



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

DATE: Wednesday, March 8, 2017

**TIME: CLOSED SESSION
5:15 PM**

**REGULAR SESSION
6:30 PM**

PLACE: BOARD ROOM

175 INGRAM STREET

A handwritten signature in black ink, appearing to read "JEB", is written above a horizontal line.

**Joe Barry
Corporate Secretary**



**REGULAR BOARD MEETING AGENDA
WEDNESDAY, MARCH 8, 2017
6:30 PM - CVRD BOARD ROOM**

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 Special Minutes of February 22, 2017

CS CR1 - Report and Recommendations of the Closed Session Corporate Services Committee Meeting of March 8, 2017 - Director Day
1. Appointments {Sub (1)(a)}

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

M1 Special Board Meeting of February 22, 2017

1

Recommendation That the minutes of the Special Board meeting of February 22, 2017 be adopted.

4. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS

D1 Rupert Downing, Vancouver Island Community Investment Cooperative 15
Re: New Community Investment Cooperative

D2 Janet Docherty, Chair, Tourism Cowichan Re: Governance and 33
Recent Initiatives Update

6. REPORT OF THE CHAIRPERSON

7. CORRESPONDENCE

8. INFORMATION9. COMMITTEE/COMMISSION REPORTS

CR1	Report and Recommendations of the Electoral Area Services Committee Meeting of March 1, 2017 - Director Morrison	35
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Recommendation 1. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.

2. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.

3. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$20,000 be provided to Cobble Hill Event Society to support the 2017 Cobble Hill Events.

4. That the Saltair Community Society be provided \$10,000 from the 2017 budget for Function 456 Saltair Recreation under the terms of the Recreation Services Agreement.

That the 2017 budget for Function 456 Saltair Recreation be amended to:

1. Increase Program Supplies expense by \$7,000; and
2. Increase Surplus by \$7,000.

5. That the Cowichan Valley Regional District “Opt Out” of providing comment and leave complete reliance on the Liquor Control and Licensing Branch to manage and take full responsibility of this structural change in liquor licence for March Meadows Golf Club (Honeymoon Bay Enterprises Ltd) located at 10298 South Shore Road, Honeymoon Bay (Licence # 177851).

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

6. 1. That Development Permit with Variance Application No. 02-D-17DP/VAR be approved;
2. That Section 5.5 (4)(b) of Zoning Bylaw

No. 3705 be varied from 3 metres to 1.5 metres; and
 3. That the General Manager of Planning & Development 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.

7. 1. That the Zoning Amendment Bylaw for Application No. 01-D-16RS be forwarded to the Board for consideration of 1st and 2nd reading;
 2. That the referrals to Ministry of Transportation and Infrastructure, Island Health, Agricultural Land Commission, Cowichan Bay Volunteer Fire Department, RCMP (Duncan Detachment), and Cowichan Tribes be accepted; and
 3. That a public hearing be scheduled with Directors from Electoral Areas D, E and C as delegates.

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|-----|--|-------------------|
| CR2 | Report and Recommendations of the Transit Committee meeting of March 8, 2017 – Director Davis | To Be Distributed |
| CR3 | Report and Recommendations of the Corporate Services Committee meeting of March 8, 2017 - Director Day | To Be Distributed |

10. DIRECTOR REPORTS

11. STAFF REPORTS

12. PUBLIC HEARINGS

13. BYLAWS

- | | | |
|----|--|----|
| B1 | "CVRD Bylaw No. 4087 - Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017", be granted 1 st , 2 nd and 3 rd reading. | 37 |
| B2 | "CVRD Bylaw No. 4101 - Malahat Fire Protection Service Amendment Bylaw, 2017" be adopted. | 41 |
| B3 | "CVRD Bylaw No. 4102 - Lake Cowichan Fire Protection Service Amendment Bylaw, 2017" be adopted. | 43 |
| B4 | "CVRD Bylaw No. 4106 - Woodley Range Water System Capital Reserve Fund Expenditure (Water Treatment Plant Upgrades - \$40,000) Bylaw, 2017", be granted 1 st , 2 nd and 3 rd reading. | 45 |

"CVRD Bylaw No. 4106 - Woodley Range Water System Capital Reserve Fund Expenditure (Water Treatment Plant Upgrades - \$40,000) Bylaw, 2017", be adopted.

B5 "CVRD Bylaw No. 4107 - Cowichan Bay Sewer Specified Area Capital Project Reserve Fund Expenditure (\$120,000 - Collection system Upgrades) Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 47

"CVRD Bylaw No. 4107 - Cowichan Bay Sewer Specified Area Capital Project Reserve Fund Expenditure (\$120,000 - Collection system Upgrades) Bylaw, 2017", be adopted.

14. BYLAWS - ELECTORAL AREA DIRECTORS

BEA1 "CVRD Bylaw No. 4072 - Subdivision Servicing Amendment Bylaw (Proof of Water), 2017", be granted 1st, 2nd and 3rd reading. 49

"CVRD Bylaw No. 4072 - Subdivision Servicing Amendment Bylaw (Proof of Water), 2017", be adopted.

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, March 22, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Minutes of the Special meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, February 22, 2017 at 1:35 PM.

PRESENT Chair J. Lefebure
 Director B. Day
 Director M. Dorey
 Director K. Kuhn
 Director L. Iannidinardo
 Director K. Marsh
 Director M. Marcotte
 Director I. Morrison
 Director A. Stone
 Director A. Nicholson
 Director S. Jackson
 Alternate Director S. Acton
 Alternate Director C. Morris
 Alternate Director B. Salmon
 Alternate Director A. Siebring

ALSO PRESENT B. Carruthers, Chief Administrative Officer
 J. Barry, Corporate Secretary
 M. Kueber, General Manager, Corporate Services
 J. Elzinga, General Manager, Community Services
 R. Blackwell, General Manager, Planning and Development
 C. Lockrey, Manager, Strategic Services
 P. Turney, Recording Secretary

ABSENT Director M. Clement
 Director K. Davis
 Director S. Furstenau
 Director T. Walker

APPROVAL OF AGENDA

17-46 It was moved and seconded that the agenda be amended with the addition of one Closed Session New Business item:

CSNB1 Staff Report from the Manager, Human Resources Re: Labour Relations {Sub (1)(c)} ; and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Special Board Meeting of January 25, 2017

- 17-47** It was moved and seconded that the minutes of the Special Board meeting of January 25, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

- D1** Judy Stafford, Executive Director, Cowichan Green Community Re: Year in Review Video

Judy Stafford, Executive Director, Cowichan Green Community, played the Cowichan Green Community's Year in Review video for the Board.

- D2** Brian Siff, Development Coordinator, Cowichan Intercultural Society Re: Cowichan Intercultural Society Update on Initiatives and Youth Action Day

Brian Siff, Development Coordinator, and Ray Anthony, Compassionate Leaders Project Coordinator of the Youth Outreach Team, provided a presentation on the use of their 2016 CVRD Grant-in-Aid award, and updated the Board on current youth outreach initiatives, including Youth Action Day, taking place on April 28, 2017 at the Island Savings Centre.

REPORT OF THE CHAIRPERSON

- RC1** Regional Recreation Select Committee

The Chair advised that Director Clement has resigned from the Regional Recreation Select Committee.

- 17-48** It was moved and seconded that the previous appointment of Director Clement to the Regional Recreation Select Committee be rescinded.

MOTION CARRIED

CORRESPONDENCE

- C1** Regional District of Nanaimo Re: Regional Growth Strategy (RGS) Amendment, Regional Growth Strategy Minor Amendment Criteria Update

- 17-49** It was moved and seconded that the Regional District of Nanaimo (RDN) be advised that as per section 436(4) of the *Local Government Act* the CVRD accepts "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".

MOTION CARRIED

COMMITTEE REPORTS

- CR1** Report and Recommendations of the Island Savings Centre Commission meeting of February 9, 2017

17-50 It was moved and seconded:

1. That the 2017 Budget for Function 420 Island Savings Center – Events and Services be amended by:
 1. A reduction of \$50,000 for federal conditional grants revenue;
 2. An increase of \$75,000 for sponsorship revenue;
 3. An increase of \$10,000 for recovery of costs;
 4. A reduction of \$20,000 for consultants expense;
 5. An increase of \$35,000 for security expense; and
 6. An increase of \$20,000 for capital building improvements.

2. That the 2017 Budget for Function 423 Island Savings Center – Arena be amended by:
 1. A decrease of \$91,875 for federal conditional grants revenue;
 2. A decrease of \$75,434 for sponsorship revenue;
 3. A decrease of \$202,095 for capital building improvements; and
 4. An increase of \$34,786 for security expense.

MOTION CARRIED

CR2 Report and Recommendations of the Electoral Area Services Committee meeting of February 15, 2017

17-51 It was moved and seconded:

1. 1. That the Community Works Fund allocations for Area B include \$15,000 and for Electoral Area E – Cowichan Station/Sahtlam/Glenora \$10,000 for the Koksilah Watershed Ecosystem-based Analysis Project as a contribution to the Cowichan Station Area Association; and
 2. That the Cowichan Station Area Association be granted approval to pursue a sole source award to the Silva Forest Foundation with these funds for the project.

2. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$2,000 be provided to Frances Kelsey Secondary School for four \$500 bursaries to be awarded to students residing in Electoral Area A – Mill Bay/Malahat.

3. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$3,500 be provided to Shawnigan Cobble Hill Farmers Institute to support the Cobble Hill Fair.

4. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to Shawnigan Cobble Hill Farmers Institute to support the seniors lunch.

5. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to One Cowichan to support the Roundtable Forum hosting the event on March 16, 2017.

6. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount

of \$3,000 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem Based Analysis Project.

7. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$2,500 be provided to Cowichan Land Trust to support the pre-school education programs.
8. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.
9. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.
10. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be provided to Cowichan Spirit of Women to support the International Woman’s Day Event on March 3, 2017.
11. That a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$500 be provided to Nanaimo-Ladysmith Schools Foundation for a Saltair Community Bursary to a Saltair student graduating from Ladysmith Secondary School.
12. That a Permit to Construct with the Province of British Columbia be approved for the Cowichan Valley Trail – Ida Road Public Trail Access within the West Shawnigan Lake Road right of way.
13.
 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Twin Cedars System service area be received;
 2. That CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006 be amended to include the property described as PID 026-889-749, Lot 3, Section 14 & 15, Rage 5 & 6, Plan VIP 81819, Shawnigan District; and
 3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.
14. That the 2017 budget for Function 680 Shawnigan Lake North Water be amended to:
 1. Increase Capital - Engineering Structures expense by \$120,000;
 2. Increase Transfer from Operating Reserves revenue by \$66,000; and
 3. Increase Transfer from Gas Tax Reserves revenue by \$54,000.
15. That the Volunteer Fire Rescue Internal Mutual Aid Policy attached to the February 6, 2017, Public Safety Division report, be adopted.

16. That the 2017 Community Works Funds be allocated to the electoral area projects identified in the February 3, 2017, Engineering Services Department report.
17. That existing appointments to the nine Electoral Area community Parks Commissions and the South Cowichan Parks Commission be extended to December 31, 2017.

MOTION CARRIED**17-52**

It was moved and seconded:

18. 1. That the Development Permit with Variance Application No. 10-A-16DP-VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation;
2. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 not be varied to allow the use of pavers for the required disability parking stall; and
3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

MOTION CARRIED**17-53**

It was moved and seconded:

19. 1. That the Official Community Plan and Zoning Amendment Bylaw for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be forwarded to the Board for consideration of 1st and 2nd readings;
2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be accepted;
3. That a covenant be registered specifying no disturbance to the lands within 20 metres of the high water mark of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake;
4. That a public hearing be scheduled with all Electoral Area Directors as delegates.
5. That the draft Zoning Amendment Bylaw be amended to specify a maximum building volume of 300 m² for seasonal cabins.

Opposed: Directors Morrison and Nicholson, and
Alternate Directors Acton and Salmon

MOTION CARRIED**CR3**

Report and Recommendations of the Regional Services Committee meeting of February 22, 2017

17-54 It was moved and seconded:

1. That the CVRD explore opportunities for exchange and cooperation with government officials from Shunyi District of Beijing, China.
2. That a 15 month lease from March 1, 2017 to May 31, 2018 with 1051147 B.C. Ltd., with an option for month-to-month extension, be approved for \$3,800 per month, for the purpose of securing a temporary public drop-off site for the duration of the Meade Creek Upgrades & Landfill Closure Project.
3. That the 2016 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.
4. That short-term borrowing of up to \$100,000 be approved for the purchase of a replacement Roll Off Hauling Truck, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and
That short-term borrowing of up to \$100,000 be approved for the purchase of Roll Off Bins, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.
5. That the City of Nanaimo Council be contacted to request the use of the Nanaimo Aquatic Centre, July 18 to 22, 2018, as a venue for synchronized swimming for the 2018 BC Summer Games.
6. That the Cowichan Valley Regional District (CVRD) supports amending the scope of work for the UBCM Gas Tax grant (Regionally Significant Project Fund) agreement by changing the location of the Town of Ladysmith bio-solids composting facility to 4142 Thicke Road, Ladysmith, BC.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the Legislative Services Division Re: Board Procedures Bylaw Amendment No. 4095, was considered for information.

SR2 Staff Report from the General Manager, Corporate Services Department Re: Overview of BC Assessment Authority and the 2017 Assessment Roll, was considered for information.

Mark Kueber, General Manager, Corporate Services, introduced Bill Dawson, Deputy Assessor with BC Assessment, who provided a presentation on the background of BC Assessment and the 2017 Assessment Roll.

SR3 Staff Report from the Legislative Services Division Re: Confirmation of Date for Parcel Tax Roll Review Panel

17-55 It was moved and seconded that the sitting of the Parcel Tax Roll Review Panel on Tuesday, February 28, 2017 at 11:00 AM in the CVRD Boardroom be confirmed.

MOTION CARRIED

BYLAWS

**B1
17-56** It was moved and seconded that "CVRD Bylaw No. 4067 - Arts & Culture Initiatives Service Amendment Bylaw, 2016", be adopted.

MOTION CARRIED

**B2
17-57** It was moved and seconded that "CVRD Bylaw No. 4076 - Lambourn Estates Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B2
17-58** It was moved and seconded that "CVRD Bylaw No. 4076 - Lambourn Estates Water System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B3
17-59** It was moved and seconded that "CVRD Bylaw No. 4077 - Arbutus Ridge Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B3
17-60** It was moved and seconded that "CVRD Bylaw No. 4077 - Arbutus Ridge Water System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B4
17-61** It was moved and seconded that "CVRD Bylaw No. 4078 - Shellwood Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B4
17-62** It was moved and seconded that "CVRD Bylaw No. 4078 - Shellwood Water System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B5
17-63** It was moved and seconded that "CVRD Bylaw No. 4079 - Saltair Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B5
17-64** It was moved and seconded that "CVRD Bylaw No. 4079 - Saltair Water System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B6
17-65** It was moved and seconded that "CVRD Bylaw No. 4080 - Sentinel Ridge Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B6
17-66** It was moved and seconded that "CVRD Bylaw No. 4080 - Sentinel Ridge Sewer System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B7
17-67** It was moved and seconded that "CVRD Bylaw No. 4081 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B7
17-68** It was moved and seconded that "CVRD Bylaw No. 4081 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B8
17-69** It was moved and seconded that "CVRD Bylaw No. 4082 - Cobble Hill Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B8
17-70** It was moved and seconded that "CVRD Bylaw No. 4082 - Cobble Hill Sewer System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B9
17-71** It was moved and seconded that "CVRD Bylaw No. 4083 - Mill Springs Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B9
17-72** It was moved and seconded that "CVRD Bylaw No. 4083 - Mill Springs Sewer System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B10
17-73** It was moved and seconded that "CVRD Bylaw No. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B10
17-74** It was moved and seconded that "CVRD Bylaw No. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B11
17-75** It was moved and seconded that "CVRD Bylaw No. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B11
17-76** It was moved and seconded that "CVRD Bylaw No. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B12
17-77** It was moved and seconded that "CVRD Bylaw No. 4091 - Mesachie Lake Water Special Service Area Capital Reserve Fund (Water Distribution Infrastructure Upgrades [Pump] - \$35,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B12
17-78** It was moved and seconded that "CVRD Bylaw No. 4091 - Mesachie Lake Water Special Service Area Capital Reserve Fund (Water Distribution Infrastructure Upgrades [Pump] - \$35,000) Bylaw, 2017", be adopted.

MOTION CARRIED

**B13
17-79** It was moved and seconded that "CVRD Bylaw No. 4092 - Machinery and Equipment Reserve Fund Expenditure (Building Inspection & Bylaw Enforcement Division Vehicle - \$30,000), 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B13
17-80** It was moved and seconded that "CVRD Bylaw No. 4092 - Machinery and Equipment Reserve Fund Expenditure (Building Inspection & Bylaw Enforcement Division Vehicle - \$30,000), 2017", be adopted.

MOTION CARRIED

**B14
17-81** It was moved and seconded that "CVRD Bylaw No. 4093 – Kerry Park Recreation Centre Capital Project Reserve Fund Expenditure (Capital Improvement Projects - \$529,750) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B14
17-82** It was moved and seconded that "CVRD Bylaw No. 4093 – Kerry Park Recreation Centre Capital Project Reserve Fund Expenditure (Capital Improvement Projects - \$529,750) Bylaw, 2017", be adopted.

MOTION CARRIED

**B15
17-83** It was moved and seconded that "CVRD Bylaw No. 4094 - Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Capital Improvement Projects - \$80,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B15
17-84** It was moved and seconded that "CVRD Bylaw No. 4094 - Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Capital Improvement Projects - \$80,000) Bylaw, 2017", be adopted.

MOTION CARRIED

**B16
17-85** It was moved and seconded that "CVRD Bylaw No. 4095 - Regional Board Procedures Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B16
17-86** It was moved and seconded that "CVRD Bylaw No. 4095 - Regional Board Procedures Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

**B17
17-87** It was moved and seconded that "CVRD Bylaw No. 4097 – Youbou Fire Protection Local Service Area Reserve Fund Expenditure (Youbou Fire Apparatus - \$280,000) Bylaw, 2017", be granted 1st, 2nd, and 3rd reading.

MOTION CARRIED

**B17
17-88** It was moved and seconded that "CVRD Bylaw No. 4097 – Youbou Fire Protection Local Service Area Reserve Fund Expenditure (Youbou Fire Apparatus - \$280,000) Bylaw, 2017", be adopted.

MOTION CARRIED

**B18
17-89** It was moved and seconded that "CVRD Bylaw No. 4098 – Twin Cedars Sewer System Capital Reserve Fund Expenditure (Wastewater Treatment Plant Upgrade - \$30,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B18
17-90** It was moved and seconded that "CVRD Bylaw No. 4098 – Twin Cedars Sewer System Capital Reserve Fund Expenditure (Wastewater Treatment Plant Upgrade - \$30,000) Bylaw, 2017", be adopted.

MOTION CARRIED

**B19
17-91** It was moved and seconded that "CVRD Bylaw No. 4101 - Malahat Fire Protection Service Amendment Bylaw, 2017" be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B20
17-92** It was moved and seconded that "CVRD Bylaw No. 4102 - Lake Cowichan Fire Protection Service Amendment Bylaw, 2017" be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B21
17-93** It was moved and seconded that "CVRD Bylaw No. 4104 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Roll-Off Hauling Truck - \$200,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B21
17-94** It was moved and seconded that "CVRD Bylaw No. 4104 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Roll-Off Hauling Truck - \$200,000) Bylaw, 2017", be adopted.

MOTION CARRIED

**B22
17-95** It was moved and seconded that "CVRD Bylaw No. 4105 - Meade Creek Recycling Centre Upgrades and Landfill Closure Project Loan Authorization (\$1,968,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

CLOSED SESSION

**17-96
3:24 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 (1)(a) Commission Appointments (5 items); 1(c) Labour Relations; and the January 11, 2017 Closed Session minutes.

MOTION CARRIED

RISE FROM CLOSED SESSION

**17-104
3:42 PM** It was moved and seconded that the Board rise with report on Items CSRES1, CSRES2, CSRES3, CSRES4, and CSNB1, and return to the Open portion of the meeting.

MOTION CARRIED

CSRES1 Electoral Area B - Shawnigan Lake Advisory Planning Commission
Re: Appointments

17-99 It was moved and seconded that the following individuals be appointed to the Electoral Area B – Shawnigan Lake Advisory Planning Commission for a term expiring on November 30, 2018:

1. Pieter Devries;
2. Mike Hennessy;
3. Dave Hutchinson;
4. Sarah Malerby;
5. Steve McLeod;
6. Kelly Musselwhite;
7. Bruce Stevens; and
8. Grant Treloar.

MOTION CARRIED

CSRES2 Electoral Area D - Cowichan Bay Advisory Planning Commission
Re: Appointments

17-100 It was moved and seconded that the following individuals be appointed to the Electoral Area D – Cowichan Bay Advisory Planning Commission for a term expiring on November 30, 2018:

1. Hilary Abbott;
2. Albie Charlie;
3. Larry Gray;
4. Peter Holmes;
5. Joe Kinrade;
6. Ken Olive;
7. Kevin Maher;
8. Kerrie Talbot;
9. David Slang; and
10. Robert M. Stitt.

MOTION CARRIED

CSRES3 Electoral Area F - Cowichan Lake South/Skutz Falls, Advisory Planning Commission
Re: Appointments

17-101 It was moved and seconded that the following individuals be appointed to the Electoral Area F – Cowichan Lake South/Skutz Falls Advisory Planning Commission for a term expiring on November 30, 2018:

1. Joe Allan;
2. Bill Bakken;
3. Peter Devana;
4. Sharon Devana;
5. Jim Fielding;
6. Mary Lowther; and
7. Thor Repstock.

MOTION CARRIED

CSRES4 Kerry Park Recreation Centre Commission Re: Appointments

17-102 It was moved and seconded that the following individuals be appointed to the Kerry Park Recreation Centre Commission for a term expiring on December 31, 2017:

1. Colin Collister; and
2. Simon Cox.

MOTION CARRIED

CSNB1 Staff Report from the Manager, Human Resources Division Re: USW Local 1937
- Collective Agreement Ratification

17-103 It was moved and seconded that the Board ratify the agreement reached with USW Local 1937 for the 2017-2019 Collective Agreement.

MOTION CARRIED

ADJOURNMENT

17-105 **It was moved and seconded that the meeting be adjourned.**
3:42 PM

MOTION CARRIED

The meeting was adjourned at 3:42 PM.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Wednesday, January 18, 2017 11:23:19 AM

Regular Board Meeting

Request to Appear as a Delegation at the Board

Board meetings start at 6:30 pm on the second Wednesday of the month.

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 3/8/2017

Contact Information

Contact Name RUPERT DOWNING

Representing VANCOUVER ISLAND COMMUNITY INVESTMENT COOPERATIVE

Number Attending 1

Address 1215 CLOAKE HILL ROAD

City NORTH SAANICH

Province BC

Postal Code V8L 5K3

Telephone Number 250-727-5475

Reply Email redowning@me.com

Presentation Topic and Nature of Request VANCOUVER ISLAND COMMUNITY INVESTMENT COOPERATIVE: Briefing the Board on the new Community Investment Cooperative that has been set up to raise capital from Island residents to invest in and benefit their own communities. The Cooperative is planning to do its first capital raise in early 2017 in partnership with a Credit Union and this presents opportunities for individuals and institutions (including local governments) to leverage investment in projects that generate social, environmental, economic and financial returns to their communities. This may be an opportunity for the Region's own Economic Development Strategy.

Do you have a
PowerPoint
presentation?

Yes

Email not displaying correctly? [View it in your browser.](#)

VANCOUVER ISLAND COMMUNITY INVESTMENT COOPERATIVE

Rupert Downing

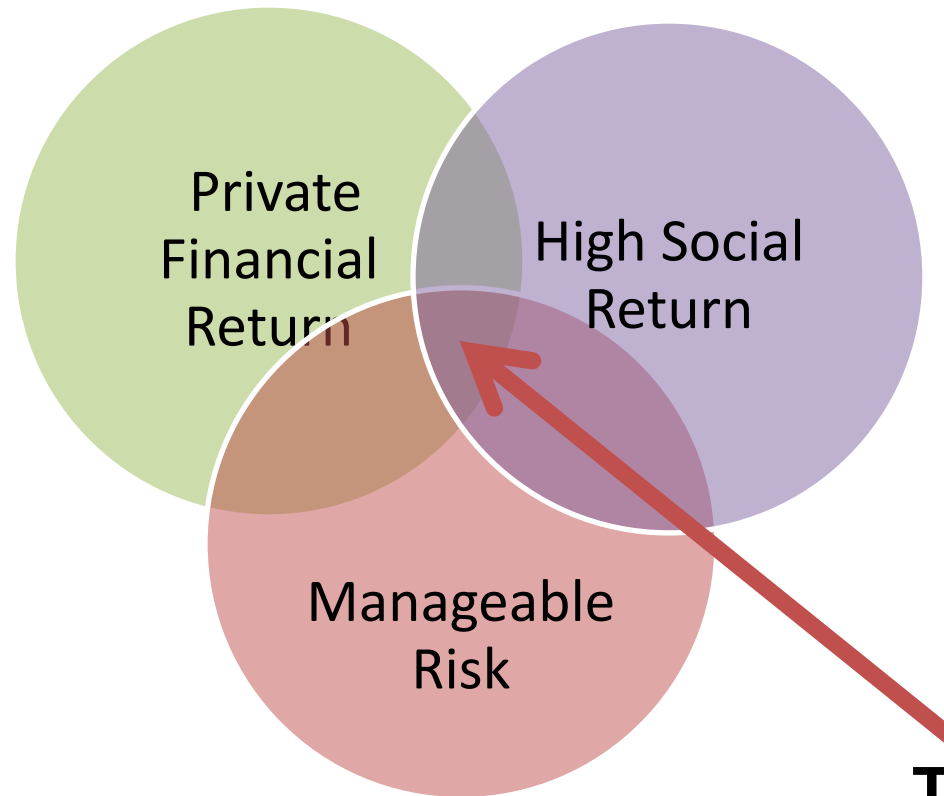
17

WHY?

- Affordable housing, non-profit social purpose real estate, social enterprises, local businesses in need of capital
 - Friendly or patient
- Local investors want to keep their money locally and ethically
- More resilient communities



THE GOAL OF LOCAL INVESTING



The Sweet Spot



20

Investment Shares in a co-op are RRSP eligible!

Investors (you and me!)

Purchases investment shares in co-operative

Community Investment Fund Co-operative
Raises capital by selling shares investment shares in the Co-operative
Controlled by community members ('the Members')

Locally owned community enterprises and affordable housing

Supports the local economy

Uses capital raised from sale of investment shares to provide debt or equity financing

Pays back investment from co-op with interest or through return on equity investment

Provide return to investor from proceeds of investments





POTENTIAL OF COMMUNITY INVESTMENT FUNDS

- **Nova Scotia and Quebec models raise millions of dollars annually in investment in community enterprises, assets and affordable housing**
- **In other jurisdictions (e.g. US, UK) a major vehicle for raising capital for community social and economic development**

EXAMPLES

- **Community Economic Development Investment Funds in Nova Scotia**
- **Fiducie de Economie Sociale Quebec**
- **Social Innovation Bond Toronto**
- **Social Enterprise Fund Edmonton**
- **Alberta Opportunity Development Coops**
- **Community Development Financial Institutions and Coops (US)**

NEW DAWN ENTERPRISES

- Have been running their Investment Fund on Cape Breton for over seven years
- Financed their affordable and supported housing, a community trades college, local sustainable businesses to diversify the local economy
- Annual capital raise of around \$2 m
- <http://invest.newdawn.ca>

VANCOUVER ISLAND COMMUNITY INVESTMENT COOP

- **Founded in 2015**
- **Partnered with CCEC Credit Union**
- **Funded by Vancouver Foundation and the Canadian Community Economic Development Network**
- **Priorities: Affordable rental housing; renewable energy; agri-food; sustainable community economic development**

CHARACTERISTICS (Vehicle 1)

- **Community Investment Cooperative issues shares to raise capital from investors based on an “Offering Memorandum”**
- **The shares are eligible for self directed RRSP accounts**
- **The fund is directed to a portfolio of investments (real estate, enterprises) that generate both a financial and social return**
- **There is a target rate of return and a patient redemption term (e.g. 7 years)**

CHARACTERISTICS (Vehicle 2)

- Community Investment Cooperative markets a Community Loan Fund
- A Credit Union deposits the funds raised in a GIC
- The Cooperative solicits and recommends projects for loans
- The capital is insured by the Credit Union
- Depositors receive a promissory note and a GIC rate of return with a patient redemption

POTENTIAL

- At 2% of current annual RRSP contributions (\$500m) on the Island could raise \$10m/yr
- Could raise capital to finance the gap facing non profit, affordable market rental and cooperative housing developers
- Finance locally owned enterprises that contribute social, economic and environmental benefits to the community

28



POTENTIAL CONTINUED

- Vehicle for individuals, faith based groups, philanthropic and institutional investors to invest in their community
- Means to leverage Local Government funds for housing, amenities
- Investment vehicle for larger reserves of capital looking for bond rate of return and social responsibility certification



RESOURCES

<http://www.communitycouncil.ca/initiatives/cif.html>
redowning@shaw.ca
www.ccednet-rcdec.ca

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Thursday, January 26, 2017 9:22:05 PM

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	3/8/2017
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Contact Information

Contact Name	Shelley Knott on behalf of Janet Docherty
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Representing	Tourism Cowichan Society
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Number Attending	1
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Address	Box 482
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City	Duncan
------	--------

Province	BC
----------	----

Postal Code	V9L 3X8
-------------	---------

Telephone Number	250-746-1099
------------------	--------------

Reply Email	Shelley@tourismcowichan.com
-------------	--

Presentation Topic and Nature of Request	We would love to provide a 10 minute update on Tourism Cowichan governance and initiatives. Thank you in advance.
--	---

Do you have a PowerPoint presentation?	Yes
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Email not displaying correctly? [View it in your browser.](#)



ELECTORAL AREA SERVICES COMMITTEE REPORT

OF MEETING HELD MARCH 1, 2017

DATE: March 6, 2017

To: Board of Directors

1. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.
2. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.
3. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$20,000 be provided to Cobble Hill Event Society to support the 2017 Cobble Hill Events.
6. That the Saltair Community Society be provided \$10,000 from the 2017 budget for Function 456 Saltair Recreation under the terms of the Recreation Services Agreement.

That the 2017 budget for Function 456 Saltair Recreation be amended to:

1. Increase Program Supplies expense by \$7,000;
 2. Increase Surplus by \$7,000.
7. That the Cowichan Valley Regional District “Opt Out” of providing comment and leave complete reliance on the Liquor Control and Licensing Branch to manage and take full responsibility of this structural change in liquor licence for March Meadows Golf Club (Honeymoon Bay Enterprises Ltd) located at 10298 South Shore Road, Honeymoon Bay (Licence # 177851).

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

4.
 1. That Development Permit with Variance Application No. 02-D-17DP/VAR be approved;
 2. That Section 5.5 (4)(b) of Zoning Bylaw No. 3705 be varied from 3 metres to 1.5 metres; and
 3. That the General Manager of Planning & Development 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.
5.
 1. That the Zoning Amendment Bylaw for Application No. 01-D-16RS be forwarded to the Board for consideration of 1st and 2nd reading;
 2. That the referrals to Ministry of Transportation and Infrastructure, Island Health, Agricultural Land Commission, Cowichan Bay Volunteer Fire Department, RCMP (Duncan Detachment), and Cowichan Tribes be accepted; and
 3. That a public hearing be scheduled with Directors from Electoral Areas D, E and C

as delegates.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4087

A Bylaw to Amend the Boundaries of the Twin Cedars Sewer System Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the *Twin Cedars Sewer System Service Area* under the provisions of Bylaw No. 2871, cited as "CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006", as amended;

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

- PID: 026-889-749, Lot 3, Section 14 & 15, Range 5 & 6, Shawnigan District, VIP 81819;

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

AND WHEREAS the Director of Electoral Area C – Cobble Hill has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4087 – Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017**".

2. **AMENDMENT**

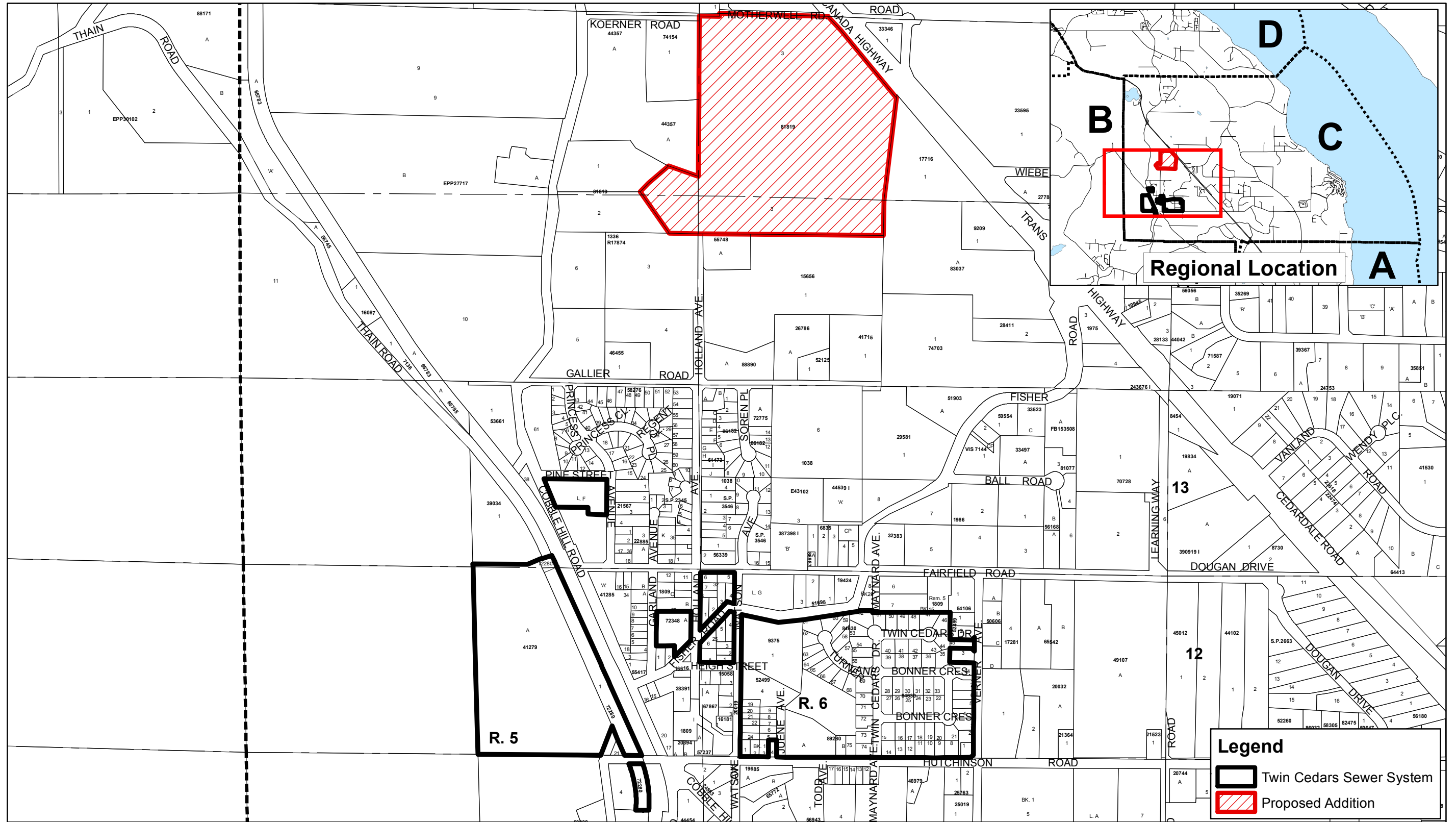
That Bylaw No. 2871 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

.../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



Schedule A to "CVRD Bylaw No. 2871 - Twin Cedars Sewer System Service Establishment Bylaw, 2006". As Amended by Bylaw No. 4087. Adopted, _____, 2017.



**COWICHAN VALLEY REGIONAL DISTRICT
BYLAW No. 4101**

**A Bylaw to Amend Malahat Fire Protection
Service Establishment Bylaw No. 2414**

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

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

- PID 002-323-737, Lot A, District Lot 50, Malahat District, Plan 28099;
- PID 002-323-770, Lot B, District Lot 50, Malahat District, Plan 28099; and
- PID 028-638-263, Lot A, District Lot 50, Malahat District, Plan EPP13409

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

AND WHEREAS the Directors for Electoral Area A – Mill Bay/Malahat and Electoral Area B – Shawnigan Lake 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. 4101 – Malahat Fire Protection Service Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedule A to CVRD Bylaw No. 2414 be deleted and replaced with the Schedule A attached to this bylaw.

READ A FIRST TIME this 22nd day of February, 2017.

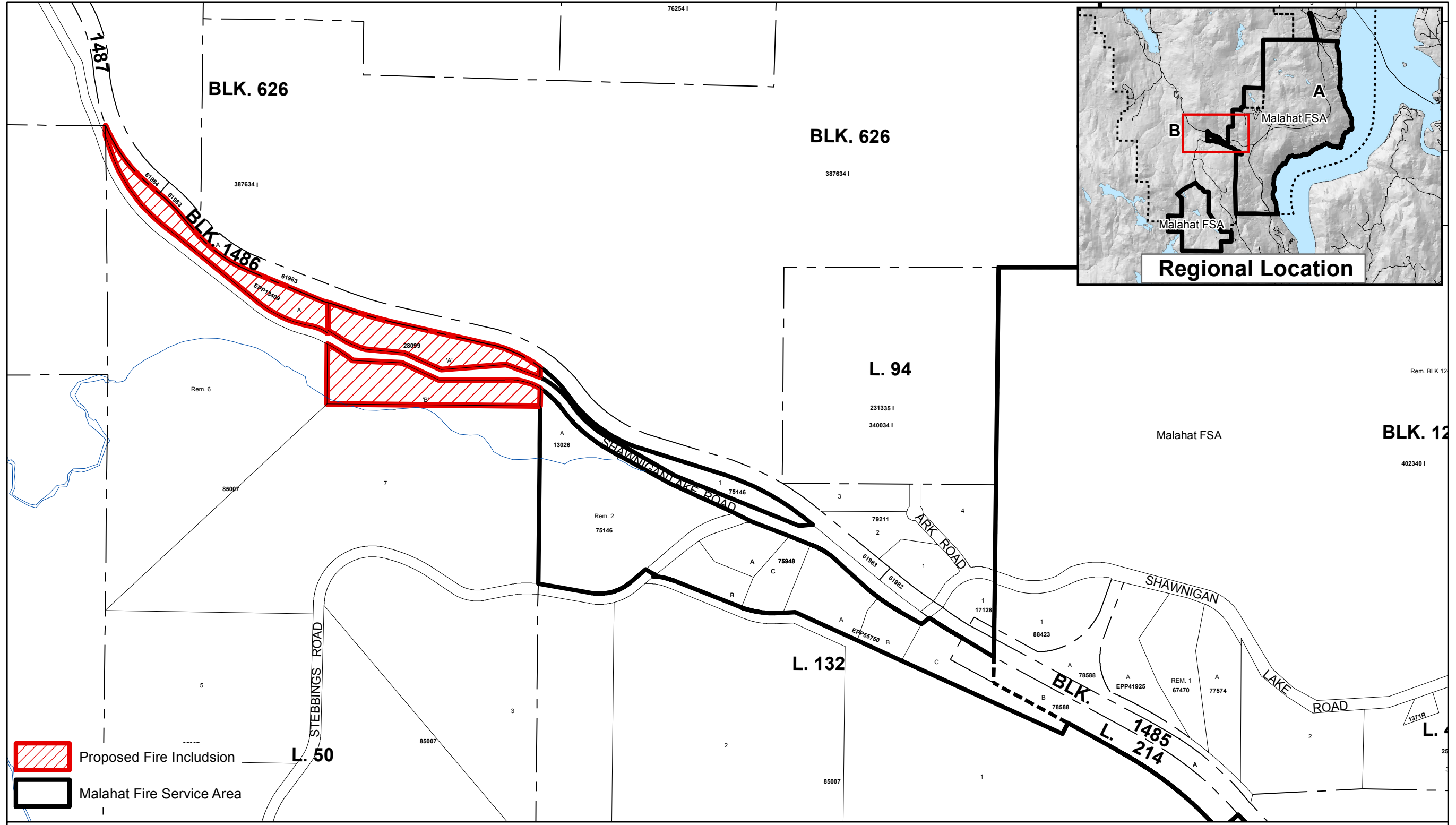
READ A SECOND TIME this 22nd day of February, 2017.

READ A THIRD TIME this 22nd day of February, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary





**COWICHAN VALLEY REGIONAL DISTRICT
BYLAW No. 4102**

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

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

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

- PID 009-781-803, Block 401, Cowichan Lake District, Except That Part in Plan 2762 RW and Plan VIP85672; and
- PID 009-781-811, Block 450, Cowichan Lake District;

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

AND WHEREAS the Directors for Electoral Area F - Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek have consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4102 – Lake Cowichan Fire Protection Service Amendment Bylaw, 2017**".

2. **AMENDMENT**

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

READ A FIRST TIME this 22nd day of February, 2017.

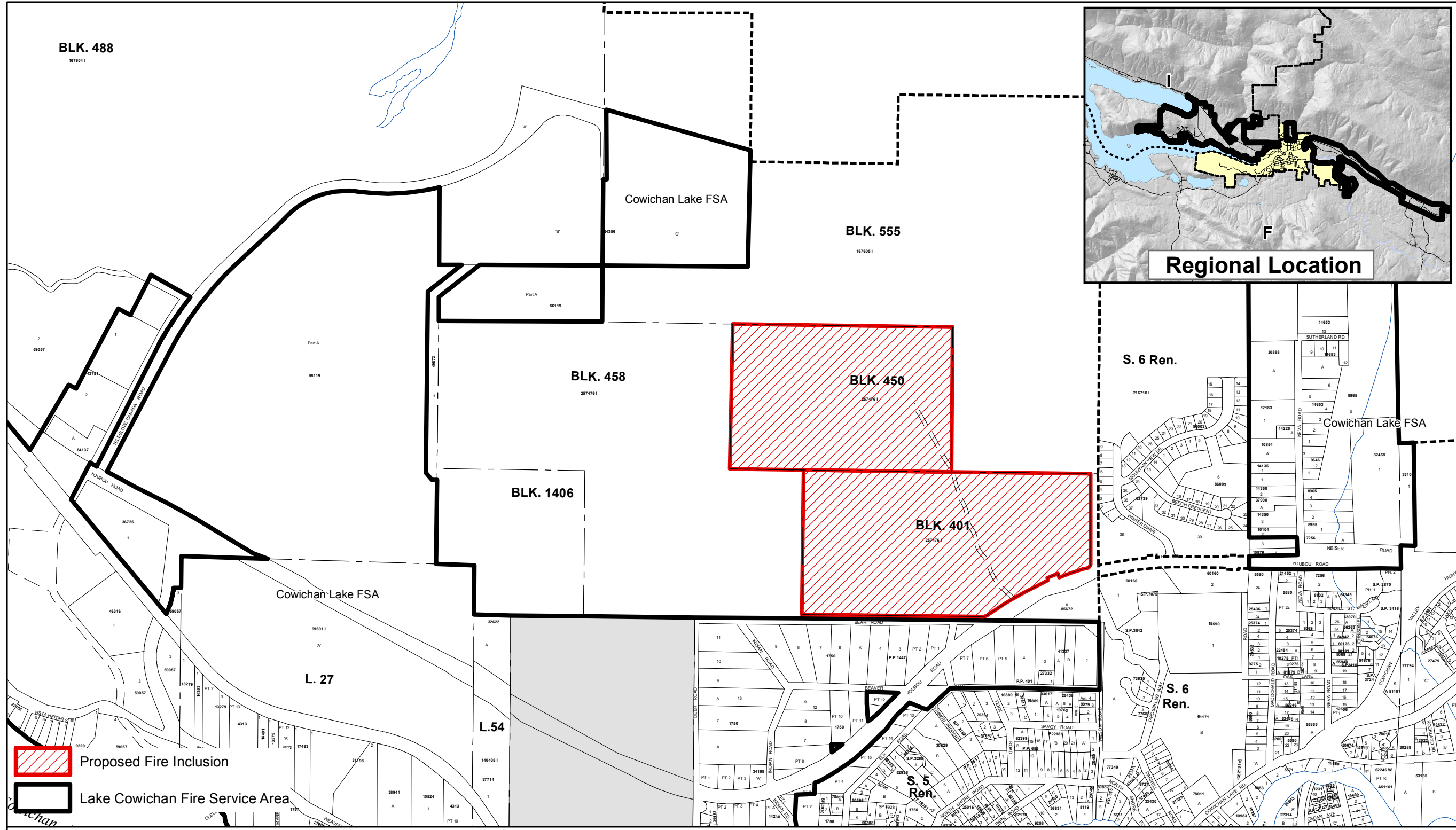
READ A SECOND TIME this 22nd day of February, 2017.


READ A THIRD TIME this 22nd day of February, 2017.


ADOPTED this _____ day of _____, 2017.

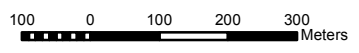
Chairperson

Corporate Secretary



 Proposed Fire Inclusion

 Lake Cowichan Fire Service Area



Schedule A to "CVRD Bylaw No. 1657 – Lake Cowichan Fire Protection Service Establishment Bylaw, 1994". As amended by CVRD Bylaw No. 4102. Adopted _____, 2017



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4106

A Bylaw Authorizing the Expenditure of Funds from the
Woodley Range Water System Capital Reserve Fund
Established Pursuant to CVRD Bylaw No. 3637

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Woodley Range Water System Capital Reserve Fund* of One Hundred and Two Thousand Two Hundred and Thirty Dollars (\$102,230) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$101,418
ADD: Additions to the fund; Including interest earned for the current year to date.	<u>\$812</u>
DEDUCT: Commitments outstanding under bylaws previously adopted.	NIL
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$102,230.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Forty Thousand Dollars (\$40,000) of the said balance for the purpose of water treatment plant upgrades;

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. 4106 – Woodley Range Water System Capital Reserve Fund Expenditure (Water Treatment Plant Upgrades - \$40,000) Bylaw, 2017**".

2. SUM TO BE APPROPRIATED

- a) An amount not exceeding the sum of Forty Thousand Dollars (\$40,000) is hereby appropriated from the *Woodley Range Water System Capital Reserve Fund* for the purpose of water treatment plant upgrades.

.../2

- b) The expenditure to be carried out by the monies hereby appropriated shall be as specified in the 2017 budget, as adopted.

3. **SUMS REMAINING**

Should any of the said sum of Forty Thousand Dollars (\$40,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

READ A FIRST TIME this _____ day of _____, 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. 4107

A Bylaw Authorizing the Expenditure of Funds from the
Cowichan Bay Sewer Specified Area Capital Project Reserve Fund
 Established Pursuant to CVRD Bylaw No. 270

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Cowichan Bay Sewer Specified Area Capital Project Reserve Fund* of Two Hundred and Seventy-Eight Thousand Six Hundred and Thirty-Three Dollars (\$278,633) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$316,940
ADD: Additions to the fund; Including interest earned for the current year to date.	<u>\$2,536.</u>
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$40,843
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$278,633.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than One Hundred and Twenty Thousand Dollars (\$120,000) of the said balance for the purpose of collection system upgrades;

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. 4107 – Cowichan Bay Sewer Specified Area Capital Project Reserve Fund Expenditure (Collection System Upgrades - \$120,000) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of One Hundred and Twenty Thousand Dollars (\$120,000) is hereby appropriated from the *Cowichan Bay Sewer Specified Area Capital Project Reserve Fund* for the purpose of collection system upgrades.

.../2

- b) The expenditure to be carried out by the monies hereby appropriated shall be as specified in the 2017 budget, as adopted.

3. **SUMS REMAINING**

Should any of the said sum of One Hundred and Twenty Thousand Dollars (\$120,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

READ A FIRST TIME this _____ day of _____, 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. 4072

**A Bylaw for the Purpose of Amending Cowichan Valley Regional District
Subdivision Bylaw No. 1215, 1989, Applicable to
Electoral Areas A, B, C, D, E, F, G, H and I**

WHEREAS the *Local Government Act*, hereafter referred to as the "Act" empowers the Regional Board to adopt and amend subdivision servicing bylaws;

AND WHEREAS Section 506 of the Act empowers the Regional Board to establish requirements for the provision of works and services in respect of the subdivision of land;

AND WHEREAS the Regional District has adopted a Subdivision Servicing Bylaw for the nine Electoral Areas, that being Subdivision Servicing Bylaw No. 1215;

AND WHEREAS the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the Act;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 4072, Subdivision Servicing Amendment Bylaw (Proof of Water), 2017**".

2. **AMENDMENTS**

Cowichan Valley Regional District Subdivision Bylaw No. 1215 is hereby amended in the following manner:

(a) Section 3.1 is deleted and replaced with the following:

The purpose of this by-law is to establish procedures for the approval of subdivisions, and to establish standards for works and services that are required in respect of the subdivision of land.

(b) Section 6.0 SEVERABILITY has been renumbered as Section 4.0.

(c) Section 4.0 INTERPRETATION is renumbered as Section 5.0.

(d) Section 4.1 is renumbered as Section 5.1

- (e) The definition of “Applicant” is added to Section 5.1 and reads:
- “Applicant” means an owner who is applying for subdivision approval under this bylaw, and includes an authorized agent acting on the owner’s behalf;
- (f) The definition of Community Sewer System in the new Section 5.1 is deleted and replaced with the following:
- “Community Sewer System” means a system of sewerage works or sewage collection, treatment and disposal which is owned, operated and maintained by the Cowichan Valley Regional District, or a municipality incorporated under the *Local Government Act*;
- (g) The definition of Community Water System in Section 5.1 is deleted and replaced with the following:
- “Community water system” means a system of waterworks where the water supplied meets or exceeds the standards for potability under the *Drinking Water Protection Act* and which is owned, operated and maintained by:
- (a) the Regional District;
 - (b) a municipality;
 - (c) a water utility;
 - (d) an improvement district; or
 - (e) a strata corporation, in the case of a bare land strata subdivision under the *Bare Land Strata Regulations*, B.C. Reg. 75/78, as amended or replaced from time to time.
- (h) The definition of “Developer” in Section 5.1 is deleted.
- (i) A definition for “Electoral Areas” is added and reads:
- “Electoral Areas” means Electoral Areas A, B, C, D, E, F, G, H and I of the Cowichan Valley Regional District;
- (j) The definition of “Improvement District” in Section 5.1 is deleted and replaced with the following:
- “Improvement District” means an improvement district as defined under the *Local Government Act*;
- (k) The definition of “Medical Health Officer” in Section 5.1 is deleted.
- (l) The definition for “MMCD Standards” is added to Section 5.1 and reads:
- “MMCD Standards” means the Master Municipal Specifications, forming part of the *Master Municipal Construction Documents*, as adopted or revised from time to time by the Master Municipal Construction Documents Association of British Columbia.
- (m) The definition of “Natural Boundary” is deleted from Section 5.1.
- (n) The definition of “Owner” is deleted and replaced with the following:
- “Owner” means a person registered in the records of the Land Title Office as owner of land;

- (o) The definition of Potable Water in Section 5.1 is deleted and replaced with the following:
- “Potable Water” means water that meets or exceeds the standards of potability for domestic water systems under the *Drinking Water Protection Act* and the regulations made under that Act;
- (p) A definition for “Professional Engineer” is added to Section 5.1 and reads:
- “Professional Engineer” means a person who is registered or duly licensed under the provisions of the *BC Engineers and Geoscientists Act*;
- (q) A definition for “Professional Geoscientist” is added to Section 5.1 and reads:
- “Professional Geoscientist” means a person who is registered or duly licensed as such under the provisions of the *BC Engineers and Geoscientists Act*;
- (r) A definition for “Qualified Well Driller” is added to Section 5.1 and reads:
- “Qualified Well Driller” means a Well Installer listed on the Register of Qualified Well Installers in the Province of British Columbia, pursuant to the *Water Sustainability Act* and *Groundwater Protection Regulation*.
- (s) A definition for “Qualified Well Pump Installer” is added to Section 5.1 and reads:
- “Qualified Well Pump Installer” means Well Pump Installer listed on the Register of Qualified Well Pump Installers in the Province of British Columbia, pursuant to the *Water Sustainability Act* and *Groundwater Protection Regulation*.
- (t) The definition of “regulations governing sewage disposal” in Section 5.1 is deleted.
- (u) The definition for “Serves” in Section 5.1 is deleted.
- (v) The definition of “Slip” in Section 5.1 is deleted;
- (w) A definition for “Strata Corporation” is added to Section 5.1 and reads:
- “Strata Corporation” means a corporation established under the *Strata Property Act*;
- (x) The definition for “subdivider” in Section 5.1 is deleted.
- (y) A definition for “Subdivision Plan” is added to Section 5.1 and reads:
- “Subdivision Plan” includes a plan consolidating two or more parcels into a single parcel, or making a boundary adjustment between two or more parcels;
- (z) A definition for “water utility” is added to Section 5.1 and reads:
- “Water Utility” has the same meaning as under the *Water Utility Act*.
- (aa) The definition of “Watercourse” in Section 5.1 is deleted.

(bb) A definition for “well construction report” is added to Section 5.1 and reads:

“well construction report” means a report required under Section 76 of the *Groundwater Protection Regulation* of British Columbia.

(cc) The definition of zone in Section 5.1 is deleted.

(dd) Section 5.0 AUTHORITY-APPROVING OFFICER is renumbered as Section 6.0;

(ee) Section 5.0 (a) is renumbered as Section 6.1 and reads:

6.1 Subject to the exceptions under Section 91(2) of the *Land Title Act*, no land within the Electoral Areas may be subdivided until the subdivision has received the approval of the Approving Officer.

(ff) Section 5.0 (b) is renumbered as Section 6.2 and reads:

6.2 In addition to complying with the requirements of this bylaw, an applicant for subdivision approval must comply with the application procedures and must meet all other subdivision requirements that are established by the Ministry of Transportation and Infrastructure from time to time.

(gg) Section 5.1 is renumbered as Section 7.0 APPLICATION FOR SUBDIVISION.

(hh) Section 5.1 is renumbered as 7.1, and its content is amended as follows:

7.1 Applications for subdivision shall be submitted to the Approving Officer at the appropriate District Office of the Provincial Ministry of Transportation and Infrastructure.

7.2 Following receipt of one copy of the proposed subdivision plan together with all supporting documentation from the Approving Officer, the Regional District shall advise the Approving Officer, in writing, as to any Regional District requirements or regulations that apply to the proposed subdivision.

(ii) Section 7.0 SUBDIVISION FEES is renumbered as Section 8.0.

(jj) The paragraph below the previous Section 7.0 is deleted and replaced with the following:

8.1 Prior to the Regional District deeming subdivision conditions met, the applicant must pay all subdivision fees payable to the Regional District, as prescribed under the Cowichan Valley Regional District Development Application Procedures and Fees Bylaw No. 3275.

(kk) Sections 8.0 through 8.4 are renumbered as 9.0 through 9.2 and its content is amended as follows:

9.0 SERVICES – WATER SUPPLY

9.1 An applicant seeking subdivision approval must demonstrate that each new parcel within the proposed subdivision has a supply of potable water in accordance with the requirements of this Bylaw.

9.2 The requirement under Section 9.1 does not apply to a subdivision application that is limited to boundary adjustments between two or more parcels, where proof of potable water has already been provided for each parcel, and where an occupied dwelling exists on each affected parcel.

(ll) Sections 8.5 through 10.0 inclusive are deleted.

(mm) The following is added after Section 9.2:

10.0 COMMUNITY WATER SYSTEMS

All Community Water Systems are required by the Province to obtain a water license from the Ministry of Forests, Land, and Natural Resource Operations and a Source Approval from Island Health.

10.1 If an applicant intends to connect the lots to be created by subdivision to an existing community water system, the applicant must provide evidence satisfactory to the Regional District, prior to subdivision approval, that the owner and operator of the community water system accepts the new lots into its service area and has agreed to provide potable water to the lots.

10.2 Where the owner wishes to connect the lots to be created by subdivision to a community water system that is owned and operated by the Regional District, the regulations in Sections 10.3 to 10.7 apply.

10.3 Design

The design of each portion of the water distribution system within the lands being subdivided, and all works providing a connection to a Regional District water main, must conform to the MMCD Standards applicable to potable water services.

10.4 Submittal

A groundwater supply report prepared by a qualified professional shall be submitted that documents the following:

- (a) Study area and nearby well inventory;
- (b) Well construction;
- (c) Aquifer information;
- (d) Well testing details;
- (e) Water sampling methods;
- (f) Analysis and reporting that includes:
 - i. Assessment of the long-term capacity of the well;
 - ii. Assessment of the potential for well to well interference on neighbouring wells within the well inventory area; and
 - iii. Assessment of ground water quality and suitability.

10.5 Approval

All plans and specifications for a water distribution system that is to be constructed within the subdivision, and for the works that will connect that water distribution system to a Regional District water main, must be submitted to the Regional District Engineering Services Department for approval, before the applicant:

- (a) undertakes any construction or installation of the water distribution system;
- (b) establishes any service line connections to any new lot the parcel to be subdivided;
- (c) constructs any works for the purpose of establishing a connection to a Regional District water main.

10.6 Surface Water Source

Where a surface supply of water is to be the source of domestic water for a community water service operated by the Regional District, the applicant must transfer its water license to the Regional District prior to the final approval of the subdivision.

10.7 Ground Water Source

Where groundwater (wells) is to be the source of domestic water for a community water service operated by the Regional District, the applicant must transfer its water license to the Regional District prior to the final approval of the subdivision.

If the applicant does not have a water license for the amount of water required, assurance that a water licence can be obtained must be provided. A hydrogeological study by a qualified professional (Engineer or Geoscientist with experience in hydrogeology) will be required to confirm water availability from the proposed source. The hydrogeological study may require a pumping test.

10.8 Water Quality Testing

For any proposed source of water for a community water system, samples of the water shall be tested in a laboratory for all potential contaminants that would otherwise render the water incapable of meeting the standards for potable water under the *Drinking Water Protection Act*. The test results shall be submitted to the Regional District and indicate clearly whether or not the results meet the requirements of the *Drinking Water Protection Act*. In the event that treatment is required to meet this standard, provision of a treatment system to the satisfaction of the CVRD Engineering Services Department shall be a precondition of acceptance of the source of water, and shall be provided prior to subdivision approval.

11.0 PRIVATE WATER SOURCES

11.1 Where a water source other than a community water system is proposed as the source of domestic water to parcels within a subdivision, each parcel must have its own source of potable water in accordance with the regulations in Sections 11.2 to 11.5.

11.2 Surface Water Source

All components, including the intake, for a private water system using surface water sources must be located on the same Parcel as the residential Dwelling Unit in respect of which they are required.

11.3 Ground Water Source

Where a groundwater is to be the source of domestic water for a parcel or parcels to be subdivided, a well conforming to the standards set out in the *Groundwater Protection Regulation (Water Sustainability Act)* shall be provided on each parcel. Prior to subdivision approval, a Well Construction Report shall be submitted to the Regional District that indicates that there is a sufficient supply of potable water that has the flow capacity required under Section 11.4 for each parcel to be created.

11.4 Required Volume

For each well that has been drilled under Section 11.3, the wells on each new parcel shall provide a minimum daily yield of 2,300 litres (600 US Gallons) and be consistent with the following table:

DEPTH SPECIFICATION	MINIMUM WELL YIELD AND TESTING REQUIREMENTS
WELLS DRILLED 20 OR MORE METRES DEEP	Wells that yield 4 litres per minute (1 US gpm) or more: Well record is adequate proof of yield No further testing or reporting required
	Wells that yield LESS than 4 litres per minute (1 US GPM): Further testing and Hydro-geologist's report required
WELLS DRILLED LESS THAN 20 METRES DEEP Drilled between June 1 st and Oct 31 st	Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or reporting required
WELLS DRILLED LESS THAN 20 METRES DEEP Drilled between Nov. 1 st and May 31 st	Hydrogeologist's report required
WELLS DRILLED LESS THAN 10 METRES DEEP	Hydrogeologist's report required

11.5 Water Quality Testing

Every separate source of water proposed for a subdivision shall be tested in a laboratory for potential contaminants that would otherwise render the water incapable of meeting the standards of potability that apply to domestic water systems that are regulated under the *Drinking Water Protection Act*. The test results shall be consistent with the Island Health Guidelines for the Approval of Water Supply Systems and be submitted to the Regional District.

In the event that treatment is required to meet this standard, provision of a treatment system shall be a requirement of the subdivision approval. Where a treatment system cannot be installed on a proposed parcel until a building or structure is built, the applicant shall register a covenant on the parcel(s) whose water supply will require treatment, under which occupancy and use of any building constructed will not be permitted until such time as the treatment system has been installed and is in satisfactory operating condition.

12.0 SHARED WATER SOURCES

12.1 Other than a community water system, no parcel proposed to be created by subdivision shall share a source of potable water with another parcel through any kind of distribution system, whether the source is surface water or ground water.

13.0 SERVICES – SEWAGE DISPOSAL

13.1 Community Sewer System

Where a parcel proposed to be created by subdivision is within an area served by a community sewer system, or requires community sewer service in order to meet minimum parcel size requirements specified in a zoning bylaw, the costs of connecting to the community sewer system shall be borne by the applicant, and the specifications shall be submitted to CVRD Engineering Services Department for approval, using the MMCD Standards as the standards and specifications.

13.2 Drawings

(a) General:

Drawings must be clear and legible and drawn to a scale which will permit all necessary information to be plainly shown. The maximum size shall be 75 cm by 100 cm over all. Without limiting the generality of the foregoing the preferred scales are as follows:

Key Plans 1:5,000
Plan Views: 1:500
Profiles: 1:50 (vertical)

Where the topography is such that the above scales are inappropriate other scales of the same ration may be used.

Drawings must show the name of the project, scale in meters, north point, engineer's name and designation, his signature and imprint of his or her registration seal. The drawings must include such plan views elevations sections and supplementary views which taken together with any specifications provide adequate working information for the construction of the works. In general, the details required by the Waste Management Branch, Ministry of Environment, Province of British Columbia, in the 1980 edition of "*Guidelines for Assessing Sewage Collection Facilities*" shall be followed.

Three copies of each design drawing are to be submitted to the Operations Manager for approval prior to construction. One set will be returned with the approval documents.

Revisions to Approved Plans:

Application for revision to approved plans during construction shall be submitted in sufficient time for decision to be made. Minor changes not affecting capacities flows or operation will be permitted during construction without approval provided that notification is made at the earliest opportunity to the Operations Manager.

"As Constructed" Plans:

Within 60 days of the completion of a project, plans showing the works as installed shall be submitted to the Cowichan valley Regional District. The plans, in conformity with requirements for design drawings, shall consists of one set of mylar copies and one set of paper prints all marked "as constructed". Service connection cards will be provided by Cowichan Valley Regional District for completion by the Developer's engineer.

13.3 Operation and MaintenanceGeneral

The Developer shall maintain the works for a period of one year from the date of completion of the system established by the Operations Manager. This maintenance shall relate to all matters affecting the installation of the works. Should the works include lift stations, the day to day running and payment of energy accounts will be undertaken by the Cowichan Valley Regional District from the time of acceptance by the Operations Manager.

Manhole Keys

One set of manhole keys shall be provided to the Cowichan Valley Regional District to fit the style of manhole cover utilized on the project.

Final Acceptance:

Upon the expiration of the one year maintenance period referred to in Section 8.01 of this specification a final inspection shall be made by the Operations Manager. Any deficiencies noted at that inspection shall be rectified within thirty days. Following completion of any rectification works the system shall be certified as maintainable at public expense by the Operations Manager.

Private Sewage System

13.4 Where a parcel proposed to be created by subdivision is not within an area served by a Regional District community sewer system, and does not require connection to a community sewer service in order to meet minimum parcel sizes specified in a zoning bylaw, each parcel must be serviced by a sewage treatment and disposal system that is designed, built and operated in accordance with the Sewerage System Regulation under the *Public Health Act*.

14.0 SERVICES – DRAINAGE

14.1 Each parcel of land created by subdivision must be serviced by a drainage collection and disposal system that is designed and constructed in accordance with the standards of the MMCD.

14.2 In determining whether the design of any drainage collection and disposal system for a proposed subdivision is adequate to provide satisfactory drainage, the Regional District may require:

- a) an engineering study (sealed by a professional engineer) to determine:
 - i) the drainage characteristics of the site; the drainage characteristics on-site retention/storage; overland flow; channel capacity and volume/storage; and storage retention and routing;
 - ii) design options including on-site retention/storage; overland flow; channel capacity and volume/storage; and storage retention and routing;
 - iii) impact of eventual discharge of the water from the subdivision;
 - iv) environmental and physical impacts.
- b) on-site retention and storage facilities;
- c) the channel capacity of the system given the volume and storage capacity.

14.3 The applicant must provide a copy of the approved plans for design of the drainage collection system, as approved, by the Regional District, to the Approving Officer.

15.0 Cowichan Valley Regional District Subdivision Bylaw Nos. 81, 82, 115, 116, 160, 179, 666, 667 and 808 and all amendments thereto are hereby repealed.

(nn) Schedules A and B to Bylaw No. 1215 are deleted in their entirety.

3. FORCE AND EFFECT

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

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