



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

DATE: Wednesday, April 26, 2017

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

PLACE: BOARD ROOM

175 INGRAM STREET

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

**Kathleen Harrison
Deputy Corporate Secretary**



**REGULAR BOARD MEETING AGENDA
WEDNESDAY, APRIL 26, 2017
1:30 PM - CVRD BOARD ROOM**

	PAGE
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Board Meeting of April 12, 2017	1
Recommendation That the minutes of the April 12, 2017 Regular Board meeting be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
D1 Michelle Staples, Executive Director, Social Planning Cowichan Re: "Heartbeat of the Cowichan" Presentation	9
D2 AJ Anderson Re: Back Country Waste Management, Request for Dumping Fee Exemption	11
5. <u>REPORT OF THE CHAIRPERSON</u>	
6. <u>CORRESPONDENCE</u>	
C1 ICLEI, Local Governments for Sustainability Re: Invitation to Participate in the Global Network CITYFOOD	41
Recommendation For consideration.	
7. <u>INFORMATION</u>	
IN1 Nanaimo Airport Commission Re: CVRD Nominee to Nanaimo Airport Commission	55
Recommendation For information.	

IN2	B.C. Ferry Authority Re: Appointments to the B.C. Ferry Authority Board of Directors	57
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Recommendation For information.

8. COMMITTEE/COMMISSION REPORTS

CR1	Report and Recommendations of the Electoral Area Services Committee Meeting of April 19, 2017 - Director Morrison	59
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Recommendation

1. That the Certificate of Sufficiency, confirming that the sufficient petition requesting inclusion into the Malahat Fire Protection Service Area is sufficient, be received; and
2. That Cowichan Valley Regional District Bylaw No. 2414 Malahat Fire Protection Service Establishment Bylaw, 2003 be amended to include the property described as PID 029-941-997, Lot 5, Plan: EPP 60055 and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

2. That the CVRD host a multi-agency meeting, as soon as possible, with the Ministry of Environment, Ministry of Forest, Lands and Natural Resources, Department of Fisheries and Oceans, Ministry of Transportation & Infrastructure and Ministry of Energy and Mines, to work on immediate solutions regarding soil deposition in the South Cowichan area.

3. That the Fireworks Discharge Permit be authorized by the Manager of Inspections & Enforcement for the Brentwood College Regatta event located at/near 2735 Mt. Baker Road on April 28, 2017.

4. That a Grant-in-Aid, Electoral Area C - Cobble Hill, in the amount of \$500 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem-based Analysis Project.

7. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support its Dry Grad Celebrations.

8. That a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$500

be provided to Cowichan Valley Community Radio Society to support Summer Nights Concerts.

9. 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 to a 2017 graduating student.

10. That a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$7,500 be provided to Cowichan Lake District Chamber of Commerce to support the Visitor Centre.

11. That unspent funds from Community Works Funds 1.0, in the amount of \$16,671, be approved for energy efficiency upgrades at the Honeymoon Bay Fire Hall.

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

12. That Application No. 01-C-17DVP (449 Seaview Way) to vary Section 11.1(5) of Zoning Bylaw No. 3520 to reduce the interior side parcel line setback from 2 metres to 1.72 metres be approved.

13. That the request by the property owner of 2390 Shawnigan Lake Road to allow three washroom fixtures on the upper floor of an accessory building, in addition to the washroom fixtures on the main floor of the accessory building, be approved.

CR2 Report and Recommendations of the Regional Services Committee meeting of April 26, 2017 - Director Stone To Be Distributed

9. DIRECTOR REPORTS

10. STAFF REPORTS

SR1 Staff Report from the Finance Division Re: 2018 Budget Process and Calendar 61

Recommendation 1. That the 2018 Budget process be approved.
2. That the 2018 Budget Calendar be approved.

11. PUBLIC HEARINGS

12. BYLAWS

B1 "CVRD Bylaw No. 4115 - Building Regulation Amendment Bylaw (Building Code Changes), 2017", be granted 1st, 2nd and 3rd reading. 67

"CVRD Bylaw No. 4115 - Building Regulation Amendment Bylaw (Building Code Changes), 2017", be adopted.

13. BYLAWS - ELECTORAL AREA DIRECTORS**14. RESOLUTIONS****15. UNFINISHED BUSINESS****16. NOTICE OF MOTION****17. NEW BUSINESS****18. QUESTION PERIOD****19. CLOSED SESSION**

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

CS M1 - Closed Session Minutes of April 12, 2017

CS CR1 - Report and Recommendation(s) of the Closed Session Electoral Area Services Committee Meeting of April 19, 2017

1. Potential Litigation {Sub (1)(g)}

20. ADJOURNMENT

The next Regular Board meeting will be held Wednesday, May 10, 2017 at 6:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, April 12, 2017 at 5:15 PM.

PRESENT Chair J. Lefebure
 Director M. Clement <after 6:32 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
 Director T. Walker
 Alternate Director S. Acton

ALSO PRESENT B. Carruthers, Chief Administrative Officer
 J. Barry, Corporate Secretary
 R. Blackwell, General Manager, Land Use Services
 T. Askham, Manager, Island Savings Centre
 C. Lockrey, Manager, Strategic Services
 K. Miller, Manager, Environmental Services
 S. Carlow, Legislative Assistant

GUESTS G. Livingstone, Chief Councilor, Lake Cowichan First Nation
 C. Livingstone, Councilor, Lake Cowichan First Nation
 M. Livingstone, Councilor, Lake Cowichan First Nation
 A. Hamilton, Operations Manager, Lake Cowichan First Nation

ABSENT Director S. Furstenau

CLOSED SESSION

17-147 It was moved and seconded that the Closed Session agenda be amended with the addition of one New Business item:

**CSNB1 Verbal Report from the Chief Administrative Officer
 Re: Litigation Update {Sub (1)(g)}; and**

that the Closed Session agenda, as amended, be approved.

MOTION CARRIED

17-148 **It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter Part 4*, Division 3, Section 90 (1)(f) Law Enforcement; (1)(g) Litigation Update; and the March 22, 2017 Closed Session Regular Board minutes.**

MOTION CARRIED

RISE FROM CLOSED SESSION

17-151 **It was moved and seconded that the Board rise without report, and return to the Open portion of the meeting.**

MOTION CARRIED

17-152 **It was moved and seconded that the Board recess until 6:30 pm.**

MOTION CARRIED

6:32 PM **The meeting resumed at 6:32 PM with the addition of Director Clement.**

APPROVAL OF AGENDA

17-153 **It was moved and seconded that the agenda be approved.**

MOTION CARRIED

ADOPTION OF MINUTES

M1 **Regular Board Meeting of March 22, 2017**

17-154 **It was moved and seconded that the minutes of the Regular Board Meeting of March 22, 2017 be adopted.**

MOTION CARRIED

DELEGATIONS

D1 **Kathy Holmes, Past President, Arts Council of Ladysmith & District
Re: Funding Appreciation and Overview of Projects**

Kathy Holmes thanked the Board for recent funding and provided a PowerPoint presentation highlighting the Arts Council and its associated projects, for information.

D2 **Summer Goulden, Cowichan Climate Change Collaborative Re: Update -
Neighbourhood Data and Community Ideas**

Summer Golden provided a PowerPoint presentation updating the Board on their recent work in the community regarding climate change, connections and collaboration, for information.

REPORT OF THE CHAIRPERSON

- RC1** The Chair welcomed Chief Councilor, Georgina Livingstone; Councilor, Carole Livingstone; Councilor, Melanie Livingstone; and Operations Manager, Aaron Hamilton; Lake Cowichan First Nation, to the meeting. Chair Lefebure reflected on the path to achieve the Protocol Framework Agreement which was signed by former Chief Sha e' lum (Cyril Livingstone) shortly before his passing. Chair Lefebure and Chief Councilor Georgina Livingstone proceeded to sign a reciprocal agreement and exchange gifts.
- RC2** The Chair advised that the First Nations Summit and Union of BC Municipalities (UBCM) will host the sixth Community to Community Forum on June 6, 2017 at Musqueam Community Centre.
- RC3** Chair Lefebure congratulated Director Marcotte on her appointment as Association of Vancouver Island Coastal Communities (AVICC) President, and Director Morrison for his position as AVICC Director at Large.

CORRESPONDENCE

- C1** Correspondence Re: Free Drop Off/Market Rates – Yard & Garden Waste Policy
1. Hillside Stone & Garden; and
 2. Vancouver Island Recycling & Waste Industry Coalition

17-155 **It was moved and seconded that the correspondence from Hillstone Stone & Garden and Vancouver Island Recycling & Waste Industry Coalition be referred to the Regional Services Committee for further consideration.**

MOTION CARRIED

- C2** Correspondence Re: RFP No. ES-017-17, Saltair Community Centre Facility Condition Assessment
1. Lynne Smith; and
 2. Bart van Norden.

The correspondence from Lynne Smith and Bart van Norden, regarding the Saltair Community Centre Facility Condition Assessment, were received as information.

- C3** Correspondence Re: Mill Bay Community League Re: Mill Bay Boat Launch

17-156 It was moved and seconded that a letter be sent to the Mill Bay Community League acknowledging their concerns with regard to the Mill Bay Boat Launch issue; and that a report be prepared on the status of the matter, inclusive of options for consideration by the Board.

MOTION CARRIED

INFORMATION

IN1 Correspondence Re: Federation of Canadian Municipalities Re: Legal Defence Fund - Voluntary Invoice

17-157 It was moved and seconded that the March 17, 2017 correspondence from Federation of Canadian Municipalities (FCM) regarding the FCM Legal Defense Fund be referred to staff for advice.

MOTION CARRIED

COMMITTEE/COMMISSION REPORTS

CR1 Report and Recommendations of the Regional Services Committee meeting of March 22, 2017

17-158 It was moved and seconded:

- 1. That funding of \$12,000 for a Regional Grant-in-Aid for Chemainus Theatre Festival be approved.**
- 2. That funding of \$5,000 for a Regional Grant-in-Aid for Cowichan Music Festival Society be approved.**
- 3. That funding of \$8,000 for a Regional Grant-in-Aid for Cowichan Valley Performing Arts Foundation be approved.**
- 4. That funding of \$7,000 for a Regional Grant-in-Aid for Ladysmith Little Theatre be approved.**
- 5. That \$1,300 be paid out of Function 100 – General Government to cover Arts & Culture Regional Grant-in-Aid applications.**
- 6. That funding of \$10,000 for a Regional Grant-in-Aid for Big Brothers Big Sisters of the Cowichan Valley be approved.**
- 7. That funding of \$3,100 for a Regional Grant-in-Aid for Byte Camp be approved.**
- 8. That funding of \$1,000 for a Regional Grant-in-Aid for Children & Family Council of the Cowichan Region & Communities be approved.**
- 9. That funding of \$5,000 for a Regional Grant-in-Aid for Cowichan**

- Estuary Restoration and Conservation Association be approved.**
- 10. That funding of \$4,500 for a Regional Grant-in-Aid for Cowichan Historical Society be approved.**
 - 11. That funding of \$5,000 for a Regional Grant-in-Aid for Cowichan Valley Intercultural Society - Multicultural Leadership Group be approved.**
 - 12. That funding of \$7,000 for a Regional Grant-in-Aid for Cowichan Valley Intercultural Society - Syrian Refugee Fund be approved.**
 - 13. That funding of \$5,000 for a Regional Grant-in-Aid for Cowichan Lake & River Stewardship Society (BC Conservation Foundation) be approved.**
 - 14. That funding of \$5,000 for a Regional Grant-in-Aid for Cowichan Therapeutic Riding Association be approved.**
 - 15. That funding of \$7,500 for a Regional Grant-in-Aid for Cowichan Valley Naturalists' Society be approved.**
 - 16. That funding of \$50,000 for a Regional Grant-in-Aid of Cowichan Wooden Boat Society be approved.**
 - 17. That funding of \$10,000 for a Regional Grant-in-Aid for Inclusive Leadership Co-operative be approved.**
 - 18. That funding of \$20,000 for a Regional Grant-in-Aid for Ladysmith Festival of Lights Society be approved.**
 - 19. That funding of \$10,000 for a Regional Grant-in-Aid for Mill Bay Marine Rescue Society be approved.**
 - 20. That funding of \$3,000 for a Regional Grant-in-Aid for Our Cowichan Communities Health Network be approved.**
 - 21. That funding of \$25,000 for a Regional Grant-in-Aid for OUR Ecovillage be approved.**
 - 22. That funding of \$7,000 for a Regional Grant-in-Aid for Providence Farm be approved.**
 - 23. That funding of \$20,000 for a Regional Grant-in-Aid for Volunteer Cowichan be approved.**

MOTION CARRIED

CR2

Report and Recommendations of the Electoral Area Services Committee Meeting of April 5, 2017

- 17-159** **It was moved and seconded:**
- 1.** **That a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$500 be provided Frances Kelsey Secondary School Dry Grad 2017 to support its Dry Grad Celebrations.**
 - 2.** **That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$500 be provided to South Cowichan Lawn Tennis Club to assist in offering public tennis lessons.**
 - 3.** **1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Cowichan Bay Sewer System Service Area be received.**
2. That CVRD Bylaw No. 2128 – Cowichan Bay Sewer System Service Establishment Bylaw, 2000, be amended to include the property described as PID 029-865-310.
 - 4.** **That the CVRD has no objection to the events noted on the Temporary Change to a Liquor Licence (171424) application for Vigneti Zanatta Ltd. located at 5039 Marshall Road, Glenora (Area E) for the following 2017 dates only: June 10, July 1, July 22, July 28, August 6 and August 19.**

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the General Manager, Community Services Re: Friendship and Cooperation Memorandum of Understanding with Shunyi District, Beijing

17-160 **It was moved and seconded that the Memorandum of Understanding on Friendship and Cooperation between Shunyi District, Beijing, China and Cowichan Valley Regional District, BC, Canada, be approved.**

MOTION CARRIED

BYLAWS

B1
17-161 **It was moved and seconded that "CVRD Bylaw No. 4087- Twin Cedars Sewer System Service Amendment (Boundary Extension) Bylaw, 2017", be adopted.**

MOTION CARRIED

Director Dorey was absent at the vote.

B2
17-162 **It was moved and seconded that "CVRD Bylaw No. 4108 - Shellwood Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading.**

MOTION CARRIED

Director Dorey was absent at the vote.

B2 It was moved and seconded that "CVRD Bylaw No. 4108 - Shellwood
17-163 Water System Management Amendment Bylaw, 2017", be adopted.

MOTION CARRIED

Director Dorey was absent at the vote.

B3 It was moved and seconded that "CVRD Bylaw No. 4112 - Cowichan Bay
17-164 Sewer System Service Amendment Bylaw (PID 029-865-310), 2017", be
granted 1st, 2nd and 3rd reading.

MOTION CARRIED

Director Dorey was absent at the vote.

ADJOURNMENT

17-165 It was moved and seconded that the meeting be adjourned.
7:38 PM

MOTION CARRIED

The meeting adjourned at 7:38 PM.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#); [Pam Turney](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Friday, March 17, 2017 4:50:17 PM

Regular Board Meeting

Request to Appear as a Delegation at the Board

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

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

Meeting Date	4/26/2017
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Contact Information

Contact Name	Michelle Staples
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Representing	Social Planning Cowichan
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Number Attending	2
------------------	---

Address	135 Third St
---------	--------------

City	Duncan
------	--------

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

Postal Code	V9L 1L2
-------------	---------

Telephone Number	2507097972
------------------	------------

Reply Email	michellespcowichan@gmail.com
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Presentation Topic and Nature of Request	The strength of the Cowichan Valley lies in the hearts of the people who live here. When we acknowledge and value our community's well being, we are able to identify and prioritize the actions that strengthen our collective heartbeat. We will be presenting the Heartbeat of the Cowichan, a series of interactive Snapshots providing an overview of who we are, what concerns us, what we are up against, where we have come and what we need to consider as we plan for the future.
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Do you have a	Yes
---------------	-----

PowerPoint
presentation?

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

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#); [Pam Turney](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Monday, March 27, 2017 4:12:51 PM

Regular Board Meeting

Request to Appear as a Delegation at the Board

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

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

Meeting Date	4/26/2017
Contact Information	
Contact Name	AJ Anderson
Representing	<i>Field not completed.</i>
Number Attending	1
Address	1165 Kathleen Drive
City	Duncan
Province	BC
Postal Code	<i>Field not completed.</i>
Telephone Number	250-729-9274
Reply Email	vimetalpolishing@gmail.com
Presentation Topic and Nature of Request	Back Country Waste Management - Fee Exemption for Dumping
Do you have a PowerPoint presentation?	Yes

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



Garbage Issue in the back country

Cowichan Valley, Vancouver Island 2017

A wise man once said, that people need to care for the forests and the forests will look after the people by providing natural elements to help the overall mental, and health wellbeing.



Nature provides us with not just beautiful scenery, but with pure water, foods, and our over all mental and physical well being.



Located on Renfrew road, just west of Shawingan Lake, BC. A fresh dump of household items, furniture, and garbage.

Clearly somebody was moving and needed to dispose of these items.

After checking with the local dump regarding fees, it was made mentioned that for most household furniture there is a fee even if it goes to the free store. Alleviating, the cost if going to the free store might save illegal dumpings such as this.



Estimated fuel cost to get here, verses going to the local dump is roughly the same.



People dispose of anything from various metals, household items, and garbage.



Out of curiosity we wanted to see how far people would go to dump garbage.

So this picture is taken about 5 kms west on Renfrew Road past the previous big dump.



Here's what we found.

This is a different type of dumping, chances are it could be illegal hunting, and also you will notice an extreme amount of bullet casings.



This is headed towards Port Renfrew via Lake Cowichan/ Mesachie Lake.



You can see various garbage items strewn along the side of the FSR on route from Lake Cowichan to Port Renfrew.



These are roofing shingles.

Upon inquiring at the local dump, an average load of shingles can cost around \$250 to \$700.

After checking with a few local roofing companies we discovered that it is common practice to include a dump fee to the client of a roofing job. We learned how to find what brand, who supplies it, and coincidentally enough can find out who recently purchased a particular brand or had a roof done in that neighborhood .

Due to budgets it's a lots of work and investigation to establish who made these dumps however if a volunteer group found out the information is there a way to have enforcement?



Bright Angel Park

Found locally in Duncan it is Bright Angel Park.

Though there are garbage facilities they are in a not so convenient spot for where people would need them.

Therefore you will be able to find garbage here as well.



Bright Angel Park is a well known park for dog walkers, families with children, local communities.



Driving out Spruston Road, it's not uncommon to come across scenes like this.



This is the remnants of a burnt 5th wheel abandoned on a trail, combined with multiple of other dumps. Coincidentally enough the owner of this 5th wheel lives close by according to RCMP. However its up to the municipality to enforce the owner to clean this up.



Some of the items that people dump are actually collector pieces and are usable to some people.

Goes without that saying, “ One mans junk is another man’s gold”



This is to show, the amount of garbage strewn along the roadway. To remove this much garbage, a person would need a dump truck or more.



Its pretty common that a dead end road or with in about half hour range from the city you will find dumps like this.



There are various camping spots along logging roads that you can find garbage.



Some of this garbage can contain broken glass, nails from burnt pallets and without regular clean up it finds its way to our fresh water and streams this causing not just contamination but also personal injury to children, pets and families walking or swimming in these areas,



Built in the late 1940's this is a historic boy scout camp, as seen in photos has been getting dismantled and has had a lengthy history of having garbage left behind.



This is an historic boyscout camp that is dating back to the 1940's and due to the lack of regulation children there is a loss of enjoyment and use as children wanting to play while camping, end up playing around a lot of garbage.



This bullet is live. It was found at a campsite along with multiples of empty shells. This is a very big problem again not just within half hour with in city limits but in undesignated shoot areas. In turn there are several areas littered with millions of empty shells along with proposed targets, clay pigeons , that is all a from of garbage. There needs to be a stricter law enforcing gun owners to be held accountable for the messes they make.



This is an example of a well known shooting area. As you can see the ground is littered with empty cartridges of all kinds not to mention the garbage, clay pigeons, targets



This is a fresh water creek around the Mt Sicker area. Which is home to several “party areas” where again, you can find anything from new tents, to tires, and multitude of garbage.



Even though gates have been put up, blocking access to most people, there have been ways that people have gotten around the gates, and burnt either stolen vehicles or possibly ICBC claims.



Along Cowichan there are several back roads that branch off, some have gates, and you can find garbage piles such as these at the gates.



In conclusion:

I believe that if there is incentives and proper reward programs along with fee structures for lower income people, that physically bring their garbage to a proper facility it will assist in curbing some of the back country garbage.

At this point there are several communities of people that love and spend their lives in the back country ranging from hikers, to quading, to 4X4 groups and campers. Amongst these people most live by a golden rule “pack it in, pack it out.” In discussing this topic with several people, it has been made clear that the average person has no problem to clean up the messes but cannot afford to pay the dump fees. In some places there is an application for “tipping” which helps the general public elevate fees from collecting garbage in the back woods. Due to budget there is not enough to sustain the amount of garbage being turned in.

It is our responsibility to provide a clean and brighter future for the generations to come. We set the example, and something needs to implemented to help solve this growing problem.

Thanks for taking the time to watch this video

AJ Anderson

Maple Bay



Jon Lefebure
 Mayor
 Cowichan Valley Regional District
 175 Ingram Street
 Duncan BC V9L 1N8
 Canada

Secretary General
 ICLEI World Secretariat
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 53113 Bonn
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 Phone: +49-228/976 299-14
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 Web: www.iclei.org
 Twitter: @ICLEI

Legally represented by
 ICLEI e.V., Bonn

Bonn/Germany, April 19, 2017

Invitation to participate in the global Network CITYFOOD

Dear Honorable Mayor Jon Lefebure,

It is our sincere pleasure to invite the Cowichan Valley Regional District to join CITYFOOD.

As a member of ICLEI, joining CITYFOOD can help the Cowichan Valley Regional District develop a strategic approach to your city-region food system. Our global CITYFOOD Network will build a strong exchange platform for learning among cities. It will establish direct connections between interested local decision makers as well as staff engaging in policy development and implementation.

CITYFOOD is open to local and regional governments, whether they are:

- engaging in food systems work for the first time;
- having signed the Milan Urban Food Policy Pact and are ready to act;
- at the frontier of innovative food systems work.

CITYFOOD requires an interest in and commitment to international cooperation and a readiness to engage with other cities in peer-to-peer support. It will provide opportunities for visibility, networking, learning and cooperation.

CITYFOOD technical experts can suggest and facilitate contacts with other local governments and invite you to specific events and workshops. Together the partners, ICLEI - Local Governments for Sustainability and the RUA Foundation-Global partnership on sustainable urban agriculture and food systems, will develop project proposals to seek support for additional services and capacity building activities.

We hope to hear from you regarding the Cowichan Valley Regional District interest and work on food systems, strengths and accomplishments you are proud to share with peers and showcase to the world, and challenges you face. We encourage you to let us know how you would like to advance your city's staff skills and capacity. The future activities of the Network will be developed to reflect participants' needs.

Joining the Network is free of charge. To formally join CITYFOOD, we ask you to fill-in, sign and send the attached form to the ICLEI World Secretariat (WS), and to nominate a political and technical contact person for this process.

ICLEI World Secretariat will act as the secretariat to support the activities of this Network. We will be happy to provide you with additional guidance to complete the process.

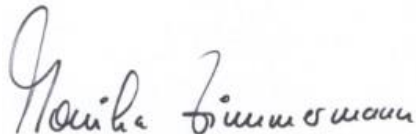
ICLEI is the leading global network of more than 1,500 cities, towns and regions committed to building a sustainable future.

Should you or your staff have any immediate questions or need additional information, please contact:

ICLEI World Secretariat
Tori Okner, Senior Officer
Bonn, Germany
cityfood@iclei.org
www.iclei.org/cityfood

The operational launch of the CITYFOOD Network will take place at the ICLEI Resilient Cities Congress 2017 on 5-6 May 2017 in Bonn. If you express interest in joining in advance, we will be happy to publicly announce that the Cowichan Valley Regional District is participating in the Network.

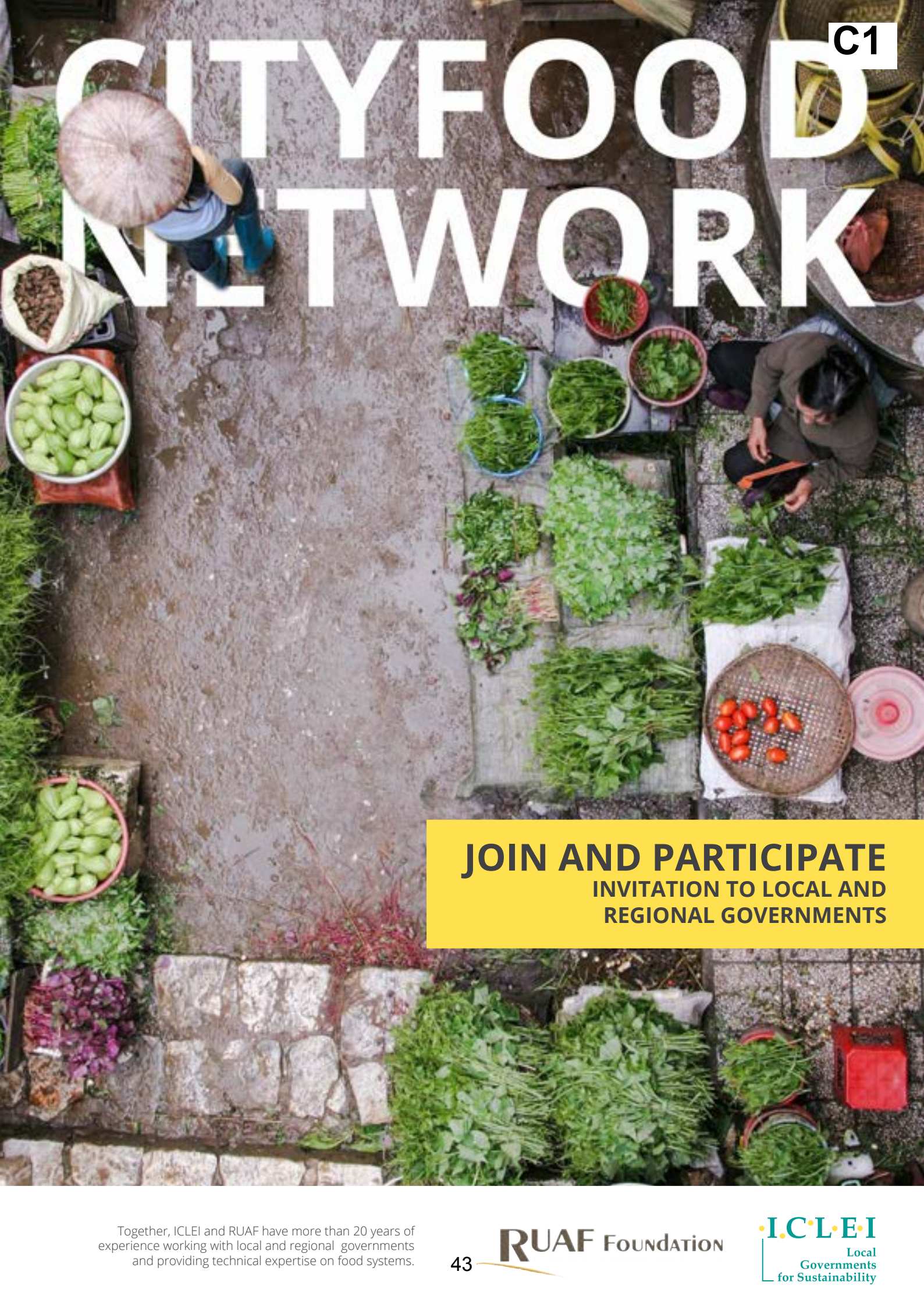
Best regards,



Monika Zimmermann
Deputy Secretary General

Attachments: CITYFOOD brochure
CITYFOOD Commitment form

CITYFOOD NETWORK



JOIN AND PARTICIPATE
INVITATION TO LOCAL AND
REGIONAL GOVERNMENTS

Together, ICLEI and RUAF have more than 20 years of experience working with local and regional governments and providing technical expertise on food systems.

What is a City-Region Food System?

A city-region is made up of one or more larger cities, towns and smaller settlements, and its surrounding peri-urban and rural area, which are linked by functional ties. It provides a territorial development perspective (e.g. metropolitan development area) and links urban and rural areas for the benefit of the urban and rural population alike.

A sustainable and resilient city-region food system can help meet (future) food needs of the population while promoting food security, nutrition and social inclusion. It also integrates vulnerable populations in economic development through food production, processing and retail by encouraging urban and peri-urban agriculture, short supply chains and new food markets. Furthermore, it aligns environmental management strategies on food, water and energy and builds diverse food systems that are more resilient to climate change and disaster risk.

Within this context; CITYFOOD projects can be site specific or encompass the full region.



80%

of all jobs in East Africa are affiliated with food systems.

(CFS, 2016)

60%

urban areas

90%

rural areas



The CITYFOOD Network

A network for local and regional governments to develop a strategic approach to their city-region food systems.

Food provides a vital link between cities and rural communities. It offers a key opportunity for addressing hunger, poverty and unemployment, climate change impacts and environmental degradation. Although local and regional governments have considerable leverage over several facets of a city-region food system, from nutrition and health to economic development to land use and resource management, few of them integrate food in a cohesive manner across their different thematic departments, or maximize its potential in service of their constituencies.

The ICLEI-RUAF CITYFOOD network aims to accelerate local and regional government action on sustainable and resilient city-region food systems by combining networking with training, policy guidance and technical expertise. CITYFOOD is open to local and regional governments, whether they are engaging with the issue for the first time or working to implement the Milan Urban Food Policy Pact and at the frontier of innovative food systems work.

Women living in urban areas are about 7-12% more likely to be overweight than rural women.

(IFPRI, 2017)

CITYFOOD is active in both the Global North and South and will build a strong south-south-north exchange platform for learning among cities. It will establish direct connections with people on the ground and staff engaged in policy development.

Asia's poor spend more than **50%** of their income on food with nearly one-fifth spending more than 70%.

(ADB, 2012)

More than **US\$ 12.6 billion** is spent on food imports annually in Oceania.

(FAO, 2015)

10

Reasons why cities develop sustainable and resilient city-region food systems



Enhance food security and nutrition for all.



Improve livelihoods of urban, peri-urban and regional food producers, especially women, youth and other vulnerable groups.



Promote job creation, with an emphasis on green jobs, through local and regional production, agro-processing and marketing.



Protect and restore ecosystems and natural resources, including biodiversity, air, soil and water quality.



Reduce greenhouse gas emissions through climate friendly production, transport, processing and consumption of food.



Advance climate change adaptation by greening cities through urban and peri-urban agriculture.



Support the achievement of national and international goals and agendas, such as the Paris Agreement, the Sustainable Development Goals, the New Urban Agenda and the Milan Urban Food Policy Pact.

“Healthy food for all, sourced as regionally as possible, and as sustainably produced, processed, packaged, and distributed as possible”

- Toronto City Region Food System Vision



Reduce food waste and losses and promote safe reuse of organic waste and wastewater.



Increase the resilience of the food system by diversifying food supply sources and building resilient food production, transport, storage and marketing systems.



Facilitate public-private-civil society participation by engaging stakeholders in food governance across sectors and levels of government.



Benefits

of participating in CITYFOOD

CITYFOOD serves as a **gateway for information**, curating innovative city-region food system issues, policies and initiatives.

CITYFOOD enhances advocacy efforts to both **gain support and influence** decision making by regional and national governments, international bodies and civil society organizations.

CITYFOOD facilitates cooperation and knowledge exchange by **linking practitioners and decision-makers** to share experiences integrating food into urban and regional development.

CITYFOOD supports the **mobilization of funds** for food systems projects by providing network participants with priority access to opportunities for projects.

Services

Foundational services

Immediately upon joining, CITYFOOD experts will work with participants to:

- Develop a city profile on city-region food systems.
- Match with cities facing similar challenges or engaged in similar projects.
- Facilitate knowledge exchange and peer-to-peer learning.
- Organize learning and training sessions during relevant conferences.
- Foster Communities of Practice with varied thematic foci.
- Connect to existing national and regional food networks.

Advanced services

With funding, either through direct investment by cities or with the assistance of outside funders, CITYFOOD experts are prepared to:

- Assess city-region food systems.
- Craft participatory action plans for city-region food systems.
- Engage in multi-stakeholder planning, design, monitoring and policy support for city-region food systems.
- Assess climate vulnerability and risks of city-region food systems and introduce tools to improve its climate resilience.
- Integrate food systems into municipal development, land use, climate change and other sectoral policies.
- Execute project formulation, technical support and monitoring on: urban agriculture; climate change adaptation; short food chains; sustainable procurement; waste recycling and re-use; enterprise development in the food system; and local economic development projects around food.
- Train municipal staff.
- Enhance food system governance (e.g. establishment of food policy councils) to involve stakeholders.
- Support cities in national and international policy advocacy.
- Collaborate on action and policy-oriented research.

Food losses and waste amounts to roughly **US\$ 680 billion** in industrialized countries.

(FAO, 2017)

Strategic partners

The CITYFOOD network will collaborate with technical and financial organizations already working in the field of sustainable city-region food systems.

These include, among others: the Food and Agriculture Organization of the United Nations (FAO); United Nations Environment (UNEP); civil society networks; research centers; and local government cooperation mechanisms including the Milan Urban Food Policy Pact, C40 food systems network, UCLG food network, national and regional city networks. We welcome private sector support that aims to advance sustainable and resilient city-region food systems.

International recognition

Local and regional governments that join CITYFOOD now will be recognized at:

- The Global Alliance for the Future of Food / May 2017
- Resilient Cities 2017 / May 2017
- Stockholm EAT Food Forum / June 2017
- International Urban Farming Conference / September 2017
- Milan Urban Food Policy Pact Annual Meeting / October 2017
- 2017 Bonn Climate Summit of Local and Regional Government Leaders at the United Nations Framework Convention on Climate Change, COP23 Bonn / November 2017
- 8th Conference of the AESOP Sustainable Food Planning / November 2017
- ICLEI World Congress in Montreal / June 2018

Quito's urban agriculture program generates an additional

US\$ 72 million

per month for its 400,000 participants.

(RUAF, 2017)



Join the Network

Committed and interested local and regional governments are invited to join the network. Participation in Communities of Practice depends on relevant characteristics and alignment of shared goals.

Conditions for joining:

- Express an interest in and commitment to international cooperation and sharing experiences.
- Appoint a specific contact person for network activities.
- Show readiness to engage with other cities in peer-to-peer support and guidance.

For more information, questions, or to access the commitment form: please contact the CITYFOOD Secretariat at www.iclei.org/cityfood or cityfood@iclei.org.



CITYFOOD Secretariat

CITYFOOD is jointly managed by ICLEI - Local Governments for Sustainability and RUAF Foundation - Global partnership on sustainable urban agriculture and food systems.

ICLEI - Local Governments for Sustainability

is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. By helping the ICLEI Network to become sustainable, low-carbon, ecomobile, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global urban population.

RUAF

has over 20 years of experience in working with local and subnational governments in over 20 countries on urban agriculture and city region food systems. RUAF provides training, technical assistance and monitoring, and implements action research and multi-stakeholder planning and policy formulation.

Contact

Please send commitment forms to the Secretariat at:

ICLEI - Local Governments for Sustainability

(Acting CITYFOOD Secretariat)
World Secretariat
Kaiser-Friedrich-Str. 7
53113 Bonn, Germany
Email: cityfood@iclei.org

RUAF Foundation - Global partnership on sustainable urban agriculture and food systems

PO Box 357
3830 AK, Leusden, The Netherlands
info@ruaf.org



CITYFOOD Network

Join the ICLEI-RUAF Network for committed local and regional governments

Please return the completed commitment form to

Ms. Tori Okner, Senior Officer
CITYFOOD Network Manager
 ICLEI World Secretariat / Email: cityfood@iclei.org

Town/ Province: **name, country**

Representative: **name, title**

We herewith declare our interest in joining the ICLEI-RUAF CITYFOOD Network.

We are committed to sharing experiences, cooperating with other CITYFOOD participants, contributing to joint activities and respecting specific appointments for network activities, if possible and as appropriate, at meetings and events. We are interested in being part of the development of joint projects.

We understand that no fee is associated with this Network participation and that the ICLEI-RUAF CITYFOOD Network seeks direct and collaborative funding to provide individual support to members outside of funded projects.

Date: __ / __ / ____

Location:

Name:

Signature:

Further information about us

- We are an ICLEI Member
- We have signed the Milano Urban Food Policy Pact
- We are interested in the CITYFOOD Network mainly for the following reasons....

Contact details of the highest local/ regional government representative

Official title of head of government	
First name(s)	
Last name(s)	
Position	
Start date of current term	
End date of current term	
Department	
Street address	
City	
Postcode	
State / Region	
Email address	
Phone number	

Contact details of designated staff for communication on the ICLEI-RUAF CITYFOOD Network

First name(s)	
Last name(s)	
Position	
Department	
Street address	
City	
Postcode	
State / Region	
Email address	
Phone number	

Further information

Tori Okner, Senior Officer and Network Manager
 ICLEI World Secretariat
 Kaiser-Friedrich-Str. 7, 53113 Bonn, Germany
 Email: cityfood@iclei.org
 Phone: +49-(0)228 / 97 62 99-994
 Fax: +49-228/976299-01

www.iclei.org/food



Nanaimo Airport
P.O. Box 149 3350 Spitfire Rd
Cassidy, BC Canada V0R 1H0
Ph (250) 245-2157 Fax (250) 245-4308

April 4, 2017

Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N

Attention: Chair Jon Lefebure

Re: CVRD Nominee to the Nanaimo Airport Commission

Dear Chair Lefebure,

We are pleased to announce that your CVRD nominee Colleen Johel has been successful as a candidate for an appointment to the Nanaimo Airport Commission Board of Directors.

Colleen will be presented to our members for appointment as a Director at our AGM, April 18th 2017 for a three-year term.

Please note that although the membership term is for three years the NAC reserves the right to review and renew a Director's appointment every term to a maximum service time of nine years.

The NAC thanks you for your participation in this selection process and for providing us with a nominee that meets the requirements for the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Lucie Gosselin".

Lucie Gosselin
Board Chair
Nanaimo Airport Commission

*Cc: Joe Barry, Corporate Secretary CVRD
Mike Hooper, President & CEO*

B.C. Ferry Authority

OFFICE OF THE CHAIR

British Columbia Ferry Services Inc.
500 – 1321 Blanshard Street
Victoria, BC V8W 0B7

Tel (250) 978-1502

Fax (250) 978-1953

March 27, 2017

Ms. Barb Desjardins, Chair
Capital Regional District
P.O. Box 1000
625 Fisgard Street
Victoria, BC V8W 2S6

Mr. Jon Lefebure, Chair
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Mr. Garry Nohr, Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

Mr. Greg Moore, Chair
Metro Vancouver Regional District
4330 Kingsway
Burnaby, BC V5H 4G8

Mr. Jack Crompton, Chair
Squamish Lillooet Regional District
P.O. Box 219
1350 Aster Street
Pemberton, BC V0N 2L0

APPOINTMENTS TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS

I am writing on behalf of the B.C. Ferry Authority to advise you that the review of the nominations to the Board of Directors received from the Appointment Areas is now complete.

It is my pleasure to announce that the following nominees have been appointed to the Board of B.C. Ferry Authority, effective April 1, 2017:

- Sandra Stoddart-Hansen
Southern Mainland Appointment Area
Term ending March 31, 2020
- Susan Mehinagic
Southern Vancouver Island Appointment Area
Term ending March 31, 2020

The B.C. Ferry Authority was privileged to receive nominations of a high standard, and we thank you for the effort that you put into ensuring this was the case for your appointment area. In selecting those nominees to be appointed, the Authority was mindful of the need to ensure that members of the Board, collectively, satisfy the skills and experience profile contained in the Authority's by-laws. The appointments have been made to ensure that this requirement continues to be met.

.../2

We appreciate your assistance with this nomination process and extend to you, your Board, administrators and staff, our sincere thanks for working with us to make our appointment process effective.

Sincerely,



Roderick D. Dewar
Chair, Board of Directors
B.C. Ferry Authority

cc: Cynthia Lukaitis, Vice President & Corporate Secretary
Janette Loveys, Chief Administrative Officer, Sunshine Coast Regional District
Lynda Flynn, Chief Administrative Officer, Squamish-Lillooett Regional District
Carol Mason, Chief Administrative Officer, Metro Vancouver Regional District
Brian Carruthers, Chief Administrative Officer, Cowichan Valley Regional District
Robert Lapham, Chief Administrative Officer, Capital Regional District



ELECTORAL AREA SERVICES COMMITTEE REPORT
OF MEETING HELD APRIL 19, 2017

DATE: April 21, 2017

To: Board of Directors

1.
 1. That the Certificate of Sufficiency, confirming that the sufficient petition requesting inclusion into the Malahat Fire Protection Service Area is sufficient, be received; and
 2. That Cowichan Valley Regional District Bylaw No. 2414 Malahat Fire Protection Service Establishment Bylaw, 2003 be amended to include the property described as PID 029-941-997, Lot 5, Plan: EPP 60055 and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That the CVRD host a multi-agency meeting, as soon as possible, with the Ministry of Environment, Ministry of Forest, Lands and Natural Resources, Department of Fisheries and Oceans, Ministry of Transportation & Infrastructure and Ministry of Energy and Mines, to work on immediate solutions regarding soil deposition in the South Cowichan area.
3. That the Fireworks Discharge Permit be authorized by the Manager of Inspections & Enforcement for the Brentwood College Regatta event located at/near 2735 Mt. Baker Road on April 28, 2017.
4. That a Grant-in-Aid, Electoral Area C - Cobble Hill, in the amount of \$500 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem-based Analysis Project.
7. That a Grant-in-Aid, Electoral Area D - Cowichan Bay, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support its Dry Grad Celebrations.
8. That a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$500 be provided to Cowichan Valley Community Radio Society to support Summer Nights Concerts.
9. 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 to a 2017 graduating student.
10. That a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$7,500 be provided to Cowichan Lake District Chamber of Commerce to support the Visitor Centre.
11. That unspent funds from Community Works Funds 1.0, in the amount of \$16,671, be approved for energy efficiency upgrades at the Honeymoon Bay Fire Hall.

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

12. That Application No. 01-C-17DVP (449 Seaview Way) to vary Section 11.1(5) of Zoning Bylaw No. 3520 to reduce the interior side parcel line setback from 2 metres to 1.72 metres be approved.

13. That the request by the property owner of 2390 Shawnigan Lake Road to allow three washroom fixtures on the upper floor of an accessory building, in addition to the washroom fixtures on the main floor of the accessory building, be approved.



STAFF REPORT TO THE BOARD

DATE OF REPORT April 13, 2017
MEETING TYPE & DATE Board Meeting of April 26, 2017
FROM: Finance Division
 Corporate Services Department
SUBJECT: 2018 Budget Process and Calendar
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to seek approval from the Board for the proposed 2018 Budget process and the 2018 Budget Calendar

RECOMMENDED RESOLUTIONS

1. That the 2018 Budget process be approved
2. That the 2018 Budget Calendar be approved

BACKGROUND

After the 2017 Budget was adopted numerous meetings were held with all departments and the Board during December, January and February 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.

ANALYSIS

After numerous meetings with staff and the Board to discuss departmental experiences with the 2017 Budget process several components of the process were identified as needing to be improved. These components include:

1. **Core Budget** – it is proposed that the 2018 Draft Budget 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** – there was clear consensus that staff would like to see Supplemental Requests brought back as a way of distinguishing specific initiatives/projects from core operations. As such, it is proposed that Supplemental requests be presented separately from the Core operational budget. 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 is testing the ability to separate the Capital Budget from the Operating Budget in Vadim with the intent of having all 2018 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 before the rest of the 2018 Budgets to 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** – it was determined that the Committee/Commission meetings traditionally held in July/August were not necessary as they occurred too early in the process to produce relevant information for the Committee/Commission members in order to allow them to provide meaningful direction for staff. In order to adjust for this, budget meetings have now been moved to October/November. It is the intent that these meetings would be the opportunity for staff to present Core budgets as well as Supplemental requests.
6. **Budget Schedules** – to provide Board members with the most current budget information available it is proposed that a schedule incorporating approved budget changes be produced, subsequent to each individual Committee/Commission meeting, reflecting changes made to the 2018 Budget. The format and content of this proposed schedule is yet to be determined. A baseline set of schedules based on the draft 2018 Budget will be maintained on the CVRD website.
7. **Final Budget Presentation** – the 2018 Budget will be presented to the Corporate Services Committee in November similar to the 2017 Budget presentation but will differ in that the 2018 Budget will be presented as one agenda. This budget presentation will be held over four days and incorporate all approved Supplemental requests and any changes made during the October/November Committee/Commission meetings.
8. **Summary Sheets** – As the resource cost to the organization far outweighed the perceived informational benefit to the public, Board members and staff it is proposed that the Summary Sheets be discontinued for the 2018 Budget process. If there is a desire to retain the Summary Sheets it is further proposed that the sheets be limited to a few sentences describing each function. This information could then be added to an existing half page table identifying requisition information. Direction is requested on this specific item.

FINANCIAL CONSIDERATIONS

Based on the proposed budget process there would be savings in the form of reduced labour and meeting expenses. The reduction in labour is currently unquantifiable but is expected to positively impact all departments in the organization.

COMMUNICATION CONSIDERATIONS

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

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

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

The budget process and calendar will also contribute to enhancing communications 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:

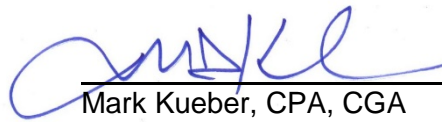
Reviewed by:



Lyle Smith, CPA, CGA
Assistant Manager



Sharon Moss, CPA, CGA
Manager



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 – 2018 Budget Calendar



2018 Budget Calendar

APRIL 2017		
26	Board direction for 2018 Budget process	
MAY		
31	Allocation (105,199,200,575,576) core budgets and list of Supplemental requests due to Finance with backup.	
JUNE		
8	SMT reviews Allocation Budgets and ranks Supplemental requests	
14	Corporate Service Committee, Parks Priority Based Budget review	
28	Allocation Budgets and Supplemental requests presented to Regional Services Committee	
30	Budget package distributed to GM's and DM's	
JULY		
4-7	Finance meets with GM's and DM's to review budget process, deadlines and training	
12	Corporate Services Committee	<ul style="list-style-type: none"> • Parks Priority Based Budget detail review
AUGUST		
15	Deadline for budget preparation and entry by staff into Vadim	
	Deadline for budgets and supplemental requests, with backup, submitted to Finance	
SEPTEMBER		
15	Finance review of budgets completed	
21	SMT review of budgets	
OCTOBER		
11	Electronic budget booklet distributed	
	Budget 2018 overview at Corporate Services Committee including a report from the CAO re Supplemental requests	
18	Electoral Area Services Committee	Budget discussion and Committee direction for: <ul style="list-style-type: none"> • Land Use Services Department • Public Safety Division (Fire Services) • Water Management Division (Water & Sewer Utilities) • Recycling & Solid Waste Management Division (Curbside and Garbage)
25	Regional Services Committee	Budget discussion and Committee direction for: <ul style="list-style-type: none"> • Corporate Services Department (General Government) • Land Use Services Department (Regional Parks, Economic Development, Regional Tourism) • Community Services Department (911, Emergency Preparedness, Arts & Culture) • Engineering Services Department (Solid Waste and



2018 Budget Calendar

		Environmental Initiatives)
TBD	Kerry Park Recreation Commission	Budgets presented to Commission
26	Cowichan Lake Recreation Commission	Budgets presented to Commission
TBD	Shawnigan Lake Recreation Commission	Budgets presented to Commission
NOVEMBER		
8	Transit Committee	Budgets presented to Committee
9	Island Savings Commission	Budgets presented to Commission
27,28,30	Corporate Services Committee review of all Budgets. Final review prior to adoption.	
DECEMBER		
1	Corporate Services Committee review of all Budgets. Final review prior to adoption.	
13	Regular Board meeting for approving the 5 Year Financial Plan (Annual Budget)	
TBD	Special Board meeting (if necessary) to adopt the 5 Year Financial Plan Bylaw	
MAY 2018		
23	Regular Board meeting for approving the 2018 5 Year Financial Plan Bylaw amendment	



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4115

A Bylaw to Amend Building Regulation Bylaw No. 3422

WHEREAS the Board of the Cowichan Valley Regional District has adopted a Building Regulation Bylaw for the Electoral Areas of the Regional District, cited as "CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011", as amended;

AND WHEREAS the Board deems it desirable to amend the Building Regulation Bylaw to implement Building Code changes and regulatory requirements that better respond to issues within the community;

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

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4115 – Building Regulation Amendment Bylaw (Building Code Changes), 2017**".

2. AMENDMENTS

That "CVRD Bylaw No. 3422 – Building Regulation Bylaw, 2011", be amended as follows:

1. That the words "Section 694(1) of" and "authorizes" in the first sentence of the first paragraph of the preamble be deleted and the words "and the *Community Charter* authorize" be inserted between the words "Act" and "the" in the same sentence and paragraph of the preamble.
2. That Section 1.3.2 – Definitions be amended by:
 1. Deleting the definition of "Building Code" and replacing it with the following:

"Building Code" means the most recent British Columbia Building Code established pursuant to the *Building Regulations of British Columbia*, as amended or re-enacted from time to time.
 2. That the following definition be inserted between "Permit" and "Registered Professional" as follows:

"Portable container" means a non-combustible, portable unit used for the storage or transporting of goods, and includes cargo containers, but specifically excludes dumpsters and recycling receptacles.
3. That Section 2.3.4 – Applications, subsections (d), (e), (f), (g), (h) and (i) be deleted and replaced with the following:

.../2

- "(d) include a site plan prepared and certified by a British Columbia Land Surveyor, including all matters listed in sub-section (c), where the Building Official considers that the site conditions, size or complexity of the development or an aspect of the development warrants;
- (e) include floor plans showing:
- (i) the dimensions and uses of all areas;
 - (ii) the dimensions and height of crawl and roof spaces;
 - (iii) the location, size and swing of doors;
 - (iv) the location, size and opening of windows;
 - (v) floor, wall, and ceiling finishes;
 - (vi) plumbing fixtures; structural elements; and
 - (vii) stair dimensions.
- (f) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems and include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- (g) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, finished grade and building height;
- (h) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
- (i) include site servicing drawings including all required storm water and site drainage works and facilities;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal Permits, Highway Access Permits and Ministry of Health approval; and
- (k) include any other information required by the Building Official or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure."
4. That the words "or portable container" be inserted between the words "building" and "must" in the first paragraph of Section 2.3.7 – Siting Permit; and between the words "building" and "will" in the first line of Section 2.3.7(b).
5. That Schedule A of Section 2.4 – Permit Fees be deleted and replaced with the Schedule A attached to this bylaw.
6. That subsection (2) be inserted after Section 2.4.1 – Permit Fees as follows:
- "2.4.2 Where any work for which a Permit is required is commenced prior to the issuance of a Permit the applicable Permit fee will be doubled in accordance with Schedule A."
7. That "Section 2.4.6 – Work Completed Without a Permit" be inserted after Section 2.4.5 – Expired Permit, as follows:
- "2.4.6 Work Completed Without a Permit**
- The permit fee for work completed, prior to the obtaining of building permit being issued, will be double that of the regular fee as prescribed and calculated in accordance with Schedule A attached to this Bylaw and must be paid in full prior to the issuance of a Permit under this Bylaw."

8. That Section 2.5 – Conditions of a Permit be amended by including:

"(e) the proposed work substantially conforms to the *Building Code*, this Bylaw, the conditions of any applicable development permit, and all other applicable Bylaws and enactments; and", after the current subsection (d); and renumbering the current subsection (e) to (f).

9. That Section 4.1 – Penalties and Enforcement be amended by deleting subsections 4.1.1 (3) and replacing them with the following:

"(3) A person, contractor or owner, who commences work requiring a permit without first obtaining such a permit shall pay double the required permit fee prior to obtaining the required Building Permit.

(4) A Building Permit may be withheld or a stop work order issued by a Building Official, until certified professional documents, including site plans, report or letters of assurance, that are required by this Bylaw have been provided to the satisfaction of the Building Inspector."

10. That Section 4.1.2 – Offences, be amended by including the words "Pursuant to Schedule 2 of CVRD Ticket Information Authorization Bylaw No. 3209:" between the section heading and section 4.1.2(1); and that the following subsections be included after subsection 4.1.2(2):

"(3) A person, contractor or owner who continues performing work once a stop work order has been issued, other than to address what has been specified, commits an offence.

(4) A person, contractor or owner who proceeds without a required building inspection, commits an offence.

(5) A person, contractor or owner who repeatedly commits infractions against this bylaw or the *Building Code* commits an offence."

READ A FIRST TIME this _____ day of _____, 2017.

READ A SECOND TIME this _____ day of _____, 2017.

READ A THIRD TIME this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



**SCHEDULE A To CVRD
Building Regulation Amendment Bylaw No. 3422, 2011**

**(As Amended by Bylaw No. 4115, 2017)
Permit and Service Fees**

CONSTRUCTION VALUE SCHEDULE	
	VALUE (\$) (per square foot)
Main floor with full basement	150.00
Main floor with crawlspace	120.00
Main floor slab on grade	120.00
Second floor	70.00
Garage	40.00
Accessory building	25.00
Carport	20.00
Deck	20.00
Basement	50.00

BUILDING PERMIT FEES

Minimum fee..... \$55
 All new construction* 1% of value
*minimum fee \$55

Renovations/Commercial Contract Price

Manufactured/mobile homes and relocated buildings* 1% of value
 Value calculated at \$75/sq ft
 (*Note: does not include garages, sundecks or service connections)

PLUMBING PERMIT FEE

Each Plumbing Fixture \$18

SEWER AND WATER INSPECTION FEE

Storm Sewer \$30
 Sanitary Sewer Inspection \$30
 Water Service Connection \$30

PERMIT FEE TO WRECK OR DEMOLISH A BUILDING

If structure has a floor area of 37.2m² (400 sq ft) or less \$25
 If structure is larger than 37.2m² (400 sq ft) \$50
 If structure is 186.0m² (2,000 sq ft) in floor area or larger \$100

RE-INSPECTION FEE

For building or plumbing inspections required as a result of a call back where work was incomplete or improperly done \$50

OTHER FEES

Sprinkler Systems Contract Price
 Siting Permit (Agricultural Buildings)..... \$55
 Campsite Developments \$50/site
 Occupant Load Document \$100
 Manufactured Home Parks \$50/site

WORK COMMENCED WITHOUT A BUILDING PERMIT

If work is commenced prior to a building permit being issued.....Double Permit Fee

OFFENCES COMMITTED UNDER THIS BYLAW

Addressed In accordance to Schedule 2 of the Ticket Information Authorization Bylaw No. 3209

