



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, NOVEMBER 15, 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 November 15, 2017	1
Recommendation That the minutes of the regular Electoral Area Services Committee meeting of November 1, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>PUBLIC INPUT PERIOD</u>	
5. <u>DELEGATIONS</u>	
6. <u>CORRESPONDENCE</u>	
C1 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Shawnigan Lake Community Association	23
Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$600 be provided to Shawnigan Lake Community Association to support the Christmas light up in Elsie Miles Park.	
C2 Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek Re: Youbou Community Association	25
Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$1,000 be provided to Youbou Community Association, to support the New Year's Dance.	

- C3 Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek Re: Youbou Community Church Society 29

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$4,000 be provided to the Youbou Community Church Society to support upgrades and repairs to the Youbou Community Church.

7. **INFORMATION**

- IN1 Letter dated November 3, 2017, from Ministry of Forests, Lands, Natural Resource Operations and Rural Development, South Island Natural Resource, Re: Establishment of Protected Areas for the Purpose of Conservation of the Coastal Douglas-Fir Biogeoclimatic Zone 31

Recommendation For information.

- IN2
1. Area B - Shawnigan Lake Advisory Planning Commission Minutes – October 5, 2017;
 2. Area D - Cowichan Bay Advisory Planning Commission Minutes - October 19, 2017;
 3. Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - October 10, 2017;
 4. Area A - Mill Bay/Malahat Parks Commission Minutes - September 14, 2017;
 5. Area C - Cobble Hill Parks Commission Minutes - October 2, 2017;
 6. Area D - Cowichan Bay Parks Commission Minutes - October 16, 2017;
 7. Area E - Cowichan Station/Sahtlam/Glenora Parks Commission Minutes - October 12, 2017;
 8. Area F - Cowichan Lake South/Skutz Falls Parks Commission Minutes - October 4, 2017;
 9. Area F - Cowichan Lake South/Skutz Falls Parks Commission Minutes - November 2, 2017; and
 10. Area I - Youbou/Meade Creek Parks Commission Minutes - October 10, 2017.
- 37

Recommendation For information.

8. **REPORTS**

- R1 Application No. 02-H-16DVP - Report from Development Services Division 55

Recommendation That it be recommended to the Board that Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be approved.

R2 Fireworks Discharge Permit - Ladysmith Harbour Christmas Lights - Report from Inspection & Enforcement Division 81

R3 Draft Dog Regulation Bylaw - Report from Inspection & Enforcement Division 85

Recommendation That it be recommended to the Board:
1. That Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption; and
2. That the Bylaw Enforcement Policy – Investigation and Enforcement Standards for Dog Regulation Bylaw Cases, attached to the Inspection & Enforcement Division's November 6, 2017 Staff Report, be approved.

R4 Draft Soil Deposit Bylaw - Report from Inspection & Enforcement Division 119

Recommendation That it be recommended to the Board that the draft Soil Deposit Bylaw No. 4147 be forwarded to the Board for consideration of first and second readings.

R5 October 2017 Building Inspection Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division 139

Recommendation For information.

R6 October 2017 Bylaw Enforcement Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division 143

Recommendation For information.

R7 Limited Licence of Access Agreement for Well Testing at 3170 Shawnigan Lake Road - Report from Water Management Division 149

Recommendation That it be recommended to the Board that a Limited Licence of Access Agreement be executed by the property owners of the above-noted property and the CVRD.

R8 Riparian Area Compliance Program - Report from Inspection & Enforcement Division 155

Recommendation For direction.

9. UNFINISHED BUSINESS

UB1 2018 Budget Review - Function 282 South Cowichan Parks - Report from Parks & Trails Division (referred from the November 1, 2017, Electoral Area Services 159

Committee meeting)

- Recommendation**
1. That the 2018 Budget for Function 282 – South Cowichan Parks be approved.
 2. That the Supplemental Request for the Cowichan Bay Boat Launch parking area and ramp refurbishment be approved.

UB2 2018 Budget Review - Function 352 Fire Protection Cowichan Lake - Report from Public Safety Division (referred from November 1, 2017, Electoral Area Services Committee meeting) 169

- Recommendation** That the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be approved.

UB3 2018 Budget for Function 488 - (#19) Shawnigan Basin Society - Report from Finance Division (referred from November 1, 2017, Electoral Area Services Committee meeting) 175

- Recommendation** That the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.

UB4 2018 Budget for Function 495 - (#22) South Cowichan Community Policing - Report from Finance Division (referred from November 1, 2017, Electoral Area Services Committee meeting) 183

- Recommendation** That the 2018 Budget for Function 495 – South Cowichan Comm. Policing be approved.

10. **NEW BUSINESS**

11. **QUESTION PERIOD**

12. **CLOSED SESSION**

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

CS M1 - Closed Session Electoral Area Services Committee Minutes of November 1, 2017

CS R1 - Report from Inspection & Enforcement Division, Re: Law Enforcement {Sub (1)(f)}

CS R2 - Verbal Report from Inspection & Enforcement Division, Re: Law Enforcement {Sub (1)(f)}

CS R3 - Verbal Report from Director Acton, Re: Law Enforcement {Sub (1)(f)}

CS R4 - Report from Inspections & Enforcement Division, Re: Potential Litigation {Sub (1)(g)}

13. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, December 6, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director I. Morrison
Director M. Marcotte
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, November 1, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 10:31 AM.

PRESENT: Director I. Morrison, Chair
 Director S. Acton
 Director M. Clement <until 2:15>
 Director K. Davis
 Director M. Dorey
 Director L. Iannidinardo <after 11:25 AM>
 Director K. Kuhn
 Director M. Marcotte
 Director A. Nicholson

ALSO PRESENT: R. Blackwell, General Manager, Land Use Services
 M. Kueber, General Manager, Corporate Services
 H. Hatami, General Manager, Engineering Services
 M. Tippet, Manager, Community Planning
 R. Conway, Manager, Development Services
 B. Farquhar, Manager, Parks & Trails
 R. Blackmore, Manager, Inspection & Enforcement
 B. Dennison, Manager, Water Management
 K. Miller, Manager, Environmental Services Division
 T. Waraich, Manager, Recycling & Waste Division
 C. Cowan, Manager, Public Safety
 L. Smith, Assistant Manager, Corporate Services Division
 J. Adair, Operations Superintendent
 T. Etherington, Utility Operations Superintendent
 R. Dias, Parks Superintendent
 J. Moore, Environmental Analyst/Technician
 R. Rondeau, Planner II
 S. Herrera, Planner II
 A. Duncan, Planner I
 J. Hughes, Recording Secretary

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the deletion of Item No. R9 (Verbal Report from Director M. Dorey, Electoral Area G - Saltair/Gulf Islands Re: Update on the Saltair Community Centre), and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of October 18, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of October 18, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

D1 Sherry Durnford, provided a PowerPoint presentation outlining her concerns regarding proposed Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) and requested denial of the application.

D2 Richard Graham was present regarding Revised Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) and he introduced Stuart Remple who read his submission providing his concerns over the proposed variance and requested denial of the application.

Mr. Graham noted that Randy Martin was unable to attend the meeting but asked that he read his submission to the Committee noting Mr. Martin's concerns over the proposed variance and requested denial of the application.

Mr. Graham concluded his presentation by reading his submission to the Committee noting his concerns over the proposed application and requested denial of the application.

REPORTS

R1 Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 m setback from the required landscaped buffer be approved.

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 m setback from the required landscaped buffer, be denied.

MOTION CARRIED

11:25 AM Director Iannidinardo arrived at 11:25 AM

R2 Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) to vary Section 8.6(b)(2) of Zoning Bylaw No. 985 be denied.

MOTION CARRIED

R3 Development Permit Application No. 06-E-17DP (4994 Polkey Road) - Staff Report from Development Services Division

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

- 1. That Development Permit Application No. 06-E-17DP (4994 Polkey Road) for the extension of a gravel parking area and removal of vegetation be authorized; and**
- 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 1490.**

MOTION CARRIED

R4 Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) - Report from Development Services Division

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

- 1. That Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) be approved;**
- 2. That Zoning Bylaw No. 3520 Section 12.7.4 (Setbacks) be varied for the west parcel line from 6 m to 0.3 m; and that Section 5.3.1.c.ii (Setback Exceptions) be varied to permit a canopy projection from 1 m to 1.91 m; and**
- 3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.3510.**

MOTION CARRIED

R5 Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) - Report from Development Services Division

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

- 1. That Development Permit Application No. 07-B-17DP be approved; and**
- 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.**

MOTION CARRIED

Director Clement was absent during the vote

R6 Rezoning Application No. 01-I-16RS (Official Community Plan and Zoning Amendment Application for PID: 000-222-348) - Report from Development Services Division

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

- 1. That Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 01-1-16RS; and**
- 2. That the draft amendment bylaws be referred to the Electoral Area Services Committee for consideration.**

MOTION CARRIED

The Committee agreed by consensus that Item R8 (Mill Bay/Malahat Critical Street Lighting Request - Report from Water Management Division) be moved after Item R6.

R8 Mill Bay/Malahat Critical Street Lighting Request - Report from Water Management Division

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

- 1. That two streetlights be installed across from 850 and 856 Deloume Road in Mill Bay as part of the Mill Bay/Malahat Critical Street Lighting Service Area; and**
- 2. That the operational costs associated with funding these streetlights be included in the 2018 budget for Function 557.**

MOTION CARRIED

12:40 PM The Committee took a recess at 12:40 PM

1:15 PM The meeting resumed at 1:15 PM

The Committee agreed by consensus that Item R23 (2018 Budget Review – Function 282 South Cowichan Parks – Report from Parks & Trails Division) be moved after Item R8.

R23 **It was moved and seconded that Item R23 - 2018 Budget Review – Function 282 South Cowichan Parks – Report from Parks & Trails Division be referred to the November 15, 2017, Electoral Area Services Committee meeting.**

MOTION CARRIED

R7 South Cowichan Water Study Update - Report from Environmental Services Division

Pat Lapsovic, Ministry of Forests, Lands, Natural Resource Operations and Rural Development provided a PowerPoint presentation regarding the status of the South Cowichan Watershed Management Program and its implications for long term planning and service delivery.

It was moved and seconded that it be recommended to the Board that following approval of the 2018 Budget for Function 531 – South Cowichan Water Study Plan, staff work with other key investigators including provincial and public entities on a strategic planning framework, proposed scope of policy and regulatory recommendations.

MOTION CARRIED

R9 Item R9 was deleted from the Agenda under Approval of Agenda.

2:15 PM Director Clement left the meeting at 2:15 PM.

R10 2018 Budget Review - Function 310 Animal Control - Report from Inspections & Enforcement Division

It was moved and seconded that the 2018 Budget for Function 310 - Animal Control be approved.

MOTION CARRIED

R11 2018 Budget Review - Function 320 Inspections & Enforcement - Report from Inspection & Enforcement Division

It was moved and seconded:

1. That the 2018 Budget for Function 320 - Inspections & Enforcement be approved.
2. That the supplemental request for a vehicle replacement be approved.
3. That the supplemental request to increase the building inspector position for 9 months be approved.
4. That the supplemental request for the first floor office renovation be approved.

It was moved and seconded that the motion be amended with the addition:

5. **That the full operating reserve (\$201,418) be used to reduce the Requisition.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. **That the 2018 Budget for Function 320 - Inspections & Enforcement be approved.**
2. **That the supplemental request for a vehicle replacement be approved.**
3. **That the supplemental request to increase the building inspector position for 9 months be approved.**
4. **That the supplemental request for the first floor office renovation be approved.**
5. **That the full operating reserve (\$201,418) be used to reduce the Requisition.**

MOTION CARRIED

R12 2018 Budget Review - Function 231 Mill Bay/Malahat Community Parks - Report from Parks & Trails Division

It was moved and seconded:

1. That the 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks be approved.

It was moved and seconded that the motion be amended with the addition:

2. **That Transfer to Capital Reserves be increased by \$25,000 for roadside pathways.**

3. That the Requisition be increased by \$25,000.

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. That the 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks be approved.
2. That Transfer to Capital Reserves be increased by \$25,000 for roadside pathways.
3. That the Requisition be increased by \$25,000.

MOTION CARRIED

R13

2018 Budget Review - Function 232 Shawnigan Lake Community Parks - Report from Parks & Trails Division

It was moved and seconded

1. That the 2018 Budget for Function 232 – Shawnigan Lake Community Parks be approved.
2. That the Supplemental Request for replacement of the Galland Road Park playground be approved.
3. That the Supplemental Request for the Elsie Miles Park Revitalization Phase II project be approved.

MOTION CARRIED

R14

2018 Budget Review - Function 233 Cobble Hill Community Parks - Report from Parks & Trails Division

It was moved and seconded:

1. That the 2018 Budget for Function 233 – Cobble Hill Community Parks be approved.
2. That the Supplemental Request for replacement of the Manley Creek Park Staircase be approved.

MOTION CARRIED

R15

2018 Budget Review - Function 234 Cowichan Bay Community Parks - Report from Parks & Trails Division

It was moved and seconded:

1. That the 2018 Budget for Function 234 – Cowichan Bay Community Parks be approved.

It was moved and seconded that the motion be amended with the addition:

2. That the Requisition be increased by \$35,000 for the Cowichan Bay Design Charrette.
3. That Consultants be increased by \$35,000.

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. That the 2018 Budget for Function 234 – Cowichan Bay Community Parks be approved.
2. That the Requisition be increased by \$35,000 for the Cowichan Bay Design Charrette.
3. That Consultants be increased by \$35,000.

MOTION CARRIED**R16**

2018 Budget Review - Function 235 Cowichan Station/Sahtlam/Glenora Community Parks - Report from Parks & Trails Division

It was moved and seconded:

1. That the 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks be approved.
2. That the Supplemental Request for the Area E Roadside Pathway project be approved.

It was moved and seconded that the motion be amended with the addition:

4. That Surplus be increased by \$38,000.
5. That Transfer from Capital Reserves be increased by \$25,000.
6. That Capital Land Improvements be increased by \$63,000.
7. That Minor Capital be decreased by \$7,500.
8. That Capital Lease Improvements be increased by \$7,500.

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. That the 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks be approved.
2. That the Supplemental Request for the Area E Roadside Pathway project be approved.
3. That Surplus be increased by \$38,000.
4. That Transfer from Capital Reserves be increased by \$25,000.
5. That Capital Land Improvements be increased by \$63,000.
6. That Minor Capital be decreased by \$7,500.
7. That Capital Lease Improvements be increased by \$7,500.

MOTION CARRIED

R17 2018 Budget Review - Function 236 Cowichan Lake South/Skutz Falls Community Parks - Report from Parks & Trails Division

It was moved and seconded that:

1. That the 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks be approved.
2. That the Supplemental Request for the Central Park Playground Replacement Phase II works be approved.

It was moved and seconded that the motion be amended with the addition:

- 3. That the Requisition be decreased by \$8,500.**
- 4. That Transfer from Operating Reserves be increased by \$8,500.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded that:

- 1. That the 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks be approved.**
- 2. That the Supplemental Request for the Central Park Playground Replacement Phase II works be approved.**
- 3. That the Requisition be decreased by \$8,500.**
- 4. That Transfer from Operating Reserves be increased by \$8,500.**

MOTION CARRIED

R18 2018 Budget Review - Function 237 Saltair Community Parks - Report from Parks & Trails Division

It was moved and seconded that the 2018 Budget for Function 237 – Saltair Community Parks be approved.

MOTION CARRIED

R19 2018 Budget Review - Function 238 North Oyster/Diamond Community Parks - Report from Parks & Trails Division

It was moved and seconded that the 2018 Budget for Function 238 – North Oyster/Diamond Community Parks be approved.

MOTION CARRIED

R20 2018 Budget Review - Function 239 Youbou/Meade Creek Community Parks - Report from Parks & Trails Division

It was moved and seconded

- 1. That the 2018 Budget for Function 239 – Youbou/Meade Creek Community Parks be approved.**

2. That the Supplemental Request for the Arbutus Park Revitalization Phase II works be approved.

MOTION CARRIED

R21 2018 Budget Review - Function 279 Parks & Trails - Report from Parks & Trails Division

That the Parks & Trails Volunteer Coordinator 0.5 FTE position cost-shared between Function 279 – Parks & Trails (\$16,838) and Function 280 – Regional Parks (\$16,838) not be approved.

MOTION DEFEATED

It was moved and seconded that the 2018 Budget for Function 279 – Parks & Trails be approved.

MOTION CARRIED

R22 2018 Budget Review - Function 281 Bright Angel Park - Report from Parks & Trails Division

It was moved and seconded

1. That the 2018 Budget for Function 281 – Bright Angel Park be approved.
2. That the Supplemental Request for the Bright Angel Park Suspension Bridge wooden towers replacement project be approved.

MOTION CARRIED

3:05 PM The Committee took a recess at 3:05 PM

3:15 PM The meeting resumed at 3:15 PM

R24 2018 Budget Review - Function 456 Saltair Recreation - Report from Parks & Trails Division

It was moved and seconded that the 2018 Budget for Function 456 Saltair Recreation be approved.

MOTION CARRIED

R25 2018 Budget Review - Function 490 Thetis Island Wharf - Report from Parks & Trails Division

It was moved and seconded that the 2018 Budget for Function 490 - Thetis Island Wharf be approved.

MOTION CARRIED

R26 2018 Budget Review - Function 491 Thetis Island Boat Launch - Report from Parks & Trails Division

It was moved and seconded that the 2018 Budget for Function 491 - Thetis Island Boat Launch be approved.

MOTION CARRIED

R27 2018 Budget Review - Function 130 Electoral Feasibility Studies - Report from Water Management Division

It was moved and seconded that the 130 - Electoral Feasibility Studies 2018 Draft Budget be approved.

MOTION CARRIED

R28 2018 Budget Review - Function 550-586 Street Lighting - Report from Water Management Division

It was moved and seconded:

1. That the 550 Street Lighting Mesachie 2018 Draft Budget be approved.
2. That the 551 Street Lighting Youbou 2018 Draft Budget be approved.
3. That the 552 Street Lighting Brentwood College 2018 Draft Budget be approved.
4. That the 553 Street Lighting Cowichan Bay 2018 Draft Budget be approved.
5. That the 554 Street Lighting Honeymoon Bay 2018 Draft Budget be approved.
6. That the 555 Street Lighting Mill Bay 2018 Draft Budget be approved.
7. That the 556 Street Lighting Cobble Hill 2018 Draft Budget be approved.
8. That the 557 Critical Street Lighting "A" 2018 Draft Budget be approved.
9. That the 558 Critical Street Lighting "B" 2018 Draft Budget be approved.
10. That the 559 Critical Street Lighting "C" 2018 Draft Budget be approved.
11. That the 560 Critical Street Lighting "D" 2018 Draft Budget be approved.
12. That the 561 Critical Street Lighting "E" 2018 Draft Budget be approved.
13. That the 565 Critical Street Lighting "I" 2018 Draft Budget be approved.
14. That the 580 Wilmot Road Street Lighting 2018 Draft Budget be approved.
15. That the 581 Sentinel Ridge Street Lighting 2018 Draft Budget be approved.
16. That the 583 Twin Cedars Street Lighting 2018 Draft Budget be approved.
17. That the 585 Arbutus Mt. Street Lighting 2018 Draft Budget be approved.
18. That the 586 Mill Springs Street Lighting 2018 Draft Budget be approved.

MOTION CARRIED

R29 2018 Budget Review - Function 601-690 Water - Report from Water Management Division

It was moved and seconded:

1. That the 601 Satellite Park Water System 2018 Draft Budget be approved.

2. That the 603 Douglas Hill Water System 2018 Draft Budget be approved.
3. That the 604 Lambourn Water System 2018 Draft Budget be approved.
4. That the 605 Arbutus Mt. Water System 2018 Draft Budget be approved.
5. That the 608 Fern Ridge Water System 2018 Draft Budget be approved.
6. That the 611 Bald Mountain Water System 2018 Draft Budget be approved.
7. That the 613 Dogwood Ridge Water System 2018 Draft Budget be approved;
and
That the Supplementary request for well 2 rehabilitation be approved.
8. That the 615 Arbutus Ridge Water System 2018 Draft Budget be approved;
and That the Supplementary request for distribution system looping project be approved.
9. That the 616 Carlton Water System 2018 Draft Budget be approved.
10. That the 617 Shellwood Water System 2018 Draft Budget be approved.
11. That the 618 Woodley Range Water System 2018 Draft Budget be approved.
12. That the 619 Burnum Water System 2018 Draft Budget be approved.
13. That the 620 Mesachie Lake Water System 2018 Draft Budget be approved.
14. That the 640 Saltair Water System 2018 Draft Budget be approved.
15. That the 652 Central Youbou Water Debt 2018 Draft Budget be approved.
16. That the 653 Youbou Water System 2018 Draft Budget be approved.
17. That the 660 Honeymoon Bay Water System 2018 Draft Budget be approved.
18. That the 661 Honeymoon Bay (Sutton Creek) Water Debt 2018 Draft Budget be approved.
19. That the 662 Honeymoon Bay (Well #2) Water Debt 2018 Draft Budget be approved.
20. That the 670 Cherry Point Estates Water System 2018 Draft Budget be approved.
21. That the 680 Shawnigan Lake North Water System 2018 Draft Budget be approved.
22. That the 681 Shawnigan Lake Weir 2018 Draft Budget be approved.
23. That the 690 Kerry Village Water System 2018 Draft Budget be approved.

It was moved and seconded that #13 (Function 620 Mesachie Lake Water System) be amended as follows:

13. **That the 620 Mesachie Lake Water System 2018 Draft Budget not increase the user fees by \$30, reduce Revenue by \$1,500, decrease Consultants by \$2,000 and increase Contingency by \$500; and that the 620 Mesachie Lake Water System 2018 Draft Budget, as amended, be approved.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. **That the 601 Satellite Park Water System 2018 Draft Budget be approved.**
2. **That the 603 Douglas Hill Water System 2018 Draft Budget be approved.**
3. **That the 604 Lambourn Water System 2018 Draft Budget be approved.**
4. **That the 605 Arbutus Mt. Water System 2018 Draft Budget be approved.**
5. **That the 608 Fern Ridge Water System 2018 Draft Budget be approved.**
6. **That the 611 Bald Mountain Water System 2018 Draft Budget be approved.**

7. That the 613 Dogwood Ridge Water System 2018 Draft Budget be approved; and
That the Supplementary request for well 2 rehabilitation be approved.
8. That the 615 Arbutus Ridge Water System 2018 Draft Budget be approved; and That the Supplementary request for distribution system looping project be approved.
9. That the 616 Carlton Water System 2018 Draft Budget be approved.
10. That the 617 Shellwood Water System 2018 Draft Budget be approved.
11. That the 618 Woodley Range Water System 2018 Draft Budget be approved.
12. That the 619 Burnum Water System 2018 Draft Budget be approved.
13. That the 620 Mesachie Lake Water System 2018 Draft Budget not increase the user fees by \$30, reduce Revenue by \$1,500, decrease Consultants by \$2,000 and increase Contingency by \$500; and that the 620 Mesachie Lake Water System 2018 Draft Budget, as amended, be approved.
14. That the 640 Saltair Water System 2018 Draft Budget be approved.
15. That the 652 Central Youbou Water Debt 2018 Draft Budget be approved.
16. That the 653 Youbou Water System 2018 Draft Budget be approved.
17. That the 660 Honeymoon Bay Water System 2018 Draft Budget be approved.
18. That the 661 Honeymoon Bay (Sutton Creek) Water Debt 2018 Draft Budget be approved.
19. That the 662 Honeymoon Bay (Well #2) Water Debt 2018 Draft Budget be approved.
20. That the 670 Cherry Point Estates Water System 2018 Draft Budget be approved.
21. That the 680 Shawnigan Lake North Water System 2018 Draft Budget be approved.
22. That the 681 Shawnigan Lake Weir 2018 Draft Budget be approved.
23. That the 690 Kerry Village Water System 2018 Draft Budget be approved.

MOTION CARRIED

R30

2018 Budget Review - Function 701-799 Drainage - Report from Water Management Division

It was moved and seconded:

1. That the 701 Wilmot Road Drainage System 2018 Draft Budget be approved.
2. That the 702 Sentinel Ridge Drainage System 2018 Draft Budget be approved.
3. That the 703 Shawnigan Lake East Drainage System 2018 Draft Budget be approved.
4. That the 705 Arbutus Mt. Drainage System 2018 Draft Budget be approved.
5. That the 707 Lanes Road Drainage System 2018 Draft Budget be approved.
6. That the 711 Bald Mountain Drainage System 2018 Draft Budget be approved.
7. That the 714 Cobble Hill Drainage System 2018 Draft Budget be approved.

8. That the 715 Arbutus Ridge Drainage System 2018 Draft Budget be approved.
9. That the 799 Shawnigan Creek Cleanout System 2018 Draft Budget be approved.
10. That the 716 Shawnigan Station Drainage System Five Year Plan be approved.

MOTION CARRIED

R31

2018 Budget Review - Function 800-860 Sewer - Report from Water Management Division

It was moved and seconded:

1. That the 800 Cowichan Bay Sewer System 2018 Draft Budget be approved.
2. That the 801 Brulette Sewer System 2018 Draft Budget be approved.
3. That the 802 Sentinel Ridge Sewer System 2018 Draft Budget be approved.
4. That the 803 Twin Cedars Sewer System 2018 Draft Budget be approved.
5. That the 804 Lambourn Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for a capital inflow and infiltration program be approved.
6. That the 805 Arbutus Mt. Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for a treatment plant Inlet Screen be approved.
7. That the 809 Cobble Hill Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for design of a treatment plant replacement be approved.
8. That the 810 Mesachie Lake Sewer System 2018 Draft Budget be approved.
9. That the 811 Bald Mountain Sewer System 2018 Draft Budget be approved.
10. That the 813 Mill Springs Sewer System 2018 Draft Budget be approved.
11. That the 815 Arbutus Ridge Sewer System 2018 Draft Budget be approved.
12. That the 820 Eagle Heights Sewer System 2018 Draft Budget be approved.
13. That the 830 Maple Hills Sewer System 2018 Draft Budget be approved.
14. That the 840 Shawnigan Beach Estates Sewer System 2018 Draft Budget be approved.
15. That the 850 Kerry Village Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for a treatment plant inlet screen be approved.
16. That the 860 Youbou Sewer System 2018 Draft Budget be approved.

MOTION CARRIED

R32 2018 Budget Review - Function 515 Curbside Collection Service - Report from Recycling & Waste Management Division

It was moved and seconded that Function 515 Curbside Collection 2018 Budget be approved.

MOTION CARRIED

R33 2018 Budget Review - Function 531 South Cowichan Water Study - Report from Environmental Services Division

It was moved and seconded that the 2018 Budget for Function 531 - South Cowichan Water Study be approved.

MOTION CARRIED

R34 2018 Budget Review - Function 540 South Sector Liquid Waste Management Plan - Report from Environmental Services Division

It was moved and seconded:

1. That the 2018 Budget for Function 540 - South Sector Liquid Waste Management Plan be approved.

It was moved and seconded that the motion be amended with the addition:

2. That the Requisition be reduced by \$16,664.
3. That the Transfer from Operating Reserve be increased by \$16,664.

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. That the 2018 Budget for Function 540 - South Sector Liquid Waste Management Plan be approved.
2. That the Requisition be reduced by \$16,664.
3. That the Transfer from Operating Reserve be increased by \$16,664.

MOTION CARRIED

R35 2018 Budget Review - Function 350 Fire Protection North Oyster - Report from Public Safety Division

It was moved and seconded:

1. That the 2018 Budget for function 350 - North Oyster Fire Protection be approved.
2. That the Supplementary Request for the Emergency Water Source be approved.

MOTION CARRIED

R36 2018 Budget Review - Function 351 Fire Protection Mesachie Lake - Report from Public Safety Division

It was moved and seconded that the 2018 Budget for Function 351 - Fire Protection Mesachie Lake be approved.

MOTION CARRIED

R37 2018 Budget Review - Function 352 Fire Protection Cowichan Lake - Report from Public Safety Division

It was moved and seconded that the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be referred to the November 15, 2017, Electoral Area Services Committee meeting.

MOTION CARRIED

R38 2018 Budget Review - Function 353 Fire Protection Saltair - Report from Public Safety Division

It was moved and seconded that the 2018 Budget for Function 353 - Fire Protection Saltair be approved.

MOTION CARRIED

R39 2018 Budget Review - Function 354 Fire Protection Sahtlam - Report from Public Safety Division

It was moved and seconded:

1. That the 2018 Budget for Function 354 - Fire Protection Sahtlam be approved.
2. That the Supplementary request for a Water Storage Tank be approved.

It was moved and seconded that the motion be amended with the addition:

- 3. That the Requisition be increased by \$75,000.**
- 4. That Transfer to Capital Reserves be increased by \$75,000.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

- 1. That the 2018 Budget for Function 354 - Fire Protection Sahtlam be approved.**
- 2. That the Supplementary request for a Water Storage Tank be approved.**
- 3. That the Requisition be increased by \$75,000.**
- 4. That Transfer to Capital Reserves be increased by \$75,000.**

MOTION CARRIED

R40 2018 Budget Review - Function 355 Fire Protection Malahat - Report from Public Safety Division

It was moved and seconded:

- 1. That Contingency be reduced by \$14,137.**
- 2. That Transfer to Capital Reserve be reduced by \$4,134.**
- 3. That the Requisition be reduced by \$18,271.**
- 4. That the 2018 Budget for Function 355 - Fire Protection Malahat, as amended, be approved.**
- 5. That the Supplementary request for an Emergency Generator be approved.**

MOTION CARRIED

R41 2018 Budget Review - Function 356 Fire Protection Eagle Heights - Public Safety Division

It was moved and seconded that the 2018 Budget for Function 356 - Fire Protection Eagle Heights be approved.

MOTION CARRIED

R42 2018 Budget Review - Function 357 Fire Protection Honeymoon Bay - Report from Public Safety Division

It was moved and seconded:

- 1. That Gas Tax Revenue be increased by \$16,671.**
- 2. That Contingency be reduced by \$3,109.**
- 3. That Transfer to Capital Reserves be increased to \$19,780.**
- 4. That the 2018 Budget for Function 357 – Fire Protection Honeymoon Bay, as amended, be approved.**

MOTION CARRIED

R43 2018 Budget Review - Function 358 Fire Protection Youbou - Report from Public Safety Division

It was moved and seconded:

- 1. That the 2018 Budget for Function 358 - Fire Protection Youbou be approved.**
- 2. That the Supplementary request for a Vehicle Exhaust Removal System be approved.**

It was moved and seconded that the motion be amended with the addition:

- 3. That the Transfer from Operating Reserves be increased by \$12,354.**
- 4. That the Requisition be decreased by \$12,354.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. That the 2018 Budget for Function 358 - Fire Protection Youbou be approved.
2. That the Supplementary request for a Vehicle Exhaust Removal System be approved.
3. That the Transfer from Operating Reserves be increased by \$12,354.
4. That the Requisition be decreased by \$12,354.

MOTION CARRIED

R44 2018 Budget Review - Function 102 Vancouver Island Regional Library - Report from Finance Division

It was moved and seconded that the 2018 Budget for Function 102 – Vancouver Island Regional Library be approved.

MOTION CARRIED

R45 2018 Budget Review - Electoral Area Grant in Aid Functions - Report from Finance Division

It was moved and seconded:

1. That the 2018 Budget for Function 111 – Grant in Aid – Area A be approved.
2. That the 2018 Budget for Function 112 – Grant in Aid – Area B be approved.
3. That the 2018 Budget for Function 113 – Grant in Aid – Area C be approved.
4. That the 2018 Budget for Function 114 – Grant in Aid – Area D be approved.
5. That the 2018 Budget for Function 115 – Grant in Aid – Area E be approved.
6. That the 2018 Budget for Function 116 – Grant in Aid – Area F be approved.
7. That the 2018 Budget for Function 117 – Grant in Aid – Area G be approved.
8. That the 2018 Budget for Function 118 – Grant in Aid – Area I be approved.

MOTION CARRIED

R46 2018 Budget Review - Grant Functions for Non Profit Organizations - Report from Finance Division

It was moved and seconded:

1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.
2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved
3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.
4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.
5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.
6. That the 2018 Budget for Function 451 – Recreation – Glenora be approved.

7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.
8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.
9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.
10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.
11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.
12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.
13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.
14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.
15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.
16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.
17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.
18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.
20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.
21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.
23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.
24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.
25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.
26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.
27. That the 2018 Budget for Function 438 – Theatre – North Cowichan be approved.
28. That the 2018 Budget for Function 439 – Theatre – Ladysmith be approved.

It was moved and seconded that that the Draft 2018 Budgets #27 (Function 438 – Theatre–North Cowichan) and #28 (Function 439 – Theatre–Ladysmith) be referred to the Corporate Services Committee.

MOTION CARRIED

It was moved and seconded that the motion be amended with the addition:

6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved and that the Contribution to the Community Facility be increased by \$1,711 and Requisition be increased \$1,711.

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.
2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved
3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.
4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.
5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.
6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved; and that the Contribution to the Community Facility be increased by \$1,711 and Requisition be increased \$1,711.
7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.
8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.
9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.
10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.
11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.
12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.
13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.
14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.
15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.
16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.
17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.
18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.
20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.
21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.
23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.
24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.
25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.
26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.

MOTION CARRIED

It was moved and seconded:

- 19. That the 2018 Budget for Function 488 – Shawnigan Basin Society be referred to the November 15, 2017, Electoral Area Services Committee meeting.**

MOTION CARRIED

It was moved and seconded:

- 22. That the 2018 Budget for Function 495 – South Cowichan Community Policing be referred to the November 15, 2017, Electoral Area Services Committee meeting.**

MOTION CARRIED

R47

2018 EASC Budget Report - Report from General Manager, Land Use Services Department

It was moved and seconded:

- 1. That the 2018 Budget for Function 325 – Community Planning be amended to include the Developers Handbook with a cost up to \$20,000 be approved.**
- 2. That Operating Reserves be increased by \$20,000.**

MOTION CARRIED

It was moved and seconded:

- 1. That the 2018 Budget for Function 325 – Community Planning be amended to include Area F Design Charrette with a cost up to \$70,000 be approved.**
- 2. That the Requisition be increased by \$70,000.**

MOTION CARRIED

It was moved and seconded that the Electoral Area Directors Support Staff proposed for Function 250 – Electoral Area Services not be approved.

MOTION CARRIED

It was moved and seconded:

- 1. That the 2018 Budget for Function 325 – Community Planning be amended to include Planning Policy Support Staff (term) with a cost of \$108,800.**
- 2. That the Requisition be increased by \$108,800.**

MOTION CARRIED

5:09 PM

The Committee took a recess at 5:09 PM

5:16 PM

The meeting resumed at 5:16 PM

R48 2018 Budget Review - Function 250 Electoral Area Services - Report from Community Planning Division

It was moved and seconded:

1. That the 2018 Budget for Function 250 - Electoral Area Services be approved.

It was moved and seconded that motion be amended with the addition:

2. **Reduce Conference Expenses Contingency by \$6,000.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded:

1. **That the 2018 Budget for Function 250 - Electoral Area Services be approved.**
2. **That Conference Expenses Contingency be reduced by \$6,000.**

MOTION CARRIED

It was moved and seconded that the 2018 Budget for Function 250 – Electoral Area Services be further amended by:

1. **That Operating Reserves be increased by \$42,000.**
2. **That the Requisition be decreased by \$48,000.**

MOTION CARRIED

R49 2018 Budget Review - Function 325 Community Planning - Report from Community Planning Division

It was moved and seconded:

1. **That the 2018 Budget for Function 325 - Community Planning; and**
2. **That the Supplementary request for additional office renovation work be referred back to staff.**

MOTION DEFEATED

It was moved and seconded It was moved and seconded:

1. That the 2018 Budget for Function 325 - Community Planning be approved.
2. That the Supplementary request for additional office renovation work be approved.

It was moved and seconded that motion be amended with the addition:

3. **That the Surplus be increased by \$15,000.**
4. **That the Riparian Sign Expense be increased by \$15,000.**

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded It was moved and seconded:

- 1. That the 2018 Budget for Function 325 - Community Planning be approved.**
- 2. That the Supplementary request for additional office renovation work be approved.**
- 3. That the Surplus be increased by \$15,000.**
- 4. That the Riparian Sign Expense be increased by \$15,000.**

MOTION CARRIED

It was moved and seconded that the Corporate Secretary prepare a report to the Electoral Area Services Committee outlining increased voting opportunities and associated costs for the 2018 General Election.

MOTION CARRIED

CLOSED SESSION

5:53 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)(f) Law Enforcement and adoption of the Closed Session Electoral Area Services Committee minutes of October 18, 2017.

MOTION CARRIED

6:05 PM It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

6:05 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Chair

Recording Secretary

Dated: _____



COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director Acton Area B

Grantee: Mariam Davies Grant Amount \$ 600 -

NAME: Shawnigan Lake Community Association

ADDRESS: 2801 Renfrew Rd
Shawnigan Lake, BC
V0R 2W1

Contact Phone No: 250 743 2137

PURPOSE OF GRANT: Christmas Light up in Elsie Miles Park

REQUESTED BY: [Signature]
 Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0368 - 112</u>	<u>600.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____



CVRD RECEIVED NOV - 6 2017

COWICHAN VALLEY REGIONAL DISTRICT Finance Division

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

Submitted by Director KUHN Area I

Grantee: Yoursou Community Assoc. Grant Amount \$ 1000.-

NAME: Pat Miller

ADDRESS: to be picked up by K. KUHN

Contact Phone No:

PURPOSE OF GRANT: New Years Dance

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
01-2-1950-0425-118	1000.00

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

Subject: Request for Financial Assistance

From: Pat Miller <millbayrealtor@gmail.com>

Date: 2017-10-26 5:38 PM

To: Klaus Kuhn <K.K@shaw.ca>, Klaus Kuhn <kkuhn@cverd.bc.ca>

CC: Lori Lafave <llafave6@icloud.com>, HARRY RING <hkring@shaw.ca>, julia@raedwulf.org, randall <randall@raedwulf.org>, lpamhen@hotmail.com, Karen Dunnigan <kareninubo@gmail.com>, "Cassy's Coffee House Youbou" <cassyscoffeehouse@gmail.com>

Hi Klaus

We the Youbou Community Association would like request your assistance in bringing the Community together with a New Years Dance at the Youbou Community Hall. We have put together a budget (attached) and find we require addition funding to complete are task.

We would be very grateful if you would request from the CVRD \$1,000.00 which is our shortfall to complete our project.

Should you require any further information please do not hesitate to call.

Thank you in advance



Patrick (Pat) Miller Realtor®

Pemberton Holmes Realty Duncan

Phone (250) 920-9690

Email pat@patrickmiller.ca

Web Page patrickmiller.ca

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any form of distribution. Copying or disclosure is strictly prohibited. If you have received this message in error, please notify me immediately by email (pat@patrickmiller.ca) and permanently delete this message

— Attachments: —

New Years Dance.xlsx

10.0 kB

Youbou New Years Dance

Budget

Expenses

Band	1500.00
Food	350.00
Decorations	200.00
Liquor	880.00
Security	250.00
Bus	600.00
Advertising	120.00
Hall	0.00
Insurance	200.00
Total	<u>4100.00</u>

Additional Rider is required for Liquor

Income

Ticket Sales	100	15.00	1500.00
Liquor	320	5.00	1600.00

Total			<u>3100.00</u>
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Shortfall			1000.00
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COWICHAN VALLEY REGIONAL DISTRICT

CVRD RECEIVED NOV - 8 2017

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

Submitted by Director KLAUS KUHN Area I

Grantee: Grant Amount \$ 4,000.00

NAME: Youbou Community Church Society

ADDRESS: 10648 Youbou ROAD
Youbou BC V0R 3E1

Contact Phone No: Rev. D. JOHN BURTON - 778-429-8100

PURPOSE OF GRANT: Upgrades + Repairs to the
Youbou Community Church including chimney
+ Roof.

REQUESTED BY: [Signature]
Director/Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950-0156-118</u>	<u>4,000.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

VENDOR NO. _____

Disposition of Cheque:

Mail to above address: _____

Return to _____

Attach to letter from _____

Other _____

Approval at Regional Board Meeting of _____

Finance Authorization _____

Youbou Community Church Society

March 31, 2017

Mr. Klaus Kuhn
Area I Director
Cowichan Valley Regional District

Mr. Kuhn,

On behalf of the Youbou Community Church Society I am submitting a Grant-In-Aid request in the amount of \$4,000.00 to assist with the cost of repairs and upgrading of the historic church here in Youbou.

As you know, we are dependent on the kindness of others and donations from the community for the upkeep and maintenance of this historic building. A number of the members are putting in many volunteer hours to make improvements and bring the church up to code putting in approximately 4-5 hours each week. The average work party is 8 - 10 people weekly and so far they have put in approximately 9 weeks of volunteer work hours consisting of 4-5 hours each week.


The following are some of the improvements we are currently working on:

- Chimney – repairs are being made with an estimated cost of \$3,000.00.
- The kitchen has now been completed and we are now ready for inspection to satisfy the requirements for a Food Safe Kitchen.
- The roof of the church is leaking and needs to be replaced at an estimated cost of \$11,000.00
- Much of the siding on the church has been replaced however it is still a work in progress.
- The stairwell to the upper hall is still in need of repair, cost unknwn at this time.

The mandate of the Youbou Community Church Society is to “administer and maintain the Youbou Community Church and to offer the use of the building free of charge to community groups”.

Unfortunately, due to code requirements, and the building being in need of upgrades, we have not been able to promote the use of the building as much as we would have liked. It is our hope, and through the dedicated work of our many volunteers, that once the code regulations have been met and repairs completed, we will once again be able to promote the use of the building.

Respectfully submitted,



<i>Klaus Kuhn</i>	
Board:	
Committee(s):	
<i>[Signature]</i>	NOV. 2 / 17



File: For: 10420-01

November 3, 2017

Mike Tippett
 Manager, Community and Regional Planning Division
 Cowichan Valley Regional District
 175 Ingram Street
 Duncan, British Columbia
 V9L 1N8

Via email: mtippett@cvrd.bc.ca

Dear Mike Tippett:

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) is proposing to establish protected areas for the purpose of conservation of the Coastal Douglas-fir (CDF) biogeoclimatic (BEC) zone. The global range of the CDF BEC zone lies almost entirely in British Columbia (BC). This BEC zone has the greatest number of species and ecosystems at risk in BC¹. The CDF zone is highly threatened with only 8% of the zone protected², <1% of old growth forests remaining³, and approximately half of the zone permanently converted due to development (e.g. agriculture and residential)⁴. Land ownership in the CDF zone presents a challenge for achieving biodiversity conservation objectives, as only 9% of the CDF is on Crown land and 80% is privately owned.

In order to achieve further protection of CDF plant communities, the ministry is proposing to establish objectives and designate areas totalling 1,125 ha for the purpose of the protection of Coastal Douglas-fir (CDF) moist maritime (mm) BEC zone plant communities. The areas being proposed would be managed under two different mechanisms in order to provide protection from both forest harvesting and land-use activities.

The first mechanism is establishing *Forest and Range Practices Act* objectives under Section 93.4 of the *Land Act* for the purpose of protection of CDFmm plant communities. Instead of establishing a new order, the Ministry is proposing to amend the existing CDF Order, signed July 26, 2010 (hereafter the CDF Order), to include these new areas. As part of this amendment, and for the purpose of administrative simplicity, the Ministry is also proposing to include within the CDF Order all areas currently designated under the CDF Old Growth Management Areas (OGMA) Order, signed September 16, 2011 (hereafter the CDF OGMA Order).

¹ BC Species and Ecosystems Explorer (December 14, 2016)

² Cook, J. 2011. Coastal Douglas Fir (CDF) Zone Protected Areas Ecosystem Representation Analysis. Deliverables Report. Ministry of Forests, Lands, & Natural Resource Operations. Nanaimo, BC.

³ Madrone Environmental Services Ltd. 2008. Terrestrial Ecosystem Mapping of the Coastal Douglas-Fir Biogeoclimatic Zone. Duncan, BC.

⁴ Hectares BC (2010 query)

.../2

**Ministry of Forests, Lands,
 Natural Resource Operations
 and Rural Development**

South Island Natural
 Resource District

Mailing Address:
 4885 Cherry Creek Road
 Port Alberni BC V9Y 8E9

Tel: (250) 731-3000
 Fax: (250) 731-3010

Website: www.for.gov.bc.ca/dsi

Mike Tippet
Cowichan Valley Regional District

The second mechanism is using a ‘conditional withdrawal’ under Section 17 of the *Land Act* to designate these areas and impose terms and conditions for the conservation of CDFmm plant communities. This designation would allow these areas to be withdrawn from disposition under the *Land Act* for any uses that are not compatible with the purpose of CDFmm plant community protection.

The proposed new areas are part of the Crown forested land-base and are located along the southeast coast of Vancouver Island and on the Southern Gulf Islands (see attached overview map and shapefiles). The parcels are forested with young to mature stands, and are predominantly small areas (approximately 5 ha to 250 ha) adjacent to existing protected areas and private land.

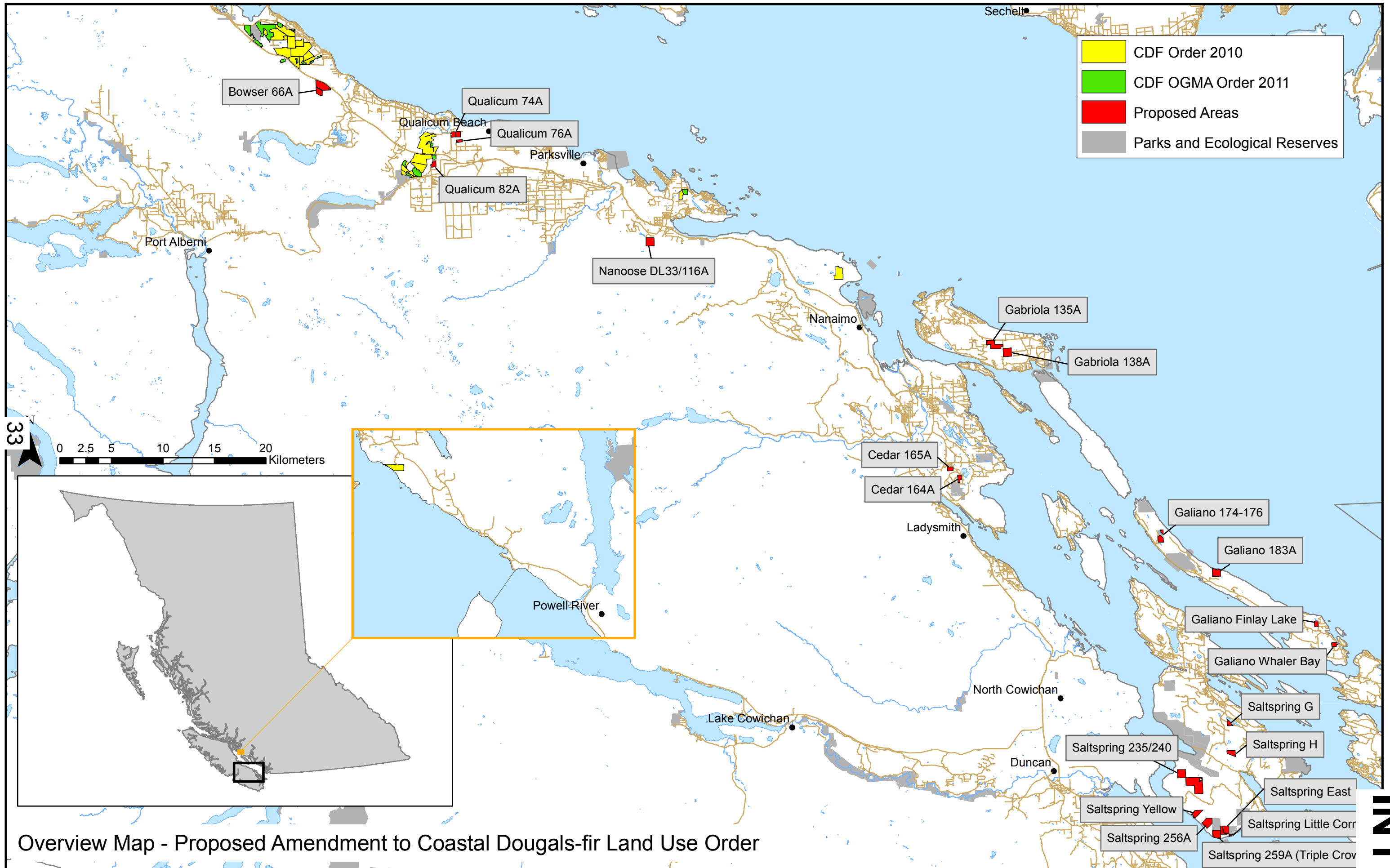
If you have any questions or comments regarding the proposed amendment to the CDF Order and the proposed Section 17 designation, please contact CDFOrderAmendment2017@gov.bc.ca. All comments must be received by January 15 2018.

For more information, please refer to the attached documents. These documents and additional supporting information will also be shared for public review the week of November 6, 2017. This will be available at: <https://www.for.gov.bc.ca/TASB/SLRP/southisland/CDFAmendment.html>.

Sincerely,

South Island Natural Resource District

Attachment: Questions_and_Answers_Nov2017.pdf
Overview_Map_Nov2017.pdf
CDFparcels_Nov2017.shp
CDFparcels_Nov2017.sbn
CDFparcels_Nov2017.sbx
CDFparcels_Nov2017.shx
CDFparcels_Nov2017.prj



Overview Map - Proposed Amendment to Coastal Douglas-fir Land Use Order

Questions and Answers to guide review of the proposed amendment to the Coastal Douglas-fir moist maritime (CDFmm) Biogeoclimatic Subzone Ministerial Order

October 31 2017

Acronyms:

CDF	Coastal Douglas-fir	THLB	timber harvesting land-base
CDFmm	Coastal Douglas-fir moist maritime	TEM	terrestrial ecosystem mapping
BEC	biogeoclimatic	SINRD	South Island Natural Resource District
OGMA	old growth management area	FLNRORD	Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Q: Why do we need CDF protection?

A: The global range of the CDFmm BEC zone lies almost entirely within British Columbia, where it is the smallest and most at-risk BEC zone in the Province¹. The CDF is limited to a small part of southeastern Vancouver Island, several islands in the Strait of Georgia, and a narrow strip of the adjacent mainland – where it is confined to elevations mostly below 150 m. Climate and plant communities similar to those of the CDF in British Columbia occur in Washington on the San Juan Islands.

The CDFmm BEC zone has the greatest number of species-at-risk in BC, including 35 red-listed and 9 blue-listed ecological communities². It is highly threatened with only 8% of the zone protected³, <1% of the zone currently in old growth forest condition⁴, and approximately half of the zone has been permanently converted due to land-use change (e.g. agriculture and residential development)⁵. Land ownership in the CDF zone provides for a challenging environment to provide protection, as only 9% of the CDF is on Crown land – of this, approximately 40% is protected (not including the proposed new areas).

Q: What is being amended?

A: The existing CDF Order, signed on July 26, 2010, legally established a land use objective for the purpose of the *Forest and Range Practices Act* under Section 93.4 of the *Land Act*.

This objective consists of three distinct parts: (1) protect all CDFmm BEC zone plant communities within specified polygons; (2) up to 5% of a polygon may be disturbed if there is no practicable alternative for road access or other infrastructure or to address a safety concern; and, (3) that the areas to which the objectives apply are provided by the spatial dataset ([//www.geobc.gov.bc.ca](http://www.geobc.gov.bc.ca)).

A copy of the CDF Order has been provided as part of this review process.

Q. What are the proposed changes to the existing CDF Order?

A: The main change being proposed is to add 1,125 ha to the existing CDF Order so that these areas are covered under the same legal objectives as the existing areas, to protect CDF plant communities.

¹ Coastal Douglas-fir Conservation Partnership: Conservation Strategy 2015, Judith Cullington & Associates

² BC Species and Ecosystems Explorer (December 14, 2016)

³ Cook, J. 2011. Coastal Douglas Fir (CDF) Zone Protected Areas Ecosystem Representation Analysis. Deliverables Report. Ministry of Forests, Lands, & Natural Resource Operations. Nanaimo, BC.

⁴ Madrone Environmental Services Ltd. 2008. Terrestrial Ecosystem Mapping of the Coastal Douglas-Fir Biogeoclimatic Zone. Duncan, BC.

⁵ Hectares BC (2010 query)

These new areas are located on Crown land on the southeast coast of Vancouver Island and the southern Gulf Islands. Details on proposed locations and boundaries can be found in the Overview Map, Schedules 1 to 12 (detailed maps) and the shapefiles provided as part of this review process.

We are also proposing to add the areas from the CDF Old Growth Management Areas (OGMA) Order to the amended CDF Order. The CDF OGMA Order, signed September 16, 2011, legally established a land use objective for the purpose of the *Forest and Range Practices Act* under Section 93.4 of the *Land Act*. The objectives are the same as the CDF Order. Adding the areas from the CDF OGMA Order to the CDF Order does not change the designation of these areas but allows for more administrative simplicity and the ability to track overall CDF conservation.

Q: How are these areas being protected?

A: The proposed new areas and all the existing areas covered under the CDF Order would be managed under two different mechanisms.

The first mechanism would protect the proposed areas from logging by establishing *Forest and Range Practices Act* objectives under Section 93.4 of the *Land Act* for the purpose of protection of CDFmm plant communities. Instead of establishing a new order, the Ministry is proposing to amend the existing CDF Order to include these new areas. As part of this amendment and for the purpose of administrative simplicity, the Ministry is also proposing to include all areas currently designated under the CDF OGMA Order within the CDF Order.

The second mechanism is using a ‘conditional withdrawal’ under Section 17 of the *Land Act* to designate these areas and impose terms and conditions for the conservation of CDFmm plant communities. This designation would not allow these areas to be used for activities under the *Land Act* that are not compatible with CDFmm plant community protection. Compatible use would be determined on a case-by-case basis by FLNRORD staff.

Q: What activities are allowed within these areas?

A: Under the CDF Order, no forestry tenures or commercial harvesting will be allowed within these specified areas. However, a maximum of up to 5% of the area of each polygon may be disturbed to provide for specified activities if there is no other practicable option. This allows flexibility in case there is a need for activities such as danger tree removal. Other activities may be permissible as long as they are compatible with the objective to protect CDFmm plant communities. Under the Section 17 *Land Act* designation, no new authorizations under the *Land Act* would be allowed unless these were deemed compatible with the objective for CDFmm plant community protection. For example, *Land Act* tenures which involve non-consumptive use of the area (e.g. walking tours, trail rides, hiking) may be considered compatible.

Existing trails will continue to be allowed but new trails may need to be considered on a case-by-case basis. Motorized trails are generally not compatible with CDFmm plant community protection. Some existing trails are authorized under Section 57 of the *Forest and Range Practices Act* and will continue to be managed accordingly.

If there are impacts to the CDF Order areas from natural occurrences (such as windthrow and fire), restoration activities may be considered which could enhance the CDF ecosystems and provide for associated species.

Q: How much of the CDF is protected under the proposed amendment to the CDF Order?

A: The existing 2010 CDF Order captured 1,602 ha and the 2011 CDF OGMA Order captured 422 ha within the CDFmm BEC zone. These existing orders apply to parcels located near Bowser, Qualicum Bay, Nanoose Bay, Nanaimo and Lund, BC.

This proposed amendment will add an area of 1,125 ha, with individual areas ranging in size from approximately 4 to 250 ha and located between Bowser and Cedar on Vancouver Island and on the south Gulf Islands. With the proposed amendment, the total area of CDF protected under the Land Use Order would be 3,149 ha.

Q: What are the potential impacts to the timber harvesting land-base (THLB) and forestry opportunities?

A: The areas being proposed are in the Arrowsmith Timber Supply Area and within the BC Timber Sales (BCTS) operating area. Four areas under consideration contribute to the timber harvesting land base (THLB) of the TSA. Please refer to the table below for more details. THLB impact will be minimal, especially given that BCTS have voluntarily chosen not to operate in the CDFmm BEC zone. None of the proposed new areas have existing forestry tenures.

Area Name	Total area (ha)	THLB (ha)
Bowser 66A	120	77
DL33 116A	64	50
Qualicum Beach 74A	46	39
Qualicum Beach 76A	14	12
	244	178

Q: What type of forest cover is on the proposed new areas and what is the current condition?

A: The forest age and stand structure varies within and across the proposed areas, but is a combination of pole/sapling, young and mature forest, with some remaining veteran trees dispersed in some of the stands (i.e. trees which have survived a previous event in which the rest of the stand was re-established, may or may not be old growth). A description of structural stages can be found here:

<http://www.env.gov.bc.ca/wld/documents/identified/App05-Interim.pdf>.

Most of the areas have existing hiking and walking trails, some of which are authorized under Section 57 of the *Forest and Range Practices Act*. One area has existing motorized (ATV) trails (Bowser 66A). Many of the areas have minor occurrences of invasive plant species.

Q: How were these proposed new areas selected?

A: Most of the areas were selected based on a review of terrestrial ecosystem mapping (TEM) and field assessments, which identified occurrences of red-listed ecological communities. Particular focus was given to the occurrence of the red-listed ecological communities on the Identified Wildlife list (<http://www.env.gov.bc.ca/wld/frpa/species.html>). This included the Douglas-fir / dull Oregon grape and the Douglas-fir / Alaska oniongrass plant communities.

Criteria for selection included areas which were not currently under existing forestry tenure, and were in relatively intact and undisturbed condition with good landscape connectivity (i.e. near other protected areas).

Two parcels on Saltspring Island (G and H on Schedule 10) were added with the main criteria being that these were in the CDFmm BEC zone and were in relatively intact ecological condition.



ELECTORAL AREA B – SHAWNIGAN LAKE APC MEETING

Date: Thursday, October 5, 2017 – 7:00 p.m.

Place: Shawnigan Lake Community Centre

Address: 2804 Shawnigan Lake Road, Shawnigan Lake, BC

A G E N D A

Present:

Bruce Stevens, Chair
Dave Hutchinson, Vice-Chair
Pieter Devries, APC
Mike Hennessey, APC
Steve McLeod, APC

Absent :

Kelly Musselwhite, Secretary
Sara Mallerby, APC
Sierra Acton, Area Director
Richard Nesbitt, representative for
Shawnigan Lake School

Guests:

David Procter
Cliff Evans

1. INTRODUCTIONS – round table
2. ADOPTION OF Minutes of the meeting of June 1, 2017 – moved and carried
3. REPORTS AND UPDATES - none
4. BUSINESS ARISING FROM MINUTES
 - a) Discussion
5. DELEGATIONS - none
6. CORRESPONDENCE - none
7. INFORMATION - none
8. NEW BUSINESS
 - a) Application 01-B-17RS Shawnigan Lake School Foundation
Motion: Recommend acceptance of application

The APC strongly supports the proposal to: Develop a partnership with the Shawnigan Lake School to create a pedestrian/cycle trail from Shawnigan Village to the Beach Estates.
9. UNFINISHED BUSINESS - none
10. OTHER - none
11. PUBLIC QUESTIONS - none
12. ADJOURNMENT – 7:40 p.m.



MINUTES OF THE APC MEETING – AREA D

DATE: OCTOBER 19, 2017

TIME: 7:10 p.m.

Location: Nature Centre, Cowichan Bay

Members Attending: Robert Stitt (Chair), Joe Kinrade (Vice Chair), Hilary Abbott, Larry Gray, Kerrie Talbot, Ken Olive & David Slang

Ex-Officio: Lori Iannidinardo (Director Area D)

For the applicant: Robert McKernan

Business: Development Permit Application

Moved that a recommendation be made to the CVRD to support the application for a development permit to build a commercial building in the front portion of the property at 5205 Koksilah Frontage Road.

Motion carried unanimously.

Recommended that the applicant:

1. Take measures as necessary to ensure additional runoff created by the building is absorbed
2. Revise the design of the building frontage and rooflines to meet the Rural Character requirements described in section RC.10 of the Rural Character DPA, Area D OCP.

Moved to adjourn the meeting at 8:05 p.m.



DATE: Tuesday, October 10, 2017

TIME: 19:00-21:00

MINUTES of the Electoral Area E Advisory Planning Commission held on the above note date and time at 175 Ingram Street, Duncan BC. CR2 meeting room 2.

PRESENT:

Chairperson:	Susan Kaufmann
Acting Secretary	Sarah Davies-Long
Members:	Celina Gold
	Ken Smith
	Parker Jefferson
	Julia Rylands
	David Coulson

REGRETS:	Patrick Jackson
	John Salmon
	Justin Straker
	Marianna Terauds

ALSO PRESENT:

Director: Alison Nicholson

CVRD Staff: Rob Conway and Alex Duncan

Applicants: Mark Mitchell Greca Holdings, Steve Carlson co-owner Tim Horton's, Mitchell Jacobson of Watts Consulting.

Meeting called to order at 7:00pm

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved with the following amendment: Add Ross Blackwell, General Manager of Land Use Services to Information portion of the meeting.

MOTION CARRIED.

ADOPTION OF THE MINUTES

It was moved and seconded that the minutes of September 26, 2017 be adopted.

MOTION CARRIED.**DELEGATIONS:**

Mark Mitchell, Greca Holdings on behalf of Tim Horton's Application 02-E-17DP

- TCH Development permit required, RAR and Wetland not required
- Watt's Consulting Traffic Study, MOTI requirements
- Sidewalk installation
- Pedestrian safety on and off site
- Canada Post Mailboxes will be relocated on site
- Building design discussion, juxtaposition to Co-Op design, wood to be incorporated into landscaping with split rail fencing, building height is 5.2m compared to Co-op 6m
- Landscaping as per application, lighting as per application, will be computer controlled
- On site pedestrian safety, cited accident free, crosswalks will be crosshatched and stamped, colored asphalt. (Refer to brochure distributed at meeting.)
- Crosswalk safety at Bench and TCH MOTI responsibility
- Patio location and noise. Trees to be placed on the patio to buffer noise, not prepared to relocate patio
- Plans for remainder of lot: no plans at this time, as per Tim Horton's policy no other food/restaurants will be permitted

Rob Conway, Manager, CVRD Development Services

- Trans Canada Highway (TCH) Development Permit Guidelines (DPA) for Area E are vague, guidelines are not helpful, cited Area D TCH DPA guidelines much more succinct
- C4 Zoning limited uses

APC Discussions:**Building design:**

- Big box style better suited to urban mall, should include more natural stone finish
- Needs to be more organic to better reflect rural character of the area
- Softer colors and edges
- Needs to be consistent with Area E OCP Building Guidelines
- Should compliment and be respectful of neighbouring Area D building guidelines examples of Co-op and Great Greens Market at TCH/Koksilah
- Placement of solar panels?
- Consider relocating outdoor seating area away from drive through and highway traffic to lessen customer exposure to noise and vehicle exhaust

Landscaping:

- Plantings to include native species
- Provide screening from highway
- Removal of invasive species, to include remainder of lot and consistent maintenance
- ALR land buffers
- Residential buffers
- Encouraged to employ rainwater collection for irrigation
- Oil and Water separators to be used in drive thru area as well as parking areas

Lighting:

- Be cognizant of Dark Skies initiatives
- Lower ballards
- Warm lighting as opposed to bright white
- Downcast lighting, suggested maximum height of 42 inches
- Lighting should not spill over to ALR land or other adjacent properties

Environment and Pollution:

- Drive thru restaurants not consistent with Citta Slow communities or Tourism Cowichan promotions to slow down and savour Cowichan. Contributes to air pollution and increased GHG emissions, contradict anti idling bylaws within neighbouring jurisdictions
- Distracted driving laws
- Encourage customers to walk in and enjoy offerings in store
- Encourage electric vehicles, offer an electric vehicle charging station, free coffee to electric vehicles drivers
- Contributes to roadside litter
- Composting, recycling measures

Steve Carlson: composting and recycling where possible, Tim Horton's contracts with Clements Centre for roadside clean up.

Traffic Flow:

- Southbound commuters likely to be greatest percentage of users
- Congestion on Bench Road at entrance to proposed Tim Horton's
- Access to and from Staghorn Road
- Pedestrian safety at crosswalk Bench and TCH on proposed Tim Horton's side
- MOTI report, could it be revisited, roadside cart path

Mitchell Jacobson: traffic study supported by MOTI referral. Adequate vehicle queueing on site, Bench road can accommodate approximately 10 vehicles between highway and site entrance. Site lines on Bench Road can be managed through clearing of vegetation.

Site Development:

- Opportunities for inclusion of local businesses in further site development are encouraged i.e.; Farmer's market
- Invasive species to removed and managed into the future

APC recommendation: That it be recommended that development permit 2-D-17DP not be approved until the following issues have been addressed:

- Building design to reflect the Area E OCP building guidelines and compliment Area D building design, be respective of rural and farm history
- Landscaping to include continuous hedgerows of mixed evergreen and deciduous with shrubs and trees and ground cover that provides a good habitat for birds, bees and small mammals as well as acting as a natural looking screen of the buildings from the roads. Landscaping to include predominately native plants. Invasive species removal and maintenance from the entire property for a period of no less than 2 years.
- Lighting to be downcast, warm in color, low voltage, energy efficient and lowered to maximum height of 42 inches with minimal spill over to neighbouring properties
- Explore installation of roadside cart path from site entrance to TCH with MOTI
- Installation of electric vehicle charging station

MOTION CARRIED

Business arising from the minutes: none

Reports: none

Information: Ross Blackwell gave an overview of the Regional OCP initiative:

- Regional OCP context
- 97% of land fall under Agriculture, Forestry, Watershed (Provincial and Federal), MOTI regulations and are not under prevue of the CVRD
- Focus on neighbourhood plans and unique areas
- Area D has most current plan
- OCP policy paralysis and visioning not get bogged down
- Regional ALR and Climate Change policies
- Area E OCP work could help form policy in new Regional OCP

Discussion:

The OCP work, integration of Sahtlam LAP work, important to move forward with Area E OCP, that this work could transfer to a Regional OCP in the future. Important to note architecture of regional plan not yet formed. Opportunities to create guidelines within ALR, Forestry, MOTI etc. Importance of global thinking, create a global parking lot of ideas, keep in mind 965 (3.5) function, people, and places. That staff support is adequately resourced to assist in OCP development.

ADJOURNMENT: It was moved and seconded that the meeting be adjourned at 9:25pm.

MOTION CARRIED.

NEXT MEETING: Tuesday, November 14, 2017 @ 7pm.

Acting Secretary

Chairperson



MINUTES
Electoral Area A – Mill Bay/Malahat
Parks and Recreation Commission
September 14, 2017

Present: April Tilson, Brook Adams, Nancy Crichton and Bonnie Mills, David Keir, Director Kerry Davis, Sharon Arnold and Ryan Dias

Apologies: Libby Connor

The meeting was called to order at 7 p.m. by April Tilson who introduced Ryan Dias.

New Business:

Ryan Dias, revision and comparison of the 2016 budget with the anticipated budget for the next 5 years, up to 2021. He explained that this budget package is prepared and drafted in October and ready for elected officials by January 2018. He also explained that at one time the budget included the Core which reflected the operation costs of the CVRD Parks program, new capital, replacement and gas tax capital. The last three items are now removed from the Core budget and considered Capital Reserve so that if they are not fully used they can be applied to the next year's budget.

Discussion: The use of the money as it may be applied to the Mill Bay road pedestrian walk way and the need for such a pedestrian walk way on the basis of safety and accessibility to shops by senior population. We were reminded that Public Safety is not the mandate of the CVRD; it is the responsibility of MOTI. This is anticipated to be a million dollar project and as stated the action of the MOTI is needed.

Discussion: the Boat Launch currently near the Bistro may be moved onto Malahat Nation property.

The next meeting will be held Thursday, October 12, 2017

Meeting was adjourned at 8:20 p.m.

Bonnie Mills



MINUTES

Cobble Hill Parks Commission Meeting October 2, 2017 Youth Hall 3665 Watson Avenue, Cobble Hill, BC

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

Also present: Matteus Clement – Regional Director Cobble Hill, Ryan Dias – CVRD Parks Operations Superintendent

Member of the public: Beth Allen

Chair Krug called the meeting to order at 7:00 p.m.

Moved/seconded *that the agenda is adopted as circulated.* Carried

Moved/seconded *that the Minutes of the July 10, 2017, regular meeting are adopted as circulated.*

Carried

Ryan Dias presented the budget for 2018. He explained the Five Year Capital Plan 2018 – 2022:

- The core budget is \$257,000. Gas tax is \$50,000.
- The design charret of \$60,000 will not be in the 2018 budget.
- The Maintenance Contract of \$66,000 will likely rise to \$72,000.
- The Common will rise from \$2,200 to \$10,800.
- There is \$138,000 available for major capital.
- The 5 year plan for capital replacement, development or (decommissioning) was explained.

The CVRD is working on a standard for roadside trails with MOTI.

There was a discussion on phased development of the Common.

Chairs, Directors, Staff Meeting

- Commissions are advisory bodies
- CVRD needs to organize a process of managing a process for volunteers
- Directors stressed that they do not want a homogenized commission
- Some Area Directors want Commissions to be able to volunteer – hands on in the parks

Common Update

- Cleared trees and split rail fence installed.
- Discussion of replanting trees after grass is seeded
- Decide where picnic tables should go – CVRD will pour concrete pads
- A site visit was Arranged for Saturday, October 14th at 10:00 am

QNP Traffic Survey - Will be presented at the South Cowichan Parks meeting October 23, 2017
Trail Head Park at Fisher Road – No new information

Shawnigan Pavilion Grand Opening will be October 7, 2017, at 11:00 a.m.

QNP Vandalism – Discussion regarding how to reduce vandalism at the washroom site.

Staff Report

- Recommended 4 meetings per year with provision for special meetings.
- Total of 7 commission members
- Unclear precisely how members would be selected

Directors Report

On October 24, 2017, there will be a public meeting at Kerry Park to seek input on the budget from ratepayers.

Adjournment 9:00 p.m.

The next meeting of the Commission will be November 6, 2017, at 7:00 pm in the Youth Hall.

Submitted by John Krug



Minutes
Electoral Area D – Cowichan Bay Parks Commission
Monday, October 16, 2017
Cowichan Estuary Nature Centre

Call to Order: 6:37 p.m.

Present: Kerrie Talbot (Chair), Dave Nisbet, Nathan Mosewich, Roger Southern, Steve Garnett, Lori Iannidinardo (Director, Area D)

Regrets: Miranda Mason

Guests: Brian Farquhar, Manager, Parks & Trails Division

Approval of Agenda: Moved and carried.

Adoption of previous minutes of September 18, 2017: Moved and carried.

Correspondence: Jenna Cragg (Forests, Lands & Natural Resources) re Heron Rookery and deceased Chinook Smolt PIT (Passive Integrated Transponder) tags.

Brian Farquhar suggested a “Good news story” re the protection of the ravine and the Heron rookery. Not so much for the Chinook smolts.

Kerrie will work on this with Brian.

Reports: 2018 Parks Budget (Brian). Spoke of the process and how it has changed again, for the better. Budgets now approved in December for the following year.

Also spoke about the required Asset Management Plan

Discussion ensued on various wants and desires including Lanes Road, Cowichan Bay Estates, and Botwood Lane.

Summer Playground Program: Total cost came in just under budget, but Kerry Park (manage the program) asking for an increase in funding (\$3400.00) to provide for a second youth leader for the afternoons to assist with large numbers of participants. The program has been very successful and there is more demand than staff can safely manage during the afternoons.

Motion: To increase Summer Parks Program budget by \$3400.00 for 2018. 2nd. Passed

Maple Grove: Hedgerow being excessively pruned by over-zealous park maintenance contractors.

Cowichan Bay lot owned by Parks: When is it being sold? Now in process.

Discussion over Memorial benches and memorial trees. In a holding pattern Trees keep dying. The suggestion of Memorial Rocks didn't fly.

Hof Park needs some TLC.

Ongoing business: Volunteer Parks Commission. Some concerns raised, some praise given, some misunderstandings which all seemed to be reduced after clarification from Brian.

Motion to adjourn: 8:38 p.m.

Next scheduled meeting will be November 19, 2017



Date: Thursday, October 12, 2017

Time: 7:30 p.m.

MINUTES of the Electoral Area E Parks and Recreation Commission Regular Meeting held at the above time and date at Glenora Hall.

PRESENT: Frank McCorkell (Chair), Gregg Shoop (V/Chair and Secretary), Irene Evans, Howard Heyd, Patty John, Mike Lees and Paul Slade.

APOLOGIES: Larry Whetstone.

ALSO PRESENT: Alison Nicholson (Director) and Brian Farquhar, Parks & Trails Manager.

AGENDA: Approved as circulated with insertion of first item: Budget 2018.

BUDGET 2018: Brian Farquhar gave the Commissioners an overview of the budget process and the five year capital plan which identified four minor and four major projects for Area E. The potable water project at Currie Park and the roadside trail project along Koksilah Road came in for considerable discussion.

ACCEPTANCE OF PAST MINUTES: Motion to adopt the Minutes of the Regular Meeting held on July 13, 2017. Moved and Seconded. Carried.

MATTERS ARISING:

1. Currie Park: The Chair indicated that the tendering process had not resulted in a contract being awarded, so the work was not likely to be completed this year. The Chair will explore options with the staff.
2. Bylaw Review: Brian Farquhar provided an update.

Brian Farquhar left the meeting at 8:30 p.m.

UNFINISHED BUSINESS:

1. Jack Fleetwood Park: The Chair indicated that he had requested sand be added to the beach and a dangerous stair repaired. He agreed to seek confirmation that the work had been done.

NEW BUSINESS:

1. AIRon Park: Motion to advise staff of a potentially dangerous tree on the CVRD property known colloquially as AIRon Park adjacent to the Sathlam Firehall. Moved and seconded: Carried.
2. Buttle Puddle: Motion to recommend to staff that, in principle, the Sathlam Fire Brigade be permitted to use said pond in AIRon Park for the purposes of fire-fighting and practice. Moved and seconded: Carried.

NEXT MEETING: 7:30 p.m., Thursday, November 9, 2017, at Glenora Hall.

ADJOURNMENT: Motion to adjourn. Carried. 9:15 p.m.

Certified correct:

Chair:

Secretary:

Date:



Minutes
Electoral Area F – Cowichan Lake South/Skutz Falls
Parks Commission
Honeymoon Bay Hall - October 4, 2017

Called to order at 12:35 hours. David Lowther in the chair.

Attendance: David and Mary Lowther, Ray Wear, Thor Repstock

MSC: to approve the Previous Minutes

MSC: to request staff expedite the public meeting regarding Honeymoon Bay playground improvements as soon as practicable, to be scheduled for a Saturday morning.

MSC: to adjourn at 12:44 hours.



Minutes
Electoral Area F – Cowichan Lake South/Skutz Falls
Parks Commission
Lake Cowichan Arena – November 2, 2017

Called to order at 19:14 hours. David Lowther in the Chair

Attendance: David Lowther, Thor Repstock and Ian Morrisson.

MSC: to approve the Previous Minutes.

Correspondence: from the Cowichan Valley ATV Club re park use.

MSC: to request CVRD staff contact the writer to make arrangements for a trial booking.

Reports: Mayo Lake Park: permits having been issued, the work will begin the second week of November.

MSC: to receive the report.

Unfinished Business: the Friday family have agreed we replace their memorial tree with a different variety.

MSC: that a tree be selected and planted at an appropriate time, with the Commission and family to be notified in advance.

MSC: to authorize the Chair to investigate fund raising options.

MSC: to adjourn at 19:57



**Electoral Area I – Youbou/Meade Creek
Parks Commission Meeting**

**Lower Community Hall
8550 Hemlock Street, Youbou, BC
Tuesday, October 10, 2017, at 7:04 p.m.**

PRESENT: Chairperson Marcia Stewart
Vice Chair Rob Somers
Don Macdonald
Director Klaus Kuhn, Electoral Area I – Youbou/Meade Creek
CVRD Parks and Trails Manager – Brian Farquhar

REGRETS: Duncan Hume

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded that the minutes of the regular Area I – Youbou/Meade Creek Parks Commission meeting held on September 12, 2017, be adopted.

MOTION CARRIED

BUSINESS ARISING FROM MINUTES

Brian Farquhar reported that CVRD staff will install a large rock or concrete traffic barrier at Little League Park to prevent access to field by 4X4 vehicles.

REPORTS

Electoral Area I Director: Director Klaus Kuhn presented his report.

Cowichan Lake Recreation:

- The budget meeting for Cowichan Lake Recreation will be on October 26th.
- The Halloween Haunted House is being worked on with the Halloween party set for October 31st.
- A study will be conducted on the viability of curling at CLSA.
- The table rentals for the Christmas Craft Fair will be \$15 at Youbou Hall.
- Little League Park was booked for 169 hours this past summer season.

Chair:

Nothing to report.

CVRD:

Brian Farquhar gave an overview of the 2018 budget process. There will be no major expenditures in the Operating budget for 2018, only minor expenditures for regular maintenance. However, a capital replacement amount of \$50,000 has been budgeted to complete the repairs and rebuild of the Arbutus Park wharf. Further information was provided regarding funding of projects and a capital plan for the next 5 years.

OLD BUSINESS

- Arbutus Park – The washroom building tender is out until October 17th.
- No activity on the picnic shelter for Mile 77 yet.
- The beach expansion for Mile 77 is delayed until further notice.
- The barrier at Little League Park will be installed as previously noted.
- The Carley Cove subdivision is still in negotiations.
- The student work crew usually operates for 5 days in Area I. Their duties are painting, trail work, clearing broom and other work as needed. Their budget was deleted for Area I for 2017.

NEW BUSINESS

- The park maintenance budget has been set at \$67,000 for 2018.
- A five year capital plan for parks and trails was presented by Brian Farquhar.

ADJOURNMENT

It was moved and seconded that the regular meeting of Area I Parks Commission be adjourned.

MOTION CARRIED

Meeting adjourned at 8:47 p.m. The next regular meeting is scheduled for Tuesday, November 14, 2017



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 2, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 15, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Development Variance Permit Application No. 02-H-16DVP
(4821 Yellow Point Road)

FILE: 02-H-16DVP

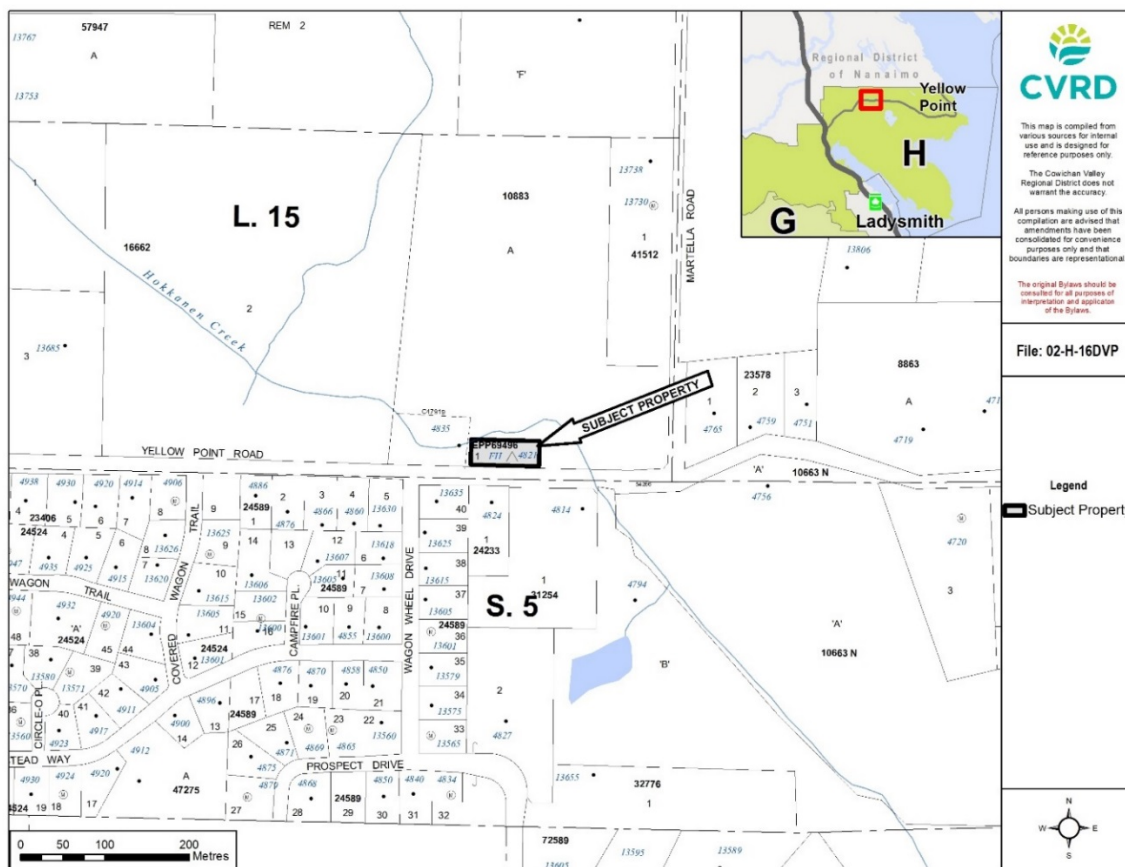
PURPOSE/INTRODUCTION

The purpose of this report is to present a Development Variance Permit application requesting a reduction to the side and rear parcel line setbacks to accommodate construction of an addition to the North Oyster Volunteer Fire Department.

RECOMMENDED RESOLUTION

That it be recommended to the Board that Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be approved.

LOCATION MAP



File: 02-H-16DVP

Legend
 Subject Property

BACKGROUND

<u>Location:</u>	4821 Yellow Point Road
<u>Size of Parcel:</u>	0.243 hectare
<u>OCP Designation:</u>	Agriculture
<u>Zoning:</u>	P-2 (Institutional)
<u>Use of Property:</u>	North Oyster Volunteer Fire Hall
<u>Use of Surrounding Properties:</u>	North: Agriculture East: Agriculture South: Residential West: Agriculture
<u>Road Access:</u>	Yellow Point Road
<u>Water:</u>	Well
<u>Sewage Disposal:</u>	Septic
<u>Environmentally Sensitive Areas:</u>	None identified
<u>Archaeological Site:</u>	None identified

APPLICATION SUMMARY

The applicant is proposing to build an addition to the North Oyster Fire Hall on the subject property. The addition will consist of a 4 bay fire hall and apparatus bays. The existing fire hall will be renovated to accommodate meeting, training and office spaces. The applicants are requesting to decrease the minimum permitted setbacks from 6.0 metres to 1.15 metres on the north side and 0 metres on the west side.

The zero metre setback on the west side is proposed to accommodate a landing and staircase from the building. The majority of the building along this side is proposed to be 1.5 metres from the property line. A landscape plan has been developed for the property, which includes establishment of a fence and landscaped buffer on the north and west sides that are affected by the proposed variance.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**Surrounding Property Owner Notification and Response:**

A total of 21 letters were mailed-out or hand delivered as required pursuant to CVRD Development Application Procedures and Fees Bylaw No. 3275. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date no letters of response have been received.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

A boundary adjustment subdivision was completed in September 2017 whereby the subject property owned by the Cowichan Valley Regional District (CVRD) and occupied by the North Oyster Volunteer Fire Department property was increased by approximately 906 m² to accommodate construction of a major addition to the existing fire hall.

The new area of the parcel was also rezoned to P-2 (Institutional) which specifies a setback of 6.0 metres from all property lines.

There is no Development Permit Area applied to the property, and a letter of advice has been prepared by a Qualified Environmental Professional (QEP) indicating that the proposed

construction is not subject to the Riparian Areas Regulation (For reference, please see Attachment F).

PLANNING ANALYSIS

The subject property is only 0.2 ha which constraints the footprint of the building. The addition to the fire hall is proposed at the rear of the lot. Being set at the rear of the lot allows the front of the site to be graded to the appropriate slope and turning radius required for fire trucks.

The area of the parcel where the variances are proposed was the subject of the boundary adjustment and purchased from the adjacent property owner with the intent to construct the fire hall addition in this location. The former owners are supportive of the proposed variances subject to installation of the fencing, landscaped buffer and restricted lighting, which the applicants have complied with. For reference, please see Attachment D – Landscape Plan and Attachment E – Building Elevations.

Staff recommend Option 1, approval of the application.

OPTIONS

Option 1:

That it be recommended to the Board that Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be approved.

Option 2:

That it be recommended to the Board that Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be denied.

Prepared by:

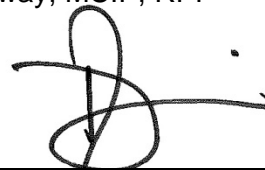
Reviewed by:



Rachelle Rondeau, MCIP, RPP
Planner II



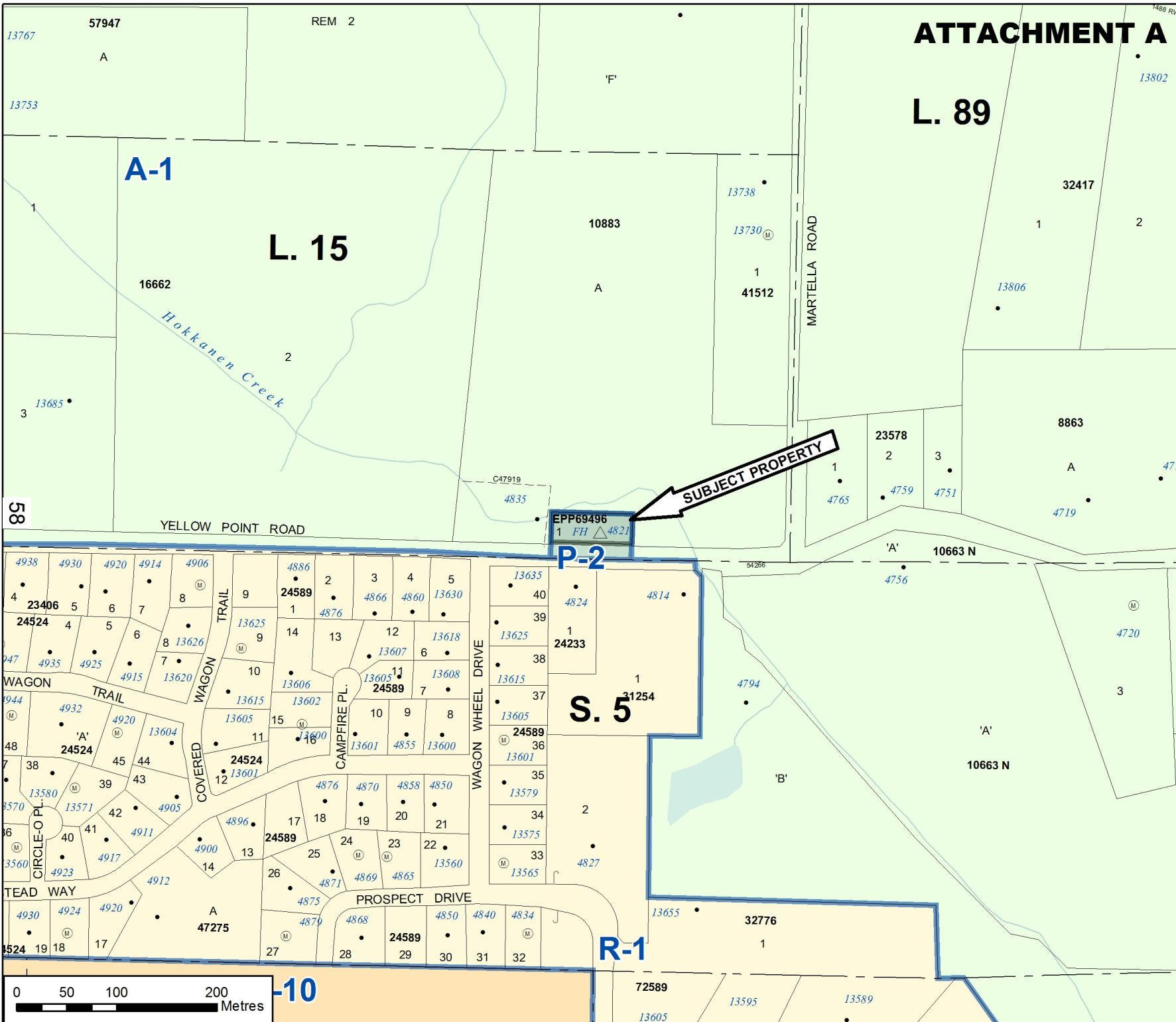
Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – Site Plan
- Attachment D – Landscape Plan
- Attachment E – Building Elevations
- Attachment F – Riparian Areas Regulation Letter of Advice
- Attachment G – North Oyster Fire Hall Background Information



ATTACHMENT A

L. 89

L. 15

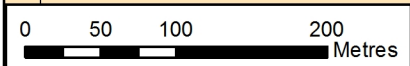
A-1

P-2

S. 5

R-1

58



-10



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

The Cowichan Valley Regional District does not warrant the accuracy.

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

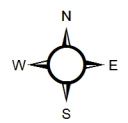
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 02-H-16DVP

ZONING

Legend

- Subject Property
- Zoning H



R1

ATTACHMENT B



L. 89

L. 15

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

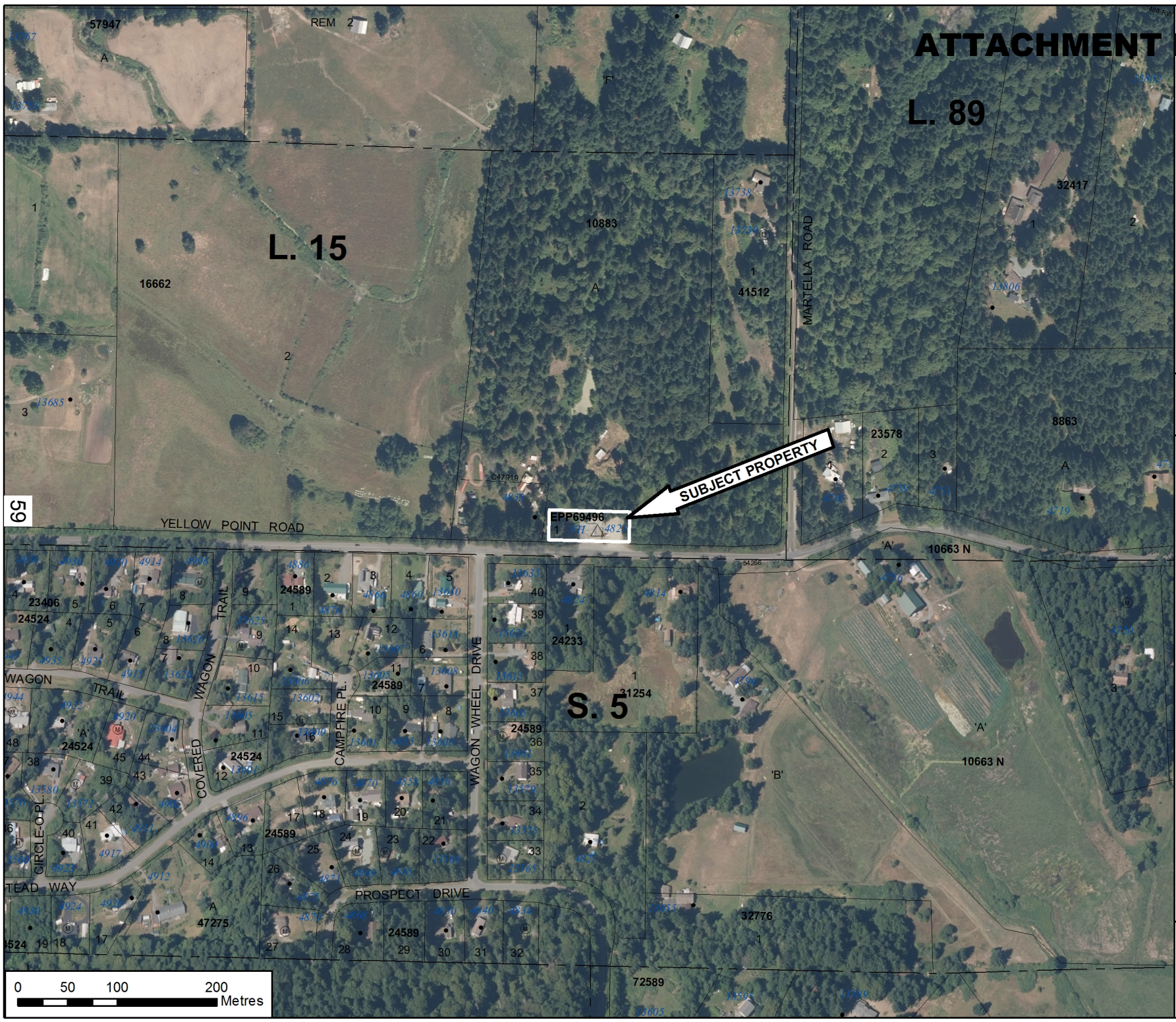
The Cowichan Valley Regional District does not warrant the accuracy.

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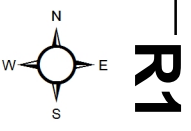
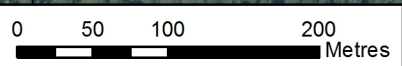
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 02-H-16DVP

TRIM Orthophoto (2014)



65

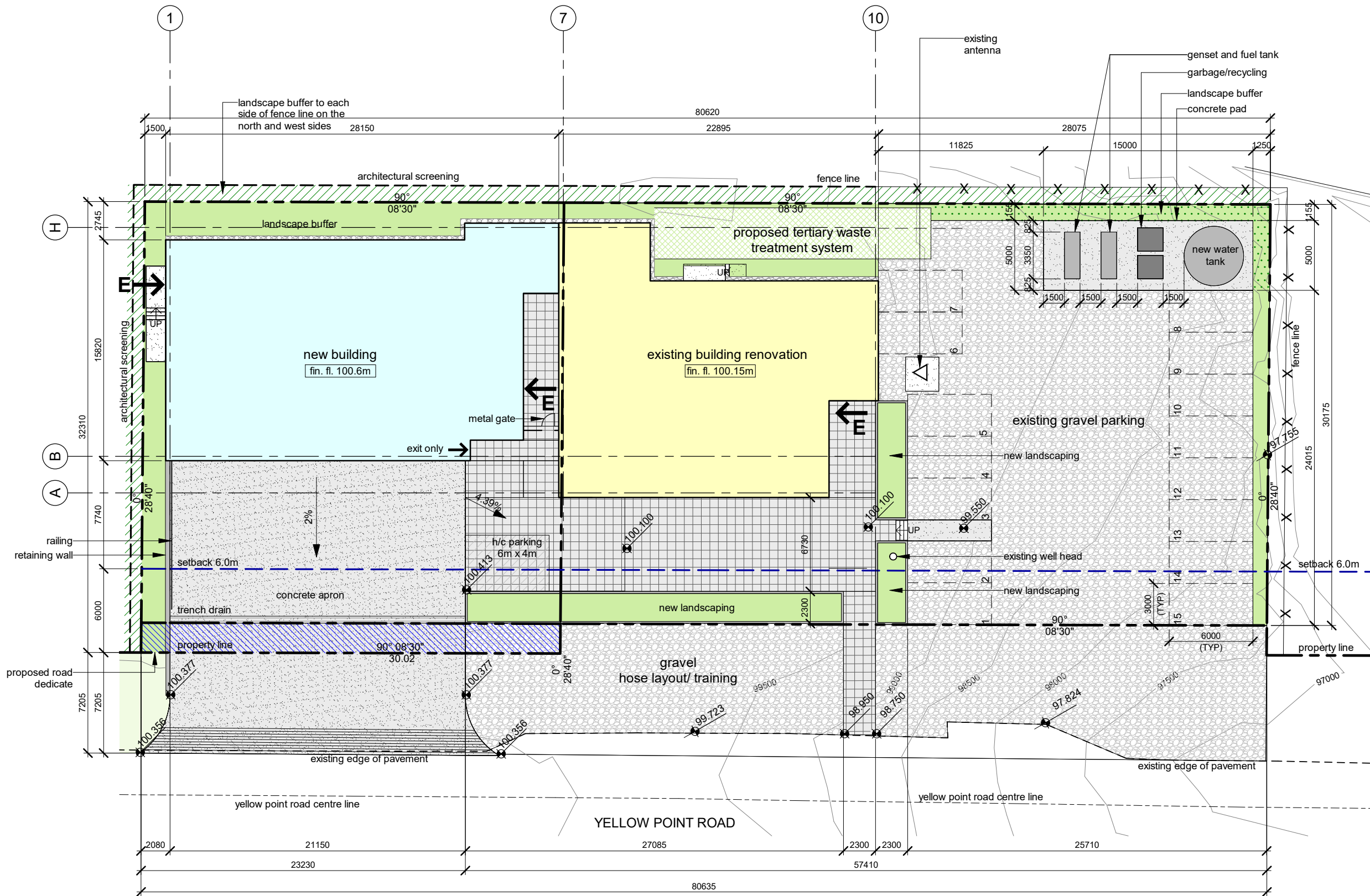


ATTACHMENT C

Johnston Davidson

ARCHITECTURE + PLANNING INC.

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GENERAL LEGEND:	
	NEW BUILDING - PHASE 1
	RENOVATION - PHASE 2
	ROAD DEDICATION
	LANDSCAPED AREA
	EXISTING LANDSCAPED AREA
	LANDSCAPE BUFFER BEYOND PROPERTY BOUNDARY
	LANDSCAPE BUFFER AND BIOSWALE
	CONCRETE
	CONCRETE PAVERS
	GRAVEL
	PROPERTY LINE



Design Development

Cowichan Valley
Regional District
*North Oyster Firehall
Renovation + Addition*

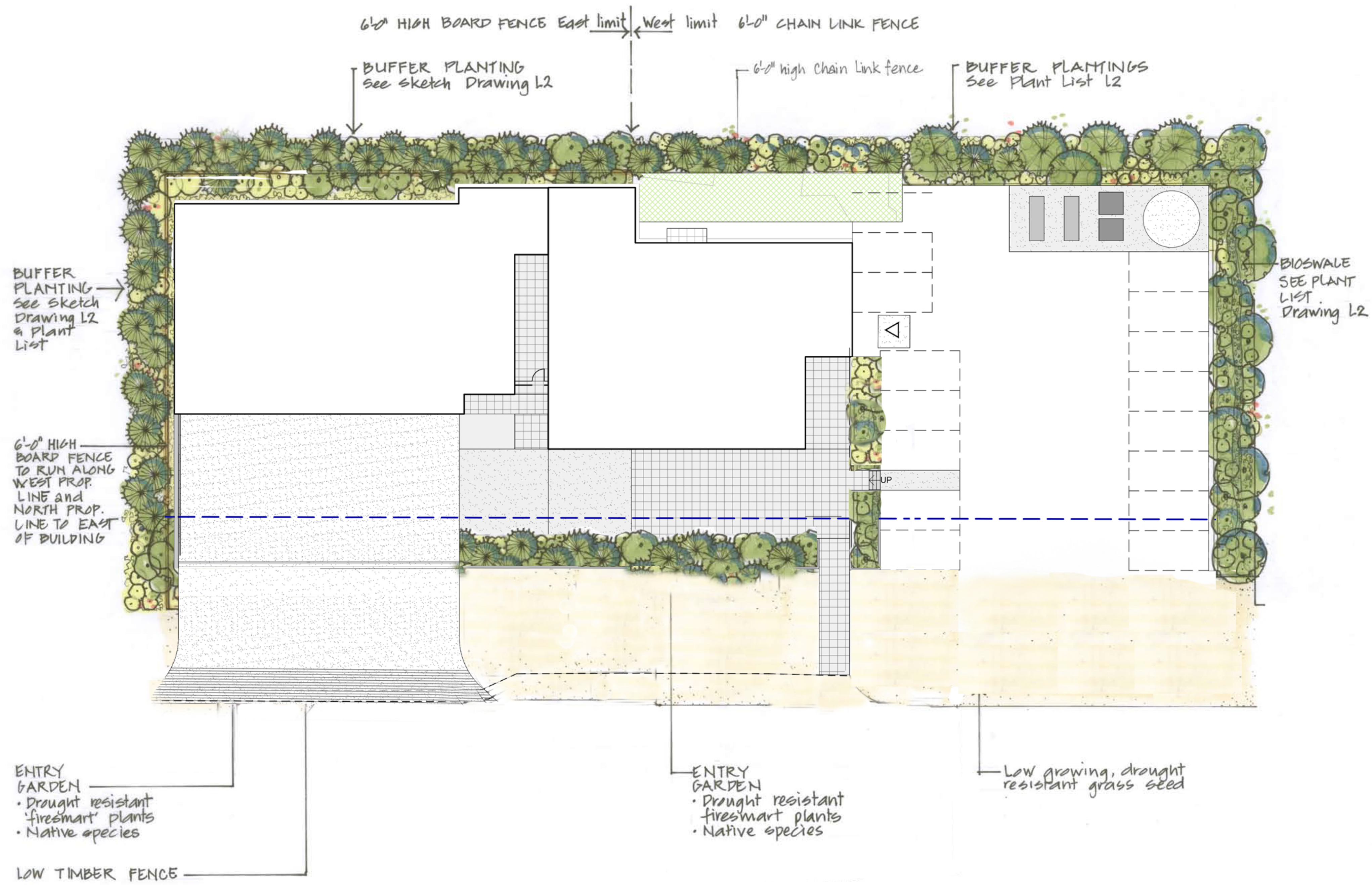
site plan

1:300
17-sep-22

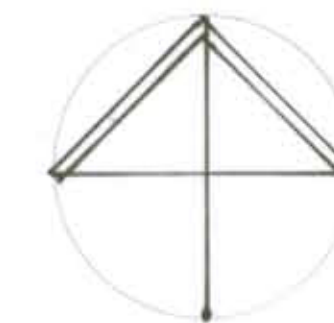
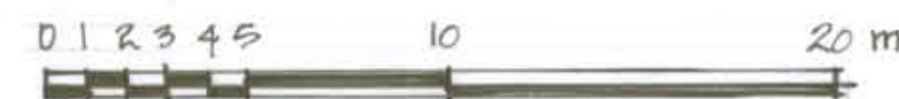
R1

09

ATTACHMENT D



YELLOW POINT ROAD



61

DATE	REV.	DESCRIPTION

CONSULTANT

VICTORIA DRAKEFORD
B.Sc. M.Phil B.C.I.A. C.I.A.
LANDSCAPE ARCHITECT
236 Pine St. Nanaimo,
B.C. V9R-2B6
250-754-4335
victoria@island.net

PROJECT

**Cowichan Valley
Regional District**

North Oyster Firehall

SHEET TITLE

**Landscape Plan
Concept**

SCALE 1:400 m

DRAWN VJD

PROJECT NUMBER

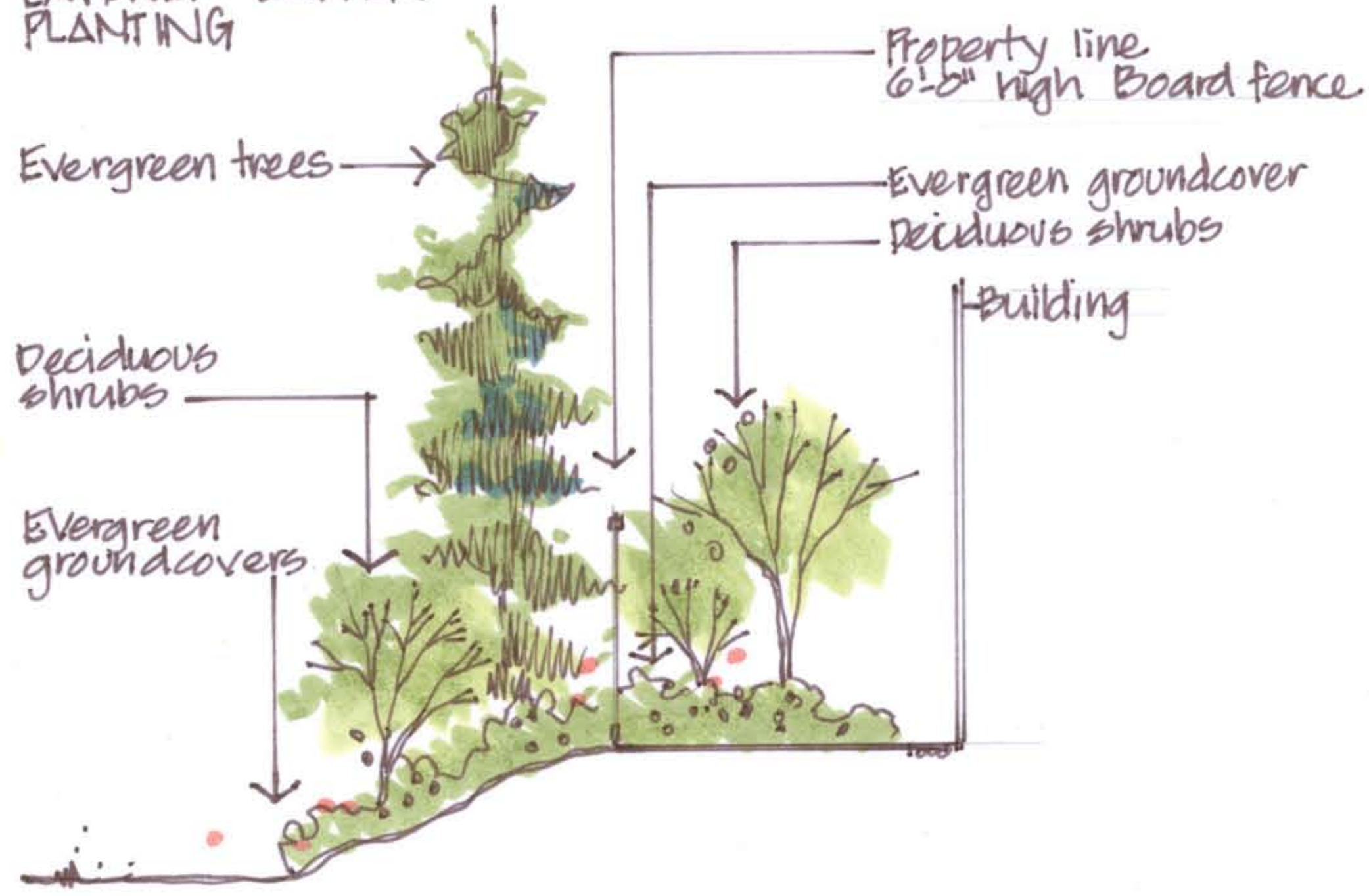
DRAWING NUMBER

R1

016

L1

LAYERED BUFFER PLANTING



NORTH PROPERTY LINE

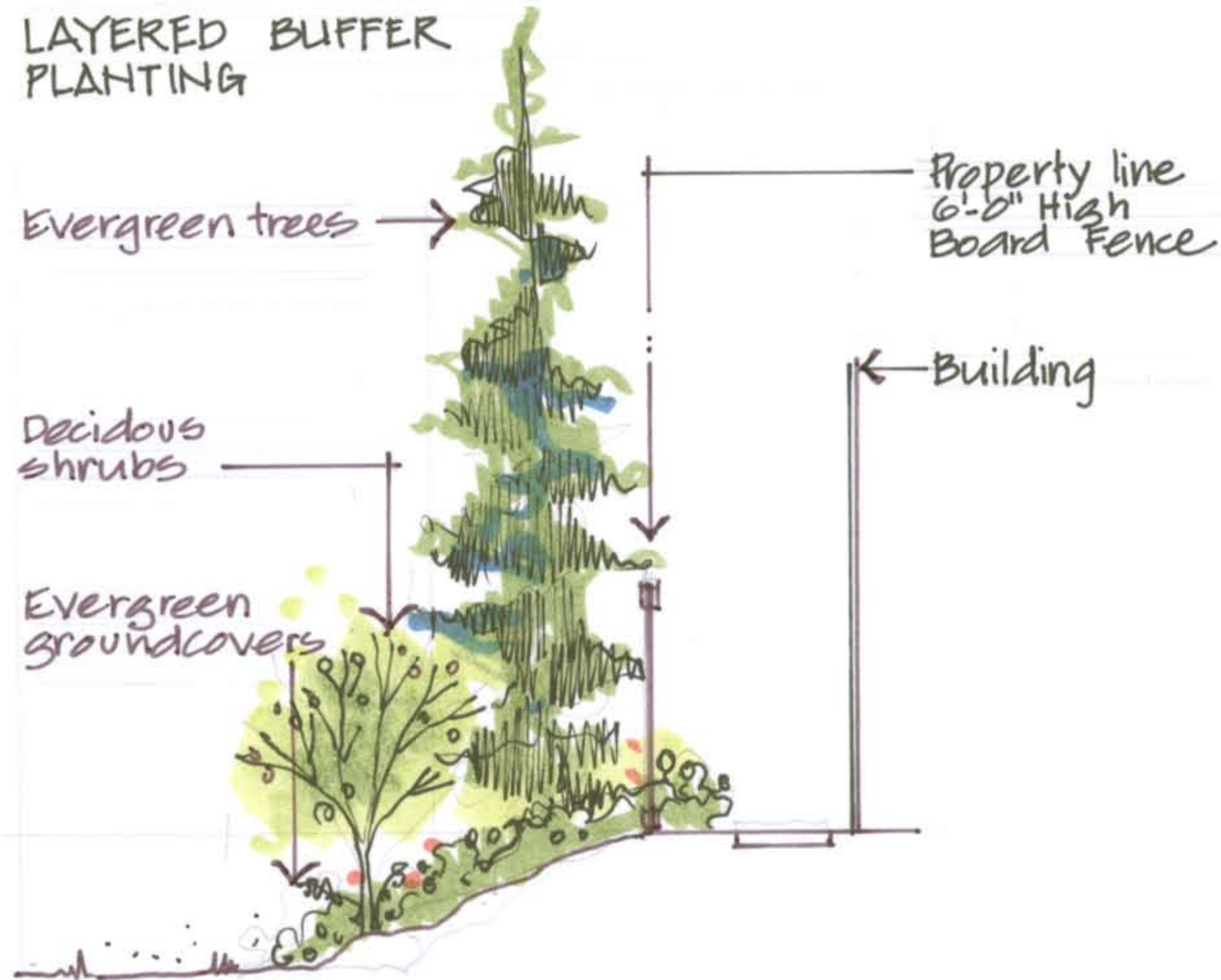
PLANT LIST

Botanical Name	Common Name	Buffer screening	Bioswale	Building entrance
Evergreen Trees				
<i>Picea omorika</i> bruns	Serbian Spruce	x		
<i>Pinus contorta</i> contorta	Shore Pine	x		
<i>Thuja plicata</i>	Western Red Cedar	x		
Deciduous Trees				
<i>Acer macrophyllum</i>	Big-leaf Maple	x	x	x
<i>Cornus nuttallii</i>	Pacific Dogwood	x	x	x
<i>Malus fusca</i>	Pacific Crabapple		x	
<i>Prunus emarginata</i>	Bitter Cherry	x	x	
<i>Rhamnus purshiana</i>	Cascara		x	
Evergreen Shrubs				
<i>Gaultheria shallon</i>	Salal	x	x	x
<i>Mahonia aquifolium</i>	Tall Oregon Grape	x	x	x
<i>Mahonia nervosa</i>	Dull Oregon Grape	x	x	x
<i>Vaccinium ovatum</i>	Evergreen Huckleberry	x	x	x
Deciduous Shrubs				
<i>Amelanchier alnifolia</i>	Saskatoon	x		x
<i>Cornus sericea</i>	Red Osier Dogwood		x	
<i>Holodiscus discolor</i>	Ocean Spray	x		
<i>Lonicera involucrata</i>	Black Twinberry		x	
<i>Myrica gale</i>	Sweet Gale		x	
<i>Oemleria cerasiformis</i>	Indian Plum	x	x	
<i>Philadelphus lewisii</i> 'Gordianus'	Mock Orange (Coastal)	x		x
<i>Physocarpus capitatus</i>	Pacific Ninebark		x	
<i>Ribes sanguineum</i>	Red Flowering Currant	x		x
<i>Rosa nutkana</i>	Nootka Rose	x		
<i>Rubus parviflorus</i>	Thimbleberry		x	
<i>Sambucus cerulea</i>	Blue Elderberry	x	x	
<i>Sambucus racemosa</i>	Red Elderberry	x	x	
<i>Symphoricarpos albus</i>	Snowberry	x		
Ferns/Groundcovers				
<i>Arctostaphylos uva-ursi</i>	Kinnikinnick	x		x
<i>Blechnum spicant</i>	Deer Fern	x	x	x
<i>Carex obnupta</i>	Slough Sedge		x	
<i>Dryopteris expansa</i>	Spiny Wood Fern	x	x	x
<i>Frageria vesca</i>	Wild Strawberry			x
<i>Iris missouriensis</i>	Iris		x	
<i>Polypodium glycyrrhiza</i>	Licorice Fern	x	x	x
<i>Polystichum munitum</i>	Sword Fern	x	x	x
<i>Scirpus microcarpus</i>	Small-flowered Bulrush		x	
Perennials				
<i>Allium cernuum</i>	Nodding Onion			x
<i>Armeria maritima</i>	Thrift			x
<i>Potentilla anserina</i>	Silverweed			x
<i>Sedum oreganum</i>	Oregon Stonecrop			x

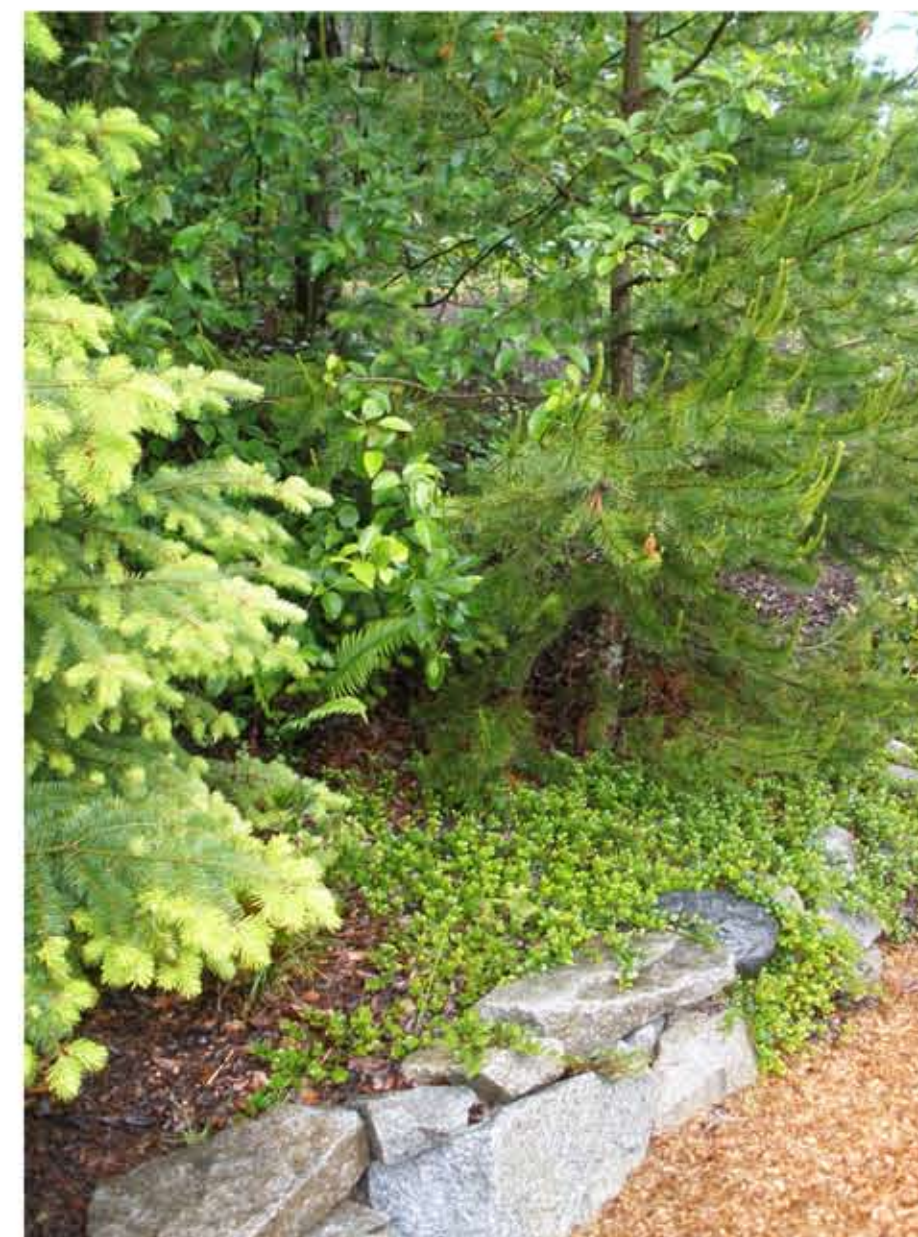


ENTRY PLANTING

LAYERED BUFFER PLANTING



WEST PROPERTY LINE



BUFFER PLANTING



BIOSWALE PLANTING

DATE	REV.	DESCRIPTION

CONSULTANT

VICTORIA DRAKEFORD
B.Sc. M.Phil B.C.L.A. C.L.A.
LANDSCAPE ARCHITECT
236 Pine St. Nanaimo,
B.C. V9R-2B6
250-754-4335
victoria@island.net

PROJECT

Cowichan Valley
Regional District

North Oyster Firehall

SHEET TITLE

Landscape Plan
Plant List and
Concept 5

SCALE

DRAWN VJD

PROJECT NUMBER

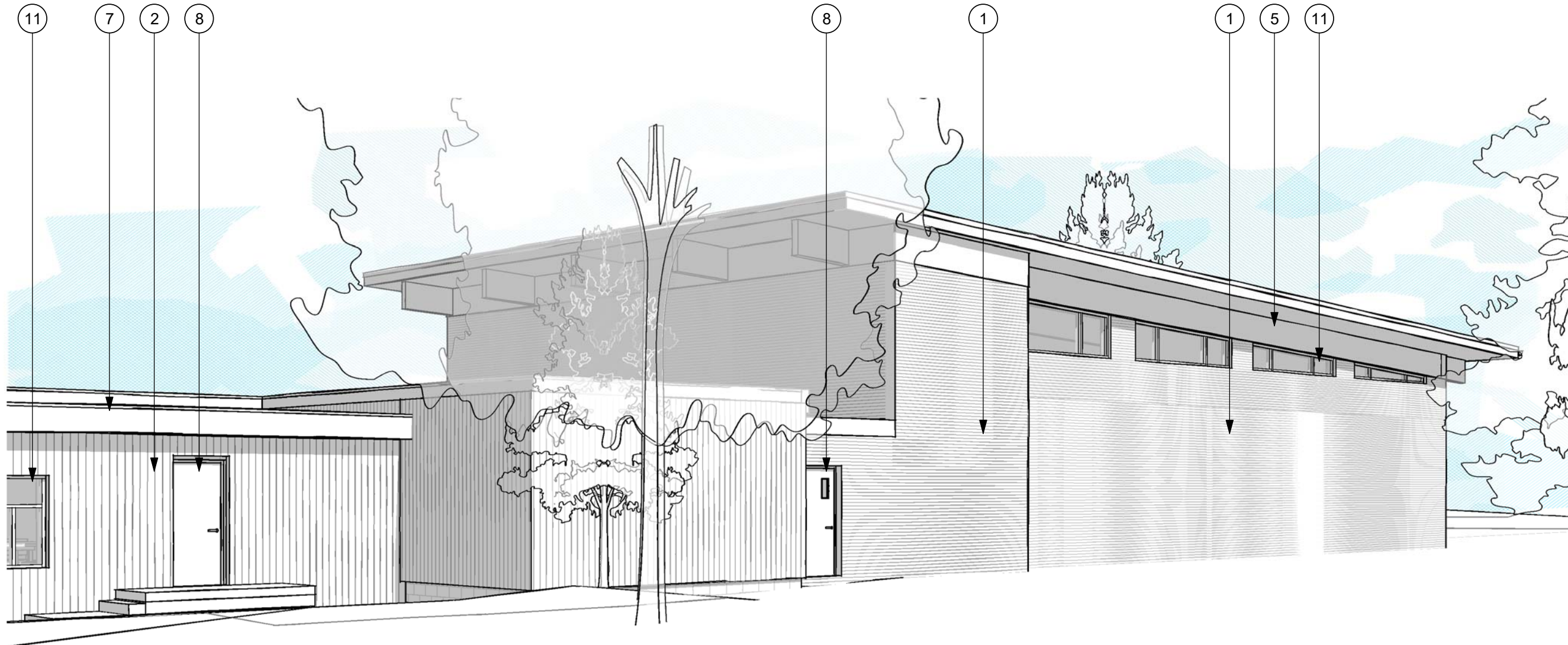
DRAWING NUMBER L2

R1 16

ATTACHMENT E

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63



1 view from north east
scale - n.t.s

MATERIALS LEGEND			
#	DESCRIPTION		
1	CORRUGATED METAL SIDING (HORIZONTAL)	5	WOOD FASCIA
2	CORRUGATED METAL SIDING (VERTICAL)	6	STANDING SEAM METAL ROOF
3	COPPER PENNY	7	METAL ROOF FLASHING
4	WOOD BEAMS	8	METAL DOOR
		9	O/H DOORS - INSULATED W/ VISION PANEL
		10	VINYL LETTERING
		11	DBL GLAZED AL. WINDOW
		12	METAL CANOPY

Design Development

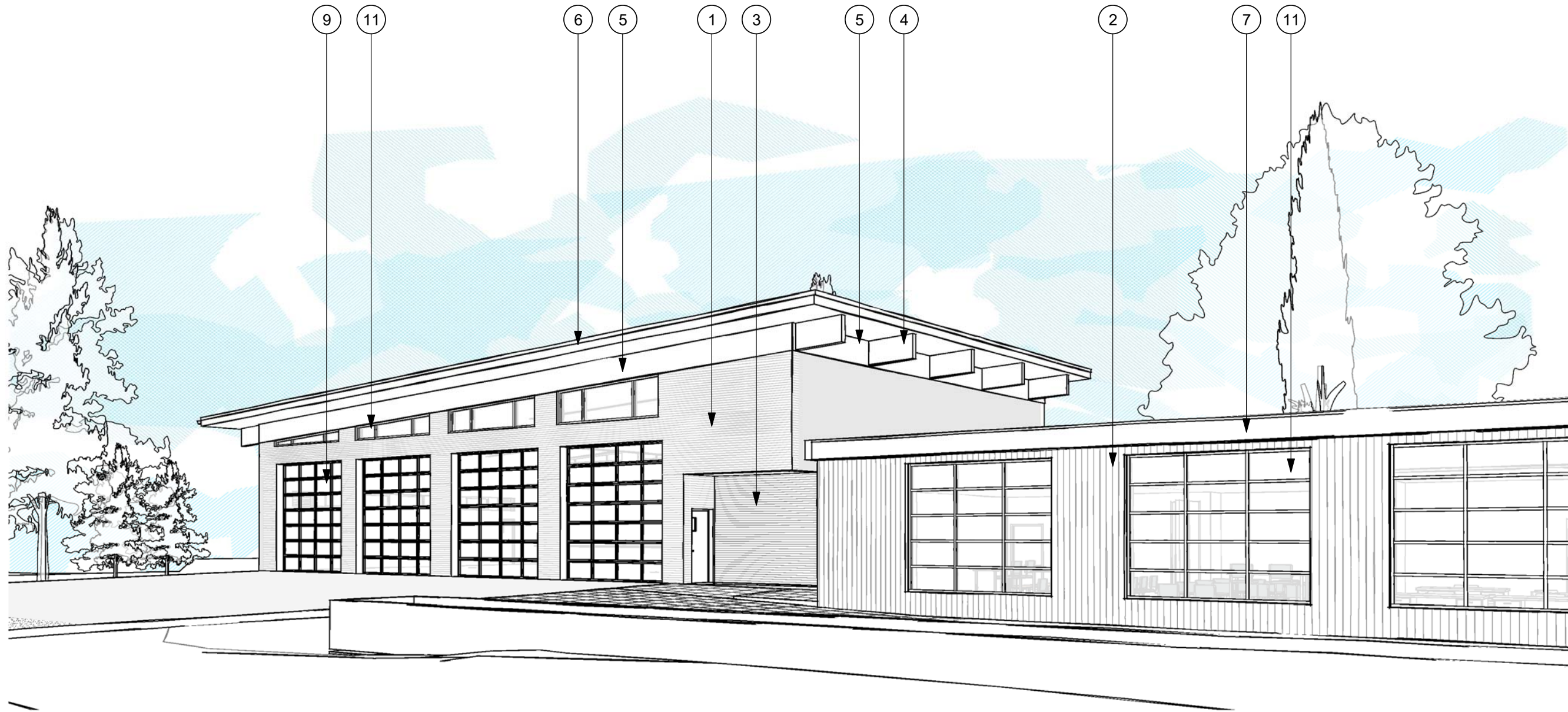
Cowichan Valley
Regional District
North Oyster Firehall

perspective - view from
north east

R1

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64



1 view from south east
 scale - n.t.s

MATERIALS LEGEND			
#	DESCRIPTION		
1	CORRUGATED METAL SIDING (HORIZONTAL)	5	WOOD FASCIA
2	CORRUGATED METAL SIDING (VERTICAL)	6	STANDING SEAM METAL ROOF
3	COPPER PENNY	7	METAL ROOF FLASHING
4	WOOD BEAMS	8	METAL DOOR
		9	O/H DOORS - INSULATED W/ VISION PANEL
		10	VINYL LETTERING
		11	DBL GLAZED AL. WINDOW
		12	METAL CANOPY

Design Development

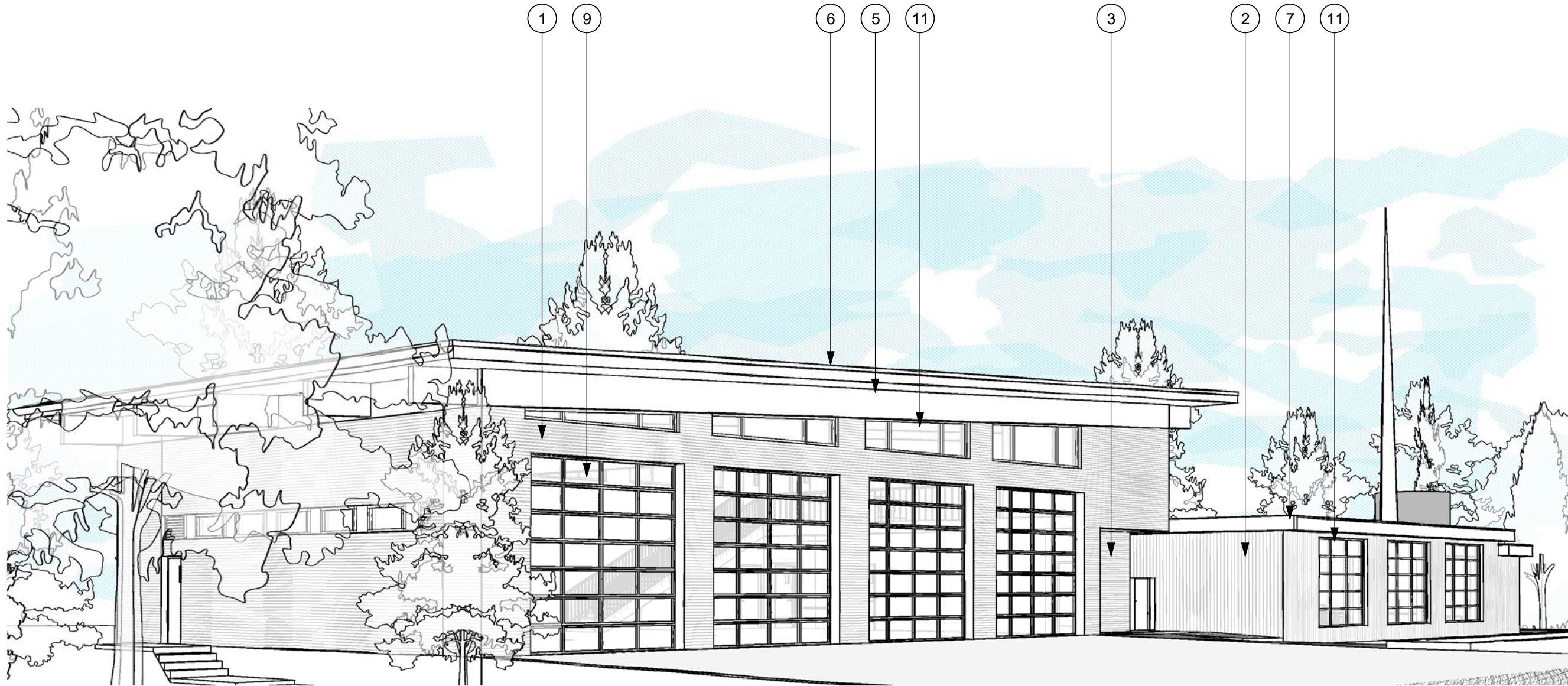
Cowichan Valley
 Regional District
North Oyster Firehall

perspective - view from
 south east

R1

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65



1 view from south west
 scale - n.t.s

MATERIALS LEGEND			
#	DESCRIPTION		
1	CORRUGATED METAL SIDING (HORIZONTAL)	5	WOOD FASCIA
2	CORRUGATED METAL SIDING (VERTICAL)	6	STANDING SEAM METAL ROOF
3	COPPER PENNY	7	METAL ROOF FLASHING
4	WOOD BEAMS	8	METAL DOOR
		9	O/H DOORS - INSULATED W/ VISION PANEL
		10	VINYL LETTERING
		11	DBL GLAZED AL. WINDOW
		12	METAL CANOPY

Design Development

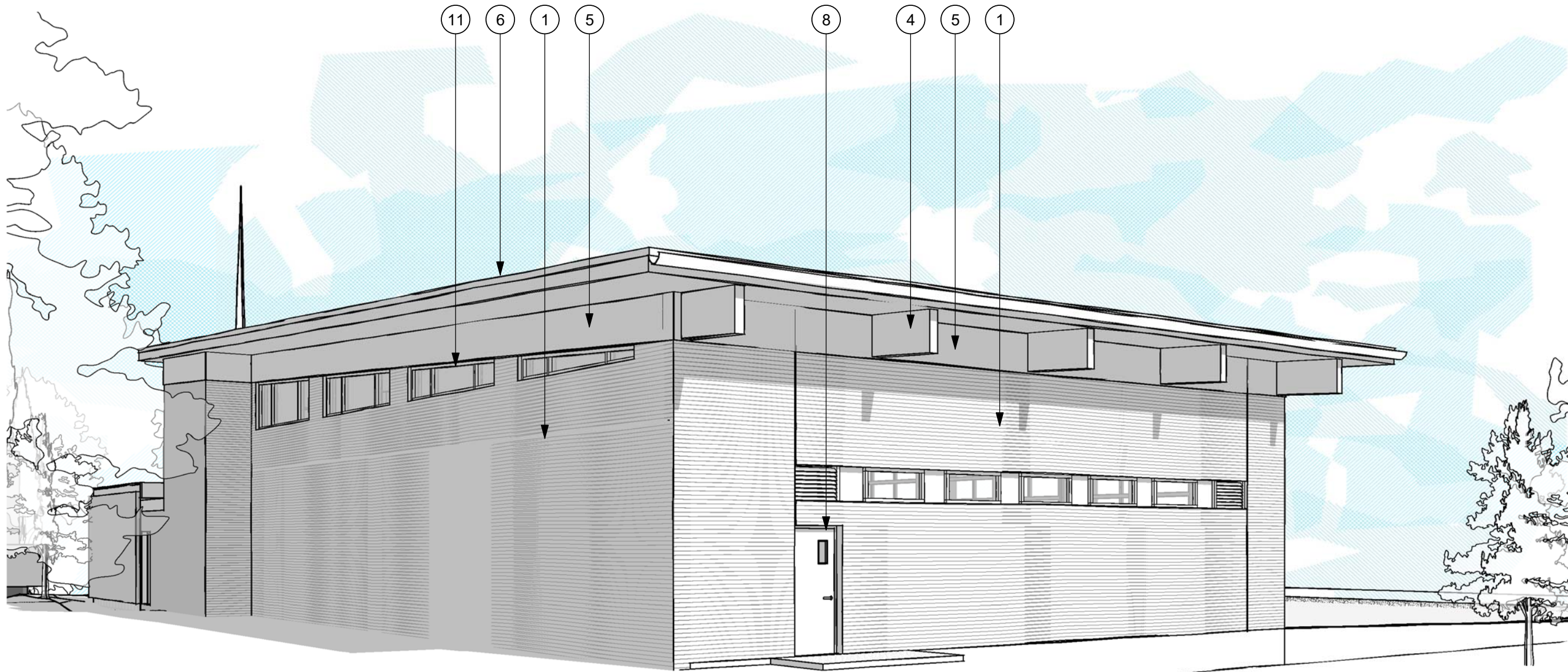
Cowichan Valley
 Regional District
North Oyster Firehall

perspective - view from south west

R1

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99



1 view from north west
 scale - n.t.s

MATERIALS LEGEND			
#	DESCRIPTION		
1	CORRUGATED METAL SIDING (HORIZONTAL)	5	WOOD FASCIA
2	CORRUGATED METAL SIDING (VERTICAL)	6	STANDING SEAM METAL ROOF
3	COPPER PENNY	7	METAL ROOF FLASHING
4	WOOD BEAMS	8	METAL DOOR
		9	O/H DOORS - INSULATED W/ VISION PANEL
		10	VINYL LETTERING
		11	DBL GLAZED AL. WINDOW
		12	METAL CANOPY

Design Development

Cowichan Valley
 Regional District
North Oyster Firehall

perspective - view from north west

R1



October 4, 2017

Bil Derby
Tectonica Management Inc.
#201-890 Grace Street
Nanaimo BC V9R 2T3

Via Email: bil@tectonica.ca

**RE: NORTH OYSTER FIRE STATION
4821 YELLOW POINT ROAD
DRAINAGE ASSESSMENT TO DETERMINE REGULATORY REQUIREMENTS**

1.0 INTRODUCTION

Aquaparian Environmental Consulting Ltd. (Aquaparian) was retained by Tectonica Management Inc (Tectonica) to assess potential drainage courses and riparian areas within or adjacent to the North Oyster Fire Station located at 4821 Yellow Point Road in the CVRD Electoral Area 'H'. The legal description of the property is: **Part of the remainder of Lot A, District Lot 15, Oyster District, Plan 10883 and Lot 1, District Lot 15, Oyster District, Plan 32136.**

The purpose of the assessment was to determine the presence and regulatory requirements of any drainage courses or riparian areas within or near to the proposed construction of a new fire department building next to the existing building and replacement of a retaining wall supporting the gravel parking lot. The Cowichan Valley Regional District map shows several drainage courses in the area which were assessed to confirm their presence in proximity of the building.

A site location map has been included as Figure 1. A drainage course map is included as Figure 2. Site photographs have been included in Appendix A.

2.0 SITE DESCRIPTION

Aquaparian completed a site assessment of the property on September 26, 2017. The subject parcel is bounded by Yellow Point Road to the south and agricultural properties to the north, east and west. The parcel is a mostly undeveloped forested lot with the North Oyster Fire Station located in the south of the property fronting Yellow Point Road and BC Hydro Right of Way land in the southwest corner surrounded by a few farm dwellings with livestock and accessory buildings. The fire station is a 1527m² building with a gravel parking area to the east. A lock block retaining wall supports the eastern

boundary of the parking area. The proposed building site for a new fire station building is immediately adjacent to the existing fire station on the west side of the building. The 906m² building site has been cleared of vegetation in preparation for construction including removal of trees and understorey vegetation.

Aquaparian assessed the property and adjacent areas for water bodies that may be subject to development permit and Riparian Areas Regulation (RAR) requirements. A vegetated wetland was found located approximately 15m northeast from the northeast corner of the parking area of the fire station. This wetland is a seasonally wetted agricultural area that is not currently in use and connects to Hokkanen Creek via a small drainage flowing east towards the creek. Hokkanen Creek flows north into the neighbouring property and then west back into the subject parcel at the northeast corner and following northwest towards Haslam Creek.

The water course shown on the CVRD map (see Figure 2) aligning east to west and located just north of the fire station is not accurate and does not exist on the ground. The area between the fire station and the neighbouring farms to the north is completely dry of water courses/drainages and no signs of drainages could be found. The only riparian area within 30m of the fire station and proposed works is the vegetated wetland northeast of the parking lot and drainage flowing east into Hokkanen Creek.

3.0 RESULTS

The above described wetland and drainage within the subject property connects to Hokkanen Creek which connects to Haslam Creek supporting populations of chinook salmon, chum salmon, coho salmon, pink salmon, rainbow trout and cutthroat trout and as such, meets the definition of a “stream” under the RAR and under the *Water Sustainability Act*.

As understood, the proposed work activities include the construction of a second fire station building adjacent to the existing fire station. The construction footprint of the fire station building is outside the 30m Riparian Assessment Area (RAA) of the wetland.

The proposed replacement of the parking lot retaining wall adjacent to the eastern edge of the parking area is within the 30m Riparian Assessment Area would trigger a Detailed RAR Assessment if the proposed construction was not an institutional development. If an RAR assessment were completed, the resultant setback would be 15m from the high water mark of the wetland roughly coinciding with the toe of the wall. However, Institutional developments are exempt from the RAR, but are subject to the Federal *Fisheries Act* and Provincial *Water Sustainability Act*.

The proximity of the planned replacement of the retaining wall to the wetland triggers a

submission for *Changes in and About a Stream* under Section 11 of the *Water Sustainability Act*. Aquaparian recommends submission of a Notification 45 days prior to proposed works. Notifications are used for specified low risk changes in and about a stream that have minimal impact on the environment or third parties.

Vegetation removal, excavation and construction activities should be implemented with erosion and sediment controls in place prior to the start of construction to protect the riparian area of the wetland and drainage course. As such, Aquaparian recommends the following:

- Complete the excavations in the dry season if possible and minimal rain forecast;
- Install sediment and erosion controls between the excavation and construction areas (new building and retaining wall) and the vegetated wetland i.e. install a silt fence to prevent fines or deleterious substances from entering the riparian area.
- Do not stockpile waste materials on site – remove as soon as possible.
- All heavy equipment should be clean and free of leaks and to have a fully stocked spill kit on board.
- Control of site drainage and runoff may be necessary during or following excavation and construction activities to prevent migration of fines if a heavy rain event occurs. Measures may include: temporarily covering the exposed soils with sheets of poly and weighing it down to prevent it blowing off, containing or redirecting/diversion of runoff with sand bags (or similar), placement of additional silt curtains between work areas and the wetland, or temporary work stoppages.

3.0 CLOSURE

This report has been completed in accordance with generally accepted biological practices. No other warranty is made, either expressed or implied. Aquaparian trusts that the information provided in this report meets your requirements. Any questions regarding information provided in this document, please contact the undersigned at (250) 591-2258.

Sincerely,

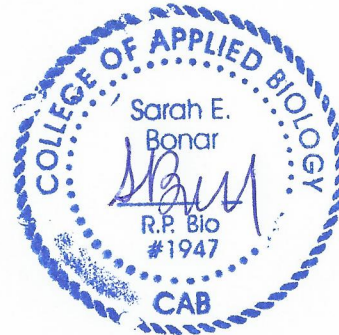
AQUAPARIAN ENVIRONMENTAL CONSULTING LTD.

Prepared by:

Reviewed/Revised by:

Crystal Campbell

Crystal Campbell
Environmental Technician



Sarah Bonar B.Sc., R.P.Bio
Biologist/Principal



FIGURE 1
SITE LOCATION MAP

FIGURE 1. SITE LOCATION MAP

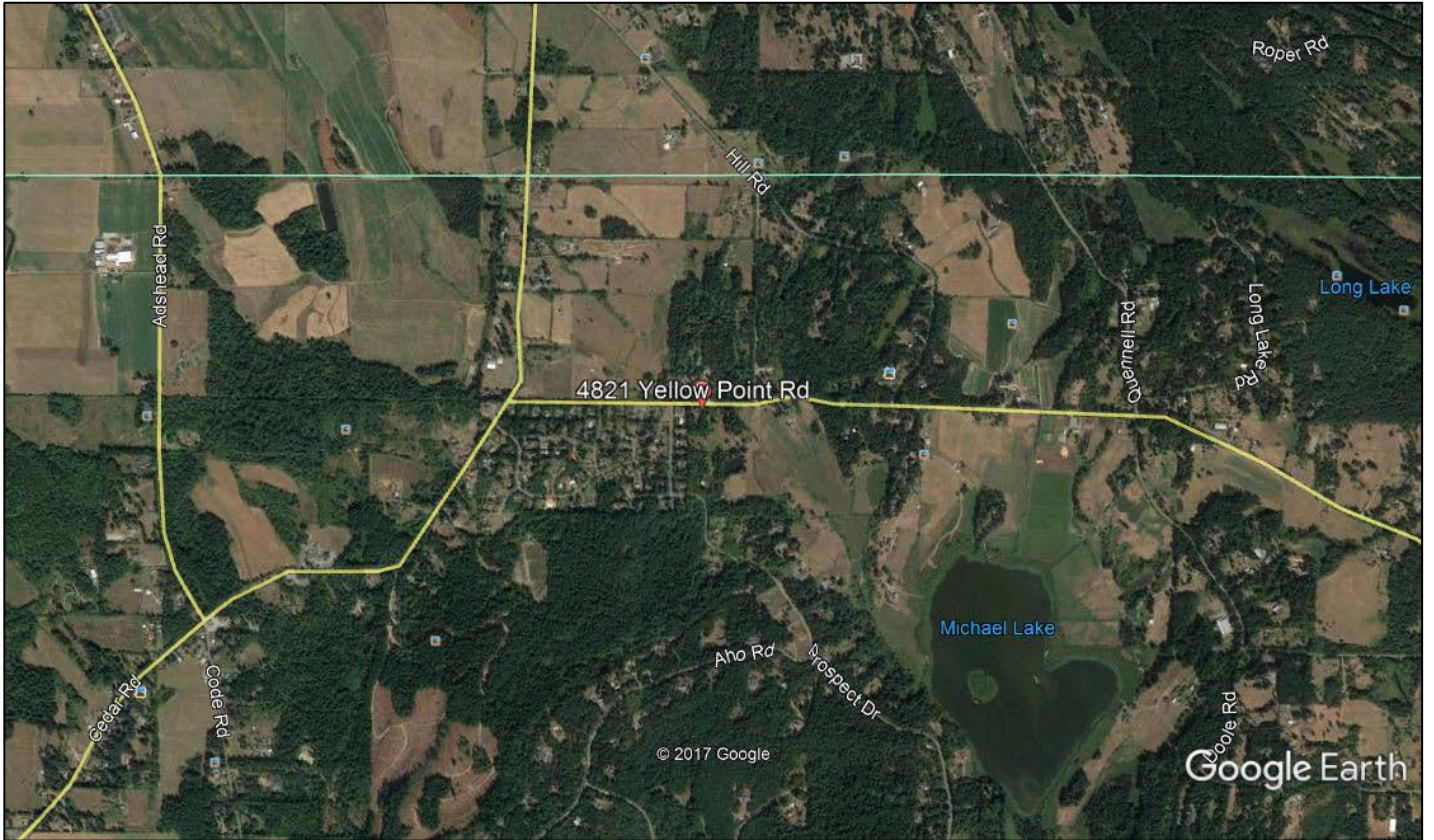


FIGURE 2
DRAINAGE MAP

APPENDIX A
SITE PHOTOGRAGHS



Photo 1. Showing the North Oyster Fire Station fronting Yellow Point Road and the forested area to the west where the new building construction is planned.



Photo 2. Showing the gravel parking area adjacent to the existing fire station on the east side of the building. A retaining wall supports the east side (right) of the parking lot. A small wetland is located near the toe of the retaining wall which drains east toward a stream.



Photo 3. Showing the concrete retaining wall on the eastern edge of the parking area. The wall is partially buried and the trees in the foreground would require removal for retaining wall replacement.



Photo 4. Showing the cleared area adjacent to the fire station where the new building is planned to be constructed. Facing south towards Yellow Point Road with the existing fire station visible on the left side of the photo.



Photo 5. Showing a farm located north of the of the existing building (visible in photo) and the proposed building site with fenced off livestock pens. No watercourses in visible distance >50m.



Photo 6 & 7. Showing the livestock range areas located north and northeast of the fire station. No water course or signs of a water course channel present within visible distance >50m.



Photo 8. Showing the livestock pen areas for associated farm dwellings located north of the fire station. No visible watercourses within visible distance >50m.



Photo 9. Showing livestock pen areas north and northwest of the fire station with no evidence of a water channel/drainage course within visible distance >50m.

From: [Conrad Cowan](#)
To: [Rachelle Rondeau](#)
Subject: NO Fire Hall
Date: Tuesday, November 07, 2017 9:05:31 AM
Attachments: [image002.png](#)

The need for a new building to replace the existing number 1 Fire Hall at 4821 Yellow Point Road has been discussed for many years. There has been a tremendous amount of work done by consultants, the CVRD staff, the fire chief, and volunteer community groups. The interest in this project is high which indicates there is great community concern around the fire department and the survival of this vital community service

The North Oyster fire hall (NOVFD) build has gained momentum in recent months with the land acquisition now complete, a construction management coy retained and final build blueprints approved, along with completion of the subdivision of a portion of the property located at 4835 Yellow Point Road, Ladysmith. This, to consolidate the subdivided parcel with the CVRD owned fire hall site adjacent, allowing an adequate footprint for a new 4 bay expanded #1 Fire Hall.

The community risks in the NOVFD fire protection area are significant for a small volunteer fire department. The fire protection area is large and the risks range from typical family residences to marine fire events, industrial complexes and wildland interface fires. There is also the Trans-Canada Highway where deadly motor vehicle incidents occur. There is also a regional airport with both commercial and private aircraft movements where the take-off flight path and landing approaches are frequently over the NOVFD fire protection district. To this, we are looking forward to providing a safe, cost effective fire hall operationally ready to serve the area H community.

Conrad Cowan
Manager, Public Safety Division, Community Services Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
Tel: 250.746.2562 Toll Free: 1.800.665.3955 Fax: 250.746.2563



Celebrating 50 Years of Service to the Community
1967 – 2017



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 9, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 15, 2017

FROM: Inspection & Enforcement Division
Land Use Services Department

SUBJECT: Fireworks Discharge Permit – Ladysmith Harbour Christmas Lights Cruise

FILE: 3-REG-17BE

PURPOSE/INTRODUCTION

The purpose of this report is to present a request for a fireworks display in the evening of Saturday, December 9, 2017, for the Ladysmith Harbour Christmas Lights Cruise in Ladysmith Harbour.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Fireworks Discharge Permit be authorized for the Ladysmith Harbour Christmas Lights Cruise event located at/near Ladysmith Harbour on December 9, 2017.

BACKGROUND

A request has been submitted for a fireworks display in Ladysmith Harbour for the Christmas Lights Cruise on December 9, 2017.

ANALYSIS

Since this date is outside of the three (3) dates that can be authorized by the Bylaw Enforcement Officer, Board authorization is required. This office has not received complaints about this event in the past and since the display will be on the water, the likelihood of disturbance to people or animals or damage to property is low.

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 – Fireworks Discharge Permit – Ladysmith Harbour December 9, 2017



CVRD

SCHEDULE "A"
To CVRD Bylaw No. 3633

FIREWORKS DISCHARGE PERMIT

LOCATION: LADYSMITH HARBOUR

DATE: * DECEMBER 09, 2017

*Date must be January 1st, July 1st, or October 31st – Special request dates must be approved by the CVRD Board.

*July 1st date may be subject to LOCAL FIRE DEPARTMENT APPROVAL

Fireworks may be discharged only between the hours of 6:00 pm and 12:00 midnight on July 1st or October 31st, and on January 1st between 12:00 midnight and 1:00 am.

I, MARY MARCOTTE, have read and understand the contents of CVRD Fireworks Sale and Discharge Regulation Bylaw No. 39, and amendments, and the Fireworks Safety Awareness Information package, available at the CVRD office. I am over 19 years of age and assume responsibility for the discharge of fireworks on the date and at the location noted above. I acknowledge that fireworks are not to be discharged within 500 metres of livestock.

Name: (print) MARY MARCOTTE Date: Nov 08/2017

(signature) Mary Marcotte

email: mmarcotte@cprd.bc.ca phone: 250-245-8339

This Permit is approved by: _____
CVRD Bylaw Enforcement Officer

Date: _____

Note: The RCMP and local Fire Department will be notified of the above event.



STAFF REPORT TO COMMITTEE

DATE OF REPORT	November 6, 2017
MEETING TYPE & DATE	Electoral Area Services Committee Meeting of November 15, 2017
FROM:	Inspection & Enforcement Division Land Use Services Department
SUBJECT:	Draft Dog Regulation Bylaw
FILE:	Bylaw No. 4065

PURPOSE/INTRODUCTION

The purpose of this report is to bring forward consideration the draft Dog Regulation Bylaw No. 4065.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption; and
2. That the Bylaw Enforcement Policy – Investigation and Enforcement Standards for Dog Regulation Bylaw Cases, attached to the Inspection & Enforcement Division’s November 6, 2017 Staff Report, be approved.

BACKGROUND

CVRD Dog Regulation Bylaw No. 3032 requires modernization to better respond to the issues faced in the community.

It was identified by a number of Area Directors that it was necessary to:

- Amend the designation “Declared Vicious” and create a more current and applicable way to deal with “aggressive” and “dangerous dogs”, specifically.
- Review and amend the bylaw as a whole as it is inadequate to respond to the issues faced in the community.

Public consultation was completed which included a number of public meetings and a PlaceSpeak page. Feedback was received and included in the bylaw where appropriate.

A legal review of the draft bylaw has been completed by CVRD legal counsel.

ANALYSIS

Implementation of the changes would increase regulatory powers in regard to dog regulation within all CVRD Electoral Areas.

The key problems identified by the community include:

- Licensing and control;
- Waste not picked up;
- Heat distress;
- Barking complaints;
- Bites and dog attacks; and
- Dangerous dogs.

To address the key issues, the draft bylaw provides a greater regulatory scope and provides a greater ability to enforce various infractions, unlike the existing bylaw.

A key area of such bylaws is in relation to victims and dangerous dog designations. The designation of “Declared Vicious” for dogs involved in serious incidents would require a more current and applicable replacement. A two-tier system where dogs can be “Considered Aggressive” or “Declared Dangerous” based on a number of factors has been included in the draft. These designations would bring additional restrictions to protect the public. An appeals process is included, for those owners who wish to address their dog’s behaviour.

Barking and bite complaints should have minimum standards of investigation, which are available for the public to review and understand, as per the Ombudspersons Guide. An associated Policy has been created which details this process (Attachment B).

In accordance with the Ombudspersons Guide: the draft bylaw specifically sets out, where authority and powers are derived from and the seizing of dangerous dogs for the purpose of assessment and/or euthanization.

FINANCIAL CONSIDERATIONS

A new regulatory bylaw would require increases in the fine amounts by Municipal Ticket Information, for offences detailed within the bylaw.

COMMUNICATION CONSIDERATIONS

These amendments are deemed necessary by Electoral Area Services Committee (EASC) Directors and the Bylaw Enforcement Department, and would be suitable for public consultation. The rollout of this Bylaw will be communicated through the CVRD website, local press and other media.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

A new Dog Regulation Bylaw would include relevant sections on:

- Aggressive dog definition;
- Dangerous dog definition; and
- Heat distress for dogs in cars.

A dog involved in a serious incident could be seized for a period of 21 days for professional assessment, with regard to the dog’s suitability for release back into the public.

New sections in the proposed bylaw would include:

- License provisions;
- Presentation of license and Government Identification to Animal Control Officer with associated obstruction clause for non-compliance;
- Leashing of dogs in public;
- Aggressive dogs; muzzle and containment;
- Number of dogs;
- Removing excrement; and
- Aggressive and dangerous dogs – designation and restrictions.

Also in accordance with the Ombudspersons Guide: An internal policy has been created that includes clear guidelines on general investigations, how barking complaints will be investigated and how bite and aggression cases will be investigated.

Referred to (upon completion):

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

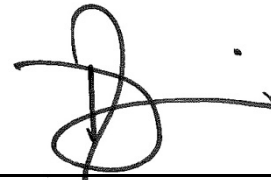
Prepared by:

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager

Not Applicable
Not Applicable



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

ATTACHMENTS:

Attachment A - Dog Regulation Bylaw No. 4065

Attachment B - Bylaw Enforcement Policy Investigation and Enforcement Standards for Dog Regulation Bylaw Case

ATTACHMENT A



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4065

**A Bylaw to Regulate the Keeping of Dogs Within Electoral Areas
of the Cowichan Valley Regional District**

WHEREAS the Board of the Cowichan Valley Regional District (CVRD) converted its *Animal Control* function to a service under the provisions of CVRD Bylaw No. 3031, cited as "CVRD Bylaw No. 3031 – Animal Control Service Establishment Bylaw, 2007", with all of the electoral areas in the Cowichan Valley Regional District participating in the service;

AND WHEREAS pursuant to Section 318(1)(a) of the *Local Government Act*, the Board may, by bylaw, regulate or prohibit the keeping of dogs, horses, cattle, sheep, goats, swine, rabbits or other animals and define areas in which they may be kept or may not be kept;

AND WHEREAS pursuant to Section 318(b) of the *Local Government Act*, the Board may by bylaw require that the Owner, possessor or harbourer of a dog must keep the dog, as the bylaw directs, effectively muzzled while at large or on a highway or public place, or on leash or under control of a competent person while on a highway or public place;

AND WHEREAS it is deemed expedient to regulate the keeping of dogs within the Cowichan Valley Regional District and to provide for the fixing, imposing and collecting of dog licence fees, and to require that any person who owns, possesses or harbours a dog obtain a licence for that dog;

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

1. CITATION

This Bylaw shall be cited for all purposes as "CVRD Bylaw No. 4065 – Dog Regulation Bylaw, 2017".

2. DEFINITIONS

In this Bylaw:

"Adequate Ventilation" means fresh air ventilation by means of open windows or operating mechanical device that supplies fresh or cooled air to the interior of a vehicle to ensure a Dog does not suffer heat distress.

"Aggressive Dog" means:

- i. a Dog that is on a highway or other public place, that acts in a menacing, threatening or aggressive manner and displays one or more behaviours such as but not limited to teeth baring, deep growling, hair standing on end, dilated pupils, lunging, rushing, pursuing, aggressive body language, or Attack stance;
- ii. a Dog with a known or witnessed propensity, tendency, or disposition to Attack other domestic animals, livestock or human beings; or
- iii. a Dog which has bitten another domestic animal or human.

"Animal Control Officer" means any Person appointed by the Regional Board to administer and enforce the provisions of this Bylaw, and includes Bylaw Enforcement Officers, the Manager, and members of the Royal Canadian Mounted Police.

"At Large" in reference to a Dog means:

- i. being elsewhere than on the property of the Person who keeps the Dog, or on the property of a Person who has care, custody or control of the Dog; or
- ii. not being under the immediate charge and effective control of a responsible Person.

"Attack" includes any action by a Dog resulting in another Dog or Person suffering any of the following: bleeding, broken skin, sprains, serious bruising, fall, concussion, broken bones or multiple injuries.

"Breeding Kennel" means a house, or building or range of buildings in which Dogs are kept for the purpose of commercial breeding.

"Dangerous Dog" means:

- i. a Dog with a known propensity, tendency, or disposition to Attack without provocation other domestic animals or human beings; or
- ii. a Dog which has bitten another domestic animal or human without provocation.

"Day Care / Training Facility" means a any place or business that watches or houses Dogs for a fee or provides Dog training, but does not include a Short Term Boarding Facility.

"Dog" means an animal of the canine species regardless of age or sex.

"Floating Licence" means a Licence that is issued to a Rescue / Shelter, in accordance with Section 10.4(e) of this Bylaw, and that provides for the temporary licensing of the maximum number of Dogs that may be housed at the Rescue / Shelter.

"Impounded" means seized, delivered, received, or taken into the Pound, or into the custody of the Animal Control Officer.

"**Licence**" means a Dog Licence that has been paid for and issued under this Bylaw for the current licensing year.

"**Manager**" means the Manager of the Building Inspection and Bylaw Enforcement Division of the Cowichan Valley Regional District.

"**Owner**" in respect of any Dog, includes any Person who owns, is in possession of, harbours or has the care or control of the Dog.

"**Person**" means and includes any individual, corporation, partnership or party and the heirs, executors, administrators or other legal representatives of the same.

"**Pound**" means any building or enclosure or place established for the impoundment of Dogs by the Regional District under the provisions of this Bylaw.

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

"**Regional District**", in reference to the areas within which this Bylaw applies, means the nine (9) Electoral Areas within the Cowichan Valley Regional District, being Electoral Areas A, B, C, D, E, F, G, H and I.

"**Rescue / Shelter**" means any premises where 6 (six) or more Dogs are kept and where a Person provides temporary housing or care of the Dogs, for the purpose of placing them into a permanent home.

"**Short Term Boarding Facility**" means any place or business that watches or houses Dogs for a fee and provides overnight boarding facilities.

"**Unlicenced Dog**" means:

- i. any Dog over the age of three (3) months for which a Licence for the current year has not been acquired under this Bylaw; and
- ii. any Dog not wearing a tag provided for that Dog under this Bylaw; or
- iii. if the Dog's Owner is immediately present with the Dog, the Dog's tag is not attached to the Dog and is not made available for immediate inspection by an Animal Control Officer upon request.

3. **SCHEDULES**

Schedule A – Fees and Charges attached to this Bylaw forms part of this Bylaw.

4. **SEVERABILITY**

If any section, subsection, sentence, paragraph, or schedule forming part of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the section, subsection, paragraph, or schedule may be severed from the Bylaw without affecting the validity of the Bylaw or any portion of the Bylaw or remaining schedules.

5. AUTHORITY

The authority for this Bylaw is derived from Sections 317 to 322 of the *Local Government Act* and Section 47 of the *Community Charter*.

6. ADMINISTRATION

6.1 **Establishing the Pound**

The Regional District has established and maintained, and will continue to maintain, a Pound.

6.2 **Assisting with Bylaw Enforcement**

The Regional Board may appoint Animal Control Officers to enforce and administer the provisions of this Bylaw.

7. DOG LICENCES

7.1 **No Keeping of Dog without a Licence**

A Person must not keep a Dog that is older than three (3) months unless that Person has acquired a Licence for the Dog, and has paid the annual Licence fee specified in Schedule A of this Bylaw.

7.2 **Applying for Licence**

A Person who keeps a Dog must apply for an annual Licence in the manner specified by the Regional District.

7.3 **Paying for Licence**

A Person who applies for a Licence to keep a Dog must pay to the Regional District the annual Licence fee specified in Schedule A of this Bylaw.

7.4 **No Licence Fee – Certified Guide Dogs**

An annual Licence fee is not payable for the keeping of a Dog that is certified as a guide Dog or service Dog under Section 5(1)(a) or (b) of the *Guide Dog and Service Dog Act*, provided the applicant for the Licence presents the Manager with a copy of a valid certificate issued under that *Act*.

7.5 **Wearing Dog Tag**

A Person who keeps a Dog must ensure that the Dog at all times displays a valid Dog tag provided by the Regional District.

7.6 Presentation of Dog Tag to Animal Control Officer

- a) Upon request by an Animal Control Officer, the Owner or other Person who has care and control of a Dog must stop and present to the Animal Control Officer a valid Dog tag as evidence that the Dog is Licensed under this Bylaw.
- b) Upon request by an Animal Control Officer, the Owner or other Person who has care and control of a Dog which is in contravention of any provision of this Bylaw must stop and show the Animal Control Officer:
 - i. a valid Dog tag for that Dog;
 - ii. if not the Owner of the Dog, must provide the address where the Dog and its Owner regularly reside.

7.7 Replacement Dog Tag

One Dog tag shall be provided by the Regional District to the Owner when a Dog is Licensed for the first time. A replacement tag shall be provided upon payment of the fee set out in Schedule A.

7.8 Breeding Kennel Licensing

- a) A Person who operates a Breeding Kennel must apply to the Regional District for and obtain an annual Kennel Licence, and must pay the applicable Kennel Licence fee prescribed under Schedule A of this Bylaw.
- b) All Breeding Kennels must adhere to the conditions set out in Sections 7.8(c) through (g) of this Bylaw.
- c) All facilities and structures where Dogs are kept at a Breeding Kennel must be:
 - i. sited a minimum of fifty (50) feet from a property line; or
 - ii. surrounded by a landscape and noise buffer comprised of hedges, sight screening or other noise reducing material.
- d) A Breeding Kennel must be operated in compliance with CVRD Bylaw No. 3723 – Noise Control Bylaw 2013.
- e) Dogs at a Breeding Kennel are permitted in outdoor runs only between the hours of 7 a.m. and 9 p.m.
- f) A Breeding Kennel is only permitted to operate on a parcel where that use is permitted under, and is operated in compliance with, the applicable CVRD Zoning Bylaw.
- g) The operator of a Breeding Kennel must comply with conditions set out in Section 10.3 of this Bylaw, in relation to the Licensing of Dogs prior to sale, and maintaining records of the number of litters.

8. CONTROL OF DOGS

8.1 Dogs At Large

A Person who keeps a Dog must not permit, suffer, or allow the Dog to be At Large.

8.2 Leashing Dogs

- a) A Person who keeps a Dog must not permit, suffer, or allow the Dog to be on a highway or other public place unless the Dog is under the immediate charge and effective control of a responsible and competent Person by means of a leash that is not more than 2.5 m long, unless the area is designated by Regional District bylaw as an off-leash area, or unless a Regional District bylaw allows the Dog to be off-leash in that area under certain circumstances.
- b) A Person who is in charge of a Dog in a permitted off-leash area must be in possession of a leash at all times, and must immediately leash the Dog if it is not under the effective control of that Person.

8.3 Tethering Dogs

A Person must not cause, allow, or permit a Dog to be tied and unattended in a public place including but not limited to being tethered in any of the following circumstances:

- a) tethered to a fixed object or vehicle where:
 - i. a choke collar forms part of the securing apparatus;
 - ii. a rope, cord or chain is tied directly around the Dog's neck;
 - iii. the collar is not properly fitted, or is attached in a manner that could injure the Dog or enable the Dog to injure itself; or
 - iv. is tethered in a way that would allow the Dog to escape by pulling on the tether or slipping out of an incorrectly fitted collar.
- b) tethered within three (3) metres of an entrance or exit from any public building; or
- c) tethered to:
 - i. a traffic control device or support thereof;
 - ii. a fire hydrant or fire protection equipment; or
 - iii. handrails or any other object in such a way as to obstruct or interfere with the public's right-of-way without contact with the Dog, or so as to create a nuisance.

8.4 Muzzling Dangerous Dogs

- a) In addition to complying with Section 8.2, a Person who keeps a Dangerous Dog must not permit, suffer, or allow the Dog to be on a highway or other public place or on any other property that such Person does not own or control unless that Person has muzzled the Dog in an effective manner that prevents it from biting another animal or a Person.
- b) A muzzle must be in good working condition, of sufficient strength, and must be a properly fitted, basket style to safely allow the Dog to eat, drink and pant.

8.5 Securing Dangerous Dogs on Private Property

- a) A Person who keeps a Dangerous Dog must, at all times while the Dog is on property owned or controlled by such Person, securely confine the Dog, either indoors or in an enclosed pen or other structure capable of preventing the entry of young children and adequately constructed to prevent the Dog from escaping or from biting a domestic animal or human being.
- b) A Person who keeps a Dangerous Dog must post a sign at each entrance to their property, clearly indicating that a dangerous Dog is present.
- c) A Person who keeps a Dangerous Dog must immediately notify an Animal Control Officer if the Dog is At Large.

8.6 Control of Dogs at a Designated Swimming Area

- a) A Person who keeps a Dog must not permit, suffer, or allow the Dog to be in a designated swimming area other than:
 - i. where permitted by sign in a designated off-leash area; or
 - ii. in an area permitted under the *Cowichan Valley Regional District Parks Bylaw No. 738, 1983*.
- b) Except where permitted under Section 8.6(a) a Person must not allow a Dog to be in any part of a lake or stream that is less than 50 meters from a designated swimming area.
- c) A Dog that is permitted to be in a designated swimming area under Section 8.6(a) must at all times be under the effective control of the Owner or other Person who has care and control of the Dog.

8.7 Limiting Number of Dogs

Except for a Breeding Kennel, Short Term Boarding Facility, Day Care / Training Facility or Rescue/Shelter that is registered or licensed under this Bylaw, a Person must not keep more than five Dogs at any one time or at any one place or property within the Cowichan Valley Regional District.

8.8 Confining Dogs in Heat

A Person who keeps a female Dog must confine and house the Dog during the period it is in heat.

8.9 Confining Dogs with Communicable Diseases

A Person who keeps a Dog, and who knows or suspects that the Dog has a communicable disease, must:

- a) isolate the Dog during the period such Person knows or suspects that the Dog has a communicable disease, and in a manner that will prevent further spread of the disease;
- b) seek the assistance of a veterinarian; and
- c) adhere to any orders respecting the keeping of the Dog made by:
 - i. the Manager; and
 - ii. any other government official who has authority to issue such orders.

8.10 Removing Excrement

- a) An Owner, or other Person who keeps or has care, custody or control of a Dog, must immediately remove any excrement deposited by the Dog, and deposit the waste in a designated public waste receptacle or in a private waste receptacle in accordance with any applicable bylaw.
- b) Section 8.10(a) does not apply to:
 - i. a service Dog in the company of a handler who is physically disabled, or to a guide Dog in the company of a handler who is blind; or
 - ii. excrement deposited by a Dog on property owned by or in the exclusive possession of a Person who keeps, or who has care, custody or control, of the Dog.

8.12 Securing Dogs in Vehicles

An Owner, or other Person who keeps or has care, custody or control of a Dog, must not keep the Dog in an open vehicle unless the Dog is secured in a manner that prevents the Dog from falling or being thrown out of the vehicle.

8.13 Preventing Heat Distress

An Owner, or other Person who keeps or has care, custody or control of a Dog, must prevent the Dog from suffering heat distress, discomfort or heat related injury that requires immediate veterinary care, including but not limited to by not leaving the Dog unattended in a vehicle without adequate ventilation when the inside temperature is above 22 degrees Celsius and when the Dog displays signs of heat distress including but not limited to:

- a) excessive panting or drooling;
- b) the Dog's tongue has turned dark purple or grey which indicates the Dog's internal temperature has risen to a dangerous degree;
- c) the Dog is behaving frantically, pawing at the window, or trying to stick its nose out;
- d) loss of bowel control; or
- e) lethargic and unresponsive behaviour.

8.14 Barking or Howling / Noise from Roosters

- a) A Person who owns or occupies premises must not permit, suffer, or allow a Dog on those premises to excessively, persistently and frequently bark, howl or cry in a manner that unreasonably and persistently disturbs the quiet, peace rest, enjoyment and comfort of a neighbourhood or of multiple Persons in the vicinity or neighborhood.
- b) A Person who owns or occupies premises must not permit, suffer, or allow a rooster on those premises to excessively, persistently and frequently crow in a manner that unreasonably and persistently disturbs the quiet, peace rest, enjoyment and comfort of a neighbourhood or of multiple Persons in the vicinity or neighborhood.

8.15 Biting or Attacking Persons or Domestic Animals

An Owner, or other Person who keeps or has care, custody or control of a Dog, must not permit, suffer, or allow the Dog to bite, attack or injure a Person or domestic animal.

9.0 AGGRESSIVE AND DANGEROUS DOG DESIGNATIONS

9.1 Considered Aggressive Designation

- a) An Animal Control Officer, Bylaw Officer, or the Bylaw Enforcement Manager may provide written notice to the Owner of a Dog that the Dog is considered to be an Aggressive Dog if the Dog has displayed any of the aggressive behaviors described in the definition of "Aggressive Dog" in Section 1 of this Bylaw.
- b) A notice under Section 9.1(a) may include the following recommendations to the Owner for the keeping of the Dog:
 - i. that the Dog be muzzled in accordance with Section 8.4 of this Bylaw;

- ii. that at all times while the Dog is on property owned or controlled by the Owner, that the Owner securely confine the Dog, either indoors or in an enclosed pen or other structure capable of preventing the entry of young children and adequately constructed to prevent the Dog from escaping or from biting a domestic animal or human being;
- iii. that the Owner post signs on their property's entrance and exit, clearly indicating that an Aggressive Dog is present;
- iv. that the Owner attend a minimum of 5 training sessions at an appropriate school, to address the type of aggression (human/animal), and provide evidence, to the Animal Control Officer, Bylaw Officer, or the Bylaw Enforcement Manager, of such attendance, within 6 months of the designation date; or
- v. that the Owner have a behavioural assessment of the Dog undertaken by a veterinarian.

9.2 Declared Dangerous Designation

- a) An Animal Control Officer, Bylaw Officer, or the Bylaw Enforcement Manager may provide written notice to the Owner of a Dog that the Dog is considered to be a Dangerous Dog if the Dog has displayed any of the behaviors described in the definition of "Dangerous Dog" in Section 1 of this Bylaw.
- b) A notice under section 9.2(a) may include the following instructions to the Dog Owner, for the keeping of the Dog in accordance with this Bylaw:
 - i. that the Dog must be leashed at all times when on a highway or other public place, in accordance with Section 8.2 of this Bylaw;
 - ii. that the Dog must be muzzled in accordance with section 8.4 of this Bylaw;
 - iii. that the Dog must be secured while on private property in accordance with Section 8.5(a) of this Bylaw;
 - iv. that the Owner allow the Animal Control Officer to photograph the Dog, for tracking and identification purposes;
 - v. that the Owner must post signs on their property in accordance with Section 8.5(b) of this Bylaw;
 - vi. that the Owner is subject to the increased fees for the licensing of the Dog as set out in Schedule A of this Bylaw, and may be liable to a fine or penalty in accordance with this Bylaw should the directions under the notice not be followed;
 - vii. that it is recommended that the Owner attend a minimum of 5 training sessions at an appropriate school, to address the type of aggression (human/animal), and provide evidence, to the Animal Control Officer, Bylaw Officer, or the Bylaw

Enforcement Manager, of such attendance, within 6 months of the date of the notice; and

- viii. that it is recommended that the Owner have a behavioural assessment of the Dog undertaken by a veterinarian.

9.3 Requests for Removal of Dangerous Dog Designation

- a) A Person who receives a notice under Section 9.2 may request that their Dog no longer be considered a Dangerous Dog by submitting written evidence of the following to the Manager:
 - i. there have been no further recorded incidents of biting or aggression involving the Dog in a 12 month period since the notice under Section 9.2 was given;
 - ii. the Dog has attended a minimum of 5 training sessions at an appropriate school, to address the type of aggression which led to the designation;
 - iii. a behavioural assessment by a veterinarian or animal behaviour professional has been obtained confirming that the Dog's aggression has been addressed satisfactorily;
 - iv. the Owner has adhered to all requirements under the notice provided under Section 9.2; and
 - v. the Owner's commitment to continually adhere to all requirements of this Bylaw.
- b) The decision of the Manager of Bylaw Enforcement in response to a request under Section 9.3(a) is final.

10.0 KEEPING OF DOGS

10.1 Giving Basic Care to Dogs

An Owner, or other Person who keeps or has care, custody or control of a Dog, must provide the Dog with:

- a) sufficient clean, potable drinking water;
- b) suitable food of sufficient quantity and quality to allow for normal growth and the maintenance of normal body weight;
- c) clean and disinfected food and water receptacles that are located so as to avoid contamination by excreta; and
- d) the opportunity for regular exercise sufficient to maintain good health.

10.2 Enclosing Dogs

An Owner, or other Person who keeps or has care, custody or control of a Dog, must not confine the Dog in an enclosure, including a vehicle, unless the air ventilation, temperature, and size of the enclosure are sufficient to maintain the Dog in good health.

10.3 Operators of Breeding Kennels

- a) The operator of a Breeding Kennel must not release a Dog to a new Owner unless the Owner provides evidence to the operator that:
 - i. the Dog has been licensed within the jurisdiction where the Dog will reside; or
 - ii. that Dog licensing is not required within the jurisdiction where the Dog will reside.
- b) The operator of a Breeding Kennel must provide the Manager of Bylaw Enforcement with a written report every 12 months detailing the following for each litter of Dogs bred at the Breeding Kennel:
 - i. the number of Dog animals born and adopted out;
 - ii. the jurisdiction within which each Dog resides, according to information provided by the new Owner; and
 - iii. confirmation that the operator obtained proof of Dog licencing in accordance with Section 10.3(a).

10.4 Dog Boarding Facilities / Day Cares and Training Facilities / Rescues and Shelters

- a) The operator of a Short Term Boarding Facility must register their facility with the Manager of Bylaw Enforcement by providing the Manager with:
 - i. the operator's full name;
 - ii. the location of the Short Term Boarding Facility;
 - iii. a telephone number where the operator may be contacted.
- b) The operator of a Short Term Boarding Facility that is equipped to house more than 6 Dogs must apply to the Manager of Bylaw Enforcement for a Kennel Licence, by completing the application form provided by the Manager, and paying the Kennel Licence Fee prescribed under Schedule A to this Bylaw.
- c) The operator of a Short Term Boarding Facility must ensure that all Dogs who attend their Facility have a valid Dog licence.

- d) The operator of a Day Care / Training Facility must register their facility with the Manager of Bylaw Enforcement by providing the Manager with:
 - i. the operator's full name;
 - ii. the location of the Day Care / Training Facility;
 - iii. a telephone number where the operator may be contacted.
- e) The operator of a Day Care / Training Facility must ensure that all Dogs who attend their Facility have a valid Dog licence.
- f) The operator of a Rescue / Shelter must register their facility with the Manager of Bylaw Enforcement by providing the Manager with:
 - i. the operator's full name;
 - ii. the location of the Rescue / Shelter;
 - iii. a telephone number where the operator may be contacted.
- g) The operator of a Rescue / Shelter must apply to the Manager of Bylaw Enforcement for a sufficient number of Floating Licences to temporarily licence all dogs that may be housed at the Rescue / Shelter, by completing the application form provided by the Manager, and paying the Rescue / Shelter Licence Fee prescribed under Schedule A to this Bylaw.
- h) The operator of a Rescue / Shelter must not release a Dog to a new Owner unless the Owner provides evidence to the operator that:
 - i. the Dog has been licensed within the jurisdiction where the Dog will reside; or
 - ii. that Dog licensing is not required within the jurisdiction where the Dog will reside.

11. IMPOUNDMENT OF DOGS

11.1 Seizing Dogs under this Bylaw

An Animal Control Officer may seize a Dog on public property in any of the following circumstances:

- a) the Dog is not Licenced in accordance with this Bylaw;
- b) payment of the Licence fee for the Dog's licence is in arrears;
- c) the Dog is not wearing a Dog tag issued under this Bylaw;
- d) the Dog is at large on a highway or in a public place;
- e) the Dog is not leashed or muzzled in accordance with the requirements of this Bylaw;

- f) the Dog is at large in a Park or is within an area of a Park where Dogs are not permitted under the *Cowichan Valley Regional District Parks Bylaw No. 738, 1983*; or
- g) the Dog has bitten or is alleged to have bitten a human being or domestic animal.

11.2 Impounding Dogs

Upon receiving a Dog that has been seized under Section 11.1, the Animal Control Officer may:

- a) impound the Dog at the Pound; and
- b) if the Dog is in need of immediate medical care, take the Dog to a veterinarian.

11.3 Detaining Impounded Dogs

- a) The Regional District may detain at the Pound:
 - i. for 72 hours after the date and time of impoundment, a Dog impounded under Section 11.2;
 - ii. for 21 days after the date and time of impoundment, a Dog who has bitten or who is alleged to have bitten a human being or domestic animal, in order to obtain:
 - A. an assessment by a Dog behaviour specialist; or
 - B. a destruction order through the Provincial Court of British Columbia, under Section 49 of the *Community Charter*.
- b) The time period within which a Dog may be detained under Section 11.3(a)(ii) may be extended by the Manager if he or she determines that the Dog is too dangerous to be released into the public, and in that case the Dog may be detained until:
 - i. the Dog is determined to be suitable for release, subject to any restrictions on the Dog's release that have been determined by a court;
 - ii. the Dog is destroyed by an order of the Provincial Court of British Columbia, under Section 49 of the *Community Charter*, or
 - iii. voluntary euthanization is agreed upon by the Dog Owner, and carried out at the Owner's expense.

11.4 Euthanizing Dogs for Humane Reasons

Despite Section 11.3, if the Manager of Bylaw Enforcement believes that an impounded Dog is suffering from injury, disease, or sickness that the Dog is unlikely to survive or from which it is unlikely to recover, and that euthanizing the Dog would be the most humane treatment for the Dog, the Regional District may take the Dog immediately to a licensed veterinarian to euthanize the Dog immediately.

11.5 Caring for Dogs

The Regional District may maintain and care for impounded Dogs as is considered necessary and humane, including the provision of food, water, and shelter, and may arrange for veterinary care and medication.

11.6 Disposing of Dogs

After expiry of the 72 hour detention period referred to in Section 11.3(a)(i) of this Bylaw, the Regional District may foster, adopt, sell humanly euthanize an impounded dog, if the Dog has not been reclaimed by its Owner.

11.7 Reclaimed Dogs

At any time before a Dog is fostered, adopted, sold or humanely euthanized under Section 11.6, the Dog's Owner may apply to the Regional District to reclaim the Dog, and, when applying, must:

- a) provide the Manager of Bylaw Enforcement with proof of Ownership of the Dog;
- b) pay all outstanding charges and fees under this Bylaw that apply to such Dog, including a full Dog Licence; and
- c) pay all outstanding fines or penalties imposed on such Person for breach of this Bylaw.

11. CHARGES AND FEES

11.1 Payment of Fees for Impounded Dog

A Person who keeps a Dog which the Regional District has impounded under this Bylaw must pay on demand, with respect to that Dog:

- a) the impound fee set out in Schedule A of this Bylaw;
- b) the Licence fee, if the Dog is unlicensed at the time of impound;
- c) the daily charge for maintaining the Dog or other animal as prescribed in Schedule A of this Bylaw; and
- d) the costs for veterinary care and medication incurred by the Regional District.

11.2 Adoption Fees

A Person who wishes to adopt an animal from the Pound must pay the applicable fee set out in Schedule A of this Bylaw.

12. OFFENCES, PENALTIES AND ENFORCEMENT

12.1 Removal of Dog From Pound

A Person must not remove, or attempt to remove, from the Pound, an impounded Dog or other animal except as allowed under this Bylaw.

12.2 Obstructing an Animal Control Officer

A Person must not interfere with, resist, or otherwise obstruct an Animal Control Officer, or other Person authorized under this Bylaw, in the performance of his or her duties, including by:

- a) failure to produce photographic government identification when requested; or
- b) failing to provide an Animal Control Officer with the Person's name and address when requested.

12.3 Offences under Bylaw

A Person who:

- a) violates any provision of this Bylaw, or does any act or thing which violates any provision of this Bylaw, or suffers or allows any other Person to do any act or thing which violates any provision of this Bylaw;
- b) neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
- c) suffers or allows any Person to fail to comply with an order, direction, or notice given under any provision of this Bylaw;

is guilty of an offence against this Bylaw, and liable to the penalties imposed under Sections 12.4, 12.5, and 12.6 and Schedule A of this Bylaw, as applicable.

12.4 Fine for Offence

Every Person who commits an offence against this Bylaw is punishable on conviction by a fine of not less than \$250 per day and not more than \$2,000 for each offence.

12.5 Fine for Continuing Offence

Every Person who commits an offence of a continuing nature against this Bylaw is liable to a fine of not less than \$250 for each day and not more than \$2,000 for each day that such offence continues.

12.6 Fines for Particular Offences

Despite the minimum fine referred to in Section 12.4 and 12.5 of this Bylaw, a Person who keeps a Dangerous Dog who is guilty of an offence against this Bylaw is liable to a fine of not less than \$500 for each offence and not more than \$2,000 for each offence.

13. REPEAL

CVRD Bylaw No. 3032 – Dog Regulation and Impounding Bylaw, 2007, and all amendments thereto, is hereby repealed.

READ A FIRST TIME this _____ day of _____, 2017.

READ A SECOND TIME this _____ day of _____, 2017.

READ A THIRD TIME this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE A

To CVRD Bylaw No. 4065

Fees and Charges:

LICENCE FEES

COST

Dog Licence

Purchased before March 31 st	\$25
Purchased on or after April 1 st	\$35
Replacement tag	\$5
Kennel Licence	\$175

Impound Fees

Licensed Dog	\$50 (second)
Unlicensed Dog	\$75 + Licence Fee

Boarding Fees

Maintenance of a Dog	\$15 per day
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Dog "Considered Aggressive" or "Declared Vicious"

Licence for Aggressive Dog	\$70
Licence for a Dangerous Dog	\$100
Bylaw infractions per offence	\$500
Licensed Impound	\$200
Unlicensed Impound	\$400 + Licence fee
Maintenance of a Dog	\$20 per day

Adoption fees

Large Dog	\$311.43 + Licence fee (2016)
Small Dog	\$411.43 + Licence fee (2016)

BYLAW ENFORCEMENT POLICY - INVESTIGATION AND ENFORCEMENT STANDARDS FOR DOG REGULATION BYLAW CASES

Applicability: Land Use Services

Effective date:

PURPOSE:

CVRD Dog Regulation Bylaw No. 4065 investigates dog-related cases such as barking and bite investigation. As suggested by the Ombudspersons Guide, the CVRD should create a Policy that includes clear guidelines on how: Barking complaints will be investigated; Bite and aggression cases will be investigated; other general dog related investigations will be completed.

POLICY:**General Investigations:**

An Animal Control Officer, Bylaw Officer, Manager of Bylaw Enforcement or any other person designated by this Bylaw, may investigate or enforce any infraction of this Bylaw in the above sections when;

- (a) The Animal Control Officer personally witnesses an infraction, recording evidence in a pocket notebook or statement with supporting photographic/video evidence of an infraction if available.
- (b) The Animal Control Officer receives a complaint from a member of the public who has provided their name and address and details of the complaint in accordance to the CVRD Bylaw Enforcement Policy.
- (c) Anonymous calls will be screened, and only responded to when public safety is a concern.
- (d) The Animal Control officer is provided with a witness statement and or supporting photographic/video evidence of an infraction if available, by a member of the public.
- (e) The Animal Control Officer is provided with a witness statement and or supporting photographic/video evidence, of an infraction if available, by a government official.
- (f) The Animal Control Officer has reasonable grounds to believe that the infraction has taken place.

Response options include:

- License enquiry/offence history inquiry
 - Verbal warning
 - Written warning
 - MTI
 - Prosecution Report to Court
- i. Where possible, Animal Control Officers should request presentation of a valid dog tag to an Animal Control Officer, regardless of what response option is being exercised. Upon request by an Animal Control Officer, the owner of a dog, which is in contravention of any provision of the Bylaw No. 4605, must stop and provide to the Animal Control Officer the address where the Dog and its Owner regularly reside, as per Section 7.6 of the Bylaw No. 4065.

Any witnesses to the infraction and the complainant should be approached and provide witness statements to complete. It should be discussed at the earliest stage, that evidence provided may be used in court if the offence is disputed.

Barking or Howling Investigations:

When investigating a barking or howling complaint under Section 8.14 of the Bylaw 4065, the primary witness to the complainant and evidence will be required to investigate the complaint further than advice/warning.

In order to prove the elements of this offence, the onus is on the complainant, to prove that the barking is unreasonable. In order to do this, the complainant must, record over a two-week period, a barking package that shows:

- Day
- Date
- Time
- Duration
- Type of barking

In addition, the complainant must record the impact that the barking is having on their life. This evidential recording is essential in proving that the level of barking is unreasonable in Court.

This should be outlined at the earliest stage to the complainant. If the complainant is not willing to complete a barking package and attend Court, then a long-term solution may not be possible.

A number of short-term options are still available however.

Response Options:

Anonymous barking complaints or complaints without a specific address should be referred back for further information or closed if not provided. The information is essential as outlined above; barking is not a "ticket-able" offence and can only be correctly investigated with all information available.

1st Barking complaint:

An Animal Control Officer should check the address provided for a current dog license/history. A dog license should be purchased as soon as possible if not current.

Animal Control Officer should call the complainant and listen to their concerns. The Animal Control Officer should explain all of the options available and, stress at this early stage, that the long-term solution to this type of complaint, is to submit a barking package and attend court.

Short-term Options Include:

- Phone call to dog owner
- Written letter to dog owner
- Written warning to dog owner

The Animal Control Officer should ask the complainant, if the barking is disturbing any other of the neighbours, and if they would also be willing to supply barking packages and attend Court. If so, packages can be supplied. The case will have more credibility in Court with multiple complainants.

Animal Control Officer is required during the 1st barking complaint, to make acknowledged contact with the dog owner, to make them aware that their dog is barking, and disturbing the peace, quiet, rest and relaxation of their neighbours.

This Acknowledged Contact, can be in the Form of the Following:

- Phone call discussion with dog owner
- Email to dog owner, which they reply to
- Knock on the door of the dog owner with face-to-face discussion
- A warning ticket written, with a business card, can be left asking for contact to be made with the Animal Control Officer.

The Animal Control Officer can provide solutions to the dog owner such as training, use of a barking collar, screens, etc.

The Animal Control Officer should then tell the dog owner that, should the barking persist, the complainant will be advised to begin recording the barking in a diary for a period of two weeks. This evidence may then be used in Court. The dog owner will be made aware of any further calls.

2nd Barking Complaint (or more):

Following a second (or more) barking complaint about the same dog at a specific address, the same Animal Control Officer will be assigned to investigate. This maintains continuity of evidence and known history of the address, dog, owner, etc.

The complainant at this stage must be willing to provide a barking package and willing to attend Court, or the Animal Control Officer is unable to assist further.

The Animal Control Officer can email or drop off the barking package to the complainant/neighbours.

The Animal Control Officer should again make acknowledged contact with the dog owner, and advise them that the evidence gathering process has begun towards Court proceedings. The Animal Control Officer should stress again at this point the importance of controlling the dogs barking, and re-suggest any methods not yet tried to quell the barking. The Animal Control Officer can offer to attend the residence to help further assist the dog owner in stopping the barking by providing suggestions.

After the 2-week monitoring period is complete, the complainant should provide the complete barking package to the Animal Control Officer.

Animal Control Officer will then complete a prosecution report and submit the barking package for charge approval at Court.

The Animal Control Officer should make all parties aware that the barking package has been submitted possible future Court hearings may arise.

Crowing Rooster Complaints:

For the purposes of Bylaw No. 4065, a person who keeps a rooster, must not permit, suffer, or allow the sound of a crowing rooster, that a person not on the same premises can easily hear and that disturbs or tends to disturb unreasonably the quiet, peace, rest, enjoyment, comfort or convenience of such person.

In order to prove the elements of this offence, the onus is on the complainant, to prove that the crowing is unreasonable and above the sound, typically made by a rooster. In order to do this, the complainant must, record over a two-week period, a crowing package that shows:

- Day
- Date
- Time
- Duration
- Type of crowing

In addition, the complainant must record the impact that the crowing is having on their life. This evidential recording is essential in proving that the level of crowing is unreasonable in Court.

This should be outlined at the earliest stage to the complainant. If the complainant is not willing to complete a crowing package and attend Court, then a long-term solution may not be possible.

A number of short-term options are still available however.

Response Options:

Anonymous crowing complaints or complaints without a specific address should be referred back for further information or closed if not provided. The information is essential as outlined above; crowing is not a "ticket-able" offence and can only be correctly investigated with all information available.

1st Crowing Complaint:

The Animal Control Officer should call complainant and listen to their concerns. The Animal Control Officer should explain all of the options available, and stress at this early stage, that the long-term solution to this type of complaint, is to submit a crowing package and attend court. Short-term options include:

- Phone call to the rooster owner
- Written letter to the rooster owner
- Written warning to the rooster owner

The Animal Control Officer should ask the complainant, if the crowing is disturbing any other of the neighbours, and if they would also be willing to supply crowing packages and attend Court. If so, a package can be supplied. The case will have more credibility in Court with multiple complainants.

The Animal Control Officer is required during the 1st crowing complaint, to make acknowledged contact with the rooster owner, to make them aware that their rooster is crowing, and disturbing the peace, quiet, rest and relaxation of their neighbours.

This Acknowledged Contact can be in the Form of the Following:

- Phone call discussion with the rooster owner
- Email to the rooster owner, which they reply to
- Knock on the door of the rooster owner with face-to-face discussion
- A warning ticket written, with a business card, can be left asking for contact to be made with Animal Control Officer.

The Animal Control Officer can provide solutions to the rooster owner such as adherence to setbacks, putting the rooster in the coop at night, removal of the rooster, screens or other sound reducing measures, etc.

The Animal Control Officer should then tell the rooster owner that, should the crowing persist, then the complainant will be advised to begin recording the crowing in a diary for a period of two weeks. This evidence may then be used in Court. The rooster owner will be made aware of any further calls.

2nd Crowing Complaint (or more):

Following a second (or more) crowing complaint about the same rooster(s) at a specific address, the same Animal Control Officer will be assigned to investigate. This maintains continuity of evidence and known history of the address, rooster(s), owner, etc.

The complainant at this stage must be willing to provide a crowing package and willing to attend Court, or the Animal Control Officer is unable to assist further.

The Animal Control Officer can email or drop off the crowing package to the complainant/neighbours.

The Animal Control Officer should again make acknowledged contact with the rooster owner, and advise them that the evidence gathering process has begun towards Court proceedings. The Animal Control Officer should stress again at this point the importance of controlling the rooster's crowing, and re-suggest any methods not yet tried to quell the crowing. The Animal Control Officer can offer to attend the residence to help further assist the dog owner in stopping the crowing by providing suggestions.

After the 2-week monitoring period is complete, the complainant should provide the complete crowing package to the Animal Control Officer.

The Animal Control Officer will then complete a prosecution report and submit the crowing package for charge approval at Court.

The Animal Control Officer should make all parties aware that the crowing package has been submitted possible future Court hearings may arise.

Aggression or Bite Investigation; Human / Animal:

Dogs acting aggressively may breach Section(s): 8.15 of the Bylaw No. 4065.

Aggression can be Defined as:

- i. a Dog that is on a highway or other public place, that acts in a menacing, threatening or aggressive manner and displays one or more behaviours such as but not limited to teeth baring, deep growling, hair standing on end, dilated pupils, lunging, rushing, pursuing, aggressive body language, or Attack stance;
- ii. a Dog with a known or witnessed propensity, tendency, or disposition to Attack other domestic animals, livestock or human beings; or
- iii. a Dog which has bitten another domestic animal or human.
- iv. a dog that has shown repeated, documented acts in the above manner, where injury is not required for this designation.

Response Options:

For anonymous or general calls, they will be screened and may be selected for deployment. Further calls or continued dog aggression are escalation factors.

The Animal Control Officer should attend within 60 minutes and try to locate dog and owner, as public safety calls are a priority.

If dog is located, the Animal Control Officer should try to observe and record the dog's aggressive behavior.

If at large, the Animal Control Officer should impound the dog, with safety precautions taken.

If with an owner, the owner should be approached. The Animal Control Officer has the following options to use at their discretion:

- License enquiry – aggression/bite history
- Verbal warning
- AC warning
- MTI
- Prosecution report

Any witnesses/the complainant should be approached and provided witness statements to complete. It should be discussed at the earliest stage, that evidence provided may be used in Court.

The dog may be seized under Section 49 (1) of the *Community Charter* if the Animal Control Officer believes that the dog:

- (a) has killed or seriously injured a person,
- (b) has killed or seriously injured a domestic animal, while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog, or
- (c) an animal control officer has reasonable grounds to believe is likely to kill or seriously injure a person.

Under This Bylaw, the Dog Can be Seized for a Period of 21 Days to Allow:

- (a) the dog to be assessed by a registered dog behaviour professional and/or
- (b) to seek a destruction order from the courts.

The file should be updated as soon as possible with the following information:

- Day
- Date
- Time
- Officer
- Action
- Dog information including: name, breed, M/F, S/N, tattoo, microchip, kennel number, and animal ID.

Any paperwork including notes, statements, MTI/prosecution report to be completed as soon as practicable.

Low to mid-level cases may, at the discretion of the Animal Control Officer, be dealt with by; education or advice, issuance of MTI, or escalated to Court, in order to obtain Court ordered penalties and restrictions, to protect the public.

Mid-level to serious dog bites may, at the discretion of the Animal Control Officer, be dealt with by; education or advice, issuance of MTI escalated to Court, in order to obtain Court ordered restrictions, to protect the public. Each case will be looked at on its own merit and include full details of the aggression and any relevant history regarding the dog.

Cases with contradicting accounts may, at the discretion of the Animal Control Officer, be escalated to Court, to determine culpability and obtain Court ordered penalties and restrictions, to protect the public.

High level - Cases involving children being bitten or serious risks to public safety will be escalated to Court, to obtain Court ordered penalties and restrictions, to protect the public.

Aggression/Bite Investigation Process:

For the Regional District to provide a fair and consistent approach to dog bite investigation, the following process will be adhered to. Cases must be proved to a standard above the balance of probabilities, 51% or more that the offence took place, for appropriate action to be taken.

In cases where euthanization is being sought, the case must be proved to a standard of a criminal case, proving beyond a reasonable doubt, 90% or more that the offence took place.

Neither investigation would bring a criminal record, as infractions of Section 8.15 of the Bylaw No. 4065 are civil bylaw infractions.

Some dog bite/attack complaints may result in an immediate voluntary surrender of the dog for euthanization. It is not necessary to designate these dogs as Dangerous, aggressive or dangerous as long as the CVRD or dog pound has physical and lawful possession of the dog. The owner of the dog shall be presented a copy of the dangerous dog definitions under Section 49 of the *Community Charter* and made aware of the voluntary surrender provisions.

Should an owner choose to volunteer the dog for immediate euthanization, it is at their own expense.

During the course of an investigation and as a means of identifying witnesses or offenders, the Animal Control Contractor, who has entered into an information sharing agreement with the Regional District, may use vehicle license plate information, to trace persons of interest, through data held by ICBC.

Response options:

(a) Create a New File and Assign Number

Obtain basic details from the complainant/defendant – direct them to write out a statement which can be provided, hand written or typed.

Prepare file for the Animal Control Officer to commence investigation.

(b) Interview Complainant and Gather Evidence

- a. When possible, visit the complainant. For high level cases, personal service is essential to establish a high level of service.
- b. Assess and record the dog's behavior while in Animal Control Officer's presence. It may/may not display human/animal aggression.
- c. Take/obtain photographs of injuries sustained by complainant or their animal as soon as possible, emailed photographs are acceptable. Document who took the photographs, when and where they were taken. Identify who/what is being shown in the photographs. Photographs should ideally use a scale, a coin or pen is acceptable. Photographs should show full length image of bite area and close up of bite wound. The Animal Control Officer must initial the photographs and date-stamp them when received. Email showing a date is acceptable.
- d. Pick-up/obtain a written statement from the complainant; email statements are acceptable if complainant provides their name, residential address and phone number (all complainants must provide a written statement). In some circumstances it may be necessary to obtain a dictated statement from the complainant.
- e. Ask open-ended questions, get all the details, thoroughly understand and clarify what took place from the complainant's point of view.
- f. What was the complainant/defendant doing at the time of the attack?
- g. Ensure time/date/exact location is identified.
- h. Were there other witnesses? If so, interview other witnesses and obtain witness statements if possible.
- i. Get copy of vet bills/medical report from the complainant.
- j. Establish at earliest stage, how the complainant would like us to deal with this case, taking into account the bite and any other bylaw infractions by the victim/defendant:
 - Civil, with vet bills being paid (no Bylaw involvement) or Via Enforcement which includes:
 - Warning
 - MTI
 - Court Proceedings. Some cases, at the discretion of the Animal Control Officer, may be escalated to court regardless of the victim's stipulations to protect public safety.

- k. The Animal Control Officer's role is to objectively gather evidence from both, parties, evaluating all evidence, and escalating higher when required.

(c) Check Records

- a. Check computer records and files for history about the dog and its owner. If the dog has come from another area or had previous owners, check records again and contact other animal control agencies and make appropriate enquiries.
- b. History should be taken into account when deciding response options i.e. first offence with minor injuries / multiple offences, significant injuries.
- c. ICBC trace of vehicle information if necessary, to obtain the name and address of a person of interest.

(d) Identify and Interview Defendant and Gather Evidence

- a. If the defendant is identified, make an appointment to meet with/visit the defendant.
- b. Use PPE (Personal Protective Equipment) and attend with RCMP if required.
- c. Is the dog licensed? Who owns the dog?
- d. Who had care and control of the dog at the time of incident? Was the dog leashed? Was it tethered and/or unattended? Did the incident occur in a designated off leash area? Did incident occur on the owner's residence or property? Did the incident occur on private property other than the dog owner's own private property?
- e. Assess and record the dog's behavior while in Animal Control Officer presence. It may/may not display human/dog aggression.
- f. Take/obtain photographs of injuries sustained by defendant their animal, as soon as possible, emailed photographs are acceptable. Document who took the photographs, when and where they were taken. Identify who/ what is being shown in the photographs. Photographs should ideally use a scale, a coin or pen is acceptable. Photographs should show full length image of bite area and close up of bite wound. The Animal Control Officer must initial the photographs and date-stamp them when received. Email showing a date is acceptable. The use of a ruler or object of known size (pen or coin) can be used to show scale.
- g. Pick up/obtain a written statement from the defendant; email statements are acceptable if defendant provides their name, residential address and phone number. In some circumstances it may be necessary to obtain a dictated statement from the defendant.
- h. Ask open ended questions, get all the details, thoroughly understand and clarify what took place from the defendant's point of view.
- i. Does the Subject of Complaint, or the dog owner, admit to any other aggression/biting incidents regarding the dog? Any previous aggression or bite history not documented?
- j. Determine whether a bylaw violation(s) took place in the course of the incident.
- k. What was the complainant/defendant doing at the time of the attack?
- l. Ensure time/date/exact location is identified.
- m. Were there other witnesses? If so, interview other witnesses and obtain Witness statements if possible.
- n. Get copy of vet bills/medical report from the defendant if appropriate.
- o. Explain at earliest stage, how the case may be dealt with, taking into account the bite and any other bylaw infractions by the victim/defendant;
 - Civil, with vet bills being paid (no Bylaw involvement) or Via Enforcement which includes:
 - Warning
 - MTI

- Court Proceedings. Some cases, at the discretion of the Animal Control Officer, may be escalated to Court regardless of the victim's stipulations, to protect public safety.
- p. The Animal Control Officer's role is to objectively gather evidence from both, parties, evaluating all evidence, and escalating higher when required.

(e) Evaluate the Facts of the Case

- a. Why did the dog come into contact with the Victim/Complainant? (open gate/door, no leash, owner lack of attention, - describe circumstances)
- b. Did the owner intentionally or unintentionally allow the dog to be in circumstances that permitted the attack/ bite to take place? Could this incident have been prevented?
- c. Did the Victim/Complainant have a dog/animal with them at the time of the attack?
- d. At the time of the incident was the dog attempting to prevent a person from committing an unlawful act?
- e. Is there evidence that the dog is owned for the purpose of dog fighting?
- f. Was the dog purposefully provoked, teased or tormented or protecting itself?
- g. Was the dog responding to pain or injury?
- h. Was the dog protecting its offspring or its owner's personal property?
- i. Did the incident result over; a toy, territory, food, rough play?
- j. Did the Victim/Complainant recognize warnings (body language) from the dog?
- k. Does the victim know the difference between warning signs and danger signs in dog behavior?
- l. Did the dog leap up and bite or attempt to bite a person on their neck or face?
- m. Was the dog in heat or responding to a dog in heat?
- n. Are the Complainants or animals, injuries consistent with a dog bite?
- o. If there was no injury to the Victim/Complainant, determine and explain, why not. Did the Victim/Complainant use an item as a shield to ward off the dog? Was the Victim/Complainant just fortunate in managing to avoid a bite or did their clothing take the brunt of the attack?
- p. Consider the seriousness of the injuries: Minor/Moderate/Severe/Death.
- q. Consider the type(s) of injuries: bruising, swelling, scrape, cut, puncture(s), broken bones, disfiguring lacerations, multiple injury sites, paralysis, death.
- r. Do injuries suggest accidental contact or motivated wounds?
- s. Was the complainant injured owing to the actions of the dog, regardless of a bite injury?

(f) Determine correct course of action

The Animal Control Officers must make decisions based on the facts of the case, and in order to protect the public.

There are two key questions that the Animal Control Officer's investigation must satisfactorily answer:

- a) Did an attack/bite occur? (always consider accidental tooth contact with Complainant)
- b) Did the Complainant or their animal, purposely or overtly provoke the dog thereby causing the attack?

If the answer is "Yes" to (a) and "No" to (b) an Animal Control Officer can lawfully make a Dangerous Dog Designation as per Bylaw regulations.

If provocation can be proved, then the Animal Control Officer may use the considered aggressive designation as an option to protect the public.

After analyzing the contributing factors of the incident an Animal Control Officer must determine if any enforcement action is required. The options may vary, from:

- Civil, with vet bills being paid (no Bylaw enforcement involvement); or
- Via Enforcement action which includes:
 - Warning
 - MTI
 - Court Proceedings. Some cases, at the discretion of the Animal Control Officer, may be escalated to court regardless of the victim's stipulations, to protect public safety.
 - Seizing the dog under Section 49 of the *Community Charter* and seeking a Destruction Order through the BC Courts.

Incidents that do result in either a considered aggressive Declaration or a Declared Dangerous designation will be for the lifetime of the dog. The owner is then expected to adhere to the restrictions placed upon aggressive/dangerous dogs as set out in the Bylaw No. 4065.

The owner can appeal against this declaration, having met the criteria set out and in a manner described in the bylaw.

A Municipal Ticket should always be considered in incidents where a violation of a Bylaw regulation clearly occurred. Cases involving children being bitten, serious risks to public safety and fatality cases will be escalated to Court, to obtain Court ordered penalties and restrictions, to protect the public.

For short term public protection in these cases, the dog MUST have restrictions placed upon it, derived from;

- Considered aggressive designation
- Declared Dangerous designation
- Section 49 of the *Community Charter*

And require the dog to be leashed and muzzled in public and properly contained on the property.

Cases submitted to Court must be completed inside of the six (6) month statute of limitation from the date of the offence.

For cases when a dog attacks or bites a person or another animal and the nature of the incident is less serious, the Animal Control Officer may use their discretion in what action to take.

Whether or not to designate a dog aggressive or dangerous often depends on the answers to the following questions:

- a) Is the dog too great a safety risk to citizens for it not to be designated Aggressive or Dangerous?
- b) Is there any documented history of aggression or bites?
- c) What is the likelihood for another incident to occur?

But ultimately, the decision must be based on public protection, and not on human control factors.

Decisions must consider the seriousness of the attack, whether a person (adult/child) or a companion animal was the Victim/Complainant, the age of the Dangerous Dog, the apparent motivation for the attack, whether or not the dog is altered, the degree of concern/responsibility exhibited by the owner, the physical barriers in place to prevent another incident, previous history, and other factors.

Both complainants and defendants must be kept informed proceedings of the case and what information is required to allow it progress. Decisions will be made based on the facts of the case provided and a reasonable time frame will be provided for the submission of evidence. The statute of limitation for a bite case is six (6) months from the date of the offence.

(g) Serving a Considered Aggressive / Declared Dangerous Designation Letter

The Animal Control Officer should complete the considered aggressive/declared dangerous letter (original copy for the file) and deliver copy to the dog owner. The Animal Control Officer should go over the letter with the dog owner and ensure they fully understand their additional responsibilities and consequences for non-compliance. The owner(s) should initial the restrictions individually, and sign the letter at the end. In the case of co-owned dogs, both owners should initial and sign the letter.

If the dog owner has a fixed residence, a dangerous dog sign must be posted by the dog owner within 48 hours. Shortly after the 48 hours has passed an Animal Control Officer must attend at the dog owner's residence to ensure the signage has been posted as required by the dog regulation bylaw section and enforce if required as per Schedule A of this Bylaw. No exceptions, signage requirements must be strictly enforced.

The dog license file must be updated to reflect that the dog is now considered aggressive/declared dangerous.

(h) Discuss Voluntary Surrender for Destruction

If the circumstances of the incident and/or history of aggression and/or lack of responsible ownership is a major concern the Animal Control Officer should consider approaching the dog owner to discuss the possibility of surrendering the dog for euthanization. Factors to consider: viciousness of the current attack; history of biting; the owner does not accept responsibility for dog's actions; the Victim/Complainant was a child; the Victim/Complainant was bitten on the face/head/neck; it was a prolonged attack; the dog disengaged and then attacked again; the dog bit and shook; the dog bit and held; the dog attacked and bit multiple Victim/Complainants; the attack occurred in a public place; the complainants dog was killed during the attack or died subsequently as a result of its injuries. This would be at the expense of the owner.

Depending on circumstances the Animal Control Officer may negotiate special services to ensure the surrender of the dog i.e., pay for euthanization and cremation of the dog or any other thing within reason and the capabilities of the Animal Control Officer. This is at the discretion of the Bylaw Enforcement Manager.

(i) Impoundment of a Dangerous/Aggressive Dog as per Bylaw

Persons who have a dog that has been considered aggressive/declared dangerous who do not follow leash and muzzle requirements, may face additional fines listed in Schedule A or

have their dog impounded. Animal Control Officers should not hesitate to use this authority in circumstances where they find anyone in violation of leash and muzzle requirements. Persons who do not claim their Dangerous Dog after 4 days risk having their dog euthanized because the Bylaw does not permit dogs that have been designated Dangerous to be sold or given away. Unclaimed Dangerous Dogs will be euthanized.

(j) Seizure of a Dangerous Dog (under *Community Charter* Section 49)

The Animal Control Officer must advise the dog owner that the dog is being seized under Section 49 of the *Community Charter* and will be held for 21 days. If the owner surrenders the dog, the dog should be secured and transported to the Pound without delay. The Regional District then has 21 days to commence legal proceedings to seek the Court ordered euthanization of the dog. If the owner refuses to comply the Animal Control Officer will advise and consult with a Supervisor. If instructed to do so an Animal Control Officer will obtain a warrant and execute the warrant with the assistance of Police and seize the dog.

If a dog is seized per Section 49 of the *Community Charter* the incident must be reported to the Courts for authorization to proceed to assessment or to seek a Destruction Hearing through the BC Courts.

A dangerous dog may also be seized for the purposes of assessment within 21 days, by an animal behavioral specialist to assess aggression type and suitability of release into the public. If unsuitable for release then a destruction order may be the only suitable option.



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 6, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 15, 2017

FROM: Inspection & Enforcement Division
Planning & Development Department

SUBJECT: Draft Soil Deposit Bylaw

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to introduce the draft Soil Deposit Bylaw.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the draft Soil Deposit Bylaw No. 4147 be forwarded to the Board for consideration of first and second readings.

BACKGROUND

As a key priority of the Electoral Area Services Committee (EASC), the CVRD requires a Soil Deposit Bylaw would provide the ability to respond to soil deposit activities throughout the Electoral Areas.

A staff report was presented to the Committee at a regular meeting on July 5, 2017, which introduced the proposed draft CVRD Soil Deposit Bylaw, and sought direction on a number of issues.

Following this direction, the staff worked with the CVRD's legal counsel to fine tune the draft. This process is now complete and the draft bylaw is being introduced for consideration of three readings prior to submission to the Province for review.

It should be noted that the Ministry has been provided with a working draft to ensure awareness of the content and provide an early opportunity for comment.

ANALYSIS

Process 1st, 2nd, and 3rd Readings of the draft bylaw must be granted to the Board prior to, submission to the Province for review.

Submissions will be made to both the Ministries of Mines and Energy, and Environment, and may take up to 6 months to review. Following Provincial review and subject to potential revisions; the Board would be in the position to consider adoption of the bylaw assuming no major changes were required.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

Following Provincial review and approval, the bylaw will be communicated using the CVRD website, local media and to key stakeholders within the region.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Attachment A – Draft CVRD Soil Deposit Bylaw

Referred to (upon completion):

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

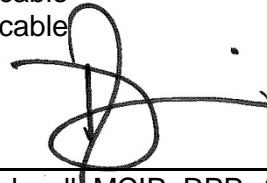
Prepared by:

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager

Not Applicable
Not Applicable



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

ATTACHMENTS:

Attachment A – Draft CVRD Soil Deposit Bylaw



ATTACHMENT A

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4147

A Bylaw to Regulate the Deposit of Soil on Lands Within CVRD Electoral Areas

WHEREAS the Board of the Cowichan Valley Regional District established the service of Removal and Deposit of Soil under the provisions of Bylaw No. 3947, cited as "CVRD Bylaw No. 3947 – Removal and Deposit of Soil Service Establishment Bylaw, 2015";

AND WHEREAS Section 327 of the *Local Government Act* authorizes a Regional District to regulate or prohibit the removal of soil, including sand, gravel, and rock, and the deposit of soil and other materials on any land within the electoral areas, to make different regulations and prohibitions for different areas, and to require permits and impose fees;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to regulate the deposit of soil and other materials within its Electoral Areas;

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. 4147 – Soil Deposit Bylaw, 2017**".

2. DEFINITIONS

In this bylaw, the following definitions apply:

“Active Floodplain” means an area of land that supports floodplain plant species and is:

- i. adjacent to a stream that may be subject to temporary, frequent or seasonal inundation,
or
- ii. within a boundary that is indicated by the visible high-water mark.

“Agent” means a person who has been authorized in writing by an owner to apply for a permit on the owner's behalf.

“Aggregate” means rock, sand, gravel or other similar material, or a combination of one or more of the foregoing, that is extracted from a mine and is not mixed with any other material.

“Applicant” means an owner, or their agent, who has completed the permit application and has paid the prescribed fee.

“Application” means an application for a permit to deposit soil, in the form provided by the General Manager.

“Authorized Person” has the same meaning as under the Province of British Columbia *Sewerage System Regulation*.

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

“**Building Official**” means a Registered Building Official employed by the Cowichan Valley Regional District to administer and enforce CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011, as amended or replace from time to time.

“**Building Permit**” means a permit issued under authority of CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011, as amended or replace from time to time.

“**Bylaw Enforcement Official**” means a person designated by the Board to administer and enforce bylaws within the Cowichan Valley Regional District.

“**Compost**” means a product which is:

- i. a stabilized earthy matter having the properties and structure of humus;
- ii. beneficial to plant growth when used as a soil amendment;
- iii. produced by composting; and
- iv. primarily derived from organic matter.

“**Contaminated Sites Regulation**” means the Province of British Columbia's *Contaminated Sites Regulation* as amended from time to time.

“**Contaminated Soil**” means the presence in soil of hazardous waste or another prescribed substance in quantities or concentrations that would, if deposited on land, exceed the allowable standards under the *Contaminated Sites Regulation*.

“**Deposit**” means the placement, storage, filling, spilling or releasing, directly or indirectly, of soil or other material on a parcel in an Electoral Area where the soil or other material was not previously located.

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

“**Electoral Area**” means Electoral Areas A, B, C, D, E, F, G, H and I of the Cowichan Valley Regional District, either singularly or in any combination, as the context requires.

“**Electoral Area Services Committee**” means the standing committee of the CVRD Board of that name.

“**General Manager**” means the General Manager, Land Use Services Department, Cowichan Valley Regional District, or a person authorized to act on his or her behalf.

“**High Water Mark**” means the visible high water mark of a stream where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the stream a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself, and includes the active floodplain;

“**Holiday**” means:

- i. Sunday;
- ii. Christmas Day, Good Friday and Easter Monday;
- iii. Canada Day, Victoria Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Family Day and New Year's Day;
- iv. December 26; and
- v. a day set by the Parliament of Canada or by the Legislature, or appointed by proclamation of the Governor General or the Lieutenant Governor, to be observed as a day of general prayer or mourning, ^{or} of public rejoicing or thanksgiving, a day for

celebrating the birthday of the reigning Sovereign, or as a public holiday.

“**Industry**” includes, but is not limited to, businesses that import soil, sand or gravel for the purposes of commercial resale, blending or other purpose.

“**Industry Permit**” means a permit authorizing the repeated or continual deposit of soil on a parcel for a period of more than 12 months, where the volume of soil to be deposited exceeds 500 m³ per year.

“**Landscaping Material**” means gravel, rock, stone, sand, bark mulch, top soil, compost, and similar materials used for landscaping purposes, which are free from contaminants and invasive species.

“**Mine**” means a mine operating under the authorization of a permit issued under the *Mines Act* (British Columbia).

“**Natural Boundary**” means the visible high-water mark of a watercourse where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself.

“**Other Material**” includes, but is not limited to:

- i. construction, reconstruction, renovation, building, demolition and road works wastes of any nature;
- ii. hog fuel, edgings, or other wood waste which results from the manufacturing process of lumber or other wood products;
- iii. land clearing wood waste, consisting of stumps, brush, and logs or any other material derived from land clearing activity;
- iv. waste material derived from any commercial or industrial activity;
- v. yard and garden waste;
- vi. top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing any invasive species; and
- vii. topsoil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing contaminants from a Schedule 2 activity, as set out in the Contaminated Sites Regulation.

“**Organic Waste**” means biodegradable, compostable waste of plant or animal origin from domestic or industrial sources.

“**Parcel**” means a lot, block or other area in which real property is held or into which real property is subdivided, and without limitation includes a strata lot created under the Province of British Columbia *Bare Land Strata Regulations*.

“**Permit**” means the written authority issued by the General Manager under this Bylaw for the deposit of soil on any parcel in an Electoral Area.

“**Permit Area**” means the area of land over which the soil deposit occurs, or is proposed to occur, within the subject parcel.

“**Province**” means the Province of British Columbia.

“**Registered Professional**” means an, engineer, geoscientist, agrologist, environmental consultant, soil scientist, biologist, or land surveyor who is registered with a professional

association that is regulated by a statute, appointed and qualified to act in the capacities described in the sections of this bylaw requiring a report, certification or estimate of a registered professional.

"Riparian Assessment Area" means:

- i. for a stream, the 30 meter strip on both sides of the stream, measured from the high water mark;
- ii. for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- iii. for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

"Security Deposit" means a cash deposit, certified cheque or irrevocable letter of credit provided by the applicant to ensure all soil deposit will be carried out in compliance with the conditions of this bylaw and a permit under this bylaw.

"Soil" includes:

- i. unconsolidated mineral or organic material;
- ii. rock;
- iii. fill; and
- iv. sediment deposited on land.

but does not include the following, when applied to land for a beneficial purpose in compliance with the *Organic Matter Recycling Regulation* or an authorization given under the *Environmental Management Act*:

- i. sewage sludge;
- ii. composted organic materials; and
- iii. products derived from the materials described in sub-paragraph (v) or (vi).

"Stockpile" means a man-made accumulation of soil or other material held in reserve for future use, distribution or removal.

"Stream" includes any of the following that provides fish habitat:

- i. a watercourse, whether it usually contains water or not;
- ii. a pond, lake, river, creek or brook; and
- iii. a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (i) or (ii).

"Unsuitable Material" means any rubbish, derelict vehicle, metals, demolition wastes, garbage or waste materials, including containers, packages, bottles, cans or parts thereof; or any abandoned or discarded article, product or goods of manufacture, other than minor amounts of concrete, asphalt and pipe that are removed as part of an excavation process and cannot be screened or removed from the excavated soil by any commercially reasonable method.

“**Watercourse**” means a permanent or non-permanent (containing water at least six months of the year) source of water supply that is natural or man-made, including a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a stream, with well-defined banks and a bed of 0.6 m or more below the surrounding land serving to give direction to or containing a current of water but does not include a man-made pond that does not connect to a stream.

“**Wood Waste**” means wood residue in mechanically shredded form and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste which is the result of any manufacturing process involved in the production of lumber or other wood products

2.0 PURPOSE

2.1 This bylaw has been enacted for the purpose of regulating the deposit of soil within all Electoral Areas of the Cowichan Valley Regional District in the general public interest. This bylaw regulates the deposit of soil that originates internally within the CVRD, and soil being deposited from external sources

2.2 The purpose of this bylaw does not extend:

- a) to the protection of owners, occupiers or persons involved in the deposit of soil from economic loss;
- b) to the assumption of the Cowichan Valley Regional District or any officer or employee of the Cowichan Valley Regional District of any responsibility for ensuring compliance by a person involved in the deposit of soil on land, his or her representatives, or any employees, contractors, or agents with this bylaw, or any other enactments applicable to the deposit of soil or the development of land;
- c) to providing any person with a warranty that any deposit of soil will not violate this bylaw, any other enactment or create any nuisance of any type; and
- d) to relieve any person of the responsibility for removing any soil that has been deposited contrary to this bylaw or a permit issued under this bylaw.

3.0 APPLICATION

This bylaw applies within Electoral Areas A, B, C, D, E, F, G, H and I of the Cowichan Valley Regional District.

4.0 SEVERABILITY

If any section, subsection, sentence, paragraph, or schedule forming part of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, paragraph, or schedule may be severed from the bylaw without affecting the validity of the bylaw or any portion of the bylaw or remaining schedules.

5.0 INCORPORATION OF SCHEDULES

Schedule "A" attached hereto is hereby made a part of this bylaw.

6.0 PROHIBITIONS

6.1 No person shall do any of the following anywhere in an Electoral Area:

- a) unless an exemption under Section 7.1 or Section 8.1 applies, cause or permit the deposit of soil or other material on any parcel, unless a permit allowing the deposit has first been obtained under Section 9 of this bylaw;
- b) cause or permit the deposit of unsuitable material or contaminated soil on any parcel, except where this bylaw expressly authorizes the deposit of unsuitable material or contaminated soil. For certainty, a provision of this bylaw authorizing the deposit of "soil", without any additional reference to unsuitable material or contaminated soil, shall not be construed as authorizing the deposit of unsuitable material or contaminated soil.

6.2 No person shall deposit soil within a riparian assessment area unless the deposit is:

- a) authorized under a development permit issued by the Cowichan Valley Regional District;
- b) where required by law, authorized under the terms of permit or approval issued by the Province; and
- c) authorized under a permit issued pursuant to Section 9 of this bylaw.

7.0 PERMIT EXEMPTIONS

7.1 A person may deposit soil onto a parcel without a permit provided that at least one of the following applies:

- a) All of the soil to be deposited is not contaminated soil and is necessary for the construction of basements, footings and foundations, or for the installation of works and services including septic fields and driveways, in conjunction with a construction project for which a building permit has been issued and remains in force;
- b) All of the soil to be deposited is, in the written opinion of an Authorized Person, required for the maintenance, repair or replacement of a septic tank or field and associated works and is free from contamination;
- c) The total quantity of soil deposited for any purpose on the parcel is less than 10 m³ in any calendar year;
- d) The deposit of soil is authorized under a Contaminated Soils Relocation Agreement, under the *Contaminated Sites Regulation*, between the person depositing the soil and the Province, provided that the person depositing the soil provides the Cowichan Valley Regional District with the following before depositing the soil:
 - i. a copy of the Contaminated Soils Relocation Agreement;
 - ii. all relevant documentation confirming the source of the soil and the nature and extent of contamination including trucking manifests, soil analysis reports, and reports of Registered Professionals;
 - iii. the written assurance of the person depositing the soil that the terms and conditions of the Contaminated Soils Relocation Agreement and all other applicable statutes and regulations will be complied with.

- e) The deposit is required for the construction or repair of works, roads, highways or services by or on behalf of the Cowichan Valley Regional District, its member municipalities or the Ministry of Transportation and Infrastructure, and the deposit is onto a parcel owned or leased by one of those authorities;
 - f) The deposit is to a parcel owned or leased by the government of Canada or the Province, excluding in all cases the deposit onto a parcel that is leased or licensed by the Province to a third party;
 - g) The soil is being relocated within the boundaries of the parcel from which it originates;
 - h) The soil is not contaminated soil and is deposited on land used for a commercial landscape supply, horticultural or nursery operation, where the use is permitted under the applicable Cowichan Valley District Zoning Bylaw, and where applicable under the *Agricultural Land Commission Act* and Regulations under that *Act*, and such deposit to create a stockpile for re-sale or is otherwise necessary as part of the routine business operations of a landscape supply, horticultural or nursery operation;
 - i) The soil is being deposited as part of the reclamation of a mine, as authorized under the *Mines Act* (British Columbia);
 - j) The importation of aggregate that is free of contamination to a mine, where permitted under the terms of a permit under the *Mines Act* (British Columbia); or
 - k) The deposit or importation of aggregate that is sourced from a mine, and that is free of contamination, in connection with the operation of a farm, golf course, horse stable, or other agricultural use, and where applicable, the deposit is in compliance with the *Agricultural Land Commission Act*, and Regulations under that *Act*.
- 7.2** Where either the Building Official or the General Manager has reason to believe that soil being deposited, or to be deposited, under Section 7.1(a) of this bylaw may be Contaminated Soil, either the Building Official or the General Manager may order the immediate cessation of soil deposit until a report of a registered professional, or other evidence satisfactory to the Building Official or General Manager, is provided demonstrating that the soil to be deposited is free from contamination
- 7.3** Where the Building Official is of the opinion that soil being deposited, or to be deposited, under Section 7.1(a) of this bylaw is not necessary for the construction of basements, footings and foundations, or for the installation of works and services including septic fields and driveways, either the Building Officer or the General Manager may order the immediate cessation of soil deposit until a permit has been applied for and issued under section 9 of this bylaw.
- 7.4** The person undertaking the deposit of soil in reliance on an exemption under Section 7.1 must provide to the General Manager, on request, sufficient documentation to confirm that the person meets the conditions for an exemption under Section 7.1.

8.0 Landscaping**(a) Exemption From Permit Requirement for Certain Deposits**

- 8.1 The deposit of up to 20 m³ of landscaping material on a parcel in any calendar year, for landscaping on that parcel, is exempt from the requirement for a permit under this bylaw, provided the landscaping material has been purchased or otherwise sourced from a commercial landscape supply company, a commercial nursery, or a commercial soil supplier.
- 8.2 The person undertaking the deposit of soil in reliance on the exemption under Section 8.1 must provide to the General Manager, on request, sufficient documentation to confirm that the person meets the conditions for an exemption under Section 8.1.

(b) Conditions for Deposit of Landscaping Material

- 8.3 The following conditions apply, in addition to any terms and conditions contained in a permit issued under this bylaw, to the deposit of from 20 to 100 m³ of landscaping material on a parcel in any calendar year, for landscaping on that parcel:
- a) the slope or any part of an exposed face of the landscaping material deposited must not be greater than the angle of repose necessary for stability of the material;
 - b) the deposited landscaping material, must not, in any way, interfere with the hydrological function and established above or below ground drainage pattern or capacity of any adjoining or reasonably adjacent properties and must not cause the groundwater table to rise on the parcel where the deposit occurs or adjoining or reasonably adjacent properties so as to cause flooding of those properties or malfunctioning of any private sewage disposal system;
 - c) the deposited landscaping material must be graded in such a manner that positive gravity drainage is assured throughout, and a drainage system must be installed which is of sufficient capacity and extent to ensure that groundwater and surface run-off will not drain onto adjoining properties at greater rates after commencement of the deposit operation than prior to the commencement of the deposit operation;
 - d) where landscaping material is deposited within six (6) metres of a property line, the deposited landscaping material must be graded in such a manner so that the slope of the deposit closest to the property line is not steeper than one (1) metre vertical to five (5) metres horizontal;
 - e) no landscaping material may be deposited within three (3) metres of a property line;
 - f) no landscaping material may be deposited over any dedicated highway or registered statutory right-of-way without first obtaining the approval, in writing, of the authority having jurisdiction over such highway or right-of-way, and a copy of such written approval must be provided to the General Manager;
 - g) no soil or other material may be deposited in the immediate vicinity of any utilities or services which may be damaged by any settlement resulting from such deposit, without first obtaining the approval, in writing, of the authority having jurisdiction over such utility or service, and a copy of such written approval must be provided to the General Manager and

- h) no soil or other material may be deposited over wells or private sewage disposal systems.
- 8.4 The conditions under Section 8.3 may be varied where the permit application includes a report from a Registered Professional confirming that a variation of those conditions is reasonable or advisable given local conditions.
- 8.5 The deposit of landscaping material in excess of 100 m³ on a parcel in any calendar year, for landscaping on that parcel, shall be subject to the terms and conditions of a permit issued under Section 10 of this bylaw.

9.0 PERMIT APPLICATION REQUIREMENTS

- 9.1 Every applicant for a permit must file with their application the following information about the parcel on which the permit area is located:
- a) the civic address and legal description of the parcel;
 - b) a title search obtained no more than thirty days prior to the application, together with copies of all registered encumbrances;
 - c) copies of any water licences appurtenant to the parcel;
 - d) the name of the registered owner;
 - e) the signature of the applicant,
 - f) if the applicant is not the owner of the parcel, a signed letter from the owner of the parcel authorizing the applicant to carry out the deposit of soil on behalf of the owner;
 - g) the applicable security deposit and permit fees in accordance with Schedule "A" to this bylaw;
 - h) a plan of the property showing the location of any structures, the area where soil is to be deposited, and the access points to and from the property;
 - i) the volume of soil to be deposited;
 - j) the location (including legal description and street address where required by the General Manager) of the site from which the soil originates;
 - k) the proposed completion dates for stages of soil deposit, if applicable;
 - l) except for soil deposits of 10 m³ or less:
 - i. a detailed description of the source of the soil and the composition of the soil;
 - ii. unless an exemption under Section 9.4 applies, a report certified by a registered professional that the soil is not contaminated soil, and which report includes the other information referred to in Section 9.3 of this bylaw;
 - m) the distance from the permit area to the nearest watercourse, and the name of watercourse or waterbody;

- n) a report prepared by a Registered Professional as to the soils underlying the permit area: whether permeable, or whether a water restricting layer like hardpan or bedrock is present;
- o) a vegetation remediation plan prepared by a Registered Professional for the management or remediation of the permit area in the event that any invasive species are introduced to the permit area as a result of the deposit of soil.

9.2 In addition to the requirements of Section 9.1, every applicant for a permit who intends to deposit 10 m³ or more of soil on a parcel within a calendar year must provide with their application the report of a Registered Professional and a site remediation plan, which report and site remediation plan must include the following:

- a) plans, drawn to a scale of not less than 1:1000, showing the existing contours with contour intervals of not more than 0.5 metres; and the location of buildings or structures; watercourses, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed permit area; driveways; and ingress and egress points from the proposed permit area to a highway;
- b) a topographical survey of the parcel prepared by a British Columbia Land Surveyor, if in the opinion of the General Manager, the nature or type of deposit requires accurate topographic information or the determination of the location of natural features, structures, services and property lines;
- c) the recommended contours of the parcel in its final state upon completion of the permit activities with contour intervals of not more than 0.5 metres;
- d) the recommended slopes, which will be maintained upon completion of the deposit;
- e) the method recommended to control the erosion of the banks of the soil;
- f) the recommended completion dates for stages of deposit, if applicable;
- g) the recommended methods to control: dust, noise, odour, smoke, vibration and visual impacts caused by the deposit on adjacent parcels, and the tracking of soil or other material onto highways;
- h) plans to ensure that no silt seeps or flows into any watercourse, well or aquifer on, under or flowing through the parcel by means of a sediment and erosion control plan;
- i) the recommended methods of drainage control and protection of connecting or nearby watercourses, wells or aquifers during the proposed deposit; and
- j) recommended methods to stabilize the slopes of the soil, including any re-vegetation upon completion of the deposit.

- 9.3** The report of a registered professional provided under Section 9.1(n) must identify the source site that the soil originates from, and the composition of the soil to be deposited, and must be accompanied by a preliminary site investigation report for the source site prepared in accordance with the *Contaminated Sites Regulation* as follows:
- a) for applications to deposit from 10 m³ to 500 m³ of soil, a Stage 1 preliminary site investigation report; and
 - b) for applications to deposit more than 500 m³ of soil, a Stage 2 preliminary site investigation report, unless the General Manager is satisfied that in all the circumstances a Stage 1 preliminary site investigation report provides sufficient confirmation in combination with the other information in the registered professional's report that the soil to be deposited is not contaminated.
- 9.4** The report of a registered professional under Section 9.1(n) is not required where the soil to be deposited consists entirely of:
- a) aggregate that is sourced from a mine, and is not mixed with other materials; or
 - b) landscaping material that has been purchased or otherwise sourced from a commercial landscape supply company, a commercial nursery, or a commercial soil supplier.

10.0 AUTHORITY TO ISSUE THE PERMIT

- 10.1** The Board hereby delegates to the General Manager the authority to issue a permit for the deposit of soil under this bylaw, in an amount up to and including 500 m³ on a parcel in a calendar year.
- 10.2** At the discretion of the General Manager, an application for a permit may be referred to the Electoral Area Services Committee for consideration and recommendation to the Board.
- 10.3** The General Manager or the Board, as applicable, may refuse to issue a permit where the applicant has not provided to the Cowichan Valley Regional District sufficient evidence that the deposit of soil can be carried out without creating a hazard to persons or property, damage to the environment, or irreparable damage to highways or other public property.
- 10.4** A person who has been refused a permit by the General Manager may submit an application for reconsideration by the Board, by giving notice in writing to the CVRD's Corporate Secretary within fourteen (14) days of the refusal.

11.0 COMMUNITY INVOLVEMENT

- 11.1** The General Manager may provide notice in writing, by regular mail, to the owner of a parcel that abuts a parcel or parcels where soil is proposed to be deposited, of the CVRD's receipt of a soil deposit application, at least ten (10) days prior to a decision on the permit application.
- 11.2** The General Manager may provide notice in writing of the CVRD's receipt of a soil deposit application to another local government within the CVRD, where the General Manager considers that the other local government may be affected by the proposed soil deposit.

- 11.3 The General Manager may call for and receive public comment about any permit application or permit renewal application, if the General Manager considers that the application may affect land other than the parcel that is the subject of the application. If the General Manager decides that the community should have an opportunity to comment, then the General Manager may:
- a) require that a public meeting be held with respect to the proposed soil deposit;
 - b) publish notice of the time and place where the public meeting is to be held in two consecutive newspaper publications, paid for at the applicant's expense;
 - c) refer the application to the Electoral Area Services Committee for its consideration and recommendation to the Board following the public meeting, for permits other than those within the authority of the General Manager under Section 10.1.
- 11.3 The General Manager may provide notice in writing to the owner of a parcel that abuts a parcel where the deposit of soil has been authorized by permit, when the CVRD receives a request for a renewal of a soil deposit permit, at least ten (10) days prior to a decision on the permit renewal.
- 11.4 The General Manager may make a decision regarding the renewal of a permit if he or she is satisfied that reasonable efforts to provide notice in accordance with section 11.3 have been made.
- 12.0 PERMIT CONDITIONS**
- 12.1 A permit may include one or more conditions pertaining to the regulations under this bylaw.
- 12.2 A permit may be issued on condition that the permit holder provide the CVRD with a pre-deposit report before the deposit of any soil commences, prepared by a Registered Professional, to ensure compliance with the permit conditions, including confirmation of:
- a) the location of where the soil is coming from;
 - b) the location on the parcel where the soil is to be deposited;
 - c) the content and composition of the soils and any significant differences in soil composition from that identified in the permit application.
- 12.3 No person shall engage in the deposit of soil:
- a) on a Sunday or Holiday; or
 - b) before 6:00 a.m. or after 7 p.m. on any day not referred to in Subsection 12.3 (a).
- 12.4 The issuance of a permit does not relieve the permit holder from compliance with any other statute or regulation, including but not limited to any applicable CVRD bylaw regulating noise or nuisances.
- 12.5 A permit constitutes written authority under this bylaw to conduct only those activities described in the permit.

- 12.5** All plans, specifications and Registered Professional's reports forming part of an application in respect of which a permit is issued shall form part of and be incorporated in the permit unless otherwise specified by the General Manager and, without limiting the foregoing, a permit issued shall specify the maximum volume of soil that is to be deposited.
- 12.6** A permit shall not be issued if the Board or General Manager, as applicable, considers that such deposit would conflict with the policies and guidelines established in the Official Community Plan and/or the permitted uses pertaining to the parcel established by the applicable CVRD Zoning Bylaw.
- 12.7** A permit shall not be issued if the Board or General Manager, as applicable, considers that such deposit would conflict with the regulations, policies and guidelines established under CVRD solid waste bylaws.
- 12.8** The holder of the permit shall post a clear and legible sign, in English, indicating the duration and extent of the soil deposit authorized by the permit, at the point of entry to the parcel from the main road, before any soil deposit commences. The sign is to be, at a minimum, 1 meter x 1 meter square and must include the permit number on it, and must be maintained in place until the expiry of the permit.
- 12.9** The holder of the permit shall be responsible to contact the Ministry of Transportation and Infrastructure and to comply with that Ministry's requirements for road maintenance and clean up during and after the period of time when soil deposit occurs.
- 12.10** The holder of the permit shall be responsible to contact the Ministry of Environment, Ministry of Mines and the Agricultural Land Commission in order to determine the requirements of those agencies in relation to any soil deposit undertaken under the authority of a permit issued under this bylaw, and the permit holder shall be responsible to comply with those requirements.
- 12.11** The General Manager may require a post-deposit report prepared by a Registered Professional confirming that the soil was deposited in compliance with the permit conditions.
- 13.0** **ADMINISTRATION**
- 13.1** Every permit issued under this bylaw expires upon the earlier of:
- a) the deposit of the total amount of soil authorized to be deposited by the permit has occurred;
 - b) the expiry date expressly stated in the permit;
 - c) one (1) year after the date of permit issuance; or
 - d) for an industry permit, the expiry date expressly stated in the permit, which shall be no more than ten (10) years from the date of permit issuance.
- 13.2** If the deposit authorized in a permit is not completed before the permit expires under Section 13.1, the General Manager may renew the permit provided that:
- a) the applicant makes a written request to the General Manager for a renewal or extension a minimum of one (1) month prior to the expiry date;
 - b) the applicant has paid the required renewal fee and provided the required security deposit;

- c) the soil deposit has been carried out in compliance with the terms and conditions of the original permit, including any conditions of a Registered Professional's report which may apply;
 - d) there is no change in scope from the original application;
 - e) adjacent land owners have been notified in advance as provided for in Section 11.3; and
 - f) an industry permit may not be renewed.
- 13.3** There is no limit to the number of times a person may apply for renewal of a permit, but no person has a vested right to the renewal of a permit.
- 13.4** The General Manager may vary, alter or add to the permit terms and conditions that apply during the renewal period of a permit, as are necessary to ensure compliance with this bylaw or to mitigate any harm to the environment or to adjoining property owners, and a permit holder is not entitled to the issuance of a renewal permit on the same terms and conditions that applied under the expiring permit.
- 13.5** An application for renewal of a permit which includes a material change in the scope of proposed soil deposit from that under the original application may be refused, and in that case a new permit application, with applicable permit fee and security deposit, must be submitted.
- 13.6** The General Manager may establish the form of application and permit to be used under this bylaw.
- 14.0** **PERMIT SUSPENSION, CANCELLATION AND AMENDMENT**
- 14.1** If there is a contravention of any term or condition of the permit, or the permit was issued on the basis of statements made in an application for a permit, report, declaration or record required under this bylaw that were false or misleading with respect to a material fact, or that omitted to state a material fact, the omission of which made the statement false or misleading, the General Manager may:
- a) suspend in whole or in part the rights of the applicant under the permit;
 - b) revoke the permit;
 - c) amend the permit;
 - d) attach new conditions to a permit, without the consent of the applicant; or
 - e) order that the permit holder carry out remedial work to correct the contravention.
- 14.2** The General Manager may authorize an amendment to a permit, where requested by the permit holder. For any proposed material changes to the permit, the General Manager may require:
- a) the submission of further, amended, or new information referred to in Section 9.1, 9.2 or 9.3;
 - b) further community consultation in accordance with Section 11; and

- c) the submission of a new permit application, along with applicable permit fees and security deposit.

15.0 FEES AND SECURITY DEPOSITS

- 15.1** The applicant for a permit or permit renewal must pay the permit fee prescribed under Schedule “A” at the time the application is submitted.
- 15.2** The volumetric fee prescribed under Schedule “A” shall be determined based on the volume of soil that is proposed to be deposited, and must be paid at the time the application is submitted. There shall be no refund of any portion of the permit fee where the volume of soil deposited is less than that proposed under the permit application.
- 15.2** A person who deposits soil without a permit issued under this bylaw, and who subsequently applies for a permit to authorize the deposit, shall be required to pay double the applicable permit fee.
- 15.3** As security for the due and proper compliance with all the requirements and conditions of this bylaw, the applicant for a permit shall, before receiving a permit for the deposit of soil, provide a cash deposit, certified cheque, or irrevocable letter of credit drawn upon a chartered bank or credit union, in the amount set out in Schedule “A”, to be determined based upon the permit area designated for soil deposit. The security deposit provided under this section must remain valid from the date of issuance of a permit to a date that is not less than six (6) months after the expiration date of the permit.
- 15.4** Should the holder of a permit not comply with the conditions of the permit, the Cowichan Valley Regional District may undertake any necessary remedial action on the permit area at the cost of the permit holder, and may utilize the security deposit for that purpose.
- 15.5** An industry permit may be issued for a period of more than 12 months, to a maximum term of ten years, provided the applicant:
- a) pays the base permit fee prescribed under Schedule “A”;
 - b) provides the CVRD with a security deposit, determined in accordance with Schedule “A”, for payment of the volumetric permit fee prescribed under Schedule “A”;
 - c) submits with the permit application the other application information required under Section 9.1, 9.2 and 9.3 of this bylaw, as applicable;
 - d) provides the CVRD with a security deposit in the amount equal to the anticipated cost of any site remediation or clean up that may be required at the expiry of the permit, as estimated by a registered professional;
 - e) submits to the General Manager a copy of each annual report submitted to the Ministry of Mines detailing the volume of soil deposited in the permit area each year; together with payment of the volumetric permit fee payable in respect of that year, as determined in accordance with Schedule “A”.

16.0 VIOLATIONS AND PENALTIES

- 16.1 Any person who contravenes any provision in this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits or neglects to fulfil, observe, carry out or perform any duty or obligation imposed in this bylaw is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000 per offence.
- 16.2 A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.
- 16.3 The penalties imposed under Subsection 16.1 and 16.2 hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this bylaw or any other statute, law or regulation including but not limited to an application to the Supreme Court of British Columbia by the Regional District to a court, for a mandatory injunction for the enforcement of this bylaw, including an order for the removal of any soil, contaminated soil, other material or unsuitable material deposited contrary to the provisions of this bylaw.

17.0 INDEMNIFICATION

- 17.1 The holder of the permit is at all times responsible for compliance with the provisions of this bylaw and any other applicable enactment and for any claim, demand, damage, loss, costs, expense, fees, or fine that may arise from a deposit of soil.
- 17.2 The holder of a permit shall save harmless, indemnify and keep indemnified the Cowichan Valley Regional District, its officers, employees, contractors, and elected officials from any and all claims, demands, damages, losses, costs, expenses, fees, fines, actions, proceedings whatsoever brought by any person arising from the issuance of a permit under this bylaw with respect to the deposit of soil authorized under a permit.

READ A FIRST TIME this _____ day of _____, 2017.

READ A SECOND TIME this _____ day of _____, 2017.

APPROVED BY THE MINISTER OF ENVIRONMENT this _____ day of _____, 2017.

READ A THIRD TIME this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary

SCHEDULE “A”
Permit Fees and Security Deposits

SOIL QUANTITY (1)	PERMIT FEE (2)	SECURITY DEPOSIT (3)	RENEWAL FEE (4)
less than 10 m ³	none	none	N/A
10 - 500 m ³ or greater	\$500 base fee	\$10,000 for the first hectare of permit area (or portion thereof) plus \$3,000 for each additional hectare or portion thereof of permit area	\$200
500 m ³ or greater	\$500 base fee plus \$1.00 for every additional 100 m ³ above 500 m ³	\$10,000 for the first hectare of permit area (or portion thereof) plus \$3,000 for each additional hectare or portion thereof of permit area	\$200
Industry Permit	\$500 base fee plus \$1.00 for every additional 100 m ³ above 500 m ³	Security for permit compliance and remediation in an amount equivalent to the cost of remediation or site cleanup required at the expiry of the permit, as estimated by a registered professional. Security for payment of the volumetric permit fee shall be \$1.00 for every additional 100 m ³ of soil above 500 m ³ proposed to be deposited in each year.	N/A

- (1) Except for an industry permit, the entire permit fee must be provided prior to the issuance of the permit. For an industry permit, the volumetric fee prescribed in the above table may be paid annually based on actual volumes deposited as reported to the Ministry of Mines.
- (2) The security deposit is required prior to issuance of a permit and must be renewed and in effect prior to renewal of any permit. The security deposit will continue in effect for six (6) months after the permit has expired.
- (3) The renewal fee must be paid prior to the permit renewal being authorized.



MEMORANDUM

DATE: November 7, 2017

TO: Ross Blackwell, General Manager, Land Use Services Department

FROM: Ian MacDonald, RBO, Chief Building Inspector, Inspections & Enforcement Division

SUBJECT: BUILDING REPORT FOR THE MONTH OF OCTOBER, 2017

There were 51 Building Permits and 2 Demolition Permit(s) issued for a total of 53 Permits during the month of October at a total value of \$7,554,660

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Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"	5,000			977,830	275,730		6	76	1,258,560	31,966,088
"B"				1,978,840	211,500		8	89	2,190,340	13,005,365
"C"							0	39	-	3,168,190
"D"				309,720	6,000		4	53	315,720	8,134,055
"E"				890,590	84,020	8,640	7	55	983,250	6,663,825
"F"				500,460	64,340		4	23	564,800	2,376,000
"G"				540,940	60,020		6	36	600,960	4,562,542
"H"				169,940	219,530		4	31	389,470	4,479,720
"I"				1,179,480	72,080		14	35	1,251,560	5,094,660
Total	\$ 5,000	\$ -	\$ -	6,547,800	993,220	8,640	53	437	7,554,660	79,450,445

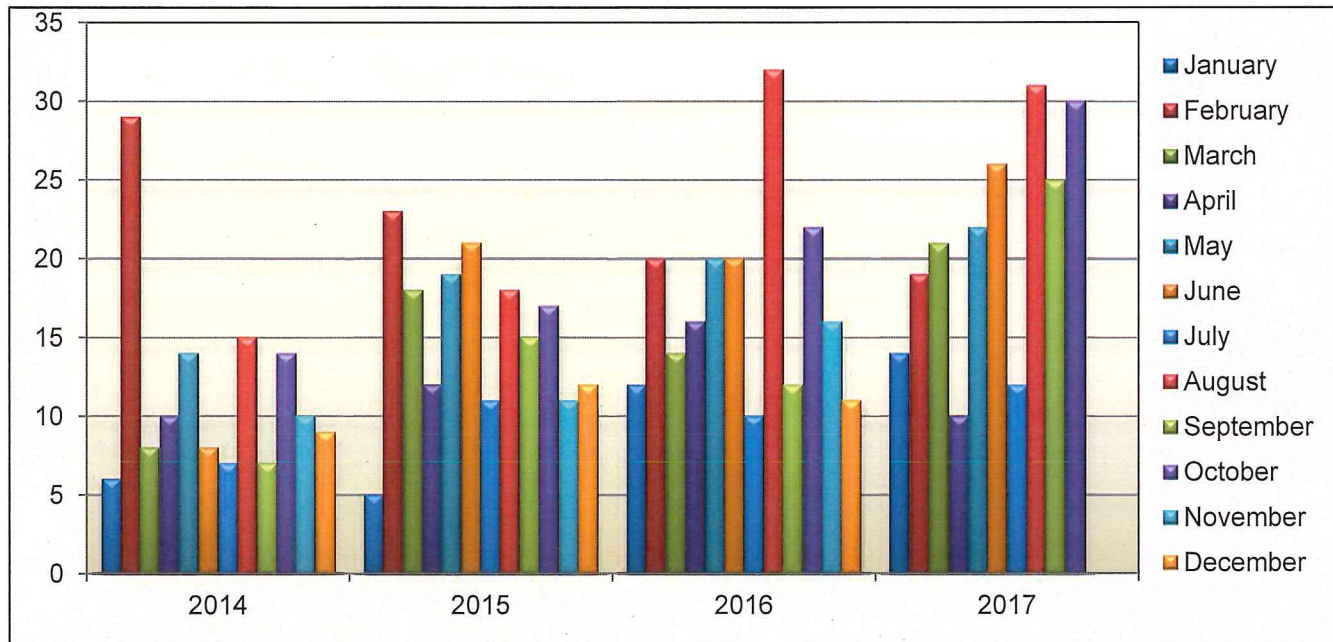

 I. MacDonald, RBO
 Chief Building Inspector, Inspections & Enforcement Division
 Land Use Services Department
 IM/Iar

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	25
October	14	17	22	30
November	10	11	16	
December	9	12	11	
YTD Totals	137	182	205	210

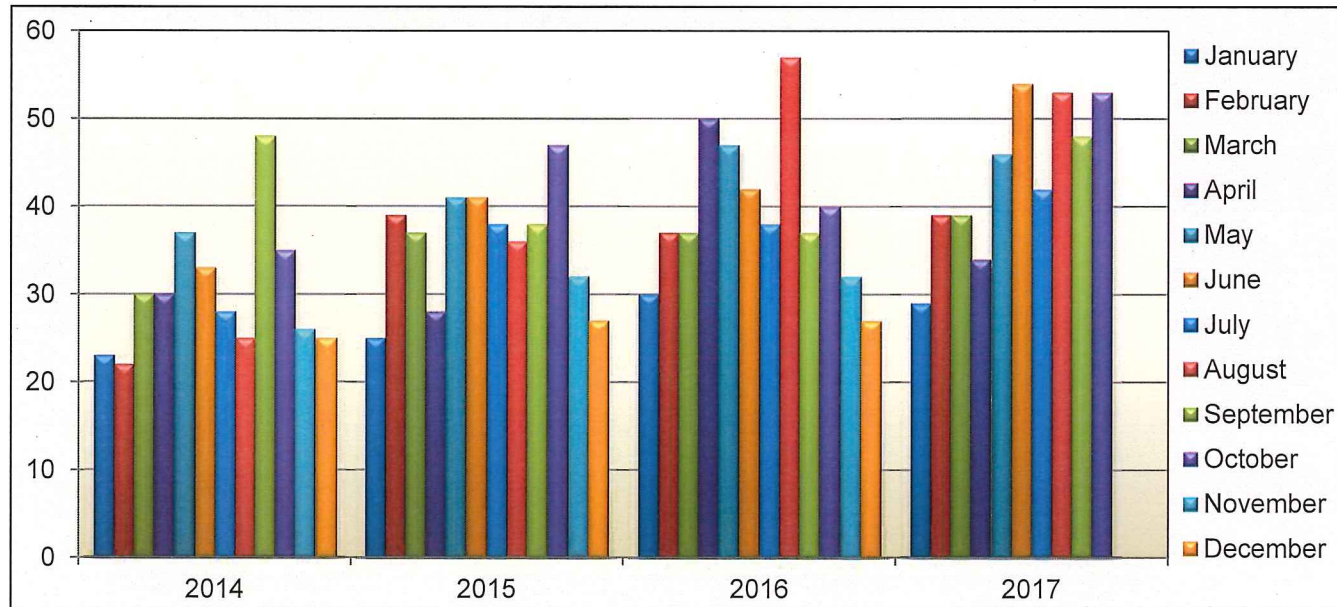


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TOTAL BUILDING PERMITS ISSUED

	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	48
October	35	47	40	53
November	26	32	32	
December	25	27	27	
YTD Totals	362	429	474	437



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320 – Bylaw Enforcement Report – October 2017

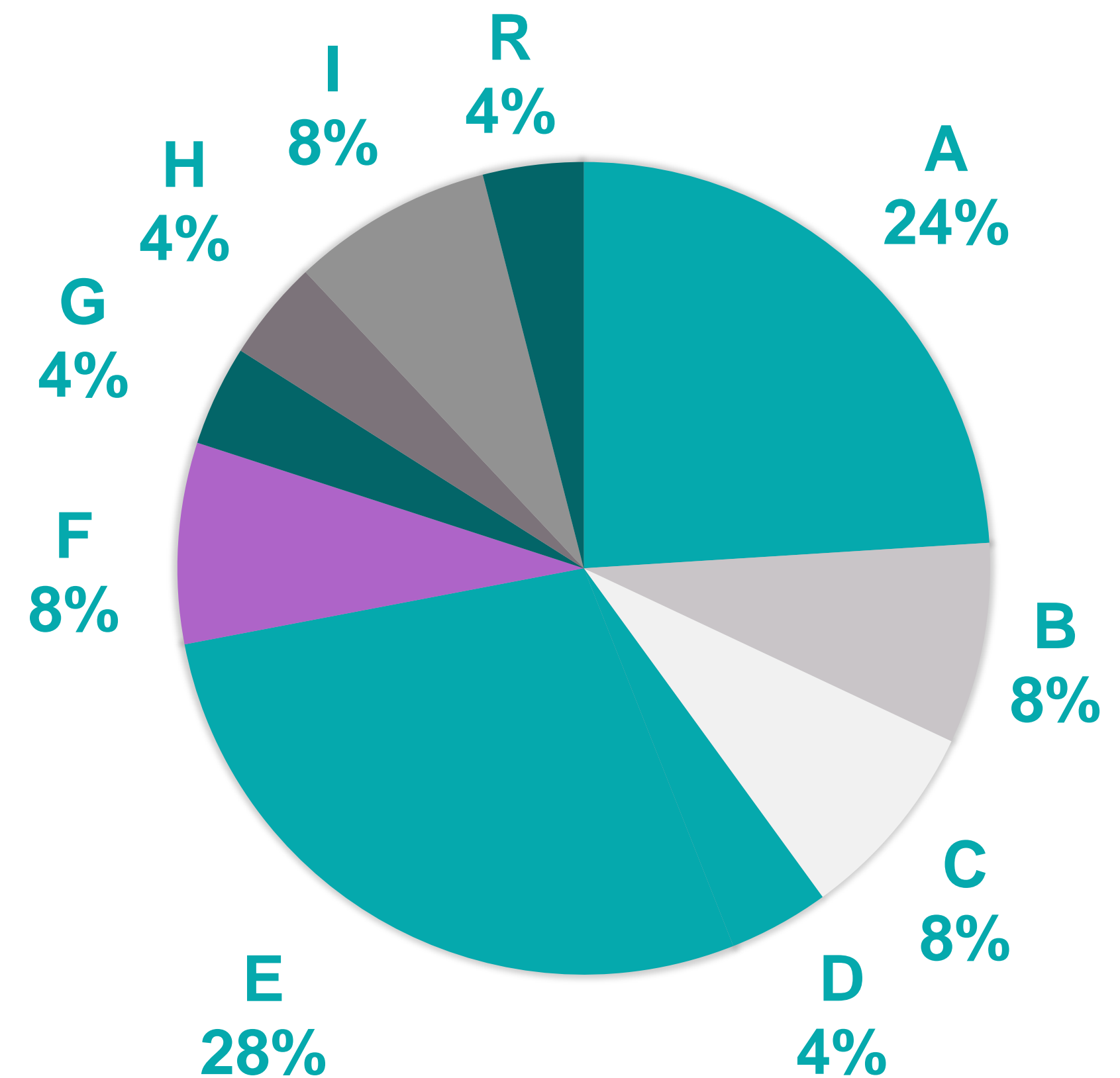
Participating Areas – All electoral areas

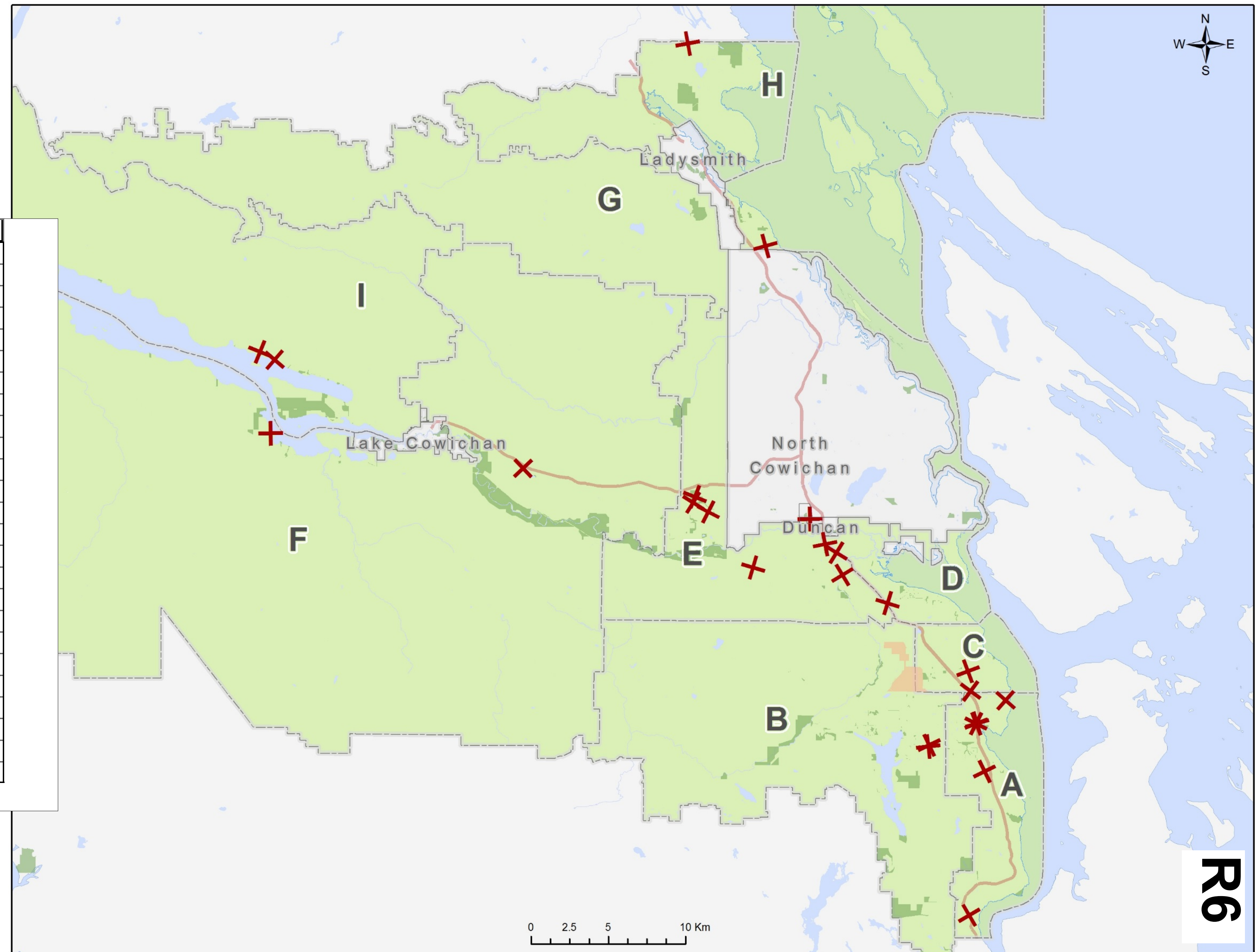
Purpose – Monthly review of Bylaw Enforcement files

Electoral Area	Monthly Files	Percentage of month	Year Total
A	6	24%	42
B	2	8%	56
C	2	8%	25
D	1	4%	20
E	7	28%	40
F	2	8%	19
G	1	4%	11
H	1	4%	17
I	2	8%	17
Regional	1	4%	2

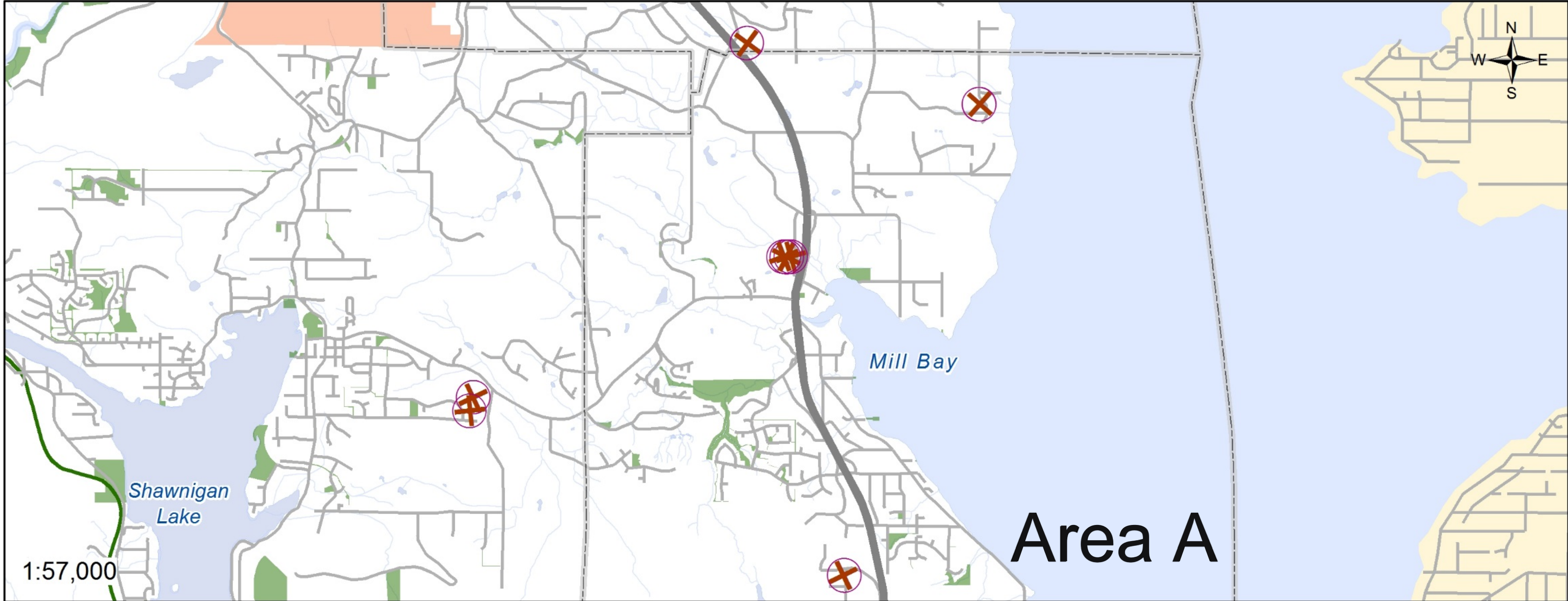
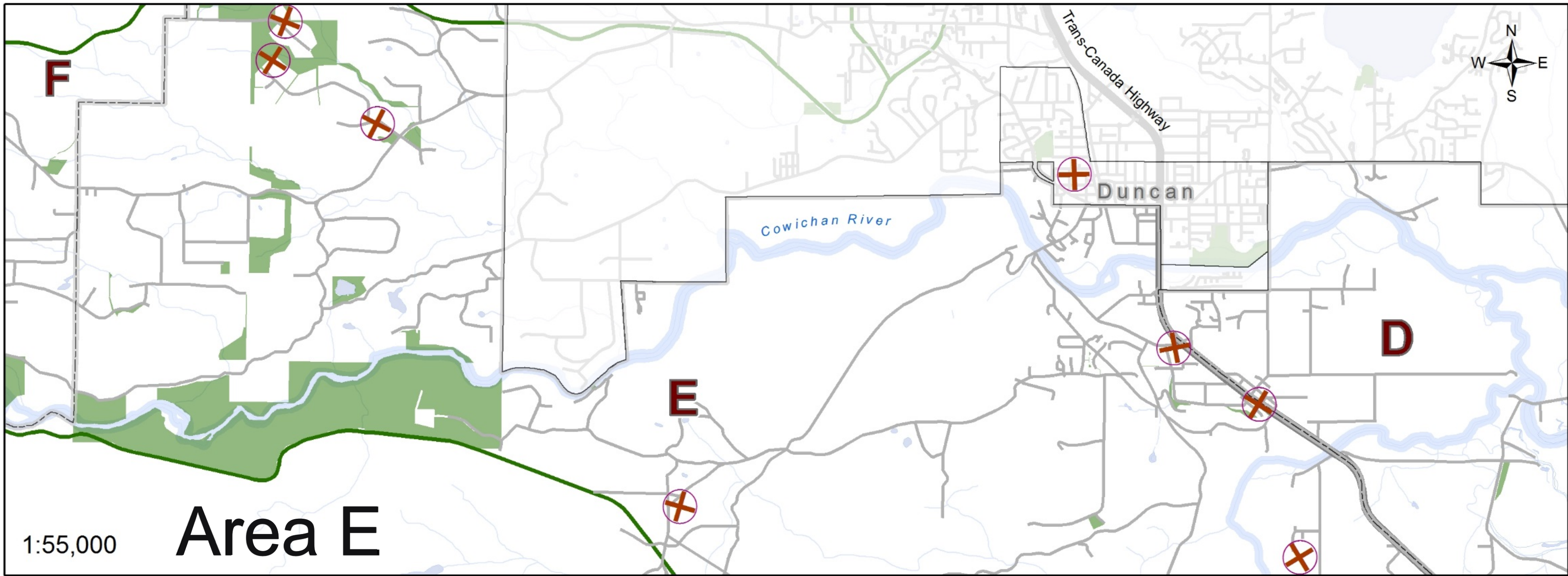
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MONTHLY FILES





EA	OffenceType	Offence Subtype
A	Environment Complaint	Enviro - Waste/Dumping
A	Environment Complaint	Enviro - Backyard Burn
A	Other - See Notes	To Be Confirmed
A	Other - See Notes	To Be Confirmed
A	Other - See Notes	To Be Confirmed
A	Environment Complaint	Enviro - Smoke
B	Noise Complaint	Noise - Motorbike/Engines
B	Noise Complaint	Noise - Other
C	Environment Complaint	Enviro - Smoke
C	Environment Complaint	Enviro - Smoke
CVF	Licensing Complaint	License - Fireworks
D	Environment Complaint	Enviro - Waste/Dumping
E	Environment Complaint	Enviro - Smoke
E	Environment Complaint	Enviro - LCD Burn
E	Environment Complaint	Enviro - Smoke
E	Illegal Activity Complaint	Activity - Other
E	Environment Complaint	Enviro - Smoke
E	Environment Complaint	Enviro - Smoke
E	Licensing Complaint	License - Fireworks
F	Zoning Allowance	Activity - Camping/RV on Private Land
F	Other - See Notes	Activity - Other
G	Zoning Allowance	Zoning - Other
H	Animal Complaint	Animal - Declared Dangerous Dog
I	Environment Complaint	Enviro - Unightly
I	Building Permit	BP - No Permit



Analysis

What is happening in your area?

Area E and had the highest number of cases opened with 7 each equaling 28%
Areas D, G and H and had the fewest cases with 1 each.

Types of issues –

Issue	Number
Dumping	2
Noise	2
Camping	1
Dog	1
Unsightly	1
No Building permit	1
Zoning	1
Fireworks	2
Smoke / burning	9
Other	5

Analysis

Open vs Closed

Total number of enquires (calls, emails, front desk): 362

Total cases opened: 25

Cases concluded: 22

Total cases opened this year: 251

Total cases closed this year: 217

2017 File completion percentage: 86%



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 1, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 15, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: Limited Licence of Access Agreement for Well Testing at 3170
Shawnigan Lake Road.

FILE: 0540-20-EAS/05

PURPOSE/INTRODUCTION

The purpose of this report is to authorize signing of a Limited Licence of Access Agreement with the property owners of 3170 Shawnigan Lake Road (PID 002-828-791) for the CVRD to access the property for the purpose of taking a water sample from the well located on the property.

RECOMMENDED RESOLUTION

That it be recommended to the Board that a Limited Licence of Access Agreement be executed by the property owners of the above-noted property and the CVRD.

BACKGROUND

Additional water sources are being investigated for the Burnum Water System as the existing groundwater wells have limited supply to provide for all the water needs of the customers in the dry, summer months. Stage 3 Watering Restrictions have been implemented in each of the past three summers. Additionally, some of the wells require treatment for elevated arsenic levels. Staff have completed a preliminary review of wells around the Burnum Water System and have identified the well at 3170 Shawnigan Lake Road as a possible high producing well. The homeowners have agreed to have the well water sampled for water quality and, if the test results show good quality water, to continue negotiations for further testing on the well and possible inclusion of the property into the Burnum Water System Service Area.

The current property owners, Pat and Mary Stack, are in litigation with the CVRD over land use that is contrary to the zoning for their property.

ANALYSIS

Testing of the well is a low cost initial step in determining the viability of the well as a source of community drinking water. The test results will help determine if we should proceed with further testing and negotiations with the property owners. The Limited Licence of Access Agreement has been prepared by the legal representatives for the property owners to permit CVRD staff to perform the well testing.

FINANCIAL CONSIDERATIONS

The cost of the water testing is approximately \$700 and will be paid by the Burnum Water System budget.

COMMUNICATION CONSIDERATIONS

N/A

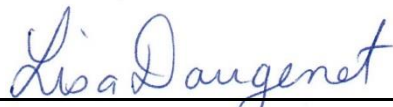
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

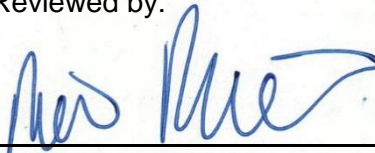
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental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

Prepared by:




 Lisa Daugenet, ASCT.
 Engineering Technologist III

Reviewed by:



 Brian Dennison, P. Eng.
 Manager



 Hamid Hatami, P. Eng.
 General Manager

ATTACHMENTS:

Attachment A – Limited Licence of Access

LIMITED LICENCE OF ACCESS

This Agreement is made the 1st day of November, 2017.

BETWEEN:

COWICHAN VALLEY REGIONAL DISTRICT

175 Ingram Street
Duncan, British Columbia V9L 1N8

(the "Licencee")

AND:

PATRICK JOSEPH STACK and MARY MAGDALEN STACK

c/o Cox Taylor
26 Bastion Square, 3rd Floor, Burnes House
Victoria, British Columbia V8W 1H9

(the "Licensor")

The parties agree as follows:

1. The Licensor is the registered owner of in fee simple of the real property legally described as:

PID: 002-828-791, Lot 1, Sections 7 and 8, Range 4, Shawnigan District, Plan VIP24871

(the "Land").
2. The Licencee has made a proposal to acquire some rights to the Licensor's water supply on the Land, and for the purposes of finalizing the terms of an offer, the Licensor requires entry onto the Land during daylight hours for the limited purpose of:
 - a. Completing water tests, inspections, examinations and quality testing of the existing ground water well for the purpose of determining the water quality and water supply levels of the ground water (the "Permitted Works").
 - b. The Permitted Works will occupy 2 days or less and the Licencee shall notify the Licensor not less than 24 hours in advance of the anticipated date of entry to the Land for carrying out the Permitted Works.

3. The Licencee will pay compensation for any and all damages that it may cause to the Land as a result of the exercise of the rights granted by this instrument.
4. In consideration of the sum of \$1.00 paid by the Licencee to the Licensor, the Licensor does hereby permit the agents, employees, contractors, subcontractors of the Licencee a temporary right, liberty and permission of access to enter upon and pass and repass along and over the Land with vehicles and equipment for the purpose of carrying out the Permitted Works.
5. The permission to enter granted under this Agreement shall take effect on the 1st day of November, 2017 and shall automatically terminate on the 15th = day of December, 2017 (the "Term"). The Term of this Agreement may be extended by mutual written agreement between the parties.
6. The Licencee covenants and agrees:
 - a. Upon completion of the Permitted Works hereby granted the Licencee shall surrender the Land to the Licensor in good condition. The Licencee shall, at its sole cost, restore the Land to the same as or as reasonably similar to the pre-existing condition to the reasonable satisfaction of the Licensor. The Licencee's obligation to observe and perform this covenant shall survive the expiration of the Term;
 - b. Use the Land for the Permitted Works only pursuant to Section 2 hereof;
 - c. Comply with all laws, directives, policies, standards, by-laws, as well as such reasonable conditions required by the Licensor that do not unduly hinder the Permitted Works;
 - d. Share details of all water testing reports, studies and information developed from the Permitted Works with the Licensor; and
 - e. Take all reasonable efforts to ensure none interfere with the occupation, access, and use of the Land by the Licensor, the Licensor's tenants or invitees.
7. The Licencee covenants and agrees that it shall fully indemnify and save harmless the Licensor, its successors and assigns from and against any and all losses, claims, actions, damages, liabilities and expenses resulting from any loss of life, personal injury, legal proceedings, damage to property or any other loss or injury whatsoever arising directly or indirectly from or out of or in any way in connection with the Licencee entering on the Land and made against the Licensor, and only to the extent not caused or contributed to by the Licensor or its consultants or agents. If the Licensor shall, without fault on its part, be made a party to any litigation arising out of the Permitted Works commenced by or against the Licencee, the Licencee shall fully protect, indemnify and hold the Licensor

harmless and pay all costs, expenses and legal fees of the Licensor so that the Licensor shall suffer no loss or harm in connection with such litigation. This Section 7 shall survive the expiration or earlier termination of this Agreement.

8. No part of the title in fee simple to the Licensor's Land shall pass or be bested in the Licencee by virtue of this agreement.

9. Miscellaneous:

a. All notices or other communications hereunder shall be in writing and shall be delivered by personal delivery, overnight mail or delivery service, facsimile, or registered mail, return receipt required, postage prepaid, addressed as follows:

If to the Licensor: Patrick Joseph Stack and Mary Magdalen Stack
c/o Cox Taylor
26 Bastion Square, 3rd Floor, Burnes House
Victoria, British Columbia, V8W 1H9

If to the Licencee: Cowichan Valley Regional District
175 Ingram Street
Duncan, British Columbia, V9L 1N8

or to such other address as any party may from time to time designate by notice in writing to the other parties. Any notice, document or communication will be conclusively deemed to have been given, in the case of facsimile transmission, on the 1st business day after transmittal, or in the case of any other form of delivery, on the day of actual receipt thereof. The refusal to accept delivery by any party or the inability to delivery any communication because of a changed address of which no notice has been given in accordance with this Section shall constitute delivery.

b. Neither this Agreement nor any provision hereof may be changed, amended, modified, waived or discharged orally or by any course of dealing, but only by an instrument in writing signed by the party against which enforcement of the change, amendment, modification, waiver or discharge is sought.

c. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.

d. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and all of such counterparts, together, shall constitute one and the same agreement.

- e. All captions, headings, section, paragraph and subparagraph numbers and letters are solely for reference purposes and shall not be deemed to supplement, limit or otherwise vary the terms of this Agreement.
- f. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted, but only to the extent of such invalidity or unenforceability.
- g. This Agreement constitutes the sole and entire agreement of the parties in respect of the Permitted Works and shall be binding upon and shall enure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF this agreement has been signed as of the date first above written.

COWICHAN VALLEY REGIONAL DISTRICT

Per: _____

Name:

Title:

Per: _____

Name:

Title:

I/We have the authority to bind the District

Patrick Joseph Stack

Mary Magdalen Stack



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 7, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 15, 2017

FROM: Inspection & Enforcement Division
Land Use Services Department

SUBJECT: Riparian Area Compliance Program

FILE:

PURPOSE/INTRODUCTION

This report is in respect to direction given to staff to schedule an EASC workshop to examine riparian area issues and the potential for the establishment of a formalized riparian program. This report provides the Committee with some basic scoping options as a backdrop should there be a desire to establish budget to create the financial opportunity to consider undertaking such a program in 2018.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

Staff was given direction to facilitate a workshop focused on riparian issues and potential solutions. The genesis of this issue is the ongoing and, in some cases, significant riparian area infractions. Currently, much of the CVRD involvement in riparian issues occurs after an infraction has occurred and enforcement action is triggered. This scenario requires the application of significant resources. Of course, riparian matters are also routinely managed through a much more efficient and effective development permit application permit process.

A workshop was to be scheduled to discuss key elements of the issue, to what extent a proactive approach can bring value to riparian matters, the potential scope that could be considered for a formalized riparian area program, and associated resourcing considerations (both staffing and financial). To date, logistics has not made it possible to schedule a workshop. However, given the current 2018 budget deliberations in progress, the Committee may wish to consider whether to establish a budget to create the opportunity to roll out a program in 2018 with scope and resourcing to be workshopped in early 2018.

ANALYSIS

A Riparian Area Compliance Program would normally include a number of key elements such as:

- **Public engagement**
→ E.g. Place Speak, surveys, public meetings, etc.
- **Notification**
→ E.g. property owners notices, media notices, website, signage, etc.
- **Resourcing**
→ E.g. home owner workshops, online/ hardcopy resources, site visits, etc.

Subject to the scope established by the Board, such a program would be developed by staff and could be introduced to the community for input prior to coming before the Board for consideration.

For illustrative purposes, below are order of magnitude options for levels of response which vary according to the budget applied;

Comprehensive - \$150,000 (Electoral area wide public education/ resourcing program)

- Billboards;
- Direct mail;
- Presentations to service groups;
- Pop up booths (farmers market, community events);
- News conference to launch campaign;
- Video explaining riparian in simple terms;
- Storyboards for community centres;
- Road signs in each community in highly visible locations (greater presence);
- Graphic design firm to create look and feel of campaign and materials; and
- Consultant to manage the project, research, organize road signs, develop the elements, arrange events, attend events, coordinate staff and work with graphic designer.

Moderate - \$100,000

- News conference to launch campaign;
- Graphic designer to create look and feel of campaign and materials;
- Road signs in each community in highly visible locations (less signs than large campaign);
- Direct mail;
- Storyboards for community centres; and
- Consultant to manage the project, research, organize road signs, develop the elements, arrange events, attend events, coordinate staff and work with graphic designer.

Minor - \$50,000

- News conference to launch campaign;
- Graphic designer to create look and feel of campaign and materials;
- Road signs in strategic locations (limited due to budget);
- Storyboards for community centres; and
- Consultant to manage the project, research, organize road signs, develop the elements, arrange news conference, coordinate staff.

In general terms, as you decrease the budget value, the lower the public education becomes. Road signs are a key factor and may cost \$1,000+ each, so this should be taken into consideration.

FINANCIAL CONSIDERATIONS

A new Riparian Area Compliance Program will require increase in requisition to the sums identified by the Board.

COMMUNICATION CONSIDERATIONS

To be determined.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

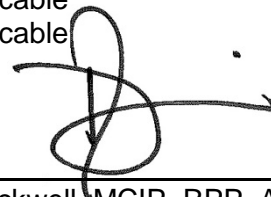
Prepared by:

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager

Not Applicable
Not Applicable



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

ATTACHMENTS: N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 282 South Cowichan Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 282 – South Cowichan Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 282 – South Cowichan Parks be approved.
2. That the Supplemental Request for the Cowichan Bay Boat Launch parking area and ramp refurbishment be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 282 – South Cowichan Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and potential acquisition of additional lands for sub-regional parks within Electoral Areas A, B, C and D. Sub-regional parks within this function include the South Cowichan Dog Park, Cobble Hill Cenotaph, Mill Bay Historic Church and Cowichan Bay Boat Launch. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed South Cowichan Parks 2018 requisition increased \$2,750 or 4.60% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function:

Core Budget

The Core Budget for the South Cowichan Parks function increased \$2,750 due to the following:

- Grass Cutting and Maintenance increased \$12,621 per the previously approved 2018-fixed contract rate for parks maintenance services delivery, with the 2018 budget including specific line items for contracted maintenance services at the Cowichan Bay Boat Launch, Mill Bay Historic Church and Cobble Hill Cenotaph.
- R&M – General and Park Operations Labour decreased \$6,906 is specific to re-allocation to line item adjustments above.

- R&M Grounds – Trees increased \$1,000 is specific to fund ongoing park arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting.
- Mill Bay Historic Church R&M – Grounds, Security, Electricity and Materials reduced \$3,500 overall, in preparation of such costs to be assumed by the Museum Partnership Group per the terms and conditions of the building lease.
- Allocations and washroom rentals decreased \$465 overall.

Prior Year, One-Time Items

There are no Prior Year, One Time items from 2017.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 1 request:

1. The Cowichan Bay Boat Launch paved parking area and ramp require refurbishment due to age, ongoing deterioration and erosion. This project is proposed for inclusion in the 2018 budget and would be funded with \$100,000 in Community Works Gas Tax Funds previously approved by the Board for undertaking the works.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$2,750 (4.60%) which is an increase of \$0.06 per \$100,000 household.

Uncommitted Operating Reserve balance - \$1,999, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

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

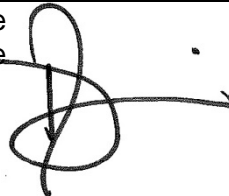
Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable



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

ATTACHMENTS:

- Attachment A – 282 Vadim Budget
- Attachment B – 282 5 Year Plan
- Attachment C – 282 Year over Year Comparative Analysis
- Attachment D – 282 Supplementary Request

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 282 - SOUTH COWICHAN COMMUNITY PARKS

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-25	0	-25	0	0		
	Total GRANTS	-25	0	-25	0	0	0	0
5921 DONATIONS								
01-1-5921-2700	GENERAL	0	0	-100	0	0		
	Total DONATIONS	0	0	-100	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-59,750	-59,750	-59,750	-59,750	-62,500		
	Total REQUISITION	-59,750	-59,750	-59,750	-59,750	-62,500	0	0
	Total OPERATING REV	-59,775	-59,750	-59,875	-59,750	-62,500		
OPERATING EXP								
1120 GENERAL EXPENDITURES								
01-2-1120-1204	WAGES - HOURLY	2,770	5,000	60	5,500	3,500		
01-2-1120-1400	BENEFITS	954	550	36	600	194		
01-2-1120-2210	ADVERTISING	592	500	0	500	500		
01-2-1120-2320	LEGAL SERVICES	0	500	1,228	500	500		
01-2-1120-2325	SURVEY FEES	0	250	0	0	0		
01-2-1120-2330	CONSULTANTS	0	250	0	0	0		
01-2-1120-2370	INSURANCE - PROPERTY	184	0	0	0	0		
01-2-1120-2372	INSURANCE DEDUCTIBLES	28	28	0	0	0		
01-2-1120-2394	MEETING EXP.-COMMITTEE/C	76	250	0	250	250		
01-2-1120-2414	R & M - GENERAL	13,917	14,000	0	14,500	10,000		
01-2-1120-2475	MISCELLANEOUS EQUIPMENT	0	500	0	500	500		
01-2-1120-2542	GRASS CUTTING AND MAINTENANCE	0	3,291	0	3,455	0		
01-2-1120-4100	ALLOC - GENERAL GOVERNMENT	1,817	1,817	2,593	2,593	2,528		
01-2-1120-4213	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-1120-5550	GARBAGE DISPOSAL	720	800	682	800	800		
01-2-1120-5952	PROGRAM SUPPLIES	0	500	0	250	250		
01-2-1120-9910	CONTINGENCY	0	555	0	752	752		
	Total GENERAL EXPENDITURES	23,257	30,991	6,799	32,400	21,974	0	0
7142 SUMMER STUDENT PROGRAM								
01-2-7142-1204	WAGES - HOURLY	4,597	5,000	666	5,000	5,000		
01-2-7142-1400	BENEFITS	424	500	65	500	500		
01-2-7142-2475	MISCELLANEOUS EQUIPMENT	91	100	0	100	100		
01-2-7142-4380	ALLOC - SUMMER TRUCK	750	750	750	750	750		

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Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		282 - SOUTH COWICHAN COMMUNITY PARKS						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7142-5952	PROGRAM SUPPLIES	59	100	37	100	100		
	Total SUMMER STUDENT PROG	5,921	6,450	1,518	6,450	6,450	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	1,000		
01-2-7182-5550	GARBAGE DISPOSAL	0	0	194	0	0		
	Total PARKS MAINTENANCE EX	0	0	194	0	1,000	0	0
7244 COWICHAN BAY BOAT LAUNCH								
01-2-7244-2412	REPAIRS & MAINT. - OTHER	9,619	3,175	0	0	0		
01-2-7244-2414	R & M - BUILDINGS - GROUND:	0	0	0	4,000	4,000		
01-2-7244-2542	GRASS CUTTING AND MAINTEN	0	0	5,831	0	8,921		
01-2-7244-2618	RENTALS - WASHROOMS	3,585	2,400	1,360	2,400	2,000		
01-2-7244-5510	WATER	407	500	73	500	500		
01-2-7244-5650	MATERIALS	120	1,200	174	1,200	1,200		
	Total COWICHAN BAY BOAT LA	13,731	7,275	7,438	8,100	16,621	0	0
7260 MILL BAY HERITAGE CHURCH								
01-2-7260-2379	SECURITY	0	900	0	900	0		
01-2-7260-2414	R & M - BUILDINGS - GROUND:	3,829	2,373	0	1,500	500		
01-2-7260-2540	PURCHASED MTCE. - GROUN	0	600	0	0	0		
01-2-7260-2542	GRASS CUTTING AND MAINTEN	0	0	2,806	0	4,293		
01-2-7260-5530	ELECTRICITY	1,926	1,900	1,452	1,500	0		
01-2-7260-5650	MATERIALS	0	500	214	600	500		
01-2-7260-5952	PROGRAM SUPPLIES	0	100	0	0	0		
	Total MILL BAY HERITAGE CHUF	5,756	6,373	4,472	4,500	5,293	0	0
7268 COBBLE HILL MEMORIAL								
01-2-7268-2412	REPAIRS & MAINT. - OTHER	150	250	0	0	0		
01-2-7268-2414	R & M - BUILDINGS - GROUND:	0	0	183	2,300	2,300		
01-2-7268-2540	PURCHASED MTCE. - GROUN	2,339	2,082	0	0	0		
01-2-7268-2542	GRASS CUTTING AND MAINTEN	0	0	1,871	0	2,862		
01-2-7268-5510	WATER	1,198	1,000	374	1,000	1,000		
01-2-7268-5650	MATERIALS	418	250	0	0	0		
	Total COBBLE HILL MEMORIAL	4,105	3,582	2,428	3,300	6,162	0	0
7288 DOG OFF-LEASH PARK								
01-2-7288-2412	REPAIRS & MAINT. - OTHER	1,612	1,079	0	0	0		
01-2-7288-2414	R & M - BUILDINGS - GROUND:	0	0	285	3,600	3,600		
01-2-7288-2540	PURCHASED MTCE. - GROUN	2,607	2,500	0	0	0		
01-2-7288-2542	GRASS CUTTING AND MAINTEN	0	0	4,079	0	0		
01-2-7288-5530	ELECTRICITY	0	0	1,865	0	0		

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Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		282 - SOUTH COWICHAN COMMUNITY PARKS						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7288-5650	MATERIALS	1,034	1,500	0	1,400	1,400		
	Total DOG OFF-LEASH PARK	5,254	5,079	6,229	5,000	5,000	0	0
	Total OPERATING EXP	58,024	59,750	29,077	59,750	62,500		
	Surplus/Deficit	-1,751	0	-30,798	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-59,775	-59,750	-59,875	-59,750	-62,500
Summary Total Expenses	58,024	59,750	29,077	59,750	62,500
Summary Surplus/Deficit	-1,751	0	-30,798	0	0

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COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: South Cowichan Community Parks

Function: 282

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$59,750	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$59,750	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500
SOURCES OF FUNDS						
Requisition/Parcel Tax	59,750	62,500	62,500	62,500	62,500	62,500
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$59,750	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function:

282 - S. Cowichan Comm. Parks

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$59,750	\$62,500	\$2,750	4.60%
Explanation of increase/decrease:				
decrease wages - hourly			-2,000	-3.35%
decrease benefits			-406	-0.68%
decrease repairs and maintenance			-4,500	-7.53%
decrease grass cutting and maintenance			-3,455	-5.78%
decrease Allocations - General government			-65	-0.11%
increase R&M grounds - trees			1,000	1.67%
increase grass cutting and maintenance- Cow Bay Boat Launch (2018 contract rate)			8,921	14.93%
decrease rentals - washrooms Cow Bay Boat Launch			-400	-0.67%
decrease Security - Mill Bay Church			-900	-1.51%
decrease R&M - grounds - Mill Bay Church			-1,000	-1.67%
increase grass cutting and maintenance - Mill Bay Heritage Church (2018 contract rate)			4,293	7.18%
decrease electricity - Mill Bay Church			-1,500	-2.51%
decrease materials - Mill Bay Church			-100	-0.17%
increase grass cutting and maintenance - Cobble Hill Memorial (2018 contract rate)			2,862	4.79%
		Subtotal section A	<u><u>\$2,750</u></u>	<u><u>4.60%</u></u>

Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	0	0.00%
	Subtotal section B	<u><u>\$0</u></u> <u><u>0.00%</u></u>

Subtotal sections A + B \$2,750 4.60%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
Repaving Cowichan Bay Boat Launch Parking (Approved Gas Tax Funds)		100,000	0	0.00%
		0	0	0.00%
		0	0	0.00%
	Subtotal section C	<u><u>\$100,000</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$2,750 4.60%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$1,999

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2018 Budget - Supplemental Item														
Title Cowichan Bay Boat Launch					Department LAND USE SERVICES									
Division PARKS & TRAILS					Function 282 - South Cowichan Community Parks									
Type Capital - Replacement					Priority 1									
Description														
<p>The Cowichan Bay Boat Launch is the only public boat launch with designated vehicle/trailer parking between Mill Bay and Duncan. The parking area is heavily used by boaters and park visitors, with over 158,000 park visits in 2016. The boat ramp's length is insufficient due to ongoing migration of the seabed at the toe of the ramp, resulting in an 8" drop off at the end. Damaged axles and stuck trailers have been reported. Furthermore, the condition of the asphalt parking lot is deteriorating due to age and use, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration. The Board at the February 22, 2017 approved allocation of \$100,000 in Community Works Gas Tax Funding for this project. There would be no change in annual costs to operate the boat launch with completion of the repaving and extending the end of the ramp.</p>														
Benefits														
<p>Extending the boat launch ramp will prevent vehicle and trailers from potentially being stuck or damaged during launching of boats. Repaving sections of failed asphalt will eliminate potholes, prevent continued asphalt deterioration and prolong the lifespan of the asphalt parking lot.</p>														
Risks														
<p>Failure to upgrade the boat launch will see continued vehicle and trailer issues as described above. Failure to address failed asphalt will result in further deterioration and additional pot holes, increasing annual costs to operate.</p>														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Area B Gas Tax	25,000	25,000					25,000	<i>No change in cost to operate</i>						-
Area C Gas Tax	50,000	50,000					50,000							-
Area D Gas Tax	25,000	25,000					25,000							-
							-							-
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Design	10,000	10,000					10,000							-
Construction	90,000	90,000					90,000							-
							-							-
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-
Administration														
Author Michael Miller					Date Prepared Aug 8, 2017									
Approval Date Board - Feb 22 2017														



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 18, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review – Function 352 Fire Protection Cowichan Lake
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Cowichan Lake.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Lake Cowichan Fire based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Lake Cowichan Fire Department provides the fire protection contract for service for a portion of Area I – Youbou/Meade Creek and Area F – Cowichan Lake South/Skutz Falls that Youbou Fire Rescue augments by providing automatic aid for confirmed structure fires.

ANALYSIS

This function is 100% funded by tax requisition which increased by \$33,384 (13.48%) for the 2018 budget.

Core Budget

This increase was primarily due to a \$32,650 (13.61%) increase in Contract for Service which is due to the Lake Cowichan Fire Protection Service Areas proportionate share of the Total Cowichan Lake Fire Protection budget based on assessment.

There were no prior year, one-time expenses or supplemental requests for this function.

FINANCIAL CONSIDERATIONS

Requisition for the Core budget increased \$33,384 which is a cost of \$12.48 per \$100,000 household.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

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:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
Select GM Title Here

ATTACHMENTS:

- Attachment A – Vadim Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		352 - FIRE PROTECTION COWICHAN LAKE							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV									
7572 REQUISITION - SPECIFIED AREA									
01-1-7572-0000	REQUISITION - SPECIFIED ARE	-224,157	-224,157	-247,711	-247,711	-281,095			
	Total REQUISITION - SPECIFIED	-224,157	-224,157	-247,711	-247,711	-281,095	0	0	
	Total OPERATING REV	-224,157	-224,157	-247,711	-247,711	-281,095			
OPERATING EXP									
2423 LAKE COWICHAN FIRE DEPT EXPEND									
01-2-2423-2338	CONTRACT FOR SERVICES	216,658	216,658	239,861	239,861	272,511			
01-2-2423-2339	CONTRACT BALANCE -PRIOR	0	0	0	0	171			
01-2-2423-2372	INSURANCE DEDUCTIBLES	118	118	0	0	0			
01-2-2423-4100	ALLOC - GENERAL GOVERNME	3,381	3,381	3,850	3,850	4,413			
01-2-2423-4211	ALLOC - PROTECTIVE SERVIC	4,000	4,000	4,000	4,000	4,000			
	Total LAKE COWICHAN FIRE DE	224,157	224,157	247,711	247,711	281,095	0	0	
	Total OPERATING EXP	224,157	224,157	247,711	247,711	281,095			
	Surplus/Deficit	0	0	0	0	0			

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-224,157	-224,157	-247,711	-247,711	-281,095
Summary Total Expenses	224,157	224,157	247,711	247,711	281,095
Summary Surplus/Deficit	0	0	0	0	0

COWICHAN VALLEY REGIONAL DISTRICT**2018-2022 FINANCIAL EXPENDITURE PROGRAM**

Service: Fire Protection-Cowichan Lake

Function: 352

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266

2018 Budget Review

Function: 352 - Cowichan Lake Fire

A) Core Budget

2017 <u>Requisition</u>	Proposed 2018 <u>Requisition</u>	Requisition \$ Increase <u>(Decrease)</u>	Requisition % Increase <u>(Decrease)</u>
\$247,711	\$281,095	\$33,384	13.48%
		563	0.23%
		171	0.07%
		32,650	13.18%
Subtotal section A		\$33,384	13.48%

Explanation of changes:
 Increased Allocations
 Increased prior year under payment
 Increased Contract for Services

B) Prior Year One-time Items

Requisition \$ Increase <u>(Decrease)</u>	Requisition % Increase <u>(Decrease)</u>
	0.00%
Subtotal section B	0.00%

Subtotal sections A + B **\$33,384** **13.48%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
			0.00%
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$33,384** **13.48%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Finance Division
Corporate Services Department

SUBJECT: 2018 Budget review – Grant Functions for Non Profit Organizations

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budgets for the Grant functions that provide financial assistance to Non-Profit Organizations.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.
2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved.
3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.
4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.
5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.
6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved.
7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.
8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.
9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.
10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.
11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.
12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.
13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.
14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.
15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.
16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.
17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.
18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.
19. That the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.
20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.
21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.
22. That the 2018 Budget for Function 495 – South Cowichan Comm. Policing be approved.
23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.
24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.
25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.
26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.
27. That the 2018 Budget for Function 438 – Theatre – North Cowichan be approved.
28. That the 2018 Budget for Function 439 – Theatre – Ladysmith be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based

exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

Budgets were prepared for these functions based on submissions from organizations and/or prior year actuals. In addition, a comparative analysis worksheet was prepared contrasting the 2018 Draft Budget to the 2017 Amended Budget with an explanation of significant changes.

ANALYSIS

See attached.

FINANCIAL CONSIDERATIONS

See attached.

COMMUNICATION CONSIDERATIONS

N/A


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.


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:


Lyle Smith, CPA, CGA
Assistant Manager

Reviewed by:


Sharon Moss, CPA, CGA
Manager


Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:

- Attachment A – Function 440 – Cowichan Sportsplex – Area A
- Attachment B – Function 442 – Cowichan Sportsplex – Area C
- Attachment C – Function 443 – Cowichan Sportsplex – Area D
- Attachment D – Function 444 – Cowichan Sportsplex – Area E

Attachment E – Function 450 – Recreation – Mill Bay
Attachment F – Function 451 – Recreation - Glenora
Attachment G – Function 460 – Recreation – North Oyster
Attachment H – Function 461 – Cowichan Aquatic Centre Area E
Attachment I – Function 463 – Cowichan Wooden Boat Society
Attachment J – Function 465 – Cobble Hill Historical Society
Attachment K – Function 466 – Recreation – Cobble Hill
Attachment L – Function 467 – Shawnigan Lake Historical Society
Attachment M – Function 469 – Cowichan Station Assoc. – Area E
Attachment N – Function 470 – Frank Jameson Community Centre
Attachment O – Function 475 – Mill Bay/Malahat Historical Society
Attachment P – Function 478 – Cowichan Station Assoc. – Area B
Attachment Q – Function 480 – Cowichan Aquatic Centre – Area F
Attachment R – Function 481 – Cowichan Aquatic Centre – Area I
Attachment S – Function 488 – Shawnigan Basin Society
Attachment T – Function 489 – Nature and Habitat Area I
Attachment U – Function 492 – Cowichan Lake Water Protection
Attachment V – Function 495 – South Cowichan Comm. Policing
Attachment W – Function 510 – Thetis Island Solid Waste & Recycling
Attachment X – Function 435 – Theatre – Area A
Attachment Y – Function 436 – Theatre – Area B
Attachment Z – Function 437 – Theatre – Area C
Attachment AA – Function 438 – Theatre – North Cowichan
Attachment AB – Function 439 – Theatre – Ladysmith



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 488 - SHAWNIGAN BASIN SOCIETY

Attachment S

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-42	0	-40	0	0		
	Total GRANTS	-42	0	-40	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-50,000	-50,000	-49,958	-49,958	-49,959		
	Total REQUISITION	-50,000	-50,000	-49,958	-49,958	-49,959	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-42	-42	-41		
	Total SURPLUS/DEFICIT - CURR	0	0	-42	-42	-41	0	0
	Total OPERATING REVENUES	-50,042	-50,000	-50,041	-50,000	-50,000		
178 NG EXPE								
7183 GENERAL EXPENDITURES								
01-2-7183-4100	ALLOC - GENERAL GOVERNME	1,000	1,000	980	980	980		
01-2-7183-7540	GRANT TO ORGANIZATION	49,000	49,000	49,020	49,020	49,020		
	Total GENERAL EXPENDITURES	50,000	50,000	50,000	50,000	50,000	0	0
	Total OPERATING EXPENSES	50,000	50,000	50,000	50,000	50,000		
	Surplus/Deficit	-42	0	-41	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-50,042	-50,000	-50,041	-50,000	-50,000
Summary Total Expenses	50,000	50,000	50,000	50,000	50,000
Summary Surplus/Deficit	-42	0	-41	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Basin Society

Function: 488

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	49,958	49,959	50,000	50,000	50,000	50,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	42	41				
TOTAL SOURCE OF FUNDS	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

2018 Year over Year Comparative Analysis

Function: 488 - Shawnigan Basin Society

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$49,958	\$49,959	\$1	0.00%
Explanation of increase/decrease: Decreased surplus			1	0.00%
				0.00%
				0.00%
Subtotal section A			<u>\$1</u>	<u>0.00%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
Subtotal section B		<u>\$0</u>	<u>0.00%</u>

181

Subtotal sections A + B		<u>\$1</u>	<u>0.00%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C			<u>\$1</u>	<u>0.00%</u>
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Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Finance Division
Corporate Services Department

SUBJECT: 2018 Budget review – Grant Functions for Non Profit Organizations

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budgets for the Grant functions that provide financial assistance to Non-Profit Organizations.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.
2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved.
3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.
4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.
5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.
6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved.
7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.
8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.
9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.
10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.
11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.
12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.
13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.
14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.
15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.
16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.
17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.
18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.
19. That the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.
20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.
21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.
22. That the 2018 Budget for Function 495 – South Cowichan Comm. Policing be approved.
23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.
24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.
25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.
26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.
27. That the 2018 Budget for Function 438 – Theatre – North Cowichan be approved.
28. That the 2018 Budget for Function 439 – Theatre – Ladysmith be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based

exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

Budgets were prepared for these functions based on submissions from organizations and/or prior year actuals. In addition, a comparative analysis worksheet was prepared contrasting the 2018 Draft Budget to the 2017 Amended Budget with an explanation of significant changes.

ANALYSIS

See attached.

FINANCIAL CONSIDERATIONS

See attached.

COMMUNICATION CONSIDERATIONS

N/A


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.


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:


Lyle Smith, CPA, CGA
Assistant Manager

Reviewed by:


Sharon Moss, CPA, CGA
Manager


Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:

Attachment A – Function 440 – Cowichan Sportsplex – Area A
Attachment B – Function 442 – Cowichan Sportsplex – Area C
Attachment C – Function 443 – Cowichan Sportsplex – Area D
Attachment D – Function 444 – Cowichan Sportsplex – Area E

Attachment E – Function 450 – Recreation – Mill Bay
Attachment F – Function 451 – Recreation - Glenora
Attachment G – Function 460 – Recreation – North Oyster
Attachment H – Function 461 – Cowichan Aquatic Centre Area E
Attachment I – Function 463 – Cowichan Wooden Boat Society
Attachment J – Function 465 – Cobble Hill Historical Society
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Attachment M – Function 469 – Cowichan Station Assoc. – Area E
Attachment N – Function 470 – Frank Jameson Community Centre
Attachment O – Function 475 – Mill Bay/Malahat Historical Society
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Attachment Q – Function 480 – Cowichan Aquatic Centre – Area F
Attachment R – Function 481 – Cowichan Aquatic Centre – Area I
Attachment S – Function 488 – Shawnigan Basin Society
Attachment T – Function 489 – Nature and Habitat Area I
Attachment U – Function 492 – Cowichan Lake Water Protection
Attachment V – Function 495 – South Cowichan Comm. Policing
Attachment W – Function 510 – Thetis Island Solid Waste & Recycling
Attachment X – Function 435 – Theatre – Area A
Attachment Y – Function 436 – Theatre – Area B
Attachment Z – Function 437 – Theatre – Area C
Attachment AA – Function 438 – Theatre – North Cowichan
Attachment AB – Function 439 – Theatre – Ladysmith



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 495 - SOUTH COWICHAN COMM POLICING

Attachment V

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-19	0	-22	0	0		
	Total GRANTS	-19	0	-22	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-45,000	-45,000	-60,000	-60,000	-60,000		
	Total REQUISITION	-45,000	-45,000	-60,000	-60,000	-60,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-22	-22	-19	-19	-22		
	Total SURPLUS/DEFICIT - CURR	-22	-22	-19	-19	-22	0	0
	Total OPERATING REVENUES	-45,041	-45,022	-60,041	-60,019	-60,022		
OPERATING EXPE								
7183 GENERAL EXPENDITURES								
01-2-7183-2372	INSURANCE DEDUCTIBLES	31	31	0	0	0		
01-2-7183-4100	ALLOC - GENERAL GOVERNME	883	883	882	882	882		
01-2-7183-7546	GRANT TO COMMUNITY POLIC	44,108	44,108	59,137	59,137	59,140		
	Total GENERAL EXPENDITURES	45,022	45,022	60,019	60,019	60,022	0	0
	Total OPERATING EXPENSES	45,022	45,022	60,019	60,019	60,022		
	Surplus/Deficit	-19	0	-22	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-45,041	-45,022	-60,041	-60,019	-60,022
Summary Total Expenses	45,022	45,022	60,019	60,019	60,022
Summary Surplus/Deficit	-19	0	-22	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: South Cowichan Community Policing

Function: 495

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$60,019	\$60,022	\$60,019	\$60,019	\$60,019	\$60,019
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$60,019	\$60,022	\$60,019	\$60,019	\$60,019	\$60,019
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	60,000	60,000	60,019	60,019	60,019	60,019
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	19	22				
TOTAL SOURCE OF FUNDS	\$60,019	\$60,022	\$60,019	\$60,019	\$60,019	\$60,019

2018 Year over Year Comparative Analysis

Function:

495 - S. Cow. Comm. Policing

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$60,000	\$60,000	\$0	0.00%

Explanation of increase/decrease:

0.00%

0.00%

0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 was \$0

2) The Capital Reserve balance for this function as at May 31, 2017 was \$0

