develop a community climate change mitigation plan to meet or beat provincial green house gas emission targets.</li> <li>2. Develop regional watershed management strategies.</li> <li>3. Develop water planning policies to guide community planning &amp; development decisions.</li> <li>4. Identify and map areas of high conservation value and develop policies &amp; guidelines to protect sensitive areas.</li> <li>5. Develop a community climate change adaptation strategy to help cope with changing regional conditions.</li> <li>6. Develop an air shed protection strategy.</li> </ol>
<p><b>Restore, rehabilitate &amp; enhance the natural environment</b></p>	<p>Develop a Brownfield remediation plan to inventory, where, what kind and the number of CVRD Brownfield sites in the Region including Meade Creek, Koksilah, and Peerless Road incinerator sites.</p>
<p><b>Establish sustainable communities</b></p>	<ol style="list-style-type: none"> <li>1. Review existing CVRD bylaws and make recommendations for incorporating sustainable elements, and where needed, create new standards.</li> <li>2. Pursue incentives and other financial instruments to encourage positive practices.</li> <li>3. Promote the development of a regional multi-modal transportation plan for southern Vancouver Island, recognizing that this issue is bigger than just the Cowichan Region.</li> <li>4. Review and update the regional transit plan with the aim of increasing ridership and improving service.</li> <li>5. Develop an environmental education plan with a focus on water, biodiversity and climate change.</li> <li>6. Develop a regional energy strategy to identify regional sources of green energy.</li> </ol>
<p><b>Lead by example</b></p>	<ol style="list-style-type: none"> <li>1. Develop a green facilities retrofit policy to guide how CVRD facilities will be renovated to meet green standards.</li> <li>2. Develop a plan to ensure the CVRD complies with the BC Climate Action Charter by 2012.</li> <li>3. Develop a corporate CVRD climate change adaptation strategy to help cope with changing regional conditions.</li> <li>4. Develop a corporate employee plan to help staff "go green" and make the plan available for the general public to utilize as well.</li> </ol>



# SERVICE EXCELLENCE

The Cowichan Valley Regional District is committed to providing innovative, consistent, efficient, world class service. In order to meet and exceed community expectations, the Regional District will develop a staff training and development program to ensure knowledgeable and well trained staff are equipped to provide great service to each customer every day. A comprehensive communications plan is also in the works so that residents are proactively informed of local government activities in and around the Region. The CVRD is also creating a volunteer promotion and incentive program to better support and enhance the many volunteer efforts that continue to help make our region one of the best places in Canada to call home. In order to ensure the long term capacity of the Regional District, we are taking advice from our residents and looking at developing a long term capital reserve fund plan to ensure that funds are being saved today, to ensure tomorrows building programs are in great financial shape.



## OBJECTIVES

- **An efficient, high performance, innovative organization**
- **An organization whose public and staff are proactively informed.**
- **Organizational focus on established priorities and outcomes**
- **Be the local government employer of choice on Vancouver Island**
- **Maintain a knowledgeable and well trained workforce**
- **Financial stability**

## QUICKSTATS for 2009

- **79%** of residents feel they get good value for their tax dollar.
- **40%** of Valley Residents personally contacted the CVRD at least once last year.
- **75%** of residents would prefer the CVRD put aside funds each year until funds are sufficient to undertake major capital projects rather than borrowing funds.
- **64%** of residents support increasing taxes to either expand or maintain services at current levels.
- **68%** of residents feel they are provided with enough opportunities to make their opinions heard.

\* Figures based on the 2009 Ipsos Reid Public Opinion Survey.

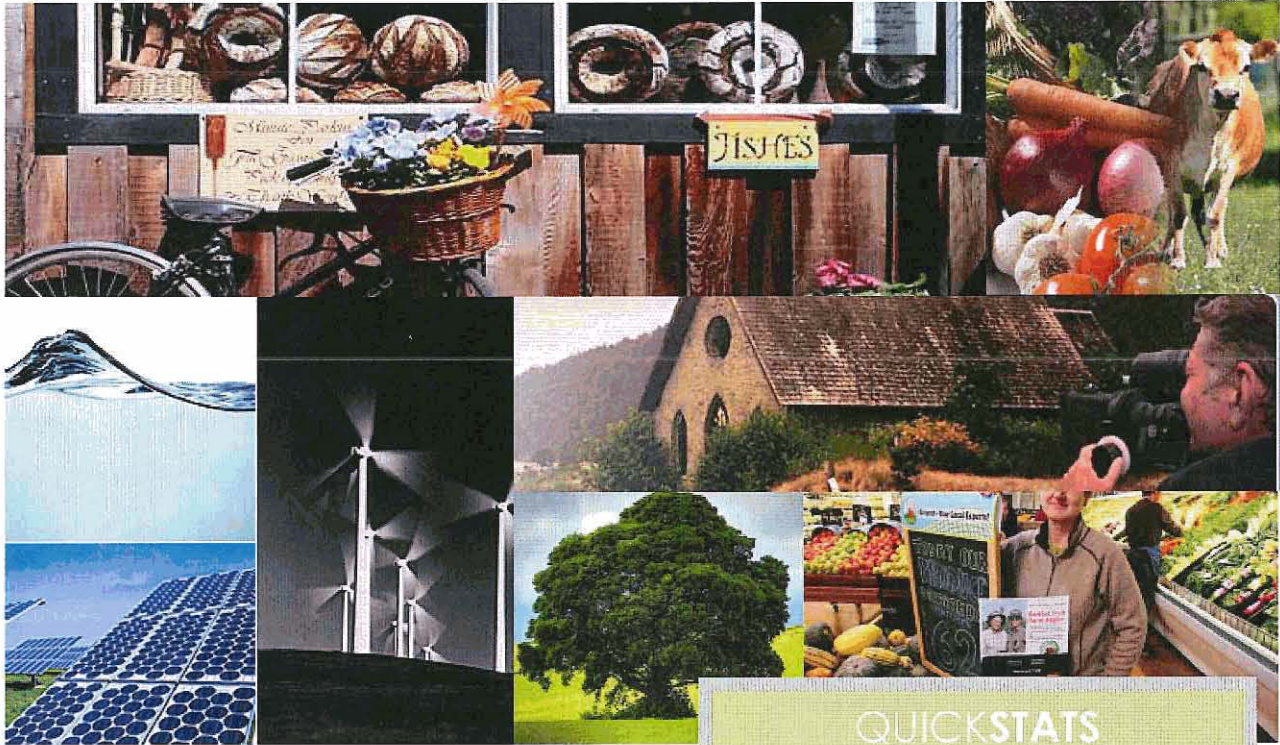


OBJECTIVE	STRATEGIC ACTION
<p><b>An efficient, high performance, innovative organization</b></p>	<ol style="list-style-type: none"> <li>1. Introduce a corporate wide performance management system to monitor and evaluate achievement against desired outcomes.</li> <li>2. Increase accountability with regular performance reporting to the Board.</li> <li>3. Review organizational processes and streamline where appropriate to improve efficiency and reduce costs.</li> <li>4. Assist the Board in conducting a comprehensive corporate governance review to examine committee/commission structure and make recommendations for improvements.</li> <li>5. Develop and implement a comprehensive records management system.</li> <li>6. Develop a resource vs. demand tracking system strategy to ensure that each department is sufficiently resourced to accomplish its mandate.</li> <li>7. Actively pursue green initiative partnerships with external agencies to better leverage dollars, information and time.</li> </ol>
<p><b>An organization whose public and staff are proactively informed</b></p>	<ol style="list-style-type: none"> <li>1. Develop a comprehensive external communications plan.</li> <li>2. Develop an internal communications plan that supports information flow between the Board, Commissions/Committees, front line staff and management.</li> <li>3. Develop a regional inter-governmental communications and relations strategy to ensure               <ol style="list-style-type: none"> <li>a. Well integrated infrastructure planning occurs throughout the region</li> <li>b. Relationships between the CVRD, First Nations and adjacent regional districts are strengthened.</li> </ol> </li> <li>4. Continue to enhance the number of services available online.</li> </ol>
<p><b>Organizational focus on established priorities and outcomes</b></p>	<ol style="list-style-type: none"> <li>1. Review the <i>Corporate Strategic Plan</i> annually and fully revise every 3 years.</li> <li>2. Develop budgets for each priority and link each to performance indicators.</li> <li>3. Develop business plans for each department that are directly linked to the strategic plan.</li> <li>4. Review any CVRD body/unit where concerns arise regarding possible 'mission drift' / substantial delay or inability to achieve corporate objectives.</li> <li>5. Regularly review and clarify roles and responsibilities of the Board, staff, Commissions and Committees.</li> <li>6. Conduct annual community surveys to ensure that services and service levels are consistent with community preferences.</li> </ol>
<p><b>Be the local government employer of choice on Vancouver Island</b></p>	<ol style="list-style-type: none"> <li>1. Develop a strategic human resource plan linking recruiting, orientation, performance reviews, compensation/recognition, training, leadership renewal/succession planning, and culture development.</li> <li>2. Develop a team building strategy to help staff more effectively take advantage of team based problem solving and project management.</li> <li>3. Create a volunteer promotion/incentive program to better recognize and support and enhance volunteer efforts.</li> <li>4. Continue to build positive labour relationships with unions and non union staff.</li> <li>5. Focus on improvement of occupational health and safety.</li> <li>6. Develop a staff healthy living strategy and continue to build on the ongoing work of the wellness program.</li> </ol>
<p><b>Knowledgeable and well trained staff</b></p>	<ol style="list-style-type: none"> <li>1. Develop a procedure and policy training plan, including new staff orientation to help ensure that staff are aware of and understand corporate policies and procedures.</li> <li>2. Create a staff training and development program including training on dealing with change, Vadim information system training, and in-house training on a wide range of topics and skills.</li> <li>3. Make the CVRD intranet available to all staff including offsite CVRD locations.</li> <li>4. Develop a customer service delivery strategy to help train staff on basic protocol/standards as well as to improve overall consistency across the organization regarding the level of customer service provided.</li> <li>5. Implement best practices throughout the organization wherever possible.</li> </ol>
<p><b>Financial stability</b></p>	<ol style="list-style-type: none"> <li>1. Actively pursue alternative funding sources including grants and partnerships.</li> <li>2. Continue to improve the annual budget process.</li> <li>3. Develop a long term financial management plan that addresses the lifecycles costs of CVRD assets and maintains adequate capital/operating reserves to strengthen financial stability.</li> <li>4. Build a business development strategy looking at building &amp; leasing.</li> <li>5. Create strategic opportunities reserves to leverage grant funding.</li> </ol>



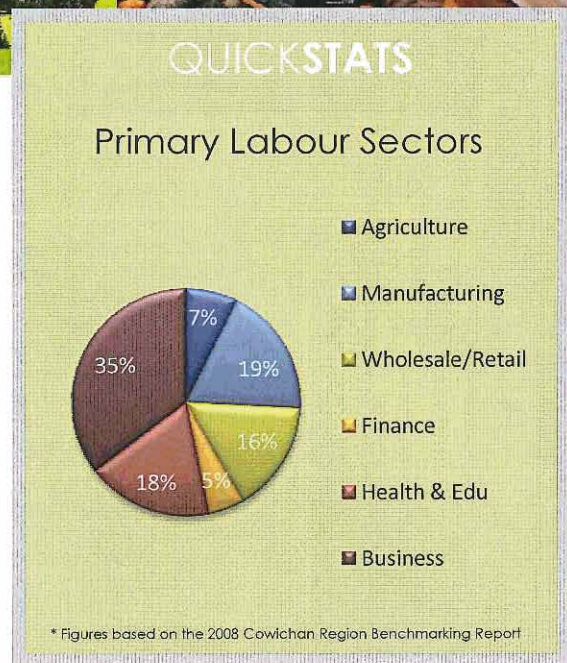
# VIABLE ECONOMY

The Cowichan Valley is one of the best places in Canada to live, work, and play. With a sustained strategic focus on ensuring a healthy economy in the Region, our quality of life can be enhanced for today's residents and future generations. By attracting investment in local businesses the valley can position itself to ensure sustainable local employment opportunities for an increasingly diverse and skilled workforce. Aided by a robust marketing strategy, the Region will continue to build its reputation as a tourist destination of choice. By building strong community partnerships and leveraging local strengths, the Region can position itself to attract and retain some of the top businesses in North America.



## OBJECTIVES

- Support agriculture
- Promote tourism
- Attract film productions
- Focus on core regional priorities
- Support policies and initiatives that strengthen the local economy
- Maintain key economic development programs



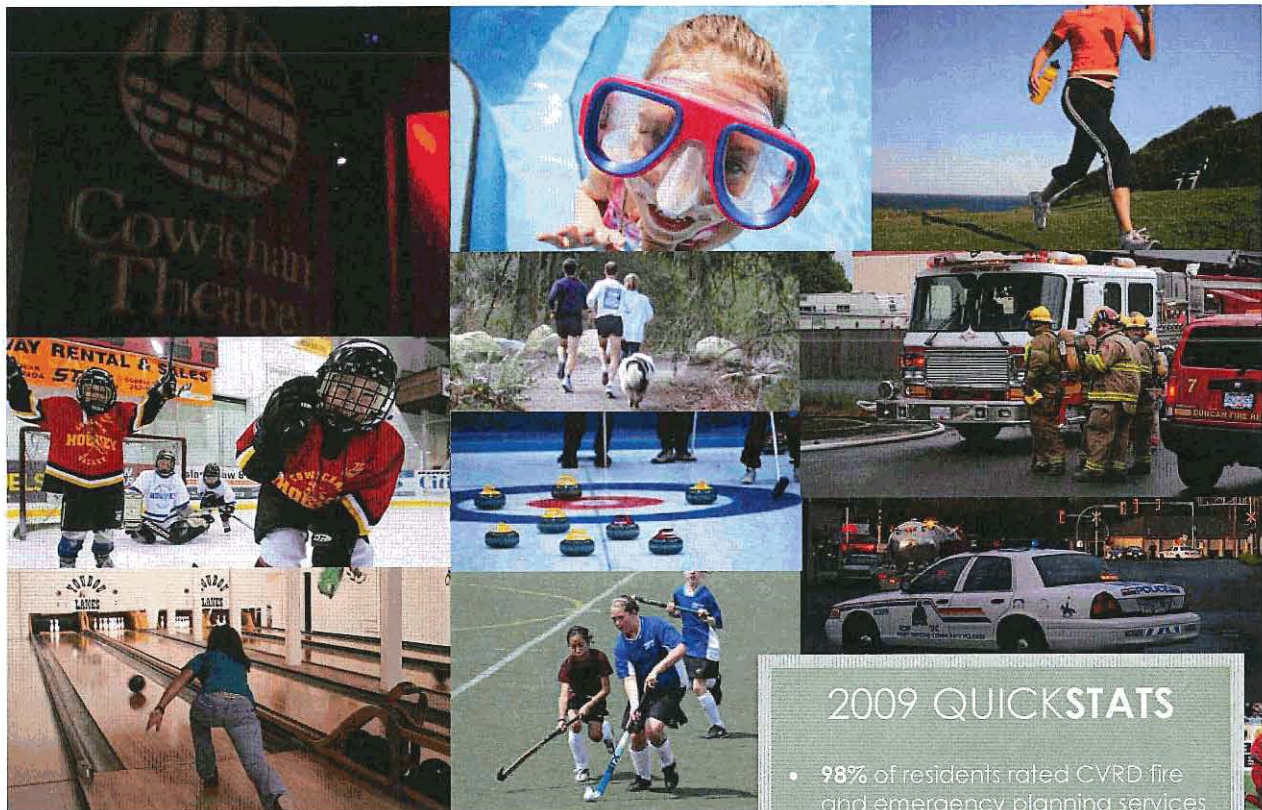


OBJECTIVE	STRATEGIC ACTION
<b>Support agriculture</b>	Implement the <i>Cowichan Regional Area Agricultural Plan</i> .
<b>Promote tourism</b>	Implement the <i>Cowichan Tourism Marketing Plan</i> .
<b>Attract film productions</b>	Promote the Cowichan Region as a film production location of choice.
<b>Focus on core regional priorities</b>	<ol style="list-style-type: none"> <li>1. Update the <i>Economic Development Strategic Plan</i> to reflect current priorities in consultation with the Economic Development Commission and Board.</li> <li>2. Develop a communications plan to improve information flow between Economic Development Cowichan and the Board and ensure that Economic Development Cowichan activities reflect current Board priorities.</li> </ol>
<b>Support policies and initiatives that strengthen the local economy</b>	<ol style="list-style-type: none"> <li>1. Recommend policy improvements and initiatives that will strengthen the local economy with a specific emphasis on attracting high paying jobs.</li> <li>2. Review CVRD regulatory practices and policies and make recommendations for improvements to better support the local economy.</li> </ol>
<b>Maintain key economic development programs</b>	<ol style="list-style-type: none"> <li>1. Implement phase I and II of the <i>Clean Technology Project</i>.</li> <li>2. Promote the <i>Cowichan First Program</i>.</li> <li>3. Expand the promotion of Cowichan Region products.</li> <li>4. Promote and assist with investor templates.</li> </ol>



# SAFE AND HEALTHY COMMUNITY

The foundation of a healthy community is a place where people of all ages and abilities can live, work, and play in a safe, secure environment. From fire rescue to nationally recognized theatre events, the Cowichan Valley Regional District provides a wide range of services to help support and foster a safe and healthy Cowichan community. Currently, plans are being developed to better support our excellent public safety volunteers, as well as to increase collaboration among the public safety agencies serving the Region. Healthy living is also being made easier with an ever expanding range of activities and services aimed at fostering personal and community wellness. Based on the needs of our citizens, the CVRD will work towards ensuring that Cowichan Valley residents live healthier lifestyles through the provision of exceptional parks and trails, recreation and cultural services, accessible to all.



## OBJECTIVES

- **Maintain a strong public safety volunteer base**
- **Improve community awareness of Public Safety programs**
- **Promote Individual and community wellness**
- **Provide exceptional recreation, culture and parks services**
- **Achieve excellence through community partnerships**

### 2009 QUICKSTATS

- **98%** of residents rated CVRD fire and emergency planning services as important services.
- **54%** of residents felt in comparison to all other issues facing the Region, that the construction of recreation, sports and community amenities should be a high priority.
- **53%** of residents rated natural parks, and hiking or walking trails as the priority when it comes to investing in parks and recreation services.
- **67%** of residents rated sports fields as the priority when it comes to investing in sports facilities.

\* Figures based on the 2009 Ipsos Reid Public Opinion Survey.

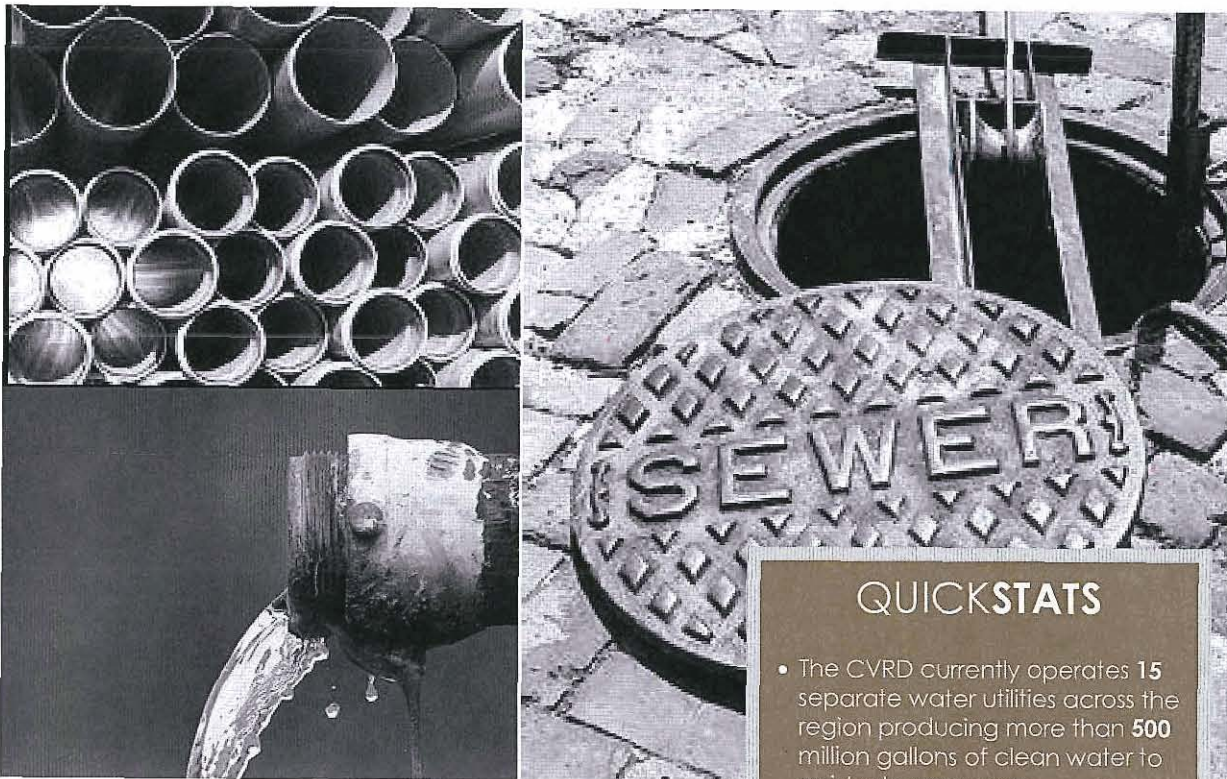


OBJECTIVE	STRATEGIC ACTION
<p><b>Build a strong public safety volunteer base</b></p>	<ol style="list-style-type: none"> <li>1. Develop a volunteer recruitment strategy that includes looking at ways to better support firefighters, radio operators, emergency planning volunteers, and other community safety volunteers.</li> <li>2. Develop a volunteer training &amp; occupational health and safety plan to ensure a safe and well trained volunteer force.</li> <li>3. Develop a volunteer retention strategy to reduce turnover, and increase satisfaction among public safety volunteers.</li> </ol>
<p><b>Improve community awareness of public safety programs</b></p>	<ol style="list-style-type: none"> <li>1. Develop a strategy to clarify and communicate the role of the Public Safety Department to regional stakeholders.</li> <li>2. Continue developing public safety education programs for the community</li> </ol>
<p><b>Promote individual &amp; community wellness</b></p>	<ol style="list-style-type: none"> <li>1. Promote a healthy lifestyle strategy to help residents live healthier lives through taking part in parks, recreation and culture services.</li> <li>2. Pursue sports, culture, events tourism opportunities to take advantage of events like the North American Indigenous Games, the Olympic torch relay, film festivals, etc.</li> <li>3. Develop an accessibility strategy to ensure that all people have access to quality recreational and cultural services &amp; facilities.</li> <li>4. Increase participation in parks, recreation, and culture programs, events and activities.</li> <li>5. Continue to support the Community Safety Advisory Committee (CSAC).</li> <li>6. Promote pedestrian and cyclist friendly roadways &amp; trails between communities and neighbourhoods.</li> </ol>
<p><b>Provide exceptional recreation, cultural and park services</b></p>	<ol style="list-style-type: none"> <li>1. Continue with the parkland acquisition program to acquire high priority areas and identify opportunities for funding support &amp; partnerships.</li> <li>2. Continue to implement the <i>Regional Parks &amp; Trails Masterplan</i> to respond to new parks and trail needs and opportunities.</li> <li>3. Continue to ensure a diversity of regional parks for both recreational and conservation purposes.</li> <li>4. Develop a program expansion strategy to look at where programs take place and the number and type of programs offered.</li> <li>5. Continually improve the quality of programs and services.</li> <li>6. Develop a long term recreation funding strategy for the region.</li> </ol>
<p><b>Achieve excellence through community partnerships</b></p>	<ol style="list-style-type: none"> <li>1. Complete a governance renewal study to review and look at ways of improving current recreation governance structures i.e.: commissions.</li> <li>2. Develop a partnerships strategy to ensure parks, recreation and culture planning &amp; coordination occurs throughout the Region. This will include the establishment of regional staff level teams working with local groups, clubs, sports, outdoor and arts and cultural organizations to develop partnerships for the delivery of a broad spectrum of services.</li> <li>3. Increase collaboration among public safety agencies through enhanced and expanded quarterly public safety meetings and instituting quarterly First Responder meetings.</li> </ol>



# SUSTAINABLE INFRASTRUCTURE

Ensuring well maintained and sustainable infrastructure is a priority for the Cowichan Valley Regional District. Over the next few years, existing liquid waste management plans will be updated and new plans developed for areas in the Region not currently covered by a plan. Additionally, upgrades to water and sewer utilities continue around the Region to ensure utilities meet local government standards. The CVRD is also exploring the establishment of a long-term funding strategy that will create capital reserve funds for major assets to ensure a stable funding base for the future. A geographic information system (GIS) is in the process of being developed to build an up-to-date inventory of CVRD assets and will include condition assessments and replacement costs for each asset.



## OBJECTIVES

- **Responsible waste management**
- **Community infrastructure is well planned for current and future generations**
- **Reliable essential services**
- **Well maintained public facilities**

## 2009 Survey Says...

**93%** of residents rated water conservation/future water use planning as a high priority for the Regional District.

## QUICKSTATS

- The CVRD currently operates **15** separate water utilities across the region producing more than **500** million gallons of clean water to residents every year.
- Of the **119,864,000** kilograms of waste produced in the Cowichan Region in 2008, an estimated **91,586,000** kilograms was recycled.
- The CVRD has recycled an estimated **476,122,000** kilograms of waste in the past decade.
- The average BC Regional District takes over 1 utility per year; over the past **3** years, the CVRD has taken over **22** with an additional **5** more in process and **17** more identified as potential CVRD systems in 2010 or beyond.



OBJECTIVE	STRATEGIC ACTION
<p><b>Responsible waste management</b></p>	<ol style="list-style-type: none"> <li>1. Continue working towards full implementation of the <i>Solid Waste Management Plan</i>.</li> <li>2. Incorporate integrated resource management (IRM) principles into solid waste and water management practices, including the exploration of waste to energy opportunities.</li> <li>3. Update the <i>South Sector and Central Sector Liquid Waste Management Plans</i>.</li> <li>4. Develop Liquid Waste Management Plans for all areas of Regional District i.e.: west sector and north sector.</li> </ol>
<p><b>Community infrastructure planned for current and future generations</b></p>	<ol style="list-style-type: none"> <li>1. Create a geographic information system (GIS) asset management system and build an up-to-date inventory and assessment of CVRD assets, including their condition and replacement costs for each asset.</li> <li>2. Develop a rain water management plan and green infrastructure policy to support "natural" infrastructure such as natural drainage systems like wetlands vs. pipes and concrete ponds.</li> <li>3. Develop a lifecycle program for all infrastructure assets together with preventative maintenance programs to extend the lifecycle.</li> <li>4. Perform condition audits and life cycle assessment on paths, parks, civic buildings and underground assets.</li> </ol>
<p><b>Reliable essential services</b></p>	<ol style="list-style-type: none"> <li>1. Upgrade water &amp; sewer utilities to meet local government standards.</li> <li>2. Complete and implement the <i>South Cowichan Water Management Plan</i>.</li> <li>3. Implement the <i>Cowichan Basin Water Management Plan</i>.</li> <li>4. Complete the <i>Cowichan River Integrated Flood Management Plan</i>.</li> <li>5. Conduct a post-disaster study on all CVRD Public Facilities.</li> <li>6. Develop a water management plan for the North End of the Regional District (Town of Ladysmith, and Electoral Areas G &amp; H).</li> <li>7. Develop a utility acquisition strategy.</li> </ol>
<p><b>Well maintained public facilities</b></p>	<ol style="list-style-type: none"> <li>1. Upgrade the Kerry Park Recreation Centre and Cowichan Lake Sports Arena.</li> <li>2. Develop a long-term funding strategy including a capital reserve fund policy for maintaining and replacing infrastructure assets.</li> <li>3. Conduct energy efficiency audits of all CVRD facilities and equipment.</li> <li>4. Develop a plan to safeguard parks, trails and natural assets.</li> <li>5. Establish consistent quality and maintenance standards for CVRD facilities.</li> </ol>



# SUCCESS INDICATORS

The CVRD is committed to implementing the *Corporate Strategic Plan*. Measuring progress towards achieving the goals and objectives identified in this plan are critical to ensuring accountability – and ultimately success. In addition to the indicators listed below, an annual report will be made to the Board of Directors that will include additional, more detailed indicators. Departmental and division business and work plans will also include more specific indicators to ensure progress in the years ahead.

## SUSTAINABLE LAND USE

<b>ESTABLISH REGIONALLY INTEGRATED PLANNING POLICIES &amp; PLANS</b>	# of "regional" planning meetings attended per year
<b>DEVELOP LONG-RANGE PLANS FOR SUSTAINABILITY</b>	% of OCP's considered up to date according to the <i>Local Government Act</i>

## HEALTHY ENVIRONMENT

<b>PROTECT THE ENVIRONMENT FROM HARM</b>	Greenhouse gas emission levels in the CVRD Acres of land protected for conservation purposes Average air quality rating
<b>RESTORE, REHABILITATE &amp; ENHANCE THE NATURAL ENVIRONMENT</b>	Acres of unremediated Brownfield land in the CVRD
<b>ESTABLISH SUSTAINABLE COMMUNITIES</b>	Average annual transit ridership
<b>LEAD BY EXAMPLE</b>	Total corporate green house gas emissions

## SERVICE EXCELLENCE

<b>AN EFFICIENT, HIGH PERFORMANCE ORGANIZATION</b>	% of the records management system implemented Total leveraged dollars
<b>AN ORGANIZATION WHOSE PUBLIC AND STAFF ARE PROACTIVELY INFORMED</b>	# of services available online; number of website hits annually
<b>BE THE EMPLOYER OF CHOICE ON VANCOUVER ISLAND</b>	Total annual worksafe BC claims cost Staff satisfaction levels
<b>KNOWLEDGEABLE AND WELL TRAINED STAFF</b>	Annual # of in-house training sessions offered to staff
<b>FINANCIAL STABILITY</b>	Total # of grant, donation, and sponsorship dollars received annually



## VIABLE ECONOMY

<b>PROMOTE TOURISM</b>	Annual # of tourist visits
<b>ATTRACT FILM PRODUCTIONS</b>	# of films attracted to region
<b>SUPPORT POLICIES AND INITIATIVES THAT STRENGTHEN THE LOCAL ECONOMY</b>	Employment rate
<b>MAINTAIN KEY ECONOMIC DEVELOPMENT PROJECTS</b>	# of businesses receiving coaching assistance # of investor templates completed

## SAFE AND HEALTHY COMMUNITY

<b>BUILD A STRONG PUBLIC SAFETY VOLUNTEER BASE</b>	# of volunteers; # of volunteer agencies fully staffed
	# of attendees at training meetings; # of volunteers trained to ideal levels
	Annual public safety volunteer retention rate
<b>IMPROVE COMMUNITY AWARENESS OF PUBLIC SAFETY PROGRAMS</b>	# of emergency preparedness handbooks distributed
	# of requests for publications & presentations
	# of survey respondents who have heard of the CVRD's emergency plan
	% of residents with a two weeks supply of food
<b>PROMOTE INDIVIDUAL &amp; COMMUNITY WELLNESS</b>	% of valley residents participating in a parks, recreation, and culture program
<b>PROVIDE EXCEPTIONAL RECREATION, CULTURAL AND PARK SERVICES</b>	Acres of parkland acquired
	Kilometers of trails within the CVRD
	# of recreation programs offered annually
	Resident satisfaction rating of parks and recreation services
<b>ACHIEVE EXCELLENCE THROUGH COMMUNITY PARTNERSHIPS</b>	# of inter-agency meetings held per year, and attendance levels

## SUSTAINABLE INFRASTRUCTURE

<b>RESPONSIBLE WASTE MANAGEMENT</b>	Annual recycling rates
	# of annual non-compliant waste water events
	% of compliant waste water samples annually
<b>RELIABLE ESSENTIAL SERVICES</b>	% of compliant water samples annually
	# of water main breaks per linear kilometer
	# of Cowichan Basin Water Management Plan recommendations implemented
	# of CVRD with a completed post-disaster study/audit completed
<b>WELL MAINTAINED PUBLIC FACILITIES</b>	# of facility & equipment energy efficiency audits completed





## C·V·R·D

### STRATEGIC PLANNING DEFINITIONS

**Vision:** States the ideal future state of the organization.

**Mission:** States the reason for the organization's existence: what we do, who we do it for and why we do it.

**Values:** Explain how we carry out our mission.

**Goals:** State the general ends towards which the efforts in the plan are directed.

**Objectives:** State the intended outcomes of strategic actions that lead to achieving the plan's overall strategic goals.

**Strategic Actions:** Activities that support the organization's overall goals and objectives.

**Success Indicators:** Tools used to determine the level of progress towards achieving objectives and ultimately the plan's overall goals.



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3412**

**A Bylaw to Amend the Boundaries of the Lambourn Estates Sewer System Service Area**

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**WHEREAS** the Board of the Cowichan Valley Regional District established the *Lambourn Estates Sewer System Service Area* under the provisions of Bylaw No. 3052, cited as "CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008";

**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 006-578-608; Parcel A (DD K20395), Section 4, Range 7, Cowichan District, Plan 2454 Except That Part in Plan 45929;

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

**AND WHEREAS** the Director of Electoral Area D – Cowichan Bay 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. 3412 – Lambourn Estates Sewer System Service Amendment Bylaw, 2010**".

2. **AMENDMENT**

That Bylaw No. 3052 be amended by deleting and replacing the existing Schedule A with the Schedule A attached to this bylaw.

READ A FIRST TIME this 11<sup>th</sup> day of August, 2010.

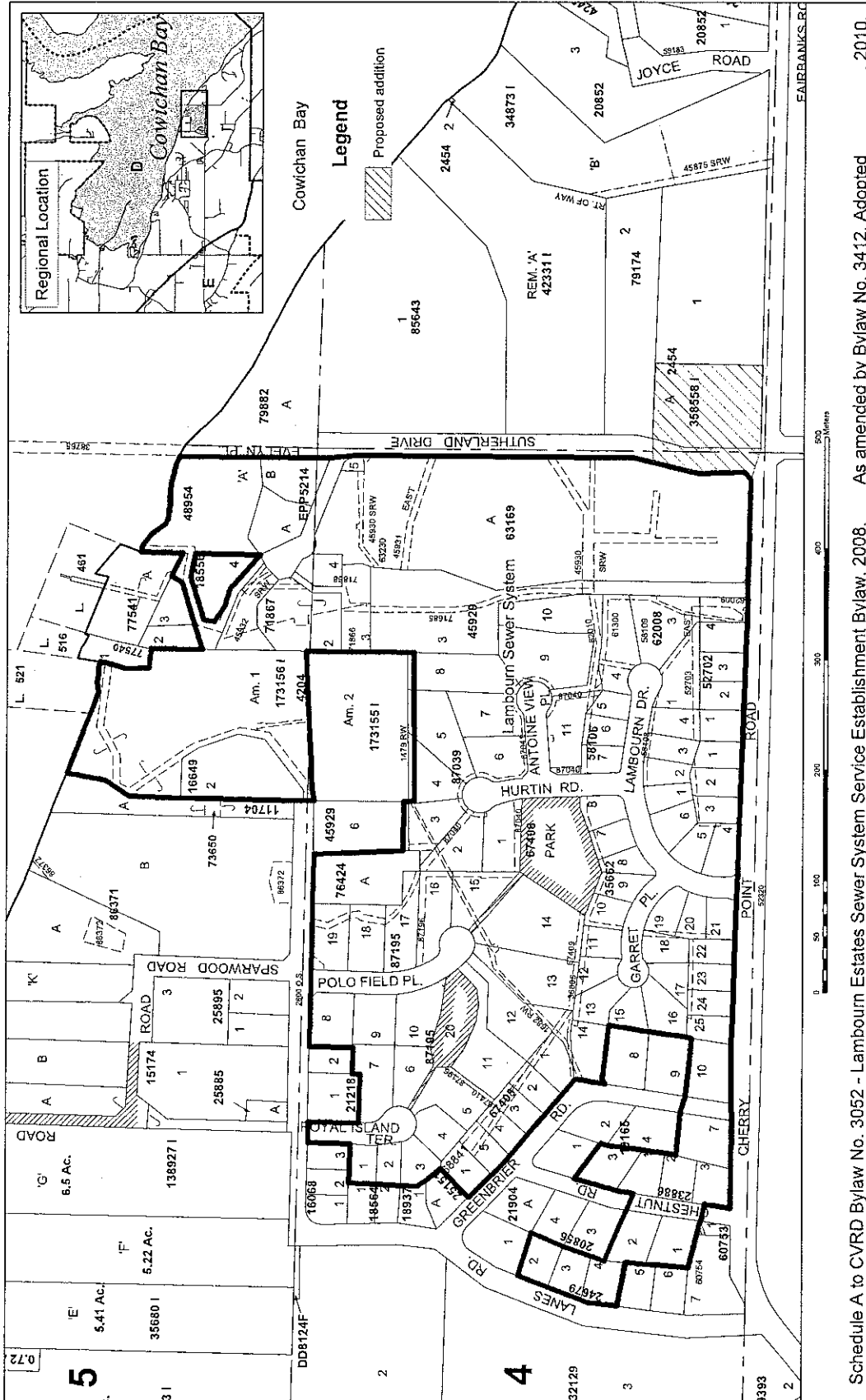
READ A SECOND TIME this 11<sup>th</sup> day of August, 2010.

READ A THIRD TIME this 11<sup>th</sup> day of August, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

49  
\_\_\_\_\_  
Corporate Secretary





**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3418**

**A Bylaw to Amend the Boundaries of the Malahat Fire Protection Service Area**

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**WHEREAS** the Board of the Cowichan Valley Regional District established the *Malahat Fire Protection Service Area* under the provisions of Bylaw No. 2414, cited as "CVRD Bylaw No. 2414 – Malahat Fire Protection Service Establishment Bylaw, 2003";

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

- PID 026-226-537, Lot 26, District Lot 201, Malahat District, Plan VIP78459;
- PID 009-395-172, Block 281, Malahat District;
- PID 009-395-075, That Part of Block 201, Malahat District, Including Part of Amended Parcel A (DD 1896741) of Said Block, Shown Outlined in Red on Plan 1522R;
- PID 009-395-130, District Lot 201, Malahat District; and
- PID 009-395-156, Block 270, Malahat District;

**AND WHEREAS** the owners of the above noted properties have petitioned the Regional District to have their property included in the service area;

**AND WHEREAS** the Director of Electoral Area A – Mill Bay/Malahat 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. 3418 – Malahat Fire Protection Service Amendment Bylaw, 2010**".

2. **AMENDMENT**

That Bylaw No. 2414 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

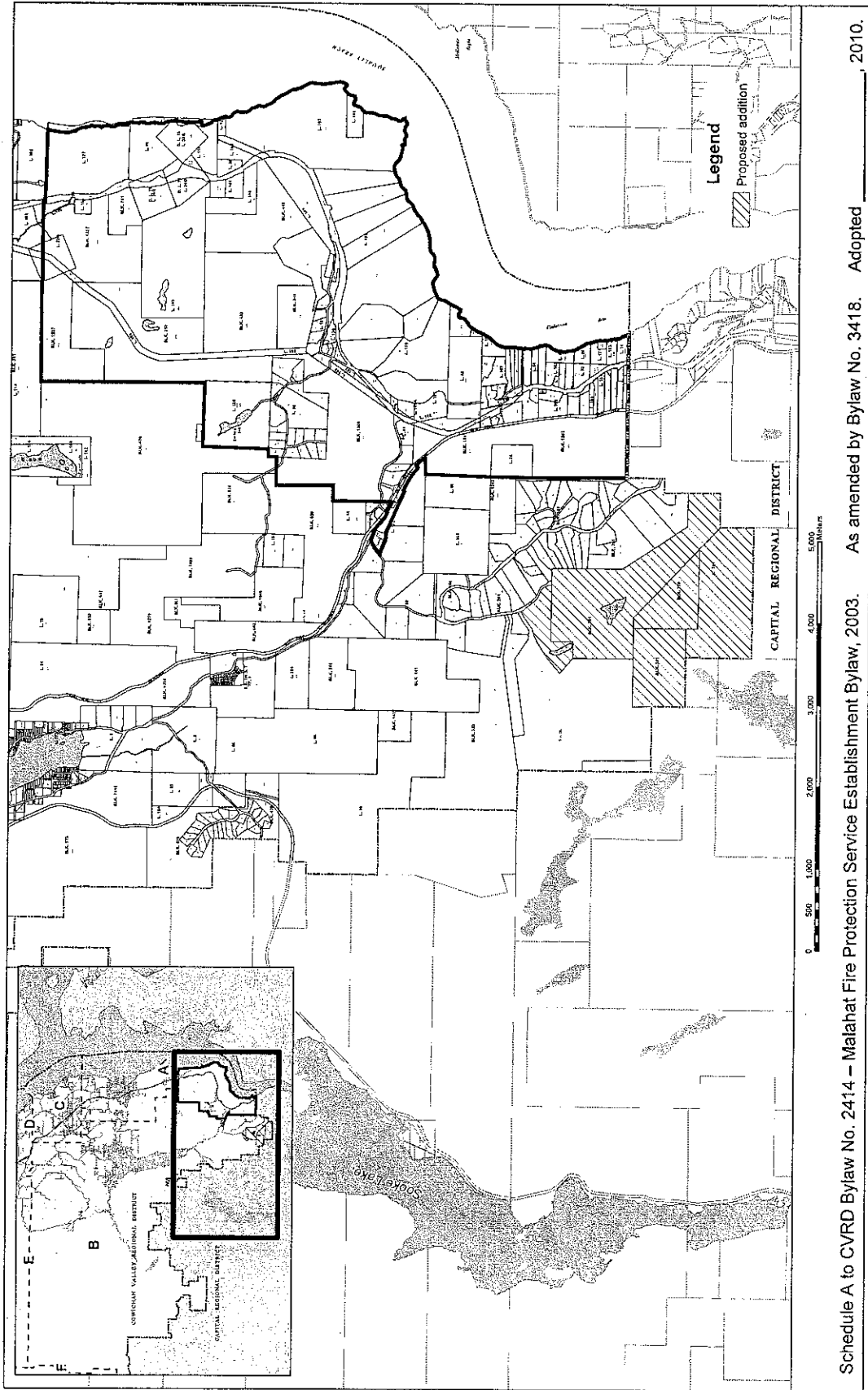
READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Secretary



Schedule A to CVRD Bylaw No. 2414 – Malahat Fire Protection Service Establishment Bylaw, 2003. As amended by Bylaw No. 3418. Adopted \_\_\_\_\_, 2010.





**B3**

**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3423**

A Bylaw Authorizing the Expenditure of Funds From the  
*Electoral Area D Community Parks Capital Reserve Fund*  
Established Pursuant to CVRD Bylaw No. 2736

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**WHEREAS** as of July 31, 2010, there is an unappropriated balance in the *Electoral Area D Community Parks Capital Reserve Fund* of Fifty-Nine Thousand Thirty-Eight Dollars (\$59,038.) that has been calculated as follows:

<b>BALANCE</b> in Reserve Fund as at December 31, 2010:		\$58,900.
<b>ADD:</b>	Additions to the Fund, including interest earned for the current year to date.	\$ 138.
		\$59,038.
<b>DEDUCT:</b>	Commitments outstanding under bylaws previously adopted.	<u>NIL</u>
<b>UNCOMMITTED BALANCE</b> In Reserve Fund as at July 31, 2010:		<u>\$59,038.</u>

**AND WHEREAS** it is deemed desirable and expedient to expend not more than Twenty-Five Thousand Dollars (\$25,000.) of the said balance for the purpose of assisting with the purchase of Lot 4, Range 4, Section 6, Plan 3057, Cowichan District to create a community park;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3423 – Electoral Area D Community Parks Capital Reserve Fund Expenditure (\$25,000) Bylaw, 2010".

.../2

2. SUM TO BE APPROPRIATED

- a) An amount not exceeding the sum of Twenty-Five Thousand Dollars (\$25,000.) is hereby appropriated from the *Electoral Area D Community Parks Capital Reserve Fund* for the purpose of assisting with the purchase of Lot 4, Range 4, Section 6, Plan 3057, Cowichan District to create a community park.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by Board Resolution No. 10-464-2.3, adopted August 11, 2010.

3. SUMS REMAINING

Should any of the said sum of Twenty-Five Thousand Dollars (\$25,000.) remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Secretary



**B4**

**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3424**

A Bylaw Authorizing the Expenditure of Funds From the  
*Electoral Area D Community Parks Park Land Acquisition Reserve Fund*  
Established Pursuant to CVRD Bylaw No. 2737

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**WHEREAS** as of July 31, 2010, there is an unappropriated balance in the *Electoral Area D Community Parks Park Land Acquisition Reserve Fund* of Twenty-Nine Thousand Five Hundred Five Dollars (\$29,505.) that has been calculated as follows:

<b>BALANCE</b> in Reserve Fund as at December 31, 2010:		\$29,436.
<b>ADD:</b>	Additions to the Fund, including interest earned for the current year to date.	\$ 69.
		\$29,505.
<b>DEDUCT:</b>	Commitments outstanding under bylaws previously adopted.	<u>NIL</u>
<b>UNCOMMITTED BALANCE</b> In Reserve Fund as at July 31, 2010:		<u>\$29,505.</u>

**AND WHEREAS** it is deemed desirable and expedient to expend not more than Twenty Thousand Dollars (\$20,000.) of the said balance for the purpose of assisting with the purchase of Lot 4, Range 4, Section 6, Plan 3057, Cowichan District to create a community park;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3424 - Electoral Area D Community Parks Park Land Acquisition Reserve Fund Expenditure (\$20,000.) Bylaw, 2010".

.../2

2. SUM TO BE APPROPRIATED

- a) An amount not exceeding the sum of Twenty Thousand Dollars (\$20,000.) is hereby appropriated from the *Electoral Area D Community Parks Park Land Acquisition Reserve Fund* for the purpose of assisting with the purchase of Lot 4, Range 4, Section 6, Plan 3057, Cowichan District to create a community park.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by Board Resolution No. 10-464-2.2 adopted August 11, 2010.

3. SUMS REMAINING

Should any of the said sum of Twenty Thousand Dollars (\$20,000.) remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Secretary



B5

**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3426**

A Bylaw Authorizing the Expenditure of Funds From the  
*Kerry Village Sewer System Capital Reserve Fund*  
Established Pursuant to CVRD Bylaw No. 2503

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**WHEREAS** as of July 31, 2010, there is an unappropriated balance in the *Kerry Village Sewer System Capital Reserve Fund* of Fourteen Thousand One Hundred Forty-Four Dollars (\$14,144.) that has been calculated as follows:

<b>BALANCE</b> in Reserve Fund as at December 31, 2010:		\$14,111.
<b>ADD:</b>	Additions to the Fund, including interest earned for the current year to date.	\$ 33.
		\$14,144.
<b>DEDUCT:</b>	Commitments outstanding under bylaws previously adopted.	NIL
<b>UNCOMMITTED BALANCE</b> In Reserve Fund as at July 31, 2010:		<u>\$14,144.</u>

**AND WHERAS** it is deemed desirable and expedient to expend not more than Ten Thousand Six Hundred Twenty Dollars (\$10,620.) of the said balance for the purpose of assisting with the financing of upgrades to the sewer treatment plant;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3426 - Kerry Village Sewer System Capital Reserve Fund Expenditure (\$10,620.) Bylaw, 2010".

.../2

2. SUM TO BE APPROPRIATED

- a) An amount not exceeding the sum of Ten Thousand Six Hundred Twenty Dollars (\$10,620.) is hereby appropriated from the *Kerry Village Sewer System Capital Reserve Fund* for the purpose of assisting with the financing of upgrades to the sewer treatment plant.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by Board Resolution No. 10-421-9.1 adopted August 11, 2010.

3. SUMS REMAINING

Should any of the said sum of Ten Thousand Six Hundred Twenty Dollars (\$10,620.) remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Secretary



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3421**

**A Bylaw for the Purpose of Amending Official Community Plan Bylaw No. 1497,  
Applicable to Electoral Area H – North Oyster/Diamond**

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**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. 3421 - Area H - North Oyster/Diamond Official Community Plan Amendment Bylaw (Bill 27), 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 \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

I hereby certify this to be a true and correct copy of Bylaw No. 3421 as given Third Reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Date

APPROVED BY THE MINISTER OF COMMUNITY AND RURAL DEVELOPMENT  
UNDER SECTION 913(1) OF THE *LOCAL GOVERNMENT ACT*

this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Secretary





## C·V·R·D

### SCHEDULE "A"

#### To CVRD Bylaw No. 3421

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

- 1) The following is inserted as Part Fourteen Climate, Land, Resources, and Energy Efficiency (Bill 27), and added to the Table of Contents. The remaining sections are renumbered accordingly.

#### **Part Fourteen- Policies: Climate, Land, Resources, and Energy Efficiency (Bill 27)**

Bill 27, the *Local Government Statutes Amendments Act* (2008), requires that all local governments establish targets for reducing greenhouse gas emissions. In addition, all Official Community Plans (OCP) must include actions and policies which outline how those reduction targets will be achieved. The CVRD recognizes that Bill 27 raises some very important issues. Firstly, it should hasten the regional response to reduce emissions which are responsible for climate change. But the legislated amendments also provide a unique opportunity to review, strengthen and improve good community planning principles in this Plan. Policies that reduce greenhouse gas (GHG) emissions are based on reduced fossil fuel consumption and efficient use of energy, land and resources. Increased efficiency has a positive impact on improved health and quality of life for the region's residents, and overall environmental sustainability.

In a rural area such as the CVRD, local governments are well situated to respond to climate change. Vehicle related transportation is by far the largest contributor to overall emissions in this region. It represented an estimated 82.9% of the GHG emissions produced in 2007<sup>1</sup>, as a result of driving to work, schools, and other daily activities. The distribution of land uses, which means the location of homes, workplaces, schools and recreational opportunities, and the preservation of resource lands, is controlled to a large extent by local governments. Understanding the connection between land use and transportation related emissions is one step; the imperative to incorporate climate change into the decisions on land use is another.

The CVRD realizes the urgent need to respond to climate change, and has set targets for emission reductions. To move towards the established targets, the first proposed action is to undertake a climate change action plan, a process involving comprehensive community engagement. This OCP also acknowledges that the provincial government regulates many high emission producing sectors. These matters are outside of the scope of an OCP. Through the review process involved in Bill 27, the CVRD has identified many long term projects that would

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<sup>1</sup> Province of BC, Cowichan Valley Regional District Community Energy and Greenhouse Gas Emissions Inventory: 2007 (2009)

contribute greatly to an overall reduction in emissions and energy use. Many of these projects are dependent on complementary action from the provincial government if we are to reach the targets. As such, the CVRD Board strongly recommends senior governments consider and support the following initiatives in three key areas:

- a) Transportation is the largest contributor to climate change related emissions in the region, therefore the CVRD urges the provincial government to invest in commuter rail service between the CVRD, Greater Victoria and other urban centres on Vancouver Island. Furthermore, the CVRD requests improved traffic flows along roads in the CVRD, with emphasis on the Island Highway, to reduce the acceleration, deceleration and idling of vehicles.
- b) The Cowichan Valley faces large scale deforestation, which if left unforested, has the deleterious effects of large scale carbon production *and* the removal of natural carbon sequestration. As a mitigation measure, the CVRD is exploring the idea of a regional carbon trust, where forested land could be purchased and actively managed for maximum carbon sequestration. Furthermore, the CVRD is interested in providing tax incentives to encourage tree farm production and tax penalties to discourage removal of land from tree farm licensing. The CVRD's ability to achieve the emissions reduction targets is completely dependent on innovation and financial support from senior levels of government.
- c) The opportunities for alternative energy technology are well known in this region, and the potential benefits are numerous: the reduction of energy use by the implementation of alternative energy technology in buildings, the economic opportunity presented by a growing industry, and the desire for energy self-sufficiency on Vancouver Island. Senior governments must provide incentives to encourage private and public investment into alternative energy technology.

### **TARGETS**

- a. To reduce total green house gas (GHG) emissions in the plan area by 33% by 2020, and by 80% by 2050 from 2007 levels;
- b. To reduce overall energy consumption in the region, encourage an efficient use of the land base, and promote a healthy and high quality of life for residents.

### **POLICIES**

#### **Policy 14.1:**

To meet the CVRD GHG reduction targets of 33% by 2020, and 80% by 2050, the CVRD Board will consider adopting a climate change action plan, which would provide a more comprehensive set of targets, indicators, policies and actions.

#### **Policy 14.2:**

In the context of reducing GHG emissions, policies related to land use and density are as follows:

.../3

- a. In a future OCP review, the CVRD Board and community will give consideration to identifying village containment areas, to encourage the following goals:
  - i. To preserve the agricultural and forestry land base of the Plan area, and allow no net loss of these resource lands;
  - ii. To encourage a solid economic base within reasonable walking distance to properly zoned existing residential areas;
  - iii. To delineate areas where mixed residential, commercial and institutional land uses may be focused, to create complete, healthy and liveable communities;
- b. If appropriate and acceptable to the local community, the CVRD Board may initiate projects to identify potential infill sites within existing areas of higher commercial and residential densities.

**Policy 14.3:**

In the context of reducing GHG emissions, policies related to transportation are as follows:

- a. The CVRD Board may consider existing and future transit infrastructure in all land use planning decisions;
- b. The planning and development of cycling and walking trails is encouraged, to promote healthy living and alternative transportation methods throughout the community;
- c. This OCP very strongly encourages the Ministry of Transportation and Infrastructure to accommodate pedestrian and cycling requirements into road design, as road improvements and upgrades take place.

**Policy 14.4:**

In the context of GHG emissions, policies related to food and agriculture are as follows:

- a. In a future OCP review, the CVRD Board and local community may give consideration to the following:
  - i. To encourage local agricultural production and consumption, lands may be designated for community gardens and farmers markets;
  - ii. Incentives may be provided to include additional farmland in the Agricultural Land Reserve (ALR) for long term preservation;
- b. The CVRD recognizes the importance of the agricultural land base to the economic viability and ecology of the area, as well as to food security. Development applications that threaten the area's agricultural land will be considered in light of the CVRD's objectives noted within this Plan.

- 2) The following Policies 6.1.13 and 6.1.14 are added to the Forestry Policies:

**Policy 6.1.13:**

The Regional Board supports the retention of Forestry designated lands for productive forestry uses.

**Policy 6.1.14:**

Forestry lands are valued for their capacity to naturally sequester carbon dioxide, and for this reason the CVRD Board strongly encourages sustainable forestry practices on all designated forestry lands.

- 3) The following policy 8.1.8 is added to the General Residential Policies:

**Policy 8.1.8:**

The CVRD wishes to retain the rural areas and working resource land base of this Plan, therefore the Board discourages the conversion of forestry or agricultural resource land to any other use.

- 4) The following policy 12.1.12 is added to the Transportation Policies:

**Policy 12.1.12:**

The creation of a network of walking and cycling paths may be identified in a future OCP review.



**RES1**

**COMMISSION APPOINTMENTS**

**BOARD MEETING  
OF September 8, 2010**

DATE: August 18, 2010  
FROM: Director Marcotte  
SUBJECT: **Electoral Area H - Advisory Planning Commission**

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**Recommendation:**

That the following appointment to the Electoral Area H - North Oyster/Diamond Advisory Planning Commission be approved:

*Term to expire November 30, 2011:*

Gordon Wyndlow