



**ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA**

**WEDNESDAY, JANUARY 18, 2017  
BOARD ROOM  
175 INGRAM STREET, DUNCAN, BC**

**ITEM R1 AT 11:00 A.M. – ALL OTHER BUSINESS AT 1:30 P.M.**

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**PAGE**

**11:00 A.M.**

**1. APPROVAL OF AGENDA**

- 1 Community Parks Advisory Commissions Establishment. Committee Report from Joe Barry, Corporate Secretary, Legislative Services Division 1

**Recommendation** That Community Parks Advisory Commissions Bylaw No. 4066 be forwarded to the Board for consideration of first three readings and adoption.

**Recess Immediately following Item R1**

**1:30 P.M.**

**2. ADOPTION OF MINUTES**

- M1 Regular Electoral Area Services Committee meeting of December 7, 2016 19

**Recommendation** That the Minutes of the Electoral Area Services Committee meeting of December 7, 2016, be adopted.

**3. BUSINESS ARISING FROM THE MINUTES**

**4. DELEGATIONS**

**5. CORRESPONDENCE**

- C1 Grant in Aid Request, Electoral Area C - Cobble Hill, Re: Frances Kelsey School 25  
C2 Grant in Aid Request, Electoral Area C - Cobble Hill, Re: Cowichan Secondary School 27

C3	Grant in Aid Request, Electoral Area B - Shawnigan Lake, Re: Cowichan Spirit of Women	29
C4	Grant in Aid Request, Electoral Area B - Shawnigan Lake, Re: Frances Kelsey Secondary School	31
C5	Grant in Aid Request, Electoral Area B - Shawnigan Lake, Re: Cowichan Secondary School	33
C6	Grant in Aid Request, Electoral Area B - Shawnigan Lake, Re: Cowichan Secondary Dry Grad 2017	35

**6. INFORMATION**

IN1	Director Clement, Re: Centre for Civic Governance, 2017 High Ground: Leadership in Transitioning Times	37
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**Recommendation** For information.

IN2	1. Area A - Advisory Planning Commission Minutes - January 5, 2017 2. Area E - Advisory Planning Commission Minutes - July 12, 2016 3. Area E - Advisory Planning Commission Minutes - September 12, 2016 4. Area E - Advisory Planning Commission Minutes - October 11, 2016 5. Area C - Parks Commission Minutes - November 7, 2016 6. Area G - Parks Commission Minutes - November 7, 2016	41
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**Recommendation** For information.

**7. REPORTS**

R1	Application No. 03-H-16DVP (12272 Chandler Road). Committee Report from Emily Young, Planning Technician	57
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**Recommendation** That it be recommended to the Board that Application No. 3-H-16DVP (12272 Chandler Road) to vary Section 8.2 of Zoning Bylaw No. 1020, to allow a reduction in the rear property line setback from 4.5 to 4.1 metres to legalize existing suite be approved.

R2	Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road). Committee Report from Emily Young, Planning Technician	61
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**Recommendation** That it be recommended to the Board that Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be denied as it is inconsistent with development permit guidelines 7.4.10A Sign Guidelines 1,2,3 & 4.

R3      Application No. 03-G-16DP (3695 Gardner Road). Committee Report from  
Rachelle Rondeau, Planner II      69

**Recommendation**    That it be recommended to the Board:

1. That Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be approved; and
2. 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. 2500.

R4      Park Concept Plan for Elsie Miles Park in Electoral Area B - Shawnigan  
Lake. Committee Report from Tanya Soroka, Parks & Trails Planner      81

**Recommendation**    That it be recommended to the Board that the Elsie Miles Park Concept Plan dated December 1, 2016, be endorsed.

R5      Planning Workshop for all Advisory Planning Commissions. Committee Report  
from Bev Suderman, Planner III      85

**Recommendation**    1. That an Advisory Planning Commission orientation workshop be prepared and delivered to all Commissions within the region.

2. That the Planning & Development Department prepare annual Advisory Planning Commission workshops to strengthen the understanding and working relationships between staff, planning processes and APC members.

R6      2016 Bylaw Enforcement Report. Committee Report from Robert Blackmore,  
Manager, Inspection & Enforcement Division      89

**Recommendation**    For information.

R7      Building Bylaw. Committee Report from Robert Blackmore, Manager, Inspection  
& Enforcement Division      93

**Recommendation**    For information.

R8      Water System Management Bylaws - 2017 Amendments. Committee Report  
Louise Knodel-Joy, Senior Engineering Technologist      121

**Recommendation**    That the following bylaws be forwarded to the Board for consideration of three readings and adoption:

CVRD Bylaw No.4076– Lambourn Estates Water System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4077– Arbutus Ridge Water System Management Amendment Bylaw, 2017 CVRD Bylaw No. 4078 – Shellwood Water System Management Amendment Bylaw, 2017 and CVRD Bylaw No. 4079 – Saltair Water System Management Amendment Bylaw, 2017

- R9 Sewer System Management Bylaws - 2017 Amendment. Committee Report from Louise Knodel-Joy, Senior Engineering Technologist 151

**Recommendation** That the following bylaws be forwarded to the Board for consideration of three readings and adoption:  
CVRD Bylaw No.4080 – Sentinel Ridge Sewer System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4081 – Arbutus Mountain Sewer System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4082 – Cobble Hill Sewer System Management Amendment Bylaw, 2017; CVRD Bylaw No. 4083 – Mill Springs Sewer System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4084 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2017 and CVRD Bylaw No. 4085 – Eagle Heights Sewer System Management Amendment Bylaw, 2017

- R10 Gas Tax - Community Works Fund Project Allocations for 2017. Committee Report from Austin Tokarek, Senior Environmental Analyst - Energy 181

**Recommendation** That it be recommended to the Board that the 2017 Community Works Funds be allocated to the electoral area projects identified in the January 6, 2017, Engineering Services Department report.

- R11 Directors Report from Director Matteus Clement, Electoral Area C - Cobble Hill, Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences. 207

**Recommendation** That staff draft policy to allow more flexibility in Directors to access training and workshop funding.

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

**10. QUESTION PERIOD**

**11. 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 - Minutes of Closed Session Electoral Area Services Committee meeting of October 5, 2016

CS M2 - Minutes of Closed Session Electoral Area Services Committee meeting of October 19, 2016

CS Verbal Report Re: Law Enforcement {Section 90(1)(f)}

CS Verbal Report Re: Law Enforcement {Section 90(1)(f)}

CS Verbal Update Re: Law Enforcement {Section 90(1)(f)}

**12. ADJOURNMENT**

The next Electoral Area Services Committee Meeting will be held Thursday, February 2, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

**Committee Members**

Director I. Morrison, Chairperson  
Director M. Marcotte, Vice-Chairperson  
Director M. Clement

Director K. Davis  
Director M. Dorey  
Director S. Furstenau

Director L. Iannidinaro  
Director K. Kuhn  
Director A. Nicholson





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT**            January 10, 2017

**MEETING TYPE & DATE**    Electoral Area Services Committee Meeting of January 18, 2017

**FROM:**                        Legislative Services Division  
                                        Corporate Services Department

**SUBJECT:**                    Community Parks Advisory Commissions Establishment

**FILE:**                         Bylaw No. 4066

## PURPOSE/INTRODUCTION

The purpose of this report is to present an analysis of the various Parks Commission bylaws and to propose the establishment of three Community Parks Advisory Commissions.

## RECOMMENDED RESOLUTION

That Community Parks Advisory Commissions Bylaw No. 4066 be forwarded to the Board for consideration of first three readings and adoption.

## BACKGROUND

The CVRD has 32 separate commissions that report to the Board. Both the 2008 organizational review and the 2015 organizational assessment determined the regional district has too many commissions thereby causing inefficiencies, pressure on staff resources, and heavy demands on time for electoral area Directors. This can also lead to frustration for volunteer members who serve on the various commissions since the required supporting resources cannot be properly allocated, for staff who can't provide the required support, and for the Directors who wish to attend every meeting and see the lack of support.

The 2015 organizational assessment identified challenges and deficiencies with respect to the functionality, consistency, effectiveness and purpose of a number of commissions. There are a significant number of commissions at the electoral area level with each commission requiring a degree of support and participation of staff. Where possible, consideration should be given to combining electoral area commissions to reduce the overall number of commissions and the staff resources required to support the commission. A copy of the Chief Administrative Officer's March 23, 2015 report is attached as Attachment A.

## ANALYSIS

There are 12 commissions specifically dedicated to parks and outdoor recreation with up to 104 people serving on these commissions. In 2015, there were over 40 parks commission meetings and in 2016, there were 64 commission meetings.

Do our community parks require the holding of 64 commission meetings? As a comparison, there were 22 Electoral Area Services Committee meetings and 17 Board meetings in 2016.

As the CAO identified in his report, the majority of older parks and recreation commission bylaws are reflective of a time when there were few staff within the regional district and commissions were empowered to deliver services on behalf of the Board. These bylaws continue to provide the commissions with a range of administrative responsibilities including preparing budgets, expending funds, entering into contracts, setting fees, collecting revenues, maintaining insurance, establishing policy, and in some cases, hiring and dismissing staff of the CVRD.

The purpose/responsibility statements for the various parks and recreation commissions are not in alignment with the current operation and management of parks and recreation programs. Parks are acquired, constructed, operated and maintained primarily by professional staff. Although commissions are involved with fund-raising, planning and hands-on work in parks, they do so under the direction of staff. The primary role of parks and recreation commissions today should be to provide advice and recommendations to the Board.

With 64 Parks commissions meetings, the CVRD is unable to provide staff resources for guidance, direction and support to the commissions. As a result, commission meetings are run by well-meaning volunteers and/or the area Director which leads to inconsistencies as to how meetings are conducted resulting in various procedural issues frequently arising. While all meetings are governed by Committee and Commissions Procedures Bylaw No. 2922, the minutes of the meetings show that the commissions are not following bylaw procedures.

### Non-Park Related Topics

Without staff involvement in building the agendas or attending every meeting, there are many examples where commissions have dealt with items that are not part of their mandate. A review of minutes from the Parks commissions show the following non-park related matters were on their agendas:

- Regional recreation was considered and a resolution adopted by the Area G Parks Commission;
- An update was provided to the Area C Parks Commission regarding a house being readied for Syrian refugees.
- An off-leash dog park proposed within the Town of Ladysmith and a discussion of various town sites was a topic debated by the Area H Parks Commission.
- The Area B Parks Commission discussed Shawnigan Lake Village Core improvements including the reduction of one less parking stall in front of the coffee shop/bakery, but improved seating and access/egress for all vehicle traffic.
- A Saltair resident raised the issue of having a bus stop located at Byron's Grocery store.
- The location of the "Welcome to Cowichan Bay" sign which is situated on private property has been an ongoing topic of discussion by the Area D Parks Commission.
- Two residents met with the Area E Parks Commission regarding the gun range at the Cowichan Fish and Game Club.
- The Area G Parks Commission includes a Ladysmith report section whereby the parks commission heard about the Ladysmith dog park and the Frank Jameson Center allowing public access for showers policy.
- The Area C Director gave a report expressing his interest in the infill of businesses in the Cobble Hill village core. The minutes show that he is approaching MoT to improve Fisher Road and is interested in possible improvements on Cobble Hill Road north of Train Station Park.
- The Area B Parks Commission passed a resolution to provide a letter of support to the Shawnigan Basin Society for their Gaming Commission Environment Grant application for conservation, protection, restoration, and management of the watershed ecosystem at Shawnigan Lake.

### Director Involvement

It is best practice for Directors to NOT be a member of an advisory commission. The Board establishes commissions to provide advice back to the Board on specific matters. Governance consultant George Cuff recommended to the Directors in November 2014 that they should NOT sit on advisory commissions. How can Directors provide advice back to themselves when sitting



at the Board and still consider and vote on a matter with an open mind?

If Directors are going to sit on advisory commissions and influence the decisions, why would the Board even bother with the creation of the advisory commission? If the Board felt that an issue was important enough to send to the advisory commission, the commission needs to provide clear, unfiltered advice for consideration by the Board.

The other concerning aspect of Director involvement that has shown up occasionally over the years is a Director using the Parks Commission meeting as a local community or “mini Council” meeting. Topics with absolutely no connection with parks have been brought up and discussed to obtain input or advice for the Director. That is clearly not the mandate of the parks commissions and should not occur. Examples of this occurring can be found by reviewing minutes of parks commissions.

However, these inappropriate discussions don’t always show up in the minutes. In fact, a former volunteer for one of the parks commissions told me that two sets of minutes were drafted. One set reflected the corporate standard and the other set contained verbal comments and discussion items. Drafting two versions of minutes for the same meeting is clearly wrong. This would not occur if staff were serving as recording secretaries. Unfortunately, at this time, there are simply too many commissions to receive proper staff resources.

Current Format Not Sustainable

It is clear that the current format with 12 commissions consisting of up to 104 members meeting 64 times a year is not sustainable. There are too many meetings for Directors; staff are unable to provide proper support and guidance to the commissions; procedural errors are frequent; and commission members are spending time and energy on issues that have nothing to do with parks.

The Proposal

It is recommended that the existing 12 commissions be reduced to the following 3 commissions:

- A South Cowichan Community Parks Advisory Commission comprised of nine residents residing in the following geographical area:
  - a) Electoral Area A – Mill Bay/Malahat;
  - b) Electoral Area B – Shawnigan Lake;
  - c) Electoral Area C – Cobble Hill;
  - d) Electoral Area D – Cowichan Bay; and,
  - e) That portion of Electoral Area E – Cowichan Station/Sahtlam/Glenora located south of the Cowichan River.
  
- A West Cowichan Community Parks Advisory Commission consisting of five residents living in the following geographical area:
  - a. That portion of Electoral Area E – Cowichan Station/Sahtlam/Glenora located north of the Cowichan River;
  - b. Electoral Area F – Cowichan Lake South/Skutz Falls; and,
  - c. Electoral Area I – Youbou/Meade Creek.
  
- A North Oyster – Saltair Community Parks Advisory Commission made up of five residents from the following geographical area:
  - a. That portion of Electoral Area G – Saltair/Gulf Islands located on Vancouver Island; and,
  - b. Electoral Area H – North Oyster/Diamond.

consideration and is attached as Attachment B.

The following benefits will be realized by moving to this sub-regional model:

#### Staff Support

Staff will be able to support three commissions that would likely meet up to six times a year each (an expected total of 18 meetings annually compared to the existing 54 meetings). Staff would prepare the agendas in consultation with the Chair of each commission; publish the agendas in advance of the meetings on our public website; and support each meeting with a recording secretary and parks technical staff. This will take the pressure off commission members to undertake these tasks.

#### Proper Governance Alignment

The role of advisory commissions is to provide advice to the Board on issues and not to be hands on with day to day operations of parks. Operations are the role of staff and decisions are made based on budgets which are approved by the Board. Input and advice from the commissions regarding upcoming budgets is important and an integral component of the budgeting process.

The three commissions will report directly to Board. Commissions are established by the Board and it is procedurally incorrect for Commissions to report back to the Electoral Area Services Committee. For many years, minutes from the various Parks Commissions have appeared on Electoral Area Services Committee (EASC) agendas for information and/or receive and file. This has occasionally led to discussion at the committee level including motions and voting. This is incorrect since Commissions do not report to Committees.

Recommendations from Parks Commissions need to be dealt with in the same consistent manner as recommendations from Recreation Commissions. A Commission Report is prepared for consideration on an upcoming Board agenda. As for commission minutes, they are adopted by Commissions at their next meeting, so there is no need for the minutes to appear as information on either an EASC or Board agenda. Since minutes will be prepared by staff, they will be publically available on the website within a week of the meeting.

#### Improved Public Transparency

Since agendas and minutes will be the responsibility of staff, these documents will be publically available at least five days before the meeting and within a week after the meeting. Residents would have the ability to read the material and provide comments or ask questions of commission members prior to the meeting.

#### Building Bridges Between Communities

Instead of perpetuating a culture of silos and separate communities, community parks and trails can serve to strengthen the bonds between communities. The public do not base their participation in outdoor recreation activities based on electoral area boundaries. Working together on a sub-regional basis will allow commissions to look at improved links between community parks.

In their Strategic Plan, the Board has identified a goal of improving pedestrian/cyclist safety on rural roads by developing a network of on-roadway and off-roadway pedestrian pathways and trail linkages. Connections between Cowichan Station and Cowichan Bay, Eagle Heights and Glenora, Satellite Park and Mill Bay, Diamond and Stocking Creek, Sahtlam and Skutz Falls, Mill Bay and Shawnigan Lake, and Kerry Park with Cobble Hill Village are just some examples where commissions can work towards improving safe trail connections.

### Consistent Community Parks Standards

It is important to remember that all community parks are CVRD parks; not Electoral Area “X” parks. Consistent minimum standards should exist so that the public can expect a quality experience each and every time they visit a CVRD community park. These consistent standards also are applied to control costs on the administration of parks operations/maintenance services and manage liability and risk management issues.

For example, the parks maintenance services contract includes requirements for annual clearing of leaf and organic debris from trails to minimize slip and trip hazards. The existing Saltair Parks Commission has wanted to eliminate the annual clearing of leaf and organic debris on park trails in Saltair, contending this effort is eroding trail surface conditions. Staff has previously assured the Commission that leaf/debris clearing does not degrade trails. However, this matter continues to be raised at the Commission meeting involving considerable staff time. Direction on the type and level of parks operations and services is a matter of the Board, not the area advisory parks commission.

Commission members overseeing community parks in their sub-regional geographic area will be more mindful that all of these parks are serving the same clientele. Electoral area boundaries should not be barriers between quality community park experiences.

### Commission Membership

It is best practice for open and transparent governments to advertise their commission vacancies allowing eligible members of the public the opportunity to serve their community. Members should be appointed based on the skills they can bring to the commission.

Vacancies can be advertised through a variety of different methods including newspapers, website and social media. The Regional District of Central Okanagan has an online Advisory Commissions Application Form that would be ideal for use as a template. Submitted applications would be reviewed by Parks staff and the Human Resources Department with the names of successful candidates being forwarded to the Board for consideration of appointment.

### Term of Office

Since there would be no Directors sitting on the commissions, the term of office for commission members does not have to match the election cycle. As well, there is no need to have staggered terms for commission members since that is a historical holdover from the days before the regional district had professional parks staff. Previous thinking was that an entire new commission would not know what to do so continuity had to be built in. That is now redundant since staff will provide the consistency between commission terms. As well, with greater public transparency, prospective commission members will be able to review agendas and minutes prior to applying for commission vacancies.

Two year terms ending in even number years (i.e. 2018, 2020, etc.) would enable commission members to go through two full budget cycles and gain experience with the commission. Those who wish to continue may be reappointed for further terms.

### Annual General Meetings Not Required

There is no requirement under the Local Government Act (LGA) to hold annual general meetings for advisory commissions. While Section 243 of the LGA deals with local community commissions which must hold annual general meetings, none of our Parks Commissions are considered local community commissions.

There is a major difference between a local community commission and an advisory commission. For example, the Regional District of Fraser-<sup>5</sup>Port George established the Bear Lake Local

Community Commission in 1998. This local community commission administers the services of fire protection, street lighting, cemetery, ambulance station, recreation facilities and community water services in the community of Bear Lake. Local community commissions are somewhat akin to Improvement Districts. The bylaw establishing a local community commission had to be adopted with the assent of the electors and there is a requirement to hold an annual general meeting and to elect commissioners. This makes sense since a local community commission is basically serving as a “Council” for the small community.

Our Parks Commissions are NOT local community commissions. None of our bylaws establishing the commissions had the assent of the electors nor were approved by the Inspector of Municipalities although the bylaws were structured in the format of local community commissions. The wording in our bylaws is outdated and the bylaws need to be repealed and replaced with updated language and practices. No longer will there be annual general meetings or the election of members to commissions since those practices are inconsistent with the LGA.

Volunteer Opportunities

Another goal identified in the Board’s Strategic Plan is to support and empower volunteer involvement to ensure rewarding and beneficial relationships for the CVRD and its volunteers. A number of the current volunteers sitting on the various parks commissions get involved with hands-on opportunities of building trails and other park improvement projects and volunteering with in-park community events such as the Mother’s Day Picnic in Shawnigan Lake. It is not necessary to be sitting on a commission in order to contribute to a park. In fact, there are likely many people who don’t have the time or the desire to sit on a commission but would be interested in manually helping out with activities in a local park, whether it be a park improvement, an event or habitat restoration/invasive species removal.

This is a great opportunity for the Parks and Trails Division to identify volunteer improvement projects in our community parks. By erasing the political boundaries of electoral areas for community parks, there will be greater volunteer opportunities for residents in their sub-regional areas. For example, if there are numerous volunteers in Cobble Hill but a shortage of volunteers in Mill Bay, it would all be part of the South Cowichan community parks area.

**FINANCIAL CONSIDERATIONS**

With fewer commission meetings, there will be less need to rent space as often for meetings. Staff are currently attending about one third of the 64 meetings so the expected 18 meetings per year under the proposed commission structure will be roughly equivalent.

**COMMUNICATION CONSIDERATIONS**

Applications will be sought from the public for consideration of appointment to the three commissions.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The identified strategic plan goal of improving pedestrian/cyclist safety on rural roads by developing a network of on-roadway and off-roadway pedestrian pathways and trail linkages will be increased by allowing community parks to link together under a sub-regional structure. Increased volunteer opportunities is another strategic plan goal and will be reviewed by the Parks Division to enhance community parks in sub-regional areas where volunteers work and play.

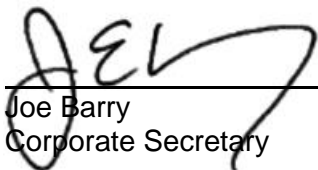
Referred to (upon completion):

- 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*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling &*

- Waste Management)*
- Planning & Development Services** *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services**

Prepared by:

Reviewed by:

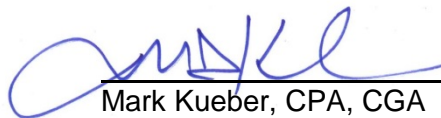



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Joe Barry  
Corporate Secretary

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Not Applicable  
Not Applicable




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Mark Kueber, CPA, CGA  
General Manager

**ATTACHMENTS:**

Attachment A – March 23, 2015 Commission Bylaw Review, Office of the CAO

Attachment B – Community Parks Advisory Commissions Establishment Bylaw No. 4066



# BOARD REPORT

ATTACHMENT A

**DATE OF REPORT** March 23, 2015  
**MEETING TYPE & DATE** Committee of the Whole Meeting of April 8, 2015  
**FROM:** Office of the CAO  
**SUBJECT:** Commission Bylaw Review  
**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to present an analysis of the various CVRD commission bylaws and make recommendations to improve effectiveness, consistency and functionality of the commissions and their enabling bylaws.

## RECOMMENDED RESOLUTION

For information.

## BACKGROUND

In January 2015, an organizational assessment completed by the CAO identified challenges and deficiencies with respect to the functionality, consistency, effectiveness and purpose of a number of CVRD's commissions. Similar concerns with the Environment Commission and the Economic Development Commission were identified in 2014 and as a result, the Board authorized the engagement of Jerry Berry Consultants Inc. (JBC) to review the functionality and effectiveness of these commissions.

A report from JBC was presented to the Regional Services Committee (RSC) on January 28 and a subsequent staff report in response to the JBC report was received by the RSC on February 25. Recommendations from the Economic Development Commission in response to the JBC report were also received by the RSC on February 25.

Concurrently, during the month of February, staff conducted a thorough inventory and analysis of the 32 CVRD commission bylaws that are currently enacted.

## ANALYSIS

The organizational assessment, JBC report and staff analysis have identified issues and challenges with Commissions and their bylaws in the following key areas:

### Purpose/Responsibilities

The majority of older parks and recreation commission bylaws are reflective of a time when there were few staff within the regional district and commissions were empowered to deliver services on behalf of the Board. The purpose statements in these bylaws include "To acquire, construct, operate and maintain certain parks...." or "To develop, operate and maintain parks...."

In the case of the major recreation facilities, the commission bylaw purpose statements include "Administrative powers with respect to the development, operation and maintenance of...." or "Oversee the development and administration of...."

These bylaws continue to provide the commissions with a range of administrative responsibilities including preparing budgets, expending funds, entering into contracts, setting fees, collecting revenues, maintaining insurance, establishing p g cy, and in some cases, hiring and dismissing

staff of the CVRD.

In the case of the newer commission bylaws (post-2000) such as Environment, Economic Development and Agriculture, the purpose statements include “To direct implementation...”, “To direct the function...”, and “To direct and provide input...”. Responsibility statements for these commissions also include directing the preparation of budgets, developing and implementing plans/strategies, ensuring sufficient resources are available, etc.

Analysis – The purpose/responsibility statements for the various parks and recreation commissions are not in alignment with the current operation and management of parks and recreation programs. Parks are acquired, constructed, operated and maintained primarily by professional staff. Although commissions are involved with fund-raising, planning and hands-on work in parks they do so under the direction of staff. The primary role of parks and recreation commissions today should be to provide advice and recommendations to the Board.

The purpose/responsibility statements for the major recreation facilities provide the commissions with a high degree of administrative powers and decision-making regarding management and operation of the facilities. This is not so much a concern with the Cowichan Centre (ISC) as the commission is comprised solely of elected Directors and Councillors. However, the Kerry Park, Lake Cowichan and Shawnigan Lake commissions are comprised of public and elected officials with elected officials not having a majority of the membership. As such, public members of the commission could out-vote the elected members, resulting in decisions that contradict the objectives or desires of the elected Directors who sit on the commission. The Board should consider the degree of administrative authority it wishes to provide commissions with a majority of unelected members.

The purpose/responsibility statements for Economic Development, Environment and Agriculture commissions suggest the commissions are responsible for directing and/or delivering work. This presents challenges for staff in terms of who directs their work and allocates their time. It also presents challenges for the commissions in terms of capacity for delivering projects or initiatives. In accordance with ‘best practices’ and the recommendations of the JBC report, these bylaws should be amended to better reflect the advisory role of the commissions. Should the Board determine that these commissions should be responsible for delivering projects and initiatives, formal lines of authority and accountability for staff must be considered.

## **Membership**

Membership of commissions is as varied as the commissions themselves. The total number of members, the ratio of Directors to public members and election of public vs appointment of public members vary significantly.

Analysis –The composition of membership on a commission is an important consideration, particularly if decision-making powers are delegated to the commission. The ISC commission is an example of a commission where the decision-making authority lies entirely with elected officials. As mentioned previously in this report, decision-making by commissions with a majority or equal number of non-elected officials can be problematic for the Board. From a practical perspective, decision-making should be the responsibility of the participating Directors at the Board level, with input and advice from a public advisory body if desired. It is recommended that the Lake Cowichan and Kerry Park Centres adopt a commission structure that is advisory in nature and comprised primarily of members of the public/user groups, allowing the decision-making to remain at the Board level.

Commissions of an advisory nature have a mix of elected Directors and non-elected, with all members having voting rights. For advisory commissions, it may be more appropriate to have the elected Directors participate as non-voting members, allowing their voting power to be exercised at the Board table rather than at both the commission and the Board. Elected

Directors could participate on advisory commissions as liaisons to the Board, allowing more independence of the commission to make non-political recommendations to the Board. At the end of the day, the elected Directors have the final vote on any matter at the Board table, regardless of the recommendations of a commission.

The practice of the public 'electing' members to commissions is not considered 'best practice'. Section 838 of the LGA provides for elections of public members to a Local Community Commission. However, Local Community Commissions require a bylaw establishing a local community commission and the bylaw must receive the assent of the electors in the area of the local community and must be approved by the Inspector of Municipalities. Additionally, an elected commissioner must have the qualifications to hold office as a director. It appears that none of the CVRD commission bylaws that allow for election of members at an AGM were created under S. 838, although the bylaws are structured as though they were. In the absence of a local community commission bylaw and recognizing the desire for communities to have a role in selecting the members of a commission, it is recommended that members of the public are 'nominated' rather than 'elected', thus allowing the Board to appoint those who have been nominated.

The numbers of members on commissions vary greatly, ranging from 5 to 18. It is recommended that commissions have a consistent number of members, depending on the nature of the commission. Commissions representing broad interests or 'sectors' may require larger numbers such as Agriculture, Economic Development and Environment. However, parks and recreation commissions, fire commissions and other advisory commissions should have smaller, more efficient numbers in the range of 6 to 8. APCs are currently consistent with 15 members each.

### **Term**

Terms of membership range from 1 year to 3 years and some 'up to' 3 years. Some terms expire at the end of the Director's term, others expire at the end of November, December or March.

Analysis - Consistency in terms would be more efficient from an administration perspective, with a provision for overlap of terms for continuity. It is recommended that the Board consider two-year terms for commission members with a consistent expiry date so that recruitment and appointments can happen at the same time every year.

### **Procedure**

Many commissions have Chair, Vice-Chair and Secretary positions, the remainder do not have Secretary positions. In a majority of commissions, the positions are elected by the commission at the first meeting each year. In the case of Economic Development and Agriculture, the Chair and Vice-Chair are appointed by the Board Chair. In many bylaws, quorums are defined as 'majority', while in others, it is defined numerically.

Analysis – the appointment of commission Chair and Vice-Chair by the Board Chair does not appear to have any particular purpose and diminishes the independence of the commission. The positions of Chair, Vice-Chair and Secretary (where identified) should be elected by the commission members at the first meeting of each year.

Quorums should be consistently defined as either a 'majority of members' or numerically in terms of a majority of the identified number of members. Commissions should have an odd number of members for ease of establishing majority.

### **Additional Considerations**

Procedures Bylaw for Committees and Commissions

In accordance with Bylaw No. 2922 s.13(a) *Directors of the Board who are not members of a*



*Committee (defined to include Commissions – Amendment Bylaw 3459) may attend meetings of that Committee, and may take part in any discussion or debate, and may vote on issues in which their jurisdiction participates or proposes to participate.*

Analysis – the voting ability of Directors who are non-commission members is in contradiction of basic principles of democratic accountability and potentially diminishes the independence and value of a duly appointed commission. While understanding the concept of allowing each participating Director of a service to vote on matters pertaining to that service, that voting power is best exercised at the Board table, particularly if the commission in question is advisory in nature and only makes ‘recommendations’ as opposed to ‘decisions’. The definition of committees to include commissions in Amending Bylaw No. 3459 should be repealed.

**Community Safety Advisory Commission**

Commissions S. 176(1)(g) of the Local Government Act provides regional district boards with powers to establish commissions to: a) operate services of the regional district; b) undertake operation and enforcement in relation to a regional district’s regulatory authority; c) manage property, or an interest in property, held by the regional district government.

In the case of the CSAC, the responsibilities appear to deal with matters outside the scope of CVRD services or functions. As such, the CSAC would more appropriately function as a select advisory committee of the Board to advise on a range of issues of interest to the Board as opposed to specific services of the Board.

**Reporting Requirements for Commissions**

One consistent issue identified with respect to the overall effectiveness of regional advisory commissions is the lack of regular reporting to the Board or respective committees. It is recommended that the regional advisory commissions have a requirement to report to the Board or appropriate committee of the Board at least quarterly and that the necessary procedure bylaw amendments be made to include commission reports on the agenda listings.

**Number of Commissions**

The CVRD has a significant number of commissions, particularly at the electoral area level, with each commission requiring a degree of support and participation of staff. Where possible, consideration should be given to combining electoral area commissions to reduce the overall number of commissions and the staff resources required to support the commissions.

**Summary of Recommendations**

Topic Area	Recommendation
Purpose/Responsibilities	Amend the responsibilities of parks and recreation commissions to them providing advice and recommendations to the Board.  Review and amend applicable bylaws to reflect the advisory role of commissions as opposed to operational and/or administrative.
Membership	Lake Cowichan and Kerry Park Centres adopt a commission structure that is advisory in nature and comprised primarily of members of the public/user groups, allowing the decision-making to remain at the Board level.  Provide for elected directors participation on advisory commissions as liaisons to the Board, allowing their voting power to be exercised at the Board table and allowing more independence of the commission to

	<p>make non-political recommendations to the Board.</p> <p>Amend the specified number of members on commissions for more consistency depending on the nature of the commission, e.g. 5, 7, 9, etc.</p>
Term	Consider two-year terms for commission members with a consistent expiry date so that recruitment and appointments can happen at the same time every year.
Procedure	<p>Allow the commission members to elect the positions of chair and Vice-Chair and Secretary (where identified) at the first meeting each year.</p> <p>Consistently define quorum as either a 'majority of the members' or numerically in terms of majority of the identified number of members, and ensure commissions have an odd number of members.</p>
Additional Considerations	<p>Revise the Committee/Commissions Procedures Amending Bylaw No. 3459 to remove the definition of committees as including commissions.</p> <p>Repeal Bylaw No. 3622 and establish the Community Safety Advisory Commission as an advisory select committee of the Board.</p> <p>Require regional advisory commissions to report to the Board or appropriate committee of the Board at least quarterly and make the necessary procedure bylaw amendments to include commission reports on the agenda listings.</p> <p>Where possible, combine electoral area commissions to reduce the overall number of commissions and the staff resources required to support the commissions.</p>

**FINANCIAL CONSIDERATIONS**

The proposed improvements and modifications to commission bylaws can be made with existing resources and with no impact to the 2015 budget.

**COMMUNICATION CONSIDERATIONS**

Amendments to commission bylaws have implications for the communities served by the commissions and the members who sit on the commissions. The intent and implications of any proposed changes to commission bylaws should be well communicated to those effected.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

This initiative is identified as an objective in the 2015 Business Plan for the Office of the CAO.

Prepared by:

Reviewed by:



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

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

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

Corporate Services Review:



\_\_\_\_\_  
Mark Kueber, General Manager

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

Chief Administrative Officer's Comments / Concurrence

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

**ATTACHMENTS:**

Attachment A – CVRD Commissions Summary



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4066

#### A Bylaw to Establish Community Parks Advisory Commissions Within the Cowichan Valley Regional District

**WHEREAS** the Board of Directors of the Cowichan Valley Regional District wishes to establish Community Parks Advisory Commissions to provide advice on park and trail development; park amenities; ecological stewardship; parkland acquisition opportunities; and community parks events;

**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. 4066 – Community Parks Advisory Commissions Establishment Bylaw, 2017**".

#### 2. DEFINITIONS

"**Board**" means the Board of Directors of the Cowichan Valley Regional District;

"**Commission**" means a Community Parks Advisory Commission established pursuant to this bylaw;

"**Community Park**" means a park located solely in one electoral area and funded by that electoral area or a sub-regional park funded by two or more electoral areas.

#### 3. ESTABLISHMENT AND MEMBERSHIP

1. A South Cowichan Community Parks Advisory Commission is established consisting of nine residents who reside in the following geographical area:

- Electoral Area A – Mill Bay/Malahat;
- Electoral Area B – Shawnigan Lake;
- Electoral Area C – Cobble Hill;
- Electoral Area D – Cowichan Bay; and,
- That portion of Electoral Area E – Cowichan Station/Sahtlam/Glenora located south of the Cowichan River.

2. A West Cowichan Community Parks Advisory Commission is established consisting of five residents who reside in the following geographical area:

- That portion of Electoral Area E – Cowichan Station/Sahtlam/Glenora located north of the Cowichan River;

- Electoral Area F – Cowichan Lake South/Skutz Falls; and,
  - Electoral Area I – Youbou/Meade Creek.
3. A North Oyster - Saltair Community Parks Advisory Commission is established consisting of five residents who reside in the following geographical area:
    - That portion of Electoral Area G – Saltair/Gulf Islands located on Vancouver Island; and,
    - Electoral Area H – North Oyster/Diamond.
  4. Directors, Alternate Directors, and CVRD employees are not eligible for appointment to a Community Parks Advisory Commission.
  5. Applications will be sought from the public for consideration of appointment to the Commission whenever a vacancy occurs.

#### 4. **TERM OF OFFICE**

- a) The term of office for Commission members shall be for a two year expiring on December 31<sup>st</sup> of 2018 (and every subsequent year ending in an even number).
- b) Commission members may be re-appointed for a further term or terms.
- c) In the event of vacancy of office, a replacement appointee shall hold office for the otherwise unexpired term of office.
- d) The Board may, at any time, terminate the appointment of a member.
- e) The Board may remove from membership any member appointed who has failed to attend three consecutive Commission meetings without good cause.

#### 5. **PROCEDURE**

- a) At the first meeting in 2017 (and every subsequent year ending in an odd number), the Commission shall elect from amongst its own members, a Chairperson and a Vice-Chairperson of the Commission who shall hold office until a successor is elected.
- b) In the absence of the Chairperson or Vice-Chairperson, the Commission shall elect, from the members present, a temporary Chairperson for the purpose of that meeting only.
- c) A quorum is four members for the South Cowichan Community Parks Advisory Commission and three members for the West Cowichan Community Parks Advisory Commission and three members for the North Oyster - Saltair Community Parks Advisory Commission.
- d) All resolutions of the Commission shall be made by a majority of the members present at the meeting, with each member having one vote.
- e) Where not otherwise covered in this bylaw, the rules of procedure governing Commission meetings shall be those of the current Committee and Commissions Procedures Bylaw of the Cowichan Valley Regional District.

#### 6. **RESPONSIBILITIES**

The responsibilities of the Commission shall be to provide advice on park and trail development; park amenities; parkland acquisition opportunities; and community parks events.

**7. REFERRALS TO THE COMMISSION**

The Board and staff may refer matters respecting community parks to the appropriate Community Parks Advisory Commission(s) in order that the Commission may provide advice on those matters.

**8. GENERAL**

All members of the Commission shall serve without remuneration, except for such "out of pocket" expenditures as may have received prior authorization by the Board.

**9. REPEAL**

The following bylaws, and amendments thereto, are hereby repealed:

- a) "Electoral Area "F" Parks and Recreation Commission" Bylaw No. 565, 1980";
- b) "CVRD Bylaw 696 - Electoral Area A Parks & Recreation Commission Establishment Bylaw, 1982";
- c) "CVRD Bylaw No. 1009 – Electoral Area C – Cobble Hill Parks and Recreation Commission Establishment Bylaw, 1986";
- d) "CVRD Bylaw No. 1238 - Electoral Area D Parks & Recreation Commission Establishment Bylaw, 1989";
- e) "CVRD - Electoral Area "H" Parks and Recreation Commission Establishment Bylaw No. 1342, 1991";
- f) "CVRD Bylaw No. 2057 - Electoral Area B – Shawnigan Lake Parks and Recreation Commission Establishment Bylaw, 2000";
- g) "CVRD Bylaw No. 2117 - Electoral Area E – Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission Establishment Bylaw, 2000";
- h) CVRD Bylaw No. 2315 – Bright Angel Park Commission Bylaw, 2002";
- i) "CVRD Bylaw No. 2473 – South Cowichan Parks Commission Establishment Bylaw, 2004";
- j) "CVRD Bylaw No. 2484 – Electoral Area I – Youbou/Meade Creek Parks Commission Establishment Bylaw, 2003";
- k) "CVRD Bylaw No. 2494 – Electoral Area G – Saltair/Gulf Islands Parks Commission Establishment Bylaw, 2004";
- l) "CVRD Bylaw No. 2495 – Electoral Area G – Saltair/Gulf Islands Recreation Commission Establishment Bylaw, 2004".

---

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





Minutes of the Electoral Area Services Committee Meeting held on Wednesday, December 7, 2016 in the Board Room, 175 Ingram Street, Duncan BC at 1:00 PM.

**PRESENT:** Chair I. Morrison  
 Director K. Kuhn  
 Director L. Iannidinardo  
 Director M. Marcotte  
 Director M. Dorey  
 Director K. Davis  
 Director S. Furstenuau  
 Director M. Clement  
 Director A. Nicholson

**ALSO PRESENT:** Brian Carruthers, CAO  
 Ross Blackwell, General Manager, Planning & Development  
 Rob Conway, Manager, Development Services  
 Brian Farquhar, Manager, Parks & Trails  
 Mike Tippett, Manager, Community & Regional Planning  
 Jason deJong, Fire Rescue Services Coordinator  
 Kasia Biegun, Planner I  
 Rachelle Rondeau, Planner II  
 Bev Suderman, Planner III  
 Robert Blackmore, Manager, Inspections & Enforcement  
 Cathy Allen, Recording Secretary  
 Heather Kauer, Senior Planner  
 Grant Breckenridge, Chief Building Inspector  
 Nino Morano, Bylaw Enforcement Officer  
 Sheila Herrera, Planner II

**APPROVAL OF AGENDA** **It was moved and seconded that the agenda be amended with the addition of four new Business items:**

- NB1 Grant in Aid**
- NB2 Letter from Harrison Hot Springs**
- NB3 Verbal report from Bev Suderman re speaker series**
- NB4 Presentation by Robert Blackmore re new bylaw enforcement uniforms**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** **It was moved and seconded that the minutes of the regular Electoral Area Services Committee meeting of November 16, 2016, be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

- D1** John Baty and Sylvia Cox were present on behalf of the Cobble Hill Event Society regarding their summer Music in the Park series event. The event is very successful and growing each year. They are thankful for funding from the CVRD which contributes to the success of the event.

The Chair thanked the delegates for appearing and noted the Committee will likely see future funding requests from the Area Director for this event.

**REPORTS**

- R1** Application No. 2-D-16RS. Staff Report from Kasia Biegun, Planner I

**It was moved and seconded that it be recommended to the Board**

- 1. That the Zoning Amendment Bylaw for Application No. 02-D-16RS be forwarded to the Board for consideration of 1st and 2nd reading;**
- 2. That the referrals to Island Health, Ministry of Transportation and Infrastructure, RCMP (Duncan Detachment), Duncan Volunteer Fire Department, Agricultural Land Commission, and Cowichan Tribes be accepted; and,**
- 3. That a public hearing be waived in accordance with Section 464(2) of the *Local Government Act* as the proposed Zoning Amendment is consistent with Area D Official Community Plan No. 3605.**

**MOTION CARRIED**

- R2** Application No. 17-D-16DP/VAR. Staff Report from Rachelle Rondeau, Planner II

**It was moved and seconded that it be recommended to the Board**

- 1. That Development Permit with Variance Application No. 17-D-16DP/VAR be approved;**
- 2. That Section 5.7(4)(b) of Zoning Bylaw No. 3705 be varied from 3 metres to 0.5 metre (deck location) and 2.2 metres (dwelling corner) between the existing dwelling and the proposed side parcel line; 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.**

**MOTION CARRIED**

- R3** Application No. 1-E-16RS. Staff Report from Rachelle Rondeau, Planner II

**It was moved and seconded that Application No. 1-E-16RS (4681 Sahtlam Estates Road) be referred to staff to arrange a CVRD hosted public neighbourhood meeting.**

**MOTION CARRIED**

- R4 Inclusion into Lake Cowichan Fire Protection Service Area. Staff Report from Jason deJong, Fire Rescue Services Coordinator

**It was moved and seconded that it be recommended to the Board**

- 1. That the Certificate of Sufficiency, confirming that sufficient petitions requesting inclusion into the Lake Cowichan Fire Protection Service Area be received.**
- 2. That CVRD Bylaw No. 1657 (Lake Cowichan Fire Protection Service Establishment Bylaw No. 1994) be amended to include properties described as PID 009-781-803, Block: 401, District: Cowichan Lake & PID 009-781-811, Block: 450, District: Cowichan Lake.**

**MOTION CARRIED**

- R5 Cowichan Bay Marine Gateway Provincial Lease Renewal. Staff report from Tanya Soroka, Parks & Trails Planner

**It was moved and seconded that it be recommended to the Board**

- 1. That Board resolution # 12-381.6 be rescinded.**
- 2. That a 30 year lease renewal (Provincial Lease Disposition # 903375) with the Ministry of Forests, Lands and Natural Resource Operations be approved for the Cowichan Bay Marine Gateway site in Electoral Area D (Cowichan Bay).**

**MOTION CARRIED**

- R6 Silvermine Trail Section 57 Application. Staff report from Dan Brown, Parks Planning Technician.

**It was moved and seconded that it be recommended to the Board that a Section 57 Agreement with the Province of British Columbia be approved for the Silvermine Trail across Provincial crown lands legally described as Section 4 & 5, Range 2, Shawnigan Land District (PID; 012-440-167).**

**MOTION CARRIED**

- R7 Cowichan Bay Marine Zoning Implementation. Staff report from Beverly Suderman, Planner III

**It was moved and seconded that Planning & Development Department staff prepare a blanket development permit for existing marinas in Cowichan Bay for the purposes of providing signage on the land and water sides of each marina that will assist with timely fire and rescue service provision to the marinas.**

**MOTION CARRIED**

- R8 Cobble Hill Village Conceptual Design Charrette RFP. Staff report from Ross Blackwell, General Manager

**It was moved and seconded that it be recommended to the Board that the Cobble Hill Village Conceptual Design Charrette RFP be awarded to Dialog based on overall value.**

**MOTION CARRIED**

**R9** Subdivision Servicing Amendment Bylaw. Staff report from Heather Kauer, Senior Planner

**It was moved and seconded that it be recommended to the Board**

- 1. That the Subdivision Servicing Amendment Bylaw be considered for 1st and 2nd reading;**
- 2. That a referral process and Public Meeting be conducted, and that the proceedings of the Public Meeting be recorded; and**
- 3. That the referral comments and recorded proceedings of the Public Meeting be brought back to the EASC for consideration.**

**MOTION CARRIED**

**2:45 PM** The Committee took a 5 minute recess.

### **CORRESPONDENCE**

**C1** **It was moved and seconded that it be recommended to the Board that a grant in aid, Area E – Cowichan Station/ Sahtlam/Glenora, in the amount of \$7,600 be provided to Cowichan Station Area Association.**

**MOTION CARRIED**

**C2** Letter dated November 18, 2016, from BC Conservation Foundation re Request for funding. The Project Manager from BC Conservation Foundation was present regarding their request for a 2017-2018 grant in the amount of \$5000.

Directors discussed the option of individual grants or a regional grant in aid.

The Chair thanked the representative from BC Conservation Foundation for appearing.

**C3** UBCM Electoral Area Directors Forum January 31-February 1, 2017, in Richmond, BC.

Mr. Blackwell advised that Electoral Area Directors who are interested in attending the Forum need to advise Ms. Allen in Planning & Development by December 22nd to allow time for registration as the office is closed for the holidays after December 23<sup>rd</sup> until January 2, 2017 (registration deadline).

### **INFORMATION**

**IN1 – IN3** The following information was received:

- Minutes of Area E Parks meeting November 10, 2016
- Minutes of Area D APC meeting November 15, 2016
- Minutes of Area G APC meeting November 8, 2016

**IN4** October 2016 Building/Bylaw Enforcement Reports. Robert Blackmore reviewed the bylaw enforcement report, and Grant Breckenridge reviewed the building inspection report

The reports were received for information.

**NEW BUSINESS**

**New TFT Planner** The Chair introduced the Development Services Division new Planner, Sheila Herrera, filling in for Alison Garnett who is on two years maternity leave.

**NB1** **It was moved and seconded that it be recommended to the Board that a grant in aid, Area A – Mill Bay/Malahat, in the amount of \$10,000 be provided to Bamberton Historical Society.**

**MOTION CARRIED**

**NB2** Letter dated November 28, 2016, from Harrison Hot Springs regarding Short Term Rentals in the Tourism Accommodation Sector.

Mr. Carruthers stated that no response to the letter is required.

**NB3** Verbal report by Bev Suderman, Planner III, regarding proposed speaker series to be entitled “Place-Making on Vancouver Island.” Its purpose is to raise awareness of planning and the value of good planning for the people of the Cowichan region. Proposed audiences include the general public, and planners and decision-makers working within local governments, both in the region, and more broadly on Vancouver Island.

Potential themes for the speaker series, which is hoped to stimulate “fresh thinking” on rural and small town planning, include:

- Creating happy and resilient communities
- Understanding the poetry of place
- Balancing ecological and human needs
- Supporting people to age in their communities
- Protecting rural landscapes and functions.

An informal show of hands indicated that Committee members would like to see more information and would like to move ahead with the idea. The Chair stated he would like to see a staff report on the subject brought back to the EASC in the new year.

**NB4** Robert Blackmore, Manager, Inspections & Enforcement, presented the new bylaw enforcement uniforms to be worn by CVRD Bylaw Enforcement Staff.

**ADJOURNMENT**

**3:40 PM** **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

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





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10/29/16

Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director M. Clement Area C

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

NAME: Frances Kelsey School

ADDRESS: PO Box 277  
Mill Bay BC V0R 2P0

Contact Phone No: 250-743-6916 Ext 225 Deb Melnyk

PURPOSE OF GRANT: 2-\$500 bursaries to be awarded  
to students residing in Cobble Hill

REQUESTED BY: [Signature]  
Director's Signature

ACCOUNT NO.	AMOUNT

**FOR FINANCE USE ONLY**

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

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

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







COWICHAN VALLEY REGIONAL DISTRICT Finance Division

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

Submitted by Director M Clement Area C

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

NAME: Cowichan Secondary School

ADDRESS: 2652 James St  
Duncan BC V9L 2X2

Contact Phone No: 250-746-4435 Ext 212 Stacey Berry

PURPOSE OF GRANT: 2 - \$500 bursaries to be awarded to students residing in Cobble Hill

REQUESTED BY: [Signature]  
Director's Signature

ACCOUNT NO.	AMOUNT

**FOR FINANCE USE ONLY**

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

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

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



201 C3

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JAN 10 2017



Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Furstenau Area B

Grantee: Cowichan Spirit of Women Grant Amount \$ 250

NAME: Helga Lambrecht

ADDRESS: 1 Kenneth Street  
Duncan BC V9L 5G3

Contact Phone No: 250-748-8722 or 250-746-1091

PURPOSE OF GRANT: To support the International Women's Day dinner on Friday March 3, 2017

REQUESTED BY: [Signature]  
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0105-112</u>	<u>250.00</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL A

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

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





Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Furstenau Area B

Grantee: <sup>Frances</sup> Kelsey Secondary School Grant Amount \$ 1500

NAME: Deb Melnyk

ADDRESS: Frances Kelsey Secondary School  
PO Box 279 Mill Bay BC  
V0R 2P0

Contact Phone No: 250-743-6916 ext 225

PURPOSE OF GRANT: To provide three \$500 bursaries for graduating students from Area B

REQUESTED BY: [Signature]  
 Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0103-112</u>	<u>1500.00</u>

**FOR FINANCE USE ONLY**

BUDGET APPROVAL A

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

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



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JAN 10 2017



Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Furstenau Area B

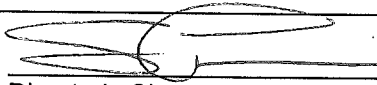
Grantee: Cowichan Secondary School Grant Amount \$ 1500

NAME: Erin Burton

ADDRESS: 2652 James Street  
Duncan BC V9L 2X2

Contact Phone No: 250-746-4435 ext 212

PURPOSE OF GRANT: To provide three \$500 bursaries for graduating students from Area B

REQUESTED BY:   
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0205-112</u>	<u>1500.00</u>

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BUDGET APPROVAL A

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

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





2017 C6

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JAN 10 2017



Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director Furstenau Area B

Grantee: Cowichan Secondary Dry Grad 2017 Grant Amount \$ 500

NAME: Julie Winter

ADDRESS: Dry Grad Committee 2017  
PO Box 151, Duncan BC V9L 3X3

Contact Phone No: 250-701-5112

PURPOSE OF GRANT: To support Cowichan Secondary Dry Grad 2017

REQUESTED BY: [Signature]  
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0176-112</u>	<u>500.00</u>

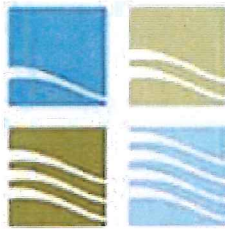
**FOR FINANCE USE ONLY**

BUDGET APPROVAL [Signature]

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

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





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# CENTRE FOR CIVIC GOVERNANCE



Home » Latest Blogs » 2017 High Ground: Leadership in Transitioning Times

## 2017 High Ground: Leadership in Transitioning Times

December 8, 2016 by Centre for Civic Governance | Filed in: [Blog](#) [Events](#)

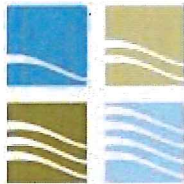
**When:** March 31 to April 1, 2017

**Where:** Coast Plaza Hotel, 1763 Comox Street, Vancouver, BC

**Register:** Click here to register and to book your accommodations. (Early bird rates available until March 1, 2017)

*Stay tuned for program updates in early 2017!*

*To view our 2016 program, visit <http://www.civicgovernance.ca/harrison2016/>*



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*The Centre for Civic Governance works to support community leadership meeting today's social and environmental challenges: climate change, Canada's increasing equity gap, and shifting social trends. At the Centre for Civic Governance, our goal is to strengthen Canadian communities through sharing best practices, providing tools for locally elected leaders, and progressive policy analysis. We strive to provide knowledge and information to make real and positive social change.*

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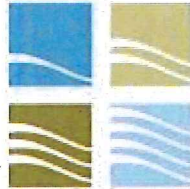
Economy >

Education >

Social Fabric >

Governance >

## Contributors



Centre for Civic Governance



Christine Boyle



Amor Verdeflor-Alvarado



Charley Beresford

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DATE: January 5, 2017

TIME: 7 PM

MINUTES of the Electoral Area A Advisory Planning Commission held on the above-noted date and time at the Mill Bay Community League Hall.

Present:

Area A alternate, Blaise Salmon, Glenn Terrell, David Knott, Archie Staats, Laurie Vasey, Jennifer Young, Margo Johnson, Brian Clark, Frank Lockerbie.

From Area B: Kelly Musselwhite, Pieter deVries, Grant Treloar

Applicants: Brian Holowaychuk, Gordon McDonald, Mike Marshall, Corinne and Paul Lieffertz

Blaise led the introductions and the elections of officers for 2017 for the Area A APC.

Chairperson: Glenn Terrell

Vice-Chairperson: Laurie Vasey

Recording Secretary: David Knott

Members: Jennifer Young, Margo Johnston, Brian Clark, Archie Staats, Frank Lockerbie

INTRODUCTIONS

ACCEPTANCE OF AGENDA: It was moved and seconded to accept the agenda

MOTION CARRIED

ORDER OF BUSINESS:

Application CVRD file 02-A-16RS

Applicant Brian Holowaychuk gave a presentation of his plans that would require the rezoning of the lot. His revelation that the possibility of contaminated soil had been dumped on the property by previous owners may be an issue.

It was felt by the majority of Area A and Area B commission members that not enough information is available for an informed recommendation on this application at this time. A site visit was recommended and will be organised for a future date.

### **Application CVRD # 10-A-16DP**

Mike Marshall and Gordon McDonald, owners of McDonald and Lawrence timber framers gave a presentation on behalf of their clients, Paul Lieffertz. Gordon gave an outline of the type of building and the site layout.

The commission was enthusiastic toward the application; the few concerns raised were all addressed favourably.

### **Motion:**

It is recommended to approve the development application for file #10-A-16DP.

### **Motion carried**

MEETING ADJOURNED at 8:00 PM





**MINUTES of the Electoral Area E Advisory Planning Commission  
July 12, 2016, held in the CVRD Board Room, 175 Ingram Street, Duncan, BC**

**Meeting Started at 7:00 pm**

**Members Present:** David Coulson  
Celina Gold  
Parker Jefferson  
David Tattam  
Stafford Reid  
John Salmen  
Julia Rylands  
John West  
Bruce Fraser  
Sarah Davies-Long

**Also Present:** Alison Nicholson, Electoral Area E Director  
Mike Tippett, Manager, Community and Regional Planning Division  
Bev Suderman, CVRD Planner, Community and Regional Planning Division  
Rachelle Rondeau, CVRD Planner, Development Services

**Delegation:** Albert and Juliska Hols  
Trystan Willmott

**Absent:** Justin Straker  
Susan Kaufmann  
Antonio Mendenhall  
Michelle Geneau  
Keith Williams

In absence of an elected Chair, Director Nicholson called the meeting to order and chaired the meeting.

**Agenda Items:**

**1. Rezoning and OCP amendment Application 1-E-16 RS (Hols):**

Albert Hols presented the application noting the following:

- Would like to downsize their home and property by subdividing and building a smaller home on the new lot;
- Intends to sell the remainder with the existing, large family home;
- Intends to continue the auto repair business currently on the property;
- Rezone to RF 50/50 to allow less than 2 ha lot, proposed lot is 1 ha with a remainder;
- There is park on both sides of their lot, and they intend to dedicate a strip at the back of the property to connect the parks;
- Intend to dedicate wetland as it is important habitat for frogs;
- They have owned the property since 1992, and the auto repair business has been established since 1999;
- Business has 2 employees.

APC members engaged in questions and discussion:

- Access to the remainder lot will be from Hank's Road;
- There was significant discussion regarding the amount of land that will be required to be dedicated in order to meet the Rural Forestry Conversion policies of the Official Community Plan;
- The difference between the amount of land being dedicated to the CVRD vs. watercourses/wetlands being excluded from the definition of parcel area as required by the Zoning Bylaw;
- Due to the area of the lot it is questionable whether two 1 ha lots can be created, all the watercourses be excluded from the area calculation, and dedicate a trail strip – possibility there may be a deficit;
- Rachele advised there are clauses in the Zoning Bylaw that allow for one lot to be reduced by as much as 5% of the minimum lot size, and another clause that would allow a parcel to be reduced as much as 10% for land dedication without being penalized on parcel size;
- Confirmation that the watercourses to be dedicated or removed from area calculations does not include setbacks;
- Drainage and BC MoT considerations for access down Hank's Road;
- Wetland and trail should be dedicated, rest can be protected through covenants

#### **Recommendation:**

That the APC recommends approval of the application subject to dedication and/or preservation of the wetlands and watercourses; and if possible establishment of a low-impact trail along the southern property line.

Delegation left the meeting.

## **2. Election of Chair**

Director Nicholson asked for nominations for the position of Chair noting that Susan Kaufmann had volunteered. In the absence of other nominations, Susan Kaufmann was appointed Chair, and John Salmen was nominated for and accepted the position of Vice-Chair.

There was discussion on the election of secretary, and procedures for minute taking. There were no nominations. An option would be to rotate the position each meeting. The issue of appointing a secretary as well as how meetings will be conducted will be discussed with Susan at the next meeting.

## **3. Cowichan-Koksilah Official Community Plan Review<sup>1</sup>**

Planner Suderman provided an overview of a standard Official Community Plan (OCP) process, and an update on approximately where the Cowichan-Koksilah OCP process stands at this time. The Plan Area incorporates all of Area E, and parts of Areas B and F.

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<sup>1</sup> Section 4 of CVRD's Bylaw No. 3544 specifies that the Electoral Area Director may refer matters respecting land use, community planning or proposed bylaws and permits to the Commission. This includes Official Community Plans.

The APC agreed to serve as a Steering Committee for the OCP review process. Key discussion points:

- Cowichan Station Area Association has received funding to spearhead a Koksilah River Watershed Study, similar to the Shawnigan Basin study. Additional funds need to be identified to get the study started. Some of those funds may come from the OCP budget for the Cowichan-Koksilah OCP review.
- Area E is not a basin; rivers run through it. This presents challenges in undertaking a study.
- Many of the policies within the existing OCP have good intent. Policy statements may need strengthening.
- Need good maps within the OCP to support policy framework. Can't rely exclusively on text policies.
- Bruce Fraser provided an overview of the ecosystem-based assessment of the Shawnigan Basin and how that study is being used by the community to improve the conservation and restoration of ecologically important areas.
- There is the potential to draw existing data from citizen scientists or community groups to support the OCP process: Cowichan Land Trust, Watershed Atlas ... Caution re need to have data standardization for studies, to allow it to be integrated into the GIS system.
- Other data needed for completion or implementation of the OCP: mapping of community assets, information regarding Duncan Bypass routing
- Concern expressed that Sahtlam's issues, particularly with regard to wetlands and endangered species, do not get lost in the process. Sahtlam also has issues related to inconsistent zoning.
- Need to leverage technology to make the OCP a dynamic document that is easier for people to interact with. Also, it should be visually appealing to encourage community members to use it.

Meeting adjourned at 9:30 pm.



**Electoral Area E Planning Commission Minutes**  
**September 12, 2016, held in the CVRD Board Room, 175 Ingram Street, Duncan, BC**

**Meeting started at 7:00 p.m.**

**Members Present:** Susan Kaufmann (Chair)  
 Bruce Fraser  
 Justin Straker  
 Julia Rylands  
 John Salmen (Vice-Chair)  
 Stafford Reid  
 Parker Jefferson  
 Michelle Geneau  
 Sarah Davies-Long

**Also Present:** Alison Nicholson, Electoral Area E Director  
 Hilary Stead, Alternate Director  
 Bev Suderman, CVRD Planner, Community and Regional Planning Division

**Absent:** David Coulson  
 Celina Gold  
 David Tattam  
 John West  
 Antonio Mendenhall  
 Keith Williams

**Approval of agenda**

**Adoption of Minutes** of July 12 meeting, with correction of spelling of Susan Kaufmann's surname, and clarification that APC and OCP minutes be separate, with planner Rachelle Rondeau responsible for the APC and Bev Suderman for the OCP. A secretary still needs to be found.

**Reports:**

**1. Koksilah River Watershed Study**

Director Nicholson reported back on her unsuccessful recommendation to the EASC of funding from the OCP budget for the Koksilah River Watershed Study, similar to the Shawnigan Basin Study. The Real Estate Foundation has committed \$29,400 to the project, one third of the cost. The community will continue to fundraise. Director Nicholson and planning staff were confused by the EASC decision. Stafford Reid noted that the Shawnigan mapping project is exactly what the Area E OCP needs. Planner Suderman said there may be money available from the South Cowichan Watershed area. Bruce Fraser said Shawnigan will be supportive.

**2. Cowichan-Koksilah Official Community Plan Review**

Planner Suderman gave a thorough update on the OCP process to date and recommended next steps for which she was seeking the committee's endorsement. There have been initial consultations with the community. It is expected that the OCP will be ready by September, 2017. The CVRD does the OCP and the associated zoning bylaw concurrently. There will be a public meeting prior to the formal public hearing. The latter is extremely formal and no new information may be presented after the public hearing.

The planning commission may want to assume responsibility of citizen oversight for implementation of the OCP, or an implementation committee could be formed.

Planner Suderman discussed how parts of Areas B and F and all of Area E are included in the Cowichan-Koksilah OCP. The Area F OCP review process, currently underway, is focusing on issues related to development around the Lake. Parts of the Area F Zoning Bylaw will need to change to harmonize zoning in the Sahtlam area.

Some of the neighbourhood surveys during the initial consultation had very high response rates, which means a high rate of community participation to date.

Julia Rylands raised the issue of a possible Jordan's Lane commercial development and how the OCP might be used to avoid development of a kind not wanted by the neighbourhood. This was clarified. The community has identified the need for a centre place, which may include some commercial activity that is suitable for the local community. The committee identified different approaches to developing such a policy.

Planner Suderman said where there are opposing points of view 'Discovery Cafes' could be used to clarify the perspectives of the community. She provided a list of issues raised during consultation. Some will be more appropriate to the Area E Parks and Trails Masterplan. Director Nicholson recommended commission members review the list and the proposed responses.

Three expert studies are proposed as immediate next steps:

- Wetlands and Aquifer Recharge Areas study
- Agriculture Study
- Koksilah Industrial Park Study

Julia Rylands suggested there be collaboration between studies because of the overlap of agriculture with wetlands. Planner Suderman said the wetlands study would be a baseline study while agricultural water needs are more complex. There was a discussion of the provincial building regulations being five years behind with respect to such things as gray water and rainwater capture. John Salmen said the commission could talk about water recycling and pond development. He said a large emerging area is wedding parties hosted by vineyards and Planner Suderman noted that new Agricultural Land Commission rules have come into effect allowing such non-farm uses on farms with farm status, to a maximum of 150 attendees. John Salmen said agriculture on non-ALR land needs to be considered. Stafford Reid said chemical storage sites need to be identified.

Parker Jefferson raised the issue of the carbon footprint from methane from animal agriculture and said there needs to be a shift towards vegetable farming. Director Nicholson stressed the need for a good GIS data base.

There was a general discussion of the diverse nature of farming in the area and the lack of information about the economics of agriculture in Area E. Many categories, such as wineries and horse farms, are unrelated to food production. Director Nicholson talked about the importance of watershed health and the impact of climate change and forest cover. Julia Rylands talked about regenerative agriculture that is sustainable into the future through progressive farming methods.

Planner Suderman said there are numerous issues to consider related to the Koksilah Industrial Park, including non-industrial uses such as Eagles Hall and the VIU trade school, contaminated sites on the Koksilah River, protection for mobile home residents and the Industrial 1 zoning for almost all properties.

There was also a discussion of housing needs, in particular for seniors so that they can remain in their communities. Planner Suderman talked about the difficulties encountered in the past when reviewing the proposed Cobble Hill Village affordable housing for seniors on CVRD-owned parkland, with the community being split for and against the idea.

Planner Suderman is proposing further targeted community consultation. Next meeting scheduled for October 11th, November 15th and December 15th, subject to meeting room availability.

Adjourned 9:10 pm



**MINUTES of the Electoral Area E Advisory Planning Commission  
October 11, 2016, held in the CVRD Boardroom, 175 Ingram Street, Duncan, BC**

**TIME: 19:00-21:00**

**Members Present:** Susan Kaufmann (Chair)

Bruce Fraser  
Justin Straker (Secretary)  
Julia Rylands  
John Salmen (Vice-Chair)  
Stafford Reid  
Parker Jefferson  
Michelle Geneau  
Celina Gold

**Also Present:** Alison Nicholson, Electoral Area E Director (joined the meeting at 7:10 pm)  
Bev Suderman, CVRD Planner, Community and Regional Planning Division

**Absent:** David Coulson  
Sarah Davies-Long  
David Tattam  
John West  
Antonio Mendenhall  
Keith Williams

**NOMINATIONS / ELECTIONS:**

**John Salmen called the meeting to order at 7:05 pm**

Susan Kaufmann was nominated and acclaimed as Chair of the Area E APC. Justin Straker was nominated and acclaimed as Secretary of the Area E APC.

**John Salmen relinquished the Chair to Susan Kaufmann**

**APPROVAL OF AGENDA**

It was Moved (John Salmen) and Seconded (Julia Rylands) that the agenda be adopted as presented.

MOTION CARRIED

**ACCEPTANCE OF MINUTES:**

It was Moved (Parker Jefferson) and Seconded (Bruce Fraser) that the minutes of the Area E APC meeting of July 12, 2016 be accepted as revised.

MOTION CARRIED

It was Moved (Julia Rylands) and Seconded (Celina Gold) that the minutes of the Area E APC meeting of September 12, 2016 be accepted.

MOTION CARRIED

## NO BUSINESS ARISING FROM MINUTES

## REPORTS

### Director's Report:

Director Nicholson thanked members for coming and asked if all members were amenable to being re-appointed for 2017. No objections were noted at the meeting. Director Nicholson will forward names to the CVRD's Legislative Services office to prepare the re-appointment documents.

### Planner's Report:

#### 1. Update on the OCP Review Process

- Koksilah Industrial Park Business survey – in collaboration with Economic Development Cowichan, with the assistance of an intern from Island and Coastal Economic Trust (ICE-T). Anticipated that the survey period will be throughout November, with survey results ready for review by mid-December.
- Koksilah Stormwater Study – Environmental Services Division has submitted a grant proposal to study flood risks and stormwater management for the Koksilah Industrial Park area. Should know if funding is received by early December. If so, project would begin January 2017. Results would then be available for a Local Area Plan study.
- Agricultural study – preliminary meeting with farmers to scope the study in development. Key points from APC members:
  - Basic principle: Don't compromise the agricultural land base; rather, maintain its viability for agriculture – DP for the protection of agriculture might be a good strategy
  - Big issue: economic of farming (land prices, cost of leasing, need for alternative sources of on-farm income such as agri-tourism)
  - How much agriculture can the Area sustain? Two perspectives: water limitations and agricultural emissions vs vision to become food self-sufficient as a region.
- Wetlands study – awaiting proposal
- Discovery café outline and questions – feedback from APC members:
  - Some of the questions are complex ... Support the question with a posterboard summarizing the issue (wetlands, ALR regs re residential uses on ALR lands)
  - Manage expectations, particularly on the residential uses in the ALR question – frame it as advice for the ALC
  - Add a topic area: Aging in place
  - Transportation may need to be split into two questions:
    - How to safely provide for alternative forms of transportation: include maps from Parks and Trails masterplan,



- Advice to the Ministry of Transportation re road standards, road maintenance, road design to accommodate alternative forms of transportation ... and possibly the question of the Duncan Bypass.
  - Meeting dates and format – ***Volunteers are needed to assist with hosting tables for the three discovery café's. If any APC members are interested and available, please let Bev know.***
- Cowichan-Koksilah Housing Needs Analysis, which shows a surplus of available development potential, particularly in Sahtlam area. Given issues within the Sahtlam area (need for a village centre, transportation issues, growth containment, water, no ALR to act as restraint to development, and lots of wet areas), suggestion that Sahtlam needs a Local Area Plan. Zoning issues can be addressed in this way as well.

## **2. Review of existing OCP Parts 2-6**

- Support for recommendation that the Plan's goals and objectives be kept together with the related policy areas
- General feedback – Please note that this is a mix of what was said in the meeting and what was submitted prior to the meeting:
  - Policies as currently written are too “motherhood”
  - Lack of statement re balance to be sought between social, economic, and environmental goals
  - Need to ensure that agricultural policy applies outside of the ALR as well as inside
  - Climate change needs to be addressed more explicitly in land use sections
  - Aging in place to be included
  - Better use of best practices guides from other sources within the policy, so that not every topic has to be covered in detail within the Plan
  - Lack of reference to culture/heritage, which should be brought into consideration
  - Sustainable energy development (solar, wind, small-hydro electric, and agricultural methane systems) needs to be addressed
  - Include an educational component throughout
  - Marijuana grow-ops need to be addressed
  - Address nuisance impacts of industrial, commercial, and mineral extraction activities
  - More reference to protection of ground water
  - More reference to infilling or clustering of housing; need to specify a maximum house size to avoid mega mansions in the rural areas
  - Height limitations on commercial buildings, to maintain community character
  - Include a dark sky policy (no street lights, because they are counter to the rural value of darkness at night)
  - Each of the communities (Sahtlam, Glenora and Cowichan Station) are distinct from each other. This should be recognized during OCP development, and policies tested with this in mind.
  - Include the concept of eco-density, defined by the City of Vancouver as “density, design and land use will contribute to environmental sustainability, affordability, and livability”
  - Address green building practices.

- There was some discussion, in response to specific questions, about how the OCP is structured, how it has been amended over time, and how the different parts relate to each other.
- One idea submitted is to utilize GIS capability much more vigorously within the OCP, similar to the [Cook Inlet \(Alaska\) Response Tool](#), shared as an example of dynamic and state-of-the-art technology.
- For moving forward, it is recommended that APC meetings be supported by large sized maps for the walls, so that the discussion is grounded in real places, and not in generalities. These maps could also help to appreciate the implications of OCP policies and zoning ideas, on a geographic basis. The recommendation is to ground the policy discussions in “land sense.”
- There was some discussion about how useful it is to start with the existing OCP. The suggestion was that by starting with what exists, it might create group think or a fear of change. Important to bring in ideas from elsewhere (speaker series?), and build site visits or tours by the APC to the various areas of Electoral Area E as part of the process.
- From a process perspective, it might be helpful for when the APC is agreeing to a resolution providing advice to staff about the OCP, that a process be put in place to ensure that all APC members have a chance to speak to the question.

### NEW BUSINESS

1. Communications: Chair Kaufmann requested that in future when ideas are requested for submission via email, that all APC members be included on the message, so that the ideas are shared more broadly.
2. December meeting date:
  - a. Cancel meeting scheduled for December 13
  - b. First meeting in the new year will be January 10, 2017 (to review Koksilah Industrial Park survey results, and results from Discovery Cafes)

### PUBLIC QUESTIONS/COMMENTS


1. Duncan Bypass should be included in the community discussion. Provide information and develop policy that reflects the community’s vision of a quiet rural neighbourhood.
2. The existing plan is a strong one, with good bones, and the community needs to look forward. Paldi is a key source of development potential in Sahtlam, and needs to be looked at.

### ADJOURNMENT

#### MOTION:

It was Moved (Justin Straker) that the meeting be adjourned at approximately 21:10.

MOTION CARRIED



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Secretary



## Minutes

Cobble Hill Parks Commission Meeting  
 Monday, November 7, 2016  
 Youth Hall 3665 Watson Avenue, Cobble Hill, BC

Present: John Krug – Chair, Gord Dickenson, Annie Ingraham, Shelley Balme, Jennifer Symons, Alan Seal, Lynn Wilson, Dennis Cage, Ruth Koehn

Also Present: Matteus Clement – Regional Director, Area "C" Cobble Hill, John Baty, Sylvia Cox – Cobble Hill Events Society

Regrets: Bill Turner

Chair John Krug called the meeting to order at 7:00 pm

Moved/seconded *that the agenda is approved as amended to include Quarry Nature Park parking under Business Arising from the Minutes.* Carried

Moved/seconded *that the minutes of the regular Cobble Hill Parks Commission of October 3<sup>rd</sup>, 2016 are adopted as circulated.* Carried

### Business Arising From the Minutes:

Cobble Hill Common – Moved/seconded *that the Cobble Hill Parks Commission supports grassing and irrigating the centre portion of the Common and developing a concept plan for other amenities.* Carried

The Commission requests that Staff pursue purchasing or gifting of Fairfield right of way on the north side of the Common from MoTI

Danger Tree QNP: This hazard has not yet been removed from the horse trailer parking lot.

Gallier Park Fence: Scheduled to be repaired by Summer Students in 2017.

QNP Parking: Moved/seconded *that in the spring of 2017 the Commission develop a survey to better understand the parking situation in QNP.* Carried

Delegation: John Baty and Sylvia Cox of the Cobble Hill Events Society reported on the summer music program in the Common on Thursdays from 6:00 – 8:00 pm from June through August. The performances were very successful and well supported by the neighbouring residents. They were grateful for the venue and shared survey results received. Their wish list includes a covered stage, a play area for children and a better field surface. The Chair thanked them for their excellent report.

Reports: From Janine Layseca on the Summer Program at Farnsworth Park. Total cost was \$7,846.00 and 21 children signed the Thank You card.

### New Business: South Cowichan Parks Meeting of October 5<sup>th</sup>, 2016

Lynn Wilson was elected as Chair and Kerri Talbot as Secretary. Minutes will be distributed.

Cobble Hill Events Society – Christmas Fair 153<sup>rd</sup> 5<sup>th</sup> at the Farmers Institute

Director's Report: Director Clement spoke to a number of plans for the Common and a strong desire to grass and irrigate the central bowl area.

Next Meeting: The next regular meeting of the Cobble Hill Parks Commission will be Monday, December 5, 2016, at 7:00 pm in the Youth Hall.

Adjournment: 8:30 pm.

Submitted by John Krug



CVRD Area G – Saltair/Gulf Islands Parks Commission Minutes November 07, 2016

Attendance: Amanda Redpath, Jackie Rieck, Jason Wilson, Tim Godau, Mel Dorey, Glen Hammond, Greg Taylor, Paul Bottomley.

Regrets: Kelly Schellenberg, Dave Key

Call to Order: 7:13 pm

Chair: Tim Godau

1. **APPROVAL OF EDITED AGENDA** - Motion: To approve the edited agenda: Amanda Redpath. Carried.

2. **APPROVAL OF PREVIOUS MINUTES** – Motion: To approve the amended minutes from the October 03, 2016 Meeting: Tim Godau. Carried.

### 3. **OLD BUSINESS**

3.1 Wood Chips on Trails — Brian Farquhar working on pilot project for Saltair to use wood chips on trails. No updated information to date. Leaf blowing continues to be a challenge as it removes trail surface and promotes trail erosion, despite earlier decision to cease leaf blowing in Area G trails. Motion: Motion again raised to stop leaf blowing along Saltair trails for safety, environmental, and aesthetic purposes: Jackie Rieck. Carried.

3.2 — Ongoing liaison between Greg Taylor and CVRD regarding specific areas of trail erosion: nothing to date.

3.3 No smoking signage in Saltair Centennial Park — Followed up on by Brian Farquhar, signage in place.

### 4. **NEW BUSINESS**

4.1 Halloween 2016 Event —

a) A fantastic success. Signage near mailboxes is good advertising, but some areas of Saltair were missed. As all Area G taxpayers support the event, it would be good to ensure all residents advised. Motion: To strive to have all Area G community mailboxes receive signage for Halloween & Easter events at least two weeks in advance: Jason Wilson. Paul Bottomley: suggests motion tabled until Dave Key in attendance. Tabled.

b) Halloween 2017 Budget. Paul Bottomley: suggests table discussion until Dave Key in attendance. Tabled.

### 5. **REPORTS**

5.1 Director Report –

a) Appreciation Event: Will be held at Station House.

b) Commission Termination Dates: April 1, 2017. Purpose for change is to be more stringent with members to ensure there is a proper format for appointments. The process will be streamlined and the positions more widely advertised.

c) Property Acquisition: Question raised regarding money from reserve being used for current acquisition. Parks Commission has not been consulted regarding property acquisition. Mel presents previous Parks Commission debates regarding property acquisition as reason to not consult. Parks Commission members wonder why they're not being consulted regarding which properties to acquire. Mel explains it's optional to consult with the Parks Commission regarding property acquisition for parks.

### 5.2 CVRD Report –

- a) CVRD Parks Manager, Brian Farquhar, to use Saltair as a pilot project for wood chips.
- b) Laminated poster of Stocking Creek Park to be provided by Brian F. — Tim has not received yet.
- c) Trans Canada Trail — BC Rural Dividend Program Grant Application for \$500K submitted by CVRD. BikeBC & other grant opportunities need to be actively pursued. Of note Brian Farquhar has said Area G's section of the TCT has been pushed to the top of the list after the Malahat.

### 5.3 Centennial Park –

- a. Mel discussed further tree planting along the west side of Centennial, near ball diamond #1. Amanda suggested it was better to keep the side areas of the main field clear of trees as it is better for sporting activities. Two ornamental trees situated near the concession and Ball Diamond #2 are in need of “staking support”. Tim to follow up with CVRD staff.
- b. Field drainage — No funds available to address. Assessment was going to be conducted but no money available.

5.4 Diana Princess of Wales Park – No report

5.5 Parkinson/Clifcoe Connector Trail – No report

5.6 Stocking Creek Park – No report

5.7 Beach Accesses – Commission members challenged to think of a potential beach access in the south end of Saltair. Jason Wilson suggests SeacLOUD Road as he believes the road rights extend right to the beach.

5.8 Saltair Ball League – No report

5.9 Ladysmith Parks & Recreation – We have still heard nothing from them. Paul Bottomley explained that after the last terms the commission received no volunteers. Tim Godau voiced that as we pay taxes to Frank Jamiesen we would like to know what's happening there. He will speak with Julie Turney as we have a seat on the Ladysmith Parks & Recreation Commission.

## **6. NEXT MEETING**

Monday, December 05, 2016, Saltair Community Centre. Jason Wilson taking over as scribe.

**ADJOURNMENT** – Motion: To adjourn meeting at 8:45 pm. Tim Godau. Carried.

Submitted by: Jason Wilson, November 25, 2016 @ 3:26pm.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 9, 2017

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017

**FROM:** Development Services Division  
Planning & Development Department

**SUBJECT:** Development Variance Permit Application No. 03-H-16DVP  
– 12272 Chandler Road

**FILE:** 03-H-16DVP

## PURPOSE/INTRODUCTION

The purpose of this report is to present a Development Variance Permit Application requesting a reduction of the rear property line setback.

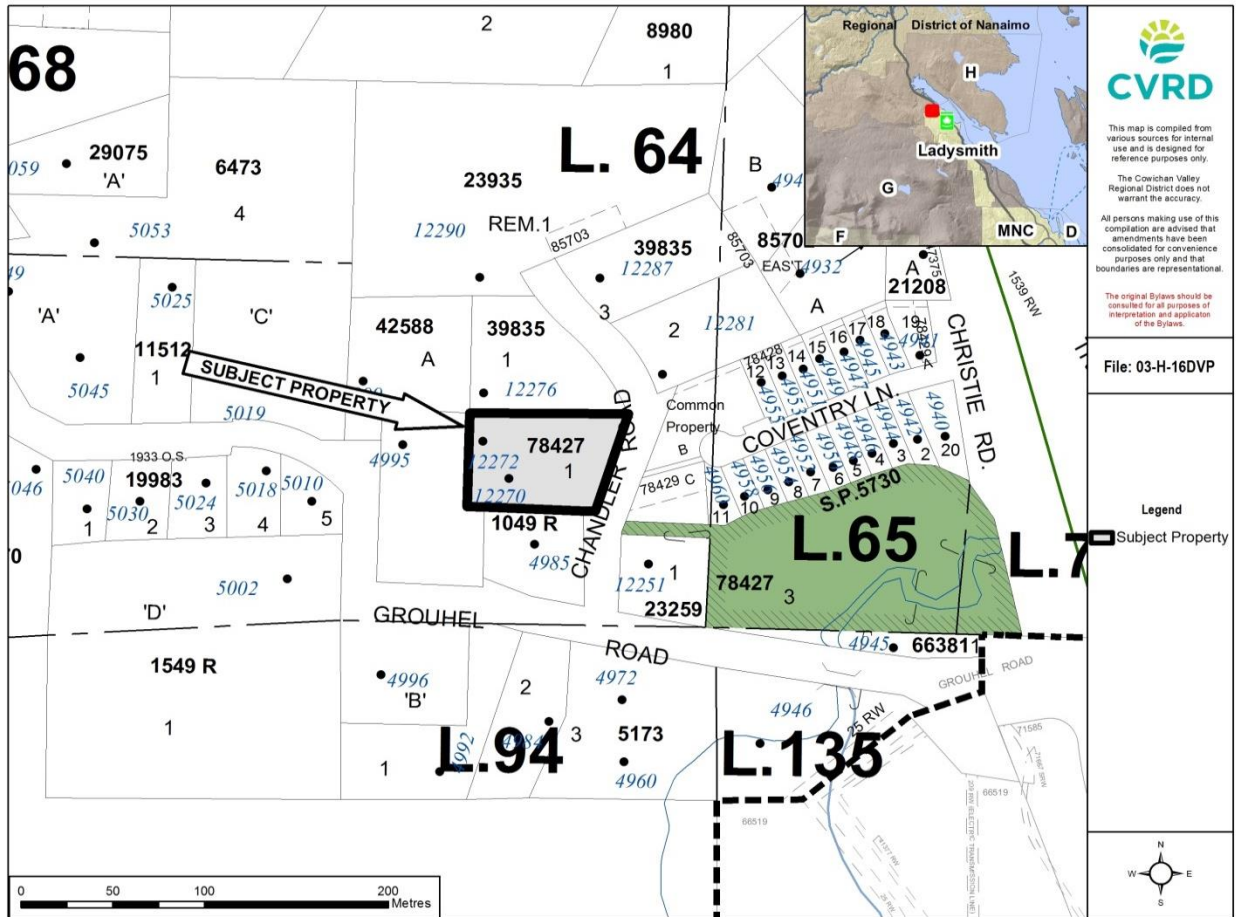
## RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. 3-H-16DVP (12272 Chandler Road) to vary Section 8.2 of Zoning Bylaw No. 1020, to allow a reduction in the rear property line setback from 4.5 to 4.1 metres to legalize existing suite be approved.

## BACKGROUND

<u>Location:</u>	12272 Chandler Road
<u>Owners:</u>	Reginald & Jacqueline Ross
<u>Size of Parcels:</u>	0.41 hectares
<u>Zoning of Parcels:</u>	R-2, Zoning Bylaw No. 1020
<u>Use of Properties:</u>	Residential
<u>Water Supply:</u>	Diamond Waterworks
<u>Sewage Disposal:</u>	Onsite
<u>Environmentally Sensitive</u>	None identified
<u>Areas:</u>	
<u>Agricultural Land Reserve:</u>	Outside

**LOCATION MAP**



**APPLICATION SUMMARY**

The subject parcel is zoned R-2 and is located on Chandler Road. The property currently has a single family dwelling and separate suite. The property is approximately 0.41 hectares (1.01 acres) and is surrounded by residential properties.

A building permit for the subject building was issued to the previous owner however; it never received a final inspection and lapsed over time. The building that was constructed did not comply with the setbacks specified in the permit. The new property owners wish to bring the building into compliance and have requested a variance to resolve the encroachment into the rear yard setback.

**COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**

**Advisory Planning Commission** - Development Variance applications are not referred to Area Planning Commissions, in accordance with CVRD Bylaw No. 3275.

**Surrounding Property Owner Notification** – A total 11 letters were mailed-out or hand delivered as required pursuant to CVRD Development Application and Procedures and Fees Bylaw No. 3275. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date, one letter has been received in support of the application.

**OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS**

N/A




**PLANNING ANALYSIS**

Considering the minor encroachment, and that the building is existing, staff finds the impact of the requested relaxation to surrounding properties poses no impact. Staff is recommending Option 1 below.

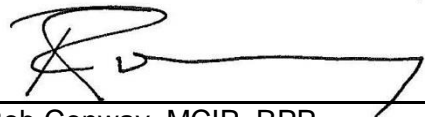
**OPTIONS**

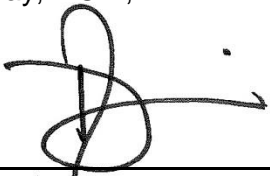
1. That Application No. 03-H-16DVP (12272 Chandler Road) to vary Section 8.2b.2 of Zoning Bylaw No. 1020, to reduce the rear yard setback from 4.5 metres to 4.1 metres be approved.
2. That Application No. 03-H-16 DVP (12272 Chandler Road) be denied.

Prepared by:

  
 \_\_\_\_\_  
 Emily Young, BA (Plan)  
 Planner I

Reviewed by:

  
 \_\_\_\_\_  
 Rob Conway, MCIP, RPP  
 Manager

  
 \_\_\_\_\_  
 Ross Blackwell, MCIP, RPP, A. Ag.  
 General Manager

**ATTACHMENTS:**

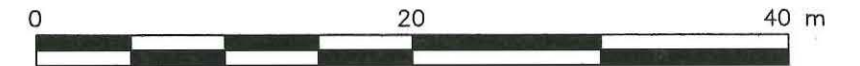
Attachment A – Site Plan

# ATTACHMENT A

## SITE PLAN SHOWING SEPARATE SUITE ON LOT 1, DISTRICT LOT 64, SECTION 6, OYSTER DISTRICT, PLAN VIP78427

P.I.D. 026-222-205

SCALE 1 : 400



ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

THE INTENDED PLOT SIZE OF THIS PLAN IS 432 mm IN WIDTH BY 280 mm IN HEIGHT (B-SIZE) WHEN PLOTTED AT A SCALE OF 1:400

**NOTE:**

PARCEL DIMENSIONS ARE DERIVED FROM EXISTING LAND TITLE OFFICE RECORDS, BEING PLAN VIP78427

OFFSETS TO PROPERTY LINE FROM BUILDING ARE TO THE EXTERIOR FINISHED SURFACE

DATE OF FIELD SURVEY: OCTOBER 24, 2016

**LEGEND:**

● DENOTES STANDARD IRON POST FOUND

**NOTE: TITLE SUBJECT TO:**

- RIGHT OF WAY 148544G
- STATUTORY RIGHT OF WAY EK143347
- STATUTORY RIGHT OF WAY EK143348
- COVENANT EL140066
- COVENANT EL140068
- COVENANT EL140070
- STATUTORY RIGHT OF WAY EX13625
- COVENANT FB110652

09

Plotted: October 28, 2016, 15:02:16

A  
PLAN  
42588

1  
PLAN 39835

Rem.  
DISTRICT  
LOT 64

55.448

5.2

4.3

4.1



SEPARATE SUITE

2nd STOREY OVERHANG

84.693

1.529

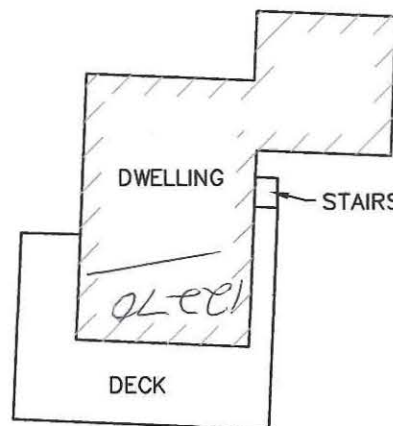
1  
PLAN VIP78427

EASEMENT  
PLAN VIP66408  
(NO REGISTERED INTEREST)

59.749

ROAD

CHANDLER



DWELLING

STAIRS

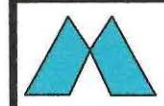
DECK

67.396

PLAN 1049R

THIS PLAN IS PREPARED SOLELY FOR A LIMITED CONTRACTUAL USE BETWEEN McELHANNEY ASSOCIATES AND OUR CLIENT.

THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

 <b>McElhanney</b> McElhanney Associates Land Surveying Ltd. #202 - 5855 YORK ROAD DUNCAN, BC V9L 3S3 PH (250) 748-3335	
REGINALD ROSS Client	
SITE PLAN 12270 Chandler Road, Ladysmith, BC Title	
Date: OCT 27, 2016	MCSL Project No. 2232-00305-0
Scale: AS SHOWN	
Drawn: VS	Drawing No. 00305-0-V-1 S1
Checked: JM	

R1



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 9, 2017

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017

**FROM:** Development Services Division  
Planning & Development Department

**SUBJECT:** Development Permit Application No. 01-B-16DP/S | Shawnigan Mill Bay Road | PID: 029-834-732 | Electoral Area B

**FILE:** 01-B-16DP/S

## PURPOSE/INTRODUCTION

The purpose of this report is to present a request for an appeal of a development permit application for a free-standing sign.

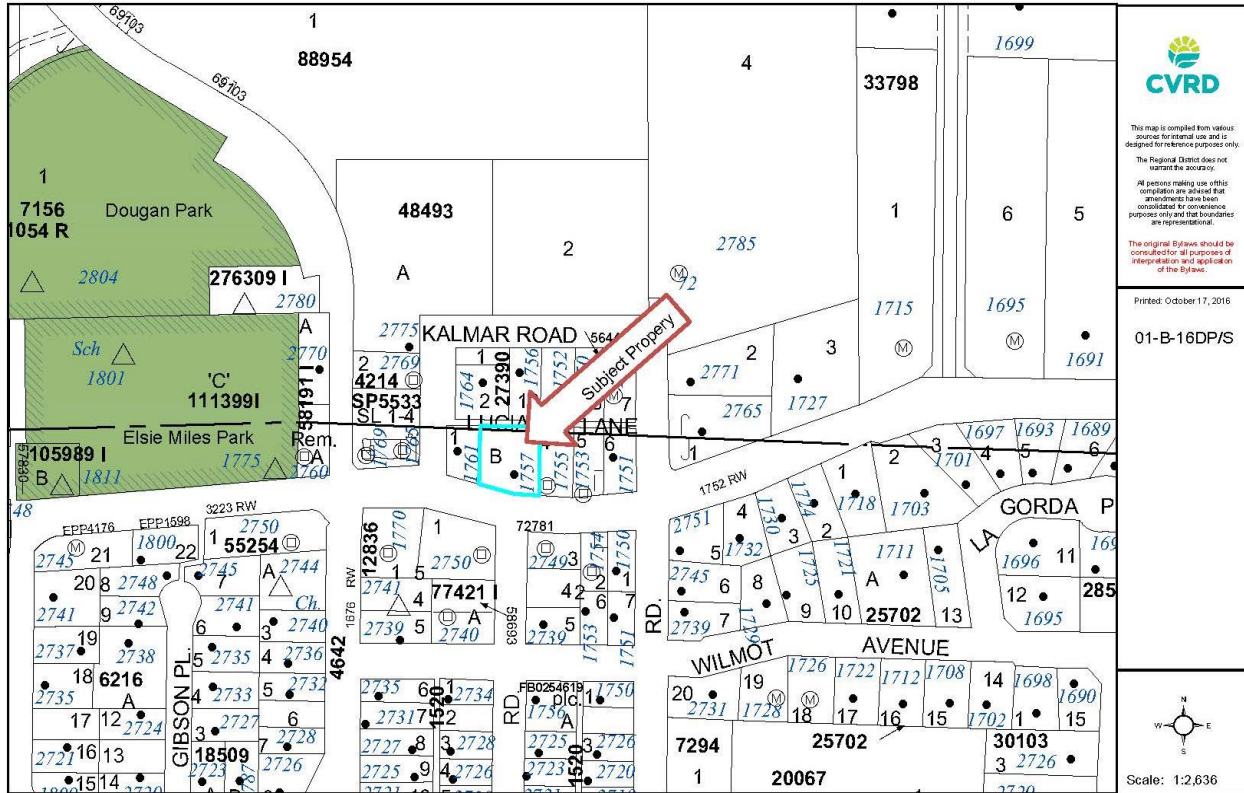
## RECOMMENDED RESOLUTION

That it be recommended to the Board that Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be denied as it is inconsistent with development permit guidelines 7.4.10A Sign Guidelines 1,2,3 & 4.

## BACKGROUND

<u>Location of Subject Property:</u>	1757 Shawnigan Mill Bay Road
<u>Legal Description:</u>	Lots 2 & 3 of Block 1, Section 2, Range 4, Shawnigan District, Plan VIP1520 (PID 029-834-732)
<u>Size of Land Parcel:</u>	0.13 hectares (0.32 acres)
<u>OCP Designation</u>	Commercial
<u>Existing Zoning</u>	C-2
<u>Use of Property:</u>	Commercial
<u>Use of Surrounding Properties:</u>	
	North R-3 (Urban Residential)
	East C-2A (Local Commercial)
	South C-2 (Local Commercial)
	West C-2 (Local Commercial)
<u>Road Access:</u>	Shawnigan Mill Bay Road
<u>Water:</u>	Community Water System (Lidstech Holdings LTD.)
<u>Sewage Disposal:</u>	Septic
<u>Environmentally Sensitive Areas:</u>	None identified
<u>Archaeological Site:</u>	None identified
<u>ALR Status:</u>	Out

**LOCATION MAP**



**APPLICATION SUMMARY**

This application was received October 13, 2016. A Development Permit was required for the installation of a free standing sign within the Shawnigan Village Development Permit Area, subject to the sign guidelines of the Official Community Plan Bylaw No. 3510. The application was reviewed for consistency with the Official Community Plan (OCP) and its guidelines. Upon review it became evident to staff that the proposed sign was inconsistent with the objectives of the OCP for the following reasons: lack of natural construction materials, inappropriate character for the architectural design of buildings located within the village core, and illumination of the sign. These concerns were brought to the attention of the applicant, but the applicant elected to continue with the application as originally proposed. A report was then issued for consideration to the General Manager of Planning & Development with a recommendation for denial and the application was denied. Where an application has been refused by the General Manager of Planning & Development, the applicant has the right to appeal the delegated decision to the CVRD Board of Directors.

**COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**

This application was not referred to the Electoral Area B Advisory Planning Commission (APC), as the CVRD Fees and Procedures Bylaw exempts referral of development permit applications for signs.

**OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS**

South Cowichan OCP Bylaw 3510: Shawnigan Village Plan established the Shawnigan Village Development Permit Area.

The Shawnigan Village Development Permit Area has established guidelines for the installation of all commercial signs. The relevant guidelines are as follows:

#### **7.4.10A Sign Guidelines**

- 1. Signs will be constructed of natural materials and must complement the architectural design of buildings on the site.*
- 2. The use of thematic, painted, hand-crafted wooden fascia signs are preferred over other types of signs.*
- 3. Signs should identify uses and shops clearly, but be scaled to the pedestrian rather than automobile traffic moving at speed limits.*
- 4. All forms of illuminated signs are strongly discouraged.*

CVRD Sign Bylaw No. 1095 establishes the maximum sign area allowed based on the street frontage of the proposed site.

*The sign area shall not exceed 0.185 square metres (2 sq. ft) per lineal 0.30 metres (per lineal foot) of frontage. Any one free standing sign shall not exceed a maximum sign area of 5.94 square metres (64 sq. ft). The subject property has 36 metres of frontage; making the allowable sign area for this property 4.10 square metres. The proposed area is approximately 2.49 square metres.*

#### **PLANNING ANALYSIS**

The intention of having development permit areas with guidelines specific to the type of development, is in part to achieve a consistent quality and character of development across the community, but also implement objectives and goals the community may have for the area. These guidelines are intentional and should be addressed as accurately as possible.

In the context of the Shawnigan Village Plan, the sign guidelines specifically state all commercial signage should be in keeping with the existing form and character of existing signage. Staff are of the opinion that the sign is not made of natural material and does not complement the design of the existing building, nor the surrounding properties or landscape. Present signage on Shawnigan Mill Bay Road includes fascia signs and sandwich boards made mostly of wood, both of which seem to be consistent with the intention of the development permit area.

The scale of signage on this street will have an impact on the visual quality and comfort of anyone travelling along it. Despite the height allowance in the Sign Bylaw the proposed sign appears to be 7.66 feet in height, and as such would be out of context for the pedestrian scale of the village center. The massing of this sign is incongruent with the overall appeal of the landscape of the street, and negatively affects the character of Shawnigan Lake Village. These development permit guidelines were intended to protect the integrity of the village and have been identified by the community, in the OCP, as important.

Staff are of the opinion that the proposed signage is inconsistent with the development permit guidelines. Examples of appropriate signage can be found attached to this report. Staff are recommending Option 1 below.

**OPTIONS**

Option 1:

That Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be denied as it is inconsistent with development permit guidelines 7.4.10A Sign Guidelines 1, 2, 3, & 4.

Option 2:

That Development Permit Application No. 01-B-16DP/S be referred back to staff for further consideration.

Option 3:

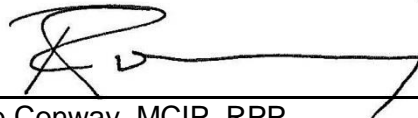
That Development Permit Application No. 01-B-16DP/S be approved.

Prepared by:

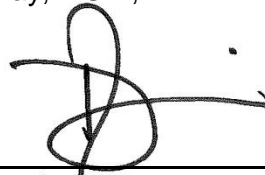


Emily Young, BA (Plan)  
Planner I

Reviewed by:



Rob Conway, MCIP, RPP  
Manager



Ross Blackwell, MCIP, RPP, A. Ag.  
General Manager

**ATTACHMENTS:**

- Attachment A – Proposed Sign
- Attachment B – Examples of Signage



**Sign Note:**

- Freestanding Pylon Sign
- LED Illuminated Address; Business Text & Logo
- Non-illuminated Opaque Background
- Non-illuminated Small Text Copy (Vinyl)
- Aluminum Construction
- Valspar Paint Finish
- Concrete Base 32MPA

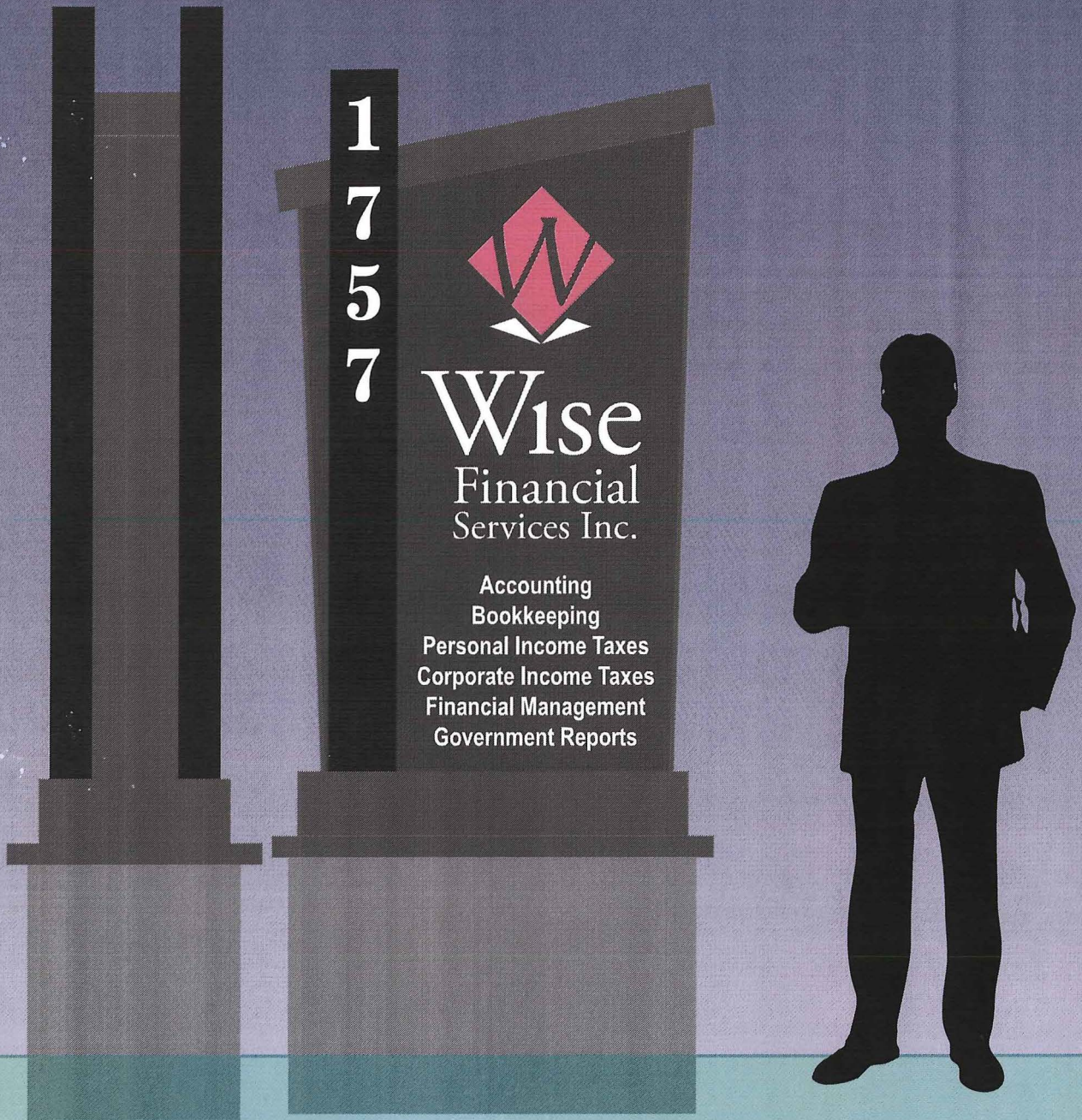


2903 Ceylon Road 250.888.7446  
 Shawnigan Lake 1.877.611.7446  
 British Columbia sales@rustyneon.com  
 VOR 2W1



PROJECT: Wise Financial Services  
 LOCATION: 1757 Shawnigan Lake / Mill Bay Rd  
 DATE: Oct 2016  
 APPROVAL:

SIGN TYPE: Pylon	<input type="checkbox"/> NEON ILLUMINATION
<input type="checkbox"/> DIGITAL GRAPHICS	<input checked="" type="checkbox"/> LED ILL <b>R2</b> IN
<input checked="" type="checkbox"/> VINYL: <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: black; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span>	
<input type="checkbox"/> PAINT: <span style="display: inline-block; width: 15px; height: 15px; background-color: black; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: black; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: white; border: 1px solid black;"></span>	



**Rusty NEON SIGNS**  
illumination with imagination

2903 Ceylon Road 250.888.7446  
Shawnigan Lake 1.877.611.7446  
British Columbia sales@rustyneon.com  
VOR 2W1 www.rustyneon.com



Intertek



INTERNATIONAL SIGN ASSOCIATION

PROJECT: Wise Financial

LOCATION: Shawnigan LAke

DATE: October 2016

APPROVAL:

SIGN TYPE: Freestanding

NEON ILLUMINATION

DIGITAL GRAPHICS

LED ILLUMINATION

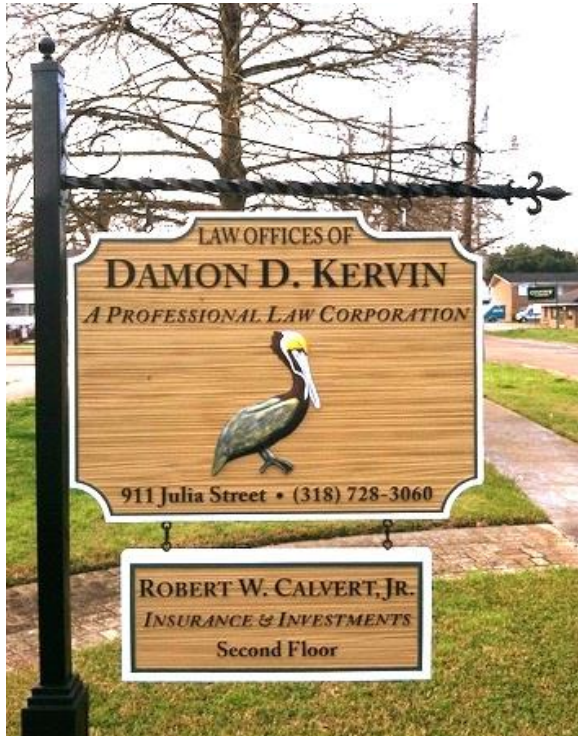
VINYL:

PAINT:



## EXAMPLES OF SIGNAGE

The following examples of signage would be found consistent with the objectives of the Official Community Plan. The design concepts of the examples below are entirely reflective of a village setting given the size, color, materiality and simplicity. Thus contributing to the village aesthetics rather than acting as a form of visual blight. Signs can add to the overall harmony of the village experience.



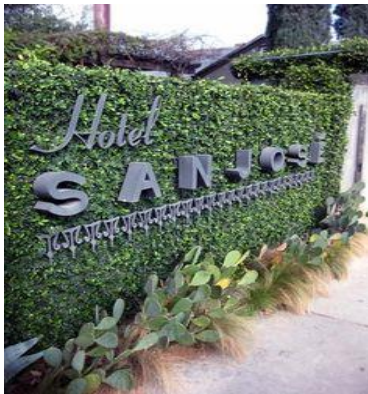
Metal and wood are used in this example to provide a variation of material and finishes.



This sign provides an example of what a free-standing sign made entirely of wood could look like.



If the applicant would like to keep the height of the sign, this example could provide insight on the material of the sign



Although no natural material is used in the lettering of this sign, it does provide good use of the existing vegetation and resembles the subject property.



Thematic, painted, hand-crafted wooden fascia signs are preferred over other types of signs.



The simplicity of signage can be very effective.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 9, 2017  
**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017  
**FROM:** Development Services Division  
 Planning & Development Department  
**SUBJECT:** Development Permit Application No. 03-G-16DP - 3695 Gardner Road  
**FILE:** 03-G-16DP

## PURPOSE/INTRODUCTION

The purpose of this report is to present a Development Permit application for a retaining wall.

## RECOMMENDED RESOLUTION

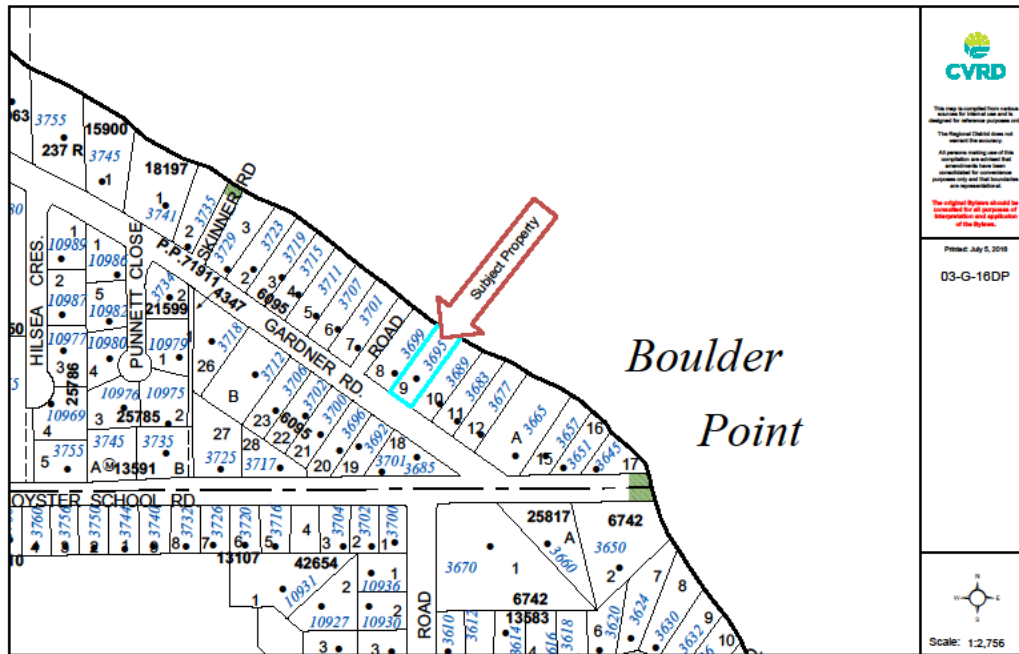
That it be recommended to the Board:

1. That Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be approved; and
2. 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. 2500.

## BACKGROUND

<u>Legal Description:</u>	Lot 9, District Lot 34, Oyster District, Plan 6095 (PID: 005-908-418)
<u>Address:</u>	3695 Gardner Road
<u>Date Application Received:</u>	Engineering reports received September 30, 2016
<u>Owner/Applicant:</u>	Derek and Dana Leik
<u>Size of Parcel:</u>	Approximately 1160 m <sup>2</sup> (0.28 acres)
<u>Zoning:</u>	R-3, Zoning Bylaw No. 2524
<u>Existing Plan Designation:</u>	Residential
<u>Existing Use of Property:</u>	Single family residential
<u>Existing Use of Surrounding Properties:</u>	North: Stuart Channel South: Residential East: Residential West: Residential
<u>Road Access:</u>	Gardner Road
<u>Environmentally Sensitive Areas:</u>	Ocean Shoreline
<u>Fire Protection:</u>	Saltair Service Area (Ladysmith Fire Department)
<u>Archaeological Site:</u>	None identified

**LOCATION MAP**



**APPLICATION SUMMARY**

The subject property is a waterfront lot located on Gardner Road. A new dwelling and retaining wall were constructed in 2014/2015. The existing retaining walls are within 15 metres of the ocean and are roughly parallel to the ocean shoreline.

The application proposes to construct a lateral retaining wall along the side property line to retain the bank on the neighbouring property. When the house and retaining walls on the subject property were originally built, the bank was cut into, as a result there is a small, steep bank located approximately on the side property line.

The proposed retaining wall is intended to remedy the situation by placing a 1.8 m (6 ft.) high, 2-2.4 m (7-8 ft.) long retaining wall along this side to prevent erosion or sloughing of the bank.

**COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**

The Electoral Area G Advisory Planning Commission made the following recommendation:

*That the Development Permit Application No. 03-G016DP be approved.*

**OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS**

The property is situated within the Ocean Shoreline Development Permit Area (DPA), which is intended to protect the sensitive ocean shoreline and foreshore bluffs and to protect development from hazardous conditions.

Retaining walls that are more than 2 metres from the high water mark, and are under 0.7 metres in height, are exempt from the Development Permit process. However, since the retaining wall is 1.8 metres in height, a Development Permit is required.

The following section will discuss the proposal and compliance with relevant Development Permit Area guidelines.

*Vegetation – On the slope and in site preparation*

No removal of trees or vegetation is required for the construction of this retaining wall. Development Permit No. 02-G-13DP authorized construction of the dwelling and existing retaining walls. Landscaping on the bank requires the incorporation of native plants and trees, as well as the installation of a trellis fronting one of the existing retaining walls to soften its appearance.

*Retaining Walls/ Bank Improvements*

The guidelines are generally intended to ensure that the establishment of retaining walls is only considered in areas of active erosion, and where “soft erosion control methods” are not possible.

In this case, due to the existing development on the site and the location of the proposed retaining wall along the property line, there is insufficient room to cut back the bank and create a gradual slope without intruding onto the neighbouring property.

The retaining wall has been designed by a structural engineer, and a geotechnical engineer will also be involved in the installation. As noted above, the proposed retaining wall is minor in scope and is proposed to address concerns about erosion from the neighbouring property.

## **PLANNING ANALYSIS**

The application complies with the guidelines of the Ocean Shoreline DPA, has been designed by an engineer and the installation will be supervised by an engineer. Staff recommends approval of the Development Permit (Option 1).

## **OPTIONS**

**Option 1:**

That it be recommended to the Board:

1. That Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be approved; and
2. 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. 2500.

**Option 2:**

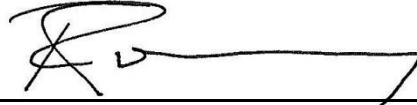
That it be recommended to the Board that Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be denied based on stated inconsistency with specific guidelines.

Prepared by:

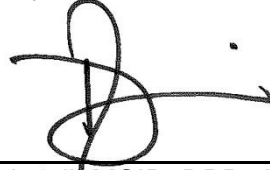


Rachelle Rondeau, MCIP, RPP  
Planner II

Reviewed by:



Rob Conway, MCIP, RPP  
Manager



Ross Blackwell, MCIP, RPP, A. Ag.  
General Manager

**ATTACHMENTS:**

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – Site Plan
- Attachment D – Lateral Retaining Wall – Design Drawing
- Attachment E – APC Minutes
- Attachment F – Draft Development Permit

# ATTACHMENT A



This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.



All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

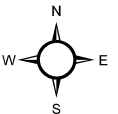
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 03-G-16-DP

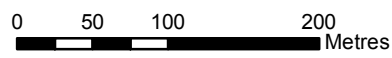
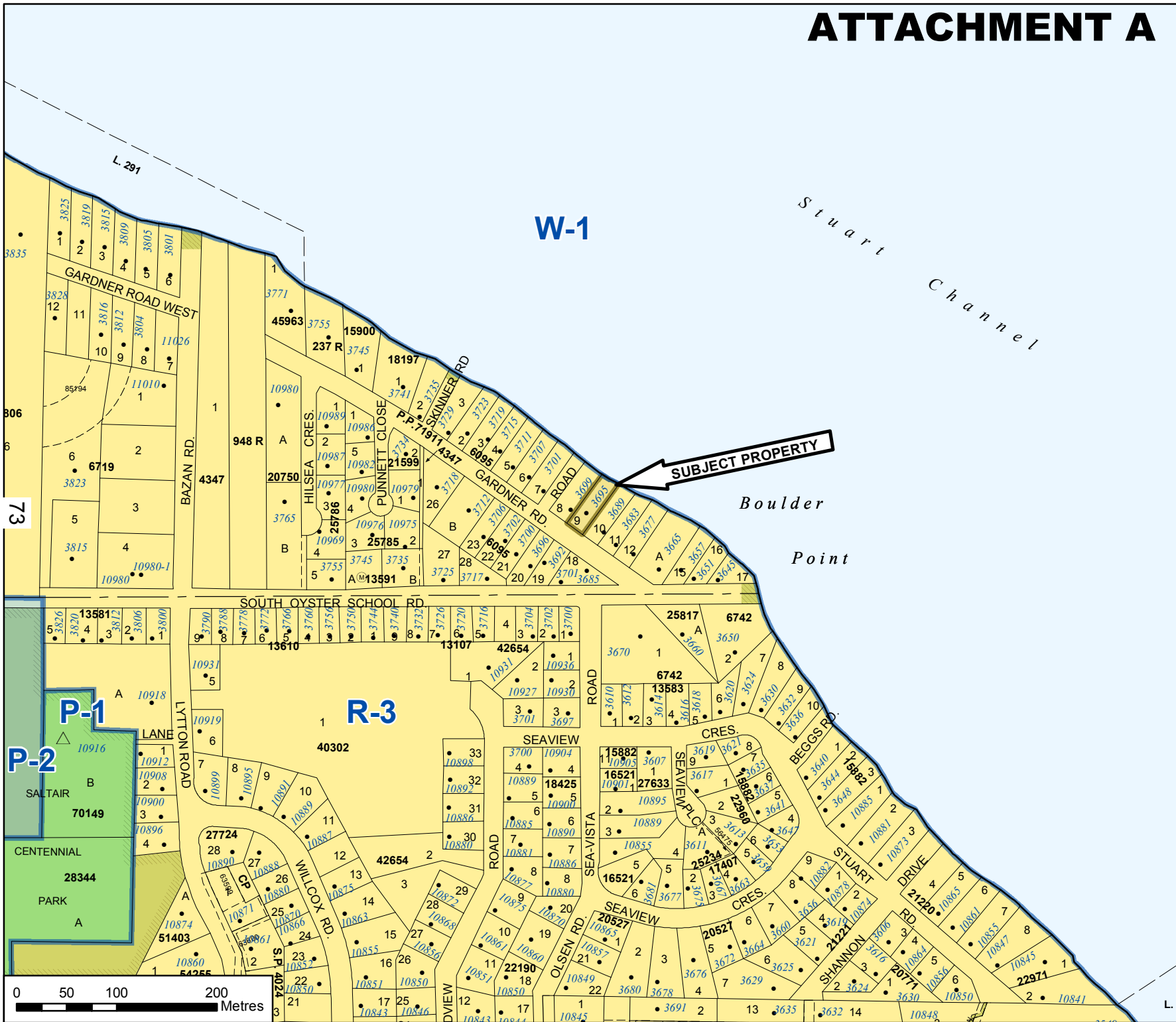
## ZONING

### Legend

-  Subject Property
-  Zoning G



**R3**



# ATTACHMENT B



This map is compiled from various sources for internal use and is designed for reference purposes only.

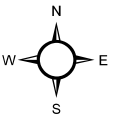
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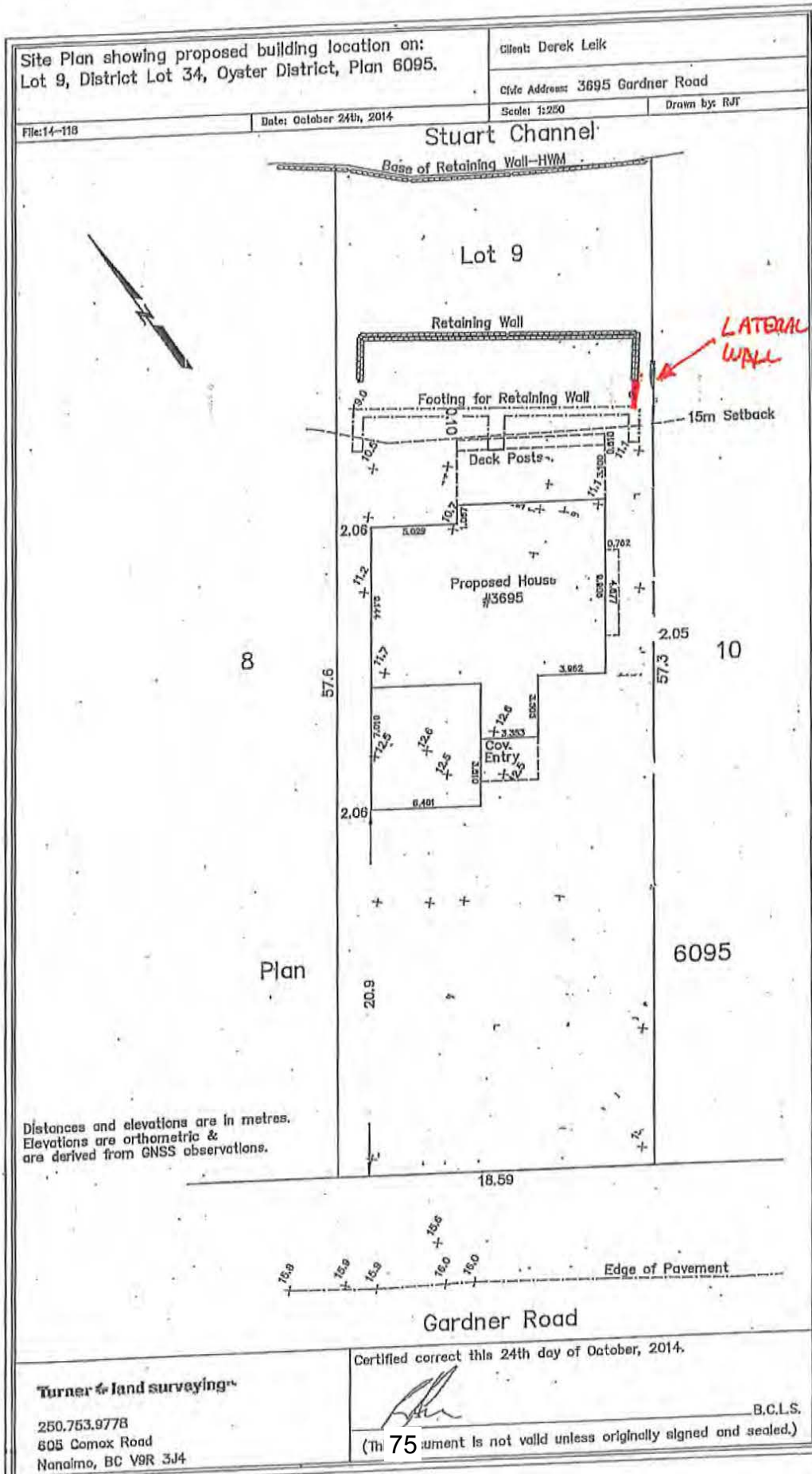
File: 03-G-16-DP

## TRIM Orthophoto (2014)



R3





**Turner & land surveying**

250.753.9778  
 805 Comox Road  
 Nanaimo, BC V9R 3J4

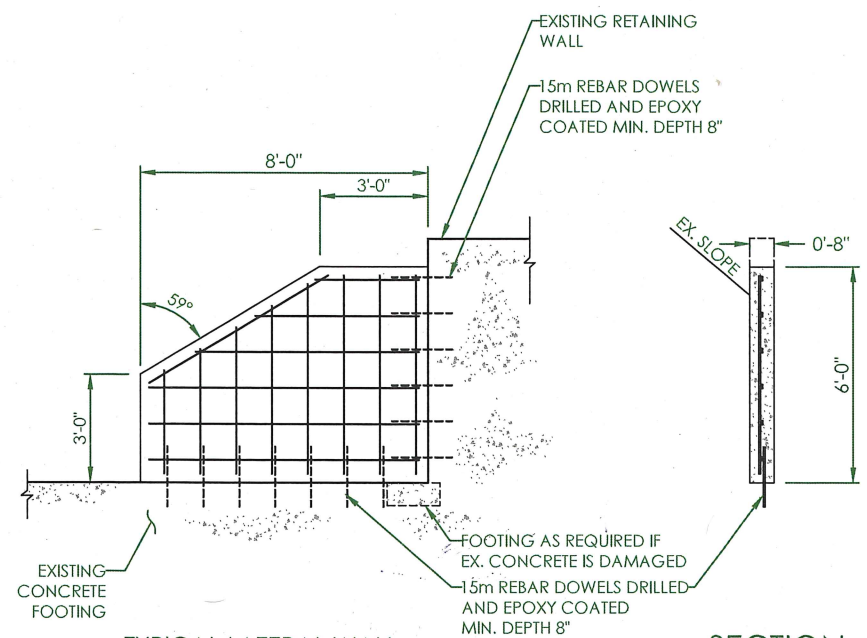
Certified correct this 24th day of October, 2014.

B.C.L.S.

(This document is not valid unless originally signed and sealed.)

# ATTACHMENT D

## Lateral Retaining Wall



**TYPICAL LATERAL WALL**  
 8" CONCRETE BUTTRESS WALL  
 15m REBAR AT 12"oc w/ DOWELS  
 DRILLED AND EPOXIED INTO EX.  
 WALL AND EXISTING FOOTING

**SECTION**  
 6' x 8" SLOPED WALL w/ 15m  
 REBAR GRID w/ REBAR DOWELS  
 DRILLED AND EPOXIED INTO  
 EXISTING RETAINING WALL



15/09/2016

- CONCRETE GENERAL NOTES:**
- 25 MPa Normal Portland Cement Concrete  
 Exposure Class: F2  
 Aggregate: 3/4"  
 Slump 3" +/- 3/4"  
 Max Water Ratio: 0.55  
 Air Content: 3 - 6%  
 Concrete supplier responsible for mix proportions.
  - Reinforcing Notes  
 Rebar to be Grade 60 Imperial Reinforcing Bar  
 Typical Sizes (see details)  
 12m or #4 = 1/2"  
 15m or #5 = 5/8"  
 18m or #6 = 3/4"  
 Minimum Concrete cover over Rebar  
 a. Exposed to earth = 3"  
 b. Exposed to Air = 2"  
 c. Damp proofed walls = 1.5"  
 \*\* Do Not Oil \*\*
  - Protection from freezing: Do not pour if temperature below 5deg Celcius. If pouring concrete in cold weather it must be protected from freezing for 10 days by insulating or tenting with heat.
  - Backfilling:  
 Do Not backfill until 28 days after pour.  
 Clean free draining granular backfill must be used within 12" of wall.
  - Design soil capacity is assumed to be 3000 psf (144kpa) if soils are in question please call Precision Engineering.

76

	<p>Derek Liek - Lateral Retaining Walls                  3695 Garder Rd, Saltair, BC</p>	<p> Precision Engineering Ltd                  PO Box 280,3605 Cobble Hill Rd                  Cobble Hill, BC V0R 1L0                  Tel: 250.929.2525 Fax: 250.743.9024                  Email: bahig@precisionengineeringltd.ca</p>	<p>S1                  of 1</p>
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R3

Report of the Electoral Area G (Saltair)  
Advisory Planning Commission  
November 8, 2016

In attendance: Tim Godau, Pat Mulcahy, Steve Neil, Gerald Porter, John Silins,  
Director Mel Dorey

Also in attendance: Derek and Dana Leik, applicants

**Acceptance of Minutes from Last Meeting**

The following motion was made:

*That the minutes from the Area G Advisory Planning Commission (APC) meeting held on September 22, 2016 be accepted.*

Carried unanimously.

Also, as a follow-up to the review of development permit 01-G-16RS, the APC members present at the meeting also made the following recommendation to the CVRD:

*That the CVRD get in touch with the MOTI regarding the location of the driveway for 11198 Chemainus Road. The Commission feels for safety reasons that the driveway should be relocated onto Gait Road.*

**Item 1 - Development Permit No. 03-G-16DP (Derek and Dana Leik)**

Prior to the meeting, Tim Godau, Steve Neil, Gerald Porter, John Silins and Mel Dorey toured the site and viewed the area where the proposed retaining wall is to be built.

Derek and Dana Leik presented an overview of the project and responded to questions from APC members. Points discussed included the following:

- The proposed retaining wall will prevent erosion of the bank abutting the neighbour's property, which was cut into when the house was built in 2014/2015.
- The proposed retaining wall is extremely minor in scope (only 8' long) and will be tied into the existing retaining walls on either side.

After consideration of this application, the APC members present at the meeting made the following recommendation to the CVRD:

*That the Development Permit Application No. 03-G-16DP be approved.*

Steve Neil  
Chairman  
Saltair Advisory Planning Commission



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT

FILE NO: 03-G-16DP

DATE: \_\_\_\_\_

REGISTERED PROPERTY OWNERS:

DEREK AND DANA LEIK

1. This Development Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Permit applies to and only to those lands within the Regional District described as:

*Lot 9, District Lot 34, Oyster District, Plan 6095 (PID: 005-908-418)*

3. Authorization is hereby given for construction of a retaining wall, subject to the requirements of Schedules A and B.

4. The following plans and specifications are attached to and form part of this permit:  
Schedule A – Site Plan  
Schedule B – Lateral Retaining Wall drawing prepared by Precision Engineering Ltd. dated September 15, 2016

5. The lands described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit shall form part thereof.

6. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Planning and Development Department.

ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY RESOLUTION NO. XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE X<sup>TH</sup> DAY OF MONTH, 2016.

NOTE: Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with DEREK and DANA LEIK other than those contained in this Permit.

\_\_\_\_\_  
**Owner/Agent (signature)**

\_\_\_\_\_  
**Witness (signature)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**DRAFT**



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 9, 2017

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017

**FROM:** Parks & Trails Division  
Planning & Development Department

**SUBJECT:** Park Concept Plan for Elsie Miles Park in Electoral Area B –  
Shawnigan Lake

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to present the concept plan for Elsie Miles Park which is proposed to guide future park improvements and amenities.

## RECOMMENDED RESOLUTION

That it be recommended to the Board that the Elsie Miles Park Concept Plan dated December 1, 2016, be endorsed.

## BACKGROUND

In February, 2014, the Parks & Trails Division initiated a community park visioning process for Elsie Miles Park through a collaborative meeting of the Shawnigan Village Development Council, a local seniors group, Shawnigan Lake Museum, Shawnigan Lake Community Centre Commission and the Shawnigan Lake Parks Commission. The outcome of this visioning exercise was a wish list of potential ideas for improvements and amenities within Elsie Miles Park. This wish list was incorporated into two draft park concept plan options that were then presented to the community for feedback at the second annual Shawnigan Gathering event in March 2014. From community input received on the two draft options, a consolidated draft concept plan was then created and reviewed with the Shawnigan Lake Parks Commission and Shawnigan Lake Community Centre Commission.

There was a pause in the planning process for the park in 2015 as other priorities in the community were addressed, with re-engagement of the community in 2016 through two more community meetings. Out of these meetings a third draft of the Park Concept Plan was created and was presented to the community in a public open house held at the Shawnigan Lake Community Centre in November 2016. The Plan was also put on display at the Community Centre for the month of November for further public input and also shared with the Shawnigan Lake Parks Commission and community groups involved with the initiative collaborative visioning process. The outcome of this round of community engagement was positive feedback for the Elsie Miles Park Concept Plan developed with no suggestions received for further changes or additions to the concept plan.

**ANALYSIS**

The Park Concept Plan prepared for Elsie Miles Park (see attached) through community engagement proposes the following park amenities to be incorporated into the park:

- Multi-purpose covered space,
- Playground and natural play space,
- Labyrinth/picnic area,
- Centennial Plaza,
- Mural on side of Elsie Miles building,
- Park landscaping and lighting,
- Trail along the entrance road to the community centre, and miscellaneous park trails,
- Parking lot improvements

An important element arising from the community engagement process in planning for Elsie Miles Park was the desire to not overly program the park with built amenities and features, but rather ensuring the park maintained a significant area of un-programmed grassed open space that would be available to the community to access and use for events, activities and as central gathering place in the heart of Shawnigan Lake Village. This is achieved, as noted in the Park Concept Plan, through the placement of built amenities (i.e. playground, multi-purpose covered space, spout court) around the periphery of the large grassy area that currently exists within the southern portion of the park off of Shawnigan Lake Road. Improved connectivity of the park with the Shawnigan Lake Village commercial strip is also highlighted in the design concept, as this was also of priority to the community in building a more welcoming and engaging sense of place for the village area.

In addition to the Elsie Miles Park improvements there were also suggestions regarding improvements to the Shawnigan Lake Community Centre located within the park. The suggested community improvements will be subject to further assessment through the South Cowichan Recreation Division and Shawnigan Lake Community Centre Commission as these are separate from the proposed improvements for Elsie Miles Park. The potential community centre improvements that were identified include:

- Conversion of the area in front of the community centre to a pedestrian only courtyard,
- Expansion of the community centre to include a senior and youth centre,
- Expanded child care facility in the former Elsie Miles school building,
- Removal of the playground beside the community centre and construct a new playground for the child care facility behind the building.

In order to proceed with further work to prepare a detailed site plan for Elsie Miles Park which will confirm the layout, size, form and order-of-magnitude cost estimates for the proposed park amenities and improvements summarized above, endorsement of the Park Concept Plan is requested of the Board to direct implementation of this work. The timing for work to commence on the detailed site plan is planned for early spring in order to support a community-led initiative to complete construction of the multi-purpose covered space in the park this year.

**FINANCIAL CONSIDERATIONS**

The scope of amenities and improvements for Elsie Miles Park outlined in the Park Concept Plan will require further detailed work to establish order-of-magnitude cost estimates. Timing and completion of these improvements in the park in will be dependent upon available funding approved annually by the Board for the Shawnigan Lake Community Parks budget and the potential for other sources of funds (i.e. grants) to be secured to undertake these works. The approved 2017 budget for Shawnigan Lake Community Parks includes \$285,000 in Community Works Gas Tax Funds for Phase I improvements at Elsie Miles Park.



### COMMUNICATION CONSIDERATIONS

The Elsie Miles Park Concept Plan will be maintained on the CVRD website for public information.

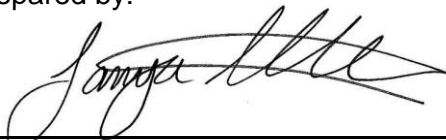
### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

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*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

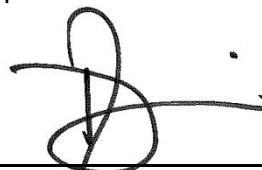


Tanya Soroka, MCIP, RPP  
Parks & Trails Planner

Reviewed by:



Brian Farquhar  
Manager



Ross Blackwell, MCIP, RPP, A.Ag.  
General Manager

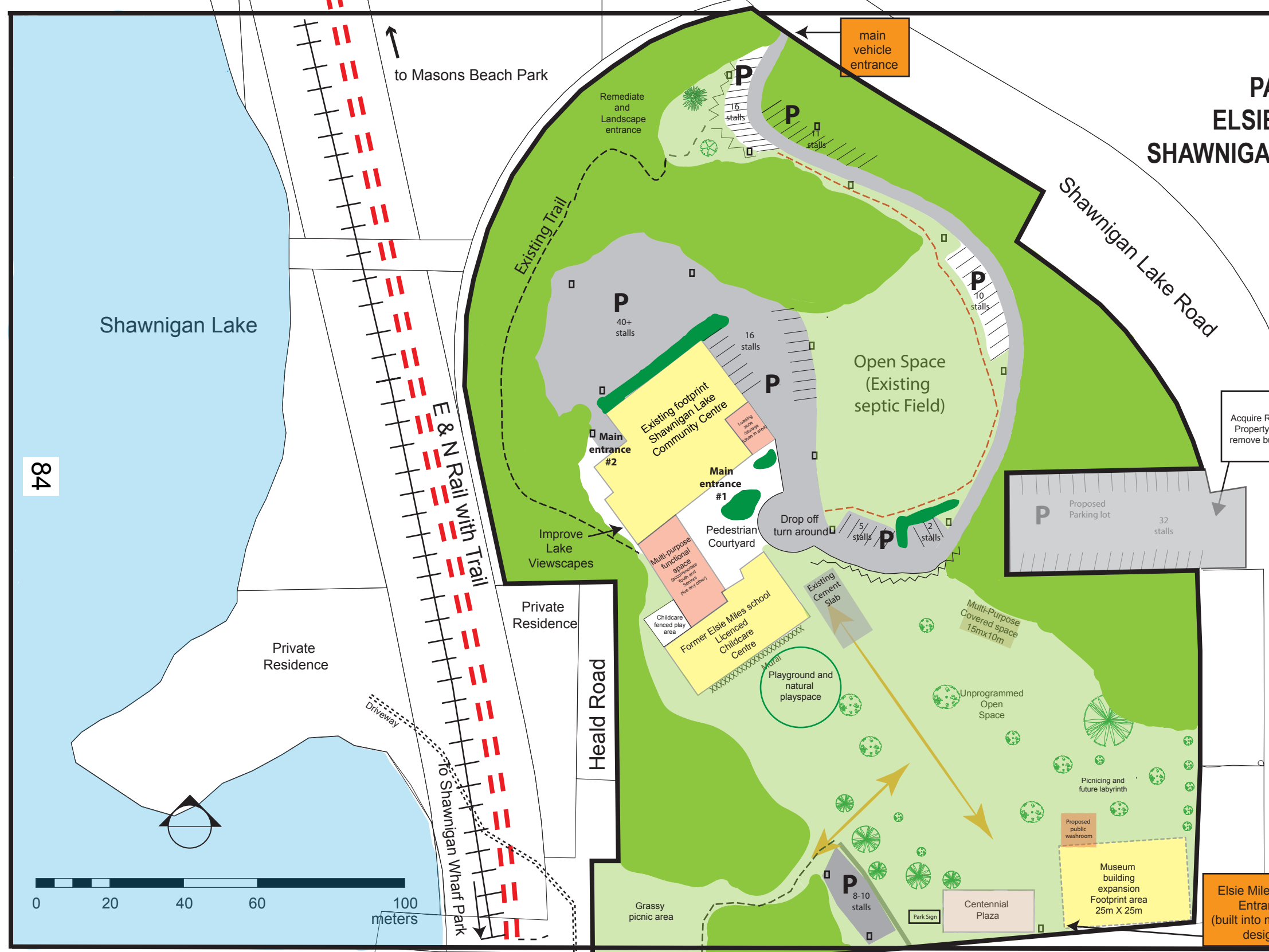
### ATTACHMENTS:

Attachment A – Park Concept Plan Elsie Miles Park and Shawnigan Lake Community Centre

# ATTACHMENT A

## PARK CONCEPT PLAN ELSIE MILES PARK AND THE SHAWNIGAN LAKE COMMUNITY CENTRE

(Not to Scale)  
December 1, 2016



### Legend

- Pedestrian flow
- P** Public Parking
- Existing Trail
- New Trail to construct
- Existing vegetation
- Forested Area
- Split Rail Fence
- Light posts (proposed)
- Existing Buildings
- Grassy areas
- Proposed Rail with Trail from Masons Beach to Shawnigan Wharf Park

84

R4

Shawnigan-Mill Bay Road



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 9, 2017

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017

**FROM:** Community & Regional Planning Division  
Planning & Development Department

**SUBJECT:** Planning Workshop for all Advisory Planning Commissions

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to seek direction from the Committee with regard to a proposed planning workshop for all Advisory Planning Commissions.

## RECOMMENDED RESOLUTIONS

1. That an Advisory Planning Commission orientation workshop be prepared and delivered to all Commissions within the region.
2. That the Planning & Development Department prepare annual Advisory Planning Commission workshops to strengthen the understanding and working relationships between staff, planning processes and APC members.

## BACKGROUND

Advisory Planning Commissions are established under the authority of the *Local Government Act*, Section 898, which specifies the purposes and procedures for their operations.

The CVRD has 10 Advisory Planning Commissions (APCs), one for each Electoral Area plus a joint APC for the South Cowichan OCP area (Areas A, B, and C). Advisory Planning Commissions are valuable resources for understanding community opinions and perspectives in the development application process, and important for maintaining community connectedness for the CVRD as a whole, and for the Electoral Area Directors in their role as decision-makers for a community.

However, the volunteers who are appointed to these Commissions receive very little training and orientation. And, due to the sheer number of Commissions, it is not possible to provide staff support for every meeting, although the Planning & Development Department provides as much support as possible.

Over the past few months, a number of issues have arisen with regard to the operations of the APCs which require immediate attention, namely:

- procedural errors in the treatment of applicants at a meeting;
- procedural errors in the election process;
- lack of understanding of the role of the APC, in relation to both decision-making and the existing regulatory framework.

Separately, the Legislative Services Division is conducting a comprehensive review of all of the CVRD's various Commissions, which will include a review of the number and role of APCs within the CVRD. It is anticipated that this review will be completed by mid-2017.

In response to comments at the EASC's Planning 101 Workshop in the Fall of 2016, the CVRD's Community Planning Handbook has been updated to include a section on the role of APCs in the planning process.

### **ANALYSIS**

The first step in addressing issues such as several APCs have experienced is to provide some training and orientation regarding the role of APCs, and providing procedural guidance to address the major issues in their business operations.

The APC terms expired at the end of 2016, and new APC appointments are working their way through the system.

In collaboration with Legislative Services, the Planning & Development Department is proposing to hold a workshop for all APC members in late March, which should be early enough in their term to be of assistance for 2017 operations.

The proposed workshop will address:

1. The main concepts of planning, using the CVRD's Community Planning Handbook as a key resource;
2. The role of APCs and their legislative authority; and
3. Procedural advice for APCs in the conduct of their business.

It is anticipated that there will be time for questions and answers during the workshop. It is anticipated that the workshop will be coordinated by Planner Suderman, with content presentations by Planning Managers and the Legislative Services Manager.

The Planning & Development Department is seeking direction from the Committee as to whether or not to proceed with the workshop idea, and if so, obtain feedback on the proposed issues/content to be addressed in the workshop.

Another question requiring Committee direction is whether or not such a workshop for the APCs should become an annual event, to allow APCs to build upon their understandings of planning processes and their role within them.

### **FINANCIAL CONSIDERATIONS**

The workshop is proposed to be held on a weekday evening in a central location, possibly the Island Savings Centre. There will be some minor expenses incurred for room rental and hospitality. Some staff overtime is also likely to be accrued for the meeting time.

### **COMMUNICATION CONSIDERATIONS**

Communications will take place directly with the Chairs and Secretaries of the various APCs via email invitation. Planner Suderman will be the main point of contact for questions about workshop content. One of the Planning & Development Administrative staff will be appointed to assist with workshop registrations, and other meeting preparations. Electoral Area Directors will be asked to encourage their APC members to attend. It is not anticipated that there will be any public advertising of the event.

### **STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

This initiative fits within the CVRD's Electoral Areas strategic priority number 4: engaged communities.

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*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services


Prepared by:



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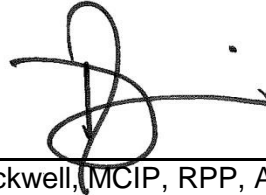
Beverly Suderman, MCIP, RPP  
Planner III

Reviewed by:



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Mike Tippett, MCIP, RPP  
Manager



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Ross Blackwell, MCIP, RPP, A.Ag.  
General Manager





# COMMITTEE REPORT

<b>DATE OF REPORT</b>	January 9, 2017
<b>MEETING TYPE &amp; DATE</b>	Electoral Area Services Committee Meeting of January 18, 2017
<b>FROM:</b>	Inspection & Enforcement Division Planning & Development Department
<b>SUBJECT:</b>	2016 Bylaw Enforcement Report
<b>FILE:</b>	1-REG-17BE

## PURPOSE/INTRODUCTION

The purpose of this report is to update the Electoral Areas Services Committee on Bylaw Enforcement in 2016.

## RECOMMENDED RESOLUTION

For information.

## BACKGROUND

At the beginning of each year, the Electoral Area Services Committee is provided with an update on the previous year's bylaw enforcement activities. The 2016 Report follows.

## ANALYSIS

Bylaw Enforcement is comprised of two (2) dedicated full-time Bylaw Enforcement Officers as well as four (4) Building Inspectors who assist in some investigations and managed by the Manager of Inspections & Enforcement. Bylaw Enforcement is undertaken mainly in the 9 Electoral Areas and does extend out to the 4 Municipalities for bylaws concerning waste management (eg: licenced facilities) and parks/trails (eg: Cowichan Valley Trail). Investigations are initiated mainly in response to a formal complaint.

In 2016, there was a significant increase in total files that required investigation compared to 2015 by 38. Not reflected in this number are the many issues resolved informally over the phone or matters that investigation is not requested. There was an increase of files for bylaws such as: Development Permit Areas (mainly riparian areas), Unsightly Premise, Parks, Dog Control, Noise and Building. The "other" category in the table below includes matters that do not generate significant staff time or are infrequent and include: Noxious weeds, Signs, Assisting other agencies (RCMP, DFO, MOE, MOTI), Liquor licensing, Covenants, Information reports and Fireworks (29 Discharge Permits issued mainly for Halloween and a few for New Year's Day).

Bylaw enforcement undertakes preventative measures with patrols in parks and trails along with SPCA staff for dog control issues. Communication through advertising and social media and the many phone queries that are received daily also prevents issues from developing or continuing. With regard to air quality, there has been a decrease in complaints likely due to the advertising and proactively informing land owners of suspected land clearing burns when large piles are noticed.

In association with Waste Management (Engineering) and other associated agencies, a campaign against dumping in the Hillcrest Area was a focus of enforcement early in 2016. The result has decreased the amount of dumping instances in this and other areas. The advertising and social media utilized in this project seemed to expose this issue in general throughout the region.

The Ticket Information Authorization Bylaw (No. 3209) continues to be a useful tool in enforcement since it became operational in June 2009. Compliance is often gained with the knowledge that a ticket is a real possibility. Ten Municipal Tickets were issued in 2016 for dog, parks and noise related issues.

Dog control is contracted out to the SPCA who handles all first contact complaints. If issues become irresolvable at this level, they are then turned over to the Bylaw Enforcement Officer and subsequently to the CVRD solicitor, if need be. A good working relationship with the SPCA continues and has resulted in acceptable customer service. This contract was renewed in 2015 by the Regional Board for a three year term ending December 31, 2017.

There was an increase of about 100 in dog licenses purchased compared to the previous year for a total of 2,690 licences sold. The current fee schedule for dog licences (\$35, with \$10 discount in the month of March) and is average for the region compared to the municipalities within the CVRD. A change in the software for recording dog licences took place improving customer service by streamlining the dog licence purchase and renewal process and alleviating line ups at vendor locations, generally making it easier to purchase a licence. The Division is working on e-purchase for licencing as well. An incentive to bring more dogs into the system has taken place by offering free first licences. This past year a significant vendor was lost which shifted sales to one or more community centers in the South end.

#### **File Total Comparison by Year:**

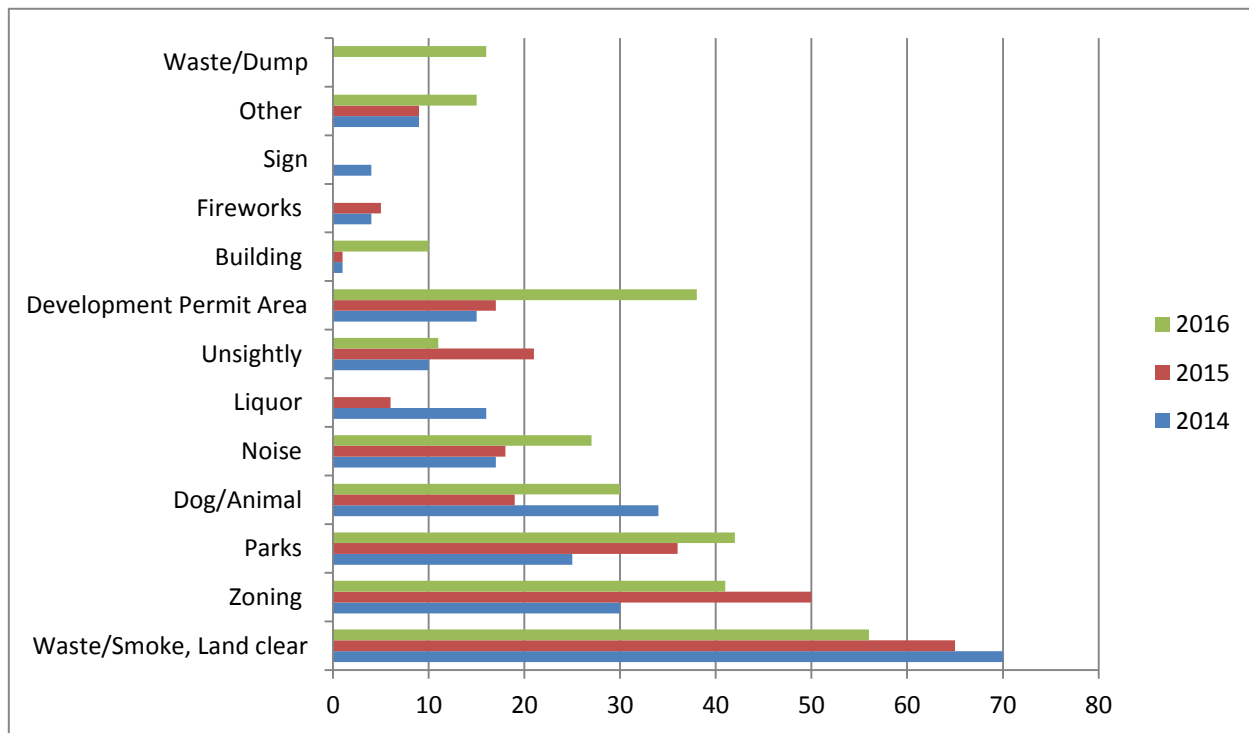
Area	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
A	26	27	21	18	33	23	20	32	32	28	39
B	42	38	52	51	43	47	64	49	58	65	60
C	20	23	27	10	25	16	20	18	24	27	27
D	15	15	12	15	21	20	26	24	20	34	48
E	22	21	19	34	22	24	26	34	50	38	34
F	16	13	20	9	15	18	9	27	10	20	30
G	9	10	14	16	11	14	4	13	7	6	8
H	18	17	12	15	16	11	10	9	13	8	10
I	25	19	18	16	17	17	13	22	14	13	24
CVRD	6	4	5	8	9	12	8	7	7	9	6
<b>Total</b>	<b>199</b>	<b>187</b>	<b>200</b>	<b>192</b>	<b>212</b>	<b>202</b>	<b>200</b>	<b>235</b>	<b>235</b>	<b>248</b>	<b>286</b>

#### **2016 Breakdown of Files by Area:**

Area	Waste/ Smoke, Land Clear	Parks	Zoning	Dev. Permit Area	Dog/ Animal	Noise	Waste/ Dump	Other	Unightly	Building	Year Total
A	7	7	6	1	8	1	2	3	1	3	<b>39</b>
B	14	2	10	8	6	8	6		5	1	<b>60</b>
C	7	1	2	1	5	4	1	2	2	2	<b>27</b>
D	12	14	9	5	2		1	2	2	1	<b>48</b>
E	12	6	1	2	1	8	1	3			<b>34</b>
F		8	3	14	3		1	1			<b>30</b>
G	1		2			2				3	<b>8</b>
H	1		1		3	2	2		1		<b>10</b>
I	2	3	7	7	1	2	1	1			<b>24</b>
CVRD		1			1		1	3			<b>6</b>
<b>Total</b>	<b>56</b>	<b>42</b>	<b>41</b>	<b>38</b>	<b>30</b>	<b>27</b>	<b>16</b>	<b>15</b>	<b>11</b>	<b>10</b>	<b>286</b>



**File Comparison by Year**



**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*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



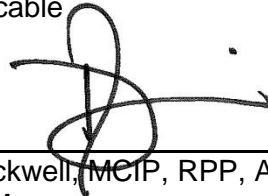
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Robert Blackmore, BSc., MSc.  
Manager

Reviewed by:

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Not Applicable  
Not Applicable



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Ross Blackwell, MCIP, RPP, A.Ag.  
General Manager



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 9, 2017

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017

**FROM:** Inspection & Enforcement Division  
Planning & Development Department

**SUBJECT:** Building Bylaw

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to outline the proposed administrative amendments to be included in the Building Bylaw.

## RECOMMENDED RESOLUTION

For information.

## BACKGROUND

The CVRD Building Bylaw No. 3422 needs to be modernised to better respond to the issues faced in the community.

See Attachment B: flowchart detailing issues and recommended amendments to address them.

## ANALYSIS

Implementation of the amendments would tailor regulatory powers, provide the ability to request certified reports and address historic issues in regards to Building regulation within all CVRD Electoral Areas.

Legal action may be sought when required.

	<b>Issue:</b> Ability to request certified plans from Builder/Developer for:	Proposed change
1	Existing and finished ground levels	<u>Certified</u> plans can be requested
2	Adherence to a development permit	<u>Certified</u> plans can be requested
3	Grade and fill plans	<u>Certified</u> plans can be requested
4	Erosion and sediment control plan	<u>Certified</u> plans can be requested
5	Area's likely to be affected by flooding erosion, land slip, rock falls, subsidence or avalanche	<u>Certified</u> plans can be requested
6	Moving or removing any soil, indicating volume, location moved to and from, The <u>existing and finished</u> ground levels	<u>Certified</u> plans can be requested
7	Drainage controls to prevent an increase or decrease in the discharge of storm water run-off <u>onto adjacent properties</u>	<u>Certified</u> plans can be requested
8	A storm water management plan and an impact assessment on neighbouring properties	<u>Certified</u> plans can be requested
9	<b>Issue:</b> In relation to Portable containers	Siting Permit Required
10	<b>Issue:</b> In relation to penalties: the Building Inspector may issue Municipal Ticket Information	MTI or Double Permit Fee

**FINANCIAL CONSIDERATIONS****COMMUNICATION CONSIDERATIONS**

The roll out of these proposed amendments will be communicated through the building forum, website and other media. Staff will be co-ordinating this internally and collaboratively with communications staff. These amendments are deemed necessary and immediate by the Building Inspections department, and would not be suitable for Stakeholder meetings.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Please see attached the proposed amendments to be included in the Building Bylaw.

Attachment A – Full Building Bylaw No. 3422 with highlighted amendments

Attachment B – Simplified flow chart breakdown of Building Bylaw amendments

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*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

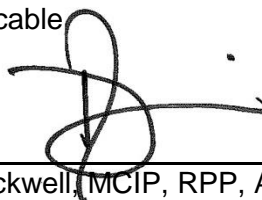
Prepared by:



Robert Blackmore, BSc., MSc.  
Manager

Reviewed by:

Not Applicable  
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.  
General Manager

**ATTACHMENTS:**

Attachment A – Full Building Bylaw 3422 with Highlighted Amendments

Attachment B – Simplified Flow Chart Breakdown of Building Bylaw Amendments



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW No. 3422**

A Bylaw to Adopt New Building Regulations  
in Electoral Areas of the Cowichan Valley Regional District

**WHEREAS** Section 694 (1) of the *Local Government Act* authorizes the Cowichan Valley Regional District for the health, safety and protection of persons and property to regulate the construction, alteration, repair, and demolition of buildings and structures by bylaw;

**AND WHEREAS** The Province of British Columbia has adopted a Building Code to govern standards with respect to the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the Province;

**AND WHEREAS** it is deemed necessary to provide for the administration of the Building Code:

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

**PART 1 INTERPRETATION**

**1.1 CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011**".

**1.2 APPLICATION OF BYLAW**

**1.2.1 Electoral Areas**

The provisions of this bylaw shall apply in all Electoral Areas of the Cowichan Valley Regional District.

**1.2.2 Applicable Work and Activities**

The provisions of this bylaw apply to the

- (1) design and construction of new buildings or structures,
- (2) alteration, reconstruction, demolition, deconstruction, removal and relocation of existing buildings and structures, and
- (3) change in class of occupancy of existing buildings and structures.

### 1.2.3 Exemptions

This bylaw does not apply to buildings or structures exempted by Part 1 of Division A of the Building Code except as expressly provided herein.

### 1.2.4 Application of Other Legislation

Nothing contained in this bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

## 1.3 DEFINITIONS

### 1.3.1 Non-defined Terms

- (1) The definitions in the Building Code apply to words and phrases in this bylaw, unless they are defined otherwise in this bylaw.
- (2) If words or phrases used in this bylaw are not specifically defined in Section 1.3.2 herein or in the *Building Code*, *Community Charter*, *Interpretation Act* or *Local Government Act*, they have the meaning in the context of this bylaw
  - (a) that is consistent with the use to which a trade or profession affected by this bylaw applies the word or phrase, or
  - (b) if not used by a trade or profession, their ordinary meaning.

### 1.3.2 Definitions

In this bylaw:

**“Accessory Building”** means a building or structure, the use or intended use of which is customarily incidental and exclusively devoted to the principal use.

**“Board”** means the Cowichan Valley Regional District’s Board of Directors.

**“Building”** means any structure used or intended for supporting or sheltering any use or occupancy.

**“Building Code”** means the regulation establishing the *British Columbia Building Code* made by the Minister pursuant to Section 692 (1) of the *Local Government Act*.

**“Building Official”** means a person authorized under this bylaw to administer this bylaw.

**“Community Sewer System”** means system of sewage collection and disposal operated by a regional district, municipality or improvement district.

**“CVRD”** means the Cowichan Valley Regional District.

**“Farm Building”** means a detached building which

- (a) does not contain a residential occupancy and is
  - (i) associated with and located on land dedicated to farming, and
  - (ii) used essentially for housing equipment or livestock, or production, storage or processing of agricultural and horticultural produce or feed,
- (b) is a stand alone barn, agricultural storage facility, greenhouse or silo located on land dedicated to farming;
- (c) does not include covered riding arenas or structures which may be used for assembly occupancies.

**“Health and Safety Aspects of the Work”** means design and construction regulated by Parts 3, 4, and 9 of Division B of the *Building Code*.

**“Infrastructure”** means storm, water and sewer systems.

**“Occupancy”** means the Classification of Buildings or Parts of Buildings by Major Occupancy established by section 3.1.2 of Part 3 of Division B of the *Building Code*.

**“Occupancy Certificate”** means a form referred to in section 2.6 of this bylaw.

**“Owner”** includes a person who has been authorized by the owner to act as the owner’s agent.

**“Permit”** means a Permit required by Sections 2.1.1 and 2.1.2 of this bylaw.

**“Registered Professional”** means a person who is

- (a) registered or licensed to practice as an architect under the *Architects Act*, or
- (b) registered and licensed to practice as a professional engineer under the *Engineers and Geoscientists Act*.

**“Siting Permit”** means the permit required in Section 2.3.7 for the siting of a farm building **and a portable container**.

**“Structure”** means a constructed thing or portion of a constructed thing of any kind that is fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences and paving.

**“Work”** means work or activity that is

- (a) related to the matters described in section 1.2.2, and
- (b) regulated by this bylaw, the *Building Code*, or any other enactment applicable to the work or activity.

### 1.3.3 References

A reference in this bylaw to a section by its number is a reference to a section of this bylaw, unless otherwise indicated.

## 1.4 PURPOSE OF BYLAW

### 1.4.1 Interpretation

This bylaw, despite any other provision herein, shall be interpreted in accordance with this section.

### 1.4.2 Limited Extent of Bylaw's Purpose

This bylaw is enacted for the purpose of regulating construction within the Cowichan Valley Regional District in the general public interest. The activities undertaken by or on behalf of the Cowichan Valley Regional District pursuant to this bylaw are for the sole purpose of providing a limited spot check for health, safety, and protection of persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend

- (1) to the protection of owners, owner/builders or constructors from economic loss;
- (2) to the assumption by the Cowichan Valley Regional District or any Building Official of any responsibility for ensuring the compliance by an owner, the owner's representatives or any employees, constructors or designers retained by the owner, with the *Building Code*, the requirements of this bylaw or any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty of design or Workmanship with respect to any building or structure for which a Permit or an Occupancy Certificate is issued under this bylaw;
- (4) to providing to any person a warranty that construction is in compliance with the *Building Code*, this bylaw or any other applicable enactment with respect to any building or structures for which a Permit or Occupancy Certificate is issued under this bylaw;
- (5) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Cowichan Valley Regional District is free from latent or any other defects.



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**PART 2 PERMITS, COMPLIANCE AND PERMIT FEES**

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**2.1 GENERAL**

**2.1.1** A Permit is required whenever Work is to be undertaken.

**2.1.2 Permits Required**

Without limiting the scope of section 2.1.1, a person must apply for and obtain

- (1) a building permit before
  - (a) constructing, reconstructing, repairing or altering a building or structure,
  - (b) removing or relocating a building or structure, and
  - (c) changing an occupancy;
- (2) a plumbing permit prior to commencing the installation of any plumbing;
- (3) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney unless the Work is encompassed by a valid and subsisting building permit;
- (4) a demolition permit before demolishing a building or structure;
- (5) a siting permit for a farm building;
- (6) a building permit to construct a retaining structure.

**2.1.3 Permits Not Required**

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of a building;
- (2) in relation to plumbing, when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;
- (3) for structures less than 10m<sup>2</sup> as long as they are sited in accordance with the applicable zoning bylaw;
- (4) for decks or patios where the travelled area is less than 24" from the ground;
- (5) for docks and wharves, unless the dock or wharf supports a building or structure.

**2.1.4 Essential Services**

A Permit must not be issued for the construction of any residential, commercial, institutional or industrial building until all of the following essential services are provided for:

- (1) *Water*: A community water service or other source of potable water, approved by the Medical Health Officer, Public Health Inspector or other authority having jurisdiction;
- (2) *Sanitary Sewer*: A community sewer or other method of sewage disposal is provided, as long as, for a sewerage system, the owner has submitted to the Building Official all documents to be filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of BC Reg. 326/2004, the Sewerage System Regulation under the *Public Health Act*;
- (3) *Storm Drainage*: An approved method of storm drainage disposal is available to service the building or structure, as prescribed by section 9.14 of Part 9 of Division B of the *Building Code*; and
- (4) *Access to Property*: A driveway of sufficient strength, grade and width for access and egress to all principal buildings by fire and emergency vehicles is provided.

## 2.2 COMPLIANCE

### 2.2.1 Owner's Responsibility for Compliance

- (1) An owner must ensure that all Work performed on the owner's land complies with the *Building Code*, this bylaw and all other enactments, codes and standards applicable to the Work.
- (2) The owner and the owner's representatives are not relieved from their full and sole responsibility referred to in section 2.1.4 by anything done or made by or on behalf of the CVRD under this bylaw, including, without limitation,
  - (a) the issuance of a Permit or Occupancy Certificate,
  - (b) the acceptance or review of plans, specifications or supporting documents, or
  - (c) inspections.

### 2.2.2 No Reliance on CVRD

- (1) A person must not rely upon any Permit or Occupancy Certificate as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- (2) A person must not rely on the review or acceptance of the design, drawings or specifications, nor any inspection made by a Building Official as establishing compliance with the Building Code, this bylaw or any other applicable codes, enactments or standards of construction.

### 2.2.3 No Warranty

The issuance of a Permit or an Occupancy Certificate under this bylaw or the acceptance or review of plans, drawings or specifications or supporting documents, or any inspections made by or on behalf of the CVRD do not constitute in any way a representation, warranty, assurance or statement by the CVRD that the *Building Code*, this bylaw or any other applicable enactments, codes and standards have been complied with.

## 2.3 PERMIT APPLICATIONS

**2.3.1** An application for a Permit must be made on the applicable form provided by the CVRD.

**2.3.2** All building and structural plans submitted with Permit applications must bear the name and address of the designer of the building or structure.

**2.3.3** Each building or structure to be constructed on a parcel requires a separate building permit and must be assessed a separate building permit fee based on the value of the building or structure, as determined and calculated in accordance with Schedule "A" attached to this bylaw.

### 2.3.4 Applications

An application for a building permit must

- (a) be signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
- (b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights-of-way and covenants registered on the title;
- (c) include a site plan showing:
  - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan or explanatory or reference plan, or metes and bounds description;
  - (ii) the legal description or civic address of the parcel;
  - (iii) the location and dimensions of all statutory rights-of-way, easements and setback requirements in registered instruments;
  - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
  - (v) setbacks required to the natural boundary of any sea, lake, swamp, pond or watercourse;
  - (vi) the existing natural grade (may require BC Land Surveyor document) and the geodetic elevation of the main floor; and
  - (vii) the location, dimension and gradient of parking and driveway access.

- (d) include floor plans showing
  - (i) the dimensions and uses of all areas;
  - (ii) the dimensions and height of crawl and roof spaces;
  - (iii) the location, size and swing of doors;
  - (iv) the location, size and opening of windows;
  - (v) floor, wall, and ceiling finishes;
  - (vi) plumbing fixtures; structural elements; and
  - (vii) stair dimensions;
- (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems and include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems and through the parcel and building from property line to property line, showing in detail existing and proposed grades adjacent to the building.
- (f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, grade and building height;
- (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
- (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal Permits, Highway Access Permits and Ministry of Health approval;
- (i) Include any other information required by the Building Official or the Building Code to establish substantial compliance with this bylaw, the Building Code and other bylaws and enactments relating to the building or structure.

At the discretion of the Building Inspector, require the Builder / Developer to provide:

- (j) A British Columbia Land Surveyors Legal Survey or Certified Engineers paperwork showing:
  - i. Existing and Finished ground levels
  - ii. Geodetic elevations of the forms and the location of the forms in relation to the property lines of the parcel
  - iii. A landscape and grading plan
  - iv. An erosion and sediment control plan
  - v. location of the building relative to the parcel's property lines;
  - vi. indicating specific exterior materials and existing and finished grades around the building
  - vii. Disposal of Excavated Materials letter
  - viii. Certified plan showing: moving or removing any soil, indicating volume, location moved to and from, The *existing and finished* ground levels
  - ix. Plans that show a zero increase in the rate of storm water run-off for any development
  - x. construct drainage controls to prevent an increase or decrease in the discharge of storm water run-off *onto adjacent properties*
  - xi. include certified drainage design drawings that show the drainage control measures
  - xii. Provide an emergency flow path for excessive run-off from major precipitation
  - xiii. A storm water management
  - xiv. Include an impact assessment on neighbouring properties

- xv. discharge to the storm sewer or an approved storm water disposal location
- xvi. Catch basins and sumps must be installed in accordance with certified professional

### **2.3.5 Applications for Moved Buildings or Structures**

- (1) If a building or structure has been moved, a Permit is required for its rehabilitation on the property to which it is moved.
- (2) Before issuing a Permit for a moved building or structure, the Building Official may require certification under Section 2.3.8 from a registered professional that the building meets the requirements of this bylaw, the Building Code and any other applicable enactment.
- (3) Factory built housing must comply with Canadian Standards Association Standard A-277 "Procedure for Certification of Factory Built Houses" or CAN/CSA Z-240 MH Series, "Mobile Homes", prior to relocation within the CVRD.

### **2.3.6 Retaining Structures**

A registered professional shall supervise the design and construction of a retaining structure greater than 1.5 metres in height. Sealed copies of the design plan and field review reports prepared by the registered professional for all retaining structures greater than 1.5 metres in height shall be submitted to a Building Official prior to acceptance of the Work.

### 2.3.7 Siting Permit

A person who intends to erect, construct or place a farm building or portable container must:

- (a) Apply for a siting permit,
- (b) Provide sufficient information to the Building Official that the farm building will be sited on the parcel in compliance with the setback provisions prescribed in the applicable zoning Bylaw, and
- (c) Note the intended use of the building or structure on the application.

### 2.3.8 Professional Plan Certification

At the discretion of the Building Inspector, require the Builder / Developer to provide:

- all new Buildings, additions and excavations where the slope of excavation exceeds 1:1 slope to the property line
  - There is likely to be flooding, erosion, land slip, rock falls, subsidence or avalanche
  - When required, structural and drainage plans prepared and sealed by an Engineer;
- (1) If a Building Official considers that the site conditions, size or complexity of a development or an aspect of the development warrants, the Building Official may require an applicant for a building permit to provide design and plan certification and field reviews by a registered professional, supported by letters of assurance in the form of Schedules B-1, B-2 and C-B in Part 2 of Division C of the Building Code that the plans submitted with the permit application, or specified aspects of those plans, comply with the then current Building Code and other applicable enactments respecting safety.
  - (2) Prior to the issuance of an Occupancy Permit under section 2.6 of this bylaw for a building where letters of assurance have been required under section 2.3.6 of this bylaw, the owner must provide the Building Official with letters of assurance in the form of Schedules C-A or C-B in Part 2 of Division C of the *Building Code*, as is appropriate.
  - (3) The CVRD and its Building Officials rely solely upon the field reviews undertaken by the registered professional and the letters of assurance required and provided by this bylaw, as certification that the construction substantially conforms to and the design, plans and specifications to which the letters of assurance relate comply with the Building Code and other applicable enactments.

## 2.4 PERMIT FEES

- 2.4.1 The applicable Permit fee prescribed and calculated in accordance with Schedule "A" attached to this bylaw, must be paid in full prior to the issuance of a Permit under this bylaw. Any work commenced prior to the issuance of a Building Permit will be subject to Double the regular fee.

### 2.4.2 Damage – Surety Deposit

- (1) The applicant, at the time of issuance of a Permit for a Building or structure, or demolition of an existing structure, must provide the CVRD with a surety deposit of five hundred dollars (\$500) as security for the restoration of CVRD infrastructure damaged by the performance of the Work.
- (2) The surety deposit must be refunded if:
  - (a) there is no damage to CVRD infrastructure;
  - (b) no invoice is issued to cover the cost of repair to CVRD infrastructure; and
  - (c) an Occupancy Certificate is issued within two years of the issuance of the building permit.
- (3) The surety deposit must be forfeited to the CVRD if a final inspection is not called for and approved and an occupancy permit is not issued within two years of the issuance of the building permit.

### 2.4.3 Refund

When a Permit is surrendered and cancelled within 6 months of the Permit being issued and before any construction begins, the owner may obtain a 60% refund of the Permit fees required under Section 2.4.1 of this bylaw, by making a written request.

### 2.4.4 Fee Reduction

The building permit fee shall be reduced by 10% where

- (a) a registered professional reviews and certifies an application for a building permit as being in compliance with the *Building Code*, this bylaw and other applicable bylaws, and
- (b) the CVRD relies upon that certification in issuing a building permit.

### 2.4.5 Expired Permit

The permit fee for Work under a previous Permit that expired before the Work was completed will be based upon the value of the Work that remains to be completed.

### 2.4.6 Work completed without a permit

The permit fee for work completed, prior to the obtaining of building permit being issued, Will be double that of the regular fee as prescribed and calculated in accordance with Schedule “A” attached to this bylaw, must be paid in full prior to the issuance of a Permit under this bylaw.

## 2.5 CONDITIONS OF A PERMIT

### 2.5.1 A Building Official must issue the Permit for which the application is made when

- (a) a completed application in compliance with this bylaw, including all required supporting documentation, has been submitted and the review of the application has

- been completed;
- (b) the owner has paid all applicable fees prescribed by this bylaw;
- (c) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;
- (d) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act*; and
- (e) no enactment authorizes the Permit to be withheld
- (f) Certified plans showing adherence to a development permit provided
- (g) Certified grade and fill plans and ensuring that no land clearing, stripping of top soil, excavation, placement of fill, construction or installation of any kind commences, until certified plans are provided.

**2.5.2** Every Permit is issued upon the condition that the Permit must expire and the rights of the owner under the Permit must terminate if

- (a) the Work authorized by the Permit is not commenced within 6 months from the date of issuance of the Permit; or
- (b) the Work is discontinued for a period of 12 months or none of the inspections required by Section 3.3.3 have been requested during that period.



**2.5.3** A Building Official may extend the period of time set out under Section 2.5.2 where construction has not been commenced or has been discontinued due to adverse weather, strikes, or material or labour shortages.

**2.5.4 Revocation of a Permit**

- (1) A Building Official may revoke a Permit where there is a violation of
  - (a) a condition under which the Permit was issued; or
  - (b) a provision of the *Building Code*, this bylaw or other bylaws or enactments applicable to the Work.
- (2) The revocation of the Permit must be in writing and transitted to the Permit holder by registered mail, and is deemed served at the expiration of three days after the date of mailing.

**2.5.5 Denial of Permits**

If a person has been notified in writing that Work done by that person or on the person's behalf is a violation referred to in Section 2.5.4, a Permit must not be issued to that person in respect of the same property until the person has corrected the violation or satisfied the Building Official of his or her ability to do so.

**2.5.6 Partial Permit**

- (1) A Building Official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, if sufficient information has been provided to the Building Official to demonstrate that
  - (a) the portion authorized to be constructed substantially complies with this bylaw and other applicable enactments, and
  - (b) the Permit fee applicable to that portion of the building or structure has been paid.
- (2) Despite the issuance of the Permit, the requirements of this bylaw apply to the remainder of the building or structure as if the Permit for the portion of the building or structure had not been issued.
- (3) This section does not apply to single family dwellings and accessory buildings.

**2.5.7** An owner shall arrange for transportation of a Building Official to the property on which a building or structure is being constructed where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a Building Official shall comply with Transport Canada's Small Commercial Vessel Safety Guide.

**2.6 OCCUPANCY CERTIFICATE**

- 2.6.1** An owner must obtain an Occupancy Certificate issued by a Building Official prior to occupying a building.
- 2.6.2** A Building Official must not issue an Occupancy Certificate unless
- (a) all letters of assurance have been submitted (when required) in accordance with Section 2.3.8 of this bylaw; and
  - (b) all aspects of the Work requiring inspection and acceptance pursuant to Section 3.3.3 of the bylaw have been inspected and accepted.
- 2.6.3** A Building Official may issue an Occupancy Certificate for part of a building or structure when that part of the building or structure is self-contained, provided with the essential services listed in section 2.1.4 of this bylaw and meets the requirements set out in Section 2.6.2 of this bylaw.

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**PART 3 PROHIBITIONS AND OBLIGATIONS**

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**3.1 GENERAL****3.1.1 Work without Permits**

No person shall commence or continue construction, alteration, reconstruction, demolition, removal or relocation or change the Occupancy of any building or structure, excavation or other Work related to construction, unless excepted from the requirements of this bylaw, unless a Building Official has issued a valid and subsisting Permit for the Work. The fee will be double that of a regular permit as detailed in section 2.4.6 of this bylaw.

**3.1.2 Demolish**

No person shall demolish a building or structure unless a Building Official has issued a valid and subsisting demolition permit for the Work.

**3.1.3 Occupy or Use Building**

- (1) No person shall occupy or use a building or structure unless a valid and subsisting Occupancy Certificate has been issued by a Building Official for the building or structure.
- (2) No person shall occupy or use a building or structure contrary to the terms of a Permit or Occupancy Certificate issued, or contrary to any notice given by a Building Official.

**3.1.4 Tampering with Notices**

No person shall, unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, Permit or Occupancy Certificate posted upon or affixed to a building or structure pursuant to this bylaw.

**3.1.5 Approved Plans**

No person shall do any Work that is substantially at variance with the approved design, plans or specifications of a building, structure or other Works for which a Permit has been issued, unless that variance has been accepted in writing by a Building Official.

**3.1.6 Obstruction to Entry**

No person shall obstruct the entry of a Building Official or other authorized official of the CVRD to a building or structure on a property when the official is engaged in the administration of this bylaw.

**3.1.7 Cessation of Work**

No person shall continue to do any Work upon a building or structure or any portion of it after the Building Official has ordered cessation or suspension of Work on it.

### 3.1.8 Contrary

No person shall do any Work or carry out any construction contrary to a provision or requirement of this bylaw, the Building Code or any other applicable enactment.

## 3.2 BUILDING OFFICIALS

### 3.2.1 Bylaw Administration

A Building Official is authorized to

- (a) administer this bylaw and the Building Code in the CVRD, and
- (b) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and copies of all documents related to the administration of this bylaw.

### 3.2.2 Building Official's Authority

A Building Official

- (a) is authorized to enter, at all reasonable times, upon any property subject to this bylaw and the *Building Code*, in order to inspect and determine whether the regulations, prohibitions, requirements and orders issued under them are being met;
- (b) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice twenty-four hours in advance of entry and provide the reason for the inspection;
- (c) may order the correction of Work performed under the authority of a Permit which is being or has been done contrary to this bylaw, the Building Code or any other applicable enactment;
- (d) may order the cessation of Work that is proceeding in contravention of this bylaw, the Building Code or any other applicable enactment by advising the Permit holder by letter or by a written notice on a card posted on the premises where the Work is being performed and, if possible, posted adjacent to the Work;
- (e) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this bylaw, the *Building Code*, or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the Building Official.

### 3.2.3 An owner to whom a permit is issued must, during construction,

- (a) post and maintain the Permit in a dry and conspicuous place on the property in respect of which the Permit was issued;
- (b) keep a copy of the accepted design, plans and specifications on the property; and
- (c) post the civic address on the property in a location visible from any adjoining streets.

3.2.4 An owner must, when notified of deficiencies by the Building Official, perform such alterations, corrections or replacements as may be necessary to ensure the Work complies with this bylaw, the *Building Code*, or any other applicable enactment, and advise the Building Official when the Work is ready for re-inspection.

### 3.3 INSPECTIONS

3.3.1 Despite Section 2.3.8 of this bylaw, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews referred to in section 2.3.8 are taking place and to monitor the field reviews undertaken by the registered professionals.

3.3.2 A Building Official may attend periodically at the site of the construction of buildings or structures to ascertain whether the health and safety aspects of the Work are being carried out in substantial conformance with the *Building Code*, this bylaw and any other applicable enactment.

3.3.3 The owner or the owner's representative, by giving at least 24 hours notice to the Building Official, must request an inspection and obtain approval of the following aspects of the following Work, prior to concealing those aspects:

- (1) the foundation and footing forms before concrete is poured. For determining the legal location of all buildings as determined by the Zoning Bylaw or order of the Board of Variance, or the issuance of a Development Variance Permit or Development Permit, or in the case of new house construction, a certificate will be required from a licensed British Columbia Land Surveyor (BCLS);
- (2) installation of perimeter drains, drain rock, and damp-proofing, prior to backfilling;
- (3) the preparation of ground under-slab plumbing, including ground cover and reinforcing, when required, prior to the placing of a concrete slab;
- (4) rough-in of all chimneys and fireplaces (masonry and factory built);
- (5) inspection of framing after the roof, fire blocking and sheathing are in place, electrical wiring has been completed, and rough in plumbing is under test;
- (6) insulation and vapour barrier, after the exterior is weatherproofed;
- (7) inspection of fireplaces after the installation of the smoke damper and prior to the installation of the first flue liner and any material that would conceal the details of the construction of the fire-box and smoke chamber;
- (8) inspection of masonry construction and/or concrete construction as detailed in the Permit;
- (9) installation and application of building paper, flashing and stucco lath prior to installation of exterior finishes including cultured stone;
- (10) inspection of the installation of solid fuel burning appliances;
- (11) inspection of all plumbing fixtures prior to occupancy;
- (12) the health and safety aspects of the Work when the building or structure is substantially complete and ready for occupancy; pre-final if requested.
- (13) final inspection after the building has been completed and is ready for occupancy.

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**PART 4 ADMINISTRATIVE PROVISIONS**


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**4.1 PENALTIES AND ENFORCEMENT****4.1.1 Stop Work Notice**

- (1) A Building Official may order the cessation of any Work that is proceeding in contravention of the *Building Code*, this bylaw or any other applicable enactment, by posting a Stop Work Notice on the property where the Work is located.
- (2) The owner of property on which a Stop Work Notice has been posted, and every person performing the Work, must cease all construction Work immediately and must not do any Work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work Notice has been rescinded by a Building Official.
- (3) A person, contractor or owner, who commences Work requiring a Permit without first obtaining such a Permit shall, at the discretion of the Building Inspector, pay double the required Permit fee prior to obtaining the required Building Permit.
- (4) At the discretion of the Building Inspector, a Building Permit may be withheld or a stop work order issued, until certified professional documents have been provided to the satisfaction of the Building Inspector.

**4.1.2 Offences**

- (1) A person, contractor or owner who contravenes or fails to comply with a provision of this bylaw commits an offence and is liable on summary conviction to the penalties prescribed in the *Offence Act*.
- (2) Each day a new contravention of or failure to comply with a provision of this bylaw continues to exist shall constitute a separate offence.

**4.1.3 Enforcement by Municipal Ticket Information**

- (1) A person, contractor or owner who continues performing work once a stop work order has been issued, other than to address what has been specified, may be issued an MTI of up to \$1000, per offence per day, or court proceedings initiated
- (2) A person, contractor or owner who proceeds without a required building inspection, may be issued an MTI of up to \$1000, per offence per day, or court proceedings initiated
- (3) A person, contractor or owner who repeatedly commits infractions against this bylaw or the building code, may be issued an MTI of up to \$1000, per offence per day, or court proceedings initiated.
- (4) In accordance to Schedule A of this Bylaw

**PART 5      GENERAL**

**5.1      SEVERABILITY**

If any provision of this bylaw is for any reason held to be invalid by the decision of any court, the decision shall not affect the validity of the remaining provisions of this bylaw.

**6.      REPEAL**

Cowichan Valley Regional District Bylaw No. 143, 1974 is repealed.

READ A FIRST TIME this      14<sup>th</sup>      day of      September      , 2011.

READ A SECOND TIME this      14<sup>th</sup>      day of      September      , 2011.

READ A THIRD TIME this      14<sup>th</sup>      day of      September      , 2011.

ADOPTED this      14<sup>th</sup>      day of      September      , 2011.

\_\_\_\_\_  
Chairperson

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



**SCHEDULE A TO CVRD  
Building Regulation Amendment Bylaw No. 3797, 2014**

**Permit and Service Fees**

CONSTRUCTION VALUE SCHEDULE	
	VALUE (\$) (per square foot)
Main floor with full basement	150.00
Main floor with crawlspace	120.00
Main floor slab on grade	120.00
Second floor	70.00
Garage	40.00
Accessory building	25.00
Carport	20.00
Deck	20.00
Basement	50.00

**BUILDING PERMIT FEES**

Minimum fee.....	\$55
All new construction* .....	1% of value *minimum fee \$55
Renovations/Commercial .....	Contract Price
Manufactured/mobile homes and relocated buildings* .....	1% of value Value calculated at \$75/sq ft (*Note: does not include garages, sundecks or service connections)

**PLUMBING PERMIT FEE**

Each Plumbing Fixture .....	\$18
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**SEWER AND WATER INSPECTION FEE**

Storm Sewer .....	\$30
Sanitary Sewer Inspection .....	\$30
Water Service Connection .....	\$30

**PERMIT FEE TO WRECK OR DEMOLISH A BUILDING**

If structure has a floor area of 37.2m <sup>2</sup> (400 sq ft) or less .....	\$25
If structure is larger than 37.2m <sup>2</sup> (400 sq ft) .....	\$50
If structure is 186.0m <sup>2</sup> (2,000 sq ft) in floor area or larger .....	\$100

**RE-INSPECTION FEE**

For building or plumbing inspections required as a result of a call back where work was incomplete or improperly done .....	\$50
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**OTHER FEES**

Sprinkler Systems .....	Contract Price
Siting Permit (Agricultural Buildings).....	\$55
Campsite Developments .....	\$50/site
Occupant Load Document .....	\$100
Manufactured Home Parks .....	\$50/site



**WORK COMMENCED WITHOUT A BUILDING PERMIT**

If work is commenced prior to a building permit being issued.....Double Permit Fee

**MUNICIPAL TICKET INFORMATION**

Continues work once a stop work order has been issued, .....up to.....\$1000

Proceeds without a required building inspection..... up to .....\$1000

Repeatedly commits infractions against this bylaw or the building code..... up to .....\$1000

# ATTACHMENT B

## Building Bylaw 3422 Amendments

It should be noted that this flow chart is intended as a summary, with full details of the issue, Bylaw amendment and other considerations detailed in the full detailed report.

The recommendation and proposed text suggests adding, removing or replacing the relevant section of the Bylaw, to permit the new regulation.

The following sections to be added to provide the Building Inspector with authority and ability to with respect to dealing with the following issues:

Issue	Bylaw Amendment	Other considerations
<b>Building Inspector is only permitted to request a certified site plan from the Builder / developer for certain scenarios</b>	Add under Section 2.3.4  British Columbia Land Surveyors Legal Survey  Existing and finished ground levels	Building permit may be withheld or a stop work order may be issued, until certified surveys provided
<b>Prior to work on a sub division or development site, the Building Inspector requires the ability to request from the Builder / Developer:</b>	Add under Section 2.5.1  Certified plans showing adherence to a development permit  Certified grade and fill plans	No land clearing, stripping of top soil, excavation, placement of fill, construction or installation of any kind until certified plans provided
<b>Building Inspector requires the ability to request from the Builder / Developer: Engineers or Professionals reports for:</b>	Add under Section 2.3.8  all new Buildings, additions and excavations where the slope of excavation exceeds 1:1 slope to the property line  There is likely to be flooding, erosion, land slip, rock falls, subsidence or avalanche	Building permit may be withheld or a stop work order may be issued, until certified surveys provided

<p><b>Prior to a permit being issued:</b></p>	<p>When required, structural and drainage plans prepared and sealed by an Engineer;</p> <p>Add under Section 2.3.4</p> <p>request as required, a survey certificate, showing the geodetic elevations of the forms and the location of the forms in relation to the property lines of the parcel</p>	
<p><b>In relation to Grade and topography: to request from the Builder / developer</b></p>	<p>Add under Section 2.3.4</p> <p>A landscape and grading plan</p> <p>An erosion and sediment control plan</p> <p>location of the building relative to the parcel's property lines;</p> <p>indicating specific exterior materials and existing and finished grades around the building</p> <p>A cross section drawing through the parcel and building from property line to property line, showing in detail existing and proposed grades adjacent to the building</p>	<p>Building permit may be withheld or a stop work order may be issued, until certified surveys provided</p> <p>prepared and implemented prior to any land being altered</p>
<p><b>In relation to fill: to request from the Builder / developer:</b></p> <p><b>Prior to excavating:</b></p>	<p>Add under Section 2.3.4</p> <p>Disposal of Excavated Materials letter</p>	<p>Building permit may be withheld or a stop work order may be issued, until certified surveys provided</p>

<p><b>Where fill is placed upon a lot for any reason:</b></p>	<p>Certified plan showing: moving or removing any soil, indicating volume, location moved to and from, The <u>existing</u> and <u>finished</u> ground levels</p> <p>Plans that show a zero increase in the rate of storm water run-off for any development</p> <p>construct drainage controls to prevent an increase or decrease in the discharge of storm water run-off <u>onto adjacent properties</u></p> <p>include certified drainage design drawings that show the drainage control measures</p> <p>Provide an emergency flow path for excessive run-off from major precipitation</p>	
<p><b>In relation to drainage / rain water management: to request from the Builder / developer:</b></p> <p><b>In relation to drains:</b></p>	<p>Add under Section 2.3.4</p> <p>Certified engineered plans for:</p> <p>A storm water management</p> <p>Include an impact assessment on neighbouring properties</p> <p>discharge to the storm sewer or an approved storm water disposal location</p> <p>Catch basins and sumps must be installed in accordance with certified professional</p>	<p>Stop work order may be issued until certified plans provided</p>

<b>In relation to Portable containers:</b>	Add under Section 2.3.7  Siting Permit required	unaltered, non-combustible, portable unit used for the storage or transporting of goods
<b>In relation to penalties: the building inspector may issue Municipal Ticket Information:</b>	Add under Section 4.1.3 and Schedule "A"  For:  work commenced, prior to the obtaining of building permit  performing work once a stop work order has been issued  proceeds without a required building inspection  repeatedly commits infractions against this bylaw or the building code	Permit fees will be double  MTI up to \$1000, and for a person who is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$10,000  per offence per day, or court proceedings initiated





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 6, 2017  
**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017  
**FROM:** Water Management Division  
 Engineering Services Department  
**SUBJECT:** Water System Management Bylaws – 2017 amendments  
**FILE:** 0540-20-EAS

## PURPOSE/INTRODUCTION

The purpose of this report is to amend four water system management bylaws including: Lambourn Estates, Shellwood, and Arbutus Ridge Water systems to allow for changes in rates as was approved in the 2017 budget process and to amend the Saltair water bylaw to include minor housekeeping changes.

## RECOMMENDED RESOLUTION

That the following bylaws be forwarded to the Board for consideration of three readings and adoption:

CVRD Bylaw No.4076– Lambourn Estates Water System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4077– Arbutus Ridge Water System Management Amendment Bylaw, 2017 CVRD Bylaw No. 4078 – Shellwood Water System Management Amendment Bylaw, 2017 and CVRD Bylaw No. 4079 – Saltair Water System Management Amendment Bylaw, 2017

## BACKGROUND

As part of the approved 2017 budgets, Lambourn Estates, Arbutus Ridge, and Shellwood water bylaws must be amended. As well, minor housekeeping changes are included for Saltair Water

## ANALYSIS

Lambourn Estates Water: User fees will be decreased as a deficit from 2015 was recovered through 2016. Minor housekeeping changes are also included.

Arbutus Ridge Water: Increase of 3% for user fees will be required due to rising costs and in keeping with previous years.

Shellwood Water: Increase of user fees will be required to cover costs and an anticipated 2016 deficit. A change to quarterly billing and minor housekeeping changes are also included.

Saltair Water: No rate change. Minor housekeeping changes are included.

## FINANCIAL CONSIDERATIONS

### 604 Lambourn Estates Water System

User fee rates decrease from \$680 to \$580 - \$100 per equiv. single family home

### 615 Arbutus Ridge Water System

User fee rates increase from \$389 to \$398 - \$9 per home

617 Shellwood Water System

User fee rates increase from \$400 to \$900 - \$500 per home

**COMMUNICATION CONSIDERATIONS**

Liaising with the Finance Department is required. An explanatory letter, and possibly a follow-up public meeting will be provided to customers in cases of a high proportional increase.

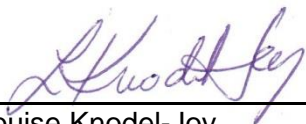
**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Addresses the Regional Strategic Focus Area #3 Sound Fiscal Management

Referred to (upon completion):

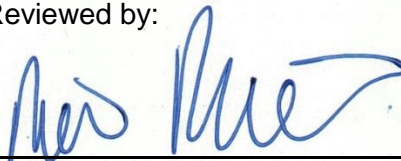
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital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

Prepared by:



Louise Knodel-Joy  
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.  
Manager



Hamid Hatami, P. Eng.  
General Manager

**ATTACHMENTS:**

Attachment A - CVRD Bylaw No. 4076 – Lambourn Estates Water System Management Amendment Bylaw, 2017

Attachment B - CVRD Bylaw No. 4077– Arbutus Ridge Water System Management Amendment Bylaw, 2017

Attachment C - CVRD Bylaw No. 4078 – Shellwood Water System Management Amendment Bylaw, 2017

Attachment D - CVRD Bylaw No. 4079 – Saltair Water System Management Amendment Bylaw, 2017





**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW No. 4076**

**A Bylaw to Amend the Lambourn Estates Water System Management  
Bylaw No. 3099**

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the *Lambourn Estates Water System* pursuant to CVRD Bylaw No. 3099, cited as "CVRD Bylaw No. 3099 – Lambourn Estates Water System Management Bylaw, 2008";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedules B, C and G of the 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. 4076 - Lambourn Estates Water System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

- a) Under Section 8. Miscellaneous Services and Requirements 1.(b) Delete section in its entirety
- b) Under Section 11. Offences and Sanctions 1.(xi) Delete phrase "pursuant to Section 3.5;"
- c) Delete Schedules B, C and G in their entirety and replace with Schedules B, C and G attached to and forming part of this bylaw.

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 B**  
**TO CVRD BYLAW NO. 3099**

**WATER SERVICE CHARGES**

a) **Consumers** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out below. A 10% discount will be applied for timely payment.

b) **Water Rates and Charges per Classification per Three (3) month billing period:**

CLASSIFICATION	Water Use		USER CHARGES					
			Charge					
<b>Group A</b>								
Single Family Dwelling: Per Dwelling	0	- 100	m <sup>3</sup>	\$	145.00			
Laundromat: Minimum charge for each washing machine	101	- 150	m <sup>3</sup>	\$	145.00	+	1.00 per m <sup>3</sup> over	100 m <sup>3</sup>
Elementary/Middle School: Minimum charge per 20 students or portion thereof	151	- 200	m <sup>3</sup>	\$	195.00	+	1.50 per m <sup>3</sup> over	150 m <sup>3</sup>
	over 200		m <sup>3</sup>	\$	270.00	+	2.25 per m <sup>3</sup> over	200 m <sup>3</sup>
<b>Group B</b>								
Apartment: Per Unit	0	- 80	m <sup>3</sup>	\$	108.75			
Mobile/Modular Home Park: Per Unit	81	- 120	m <sup>3</sup>	\$	108.75	+	1.00 per m <sup>3</sup> over	80 m <sup>3</sup>
	121	- 160	m <sup>3</sup>	\$	148.75	+	1.50 per m <sup>3</sup> over	120 m <sup>3</sup>
	over 160		m <sup>3</sup>	\$	208.75	+	2.25 per m <sup>3</sup> over	160 m <sup>3</sup>
<b>Group C</b>								
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0	- 62	m <sup>3</sup>	\$	87.00			
	63	- 98	m <sup>3</sup>	\$	87.00	+	1.00 per m <sup>3</sup> over	62 m <sup>3</sup>
	99	- 130	m <sup>3</sup>	\$	123.00	+	1.50 per m <sup>3</sup> over	98 m <sup>3</sup>
	over 130		m <sup>3</sup>	\$	171.00	+	2.25 per m <sup>3</sup> over	130 m <sup>3</sup>
<b>Group D</b>								
Continuing Care Facility: Minimum charge for each bed	0	- 50	m <sup>3</sup>	\$	72.50			
	51	- 75	m <sup>3</sup>	\$	72.50	+	1.00 per m <sup>3</sup> over	50 m <sup>3</sup>
	76	- 100	m <sup>3</sup>	\$	97.50	+	1.50 per m <sup>3</sup> over	75 m <sup>3</sup>
	over 100		m <sup>3</sup>	\$	135.00	+	2.25 per m <sup>3</sup> over	100 m <sup>3</sup>
<b>Group E</b>								
RV Trailer Park/Campground-Site Connected to Sewer: <u>Per service pad or Site</u>	0	- 34	m <sup>3</sup>	\$	48.33			
	35	- 50	m <sup>3</sup>	\$	48.33	+	1.00 per m <sup>3</sup> over	34 m <sup>3</sup>
Restaurant: Per 10 seats or patrons, or portion thereof	51	- 67	m <sup>3</sup>	\$	64.33	+	1.50 per m <sup>3</sup> over	50 m <sup>3</sup>
Hotel/Motel: per housekeeping unit	over 67		m <sup>3</sup>	\$	89.83	+	2.25 per m <sup>3</sup> over	67 m <sup>3</sup>

<b>Group F</b>									
<b>Bed &amp; Breakfast House:</b> includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Group									
	0	-	20	m <sup>3</sup>	\$	29.00			
	21	-	30	m <sup>3</sup>	\$	29.00	+	1.00	per m <sup>3</sup> over 20 m <sup>3</sup>
	31	-	40	m <sup>3</sup>	\$	39.00	+	1.50	per m <sup>3</sup> over 30 m <sup>3</sup>
	over	40	-	m <sup>3</sup>	\$	54.00	+	2.25	per m <sup>3</sup> over 40 m <sup>3</sup>
<b>Group G</b>									
<b>RV Trailer Park/Campground-Site not Connected to Sewer:</b>									
- Per service pad or Site									
	0	-	10	m <sup>3</sup>	\$	14.50			
	11	-	15	m <sup>3</sup>	\$	14.50	+	1.00	per m <sup>3</sup> over 10 m <sup>3</sup>
	16	-	20	m <sup>3</sup>	\$	19.50	+	1.50	per m <sup>3</sup> over 15 m <sup>3</sup>
	over	20	-	m <sup>3</sup>	\$	27.00	+	2.25	per m <sup>3</sup> over 20 m <sup>3</sup>
<b>Group H</b>									
<b>High school:</b> Minimum charge per 20 students or portion thereof per shift									
	0	-	135	m <sup>3</sup>	\$	181.25			
	136	-	203	m <sup>3</sup>	\$	181.25	+	1.00	per m <sup>3</sup> over 135 m <sup>3</sup>
	204	-	270	m <sup>3</sup>	\$	249.25	+	1.50	per m <sup>3</sup> over 203 m <sup>3</sup>
	over	270	-	m <sup>3</sup>	\$	349.75	+	2.25	per m <sup>3</sup> over 270 m <sup>3</sup>
<b>Group I</b>									
Hotel/Motel: per room or suite									
	0	-	25	m <sup>3</sup>	\$	36.25			
	26	-	38	m <sup>3</sup>	\$	36.25	+	1.00	per m <sup>3</sup> over 25 m <sup>3</sup>
	39	-	50	m <sup>3</sup>	\$	49.25	+	1.50	per m <sup>3</sup> over 38 m <sup>3</sup>
	over	50	-	m <sup>3</sup>	\$	67.25	+	2.25	per m <sup>3</sup> over 50 m <sup>3</sup>
<b>Group J</b>									
<b>Licensed Premises:</b> Per 10 seats or portion thereof									
	0	-	42	m <sup>3</sup>	\$	58.00			
	43	-	63	m <sup>3</sup>	\$	58.00	+	1.00	per m <sup>3</sup> over 42 m <sup>3</sup>
	64	-	84	m <sup>3</sup>	\$	79.00	+	1.50	per m <sup>3</sup> over 63 m <sup>3</sup>
	over	84	-	m <sup>3</sup>	\$	110.50	+	2.25	per m <sup>3</sup> over 84 m <sup>3</sup>
<b>Other</b>									
The minimum charge and the volume of water to be apportioned for a three (3) month period for other types of development that, in the opinion of the <b>Manager</b> , do not fall within the above classifications, shall be determined by the Manager of Engineering Services and his decision shall be final.									
<b>Aggregate Allotment</b> - Where more than one of the above classifications including " <b>Other</b> " is in use, or intended for use, then the applicable charges shall be applied to each and every classification.									

**UNDETECTED LEAKS:**

User Charges will be adjusted where an undetected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification (s) and there is no indication that water was knowingly allowed to run to waste. A minimum of 15 years must have passed before a subsequent forgiveness request will be granted. Subsequent leaks occurring within 15 years of the previous forgiveness approval will be eligible for a cap of \$1,500.00 per owner. Written verification from the **Consumer** describing the nature of the leakage and the action taken to rectify the problem must be received by the **Manager** before a forgiveness will be granted. The leakage problem must be rectified by the **Consumer** within 30 days upon discovery, or notification of the problem.

**USER CLASSIFICATION DESCRIPTIONS****Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile/Modular Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travellers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Water** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Water** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses, as well as areas licensed to service alcoholic beverages and staff accommodation, shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**Elementary and High School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



**SCHEDULE C**  
**TO CVRD BYLAW NO. 3099**

**UNMETERED WATER CHARGES**

**Water Rates:**

The **Consumer** of **Unmetered District Water** shall pay the charges set out below. A 10% discount will be applied for timely payment.

**Water Rates and Charges per Classification per three (3) month period:**

	<b><u>Charge</u></b>
<b><i>Single Family Dwelling:</i></b>	\$ 145.00
<b><i>Laundromat</i></b>	\$ 145.00
<b><i>Elementary/Middle School</i></b>	\$ 145.00
<b><i>High School:</i></b> Minimum charge for the first 20 students or portion thereof	\$ 181.25
<b><i>Apartment/Suite</i></b>	\$ 108.75
<b><i>Mobile Home Park</i></b>	\$ 108.75
<b><i>Commercial:</i></b> Minimum charge for the first 10 employees or portion thereof per shift	\$ 87.00
<b><i>Continuing Care Facility:</i></b> Minimum charge for each bed	\$ 72.50
<b><i>RV Trailer Park / Campground:</i></b>	
<u>Site Connected to Sewer:</u> per serviced pad or site	\$ 48.33
<u>Not connected to sewer</u>	\$ 29.00
<b><i>Restaurants:</i></b>	
Minimum charge for the first 10 seats or patrons or portion thereof	\$ 48.33
<b><i>Hotel / Motel</i></b>	
a) Per Room or Suite	\$ 48.33
b) Housekeeping Unit	\$ 48.33
<b><i>Bed &amp; Breakfast / Rooming House:</i></b>	
The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$ 29.00
<b><i>RV Trailer Park / Campground:</i></b>	
<u>Site Not Connected to Sewer:</u> per pad or site	\$ 14.50

**Licensed Premises:**

Minimum charge for the first 10 seats or patrons or portion thereof \$ 58.00

**Other:**

The minimum charge and the volume of water to be apportioned for a three (3) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the Manager of Engineering Services and his decision shall be final.

**Aggregate Allotment:**

Where more than one of the above classifications including "**Other**" is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

**USER CLASSIFICATION DESCRIPTIONS****Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile/Modular Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Water** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Water** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**Elementary School and High School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex, providing long-term care and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.





SCHEDULE G

TO CVRD BYLAW NO. 3099

**MISCELLANEOUS CHARGES**

**1. Testing of Water Meter**

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: ..... \$50.00

**2. Charge to Customer**

a) Where the **Water Meter** is found to measure the flow of water accurately:... \$50.00

b) Turning Water Service on each time:.....\*Equivalent to 50% of user fee  
Turning Water Service off each time:.....\*Equivalent to 50% of user fee

\*If the building services or water service connection location is not known, the actual cost incurred for locating the service will be borne by the homeowner.

a) Sprinkling Permit Application Fee.....\$25

**3. Notes:**

1. Inactivation of the account will be at the discretion of the **Manager**.

2. Charges for "turn on" or "turn off" shall **not** be levied where:

.1 It is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.

.2 The water is to be "turned on" for newly installed or water service connection.



**ATTACHMENT B**

**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW No. 4077**

**A Bylaw to Amend the Arbutus Ridge Water System Management  
Bylaw No. 3305**

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the Arbutus Ridge Water System pursuant to "CVRD Bylaw No. 3305, cited as "CVRD Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and to revise Schedules B and C of the 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. 4077 - Arbutus Ridge Water System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedules B and C be deleted in their entirety and replaced with Schedules B and C attached to and forming part of this bylaw.

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 B

## TO BYLAW NO. 3305

## ARBUTUS RIDGE METERED WATER RATES

## Water Rates and Charges

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below.

**Water Rates and Charges per Classification per six (6) month period:**

CLASSIFICATION	USER CHARGES - 2016			
	Water Use	Charge		
<b>Group A</b>				
<b>Single Family Dwelling:</b> Per Dwelling	0 - 200 m <sup>3</sup>	\$ 198.80		
<b>Laundromat:</b> Minimum charge for each washing machine	201 - 300 m <sup>3</sup>	\$ 198.80	+ 1.25 per m <sup>3</sup> over	200 m <sup>3</sup>
	301 - 400 m <sup>3</sup>	\$ 323.80	+ 1.85 per m <sup>3</sup> over	300 m <sup>3</sup>
	over 400 m <sup>3</sup>	\$ 508.80	+ 2.50 per m <sup>3</sup> over	400 m <sup>3</sup>
<b>Group B</b>				
<b>Apartment:</b> Per Unit	0 - 160 m <sup>3</sup>	\$ 149.10		
<b>Mobile/Modular Home Park:</b> Per Unit	161 - 240 m <sup>3</sup>	\$ 149.10	+ 1.25 per m <sup>3</sup> over	160 m <sup>3</sup>
	241 - 320 m <sup>3</sup>	\$ 249.10	+ 1.85 per m <sup>3</sup> over	240 m <sup>3</sup>
	over 320 m <sup>3</sup>	\$ 397.10	+ 2.50 per m <sup>3</sup> over	320 m <sup>3</sup>
<b>Group C</b>				
<b>Commercial:</b> Minimum charge for each 10 employees or portion thereof per shift	0 - 200 m <sup>3</sup>	\$ 198.80		
	201 - 300 m <sup>3</sup>	\$ 198.80	+ 1.25 per m <sup>3</sup> over	200 m <sup>3</sup>
	301 - 400 m <sup>3</sup>	\$ 323.80	+ 1.85 per m <sup>3</sup> over	300 m <sup>3</sup>
	over 400 m <sup>3</sup>	\$ 508.80	+ 2.50 per m <sup>3</sup> over	400 m <sup>3</sup>
<b>Group D</b>				
<b>Continuing Care Facility:</b> Minimum charge for each bed	0 - 100 m <sup>3</sup>	\$ 99.40		
	101 - 150 m <sup>3</sup>	\$ 99.40	+ 1.25 per m <sup>3</sup> over	100 m <sup>3</sup>
	151 - 200 m <sup>3</sup>	\$ 161.90	+ 1.85 per m <sup>3</sup> over	150 m <sup>3</sup>
	over 200 m <sup>3</sup>	\$ 254.40	+ 2.50 per m <sup>3</sup> over	200 m <sup>3</sup>
<b>Group E</b>				
<b>RV Trailer Park/Campground-Site Connected to Sewer:</b> <u>Per service pad or Site</u>	0 - 67 m <sup>3</sup>	\$ 66.27		
<b>Restaurant:</b> Per 10 seats or patrons, or portion thereof	68 - 100 m <sup>3</sup>	\$ 66.27	+ 1.25 per m <sup>3</sup> over	67 m <sup>3</sup>
<b>Hotel/Motel:</b> per housekeeping unit	101 - 133 m <sup>3</sup>	\$ 107.52	+ 1.85 per m <sup>3</sup> over	100 m <sup>3</sup>
	over 133 m <sup>3</sup>	\$ 168.57	+ 2.50 per m <sup>3</sup> over	133 m <sup>3</sup>

<b>Group F</b> <b>Bed &amp; Breakfast House:</b> includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Group	0 - 40 m <sup>3</sup>	\$ 39.76			
	41 - 60 m <sup>3</sup>	\$ 39.76 + 1.25	per m <sup>3</sup> over	40 m <sup>3</sup>	
	61 - 80 m <sup>3</sup>	\$ 64.76 + 1.85	per m <sup>3</sup> over	60 m <sup>3</sup>	
	over 80 - m <sup>3</sup>	\$ 101.76 + 2.50	per m <sup>3</sup> over	80 m <sup>3</sup>	
<b>Group G</b> <b>RV Trailer Park/Campground-Site not Connected to Sewer:</b> - Per service pad or Site	0 - 20 m <sup>3</sup>	\$ 19.88			
	21 - 30 m <sup>3</sup>	\$ 19.88 + 1.25	per m <sup>3</sup> over	20 m <sup>3</sup>	
	31 - 40 m <sup>3</sup>	\$ 32.38 + 1.85	per m <sup>3</sup> over	30 m <sup>3</sup>	
	over 40 - m <sup>3</sup>	\$ 50.88 + 2.50	per m <sup>3</sup> over	40 m <sup>3</sup>	
<b>Group H</b> Hotel/Motel: per room or suite	0 - 50 m <sup>3</sup>	\$ 49.70			
	51 - 75 m <sup>3</sup>	\$ 49.70 + 1.25	per m <sup>3</sup> over	50 m <sup>3</sup>	
	76 - 100 m <sup>3</sup>	\$ 80.95 + 1.85	per m <sup>3</sup> over	75 m <sup>3</sup>	
	over 100 - m <sup>3</sup>	\$ 127.20 + 2.50	per m <sup>3</sup> over	100 m <sup>3</sup>	
<b>Group I</b> <b>Licensed Premises:</b> Per 10 seats or portion thereof	0 - 83 m <sup>3</sup>	\$ 79.52			
	84 - 125 m <sup>3</sup>	\$ 79.52 + 1.25	per m <sup>3</sup> over	83 m <sup>3</sup>	
	126 - 167 m <sup>3</sup>	\$ 132.02 + 1.85	per m <sup>3</sup> over	125 m <sup>3</sup>	
	over 167 - m <sup>3</sup>	\$ 209.72 + 2.50	per m <sup>3</sup> over	167 m <sup>3</sup>	

Golf Course based on 3.5% operational budget or \$5,796.00

**UNDETECTED LEAKS:**

User Charges will be adjusted where an undetected leak on the consumer’s property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification (s) and there is no indication that water was knowingly allowed to run to waste. A minimum of 15 years must have passed before a subsequent forgiveness request will be granted. Subsequent leaks occurring within 15 years of the previous forgiveness approval will be eligible for a cap of \$1,500.00 per owner. Written verification from the **Consumer** describing the nature of the leakage and the action taken to rectify the problem must be received by the **Manager** before a forgiveness will be granted. The leakage problem must be rectified by the **Consumer** within 30 days upon discovery, or notification of the problem.

**USER CLASSIFICATION DESCRIPTIONS**

**Single Family Dwelling:** Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Apartment:** Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile/Modular Home Park:** Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:** Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:** Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:** Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:** Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:** Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:** Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores,

offices, convenience store, service establishment, and light industrial.

**Continuing Care Facility:** Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:** Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:** Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

**Golf Course:** For potable water usage only.



**SCHEDULE C**

**TO CVRD BYLAW NO. 3305**

**UNMETERED WATER CHARGES**

**WATER RATES:**

The **Consumer** of **Unmetered District Water** shall pay the charges set out below.

**Water Rates and Charges per Classification per six (6) month period:**

**SCHEDULE "C" USER CHARGES BREAKDOWN**

CLASSIFICATION	Rate Structure
<b>Single Family Dwelling</b>	\$198.80
<b>Laundromat</b>	\$198.80
<b>Apartment</b>	\$149.10
<b>Mobile Home Park</b>	\$149.10
<b>Commercial</b> Minimum charge for each 10 employees or portion thereof per shift	\$198.80
<b>Continuing Care Facility</b> Minimum charge for each bed	\$ 99.40
<b>RV Trailer Park / Campground:</b> <u>Site connected to sewer:</u> per serviced pad or site	\$ 66.27
<u>Not connected to sewer</u>	\$ 17.28
<b>Restaurants</b> Minimum charge for each 10 seats or patrons or portion thereof	\$ 66.27
<b>Hotel / Motel</b> b) <u>Housekeeping Unit:</u>	\$ 66.27
<b>Bed &amp; Breakfast / Rooming House</b> The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$198.80 \$ 39.76
<b>RV Trailer Park / Campground</b> <u>Site Not Connected to Sewer:</u> per pad or site	\$ 19.88
<b>Hotel / Motel</b> a) <u>Room or Suite:</u> per room or suite	\$ 49.70
<b>Licensed Premises:</b> Minimum charge for the first 10 seats or patrons or portion thereof	\$ 79.52
<b>Golf Course</b> based on 3.5% operational budget or	\$5,796.00

**Other:**

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the Manager of Engineering Services and his decision shall be final.

**Aggregate Allotment:**

Where more than one of the above classifications including **“Other”** is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

**Single Family Dwelling**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile/Modular Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a sanitary sewer disposal system, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate sanitary sewer disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure, which contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended use for the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.



***Licensed Premises:***

Applies to a connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board to British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

***Laundromat:***

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available to public use for a fee or charge.

***Commercial:***

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

***Continuing Care Facility:***

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include for residents requiring full-time professional care that include living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

***Bed & Breakfast:***

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

***Rooming House:***

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

***Golf Course:*** For potable water usage only.





## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4078

#### A Bylaw to Amend the Shellwood Water System Management BYLAW No. 3644

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the *Shellwood Water System* pursuant to CVRD Bylaw No. 3644, cited as "**CVRD Bylaw No. 3644 - Shellwood Water System Management Bylaw, 2012**";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedules A, B, C, E and G of the bylaw and undertake some minor housekeeping.

**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. 4078 - Shellwood Water System Management Amendment Bylaw, 2017**".

#### 2. AMENDMENT

- a) Under Section 8. Miscellaneous Services and Requirements 1.(b) Delete section (b) in its entirety
- b) Under Section 11. Offences and Sanctions 1. (k) Delete phrase "pursuant to Part II, Section 5 of CVRD Bylaw No. 3209 - Ticket Information Authorization Bylaw, 2008;"
- c) Delete section 1. 1.a) in **Schedule A – Water Service Connection Charges** and replace with

a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection.....	\$300.00
25-mm diameter connection.....	\$450.00

plus a deposit in the amount of the **Manager's estimate** to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation. Not payable if the CVRD water parcel tax has been paid for at least 15 years **and** no extension to the watermain is required.

- d) Delete Schedules B and G in their entirety and replace with Schedules B and G attached to and forming part of this bylaw.
- e) Delete Schedule C in its entirety.

f) Delete phrase in Schedule E (a) "biannually in the Spring and the Fall" and replace with "quarterly during the year"

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



C·V·R·D

**SCHEDULE B****TO CVRD BYLAW NO. 3644****METERED WATER RATES AND CHARGES**

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below. A 10% discount will be applied for timely payment.

**Water Rates and Charges per Classification per three (3) month period:**

CLASSIFICATION	USER CHARGES			
	Water Use	Charge		
<b>Group A</b>				
<b>Single Family Dwelling:</b> Per Dwelling	0 - 100 m <sup>3</sup>	\$ 225.00		
<b>Laundromat:</b> Minimum charge for each washing machine	101 - 150 m <sup>3</sup>	\$ 225.00	+ 1.00	per m <sup>3</sup> over 200 m <sup>3</sup>
<b>Elementary/Middle School:</b> Minimum charge per 20 students or portion thereof	151 - 200 m <sup>3</sup>	\$ 325.00	+ 1.50	per m <sup>3</sup> over 300 m <sup>3</sup>
	over 200 m <sup>3</sup>	\$ 475.00	+ 2.25	per m <sup>3</sup> over 400 m <sup>3</sup>
<b>Group B</b>				
<b>Apartment:</b> Per Unit	0 - 80 m <sup>3</sup>	\$ 168.75		
<b>Mobile/Modular Home Park:</b> Per Unit	81 - 120 m <sup>3</sup>	\$ 168.75	+ 1.00	per m <sup>3</sup> over 160 m <sup>3</sup>
	121 - 160 m <sup>3</sup>	\$ 248.75	+ 1.50	per m <sup>3</sup> over 240 m <sup>3</sup>
	over 160 m <sup>3</sup>	\$ 368.75	+ 2.25	per m <sup>3</sup> over 320 m <sup>3</sup>
<b>Group C</b>				
<b>Commercial:</b> Minimum charge for each 10 employees or portion thereof per shift	0 - 60 m <sup>3</sup>	\$ 135.00		
	61 - 90 m <sup>3</sup>	\$ 135.00	+ 1.00	per m <sup>3</sup> over 130 m <sup>3</sup>
	91 - 120 m <sup>3</sup>	\$ 200.00	+ 1.50	per m <sup>3</sup> over 195 m <sup>3</sup>
	over 120 m <sup>3</sup>	\$ 297.50	+ 2.25	per m <sup>3</sup> over 260 m <sup>3</sup>
<b>Group D</b>				
<b>Continuing Care Facility:</b> Minimum charge for each bed	0 - 50 m <sup>3</sup>	\$ 112.50		
	51 - 75 m <sup>3</sup>	\$ 112.50	+ 1.00	per m <sup>3</sup> over 100 m <sup>3</sup>
	76 - 100 m <sup>3</sup>	\$ 162.50	+ 1.50	per m <sup>3</sup> over 150 m <sup>3</sup>
	over 100 m <sup>3</sup>	\$ 237.50	+ 2.25	per m <sup>3</sup> over 200 m <sup>3</sup>
<b>Group E</b>				
<b>RV Trailer Park/Campground-Site Connected to Sewer:</b> Per service pad or Site	0 - 33 m <sup>3</sup>	\$ 75.00		
	34 - 49 m <sup>3</sup>	\$ 75.00	+ 1.00	per m <sup>3</sup> over 67 m <sup>3</sup>
<b>Restaurant:</b> Per 10 seats or patrons, or portion thereof	50 - 66 m <sup>3</sup>	\$ 108.00	+ 1.50	per m <sup>3</sup> over 100 m <sup>3</sup>
<b>Hotel/Motel:</b> per housekeeping unit	over 66 m <sup>3</sup>	\$ 157.50	+ 2.25	per m <sup>3</sup> over 133 m <sup>3</sup>

<b>Group F</b> <b>Bed &amp; Breakfast House:</b> includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room.	0 - 20 m <sup>3</sup>	\$ 45.00				
	21 - 30 m <sup>3</sup>	\$ 45.00	+	1.00	per m <sup>3</sup> over	40 m <sup>3</sup>
	31 - 40 m <sup>3</sup>	\$ 65.00	+	1.50	per m <sup>3</sup> over	60 m <sup>3</sup>
	over 40 - m <sup>3</sup>	\$ 95.00	+	2.25	per m <sup>3</sup> over	80 m <sup>3</sup>
<b>Group G</b> <b>RV Trailer Park/Campground-Site not Connected to Sewer:</b>  - Per service pad or Site	0 - 10 m <sup>3</sup>	\$ 22.50				
	11 - 15 m <sup>3</sup>	\$ 22.50	+	1.00	per m <sup>3</sup> over	20 m <sup>3</sup>
	16 - 20 m <sup>3</sup>	\$ 32.50	+	1.50	per m <sup>3</sup> over	30 m <sup>3</sup>
	over 20 - m <sup>3</sup>	\$ 47.50	+	2.25	per m <sup>3</sup> over	40 m <sup>3</sup>
<b>Group H</b> <b>High School:</b> Minimum charge per 20 students or portion thereof per shift	0 - 140 m <sup>3</sup>	\$ 281.25				
	141 - 210 m <sup>3</sup>	\$ 281.28	+	1.00	per m <sup>3</sup> over	270 m <sup>3</sup>
	211 - 280 m <sup>3</sup>	\$ 416.28	+	1.50	per m <sup>3</sup> over	405 m <sup>3</sup>
	over 280 - m <sup>3</sup>	\$ 618.75	+	2.25	per m <sup>3</sup> over	540 m <sup>3</sup>
<b>Group I</b> Hotel/Motel: per room or suite	0 - 25 m <sup>3</sup>	\$ 56.25				
	26 - 37 m <sup>3</sup>	\$ 56.28	+	1.00	per m <sup>3</sup> over	50 m <sup>3</sup>
	38 - 50 m <sup>3</sup>	\$ 81.25	+	1.50	per m <sup>3</sup> over	75 m <sup>3</sup>
	over 50 - m <sup>3</sup>	\$ 118.75	+	2.25	per m <sup>3</sup> over	100 m <sup>3</sup>
<b>Group J</b> <b>Licensed Premises:</b> Per 10 seats or portion thereof	0 - 43 m <sup>3</sup>	\$ 90.00				
	43 - 63 m <sup>3</sup>	\$ 90.00	+	1.00	per m <sup>3</sup> over	83 m <sup>3</sup>
	64 - 84 m <sup>3</sup>	\$ 132.00	+	1.50	per m <sup>3</sup> over	125 m <sup>3</sup>
	over 84 - m <sup>3</sup>	\$ 195.00	+	2.25	per m <sup>3</sup> over	167 m <sup>3</sup>

### **UNDETECTED LEAKS**

User Charges will be adjusted on a one-time forgiveness basis where an undetected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification(s), and where there is no indication that water was knowingly allowed to run to waste. Written verification from the consumer describing the nature of the leakage and the action taken to rectify the problem must be shown to the satisfaction of the Manager before the one-time forgiveness will be granted. The water service must be replaced in its entirety, or for longer than typical water services a significant portion of the water service must be replaced, to prevent any re-occurrence of leakage. Consumers are required to report to the Manager within 30 days of the most recent billing date.

The leakage problem must be rectified by the consumer within 30 days upon discovery or notification of the problem. Forgiveness will only be considered for a single billing period. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first "forgiveness" of a water overage charge.

### USER CLASSIFICATION DESCRIPTIONS

**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for, the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to, a townhouse, semi-detached residential home, duplex or a cabin.

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile/Modular Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to, retail stores, offices, convenience stores, service establishments, and light industrial uses.

**Elementary School and High School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.





## SCHEDULE G

### TO CVRD BYLAW NO. 3644

#### MISCELLANEOUS CHARGES

##### 1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: ..... \$50.00

##### 2. Charge to Customer

a) Where the **Water Meter** is found to measure the flow of water accurately:... \$50.00

b) Turning Water Service on each time:.....\*Equivalent to 50% of user fee  
Turning Water Service off each time:.....\*Equivalent to 50% of user fee

\*If the building services or water service connection location is not known, the actual cost incurred for locating the service will be borne by the homeowner.

a) Sprinkling Permit Application Fee.....\$25

##### 3. Notes:

1. Inactivation of the account will be at the discretion of the **Manager**.

2. Charges for "turn on" or "turn off" shall **not** be levied where:

- .1 It is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.
- .2 The water is to be "turned on" for newly installed or water service connection.



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4079

### A Bylaw to Amend the Saltair Water System Management Bylaw No. 1763

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the *Saltair Water System* pursuant to CVRD Bylaw No. 1763, cited as "CVRD Bylaw No. 1763 – Saltair Water System Management Bylaw, 1996";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to revise Schedules B and G of the bylaw and undertake some minor housekeeping.

**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. 4079 - Saltair Water System Management Amendment Bylaw, 2017**".

#### 2. AMENDMENT

- a) Under Section 8. Miscellaneous Services and Requirements 1.(b) Delete section (b) in its entirety
- b) Under Section 11. Offences and Sanctions 1. (k) Delete phrase "pursuant to Section 3.5;"
- c) Delete section 1. 1.a) in **Schedule A – Water Service Connection Charges** and replace with

a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection.....	\$300.00
25-mm diameter connection.....	\$450.00

plus a deposit in the amount of the **Manager's estimate** to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation. Not payable if the CVRD water parcel tax has been paid for at least 15 years **and** no extension to the watermain is required.

d) Delete Schedule G in its entirety and replace with Schedule G attached to and forming part of this bylaw.

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 G**  
**TO CVRD BYLAW NO. 3313**

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**MISCELLANEOUS CHARGES**

**1. Testing of Water Meter**

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: ..... \$50.00

**2. Charge to Customer**

a) Where the **Water Meter** is found to measure the flow of water accurately:... \$50.00

b) Turning Water Service on each time:.....\*Equivalent to 50% of user fee

Turning Water Service off each time:.....\*Equivalent to 50% of user fee

\*If the building services or water service connection location is not known, the actual cost incurred for locating the service will be borne by the homeowner.

Sprinkling Permit Application Fee.....\$25

**3. Notes:**

1. Inactivation of the account will be at the discretion of the **Manager**.

2. Charges for "turn on" or "turn off" shall **not** be levied where:

.1 It is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.

.2 The water is to be "turned on" for newly installed or water service connection.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** December 15, 2016

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017

**FROM:** Water Management Division  
Engineering Services Department

**SUBJECT:** Sewer System Management Bylaws – 2017 amendments

**FILE:** 0540-20-EAS

## PURPOSE/INTRODUCTION

The purpose of this report is to amend five sewer system management bylaws including: Sentinel Ridge, Arbutus Mountain, Cobble Hill, Mill Springs, Arbutus Ridge and Eagle Heights Sewer Systems to allow for changes in rates as was approved in the 2017 budget process.

## RECOMMENDED RESOLUTION

That the following bylaws be forwarded to the Board for consideration of three readings and adoption:

CVRD Bylaw No.4080 – Sentinel Ridge Sewer System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4081 – Arbutus Mountain Sewer System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4082 – Cobble Hill Sewer System Management Amendment Bylaw, 2017; CVRD Bylaw No. 4083 – Mill Springs Sewer System Management Amendment Bylaw, 2017, CVRD Bylaw No. 4084 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2017 and CVRD Bylaw No. 4085 – Eagle Heights Sewer System Management Amendment Bylaw, 2017

## BACKGROUND

As part of the approved 2017 budgets, these sewer bylaws must be amended.

## ANALYSIS

802 Sentinel Ridge Sewer System: A user fee decrease of \$90 (from \$765 to \$675) and parcel tax increase of \$71 (from \$286 to \$357) is proposed for this sewer system. A capital project to add a membrane in the wastewater treatment plant is also planned. Further minor bylaw amendments have been made to the classification system to better suit actual usage and cost to the system.

805 Arbutus Mountain Sewer System: A \$9500 deficit is anticipated requiring a parcel tax increase of \$14 (from \$731 to \$745) and a user fee increase of \$25 (from \$465 to \$490) to achieve a balanced budget in 2017.

809 Cobble Hill Village Sewer System: A wastewater treatment plant replacement investigation of \$25,000 is proposed in 2017.

813 Mill Springs Sewer System: A \$20 increase in user fees (from \$300 to \$320) and \$10 decrease in parcel tax (from \$420 to \$410) are proposed for this system due to parcel tax requisition limits and to maintain a viable budget

815 Arbutus Ridge Sewer System: A user fee adjustment of \$17 (from \$417 to \$400) is proposed to compensate for an early increase in rates for debt servicing in 2016. This necessitates a user

fee increase of \$50/home (from \$250 - \$300).

820 Eagle Heights Sewer System: An \$30 increase in user fees is required to cover additional operational costs in this sewer system

#### FINANCIAL CONSIDERATIONS

##### 802 Sentinel Ridge Sewer System

User fee decrease from \$765 to \$675 - \$90/home in 2017

##### 805 Arbutus Mountain Sewer System

User fee rates increase from \$465 to \$490 - \$25/home in 2017

##### 809 Cobble Hill Village Sewer System

User fee rates increase from \$250 to \$300 - \$50/home in 2017

##### 813 Mill Springs Sewer System

User fee increase from \$300 to \$320 - \$20/home in 2017

##### 815 Arbutus Ridge Sewer System

User fee rates increased 3% from 2016 -2017

##### 820 Eagle Heights Sewer System

User fee rates increased \$330 to \$360 - \$30 home in 2017

#### COMMUNICATION CONSIDERATIONS

Liaising with the Finance Department is required. An explanatory letter will be provided to customers in cases of a high proportional increase.

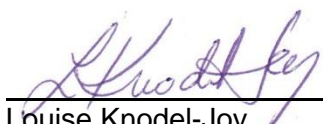
#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Addresses the Regional Strategic Focus Area #3 Sound Fiscal Management

Referred to (upon completion):

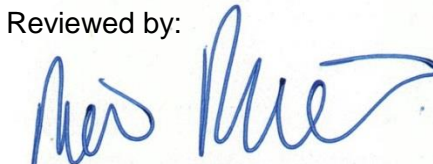
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital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

Prepared by:



Louise Knodel-Joy  
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.  
Manager



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Hamid Hatami, P. Eng.  
General Manager

**ATTACHMENTS:**

Attachment A - CVRD Bylaw No. 4080 - Sentinel Ridge Sewer System Management Amendment Bylaw, 2017

Attachment B - CVRD Bylaw No. 4081 - Arbutus Mountain Sewer System Management Amendment Bylaw, 2017

Attachment C - CVRD Bylaw No. 4082 - Cobble Hill Sewer System Management Amendment Bylaw, 2017

Attachment D - CVRD Bylaw No. 4083 - Mill Springs Sewer System Management Amendment Bylaw, 2017

Attachment E - CVRD Bylaw No. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017

Attachment F - CVRD Bylaw No. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4080

#### A Bylaw to Amend the Sentinel Ridge Sewer System Management Bylaw No. 2830

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the *Sentinel Ridge Sewer System* pursuant to CVRD Bylaw No. 2830, cited as "CVRD Bylaw No. 2830 – Sentinel Ridge Sewer System Management Bylaw, 2006";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedule B of the 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. 4080- Sentinel Ridge Sewer System Management Amendment Bylaw, 2017**".

#### 2. AMENDMENT

Delete Schedule B in its entirety and replace with Schedule B attached to and forming part of this bylaw.

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 B

## TO CVRD BYLAW NO. 2830

**SEWER SERVICE CHARGES**

a) **Consumers** of **Sewer Services** who do not receive **Metered District Water** shall pay the minimum billing set out in Sub-section (b) below.

b) Minimum Sewer Classification Charge per Six (6) month billing period:

<b><u>Classification</u></b>	<b><u>Charge</u></b>
<b>Single Family Dwelling:</b> per dwelling	337.50
<b>STEP:</b> per dwelling	286.88
<b>Apartment:</b> per unit	286.88
<b>Townhome:</b> per unit	337.50
<b>Mobile Home Park:</b> per unit	337.50
<b>RV Trailer Park/Campground:</b>	
a) <u>Site Connected to Sewer:</u> per serviced pad or site	168.75
b) <u>Site not Connected to Sewer:</u> per pad or site	33.75
<b>Hotel/Motel:</b>	
a) <u>Room or Suite:</u> per room or suite	135.00
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	202.50
<b>Restaurants:</b> per seat:	33.75
<b>Licensed Premises:</b> per seat:	33.75
<b>Laundromat:</b> minimum charge for each washing machine:	337.50
<b>Commercial:</b>	
Minimum charge for each 5 employees or portion thereof per shift:	168.75
Each additional 5 employees or portion thereof per shift:	168.75
<b>School:</b> minimum charge per classroom	337.50
<b>Continuing Care Facility:</b> minimum charge for <u>each bed</u>	253.13
<b>Bed &amp; Breakfast/Rooming House:</b>	
The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guestroom	
a) single Family Dwelling:	337.50
b) per guest room	135.00
<b>Public Washroom:</b> minimum charge	337.50
<b>Sani Dump:</b> minimum charge	432.00

**Other:** for each 1.18 m<sup>3</sup> (259-lgal.) of daily metered or calculated flow. There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one where calculation yields an uneven number round to the whole number.

**USER CLASSIFICATION DESCRIPTIONS****Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Septic Tank Effluent Pumping (STEP):**

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-Family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years)

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for, the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**School:**

Applies to a connection servicing an institution of learning or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

**Public Washroom**

Application based on 15 litres per person per day, assume 40 persons per day =  $0.76 \text{ m}^3$  (332 Imperial Gallons) per day.

**Sani-dump:**

Applies to 6 pump-outs per day for both black and grey water tanks at approximately  $0.23 \text{ m}^3$  (43 Imperial Gallons) per pump to a maximum of  $0.2 \text{ m}^3$  (259 Imperial gallons) per day.

**Other:**

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single family residential equivalents shall be calculated at  $1.18 \text{ m}^3$  (259 lgal.) per day metered or calculated flow, rounded to the higher whole number.



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4081

#### A Bylaw to Amend the Arbutus Mountain Estates Sewer System Management Bylaw No. 2997

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the Arbutus Mountain Estates Sewer System pursuant to "CVRD Bylaw No. 2997, cited as "CVRD Bylaw No. 2997 – Arbutus Mountain Estates Sewer System Management Bylaw, 2008";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedule B of the 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. 2997 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

Delete Schedule B in its entirety and replace with Schedule B attached to and forming part of this bylaw.

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 B

### TO CVRD BYLAW NO. 2997

#### **SEWER SERVICE CHARGES**

(a) **Consumers** of **Sewer Services** shall pay the minimum billing set out in sub-section (b) below.

(b) Minimum Sewer Classification Charge per Six (6) month billing period

<b><u>CLASSIFICATION</u></b>	<b><u>CHARGE</u></b>
<b>Single Family Dwelling:</b> per dwelling	\$245.00
<b>STEP System:</b> per dwelling	208.25
<b>Apartment:</b> per unit	208.25
<b>Mobile Home Park:</b> per unit	245.00
<b>RV Trailer Park/Campground:</b>	
a) <u>Site Connected to Sewer:</u> per serviced pad or site	122.50
b) <u>Site not Connected to Sewer:</u> per pad or site	24.50
<b>Hotel/Motel:</b>	
a) <u>Room or Suite:</u> per room or suite	98.00
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	147.00
<b>Restaurants:</b> per seat:	14.70
<b>Licensed Premises:</b> per seat:	24.50
<b>Laundromat:</b> minimum charge for each washing machine:	245.00
<b>Commercial:</b>	
Minimum charge for the first 5 employees or portion thereof per shift	122.50
Each additional 5 employees or portion thereof per shift	122.50
<b>School:</b> minimum charge per classroom	245.00
<b>Continuing Care Facility:</b> minimum charge for each bed	183.75
<b>Bed &amp; Breakfast/Rooming House:</b> The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) Single Family Dwelling:	245.00
b) Per guest room	98.00

**Other:** There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number.

**USER CLASSIFICATION DESCRIPTIONS****Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Septic Tank Effluent Pumping (STEP):**

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Community Hall / Church / Theatre:**

Applies to a connection servicing a community hall or church with kitchen and washroom facilities.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

**Other:**

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m<sup>3</sup> (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW No. 4082**

**A Bylaw to Amend the Cobble Hill Sewer System Management  
Bylaw No. 3122**

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the *Cobble Hill Sewer System* pursuant to CVRD Bylaw No. 3122, cited as "CVRD Bylaw No. 3122 – Cobble Hill Sewer System Management Bylaw, 2008";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language of the bylaw and revise Schedule B – Sewer Service Charges.

**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. 3122 - Cobble Hill Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedule B be deleted in its entirety and replaced with Schedule B attached to and forming part of this bylaw.

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 B**  
**TO CVRD BYLAW NO. 3122**

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**SEWER SERVICE CHARGES**

Minimum Sewer Classification Charge per Six (6) month billing period

<u>Classification</u>	<u>Charge</u>
<b>Single Family Dwelling</b> – Per Dwelling	150.00
<b>STEP</b> – Per Dwelling	127.50
<b>Apartment</b> – Per Unit	127.50
<b>Mobile Home Park</b> – Per Unit	150.00
<b>RV Trailer Park/Campground:</b>	
a) <u>Site Connected to Sewer</u> - Per serviced pad or site	75.00
b) <u>Site not Connected to Sewer</u> - Per pad or site	15.00
<b>Hotel/Motel:</b>	
a) Room or Suite: - Per room or suite	60.00
b) <u>Kitchenette or Housekeeping Unit</u> - Per room or suite	90.00
<b>Restaurants:</b> per seat	9.00
<b>Licensed Premises:</b> per seat	15.00
<b>Laundromat:</b>	
Minimum charge for each washing machine	150.00
<b>Commercial:</b>	
Minimum charge for the <u>first 5 employees or portion thereof per shift</u>	75.00
<u>Each additional 5 employees or portion thereof per shift</u>	75.00

.../  
2

<u>Classification</u>	<u>Charge</u>
<b>School:</b> Minimum charge per classroom.	150.00
<b>Continuing Care Facility:</b> Minimum charge for <u>each bed</u>	112.50
<b>Bed &amp; Breakfast/Rooming House:</b> The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for <u>each and every guestroom</u>	
a) Single Family Dwelling:	150.00
b) Per guest room	60.00

**Other:** for each 1.18 m<sup>3</sup> (259-lgal.) of daily metered or calculated flow. There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number

**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Septic Tank Effluent Pumping (STEP):**

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-Family Dwelling rate to offset the cost of septic tank pump outs (typically a maximum of every 5 years).

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s). Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit. Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care, and

living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

**Other:**

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single family residential equivalents shall be calculated at 1.18 m<sup>3</sup> (259 lgal.) per day metered or calculated flow, rounded to the higher whole number.



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW NO. 4083**

**A Bylaw to Amend the Mill Springs Sewer System Management Bylaw No. 3738**

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the *Mill Springs Sewer System* pursuant to Bylaw No. 3738, cited as "CVRD Bylaw No. 3738 – Mill Springs Sewer System Management Bylaw, 2013";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to add Schedule G;

**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 "**Cowichan Valley Regional District Bylaw No. 4083 – Mill Springs Sewer System Management Amendment Bylaw, 2017**".

**2. AMENDMENTS**

- a) That the attached Schedule B form part of this Bylaw and replace the existing one.
- b) That the attached Schedule G form part of this Bylaw.

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

\_\_\_\_\_  
Secretary



**SCHEDULE B**  
**TO CVRD BYLAW NO. 3738**

**SEWER SERVICE CHARGES**

Minimum Sewer Classification Charge per Six (6) month billing period

Classification	Charge
<b>Single Family Dwelling:</b> Per Dwelling	177.77
<b>Step system:</b> Per Dwelling	151.10
<b>Apartment:</b> Per Unit	151.10
<b>Mobile Home Park:</b> Per Unit	177.77
<b>RV Trailer Park / Campground:</b>	
<u>Site Connected to Sewer:</u> per serviced pad or site	88.89
<u>Site Not Connected to Sewer:</u> per pad or site	17.78
<b>Hotel / Motel:</b>	
a) <u>Room or Suite:</u> per room or suite	71.11
b) <u>Kitchenette or Housekeeping Unit:</u> per kitchenette or housekeeping unit	106.66
<b>Restaurants:</b> Per seat	10.67
<b>Licensed Premises:</b> Per seat	17.78
<b>Laundromat:</b> Minimum charge for each washing machine	177.77
<b>Commercial:</b>	
Minimum charge for the first 5 employees or portion thereof per shift	88.89
Each additional 5 employees or portion thereof per shift	88.89
<b>School:</b> Minimum charge per classroom	177.77
<b>Continuing Care Facility:</b> Minimum charge for each bed	133.33
<b>Bed &amp; Breakfast / Rooming House:</b>	177.77
The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	71.11

**Others** (for each 259 lgal. of daily metered or estimated water consumption).  
There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number

**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travellers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Other:**

The minimum charge and the volume of discharge to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications, shall be determined by the **Manager** and his decision shall be final.

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**Elementary School and High School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.





**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW No. 4084**

**A Bylaw to Amend the Arbutus Ridge Sewer System Management  
Bylaw No. 3305**

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the Arbutus Ridge Sewer System pursuant to "CVRD Bylaw No. 3305, cited as "CVRD Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedule B of the 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. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

a) That Schedule B be deleted in its entirety and replaced with Schedule B attached to and forming part of this bylaw.

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 B

### TO CVRD BYLAW NO. 3305

#### **SEWER SERVICE CHARGES**

Minimum Sewer Classification Charge per Six (6) month billing period

<b><u>CLASSIFICATION</u></b>	<b><u>CHARGE</u></b>
<b>Single Family Dwelling:</b> per dwelling	\$ 200.30
<b>STEP System:</b> per dwelling	170.26
<b>Apartment:</b> per unit	170.26
<b>Mobile Home Park:</b> per unit	200.30
<b>RV Trailer Park/Campground:</b>	
a) <u>site connected to sewer:</u> per serviced pad or site	100.15
b) <u>site not connected to sewer:</u> per pad or site	20.03
<b>Hotel/Motel:</b>	
a) <u>room or suite:</u> per room or suite	80.12
b) <u>kitchenette or housekeeping unit (per room or suite)</u>	120.18
<b>Restaurants:</b> per seat:	12.02
<b>Licensed Premises:</b> per seat:	20.03
<b>Laundromat:</b> minimum charge for each washing machine:	200.30
<b>Commercial:</b>	
Minimum charge for each 10 employees or portion thereof per shift	200.30
Each additional 5 employees or portion thereof per shift	100.15
<b>School:</b> minimum charge per classroom	200.30
<b>Continuing Care Facility:</b> minimum charge for each bed	150.23
<b>Bed &amp; Breakfast/Rooming House:</b> The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) single Family Dwelling:	200.30
b) per guest room	80.12
<b>Golf Course:</b> Based on 3.5% of total sewer system operating budget.	8538.00
<b>Other</b> A minimum of 1 unit will be applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number	

**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Septic Tank Effluent Pumping (STEP):**

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Mobile Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

**Other:**

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m<sup>3</sup> (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4085

#### A Bylaw to Amend the Eagle Heights Sewer System Management Bylaw No. 1926

**WHEREAS** the Board of the Cowichan Valley Regional District established the management of the Eagle Heights Sewer System pursuant to "CVRD Bylaw No. 1926, cited as "CVRD Bylaw No. 1926 – Eagle Heights Sewer System Management Bylaw, 1999";

**AND WHEREAS** the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedule B of the 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. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

Delete Schedule B in its entirety and replace with Schedule B attached to and forming part of this bylaw.

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 B

### TO CVRD BYLAW NO. 1926

#### **SEWER SERVICE CHARGES**

(a) **Consumers** of **Sewer Services** shall pay the minimum billing set out in sub-section (b) below.

(b) Minimum Sewer Classification Charge per Six (6) month billing period

<b><u>CLASSIFICATION</u></b>	<b><u>CHARGE</u></b>
<b>Single Family Dwelling:</b> per dwelling	\$180.00
<b>STEP System:</b> per dwelling	153.00
<b>Apartment/Secondary Suite/Small Suite:</b> per unit	153.00
<b>Mobile Home Park:</b> per unit	180.00
<b>RV Trailer Park/Campground:</b>	
a) <u>Site Connected to Sewer:</u> per serviced pad or site	90.00
b) <u>Site not Connected to Sewer:</u> per pad or site	18.00
<b>Hotel/Motel:</b>	
a) <u>Room or Suite:</u> per room or suite	72.00
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	108.00
<b>Restaurants:</b> per seat:	10.80
<b>Licensed Premises:</b> per seat:	18.00
<b>Laundromat:</b> minimum charge for each washing machine:	180.00
<b>Commercial:</b>	
Minimum charge for the first 5 employees or portion thereof per shift	90.00
Each additional 5 employees or portion thereof per shift	90.00
<b>School:</b> minimum charge per classroom	180.00
<b>Church / Community Hall / Theatre / Funeral Parlor :</b>	245.45
<b>Continuing Care Facility:</b> Minimum charge for each bed	135.00
<b>Bed &amp; Breakfast/Rooming House:</b> The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) Single Family Dwelling:	180.00
b) Per guest room	72.00

**Other** There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number.

**USER CLASSIFICATION DESCRIPTIONS****Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

**Septic Tank Effluent Pumping (STEP):**

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

**Apartment:**

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

**Secondary Suite:**

Means a dwelling unit that does not exceed the floor area limit established in the General Requirements section of Bylaw 1840, located within a single dwelling that is capable of being occupied year-round, with a separate entrance, living facilities including provision for sleeping, cooking, sanitation, food storage and preparation

**Small Suite:**

Means a small dwelling unit that does not exceed the floor area limit established in the General Requirements section of Bylaw 1840, that is not attached to or within a single family dwelling, and is capable of being occupied year-round, with a separate entrance, living facilities including provision for sleeping, cooking, sanitation, food storage and preparation;

**Mobile Home Park:**

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

**RV Trailer Park/Campground:**

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

**Hotel/Motel:**

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

**Restaurant:**

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

**Licensed Premises:**

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

**Laundromat:**

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

**Commercial:**

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

**School:**

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

**Community Hall / Church / Theatre:**

Applies to a connection servicing a community hall or church with kitchen and washroom facilities.

**Continuing Care Facility:**

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

**Bed & Breakfast:**

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.



**Rooming House:**

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

**Other:**

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m<sup>3</sup> (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 6, 2017  
**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of January 18, 2017  
**FROM:** Engineering Services Department  
**SUBJECT:** Gas Tax - Community Works Fund Project Allocations for 2017  
**FILE:** 0540-20-EAS

## PURPOSE/INTRODUCTION

The purpose of this report is to present projects for Community Works Fund allocations, and to obtain Committee Approval.

## RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 Community Works Funds be allocated to the electoral area projects identified in the January 6, 2017 Engineering Services Department report.

## BACKGROUND

In May 2014, the federal government announced the renewal of the gas tax agreement for the next ten years. This program will provide two streams of grant funding: Community Works and Strategic Priorities. The Community Works Fund (CWF) component of the gas tax program will provide the Cowichan Valley Regional District (CVRD) a total of \$7,717,680 distributed over five years. Unlike some previous gas tax programs that required Union of British Columbia Municipalities (UBCM) authorization prior to projects proceeding, approval for CWF projects rests entirely with the Board. All that is required is the filing of an annual report with UBCM by June 30<sup>th</sup> each year, which is then reviewed to ensure that CWF funds were spent on only eligible expenses. If funds were spent on ineligible expenses, they must be repaid.

## ANALYSIS

There is more than one basis upon which to make a determination to allocate funds. In the past, funds were allocated strictly on a merit basis. The Committee has already directed that funds be allocated based on electoral area population. In addition, the Committee directed that 10 percent of the funding amount will be set aside for regional projects conditional on receiving matching funding from municipal partners. An additional 10 percent of the funding amount is also set aside in reserve for future disbursement.

CVRD staff brought forward projects requesting CWF based on existing assets with condition ratings of poor or very poor. CVRD then meet with electoral area Directors to determine which projects they would support, or to bring forward their own projects. Table 1.0 shows CWF project contributions by electoral area that are seeking board approval for 2017. Attachment A includes a summary of funding allocated to each electoral area, previously approved projects, projects seeking board approval, and any remaining CWF still available. Each electoral area also has a detailed project lists with project descriptions, cost estimates and CWF contributions for Director supported projects.

**Table 1.0 CWF Project Contributions Seeking Board Approval for 2017**

<b>Electoral Area</b>	<b>Project Name</b>	<b>CWF Contribution</b>
A	Malahat Fire Hall - Condition/ Hazmat/ Seismic Assessments	\$1,112
A	Malahat Fire Hall -- Emergency Power Generator	\$5,561
A	Cowichan Bay Boat Launch Upgrades	\$25,000
A	Bright Angel Park	\$9,221
A	Mill Bay Village Community Development Plan	\$150,000
B	Shawnigan Lake North Water - Capital Upgrade Pipe Replacement	\$54,000
B	Elsie Miles Floor Replacement (Asbestos removal)	\$50,000
B	Shawnigan Beach Estates - Infiltration and Inflow ( I& I) Remediation for MoE Compliance	\$150,000
B	Malahat Fire hall - Condition/ Hazmat/ Seismic Assessments	\$1,888
B	Malahat Fire Hall - Emergency Power Generator	\$9,440
B	Cowichan Bay Boat Launch Upgrades	\$25,000
B	Bright Angel Park	\$15,651
B	SLCC Parking Lot Updates	\$175,000
B	SLCC Flooring Replacement	\$25,000
B	Arbutus Mountain Estates - LED Ornamental Street Lighting Upgrade	\$11,381
B	Elsie Miles Park Nature Playscape	\$20,000
B	Elsie Miles Park Amphitheatre	\$100,000
B	Elsie Miles Public Washroom	\$150,000
B	Elsie Miles Park Entrance Plaza	\$30,000
C	Cowichan Bay Boat Launch Upgrades	\$25,000
C	Bright Angel Park	\$8,892
C	Cobble Hill Village & Twin Cedars - LED Ornamental Street Lighting Upgrade	\$18,036

C	Cobble Hill Commons Landscaping	\$130,000
C	Evergreen School Timber Framed Pavilion	\$50,000
D	Cowichan Bay Boat Launch Upgrades	\$25,000
D	Bright Angel Park	\$5,364
D	Wilmot Road Community Pathway Connection	\$39,302
E	Bright Angel Park	\$5,873
G	Saltair Water System Upgrades (Old Victoria Rd.) Phase 1	\$258,364
G	Former Mt. Brenton School Condition Assessment	\$25,000
H	North Oyster Fire Department - Water Source Development	\$50,000
	<b>TOTAL</b>	<b>\$1,649,083</b>

**FINANCIAL CONSIDERATIONS**

The CVRD will receive a total of \$7,717,680 in CWF between 2014 and 2019. For 2014-16 the semi-annual payments were \$742,098. This amount increases for 2017-19 to \$816,237. In some cases potential projects were accounted for CWF in the 2017 budget; in other cases, they did not, and it will be necessary to amend the budget to accommodate the addition of these funds.

**COMMUNICATION CONSIDERATIONS**

The gas tax agreement includes a communications protocol that outlines various communications and signage requirements. They are discussed on page 17, schedule E, of the gas tax agreement.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The receipt of gas tax funds is not contemplated in the *Corporate Strategic Plan*; however, the Plan serves as an excellent source of inspiration for potential projects which have been identified as priorities for the organization. In most cases, recommended projects align with 2017 Business Plan priorities.

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*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



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Austin Tokarek, B. Sc., CEA  
Senior Environmental Analyst - Energy

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Select DM Name Here  
Select DM Title Here



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Hamid Hatami, P. Eng.  
General Manager

**ATTACHMENTS:**

Attachment A – 2017 Community Works Fund Project List 2017

**CWF Electoral Area Project Allocations 2017 Summary Table**

<b>Electoral Area</b>	<b>Allocated Funding</b>	<b>Previously Approved Projects</b>	<b>Seeking Board Approval</b>	<b>Remaining Funding</b>
A	\$ 861,910	\$ 110,801	\$ 190,893	\$ 560,216
B	\$ 1,594,781	\$ 506,833	\$ 817,360	\$ 270,589
C	\$ 940,940	\$ 522,678	\$ 247,612	\$ 170,650
D	\$ 582,839	\$ 513,173	\$ 69,666	\$ -
E	\$ 756,333	\$ 669,852	\$ 5,873	\$ 80,609
F	\$ 323,525	\$ 323,525	\$ -	\$ -
G	\$ 438,364	\$ 155,000	\$ 283,364	\$ -
H	\$ 457,504	\$ 330,000	\$ 50,000	\$ 77,504
I	\$ 217,948	\$ 215,000	\$ -	\$ 2,948
Regional	\$ 771,768	\$ 735,000	\$ -	\$ 36,768
Reserve	\$ 771,768	\$ -	\$ -	\$ 771,768
<b>TOTAL</b>	<b>\$ 7,717,680</b>	<b>\$ 4,081,862</b>	<b>\$ 1,664,767</b>	<b>\$ 1,971,051</b>

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**Electoral Area A – Mill Bay/Malahat Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	\$ 16,000	\$ 4,000	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equallay share 100% of the cost
				100%	25%				
	South Sector Liquid Waste Management Plan Update	Work has been underway on a substantial amendment of the SSLWMP. In the previous round of CWF, \$100,000 was allocated to the amendment process. It is clear that additional funding will be necessary for staff time, consulting, and expenses to complete the amendment process.	Water Management	\$ 100,000	\$ 33,333	A,B,C	Approved - In Progress	Nov 12, 2015	Complete in 2017
				100%	33%				
	KPRC Building Envelope Repairs	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	\$ 350,000	\$ 41,230	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
		50%		23.56%					
KPRC HVAC System Upgrades	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	\$ 24,738	A,B,C,D	Approved - Not Started	Dec 9,2015	Scheduled for 2017	
			50%	23.56%					
KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equallay share 100% of the cost	
			100%	25%					

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**Electoral Area A – Mill Bay/Malahat Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
1	<b>Malahat Fire Hall - Condition/Hazmat/ Seismic Assessments</b>	The Public Safety Division is exploring what's essential towards the most cost-effective strategy to manage fire hall maintenance today and for the future. A Building Condition Assessment, Hazardous Materials Inspection and a Seismic Analysis of each CVRD fire hall is required towards developing long-term capital budget planning of expenditures for major repairs or replacements of fire halls. This three prong approach to asset management is a smart and cost effective way to maximize building life, and reduce repair and maintenance costs.	Public Safety	\$ 15,000	\$ 1,112	A,B	<b>Seeking Board Approval</b>	n/a	Directors support \$3,000 for condition assessment only (A = \$1,112 & B = \$1,888)
				7%	37.07%				
2	<b>Malahat Fire Hall -- Emergency Power Generator</b>	The fire hall has been without any backup emergency power for its existence. The fire station is located in an area of the valley where electricity can be lost for many hours or days during the winter. The fire station does not have alternate sources of heating or power to run operations.	Public Safety	\$ 15,000	\$ 5,561	A, B	<b>Seeking Board Approval</b>	n/a	None
				100%	37.07%				
3	<b>Cowichan Bay Boat Launch Upgrades</b>	The Cowichan Bay Boat Launch is the only public boat launch between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its insufficient length. Consequently, users have reported damaged axles and stuck vehicles. Furthermore, the current condition of some sections of asphalt, primarily the travel lanes, has surpassed its lifespan, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration.	Parks & Trails	\$ 100,000	\$ 25,000	A,B,C,D	<b>Seeking Board Approval</b>	n/a	Directors agreed to share cost equally.
				100%	25.00%				
4	<b>Bright Angel Park</b>	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 9,221	A, B, C, D, E	<b>Seeking Board Approval</b>	n/a	None
				100%	20.49%				

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Electoral Area A – Mill Bay/Malahat Projects Requesting CWF									
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
5	Mill Bay Village Community Development Plan	The intent of this project is to undertake a high level master planning exercise to examine the viability of and considerations for the development of a new village center in the community of Mill Bay. This review will be a technical exercise and will study land use, physiography, servicing, land assembly and other considerations associated with the development of a village concept plan.	Planning	\$ 150,000	\$ 150,000	A	Seeking Board Approval	n/a	To be completed in 2017

Electoral Area A Summary	
Allocated Funding	\$ 861,910
Previously Approved Projects	\$ 110,801
Seeking Board Approval	\$ 190,893
Remaining Funding	\$ 560,216

**Electoral Area B – Shawnigan Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	\$ 16,000	\$ 4,000	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equallay share 100% of the cost
				100%	25%				
	South Sector Liquid Waste Management Plan Update	Work has been underway on a substantial amendment of the SSLWMP. In the previous round of CWF, \$100,000 was allocated to the amendment process. It is clear that additional funding will be necessary for staff time, consulting, and expenses to complete the amendment process.	Water Management	\$ 100,000	\$ 33,333	A,B,C	Approved - In Progress	Nov 12, 2015	Complete in 2017
				100%	33%				
	KPRC Building Envelope Repairs	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	\$ 350,000	\$ 70,000	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
50%				40.00%					
KPRC HVAC System Upgrades	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	\$ 42,000	A,B,C,D	Approved - Not Started	Dec 9,2015	Scheduled for 2017	
			50%	40.00%					
KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equallay share 100% of the cost	
			100%	25%					

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**Electoral Area B – Shawnigan Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	<b>Burnum Water System Upgrades</b>	The newly acquired Burnum Water System, which serves 82 customers, requires substantial upgrades to meet municipal water treatment standards for arsenic removal. While additional improvements and upgrades will be needed, this initial project was identified as an immediate priority.	Water Management	\$ 200,000	\$100,000	B	<b>Approved - In Progress</b>	Dec 9,2015	Complete in 2016
			50%	100%					
	<b>SLCC Energy Upgrades</b>	In 2014 Building Energy Solutions Ltd (BES) was contracted to preform energy audits at the Shawnigan Lake Community Centre. BES's report recommends 24 energy management measures to improve the facility's energy consumption by approximately 24% following implementation. These projects range from minimal items such as insulating hot water pipes to more significant projects such as replacing the conventional lighting systems with LED fixtures.	Facilities	\$ 50,000	\$25,000	B	<b>Approved - In Progress</b>	Dec 9,2015	None
	<b>Shawnigan Lake Village Community Rail Trail Walk</b>	This project would see construction of a 2-m wide multi-use rail with trail constructed within the E&N Rail Corridor between Mason's Beach, Shawnigan Wharf Park, and Old Mill Park; a total of 2.1 kilometers. Once completed, this fully accessible trail will connect three popular waterfront community parks with the Shawnigan Village core, Elsie Miles Park, the Shawnigan Lake Community Centre, and several local neighborhoods.	Parks & Trails	\$ 450,000	\$225,000	B	<b>Approved - In Progress</b>	Dec 9,2015 & July 13, 2016	Parks asked for 100% funding for 50% of the project (July 13, 2016)
1	<b>Shawnigan Lake North Water - Capital Upgrade Pipe Replacement</b>	Emergency replacement of a 210m section of watermain on Worthington Rd in the Shawnigan Lake North Water System. There have already been two breaks resulting in extensive damage and insurance claims.	Water Management	\$ 120,000	\$ 54,000	B	<b>Seeking Board Approval</b>	n/a	Work is complete, EA Director has agreed, pending board approval
2	<b>Elsie Miles Floor Replacement (Asbestos removal)</b>	Due to the age of the recently purchased Elsie Miles School facility, the flooring is showing significant wear and is delaminating/chipping in some areas. The flooring is of an age that there is high potential to contain asbestos and with the current use as a child care faculty this project should be a priority for the CVRD. To determine a price for the project we must first employ the services of an environmental consulting company to assess the safest and most cost effective solution to the flooring. Possible options may include a complete remove and replace or a simpler replace over existing flooring system. A very rough estimate of \$50,000 is a placeholder amount.	Facilities	\$ 50,000	\$ 50,000	B	<b>Seeking Board Approval</b>	n/a	Likely 2018 or 2019 Project

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**Electoral Area B – Shawnigan Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
3	<b>Shawnigan Beach Estates - Infiltration and Inflow ( I &amp; I) Remediation for MoE Compliance</b>	The CVRD owns and operates four sewer collection systems that have wet weather flows that exceed two times the dry weather flows. Under the MoE's existing Municipal Wastewater Regulation an owner of a sewer system must develop a plan to remediate the excess flow resulting from I & I (infiltration and inflow) and is considered out of compliance with regulatory standards. <ul style="list-style-type: none"> <li>• Infiltration: Groundwater entering sanitary sewers through defective joints, deteriorating manholes and broken pipes</li> <li>• Inflow: Water enters from cross connections such as sump pumps, roof drains, perimeter drains and storm water infrastructure. Operational concerns resulting from high I &amp; I:</li> <li>• Higher hydro costs due to increased run time on pumps</li> <li>• The Collection system becomes overwhelmed with high flows (exceeds design capacity)</li> <li>• Environmental and property damage due to surcharging</li> <li>• Dilution of raw sewage decreases the efficiency of the wastewater treatment plant</li> </ul> The Engineering Services Dept. proposes use of industry-proven standards for restoration of the infrastructure such as slip lining, manhole grouting and spot repairs.	Water Management	\$ 225,000 67%	\$ 150,000 100%	B	Seeking Board Approval	n/a	None
4	<b>Malahat Fire hall - Condition/ Hazmat/ Seismic Assessments</b>	With today's ever-tightening budgets and increasing building and maintenance costs for fire halls, we need to do more with less. The Public Safety Division is exploring what's essential towards the most cost-effective strategy to manage fire hall maintenance today and for the future. A Building Condition Assessment, Hazardous Materials Inspection and a Seismic Analysis of each CVRD fire hall is required towards developing long-term capital budget planning of expenditures for major repairs or replacements of fire halls. This three prong approach to asset management is a smart and cost effective way to maximize building life, and reduce repair and	Public Safety	\$ 15,000 20%	\$ 1,888 62.93%	A,B	Seeking Board Approval	n/a	Directors supported condition assessment only for \$3,000 .
5	<b>Malahat Fire Hall Emergency Power Generator</b>	The fire station has been without any backup emergency power for its existence. The fire station is located in an area of the valley where electricity can be lost for many hours or days during the winter. The fire station does not have alternate sources of heating or power to run operations.	Public Safety	\$ 15,000 100%	\$ 9,440 62.93%	A, B	Seeking Board Approval	n/a	None

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**Electoral Area B – Shawnigan Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
6	<b>Cowichan Bay Boat Launch Upgrades</b>	The Cowichan Bay Boat Launch is the only public boat launch between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its insufficient length. Consequently, users have reported damaged axles and stuck vehicles. Furthermore, the current condition of some sections of asphalt, primarily the travel lanes, has surpassed its lifespan, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration.	Parks & Trails	\$ 100,000	\$ 25,000	A,B,C,D	<b>Seeking Board Approval</b>	n/a	Directors agree to split cost split equally
				100%	25.00%				
7	<b>Bright Angel Park</b>	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 15,651	A, B, C, D, E	<b>Seeking Board Approval</b>	n/a	None
				100%	34.78%				
8	<b>SLCC Parking Lot Updates</b>	SLCC currently has very limited paved parking at the facility with overflow gravel parking available to the North and West of the gym. The gravel parking areas while functional require constant pothole repair to limit liability. Additionally, they are very difficult to maintain during the snow periods. These areas should be paved in an environmentally friendly manner including rain gardens or bio swales.	Facilities	\$ 350,000	\$ 175,000	B	<b>Seeking Board Approval</b>	n/a	No matching funds currently identified. Likely 2018 project.
				50%	100%				
9	<b>SLCC Flooring Replacement</b>	SLCC celebrated its 20 year anniversary in 2014. The sport flooring in the gym, meeting rooms and office are original to the building and have provided years of excellent service however they are past their usual serviceable life. This project would see the replacement of all sport floor systems in the facility to improve the users experience as well as operational maintenance and safety.	Facilities	\$ 50,000	\$ 25,000	B	<b>Seeking Board Approval</b>	n/a	
				50%	100%				

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**Electoral Area B – Shawnigan Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
10	<b>Arbutus Mountain Estates - LED Ornamental Street Lighting Upgrade</b>	Upgrade existing High Pressure Sodium ornamental street lights with energy efficient and low maintenance LED lamps. It will be most cost effective to update all six systems (155 lamps) with estimated annual energy and maintenance savings of \$10,000 and a 6 year payback. Cost Estimate just shows Area B system and includes design fees.	Water Management	\$ 11,381	\$ 11,381	B	Seeking Board Approval	n/a	Arbutus Mountain = \$11,381 All systems = \$60,000. Planned for 2017.
				100%	100%				
11	<b>Elsie Miles Park Nature Playscape</b>	Construction of a play area for children designed utilizing natural elements and materials would provide a new play space at the park. Site grading will create interesting undulations that will define the space. Additional elements of logs, rocks, water and sand etc. will provide opportunities for play, imagination and creativity. The area will also include interesting plantings of trees, shrubs and perennials that will provide shade, colour texture to the site and further creative play opportunities.	Parks & Trails	\$ 20,000	\$ 20,000	B	Seeking Board Approval	n/a	
				100%	100%				
12	<b>Elsie Miles Park Amphitheatre</b>	This project would see construction of a public band shell stage area and associated amphitheater seating for community cultural events and celebrations. This project includes the purchase and construction of the covered stage area, site grading to accommodate the seating area for 100 people, utility upgrades to support electrical needs and lighting, site furniture (seating) accessible pathway connections to the other amenities in the park and landscaping.	Parks & Trails	\$ 100,000	\$ 100,000	B	Seeking Board Approval	n/a	Phase 1 of the Elsie Miles Park Upgrade includes \$300,000 for Nature Playscape, Amphitheatre, Public
				100%	100%				
13	<b>Elsie Miles Public Washroom</b>	Construction of an accessible washroom building adjacent to the existing Shawnigan Lake Museum and the proposed plaza area would provide a much needed public amenity not only for users of the park, but also for visitors to the Shawnigan Village area which lacks such a facility. The building would be approximately 600 - 700 ft2 and accommodate barrier free men's and women's washrooms. Construction would include the construction of the building inclusive of site preparation, utility upgrades (sewer, water and electrical connections), interior fixtures pathway connectivity and landscaping.	Parks & Trails	\$ 150,000	\$ 150,000	B	Seeking Board Approval	n/a	Washroom, and Entrance Plaza. Work is slated for 2017/2018
				100%	100%				

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**Electoral Area B – Shawnigan Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
14	<b>Elsie Miles Park Entrance Plaza</b>	Creating an inviting entrance to the park and connection to Shawnigan Lake Village is proposed through development of a small pedestrian plaza at the southern approach to the park off Shawnigan Mill Bay Road. The goal of the plaza is to create an inviting public outdoor space and transitional pedestrian entrance from the street into the park. The plaza would be approximately, 2000 ft2 consisting of accessible open areas surfaced with brick pavers, site furniture, interpretive signs, pathway connections, public art, lighting, shade trees, and ornamental plantings.	Parks & Trails	\$ 30,000 100%	\$ 30,000 100%	B	Seeking Board Approval	n/a	

**Electoral Area B Summary**

<b>Allocated Funding</b>	<b>\$ 1,594,781</b>
<b>Previously Approved Projects</b>	<b>\$ 506,833</b>
<b>Seeking Board Approval</b>	<b>\$ 817,360</b>
<b>Remaining Funding</b>	<b>\$ 270,589</b>



**Electoral Area C – Cobble Hill Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Approved	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	\$ 16,000	\$ 4,000	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equillay share 100% of the cost
				100%	25%				
	South Sector Liquid Waste Management Plan Update	Work has been underway on a substantial amendment of the SSLWMP. In the previous round of CWF, \$100,000 was allocated to the amendment process. It is clear that additional funding will be necessary for staff time, consulting, and expenses to complete the amendment process.	Water Management	\$ 100,000	\$ 33,333	A,B,C	Approved - In Progress	Nov 12, 2015	Complete in 2017
				100%	33%				
	KPRC Building Envelope Repairs	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	\$ 350,000	\$ 39,778	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
			50%	22.73%					
KPRC HVAC System Upgrades	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	\$ 23,867	A,B,C,D	Approved - Not Started	Dec 9,2015	None	
			50%	22.73%					
KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equillay share 100% of the cost	
			100%	25%					

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**Electoral Area C – Cobble Hill Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously	<b>Cobble Hill Hall Upgrade</b>	The 93 year old Cobble Hill Community Hall is the only one of its kind remaining in the South Cowichan area. The Shawnigan Cobble Hill Farmers Institute and Agricultural Society (CHFAS) will be undertaking an extensive upgrade to this facility in the 2015/2016 years and CWF would help ease the burden of raising all of the money necessary to complete this project. The Farmers Institute has applied for Heritage Canada funds for half of the above amount. The project consists of repairing and restoring the front stairway and landing to the hall; repairing and restoring the wheelchair access to the hall; painting the interior of main hall in preparation for upgraded lighting; electrical upgrades to the hall's main electrical panel, wiring and plugs; installation of LED light fixtures in the hall; construction of an addition to accommodate storage for chairs and tables; rebuilding the existing stage; replacing the aging oil furnace with commercial heat pump system; improving the sound and stage lighting system; replacing existing wooden tables with lifetime plastic tables; painting ceilings and walls in the dining hall, kitchen, bar and bathrooms; painting exterior walls and trim; and upgrading the youth hall's wiring, lighting and electrical and painting the interior and exterior.	Community	\$279,000	\$175,000	C	<b>Approved - In Progress</b>	Nov 12, 2015	Ongoing - (Phase 1 = \$100K, Phase 2 = \$75K) - As of Dec/15 \$78,906.29 paid out
				-35.80%	100%				
	<b>Arbutus Ridge Sewer Disposal Field Replacement</b>	The Arbutus Ridge sewer system, serving the 646 customers, is out of compliance with the Ministry of Environment. The original disposal system was poorly constructed and loading over the years has resulted in failure and surfacing of effluent. Replacement of the ground disposal system and identification of a reserve area are required for compliance.	Water Management	\$350,000	\$175,000	C	<b>Approved - In Progress</b>	March 11, 2015	Complete in 2017
50%				100%					
<b>Twin Cedars Sewer System (Purple Pipe Parks Project)</b>	Expansion of the existing 76 lot customer base of this service area to include residents in the Cobble Hill core area requires upgrades to the wastewater treatment plant. This includes a registration amendment, head works upgrades and instrumentation. Connection fees arising from the new connections outside the service area will provide funds for further development of the system. This project works in conjunction with the Cobble Hill Integrated Sewer System project.	Parks & Trails	\$160,000	\$64,200	C	<b>Approved - In Progress</b>	\$50,000, Nov 12, 2014 & \$14,200 Dec 10, 2014	Potential for 2017 - As of Dec/15 \$10,261 of \$50,000 & \$9,195 of \$14,200 paid out	
			40%	100%					

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**Electoral Area C – Cobble Hill Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
1	<b>Cowichan Bay Boat Launch Upgrades</b>	The Cowichan Bay Boat Launch is the only public boat launch between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its insufficient length. Consequently, users have reported damaged axles and stuck vehicles. Furthermore, the current condition of some sections of asphalt, primarily the travel lanes, has surpassed its lifespan, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration.	Parks & Trails	\$ 100,000	\$ 25,000	A,B,C,D	Seeking Board Approval	n/a	None
2	<b>Bright Angel Park</b>	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 8,892	A, B, C, D, E	Seeking Board Approval	n/a	None
3	<b>Cobble Hill Village &amp; Twin Cedars - LED Ornamental Street Lighting Upgrade</b>	Upgrade existing High Pressure Sodium ornamental street lights with energy efficient and low maintenance LED lamps. It will be most cost effective to update all six systems (155 lamps) with estimated annual energy and maintenance savings of \$10,000 and a 6 year payback. Cost Estimate just shows Area C system and includes design fees.	Water Management	\$ 18,036	\$ 18,036	C	Seeking Board Approval	n/a	Cobble Hill Village = \$7,061 (also needs new fixtures) Twin Cedars = \$10,975 All systems = \$60,000
4	<b>Cobble Hill Commons Landscaping</b>	The project will involve grading the existing soil, bring in new top soil, grassing, and irrigating. There will also be electrical runs made from the newly installed power pole to make future events more accessible. The EA Director has been working with parks staff to cost out the scope of this project. Those estimates were brought to the parks commission who have agreed to the project in principal. The cobble hill commons were acquired from the ministry of transportation the years ago and has had minimal upgrades since its acquisition.	Parks & Trails	\$ 130,000	\$ 130,000	C	Seeking Board Approval	n/a	None

Electoral Area C – Cobble Hill Projects Requesting CWF									
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
5	<b>Evergreen School Timber Framed Pavilion</b>	These funds will be used to build a timber frame pavilion at evergreen school on Watson Avenue. The pavilion will be used for a variety of activities at the school including sports and outdoor concerts. The space can also be walled with canvas sheets for a mixed indoor/outdoor venue. With the shortage of available land in the village core, this communal arrangement benefits all of Cobble Hill. The EA Director is Moving forward with a village revitalization effort that includes creating amenities that allow for year round use.	Community Project	\$ 93,000	\$ 50,000	C	Seeking Board Approval	n/a	\$43,000 from Evergreen School. There is an arrangement with evergreen school from a previous investment in their sports court that gives the public access after school hours, weekends as well as during the summer. If this project goes through, evergreen school is aware that there will need to be a new contract/ arrangement drafted.

Electoral Area C Summary	
<b>Allocated Funding</b>	<b>\$ 940,940</b>
<b>Previously Approved Projects</b>	<b>\$ 522,678</b>
<b>Seeking Board Approval</b>	<b>\$ 247,612</b>
<b>Remaining Funding</b>	<b>\$ 170,650</b>

**CWF for Electoral Area D – Cowichan Bay Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	\$ 16,000	\$ 4,000	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equallay share 100% of the cost
	KPRC Building Envelope Repairs	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	\$ 350,000	\$ 23,993	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
	KPRC HVAC System Upgrades	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	\$ 14,396	A,B,C,D	Approved - Not Started	Dec 9,2015	none
	KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equallay share 100% of the cost

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**CWF for Electoral Area D – Cowichan Bay Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	<b>Lambourn Water System</b>	The Lambourn water system is unmetred and the summer-time demand is high. Metering of the system would reduce peak flows which scour the distribution piping releasing precipitated Manganese into the water and improve function of greensand filter. It would also help with long-term sustainability of the water supply. Also, the burden of manganese sludge from the greensand filter on the sewage treatment plant is expected to reduce operable life cycle of the membrane systems. Settling tanks on the greensand filter discharge will allow for the greensand backwash to be discharged to the surface drainage system.	Water Management	\$ 350,000	\$ 300,000	D	<b>Approved - In Progress</b>	March 11, 2015	Ongoing due to lack of capacity
				85.70%	100%				
	<b>Cowichan River Floodworks Project</b>	This project consists of four small diking sections which will complete the comprehensive flood infrastructure system along the Cowichan River and protect against high velocity and deep water flooding of the City of Duncan and adjacent industrial area.	Water Management	\$ 4,284,861	\$ 163,284	D, E, DU, CT	<b>Approved - In Progress</b>	July 9, 2014	Substantially Complete (Complete in 2017) - As of Dec/15 \$34,096.6
				100%	3.8%				
1	<b>Cowichan Bay Boat Launch Upgrades</b>	The Cowichan Bay Boat Launch is the only public boat launch between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its insufficient length. Consequently, users have reported damaged axles and stuck vehicles. Furthermore, the current condition of some sections of asphalt, primarily the travel lanes, has surpassed its lifespan, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration.	Parks & Trails	\$ 100,000	\$ 25,000	A,B,C,D	<b>Seeking Board Approval</b>	n/a	None
2	<b>Bright Angel Park</b>	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 5,364	A, B, C, D, E	<b>Seeking Board Approval</b>	n/a	None

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**CWF for Electoral Area D – Cowichan Bay Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
3	<b>Wilmot Road Community Pathway Connection</b>	This project would see the construction of a 2-m wide, multi-use roadside pathway between the end of the current Wilmot Road pathway at Falcon Crescent and Cowichan Bay Road; a total of 830 meters. Once completed, this roadside pathway will provide connectivity to Coverdale Watson Community Park and upper Cowichan Bay Village. Wilmot Road is characterized by blind corners, narrow paved area, and moderate traffic volumes, all of which are currently not conducive to Active Transportation (walking/cycling) use. Cost estimate will increase significantly if Ministry of Transportation requires pathway setbacks from paved road edge due to additional slope cut/fill requirements.	Parks & Trails	\$ 39,362 100%	\$ 39,302 100%	D	<b>Seeking Board Approval</b>	n/a	CWF for Engineered Design only

**Electoral Area D Summary**

<b>Allocated Funding</b>	<b>\$ 582,839</b>
<b>Previously Approved Projects</b>	<b>\$ 513,173</b>
<b>Seeking Board Approval</b>	<b>\$ 69,666</b>
<b>Remaining Funding</b>	<b>\$ -</b>

**Electoral Area E – Cowichan Station/Sahtlam/Glenora Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	<b>Dogwood Ridge Water System – Fire Pump Upgrades</b>	In order to provide fire protection for the 33 customer Dogwood Water System, an electrical fire pump, new generator, and transfer switch are required at an estimated cost of \$80,000. The existing pump system delivers flow rates far short of standards for fire flow. This project would save Dogwood Ridge customers significantly in their house insurance costs offsetting somewhat, the high costs of this, the CVRD's most expensive system.	Water Management	\$ 80,000	\$ 80,000	E	<b>Complete</b>	Nov 12, 2015	Complete with \$12K remaining As of \$61,278 paid out
	<b>2014 Cowichan River Floodworks Project</b>	This project consists of four small diking sections which will complete the comprehensive flood infrastructure system along the Cowichan River and protect against high velocity and deep water flooding of the City of Duncan and adjacent industrial area.	Water Management	\$ 4,284,861	\$489,852	D, E, DU, CT	<b>Approved - In Progress</b>	July 9, 2014	Substantially Complete (Complete in 2017) - As of Dec/15 \$34,097 paid out
	<b>Community Roadside Pathway - Cowichan Station to TCH</b>	This project would involve the construction of a separated 1.5-metre gravel pathway within the Ministry of Transportation's Koksiah Road right of way from Cowichan Station to the Trans-Canada Highway, and then continued eastward in Cowichan Bay a few hundred meters to link with the existing Wilmot Road Community Pathway. The pathway would create a safe alternative transportation corridor for the Cowichan Station community to reach the TCT and Cowichan Bay Village area. Longer term plans would see continuation of this pathway from Cowichan Station to the Koksilah community and City of Duncan, providing an off-road pathway connection from Cowichan Bay to Duncan/North Cowichan. The overall length of the pathway.	Parks & Trails	\$ 200,000	\$ 100,000	E	<b>Approved - Not Started</b>	Dec 9, 2015	None
1	<b>Bright Angel Park</b>	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 5,873	A, B, C, D, E	<b>Seeking Board Approval</b>	n/a	None

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<b>Electoral Area E Summary</b>	
<b>Allocated Funding</b>	<b>\$ 756,333</b>
<b>Previously Approved Projects</b>	<b>\$ 669,852</b>
<b>Seeking Board Approval</b>	<b>\$ 5,873</b>
<b>Remaining Funding</b>	<b>\$ 80,609</b>



**Electoral Area F – Cowichan Lake South/Skutz Falls Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	<b>Honeymoon Bay Water System – Well Development and Protection Plan</b>	The Honeymoon Bay water system, which provides water to 152 residential customers as well as 3 large RV sites, was converted to well- based water source which eliminated turbidity problems associated with the former Ashburnham creek source. However, peak demands in the summer exceed the capacity of the well at times and have resulted in storage capacities near zero, meaning that no firefighting capacity was available and that water service could be interrupted altogether in the higher areas of the service area. Additional well locations have been sited and funds allotted to drill an exploratory well, however additional funds are required for well development and to tie in to the existing system.	Water Management	\$500,000	\$123,525	F	<b>Approved - In Progress</b>	Dec 9, 2015 & \$23,000 on May 13, 2015	None
				50%	25%				
Previously Approved	<b>Mesachie Lake Sewer Upgrades</b>	Mesachie Lake is partly served by a primitive sewage collection and disposal system built in the 1940's. Sewer collection from the 49 homes in the service area is via a clay pipe based system which has almost no grade. Disposal is through two septic tanks and one trench system and a series of buried log "cribs". There have been chronic failures of the disposal system over the years. It is thought that the disposal system should be attended to first while the collection system is gradually improved. This project is to construct new pump stations in the septic tanks and a forcemain to convey effluent to a new disposal site, to be provided by Timber West.	Water Management	\$900,000	\$200,000	F	<b>Approved - Not Started</b>	Dec 9, 2015	None
				22%	22%				

No New Projects

<b>Electoral Area F Summary</b>	
<b>Allocated Funding</b>	<b>\$ 323,525</b>
<b>Previously Approved Projects</b>	<b>\$ 323,525</b>
<b>Seeking Board Approval</b>	<b>\$ -</b>
<b>Remaining Funding</b>	<b>\$ -</b>

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**Electoral Area G – Saltair/Gulf Islands Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	<b>Thetis Island recycling depot baler &amp; glass crusher</b>	CWF would be used here to purchase a baler and a glass crusher for the Thetis Island garbage and recycling depot. This function is funded through a Thetis Island parcel tax with no other source of revenue or financial support. The baler will reduce operating costs by allowing the group to purchase this equipment rather than renting it as well as reducing trucking and ferry transportation costs. The glass crusher will allow the group to crush and repurpose glass locally, thereby improving its overall environmental impact, lowering emissions. and reducing costs.	Community	\$25,000	\$25,000	G	Approved - In Progress	Feb 11, 2015	None
			-100%	100%					
	<b>Former Mt. Brenton School Roof &amp; Heating Upgrades</b>	The recently acquired Mt. Brenton School is aged and requires upgrades. This project would consist of a \$50,000 upgrade to the current heating system which relies on oil, to a high efficiency heat pump system and a new roof on the building as the current roof if at the end of its service life. This is expected to cost \$400,000.Costs as this point are approximate.	Community Project	\$450,000	\$130,000	G	Approved - Not Started	Dec 9, 2015	None
	<b>Parkinson/ Cliffcoe Community Trail</b>	This project would see construction of a 2-m wide multi-use community pathway connecting Cliffcoe Road with Chemainus Road near the entrance to Stocking Creek Park; a total of 550 meters. Once completed, this fully accessible trail will provide a safe, direct, off road trail connection between neighborhoods in the Clifcoe Road area and local parks and amenities including Stocking Creek Park, Saltair Centennial Park, Diana Princess of Wales Park, and Cliffcoe Road Beach Access.	Parks & Trails	\$50,000	\$0	G	Approved - Not Started	Dec 9, 2015	Director canceled project and reallocated \$25,000 for Mt. Brenton School Condition Assessment
			50%	100%					
1	<b>Saltair Water System Upgrades (Old Victoria Rd.) Phase 1</b>	The existing approximately 1500m, 100mm diameter water main on Old Victoria Road in the Saltair water system is inadequate to provide sufficient flows for firefighting purposes and requires upgrading. In addition, due to being a long dead end pipe, there is a tendency for the water to become stagnant. In 2011 this resulted in an algae bloom occurring which rendered the water undrinkable. The best long term solution to this is to loop the end of the pipe back into the system so that continuous flow occurs.	Water Management	\$ 258,364	\$ 258,364	G	Seeking Board Approval	n/a	All reaming funding will be allocated to ongoing Salt Air Upgrades
2	<b>Former Mt. Brenton School Condition Assessment</b>	Condition Assessment (structural, mechanical, electrical), which will be used to prioritize various renovations/repairs	Community	\$ 25,000	\$ 25,000	G	Seeking Board Approval	n/a	Reallocating \$25,000 from Cliffcoe Community Trail

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<b>Electoral Area G Summary</b>	
<b>Allocated Funding</b>	<b>\$ 438,364</b>
<b>Previously Approved Projects</b>	<b>\$ 155,000</b>
<b>Seeking Board Approval</b>	<b>\$ 283,364</b>
<b>Remaining Funding</b>	<b>\$ -</b>

**Electoral Area H – North Oyster/Diamond Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	<b>Shellwood Water System Upgrades</b>	Upgrades for this 26 customer system began in 2014 with design and tendering, but due to an unexpected higher cost of reservoir, which came in \$80,000 higher than expected, the project has been put on hold until additional funding can be found. Due to the layout of the infrastructure. we could not build the reservoir and Water treatment plant independently.	Water Management	\$444,000	\$100,000	H	<b>Approved - In Progress</b>	Feb 2015	Substantially complete - As of Dec/15 \$99,173.84 paid out. \$260,000 in CWF 1.0 previously allocated.
				81%	100%				
Previously Approved	<b>Shell Beach Water System</b>	Proposed acquisition of this 35 customer water system by the CVRD requires upgrade of various components of the water treatment facility and linking with the Shellwood system as determined in an engineering study. The existing system does not provide adequate flow for firefighting, which is of key importance to the customers of the system.	Water Management	\$460,000	\$230,000	H	<b>Approved - In Progress</b>	Dec 9, 2015	Moratorium on new take overs
				50%	100%				
1	<b>North Oyster Fire Department - Water Source Development</b>	The North Oyster Fire Service Area is mostly without fire hydrant protection. With recent climate change, longer wildfire seasons, and the reduction of natural water sources, a strategic hydrant water supply installed around Simpson Road & TCH would greatly enhance the firefighting efforts of the fire department. This would provide critical firefighting water to the area, reduce response times for water shuttling, and reduce the impact and use on other, farther away, hydrant systems.	Public Safety	\$ 50,000	\$ 50,000	H	<b>Seeking Board Approval</b>	n/a	None

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**Electoral Area H Summary**

<b>Allocated Funding</b>	<b>\$ 457,504</b>
<b>Previously Approved Projects</b>	<b>\$ 330,000</b>
<b>Seeking Board Approval</b>	<b>\$ 50,000</b>
<b>Remaining Funding</b>	<b>\$ 77,504</b>

**Electoral Area I – Youbou/Meade Creek Projects Requesting CWF**

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
Previously Approved	<b>Youbou Water System Well Development &amp; Protection Plan</b>	This project will link an existing very large capacity well into the water supply network for the 530 customer Youbou water system. This will provide substantial extra capacity and eliminate the need to treat surface water from the Youbou Creek source. The compliance standard for the existing system requires that the Youbou Creek source is filtered and then bypassed during turbidity events in the winter leaving the existing wells to meet all the demand. However the bag filtration system has been put offline as it could not deal with the amount of organic debris in the water. This has rendered the system out of compliance. Due to the amount of organic matter, a filtration system is not thought to be feasible. Also, Island Health staff has indicated the system may have to meet the 4-3-2-1 standard in future. which would be cost prohibitive.	Water Management	\$140,000	\$70,000	I	<b>Approved - In Progress</b>	Dec 9, 2015	None
				50%	100%				
Previously Approved	<b>Arbutus Park Washroom &amp; Lifeguard Building, Picnic Shelter Replacement and Swim Dock Upgrade</b>	Arbutus Park ranks as the most popular CVRD waterfront park for its size (other than perhaps Shawnigan Wharf Park in Shawnigan Lake) and benefits from the provision annually of lifeguards in the summer months through Cowichan Lake Recreation. The existing building provides both limited washroom space for the public and a lifeguard station; however the aged wooden building is beyond retrofitting or expansion. A new washroom building is proposed, inclusive of new sewage/water utilities.	Parks & Trails	\$290,000	\$145,000	I	<b>Approved - In Progress</b>	Dec 9, 2015	Complete in 2017
				50%	100%				
<b>No New Projects</b>									

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<b>Electoral Area I Summary</b>	
<b>Allocated Funding</b>	<b>\$ 217,948</b>
<b>Previously Approved Projects</b>	<b>\$ 215,000</b>
<b>Seeking Board Approval</b>	<b>\$ -</b>
<b>Remaining Funding</b>	<b>\$ 2,948</b>

## **DIRECTORS REPORT**

**DATE OF MEMORANDUM:** January 12, 2017

**To:** Electoral Area Services Committee  
of January 18, 2017

**FROM:** Matteus Clement, Director, Electoral Area C, Cobble Hill

**SUBJECT:** Funding to Allow Directors to Attend Workshops, Courses or Conferences

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### **Purpose / Introduction**

In Function 250 funding exists to attend workshops, courses or conferences. Past practice has been for a Director to bring a request to the Electoral Area Services Committee requesting Committee authorization to attend a workshop or conference outside of AVICC, UBCM or FCM.

### **Recommended Resolution**

That staff draft policy to allow more flexibility in Directors to access training and workshop funding.

### **Background**

Various workshops and conferences have come up in the past that are below \$200 to attend yet Directors have to bring these workshop requests to Committee and then to the Board even though the amount is small.

For the sake of staff time and Board time, a policy should be crafted to allow finance staff flexibility in a direct sign off of these workshops.

Some of these workshops are not ones that have been attended in the past by Directors but as the Board and its Directors continue to grow in their capacity as local politicians, there is a desire to attend less conventional workshops. Also, some workshop or conferences are one-time events that Directors have not known about in the past and come up on short notice.

### **Analysis**

*Examples of workshops or conferences that could be attended:*

Centre for civic governance conferences  
Young Agrarian Workshops  
Vancouver Island Economic Summit  
Volunteer Cowichans New Society Act Workshop

### **Financial Considerations**

There exists in Function 250 various line items for workshops and conferences for Electoral Area Directors to attend.

### **Communications Considerations**

None.

### **Strategic Plan Considerations**

Section 3 of Electoral Strategic Priorities talks about Electoral Director development with the goal to “Develop Director’s knowledge and capacity to fulfill their range of responsibilities as an elected official and community representative.”

