



**COWICHAN VALLEY REGIONAL DISTRICT**

**NOTICE OF BOARD MEETING**

**DATE: Wednesday, April 25, 2018**

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

**PLACE: BOARD ROOM  
175 INGRAM STREET**

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

**Joe Barry  
CORPORATE SECRETARY**



## REGULAR BOARD MEETING AGENDA

Wednesday, April 25, 2018

1:30 PM - Boardroom

### 1. APPROVAL OF AGENDA

### 2. ADOPTION OF MINUTES

M1. Regular Board Meeting of April 11, 2018

**Recommendation** That the minutes of the Regular Board meeting of April 11, 2018 be adopted.

### 3. BUSINESS ARISING FROM THE MINUTES

### 4. PUBLIC INPUT PERIOD

The purpose of the Public Input Period is to afford an opportunity for the public to provide comment on an agenda item before the Board / Committee / Commission considers the item. The purpose of the Public Input Period Procedure Policy is to recognize the need for the public input period to proceed in a timely fashion. Public Input Period items cannot include matters which are or have been the subject of a Public Hearing.

### 5. DELEGATIONS

D1. Christi Wright, United for a PAWS Re: Request to Include Animal Welfare Components in Regulatory Bylaw

**Recommendation** For information.

### 6. REPORT OF THE CHAIRPERSON

### 7. CORRESPONDENCE

C1. Correspondence from the Honourable Alistair MacGregor, Member of Parliament, Cowichan-Malahat-Langford Re: National Fitness Day – June 2, 2018

**Recommendation** For information.

### 8. INFORMATION

### 9. COMMITTEE/COMMISSION REPORTS

CR1. Report and Recommendations of the Electoral Area Services Committee Meeting of April 18, 2018 - Director Morrison

**Recommendation**

1. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to South Cowichan Volleyball Club to support growth and expansion.
2. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to the Rotary Club of South Cowichan to support Earth Day's litter clean-up.

3. That a Grant-in-Aid, Electoral Area I – Youbou/Meade Creek, in the amount of \$550 be provided to Lake Days to support the pancake breakfast.
4. That a Grant-in-Aid, Electoral Area I- Youbou/Meade Creek, in the amount of \$500 be provide to Cowichan Lake Lady of the Lake Society to assist with travel expenses.
  5. That a Grant-in-Aid, Electoral Area I- Youbou/Meade Creek, in the amount of \$500 be provided to Lake Cowichan School for a bursary for a graduating student residing in Electoral Area I – Youbou/Meade Creek.
  6. That the Special Event Permit Application from Cittaslow Cowichan Bay to host a "Dinner in White" in Hecate Park on Sunday, August 12, 2018, be approved subject to conditions of the permit being met by the applicant.
  7. That a bylaw be prepared to establish the Cobble Hill Village Sewer System Service Area within a portion of Electoral Area C – Cobble Hill to provide for upgrades to the Twin Cedars and Cobble Hill Sewer System Services including the Cobble Hill Wastewater Integration and Re-use Upgrade project.
8. 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Eagle Heights Sewer System Service Area be received;
  2. That CVRD Bylaw No. 1926 – Eagle Heights Sewer System Service Establishment Bylaw, 1999, be amended to include the property described as PID 029-070-627, Lot 1, Section 12, Range 8, Quamichan Land District, Plan EPP 30732;
  3. That amendment bylaws be forwarded to the Board for consideration of three readings and upon completion of an OCP exemption of PID 029-070-627 and payment of connection fees, be considered for adoption; and
  4. That a restrictive covenant be registered on the subject property limiting any further development.
    9. That the 2018 budget for Function 576, Engineering Utilities be amended to:
      1. Increase Grant – Provincial Conditional by \$2,200,000;
      2. Increase Capital Project – Cobble Hill Sewer by \$1,200,000;
      3. Increase Capital Project – Mill Bay Sewer by \$1,000,000;
      4. Increase transfer from community works gas tax Phase 2 by \$17,500;
      5. Increase asset management – condition assessment by \$17,500;
      6. Increase transfer from operational reserve by \$8,050;
      7. Increase heavy vehicle (7324) insurance by \$800;
      8. Increase heavy vehicle (7324) purchased repairs by \$300;
      9. Increase heavy vehicle (7324) purchased maintenance by \$300;
      10. Increase heavy vehicle (7324) fuel and lubricants by \$200;
      11. Increase heavy vehicle (7324) vehicle and equipment parts by \$500;
      12. Increase heavy vehicle (7324) tires by \$1000;
      13. Increase electrician vehicle (7325) insurance by \$1,575;
      14. Increase electrician vehicle (7325) purchases repairs by \$150;
      15. Increase electrician vehicle (7325) purchased maintenance by \$250;
      16. Increase electrician vehicle (7325) fuel and lubricants by \$1,750;

17. Increase electrician vehicle (7325) vehicle and equipment parts by \$125; and

18. Increase electrician vehicle (7325) tires by \$1,100.

10. 1. That the 2018 budget for Function 553, Cowichan Bay Street Lighting be amended to:

1. Increase deficit by \$125;

2. Increase transfer from operational reserves by \$68; and

3. Decrease contingency by \$57.

2. That the 2018 budget for Function 556, Cobble Hill Street Lighting be amended to:

1. Increase deficit by \$791;

2. Increase transfer from operational reserves by \$615;

3. Decrease repairs and maintenance by \$89; and

4. Decrease electricity by \$87.

3. That the 2018 Budget for Function 581, Sentinel Ridge Street Lighting be amended to:

1. Increase deficit by \$1,280; and

2. Increase transfer from operational reserves by \$1,280.

4. That the 2018 Budget for Function 583, Twin Cedars Street Lighting be amended to:

1. Increase deficit by \$1,377;

2. Decrease contingency by \$1,377;

3. Increase contract electrical repairs by \$2,787; and

4. Increase gas tax reserves by \$2,787.

5. That the 2018 Budget for Function 585, Arbutus Mountain Estates Street Lighting be amended to:

1. Increase deficit by \$907; and

2. Increase transfer from operational reserves by \$907.

6. That the 2018 Budget for Function 601, Satellite Park Water System be amended to:

1. Increase transfer from gas tax reserves by \$3,182; and

2. Increase minor capital by \$3,182.

7. That the 2018 Budget for Function 603, Douglas Hill Water System be amended to:

1. Increase deficit by \$4,714;

2. Decrease contingency by \$4,714

3. Increase transfer from gas tax reserves (Phase 2) by \$3,182; and

4. Increase minor capital by \$3,182.

8. That the 2018 Budget for Function 605, Arbutus Mountain Water System be amended to:

1. Increase deficit by \$1,768;

2. Increase transfer from operational reserves of \$1,768;

3. Increase transfer from gas tax reserves ( phase 1) by \$3,182; and
4. Increase minor capital by \$3,182.
9. That 2018 Budget for Function 608, Fern Ridge Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
10. That 2018 Budget for Function 613, Dogwood Ridge Water System be amended to;
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
11. That the 2018 Budget for Function 615, Arbutus Ridge Water System be amended to:
  1. Increase deficit by \$354; and
  2. Decrease contingency by \$354.
12. That 2018 Budget for Function 616, Carlton Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
13. That the 2018 Budget for Function 617, Shellwood Water System be amended to:
  1. Increase deficit by \$4,711;
  2. Decrease contingency by \$2,057;
  3. Decrease supply – consultants by \$2,000;
  4. Decrease transmission & distribution – rentals by \$654;
  5. Increase transfer from gas tax reserve (Phase 1) by \$3,182; and
  6. Increase minor capital by \$3,182.
14. That the 2018 Budget for Function 620, Mesachie Lake Water System be amended to:
  1. Increase deficit by \$2,181;
  2. Decrease contingency by \$1,181;
  3. Decrease transmission - rentals by \$500;
  4. Decrease transmission - supplies by \$500;
  5. Increase transfer from operational reserves by \$22,527;
  6. Increase source of supply - consultants by \$22,527;
  7. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  8. Increase minor capital by \$3,182.
15. That the 2018 Budget for Function 670, Cherry Point Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.

16. That the 2018 Budget for Function 690, Kerry Village Water System be amended to;

1. Increase transfer from operating reserve by \$14,000;
2. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
3. Increase minor capital by \$17,182.

17. That the 2018 Budget for Function 705, Arbutus Mountain Drainage System be amended to:

1. Increase deficit by \$506; and
2. Decrease contingency by \$506.

18. That the 2018 Budget for Function 707, Lanes Road Drainage System be amended to:

1. Increase deficit by \$166; and
2. Decrease supplies by \$166.

19. That the 2018 Budget for Function 800, Cowichan Bay Sewer System be amended to:

1. Increase deficit by \$2,586;
2. Decrease contingency by \$586; and
3. Decrease sewage collection – contract hydro/camera by \$2,000.

20. That the 2018 Budget for Function 802, Sentinel Ridge Sewer System be amended to:

1. Increase deficit by \$1,252;
2. Decrease contingency by \$696;
3. Decrease sewage treatment – UV by \$300; and
4. Decrease sewage treatment – electrical repairs by \$256.

21. That the 2018 Budget for Function 803, Twin Cedars Sewer System be amended to:

1. Increase deficit by \$9,407;
2. Decrease contingency by \$4,731;
3. Decrease sewage collection – rentals machinery & equipment by \$300;
4. Decrease sewage collection – supplies by \$600;
5. Decrease sewage treatment – R & M by \$500;
6. Decrease sewage treatment – rentals machinery & equipment by \$500;
7. Decrease sewage treatment – UV system by \$400;
8. Decrease sewage treatment – supplies by \$876;
9. Decrease disposal field – R & M by \$500;
10. Decrease disposal field – rentals machinery and equipment by \$500; and
11. Decrease disposal field – parts/supplies by \$500.

22. That the 2018 Budget for Function 805, Arbutus Mountain Sewer System be amended to:

1. Increase deficit by \$17,201;

2. Decrease contingency by \$12,450;
  3. Decrease sewage collection - supplies by \$100;
  4. Decrease sewage treatment - lab testing by 500;
  5. Decrease sewage treatment - sludge removal by \$500;
  6. Decrease sewage treatment – electricity by \$3000;
  7. Decrease disposal field – rentals by \$500; and
  8. Decrease disposal field – part/supplies by \$151
  9. Increase recovery of costs by \$131,000;
  10. Increase contingency by \$41,000; and
  11. Increase Capital Engineering Structures by \$90,000.
23. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
1. Increase deficit by \$39,707;
  2. Increase user fees by \$37,617;
  3. Decrease contingency by 2,340;
  4. Increase licence and fees by \$10,000;
  5. Decrease sewage treatment – sludge removal by \$21,000;
  6. Increase sewage treatment – electricity by \$2,250; and
  7. Increase disposal field – R&M by \$9,000.
24. That the 2018 budget for Function 820, Eagle Heights Sewer System be amended to:
1. Increase deficit by \$7,301; and
  2. Decrease contingency by \$7,301.
25. That the 2018 budget for Function 850, Kerry Village Sewer System be amended to:
1. Increase transfer from gas tax reserves (Phase 1) of \$3,182; and
  2. Increase minor capital by \$3,182.
11. 1. That \$44,000 of Community Works Fund unallocated funding remaining be approved for Condition Assessments in Function 279 Parks and Trails.
  2. That the Community Works Fund earned interest be pooled with the Community Works Fund Reserve to be made available for priority projects related to existing Cowichan Valley Regional District infrastructure.
12. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 Bursaries for two graduating students residing in Electoral Area C – Cobble Hill.
13. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for two graduating students residing in Electoral Area C – Cobble Hill.
14. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to South Cowichan Seniors to assist with senior’s lunch events.
15. That a Grant-in-Aid Request, Electoral Area D – Cowichan Bay, in the amount of \$2,000 be provided to Cowichan Bay Improvement Association to support a village clean-up day and celebration.
16. That the Parks & Trails Division be directed to proceed with submission of a Development Variance Permit Application for the Arbutus Park washroom building.

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

17. That Application No. 01-E-17DVP (6039 Clements Road) to vary Section 5.2(e) of Zoning Bylaw No. 1840, to increase the maximum permitted area of an accessory building from 100 m<sup>2</sup> to 149 m<sup>2</sup> be approved subject to a rock pit or, similar storm water surge retention facility, of more than 1 m<sup>3</sup> being installed at the northern drainage outfall prior to issuance of a building permit.

18. 1. That Development Permit Application No. DP18B01 (3260 Riverside Road) be approved; and

2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of the development permit guidelines of Official Community Plan Bylaw No.3510.

CR2. Report and Recommendations of the Regional Services Committee Meeting of April 25, 2018 -  
Director Iannidinaro

*(Report to be Distributed)*

#### **Recommendation**

### **10. DIRECTOR REPORTS**

### **11. STAFF REPORTS**

SR1. Staff Report from the Legislative Services Division Re: Records and Information Management Program Bylaw

**Recommendation** For information.

SR2. Staff Report from the Facilities & Transit Division Re: Charging Time Policy for CVRD Electric Vehicle Charging Stations

**Recommendation** 1. That the CVRD adopt a maximum two hour charging limit policy and install signage advising of this limit for the publicly accessible Level 2 electric vehicle charging stations operated by the CVRD; and  
2. That the CVRD adopt a maximum 30 minute charging limit policy and install signage advising of this limit for the DCFC electric vehicle charging station located at Island Savings Centre.

SR3. Staff Report from the Community Planning Division Re: Shawnigan Improvement District Fire Hall Crown Land Tenure Application

**Recommendation** That the Cowichan Valley Regional District supports the Crown Land Tenure application by Shawnigan Improvement District for land occupied by the Shawnigan Lake Fire Station at 2560 West Shawnigan Lake Road.

SR4. Staff Report from the General Manager, Re: 2019 Budget Process and Calendar

**Recommendation** That the 2019 Budget Process and Calendar, as detailed in the General Manager, Corporate Services' April 13, 2018 staff report, be approved.

### **12. PUBLIC HEARINGS**

### **13. BYLAWS**

B1. "CVRD Bylaw No. 4203 – Records and Information Management Program Bylaw, 2018", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

"CVRD Bylaw No. 4203 – Records and Information Management Program Bylaw, 2018", be adopted.

### **14. BYLAWS - ELECTORAL AREA DIRECTORS**

### **15. RESOLUTIONS**

### **16. UNFINISHED BUSINESS**



**17. NOTICE OF MOTION**

**18. NEW BUSINESS**

**19. QUESTION PERIOD**

Questions shall be addressed to the Chair and must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.

**20. CLOSED SESSION**

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

CS1. SR1 – Staff Report from the Parks & Trails Division Re: Land Acquisition {Sub (1)(e)}

**Recommendation**

CS2. SR2 – Verbal Report from the Chief Administrative Officer Re: Security of the Property of the Regional District {Sub (1)(d)}

**Recommendation**

CS3. SR3 – Verbal Report from the Chief Administrative Officer Re: Employee Relations {Sub(1)(c)}

**Recommendation**

CS4. RES1 – Electoral Area G – Saltair/Gulf Islands Parks Commission Appointment {Sub (1)(a)}

**Recommendation**

**21. ADJOURNMENT**

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, April 11, 2018 at 5:30 PM.

**PRESENT** Chair J. Lefebure  
Director S. Acton  
Director M. Clement <after 5:34 PM>  
Director B. Day  
Director K. Davis  
Director M. Dorey  
Director L. Iannidinardo  
Director S. Jackson  
Director K. Kuhn  
Director M. Marcotte  
Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone

**ALSO PRESENT** B. Carruthers, Chief Administrative Officer  
J. Barry Corporate Secretary  
M. Kueber, General Manager, Corporate Services  
J. Elzinga, General Manager, Community Service  
K. Miller, Manager, Environmental Services  
S. Heppner, Manager, Information Technology  
M. Tippett, Manager, Community Planning  
L. Smith, Assistant Finance Manager  
S. Carlow, Legislative Assistant

**ABSENT** Director T. Walker

#### **CLOSED SESSION**

**18-186** It was moved and seconded that the Closed Session agenda be amended with the addition of two New Business items:

**CSNB1** Report and Recommendation of the Closed Session Transit Committee Meeting of April 11, 2018 Re: Land Acquisition {Sub (1)(e);

**CSNB2** Verbal Report from the Corporate Secretary Re: Officer Appointments {Sub (1)(a)}; and

that the agenda, as amended, be approved.

**MOTION CARRIED**

**18-187** It was moved and seconded that the meeting be closed to the public in

**5:31 PM** accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(e) Land Acquisition (2 Items); (1)(a) Appointments (2 Items); and the Closed Session Regular Board minutes of March 28, 2018.  
**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**18-193** It was moved and seconded that the Board rise with report on Item  
**5:39 PM** CSCR2 and CSNB2, and return to the Open portion of the meeting.

**MOTION CARRIED**

**18-190** It was moved and seconded:  
  
That the following individuals be appointed to the Shawnigan Lake Community Centre Commission for a term to expire March 31, 2019:  
1. Sally Davies;  
2. Lori Treloar;  
3. Heidi Goodard;  
4. Netta Douglas;  
5. Kim Barnard; and  
6. Jennie Stevens.

**MOTION CARRIED**

**18-192** It was moved and seconded:  
  
1. That Natalie Wehner be appointed Financial Administration Officer for the Cowichan Valley Regional District effective April 16, 2018.  
2. That Mark Kueber be appointed Deputy Financial Administration officer for the Cowichan Valley Regional District effective April 16, 2018.

**MOTION CARRIED**

**18-194** It was moved and seconded that the Board recess until 6:30 PM.  
**5:39 PM**

**MOTION CARRIED**

**6:30 PM** The meeting resumed at 6:30 PM.

**APPROVAL OF AGENDA**

**18-195** It was moved and seconded that the agenda be approved.  
**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Board Meeting of March 28, 2018

**18-196** It was moved and seconded that the minutes of the March 28, 2018 Regular Board meeting be adopted.

**MOTION CARRIED**

**REPORT OF THE CHAIRPERSON**

**RC1** The Chair advised that the CVRD recently received an award from Emergency Management BC for assistance provided to other local governments during the 2017 wildfires.

He also announced that the CVRD was a first time recipient of the Canadian Award for Financial Reporting Award from the Government Finance Officers Association for its 2016 Annual Report. As the Manager and Assistant Manager of the Finance Division are both departing the corporation in the next few weeks the Chair, on behalf of the Board, presented and recognized Sharon Moss, Manager, and Lyle Smith, Assistant Manager, with the award and wished them well in their upcoming retirement and new career opportunity.

**DELEGATIONS**

**D1** Guy Johnston, Commercial Fishermen Re: Local Fishermen and the Commercial Fishing Industry

Guy Johnston and Lance Underwood, Cowichan Bay Commercial Fishermen; Tim Olsen, Commercial Fisherman and Vice President, United Fishermen Allied Workers Union, collectively provided an overview of issues impacting the local commercial fishing industry and asked for the Board for a letter requesting an independent west coast licensing policy review.

**18-197** **It was moved and seconded that the matter of lease quotas in reference to the local commercial fishing industry, and as presented by delegates at the April 11, 2018 Regular Board meeting, be referred to a future Regional Services Committee meeting for consideration.**

**MOTION CARRIED**

**D2** Peter Nash and Tom Buss, Citizens Re: Proposed Rail Trail Government Dock to Old Mill Park

Tom Buss, Shawnigan Lake resident, provided an overview of resident's concerns to the proposed rail trail from the government dock to Old Mill Park in Shawnigan Lake.

**COMMITTEE/COMMISSION REPORTS**

**CR1** Report and Recommendations of the Regional Services Committee Meeting of March 28, 2018

**18-198** **It was moved and seconded:**

**1. That the 2018 Budget for Function 131 Environmental Initiatives be amended to:**

**1. Increase Federal Conditional Grants revenue by \$46,934;**

2. Increase Provincial Conditional Grants revenue by \$42,494;
  3. Decrease Transfer from Gas Tax revenue by \$3,148;
  4. Increase Surplus revenue by \$35,000;
  5. Decrease Regional Sustainability Plan / Climate expense by \$3,148;
  6. Increase Contract for Services expense by \$21,678;
  7. Increase Flood Plain Management expense by \$67,750; and
  8. Increase Project Expenditures expense by \$35,000.
2. That the 2018 Budget for Function 540 Liquid Waste Plan – South Sector be amended to:
    1. Increase Transfer from Gas Tax revenue by \$18,353; and
    2. Increase Contract for Services expense by \$18,353.
  3. That Function 131 – Environmental Initiatives requested Contract for Services expenditures be authorized to proceed prior to approval of the 2018 Budget amendment.
2. That the 10-year co-location renewal agreement, for the Woodley Range 911 repeater site, between Rogers Communications Incorporated and the Cowichan Valley Regional District be approved.

Director Clement was absent at the vote.

**MOTION CARRIED**

**CR2** Report and Recommendations of the Electoral Area Services Committee meeting of April 4, 2018

**18-199** It was moved and seconded:

1. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad Committee to support its Dry Grad Celebrations.
2. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to Red Willow Womyn's Society to support the acquisition of office space in Duncan for child protection services offered to aboriginal women in the community.
3. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$2,500 be provided to Cittaslow Cowichan to support the Cittaslow Society 2018 events.
4. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$550 be provided to Cowichan Bay Improvement Association to support the Maritime Centre Boat Festival on July 7 and 8, 2018.

**MOTION CARRIED**

18-200

It was moved and seconded:

5. That Development Variance Permit Application No. 03-C-17DVP (4172 Chelsea Place) to vary Section 10.3.4 of Zoning Bylaw No. 3520 be approved as follows:
  1. A reduced interior side parcel line setback (east) for an accessory building from 1.0 metre to 0.91 metres, and
  2. A reduced rear parcel line setback (west) for an accessory building from 4.5 metres to 1.53 metres.
6. That Development Variance Permit Application No. DVP18D01 (1099 Cherry Point Road) to vary Section 5.2(4) of Zoning Bylaw No. 3705 to decrease the minimum setback from the front parcel line from 7.5 metres to 4.5 metres be approved.
7. That Development Variance Permit Application No. 02-G-17DVP (10844 Olsen Road) to vary Section 5.4.4 of Zoning Bylaw No. 2524 to reduce the rear parcel line setback for an accessory building from 4.5 metres to 1.0 metre be approved.
8.
  1. That Development Permit Application No. 08-C-17DP (920 Chapman Road) be approved; and
  2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of the development permit guidelines of Official Community Plan Bylaw No. 3510.
9.
  1. That second reading of Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125, be rescinded.
  2. That Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125 be amended in accordance with Attachments A through H of the Community Planning Division's March 22, 2018 staff report, and be forwarded to the Board for consideration of second reading, as amended.
  3. That Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125 not be referred to any external agencies.
  4. That a public hearing for Zoning Amendment Bylaws Nos. 4118, 4119, 4120, 4121, 4122, 4123, 4124 and 4125 be held with all Electoral Area Directors delegated to attend on behalf of the Board.

**MOTION CARRIED**

CR3

Report and Recommendation of the Shawnigan Lake Community Centre Commission Meeting of March 26, 2018

- 18-201** It was moved and seconded that short term borrowing of up to \$175,000 be approved for parking lot improvements at Shawnigan Lake Community Centre, to be paid back over five years as per the Liabilities under Agreement Section of 175 of the *Community Charter*.

**MOTION CARRIED**

**STAFF REPORTS**

- SR1** Staff Report from the Environmental Services Division Re: Cowichan Lake Water Use Planning Process, for information.

- SR2** Staff Report from the Legislative Services Division Re: Options and Timing for Seeking Public Approval – Cowichan Housing Association Annual Financial Contribution Service Establishment Proposal

- 18-202** It was moved and seconded that public approval for adoption of CVRD Bylaw No. 4201 – Cowichan Housing Association Financial Contribution Establishment Bylaw, 2018, be sought through the Alternative Approval Process (AAP).

Opposed: Director Dorey, Director Clement, and Director Morrison

**MOTION CARRIED**

- PH1** Public Hearing Report and Exhibits Re: "CVRD Bylaw No. 4155 Electoral Area E and Part of F – Cowichan-Koksilah Official Community Plan Amendment Bylaw (4681 Sahtlam Estates Road), 2017" and "CVRD Bylaw No. 4156 Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (4681 Sahtlam Estates Road), 2017"

- 18-203** It was moved and seconded that Public Hearing Report and Exhibits Re: "CVRD Bylaw No. 4155 Electoral Area E and Part of F – Cowichan-Koksilah Official Community Plan Amendment Bylaw (4681 Sahtlam Estates Road), 2017" and "CVRD Bylaw No. 4156 Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (4681 Sahtlam Estates Road), 2017", be received.

**MOTION CARRIED**

**BYLAWS**

- B1**  
**18-204** It was moved and seconded that "CVRD Bylaw No. 4201 – Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw, 2018", be granted 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Opposed: Director Clement

**MOTION CARRIED**

**BYLAWS –ELECTORAL AREA DIRECTORS**

**BEA1  
18-205** It was moved and seconded that "CVRD Bylaw No. 4155 – Electoral Area E and Part of F – Cowichan-Koksilah Official Community Plan Amendment Bylaw (4681 Sahtlam Estates Road), 2017", be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**BEA2  
18-206** It was moved and seconded that "CVRD Bylaw No. 4156 – Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (4681 Sahtlam Estates Road), 2017", be granted 3<sup>rd</sup> reading.

**MOTION CARRIED**

**BEA3  
18-207** It was moved and seconded that "CVRD Bylaw No. 4194 – Electoral Area H – North Oyster/Diamond Official Community Plan Amendment Bylaw (13271 Simpson Road), 2018", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**BEA4  
18-208** It was moved and seconded that "CVRD Bylaw No. 4195 – Electoral Area H – North Oyster/Diamond Zoning Amendment Bylaw (13271 Simpson Road), 2018", be granted 1<sup>st</sup> and 2<sup>nd</sup> reading.

**MOTION CARRIED**

**ADJOURNMENT**

**18-209  
9:11 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 9:11 PM.

Certified Correct:

\_\_\_\_\_  
Chairperson

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

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



## Shannon Carlow

---

**From:** noreply@civicplus.com  
**Sent:** Monday, April 9, 2018 12:03 PM  
**To:** Shannon Carlow; Tara Daly  
**Subject:** Online Form Submittal: Regular Board Meeting

### Regular Board Meeting

#### Request to Appear as a Delegation at the Board

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Board meetings start at 6:30 p.m. on the second Wednesday and at 1:30 p.m. on the fourth Wednesday of the month in the CVRD Boardroom at 175 Ingram Street, Duncan. Please note the correct time for the meeting you have applied to attend.

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Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Board. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250.746.2517 or 1.800.665.3955 to advise.

---

Meeting Date	4/25/2018
Contact Information	
Contact Name	Christi Wright
Representing	United For A Paws
Number Attending	5
Address	3107 Cowichan Valley Hwy
City	Duncan
Province	British Columbia
Postal Code	V9L 6A2
Telephone Number	250-715-7388
Reply Email	<a href="mailto:speedsincher2@gmail.com">speedsincher2@gmail.com</a>
Presentation Topic and Nature of Request	Request to amend Dog Regulation Bylaw 3032 to include Animal Welfare Components.
Do you have a PowerPoint presentation?	No

---



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

# Alistair MacGregor

MEMBER OF PARLIAMENT - COWICHAN-MALAHAT-LANGFORD

**Parliamentary Office**  
519 Confederation Building  
Ottawa, ON K1A 0A6

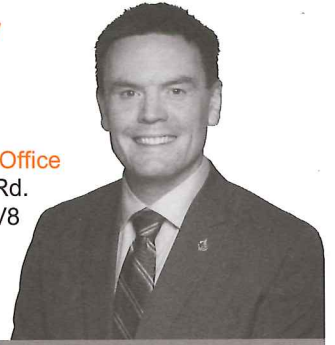
**Duncan Community Office**  
101-126 Ingram St.  
Duncan, BC V9L 1P1

**Langford Community Office**  
3202B Happy Valley Rd.  
Langford, BC V9C 2V8

**Ottawa Tel.:** 613-943-2180

**Community Office Toll Free Tel.:** 1-866-609-9998

**Email:** Alistair.MacGregor@parl.gc.ca **Web:** alistairmacgregor.ca



March 28, 2018

Cowichan Valley Regional District Board of Directors  
175 Ingram Street  
Duncan, BC V9L 1N8



**Re: National Fitness Day – June 2, 2018**

Dear Cowichan Valley Regional District Board of Directors,

I am writing to you about National Health and Fitness day 2018 on June 2<sup>nd</sup>. National Health and Fitness day is a non-partisan initiative to raise awareness about the importance of healthy physical activity.

I am proud to support this initiative, and I ask your council to consider offering their support to National Health and Fitness day. Councils that have chosen to endorse the concept have taken different approaches. Some have simply proclaimed the day to raise awareness of the importance of increasing physical activity; others have marked the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities, in order to boost participation in healthy physical activity.

I am very excited that the BC Summer Games will be held in Cowichan this year, and your endorsement of this National Health and Fitness day will help demonstrate commitment to sport, health and wellbeing for all of your constituents, and, to help increase participation of rates in healthy fitness activities.

National Health and Fitness day began in the Senate as a non-partisan effort to help make Canadians more active. This legislation seeks to encourage 500 communities across Canada to declare the first Saturday of June as National Health and Fitness day. There are currently 290 Canadian municipalities who have made such a declaration and I would encourage you to join them to help reach the goal of making Canada the fittest nation on earth. I have attached a draft resolution for your information.

If you have any questions or concerns, my office would be happy to work with you on this initiative. If you decide to pass a resolution, please inform me. Furthermore, if you are interested in having me participate in any of your events, please let me know by email at [alistar.macgregor.c1a@parl.gc.ca](mailto:alistar.macgregor.c1a@parl.gc.ca) or by phone at 250-746-4896.

Thank you for your time and consideration.

Original	<i>JB</i>	Copies to:
Board:	INFO 4/25	
Committee(s)		
Date:	<i>Apr. 11/18</i>	
File #		

Sincerely,

A handwritten signature in blue ink that reads "Alistair MacGregor". The signature is written in a cursive style with a long horizontal flourish at the end.

Alistair MacGregor, MP  
Cowichan-Malahat-Langford

Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.



## **PROCLAMATIONS & DECLARATIONS POLICY**

Applicability: CVRD Board

Effective Date: May 23, 2001

### **PURPOSE:**

To establish a policy whereby the act of making Proclamations and Declarations be discontinued.

### **POLICY:**

All requests for Proclamation and Declaration shall be placed on the Board Agenda for information only.

Approved by: CVRD Board Approval date: May 23, 2001
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## ELECTORAL AREA SERVICES COMMITTEE REPORT

OF MEETING HELD APRIL 18, 2018

**DATE:** April 19, 2018

**To:** Board of Directors

- 
- 
1. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to South Cowichan Volleyball Club to support growth and expansion.
  2. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to the Rotary Club of South Cowichan to support Earth Day's litter clean-up.
  3. That a Grant-in-Aid, Electoral Area I – Youbou/Meade Creek, in the amount of \$550 be provided to Lake Days to support the pancake breakfast.
  4. That a Grant-in-Aid, Electoral Area I- Youbou/Meade Creek, in the amount of \$500 be provide to Cowichan Lake Lady of the Lake Society to assist with travel expenses.
  5. That a Grant-in-Aid, Electoral Area I- Youbou/Meade Creek, in the amount of \$500 be provided to Lake Cowichan School for a bursary for a graduating student residing in Electoral Area I – Youbou/Meade Creek.
  6. That the Special Event Permit Application from Cittaslow Cowichan Bay to host a "Dinner in White" in Hecate Park on Sunday, August 12, 2018, be approved subject to conditions of the permit being met by the applicant.
  7. That a bylaw be prepared to establish the Cobble Hill Village Sewer System Service Area within a portion of Electoral Area C – Cobble Hill to provide for upgrades to the Twin Cedars and Cobble Hill Sewer System Services including the Cobble Hill Wastewater Integration and Re-use Upgrade project.
  8.
    1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Eagle Heights Sewer System Service Area be received;
    2. That CVRD Bylaw No. 1926 – Eagle Heights Sewer System Service Establishment Bylaw, 1999, be amended to include the property described as PID 029-070-627, Lot 1, Section 12, Range 8, Quamichan Land District, Plan EPP 30732;
    3. That amendment bylaws be forwarded to the Board for consideration of three readings and upon completion of an OCP exemption of PID 029-070-627 and payment of connection fees, be considered for adoption; and
    4. That a restrictive covenant be registered on the subject property limiting any further development.
  9. That the 2018 budget for Function 576, Engineering Utilities be amended to:
    1. Increase Grant – Provincial Conditional by \$2,200,000;
    2. Increase Capital Project – Cobble Hill Sewer by \$1,200,000;
    3. Increase Capital Project – Mill Bay Sewer by \$1,000,000;
    4. Increase transfer from community works gas tax Phase 2 by \$17,500;
    5. Increase asset management – condition assessment by \$17,500;

6. Increase transfer from operational reserve by \$8,050;
  7. Increase heavy vehicle (7324) insurance by \$800;
  8. Increase heavy vehicle (7324) purchased repairs by \$300;
  9. Increase heavy vehicle (7324) purchased maintenance by \$300;
  10. Increase heavy vehicle (7324) fuel and lubricants by \$200;
  11. Increase heavy vehicle (7324) vehicle and equipment parts by \$500;
  12. Increase heavy vehicle (7324) tires by \$1000;
  13. Increase electrician vehicle (7325) insurance by \$1,575;
  14. Increase electrician vehicle (7325) purchases repairs by \$150;
  15. Increase electrician vehicle (7325) purchased maintenance by \$250;
  16. Increase electrician vehicle (7325) fuel and lubricants by \$1,750;
  17. Increase electrician vehicle (7325) vehicle and equipment parts by \$125; and
  18. Increase electrician vehicle (7325) tires by \$1,100.
10. 1. That the 2018 budget for Function 553, Cowichan Bay Street Lighting be amended to:
1. Increase deficit by \$125;
  2. Increase transfer from operational reserves by \$68; and
  3. Decrease contingency by \$57.
2. That the 2018 budget for Function 556, Cobble Hill Street Lighting be amended to:
1. Increase deficit by \$791;
  2. Increase transfer from operational reserves by \$615;
  3. Decrease repairs and maintenance by \$89; and
  4. Decrease electricity by \$87.
3. That the 2018 Budget for Function 581, Sentinel Ridge Street Lighting be amended to:
1. Increase deficit by \$1,280; and
  2. Increase transfer from operational reserves by \$1,280.
4. That the 2018 Budget for Function 583, Twin Cedars Street Lighting be amended to:
1. Increase deficit by \$1,377;
  2. Decrease contingency by \$1,377;
  3. Increase contract electrical repairs by \$2,787; and
  4. Increase gas tax reserves by \$2,787.
5. That the 2018 Budget for Function 585, Arbutus Mountain Estates Street Lighting be amended to:
1. Increase deficit by \$907; and
  2. Increase transfer from operational reserves by \$907.
6. That the 2018 Budget for Function 601, Satellite Park Water System be amended to:
1. Increase transfer from gas tax reserves by \$3,182; and
  2. Increase minor capital by \$3,182.
7. That the 2018 Budget for Function 603, Douglas Hill Water System be amended to:
1. Increase deficit by \$4,714;
  2. Decrease contingency by \$4,714
  3. Increase transfer from gas tax reserves (Phase 2) by \$3,182; and
  4. Increase minor capital by \$3,182.
8. That the 2018 Budget for Function 605, Arbutus Mountain Water System be amended to:
1. Increase deficit by \$1,768;
  2. Increase transfer from operational reserves of \$1,768;
  3. Increase transfer from gas tax reserves ( phase 1) by \$3,182; and

4. Increase minor capital by \$3,182.
9. That 2018 Budget for Function 608, Fern Ridge Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
10. That 2018 Budget for Function 613, Dogwood Ridge Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
11. That the 2018 Budget for Function 615, Arbutus Ridge Water System be amended to:
  1. Increase deficit by \$354; and
  2. Decrease contingency by \$354.
12. That 2018 Budget for Function 616, Carlton Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
13. That the 2018 Budget for Function 617, Shellwood Water System be amended to:
  1. Increase deficit by \$4,711;
  2. Decrease contingency by \$2,057;
  3. Decrease supply – consultants by \$2,000;
  4. Decrease transmission & distribution – rentals by \$654;
  5. Increase transfer from gas tax reserve (Phase 1) by \$3,182; and
  6. Increase minor capital by \$3,182.
14. That the 2018 Budget for Function 620, Mesachie Lake Water System be amended to:
  1. Increase deficit by \$2,181;
  2. Decrease contingency by \$1,181;
  3. Decrease transmission - rentals by \$500;
  4. Decrease transmission - supplies by \$500;
  5. Increase transfer from operational reserves by \$22,527;
  6. Increase source of supply - consultants by \$22,527;
  7. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  8. Increase minor capital by \$3,182.
15. That the 2018 Budget for Function 670, Cherry Point Water System be amended to:
  1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  2. Increase minor capital by \$3,182.
16. That the 2018 Budget for Function 690, Kerry Village Water System be amended to:
  1. Increase transfer from operating reserve by \$14,000;
  2. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
  3. Increase minor capital by \$17,182.
17. That the 2018 Budget for Function 705, Arbutus Mountain Drainage System be amended to:
  1. Increase deficit by \$506; and
  2. Decrease contingency by \$506.
18. That the 2018 Budget for Function 707, Lanes Road Drainage System be amended to:
  1. Increase deficit by \$166; and
  2. Decrease supplies by \$166.
19. That the 2018 Budget for Function 800, Cowichan Bay Sewer System be amended to:



1. Increase deficit by \$2,586;
  2. Decrease contingency by \$586; and
  3. Decrease sewage collection – contract hydro/camera by \$2,000.
20. That the 2018 Budget for Function 802, Sentinel Ridge Sewer System be amended to:
1. Increase deficit by \$1,252;
  2. Decrease contingency by \$696;
  3. Decrease sewage treatment – UV by \$300; and
  4. Decrease sewage treatment – electrical repairs by \$256.
21. That the 2018 Budget for Function 803, Twin Cedars Sewer System be amended to:
1. Increase deficit by \$9,407;
  2. Decrease contingency by \$4,731;
  3. Decrease sewage collection – rentals machinery & equipment by \$300;
  4. Decrease sewage collection – supplies by \$600;
  5. Decrease sewage treatment – R & M by \$500;
  6. Decrease sewage treatment – rentals machinery & equipment by \$500;
  7. Decrease sewage treatment – UV system by \$400;
  8. Decrease sewage treatment – supplies by \$876;
  9. Decrease disposal field – R & M by \$500;
  10. Decrease disposal field – rentals machinery and equipment by \$500; and
  11. Decrease disposal field – parts/supplies by \$500.
22. That the 2018 Budget for Function 805, Arbutus Mountain Sewer System be amended to:
1. Increase deficit by \$17,201;
  2. Decrease contingency by \$12,450;
  3. Decrease sewage collection - supplies by \$100;
  4. Decrease sewage treatment - lab testing by 500;
  5. Decrease sewage treatment - sludge removal by \$500;
  6. Decrease sewage treatment – electricity by \$3000;
  7. Decrease disposal field – rentals by \$500; and
  8. Decrease disposal field – part/supplies by \$151
  9. Increase recovery of costs by \$131,000;
  10. Increase contingency by \$41,000; and
  11. Increase Capital Engineering Structures by \$90,000.
23. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
1. Increase deficit by \$39,707;
  2. Increase user fees by \$37,617;
  3. Decrease contingency by 2,340;
  4. Increase licence and fees by \$10,000;
  5. Decrease sewage treatment – sludge removal by \$21,000;
  6. Increase sewage treatment – electricity by \$2,250; and
  7. Increase disposal field – R&M by \$9,000.
24. That the 2018 budget for Function 820, Eagle Heights Sewer System be amended to:
1. Increase deficit by \$7,301; and
  2. Decrease contingency by \$7,301.
25. That the 2018 budget for Function 850, Kerry Village Sewer System be amended to:
1. Increase transfer from gas tax reserves (Phase 1) of \$3,182; and
  2. Increase minor capital by \$3,182.

11.
  1. That \$44,000 of Community Works Fund unallocated funding remaining be approved for Condition Assessments in Function 279 Parks and Trails.
  2. That the Community Works Fund earned interest be pooled with the Community Works Fund Reserve to be made available for priority projects related to existing Cowichan Valley Regional District infrastructure.
12. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 Bursaries for two graduating students residing in Electoral Area C – Cobble Hill.
13. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 Bursaries for two graduating students residing in Electoral Area C – Cobble Hill.
14. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to South Cowichan Seniors to assist with senior’s lunch events.
15. That a Grant-in-Aid Request, Electoral Area D – Cowichan Bay, in the amount of \$2,000 be provided to Cowichan Bay Improvement Association to support a village clean-up day and celebration.
16. That the Parks & Trails Division be directed to proceed with submission of a Development Variance Permit Application for the Arbutus Park washroom building.

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

17. That Application No. 01-E-17DVP (6039 Clements Road) to vary Section 5.2(e) of Zoning Bylaw No. 1840, to increase the maximum permitted area of an accessory building from 100 m<sup>2</sup> to 149 m<sup>2</sup> be approved subject to a rock pit or, similar storm water surge retention facility, of more than 1 m<sup>3</sup> being installed at the northern drainage outfall prior to issuance of a building permit.
18.
  1. That Development Permit Application No. DP18B01 (3260 Riverside Road) be approved; and
  2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of the development permit guidelines of Official Community Plan Bylaw No.3510.



# STAFF REPORT TO THE BOARD

**DATE OF REPORT** April 10, 2018  
**MEETING TYPE & DATE** Board Meeting of April 25, 2018  
**FROM:** Legislative Services Division  
Corporate Services Department  
**SUBJECT:** Proposed Records and Information Management Program Bylaw  
**FILE:** 1490 – Records Management

---

## **PURPOSE/INTRODUCTION**

The purpose of this report is to introduce a proposed Records and Information Management Program Bylaw.

## **RECOMMENDED RESOLUTION**

For information.

## **BACKGROUND**

The Legislative Services Division established a corporate records management system for the CVRD based on the Municipal Officers' Association, now known as the Local Government Management Association, (LGMA), records classification model, which has been in use in many local governments since the early 1990s. The Board adopted the Municipal Officers' Association Classification Schedule, first edition, in 2000 by Bylaw No. 2036, and it was implemented in all Departments on a phased-in basis.

Records management serves a vital administrative function and ensures that our statutory obligations for the safekeeping and scheduled retention/destruction of corporate records are met. With advances in technology and the corresponding increased volume of information produced and received by the CVRD on a regular basis, managing this information is essential. The current schedule to the CVRD records management program is cumbersome and outdated. The proposed new Bylaw (4203) will provide the organization with the ability to automatically apply the latest version of the LGMA records management model going forward and assist with the effective and efficient management of its recorded information. Bylaw No. 4203 also provides the Officer, (or designate), with greater flexibility for amendments and is included in the April 25, 2018 Special Board Agenda for consideration of 1<sup>st</sup> three readings and adoption.

## **ANALYSIS**

The Municipal Officers' Association Classification System is currently used as the Records Classification and Retention Schedule (RCRS) for managing the lifecycle of records in the CVRD. A complete copy of the RCRS, which is a substantial document, is available for viewing in the Corporate Secretary's Office. As with any records classification system, the RCRS is designed to be flexible to accommodate changes in administrative and operational structures and is updated from time to time.

The RCRS has been updated by the LGMA and is the accepted standard for records management in local government. The Records Management Manual for Local Government Organizations, Fifth Edition (2017), has been updated in accordance with the most recent legislation and is designed to be easily expanded to incorporate new records groups as new functions are added. Also, when functions are no longer being performed, records groups can be removed as required. The LGMA

Records Management Manual also addresses best practices for the management of electronic records, electronic mail, microfilm, and transitory records in a general manner.

**FINANCIAL CONSIDERATIONS**

N/A.

**COMMUNICATION CONSIDERATIONS**

N/A.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Bylaw No. 4203 – Records and Information Management Program Bylaw, 2018, supports the CVRD's goal of service excellence.

Referred to (upon completion):

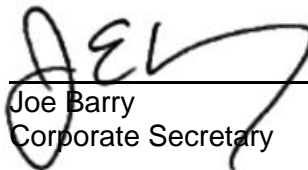
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental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

Prepared by:

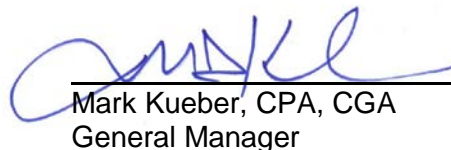


Kathleen Harrison  
Deputy Corporate Secretary

Reviewed by:



Joe Barry  
Corporate Secretary



Mark Kueber, CPA, CGA  
General Manager

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

Chief Administrative Officer's Comments / Concurrence



Brian Carruthers  
Chief Administrative Officer

**ATTACHMENTS:**

Attachment A – "CVRD Bylaw No. 4203 – Records and Information Management Bylaw, 2018"



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4203

#### **A Bylaw to Establish a Records and Information Management Program to Manage the Life Cycle Records of the Cowichan Valley Regional District From Record Creation Through to Final Disposition**

---

**WHEREAS** the Board wishes to establish a corporate records and information management program under the direction of the Corporate Officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created or received by the regional district in the conduct of its operations;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 4203 – Records and Information Management Program Bylaw, 2018**".

2. **DEFINITIONS**

1. In this bylaw:

**"CVRD"** means the Cowichan Valley Regional District;

**"officer"** means the officer, or board appointed deputy or designate, assigned responsibility for corporate administration under the CVRD's officer bylaw, as amended from time to time, pursuant to Section 236 of the *Local Government Act*,

**"record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

**"records and information management program"** means a program used by the CVRD to manage the life-cycle of records of the public body from record creation through to final disposition;

**"records schedule"** means the Local Government Management Association's (LGMA) Records Classification System and Retention Schedule (RCRS), as amended from time to time, used as the standard for classifying records in the CVRD.

2. The definitions contained in Schedule 1 of the *Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996* Chapter 165, as amended from time to time, shall apply to this bylaw except where the context requires otherwise.

.../2

### 3. **PROGRAM ESTABLISHED**

1. The records and information management program is established under the direction of the officer (or designate) to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created or received by the CVRD in the conduct of its operations.
2. Records of the CVRD are created, accessed, maintained and disposed of only as provided by the records schedule.
3. The officer is authorized to create and maintain a manual of policies and procedures that provides for the management of the records of the CVRD and includes those related to the records schedule for:
  - (i) Custody and control of records;
  - (ii) Creation or receipt of records;
  - (iii) Access to records;
  - (iv) Disclosure of records;
  - (v) Retention, security and storage of records;
  - (vi) Disposition of records;
  - (vii) Preservation of records;
  - (viii) Vital records; and
  - (ix) Any other matter(s) the officer authorized to be included in the manual.

### 4. **COMPLIANCE**

1. All records in the custody and control of the employees of the CVRD, board of directors, and committees/commissions of the board that are created or received in the context of their functional responsibilities are the property of the CVRD.
2. All departments of the CVRD shall ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the records and information management program records schedule.
3. Any contract between an outside agency or contractor and the CVRD, for the provision of goods or services, must specify the conditions for the custody and control of the records resulting from such contract.

### 5. **AMENDMENTS TO PROGRAM**

The officer is authorized to review and amend the records and information management program as required.

### 6. **REPEAL**

**"CVRD Bylaw No. 2063 – Records Retention and Scheduling Bylaw, 2000"**, and all amendments thereto, is hereby repealed.

.../3

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

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

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

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

\_\_\_\_\_  
Chairperson

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



# STAFF REPORT TO THE BOARD

**DATE OF REPORT** April 11, 2018  
**MEETING TYPE & DATE** Board Meeting of April 25, 2018  
**FROM:** Facilities & Transit Division  
Community Services Department  
**SUBJECT:** Charging Time Policy for CVRD Electric Vehicle Stations  
**FILE:**

---

## PURPOSE/INTRODUCTION

The purpose of this report is to recommend a regional policy for charging time at CVRD operated electric vehicle charging stations to maintain station availability for public use.

## RECOMMENDED RESOLUTION

1. That the CVRD adopt a maximum two hour charging limit policy and install signage advising of this limit for the publicly accessible Level 2 electric vehicle charging stations operated by the CVRD; and
2. That the CVRD adopt a maximum 30 minute charging limit policy and install signage advising of this limit for the DCFC electric vehicle charging station located at Island Savings Centre.

## BACKGROUND

In 2013, using mainly a provincial grant and some local funding, the CVRD installed four Level 2 electric vehicle (EV) charging stations at the CVRD recreation centres as well as a Direct Current Fast Charge (DCFC) station at Island Savings Centre to help promote EV infrastructure and the use of sustainable technology. The CVRD also installed a Level 2 corporate charging station at the Ingram Street office to support the Nissan Leaf vehicle that was purchased in 2012. In December 2017, the Ingram Street charging station was replaced with 2 units to allow charging for an additional space required to service the new CVRD Chevy Bolt electric vehicle. In addition, the original Level 2 charging station located at Ingram Street office was relocated to the Bings Creek recycling centre mainly to service the CVRD electric vehicles, but it does also allow access to the privately owned electric vehicles. The charging stations at the Ingram Street office are not intended for public use.

The CVRD owns and operates the Level 2 stations at the respective recreation centres, Ingram Street office, and at Bings Creek recycling centre. The DCFC station at Island Savings Centre is owned by BC Hydro and operated by the CVRD under a 5 year lease agreement. Level 2 stations typically fully recharge an electric vehicle in 4 to 6 hours, while the DCFC station only takes 20-30 minutes. However, most electric vehicle owners only require a “top up” charge when commuting and do not require the full time amount stated above. Recent review of public station use and discussion at the Shawnigan Lake Centre Commission (SLCC) has determined that the Level 2 station at SLCC and to some degree the station at Kerry Park Recreation Centre (KPRC), are experiencing some abuse by electric vehicle owners who are leaving their vehicles plugged in for extensive periods of time (upwards of 30 hours at SLCC). At the March 14, 2018, Board meeting, it was resolved that a policy defining the appropriate length of time/hours for users of electric charge stations be referred to the Facilities staff for clarification and that a report be brought back to the Board at a future meeting.

Review of station use data indicates that on at least 59 different occasions over a three and a half month period in late 2017 at SLCC, vehicles remained parked and connected to the charging station for between 12-30 hours. KPRC data also indicates that on 40 different occasions vehicles remained parked at the charging station for upwards of 6-10 hours. This was observed to be less of an issue at



Cowichan Lake Sports Arena (CLSA) and at the Island Savings Centre (ISC), but implementation of a regional policy limiting charging time (which would also include parking time) at these stations is recommended for consistency. The intent of these public stations is to provide charging capacity for many different EV users and not to operate as a full service refueling station or a long-term parking stall.

With respect to the stations at the Ingram Street office, these stations are intended for use by the corporate fleet electric vehicles. At this time, these stations do not have a charging limit based on the need to fully recharge corporate vehicles to conduct business and given that they are not intended to have high turnover for general public accessibility purposes. With two dedicated electric vehicle parking stalls and two charging stations at the Ingram Street office there have been no problems to date with the current arrangement. Further monitoring of station use and potential future review of this arrangement is possible if required. In addition, as the electric vehicle fleet grows staff will review options for the installation of additional charging stations.

## ANALYSIS

Discussion with nearby local governments who also operate Level 2 charging stations has confirmed that a few already have time limits in place for EV charging. The City of Duncan implemented a 2 hour limit for the EV station located in the Train Station parking lot off Canada Avenue. This 2 hour limit is intended to encourage charging while still providing for turnover and availability of the charger to multiple users throughout the course of a day. This time limit is clearly posted on signage at the station and is enforced under existing City bylaws pertaining to failure to abide by posted parking times. Tickets have been issued to those in violation of the posted signage. Initially, the City issued warnings through reminder letters on windshields as part of an introductory educational campaign. The District of Saanich has also implemented a time policy of 3 hours for their Level 2 stations. The Municipality of North Cowichan has not implemented a time policy yet for charging stations that it operates. The City of Nanaimo also has not implemented a time policy for the charging stations that it operates.

There is an existing Ministry of Transportation and Infrastructure approved sign for the purposes of specifying charging time limits (see Attachment A). It is recommended that this signage be adopted and posted specifying a 2 hour limit for the Level 2 charging stations located at the CVRD recreation centres and at Bings Creek recycling centre and referencing CVRD Bylaw No. 738. Bylaw No. 738 covers all CVRD owned facilities including community centres, ice arenas, etc., and has existing provisions under the Vehicle and Cycle Control section 19.1, subsection (g), indicating that “no person shall park a vehicle in areas prohibited by, or contrary to, a sign or posted notice.” Furthermore, under section 19.3 “Any motor vehicle parked in violation of this bylaw may be removed and impounded, and the owner of the motor vehicle shall pay the cost of removal and impoundment before the motor vehicle is returned to the said owner.” It is suggested that once the charging time limit signs are posted and if complaints of abuse are received, that the CVRD Bylaw Enforcement Division commence with warning notices and if the abuse continues then a ticket will be issued.

For the DCFC station at Island Savings Centre, given the 20-30 minute recharging time and higher volume use of this station, it is recommended that signage of a maximum of 30 minutes be posted. Abuse of this station is less frequent due in part to the high volume of users and given the application of user fees of \$0.35 per kWh with a minimum \$2.00 sales charge for this station. Level 2 stations remain free to use. The BC Utilities Commission (BCUC) is currently reviewing the regulation of electric vehicle charging services in the province. At this time, very few Level 2 stations have user fees for charging. The City of Vancouver and one station in the Township of Esquimalt have user fees. Regarding fees for DCFC station and the level 2 stations, it is recommended that we wait until the BCUC review is completed later this year, and then a regional charging strategy can be considered.

It is also recommended that signage restricting station use to electric vehicles only also be posted as has been done in the City of Duncan to avoid issues associated with parking by non-electric vehicles at these stations (see Attachment B).

#### FINANCIAL CONSIDERATIONS

The signage installation costs to post time limits as well as signage specifying that station use is limited to electric vehicles only are estimated to be no more than \$1,000. Costs will be charged to the respective facilities at which they are located just like current station operating costs.

#### COMMUNICATION CONSIDERATIONS

Advise CVRD Bylaw Enforcement Division about the new EV charging time limits and signage that will be installed at the recreation centres and Bings Creek recycling centre.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Adoption of the policy in this report supports the Response to Climate Change component of the Corporate Strategic Plan, and specifically the Greenhouse Gas reduction strategy, by maintaining public access to electric vehicle charging stations in the region.

Referred to (upon completion):

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

Prepared by:



Erin Annis  
Transit Analyst

Reviewed by:



Jim Wakeham  
Manager



John Elzinga  
General Manager

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

Chief Administrative Officer's Comments / Concurrence



Brian Carruthers  
Chief Administrative Officer




**ATTACHMENTS:**



Attachment A – Ministry of Transportation and Infrastructure Charging Station Signage

Attachment B – City of Duncan Electric Vehicle Charging Station Signage

Attachment A

BC Ministry of Transportation and Infrastructure Electric Vehicle Charging Station Signage

 BRITISH COLUMBIA	Ministry of Transportation and Infrastructure	<b>Z-RECORD</b> Highway Engineering Special Purpose Signs <i>Regional Traffic Engineer Approval Required                  for all NEW Placements (unless otherwise stated)</i>	<b>Sign Series</b>  <b>Zi-130</b>			
Page 10 of 10						
  Standard application example						
<p><b>NOTE:</b> “X” to be identified when ordering</p>						
Ref: H12 9156	Approved: February 2013 <b>Jerry Froese</b> Senior Traffic Engineer					
Sign Item Number	Dimensions (W x H) mm	Substrate	Reflectivity ASTM Type	Colour	Approval Required	Typical Application
Zi-130	300 x 450	0.081 AL	3 / 3	Green / White	RTE	Static Traffic
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
Sign Description:						

 BRITISH COLUMBIA	Ministry of Transportation and Infrastructure	<h2 style="margin: 0;">Z-RECORD</h2> <p style="font-size: small; margin: 0;">Highway Engineering Special Purpose Signs                  Regional Traffic Engineer Approval Required                  for all NEW Placements (unless otherwise stated)</p>	<b>Sign Series</b> <h1 style="margin: 0; color: white;">Zi-129-LRD</h1>			
<p>Page 8 of 10</p> <p><b>When ordering the Zi-129-LRD, specify if you require directional arrows in the following configurations: (Left, Right, Double-Arrows or None)</b></p> <div style="text-align: center; margin: 20px 0;">  </div> <p style="text-align: right; margin-right: 50px;">Arrow(s) are to be blue</p>						
Ref: H12-9156		Approved February 2013 <b>Jerry Froese</b> Senior Traffic Engineer				
Sign Item Number	Dimensions (W x H) mm	Substrate	Reflectivity ASTM Type	Colour	Approval Required	Typical Application
Zi-129-LRD	300 x 450	0.081 AL	3 / 3	Blue / Red / White	RTE	Static Traffic
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<b>Sign Description:</b>						

## Attachment B

### City of Duncan Electric Vehicle Charging Station Signage





# STAFF REPORT TO THE BOARD

**DATE OF REPORT** April 12, 2018  
**MEETING TYPE & DATE** Board Meeting of April 25, 2018  
**FROM:** Community Planning Division  
Land Use Services Department  
**SUBJECT:** Shawnigan Improvement District Fire Hall Crown Land  
**FILE:** Tenure Application

---

## PURPOSE/INTRODUCTION

The purpose of this report is to set out the request of Shawnigan Improvement District for a letter of support concerning their Crown Land Tenure application to the Province over the site of their fire hall on West Shawnigan Lake Road.

## RECOMMENDED RESOLUTION

That the Cowichan Valley Regional District supports the Crown Land Tenure application by Shawnigan Improvement District for land occupied by the Shawnigan Lake Fire Station at 2560 West Shawnigan Lake Road.

## BACKGROUND

On February 2, 2018, Shawnigan Improvement District sent a letter to the CVRD requesting support for their Crown Land Tenure application for the site of their fire hall, located at 2560 West Shawnigan Lake Road. At the February 28, 2018, Board meeting the following resolution was passed:

***“That the request from the Shawnigan Improvement District for a resolution of support for its Crown Land Tenure application be referred to staff for a report on any possible implications for the CVRD.”***

## ANALYSIS

The site has been zoned P-2 under Bylaw No. 985 for a long time and the fire hall is about 20 years old. The P-2 Zone permits fire hall.

There are absolutely no anomalies that planning staff are aware of respecting the use of this property, currently a License of Occupation.

The minimum parcel size in the zoning bylaw for subdivision is 1.0 hectare and the Crown grant appears to be for a little under 0.92 hectare, but Crown Grants are not approved by BC MoTI and are not subject to minimum parcel size rules. It is unlikely that the small reduction from 1 hectare will be of any functional significance to the long term sustainability of the fire hall use on this site, and in any case, the CVRD minimum is not applicable and the proposed parcel being smaller will not create any non-conformity.

## FINANCIAL CONSIDERATIONS

N/A

## COMMUNICATION CONSIDERATIONS

N/A

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

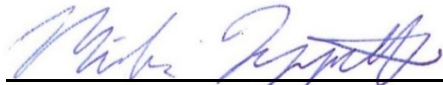
N/A

Referred to (upon completion):

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

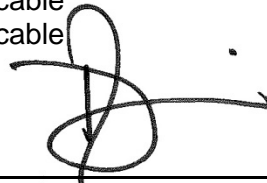
Prepared by:

Reviewed by:



Mike Tippett, MCIP, RPP  
Manager

Not Applicable  
Not Applicable



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

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

Chief Administrative Officer's Comments / Concurrence



Brian Carruthers  
Chief Administrative Officer

**ATTACHMENTS:**

Attachment A – Shawnigan Improvement District Letter Dated February 2, 2017

Attachment B – Shawnigan Improvement District Report



# Shawnigan Improvement District

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

February 2, 2018

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

via email: [jbarry@cvrld.bc.ca](mailto:jbarry@cvrld.bc.ca)

*original will not follow in mail unless requested*

Dear Mr. Barry:

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

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

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

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

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

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

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

Yours truly,

**BOARD OF TRUSTEES, SHAWNIGAN IMPROVEMENT DISTRICT**

per: 

Karen Bereczki  
Administrator

att.

cc: Sierra Acton, Director Area B  
via email: [sacton@cvrld.bc.ca](mailto:sacton@cvrld.bc.ca)



# Shawnigan Improvement District

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

## Management Summary

### Regulatory Summary

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

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

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

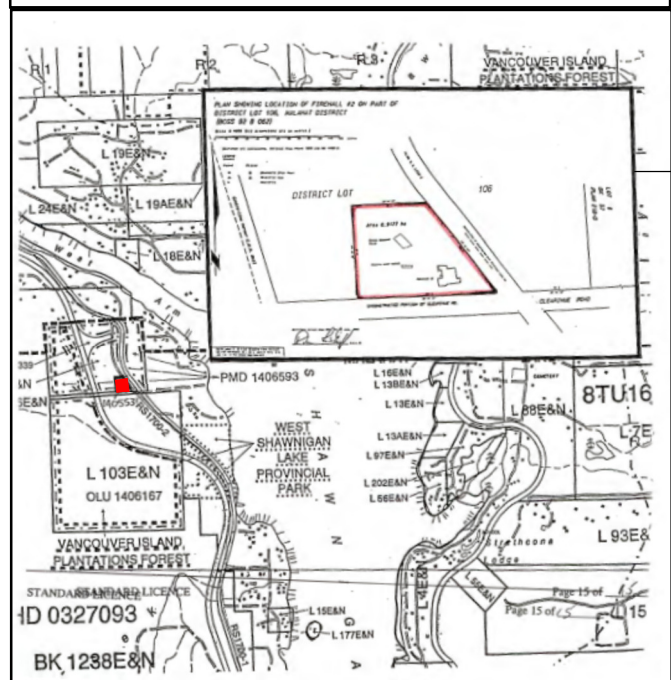
Pursuant to Licence of Occupation No. 107784, Article 2.2, August 31, 2020 marks the 20th anniversary, and the termination date, of the current agreement.

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



Existing Fire Station currently occupying the "Land"

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

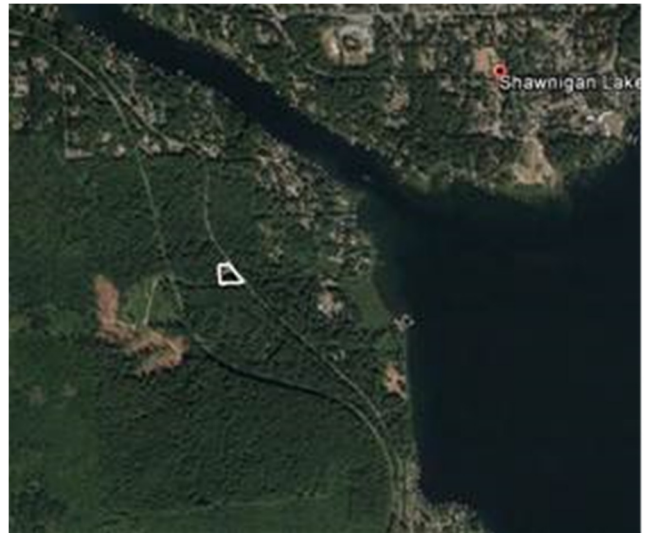


## Context | Management Summary

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

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

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

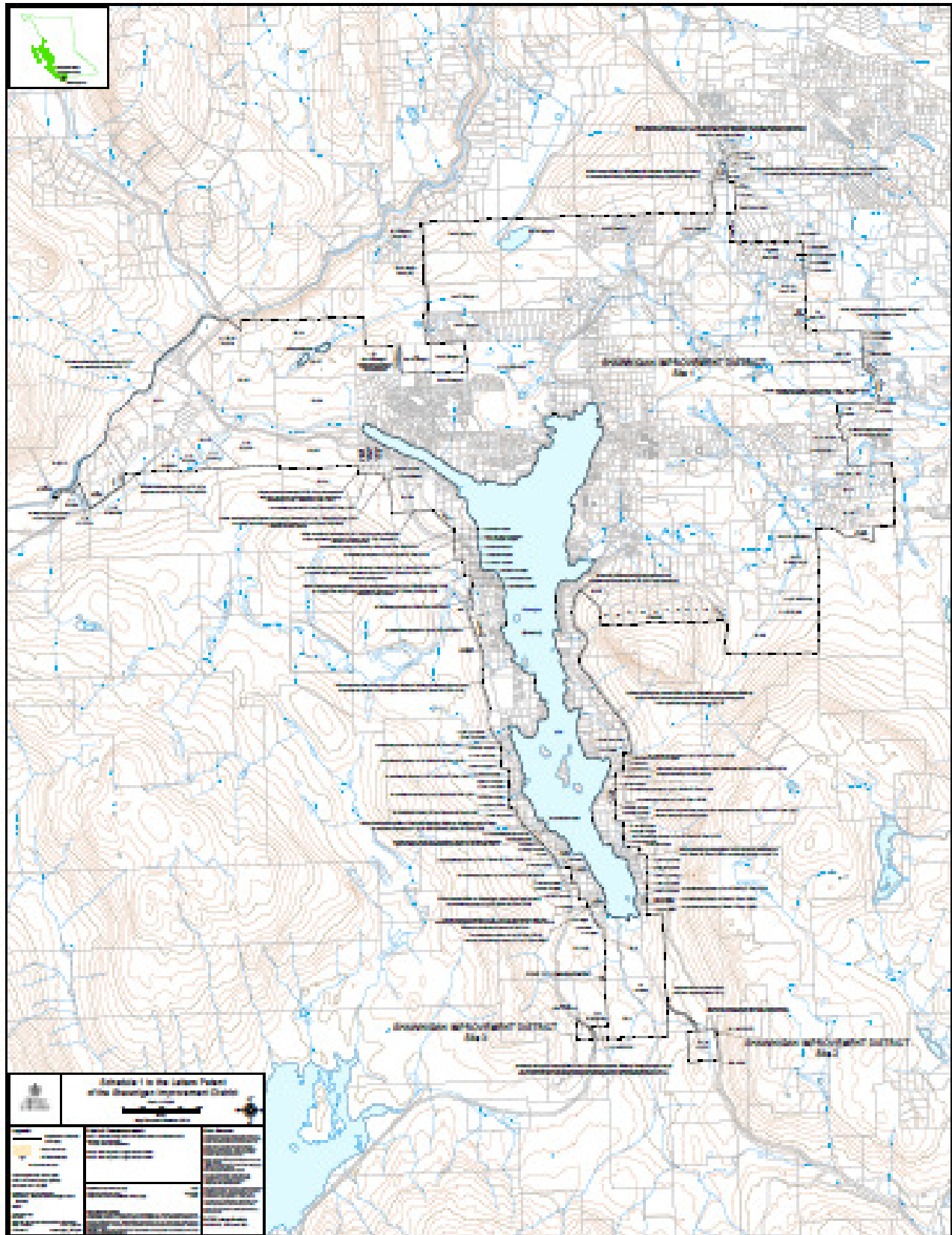


## Vegetation Management

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

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

# Shawnigan Improvement District Boundaries





# STAFF REPORT TO THE BOARD

**DATE OF REPORT** April 13, 2018  
**MEETING TYPE & DATE** Board Meeting of April 25, 2018  
**FROM:** General Manager  
Corporate Services Department  
**SUBJECT:** 2019 Budget Process and Calendar  
**FILE:**

---

## PURPOSE/INTRODUCTION

The purpose of this report is to seek approval from the Board on the proposed 2019 Budget direction and the 2019 Budget Calendar.

## RECOMMENDED RESOLUTION

That the 2019 Budget Process and Calendar, as detailed in the General Manager, Corporate Services' April 13, 2018 staff report, be approved.

## BACKGROUND

After the 2017 Budget was adopted meetings were held with all departments and the Board to obtain feedback on the overall budget process and to discuss potential areas for change. These meetings resulted in numerous components of the process being identified as possible opportunities to enhance and/or streamline the budget process with the intent of creating efficiencies and delivering succinct budget information to the public, Board and staff.

In addition, and based on the feedback resulting from the aforementioned budget process meetings, a 2018 Budget Calendar was developed to incorporate the final proposed process changes and to identify all relevant milestones, deliverables and meeting dates.

After the adoption of the 2018 Budget the general consensus was to maintain the new process and timelines with two exceptions. The first is the presentation of all new staffing requests taking place at the beginning of the process, in June, when all the Allocation Budgets are presented. And the second is the delaying of detail budget discussions until January and February to allow the new Board to be sworn in and updated on Regional District budgeting and finances. This delay will mean the adoption of the 2019 budget will not take place until the end of February or the beginning of March.

## ANALYSIS

The 2019 Budget will be built and presented, based on a number of concepts; these include:

- 1. Core Budget** – the 2019 Draft Budget will be developed based only on the core operations of the organization. Core operating costs are defined as expenses associated with the on-going maintenance and administration on a day-to-day basis for a particular service, at the same service level as the previous year. Core operating costs do **not** include capital expenditures but can include components of delivering a service such as:
  - Salary and wage expenses
  - Utility expenses
  - Travel expenses
  - Meeting expenses
  - Minor capital

- Office supply costs
- Repair and maintenance costs

All other requested budget items would be treated as a Supplemental request.

- 2. Supplemental Requests** – Supplemental Requests were brought back as a way of distinguishing specific initiatives/projects from core operations. Presentation of Supplemental requests would occur during scheduled budget meetings with Committees/Commissions. Staff will present a report to the Board identifying rank and cost per \$100K for each of these requests.
- 3. Capital** – Finance has separated the Capital Budget from the Operating Budget within Vadim with the intent of having all 2019 Budget reports presented in this format. All capital budget items will be treated as a Supplemental request.
- 4. Allocation Budgets** – internally allocated budgets will be presented to the Regional Services Committee in June. This will allow the resulting allocations to be incorporated into the remaining budgets. The Allocation Budgets will also be split between Core budgets and Supplemental requests. The Supplemental requests will be ranked by staff.
- 5. Budget Meetings** – Budget meetings have been moved to January and February. It is the intent that these meetings would be the opportunity for staff to present Core budgets as well as Supplemental requests and for the Directors to request clarification on any budget items.
- 6. Budget Schedules** – to provide Board members with the most current budget information available, a schedule incorporating approved budget changes will be produced subsequent to each individual Committee/Commission meeting, reflecting changes made to the 2019 Budget as they are approved. A baseline set of schedules based on the draft 2019 Budget will be maintained on the CVRD website.
- 7. Final Budget Presentation** – the 2019 Budget will be presented to the Corporate Services Committee in February 2019. This budget presentation will be held over two days and will incorporate all approved Supplemental requests and any changes made during the January and February Committee/Commission meetings.
- 8. Staffing requests** – In June, staff will present a summary report of all new staffing positions that they are asking the Board to approve.

#### FINANCIAL CONSIDERATIONS

N/A

#### COMMUNICATION CONSIDERATIONS

The Budget Calendar is published on the CVRD website for public consumption.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The budget calendar, will improve budget transparency by improving the planning process and the supporting documentation will promote a greater awareness of, and confidence in, the CVRD five-year financial plan.

The budget calendar will also contribute to enhancing communication capacity and tools allowing staff and elected officials to more effectively communicate with residents, communities and within the organization.

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, 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:



Mark Kueber, CPA, CGA  
General Manager

Not Applicable  
Not Applicable

Not Applicable  
Not Applicable

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

Chief Administrative Officer's Comments / Concurrence



Brian Carruthers  
Chief Administrative Officer

**ATTACHMENTS:**

Attachment A – 2019 Budget Calendar



## 2019 Budget Calendar

<b>APRIL 2018</b>		
25	Board direction for 2019 Budget process and Calendar	
<b>MAY</b>		
25	Allocation (105,199,200,575,576) core budgets and list of Supplemental requests due to Finance with backup. In addition, all staffing requests from all departments are due.	
<b>JUNE</b>		
7	SMT reviews Allocation Budgets and ranks Supplemental and Staffing requests	
21	All Managers meeting to review budget process, deadlines and training	
27	Allocation Budgets, Supplemental and Staffing requests presented to Regional Services Committee	
<b>JULY</b>		
6	Budget package distributed to GM's and DM's	
<b>AUGUST</b>		
17	Deadline for budget preparation and entry by staff into Vadim	
	Deadline for budgets and supplemental requests, with backup, submitted to Finance	
<b>SEPTEMBER</b>		
21	Finance review of budgets completed	
<b>OCTOBER</b>		
4 & 11	SMT review of budgets	
<b>NOVEMBER</b>		
28	Electronic budget booklet distributed	
	Budget 2019 overview at Corporate Services Committee including a report from the CAO re Supplemental requests	
<b>JANUARY 2019</b>		
TBD	Draft Budget presented at 4 public meetings	
9	Transit Committee	Budgets presented to Committee
10	Island Savings Commission	Budgets presented to Commission
16	Electoral Area Services Committee	Budget discussion and Committee direction for: <ul style="list-style-type: none"> <li>• Land Use Services Department</li> <li>• Public Safety Division (Fire Services)</li> <li>• Water Management Division (Water &amp; Sewer Utilities)</li> <li>• Recycling &amp; Solid Waste Management Division (Curbside and Garbage)</li> </ul>





## 2019 Budget Calendar

21	Shawnigan Lake Recreation Commission	Budgets presented to Commission
22	Kerry Park Recreation Commission	Budgets presented to Commission
23	Regional Services Committee	Budget discussion and Committee direction for: <ul style="list-style-type: none"> <li>• Corporate Services Department (General Government)</li> <li>• Land Use Services Department (Regional Parks, Economic Development, Regional Tourism)</li> <li>• Community Services Department (911, Emergency Preparedness, Arts &amp; Culture)</li> <li>• Engineering Services Department (Solid Waste and Environmental Initiatives)</li> </ul>
24	Cowichan Lake Recreation Commission	Budgets presented to Commission
<b>FEBRUARY</b>		
7,8	Corporate Services Committee review of all Budgets. Final review prior to adoption.	
27	Regular Board meeting for approving the 5 Year Financial Plan (Annual Budget)	



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4203

#### A Bylaw to Establish a Records and Information Management Program to Manage the Life Cycle Records of the Cowichan Valley Regional District From Record Creation Through to Final Disposition

---

**WHEREAS** the Board wishes to establish a corporate records and information management program under the direction of the Corporate Officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created or received by the regional district in the conduct of its operations;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 4203 – Records and Information Management Program Bylaw, 2018**".

2. **DEFINITIONS**

1. In this bylaw:

**"CVRD"** means the Cowichan Valley Regional District;

**"officer"** means the officer, or board appointed deputy or designate, assigned responsibility for corporate administration under the CVRD's officer bylaw, as amended from time to time, pursuant to Section 236 of the *Local Government Act*,

**"record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

**"records and information management program"** means a program used by the CVRD to manage the life-cycle of records of the public body from record creation through to final disposition;

**"records schedule"** means the Local Government Management Association's (LGMA) Records Classification System and Retention Schedule (RCRS), as amended from time to time, used as the standard for classifying records in the CVRD.

2. The definitions contained in Schedule 1 of the *Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996 Chapter 165*, as amended from time to time, shall apply to this bylaw except where the context requires otherwise.

**3. PROGRAM ESTABLISHED**

1. The records and information management program is established under the direction of the officer (or designate) to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created or received by the CVRD in the conduct of its operations.
2. Records of the CVRD are created, accessed, maintained and disposed of only as provided by the records schedule.
3. The officer is authorized to create and maintain a manual of policies and procedures that provides for the management of the records of the CVRD and includes those related to the records schedule for:
  - (i) Custody and control of records;
  - (ii) Creation or receipt of records;
  - (iii) Access to records;
  - (iv) Disclosure of records;
  - (v) Retention, security and storage of records;
  - (vi) Disposition of records;
  - (vii) Preservation of records;
  - (viii) Vital records; and
  - (ix) Any other matter(s) the officer authorized to be included in the manual.

**4. COMPLIANCE**

1. All records in the custody and control of the employees of the CVRD, board of directors, and committees/commissions of the board that are created or received in the context of their functional responsibilities are the property of the CVRD.
2. All departments of the CVRD shall ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the records and information management program records schedule.
3. Any contract between an outside agency or contractor and the CVRD, for the provision of goods or services, must specify the conditions for the custody and control of the records resulting from such contract.

**5. AMENDMENTS TO PROGRAM**

The officer is authorized to review and amend the records and information management program as required.

**6. REPEAL**

"CVRD Bylaw No. 2063 – Records Retention and Scheduling Bylaw, 2000", and all amendments thereto, is hereby repealed.

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

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

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

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

\_\_\_\_\_  
Chairperson

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