



REGIONAL SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, NOVEMBER 29, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

9:00 AM

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Recommendation That the minutes of the Regular Regional Services Committee meeting of October 25, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
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R1 Report from the Manager, Arts & Culture Re: Arts and Culture Grant Disbursement Policy	11
Recommendation That it be recommended to the Board that the Arts and Culture Gran Disbursement Policy attached to the Arts & Culture Division's November 7, 2017 report be approved.	
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Recommendation That it be recommended to the Board that the Parks and Trails Volunteer Policy, attached to the Parks & Trails Division's November 20, 2017, Staff Report, be	

approved.

- R3 Report from the Parks & Trails Planner, Land Use Services Re: Community and Regional Parks Invasive Plant Management and Ecological Restoration Program 2017 Activities 21

Recommendation For Information

- R4 Report from the Senior Planner, Land Use Services Re: Cowichan 2050 Update 29

Recommendation For Information

- R5 Report from the Manager, Environmental Services Re: Amendments to Provincial Land Use Guidelines Related to Climate Adaptation and Flood Hazards 33

Recommendation That it be recommended to the Board that staff work with Duncan, Ladysmith, Lake Cowichan, and North Cowichan to review implications and potential options for a consistent planning approach for the sea level rise impact areas and report back with recommendations in 2018.

- R6 Report from the Manager, Environmental Services Re: Watershed Management Service Establishment 51

Recommendation For Direction

- R7 Report from Director Iannidinardo Re: Plastic Bags 57

Recommendation That it be recommended to the Board that options be considered during the preparation of the Solid Waste Management Plan Amendment #4, to reduce or eliminate single use plastic bags from municipal solid waste.

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS**

11. **QUESTION PERIOD**

12. **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 R1 Report from the Chief Administrative Officer Re: Service Update {Sub (1)(j)} Information that is prohibited, or information that if presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act

CS R2 Verbal Report from the Manager, Parks & Trails Re: Land Acquisition
{Sub (1)(e)}

13. ADJOURNMENT

The next Regional Services Committee Meeting will be determined with approval of the 2018 Meeting Calendar.

Committee Members

Director L. Iannidinardo, Chairperson
Director K. Marsh
Director S. Acton
Director M. Clement
Director K. Davis

Director B. Day
Director M. Dorey
Director A. Stone
Director S. Jackson
Director K. Kuhn

Director J. Lefebure
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Director T. Walker

Minutes of the Regional Services Committee Meeting held on Wednesday, October 25, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 8:31 AM.

PRESENT:

- Chair A. Stone
- Director S. Acton
- Director M. Clement
- Director K. Davis <until 10:40 AM>
- Director B. Day <until 4:42 PM>
- Director M. Dorey
- Director L. Iannidinardo <after 8:34 AM>
- Director S. Jackson
- Director K. Kuhn
- Director J. Lefebure
- Director K. Marsh <until 12:44 PM>
- Director M. Marcotte
- Director I. Morrison
- Director A. Nicholson <after 8:37 AM> <until 3:59 PM>
- Director T. Walker
- Alternate Director B. Salmon <after 11:06 AM> <until 3:51 PM>

ALSO PRESENT:

- B. Carruthers, Chief Administrative Officer
- K. Harrison, Deputy Corporate Secretary
- M. Kueber, General Manager, Corporate Services
- R. Blackwell, General Manager, Land Use Services
- J. Elzinga, General Manager, Community Services
- H. Hatami, General Manager, Engineering Services
- C. Cowan, Manager, Public Safety
- B. Farquhar, Manager, Parks & Trails
- C. Lockrey, Manager, Strategic Services
- A. Melmock, Manager, Economic Development
- K. Miller, Manager, Environmental Services
- S. Moss, Manager, Finance
- T. Waraich, Manager, Recycling & Waste Management
- L. Smith, Assistant Finance Manager
- A. Tokarek, Asset Coordinator
- J. Moore, Environmental Analyst/ Technician
- T. Daly, Recording Secretary

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

**CLOSED SESSION
8:31 PM**

It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter Part 4, Division 3, Section 90 (1)(k) Proposed Provision of a Municipal Service; and (2)(b) Third Party Negotiations; and the June 28, 2017 Closed Session Regional Services Committee minutes.*

MOTION CARRIED

8:34 AM Director Iannidinardo entered the meeting at 8:34 AM.

8:37 AM Director Nicholson entered the meeting at 8:37 AM.

RISE FROM CLOSED SESSION

9:46 AM

It was moved and seconded that the Committee rise with report on Item CSR1 by making Scott Benton's Presentation available to public and return to the Open portion of the meeting.

MOTION CARRIED

It was the consensus of the Committee that the regional district continue to explore potential roles and responsibilities related to watershed management as a new or expanded function; and to make the presentation available to the public.

9:46 PM The Committee recessed at 9:46 AM.

ADOPTION OF MINUTES

M1 Regular Regional Services Committee meeting of September 21, 2017

10:10 AM

It was moved and seconded that the minutes of the Regular Regional Services Committee meeting of September 21, 2017 be adopted.

MOTION CARRIED

REPORTS

R1 Report from the Manager, Economic Development Re: Tourism Cowichan Society - Government Allocation Recovery Adjustments

1. It was moved and seconded that the annual government recovery allocation for Function 123 - Regional Tourism decrease from 4.5% to 2% in 2018.

MOTION CARRIED

2. It was moved and seconded that the CVRD Administrative and Recovery Fees Policy be amended to exempt the Municipal Regional District Tax (MRDT) revenue that is transferred to Tourism Cowichan Society.

MOTION CARRIED

R2 Report from the Manager, Economic Development Re: 2018 Budget Review - Function 121 - Economic Development

1. It was moved and seconded that the 2018 Budget for Function 121 - Economic Development be approved.

MOTION CARRIED

2. It was moved and seconded that the Supplementary request for a Tournament Incentives Grant Program for Sport Tourism be approved.

MOTION CARRIED

3. **It was moved and seconded that the Supplementary request for support for the Rogers Hometown Hockey Tournament be funded through Sport Tourism operating reserve in the amount of \$35,000 and requisition in the amount of \$5,000.**

MOTION CARRIED**10:40 AM**

Director Davis left the meeting at 10:40 AM.

4. **It was moved and seconded that the Supplementary request for a one-year pilot to hire a Special Projects Assistant for Economic Development Cowichan be approved.**

MOTION CARRIED**R3**

Report from the Manager, Economic Development Re: 2018 Budget Review - Function 123 - Regional Tourism

It was moved and seconded that the 2018 Budget for Function 123 - Regional Tourism be approved.**MOTION CARRIED**

Director Morrison was absent at the vote.

R4

Report from the Assistant Manager, Finance Re: 2018 Budget Review - Grant Functions for Non Profit Organizations

It was moved and seconded:

1. **That the 2018 Budget for Function 457 – Victim Services - West be approved.**
2. **That the 2018 Budget for Function 458 – Lake Cowichan Activity Centre be approved.**
3. **That the 2018 Budget for Function 459 – Victim Services be approved.**
4. **That the 2018 Budget for Function 472 – Senior Centre Grant be approved.**
5. **That the 2018 Budget for Function 474 – Kaatza Historical Society be approved.**
6. **That the 2018 Budget for Function 493 – Safer Futures be approved.**
7. **That the 2018 Budget for Function 494 – Social Planning be approved.**
8. **That the 2018 Budget for Function 496 – Cowichan Community Policing be approved.**
9. **That the 2018 Budget for Function 497 – Cowichan Valley Hospice be approved.**

MOTION CARRIED**R5**

Report from the Manager, Public Safety Re: 2018 Budget Review - Function 109 - Emergency 9-1-1

It was moved that the 2018 Budget for Function 109 - Emergency 9-9-1 be approved.

It was moved and seconded that the 2018 Budget for Function 109 - Emergency 9-1-1 be amended with funding of \$17,647 provided through operating reserves, and that the Budget, as amended be approved.

MOTION CARRIED

R6 Report from the Manager, Public Safety Re: 2018 Budget Review - Function 205 - Emergency Planning

1. **It was moved and seconded that the 2018 Budget for Function 205 - Emergency Planning be approved.**

MOTION CARRIED

2. **It was moved and seconded that the Supplementary request for a new Emergency Operations Centre and Public Safety Division offices at the Bings Creek Facility be approved.**

MOTION CARRIED

R7 Report from the Environment Analyst/Technician, Environmental Services Re: 2018 Budget Review - Function 131 - Environmental Initiatives

It was moved that the 2018 Budget for Function 131 - Environmental Initiatives be approved.

1. **It was moved and seconded that the 2018 Budget for Function 131 - Environmental Initiatives be amended by using operational reserve funds to cover the \$5,000 increase in legal costs, and that the Budget, as amended be approved.**

MOTION CARRIED

2. **It was moved and seconded that the Supplementary request of \$16,000 for hiring a Co-op student be funded through operating reserves, and that the Supplementary request, as amended be approved.**

MOTION CARRIED

11:06 AM Alternate Director Salmon entered the meeting at 11:06 AM.

3. **It was moved and seconded that the Supplementary request for Partnership Project funding be amended with funding provided through operating reserves, and that the Supplementary request, as amended be approved.**

MOTION CARRIED

R8 Report from the Environmental Analyst/Technician, Environmental Services Re: 2018 Budget Review - Function 530 - Cowichan Flood Management

It was moved and seconded that the 2018 Budget for Function 530 - Cowichan Flood Management be approved.

MOTION CARRIED

R9 Report from the Environmental Analyst/Technician, Environmental Services Re: 2018 Budget Review - Function 535 - Central Sector Liquid Waste Management Plan

It was moved and seconded that the 2018 Budget for Function 535 - Central Sector Liquid Waste Management Plan be approved.

MOTION CARRIED

Director Clement was absent at the vote.

R10 Report from the Manager, Parks & Trails Re: 2018 Budget Review - Function 280 - Regional Parks

1. **It was moved and seconded that the 2018 Budget for Function 280 - Regional Parks be approved.**

MOTION CARRIED

Director Clement was absent at the vote.

2. **It was moved and seconded that the Supplemental Request for the First Floor Office Renovation be funded through capital reserve, reducing the requisition by \$25,000, and that the Supplemental request, as amended be approved.**

MOTION CARRIED

Directors Clement and Walker were absent at the vote.

R11 Report from the Manager, Parks & Trails Re: 2018 Budget Review - Function 283 - Kinsol Trestle

It was moved and seconded that the 2018 Budget for Function 283 - Kinsol Trestle be approved.

MOTION CARRIED

Directors Clement and Walker were absent at the vote.

R12 Report from the Manager, Parks & Trails Division Re: 2018 Budget Review - Function 285 - Regional Parkland Acquisition

It was moved and seconded that the 2018 Budget for Function 285 - Regional Parkland Acquisition be approved.

MOTION CARRIED

Directors Clement and Walker were absent at the vote.

R13 Report from the Manager, Arts & Culture Re: 2018 Budget Review - Function 400 - Arts and Culture

It was moved and seconded that the 2018 Budget for Function 400 - Arts and Culture be approved.

MOTION CARRIED

Directors Clement and Walker absent at the vote.

R14 Report from the Manager, Recycling & Waste Management Re: 2018 Budget Review – Function 520 - Solid Waste Management

1. **It was moved and seconded that the 2018 Budget for Function 520 - Solid Waste Management be approved.**

MOTION CARRIED

Directors Clement, Nicholson, and Walker were absent at the vote.

2. **It was moved and seconded that the Supplementary request to purchase a replacement loader be approved.**

MOTION CARRIED

3. **It was moved and seconded that the Supplementary request to purchase a replacement pick-up truck be approved.**

MOTION CARRIED

Director Jackson was absent at the vote.

It was moved and seconded that the Supplementary request to do a Meade Creek Solar Field Feasibility Study be approved.

4. **It was moved and seconded that the Supplementary request to do a Meade Creek Solar Field Feasibility Study be amended with funding provided through operating reserves, and that the Supplementary request, as amended be approved.**

MOTION CARRIED

Director Jackson was absent at the vote.

R15 Report from the Asset Coordinator, Engineering Re: 2018 Budget Review - Function 571 - Asset Management

1. **It was moved and seconded that the 2018 Budget for Function 571 - Asset Management be approved.**

MOTION CARRIED

2. **It was moved and seconded that the Supplementary request for the FTE Asset Management position be approved.**

MOTION CARRIED

R16 Report from the Assistant Manager, Finance Re: 2018 Budget Review - Function 100 - General Government

1. **It was moved and seconded that the 2018 Budget for Function 100 - General Government be approved.**

MOTION CARRIED

2. **It was moved and seconded that the Supplementary request for a Corporate Records Officer be approved.**

MOTION CARRIED

- 3. **It was moved and seconded that the Supplementary request to increase the Asset Coordinator position to a full-time position be approved.**

MOTION CARRIED

Director Clement was absent at the vote.

It was moved and seconded that the Supplementary request for training and communication materials be approved.

- 4. **It was moved and seconded that the Supplementary request for training and communication materials be amended by providing funding through operating reserve, and that the Supplementary request, as amended be approved.**

MOTION CARRIED

Director Clement was absent at the vote.

- 5. **It was moved and seconded that the Supplementary request to increase PlaceSpeak software subscription costs be approved.**

MOTION CARRIED

Director Clement was absent at the vote.

R17 Report from the General Manager, Community Services Re: 2018 Budget Review - Function 101 - Community Health Network

It was moved and seconded that the 2018 Budget for Function 101 - Community Health Network be approved.

MOTION CARRIED

Director Clement was absent at the vote.

11:54 PM **It was moved and seconded that the Committee recess until 12:30 PM.**

MOTION CARRIED

11:54 PM It was the consensus of the Committee to continue with discussion of Cowichan 2050 Part II, a line item of Function 100 - General Government before recessing.

- R16** 6. **It was moved and seconded that Cowichan 2050 Part II be included in the 2018 Budget, funded by operating reserve.**

MOTION CARRIED

R19 It was the consenses of the Committee to alter the order of the agenda to consider Item R19 at this time.

Report from the General Manager, Community Services Re: Recreation Management Software

It was moved and seconded that it be recommended to the Board to enter into a five-year agreement with Perfect Mind to provide recreation management software.

MOTION CARRIED

12:44 PM It was moved and seconded that the Committee adjourn at 12:44 PM, to meet again after the conclusion of the Closed Session Board meeting.

MOTION CARRIED

3:48 PM The meeting resumed at 3:48 PM.

R18 Item R18 was considered at this time.

Report from the Manager, Environmental Services Re: Watershed Management Service Development

The Chief Administrative Officer provided background information on the development of a potential Watershed Management Service. The Manager, Environmental Services provided a PowerPoint overview for information.

3:51 PM Alternate Director Salmon left the meeting at 3:51 PM.

3:59 PM Director Nicholson left the meeting at 3:59 PM.

4:42 PM Director Day left the meeting at 4:42 PM.

It was moved and seconded that staff provide further information on regional impacts of a watershed management service and report back to the Committee.

MOTION DEFEATED

It was moved and seconded that a report be prepared that provides enhanced detail, delivery costs, and prioritization of activities listed as "A" through "G", on a regional scope as presented in the October 10, 2017 staff report from the Manager of Environmental Services.

MOTION CARRIED

R20 PowerPoint Presentation from the General Manager, Community Services Re: Physical Literacy

It was moved and seconded that Item R20 Physical Literacy be referred to the November 29, 2017 Regional Services Committee meeting.

MOTION CARRIED

ADJOURNMENT

5:07 PM

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:07 PM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 7, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of November 29, 2017

FROM: Arts & Culture Division
Community Services Department

SUBJECT: Arts and Culture Grant Disbursement Policy

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to seek the Committee's approval of the Arts and Culture Grant Disbursement Policy.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Arts and Culture Grant Disbursement Policy attached to the Arts & Culture Division's November 7, 2017 report be approved.

BACKGROUND

The Board approved the Arts and Culture Grant Committee Membership, which is comprised of members from the following organizations:

- One Board member, and one professional artist or arts administrator, recommended by each of the five sub-regional arts councils:
 1. Ladysmith Arts Council
 2. Chemainus Valley Cultural Arts Society
 3. Cowichan Valley Arts Council
 4. Cowichan Lake Arts and Culture Society
 5. Cowichan South Arts Guild

A professional artist designation is determined by either a university or college degree or an equivalent specialized training program such as a minimum of two or three years of self-directed study or apprenticeships.

An arts administrator works for a cultural venue or institution, arts organization or cultural festival.

The term of Membership for appointed members is up to two years.

In order to best serve the arts and culture sector's unique needs and to meet the grant program's goals, the Board approved the establishment of an Arts and Culture Grant Committee comprised of cultural stakeholders to adjudicate grant funding applications. Effective February 22, 2017, Bylaw 3931 gave authority to the Arts and Culture Grant Committee to disburse the arts and culture grants. The Arts and Culture Grant Committee has approved the Arts and Culture Grant Disbursement Policy.

ANALYSIS

The Arts and Culture service has a maximum of \$30,700 annually to disburse to eligible arts and culture organizations who meet the criteria listed in Arts and Culture Grant Disbursement Policy. In 2016 and 2017, the arts and culture grants were disbursed by the CVRD Board within the terms of the existing regional grants-in-aid program. 2018 will be the first year that the arts and culture

grants will be adjudicated outside of the existing regional grants-in-aid process by the Arts and Culture Grant Committee. The goals of the arts and culture grant program are to:

- Assist community groups within the geographical boundaries of the CVRD to provide artistic programs for residents;
- Build community and organizational capacity to deliver artistic programs; and
- Promote partnerships and financial cost sharing among the CVRD, other funders and organizations.

The Committee will annually consider the disbursement of funds in accordance with the Arts and Culture Grant Disbursement Policy.

FINANCIAL CONSIDERATIONS

The Arts and Culture Division has a maximum of \$30,700 annually to disburse to eligible arts and culture organizations.

COMMUNICATION CONSIDERATIONS

All grant information will be communicated on the CVRD website and using other communication and promotional tools available. Grant applications will be available for pickup at CVRD facilities.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Not applicable.

Referred to (upon completion):

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


Prepared by:

Reviewed by:



 Kirsten Schrader
 Manager

 Not Applicable
 Not Applicable



 John Elzinga
 General Manager

Arts and Culture Grant Disbursement Policy

The Cowichan Valley Regional District's Arts and Culture Division provides annual grants in aid for eligible arts organizations, which are adjudicated by the CVRD Arts and Culture Grant Committee. Eligible arts organizations may only receive one grant per year from the CVRD and there is no limit to the number of years an arts organization may receive an arts and culture grant. The suggested maximum amount for this grant is \$5,000, and it may be used for operating or special project assistance.

General Eligibility Requirements

- Applicants must have programming in the arts as their primary mandate and purpose.
- Applicants must be non-profit societies, with a Board of Directors, and have been registered in British Columbia for at least six (6) months immediately preceding the application deadline.
- Applicants must have their administration and programming based within the CVRD geographic boundaries.
- Applicants must provide financial statements and demonstrate a need for public funding.

Assessment Criteria

The CVRD Arts and Culture Grant Committee will adjudicate all grant applications in the areas of artistic merit, administrative capacity, and community impact.

Ineligible Organizations and Activities

- Service clubs
- Organizations whose primary mandate involves religious, sports, or educational activities
- Civic departments or branches (libraries or community centres)
- Training and educational organizations
- Commercial recitals
- Capital projects
- Start-up costs
- Tourism promotion
- Individual scholarships or bursaries
- Activities or events happening outside the CVRD boundaries
- Fundraisers
- Deficit reduction
- Activity that is not artistic or cultural

Individual artists are not eligible for the arts and culture grants however they may partner with an eligible non-profit arts organisation.

Conditions of Assistance

- Grants may be used for operating assistance.
- Grants may not be used to reduce deficits.
- Grant funds must apply to the proposed project only and may not be used for completed projects.
- If the funds are not used for the activities for which they were received, they must be repaid in full. Also any unused portion must be repaid to the CVRD.
- Organizations who receive a grant must submit a final report. If they do not submit a final report, the organization will be ineligible to receive future arts and culture grants.



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 20, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of November 29, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: Parks and Trails Volunteer Policy

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present for consideration a Parks and Trails Volunteer Policy.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Parks and Trails Volunteer Policy, attached to the Parks & Trails Division's November 20, 2017, Staff Report, be approved.

BACKGROUND

Community volunteer efforts are integral to the Electoral Area Community Parks and Regional Parks and Trails Programs, from hands-on projects such as trail building to native species planting activities aimed at improving a park's ecological health and resiliency. Recent volunteer activities include new trail development on Cobble Hill Mountain, contributions to the Shawnigan Pavilion project at Elsie Miles Park, invasive plant removal at Bright Angel Park and ecological restorative planting at Busy Place Creek. Volunteers bring value and additional support to the diversity of projects included in the annual work plans of the Parks & Trails Division to deliver. Participation of volunteers in such activities is coordinated and supervised by the CVRD to ensure alignment with planned park objectives and compliance with relevant safety/liability, purchasing, construction and regulatory (i.e. environmental) policies and standards. Where opportunities for third-party oversight and responsibility for volunteers is identified, this also provides the means for volunteer participation, such as the recent construction of the Shawnigan Lake Pavilion where the contractor involved provided the supervision and safety support for community volunteers contributing to the project.

The Board, in recognizing the value of volunteers who contribute to the provision of services through the various CVRD functions, has established under the Corporate Strategic Plan a priority to develop a strategy and guidelines for use of volunteers. As an initial step, direction was given for staff to prepare a Parks and Trails Volunteer Policy, recognizing the need to clearly define the roles, opportunities and means of engaging community volunteers with parks trail projects and activities.

ANALYSIS

The development of a Parks and Trails Volunteer Policy provides for clarity of understanding the role of volunteers in order to distinguish and separate this role from that of the advisory role and function of Board-appointed Electoral Area Parks Commissions, and that of the management, administration, planning and operational roles of the Parks & Trails Division. This approach is intended to recognize the value and contributions of parks and trails volunteers in achieving, but not limited to the following activities in support of the Electoral Area Community Parks and Regional Parks Programs:

- invasive plant species removal
- habitat restoration planting

- trail and pathway construction
- park site specific improvements (i.e. coordinated playground apparatus assembly)
- park beach or site clean-up activities

The attached Parks and Trails Volunteer Policy commits to supporting a range of volunteer participation opportunities within a structured program under the direction of the Regional District. Supervision of volunteer activities engaged on parks and trails projects is necessary both to ensure the safety of volunteers and to ensure that the intended objectives of the volunteer activities meet the broader objectives for the specific park or trail that the activities are directed. Whether a project is completed by a contractor engaged by the Regional District, internal staff resources or volunteers, the requirements and outcomes should not differ in achieving the project objectives. This is especially important where there are ongoing maintenance costs, liability/risk management issues and expectations of the park visitor experience.

The proposed policy provides for parks and trails volunteer activities to be identified through a variety of means, inclusive of established park plans, annual program work plans, advisory Park Commissions and through interested volunteers. The policy also provides objectives and principles for the engagement and management of volunteers on parks and trails activities to ensure clarity of the role and responsibilities of volunteers participating in CVRD activities. A subsequent roll-out to the Parks and Trails Volunteer Policy would be development of a Parks and Trails Volunteer Handbook and simplified volunteer application form. The handbook and application form would inform interested volunteers of the role and value volunteers contribute to the CVRD's parks and trails programs, the range of possible volunteer activities and provide appropriate indemnification and liability/risk management information.

The attached Parks and Trails Policy as presented is for consideration and adoption by the Board.

FINANCIAL CONSIDERATIONS

Opportunities for volunteer activities through the Electoral Area Community Parks Program and the Regional Parks and Trails Program would be dependent on resources available to support and achieve the activities identified, as may be funded annually through individual Electoral Area community parks budgets and/or the regional parks budget.

COMMUNICATION CONSIDERATIONS

The engagement and retention of volunteers under the proposed Parks and Trails Volunteer Policy would include an active awareness and recruitment strategy inclusive of advertising through various media of both general volunteer opportunities as well as specific volunteer activities where and when identified for specific parks or trails (i.e. use of social media, CVRD website, newsprint ads, etc.).

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:

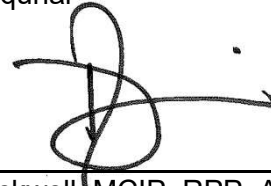


Graham Gidden, BCSPA, CSLA, ISA
Certified Arborist
Parks & Trails Planner

Reviewed by:



Brian Farquhar
Manager



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

ATTACHMENTS:

Attachment A – Parks and Trails Volunteer Policy

Attachment A

PARKS AND TRAILS VOLUNTEER POLICY

Applicability: Parks & Trails Effective Date:

PURPOSE:

To establish a policy to support volunteer opportunities in Electoral Area Community and Regional CVRD Parks and Trails.

DEFINITIONS:

Parks and Trails Volunteer

This policy applies to any individual, 16 years of age or older, who offers time, energy and skills of their own free will and without compensation for the benefit of the CVRD, and who signs a CVRD Volunteer Application, and whose application to become a CVRD Volunteer is accepted.

An individual who is less than 19 years of age may apply to become a CVRD Volunteer with the consent of their parent or legal guardian.

An individual who is 15 or younger may act as a CVRD Volunteer however they must be accompanied by their parent or legal guardian at all times.

Unless the person has signed a formal CVRD Volunteer Application and received a signed copy back from a CVRD Parks and Trails staff person, that person is not a "CVRD Volunteer" and is not authorized to participate in the CVRD Parks and Trails volunteer program.

Volunteer Application Form

The Volunteer Application prepared by the CVRD must be signed by the CVRD Volunteer and an authorized representative of the CVRD, in order for a person to become a CVRD Volunteer.

Volunteer Activities

Volunteer activities will be consistent with relevant CVRD Parks and Trails Master Plans and operational standards and will take into account the impact of activities on natural and built parks and trail features.

Volunteer activities can be identified by the CVRD Parks and Trails Division or Volunteers. Volunteer activities proposed by individual volunteers or volunteer groups must be submitted as a detailed plan of scheduled works and activities for approval by the CVRD Parks and Trails Division.

No volunteer activities may be undertaken without the advance written approval of an authorized representative of the CVRD Parks and Trails Division.

CVRD will schedule, coordinate and supervise all approved CVRD Parks and Trails volunteer activities. Activities may include and are not limited to invasive plant removal, habitat restoration planting, garbage pickup, and trail building.

POLICY:

Declaration

The objective of the CVRD Parks and Trails Volunteer Policy is to provide standardized direction on the engagement and management of volunteers to ensure that:

- a safe working environment is provided for volunteers;
- volunteers are treated fairly, with respect and are valued and recognised for their contribution to the work of the CVRD;
- the management of volunteers and volunteer activities is consistent with CVRD policies, standards and bylaws such as but not limited to work safety, purchasing, and privacy; and
- opportunities are provided for people to become active supporters and promoters of parks and trails initiatives that complement the work of CVRD staff.

Principles

In providing opportunities for community volunteering in CVRD Parks and Trails the following principles will be adhered to:

1. Volunteers will not be used for work that would normally require the employment of a paid public sector employee.
2. Volunteers will not be used for any role or activity that has an enforcement or regulatory basis or are considered high risk activities.
3. The CVRD is not obliged to accept any person's application to act as a CVRD Volunteer. The CVRD may at any time cancel a person's registration as a CVRD Volunteer, for any reason.
4. Volunteers are to undertake a formal orientation before commencement of any volunteer opportunity and must be provided with the necessary training and equipment to undertake tasks in a safe and legal manner. Volunteers must follow all reasonable directions by CVRD staff.
5. Individuals who are engaged as volunteers by third party organisations or contractors working on CVRD Parks and Trails projects do not act in the capacity of a CVRD Volunteer. In such circumstances the CVRD is not responsible to supervise the activities of those individuals, and the contractor or organization that engages the individual is responsible for supervision, and for ensuring the safety of the individuals engaged.
6. Volunteers will be issued with the appropriate personal protective equipment (PPE) and safety clothing appropriate to the volunteer tasks they are assigned to.
7. Volunteers are required to act in accordance with CVRD policies regulating conduct, including Confidentiality Policy, Health and Safety Policy, Respectful Workplace Policy, and the Standard of Conduct Policy. Without limiting the foregoing, CVRD Volunteers are expected to:
 - act lawfully;
 - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests;
 - follow the letter and spirit of CVRD policies and procedures; and
 - treat people with courtesy and respect.

Responsibilities

- Volunteers will actively participate in assigned activities under the oversight of the CVRD.
- Volunteers must comply with all applicable CVRD policies and procedures and are required to carry out any work they volunteer to perform under the direction of the CVRD Parks and Trails Division.
- Volunteers make a commitment to the CVRD and will contribute in ways that support the CVRD corporate strategic plan.

Approved by:
Approval date:

CVRD Parks and Trails Volunteer Policy



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 17, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of November 29, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: Community and Regional Parks Invasive Plant Management and Ecological Restoration Program 2017 Activities

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide a summary of the Community and Regional Parks Invasive Plant Management and Ecological Restoration Program activities for 2017.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

The Community and Regional Parks Invasive Plant Management and Ecological Restoration Program commenced in 2012 in support of the BC *Weed Control Act* and the Invasive Species Strategy for British Columbia (2012). This program, administered through the Parks & Trails Division, is focused on the management of ecosystem and habitat health on CVRD's park properties through inventory/assessments, invasive plant treatment, ecological restoration and annual monitoring. Ecological restoration encompasses many activities such as land stewardship, ecological enhancement activities and conservation management. Community parks in Electoral Area B – Shawnigan Lake were the first to be assessed/inventoried for the presence of invasive plant species, with the support of the Shawnigan Lake Parks Commission who were concerned about invasive plants and habitat health in local parks. The program was subsequently expanded to other Electoral Areas, and by 2017, all community parks across the nine Electoral Areas have been inventoried for the presence of invasive plant species and removal/restorative prescriptions have been developed for implementation.

The majority of invasive species removal/treatment and restoration work has occurred through contractor services and through use of the Parks Summer Student work crew. However, volunteer groups such as the Cowichan Valley Naturalists, Cowichan Community Land Trust, Brentwood College, and Queen Margaret's School have also undertaken invasive species removal work in select parks under the direction of the Parks & Trails Division. Forty-three community parks (see attachment) have received treatment for twenty-two of the fifty-six priority invasive plants that are identified within the Cowichan Region as being of concern for eradication or control. Park sites such as Old Mill Park in Electoral B – Shawnigan Lake have had five years of treatment, resulting in eradication of two targeted priority invasive plants. This work has also included restoration planting with native species following removal of the invasive plants. All park sites treated require repeat annual treatment, monitoring and inspection to eradicate stubborn invasive plants and to ensure success or restoration efforts.

ANALYSIS

Projects recently completed include the foreshore restoration work at Hecate Park in Cowichan Bay, the physical repeated removal of Knotweed by volunteers along the Koksilah River banks in Bright Angel Park, riparian restoration at Sand Pool Regional Park, scotch broom removal by

Broom Busters at several parks including Stoney Hill Regional Park and shoreline planting restoration at West Shawnigan Lake Park as a demonstration project for waterfront property owners around the lake. These and other projects completed in 2017 (see attachment) are examples of where CVRD and community volunteer initiated projects support the objectives of the Community and Regional Parks Invasive Plant Management and Ecological Restoration Program. It is important to note that not all projects under the Community and Regional Parks Invasive Plant Management and Ecological Restoration Program are specific to just actions on removal of invasive plant species. Park site treatments or ecological restoration efforts may also be initiative where it is identified that such work can provide specific ecological enhancement or restoration, such as the conversion of previously manicured lawn areas to native forest or grasslands.

Healthy landscapes and ecosystems are not only important to native flora and fauna of the Regional District's community and regional parks systems, but also serve to educate and motivate property owners and residents within the Region to undertake similar actions on private properties to control/erratic invasive plant species of concern. CVRD's parks also contribute an important role as green infrastructure, supporting outdoor recreation/nature tourism, environmental education, culture, health and wellness, storm water management, and clean air, as the region deals with issues such air quality, watershed management and climate change. The Community and Regional Parks Invasive Plant Management and Ecological Restoration Program is but one part of overall management of the CVRD's system of parks, greenspaces and trails. For 2018, the focus of this program will continue to engage priorities established through the invasive plant species inventory work done and where additional opportunities may be identified through a formalised CVRD Parks & Trails Volunteer Program.

FINANCIAL CONSIDERATIONS

The 2018 budgets for Electoral Area Community Parks, Sub-Regional Parks and Regional Parks includes dedicated annual funding for the Community and Regional Parks Invasive Plant Management and Ecological Restoration Program.

COMMUNICATION CONSIDERATIONS

Temporary signs are utilised during treatments as well as ecological restoration efforts to inform park visitors and neighbours about specific work taking place and about the objectives and benefits of the overall program. Permanent signs about invasive species removal and habitat restoration work have been installed at Hecate Park in Electoral Area D - Cowichan Bay, Bright Angel Park and Busy Place Creek in Electoral Area E – Cowichan Station/Sahtlam/Glenora.

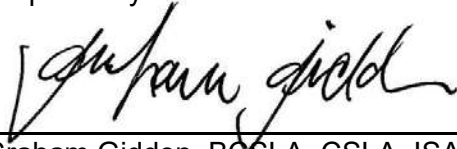
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Regional SF Area #2.2 – Climate Change Adaptation Strategy.

Referred to (upon completion):

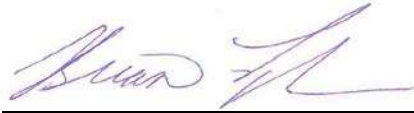
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental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

Prepared by:

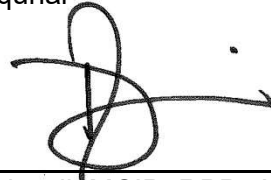


Graham Gidden, BCSLA, CSLA, ISA
Certified Arborist
Parks & Trails Planner

Reviewed by:



Brian Farquhar
Manager



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

ATTACHMENTS:

Attachment A – Invasive Plant Management and Ecological Restoration – Community Park Project Locations

Attachment B – Photos of 2017 Invasive Plant Management and Ecological Restoration Projects

**CVRD Parks & Trails
Invasive Plant Management and Ecological Restoration
Community Park Project Locations**

Electoral Area	Park Name
Area A	Barry Road Walkway
Area A	George Patterson Park
Area A	Hollings Creek Park
Area A	Inlet Beach Access
Area A	Mill Bay Marina Pathway
Area A	Mill Bay Nature
Area A	Mill Bay Wharf
Area A	Mill Springs Park
Area A	Mill Spring Trail
Area A	North Good Hope Trail
Area A	Welch Rd Beach Access
Area A	Whiskey Point Access
Area B	Bob O Link Trail
Area B	Elsie Miles Park
Area B	Dougan Park
Area B	Gibsons Park
Area B	Masons Park
Area B	Melrose Park
Area B	Old Baldy Trail
Area B	Old Mill Park
Area B	Royce Park
Area B	Shawnigan Beach Estates Greenbelt
Area B	Shawnigan Hills Park
Area B	Silvermine Trail (Glen Eagles)
Area B	Stebbings Road Community Forest
Area B	West Shawnigan Park
Area B	William Rivers
Area B	Worthington Beach Access
Area B	Boatswain Park
Area B	Cobble Hill Common
Area B	Hammond Way Trail
Area B	Quarry Nature Park
Area B	William Shearing

Electoral Area	Park Name
Area D	Hecate Park
Area D	Lambourne Park
Area E	Busy Place Creek
Area E	Creighton Road Park
Area E	Currie Park
Area E	Fairbridge Park
Area E	Glenora Trails Head Park
Area E	Inwood Creek Park
Area E	Jack Fleetwood Park
Area E	Wake Lake Ecological Park

Photos of 2017 Invasive Plant Management and Ecological Restoration Projects



1. Contractor planting native shrubs where multiple years of invasive plant treatment has occurred at Old Mill Park.



2. CVRD Parks and Trails summer students removing invasive plants at Jack Fleetwood Park.



3. Neighbourhood Broombusters Team **before** treatment photo at Stoney Hill Regional Park.



4. Neighbourhood Broombusters Team **after** treatment photo at Stoney Hill Regional Park.



5. Cowichan Valley Naturalists - "Knock Back Knotweed" Project in Bright Angel Park.



6. Queen Margarets School staff Scotch broom removal at Inwood Creek Park.



7. Contractor placing large woody debris and fish gravels at Hecate Park.



8. Cowichan Community Land Trust members and community volunteers planting native shrubs at Hecate Park.



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 14, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of November 29, 2017

FROM: Community Planning Division
Land Use Services Department

SUBJECT: Cowichan 2050 Update

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide an update to the Regional Services Committee about developments in the Cowichan 2050 project. This written report will be supplemented by an introductory verbal presentation by John Ingram of EcoPlan International (EcoPlan).

RECOMMENDED RESOLUTION

For information.

BACKGROUND

On August 1, 2017, the CVRD issued a Request for Proposals, seeking professional services to assist with development of the Cowichan 2050 Integrated Planning Strategy. In total, seven proposals were received and evaluated for suitability. With their proposal, EcoPlan achieved the highest overall score from the evaluators. References were checked, and contract discussions (and work) began immediately. EcoPlan began working with the CVRD on this project in early September.

EcoPlan is an award-winning consulting firm with over 20 years of experience in community planning, stakeholder engagement, communications, and strategic planning. Prior to their work with the CVRD, they had experience with other regional districts across the province on projects ranging from regional growth strategies to collaborative planning with First Nations, to region-wide monitoring and evaluation initiatives.

ANALYSIS

The Cowichan 2050 strategy is intended to provide a comprehensive overview of the social, environmental and economic forces shaping the region and insights into how local governments within the CVRD can best collaborate to manage change and anticipated growth. Outcomes of the project are intended to include:

1. A relationship-building process to support more collaborative regional planning; and
2. A high-level policy document that establishes a guiding framework for better coordination on region-wide development issues.

In other words, the Cowichan 2050 process is meant to create a “living” document that stimulates collective action within the Region towards shared regional policy goals, and is renewed on a regular basis to ensure that it is continuing to be relevant.

While the specific nature of anticipated changes within the region remains uncertain, three that the Cowichan 2050 project anticipates include:

- More people, more development – About 25,000 more people are expected to live in the region by 2050. This represents a 31% increase and is the equivalent of adding five new Cities of Duncan to the region. Depending on the density and form of development, it could also be the equivalent of developing an area twice the size of the Town of Ladysmith
- Climate change – A warmer, drier climate, with more extreme weather events. These changes will impact regional water supplies, agriculture, ESAs, and forested lands. Climate change will result in at least a 50 cm rise in sea levels. Inundation, erosion, and salt water intrusion will impact homes and businesses, infrastructure and services, and habitat along the entire coastline. Low lying areas will be particularly hard hit, including Cowichan Bay, Mill Bay, Ladysmith and Chemainus.
- New regional planning partners – By 2050, it is highly likely that the governance structure within the region will have changed dramatically, largely due to completion of treaty negotiations leading to self-governance by First Nations, which could become full regional partners on the CVRD Board, but also due to the possibilities of municipal incorporation in the southern part of the region and municipal amalgamation of North Cowichan-Duncan in the central part of the region.

Two major non-governmental partners have been identified as part of the Cowichan 2050 process to date:

1. Social Planning Cowichan; and
2. OUR Cowichan Community Health Network.

OUR Cowichan has undertaken significant work to identify local health issues and create community-based solutions, based on the twelve key determinants of health. These determinants include the way land is used and our communities are built. The focus of OUR Cowichan's work is to create the best possible health system for the region.

Social Planning Cowichan was established, in part, to carry out the recommendations developed during the Visions 2020 process, to address social planning concerns in the Region. To date, Social Planning Cowichan has undertaken a considerable amount of work related to community visioning, community safety, climate change, poverty (including issues around affordable housing), and building cultural connections. Current projects of direct relevance to the Cowichan 2050 process include:

1. The creation of a series of community snapshots, indicating overall well-being of the land and people of the Cowichan region;
2. The preparation of a Visions 2020 report card, evaluating progress towards the vision and goals outlined in that process (anticipated to start in early 2018); and
3. Working together with other social planning groups on Vancouver Island to create a Visions 2050 project for the entire Island community. It is anticipated that the guiding vision for Cowichan 2050 will be the existing regional vision developed through the Visions 2020 process, until such point it is updated through the Visions 2050 project.

These organizations have strong roots in the various Cowichan communities, and strong linkages to community-based organizations. Their work and their networks make them vitally important to the Cowichan 2050 process. Unfortunately, due to the Cowichan 2050 project name, there is room for confusion in understanding the relationships between the work of the CVRD and local governments within the region on creating a high level policy document primarily focused on land use and related topics, with the various projects of Social Planning Cowichan. It is hoped that over the course of the Cowichan 2050 project, a new name will be identified that better represents the intentions, and eliminates opportunities for confusion.

FINANCIAL CONSIDERATIONS

The funds available for the project, from the original UBCM Grant, amount to \$100,000. Within this amount, approximately \$10,000 has been allocated to address communications considerations, with the remainder committed to the contract with the consultant.

COMMUNICATION CONSIDERATIONS

The Cowichan 2050 Strategy is a largely inward-focusing process, building agreements between local governments. Public engagement is anticipated to occur in the spring of 2018.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Action 1.1 in the CVRD's Corporate Strategic Plan, 2014-2018, directs the development of a Regional Integrated Planning Strategy to address a range of land use issues and influences across all municipalities and electoral areas to ensure sustainable and coordinated management of growth and development. Cowichan 2050 is proposed to meet this intent.

Referred to (upon completion):

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

Prepared by:

Beverly Suderman, MCIP, RPP
Senior Planner

Reviewed by:

Mike Tippett, MCIP, RPP
Manager

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

ATTACHMENTS: N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 26, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of November 29, 2017

FROM: Environmental Services Division
Engineering Services Department

SUBJECT: Amendments to Provincial Land Use Guidelines Related to Climate
Adaptation and Flood Hazards

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to update the Committee on amendments to the 2004 Province of BC *Flood Hazard Area Land Use Management Guidelines*.

RECOMMENDED RESOLUTION

That it be recommended to the Board that staff work with Duncan, Ladysmith, Lake Cowichan and North Cowichan to review implications and potential options for a consistent planning approach for the sea level rise impact areas and report back with recommendations in 2018.

BACKGROUND

Sea levels are rising as a result of climate change. Legislative changes to the *Land Titles Act* and the *Local Government Act* in 2003 and 2004 removed the role of the Minister of Environment for floodplain designation and approval, shifting this authority entirely to local governments. In 2004, the *Flood Hazard Area Land Use Guidelines* were published to assist local governments in identifying and designating flood hazard areas. Amendments to those guidelines have now been published based on local government and technical considerations of sea level rise.

The new guidelines outline requirements for buildings, subdivision, and zoning that should allow for a 1.0m sea level rise (SLR) to the year 2100. A 2.0m SLR should be used for adaption strategies set out in Official Community Plans (OCP) and Regional Growth Strategies (RGS).

The updated guidelines suggest that local governments under their duty of care do one of two things in order to ensure that their oversight of land use and development is informed by the new standards:

- Develop sea level rise planning areas where there is an enhanced ability of local governments to ensure the appropriate analysis and oversight is possible, or
- Designate under Section 910 of the Local Government Act flood hazard areas to regulate development.

ANALYSIS

The Flood Hazard Area Land Use Management Guidelines amendment represents a significant policy change that will impact land use and development decision made by BC local governments in coastal areas. The now published Guidelines “are the recommended provincial *minimum* requirements for Land Use Management in Flood Hazard Areas” in the absence of more site specific studies or information.

Along the eastern coastline of the CVRD, considerable infrastructure and development is currently situated in areas that are identified as being in the 1.0m SLR impact zone. These implications will affect new development as well as owners of existing buildings that will have “non-conforming”

status with significant legal and administrative implications related to the management of development. In addition, under Section 15 of the Compensation and Disaster Financial Assistance Regulation of the *Emergency Program Act* (CDFA Regulation), no assistance is provided to repair, rebuild, or replace a structure damaged in a flood unless the structure was determined by the Ministry of Environment to have been properly flood protected if it is in a designated flood zone.

In existing provincial planning documents, flood construction levels (FCL) and setback, are based on the defined location of the 'natural boundary' – a position defined in law, but which has a tenuous technical basis. The natural boundary is a position that can be identified on an existing shoreline. It is not possible to identify the natural boundary for a future higher water level, only to estimate it. This is further complicated by the reality that the boundary will be dynamic and will incrementally shift in the future.

The CVRD has mapped the projected 1.0m SLR impact zones based on the technical guidelines provided by the Province using high resolution LiDAR data. A series of analytical products for further planning process was also developed at the time including:

- Flood depth grids – to determine both the depth of future inundation and the extent
- Erosion rating index – to determine the susceptibility of the shoreline to erosion
- Infrastructure rating index – determination of both the presence and type of infrastructure affected by the following three classes: public good, commercial and other (non critical).
- Habitat rating index – based on Provincial oil spill rankings and incorporates biodiversity, uniqueness and biological productivity.

In 2012, additional limited analysis was undertaken to specifically review additional CVRD assets including private houses and infrastructure to gauge potential private economic impacts. Currently 1,848 parcels are directly affected, although additional sections and parcels are indirectly affected by way of access and other impacts. No analysis to date has been completed on other effects such as environmental impacts on contaminants and groundwater.

The information was provided to all locally affected communities and First Nations; however, without the completion of the provincial adjustments to policy and guidelines, no planning recommendations were made at that time.

FINANCIAL CONSIDERATIONS

None at this time – staff time on the folio is covered under the climate adaption program development (Gas Tax) and National Disaster Mitigation Program funding.

COMMUNICATION CONSIDERATIONS

Intergovernmental Implications – given the degree of existing infrastructure and development impacted regionally consultation with adjacent local governments and others should be undertaken.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

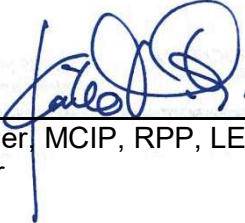
This initiative is in support of the Board's strategic focus areas: 1. Regional Integrated Land Use Planning, 4. Protection of Water Resources; 2. Response to Climate Change; and 3. Engaging our Communities. Electoral focus area of Responsive, Official Community Planning.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)

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

Prepared by:



Kate Miller, MCIP, RPP, LEED AP
Manager

Reviewed by:

Not Applicable
Not Applicable



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A – Letter from Province
- Attachment B – Final Amendment to Flood Hazard Area Land Use Management Guidelines
- Attachment C – Communications and Engagement Process

From: Siperka, Linda FLNR:EX [<mailto:Linda.Siperka@gov.bc.ca>]
Sent: October 18, 2017 2:34 PM
To: Brian Carruthers <BCarruthers@cvrld.bc.ca>
Subject: Provincial Flood Hazard Area Land Use Management Guidelines Amendment

October 18, 2017

File: 3500-20/Climate Chan-RAC02

Brian Carruthers, CAO
Cowichan Valley, BC

Via Email: bcarruthers@cvrld.bc.ca

Dear Brian Carruthers:

Re: Provincial Flood Hazard Area Land Use Management Guidelines Amendment

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) has amended **sections 3.5 and 3.6** of the provincial Flood Hazard Area Land Use Management Guidelines (the Guidelines) to allow for a sea level rise. This letter is to inform you that the amended Guidelines will come into effect on January 1, 2018. This amendment affects coastal communities only. Please distribute this information within your organization as applicable. The amendment may be found on our website:

<http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/integrated-flood-hazard-management/flood-hazard-land-use-management>

The amendment draws from the worked completed in the 2011 reports by Ausenco Sandwell, “Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use – Guidelines for Management of Coastal Flood Hazard Land Use”, and the 2011 companion reports, “Sea Dike Guidelines” and “Draft Policy Discussion Paper”. These reports continue to supplement the amendment and are available on FLNRORD’s website for informational purposes (same link as above).

The amendment recommends coastal communities to allow for 1.0m sea level Rise (SLR) to the year 2100 and 2.0m to the year 2200 (both relative to the year 2000 and to consider regional uplift and subsidence). The amendment provides updated definitions and approaches for determining flood construction levels and setbacks that local governments are to consider when creating relevant bylaws in designated SLR planning areas per the *Local Government Act*. Provincial agencies responsible for development in rural areas or on Crown land are also to consider the guidelines in subdivision approvals or in the sale and lease of Crown land.

A technical working group of twenty local governments and representation from the Union of BC Municipalities (UBCM) formed a technical working group (TWG) to review and provide input in drafting the amendment. Membership of the TWG was reviewed by the UBCM to ensure fair representation and adequate technical expertise was present. Public

consultations were held, numerous qualified professionals and academic experts were engaged, First Nations notification and input was sought, and Engineers and Geoscientists BC carried out a final review. As recommended by the TWG, a power point presentation will be available shortly on FLNRORD’s website (same link as above) for local governments to use in communication about the Guideline amendment.

Sincerely,



Mitchell Hahn, P.Eng.
Inspector of Dikes

AMENDMENT

Section 3.5 and 3.6 – Flood Hazard Area Land Use Management Guidelines

3.5 The Sea

3.5.1 Background and Reference Documents

The content for this Amendment is drawn primarily from, "Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use – Guidelines for Management of Coastal Flood Hazard Land Use", Ausenco Sandwell, report to BC Ministry of Environment, January 27, 2011 (AS (2011b)) and the companion reports, "Sea Dike Guidelines" and "Draft Policy Discussion Paper", also dated January 27, 2011.

These 2011 reports, including terminology, definitions and explanatory figures, supplement this Amendment to the "Flood Hazard Area Land Use Management Guidelines". Definitions for the terms used in this Amendment are provided in Appendix A of AS (2011b). Where there is any inconsistency between the Ausenco Sandwell (2011) reports and this Amendment document, the Amendment document shall govern. These reports are referenced in this Amendment as:

"Draft Policy Discussion Paper" - AS(2011a)

"Guidelines for Management of Coastal Flood Hazard Land Use" - AS (2011b)

"Sea Dike Guidelines" - AS (2011c)

These reports are available on the ministry web page:

http://www.env.gov.bc.ca/wsd/public_safety/flood/fhm-2012/draw_report.html

The definition of and method(s) of determination of Flood Construction Level (FCL) for coastal areas has been modified for the purposes of this Amendment (also see definitions in AS 2011b). The FCL is used to establish the elevation of the underside of a wooden floor system or top of concrete slab for habitable buildings, but does not relate to the crest level of a sea dike.

The management of land use in coastal flood hazards may require flood hazard assessments to be completed by suitably qualified Professional Engineers, experienced in coastal engineering. The standards of practice that these Professionals should follow include those outlined in the most recent revision of the "Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC", first published by the Association of Professional Engineers and Geoscientists of BC (APEGBC) in 2012.

The APEGBC Professional Practice Guidelines describe and provide for use of risk assessment methodologies, however, this Amendment does not consider how risk based approaches might be incorporated into sea level rise area planning, determination of setbacks and FCLs, or long term flood protection strategies. Should local governments, land use managers and approving officers choose to base approval decisions on risk assessments prepared by Professional Engineers, the changes in risk over time due to sea level rise must be fully taken into account.

3.5.2 Design and Planning Time Frame

Requirements for buildings, subdivision, and zoning should allow for sea level rise (SLR) to the year 2100.

Land use adaptation strategies as set out in Official Community Plans (OCPs) and Regional Growth Strategies (RGSs) should allow for sea level rise to the year 2200 and beyond.

3.5.3 Recommended Sea Level Rise Scenario for BC

Allow for Global Sea Level Rise of 0.5 m by 2050, 1.0 m by 2100 and 2.0 m by 2200 relative to the year 2000 as per Figure 1.

Adjust for regional uplift and subsidence using the most recent and best information available. Where no information is available, assume neutral conditions (i.e. no uplift or subsidence).

The scenario in Figure 1 is intended to be reviewed every 10 years or sooner if there is significant new scientific information.

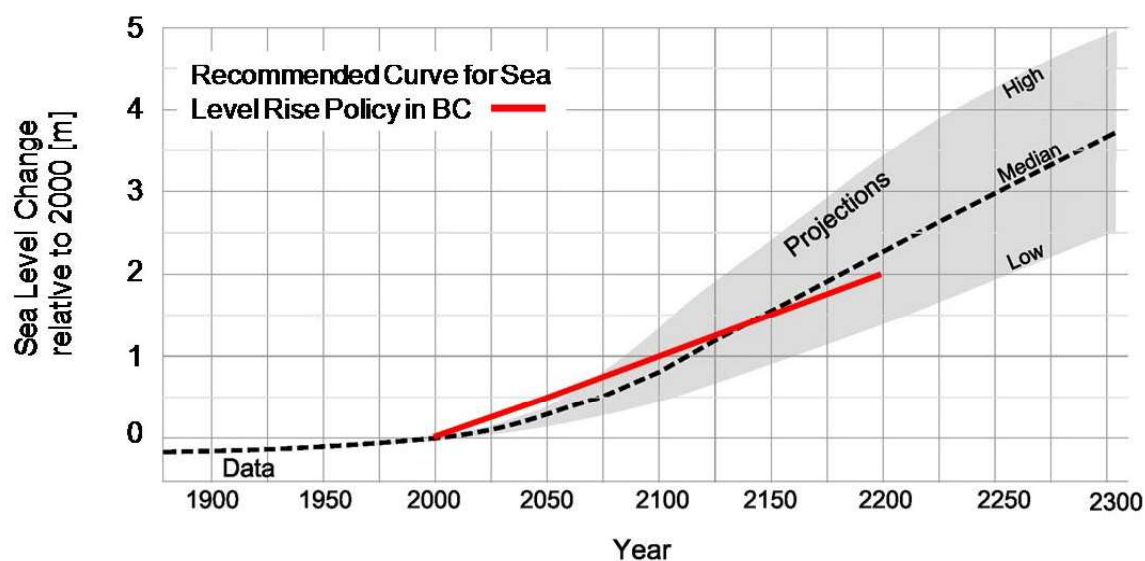


Figure 1. Recommended Global Sea Level Rise Curve for Planning and Design in BC

3.5.4 Sea Level Rise Planning Areas

Local Governments should consider defining SLR Planning Areas and developing land use planning strategies integrating both flood protection (sea dikes) and flood hazard management tools. These areas should include areas exposed to coastal flood hazards, diked areas and inland floodplains adjacent to tidally influenced rivers where potential flood levels will be increased by sea level rise.

As one possible management tool, lands included within SLR Planning areas may be designated by local governments as floodplains under Section 524 of the *Local Government Act*

and if land is so designated, local governments may, by bylaw, specify flood levels and setbacks to address sea level rise.

3.5.5 Strait of Georgia - Areas Not Subject to Significant Tsunami Hazard¹

3.5.5.1 Standard FCLs and Setbacks

The Year 2100 FCL should be established for specific coastal areas by a suitably qualified Professional Engineer, experienced in coastal engineering. This work could be completed as part of regional floodplain mapping, SLR Planning Area studies, or as part of development approval processes. The Year 2100 FCL should be the minimum elevation for the underside of a wooden floor system or top of concrete slab for habitable buildings, and should be determined (see Figure 2) as the sum of:

- The 1:200, or 1:500² Annual Exceedance Probability (AEP) total water level as determined by probabilistic analyses³ of tides and storm surge;
- Allowance for future SLR to the year 2100;
- Allowance for regional uplift, or subsidence to the year 2100;
- Estimated wave effects associated with the Designated Storm with an AEP of 1:200, or 1:500; and
- A minimum freeboard of 0.6 metres.

Alternatively, the Year 2100 FCL can be determined by a more conservative "Combined Method" as described in the Ausenco Sandwell (2011) reports (see Figure 3). Example calculations of FCLs for specific areas in coastal BC are provided in Table 3-2 AS(2011b) where the FCL is determined as the sum of:

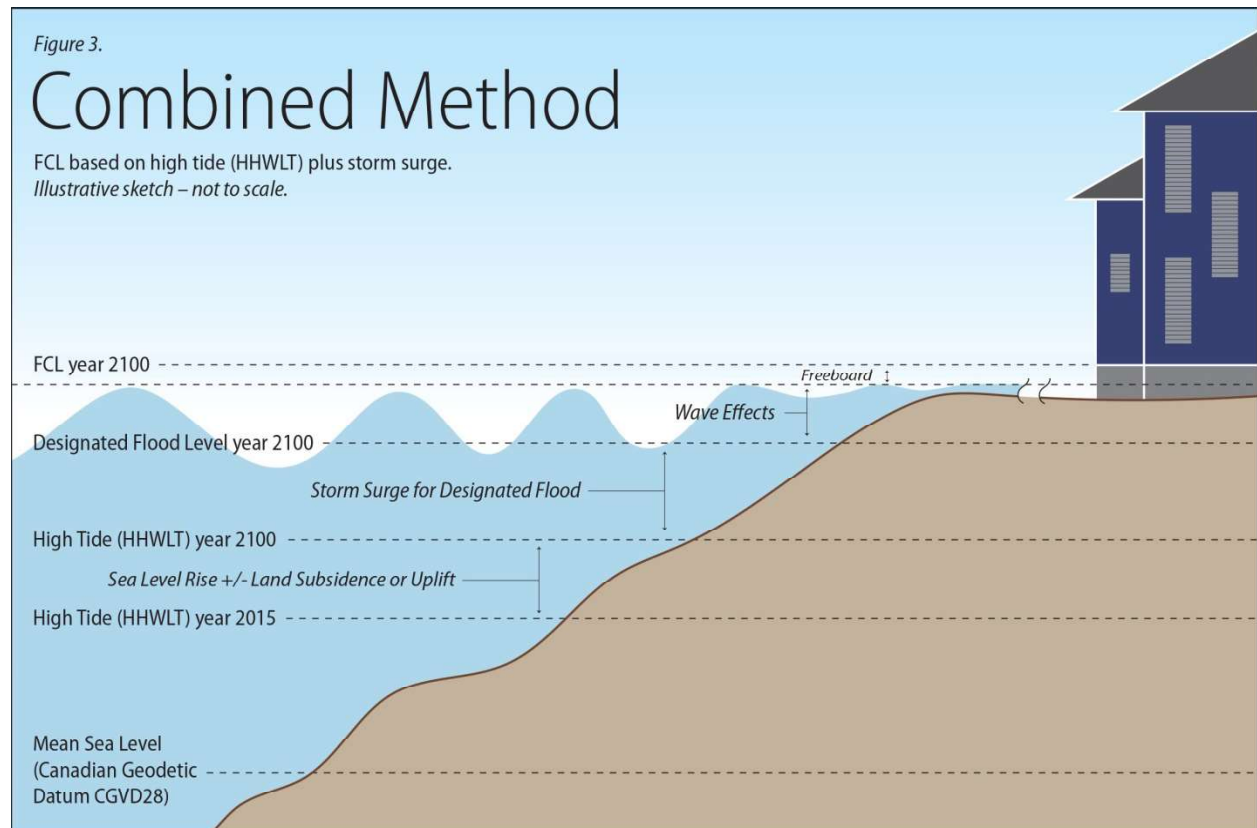
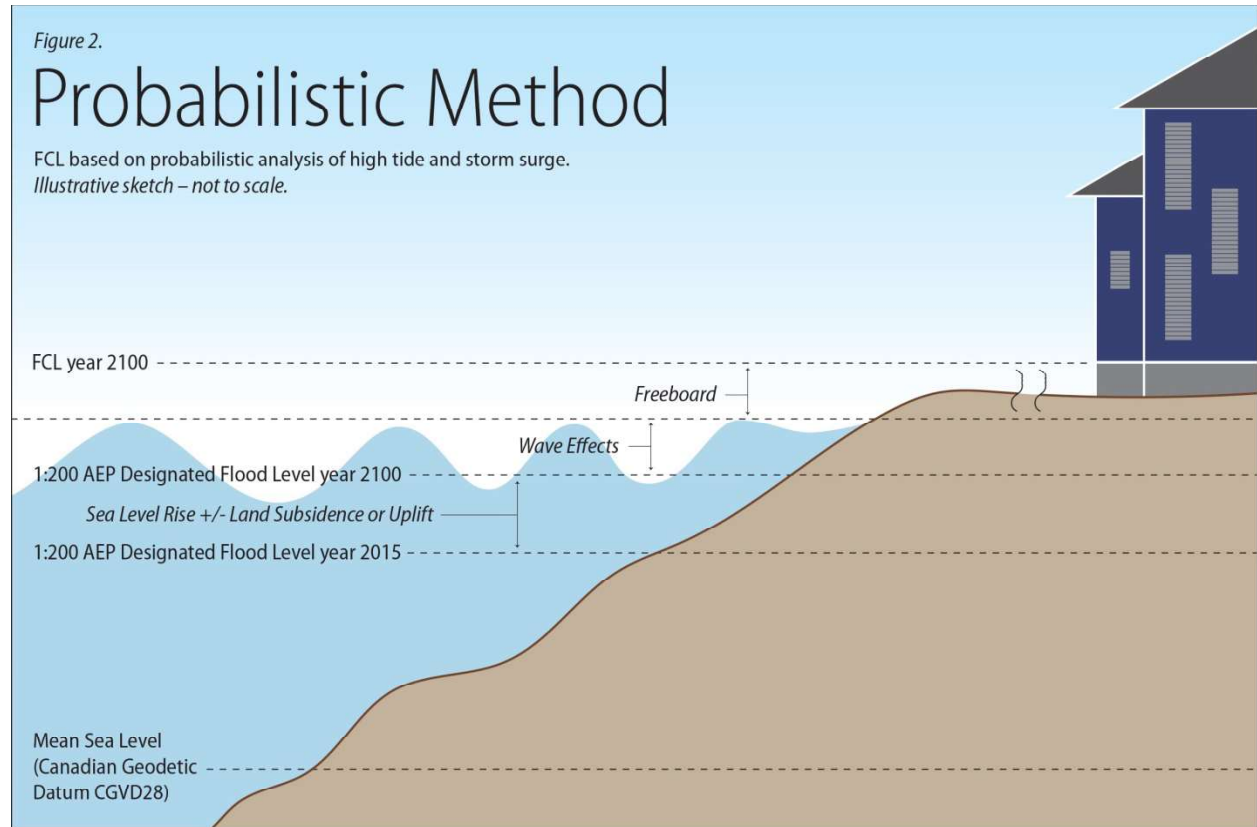
- Allowance for future SLR to the year 2100;
- Allowance for regional uplift, or subsidence to the year 2100;
- Higher high water large tide (HHWLT);
- Estimated storm surge for the Designated Storm with an AEP of 1:200, or 1:500 as per Table 6-1 in AS(2011a);
- Estimated wave effects associated with the Designated Storm; and
- A minimum freeboard of 0.3 metres.⁴

¹ Refers to "Zone E" as shown on the "Tsunami Notification Zones for BC" map published by Emergency Management BC, November, 2015 and includes the Strait of Georgia, Gulf Islands, Greater Vancouver, Johnstone Strait but not including the east side of the Saanich Peninsula and Greater Victoria.

² While a 1:200 AEP is the minimum provincial standard, local governments may decide to adopt more stringent criteria for heavily populated and built-up areas.

³ Because of the variation along the BC Coast in the availability of reliable long term water level gauge data and site specific effects including uplift, subsidence and wave effects, the decision on selection of an appropriate methodology to determine the FCL is up to the local government jurisdiction based on recommendations from a suitably qualified Professional Engineer, experienced in coastal engineering. Where studies are required to determine sea dike design levels, the design level analyses and dike design must be reviewed and approved by the Inspector, or Deputy Inspector of Dikes, as part of the *Dike Maintenance Act* approval process.

⁴ Given that the "Combined Method" provides conservative values for Year 2100 Designated Flood Levels (because the method assumes the Designated Storm occurs in conjunction with a high tide) the freeboard may be reduced from 0.6 m to 0.3 m for this method for situations where the full FCL may be difficult to achieve.



The building setback should be at least the greater of 15 m from the future estimated Natural Boundary of the sea at Year 2100, or landward of the location where the natural ground elevation contour is equivalent to the Year 2100 FCL (refer to Figure 2-2 in AS (2011b) for a definition sketch – except that the Year 2100 Designated Flood Level and future FCL as shown in this sketch can be determined by either probabilistic analyses, or the "Combined Method").

Where the sea frontage is protected from erosion by a natural bedrock formation, the development approving official may agree to modify setback requirements as recommended by a suitably qualified Professional Engineer experienced in coastal engineering. The Professional Engineer should fully consider all aspects of the coastal flood hazard associated with Year 2100 water levels including potential wave, debris and related splash impacts on buildings. This approval should be augmented through a restrictive covenant describing the hazard and building requirements, and including the Professional Engineer's report and a liability disclaimer.

The setback may be increased on a site-specific basis such as for exposed erodible beaches and/or in areas of known erosion hazard.

3.5.5.2 Subdivision

All lots created through subdivision should have viable building sites on natural ground that is above the Year 2100 FCL and comply with the setback guidelines noted above.

To regulate redevelopment at the end of the building lifespan, the development approving officer should require a restrictive covenant stipulating that any future reconstruction must meet the FCL and setbacks requirements in force at the time of redevelopment.

Subdivision may be approved within a Sea Level Rise Planning Area in areas where the natural ground is lower than the Year 2100 FCL where the local government has developed and adopted a long term flood protection strategy completed by a suitably qualified Professional Engineer experienced in coastal engineering and referencing applicable professional practice (APEGBC) and provincial guidelines available at the time. The strategy should incorporate mitigation to address all relevant risks including flood risk due to sea level rise to the year 2200 and beyond⁵ and is to be comprised of **both** raising of ground elevations with fill and adequate provisions for future dike protection, including sufficient land and/or rights of way for the future dike (also see Appendix 1).

Subdivision may also be approved in areas where the natural ground is lower than the Year 2100 FCL where all of the following conditions have been met:

- The subdivision development involves a maximum of 2 lots;
- The site is located on the coastal floodplain fringe adjacent to high ground;
- The building site ground elevations have been raised to the Year 2100 FCL and the fill extends to and is contiguous with natural ground above the Year 2100 FCL;

⁵ The long term flood protection strategy should be reviewed and updated as necessary every 10 years, or as a change to an OCP or RGS warrants. Updates should continue to consider flood risks a minimum of 100 years in the future.

- The fill is adequately protected from the sea by erosion protection works, with consideration of wave impacts associated with Year 2100 sea levels;
- The building setbacks comply with the setback guidelines noted above;
- A suitably qualified Professional Engineer, with experience in coastal engineering has prepared a detailed design for the fill and erosion protection works including a report considering all of the above and has concluded that the site may be suitable for the use intended;
- The Professional Engineers' report forms part of the restrictive covenant registered on the title of each lot; and
- The restrictive covenant registered on title stipulates that the landowners are responsible for maintenance of the erosion protection works on their own land.

3.5.5.3 Development on Existing Lots

Standard setbacks and elevations apply. To regulate redevelopment at the end of the building lifespan, the development approving official should require a restrictive covenant stipulating that any future reconstruction must meet the FCL and setbacks requirements in force at the time of redevelopment.

On existing lots, if meeting the setback guidelines noted above would sterilize the lot (i.e., not allow even one of the land uses or structures permitted under the current zoning), the development approving official may agree to modify setback requirements as recommended by a suitably qualified Professional Engineer experienced in coastal engineering, provided that this is augmented through a restrictive covenant stipulating the hazard, building requirements, and liability disclaimer.

The Year 2100 FCL requirements would still apply to new habitable building construction.

3.5.5.4 Lots with Coastal Bluffs

For lots containing coastal bluffs that are steeper than 3(H):1(V) and susceptible to erosion from the sea, setbacks should be determined as follows:

1. If the future estimated Natural Boundary is located at least 15 m seaward of the toe of the bluff, then no action is required and the setback should conform with other guidelines that adequately address terrestrial cliff and slope stability hazards.
2. If the future estimated Natural Boundary is located 15m or less seaward of the toe of the bluff, then the setback from the future estimated Natural Boundary should be located at a horizontal distance of at least 3 times the height of the bluff, measured from 15 m landwards from the location of the future estimated Natural Boundary.

In some conditions, setbacks may require site-specific interpretation and could result in the use of a minimum distance measured back from the crest of the bluff. The setback may be modified provided the modification is supported by a report, giving consideration to the coastal erosion that may occur over the life of the project, prepared by a suitably qualified Professional Engineer experienced in coastal engineering.

3.5.6 Outside the Strait of Georgia Area - Areas Subject to Significant Tsunami Hazard⁶

Tsunami setbacks and elevations should be required for new lots created through the subdivision approval process. Tsunami hazard requirements and regulations for existing lots may be determined by local governments on a site specific or regional basis.

The "standard" setbacks and elevations in sections 3.5.5.1 to 3.5.5.4 above apply to all coastal areas outside of the Strait of Georgia, except for new subdivisions subject to significant tsunami hazards, in which case the tsunami setbacks and elevations shall apply. Where the tsunami hazard is low, the greater FCLs and setbacks shall apply.

A subdivision application in a tsunami prone area must include a report by a suitably qualified Professional Engineer, experienced in coastal engineering who must formulate safe building conditions for each proposed lot based on a review of recent Tsunami hazard literature including the report, "Modelling of Potential Tsunami Inundation Limits and Run-Up", by AECOM for the Capital Regional District, dated June 14, 2013, plus the historical report, "Evaluation of Tsunami Levels Along the British Columbia Coast", by Seaconsult Marine Research Ltd., dated March 1988.

At a minimum, building conditions should protect improvements from damage from a tsunami of equal magnitude to the March 28, 1964 tsunami that resulted from the Prince William Sound, Alaska earthquake and a possible Cascadia Subduction Zone earthquake.

Setback –

Setback requirements should be established on a site-specific basis and take into account tsunami hazards.

The setback must be sufficient to protect buildings and must be at least 30 metres from the Year 2100 estimated natural boundary.

FCL –

FCL requirements should be established on a site-specific basis and take into account tsunami hazards.

Reductions to these requirements should only be considered where the building can be built to the Tsunami FCL on bedrock.

3.6 Areas Protected by Dikes

Residential, commercial and institutional developments in areas protected by dikes are required to comply with full flood proofing requirements for their respective categories, with a possible exception for development within Sea Level Rise Planning Areas as noted below.

Setback –

Buildings should be located a minimum of 7.5 metres away from any structure for flood protection or seepage control or any dike right-of-way used for protection works. In addition, fill

⁶Refers to "Zones A, B,C and D" as shown on the "Tsunami Notification Zones for BC" map published by Emergency Management BC, November, 2015 and includes the North Coast, Central Coast, and Juan de Fuca Strait including Greater Victoria and the east side of the Saanich Peninsula.

for floodproofing should not be placed within 7.5 metres of the inboard toe of any structure for flood protection or seepage control or the inboard side of any dike right of-way used for protection works, unless approved by the Inspector of Dikes as part of a dike upgrading plan.

Additional dike right of way and building set back requirements should be defined for Sea Level Rise Planning Areas to accommodate the widening and raising of dikes for sea level rise.

Any change to these conditions requires the approval of the Inspector of Dikes.

FCL –

Buildings and manufactured homes in areas protected by dikes should meet minimum FCLs prescribed for the primary stream, lake or sea adjacent to the dike and the FCL requirements for any internal drainage (minimum ponding elevations). FCLs for diked coastal areas may also be determined through a comprehensive, site-specific dike breach modeling study, completed by a suitably qualified Professional Engineer, and based on a minimum 1:200 AEP sea water level in the Year 2100, inclusion of a minimum 0.6 m freeboard above modelled water levels and conservative modelling assumptions.

Relaxation of FCL requirements for new development in coastal areas protected by dikes may be appropriate for Sea Level Rise Planning Areas where the local government has developed and adopted a long term flood protection strategy completed by a suitably qualified Professional Engineer experienced in coastal engineering and referencing applicable professional practice (APEGBC) and provincial guidelines available at the time (see Appendix 1). This relaxation should be augmented through a restrictive covenant stipulating the hazard and protection strategy, building requirements, and liability disclaimer.

3.6.1 Secondary sources of flooding

Where there are secondary sources of flooding within diked areas, the appropriate requirements as set out in Clauses 3.1 through 3.5 should be applied. These should include consideration of minimum ponding elevations behind the dike to protect against internal drainage.

Amended: October 1, 2016

APPENDIX 1 – LONG TERM FLOOD PROTECTION STRATEGY

Section 3.6 states that "Relaxation of FCL requirements for new development in coastal areas protected by dikes may be appropriate for Sea Level Rise Planning Areas where the local government has developed and adopted a long term flood protection strategy completed by a suitably qualified Professional Engineer experienced in coastal engineering and referencing applicable professional practice (APEGBC) and provincial guidelines available at the time." Similarly section 3.5.2 provides for subdivision approvals in low lying coastal floodplain areas where the local government has developed a long term flood protection strategy. This appendix outlines the steps involved in developing a long-term flood protection strategy and the issues that should be addressed at the various stages of development of the strategy.

1. General

- Relaxation of FCL requirements for new development in the protected area and intensification of development through subdivision of land has significant long term implications. The future reliance on the sea dikes and consequences of dike failure will increase as development occurs and sea level rises. Therefore, the extent of work required to establish a successful long term dike upgrading program is demanding and costly. This approach should only be undertaken where the extent of community development in the floodplain justifies the high cost and level of effort.
- While additional site specific factors and flood hazards may be relevant for specific areas, the criteria and work outlined herein must generally be completed to justify relaxation of requirements.

2. Feasibility Study

The objective of the feasibility study is to help select a conceptual design option or options and to support a decision to proceed with preliminary design for Phase 1. The feasibility study should include the following steps:

- Collect background data and assess information needs including:
 - Wind and wave
 - Geotechnical (including seismic)
 - Land ownership/rights of way
 - Long term subsidence information for the site/area
 - Environmental
 - Proximity and availability of construction materials
- Review regulations and permits required
- Define design parameters
 - Dike safety standards and guidelines
 - Decision on minimum Annual Exceedance Probability (AEP) of design water level
 - Sea level rise scenario(s) and planning horizons (i.e. year 2100 and 2200) based on the Recommended Sea Level Rise Planning Curve presented in Figure 1.
- Develop options and complete conceptual designs. Design options may include:
 - Offshore breakwater, erosion protection and various overtopping designs

-
- Wide landfills (i.e. "superdike" concept)
 - Conventional earth dike (minimal use of floodwall closure sections)
 - Sea barrier/tide gate
 - other
 - Assess adaptability of option for very long term upgrading (i.e. year 2200)
 - Assess environmental impact of options
 - Assess social impact of options
 - Develop cost estimates
 - Develop recommendations for detailed engineering and environmental studies
 - Prepare draft report
 - Define key stakeholders and engage to get feedback
 - Complete public consultation process
 - Compare alternatives with respect to cost/ social acceptance/environment
 - Develop draft short term and long term implementation plans
 - Prepare final report
 - Present to local government council/board and funding agencies (Province) for approval in principle

3. Preliminary Design for Phase 1

Preliminary design for a Phase 1 of the flood protection program is required to support funding commitments.⁷ The Phase 1 project scope would typically include at least 25% of the dike upgrading work required to meet the year 2100 flood protection requirements.

- Complete detailed engineering studies as recommended by the feasibility study (such as geotechnical, land acquisition, environmental etc.):
- Phasing should be planned so that the minimum design AEP is maintained or exceeded at all times, considering up to date SLR curve information.
- Complete preliminary design for Phase 1
- Prepare detailed cost estimates to support funding commitments by both local and senior governments
- Before any design work is initiated, local governments are encouraged to contact the regional Deputy Inspector of Dikes to discuss proposed design projects.

4. Long Term Flood Protection Strategy

- Outline construction phasing plan – while work can proceed incrementally, preliminary designs and major components (i.e. land assembly) should be completed in no more than 4 phases by 2100. (As previously noted, phasing should be planned so that the

⁷ Where subdivision development is being contemplated in areas where the natural ground is lower than the Year 2100 FCL, the long term flood protection strategy is to be comprised of both raising of ground elevations with fill and adequate provisions for future dike protection. Phasing of land filling and dike construction would be established on a site specific basis.

minimum design AEP is maintained or exceeded at all times, considering up to date SLR curve information.)

- Land Ownership and Legal Access – confirm detailed plans to acquire lands for at least Phase 1 as a minimum, and a strategy to acquire lands for Phases 2, 3 and 4 (if needed).
- Dike Operation and Maintenance – prepare detailed operation and maintenance plan.
- *Dike Maintenance Act* (DMA) Approval for Phase 1 – apply for and obtain approval from the regional Deputy Inspector of Dikes
- Financial Plan – confirm funding approval in place for Phase 1 through established cost share programs. Confirm political commitment by both local and senior governments to long term support for the Flood Protection Strategy.

5. Governance

Local governments may wish to establish appropriate governance or committees to provide direction, technical input, and public consultation throughout the process. The province may participate in an advisory capacity, providing guidance and information on provincial policies, standards, regulations and design criteria. The province's participation does not guarantee approval of applications required under the *Dike Maintenance Act*. Applications will be assessed on their own merit and the decision maker will consider the application within the context of the long term strategy.

Flood Hazard Area Land Use Management Guidelines

Amendment Sections 3.5 & 3.6

Communications and Engagement Process - Fall 2017

1. Objectives:

- Inform jurisdictional approving authorities for floodplain development, engineering professionals and the public of the changes coming into effect in January 1, 2018;
- Provide information and guidance, including where to find more detailed information to prepare them for new requirements;
- Anticipate and have available communications material to respond to inquiries with the introduction of the amendment, and
- Prepare staff to be equipped to answer questions from the public or to redirect appropriately

2. Target Audience:

Local Governments

- Primary Objectives: Awareness of amendment coming into effect, changes, key messages, process, and support available and materials that will be available for distribution.
- Method of communication: Information Bulletin, electronic mail out to TWG members and CAOs, letter to UMBC, Integrated Flood Hazard (FSS) website, and power point presentation on the amendment

Key Sector Associations and Agencies

- Primary objectives: awareness of changes of potential interest to the sector, including summary of sector input and how government addressed it, key messages for association members.
- Method of communication: FSS website, one-page bulletins for sector associations (APEGBC, CWRA, BCWWA, PIBC, FBC, BCREA, AVICC); direct communication with client groups

First Nations

- Primary Objectives: notifications have already been delivered to coastal First Nations on the proposed amendment. This would be to review results of engagement and advise of implementation.
- Method of communication: electronic mail out to coastal First Nations, Information Bulletin and website links, letter to INAC, and provincial First Nation Advisors

Provincial Approving and Land Officers

- Primary Objectives: Awareness of amendment coming into effect, changes, key messages, process, support available and materials that will be available for distribution (also see general public)
- Method of communication: letter to officers, internal communication (Q&A document), FSS website

3. Proposed Approach:

Information Bulletin and Backgrounder

- A communications package, news release, key messages, Qs and As will be prepared to announce bringing amendment into force January 1, 2018.

Web-based communications

- Update Integrated Flood Hazard Management site – this site has been the public information portal for the process of amending the guidelines. Include posting amended guideline and links to

supporting data. The amendment will be posted and highlighted here a minimum of 2 months prior to coming into effect and then the complete revised guidelines prior to Jan 1/18.

Flood Safety Section Email

- The floodsafety@gov.bc.ca email will be maintained and used for sending emails out to stakeholders. Public inquiries about the amendment will also come to this email address, as well it is expected that regional FLNR offices and the Minister's office may receive inquiries.

Mail outs (electronic)

- There will be a mail-out to local governments (Chief Administration Officers), provincial approving officers and TWG members advising when the amendment will come into effect.
- There will be a mail out to First Nations, including a summary of the previous notification (results) and advising when the amendment will come into effect.

Bulletins for Sector Associations and Agencies

- There are key sector associations that regularly request information for their membership. The information will largely reflect what can be found on the website but will be summarized for specific stakeholder groups e.g., real estate agents around specific land use e.g., engineers regarding design considerations. Existing Qs and As from sectors will be a good source of content for this, but any new Qs and As can form an updated bulletin later. The bulletins will be made available on the website.
- Associations or regional groups may present opportunities for information sharing sessions. These could provide sector or regionally specific information and could include other government agencies or other stakeholders that are interested in finding out more about this amendment. This will be done on a limited basis due to finite resources.

Government Staff

- The flood hazard management committee will review the final documentation in its September meeting.
- A question and answer document for staff can provide more detailed information than is included on the public website.
- Information to FLNRO First Nations relations group
- Executive

Presentation

- A presentation will be made to the Fraser Basin Council Joint Program Committee in October by the Inspector of Dikes to reach large stakeholder audience.
- Potential of presentation at CWRA annual conference in 2018.
- A power point presentation will be available for download from the FSS website for educational purposes in October.



STAFF REPORT TO COMMITTEE

DATE OF REPORT November 21, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of November 29, 2017

FROM: Environmental Services Division
Engineering Services Department

SUBJECT: Watershed Management Service Establishment

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide an update and a continuing forum for discussions related to a potential integrated watershed management service, and more specifically to address what should be included and what geographic areas may be appropriate.

RECOMMENDED RESOLUTION

For Direction

BACKGROUND

At the April 26, 2017 Regular Board Meeting, a resolution was passed “that an analysis of the various options to support a watershed function for the CVRD (watershed specific, sub-regional or regional) for the committee’s review and further public input be developed.” Further to that meeting, direction was provided to staff at the October 25, 2017 Regional Services Committee meeting to return with an estimated cost of providing the full suite of proposed services at a regional scale.

ANALYSIS

The CVRD has determined that the development of integrated watershed management services meets the CVRD’s corporate strategy and objectives in a number of key areas, including, but not limited to, the orderly and strategic development of its communities, infrastructure, and stewardship as well as environmental, social, and climate adaption responses. This objective parallels and supports the communities’ ongoing desire to prioritize water and watershed protection, as expressed through numerous surveys and other community consultation processes over the last ten years across the region.

This dialogue to date has been about how best to achieve those objectives – should new services be added on in key areas or additional services be added to existing functions. Based on advice and ongoing dialogue with both internal and external agencies as well as consultants, it is recommended that a integrated and cross functional approach be taken to develop a more strategic basis for future planning, resulting in a deconstruction of existing financial and administrative silos.

Based on the direction of the Board to return with a financial estimate of those more functional services, the following was undertaken at a high level in comparison to those provided by the Regional District of Nanaimo as a example:

1. A review of the RDN Watershed function structure and budget.
2. A review of the CVRD’s current functions, services, and budgets.
3. The objectives of the proposed function and likely costs.

4. A review of what functions could be discharged over time in favour of the new service, either in whole or in part.
5. A proposed phased in approach and cost over 5 years.

The value of the program is not insignificant both in terms of a new approach or financial investments required. Many of these activities are already occurring; however, with the existing approach they are not as structured or synergistic as possible.

The associated financial summary table is attached with base budget amounts for each of the components, as well as the likely phased in values over time. Also attached is a table with the values for some existing functions that could be phased out. Should this function go forward, this is a substantial opportunity for a new way of doing master planning and program implementation in an integrated way in our organization and communities. As with most new process and structures, it is important to build in an adaptive approach that allows for ongoing refinement and adjustments.

If the Committee wishes to proceed with the establishment of a watershed function, the following direction would be appropriate: That staff undertake a public engagement process for input to the establishment of a regional water/watershed protection service in accordance with the scope and costs described in this report to be completed by the end of February 2018.

FINANCIAL CONSIDERATIONS

None at this time, pending the 2018 public consultation budget.

COMMUNICATION CONSIDERATIONS

An engagement strategy will be developed to solicit input from community members and key stakeholders.

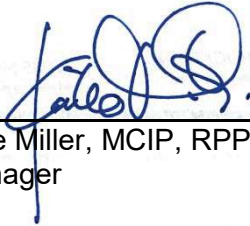
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This initiative is in support of the Board's strategic focus areas: 4. Protection of Water Resources; 2. Response to Climate Change; and 3. Engaging our Communities.

Referred to (upon completion):

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

Prepared by:



Kate Miller, MCIP, RPP, LEED AP
Manager

Reviewed by:

Not Applicable
Not Applicable


Brian Carruthers
Chief Administrative Officer

ATTACHMENTS:

- Attachment A – Integrated Watershed Function Costs
- Attachment B – Cost of Existing Functions

Integrated Watershed Function Costs – Preliminary**

Service Component	Existing function(s), where some of the function already deals with the issue to some limited extent	Total Budget (\$)	Phased Budget annual first 5 years (\$)	Cost per \$100,000 assessed value (2018 assessment)	
				Total Budget	Phased Budget
Integrated drinking water and watershed protection strategies					
Surface and groundwater monitoring, technical team support, public education, water balance and master plans	131; 531	490,000	490,000	2.81	2.81
Infrastructure planning for bulk water supply (surface and ground)					
Capital works funding to set aside large infrastructure needs, bulk water supply studies and implementation	None at a scale larger than specific utility	170,000	100,000	0.98	0.57
Liquid Waste Management Plans					
Master Plan support (south, central, western, northern) on rolling basis, ongoing compliance monitoring and management	535; 540; 545	320,000	200,000	1.84	1.15
Integrate Watershed management into community planning strategies, regulations, and guiding documents					
Updated land use and engineering plans, policies and best practices, development of development standards, LID's and public support documents.	131; 325	350,000	200,000	2.01	1.15
Coordination of policy and decision-making					
Technical drinking water and watershed committee, technical support budget, community drinking water team, staff training support		210,000	100,000	1.21	.57

Service Component	Existing function(s), where some of the function already deals with the issue to some limited extent	Total Budget (\$)	Phased Budget annual first 5 years (\$)	Cost per \$100,000 assessed value (2018 assessment)	
				Total Budget	Phased Budget
Flood, drainage and hazard management					
Updated mapping of flood zones and other hazard lands, selected area minor and major works, storm water and drainage	131; 530; 701; 702; 703; 705; 705; 707; 711; 714; 715; 799	360,000	150,000	2.07	0.86
Water Resource Contamination					
Mapping and analysis, surface and groundwater protection bylaws, septic system bylaws and incentives.		200,000	50,000	1.15	0.29
Financial supports or grants for entities engaged in watershed-related public outreach					
Coordinate and support volunteers to operate and maintain stream monitoring sites, grants to ENGO's (CWB, Shawnigan, Stewardship Roundtables)		325,000	175,000	1.87	1.00
TOTAL		\$2,425,000	\$1,465,000	\$13.92	\$8.41

**Does not include any costs currently covered by Municipal partners or First Nations; this should be discussed as part of the consultation process.

- TOTAL CVRD Water Service Budget \$2,425,000
- TOTAL RDN Water Service Budget \$5,000,000

Cost of Existing Functions

Function		2017 requisition	2018 proposed requisition	Requisition Limit (greater of)	
#	Name			set value OR	% of net taxable value
131	Environmental Initiatives	578,121	591,944	590,000	686,868
530	Cowichan Flood Management	150,000	150,000	150,000	171,605
531	South Cowichan Water Study	0	50,000	100,000	126,252
535	Central Sector LWMP	95,900	95,900	95,900	90,011
540	South Sector LWMP	70,000	120,000	125,000	148,109
545	West Sector LWMP*	0	0	N/A	N/A
701	Wilmot Road Drainage	7,000	7,000	10,000	39,272
702	Sentinel Ridge Drainage	4,970	4,970	10,000	156,243
703	Shawnigan Lake East Drainage	2,040	2,040	3,400	43,962
705	Arbutus Mountain Estates Drainage	4,370	4,900	20,000	749,460
707	Lanes Road Drainage	3,800	3,800	6,000	122,153
711	Bald Mountain Drainage	4,500	4,200	20,550	244,886
714	Cobble Hill Drainage	6,800	6,800	19,600	21,547
715	Arbutus Ridge Drainage	20,000	20,000	37,000	37,964
799	Shawnigan Creek Cleanout System	12,021	12,021	18,000	19,217

*Requisition for function 545 was \$200,000 over 2 year period 1997-98



DIRECTORS REPORT

DATE OF MEMORANDUM: 11/14/2017

To: Regional Services Committee
of November 29, 2017

FROM: Lori Iannidinardo, Director, Electoral Area D, Cowichan Bay

SUBJECT: Plastic Bags

Background:

In 2009, after a delegation presentation by the Green Team from Bench Elementary School, a resolution was made. The Board made a commitment to educate the public, including the local stores on the importance of reducing the use of single use plastic bags. After touring the Fisher Road Composting Facility, industry also indicated the need to eliminate single use plastic bags, explaining it is extremely difficult on the machinery and is ultimately a large contributor to load contamination. Some persons use single use bags for food waste, placing those bags in the composting bins, and ultimately contaminating the load. It was noted a few years ago that plastics were being found in the plankton near the Estuary Nature Centre in Cowichan Bay. In North America 110 billion plastic bags are given out annually.

In 2016, there was both an Association of Vancouver Island and Coastal Communities and an Union of BC Municipalities resolution to ban single use plastic bags. The Province chose not to enact legislation banning the single use plastic bags. Therefore, the CVRD does not have the legislative authority to ban the single use plastic bags. Victoria is currently moving forward with a resolution.

Purpose:

To review use of single use plastic bags, environmental responsibility, and alternatives.

Recommendation:

That it be recommended to the Board that options be considered during the preparation of the Solid Waste Management Plan Amendment #4, to reduce or eliminate single use plastic bags from municipal solid waste.

