

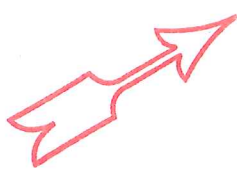
MOTION CARRIED

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

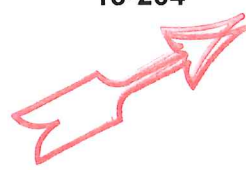
PH1 Public Hearing Report and Exhibits Re: "CVRD Bylaw No. 4155 Electoral Area E and Part of F – Cowichan-Koksilah Official Community Plan Amendment Bylaw (4681 Sahtlam Estates Road), 2017" and "CVRD Bylaw No. 4156 Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (4681 Sahtlam 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 1st, 2nd and 3rd 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 3rd



STAFF REPORT TO THE BOARD

DATE OF REPORT April 4, 2018
MEETING TYPE & DATE Board Meeting of April 11, 2018
FROM: Legislative Services Division
Corporate Services Department
SUBJECT: Options and Timing for Seeking Public Approval – Cowichan Housing Association Annual Financial Contribution Service Establishment Proposal
FILE: Bylaw No. 4201

PURPOSE/INTRODUCTION

The purpose of this report is to choose the method by which to seek public approval regarding proposed Cowichan Housing Association Annual Financial Contribution Service Establishment No. 4201 and the timing of when to seek public approval.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

The Regional Services Committee passed the following resolution at their March 28, 2018 meeting:

“That the draft Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw be forwarded to the April 11, 2018 Board meeting for consideration of first three readings.”

Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw No. 4201 is ready for consideration of first three readings. However, the Board needs to decide the method by which to seek public approval for the bylaw and the timing of when to seek public approval.

ANALYSIS

Prior to establishing this new Cowichan Housing Association Annual Financial Contribution service, public approval is required either through an Alternative Approval Process (AAP) or by Referendum. In either case, the Board's AAP policy requires a 60 day public engagement period prior to undertaking an AAP (or Referendum). Since this proposal is for a full regional service, the costs incurred during the public engagement period will be significantly higher than if only one or two jurisdictions were participating service partners.

An unaddressed information card sent by direct mailing to all households in the region would cost a minimum of \$30,000 for design, printing and postage costs. Four open houses (one each in the north, central, west and south geographical areas) would incur \$5,000 to \$7,000 in costs (handouts, advertising, storyboards, mileage, refreshments, and hall rentals). Staff resources would be used to update and manage PlaceSpeak, social media and the regional district's website.

The cost for the required community engagement is estimated at approximately \$37,000. If, after considering the input received from the community, the Board proceeds with the proposal, the approximate cost for the legislated newspaper advertising would be \$3,000.

Option #1 – AAP

If first three readings are given to Bylaw No. 4201 on April 11, the community engagement period would occur from mid-April to mid-June. Public comments would be considered at the June 13 Board meeting and the Directors will decide whether or not to proceed with an AAP. If the decision is to proceed, the elector response deadline would be set for August 15, 2018. Provided less than 10% of the electors oppose the adoption of Bylaw No. 4201, the Board would consider adoption of the Bylaw on August 22, 2018.

If more than 10% of the electors are opposed, the Board has the option of proceeding to Referendum within 80 days of the AAP deadline date of August 15. This would result in a Referendum being held in conjunction with the election on October 20. The referendum costs in this scenario would be approximately \$3,000 for additional statutory newspaper advertising.

Option #2 – Direct to Referendum (Held in Conjunction with the General Election)

The Board gives first three readings to Bylaw No. 4201 on June 13 with the community engagement period occurring from mid-June to mid-August. Public comments would be considered on August 8 and the Board will decide whether or not to proceed to referendum. If the decision is to proceed, the referendum would be held in conjunction with the election on October 20.

FINANCIAL CONSIDERATIONS

Approximately \$40,000 for community engagement and statutory newspaper advertising.

COMMUNICATION CONSIDERATIONS

Both options would require a two month community engagement period in order to obtain public comments on the proposed service. Additional communication would be required if a referendum is held.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

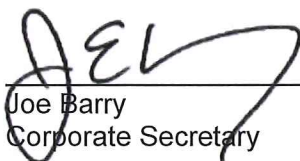
N/A

Referred to (upon completion):

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

Prepared by:

Reviewed by:



Joe Barry
Corporate Secretary

Not Applicable
Not Applicable



Mark Kueber, CPA, CGA
General Manager

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



Brian Carruthers
Chief Administrative Officer

ATTACHMENTS:

