



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, SEPTEMBER 20, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

1:30 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Electoral Area Services Committee meeting of September 6, 2017	1
Recommendation That the minutes of the regular Electoral Area Services Committee meeting of September 6, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
D1 Lynne Smith, Saltair Water Advisory Committee, Re: Saltair Water Bylaw No. 3615	7
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 1. Electoral Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - June 13, 2017; and 2. Electoral Area F - Cowichan Lake South/Skutz Falls Advisory Planning Commission Minutes - September 11, 2017.	13
Recommendation For information.	
7. <u>REPORTS</u>	
R1 Request for Additional Bathroom Fixtures at 2210 London Road - Report from Development Services Division	21
Recommendation That it be recommended to the Board that the request for three additional plumbing fixtures within an accessory building at 2210 London Road (Lot G (DD EV118543) Shawnigan Lake Lots, Malahat District, Plan 1829 (PID: 025-753-363), be approved.	

- R2 Small Block Brewery Inc. - 5301 Chaster Road - Area D Liquor Licence Application: Lounge and Special Event Area Application - Report from Inspection & Enforcement Division 27
- Recommendation** That it be recommended to the Board that the Cowichan Valley Regional District does not wish to provide comments or recommendations to the Liquor Control and Licencing Branch with regard to the application for a Lounge & Special Event Area by Small Block Brewery Inc. located at 5301 Chaster Road, Cowichan Bay (Area D).
- R3 Saltair Community Centre Building - Report from Parks & Trails Division 47
- Recommendation** For direction.
- R4 Parks Commission Bylaws Replacement - Report from Parks & Trails Division 53
- Recommendation** That an updated draft Advisory Parks Commission bylaw be prepared based on the analysis provided in the Parks & Trails Division's September 7, 2017 report.
- R5 Cobble Hill Village Design Charrette - Report from General Manager, Land Use Services Department 57
- Recommendation** For information.
- R6 August 2017 Building Inspections Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division 103
- Recommendation** For information.
- R7 August 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division 109
- Recommendation** For information.
- R8 Water and Sewer System Bylaw Amendments - Additional Service Connections - Report from Water Management Division 115
- Recommendation** That Water and Sewer System Management Amendment (Housekeeping – Suites) Bylaw No. 4145 be forwarded to the Board for consideration of first three readings and adoption.
- R9 High Priority Utility System Capital Upgrades Requirements - Report from Water Management Division 123
- Recommendation** For information.

- R10 Electoral Area D Community Works Fund Reallocation - Report from General Manager, Engineering Services Department 127

Recommendation That it be recommended to the Board that the Electoral Area D – Cowichan Bay Community Works Funds in the amount of \$38,347 be reallocated from the Wessex Ravine Community Pathway Connection Project to the Cowichan Bay Design Charrette; and that an amendment to the 2017 Five Year Financial Plan Bylaw be prepared.

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.

12. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, October 4, 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 S. Acton

Director M. Clement
Director K. Davis
Director M. Dorey

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

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, September 6, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

PRESENT: Director I. Morrison, Chair
 Director S. Acton
 Director M. Clement
 Director K. Davis
 Director M. Dorey
 Director L. Iannidinaro
 Director K. Kuhn
 Director M. Marcotte
 Director A. Nicholson

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
 R. Blackwell, General Manager, Land Use Services
 H. Hatami, General Manager, Engineering Services
 R. Blackmore, Manager, Inspection & Enforcement
 B. Dennison, Manager, Water Management
 B. Farquhar, Manager, Parks & Trails
 A. Tokarek, Asset Coordinator
 T. Etherington, Utilities Operations Superintendent
 B. Suderman, Senior Planner
 K. Batstone, Planer III
 R. Rondeau, Planner II
 V. Thomson, Engineering Technologist II
 K. Madge, Recording Secretary
 J. Hughes, Secretary III

APPROVAL OF AGENDA

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

NB1 Grant in Aid Request, Electora Area D – Cowichan Bay, Re: Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society;

NB2 Update from Land Use Services Department Re: Cowichan 2050 Planning Process; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of August 16, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of August 16, 2017 be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area G - Saltair/Gulf Islands, Re: Thetis Island Parents Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area G - Saltair/Gulf Islands, in the amount of \$344.74 be provided to Thetis Island Parents Association to support the purchase of a purple air sensor.

MOTION CARRIED

C2 Saltair Community Centre Re: Letter Request to Approve Furnace Install

It was moved and seconded that it be recommended to the Board that the Saltair Community Society be permitted to install a new furnace in the Saltair Community Centre at their own cost.

MOTION CARRIED

C3 The letters Re: Saltair Community Centre were received for information.

REPORTS

R1 Application No. 13-D-17DP (Road Construction) - Report from Development Services Division

It was moved and seconded that Application No. 13-D-17DP (Road Construction) be referred back to staff for further clarification.

MOTION CARRIED

R2 Application No. 01-I-17DVP - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 01-I-17DP/VAR (8852 Meades Creek Road) be approved:

- 1. Section 5.12(4) of Zoning Bylaw No. 2465 is varied from 7.5 metres to 3.5 metres for the front parcel line setback, and from 3.0 metres to 1.9 metres for the side interior parcel line setback.**
- 2. Section 5.12(5) of Zoning Bylaw No. 2465 is varied by increasing the maximum permitted height of an accessory building from 6 metres to 8.5 metres.**

MOTION CARRIED

R3 Soil Deposit Bylaw - Report from Inspection & Enforcement Division

It was moved and seconded that an information workshop will be scheduled for the Committee on September 20, 2017 prior to the regular Electoral Area Services Committee meeting.

MOTION CARRIED

R4 Building Compliance Policy Re: Requirement for Professional Building Survey Policy - Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Building Compliance Policy – Required Professional Surveys attached to the Inspection & Enforcement Division’s August 24, 2017 Staff Report be approved.

MOTION CARRIED

R5 Bylaw Enforcement and Compliance Policy - Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Bylaw Enforcement and Compliance Policy attached to the Inspection & Enforcement Division’s August 25, 2017 Staff Report be approved.

MOTION CARRIED

R6 Seasonal Cabins Policy - Report from Inspection & Enforcement Division

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

- 1. That the Seasonal Cabins Policy attached to the Inspection & Enforcement Division’s August 23, 2017 Staff Report be approved; and**
- 2. That the July 8, 2009 Seasonal Cabins Policy be rescinded.**

MOTION CARRIED

R7 Gas Tax Re: Community Works Fund Update and Future Projects - Report from

Engineering Services Department

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

1. That the Community Works Funds be allocated to the electoral area projects (No.1 to 3 & 6 to 13) as identified in Table 1.0 as attached to the Engineering Services Department report dated August 15, 2017 with the exception of project No. 6 which will be reduced to \$151,334, for consideration in the 2018 budget.
2. That it be recommended to the Board that the Community Works Funds be allocated to the Electoral Area B Shawnigan Lake projects No. 4 & 5, as identified in Table 1.0 as attached to the Engineering Services Department report dated August 15, 2017 for the 2017 budget, thus requiring an amendment to the 2017 Five Year Financial Plan Bylaw.
3. That it be recommended to the Board that the Community Works Funds be allocated to the Electoral Area C Cobble Hill project Geo Thermal Loop phase 2 for the amount of \$10,000 for the 2017 budget, and that the 2017 Five Year Financial Plan Bylaw be amended accordingly.

MOTION CARRIED

R8

Mesachie Lake Sewer Loan Authorization and Service Area Boundary Amendment Bylaws - Report from Engineering Services Department

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

1. That the Certificate of Sufficiency confirming that sufficient petitions authorizing a boundary reduction and borrowing up to \$251,226 for capital improvements to the Mesachie Lake Sewer System Service Area, be received.
2. That a Loan Authorization bylaw be established for the purpose of borrowing up to \$251,226 for capital improvements to the Mesachie Lake Sewer System Service.
3. That "Mesachie Lake Sewerage Special Service Area Bylaw No 15", be amended to reduce the boundary to accurately reflect properties that are connected and to change the name from Mesachie Lake Sewerage Special Service Area to Mesachie Lake Sewer System Service Area.
4. That the Mesachie Lake Sewer System Service Loan Authorization Bylaw and the Mesachie Lake Sewer System Service Area Amendment Bylaw be forwarded to the Board for consideration of three readings and, following provincial approval, adoption.

MOTION CARRIED

NEW BUSINESS

NB1

Grant in Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$400.00 be provided to Cowichan Bay Seniors & Community Association / Cowichan Bay Wooden Boat Society to provide support for their “publicity plan”.

NB2 Verbal update from Bev Suderman, Senior Planner Re: Cowichan 2050 Planning Process was received for information.

CLOSED SESSION

3:10 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter Part 4, Division 3, Section 90 (1)(e)* Land Acquisition.

MOTION CARRIED

RISE FROM CLOSED

3:57 PM It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

3:58 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 3:58 PM

Chair

Recording Secretary

Dated: _____

From: noreply@civicplus.com
To: [Jennifer Hughes](#); [Kylie Madge](#); [Mary Anne McAdam](#)
Subject: Online Form Submittal: Electoral Area Services Committee
Date: Friday, August 25, 2017 6:01:12 PM

Electoral Area Services Committee

Request to Appear as a Delegation at the Electoral Area Services Committee

Electoral Area Services Committee meetings are held on the first and third Wednesdays of the month at 1:30 p.m.

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

Meeting Date 9/20/2017

Contact Information

Contact Name Lynne Smith

Representing Saltair Water Advisory Committee

Number Attending 1

Address *Field not completed.*

City *Field not completed.*

Province *Field not completed.*

Postal Code *Field not completed.*

Telephone Number *Field not completed.*

Reply Email saltairwater@gmail.com

Presentation Topic and Nature of Request Amend Saltair Water Bylaw 3615 to include 15 year time frame and \$300,000 to be used only for the Saltair Water System distribution infrastructure

Do you have a PowerPoint presentation? No

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

PETITION

TO AUTHORIZE AN INCREASE TO THE MAXIMUM ANNUAL TAX REQUISITION LIMIT OF CVRD BYLAW NO. 2178 – SALT AIR WATER SYSTEM SERVICE ESTABLISHMENT BYLAW, 2001

Board of Directors, Cowichan Valley Regional District:

I/We the undersigned, being the registered owner(s) of property located within the Saltair Water System Service Area, outlined on the attached Schedule "A", do hereby petition the Cowichan Valley Regional District to increase the maximum annual tax requisition of CVDD Bylaw No. 2178 – Saltair Water System Service Establishment Bylaw, 2001, in order to cover the costs to upgrade the Saltair Water System works to Municipal Standards.

I/We understand that:

- 1) The maximum amount of money that may be requisitioned annually in support of the service will be increased from \$190,000 to \$490,000, for a period of up to 15 years and
- 2) Based on the current year's budget, the anticipated annual cost for the service will be: \$584.00 per year to be collected by parcel tax; (an increase of \$358 per year), and \$190.00 per year to be collected by user fees (\$95 billed bi-annually).

NOTE: Where a property is owned by two or more persons, the petition must be signed by a majority of them (i.e. 2 owners, both must sign; 3 owners, 2 must sign).

Legal Description of Property (Please Print)	Registered Owner (s)	Signature (s)
Civic Address: _____	_____	_____
PID: _____	_____	(Signature)
Lot: _____	_____	_____
Section: _____	_____	(Signature)
District Lot: _____	_____	_____
District: _____	_____	(Signature)
Plan No.: _____	_____	_____
	_____	(Signature)

Date Signed: _____

This petition must be returned to the Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC, V9L 1N8. Please note that only the original petition will be accepted. Petitions cannot be sent by e-mail or fax.

As outlined in the Local Government Act, once the sufficiency of a petition has been certified, a person may not withdraw his or her name from the petition, and no name may be added to the petition.



March 28, 2012

File No. 5600-30-SWS/01

Dear Saltair Water System Property Owner:

RE: Saltair Water System Upgrades

As you may be aware, the Saltair Water System is an aging system that for the last several years has been experiencing more and more water main breaks every year. These repairs have proven to be very costly and at times resulted in property damage to individual homes.

The majority of the distribution system consists of old asbestos cement pipes, inadequately sized with a large variation of elevation throughout the system, resulting in very high water pressure in many parts of the system, which causes frequent water breaks. Additionally, there are many "dead-end" water lines which lead to stagnant water and a distribution system that in certain areas cannot meet minimum fire flow requirements.

As a result of these problems, the CVRD began working with the Saltair Ratepayers Association over the course of the last year, attending meetings, answering questions and putting together a community presentation that would help provide the residents of Saltair with an opportunity to learn more about what is going on with their water system and to comment and provide feedback on some of the recommendations being brought forward.

On February 2, 2012, the CVRD and the Saltair Ratepayers Association hosted a public information meeting regarding the water system, which was attended by approximately 150 residents. The presentation provided history on the water system, the current status of operations, the increasing cost of repairs, planned capital projects and finally a number of financial options and associated timelines.

A summary of the upgrade proposal to improve the operation of the water system consists of:

1. Pipe installation to replace and upgrade aging infrastructure and to loop existing network.
2. Construction of two new pressure-reducing valve stations to alleviate all high/low pressure concerns.
3. Construction of a booster and fire pump station to meet fire flow requirements on Old Victoria Road.

Cost to complete these upgrades and improvements are estimated to be **\$4,500,000.**

At the end of the meeting, the CVRD polled the audience on a number of questions and available options, (including doing nothing and continuing on with the status quo), and what direction the community would like the CVRD to pursue.

.../2

The overwhelming results received at the meeting were that the community would like to see the CVRD immediately pursue the steps that will allow for annual upgrades to the system over a 10 to 15 year period, without having to borrow money and create debt to the water system.

The majority of the residents present at the meeting were in favour of increasing the annual parcel tax in order to generate the necessary funds to complete the upgrades to the works. Increasing the parcel tax by \$358/year would generate enough revenue to construct \$300,000.00 worth of improvements every year for a period of up to 15 years with a total estimated value of \$4,500,000. These estimated costs and timelines may be reduced through the receipt of financial grants and funding opportunities that may become available.

With a 91% vote of those attending the February 2, 2012 meeting, the residents provided the CVRD with direction to commence a *Petition Process* to obtain elector consent for the parcel tax increase. The process succeeds when consent from at least 50% of the property owners representing 50% of the net taxable value of all land and improvements within the Saltair Water System Service Area is received.

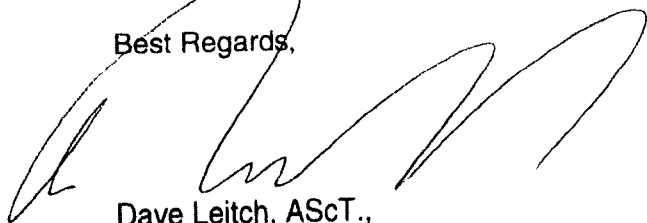
The petition represents elector consent to increase the Saltair Water System parcel tax to \$584/year (this includes the current \$226/year parcel tax with the addition of \$358/year to upgrade the works). User fees will remain unchanged.

A Petition is enclosed for your review and signature. If you support the initiative to increase the Saltair Water System parcel tax to upgrade the infrastructure, then signing the petition and returning it to the CVRD represents your consent. If your signed petition is not returned, the CVRD will consider this as a rejection of your support for the initiative.

Please note that where a property is owned by two or more persons, the petition must be signed by a majority of them (i.e. 2 owners-both must sign; 3 owners-2 must sign). If you support this proposed initiative, please sign and return the petition to the CVRD **before May 31, 2012**.

If you have any questions or comments regarding the above, please call the Engineering & Environmental Services Department at 250-746-2530.

Best Regards,



Dave Leitch, ASCT.,
Manager, Water Management Division
Engineering & Environmental Services

DL/dm:jlb

pc: Director Dorey, Electoral Area G
Alina Lintea, Engineering Technologist

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C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3615

A Bylaw to Amend Saltair Water System Service Establishment Bylaw No. 2178

WHEREAS the Board of the Cowichan Valley Regional District established the *Saltair Water System Service Area* under the provisions of Bylaw No. 2178, cited as "CVRD Bylaw No. 2178 – Saltair Water System Service Establishment Bylaw, 2001", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 2178 by increasing the maximum annual requisition limit from \$190,000 to \$490,000;

AND WHEREAS the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors in accordance with the *Local Government Act* and the *Community Charter*;

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

1. **CITATION**

This bylaw may be cited as "**CVRD Bylaw No. 3615 – Saltair Water System Service Amendment Bylaw, 2012**".

2. **AMENDMENT**

That CVRD Bylaw No. 2178 be amended by deleting and replacing the text in paragraph One of Section 4 "Cost Recovery" with the following:

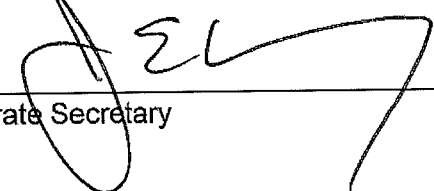
"The maximum amount of money that may be requisitioned annually in support of this service shall not exceed Four Hundred and Ninety Thousand Dollars (\$490,000)".

READ A FIRST TIME this 11th day of July, 2012.

READ A SECOND TIME this 11th day of July, 2012.

READ A THIRD TIME this 11th day of July, 2012.

I hereby certify this to be a true and correct copy of Bylaw No. 3615 as given Third Reading on the 11th day of July, 2012.



Corporate Secretary

JULY 18, 2012

Date



DATE: Tuesday, June 13, 2017
TIME: 19:00-21:00

MINUTES of the Electoral Area E Advisory Planning Commission held on the above noted date and time at 175 Ingram Street, Duncan, B.C., CVRD Boardroom.

PRESENT:

Chairperson: Susan Kaufmann
Vice chair: John Salmen
Secretary: Justin Straker
Members: David Coulson
Sarah Davies-Long
Celina Gold
Patrick Jackson
Parker Jefferson
Julia Rylands
Marianna Terauds

ALSO present:

Director: Alison Nicholson
Staff: Bev Suderman, CVRD Planner, Community and Regional Planning Division
Darren Lucas, Shirley Humes – summer students

ABSENT: Michelle Geneau
Bruce Fraser

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

Amendment to include OCP/APC role discussion

MOTION CARRIED

ADOPTION OF MINUTES

Corrections to minutes of the Area E APC meeting of May 23, 2017:

- Spelling of Marianna Terauds name to be corrected
- Item 2 – minutes refer to a meeting on April 19, 2017 – correct date is March 16, 2017
- Item 3 – the statement “Covenants cannot be tied to a person but can establish a time limit” should be amended to read, “Covenants cannot be tied to a person, but can establish a timeline.”

It was moved that the minutes of the Area E APC meeting of May 23, 2017 be accepted with the above corrections.

MOTION CARRIED

BUSINESS ARISING FROM MINUTES

Director's Report:

None.

REPORTS:

Planner's Report:

OCP Discussion:

Facilitated by Patrick Jackson, focused on draft Chapter 2. See discussion notes in Attachment A.

INFORMATION

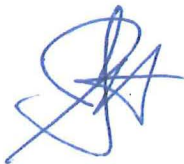
- Marianna Terauds joining the APC as a member, Bruce Fraser leaving.
- Dual roles of APC and OCP functions were discussed. Patrick Jackson has volunteered to facilitate the OCP portions of the meetings.

ADJOURNMENT

It was moved that the meeting be adjourned at 9:10 pm.

MOTION CARRIED

NEXT MEETING: September 12, 2017, at 7:00 pm, to be confirmed.



Secretary



Chair

Attachment A: Discussion Notes re OCP

Goal 1: Preserve Integrity of the Ecosystem

NOTE: Discussion was less about the specifics of the content of this goal area, than about the purpose and realistic outcomes of an OCP process and document.

- What is our benchmark for determining current integrity of ecosystem? How will the plan be structured to prevent platitudes or advertising language?
- Expectation that vision and goals would be aspirational
 - Need to develop benchmarks and more specifics within each goal area
 - Need basis to be able to set objectives and policy
- Lack of current or specific information is an issue
- Primary purpose of OCP is to manage development: where it goes, how it is done
- Lack of support from senior levels of government
- Lack of jurisdiction for private forest lands, ALR lands, and mining ... but policy framework still important.

Specific to ecological information:

- Water resources need to be improved: e-coli issues
- Cowichan River is pretty good from a water quality perspective, but the Koksilah River is a different challenge with big water quality issues

Goal 2: Encourage economic opportunities

- 3 resource based economic activities: forestry, agriculture, and mining – discussion about leaving them out of the OCP altogether – mining is a mandatory element, as is agriculture. Policy around forestry can prevent conversion into residential.
- Where are the industrial lands in the plan area?
- Highway Commercial uses – visual corridor is very important, part of our heritage
 - Importance of tree canopy and signage
 - Avoid strip malls
 - Setbacks from the road
 - No drive-through restaurants
 - Examples from Europe: long forested berms for highway pullouts
 - Highway 18 current has no development along it (a gem!)
- Highway corridor to reflect the community as much as possible, and conversion to highway commercial should be limited as much as possible
 - Tractor dealership is preferable to a Tim Horton's
- Opportunities coupled with responsibility and appropriate economic development
- Add a focus on food security; not conversion of all food lands into vineyards
- Avoid turning the communities into “retirement villages” as an economic development strategy
- Focus on “greening” of Vancouver Island, by reclaiming and making it better.
 - Solar farm idea

- Other types of economic activity to be included:
 - Arts and artisans ... could be part of home-based businesses
 - Education
 - Tech industry
 - Service industry for retirement community
- Tourism, including eco-tourism
- Localisation of the economy a good concept to emphasize (move from Goal 3)
- Encourage/support sustainable forestry practices: selective logging; harvesting every 80-100 years
- Encourage value-added production
- Need to be open to considering new types of business, that may not have been thought of yet, assuming they are in accordance with community values
- Design guidelines
- Koksilah Industrial Park: live/work/play – needs nuanced zoning
- Check with Amy regarding alternative forms of tenure for encouraging appropriate economic opportunities
- Need to take care about language ... Lots of emphasis on sustainable forestry; need to treat agriculture with equal rigour, because it is also problematic.

Goal 3: Encourage (or support) resilience

- Need to emphasize the theme/concept of resilience throughout the OCP:
 - Goal 1: Resilient Ecosystems
 - Goal 3: Resilient and Healthy Communities
- Diversity makes for more resilience/ essential for climate change adaptation
- Infrastructure (green infrastructure)
- Stacking functions (increased functionality) when investing in infrastructure, i.e. build a school, which can also serve as an emergency shelter or other form of necessary infrastructure
- Emergency response: need proper supplies at community facilities (power can be out for a long time)
- Travel safely within neighbourhoods and between communities (alongside roads, but off-road)
- Shock/rapidly changing conditions: emphasize food security, water security, and energy security
 - Distributed grid

Goal 4: Build strong communities while preserving community character

- Add:
 - Heritage
 - Scenic roads
 - Duncan Bypass policy
 - Transportation, especially safe alternate routes for cycling, walking, riding to destinations (not just for recreation)
 - Each individual community will have a section, addressing their issues and policies/implementation
- “Strong” = racist – need a better word

Sahtlam Local Area Plan

- Need to identify a person to serve as liaison between Sahtlam LAP committee and the APC
- Very ambitious workplan presented by the students; suggestions:
 - Rather than saying “relaxing”, use the word “review” when talking about home-based business regulations
 - Concerns re ecological sensitivity/wildlife corridors/elk
 - Suggestion to focus on Goals 2 and 3



Electoral Area F – Cowichan Lake/Skutz Falls APC Minutes

Date: 11-9-2017

Time 7:00 p.m.

MINUTES of the Electoral Area F Advisory Planning Commission held on the above noted date and time at the Curling Club Lounge of the Cowichan Lake Area Complex.

PRESENT:

Chairperson: Sharon Devana

Vice Chairperson: Joe Allan

Secretary: Peter Devana

Members: Jim Fielding, Mary Lowther and Thor Repstock

ALSO present:

Director: Ian Morrison

Alternate Director : Not

Present

Guests: Rachelle Rondeau (CVRD Planner), Richard Buckles (Applicant Spokesperson), Don Doore (Owner/Developer) and Russ Munroe (Owner/Strata President)

The Chair, Sharon Devana Called the Meeting to order at 7 p.m.

ACCEPTANCE OF MINUTES:

The Secretary read the Minutes of the last meeting (21 August 2017) in detail.

It was Moved and Seconded that the minutes of the Area F APC meeting of August 21, 2017, be accepted.

Motion 1 Carried

ORDER OF BUSINESS:

Item 1 – Rezoning Application for Lots 1-12 Plan SP6392 (Subdivision known as Stin-Qua)

Prior to proceeding with Item 1 the Chair introduced Rachelle Rondeau and thanked her for providing all the necessary documents pertaining to this Application, that we did not have during our first meeting, to both the APC members and to Richard Buckles. These documents included:

1. Initial Minutes of Approval by the Area F APC May 10, 2004;
2. EASC Report;
3. Fishery's Reports;
4. SERC Report; and,
5. Applicable Covenant documents.

Page 2

Mr. Buckles began by reiterating his position regarding the Application outlining all the difficulties and explaining how things were done regarding the building of the docks and why they did not conform with the directions that had been given throughout the Approval Process. He was reminded that throughout the approval process only 6 docks were being considered, one to service each 2 of the 12 waterfront lots.

Bylaw 527 does allow for one dock per owner but they must be located side by side along the property line and have a total size no larger than the size of one shared dock. Although the applicants assured everyone throughout the approval process that the directions would be followed, those directions were not followed and there now exists 8 individually owned docks most of which are not placed as directed.

A lively discussion ensued between the Applicant, Guest owners and APC members. The Applicants repeated the reasons they were unable to build docks the size and location as approved. It was the opinion of the APC that the docks should have been constructed according to the size and location specified by original approved application. In all of the documents that we studied, it was emphasized that Watson Bay is an important fish habitat and that only 6 docks are appropriate. If the owners were unable to abide by the directives in the 2004 approval for the subdivision, they should have requested a revision of Bylaw 527 (W5 zone) at that time.

The Chair then asked all APC Members to comment based on further documentation they had received from Rachelle Rondeau. All came to basically the same conclusion that 6 shared docks were approved and that, after approval, the direction given was not followed, resulting in the Non Conforming situation that now exists.

The Chair next asked for a motion regarding this application.

Motion 2

Motion 2 was made: "To Deny the application in its entirety"

Seconded; and

Motion 2 Carried

Item 2 - Sahtlam Local Area Plan (SLAP) presentation by Joe Allan.

Mr. Allan, our Area F representative on the SLAP committee reported that he had attended all the meetings and they had been very productive so far. His main objective, on our behalf, was to ensure that the best interests of Area F residents living in this new Local Area Plan would be well represented.

New Business

None

Adjournment

There being no further business a motion was made for adjournment and seconded.

Motion 3 Carried

Meeting adjourned at

Signed (Certified Authentic),
Peter N Devana
Secretary

Copies to:

Area F APC members
Electoral Area Services committee ds@cvrd.bc.ca

cc to CVRD Planner Rachelle Rondeau

cc to Applicant Agent Richard Buckles

cc to Area F Director Ian Morrison

cc to Alternate Director Dave Darling



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 11, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017
FROM: Development Services Division
 Land Use Services Department
SUBJECT: Request for Additional Bathroom Fixtures at 2210 London Road
FILE: 2210 London Road

PURPOSE/INTRODUCTION

The purpose of this report is to present a request for additional plumbing fixtures in an accessory building at 2210 London Road in Electoral Area B – Shawnigan Lake.

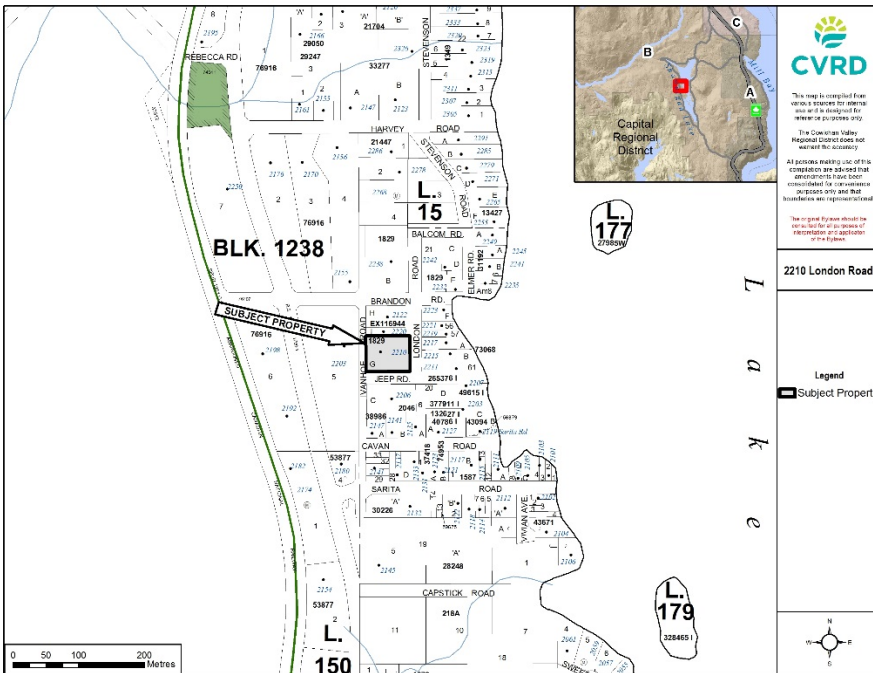
RECOMMENDED RESOLUTION

That it be recommended to the Board that the request for three additional plumbing fixtures within an accessory building at 2210 London Road (Lot G (DD EV118543) Shawnigan Lake Lots, Malahat District, Plan 1829 (PID: 025-753-363), be approved.

BACKGROUND

Location:	2210 London Road
Lot Size:	Approximately 0.36 ha
Legal Description:	Lot G (DD EV118543) Shawnigan Lake Lots Malahat District Plan 1829 (PID: 025-753-363)
Owner(s):	Netta and Scott Douglas
Road Access:	London Road
Water:	Well
Sewage Disposal:	On site system
OCP Designation:	Rural Residential
Zoning Bylaw:	R-2 (Suburban Residential)

LOCATION MAP



APPLICATION SUMMARY

A request has been received to permit additional plumbing fixtures in an accessory building. In accordance with CVRD Policy, two plumbing fixtures are permissible within an accessory building. There is an existing dwelling and two garages on the property. The applicants are requesting three additional plumbing fixtures to complete an unfinished space in one of their garages. The additional plumbing fixtures being requested are:

- 1) Sink;
- 2) Shower;
- 3) Laundry.

See Attachment A for the description of works and rationale.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

As this is a CVRD Board Policy, referral to the Electoral Area Advisory Planning Commission is not required.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Since 2004, requests for additional plumbing fixtures have been directed to the Board. The following is an excerpt from the January 19, 2004, EASC meeting where it was resolved that:

“As a measure to reduce the number of illegal dwellings in the CVRD, that staff be authorized to allow for one toilet and one sink, and no other facilities such as showers, bathtubs, and laundry and kitchen facilities, in accessory buildings, without the specific authorization of the Board.”

This was formalized in 2010 as an official Board Policy. For reference, see Attachment B.

PLANNING ANALYSIS

As noted above, the rationale for the Policy is to reduce the likelihood of suites being constructed where they are not permitted. Based on the size and servicing of the property, a suite is not permitted on this property.

Section 5.7 of Zoning Bylaw No. 985, the Electoral Area B Zoning Bylaw, specifies that an accessory building may not be used as a dwelling.

As Zoning Bylaws are being updated or replaced, new regulations have been included in the accessory building regulation section of the respective bylaw to prohibit more than two plumbing fixtures. If a request is received for additional plumbing fixtures, this is then processed as a Development Variance Permit application. However, in Electoral Area B the zoning bylaw does not include specific regulations for the number of plumbing fixtures, therefore the Board policy is applicable, and the Board has the ability to vary the Policy on a case-by-case basis.

In absence of any regulation or bylaw prohibiting the additional plumbing fixtures, staff recommends approval (Option 1).

OPTIONS

1. That it be recommended to the Board that the request for three additional plumbing fixtures within an accessory building at 2210 London Road (Lot G (DD EV118543) Shawnigan Lake Lots, Malahat District, Plan 1829 (PID: 025-753-363), be approved.
2. That it be recommended to the Board that the request for three additional plumbing fixtures within an accessory building at 2210 London Road (Lot G (DD EV118543) Shawnigan Lake Lots, Malahat District, Plan 1829 (PID: 025-753-363), be denied.

Prepared by:

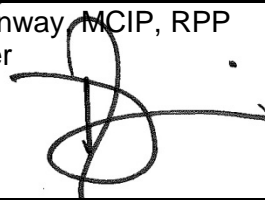
Reviewed by:



Rachelle Rondeau, MCIP, RPP
Planner II



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

- Attachment A – Letter of Rationale
- Attachment B – CVRD Policy

Scott and Netta Douglas
2210 London Road
Shawnigan Lake, BC
V0R 2W3

t. 250.709.0459
e. netta.douglas@gmail.com

May 12, 2017 (original date of request)
August 31, 2017 (resubmission date)

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

Email: rrondeau@cvrd.bc.ca

Re: Request – Additional Plumbing Fixtures in Accessory Building, 2210 London Road, Shawnigan Lake

Dear Ms. Rondeau,

Please accept this letter as our request to be permitted to include additional plumbing fixtures within our accessory building.

Request/Requirement

We are requesting approval for a variance to allow three additional plumbing fixtures in an accessory building in addition to the two permitted plumbing fixtures. The additional fixtures are for the purpose of an artist basin/bar sink, clean-up area (shower) and a washing machine (washing of rags and/or work clothing).

Reason for Request

To complete an unfinished space which we would like to dual-purpose and use as:

1. an 'artist' studio,
2. a recreational area (pool table), and as
3. a 'man-cave'.

Thank you for processing and presenting this on our behalf Gord. We look forward to hearing back from you. If you require anything further, please do not hesitate to ask.

Regards,

Scott and Netta Douglas



PLUMBING FIXTURES IN ACCESSORY BUILDINGS POLICY

Applicability: Planning & Development

Effective Date: November 10, 2010

PURPOSE:

To establish allowable plumbing fixtures in residential accessory buildings as a measure to reduce the number of illegal dwellings in the CVRD.

POLICY:

That staff be authorized to allow for one toilet and one sink, and no other facilities such as showers, bathtubs, and laundry and kitchen facilities, in accessory buildings, without the specific authorization of the Board.

Approved by: CVRD Board Approval date: January 19, 2004 Amended: November 10, 2010
--



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 11, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: Inspection & Enforcement Division
Land Use Services Department

SUBJECT: Small Block Brewery Inc. – 5301 Chaster Road – Area D
Liquor Licence Application: Lounge and Special Event Area Application

FILE: 19-D-17BE

PURPOSE/INTRODUCTION

The purpose of this report is to satisfy a liquor licence application requirement for local government input submitted by Small Block Brewery Inc.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Cowichan Valley Regional District does not wish to provide comments or recommendations to the Liquor Control and Licencing Branch with regard to the application for a Lounge & Special Event Area by Small Block Brewery Inc. located at 5301 Chaster Road, Cowichan Bay (Area D).

BACKGROUND

An application for a Lounge & Special Event Area has been submitted by Small Block Brewery Inc. located at 5301 Chaster Road (Area D).

ANALYSIS

Small Block Brewery Inc. has applied for a Liquor Lounge and Special Event Area licence through the Liquor Control and Licencing Branch (LCLB). This appears to be a new establishment in a newly developed industrial land. Attached is the application package for more detailed information. At this point, the CVRD must choose either to “opt out” of this process and entrust the LCLB to process the application entirely or “opt in” and provide comments to the LCLB.

If the CVRD chooses to “opt in” and provide comments, criteria will need to be taken into account including:

- Gather public input from the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment.
- Provide a resolution/comment.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.

Choosing to “opt in” will require staff time to further examine this application and organize one or more public meetings.

If the CVRD chooses to “opt out” of this process, there will be complete reliance on the LCLB to manage and take full responsibility of this licence.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

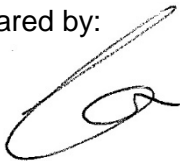
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:

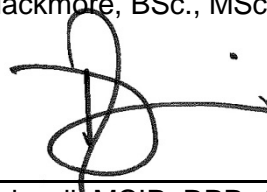


Nino Morano
Bylaw Enforcement Officer

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager



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

ATTACHMENTS:

- Attachment A - Liquor Licence Application Package
- Attachment B - RCMP Email
- Attachment C – Site Plan



Liquor Control and Licensing Branch
4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
Phone: 1 866 209-2111 Fax: 250-952-7066

RECEIVED CVRD AUG 23 2017

LOUNGE AND SPECIAL EVENT AREA APPLICATION

Liquor Control and Licensing Form LCLB049A

Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

Part 1: Type of Application

[X] Lounge Endorsement [] Special Event Area Endorsement

office use only
Job No:

Note: Do not apply for special event area if it will occupy same footprint as the lounge.

Are you submitting an application for a manufacturing licence with this application? [X] No [] Yes

Are you submitting an application to transfer the location of the manufacturing facility with this application? [X] No [] Yes

Part 2: Applicant

Manufacturer Licence Number (if licensed): AIP

Applicant/Licensee Name: SMALL BLOCK BREWERY INC

Mailing Address:

1072 CHASTER ROAD Street DUNCAN City BC Province Postal Code

Phone number: 778 874 7061 E-mail address: cate@smallblockbrewery.com

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

Part 3: Application Contact Person

Name: NAZLY CATHERINE SCALLY Phone number: 778 874 7061

Position: PRESIDENT E-mail address: cate@smallblockbrewery.com

Note: The applicant authorizes the person above to be the primary contact for the duration of the application process only.

Part 4: Establishment

Establishment Name: SMALL BLOCK BREWERY INC

Manufacturer Address:

5301 CHASTER ROAD Street DUNCAN City BC Province Postal Code V9L 6W5

4a. Parcel Identifier (PID): EPS 1005

4b. Local Government/First Nation: CVRD Local Police: NORTH COWICHAN DUNCAN RCMP

4c. Is this location zoned for liquor service? [] No [X] Yes

4d. Is this manufacturing site part of the Agricultural Land Reserve (ALR)? [X] No [] Yes

4e. If the proposed site is on ALR land, have you reviewed the ALR policies regarding a lounge and/or special event area? [X] No [] Yes

Part 5: Lounge Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site map.

5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 5 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Patio	Occupant Load
1.	Main floor taproom	✓		30 + 3 staff = 33
2.	REAR PATIO		✓	20
3.	PRODUCTION AREA	✓		7 staff
4.				
5.				50 + 10 staff =
Total Occupant Load (of all licensed areas):				60.

5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	9 AM	9 AM	9 AM	9 AM	9 AM	9 AM	9 AM
Close	1 AM	1 AM	1 AM	1 AM	1 AM	1 AM	1 AM

Part 6: Special Event Area Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site plan.

6a. Proposed Service Areas:

Complete the following chart based on your establishment floor plan. Occupant load is required for indoor and patio areas (see page 5 of guide). If you want an outdoor area that is not a patio see 6b:

Area No.	Floor Level (e.g. Main, Mezzanine)	Indoor	Patio	Occupant Load
1.				
2.				
3.				
4.				
Total Occupant Load (of all licensed areas):				

6b. Complete the following chart if you will have an outdoor event area (not a patio). Outdoor areas require a person capacity not occupant load (see page 5 of guide):

Area No.	Outdoor Area Identify by location or name	Capacity
1.		
2.		
3.		
4.		

6c. Hours of Liquor Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

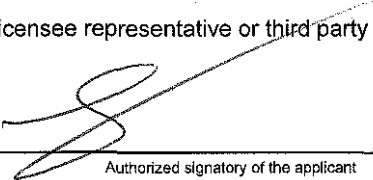
Part 7: Declaration of Signing Authority

My signature, as applicant, indicates, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. Or I have an option purchase or offer to lease the establishment, or portion of the establishment to be licensed, and prior to a licence being issued I will have title or obtain a completed lease which will not expire for a minimum of 12 months after the date the endorsement is issued.
- I understand the general manager has the right to request documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request.
- I understand loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand I must advise the Branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

This form should be signed by an appropriate individual who has the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. See page 4 of the Guide for a list of accepted signing authorities.

Note: An agent, lawyer, licensee representative or third party operator may not sign the declaration on behalf of the applicant.

Signature:  _____
Authorized signatory of the applicant

Name: SCALLY MARY CATHERINE Position: president Date: 14/02/2017
(last / first / middle) (if not an individual) (Day/Month/Year)

If an authorized signatory has completed the Add, Change or Remove Licensee Representative form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Section 57(1)(c) of the Liquor Control and Licensing Act states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59."

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

Part 8: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Lounge & Special Event Area Application (this form).
- Letter of Intent for each type of endorsement (page 5 of the guide).
- Lounge Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Special Event Area Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Site plan for any outdoor endorsement area (see page 6 of guide).
- Patio(s) (see Appendix I on page 8 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application package to Local Government/First Nation (Part 9 below). Note: This step is not required if you are applying for this endorsement(s) on a second manufacturing licence located at the same site (see # 3 on page 2 of guide).
- After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

Part 9: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name):

Name of official: Title/Position:

Email: Phone:

Signature of Official: _____ Date Received:

Check here if the LG/FN will not be providing comment: Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is the manufacturing site located on Treaty First Nation land? No Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form, patio appendix (if applicable), letter of intent, floor plan and site map (for outdoor areas) to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
- The impact on the community if the application is approved.
- The view of residents and a description of the method used to gather views.
- The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

Part 10: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch
Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at liquor.licensing@gov.bc.ca or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 11: Application Fees (non-refundable)

Lounge Application Fee \$330.00 (non-refundable)
Special Event Area Application Fee \$330.00 (no lounge) or \$110.00 (if you already have a lounge or are applying in conjunction with a lounge)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check) one:

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB049A

5 of 5

Lounge and Special Event Area Application

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

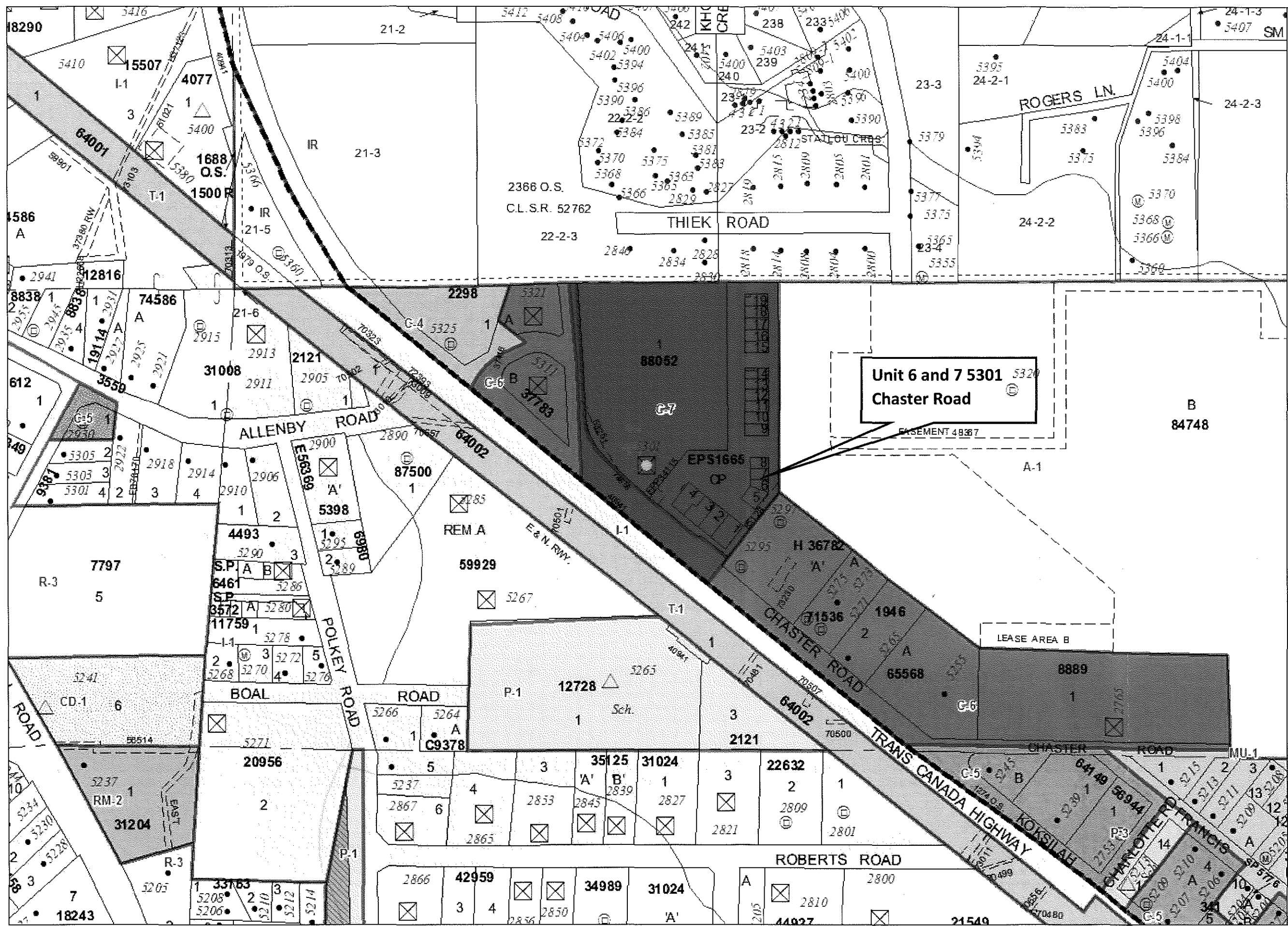
Credit card number: Expiry date: /
(Month) (Year)

Signature: _____

Lounge and/or Special Event Area Endorsement (For Small Block Brewery INC, 5301 Chaster Road, Duncan BC)

Part 5: Letter of Intent

- Purpose
Bar service will allow patrons to drink beer fresh from the brewery in a hot rod garage themed room or outside on the enclosed patio.
As well as fresh beer, refreshments will include local draught cider, cheese and charcuterie boards and, snacks.
- Describe ther target market:
 - The target market is a mix of Suburban locals and tourist.
- Describe the composition of the neighborhood:
 - The local area (250 to 300 M) is light industrial and commercial. Beyond the local (300M) radius there are residential and first nation's communities as indicated in section 4.
- Food Service-Packaged cold snacks will be available in the lounge. We will stock a variety of non-alcoholic craft soda for patrons.
In addition we will invite local food trucks to set up in front of the roll up door at the front of the lounge. This will allow a different menu offering depending on the food truck present.
- Entertainment will be limited to small scale (not fixed booth or stage) live music and/or DJ, trivia, foosball, pinball, arcade video game. There will be no gambling



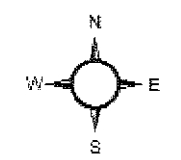
This map is compiled from various sources for internal use and is designed for reference purposes only.

The 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.

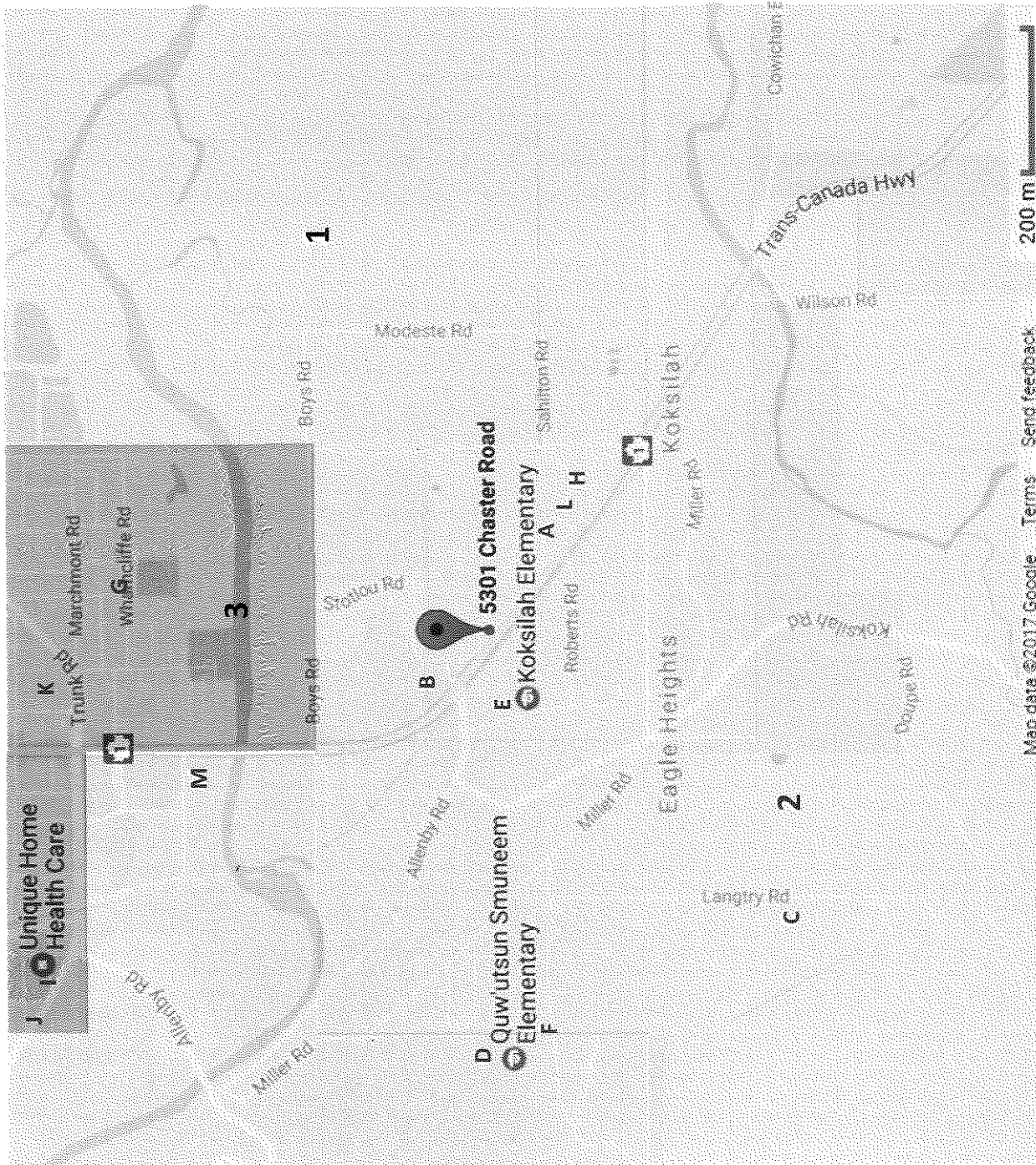
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

Printed: January 3, 2017



Scale: 1:2,869

R2





Proposed Manufacturing Facility and On Site Store:

- Units Six and Seven (A1)
- Patio Area (A2)

Neighboring Businesses:

- Fastenal (A3)
- Cowichan Canine (A6)
- Arbutus Ridge Farms (A9)
- #
- #
- #
- #

Parking

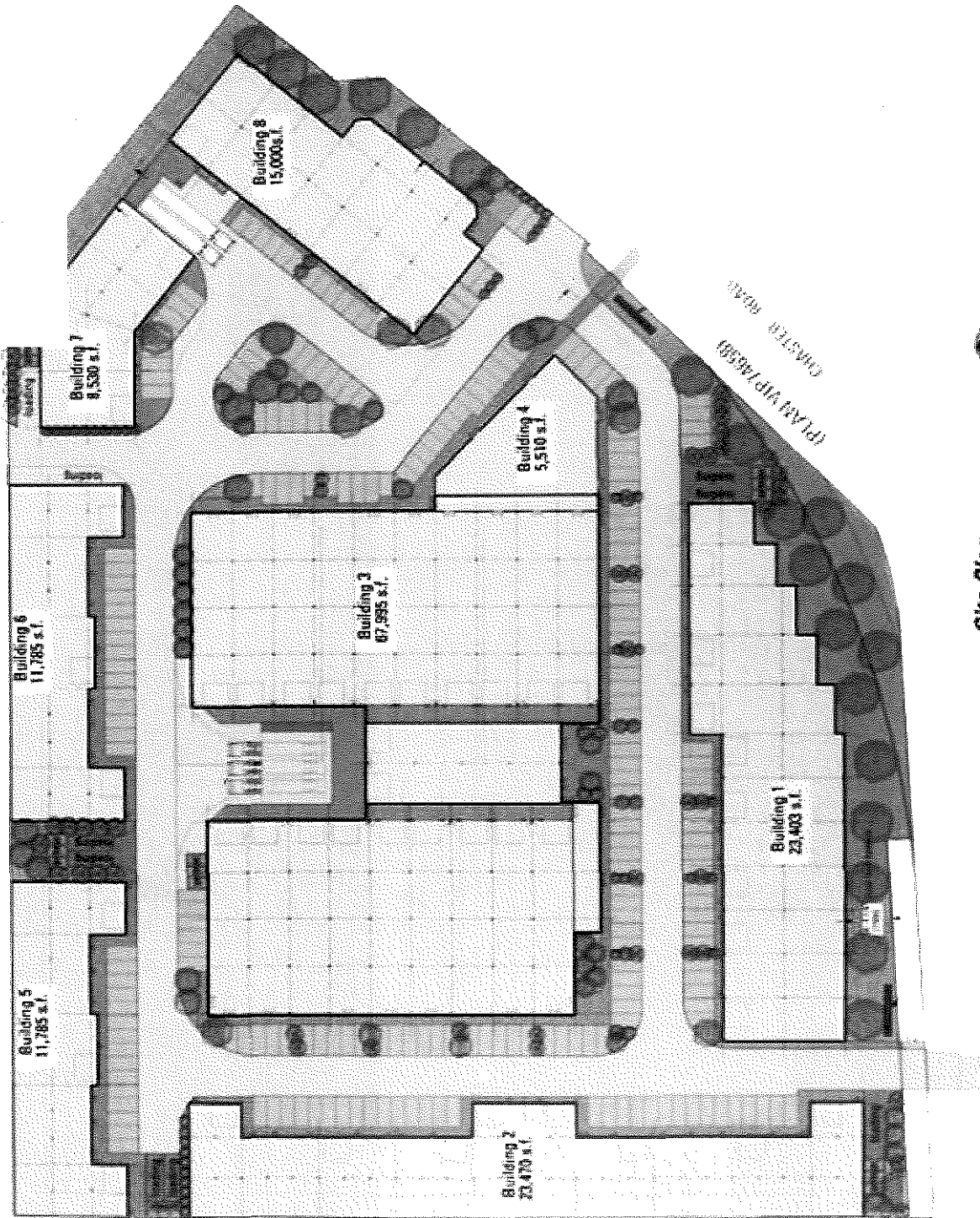
- Parking is available directly in front of the units (A10)
- Additional Parking Available in centre island (A11)

Road Access and Egress

- Property access and egress via Chaster Road (A12)
- Access to Chaster Road from Tran-Canada Hwy 1 (A13)

Legal Property Description

- EPS 1665 as identified on CVRD site plan.



Site Plan
Scale: 1" = 400'

The preceding map from the CVRD represents a 1.4 km radius from the subject property. The provided Google Map shows a radius of 1.4 km. The bullet points below list the social and public facilities per BCLC049a Section 5 Letter of intent:

- All other licensed liquor primary or liquor primary club establishments:
 - Red Arrow Brewing 5255 Chaster Road. 250m (A)
 - Roadhouse Bar and Grill 5325 Trans Canada Highway. 350m (B)
- Churches
 - None within radius of map.
- Clubs
 - Duncan Flying Club, 5100 Langtry Rd, Duncan 1.25km (C)
- Schools (K-12, colleges, universities)
 - Quw'utsun Smuneem Elementary, 3121 Glenora Rd, Duncan 1.37km (D)
 - Koksilah Elementary Cowichan Valley E, 264m (E)
- Preschools
 - Cowichan Tribes Kindergarten 3121 Glenora Rd, Duncan, 1.42km (F)
 - Cowichan Preschool 820 Wharnclyffe Rd, Duncan, 863 m (G)
- Day care centres
 - As per pre-schools above.
- Health care facilities
 - Harmony Health Care Ltd. 2A-2753 Charlotte Rd, Duncan 1.0km (H)
 - Unique Home Health Care 121 Station St, Duncan, 1.0 km (I)
- Seniors facilities
 - Valley Seniors Organization of Duncan 198 Government St, Duncan, 1.0 km (J)
- Recreational/sports facilities
 - None within radius of map.
- Neighbouring residents
 - Cowichan First Nation No 1 (1)
 - Cowichan Valley Regional District (2)
 - City of Duncan (3)
- Police stations
 - None within radius of map.
- Fire halls
 - None within radius of map.
- Libraries
 - None within radius of map.
- Government buildings
 - Duncan City Hall 1091 Marchmont Rd, Duncan, 1.0 km (K)
 - Fisheries and Oceans Canada 5245 Trans-Canada Highway, Duncan BC (L)
- Any other relevant local public or private facilities
 - Chances Casino 436 Cowichan Way, Duncan BC (M)

5. Benefits to the Community:

Craft beer drives tourism in BC as beer geeks travel to visit new breweries. A lounge endorsement will support this tourism and bring more people to the facility. The BC Ale Trail is a collection of beer tours set up regionally and although there are Trails in Victoria and Nanaimo, there is not a trail connecting the two cities. The proposed lounge will bring more tourists through the Cowichan Valley. The addition of a microbrewery with lounge will serve to complement the existing wineries in the Cowichan Valley.

6. Impact of Noise on the Surrounding Community Describe the noise impact expected from your propose:

The business is primarily a small scale manufacturing facility with little noise impact to the surrounding neighborhood. The surrounding neighborhood is mixed primarily industrial/commercial and the additional noise from the facility will be limited to additional traffic (patrons and deliveries).

7. Other Impacts on the Surrounding Community:

Primary concern with microbreweries is the smell of the production process. As we have a fairly limited (500L) system, there is not much smell produced. There are few residential neighbors within 300m, and there is a pre-existing microbrewery within 250m (Red Arrow Brewing). The lounge is relatively small capacity and on most evenings will be closed by 9:00pm or earlier.

Identification of Proposed Serving Areas

There are three serving areas:

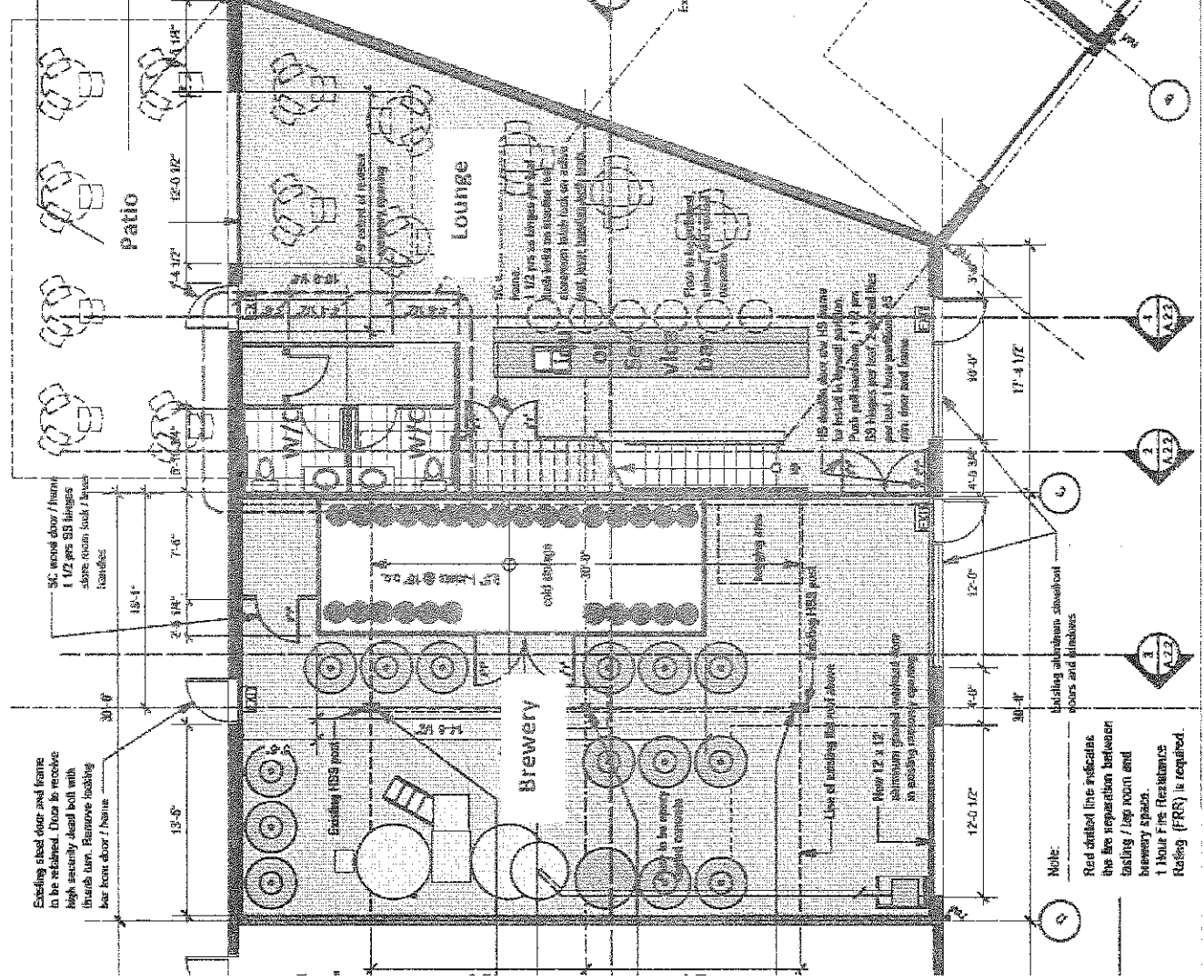
1. The Lounge - this is inclusive of three four person tables, four three person tables, and bar seating for six persons.
2. The production area – the production area will be licensed solely for the purpose of tours; thus patrons will be able to enjoy a small sample of product in a plastic or stainless container whilst on tour.
3. The Patio – the patio will be used seasonally for outdoor service. As per the description below and based on Appendix 1 of the guide, liquor service to the patio is from the interior lounge. There will be six three person tables on the patio.

Patio Area Description (per Appendix I guide_for_lounge_sea_app.pdf)

1. The patio perimeter is a six foot high chain link fence with barb wire top at the rear and cedar fence at six feet tall bounding the north and south ends of the patio (this fences off the patio from neighboring tenant areas).
2. The patio is directly adjacent to the interior lounge area and is accessed via a man door at the rear (east) of the lounge area.
The lounge area may also be accessed from a man door in the production area.
3. The patio will be monitored by CCTV from the bar/serving station in the lounge. Patrons will pick up their food and beverages at the bar and will exit through the man door at the rear of the lounge to access outdoor seating.
In addition to CCTV lounge/serving staff will physically enter the patio area (when in use) every 10 mins at a minimum to ensure safety of patrons.
4. Liquor service to the patio is from the interior lounge.
5. Servers will not have to carry liquor through any unlicensed areas to get to the patio.

Occupant Load:
 Tasting Room accommodates 50 people
 Area = 1,280 s.f.
 2 washrooms with 1 toilet in each
 (permits 25 persons of each sex)
 Staff will number a maximum of 10 in
 brewery and tasting room combined.
 (Single staff washroom on mezzanine
 level permits a maximum of 10 staff
 members)

Existing steel door and frame
 to be retained. Door to receive
 high security dead bolt with
 scratch bars. Existing building
 bar from door / frame.
 See structural for more. Check
 details for new door openings.
 12 x 12 glazed aluminum
 garage door to new opening

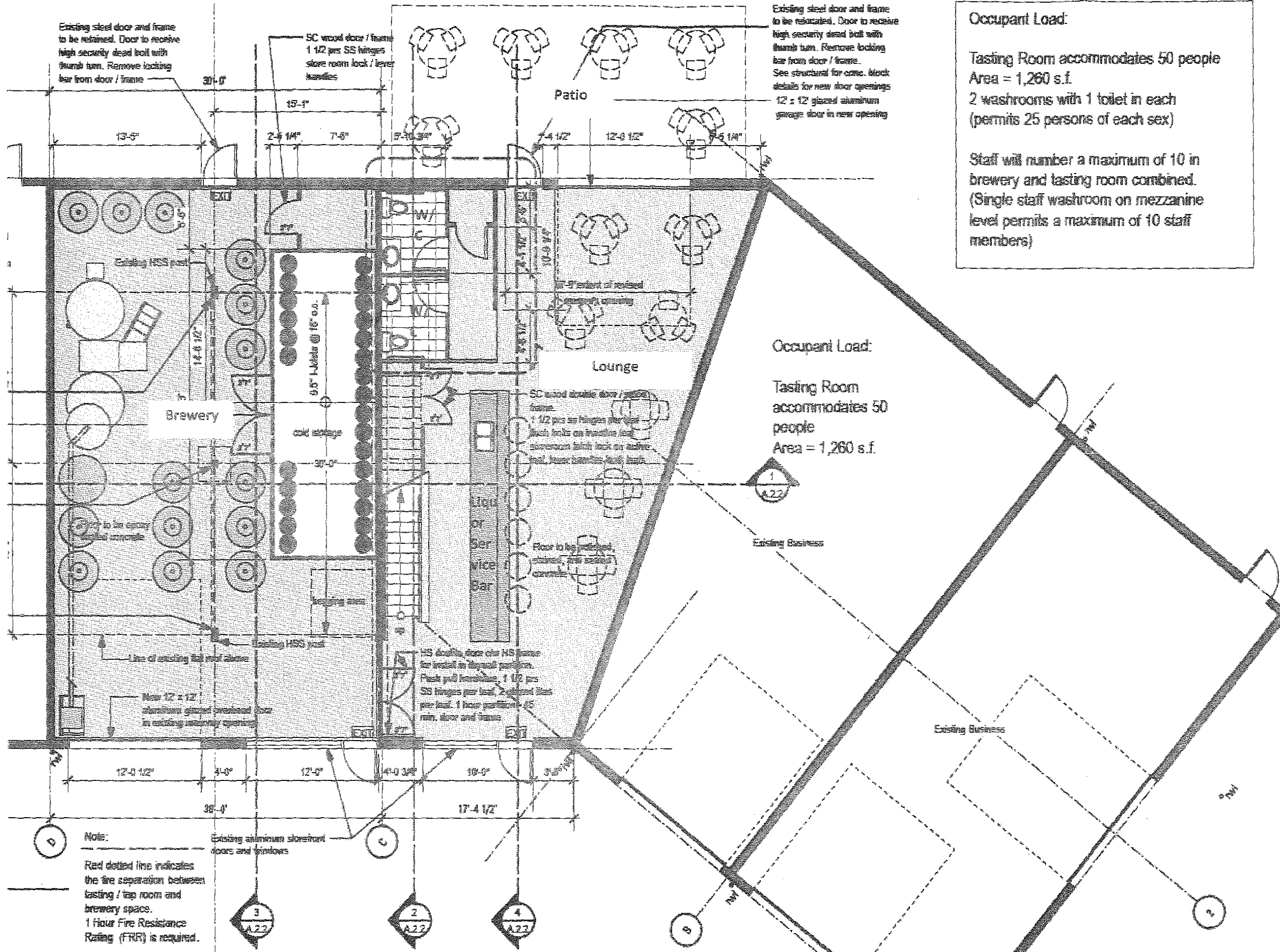


Existing steel door and frame
 to be retained. Door to receive
 high security dead bolt with
 scratch bars. Remove existing
 bar from door / frame

30 second door / frame
 1 1/2 hrs SS hinges
 door (room lock / handle)
 handles

Occupant Load:
 Tasting Room
 accommodates 50
 people
 Area = 1,280 s.f.

Note:
 Red dashed line indicates
 the fire separation between
 Tasting / Tap room and
 Brewery spaces.
 1 Hour Fire Resistance
 Rating (FRR) is required.



From: [Kristine WOOD](#)
To: [Nino Morano](#)
Subject: Re: Liquor Licence Application - Small Block Brewery - 5301 Chaster Road
Date: Wednesday, August 30, 2017 7:20:30 AM

Good Morning,

I reviewed the application. There are no concerns on our end.

Best regards,

Kris

>>> Nino Morano <nmorano@cvrd.bc.ca> 2017/08/29 4:18 PM >>>
Lori/Chris,

We have received the attached liquor licence application for a new establishment known as Small Block Brewery located at 5301 Chaster Road in Area D (Cowichan Bay). I plan on taking this to the Sept. 20 EASC and recommending to opt out of providing a comment for this application and allow LCLB to undertake their regular process. Please provide comment(s) or concerns regarding this application.

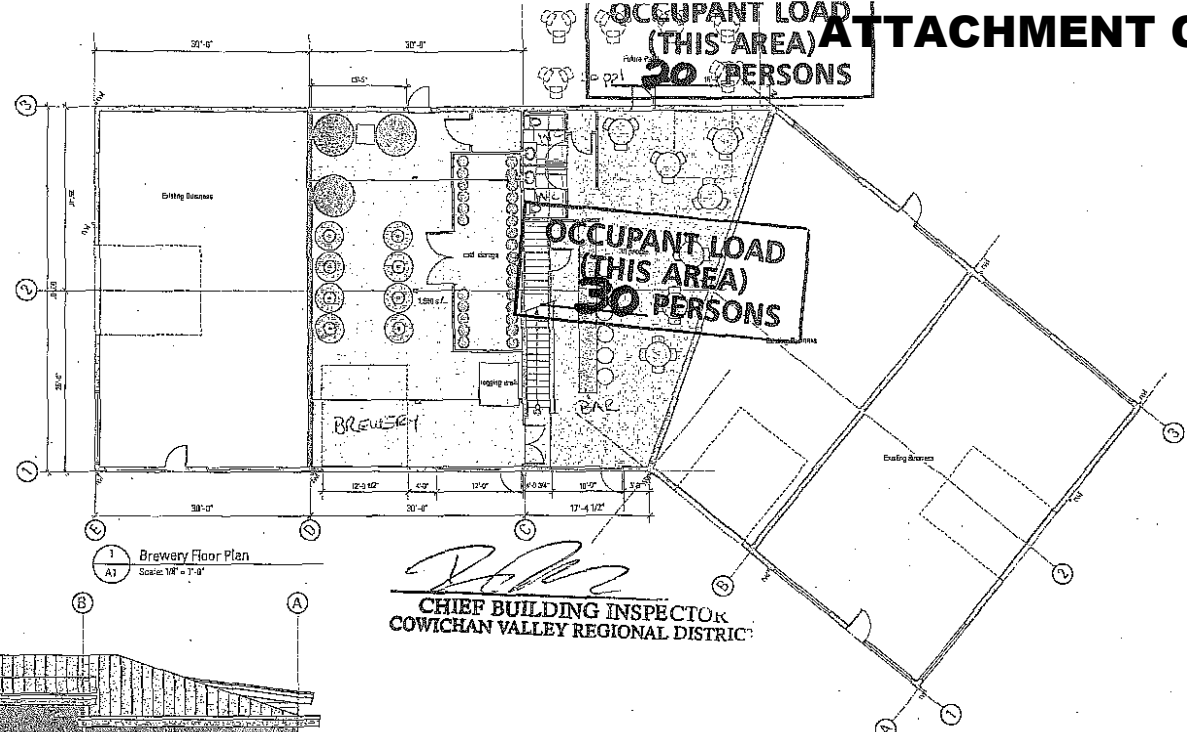
Nino Morano
Bylaw Enforcement Officer
Inspections & Enforcement Division
Land Use Services Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
E-mail: nmorano@cvrd.bc.ca
Tel: 250.746.2620 Toll Free: 1.800.665.3955 Fax: 250.746.2630

Business Name: SMALL BLOCK BREWERY
 Address: 5304 CHESTER RD
 Date: AUGUST 27/17

**TOTAL OCCUPANT LOAD
 (ALL AREAS)
50 PERSONS.**

Materials Key

1. Painted Rapping	Finish with clear resin coating	Stucco/mf
2. Exposed Roof	Laminated Asphalt Shingle	Stucco/mf
3. Roof Trim	2x12 corner cuts across gable, w/ gable ends finished w/ plywood sheathing	Color to be confirmed
4. Siding	Horizontal 1" Board-and-batten siding, painted	Color to be confirmed
5. Metal Doors	Insulated metal door, painted	Color to be confirmed
6. Metal Sills	Painted aluminum w/fin. primed	Color to be confirmed
7. Full Wall Lintel	2" PVC pipe, painted	Color to be confirmed
8. Concrete Block	Concrete Block - based on sketch by owner, per bid	Color to be confirmed
9. Metal Gutters	Steel tube frame, powder coated	Color to be confirmed
10. Windows	Thick w/ double paneled aluminum frames	Color to be confirmed
11. Aluminum Cladding	Aluminum sheet w/ factory powder coat	Color to be confirmed
12. Concrete Sills	Stucco w/ 1/2" expanded metal mesh	Color to be confirmed
13. Limestone Sills	Painted stucco finish	Color to be confirmed

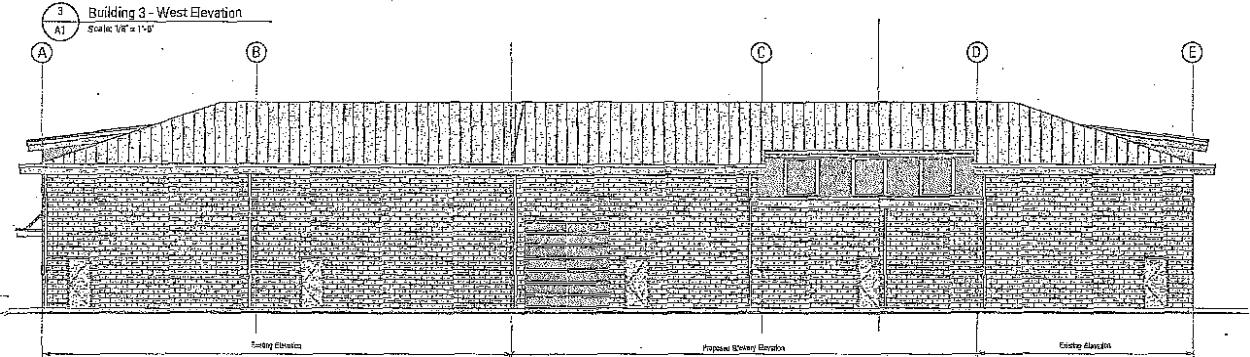
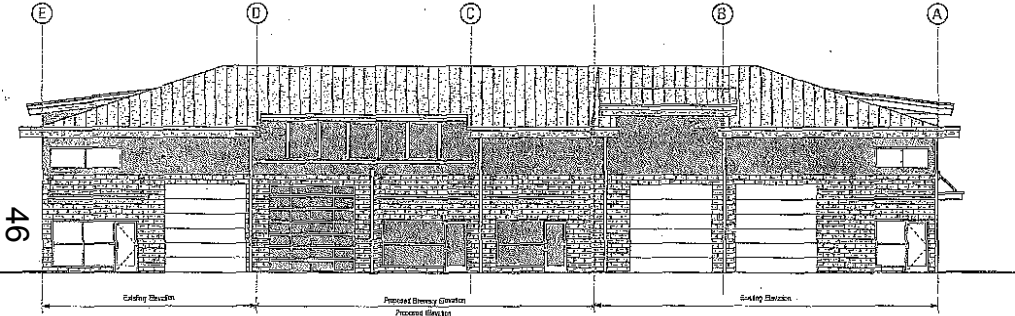


Symbol Key

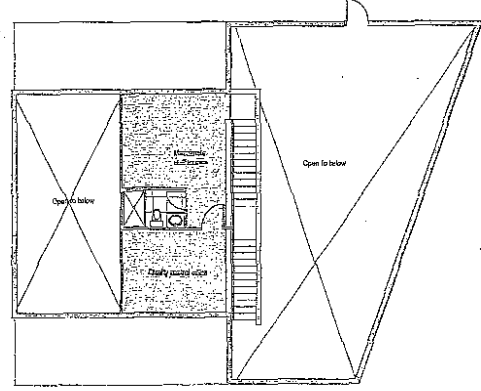
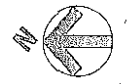
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NOTES:

1. Impairment markers are to the face of load unless otherwise noted.
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[Signature]
**CHIEF BUILDING INSPECTOR
 COWICHAN VALLEY REGIONAL DISTRICT**



NO.	REVISION	DATE

PROJECT: 1711000000
 DATE: 08/27/17
 PROJECT: 1711000000
 DATE: 08/27/17

ISSUED FOR:
 Co-Ordination

NOT FOR
 CONSTRUCTION

Joe Newell
 1 - 1011 Broadway Place, Victoria BC V8B 6S4
 P - 250.262.0641, C - 250.262.5734
 A - joe@newell.ca

PROJECT	1711000000
TITLE	Floor Plans Building Elevations
DATE	08/27/17
SCALE	A1
REVISED	08/27/17



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 11, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: Saltair Community Centre Building

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to advise on options for the Saltair Community Centre building.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

At the August 16, 2017, meeting the Electoral Area Services Committee was provided a presentation by McCuaig and Associates Engineering of the facility condition assessment completed for the Saltair Community Centre building located in Saltair Centennial Park in Electoral Area G (Saltair). The direction of the Committee was for a report to be prepared outlining options for upgrading the Saltair Community Centre, prior to holding a public meeting hosted by the Regional District concerning the building.

ANALYSIS

In reviewing the condition assessment report completed by McCuaig Engineering and the layout of the single storey former elementary school building re-designated as the Saltair Community Centre, there are several potential options that could be considered for the building/site, inclusive of:

1. Building Upgrade as outlined in the Facility Condition Report
2. Phased Building Upgrade Approach
3. Reduced Building Footprint with Upgrades
4. Building Removal and Replacement
5. Building Removal and No Replacement

The following information provides a summary of the basic options, with a focus on costs where such information is available through the report completed by McCuaig Engineering. How such costs would be funded is not provided, as this would require direction from the Committee and Board if any of these options were to be considered, inclusive of whether such option were to be undertaken by the Regional District and/or others.

1. Building Upgrade as outlined in the Facility Condition Report

The McCuaig and Associates Engineering Consultants report dated July 21, 2017, on the Facility Condition Assessment of the Saltair Community Centre provides a recommended ten-year cost forecast involving renewal of a number of major building components inclusive of roof, exterior wall cladding, mechanical, electrical, windows, doors, interior finishes, plumbing fixtures, water system, sanitary system, concrete pavement, stairs, ramp and septic system. The estimated probable costs by the consultants were based on normal engineering practise using a “square foot” or unit cost to provide for an “order of 47 gnitude” value. The total estimated value to

complete these works over ten years as outlined in the report is \$3,074,593. This estimate does not include annual costs to operate and maintain the building nor any building changes/improvements beyond addressing the building components identified in the report. Funding the recommended ten-year cost forecast through borrowing over a 20 year term would require an annual interest and principal payment of \$216,192 based on a projected interest rate of 3.31% at current rates. Any change in this projected interest rate would impact the annual repayment.

A full upgrade of the Saltair Community Centre building would provide for use of the gymnasium, nine activity rooms (formerly classrooms), and three office space areas (see attachment), with a total interior space of 18,300 square feet. How and what each of the spaces could be used for would need to be determined by the occupants of the building, which is presently leased to the Saltair Community Society.

2. Phased Building Upgrade Approach

Under a Phased Building Upgrade approach, assessment of major building components identified in the McCuaig and Associates Engineering Consultants would be undertaken to determine critical timelines and costs for those components requiring upgrade/replacement to maintain building function and prevent degradation/loss. For example, a functional roof membrane is integral to protection of building infrastructure from deterioration/loss from weather events. The estimated cost to replace this roof system in the report is \$681,831. Conversely, a phased approach over time to upgrade all nine activity rooms, inclusive of interior finishes and window elements, may be an approach to defer costs and allocate space needs based on actual demand and/or financial capacity.

In consideration of a Phased Building Upgrade Approach, a detailed assessment would be required of the intended use(s) and timing of use for the various interior building spaces. This information would be overlaid with the report's assessment of building components to determine the costs and timing for those critical components that would have to be addressed to support the intended uses. Non-critical upgrade work or building components that are currently functional with a fair or better rating could be monitored on an ongoing basis, replacing/upgrading on an as-required basis. Undertaking such an exercise at this time is beyond the scope of this summary of options, as no phased approach for use of spaces within the building has been presented to the Regional District as an option for use of the building.

3. Reduced Building Footprint with Upgrades

Similar to a Phased Building Upgrade Approach, the option of a Reduced Building Footprint with Upgrades would be to assess the overall structure to determine which sections of the building have the greatest value both in space for use to meet the needs of users/community and are in the best condition to maintain/upgrade. The objective then would be to identify the ability and costs to seal off the building space intended to retain and proceed with dismantling and removal of the remainder of the building from the site. For example, this approach could determine that the gymnasium, offices and four activity rooms closest to North Oyster Road should be retained/upgraded and the remaining portion of the building (the south wing with five activity rooms) be dismantled and removed. A detailed assessment of this approach could determine under such a scenario the reduced building component upgrade costs against the partial dismantling/disposal costs, as well as reduced annual building operation and maintenance costs due to a smaller building footprint.

4. Building Removal and Replacement

Under this option the existing Saltair Community Centre building would be dismantled and removed from the site, which McCuaig & Associates Engineering Consultants estimates in their facility condition assessment report would cost^t in the order of \$300,000 to \$350,000 (+/- 50%).

This includes the demolition and disposal of the building structure, concrete foundation and removal/disposal of any hazardous materials. Determination of an appropriate replacement community centre structure would be based on a number of factors inclusive of funding capacity and sources to support construction of a new building, as well as the needs/interests of the community in determining layout and function options for such a structure. Such details would be required to determine an order of magnitude cost estimate for construction of such a new building on the site.

5. Building Removal

There is also the option for removal and disposal of the building with no replacement structure. As noted above, the cost for demolition and disposal is \$300,000 to \$350,000 (+/- 50%). Basic landscaping to incorporate the site as a grassed area within Saltair Centennial Park would require an estimated \$50,000, inclusive of grading and topsoil.

FINANCIAL CONSIDERATIONS

The current tax requisition limit for Budget Function 456 (Saltair Recreation) is \$55,058. For 2017, the tax requisition for this function is \$45,790, of which \$36,377 is for annual debt servicing a loan that was secured to acquire the Saltair Community Centre building and property (formerly the Mount Brenton Elementary School). The final payment on the loan will be made in 2018.

It is important to note that the facility can also generate revenue that may offset some debt.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

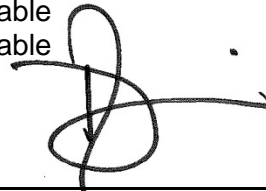
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable

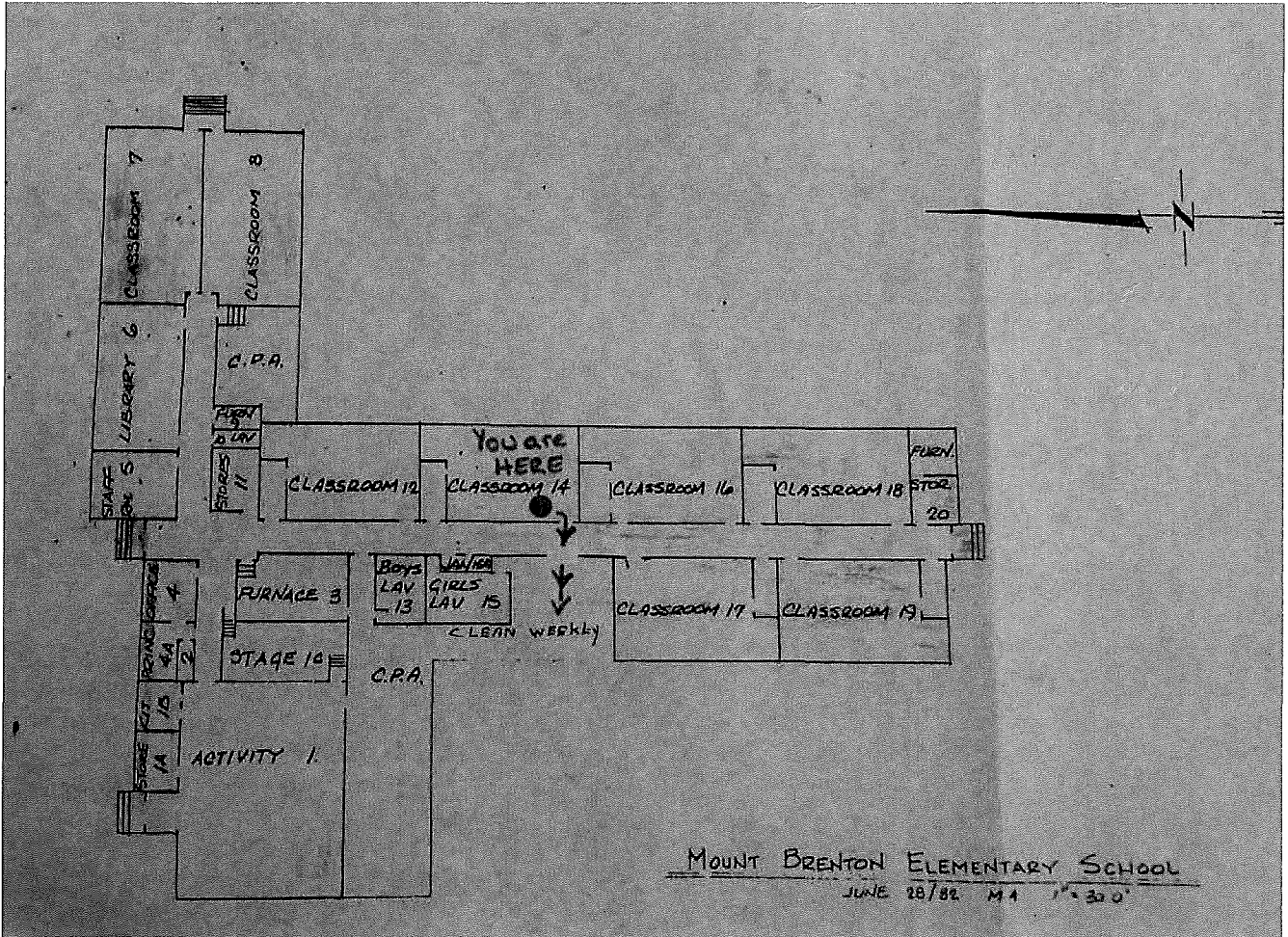


Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

Attachment A – Schedule A: Saltair Community Centre Floor Plan

SCHEDULE A: SALTAIR COMMUNITY CENTRE FLOOR PLAN





STAFF REPORT TO COMMITTEE

DATE OF REPORT September 7, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: Parks Commission Bylaws Replacement

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to propose proceeding with the preparation of a park commissions bylaw to replace the existing Electoral Area parks commission bylaws and sub-regional park commissions bylaws.

RECOMMENDED RESOLUTION

That an updated draft Advisory Parks Commission Bylaw be prepared based on the analysis provided in the Parks & Trails Division's September 7, 2017, report.

BACKGROUND

The park commission bylaws workshop on June 22 provided an opportunity for Parks Commission Chairs and Elected Officials to engage on a number of issues related to the parks commission governance review. As an outcome of the workshop, staff have prepared a summary of key focus areas that should be considered in preparation of a contemporary park commission bylaw as replacement for existing outdated parks commission bylaws that do not reflect the current role and value of park commissions as advisory to the Board.

ANALYSIS

There are 12 commissions specifically dedicated to parks and recreation. As has previously been reviewed with the Committee, these bylaws should be replaced with one park commissions bylaw that provides for a parks commission in each of the nine electoral areas and a sub-regional parks commission.

The terms and conditions of the replacement park commissions bylaw would apply to all park commissions as established under the bylaw, ensuring continuity and consistency of the commissions with regard to establishment, procedures and responsibilities. The following are recommended for incorporation into the replacement park commissions bylaw, based on information and feedback arising through the governance review process.

Role of Park Commissions

The role of advisory park commissions under the replacement bylaw would be specific to providing advice to the Board on issues referred and pertaining to park and trail development, park amenities, parkland acquisition opportunities and community park events specific to the electoral area or sub-regional parks function each commission is appointed by way of the bylaw. The bylaw would establish a parks commission for each of the nine electoral areas and a sub-regional parks commission in support of the existing sub-regional community parks service.

Hands-on opportunities for volunteering on parks and trails projects would continue to be separately assessed and provided for community involvement, inclusive of commission members,

through the resources of the Parks & Trails Division, with ongoing development of this program by way of direction of the Board.

Commission Membership

To encourage broad community interest and participation on park commissions, a best practise and open transparency approach as a local government would allow for members of the public to apply for appointment to a parks commission as established by the bylaw. The process for inviting eligible members of the public to apply would be through advertising commission vacancies. Advertising would use a variety of methods to ensure a broad spectrum of the community is aware and encouraged to apply for the commission membership opportunity. Building community awareness and interest to participate on parks commissions can also be promoted through regular public engagement activities, such as parks-related events/open houses and town hall/ community meetings. Appointments by the Board would consider the skill sets and experiences that applicants would bring to each parks commission. These would be assessed as part of the application process. This approach is in line with appointment processes in place for other commissions appointed by the Board and avoids conflict with the *Local Government Act*, which only provides for the election of individuals to Community Commissions as defined by the *Act*, with such elections taking place concurrent with local government elections every four years.

Directors, Alternate Directors and CVRD employees would not be eligible for appointment to an advisory parks commission, recognizing the decision-making role of the Directors and Alternate Directors at the Board, and of the role of CVRD employee to implement the Board's mandate and directions. However, in order to maintain a liaison relationship between the Board and each parks commission, the role of the Director (or if absent, the Alternate Director) as a non-voting member on the parks commission is recommended. For the sub-regional parks commission, this would include the Director for each Electoral Area participating in the sub-regional parks service area.

Each parks commission under the bylaw established by the Board would have a membership of either five or seven members. The focused interests of Electoral Area park commissions supports this membership range versus other commissions established by the Board which can represent broad interests or 'sectors' requiring a larger membership (i.e. Agriculture, Environment, and Economic Development).

Term of Office

A two-year appointment term for parks commission members, with a provision for overlap of terms to provide continuity, is supported based on a review of the range of current parks commission appointment terms. The term of appointments would be aligned with the calendar year, so as allow for fall advertising and recruitment of interested applicants for consideration by the Board no later than December for appointment. The Board could appoint commission members for a further term or terms by way of re-appointment.

Conditions within the park commissions bylaw would provide for the removal of membership of any member appointed who has failed to attend three consecutive commission meetings without good cause. Vacancies filled on park commissions would hold office for the remainder of the otherwise unexpired term.

Procedure

The intent would be for each parks commission to elect amongst their membership a Chair, Vice-Chair and secretary who would hold these positions until such time successors are elected. Quorums would be established as fifty percent plus one of the number appointed to each parks commission (i.e. the quorum for commissions with five appointed members would be three). The Cowichan Valley Regional District's Committee and Commissions Procedures Bylaw would govern parks commission meetings.

In support of the park commissions, staff would provide orientation and training support on basic meeting procedures and reporting out by way of meeting minutes. Meetings of the Parks Chairs Group would continue with support of staff as an effective means of sharing and disseminating information. Parks commission meetings should be structured to occur quarterly, with additional meetings as may be required for time-sensitive or more complex matters referred. This approach aligns the balancing matters referred to park commissions annually for advise and recommendations (i.e. annual parks budget input) with one-time matters that may require additional time and input (i.e. park management plans and/or park development plans). In addition, the intention would be to limit the burden of volunteer advisory parks commissions with respect to administrative requirements (organization and advance posting of agendas and timely completion/submission of meeting minutes).

Annual General Meetings Not Required

The provision for holding an Annual General Meeting (AGM) as provided for in a number of existing parks commission bylaws would not be required under the replacement park commissions bylaw, as such AGM's are not required under the *Local Government Act* for advisory commissions.

FINANCIAL CONSIDERATIONS

There would be no financial impact to electoral area parks or sub-regional parks budgets with preparation and adoption of a replacement park commissions bylaw. There would be costs associated with advertising, however by advertising for all park commission appointments concurrently, the impact to each community parks budget would be minimal.

COMMUNICATION CONSIDERATIONS

Adoption of a replacement park commissions bylaw as proposed would introduce annual advertising to solicit eligible community member interest in applying for commission appointments. A variety of means to advertise for park commission appointments would be reviewed to ensure the most effective means of promoting opportunities to serve on the volunteer advisory parks commissions are being met in each community.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Regional SF Area #5.4 – Commission Roles and Structure Review

Referred to (upon completion):

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

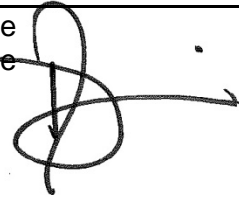
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



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

ATTACHMENTS:
N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 12, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: General Manager
Land Use Services Department

SUBJECT: Cobble Hill Village Design Charrette

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to share the process and outcomes of the Cobble Hill Village Design Charrette that was hosted in April 2017.

RECOMMENDED RESOLUTION

For Information

BACKGROUND

“Revitalization” is a key priority for many communities across the Canada. From village centers to urban downtowns that have experienced some degree of physical and/ or financial decline there is a desire to reinvigorate them and make them better people-places. As an example, the not-for-profit organization “The Creative City Network of Canada” suggests that “culture-based initiatives have been essential to urban revitalization and urban renewal programs in Canada. The arts ensure a community’s habitat reflects who residents are and how they live.” Comments from community members and business owners from Area C at various events indicated a desire to see some improvements to the Village center to make it more safe for pedestrians, more functional in terms of businesses and services, more engaging as a place to be, and in some cases, some aesthetic enhancements.

It was determined that intensive “design charrette” would be the most effective tool to achieve the goal of engaging key stakeholders and the broader community in a highly interactive way on a series of central issues. A design charrette can be defined as “a short, collaborative process during which members of a team quickly collaborate and sketch designs to explore and share a broad diversity of design ideas.”

In the fall of 2016, the CVRD released a “Request for Proposals” (RFP) to undertake a multi-day design charrette for the Cobble Hill Village center area to identify opportunities and constraints and potential solutions. The renowned multi-discipline architectural firm, Dialog, was the successful consulting team and they partnered with two sub consultants: Holland Planning Solutions and NovaTrans Engineering. Key areas of expertise of the consulting team included:

- architecture;
- landscape architecture;
- urban design;
- graphic design;
- transportation engineering
- charrette facilitation;
- land use planning; and,
- community engagement.

The Cobble Hill Village Design Charrette process was proposed as a 3 Step Process by the consulting team as set out below.

Step 1: The first step involved community engagement, including: a Public Open House, Community Conversations, and background review of existing plans and policy. In Step One a tremendous amount of wisdom and great ideas were shared by the community. The outcomes were the foundation for the design process during the charrette.

Step 2: was the three day collaborative design charrette was the keystone event of the design process. The design charrette took place from April 5 - 7, 2017 at the Cobble Hill Agricultural Hall. It built on the visioning undertaken in Step 1 by taking it a step further and manifesting ideas into design solutions.

Step 3: the ideas that were developed were summarized in an illustrated “Village Toolkit” (attached). This provides a summary of the activities and events, as well as a graphic-rich synopsis of the plan, perspectives, and other imagery prepared during the design charrette. The Village Toolkit provides a practical set of design tools and resources that can be used to enhance the livability of the Cobble Hill Village core. Fundamentally, this document looks at how the desires and needs of the community can be reflected in the village’s historic visual character.

By examining how people see and experience Cobble Hill Village and acting on their concerns surrounding community development, traffic control and pedestrian safety, the foundation can be laid for attracting and informing a new generation of businesses and residents to Cobble Hill.

Long-time residents clearly expressed that as newcomers and investors are inevitably drawn to Cobble Hill, they want them to be respectful of its rural character and to honor the volunteer efforts that have taken place in the community.

The toolkit has identified short-term community beautification projects that can be achieved by local community and business leaders coming together. Long-term collaborative projects that involve roadways and pedestrian thoroughfares will rely on community organizations and champions working side by side with various levels of government to achieve a shared vision.

Finally, the Design Guides provide an illustration of how new residential and commercial development can be integrated into the Village core in a way that enhances its identity.

ANALYSIS

Making the design vision for Cobble Hill Village come to life will require a shared belief within the community that by protecting and enhancing the village core, it will add to the economic and social well-being of Cobble Hill and the surrounding region. Local business people attending the Cobble Hill Design Charrette showed a great willingness to collaborate in making Cobble Hill Village an attractive location to establish a business. From a customer attraction standpoint, local businesses recognize the benefit of accommodating new permanent residents and a steady influx of new visitors to the village. Working in collaboration with local not-for-profit-organizations and community volunteers, business owners already play a role launching, supporting and participating in events and in creating spaces that support meeting, socializing and networking. Through their ongoing investment in storefront restoration and their activities in the community, businesses can help the village achieve its potential and enhance its character.

As many residents expressed during the Charrette “the village is for everyone and it is the heart of Cobble Hill.” Residents also expressed that the village can be a showcase for all that is good about the region – agriculture, culinary, wine and recreational amenities, and the region’s unique and vibrant tourism and business offerings.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

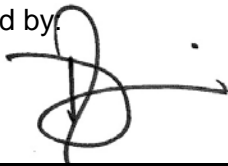
The Village Toolkit will be made available to the community through the CVRD website and other tools.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Referred to (upon completion):

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

Prepared by:



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

ATTACHMENTS:

Attachment A – Cobble Hill Village Community Design Charrette Village Toolkit
Attachment B – Cobble Hill Village Design Charrette Summary

COBBLE HILL VILLAGE **COMMUNITY DESIGN CHARRETTE**



VILLAGE TOOLKIT

Keep it Rural



Prepared for the Cowichan Valley Regional District
by DIALOG.

July 2017.

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double sided printing.

INTRODUCTION

CHARRETTE PURPOSE AND PROCESS

Cobble Hill Village is at an exciting point in its evolution. It is blessed with heritage resources in combination with a unique location within the regional context. The Official Community Plan (OCP) provides planning direction and a future vision for the village including new focused growth areas and recommendations for streetscape beautification while retaining a rural and rustic character. The OCP, however, provides little design direction on how the streetscape could retain the desired character if development were to happen, and what heritage character means in Cobble Hill. A design charrette and community engagement process was undertaken in order to provide greater design direction, and to ensure that new development reflects the character and feel that the community desires.

This design process was a visioning activity, allowing the Cobble Hill community to consider how the ideas presented in the OCP could be achieved, including: what heritage character architecture means for Cobble Hill? What does rustic and rural streetscape beautification look like? And, how could the vision be achieved?

The purpose of this toolkit is to summarize the outcomes of the charrette process in an engaging and meaningful way. The toolkit is meant to guide future planning and land use decisions in Cobble Hill related to character and architecture; to assist in future discussions with the Ministry of Transportation and Infrastructure regarding the design of streets in the village; and, to provide residents, volunteers and business owners with a guidebook on the different initiatives that can be undertaken to help achieve the common vision of Cobble Hill as a rural, rustic, safe and charming place to live, work and recreate.

The Cobble Hill Village Plan design process was a 3 Step Process. The first step involved community engagement, including: a Public Open House, Community Conversations, and background review of existing plans and policy. In Step One a tremendous amount of wisdom and great ideas were shared by the community. The outcomes were the foundation for the design process during the charrette.

Step Two was the three day collaborative design charrette was the keystone event of the design process. The design charrette took place from April 5 - 7, 2017 at the Cobble Hill Community Hall. It built on the visioning undertaken in Step One by taking it a step further and manifesting ideas into design solutions.

In the final step, the ideas that were developed were summarized in this Village Toolkit. This provides a summary of the activities and events, as well as a graphic-rich synopsis of the plan, perspectives, and other imagery prepared during the design charrette.



STEP ONE SUMMARY

In December 2016 Community Conversations were held over four Saturdays to begin the conversation about the issues, goals and aspirations of the community for the future of Cobble Hill. A Canada Post mail-out advertised the event to all residents of Cobble Hill. Approximately 20 - 30 people attended. A number of themes emerged:

- **Traffic and safety** was identified as a concern for pedestrians and cyclists;
- A desire for expanded **arts, cultural, sports and recreation** programming and infrastructure was identified, particularly as they relate to agriculture;
- **Aging in place** was raised as a concern, including both the need for appropriate housing and services;
- **Tools for ‘social glue’** to help connect residents and volunteers were desired; and,
- The need to **preserve the character of Cobble Hill** while allowing for new growth and additional housing was identified.

On March 20, 2017 a Public Open House was held to gather ideas and input from the community. Approximately 120 people attended. Participants shared their ideas using sticky notes on display panels and at mapping stations. The priorities for attention that were identified at the Open House reflected the themes that emerged during the Community Conversations. In no particular order, they were:

- Retain the small town, heritage character of the Village.
- Solve the infrastructure and traffic problems.
- Attract some new businesses, housing, services – but ensure new development fits the “quaintness” of the existing village.
- Extend the social aspects of the parks, open space and programming in the community.

These events provided the foundation for the design process. Summaries of these activities were introduced at the beginning of the design charrette to remind participants of the broad community’s aspirations and vision for Cobble Hill.

DESIGN CHARRETTE OVERVIEW

The design charrette created a collaborative space for many people to come together in the design process and to share their special knowledge and interest areas over a three day period. As a part of this process many topics were considered, including a conceptual landscape and public realm plan and directions for other community revitalization aspects.

The design team was made up of stakeholders including some of Cobble Hill’s most dedicated volunteers and individuals representing: Cowichan Valley Regional District, Ministry of Transportation and Infrastructure, The Farmer’s Institute, Cobble Hill Historic Society, business owners, farmers, residents, children and youth, Evergreen School, land owners and parks.

The planning team included expertise in land use and development planning, architecture, landscape architecture, transportation and public engagement.



March 20th Public Open House



Charrette Day 3 Public Open House

Day 1: The morning consisted of a walking tour where stakeholders shared stories about Cobble Hill. During this time, participants learned of the volunteers and community efforts that have made many public spaces possible; they learned about issues and challenges that people face in Cobble Hill; and, they also shared their aspirations and were reminded of key places that act as ‘social glue’ in Cobble Hill. During the afternoon, participants worked in small groups along with a facilitator to consider big picture connections and to identify goals and aspirations.

Day 2: A morning large group exercise distilled the big picture ideas into principles and objectives to guide detailed explorations which were the focus of the day. Then, participants attended ‘Topic Tables’ to delve into design ideas in more detail. The topic tables were: Buildings and Architecture, Economic Vitality, Streets and Pedestrian Experience, and Community Programming and Connections.

A public pin-up invited the broad public to comment on the rough concepts that had been developed on Days 1 and 2. The Pin-Up was advertised through mail out fliers, through social media and in the newspaper. The input that was received was incorporated into the final work that was completed on Day 3 and that makes up the content of this Toolkit.

During the charrette, there was overwhelming response that the character and charm of Cobble Hill hinges on its rustic and rural character. “*Keep it Rural*” is the community mantra. Each and every design exercise was filtered through this mantra to ask if it was in keeping with the identity of Cobble Hill. In addition to this goal, there was also overwhelming input from the community regarding safety of streets. Almost every intersection in the community was identified as having safety issues.



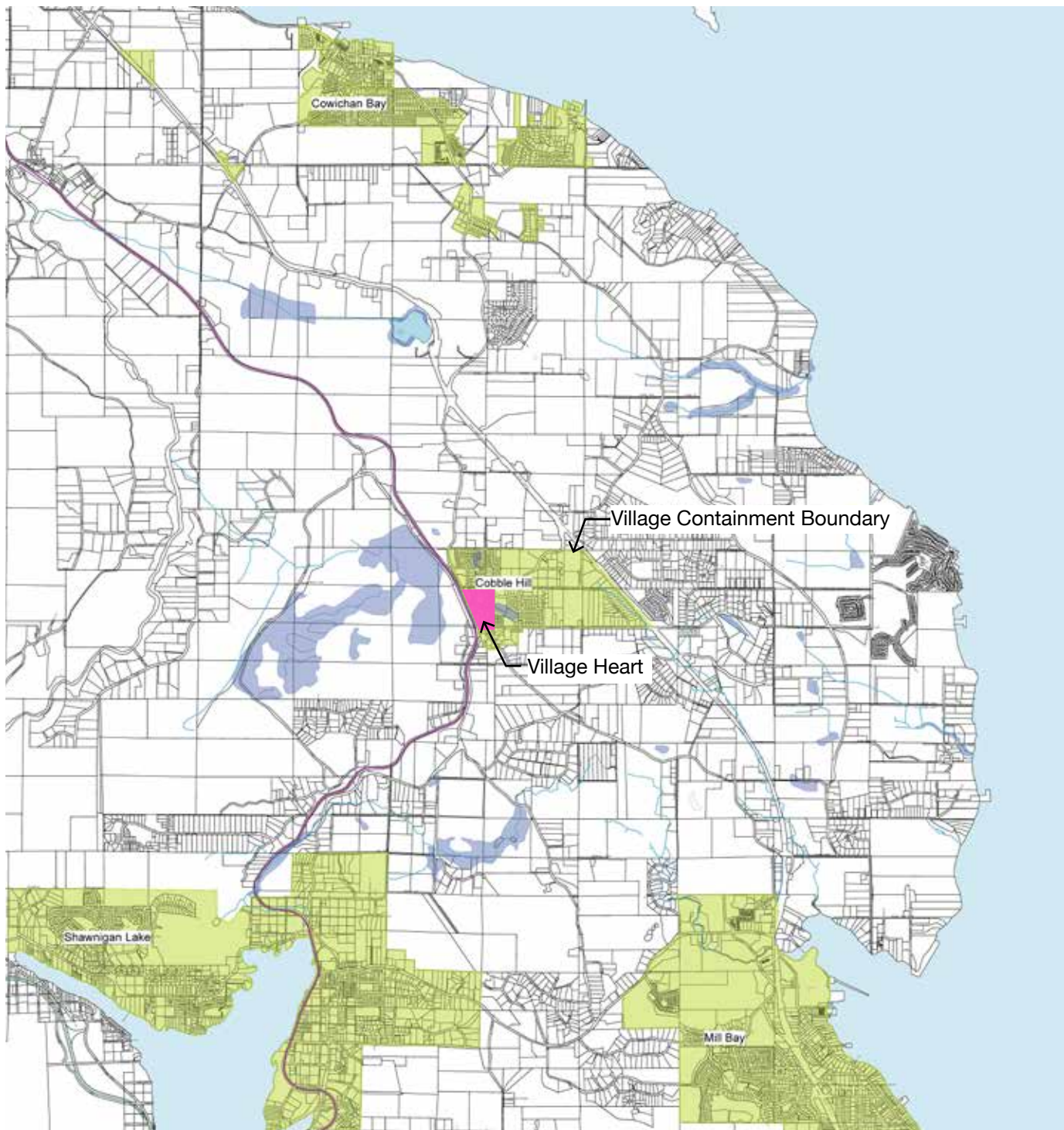
Charrette Day 2 Topic Tables



Charrette Day 1 Group Discussion

DESIGN SCOPE

The design charrette and other engagement activities were focused on the heart of Cobble Hill village within the Village Containment Boundary (VCB). The area within the VCB is where future growth will be focused in Cobble Hill. While the areas outside of the VCB were not a focus of the design charrette, the design charrette did consider how the village connects physically, culturally and economically to the broader context.



VILLAGE TOOLKIT

PLANNING AND DESIGN CONTEXT

One of the most valuable assets Cobble Hill has is a group of highly committed volunteers who have built many of the parks and open spaces that the community enjoys today and who act as stewards of village amenities. Their work gives physical expression to Cobble Hill history, culture and identity.

Cobble Hill's biggest challenge, however, is stitching together these parks and open spaces through a streetscape that is equally as reflective of the Cobble Hill community. As an unincorporated village, all streets in the village are designed and maintained at the provincial level by the Ministry of Transportation and Infrastructure (MOTI). MOTI does not have the capacity to sensitively adjust design standards or maintenance approaches in village centres. Standards are designed to be easily maintained and inexpensive to build. As a result, streets lack the elements of pedestrian safety that one would expect to find in a village centre; they lack the physical expression of the community and culture; and, they do not invite residents to linger, socialize or gather.

Long-time residents also clearly expressed that as newcomers and investors are inevitably drawn to Cobble Hill, they want them to be respectful of its rural character and to honor the volunteer efforts that have taken place in the community.

PURPOSE OF THE TOOLKIT

This Village Toolkit provides a practical set of design tools and resources that can be used to enhance the livability of the Cobble Hill Village core. Fundamentally, this document looks at how the desires and needs of the community can be reflected in the village's historic visual character.

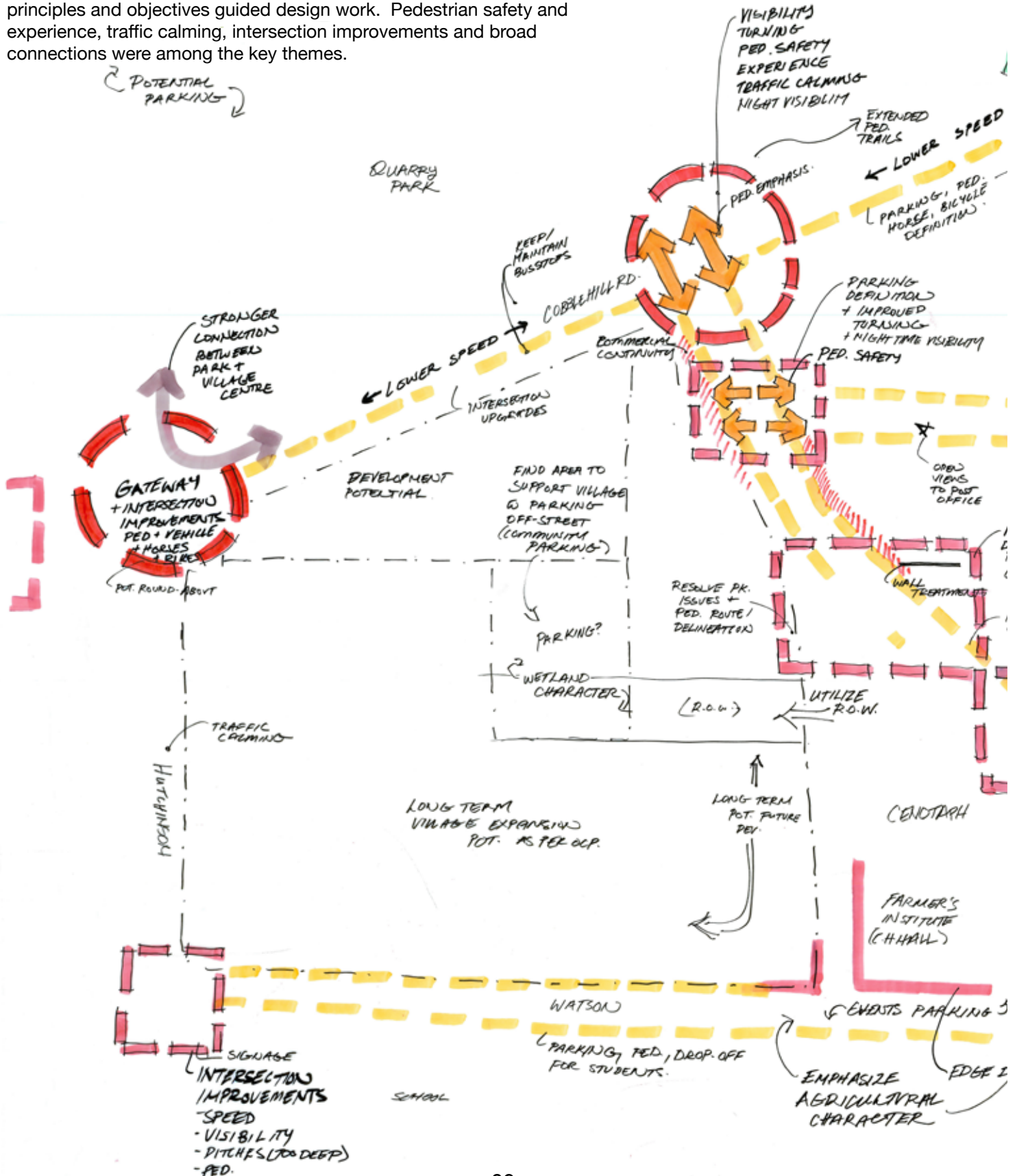
The toolkit has identified short-term community beautification projects that can be achieved by local community and business leaders coming together. Long-term collaborative projects that involve roadways and pedestrian thoroughfares will rely on community organizations and champions working side by side with various levels of government to achieve a shared vision.

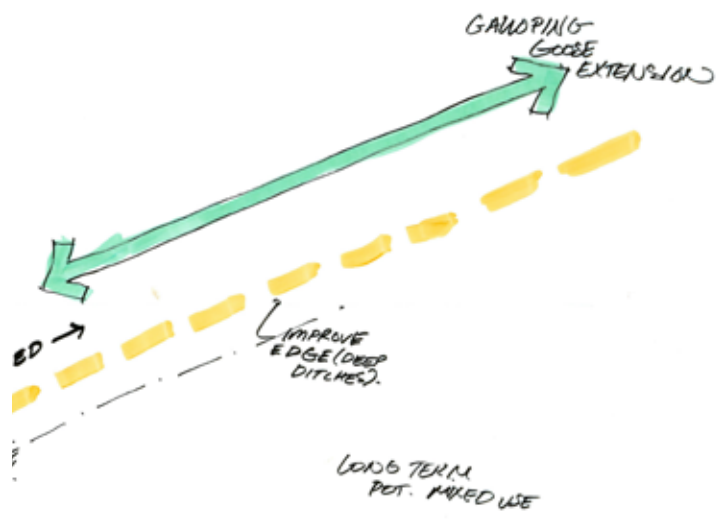
Finally, the *Design Guides* provide an illustration of how new residential and commercial development can be integrated into the village core in a way that enhances the village's identity.



VILLAGE PRINCIPLES & OBJECTIVES

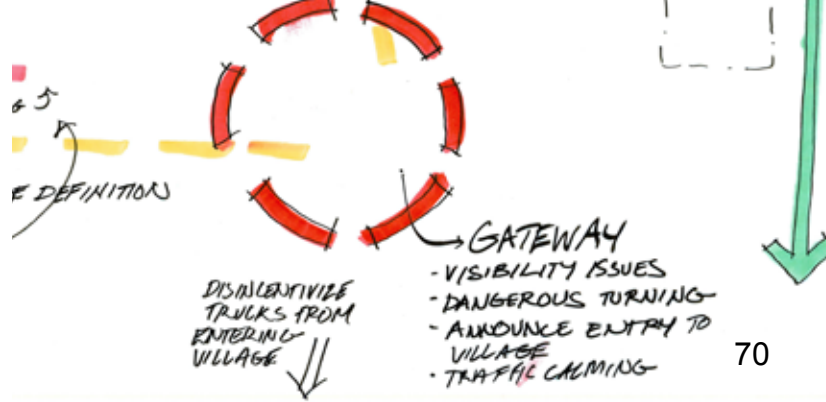
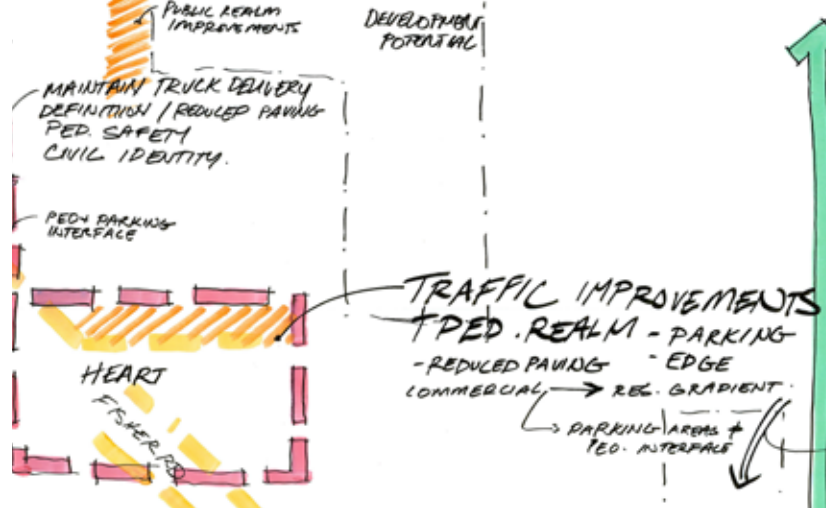
This diagram summarizes the design principles and objectives that were identified by stakeholders during the design charrette. These principles and objectives guided design work. Pedestrian safety and experience, traffic calming, intersection improvements and broad connections were among the key themes.





- LOCATION FOR TEMPORARY / WEEKLY EVENTS (ARTIST FAIR, MARKET, SCHOOL PAVILION).
- CO-OP

REMAINS RES. = LONG TERM COMM. VISION (OLP). AS PER OLP.



THEME
KEEP RURAL CHARACTER

HIGHWAY CONNECTIONS (PED. + CYCLING)

VISION

There was overwhelming response during community engagement that the character and charm of Cobble Hill hinges on its rustic and rural character. “Keep it Rural” is the community mantra. Each and every design exercise was filtered through this mantra to ask if it was in keeping with the identity of Cobble Hill. In addition to this goal, there was also overwhelming input from the community regarding safety of streets. Almost every intersection in the community was identified as having safety issues.



The illustrated plan shows how Cobble Hill’s village centre could be stitched together through public realm improvements to make the village a welcoming and safe place for all to walk, socialize, and celebrate local culture.

Part 1: Community Projects

1. Village Entry
2. Claiming Public Space
3. Consolidating Parking
4. Trail to Transit
5. Blank Wall Treatment
6. Park-side Pedestrian Trails
7. Parking on Watson
8. Gateway Signage
9. Corner at the Community Hall
10. Trail to School

Part 2: Collaborative Projects

1. Gateway at Cobble Hill Road
2. Village Intersections
3. Holland Avenue Public Realm

Part 3: Design Guides

Form and Character
Materials and Colour

Community Projects

Keep it Rural

Community projects are projects that can be implemented and maintained by local volunteers. The elements library at the end of this section provides strategies for implementing some of these ideas.

1. Village Entry

LANDSCAPE MAINTENANCE AND NEW VILLAGE PARKING

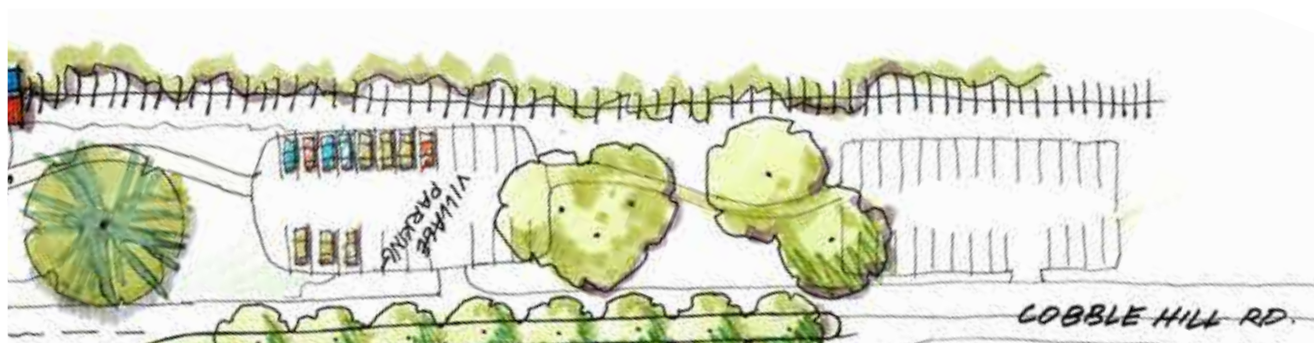
Use landscape maintenance and incorporate parking along Cobble Hill Road north of Fisher to create a sense of entry for drivers traveling south. A similar approach is used in Quarry Park, where cleaned up under-brush maintained by volunteers indicates to drivers heading north that they are entering a village centre.



Maintained area at Quarry Park.

Area needing maintenance.

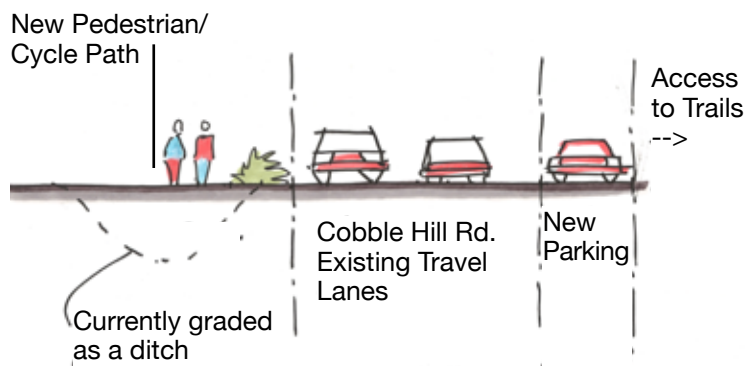
Parking lot at Quarry Park.



Alternate between parking areas and natural areas to maintain natural character and significant tree canopy. Incorporate trails in between parking lots.

These additional parking areas would invite more people to visit the parks, and connect more visitors to the businesses in the village centre.

PARKING, WALKING AND CYCLING AREAS

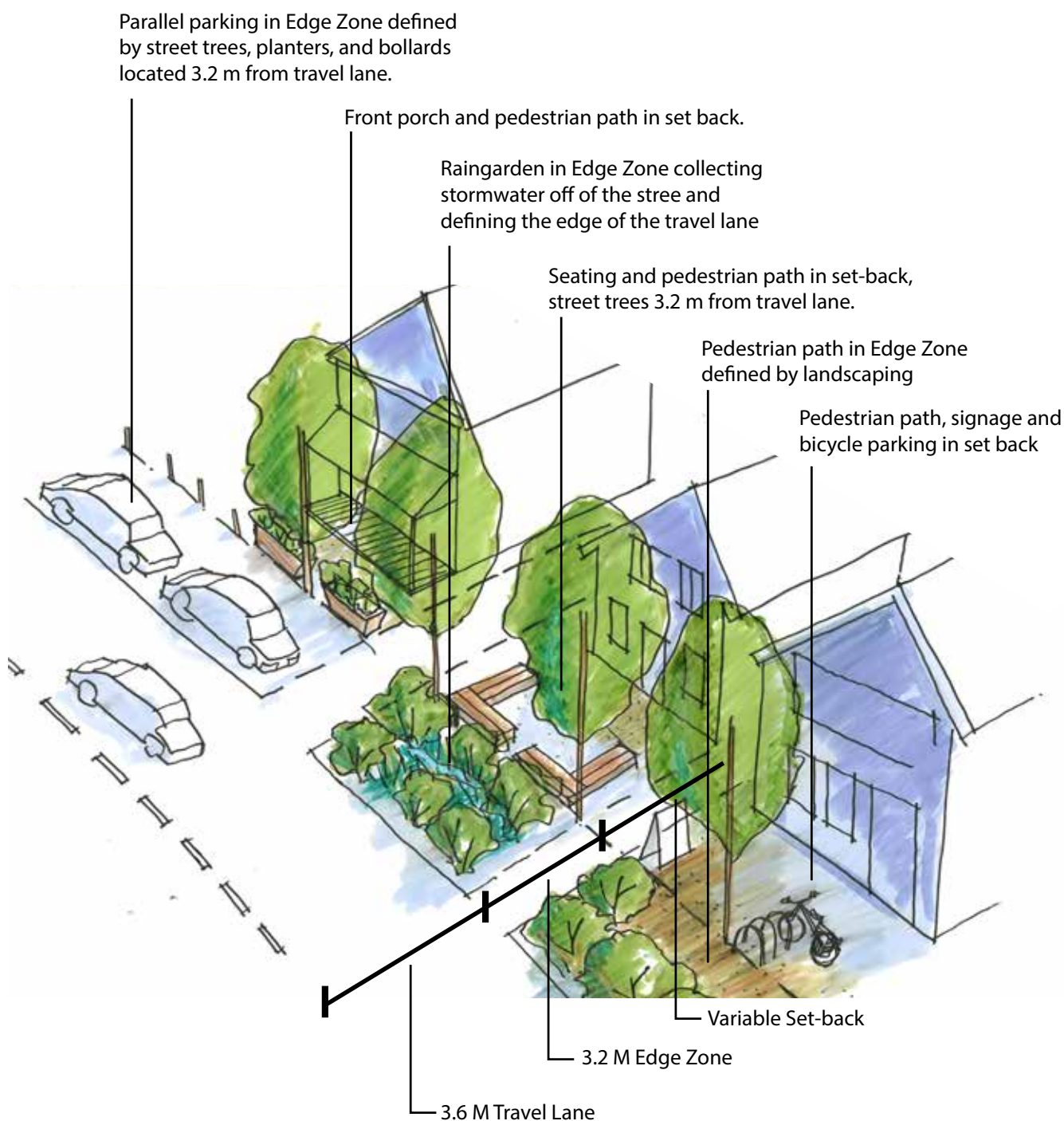


Regrade front set backs where there are currently deep ditches to create room for pedestrians, cyclists, or parallel parking along Cobble Hill Road.

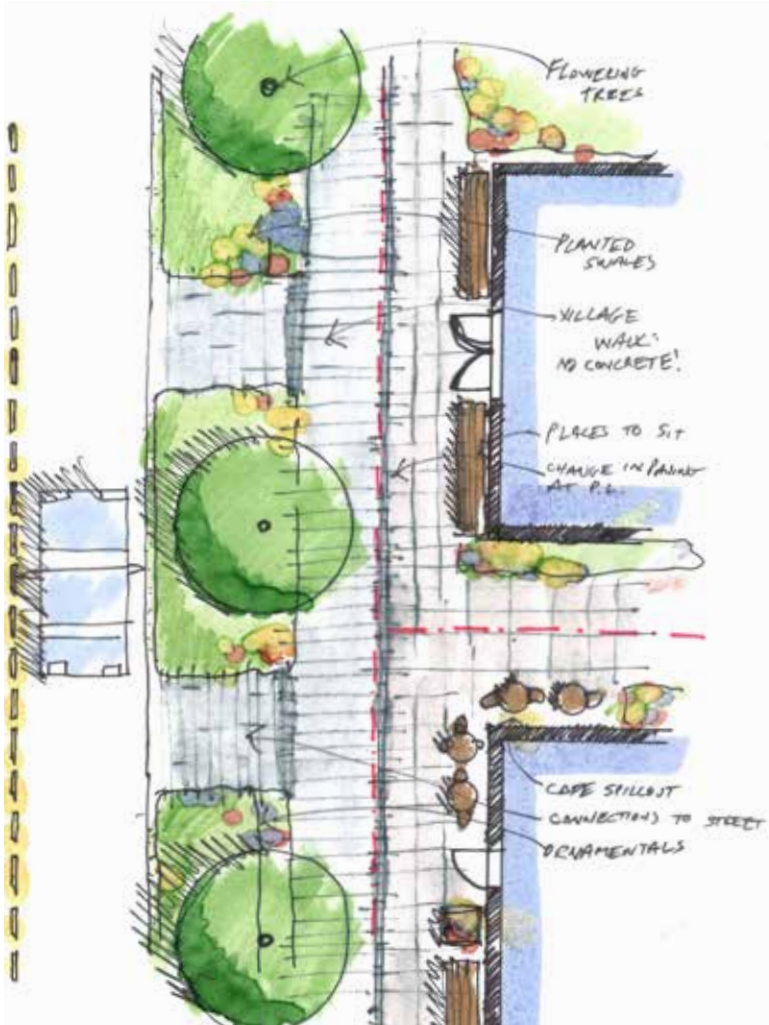
2. Claiming Public Space in Retail Areas

The following tools are some of the ways that shop owners can transform the streetscape in retail areas into a pedestrian friendly centre that fosters socializing and gathering by defining an “Edge Zone”. Maintaining a fully accessible pedestrian route for movement is important.

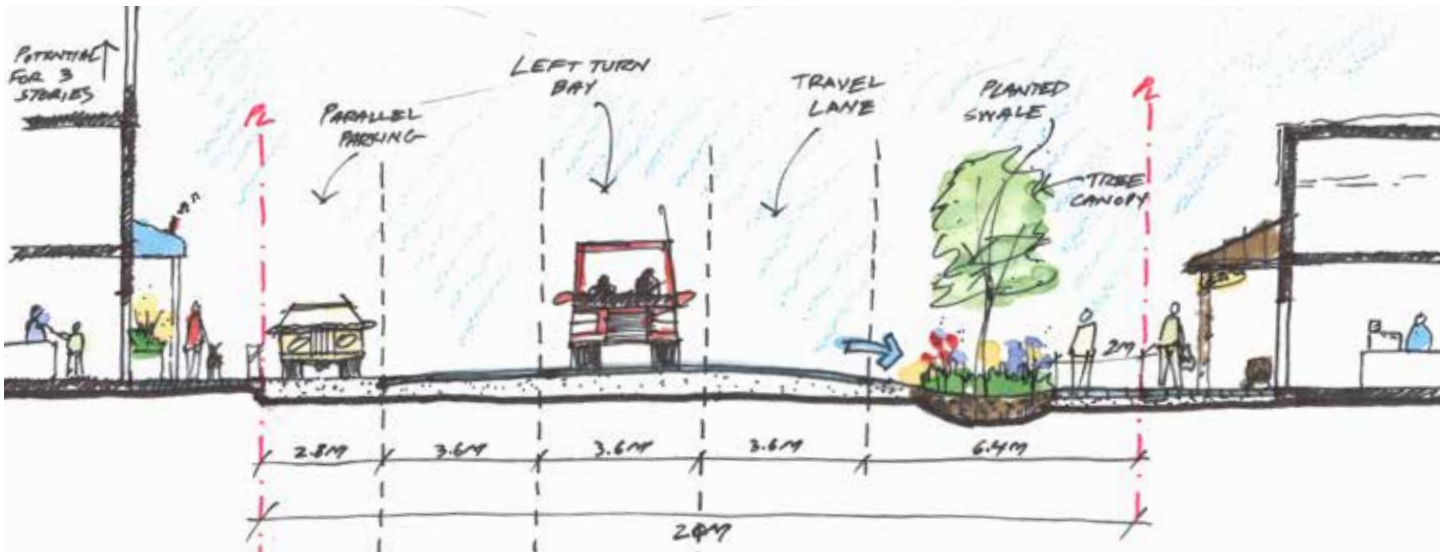
RETAIL STREETS STRATEGY: AXONOMETRIC VIEW



PLAN VIEW



SECTION



3. Consolidating Parking

Business owners work together to formalize, expand on, and connect existing parking and located it to the side and rear of businesses.

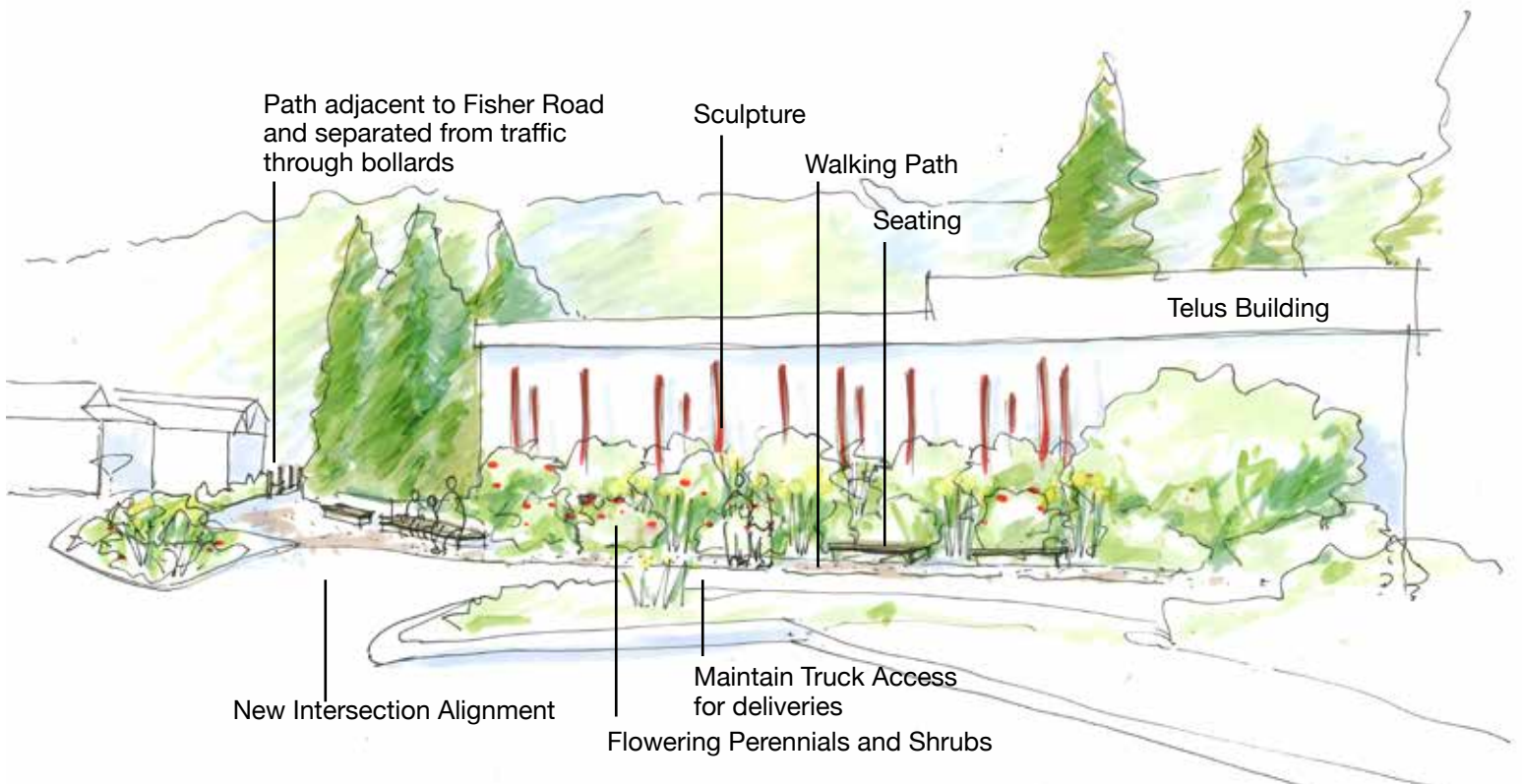
4. Trail to Transit

Create a trail system that would provide an alternate route from Cobble Hill village to the bus stop. Include a place to rest, like a gazebo or seating, along the way. The trail is shown connecting Fisher Road and Watson Avenue through to Olde School Coffee and the bus stop.



5. Blank Wall Treatment

The Telus Building creates a first impression for visitors arriving in the Cobble Hill village core from Fisher Road. Stakeholders envision an agricultural themed sculpture garden with seating adjacent to the Telus building.

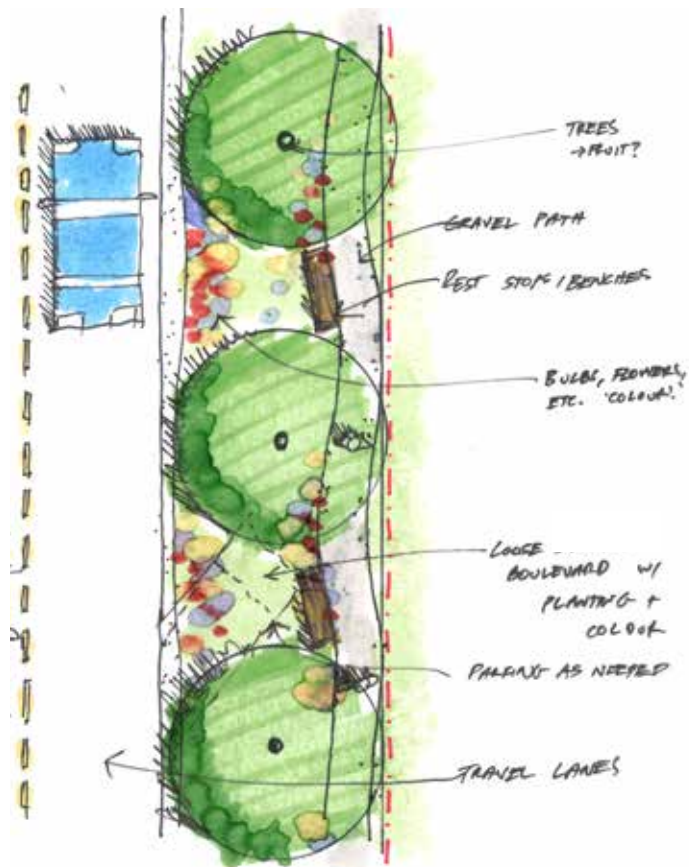


6. Park-side Pedestrian Trails

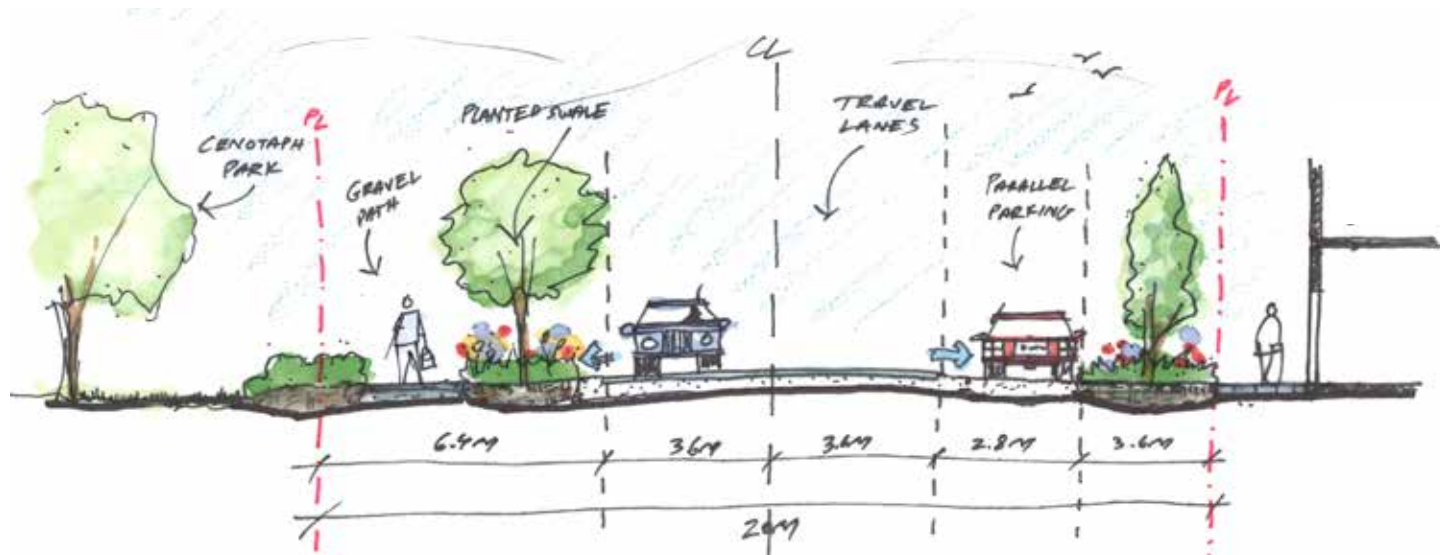
PATHS STRATEGY

Parks adjacent to Fisher Road, which is often used by heavy trucks, are the ideal location to incorporate trails made through community efforts. In addition to being more affordable than sidewalks, they provide a rural and rustic character that is appropriate for the village context, and can be design for shared use by cyclists and pedestrians. Two path character types are envisioned: the country path, and the bioswale.

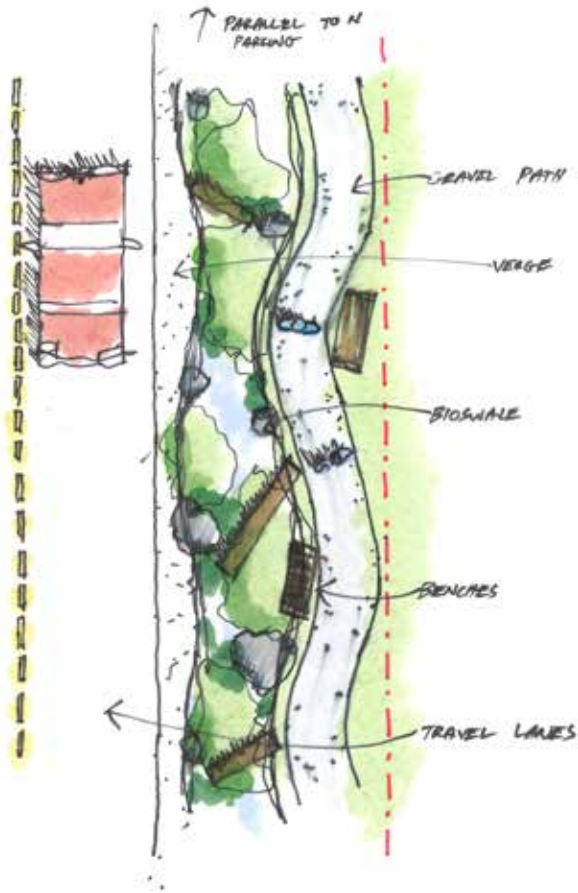
COUNTRY PATH EDGE



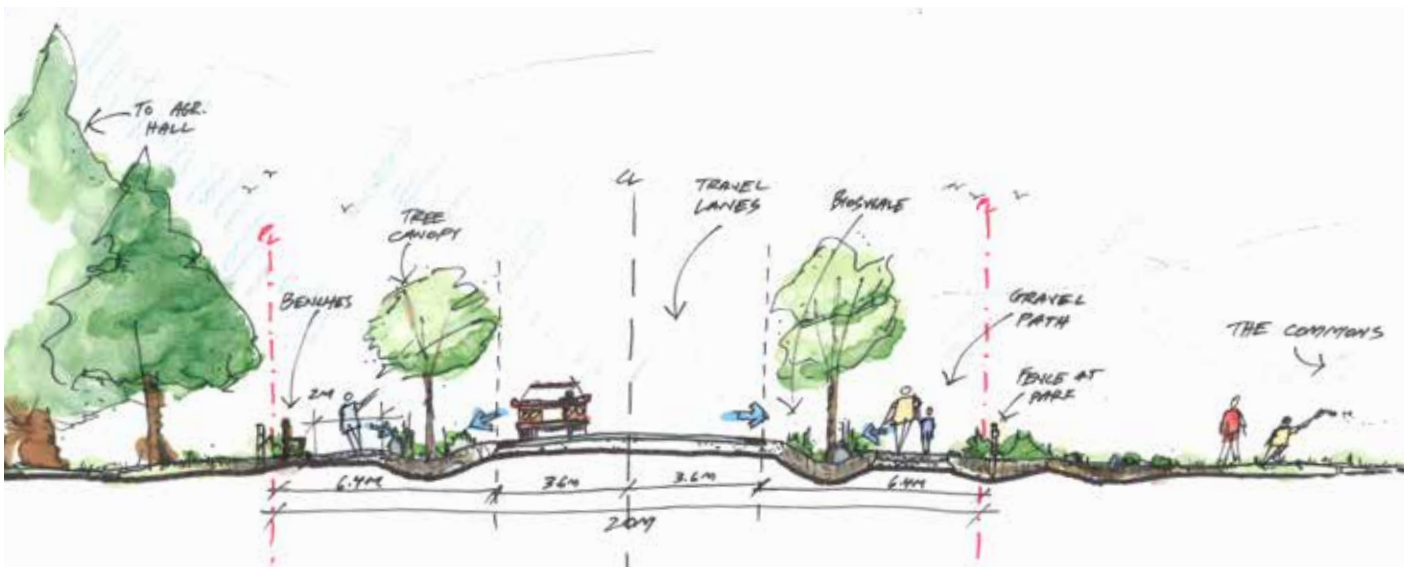
The idea of a country path edge is to include a variety of colourful perennials, shade trees and seating options adjacent to a gravel walking/cycling trail.



BIOSWALE PATH EDGE



The idea of a bioswale path edge is to include a bioswale adjacent to a gravel walking/cycling trail.





7. Parking on Watson

Reduce road width and provide additional on-street parking by creating angled parking adjacent to the Commons.

8. Village Gateway & Signage

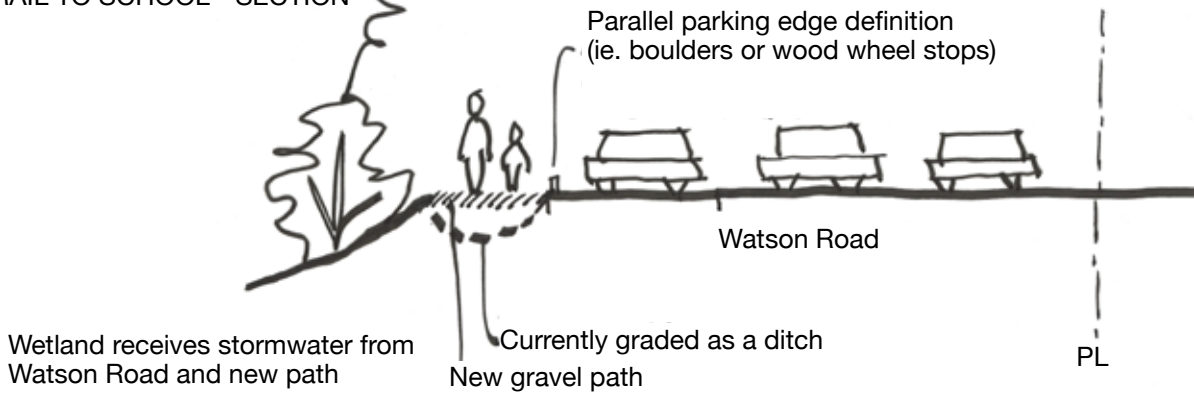
Create a sense of arrival on Fisher Road at Watson Avenue, by:

- Incorporating a 'Welcome to Cobble Hill' sign;
- Introducing stop signs for a four-way-stop and reduce the paving width with shrub planting to slow traffic; and,
- Planting large shade trees along Fisher Road adjacent to the Commons and to the Farmer's Institute in order to frame Fisher Road.

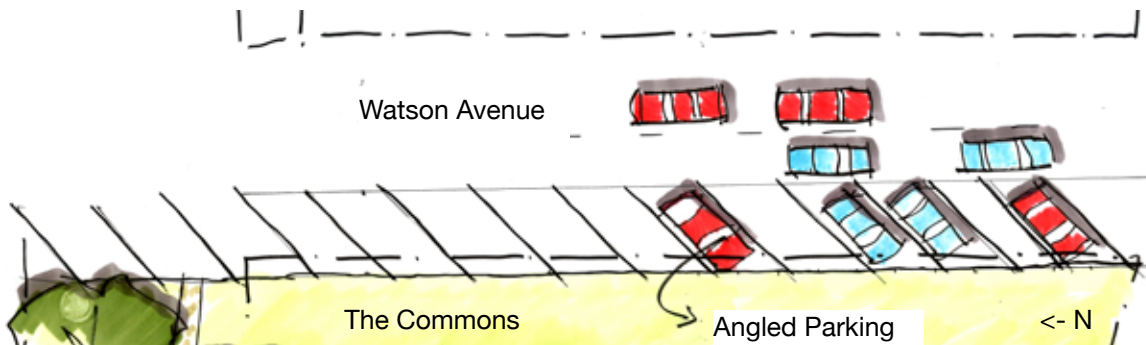
10. Trail to School

Establish a trail to Evergreen Independent School so children have a safe route to walk along.

TRAIL TO SCHOOL - SECTION



PARKING ON WATSON - PLAN VIEW



9. Corner at the Community Hall



Define the pedestrian route in front of the Cobble Hill community hall with wheel stops or curb blocks.

Reduce turning radius and create a corner garden, with split-rail fence to define the corner.

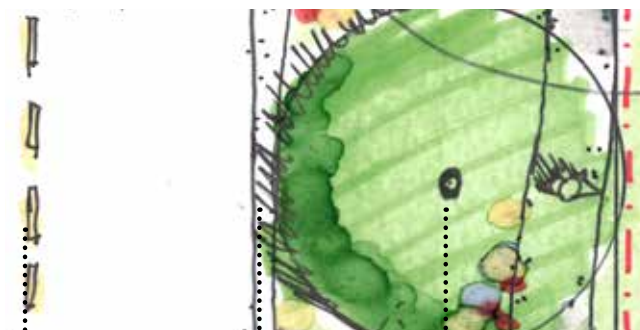


BEFORE

Community Projects: Elements Library

SETBACK REQUIREMENTS

In order to comply with MOTI standards, objects such as trees, seating or benches can be located at least 3.2 metres from the edge of the travel lane. Shrubs, parallel parking, and bioswales are permitted in the 3.2 metre wide setback.



3.6 m Travel Lane
measured from the
centre line

Beyond the setback 'Edge
Definition Elements' or
fixed objects such as trees,
bollards, benches, boulders,
etc. are permitted.

The Transition Zone is a 3.2 m setback that defines the space between the Travel Lane and the Edge. Fixed objects are not permitted, however shrubs, raingardens/bioswales, parallel parking and gravel paths are permitted.

TRANSITION ZONE ELEMENTS

The following elements are permitted in the Transition Zone and help to define the street edge.

Perennials and Shrubs for Road Edges and Intersection Definition



Plant recommendations

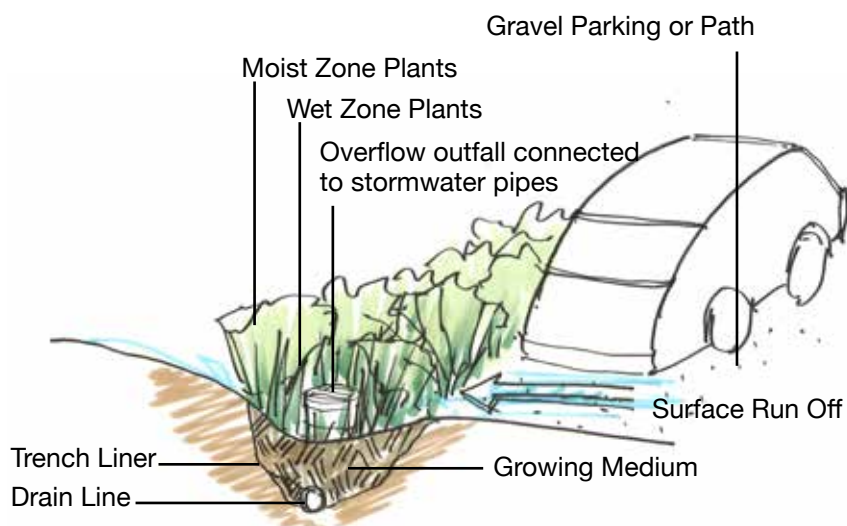
Plant recommendations are drought tolerant and provide ease of maintenance. Clear driver sight-lines are important, therefore consider the appropriate plant height for the location.

Perennial Suggestions:

- *Perovskia atriplicifolia* 'Filigran' (Filigran Russian Sage)
- *Rosa acicularis* (Prickly Rose)
- *Echinacea purpurea* (Purple Coneflower)
- *Philadelphus lewisii* (Lewis's Mock Orange)
- *Ribes Sanguineum* (Red Flowering Currant)
- *Ceanothus thyrsiflorus* (California Lilac)
- *Achillea millefolium* hybrids (Yarrow)
- *Forsythia* hybrids (Forsythia)

The Grow Me Instead BC Plant Wise Booklet provides dozens of plant ideas, and can be found online by visiting: http://bcinvasives.ca/documents/GMI-Booklet_2013_WEB.pdf

Raingardens



Raingarden Plants

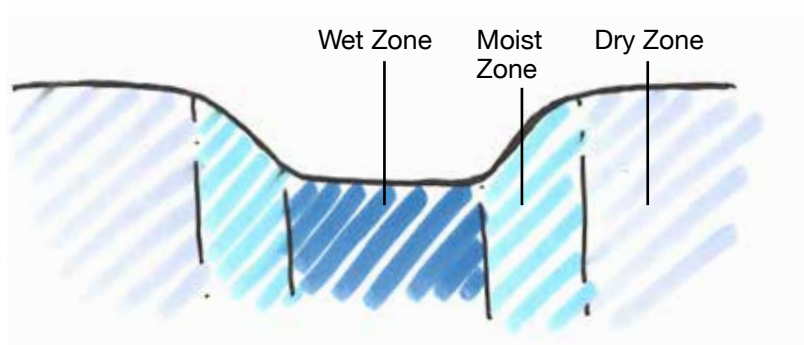
Shrubs

- *Cornus stolonifera* (Red Osier Dogwood)
- *Philadelphus lewisii* (Mock Orange)
- *Mahonia aquifolium* (Oregon Grape)
- *Juniperus scopulorum* (Rocky Mountain Juniper)
- *Arctostaphylos uva-ursi* (Kinnickinnick)
- *Amelanchier alnifolia* (Saskatoon)

Grasses

- *Festuca idahoensis* (Idaho Fescue)
- *Calamagrostis x acutiflora* 'Karl Foerster' (Feather Reed Grass)
- *Deschampsia cespitosa* 'Goldtau' (Tufted Hair Grass)
- *Helictotrichon semipervirens* (Blue Oat Grass)

When selecting plants for a rain garden, consider if they will be in a wet, moist or dry zone and plant them appropriately.



Gravel Paths



When building a gravel path, consider who will be using the path. Gravel paths intended for pedestrians and cyclists can be made so that they are wide enough to allow users to comfortably pass each other. Paths for pedestrians only can be much narrower.

1.2 metres minimum for pedestrians only; 2.2 metres minimum when shared by pedestrians and cyclists.

EDGE DEFINITION ELEMENTS

There are endless ways that the street edge can be defined. Below are a few low cost design ideas that communicate the rural character of Cobble Hill.

Feed Trough Perennial Planters



Bollards



Gabion Wall Benches



Reclaimed Wood Benches



Wood or Rock Wheel Stops



TREES SELECTIONS

Trees for Cobble Hill can meet the key goals of streetscape beautification, ease of maintenance, recognition of current and future climate, and resistance to pests. Climate models show an increase in summer drought conditions for the region, as well as an increase in pest populations, so the suggested species are drought tolerant (negating the need for ongoing irrigation), and resistant to other stressors. Irrigation will assist with successful establishment in the first few years, and may be supplied through ‘Gator Bag’ type applications. Lastly, the success of new trees will be more likely if they are protected from grazing deer until established.

Trees for Retail Areas

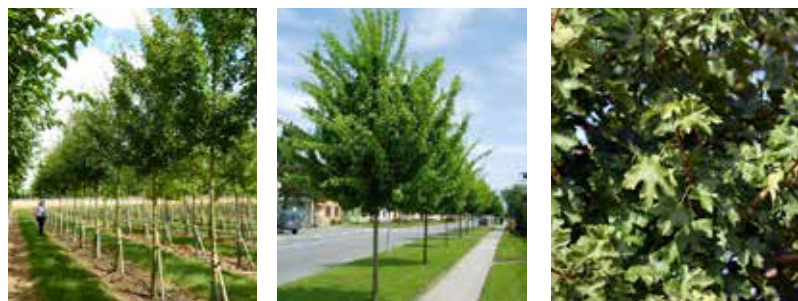
Recommended trees in the ‘village core’ are suitable in a spatially constrained environment adjacent to roadways.

Acer campestre ‘Elsrijk’ (‘Elsrijk’ field maple) and *Acer truncatum* x *platanoides* ‘Warrenred’ (Pacific sunset maple) are fairly compact and would be good selections. They will provide shading and help to define the edge zone by creating a distinct separation from vehicle travel lanes and pedestrian areas.

Acer truncatum x *platanoides* ‘Warrenred’ (Pacific sunset maple)



Acer campestre ‘Elsrijk’ (‘Elsrijk’ field maple)



Trees for Side Streets

The trees in this section are the main species suitable for creating allées along the roadway networks. These trees are larger in size while still maintaining an upright form. They would be appropriate along residential or commercial streets flanking Fisher Road.

Nyssa sylvatica (Black tupelo)

Zelkova serrata ‘Green Vase’ (‘Green Vase’ Japanese zelkova)



Trees for Park-Like Settings

Trees located along Fisher Road near the commons or in other park-like settings where there is room for them to be set slightly away from roadways can be more ornamental than trees in retail areas. These selections have broader canopies and showier characteristics, such as noticeable flowering or fall leaf colour.

Magnolia grandiflora (Southern magnolia)



Quercus garryana (Garry Oak)



Zelkova serrata 'Village Green' ('Village Green' Japanese zelkova)



Collaborative Projects

Keep it Rural

These projects are private or require collaboration with the Ministry of Transportation and Infrastructure. Due to the investment and planning that would be required they are more likely to be achieved in the long term. Medium- or short-term strategies can be considered in the interim to alleviate safety issues, particularly related to intersections and pedestrian crossings.

1. Gateway at Cobble Hill Road

Create a sense of arrival on Cobble Hill Road at Fisher Road by incorporating a treed median, new left and right turn bays, pedestrian activated crossings and “Welcome to Cobble Hill Village” signs.



Interim median and turning bays



Long term median

New development can establish a presence on the corner, with an active ground floor use and patio space

Work with MOTI to incorporate a pedestrian activated light and additional crossings

New turning lanes on Cobble Hill Road and Fisher Road help to slow traffic entering the village and reduce traffic congestion of cars leaving the village

Painted median to reduce the right-of-way and slow traffic near the village heart; and a planted median in the long term

2. Village Intersections

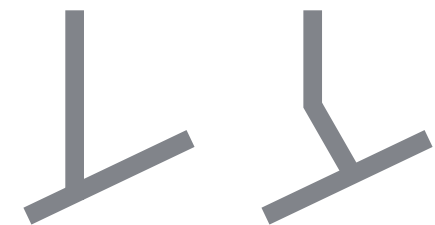
There are two strategies to improve village intersections. The first is to work with MOTI to reduce turning radius and ensure that streets intersecting with Fisher Road intersect at a 90 degree angle and to incorporate pedestrian crosswalks. This will help to slow traffic, reduce the corner cutting and rolling-stops that currently occur, and prioritize pedestrians over vehicles. The second strategy is to define the street edges. Residents and shop owners could use Edge Zone Elements to define the corners and street edges. When selecting elements to define edges on corners, consider the implication to driver sight-lines.



Incorporate Painted Crosswalks
T-in at a 90 Degree Angle and use edge zone elements to define the edge

Interim strategy: Use paint to define the intersection and street edges while ensuring that the adjacent Auto Body operations are not compromised

Intersect at 90 Degree Angles

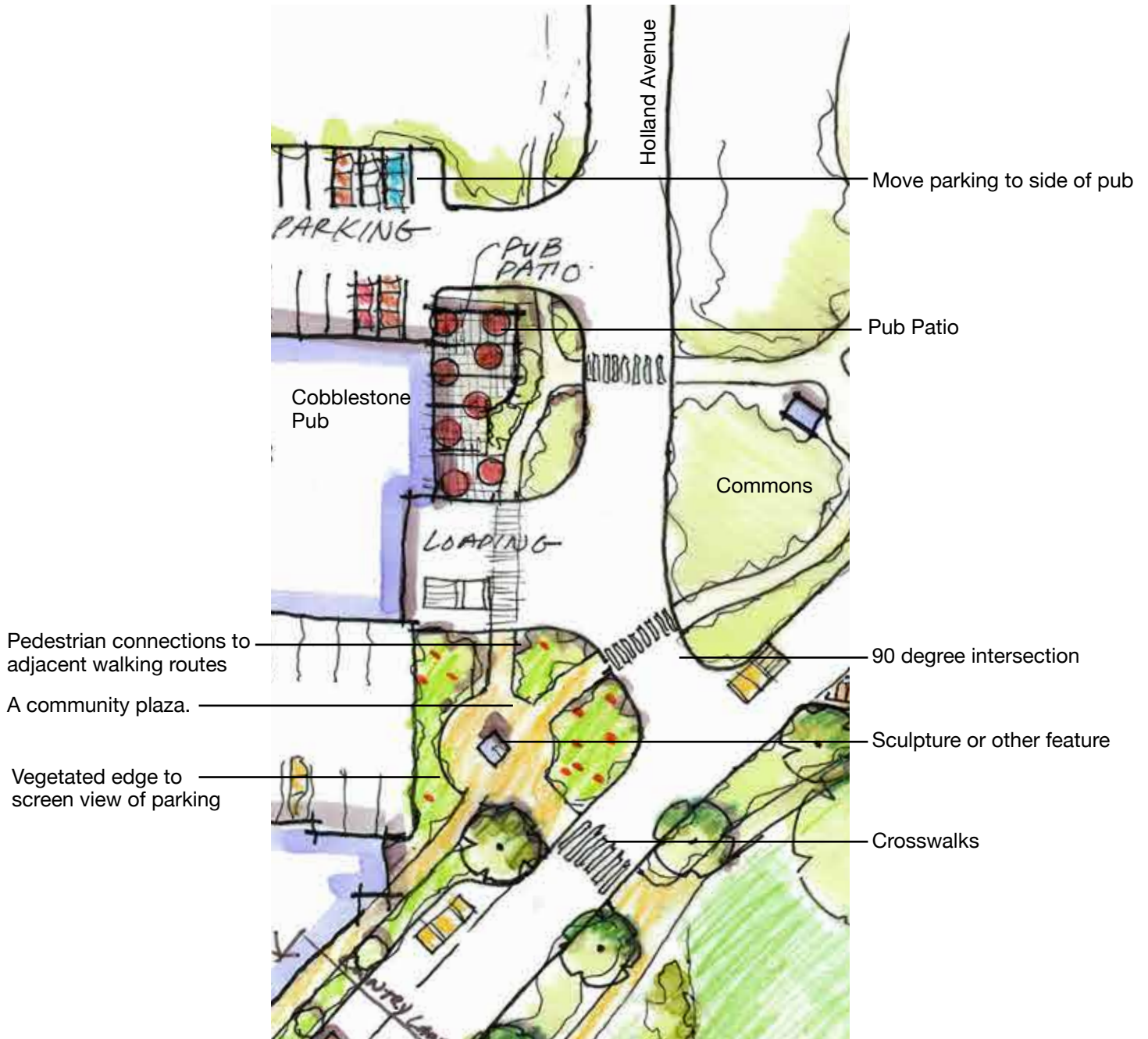


FROM THIS

TO THIS

3. Holland Avenue Public Realm Improvements

Holland Avenue is the retail street that sets the first impression for visitors to the village as they enter along Fisher Road. By working in close collaboration with MOTI, intersection improvements and the establishment of a plaza at Holland Avenue and Fisher Road could create a welcoming sense of arrival. The creation of a pub patio would contribute to a new face for Holland Avenue by creating a sunny place for enjoying views of the park. This could be initiated at any time that the pub owner wished to implement this public realm improvement.



Vegetated edge to screen view of parking

Parking could be expanded into the adjacent pub owned lot, and moved from in front of the pub to the side to allow room for a patio.

A community plaza

Pedestrian connections through to adjacent walking routes



Painted Crosswalks

Seating

A pub patio space would create a vibrant street front across from the park. A pedestrian route could be maintained adjacent to the new patio.

Intersection becomes a 90 degree angle with plants or other elements to define the edge

Landscaped areas to define the plaza edge and create a pleasant entry to the village core

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double sided printing.

Design Guides

Keep it Rural

As new development occurs it is important that it adds to the character of the village and does not detract from it. These guides illustrate how the form and character of new development can complement the existing scale and character of the historic rural village centre.

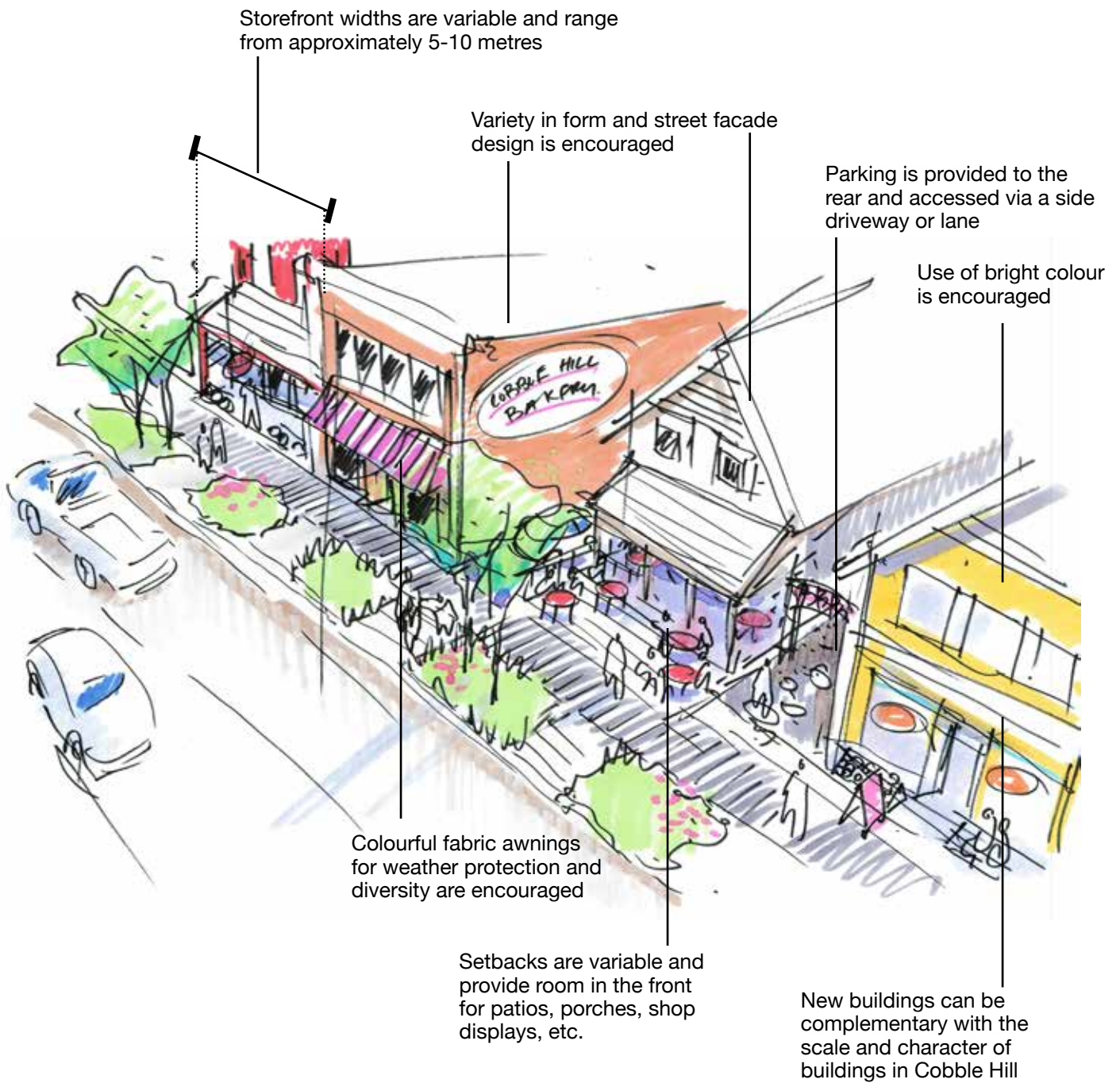
Form and Character

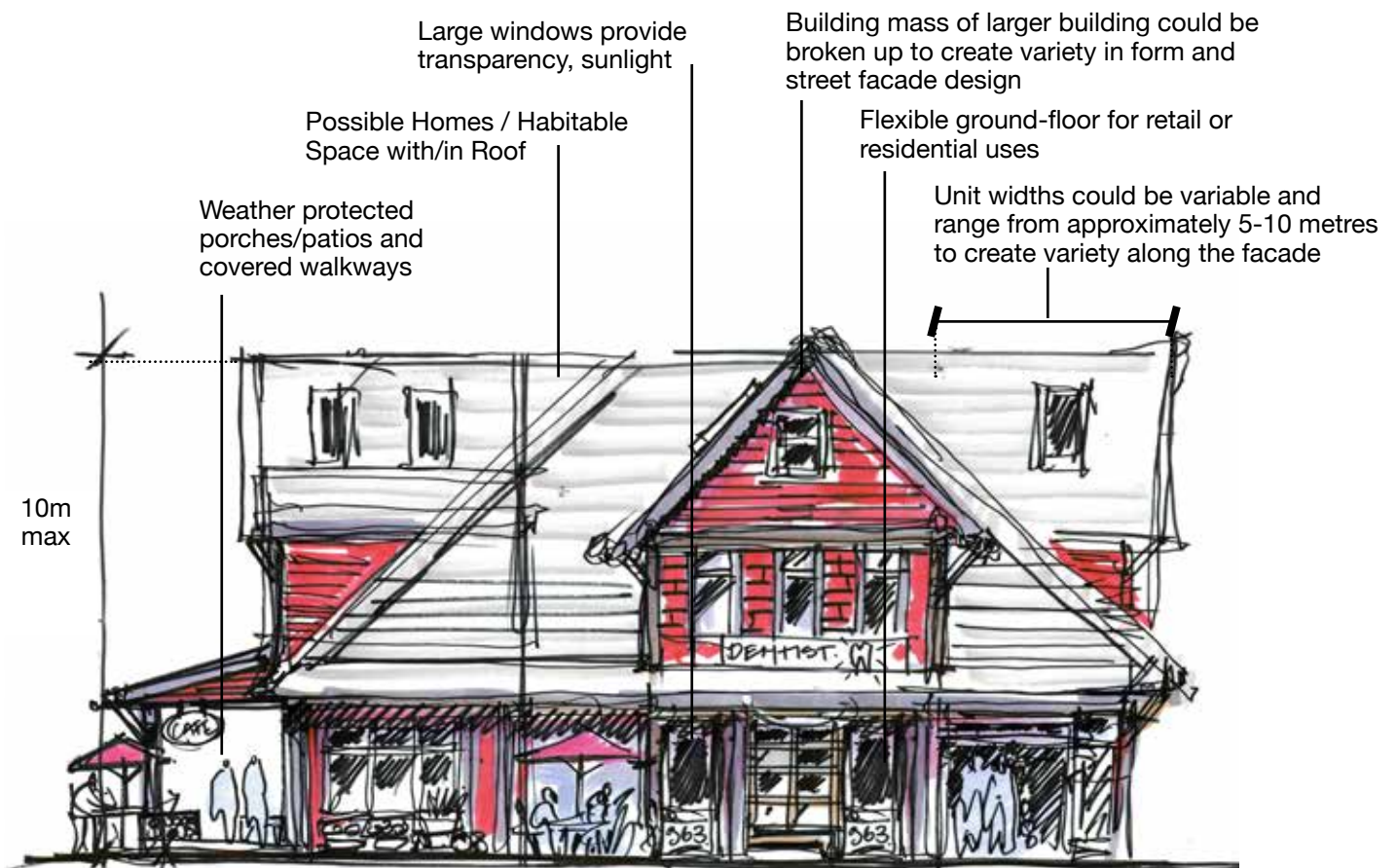
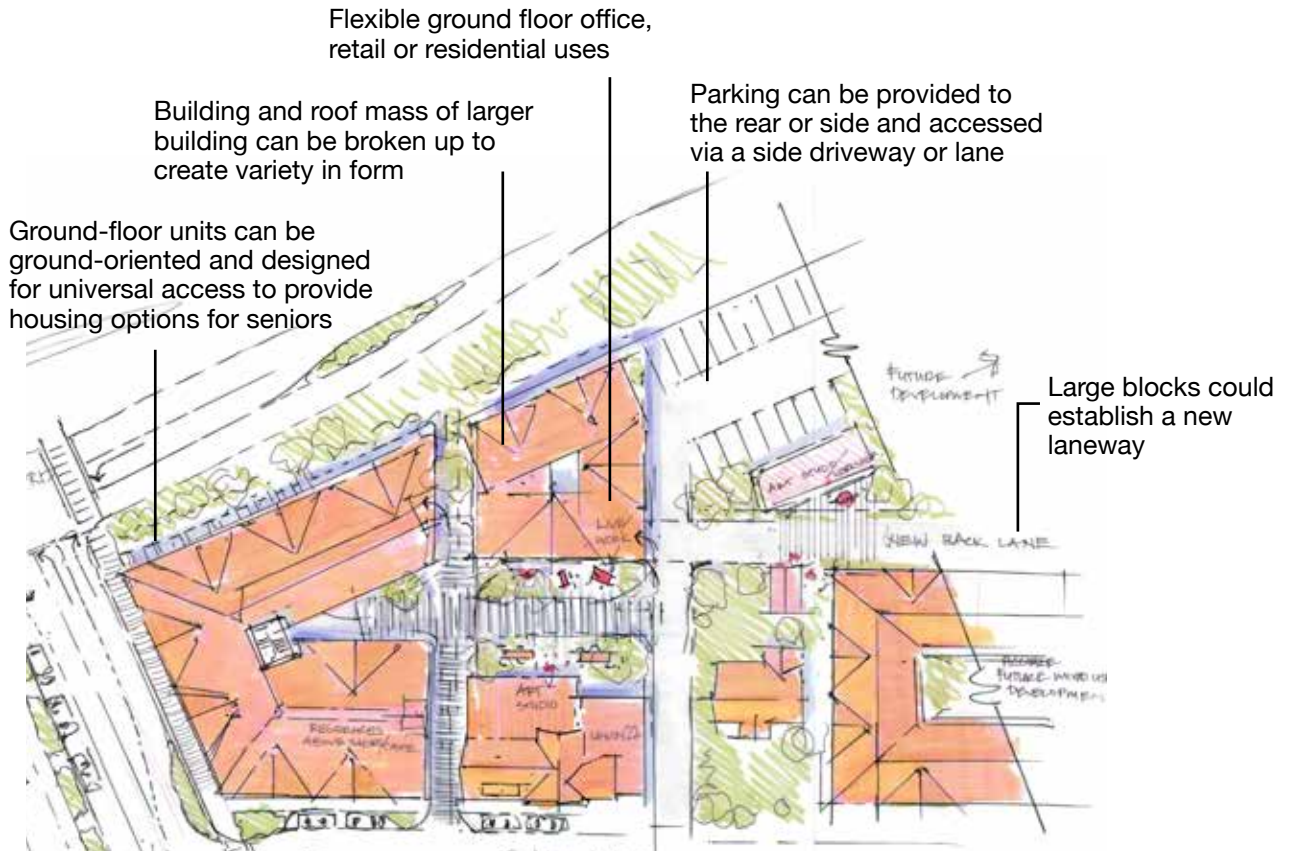
Design Guides are intended to provide direction for future development to show how it can be made to be complementary and compatible with the existing scale and character of the historic rural village centre.

BUILDING DESIGN PRINCIPLES

- 1 Reference, Respect and Retain** heritage qualities that exists in Cobble Hill, but do not emulate or dilute in the new buildings
- 2 Use Traditional and Local Materials**, but offer contemporary interpretations.
- 3 Use Colour** to create a welcoming and interesting village centre.
- 4** New infill can be designed for **Seniors Housing and Adaptive Uses** on the ground-level, allowing for fully accessible ground floor units that can be used as needed (residential/office/retail space).
- 5 Keep it Woolly and Authentic** by allowing interior spaces to spill out into the front setback and program the street front



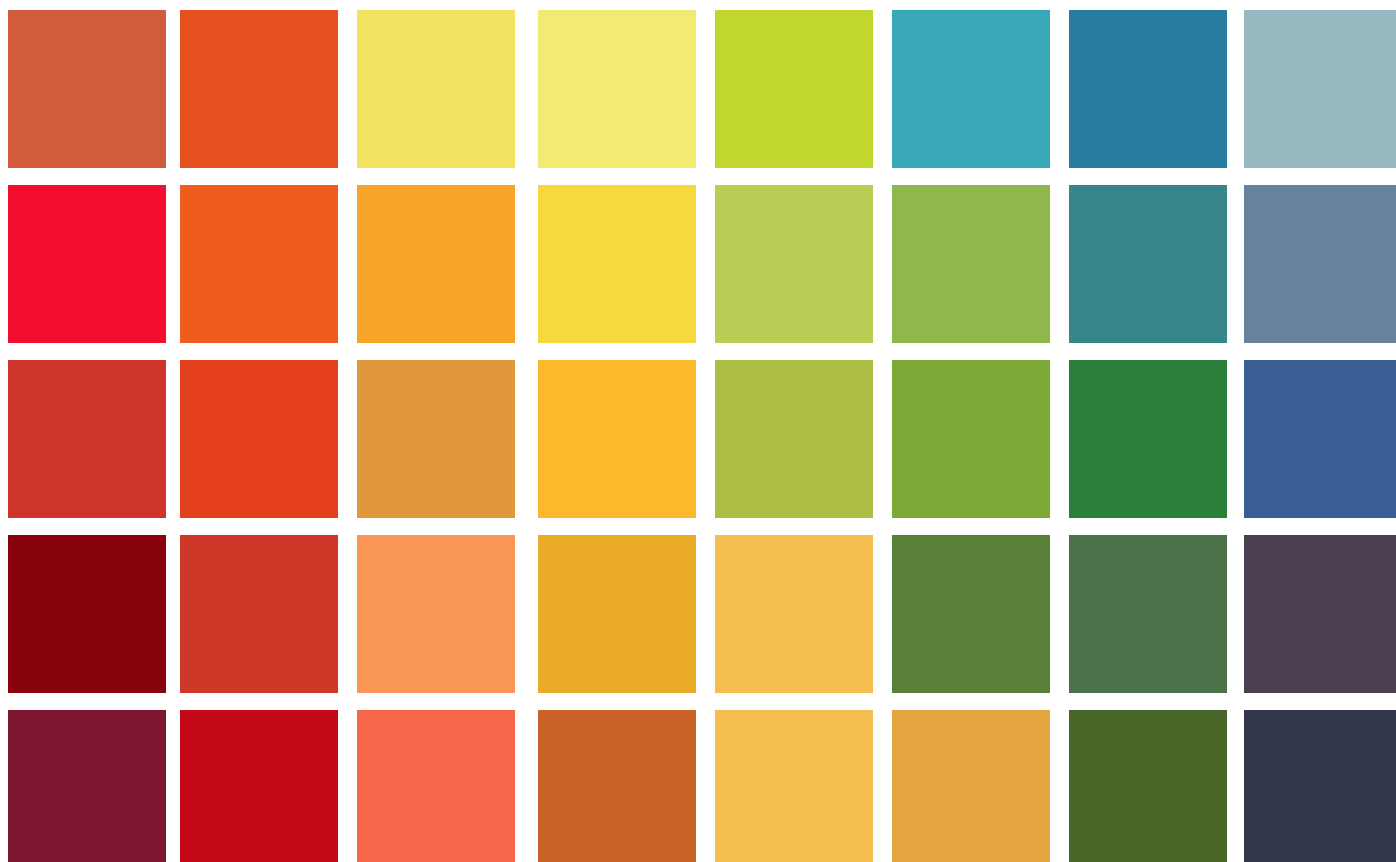




Materials and Colour

Natural materials are appropriate in Cobble Hill, such as wood, brick, stone, concrete, exposed heavy timber and steel. Vinyl siding is not in keeping with the character.

The tradition of brightly coloured buildings in agricultural settings continues to resonate with residents of Cobble Hill today. Colourful buildings are most stunning when located next to other colourful buildings. The palette provides some ideas for vibrant colours that could be used in the village centre.





Cobble Hill Village

DESIGN CHARRETTE SUMMARY



Prepared for the Cowichan Valley Regional District
by DIALOG.

July 2017.

SUMMARY

Purpose of the Toolkit

The Village Toolkit provides a practical set of design tools and resources that can be used to enhance the livability of the Cobble Hill Village core. Fundamentally, this document looks at how the desires and needs of the community can be reflected in the village's historic visual character.

By examining how people see and experience Cobble Hill Village and acting on their concerns surrounding community development, traffic control and pedestrian safety, the foundation can be laid for attracting and informing a new generation of businesses and residents to Cobble Hill. Long-time residents clearly expressed that as newcomers and investors are inevitably drawn to Cobble Hill, they want them to be respectful of its rural character and to honor the volunteer efforts that have taken place in the community.

The toolkit has identified short-term community beautification projects that can be achieved by local community and business leaders coming together. Long-term collaborative projects that involve roadways and pedestrian thoroughfares will rely on community organizations and champions working side by side with various levels of government to achieve a shared vision.

Finally, the *Design Guides* provide an illustration of how new residential and commercial development can be integrated into the village core in a way that enhances the village's identity.



Working in Partnership

Making the design vision for Cobble Hill Village come to life will require a shared belief within the community that by protecting and enhancing the village core, it will add to the economic and social well-being of Cobble Hill and the surrounding region.

Local business people attending the Cobble Hill Design Charrette showed a great willingness to collaborate in making Cobble Hill Village an attractive location to establish a business. From a customer attraction standpoint, local businesses recognize the benefit of accommodating new permanent residents and a steady influx of new visitors to the village.

Working in collaboration with local not-for-profit-organizations and community volunteers, business owners already play a role launching, supporting and participating in events and in creating spaces that support meeting, socializing and networking. Through their ongoing investment in storefront restoration and their activities in the community, businesses can help the village achieve its potential and enhance its character.

Local village business owners have recently formed a not-for-profit society – the Cobble Hill United Merchants Society (CHUMS) that is aimed at:

- Building connections among Cobble Hill business owners, residents, and like-minded local and regional organizations to broaden local and regional awareness of Cobble Hill as a vibrant and welcoming community in which to live, work, and play.
- Foster initiatives and events to enhance the beauty, heritage, livability, and social connectivity of Cobble Hill.

As this group evolves, it will collaborate with other key organizations in the community such as the Cobble Hill Farmers Institute, the Cobble Hill Events Society, the Cobble Hill Historical Society and Economic Development Cowichan (EDC). It is hoped that the Village Toolkit will serve as a resource and reference tool as CHUMS develops projects that promote and enhance awareness of Cobble Hill.

Through the Cowichan Valley Regional District, Economic Development Cowichan has a mandate to work with local organizations and individual businesses who are seeking to diversify the economic base of the region.

EDC also plays a role in connecting entrepreneurs, artists, local food producers and investors to help drive the development of new commercial activity in the Village. To foster this connectivity, Economic Development Cowichan can be of assistance in:

- Identifying public sector grant programs that support the development of new village infrastructure, cultural and heritage programming and business investment
- Creating an online inventory of available commercial space in Cobble Hill Village
- Connecting Cobble Hill Village to EDC projects surrounding value-added agriculture and the development of the South Cowichan region as a cycling, wine and culinary destination
- Linking Cobble Hill merchants to opportunities for enhanced business development or succession
- Profiling local success stories in Cobble Hill on the EDC website
- Connecting village businesses to resources that will assist them in diversifying or building their capacity to expand
- Helping to create business incubator projects in the village that will attract young entrepreneurs

Within a broader CVRD context, the economic and community development aspirations of Cobble Hill Village businesses and residents can be reflected through responsive zoning. Resolving long-standing challenges in Area C surrounding water management at Fisher Road and traffic safety will require ongoing discussion between the CVRD, provincial regulators, and the community. As new ideas for implementing village improvements continue to emerge for Cobble Hill, residents expressed that they desire innovative, volunteer-driven solutions that will not result in tax rate increases.

As many residents expressed during the Charrette “the village is for everyone and it is the heart of Cobble Hill.” Residents also expressed that the village can be a showcase for all that is good about the region – agriculture, culinary, wine and recreational amenities, and the region’s unique and vibrant tourism and business offerings.

Commentary

Captured below is a compilation of suggestions raised during the Charrette for:

1. Promoting Cobble Hill Village
2. Enhancing and Celebrating the Village’s Identity and Character
3. Managing Traffic, Walkways and Pedestrian Traffic
4. Creating Community Infrastructure
5. Attracting New Businesses, Residents and Investment to Cobble Hill

PROMOTING COBBLE HILL VILLAGE

- Create and Promote Lure Pieces (new infrastructure and events) that will attract people from throughout the region.
- Create additional reasons for people to come to the village – vintage fairs, regular activities like Music in the Park and the Farmers Market, visual art festivals like “Artists on Holland Street”
- Capitalize on Cobble Hill’s proximity to the wine region
- Communicate activities in the village and surrounding area through community notice boards, a village website, improved signage at key entrance points to the village and in key cycling and hiking areas like



Cobble Hill Mountain/Quarry Park.

ENHANCING AND CELEBRATING THE VILLAGE'S IDENTITY AND CHARACTER

- Add color and public art to the village core
- Install murals with bright bands of color and brightly-colored, low-cost umbrellas
- Create "layered" wall treatments, with projections onto blank walls, seating and gathering spaces in front, along with easy to manage greenery and agriculturally themed sculptures
- Make agriculture the theme of public artwork
- Create appropriate wayfaring signage to support the village identity
- Create a wine festival in the village, potentially themed around a wine that is distinct to the region. Use this festival as a fundraising opportunity to support local improvements.
- Align celebrations and activities with the Cittaslow Movement, which supports the development locally owned businesses and locally sourced goods and services and promotes the social connection between agriculture and community
- Host a road hockey tournament

MANAGING TRAFFIC, WALKWAYS AND PEDESTRIAN TRAFFIC

- Make sure the village is accessible and pedestrian friendly – build connections from the village across the highway to the Quarry Park and make the village core safe and amenable to walk through
- Move heavy trucks off Fisher Road and away from the village
- Create new industrial gateways to the Village
- Improve the cycling access/pathways in the community
- Improve the visibility and safety at major intersections
- Because of their cost, avoid using traffic circles as a traffic easement solution
- Install a pedestrian activated crosswalk on Cobble Hill Road
- As we address roadway and pedestrian challenges, be mindful of addressing drainage and run-off issues

CREATING COMMUNITY INFRASTRUCTURE

- Create a Community Garden and Community Kitchen somewhere within the core
- Build amenities that enhance the social connection between people – picnic tables and a public barbeque or a community oven
- Create a designated area for food trucks to pull up during special events
- Create or attract a Daycare to the village
- Build a Skateboard Park
- Create a signature piece of infrastructure at Quarry Park, like a revitalized train station
- Improve the cycling infrastructure in and around the village
- Make sure the development of affordable Seniors Housing is a priority

ATTRACTING NEW BUSINESSES, RESIDENTS AND INVESTORS TO COBBLE HILL

- Build flex/incubator business space using revamped rail cars and install these facilities in a visible location at Quarry Park for seasonal use
- Create a food cooperative or permanent farm market store in the village (similar to Great Greens Market)
- Catalogue the business succession and investment opportunities available in the village
- Help existing businesses expand and make sure that businesses are aware of the resources that are available to them
- Support the existing value-added wood production (cabinet making, trusses) that is taking place near the village core
- Add to the social spaces in the area with additional coffee shops and small retailers





MEMORANDUM

DATE: September 6, 2017
TO: Ross Blackwell, General Manager, Land Use Services Department
FROM: Ian MacDonald, RBO, A/Chief Building Inspector, Inspections & Enforcement Division
SUBJECT: BUILDING REPORT FOR THE MONTH OF AUGUST, 2017

There were 52 Building Permits and 1 Demolition Permit(s) issued during the month of August with a total value of \$9,924,700

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"				1,934,290	20,800		6	60	1,955,090	28,854,118
"B"				1,219,380	7,000		7	75	1,226,380	9,642,095
"C"				749,700	163,480	30,000	6	33	943,180	2,827,170
"D"			85,000	981,790			7	39	1,066,790	6,292,815
"E"		40,000		971,720	104,000	12,500	11	45	1,128,220	5,490,785
"F"				253,920			1	16	253,920	1,754,270
"G"				1,239,970	119,800		7	29	1,359,770	3,690,622
"H"				1,668,670	96,400		6	22	1,765,070	3,611,570
"I"				226,280			2	17	226,280	3,095,660
Total	\$ -	\$ 40,000	\$ 85,000	9,245,720	511,480	42,500	53	336	9,924,700	65,259,105

103

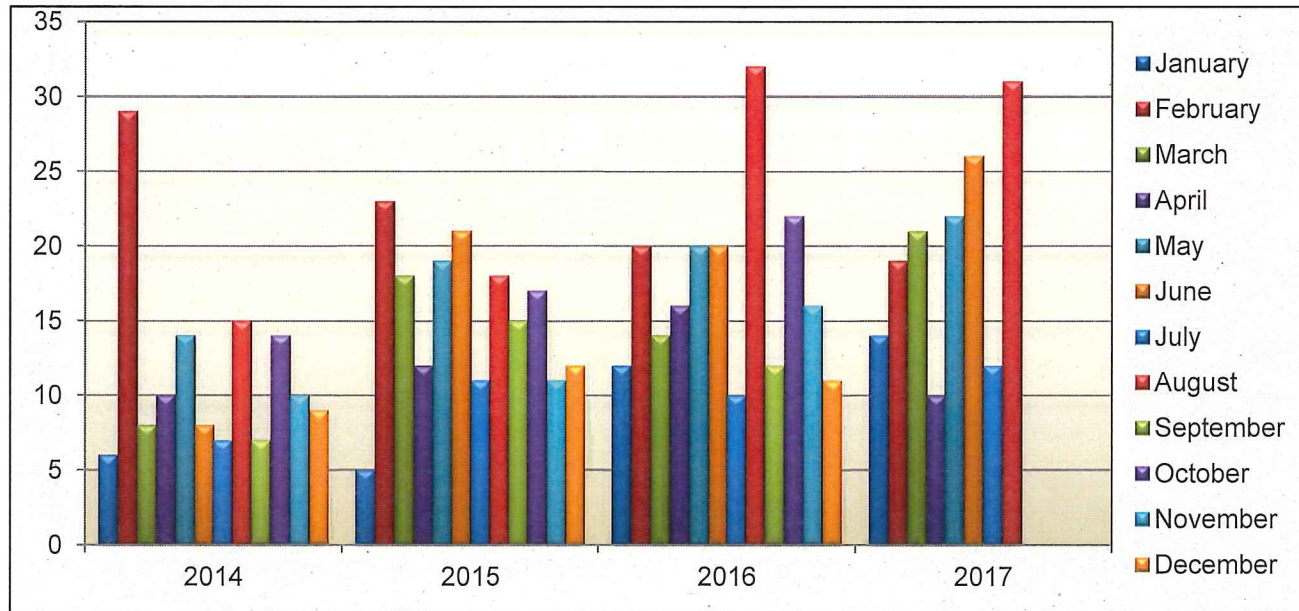
I. MacDonald, RBO
 A/Chief Building Inspector, Inspections & Enforcement Division
 Land Use Services Department
 IM/lar

NOTE: For a comparison of New Housing Starts from 2014 to 2017, see page 2
 For a comparison of Total Number of Building Permits from 2014 to 2017, see page 3



TOTAL OF NEW HOUSING STARTS

	2014	2015	2016	2017
January	6	5	12	14
February	29	23	20	19
March	8	18	14	21
April	10	12	16	10
May	14	19	20	22
June	8	21	20	26
July	7	11	10	12
August	15	18	32	31
September	7	15	12	
October	14	17	22	
November	10	11	16	
December	9	12	11	
YTD Totals	137	182	205	155

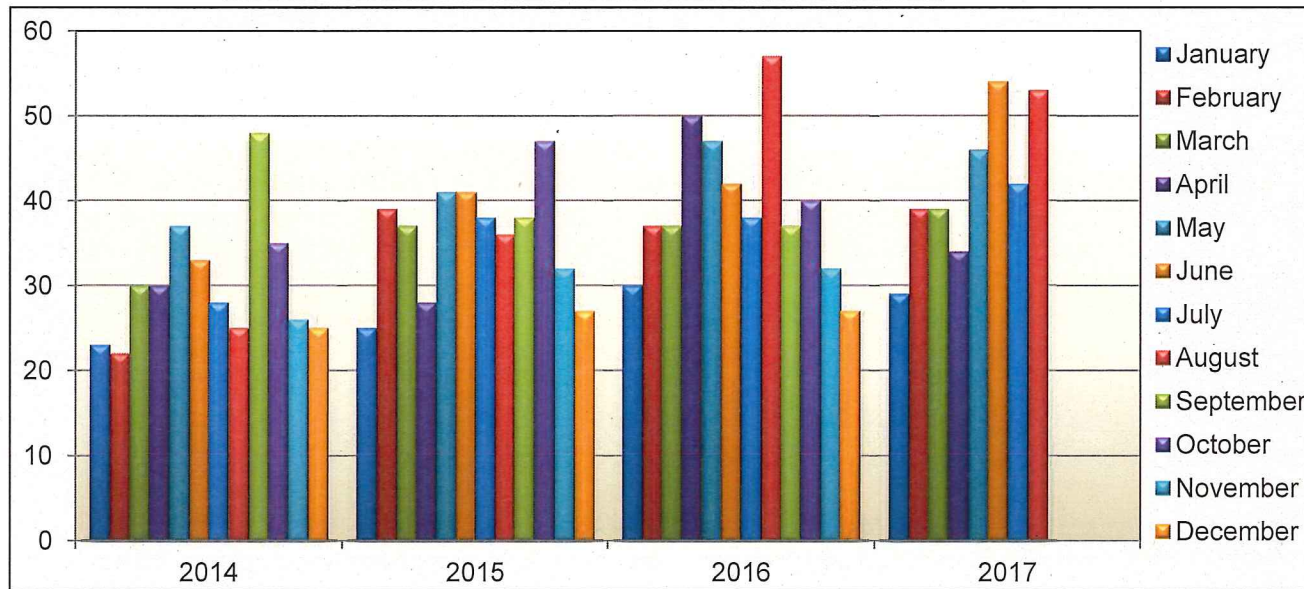


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TOTAL BUILDING PERMITS ISSUED

	2014	2015	2016	2017
January	23	25	30	29
February	22	39	37	39
March	30	37	37	39
April	30	28	50	34
May	37	41	47	46
June	33	41	42	54
July	28	38	38	42
August	25	36	57	53
September	48	38	37	
October	35	47	40	
November	26	32	32	
December	25	27	27	
YTD Totals	362	429	474	336



320 – Building Inspections Report – August 2017

Participating Areas All Electoral Areas

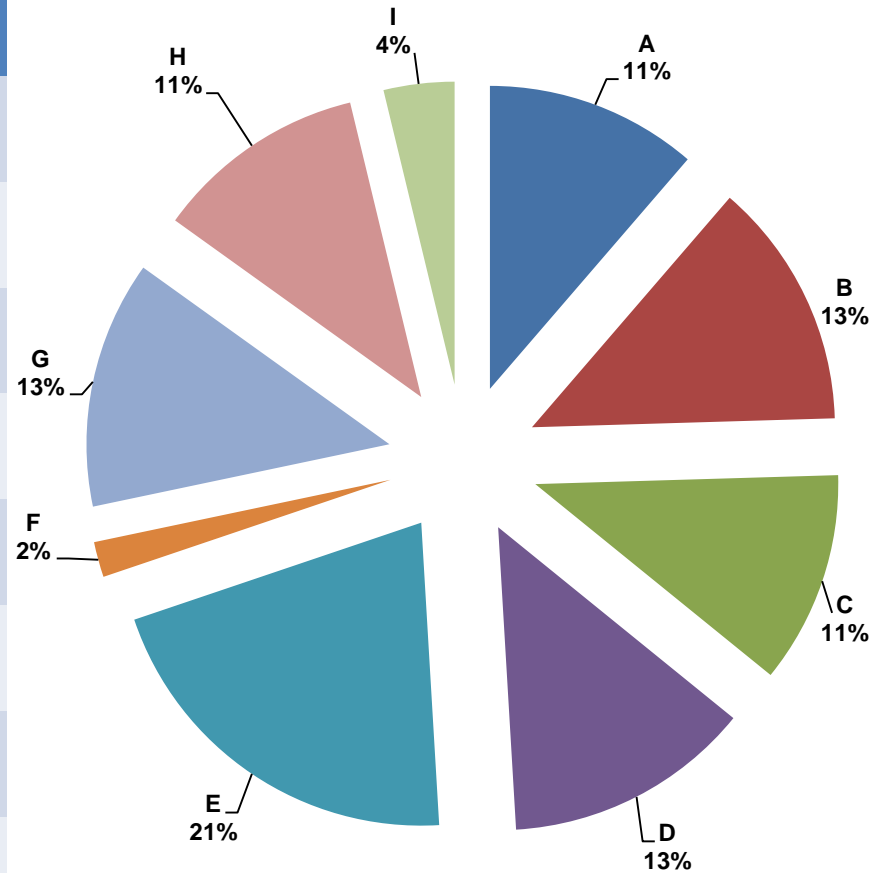
Purpose: Monthly review of building permits and new housing starts for August 2017

Permit Breakdown per electoral area

Electoral Area	Permits issued	Value	% for the month
A	6	1955090	11%
B	7	1226380	13%
C	6	943180	11%
D	7	1066790	13%
E	11	1128220	21%
F	1	253920	2%
G	7	1359770	13%
H	6	1765070	11%
I	2	226280	4%

106

New Building Permits



Purpose: Monthly review of building permits and new housing starts for August 2017

What's happening in your area?:

Highs and lows

- 53 Total permits issued, 3rd best in 10 years
- 31 House Permits issued with only 2 inspectors
- Grant Breckenridge retired after 28 years of service
- Increased workload and manpower shortage has required overtime to fulfill backlog of permits

Up coming projects

- New water treatment plant for Lake Cowichan in Area I
- Meades Creek recycling plant

Total Building Values

- Month: \$9,924,700 for August 2017
- Year: \$65,259,105 in building value, leading to;
- \$652,591 in building permit revenue

New house Starts

- 155 for the year; decrease of 1 on 2016

Building Permits issued

- 336 for the year; 2 less than in 2016
- 53 Permits issued in August
- Total of 477 inspections generated for August
- Total of 3024 inspections generated for the year
- Approx. 40,000km travel to inspections so far...



Comparison of Monthly Permits for the Last Seven Years

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
January	31	16	26	23	25	30	29
February	36	24	20	22	39	37	39
March	33	38	35	30	37	37	39
April	30	41	35	30	28	50	34
May	45	38	38	37	41	47	46
June	46	38	36	33	41	42	54
July	48	37	32	28	38	38	42
August	42	23	30	25	36	57	53
September	53	30	30	48	38	37	
October	29	34	29	35	47	40	
November	36	27	18	26	32	32	
December	18	20	16	25	27	27	
YTD Totals	<u>447</u>	<u>366</u>	<u>345</u>	<u>362</u>	<u>429</u>	<u>474</u>	<u>336</u>

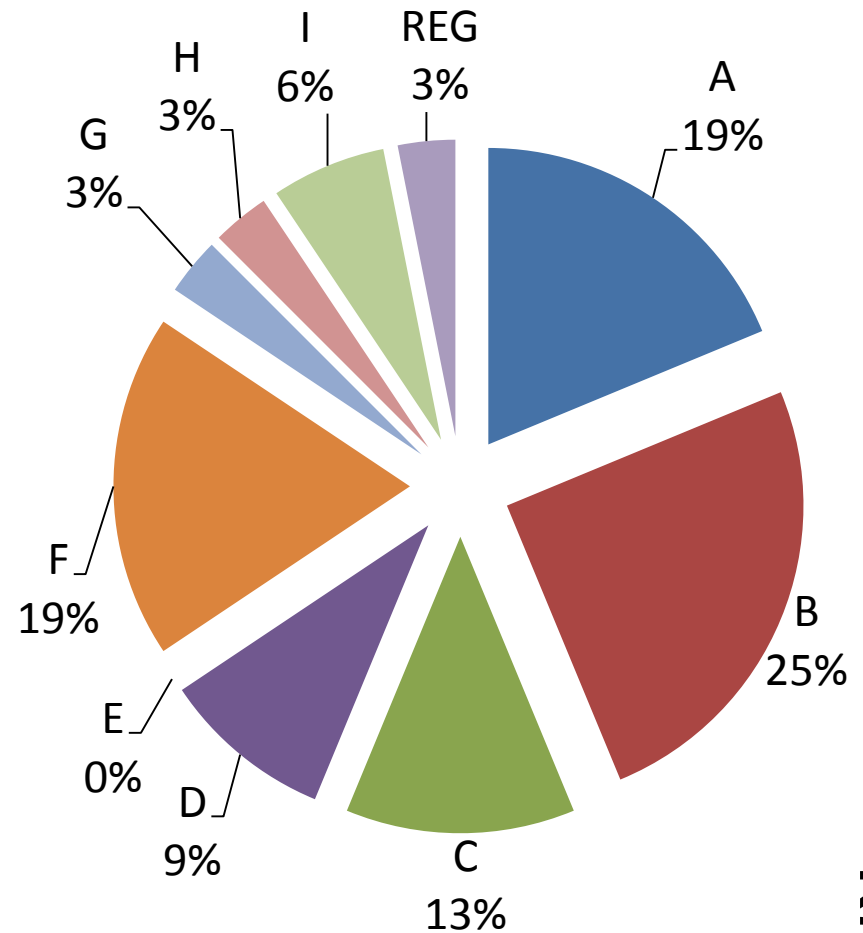
320 – Bylaw Enforcement Report – August 2017

Participating Areas – All electoral areas

Purpose – Monthly review of Bylaw Enforcement files

Electoral Area	Monthly Files	Percentage	Year total
A	6	19%	35
B	8	25%	50
C	4	12%	23
D	3	10%	18
E	0	0%	31
F	6	19%	17
G	1	3%	10
H	1	3%	15
I	2	6%	14
REG	1	3%	1

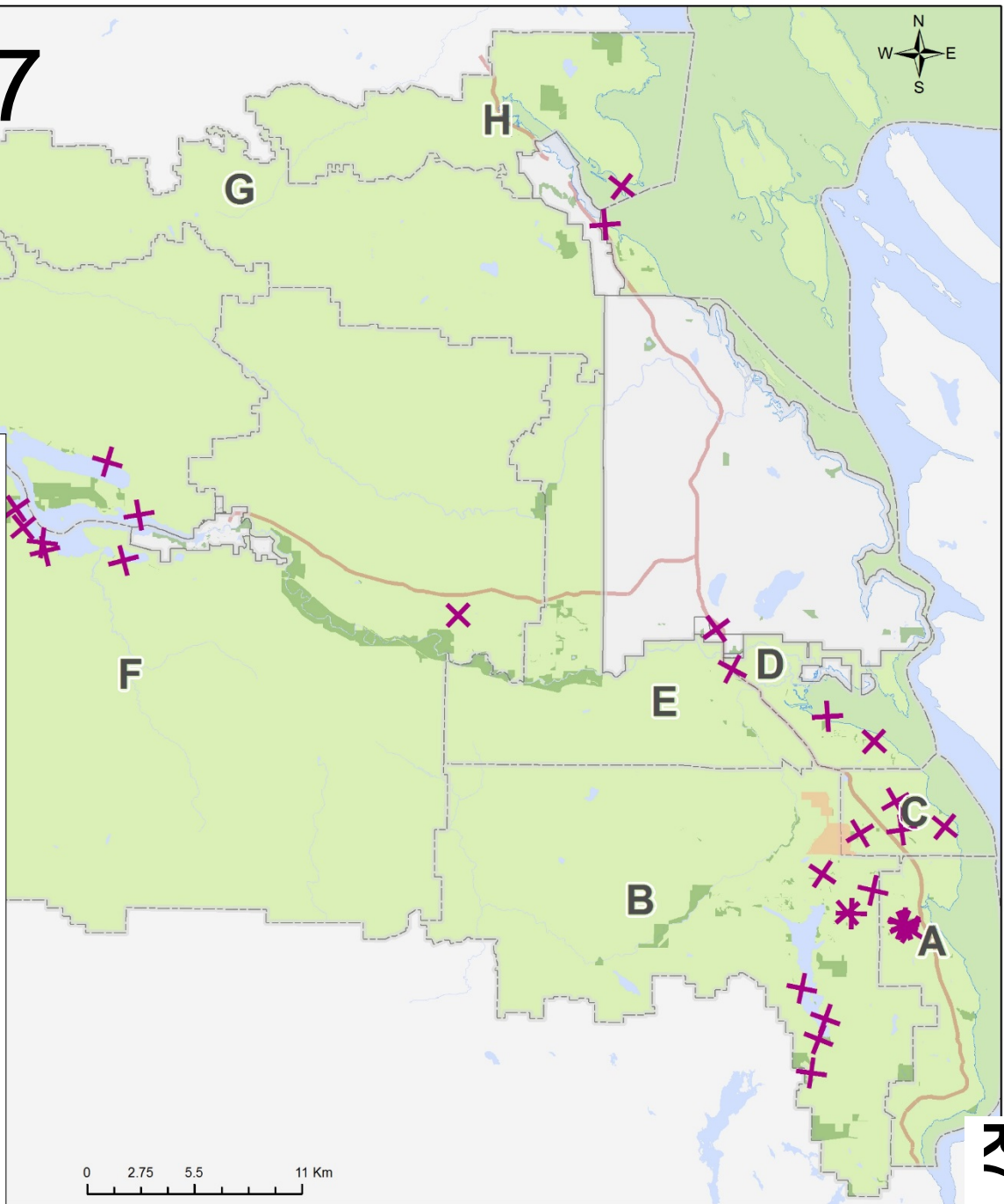
Bylaw Enforcement cases



August 2017



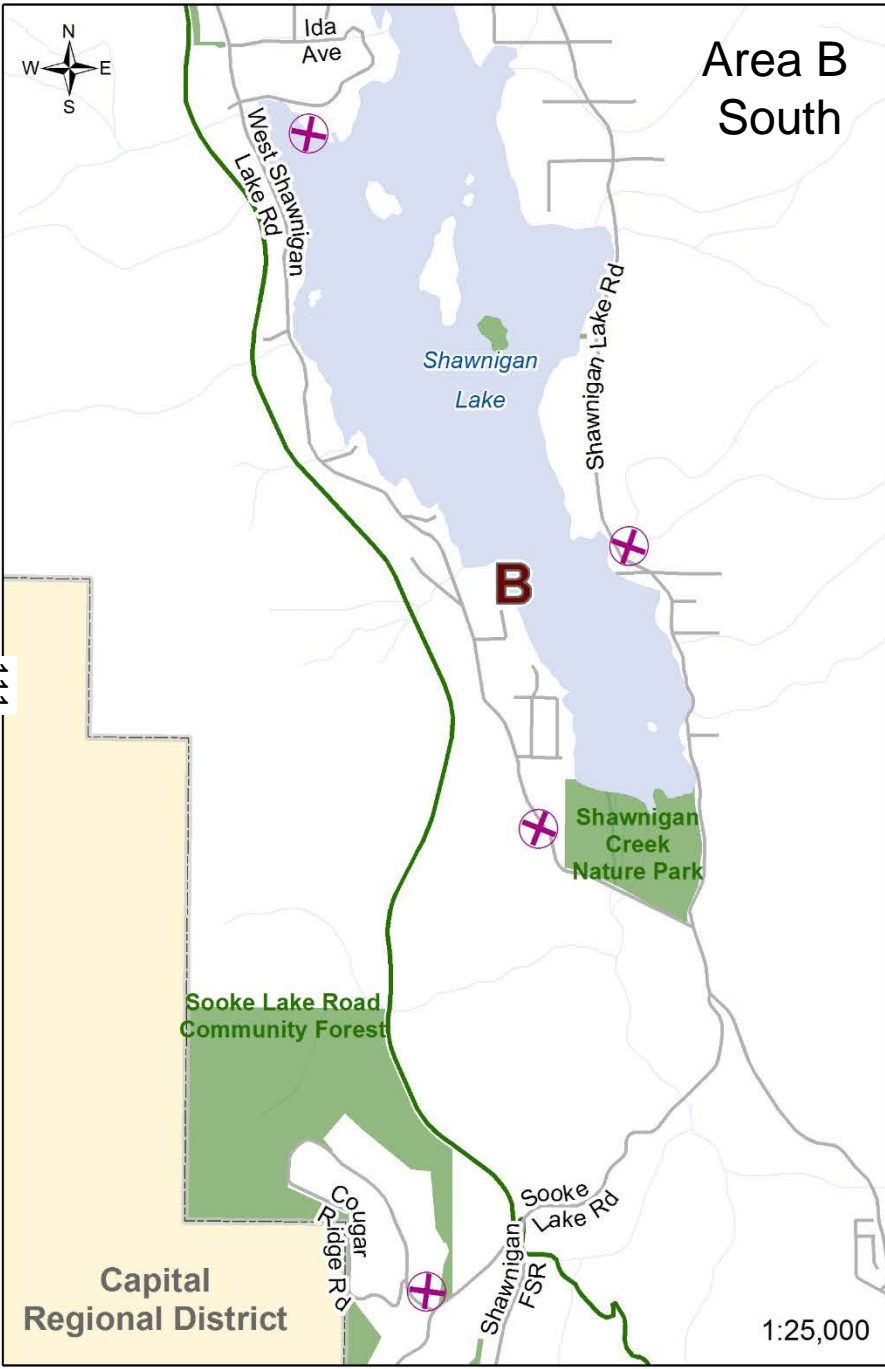
EA	OffenceType	Offence Subtype
A	Zoning Allow ance	Zoning - Suite
A	Environment Complaint	Enviro - Other
A	Zoning Allow ance	Zoning - Suite
A	Zoning Allow ance	Zoning - Suite
A	Zoning Allow ance	Zoning - Suite
A	Zoning Allow ance	Zoning - Suite
B	Environment Complaint	Enviro - Waste/Dumping
B	Environment Complaint	DPA - RAR
B	Zoning Allow ance	Animal - Farm Animals
B	Zoning Allow ance	Animal - Farm Animals
B	Building Permit	BP - No Permit
B	Animal Complaint	Animal - Other
B	Animal Complaint	Animal - Aggressive dog
B	Building Permit	BP - No Permit
C	Other - See Notes	Licence - Liquour
C	Animal Complaint	Animal - Aggressive dog
C	Environment Complaint	Enviro - Unightly
C	Noise Complaint	Noise - Other
CVRD	Other - See Notes	Activity - Abandoned MV/boats
D	Illegal Activity Complaint	Activity - Other
D	Other - See Notes	Activity - Camping/RV in Park
D	Other - See Notes	Licence - Liquour
F	Development Permit Area	DPA - RAR
F	Noise Complaint	Noise - Equipment
F	Environment Complaint	Enviro - Unightly
F	Noise Complaint	Noise - Other
F	Animal Complaint	Animal - Aggressive dog
F	Animal Complaint	Animal - Declared Dangerous Dog
G	Noise Complaint	Noise - Other
H	Noise Complaint	Noise - Other
I	Building Permit	BP - Other
I	Illegal Activity Complaint	Activity - Camping/RV on Private Land



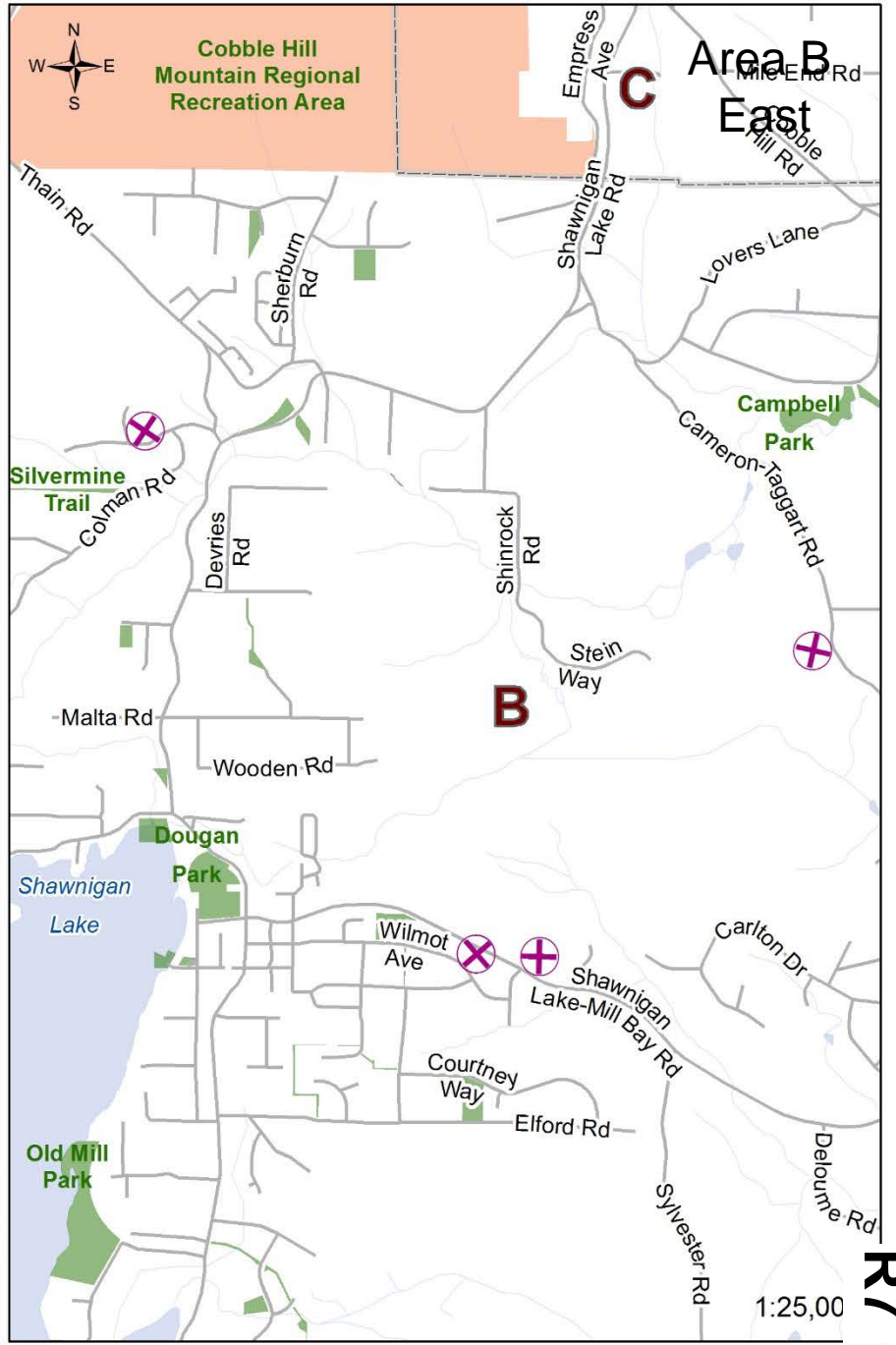
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R7

Area B South



Area B East

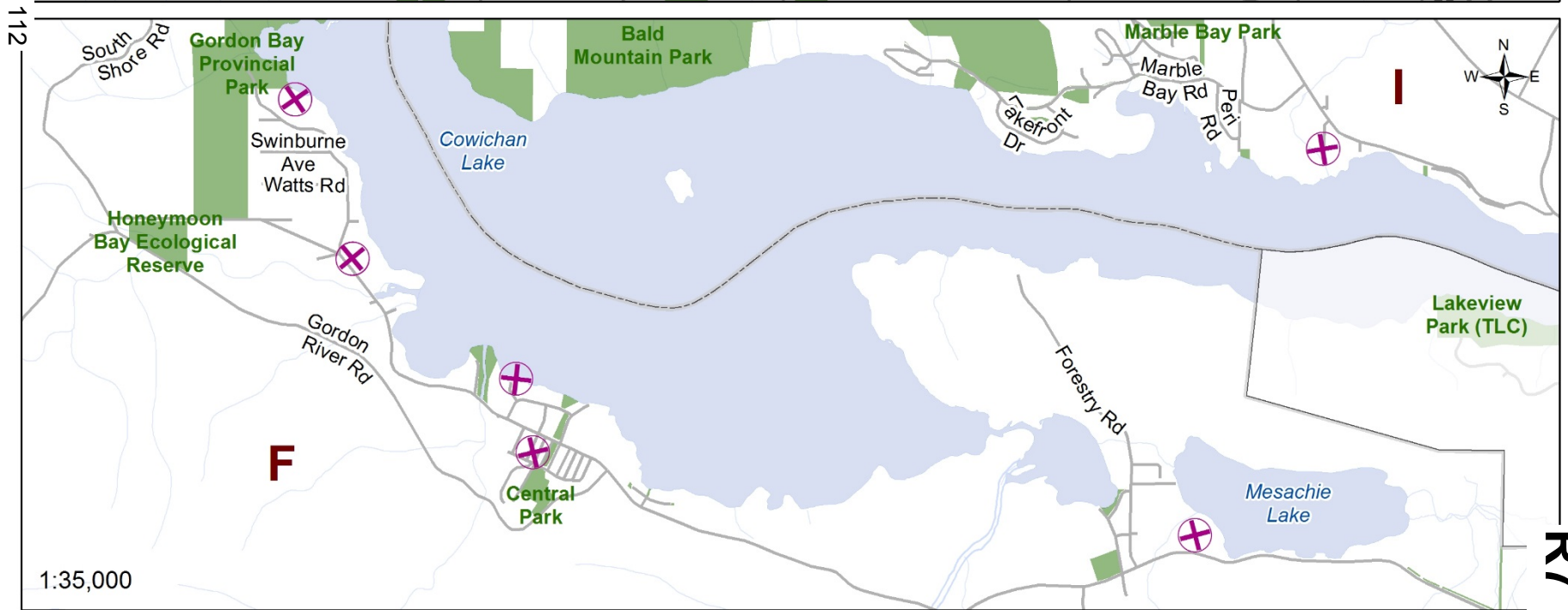
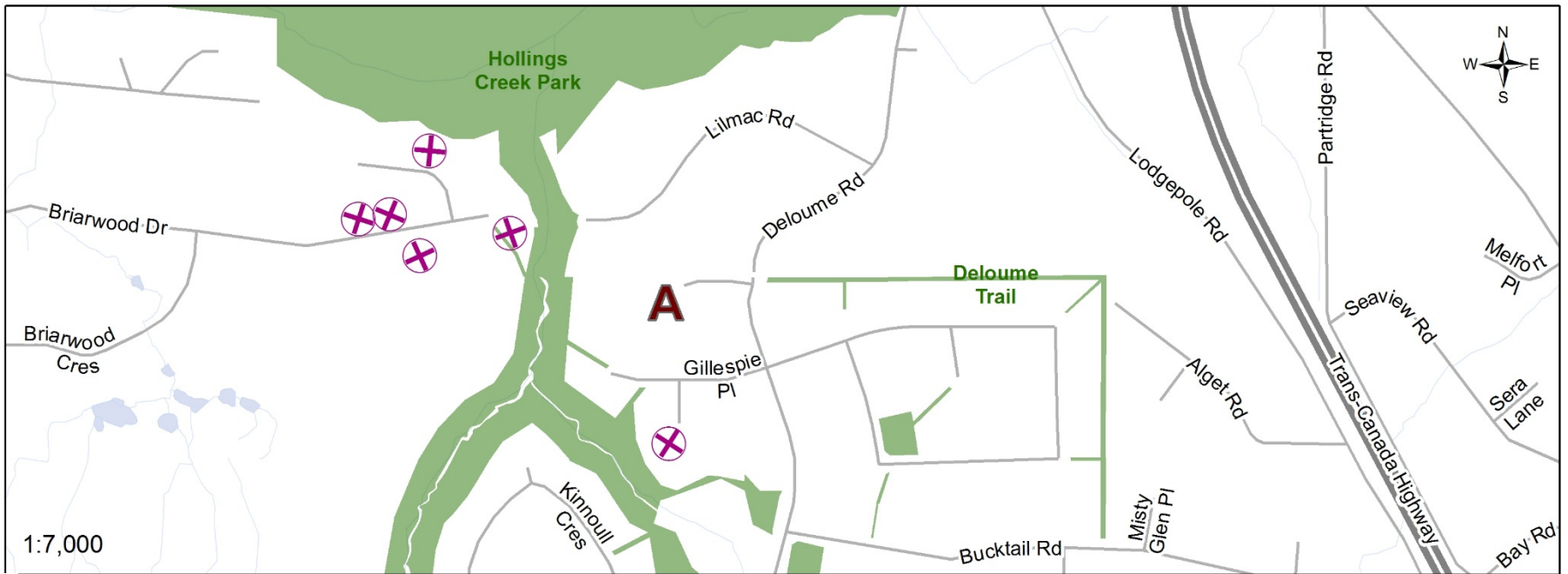


111

Capital Regional District

1:25,000

R7



112

R7

What is happening in your area?

Area B and had the highest number of cases opened with 8 each equaling 26%
Area E and had the fewest cases with 0.

Types of issues –

Burning x 0

Camping / RV x 2

Fireworks x 0

Dog complaints x 5

Zoning x 7 (5 suites)

Noise x 5

Environmental x 4

13

Dumping: 1

Illegal moorage (boat): 1

RAR: 2

Building without permit: 3

Other x 2

Open vs Closed

Total number of enquires (calls, emails, front desk): 242

Total cases opened: 32

Cases concluded: 25

Total cases opened this year: 213

Total cases closed this year: 156

2017 File completion percentage: 73%

Top offences to date

114

Animal	Animal - Aggressive dog	8
Noise	Noise - Other	8
Animal	Animal - Declared Dangerous Dog	9
DPA	DPA - RAR	10
Enviro	Enviro - Backyard Burn	10
Other	To Be Confirmed	10
Zoning	Zoning - Business/Commercial Activities	11
Enviro	Enviro - Waste/Dumping	12
Enviro	Enviro - Smoke	14
Enviro	Enviro - Unsightly	18



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 29, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: Water and Sewer System Bylaw Amendments – Additional Service Connections

FILE: 0540-20-EAS/02

PURPOSE/INTRODUCTION

The purpose of this report is to amend water and sewer system management bylaws to include language regarding additional service connections.

RECOMMENDED RESOLUTION

That Water and Sewer System Management Amendment (Housekeeping – Suites) Bylaw No. 4145 be forwarded to the Board for consideration of first three readings and adoption.

BACKGROUND

As suites and additional service connections are becoming popular in all service areas, a notation in the water and sewer management bylaws must be added to in order to clarify the charging of connection fees for attached and detached suites.

ANALYSIS

In most water service areas, suites can add an imposition on water usage and the system itself. In order to charge a suitable fee for suites for future upgrades, it is necessary to amend the wording to include language in and around suites.

In general, the language in the bylaws under Water Service Connection Charges will include the following notation:

“Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:”

Likewise, most sewer service areas, suites can add an imposition on sewage flows and the system. In order to charge for suites, it is necessary to amend the verbiage to include language in and around suites.

In general, the language in the bylaws under Sewer Service Connection Charges will include the following notation:

“Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:”

FINANCIAL CONSIDERATIONS

Unless otherwise stated, suites for water and sewer service connections will match the equivalent “unit” cost.

COMMUNICATION CONSIDERATIONS

N/A

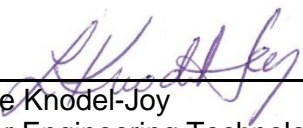
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Addresses the Regional Strategic Focus Area #3 Sound Fiscal Management

Referred to (upon completion):

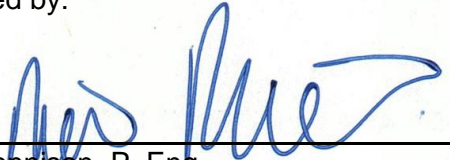
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use 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, 4145 – Water and Sewer Management Amendment (Housekeeping – Suites) Bylaw, 2017



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4145

A Bylaw to Amend Water and Sewer Management Bylaws

WHEREAS the Board of the Cowichan Valley Regional District has adopted bylaws to manage the Regional District's water and sewer systems;

AND WHEREAS the number of attached and detached suites are increasing in all water and sewer systems:

AND WHEREAS additional text must be added to each water and sewer system management bylaw in order to clarify the charging of connection fees for attached and detached suites;

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

1. CITATION

This bylaw may be cited as "**CVRD Bylaw No. 4145 – Water and Sewer System Management Amendment (Housekeeping – Suites) Bylaw, 2017**".

2. AMENDMENTS – WATER SYSTEMS

- a) That Schedule A – Water Service Connection Charges of "CVRD Bylaw No. 2817 – Satellite Park Water System Management Bylaw, 2006" be amended by replacing the text "*Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:*" with "Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:" in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- b) That Schedule A – Water Service Connection Charges of "CVRD Bylaw No. 3406 – Douglas Hill Water System Management Bylaw, 2010" be amended by replacing the text "*Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:*" with "Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:" in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- c) That Schedule A – Water Service Connection Charges of "CVRD Bylaw No. 3099 – Lambourn Estates Water System Management Bylaw, 2008" be amended by replacing the text "*Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:*" with "Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:" in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- d) That Schedule A – Water Service Connection Charges of "CVRD Bylaw No. 2998 – Arbutus Mountain Estates Water System Management Bylaw, 2008" be amended by replacing the text "*Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:*" with "Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:" in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.

- e) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 2996 – Fern Ridge Water System Management Bylaw, 2008” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- f) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 3245 – Bald Mountain Water System Management Bylaw, 2009” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- g) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 3313 – Dogwood Ridge Water System Management Bylaw, 2010” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- h) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- i) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Additional Units or Buildings.
- j) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 3644 - Shellwood Water System Management Bylaw, 2012” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Additional Units or Buildings.
- k) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 3635 – Woodley Range Water System Management Bylaw, 2012” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Additional Units or Buildings.
- l) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 1971 – Mesachie Lake Water System Management Bylaw, 1999” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.

- m) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 1763 – Saltair Water System Management Bylaw, 1996” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- n) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 2946 – Youbou Water System Management Bylaw, 2007” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- o) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 1607 – Honeymoon Bay Water System Management Bylaw, 1994” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- p) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 1690 – Cherry Point Water System Management Bylaw, 2010” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- q) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 1967 – Shawnigan Lake North Water System Management Bylaw, 1999” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.
- r) That Schedule A – Water Service Connection Charges of “CVRD Bylaw No. 2527 – Kerry Village Water System Management Bylaw, 2004” be amended by replacing the text “Where a Water Service Connection is to be installed to additional Units or buildings on an existing lot and the lot is:” with “Where additional units or buildings are added to an existing service or additional services to an existing lot and the lot is:” in Subsection 1.3 – Water Service Connection to Additional Units or Buildings.

3. AMENDMENTS – SEWER SYSTEMS

- a) That Schedule C – Sewer Service Connection Charges of “CVRD Bylaw No. 2476 – Cowichan Bay Sewer System Management Bylaw, 2006” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Connection Fee to Additional Units or Buildings.

- b) That Schedule C of “CVRD Bylaw No. 3340 – Brulette Place Sewer System Management Bylaw, 2010” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- c) That Schedule C of “CVRD Bylaw No. 2830 – Sentinel Ridge Sewer System Management Bylaw, 2006” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- d) That Schedule C of “CVRD Bylaw No. 2947 – Twin Cedars Sewer System Management Bylaw, 2007” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- e) That Schedule C of “CVRD Bylaw No. 3098 – Lambourn Estates Sewer System Management Bylaw, 2008” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- f) That Schedule C of “CVRD Bylaw No. 2997 – Arbutus Mountain Estates Sewer System Management Bylaw, 2008” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- g) That Schedule C of “CVRD Bylaw No. 3122 – Cobble Hill Sewer System Management Bylaw, 2008” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- h) That Schedule C of “CVRD Bylaw No. 1970 – Mesachie Lake Sewer System Management Bylaw, 1999” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- i) That Schedule C of “CVRD Bylaw CVRD Bylaw No. 3244 – Bald Mountain Sewer System Management Bylaw, 2009” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.

- j) That Schedule C of “CVRD Bylaw No. 3738 – Mill Springs Sewer System Management Bylaw, 2013” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- k) That Schedule C of “CVRD Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- l) That Schedule C – Charges for Service of CVRD Bylaw No. 1926 – Eagle Heights Sewer System Management Bylaw, 1999 be amended by replacing the text “When additional Buildings, Units or Secondary Suites/Small Suites/Apartments are to be located or erected on an existing Lot and the Lot is:” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is:” in Subsection 1.3 – Additional Buildings, Units or Secondary Suites/Small Suites/Apartments.
- m) That Schedule C – Sewer Service Connection Charges of “CVRD Bylaw No. 1748 – Maple Hills Sewer System Management Bylaw, 1999” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- n) That Schedule C – Sewer Service Connection Charges of “CVRD Bylaw No. 1966 – Shawnigan Beach Estates Sewer System Management Bylaw, 1999” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- o) That Schedule C – Sewer Service Connection Charges of “CVRD Bylaw No. 2526 – Kerry Village Sewer System Management Bylaw, 2004” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.
- p) That Schedule C – Sewer Service Connection Charges of “CVRD Bylaw No. 2560 – Youbou Sewer System Management Bylaw, 2005” be amended by replacing the text “Where a Sewer Service Connection is to be installed to additional units or buildings on an existing lot and the lot is” with “Where additional units or buildings are added to an existing service or with additional services to an existing lot and the lot is”: in Subsection 1.3 – Sewer Service Connection to Additional Units or Buildings.

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



STAFF REPORT TO COMMITTEE

DATE OF REPORT July 28, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: High Priority Utility System Capital Upgrades Requirements

FILE: 0540-20-EAS/02

PURPOSE/INTRODUCTION

The purpose of this report is to advise the committee of liabilities in 3 utility systems and the capital upgrades required.

RECOMMENDED RESOLUTION

For Information.

BACKGROUND

In the fall of 2016, The Cowichan Valley Regional District (CVRD) hired Innova Strategy Group (Innova) to conduct a Water & Wastewater Utilities Review and Assessment. The review included an assessment and detailed examination of the challenge of managing and operating 35 water and wastewater utilities within a Regional District context. The report provided recommendations for the management and operations of the utilities; changes to the relationships with utility users/residents; and provided options for changes to the overall governance of existing and potential future utilities.

As part of the study, the consultant investigated the utility systems and rated them on a scale of ten (10) for meeting municipal standards. Of the 35 water and sewer systems, the three lowest rated systems were Mesachie Lake Sewer, Brulette Sewer and Cobble Hill Sewer, which had a rating of 1 of 10. Another high priority system is the Dogwood Ridge Water system which is at risk for well contamination. These systems pose the highest risk of failure and liability and all have immediate funding challenges.

ANALYSIS

Mesachie Lake Wastewater System

The Mesachie Lake wastewater system is an archaic and failed system which was built in the 1940's to support a small community of 50 homes. The sub-standard collection system infrastructure is in poor condition and subject to regular blockages caused by root intrusion and minimal gradients for clay pipes. The ground disposal systems are also sub-standard and there are no formal plans, records or permits. Primary concerns for this system are environment and public health as this existing wastewater disposal lies near the shores of Bear Lake. A previous study examined the possibility of combining Mesachie Lake and Honeymoon Bay communities with a central wastewater treatment plant in Honeymoon Bay. Land for treatment and disposal has been negotiated with a land owner with the utility subject to rezoning, however, costs for collection, pumping, treatment, and disposal infrastructure would remain. This project is a high priority as it has considerable liability for the Regional District and funding provided by the small community is limited.

Phase 1 was successful in a grant application from the provincial and federal governments Clean Water and Wastewater fund which will provide pumping stations and a sewer force main from Mesachie Lake to disposal system near Honeymoon Bay. Work for this phase is underway including an assent petition to borrow 17.5% of the capital costs of this project.

Phase 2 of this project will provide the servicing collection infrastructure from the homes to the forcemain system. This servicing collection system can be by gravity, Septic Tank Effluent Pump (STEP). With completion of Phase 2, the majority of the liability for this system will be lifted as the effluent will be shifted away from the lakes and the community. Wastewater treatment will be considered primary (septic tank) treatment.

Phase 3 of this project will include expansion of the wastewater service area and construction of a wastewater treatment plant. The timeline for this phase has not been determined as it will require requests from properties outside the existing service area.

Cobble Hill Wastewater System

The system, built in 1993, was established in 2008 as a CVRD Function and provides treatment to 82 homes (84 parcels). The sewer system consists of a rotating biological contactor (RBC) treatment plant, five concrete tanks for pre-treatment prior to the Plant, a bio-filter for odour control and disposal to ground. At 24 years of operation, life cycle constraints are becoming a concern, although it continues to meet its disposal requirements with the Class C permit.

Proposed options for upgrade include:

- a) Option 1 replaces the existing wastewater treatment technology with the same. An engineering study has been completed to provide costs for this work. This system would not be capable of expansion.
- b) With option 2, Cobble Hill wastewater integration combines Twin Cedars and Cobble Hill systems, with Class A treatment and effluent reuse expansion for community park irrigation. This project can provide further growth to the community core, providing stronger economic viability.

Dogwood Ridge Water System

This water system has had considerable upgrades to the system since the CVRD takeover in 2009. Recently, Island Health, in its system review strongly recommends rehabilitation and upgrades to well #2 for safety and security reasons.

FINANCIAL CONSIDERATIONS

Mesachie Lake Wastewater System

Phase 1 project costs are estimated at \$1,477,793 with funding provided by: \$1,226,567 Clean Water and Wastewater Fund Grant, \$251,226 debt (25 year) or \$353/parcel

Once complete fees for this system will be: \$300 user fees and $\$390 + \$353 = \$743$ parcel taxes

Phase 2 project costs are estimated to be \$450,000. Area F Community Works Gas Tax Phase 2 has been allocated for \$200,000 for this work, but the project remains \$250,000 unfunded. Additional borrowing and approval would be required unless additional grant funding is provided. This would add a substantial extra cost for the customers of the system. Once complete, fees for this system will be \$300 user fees and $\$743 + \$350 = \$1,093$ parcel taxes

Phase 3 will only proceed with expansion of the service area, capital connection fees or additional grant funding. This expansion could also reduce overall debt costs for the customers.

Cobble Hill Wastewater System

Option 1 project costs are estimated to be \$1,200,000. Area C Community Works Gas Tax Phase 2 has been allocated for \$160,000 with the remainder \$1,040,000 or \$955/parcel requiring borrowing (and approval) or additional grant funding.

Projected fees for this system will be \$300 user fees and $\$392 + \$955 = \$1,347$ parcel tax

Option 2 project costs are estimated to be \$1,200,000. Area C community Works Gas Tax Phase 2 has been allocated for \$160,000, \$220,000 from combined capital reserves, with \$840,000 unfunded. Borrowing would be necessary for this unfunded portion with anticipated costs to be \$775/parcel unless additional grant funding is provided. Further expansion of this service area could reduce overall costs.

Projected fees for this option will be \$300 user fees and $\$392 + \$775 = \$1,167$ parcel tax.

Dogwood Ridge Water System

This water system has 33 customers and pays some of the highest water fees in the regional district. The estimated cost of the well and well head upgrade is \$20,000 and will require borrowing unless other funds can be secured. Borrowing will result in an increase in charges to the customers of \$160/year from \$1360 to \$1520 annually.

COMMUNICATION CONSIDERATIONS

Communication will be required with the customers of the utility systems, once detailed costs are determined.

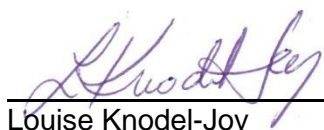
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The recommended resolution provides a reliable essential service.

Referred to (upon completion):

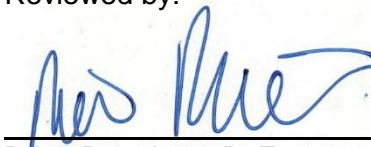
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use 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: N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 13, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 20, 2017

FROM: General Manager
Engineering Services Department

SUBJECT: Electoral Area D Community Works Fund Reallocation

FILE: 0540-20-EAS/02

PURPOSE/INTRODUCTION

The purpose of this report is to reallocate Electoral Area D Community Works Funds (CWF).

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Electoral Area D – Cowichan Bay Community Works Funds in the amount of \$38,347 be reallocated from the Wessex Ravine Community Pathway Connection Project to the Cowichan Bay Design Charrette; and that an amendment to the 2017 Five Year Financial Plan Bylaw be prepared.

BACKGROUND

The Board had supported the Wessex Ravine Community Pathway Connection Project, and \$38,347 had been previously approved at the February 22, 2017 Board meeting.

ANALYSIS

Electoral Area D Director Iannidinardo has consulted with the Land Use Services Department staff and they have determined that the Cowichan Bay Design Charrette is a higher priority project. The Wessex Ravine Community Pathway Connection Project will be postponed.

FINANCIAL CONSIDERATIONS

The CWF have already been allocated to the Wessex Ravine Community Pathway Project for use in 2017. An amendment to the 2017 Five Year Financial Plan Bylaw would be required to reallocate the funds to the Cowichan Bay Design Charrette.

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

N/A

Referred to (upon completion):

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

Strategic Services

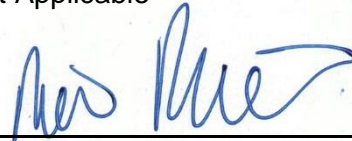
Prepared by:



Austin Tokarek, B. Sc., CEA
Asset Coordinator

Reviewed by:

Not Applicable
Not Applicable



Brian Dennison, P.Eng.
A/General Manager

ATTACHMENTS: N/A

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.