



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, APRIL 19, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

1:30 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Electoral Area Services Committee meeting of April 5, 2017	1
Recommendation That the minutes of the Regular Electoral Area Services Committee meeting of April 5, 2017, be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
D1 Isabel Rimmer, Sahtlam Neighbourhood Association, Re: Update the CVRD with a Summary of the History, Problems Associated with and Progress to Date with the Noise and Environment Issues Associated with the Vancouver Island Motorsport Resort.	5
5. <u>CORRESPONDENCE</u>	
C1 Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Cowichan Station Area Association	7
Recommendation That it be recommended to the Board 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.	

- C2 Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Frances Kelsey Secondary School Dry Grad 2017 9

Recommendation That it be recommended to the Board 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

6. INFORMATION

- IN1 1. Area D - Advisory Planning Commission Minutes - March 30, 2017; 11
2. Area D - Parks Commission Minutes - March 20, 2017; and
3. Area F - Parks Commission Minutes - February 2, 2017

Recommendation For information.

7. REPORTS

- R1 Application No. 01-C-17DVP (449 Seaview Way) - Report from Development Services Division 15

Recommendation That it be recommended to the Board 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.

- R2 Additional Plumbing Fixtures Request at 2390 Renfrew Road (Area B) - Report from Inspection & Enforcement Division 37

Recommendation That it be recommended to the Board 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 tap washroom fixtures on the main floor of the accessory building, be approved.

- R3 March 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division 43

Recommendation For information.

- R4 March 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division 49

Recommendation For information.

- R5 Inclusion into the Malahat Fire Protection Service Area, Lot 5 Goldstream Heights Road - Report from Public Safety Division 53

Recommendation That it be recommended to the Board:
1. That the Certificate of Sufficiency, confirming that the sufficient petition requesting inclusion into the Malahat Fire Protection Service Area is sufficient, be resolved 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.

- R6 Gas Tax - Community Works Funds Phase 1.0 Remaining Funds - Report from General Manager, Engineering Services Department 57

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

- R7 Youbou Water System Emergency Reservoir Repair - Report from Water Management Division 61

Recommendation For information.

- R8 Proposed Soil Deposit Bylaw - Report from Inspection & Enforcement Division 65

Recommendation For information.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- NB1 Brentwood College Regatta, 2735 Mt. Baker Road - Fireworks Display - Report from Inspection & Enforcement Division 89

Recommendation That it be recommended to the Board 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.

NB2 Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Cowichan Valley Community Radio Society 101

Recommendation That it be recommended to the Board 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.

NB3 Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Lake Cowichan School 103

Recommendation That it be recommended to the Board that a \$500 Grant-in-Aid from Electoral Area I – Youbou/Meade Creek, be provided to Lake Cowichan School, for a Bursary to a 2017 graduating student.

NB4 Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Cowichan Lake District Chamber of Commerce 105

Recommendation That it be recommended to the Board 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.

10. QUESTION PERIOD

11. 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 Electoral Area Services Committee meeting of April 5, 2017

CS R1 - Report from Development Services Division, Re: Potential Litigation {Sub (1)(g)}

CS R2 - Verbal Report from Manager, Inspection & Enforcement Division, Re: Potential Litigation {Sub (1)(g)}

12. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, May 3, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director I. Morrison, Chairperson
Director M. Marcotte, Vice-Chairperson
Director M. Clement

Director K. Davis
Director M. Dorey
Director S. Furstenuau

Director L. Iannidinaldo
Director K. Kuhn
Director A. Nicholson

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, April 5, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

PRESENT: Director I. Morrison, Chair
Director K. Davis
Director M. Dorey
Director S. Furstenau <after 1:32 PM>
Director K. Kuhn
Director M. Marcotte
Director A. Nicholson
Alternate Director A. Bomford
Alternate Director C. Morris

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackmore, Manager, Inspection & Enforcement
B. Dennison, Manager, Water Management
G. Breckenridge, Chief Building Inspector
R. Rondeau, Planner II
K. Biegun, Planner I
N. Morano, Bylaw Enforcement Officer
L. Knodel-Joy, Senior Engineering Technologist
J. Hughes, Recording Secretary

ABSENT: Director M. Clement
Director L. Iannidinardo

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of two New Business Items:

NB1 5039 Marshall Road – Vigneti Zanatta Ltd. (Winery) – Report from Inspection & Enforcement Division;

CSNB1 Potential Law Enforcement {Sub 90 (1)(f)}; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of March 15, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of March 15, 2017 be adopted.

MOTION CARRIED

CORRESPONDENCE

- C1** Grant-in-Aid Request, Electoral Area B - Shawnigan Lake, Re: Frances Kelsey Secondary Dry Grad 2017

It was moved and seconded that it be recommended to the Board 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.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: South Cowichan Lawn Tennis Club

It was moved and seconded that it be recommended to the Board 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.

MOTION CARRIED

INFORMATION

- IN1** The following items 1 through 4 were received for information:
1. Area A - Parks Commission Minutes - March 9, 2017;
 2. Area H - Advisory Planning Commission Minutes - February 13, 2017;
 3. Area H - Advisory Planning Commission Minutes - March 10, 2017; and
 4. Area H - Advisory Planning Commission Minutes - March 13, 2017.

REPORTS

- R1** Application No. 01-D-16DVP (4370 Kingscote Road) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 01-D-16DVP (4370 Kingscote Road) be denied.

It was moved and seconded that Development Variance Permit Application No. 01-D-16DVP (4370 Kingscote Road) be referred to an upcoming Electoral Area Services Committee meeting.

MOTION CARRIED

- R2** Arbutus Ridge Sewer Management Bylaw Amendment - Report from Water Management Division

It was moved and seconded that CVRD Bylaw No. 4111 Arbutus Ridge Sewer System Management Bylaw, 2017 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R3 Cowichan Bay Sewer Inclusion Request - 4401 Telegraph Road - Report from Water Management Division

It was moved and seconded that it be recommended to the Board:

- 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.**

MOTION CARRIED

Director Furstenau was absent during the vote.

R4 Building Bylaw - Report from Inspection & Enforcement Division

It was moved and seconded that the Draft Building Regulation Amendment Bylaw be forwarded to the Board for consideration of first three readings.

MOTION CARRIED

NEW BUSINESS

NB1 5039 Marshall Road - Vigneti Zanatta Ltd. (Winery) - Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board 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

2:30 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 {Sub (1)(g)} Potential Litigation; and {Sub (1)(f)} Potential Law Enforcement.

MOTION CARRIED

RISE FROM CLOSED SESSION

4:02 PM The Committee rose without report, and returned to the open portion of the meeting.

ADJOURNMENT

4:03 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 4:03 PM.

Chair

Recording Secretary

Jennifer Hughes

From: noreply@civicplus.com
Sent: Saturday, April 08, 2017 10:54 AM
To: Jennifer Hughes; Mary Anne McAdam
Subject: Online Form Submittal: Electoral Area Services Committee

Electoral Area Services Committee

Request to Appear as a Delegation at the Electoral Area Services Committee

Electoral Area Services Committee meetings are held on the first and third Wednesdays of the month at 1:30 p.m.

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 Electoral Area Services Committee. 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	4/19/2017
Contact Information	
Contact Name	Isabel Rimmer
Representing	Sahtlam Neighbourhood Association
Number Attending	2
Address	4195 Sahtlam Rd
City	Duncan
Province	BC
Postal Code	V9L 6K3
Telephone Number	2507321844
Reply Email	inr@telus.net
Presentation Topic and Nature of Request	To update the CVRD with a summary of the history , problems associated with and progress to date with the noise and environmental issues associated with the Vancouver Island Motorsport Resort.
Do you have a PowerPoint presentation?	Yes



COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director CLEMENT Area C

Grantee: _____ Grant Amount \$ 500

NAME: Cowichan Station Area Association

ADDRESS: 2375 Koksilah Road
Duncan BC V9L 6M5

Contact Phone No: Hilary Else

PURPOSE OF GRANT: Support for a Koksilah ecosystem-based analysis project

REQUESTED BY: Matt Clint
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0350-113</u>	<u>500.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization



COWICHAN VALLEY REGIONAL DISTRICT Finance Division

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director IANNIDINARDO. Area D

Grantee: _____ Grant Amount \$ 500.00

NAME: FKS DRY GRAD

ADDRESS: BOX 279 MILLBAY VOR IPO.

Contact Phone No: Madelaine MacLeod 250-746-7804

PURPOSE OF GRANT: SUPPORT FOR THE DRY GRAD EVENT.

REQUESTED BY: Levi L. Dinardardo
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0161 - 114</u>	<u>500.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL A

Approval at Regional Board Meeting of _____

Finance Authorization

**Frances Kelsey Secondary School Dry Grad 2017
Dry Grad Committee
Box 279, Mill Bay, BC V0R 1P0**

January 31, 2017

Lori Iannidinardo
Director, Area D
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Ms. Iannidinardo:

The parents of Frances Kelsey Secondary School's 2017 graduating class are organizing a Dry Grad Celebration, and are actively fundraising to host a most memorable event for our graduating students. All costs for the event are covered through generous donations from Cowichan Valley families and businesses. As many Frances Kelsey students live in Area D, we are hoping a donation from your Area might be available.

Dry Grad celebrations were started by the Summit Alcohol and Drug Services in 1989 with the idea of providing students a safe, alcohol and drug free environment to celebrate their graduation. Since its inception there has not been a youth alcohol or drug related fatality in the Cowichan Valley on Grad night. Safe and chaperoned, it is an all-night event which follows the Cap and Gown Ceremony. Every penny raised goes to providing the Grads an unforgettable evening which includes food, games, dancing, and prizes.

We would appreciate any support you can provide. We will be thanking our supporters on our donation board, in our program for the evening of the walk-up, as well as with a public thank you in the local newspapers.

If you are able to help or have any questions, please do not hesitate to contact me.

Sincerely,

Madelaine MacLeod

Chair, Dry Grad Committee

mamac@telus.net

[250-746-7804](tel:250-746-7804)



Minutes of APC Meeting – Area D

Date: March 30, 2017

Time: 7:06 PM

Location: Cowichan Estuary Nature Centre

Members Attending: Robert Stitt (Chair), Joe Kinrade (Vice-Chair), Hilary Abbott, Larry Gray, Kevin Maher, Kerrie Talbot, Peter Holmes, David Slang, Ken Olive (Minutes)

Ex-Officio: Anne Bomford (Alternate Director)

Applicants: Mark H. Johnson, M.H. Johnson & Associates Inc., Agent; Mike Kelly, Owner

Business: Development Permit Application – Lot 2, Plan 70020, Lochmanetz Rd.

Presentation by the Applicants APC members' questions & discussion

Motion:

Moved and seconded that the Application – Development Permit Application – Lot 2, Plan 70020, Lochmanetz Road – be recommended to the Board for Approval with a number of recommendations.

Motion Carried: Eight in favour, one against.

Recommendations:

1. OCP: Application supports the growth of tourism through low-impact activities (7.6, Objective 1)
2. As supported by the applicant, a covenant be placed on title to limit occupancy for any recreational vehicle unit to 120 days in any calendar year. (To avoid long-term occupancy and facility degradation).
3. A Landscape Architect be retained to plan the planting of the proposed buffer, with particular attention to blending with the surrounding landscape. The buffer zone should continue to the end

- of the drainage swale and recreation area. (Proposed trimmed cedar buffer out of character with surrounding environment).
4. The applicant should be guided to consider all environmental considerations noted in the OCP and bylaws for this sensitive area adjoining Cowichan Bay. (Overarching concern for health of Cowichan Bay).
 5. The CVRD should review any permits for the existing deposited fill and the quality of that fill as well as any future permits for fill with the Agricultural Land Commission. (Concern about contaminants).
 6. The requirements for a geotechnical review of the proposed development within Sensitive Lands Permit Area SL.5 – Floodplains, should be met. (Requirement).
 7. The applicant should work through CVRD staff to address any First Nations' concerns.
 8. Consideration should be given by the CVRD to amend the current Campground Bylaw to limit the number of days that a camper can stay in the park. (To preserve the intended temporary duration).

Motion to Adjourn: Moved and seconded at 8:45 PM



Minutes
Area D Parks Commission
Monday, March 20, 2017
Cowichan Estuary Nature Centre

Call to order: 6:50 p.m.

Attendees: Roger Southern, Miranda Mason, Kerrie Talbot, Dave Nisbet, Nathan Mosewich, Steve Garnett

Regrets: Lori Iannidinardo

Guest(s):

Approval of Agenda: **Moved and Passed**

Approval of previous minutes: **Moved and Passed**

Correspondence:

Reports: Kerrie to clarify with Brian Farquhar the use of \$38,347 gas tax funding (2017) for Wessex Ravine Pathway Connection.

Ongoing Business:

Role of Volunteer Parks Commissions:

Commission members are requested to send comments and ideas re: 2015 Jerry Berry Consultants Report to Kerrie for forwarding to Director Iannidinardo.

New Business:

Motion to approve: Potential signage for Cowichan Estuary Nature Centre donor sponsor wall and viewing platform.

Moved and Passed

Upcoming events:

Meeting adjourned: 7:40 p.m.

Next meeting: April 17, 2017 ~ 6:30 p.m. @ CENC



**MINUTES
ELECTORAL AREA F – COWICHAN LAKE SOUTH/SKUTZ FALLS
PARKS COMMISSION
FEBRUARY 2, 2017**

Present: Ray Wear, Ian Morrison, Graham Gidden (CVRD), David Lowther, Mary Lowther

Absent: Dave Darling, Thor Repstock, Brian Peters

Call to order at 1900 hours.

Graham discussed three issues:

- 1) Central Park
- 2) Mayo Lake
- 3) Lake stewardship re shoreline restoration at one spot at Central Park

Graham will invite the commission to CVRD office to discuss playground options and commission will invite the public to discuss these options.

Mayo Park: Graham thinks remediation is doable for \$25,000

MSC: accept minutes, add Ray Wear and Brian Peters as absentees in Dec. minutes.

MSC: Correspondence from HB Fire/Rescue dated Feb. 2, 2017. Commission supports the request in the letter.

MSC: Commission recommends that a \$2,500 donation be made to HB Fire/Rescue for Canada Day celebrations.

Adjourned: 2013 hours.



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 10, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017
FROM: Development Services Division
 Land Use Services Department
SUBJECT: Development Variance Permit Application No. 01-C-17DVP
 (449 Seaview Way)
FILE: 01-C-17DVP

PURPOSE/INTRODUCTION

The purpose of this report is to consider a Development Variance Permit that would vary Section 11.1(5) of Zoning Bylaw No. 3520 from 2 metres to 1.72 metres.

RECOMMENDED RESOLUTION

That it be recommended to the Board 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.

BACKGROUND

Location of Subject Property: 449 Seaview Way

Legal Description: Strata Lot 473, Section 13, Range 10, Shawnigan Land District, Strata Plan 1601 (PID: 018-513-042)

Size of Parcel: 725 m²

Zoning: CD-1

Plan Designation: Comprehensive Development

Use of Property: Residential

Water: Arbutus Ridge (CVRD)

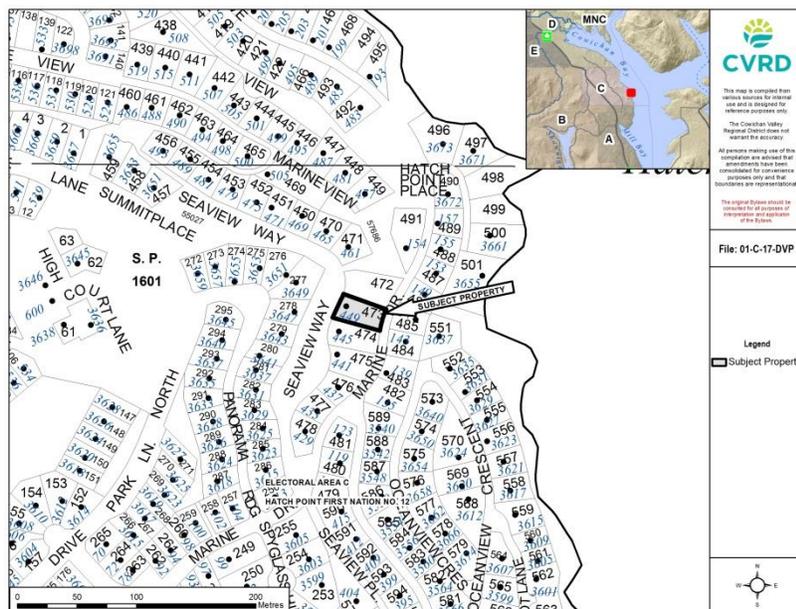
Sewage Disposal: Arbutus Ridge (CVRD)

Fire Protection: Mill Bay Volunteer Fire Department

Agricultural Land Reserve: N/a

Archaeological Sites: None identified

Environmentally Sensitive Areas: No identified environmentally sensitive areas.

LOCATION MAP**APPLICATION SUMMARY**

A single family dwelling is undergoing construction, and the applicant has proposed to include a deck and stairs respectively on each side of the house. The required interior side setback in the CD-1 Rural Comprehensive Development 1 – Arbutus Ridge Zone is 2 metres from one side parcel line and 1.4 metres from the other side parcel line.

A development variance permit is required because, with the addition of the deck on the north side, the location of the dwelling and stairs on the south side now encroach into the required setback area.

The applicant proposes to reduce the side setback on the south side from 2 metres to 1.72 metres for the dwelling. A 1 metre wide encroachment into the setback is permitted for stairs; however, the width of the proposed stairs exceeds the encroachment allowance. Attachment C – Site Plan illustrates the proposal.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**Surrounding Property Owner Notification and Response:**

A total of 31 letters were mailed-out or hand delivered as required pursuant to CVRD Development Application and Procedures and Fees Bylaw No. 3275. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date, one letter in support of the application has been received.

With their application, the applicants submitted letters of support in accordance with the Arbutus Ridge Neighbour Consultation program. For reference, please see Attachment E.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

There are no Official Community Plan implications.

Zoning Bylaw No. 3520 specifies different setbacks for each interior side parcel line, allowing applicants to assign a setback to a particular side. In this case, to allow for the deck on the north side, they requested to apply the larger setback (2 metres) on the south side, which resulted in the

house being too close to the side parcel line, and which requires a minor variance.

PLANNING ANALYSIS

This section of Arbutus Ridge is very steep, and the applicants advise that they require the deck on the north side for access to the exterior of their windows (for cleaning, emergency exit etc.), and the stairs on the south side are requested to access the bottom level of the dwelling.

When the building permit was issued, the dwelling complied with the setbacks as neither the side deck or the stairs were proposed. With the addition of these projections on each side of the dwelling, the deck complies with the 1.4 metre setback, but the house no longer does. Stairs are allowed to project into the setback area.

There does not appear to be any negative impact associated with the application, and due to the steep topography and orientation of the lot, the proposed variances are considered reasonable.

Staff recommend Option 1.

OPTIONS

1. That it be recommended to the Board 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.
2. That Application No. 01-C-17DVP (449 Seaview Way) be denied.

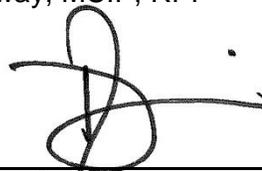
Prepared by:



Rachelle Rondeau, MCIP, RPP
Planner II

Reviewed by:

Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto
- Attachment C – Site Plan
- Attachment D – Photos of Dwelling Under Construction
- Attachment E – CD-1 Zone
- Attachment F – Letters from Adjacent Property Owners
- Attachment G – Letter of Rationale
- Attachment H – Draft Development Variance Permit



This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

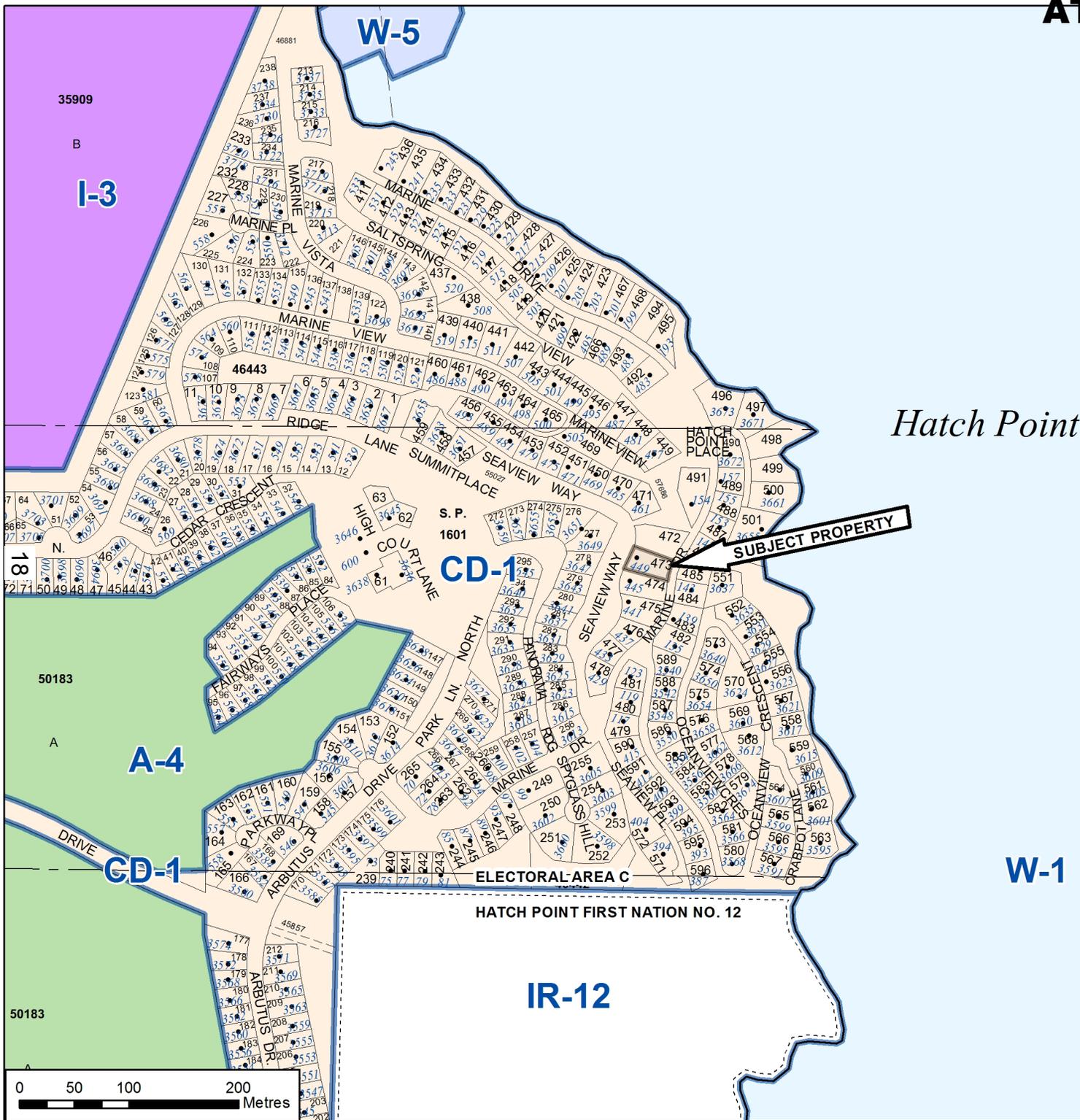
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-C-17-DVP

ZONING

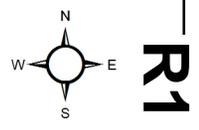
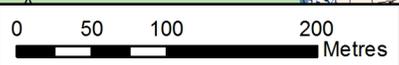
Legend

-  Subject Property
-  Zoning AC



Hatch Point

SUBJECT PROPERTY





This map is compiled from various sources for internal use and is designed for reference purposes only.

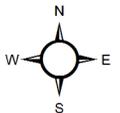
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All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-C-17-DVP

**TRIM
Orthophoto
(2014)**



R1

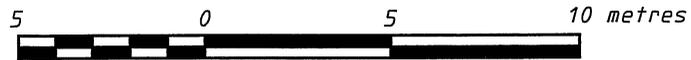


19

ATTACHMENT C

SITE PLAN SHOWING DWELLING
LOCATION FOR VARIANCE PURPOSES ON
STRATA LOT 473, SECTION 13,
RANGE 10, SHAWNIGAN DISTRICT,
STRATA PLAN 1601.

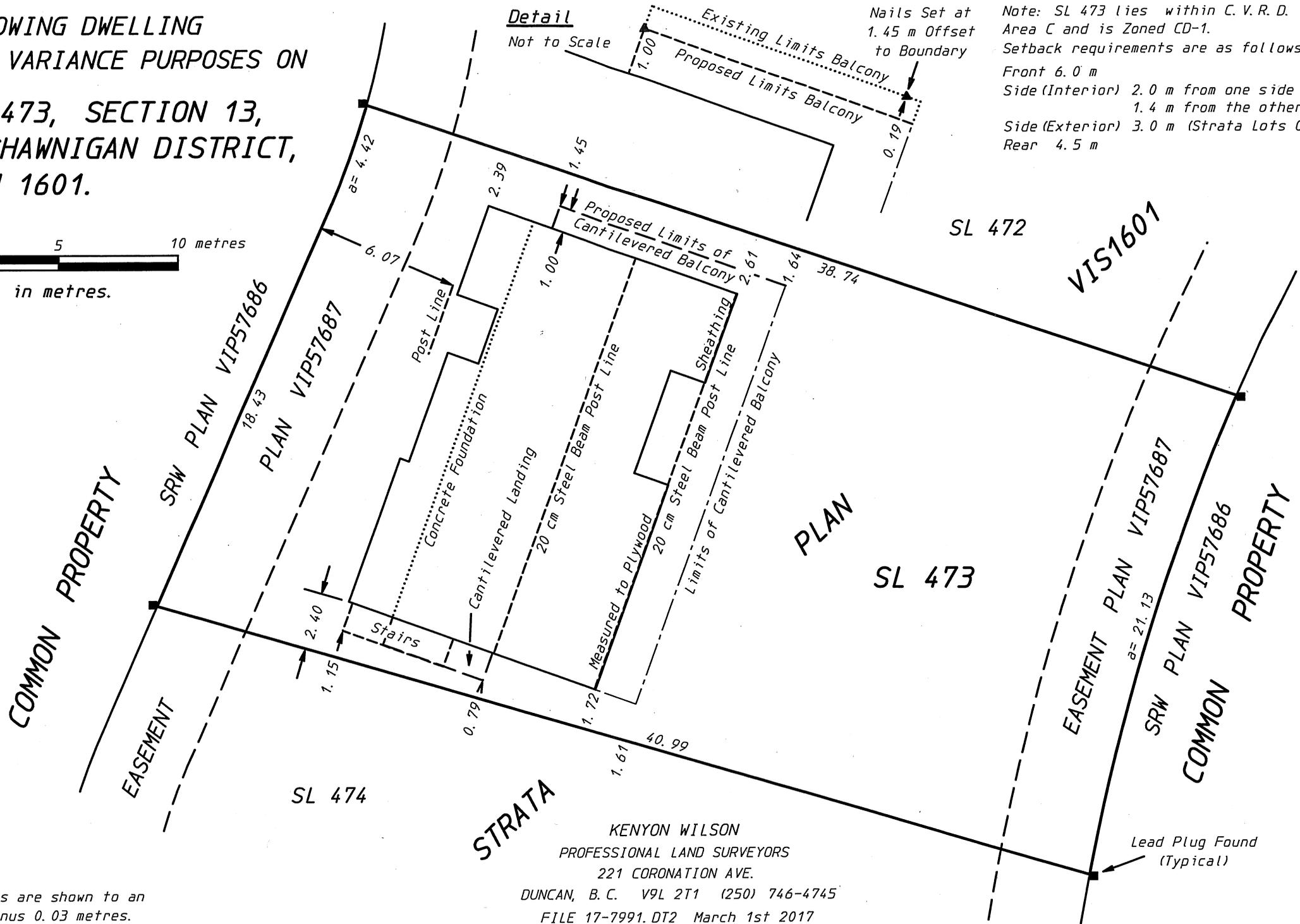
SCALE 1 : 200



All distances are in metres.



20



Note: SL 473 lies within C. V. R. D. Area C and is Zoned CD-1.
Setback requirements are as follows:
Front 6.0 m
Side (Interior) 2.0 m from one side lot line & 1.4 m from the other side
Side (Exterior) 3.0 m (Strata Lots Only)
Rear 4.5 m

Detail
Not to Scale

KENYON WILSON
PROFESSIONAL LAND SURVEYORS
221 CORONATION AVE.
DUNCAN, B. C. V9L 2T1 (250) 746-4745
FILE 17-7991.DT2 March 1st 2017

All clearance distances are shown to an accuracy of plus or minus 0.03 metres.

R1

Proposed stairs – south side



Stair landing at door – south side



Proposed deck – North Side



Proposed Deck – North Side



Dwelling under construction



11.1 CD-1 RURAL COMPREHENSIVE DEVELOPMENT 1 – ARBUTUS RIDGE

Subject to compliance with the general regulations set out in Parts 4, 5, 6 and 7 of this Bylaw, the following regulations apply in the CD-1 Zone:

1. Permitted Uses

The following principal uses and no others are permitted in the CD-1 Zone:

- a. Single family dwelling;
- b. Community service facilities, limited to a maximum total land area of 2.5 hectares within the CD-1 Zone;
- c. Private utility/property maintenance yard and non-commercial RV/boat storage area.

2. Minimum Areas and Contiguity Required for Certain Uses

In the CD-1 Zone, not less than 2.4 hectares shall be set aside for the permitted use 11.1.1.b, and not less than 0.82 hectares shall be set aside for permitted use 11.1.1.c; and each of uses 11.1.1.b and 11.1.1.c, and not more than one separate contiguous block of land shall be set aside for each.

3. Parcel Coverage Limit

The limit to parcel coverage in the CD-1 Zone is 50 percent for buildings and structures.

4. Building Height

In the CD-1 Zone, the height of all residential buildings and structures shall not exceed 7.5 metres, and the height of all community service buildings shall not exceed 10 metres.

5. Setbacks

The following minimum setbacks for buildings and structures apply in the CD-1 Zone:

Type of Parcel Line	Residential Use	Accessory Use
Front parcel line	6 metres	6 metres
Interior side parcel line	2 metres from one side parcel line and 1.4 m from the other	1.5 metres from one side parcel line and 0 m from the other
Exterior side parcel line	4.5 metres	4.5 metres
Exterior side (strata lots only)	3 metres	3 metres
Rear parcel line	4.5 metres	4.5 metres

6. Minimum Parcel Size

The minimum parcel size in the CD-1 Zone is 900 m² for residential uses.

7. Residential Density

Notwithstanding the minimum parcel size in Section 11.1.6 above, the total number of single family residential parcels and single family dwelling units in the entire CD-1 Zone shall not be greater than 646.

Planning and Development

From: Sandra Keats <skeats@shaw.ca>
Sent: March-31-17 12:47 PM
To: Planning and Development
Subject: Variance Request File No. 01-C-17DVP

With regard to Variance Request File No. 01-C-17DVP. We have no objection to this request.

Sandra & Ronald Keats
441 Seaview Way
Cobble Hill BC V0R 1L1
250-743-3440

(immediate neighbour **R1**
to south)

January 10, 2017

Dear Steve & Judy Huska,

We are applying for a variance with CVRD with regard to the minimum setback allowances for the CD-1 Zone. As our lower south-side deck is very near our property line, we have instructed our new builder, Nicon Homes, to remove the south-side deck back to our side entrance door. We will then follow the Setback Exceptions rule 5.3 (c) ii - and build an above-ground stairway with a minimum one meter setback from our side parcel line. With the removal of the south-side deck we would appreciate your support in approving our variance.

Warm Regards,

Keath and Beth Pulford

We approve the above plan

STEVE HUSKA *Steve Huska*
JUDY HUSKA *J L Huska*

*LOT 474
445 Seaview Way*



Variance

GEORGE MILLER <gandpmiller@shaw.ca>
To: keathandbeth@gmail.com

LOT 476 - APPROVED VARIANCE

Tue, Jan 17, 2017 at 2:34 PM

Fine with us..welcome!. Pat and George Miller

Sent from my Samsung device

Keath Pulford <keathandbeth@gmail.com>
To: GEORGE MILLER <gandpmiller@shaw.ca>

Tue, Jan 17, 2017 at 5:02 PM

Thanks so much, we look forward to meeting you.

Keath & Beth Pulford
[Quoted text hidden]

Neighbour Consultation



This letter confirms that KEATH & BETH PULFORD as owners of Lot # 473 have consulted with the affected neighbours listed below regarding the proposed application for...

Choose one

- an Exterior Change/Flagpole/Gazebo
- Tree Removal / Pruning
- Landscaping
- a Heat Pump Installation
- Fencing/Hedging/Privacy Screens
- Variance for NORTH/southside decks

Neighbours signatures:

"I do not object to the proposal." OR "I object to the proposal."

- I do not object to the proposal
 I object to the proposal
 Signed: [Signature] Lot # 470 NEAL & VONNE BOXRUD
- I do not object to the proposal
 I object to the proposal
 Signed: [Signature] Lot # 475 SANDRA & RON KEATS
- I do not object to the proposal
 I object to the proposal
 Signed: _____ Lot # _____
- I do not object to the proposal
 I object to the proposal
 Signed: _____ Lot # _____
- I do not object to the proposal
 I object to the proposal
 Signed: _____ Lot # _____
- I do not object to the proposal
 I object to the proposal
 Signed: _____ Lot # _____

Lot owners signature: B. Pulford Date: _____

NOTE: Please attach this form to the relevant Change Application form.

Neighbour Consultation



This letter confirms that KEATH & BETH ALFORD as owners of Lot # 473 have consulted with the affected neighbors listed below regarding the proposed application for...

Check one

- An Act of O.C. under Section 6.06.03
- The National Fire Code
- The Zoning

What is the nature of the

proposed application, please describe

VARIANCE FOR NORTH/SOUTH SIDE DECKS

Neighbors signatures:

"I do not object to the proposal." OR "I object to the proposal."

I do not object to the proposal

Subject to the proposal

Yes/No

Lot #

470 WALTER/JOHN BERRY RD

Lot 471x

I do not object to the proposal

Subject to the proposal

Yes/No

Lot #

PESH/ZARINE PATEL
461 SERVIEW WAY

I do not object to the proposal

Subject to the proposal

Yes/No

I do not object to the proposal

Subject to the proposal

Yes/No

I do not object to the proposal

Subject to the proposal

Yes/No

I do not object to the proposal

Subject to the proposal

Yes/No

Lot owners signature

Date

NOTE: Please attach this form to the relevant Change Application form.

LOT 471 - PESH + ZARINE PATEL
APPROVED VARIANCE

Dear Board Members,

On the South side of our home we are seeking a variance from 2.0 meters to 1.7 meters. The site plan shows the back corner of our house is 1.7 meters from the property line. Our lot then widens to 2.4 meters at the front. Although the site plan shows a deck, we have instructed our new builder to remove this deck on the south side due to the close proximity to our neighbour.

The North side of our home has a deck which is 1.2 meters. The site plan shows we have 2.6 meters to the corner of our house. With the deck in place we are within the regulations of the 1.4 meter set back. As our lot narrows towards the front we have 2.4 meters, which only allows for a 1.2 meter set back with the 1.2 meter deck in place. As the front portion of the deck is currently sitting on soil, we will remove this portion of the deck, placing concrete stairs to join the deck, which will be in compliance of the 1.4 meter set back.

We seek the variance because we need this lower deck for the following personal and community-related reasons;

- Fire Safety / Emergency Personnel - we feel that the ability to safely evacuate our home in case of a fire, as well as timely access to such a fire by local firefighting and police personnel relates directly to the existence of the side deck because it allows both our family and emergency personnel to use important entrances/exits onto the deck. The removal of the deck limits everyone's ability to exit/enter the home under dangerous situations like a fire or police emergency due to the severe slope of our lot.
- Maintenance - Repairs and routine maintenance of our home in relation to the lower deck access as it permits the cleaning and repairs to siding, windows, doors, gutters and eaves will be significantly improved with the the deck in place, especially given the extreme slope of our building lot and access by maintenance and repair personnel in the future.
- To continue with the build on our home, we require 3 sided pole scaffolding due to the steep nature of our lot. Without the deck in place should repairs need to be done, it would require us to install scaffolding. We have windows on the north side of our home, that require cleaning, or should one break, it would be impossible with out scaffolding to replace.

As we will comply with the setback regulations for the north side parcel of 1.4 meters. We are applying for the variance for our south side parcel of 1.7 meters versus the 2.0 meters required.

Sincerely,

Keath & Beth Pulford

Phone: 250-999-8201 Email: keathandbeth@gmail.com

Enclosed please find our Arbutus Ridge Neighbour Consultation form. The Arbutus Ridge procedure, prior to applying for any variance, is that we must consult with our closest Neighbours.

We have delivered our site plan, the CVRD setback regulations, along with a letter explaining why we are applying for the variance to our closest neighbours, listed below.

We have met with and obtained approval signatures from all our resident neighbours near our home.

- Lot 470 - Neal & Yvonne Boxrud - Approved
- Lot 471 - Pesh & Zarine Patel - Approved
- Lot 472 - Vacant Lot
- Lot 473 - Our Lot
- Lot 474 - Steve & Judy Huska - Approved
- Lot 475 - Ron & Sandra Keats - Approved
- Lot 476 - George & Patricia Miller - Approved



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT

FILE NO: 01-C-17DVP

DATE: _____

REGISTERED PROPERTY OWNER :

KEATH AND BETH PULFORD

1. This Development Variance Permit is issued and is subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Regional District described below:

*Strata Lot 473, Section 13, Range 10, Shawnigan Land District, Strata Plan 1601
(PID: 018-513-042)*

3. Authorization is hereby given to vary Section 11.1(5) of Zoning Bylaw No. 3520 to decrease the interior side parcel line setback from 2 metres to 1.72 metres.
4. The following plans and specifications are attached to and form a part of this permit.
Schedule A – Survey Plan prepared by Kenyon Wilson Professional Land Surveyors dated March 1, 2017
5. The land described herein shall be developed in substantial compliance with the terms and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. **This Permit is not a Building Permit.** No certificate of final completion shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Planning & Development Department.

AUTHORIZING RESOLUTION NO. XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE XTH DAY OF MONTH, 2017.

Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms of the Development Variance Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with KEATH AND BETH PULFORD (owner), other than those contained in this Permit.

Owner/Agent (signature)

Witness (signature)

Print Name

Print Name

Date

Date

DRAFT

Neighbour Consultation



This letter confirms that KEATH+BETH PULFORD as owners of Lot # 473 have consulted with the affected neighbours listed below regarding the proposed application for...

Choose one

- an Exterior Change/Flagpole/Gazebo
- Tree Removal / Pruning
- Landscaping

- a Heat Pump Installation
- Fencing/Hedging/Privacy Screens
- Variance for North/Southside decks

Neighbours signatures:

"I do not object to the proposal." OR "I object to the proposal."

- I do not object to the proposal
 I object to the proposal
Signed: [Signature] Lot # 470 NRAE/VONNA BOXRUD
- I do not object to the proposal
 I object to the proposal
Signed: [Signature] Lot # 475 SANDRA & RON KEATS
- I do not object to the proposal
 I object to the proposal
Signed: [Signature] Lot # 471 ZARINE PATEL
- I do not object to the proposal
 I object to the proposal
Signed: [Signature] Lot # 471 PRESH PATEL
- I do not object to the proposal
 I object to the proposal
Signed: _____ Lot # _____
- I do not object to the proposal
 I object to the proposal
Signed: _____ Lot # _____

Lot owners signature: [Signature] Date: _____

NOTE: Please attach this form to the relevant Change Application form.



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017

FROM: Inspection & Enforcement Division
Planning & Development Department

SUBJECT: Additional Plumbing Fixtures Request at 2390 Renfrew Road (Area B)

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to forward a request from the property owner of 2390 Shawnigan Lake Road to allow a three piece washroom on the upper floor of an accessory building, this is in addition to the toilet and sink on the main floor of the accessory building.

RECOMMENDED RESOLUTION

That it be recommended to the Board 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 tap washroom fixtures on the main floor of the accessory building, be approved.

BACKGROUND

CVRD Plumbing Fixtures in Accessory Buildings Policy (Attachment B) requires the Board to approve any plumbing fixtures over and above one toilet and one sink.

ANALYSIS

See attached letter from owner Kerry Impett.

FINANCIAL CONSIDERATIONS

n/a

COMMUNICATION CONSIDERATIONS

n/a

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

n/a

Referred to (upon completion):

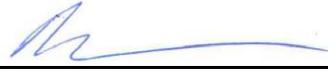
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling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

Prepared by:

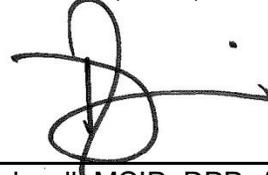
Reviewed by:



Grant Breckenridge, RBO
Chief Building/Plumbing Inspector/Bylaw
Enforcement Officer



Robert Blackmore, BSc., MSc.
Manager



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

ATTACHMENTS:

- Attachment A – Letter of Request from Applicant
- Attachment B – CVRD Plumbing Fixtures in Accessory Buildings Policy
- Attachment C – Floor Plan for Additional Plumbing Fixtures Request

March 21, 2017

Re: 2390 Renfrew Rd

I am requesting to have additional plumbing fixtures in our garage that we are building. On the upper floor we would like to have a full bathroom. We have 4 young children, and they often bring friends. They are very active outdoors, and we need a place for them to shower off without tracking all the mud through the main house. My husband will have his office and workshop in this building so that he can continue to work when we stay there in the summer. He also needs somewhere to clean up so he doesn't track dirt etc. through the house. On the lower level we have a toilet and sink. We would like this so that our maintenance person has facilities to use while they are working there. The alternative is that they would most likely just go behind a tree somewhere and that isn't reasonable to me. Thank you,

Kerry Impett



PLUMBING FIXTURES IN ACCESSORY BUILDINGS POLICY

Applicability: Planning & Development

Effective Date: November 10, 2010

PURPOSE:

To establish allowable plumbing fixtures in residential accessory buildings as a measure to reduce the number of illegal dwellings in the CVRD.

POLICY:

That staff be authorized to allow for one toilet and one sink, and no other facilities such as showers, bathtubs, and laundry and kitchen facilities, in accessory buildings, without the specific authorization of the Board.

Approved by: CVRD Board Approval date: January 19, 2004 Amended: November 10, 2010
--



MEMORANDUM

DATE: April 6, 2017

TO: Ross Blackwell, General Manager, Planning & Development Department

FROM: Grant Breckenridge, RBO, Chief Building Inspector, Inspections & Enforcement Division

SUBJECT: BUILDING REPORT FOR THE MONTH OF MARCH, 2017

There were 39 Building Permits and 0 Demolition Permit(s) issued during the month of March, with a total value of \$20,401,105

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"	7,920	15,000,000		1,244,240	3,200		7	22	16,255,360	18,410,845
"B"				1,260,630	175,680		10	23	1,436,310	2,905,050
"C"				152,280	26,000		3	13	178,280	855,040
"D"				259,030	95,755	5,000	4	11	359,785	1,572,695
"E"				608,660	24,000	85,850	6	12	718,510	1,631,700
"F"					0		0	4	-	335,680
"G"				444,960	56,800		3	10	501,760	1,072,872
"H"				354,950	19,660	10,000	4	7	384,610	1,173,820
"I"				530,490	36,000		2	5	566,490	1,028,610
Total	\$ 7,920	\$15,000,000	\$ -	4,855,240	437,095	100,850	39	107	20,401,105	28,986,312

Grant Breckenridge

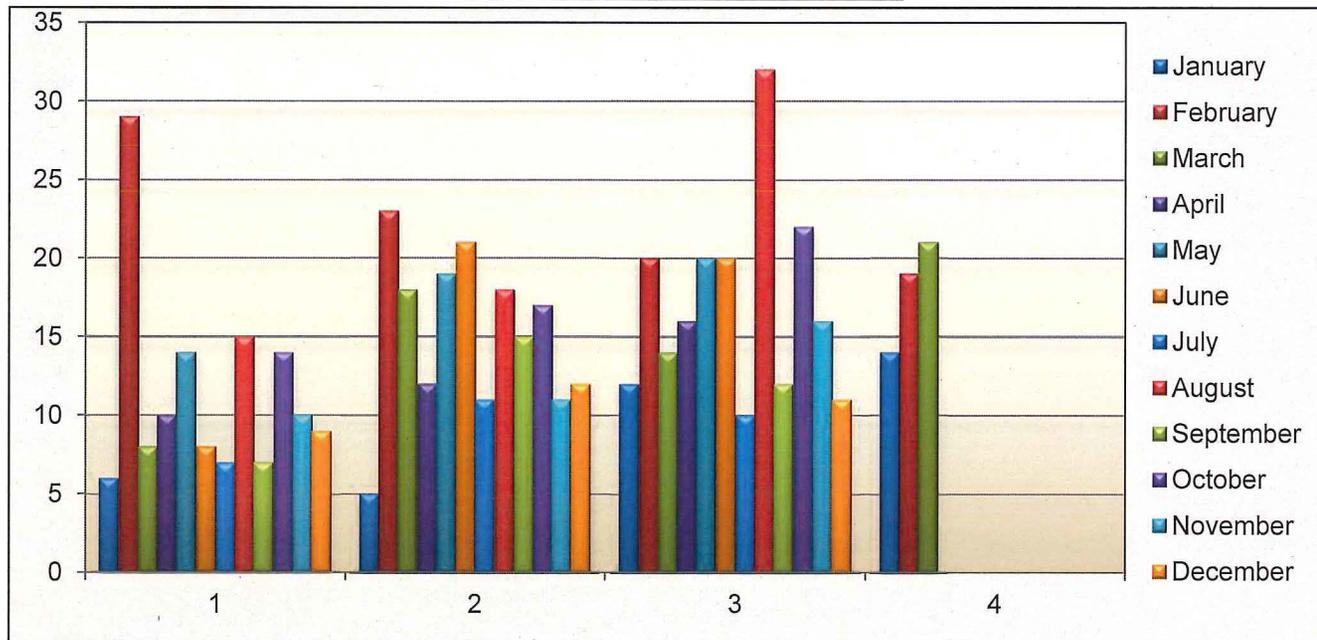
G. Breckenridge, RBO
 Chief Building Inspector, Inspections & Enforcement Division
 Planning & Development Department
 GB/lar

NOTE: For a comparison of New Housing Starts from 2014 to 2017, see page 2
 For a comparison of Total Number of Building Permits from 2014 to 2017, see page 3



TOTAL OF NEW HOUSING STARTS

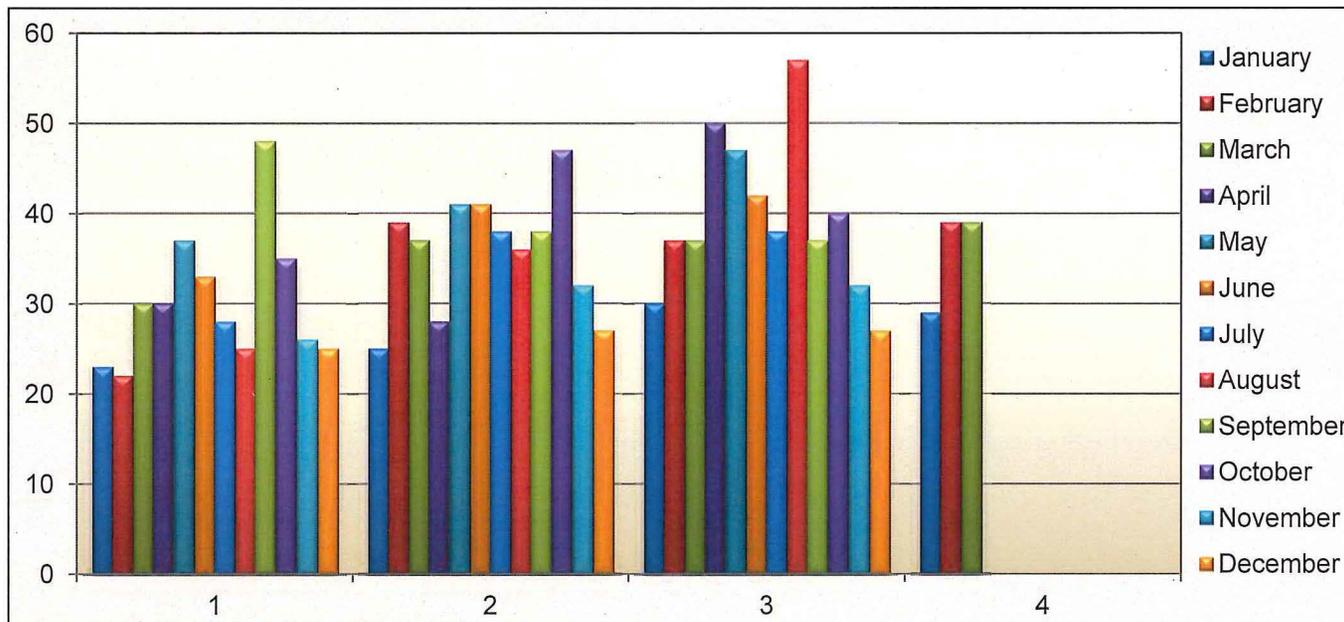
	2014	2015	2016	2017
January	6	5	12	14
February	29	23	20	19
March	8	18	14	21
April	10	12	16	
May	14	19	20	
June	8	21	20	
July	7	11	10	
August	15	18	32	
September	7	15	12	
October	14	17	22	
November	10	11	16	
December	9	12	11	
YTD Totals	137	182	205	54





TOTAL BUILDING PERMITS ISSUED

	2014	2015	2016	2017
January	23	25	30	29
February	22	39	37	39
March	30	37	37	39
April	30	28	50	
May	37	41	47	
June	33	41	42	
July	28	38	38	
August	25	36	57	
September	48	38	37	
October	35	47	40	
November	26	32	32	
December	25	27	27	
YTD Totals	362	429	474	107



45

320 – Building Inspections Report – March 2017

Participating Areas All Electoral Areas

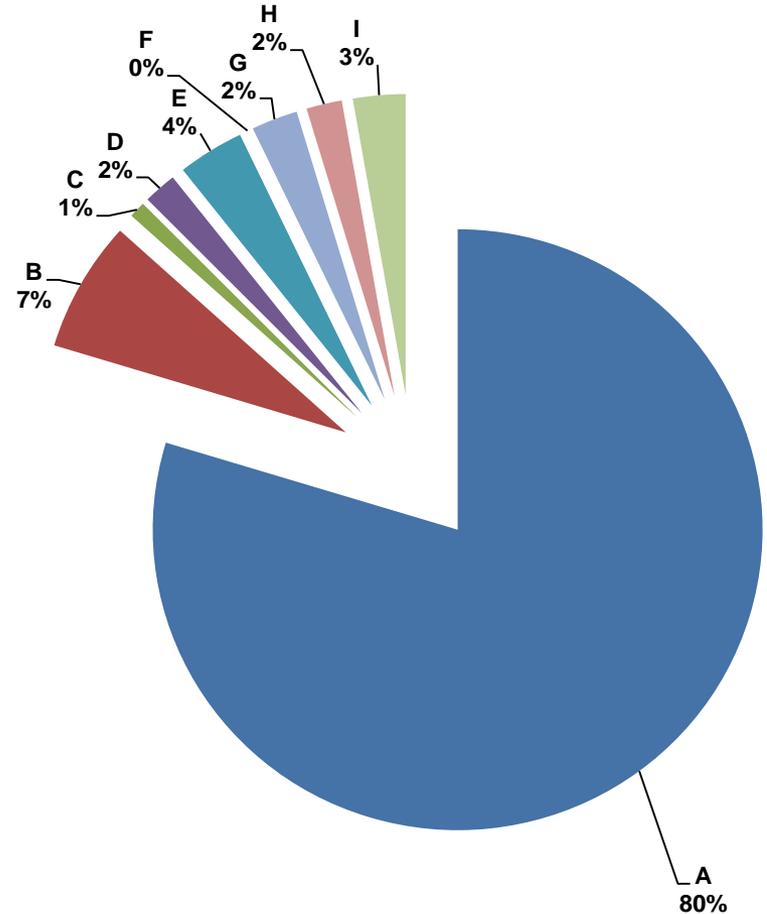
Purpose: Monthly review of building permits and new housing starts for March 2017

Permit Breakdown per electoral area

Electoral Area	Permits issued	Value	% for the month
A	7	16,255,360	80%
B	10	1,436,310	7%
C	3	178,280	1%
D	4	359,785	2%
E	6	718,510	4%
F	0	0	0%
G	3	501,760	2%
H	4	384,610	2%
I	2	566,490	3%

46

New Building Permits



320 – Building Inspections Report – March 2017

Participating Areas All Electoral Areas

Purpose: Monthly review of building permits and new housing starts for March 2017

What's happening in your area?:

Highs and lows

Area A: 80% of the total building permit revenue for March 2017 was in Area A

➤ Area: F had fewest new permits for March 2017 0% of the monthly total

Trends and reasons

➤ The \$15,000,000 Brentwood college development generated building permit revenue of \$135,000. A discount is applied as they are working with an engineer who will oversee most of the project.

Total Building Values

➤ Month: \$20,401,105 for March 2017

➤ Year: \$28,986,312 in building value, leading to;
➤ \$289,863 in building permit revenue

New house Starts

➤ 54 for the year; decrease of 12% on 2016

Building Permits issued

➤ 107 for the year; 108 1 less than in 2016

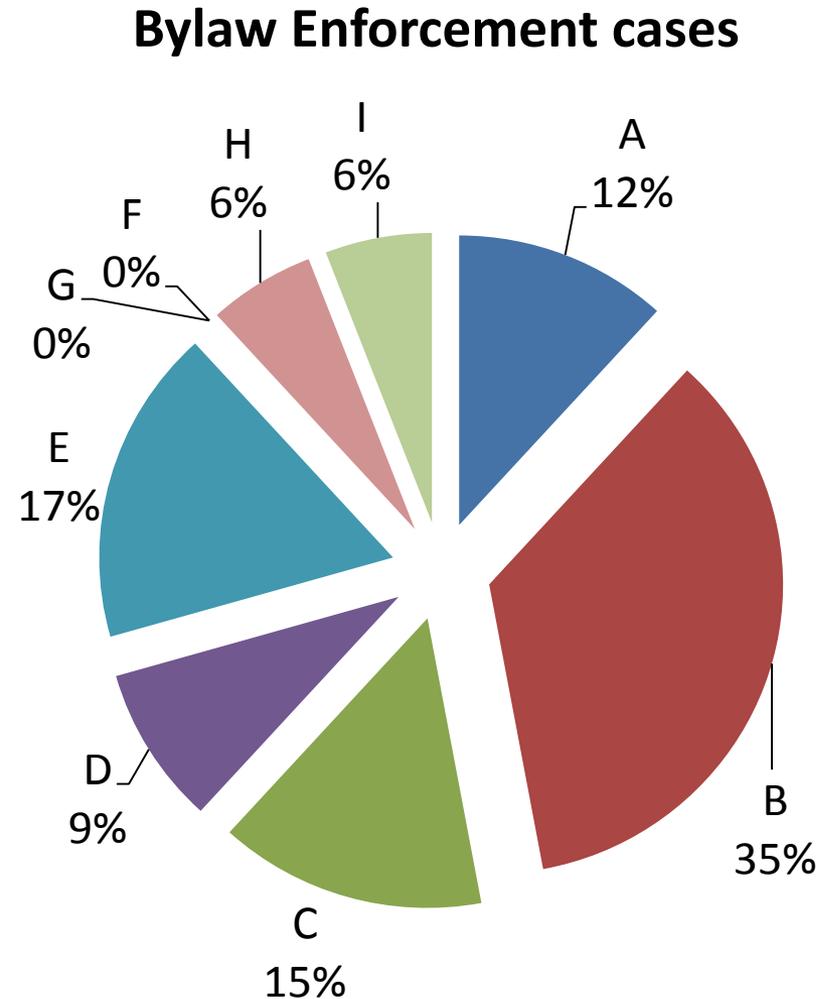
➤ 39 Permits issued in March
➤ Total of 351 inspections generated for March
➤ Total for the year: 963 building inspections for the year

320 – Bylaw Enforcement Report – March 2017

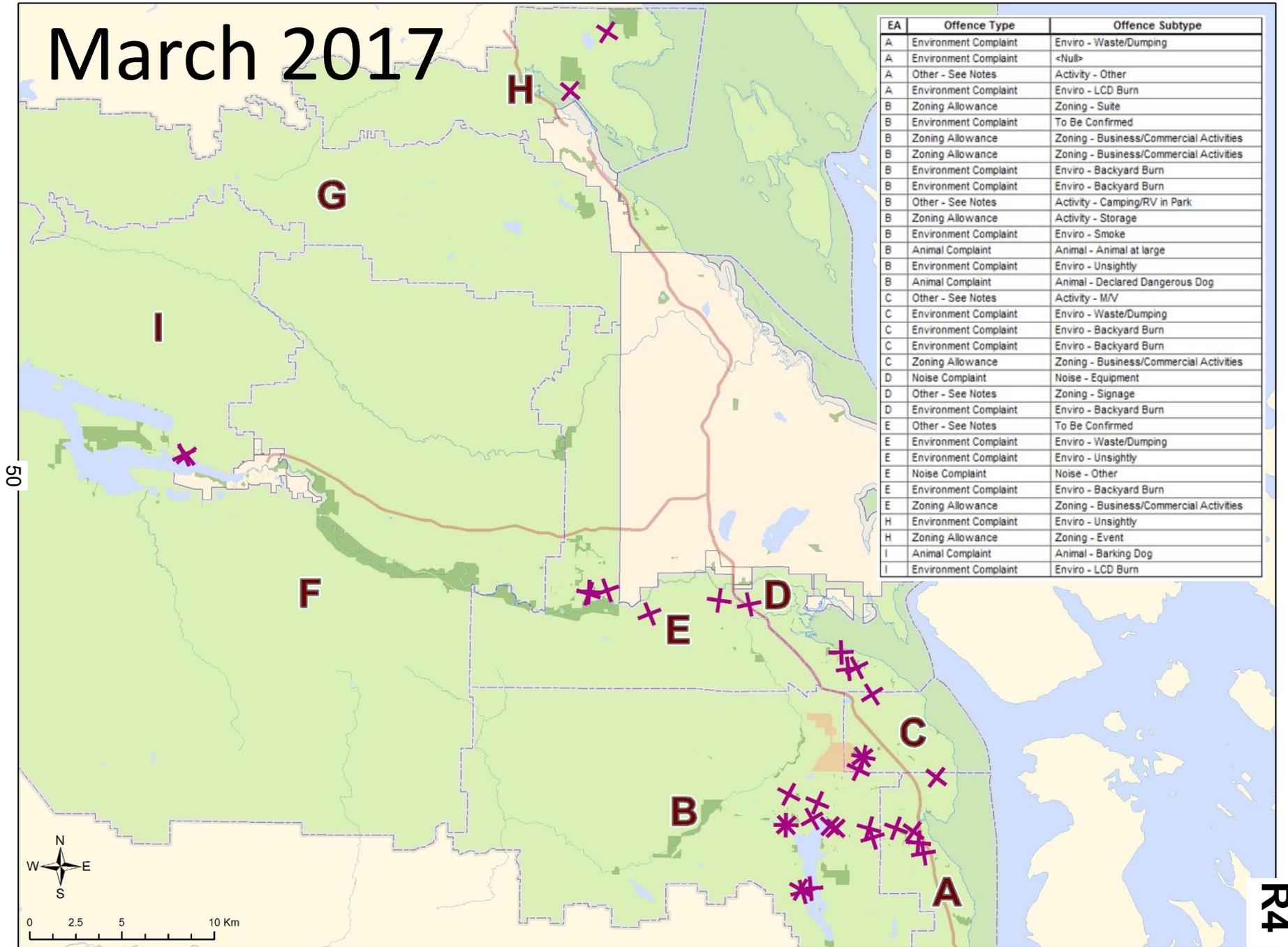
Participating Areas – All electoral areas

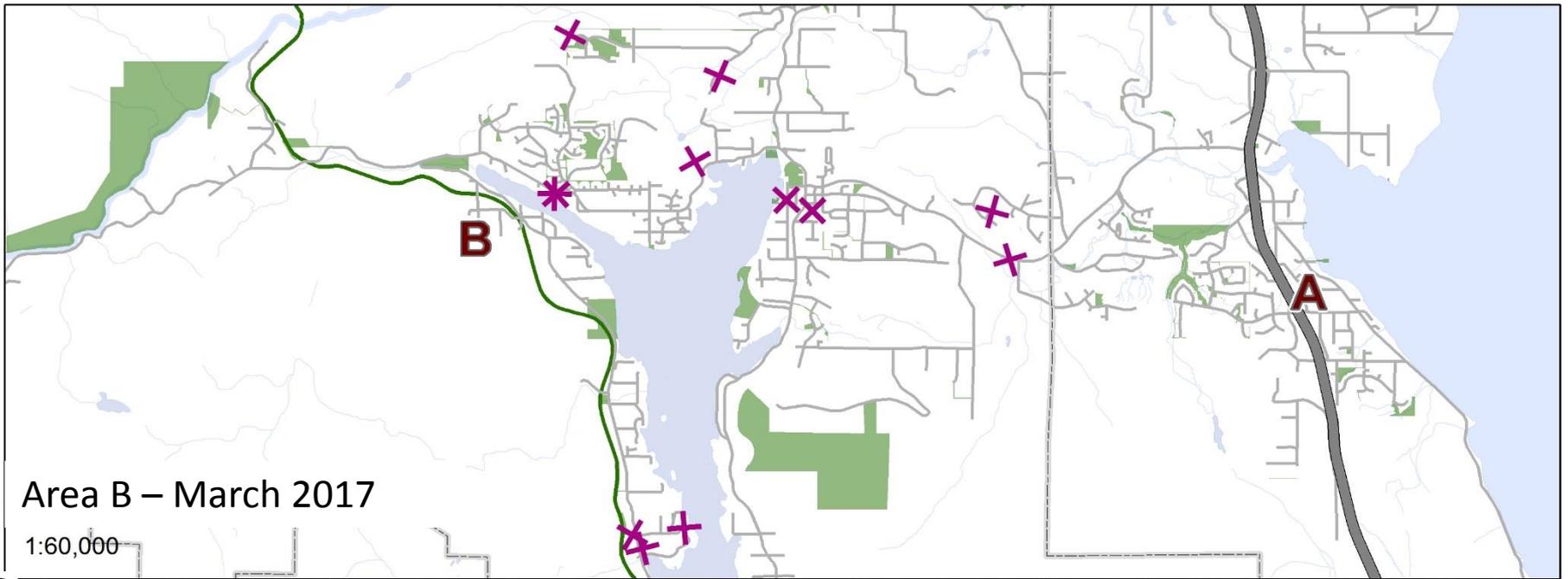
Purpose – Monthly review of Bylaw Enforcement files

Electoral Area	Monthly Files	Percentage	Year total
A	4	12%	11
B	12	35%	21
C	5	15%	8
D	3	9%	6
E	6	18%	15
F	0	0%	4
G	0	0%	3
H	2	6%	3
I	2	6%	6



March 2017

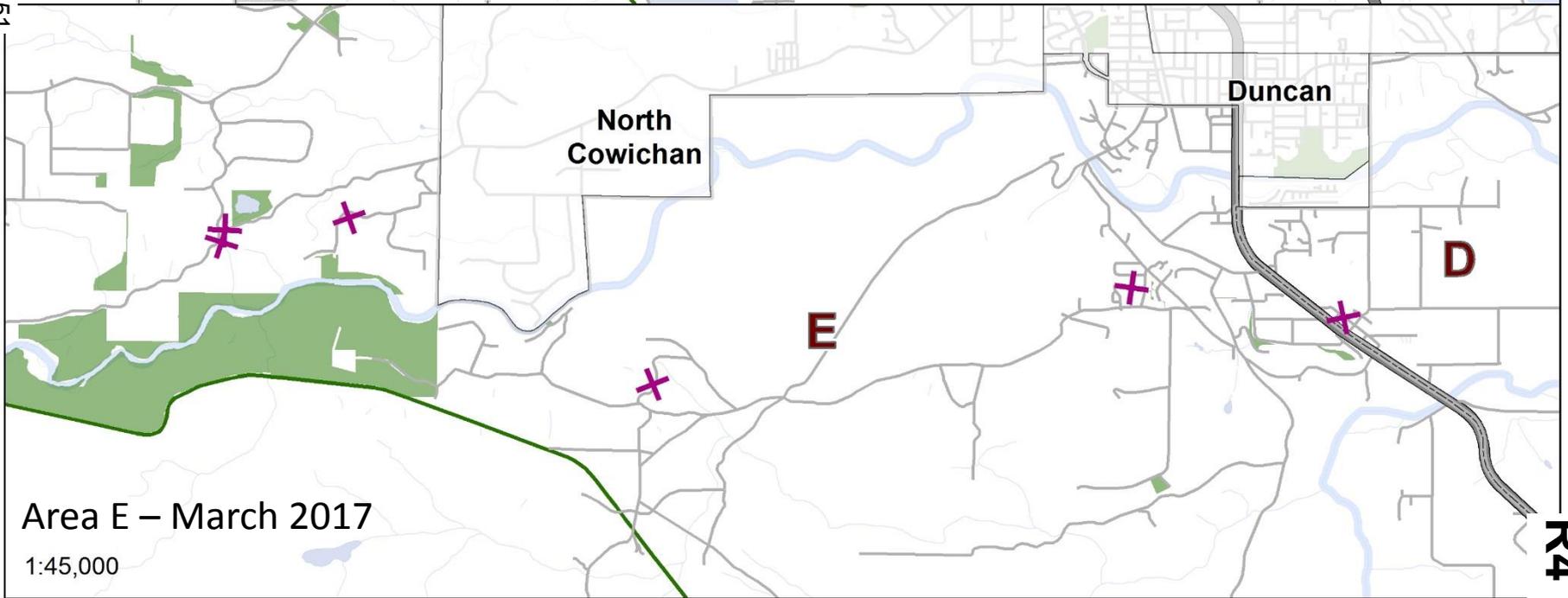




Area B – March 2017

1:60,000

51



Area E – March 2017

1:45,000

R4

What is happening in your area?

Area B had the highest number of cases opened with 11 each equaling 34%

Area F and G had the fewest cases with 0.

Types of issues –

Burning x 8

Unightly premises x 1

Dog complaints x 3

Zoning x 9

Noise x2

25

Environmental x 6

Motor vehicle x1

Other x 2

Open vs Closed

Total number of enquires (calls, emails, front desk): 206

Total cases opened during March: 32

Cases concluded: 36

Ongoing cases (including previous years): 29

MTI x 1 Dangerous Dog

1 x dispensary closed due to zoning infraction

Dog License update



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: Inclusion into the Malahat Fire Protection Service Area – Lot 5
Goldstream Heights Road.

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request inclusion of one property in the Malahat Fire Protection Service Area.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the Certificate of Sufficiency, confirming that the sufficient petition requesting inclusion into the Malahat Fire Protection Service Area is sufficient, be resolved 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.

BACKGROUND

The Cowichan Valley Regional District has received written request from a property owner for inclusion into the Malahat Fire Protection Service Area.

ANALYSIS

The Province has set requirements that must be met if there is more than one property and/or more than one property owner requesting inclusion into a fire protection service area. In that 50% of all eligible owners must petition and of those petitioning, their property values must represent 50% of the total land value of those being considered.

FINANCIAL CONSIDERATIONS

The annual cost of providing fire protection services will be recovered through property value taxes to be requisitioned and collected on the basis of net taxable value of land and improvements within the service area.

COMMUNICATION CONSIDERATIONS

Not applicable

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Not applicable

Referred to (upon completion):

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

Prepared by:

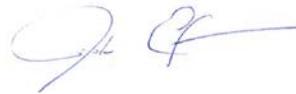


Jason deJong, CFO
Fire Rescue Services Coordinator

Reviewed by:



Conrad Cowan
Manager



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Certificate of Sufficiency
- Attachment B – Malahat Fire Protection Service Area Map



CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Malahat Fire Protection Service Area* is sufficient, pursuant to section 337(3) of the *Local Government Act*.

DATED at Duncan, British Columbia)
this 27th day of March, 2017)

)
)
)

Kathleen Harrison, Deputy Corporate Secretary

Malahat Fire Protection Service Area

Total Number of Parcels requesting inclusion in the Service Area: (PID: 029-941-997)	1
Net Taxable Value of All Land and Improvements of new Parcels:	\$279,000
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$279,000



This map is compiled from various sources for internal use and is designed for reference purposes only.

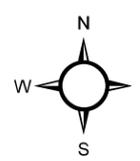
The Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

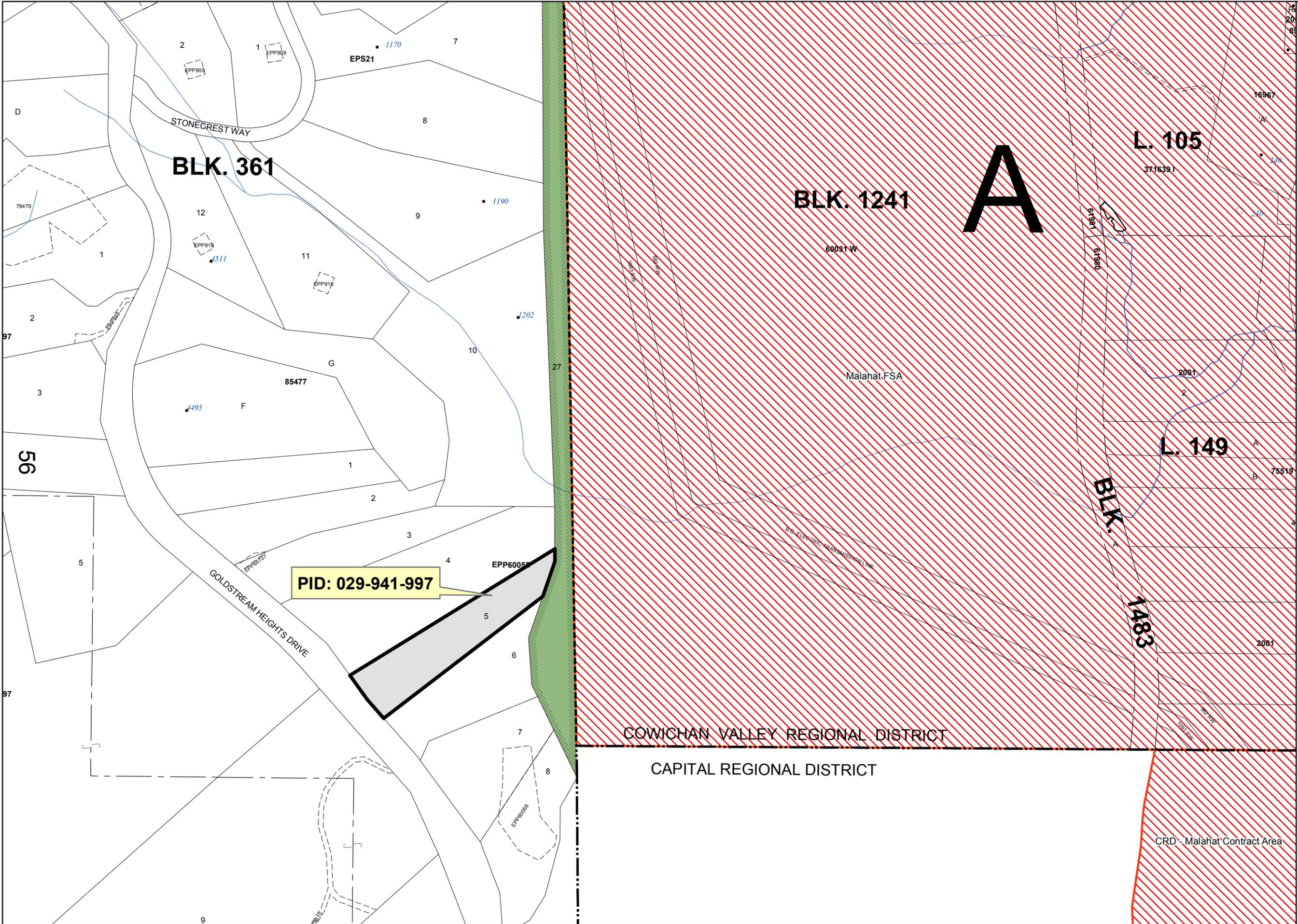
Printed: March 6, 2017

- Properties for Fire Inclusion
- Current Fire Service Areas



R5

Scale: 1:5,0





STAFF REPORT TO COMMITTEE

DATE OF REPORT April 4, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017
FROM: General Manager
 Engineering Services Department
SUBJECT: Gas Tax – Community Works Funds Phase 1.0 Remaining Funds
FILE: 0540-20-EAS/05

PURPOSE/INTRODUCTION

The purpose of this report is to inform the Electoral Area Services Committee of the status of the first phase of Community Works Funds (CWF 1.0) and provide staff recommendations on how remaining funds could best be utilized.

RECOMMENDED RESOLUTION

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

BACKGROUND

The Agreement on the transfer of federal gas tax revenue under The New Deal for Cities and Communities started in 2005. The CWF 1.0 portion of the program was intended to provide local governments with a source of stable, long-term funding for environmentally sustainable local government infrastructure and capacity building projects, with a focus on clean air, clean water and reducing greenhouse gas emissions. CWF 1.0 was distributed to the CVRD between 2005 and 2015 and totalled \$6,452,140. CWF 1.0 projects were allocated funding based on staff recommendations with input from Electoral Area Directors. A complete approved project list with CWF 1.0 allocations can be found in Attachment A. Some projects did not spend all of their approved community works funds. For example, the Public Safety Division has \$16,671 remaining from the fire hall heating upgrade project, and still has additional energy efficiency improvements that were not in the scope of the original project. A project description can be found in Attachment B.

ANALYSIS

Of the total funds received by the CVRD, ninety-nine percent (99%) of CWF 1.0 has been allocated to board approved projects. Six projects, with a total of \$869,365 are still in-progress. All approved projects total \$6,389,878, which leaves only \$62,262 remaining (Table 1.0).

Table 1.0 - CWF 1.0 Funding Summary

A. TOTAL CWF 1.0 RECEIVED	\$	6,452,140
Approved and Completed Projects	\$	5,520,513
Approved and In Progress Projects	\$	869,365
B. TOTAL CWF 1.0 APPROVED PROJECTS	\$	6,389,878
C. CWF 1.0 REMAINING (A – B = C)	\$	62,262

Staff has recommended one potential project to utilize the remaining CWF 1.0, based on the original requirements of the program. If the Honeymoon Bay Fire Hall Energy Efficiency Upgrade

Project is approved, the remaining unspent CWF 1.0 funds will be \$45,591.

FINANCIAL CONSIDERATIONS

If the recommend resolution is approved, \$16,671 will be budgeted in 2018 for the Honeymoon Bay Fire Hall Efficiency Upgrades Project. The unspent \$45,591 will remain to be allocated to a future project.

COMMUNICATION CONSIDERATIONS

None

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The proposed recommendations address the following regional strategic focus areas:

- 1. Response to climate Change; and
- 2. Sound Fiscal Management

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

Prepared by:



Austin Tokarek, B. Sc., CEA
Asset Coordinator

Reviewed by:

Select DM Name Here
Select DM Title Here


Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A – CWF 1.0 Project Summary
- Attachment B – Honeymoon Bay Fire Hall Energy Efficiency Upgrade Project Description

Attachment A - CWF 1.0 Summary of Projects

No. Project	CWF Approved	CWF Spent	CWF Remaining
1 Honeymoon Bay Water System Upgrade (2005-2009)	\$ 313,000	\$ 312,942	\$ -
2 Mesachie Lake Sewer Collection & Disposal Upgrade	\$ -	\$ -	\$ -
3 Shawnigan Beach Estates Sewer (2005-2009)	\$ 140,000	\$ 139,999	\$ -
4 Maple Hills Sewer System - Odour Control (2005-2009)	\$ 3,300	\$ 3,299	\$ -
5 Maple Hills Sewer Safety Upgrade (2005-2009)	\$ 20,000	\$ 20,000	\$ -
6 Maple Hills Sewer (2005-2009)	\$ 16,750	\$ 16,750	\$ -
7 Satellite Park Water-Reservoir & Treatment Bldg (2005-2009)	\$ 470,000	\$ 470,672	\$ -
8 Bio-Diesel Facility - Bings Creek (2005-2009)	\$ 100,000	\$ 95,524	\$ -
9 Fern Ridge Water System monitoring and control upgrade	\$ 45,000	\$ 45,530	\$ -
10 Shawnigan Lake Weir Fish Ladder (2005-2009)	\$ 22,000	\$ 22,003	\$ -
11 Saltair Water System Knudson Road (2005-2009)	\$ 57,000	\$ 52,935	\$ -
12 Lambourn Estates Sewer Upgrades (2005-2009)	\$ 250,000	\$ 400,000	\$ -
13 Lambourn Sewer Outfall (\$ from Mesachie 2005-2009 funds)	\$ 292,328	\$ 240,836	\$ -
14 Lambourn Estates Water Upgrades (2005-2009)	\$ 250,000	\$ 100,000	\$ -
15 Shawigan Beach Estates Sewer - UV Unit (2010 - 2011)	\$ 183,000	\$ 183,000	\$ -
16 Shawnigan Lake North Water - Metering (2010-2011)	\$ 400,000	\$ 237,947	\$ 162,053
17 Shawnigan Lake North Water - Well Tie-in (2010-2011)	\$ 67,000	\$ 67,000	\$ -
18 Saltair Water System Reservoir Addition (2005-2009)	\$ 135,000	\$ 135,000	\$ -
19 Cobble Hill Sewer Upgrade Safety, (2005-2009)	\$ 50,000	\$ 22,579	\$ -
20 North Oyster Fire Hall Sustainability Elements	\$ 348,500	\$ -	\$ 348,500
21 Elsie Miles School - Retrofit	\$ 100,000	\$ 100,000	\$ -
22 TC Sewer/CH Sewer Effluent Re-use (2010-2011 Future)	\$ 249,171	\$ 250,000	\$ -
23 Douglas Hill Water System (2010-2011)	\$ 265,000	\$ 265,000	\$ -
24 Youbou Water (2010-2011 Future Considerations)	\$ 134,000	\$ 134,000	\$ -
25 Dogwood Ridge Water- Reservoir and Treatment Building	\$ 200,000	\$ 200,000	\$ -
26 Kerry Park Sewer & Water Upgrades (2010-2011)	\$ 236,000	\$ 236,000	\$ -
27 Kerry Park Well Drilling	\$ 30,000	\$ -	\$ 30,000
28 South Sector Liquid Waste Management Plan Amendment	\$ 100,000	\$ 68,188	\$ 31,812
29 Bright Angel Park Washroom Upgrade	\$ 60,000	\$ 60,000	\$ -
30 Woodley Range Water System - Upgrades	\$ 260,000	\$ -	\$ 260,000
31 Carlton Water System - Upgrades	\$ 260,000	\$ 260,000	\$ -
32 Shellwood Water System - Upgrades	\$ 260,000	\$ 260,000	\$ -
33 Honeymoon Bay Well Development & Sutton Creek Extension	\$ 107,000	\$ 107,000	\$ -
34 Shawnigan Water Reservoir Solar Mixer	\$ 37,000	\$ -	\$ 37,000
35 Saltair Water Main Upgrades	\$ 145,000	\$ 145,000	\$ -
36 Maple Hills Sewer Bio-Filter	\$ 17,000	\$ 17,000	\$ -
37 Environmental Controls & Monitoring Equip-SRS/TWS/AMS/LES	\$ 27,000	\$ 20,250	\$ -
38 Teir II Flood Infrastructure Funding	\$ 324,384	\$ 324,384	\$ -
39 Community Hall Heating Upgrades	\$ 160,000	\$ 135,476	\$ -
40 Youbou Hall Asbestos Abatement	\$ 22,000	\$ 20,033	\$ -
41 Cowichan Station School Energy Upgrades-Approved 2012-2014	\$ 150,000	\$ 150,000	\$ -
42 Honeymoon Bay Hall - Rainwater Project	\$ 63,000	\$ 63,000	\$ -
43 CLSA - Wastewater Circulating Loop System	\$ 30,000	\$ 8,790	\$ -
44 Energy Manager - Environment Division	\$ 50,000	\$ 50,000	\$ -
45 Engineering Analysis & Energy Savings Implementation Plans	\$ 26,000	\$ 19,247	\$ -
46 Fire Hall Heating Upgrades	\$ 52,800	\$ 36,129	\$ -
47 Cobble Hill Hall Roof Repairs	\$ 25,000	\$ 25,000	\$ -
TOTAL	\$ 6,553,233	\$ 5,520,513	\$ 869,365
Total Funds Received (2005-2016)	\$ 6,249,978		
Interest Earned (2005-2016)	\$ 202,162		
TOTAL CWF 1.0 RECEIVED	\$ 6,452,140		
Sub-Total Completed Projects	\$ 5,520,513.19		
Sub-Total In Progress Projects	\$ 869,365		
TOTAL CWF 1.0 APPROVED PROJECTS	\$ 6,389,878		
CWF 1.0 REMAINING	\$ 62,262		

Attachment B - Honeymoon Bay Fire Hall Energy Efficiency Upgrade Project Description

No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	Funding Area	Status	Comments
1	Honeymoon Bay Fire Hall Energy Efficiency Upgrades	Upgrade facility with new exterior doors, windows, lighting and associated controls. Existing systems are nearing the end of their useful life. Upgrades are expected to result in energy savings and greenhouse gas emissions reductions.	Public Safety	16,671	F	Seeking Approval	For 2018 Budget
				100%			



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 3, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017
FROM: Water Management Division
 Engineering Services Department
SUBJECT: Youbou Water System Emergency Reservoir Repair
FILE: 0540-20-EAS

PURPOSE/INTRODUCTION

The purpose of this report is to update the Electoral Area Services Committee regarding an emergency repair required for the Youbou Water System.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

In March 2017, due to a heavy snow storm, a tree fell in the vicinity of the Youbou reservoir and damaged the tank.

ANALYSIS

Western Tank and Lining (WTL) is one of the only two companies in British Columbia that perform this specialized trade and were the original supplier/installer of the tank. WTL currently has crews working on Vancouver Island, so they were able to attend the site, assess the damage, and can have their crews mobilize to Youbou once their current project is complete. This would allow our operators to have the reservoir back in service by mid-May.

FINANCIAL CONSIDERATIONS

These repairs will be paid for under insurance coverage with the Municipal Insurance Association minus the \$2500 deductible, which will come from the Youbou water operating budget. A sole source memo has been obtained so that this work can be completed in a timely matter.

COMMUNICATION CONSIDERATIONS

Liaise with the Municipal Insurance Association.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The recommended resolution provides a reliable essential service.

Referred to (upon completion):

Prepared by:

Todd Etherington
 Utilities Operations Superintendent

Reviewed by:

Brian Dennison, P. Eng.
 Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachment A – Photo of tank damage

Attachment B –





STAFF REPORT TO COMMITTEE

DATE OF REPORT April 13, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017
FROM: Inspection & Enforcement Division
 Planning & Development Department
SUBJECT: Proposed Soil Deposit Bylaw
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to update the Committee on the work completed to date pertaining to the proposed Soil Deposit Bylaw, and to advise the Committee of the next steps in its development.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

As a key priority of the Electoral Area Services Committee (EASC), staff is in the process of developing a draft soil deposition bylaw designed to provide the ability to respond to soil deposit activities throughout the Electoral Areas of the Regional District. Work on this project is ongoing and involves a number of steps before completion. A public engagement process is being developed to provide a means for stakeholder input.

ANALYSIS

The process of developing a draft soil deposition bylaw requires a number of key steps. These include:

<u>ACTION</u>	<u>STATUS</u>
Preparation of a working paper and circulation to key stakeholders	Completed
Preparation and delivery of a community engagement process (this will include utilization of the CVRD website, PlaceSpeak, etc.)	In Progress - Public Consultation Meetings will be held from April 22-28, 2017 and PlaceSpeak is operational from mid-April to mid-May
Creation of a draft bylaw with referral to the public, industry stakeholders and agencies	Completed after the Public Consultation Process
Present working document to EASC for direction on key issues	Pending
Finalize the draft bylaw and present to the EASC for consideration	Pending

Based on the background research and consultations to date, there are a number of primary bylaw considerations that have been identified for introduction to the public engagement process. These include:

- What is the appropriate volume or threshold to trigger a permit requirement?
- What are appropriate submission requirements?
- Should there be a permit fee and how should it be structured if so?
- Should financial securities be a required and if so what value?
- What monitoring regime is appropriate during soil placement activity?
- What penalties would be appropriate for contraventions of a soil deposit bylaw?
- What remediation would be required if soil was determined to be contaminated?

The approach to these issues varies by jurisdiction and the acuteness of the issue. Staff will be identifying proposed metrics deemed to be appropriate to the CVRD context. Input will then be solicited in relation to this information and refinements will be made to the draft bylaw. Once in a final working form, the draft will be circulated to Provincial agencies and our legal resource for final fine-tuning. The final draft Bylaw will then be brought forward to the EASC for consideration, then forwarded to the Board for the first three readings, and then it will be sent to the Province (Ministries of Environment and Energy and Mines) for statutory approval. If formal approval is received, the Board can then consider adoption of the Bylaw. It is expected that the process up to consideration by the EASC will span approximately four months.

Attached is a community engagement plan which includes a table with timelines and person responsible for each step.

Steps taken to date:

- Liaised with other local Government jurisdictions and obtained firsthand information on time scales, methods of enforcement, delays and key contacts.
- Forwarded draft soil deposit working paper to key partner agencies, industry and Ministries for 30 day peer review and comment.
- Identified the two key individuals who have final approval authority over the soil deposition bylaw from Ministry of Mines and Ministry of Environment. Both have been approached with the draft soil bylaw working paper for comment and advice.
- Both the PlaceSpeak and CVRD website are being developed to go live once topic and content is confirmed.

FINANCIAL CONSIDERATIONS

For the community engagement aspect, a budget of maximum \$3,000 is estimated. As noted in earlier staff reports, implementation of a soils bylaw may have staffing costs should the level of associated activity exceed current resourcing. It is difficult to predict the potential or scope of resourcing impacts. It is suggested that this be assessed in the operational forum to ensure accuracy. Staff would report to the EASC as to the effectiveness of the operationalized program and the Committee could consider any necessary administrative adjustments at that time.

COMMUNICATION CONSIDERATIONS

The bylaw requires public consultation and Stakeholder meetings. These will be communicated through the CVRD website, local press and other media, directing interested parties to the PlaceSpeak page, public meetings and lunch and learn.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Referred to (upon completion):

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

Prepared by:

Reviewed by:

Robert Blackmore, BSc., MSc.
Manager

Not Applicable
Not Applicable

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

ATTACHMENTS:

- Attachment A – Community Engagement Plan
- Attachment B – CVRD Soil Deposit Working Paper
- Attachment C – Suggestions for CVRD Soil Permit Requirements

Community Engagement Plan Soil Deposit Bylaw

Project

Soil Deposit Bylaw

Background

As a Key Priority of the EASC, the CVRD requires a Soil Bylaw to provide the ability to respond to soil deposit activities throughout the Regional District. Currently, there is essentially no ability to regulate this activity.

Research has taken place into how other jurisdictions regulate soil deposits within their region, and based on the findings, the following process is recommended.

Implementation of a soil deposit bylaw would permit the CVRD to monitor the quality, content and locations of soil being deposited within the Regional District. It would address small, medium and large volumes of soil being brought into the CVRD. This process could be implemented over a 36 month period, with reviews at 12 and 24 months. Initial targeting will be large scale operators, scaling down over the time period or as required.

Soil deposit permit requirements would be a requirement and ensure authorised Professionals reports are obtained detailing; content report, the site it came from and where it will be deposited. The proposed soil deposit bylaw would also ensure that the impacts on drainage, riparian areas, and topographical considerations are taken into account, and measures to address any impacts are adhered to.

The volume of soil being deposited is taken into account, with larger volumes being requiring stricter control stipulations.

The Soil Deposit Bylaw places the onus of ensuring that soil is free from contamination on the applicant, and the remediation of any contaminated soil is also placed on the applicant.

The Soil Deposit Bylaw will not address soil removal from the CVRD; this will remain under the guidelines of the Agricultural Land Commission and the Ministry of Mines, as well as the use of soil for the reclamation of mines.

The soil deposit bylaw will also not address the movement of soil authorised by a Contaminated soil relocation permit (CSRP) as this is regulated by the Province. It will however require assurances to the CVRD that Provincial guidelines will be adhered to.

Goals

In line with the electoral strategic plan, engage the community and stakeholders in the development of the soil deposit bylaw.

Objectives

Engage with key Provincial authorities at ministry of Environment and Energy and mines to obtain preliminary statutory approval.

Personal meetings with top soil and gravel industry members who this bylaw will directly affect, and provide letters to home builders within the CRVD.

Lunch and learn for government stakeholders.

Engage with the public through place speak and community meetings for feedback and guidance.

Timeline

Staff will prepare a plan for public engagement, that will include but not be limited to;

Date	Deliverable	Status	Responsible
March 2017	Approach key Provincial bodies in Ministry of Environment and Energy and Mines with working paper to seek feedback and guidance	Complete	Rob Blackmore
March 2017	Circulate working paper to relevant stakeholders for 30 day peer review	Complete	Rob Blackmore
March 2017	Prepare website detailing; issues and considered methods of addressing them, steps taken so far and advertising public process	Complete	Rob Blackmore
March 2017	Story board for use at community engagement	Complete	Alisha Baker
March 2017	Prepare Placespeak page with questions for response- 1 month engagement 10 Apr – to 7 May	Complete	Rob Blackmore
April 19, 2017	Complete staff report to EASC	Complete	Rob Blackmore
April 10, 2017	News release – Advertising public process and engagement opportunities and directing to Place speak page	Complete	Cynthia Lockrey
April 14 and 21, 2017	CVRD News Ads	Complete	Rob Blackmore/ Cynthia Lockrey
April 25 or 27 2017	Stakeholder consultation (lunch and learn)	Booked	Rob Blackmore
April 22-27, 2017	<p>Date: Saturday, April 22, 2017 Location: Duncan Farmer's Market 175 Ingram Street, outside the CVRD Office Time: 9 a.m. – 2 p.m.</p> <p>Date: Monday, April 24, 2017 Location: Cowichan Lake Arena, Curling Lounge 311 South Shore Road, Lake Cowichan Time: 6:30 p.m. – 9:30 p.m.</p> <p>Date: Tuesday, April 25, 2017 Location: Cowichan Valley Regional District Office, Board Room 175 Ingram Street, Duncan Time: 12 p.m. – 2 p.m. Industry focused but public welcome</p>	Booked	Rob Blackmore

	<p>Date: Wednesday, April 26, 2017 Location: North Oyster Community Centre, Room 201 13467 Cedar Road, Ladysmith Time: 1 p.m. – 3 p.m.</p> <p>Date: Thursday, April 27, 2017 Location: Shawnigan Lake Community Centre, Gymnasium 2804 Shawnigan Lake Road, Shawnigan Lake Time: 5 p.m. – 7 p.m.</p>		
8 May 2017	Consolidation of information, including key decisions	Pending	Rob Blackmore
May 2017	Finalise Bylaw and send for legal opinion	Pending	Rob Blackmore SMS
June 2017	Bring draft bylaw for reading	Pending	Rob Blackmore
June 2017	Send final to key parties in Ministry of Environment and Energy and mines for statutory approval (longest delay)	Unknown	Bernadette McNevin (Mines) Kerri Skelly (Environment)
Unknown	Bring final bylaw for readings and adoption	When approved	Rob Blackmore EASC
Unknown	News Release	When approved	Rob Blackmore Cynthia Lockrey
Unknown	Amend ticketing bylaw for MTI or court proceedings	When approved	Rob Blackmore

Feedback will be gathered and incorporated where appropriate.

Communication of the implications of this Bylaw is essential for engagement, compliance and managing the public's expectations.

Audience

- neighbouring municipalities
- other regional districts
- ALC
- Ministry of Mines / environment
- MOTI
- Cowichan Tribes
- DFO

- Construction industry
- Soil and gravel industry
- Public consultation within Electoral areas
- Other

Key messages

Soil deposition requires regulation within CVRD.

Soil deposition requires a permit, with guidelines of what to adhere to and when registered professional documentation is required.

Penalties and fines will apply for contraventions of the proposed bylaw.

Objectives

To regulate soil deposit activities within CVRD.

Budget

\$10,000 – but exact budget dependent upon tactics selected from the list above

**COWICHAN VALLEY REGIONAL DISTRICT
WORKING DOCUMENT**

**HOW TO REGULATE THE DEPOSIT OF SOIL ON LANDS
WITHIN THE COWICHAN VALLEY REGIONAL DISTRICT**

1.0 DEFINITIONS

In this document the following definitions apply:

AGENT means a person who has been authorized in writing by an owner to apply for a permit on the owner's behalf.

APPLICANT means an owner, or their agent, who has completed the permit application and has paid the prescribed fee.

APPLICATION means an application for a permit to deposit soil, in the form of Schedule "B" to this Document.

AUTHORISED PROFESSIONAL means a professional person who can provide a certified opinion, such as a person qualified as; P.Eng, P.Geo, P.Ag, P.Chem, R.P.Bio, or Contaminated Sites Approved Professional (CSAP).

BOARD means the Cowichan Valley Regional District Board.

BUILDING OFFICIAL means a Registered Building Official employed by the Cowichan Valley Regional District to administer and enforce the CVRD Building Bylaw.

BUILDING PERMIT means a permit issued under authority of the Cowichan Valley Regional District Building Bylaw.

BYLAW ENFORCEMENT OFFICIAL means the person designated by the Board to administer and enforce bylaws within the Cowichan Valley Regional District.

COMPOST means a product which is:

- (a) a stabilized earthy matter having the properties and structure of humus;
- (b) beneficial to plant growth when used as a soil amendment;
- (c) produced by composting; and
- (d) primarily derived from organic matter.

CONTAMINATED SITES REGULATION means the Province of British Columbia's *Contaminated Sites Regulation*.

CONTAMINATED SOIL means the presence in *soil* of a hazardous waste or another prescribed substance in quantities or concentrations exceeding provincial environmental quality standards and subject to the *Contaminated Sites Regulation*.

Deposit means the placement, storage, filling, spilling or releasing, directly or indirectly, of soil or *other material* on lands in the *Regional District* where the *soil* or *other material* was not previously located.

CVRD means the Cowichan Valley Regional District.

ELECTORAL AREA means Electoral Areas A, B, C, D, E, F, G, H and I of the Cowichan Valley Regional District, either singularly or in any combination, as the context requires.

ELECTORAL AREA SERVICES COMMITTEE means the standing committee of the CVRD Board of that name.

GENERAL MANAGER means the General Manager, Planning and Development Department, Cowichan Valley Regional District, or a person authorized to act on his or her behalf.

HOLIDAY means:

- (a) Sunday, Christmas Day, Good Friday and Easter Monday,
- (b) Canada Day, Victoria Day, British Columbia Day, Labour Day, Remembrance Day, Family Day and New Year's Day,
- (c) December 26, and
- (d) a day set by the Parliament of Canada or by the Legislature, or appointed by proclamation of the Governor General or the Lieutenant Governor, to be observed as a day of general prayer or mourning, a day of public rejoicing or thanksgiving, a day for celebrating the birthday of the reigning Sovereign, or as a public holiday.

Other Material includes, but is not limited to, construction and demolition waste, masonry rubble, concrete, asphalt, *wood waste*, unchipped lumber, drywall, refuse, undecomposed organic matter, *contaminated soil*, *soil* containing *invasive species*, and other similar matter.

Organic Waste means biodegradable, compostable waste of plant or animal origin from domestic or industrial sources.

PARCEL means a lot, block or other area in which real property is held or into which real property is subdivided, and includes a strata lot created under the *Strata Property Act*, with the exception of a strata plan that contains strata lots, all the boundaries of which are coterminous with the walls of a building, with the exception of a balcony or a private exterior space that does not exceed 20% of the total floor area of the strata lot.

PERMIT means the written authority in the form attached as Schedule "C" to this document issued by the General Manager for the deposit of soil to any parcel.

PERMIT AREA means the area of land over which the soil deposit occurs, or is proposed to occur, within the subject parcel.

REGISTERED PROFESSIONAL means an, engineer, geoscientist, agrologist, environmental consultant, soil scientist, biologist, or land surveyor who is registered with a professional association that is regulated by a statute, appointed to act in the capacities described under the sections of this Document requiring a registered professional, and within whose field of expertise they are qualified to offer expert advice.

REMOVAL OR REMOVE means to take, excavate, or extract soil from a lot on which it exists or has been *deposited*.

SOIL means clay, silt, topsoil, sand, gravel, cobbles, boulders, peat or other substance of which land is naturally composed, down to and including the bedrock and any other combination of these substances, that is free of manure from animals and household or farm compost material.

STOCKPILE means a man-made accumulation of *soil* or *other material* held in reserve for future use, distribution or *removal*.

WOODWASTE means wood residue in mechanically shredded form and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste which is the result of any manufacturing process involved in the production of lumber or other wood products. Yard and garden waste is also included in this definition and which is clear of invasive species.

QUALIFIED RIPARIAN AREA PROFESSIONAL means a qualified environmental professional under the *Riparian Areas Regulation*, a registered professional biologist, a registered professional engineer or geoscientist, who is in good standing of their respective professional organization

RIPARIAN AREA means within 30m of a fish bearing water course. Riparian areas link water to land. They border streams, lakes, and wetlands. The blend of streambed, water, trees, shrubs and grasses in a riparian area provides fish habitat, and directly influences it.

SECURITY DEPOSIT means a cash deposit, certified cheque or irrevocable letter of credit provided by the applicant to ensure all works will be carried out in compliance with the conditions of the document.

SPEA Streamside Protection Enhancement Area, means an area, adjacent to a stream that links aquatic to terrestrial ecosystems and includes both existing and potential riparian vegetation and existing and potential adjacent upland vegetation that exerts an influence on the stream, and the size of which is determined according to this regulation on the basis of an assessment report provided by a qualified environmental professional in respect of a development proposal.

UNSUITABLE MATERIAL means any rubbish, derelict vehicle, metals, demolition wastes, garbage or waste materials, including containers, packages, bottles, cans or parts thereof; or any abandoned or discarded article, product or goods of manufacture.

"MUNICIPAL SOLID WASTE" means

(a) refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources, or

(b) refuse specified by a director to be included in a waste management plan;

"RECYCLABLE MATERIAL" means a product or substance that has been diverted from disposal, and satisfies at least one of the following criteria:

- (a) is organic material from residential, commercial or institutional sources and is capable of being composted, or is being composted, at a site;
- (b) is managed as a marketable commodity with an established market by the owner or operator of a site;
- (c) is being used in the manufacture of a new product that has an established market or is being processed as an intermediate stage of an existing manufacturing process;
- (d) has been identified as a recyclable material in a waste management plan;
- (e) is any other material prescribed by the Lieutenant Governor in Council, or the minister under section 22 [minister's regulations — codes of practice];

WATERCOURSE means a permanent or non-permanent (containing water at least six months of the year) source of water supply that is natural or man-made, including a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a stream, with well-defined banks and a bed of 0.6 m or more below the surrounding land serving to give direction to or containing a current of water but does not apply to a man-made pond that does not connect to a stream.

2.0 PURPOSE

This document has been enacted for the purpose of regulating the deposit of soil within all electoral areas of the Cowichan Valley Regional District in the general public interest. This document regulates the deposit of soil internally within the CVRD and soils being deposited from external sources.

The purpose of this document does not extend:

- (a) to the protection of owners, occupiers or persons involved in the deposit of soil from economic loss;
- (b) to the assumption of the Cowichan Valley Regional District or any officer or employee of the Cowichan Valley Regional District of any responsibility for ensuring compliance by a person involved in the deposit of soil on land, his or her representatives, or any employees, contractors, or agents with this document, or any other enactments applicable to the deposit of soil or the development of land;
- (c) to providing any person with a warranty that any deposit of soil will not violate this document, any other enactment or create any nuisance of any type.

3.0 APPLICATION

This document applies within Electoral Areas A, B, C, D, E, F, G, H and I of the CVRD.

4.0 SEVERABILITY

If any section, subsection, sentence, paragraph, or schedule forming part of this document is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, paragraph, or schedule may be severed from the document without affecting the validity of the document or any portion of the document or remaining schedules.

5.0 INCORPORATION OF SCHEDULES

Schedules "A", "B", and "C" attached hereto are hereby made a part of this document.

6.0 PROHIBITIONS

No person shall do any of the following anywhere in an Electoral Area:

- (a) cause or permit the deposit of soil or other materials, on any parcel, unless or until a permit allowing the deposit has first been obtained or unless the deposit does not require a permit as set out in Section 7.0;
- (b) cause or permit the deposit of unsuitable material or contaminated soil on any parcel; or
- (c) deposit soil in or around a watercourse unless the deposit is in compliance with a development permit issued by the CVRD under the provincial *Riparian Area Regulation*, and any provincial approvals that may also be required have been obtained.

7.0 PERMIT EXEMPTIONS

7.1 A person may deposit soil onto a parcel without a permit provided that at least one of the following conditions is satisfied:

- (a) All of the soil to be deposited is, in the opinion of a CVRD Building Official, necessary for the construction of basements, footings and foundations or the installation of works and services including septic fields and driveways in conjunction with a construction project that has a valid building permit. The Building Official may require that an engineer certify that the soil to be deposited is free from contamination;
- (b) All of the soil to be deposited is, in the written opinion of an "Authorized person" as defined under the *Sewerage System Regulation*, required for the maintenance, repair or replacement of a septic tank or field and associated works and is free from contamination;
- (c) If the soil deposit is not associated with a building permit, the total quantity of soil deposited for any purpose is less than 10 m³ in any calendar year, and such soil is free from contamination;
- (d) If the deposit of soil is authorized under a Contaminated Soils Relocation Agreement from the Province of British Columbia. CVRD must be provided with the relevant documentation and assurances that Provincial guidelines will be adhered to, before soil is relocated into the CVRD boundaries;
- (e) If the deposit is required for the construction or repair of works, roads, highways or services by or on behalf of the Cowichan Valley Regional District, Partner Municipalities or the Ministry of Transportation and Infrastructure, and the deposit is onto a parcel owned or leased by one of these authorities;
- (f) If the deposit is to a parcel owned or leased by the federal or provincial government, excluding in all cases the deposit onto a parcel that is leased or licensed by the provincial or federal government to a third party;
- (g) If the soil is being relocated within the boundaries of the parcel from which it originates;
- (h) If the deposit of soil is on land used for commercial landscape supply, horticultural use or as a nursery in compliance with the applicable Zoning Bylaw and the *Agricultural Land Commission Act*, and such deposit is necessary as part of the landscape supply, horticultural or nursery operation.

- (i) The soil is being used for the reclamation of a mine, as regulated by the Ministry of Mines.

7.2 The onus of demonstrating compliance with Section 7.1 shall be at all times on the person undertaking the deposit of soil, who shall provide to the Cowichan Valley Regional District sufficient documentation to confirm that the person meets the conditions for granting an exemption.

8.0 PERMIT APPLICATION REQUIREMENTS

8.1 Every applicant for a permit must file with their application the following information about the parcel on which the permit area is located, as follows:

- (a) the street address;
- (b) the legal description;
- (c) a title search, and copies of all registered encumbrances, including water licenses obtained within 30 days of application;
- (d) the name of the registered owner;
- (e) the signature of the applicant and the owner if the owner is not the applicant;
- (f) the applicable security deposit and permit fees (see Schedule "A");
- (g) a plan of the property showing the location of any structures, the area where soil is to be deposited, and the access points to and from the property;
- (h) the volume of soil to be deposited;
- (i) the legal description and street address of the site from which the soil originates;
- (j) the proposed completion dates for stages of soil deposit, if applicable;
- (k) a content report of what the soil is comprised of.

8.2 For soil volumes that are 10 m³ or more in a calendar year, the applicant shall provide an Engineer's Report and site remediation plan, which address the following:

- (a) plans, drawn to a scale of not less than 1:1000, showing the existing contours with contour intervals of not more than two (2) metres; and the location of buildings or structures; watercourses, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed permit area; driveways; and ingress and egress points from the proposed permit area to a highway.
- (b) the applicant is to provide certification by a British Columbia Land Surveyor, if in the opinion of the General Manager, the nature or type of deposit requires accurate topographic information or the determination of the location of natural features, structures, services and property lines;
- (c) the proposed contours of the parcel in its final state upon completion of the permit activities with contour intervals of not more than two (2) metres;
- (d) the proposed slopes, which will be maintained upon completion of the deposit;
- (e) the method proposed to control the erosion of the banks of the soil;
- (f) the proposed completion dates for stages of deposit, if applicable;
- (g) the proposed methods to control: dust, noise, odour, smoke, vibration and visual impacts caused by the deposit on adjacent parcels, and the tracking of soil or other material onto highways;
- (h) plans to ensure that no silt seeps or flows into any watercourse, well or aquifer on, under or flowing through the parcel;

- (i) the proposed methods of drainage control and protection of connecting or nearby watercourses, wells or aquifers during the proposed deposit; and
- (j) Methods to stabilize the slopes of the soil, including any re-vegetation upon completion of the deposit.

Should it be found that soil deposited under 10m³ contains contaminants, the onus is on the applicant to remediate the soil.

- 8.3 If the applicant is not the owner of the parcel of land, the applicant must include with his application a signed letter from the owner of the parcel of land authorizing the applicant to carry out the works on behalf of the owner.
- 8.4 The applicant must supply an authorised professional's report, from both source and receiving site, showing content, locations moved from and to and any significant differences in soil composition. The permit must confirm that all relocation and transportation provisions will be adhered to.

For soil amounts from 0 – 10 m³, onus is on the applicant to ensure that the soil is free from contamination and to remediate any contamination is later uncovered.

For soil amounts from 10 – 500 m³, the Authorised professional's report must be a minimum standard of Preliminary Site Investigation level 1.

For soil amounts greater than 500 m³, the certified professional's report must be a minimum standard of Preliminary Site Investigation level 2 and must also be accompanied by a Contaminated Sites Authorised Professionals report.

At the discretion of the General Manager of Planning and Development, a Contaminated Sites Approved Professionals (CSAP) report maybe requested, prior to the issuance of any permit, regardless of soil volume.

9.0 AUTHORITY TO ISSUE THE PERMIT

- 9.1 The Board hereby delegates to the General Manager, or his / her designee, Planning and Development Department the authority to issue a soil deposit permit.
- 9.2 At the discretion of the General Manager, the application may be referred to the Electoral Area Services Committee for consideration and recommendation to the Board.
- 9.3 The General Manager or the Board, where a permit has been referred to the Board, may refuse to issue a permit where the applicant has not provided to the Cowichan Valley Regional District sufficient evidence that the deposit of soil can be carried out without creating a hazard to persons or property, damage to the environment, or irreparable damage to highways or other public property.

10.0 COMMUNITY INVOLVEMENT

- 10.1 Staff will provide notice in writing, by regular mail, to the owner of a parcel that abuts a parcel or parcels, with a pending soil deposit application a minimum of ten (10) working days prior to a decision on the permit application.
- 10.2 The General Manager may call for or receive public comment upon any permit or renewal application. If the General Manager decides that the community should have an opportunity to comment, then the General Manager may:
- (a) refer the application to the Electoral Area Services Committee for its consideration and recommendation to the Board; and/or
 - (b) require that a public meeting be held with respect to the proposed soil deposit; or
 - (c) require notice to be placed in two consecutive local newspaper publications, paid for at the applicant's expense.
- 10.3 The CVRD will provide notice in writing, by regular mail, to the owner of a parcel that abuts a parcel subject to a soil permit, when the CVRD receives a request for a renewal of a soil deposit permit a minimum of ten (10) working days prior to a decision on the permit renewal.
- 10.4 The General Manager may make a decision regarding the renewal of a permit if he or she is satisfied that the CVRD made reasonable efforts to provide notice in accordance with Section 10.3.

11.0 PERMIT CONDITIONS

- 11.1 The permit may include one or more conditions based on the application, pertaining to this document.
- 11.2 The permit should include a pre-deposit report, prepared by a Qualified Professional to ensure compliance with the permit conditions.
- 11.3 No person shall engage in the deposit of soil:
- (a) on a Sunday or Holiday; or
 - (b) between 17:00 – 08:00 on any day not referred to in Subsection 11.2 (a).
- 11.4 A permit constitutes written authority under this document to conduct only those activities described in the permit.
- 11.5 All plans, specifications and Engineer's Reports forming part of an application in respect of which a permit is issued shall form part of and be incorporated in the permit unless otherwise specified by the General Manager and, without limiting the foregoing; a permit issued shall specify the maximum volume of soil that is to be deposited.
- 11.6 A permit for the deposit of soil shall not be issued if the General Manager considers that such deposit would conflict with the policies and guidelines established in the Official Community Plan and/or the permitted uses pertaining to the parcel established by the Zoning Bylaws of an Electoral Area, or if the permit is not generally within the public interest.

- 11.7 A permit for the deposit of soil shall not be issued if the General Manager considers that such deposit would conflict with the policies and guidelines established within the CVRD solid waste bylaws.
- 11.8 The holder of the permit shall post a copy of the permit, or otherwise shall post a clear and legible sign, in English, indicating the duration and extent of the soil deposit at the point of entry to the property from the main road. The sign is to be, at a minimum, 1 m x 1 m square and must include the permit number on it and must be consistent with the Fees and Procedures bylaw.
- 11.9 The holder of the permit shall contact the Ministry of Transportation and Infrastructure and comply with its requirements for road maintenance and cleanup during and after the works.
- 11.10 The holder of the permit shall contact the Ministry of Environment, Ministry of Mines and the Agricultural Land Commission and comply with its requirements in relation to soil deposition, removal and distribution.
- 11.11 The General Manager requires a post-deposit report prepared by a Qualified Professional to ensure compliance with the permit conditions.

12.0 ADMINISTRATION

- 12.1 Every permit issued under this document expires upon the earlier of:
- (a) the deposit of the total amount of soil authorized to be deposited by the permit has occurred; or
 - (b) the expiry date expressly stated in the permit; or
 - (c) one (1) year after the date of permit issuance.
- 12.2 If the deposit authorized in a permit is not completed before the permit expires under Section 12.1, the General Manager may renew the permit provided that:
- (a) the applicant makes a written request to the General Manager for a renewal or extension a minimum of one (1) month prior to the expiry date;
 - (b) the applicant has paid the required renewal and security fees;
 - (c) the deposit is being carried out in compliance with the original permit, including any conditions of an Professional's Report which may apply;
 - (d) there is no change in scope from the original application; and
 - (e) adjacent land owners are notified as outlined in Subsection 10.3.
- 12.3 There is no limit on the number of times an applicant may apply for renewals, but no applicant has a vested right to receive any renewals. The terms and conditions that come into being at renewal time of the permit shall be those that are current at that time; there shall be no grandfathering of terms and conditions.
- 12.4 Requests for renewal which include a change in the scope of the original application will require a new application and fees to be submitted.

13.0 PERMIT SUSPENSION, CANCELLATION AND AMENDMENT

13.1 If there is a contravention of any term or condition of the permit, or the permit was issued on the basis of statements made in an application for a permit, report, declaration or record required under this document that were false or misleading with respect to a material fact, or that omitted to state a material fact, the omission of which made the statement false or misleading, the General Manager may:

- (a) suspend in whole or in part the rights of the applicant under the permit;
- (b) revoke the permit;
- (c) amend the permit; or
- (d) attach new conditions to a permit, without the consent of the applicant.

13.2 For any proposed material changes to the permit, the General Manager may require:

- (a) the submission of further, amended, or new information referred to in Section 8.1 or 8.2;
- (b) further community consultation as outlined in Section 10.0; and
- (c) the submission of a new permit application, along with applicable fees.

14.0 FEES AND SECURITY DEPOSITS

14.1 A permit is in effect for a period of twelve (12) months from the date of issuance of the permit, or as otherwise established under Section 12.1.

14.2 The fee for the permit shall be as set out in Schedule "A", based upon the quantity of material to be deposited, and shall be paid in full before issuance of the permit and must be consistent with the Fees and Procedures bylaw.

14.3 As security deposit for the due and proper compliance with all the requirements and conditions of this document, the applicant shall, before receiving a permit for the deposit of soil, provide a cash deposit, certified cheque, or irrevocable letter of credit drawn upon a chartered bank, in the amount as set out in Schedule "A", based upon the permit area within the subject parcel designated for soil deposit. The security provided under this section must remain valid from the date of issuance of a permit to a date that is not less than six (6) months after the expiration date of the permit with confirmation of compliance with the permit conditions.

14.4 Should an applicant not comply with the Engineer's Report provided in the permit, the Cowichan Valley Regional District may undertake the necessary remedial actions and the full costs shall be borne by the applicant.

14.5 In the case of an application for a permit for a parcel in respect of which a permit issued under the *Mines Act* has also been issued, where a security deposit has been provided to the Ministry of Energy and Mines for the purpose of site reclamation, Section 14.3 shall not apply.

15.0 VIOLATIONS AND PENALTIES

15.1 Any person who contravenes any provision in this document, or who suffers or permits any act or thing to be done in contravention of this document, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed in this document is guilty of an offence and:

- (a) on summary conviction is liable to a fine of not less than \$500 and not more than \$4000; imposed by a court or

- (b) on conviction of a ticket offence under the Municipal Ticket Information Bylaw, is liable for the fine imposed under that bylaw.
- (c) This document may be enforced by issuing of a ticket for contravention in accordance with “CVRD Bylaw No.3209 – Ticket Information Authorization Bylaw, 2008”.

15.2 A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

15.3 The penalties imposed under Subsection 15.1 and 15.2 hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this document or any other statute, law or regulation.

16.0 INDEMNIFICATION

16.1 The holder of the permit is at all times responsible for compliance with the provisions of this bylaw and any other applicable enactment and for any claim, demand, damage, loss, costs, expense, fees, or fine that may arise from a deposit of soil.

16.2 The holder of a permit shall save harmless, indemnify and keep indemnified the Cowichan Valley Regional District, its officers, employees, contractors, and elected officials from any and all claims, demands, damages, losses, costs, expenses, fees, fines, actions, proceedings whatsoever brought by any person arising from the issuance of a permit under this document with respect to the deposit of soil authorized under a permit.

17.0 TITLE

This document may be cited for all purposes as the “Cowichan Valley Regional District Soil Deposit Bylaw No.XXXX, 2017”.

READ A FIRST TIME THIS ____ DAY OF _____, 2017.

READ A SECOND TIME THIS ____ DAY OF _____, 2017.

APPROVED BY THE MINISTER OF ENVIRONMENT THIS ____ DAY OF _____, 2017.

APPROVED BY THE MINISTER OF ENERGY AND MINES THIS ____ DAY OF _____, 2017.

APPROVED BY THE MINSTER OF ENVIRONMENT THIS ____ DAY OF _____, 2017.

READ A THIRD TIME THIS ____ DAY OF _____, 2017.

ADOPTED THIS ____ DAY OF _____, 2017.

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

SOIL QUANTITY (1)	PERMIT FEE (2)	SECURITY DEPOSIT (3)	RENEWAL FEE (4)	REQUIREMENTS (5)
less than 10 m ³	none	none	N/A	Awareness of contaminated soil remediation requirements
10 - 500 m ³ or greater	\$200 base fee	\$5,000 for the first hectare of land (or portion thereof) plus \$5000 for each additional hectare or portion thereof that will have soil deposited on it	\$200	Authorised Professionals report of minimal standard or Preliminary Site Investigation level 1
500 m ³ or greater	\$200 base fee plus \$100 for every additional 100 m ³ above 500	\$10,000 for the first hectare of land (or portion thereof) plus \$5000 for each additional hectare or portion thereof that will have soil deposited on it	\$200	Authorised Professionals report of minimal standard or Preliminary Site Investigation level 2 Must be accompanied by a contaminated sites authorised professionals report

- (1) The applicant is responsible for ensuring that any conditions governing deposit of soil as defined in the *Mines Act* are adhered to.
(2) The permit fee must be provided prior to the issuance of a permit.
(3) The security deposit as defined in section 14.3, is required prior to issuance of a permit and must be renewed and in effect prior to renewal of any permit. The security deposit will continue in effect for six (6) months after the permit has expired.
(4) The renewal fee is required prior to an extension to the permit.

(5) The applicant is responsible for the obtaining and adherence to professional's reports and guidance

At the discretion of the General Manager of Planning and Development, a Contaminated Sites Approved Professionals (CSAP) report maybe requested, prior to any permit, regardless of soil volume.

**SCHEDULE "B"
SOIL DEPOSIT
APPLICATION FORM**

Application Number: _____ (to be assigned by CVRD staff)

Name: _____

Telephone: _____

email: _____

Address: _____

I/we being the registered owner(s) of: (legal description of land and PID)

hereby make application to deposit _____ cubic metres of soil onto the above mentioned property.

The purpose of the soil deposit is as follows:

The area from / upon which soil is to be deposited is as shown on the attached plan and consists of _____ hectare(s) and the maximum depth to which the soil will be deposited is _____ metre(s).

Source of soil - The soil to be deposited originates from the following parcel(s) (civic address & legal description or PID): _____

Upon approval of this application, I / we hereby guarantee to fulfill the following conditions prior to the issuance of a Soil Deposit Permit:

- Supply a Security Deposit in the amount of \$ _____ (see Schedule A for amount)
- Submit the Permit fee in the amount of \$ _____ (see Schedule A for amount)

Authorised Professional or Contaminated Sites Approved Professional certification:

I hereby certify that the soil to be deposited is not contaminated under the *Contaminated Sites Regulation*.

Signature of Professional:

Professional's Seal:

Signature of Applicant:

Date:

SCHEDULE "C"
SOIL PERMIT

FILE NO: _____

DATE: _____

Issued to the registered property owner(s):

1. This Soil Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, as well as any Provincial or Federal laws and regulations.
2. This Soil Permit applies to and only to those lands within the Regional District described below:
Civic address, if any, plus legal description (PID: xxx-xxx-xxx)
3. Authorization is hereby given for the deposit of soil in accordance with the conditions listed in Section 4, below.
4. The soil shall be deposited in compliance with the terms and conditions and provisions of this Permit and any schedules attached to this Permit shall form a part thereof.
 - a.
 - b.
 - c.
5. The following Schedules are attached:
 Schedule A – Site Plan
 Schedule B – Soil Deposition Plan
 Schedule C – Authorized Professionals Report
 Schedule D – If applicable
6. **This Permit is not a Building Permit.**

*Issuance of this permit has been authorized by Section 9.1 of CVRD Soil Deposit Bylaw No. **xxxx**.*

General Manager
Planning & Development Department

NOTE: Subject to the terms of this Permit, if the holder of this Permit does not substantially start any soil deposition within 1 year of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms and conditions of the Soil Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with _____ other than those contained in this Permit.

The holder of the permit shall at all times bear full responsibility for any accident which may occur, or damage which may be done to any person or property whatsoever, caused directly or indirectly by the work authorized by the permit, and shall save harmless and keep indemnified the Cowichan Valley Regional District from all claims and demands whatsoever in respect of the work.

Suggestions for CRVD soil permit requirements and responsibilities for soil deposit between 10 - 500 m³ and over 500 m³

PERMIT APPLICATION REQUIREMENTS

Every applicant for a permit must file with their application the following information about the parcel on which the permit area is located, as follows:

- (a) the street address;
- (b) the legal description;
- (c) a title search, and copies of all registered encumbrances, including water licenses obtained within 30 days of application;
- (d) the name of the registered owner;
- (e) the signature of the applicant and the owner if the owner is not the applicant;
- (f) the applicable security deposit and permit fees (see Schedule "A");
- (g) a plan of the property showing the location of any structures, the area where soil is to be deposited, and the access points to and from the property;
- (h) the volume of soil to be deposited;
- (i) the legal description and street address of the site from which the soil originates;
- (j) the proposed completion dates for stages of soil deposit, if applicable;
- (k) a content report of what the soil is comprised of.

For soil volumes that are 10 m³ or more in a calendar year, the applicant shall provide an Engineer's Report and site remediation plan, which address the following:

- (a) plans, drawn to a scale of not less than 1:1000, showing the existing contours with contour intervals of not more than two (2) metres; and the location of buildings or structures; watercourses, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed permit area; driveways; and ingress and egress points from the proposed permit area to a highway.
- (b) the applicant is to provide certification by a British Columbia Land Surveyor, if in the opinion of the General Manager, the nature or type of deposit requires accurate topographic information or the determination of the location of natural features, structures, services and property lines;
- (c) the proposed contours of the parcel in its final state upon completion of the permit activities with contour intervals of not more than two (2) metres;
- (d) the proposed slopes, which will be maintained upon completion of the deposit;
- (e) the method proposed to control the erosion of the banks of the soil;
- (f) the proposed completion dates for stages of deposit, if applicable;
- (g) the proposed methods to control: dust, noise, odour, smoke, vibration and visual impacts caused by the deposit on adjacent parcels, and the tracking of soil or other material onto highways;
- (h) plans to ensure that no silt seeps or flows into any watercourse, well or aquifer on, under or flowing through the parcel;
- (i) the proposed methods of drainage control and protection of connecting or nearby watercourses, wells or aquifers during the proposed deposit; and

- (j) Methods to stabilize the slopes of the soil, including any re-vegetation upon completion of the deposit.

Should it be found that soil deposited under 10m³ contains contaminants, the onus is on the applicant to remediate the soil.

If the applicant is not the owner of the parcel of land, the applicant must include with his application a signed letter from the owner of the parcel of land authorizing the applicant to carry out the works on behalf of the owner.

The applicant must supply an authorised professional's report, from both source and receiving site, showing content, locations moved from and to and any significant differences in soil composition. The permit must confirm that all relocation and transportation provisions will be adhered to.

For soil amounts from 0 – 10 m³, onus is on the applicant to ensure that the soil is free from contamination and to remediate any contamination if later uncovered.

For soil amounts from 10 – 500 m³, the Authorised professional's report must be a minimum standard of Preliminary Site Investigation level 1.

For soil amounts greater than 500 m³, the certified professional's report must be a minimum standard of Preliminary Site Investigation level 2 and must also be accompanied by a Contaminated Sites Authorised Professionals report.

At the discretion of the General Manager of Planning and Development, a Contaminated Sites Approved Professionals (CSAP) report maybe requested, prior to the issuance of any permit, regardless of soil volume.



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 19, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 19, 2017
FROM: Inspection & Enforcement Division
 Land Use Services Department
SUBJECT: Brentwood College Regatta, 2735 Mt. Baker Road – Fireworks Display
FILE: 14-A-17BE

PURPOSE/INTRODUCTION

The purpose of this report is to consider a request for a fireworks display from a floating platform adjacent to Brentwood College located at 2735 Mt. Baker Road, Mill Bay, at approximately 8:30 p.m. on Friday, April 28, 2017.

RECOMMENDED RESOLUTION

That it be recommended to the Board 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.

BACKGROUND

Bylaw Enforcement was contacted by Brentwood College Facilities on April 18, 2017, requesting a fireworks discharge permit for the Regatta event. Inspections & Enforcement is now in receipt of the permit application from Fireworks Spectaculars Canada, on behalf of Brentwood College, this includes a copy of a Certificate of Insurance for the event as well as the credentials of the applicant who will be supervising the discharging of the fireworks.

ANALYSIS

The application was submitted on April 18, 2017, from Display Supervisor, Shane Archer, Fireworks Spectaculars Canada. The applicant intends to discharge from a floating platform adjacent to the College. The request is for April 28 2017, at approximately 8:30 p.m. and estimated to be 15 minutes in duration, this will coincide with the Brentwood College Regatta. The *Fireworks Sale and Discharge Regulation Bylaw No. 39*, requires Board approval for all fireworks displays except for the dates of January 01 (New Year's Eve), July 01 (Canada Day) and October 31 (Halloween). As a result of the upcoming date to discharge, the application must be considered by the Electoral Area Services Committee at their meeting of April 19, 2017, followed by consideration of the Board on April 26, 2017. Mill Bay Fire Department has been notified and the Fire Chief has no objections at this time regarding permit approval.

There are no known farms or livestock within 500 metres of the site.

FINANCIAL CONSIDERATIONS

None.

COMMUNICATION CONSIDERATIONS

Mill Bay Fire Department has been advised of the application request and has no objections at this time. Shawnigan Lake RCMP will be notified of the event.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Referred to (upon completion):

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

Prepared by:



Rob Harris
Bylaw Enforcement Officer

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager



Mike Tippett, MCIP, RPP
A/General Manager

ATTACHMENTS:

Attachment A – Background Information to Brentwood College Regatta's Request for Fireworks Display

Rob Harris

From: Robbie MacKeen <robbie@fscfireworks.ca>
Sent: Wednesday, April 19, 2017 8:11 AM
To: 'Kayla Kulczycki'; Nino Morano
Cc: Rob Harris; 'Ian McPherson'
Subject: RE: Brentwood College - Firework Permit
Attachments: Shane Archer Fireworks Log.pdf

Hello,

Please see attached for Shane Archer's log book. Let me know if you require anything further.

Thanks,

Robbie MacKeen
Fireworks Spectaculars

From: Kayla Kulczycki [<mailto:kayla.kulczycki@brentwood.bc.ca>]
Sent: April-18-17 2:10 PM
To: nmorano@cvrd.bc.ca
Cc: rharris@cvrd.bc.ca; Ian McPherson; robbie@fscfireworks.ca
Subject: Brentwood College - Firework Permit

Hi Nino,

I spoke with Rob Harris earlier today about the Firework Permit requested for April 28, 2017. Please find the attached application along with Fireworks Spectacular's application (Part 2 will need to be completed) and their Certificate of Insurance.

Shane is working on sending his log book for a list of credentials. In the meantime here is a link to their website <http://www.fireworksspectaculars.com/>

Please let me know if there is anything else you require. Thank you for your help.

Warm regards,

Kayla Kulczycki
Facilities Assistant

Brentwood College School

Ph: (250) 743-8777 | Fax: (250) 743-8779 | Local: 8777 | www.brentwood.bc.ca | [Facebook](#) | [Twitter](#)

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SHANE ARCHER - FIREWORKS LOG

DATE	LOCATION	SHELL SIZES	FIRING	SITE	SUPERVISOR
July 1, 2007	Campbell River	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
July 21, 2007	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
November 9, 2007	Totonto, ON	Cakes, Candles, 2-5"	ELECTRONIC	CONVENTIONAL/ROOFTOP	N
June 21, 2008	Pickering, ON	Cakes, 2-5"	ELECTRONIC	CONVENTIONAL	N
July 1, 2008	Albion Hills, ON	2-5"	ELECTRONIC	CONVENTIONAL	N
October 31, 2008	Richmond, BC	Cakes, 2-4"	ELECTRONIC	CONVENTIONAL	N
May 17, 2009	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
June 30, 2009	Sidney	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
July 1, 2009	Parksville	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
November 1, 2009	Victoria	Flame effects-Propane	ELECTRONIC	CONVENTIONAL	N
May 23, 2010	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
June 30, 2010	Sidney	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	N
July 1, 2010	Parksville	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	BARGE	N
July 24, 2010	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
August 1, 2010	Ladysmith	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	N
August 2, 2010	Comox	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
August 20, 2010	Powell River	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
August 21, 2010	Parksville	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	N
October 31, 2010	Victoria	Family Product	ELECTRONIC	CONVENTIONAL	Y
May 22, 2011	Nanaimo	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	DOCK	N
July 1, 2011	Parksville	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
July 23, 2011	Nanaimo	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	DOCK	N
August 1, 2011	Comox	Cakes, Candles, 2-4"	ELECTRONIC	CONVENTIONAL	N
August 13, 2011	Parksville	Cakes, Candles, 2-6"	ELECTRONIC	BARGE	N
August 14, 2011	Ladysmith	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	N
October 31, 2011	Victoria	Family Product	ELECTRONIC	CONVENTIONAL	Y
May 20, 2012	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
June 30, 2012	Sidney	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	N
July 1, 2012	Victoria	Cakes, 2-4"	ELECTRONIC	CONVENTIONAL	N
September 15, 2012	Honeymoon Bay	Cakes, Candles, 2-5"	ELECTRONIC	CONVENTIONAL	Y
July 3-16, 2012	Calgary, AB	3", Pyro, Flame Effects-Propane	ELECTRONIC	ROOFTOP/STAGE	N

August 12, 2012	Ladysmith	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
August 17, 2012	Powell River	Cakes, Candles, 2-5"	ELECTRONIC	BARGE	N
August 18, 2012	Parksville	Cakes, Candles, 2-5", Nauticals, Saucers	ELECTRONIC	BARGE	N
October 31, 2012	Victoria	Family Product	ELECTRONIC	CONVENTIONAL	Y
May 19, 2013	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
July 1, 2013	Edmonton, AB	Cakes, Candles, 2-12"	ELECTRONIC	CONVENTIONAL	N
July 2-14, 2013	Calgary, AB	3", Pyro, Flame Effects-Propane	ELECTRONIC	ROOFTOP/STAGE	N
October 31, 2013	Victoria	Family Product	ELECTRONIC	CONVENTIONAL	Y
May 18, 2014	Nanaimo	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	DOCK	N
July 1, 2014	Canmore, AB	Cakes, 3-4"	ELECTRONIC	CONVENTIONAL	Y
July 2-13, 2014	Calgary, AB	Cakes, Candles, 2-5", Pyro, Flame Effects-Propane	ELECTRONIC	ROOFTOP/STAGE	N
July 26, 2014	Nanaimo	Cakes, Candles, 2-5"	ELECTRONIC	DOCK	N
August 3, 2014	Ladysmith	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	N
August 4, 2014	Comox	Cakes, Candles, 2-8"	ELECTRONIC	BARGE	N
August 9, 2014	Parksville	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	BARGE	N
August 29, 2014	Port Alberni	Cakes, Candles, 2-5"	ELECTRONIC	CONVENTIONAL	N
October 31, 2014	Victoria	Family Product	ELECTRONIC	CONVENTIONAL	Y
December 14, 2014	Port Alberni	Cakes/Family Product	HAND FIRED	CONVENTIONAL	Y
May 16, 2015	Nanaimo	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	DOCK	N
May 30, 2015	Qualicum Beach	Cakes, Candles, 2-5"	ELECTRONIC	CONVENTIONAL	N
July 1, 2015	Parksville	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	BARGE	Y
July 3-14, 2015	Calgary, AB	3", Pyro, Cakes, Effects-Propane	ELECTRONIC	ROOFTOP/LIFTS/STAGE	N
July 25, 2015	Nanaimo	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	DOCK	N
July 30, 2015	Ladysmith	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	BARGE	Y
October 31, 2015	Victoria	Cakes, Candles (Family)	ELECTRONIC	CONVENTIONAL	Y
December 6, 2015	Port Alberni	Cakes, Candles, Nauticals	ELECTRONIC	BARGE	Y
December 31, 2015	Calgary, AB	Cakes, Pyro, Singles	ELECTRONIC	STAGE/TIGHT ZONE	N
October 31, 2016	Victoria	Cakes, Candles (Family)	ELECTRONIC	CONVENTIONAL	Y
May 29, 2016	Nanaimo	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	BARGE	N
July 1, 2016	Parksville	Cakes, Candles, 2-6", Nauticals	ELECTRONIC	BARGE	Y
July 4-15, 2016	Calgary, AB	3", Pyro, Cakes, Effects- naphtha/white gas	ELECTRONIC	ROOFTOP/LIFTS/STAGE	N

July 27, 2016	Ladysmith	Cakes, Candles, 2-5", Nauticals	ELECTRONIC	BARGE	Y
October 31, 2016	Victoria	Cakes/Candles (Family)	ELECTRONIC	CONVENTIONAL	Y
December 4, 2016	Port Alberni	Cakes, Nauticals	ELECTRONIC	BARGE	Y
December, 29-Jan1	Calgary, AB	Outdoor Pyro, Cakes	ELECTRONIC	ROOF/STAGE/TIGHT ZONE	N
February 26, 2017	Nanaimo	Cakes, Candles, Nauticals	ELECTRONIC	BARGE	N



SCHEDULE "A"
To CVRD Bylaw No. 3633

FIREWORKS DISCHARGE PERMIT

LOCATION: Brentwood College School - 2735 Mt. Baker Rd Mill Bay

DATE: * April 28, 2017 ≈ 8:30 pm

*Date must be January 1st, July 1st, or October 31st – Special request dates must be approved by the CVRD Board.

*July 1st date may be subject to LOCAL FIRE DEPARTMENT APPROVAL

Fireworks may be discharged only between the hours of 6:00 pm and 12:00 midnight on July 1st or October 31st, and on January 1st between 12:00 midnight and 1:00 am.

I, SHANE ARCHER C/O FIREWORKS SPECTACULARS, have read and understand the contents of CVRD Fireworks Sale and Discharge Regulation Bylaw No. 39, and amendments, and the Fireworks Safety Awareness Information package, available at the CVRD office. I am over 19 years of age and assume responsibility for the discharge of fireworks on the date and at the location noted above. I acknowledge that fireworks are not to be discharged within 500 metres of livestock.

Name: (print) SHANE ARCHER Date: APRIL 18, 2017

(signature)

email: robby@fscfireworks.ca phone: 403-936-4540

This Permit is approved by: _____
CVRD Bylaw Enforcement Officer

Date: _____

Note: The RCMP and local Fire Department will be notified of the above event.

Fireworks Spectaculars Canada Ltd.

Box 188
Langdon, AB., T0J 1X0
Ph.: 403-936-4540
Fax: 403-936-4546

Application to Purchase and Display Fireworks

Part 1 - Application by Fireworks Supervisor

Name: SHANE ARCHER

Address: BOX 188, LANGDON AB, T0J 1X0

Telephone: 250-686-9229 Fax: 403-936-4546

Fireworks Card# D29954 Endorsements: FLOATING PLATFORM

Expiry Date: MAY 2020

Sponsoring Agency: BRENTWOOD COLLEGE SCHOOL

Address: 2735 MOUNT BAKER ROAD, MILL BAY BC, V0R 2P1

Contact Person: IAN MCPHERSON Phone: 250-743-5521 (EXT. 8464)

Location of Display: BRENTWOOD COLLEGE SCHOOL

Date and Hour of Display: APRIL 28, 2017 TIME AROUND 8:30 PM

Rain Date (if Applicable): N/A

Proof of Insurance: Policy#FIRE200, Lloyd's of London, \$5,000,000.00

Part 2 Approval by Local Authority Having Jurisdiction

The applicant has complied with local requirements and has permission to hold a fireworks display or pyrotechnics display as the case may be at the location and date mentioned above.

Name of Authorizing Officer: _____

Title: _____

Municipality (Town or City) _____

Signature: _____ Date: _____

Comments: _____



J.T. Insurance Services

CERTIFICATE OF INSURANCE

Main Floor, London Place, 1177 Hornby Street, Vancouver, B.C. Canada V6Z 2E9 Telephone: (604) 684-7291 Facsimile: (604) 684-6300

Certificate Number: JTFIRESPE-01

Certificate Issue to: Fireworks Spectaculars Canada

Description: Firework Displays & Distributing **Premium/Fee:** As Agreed

Name of Insured: Fireworks Spectaculars Canada

Effective Date: April 28, 2017

Both dates 12:01 A.M. Standard Time at the address of the Named Insured, as stipulated here in.

Expiry Date: April 29, 2017

Covering: \$5,000,000 Commercial General Liability
Consisting of \$2,000,000 Commercial General Liability
and \$3,000,000 Excess Liability

Venue: Brentwood College School Regatta
Mill Bay, BC

Date: April 28, 2017

Additional Insured: Brentwood College School

but only with respect to liability arising out of the operations of the Named Insured covered by the policy

Subject otherwise to the usual printed clauses and conditions on the Policy(s) of the Underwriters and/or Companies with whom insurance is effected. This document is evidence the insurance described above has been effected, against which Underwriters Certificates or Policy(s) will be duly issued. Immediate advice must be given of any discrepancies, inaccuracies or necessary changes. This summary is issued for convenient reference only. Please consult policy(s) for details of coverage.

ISSUE DATE: April 18, 2017

E&OE

J.T. INSURANCE SERVICES (CANADA), INC.

Per: 
Authorized Representative



Service des Explosifs / Explosives Services

D29954

Superviseur/Endorsements
Supervisor/Endorsements

Archer

Archer

La certification et les normes de sécurité du Manuel de l'artificier sont des conditions aux termes de la Loi sur les explosifs (S.7).



La certification et les normes de sécurité du Manuel de l'artificier sont des conditions aux termes de la Loi sur les explosifs (S.7).

Chief Inspector of Explosives
Inspecteur en chef des explosifs

May/Mai 2020
Expiry/Expire

**Supervisor/
Mentions**

Artificier/mentions

The holder of this certificate is
authorized to set up and fire
fireworks displays in accordance
with the regulations set in the
Fireworks Manual.

Le détenteur de ce certificat est
autorisé à monter et à faire la mise
à feu de feux d'artifice selon les
dispositions décrites dans le
Manuel de l'artificier.

Locations:
On Nautical Effects
On Platform Rooftop, Bridge, Flatbed

[Handwritten Signature]



APR 19 2017

COWICHAN VALLEY REGIONAL DISTRICT

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS) Finance Division

Submitted by Director KVAN Area I

Grantee: _____ Grant Amount \$ 500.-

NAME: Cowichan Valley Community Radio Society

ADDRESS: Box 275 Lake Cowichan BC V0R 2G0

Contact Phone No: 250 932 9000

PURPOSE OF GRANT: Summer Nights events

REQUESTED BY: [Signature]
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1956-0326-118</u>	<u>500.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

VENDOR NO. _____

Disposition of Cheque:

Mail to above address: _____

Return to _____

Attach to letter from _____

Other _____

Approval at Regional Board Meeting of _____

Finance Authorization _____



Cowichan Valley Community Radio Society Box 275 Lake Cowichan BC VOR 2G0 250-932-9000

27 March, 2017

Klaus Kuhn,
CVRD Area I Director

Dear Klaus

2017 is year seven for the popular cultural and musical event Summer Nights!

The volunteers and Board of Directors at Radio Cowichan want to take this opportunity to thank you for your past support. This is also an opportune time to announce that Cowichan Valley Resident and Music Teacher, Mary Egan, will once again be the talent co-ordinator and MC for Summer Nights 2017. We are also planning on holding Summer Nights at Saywell Park this year.

Summer Nights has acquired a reputation as one of most popular community events held in the upper Cowichan Valley over the last seven years. We feel this is a great investment in art, and culture made possible in a large part by your generous donation from Area I.

We are therefore requesting you to consider a \$500.00 grant to help us defray operating costs and the cost of providing entertainers for Summer Nights 2017.

Sincerely

Gordon Davidson
Chair – Cowichan Valley Community Radio Society
CICV – RADIO COWICHAN

giddcove@gmail.com



COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director KUHN Area 1

Grantee: _____ Grant Amount \$ 500.-

NAME: Lake Cowichan School

ADDRESS: 190 Banks Shore Rd. Lake Cowichan VOR 2G0

Contact Phone No: 749 6634

PURPOSE OF GRANT: Scholarship

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0324-118</u>	<u>500.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

**LAKE COWICHAN SCHOOL (LCS)
190 SOUTH SHORE ROAD
BOX 40
LAKE COWICHAN, BC V0R 2G0
Tel (250)749-6634 Fax (250)749-6222**

January 18, 2017

Klaus Khun

Director - Area I
C.V.R.D.
175 Ingram St
Duncan, BC V9L 1N8

Dear Klaus Khun

In the past, your organization has come forward to offer scholarship / bursary money to deserving graduates at Lake Cowichan School to pursue post-secondary education. Many thanks for your past contributions toward our Scholarship and Bursary Program. As we prepare to offer scholarships and bursaries for the Graduating Class of 2017, we ask that you review, confirm and update the information on the attached sheet.

Applications will be processed and sent to you for selection, or applications will be forwarded to the LCS Scholarship committee for selection, depending on your choice.

If you require a special application form, please include that with your confirmation. Where possible, we request that you email it to us in WORD format so we are able to offer it to students in a way that allows them to enter their information directly on your form.

IMPORTANT DATES

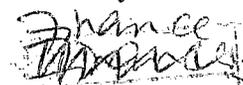
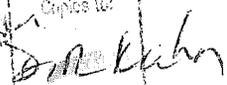
- | | |
|---------------------|--|
| Friday, February 17 | Return attached confirmation form to LCS |
| Friday, April 7 | Student application packages sent to you |
| Friday, May 5 | Submit names of recipients to LCS as well who will be attending awards night to present award (if attending) |
| Thursday, June 1 | Awards Night |

Please return the attached confirmation form to Tara Brooks by Friday, February 17th by fax to 250-749-6222 or by email to lcscounsec@sd79.bc.ca SUBJECT: Scholarships & Bursaries. You can also confirm by telephone at 250-749-6634.

Thank you for your time and commitment to the young people of our community and their future education. If you require more information please contact me any time.

Yours truly,


Mr. Jaime Doyle
Principal


Copies to:





COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREAS)

Submitted by Director KUHN Area I

Grantee: _____ Grant Amount \$ 7500

NAME: Cowichan Lake District Member of Council

ADDRESS: Box 824 Lake Cowichan

Contact Phone No: 749 3244

PURPOSE OF GRANT: Visitor Centre

REQUESTED BY: [Signature]
Director Requesting Grant

ACCOUNT NO.	AMOUNT	GST CODE
<u>01-2-1950-0144-118</u>	<u>7500.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

VENDOR NO. _____

Disposition of Cheque:

Mail to above address: _____

Return to _____

Attach to letter from _____

Other _____

Approval at Regional Board Meeting of _____

Finance Authorization _____



COWICHAN LAKE DISTRICT

Chamber of Commerce

Box 824, Lake Cowichan, B.C. V0R 2G0
 Visitor Centre: (250) 749-3244 Fax: (250) 749-0187
 Email: lcchamber@shaw.ca

January 2, 2017

Klaus Kuhn – CVRD Area I Director
 c/o CVRD
 175 Ingram Street,
 Duncan, B.C.
 V9L 1N8

Re: CVRD 2017 Visitor Centre Funding Request

The Cowichan Lake District Chamber of Commerce would like to thank Area F for \$7500 and Area I for \$7500 of funding received in 2016 for the Cowichan Lake District Chamber of Commerce Visitor/Business Centre. The Cowichan Lake Visitor/Business Centre plays an integral role as the primary point of contact to the Cowichan Lake area for greeting tourists from around the world. Our staff and volunteers provide a professional, well informed information package and bring together the beauty of our Lake and River areas for all who visit our extraordinary region.

In 2016, the Visitor Centre received an increase of 0.1% in visitors over the previous year. We again completed the year at high numbers of 42,878 visitors for 2016 compared to the 42,819 in 2015. The other sources of funding are through Chamber advertisements on the Kiosk Boards, our Chamber fundraising events that we host in the area, the Town of Lake Cowichan, and Destination BC.

The cost to run the Visitor Centre in 2016 was \$52,539.40. By the end of 2016, the total amount of dollars that we received from CVRD Areas F and I, the Town of Lake Cowichan, and Destination BC was \$40,000. Through the Chamber advertising sales and fundraising events the Cowichan Lake District Chamber of Commerce subsidised the remaining funds of \$12,539.40 to the Visitor Centre, in order to retain the students over the summer \$5,000 of the subsidy went towards the student wages to bring them up over minimum wage.

We are requesting that Area F and Area I continue to support the Cowichan Lake District Chamber of Commerce for a total of \$15,000.00 (\$7500.00 from each Area), to assist in the operation of the Cowichan Lake Visitor/Business Centre for 2017. These funds will allow us to continue to provide exceptional service as we showcase the Cowichan Lake region to our visitors through the front line staff.

Thank you for your consideration and support.

Sincerely

Jim Humphrey
 President