



**COWICHAN VALLEY REGIONAL DISTRICT**

**NOTICE OF REGULAR BOARD MEETING**

**DAY: WEDNESDAY**

**DATE: JANUARY 12, 2011**

**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, JANUARY 12, 2011**

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

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

- a) Public
- b) Press

**17. CLOSED SESSION:****18. ADJOURNMENT:**

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

Minutes of the meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, December 8, 2010 at 6:01 pm.

**PRESENT:** Directors G. Giles, K. Cossey, M. Dorey,  
L. Duncan, B. Harrison, D. Haywood, R. Hutchins,  
L. Iannidinardo, P. Kent, K. Kuhn, M. Marcotte,  
T. McGonigle, I. Morrison, G. Seymour, and T. Walker

**ALSO** Mark Kueber, Acting Administrator

**PRESENT:** Joe Barry, Corporate Secretary  
Kathleen Harrison, Deputy Corporate Secretary  
Brian Dennison, General Manager,  
Engineering and Environmental Services  
Sybille Sanderson, Acting General Manager, Public Safety  
Jacob Ellis, Manager, Corporate Planning  
Sharon Moss, Manager, Finance Division

**CALL TO  
ORDER**

The Corporate Secretary called the meeting to order.

**ELECTION OF  
CHAIR**

The Corporate Secretary called for nominations for Chair. Mr. Barry noted that, by previous resolution of the Board, the Hospital Board Chair and Regional Board Chair are held by one Director elected by majority vote from among the members of the CVRD Board.

The Corporate Secretary called for nominations for Chair.

Directors Giles and Morrison were duly nominated.

**ELECTION BY  
BALLOT**

There being no further nominations, nominations were declared closed and Directors Giles and Morrison were provided an opportunity to address the Board in support of their candidacy for Chair. An election by ballot was conducted.

**DECLARATION  
OF CHAIR FOR  
2011**

Director Giles was declared elected as Chair of the Cowichan Valley Regional District and Cowichan Valley Regional Hospital District Boards for the year 2011.

**NOMINATIONS  
FOR VICE-  
CHAIR**

The Corporate Secretary called for nominations for Vice-Chair.

Director Kent was duly nominated.

**DECLARATION  
OF VICE-CHAIR  
FOR 2011**

There being no further nominations, nominations were declared closed and Director Kent was declared elected by acclamation as the Vice-Chair of the Cowichan Valley Regional District and Cowichan Valley Regional Hospital District Boards for the year 2011.

**10-613**                    **It was moved and seconded that the ballots for election of Hospital and Regional Board Chair and Vice-Chair for the year 2011 be destroyed.**

**MOTION CARRIED**

**ASSUMPTION OF CHAIR**            Chair Giles assumed the Chair.

**APPROVAL OF AGENDA**  
**10-614**                    **It was moved and seconded that the agenda be amended with the inclusion of New Business items NB1 – Director Seymour, Royal Jubilee Hospital Trip Update and CSNB1 Land Acquisition {Sub (1) (e)} and Employee Relations {Sub (1) (c)}, and that the agenda as amended be approved.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**  
**M1**                        **It was moved and seconded that the minutes of the November 10, 2010 Board meeting be adopted.**  
**10-615**

**MOTION CARRIED**

**M2**                        **It was moved and seconded that the minutes of the November 24, 2010 Special Board meeting be adopted.**  
**10-616**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

There was no Business Arising from the Minutes.

**DELEGATIONS**  
**D1**                        Cathy Mailhot, Manager, Duncan-Cowichan Chamber of Commerce, Roger Stanyer, and Mark Moore provided an update on the progress of the new regional Visitor Information Centre.

**10-617**                    **It was moved and seconded that the Delegation presentation time limit be extended for an additional 10 minutes**

**MOTION CARRIED**

The group also requested CVRD Board consideration of the Visitor Information Centre as a Regionally Significant Project eligible for the Gas Tax Funding Program.

Chair Giles noted that there was a Staff Report included later in the agenda and the Board will make their decision at that time.

**REPORT OF THE  
CHAIRPERSON**

There was no Report of the Chairperson.

**CORRESPONDENCE**

C1 Correspondence from the Municipal Financial Authority dated November 1, 2010 re: Municipal Finance Authority of BC Appointment of Member(s) – January 2011 Deadline, was considered.

**10-618 It was moved and seconded the following appointments to the Municipal Finance Authority be approved:**

**Director T. Walker**

**Director K. Kuhn (Alternate)**

**MOTION CARRIED**

**INFORMATION** There were no Information items.

**COMMITTEE REPORTS**

**CR1** The report and recommendations of the Regional Services Committee meeting of November 24, 2010, listing three items, were considered.

**10-619 It was moved and seconded:**

- 1. That support be provided for the Cowichan Valley Flood Protection Memorandum of Understanding and that the Chair and Corporate Secretary be authorized to sign the Memorandum of Understanding as attached to the Manager, Regional Environmental Policy's November 17, 2010 Staff Report.**
- 2. That the Chair be authorized to sign the Pembina Institute's letter to Provincial Ministries from the Green Building Leader partners, which indicates the Board's support for Provincial initiatives that would improve energy efficiency and renewable energy in homes and buildings across the Province, as attached to Rachelle Moreau, Planner I's November 17, 2010 Staff Report.**
- 3. That the Policies identified in Categories A, B, and C of the Corporate Secretary's November 5, 2010 Staff Report be repealed.**

**MOTION CARRIED**

**CR2** The report and recommendations of the Electoral Area Services Committee meeting of November 23, 2010, listing nine items, were considered.

10-620

It was moved and seconded:

1. That the existing Community Parks Maintenance Services Contracts with Easy Living Landscape Holdings Ltd. be extended for an additional three years, commencing January 01, 2011, for the following amounts for each contract over the thirty-six month term (exclusive of HST); \$621,755 for the Electoral Area A-E Parks Maintenance Services Contract (inclusive of South Cowichan Parks and Bright Angel Park), \$99,626.00 for the Electoral Area F Parks Maintenance Services Contract and \$147,262.00 for the Electoral Area I Parks Maintenance Services Contract.
2. That a grant in aid, Electoral Area G – Saltair, be given to Nanaimo-Ladysmith Schools Foundation in the amount of \$500 to assist in providing a student with a Saltair Community Award Bursary.
3. That the Cowichan Valley Regional District advise the Minister of Community, Sport and Cultural Development that we wish to participate in the Ministerial Approval Waiver trial period.

MOTION CARRIED

10-621

It was moved and seconded:

4. That Application No. 1-F-10ALR, submitted by Sidney and Valerie Rajala, made pursuant to Section 21(2) of the *Agricultural Land Commission Act* to subdivide Lot 18, Block H, Section 15, Renfrew District (situated in Cowichan Lake District), Plan 1501 (PID 007-334-702) and pursuant to section 946 of the *Local Government Act* be forwarded to the Agricultural Land Commission with no recommendation.
5. That the Agricultural Land Commission be requested to do soil classification mapping for the Gordon Bay area of Electoral Area F which would provide the CVRD with the information needed to make recommendations on future ALR applications.
6. That Application No. 4-G-10DVP, submitted by Lorraine Stacey, for a variance to Section 5.3(4) of Zoning Bylaw No. 2524, to decrease the setback of the exterior side parcel line from 4.5 metres to 0.0 metres, be approved, subject to:
  1. The following improvements being made to the addition by June 30, 2011:
    - a) Vinyl siding which matches that of the parent accessory building;
    - b) Roofing which matches that of the parent accessory building;
    - c) Front siding and a garage door installed.



2. Strict compliance with the conditions of the Ministry of Transportation and Infrastructure's permit.
7. That Application No. 3-A-10DP be approved, and that a development permit, pursuant to the Mill Bay Development Permit Area, be issued to Kerry Davis for Lot 16, District Lot 47, Malahat District, Plan 3749, except that parts lying northerly and westerly of the northerly and westerly limits of Plan 1064 RW and westerly of the westerly limit of Plan 570 RW and except that part in Plan 51166 (PID: 006-144-128) for subdivision of the subject property.
8. That the report from Richard Brimmell, P.Eng. dated October 27, 2010, regarding Geotechnical Considerations for 1695 Sandy Beach Road (Jarvis), be accepted as an updated evaluation of bank stability.
9.
  1. That the Bill 27 Bylaw Amendment for Electoral Area F proceed to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings.
  2. That a Public Hearing be scheduled for the Amending Bylaw with Directors Morrison, Kuhn and Iannidinaro appointed as delegates of the Board.
  3. That the Bill 27 Bylaw Amendment for Electoral Area F be referred to the Town of Lake Cowichan, Municipality of North Cowichan, Cowichan Tribes, School District No. 79, and Ministry of Community and Rural Development for comment.

**MOTION CARRIED**

CR2

The report and recommendations of the Electoral Area Services Committee meeting of December 7, 2010, listing 18 items, were considered.

10-622

It was moved and seconded:

1. That CVRD Bylaw No. 3446 – Saltair Community Parks Service Amendment Bylaw, 2010, be amended by adjusting the proposed requisition amount to be \$0.43 per \$1,000, and that Bylaw No. 3446, as amended be forwarded to the Board for consideration of three readings and adoption.
2. That CVRD Bylaw No. 3447 be amended by changing the bylaw citation to read “South Cowichan Community Parks Service Amendment Bylaw, 2010”, and that Bylaw No. 3447, as amended, be forwarded to the Board for consideration of three readings and adoption.
3. 1. That a combined GSPF/IF capacity building/ICS planning application of \$370,000 be submitted for the “Cowichan Basin Water Management Plan Implementation” project.

2. That a General Strategic Priorities Fund Capital Project application of \$600,000 be submitted for the “Peerless Road Recycling Depot Upgrades & Ash Fill Remediation” project.
3. That an Innovations Fund Capital Project application of \$1,000,000 be submitted for the “Saltair Power Generation” project.
4. That an application of \$400,000 to the Towns for Tomorrow Funding Program be submitted for the “Cobble Hill Sewer System” project.
5. That all Electoral Area Directors be approved to attend the FCM Sustainable Communities Conference on February 8-10, 2011 in Victoria, at a cost of \$635 each for registration plus expenses.
6. That the Regional District approve the release of Covenant FB304195 subject to it being replaced with a new covenant to secure fire protection commitments; And Further, that \$7,675.50 of the \$19,675.50 security held in trust to secure commitments associated Covenant FB304195 be released, with the remainder released upon completion of fire protection works.
7. That the CVRD forward the appropriate forms to AVICC nominating Director Mary Marcotte for the “Electoral Area Representative” position on the AVICC.
8. That a grant in aid, Area B – Shawnigan Lake, in the amount of \$1,000 be given to CMS Food Bank to assist with the food bank’s needs.
9. That a grant in aid, Area C – Cobble Hill, in the amount of \$1,000 be given to CMS Food Bank to assist with the food bank’s needs.
10. That a grant in aid, Area A – Mill Bay/Malahat, in the amount of \$1,000 be given to CMS Food Bank to assist with the food bank’s needs.
11. That a grant in aid, Area C – Cobble Hill, in the amount of \$500 be given to Shawnigan Cobble Hill Farmers Institute to assist with a community celebration.
12. That a development permit be required for construction work being undertaken at 1787 Cowichan Bay Road (File No. 7-D-09DP/Mueller).

**MOTION CARRIED**

10-623

It was moved and seconded:

13. 1. That Application No. 5-A-10RS (Mill Bay Marina) proceed subject to the following:
  - That the marina be built prior to the condominiums being constructed;
  - That a bond be put in place to ensure the boat launch ramp is built;
  - That no boat houses be permitted;
  - That the applicants work with the Ministry of Transportation and Infrastructure regarding safety concerns at the corner of Handy Road and Mill Bay Road.
2. That draft OCP and Zoning Amendment Bylaws for Application No. 5-A-10RS (Mill Bay Marina Inc.) be forwarded to the CVRD Board for consideration of first and second reading.
3. That application referrals to the Ministry of Transportation and Infrastructure, Mill Bay Volunteer Fire Department; Ministry of Environment, the Archaeology Branch of the Ministry of Tourism, Culture and the Arts, Fisheries and Oceans Canada, Cowichan Tribes, Malahat First Nation, Transport Canada, the Integrated Land Management Bureau and Mill Bay Waterworks, be accepted.
4. That a public hearing be scheduled with Directors Harrison, Cossey and Dorey appointed as Board delegates.
14. 1. That Application No. 2-A-10DP be approved and the Planning and Development Department be authorized to issue a development permit to 687033 BC Ltd. for a 17 lot phase of subdivision (Phase 11 of Mill Springs) on District Lot 46, Malahat District, except parts in Plan VIP68911, VIP78297, VIP82480 and strata Plan VIS4795 (Phase 3, and 5 to 10) and Except Plan VIP83878, and VIP85356 and VIP85745.
2. That Staff be directed to arrange a meeting with officials from the Ministry of Transportation and Infrastructure.
15. 1. That draft OCP and Zoning Amendment Bylaws for Application No. 2-A-10RS (Neil Drader) be forwarded to the CVRD Board for consideration of first and second reading.
2. That the application referrals from the Ministry of Transportation and Infrastructure, Malahat Volunteer Fire Department, Vancouver Island Health Authority and Malahat First Nation be accepted;
3. That a public hearing be scheduled with Directors Harrison, Cossey and Duncan appointed as delegates of the Board, following receipt of a draft covenant for the following:

- a 3-metre wide strip of the subject property along the road frontage for the purpose of protecting the Malahat Drive view corridor which prohibits the installation of signage, the removal of vegetation and the parking of vehicles, unless specifically authorized by the CVRD;
  - a provision to ensure that oil containment measures are implemented under all parked recreational vehicles, for the protection of the natural environment.
16. That Application No. 2-H-10ALR (Gisborne), regarding the subdivision of Lot A, District Lot 39, Oyster District, Plan 29596 (PID: 000-031-071) into two lots, be forwarded to the Agricultural Land Commission with a recommendation to approve.
17. That Application No. 6-I-10DP be approved, and that a development permit be issued to Dana Hummel and Ken Paterson for Lot 62, Block 7, Cowichan Lake District, Plan 8301 except parts in Plans 10217, 10479, and 29280 (PID: 005-533-431), subject to the following:
- Strict compliance with the recommendations in Riparian Assessment Report No. 1099, submitted by Qualified Environmental Professional Trystan Willmott, of Madrone Environmental Services, on September 23, 2008;
  - Completion of a survey, by professional surveyors, of the 15m SPEA and that the SPEA be clearly demarcated with the use of flagging materials prior to commencement of development activities;
  - Registration of a covenant on the title of the property for the protection of the 15m SPEA;
  - Contracting a Certified Arborist to identify hazardous dead standing snags within the SPEA that are to be topped or taken down as specified by the Arborist, remains of which are to stay within the SPEA as course woody debris;
  - Submission of mid-construction and post-construction monitoring reports by the Qualified Environmental Professional via the Ministry of Environment RAR notification system prior to expiry of the development permit.
18. That the Ministry of Energy, Mines and Petroleum Resources be requested to hold a public meeting for the proposed Butler Bros. Langtry Road gravel permit at Lots 1, 2, 3 and 4, Section 9, Range 6, Plan 41254, and a portion of Lot 2, Section 9, Range 5, Plan 87193, and MoT Right of Way marked Road on Plan 41254, in order to address community concerns over the proposed gravel extraction, aquifer, and local waterworks.

**MOTION CARRIED**

CR3 The report and recommendations of the Engineering & Environmental Services Committee meeting held November 24, 2010 listing seven items, were considered.

10-624 It was moved and seconded:

1. .1 That the *Certificates of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Douglas Hill Water System Service Areas be received.
- .2 That the boundaries of the Douglas Hill Water System service area be extended to include:  
“PID 004-065-549, Lot 1, Section 2, Range 6, Cowichan Land District, Plan 16800”;  
“PID 002-657-121, Lot 3, Sections 18&19, Range 6, Cowichan Land District, Plan 25720”  
“PID 002-249-839, Lot 1, Sections 18&19, Range 6, Cowichan Land District, Plan 25720”  
“PID000-044-156, Lot 1, Section 20, Range 6, Cowichan Land District, Plan 39846”
- .3 That "CVRD Bylaw No. 3382 – Douglas Hill Water System Service Establishment Bylaw, 2010", be amended to include:  
“PID 004-065-549, Lot 1, Section 2, Range 6, Cowichan Land District, Plan 16800”;  
“PID 002-657-121, Lot 3, Sections 18&19, Range 6, Cowichan Land District, Plan 25720”;  
“PID 002-249-839, Lot 1, Sections 18&19, Range 6, Cowichan Land District, Plan 25720”; and  
“PID000-044-156, Lot 1, Section 20, Range 6, Cowichan Land District, Plan 39846”,  
and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
2. That the CVRD Board approve 100% funding to carry out an engineering assessment of the Sylvania Improvement District Water System, to a maximum cost of \$15,000, with the funding coming from the CVRD Electoral Feasibility Studies Function, and further that, if a new CVRD water service area function is created, these funds be paid back to the study function by the newly created service area.
3. That the Board approve a 3% Community Works contribution increase of \$39,000 for the upgrades to the Satellite Park Water System, bringing the total Community Works contribution to \$469,000.

4. That the Cowichan Valley Regional District enter into Recycling Service Contract extensions with the following service providers.

Contract No.	Service	Supplier
ES-004-05	Bulk Plastic Transport	Active Industrial Waste Mgmt.
ES-005-05	Gypsum Transport	Active Industrial Waste Mgmt.
ES-006-05	Yard and Garden Transport	Active Industrial Waste Mgmt.
ES-007-05	Asphalt Roofing Transport	Active Industrial Waste Mgmt.
ES-009-05	Scrap Lumber Transport	Active Industrial Waste Mgmt.
ES-010-05	MPNRB Transport	Active Industrial Waste Mgmt.
ES-013-05	Scrap Metal Recovery	Steel Pacific Recycling
ES-016-05	Oil Products and Antifreeze Recovery	Newalta Corporation
ES-017-05	Asphalt Roofing Processing	Johel Bros.
ES-018-05	Scrap Lumber and Wood Products Processing	Steel Pacific Recycling
ES-019-05	Bulk Plastic Processing	BFI Canada.
ES-020-05	MPNRB Program Processing	BFI Canada
ES-022-05	Yard and Garden Processing	Central Landscape Supplies Ltd.
ES-027-05	CFC Removal	Electra Appliance Ltd.

for the period of January 1, 2011 to April 30, 2012; and that the Chair and Corporate Secretary be authorized to sign the extension agreements.

5. That the CVRD support application of a provincial infrastructure planning grant for an Arbutus Ridge Sewer Effluent Reuse Study, to be funded to a maximum cost of \$15,000, with \$5,000 from the Arbutus Ridge Sewer System and \$10,000 through a Provincial Planning Grant application.
6. That the CVRD support application of an infrastructure planning grant to carry out an engineering assessment on the Mill Springs Sewer System, to be funded to a maximum cost of \$15,000, with \$5,000 from the CVRD Electoral Feasibility Studies Function and \$10,000 through the Provincial Infrastructure Planning Grant Program.
7. That the Chair and Corporate Secretary be authorized to sign an agreement with the Penelakut Tribe for the disposal of solid waste from the Penelakut Tribe at the CVRD's Bings Creek Solid Waste Management Complex.

**MOTION CARRIED**

**CR4** The report and recommendation of the Recreation Funding Working Group of meeting held November 24, 2010, listing one item, was considered.

It was moved and seconded that the CVRD engage the services of an independent consultant to conduct a usage study of the nine (9) regionally significant recreation facilities in the Cowichan Region consisting of:

1. Cowichan Aquatic Centre
2. Cowichan Lake Sports Arena
3. Cowichan Sportsplex
4. Cowichan Theatre
5. Frank Jameson Community Centre
6. Fuller Lake Arena
7. Island Savings Centre
8. Kerry Park Recreation Centre
9. Shawnigan Lake Community Centre

**10-625** It was moved and seconded that the motion be amended by replacing “That the CVRD engage the services of an independent consultant” with “That the CVRD Board direct staff to prepare the Terms of Reference”, and further that the Terms of Reference be forwarded for Board review and approval by the next Board meeting.

Opposed: Directors Marcotte, Harrison and Duncan

**MOTION CARRIED**

**VOTING ON THE ORIGINAL MOTION AS AMENDED**

**10-626** It was moved and seconded that the CVRD Board direct staff to prepare the Terms of Reference to conduct a usage study of the of the nine (9) regionally significant recreation facilities in the Cowichan Region consisting of:

1. Cowichan Aquatic Centre
2. Cowichan Lake Sports Arena
3. Cowichan Sportsplex
4. Cowichan Theatre
5. Frank Jameson Community Centre
6. Fuller Lake Arena
7. Island Savings Centre
8. Kerry Park Recreation Centre
9. Shawnigan Lake Community Centre

and further that the Terms of Reference be forwarded for Board review and approval by the next Board meeting.

Opposed: Directors Marcotte and Morrison

**MOTION CARRIED**

**STAFF REPORTS**

**SR1** The Staff Report from the Deputy Corporate Secretary dated December 1, 2010 re: Results of Alternative Approval process – Bylaw No. 3359 – Environmental Initiatives Services Establishment, was considered.

**10-627** It was moved and seconded that the *Certificate of Results* confirming that the CVRD Board may proceed to adopt Bylaw No. 3359, be received.

**MOTION CARRIED**

**SR2** The Staff Report from the Acting General Manager, Public Safety, dated November 17, 2010, re: CVRD Volunteer Fire Department Appointments 2011 – 2012, was considered.

**10-628** It was moved and seconded:

1. That the Board approve the following appointments to the CVRD Volunteer Fire Departments:

**Honeymoon Bay VFD**

- Fire Chief, John Rowley – Deputy Fire Chief, Keith Bird

**Malahat VFD**

- Fire Chief, Dave Balding – Deputy Fire Chief, Rob Patterson

**North Oyster VFD**

- Fire Chief, Jason de Jong – Deputy Fire Chief, Jason Layman

**Sahtlam VFD**

- Fire Chief, Allan Reid – Deputy Fire Chief, Jonathan Hebden

All for a two-year term to expire December 31, 2012.

2. That the following extensions to the Youbou Volunteer Fire Department Officer appointments be approved to accommodate completion of the CVRD Volunteer Fire Department Position Posting Process:

Appointment extended for a term to expire March 31, 2011:

Chief: Orest Symeniuk

Deputy Chief: Stu McKee

3. That the following extensions to the Mesachie Lake Volunteer Fire Department Officer appointments be approved to accommodate completion of the CVRD Volunteer Fire Department Position Posting Process:

Appointment extended for a term to expire March 31, 2011:

Chief: Nick Sohye

Deputy Chief: Gary Eve

**MOTION CARRIED**



**SR3** The Staff Report from the Manager, Regional Environmental Policy Division, dated November 30, 2010, was considered.

**10-629** **It was moved and seconded that “CVRD Bylaw No. 3450 – Environment Commission Amendment Bylaw, 2010” be forwarded to the Board for three readings and adoption.**

**MOTION CARRIED**

**SR4** The Staff Report from the Chief Administrative Officer dated November 1, 2010 re: Regionally Significant Projects (RSP) Fund Proposal, was considered.

**10-630** **It was moved and seconded that a Regionally Significant Projects proposal in the amount of \$150,000 be submitted to the UBCM for the Somenos Marsh Rainwater Management, Sewer and Trail Development Project – Visitor Information Centre.**

**MOTION CARRIED**

**10-631** **It was moved and seconded that the Chair forward a letter to ICE-T supporting a two-month extension, to February 28, 2011, for application of this funding.**

**MOTION CARRIED**

#### **PUBLIC HEARINGS**

**PH1** The Public Hearing Report and Minutes re: Official Settlement Plan Amendment Bylaw No. 3367 (Village DPA Expansion), applicable to Electoral Area D – Cowichan Bay, were considered.

**10-632** **It was moved and seconded that the Report and Minutes of the Public Hearing re: Official Settlement Plan Amendment Bylaw No. 3367 (Village DPA Expansion), applicable to Electoral Area D – Cowichan Bay, be received.**

**MOTION CARRIED**

**PH2** The Public Hearing Report and Minutes re: Official Settlement Plan Amendment Bylaw No. 3415 (Bill 27), applicable to Electoral Area D – Cowichan Bay, were considered.

**10-633** **It was moved and seconded that the Report and Minutes of the Public Hearing re: Official Settlement Plan Amendment Bylaw No. 3415 (Bill 27), applicable to Electoral Area D – Cowichan Bay, be received.**

**MOTION CARRIED**

**PH3** The Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3417 (Bill 27), applicable to Electoral Area I – Youbou/Meade Creek, were considered.

**10-634** It was moved and seconded that the Public Hearing Report and Minutes re: Official Community Plan Amendment Bylaw No. 3417 (Bill 27), applicable to Electoral Area I – Youbou/Meade Creek, be received.

**MOTION CARRIED**

**8:27 pm** Director Kent left the meeting at 8:27 pm.

**8:27 pm** Directors Seymour, Hutchins, Haywood and Morrison left the Board Room at 8:27 pm.

**BYLAWS**

**B1**  
**10-635** It was moved and seconded that “CVRD Bylaw No. 3359 – Environmental Initiatives Service Establishment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B2**  
**10-636** It was moved and seconded that “CVRD Bylaw No. 3410 – Cowichan Lake Sports Arena Service Amendment Bylaw, 2010”, be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**B2**  
**10-637** It was moved and seconded that “CVRD Bylaw No. 3410 – Cowichan Lake Sports Arena Service Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B3**  
**10-638** It was moved and seconded that “CVRD Bylaw No. 3433 – Shawnigan Lake North Water System Service Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B4**  
**10-639** It was moved and seconded that “CVRD Bylaw No. 3434 – Eagle Heights Fire Protection Service Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B5**  
**10-640** It was moved and seconded that “CVRD Bylaw No. 3435 – Douglas Hill Water System Service Temporary Borrowing Bylaw, 2010”, be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**B5  
10-641** It was moved and seconded that “CVRD Bylaw No. 3435 – Douglas Hill Water System Service Temporary Borrowing Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B6  
10-642** It was moved and seconded that “CVRD Bylaw No. 3437 – Malahat Fire Protection Service Area Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B7  
10-643** It was moved and seconded that “CVRD Bylaw No. 3441 – Youbou Street Lighting Service Area Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**8:29 pm** Director Morrison returned to the Board Room at 8:29 pm.

**B8  
10-644** It was moved and seconded that “CVRD Bylaw No. 3442 – Sentinel Ridge Sewer System Service Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B9  
10-645** It was moved and seconded that “CVRD Bylaw No. 3446 – Saltair Community Parks Service Amendment Bylaw, 2010”, be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**B10  
10-646** It was moved and seconded that “CVRD Bylaw No. 3447 – South Cowichan Community Parks Service Amendment Bylaw, 2010”, be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**8:30 pm** Director Haywood returned to the Board Room at 8:30 pm.

**B11  
10-647** It was moved and seconded that “CVRD Bylaw No. 3449 – North Oyster Fire Protection Specified Area Machinery and Equipment Reserve Fund Expenditure (CAN/ULC S515-04 Pumper Firefighting Apparatus) Bylaw, 2010”, be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**8:31 pm** Directors Hutchins and Seymour returned to the Board Room at 8:31 pm.

**B11  
10-648** It was moved and seconded that “CVRD Bylaw No. 3449 – North Oyster Fire Protection Specified Area Machinery and Equipment Reserve Fund Expenditure (CAN/ULC S515-04 Pumper Firefighting Apparatus) Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B12  
10-649** It was moved and seconded that “CVRD Bylaw No. 3450 – Environment Commission Amendment Bylaw, 2010”, be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**B12  
10-650** It was moved and seconded that “CVRD Bylaw No. 3450 – Environment Commission Amendment Bylaw, 2010”, be adopted.

**MOTION CARRIED**

**B13  
10-651** It was moved and seconded that “CVRD Bylaw No. 3086 – Area D – Cowichan Bay official Settlement Plan Amendment Bylaw (Johannsen-Waldy Road), 2008”, be adopted.

**MOTION CARRIED**

**B14  
10-652** It was moved and seconded that “CVRD Bylaw No. 3087 – Area D – Cowichan Bay Zoning Amendment Bylaw (Johannsen-Waldy Road), 2008”, be adopted.

**MOTION CARRIED**

**B15  
10-653** It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3337 – Area E – Cowichan Station/Sahtlam/Glenora Official Community Plan Amendment Bylaw (Inwood Creek), 2009”, be adopted.

**MOTION CARRIED**

**B16  
10-654** It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3338 – Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Inwood Creek Estates), 2009”, be adopted.

**MOTION CARRIED**

**B17  
10-655** It was moved and seconded that “CVRD Bylaw No. 3367 – Area D – Cowichan Bay official Settlement Plan Amendment Bylaw (Village DPA Expansion), 2010”, be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**B17  
10-656** It was moved and seconded that “CVRD Bylaw No. 3367 – Area D – Cowichan Bay official Settlement Plan Amendment Bylaw (Village DPA Expansion), 2010”, be adopted.

**MOTION CARRIED**

**B18  
10-657**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3378 – Area A – Mill Bay/Malahat Official Community Plan Amendment Bylaw (Koutougos), 2010”, be granted 3<sup>rd</sup> reading.**

Opposed: Directors Harrison, Cossey, Giles, Iannidinaro, Duncan, Morrison, Dorey, Kuhn and Marcotte

**MOTION DEFEATED**

**B19  
10-658**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3379 – Area A – Mill Bay/Malahat Zoning Amendment Bylaw (Koutougos), 2010”, be granted 3<sup>rd</sup> reading.**

Opposed: Directors Harrison, Cossey, Giles, Iannidinaro, Duncan, Morrison, Dorey, Kuhn and Marcotte

**MOTION DEFEATED**

**B20  
10-659**                    **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 3<sup>rd</sup> reading.**

**MOTION CARRIED**

**B21  
10-660**                    **It was moved and seconded that Bylaw No. 3417 – Area I – Youbou/ Meade Creek Official Community Plan Amendment Bylaw (Bill 27), 2010, be granted 3<sup>rd</sup> reading.**

**MOTION CARRIED**

**B22  
10-661**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3445 – Area F – Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Bill 27), 2010”, be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.**

**MOTION CARRIED**

**B23  
10-662**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3451 – Area A – Mill Bay/Malahat Official Community Plan Amendment Bylaw (Drader), 2010”, be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.**

**MOTION CARRIED**

**B24  
10-663**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3452 – Area A – Mill Bay/Malahat Zoning Amendment Bylaw (Drader), 2010”, be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.**

**MOTION CARRIED**

**B25**  
**10-664**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3453 – Area A – Mill Bay/Malahat Official Community Plan Amendment Bylaw (Mill Bay Marina), 2010”, be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.**

Opposed: Director Duncan

**MOTION CARRIED**

**B26**  
**10-665**                    **It was moved and seconded that “Cowichan Valley Regional District Bylaw No. 3454 – Area A – Mill Bay/Malahat Zoning Amendment Bylaw (Mill Bay Marina), 2010”, be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.**

Opposed: Director Duncan

**MOTION CARRIED**

**RESOLUTIONS**

**RES1**  
**10-666**                    **It was moved and seconded that the following appointment to the Agricultural Advisory Committee be approved:**

**Term to expire November 30, 2011:**

**John Milne, Cowichan Agricultural Society (Alternate)**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1**                    **Director Seymour – Royal Jubilee Hospital Trip Update**

Director Seymour provided an overview of a visit that he and the Acting Chief Administrative Officer had to Royal Jubilee Hospital.

Chair Giles requested Director Hutchins to provide an update to the Board at the January 2011 meeting of the Cowichan Communities Health Network community meetings.

**RESOLVE INTO  
CLOSED SESSION**

**10-667**  
**9:34 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, Subsections (1) (a) Personal Information, (e) Land Acquisition and (c) Employee Relations.**

**MOTION CARRIED**

**RISE FROM  
CLOSED SESSION**

**10-677  
10:07 pm**

**It was moved and seconded that the Board rise with report on items CSCR1 Environment Commission Appointment and CSSR1 Environment Commission Appointments, and return to the Regular portion of the meeting.**

**MOTION CARRIED**

**CSCR1  
Personal  
Information  
{Sub (1) (a)}  
10-671**

**It was moved and seconded that John Morris be re-appointed to the Environment Commission for a one year term to expire December 31, 2011.**

**MOTION CARRIED**

**CSSR1  
Personal  
Information  
{Sub (1) (a)}  
10-672**

**It was moved and seconded that the CVRD Board appoint the following individuals for a one year term, on the CVRD Environment Commission, expiring December 31, 2011:**

**Bruce Fraser            Judy Stafford            Bruce Sampson**

**and appoint the following individuals to the CVRD Environment Commission for a two year term expiring December 31, 2012:**

**Chris Wood            Peter Keber            Rodger Hunter  
Roger Wiles            Justin Straker**

**MOTION CARRIED**

**ADJOURNMENT**

**10-678  
10:07pm**

**It was moved and seconded that the Board meeting adjourn.**

**MOTION CARRIED**

The meeting adjourned at 10:07 pm.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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

**D1**

**Request to Appear as a Delegation**

**Meeting Information**

Request to Address:\*

CVRD Board

Committee

If Committee, specify the Committee here:\*

none

Meeting Date:\* 01/12/2011

Meeting Time:\* 1800

**Applicant Information**

Applicant Name: Judy Brayden

Representing: Cowichan Valley Arts Council

(Name of organization if applicable)

As: President

(Capacity / Office)

Number Attending: 2

**Applicant Contact Information**

Applicant Mailing Address: Island Savings Centre, 2627 James St.

Applicant City: Duncan V9L 2X5

Applicant Telephone: 250-746-1633

Applicant Fax:

Applicant Email: cvartscouncil@shaw.ca

**Presentation Topic and Nature of Request:**

Provide a description of CVAC's strategic direction 2011 - 2016 and seek a financial contribution for the Council's 2011 fiscal year.

\* indicates required fields.



**Information package and briefing notes from the Cowichan Valley Arts Council (CVAC) to support the request by our delegation to the Board meeting scheduled for January 12<sup>th</sup>, 2011**

- 1.) Briefing notes
- 2.) The Board of Directors of CVAC
- 3.) The CVAC budget for the period March 31<sup>st</sup> - April 1<sup>st</sup>, 2012
- 4.) The CVAC Strategic Plan
- 5.) Letters of support

**Cowichan Valley Arts Council**  
2687 James Street, Duncan BC V9L 2X5

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**Briefing notes (1 of 4) to accompany the Cowichan Valley Arts Council delegation/presentation to the Board of the Cowichan Valley Regional District, at their regular meeting on January 12<sup>th</sup>**

January 4, 2011

**Purpose:** The Cowichan Valley Arts Council (CVAC) is requesting a grant in aid for the 2011/2012 CVRD budget in the amount of \$27,000.

**Background:** The Cowichan Valley Arts Council 1971 (CVAC) has been critically impacted by recent funding cuts from the BC provincial government. We have lost \$17,000. in gaming revenue transfer and our basic grant from the BC Arts Council has been reduced by 50% as well. This has amounted to a financial loss to CVAC of \$22,000., forcing us to close our public gallery (the Arts Centre Gallery - 139 Station Street) after two, successful years (one shy of the required three years, after which we could have approached the Canada Council for the Arts for possible operating funds).

CVAC encompasses all genres of arts and culture, and serves artists *and residents* throughout the *entire* Cowichan Valley area. We provide information about and connections to arts and culture opportunities and have informed and consulted with the Manager of Arts and Culture, Kirsten Schrader and are anxious to assist with the very important, Cultural Mapping project. We recently completed a successful, joint-application with the Cowichan International Aboriginal Festival of Film and Arts (CIFFA) Spirit Festival. We have advocated for a strong arts and culture community, recently co-hosted a very popular meeting community meeting with the Opposition Critic for Arts Tourism and Culture. We have enhanced exposure to arts and culture in the valley recently hosted the Cathi Jefferson; Reflecting Nature, Reflecting Spirit, ceramic art installation that welcomed over 600 visitors to the three week long show.

Our work is informed by creative and organizational excellence, sustainability, diversity, accessibility, collaboration, volunteerism and accountability. Our Board is strong and deep. It has proven leadership skills as well as the pragmatic skills of banking, management training and facilitation and community outreach. We are committed to: the betterment of arts related facilities and activities in the Valley; relationship-building with local and provincial governments; involvement with other non-profits and to approach arts from an interdisciplinary point of view. We are passionate about the place of arts and culture in our regional district.

The community at large as well as the artist community, is supportive and appreciative of our leadership. The number of individual CVAC members has grown from 167 to 230 in last five months. The number of group members has grown from 5 to 13, all of whom have associate representatives who are prepared to attend a monthly meeting. The committee structures have grown from 4 to 9, with volunteers registered at 36 (not including the 10 Board members and 13 Associate representatives). The re-branding and re-naming of **PORTALS - The CVAC Centre for Arts, Culture and Heritage**, located at the Island Savings Centre has been very positively received, *and represents a unique opportunity for the CVAC members to "build community" and to work in support of the CVRD arts management plan.*

**Comments:** As a strong advocate and leader for arts and culture in our community, CVAC has undergone critical strategic planning and has addressed challenges "head-on", but we cannot succeed without community support and local government financial assistance. Please find attached our recent Strategic Plan, our forecast budget for 2011/2012 and a background sheet on our current Board members.

Should any question arise, please feel free to contact any of our Board members or myself, president, Judy Brayden. (250) 701-0570

**Cowichan Valley Arts Council**  
2687 James Street, Duncan BC V9L 2X5

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**Briefing notes (2 of 4) to accompany the Cowichan Valley Arts Council delegation/presentation to the Board of the Cowichan Valley Regional District, at their regular meeting on January 12<sup>th</sup>**

## **Cowichan Valley Arts Council Board of Directors ~ 2010 / 2011**

**Judy Brayden - President - Secretary**



Judy joined CVAC in 2007, when she and her husband retired to the Cowichan Valley from Nanaimo. Judy currently operates her business, All Facets of Design, from her Cowichan River home. Past president of the Nanaimo Chapter of the Federation of Canadian Artists, Judy is not new to art organizations, nor to leadership. In her teaching career she served as professional development chair for over one thousand teachers and editor and president of the Teachers for Peace and Global Education professional association of the BC Teachers' Federation. Trained as a visual arts teacher, she enjoys printmaking and mixed media. She is committed to respectful processes that take CVAC to a new level of excellence.

**Jeff Hunter - Vice-President**



Jeff moved to the Cowichan valley in 1956 and since that time has worked tirelessly for the community as a Director of the South Cowichan Lawn and Tennis Club (est. 1887) and in many other local athletic capacities. Since his retirement from Canadian Forest Products he has used his considerable "handyman" skills to create metal and wooden sculptures. Married to artist, Beverly Koski Cooper, Jeff has joined the CVAC Board because of his interest in visual arts and because of his willingness to help, and help he has!

**Frances Westerman – Treasurer**



Frances is well known to many of you. She has attended many CVAC functions alongside her sculptor partner, Tom Faue, and this year she has assumed the job of treasurer in order to help CVAC "through this difficult year." Although she is a trained horticulturalist with a degree in plant science, there is plenty of art in Frances' family and one of the many ways she expresses her creativity is as a graphite portrait artist.

**Lori Alexander – Member at large**



Lori is a recent addition to CVAC and the Cowichan Valley. After spending over 25+ years in the corporate world, most recently as Vice President of Corporate Communications for a large international firm in Vancouver, she is now involved with her own marketing/advertising/communications consulting company. Her passion is art and she is thrilled to be back painting after an absence of many years. Lori has degrees in Fine Art, English and Marketing Communications, is a published author and a recipient of numerous awards for design projects. She looks forward to being part of the Cowichan Valley arts community.

**Lynette Colvin - Member at large**



Lynette brings to the Board a comprehensive list of skills and accomplishments, almost too lengthy to list. The majority of her career (1974 to 2003) has been in the financial services industry. She has written and facilitated training programs, managed design, development and implementation of new products for two national financial service companies, and personally developed community outreach programs, which dramatically strengthened BMO's relationship with the Siksika Nation during her term as Branch Manager. She also wrote a column "One Woman's Voice" in the nationally distributed magazine "Aboriginal Times". Among other commitments she was a founding member of the P.R.I.D.E. Foundation for young aboriginal women and the member in charge of media and public relations for the Calgary Aboriginal Arts Awareness Society. Besides all this, she is an emerging painter. Welcome and thank you, Lynette.

**Rodger Hunter - Member at large**



Rodger has a passion for "arts and culture" activities that benefit the entire community. Rodger comes with an extensive background in consultancy with government agencies and both he and his partner, Alison Nicholson, have been very active with non profits. Both the Ministry of Tourism and Culture and the BC Arts Council have been clients of Rodger's management consultant practice. He has helped with policy, budgeting and planning.

**Diane Manuel - Member at large**



Diane moved to the Cowichan Valley in 1993 had began her work as a CVAC volunteer host two years ago. She has been a business person for many years, with experience from importing antiques to restaurant management. She continues to support her husband Paul and daughter Alexandra in their artistic endeavours and is continuing her ongoing support to the Arts Council and in PORTALS. She believes that art is a very important part of human identity.

**Shirley McGuinness - Member at large**



Shirley is a Duncan businesswoman of ten years. Her Station Street Gallery and Frame Shop has become a local fixture. For three years she has been a Board Member on the Downtown Business Improvement Association (DBIA). Shirley began her career in home economics, spending seventeen years working for the then Ministry of Health and Social Development, but she has always been interested in visual art and design.

**Chris O'Connor - Member at large**



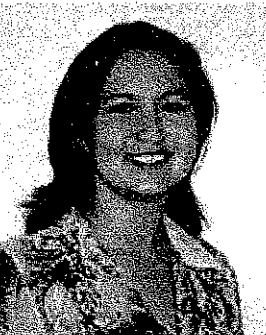
Chris has an MFA in Interdisciplinary Arts, from Simon Fraser University, has completed graduate courses in Urban and Environmental Policy, and has a BA in Women's Studies, from Temple University. He is presently an Artist-Educator for Learning Through the Arts (an Innovative curriculum-based organization that partners artists with schools). Also as an employee of the Vancouver Art Gallery, Chris is a member of a small team of art educators who create and facilitate activities for families in the VAG. In his arts career he has managed budgets, facilitated tutorials, assessed student performance, danced in various set and improvised choreographies, and been active in community outreach projects. CVAC is thrilled that Chris and his family have chosen the Cowichan Valley as their new home. Welcome and we appreciate your willingness to volunteer in your new community.

**Dorothea Siegler - Member at large**



Dorothea feels passionately connected to the beauty of the Cowichan Valley and to the musicians and artists who make it their home. She is currently pursuing organic farming, her own art career and a post degree study of Waldorf education. She has a BA in French language and a teaching degree from Simon Fraser University and brings optimism and enthusiasm to the Board.

**Suzan Kostiuick - Office Staff**



Suzan received her B.F.A. from UVIC in 2008 and has been working in the visual arts for over five years, in galleries in Victoria, B.C. and as a volunteer with the Vancouver Island School of Art and the BC Archives. She has been the CVAC paid staff person since March 2010. She is also an emerging artist and photographer (see [www.blackenwhite.net](http://www.blackenwhite.net)). Presently she is busy relocating her family to the Cowichan Valley, eagerly anticipating what the valley arts and culture scene has to offer.

**Briefing notes (3 of 4) to accompany the Cowichan Valley Arts Council delegation/presentation to the Board of the Cowichan Valley Regional District, at their regular meeting on January 12<sup>th</sup>**

**CVAC Draft Budget April 1, 2011 - March 31, 2012**

<b>EXPENSES</b>	<b>\$</b>	<b>Points for Discussion</b>
<b>Administration</b>		
Salary and Benefits	40,000.00	
Office Operations and Supplies	3,400.00	
Fundraising	1,000.00	
Insurance	800.00	
Subscriptions	200.00	
<b>Annual Exhibitions /Shows/Events</b>	12,500.00	
Cowichan Valley Fine Arts Show (Sasse)		
Verse and vision		
Teeny/Tiny		
<b>Special Community Arts Events</b>	6,250.00	
First Nations Partnership (Co-sponsor)		
Performing Arts Events? (Co-sponsor)		
Why I Love Canada		
<b>PORTALS</b>	4,800.00	
<b>Youth Scholarship Grants</b>	1,500.00	
<b>Website</b>	3,000.00	
Operations and Maintenance		
Refreshing/Updating		
<b>TOTAL EXPENSES</b>	<b>73,450.00</b>	
<b>REVENUES</b>		
<b>Membership Fees</b>	6,000.00	(200 X \$22.5) + (20 X \$45.) + OTHER \$600
<b>Annual Exhibitions /Shows/Events</b>	17,646.00	
Cowichan Valley Fine Arts Show (Sasse)		
Verse and vision		
Teeny/Tiny		
<b>Special Community Arts Events</b>	7,100.00	
First Nations Partnership (Co-		

sponsor)		
Performing Arts Events (Co-sponsor)		
Why I Love Canada		
PORTALS community building activities	8,400	
<b>Fundraising/Donations</b>	3,000.00	
Private		
Corporate		
Raffles		
<b>BC Arts Council</b>		
Basic Assistance	4,244.00	
Annual performance		
<b>Local Government Grants</b>	27,000.00	
<b>Other Government Support</b>		
<i>Transfer of Retained Revenues</i>		
<b>Bank Interest</b>	60.00	
<b>TOTAL REVENUES</b>	73,450.00	
<b>DEFICIT/SURPLUS</b>		





**Cowichan Valley Arts Council**  
2687 James Street, Duncan BC V9L 2X5



**Briefing notes (4 of 4) to accompany the Cowichan Valley Arts Council delegation/presentation to the Board of the Cowichan Valley Regional District, at their regular meeting on January 12<sup>th</sup>**

## **COWICHAN VALLEY ARTS COUNCIL**

***DRAFT***

**STRATEGIC/BUSINESS PLAN**

**2010-2013**

Revised December 2010

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## INTRODUCTION

The Cowichan Valley Arts Council (CVAC) is a not-for-profit organization founded in 1971 as an umbrella organization to support arts and culture in the Cowichan Valley. It is member of the Assembly of BC Arts Councils.

At present CVAC has 173 individual members, 10 group members and 4 business members and is supported by many dedicated community volunteers including a seven person Board of Directors. CVAC has one part time professional staff person who can be found at the Arts Centre Gallery on Tuesdays and Fridays from 11:30 to 3:30.

In June 2010, the Board of CVAC, recognized the need for the organization to develop a contemporary plan for CVAC that builds on the Arts Council's past thirty-nine years of success and reflects our collective vision for:

- √ arts and culture in the Cowichan Valley,
- √ CVAC's role in achieving that vision, and
- √ moving CVAC forward on a solid business footing.

## THE PLANNING PROCESS

Planning is inherently an interactive process that requires an ongoing effort to:

- √ consult and include stakeholders in building a collective understanding of purpose,
- √ regular situational analyses,
- √ priority setting,
- √ monitoring and adjusting.

To begin the planning process, board members and CVAC volunteers were invited to a day long planning session. The planning group identified and discussed:

- √ the organization's strengths and weaknesses;
- √ the opportunities and challenges presented by the current arts and culture environment in the valley;
- √ their collective vision for arts and culture in the Cowichan Valley.
- √ how CVAC could best contribute to achieving that vision; and
- √ specific goals and objectives for CVAC.

This first session provided the framework for discussion and consultation with members and stakeholders to gather input and advice, and to identify priority actions. The resulting framework is presented below.

<sup>1</sup> The Arts Centre Gallery is located at No. 2 -19 Station Street, Duncan

<sup>2</sup> Stakeholder refers to a person, group or organization who affects or can be affected by an organization's actions. For CVAC stakeholders are a broad and diverse group that includes: CVAC members, individuals, businesses, organizations, and government agencies whose work relates to arts, culture and heritage; and others who are interested in arts, culture and heritage in the Cowichan Valley.

## STRATEGIC FRAMEWORK

### A VISION FOR ARTS AND CULTURE IN THE COWICHAN VALLEY AND THE ROLE OF CVAC

We propose the following vision for arts and culture in Cowichan Valley.

**Vision:** The Cowichan Valley cultural community is cohesive, multi-faceted, active and inspired. It is highly valued by local residents and recognized widely for its excellence - provincially, nationally and internationally.

The purpose of CVAC stated in its current constitution is

*to educate and increase the understanding and appreciation of the arts among residents within the region known as the Cowichan Valley Regional District by working with the community to improve the standards, quantity and range of local artistic expression and to encourage more people to participate in artistic activities.*

Planning session participants had a fulsome discussion and reached consensus on what CVAC's role should be and how that differed from the organization's stated mission and current focus. It was affirmed that CVAC should:

- √ encompass all genres of arts and culture<sup>1</sup>,
- √ serve artists and residents throughout the whole Cowichan Valley area, and
- √ focus on:
  - providing information about and connections to arts and culture opportunities,
  - advocating for a strong arts and culture community, and
  - enhancing exposure to arts and culture in the valley.

Based on the above role it is proposed that CVAC consider revising its mission as follows.

**Mission:** The purpose of the Cowichan Valley Arts Council is to encourage and foster appreciation of the broad spectrum of arts and culture in the Cowichan Valley Region (CVRD), by serving artists and residents through advocacy, by building connections and partnerships and by enhancing both exposure to and participation in arts and culture.

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<sup>1</sup> Arts are defined broadly to include but not be limited to; dance, media, arts, publishing, literary arts, creative writing, theatre, performance art, music, heritage sites, museums, community-engaged arts, visual arts, arts administration, arts training, culinary arts etc.

## GUIDING VALUES

CVAC is committed to and guided by eight core values.

**Values:** *Creative Excellence, Sustainability, Diversity; Inclusiveness; Accessibility; Collaboration; Volunteerism; Accountability*

- **Creative Excellence** – We encourage creative ideas and approaches and recognize that innovation and learning foster energy, excitement and excellence - critical ingredients for a strong arts and culture community.
- **Sustainability** – We recognize the importance of sound financial planning; and a realistic and sustainable revenues to support our programs.
- **Diversity** – We recognize and value the diversity of the region that we serve.
- **Inclusiveness** - We respect, embrace and actively encourage the whole community to participate and benefit fully from arts and culture.
- **Accessibility**– We are visible in the community and actively reach out to the community to understand needs and ensure programs are appropriate and accessible.
- **Collaboration** – We connect, cooperate, compliment and partner with artists, other arts and culture organizations, arts and culture-related businesses, local government, volunteers, and other agencies and service providers in the arts and culture field.
- **Volunteerism:** We appreciate, encourage, and effectively utilize our community volunteers.
- **Accountability** – We ensure transparency, clear delineation of responsibilities and best practices in all our activities.

## KEY ISSUES

The key opportunities and challenges faced by CVAC are summarized below.

### **Opportunities – Diverse Arts Community; Aboriginal Art and Culture; CVAC Members; Board; Our Gallery; Shows; Independence; Partnerships**

There are a number of factors that make CVAC an effective organization and one that has operated for over thirty-five years. There are also external factors that can be viewed as key opportunities for building the organization's continued success.

**Diverse Arts Community**—There is a critical mass and diverse array of artists working and living in the valley. As a result art and culture in the Cowichan Valley is exciting and the potential to build on the existing talent is enormous.

**Aboriginal Art and Culture** —Traditional and contemporary Cowichan art and culture are special and unique features of the Cowichan Valley and are becoming widely recognized and respected.

**CVAC Members** – There is an opportunity to expand the membership base. In addition, members are talented, passionate, enthusiastic, dedicated and willing to volunteer.

**Board** – The board is respectful and willing to listen and change to meet the needs of the community. The Board is committed to developing and following through with a strategic plan. There is also an opportunity to expand the Board.

**Our Gallery**— CVAC has an inviting downtown gallery space with a warm, relaxed atmosphere.

**Shows** – CVAC has successfully showcased local artists. Shows such as *SASSe*, *Verse and Vision* and *Teeny Tiny* have been notable successes. There is an opportunity for greater promotion and encouragement of a greater variety of arts and culture.

**Independence** – As a non-government agency CVAC has considerable freedom to be flexible, responsive and creative in the way we develop and deliver programs. Our independence strengthens our advocacy role in the community.

**Partnerships** – CVAC is open and well positioned to work collaboratively with local governments, other community groups and artists to build bridges, address community needs and reap benefits.

## **Challenges – Funding; Profile; Cohesiveness; Appreciation of Benefits; Staffing; Volunteers; Board Development**

CVAC has a number of key challenges that it must address if the organization is to successfully contribute to a strong arts and culture community over the long term. The key challenges include:

**Funding** – CVAC has operated on a tight budget for many years. It has relied heavily on government grants as a source of funding. As a result funding has been uncertain and inadequate. In particular, as a small organization under current conditions, CVAC anticipates that it may be difficult to adequately cover facility (gallery) and administrative needs in the next two or three years.

**Profile** – CVAC has a low profile in the community at large. Some programs such as SASSE for example, are relatively well known but are not necessarily linked to the organization's work as a whole. CVAC has lacked a disciplined/planned ongoing approach to building relationships with its stakeholders and communicating with the community at large.

**Cohesiveness**– By nature the arts, culture and heritage sectors are independent and fragmented. It is challenging to build cohesion among individuals and groups in those sectors. The cultural diversity of the Cowichan Valley perhaps makes it particularly challenging. However, the benefits and synergies will be great if the arts and culture community can work together on a regional basis to leverage resources, fill critical needs and develop complementary programming.

**Appreciation of Benefits** – The social and economic benefits of a vibrant arts and culture presence in a community are not widely understood nor appreciated by the public or decision makers.

**Staffing** – CVAC lacks adequate staff resources. Currently the office manager position is being funded for two half days per week. The heavy reliance on volunteers for both management/administration and program delivery (keeping the doors open) without fulltime support and coordination is not sustainable.

**Volunteers** – Volunteerism is in decline in many communities. To review and maintain a strong base of volunteers CVAC will have to work hard at demonstrating the value of volunteering in support of arts and culture in the community and making its volunteers feel valuable and valued.

**Board Development** – The Board is challenged to continually renew itself to ensure that it:

- √ includes the skills and abilities to support good governance;
- √ reflects the community interests it serves; and
- √ is energized to actively address the strategic needs of the organization.

## LOOKING AHEAD

Based on the challenges and opportunities identified CVAC needs to make three key strategic shifts in implementing this strategic plan. The shifts are:

1. **From relatively unknown - to well known.** CVAC must build and nurture a strong identity and strong connections within the Cowichan Valley community. It needs to be recognized for its strong understanding of, and connections to the arts and culture community and for the excellent services that it provides.
2. **From reactive - to proactive and strategic.** CVAC must implement its plan in a disciplined and thorough manner. The organization must build and nurture strong relationships with other stakeholders and remain outwardly focused, anticipating, influencing and addressing new opportunities and challenges that arise while remaining focused on its long term goals.
3. **From resource poor - to sufficient, sustainable resources.** CVAC must acquire additional resources to address facility and staffing shortfalls that are impacting the sustainability of its programs and operations.

## GOALS AND OBJECTIVES

1. **A Community Engaged in Arts and Culture** -Enhanced exposure of local artists and opportunities for residents to appreciate and participate in arts and culture in the Cowichan Valley.
  - 1.1. CVAC offers multi-faceted annual programming to showcase local artists, engage the community and foster appreciation of arts and culture.
  - 1.2. CVAC has a visible, permanent, physical space to operate from.
  - 1.3. CVAC supports the unique role of aboriginal artists and First Nations people in Cowichan Valley arts and culture.



**2. Indispensable Information Resource - Improved access to comprehensive information about arts and culture resources and opportunities in the Cowichan Valley.**

- 2.1. An up-to-date, comprehensive directory of artists and arts and cultural organizations and services in the Cowichan Valley is maintained and available.
- 2.2. CVAC is recognized as the one-stop information source for arts and culture.
- 2.3. Our website is an up-to-date, comprehensive and easy to use 'go to' site.
- 2.4. (and 3.3) CVAC has strong relationships and communicates on an ongoing basis with the media, potential funders and other arts and culture service agencies.

**3. Trusted Advocate - Steadfast supporter and constructive advisor regarding the needs of the arts and culture community, the arts and culture needs of the community as a whole and the funding and services to meet those needs.**

- 3.1. CVAC has a clear understanding of service and resource needs in the arts and culture community and the evolving needs of the community as a whole.
- 3.2. CVAC has strong advisory relationships and communicates on an ongoing basis with local governments (e.g., Cowichan Tribes, CVRD, City of Duncan etc.) and the province and BC Arts Council
- 3.3. (and 2.4) CVAC has strong relationships and communicates on an ongoing basis with the media, potential funders and other arts and culture service agencies and community groups.

**4. Organizational Excellence - A sustainable, effective organization that values people, collaboration and continuous improvement.**

- 4.1. Financially prudent and sustainable
- 4.2. Strong and deep membership
- 4.3. Effective Board that is representative of the arts and culture community and community as a whole.

The Strategic Work in Chronological Order

Date	Goal		By Whom	Measures	Follow - up
By September 25, 2010	<b>1.2 CVAC has a visible, permanent, physical space to operate from.</b>	<p>a. Board meeting set a doable time frame/action plan for exploring space options while maintaining current space.</p> <p>b. Identify space requirement criteria and options for obtaining that space. Examples of space criteria to consider:                      Accessibility                      Visibility                      Atmosphere conducive to gathering – warm, heartfelt                      Attractiveness                      Display space                      Office space                      Revenue generating space (e.g., coffee, gifts etc.)</p> <p>c. Approach Island Savings Commission re space option</p>	Dorothea Siegler, Suzan Kostiuck and the Curatorial Committee consisting of Frances Westermann, Patricia Wheatley, Barbara Soban, Karen Severson, Richard Gibson and Julie Nygaard	Invitation has been sent. Meetings to commence in early September 2010	COMPLETED
By December 31, 2010	<b>4.2 Financially prudent and sustainable</b>	c. Explore revenue generating activities that can piggyback on PORTALS programs.	Board		
By January 1, 2011	<b>2.4 (and 3.3) CVAC has strong relationships and communicates on an ongoing basis with the media, potential funders and other arts and culture service agencies</b>	a. Set up a monthly schedule and assign responsibilities for the year for meeting with/contacting key stakeholders.	Board/Chair	Measure to be determined.	

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By January 15, 2011	<b>4.2 Financially prudent and sustainable</b>	b. Review/identify grant opportunities consistent with plan	Office manager, Judy Brayden, Rodger Hunter, Kirsten Schrader	Annual balanced budget including a contingency fund and adequate provision for full time staff person	
By January 15, 2011	<b>2.1 An up-to-date, comprehensive directory of artists and arts and cultural organizations and services in the Cowichan Valley is maintained and available.</b>	a. Discuss cultural "mapping" project plans with CVRD to determine options/partnering opportunities for expediting directory. Also use "mapping" to assess gaps in cultural access, opportunities and services.	Judy Brayden and Membership Committee	Directory and a process for maintaining it are in place	
By January 15, 2011	<b>3.2 CVAC has strong advisory relationships and communicates on an ongoing basis with local governments (e.g., Cowichan Tribes, CVRD, City of Duncan etc.) and the province and BC Arts Council.</b>	a. Set up a schedule and assign responsibilities for the year for meeting with/contacting government officials/staff.	Alison Nicholson and Rodger Hunter	% scheduled meetings/contacts completed	
By January, 2011  By February 28, 2011	<b>4.1 Strong and deep membership and volunteers</b>	a. Establish a committee to plan for and report on well being of membership and volunteers  b. Review membership categories and benefits	Board/Chair	Annual donor/volunteer appreciation "event"  Volunteer thank you notes sent as and when appropriate	COMPLETED

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By January 31, 2011	<b>2.4 (and 3.3) CVAC has strong relationships and communicates on an ongoing basis with the media, potential funders and other arts and culture service agencies</b>	b. Develop marketing/advertising plan targeted at programs and audiences outside the valley (include branding).	Rodger Hunter and others	Plan in place and implementation begun February 2011.	
By February 28, 2011	<b>4.2 Financially prudent and sustainable</b>	a. Review membership fees and benefits <b>(as per 4.2)</b>	Board	Annual balanced budget including a contingency fund and adequate provision for full time staff person	COMPLETED
By March 1, 2011	<b>4.2 Financially prudent and sustainable</b>	d. Review and develop fundraising/"fundraising" plan to attract members, donations and sponsorships (individuals and corporate)	Judy Brayden and Membership Committee	Annual balanced budget including a contingency fund and adequate provision for full time staff person	
By March 1, 2011	<b>4.1 Strong and deep membership and volunteers</b>	c. Annual membership drive  d. Annual volunteer drive		Annual donor/volunteer appreciation "event"  Volunteer thank you notes sent as and when appropriate	Membership target to be determined.

<p><b>By March 1, 2011</b></p>	<p><b>4.3 Effective Board that is representative of the arts and culture community and of the community as a whole.</b></p>	<p>c. Review/develop Board governance document (member's expectation doc) and constitution and by-laws.</p> <ul style="list-style-type: none"> <li>▪ Consider creating a past president position</li> </ul>	<p>Board</p>	<p>Up-to-date constitution and by laws by 2011</p>	
<p><b>By March 31, 2011</b></p>	<p><b>1.1 CVAC offers multi-faceted annual programming to showcase local artists, engage the community and foster appreciation of arts and culture.</b></p>	<p>a. Review current community programming, consult with stakeholders and develop three year plan with the primary goal of 'showcasing' local artists. Exposure to high calibre national and international artists will be pursued opportunistically.</p> <p>b. Review current community programming, consult with community and develop programming for involving residents in art and culture experiences in PORTALS</p>	<p>Dorothea Sieglar, Suzan Kostick and the Curatorial Committee consisting of Frances Westermann, Patricia Wheatley, Barbara Sobon, Karen Severson, Richard Gibson and Julie Nygaard</p>	<p>Measure to be determined.</p>	<p>Invitation has been sent. Meetings to commence in early September 2010</p>
<p><b>By March 31, 2011</b></p>	<p><b>2.3 Our website is an up-to-date, comprehensive and easy to use 'go to' site</b></p>	<p>a. Survey users to identify ways to improve the website.</p> <p>b. Monitor and classify website hits in an ongoing basis and report monthly to the Board.</p> <p>e. Develop a three year financial plan/priorities and an interim budget to transition the organization to full plan implementation</p>	<p>Judy Brayden and Membership Committee with assistance of the web administrator</p>	<p>Upward trend and substantive user count for website use</p>	
<p><b>By March 31, 2011</b></p>	<p><b>4.2 Financially prudent and sustainable</b></p>		<p>Finance Committee</p>		

By May 1, 2011	<b>4.3 Effective Board that is representative of the arts and culture community and of the community as a whole.</b>	a. Board Meeting identify gaps in knowledge/skills/representation and identify and target recruitment efforts to fill those "gaps" on the Board AGM in June, 2011.	Board	Full Board compliment by 2011	
By June 1, 2011	<b>1.3 CVAC supports the unique role of aboriginal artists and First Nations people in Cowichan Valley arts and Culture</b>	a. Invite participation of local, aboriginal, artist member(s) to CVAC Board	Rodger Hunter	Measure to be determined.	
Ongoing	<b>3.3 (SEE 2.4) CVAC has strong relationships and communicates on an ongoing basis with the media, potential funders and other arts and culture service agencies and community groups</b>	LINKS TO 2.4	Board/Chair	Measure to be determined.	

<p><b>By December 2011</b></p>	<p><b>3.1 CVAC has a clear understanding of service and resource needs in the arts and culture community and the evolving needs of the community as a whole.</b></p>	<p>b. Develop a feedback mechanism with community to assess needs to complement the directory/mapping project</p>	<p>Judy Brayden and staff person</p>	<p>Measure to be determined.</p>	
<p><b>By June, 2016</b></p>	<p><b>2.2 CVAC is recognized as the one-stop information source for arts and culture.</b></p>	<p>Assess all plans in light of this goal</p>	<p>The Board and all CVAC members</p>	<p>Number of requests for information (track requests if possible by category)</p>	

December 6, 2010

To whom it may concern,

This letter is in support of the Cowichan Valley Art Council(CVAC) and the critical advocacy they carry out to build a strong and vibrant arts and culture community. CVAC is a member-driven organization that represents over 230 artists living and working in the Valley. Members are representative of the entire Cowichan Valley Region and work in multiple genres and disciplines of art.

The Cowichan Valley has long been known as an artists' haven with a high ratio per capita of artists living and working in the Region. CVAC brings individuals and groups together to raise the profile of local artists and to promote cultural tourism in the area. Organizational values such as creative excellence, accessibility, volunteerism, and diversity have helped make CVAC a trusted source of information for new exhibition opportunities and collaborative partnerships. CVAC plays a very important role in the community as evidenced by the 27% increase in membership in the past 5 months alone.

The Arts and Culture Division of the Cowichan Valley Regional District shares the mandate to build a solid foundation of support for arts and culture region-wide. The Division needs advocacy groups such as CVAC to partner with in order to reach the community it is intended to serve. CVAC's success will only strengthen the Arts and Culture Division's success in future endeavours such as Cultural Planning. The Arts and Culture Division and CVAC plan to work together on many projects in the Region.

Please don't hesitate to contact me for more detailed information about either the Arts and Culture Division or our projects.

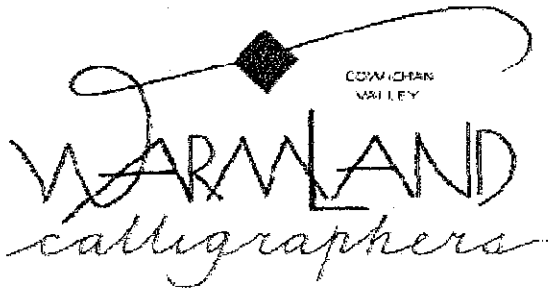
Sincerely,

Kirsten Schrader

Arts and Culture Division, Manager

Cowichan Valley Regional District





Warmland Calligraphers of the Cowichan Valley  
P.O. Box 2  
Duncan, British Columbia  
V9L 3X1

<http://members.shaw.ca/warmlandcalligraphers>

December 30, 2010

Cowichan Valley Regional District

To Whom It May Concern:

On behalf of the Warmland Calligraphy Guild this letter is in support of the work and the new vision of the Cowichan Valley Arts Council (CVAC). We appreciate the direction that the CVAC Board has taken, specifically in the last 8 months. Their new vision of PORTALS – the CVAC Centre for Arts, Culture and Heritage provides increased opportunities for Artists and the public.

The Warmland Calligraphy Guild, with a membership varying from 85 – 90 members each year, has supported the Cowichan Valley Arts Council by being a member for over 9 years. Our members have entered numerous exhibitions over the past several years sponsored by CVAC.

CVAC supports Artists and Artisans, providing a venue for their work as well as a place for the public to view and enrich their cultural knowledge- enhancing and engaging the right brain.

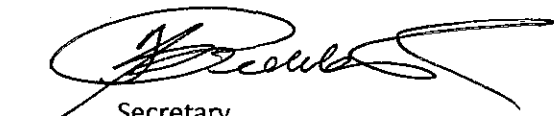
The CVAC's move to the Island Savings Centre is an ideal location for the community to view and become engaged in the Arts. The Centre houses the Vancouver Island Public Library and the Theatre. Many workshops take place daily in the Centre thus providing opportunity for many people, of all ages, to drop into the new CVAC centre.

We believe in and support CVAC as a valuable asset to the cultural community of the Cowichan Valley.

"The measure of a culture is its integration of the Arts into everyday life." Author Unknown

Sincerely,

Trish Peebles



Secretary  
Warmland Calligraphy Guild



BAMBERTON  
HISTORICAL  
SOCIETY

January 2, 2011

Cowichan Valley Regional District Board  
2687 James Street,  
Duncan, V9L 2X5.

To Whom It May Concern,

I am writing this letter in support of the Cowichan Valley Arts Council of which I am a proud member.

As President of the Bamberton Historical Society and the Mill Bay Malahat Historical Society, as well as the founder of the Seeds and Salt Theatre Company, I recognize the CVAC's importance to the Cowichan Valley's arts and culture community.

After operating two museums, bus tours and a theatre company for the past three years I am convinced that the Cowichan Valley has tremendous potential for cultural tourism. We have incredible talent in the performing and visual arts, as well as numerous cultural sites, outstanding parks, trails and scenery, all located on a major transportation route.

We need a strong collaborative effort from all these diverse segments of the community in order to successfully promote our strengths. The CVAC offers this by being a unifying body with a tireless commitment to the betterment of facilities and activities in the Valley.

However no group can accomplish its goals without sufficient funding and support from the regional district it serves. I therefore urge the CVRD to support the CVAC to the fullest.

Sincerely,

Maureen Alexander

BHS President, MBMHS President, Seeds and Salt Theatre Company

January 02, 2010

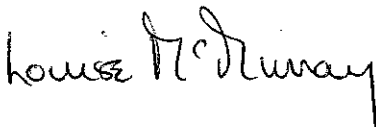
As an arts organization serving the Cowichan region, we are thankful to see The Cowichan Valley Arts Council is re-emerging to take a strong leadership role in the community as an arts council.

As individual arts organizations we benefit from an arts council that fosters appreciation of arts culture and heritage in the regional district, and actively works to create partnerships and collaborative opportunities for organizations to work together. Ultimately it benefits the communities, by supporting building communities through the arts projects, and exposure and connection to art and the artists that live here.

As an organization that works with aboriginal artists, performers, and film makers, we are very aware and appreciative of the direction towards inclusive and collaborative efforts. This has been actively demonstrated in our joint application to secure funding from the Provincial BC Spirit Festival Funds.

This collaborative effort has resulted in the Living Legends Festival which will be launched Feb 4 and run throughout the month of February 2011 in Duncan. Throughout this time the community will be invited in to bring to life through carving and story telling the local legend of Tthuw' he'le'ts (The Wild Woman) and How Quamichan Village Got its Name. The Living Legends Festival will be presented by the Cowichan Aboriginal Film Festival in association with the Cowichan Valley Arts Council. The completed multi media art piece will be unveiled at the 2011 Cowichan Aboriginal Festival of Film & Art in April.

Respectfully,



Louise McMurray  
Managing Artistic Director  
Cowichan Aboriginal Festival of Film & Art  
The Living Legends Festival



**COWICHAN  
INTERNATIONAL  
ABORIGINAL  
FESTIVAL  
OF FILM & ART  
SOCIETY**

200 Cowichan Way,  
Box 158, Duncan BC  
V9L 3X3  
1.250.746.7930  
[www.aff.cowichan.net](http://www.aff.cowichan.net)

**D2****Request to Appear as a Delegation****Meeting Information**

Request to Address:\*

 CVRD Board Committee

If Committee, specify the Committee here:\*

Board

Meeting Date:\*

01/12/2011

Meeting Time:\*

6 pm

**Applicant Information**

Applicant Name:

William Dumont

Representing:

FARMS South Cowichan

(Name of organization if applicable)

As:

Coordinator

(Capacity / Office)

Number Attending:

4

**Applicant Contact Information**

Applicant Mailing Address:

1753 Peerless Road

Applicant City:

Cobble Hill, BC V0R 1L6

Applicant Telephone:

2507439882

Applicant Fax:

2507431639

Applicant Email:

wedumont@shaw.ca

**Presentation Topic and Nature of Request:**

Request to make a presentation to the full CVRD Board at its regularly scheduled meeting on January 12, 2011. The topic is the proposed South Cowichan Waste and recycling station on Cameron-Taggart Road. It is anticipated there will be an associated powerpoint presentation to the Board. Thank you.

\* indicates required fields.



DEC 20 2010

Administrative Services

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**2011 STANDING COMMITTEES**

**REGIONAL SERVICES COMMITTEE:**

Director P. Kent, Chair	Director L. Iannidinardo
Director R. Hutchins, Vice Chair	Director K. Kuhn
Director K. Cossey	Director M. Marcotte
Director M. Dorey	Director T. McGonigle
Director L. Duncan	Director I. Morrison
Director G. Giles	Director G. Seymour
Director B. Harrison	Director T. Walker
Director D. Haywood	

**ELECTORAL AREA SERVICES COMMITTEE:**

Director L. Iannidinardo, Chair	Director G. Giles
Director B. Harrison, Vice Chair	Director K. Kuhn
Director K. Cossey	Director M. Marcotte
Director M. Dorey	Director I. Morrison
Director L. Duncan	

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE:**

Director K. Cossey, Chair	Director D. Haywood
Director K. Kuhn, Vice Chair	Director L. Iannidinardo
Director M. Dorey	Director P. Kent
Director L. Duncan	Director M. Marcotte
Director G. Giles	Director I. Morrison
Director B. Harrison	

**PARKS COMMITTEE:**

Director M. Dorey, Chair	Director B. Harrison
Director I. Morrison, Vice Chair	Director D. Haywood
Director K. Cossey	Director L. Iannidinardo
Director L. Duncan	Director P. Kent
Director G. Giles	Director K. Kuhn

**TRANSIT COMMITTEE:**

Director G. Seymour, Chair	Director D. Haywood
Director I. Morrison, Vice Chair	Director L. Iannidinardo
Director K. Cossey	Director P. Kent
Director L. Duncan	Director K. Kuhn
Director G. Giles	Director T. McGonigle
Director B. Harrison	

**HEALTH ADVISORY COMMITTEE:**

Director G. Seymour, Chair	Director R. Hutchins
Director M. Marcotte, Vice Chair	Director L. Iannidinardo
Director M. Dorey	Director P. Kent
Director G. Giles	

**COMMUNITY SAFETY ADVISORY COMMITTEE:**

Director K. Kuhn, Chair	Director L. Iannidinardo, Vice Chair
Councillor J. Koury, District of North Cowichan	
Councillor T. Duncan, City of Duncan	
Councillor J. Ingram, Town of Lake Cowichan	
Councillor J. Dashwood, Town of Ladysmith	
Councillor L. Evans (Alternate), Town of Ladysmith	
Theresa Gerritsen, Cowichan Women Against Violence Society	
Jim Harnden, Cowichan Independent Living	
Corporal Kevin Day, RCMP	
Constable M. Lueder (Alternate), RCMP	
Candace Spilsbury, Cowichan Valley School District No. 79	
Michelle Nowzek, Social Planning Cowichan	
Carol-Ann Rolls, Community Policing	
Michelle Bell, Community Representative	
Bruce Ingram, Community Representative	

**TREATY ADVISORY COMMITTEE:**

Director L. Duncan, Chair (TAC Rep)	Director R. Hutchins
Director T. Walker, Vice Chair (TAC Alt)	Director P. Kent
Director G. Giles\	

**COMMUNICATIONS COMMITTEE:**

Director B. Harrison, Chair	Director M. Dorey
Director R. Hutchins, Vice Chair	Director L. Duncan
Director G. Giles	Director P. Kent
Director K. Kuhn	Director I. Morrison

**COMMUNITY RECOGNITION COMMITTEE:**

Director K. Kuhn, Chair	Director M. Dorey
Director L. Iannidinardo, Vice Chair	Director G. Giles
Director R. Hutchins	

**REGIONAL RECREATION COMMITTEE:**

Director T. McGonigle, Chair	Director B. Harrison
Director G. Giles, Vice Chair	Director R. Hutchins
Director T. Walker	



**RC1a**

## 2011 COMMISSION APPOINTMENTS

### RECOMMENDATIONS:

1. That the following appointments to the Economic Development Commission be approved:

Appointed for a Term to Expire November 30, 2011:

Director P. Kent

Director I. Morrison

2. That the following appointments to the Environment Commission be approved:

Appointed for a Term to Expire November 30, 2011:

Director R. Hutchins

Director P. Kent

Director T. Walker



**RC1b**

## 2011 Non-CVRD COMMITTEES/AUTHORITIES APPOINTMENTS

### RECOMMENDATIONS:

1. That the following appointments to the Cowichan Communities Health Network Planning Group be approved:

Appointed for a Term to Expire November 30, 2011:

Director R. Hutchins

Director Giles

Director P. Kent

Director G. Seymour

Director L. Iannidinardo

2. That the following appointment to the Island Corridor Foundation to replace W.J. (Jack) Peake be approved:

Appointed for a Term to Expire November 30, 2011:

Director K. Kuhn





**COWICHAN VALLEY REGIONAL DISTRICT  
2011 COMMITTEE CALENDAR**

Legend:

**Board Meeting**

**Electoral Area Services Committee (EASC)**

**Transit Committee (TC)**

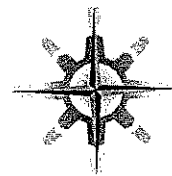
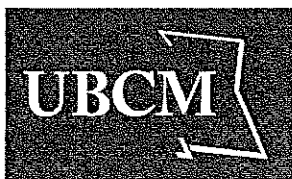
**Regional Services Committee (RSC)**

**Engineering & Environmental Services Committee (E&ESC)**

**Parks Committee (PC)**

<p>January 12 <b>Board Meeting</b> 6 pm</p> <p>January 18 EASC 3 pm</p> <p>January 26 E&amp;ESC 3:30 pm</p> <p>January 26 RSC 6 pm</p>	<p>May 3 EASC 3 pm</p> <p>May 11 PC 3:30 pm</p> <p>May 11 <b>Board Meeting</b> 6 pm</p> <p>May 17 EASC 3 pm</p> <p>May 25 E&amp;ESC 3:30 pm</p> <p>May 25 RSC 6 pm</p>	<p>September 6 EASC 3 pm</p> <p>September 14 PC 3:30 pm</p> <p>September 14 <b>Board Meeting</b> 6 pm</p> <p>September 20 EASC 3 pm</p>
<p>February 1 EASC 3 pm</p> <p>February 9 TC 3:30 pm</p> <p>February 9 <b>Board Meeting</b> 6 pm</p> <p>February 15 EASC 3 pm</p> <p>February 23 E&amp;ESC 3:30 pm</p> <p>February 23 RSC 6 pm</p>	<p>June 7 EASC 3 pm</p> <p>June 8 TC 3:30 pm</p> <p>June 8 <b>Board Meeting</b> 6 pm</p> <p>June 21 EASC 3 pm</p> <p>June 22 E&amp;ESC 3:30 pm</p> <p>June 22 RSC 6 pm</p>	<p>October 4 EASC 3 pm</p> <p>October 12 TC 3:30 pm</p> <p>October 12 <b>Board Meeting</b> 6 pm</p> <p>October 18 EASC 3 pm</p> <p>October 26 E&amp;ESC 3:30 pm</p> <p>October 26 RSC 6 pm</p>
<p>March 1 EASC 3 pm</p> <p>March 9 PC 3:30 pm</p> <p>March 9 <b>Board Meeting</b> 6 pm</p> <p>March 15 EASC 3 pm</p> <p>March 23 E&amp;ESC 3:30 pm</p> <p>March 23.....RSC 6 pm</p>	<p>July 5 EASC 3 pm</p> <p>July 13 PC 3:30 pm</p> <p>July 13 <b>Board Meeting</b> 6 pm</p> <p>July 19 EASC 3 pm</p> <p>July 27 E&amp;ESC 3:30 pm</p> <p>July 27 RSC 6 pm</p>	<p>November 1 EASC 3 pm</p> <p>November 9 PC 3:30 pm</p> <p>November 9 <b>Board Meeting</b> 6 pm</p> <p>November 15 EASC 3 pm</p> <p>November 23 E&amp;ESC 3:30 pm</p> <p>November 23 RSC 6 pm</p>
<p>April 5 EASC 3 pm</p> <p>April 13 TC 3:30 pm</p> <p>April 13 <b>Board Meeting</b> 6 pm</p> <p>April 19 EASC 3 pm</p> <p>April 27 E&amp;ESC 3:30 pm</p> <p>April 27 RSC 6 pm</p>	<p>August 2 EASC 3 pm</p> <p>August 3 TC 3:30 pm</p> <p>August 3 <b>Board Meeting</b> 6 pm</p>	<p>December 7 <b>Inaugural Board Meeting</b> 6pm</p> <p>December 14 <b>Board Meeting</b> 6 pm</p>

Rosa/board/2011 meeting schedule Jan 10 2011



**C1**

FIRST NATIONS SUMMIT

## SAVE THE DATE

**Attention:** First Nations and Tribal Councils  
Municipal Councils and Regional District Boards

**Announcing:** Province-wide Community to Community Forum  
Tuesday, March 1, 2011

---

### What and When?

March 1, 2011 will mark the fifth Province-wide Community to Community Forum. Come join other First Nations and local government representatives in a day of dialogue that will focus on building relations and exploring ways to work together and engage in different types of collaborative planning. Please save the date.

### Who?

The Province-wide Community to Community Forum will be open to both First Nation and local government elected officials and key senior administrative staff.

### Where?

Chief Joe Mathias Centre  
100 Capilano Road, North Vancouver, BC, V7P 3P6

For directions please go to:

<http://maps.google.com/maps?daddr=100+Capilano+Rd.,North+Vancouver,bc,canada>

### Why?

First Nations Summit and UBCM are jointly organizing the fifth Province-wide Community to Community Forum, designed to build effective relationships between local governments and First Nations through dialogue. The main purposes of the Forum are to:

- Educate and inform;
- Provide a forum for dialogue; and
- Strengthen relationships and foster cooperative action.

### Registration

Registration and accommodation details will follow in January 2011.

### Contact

For further information please contact either:

Marlene Wells  
Policy Analyst  
Union of BC Municipalities  
[mwells@ubcm.ca](mailto:mwells@ubcm.ca)

Colin Braker  
Communications Director  
First Nations Summit  
[cbraker@fns.bc.ca](mailto:cbraker@fns.bc.ca)



COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

RECEIVED  
CVRD  
DEC 2010

Submitted by Director DOREY Area Financial Services Department

Grantee:

Grant Amount \$ 500

NAME: CHEMAINUS SECONDARY

ADDRESS: 9947 Daniel St.  
Chemainus B.C. V0R 1K1

Contact Phone No: 250 246-4711

PURPOSE OF GRANT: Saltair Community Bursary

REQUESTED BY:

[Signature]  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0318-117</u>	<u>500.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to: \_\_\_\_\_

Attach to letter from: \_\_\_\_\_

Other: \_\_\_\_\_

RECEIVED  
CVRD  
DEC - 7 2010

Approval at Regional Board Meeting of Financial Services Department

# Chemainus Secondary School

COWICHAN VALLEY SCHOOL DISTRICT #79

November 15, 2010

Mr. Mel Dorey  
Saltair District Ratepayers Assoc. *and the CVRD*  
11095 Valdon Rd.  
Ladysmith, B.C. V9G 1Z2

Dear Mr. Mel Dorey:

**RE: Saltair Community Bursary**


Our attention is once again focused on scholarships and bursaries awarded to our graduating students annually.

We take this opportunity to thank you for the steadfast support shown to our students in the past. The importance of these awards increases as the cost of further education escalates. There is no doubt that this help often makes a significant difference to many individual students.

We would be grateful if you could complete the attached questionnaire and return it by Friday, December 10th, 2010.

Thank you for your kind consideration.

Yours sincerely

  
Joseph Boudreau  
Chairperson of Graduation Committee

/gk

Enclosure





CVRD

RECEIVED

C3

NOV 17 2010

COWICHAN VALLEY REGIONAL DISTRICT

Financial Services Department

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Ken Cossey Area B

Grantee: \_\_\_\_\_ Grant Amount \$ 5000.00

NAME: COWICHAN STATION AREA ASSOCIATION

ADDRESS: C/O SUE WELLS, CHAIR  
3985 RIVERSIDE ROAD  
DUNCAN BC V9L 6N1

Contact Phone No: \_\_\_\_\_

PURPOSE OF GRANT: Fix Gym Roof - Cowichan Stn  
MUR PROJECT

REQUESTED BY: K. Cossey  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0350-112</u>	<u>5000.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

Disposition of Cheque:

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Cowichan Station Area Assoc.  
c/o 3985 Riverside Road,  
Duncan, BC V9L 6N1  
November 1, 2010

CVRD  
175 Ingram Street  
Duncan, BC V9L 1N8

ATTENTION: KEN COSSEY, Director, Area B

Dear Ken

Re: Cowichan Station Area Association – The Hub

As you are aware, SD79 is awaiting approval from the Ministry of Education to proceed with a long term lease of Cowichan Station School to our group. There is an urgent need to fix the gym roof of the facility, and in positive anticipation of such a lease, we have been advised that our organization can raise funds and designate them through SD79 to go towards the repairs. We understand that there is an opportunity for a grant-in-aid through Area B for The Hub project, and we formal request consideration of such a grant in the amount of \$5000.00

Respectfully submitted, with thanks,



Sue Well, Chair  
Cowichan Station Area Association



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director B. Harrison Area A

Grantee: \_\_\_\_\_ Grant Amount \$ 1500.00

NAME: Cowichan Therapeutic Riding Association

ADDRESS: 1843 Tzouhalem Rd  
Duncan BC V9L 5L6

Contact Phone No: Sylvia Berryman 746-1028

PURPOSE OF GRANT: To help cover expenses to feed and care for therapeutic horses.

REQUESTED BY: \_\_\_\_\_  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0276-111</u>	<u>1500.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL   *Q*  

VENDOR NO. \_\_\_\_\_

Disposition of Cheque:

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_



C5

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director K. Cossey Area B

Grantee: \_\_\_\_\_ Grant Amount \$ 1,000.00

NAME: Cowichan Therapeutic Riding Association

ADDRESS: 1843 Tzouhalem Rd  
Duncan BC U9L 5L6

Contact Phone No: Sylvia Berryman

PURPOSE OF GRANT: To help cover expenses to feed and care for therapeutic horses

REQUESTED BY: K. Cossey  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950-0276-112</u>	<u>1,000.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

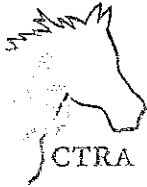
Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_





# Cowichan Therapeutic Riding Association

at Providence Farm 1843 Tzouhalem Rd., Duncan, B.C. V9L 5L6

Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC  
V9L 1N8  
**Attention: Ken Cossey – Area B Director**

C.V.R.D.  
**RECEIVED**  
DEC 17 2010

\$1,000

December 13, 2010

Dear Ken,

My name is Sylvia Berryman and I'm writing to you on behalf of Cowichan Therapeutic Riding Association. We're a registered charity which has been operating in the Cowichan Valley for over 20 years. The vision of CTRA is "to be the first therapy of choice on Southern Vancouver Island for children and adults with disabilities." We have been highly successful over the years in achieving significant improvements in many of our client's lives.

Our 6-day a week operation offers individualized riding programs for up to 100 riders per week. We serve an area from Victoria to Parksville with the majority of the riders living in the Cowichan Valley. We receive referrals from doctors, psychologists, physiotherapists, schools and other health care agencies. Our clients are quite varied; from autistic children who are often totally uncommunicative when they first come to us, to adults with spinal cord injury, to individuals with various other disabilities such as Cerebral Palsy, MS, and Traumatic Brain Injury to name a few. We find ways to accommodate them all and help them lead more productive and fulfilling lives.

It is my understanding that the CVRD Area Grants In Aid support community charities. I would like to request financial assistance of \$2600 from Area B. Our riders and their families pay fees to support the therapeutic program but this does not cover the entire cost of the program. We are currently doing everything in our power -- staff, Board of Directors, volunteers -- to cut expenses and find alternate sources of funding. We are asking for \$2,600 from Area B to cover the expenses to feed and care for one of our special therapeutic horses for one year. Your assistance will help make the therapeutic riding program available in the future for the scores of riders whose quality of life is so greatly enhanced by the program.

If you would like more information, please don't hesitate to call me at 746-1028 or visit our web site at [www.ctra.net](http://www.ctra.net).

Yours sincerely,

Sylvia Berryman  
Coordinator of Finances and Promotions

Original: <i>Fin Rec</i>	Copies to: <i>EA B</i>
Board:	<i>via email</i>
Committee(s):	<i>as well</i>
Directed by: <i>RJ</i>	Date: <i>Dec 2010</i>
File #:	

Phone: (250)746-1028 ❖ Fax: (250)746-1033 ❖ e-mail: [ctra@telus.net](mailto:ctra@telus.net)  
Website: [www.ctra.net](http://www.ctra.net) ❖ Charity Number: 891743843RR0001

# Cowichan Therapeutic Riding Association

OCTOBER/NOVEMBER 2010



## THE LEADING REIN

### Contents

Para-Equestrian Canada Competes in Lexington, KY	1,2,3
Golf Tournament Sponsors	3,4
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Thrifty Food Smile Card Fundraising Program	6
Polo, Anyone?	6

WE ARE LOOKING FOR A DONATED HORSE, VACUUM CLEANER and a FLAT SCREEN MONITOR!!

### CALENDAR OF EVENTS

Oct 20	Fall session starts
Nov 14	Open House/In-House Horse Show (10 am)
Nov 28	CanTRA Workshop <i>"The Art of Lunging the Therapy Horse—Level I"</i>
Dec 4	Fall session ends
Dec 6 & 9	Make up lessons
Jan 10, 2011	Winter session starts
Feb 24	Annual General Meeting
March 12	15th Annual Dinner Auction—themed <i>"Polo anyone?"</i>

Winter Session January 10, 2011 to March 19  
Session Fee is \$295.

Call Carole Ireland for more information at 250 746-1028

## PARA-EQUESTRIAN CANADA COMPETES IN LEXINGTON, KENTUCKY

The Para-Equestrian Canada had 7 team members represent Canada at the 2010 Alltech FEI World Equestrian Games (WEG) held in Lexington, Kentucky held September 25 to October 10, 2010.

The Canadian Para-Dressage Team members were Lauren Barwick, Sharon Buffitt, Eleonore Elstone, Ashley Gowanlock, Tara Kowalski, Madison Lawson and Jennifer McKenzie.

### Lauren Barwick

Lauren Barwick, of Aldergrove, BC, started riding horses at the age of seven. She moved quickly through the ranks of Pony Club and began to compete in both eventing and show jumping. Barwick loved the thrill of competition and dreamed of becoming a professional stunt person specializing in horsemanship.

But Barwick's life took an unpredictable turn in 2000, when a bale of hay from an unstable stack fell on top of her. The incident broke her back, and paralyzed her from the waist down. One year after the accident, Barwick shifted her dreams away from stunt riding, and quickly refocused on Para-Equestrian sport.

Barwick, has successfully represented Canada at a number of para-equestrian international competitions. She earned great results at the 2004 Paralympic Games in Athens, but most remarkable is her gold and silver medal performances at the 2008 Paralympic Games in Hong Kong. Along with her horse Maile, Barwick, 32, has helped to propel the sport of Para-Dressage into the spotlight. Maile is a 16-year-old bay Dutch Warmblood mare.

### Sharon Buffitt

Buffitt, 35, of Montreal, QC, leased Ecurie d'aubrac's ten year-old Canadian Sport Horse, Gitane D'Aubrac, in the winter of 2009 with the goal of becoming a member of the Canadian Para-Equestrian Team.

### DID YOU KNOW?

- CTRA is now registered with the Cowichan Valley Bottle Depot. You may donate the money from your empties by letting them know to put it on CTRA's account.
- CTRA is an independent non-profit charity that leases the Providence Therapeutic Riding Centre from Providence Farm.
- CTRA's charity # is: 89172 3843 RR0001

# PARA-EQUESTRIAN

.....continued from page 1

This past spring, Buffitt traveled to Moorsele, Belgium to compete on a borrowed horse. Buffitt was also a member of the Canadian Para-Equestrian Team at the WindReach International, where she finished in fourth place in each of her tests.

### Eleonore Elstone

As a native of Langley, BC, Elstone was born in Germany and immigrated to Canada in 1974. As a Grade 4 rider, Elstone, 58, first began competing in the sport of Para-Dressage in 2006 at the CPEDI4 Pacific Rim competition held in Langley, BC where she successfully won each of her classes, and continued on to represent Canada at the World Para-Dressage Championships the following year. These successes qualified Elstone to compete at the 2008 Paralympic Games in Hong Kong, allowing her to accomplish her goal of participating at a Paralympic Games. For WEG, Elstone rode Why Not G, a seven-year-old bay Dutch Warmblood gelding owned by Kelleigh Kulscar and Elstone.

### Ashley Gowanlock

Gowanlock, 23, started riding for therapeutic reasons when she was two-years-old, and for her, what started as a hobby soon grew into a passion. A resident of Vancouver, BC, Gowanlock, first represented Canada at the 2007 Para-Dressage World Championships in Hartpury, Great Britain, where she finished eighth in the Team Test and Freestyle, and placed seventh in the Individual Championship Test. In 2008, Gowanlock qualified for the Paralympic Games where she had strong results in each of her tests.

### Tara Kowalski

At the young age of five, Kowalski, 20, of Chilliwack, BC, was introduced to the world of equestrian sport. Born three months premature with cerebral palsy, she was quick to discover a love and passion for horses and Para-sport. Kowalski recently began riding and competing on MJ Fatal Atracson, a 19-year-old Anglo-Arabian gelding owned by Dr. Philippa Keegan and Rachael Tipper.

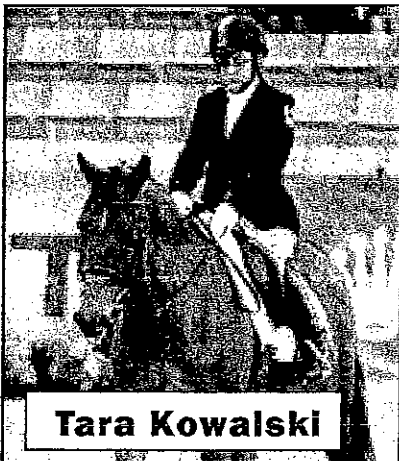
### Madison Lawson

Following a riding accident in the summer of 2007 while exercising a friend's horse, Lawson, 16, of Bonfield, Ontario, suffered spinal damage and spent the rest of the year learning to walk and adjusting to life as an incomplete paraplegic. By February 2008, Lawson was back in the saddle and put all of her energy into learning about the sport of Para-Dressage. Lawson has emerged as a promising young Canadian athlete with her horse McGuire, a 15-year-old dark bay Canadian Sport Horse gelding. Lawson and McGuire first represented Canada at the WindReach International, earning three, fourth place finishes in the Grade 4 tests.

### Jennifer McKenzie

Jennifer McKenzie began her riding career as an avid pony clubber, and eventually established herself as a successful three-day eventer in Western Canada. In 1982, she represented British Columbia at the prestigious North American Young Riders' Championships. Just one year after the Championships, an accident on a cross-country course left McKenzie with paresis, or partial loss of movement, throughout the right side of her body. She was unable to continue with the rigours of eventing, and it was not until 1999 that she turned to the Para-Dressage discipline.

Since starting para-equestrian pursuits, McKenzie has represented Canada 10 times, most notably at the 2003 and 2007 Para-Equestrian World Championships and at the 2008 Paralympic Games in Hong Kong. McKenzie, 46, of Maple Ridge, BC, has also been named Athlete of the Year 2007-2008 by PacificSport Fraser Valley and by Horse Council British Columbia in 2003.



**Tara Kowalski**

### Results of the Canadian Para-Dressage Riders at the 2010 Alltech FEI World Equestrian Games (WEG)

Canada's first participant in the Freestyle was Tara Kowalski riding MJ Fatal Atracson. Kowalski earned a score of 59.950% for 15th place overall in Grade 1a.

In the Grade 2 Freestyle, Lauren Barwick and her horse Maile, earned a score of 74.500 % for fourth place, just 0.45% away from the bronze medal score.

In 12th place in the Grade 2 Freestyle test, with a score of 67.850%, was Sharon Buffitt riding Gitane d'Aubrac.

Jennifer McKenzie and Sunbury Lodge Voodoo finished in 16th place with a score of 65.750% in their Freestyle Test.

In the Grade 1B Freestyle Test, Ashley Gowanlock and Donnymaskell received a score of 67.050 % for eighth place.

Continued on Page 3

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250-748-7200

**PARA-EQUESTRIAN**

.....continued from page 2

Winners of our 2nd Annual Golf Tournament were:  
Darren Pridham  
Sean Lefebure  
Rob Larsen  
Gary Renton

Finishing in 11th place with a score of 69.500% in the Grade 4 Freestyle test was Madison Lawson with her horse McGuire, a 13-year-old Canadian Sport Horse gelding. Rounding out the Canadian riders in Grade 4 was Eleonore Elstone and Why Not G. The pair finished in 13th place with a score of 68.550%.

**About Para-Equestrian Canada**

Para-Equestrian Canada is the Equine Canada committee responsible for developing programs for athletes with a physical disability, and implementing the Para-Dressage high performance program. Para-Equestrian is one of Canada's most successful international disciplines, achieving an individual gold medal and an individual silver medal at the 2008 Paralympic Games, as well as two individual bronze medals at the 2004 Paralympic Games.

**About Para-Equestrian Sport**

Para-Equestrian sport provides riders with a physical disability the opportunity to compete against other riders with similar abilities. Riders are given a "Grade" based on their functional ability, and are judged on their riding skill against other athletes of the same Grade. There are five grades of competitions in dressage, with Grade 1A representing the more severely impaired riders, and Grade 4 representing the least severely impaired riders. Many Para-Equestrian athletes also compete alongside able-bodied competitors in Equine Canada competitions. At the grass roots level, Para-Equestrian encompasses a number of different disciplines, while the international stream focuses only on Para-Dressage.

**'Sea-to-Sea' Para-Dressage Video Competition Series here at Cowichan Therapeutic Riding facility**

Para-Equestrian Canada also hosts the "Sea-to-Sea" Para-Dressage video competition series. This series provides dressage riders with an opportunity to experience competition conditions in the comfort of their home stable and on a familiar horse. On August 14 CTRA had 4 riders perform a "Sea-to-Sea" test, Angel McGrath, Ross Wristen, Kiara Caplin and Kirsten Milligan in our own riding ring. The riders enjoyed the challenge of the test. **We are holding an In-House Horse Show and Open House at 10 am, November 14 and everyone is welcome to come and watch.** There will be concession food available in our heated lounge.



Chapter Owner: Rob Larsen  
email: [mulligan\\_golf@live.ca](mailto:mulligan_golf@live.ca)  
Phone: (250) 618-9511

# Mulligan Tour

"The Public Golfers Tour"



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Jayne Shaw of



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Bonnie Siddals of



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9728 Chemainus Rd.  
Chemainus, BC  
[bonniesiddals@shaw.ca](mailto:bonniesiddals@shaw.ca)  
TOLL FREE: 1-800-665-8313



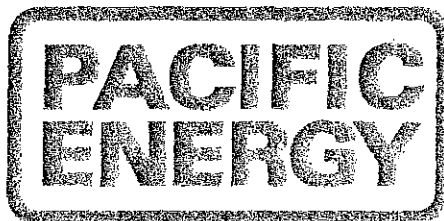
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Other Golf Tournament supporters include: Apple Auto Glass, Arbutus Ridge Golf & Country Club, Beverly Corners Liquor Store, Horse Council BC, Cherry Point Vineyards, CIBC (Chemainus), Cowichan Sound & Cellular, Cobblecinos, CVI-Best Western, Dave Campbell Golf Academy, Dinter's Nursery, End of the Roll, Furniture One, General Paint, Georgina Montgomery, Highway Rentals, Planet Clean, Just Sew Embroidery, Just Jakes, Leon Signs, Merridale Cidery, Meyers Norris Penny, Mid Island Ink Depot, Pioneer House Restaurant, Safeway, Salt Spring Bed & Breakfast, Sleep Country, Tim Horton's, Zuk Designs.

Thank you to all who participated!

# OUR GREAT LAKE WALKERS



**Rebecca Ridley**

This year we were fortunate to have 2 walkers, Rebecca Ridley and Lara Kestello walking on our behalf. They chose Cowichan Therapeutic Riding Association as their charity of choice.

Rebecca Ridley fell in love with horseback riding at an early age. She has been riding since she was young, both competitively and recreationally. She loves every moment she spends with her horses and finds peace in the atmosphere. Rebecca is a second year student nurse who understands how important riding can be as a therapeutic modality which is why she chose to support CTRA.

Lara Kesteloo grew up on a hobby farm where her aunt taught her to ride when she was 5. They moved away when she was 12 only to get a new opportunity to start riding again at the age of 20. To her, riding is a source of relaxation and a break away from life. Like Rebecca, Lara is a second year nursing student. She works with three disabled children, one of which is involved in a riding and sailing program and has seen the difference it has made in that child's life.

The girls completed the walk in 10 hours, 15 minutes placing 123rd and 124th. The net proceeds pledged for Lara and Rebecca's efforts were \$2,015. The Great Lake Walk is a very challenging 56-km around Lake Cowichan. Details of the event may be found at <http://www.greatlakewalk.com/>

**Lara Kesteloo**

*Thank you both for a job well done. Cowichan Therapeutic Riding Association is most grateful to you for walking and raising pledges on our behalf! "*

1843 Tzouhalem Road  
Duncan, BC V9L 5L6

Phone: 250-746-1028 Fax: 250-746-1033  
Email: ctra@telus.net Website: www.ctra.net

Office Hours: Monday to Friday— 9:00 to 4:00

**CTRA Staff**

Carole Ireland: Volunteer/Program Coordinator  
Jodie Lang: Stable Manager  
Sylvia Berryman: Financial Coordinator  
Barb Hill: Caretaker

**CTRA Instructors**

Lisa Pink (CanTRA Coach)  
Jane James (CanTRA Coach)  
Margaret Rigby (CanTRA Coach)  
Dani Vipond (Intermediate Instructor)  
Irene Lintner (Intermediate Instructor)  
Katie Mahon (Intermediate Instructor)  
Sabine Molfenter (Intermediate Instructor)

**Part-Time Staff**

Beth Davies, Rhiannon Ashton, Nicole Nash-Little,  
Angel McGrath, Katrina Evernden

## Thrifty Foods Smile Card Fundraising Program

By Shopping at Thrifty Foods, here is an easy way to support CTRA.

1. **Pickup your Smile Card** at CTRA offices or phone (250) 746-1028 and have a card mailed.
2. **Take the Smile Card with you to any Thrifty Foods** and ask the cashier to load any amount you wish onto the card before having your grocery order rung through.
3. **Pay for your card load** with cash, debit card or credit card. Thrifty Foods will donate an amount equal to 5% of the amount you load on your Smile Card to CTRA. There is absolutely no cost to you. When the card balance is running low, load it again to continue support.
4. **Ring the grocery order through and pay for the order with your Smile Card.**

## POLO, ANYONE??



Our 15<sup>th</sup> annual event will be themed "Polo anyone?" and will be taking place on March 12, 2011 at the Quw'utsun' Cultural and Conference Centre. This much anticipated social event is always a fun-filled evening with Cam Drew as auctioneer, raffles, live entertainment and delicious food.

Our dinner auction last year, themed "A Day at the Races" was a huge success thanks to the generosity of our donors and enthusiastic attendees. The revenue from the Dinner Auction is a significant portion of our fundraising dollars, thanks to all our past supporters.

We usually auction off 10 to 15 larger items in our live auction and have five silent auction tables that close throughout the evening. If you have any new items you would like to donate please bring them to our lounge or call for pick up.

Tickets for this year's Gala Dinner Auction are \$60 per person or \$420 per table of eight. Space is limited at the Quw'utsun' Centre and last year the event did sell out. We are able to email you registration forms ahead of time to streamline the arrival process. If you are interested in attending it is recommended you order your tickets as soon as possible.

Please give us a call if you would like more information at 746-1028.

*We hope to see you and your friends there!*



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director G. Giles Area C

Grantee: \_\_\_\_\_ Grant Amount \$ 500.00

NAME: Cowichan Therapeutic Riding Association

ADDRESS: 1843 Tzouhalem Rd  
Duncan BC V9L 5L6

Contact Phone No: Sylvia Berryman 746-1028

PURPOSE OF GRANT: To help cover expenses to feed and care for therapeutic horses.

REQUESTED BY: \_\_\_\_\_  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-6276-113</u>	<u>500.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

Disposition of Cheque:

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_



## Sharon Moss

---

**From:** Gerry Giles [ggiles12@shaw.ca]  
**Sent:** Tuesday, December 14, 2010 8:38 AM  
**To:** 'Sylvia'  
**Cc:** Sharon Moss  
**Subject:** RE: Grant in Aid - Cowichan Therapeutic Riding Association  
**Attachments:** AreaC.doc

Good morning Sylvia,

Thank you for your letter on behalf of the Cowichan Therapeutic Riding Association. I wholeheartedly support the Association and the services it provides, but I am unable to provide a grant in aid in the amount of \$2,600 from Cobble Hill. However, via this email I am asking CVRD staff to process a grant for \$500.00 from Cobble Hill. While I realize this amount falls short of your request, I hope that it will enable the Association to continue on with its great work.

Gerry

---

**From:** Sylvia [mailto:ctra3@telus.net]  
**Sent:** December-13-10 3:47 PM  
**To:** ggiles12@shaw.ca  
**Subject:** Grant in Aid - Cowichan Therapeutic Riding Association  
**Importance:** High

Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC  
V9L 1N8  
**Attention: Gerry Giles – Area C Director**

Dear Gerry,

My name is Sylvia Berryman and I'm writing to you on behalf of Cowichan Therapeutic Riding Association. We're a registered charity which has been operating in the Cowichan Valley for over 20 years. The vision of CTRA is "to be the first therapy of choice on Southern Vancouver Island for children and adults with disabilities." We have been highly successful over the years in achieving significant improvements in many of our client's lives.

Our 6-day a week operation offers individualized riding programs for up to 100 riders per week. We serve an area from Victoria to Parksville with the majority of the riders living in the Cowichan Valley. We receive referrals from doctors, psychologists, physiotherapists, schools and other health care agencies. Our clients are quite varied; from autistic children who are often totally uncommunicative when they first come to us, to adults with spinal cord injury, to individuals with various other disabilities such as Cerebral Palsy, MS, and Traumatic Brain Injury to name a few. We find ways to accommodate them all and help them lead more productive and fulfilling lives.

It is my understanding that the CVRD Area Grants In Aid support community charities. I would like to request financial assistance of \$2600 from Area C. Our riders and their families pay fees to support the therapeutic program but this does not cover the entire cost of the program. We are currently doing everything in our power - staff, Board of Directors, volunteers -- to cut expenses and find alternate sources of funding. We are asking for \$2,600 from Area C to cover the expenses to feed and care for one of our special therapeutic horses for one

year. Your assistance will help make the therapeutic riding program available in the future for the scores of riders whose quality of life is so greatly enhanced by the program.

If you would like more information, please don't hesitate to call me at 746-1028 or visit our web site at [www.ctra.net](http://www.ctra.net) .

Yours sincerely,

Sylvia Berryman  
Coordinator of Finances and Promotions



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director L. Iannidardo Area D

Grantee: \_\_\_\_\_ Grant Amount \$ 500.00

NAME: Cowichan Therapeutic Riding Association

ADDRESS: 1843 Tzouhalem Rd  
Duncan BC V9L 5L6

Contact Phone No: Sylvia Berryman 746-1028

PURPOSE OF GRANT: To help cover expenses to feed and  
care for therapeutic horses.

REQUESTED BY: \_\_\_\_\_  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0276-114</u>	<u>500.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

Disposition of Cheque:

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_

## Sharon Moss

---

**From:** lori iannidinardo [lianni@shaw.ca]  
**Sent:** Tuesday, December 14, 2010 11:15 AM  
**To:** Sharon Moss  
**Subject:** AreaD

Hi Sharon,

I would like to submit this for the new year and Area D will be giving a Grant-in-aid for \$500.00. Thanks Lori

---

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

**Attention: Lori Iannidardo – Area D Director**

December 13, 2010

Dear Lori,

My name is Sylvia Berryman and I'm writing to you on behalf of Cowichan Therapeutic Riding Association. We're a registered charity which has been operating in the Cowichan Valley for over 20 years. The vision of CTRA is "to be the first therapy of choice on Southern Vancouver Island for children and adults with disabilities." We have been highly successful over the years in achieving significant improvements in many of our client's lives.

Our 6-day a week operation offers individualized riding programs for up to 100 riders per week. We serve an area from Victoria to Parksville with the majority of the riders living in the Cowichan Valley. We receive referrals from doctors, psychologists, physiotherapists, schools and other health care agencies. Our clients are quite varied; from autistic children who are often totally uncommunicative when they first come to us, to adults with spinal cord injury, to individuals with various other disabilities such as Cerebral Palsy, MS, and Traumatic Brain Injury to name a few. We find ways to accommodate them all and help them lead more productive and fulfilling lives.

It is my understanding that the CVRD Area Grants In Aid support community charities. I would like to request financial assistance of \$2600 from Area D. Our riders and their families pay fees to support the therapeutic program but this does not cover the entire cost of the program. We are currently doing everything in our power - - staff, Board of Directors, volunteers -- to cut expenses and find alternate sources of funding. We are asking for \$2,600 from Area D to cover the expenses to feed and care for one of our special therapeutic horses for one year. Your assistance will help make the therapeutic riding program available in the future for the scores of riders whose quality of life is so greatly enhanced by the program.

If you would like more information, please don't hesitate to call me at 746-1028 or visit our web site at [www.ctra.net](http://www.ctra.net) .

Yours sincerely,

Sylvia Berryman



C8

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director G. Giles Area C

Grantee: \_\_\_\_\_ Grant Amount \$ 250.00

NAME: The Cowichan Spirit of Women

ADDRESS: One Kenneth Street  
Duncan BC V9L 5G3

Contact Phone No: Helga Lambrecht 748-8722

PURPOSE OF GRANT: To assist with the operation of the  
Womens Resource Centre

REQUESTED BY: \_\_\_\_\_  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950-0105-113</u>	<u>250.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_

## Sharon Moss

---

**From:** Gerry Giles [ggiles12@shaw.ca]  
**Sent:** Sunday, December 19, 2010 10:17 PM  
**To:** Sharon Moss  
**Subject:** FW: Request grant in aid  
**Attachments:** Doc1.doc

Good morning Sharon,  
Could the attached please be processed for \$250. from the Cobble Hill grant in aid function. Thank you.  
Gerry

---

**From:** Helga Lambrecht [mailto:helgal@shaw.ca]  
**Sent:** December-18-10 9:30 PM  
**To:** Gerry Giles  
**Cc:** Cowichan Spirit of Women  
**Subject:** Request grant in aid

## The Cowichan Spirit of Women

Womens Resource Centre, One Kenneth Street, Duncan, B.C. V9L 5G3

Phone (250)715 3893 Faxsimile (250) 748 3509

e-mail [spiritofwomen@shaw.ca](mailto:spiritofwomen@shaw.ca) or e-mail [helgal@shaw.ca](mailto:helgal@shaw.ca)

2010 12 18

Chair Gerry Giles and Directors

*Cowichan Valley Regional District*

Re Grant in Aid

Dear Chair Giles,

We have received \$100 to \$500 grants in aid from many electoral areas of the *Cowichan Valley Regional District* over the years and are requesting grants from all the directors. The *Cowichan Spirit of Women*, organized in 1992, seek funds to operate the *Women Resource Centre* and run other programs and projects.

The *Women Resource Centre* opened fifteen years ago and is run by volunteers and a coordinator as funds permit. Computer, internet and office skills are taught to women; information and help is given and bimonthly newsletters are distributed. Movies are shown the fourth Tuesday night of the month while *Community Kitchens* meets semi-monthly. We help organize annual events: International Women's Day, Equinox and Solstice days, Canada's Day of Remembrance of Violence Against Women. In addition, *CSW* sponsors a variety of workshops, classes and seminars. Community involvement include Volunteer Cowichan, Women Against Violence Against Women and the Cowichan Intercultural Society. We aim to serve the women and children in the Cowichan Valley which helps men too. Our mandate is "women helping women" which builds a cohesive community for all.

All that we do together increases our profile in the community and ensures our continued success. Your contribution to a project such as sponsoring underemployed students in a course at approximately \$100 to \$200 each, co-sponsoring International Women's Day or assisting with the operation of the *Women Resource Centre* would be greatly appreciated. Thank you for your careful consideration of this important request for a grant in aid. On behalf of the *Cowichan Spirit of Women*, I thank you.

Respectfully yours

Helga Lambrecht, Organizer, *CSW*

748-8722 or (250) 744-8922 cell



RECEIVED  
CVRD

C9

COWICHAN VALLEY REGIONAL DISTRICT

DEC 23 2010

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS) Services Department

Submitted by Director K. Cossey Area B

Grantee: \_\_\_\_\_ Grant Amount \$ 2,000.00

NAME: Cowichan Family Caregivers Support Society

ADDRESS: P.O. Box 13  
Shawnigan Lake, BC V0R 2W0

Contact Phone No: Garth Harvey

PURPOSE OF GRANT: To aid with the delivery of a  
Caregivers Support program

REQUESTED BY: K. Cossey  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950 - -112</u>	<u>2,000.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_



27 September 2010

Mr. K. Cossey, Director  
Cowichan Valley B  
c/o CVRD

\$2,000

Dear Mr. Cossey            Re: Request for Assistance

We are considering our budget for 2011 which I anticipate will be in the neighbourhood of \$140,000.00. We expect 46,900 from VIHA, 10,000 from an individual, and about 25,000 from our Shawnigan Lake Walk and Raffle. The rest will come from the community. This money will all be spent in the Cowichan Valley. So, again, we are asking you for \$2,500.00

For brevity, I am enclosing two pamphlets which describe the service we provide for free. These services are proven stress relievers for caregivers and, indirectly prevent or delay costly medical intervention or institutional care. At any one time these services touch the lives of 150 to 200 families, and referrals are increasing.

Your passed help has made a big difference to what we can do, especially in the Shawnigan area, and been a big boost to our optimism.

Respectfully,

*Garth Harvey*  
Garth Harvey, President

Original:	<i>Finance</i>	Copies to:	<i>D. K. Cossey</i>
Board:			
Committee(s)			
Directed by:	<i>GH</i>	Date:	<i>Oct. 4/10</i>
File #			



RECEIVE C10

DEC 23 2010

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Financial Services Department

Submitted by Director K. Cossey Area B

Grantee: \_\_\_\_\_ Grant Amount \$ 500.00

NAME: Cowichan Food Connection Society

ADDRESS: #2 - 5803 Trans Canada Hwy  
Duncan BC V9L 4X2

Contact Phone No: Joyce Behnson 715-6044

PURPOSE OF GRANT: To help support the "Bread Van"

REQUESTED BY: K. Cossey  
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950-0247-112</u>	<u>500.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization \_\_\_\_\_

# Cowichan Food Connection Society

Incorporated as a Society since January 16, 1997

*"Dignified Access to Food for All"*



Nov 15, 2010

RECEIVED  
NOV 23 2010

Gerry Giles, Chair  
CVRD Directors

## Helping the Cowichan Food Connection feed people in need


Cowichan Food Connection well known as the 'Bread Van' is now in our 14<sup>th</sup> year. We pick up expiring bread and bakery items and deliver them to locations where people of all ages in need can access the food with a measure of privacy and dignity. Deliveries go to Food Banks, Soup Kitchens, Our Place, Thrift Stores, Child-care, Senior and Disability Centres, Healthiest Babies Possible program, Cowichan Tribes, Native Health Centre, Churches, Local Schools etc.

For the past two years the Cowichan Food Connection has partnered with local churches making soup which is served to school children, providing them a healthy lunch once or twice a week. This Soup Program includes Alexander & Koksilah Elementary & Quamichan Middle School. Khowhemun Elem. & Mount Prevost Middle School also receive the bread/buns etc. deliveries and hopefully we will be able to offer the Soup Program to them and other schools in the Region as well. During the year virtually every school in our distribution area asks for help with extra food for hungry children. We realize the benefits to the Teachers, Students and families of our Program. Please see attached letters.

12,000 to 15,000 loaves of bread returns are distributed each month from the Weston Bakery Warehouse in Victoria and at times Island Bakery.

Our major costs are for the 1992, 3-ton Diesel Van – fuel, vehicle insurance, repairs and maintenance. The monthly mileage is over 4,000km with a weekly fuel bill of approximately \$300 - \$350. We are pleased to provide tax receipts as required. We appeal to the Community for funding rather than to professional fund-raisers to keep rolling. The Logos of our Local Sponsors including C.V.R.D. are already placed on the 'Bread Van' in appreciation of the ongoing Support.

We enjoy being in service working to Build Community

  
Sincerely, Joyce Behnsen  
Chair, Cowichan Food Connection

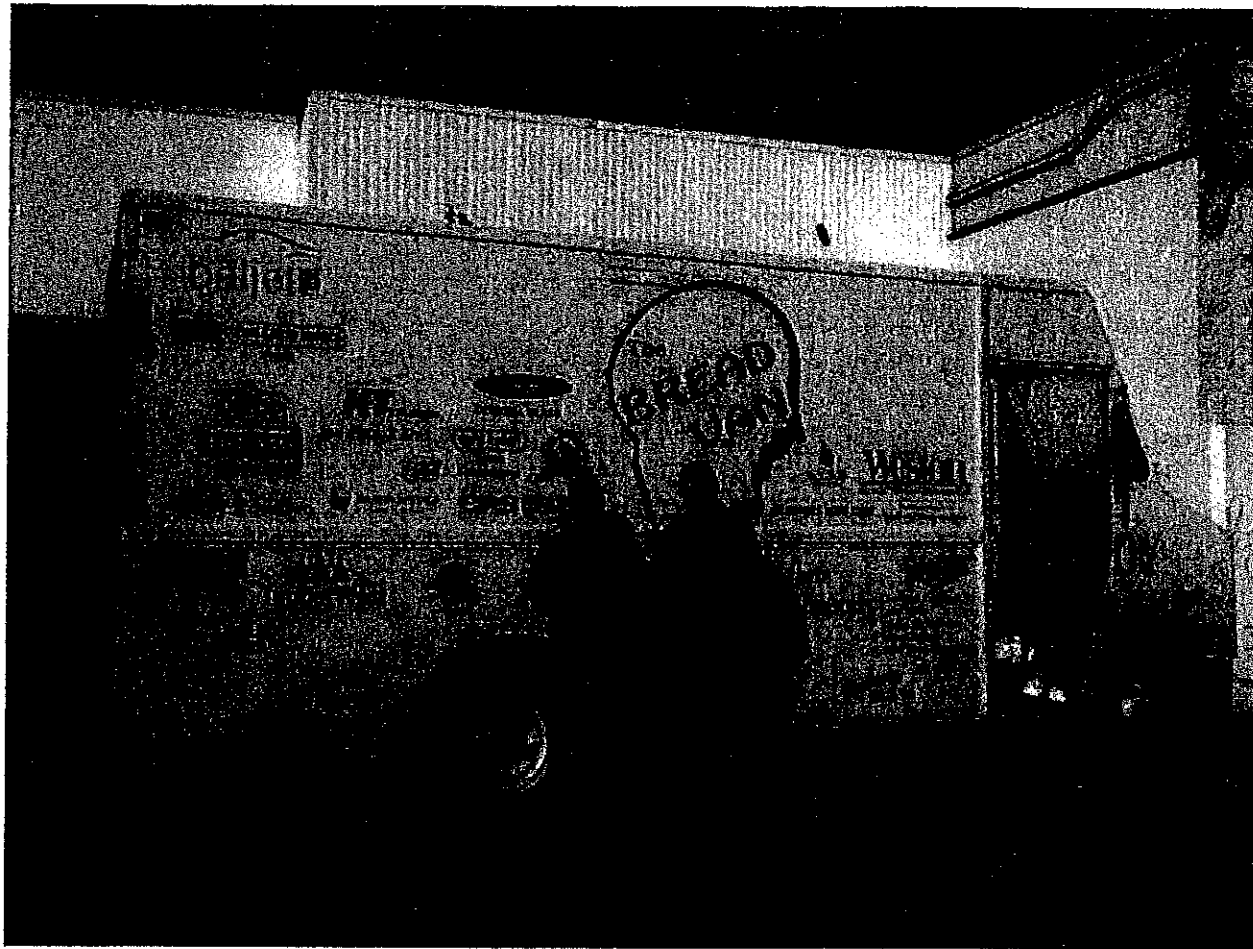
Originator	France	Completion	DIR
Board:			
Comments:			
	Ch		NOV 25/10

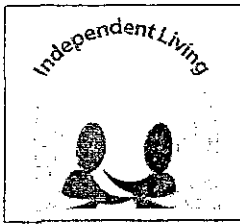
Cowichan Food Connection Society is a nonprofit Society, Business Number 889627626

#2 – 5803 Trans Canada Highway, Duncan, B.C. V9L 4X2

Phone: Joyce Behnsen: 250-715-6044 or Fred: (250) 746-5131 email info@cowichanfoodconnection.org

Website: www.cowichanfoodconnection.org





## Cowichan Independent Living

321 Coronation Avenue, Duncan, BC V9L 2T1

Telephone: (250) 746-3930

Fax: (250) 746-3662

TTY: (250) 748-1411

Website: [www.cvilrc.bc.ca](http://www.cvilrc.bc.ca)

Email: [cvilrc@cvilrc.bc.ca](mailto:cvilrc@cvilrc.bc.ca)

*Promoting a new perspective on disability*

---

October 27<sup>th</sup>, 2010

### **Cowichan Food Connection**

#2 – 5803 Trans Canada Hwy, Duncan, BC, V9L 4X2

Phone: 250-746-5131

Attn: Joyce Behn ~~Behn~~ Behn sen

*This letter is in support of the work being done to maintain a program that benefits many in the community, in particular, the disabled community.*

*Cowichan Independent Living(CIL) serves over twelve hundred consumers monthly at our office on Coronation Avenue. Many consumers that utilize our programs and services at CIL live on fixed incomes and find it difficult to make ends meet each month. The Cowichan Food Connection is making a difference for many of those persons living with disabilities. One loaf of bread a week, which may cost up to \$3.50 each, adds up to close to \$14.00 a month. This money can then be used to pay down a bill, pay for transportation or allow one to purchase additional food for the month.*

*With the addition of supplying soup on a regular basis, one may realize an even bigger savings. Consumers access our community kitchen daily. If soup and bread are available to them that day, the Food Connection have fulfilled their mandate. This meal may be the only meal that one eats for the day.*

*Many find it awkward in receiving help at the local Basket society and find our office a safe haven for meeting, socializing and at times enjoying a nutritional meal.*

*For those that provide this needed service in our community, thank you.*

Jim Harnden

Executive Director

Cowichan Independent Living



## KOKSILAH ELEMENTARY

---

5265 BOAL ROAD  
DUNCAN B.C. V9L 6W3  
PHONE (250) 748-3138  
FAX (250) 748 5963

September 9, 2010

To Whom It May Concern:

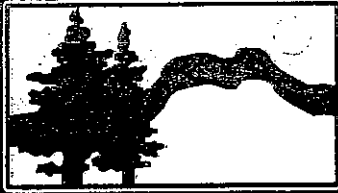
Koksilah Elementary School is a small school with a great need to provide both a breakfast and lunch program for its' students. From a limited budget those students in need (approximately 90%) receive both breakfast and lunch with an afternoon snack. The generous donations from Charles Lucus and the Cowichan Food Connection make our job of providing food and food that the children enjoy less of a challenge.

Charles Lucus and the Cowichan Food Connection has been like our school food guardian, regularly checking on our needs and working hard to meet them. We consider these donations essential to the success of our food program and salute Charles Lucus and his dedication to helping feed hungry children.

Sincerely,

Julie George  
Aboriginal Support Worker

JG/js



# L'Ecole Mount Prevost Middle School

October 11, 2010

TO WHOM IT MAY CONCERN:

Mt. Prevost Middle School is one of the largest middle schools in the Cowichan District. At Mt. Prevost students have access to a breakfast program, snacks, and lunches.

Many times students come to school having nothing to eat and they have difficulty concentrating while in class. Attendance has improved because students are coming knowing that there will be food for them. The generous donations from Charles Lucas and the Cowichan Food Connection have enabled our program to develop and expand to access more students.

Charles Lucas and the Cowichan Food Connection have become an essential part of our program. We appreciate that most of the breads, buns, etc., are quality items that the students appreciate.

Joyce Behnsen the present Chairperson introduced us to this program and has been a strong supporter to our food program. We thank and honor their commitment to children in need.

J. Doyle  
Principal



Linda Quesnel  
Student Development Center  
Mt. Prevost Middle School





ALEXANDER ELEMENTARY SCHOOL

2471 Beverly Street, Duncan, B.C. V9L 3A3

Telephone: (250) 748-8148

Fax: (250) 748-3216

December 10, 2009

Dear Thrifty's

Charles Lukas has had a meeting with Ray Gudmundson, your Main store manager in Duncan, BC and this letter is in support of that meeting.

I am the Principal of Alexander Elementary which has 125 students. We are an inner city school where a majority of our students are on social assistance. Approximately 80% of our students receive the breakfast and lunch program at our school each day.

In light of the recent flooding situations, where many of our families have been affected, our children are a little needier than they otherwise would be. With the cold weather upon us, many of our children are coming to school without the necessary clothing. They are wearing little more than t-shirts and sweatshirts. Charles Lukas along with Peter Baljet have made a commitment to provide coats for the children.

This year, the staff discussed having a Christmas Breakfast with our families on the last day of school before our Christmas Break. This breakfast will be important to our students and families this year for a variety of reasons. We have just returned to our school after two and a half weeks having been relocated at Quamichan Middle School. It was a wonderful experience, however, it is great to be back in our own school. The coming together of community and breaking bread together is important for our students and families. This breakfast is going to help bring us back together as a community and hopefully help us to continue to move forward.

Charles Lukas came into the school this afternoon to talk to me about our weekly bread donation. The conversation turned towards next week and some of the plans we were undertaking before the holidays. I asked him for some additional support to help provide our Christmas Breakfast to our students and families, as well as extra bread to help the families over the break. Charles was compassionate about what we were wanting to do. On his own, he went out to garner support to help us out. He approached the school board for approval, which was granted. After this approval, he went to Thrifty's to gather some additional support. The support that Ray has offered has been extremely generous – exactly what Thrifty's values are about – Community support!

Sincerely,

Brenda Stevenson

Brenda Stevenson  
Principal  
Alexander Elementary





Joyce Behnsen <joyce.warmland@gmail.com>

---

## Fw: Ladysmith Food Bank Appreciation

1 message

---

Al Nikiforuk <alnikiforuk@gmail.com>

Thu, Oct 7, 2010 at 11:08 PM

To: joyce.warmland@gmail.com

----- Original Message -----

**From:** Glenn Jackson

**To:** Cowichan Food Connection

**Sent:** Tuesday, March 23, 2010 3:40 PM

**Subject:** Ladysmith Food Bank Appreciation

Fred McGuinness, Chair  
Cowichan Food Connection

Dear Mr. McGuinness,

Please convey to the Board of the Cowichan Food Connection the sincere appreciation of the Ladysmith Food Bank for your continuing support of our outreach ministry within the Community of Ladysmith. It has been our joy to receive free of charge somewhere between 400 and 500 units of baked goods (bread, buns, bagels, English muffins, etc) each week for the past several years. Your thoughtfulness and generosity assist us greatly in responding to the expanding need for wholesome and nourishing food which is experienced by so many in these days.

On behalf of all our own clients, thank you from the bottom of our hearts.

Yours very sincerely,  
Glenn Jackson, Chair,  
Ladysmith Food Bank Management Committee



RECEIVE

C11

JAN 4 2011

COWICHAN VALLEY REGIONAL DISTRICT
Financial Services Department
SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director [Signature] Area [Signature]

Grantee: Grant Amount \$1500
NAME: Francis Kelsey School
ADDRESS: Box 274 Maple Bay BC V6R 2T0
Contact Phone No: 250 793 6780
PURPOSE OF GRANT: 3 awards
REQUESTED BY: [Signature] Director Requesting Grant

Table with 3 columns: ACCOUNT NO., AMOUNT, GST CODE. Values: 01-2-1950-0103-113, 1500.00, 10.0

FOR FINANCE USE ONLY
BUDGET APPROVAL [Signature]
VENDOR NO.

Disposition of Cheque:
Mail to above address:
Return to
Attach to letter from
Other

Approval at Regional Board Meeting of



F R A N C E S

**K E L S E Y**

S E C O N D A R Y S C H O O L

P.O. BOX 279 MILL BAY, BRITISH COLUMBIA, V0R 2P0 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

November 1, 2010

Cowichan Valley Regional District Electoral Area C Cobble Hill  
Ms. Gerry Giles  
1115 Braithwaite Drive  
Cobble Hill, BC, V0R 1L4

Dear Ms. Gerry Giles:

At this time, our attention is once again focused on scholarships and bursaries, which are awarded annually to our graduating students.

We take this opportunity to thank you for the steadfast support shown our students in the past. The importance of these awards increases as the cost of further education escalates. There is no doubt that this help often makes a significant difference to many individual students.

Please let us know if your organization will be able to donate to the program again this year. If you can, please initial that all information is correct or if there are any changes, please revise the attached information sheet and return it by mail or fax (250-743-6980) to Ms. Norma Wheeler by Friday, January 14, 2011.

Thank you for your support.

Sincerely,

Mr. Mike Martin  
Scholarship and Bursary Chairperson

MM/njw  
Encl.

C12

RECEIVED  
CVR

JAN - 4 2011



COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Financial Services Department

Submitted by Director Giles Area 2 Abbots Hill

Grantee: \_\_\_\_\_ Grant Amount \$ 1000.00

NAME: Cowichan Secondary School

ADDRESS: 2652 James Street Nanaimo  
BC V9L 2X2

Contact Phone No: 250 746 4435

PURPOSE OF GRANT: \_\_\_\_\_

REQUESTED BY: Jerry Giles  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0305-113</u>	<u>1000.00</u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_



# Cowichan Secondary School

October 29, 2010

C.V.R.D.  
**RECEIVED**  
NOV 05 2010

Mrs. Gerry Giles  
Cowichan Valley Regional District - Area C Bursary  
175 Ingram St.  
Duncan, BC V9L 1N8

Dear Sir/Madam:

Re: Cowichan Valley Regional District - Area C Bursary

We are beginning to collect the information for our Scholarships and Bursaries Booklet. Your generosity to our students has always been greatly appreciated. By recognizing their achievements and investing in their future, you are giving them not only the financial assistance they need to pursue their goals, but also the encouragement that our community believes in their potential.

Please confirm your continued support by completing the attached questionnaire(s) and return to us at your earliest convenience, if possible before January 3, 2011.

Thank you for your support.

Yours truly,

COWICHAN SECONDARY SCHOOL

Judy Hershman  
Scholarship/Bursary Chairperson

JH/tm

Enc.

Original: <i>Clair</i>	Copies to:
Board:	
Committee(s)	
Directed By: <i>[Signature]</i>	Date: <i>Nov 8/10</i>
File #	

**Important Date: Scholarship & Bursary Award Night Wed. June 8, 2011 at 7:00 pm**



RECET CVRI

C13

JAN 4 2009

COWICHAN VALLEY REGIONAL DISTRICT

Financial Services Department

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director Giles Area C Cobble Hill

Grantee: \_\_\_\_\_ Grant Amount \$ 200.00

NAME: Cowichan Family Anglers Society

ADDRESS: Box 13 Shredsgate Lake BC V9R 2W6

Contact Phone No: 250 743-7621

PURPOSE OF GRANT: To assist Society in its  
managing efforts

REQUESTED BY: Gary Giles  
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0224 -113</u>	<u>500.<sup>00</sup></u>	<u>10.0</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

VENDOR NO. \_\_\_\_\_

**Disposition of Cheque:**

Mail to above address: \_\_\_\_\_

Return to \_\_\_\_\_

Attach to letter from \_\_\_\_\_

Other \_\_\_\_\_

Approval at Regional Board Meeting of \_\_\_\_\_

Finance Authorization



**Cowichan Family  
Caregivers  
Support Society**

*Communities Supporting Caregiving Families*

nourishing strengths and opening hearts - nourishing strengths and opening hearts - nourishing strengths and opening hearts - nourishing strengths and opening hearts

PO Box 13, Shawnigan Lake

British Columbia VOR 2W0

Phone (250) 743-7621

Fax (250) 929-7621

info@familycaregiverssupport.org

www.familycaregiverssupport.org

**To: Director, Regional District C**

**Dear Ms Giles**

**Please Reconsider Supporting Caregivers**

**Yes, it is me again. The Coordinator's reported to our recent AGM, mentioned 285 referrals for the year 2009, and about 220 families served. Our service is free to the caregiver and reduces stress by over 50%. By extension, this delays or prevents expensive Institutional or Acute Care. The Times Colonist, November 8, 2007, reported VIHA as saying it would take at least \$6,000.00 a month to replace a caregiver for her parents, both over 90. When our operating costs for 2009 of \$133,009.00 is prorated over 220 families, \$50.38 a month looks like pretty good deal.**

**The good news is we now have funding in place and have initiated our program to identify and support youth caregivers. These youth people provide the same service to their community as do adult caregivers, but they receive no recognition or support from VIHA.**

**We operate from Malahat in the South to Ladysmith in the North to Lake Cowichan in the West and, we believe, give good value for monies received. Your support of \$500.00 will be well spent.**

**Respectful requested,**

*Garth Harvey*  
**Garth Harvey, President**

**22 March 2010**

*Join us for our annual fundraiser "The Shawnigan Lake Walk" > [www.theshawniganlakewalk.com](http://www.theshawniganlakewalk.com)*



**CR1**

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE REPORT**

**OF MEETING HELD NOVEMBER 24, 2010**

**DATE:** December 20, 2010

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

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

1. That, as requested by the Town of Lake Cowichan, a *critical location* streetlight be installed at the corner of South Shore Road and the entrance road to the Lakeview Campground and Cowichan Lake Education Centre in Electoral Area F – Cowichan Lake South/Skutz Falls, and further that all capital costs to be borne by the Town of Lake Cowichan.





**CR2**

**COWICHAN LAKE RECREATION  
COMMISSION REPORT**

**OF MEETING HELD DECEMBER 16, 2010**

**DATE:** December 20, 2010

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

---

Your Cowichan Lake Recreation Commission reports and recommends as follows:

1. That the Board authorize staff to proceed with the application process for Canadian Heritage Celebrate Canada Funding and Canada's New Multi-Cultural Grants and Contribution Program, and further that the Chair and Corporate Secretary be authorized to sign the applications and enter into the agreements on behalf of the CVRD.
2. That the Board approve the renewal of the Joint Facilities Use Agreement between Cowichan Valley School District No. 79 and the CVRD with the agreement to expire December 31, 2015, and further that the Chair and Corporate Secretary be authorized to sign the agreement on behalf of the CVRD



**SR1**

**STAFF REPORT**

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

**DATE:** December 17, 2010 **FILE NO:** 1760-03-  
CVRD  
**FROM:** Sharon Moss, Manager, Finance Division **BYLAW NO:** 3456  
**SUBJECT:** Interim Borrowing for the Regional District

---

**Recommendation:**

That the Finance Division be authorized to proceed with Interim Borrowing through the Municipal Finance Authority in an amount not to exceed \$11,000,000. for operational purposes only and that CVRD Bylaw No. 3456 Cowichan Valley Regional District 2011 Revenue Anticipation Borrowing Bylaw be considered for 3 readings and adoption.

**Purpose:**

To obtain authorization from the Board for interim borrowing for the Regional District for the operational needs until the requisition money is received August 2, 2011.

**Financial Implications:**

If approved the Regional District would then be able to meet its financial obligations once the surplus that was carried over from 2010 was expended. Interest expense will occur and has been budgeted in the 2011 General Government Budget.

**Interdepartmental/Agency Implications:**

Not applicable.

**Background:**

Regional Districts receive their requisition money from the Surveyor of Taxes and Member Municipalities annually on the first business day of August. During the period from January 1<sup>st</sup> to August the Regional District uses surplus funds from the previous year, these funds will be extinguished in the first quarter at which time the Regional District will be required to interim borrow for operational needs until the first business day of August. The attached Regional District Bylaw provides Finance with the authority it needs to undertake interim borrowing.

Submitted by,

Sharon Moss, C.G.A.  
Manager, Finance Division

SM:tk

Attach.

General Manager Approval:  
  
Signature



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3456**

**A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue**

**WHEREAS** the Regional District does not have sufficient money on hand to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** it is provided by Section 821 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** there are no liabilities outstanding under Section 821;

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

**1. CITATION:**

This bylaw may be cited as “CVRD Bylaw No. 3456 – Cowichan Valley Regional District Revenue Anticipation Borrowing Bylaw, 2011.”

- 2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Regional District an amount or amounts not exceeding the sum of Eleven Million Dollars (\$11,000,000.).
- 3. The form of obligation to be given as acknowledgement of the liability shall be a Promissory Note or Notes bearing the Corporate Seal and signed by the Chair and the Treasurer.
- 4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
 READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
 READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
 ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Chair

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



**SR2**

**STAFF REPORT**

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

**DATE:** December 20, 2010 **FILE NO:**  
**FROM:** Brian Farquhar, Manager, Parks and Trails Division **BYLAW NO:**  
**SUBJECT:** Extension of Infrastructure Stimulus Funding for Historic Kinsol Trestle Project

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**Recommendation:**

**WHEREAS** the federal and provincial governments will make a one-time extension of the deadline for funding of projects under the Building Canada Fund – Communities Top-Up from March 31, 2011 to October 31, 2011;

**AND WHEREAS** all funding from the Government of Canada and the Province will cease after October 31, 2011;

**AND WHEREAS** the Cowichan Valley Regional District has asked the provincial government for an extension to October 31, 2011 for the Kinsol Trestle Rehabilitation Project (Project #25959);

**THEREFORE** be it resolved that the Cowichan Valley Regional District attests that it will continue to contribute its share of the required funding for the aforementioned project;

**AND BE IT FURTHER RESOLVED** that actual claims for all eligible costs incurred by March 31, 2011, for the aforementioned project must be and will be submitted no later than April 15, 2011 to the Province;

**AND BE IT FURTHER RESOLVED** that the Cowichan Valley Regional District will ensure the project will be completed.

**Purpose:**

To advise of the Infrastructure Stimulus Fund (ISF) funding extension opportunity for the historic Kinsol Trestle Rehabilitation Project and to request Board endorsement to formally request the extension to ensure approved grant funding can be fully expended on the project.

**Financial Implications:**

The historic Kinsol Trestle Rehabilitation Project work is funded through several approved grants, including the British Columbia-Federal Infrastructure Stimulus Fund – Communities Component Fund (\$3,770,732), the Provincial Local Motion Fund (\$1,711,000), Island Coastal Economic Trust (\$1,000,000) and the Trans Canada Trail Foundation (\$250,000), totaling \$6,731,732. In addition, the Cowichan Foundation's Kinsol Trestle Fundraising Campaign is securing additional donations and in-kind contributions for the project.

**Interdepartmental/Agency Implications:**

The Ministry of Transportation and Infrastructure owns the historic Kinsol Trestle and the former CNR railway corridor, for which the Regional District has a Permit to Construct to develop/maintain portions of the Cowichan Valley Trail on sections of the corridor.

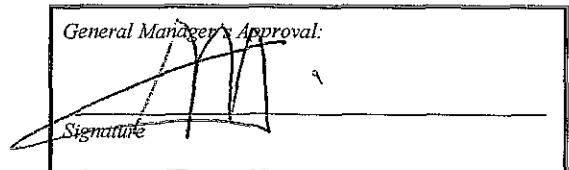
**Background:**

Conditions of the approved \$3,770,732 grant funding through the British Columbia-Federal Infrastructure Stimulus Fund – Communities Component for the historic Kinsol Trestle Rehabilitation Project requires the project be substantially completed and expenditures incurred by March 31, 2011, to be eligible for reimbursement through this grant. In early December 2010 the Government of Canada announced the Economic Action Plan (EAP), inclusive of the Infrastructure Stimulus Fund (ISF), would provide a seven month project completion extension beyond the March 31, 2011, deadline for eligible projects to benefit from an additional construction season. In order to qualify for the extension, several conditions are required to be met, including a local government resolution committing to finish the project and accepting responsibility for any costs incurred beyond October 31, 2011. Other conditions include provision of forecasted project expenditures prior to and after March 31, 2011, a detailed construction schedule signed by a professional engineer and project work must have begun prior to March 31, 2011. In order to qualify for the extension, formal application, including passing of the local government resolution, the above condition details must be submitted no later than January 14, 2011, and the amended Contribution Agreement signed no later than February 28, 2011.

While work on the historic Kinsol Trestle Rehabilitation Project has progressed substantially on schedule to date within the extremely tight project timeline, extended adverse winter conditions or other unforeseen delays to the project in the coming months could delay completion beyond March 31, 2011. It is therefore well advised to apply for the available seven month extension of the deadline for the project in order to ensure that the full funding available can be expended. There are no issues noted at this time that would indicate that the project could not be completed well within this seven month extension. In addition to the required resolution of the Board, staff would prepare and submit the other required information for the project extension request within the timeframe required.

Submitted by,

Brian Farquhar  
 Manager, Parks and Trails Division  
 Parks, Recreation and Culture Department

General Manager's Approval:  
  
 Signature



**SR3**

## **STAFF REPORT**

### **REGULAR BOARD MEETING OF JANUARY 12, 2011**

**DATE:** January 5, 2011  
**FROM:** Jacob Ellis, Manager, Corporate Planning  
**SUBJECT:** Usage Study of Recreation Facilities

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#### **Recommendation:**

That staff be directed to engage the services of an independent consultant to conduct a usage study of the nine (9) regionally significant recreation facilities in the Cowichan Region consisting of:

1. Cowichan Aquatic Centre
2. Cowichan Lake Sports Arena
3. Cowichan Sportsplex
4. Cowichan Theatre
5. Frank Jameson Community Centre
6. Fuller Lake Arena
7. Island Savings Centre
8. Kerry Park Recreation Centre
9. Shawnigan Lake Community Centre.

#### **Purpose:**

To discuss undertaking a usage study of certain recreation facilities in the Cowichan Region and review the proposed terms of reference for this project.

#### **Financial Implications:**

It is expected that a comprehensive usage study for the above nine regionally significant recreation facilities will require a budget of \$30,000.

#### **Interdepartmental/Agency Implications:**

Gathering user data from recreation facilities will require cooperation, collaboration and support among staff at the CVRD, North Cowichan, Ladysmith and the Chesterfield Sports Society.

#### **Background:**

Over the past few years, staff have worked to develop a more equitable funding model to support recreation facilities across the Region. Through this process, it has become clear that any potential future funding model will likely incorporate user data for each of the nine regionally significant recreation facilities. To gather this user data, staff recommended that an independent consultant be engaged to carry out a usage study of certain regionally significant recreation facilities.

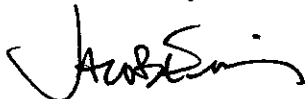
It is expected that this study will produce a report with statistically valid user figures that can be used to develop an improved funding model. This approach is very similar to what is currently done in the Regional District of Nanaimo (RDN). In 2000, the RDN implemented a funding model which incorporated usage to share the costs of certain recreation facilities. The RDN's basis for cost sharing centers on the usage that residents make of specific facilities. Usage is based on two types of collection methods: drop in surveys and registration lists.

For arenas, usage is determined by tabulating residential addresses of memberships from lists supplied by the organizations representing both youth and adult organized leagues and associations. For aquatic facilities, usage is determined by a collection of surveys of drop in participants during public swim sessions. The RDN requires that every five years a survey is conducted to capture shifts in patron usage. Initially, the RDN agreed to conduct a usage study every two years, however, it shortly became apparent that the usage figures varied so little from year to year that it was deemed unnecessary to undergo the expense and effort so frequently. Thus the five year schedule was adopted instead.

Should the CVRD move ahead with a similar initiative, various measures could be taken ensure the accuracy of the report, as well as the privacy of the individuals surveyed. *Accuracy* could be assured by using only residential address to determine the residency of users. This would eliminate the well founded concern that residents sometimes mis-identify their places of residence as being in areas other than the actual Electoral Area or municipality that the person's home is located. Obtaining street addresses ensures staff can accurately verify user's true place of residence. *Privacy* of individuals can be assured because no names are requested of drop in users and sport team registration lists would not include names of members. Additionally, while residential addresses will be used to tabulate usage results, individual addresses will not be publically disclosed in the final report.

The draft terms of reference for this study is attached for approval by the Board.

Submitted by,



Jacob Ellis, Manager  
Corporate Planning

Attachment



**Cowichan Valley Regional District  
Regionally Significant Recreation Facilities  
2011 Usage Study**

**TERMS OF REFERENCE**

**OBJECTIVE:**

1. Aquatic Facilities

To collect a statistically valid sample of facility usage via drop in surveys that determine residential addresses of patrons attending a varied sampling of public sessions at the Cowichan Aquatic Centre and the Frank Jameson Community Centre Pool. A statistically valid sample of usage of these facilities by members of registered programs, organized leagues and associations located in the City of Duncan, District of North Cowichan Town of Ladysmith, Town of Lake Cowichan, and Cowichan Valley Regional District (CVRD) Electoral Areas A, B, C, D, E, F, G, H and I will also be collected. Membership lists will be provided by staff at District of North Cowichan and the Town of Ladysmith.

2. Ice Arenas

To collect a statistically valid sample of facility usage of the Cowichan Lake, Island Savings Kerry Park and Fuller Lake ice arenas from membership lists from registered programs, organized leagues and associations located in the City of Duncan, District of North Cowichan Town of Ladysmith, Town of Lake Cowichan, and Cowichan Valley Regional District (CVRD) Electoral Areas A, B, C, D, E, F, G, H and I. Membership lists will be provided by staff at the CVRD and District of North Cowichan.

3. Sportsplex

To collect a statistically valid sample of facility usage for the Cowichan Sportsplex from membership lists from organized leagues and associations located in the City of Duncan, District of North Cowichan Town of Ladysmith, Town of Lake Cowichan, and Cowichan Valley Regional District (CVRD) Electoral Areas A, B, C, D, E, F, G, H and I. Membership lists will be provided by staff at the Chesterfield Sports Society.

4. Recreation/Community Centres

To collect a statistically valid sample of the usage for the Cowichan Lake, Frank Jameson, Island Savings, Kerry Park, and Shawnigan Lake Community Centres from membership lists from registered programs, organized leagues and associations located in the City of Duncan, District of North Cowichan Town of Ladysmith, Town of Lake Cowichan, and Cowichan Valley Regional District (CVRD) Electoral Areas A, B, C, D, E, F, G, H and I. Membership lists will be provided by staff at the CVRD and the Town of Ladysmith.

5. Cowichan Theatre

To collect a statistically valid sample of facility usage via drop in surveys that determine residential addresses of patrons attending a varied sampling of events at the Cowichan Theatre. Collection of a statistically valid sample of facility usage via ticket sales information



and through membership lists from organized user groups will also be undertaken. Membership lists and ticket sales information will be provided by staff at the CVRD.

## 6. Reporting

To tabulate and interpret the residential address data collected from drop in surveys, sport team membership list, ticket sales information, and recreation program registration systems at the CVRD, District of North Cowichan and Town of Ladysmith to identify the number and percentages of patrons from the following jurisdictions: the City of Duncan, District of North Cowichan Town of Ladysmith, Town of Lake Cowichan, and Cowichan Valley Regional District (CVRD) Electoral Areas A, B, C, D, E, F, G, H and I.

### **SCOPE OF WORK**

The consultant will:

1. Schedule and staff an acceptable “drop in survey schedule” of aquatic facilities that will capture the residential address of users. Sampling size of the respondents is required to be of sufficient size to statistically validate the data. Upon completion of the public swim session surveys, tabulate and identify via residential addresses the jurisdiction of survey respondents.
2. Upon completion of membership list and registered program information collection for the ice arenas, recreation/community centres, Cowichan Sportsplex and Cowichan Theatre facility users tabulate and identify via residential addresses the jurisdiction of users located in the City of Duncan, District of North Cowichan Town of Ladysmith, Town of Lake Cowichan, and Cowichan Valley Regional District (CVRD) Electoral Areas A, B, C, D, E, F, G, H and I.

Data to be identified and tabulated will be provided to the consultant by the CVRD, District of North Cowichan, Town of Ladysmith and the Chesterfield Sports Society.

3. Supply the data to the CVRD in a report format that outlines all aspects of the project, the data in an excel format and PowerPoint presentation which the successful applicant may be required to present to elected officials and staff.

Reporting of the patron's residential addresses is required to be compiled and listed as to show usage of the following facilities:

1. Cowichan Aquatic Centre
2. Cowichan Lake Sports Arena
3. Cowichan Sportsplex
4. Cowichan Theatre
5. Frank Jameson Community Centre
6. Fuller Lake Arena
7. Island Savings Centre
8. Kerry Park Recreation Centre
9. Shawnigan Lake Community Centre.

\*Residential addresses will be used to tabulate usage results but individual addresses will not be publically disclosed in the final report. No names are to be requested of drop in users and sport team registration list will not include names of members.

\*\*As a local public body, the Cowichan Valley Regional District is subject to the provisions of the Freedom of Information Protection of Privacy Act (FOIPPA). As a result, any personal information needs to be collected in accordance with the act. In particular, the survey methodology must include provisions for advising individuals whose personal information is being collected of the following:

- a) Why the CVRD is collecting the information
- B) That it is being collected under the authority of the local government act
- C) That questions about the collection of personal information (addresses in this case) may be referred to the Information & Privacy Coordinator, 175 Ingram Street, Duncan, BC V9L 1N8. 1-250-756-2507.

**BUDGET**

The budget for this project is \$30,000 and is expected to cover all fees and expenses, including applicable taxes.

**TIMELINE**

January 2011	Request for Proposals Issued (unless sole source contract is warranted)
February 2011	Request for Proposals Closes Sport team membership and recreation program registration lists collected Project consultant retained Drop in usage survey completed at aquatic facilities
June 2011	All usage data compiled and interpreted
July 2011	Final report provided to Regional District



**STAFF REPORT**

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

**DATE:** December 22, 2010

**FILE NO:**

**FROM:** Mark Kueber, General Manager,  
Corporate Services Department

**BYLAW NO:**

**SUBJECT:** Mill Bay Ferry

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**Recommendations:**

1. That the Board send a letter of support for the Mill Bay/Brentwood Ferry to the Premier of BC, the Minister of Transportation and Highways and to the BC Ferries CEO expressing the significance of this route to the community and the importance of its continuation.
2. That a letter be sent to the BC Ferries requesting the establishment of an advisory committee comprising of members from Mill Bay and Brentwood communities.

**Purpose:**

To update the Board on the status of the Mill Bay/Brentwood ferry route and for the Board to provide it's support to maintaining this route by way of sending letters to the Premier of British Columbia, the Minister responsible for overseeing the BC Ferries and to the CEO for the BC Ferries Corporation.

**Financial Implications:**

There is no financial implication to the Regional District to support the Mill Bay Ferry route.

**Interdepartmental/Agency Implications:**

Not applicable.

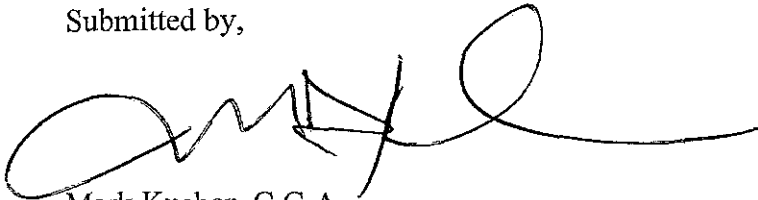
**Background:**

The BC Ferries Corporation has presented to the Ministry of Transportation and Highways a report that outlines options for lowering their operating costs in an attempt to be more efficient. One of these options is to decrease a number of routes where alternative means of transportation is available; one of those routes is the Mill Bay/Brentwood route. The CVRD Chair and the Director for Mill Bay/Malahat and staff have meet with BC Ferries and have been informed that they are not recommending the cancellation of this route. They have stated that it is an option that has been presented to the Minister if the Provincial Government is unable to provide additional resources to operate and maintain the routes that currently exist.

The lack of existence of an advisory committee that reports to BC Ferries that consisted of community members for both sides of the inlet was also discussed, it should be noted that this route is the only one that does not have an advisory group established.

Board support for the continuation of this route, as well as the establishment of an advisory group is strongly recommended.

Submitted by,

A handwritten signature in black ink, appearing to read 'Mark Kueber', with a long horizontal flourish extending to the right.

Mark Kueber, C.G.A.  
General Manager, Corporate Services Department

MK:tk

Attach.

Z:\Mark\Staff Reports - 2010\Staff Report - Mill Bay Ferry.doc



**SR5**

**STAFF REPORT  
BOARD MEETING  
OF JANUARY 12, 2011**

**DATE:** January 6, 2011 **FILE NO:**  
**FROM:** Kate Miller, Manager, Regional Environmental Policy Division  
**SUBJECT:** Climate Action Revenue Incentive Program (CARIP)

---

**Recommendation:**

**That the Board receive the attached information in fulfillment of the BC Climate Action Charter public reporting process for the 2010 period and further, that the revenue generated by the participation in the incentive program (CARIP) be set aside to assist in the development of a refined corporate CVRD GHG action plan in 2011.**

**Purpose:**

To fulfill the Climate Action Revenue Incentive Program (CARIP) components of the BC Climate Action Charter regarding public reporting. The CARIP program provides a conditional grant in the amount of 100% of the carbon tax paid by the CVRD. This accounting and public reporting out process provides an opportunity to communicate publicly on the overall plan and progress towards meeting climate action goals.

The attached provincial reports have been prepared to meet the requirements of the CARIP incentive program, and are summary in nature. A detailed CVRD Corporate Inventory and Action Plan is currently in preparation and will be tabled at an upcoming Engineering and Environment Committee meeting.

**Financial Implications:**

Under the CARIP (program) each eligible local government will receive a grant equal to 100 percent of the carbon tax paid for fuel purchased or reimbursed to employees (as a component of travel expenses). For the 2010 period the carbon tax paid by the CVRD is \$18,093.87.

To fulfill the 2012 Climate Charter goal of becoming carbon neutral, a gross calculation based on 2009 data projects a cost of \$37,093 in carbon offsets for GHG emissions as a result of CVRD corporate emissions.

**Interdepartmental/Agency Implications:**

Tracking of the financial reporting data required by the province has been underwritten by the Environmental Policy Department; however, the development of a GHG accounting framework and methodology is now near completion. It is anticipated that in the future the added cost of the accounting would be a component of General Government costs and shared across the organization. At this point it is highly unlikely that the CVRD will be able to achieve carbon neutrality in its corporate operations and as such the likelihood of having to purchase offsets is certain. How these costs are born will be a topic for further discussion organizationally once the CVRD Corporate Inventory Report and Action Plan is complete. It is anticipated that the development of a more

detailed Corporate GHG Action *Implementation Plan* anticipated in 2011 will provide a mechanism for discussion with the various departments on reporting requirements, methodology and reduction issues.

**Sustainability Implications:**

Climate action is a complex issue and involves both a concerted reduction of GHG emissions as well as the development of new adaptive approaches and policies as it impacts all organizational activities. This includes a review of all business as usual activities to ensure that they are climate smart and both reduce emissions (mitigation) and take into account the impact of wider climatic shifts (adaptation). Accounting, reporting and asset management are important components of a climate action planning process to ensure that efforts are strategic and relevant.

**Background:**

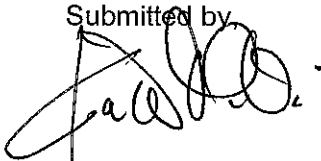
Climate action is a provincial priority and local governments are key partners in helping to reduce greenhouse gas emissions and create complete, compact, energy efficient communities. The CVRD has signed on to the BC Climate action Charter.

At the 2008 UBCM Convention, the Honourable Premier Gordon Campbell announced the *Climate Action Revenue Incentive Program* (CARIP) to offset the carbon tax paid by local governments who have committed to the goal of becoming carbon neutral in their corporate operations by 2012 under the *BC Climate Action Charter*. This is intended to assist those governments in meeting the objective of becoming climate neutral in their operations.

Subsequent to the CVRD becoming a signatory to the BC Climate Action Charter there have been a series of evolving structured accounting and reporting methodologies and policies formulated. The CVRD currently sits on the BC Green Communities Policy working committee that has developed the current reporting and incentives framework used provincially at this time.

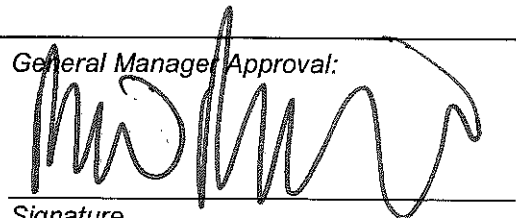
Currently the CVRD is one of a few local governments partnering with the province in the development of a SMARTTOOL reporting program which will provide a framework for more consistent reporting and analysis in the future. This tool is currently being used to develop a CVRD Corporate Inventory and Draft Action plan anticipated to be tabled to committee in the first quarter of 2011. This plan will then be the basis for a more refined implementation plan proposed to be developed with the individual organizational units within the CVRD over 2011.

Submitted by



Kate Miller, Manager  
Regional Environmental Policy Division

General Manager Approval:



Signature

**Carbon Tax Calculation Form**  
**Under the Climate Action Revenue Incentive Program**

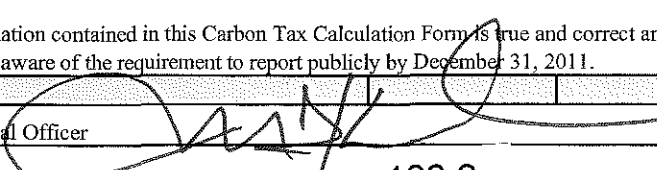
<b>Local Government Name:</b> <b>Contact Information:</b> <b>Name:</b> <b>Position:</b> <b>Telephone Number:</b> <b>Email address:</b>	CVRD
	Lorrie Nolin
	Finance Dept
	250-746-2584
	financecasual@cvrld.bc.ca

**Calculation of carbon tax paid directly by the local government  
for fuel purchased between January 1 and December 31, 2010:**

Fuel Type	Unit measure	Units	Tax Rate per unit, January 1, 2010 to June 30, 2010	Units	Tax Rate per unit, July 1, 2010 to December 31, 2010	Carbon Tax paid
<b>Most common fuels in a local government context:</b>						
Gasoline	Litre	31594	0.0333	23735	0.0445	2,108.29
Diesel	Litre	21285	0.0384	7226	0.0511	1,186.59
Bio-Diesel <sup>1</sup>	Litre	3000	0.0384	10860	0.0511	670.15
Natural Gas	Gigajoule <sup>2</sup>	7981.3	0.7449	5963.9	0.9932	11,868.62
Natural Gas	m <sup>3</sup>		0.0285		0.038	-
Propane	Litre	31967	0.0231	30671	0.0308	1,683.10
<b>Other fuels which are taxed:</b>						
Heating Oil	Litre		0.0384	11294	0.0511	577.12
Locomotive Fuel	Litre		0.0384		0.0511	-
Heavy Fuel Oil	Litre		0.0473		0.063	-
Aviation Fuel	Litre		0.0369		0.0492	-
Jet Fuel	Litre		0.0392		0.0522	-
Kerosene	Litre		0.0381		0.0522	-
Naphtha	Litre		0.0383		0.051	-
Methanol	Litre		0.0164		0.0218	-
Butane	Litre		0.0264		0.0352	-
Ethane	Litre		0.0147		0.0196	-
Refinery Gas	m <sup>3</sup>		0.0264		0.0352	-
Coke Oven Gas	m <sup>3</sup>		0.0242		0.0322	-
Coal -- Low Heat Value <sup>3</sup>	Tonne		0.2666		0.3554	-
Coal -- High Heat Value <sup>4</sup>	Tonne		0.3116		0.4154	-
Coke	Tonne		0.3731		0.4974	-
Petroleum Coke	Litre		0.0551		0.0734	-
Tires -- shredded <sup>5</sup>	Tonne		0.3587		0.4782	-
Tires -- whole <sup>5</sup>	Tonne		0.312		0.416	-
Peat	Tonne		0.1533		0.2044	-

1. Only list fuels that were purchased for the local government's own use, on which carbon tax was paid, and where that carbon tax was not refunded or recovered from another party (e.g., through a lease arrangement). Also do not include any fuels that were exempted from carbon tax (for more information on exemptions see the *Carbon Tax Act* and its Regulations)
2. Bio-diesel blends must be prorated in order to claim the diesel and bio-diesel portions on the appropriate line. The proportion of the blend (B5, B10, B15 etc) that is conventional hydrocarbon-based diesel is included on the diesel line; consequently, the bio-diesel pro-rated amount must entered on the bio-diesel line. For example, a 10,000 litre purchase of B10, which is 10% bio-diesel and 90% hydrocarbon-based diesel, would be recorded as 9,000 litres hydrocarbon-based diesel (90% of 10,000 purchased litres) and bio-diesel would be recorded as 1000 litres (10% of purchased bio-diesel).
3. Marketable Natural Gas may be recorded at either Gigajoules or m<sup>3</sup>
4. Low Heat Value Coal includes Sub-Bituminous Coal; High Heat Value Coal includes Bituminous Coal
5. Only include tires if they are combusted

I declare that the information contained in this Carbon Tax Calculation Form is true and correct and based on actual accounting records and not estimates. I am also aware of the requirement to report publicly by December 31, 2011.

Signature of Financial Officer  Date Jan 7/11

**CARIP Report**

Enter text below as indicated

Name of Local Government

*Cowichan Valley Regional District*

Member of Regional District (RD)

*Cowichan Valley Regional District*

Regional Growth Strategy (RGS) in region

*No*

Population

*76,929*

**Report Submitted by**

Name

*Kate Miller*

Title

*Manager, Regional Environmental Policy Division*

Email

*kmiller@cvrd.bc.ca*

Phone

*250-746-2509*



**Actions Taken to Reduce Energy Consumption and GHG Emissions in**

**1.1. COMMIT**

The [redacted] along with the Province of BC and the UBCM has signed the Climate Action Charter (CAC) pledging to achieve the following goals: Be carbon neutral in corporate operations by 2012; measure and report on our community greenhouse gas emission profile; and work to create compact, more energy efficient communities. In 2008, Premier Gordon Campbell announced that communities that have signed onto the CAC and agree to publicly report on their climate action progress would be eligible for the Climate Action Revenue Incentive Program (CARIP) grant. The following Report meets the CARIP requirements to publicly report on climate actions undertaken by this local government in the current year and intended climate actions for the following year.

**1.2. MEASURE**

Corporate Measurement	Answer	Additional information
Has your local government taken steps towards completing a corporate energy and emissions inventory? Please identify the steps taken.	Yes	2007, 2008, 2009 and 2010 energy and emissions inventory completed. In process of developing a Corporate Emission Inventory and Recommendations Report to be tabled in early 2011. Currently participating in the Provincial Smarttool reporting trial.

Community-wide Measurement Actions	Answer	Additional information
Has your local government taken steps to review and consider your community-wide GHG emissions profile as provided by the Community Energy and Emissions Inventory (CEEI) or other data sources? Please identify the steps taken.	Yes	Preliminary review of energy use and emissions data analysis in. Completed for Regional District electoral areas and Town of Ladysmith by contract with Pembina Institute; this review includes energy modeling outputs of a number of potential policy tools being considered.

**1.3. PLAN**

	Answer	Additional information
Does your RGS have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act</i> (LGA)? If yes, please identify the targets set. If no or in progress, please comment.	No	Region does not have a RG

\*This question is ONLY for Regional Districts with RGSs.

Does your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act</i> (LGA)? If yes, please identify the targets set. If no or in progress, please comment.	Yes/No/in progress	Four of the nine OCPs have a target that is commensurate with the targets of the Province of BC (amendment is at third reading, in the hands of the Ministry for approval); four other electoral area OCPs are under review and they too will have similar targets - three of these Plans are in draft form in January 2011. The ninth electoral area will also have similar targets added but these will be developed as 2011 progresses.
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108.4

1.4. ACT

**CORPORATE ACTIONS**

Please describe the corporate actions you have taken this year and propose for next year to reduce GHG emissions and energy consumption. Examples of tools you may have used include:

- a) Planning tools (e.g. Green Fleet Action Plan, Resource Management Plan, Corporate Climate Action Plan)
- b) Policy tools (e.g. Civic Building Policy, Fuel Efficiency Policy, Green Purchasing Policy, Green Infrastructure Policy)
- c) Other (e.g. corporate car share program, civic building retrofits, LED street lighting, building operator training, green driving education, other educational programs and staff awareness initiatives)

Corporate Actions	Actions Taken This Year	Proposed Actions for Following Year
<p>To reduce GHG emissions and energy consumption</p>	<p><i>Updated corporate energy and emissions inventory in narrative format; green vehicle purchasing policy; preliminary retrofits of lighting and water heating components of community facilities; development of a preliminary plan for a decentralized waste transfer site; development of waste transfer BMP's to reduce transportation costs; application for an engineering grant for micro hydro generation for two facilities; numerous local government capacity building workshops with staff and politicians from the Regional District and local governments with a specific emphasis on energy, waste to energy, policy tools, modeling and emerging issues, ongoing systematic replacement of ancillary water utility pumps to more energy efficient variable speed pumps.</i></p>	<p><i>Corporate energy and emissions action plan by organizational divisions; building and asset review (refined planning document); review and development of a renewable energy policy for corporate assets. Preliminary discussions on the integration of GHG emissions and energy planning into triple bottom line budgeting framework; development of a corporate green building policy document. Undertake the development of a pilot LEED corporate building as a case study in application.</i></p>

108.5

**COMMUNITY-WIDE ACTIONS**

Please describe the community-wide actions you have taken this year and propose to take next year to reduce GHG emissions and energy consumption in the sectors below. Examples of tools you may have used include:

- a) Planning and Policy tools (e.g. Climate Action Plan, Energy Plan)
- b) Regulatory tools (e.g. Development Permit Areas, Zoning, Development Cost Charge adjustments)
- c) Incentive tools (e.g. energy audit rebate program, fast tracking green developments)
- d) Other (e.g. Sustainability checklists, development guidelines, educational programs, and public awareness initiatives)

Community-wide Actions	Actions Taken This Year	Proposed Actions for Following Year
To reduce transportation-related GHG emissions and energy consumption (i.e. through both transportation and land use actions)	<i>Development of a specific job function within the organization that deals with transit.</i>	<i>Increase in public transportation services provided in partnership with BC Transit. Development of preliminary community meetings and draft issues paper based on community consultation and outreach. New OCPs in four electoral areas will encourage density increased towards the point that public transit becomes sustainable (over 15 units per hectare).</i>
To reduce building-related GHG emissions and energy consumption	<i>Development of a preliminary component of a Regional Energy Policy toolkit which should be available by late 2011.</i>	<i>Completion of renewable and community distributed energy mapping opportunities. Assistance to the business community to develop GHG modeling for small business workshops. Implementation of development permit guidelines respecting energy efficiency (to be in place by the end of 2011) in the four new OCP's under development.</i>
To reduce water and waste-related GHG emissions and energy consumption	<i>Preliminary analysis of CVRD based utility energy costs and emissions, reduction of waste transfer GHG emissions through new BMP development,</i>	<i>Development of a new regional waste transfer site. New Subdivision Servicing Bylaw will require less water to be proven for new developments, as well as supporting the capture of rainfall in cisterns for domestic use.</i>

108.6

<p>To enhance carbon sink capacity through natural resource protection and enhancement</p>	<p><i>Please identify actions taken this year.</i></p>	<p><i>Aquire new resource based data for further analysis to aid resource protection and enhancement. New OCPs will reinforce the Region's already strong stance against speculative forest land redevelopment proposals. Development of community forest reserves is underway.</i></p>
<p>Additional actions</p>	<p><i>Please identify actions taken this year.</i></p>	<p><i>Please identify proposed actions for next year.</i></p>



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3446**

**A Bylaw to Amend Saltair Community Parks Service  
Establishment Bylaw No. 2673**

---

**WHEREAS** the Board of the Cowichan Valley Regional District established the *Saltair Community Parks Service* under the provisions of CVRD Bylaw No. 2673, cited as "CVRD Bylaw No. 2673 – Saltair Community Parks Service Establishment Bylaw, 2005";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable and expedient to increase the maximum annual tax requisition from \$0.35/\$1,000 to \$0.43/\$1,000 of net taxable value of land and improvements in the service area;

**AND WHEREAS** the Area Director for Electoral Area G – Saltair/Gulf Islands, has consented, in writing, to the adoption of this Bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3446 – Saltair Community Parks Service Amendment Bylaw, 2010**".

2. **AMENDMENT**

That CVRD Bylaw No. 2673 be amended as follows:

- a) That the Section 6 "Maximum Requisition" text be deleted and replaced as follows:

The maximum amount of money that may be requisitioned annually in support of this service shall not exceed \$0.43 per \$1,000 of net taxable value of land and improvements within the service area.

READ A FIRST TIME this 8<sup>th</sup> day of December, 2010.

READ A SECOND TIME this 8<sup>th</sup> day of December, 2010.

READ A THIRD TIME this 8<sup>th</sup> day of December, 2010.

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

\_\_\_\_\_  
Chairperson

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



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3447**

**A Bylaw to Amend the South End Parks Service  
Establishment Bylaw No. 2232**

---

**WHEREAS** the Board of the Cowichan Valley Regional District established the *South End Parks Service* under the provisions of CVRD Bylaw No. 2232, cited as "CVRD Bylaw No. 2232 - South End Parks Service (Electoral Areas A - Mill Bay/Malahat, B - Shawnigan Lake, C - Cobble Hill, and D – Cowichan Bay), Establishment Bylaw, 2001";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable and expedient to change the name of the service from South End Parks to South Cowichan Community Parks and increase the maximum annual tax requisition limit from \$50,000 to \$62,500 of net taxable value of land and improvements in the service area;

**AND WHEREAS** the Area Directors for Electoral Areas A- Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill and D –Cowichan Bay, have consented, in writing, to the adoption of this bylaw;

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

**1. CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3447 – South Cowichan Community Parks Service Amendment Bylaw, 2010**".

**2. AMENDMENTS**

That CVRD Bylaw No. 2232 be amended by:

- a) That Section 1 – Citation text be deleted and replaced with the following:

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 2232 – South Cowichan Community Parks Service (Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, and D – Cowichan Bay) Establishment Bylaw, 2001**".

- b) That for assurance, wherever the words "South End" appear in the bylaw that they be deleted and replaced with the words "South Cowichan Community".

- c) That the words "Fifty Thousand (\$50,000) Dollars", in the first paragraph of Section 5 – Cost Recovery be deleted and replaced with the words "Sixty-Two Thousand Five Hundred Dollars (\$62,500)".

READ A FIRST TIME this 8<sup>th</sup> day of December, 2010.

READ A SECOND TIME this 8<sup>th</sup> day of December, 2010.

READ A THIRD TIME this 8<sup>th</sup> day of December, 2010.

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

\_\_\_\_\_  
Chairperson

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





**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3456**

**A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue**

**WHEREAS** the Regional District does not have sufficient money on hand to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** it is provided by Section 821 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** there are no liabilities outstanding under Section 821;

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

1. **CITATION:**

This bylaw may be cited as “**CVRD Bylaw No. 3456 – Cowichan Valley Regional District Revenue Anticipation Borrowing Bylaw, 2011.**”

- 2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Regional District an amount or amounts not exceeding the sum of Eleven Million Dollars (\$11,000,000.).
- 3. The form of obligation to be given as acknowledgement of the liability shall be a Promissory Note or Notes bearing the Corporate Seal and signed by the Chair and the Treasurer.
- 4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
 READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
 READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
 ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Chair

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

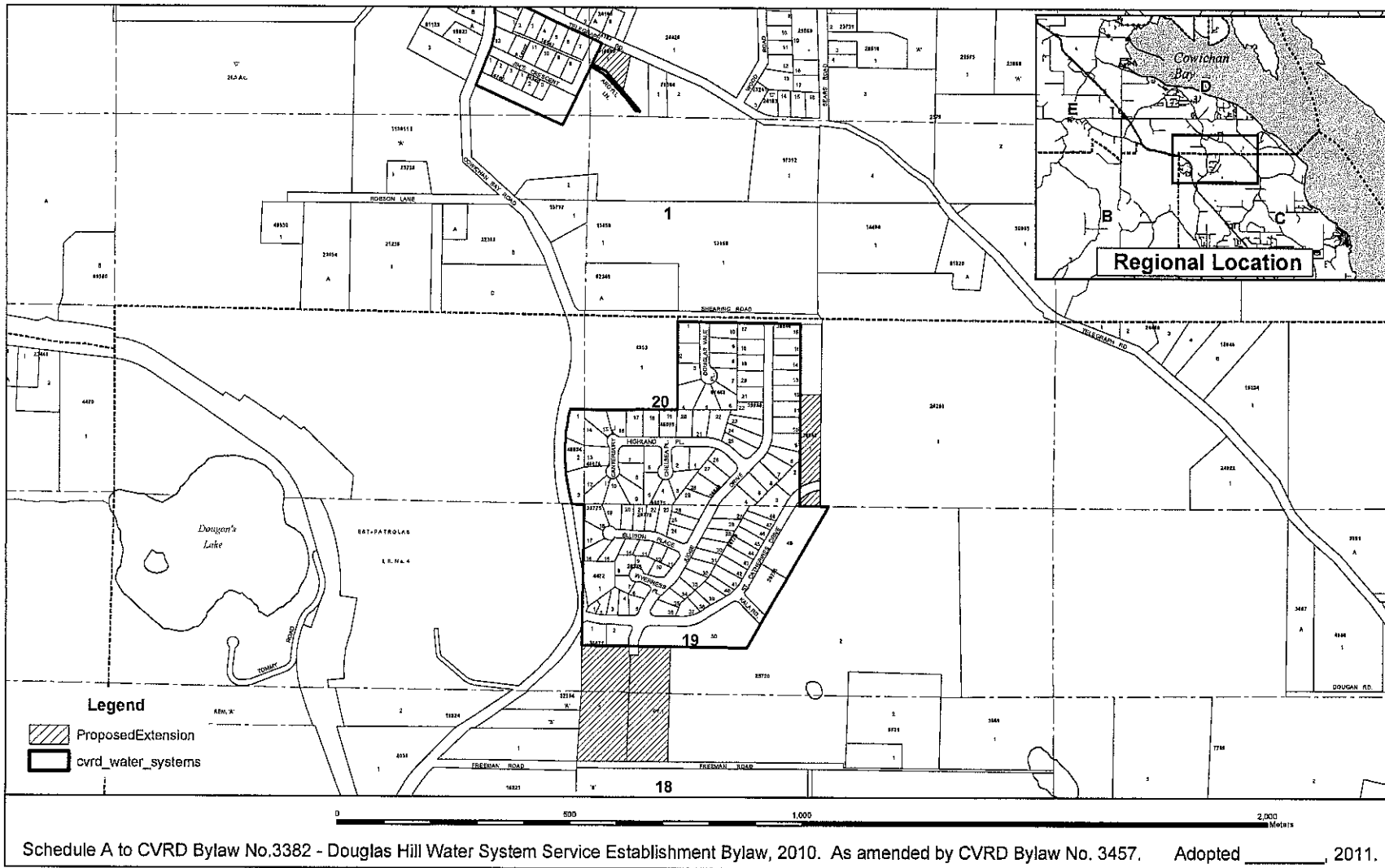
READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Chairperson

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





**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 3457**

**A Bylaw to Amend the Boundaries of the Douglas Hill Water System Service Area**

---

**WHEREAS** the Board of the Cowichan Valley Regional District established the *Douglas Hill Water System Service Area* under the provisions of Bylaw No. 3382, cited as "CVRD Bylaw No. 3382 – Douglas Hill Water System Service Establishment Bylaw, 2010";

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

- PID 004-065-549, Lot 1, Section 2, Range 6, Cowichan Land District, Plan 16800;
- PID 002-657-121, Lot 3, Sections 18&19, Range 6, Cowichan Land District, Plan 25720;
- PID 002-249-839, Lot 1, Sections 18&19, Range 6, Cowichan Land District, Plan 25720; and
- PID 000-044-156, Lot 1, Section 20, Range 6, Cowichan Land District, Plan 39846;

**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 Directors of Electoral Areas C – Cobble Hill and D – Cowichan Bay have consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3457 – Douglas Hill Water System Service Amendment Bylaw, 2011**".

2. **AMENDMENT**

That Bylaw No. 3382 be amended by deleting Schedule A and replacing it with the Schedule A attached to this bylaw.



**RES1**

**APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: December 22, 2010  
FROM: Director Marcotte  
SUBJECT: **Electoral Area H – North Oyster/Diamond Advisory Planning  
Commission**

---

**Recommendation:**

**That the following appointments to the Electoral Area H – North Oyster/Diamond  
Advisory Planning Commission be approved:**

**Ben Cuthbert  
Mike Fall  
Chris Gerrand  
John Hawthorn  
Allison Heikes  
Jody Shupe  
Jan Tukham  
Gordon Wyndlow**

**Term to expire November 30, 2011.**



**RES2**

**APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: January 4, 2011  
FROM: Director Giles  
SUBJECT: Electoral Area C – Cobble Hill Advisory Planning Commission

---

**Recommendation:**  
That the following appointments to the Electoral Area C – Cobble Hill Advisory Planning Commission be approved:

**Appointed for a Term to Expire November 30, 2011**

Jens Liebgott  
Jerry Tomljenovic  
Rosemary Allen  
Robin Brett  
Brenda Krug  
Dave Lloyd  
Dave Thomson  
Rod de Paiva  
David Hart  
Joanne Bond



**RES3**

**APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: January 4, 2011  
FROM: Director Duncan  
SUBJECT: **Electoral Area E – Cowichan Station/Sahtlam/Glenora Advisory  
Planning Commission**

---

**Recommendation:**

**That the following appointments to the Electoral Area E – Cowichan Station/  
Sahtlam/Glenora Advisory Planning Commission be approved:**

**Appointed for a Term to Expire November 30, 2011:**

**David Coulson  
Dan Ferguson  
Coleen MacGregor  
Ben Marrs  
Frank McCorkell  
David Tattam  
Keith Williams**



**RES4**

**APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: January 4, 2011  
FROM: Director Giles  
SUBJECT: Electoral Area C – Cobble Hill Parks and Recreation Commission

---

**Recommendation:**

**That the following appointments to the Electoral Area C – Cobble Hill Parks and Recreation Commission be approved:**

**Appointed:**

**Ruth Koehn  
John Krug  
Bill Turner  
Lynn Wilson**

**Elected:**

**Alan Seal  
Ian Sparshu**

**Terms to expire December 31, 2011.**





**RES5**

**APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

**DATE:** January 4, 2011  
**FROM:** Director Cossey  
**SUBJECT:** **Shawnigan Lake Community Centre Commission**

---

**Recommendation:**

**That the following appointments to the Shawnigan Lake Community Centre Commission be approved:**

**Elected for a Term to Expire March 31, 2011:**

**Sharleen Impett  
Marion Davies  
Fransje Carr  
Barb Shultz  
Kim Rowe  
Sarah Mallerby**



## **NEW BUSINESS SUMMARY**

### **BOARD MEETING JANUARY 12, 2011**

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- NB1** Appointment to the Electoral Area C – Cobble Hill Advisory Planning Commission
- NB2** Appointments to the Electoral Area F – Cowichan Lake South/Skutz Falls Advisory Planning Commission
- NB3** Appointment to the Agricultural Advisory Committee



**NB1**

## **APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: January 10, 2011  
FROM: Director Giles  
SUBJECT: **Electoral Area C – Cobble Hill Advisory Planning Commission**

---

**Recommendation:**

**That the following appointment to the Electoral Area C – Cobble Hill Advisory Planning Commission be approved:**

**Appointed for a Term to Expire November 30, 2011:  
Don Herriott**



**NB2**

## **APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: January 10, 2011

FROM: Director Morrison

SUBJECT: **Electoral Area F – Cowichan Lake South/Skutz Falls Advisory  
Planning Commission**

---

**Recommendation:**

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

**Appointed for a Term to Expire November 30, 2011:**

**Joe Allan  
Phil Archbold  
Shirley Burden  
Peter Devana  
Sharon Devana  
David Lowther  
Mary Lowther  
Joan McKenzie  
Brian Peters**



**NB3**

## **APPOINTMENTS**

**BOARD MEETING  
OF JANUARY 12, 2011**

DATE: January 10, 2011  
FROM: Director Giles  
SUBJECT: **Agricultural Advisory Committee**

---

**Recommendation:**

**That the following appointment to the Agricultural Advisory Committee be approved:**

**Term to Expire November 30, 2011:  
Rob Kline, Regional Agrologist**