



## ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, FEBRUARY 21, 2018  
BOARD ROOM  
175 INGRAM STREET, DUNCAN, BC

1:30 PM

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	<u>PAGE</u>
<b>1. <u>APPROVAL OF AGENDA</u></b>	
<b>2. <u>ADOPTION OF MINUTES</u></b>	
M1 Regular Electoral Area Services Committee meeting of February 7, 2018	1
<b>Recommendation</b> That the minutes of the regular Electoral Area Services Committee meeting of February 7, 2018, be adopted.	
<b>3. <u>BUSINESS ARISING FROM THE MINUTES</u></b>	
<b>4. <u>PUBLIC INPUT PERIOD</u></b>	
<b>5. <u>DELEGATIONS</u></b>	
<b>6. <u>CORRESPONDENCE</u></b>	
C1 Grant-in-Aid Request, Area D - Cowichan Bay, Re: Saanich Inlet Protection Society	9
<b>Recommendation</b> That it be recommended to the Board that a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$500 be provided to Saanich Inlet Protection Society to support the Roundtable Forum Event on March 17, 2018.	
<b>7. <u>INFORMATION</u></b>	
IN1 1. Electoral Area B - Shawnigan Lake Advisory Planning Commission Minutes - February 1, 2018;	11
2. Electoral Area D - Cowichan Bay Advisory Planning Commission Minutes - January 25, 2018;	
3. South Cowichan Parks Commission Minutes - January 22, 2018; and	
4. Electoral Area I - Youbou/Meade Creek Parks Commission Minutes -	

January 17, 2018.

**Recommendation** For information.

**8. REPORTS**

R1 January 2018 Building Inspection Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division 19

**Recommendation** For information.

R2 January 2018 Bylaw Enforcement Report - Verbal Report from Nino Morano, Bylaw Enforcement Officer, Inspections & Enforcement Division 25

**Recommendation** For information.

R3 Application No. 03-C-17RS (3576 Holland Avenue) - Report from Development Services Division 27

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

1. That the Zoning Amendment Bylaw for Application No. 03-C-17RS (3576 Holland Avenue) be forwarded to the Board for consideration of first and second reading;
2. That the referrals to BC Transit, Cobble Hill Improvement District, Cowichan Tribes, Island Health, and the Ministry of Transportation and Infrastructure be accepted;
3. That a public hearing be scheduled with Directors from Areas A, B and C as delegates; and
4. That prior to consideration of final bylaw adoption, a sewer petition be signed; the sewer connection fee be paid; and the deposit for the sewer works be provided.

R4 Community Works Fund 2018 Budget Amendments - Report from General Manager, Engineering Services Department 65

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

1. The 2018 Budget for Function 469 – Cowichan Station Association – Area E be amended to increase Grant to Organization by \$10,000 and increase Transfer from Gas Tax Reserve by \$10,000;
2. The expenditures from the Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to adoption of the amendment;
3. The 2018 Budget for 466 - Recreation Cobble Hill Hall be amended to increase Grant to Organization by \$1,732 and increase Transfer from Gas Tax Reserve by \$1,732; and
4. The expenditures from the Function 466 – Recreation Cobble Hill 2018

Budget amendment be authorized to proceed prior to adoption of the amendment.

- R5      2018 Budget Amendments - Water Management Capital Projects - Report from      67  
            Water Management Division

- Recommendation** That it be recommended to the Board:
1. That the 2018 budget for Function 801, Brulette Place Sewer System be amended to:
    1. Increase capital engineering structures by \$54,174;
    2. Increase Municipal Finance Authority (MFA) long term borrowing of \$18,192; and
    3. Increase transfer from Community Works Funds (CWF) gas tax reserves of \$35,982 for completion of new sewer treatment plant.
  2. That approval to proceed with this project prior to adoption of the budget amendment be given.
  3. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
    1. Increase capital engineering structures by \$422,404;
    2. Increase MFA long term borrowing of \$225,000;
    3. Increase transfer from capital reserves of \$61,202 and
    4. Increase transfer from CWF gas tax reserves by \$136,202 for contribution to new sewer treatment plant and disposal field.
  4. That the 2018 Budget for Function 604, Lambourn Estates Water System be amended to:
    1. Increase minor capital by \$75,000; and
    2. Increase transfer from CWF gas tax reserves of \$75,000 for completion of a metering project.
  5. That approval to proceed with this project prior to adoption of the budget amendment be given.
  6. That the 2018 Budget for Function 619, Burnum Water System be amended to:
    1. Increase minor capital by \$26,000; and

2. Increase transfer from CWF gas tax reserves of \$26,000 for contribution to a water treatment and storage project.
7. That the 2018 Budget for Function 640, Saltair Water System be amended to:
  1. Increase capital engineering structures by \$535,535;
  2. Increase CWF gas tax reserves by \$20,000;
  3. Increase transfer from capital reserves \$50,535;
  4. Increase transfer from operating reserve \$220,000; and
  5. Increase capital surplus of 2017 by \$245,000 for contribution to a water distribution upgrade, Old Victoria Road distribution upgrade, and a well and or treatment upgrade.
8. That the 2018 Budget for Function 653, Youbou Water System be amended to:
  1. Increase capital engineering structures by \$125,500; and
  2. Increase transfer from operating reserves of \$125,500 for completion of a well and distribution upgrade.
9. That the 2018 Budget for Function 660, Honeymoon Bay Water System be amended to:
  1. Increase capital engineering structures by \$38,310; and
  2. Increase transfer from CWF gas tax reserve of \$38,310 for completion of a well upgrade.
10. That the 2018 Budget for Function 680, Shawnigan Lake North Water System be amended to:
  1. Increase minor capital by \$82,529;
  2. Increase recovery of costs by \$82,529, for completion of the metering project;
  3. Increase capital engineering structures by \$37,872; and
  4. Increase transfer from reserve of \$37,872 for contribution to the treatment and or well upgrade projects.
11. That approval to proceed with this project prior to adoption of the budget amendment be given.

- R6 Directors Report from Sierra Acton, Director, Electoral Area B - Shawnigan Lake - 73  
Director Request for Workshop and Expense Approval

**Recommendation** For direction.

- R7 Verbal Report from Amy Melmock, Manager, Economic Development Division,  
Re: Economic Development Cowichan Update

**Recommendation** For information.

**9. UNFINISHED BUSINESS**

**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.

**13. ADJOURNMENT**

The next Electoral Area Services Committee Meeting will be held Wednesday, March 7, 2018 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

**Committee Members**

Director I. Morrison, Chairperson  
Director S. Acton, Vice-Chairperson  
Director M. Clement

Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo

Director K. Kuhn  
Director A. Nicholson  
Director M. Marcotte



Minutes of the Electoral Area Services Committee Meeting held on Wednesday, February 7, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

**PRESENT:** Director I. Morrison, Chair  
 Director S. Acton  
 Director M. Dorey  
 Director L. Iannidinardo  
 Director K. Kuhn  
 Director M. Marcotte  
 Director A. Nicholson  
 Alternate Director B. Salmon  
 Alternate Director C. Morris

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
 R. Blackwell, General Manager, Land Use Services  
 H. Hatami, General Manager, Engineering Services  
 K. Harrison, Deputy Corporate Secretary  
 M. Tippett, Manager, Community Planning  
 R. Conway, Manager, Development Services  
 B. Dennison, Manager, Water Management  
 K. Miller, Manager, Environmental Services Division  
 T. Etherington, Utilities Operations Superintendent  
 L. Knodel-Joy, Senior Engineering Technologist  
 I. MacDonald, Chief Building Inspector  
 N. Morano, Bylaw Enforcement Officer  
 R. Harris, Bylaw Enforcement Officer  
 K. Batstone, Planning Coordinator  
 R. Rondeau, Planner II  
 J. Munn, Planner II  
 D. Lucas, Planning Technician  
 J. Hughes, Recording Secretary

**ABSENT:** Director M. Clement  
 Director K. Davis

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the deletion of Item D1, Item D2 and Item R4 and the addition of one New Business Item:**

**NB1 Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Secondary School; and**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Electoral Area Services Committee meeting of January 17, 2018

**It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of January 17, 2018 be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

**D1** Candace Spilsbury, School District 79 (Cowichan Valley), Re: Board of Education's Strategic Plan, was deleted during the Approval of the Agenda.

**D2** Dorothea Siegler, Cowichan Valley Citizens for Safe Technology, Re: Micro-transmitters: are they safe, was deleted during the Approval of the Agenda.

**CORRESPONDENCE**

**C1** Grant-in-Aid Request, Area A - Mill Bay/Malahat, Re: Frances Kelsey Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$2,000 be provided to Frances Kelsey Secondary School for four \$500 Bursaries for graduating students residing in Electoral Area A - Mill Bay/Malahat.**

**MOTION CARRIED**

**C2** Grant-in-Aid Request, Electoral Area B - Shawnigan Lake - Frances Kelsey Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area B - Shawnigan Lake.**

**MOTION CARRIED**

**C3** Grant-in-Aid Request, Electoral Area B - Shawnigan Lake - Cowichan Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area B - Shawnigan Lake.**

**MOTION CARRIED**



- C4** Grant-in-Aid Request, Electoral Area D - Cowichan Bay - Cowichan Bay Improvement Association

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$364 be provided to Cowichan Bay Improvement Association (CBIA) to support improvements to the Cowichan Bay village.**

**MOTION CARRIED**

- C5** Grant-in-Aid Request, Electoral Area D - Cowichan Bay - Cowichan Land Trust c/o Cowichan Estuary Nature Centre

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$3,000 be provided to Cowichan Land Trust to support the Cowichan Estuary Nature Centre.**

**MOTION CARRIED**

- C6** Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls - Cowichan Lake and River Stewardship Society

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$488 be provided to Cowichan Lake and River Stewardship Society to assist in the cost of sending a member for training techniques for auditing riparian restoration at the Greenshores Canada Event held on February 20-21, 2018.**

**MOTION CARRIED**

The Committee agreed by consensus that Item NB2 (Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Secondary School) be moved after Item C6.

- NB1** Grant-in-Aid Request, Electoral Area D – Cowichan Bay - Cowichan Secondary School

**It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for graduating students residing in Electoral Area D – Cowichan Bay.**

**MOTION CARRIED**

**INFORMATION****IN1**

Items 1 through 8 were received for information:

1. Electoral Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - January 9, 2018;
2. Electoral Area F - Cowichan Lake South/Skutz Falls Advisory Planning Commission Minutes - January 15, 2018;
3. South Cowichan Parks Commission Minutes - October 23, 2017;
4. Electoral Area A - Mill Bay/Malahat Parks Commission Minutes - January 11, 2018;
5. Electoral Area B - Shawnigan Lake Parks Commission Minutes - October 19, 2017;
6. Electoral Area B - Shawnigan Lake Parks Commission Minutes - November 16, 2017;
7. Electoral Area C - Cobble Hill Parks Commission Minutes - December 4, 2017; and
8. Electoral Area I - Youbou/Meade Creek Parks Commission Minutes - December 12, 2017.

**REPORTS****R1**

Application No. 11-B-17DP (1790 Empress Road) - Report from Development Services Division

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

- 1. That Development Permit Application No. 11-B-17DP (1790 Empress Road) be approved;**
- 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of the development permit guidelines of Official Community Plan Bylaw No. 3510; and**
- 3. That Covenant FB358241 be discharged from the State of Title Certificate of the subject property.**

**MOTION CARRIED**

**R2**

Application No. 01-G-17DP (3835 Gardner Road West) - Application from Development Services Division

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

- 1. That Development Permit Application No. 01-G-17DP (3835 Gardner Road West) for a four-lot subdivision 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. 2500.**

**MOTION CARRIED**

**2:40 PM** The Committee took a recess at 2:40 PM.

**2:48 PM** The meeting resumed at 2:48 PM.

**R3** Application No. 02-E-17DP (4780/4790 Trans Canada Highway/Tim Horton's) - Report from Development Services Division

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

- 1. That Development Permit Application No. 02-E-17DP (4780/4790 Trans Canada Highway/Tim Horton's) for a commercial building and associated works 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. 1840.**

**MOTION CARRIED**

**R4** Application No. 01-C-16DP/VAR (1357 Ball Road) - Report from Development Services Division was deleted during the Approval of the Agenda.

**R5** Application No. 01-I-16RS (PID: 000-222-348) - Report from Development Services Division

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

- 1. That the Official Community Plan and Zoning Amendment Bylaw for Application No. 01-I-16RS (PID: 000-222-348) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, Island Health, School District No. 79, Ministry of Forests, Lands and Natural Resource Operations (Nanaimo), RCMP (Lake Cowichan Detachment) and BC Transit, be accepted;**
- 3. That covenants be drafted to secure proposed amenities and environmental protection measures; and**
- 4. That a public hearing be scheduled with Directors from Electoral Areas I, F and D as delegates.**

**MOTION DEFEATED**

**It was moved and seconded that it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.**

**MOTION CARRIED**

R6 Requisition Limit Increase - Carlton Water System - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend CVRD Bylaw No. 3627 – Carlton Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$30,000 to \$37,500.

Director Kuhn was absent during the vote.

MOTION CARRIED

R7 Requisition Limit Increase - Shellwood Water System - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend CVRD Bylaw No. 3624 – Shellwood Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$24,500 to \$30,625.

Director Kuhn was absent during the vote.

MOTION CARRIED

R8 Requisition Limit Increase - Woodley Range Water System - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend CVRD Bylaw No. 3616–Woodley Range Water System Service Establishment Bylaw, 2012, to increase the maximum annual requisition limit from \$32,000 to \$40,000.

Director Kuhn was absent during the vote.

MOTION CARRIED

R9 Requisition Limit Increase - Electoral Area A - Mill Bay/Malahat Critical Location Streetlighting Service Establishment Bylaw 2137 - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend CVRD Bylaw No. 2137 – Electoral Area A – Mill Bay/Malahat Critical Location Streetlighting Service Establishment Bylaw, 2001, to increase the maximum annual requisition limit from \$5,000 to \$6,250.

MOTION CARRIED

**R10** Function 576 - Engineering Services - Utilities - Short Term Borrowing for Two Utility Vehicles - Report from Water Management Division

**It was moved and seconded that it be recommended to the Board that short term borrowing of up to \$143,400 be approved for the purchase of two utility vehicles to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.**

**MOTION CARRIED**

**R11** Verbal Report from Director S. Acton, Re: Bylaw Enforcement Resourcing

**It was moved and seconded that a review of the compliance and enforcement program be undertaken, to bring forward issues, options and resourcing levels for improving the effectiveness and efficiency of the program.**

**MOTION CARRIED**

**R12** Verbal Report from Brian Carruthers, Chief Administrative Officer, Re: Proposed Water/Watershed Protection Service, was received for information.

#### **NEW BUSINESS**

**NB1** Item NB1 (Grant-in-Aid Request, Electoral Area D – Cowichan Bay, Re: Cowichan Secondary School) was moved after Item C6.

#### **CLOSED SESSION**

**5:08 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 December 20, 2017.**

**MOTION CARRIED**

#### **RISE FROM CLOSED SESSION**

**5:35 PM** **It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.**

**MOTION CARRIED**

**ADJOURNMENT**

**5:35 PM**            **It was moved and seconded that the meeting be adjourned.**

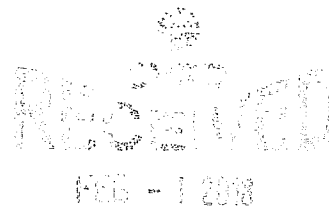
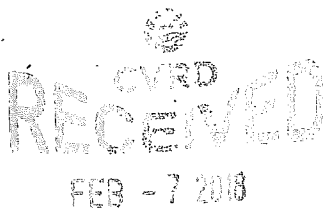
**MOTION CARRIED**

The meeting adjourned at 5:35 PM.

\_\_\_\_\_  
Chair

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

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



Finance Division

Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director L. Iannidinardo Area D

Grantee: Grant Amount \$ 500.00

NAME: Saanich Inlet Protection Society

ADDRESS: 6963 West Saanich Rd  
Central Saanich BC V8M 1G5

Contact Phone No:

PURPOSE OF GRANT: Roundtable forum event March 17/18

REQUESTED BY: Lou L Iannidinardo  
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0438-114</u>	<u>500.00</u>

**FOR FINANCE USE ONLY**  
BUDGET APPROVAL A

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

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







## **ELECTORAL AREA B APC MEETING**

**Date: Thursday, Feb 1, 2018 - 7 PM**

**Place: Shawnigan Lake Community Centre**

**Address: 2804 Shawnigan Lake Rd., Shawnigan Lake, BC**

### **MINUTES**

#### **Present:**

Dave Hutchinson, APC Vice-Chair

Pieter De Vries, APC

Mike Hennessy, APC

Brent Osbourne, APC

Michael Battler, APC

Grant Treloar, APC

#### **Absent:**

Bruce Stevens, APC Chair

Kelly Musselwhite, APC Secretary

Shawn Taylor, APC

Sierra Acton, Area Director

#### **Guests:**

Patrick Lucey, Aqua Tex Scientific Consulting Ltd, Applicant

Rob Strickland, Roofmart Owner Representative

Daniel Boot, Studio DB3, Consultant to Applicant

David Procter, Alternate Area Director

Cliff Evans

Jennifer Young

Bill Savage

**INTRODUCTIONS** – round table

**ADOPTION OF** Minutes of the meeting of October 5, 2017 – moved and carried

**REPORTS AND UPDATES** - none

**BUSINESS ARISING FROM MINUTES** - none

**DELEGATIONS** - none

**CORRESPONDENCE** - none

**INFORMATION** - none

**NEW BUSINESS**

Application for a Development Permit at Lot 4 Ark Road, 04-B-17DP/VAR

• **Motion:** Recommend acceptance of application.

**UNFINISHED BUSINESS** - none

**OTHER** - none

**PUBLIC QUESTIONS** - none

**ADJOURNMENT**

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## Minutes of the APC Meeting – Area D

Date: January 25, 2018

Time: 7:05pm

Location: Nature Centre, Cowichan Bay

Members Attending: Robert Stitt (Chair), Hilary Abbott, Larry Gray, Kerrie Talbot & David Slang.

Ex-Officio: Lori Iannidinardo (Director - Area D) & Anne Bomford (Alternate director)

For the applicant: Dione Wiebe (RossDown), Ryan Pfeiffer, Mike Owsianicki & Rob Shilday (ColdBox).

### **Business: Development Permit Application**

Topics discussed:

- Applicant explained the need for expansion to deal with space constraints, which make it impossible for the plant to operate at its new approved bird-permit quota capacity.
- Planned improvements are designed to improve both animal and worker welfare.
- Planned expansion will relocate the operation of noisy and odor-contributing practices into an enclosed space, thereby allowing the removal of temporary container structures from the property.
- The original structure warrants a "refresh" in terms of paint and possible colour enhancements to ensure the industrial complex fits into the rural neighbourhood in terms of form and character.
- The design and efficacy of proposed plans for retention tanks, vehicle oil-fuel contaminants catchment and site-drainage to deal with extreme seasonal water events – see recommendations.
- The community's desire to see more gravel driveways rather than pavement, to be mitigated by the aforementioned possible water drainage measures.
- Concern about some aspects of the featureless, one-colour finish of the new two-storey addition – see recommendations.
- Applicant will explore options for an electric vehicle charging station to meet requirements.
- Satisfactory resolution for an easement for the neighbour to the east, whose property contains the majority of the sound-attenuating and view-blocking berm-hedge-fence on that side of the subject property – see recommendations.
- Assurances that the owners will continue to serve the "Community Custom-Processing" needs of the Island's small-lot agricultural producers.

Motion: Area D APC recommends that the CVRD supports the application for a development permit to build a two-storey addition at 1615 Koksilah Road.

Motion carried unanimously.

See page two for recommendations.

Recommended that the applicant:

1. Take measures to ensure runoff from parking and loading/unloading areas passes through an oil separation system.
2. Consider additional design elements to mitigate the appearance of three of the two-storey mass walls. The south face of the new building is acceptable as proposed as most of it will be covered by the existing building and the dark backdrop will highlight the character of the existing building. It is suggested that a simple wood trim be added mid-height to the west, east and north walls to break up the very plain uniformity of the charcoal exterior.
3. Resolve property easement issue with neighbour to the east.
4. Consider further enhancements for the green space and employee outdoor break area to compliment the gazebo already in place.

Moved to adjourn the meeting at 8:35 pm.



## MINUTES

### South Cowichan Parks Commission Meeting

January 22, 2018

Arbutus Ridge Board Room

6:30 p.m. – 8:30 p.m.

Present: *Electoral Area A* – April Tilson, Director Kerry Davis; *Electoral Area B* – Glen White, Director Sierra Acton; *Electoral Area C* – Lynn Wilson; *Electoral Area D* – Kerrie Talbot, Director Lori Iannidinardo; *Electoral Area E* – Director Alison Nicholson; CVRD – Graham Gidden, Brian Farquhar

Regrets: *Electoral Area C* – Director Matteus Clement; *Electoral Area E* – Frank McCorkell

Meeting started at 6:30 p.m.

1. Approval of the agenda – MOTION APPROVED
2. Election of 2018 officers – MOTION APPROVED
  - Chair – Lynn Wilson
  - Vice Chair – Kerrie Talbot
  - Secretary – April Tilson
3. Adoption of the 10/23/17 meeting minutes – ADOPTED AS AMENDED
4. Business arising from the minutes
  - a. Bright Angel Park revised draft management plan review – FOR INFORMATION
  - b. Mill Bay Historical Church update – FOR INFORMATION
    - Action:** Arrange a pre-opening tour for Commission members if possible.
  - c. South Cowichan Parks function review – FOR INFORMATION
5. New Business
  - a. South Cowichan Parks Commission members term – FOR INFORMATION
  - b. Proposed CVRD Parks and Trails Volunteer Policy Memo – FOR INFORMATION
    - Feedback:** Commission members were generally supportive of the volunteer policy, but suggested that the “Principles” section should include more on what volunteers can expect from the CVRD.

- c. Proposed CVRD Bylaw No. 4153 *“A Bylaw to Establish Community Parks Advisory Commissions within the Cowichan Valley Regional District”* – FOR INFORMATION

**Feedback:** Commission members raised questions about the proposed size of park commissions, the frequency of meetings, the process for selecting parks commission members, and the role of CVRD staff in supporting the parks commissions.

6. Directors Reports – TABLED
7. Upcoming Events -- TABLED
8. Adjournment at 9:05 p.m.
9. Next Meeting—at call of Chair



**Minutes of the regular meeting of the Area I (Youbou/Meades Creek) Parks Commission** Held in the Upper Community Hall, 8550 Hemlock St. Youbou BC on Wednesday, Jan.17 2018 at 7:00 PM.

**Present:** Chairperson Marcia Stewart

Vice Chair Rob Somers

Don Macdonald

Area Director – Klaus Kuhn

**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/Meades Creek) Parks Commission meeting held on Tuesday, Dec.12, 2017 be adopted.**

**Motion carried.**

**Business Arising from Minutes.** More detailed budget information was provided by Klaus for the Parks Commission members to discuss.

**REPORTS**

**Area I Director:** - Area director Klaus Kuhn gave his report. Mile 77 Park was discussed. It will be closed but there is no decision on what should be done with it.

**Cowichan Lake Rec:** Cowichan Lake Rec is considering renting a trailer for use at Arbutus Park.

**Chair Report: No report.**

**CVRD Report:** Little League Park requires some tree trimming. There is \$50,000.00 available from the gas tax for dock repairs at Arbutus Park.

**Old Business:**

- The revitalization of Arbutus Park is 50% complete and is scheduled for completion by the end of March. Local Youbou residents have suggested the signs within the park are too large and is it possible to replace them with smaller signs?

2

- The Parks Commission recommends the new, wide gravel road in Arbutus Park be removed and replaced with a narrower walking path, while the upgrades are being completed.
- The Parks Commission members recommend leaving the picnic tables and park benches where they are at Mile 77. There is also a commemorative bench for Wayne Palliser down the trail near the beach that should remain where it is.
- The Carley Cove subdivision – No change.

**New Business:**

- Go over new budget information received at the January meeting.
- Commission members question the value of hiring a new CVRD employee to oversee the parks commissions.

**Adjournment**

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

**Motion Carried**

**Meeting adjourned at 8:29 PM**

**The next regular meeting is scheduled for Tuesday, Feb.13, 2018**





**MEMORANDUM**

**DATE:** February 3, 2018  
**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 JANUARY, 2018

There were 33 Building Permits and 2 Demolition Permit(s) issued for a total of **35** Permits during the month of January at a total value of \$5,853,004

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
01 "A"		500,000		629,030	318,375		8	8	1,447,405	1,447,405
"B"				1,984,200	505,120		14	14	2,489,320	2,489,320
"C"					275,673		3	3	275,673	275,673
"D"				348,530			1	1	348,530	348,530
"E"				448,070	42,560		3	3	490,630	490,630
"F"					219,200		3	3	219,200	219,200
"G"				0	0		0	0	-	0
"H"				277,016			1	1	277,016	277,016
"I"				238,480	66,750		2	2	305,230	305,230
<b>Total</b>	\$ -	\$ 500,000	\$ -	3,925,326	1,427,678	0	<b>35</b>	<b>35</b>	<b>5,853,004</b>	<b>5,853,004</b>

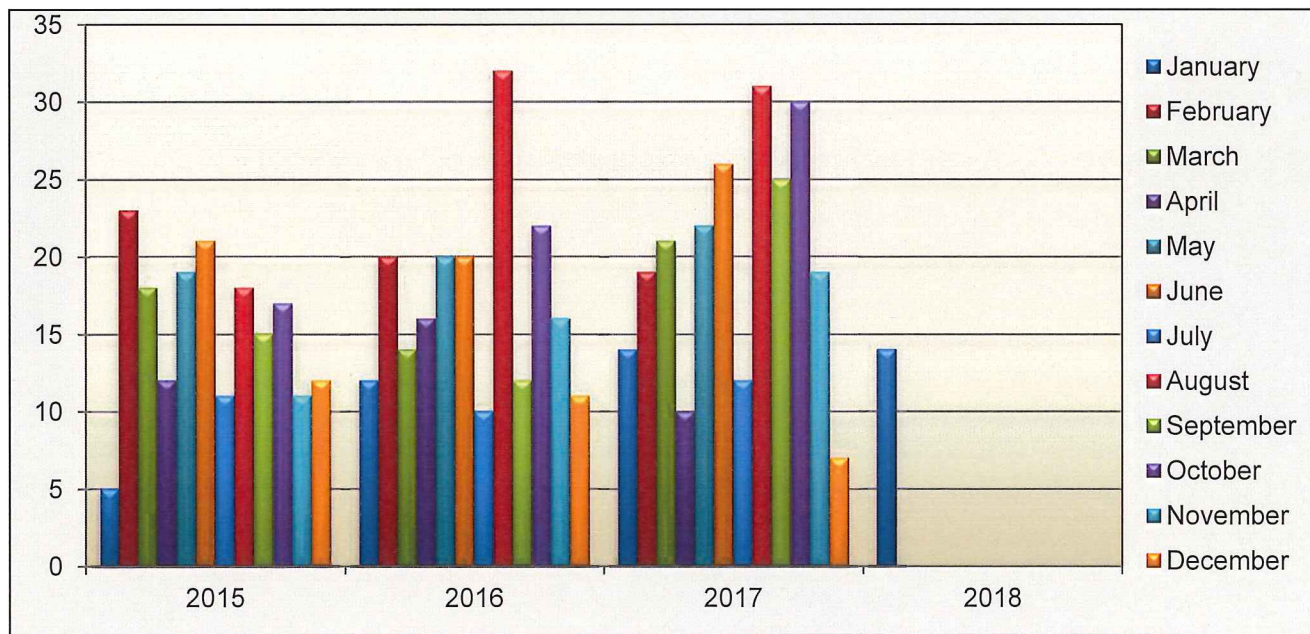
I. MacDonald, RBO  
 Chief Building Inspector, Inspections & Enforcement Division  
 Land Use Services Department  
 IM/Iar

**NOTE:** For a comparison of New Housing Starts from 2015 to 2018, see page 2  
 For a comparison of Total Number of Building Permits from 2015 to 2018, see page 3



### TOTAL OF NEW HOUSING STARTS

	2015	2016	2017	2018
January	5	12	14	14
February	23	20	19	
March	18	14	21	
April	12	16	10	
May	19	20	22	
June	21	20	26	
July	11	10	12	
August	18	32	31	
September	15	12	25	
October	17	22	30	
November	11	16	19	
December	12	11	7	
<b>YTD Totals</b>	<b>182</b>	<b>205</b>	<b>236</b>	

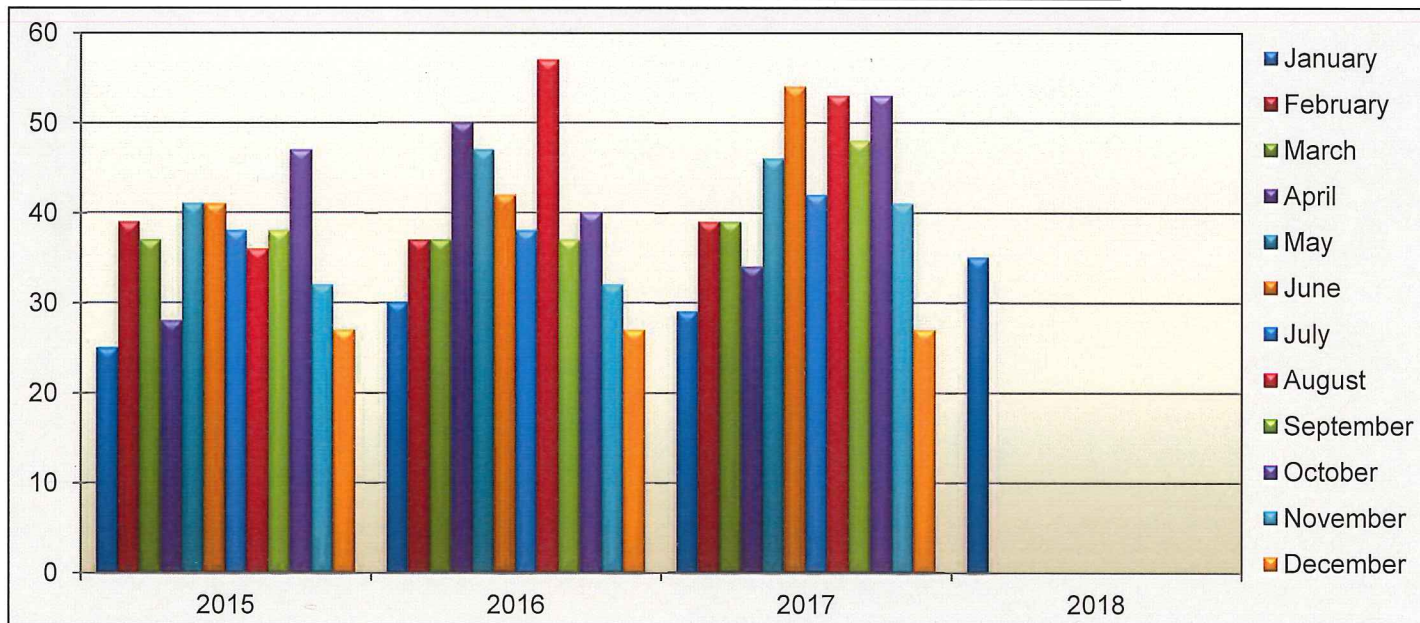


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### TOTAL BUILDING PERMITS ISSUED

	2015	2016	2017	2018
January	25	30	29	35
February	39	37	39	
March	37	37	39	
April	28	50	34	
May	41	47	46	
June	41	42	54	
July	38	38	42	
August	36	57	53	
September	38	37	48	
October	47	40	53	
November	32	32	41	
December	27	27	27	
<b>YTD Totals</b>	<b>429</b>	<b>474</b>	<b>505</b>	



# Building Inspections Report – January 2018

22

Ian MacDonald – Chief Building Inspector

# 320 - Building Inspections Report – January 2018

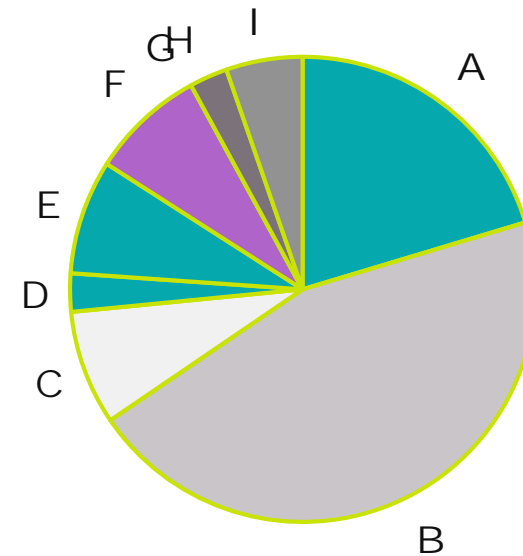
Participating Areas – All electoral areas

Purpose – Monthly review of building permits and new housing starts for January 2018

Electoral Area	Permits Issued	Value	% for the Month
A	8	1,447,405	23%
B	14	2,489,320	51%
C	3	275,673	9%
D	1	348,530	3%
E	3	490,630	9%
F	3	219,200	9%
G	0	0	0%
H	1	277,016	3%
I	2	305,230	6%
<b>Total</b>	<b>35</b>	<b>5,853,004</b>	

23

## New Building Permits



# Building Inspections Report – January 2018

**Purpose: Monthly review of building permits and new housing starts for January 2018**

**Participating Areas: All Electoral Areas**

## What's happening in your area ?

### Highs and Lows

- 35 Total Permits issued, best January since 2010
- 21% increase over 2017

### Department Goals

- Training plan for year
- Sonny Bryski completed level 1 plumbing

### Total Building Values

- Month: \$5,853,004 for January 2018
- Year: \$5,853,004 in building value, leading to;
- \$58,530 in building permit revenue

### New House Starts

- 14 in month, 14 for the year

### Building Permits Issued

- 35 for January, 35 total for year

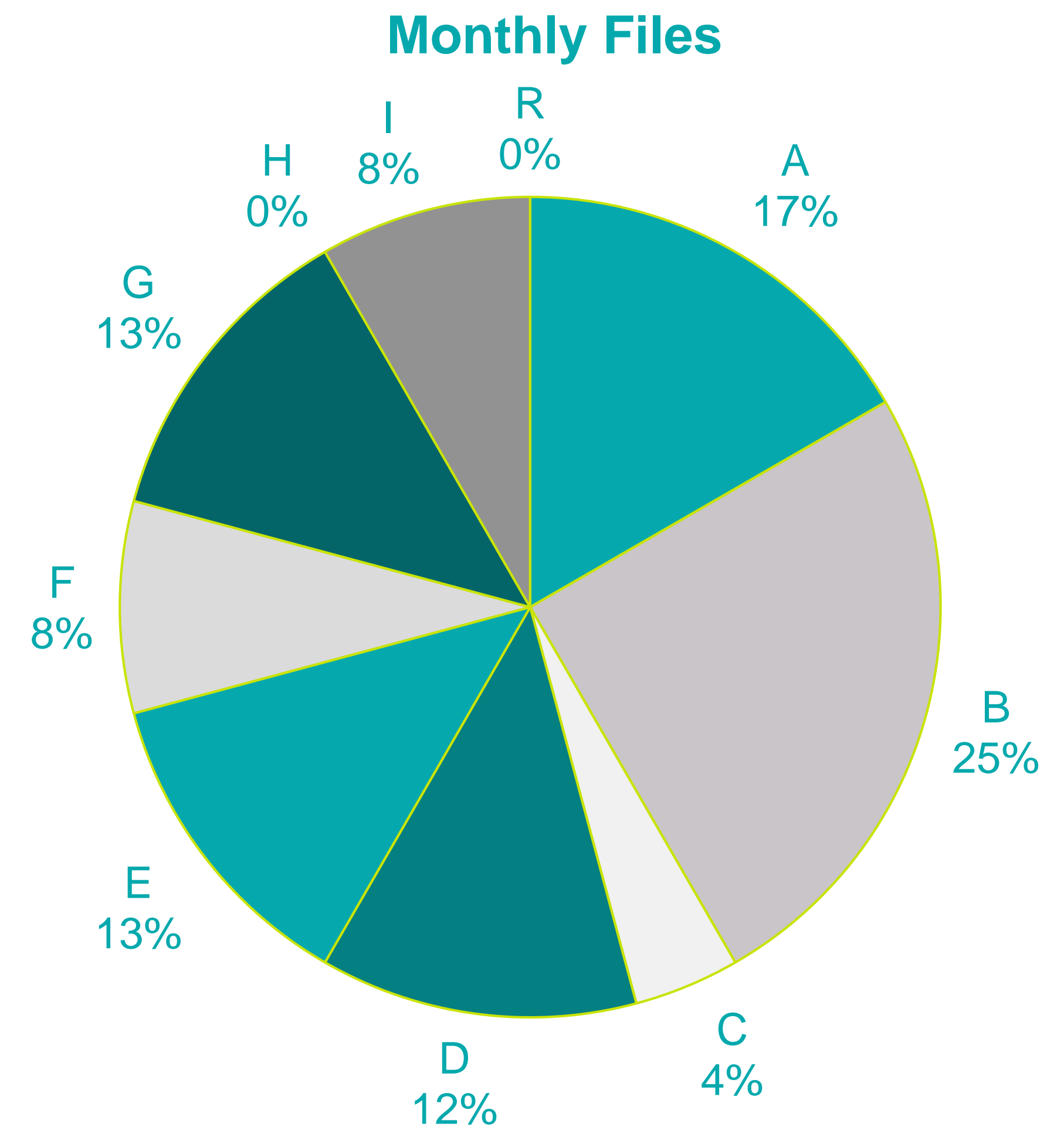
# 320 – Bylaw Enforcement Report – January 2018

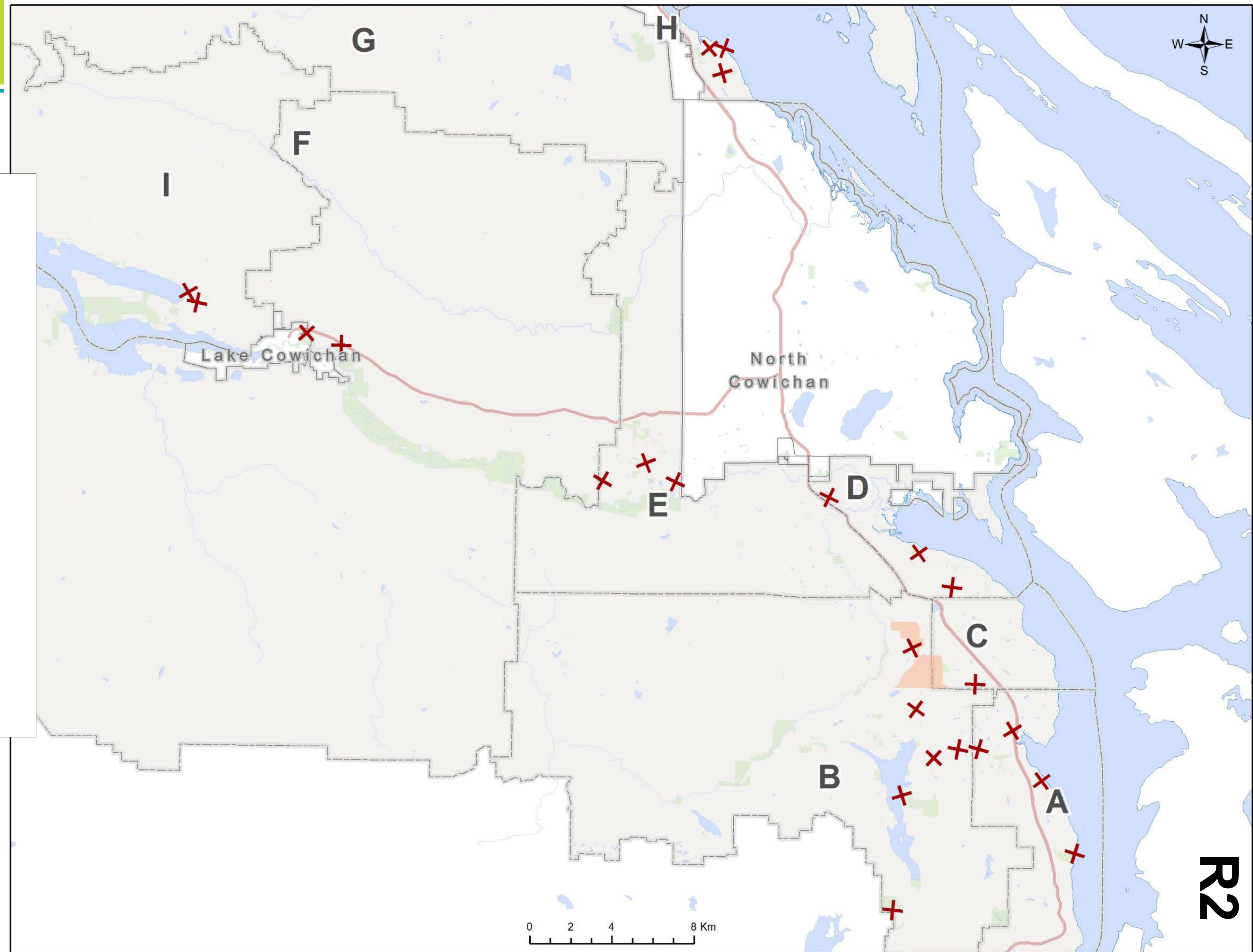
Participating Areas – All electoral areas

Purpose – Monthly review of Bylaw Enforcement files

Electoral Area	Monthly Files	Percentage of month	Year Total
A	4	17%	4
B	6	25%	6
C	1	4%	1
D	3	13%	3
E	3	13%	3
F	2	8%	2
G	3	13%	3
H	0	0%	0
I	2	8%	2
Regional	0	0%	0

25





EA	Offence Type	Offence Subtype
A	Environment Complaint	Enviro - Other
A	Environment Complaint	Enviro - Smoke
A	Animal Complaint	Animal - Animal Attack
A	Zoning Allow ance	Zoning - Other
B	Zoning Allow ance	Zoning - Other
B	Zoning Allow ance	Zoning - Dw elling in RV
B	Animal Complaint	Animal - Declared Dangerous Dog
B	Animal Complaint	Animal - Animal Attack
B	Environment Complaint	DPA - RAR
B	Environment Complaint	Enviro - Unsightly
C	Environment Complaint	Enviro - LCD Burn
D	Noise Complaint	Noise - Other
D	Environment Complaint	Enviro - Smoke
D	Animal Complaint	Animal - Aggressive dog
E	Building Permit	BP - No Permit
E	Other - See Notes	CVRD - Assistance provided
E	Environment Complaint	Enviro - Unsightly
F	Development Permit Area	DPA - RAR
F	Other - See Notes	CVRD - Assistance provided
G	Environment Complaint	Enviro - Waste/Dumping
G	Other - See Notes	To Be Confirmed
G	Noise Complaint	Noise - Equipment
I	Zoning Allow ance	Zoning - Other
I	Zoning Allow ance	Zoning - Business/Commercial Activities





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 2, 2018  
**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of February 21, 2018  
**FROM:** Development Services Division  
 Land Use Services Department  
**SUBJECT:** Rezoning Application No. 03-C-17RS (3576 Holland Avenue)  
**FILE:** 03-C-17RS

## PURPOSE/INTRODUCTION

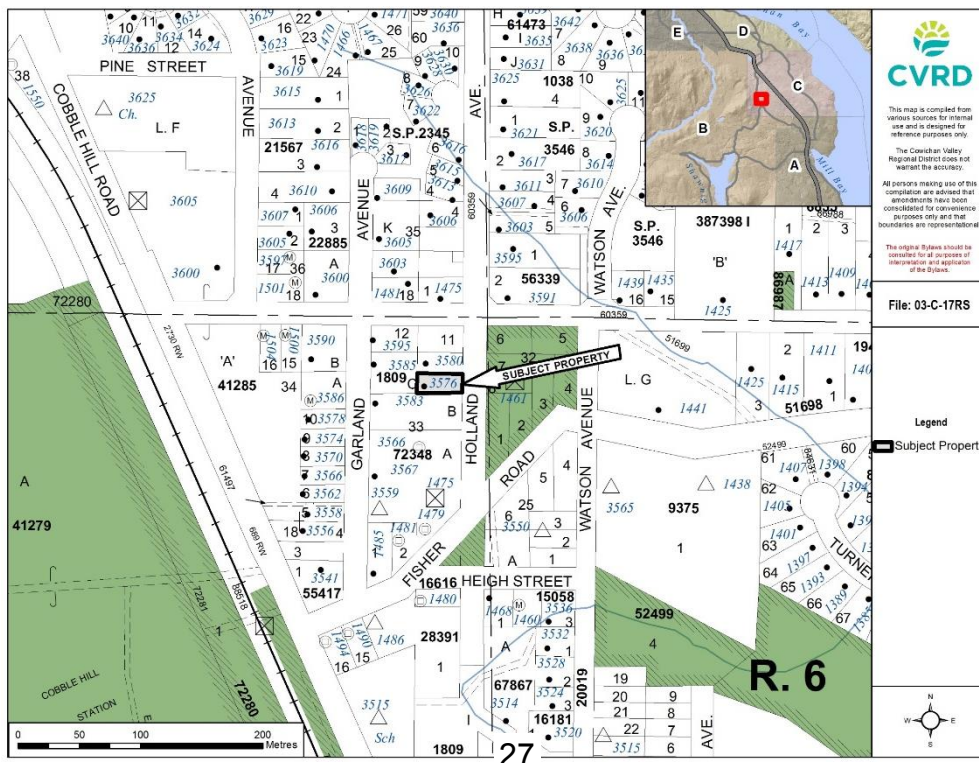
The purpose of this report is to present an application to amend the South Cowichan Zoning Bylaw No. 3520 by rezoning the subject property from residential to commercial to permit a medical office use.

## RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the Zoning Amendment Bylaw for Application No. 03-C-17RS (3576 Holland Avenue) be forwarded to the Board for consideration of first and second reading;
2. That the referrals to BC Transit, Cobble Hill Improvement District, Cowichan Tribes, Island Health, and the Ministry of Transportation and Infrastructure be accepted;
3. That a public hearing be scheduled with Directors from Areas A, B and C as delegates; and
4. That prior to consideration of final bylaw adoption, a sewer petition be signed; the sewer connection fee be paid; and the deposit for the sewer works be provided.

## LOCATION MAP



**BACKGROUND**

<u>Location:</u>	3576 Holland Avenue
<u>Legal Description:</u>	Lot 9, Block 33, Section 12, Range 5, Shawnigan District, Plan 1809 (PID: 006-913-920)
<u>Owners:</u>	1114732 BC Ltd.
<u>Size of Land Parcel:</u>	589 m <sup>2</sup> (0.15 acres)
<u>Use of Property:</u>	Residential
<u>Use of Surrounding Properties:</u>	
	North : Residential (R-3)
	South: Residential (R-3) and Commercial (C-9)
	East: Park/Village Institutional (P-3)
	West: Residential (R-3)
<u>Existing Water:</u>	Community System - Cobble Hill Improvement District
<u>Existing Sewage Disposal:</u>	Private - On-site Septic
<u>Existing Drainage:</u>	Private - responsibility of owner
<u>Environmentally Sensitive Areas:</u>	None
<u>Fire Protection:</u>	Mill Bay Volunteer Fire Department
<u>Wildfire Hazard Rating:</u>	Moderate
<u>ALR:</u>	Out
<u>Existing OCP Designation:</u>	Village Commercial (C)
<u>Development Permit Area:</u>	Cobble Hill Village DPA
<b><u>Existing Zoning:</u></b>	<b>Village Residential (R-3)</b>
<b><u>Proposed Zoning:</u></b>	<b>Village Commercial (C-5)</b>

Property Context

The subject property is located on the west side of Holland Avenue approximately 90 metres north of Fisher Road. The lot is occupied by a single family dwelling, and is 589 m<sup>2</sup> (0.15 acres) in area. A large treed lot with a single dwelling and a pub are located south of the subject property. North and west of the site are single dwelling residential lots and across the street is a community park. The property is currently connected to a community water system (Cobble Hill Improvement District), and has an on-site septic system. While there is some drainage infrastructure in the area the property is not connected to any drainage system.

- **See Attachment A – Aerial Photo**
- **See Attachment B – Site Photos**

**APPLICATION SUMMARY**

The applicant proposes to re-zone the property from R-3 (Village Residential) to C-5 (Village Commercial) to permit a medical office use. The existing dwelling would be converted from use as a dwelling to a medical clinic, and would require some internal renovations. Initially, there would only be one practitioner in the clinic.

- **See Attachment C - Applicant's Rationale**

## COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

### Electoral Area C Advisory Planning Commission (APC)

The Electoral Area C Advisory Planning Commission reviewed the application at their meeting held 2017-SEP-28 and recommended approval of the application subject to any permits or variances being approved. In addition, the APC is in favour of waiving a public hearing.

- **See Attachment D – APC Minutes**

### Agency Referrals

The proposed amendment has been referred to the following external agencies for comment. All responses received are attached.

Cobble Hill Improvement District  
Cowichan Tribes  
Island Health  
Mill Bay Volunteer Fire Department  
Ministry of Transportation and Infrastructure  
Pauquachin First Nation

This application has also been referred to the following CVRD Departments/Divisions. All responses received are attached.

Inspections & Enforcement Division  
Community Planning Division  
Economic Development Division  
Engineering Services Department  
Facilities & Transit Division  
Parks & Trails Division  
Public Safety Division

- **See Attachment E – Referral Responses**

## OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

### South Cowichan Official Community Plan (Bylaw No. 3510) - Cobble Hill Village Plan

The subject property is designated Village Commercial (C) in the Cobble Hill Village Plan, which is a plan embedded within the South Cowichan Official Community Plan (OCP) Bylaw No. 3510. Lands within the core retail commercial area of the village are designated Village Commercial.

- **See Attachment F – Map of OCP Designations**
- **See Attachment G – Village Commercial Designation**

### Village Commercial (C) Designation

The Cobble Hill Village Plan and the Village Commercial Designation seek to create a more vibrant and complete community where local shopping and services may be found, while establishing rural and heritage character guidelines for new development. Specific policies of the Village Commercial designation are listed below with staff comments provided for each of the applicable policies.

#### Policy 6.1.2:

*Within the Village Commercial Designation (C), the implementing zoning bylaw will provide a variety of zones to permit a diverse range of small-scale commercial uses, including but not limited to bakeries, restaurants, museums, coffee shops, banks/credit*

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*unions, hair dressing salons, retail stores, doctor's offices, retail outlets, offices and boutiques.*

→ The proposed medical office is in keeping with Policy 6.1.2.

**Policy 6.1.3:**

*The commercial core area will be expanded by way of rezoning applications to include lands that are located west of Holland Avenue and south of Fairfield Road. These lands are zoned as residential at the time of OCP adoption, in order to accommodate the existing residential dwellings during the transition of the area to a commercial use. Rezoning applications to provide a commercial use will be subject to the following criteria:*

***a. The subject parcel is serviced by a community water system and a community sewer system;***

→ The policy clearly indicates that community water and sewer connections are requirements of rezoning.

→ The applicant has committed to connecting to the community sewer system available in the area by completing the following prior to final adoption of the bylaw: signing a service area petition; paying the sewer connection fee; and paying a deposit for the sewer works needed for the project to proceed. These payments amount to approximately \$37,000.

→ The property currently has a community water connection through the Cobble Hill Improvement District (CHID), however the connection would change from 'residential' to 'commercial' and the response from the CHID stated that they are not currently providing commercial connections until they complete their water study. However, the applicant is currently in communication with CHID to resolve their concerns over the change of use proposed for this property. The applicant intends to resolve the CHID's concerns prior to final adoption of the rezoning.

***b. The site is developed in a manner which is harmonious with adjacent development with respect to scale, building height and overall appearance.***

→ The subject site contains an existing dwelling and already fits in with the scale of the neighbourhood. The existing dwelling will remain on the property and will be converted to a medical office.

→ The applicant intends to improve the site and apply for a Development Permit (after completing the rezoning process). The property is located within the Cobble Hill Village Development Permit Area (DPA) and contains specific guidelines that help to address this rezoning criteria. While the conversion of an existing dwelling to a commercial use may not be able to fully meet all the design guidelines, some degree of site improvements will still be necessary to help meet the intent of the guidelines.

***c. The development will preserve natural environment features and open space areas;***

→ The site is not considered to contain any significant natural features and the amount of open space will remain unchanged as there is no expansion to the building being proposed.

***d. Community amenity contributions, that benefit the community in accordance with Section 8 Social Sustainability of the main OCP document, are provided; and***

→ The Social Sustainability policies within the main South Cowichan Official Community Plan pertain mainly to rezoning for higher residential densities. Under

Policy 8.6 (of main OCP document) it states that where a commercial rezoning is proposed, that is consistent with the plan, the amenity expectations in most cases will be reduced as economic diversification is a key objective of the Plan. However, no further clarification is provided within the policy.

- The applicants have provided a statement indicating that they consider the proposed medical office to be a desired service in the community and that no further monetary contribution is being offered.

*e. Public trails and walkways are provided.*

- Appropriate pedestrian connections from the street into the site will be considered at the Development Permit stage to ensure the site is designed with an emphasis on clear pedestrian movement and safety. A public trail or walkway along the site frontage may not be appropriate where it does not connect to additional walkways or integrate with a larger design plan. The land beyond the property line is Ministry of Transportation and Infrastructure road allowance, making this requirement difficult to achieve for individual property owners. In addition, the property only has frontage on Holland Avenue so there is no ability to create a midblock trail in this location.

Policy 6.1.8:

*New commercial development will be encouraged to provide outdoor public space opportunities in order to provide an inviting and welcoming ambiance in Cobble Hill Village.*

- Outdoor public space is typically provided with larger developments in strategic locations within a village core, and would be cohesive part of the site and building design. The proposed conversion of the dwelling to a medical office is not considered to necessitate the requirement of outdoor public space.

Policy 6.1.9:

*The development or improvement of walkways or trails will be required within the commercial core area as development or redevelopment proceeds.*

- Similar to the rezoning criteria outlined in Policy 6.1.3 (e), this requirement is not feasible for the subject property.

Policy 6.1.10:

*Development within the Village Commercial (C) Designation will be subject to the guidelines within Section 10 - Cobble Hill Village Development Permit Area.*

- The applicant intends to submit a Development Permit application upon completion of a successful rezoning application which will be assessed using the guidelines contained within the Cobble Hill Village Development Permit Area.

South Cowichan Zoning Bylaw No.3520

The subject property is currently zoned Village Residential (R-3) within the South Cowichan Zoning Bylaw No. 3520, which is primarily a single dwelling zone. The applicant proposes to rezone the property from Village Residential (R-3) to Village Commercial (C-5) to permit a medical office use on the property. The C-5 zone allows for a wide variety of commercial uses. Copies of both zones are attached as well as a map of the existing zoning for the area.

- **See Attachment H – Zoning Map**
- **See Attachment I – R-3 Zone**
- **See Attachment J – C-5 Zone**

**PLANNING ANALYSIS**

The applicant proposes to rezone the property to the Village Commercial (C-5) zone. An OCP amendment is not required as the land is already designated Village Commercial. Within the Zoning Bylaw, the C-5 zone was created to reflect the Village Commercial goals and ambitions within the Cobble Hill Village Plan. A wide variety of commercial uses conducive to a village core are included within the C-5 zone, and the zone is already in place for several properties along Fisher Road and Garland Avenue.

The applicant seeks to establish a medical clinic use, which is a permitted use within the C-5 zone. The existing dwelling will be converted from a dwelling to a clinic and a development permit will be required for general site improvements, signage, and parking. While a conversion of a dwelling to a commercial use may make it difficult for all guidelines to be met, an attempt should be made to align with the design guidelines of the Cobble Hill Village Development Permit Area to the extent possible. The applicant intends on submitting a Development Permit application upon successful rezoning of the lot.

The purpose of OCP Policy 6.1.3 is to provide a set of rezoning criteria for properties that seek to change to a commercial zone. This criteria is helpful as it provides a baseline of considerations and guidance for the application. Staff comments were provided under each of the criteria listed in the policy section above. Of greatest concern are the connections to the CVRD sewer system and the Cobble Hill Improvement District for a commercial water hook-up. It is recommended that these hook-ups be required as a condition of rezoning. The applicant is aware of the recommendation and is agreeable to securing connections as part of the rezoning process. The applicant has already been in discussion with the CVRD Engineering Services Department to start the process of securing the sewer connection. Prior to adoption of the rezoning bylaw, the applicant will have signed a service area petition and paid approximately \$37,000 in fees, which is considered to be a sufficient commitment to connecting to the community sewer system, as desired by the Cobble Hill Village Plan.

The applicant is also further discussing the change of use and the commercial water hook up with the Cobble Hill Improvement District. It is anticipated that the applicant will have a written response from the Improvement District in support of their application. Staff recommends prior to adoption of the rezoning bylaw that the applicant be required to provide written documentation that the Cobble Hill Improvement District does not object to the rezoning application.

In terms of a community amenity contribution, the applicants have stated that their investment in this property and the medical services offered will be an amenity for the community as there is currently no medical services offered in Cobble Hill Village. The rezoning criteria also mentions that economic diversification is a key objective of the Plan and that amenity contributions would be reduced. Based on this policy, Staff concur with the applicant that no further amenity contribution be provided for this rezoning application.

Staff consider the application to be consistent with the OCP and recommends approval of the application. The amendment bylaws are being forwarded for consideration of First and Second Reading.

- **See Attachment K – Draft Amendment Bylaw**

Option 1 is recommended.

## OPTIONS

### Option 1

That it be recommended to the Board:

1. That the Zoning Amendment Bylaw for Application No. 03-C-17RS (3576 Holland Avenue) be forwarded to the Board for consideration of first and second reading;
2. That the referrals to BC Transit, Cobble Hill Improvement District, Cowichan Tribes, Island Health, and the Ministry of Transportation and Infrastructure be accepted.
3. That a public hearing be scheduled with Directors from Areas A, B and C as delegates; and
4. That prior to consideration of final bylaw adoption, a sewer petition be signed; the sewer connection fee be paid; and the deposit for the sewer works be provided.

### Option 2

That it be recommended to the Board:

1. That the Zoning Amendment Bylaw for Application No. 03-C-17RS (3576 Holland Avenue) be forwarded to the Board for consideration of first and second reading;
2. That the referrals to BC Transit, Cobble Hill Improvement District, Cowichan Tribes, Island Health, and the Ministry of Transportation and Infrastructure be accepted;
3. That a public hearing be waived in accordance with Section 464(2) of the *Local Government Act* as the proposed Zoning Amendment is consistent with the South Cowichan Official Community Plan; and
4. That prior to consideration of final bylaw adoption, a sewer petition be signed; the sewer connection fee be paid; and the deposit for the sewer works be provided.

### Option 3

That Rezoning Application No. 03-C-17RS (3576 Holland Avenue) be denied and a partial refund of application fees be provided in accordance with the CVRD's Development Application Procedures and Fees Bylaw No. 3275.

Prepared by:

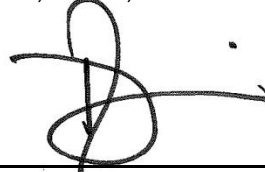


Sheila Herrera, MCIP, RPP  
Planner II

Reviewed by:



Mike Tippett, MCIP, RPP  
Manager



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

**ATTACHMENTS:**

- Attachment A – Aerial Photo
- Attachment B – Site Photos
- Attachment C – Applicant’s Rationale
- Attachment D – APC Minutes
- Attachment E – Referral Responses
- Attachment F – Map of OCP Designations
- Attachment G – Village Commercial Designation
- Attachment H – Zoning Map
- Attachment I – R-3 Zone
- Attachment J – C-5 Zone
- Attachment K – Draft Amendment Bylaw





35



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

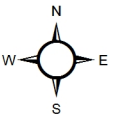
The Cowichan Valley Regional District does not warrant the accuracy.

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

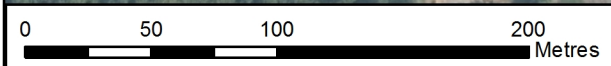
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 03-C-17RS

**TRIM  
Orthophoto  
(2014)**



**R3**





Dr. Marina Sapozhnikov  
3713 Holland Ave.  
Cobble Hill, BC  
V0R 1L0  
April 18, 2017

CVRD  
Land Use Services Department  
175 Ingram St.  
Duncan, BC V9L 1N7  
Attention: Dominique

Dear Dominique,

I am writing this letter in support of my application for rezoning the property located at 3576 Holland Ave. from R3 to a Commercial zoning.

I have been working as a medical doctor for 30 years and relocated to Cobble Hill in 2013. I am currently working in Shawnigan Lake however as a resident of Cobble Hill I would like to open a Medical Clinic in the village of Cobble Hill. I have been planning this for quite some time and was pleased when I found this property and realized that it is located in the area that is in the designated as village commercial in the official community plan which is in support of the zoning change.

The clinic will provide primary care services for the patients in my current practice and I will be accepting new patients as well as providing walk-in services for the residents of Cobble Hill, and visitors. The clinic will be open full time. At the present time the clinic will operate as a solo practice however the building allows space for another physician. I train UBC medical students and expect that in the one of them will join me in the future working at the Cobble Hill Clinic.

If you would like additional information you can contact me at 778-678-0046 or via my email [marinasamd@yahoo.com](mailto:marinasamd@yahoo.com)

Sincerely,



Dr. Marina Sapozhnikov



**ELECTORAL AREA C – COBBLE HILL  
ADVISORY PLANNING COMMISSION MINUTES  
THURSDAY, SEPTEMBER 28, 2017 - 7:00 p.m.  
COBBLE HILL YOUTH HALL**

Present: Brenda Krug – Chair, David Slade, Nick Hill, Lynn Wilson,  
Also Present: Matteus Clement – Regional Director Area ‘C’,  
Dr. Marina Sapozhnikov (7:15 p.m.), David Larouque (7:15 p.m.)  
Regrets: Chris Koehn

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

Moved/seconded ***that the agenda is adopted as amended to include a possible issue with a previous application regarding landscaping.*** Carried

Moved/seconded ***that the minutes are adopted as corrected to show the correct date of “December 11, 2013” in the motion to recommend the application.*** Carried

New Business:

Chair Krug reviewed the APC meeting procedure.

Director Clement explained how APC members may express concerns regarding applications.

Application 3-C-RS: At 7:15 p.m. Applicant, Dr. Marina Sapozhnikov accompanied by Mr. David Larouque joined the meeting to present **Application 3-C-17RS**, proposing rezoning from R-3 (Village Residential) to C-5 (Village Commercial) for a medical clinic. APC members addressed questions to the Applicant regarding water, sewer, parking, lot size, setbacks and hours of operation. The Applicant will approach the Cobble Hill Water Improvement District regarding permit requirements. The Applicant will seek a variance regarding a sewer line. A line presently runs along Garland Avenue but not along Holland Ave in front of the application site, but a sewer line is expected to be in place on Holland Ave in about one year. The proposed medical clinic will be a one physician office for the foreseeable future, and will require only 3 to 4 parking spaces that will be provided by altering what is now a front lawn with a hedge into parking. The lot size is under the 1,000 sq. metre minimum for parcels serviced by sewer and water for C-5 zoning contained in CVRD Bylaw 3510, and the Applicant will seek a variance from the CVRD. Setbacks will be reviewed with CVRD Staff. The proposed clinic hours will be 8:00 a.m. to 5:00 p.m. Monday to Friday.

A question was raised regarding how neighbours are advised of applications for rezoning and for variances. Director Clement explained these processes.

Moved/seconded ***that the Cobble Hill Advisory Planning Commission recommends in favour of Application 3-C-17RS, providing a water permit and variances regarding sewer, lot size, and any setback requirements are approved.*** Carried

Moved/seconded ***that if all permits and variances required are approved, that the Cobble Hill Advisory Planning Commission recommends bypassing a public hearing for rezoning Application 3-C-17RS.*** Carried


Landscaping Concern: A concern regarding landscaping of a previous application was raised. Director Clement has had meetings and discussions with the business owner.

Director's Report: Director Clement spoke to the APC about CVRD applications and local issues pertaining to land use.

Next meeting: The next meeting of the Cobble Hill APC will be at the call of the Chair.

Adjournment: Moved/seconded ***that the meeting adjourn at 7:55 p.m.***

Submitted by Nick Hill

 <b>CVRD</b>	COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746.2620 Fax: (250) 746.2621
<b>BYLAW AMENDMENT REFERRAL FORM</b>	Date: September 7, 2017
	CVRD File No. 03-C-17RS

**We have received an application which proposes:** To amend the South Cowichan Zoning Bylaw No. 3520 by rezoning the subject property from R-3 (Village Residential) to C-5 (Village Commercial) to permit a medical office use.

**General Property Location:** 3576 Holland Avenue


**Legal Description:** Lot 9, Block 33, Section 12, Range 5, Shawnigan District, Plan 1809 (PID: 006-913-920)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by **Friday, October 6, 2017**. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner, Sheila Herrera, by calling 250.746.2613 or e-mailing [sherrera@cvrld.bc.ca](mailto:sherrera@cvrld.bc.ca)

Comments:

- |   |   |
|---|---|
| <input type="checkbox"/> Approval recommended for reasons outlined below<br><br><input type="checkbox"/> Approval recommended subject to conditions below | <input type="checkbox"/> Interests unaffected<br><br><input checked="" type="checkbox"/> Approval not recommended due to reasons outlined below |
|---|---|

"Not entertaining any commercial hook ups at this time due to the fact that we are waiting for a ground water survey and calculation of fire flows"

Signature  Title Chairman Contact No. \_\_\_\_\_  
(sign and print)  
 Rob Reid

- This referral has been sent to:
- |  |  |
|--|--|
| <input type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria)<br><input checked="" type="checkbox"/> <del>Goble Hill Improvement District</del><br><input type="checkbox"/> Island Health<br><input type="checkbox"/> Mill Bay Volunteer Fire Department<br><input type="checkbox"/> Pauquachin First Nation<br><input type="checkbox"/> Cowichan Tribes | CVRD<br><input type="checkbox"/> Inspections & Enforcement Division<br><input type="checkbox"/> Parks & Trails Division<br><input type="checkbox"/> Community Planning Division<br><input type="checkbox"/> Public Safety Division<br><input type="checkbox"/> Engineering Services Department<br><input type="checkbox"/> Economic Development Division<br><input type="checkbox"/> Facilities & Transit Division |
|--|--|

**Sheila Herrera**

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**From:** Candace Charlie <Candace.Charlie@cowichantribes.com>  
**Sent:** September-19-17 10:22 AM  
**To:** Sheila Herrera  
**Subject:** Re: Your File 03-C-17RS

Ms. Herrera,


Cowichan Tribes has received and reviewed the referral package for the above-noted file, sent to us by mail on September 11, 2017. We have no comments or concerns at this time.

Regards,

Candace Charlie  
Referrals & Land Code Coordinator  
Lands & Governance, Cowichan Tribes  
5762 Allenby Road  
Duncan BC V9L 5J1  
Ph: (250) 748-3196  
[candace.charlie@cowichantribes.com](mailto:candace.charlie@cowichantribes.com)

Please consider the environment before printing this message.

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	COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746.2620 Fax: (250) 746.2621	
	<b>BYLAW AMENDMENT REFERRAL FORM</b>	Date: September 7, 2017 CVRD File No. 03-C-17RS

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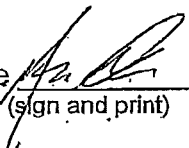
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Comments:

<input type="checkbox"/> Approval recommended for reasons outlined below	<input checked="" type="checkbox"/> Interests unaffected
<input type="checkbox"/> Approval recommended subject to conditions below	<input type="checkbox"/> Approval not recommended due to reasons outlined below

Signature  Mark Hal (Title Environmental Health Officer Contact No. (250) 737-2010)  
(sign and print)

This referral has been sent to:

<input type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) <input type="checkbox"/> Cobble Hill Improvement District <input type="checkbox"/> Island Health <input type="checkbox"/> Mill Bay Volunteer Fire Department <input type="checkbox"/> Pauquachin First-Nation <input type="checkbox"/> Cowichan Tribes	CVRD <input type="checkbox"/> Inspections & Enforcement Division <input type="checkbox"/> Parks & Trails Division <input type="checkbox"/> Community Planning Division <input type="checkbox"/> Public Safety Division <input type="checkbox"/> Engineering Services Department <input type="checkbox"/> Economic Development Division <input type="checkbox"/> Facilities & Transit Division
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**Sheila Herrera**

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**From:** Sherratt, Grace TRAN:EX <Grace.Sherratt@gov.bc.ca>  
**Sent:** October-05-17 10:58 AM  
**To:** Sheila Herrera  
**Subject:** Rezoning (3576 Holland Ave) Ministry File 2017-06055

Good morning Sheila,

**RE: Your File 03-C-17RS  
Ministry File 2017-06055**

Please consider this the Ministry's official response to the rezoning of 3576 Holland Ave, **Ministry File 2017-06055**.

The Ministry has no objections to the proposed rezoning and no further requirements for approval. If necessary, please forward the certified bylaw form to our office for completion at your convenience and please note our file number.

Kind Regards,

**GRACE SHERRATT** | DISTRICT DEVELOPMENT TECHNICIAN

BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | VANCOUVER ISLAND DISTRICT  
240 - 4460 CHATTERTON WAY  
VICTORIA BC V8X 5J2  
T: 250.952.4511 | F: 250.952.4508

WEBSITE FOR DEVELOPMENT APPROVALS:

[www.th.gov.bc.ca/Development\\_Approvals/home.htm](http://www.th.gov.bc.ca/Development_Approvals/home.htm) | MINISTRY WEBSITE: <http://tranbc.ca/>

**Sheila Herrera**

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**From:** Gary Anderson  
**Sent:** November-16-17 2:38 PM  
**To:** Sheila Herrera  
**Subject:** RE: Converting sd to medical office (Cobble Hill Rezoning)

---

*A Building Permit application will be required for converting the existing single family dwelling to a commercial medical clinic. In general, changing the occupancy of an existing building may trigger BC Building Code requirements regarding seismic stability, fire separation, building construction (combustible vs. non-combustible), handicap access and fire alarms. A medical clinic is classified as a D Occupancy within the BC Building Code. Very rarely is a building entirely unsuitable for occupancy, but these requirements may create expenses that the building owner or tenant need to consider. Should the applicant wish to provide preliminary drawings further comments could then be provided.*



**Celebrating 50 Years of Service to the Community**  
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COWICHAN VALLEY REGIONAL DISTRICT  
175 Ingram Street, Duncan, B.C. V9L 1N8  
Tel: (250) 746.2620 Fax: (250) 746.2621

**BYLAW AMENDMENT REFERRAL FORM**

Date: September 7, 2017

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Comments:

- Approval recommended for reasons outlined below
- Interests unaffected
- Approval recommended subject to conditions below
- Approval not recommended due to reasons outlined below

COINCIDES WITH ASPIRATIONS TO DEVELOP NEW BUSINESSES AND PROFESSIONAL OFFICES WITHIN THE COBBLE HILL VILLAGE CORE.

Signature *Amy Melmore* Title MANAGER Contact No. 250.746.7880  
(sign and print) AMY MELMORE EDC

This referral has been sent to:

- Ministry of Transportation and Infrastructure (Victoria)
- Cobble Hill Improvement District
- Island Health
- Mill Bay Volunteer Fire Department
- Pauquachin First Nation
- Cowichan Tribes
- CVRD
  - Inspections & Enforcement Division
  - Parks & Trails Division
  - Community Planning Division
  - Public Safety Division
  - Engineering Services Department
  - Economic Development Division
  - Facilities & Transit Division

**Sheila Herrera**

---

**From:** Brian Dennison  
**Sent:** November-14-17 3:06 PM  
**To:** Sheila Herrera  
**Subject:** RE: 3576 Holland Avenue

“ To our knowledge the property in question is within the Cobble Hill water system which is an improvement district.

Recent expansions of the Twin Cedars sewage collection system and significant surplus treatment and disposal capacity enable connections of properties within Cobble Hill village to the sewer service. This property is therefore eligible to be added to the service area upon CVRD Board approval. With utilities, improved long term financial and operational stability results from an increased customer base and therefore connection of the subject property is encouraged.

The applicant would be responsible for paying connection fees and costs for connection to the system.”



COWICHAN VALLEY REGIONAL DISTRICT  
 175 Ingram Street, Duncan, B.C. V9L 1N8  
 Tel: (250) 746.2620 Fax: (250) 746.2621

**BYLAW AMENDMENT REFERRAL FORM**

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Comments:

Approval recommended for reasons outlined below

Interests unaffected  
*see attached.*

Approval recommended subject to conditions below

Approval not recommended due to reasons outlined below

Signature *Erni Annis* (sign and print) Title Transit Analyst CVRD Contact No. 250-746-2637

This referral has been sent to:

- Ministry of Transportation and Infrastructure (Victoria)
- Cobble Hill Improvement District
- Island Health
- Mill Bay Volunteer Fire Department
- Pauquachin First Nation
- Cowichan Tribes

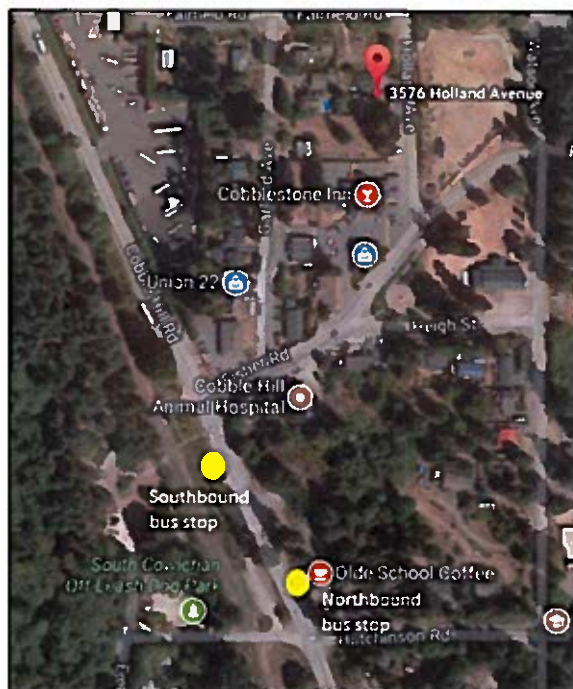
- CVRD
- Inspections & Enforcement Division
- Parks & Trails Division
- Community Planning Division
- Public Safety Division
- Engineering Services Department
- Economic Development Division
- Facilities & Transit Division

## Bylaw Amendment Referral Response

**Development Location:** 3576 Holland Avenue (Electoral Area C, Cobble Hill)  
**CVRD File No.** 03-C-17RS

### Overall Transit Impact:

- Local Cowichan Valley transit routes #8 and #9 operate along Cobble Hill Road with existing bus stops located on Cobble Hill Road at the Train Station and by Olde School Coffee Cafe near Hutchinson Road (see map below).
- The existing fixed-route bus stops are located within 300 and 400 metres respectively of the subject property which meets general transit service standards of having bus stops within 400m walking distance.
- The subject property area also falls within the custom transit service area so that residents with potential mobility needs requiring customized/handyDART services (door-to-door) can register if necessary and access this property.
- If rezoning to a medial office use, consideration should be given to ensure that this site is accessible for service by a community-sized handyDART vehicle.
- BC Transit also recommends making the bus stops universally accessible by implementing accessibility features, such as boarding pads, to accommodate people with mobility issues.
- Transit interests are not materially affected by this proposal.





COWICHAN VALLEY REGIONAL DISTRICT  
 175 Ingram Street, Duncan, B.C. V9L 1N8  
 Tel: (250) 746.2620 Fax: (250) 746.2621

R3

**BYLAW AMENDMENT REFERRAL FORM**

**Date:** September 7, 2017

**CVRD File No.** 03-C-17RS

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Comments:

- |   |   |
|---|---|
| <input type="checkbox"/> Approval recommended for reasons outlined below  | <input checked="" type="checkbox"/> Interests unaffected                        |
| <input type="checkbox"/> Approval recommended subject to conditions below | <input type="checkbox"/> Approval not recommended due to reasons outlined below |

Signature *Tanya Siroka* (sign and print) Title Parks+Trails Planner Contact No. \_\_\_\_\_

This referral has been sent to:

- |   |   |
|---|---|
| <input type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) | <input type="checkbox"/> CVRD                               |
| <input type="checkbox"/> Cobble Hill Improvement District                         | <input type="checkbox"/> Inspections & Enforcement Division |
| <input type="checkbox"/> Island Health  | <input checked="" type="checkbox"/> Parks & Trails Division |
| <input type="checkbox"/> Mill Bay Volunteer Fire Department                       | <input type="checkbox"/> Community Planning Division        |
| <input type="checkbox"/> Pauquachin First Nation                                  | <input type="checkbox"/> Public Safety Division             |
| <input type="checkbox"/> Cowichan Tribes  | <input type="checkbox"/> Engineering Services Department    |
|   | <input type="checkbox"/> Economic Development Division      |
|   | <input type="checkbox"/> Facilities & Transit Division      |



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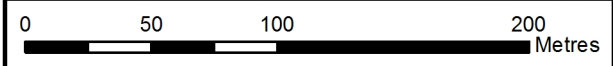
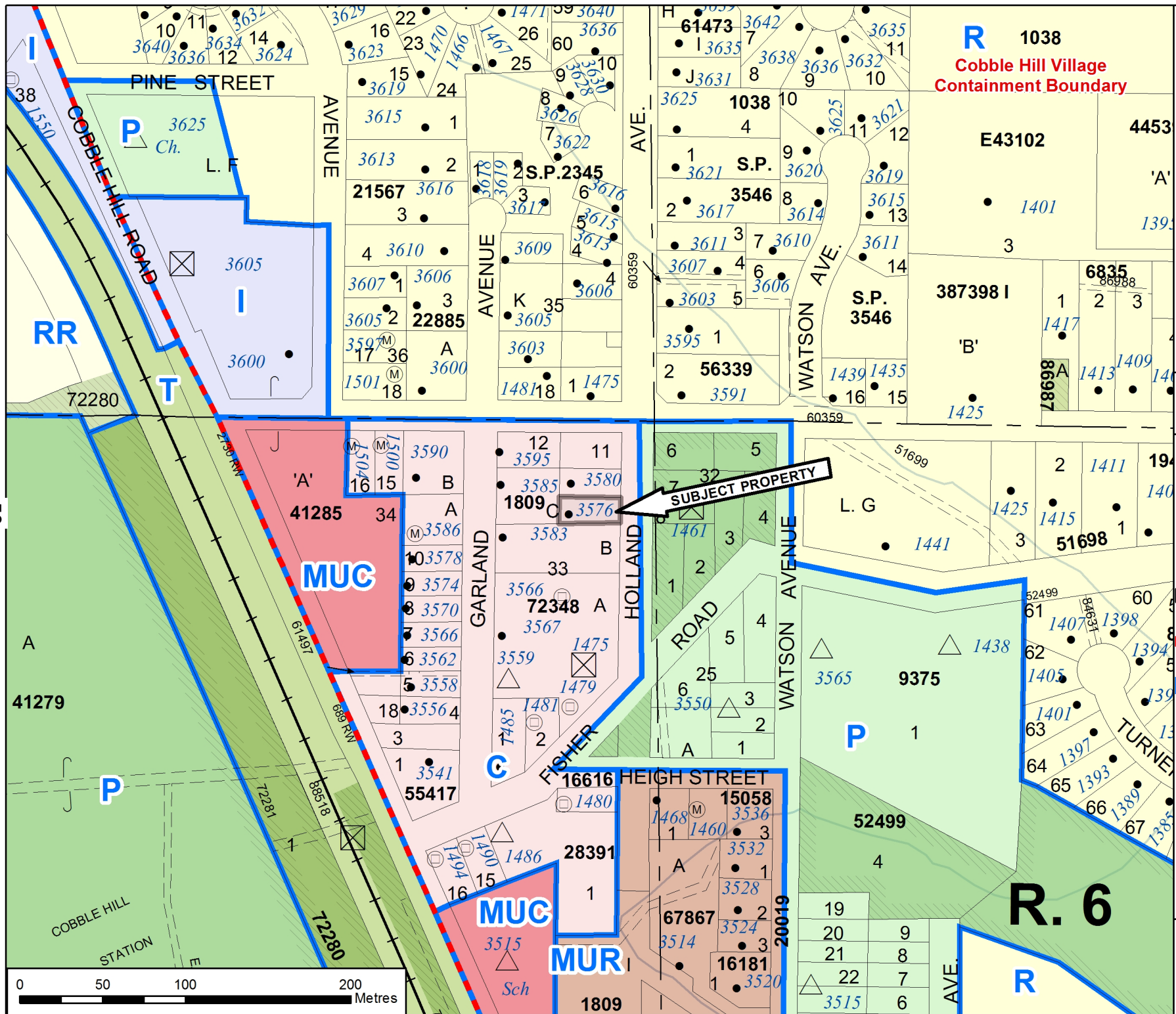
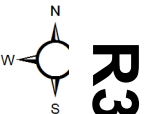
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 03-C-17RS

OCP

Legend

- Subject Property
- Urban Containment Boundary
- OCP A,B,C





## SECTION 6 COMMERCIAL DESIGNATIONS



The OCP reinforces Cobble Hill Village as the primary Electoral Area C commercial core area, and provides a policy framework to ensure that commercial uses and densities are consistent with the small scale, heritage and agricultural character of the village area. This Section of the OCP provides for two commercial designations: Village Commercial (C), for the core retail commercial area of the village, and Mixed Use Commercial (MUC), to provide for a multiple family residential, commercial or mixed use development close to the commercial core. It is anticipated that, together, these commercial designations will contribute to the vibrancy of the village and will help to guide the community into more of a complete one, where local shopping and services may be found in close proximity to a diverse population. This aim will be supplemented by allowing for residential units to be located above a commercial use, while being cautious at the same time to ensure that heights and massing are consistent with the existing village community. The designations are aimed at improving the local economy by ensuring that there are a broad range of commercial uses permitted in the village area, and that the uses are compatible with the surrounding residential and agricultural community.

Strict guidelines, unique to Cobble Hill Village, are established in Section 10, are provided to ensure that new development is consistent with the rural and heritage character of the village area. The types of commercial development found to be desirable to residents through the public input process include uses such as a bakeries, restaurants, a museum, farmers market/open markets, tea rooms, coffee shops, restaurants, banks/credit unions, boutiques, and medical offices, among others.

## COMMERCIAL DESIGNATIONS OBJECTIVES



- A. To encourage a vibrant and active commercial area in Cobble Hill Village;
- B. To improve the aesthetic character of the commercial core, and ensure that commercial establishments are in keeping with the small scale, village atmosphere;
- C. To encourage residential development above commercial businesses and provide for a more vibrant commercial/residential mix in the core area;
- D. To improve the local economy, and raise quality of life by increasing commercial opportunities and employment within Cobble Hill Village;
- E. To encourage a farmer's market, restaurants and other businesses that support agriculture;
- F. To ensure that commercial uses are located in the core area of the community, where they can be serviced efficiently and are accessible by alternative transportation modes such as cycling, walking and public transit;
- G. To ensure that commercial activities enhance the small scale, heritage and agricultural character of Cobble Hill Village; and
- H. To encourage a complete village area where there is a healthy mix of commercial and residential development.

## 6.1 VILLAGE COMMERCIAL DESIGNATION POLICIES

**Policy 6.1.1:** Lands designated as Village Commercial (C) are shown on *Inset C to Schedule B – the Plan Map*, and all are within the VCB.

**Policy 6.1.2:** Within the Village Commercial Designation (C), the implementing Zoning Bylaw will provide a variety of zones to permit a diverse range of small-scale commercial uses, including but not limited to bakeries, restaurants, museums, coffee shops, banks/credit unions, hair dressing salons, retail stores, doctor’s offices, retail outlets, offices and boutiques.

**Policy 6.1.3:** The commercial core area will be expanded by way of rezoning applications to include lands that are located west of Holland Avenue and south of Fairfield Road. These lands are zoned as residential at the time of OCP adoption, in order to accommodate the existing residential dwellings during the transition of the area to a commercial use. Rezoning applications to provide a commercial use will be subject to the following criteria:

- a. The subject parcel is serviced by a community water system and a community sewer system;
- b. The site is developed in a manner which is harmonious with adjacent development with respect to scale, building height and overall appearance.
- c. The development will preserve natural environment features and open space areas;
- d. Community amenity contributions, that benefit the community in accordance with Section 8 *Social Sustainability* of the main OCP document, are provided; and
- e. Public trails and walkways are provided.

**Policy 6.1.4:** The Village Commercial Designation (C) will encourage a vibrant, active village core by allowing for residential units above the commercial uses. Commercial businesses will be located on the ground floor with commercial uses or residential apartments above, provided that:

- a. The development is serviced by a community water system and a community sewer system;
- b. The residential units are located above the commercial use, and not on the ground level or main floor;
- c. The height and scale of the development is in keeping with the small scale, rural heritage character of Cobble Hill Village.

**Policy 6.1.5:** A neighbourhood pub use will be permitted in the Village Commercial Designation (C) but requires a separate zone. Rezoning proposals to consider a proposed neighbourhood pub use will be considered based upon the following criteria:

- a. There should be clear evidence that there is a local demand for a new neighbourhood pub facility;
- b. The neighbourhood pub should not generate excessive traffic on local residential roads and should not create traffic safety problems;
- c. The neighbourhood pub must be serviced by a community water system and a community sewer system;

- d. The site is developed in a manner which is harmonious with adjacent development with respect to scale, building height and overall appearance;
- e. Community amenity contributions, that benefit the community in accordance with Section 8 *Social Sustainability* of the main OCP document, are provided; and
- f. Public trails and walkways are provided.

**Policy 6.1.6:** Lot 1, Plan 16616, Section 12, Range 5, Shawnigan District, on Fisher Road and Heigh Street ,will be designated as Village Commercial(C), but zoned Service Commercial in the implementing Zoning Bylaw, to accommodate the existing service station.

**Policy 6.1.7:** Lots 1 and 2, Plan 1986, Section 13, Range 6, Shawnigan District will be designated as Village Commercial (C), but will require a separate zone to encourage commercial uses and/or a business park use.

**Policy 6.1.8:** Restaurants in the Village Commercial Designation (C) are required to provide for seating at tables for patrons, and drive-thru features are strictly prohibited.

**Policy 6.1.8:** New commercial development will be encouraged to provide outdoor public space opportunities in order to provide an inviting and welcoming ambiance in Cobble Hill Village.

**Policy 6.1.9:** The development or improvement of walkways or trails will be required within the commercial core area as development or redevelopment proceeds.

**Policy 6.1.10:** Development within the Village Commercial Designation (C) will be subject to the guidelines within Section 10 - *Cobble Hill Village Development Permit Area*.



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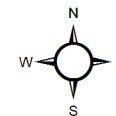
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File: 03-C-17RS

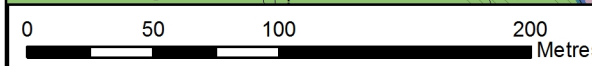
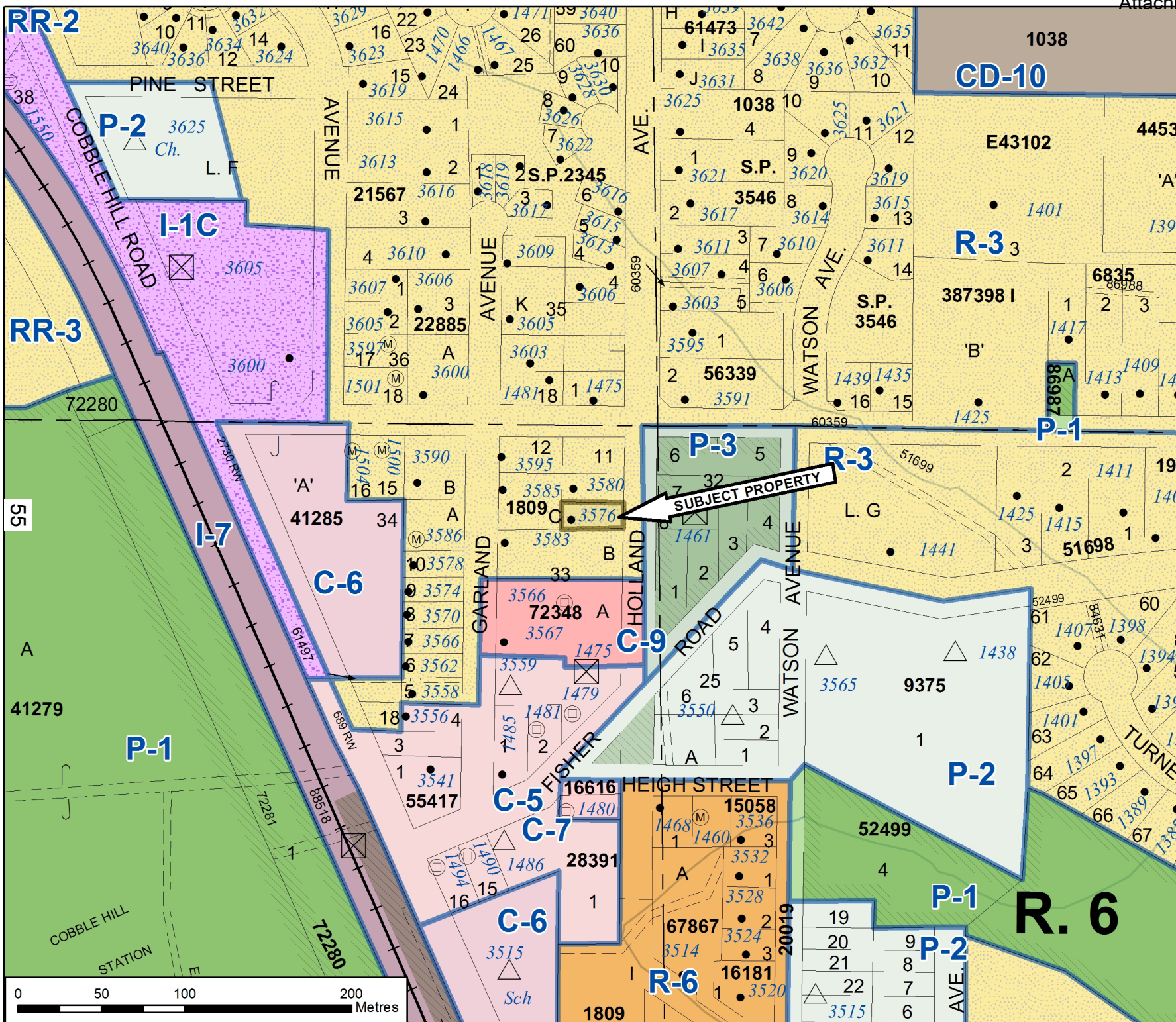
### ZONING

Legend

- Subject Property
- Zoning AC



R3



**10.9 R-3 VILLAGE RESIDENTIAL 3 ZONE**

Subject to compliance with the general regulations set out in Parts 4, 5, 6 and 7 of this Bylaw, the following regulations apply in the R-3 Zone:

**1. Permitted Uses**

The following principal uses and no others are permitted in the R-3 Zone:

- a. Single-family dwelling;
- b. Horticulture;

The following accessory uses are permitted in the R-3 Zone:

- c. Accessory dwelling unit or secondary suite;
- d. Bed and breakfast accommodation;
- e. Farm gate sales, accessory to horticulture and limited agriculture;
- f. Home-based business;
- g. Limited agriculture, on parcels 0.4 ha or larger;
- h. Unlicensed daycare and group daycare;
- i. The keeping of chickens in Cobble Hill only, in association with a single-family dwelling, excluding roosters, subject to Section 10.9.7.

**2. Impervious Surfaces and Parcel Coverage Limit**

Impervious surface coverage of a parcel in the R-3 Zone shall not exceed 35%, of which not more than 30% may be parcel coverage.

**3. Setbacks**

The following minimum setbacks for buildings and structures apply as shown for in each electoral area in the R-3 Zone:

Type of Parcel Line	Electoral Area A – Mill Bay/Malahat		Electoral Area C – Cobble Hill	
	Residential Uses	Accessory Uses	Residential Uses	Accessory Uses
Front	7.5 m	7.5 m	7.5 m	7.5 m
Interior Side	3 m	3 m	3 m	3 m
Exterior Side	4.5 m	4.5 m	4.5 m	4.5 m
Rear	4.5 m	3 m	4.5 m	3 m
Line adjoining Agricultural Resource 1 Zone	10 m	10 m	10 m	10 m

## 4. Building Height

The maximum height of buildings and structures in the R-3 Zone shall not exceed the limits shown for each electoral area in the table below:

Maximum Height by Type of Building or Structure	Electoral Area A – Mill Bay/Malahat East of Trans-Canada Highway*	Electoral Area A – Mill Bay/Malahat West of Trans-Canada Highway	Electoral Area C Cobble Hill
Residential	7.5 m	10 m	10 m
Accessory	6 m	6 m	7.5 m

\* Except for that portion of District Lot 82, Malahat District which lies east of the Trans-Canada Highway, for which the principal building height limit is 10 metres.

## 5. Minimum Lake and Ocean Frontage Requirement

No parcel being created by subdivision in the R-3 Zone that fronts on a lake or ocean shall have a total water frontage along a lake or ocean of less than 22 metres or 12% of total lot perimeter, whichever is greater.

## 6. Minimum Parcel Size

The minimum parcel size for each electoral area in the R-3 Zone is shown in the table below:

Level of Service to the Parcel	Electoral Area A – Mill Bay/Malahat	Electoral Area C – Cobble Hill
Community water and community sewer	1675 m <sup>2</sup>	900 m <sup>2</sup>
Community water only	2000 m <sup>2</sup>	2000 m <sup>2</sup>
No community water or sewer	1 hectare	1 hectare

## 7. Keeping of Chickens

The keeping of chickens in the R-3 Zone under Section 10.9.1.i is subject to the following conditions:

- a. The keeping of chickens is permitted in Cobble Hill only;
- b. The parcel of land upon which the chicken keeping is occurring must not be less than 900 m<sup>2</sup> in area;
- c. Not more than 6 (six) female chickens (hens) shall be permitted on a single parcel of land at any one time;
- d. Roosters are prohibited;
- e. A roofed, enclosed coop shall be provided with a minimum floor area of 0.4 m<sup>2</sup> per hen;

- f. The enclosure for the chickens shall be at grade (on the ground) and have a minimum of 1 m<sup>2</sup> of enclosed run area per hen;
- g. The chickens shall be kept in the back yard of the parcel, in a clean and tidy fenced area, secured in such a fashion as to keep predators and vermin away from the chickens and their eggs;
- h. A chicken coop is subject to the setback regulations in Section 10.9.3, and a chicken enclosure shall be no closer than 3 metres to any parcel line.



**12.5 C-5 VILLAGE COMMERCIAL 5 ZONE**

Subject to compliance with the general regulations set out in Parts 4, 5, 6 and 7 of this Bylaw, the following regulations apply in the C-5 Zone:

**1. Permitted Uses**

The following principal uses and no others are permitted in the C-5 Zone:

- a. Art gallery, artist studio;
- b. Automotive parts and accessory sales, excluding external storage of goods;
- c. Bakery;
- d. Bowling alley, arcade, billiard and games room;
- e. Business, finance, insurance institution and offices;
- f. Child care facility;
- g. Cultural facility;
- h. Funeral parlour excluding crematorium;
- i. Grocery store;
- j. Group daycare;
- k. Hardware and camping supply store, excluding exterior storage yard;
- l. Library, book store, printing and publishing;
- m. Market;
- n. Medical or dental clinic;
- o. Museum;
- p. Offices, including government offices;
- q. Personal service use;
- r. Plant nurseries, horticulture, retail sales of gardening supplies and produce, with outdoor storage;
- s. Professional, scientific and technical services;
- t. Restaurant, including catering;
- u. Retail stores;
- v. Shopping centre;
- w. Theatre;
- x. Veterinary clinic;

The following accessory uses are permitted in the C-5 Zone:

- y. Bed and breakfast accommodation accessory to a single family dwelling;
- z. Multiple family residences above the ground floor of any building;
- aa. Single family dwelling, **only if the parcel is located in Electoral Areas A or C;**

**2. Impervious Surfaces and Parcel Coverage Limit**

Impervious surface coverage of a parcel in the C-5 Zone shall not exceed 55%, of which not more than 45% may be parcel coverage.

**3. Height**

The height of all buildings and structures in the C-5 Zone shall not exceed 10 metres, except to the east of the Trans-Canada Highway in Mill Bay, where the building height limit is 7.5 metres.

**4. Setbacks**

The following minimum setbacks apply in the C-5 Zone:

Type of Parcel Line	Commercial Buildings and Structures where the parcel adjoins a commercial, industrial or institutional zone	Commercial Buildings and Structures where the parcel adjoins a zone other than commercial, industrial or institutional
Front parcel line	0 metres	4.5 metres
Interior side parcel line	0 metres	3 metres
Exterior side parcel line	4.5 metres	4.5 metres
Rear parcel line	4.5 metres	4.5 metres

### 5. Multiple Family Dwelling Special Regulations

The following regulations apply to multiple family residential uses within the C-5 Zone:

- a. dwelling unit density shall not exceed 20 dwelling units per hectare of land;
- b. dwelling units are only permitted in a building that has at least 60% of its gross floor area allocated for commercial purposes;
- c. parcels of land upon which multiple family residential use is proposed shall be serviced by both a community water and community sewer system.

### 6. Minimum Parcel Size

The minimum parcel size in the C-5 zone is 1000 m<sup>2</sup> for parcels serviced by a community water and sewer system, and parcels not so connected are not eligible to be subdivided.



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4180

#### A Bylaw for the Purpose of Amending Zoning Bylaw No. 3520 Applicable to Electoral Area A & C – South Cowichan

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

**AND WHEREAS** the Regional District has adopted a zoning bylaw for Electoral Area A & C – South Cowichan that being Zoning Bylaw No. 3520;

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

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 3520;

**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. 4180 – Electoral Areas A & C – South Cowichan Zoning Amendment Bylaw (3576 Holland Avenue), 2018**".

#### 2. AMENDMENTS

Cowichan Valley Regional District Zoning Bylaw No. 3520, as amended from time to time, is hereby amended in the following manner:

That Schedule A (Zoning Map) to Electoral Areas A & C – South Cowichan Zoning Bylaw No. 3520 is amended by rezoning Lot 9, Block 33, Section 12, Range 5, Shawnigan District, Plan 1809 (PID: 006-913-920), as shown shaded in grey on Schedule A attached hereto and forming part of this bylaw, numbered Z-4180, from R-3 (Village Residential) to C-5 (Village Commercial).

.../2

3. **FORCE AND EFFECT**

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chairperson

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







# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 6, 2018  
**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of February 21, 2018  
**FROM:** General Manager  
 Engineering Services Department  
**SUBJECT:** Community Works Fund 2018 Budget Amendments  
**FILE:** 0540-20-EAS/05

## PURPOSE/INTRODUCTION

The purpose of this report is to amend the 2018 budgets for the community driven projects using Community Works Funds.

## RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. The 2018 Budget for Function 469 – Cowichan Station Association – Area E be amended to increase Grant to Organization by \$10,000 and increase Transfer from Gas Tax Reserve by \$10,000;
2. The expenditures from the Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to adoption of the amendment;
3. The 2018 Budget for 466 - Recreation Cobble Hill Hall be amended to increase Grant to Organization by \$1,732 and increase Transfer from Gas Tax Reserve by \$1,732;
4. The expenditures from the Function 466 – Recreation Cobble Hill 2018 Budget amendment be authorized to proceed prior to adoption of the amendment.

## BACKGROUND

The Cowichan Station Area Association's Koksilah Watershed Ecosystem Based Analysis Project aims to understand the condition of the Koksilah watershed and to provide a scientific rationale for addressing issues related to water flow, water quality and habitat protection.

The Shawnigan Cobble Hill Farmers Institute & Agricultural Society's Cobble Hill Hall Geothermal Loop Phase 2 Project is the final phase of the Cobble Hill Hall Upgrade Project. This phase involves returning the field where the geothermal loop was installed to its original condition.

## ANALYSIS

These community projects have all received Board approval and the community organizations have entered into Funding Agreements with the Cowichan Valley Regional District (CVRD).

## FINANCIAL CONSIDERATIONS

These Community Works Funds were allocated by Electoral Area Directors to community organizations. The community organizations are responsible for any additional costs and for managing the projects. Upon completion of the project a final report will be sent to the CVRD.

## COMMUNICATION CONSIDERATIONS

None.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Not applicable.

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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:



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Austin Tokarek, B. Sc., CEA  
Asset Coordinator

Reviewed by:

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Not Applicable  
Not Applicable



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Hamid Hatami, P. Eng.  
General Manager





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 18, 2018

**MEETING TYPE & DATE** Electoral Area Services Committee Meeting of February 21, 2018

**FROM:** Water Management Division  
Engineering Services Department

**SUBJECT:** 2018 Budget Amendments – Water Management Capital Projects

**FILE:** 0520-20-EAS/02

## PURPOSE/INTRODUCTION

The purpose of this report is to request approval for amendments to the 2018 Water Management capital project budgets.

## RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the 2018 budget for Function 801, Brulette Place Sewer System be amended to:
  1. Increase capital engineering structures by \$54,174;
  2. Increase Municipal Finance Authority (MFA) long term borrowing of \$18,192; and
  3. Increase transfer from Community Works Funds (CWF) gas tax reserves of \$35,982 for completion of new sewer treatment plant.
2. That approval to proceed with this project prior to adoption of the budget amendment be given.
3. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
  1. Increase capital engineering structures by \$422,404;
  2. Increase MFA long term borrowing of \$225,000;
  3. Increase transfer from capital reserves of \$61,202 and
  4. Increase transfer from CWF gas tax reserves by \$136,202 for contribution to new sewer treatment plant and disposal field.
4. That the 2018 Budget for Function 604, Lambourn Estates Water System be amended to:
  1. Increase minor capital by \$75,000; and
  2. Increase transfer from CWF gas tax reserves of \$75,000 for completion of a metering project.
5. That approval to proceed with this project prior to adoption of the budget amendment be given.
6. That the 2018 Budget for Function 619, Burnum Water System be amended to:
  1. Increase minor capital by \$26,000; and
  2. Increase transfer from CWF gas tax reserves of \$26,000 for contribution to a water treatment and storage project.
7. That the 2018 Budget for Function 640, Saltair Water System be amended to:
  1. Increase capital engineering structures by \$535,535;
  2. Increase CWF gas tax reserves by \$20,000;
  3. Increase transfer from capital reserves \$50,535;
  4. Increase transfer from operating res 67 e \$220,000; and

5. Increase capital surplus of 2017 by \$245,000 for contribution to a water distribution upgrade, Old Victoria Road distribution upgrade, and a well and or treatment upgrade.
8. That the 2018 Budget for Function 653, Youbou Water System be amended to:
  1. Increase capital engineering structures by \$125,500; and
  2. Increase transfer from operating reserves of \$125,500 for completion of a well and distribution upgrade.
9. That the 2018 Budget for Function 660, Honeymoon Bay Water System be amended to:
  1. Increase capital engineering structures by \$38,310; and
  2. Increase transfer from CWF gas tax reserve of \$38,310 for completion of a well upgrade.
10. That the 2018 Budget for Function 680, Shawnigan Lake North Water System be amended to:
  1. Increase minor capital by \$82,529;
  2. Increase recovery of costs by \$82,529, for completion of the metering project;
  3. Increase capital engineering structures by \$37,872; and
  4. Increase transfer from reserve of \$37,872 for contribution to the treatment and or well upgrade projects.
11. That approval to proceed with this project prior to adoption of the budget amendment be given.

## **BACKGROUND**

### Brulette Place Sewer

In December 2017, construction of a new sewer treatment plant began and a small Toray Membrane Bioreactor Sewer Treatment (MBR) Plant package was purchased. This proposed amendment will enable staff to complete the installation of this new sewer treatment plant.

### Arbutus Ridge Sewer

In 2017 construction of a new sewage treatment plant and disposal field began. Construction work is proceeding well and this proposed amendment will enable staff to complete the work in 2018.

### Lambourn Estates Water

In 2017, a minor capital project to meter the Lambourn water system proceeded, but was not completed. This proposed amendment will enable staff to complete the installation of meters.

### Burnum Water

In 2017, a small portion of the Burnum water upgrade project began with selection of a design consultant. This proposed amendment will ensure that funding is available to complete the project in 2018.

### Saltair Water

In 2017, upgrades to the Saltair water system included distribution upgrades funded from parcel tax, Old Victoria Road upgrades funded from Community Works gas tax and well and or treatment upgrades funded from reserve and operating funds. Due to legal constraints and provincial approval requirements, the capital projects were not completed as planned. Therefore, funds previously approved in 2017 and surplus from 2017 are required to continue with these capital projects.

Youbou Water

In 2017, Youbou water upgrade projects began with selection of a design consultant and work toward approval and development of a new well. The 2017 approved operating reserve was not used and this funding is available to complete the project in 2018.

Honeymoon Bay Water

The Honeymoon Bay water well upgrade project has been held up by provincial well approvals. The 2017 approved community works gas tax was not fully used and this funding is required to complete the project in 2018.

Shawnigan Lake North Water

A minor capital project to meter the Shawnigan Lake North water system proceeded, but was not completed. This proposed amendment will enable staff to complete the installation. Further a project to investigate well and or water treatment is also underway and an amendment is required to continue with this work.

**ANALYSIS**Brulette Place Sewer

Approval for this sewage treatment plant replacement was given in October 2017. Work proceeded but was not completed thereby requiring an amendment to the 2018 budget.

Arbutus Ridge Sewer

Construction of a new sewage treatment plant and disposal field began was approved in 2017. This proposed amendment will use available funds to complete the work in 2018.

Lambourn Estates Water

Metering the Lambourn Estates water system proceeded in 2017, but was not completed. This proposed amendment will enable staff to complete the installation early in 2018.

Burnum Water

Approval for the Burnum water upgrade project was given in 2017 and 2018. This proposed amendment will use available funds to complete the work in 2018.

Saltair Water

Approval for upgrades to Saltair water system was given in 2017 and 2018. Funds previously approved in 2017 and surplus from 2017 will be used to complete much of this work in 2018.

Youbou Water

Approval for Youbou water upgrade projects was given in 2017 and 2018. This proposed amendment will use available funds to complete the work in 2018.

Honeymoon Bay Water

Approval for Honeymoon Bay water well upgrade project was given in 2017 and 2018. This proposed amendment will use available funds to complete the work in 2018.

Shawnigan Lake North Water

Approval for a minor capital project to meter the Shawnigan Lake North water system was given in 2017, and capital project for well and or treatment project approval was given in 2017 and 2018. This proposed amendment will use available funds to complete the metering work and will contribute to the capital work in 2018.

**FINANCIAL CONSIDERATIONS**Brulette Place Sewer:

Based on a capital estimate of \$200,000, approval for the 2/3 CWF gas tax and 1/3 MFA borrowing was allocated for Brulette Place Sewer in October 2017. This project was not budgeted in the 2018 budget, as it was thought that it would be complete. The new sewage treatment plant has been purchased. In order to complete the installation, a request to increase capital engineering structures by \$54,174, increase MFA long term borrowing of \$18,192, and increase transfer from CWF gas tax reserves of \$35,982; is required and approval to proceed with this project prior to adoption 2018 budget amendment is requested so that work can be completed early in the year.

Arbutus Ridge Sewer

This project was partially budgeted for 2018, however in order to complete the work, an amendment of increased capital by \$422,404, increased MFA long term borrowing of \$225,000 and increased transfer from capital reserves of \$61,202 and increased transfer from CWF gas tax reserves of \$136,202 utilizes funds that were not able to be used in 2017.

Lambourn Estates Water

A project to meter Lambourn Estates water system was not budgeted in 2018 as it was thought that it would be complete in 2017. Therefore, approval to increase minor capital by \$75,000 and increase transfer from CWF gas tax reserves of \$75,000, uses funds not utilized in 2017, and approval to proceed with this project prior to adoption of the 2018 budget amendment is requested so that work can be completed early in the year.

Burnum Water

The Burnum water upgrade project was budgeted in 2017 and 2018. The amendment to increase capital engineering structures by \$26,000 and increase transfer from CWF gas tax reserves of \$26,000 utilizes the previously approved funds not utilized in 2017 to contribute to this project in 2018.

Saltair Water

Three major projects were budgeted and are underway for the Saltair water system in 2017 and 2018. The proposed budget amendment to increase capital engineering structures by \$535,535, increase CWF gas tax reserves by \$20,000, increase transfer from capital reserves \$50,535, increase transfer from operating reserve \$220,000 and increase 2017 surplus of \$245,000, utilizes funds not used in 2017 for work in 2018.

Youbou Water

Two Youbou water upgrade projects were budgeted in 2017 and 2018. A budget amendment to increase capital engineering structures by \$125,500 and increase transfer from operating reserves of \$125,500, uses funds not utilized in 2017 to complete the work in 2018.

Honeymoon Bay Water

The Honeymoon Bay water well upgrade project was budgeted in 2017 and 2018. A budget amendment to increase capital engineering structures by \$38,310 and increase transfer from CWF gas tax reserve of \$38,310, uses funds not utilized in 2017 to complete the work in 2018.

Shawnigan Lake North Water

A minor capital project to meter the Shawnigan Lake North water system was budgeted in 2017, but not in 2018 as it was expected to be completed. In order to complete the project in 2018, an increase to minor capital by \$82,529 and increase recovery of costs by \$82,529 is required. A capital project for well and or treatment project was approved in the 2018 budget and the proposed amendment to increase capital engineering structures by \$37,872 and increase to transfer from reserve of \$37,872 uses available funds to contribute to the capital work in 2018. Further approval to proceed with this project prior to adoption of the 2018 budget amendment is requested so that work may proceed early in the year.

**COMMUNICATION CONSIDERATIONS**

Not applicable.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The Corporate Strategic Plan includes an objective to achieve compact, mixed communities. Coordination of water, sewer, and other infrastructure is the strategic action identified to promote compact, mixed-use communities. The recommended resolution provides a reliable essential service.

Referred to (upon completion):

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

Prepared by:

Louise Knodel-Joy  
Senior Engineering Technologist

Reviewed by:

Brian Dennison, P. Eng.  
Manager

Hamid Hatami, P. Eng.  
General Manager





## **DIRECTORS REPORT**

**DATE OF MEMORANDUM:** February 13, 2018

**To:** Electoral Area Services Committee  
of February 21, 2018

**FROM:** Sierra Acton, Director, Electoral Area B, Shawnigan Lake

**SUBJECT:** Director Request for Workshop and Expense Approval

**The Program:** Social Change Institute: Tools, Connections & Leadership Workshop, June 20-24, 2018 at Hollyhock.

**Program Description:** Social Change Institute is an intergenerational gathering of social change makers: people working and organizing to shift, change or disrupt the world so that equity and justice can prosper and thrive. We come together in community to hone our skills, upgrade our tools, and focus on both our individual and collective leadership development.

Social Change Institute attendees are non-profit leaders, innovators, entrepreneurs, organizational trainers, consultants and aspiring social impact leaders. Over five days and four nights we focus on skills building community engagement, organizing, digital advocacy, fundraising, cause-related marketing, branding, and personal leadership training. Attendees will access invaluable one-on-one expert advisors. You will work with peers, experts, and exceptional trainers toward progressive, sustainable social change. Arts, music, performance, dance, and other cultural exchange deepen our learning experience.

The cost for Social Change Institute for a twin rate/private bathroom/forest view would be per person \$1,476 (including accommodation, tuition, meals, taxes and fees). Please be aware that the cost includes a 15% early bird rate discount which is valid until March 30, 2018. Additional expenses would just be ferry costs.

**ATTACHMENTS:**

Attachment A – Agenda, Social Change Institute – Tools, Connections & Leadership Workshop

# Agenda

Every day, we begin with a session on Personal Ecology. A feature Case Study follows. Morning Case Studies are the core of the Social Change Institute model and are where some of the greatest learning happens. Selected participants give a brief description of an organizational challenge and answer follow-up questions from a panel of experts. Time is also given over the audience to weigh in.

Afternoons focus on timely topics during group sessions, one-on-one mentorship meetings, workshops and skills training.

Evenings are alive with Ignite presentations, dynamic interviews, experiential learning, music, socials, dancing and the magical Hollyhock campus under the stars, oceanside fire-pit circles, and rich connection time. And it all happens in one of the most beautiful places on the planet: Hollyhock. Our meals spread across Breakfast, Lunch and Dinner are what glue the conference community and agenda together.

We've designed this agenda to give you a sense of the conference timing. Proposed Agenda is subject to change. Click each item in the agenda for more information.

	Wednesday, June 20	Thursday, June 21	Friday, June 22	Saturday, June 23	Sunday, June 24
8:00 am					
8:30 am		<b>Breakfast</b> 8:00 am - 9:15 am	<b>Breakfast</b> 8:00 am - 9:15 am	<b>Breakfast</b> 8:00 am - 9:15 am	
9:00 am					<b>Breakfast &amp; Checkout</b> 8:30 am - 10:00 am
9:30 am		<b>Case Study</b> 9:15 am - 11:00 am	<b>Case Study</b> 9:15 am - 11:00 am	<b>Case Study</b> 9:15 am - 11:00 am	
10:00 am					
10:30 am					<b>Closing Group Session</b> 10:00 am - 12:00 pm
11:00 am					
11:30 am		<b>Personal Ecology</b> 11:00 am - 1:00 pm	<b>Personal Ecology</b> 11:00 am - 1:00 pm	<b>Personal Ecology</b> 11:00 am - 1:00 pm	
12:00 pm					
12:30 pm					<b>Lunch</b> 12:00 pm - 1:00 pm
1:00 pm					
1:30 pm		<b>Lunch</b> 1:00 pm - 2:30 pm	<b>Lunch</b> 1:00 pm - 2:30 pm	<b>Lunch</b> 1:00 pm - 2:30 pm	<b>Depart for Home</b> 1:00 pm - 2:30 pm
2:00 pm					
2:30 pm					
3:00 pm		<b>Workshops</b> 2:30 pm - 4:30 pm	<b>One-on-Ones &amp; Hollyhock Activities</b> 2:30 pm - 6:30 pm	<b>Workshops</b> 2:30 pm - 6:30 pm	
3:30 pm					
4:00 pm					
4:30 pm	<b>Check-In</b> 4:00 pm - 6:30 pm				
5:00 pm		<b>Peer Circles</b> 4:30 pm - 6:30 pm			
5:30 pm					
6:00 pm					
6:30 pm					



7:00 pm	<b>Dinner &amp; Hollyhock Orientation</b>	<b>Dinner</b> 6:30 pm - 8:00 pm	<b>Dinner</b> 6:30 pm - 8:00 pm	<b>Dinner</b> 6:30 pm - 8:00 pm
7:30 pm	6:30 pm - 8:00 pm			
8:00 pm				
8:30 pm	<b>Opening Session</b> 8:00 pm - 10:00 pm	<b>Keynote</b> 8:00 pm - 10:00 pm	<b>Ignite</b> 8:00 pm - 10:00 pm	<b>Keynote</b> 8:00 pm - 10:00 pm
9:00 pm				
9:30 pm				
10:00 pm				
10:30 pm		<b>Evening Gathering</b> 10:00 pm - 12:00 am	<b>Evening Gathering</b> 10:00 pm - 12:00 am	<b>Evening Gathering</b> 10:00 pm - 12:00 am
11:00 pm				
11:30 pm				
12:00 am				

