



**COWICHAN VALLEY REGIONAL DISTRICT**

**NOTICE OF REGULAR BOARD MEETING**

**DATE: Wednesday, October 11, 2017**

**TIME: CLOSED SESSION  
5:00 PM**

**REGULAR SESSION  
6:30 PM**

**PLACE: BOARD ROOM**

**175 INGRAM STREET**

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**Joe Barry  
Corporate Secretary**



**REGULAR BOARD MEETING AGENDA  
WEDNESDAY, OCTOBER 11, 2017  
6:30 PM - CVRD BOARD ROOM**

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**PAGE**

**1. CLOSED SESSION**

Motion that the Closed Session Agenda be approved, and that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CS M1 - Closed Session Minutes of September 21, 2017

CS CR1 - Report and Recommendation(s) of the Closed Session Corporate Services Committee Meeting of October 11, 2017 - Director Day

1. Land Acquisition {Sub (1)(e)}

CS CR2 - Report and Recommendation of the Closed Session Cowichan 2018 BC Summer Games Nominating Subcommittee {Sub (1)(a)}

CS RES1 - Resolution Report Re: Electoral Area A - Parks and Recreation Commission Appointment {Sub (1)(a)}

CS RES2 - Resolution Report Re: Electoral Area C - Cobble Hill Advisory Planning Commission Appointment {Sub (1)(a)}

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES**

M1 Regular Board Meeting of September 21, 2017

1

**Recommendation** That the minutes of the September 21, 2017 Regular Board meeting be adopted.

**4. BUSINESS ARISING FROM THE MINUTES**

**5. DELEGATIONS**

- |    |   |    |
|----|---|----|
| D1 | Bruce Fraser, President; and Kelly Musselwhite, Executive Director, Shawnigan Basin Society Re: Watershed Planning Progress Report                                | 7  |
| D2 | Sherry Durnford and Brian Peckford P.C., Friends of Rails to Trails Vancouver Island Re: Proposal to Convert a Portion of the E&N Rail Bed to Multi-Purpose Trail | 25 |

**6. REPORT OF THE CHAIRPERSON****7. CORRESPONDENCE**

- |    |  |    |
|----|--|----|
| C1 | Correspondence from Green Communities Committee Re: Climate Action Recognition Program - CVRD "Achievement of Carbon Neutrality" | 31 |
|----|--|----|

**8. INFORMATION****9. COMMITTEE/COMMISSION REPORTS**

- |     |  |    |
|-----|--|----|
| CR1 | Final Report and Recommendations of the Grant-in-Aid Select Committee Meeting of September 13, 2017 - Director Nicholson | 37 |
|-----|--|----|

- Recommendation** 1. That the Regional Grant-in-Aid Policy and Evaluation Criteria attached to the August 4, 2017 Chief Administrative Officer's report be approved for the 2018 Regional Grant-in-Aid process.
2. That a bylaw be prepared to establish a new Regional Grant-in-Aid service with a maximum requisition of \$150,000 and with the service area consisting of all thirteen jurisdictions.

- |     |   |    |
|-----|---|----|
| CR2 | Report and Recommendations of the Island Savings Centre Commission Meeting of September 14, 2017 - Director Jackson | 45 |
|-----|---|----|

- Recommendation** That a Licence of Occupation for the Island Savings Centre parking lots, with City of Duncan and Municipality of North Cowichan, effective October 1, 2017 to September 30, 2022, be approved.

- |     |  |    |
|-----|--|----|
| CR3 | Report and Recommendations of the Electoral Area Services Committee Meeting of October 4, 2017 - Director Morrison | 47 |
|-----|--|----|

- Recommendation** 1. That the Cowichan Valley Regional District (CVRD) provide a letter of support to the Province of BC, Ministry of Forests, Lands, Natural Resource Operations and Rural

Development, for the request by Strata 1601(Arbutus Ridge) to formally recognize the name "Arbutus Ridge".

2. That amendment bylaws be prepared to change the name of the Elkington Forest Sewer System to Malahat Sewer System and the name of the Elkington Forest Water System to Malahat Water System.

3. That a bylaw be prepared to amend "CVRD Bylaw No. 2791 – Electoral Area D - Wilmot Road Street Lighting Service Establishment Bylaw", to increase the maximum annual requisition limit from \$4,000 to \$4,990.

4. That an application be submitted for a temporary license of occupation on Crown Land approximately 1 km North West of Shawnigan Lake for the purpose of investigative work to determine the potential for a groundwater supply for Shawnigan Lake North Water System.

5. 1. That the Electoral Area A – Brulette Place Sewer System Community Works Funds in the amount of \$220,000 be amended to "up to \$133,200 or 66.6% of total project cost"; and

2. That an amendment to the 2017 Five Year Financial Plan Bylaw be prepared to include an Engineering structure capital expense of \$200,000, Municipal Finance Authority long term borrowing of \$66,800 and transfer from gas tax reserves of \$133,200 for installation of a new sewage treatment plant.

6. That an Infrastructure Planning Grant application be submitted to the Province of British Columbia on behalf of the Mill Bay Water District.

7. That the Saltair Parks Commission, represented by David Key, be approved to organize the 2017 Saltair Centennial Park Halloween Event with \$2,700 from the Saltair Community Parks budget being allocated to cover event costs.

***Electoral Area Directors only vote on the following under Part 14 - Planning and Land Use Management of the Local Government Act:***



8. 1. That Development Permit Application No. 22-D-16DP (PID: 029-977-266) be approved; and
2. That the General Manager of the Land Use Services Department be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3605.

CR4 Report and Recommendations of the Corporate Services Committee Meeting of October 11, 2017 - Director Day To Be Distributed

10. **DIRECTOR REPORTS**

11. **STAFF REPORTS**

SR1 Staff Report from the Legislative Services Division Re: Public Input Procedure Policy 49

**Recommendation** That the Public Input Period Procedure Policy attached to the Legislative Services Division's September 29, 2017 report, be approved.

SR2 Staff Report from the Chief Election Officer Re: Report of the Chief Election Officer for the 2017 By-Election, Electoral Area Director, Electoral Area B Shawnigan Lake 53

**Recommendation** For information.

12. **PUBLIC HEARINGS**

13. **BYLAWS**

B1 "CVRD Bylaw No. 4148 - Regional Board Procedures Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading. 59

"CVRD Bylaw No. 4148 - Regional Board Procedures Amendment Bylaw, 2017", be adopted.

B2 "CVRD Bylaw No. 4149 - Committee and Commissions Procedures Amendment Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading. 61

"CVRD Bylaw No. 4149 - Committee and Commissions Procedures Amendment Bylaw, 2017", be adopted.

B3 "CVRD Bylaw No. 4151 - Mesachie Lake Sewer System Loan Authorization (Phase 1 - \$251,226) Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading. 63

- B4 "CVRD Bylaw No. 4152 - Mesachie Lake Sewer System Service Amendment (Boundary Reduction - Name Change) Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading. 65

**14. BYLAWS - ELECTORAL AREA DIRECTORS**

**15. RESOLUTIONS**

**16. UNFINISHED BUSINESS**

**17. NOTICE OF MOTION**

**18. NEW BUSINESS**

**19. QUESTION PERIOD**

**20. ADJOURNMENT**

The next Regular Board meeting will be held Wednesday, October 25, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Thursday, September 21, 2017 at 1:30 PM.

**PRESENT** Chair J. Lefebure  
 Director S. Acton  
 Director B. Day  
 Director K. Davis  
 Director M. Dorey  
 Director L. Iannidinardo  
 Director S. Jackson  
 Director K. Kuhn  
 Director M. Marcotte  
 Director K. Marsh <until 1:53PM>  
 Director I. Morrison  
 Director A. Nicholson  
 Director A. Stone  
 Alternate Director A. Siebring

**ALSO PRESENT** Brian Carruthers, Chief Administrative Officer  
 Joe Barry, Corporate Secretary  
 Mark Kueber, General Manager, Corporate Services  
 Ross Blackwell, General Manager, Land Use Services  
 Shannon Carlow, Legislative Assistant

**ABSENT** Director M. Clement  
 Director T. Walker

**APPROVAL OF AGENDA**

Prior to adoption of the agenda, the Chair advised on the passing of Ray Peters, Cowichan Tribes elder and invited Director Jackson to comment. She reminisced about his sense of humour, and being a role model and example to the community at large.

**17-393** It was moved and seconded that the agenda be amended with the addition of two New Business items:

**NB1** "CVRD Bylaw No. 4150 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Meade Creek Skidsteer Replacement - \$70,000) Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading.

"CVRD Bylaw No. 4150 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Meade Creek Skidsteer Replacement - \$70,000) Bylaw, 2017", be adopted.

**NB2 Director Morrison Re: Request to Change Budget Meeting Dates;  
and**

**that the agenda, as amended, be approved.**

**MOTION CARRIED**

### **ADOPTION OF MINUTES**

**M1 Regular Board Meeting of September 13, 2017**

**17-394 It was moved and seconded that the minutes of the Regular Board Meeting of September 13, 2017 be adopted.**

**MOTION CARRIED**

### **REPORT OF THE CHAIRPERSON**

**RC1** The Chair advised that on Monday, September 18 he and Directors Marsh, Morrison and Nicholson attended the Housing First Workshop. Cowichan Housing Association and United Way were the lead with collaboration and cooperation through, and with, many stakeholder groups. The Chair invited the Director attendees to speak on their experience at the workshop and advised it is his hope that the CVRD can make social housing a priority item going forward.

### **COMMITTEE/COMMISSION REPORTS**

**CR1 Report and Recommendations of the Electoral Area Services Committee Meeting of September 20, 2017**

**17-395 It was moved and seconded:**

- 1. That the Cowichan Valley Regional District does not wish to provide comments or recommendations to the Liquor Control and Licencing Branch with regard to the application for a Lounge & Special Event Area by Small Block Brewery Inc. located at 5301 Chaster Road, Cowichan Bay (Area D).**
- 2. That the Electoral Area D – Cowichan Bay Community Works Funds in the amount of \$38,347 be reallocated from the Wessex Ravine Community Pathway Connection Project to the Cowichan Bay Design Charrette; and that an amendment to the 2017 Five Year Financial Plan Bylaw be prepared.**
- 3. That the Cowichan Valley Regional District proceed with a phased approach over time to improve the Saltair Community Centre building to prevent degradation and loss.**

**MOTION CARRIED**

**17-396** It was moved and seconded:

- 4. That the Cowichan Valley Regional District's Policy on Plumbing Fixtures in Accessory Buildings be rescinded.**

**MOTION CARRIED**

Item No. 5 of the September 20, 2017 Electoral Area Services Committee Report was not required since the Plumbing Fixtures in Accessory Buildings Policy was rescinded.

**CR2** Report and Recommendations of the Regional Services Committee meeting of September 21, 2017

**17-397** It was moved and seconded:

- 1. That three (3) grant applications be submitted to the Union of BC Municipalities for the Community Wildfire Protection Plan (CWPP) - Cowichan Central, Cowichan West, and Cowichan North projects under the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan & CWPP Update Program.**
- 2.**
  - 1. That an application be made for a grant opportunity from the Union of BC Municipalities Asset Management Planning Program for the Asset Management Levels of Service Project.**
  - 2. That the CVRD commit to conducting the following activities in its proposed project submitted to the Union of BC Municipalities' Asset Management Planning Program to advance our asset management program.**
    - 1. Develop Levels of Service; and**
    - 2. Asset management training for staff.**
  - 3. That funding in the amount of \$7,500 be approved from Community Works Funds, and an in kind contribution in the amount of \$7,500 from the Engineering Services Department to fund the Asset Management Levels of Service Project.**
- 3.**
  - 1. That an application be made for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Condition Assessment Project.**
  - 2. That the CVRD commit to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:**
    - 1. Condition Assessment; and**
    - 2. Data Desegregation.**
  - 3. That funding in the amount of \$12,500 be approved from the**

**Community Works Fund toward the Asset Management Condition Assessment Project.**

4. 1. That up to \$30,000 be included in the preparation of the sport tourism section of the Economic Development budget for 2018.
2. That a set of criteria be developed to evaluate appropriate financial incentives for hosting provincial, regional, national, or international events.

**MOTION CARRIED****BYLAWS - ELECTORAL AREA DIRECTORS**

**BEA1 17-398** It was moved and seconded that "CVRD Bylaw No. 4109 - Electoral Area D - Cowichan Bay Zoning Amendment Bylaw (Whippletree), 2017", be adopted.

**MOTION CARRIED****NEW BUSINESS**

**NB1** "CVRD Bylaw No. 4150 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Meade Creek Skidsteer Replacement - \$70,000) Bylaw, 2017".

**17-399** It was moved and seconded that "CVRD Bylaw No. 4150 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Meade Creek Skidsteer Replacement - \$70,000) Bylaw, 2017", be granted 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading.

**MOTION CARRIED**

**17-400** It was moved and seconded that "CVRD Bylaw No. 4150 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Meade Creek Skidsteer Replacement - \$70,000) Bylaw, 2017", be adopted.

**MOTION CARRIED**

**NB2** Director Morrison Re: Request to Change Budget Meeting Dates

Director Morrison advised the Building SustainABLE Communities conference is being held in Kelowna from November 21-24, 2017. Since this conflicts with the previously scheduled budget meetings, he requested a change in dates for the budget meetings.

**1:53 PM** Director Marsh left the meeting at 1:53 PM.

**17-401** It was moved and seconded that the previously approved budget meeting dates of November 23, 24, 27 and 28, 2017 be replaced with the new dates of November 30, December 1, 4 and 5, 2017.

**MOTION CARRIED**

It was noted that the dates for the Building SustainABLE Communities conference also conflict with the scheduled Regional Services Committee and Board meetings.

17-402 It was moved and seconded that the previously scheduled Regional Services Committee and Regular Board meeting date of November 22, 2017 be moved to November 29, 2017. MOTION CARRIED

CLOSED SESSION

17-403 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 (1)(a) Cowichan 2018 BC Summer Games Nominating Subcommittee Appointment; (1)(e) Land Disposal; and adoption of the Closed Session minutes of August 23, 2017. MOTION CARRIED

RISE FROM CLOSED SESSION

17-407 It was moved and seconded that the Board rise with report on Item CSCR1, and return to the Open portion of the meeting. MOTION CARRIED

17-405 It was moved and seconded that Michael MacPherson be appointed to the Cowichan 2018 BC Summer Games Board of Directors (for Communications), replacing Damir Wallener. MOTION CARRIED

ADJOURNMENT

17-408 It was moved and seconded that the meeting be adjourned. MOTION CARRIED

The meeting adjourned at 2:06 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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





**From:** noreply@civicplus.com  
**To:** [Shannon Carlow](#); [Tara Daly](#)  
**Subject:** Online Form Submittal: Regular Board Meeting  
**Date:** Tuesday, August 15, 2017 9:41:06 AM

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## Regular Board Meeting

### Request to Appear as a Delegation at the Board

Board meetings start at 6:30 p.m. on the second Wednesday and at 1:30 p.m. on the fourth Wednesday of the month. Please note the correct time for the meeting you have applied to attend.

Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Board. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250.746.2507 or 1.800.665.3955 to advise.

Meeting Date	8/23/2017
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#### Contact Information

Contact Name	Lynne Smith
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Representing	<i>Field not completed.</i>
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Number Attending	1
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Address	<i>Field not completed.</i>
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City	<i>Field not completed.</i>
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Province	<i>Field not completed.</i>
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Postal Code	<i>Field not completed.</i>
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Telephone Number	<i>Field not completed.</i>
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Reply Email	<a href="mailto:4smithnl@telus.net">4smithnl@telus.net</a>
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Presentation Topic and Nature of Request	CVRD Area G - Saltair Community Centre/Formerly known as Mt. Brenton School
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Do you have a PowerPoint presentation?	Yes
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Email not displaying correctly? [View it in your browser.](#)



# The Shawnigan Basin Society

W elcom es You to O ur W atershed



W orking to establish a m odel of participatory ecological governance  
for the Shawnigan Lake com m unity watershed .

D r. Bruce Fraser, President

K elly M usselwhite, Executive D irector

# A Tale of Two Watersheds: Shawnigan and Sooke Lake 1984-2012 (28 years)

Source: Google Earth Engine  
Narrated by: Dave Hutchinson

Earth Engine > Landsat Annual Timelapse 1984-2012



10

D1

# Our Focus – Our Success

## 1) Science:

Ecosystems-Based Conservation Planning (EBCP)

LandSat Remote Sensing Analysis

Estuaries Watershed Mapping



## 2) Forests:

Looking 50 Years into the Future

Tour Invitation October 14 (9 am to 2 pm, Village Office)

## 3) Foreshore:

Managing Milfoil – a community-driven effort

Ecological Restoration Projects – Mitigating Erosion







# LandSat Remote Sensing Analysis

## Vegetation Changes 1984-2014

Image: Mar Martinez  
Ecological Design Panel  
SBS Director

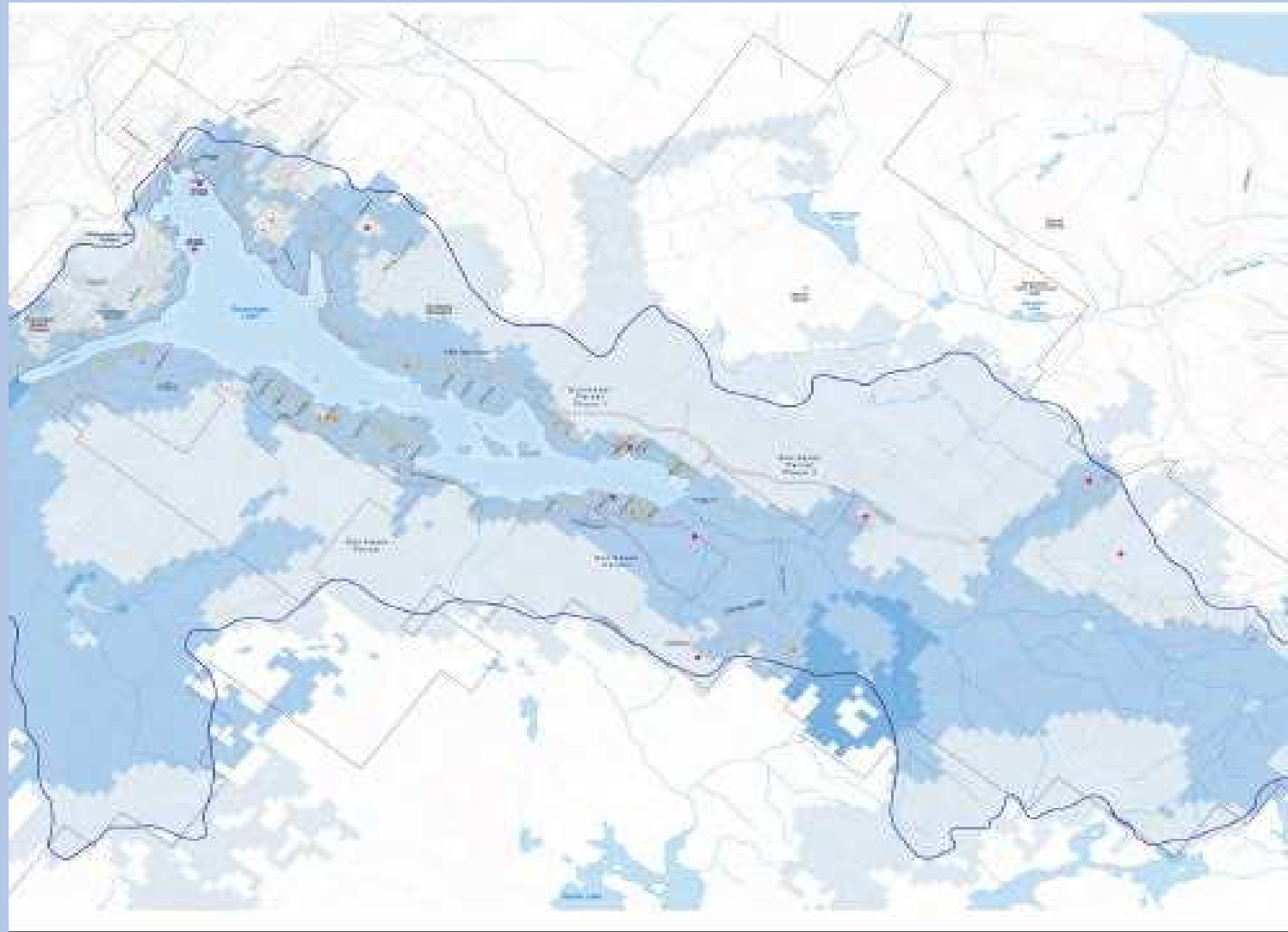


E kistics  
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14

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Vulnerability

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# Foreshore: Managing Milfoil



15





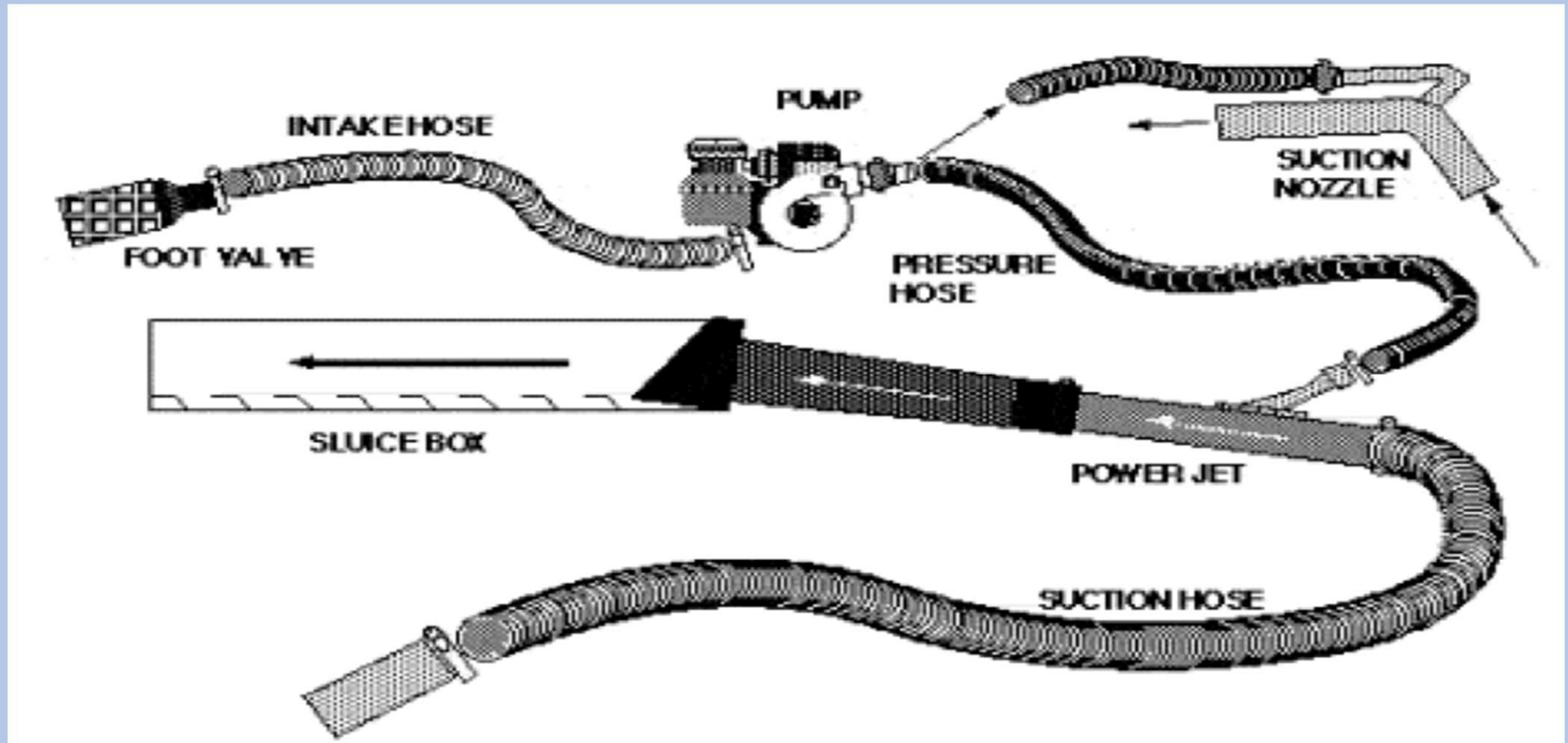
# Growing Awareness Seeking Solutions



16



# Vacuum :H ow ItW orks





# Ecological Restoration: Private Property "Before"



18





# Private Property: Two Years Later Using Bioengineering Techniques

19



D1



# West Provincial Park "Before" Mitigation Against Shoreline Erosion





# West Provincial Park "After"

(first attempt) Learning by Observing



# West Provincial Park (second attempt) September 13, 2017





# Q uestions?

C ontact I nform ation

W ebsite: [shawniganwater.org](http://shawniganwater.org)

E m ail: [info@shawniganwater.org](mailto:info@shawniganwater.org)





**From:** noreply@civicplus.com  
**To:** [Shannon Carlow](#); [Tara Daly](#)  
**Subject:** Online Form Submittal: Regular Board Meeting  
**Date:** Wednesday, August 23, 2017 9:59:28 AM

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## Regular Board Meeting

### Request to Appear as a Delegation at the Board

Board meetings start at 6:30 p.m. on the second Wednesday and at 1:30 p.m. on the fourth Wednesday of the month. Please note the correct time for the meeting you have applied to attend.

Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Board. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250.746.2507 or 1.800.665.3955 to advise.

Meeting Date	10/11/2017
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#### Contact Information

Contact Name	Sherry Durnford
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Representing	Friends of Rails to Trails Vancouver Island
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Number Attending	4
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Address	4211 Solmie Road
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City	Ladysmith
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Province	BC
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Postal Code	V9G 1Y4
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Telephone Number	250 245 0471
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Reply Email	<a href="mailto:peterandsherry@gmail.com">peterandsherry@gmail.com</a>
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Presentation Topic and Nature of Request	<p>Further to the Honorable Brian Peckford's letter to the CVRD Board Chair and Mr. Joe Barry's response back inviting us to make a presentation to the Board, we are submitting this delegation application for Oct. 11. Our purpose is to inform the CVRD Directors of the purpose and goals of our organization and the rationale for our proposal to convert at least part of the old E&amp;N rail bed to a multi purpose trail. As a partial owner of the rail corridor, the CVRD has a vested interest in ensuring that appropriate steps are taken to preserve the corridor for island residents.</p>
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Do you have a PowerPoint presentation?	Yes
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Presentation to the Board of the Cowichan Valley Regional District

October 11, 2017

Regional District Offices , Duncan , BC .

**Background:**

Friends of Rails to Trails is an Ad Hoc Citizens group ( [www.fortvi.ca](http://www.fortvi.ca)) which advocates changing the present E and L rail bed , Corridor, to a multi use recreational trail .

We are a part of that group.

We do not desire to be the Organization to lead this enterprise , but to assist in this endeavour.

We look to the existing Corridor Foundation as the agent to realize this goal .

We are aware that CVRD is a part of the Corridor Foundation.

We realize that at the present moment the Foundation has as its mandate the retention of the entire rail line for ongoing passenger and freight service .

**Proposal:**

We are here today to say that while we respect the Corridor's goal as presently defined , we would submit that perhaps it is time for the Foundation to consider some modification to their goal; that is , to modify this goal to allow for further study of the feasibility of rail service from Victoria to Nanaimo but to dedicate the remaining Corridor , particularly Parksville to Courtenay as a trail.

While we remain committed to a trail along the full rail corridor , we think this is a fair intermediate step.

We have taken this position as a result of the following facts:

1. That there is no constitutional requirement of the Federal Government to maintain rail service on Vancouver Island . In a decision by Supreme Court of Canada on May 5, 1994 , case number 22758 , the majority judgement said:

'Canada does not owe a constitutional obligation to British Columbia in respect of the operation of the Victoria to Nanaimo Vancouver Island rail line.'

2. That the National Transportation Commission ruled in 1984 ( April) that the passenger service from Victoria to Courtenay was uneconomic .

3. Furthermore , the Nanaimo to Courtenay section was omitted from railway continuance provisions that were later implemented for other areas.

4. Costs to realize the Foundation's goal are high :

(A) In 2009 an IBI Consulting report estimated that \$118 million was required to bring the tracks to safe conditions from Duncan to Victoria for passenger service (including freight if not loaded too heavily) .

(B) The cost to bring the Duncan to Courtenay section to safe operation was quoted at \$103 million. This does not include \$120 million to upgrade bridges and grade separations.

(C) At that time, it was estimated that a \$4.9 million annual subsidy (VIA subsidy and Commuter rail subsidy) would be required to operate the Duncan to Victoria section and a \$1.5 million subsidy was needed to operate Duncan to Courtenay.

(D) The report also shows there are 240 level crossings between Victoria and Courtenay.

Obviously , these costs have increased in the last 8 years . It is most likely , therefore, that many hundreds of millions of dollars will be needed to make the rail line operational.

E. The recent Foundation proposals to the Federal /Provincial Governments are now no longer valid given the Federal part has expired and needs a new application and the Provincial part is most likely to require a new application given a new Provincial Government .

F. The latest Foundation's unrealized proposals to Governments totalled \$20.9 million for which equal amounts of \$7.5 million were sought from each Government . There was no indication of the source of the balance of \$5 .9 million.

5. There is an ongoing court action by a First Nation Group concerning land involving the Corridor between Nanaimo and Parksville. Our information from legal experts is that it will likely be another year before this action is heard. And no one knows whether this will end the matter given an appeal or other further action.

6. We have been informed by Federal Authorities that the Federal Government will not entertain any financial requests involving the Corridor while litigation is ongoing.

7. We are aware that the Foundation has problems with certain Regional Districts on the island . For example , the Regional District of Nanaimo has withheld further funding to the Foundation.

8. We are aware that Auditors are concerned about the Corridor Foundation's financial condition. The following are comments by Grant Thornton, Auditors for the Foundation, in their Financial Statements as of Dec.31, 2016.

'The Foundation's current liabilities exceed its current assets by \$849,314. These conditions indicate the existence of a material uncertainty that may cast significant doubt about the Foundation's ability to continue as a going concern.'

9. We have received substantial support from the public to pursue our goal. For example , over two thousand island residents have signed petitions to that effect.

10. The present Draft Business Plan of the Foundation contains no financial information . The plan to this point seems to be a goal setting exercise . Without financial statements it is difficult to assess the viability of the plan.

11. The latest Federal Government Infrastructure action is the establishment of a new Infrastructure Bank. One of its aims is to finance public transit. Some of its conditions for financing are:

- 'Invest in infrastructure projects that have revenue-generating potential and are in the public interest;
- Attract private sector and institutional investors to projects so that more infrastructure can be built in Canada;'

It is problematic , given the the facts outlined here, whether The Corridor Foundation's Plan could meet the Bank's conditions.

We submit therefore:

That the amendment we propose to the Foundation's mandate would:

1. Allow a trail plan to be developed now on that section of the Corridor that is most uneconomic as a rail line.
2. That this section of line is not impacted by the present litigation.
3. Allow concentration on ascertaining the feasibility of rail for passenger/freight from Victoria to Nanaimo and /or Victoria to Duncan / Victoria to Langford .
4. Demonstrate a true multi faceted approach to the preservation of the Corridor.
5. Allow for a larger pool of potential financial supporters for the Foundation.
6. Increase the number of supporters for the Foundation.
7. Provide for lower costs than the present goal of the Foundation ,which according to completed studies , would involve hundreds of millions of dollars .

**Conclusion:**

We strongly believe that the Corridor should be maintained and enhanced .

We believe a slightly modified approach , modification of the Foundation's goal along the lines proposed, provides the best option at this time.

Accordingly, we seek your consideration of this proposal.

Respectively submitted ,

Honorable A. Brian Peckford P. C.  
On Behalf of Friends of Rails to Trails --Vancouver Island





**From:** Lahtinen, Eleanor CSCD:EX [<mailto:Eleanor.Lahtinen@gov.bc.ca>]  
**Sent:** September 14, 2017 2:19 PM  
**Subject:** Green Communities Climate Action Recognition Program - Electronic Logo File – Level 4: Carbon Neutral

This message is sent by Eleanor Lahtinen, Administrative Assistant, on behalf of Jessica Brooks, Executive Director, Intergovernmental Relations and Planning Branch, Ministry of Municipal Affairs and Housing.

Dear Chief Administrative Officer:

As a signatory to the Climate Action Charter (Charter), your local government has demonstrated its commitment to work with the Province and the Union of BC Municipalities (UBCM) to take action on climate change and to reduce greenhouse gas emissions in your corporate operations and the broader community.

As you may already be aware, the joint Provincial-UBCM Green Communities Committee (GCC) has established the multi-level [Climate Action Recognition Program](#) as a way of acknowledging the progress and efforts being taken by local government leaders as they work to achieve their climate goals.

As a Charter signatory who has achieved Level 1, 2 and 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2016 reporting year, you have been awarded Level 4 recognition – ‘Achievement of Carbon Neutrality’.

A formal letter of recognition has been sent to your Council/Board acknowledging this accomplishment. The GCC is also very pleased to provide you with ‘green community’ branding for use on official websites and letter heads. An electronic file with this logo is attached to this email.

If you have any questions about the use of the file or about your Charter commitments more generally, please contact Mary Storzer, A/ Manager, Intergovernmental Initiatives by email at: [Mary.Storzer@gov.bc.ca](mailto:Mary.Storzer@gov.bc.ca) or by telephone at: 250-356-5515.

On behalf of the GCC, I would like to extend our congratulations to your local government for its efforts to reduce greenhouse gas emissions over the 2016 reporting year and to wish your community continued success in its ongoing progress.

*Jessica Brooks,*  
Executive Director  
Intergovernmental Relations and Planning Branch  
Ministry of Municipal Affairs and Housing  
Phone: 778-698-3483  
<mailto:Jessica.Brooks@gov.bc.ca>





Ref: 206637

September 1, 2017

His Worship Mayor Jon Lefebure and Board Members  
Cowichan Valley Regional District  
175 Ingram St  
Duncan BC V9L 1N8

Dear Chair Lefebure and Board Members:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2016 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2016 reporting year, you have been awarded Level 4 recognition – ‘Achievement of Carbon Neutrality’.

In recognition of your significant achievements, the GCC is very pleased to provide you with carbon neutral branding for use on websites and letterheads. An electronic file with the 2016 logo will be provided to your Chief Administrative Officer. Also enclosed is a BC Climate Action Community 2016 – Climate Leader - Carbon Neutral window decal, for use on public buildings.

Original	file	Copies to:
BOARD:	SEP 21 / 17	.../2
Committee		
by:	<i>[Signature]</i>	Sept 15/17
File #		



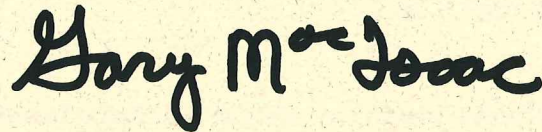
Chair Lefebure and Board Members  
Page 2

Congratulations again on your achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing



Gary Maclsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures





## GCC Communiqué on the Climate Action Recognition Program

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for B.C. local governments for the 2016 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

### *Level 1: Demonstrating Progress on Charter Commitments*

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

### *Level 2: Measuring GHG Emissions*

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the [Community Energy and Emissions Inventory \(CEEI\)](#) for their community receive a letter from the GCC and a 'BC Climate Action Community 2016' logo, for use on websites, letterhead, etc.

### *Level 3: Accelerating Progress on Charter Commitments (NEW this year)*

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader' logo, for use on websites, letterhead, etc.

### *Level 4: Achievement of Carbon Neutrality*

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements of the [Climate Action Revenue Incentive Program \(CARIP\)](#) including reporting on their progress to carbon neutrality. The GCC will determine recognition levels for the *Recognition Program* based on the information included in each local government's annual CARIP public report. Further information on CARIP and the public reporting requirements is available [online](#).









**GRANT-IN-AID SELECT COMMITTEE FINAL REPORT  
OF MEETING HELD SEPTEMBER 13, 2017**

**DATE:** October 11, 2017

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

---

Your Grant-in-Aid Select Committee reports and recommends as follows:

1. That the Regional Grant-in-Aid Policy and Evaluation Criteria attached to the August 4, 2017 Chief Administrative Officer's report be approved for the 2018 Regional Grant-in-Aid process.
2. That a bylaw be prepared to establish a new Regional Grant-in-Aid service with a maximum requisition of \$150,000 and with the service area consisting of all thirteen jurisdictions.

Attachment: August 4, 2017 Staff Report from the Office of the CAO Re: Recommendations of the Grant in Aid Select Committee



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** August 4, 2017  
**MEETING TYPE & DATE** Grant in Aid Select Committee of September 13, 2017  
**FROM:** Office of the CAO  
**SUBJECT:** Recommendations of the Grant in Aid Select Committee  
**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to provide the results of the work undertaken by the Grant in Aid Select Committee (GIASC).

## RECOMMENDED RESOLUTION

For direction.

## BACKGROUND

At the May 11, 2016 Board meeting it was resolved that a grants-in-aid committee be established to consider the following eight items and report back to the Board:

- Creating a separate function for Regional Grants-in-Aid (RGIA);
- Creating sub-regional Grant-in-Aid functions;
- Doing away with Regional Grants-in-Aid altogether;
- Timing for when applications need to be submitted;
- Timing and process for approval;
- Separate categories for grants (i.e. Social, Environmental, Recreation);
- Participatory budgeting; and
- Social procurement

The Committee undertook its work through a series of workshops held in August, October, January and February. Information was provided to the Committee to assist with their deliberations including the current Grant in Aid Policy, recent history of grants in aid provided by member municipalities and recent history of grants in aid provided by the CVRD.

In support of the Committee's work, staff met with municipal CAO's to discuss opportunities for collaborative grant in aid programs and surveyed previous Regional Grant in Aid recipients with respect to the value of the program and possible impacts if the program was to be eliminated or significantly changed.

In conducting its work, the Committee examined four key questions/themes:

1. What is the Board attempting to achieve through Regional Grant in Aid, what is the purpose?
2. What are the principles that should guide the issuance of grants?
3. How can there be more accountability for the issuance of grants and the use of grants by recipients?
4. How should grants be provided in terms of structure of the program?

Additionally, the Committee considered two primary questions:

- Should the CVRD continue with the Regional Grant in Aid program, and if so;
- Should the Grant in Aid program be formalized through a service establishment bylaw?



**ANALYSIS**

As a result of their deliberations, the GIASC is recommending the RGIA program continue, with consideration of the following recommendations:

Policy

- Establish and articulate principles of the RGIA program.
- Core operating activities of an organization are not eligible for grants.
- Allow a three-year limit for funding of **new ongoing** service initiatives on a trial basis.
- Remove limitations on number of times an organization can receive funding (currently 3).
- Establish a committee of the Board to evaluate applications and recommend grant awards.
- Better define the purpose for RGIA in the policy.
- Provide a definition of 'regional' - *Benefits should be regional in scope. In other words, grants should support projects or initiatives that serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities. As a minimum 6 Electoral Areas and 2 Municipalities.*
- Establish funding limits: capital projects - \$50K, events/services - \$10K.
- Publicly advertise once per year for grant applications.
- Establish clear evaluation criteria and ensure application documents are structured to align with the evaluation criteria

Process

- Emphasize the 'regional' nature of the RGIA program in all ads and application forms and encourage other sources of local government grants for localized initiatives (municipal and electoral area grant in aid programs).
- Consider funding museums and heritage projects from the Arts and Culture function.
- Provide RGIA through a service establishment bylaw with a maximum requisition of \$150K annually and with elector assent by referendum in 2018 as part of the election.
- Consider a 'strategic investment' allocation of \$150K in the General Government budget to allow the Board to respond to emergent strategic issues or opportunities as they arise.

**FINANCIAL CONSIDERATIONS**

The financial implications will vary depending on the decisions made. The combined total of \$300,000 is approximately, what is currently funded through General Government.

**COMMUNICATION CONSIDERATIONS**

Any RGIA program that is approved by the Board should require an annual advertisement for potential recipients.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The review of the RGIA program by the committee is part of sound fiscal management, specifically service delivery review to ensure the effective use of resources.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Procurement, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Brian Carruthers  
Chief Administrative Officer

Not Applicable  
Not Applicable

Not Applicable  
Not Applicable

**ATTACHMENTS:**

- Attachment A – Draft Regional Grant in Aid Policy
- Attachment B – Draft Evaluation Criteria

## Regional Grant in Aid Policy

### **Purpose**

To provide guidelines and structure for the evaluation, award and communicating of regional grants in aid.

### **Authority**

Section 263(1)(c) of the Local Government Act provides authority for local governments to provide assistance for the purpose of benefiting the community or any aspect of the community.

### **Principles**

The following principles should guide applications for, and issuance of regional grants in aid:

- Benefits should be regional in scope. Grants should support projects or initiatives that serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
- The issuance of grants should be transparent in terms of awareness of, and access to the program.
- Recipients of grants must be accountable for the use of funds in accordance with their application.
- Grants should support and encourage innovation in the delivery of services or benefits.
- Applicants should demonstrate their intent to become self-sustainable, in the absence of CVRD grants, in future years.
- Grant should allow the Board to be flexible and responsive to emerging needs or unique opportunities.

### **Eligibility**

- Only non-profit, registered societies are eligible for grants.
- The applicant can not have received more than three previous grants from the CVRD.
- No grants will be provided to individuals or private business.
- The applicant will not give grants to individuals, families or businesses.
- The organization will not receive taxes or requisition funds from local governments on annual basis.

### **Financial**

- The Annual Grant in Aid budget is limited to \$150K.
- Annual individual grants are limited to \$50K for capital projects and \$10K for events/services

### **Application process:**

- An open call for applications will be advertised
- Applications must be submitted on electronic forms
- There will be an application deadline of January 31<sup>st</sup>, late applications will not be considered

### **Approval Process:**

- **The Assistant Manager, Finance will review all applications for eligibility.**

- **Eligible applications will be forwarded to the Regional Grant-in-Aid Sub-Committee (RGIAS) for evaluation using the following criteria:**
  - Project specific
  - Degree of community need
  - Geographic scope/benefits
  - Community development
  - Financial dependence
- **The RGIAS will forward recommended applications to the CVRD Board for approval.**
- **Presentations will be made by applicants at the Boards discretion.**

**Communication:**

- The Assistant Manager, Finance will advise successful applicants of their grant amount.
- Grants will be released on August 30 of each year.
- Successful applicants will be required to submit a report by \_\_\_\_ which includes the following:
  - Annual financial statements
  - Report on how the funds were spent, out comes that support application
-

**Regional Grant in Aid Select Committee  
Proposed Evaluation Criteria – April 5, 2017**

*(Rankings 1 to 5 with 5 being highest value/quality)*

1. Project Specific (1 being operational and 5 being one-time event or enhanced service)
  - Project is a one-time event; or
  - Longer term project (3 year maximum) enhances capacity or services and will be sustainable over time
  - Project has a defined start and end
  - Funding does not support core operational/administrative functions
  
2. Community Need (1 being narrow and 5 being broad)
  - Is the scope/reach of the service/project narrow or broad?
  - Are there other agencies providing the service/project?
  - What are the impacts of not delivering the service or completing the project?
  
3. Geographic Scope (1 being local and 5 being fully regional)
  - Who does the project serve – residents in a local area, sub-region or entire region?
  
4. Community Development (was Capacity Building) (1 being minimal community benefit and 5 being significant benefit)
  - Project builds capacity in the community to address needs
  - Projects encourages, supports, strengthens volunteerism
  - Project has economic impacts - brings leveraged funds into the community and/or results in cost avoidance or cost mitigation (crime prevention)
  
5. Financial Dependence (1 being high ratio of grant requested to project cost and 5 being low ratio)
  - Higher ratio acceptable for projects below (\$5000 or \$10,000)
  - Lower ratio preferred for projects over (\$5000 or \$10,000)
  - Capital grants not to exceed \$50,000

Project Category:

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities



**ISLAND SAVINGS CENTRE COMMISSION REPORT**

**OF MEETING HELD THURSDAY, SEPTEMBER 14, 2017**

**DATE:** September 15, 2017

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

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Your Island Savings Centre Commission reports and recommends as follows:

That a Licence of Occupation for the Island Savings Centre parking lots, with City of Duncan and Municipality of North Cowichan, effective October 1, 2017 to September 30, 2022, be approved.







## ELECTORAL AREA SERVICES COMMITTEE REPORT

OF MEETING HELD OCTOBER 4, 2017

**DATE:** October 4, 2017

**To:** Board of Directors

1. That the Cowichan Valley Regional District (CVRD) provide a letter of support to the Province of BC, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, for the request by Strata 1601(Arbutus Ridge) to formally recognize the name "Arbutus Ridge".
2. That amendment bylaws be prepared to change the name of the Elkington Forest Sewer System to Malahat Sewer System and the name of the Elkington Forest Water System to Malahat Water System.
3. That a bylaw be prepared to amend "CVRD Bylaw No. 2791 – Electoral Area D - Wilmot Road Street Lighting Service Establishment Bylaw", to increase the maximum annual requisition limit from \$4,000 to \$4,990.
4. That an application be submitted for a temporary license of occupation on Crown Land approximately 1 km North West of Shawnigan Lake for the purpose of investigative work to determine the potential for a groundwater supply for Shawnigan Lake North Water System.
5.
  1. That the Electoral Area A – Brulette Place Sewer System Community Works Funds in the amount of \$220,000 be amended to "up to \$133,200 or 66.6% of total project cost"; and
  2. That an amendment to the 2017 Five Year Financial Plan Bylaw be prepared to include an Engineering structure capital expense of \$200,000, Municipal Finance Authority long term borrowing of \$66,800 and transfer from gas tax reserves of \$133,200 for installation of a new sewage treatment plant.
6. That an Infrastructure Planning Grant application be submitted to the Province of British Columbia on behalf of the Mill Bay Water District.
7. That the Saltair Parks Commission, represented by David Key, be approved to organize the 2017 Saltair Centennial Park Halloween Event with \$2,700 from the Saltair Community Parks budget being allocated to cover event costs.

***Electoral Area Directors only vote on the following under Part 14 - Planning and Land Use Management of the Local Government Act:***

8.
  1. That Development Permit Application No. 22-D-16DP (PID: 029-977-266) be approved; and
  2. That the General Manager of the Land Use Services Department be authorized to

permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3605.



# STAFF REPORT TO THE BOARD

**DATE OF REPORT** September 29, 2017  
**MEETING TYPE & DATE** Board Meeting of October 11, 2017  
**FROM:** Legislative Services Division  
 Corporate Services Department  
**SUBJECT:** Public Input Period Procedure Policy  
**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to introduce a Public Input Period Procedure Policy establishing procedures to be followed for the public input period on a Board, Committee or Commission agenda.

## RECOMMENDED RESOLUTION

That the Public Input Period Procedure Policy attached to the Legislative Services Division's September 29, 2017 report, be approved.

## BACKGROUND

The following resolutions were passed at the September 13, 2017 Board meeting following recommendation by the Corporate Services Committee:

- a) That an amendment to Board Procedures Bylaw No. 2889 be prepared incorporating a public input period to the order of proceedings and business on the agenda.
- b) That an amendment to Committee and Commissions Procedures Bylaw No. 2922 be prepared incorporating a public input period to the order of proceedings and business on agendas for meetings that are comprised of 50% or greater of elected officials.
- c) That a Public Input Procedure Policy be prepared based on the conditions identified in the September 1, 2017 staff report from the Legislative Services Division.

The two amendment bylaws have been prepared and are included on this agenda for consideration of first three readings and adoption (Regional Board Procedures Amendment Bylaw No. 4148 and Committee and Commission Procedures Amendment Bylaw No. 4149).

In addition to incorporating a public input period, Committee and Commission Procedures Amendment Bylaw No. 4149 contains two housekeeping adjustments. The definition of "Committee" will be modified to clarify that the procedure bylaw applies to both select and standing committees. Secondly, the bylaw will update *Local Government Act* section references.

## ANALYSIS

The attached Public Input Period Procedure Policy has been drafted based on the conditions identified in the September 1, 2017 staff report along with comments received during the September 13, 2017 Corporate Services Committee meeting. These provisions are:

1. A maximum of 15 minutes for speakers will be allotted (extendable by a unanimous vote).
2. A speaker is limited to a maximum of 3 minutes.
3. A speaker may only speak once during the Public Input Period.
4. A speaker must restrict their remarks to items that are listed on the open meeting agenda (excluding matters which are or have been the subject of a Public Hearing).

- 5. A speaker must avoid personal references; insinuations; violent, offensive, or disrespectful remarks about another person; and unparliamentary language.

Following approval of the policy and the adoption of the two amendment bylaws, the agenda for the October 18 Electoral Area Services Committee meeting will be the first to include a public input period.

**FINANCIAL CONSIDERATIONS**

N/A

**COMMUNICATION CONSIDERATIONS**

N/A

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

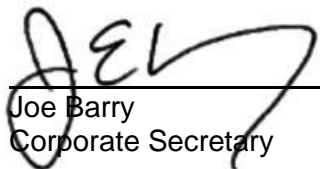
The addition of a public input period to designated meetings addresses the Board’s goal of enhancing the CVRD’s engagement with residents and our communities and ensuring opportunities for local input to decision-making.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Water Management, Recycling & Waste Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:

  
 \_\_\_\_\_  
 Joe Barry  
 Corporate Secretary

\_\_\_\_\_  
 Not Applicable  
 Not Applicable

  
 \_\_\_\_\_  
 Mark Kueber, CPA, CGA  
 General Manager

Reviewed for Form and Content and Approved for Submission to the Board:  
Chief Administrative Officer's Comments / Concurrence

  
 \_\_\_\_\_  
 Brian Carruthers  
 Chief Administrative Officer



## **PUBLIC INPUT PERIOD PROCEDURE POLICY**

Applicability: CVRD Board, Committees, and Commissions

Effective Date:

### **PURPOSE:**

The purpose of the Public Input Period is to afford an opportunity for the public to provide comment on an agenda item before the Board / Committee / Commission considers the item. The purpose of the Public Input Period Procedure Policy is to recognize the need for the public input period to proceed in a timely fashion.

### **POLICY:**

The Public Input Period is subject to the following provisions:

1. A maximum of 15 minutes for speakers will be allotted (extendable by a unanimous vote).
2. A speaker is limited to a maximum of 3 minutes.
3. A speaker may only speak once during the Public Input Period.
4. A speaker must restrict their remarks to items that are listed on the open meeting agenda (excluding matters which are or have been the subject of a Public Hearing).
5. A speaker must avoid personal references; insinuations; violent, offensive, or disrespectful remarks about another person; and unparliamentary language.

Approved by: CVRD Board Approval date:
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*Public Input Period Procedure Policy*





# STAFF REPORT TO THE BOARD

**DATE OF REPORT** October 4, 2017  
**MEETING TYPE & DATE** Board Meeting of October 11, 2017  
**FROM:** Kathleen Harrison, Chief Election Officer  
**SUBJECT:** Report of the Chief Election Officer - 2017 By-Election for Director, Electoral Area B – Shawnigan Lake  
**FILE:** 4200-20-2017-01

## PURPOSE/INTRODUCTION

To provide the Board with an overview of the 2017 By-Election for Director, Electoral Area B – Shawnigan Lake.

## RECOMMENDED RESOLUTION

For information.

## BACKGROUND

The 2017 By-Election for Electoral Area Director, (Electoral Area B – Shawnigan Lake), for the remainder of a term to expire in October 2018, was held on Saturday September 30, 2017. Of the 6,137 registered resident and non-resident property electors, 10% (608) of eligible electors voted.

Voting places were open from 8 a.m. to 8 p.m. at the Shawnigan Lake Community Centre located at 2804 Shawnigan Lake Road, and the Easter Seals Camp Shawnigan located at 2180 Shawnigan Lake Road.

Two advance voting opportunities were held from 8 a.m. to 8 p.m. on Wednesday, September 20 and Tuesday, September 26 at the Royal Canadian Legion, Malahat Branch, located at 1625 Shawnigan Lake – Mill Bay Road, Shawnigan Lake. In addition, mail ballot voting was available to eligible electors beginning September 12, 2017. Mail Ballots were accepted at the office located at 175 Ingram Street, Duncan, BC, until 8 p.m. on Saturday, September 30, 2017.

The Official Declaration of Results (Attachment A), and CEO Ballot Account /Statement of Vote, (Attachment B), have been included for information. It should be noted that two of the three "ballots not accounted for" are mail ballots that were not returned by the deadline of 8:00 p.m. Saturday, October 30, 2017.

By-Election costs totaled \$19,732.46 and included expenses for staffing, facility rentals, supplies and advertising. Advertising consisted of statutory notices in the Citizen Newspaper, additional placements in the CVRD News section of the paper, web page updates and Facebook postings that reached 3612 users. Please see Attachment C for a summary of expenses.

## ANALYSIS

N/A

## FINANCIAL CONSIDERATIONS

N/A

**COMMUNICATION CONSIDERATIONS**

N/A


**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

N/A

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Water Management, Recycling & Waste Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services


Prepared by:




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Kathleen Harrison  
Chief Election Officer

Reviewed by:




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Joe Barry  
Corporate Secretary




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Mark Kueber, CPA, CGA  
General Manager

Reviewed for Form and Content and Approved for Submission to the Board:

Chief Administrative Officer's Comments / Concurrence




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Brian Carruthers  
Chief Administrative Officer

**ATTACHMENTS:**

- Attachment A – Declaration of Official Results
- Attachment B – CEO Ballot Account
- Attachment C – 2017 By-Election Expense Summary





**DECLARATION OF OFFICIAL ELECTION RESULTS**

**2017 BY-ELECTION – ELECTORAL AREA DIRECTOR**

Notice is hereby given of the official results of the 2017 By-Election held in the Cowichan Valley Regional District (CVRD) for one Electoral Area Director for the remainder of a term to expire October 2018.

Electoral Area Director, elected by voting:

Sierra Acton

Electoral Area B - Shawnigan Lake

Dated this 4<sup>th</sup> day of October, 2017

Kathleen Harrison  
Chief Election Officer

F-14.5



September 30, 2017

By-Election for: Electoral Area B – Shawnigan Lake Director

Total Number of Voters: 608

**BALLOT ACCOUNT:**

Ballots Printed:	7000
Ballots Used:	
Ballots Counted as Valid:	606
Ballots Rejected:	3
Ballots Spoiled and replaced:	Ø
Ballots Unused:	6389
Total Ballots Accounted For:	6998
Total Ballots Not Accounted For:	2
Ballots Rejected as Invalid to which Objection Has Been Made:	Ø
Ballots Counted as Valid to which Objection Has Been Made:	Ø

**STATEMENT OF VOTE:**

<u>CANDIDATE:</u>	<u>VOTE:</u>
Sierra Acton	427
Larry Jorginson	69
Bill Savage	110

Dated this 3<sup>rd</sup> day of October, 2017

CHIEF ELECTION OFFICER

F-14.9/b



<b>SUMMARY OF EXPENSES</b>		
<b>2017 BY-ELECTION ELECTORAL AREA B – SHAWNIGAN LAKE</b>		
<b>Notice of Nomination</b> July 19 & 26	\$694.00	
<b>Notice of Objection/Non Resident Registration/List of Directors</b> July 26 & August 2	\$1027.87	
<b>Notice of Election:</b> September 6 & 13	\$1474.72	
<b>CVRD News:</b> Multiple Dates	\$300.00	<b>\$3572.63</b>
BC Gazette: One Insertion	\$ 75.00	
<b>Postage:</b>		
Mail Ballot Voting		<b>\$6.22</b>
<b>Catering:</b>		
Polling Stations (September 20, 26 & 30)	\$1175.45	
175 Ingram (September 30)	\$153.73	<b>\$1329.18</b>
<b>Ballots:</b>		
140 Ballot Pads of 50 Ballots per		<b>\$605.45</b>
<b>Election Officials:</b>		
September 20, 26 and 30 (two locations) Election Staff: Chief Election Officer; Deputy Election Officer; Presiding Election Officials; and Election Officials.		<b>\$12,880.00</b>
<b>Mileage:</b>		
Chief and Deputy Chief Election Officer only – 3 trips per official		<b>\$141.48</b>
<b>Facility Charges:</b>		
Malahat District Legion	\$630.00	
Easter Seals Camp Shawnigan	\$210.00	
Shawnigan Lake CC	\$432.50	<b>\$1272.50</b>
<b>TOTAL EXPENSES</b>		<b>\$19807.46</b>





## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4148

#### A Bylaw to Amend Regional Board Procedures Bylaw No. 2889

**WHEREAS** the Board of Directors of the Cowichan Valley Regional District established procedures for the proceedings and conduct of meetings of the Regional Board under the provisions of Bylaw No. 2889 cited as "CVRD Bylaw No. 2889 – Regional Board Procedures Bylaw, 2006";

**AND WHEREAS** the Board of Directors wishes to add a public input period to the order of proceedings and business;

**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. 4148 – Regional Board Procedures Amendment Bylaw, 2017**".

#### 2. AMENDMENT

That Section 14 – Order of Proceedings and Business be deleted and replaced with the following Section 14:

##### 14. Order of Proceedings and Business

The agenda for all regular Board meetings contains the following matters in the order in which they are listed below unless otherwise directed by the Chair at the meeting:

- a) Approval of agenda;
- b) Adoption of minutes;
- c) Business arising from the minutes;
- d) Public Input Period;
- e) Delegations;
- f) Report of the Chairperson;
- g) Correspondence;
- h) Information;

- i) Committee / Commission Reports;
- j) Director Reports;
- k) Staff Reports;
- l) Public Hearings;
- m) Bylaws;
- n) Bylaws – Electoral Area Directors;
- o) Resolutions;
- p) Unfinished Business;
- q) Notice of Motion;
- r) New Business;
- s) Question Period;
- t) Closed Session; and,
- u) Adjournment.

READ A FIRST TIME this                    day of                    2017.

READ A SECOND TIME this                day of                    2017.

READ A THIRD TIME this                 day of                    2017.

ADOPTED this                                day of                    2017.

\_\_\_\_\_  
Chairperson

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



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4149

#### A Bylaw to Amend Committee and Commissions Procedures Bylaw No. 2922

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**WHEREAS** the Board of Directors of the Cowichan Valley Regional District established procedures for the proceedings and conduct of meetings of Board Committees and Commissions under the provisions of Bylaw No. 2922 cited as “CVRD Bylaw No. 2922 – Committee and Commission Procedures Bylaw, 2006”;

**AND WHEREAS** the Board of Directors wishes to update the definition section; add a public input period to the order of proceedings and business; and to update the *Local Government Act* section references;

**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. 4149 – Committee and Commission Procedures Amendment Bylaw, 2017**".

2. **AMENDMENT**

1. That the reference to Section 794 of the *Local Government Act* in the first whereas clause be changed to Section 225;

2. That the definition of Committee be deleted and replaced with the following definition of Committee:

“Committee” means a standing Committee created by the Board Chair; a select committee created by the Board; or a Commission established by bylaw.

3. That Section 12 - Order of Proceedings and Business be deleted and replaced with the following Section 12:

**12. Order of Proceedings and Business**

The agenda for all regular Committee meetings contains the following matters in the order in which they are listed below unless otherwise directed by the Chair at the meeting:

- a) Approval of agenda;
- b) Adoption of minutes;
- c) Business arising from the minutes;
- d) Public Input Period;

- e) Delegations;
- f) Correspondence;
- g) Information;
- h) Reports;
- i) Unfinished Business;
- j) New Business;
- k) Question Period (*only applies if membership of the Committee is comprised of 50% or greater of Elected Officials*);
- l) Closed Session; and,
- m) Adjournment.

4. That the reference to Section 794(2) of the *Local Government Act* in Section 19 be changed to Section 225(2).

READ A FIRST TIME this                      day of                      2017.

READ A SECOND TIME this                      day of                      2017.

READ A THIRD TIME this                      day of                      2017.

ADOPTED this                      day of                      2017.

\_\_\_\_\_  
Chairperson

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





**COWICHAN VALLEY REGIONAL DISTRICT**

**Bylaw No. 4151**

**A Bylaw to Authorize the Borrowing of Funds to Assist With Costs Associated With Capital Improvements (Phase 1) to the Mesachie Lake Sewer System**

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**WHEREAS** on March 12, 1969, the Board established the *Mesachie Lake Sewer System* as a Service under the provisions of Bylaw No. 15, cited as "Mesachie Lake Sewerage Special Service Area Bylaw No. 15", as amended;

**AND WHEREAS** the Board wishes to borrow money to assist with the costs associated with capital improvements (Phase 1) to the Mesachie Lake Sewer System;

**AND WHEREAS** the estimated total cost for Phase 1 capital improvements to the Mesachie Lake Sewer System, including expenses incidental thereto, is One Million Four Hundred Seventy-Seven Thousand Seven Hundred and Ninety-Three Dollars (\$1,477,793);

**AND WHEREAS** the sum to be borrowed is not to exceed Two Hundred Fifty-One Thousand Two Hundred and Twenty-Six Dollars (\$251,226), which is the amount of debt to be created by this bylaw;

**AND WHEREAS** the authority to borrow under this bylaw expires five years from the date on which it is adopted;

**AND WHEREAS** the Board of the Cowichan Valley Regional District has received a sufficient petition from the service area electors in accordance with the *Local Government Act* and *Community Charter*;

**AND WHEREAS** the Board has obtained approval of the Inspector of Municipalities in accordance with the *Local Government Act* and the *Community Charter*

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4151 – Mesachie Lake Sewer System Loan Authorization (Phase 1 - \$251,226) Bylaw, 2017**".

2. **LOAN AUTHORIZATION**

The Cowichan Valley Regional District is hereby empowered and authorized to carry out capital improvements to the Mesachie Lake Sewer System in general accordance with the plans on file in the Regional District office, and to do all things necessary in connection therewith and, without limiting the generality of the foregoing, to borrow upon the credit of the Regional District a sum not exceeding Two Hundred Fifty-One Thousand Two Hundred and Twenty-Six Dollars (\$251,226).

3. **TERM OF DEBENTURES**

The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

4. **SERVICE TO WHICH THE LOAN AUTHORIZATION RELATES**

This bylaw relates to the *Mesachie Lake Sewer System Service Area* established pursuant to Bylaw No. 15, cited as "Mesachie Lake Sewerage Special Service Area Bylaw No. 15".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

I hereby certify this to be a true and correct copy of Bylaw No. 4151 as given Third Reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chairperson

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



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4152

#### A Bylaw to Amend the Boundaries and Change the Name of the Mesachie Lake Sewer System Service Area

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**WHEREAS** the Board of the Cowichan Valley Regional District established the *Mesachie Lake Sewer System Service Area* under the provisions of Bylaw No. 15, cited as "Mesachie Lake Sewerage Special Service Area Bylaw No. 15";

**AND WHEREAS** the Board of the Cowichan Valley Regional District wishes to reduce the boundaries of the service area to reflect those properties that are connected and change the name of the service to "Mesachie Lake Sewer System Service";

**AND WHEREAS** the owners of the properties connected to the service have petitioned the Regional District to reduce the boundary to reflect those properties and change the name to update the bylaw;

**AND WHEREAS** the Board has obtained approval of the Inspector of Municipalities in accordance with the *Local Government Act* and the *Community Charter*;

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

#### 1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4152 – Mesachie Lake Sewer System Service Amendment (Boundary Reduction – Name Change) Bylaw, 2017**".

#### 2. AMENDMENTS

1. That Bylaw No. 15 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

2. That Section 4 – Citation be deleted and replaced with:

"4. This bylaw may be cited for all purposes as "CVRD Bylaw No. 15 – Mesachie Lake Sewer System Service Establishment Bylaw, 1969"

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READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

I hereby certify this to be a true and correct copy of Bylaw No. 4152 as given Third Reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chairperson

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

