



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

DATE: Wednesday, February 28, 2018

**TIME: REGULAR SESSION
1:30 PM**

PLACE: BOARD ROOM

175 INGRAM STREET

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

**Joe Barry
Corporate Secretary**



**REGULAR BOARD MEETING AGENDA
WEDNESDAY, FEBRUARY 28, 2018
1:30 PM - CVRD BOARD ROOM**

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1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Board Meeting of February 14, 2018	1
Recommendation That the minutes of the Regular Board meeting of February 14, 2018 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>PUBLIC INPUT PERIOD</u>	
5. <u>DELEGATIONS</u>	
D1 Judy Stafford, Executive Director, Cowichan Green Community Re: 2017 Year in Review	13
D2 Bruce Mason, President, Ladysmith Little Theatre Society Re: Overview of the Ladysmith Little Theatre Society	15
6. <u>REPORT OF THE CHAIRPERSON</u>	
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C1 Correspondence from Councillor Colin Plant, Chair, District of Saanich Traffic Safety Commission & Capital Regional District Director Re: Point to Point Malahat Speed Enforcement Campaign	17
C2 Correspondence from Karen Berezcki, Administrator, Board of Trustees, Shawnigan Improvement District Re: Request for Resolution of Support for Crown Land Tenure Application	19
C3 Correspondence from the Cowichan Valley Amateur Radio Society Re: Request for Lease of Property at Bings Creek Complex for Operations Base	23

C4 Correspondence from Dr. Bruce Fraser, President, Shawnigan Basin Society 33
Re: Funding Change

8. **INFORMATION**

9. **COMMITTEE/COMMISSION REPORTS**

CR1 Report and Recommendations of the Electoral Area Services Committee 35
Meeting of February 21, 2018 - Director Morrison

Recommendation

1. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to the Saanich Inlet Protection Society to support its Roundtable Forum Event on March 17, 2018.

2. 1. That 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. That the expenditures from the Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment;

3. That 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. That the expenditures from the Function 466 – Recreation Cobble Hill 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.

3. 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 Fund (CWF) gas tax reserves to \$35,982 for completion of new sewer treatment plant.
2. That Function 801 – Brulette Place Sewer System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

4. 1. That the 2018 Budget for Function 815 -

Arbutus Ridge Sewer System be amended to:

1. Increase capital engineering structures by \$297,404;
2. Increase Municipal Finance Authority (MFA) long term borrowing of \$225,000;
3. Increase transfer from capital reserves of \$61,202; and
4. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$11,202 for contribution to new sewer treatment plant and disposal field.

(Note: The above recommendation #4 has been amended from the original resolution passed by the Committee upon advice from the Finance Division).

5. 1. 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 Community Works Fund (CWF) gas tax reserves of \$75,000 for completion of a metering project.

2. That Function 604 – Lambourn Estates Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

6. 1. 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 Community Works Fund (CWF) gas tax reserves of \$26,000 for contribution to a water treatment and storage project.

7. 1. That the 2018 Budget for Function 640 - Saltair Water System be amended to:

1. Increase capital engineering structures by \$535,535;
2. Increase Community Works Fund (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. 1. 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. 1. 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 Community Works Fund (CWF) gas tax reserve of \$38,310 for completion of a well upgrade.

10. 1. 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.

2. That Function 680 - Shawnigan Lake North Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

11. That the Director for Electoral Area B – Shawnigan Lake be authorized to attend training at the Social Change Institute, Tools, Connections & Leadership Workshop on June 20-24, 2018, at a cost of \$1,476 plus travel.

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

12. 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.

CR2 Report and Recommendations of the Regional Services Committee meeting of February 28, 2018 - Director Iannidinaro

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- Recommendation**
1. 1. That the 2018 Budget for Function 280 – Regional Parks be amended to:
 1. Increase transfer from federal conditional grants by \$33,435; and
 2. Increase consulting services by \$33,435.

 2. That the 2018 Budget for Function 520 – Solid Waste Management Complex be amended to:
 1. Increase transfer from federal conditional grant revenue by \$11,015; and
 2. Increase Asset Management Expenses by \$11,015.

 3. That the 2018 Budget for Function 571 – Asset Management be amended to:
 1. Increase transfer from federal conditional grant revenue by \$141,000;
 2. Increase transfer from provincial conditional grant revenue by \$15,000;
 3. Increase training expenses by \$4,500;
 4. Increase consulting services by \$141,500; and
 5. Increase wages by \$10,000.

 4. That Function 280 – Regional Parks, Function 520 – Solid Waste Management Complex, and Function 571 – Asset Management Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

 2. 1. That short-term borrowing of up to \$175,000 be approved for purchase of a replacement loader at the Bings Creek Solid Waste Management Complex, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and

 2. That short-term borrowing of up to \$50,000 be approved for the purchase of a pickup truck for solid waste operations, to be paid back over five years as per the

Liabilities under Agreement Section 175 of the *Community Charter*.

3. 1. That the Tourism Cowichan Society be approved \$15,888 from the Tourism Operating Reserve for destination marketing activities.

2. That Function 123 – Regional Tourism 2018 Budget be amended to increase Transfer from Operating Reserve by \$15,888 and increase Grant to Organization by \$15,888.

3. That Function 123 – Regional Tourism 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.

4. That the Cowichan Valley Regional District is authorized to borrow from, and incur other obligations to, BMO with respect to the Bank of Montreal's Commercial Card Program.

5. That the Cowichan Valley Regional District join the Community Benefit Hub to advance Strategic Procurement as a founding member.

6. 1. That the 2018 Cowichan Valley Regional Hospital District (CVRHD) budget as presented be forwarded to the Hospital Board for consideration.

2. That up to \$5,220,000 in expenditures be approved as the CVRHD's contribution to the capital cost of building a new hospice facility, with funds to come from the capital reserve fund.

3. That \$2,960,000 of unallocated contingency funds be used to cover the CVRHD's 40% share of the 2018 Major Capital Projects.

10. DIRECTOR REPORTS

11. STAFF REPORTS

SR1	Staff Report from the Legislative Services Division Re: Chief Election Officer and Deputy Chief Election Officer Appointments	41
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Recommendation

1. That Kathleen Harrison be appointed Chief Election Officer for the 2018 General Local Election.
2. That Shannon Carlow be appointed Deputy Chief Election Officer for the 2018 General Local Election.

- SR2 Staff Report from the Human Resources Division Re: *Income Tax Act* Changes Impacting Elected Officials in 2019 43

Recommendation For information.

12. PUBLIC HEARINGS

- PH1 Public Hearing Report, Minutes and Exhibits Re: "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018" and "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018" 51

Recommendation Public Hearing Report, Minutes and Exhibits Re: "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018" and "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018", be received.

13. BYLAWS

- B1 "CVRD Bylaw No. 4181 – North Oyster Fire Protection Service Amendment (Requisition Limit Increase) Bylaw, 2018", be adopted. 63
- B2 "CVRD Bylaw No. 4188 - Five Year Financial Plan (2018 - 2022) Amendment Bylaw, 2018", be granted 1st, 2nd and 3rd reading. 65

14. BYLAWS - ELECTORAL AREA DIRECTORS

- BEA1 "CVRD Bylaw No. 4154 - Electoral Areas A & C - South Cowichan Zoning Amendment Bylaw (PID: 024-611-859), 2017", be adopted. 83
- BEA2 "CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018", be granted 3rd reading. 85
- CVRD Bylaw No. 4170 - South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018", be adopted.
- BEA3 "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018", be granted 3rd reading. 91
- "CVRD Bylaw No. 4171 - Electoral Area B - Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018", be adopted.

15. RESOLUTIONS

16. UNFINISHED BUSINESS

17. NOTICE OF MOTION

18. NEW BUSINESS

NB1 Report from Director Morrison Re: 2018 Regional Grant-in-Aid Program 95

19. QUESTION PERIOD

20. CLOSED SESSION

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

CS M1 - Closed Session Minutes of February 14, 2018

CS CR1 - Closed Session Cowichan 2018 BC Summer Games Nominating Subcommittee Report Re: Appointments {Sub (1)(a)}

CS SR1 - Verbal Report from the Chief Administrative Officer Re: Employee Relations {Sub (1)(c)}

CS RES1 - Electoral Area F - Cowichan Lake South/Skutz Falls Re: Parks and Recreation Commission Appointment {Sub (1)(a)}

21. ADJOURNMENT

The next Regular Board meeting will be held Wednesday, March 14, 2018 at 6:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, February 14, 2018 at 6:30 PM.

PRESENT Chair J. Lefebure
Director S. Acton
Director M. Clement
Director B. Day
Director K. Davis
Director M. Dorey
Director L. Iannidinardo
Director S. Jackson
Director K. Kuhn
Director M. Marcotte
Director K. Marsh
Director I. Morrison
Director A. Nicholson
Director A. Stone
Director T. Walker

ALSO PRESENT B. Carruthers, Chief Administrative Officer
J. Barry, Corporate Secretary
M. Kueber, General Manager, Corporate Services
J. Elzinga, General Manager, Community Services
R. Blackwell, General Manager, Land Use Services
R. Conway, Manager, Building Inspection & Bylaw Enforcement
C. Cowan, Manager, Public Safety
B. Farquhar, Manager, Parks & Trails
S. Carlow, Legislative Assistant

APPROVAL OF AGENDA

18-73 It was moved and seconded that the agenda be amended with the addition of one New Business items:

NB1 Verbal Request from Director Nicholson Re: Meeting Schedule for Adjudication of 2018 Regional Grant-in-Aid Applications; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Board Meeting of January 24, 2018

18-74 It was moved and seconded that the minutes of the Regular Board meeting of January 24, 2018 be adopted.

MOTION CARRIED

M2 Special Board Meeting of February 2, 2018

18-75 It was moved and seconded that the minutes of the Special Board meeting of February 2, 2018 be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

(Item BA1 revised from agenda listing and recommendation)

BA1 Report and Recommendations of the Electoral Area Services Committee Meeting of January 17, 2018 Re: Rescind Board Resolution No. 18-35.5

18-76 It was moved and seconded:

1. That Resolution No. 18-35.5 be rescinded.

MOTION CARRIED

18-77 It was moved and seconded:

2. That a maximum of \$250,000 in short term borrowing for the purpose of Ingram Street 1st floor building renovations be approved and that the loan be paid back over five years pursuant to Liabilities under Agreements Section 175 of the *Community Charter*.

MOTION CARRIED

18-78 It was moved and seconded:

3. That the 2018 Budget for Function 325 – Community Planning be amended to increase Capital – Building Improvements by \$100,000 and increase Debt Proceeds by \$100,000.
4. That the 2018 Budget for Function 320 – Enforcement and Inspection be amended to increase Capital – Building Improvements by \$50,000 and increase Debt Proceeds by \$50,000.
5. That the 2018 Budget for Function 279 – Parks and Trails be amended to increase Capital – Building Improvements by \$50,000 and increase Debt Proceeds by \$50,000.
6. That the Ingram Street 1st floor building renovation project be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

DELEGATIONS

D1 Silvia Fraser, Representing Mesachie Lake Citizens Re: The Future of the Mesachie Lake Volunteer Fire Department

Dr. Brenda Bernhardt and Kevin Fraser provided an overview of their concerns regarding the Mesachie Lake Volunteer Fire Department and recent personnel changes, for information.

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Kerry Park Recreation Centre Commission meeting of January 16, 2018

18-79 It was moved and seconded:

1. That the 2018 Budget for Function 411 – Kerry Park Recreation Centre be amended as follows:

- 1. Increase Capital Furniture, Fixtures and Equipment by \$75,000;**
- 2. Increase Capital Building Improvements by \$229,910;**
- 3. Increase Capital Parks Infrastructure by \$40,000;**
- 4. Increase Capital Land Improvements by \$46,200;**
- 5. Increase Miscellaneous Equipment by \$13,000;**
- 6. Increase Consultants by \$25,000;**
- 7. Increase Repair and Maintenance by \$15,000;**
- 8. Increase Contingency by \$30,000;**
- 9. Increase Transfer from Capital Reserves by \$158,110;**
- 10. Increase Transfer from Gas Tax Reserves by \$135,000;**
- 11. Increase MFA Short Term Borrowing by \$98,000; and**
- 12. Increase Transfer from Operating Reserves by \$83,000.**

2. That Function 411 – Kerry Park Recreation Centre 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

CR2 Report and Recommendations of the Shawnigan Lake Community Centre Commission meeting of January 29, 2018

18-80 It was moved and seconded:

1. That the 2018 Budget for Function 464 – Shawnigan Lake Community Centre be amended as follows:

- 1. Increase Capital Furniture, Fixtures and Equipment by \$50,000;**
- 2. Increase Capital Building Improvements by \$55,000;**
- 3. Increase Land Improvements by \$21,675;**
- 4. Increase Transfer from Capital Reserves by \$80,000;**
- 5. Increase Transfer from Surplus by \$25,000; and**
- 6. Increase Transfer from Gas Tax Funding by \$21,675.**

2. That Function 464 – Shawnigan Lake Community Centre 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

MOTION CARRIED

CR3 Report and Recommendations of the Electoral Area Services Committee Meeting of February 7, 2018

18-81 It was moved and seconded:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. 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.
12. 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**18-82**

It was moved and seconded:

13.
 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.
14.
 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**18-83**

It was moved and seconded:

15.
 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.

Opposed: Director L. Iannidinaro

MOTION CARRIED

18-84 It was moved and seconded that Item 16 (Application No. 01-I-16RS (PID: 000-222-348) be referred back to staff for discussion with the applicant regarding possible options for moving forward with the application.

Opposed: Director Nicholson, Director Acton, Director Iannidinaro,
and Director Davis

MOTION CARRIED

CR4 Report and Recommendations of the Island Savings Centre Commission Meeting of February 8, 2018

18-85 It was moved and seconded:

1. That a maximum of \$510,000 in short term borrowing for Function 426 – Cowichan Performing Arts Centre 2018 Budget be approved for the purpose of Equipment Replacement, and that the loan be paid back over five years pursuant to Liabilities under Agreements Section 175 of the *Community Charter*.
2. That the 2018 Budget for Function 420 ISC – Events & Services budget be amended as follows:
 1. Increase R&M Buildings General expenditure by \$7,500;
 2. Increase Wages CUPE expenditure by \$19,250;
 3. Increase Benefits expenditure by \$5,390; and
 4. Reduce Building Improvements Capital expenditure by \$32,140.
3. That the 2018 Budget for Function 423 ISC – Arena budget be amended as follows:
 1. Increase R&M Ice Plant expenditure by \$17,500;
 2. Increase Wages CUPE expenditure by \$16,170;
 3. Increase Benefits expenditure by \$4,528; and
 4. Increase Requisition by \$38,198.

Director Acton was absent during the vote.

MOTION CARRIED

CR5 Report and Recommendations of the Transit Committee meeting of February 14, 2018

18-86 It was moved and seconded:

1. That the renewal of the Contract for Services Agreement with the Cowichan Seniors Community Foundation to provide supported transportation services for seniors for an additional year commencing April 1, 2018, for the annual fee of \$20,000 be approved.
2. That transit fares for the Cowichan Valley conventional and handyDART systems, as outlined in Table 1 of the Facilities & Transit Division's February 6, 2018 staff report, be implemented

effective July 1, 2018.

- 3. That transit fares for the Cowichan Valley commuter system, as outlined in Table 2 of the Facilities & Transit Division’s February 6, 2018 staff report, be implemented effective July 1, 2018.

Director Acton was absent during the vote.

MOTION CARRIED

CR6 Report and Recommendations of the Corporate Services Committee meeting of February 14, 2018

18-87 It was moved and seconded that the 2017 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the Community Planning Division Re: Referral of Capital Regional District Bylaw No. 4017, Regional Growth Strategy

18-88 It was moved and seconded that the Capital Regional District (CRD) be advised that as per Section 436(4) of the *Local Government Act*, the CVRD accepts CRD Bylaw No. 4017, cited as "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016".

MOTION CARRIED

SR2 Staff Report from the Development Services Division Re: Rezoning Application No. 02-F-08RS (Official Community Plan Amendment Bylaw No. 4163 and Zoning Amendment Bylaw No. 4164 – Pebbles West) was received, for information.

BYLAWS

B1
18-89 It was moved and seconded that "CVRD Bylaw No. 4175 - Mesachie Lake Sewerage Special Service Area Capital Reserve Fund Expenditure (Treatment and Collection Upgrades - \$40,000), Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B1
18-90 It was moved and seconded that "CVRD Bylaw No. 4175 - Mesachie Lake Sewerage Special Service Area Capital Reserve Fund Expenditure (Treatment and Collection Upgrades - \$40,000), Bylaw, 2018", be adopted.

MOTION CARRIED

**B2
18-91** It was moved and seconded that "CVRD Bylaw No. 4176 - Arbutus Ridge Water System Capital Reserve Fund Expenditure (Distribution Upgrades - \$50,000), Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B2
18-92** It was moved and seconded that "CVRD Bylaw No. 4176 - Arbutus Ridge Water System Capital Reserve Fund Expenditure (Distribution Upgrades - \$50,000), Bylaw, 2018", be adopted.

MOTION CARRIED

**B3
18-93** It was moved and seconded that "CVRD Bylaw No. 4177 - Twin Cedars Sewer System Capital Reserve Fund Expenditure (Collection Upgrades - \$70,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B3
18-94** It was moved and seconded that "CVRD Bylaw No. 4177 - Twin Cedars Sewer System Capital Reserve Fund Expenditure (Collection Upgrades - \$70,000) Bylaw, 2018", be adopted.

MOTION CARRIED

**B4
18-95** It was moved and seconded that "CVRD Bylaw No. 4179 - Regional Park Land Dedication (PID 006-409-989) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B5
18-96** It was moved and seconded that "CVRD Bylaw No. 4181 – North Oyster Fire Protection Service Amendment (Requisition Limit Increase) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B6
18-97** It was moved and seconded that "CVRD Bylaw No. 4182 - Solid Waste Management Facilities Reserve Fund Expenditure (Bings Creek Replacement Loader - \$75,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B6
18-98** It was moved and seconded that "CVRD Bylaw No. 4182 - Solid Waste Management Facilities Reserve Fund Expenditure (Bings Creek Replacement Loader - \$75,000) Bylaw, 2018", be adopted.

MOTION CARRIED

**B7
18-99** It was moved and seconded that "CVRD Bylaw No. 4184 – Electoral Area E Community Parks Capital Reserve Fund Expenditure (Currie Park Washroom - \$25,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B7
18-100** It was moved and seconded that "CVRD Bylaw No. 4184 – Electoral Area E Community Parks Capital Reserve Fund Expenditure (Currie Park Washroom - \$25,000) Bylaw, 2018", be adopted.

MOTION CARRIED

**B8
18-101** It was moved and seconded that "CVRD Bylaw No. 4185 – Electoral Area F Community Parks Capital Reserve Fund Expenditure (Central Park Playground Equipment - \$28,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B8
18-102** It was moved and seconded that "CVRD Bylaw No. 4185 – Electoral Area F Community Parks Capital Reserve Fund Expenditure (Central Park Playground Equipment - \$28,000) Bylaw, 2018", be adopted.

MOTION CARRIED

**B9
18-103** It was moved and seconded that "CVRD Bylaw No. 4186 – Regional Park Reserve Fund Expenditure (Office Renovations - \$25,000) Bylaw, 2018", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B9
18-104** It was moved and seconded that "CVRD Bylaw No. 4186 – Regional Park Reserve Fund Expenditure (Office Renovations - \$25,000) Bylaw, 2018", be adopted.

MOTION CARRIED

BYLAWS - ELECTORAL AREA DIRECTORS

**BEA1
18-105** It was moved and seconded that "CVRD Bylaw No. 4163 - Electoral Area F - Cowichan Lake South/Skutz Falls Official Community Plan Amendment Bylaw (Pebbles West), 2017", be granted 3rd reading.

Opposed: Director Nicholson

MOTION CARRIED

**BEA2
18-106** It was moved and seconded that "CVRD Bylaw No. 4164 - Electoral Area F - Cowichan Lake South/Skutz Falls Zoning Amendment Bylaw (Pebbles West), 2017", be granted 3rd reading.

Opposed: Director Nicholson

MOTION CARRIED

NEW BUSINESS

NB1 Verbal Request from Director Nicholson Re: Meeting Schedule for Adjudication of 2018 Regional Grant-in-Aid Applications

Director Nicholson requested that the 2018 proposals for Regional Grant-in-Aid be reviewed at a Regional Services Committee meeting separate from the regularly scheduled committee meeting.

18-107 It was moved and seconded that adjudication of the Regional Grant-in-Aid 2018 proposals be held at a stand-alone meeting of the Regional Services Committee.

MOTION CARRIED

CLOSED SESSION

18-108 It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(e) Regional Parkland Acquisition (2 Items); (1)(g) Litigation; (1)(c) Employee Relations; (1)(i) Legal Opinion; and the adoption of the Closed Session Regular Board minutes of January 24, 2018, and the Closed Session Special Board minutes of February 2, 2018.
7:38 PM

MOTION CARRIED

RISE FROM CLOSED SESSION

18-117 It was moved and seconded that the Board rise with report on Items CSCR3, CSSR1 (legal opinion from Stewart McDannold Stuart attached to the February 14, 2018 Open Session Regular Board agenda under Item CSSR2), and return to the Open portion of the meeting.

MOTION CARRIED

18-113 It was moved and seconded:

1. That the proposed restructure of the Finance Division, as presented in Debra Oakman's Finance Division Review report dated January 31, 2018, be approved.
2. That the 2018 Budget be amended by increasing wages and benefits in Function 100 (General Government) by \$70,000, and increasing transfer from Operating Reserves by \$70,000.

MOTION CARRIED

ADJOURNMENT

18-118 It was moved and seconded that the meeting be adjourned.
8:10 PM

MOTION CARRIED

The meeting adjourned at 8:10 PM.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Monday, January 29, 2018 1:39:25 PM

Regular Board Meeting

Request to Appear as a Delegation at the Board

Board meetings start at 6:30 p.m. on the second Wednesday and at 1:30 p.m. on the fourth Wednesday of the month. Please note the correct time for the meeting you have applied to attend.

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

Meeting Date	2/28/2018
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Contact Information

Contact Name	Judy Stafford
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Representing	Cowichan Green Community
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Number Attending	1
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Address	360 Duncan Street
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City	Duncan
------	--------

Province	BC
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Postal Code	V9L 3W4
-------------	---------

Telephone Number	250-748-8506
------------------	--------------

Reply Email	judy_l_stafford@yahoo.ca
-------------	--

Presentation Topic and Nature of Request	Cowichan Green Community would like to present their 2017 Year in Review video presentation
--	---

Do you have a PowerPoint presentation?	No
--	----

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

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Tuesday, January 23, 2018 3:13:35 PM

Regular Board Meeting

Request to Appear as a Delegation at the Board

Board meetings start at 6:30 p.m. on the second Wednesday and at 1:30 p.m. on the fourth Wednesday of the month. Please note the correct time for the meeting you have applied to attend.

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

Meeting Date	2/28/2018
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Contact Information

Contact Name	Bruce Mason
--------------	-------------

Representing	Ladysmith Little Theatre Society
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Number Attending	2
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Address	4985 Christie Road
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City	Ladysmith
------	-----------

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

Postal Code	V9G 1J3
-------------	---------

Telephone Number	250-245-4397
------------------	--------------

Reply Email	butchdog@shaw.ca
-------------	--

Presentation Topic and Nature of Request	Overview of the Ladysmith Little Theatre Society, including start up and building purchase.
--	---

Do you have a PowerPoint presentation?	Yes
--	-----

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

February 12, 2018, at 5:37 PM, Colin Plant <cplant@crd.bc.ca>:

Hello Chair Lefebure and Mr. Carruthers,

My name is Colin Plant and I am the Chair of the CRD Traffic Safety Commission (TSC). I am also a Saanich Councillor and a Director on the CRD Board.

This email is intended to provide you an update on the CRD Traffic Safety Commission's work on encouraging the province to undertake a pilot project of Point to Point speed enforcement campaign on the Malahat highway.

The CRD Board Chair and CAO met this past fall with Minister Farnworth to discuss the matter. Minister Eby was unable to attend the meeting. The Minister indicated that he wanted to hear from the public on the concept and to that end we have prepared a public campaign inviting people to email Minister Farnworth to share their perspective.

Advertisements on radio, television and on social media (Facebook, Twitter) will be appearing from February 16th to March 1st. People will be encouraged to visit the TSC website, watch a video explaining the concept and then email Minister Farnworth. The website is not currently directing to the new material but will as of Thursday AM. Our website is <http://www.crdtrafficsafety.ca> or <http://www.crdtrafficsafety.com>

Given your board passed a motion expressing support at its meeting August 23, 2017, "That the Cowichan Valley Regional District supports enhanced speed enforcement on the Malahat Highway, including investigating the use of interval speed cameras," we wanted to keep you updated on the topic.

If you have any questions please feel free to reach out to me.

Sincerely,

Colin Plant
Saanich Councillor / CRD Director

Shawnigan Improvement District

Post Office Box 3 * Shawnigan Lake, BC * V0R 2W0

February 2, 2018

MR. JOE BARRY, Corporate Secretary
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

via email: jbarry@cvrld.bc.ca

original will not follow in mail unless requested

Dear Mr. Barry:

RE: CVRD Board Meeting Agenda Item Request
February 14, 2018 at 6:30 p.m. or February 28, 2018 at 1:30 p.m.

As recommended by FrontCounter BC, the Board of Trustees of the Shawnigan Improvement District is seeking support by way of resolution of the CVRD Board of Directors, to endorse SID's Crown Land Tenure Application.

Essentially, the Board of Trustees is proposing to move from an existing Licence of Occupation to a Crown Grant, specific to the land currently occupied by the Shawnigan Lake Fire Station located at 2560 West Shawnigan Lake Road, Shawnigan Lake, BC.

A Management Summary is attached for the CVRD Board's information.

Please confirm the meeting date and time that this matter will be placed on the CVRD Board meeting agenda.

Representatives from Shawnigan Improvement District plan to attend the CVRD Board meeting, and will be available to respond to questions from the Board, as may be required.

Should you have any questions or require further information, please do not hesitate to contact the undersigned at 250.743.1118.

Yours truly,

BOARD OF TRUSTEES, SHAWNIGAN IMPROVEMENT DISTRICT

per: 

Karen Bereczki
Administrator

att.

cc: Sierra Acton, Director Area B
via email: sacton@cvrld.bc.ca



Shawnigan Improvement District

Move from Licence of Occupation to Crown Grant for the “Land” currently occupied by a Fire Station

Management Summary

Regulatory Summary

Shawnigan Improvement District (SID), was incorporated by the Province of British Columbia under the *Water Act* by Letters Patent issued on October 27, 1950. Improvement Districts now operate under the authority of the *Local Government Act*, having certain powers as granted by the legislation, and in some circumstances are subject to direction by the Ministry of Municipal Affairs and Housing.

The object of SID is the provision of fire protection, and the acquisition, maintenance, and operation of works, buildings, and equipment for that purpose, and all things incidental thereto. Since 1950, a group of committed and dedicated volunteers have worked together to protect the lives and property of their neighbours. Through the vision of the SID Trustees, fire protection has kept pace with the growth of the area.

A Fire Station has occupied the specified “Land” since 1990. On August 31, 2000, Shawnigan Improvement District was granted Licence of Occupation of the “Land” for firehall and related uses purposes. The “Land” has been used for stated purposes since the original 1990 commencement date.

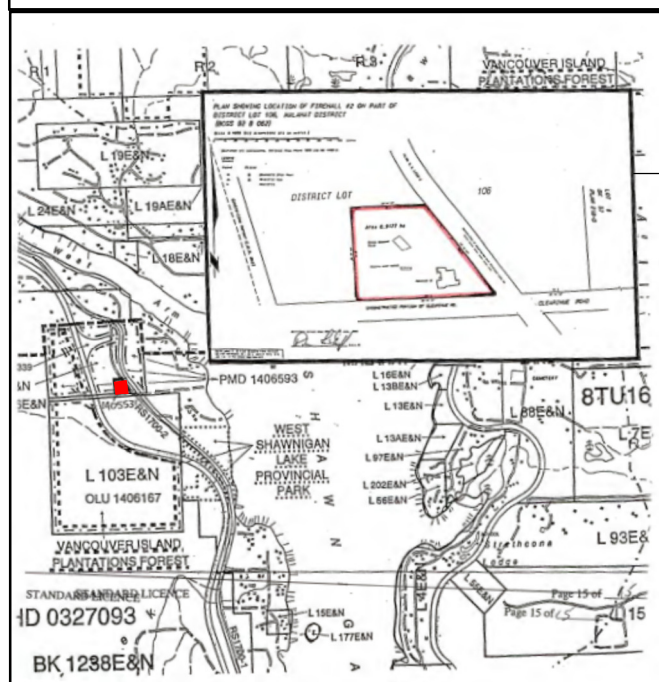
Pursuant to Licence of Occupation No. 107784, Article 2.2, August 31, 2020 marks the 20th anniversary, and the termination date, of the current agreement.

Given the public safety aspect related to the services provided from the Fire Station, moving from Licence of Occupation to Crown Grant is a matter of due diligence. Accordingly, on August 7, 2017, the Board of Trustees of the Shawnigan Improvement District resolved to make application for a Sponsored Crown Grant for the “Land” currently occupied by the Fire Station.



Existing Fire Station currently occupying the “Land”

Legal Description Schedule of Licence of Occupation 107784
“that part of District Lot 106 E&N, Malahat District, shown outlined on sketch, containing 0.9177 hectares more or less.”



Context | Management Summary

The Fire Station is optimally located within the boundaries of the Shawnigan Improvement District, comprising a tax assessment roll of approximately 3,600 individual properties, or pursuant to 2016 census statistics, 8,558 residents and 3,655 dwellings within an area of 30,605 hectares.

The Volunteer Fire Department provides first responder medical services, fire suppression, auto extrication, fire prevention, fire and emergency management education, and confined space rescue services to the taxpayers of the Improvement District.

The move from Licence of Occupation to Crown Grant for the "Land" currently occupied by the Fire Station is proposed in the public interest; ensuring ongoing, uninterrupted delivery of essential services. The importance of this Fire Station cannot be overstated.

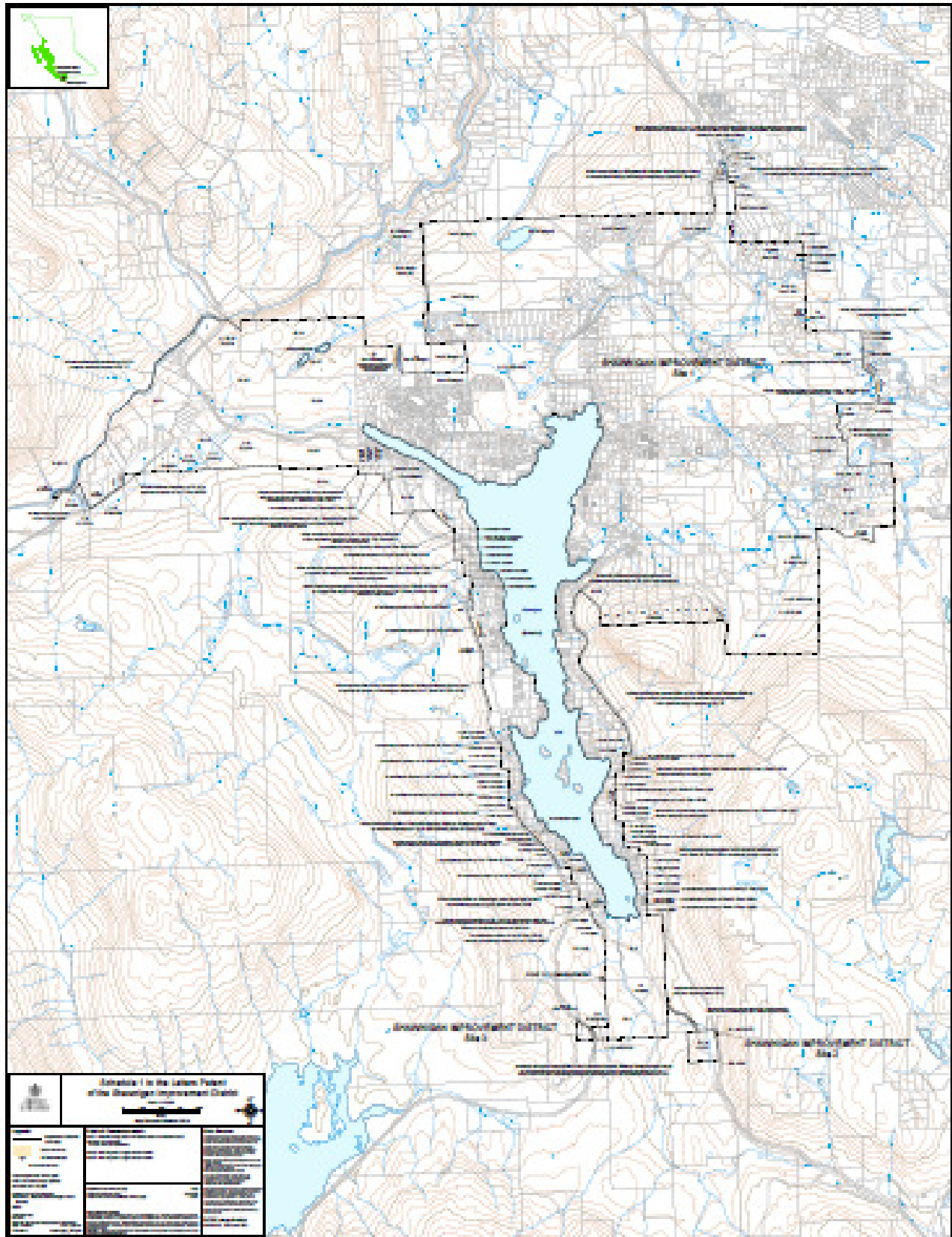


Vegetation Management

Effectively managing vegetation can help reduce the risk of property damage and wildfire.

Accordingly, the proposed tenure also calls for permission to remove timber within the area adjacent to the Fire Station building. Works would be focussed on: 1) hazard abatement respective to dangerous trees that could fall on the Fire Station building, equipment or personnel; and 2) preventative Fire Smart measures.

Shawnigan Improvement District Boundaries





P.O. Box 95, Duncan, British Columbia, V9L 3X1

Cowichan Valley Regional District
Board of Directors

25 January 2018

The Cowichan Valley Amateur Radio Society (CVARS) would like to locate a base of operations adjacent to the new CVRD Emergency Operations Centre (EOC) within the confines of the Bings Creek Complex. In order to do so, CVARS need the support of the CVRD Board of Directors to secure long-term access in the form of a lease for a plot of land within the Complex. If such an arrangement were negotiated, CVARS would be in a position to fundraise for the development of a covered warehouse facility for storage and maintenance of the Society's equipment.

CVARS feels that it would be beneficial to both CVRD and CVARS for our assets to be co-located at Bings Creek:

- CVARS owns a mobile self-contained Command, Control and Communications (C³) *facility* that can be deployed anywhere in various configurations and staffed by appropriate people;
- EOC & Emergency Social Services (ESS) augmentation with an embedded, well-equipped field kitchen for supporting up to 125 people;
- Search and Rescue Communications support;
- CVRD Emergency Communications Team augmentation; and
- Community Auxiliary Communications support.

CVARS offers CVRD the following:

- Redundancy in support of existing fitted communications infrastructure;
- Flexibility of response in any given situation with equipment and training in many disciplines, not just communications; and
- Scalability of response to any given situation due to common training with the CVRD Emergency Communications Team (ECT).



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Such a facility, when used in conjunction to the CVRD planned upgrades to the site, will:

- Provide a communications hub for all types of Amateur Radio services in the CVRD and on Vancouver Island;
- Provide CVRD direct access to CVARS's equipment in times of need;
- Provide secure storage for the Society's equipment, both fixed and mobile;
- Provide a training area for members and public to learn, train and maintain current skills; and
- Provide maintenance facilities for the Society's assets.

We envision fulfilling this by:

- Establishing a 25^m x 50^m secure compound (size is approximate);
- Using a combination of 40-foot sea containers and a commercially available trussed roof design to build a large enough shelter to house the Society's equipment;
- Depending on fundraising, a permanent structure would be preferable and provide better security.

The Board and members of the Cowichan Valley Amateur Radio Society are looking forward to your support in this undertaking and to the enhancements that such an arrangement will deliver to CVARS and CVRD's ability to provide communications services for the community.

Steven Bradshaw
President,
Cowichan Valley Amateur Radio Society.



CVARS mobile equipment January 2018



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Who We Are in the Community

The Cowichan Valley Amateur Radio Society (CVARS) is a non-profit registered Society' #892118449 in British Columbia. The Society is operated entirely by volunteers mostly residing in the Cowichan Valley. CVARS currently has 97 voting members in good standing with 10 members on the Board of Directors.

The purpose of the Society is in part to:

- To provide training in amateur radio operations, assist interested persons in obtaining required Certificates and licenses issued by Innovation, Science and Economic Development Canada and to instruct them in procedures and methods of operating in times of declared civil emergency;
- To provide radio communications operators and related equipment necessary for the operation of an Amateur Radio Emergency Service in support of volunteers with Federal, Provincial, Regional or Local Authorities.
- To provide radio communications services to fulfil requests by non-profit community and/or charitable organizations in support of their activities.
- To raise funds in support of the above purposes.

To accomplish this, the Society provides a program of volunteer auxiliary communications services to the residents of the Cowichan Valley. The equipment that is owned and operated by CVARS is used in all of the events served.

The Cowichan Valley is a large geographical area. It is comprised of nine electoral areas and four municipalities. With a population of over 80,000 residents it covers a land area of 3,473 square kilometres.

CVARS has constructed three communications trailers capable of assisting agencies in response to local disaster or emergency situations when requested. Disasters or emergencies of this nature could include flood, wildfire, Search and Rescue or earthquake. The trailers are each custom built for their intended purposes. The primary communications unit has three work stations as well as the electronic equipment racks. This unit also houses the kitchen and washroom facilities.

The Logistics trailer has one work station and carries the ancillary equipment needed for a field operation.

The Tower trailer supports a manually raised tower for larger antennas and two repeaters for use in the field. The three trailers are designed to work together as a unit, however if necessary can be operated independently.



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These units also serve as a base of operations for CVARS when supporting any event in the community. With the exception of gas fittings, these units were completely designed and fitted by volunteers. The trailers are currently towed by a Society owned truck and vehicles of opportunity. These are large four wheel drive vehicles and are substantial enough to tow trailers of this size. This method relies on the volunteers with these capabilities to be available for towing when the need arises.

The Society operates a high mountain repeater system located on Mount Brenton that serves as a vital link to many areas in the Cowichan Valley that may not be connected by other means. Some of the repeaters there are connected to the Island Trunk System which is a series of repeaters linking most of Vancouver Island and can be accessed from as far away as Seattle. CVARS also owns and maintains a repeater located in the Cowichan District Hospital. In the event of an emergency in a remote location the trailer units and the repeater systems can form a valuable communication network back to the populated communities.

CVARS currently assists the Cowichan and Ladysmith Search & Rescue organizations with their radio communications and real time tracking to both free up SAR volunteers from base camp radio operations allowing them to be in the field searching and to ensure their safety while on task. This is accomplished by CVARS supplementing the SAR group's capabilities with personnel and equipment for the particular tasking. Some of this equipment is the same type as that in use by SAR and adds to the quantity as required and some is solely used by CVARS.

The tasks commonly performed by CVARS during a Search and Rescue incident are logistical in nature. These tasks are fulfilled as requested at the time by the SAR group and include but are not limited to:

- Setting up and maintaining a computer network between command and support structures onsite;
- Setting up and maintaining a radio logging system for SAR records and completing the log information in real time;
- Setting up and maintaining a real time networked on-screen tracking system of SAR teams in the field using amateur radio technology;
- Maintaining the dispersion and accountability of the groups portable assets issued to teams; and
- Setting up and operating a communications system for voice and data from the field site back to a mainstream community.



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Assistance to the Search and Rescue organizations is done on a Mutual Aid basis through Emergency Management British Columbia (EMBC). CVARS and additional SAR organizations are part of that system. All participating CVARS members are Public Safety Lifeline Volunteers with EMBC. When the need for CVARS assistance is identified by the SAR group, EMBC approves the response and CVARS is called out by the SAR group. CVARS verifies the authorization to respond with EMBC and deploys its members and assets. EMBC provides a task number as well as workers compensation coverage and reimbursement of volunteer expenses. No wages or salaries are provided.

CVARS can assist the Cowichan Valley Regional District (CVRD) in the event of a need for additional communications capabilities following a local disaster. Many members of CVARS are part of the CVRD Emergency Communications Team (ECT). These members respond to requests from the CVRD with any CVARS asset that is needed.



The same assistance is provided to other Regional Districts through EMBC via the mutual aid system. An example of this is Exercise Coastal Response in 2016 located in Port Alberni. This was a response exercise designed on an Earthquake and Tsunami scenario that devastated Port Alberni.

CVARS was tasked to respond with major assets and 12 personnel for 5 days to support the Alberni Clayoquot Regional District in their response.

CVARS also participated in a 7-day mutual aid deployment to assist in the Fay Hanson search in the fall of 2017.

Most CVARS members live in the Cowichan Valley and many have established stations in their homes to supplement communications throughout the community in the event of a civic need.

Other community events such as the Mount Tzouhalem Gutbuster race, Ladysmith Festival of Lights, Ladysmith Wine Run, Swiftsure Yacht Race, MS Bike Tour, and Lake to Lake Marathon are supported by CVARS by way of





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providing safety communications for the events. Our participation in these events follows a request for assistance from the event organizers. For these events, CVARS will deploy a base unit and a number of volunteers and equipment to be stationed at defined points around the event. Their role is to provide a link back to event management if a safety situation arises affecting those in the field. For the Swiftsure Yacht Race CVARS assists the Victoria organizations by providing a critical data link at the Sombrio Point relay site.

The Society conducts a number of Basic Amateur Radio training courses each year. The courses, provided to the public and organizations including HEMBC, have been at no cost to the participant. Many of these participants go on to become communications volunteers. Having residents trained in this capacity strengthens the community and is invaluable in a time of need.

Additional training is provided to members to enhance their capabilities during a tasking. These courses are specialized to particular areas of need for enhanced knowledge of subject matter. Examples of this type of training that are conducted each year are:

- *Search and Rescue Orientation.* Training of members to be familiar with SAR operations. This ensures a good understanding of what SAR members do and how they operate in the field. When CVARS members work with SAR, they must have a good working knowledge of SAR competencies procedures. .
- *Winlink (RMS) Express.* This is training in the setup and use of the Winlink Express software and radio combination system for the passage of data traffic via radio..
- *SARTrack.* This is training in the setup and use of the SARTrack Incident Management software. This software is used during SAR work as well as other tasking's where people and equipment are deployed in the field. This course is hosted by both the CVRD and CVARS.
- *National Traffic System.* This is training on a formal message handling system. The NTS is recognized around the world as a standard method of sending formal voice traffic. This system ensures the accuracy and tracking of formal messages from the originator to the recipient.
- *Basic SAR Communications.* This is brief training targeted at SAR members who are not training radio operators. It provides basic radio operations and protocol instruction to the students.
- *Advanced Amateur Radio Certification.* This training assists students in learning the advanced Amateur Radio theory required by the regulator to obtain an advanced endorsement.
- *Emergency Communications Team (ECT).* These are a variety of specialized courses provided by the CVRD to ECT members. The courses cover aspects of Emergency Communications



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used in the Cowichan Valley Regional District. A number of CVARS members are part of the ECT and receive this training.

These include:

- ECT Connectors
- ECT Standards
- ECT Planning
- ICS 100
- ECT Radio Mobile
- ECT Social Media.

CVARS usually provides three or four Basic Amateur Radio courses to the community each year, bringing an average of 35 new amateur operators into the Vancouver Island area. In 2017, fifty-eight new amateur operators passed the courses.

CVARS provides Public Awareness on the benefits of Amateur Radio in Communities through participation in events such as the Cowichan Exhibition, Emergency Preparedness Fair, CVRD Earthquake Preparedness Display and the ARRL Field Day weekend. Participation in these events is purposed to display Amateur Radio, its capabilities and availability to the community to the general public.

The following statistics provide a quick overview of CVARS activity.

Event	Previous Year	This Year to Date	Additional Planned by Year End
Basic Ham Courses	7	1	5
New Hams from courses	51	7	35
SAR Incidents	6	0	
Exercises	3	1	3
Total Exercise hours	113	6	100
Specialized courses hosted by CVARS	4	1	5
Courses hosted outside of CVARS	10	2	6
Total Hours of Members as Students	519	200	400
Total CVARS Instructor hours	555	296	200
Public Awareness Event Hours	142	0	120
Equipment Maintenance hours	326	47	300
Operational events hours	1532	137	800
Club Events Hours	39	0	30



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Canada's Amateur Radio Magazine La Revue des Radioamateurs Canadiens

JANUARY / FEBRUARY – JANVIER / FÉVRIER 2018

In this issue:
RAC Canada Day
Contest 2017 Results



Cowichan Valley Amateur Radio Society's Search and Rescue Efforts



Publications Mail Agreement # 40026482 Registration # 09566



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Portable communication GO-Kits that were constructed by the Society and placed at a number of locations around the region are available to licensed users in the event of an emergency or civil distress. CVARS has 8 of these units in operation.



Portable Grab & Go Kit

CVARS relies solely on member contributions, donations and occasional grants to fund its operation in providing communications assistance to these community activities.

The contribution CVARS makes to the community is of significant benefit to the residents of the Cowichan Valley. When a disaster occurs in any community, the importance of amateur radio has shown to be substantial. Over 80,000 residents will benefit in our geographical area alone. The value of services provided by CVARS is clearly demonstrated to us by requests for involvement that we receive from the CVRD, EMBC, and other organizations.

Mayor John Lefebure
Chair
Cowichan Valley Regional District

February 19, 2018

Dear John,

On January 10, 2018 the following motion was passed by the CVRD Board:

By-Laws

18-22 It was moved and seconded that the 2018 budget for Function 488 – Shawnigan Basin Society be amended to decrease the requisition by \$49, 958, increase Grants to Organization by \$41, and to increase the Contribution from 3rd Party by \$50,000.

Motion Carried

It was presented by the Shawnigan Area Director as a “housekeeping item” and duly passed without question or debate. As it happens, the result is anything but mere housekeeping.

First: The changes were not discussed in advance with the Basin Society, nor was notification of the issue coming before the Board, nor was the Society informed after the vote was concluded. This means that none of the implications were capable of being brought forward to the Area Director or the Board in time to be considered.

Second: The Society found out about the action a little over a month later through a casual conversation and still has no formal notification from the Area Director or the Board regarding the conclusion or any reasons as to why it was put forward.

Third: The SBS Board of Directors is not in favour of allocating money from the Partridge amenity contributions to the administrative functions of the Society when the funds should more properly be used, as originally intended, to fund acquisition of sensitive lands within the Shawnigan Watershed. Function 488, originally passed by AAP in Area B, provided the SBS with the capacity to maintain a visible office presence in the centre of Shawnigan Village for public communication and display of the scientific and mapping materials relevant to its main purpose of watershed planning. A portion of funds also went to complete the ecological study, to study foreshore conditions, to conduct foreshore restoration pilots and to survey the incidence of milfoil. It also provided the leverage necessary in applying for external project funds related to watershed planning and foreshore restoration, most of which do not provide overhead support. In the case of the major grant from the Real Estate Foundation for our ecological study of the upland forests of the basin, the locally voted tax support was a crucial deciding factor. The SBS also supported the Koksilah Watershed group with their efforts to conduct an ecological analysis of their basin as the tax levy included Area B residents in that drainage.

Fourth: The ongoing nature of the tax allocation to Function 488 enables the Society to make continuing commitments to our landlord for office space and utilities, and to our part time Executive Director for her modest salary. A one-time grant from an amenity contribution removes this certainty and will result in loss of our ability to commit to the office facility and our staff.

Fifth: Function 488 is important to the Society not just for its financial support. In effect, it conveys a formal relationship with the Regional District in our collaborative efforts to promote effective source watershed planning and conservation. This relationship is critically important to the reception and credibility of Society efforts with the public, major forest land owners within the basin, senior governments and potential donors just as it is for the Cowichan Watershed Board.

I understand completely the prerogative of the CVRD Board to decide on all budget matters and specifically to allocate available funds to its list of functions. Moving the tax allocation to zero and substituting a one-time grant from a source that is not acceptable to the Society effectively defunds the Basin Society immediately and for the future as further tax funding of the function cannot be guaranteed.

On the eve of a referendum to establish a welcome regional water function that is to include support to local groups engaged in watershed conservation, it is ironic that the Board would effectively vote to eliminate the one that is active in Shawnigan. I don't believe that the Board members invited to pass a "housekeeping" motion had any idea of the implications and would ask that the Board reconsider the motion with a full understanding of its results. I would be happy to attend a Board meeting to answer any questions on this matter or on the watershed work of the Society. Current initiatives of the SBS are detailed on its website shawniganwater.org and the longer-term perspective is extensively outlined in the book "Saving Water: Stewardship of the Shawnigan Community Watershed" authored by Kelly, Brock and Chase Musselwhite and myself.

The Basin Society will be required to deal with this at its AGM on March 6, 2018. Motions will have to be entertained to return the grant funds to the CVRD for their rightful purpose of land acquisition, minus shut down obligations made necessary by the lack of notice, to eliminate office and staffing costs and to retire the Society. I believe it would be better for all parties for this to be made unnecessary.

Sincerely,

Dr. Bruce Fraser
President
Shawnigan Basin Society



**ELECTORAL AREA SERVICES COMMITTEE REPORT
OF MEETING HELD FEBRUARY 21, 2018**

DATE: February 22, 2018

To: Board of Directors

1. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to the Saanich Inlet Protection Society to support its Roundtable Forum Event on March 17, 2018.
2.
 1. That 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. That the expenditures from the Function 469 – Cowichan Station Association – Area E 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment;
 3. That 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. That the expenditures from the Function 466 – Recreation Cobble Hill 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.
3.
 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 Fund (CWF) gas tax reserves to \$35,982 for completion of new sewer treatment plant.
 2. That Function 801 – Brulette Place Sewer System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
4.
 1. That the 2018 Budget for Function 815 - Arbutus Ridge Sewer System be amended to:
 1. Increase capital engineering structures by \$297,404;
 2. Increase Municipal Finance Authority (MFA) long term borrowing of \$225,000;
 3. Increase transfer from capital reserves of \$61,202; and
 4. Increase transfer from Community Works Fund (CWF) gas tax reserves of \$11,202 for contribution to new sewer treatment plant and disposal field.

(Note: The above recommendation #4 has been amended from the original resolution passed by the Committee upon advice from the Finance Division).

5.
 1. 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 Community Works Fund (CWF) gas tax reserves of \$75,000 for completion of a metering project.
2. That Function 604 – Lambourn Estates Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
6. 1. 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 Community Works Fund (CWF) gas tax reserves of \$26,000 for contribution to a water treatment and storage project.
7. 1. That the 2018 Budget for Function 640 - Saltair Water System be amended to:
 1. Increase capital engineering structures by \$535,535;
 2. Increase Community Works Fund (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. 1. 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. 1. 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 Community Works Fund (CWF) gas tax reserve of \$38,310 for completion of a well upgrade.
10. 1. 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.
 2. That Function 680 - Shawnigan Lake North Water System 2018 Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
11. That the Director for Electoral Area B – Shawnigan Lake be authorized to attend training at the Social Change Institute, Tools, Connections & Leadership Workshop on June 20-24, 2018, at a cost of \$1,476 plus travel.

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

12. 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.



**REGIONAL SERVICES COMMITTEE REPORT
OF MEETING HELD FEBRUARY 28, 2018**

DATE: February 28, 2018

To: Chairperson and Directors of the Board

Your Regional Services Committee reports and recommends as follows:

1. 1. That the 2018 Budget for Function 280 – Regional Parks be amended to:
 1. Increase transfer from federal conditional grants by \$33,435; and
 2. Increase consulting services by \$33,435.
2. That the 2018 Budget for Function 520 – Solid Waste Management Complex be amended to:
 1. Increase transfer from federal conditional grant revenue by \$11,015; and
 2. Increase Asset Management Expenses by \$11,015.
3. That the 2018 Budget for Function 571 – Asset Management be amended to:
 1. Increase transfer from federal conditional grant revenue by \$141,000;
 2. Increase transfer from provincial conditional grant revenue by \$15,000;
 3. Increase training expenses by \$4,500;
 4. Increase consulting services by \$141,500; and
 5. Increase wages by \$10,000.
4. That Function 280 – Regional Parks, Function 520 – Solid Waste Management Complex, and Function 571 – Asset Management Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.
2. 1. That short-term borrowing of up to \$175,000 be approved for purchase of a replacement loader at the Bings Creek Solid Waste Management Complex, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*, and
 2. That short-term borrowing of up to \$50,000 be approved for the purchase of a pickup truck for solid waste operations, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.
3. 1. That the Tourism Cowichan Society be approved \$15,888 from the Tourism Operating Reserve for destination marketing activities.
 2. That Function 123 – Regional Tourism 2018 Budget be amended to increase Transfer from Operating Reserve by \$15,888 and increase Grant to Organization by \$15,888.
 3. That Function 123 – Regional Tourism 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.

4. That the Cowichan Valley Regional District is authorized to borrow from, and incur other obligations to, BMO with respect to the Bank of Montreal's Commercial Card Program.
5. That the Cowichan Valley Regional District join the Community Benefit Hub to advance Strategic Procurement as a founding member.
6.
 1. That the 2018 Cowichan Valley Regional Hospital District (CVRHD) budget as presented be forwarded to the Hospital Board for consideration.
 2. That up to \$5,220,000 in expenditures be approved as the CVRHD's contribution to the capital cost of building a new hospice facility, with funds to come from the capital reserve fund.
 3. That \$2,960,000 of unallocated contingency funds be used to cover the CVRHD's 40% share of the 2018 Major Capital Projects.



STAFF REPORT TO THE BOARD

DATE OF REPORT February 20, 2018
MEETING TYPE & DATE Board Meeting of February 28, 2018
FROM: Legislative Services Division
 Corporate Services Department
SUBJECT: Chief Election Officer and Deputy Chief Election Officer Appointments
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to appoint a Chief Election Officer and Deputy Chief Election Officer for the 2018 General Local Election.

RECOMMENDED RESOLUTION

1. That Kathleen Harrison be appointed Chief Election Officer for the 2018 General Local Election.
2. That Shannon Carlow be appointed Deputy Chief Election Officer for the 2018 General Local Election.

BACKGROUND

The 2018 General Local Election for each of the nine electoral areas will be held this upcoming October with voting days on Wednesday October 10, Tuesday October 16, and Saturday October 20.

ANALYSIS

As per Section 58(1) of the *Local Government Act*, the Board is required to appoint a Chief Election Officer and Deputy Chief Election Officer. Since planning and preparation for the fall elections has already begun, it would be appropriate for the Board to make these appointments at this time.

Following their appointments, the Chief and Deputy Chief Election Officers will begin working in earnest on the technical and logistical complexity which is involved when conducting ten separate elections (nine electoral areas and one Islands Trust trustee area) and any assent voting. Assisting the Officers with specific details later this summer and fall will be a staff working team consisting of employees who are specialists in communications, finance, IT and GIS. This election team will result in a strong focus on key areas that are essential in conducting multiple elections.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

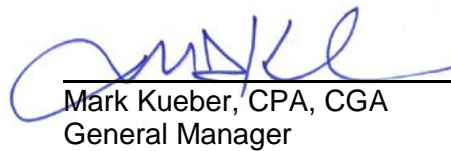
Prepared by:

Reviewed by:



Joe Barry
Corporate Secretary

Not Applicable
Not Applicable



Mark Kueber, CPA, CGA
General Manager

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

Chief Administrative Officer's Comments / Concurrence



Brian Carruthers
Chief Administrative Officer

ATTACHMENTS:



STAFF REPORT TO THE BOARD

DATE OF REPORT February 20, 2018

MEETING TYPE & DATE Board Meeting of February 28, 2018

FROM: Human Resources Division
Corporate Services Department

SUBJECT: *Income Tax Act* Changes Impacting Elected Officials in 2019

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the Board with information regarding changes to the taxation of elected officials' income that will take effect in 2019.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

At least as far back as 1979 (possibly earlier), the bylaw governing elected official remuneration at the CVRD has included the language;

“One third (1/3) of the annual remuneration shall be considered as an allowance for expenses incidental to the discharge of the Director’s duties of office”.

(For your reference, Attachment A is an updated remuneration schedule, which includes the adjustment to remuneration resulting from the CUPE Local 358 contract settlement.)

For as long as the bylaw has been adopted, Canada’s *Income Tax Act* has allowed for the one third (1/3) expense allowance for elected officials to be non-taxable. To qualify, the expense allowance had to be “non-accountable”, meaning defined broadly and not requiring individual supporting receipts for each expense. Both the CVRD bylaw and the *Income Tax Act* do not specify what the nature of the expenses are – they may include travel, meals, accommodation – but are not restricted to those.

There are some provisions in the *Income Tax Act* for what happens when the expense allowance represents more than 50% of an elected official’s remuneration, whereby the amount over 50% is included as taxable income, but since the CVRD has only ever had the language above, it does not apply.

In addition to the one third (1/3) of Directors’ remuneration that is considered an expense allowance, Directors have also always been able to claim their “accountable expenses”. Currently they are covered by two policies; the Business Expenses Policy and the Car Allowance for Elected Officials Policy, which provides additional expense reimbursement for mileage when using a personal vehicle, accommodation, air travel, meals and incidentals, and taxis. These policies are included for your information as Attachments B and C. (In fact, per diems for meals are technically not “accountable expenses” in the Business Expenses Policy).

In 2017, the federal government announced that beginning in 2019, non-accountable expense allowances in elected officials’ remuneration (i.e. one-third of CVRD Director’s remuneration) would be subject to income tax. The reason given was that ordinary taxpaying Canadians who incur non-accountable expenses (i.e. not claimable from their employer with a receipt) in the course of their

employment, do not have the benefit of claiming those expenses as non-taxed income and so the ability of elected officials to do so represented an unfair benefit.

ANALYSIS

Given that the amount of income tax is unique to their situation, it is impossible for the CVRD to know the financial impact of this change for each Director. Using 2018 figures, the range of impact is between \$33.75 and \$187.61 per pay period.

This table gives an example of the impact based on the basic tax brackets and using 2018 tax rates and expense allowance amounts.

Position	2018 Annual Expense Allowance Portion of Remuneration	15% on the first \$46,605	20.5% \$46,605-\$93,208	26% \$93,208-\$144,489	29% \$144,489-\$205,842	33% on income over \$205,842
Board Chair	\$ 14,781.69	\$ 2,217.25	\$ 3,030.25	\$ 3,843.24	\$ 4,286.69	\$ 4,877.96
Municipal Director	\$ 5,850.74	\$ 877.61	\$ 1,199.40	\$ 1,521.19	\$ 1,696.71	\$ 1,930.74
EA Director	\$ 10,228.17	\$ 1,534.22	\$ 2,096.77	\$ 2,659.32	\$ 2,966.17	\$ 3,375.30

This legislation change will be administered by payroll beginning in 2019, at which point Directors may notice a change to their net income.

FINANCIAL CONSIDERATIONS

This legislative change has no significant financial impacts for the CVRD.

COMMUNICATION CONSIDERATIONS

This report for the Board's information represents the extent of the communication planned on this change. After elections in the fall of 2018, we can redistribute this report otherwise communicate to the new Board before the first pay period of 2019.

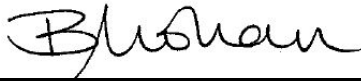
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Referred to (upon completion):

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

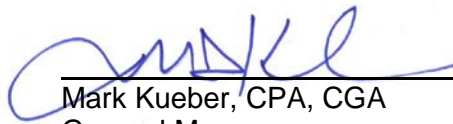
Prepared by:

Reviewed by:



Barbra Mohan, MBA, CPHR
Manager

Not Applicable
Not Applicable



Mark Kueber, CPA, CGA
General Manager

Reviewed for Form and Content and Approved for Submission to the Board:
Chief Administrative Officer's Comments / Concurrence



Brian Carruthers
Chief Administrative Officer

ATTACHMENTS:

- Attachment A – CVRD Remuneration Schedule for Elected Officials
- Attachment B – Business Expenses Policy
- Attachment C – Car Allowance for Elected Officials Policy

		YEAR	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	BIWEEKLY
Municipal	1.99%	01-Jan-17	11473.17	5736.58	17209.75	\$661.91
	1.99%	01-Jan-18	11701.48	5850.74	17552.22	\$675.09
	1.99%	01-Jan-19	17901.51	0.00	17901.51	\$688.52
	1.99%	01-Jan-20	18257.75	0.00	18257.75	\$702.22
Electoral	1.99%	01-Jan-17	20057.19	10028.60	30085.79	\$1,157.15
	1.99%	01-Jan-18	20456.33	10228.17	30684.50	\$1,180.17
	1.99%	01-Jan-19	31295.12	0.00	31295.12	\$1,203.66
	1.99%	01-Jan-20	31917.89	0.00	31917.89	\$1,227.61
Chair	1.99%	01-Jan-17	28986.57	14493.27	43479.85	\$1,672.30
	1.99%	01-Jan-18	29563.40	14781.69	44345.10	\$1,705.58
	1.99%	01-Jan-19	27326.05+		0.00	\$0.00
	1.99%	01-Jan-20	27869.84+		0.00	\$0.00

This amount differs because the bylaw reads that starting Jan 1, 2015 the director will get \$25,000 plus the remuneration for either the Electoral or Municipal remuneration.

In 2017 and 2018 the chair was municipal

ALTERNATE DIRECTOR

		YEAR	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
1.99%		01-Jan-17	85.31	42.65	\$127.96
1.99%		01-Jan-18	87.01	43.50	\$130.51
1.99%		01-Jan-19	133.11	0.00	\$133.11
1.99%		01-Jan-20	135.76	0.00	\$135.76

TREATY ADVISORY

		YEAR	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
1.99%		01-Jan-17	197.91	98.95	\$296.86
1.99%		01-Jan-18	201.85	100.92	\$302.77
1.99%		01-Jan-19	\$308.80	0.00	\$308.80
1.99%		01-Jan-20	\$314.95	0.00	\$314.95



BUSINESS EXPENSES POLICY

Applicability: All CVRD

Effective Date: June 13, 2012

PURPOSE:

To establish a policy regarding reimbursement for business expenses.

POLICY:

You will be reimbursed for legitimate business expenses that you incur in the course of performing your job. When spending the CVRD's money, we urge you to think about it as your own, and please use moderation.

1. Mileage
 - a. If you are required to use your vehicle on approved CVRD business, you will be reimbursed for business mileage at the current cents-per-kilometre rate.
 - b. Reimbursement will be at the current rate established and updated by the Canada Revenue Agency, and deemed to be a reasonable non-taxable allowance. [CVRD Mileage Claim Form](#)
 - c. Reimbursement will not include the distance for your normal commute, i.e. the distance you normally drive each way between your residence and your workplace.
2. Accommodation
 - a. We will reimburse you for a standard room plus tax for out-of-town travel.
 - b. We will not cover personal purchases, such as mini-bar items, room service, movies, haircuts, and other personal services while you are away.
 - c. If you choose to stay at a relative's or friend's house to minimize costs, the CVRD will provide you with \$35.00 per night.
3. Air travel
 - a. CVRD employees are required to fly economy class for business travel.
4. Meal, Gratuity, and Incidental Expenses
 - a. If you are required to travel overnight, you will receive up to \$75.00 per diem for expenses not covered by your event. Meal, gratuity, and incidental per diems are as follows:
 - i. Breakfast \$15.00
 - ii. Lunch \$20.00
 - iii. Dinner \$25.00
 - iv. Incidental (if staying overnight) \$15.00

- b. Per diems for travel to Metro Vancouver, Victoria, Whistler, Kelowna, and outside B.C. will be up to \$100.00, as follows:
 - i. Breakfast \$20.00
 - ii. Lunch \$25.00
 - iii. Dinner \$35.00
 - iv. Incidental (if staying overnight) \$20.00
 - c. If a meal is included as a part of the training or conference you are attending, then you cannot claim for the meal as outlined above.
- 5. Taxis
 - a. You will be reimbursed for actual taxi costs (including a 10-15% tip) incurred while you are conducting work-related activities.
 - b. Expenses must be supported by original and legible receipts.
- 6. Other Allowable Expenses
 - a. You are allowed meal expenses when deemed necessary, such as when you are meeting with existing or prospective employees, customers, contractors, or business partners of the CVRD.
 - b. These expenses require prior approval from your Manager.
 - c. Expenses must be supported by original and legible receipts.
- 7. Expense Reports
 - a. It is important for you to submit all expense reports on the [CVRD Expense Claim Form](#) as incurred or at least on a monthly basis. Your expense reports must be signed by your Manager and forwarded to the Finance Division. Expenses must be supported by original and legible receipts, except those for which no receipt is available (e.g., tips, metered parking, coin-operated photocopiers) or per diem expenses. You must itemize these expenses separately.
 - b. To assist with your expense reports, consider the following guidelines:
 - i. Mark the details for the expense on the back of each receipt (e.g., name, account number, reason).
 - ii. Keep a supply of expense report forms handy at all times.
 - iii. If you are unsure as to how or what to claim, speak to your Manager.
- 8. Car Allowance for Employees
 - a. In the event that the CVRD requires you to use your own vehicle to the extent that it requires a category increase in automobile insurance premiums, then you will be reimbursed for the additional premium (the difference between the rate for

business use and that for driving to and from work.) Most insurance policies allow for 2000-2500 km of 'business use' per year at no additional cost.

- b.** It is your responsibility to check with your insurance provider regarding what is and is not included, and to determine if additional premiums are required so that you have appropriate insurance coverage.
- 9.** Change in Driver's License Class Required by Job
- a.** If your job requires a change in Class (e.g., driving a truck or bus) to your Driver's License from the standard operating class, the CVRD will reimburse you for the cost of the required medical exam, when supported by appropriate receipts.

Approved by: CVRD Board Approval date: June 13, 2012

CVRD Business Expenses Policy



CAR ALLOWANCE FOR ELECTED OFFICIALS POLICY

Applicability: CVRD Board

Effective Date: June 14, 2006

PURPOSE:

To define the conditions of remuneration in accordance with CVRD Car Allowance Policy, Revision May 26, 2004, for use of private vehicles for business purposes by Directors of the Board.

POLICY:

Any Director or Alternate Director required to use his / her own vehicle for attendance at the following shall be reimbursed at the current mileage rate:

1. any Board or Standing Committee meeting;
2. any Regional District Commission or Advisory Group to which they have been appointed;
3. any Public Hearing to which they are appointed;
4. any special committee or special meeting called by the Board;
5. any non-CVRD Committees or Advisory Groups to which they have been appointed;
6. any business meeting that has received approval by the Board;
7. attendance at UBCM / AVICC conventions or seminars;
8. any conference, seminar, or workshop with prior approval by the Board;
9. any special purpose that has received prior approval by the Board; or
10. any scheduled meetings with CVRD staff.

Submitted claims shall be reviewed by the Administrator or Deputy Administrator. Any dispute shall be taken before the Chairperson of the Board for final decision.

Approved by: CVRD Board Approval date: June 14, 2006



PUBLIC HEARING REPORT

Bylaw Nos. 4170 and 4171

The following is a summary of the proceedings of the Public Hearing to consider Official Community Plan Amendment Bylaw No. 4170 and Zoning Amendment Bylaw No. 4171 (1975 Renfrew Road) - applicable to Electoral Area B – Shawnigan Lake, held on Monday, February 19, 2018, at the Shawnigan Lake Community Centre, in the Lounge, 2804 Shawnigan Lake Road, Shawnigan Lake, BC.

INTRODUCTIONS 7:02 p.m.	Director Sierra Acton, Electoral Area B – Shawnigan Lake opened the meeting at 7:02 p.m. and introduced the Regional Board delegates and CVRD staff present.
HEARING DELEGATES	Director S. Acton, Electoral Area B – Shawnigan Lake, Chair Director K. Davis, Electoral Area A – Mill Bay/Malahat <u>Also Present:</u> Director I. Morrison, Electoral Area F – Cowichan Lake South/Skutz Falls
ABSENT	Director M. Clement, Electoral Area C – Cobble Hill
CVRD STAFF PRESENT	Rachelle Rondeau, Planner II, Development Services Division, Land Use Services Department Jennifer Hughes, Recording Secretary, Land Use Services Department Members of the Public: There were 6 members of the public present.
EXPLANATION OF PROPOSED REZONING APPLICATION & BYLAWS	Ms. Rondeau explained that the Public Hearing had been organized to give the public an opportunity to provide input on proposed changes to South Cowichan Official Community Plan Bylaw No. 3510 and Zoning Bylaw No. 985. Ms. Rondeau displayed a PowerPoint presentation that outlined the subject property and proposed Official Community Plan Amendment Bylaw No. 4170 and Zoning Amendment Bylaw No. 4171, and she stated the following: <ul style="list-style-type: none"> ➤ Rezoning Application was submitted by Shawnigan Lake School to rezone a portion of their property from a residential zone to an institutional zone in order to permit construction of a new student dormitory; ➤ Over the years, Shawnigan Lake School has acquired new parcels of land and consolidated them with the larger parcel, but some of these areas still reflect the former zoning; ➤ In this case, the area proposed for the new dormitory is on the east side of the property, located near Hartl Road; ➤ The property is 106 ha (approximately 262 acres) and most of the area where the school facilities are located is already zoned P-1 (Parks and Institutional); ➤ The area where the new dormitory is proposed is currently zoned R-3 (Urban Residential) and R-6 (Urban-Residential-Mobile Home);

- Proposed zoning is P-1 (Parks and Institutional) which permits a variety of institutional uses; and
- Proposed dormitory will look exactly the same as the existing dormitory.

APPLICANT

Richard Nesbitt, applicant for Shawnigan Lake School, was present and explained Shawnigan Lake School's proposal was to construct a new dormitory in order to have an equal number of residences for both male and female students and that the dormitory would look exactly the same as the existing dormitory. He further advised he would answer any questions the public may have.

**QUESTION and ANSWER SESSION
7:07 p.m. – 7:08 p.m.**

A question and answer session carried out between 7:07 p.m. and 7:08 p.m.

**CALL TO ORDER
7:09 p.m.**

Chair Acton, Electoral Area B – Shawnigan Lake, called the Public Hearing to Order at 7:09 p.m.

Location of the File

Chair Acton stated that the Information Binder was available for review on the back table, along with copies of the proposed Amendment Bylaws. She advised that any letters or submissions which are to be included as part of the Public Hearing record must be received at the front table prior to the close of the Public Hearing. She further advised that all correspondence submitted to the CVRD in response to this Notice will form part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Board or a Committee of the Board. The CVRD considers the author's address relevant to the Board's consideration of this matter and will disclose this personal information. The author's phone number and email address is not relevant and should not be included in the correspondence if the author does not wish this personal information to be disclosed.

EXPLANATION OF PROPOSED BYLAW AMENDMENTS

Ms. Rondeau advised that notice of the Public Hearing was advertised in two consecutive issues of the *Cowichan Valley Citizen* (Friday, February 9, 2018 and Wednesday, February 14, 2018). Letters had also been sent to adjacent owners and occupiers of the property as required by the *Local Government Act*.

The purpose of Official Community Plan Amendment Bylaw No. 4170 and Zoning Amendment Bylaw No. 4171 is to construct a new student dormitory on the property known as Shawnigan Lake School located at 1975 Renfrew Road.

The location of the proposed dormitory is not currently zoned to permit school uses, and the proposed Amendment Bylaws would permit the dormitory to be constructed.

Official Community Plan Amendment Bylaw No. 4170 proposes to amend South Cowichan Official Community Plan Bylaw No. 3510 by redesignating the property from Village Residential to Parks and Institutional. Zoning Amendment Bylaw No. 4171 proposes to amend Electoral Area B – Shawnigan Lake Zoning Bylaw No. 985 by rezoning the property from R-3

(Urban Residential) and R-6 (Urban-Residential-Mobile Home) to P-1 (Parks and Institutional)

The subject property is legally described as Part of Lot 1, Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079).

Ms. Rondeau stated that one item of response had been received at the CVRD office from the date the advertising was placed within the local newspaper (*Cowichan Valley Citizen*) to the opening of the Public Hearing today (February 19, 2018).

Correspondence

The following items are attached to the Minutes as Exhibits:

1. CVRD Power Point Presentation (EXHIBIT 1); and
2. Email dated February 13, 2018, from Robert and Joanna Weston (EXHIBIT 2).

PUBLIC COMMENTS

The Public Hearing was then opened to those members of the public present who deemed themselves affected by the proposed Amendment Bylaws. Chair Acton reminded the public that the Information Binder was available for viewing on the back table along with copies of the proposed Amendment Bylaws, and that all submissions must be received at the head table prior to the close of the Public Hearing.

Russ Robertson

Shawnigan Lake

- Lives on the edge of subject property and fully supports the proposed rezoning application.

Cliff Evans

3109 Filgate Road, Cobble Hill

- Supports the proposed rezoning.

Glen Sanders

2005 Renfrew Road

- Lives immediately south of the Shawnigan Lake School property and they have been a good neighbour of his for the past 40 years.
- Supports the proposed rezoning application.

Sally Davies

Resident of Shawnigan Lake for 42 years.

- Her children and grandchildren have attended Shawnigan Lake School and they have been fantastic neighbours.
- Fully supports the proposed rezoning.

ADJOURNMENT 7:13 p.m.

Chair Acton asked for public comments or submissions three times from the public present regarding Official Community Plan Amendment Bylaw No. 4170 and Zoning Amendment Bylaw No. 4171.


Chair Acton declared the Public Hearing closed at 7:13 p.m.

CERTIFICATION:

We attended the Public Hearing on Monday, February 19, 2018, and hereby certify that this is a fair and accurate report of the Public Hearing.


Director Sierra Acton, Chair

Date Feb. 21, 2018


Director Kerry Davis


Date Feb. 21/2018

ABSENT
Director Matteus Clement

Date _____


Rachelle Rondeau, Planner II

Date February 20, 2018

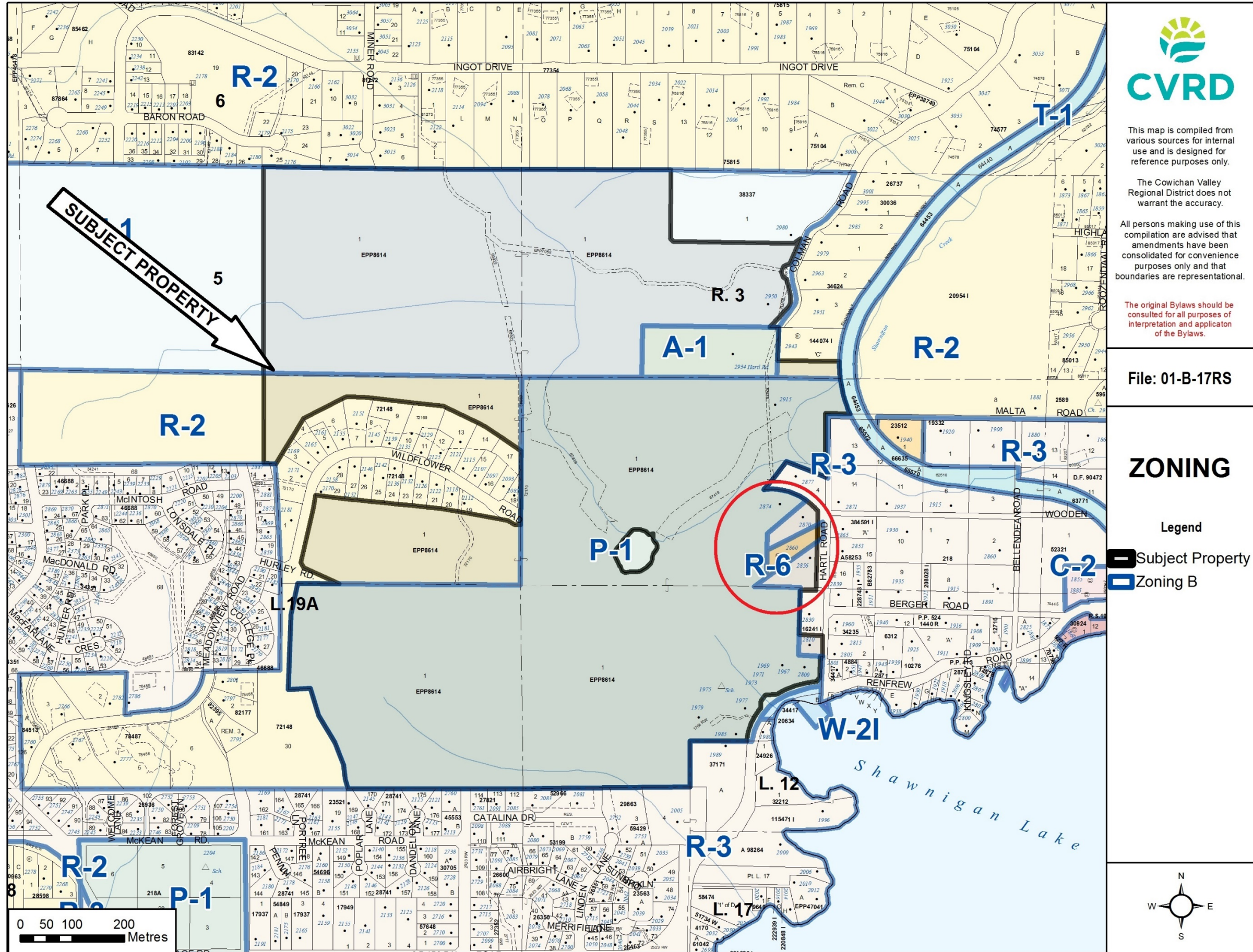

Jennifer Hughes, Recording Secretary

Date February 2018





- Shawnigan Lake School
- Property is 106 ha
- Proposed new student dormitory
- Primary road access from Renfrew Road



Zoning

Mixture of Zoning:

- P-1 (Institutional);
- F-1 (Forestry);
- A-1 (Agriculture);
- R-3 and R-6 (Residential);

Proposed: P-1 (Parks and Institutional)

Current Zoning (R-3 and R-6)	Proposed Zoning (P-1)
<p>Principal Uses:</p> <ul style="list-style-type: none"> • One single family dwelling; • Horticulture; • Home-based business; • Bed and Breakfast • Daycare accessory to a residence; • Small suite or secondary suite. 	<p>Principal Uses:</p> <ul style="list-style-type: none"> • Institution; • Assembly use; • Civic use, transportation facility, airport; • Ecological reserve, public park; • Public botanical garden; • Personal care facility; • Public school, private school including boarding facility.
Accessory Uses	
<ul style="list-style-type: none"> • Accessory buildings. 	<ul style="list-style-type: none"> • Single family dwelling; • Accessory buildings.
Minimum Parcel Size for Subdivision	
<ul style="list-style-type: none"> • 1 ha without community water 	<ul style="list-style-type: none"> • 1 ha without community water



Questions:

Rachelle Rondeau, RPP, Planner II

Development Services Division

Land Use Services

From: [Planning and Development](#)
To: [Rachelle Rondeau](#)
Subject: FW: Zoning Amendment Bylaw No.4171
Date: February 13, 2018 1:09:10 PM

-----Original Message-----

From: Joanna M. Weston [<mailto:peacewoode@gmail.com>]
Sent: February-13-18 12:49 PM
To: Planning and Development <ds@cvr.bc.ca>
Subject: Zoning Amendment Bylaw No.4171

Dear Rachelle Rondeau,

We are writing regarding the Zoning Amendment Bylaw No.4171, 1975 Renfrew Road.

We are very concerned about traffic coming up Hartl or Berger Roads during construction. Hartl Road is narrow and, coming up from Renfrew, very steep and blind at the top. Where Berger Road meets Hartl, a T-junction, the road is steep and visibility to the left very limited.

The increased, heavy, traffic will bring the real risk of accidents and will cause noise pollution for residents, both during construction and afterwards.

Yours sincerely,

Robert and Joanna Weston

--

Joanna M. Weston

<http://www.1960willowtree.wordpress.com>

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COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4181

A Bylaw to Amend CVRD Bylaw No. 1689 – North Oyster Local Service (Fire Protection) Area Establishment Bylaw No. 21, 1995

WHEREAS the Board of the Cowichan Valley Regional District established a Fire Protection Service known as the *North Oyster Local Service (Fire Protection) Area* by Bylaw No. 1689, cited as "CVRD – North Oyster Local Service (Fire Protection) Area Establishment Bylaw No. 21, 1995", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 1689 by increasing the maximum annual requisition limit from \$514,300 (the greater yield of \$0.87999/\$1,000), to the greater yield of \$1.09999/\$1,000 of net taxable value of land and improvements within the service area or \$642,875;

AND WHEREAS the Director for Electoral Area H – North Oyster/Diamond has consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited as "**CVRD Bylaw No. 4181 – North Oyster Fire Protection Service Amendment (Requisition Limit Increase) Bylaw, 2018**".

2. **AMENDMENT**

That CVRD Bylaw No. 1689 be amended by deleting the current tax rate figure of "\$0.87999/\$1,000"; and maximum requisition limit figure of "\$394,340" in Section 7.1 of the Bylaw and replacing them with the figures "\$1.0999/\$1,000"; and "(642,875)" respectively.

READ A FIRST TIME this 14th day of February, 2018.

READ A SECOND TIME this 14th day of February, 2018.

READ A THIRD TIME this 14th day of February, 2018.

ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4188

A Bylaw to Amend the 2018 – 2022 Five Year Financial Plan

WHEREAS the Board of the Cowichan Valley Regional District adopted the 2018 – 2022 five year financial plan pursuant to CVRD Bylaw No. 4172;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to amend the plan;

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4188 - Five Year Financial Plan (2018 – 2022) Amendment Bylaw, 2018**".

2. **AMENDMENT**

That Bylaw No. 4172 be amended as follows:

- a) That Schedule A to Bylaw No. 4172 be deleted and replaced with the Schedule A attached to this Bylaw; and
- b) That Schedule B to Bylaw No. 4172 be deleted and replaced with the Schedule B attached to this Bylaw.

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

SCHEDULE "A"

SUMMARY OF 5 YEAR FINANCIAL PLAN

	<u>2018 - 2022</u>				
	2018	2019	2020	2021	2022
SUMMARY OF REVENUE					
Tax Requisition	\$37,970,405	\$39,264,360	\$40,045,838	\$39,756,448	\$39,916,028
Parcel Taxes	2,498,707	2,599,615	2,651,569	2,743,774	2,781,672
Fees & Charges	10,928,400	11,534,933	11,651,442	11,840,686	11,824,522
Other Revenue	17,899,762	10,235,058	9,978,996	9,835,829	9,705,415
Proceeds of Borrowing	11,457,443	2,410,000	3,505,000	2,632,000	2,535,000
	<u>\$80,754,717</u>	<u>\$66,043,966</u>	<u>\$67,832,845</u>	<u>\$66,808,738</u>	<u>\$66,762,637</u>
Transfers from (to)					
- Special Funds	8,038,963	(\$1,093)	(\$584,960)	(\$1,045,720)	(\$897,496)
- Surplus - Prior Year	2,081,326	-	-	-	-
Total Transfers	<u>\$10,120,289</u>	<u>(\$1,093)</u>	<u>(\$584,960)</u>	<u>(\$1,045,720)</u>	<u>(\$897,496)</u>
TOTAL REVENUE	<u><u>\$90,875,006</u></u>	<u><u>\$66,042,873</u></u>	<u><u>\$67,247,885</u></u>	<u><u>\$65,763,018</u></u>	<u><u>\$65,865,141</u></u>
SUMMARY OF EXPENDITURES					
Debt Principal & Interest					
Short Term	\$2,539,946	\$2,449,765	\$2,114,401	\$1,709,079	\$1,638,374
Long Term	5,047,072	5,086,585	5,280,324	5,259,593	5,269,597
Capital	24,668,014	7,891,519	6,775,151	3,734,000	2,615,000
Other Purposes	58,609,974	50,615,004	53,078,009	55,060,346	56,342,170
Deficit Prior Year	10,000	-	-	-	-
TOTAL EXPENDITURE	<u><u>\$90,875,006</u></u>	<u><u>\$66,042,873</u></u>	<u><u>\$67,247,885</u></u>	<u><u>\$65,763,018</u></u>	<u><u>\$65,865,141</u></u>

FUNCTION:	Funding Sources					Transfer from/(to)							Expenditures										
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Capital	Special Funds From Feasibility	Gas Tax	(To)	Surplus of Prior Year	From Ops Reserve	Total Transfers	Total Revenue	5 year plan revenue	Variance	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
TOTALS	37,970,405	2,498,707	10,928,400	17,899,762	11,457,443	80,754,717	8,038,963	2,994,828	20,000	3,396,927	(992,582)	2,081,326	2,619,790	10,120,289	90,875,006			2,539,946	5,047,072	24,668,014	58,609,974	10,000	90,875,006

**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2019)

SCHEDULE "B"

FUNCTION:	Funding Sources					Transfer from/(to)					Expenditures				
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year
General Government	2,377,000			228,500		2,605,500			-	2,605,500		35,000	2,570,500		2,605,500
Community Health Network				-		-			-	-			-		-
V. I. Regional Library	1,922,311					1,922,311			-	1,922,311			1,922,311		1,922,311
Homelessness						-			-	-			-		-
H.R. / I.T. / M.I.A./G.I.S.				2,177,352		2,177,352	12,000		12,000	2,189,352	32,855		2,156,497		2,189,352
Malahat Transit	299,063		337,350	10,000		646,413			-	646,413			646,413		646,413
Transit	2,474,441		600,638	105,000		3,180,079			-	3,180,079			3,180,079		3,180,079
911	1,020,313					1,020,313	(50,000)		(50,000)	970,313			970,313		970,313
Grants-in-Aid	141,000					141,000			-	141,000			141,000		141,000
Economic Development	476,000			50,000		526,000			-	526,000			526,000		526,000
Regional Tourism	120,000					120,000			-	120,000			120,000		120,000
Electoral Feasibility Studies	20,000					20,000			-	20,000			20,000		20,000
Environmental Initiatives	600,000			313,000		913,000			-	913,000			913,000		913,000
Municipalities - M.F.A. Debt				3,270,687		3,270,687			-	3,270,687		3,270,687	-		3,270,687
Parks, Recreation, Culture & Facilities				497,426		497,426			-	497,426			497,426		497,426
Administration Building				920,652		920,652			-	920,652	52,916	154,753	712,983		920,652
Emergency Planning	793,549		27,845			821,394			-	821,394			821,394		821,394
Community Parks	1,877,804		3,000	22,536		1,903,340	14,543		14,543	1,917,883	357,487	236,350	1,324,046		1,917,883
Electoral Area Services	908,923					908,923			-	908,923			908,923		908,923
Parks & Trails	857,586					857,586			-	857,586	23,886		833,700		857,586
Regional Parks	1,191,233					1,191,233			-	1,191,233		1,004,317	186,916		1,191,233
Bright Angel Park	62,500		5,000			67,500			-	67,500			67,500		67,500
South Cowichan Community Parks	62,500					62,500			-	62,500			62,500		62,500
Regional Parkland Acquisition	865,000					865,000	750,000		750,000	1,615,000	742,327		872,673		1,615,000
Municipal Control	56,253					56,253			-	56,253			56,253		56,253
Enforcement & Inspection	534,280			650,000		1,184,280			-	1,184,280			1,184,280		1,184,280
Community Planning	2,369,119					2,369,119			-	2,369,119			2,369,119		2,369,119
North Oyster Fire Protection	448,976		94,633			543,609	(100,812)		(100,812)	442,797	168,764		274,033		442,797
Mesachie Lake Fire Protection	47,382			6,000		53,382	(1,300)		(1,300)	52,082			52,082		52,082
Lake Cowichan Fire Protection	286,717					286,717			-	286,717			286,717		286,717
Saltair Fire Protection	191,193					191,193			-	191,193			191,193		191,193
Sahtlam Fire Protection	244,907			1,935		246,842	40,000		40,000	286,842	38,991	16,678	40,000	191,173	286,842
Malahat Fire Protection	189,312		52,621			241,933			-	241,933		21,582	200,351		241,933
Eagle Heights Fire Protection	203,603					203,603			-	203,603			203,603		203,603
Honeymoon Bay Fire Protection	188,469					188,469	50,000		50,000	238,469			238,469		238,469
Youbou Fire Protection	185,992					185,992			-	185,992		50,000	135,992		185,992
Arts and Culture	130,000					130,000			-	130,000			130,000		130,000
Cowichan Lake Recreation	2,595,636		450,000	545,000		3,590,636	(50,000)		(50,000)	3,540,636	93,259	477,957	545,000	2,424,420	3,540,636
Kerry Park Recreation	2,888,582		840,000			3,728,582			-	3,728,582	395,585	92,212	215,000	3,025,785	3,728,582
Kerry Park Aquatic Service	100,000					100,000			-	100,000			100,000		100,000
Island Savings Centre	5,232,465		1,787,798	485,920		7,506,183	(468,000)		(468,000)	7,038,183	108,023	135,606	770,000	6,024,554	7,038,183
Island Savings Centre Theatre Loan						-			-	-			-		-
Theatre Grant - Area A	41,821					41,821			-	41,821			41,821		41,821
Theatre Grant - Area B	67,813					67,813			-	67,813			67,813		67,813
Theatre Grant - Area C	78,987					78,987			-	78,987			78,987		78,987
Theatre Grant N. Cowichan	136,710					136,710			-	136,710			136,710		136,710
Theatre Grant - Ladysmith	51,835					51,835			-	51,835			51,835		51,835
Cowichan Sportsplex - Area A	15,984					15,984			-	15,984			15,984		15,984
Cowichan Sportsplex - Area C	15,266					15,266			-	15,266			15,266		15,266
Cowichan Sportsplex - Area D	9,467					9,467			-	9,467			9,467		9,467
Cowichan Sportsplex - Area E	11,422					11,422			-	11,422			11,422		11,422
Recreation Mill Bay	10,000					10,000			-	10,000			10,000		10,000
Recreation Glenora	8,454					8,454			-	8,454			8,454		8,454
Recreation Saltair	82,272					82,272			-	82,272	36,272		46,000		82,272
Victim Services West	12,500					12,500			-	12,500			12,500		12,500

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**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2019)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Cowichan Lake Activity Centre	55,105					55,105			-	55,105				55,105		55,105
Victim Services	80,000					80,000			-	80,000				80,000		80,000
Recreation N. Oyster	94,474					94,474			-	94,474				94,474		94,474
Cowichan Aquatic Centre - Area E	27,405					27,405			-	27,405				27,405		27,405
Cowichan Wooden Boat Society	13,600					13,600			-	13,600				13,600		13,600
Shawnigan Lake Community Centre	745,575		522,500	24,000		1,292,075			-	1,292,075	36,315		260,000	995,760		1,292,075
Cobble Hill Historical Society	15,000					15,000			-	15,000				15,000		15,000
Cobble Hill Hall	18,000					18,000			-	18,000				18,000		18,000
Shawnigan Lake Historical Society	17,015					17,015			-	17,015				17,015		17,015
Cowichan Station Area Association Area E	21,524					21,524			-	21,524				21,524		21,524
Frank Jameson Centre	40,000					40,000			-	40,000				40,000		40,000
Senior Centre Grant	17,506					17,506			-	17,506				17,506		17,506
Kaatza Society	30,000					30,000			-	30,000				30,000		30,000
Mill Bay/Malahat Historical Society	10,000					10,000			-	10,000				10,000		10,000
Cowichan Station Association Area B	5,000					5,000			-	5,000				5,000		5,000
Cowichan Aquatic Centre - Area I	4,913					4,913			-	4,913				4,913		4,913
Cowichan Aquatic Centre - Area F	4,913					4,913			-	4,913				4,913		4,913
Shawnigan Basin Society	50,000					50,000			-	50,000				50,000		50,000
Nature and Habitat - Area I				200		200			-	200				200		200
Thetis Island Wharf		9,000				9,000			-	9,000				9,000		9,000
Thetis Island Boat Launch		1,000				1,000			-	1,000				1,000		1,000
Cowichan Lake Water Protection				800		800			-	800				800		800
Safer Futures	27,575					27,575			-	27,575				27,575		27,575
Regional Planning	50,983					50,983			-	50,983				50,983		50,983
North Cowichan Community Policing	60,019					60,019			-	60,019				60,019		60,019
Cowichan Community Policing	125,375					125,375			-	125,375				125,375		125,375
Cowichan Valley Hospice Society	61,000					61,000			-	61,000				61,000		61,000
Engineering Services - Administration				310,000		310,000			-	310,000			50,000	260,000		310,000
Engineering Services - Utilities				-	2,410,000	2,410,000			-	2,410,000	45,812		50,000	2,314,188		2,410,000
Thetis Island Solid Waste & Recycling		22,213				22,213			-	22,213				22,213		22,213
Curbside Collection			1,135,787	493,400		1,629,187	(120,000)		(120,000)	1,509,187		144,820		1,364,367		1,509,187
Solid Waste Complex	4,520,900		2,541,000	-		7,061,900	(36,300)		(36,300)	7,025,600	294,657	264,941		6,466,002		7,025,600
Cowichan Flood Management	150,000					150,000			-	150,000				150,000		150,000
South Cowichan Water Study Plan	75,000					75,000			-	75,000				75,000		75,000
Liquid Waste Plan Central Sector	-					-			-	-				-		-
Liquid Waste Plan South Sector	190,414					190,414			-	190,414				190,414		190,414
Street Lighting - Mesachie	6,500					6,500			-	6,500				6,500		6,500
Street Lighting - Youbou		33,000				33,000			-	33,000				33,000		33,000
Street Lighting - Brentwood			242	50		292			-	292				292		292
Street Lighting - Cowichan Bay	5,400					5,400			-	5,400				5,400		5,400
Street Lighting - Honeymoon Bay	28,000					28,000			-	28,000				28,000		28,000
Street Lighting - Mill Bay			2,400	100		2,500			-	2,500				2,500		2,500
Street Lighting - Cobble Hill		2,150				2,150			-	2,150				2,150		2,150
Critical Street Lighting A	2,575					2,575			-	2,575				2,575		2,575
Critical Street Lighting B	1,250					1,250			-	1,250				1,250		1,250
Critical Street Lighting C	3,200					3,200			-	3,200				3,200		3,200
Critical Street Lighting D	900					900			-	900				900		900
Critical Street Lighting E	4,950					4,950			-	4,950				4,950		4,950
Critical Street Lighting I	1,300					1,300			-	1,300				1,300		1,300
Asset Management																
Street Lighting - Wilmot Road	4,400					4,400			-	4,400				4,400		4
Street Lighting - Sentinel Ridge	3,600					3,600			-	3,600				3,600		3
Street Lighting - Twin Cedars	4,100					4,100			-	4,100				4,100		4
Street Lighting - Arbutus Mountain	4,200					4,200			-	4,200				4,200		4
Mill Springs Street Lighting	13,000					13,000			-	13,000				13,000		13

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**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2019)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)			Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Satellite Park Water		48,400	32,000			80,400			-	80,400		11,981		68,419		80,400
Douglas Hill Water		51,200	50,000			101,200			-	101,200		11,337		89,863		101,200
Lambourn Water		42,000	94,000	-		136,000			-	136,000		7,088		128,912		136,000
Arbutus Mountain Water		50,000	50,000	-		100,000			-	100,000				100,000		100,000
Fern Ridge Water		19,600	16,000			35,600			-	35,600		1,735		33,865		35,600
Bald Mountain Water System		52,520	25,000	-		77,520	(8,000)	(8,000)		69,520				69,520		69,520
Dogwood Ridge Water System		23,100	26,819	-		49,919			-	49,919		5,312		44,607		49,919
Arbutus Ridge Water System			284,205			284,205	(5,000)	(5,000)		279,205		6,608		272,597		279,205
Carlton Water System		30,000	16,000			46,000			-	46,000		5,665		40,335		46,000
Shellwood Water System		24,500	23,100			47,600			-	47,600		5,216		42,384		47,600
Woodley Range Water System		29,444	-			29,444			-	29,444				29,444		29,444
Burnum Water System		46,570	42,000			88,570			-	88,570		22,526		66,044		88,570
Mesachie Lake Water		32,600	23,000	-		55,600	(3,000)	(3,000)		52,600				52,600		52,600
Saltair Water		490,000	191,000			681,000	2,910	2,910		683,910			400,000	283,910		683,910
Central Youbou Water Debt		36,850				36,850			-	36,850		36,850		-		36,850
Youbou Water		159,354	85,000	-		244,354	(40,000)	(40,000)		204,354	5,358	8,506		190,490		204,354
Honeymoon Bay Water		62,212	72,000			134,212	(5,000)	(5,000)		129,212				129,212		129,212
Honeymoon Bay (Sutton Cr.) Water Debt		2,623				2,623			-	2,623		2,623		-		2,623
Honeymoon Bay Water (Well 2) Debt		25,744				25,744			-	25,744				25,744		25,744
Cherry Point Water		23,000	14,000			37,000			-	37,000				37,000		37,000
Shawnigan Lake North Water		281,025	289,110	-	-	570,135			-	570,135		125,000	4,000,000	(3,554,865)		570,135
Shawnigan Weir				1,000		1,000			-	1,000				1,000		1,000
Kerry Village Water		20,000	44,000			64,000			-	64,000				64,000		64,000
Lot Road Drainage	7,500					7,500			-	7,500				7,500		7,500
Sentinel Ridge Drainage	5,000					5,000			-	5,000				5,000		5,000
Shawnigan Lake East Drainage	2,050					2,050			-	2,050				2,050		2,050
Arbutus Mountain Drainage	4,500					4,500			-	4,500				4,500		4,500
Lanes Road Drainage	3,800					3,800			-	3,800				3,800		3,800
Bald Mountain Drainage System	4,200					4,200			-	4,200				4,200		4,200
Cobble Hill Drainage System	-					-			-	-				-		-
Arbutus Ridge Drainage System	20,000					20,000			-	20,000				20,000		20,000
Shawnigan Creek Cleanout System	13,000					13,000			-	13,000				13,000		13,000
Cowichan Bay Sewer		233,500	300,000			533,500	(4,587)	(4,587)		528,913		32,546	110,000	386,367		528,913
Brulett Sewer System		24,000	24,976			48,976			-	48,976		1,976		47,000		48,976
Sentinel Ridge Sewer		52,950	78,000	-		130,950			-	130,950				130,950		130,950
Twin Cedars Sewer		52,000	34,500			86,500			-	86,500		10,632	35,852	40,016		86,500
Lambourn Sewer		38,960	86,600			125,560			-	125,560		10,632		114,928		125,560
Arbutus Mountain Sewer		95,000	55,000			150,000	20,000	20,000		170,000			20,000	150,000		170,000
Cobble Hill Sewer		35,000	30,500			65,500	(2,000)	(2,000)		63,500		2,880		60,620		63,500
Mesachie Lake Sewer		36,000	17,354	-	-	53,354			-	53,354		16,940		36,414		53,354
Bald Mountain Sewer System		53,500	22,000	-		75,500	(1,000)	(1,000)		74,500				74,500		74,500
Mill Springs Sewer System		109,600	85,000			194,600	(2,000)	(2,000)		192,600				192,600		192,600
Arbutus Ridge Sewer System			422,755	-	-	422,755			-	422,755		143,284		279,471		422,755
Eagle Heights Sewer			236,100	121,500		357,600	14,453	14,453		372,053		50,000		322,053		372,053
Maple Hills Sewer		28,000	18,000			46,000			-	46,000				46,000		46,000
Shawnigan Lake Sewer		155,000	161,100			316,100			-	316,100	9,374	31,725		275,001		316,100
Kerry Village Sewer		28,000	75,000			103,000	(3,000)	(3,000)		100,000		6,287		93,713		100,000
Youbou Sewer System		40,000	16,000			56,000	(5,000)	(5,000)		51,000	7,884			43,116		51,000
Elkington Water System		-	35,000			35,000			-	35,000				35,000		35,000
Elkington Forest Sewer System		-	59,000			59,000			-	59,000				59,000		59,000
TOTALS	39,264,360	2,599,615	11,534,933	10,235,058	2,410,000	66,043,966	(1,093)	-	(1,093)	66,042,873	2,449,765	5,086,585	7,891,519	50,615,004	-	66,042

**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2020)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
General Government	2,406,500			228,500		2,635,000			-	2,635,000				2,635,000		2,635,000
Community Health Network						-			-	-				-		-
V. I. Regional Library	1,960,758					1,960,758				1,960,758				1,960,758		1,960,758
Homelessness						-			-	-				-		-
H.R. / I.T. / M.I.A./G.I.S.				2,240,352		2,240,352				2,240,352	32,855			2,207,497		2,240,352
Malahat Transit	410,631		367,083	11,000	1,000,000	1,788,714	-			1,788,714		28,283	1,000,000	760,431		1,788,714
Transit	2,574,952		605,000	112,000		3,291,952				3,291,952				3,291,952		3,291,952
911	1,030,516			-		1,030,516	(50,000)		(50,000)	980,516				980,516		980,516
Grants-in-Aid	141,000					141,000				141,000				141,000		141,000
Economic Development	486,000			50,000		536,000				536,000				536,000		536,000
Regional Tourism	120,000			-		120,000				120,000				120,000		120,000
Electoral Feasibility Studies	20,000			-		20,000				20,000				20,000		20,000
Environmental Initiatives	610,000			310,000		920,000				920,000				920,000		920,000
Municipalities - M.F.A. Debt				3,342,354		3,342,354				3,342,354		3,342,354		-		3,342,354
Parks, Recreation, Culture & Facilities				507,375		507,375				507,375				507,375		507,375
Administration Building				826,474		826,474				826,474	52,916	154,753		618,805		826,474
Emergency Planning	801,479		28,123	-		829,602	(15,000)		(15,000)	814,602				814,602		814,602
Community Parks	1,881,420		3,000	22,536		1,906,956	70,000		70,000	1,976,956	357,487		236,350	1,383,119		1,976,956
Electoral Area Services	927,101			-		927,101				927,101				927,101		927,101
Parks & Trails	873,892					873,892				873,892	13,392			860,500		873,892
Regional Parks	1,009,112					1,009,112				1,009,112			286,801	722,311		1,009,112
Bright Angel Park	65,500		5,000			70,500				70,500				70,500		70,500
South Cowichan Community Parks	62,500					62,500				62,500				62,500		62,500
73 ol Trestle	105,000					105,000				105,000				105,000		105,000
3 onal Parkland Acquisition	865,000					865,000	(122,673)		(122,673)	742,327	742,327			-		742,327
4 nimal Control	57,379			-		57,379				57,379				57,379		57,379
Enforcement & Inspection	532,758			650,000		1,182,758				1,182,758				1,182,758		1,182,758
Community Planning	2,416,819			-		2,416,819				2,416,819				2,416,819		2,416,819
North Oyster Fire Protection	453,458		94,633			548,091	(102,553)		(102,553)	445,538	168,764			276,774		445,538
Mesachie Lake Fire Protection	50,000			6,000		56,000	(1,300)		(1,300)	54,700				54,700		54,700
Lake Cowichan Fire Protection	292,451					292,451				292,451				292,451		292,451
Saltair Fire Protection	195,017					195,017				195,017				195,017		195,017
Sahtlam Fire Protection	244,907			1,935		246,842	-			246,842	38,991	12,487		195,364		246,842
Malahat Fire Protection	189,312		52,621	-		241,933	-			241,933		21,582		220,351		241,933
Eagle Heights Fire Protection	207,675					207,675	-			207,675				207,675		207,675
Honeymoon Bay Fire Protection	190,354					190,354	(15,000)		(15,000)	175,354				175,354		175,354
Youbou Fire Protection	185,992					185,992	-			185,992				185,992		185,992
Arts and Culture	130,000					130,000				130,000				130,000		130,000
Cowichan Lake Recreation	2,696,902		450,000	105,000		3,251,902	(50,000)		(50,000)	3,201,902	93,259	477,957	105,000	2,525,686		3,201,902
Kerry Park Recreation	2,945,790		845,000	-		3,790,790	-			3,790,790	67,878	92,212	1,550,000	2,080,700		3,790,790
Kerry Park Aquatic Service	100,000					100,000				100,000				100,000		100,000
Island Savings Centre	5,768,981		1,818,764	660,920		8,248,665	(468,000)		(468,000)	7,780,665	108,023	135,606	1,392,000	6,145,036		7,780,665
Island Savings Centre Theatre Loan	-					-				-				-		-
Theatre Grant - Area A	42,657					42,657				42,657				42,657		42,657
Theatre Grant - Area B	69,170					69,170				69,170				69,170		69,170
Theatre Grant - Area C	80,567					80,567				80,567				80,567		80,567
Theatre Grant N. Cowichan	139,444					139,444				139,444				139,444		139,444
Theatre Grant - Ladysmith	52,872					52,872				52,872				52,872		52,872
Cowichan Sportsplex - Area A	16,304					16,304				16,304				16,304		16,304
Cowichan Sportsplex - Area C	15,572					15,572				15,572				15,572		15,572
Cowichan Sportsplex - Area D	9,656					9,656				9,656				9,656		9,656
Cowichan Sportsplex - Area E	11,650					11,650				11,650				11,650		11,650
Recreation Mill Bay	10,000					10,000				10,000				10,000		10,000
Recreation Glenora	8,454					8,454				8,454				8,454		8,454
Recreation Saltair	82,272					82,272				82,272	36,272			46,000		82,272
Victim Services West	12,500					12,500				12,500				12,500		12,500

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**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2020)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Cowichan Lake Activity Centre	55,105					55,105			-	55,105				55,105		55,105
Victim Services	80,000					80,000			-	80,000				80,000		80,000
Recreation N. Oyster	96,363					96,363			-	96,363				96,363		96,363
Cowichan Aquatic Centre - Area E	27,953					27,953			-	27,953				27,953		27,953
Cowichan Wooden Boat Society	13,600					13,600			-	13,600				13,600		13,600
Shawnigan Lake Community Centre	760,335		525,700	120,000		1,406,035			-	1,406,035	98,065		75,000	1,232,970		1,406,035
Cobble Hill Historical Society	15,000					15,000			-	15,000				15,000		15,000
Cobble Hill Hall	18,000					18,000			-	18,000				18,000		18,000
Shawnigan Lake Historical Society	17,015					17,015			-	17,015				17,015		17,015
Cowichan Station Area Association Area	21,524					21,524			-	21,524				21,524		21,524
Frank Jameson Centre	40,000					40,000			-	40,000				40,000		40,000
Senior Centre Grant	17,506					17,506			-	17,506				17,506		17,506
Kaatza Society	30,000					30,000			-	30,000				30,000		30,000
Mill Bay/Malahat Historical Society	10,000					10,000			-	10,000				10,000		10,000
Cowichan Station Association Area B	5,000					5,000			-	5,000				5,000		5,000
Cowichan Aquatic Centre - Area F	5,011					5,011		-	-	5,011				5,011		5,011
Cowichan Aquatic Centre - Area I	5,011					5,011		-	-	5,011				5,011		5,011
Shawnigan Basin Society	50,000					50,000			-	50,000				50,000		50,000
Nature and Habitat - Area I				200		200			-	200				200		200
Thetis Island Wharf		9,000				9,000			-	9,000				9,000		9,000
Thetis Island Boat Launch		1,000				1,000			-	1,000				1,000		1,000
Cowichan Lake Water Protection				800		800			-	800				800		800
Safer Futures	27,575					27,575			-	27,575				27,575		27,575
Local Planning	50,983					50,983			-	50,983				50,983		50,983
North Cowichan Community Policing	60,019					60,019			-	60,019				60,019		60,019
Cowichan Community Policing	125,375					125,375			-	125,375				125,375		125,375
Cowichan Valley Hospice Society	61,000					61,000			-	61,000				61,000		61,000
Engineering Services - Administration				260,000		260,000			-	260,000			-	260,000		260,000
Engineering Services - Utilities				-	2,460,000	2,460,000			-	2,460,000	54,739		50,000	2,355,261		2,460,000
Thetis Island Solid Waste & Recycling		22,213				22,213			-	22,213				22,213		22,213
Curbside Collection			1,121,296	493,400		1,614,696	(120,000)	(120,000)	-	1,494,696		144,820		1,349,876		1,494,696
Solid Waste Complex	4,520,900		2,541,000	-		7,061,900	(36,300)	(36,300)	-	7,025,600	244,075	257,514		6,524,011		7,025,600
Cowichan Flood Management	150,000					150,000			-	150,000				150,000		150,000
South Cowichan Water Study Plan	75,000					75,000			-	75,000				75,000		75,000
Liquid Waste Plan Central Sector	-					-			-	-				-		-
Liquid Waste Plan South Sector	-					-			-	-				-		-
Street Lighting - Mesachie	6,750					6,750			-	6,750				6,750		6,750
Street Lighting - Youbou		34,000				34,000			-	34,000				34,000		34,000
Street Lighting - Brentwood			250	50		300			-	300				300		300
Street Lighting - Cowichan Bay	5,600					5,600			-	5,600				5,600		5,600
Street Lighting - Honeymoon Bay	30,000					30,000			-	30,000				30,000		30,000
Street Lighting - Mill Bay			2,450	100		2,550			-	2,550				2,550		2,550
Street Lighting - Cobble Hill		2,200				2,200			-	2,200				2,200		2,200
Critical Street Lighting A	2,650					2,650			-	2,650				2,650		2,650
Critical Street Lighting B	1,300					1,300			-	1,300				1,300		1,300
Critical Street Lighting C	3,300					3,300			-	3,300				3,300		3,300
Critical Street Lighting D	900					900			-	900				900		900
Critical Street Lighting E	5,100					5,100			-	5,100				5,100		5,100
Critical Street Lighting I	1,340					1,340			-	1,340				1,340		1,340
Asset Management																
Street Lighting - Wilmot Road	4,450					4,450			-	4,450				4,450		4
Street Lighting - Sentinel Ridge	3,700					3,700			-	3,700				3,700		3
Street Lighting - Twin Cedars	4,200					4,200			-	4,200				4,200		4
Street Lighting - Arbutus Mountain	4,200					4,200			-	4,200				4,200		4
Mill Springs Street Lighting	13,000					13,000			-	13,000				13,000		13

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**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2020)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Satellite Park Water		49,960	34,000			83,960	-		-	83,960		11,981		71,979		83,960
Douglas Hill Water		51,200	51,000		-	102,200				102,200		11,337		90,863		102,200
Lambourn Water		43,000	94,000	-		137,000				137,000	-	7,088		129,912		137,000
Arbutus Mountain Water		55,000	50,000			105,000				105,000				105,000		105,000
Fern Ridge Water		20,000	16,000		45,000	81,000	5,000		5,000	86,000		3,000		83,000		86,000
Bald Mountain Water System		52,520	27,000			79,520	(7,000)		(7,000)	72,520				72,520		72,520
Dogwood Ridge Water System		28,000	26,819			54,819				54,819		5,312		49,507		54,819
Arbutus Ridge Water System			292,700			292,700	(5,000)		(5,000)	287,700		6,608		281,092		287,700
Carlton Water System		30,000	16,000			46,000				46,000		5,665		40,335		46,000
Shellwood Water System		25,000	23,100			48,100				48,100		5,216		42,884		48,100
Woodley Range Water System		29,444	-			29,444				29,444		-		29,444		29,444
Burnum Water System		46,570	43,000			89,570				89,570		22,526		67,044		89,570
Mesachie Lake Water		33,000	23,000			56,000	(3,000)		(3,000)	53,000				53,000		53,000
Saltair Water		490,000	192,000			682,000				682,000			300,000	382,000		682,000
Central Youbou Water Debt		36,850				36,850				36,850		36,850		-		36,850
Youbou Water		177,858	85,000			262,858				262,858	5,358	8,506	50,000	198,994		262,858
Honeymoon Bay Water		62,212	72,000			134,212	(5,000)		(5,000)	129,212		-		129,212		129,212
Honeymoon Bay (Sutton Cr.) Water Debt		2,623				2,623				2,623		2,623		-		2,623
Honeymoon Bay Water (Well 2) Debt		25,744				25,744				25,744				25,744		25,744
Cherry Point Water		28,000	14,000			42,000	(2,000)		(2,000)	40,000				40,000		40,000
Shawnigan Lake North Water		281,025	293,159			574,184				574,184		257,000		317,184		574,184
Shawnigan Weir				1,000		1,000				1,000				1,000		1,000
Kerry Village Water		22,600	44,000			66,600				66,600				66,600		66,600
Lot Road Drainage	7,000					7,000				7,000				7,000		7,000
Sentinel Ridge Drainage	5,000					5,000				5,000				5,000		5,000
Shawnigan Lake East Drainage	2,100					2,100				2,100				2,100		2,100
Arbutus Mountain Drainage	4,500					4,500				4,500				4,500		4,500
Lanes Road Drainage	3,800					3,800				3,800				3,800		3,800
Bald Mountain Drainage System	4,400					4,400				4,400				4,400		4,400
Cobble Hill Drainage System	-					-				-				-		-
Arbutus Ridge Drainage System	20,000					20,000				20,000				20,000		20,000
Shawnigan Creek Cleanout System	14,000					14,000				14,000				14,000		14,000
Cowichan Bay Sewer		233,500	300,000			533,500	195,413		195,413	728,913		44,673	1,690,000	(1,005,760)		728,913
Brulett Sewer System		24,000	24,976	-	-	48,976				48,976		1,976		47,000		48,976
Sentinel Ridge Sewer		52,950	80,000			132,950				132,950				132,950		132,950
Twin Cedars Sewer		55,000	34,500			89,500				89,500				89,500		89,500
Lambourn Sewer		39,000	86,459	-		125,459				125,459		10,632		114,827		125,459
Arbutus Mountain Sewer		95,000	55,000			150,000				150,000				150,000		150,000
Cobble Hill Sewer		35,000	30,600			65,600	(3,000)		(3,000)	62,600				62,600		62,600
Mesachie Lake Sewer		37,000	17,354	-		54,354				54,354		16,940		37,414		54,354
Bald Mountain Sewer System		53,500	24,000			77,500	(2,000)		(2,000)	75,500				75,500		75,500
Mill Springs Sewer System		109,600	85,000			194,600	(2,000)		(2,000)	192,600				192,600		192,600
Arbutus Ridge Sewer System			422,755			422,755	(5,000)		(5,000)	417,755		143,284		274,471		417,755
Eagle Heights Sewer			262,000	28,000		290,000	164,453		164,453	454,453				454,453		454,453
Maple Hills Sewer		30,000	18,000			48,000	(2,000)		(2,000)	46,000				46,000		46,000
Shawnigan Lake Sewer		160,000	161,100	1,000		322,100	(10,000)		(10,000)	312,100		5,252	20,000	286,848		312,100
Kerry Village Sewer		28,000	75,000			103,000	(3,000)		(3,000)	100,000		6,287		93,713		100,000
Youbou Sewer System		40,000	16,000			56,000	10,000		10,000	66,000			20,000	46,000		66,000
Elkington Water System		-	41,000			41,000				41,000				41,000		41,000
Elkington Forest Sewer System		-	61,000			61,000				61,000				61,000		61,000
TOTALS	40,045,838	2,651,569	11,651,442	9,978,996	3,505,000	67,832,845	(584,960)	-	(584,960)	67,247,885	2,114,401	5,280,324	6,775,151	53,078,009	-	67,247

**Cowichan Valley Regional District
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(Year 2021)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
General Government	2,482,500			228,500		2,711,000			-	2,711,000			35,000	2,676,000		2,711,000
Community Health Network						-			-	-				-		-
V. I. Regional Library	1,999,973					1,999,973			-	1,999,973				1,999,973		1,999,973
Homelessness						-			-	-				-		-
H.R. / I.T. / M.I.A./G.I.S.				2,299,538		2,299,538			-	2,299,538	32,855			2,266,683		2,299,538
Malahat Transit	444,976		387,273	11,500		843,749			-	843,749		68,109		775,640		843,749
Transit	2,605,516		638,275	114,000		3,357,791			-	3,357,791				3,357,791		3,357,791
911	1,040,821			-		1,040,821	(50,000)		(50,000)	990,821				990,821		990,821
Grants-in-Aid	141,000					141,000			-	141,000				141,000		141,000
Economic Development	496,000			50,000		546,000			-	546,000				546,000		546,000
Regional Tourism	120,000			-		120,000			-	120,000				120,000		120,000
Electoral Feasibility Studies	20,000			-		20,000			-	20,000				20,000		20,000
Environmental Initiatives	620,000			310,000		930,000			-	930,000				930,000		930,000
Municipalities - M.F.A. Debt				3,232,354		3,232,354			-	3,232,354		3,232,354		-		3,232,354
Parks, Recreation, Culture & Facilities				517,522		517,522			-	517,522				517,522		517,522
Administration Building				826,474		826,474			-	826,474	52,916	154,753		618,805		826,474
Emergency Planning	809,494		28,404	-		837,898	(15,000)		(15,000)	822,898				822,898		822,898
Community Parks	1,685,119		4,000	22,536		1,711,655	-		-	1,711,655			324,000	1,387,655		1,711,655
Electoral Area Services	945,643					945,643			-	945,643				945,643		945,643
Parks & Trails	890,792					890,792			-	890,792	13,392			877,400		890,792
Regional Parks	1,026,075					1,026,075			-	1,026,075				1,026,075		1,026,075
Bright Angel Park	65,500		5,000			70,500			-	70,500				70,500		70,500
South Cowichan Community Parks	62,500					62,500			-	62,500				62,500		62,500
Regional Trestle	105,000					105,000			-	105,000			400,000	(295,000)		105,000
Regional Parkland Acquisition	865,000					865,000	(122,673)		(122,673)	742,327	742,327			-		742,327
Regional Control	58,526			-		58,526			-	58,526				58,526		58,526
Enforcement & Inspection	581,700			650,000		1,231,700			-	1,231,700				1,231,700		1,231,700
Community Planning	2,464,519			-		2,464,519			-	2,464,519				2,464,519		2,464,519
North Oyster Fire Protection	457,985		94,633			552,618	(104,313)		(104,313)	448,305	168,764			279,541		448,305
Mesachie Lake Fire Protection	50,000			6,000		56,000	(1,300)		(1,300)	54,700				54,700		54,700
Lake Cowichan Fire Protection	298,300					298,300			-	298,300				298,300		298,300
Saltair Fire Protection	198,917					198,917			-	198,917				198,917		198,917
Sahtlam Fire Protection	244,907			1,935		246,842			-	246,842			50,000	196,842		246,842
Malahat Fire Protection	189,312		52,621			241,933			-	241,933		21,582		220,351		241,933
Eagle Heights Fire Protection	211,829					211,829			-	211,829				211,829		211,829
Honeymoon Bay Fire Protection	192,257					192,257	(15,000)		(15,000)	177,257				177,257		177,257
Youbou Fire Protection	185,992					185,992			-	185,992				185,992		185,992
Arts and Culture	162,500					162,500			-	162,500				162,500		162,500
Cowichan Lake Recreation	2,655,719		450,000	340,000		3,445,719	(50,000)		(50,000)	3,395,719	50,824	477,957	340,000	2,526,938		3,395,719
Kerry Park Recreation	3,002,348		850,000	-		3,852,348			-	3,852,348	263,221	92,212	515,000	2,981,915		3,852,348
Kerry Park Aquatic Service	100,000					100,000			-	100,000				100,000		100,000
Island Savings Centre	5,193,307		1,850,349	385,920		7,429,576	(468,000)		(468,000)	6,961,576		135,606	1,450,000	5,375,970		6,961,576
Island Savings Centre Theatre Loan	-					-			-	-				-		-
Theatre Grant - Area A	43,511					43,511			-	43,511				43,511		43,511
Theatre Grant - Area B	70,553					70,553			-	70,553				70,553		70,553
Theatre Grant - Area C	82,178					82,178			-	82,178				82,178		82,178
Theatre Grant - N. Cowichan	142,233					142,233			-	142,233				142,233		142,233
Theatre Grant - Ladysmith	53,929					53,929			-	53,929				53,929		53,929
Cowichan Sportsplex - Area A	16,630					16,630			-	16,630				16,630		16,630
Cowichan Sportsplex - Area C	15,883					15,883			-	15,883				15,883		15,883
Cowichan Sportsplex - Area D	9,849					9,849			-	9,849				9,849		9,849
Cowichan Sportsplex - Area E	11,883					11,883			-	11,883				11,883		11,883
Recreation Mill Bay	10,000					10,000			-	10,000				10,000		10,000
Recreation Glenora	8,454					8,454			-	8,454				8,454		8,454
Recreation Saltair	82,272					82,272			-	82,272				82,272		82,272
Victim Services West	12,500					12,500			-	12,500				12,500		12,500

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**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2021)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)			Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Cowichan Lake Activity Centre	55,105					55,105			-	55,105				55,105		55,105
Victim Services	80,000					80,000			-	80,000				80,000		80,000
Recreation N. Oyster	98,290					98,290			-	98,290				98,290		98,290
Cowichan Aquatic Centre - Area E	28,512					28,512			-	28,512				28,512		28,512
Cowichan Wooden Boat Society	13,600					13,600			-	13,600				13,600		13,600
Shawnigan Lake Community Centre	788,365		530,000	75,000		1,393,365		-	-	1,393,365	98,065		50,000	1,245,300		1,393,365
Cobble Hill Historical Society	15,000					15,000			-	15,000				15,000		15,000
Cobble Hill Hall	18,000					18,000			-	18,000				18,000		18,000
Shawnigan Lake Historical Society	17,015					17,015			-	17,015				17,015		17,015
Cowichan Station Area Association Area E	21,524					21,524			-	21,524				21,524		21,524
Frank Jameson Centre	40,000					40,000			-	40,000				40,000		40,000
Senior Centre Grant	17,506					17,506			-	17,506				17,506		17,506
Kaatza Society	30,000					30,000			-	30,000				30,000		30,000
Mill Bay/Malahat Historical Society	10,000					10,000			-	10,000				10,000		10,000
Cowichan Station Association Area B	5,000					5,000			-	5,000				5,000		5,000
Cowichan Aquatic Centre - Area F	5,111					5,111		-	-	5,111				5,111		5,111
Cowichan Aquatic Centre - Area I	5,111					5,111		-	-	5,111				5,111		5,111
Shawnigan Basin Society	50,000					50,000			-	50,000				50,000		50,000
Nature and Habitat - Area I				200		200			-	200				200		200
Thetis Island Wharf		9,000				9,000			-	9,000				9,000		9,000
Thetis Island Boat Launch		1,000				1,000			-	1,000				1,000		1,000
Cowichan Lake Water Protection				800		800			-	800				800		800
Safer Futures	27,575					27,575			-	27,575				27,575		27,575
Financial Planning	50,983					50,983			-	50,983				50,983		50,983
Th Cowichan Community Policing	60,019					60,019			-	60,019				60,019		60,019
Chan Community Policing	125,375					125,375			-	125,375				125,375		125,375
Cowichan Valley Hospice Society	61,000					61,000		-	-	61,000				61,000		61,000
Engineering Services - Administration				265,000		265,000			-	265,000			-	265,000		265,000
Engineering Services - Utilities				-	2,522,000	2,522,000			-	2,522,000	62,000		60,000	2,400,000		2,522,000
Thetis Island Solid Waste & Recycling		22,213				22,213			-	22,213				22,213		22,213
Curbside Collection			1,107,458	493,400		1,600,858	(120,000)	(120,000)	-	1,480,858		144,820		1,336,038		1,480,858
Solid Waste Complex	4,520,900		2,541,000	-		7,061,900	(136,300)	(136,300)	-	6,925,600	219,357	232,451		6,473,792		6,925,600
Cowichan Flood Management	150,000					150,000			-	150,000				150,000		150,000
South Cowichan Water Study Plan	75,000					75,000			-	75,000				75,000		75,000
Liquid Waste Plan Central Sector	-					-			-	-				-		-
Liquid Waste Plan South Sector									-	-				-		-
Street Lighting - Mesachie	7,000					7,000			-	7,000				7,000		7,000
Street Lighting - Youbou		35,000				35,000			-	35,000				35,000		35,000
Street Lighting - Brentwood			260	50		310			-	310				310		310
Street Lighting - Cowichan Bay	5,800					5,800			-	5,800				5,800		5,800
Street Lighting - Honeymoon Bay	32,000					32,000			-	32,000				32,000		32,000
Street Lighting - Mill Bay			2,500	100		2,600			-	2,600				2,600		2,600
Street Lighting - Cobble Hill		2,250				2,250			-	2,250				2,250		2,250
Critical Street Lighting A	2,725					2,725			-	2,725				2,725		2,725
Critical Street Lighting B	1,350					1,350			-	1,350				1,350		1,350
Critical Street Lighting C	3,400					3,400			-	3,400				3,400		3,400
Critical Street Lighting D	950					950			-	950				950		950
Critical Street Lighting E	5,250					5,250			-	5,250				5,250		5,250
Critical Street Lighting I	1,380					1,380			-	1,380				1,380		1,380
Asset Management									-							
Street Lighting - Wilmot Road	4,500					4,500			-	4,500				4,500		4,500
Street Lighting - Sentinel Ridge	3,800					3,800			-	3,800				3,800		3,800
Street Lighting - Twin Cedars	4,200					4,200			-	4,200				4,200		4,200
Street Lighting - Arbutus Mountain	4,300					4,300			-	4,300				4,300		4,300
Mill Springs Street Lighting	13,000					13,000			-	13,000				13,000		13,000
Satellite Park Water		49,960	35,000			84,960		-	-	84,960		11,981		72,979		84,960

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Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)

(Year 2021)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)			Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Douglas Hill Water		51,200	52,000			103,200	-		-	103,200		11,337		91,863		103,200
Lambourn Water		43,000	95,000			138,000	-		-	138,000	-	7,088		130,912		138,000
Arbutus Mountain Water		110,000	52,000		110,000	272,000			-	272,000		-	160,000	112,000		272,000
Fern Ridge Water		22,700	16,000		-	38,700			-	38,700		3,000		35,700		38,700
Bald Mountain Water System		52,520	30,000			82,520	(10,000)		(10,000)	72,520				72,520		72,520
Dogwood Ridge Water System		28,850	26,819			55,669			-	55,669		5,312		50,357		55,669
Arbutus Ridge Water System			300,000			300,000			-	300,000		6,608		293,392		300,000
Carlton Water System		31,000	16,000			47,000			-	47,000		5,665		41,335		47,000
Shellwood Water System		25,000	23,500			48,500			-	48,500		5,216		43,284		48,500
Woodley Range Water System		29,444	-			29,444			-	29,444		-		29,444		29,444
Burnum Water System		46,570	44,000			90,570			-	90,570		22,526		68,044		90,570
Mesachie Lake Water		33,000	23,000			56,000	(3,000)		(3,000)	53,000				53,000		53,000
Saltair Water		490,000	193,000			683,000			-	683,000			300,000	383,000		683,000
Central Youbou Water Debt		36,850				36,850			-	36,850		36,850		-		36,850
Youbou Water		178,504	85,000			263,504	(50,000)		(50,000)	213,504	5,358	8,506		199,640		213,504
Honeymoon Bay Water		62,212	73,000			135,212	(5,000)		(5,000)	130,212		-		130,212		130,212
Honeymoon Bay (Sutton Cr.) Water Debt		2,623				2,623			-	2,623		2,623		-		2,623
Honeymoon Bay Water (Well 2) Debt		25,744				25,744			-	25,744				25,744		25,744
Cherry Point Water		29,600	14,000			43,600	(3,000)		(3,000)	40,600				40,600		40,600
Shawnigan Lake North Water		281,025	286,600			567,625			-	567,625		257,000		310,625		567,625
Shawnigan Weir				1,000		1,000			-	1,000				1,000		1,000
Kerry Village Water		22,600	44,000			66,600			-	66,600				66,600		66,600
Wilmot Road Drainage	8,000					8,000			-	8,000				8,000		8,000
Sentinel Ridge Drainage	6,000					6,000			-	6,000				6,000		6,000
Shawnigan Lake East Drainage	2,100					2,100			-	2,100				2,100		2,100
Arbutus Mountain Drainage	5,000					5,000			-	5,000				5,000		5,000
Lanes Road Drainage	3,800					3,800			-	3,800				3,800		3,800
Bald Mountain Drainage System	5,000					5,000			-	5,000				5,000		5,000
Cobble Hill Drainage System	-					-			-	-				-		-
Arbutus Ridge Drainage System	20,000					20,000			-	20,000				20,000		20,000
Shawnigan Creek Cleanout System	14,000					14,000			-	14,000				14,000		14,000
Cowichan Bay Sewer		233,500	300,000			533,500	(4,587)		(4,587)	528,913		132,787	30,000	366,126		528,913
Brulett Sewer System		25,000	24,926	-	-	49,926			-	49,926		1,976		47,950		49,926
Sentinel Ridge Sewer		52,950	80,000			132,950			-	132,950				132,950		132,950
Twin Cedars Sewer		62,320	35,000			97,320			-	97,320				97,320		97,320
Lambourn Sewer		39,000	87,959			126,959			-	126,959		10,632		116,327		126,959
Arbutus Mountain Sewer		96,000	55,000			151,000			-	151,000				151,000		151,000
Cobble Hill Sewer		46,710	32,000			78,710	(5,000)		(5,000)	73,710		-		73,710		73,710
Mesachie Lake Sewer		37,000	17,354			54,354			-	54,354		16,940		37,414		54,354
Bald Mountain Sewer System		55,000	25,000			80,000	(5,000)		(5,000)	75,000				75,000		75,000
Mill Springs Sewer System		112,329	85,000			197,329	(3,000)		(3,000)	194,329				194,329		194,329
Arbutus Ridge Sewer System			422,755			422,755	(5,000)		(5,000)	417,755		143,284		274,471		417,755
Eagle Heights Sewer			300,000			300,000	144,453		144,453	444,453				444,453		444,453
Maple Hills Sewer		30,000	20,000			50,000	(4,000)		(4,000)	46,000				46,000		46,000
Shawnigan Lake Sewer		160,000	165,000			325,000	(10,000)		(10,000)	315,000		4,131	20,000	290,869		315,000
Kerry Village Sewer		31,100	75,000	4,000		110,100			-	110,100		-	-	103,813		110,100
Youbou Sewer System		41,000	16,000			57,000			-	57,000		-		57,000		57,000
Elkington Water System		-	70,000			70,000			-	70,000				70,000		70,000
Elkington Forest Sewer System		-	79,000			79,000			-	79,000				79,000		79,000
TOTALS	39,756,448	2,743,774	11,840,686	9,835,829	2,632,000	66,808,738	(1,045,720)	-	(1,045,720)	65,763,018	1,709,079	5,259,593	3,734,000	55,060,346	-	65,7

**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2022)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
General Government	2,490,500			228,500		2,719,000			-	2,719,000			-	2,719,000		2,719,000
Community Health Network						-			-	-				-		-
V. I. Regional Library	2,039,972					2,039,972			-	2,039,972				2,039,972		2,039,972
Homelessness						-			-	-				-		-
H.R. / I.T. / M.I.A./G.I.S.				2,351,261		2,351,261	12,000		12,000	2,363,261	32,855			2,330,406		2,363,261
Malahat Transit	459,989		387,273	12,000		859,262			-	859,262		68,109		791,153		859,262
Transit	2,725,842		642,775	116,000		3,484,617			-	3,484,617		-		3,484,617		3,484,617
911	1,051,227			-		1,051,227	(50,000)		(50,000)	1,001,227				1,001,227		1,001,227
Grants-in-Aid	-					-			-	-				-		-
Economic Development	506,000			50,000		556,000			-	556,000				556,000		556,000
Regional Tourism	120,000			-		120,000			-	120,000				120,000		120,000
Electoral Feasibility Studies	20,000			-		20,000			-	20,000				20,000		20,000
Environmental Initiatives	630,000			310,000		940,000			-	940,000				940,000		940,000
Municipalities - M.F.A. Debt				3,222,354		3,222,354			-	3,222,354		3,222,354		-		3,222,354
Parks, Recreation, Culture & Facilities				527,873		527,873			-	527,873				527,873		527,873
Administration Building				832,486		832,486			-	832,486	52,916	149,888		629,682		832,486
Emergency Planning	817,589		28,688	-		846,277	(20,000)		(20,000)	826,277				826,277		826,277
Community Parks	1,689,119		4,000	22,536		1,715,655	-		-	1,715,655			312,000	1,403,655		1,715,655
Electoral Area Services	1,059,555					1,059,555			-	1,059,555				1,059,555		1,059,555
Parks & Trails	895,511					895,511			-	895,511	10,511			885,000		895,511
Regional Parks	1,023,951					1,023,951			-	1,023,951			50,000	973,951		1,023,951
Bright Angel Park	65,500		5,000			70,500			-	70,500				70,500		70,500
South Cowichan Community Parks	62,500					62,500			-	62,500				62,500		62,500
King of the Trestle	105,000					105,000			-	105,000				105,000		105,000
Regional Parkland Acquisition	865,000					865,000	(122,673)		(122,673)	742,327	742,327			-		742,327
Regional Control	59,697			-		59,697			-	59,697				59,697		59,697
Enforcement & Inspection	581,701			650,000		1,231,701			-	1,231,701				1,231,701		1,231,701
Community Planning	2,488,309			-		2,488,309			-	2,488,309				2,488,309		2,488,309
North Oyster Fire Protection	462,557		94,633			557,190	(106,089)		(106,089)	451,101	168,764			282,337		451,101
Mesachie Lake Fire Protection	50,000			6,000		56,000	(1,300)		(1,300)	54,700				54,700		54,700
Lake Cowichan Fire Protection	304,266					304,266			-	304,266				304,266		304,266
Saltair Fire Protection	202,895					202,895			-	202,895				202,895		202,895
Sahtlam Fire Protection	244,907			1,935		246,842	-		-	246,842			50,000	196,842		246,842
Malahat Fire Protection	189,312		52,621			241,933			-	241,933		21,582		220,351		241,933
Eagle Heights Fire Protection	216,065					216,065	-		-	216,065				216,065		216,065
Honeymoon Bay Fire Protection	194,180					194,180	-		-	194,180				194,180		194,180
Youbou Fire Protection	185,992					185,992	-		-	185,992				185,992		185,992
Arts and Culture	162,500					162,500			-	162,500				162,500		162,500
Cowichan Lake Recreation	2,606,252		450,000	150,000		3,206,252	(50,000)		(50,000)	3,156,252		477,957	150,000	2,528,295		3,156,252
Kerry Park Recreation	2,907,888		855,000	-		3,762,888			-	3,762,888	263,221	92,212	18,000	3,389,455		3,762,888
Kerry Park Aquatic Service	100,000					100,000			-	100,000				100,000		100,000
Island Savings Centre	5,221,449		1,882,565	385,920		7,489,934	(468,000)		(468,000)	7,021,934		135,606	1,385,000	5,501,328		7,021,934
Island Savings Centre Theatre Loan	-					-			-	-				-		-
Theatre Grant - Area A	43,512					43,512			-	43,512				43,512		43,512
Theatre Grant - Area B	71,964					71,964			-	71,964				71,964		71,964
Theatre Grant - Area C	83,822					83,822			-	83,822				83,822		83,822
Theatre Grant - N. Cowichan	145,078					145,078			-	145,078				145,078		145,078
Theatre Grant - Ladysmith	55,008					55,008			-	55,008				55,008		55,008
Cowichan Sportsplex - Area A	16,963					16,963			-	16,963				16,963		16,963
Cowichan Sportsplex - Area C	16,200					16,200			-	16,200				16,200		16,200
Cowichan Sportsplex - Area D	10,046					10,046			-	10,046				10,046		10,046
Cowichan Sportsplex - Area E	12,121					12,121			-	12,121				12,121		12,121
Recreation Mill Bay	10,000					10,000			-	10,000				10,000		10,000
Recreation Glenora	8,454					8,454			-	8,454				8,454		8,454
Recreation Saltair	82,272					82,272			-	82,272				82,272		82,272
Victim Services West	12,500					12,500			-	12,500				12,500		12,500

B2

**Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)**

(Year 2022)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Cowichan Lake Activity Centre	55,105					55,105			-	55,105				55,105		55,105
Victim Services	80,000					80,000			-	80,000				80,000		80,000
Recreation N. Oyster	100,256					100,256			-	100,256				100,256		100,256
Cowichan Aquatic Centre - Area E	29,083					29,083			-	29,083				29,083		29,083
Cowichan Wooden Boat Society	13,600					13,600			-	13,600				13,600		13,600
Shawnigan Lake Community Centre	796,825		535,000	24,000		1,355,825	-		-	1,355,825	98,065		-	1,257,760		1,355,825
Cobble Hill Historical Society	15,000					15,000			-	15,000				15,000		15,000
Cobble Hill Hall	18,000					18,000			-	18,000				18,000		18,000
Shawnigan Lake Historical Society	17,015					17,015			-	17,015				17,015		17,015
Cowichan Station Area Association Area E	21,524					21,524			-	21,524				21,524		21,524
Frank Jameson Centre	40,000					40,000			-	40,000				40,000		40,000
Senior Centre Grant	17,506					17,506			-	17,506				17,506		17,506
Kaatza Society	30,000					30,000			-	30,000				30,000		30,000
Mill Bay/Malahat Historical Society	10,000					10,000			-	10,000				10,000		10,000
Cowichan Station Association Area B	5,000					5,000			-	5,000				5,000		5,000
Cowichan Aquatic Centre - Area F	5,213					5,213		-	-	5,213				5,213		5,213
Cowichan Aquatic Centre - Area I	5,213					5,213		-	-	5,213				5,213		5,213
Shawnigan Basin Society	50,000					50,000			-	50,000				50,000		50,000
Nature and Habitat - Area I				200		200			-	200				200		200
Thetis Island Wharf		9,000				9,000			-	9,000				9,000		9,000
Thetis Island Boat Launch		1,000				1,000			-	1,000				1,000		1,000
Cowichan Lake Water Protection				800		800			-	800				800		800
Safer Futures	27,575					27,575			-	27,575				27,575		27,575
Regional Planning	50,983					50,983			-	50,983				50,983		50,983
South Cowichan Community Policing	60,019					60,019			-	60,019				60,019		60,019
Cowichan Community Policing	125,375					125,375			-	125,375				125,375		125,375
Cowichan Valley Hospice Society	61,000					61,000		-	-	61,000				61,000		61,000
Engineering Services - Administration				315,000		315,000			-	315,000			50,000	265,000		315,000
Engineering Services - Utilities				-	2,535,000	2,535,000			-	2,535,000	45,000		60,000	2,430,000		2,535,000
Thetis Island Solid Waste & Recycling		22,213				22,213			-	22,213				22,213		22,213
Curbside Collection			1,094,284	493,400		1,587,684	(120,000)		(120,000)	1,467,684		144,820		1,322,864		1,467,684
Solid Waste Complex	4,520,900		2,541,000	-		7,061,900	(136,300)		(136,300)	6,925,600	219,357	232,451		6,473,792		6,925,600
Cowichan Flood Management	150,000					150,000			-	150,000				150,000		150,000
South Cowichan Water Study Plan	75,000					75,000			-	75,000				75,000		75,000
Liquid Waste Plan Central Sector	-					-			-	-				-		-
Liquid Waste Plan South Sector						-			-	-				-		-
Street Lighting - Mesachie	7,250					7,250			-	7,250				7,250		7,250
Street Lighting - Youbou		36,000				36,000			-	36,000				36,000		36,000
Street Lighting - Brentwood			270	50		320			-	320				320		320
Street Lighting - Cowichan Bay	6,000					6,000			-	6,000				6,000		6,000
Street Lighting - Honeymoon Bay	34,000					34,000			-	34,000				34,000		34,000
Street Lighting - Mill Bay			2,500	100		2,600			-	2,600				2,600		2,600
Street Lighting - Cobble Hill		2,300				2,300			-	2,300				2,300		2,300
Critical Street Lighting A	2,800					2,800			-	2,800				2,800		2,800
Critical Street Lighting B	1,400					1,400			-	1,400				1,400		1,400
Critical Street Lighting C	3,500					3,500			-	3,500				3,500		3,500
Critical Street Lighting D	950					950			-	950				950		950
Critical Street Lighting E	5,400					5,400			-	5,400				5,400		5,400
Critical Street Lighting I	1,420					1,420			-	1,420				1,420		1,420
Asset Management																
Street Lighting - Wilmot Road	4,500					4,500			-	4,500				4,500		4,500
Street Lighting - Sentinel Ridge	3,900					3,900			-	3,900				3,900		3,900
Street Lighting - Twin Cedars	4,300					4,300			-	4,300				4,300		4,300
Street Lighting - Arbutus Mountain	4,300					4,300			-	4,300				4,300		4,300
Mill Springs Street Lighting	14,000					14,000			-	14,000				14,000		14,000
Satellite Park Water		52,000	36,000			88,000	-		-	88,000		11,981		76,019		88,000

B2

Cowichan Valley Regional District
Five Year Financial Plan (2018-2022)

(Year 2022)

SCHEDULE "B"

FUNCTION:	Funding Sources						Transfer from/(to)			Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest Short Term	Long Term	Capital	Other Purposes	Deficit prior year	Total Expenditures
Douglas Hill Water		51,200	52,000			103,200	-		-	103,200		11,337		91,863		103,200
Lambourn Water		44,000	95,000			139,000	-		-	139,000		7,088		131,912		139,000
Arbutus Mountain Water		112,410	52,000		-	164,410			-	164,410		8,000		156,410		164,410
Fern Ridge Water		22,700	16,000		-	38,700			-	38,700		3,000		35,700		38,700
Bald Mountain Water System		52,250	30,000			82,250	(10,000)		(10,000)	72,250				72,250		72,250
Dogwood Ridge Water System		28,850	26,819			55,669			-	55,669		5,312		50,357		55,669
Arbutus Ridge Water System			300,000			300,000			-	300,000		6,608		293,392		300,000
Carlton Water System		31,000	16,000			47,000			-	47,000		5,665		41,335		47,000
Shellwood Water System		25,000	23,500			48,500			-	48,500		5,216		43,284		48,500
Woodley Range Water System		29,444	30,000			59,444			-	59,444		-		59,444		59,444
Burnum Water System		48,000	44,000			92,000			-	92,000		22,526		69,474		92,000
Mesachie Lake Water		33,000	23,000			56,000	(3,000)		(3,000)	53,000				53,000		53,000
Saltair Water		490,000	194,000			684,000	100,000		100,000	784,000			400,000	384,000		784,000
Central Youbou Water Debt		36,850				36,850			-	36,850		36,850		-		36,850
Youbou Water		178,504	85,000			263,504			-	263,504	5,358	8,506	50,000	199,640		263,504
Honeymoon Bay Water		63,000	74,000			137,000	(6,000)		(6,000)	131,000		-		131,000		131,000
Honeymoon Bay (Sutton Cr.) Water Debt		2,623				2,623			-	2,623		2,623		-		2,623
Honeymoon Bay Water (Well 2) Debt		25,744				25,744			-	25,744				25,744		25,744
Cherry Point Water		29,600	14,000			43,600	(3,000)		(3,000)	40,600				40,600		40,600
Shawnigan Lake North Water		281,025	286,600			567,625			-	567,625		257,000		310,625		567,625
Shawnigan Weir				1,000		1,000			-	1,000				1,000		1,000
Kerry Village Water		22,600	44,000			66,600			-	66,600				66,600		66,600
Wilmot Road Drainage	8,000					8,000			-	8,000				8,000		8,000
Sentinel Ridge Drainage	6,000					6,000			-	6,000				6,000		6,000
Shawnigan Lake East Drainage	2,150					2,150			-	2,150				2,150		2,150
Arbutus Mountain Drainage	5,000					5,000			-	5,000				5,000		5,000
Lanes Road Drainage	3,800					3,800			-	3,800				3,800		3,800
Bald Mountain Drainage System	5,000					5,000			-	5,000				5,000		5,000
Cobble Hill Drainage System	-					-			-	-				-		-
Arbutus Ridge Drainage System	25,000					25,000			-	25,000				25,000		25,000
Shawnigan Creek Cleanout System	14,000					14,000			-	14,000				14,000		14,000
Cowichan Bay Sewer		240,000	300,000			540,000	(4,587)		(4,587)	535,413		132,787	70,000	332,626		535,413
Brulett Sewer System		25,000	24,926			49,926			-	49,926		1,976		47,950		49,926
Sentinel Ridge Sewer		52,950	82,000			134,950			-	134,950				134,950		134,950
Twin Cedars Sewer		62,320	36,000			98,320			-	98,320				98,320		98,320
Lambourn Sewer		40,000	87,959			127,959			-	127,959		10,632		117,327		127,959
Arbutus Mountain Sewer		96,000	55,000			151,000			-	151,000				151,000		151,000
Cobble Hill Sewer		57,710	42,000			99,710			-	99,710		21,000		78,710		99,710
Mesachie Lake Sewer		38,000	17,354			55,354			-	55,354		16,940		38,414		55,354
Bald Mountain Sewer System		55,000	25,000			80,000	(5,000)		(5,000)	75,000				75,000		75,000
Mill Springs Sewer System		112,329	85,000			197,329	(3,000)		(3,000)	194,329				194,329		194,329
Arbutus Ridge Sewer System			422,755			422,755	(5,000)		(5,000)	417,755		143,284		274,471		417,755
Eagle Heights Sewer			350,000			350,000	124,453		124,453	474,453				474,453		474,453
Maple Hills Sewer		38,950	18,000			56,950			-	56,950				56,950		56,950
Shawnigan Lake Sewer		160,000	165,000			325,000	(20,000)		(20,000)	305,000			20,000	285,000		305,000
Kerry Village Sewer		31,100	80,000	4,000		115,100			-	115,100		6,287		108,813		115,100
Youbou Sewer System		42,000	16,000			58,000			-	58,000				58,000		58,000
Elkington Water System		-	-			-			-	-				-		-
Elkington Forest Sewer System		-	-			-			-	-				-		-
TOTALS	39,916,028	2,781,672	11,824,522	9,705,415	2,535,000	66,762,637	(897,496)	-	(897,496)	65,865,141	1,638,374	5,269,597	2,615,000	56,342,170	-	65,865,141



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4154

A Bylaw for the Purpose of Amending Zoning Bylaw No. 3520 Applicable to Electoral Areas 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 Areas 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 notification period and with due regard to the public comments 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. 4154 – Electoral Areas A & C – South Cowichan Zoning Amendment Bylaw (PID: 024-611-859), 2017**".

2. AMENDMENTS

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

The following is added to the list of permitted accessory uses in Section 9.1 – Agricultural Resource 1 Zone:

- j. *'Secondary dwelling units in areas upon land which a secondary dwelling unit was legally authorized at the date of December 11, 2013.'*

.../2

3. FORCE AND EFFECT

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

READ A FIRST TIME this 29th day of November, 2017.

READ A SECOND TIME this 29th day of November, 2017.

READ A THIRD TIME this 24th day of January, 2018.

ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4170

**A Bylaw for the Purpose of Amending South Cowichan Official Community Plan
Bylaw No. 3510, Applicable to Electoral Area A – Mill Bay/Malahat,
Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill**

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

AND WHEREAS the Regional District has adopted an official community plan bylaw for Electoral Area A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill, that being South Cowichan Official Community Plan Bylaw No. 3510;

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 Official Community Plan Bylaw No. 3510;

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. 4170 – South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No. 3510, as amended from time to time, is hereby amended as outlined on the attached Schedules A and B.

3. **CAPITAL EXPENDITURE PROGRAM**

This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

.../2

READ A FIRST TIME this 10th day of January, 2018.
READ A SECOND TIME this 10th day of January, 2018.
READ A THIRD TIME this _____ day of _____, 2018.
ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary

**SCHEDULE "A"****To CVRD Bylaw No. 4170**

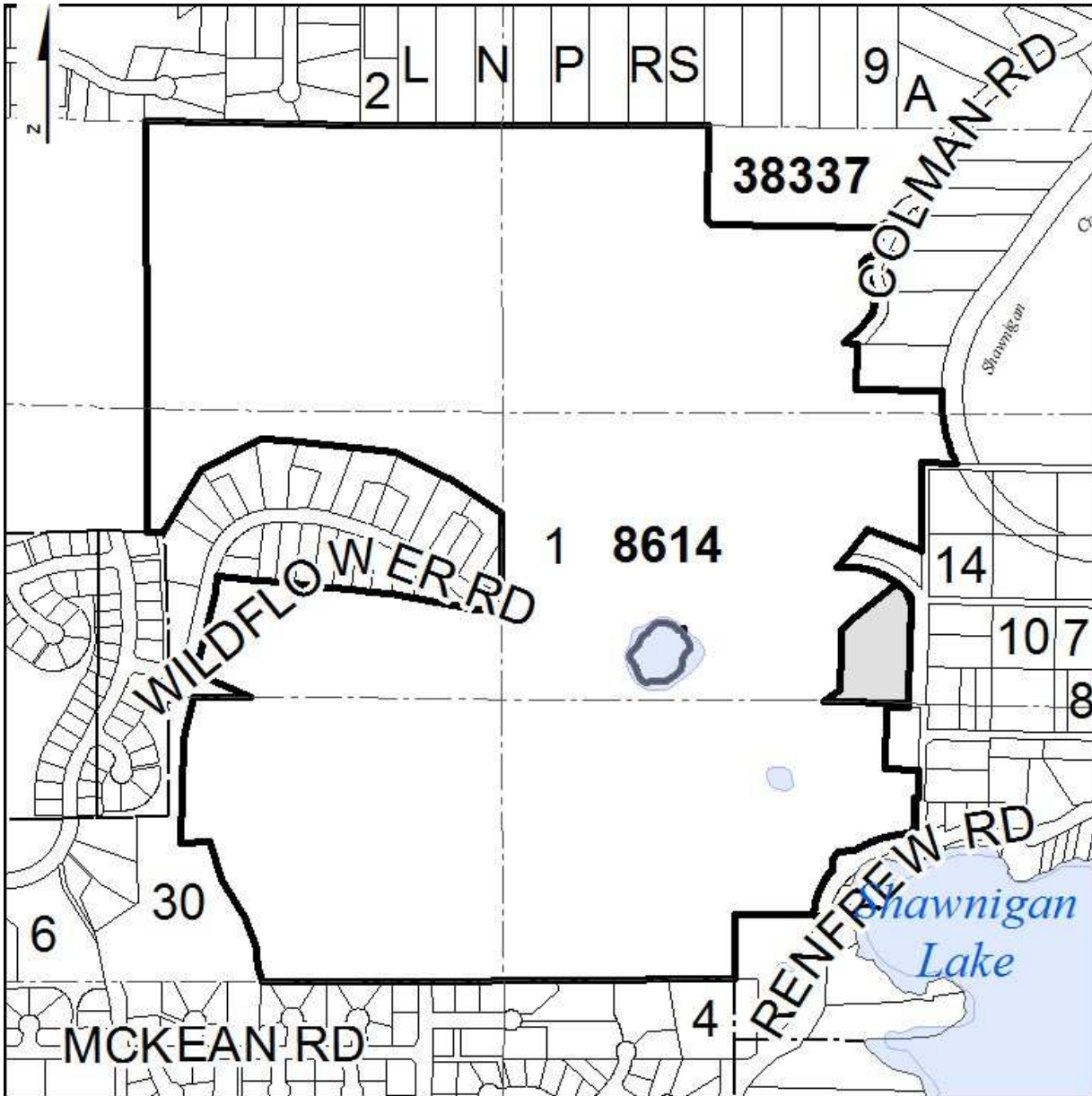
Schedule A to Official Community Plan Bylaw No. 3510, is hereby amended as follows:

1. That part of Lot 1, Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079), as shown outlined shaded in grey on Plan Number Z-4170 attached hereto and forming Schedule B of this bylaw, be re-designated from Village Residential to Parks and Institutional; and that Schedule B to Official Community Plan Bylaw No. 3510 be amended accordingly.

PLAN NO. Z-4170

SCHEDULE "B" TO PLAN AMENDMENT BYLAW NO.
OF THE COWICHAN VALLEY REGIONAL DISTRICT

 4170



THE AREA OUTLINED IN A SOLID BLACK LINE IS REDESIGNATED FROM

 Village Residential TO

 Parks and Institutional APPLICABLE

TO ELECTORAL AREA B



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4171

A Bylaw for the Purpose of Amending Zoning Bylaw No. 985 Applicable to Electoral Area B – Shawnigan Lake

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 B – Shawnigan Lake that being Zoning Bylaw No. 985;

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. 985;

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. 4171 – Electoral Area B – Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018**".

2. AMENDMENTS

Cowichan Valley Regional District Zoning Bylaw No. 985, as amended from time to time, is hereby amended in the following manner:

- a) That Schedule B (Zoning Map) to Electoral Area B – Shawnigan Lake Zoning Bylaw No. 985 is amended by rezoning part of Lot 1, Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079), as shown shaded in grey on Schedule A attached hereto and forming part of this bylaw, numbered Z-4171, from R-3 (Urban Residential) and R-6 (Urban Residential – Mobile Home) to P-1 (Parks and Institutional).

3. FORCE AND EFFECT

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

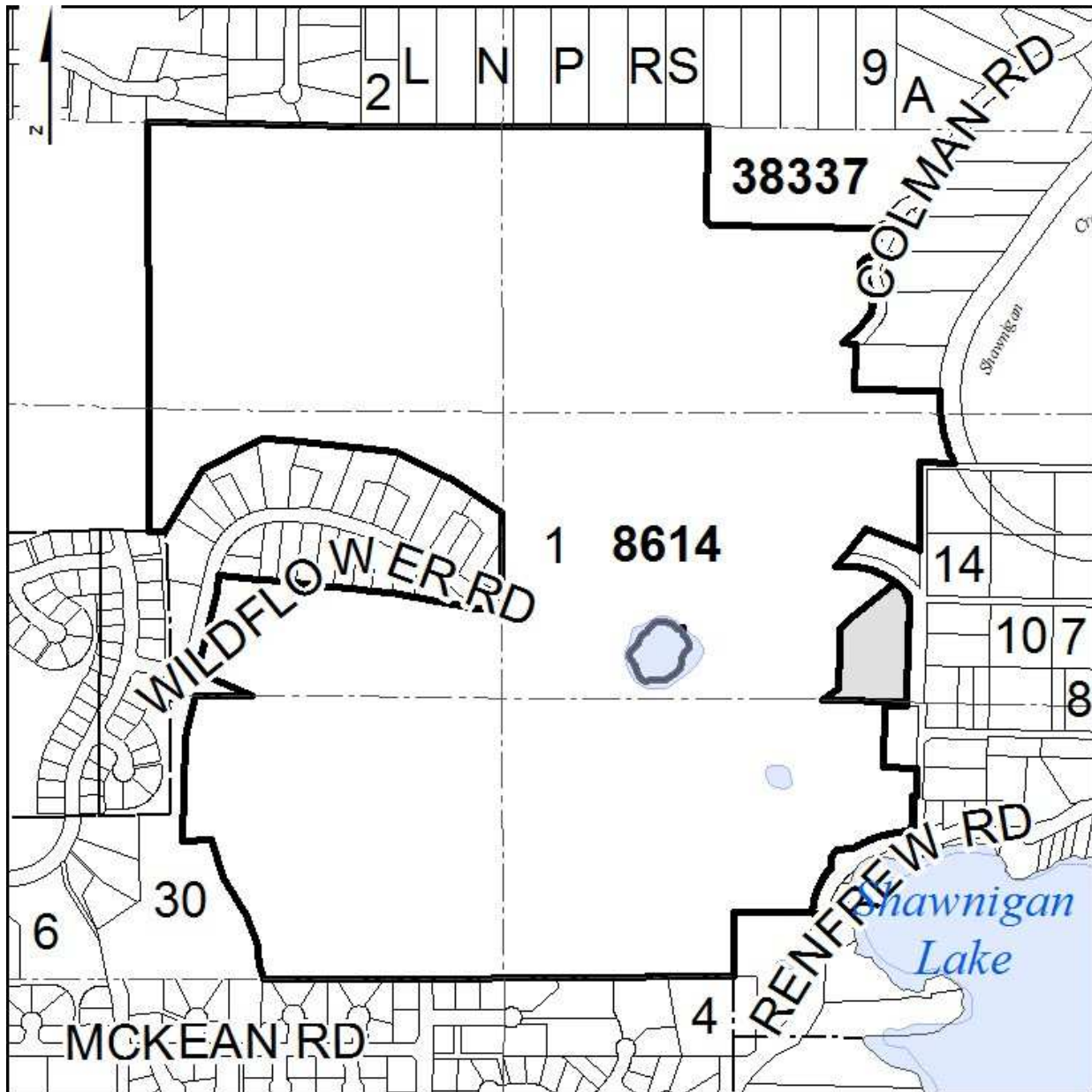
READ A FIRST TIME this 10th day of January, 2018.
READ A SECOND TIME this 10th day of January, 2018.
READ A THIRD TIME this _____ day of _____, 2018.
ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary

PLAN NO. Z-4171

SCHEDULE "A" TO ZONING AMENDMENT BYLAW NO. 4171
OF THE COWICHAN VALLEY REGIONAL DISTRICT



THE AREA OUTLINED IN A SOLID BLACK LINE IS REZONED FROM

 R-3 (Urban Residential) and R-6 (Urban Residential – Mobile Home) TO

 P-1 (Parks and Institutional) APPLICABLE

TO ELECTORAL AREA B

NB1**Purpose:**

To discuss the possibility of a brief reopening of the intake period for 2018 Regional Grant in Aid program. If the Board deems it not advisable to reopen the intake period, the Board consider granting an exception to Vancouver Island Windsport Society and accept their application after the deadline.

Background:

The work of Grant in Aid Select Committee recommended new policies and the creation of a function that was adopted by the Board in late 2017. The new policy guidelines and application were posted on the CVRD website January 3, 2018 and the intake period closed 28 days later on January 31, 2018. Advertising took place during the intake period.

In May 2017, the Grant in Aid Policy in force was inadvertently suspended and removed from the CVRD website without notification to, or authorization from, the CVRD Board of Directors.

Organizations were referred to the CVRD website from June through the end of 2017. One such group was Vancouver Island Windsport Society(Windfest). As late as Christmas 2017, they had made multiple attempts to access information and the Grant In Aid application from the CVRD website, and each time was met with a "policy under review" response. Their next attempt to acquire the application was earlier this month, when they were informed the intake deadline had passed.

Resolution:*(Option 1)*

For the purpose of ensuring fairness and transparency in the transition to the new Regional Grant in Aid policy and procedure, the CVRD Board extend the 2018 Regional Grant in Aid intake period to March 31, 2018.

OR*(Option 2)*

That the Vancouver Island Windsport Society's late application be accepted and included for consideration in the 2018 Regional Grant in Aid program.

