

#### **ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA**

### WEDNESDAY, FEBRUARY 15, 2017 BOARD ROOM 175 INGRAM STREET, DUNCAN, BC

### ITEM R1 AT 10:00 AM - ALL OTHER BUSINESS AT 1:30 PM

		10:00 AM	<u>Page</u>
1.	APP	PROVAL OF AGENDA	
	1	R1 Innova Strategy Group Wastewater Utility Review and Assessment Report - Committee Report from Water Management Division	1
		Recommendation For information.	
		CLOSED SESSION IMMEDIATELY FOLLOWING ITEM R1 AT 11:45 AM	
2.	CLC	OSED SESSION	
	acco	on that the Closed Session Agenda be approved, and that the meeting be closed to the rdance with the <i>Community Charter</i> Part 4, Division 3, Section 90, subsections as rdance with each agenda item.	
	CS	M1 - Closed Session Electoral Area Services Committee Minutes of January 18, 2017	
	CS	R1 - Verbal Report from Water Management Division Re: Employee Relations {Sub(1)(c)}	
		1·30 pm	

#### 1:30 PM

### 3. ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of January 18, 2017

181

Recommendation That the Minutes of the Electoral Area Services Committee meeting of January 18, 2017, be adopted

#### 4. BUSINESS ARISING FROM THE MINUTES

#### 5. **DELEGATIONS** D1 Jill Thompson, Cowichan Station Area Association, Re: Cowichan Station Area 189 Association's Koksilah Working Group's Ecosystem Based Analysis of the Koksilah Watershed 6. CORRESPONDENCE C1 Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Frances Kelsey 191 Secondary School C2 Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Shawnigan Cobble Hill 193 Farmers Institute C3 Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Shawnigan Cobble Hill 195 Farmers Institute Grant-in-Aid Reguest, Electoral Area D - Cowichan Bay, Re: One Cowichan C4 197 C5 Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Station 199 Area Association C6 Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Land 203 Trust C7 Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Frances Kelsey 205 Secondary School C8 Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan 207 Secondary School C9 Grant-in-Aid Request, Electoral Area D - Cowichan Bay, Re: Cowichan Spirit of 209 Women C10 Grant-in-Aid Request, Electoral Area G - Saltair/Gulf Islands, Re: Nanaimo-211 Ladysmith Schools Foundation 7. **INFORMATION** IN1 1. Area B - Advisory Planning Commission Minutes - October 6, 2016; 213 2. Area E - Advisory Planning Commission Minutes - January 10, 2017; 3. Area A - Parks Commission Minutes - November 10, 2016; 4. Area A - Parks Commission Minutes - January 12, 2017; 5. Area C - Parks Commission Minutes - December 5, 2016; and 6. Area D - Parks Commission Minutes - November 21, 2016. **Recommendation** For information. IN2 Letter dated February 4, 2017, from David Bain, Festival Director, 225

**Recommendation** For information.

Rock of the Woods

8.

IN3	2016 Census		227
	Recommendation	For information.	
REPO	<u>ORTS</u>		
R1	Application No. 10-A-16DP-VAF Development Services Division	R (2961 Church Way) - Committee Report from	229
	Recommendation	That it be recommended to the Board: 1. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 not be varied to allow the use of pavers for the required disability parking stall; 2. That Development Permit with Variance Application No. 10-A-16DP/VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation; and 3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510	
R2	• •	s 027-501-647, 027-501-663, 027-501-671 and rt from Development Services Division	255
	Recommendation	For direction.	
R3	Amendment to Subdivision Service Community & Regional Planning	ricing Bylaw No. 1215 - Committee Report from Division	345
	Recommendation	That the amendment bylaw for Subdivision Servicing Bylaw No. 1215 be considered for 3 <sup>rd</sup> Reading.	
R4	Cowichan Valley Trail - Ida Roa Committee Report from Parks &	d Trail Access Permit to Construct Application - Trails Division	377
	Recommendation	That it be recommended to the Board that a Permit to Construct with the Province of British Columbia be approved for the Cowichan Valley Trail – Ida Road Public Trail Access within the West Shawnigan Lake Road right of way.	

R5	Fisher Road Park Traffic Safety from Parks & Trails Division	y Engineering Assessment - Committee Report	381
	Recommendation	That a meeting be organized with relevant stakeholders including School District No. 79, the Ecole Cobble Hill PAC and Ministry of Transportation and Infrastructure to review the findings and recommendations of the Fisher Road Park traffic safety and technical solutions engineering assessment.	
R6	Fencing Requirement for Phase from Development Services Divis	3 of Inwood Creek Estates - Committee Report sion	395
	Recommendation	That staff be directed to use security provided by the developer of Phase 3 of Inwood Creek Estates for park boundary fencing to reimburse individual lot owners as outlined in the Development Services Division Manager's report of February 3, 2017.	
R7	Work Program 2017 - Committe Division	ee Report from Community & Regional Planning	399
	Recommendation	For information.	
R8	December, 2016, Year End Build Blackmore, Manager, Inspections	ling Report - Verbal Report from Robert s & Enforcement Division	403
	Recommendation	For information.	
R9	Soil Deposit Bylaw - Committee I	Report from Inspection & Enforcement Division	409
	Recommendation	For information.	
R10	Saltair Water System - Sale of C - Committee Report from Water I	VRD Owned Property in Electoral Area G, Saltair Management Division	413
	Recommendation	That it be recommended to the Board to:  1. The property be deemed surplus and an application be initiated to rezone from P-2 to R-2;  2. Upon completion of rezoning, approve the sale of Lot 9, Plan VIP 5645, District Lot 32, Oyster Land District, located in Electoral Area G Saltair at fair market value with the proceeds deposited into the Saltair Water System Capital Reserves;  3. Retain a realtor who will work on behalf of the Regional District.	

R11 Twin Cedars Sewer System - Cedars Center Request for Inclusion - Committee 417 Report from Water Management Division

#### Recommendation

That it be recommended to the Board: 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Twin Cedars System service area be received. 2. That CVRD Bylaw No. 2871 - Twin Cedars Sewer System Service Establishment Bylaw, 2006 be amended to include the property described as PID 026-889-749, Lot 3, Section 14 & 15, Rage 5 & 6, Plan VIP 81819, Shawnigan District. 3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.

R12 Shawnigan Lake North Water - Capital Upgrade Pipe Replacement - Committee 425 Report from Water Management Division

#### Recommendation

That the Shawnigan Lake North Water 2017 budget be amended to increase the Engineering Structures Capital by \$120,000 to be funded by \$66,000 Operating Reserves and \$54,000 Transfer from Gas Tax Reserves (Phase 2).

R13 Volunteer Fire Rescue Internal Mutual Aid Policy - Committee Report from Public 429 Safety Division

#### Recommendation

That it be recommended to the Board that the Volunteer Fire Rescue Internal Mutual Aid Policy attached to the February 6, 2017 Public Safety Division report, be adopted.

R14 Directors Report from Director A. Nicholson, Electoral E - Cowichan 435 Station/Sahtlam/Glenora, Re: Koksilah Watershed Ecosystem Based Analysis

#### **Recommendation** That it be recommended to the Board:

- That the Community Works Fund allocations for Area B include \$15,000 and for Area E \$10,000 for the Koksilah Watershed Ecosystem-based Analysis Project as a contribution to the Cowichan Station Area Association; and
- That the Cowichan Station Area Association be granted approval to pursue a sole source award to the Silva Forest Foundation with these funds for the project.

#### 9. UNFINISHED BUSINESS

UB1 Directors Report from Director M. Clement, Electoral Area C - Cobble Hill, Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences (referred from January 18, 2017, Electoral Area Services Committee meeting)

437

**Recommendation** That it be recommended to the Board that staff draft a policy to allow more flexibility in Directors to access training and workshop

funding.

UB2 Gas Tax - Community Works Fund Project Allocations for 2017 - Committee Report from General Manager, Engineering Services Department (referred from January 18, 2017, Electoral Area Services Committee meeting)

439

Recommendation That it be recommended to the Board that

the 2017 Community Works Funds be allocated to the electoral area projects identified in the February 3, 2017 Engineering Services Department report.

UB3 Community Parks Advisory Commissions Establishment - Committee Report from Legislative Services Division (referred from January 18, 2017, Electoral Area Services Committee meeting)

461

Recommendation

That Community Parks Advisory Commissions Bylaw No. 4066 be forwarded to the Board for consideration of first three readings and adoption.

- 10. NEW BUSINESS
- 11. QUESTION PERIOD
- 12. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, March 1, 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. Furstenau Director L. lannidinardo Director K. Kuhn Director A. Nicholson



# STAFF REPORT TO COMMITTEE

DATE OF REPORT January 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Water Management Division

**Engineering Services Department** 

SUBJECT: Innova Strategy Group Wastewater Utility Review and Assessment

Report

**FILE:** 0540-20-EAS

#### **PURPOSE/INTRODUCTION**

The purpose of this report is that Innova Strategy Group has completed their Water and Wastewater Utility Review and Assessment report on the CVRD's 35 sewer and water utilities. Kevin Ramsay of Innova will be presenting the findings of their work and providing recommendations for future action. There will be substantial time set aside for questions of the EAS committee.

#### RECOMMENDED RESOLUTION

For Information

#### **BACKGROUND**

Innova Strategy Group were retained by the CVRD to carry out the Water and Wastewater Utility Review and Assessment for the CVRD's 35 sewer and water utilities. Their work is complete and their findings and recommendations are hereby presented.

#### **ANALYSIS**

At this point staff has received the report. A careful review and consideration of the findings and many recommendations is required in order for staff to present a more detailed plan for implementation.

#### **FINANCIAL CONSIDERATIONS**

Costs for the work of \$82,000 were paid through function 576 which is allocated to all utility budgets.

#### **COMMUNICATION CONSIDERATIONS**

An extensive public survey and interviews with customers were an integral part of the review and assessment process. Participants in the interviews have been invited to attend the EASC meeting.

The finalized report will be posted on the CVRD's website.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Reliable Essential Service

Referred to (upon completion):

☐ Community Services (Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)

Engineering Services (Environmental Ser Waste Management)	sources, Legislative Services, Information Technology) rvices, Capital Projects, Water Management, Recycling & ommunity & Regional Planning, Development Services, oment, Parks & Trails)
Prepared by:	Reviewed by:
Brian Dennison, P. Eng	Select DM Name Here
Manager	Select DM Title Here  Harnid Hatami, P. Eng. General Manager

### **ATTACHMENTS:**

Attachment A – Water & Wastewater Utilities Review Attachment B –





# Assessment and Report Prepared by the INNOVA Strategy Group





### 1. Executive Summary

The Cowichan Valley Regional District (CVRD) Water & Wastewater Utilities Review and Assessment (RFP No. ES-016-16) was conducted by the Innova Strategy Group (Innova) in the fall of 2016. The review included an assessment and detailed examination of the challenge of managing and operating 35 water and wastewater utilities within a Regional District context. This report provides recommendations on the management and operations of the utilities; changes to the relationships with utility users/residents; and provides options for changes to the overall governance of existing and potential future utilities.

Throughout Canada and British Columbia, existing small water and wastewater utilities struggle to provide safe and reliable drinking water and environmentally sound and sustainable wastewater treatment. Major challenges include inadequate supply, inadequate funding, inability to achieve appropriate economies of scale, inability to meet drinking water quality guidelines, inability to meet discharge regulations, complex utility designs that are difficult to maintain, remote locations with poor access to materials and services, lack of qualified staff, aging infrastructure, and in some cases the inability to meet existing and future demand.

The CVRD is faced with many of these same challenges, and are consistent with the nation-wide problem of utility infrastructure management, operations and renewal. This review has identified numerous improvements that may be implemented over the coming years, however, there are four primary performance areas that require immediate attention to ensure that CVRD provides optimum value to stakeholders and utility users.

#### 1.1. Planning for Growth

There is a significant lack of long range planning linking growth, operational efficiency, and financial sustainability. The CVRD manages eight electoral area official community plans and there is a distinct lack of strategic planning for the services that support projected growth through each Official Community Plan (OCP). Linking the OCP with operational and financial objectives will ensure that political decisions are made considering long-term goals and objectives. This strategic integration will lead to significant cost savings to the utility users within the CVRD. Specifically, it is recommended that the following plans be systematically completed within the next two or three years, in the following order:

**Asset Condition Assessment** - A comprehensive utility condition assessment will provide detailed costs of the ongoing replacement and maintenance of each utility's assets, allowing for appropriate apportionment of costs.

Long Range Strategic Financial Plan - Long-term financial strategies must be developed that consider the balance between growth, asset replacement, operations, and finances. These plans must ensure financial sustainability for many years to come. Expected outcomes of the plan will include external government funding strategies, internal funding strategies, Development Cost Charge (DCC) opportunities, and other comprehensive financial solutions.



Long Range Regional Utility Plan - Each water and wastewater utility must have a long-term plan for upgrades, expansion to support growth, and replacement of infrastructure as it approaches the end of its' lifecycle. Any expansion of existing utilities, inclusion of new utilities, replacement of existing infrastructure, and growth related improvements need to be considered in the context of the OCP. Consideration of planning Smart Growth principles for development approvals along with a long-term goal for amalgamation of utilities will lead to more cost-effective management of all utilities. This is based on the core principle that the larger the utility, the lower the individual user cost.

#### 1.2. Governance

The current CVRD utility governance model and subdivision approving authorities do not support the goals and objectives of elected officials, staff, and, most importantly, the utility users. It has become extremely difficult to effectively manage the expectations of utility users through the current disjointed model that essentially provides authority and leadership through the Electoral Area Services Committee. It is also a challenge to manage growth without jurisdiction. There are two recommendations for changes to governance in the CVRD:

**Establish a Utility Commission** – There should be strong consideration given to the creation of a water commission, a wastewater commission or a utilities commission to govern water and wastewater issues in the region. The commission should have clear terms of reference to ensure that any recommendations presented to the CVRD Board consider the best interest of the CVRD as a whole, not of individual users or individual user groups. Terms of reference should also include a commission candidate profile supporting professional industry experts, not specific community advocates. This would support the long-term goals of amalgamating water and wastewater utilities and ensuring that all new utilities are acceptable to overarching plans and objectives.

**Establish CVRD Approval of Subdivisions** – Within CVRD, subdivisions, and their utility infrastructure, are currently approved by the Ministry of Transportation and Infrastructure (MOTI). The CVRD has the ability, and would gain immense value, in taking over the role of approving authority for subdivisions. This change will ensure adherence to CVRD goals, objectives, and Smart Growth Principles.

#### 1.3. Financial Sustainability

Financial sustainability is a core principle for ensuring safe water and wastewater treatment and distribution, to ensure continued protection of public health and the environment. Financial sustainability includes providing appropriate funding for operating and maintaining water and wastewater utilities as well as proactively planning to ensure there will be funds to renew and replace utilities as they come to the end of their useful life.

The federal and provincial governments recognize the overall local government asset replacement deficit and have allocated substantial funding to assist with renewal, however, the total allocation is less than 10% of the overall funding required across Canada. Local governments will continue to carry the financial responsibilities to maintain their water & wastewater infrastructure.

6



The majority of the 35 CVRD utilities are not collecting enough funds to be sustainable. Overall, a 67% increase in revenue is required to generate the required funds for long term capital upgrades, refurbishment, and replacement of infrastructure. The following components will be critical to achieving financial sustainability:

Increase Rates – Based on individual system asset condition assessments, increase rates either in full, or incrementally, to reach a financial steady-state for each utility. Ensure users understand the precise allocations including separation of operations and asset replacement funding required. This will be very challenging for the smaller utility systems with some facing a 200% increase in rates to achieve sustainability.

**Determine Alternate Funding Sources** – Seek every opportunity to leverage federal and provincial funding to support capital replacement and improvements. Consider the use of regional gas tax funding to assist with immediate utility deficits.

**Optimize CVRD Utility Operations** – Based on the findings of this report and through continuous improvement, ensure operations are efficient and cost-effective throughout the CVRD. There is an immediate opportunity to increase productivity and capacity through the following specific measures:

- Consolidate utilities whenever possible
- Include a qualified trades electrician/instrumentation technician in the existing operations staff roster
- Develop Standard Operating Procedures (SOP's)
- Increase the use of technology to monitor, measure and manage utilities (system integration, digital work processes, asset management, GIS, Open Data, mobile solutions, etc.).

**Report Budget Impacts** – This report contains recommendations that both can be implemented within the existing CVRD resource and budget framework while others will require additional resources. The CVRD and its governance stakeholders will need to review the financial impacts of the multi-utility model, fees and existing budgets in order to provide additional resources required to execute fully on these recommendations. Without these budget increases the CVRD will not be capable of delivering the changes required nor the services expected by users.

#### 1.4. Communications & Relationships

The CVRD water and wastewater utility communications and relationship management has not generally met the expectations of utility users for several years. This is because of a very high number of distinct utility user groups, the existing multiple utility model, and a lack of staff capacity to deliver effective communications throughout the CVRD. Communications and renewed relationships can be corrected through a review of best practices and the implementation of an overall communication and relationship strategy that should be commenced immediately. Key components to include:

**Stakeholder Engagement & Relations** – CVRD staff, elected officials, utility customers, Provincial / Federal agencies, and advocacy groups will benefit from stakeholder engagement & relations strategies to ensure healthy relationships and optimum financial outcomes. This strategy should



define new ways to engage the utility customers and build relationships based on information and trust.

**New and improved Communication Channels** (website improvements, digital and social media, traditional print, radio, TV, regular mail vs email, etc.). These strategies should define new ways to engage the utility customers and ensure they have the appropriate amount of information at the right time.

**Open Government** – Expand on initial open government and open data offerings to provide enhanced transparency on information sharing/reporting.

**Internal Communications** – Enhancing existing internal communications will ensure that staff involved with water and wastewater utilities are educated and aligned in their approach.

Of all these issues, the most difficult challenge facing CVRD is setting utility rates at a steady-state level. Although rates vary considerably in British Columbia, a recent Ipsos Reid survey (2015 BCWWA) concluded that households in British Columbia are currently paying approximately \$500 per year for both water and wastewater services (note that many of these respondents only use one of the two utility services). The survey respondents also indicated they would be willing to pay \$1,032 per year for clean, safe drinking water and \$1,008 per year for reliable wastewater disposal services.

The proposed rate increases vary from a 9% decrease in rates to a 255% increase. Yearly rates will be required to be set at a range of \$392 to \$2,732 per year with an average for water of \$947 / household and \$844 / household for wastewater services. The proposed rates identified in this report are based on the best information available however, each utility must have a detailed condition assessment performed to provide greater accuracy and predictability in the future. No matter which level of detail is used, there is no doubt that the utilities are generally grossly underfunded and have been that way for decades. For many years rates were set based on incomplete information and significant pressure from user groups, political interests, and others. This has created a backlog of work, limited asset replacement funds, and poor preventative maintenance practices. In order to ensure reliable drinking water and wastewater disposal in the future, difficult decisions will have to be made on the implementation of accurate, fulsome and balanced utility rates. Without these changes, communities will not have the benefit of safe drinking water and environmentally sound wastewater disposal.

The CVRD is a generally a well-run organization with dedicated staff, dedicated elected officials, and a vibrant and exciting future. Improvement to planning, governance, financial sustainability and communications will ensure that the CVRD continues to prosper for years to come. Although the implementation of these recommendations will take effort, courage and funding, the CVRD will be seen as leaders in the province of British Columbia.



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#### 2. BACKGROUND

#### 2.1. OBJECTIVES & APPROACH

The Cowichan Valley Regional District (CVRD) Water & Wastewater Utilities Review and Assessment was conducted by the Innova Strategy Group in the fall of 2016. The review included an examination and assessment of the overall management and operation of the current 35 water and wastewater utilities within the CVRD responsibility. Consideration was also given to the impact of possible additional utilities joining the CVRD management in the future.

The review objectives were developed with the understanding that the CVRD is faced with significant current and future challenges with managing a geographically diverse region with operationally independent utilities, often resulting in a more expensive utility model. There are significant local interests, political context and community energy that has and will continue to influence decisions regarding future utility servicing arrangements. It is critical that the CVRD understand the long-term challenges with maintaining existing utilities and/or adding utilities to its current inventory.

This review is intended to provide accurate data and forecasting to ensure the CVRD staff and the Board have the required information to make evidence-based decisions on the future governance and operations of the water and wastewater utilities in the CVRD. Although these decisions may be politically challenging, in the absence of data and/or options, staff and the Board cannot provide constituents with defensible arguments on any decision.

This review is intended to provide the findings and recommendations required for staff to recommend to the Board immediate changes to the operation, financial structure and funding requirements. The report will also provide viable options and rationale for future decisions on adding new and/or existing private utilities to the CVRD.

#### 2.1.1. SCOPE

The CVRD's original proposal (RFP #ES-016-16) prescribed the following scope of works:

- Identify and gather necessary background information (Engineering reports, financial reports, drawings, maps, Island Health reports, etc.)
- Site visits to CVRD utilities
- Meetings with utility stakeholders
- Meetings with the Electoral Area Services Committee
- Meetings with Engineering, Finance and Administrative staff
- Final report presented to the Electoral Area Services Committee



#### 2.1.2. APPROACH

The project team's approach included research, interviews, consultation, and collaboration.

Based on the end of project deliverables, the specific project methodology included the following:

- Review of existing materials, including: existing CVRD services (age, takeover date, financial overview, deficiencies, emergency plans, compliance records, etc.); CVRD water and wastewater historical financial information; CVRD utility customer complaints; private utilities requesting takeover; and, CVRD utilities that may come with new development.
- Review of best practices included a survey and research with all regional districts in British
  Columbia and across Canada who are faced with the same challenges with small utilities.
  Emphasis was on the potential for viable governance options that could be appropriate for
  CVRD in the future.
- Evaluation of the physical attributes included 31 on-site utility reviews concentrating on the current physical state and operational conditions and challenges.
- Evaluation of operational effectiveness included a formal municipal service assessment (core service review) involving 37 individual interviews with operators, supervisors, managers, and CVRD staff involved with the wastewater and water operations. Industry best practices and statutory requirements were measured against the operations of the utilities.
- Evaluation of relationships included 17 interviews with utility users, Ministry of Environment Staff, Ministry of Transportation & Infrastructure staff, the Island Health Medical Health Officer, Engineering consultants, private sector Utility Operators, First Nations operators, and a comprehensive online survey made available to over 6200 customers and stakeholders. There were 710 responses for a response rate of 11.5%.
- Analysis of all operational and financial data for all 35 utilities and the development of a performance dashboard of each individual utility including: expected time to failure for each individual utility; risk analysis of existing and possible future utilities; asset replacement schedules; impacts from expected regulatory changes; and, impacts from expected demographic changes.
- Analysis of governance options considering: alternative service delivery models; alternate
  cost recovery models for existing utilities; criteria for new utility inclusion; utility
  acquisition process and standards; and, communications and engagement.



#### 2.1.3. THE TEAM

The Innova team for this review consists of five consultants with a variety of expertise and experience. Consultant profiles are provided in Appendix I.

- 1. Kevin Ramsay
- 2. Kehl Petersen
- 3. Darcy Dragonetti
- 4. Mike Ippen
- 5. Brian Barnett

Key attributes of the team include:

- Over 140 years of local government experience,
  - Leadership in utility management and operation,
  - Leadership in organizational change management,
  - Leadership in local government,
- Team members have conducted over 20 government core service reviews over the past 10 years, including 7 involving water and wastewater utilities,
- Three member of the team have instructed thousands of water and wastewater operators in Alberta, Yukon and BC.

#### 2.1.4. REVIEW CATEGORIES

The following categories were used for structuring the examinations and reporting for the review:

- A. **LEADERSHIP, STRATEGY & PLANNING** Regional growth, utility long-term planning, funding models, asset management, technology, policy.
- B. FINANCIAL SUSTAINABILITY Financial management, budgeting, cost allocations, fees.
- C. **GOVERNANCE** Structure, accountability, authority.
- D. **OPERATIONAL, TECHNICAL & SERVICE DELIVERY** Water & wastewater utilities, capacity, response, regulatory compliance, environmental, maintenance services, health & safety, work processes (work orders), procedures, issue management, project management, budgeting & accounting, funding, and emergency management.
- E. **COMMUNICATION & RELATIONSHIPS** Information, notifications, input & feedback, relationships and overall communication.
- F. **PEOPLE & STRUCTURE** CVRD staff engagement, performance, development, roles, and responsibilities.



#### 2.1.5. REVIEW SURVEY

The 2016 Cowichan Valley Regional District Water & Wastewater Utilities Review Survey was designed to provide information about how the CVRD's customers, regulators, partners and employees perceived the quality of service that CVRD provides. This information was in addition to the one-on-one interviews and group input sessions. Participants of the interviews and groups sessions were invited to participate in the survey as well.

This anonymous online survey was administered by the Innova Strategy Group and was opened to responses on October 22nd, 2016. The survey results in this report were extracted on November 24, 2016. Of the potential 6803 CVRD stakeholders, 710 participated in the survey for an overall response rate of 11.4%.

Participation in this survey was limited to those who received notice of the survey. The survey notification process included:

#### 1. Email invitations to:

- CVRD Electoral Directors with a request to pass on to residents in their area.
- Electoral Area Residents as invited by the CVRD Electoral Directors via direct email.
- CVRD Employees
- CVRD Regulatory agency representatives

#### 2. Public Notifications:

- Notice on the CVRD Website with link to survey
- Paper copies of survey printed for public meetings for those who do not have access to online.
- Paper notices at CVRD reception desk

A summary of the survey results is located in the Communications & Relationships section of the report Findings and Recommendations.

The full survey result report is available in Appendix D.



Mesachie Lake, Cowichan Valley, BC, Canada, Taken October 11, 2010 by Will Brown, Creative Commons Copyright.



#### 2.2. ABOUT THE REGION

The Cowichan Valley Regional District (CVRD) encompasses a total land area of 3,473.12 km² (1,340.98 sq mi.). The CVRD is located on the southern portion of Vancouver Island, bordered by the Capital Regional District to the south, the Alberni-Clayoquot Regional District to the northwest, and the Nanaimo Regional District to the northwest.

CVRD is comprised of:

- Four incorporated communities (municipalities): City of Duncan, Town of Ladysmith, Town of Lake Cowichan, and the District Municipality of North Cowichan
- Nine electoral areas,
- 34 Indian Reserves (IRs), 16 of which were populated at the time of the 2011 Census. First Nations within the CVRD include the Cowichan people, Chemainus, Penelakut, Lyakson, Halalt, Malahat First Nation, Stz'uminus First Nation, Lake Cowichan and Ditidaht First Nations.

The reported population for the CVRD (2011 Census) was 80,322, an increase of 4.4% from 2006. CVRD residents tend to be older (50+), and a large portion of those aged 20 -24 migrate out of the region, returning in their 30's. Approximately 11% of the population is Aboriginal, a large proportion of which are under the age of 25.

While there have been new homes built and other developments, there has not been a corresponding equivalent increase in population. This is a result of the declining average number of residents per home that has changed from 3.2 in 1985 to 2.4 in 2015, a 25% decrease. Over the past 30 years there has also been a decline in age distribution with the young adult segment (18 to mid-30's). There has also been a decline in the number of children per household as the region has seen a significant increase in "retirees".

The CVRD has eight Official Community Plans (OCP's) that cover the 9 electoral areas. Although the OCP's may designate increased density, it does not mean that the actual developments are likely to occur in any particular time frame. For example, there has not been a single new connection in Mesachie Lake Wastewater in the past 22 years, contrary to expectations with the OCP. There has been very little growth in Honeymoon Bay while there have been increases in Youbou. Cowichan Bay has seen several hundred new homes and expansions while there have been 10-15 in Eagle Heights. Most of the utilities in the south have expanded, some dramatically, while very little expansion has come in the northern electoral areas.

	British Columbia Regional District and Municipal Population Estimates										
SGC	Name	Area Type	2011	2012	2013	2014	2015	2011-12 Changes	2012-13 Changes	2013-14 Changes	2014-15 Changes
19000	Cowichan Valley	RD	81,485	81,191	81,366	82,235	82,787	-0.4%	0.2%	1.1%	0.7%
19012	Duncan	CY	4,962	4,939	4,790	4,761	4,663	-0.5%	-3.0%	-0.6%	-2.1%
19021	Ladysmith	Т	7,992	8,071	8,154	8,266	8,177	1.0%	1.0%	1.4%	-1.1%
19016	Lake Cowichan	Т	3,003	3,054	3,063	3,107	3,114	1.7%	0.3%	1.4%	0.2%
19008	North Cowichan	DM	29,401	29,232	29,291	29,704	29,999	-0.6%	0.2%	1.4%	1.0%
19999	Unincorporated Areas	RDR	36,127	35,895	36,068	36,397	36,834	-0.6%	0.5%	0.9%	1.2%

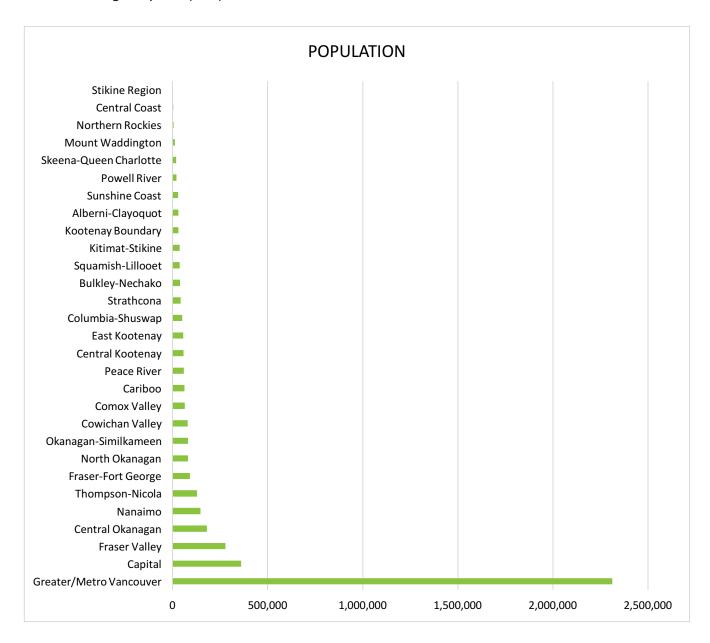
www.bcstats.gov.bc.ca/statisticsbysubject/demography/populationestimates.aspx



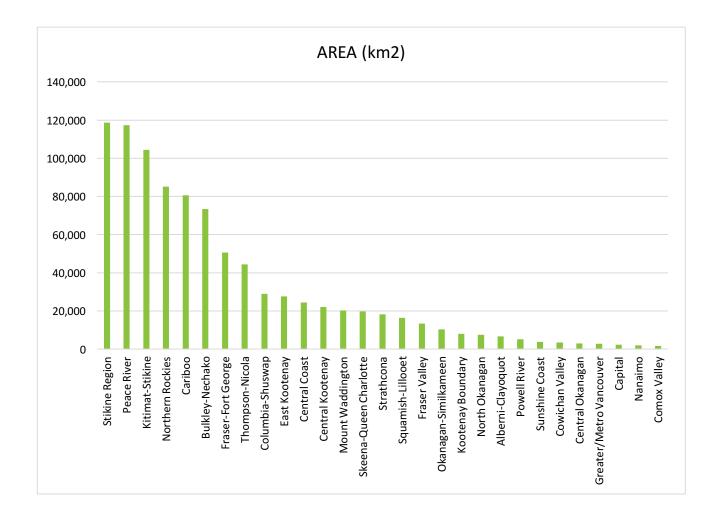
#### **CVRD SIZE BY COMPARISON**

Of the 29 regional Districts in British Columbia, the CVRD is the:

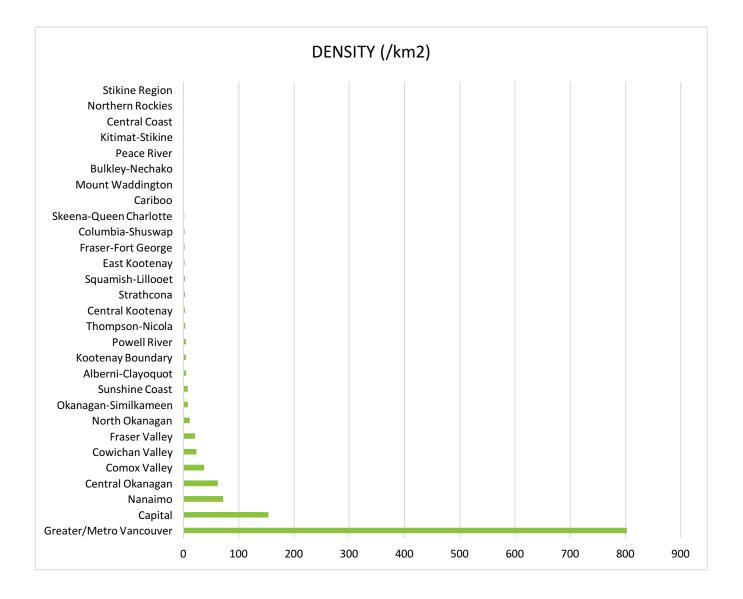
- 6<sup>th</sup> largest by population density (per km2).
- 10<sup>th</sup> largest by population.
- 24<sup>th</sup> largest by area (km2).

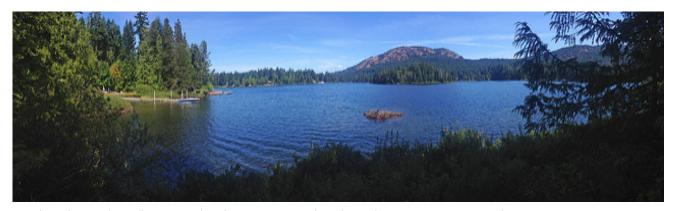












Cowichan Lake, Cowichan Valley, BC, Canada, Taken August 08, 2014 by Nick Kenrick, Creative Commons Copyright.



#### 2.3. THE ORGANIZATION

The CVRD is governed by a 15-member Board of Directors comprised of 6 Municipal Directors and 9 Electoral Area Directors. Electoral Area Directors are elected every four years by rural area voters. Municipal Directors are elected by the municipality they represent, and then appointed by the Council to sit on the CVRD Board. Regional Districts are the planning jurisdictions for electoral areas and produce Official Community Plans (OCPs) and establish zoning by-laws. They also provide a wide array of services established by bylaw including, but not limited to, utilities such as water, wastewater, recreation, fire and transit.

The CVRD Electoral Area Services Committee includes the 9 Electoral Area Directors. This committee is governed by the Board Committee and Commissions Procedure Bylaw (Bylaw 2922). The Committee determines service levels, financing and long term planning of the utilities serviced by CVRD. The Committee also makes decisions on the addition of new or existing privately owned utilities to be serviced by the CVRD.

CVRD staff support the direction of the CVRD Electoral Area Services Committee. This includes providing professional advice, operating the utilities, and financing the current 35 water and wastewater utilities. Each utility's finances are managed individually with costs apportioned through an accounting process. Core staff that support the function are primarily in the Engineering Department however, there is support from Corporate Services, Planning and Development, and Strategic Services.

Water & Wastewater Utilities are based at the Works Yard. This division is responsible for the following areas related to the operation and maintenance of the utility assets and services:

- Water treatment, distribution and metering,
- Sewage collection and treatment,
- Stormwater collection and treatment
- Fleet maintenance,
- Support for special events,
- Administrative support and customer complaints/inquiries.

Engineering is responsible for the following areas:

- Capital construction projects,
- Asset management of public works assets,
- Engineering studies,
- Engineering advice and technical support,
- Engineering support for development reviews:
  - Engineering inspection
  - Transportation planning
  - GIS and mapping
  - Administrative support and customer complaints/inquiries



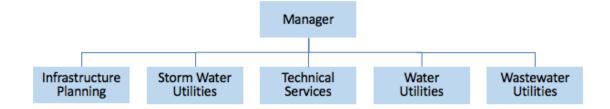
### **CVRD Organizational Structure** (September, 2016)



#### **Engineering Services Department**



#### **Water Management Division**





#### 2.4. CVRD WATER & WASTEWATER UTILITIES

Water and wastewater utilities have been managed by the CVRD since 1969. The existing 35 utilities have been added over the years for different reasons, including:

- Directed by the Provincial Government
- Initiative of CVRD staff
- Requested by private utility owners
- Requested by private utility customers
- Requested by existing Improvement District
- Accepted as a condition of subdivision

Criteria for acceptance has changed significantly over the years and changes to provincial legislative requirements have also impacted the criteria for utility acceptance. Utilities accepted in the 1990's and 2000's would not be recommended for acceptance today. Utilities accepted over the past 10 years have been required to go through a detailed review and financial assessment before acceptance. In retrospect, decisions to accept utilities years ago were made with honourable intentions however, these decisions have created numerous long-term challenges with users and with the CVRD.

Due to challenges and concerns with existing and future governance of utilities, there is currently a moratorium on adding new utilities.



Maple Bay, Cowichan Valley, BC, Canada, Taken February 16, 2016 by Rick McCharles, Creative Commons Copyright.



### 3. FINDINGS & RECOMMENDATIONS

These findings and recommendations are based on the Innova team's research, observations, the stakeholder survey results as well as input received from interviews and group input sessions.

### FINDINGS & RECOMMENDATIONS - Leadership, Strategy & Planning

This section focuses on the Leadership, Strategy & Planning elements of the CVRD in terms of long-term water and wastewater utility and regional planning strategy, regional growth impacts, asset management, technology, and organizational effectiveness. Key findings relating to Leadership, Strategy & Planning are:

#### 3.1. FINDINGS - Leadership, Strategy & Planning

- 3.1.1. All of the stakeholders consulted for this review are in agreement that the number of water and wastewater utilities as well as the rate of additional utility acquisition is significantly high for any Regional District and is a resource (infrastructure, people, technology) challenge for the CVRD. It is clear to most stakeholders that the lack of a long-term financial and stakeholder relationship solution and plan will inhibit improvements.
- 3.1.2. CVRD Managers and Senior leaders are well aware of many of the challenges that this review has identified and continue to be open to changes and improvements.
- 3.1.3. Leadership Generally the CVRD leadership team has managed the water and wastewater utilities well over recent years given significant, unprecedented growth and infrastructure replacement and maintenance challenges. There are small, but vocal, resident representation groups that are very displeased with how their utilities have been managed. Most of the issues that the CVRD leadership struggle with relate to a lack of finances to properly manage capital improvements.
- 3.1.4. **Long-Term Utility Vision & Planning** There was considerable feedback and indications that a lack of vision and long-term planning related to utilities is a significant reason for existing utility issues and a major risk factor to the CVRD and residents.
- 3.1.5. **Operations** Consistent strong, positive feedback regarding the ability of Operations staff to provide timely and quality service. Ongoing efforts and the style of leadership demonstrated by the CVRD operations supervisors is very well received, particularly with respect to W&S Senior Operator Rudy Dhami and Utilities Superintendent Todd Etherington. These two individuals are generally very well respected by their staff, residents, and other stakeholders.
- 3.1.6. Segmentation Managing 35 separate water and wastewater utilities is an industry record in BC. The impact of managing a regional network of utilities cannot be understated and is often not fully appreciated by stakeholders. The financial separation (utility fees, budgets, reporting) alone adds a significant resource impact to the CVRD in comparison to most local government organizations in BC. This separation also drives a much higher need for residents to be more involved and have more information about "their" utility than in most local governments. Most local governments would have planning and communication exercises about "the" utility or "our" utility, whereas the CVRD has 35 versions of this with "my" utility.

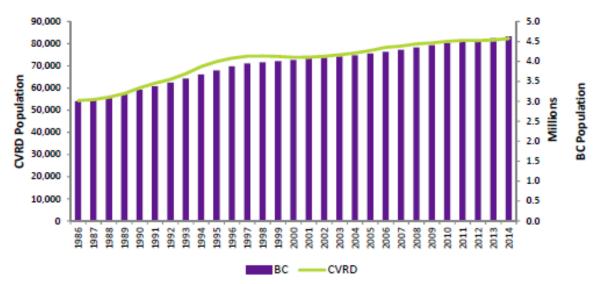


FINDINGS - Leadership, Strategy & Planning ... continued

3.1.7. **Utility Growth** - The CVRD has acquired private water and wastewater utilities with significant compliance, capacity or maintenance issues. Bringing these utilities into the CVRD has had impacts on its ability to manage long-term planning for infrastructure replacement. Each utility was designed as a "stand alone" and was not designed to consider the broader region and broader planning needs.

The November, 2015 Lam & Co. report "CVRD Regional Population, Housing and Employment" provides excellent insight into past growth and potential growth scenarios. This information is critical for planning future changes to existing and proposed utilities.

The CVRD has experienced significant growth over the last 30 years. The majority of this growth is due to new residents moving into the CVRD, as opposed to local population growth, as the CVRD is an extremely desirable environment in which to live. Overall growth has far exceeded the Canadian average and has also exceeded the BC average most years, as follows:



Industrial and service industry growth has matched population growth. There are 403 industrial properties in the CVRD covering 1,740 ha of land. Industrial lands include properties that are zoned as industrial (e.g., light, heavy, eco, live/work industrial), as well as other types of properties zoned specifically to permit industrial uses (e.g., marine-related designations, rural resource). The central sub-region has the greatest number of industrial properties, particularly within the Municipality of North Cowichan. Close to 24% of the industrially zoned properties in the CVRD are vacant, and 41% are currently being used for nonindustrial purposes.

The current labour force in the CVRD is beginning to enter into retirement, resulting in decreased workforce participation. While some industries will not be replacing workers as they retire, other industries have been reporting growth. Overall, the economy of the CVRD is anticipated to move towards a more service-based economy.



FINDINGS - Leadership, Strategy & Planning ... continued

The CVRD's industrial land stock has many strengths, and the region is well positioned to accommodate future economic changes. There are many opportunities to intensify use of its extensive inventory of industrial lands to achieve sustained economic growth.

The greatest impact on utilities is residential growth.

#### **Expected population projections:**

Figure 31 Population Projections for the Central Sub-Region

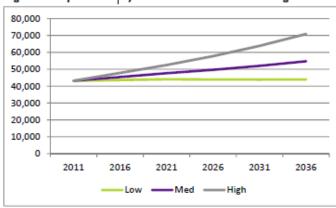


Figure 32 Population Projections for the North Sub-Region

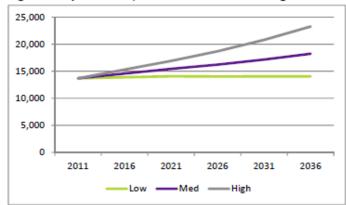


Figure 33 Population Projections for the South Sub-Region

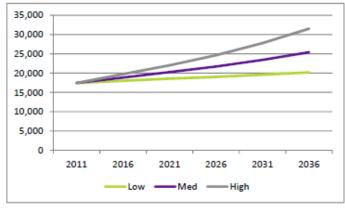
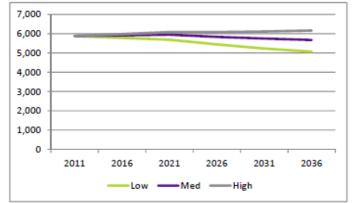


Figure 34 Population Projections for the West Sub-Region





### FINDINGS – Leadership, Strategy & Planning ... continued

It is reasonable to expect that with the current 35 CVRD managed utilities, another 16 utilities being actively considered to join the CVRD in the next 3 years, and a likely potential for 40 additional utilities with a projected population of 9,630+ new households/customers, the CVRD could be managing the equivalent of 91 utilities by 2066. This growth is a critical consideration as the CVRD considers this report and the recommendations within it.

CATEGORY	UTILITIES	CUSTOMERS
Current CVRD Water & Wastewater Utilities	35	6,227
Current CVRD Water & Wastewater Utility Takeover Applications	6	200
Current CVRD Water & Wastewater Utility Takeover possible	10	2700
<ul> <li>2066 (50 yr) Projected Additional Water &amp; Wastewater Utilities based on:</li> <li>Population CAGR of 2.6%. (21,186)</li> <li>Average 2.2 people per household – 9,630 additional households.</li> <li>Average 249 of households per utility</li> </ul>	40	9,630
TOTAL	91	18,757+

#### **UTILITY PLANNING PRINCIPLES**

For utility planning purposes, the CVRD needs to consider all utilities within the region for the purpose of efficient utility management and growth. This includes not only the 35 existing utilities, but private utilities, improvement districts, municipal utilities, and any potential new utilities. The smaller the utility, the higher the unit costs to manage, therefore every effort needs to be made to amalgamate and combine utilities in the region.

There is a strong desire to look at the many independent utilities within the Region, with the intent to merge these utilities where possible, gaining efficiencies by reducing the number of facilities overall. In general, CVRD Engineering staff have attempted to amalgamate utilities, if at all possible. Examples include:

- Integration of 10 Youbou area utilities into a single utility.
- A large subdivision joined Shawnigan Water and Wastewater utilities bringing a well, reservoir expansion and new sewage disposal field to the utilities
- A large subdivision joined Kerry Village water and wastewater utilities bringing a well and new disposal field and ½ a new sewage treatment plant.
- 2 expansions of the Lambourn water and wastewater utilities were possible because several subdivisions were added to the utility.



FINDINGS – Leadership, Strategy & Planning ... continued

3.1.8. **Provincial Regional District Best Practices** – Innova conducted a survey in November 2016 of regional districts in BC and determined that most are facing similar challenges with water and wastewater utilities. Of 27 regional districts surveyed, 11 responded with detailed comments. (Detailed Findings are located in Appendix C).

Survey findings include:

- CVRD has the greatest number of utilities and the greatest potential for additional utilities.
- Most regions do not have a detailed asset management plans. They follow PSAB reporting requirements but have not completed detailed condition assessments.
- Funding of small utilities is a challenge for all.
- Changes in legislation have caused significant financial concerns for all. Many utilities
  were added to regional districts when standards were much lower. New standards have
  created funding shortfalls and anxiety with users who are not willing to pay higher fees.
- Most regional districts rely on grants for assisting with capital improvements to existing small utilities.
- Residents typically resent the high fees for operating a small utility. They often have a traditional outlook on water in BC – that water is plentiful and clean.
- Two regional districts have written policy for adding new utilities under their jurisdiction. Most regional districts have some criteria that require a detailed assessment of any utility considered for inclusion. The Regional District of Central Kootenay has a comprehensive policy (Water and Wastewater Utilities Acquisition Strategy 600-03-01) that ensures any new utilities are accepted with limited risk to the regional district.
- Half of the regional districts surveyed have standard operating procedures and performance standards for their small utilities. Others simply rely on meeting compliance with regulations.
- Almost all regional districts have a positive working relationship with the Ministry of Transportation and Infrastructure (MOTI) regarding subdivision approval. The feedback provided by regional districts is generally accepted by MOTI in their deliberations.
- Most regional districts are satisfied with the level of communications around their small utilities. They use a multitude of communication techniques including print advertising, public engagement, direct mail, operator interaction, and many use the opportunity to provide information through billing mail outs.
- Some regional districts utilize a water, wastewater and/or utility commission/committee to assist with governance. These are providing good value.



#### FINDINGS – Leadership, Strategy & Planning ... continued

- 3.1.9. **Asset Management Plan** CVRD senior staff understand the importance of, and are committed to, the completion of a robust asset management plan. The Policy has been adopted and funding is in place to complete the Plan. The Plan will inform the CVRD's financial plan and define activities and associated costs to maintain, refurbish and replace water and wastewater infrastructure.
- 3.1.10. **Asset Management Policy** It appears this Policy is generally not followed by the CVRD Board.
- 3.1.11. **Long Term Capital Plans** Long term capital plans for the water and wastewater utilities do not exist, which makes it near to impossible to make workable sustainable funding decisions for future expenses.
- 3.1.12. **Fragmentation** Generally the CVRD water and wastewater utilities are planned for, developed and maintained individually rather than as one, or a few, integrated utilities. This is atypical for most regional or municipal organizations and adds complexity, effort and cost on a per capita basis.
- 3.1.13. **Development** Generally there is a lack of planning and alignment of property development outside of existing water and wastewater infrastructure service areas which compounds the fragmentation issue.
- 3.1.14. Integration Vision recognizing the long-term implementation window, many stakeholders agree that the CVRD needs to adapt, plan for and begin implementing a future vision of one common, administrative, water and wastewater utility that is connected to the CVRD Official Community Plan (OCP), the Regional Growth Strategy and a long-term water and wastewater utilities plan. The vision and plans should contemplate utilities not yet under CVRD control.
- 3.1.15. Concern was expressed regarding the absence of senior management at the operations centre, leaving the impression of a lack of interest in the operations work, and that it is less important.
- 3.1.16. Many of the staff and external stakeholders (residents, elected officials, regulators) feel that the vision for CVRD utilities needs to be set to the "Municipal Standard" (Municipal Design Guideline Manual, Master Municipal Construction Documents Association, www.mmcd.net).
- 3.1.17. **Long-Term Challenges** CVRD utilities face many challenges in the years to come. Many of these challenges can be corrected with attention to planning and establishing a strong financial sustainable model to manage future financial pressures. Considering the future of CVRD, there are many unknowns that make full predictability extremely difficult. Based on historical trends, there is a very high probability that CVRD will continue to see growth. Existing utilities and new development will bring challenges, risks, and opportunities.
  - Existing Utilities Decisions made 20 to 30 years ago may limit the ability of the utility to provide safe and reliable drinking water and/or wastewater treatment. These small utilities may have been developed to meet the standards of the day, but as standards have evolved and changed, these utilities have not had the organizational or financial resources to meet new requirements. Below is a list of examples where this is occurring in the CVRD.



FINDINGS – Leadership, Strategy & Planning ... continued

#### **Wastewater Collection and Treatment**

- Capacity Some treatment plants are already at capacity and require expansion and or amalgamation with neighbouring utilities.
- Utilities Many utilities are reaching their end of life and require immediate replacement. Funding is not in place.

#### Water Quantity and Quality

- Climate Change Drier and hotter environments are causing changes to available resources.
- Source Water Risks to adequacy in meeting Canadian Drinking Water Guidelines and licensing under the new Water Act.
- Development Federal and Provincial governments can influence the location, scale, volume and demand of development.
- Utilities Many utilities are reaching their end of life and require immediate replacement. Funding is not in place.
- Treatment Requirements The 4-3-2-1-0 Drinking Water Objectives are difficult to achieve for any surface water utilities.
- Contamination Industrial sites have a history of conflict with source water contamination. Commercial, institutional and residential development can also contaminate supplies.
- Legislated Changes the impact on the CVRD and residents of recent changes to Provincial regulations relating to groundwater have been significant. It is difficult for users to accept additional costs. Historically federal and provincial governments have "downloaded" cost items onto regional districts and Municipalities and this could occur in other areas, such as maintenance and capital replacement of roads and highways.

#### 3.1.18. **Long-Term Risks** – In all decision making, risks must be considered.

- Utility Failure Some utilities are at risk of full failure as a result of poor planning, poor design, and/or inadequate asset replacement. Any failure would create immediate funding challenges as CVRD does not have adequate contingency to assist in a timely manner.
- CVRD Liability CVRD has known liabilities with existing utilities that do not meet standards or are close to failure. In fact, most wastewater utilities do not meet the current standards although this is likely true for small utilities across the Province. Specific liability examples:
  - A non-compliance warning letter was received for the Mill Springs Wastewater Treatment utility on November 7, 2016



#### FINDINGS – Leadership, Strategy & Planning ... continued

- The possibility of contamination to Bear Lake is high. The Mesachie Lake wastewater utility is located very close to Bear Lake and is failing. The Local Service Area would not be able to bear the costs of a large financial claim and the CVRD, as a whole, could end up paying for the claim.
- Elevated Arsenic levels have been recorded in the Burnam Estates groundwater supply.
- Source Water Contamination There is always risk that a watershed or wellhead can be contaminated. Because there is very limited redundancy for existing water utilities, it would be very challenging to manage.
- Growth Unplanned growth poses a significant risk for the CVRD
- Governance If the CVRD is not able to consolidate and manage the stakeholders more effectively the cost and effort to manage these utilities will escalate
- Financial Oversight CVRD experienced a challenging financial situation in the past related to the cost apportionment between utilities. At that time, funds were transferred between utilities which did not meet the expectations around the user pay model. This has been completely rectified and each utility is now being made whole. There are now policies in place to ensure that financial oversight is transparent and meets the goals and objectives of the individual utility funding model.



#### 3.2. RECOMMENDATIONS – Leadership, Strategy & Planning

The recommendations relating to Leadership, Strategy & Planning are:

- 3.2.1. **Master Development Plan** (MDP) develop and implement a Master Development Plan identifying long term strategic goals for the Region along with a 3-year departmental (Utilities) business plan which identifies ongoing capital and operating needs and new initiatives to best support the MDP.
- 3.2.2. **Growth Study** Develop a regional growth feasibility study of the Region's infrastructure needs to determine how to best meet the water and wastewater requirements of the future given an expected growth rate of 2% to 5% per annum.
- 3.2.3. **Asset Management Plan** The CVRD should allocate staff and funds to develop an Asset Management (AM) Plan as soon as possible.
- 3.2.4. **Asset Management Policy** The AM Policy should be referenced and discussed in reports from staff to the Board when User Rates, Parcel Taxes, capital plans and other key infrastructure decisions are under consideration.
- 3.2.5. **Long Term Capital Plans** The CVRD should allocate staff and funds to develop comprehensive long term capital plans as soon as possible. This is a specific element of the AM Plan.
- 3.2.6. **Key Performance Indicators** (KPI) KPIs should be reviewed, expanded and formalized. Staff are using pump hours, units accomplished, and record water sample results, but they are not compiled in a useful manner, for management and operations. KPI's can provide staff with a current, accurate benchmark on performance in all operational areas. KPI examples include:
  - Number of breaks per km of pipe per year
  - Number of hours of training per FTE per year
  - Percentage of adverse samples per utility per year
  - Number of blockages per km per year(wastewater)
  - Number of FTE's performing O&M per km per year

These KPIs should be used to measure productivity and utility performance so that future programming can be optimized. There are excellent KPI implementation programs in existence, when the CVRD wishes to pursue further.

- 3.2.7. **Amalgamate Utilities** At every decision point in the future, CVRD should amalgamate utilities toward the goal of having only larger utilities that can be managed more efficiently. Amalgamation will drive operational efficiencies, affordable user costs, and the ability to manage future improvements.
- 3.2.8. Amalgamate Source Water Treatment There are many opportunities, currently, and in the future, for the CVRD to combine resources for the development and management of water and wastewater treatment. A specific and important opportunity exists with a Ladysmith & Saltair water treatment partnership. Ladysmith has received a substantial grant and the CVRD can also seek similar funding. Together a combined water treatment facility will cost between 20% to 40% less than individual facilities.



#### **RECOMMENDATIONS** – Leadership, Strategy & Planning ... continued

- 3.2.9. **Plan Utilities Around Growth** If future development is planned effectively to offset the costs related to growth, mechanisms can be put in place to assist with long range goals. The full cost of utility amalgamation could be borne by developers. Development Cost Charges can be used to offset broader utility improvements.
- 3.2.10. Apply for Additional Grants In 2014 the federal government signed a renewed Gas Tax agreement with the Union of BC Municipalities that will see approximately \$1.3 billion in funding made available over the next ten years for municipal infrastructure projects. In addition, both the federal and provincial governments contributed \$109 million each to the Small Communities Fund for municipal infrastructure projects in communities with populations under 100,000 over the next ten years.
- 3.2.11. **Increase Utilization of Technology** As technology has continued to evolve, efficiencies can be realized through fuller utilization of existing technology (hardware and software) and new technology solutions such as CRM, SCADA, GIS, Open Data, etc. (See Section 3.8.3.).
- 3.2.12. Leverage Partnerships There are many opportunities to partner with other agencies/ organizations that would encourage the optimization of operations and security of utilities. New utilities, or amalgamated utilities, should consider partnerships with Municipalities, First Nations, and the Private Sector. A specific partnership that should be reviewed is between the Saltair water utility and Ladysmith's water utility. These utilities were previously joined and share common source water. Both utilities require building treatment plants to meet the new legislative requirements. Ladysmith has already received a substantial grant.
- 3.2.13. **Provide Opportunities for CVRD Utilities** Small utility system owners may feel that they are better served by the private sector and should be given the opportunity to move from CVRD to a private contractor.



### **FINDINGS & RECOMMENDATIONS - Financial Sustainability**

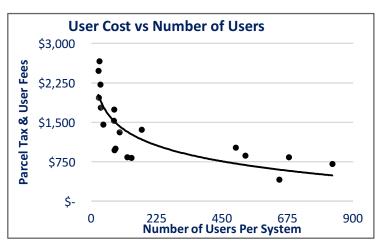
This section looks at the Financial Sustainability elements of the CVRD managed water and wastewater utilities in terms of both short and long-term financial planning, budgeting, reporting, cost allocations and fees. The key findings relating to Financial Sustainability are:

#### 3.3. FINDINGS - Financial Sustainability

3.3.1. **Industry Context** – Asset Management BC's definition of asset management is "An integrated approach involving planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner."

To be financially sustainable, the revenues earned by a water or wastewater utility should cover the full cost of operating and maintaining the utility, as well as accounting for the eventual replacement of the utility as it ages and comes to the end of its useful life.

The BC Water & Waste
Association (BCWWA) recently
reported that the majority of
BC municipalities do not
generate sufficient revenues
from fees to pay the full cost
of providing services. Smaller
utilities have greater financial
gaps because they do not
have the benefits of
"economies of scale". In some
cases, rates would need to
nearly double to reach
financial sustainability.



In 2015 the BCWWA contacted an Ipso Reid survey of water and wastewater utility users across BC. The survey results indicated a significant tolerance for rate increases to \$170/month (\$2,040/year) for both water and wastewater as follows:

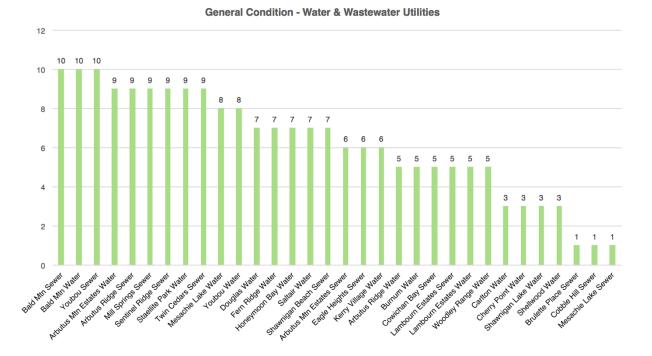
- \$86/month (\$1,032/year) for clean, safe tap water.
- \$84/month (\$1,008/year) for sewer/wastewater services.

With the CVRD, the Water and Wastewater Parcel Tax and User Fees must increase by approximately 67% in order to establish sustainable revenues. While no one wants to pay higher taxes or fees, local governments cannot escape the reality that there is a real cost to operate and maintain infrastructure. Failure to pay for these essential services, directly increases risks to health and prosperity.



### **FINDINGS** – Financial Sustainability ... continued

3.3.2. **Condition Assessment** - The condition of the various CVRD water and wastewater utilities ranges considerably. In some cases, the utilities operate very well and there is no backlog of capital improvements. In other cases, utilities fail to meet established standards resulting in risks to public health or discharge of untreated wastewater. Each utility was ranked based on general condition assessments. The ranking is on a scale of 1 to 10, with 10 being a perfect utility.



3.3.3. Water Utility Rate Assessment – The value of the existing 19 water utilities is approximately \$76 million. Approximately half of the infrastructure value is related to 3 utilities; Saltair, Shawnigan Lake and Youbou.

There are approximately 4,200 customers and the CVRD collects approximately \$3.4 million from User Fees and Parcel Taxes annually. There is \$700,000 (subject to year-end budget reconciliation) in capital reserves for all 19 water utilities.

In general, water utilities were rated 6.3/10, with 10 being a perfect utility; i.e. water quality meets Drinking Water Standards, there is sufficient capacity for domestic and firefighting purposes, there are minimal operational concerns and minimal backlog of capital upgrades.

A significant number of short and medium term capital projects are required in order to ensure water quality and supply meets acceptable standards. A 74% increase in revenue is required to generate the required funds for water utility long term capital upgrades, refurbishment and replacement of infrastructure.



#### FINDINGS – Financial Sustainability ... continued

The results of the financial analysis suggest that water rates should be increased as shown below (\$CAD):

	EXISTING	RECOMMENDED
Average Parcel Tax	\$416	\$606
Average User Fee	\$396	\$808
TOTAL	\$812	\$1,414

The recommended rates will allow the CVRD to build reserves and/or borrow to fund required capital upgrades.

3.3.4. **Wastewater Utility Rate Assessment –** There are 16 CVRD wastewater utilities worth an estimated \$57.7 million. There is approximately \$1.7 million in capital reserves, with approximately \$1.2 million of this allocated to the Eagle Heights utility.

Approximately 3,700 wastewater utility customers generate almost \$3 million in annual revenue through User Fees and Parcel Taxes.

The wastewater utilities have been rated 5.7/10, with 10 being a perfect utility; i.e. minimal operational concerns, meets applicable treatment standards and minimal backlog of capital upgrades. There are a number of significant capital upgrades required in the next 5 years. It is anticipated that Parcel Taxes and User Fees will have to increase by 48% to create a steady-state funding situation. Details are shown below (\$CAD):

	EXISTING	RECOMMENDED
Average Parcel Tax	\$357	\$524
Average User Fee	\$412	\$698
TOTAL	\$769	\$1,222

The recommended rates will allow the CVRD to build reserves and/or borrow to fund required capital upgrades.

- 3.3.5. **Financial Transparency** Many residents feel that either the CVRD is not providing the right type and amount of financial information, or they don't know enough, which indicates that there is a need to improve awareness of the financial status of each utility. Residents want a clearer picture on costs in order to understand rates/fees. A significant number of residents feel they do not have or understand the costs related to their utilities.
- 3.3.6. **Development Cost Charges** The CVRD does not have a Development Cost Charges (DCC) Bylaw. Instead, the CVRD charges a standard \$3,500 connection fee. There are currently no resources available to prepare a DCC Bylaw.
- 3.3.7. **CVRD Parcel Tax and User Fees** The existing Parcel Tax and User Fees do not provide sufficient revenue for asset refurbishment and replacement expenses on a long term basis.
- 3.3.8. The CVRD has had to take over failing utilities that were in need of significant work and/or cost, however, residents are upset with the costs charged by CVRD related to operating them.



#### 3.4. RECOMMENDATIONS - Financial Sustainability

The methodology used to determine the proposed future CVRD water and wastewater costs is based on average annual costs per service over the next 50-year utility life. Annual fees used to cover costs will continue to be paid through Parcel Tax and User Fees.

Parcel Tax rates are determined based on two considerations:

- Allocations & Debt: A portion of the CVRD's overhead costs are allocated proportionally to all sewer and water utilities based on the number of parcels connected to a utility system. Also, any debt from borrowing funds to finance capital upgrades are charged to the various utilities based on the number of parcels in a system.
- Replacement Value: The value of all the water and wastewater utilities has been determined
  and the replacement cost has been calculated based on the lifecycle of the systems. The
  Replacement Value is charged to utilities on a Parcel Tax basis.

**User Fees** are established based on historic and anticipated operating costs, maintenance expenses and staff expenses. These costs are charged to only the customers that are connected to and using a water and wastewater system.

The recommended rates reflect a 50-year cost average based on existing information. It is important that accurate condition assessment data be made available through the ongoing CVRD Asset Management Review in order to accurately predict true costs.

The recommendations relating to Financial Sustainability are:

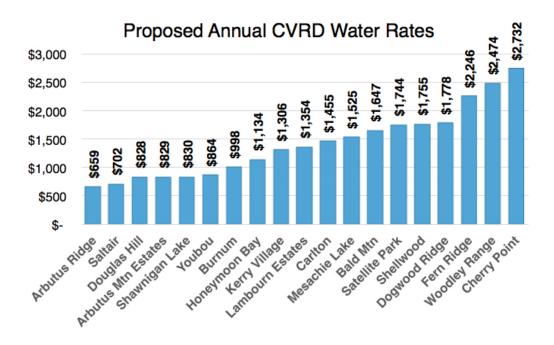
- 3.4.1. The CVRD should consider changes in the cost allocation model. Through public consultation, consideration should be given to a single water utility and a single wastewater utility for all 35 small systems. The benefits of this model include:
  - Operational economies of scale
  - Decisions would be made in the best interest of the overall utility, not individual system and/or electoral area influences
  - Amalgamating systems would be easier to achieve
  - Public health and environmental sustainability would be considered in a regional context
- 3.4.2. Develop and conduct a budgeting exercise to establish an appropriate level of funding for each jurisdiction with the possibility of merging individual cost centres.
- 3.4.3. The CVRD should allocate resources to develop a Development Cost Charges Bylaw as soon as possible.

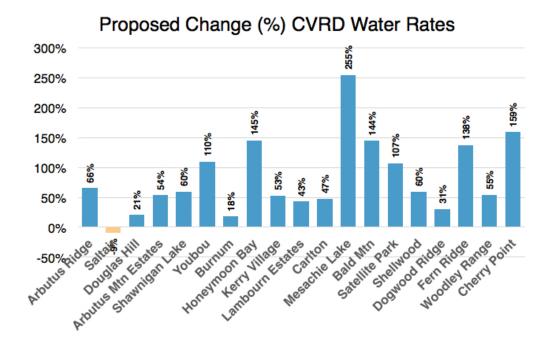


3.4.4. **Parcel Tax and User Fees** – Develop and implement a Parcel Tax and User fee increase either immediately or graduated over time:

### RECOMMENDED WATER UTILITY FEES

NO.	NAME	PARCEL TAX	USER FEE	TOTAL
1	Arbutus Mountain Estates Water	\$386	\$444	\$830
2	Arbutus Ride Water	\$359	\$300	\$659
3	Bald Mountain Water	\$261	\$1,386	\$1,647
4	Burnum Water	\$143	\$855	\$998
5	Carlton Water	\$431	\$1,024	\$1,455
6	Cherry Point Water	\$1,422	\$1,310	\$2,732
7	Dogwood Ridge Water	\$687	\$1,091	\$1,778
8	Douglas Hill Water	\$303	\$526	\$828
9	Fern Ridge Water	\$1,152	\$1,094	\$2,246
10	Honeymoon Bay Water	\$933	\$201	\$1,134
11	Kerry Village Water	\$694	\$612	\$1,306
12	Lambourn Estates Water	\$762	\$592	\$1,354
13	Mesachie Lake Water	\$884	\$641	\$1,525
14	Saltair Water	\$376	\$326	\$702
15	Satellite Park Water	\$1,030	\$714	\$1,7344
16	Shawnigan Lake Water	\$454	\$376	\$830
17	Shellwood Water	\$447	\$1,308	\$1,755
18	Woodley Water	\$234	\$2,240	\$2,474
19	Youbou Water	\$551	\$313	\$864
	TOTAL	\$11,506	\$15,354	\$26,860





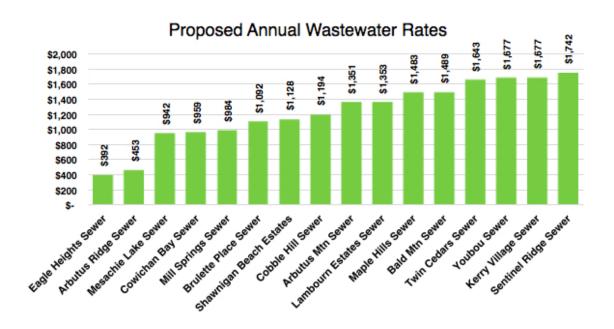


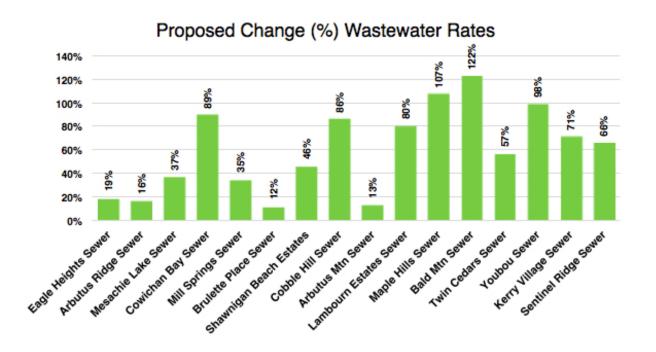
### **RECOMMENDATIONS** – Financial Sustainability ... continued

#### RECOMMENDED WASTEWATER UTILITY FEES

NO.	NAME	PARCEL TAX	USER FEE	TOTAL
1	Arbutus Mountain Estates Wastewater	\$896	\$455	\$1,351
2	Arbutus Ridge Wastewater	\$174	\$279	\$453
3	Bald Mountain Wastewater	\$300	\$1,189	\$1,489
4	Brulette Place Wastewater	\$414	\$679	\$1,092
5	Cobble Hill Wastewater	\$717	\$476	\$1,193
6	Cowichan Bay Wastewater	\$411	\$549	\$960
7	Eagle Heights Wastewater	\$230	\$162	\$392
8	Kerry Village Wastewater	\$764	\$914	\$1,677
9	Lambourn Estates Wastewater	\$794	\$559	\$1,353
10	Maple Hills Wastewater	\$899	\$583	\$1,483
11	Mesachie Lake Wastewater	\$432	\$510	\$942
12	Mill Springs Wastewater	\$227	\$757	\$984
13	Sentinel Ridge Wastewater	\$461	\$1,281	\$1,742
14	Shawnigan Beach Wastewater	\$517	\$611	\$1,128
15	Twin Cedars Wastewater	\$616	\$1,027	\$1,643
16	Youbou Wastewater	\$583	\$1,140	\$1,723
	TOTAL	\$8,390	\$101,170	\$19,560









**RECOMMENDATIONS** – Financial Sustainability ... continued

#### FINDINGS & RECOMMENDATIONS - Governance

This section looks at the Governance elements of the CVRD and the water and wastewater utilities in terms of effectiveness, oversight, structure, accountability and authority. The key findings relating to Governance are:

#### 3.5. FINDINGS - Governance

3.5.1. Infrastructure Approval: Current State – Utility acquisition and development typically comes with subdivision approval and development. CVRD subdivisions and related water and wastewater infrastructure are currently approved by the Ministry of Transportation and Infrastructure (MOTI). This is typical for regional districts in the Province, although the model has created challenges for CVRD. Subdivisions have been approved without incorporating recommendations from CVRD staff, without recognition of CVRD zoning, and without meeting engineering standards. Although many of these issues are historical, challenges remain.

For the CVRD, and all British Columbia regional districts, the Approving Officer is situated in the Ministry of Transportation and Infrastructure district offices.

CVRD deals with a high number of subdivisions compared to other regional districts, and over the years there has been disagreement between CVRD and the provincial approval process. Although its primary responsibility is highway related, MOTI approves all components of a subdivision including water and wastewater utilities. Key challenges include:

- MOTI approval of subdivisions without taking direction from CVRD staff, particularly around operation and maintenance of new utilities.
- MOTI approval of subdivisions in remote locations that are difficult to service and do not represent Smart Growth principles
- The Medical Health Officer's recommendations are not always accepted by MOTI, or included with the application for subdivision.
- Turnover and staff inexperience within MOTI.

Fundamentally, Ministry staff are approving subdivisions without full consent from CVRD and their decisions do not necessarily represent the will of the residents in the region. Although the 9 electoral area directors are elected to represent their constituents, they do not have the ability to govern all development decisions in the region. Placing these decisions with Provincial staff does not appear to represent good governance within a growing region.

Substantial work has already been done to establish best practices and guidance documents for various elements of water utility approval. Most of these documents address the technical aspects of water treatment as well as utility design and construction.

Water resources are governed through several federal and provincial acts, including the BC Water Sustainability Act, the BC Drinking Water Protection Act, the BC Environmental Management Act, and the Federal Fisheries Act. These Acts provide the framework for regulations that establish criteria for water quality and treatment.



#### FINDINGS - Governance ... continued

Utility designs use the following advisory documents:

- Technical (treatment, design and construction)
- Guidelines for Canadian Drinking Water Quality (Rev.2014)
- Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in BC (2012)
- Drinking Water Officers' Guide (2007)
- Design Guidelines for Rural Residential Community Water Utilities (2012)
- Guidelines for Groundwater Reports and Well Testing in Support of a CPCN
- Guidance Document for Determining Groundwater at Risk of Containing Pathogens
- Water under Direct Influence of Surface Water (2012)
- Guide to Rural Subdivision Approvals (2012)
- Best Practice Guidelines for Approving New Small Water Utilities (2014)

#### 3.5.2. Water Utility Design

The Best Practice Guidelines for Approving New Small Water Utilities is a relevant and newer document that provides appropriate direction for potential future small water utilities in CVRD. The guidelines target regional districts and the challenges with approving new utilities.

The following Best Practices are particularly relevant to CVRD:

- Local governments should adopt zoning and building bylaw regulations that support sustainable service delivery.
- Establish design and construction standards for community water utilities.
- Require land development applicants to provide a broad range of information on water services as early in the approval process as possible.
- Establish local government policies to support sustainable water service provision through public acquisition of newly developed water utilities.
- Promote the financial sustainability of small water utilities.
- Through coordinated communications, clarify the approval process for the creation of a new small water utility and coordinate regulatory efforts across authorities.

For the CVRD, when approving new small water utilities, the focus should be on ensuring sustainable water service provision. This provides the best chance of sustainability – ensuring new utilities have the capacities (organizational and financial) to meet future challenges such as aging infrastructure or the introduction of new drinking water standards.



FINDINGS – Governance ... continued

#### 3.5.3. Wastewater Utility Design

The design and operation of small wastewater utilities is administered through the Environmental Management Act – Municipal Wastewater Regulation. Determination of acceptable design is made by qualified professionals, based on Section 15 of the Act:

Certification by qualified professionals

Statements, signed and sealed by the appropriate qualified professionals, certifying all of the following must be provided on registration:

- a. the design of the proposed wastewater facility and the associated documentation meet the requirements of this regulation;
- b. the proposed discharge from the wastewater facility will meet the requirements of this regulation;
- c. all required environmental impact studies have been conducted in accordance with this regulation;
- d. the operating plan for the proposed wastewater facility is adequate for its design;
- e. if an assurance plan is provided, the assurance plan is adequate to provide for repairs to, or the operation, maintenance or replacement of, the wastewater facility;
- f. if a director imposes conditions, limitations or requirements in respect of a substitution, notice, authorization, acceptance or waiver referred to in section 9 [director must act in writing], those conditions, limitations or requirements have been addressed.

Wastewater utility collection has many standards that are accepted by Professional Engineers making the design and construction relatively simple. However, the science behind wastewater treatment and disposal is constantly changing and there continues to be a number of options available to Engineers. There have been many cases where a "new" treatment process has been approved by an Engineer and the technology has either failed or has not been sustainable.

It is important to understand the motivation behind the selection of treatment processes. Decisions are generally made based on what is affordable to the developer, not what is the preference of the CVRD or MOTI.

There is no "Best Practices Guideline" for the design of wastewater utilities in BC.

3.5.4. Infrastructure Approval Opportunity - The CVRD is well suited to include the role of approving officer within the organization. Planning staff are well trained and any additional costs of staff, consultants (surveyors, QEP's and lawyers to advise the approving officer), training and transition would be borne by the developer. This control over development in the region would increase the Board's independence in decision making and also ensure that all subdivisions meet the overarching objectives of the OCP and utility amalgamation.



#### FINDINGS - Governance ... continued

It is worth noting that no regional districts have taken on the role of approving officer to date, although permitted by legislation. There may be concerns around organization capacity, the cost to provide approval services, reticence by Provincial employees, and/or a lack of understanding of the process.

3.5.5. **Legal Opinion – Approving Officer by CVRD** - Don Lidstone, Q.C., of Lidstone & Company is an expert on the Community Charter and Land Titles Act. Mr. Lidstone provided Innova with a legal opinion that the CVRD technically has the legal ability to take on the approving authority for subdivisions.

"The MOTI role is an artifact of ancient history when regional districts did not exist. All of the costs of the function may be recovered from fees [see Re: Eurig Estate (Supreme Court of Canada)], so none of the costs of the new service are subsidized by property taxes or other sources (noting as well that each regional district service is intended to be a fiscal silo without cross-subsidization from other services). The transition could also be budgeted to be covered from fees - or potentially from a one-time transition grant to allow the Province to download the function."

3.5.6. Water & Wastewater Utility Acquisition Policy – The CVRD does not have a policy at this time and typically uses best practices to guide decisions on acquisition.



#### 3.6. RECOMMENDATIONS – Governance

The recommendations relating to Governance are:

- 3.6.1. **Establish a Utility Commission** Creating a water commission, a wastewater commission or a utilities commission to govern water and wastewater issues in the region will ensure the best decisions are made for the overall health of the region. This would support the long-term goals of amalgamating water and wastewater utilities and ensuring that all new utilities are acceptable to overarching plans and objectives.
  - The commission should have clear terms of reference to ensure that any recommendations presented to the CVRD Board consider the best interest of the CVRD as a whole, not of individual users or individual user groups.
  - Terms of reference should include a commission candidate profile supporting
    professional industry experts, not specific community advocates. Preference should be
    given to CVRD residents who are impartial and have a background in the governance of
    finance, civil engineering, and/or utility operations.
- 3.6.2. **Establish CVRD Approval of Subdivisions** The CVRD to formally exercise the right to approve subdivisions in the region. This will improve the subdivision approval process, will ensure CVRD OCP direction is followed, and will increase the control of elected officials in the region.
- 3.6.3. Water & Wastewater Utility Acquisition Policy It is critical that CVRD develops a policy that provides detail on the requirements for adding utilities to the CVRD. This will ensure fairness for both CVRD and the utility owners and will ensure that expectations are clear to all. Key components of the policy:

#### **Objectives**

- All costs associated with the utility review shall be borne by the private utility owners or developers
- Detailed criteria for acceptance (reference to standards, Acts, Bylaws)

#### **Utility** ownership

- Transfer of utility
- Governance of utility

### **Engineering requirements**

- Immediate improvements required to bring to standard / regulation
- Long range condition and replacement schedule
- Immediate and long-term water supply or wastewater disposal capacity
- Comparison to all existing and/or contemplated standards / regulations
- Detailed review of options to amalgamate with adjacent / nearby utilities

#### **Detailed Financial Analysis**

Determination of full costs to bring utility up to standard

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- Determination of expected asset replacement costs for long-term (20 years)
- Detailed 20-year cost schedule
- Detailed operations and maintenance costs

#### **Final Decision**

- Mechanism for approval of utility owners
- Mechanism for approval of CVRD Board.



#### **RECOMMENDATIONS** – Governance ... continued

### **Specific Criteria**

- Existing utility acceptance will be based on amalgamation with adjacent utilities
- New developments may only be supported if amalgamated with other utilities
- Development Cost Charges to be applied to all new utilities.
- No acceptance of new or experimental treatment utilities
- CVRD will not service utilities until minimum 50% of services are in use.
- 3.6.4. Supply Chain Management Supply Chain Management policies to be reviewed to support the timely acquisition of outside resources while maintaining financial integrity and transparency. This would include entering into annual service level agreements with a wider range of prequalified vendors (with standing purchase orders in place) for urgent work activities, reducing the need to use bank cards, to tender or obtain quotations under these circumstances.



### FINDINGS & RECOMMENDATIONS – Operations, Technical & Service Delivery

This section looks at the Operational, Technical & Service Delivery elements of CVRD managed water and wastewater utilities in terms of quality, technical capability, maintenance, utility design, compliance, capacity, health & safety, issue management, project management, emergency management, service measurement, work processes and procedures. The key findings relating to Operations, Technical & Service Delivery are:

#### 3.7. FINDINGS – Operations, Technical & Service Delivery

- 3.7.1. **Water Quality** The water quality across the 35 CVRD managed utilities varies. Water samples are taken as per regulation. There has been 'false positives' samples spoiled by the sampler that question the safety of the water source.
- 3.7.2. **Utility History** There is a wide variety of maintenance skill level and materials used across the 35 utilities managed by the CVRD. In some cases, a group of "do it yourself" (DIY) residents have taken on the responsibilities of repairing, monitoring, maintaining and in some cases replacing significant elements of their water or wastewater utility. In these cases the residents have been able to keep their costs low but the results do not meet CVRD standards. Many of these groups have since supported the transfer of their utility to the CVRD. See Appendix G.
- 3.7.3. **Scope** Maintaining the wide variety of water and wastewater treatment facilities over a large geographical area takes up the vast majority of time and resources. A number of treatment methods are in place, from secondary chemical disinfection (with chlorine, Cl2) to primary treatment for phosphorus, iron and manganese for water utilities and, membrane bioreactor (MBR), Upflow Sludge Blanket Filtration (USBF) and rotating biological contractor (RBC) methodologies for the treatment of wastewater. The lift stations and wastewater plants visited were in reasonable condition and normally in compliance.
- 3.7.4. Generally the water and wastewater utility work within the CVRD is reactive, with very little emphasis on preventative work programming.
- 3.7.5. **Documentation** there is limited documentation for many aspects of managing the operations work. Staff rely on the experience of senior operators.
- 3.7.6. The majority of residents and resident groups are very satisfied with the quality and service of their water and wastewater utilities.
- 3.7.7. While complaints from the public are tracked on an excel spreadsheet, work assignments are typically issued verbally with the subsequent work is not recorded.
- 3.7.8. **Water Restrictions** There is mixed opinion on how the CVRD manages water restrictions. In some cases representatives feel that the frequency and duration of water restrictions established by the CVRD is appropriate while others feel that their water restrictions could have been avoided with local area induced and managed water reduction guidelines and monitoring.
- 3.7.9. **Emergency Response** There are some concerns about the CVRD's capacity to respond to large scale, regional emergencies.
- 3.7.10. Performance and service measurements/metrics (and KPIs) have not been identified or tracked.



### FINDINGS – Operations, Technical & Service Delivery ... continued

- 3.7.11. **Preventative Maintenance** Operations staff do not feel they have the time to provide preventative maintenance on utilities so they end up performing quick inspections before moving to the next location.
- 3.7.12. **Emergency Plans** a number of stakeholders identified that the CVRD emergency plans need to be updated.
- 3.7.13. Operations do not have a computerized Asset Management Utility.
- 3.7.14. Mobile equipment and tools are satisfactorily resourced with two new vans recently purchased.
- 3.7.15. Surface water treatment requires the most work for both CVRD staff and Island Health.
- 3.7.16. Lately, Island health has been applying additional compliance pressure through the use of legal action.
- 3.7.17. Facilities There have been some new facilities built through gas tax grants.
- 3.7.18. The selection of wastewater treatment technologies is sometimes misapplied with relatively complex MBR utilities built to accommodate a very small community.
- 3.7.19. Operations staff has little input in the design and construction utilities.
- 3.7.20. **Annual Inspections, Testing & Flushing** regular annual inspection, sample testing and utility flushing does take place, however these programs are often unfinished due to competing priorities.
- 3.7.21. **Technology** The findings relating to the technology elements of the CVRD water and wastewater utility management are:
  - The CVRD IT (Information Technology) department and Operations department appear to have a good working relationship with a shared belief that increasing the use of existing and new technology is a key factor to improving productivity and efficiency.
  - There is a shared understanding between IT and Operations that the development and application of technology has been mostly reactive.
  - The CVRD technology support for the utilities would be better served with a long-term IT strategy and plan. Engineering and IT do not get an opportunity to sit down and plan the technology elements.
  - There is a lack of data for many of the systems as they have been transferred to CVRD.
  - The CVRD IT group is relatively small and relies on contractors to provide some elements of the technology.
  - The volume and frequency of water and wastewater utility acquisition makes it difficult to manage the IT utilities to support them.



FINDINGS – Operations, Technical & Service Delivery ... continued

- **Technology: SCADA** There is some initial implementation of SCADA (Supervisory Control and Data Acquisition) technology to monitor and collect data on the water and wastewater utilities:
  - IT supports two SCADA utilities and there are data and access security concerns with the current SCADA configuration.
  - The degree to which the utilities are geographically distributed and separated makes integration of the SCADA utilities more difficult and costly.
  - Currently data collection is being managed with portable USB drives.
  - There is no full SCADA program implemented enough to provide meaningful, region wide, functionality on monitoring and maintenance planning.
  - Significant operational efficiencies will only come with scaling the SCADA network across a majority of the utilities.
- Technology: Mobile CVRD IT is working with Operations on a mobile device strategy (tablets) to enable operations staff to increase access to required information in the field as well as enable in-field and real-time information logging and updating to the CVRD systems.
- **Technology: GIS** CVRD is well on its way to developing and integrating Geographical Information Systems with work processes and work applications.
  - The CVRD GIS & Open Data vision is strong but not well known. Opportunities
    exist to develop this further and make open data an element of information
    sharing beyond just maps.
  - A pilot project started in 2012 to log the water and wastewater utility information into GIS continues to be developed and is expected to be ready to conduct a quality assurance process on 30 of the 35 CVRD utilities.
  - Building up the GIS based utility data is important for enabling the CVRD to manage its geographically broad and increasing utility inventory.
- Technology: Open Data The CVRD has launched an open data initiative through the supply of open GIS data (map data, boundaries, some utility data, address points, etc.). There is some initial recognition of the value of utilizing open data more and in particular with providing information and increasing transparency with/for stakeholder groups.
- **Digital Work Processes** It will continue to be difficult to collect meaningful utility data until more work processes (work orders, maintenance records, etc.) are digitized and integrated into data systems (asset management, GIS, etc.) Digital and mobile device forms have started to be used by the CVRD (Hydrant Maintenance) to make processes more efficient and capture more decision-making data.
- Generally, the CVRD will benefit the collection of more data relating to the water and wastewater utilities with its decision making in the future.



FINDINGS – Operations, Technical & Service Delivery ... continued

- 3.7.22. **Maintenance Programs** There are some maintenance programs that are not regularly completed, such as hydrant & valve maintenance.
- 3.7.23. **Remote Alarms Monitoring** CVRD has started to implement remote alarm monitoring with utility log-in capability to troubleshoot issues and alarms.
- 3.7.24. **Review of Private Sector Maintenance** Private system operators were interviewed and indicated the they have the same challenges as the CVRD in managing small systems. Qualified small system operators are not willing to take on small systems that have been poorly designed, built and operated. This often leads to unqualified operators running private small water and wastewater systems.

Qualified private operators are not necessarily less expensive than local government operators however, they can gain efficiencies through geographic location and a non-unionized workforce.

3.7.25. **CVRD SPECIFIC Water Utility Findings** – the following table provides details of utility specific findings.

NO.	NAME	FINDINGS
1	Carlton Water	<ul> <li>The treatment plant building needs urgent upgrades and equipment capital upgrades are overdue. Improvements should be undertaken ASAP.</li> </ul>
2	Cherry Point Water	<ul> <li>The wells are located adjacent to a dairy farm, which is a significant concern because of a history of organic contamination in water samples</li> </ul>
3	Kerry Village Water	<ul> <li>The existing well has operational issues and it appears an upgrade is required. This is another high priority project for the CVRD.</li> </ul>
4	Lambourn Estates Water	There are very serious issues with the existing reservoir resulting in potential contamination of water, this should be immediately addressed.
5	Mesachie Lake Water	<ul> <li>This water utility requires a disinfection plant. Without treatment, the water is considered a serious health and liability risk.</li> <li>Well water in the Mesachie Lake utility however, is untreated at the source.</li> </ul>
6	Saltair Water	<ul> <li>This utility has very high pressure, which should be addressed ASAP.</li> <li>The surface water intake needs refurbishment or replacement</li> <li>A capacity study is required to determine if a new well is necessary</li> <li>Compliance with new regulations will require the addition of a costly water treatment facility.</li> </ul>
7	Shawnigan Lake Water	<ul> <li>The Shawnigan Lake utility is at the end of its life cycle. The A/C and PVC distribution lines do not meet minimum standards and are starting to fail. A replacement plan is required.</li> <li>The reservoir also needs refurbishment or replacement.</li> <li>A capacity study is required to determine if a new well is necessary.</li> </ul>



NO.	NAME	FINDINGS
8	Shellwood Water	<ul> <li>The well requires significant capital upgrades ASAP.</li> <li>The distribution lines are at the end of their lifecycle and a replacement plan is required.</li> </ul>
9	Woodley Water	<ul> <li>The treatment plant is not functioning and upgrades or refurbishment is urgently required.</li> <li>Additionally, there are serious water capacity concerns and a long-term capital plan is required.</li> </ul>

# 3.7.26. **CVRD SPECIFIC Wastewater Utility Findings** – the following table provides details of utility specific findings.

NO.	NAME	FINDINGS
1	Arbutus Mountain Estates Wastewater	There are significant treatment plant problems which should be addressed ASAP.
2	Brulette Place Wastewater	<ul><li>The treatment plant urgently requires major upgrades or replacement.</li></ul>
3	Cobble Hill Wastewater	<ul> <li>The disposal fields have failed and must be replaced, or the utility could be connected with Twin Cedars. A plan is required.</li> </ul>
4	Cowichan Bay Wastewater	<ul> <li>The conveyance utility has significant inflow and infiltration (leaks) and there is a large backlog of capital improvements. A capital plan is required.</li> </ul>
5	Eagle Heights Wastewater	<ul> <li>The conveyance utility has significant leaks and there is a large backlog of capital improvements. A capital plan is required.</li> </ul>
6	Lambourn Estates Wastewater	<ul> <li>The conveyance utility has significant leaks and there is a large backlog of capital improvements.</li> </ul>
7	Mesachie Lake Wastewater	<ul> <li>There are very serious issues with this utility. Disposal fields have failed resulting in pollution problems. The collection system is failing. This should be addressed ASAP</li> </ul>
8	Shawnigan Beach Wastewater	<ul> <li>The conveyance utility has significant leaks and there is a large backlog of capital improvements.</li> <li>The lagoon and pump station are at the end of their life cycles and refurbishment is required ASAP.</li> <li>A capital plan is required.</li> </ul>



### 3.8. RECOMMENDATIONS – Operations, Technical & Service Delivery

The recommendations relating to Operations, Technical & Service Delivery are:

- 3.8.1. **Preventative Maintenance Programs** Develop and implement a plan to review, schedule, conduct and track regular preventative maintenance programs such as hydrant maintenance, valve maintenance, pump and motor inspections, meter testing, I & I studies, and system flushing.
- 3.8.2. **Enhance Technology Support** The key focus areas for leveraging more technology include:
  - Develop and implement a Utility IT Strategy and plan to ensure long-term IT planning in relation to long-term utility planning.
  - Consolidate/Integrate existing utility info/data from multiple systems into one system to help to manage multiple utilities.
  - As the IT function develops more IT solutions and capacity for the utilities operations, review the possibility of additional IT staff to support this growth in IT systems.
  - Choose/develop and implement Asset Management software/system.
  - Formalize the regular inclusion of IT staff during concept & design phases of major utility upgrades or construction in order to consider IT enhancements.
  - Formalize processes to ensure that maintenance records are submitted or updated in systems including asset management.
  - Computerized Maintenance and Management System (CMMS) Explore the value (Cost vs. Impact) of implementing a CMMS with integrated Customer Relationship Management (CRM) to:
    - Log customer service requests.
    - Issue and track work orders.
    - Develop and manage annual Preventative Maintenance Programs (PMP).
    - Inventory engineering assets and related attributes in a central repository and store engineering records.
  - SCADA Conduct a SCADA assessment and budget to plan for increasing and integrating the use of SCADA technology. Include a security risk assessment as part of the assessment.
  - Mobile Increase the rate and scope of current mobile technology projects to improve data collection and staff efficiencies by moving off paper process to digital.
  - **GIS** Expand and enhance the CVRD GIS program to speed up the utility infrastructure data implementation and begin to link the data to other systems that help CVRD staff and the public manage and understand the utility infrastructure environment.
  - Open Data Expand the existing GIS based open data program to other data sets that will enhance both staff's and residents' ability to understand the current state and make better decisions or be better informed on finances.
  - Utilize more technology/digital communications with and for residents.



### **RECOMMENDATIONS** – Operations, Technical & Service Delivery ... continued

- 3.8.3. **Water Restrictions** Review and revise policies and procedures for establishing water restrictions along with any new communications channels that would improve the experience and effectiveness of water restrictions. Ensure representatives have input and provide feedback on the final plan before implementing.
- 3.8.4. **Emergency Response** Develop a comprehensive Emergency Response Plan tailored for large scale, regional emergencies.
- 3.8.5. Establish and share utility performance and service measurements/metrics.
- 3.8.6. **Regulatory Enforcement Plan** Collaborate with Island Health on preventative solutions to minimize increases in legal action to enforce water and wastewater regulations.
- 3.8.7. **CVRD SPECIFIC Water Utility Recommendations** the following table provides details of utility specific recommendations.

NO.	NAME	RECOMMENDATIONS	PRIORITY
1	Arbutus Ridge Water	<ul> <li>Rectify the low capacity wells, located at top of ridge, that regularly run out of water each summer</li> <li>Rectify unacceptably high water pressure.</li> <li>Complete the well upgrades</li> </ul>	HIGH HIGH HIGH
2	Carlton Water	<ul> <li>The treatment plant requires upgrades and capital upgrades are overdue.</li> </ul>	HIGH
3	Cherry Point Water	<ul> <li>Develop treatment protocols to address high metals, contamination risk, and salt water infiltration</li> </ul>	HIGH
4	Dogwood Ridge Water	<ul> <li>Water supply is limited in summer months and a new source should be established.</li> </ul>	HIGH
5	Fern Ridge Water	<ul> <li>High pH is causing the reservoir to deteriorate, and it should be replaced in the near future.</li> </ul>	HIGH
6	Kerry Village Water	<ul> <li>Upgrade the existing well and distribution system.</li> </ul>	HIGH
7	Lambourn Estates Water	<ul> <li>Determine methods to control contaminates in the existing reservoir.</li> </ul>	HIGH
8	Mesachie Lake Water	<ul> <li>This water utility requires disinfection. Without treatment, the water is considered a health and liability risk.</li> <li>A distribution system replacement plan is required.</li> </ul>	HIGH MEDIUM
9	Saltair Water	<ul> <li>The very high pressure should be addressed.</li> <li>The surface water intake needs refurbishment or replacement.</li> <li>A capacity study is required to determine if a new well is required.</li> <li>A replacement plan is required for the distribution.</li> </ul>	HIGH MEDIUM MEDIUM



10	Shawnigan Lake Water	<ul> <li>The A/C and PVC distribution lines do not meet minimum standards are starting to fail. A replacement plan is required.</li> <li>The reservoir needs refurbishment or replacement.</li> <li>A capacity study is required to determine if a new well is required.</li> </ul>	HIGH MEDIUM MEDIUM
11	Shellwood Water	The well requires significant capital upgrades.	HIGH
12	Woodley Water	<ul> <li>Upgrades or refurbishment of the treatment plant is required.</li> <li>A long-term capital plan is required to address inadequate water capacity in the whole system.</li> </ul>	HIGH MEDIUM

# 3.8.8. **CVRD SPECIFIC Wastewater Utility Recommendations** – the following table provides details of utility specific recommendations.

NO.	NAME	RECOMMENDATIONS	PRIORITY
1	Arbutus Mountain Estates Wastewater	■ The treatment plant requires a renewal plan.	HIGH
2	Arbutus Ridge Wastewater	<ul> <li>The treatment plant requires significant capital upgrades along with the disposal field.</li> </ul>	HIGH
3	Brulette Place Wastewater	<ul> <li>The treatment plant urgently requires major upgrades or replacement.</li> </ul>	HIGH
4	Cobble Hill Wastewater	<ul> <li>The treatment plant needs to be replaced immediately (estimated cost of \$500,000). The disposal fields require capital upgrades.</li> </ul>	HIGH
5	Cowichan Bay Wastewater	<ul> <li>A capital plan is required to address leaking infrastructure.</li> </ul>	HIGH
6	Eagle Heights Wastewater	<ul> <li>A capital plan is required to address leaking infrastructure.</li> </ul>	HIGH
7	Kerry Village	<ul> <li>The treatment plant requires upgrades within the next five years.</li> </ul>	HIGH
8	Lambourn Estates Wastewater	<ul> <li>The conveyance utility has significant leaks and there is a large backlog of capital improvements.</li> <li>Treatment plant pollution needs to be addressed.</li> <li>A capital plan is required to address leaking infrastructure.</li> </ul>	HIGH MEDIUM MEDIUM
9	Mesachie Lake Wastewater	<ul> <li>Address the disposal field and collection system issues.</li> </ul>	HIGH
10	Shawnigan Beach Wastewater	<ul> <li>The conveyance utility requires replacement.</li> <li>The lagoon and pump station require refurbishment ASAP.</li> <li>A capital plan is required.</li> </ul>	HIGH HIGH HIGH



### FINDINGS & RECOMMENDATIONS – Communications & Relationships

This section evaluates the Communications & Relationships element of CVRD staff and key stakeholders (residents, elected officials, regulatory agencies and contractors) in terms of information access, input, feedback, notifications, and relationships. The key findings relating to Communications & Relationships are:

#### 3.9. FINDINGS – Communication & Relationships

3.9.1. **Stakeholder Survey** – The survey results provide significant insight into CVRD services as well as views and preferences of utility customers and other stakeholders. The survey results identify CVRD strengths and successes as well as several areas for improvement including service quality, service response, long term planning, cost accounting and communication.

The results also indicate a desire to focus on improving the CVRD as the service provider and not change to a private operator. There is also some interesting fee policy information to be considered. One of the most significant observations is the relatively high frequency of participants that did not know enough to answer a question, which often indicates issues with communications.

#### 3.9.2. Stakeholder Survey Results Overview

Generally, the survey results are aligned with the feedback received through the interviews and groups sessions.

- Participant Profile 82% of the participants were water system customers, 43% Sewer,
   3% employees and 2% elected official, supplier or regulatory agency. The top 6
   Improvement Districts participating were:
  - Saltair Water 28%
  - Arbutus Ridge Water 16%
  - Arbutus Ridge Sewer 11%
  - Cowichan Bay Sewer 7%
  - Youbou Water 6%
  - Shawnigan Beache Estates 5%
- Service Quality (Water quality, supply, maintenance) 61% meets or exceeds expectations, while 33% somewhat or does not meet expectations.
- Service Response (phone calls, emails, etc.) 40% excellent or good, while 15% fair or poor. 45% did not know.
- Service Value (service value for the fees/cost) 38% excellent or good, while 47% fair or poor. 14% did not know.
- Long Term Planning 24% excellent or good, while 39% fair or poor. 36% did not know.
- Accurate Accounting 21% excellent or good, while 32% fair or poor. 47% did not know.
- Customer Communication 31% very effective or effective, while 56% somewhat effective or not effective. 13% did not know.



#### FINDINGS – Communications & Relationships ... continued

- Emergency Communication 41% very effective or effective, while 23% somewhat effective or not effective. 37% did not know.
- Communication Preferences 66% email, 28% regular mail, 2% website and 1% social media.
- Electoral Area Directors Representation 29% excellent or good, while 55% fair or poor.
   16% noted not applicable.
- Water Metering 61% agree, 25% neutral, 15% do not agree.
- Private Sector Operators Preference 5% yes, 14% maybe, 62% no.
- New System Criteria CVRD standards compliant 52%, CVRD standards non-compliant with commitment to compliance 14%, Don't accept new systems 7%, I don't know 28%.
- System Funding Preference By individual system each system funded by its users 39.0%, By all systems all CVRD system users pay the same amount by averaging all systems costs 17%, By all CVRD taxpayers not just the users of these systems (like most local government environments) 32.0%, I Don't Know 13%.
- Support for Fee Increase Additional Capacity yes 12%, maybe 34%, no 44%, I don't know 8%
- Support for Fee Increase Long Term Infrastructure Fund yes 25%, maybe 34%, no 38%, I don't know 5%
- Properly Funded System Increase (0-20%) 40%, (20-40%) 2%, (40-60%) 1%, Whatever it takes 14%, I don't know 44%.

#### **OBSERVATIONS**

The survey results indicate several areas for improvement including service quality, service response, long term planning, cost accounting and communication. The results also indicate a desire to make the changes to the CVRD provider and not change to a private operator. There are also some interesting fee policy information to be considered. One of the most significant observations is the relatively high frequency of participants that did not know enough to answer the question, which often indicates issues with communications.

See Appendix D for the full survey report.

3.9.3. **Resident Communications & Relationships** – Both the survey and the interview results indicate that although there are many examples of good communication between the CVRD and residents, generally they are not consistent and there is significant room for improvements.

Specific areas of feedback included:

- Emergency communication (breaks, leaks, contamination, unplanned shut downs, etc.)
   was the most consistent positive feedback and had the highest praise.
- Trust Most residents have a good relationship with the CVRD relating to their utilities, however, where there have been significant issues (projects, financial/cost issues, etc.) between residents and CVRD, those relationships are often fractured and minimal trust exists. In these circumstances trust has been significantly eroded between resident



### FINDINGS – Communications & Relationships ... continued

- groups/representatives and CVRD and continues to be a major issue and time consuming exercise for both groups. A few of the area representatives say that they are paying more for fees than they were "promised".
- Openness Generally the perceived level of openness and transparency of CVRD is directly related to a conflict that may be occurring between an areas representative and the CVRD. There are representatives that feel the CVRD is very open and transparent and there are others that feel they are intentionally hiding information.
- Some of the representatives are concerned about this review and resulting report ending up like other studies that they feel were never acted on by CVRD.
- Regular and effective communication with each resident area is difficult across 35
  utility utilities. The CVRD acknowledges that the website design and content is not at
  the level it would like and is actively working to improve.
- The complexity of water and wastewater utility engineering and best practices are not readily known by most residents and this makes communication and relationship management challenging. There are a small and active number of residents with industry and engineering backgrounds that volunteer to help bridge the knowledge gap.
- Generally, after a utility acquisition the frequency and quality of communication diminishes.
- There is a high expectation among residents of communication (frequency, details) regarding water and wastewater utilities. This seems to be significantly more than most residents expect relating to other services. There is a resident communication and relationship expectation regarding utilities in the CVRD that is higher than most local governments in BC. This is a difficult expectation to fulfill by CVRD staff. Residents want to know about many maintenance and upgrade elements of their utilities that typically are not communicated in other jurisdictions.
- The highest demand for information, by far, is relating to costs and fees.
- Some residents do not feel they get a good or full annual overview of their utility in terms of challenges, plans and schedules.
- 3.9.4. **Cost vs. Fees** Although there are areas that have representation groups with a detailed awareness of their utility budgets and fees, most areas do not fully, or in some cases even partially, understand the budget and fee structure for their utility. Generally, most representatives do not feel that they have a clear picture of costs and fees.
- 3.9.5. **Electoral Area Directors** The Electoral Area Directors are the official and main conduit for receiving input from the residents. There appears to be significant inconsistency between each Electoral Area Director's knowledge and perceived effectiveness by residents. The specialized nature of utility operations makes this more challenging for the Electoral Area Directors.
  - There are a variety of ways in which the residents are providing input to the CVRD. Residents expect both CVRD and the Electoral Directors to bring information to them as well as take their



#### FINDINGS - Communications & Relationships ... continued

feedback to the CVRD. Some areas have formal organized committees that meet regularly, document meetings and communicate with residents and CVRD. Residents want to be a voice/committee with/between the community – fewer people contacting the CVRD directly – and more knowledgeable when they do.

There are differing views on how residents would be best represented around water and wastewater issues. Most residents feel that the Electoral Area Directors are not providing the quality of representation they should have. Some feel this situation is due to the breadth of Regional District functions, in addition to utilities, for which Electoral Directors are responsible. Others feel that their particular Electoral Director is not effective. In some cases, residents are known to "shop around" to other Electoral Directors for support on an issue or idea.

- 3.9.6. **Resident Groups** Some of the residents for each of the subdivisions/areas have formed their own residents' group to assist with input and communications. There does not appear to be a process to elect or determine best representation. Some are more formal than others with documents such as terms of reference to guide how they represent their fellow residents. Many of these residents' groups use the group to make communication with the CVRD more efficient.
- 3.9.7. **Transparency** Generally there is a desire by residents to have more transparency on the financial and operational aspects of their utilities.
- 3.9.8. **Operations and Finance Relationship** There are a number of disagreements and possible misunderstandings between CVRD Operations and Finance staff relating to the access to and use of surplus funds.
- 3.9.9. **Internal Communications** Staff generally feel that internal communications could be improved at all levels especially regarding frequency and details. There is a general sense from the Operations group that communication is declining between the head office and those in the field and operations. Operations would benefit from knowing more about decisions made and the rationale behind their work to improve assisting customers. In some cases information is passed on that is not relevant to their work.
- 3.9.10. **Customer Communications** Water and wastewater utility customers should be updated on rate changes, capital projects, compliance issues and other matters on a regular basis.
- 3.9.11. **Internal Meetings** Nonproductive meetings with agendas that have little relevance take up too much valuable time.
- 3.9.12. **Internal Information Access** There is no access to online information due to a lack of computer stations for outside workers at the Bings Creek Recycling (Operations) Centre.
- 3.9.13. **Internal Relationships** Operations staff don't know the office staff very well as they typically have minimal interaction.
- 3.9.14. **Digital Communication Strategy** CVRD staff are well aware that their website and other digital communication assets are not currently meeting their communication needs nor the needs of residents. Stakeholders agree with this.



#### 3.10. RECOMMENDATIONS – Communication & Relationships

The recommendations relating to Communications & Relationships are:

- 3.10.1. **Stakeholder Communications & Relationship Strategy** Develop and implement a stakeholder communication and relationship strategy that accommodates the current need for regular and detailed updates on utility finances, long-term planning and project schedules. This strategy should include:
  - A review of the Stakeholder Survey results looking for opportunities to address feedback.
  - Financial Information Develop and get sample resident feedback on, and distribute/share financial cost and fee information that provides province-wide context of comparable value for fees charged.
  - Cost vs Fees Develop an extensive portfolio of information to explain the complexity of the budgeting and fee process.
  - Public Consultation Review the staffing requirements for extending the public consultation process for changes and improvements to utilities.
  - **Education Session** Consider establishing education sessions and material for residents to help them understand the complexities of water and wastewater utility management.
  - Digital Communications Continue with website and digital communications improvements and test new designs and content with sample residents.
  - Transparency Find additional ways to provide greater transparency and share any planned improvements.
  - Resident Group Representation After establishing a Utility Commission, ensure that adhoc resident groups have a channel to communicate with the Commission. Except for simple technical questions, the Commission, not staff, should deal with all higher level financial and governance concerns.
- 3.10.2. Internal Communications Review and adjust internal communication strategies to ensure that relevant information is being shared to appropriate levels in the CVRD organization. Consider including a mechanism for employees to easily share improvement ideas with the management team that includes a response for each idea put forward to continue to build credibility and trust.
- 3.10.3. **Team Building** Consider team building sessions/events to allow Operations, Engineering and other staff to meet and connect.
- 3.10.4. **Report Communication & Implementation Plan** Develop a plan for sharing the results of this review and tracking the implementation plan progress with staff, residents and stakeholders to demonstrate that the CVRD has listened and intends to improve.
- 3.10.5. **Electoral Area Directors** Review with Electoral Area Directors ways in which the representation of utility customers can be improved based on the input of this review.



### FINDINGS & RECOMMENDATIONS – People & Structure

This section looks at the People & Structure elements of the CVRD in terms of engagement, culture, performance, development, structure, and roles. The key findings relating to People and Structure are:

#### 3.11. FINDINGS - People & Structure

- 3.11.1. Generally, the staff of departments and divisions directly involved with the management and operations of CVRD utilities (Engineering, Water Management) are well respected by stakeholders and function well with each other.
- 3.11.2. Generally, employee skills and abilities are well utilized but are often stretched thin maintaining the many treatment facilities along with water distribution and wastewater collection networks that span a large geographical area. This, however, is also partly due to a lack of resources.
- 3.11.3. **Engineering Staff** Engineering staff are generally focused on day-to-day issues and appear to have inadequate time to make meaningful progress on long term plans such as infrastructure condition assessments, 5-year capital plans or other fundamental strategies related to infrastructure management. Engineering did increase staff in 2016 Q4 and this should assist in the capacity required to accomplish long term plans.
- 3.11.4. **Operations Staff** Operations staff are focused on day-to-day issues and do not have time to make progress on many standard maintenance programs such as leak detection for the water utilities, or an inflow and infiltration (I&I) program for the wastewater utilities. Operations staff:
  - Are generally engaged in their work and care about the condition of the water and wastewater infrastructure they are responsible to maintain,
  - Feel sufficiently recognized for their efforts by their immediate supervisors however, the organization is without a formal employee recognition program,
  - Are not receiving regular scheduled employee performance and career development reviews,
  - Feel stretched thin which means only the bare minimum is done at each facility. This is even more of an issue when someone is away,
  - Vacancies take a long time to fill,
  - Have generalized knowledge, have the tickets, but don't have specialized training, for example for pressure regulating value (PRV) maintenance, wastewater plant knowledge, and system hydraulics.
  - Feel strong loyalty within their team,
  - Feel they are understaffed in Utilities.
- 3.11.5. **Electrical Expertise** A particular need was identified for in-house electrical/instrumentation expertise rather than contracting on an as-needed basis. Annual operating costs between \$140k and \$300k for this service over recent years were cited along with significant delays in "getting the work done." Current practice consists of saving electrical work until enough work has built up to warrant hiring an out-of-town contractor. The benefits to performing this function inhouse include cost savings as well as employee expertise with the many different electrical



#### FINDINGS – People & Structure ... continued

controls and automated utilities in place. Because of these planned delays, employees that are knowledgeable although not properly certified, feel compelled to do the work themselves, at a significant risk. Thee would seem to be a legitimate business case for moving this service inhouse.

- 3.11.6. Structure The CVRD organizational structure is typical for a local government organization. The span of control is well balanced and is not causing any apparent issues or preventing CVRD from making improvements in the near future. If the CVRD does not move to a more amalgamated utility model in the future, then the organizational structure will need to be revisited as additional operations and service relationship resources will be required to manage within the existing multi-utility model.
- 3.11.7. Staff in respective departments care and have good internal relations and generally feel they have a positive work environment.
- 3.11.8. Internal Performance Management & Development There is no formal performance management process for unionized employees, although this is planned for 2017/2018. There is an introductory stage evaluation process for management/exempt staff. There are some development opportunities throughout the organization, however they are not consistently utilized. In some cases there is a budget for professional development however staff feel that they cannot always take time away from work because of work load pressures. The number and rate of new utility acquisitions and the condition of those utilities is one of the major reasons cited for the workload.
- 3.11.9. **Health & Safety (Operations)** The OH&S program within the CVRD was formalized in 2013 and although staff generally understand their responsibilities and follow safe practices, there is still some risks and compliance issues. Examples include:
  - Outside workers feel supported by supervisory staff to conduct their work safely.
  - Staff understand the principles and requirements of working safely, despite no formal OH&S program.
  - WHMIS, new employee orientation, regular tailgate meetings, and work site inspections occur on a regular basis.
  - The Emergency Response Plan requires updating and exercising (in progress).
  - Standard Operating Procedures (SOP's) require updating.
  - MSDS's require a formal update (recognized in OH&S Committee minutes)
- 3.11.10. **Labour Relations** There are very few or significant issues between the unions and management demonstrating positive work environment.



#### 3.12. RECOMMENDATIONS - People & Structure

Many of the recommendations in other sections of this report will impact and assist the staff. The additional recommendations relating to People & Structure are:

- 3.12.1. **Long-term Planning Progress** Engineering staff could be increased or supplemented with consulting services in order to make progress on long term plans.
- 3.12.2. **Operations In-house Electrician** Hiring an in-house qualified electrician/instrumentation journeyman who can learn the details of each water, wastewater utility will provide additional capacity and specialization. The funding is already there, currently spent on contract electricians, so there is no need to wait for a retirement or vacancy. This specialist will allow for preventive maintenance, not just reactive, as well as the potential to provide electrical services to other departments, where possible.
- 3.12.3. **Temporary Engineering Technician** An additional temporary Engineering Technician should be considered to develop and implement utility maintenance programs such as leak detection, I&I, cross connection control, and related programs.
- 3.12.4. OH&S Enhance the OH&S program:
  - Update the Standard Operating Procedures (SOP's) with a focus on deep excavations, written hazard assessments.
  - Update the WHMIS program incorporating recent WorkSafeBC changes.
  - Develop and implement a New Employee orientation package.
  - Enhance ongoing annual field inspections, with documentation.
  - Update, implement and exercise Emergency Response plans.
  - Update and implement MSDS
- 3.12.5. **Recruitment Review** Review the processes and timelines for recruiting operational engineering staff to ensure that these resource vacancies are filled in a reasonable timeframe.
- 3.12.6. **Operations & Communications Staff** Once a communication and engagement plan is established, additional resources will likely be required to manage the additional communications and relationship requirements of managing a multiple utility model.
- 3.12.7. Develop and implement a performance development program for all unionized staff.
- 3.12.8. Develop and implement a formal Attendance Management program.
- 3.12.9. A joint Occupational Health and Safety Committee should be appointed to implement an OH&S and Wellness Program as soon as possible.
- 3.12.10. Senior management should attend the Operations Centre periodically to engage directly with outside workers.
- 3.12.11. Routinely celebrate project successes with staff and the Board.



### 4. IMPLEMENTATION PLAN

This implementation plan summarizes and organizes the recommendation portions of this report.

NO.	CATEGORY	ACTION ITEM	PRIORITY
1	Leadership, Strategy & Planning	Develop and implement an integrated Development Plan identifying long term strategic goals for the region.	HIGH
2	Leadership, Strategy & Planning	Create and operationalize a Utility Commission, or alternatively, a Water Commission and a Wastewater Commission	HIGH
3	Leadership, Strategy & Planning	Develop a long-range strategic financial plan.	HIGH
4	Leadership, Strategy & Planning	Develop an Asset Management Plan as soon as possible.	HIGH
5	Leadership, Strategy & Planning	Develop an Asset Management Policy and reference the policy in reports from staff to the Board when User Rates, Parcel Taxes, capital plans and other key infrastructure decisions are under consideration.	HIGH
6	Leadership, Strategy & Planning	Develop comprehensive long term capital plans for all assets.	HIGH
7	Leadership, Strategy & Planning	Develop a CVRD Utility Amalgamation Strategy and Plan.	HIGH
8	Financial Sustainability	Conduct a budgeting exercise in 2017 establishing appropriate levels of funding for each jurisdiction and the possibility of merging individual cost centres.	HIGH
9	Financial Sustainability	Develop a Development Cost Charges Bylaw.	HIGH
10	Financial Sustainability	Develop and implement a sustainable Parcel Tax and User Fee strategy, considering significant changes to rate structures.	HIGH
11	Governance	CVRD to take on the role of Approving Officer (currently with MOTI).	HIGH
12	Governance	Develop a Water and Wastewater Utility Acquisition Policy.	HIGH
13	Operational, Technical & Service Delivery	Develop and implement a Utility IT Strategy and plan.	HIGH
14	Operational, Technical & Service Delivery	Implement Asset Management Software/System.	HIGH
15	Operational, Technical & Service Delivery	Conduct a SCADA assessment and development budget and plan for increasing and integrating the use of SCADA technology.	HIGH



NO.	CATEGORY	ACTION ITEM	PRIORITY
16	Operational, Technical & Service Delivery	Utilize more technology/digital communications with and for residents.	HIGH
17	Operational, Technical & Service Delivery	Develop, implement and test regularly an Emergency Response Plan.	HIGH
18	Operational, Technical & Service Delivery	Work with Island Health to address water and wastewater regulation enforcement.	HIGH
19	Operational, Technical & Service Delivery	Address the issues within the CVRD Specific Water and Wastewater Utility Recommendations. Sections 3.8.9 & 3.8.10.	HIGH
20	Communications & Relationships	Develop and implement a stakeholder communication and relationship strategy that accommodates the existing need for regular and detailed updates for residents on utility finances, long-term planning and project schedules and updates. See Section 3.10.1 for details.	HIGH
21	Communications & Relationships	Consider team building sessions/events to allow Operations, Engineering and other staff to meet and connect. A BBQ at Bings Creek was mentioned.	HIGH
22	People & Structure	Routinely celebrate project successes with staff and the Board.	HIGH
23	People & Structure	Enhance the OH&S program	HIGH
24	People & Structure	Senior management should attend the Operations Centre periodically to engage directly with outside workers.	HIGH
25	People & Structure	Hire a qualified electrician/instrumentation journeyman.	HIGH
26	Leadership, Strategy & Planning	Develop KPIs.	MEDIUM
27	Leadership, Strategy & Planning	Develop a grant application plan and schedule.	MEDIUM
28	Leadership, Strategy & Planning	Develop a partnership strategy and implementation plan to broaden and enhance existing partnerships.	MEDIUM
29	Governance	Review, revise and develop supply chain management policies.	MEDIUM
30	Operational, Technical & Service Delivery	Develop and implement a plan to review, schedule, conduct and track regular preventative maintenance programs such as hydrant & valve maintenance, annual pump and motor inspections, testing & flushing.	MEDIUM



NO.	CATEGORY	ACTION ITEM	PRIORITY
31	Operational, Technical & Service Delivery	Consolidate/Integrate existing utility info/data from multiple systems.	MEDIUM
32	Operational, Technical & Service Delivery	Formalize the regular inclusion of IT staff during concept & design phases of major utility upgrades or construction in order to consider IT enhancements.	MEDIUM
33	Operational, Technical & Service Delivery	Formalize processes to ensure that new, upgraded and maintenance records are submitted or updated in systems including asset management.	MEDIUM
34	Operational, Technical & Service Delivery	Evaluate the value of a CMMS with integrated CRM system to track and manage stakeholder requests.	MEDIUM
35	Operational, Technical & Service Delivery	Increase the rate and scope of current mobile technology projects to improve data collection and staff efficiencies by moving off paper process to digital ones.	MEDIUM
36	Operational, Technical & Service Delivery	Expand and enhance the CVRD GIS program to speed up the utility infrastructure data implementation and begin to link the data to other systems that help the CVRD staff and the public manage and understand the utility infrastructure environment.	MEDIUM
37	Operational, Technical & Service Delivery	Expand the existing GIS based open data program to other data sets that will enhance both the staff's and residents' ability to understand current state and make better decisions or be better informed on finances.	MEDIUM
38	Operational, Technical & Service Delivery	Review and revise policies and procedures for establishing water restrictions along with any new communications channels that would improve the experiences and effectiveness of the water restrictions.	MEDIUM
39	Operational, Technical & Service Delivery	Establish and Share Utility performance and service measurements/metrics (KPI's).	MEDIUM
40	Communications & Relationships	Review and adjust internal communication strategies to ensure that relevant information is being shared to the appropriate levels in the CVRD.	MEDIUM
41	Communications & Relationships	Develop a plan for sharing the results of this review and tracking the implementation plan progress with staff, residents and stakeholders to demonstrate that the CVRD listened and intends to improve.	HIGH
42	Communications & Relationships	Review the Electoral Area Directors ways in which the representation of utility customers can be improved based on the input of this review.	MEDIUM



NO.	CATEGORY	ACTION ITEM	PRIORITY
43	People & Structure	Develop and implement a performance development program for all unionized staff.	MEDIUM
44	People & Structure	Develop and implement an attendance management program with support for employees to achieve attendance goals.	MEDIUM
45	People & Structure	Review the processes and timelines for recruiting operational engineering staff to ensure that these resource vacancies are filled in a reasonable timeframe.	MEDIUM
47	People & Structure	Once a communication and engagement plan is established additional capacity may be required to manage the additional communications and relationship requirements of a multiple utility model.	MEDIUM
48	People & Structure	Consider ways to resource the capacity to develop and implement utility maintenance programs such as leak detection, I&I, and cross connection control.	MEDIUM
49	Leadership, Strategy & Planning	Develop a regional growth feasibility study of the Region's infrastructure growth needs to determine how to best meet the water and wastewater requirements of the future with an expected growth rate of 2% to 5% per annum.	LOW
50	Operational, Technical & Service Delivery	As the IT function develops more IT solutions and capacity for the utilities operations, review the possibility of additional IT staff to support this growth in IT systems.	LOW



### 5. REFERENCES

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# Cowichan Valley Regional District Water & Wastewater Utilities Review and Assessment – Final Report





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The INNOVA Strategy Group appreciates the opportunity to work with the CVRD staff, residents, elected officials and regulatory partners. We were very impressed by the commitment, passion and pride demonstrated throughout the review process.

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# Cowichan Valley Regional District Water & Wastewater Utilities Review and Assessment – Final Report



#### 6. APPENDICES

#### Appendix A: Financial Analysis - Water Utilities

659 998 1,455 2,732 1,778 828 2,246 1,134 1,744 830 1,755 2,474 Total Fees & Charges 1,354 702 1,525 1,091 1,310 \$ \$808 526 592 641 1,094 201 612 326 714 376 1,308 313 User Fee User Fee Assessment 61,000 36,000 71,000 55,000 194,000 71,000 38,000 35,000 100,000 000'09 103,000 50,000 270,000 256,000 43,000 56,000 166,000 Recommended Parcel Tax (Subtotals 1+2) 933 694 762 884 884 1,030 454 447 1,422 687 303 1,152 143 431 551 122 \$ 104 \$ 114 \$ 8 \$ Allocations per Parcel (Subtotal #2) 200 Proposed New Rates 6,000 \$ 34,000 \$ 12,000 \$ 8'000'8 8,000 \$ 10,000 34,000 000'6 36,000 32,000 112,000 55,000 Parcel Tax Assessment ø ,222 293 56 917 776 559 554 785 246 615 29 Contribution per Parcel (Subtotal #1) 440 Life Expectancy (Years) 20 9 90 99 90 20 90 30 20 20 20 20 90 90 20 20 8 20 26,000 5,000 19,000 8,000 \$348,500 53,000 13,000 12,500 67,000 20,000 5,000 \$ 117,000 580,000 465,000 940,000 \$ 2,500,000 233,000 \$ 1,050,000 \$ 10,660,000 \$ 12,960,000 \$ 10,000,000 153,000 1,846,000 8,884,000 4,270,000 \$ 3,247,000 \$ 2,530,000 \$ 13,370,000 232,000 Value <del>()</del> ₩. 1,360 1,360 686 945 Total Fees & Charges 540 398 674 845 987 463 852 947 430 769 843 520 1,100 **Existing Rates** User Fee 380 660 315 425 160 667 680 130 300 220 700 800 398 400 400 190 280 arcel Tax 543 300 400 675 37.1 520 303 185 267 300 579 262 587 # of useholds 530 946 135 497 174 829 680 26 25 83 45 83 33 32 86 78 1 45 33 34 138 154 154 89 89 864 588 123 646 100 88 # of Parcels TOTAL AVERAGE Arbutus Mtn Estates ambourn Estates ogwood Ridge oneymoon Bay awnigan Lake oodley Range esachie Lake Arbutus Ridge atellite Park Cherry Point erry Village ouglas Hill ern Ridge ellwood Bald Mtn Carlton Burnum

CVRD Managed Water Utilities

# Cowichan Valley Regional District Water & Wastewater Utilities Review and Assessment – Final Report



### Appendix A: Financial Analysis – Wastewater Utilities

Total Fees & Charges 1,677 1,353 1,483 942 984 1,222 \$ 659 1,281 8 629 549 \$ 914 \$ 583 510 \$ 757 476 611 162 869 User Fee User fee Assessment Maintenance, Wages & Benefits 38,000 123,000 35,000 25,000 40,000 445,000 85,000 81,000 114,000 239,000 76,000 159,000 899 230 \$ 764 \$ 410 \$ 794 \$ Recommended Parcel Tax (Subtotals 1+2) 717 432 227 461 517 524 Allocations per Parcel 252 113 69 241 131 65 65 62 136 133 123 122 162 118 26 Proposed New Rates (Subtotal #2) 14,000 47,000 8,000 2,000 9,000 11,000 49,000 19,000 28,000 22,000 18,000 000'09 9,000 Allocations & Debt Parcel Tax Assessment Asset Contribution per Parcel (Subtotal #1) 231 345 168 568 99/ 586 591 391 135 339 355 498 512 CVRD Managed Wastewater Utilities Life Expectancy (Years) 8 8 22 20 20 2 2 20 S 8 22 20 22 S 22 8 22,000 78,000 21,000 \$ 1,200,000 10,000 9,000 41,000 61,000 507 \$ 13,306,000 \$ 277,000 20,000 \$ 57,740,000 \$ 1,739,000 Reserve Balance Ø Replacement Value \$ 1,821,000 \$ 500,000 \$ 2,463,000 \$ 7,587,000 \$ 2,763,000 4,080,000 \$ 2,307,000 \$ 1,000,000 \$ 1,931,000 \$ 3,051,000 \$ 6,588,000 \$ 1,911,000 \$ 3,985,000 S Total Fees & Charges 642 330 982 9 522 717 1,051 670 751 730 1,049 S S S Existing Rates Parcel Tax User Fee 550 250 260 330 725 525 \$ 300 300 320 765 410 392 412 270 247 \$ S S 392 257 417 390 286 400 427 226 410 364 657 200 357 # of ouseholds 810 145 210 28 760 8 49 89 391 74 5 83 8 8 8 138 49 760 239 3,811 97 371 # of Parcels TOTAL AVERAGE Shawnigan Beach Estates Lambourn Estates Sewer Mesachie Lake Sewer Sentinel Ridge Sewer Cowichan Bay Sewer Eagle Heights Sewer Brulette Place Sewer Kerry Village Sewer Twin Cedars Sewer Arbutus Mtn Sewer Mill Springs Sewer Cobble Hill Sewer Maple Hills Sewer Bald Mtn Sewer Youbou Sewer

# Cowichan Valley Regional District Water & Wastewater Utilities Review and Assessment – Final Report



### Appendix B: **Detailed Utility Analysis**

### **ARBUTUS MTN ESTATES WATER - 605**

### **Description**

This system was built in 2008. Water is supplied from two groundwater wells to 123 parcels (124 homes). Water is chlorinated and pumped by two heavy-duty pumps to a 750,000 liter steel-bolted reservoir.

### **Water Quality**

There have been fifteen minor complaints by residents over the past three years, and one positive total coliform test result in 2014.

### Geographic

This water system is remote and there are no similar CVRD operations nearby.

#### 2016 Rates

Parcel Tax \$260 User Fee \$280

#### **Customers**

123 parcels 124 users

### Proposed 2017 Rates

Parcel Tax \$260 User Fee \$280 The subdivision is gravity fed and a fire pump will start if pressure is less than 140kPA. The system is fully metered. Staff report that the infrastructure is generally in good condition and there are no serious concerns.

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$33,000
User Fees	\$34,000
Other	\$10,000
Debt Proceeds	\$22,000
TOTAL	\$99,000

TOTAL	\$99,000
Capital	\$32,000
Long Term Debt	\$3,000
Operations	\$64,000

	In-Service Date	Historical Cost	Replacement Cost
Land	1967	\$37,000	\$246,000
Reservoir	2007	\$185,000	\$164,000
Treatment Plant	2007	\$135,000	\$120,000
Distribution System	2008	\$817,000	\$661,000
Distribution System	2008	\$892,000	\$722,000
		\$2,066,000	\$1,913,000
Capital Reserve Balance			\$53,000
Asset Replacement Reserve Required (per parcel)			\$264

### **Conclusions**

The Arbutus Mountain Estates Water System is in generally good shape and no large capital expenditures are anticipated in the next 5 - 10 years.

Rating: 9/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$260	\$386
User Fee	\$280	\$444
TOTAL	\$540	\$830

# **ARBUTUS MTN ESTATES SEWER - 805**

### 2016 Rates

Parcel Tax \$731 User Fee \$465

#### **Customers**

123 parcels 121 users

### Proposed 2017 Rates

Parcel Tax \$798 User Fee \$490

# **Description**

This sewer infrastructure consists of an onsite gravity collection system, lift station, wastewater treatment plant, treated sewer lift station, force main and sanitary disposal field.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$95,000
User Fees	\$55,000
Other	\$4,000
TOTAL	\$154,000

Operations	\$150,000
Capital	\$4,000
TOTAL	\$154,000

	In-Service Date	Historical Cost	Replacement Cost
Land	1967	\$60,000	\$398,000
Collection System	2006	\$2,394,000	\$2,410,000
Treatment Plant	2006	\$965,000	\$975,000
Pump Station	2006	\$140,000	\$140,000
Collection System	2014	\$61,000	\$62,000
		\$3,620,000	\$3,985,000
Capital Reserve Balance			\$22,000
Asset Replacement Reserve Required (per parcel)			\$644

### **Conclusions**

Although this the Arbutus Mountain Sewer System is relatively new, there are issues with the treatment plant and it is expensive to operate. Capital improvements are required, including screening.

Rating: 6/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$798	\$896
User Fee	\$490	\$455
TOTAL	\$1,288	\$1,351

# **ARBUTUS RIDGE SEWER - 815**

#### 2016 Rates

Parcel Tax \$0 User Fee \$389

#### **Customers**

646 parcels 646 users

### Proposed 2017 Rates

Parcel Tax \$0 User Fee \$401

# **Description**

CVRD took on the Arbutus Ridge Sewer system in 2010. The system consists of a gravity sewer collection system, pump stations and dual biological treatment plants.

Effluent is pumped to a ground disposal field.

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$33,000
User Fees	\$34,000
Other	\$10,000
Debt Proceeds	\$22,000
TOTAL	\$99,000

Operations	\$64,000
Long Term Debt	\$3,000
Capital	\$32,000
TOTAL	CAD198,000

	In-Service Date	Historical Cost	Replacement Cost
Sewer System	2011	\$128,000	\$2,450,000
Capital Reserve Balance			\$78,000
Asset Replacement Reserve Required (per parcel)			\$61

### **Conclusions**

This system was built in the late 80s and early 90s. In general the conveyance system appears to be in good shape. However the disposal field has failed and the treatment plant requires significant capital upgrades.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$0	\$174
User Fee	\$401	\$279
TOTAL	\$401	\$453

### **ARBUTUS RIDGE WATER - 615**

### **Description**

Construction of the Arbutus Ridge strata took place between 1987 and 2014. CVRD took over the water system in 2010.

Water is supplied by 3 groundwater wells on the golf course lands. Water is chlorinated and pumped to a concrete reservoir (285,000 imperial gallons). The chlorination system has an emergency diesel generator.

A booster pump supplies water to the distribution network. (The booster station was rebuilt in 2015.)

150 valves and 56 hydrants.

The system is not metered.

**Water Quality** 

Microbiological: 2 total coliform test results on Nov 17, 2015.

Chemical: High HPC levels.

Some concern about discolored water and pesticides from adjacent golf course

### Geographic

Close to CVRD Satellite Park water system, and the Braithwaite Estates (Improvement District) water system.

#### **2016 Rates**

User fee: \$389

### Proposed 2017 Rates

User fee: \$398

## Revenue & Expenses Average 5 Year Plan

Distribution consists of 1,800 m of mains, 10,300m of distribution lines,

Revenue: Average 2016 - 2020

User Fees	\$280,000
Other	\$20,000
TOTAL	\$300,000

Operations	\$271,000
Long Term Debt	\$6,000
Capital	\$20,000
Transfer to Capital Reserve	\$3,000
TOTAL	\$300,000

	In-Service Date	Historical Cost	Replacement Cost
Water System	TBD	TBD	\$10,000,000
Capital Reserve Balance			\$118,000
Asset Replacement Reserve Required (per parcel)			\$0

# **Conclusions**

The water supply and quality is generally quite good.

Rating: 8/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	0	\$359
User Fee	\$398	\$300
TOTAL	\$398	\$659

# **BALD MTN. SEWER - 811**

### 2016 Rates

Parcel Tax \$400 User Fee \$270

#### **Customers**

130 parcels 53 users

Potential of 354 total users

### 2016 Rates

Parcel Tax \$400 User Fee \$270

# **Description**

CVRD took over this system in 2010.

The system consists of a membrane bioreactor plant that has provision for additional treatment. Effluent is disinfected by UV prior to discharge into the ground via two infiltration basins.

The system consists of 128 serviced lots with a potential build-out of 354 single and multi-family homes.

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$52,000
User Fees	\$24,000
Transfer from Capital Reserve	\$3,000
TOTAL	\$79,000

Operations	\$70,000
Capital	\$5,000
Transfer to Capital Reserve	\$4,000
TOTAL	\$79,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2009	\$160,000	\$165,000
Collection System	2009	\$453,000	\$455,000
Treatment Plant	2009	\$1,110,000	\$1,115,000
Building	2009	\$75,000	\$86,000
		\$1,798,000	\$1,821,000
Capital Reserve Balance			\$21,000
Asset Replacement Reserve Required (per parcel)			\$231

### **Conclusions**

This system is new and in good shape. Relatively few issues.

Rating: 9/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$400	\$300
User Fee	\$270	\$1,189
TOTAL	\$670	\$1,489

### **Additional Comments**

The proposed increase in User Fees is relatively large. The User Fee increase is primarily due to the low number of customers. The operational expense (an average annual cost of \$70,000 over the next 5 years) is shared amongst only 53 users, resulting in a User Fee of \$1,189 per parcel. It should be noted that as more properties are developed, the User Fee will decrease. The anticipated future User Fee at build-out (130 parcels) is \$538.

# **BALD MTN WATER - 611**

# **Description**

The system was constructed in 2008. Groundwater is supplied from 3 wells and pumped to a UV and chlorine injection treatment system and into a steel reservoir. Gravity flow to the customers. Fully metered. System is operating well.

### Water Quality

Annual report not available on CVRD website.

### Geographic

Remote are on Cowichan Lake. Near several other small CVRD water systems.

#### **2016 Rates**

Parcel tax: \$404 User fee: \$270

#### **Customers**

100 parcels44 users

### Proposed 2017 Rates

Parcel tax: \$400 User fee: \$270 Phase 2 was established in 2015 with 54 new properties added to the system.

The Bald Mountain Water System is also known as the Woodland Shores Water System.

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$52,000
User Fees	\$24,000
TOTAL	\$76,000

Operations	\$70,000
Transfer to Capital Reserve	\$6,000
TOTAL	\$76,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2009	\$60,000	\$60,000
Reservoir	2009	\$343,000	\$345,000
Treatment Plant	2009	\$164,000	\$165,000
Distribution System	2009	\$474,000	\$476,000
		\$1,041,000	\$1,046,000
Capital Reserve Balance			\$26,000
Asset Replacement Reserve Required (per parcel)			\$171

### **Conclusions**

This is a new system and in great shape. No issues. The challenge is to build reserves over the lifecycle of the infrastructure. There are water quality issues with hardness and calcium

Rating: 10/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$400	\$281
User Fee	\$270	\$1,386
TOTAL	\$670	\$1,647

# **BRULETTE PLACE SEWER - 801**

#### 2016 Rates

Parcel Tax \$427 User Fee \$550

#### **Customers**

58 parcels 56 users

### Proposed 2017 Rates

Parcel Tax \$427 User Fee: \$550

### **Description**

The CVRD took over this system in 2010 from two strata developments.

The system consists of a gravity collection system to two pump stations that discharge to two treatment facilities which, in turn, discharge to two separate disposal fields. There are plans to combine the two systems.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$28,000
User Fees	\$29,000
Other	\$80,000
Debt Proceeds	\$45,000
TOTAL	\$182,000

Operations	\$44,000
Long Term Debt	\$5,000
Capital	\$125,000
Short Term Debt	\$8,000
TOTAL	\$182,000

	In-Service Date	Historical Cost	Replacement Cost
Land	TBD		
Collection System	TBD		
Treatment Plant	TBD		\$500,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$172

### **Conclusions**

This is a worst-case situation for a wastewater treatment system. The collection system appears to be in reasonable shape. There are no estimates of the historical cost or the replacement cost. A is being established to reconstruct the treatment plant or join another wastewater system.

Rating: 1/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$427	\$414
User Fee	\$550	\$679
TOTAL	\$977	\$1,092

### **BURNUM WATER - 619**

### **Description**

Constructed in 1991, the CVRD took over the system in 2013.

Three groundwater wells are disinfected at the well head and pump directly to a concrete reservoir.

### **Water Quality**

Arsenic is a concern.

### Geographic

Somewhat isolated. Shawnigan Lake is closest water system.

### 2016 Rates

Parcel tax: \$445 User fee: \$400

#### **Customers**

83 homes 88 parcels

### Proposed 2017 Rates

Parcel tax: \$445 User fee: \$400 Arsenic is a concern and a treatment pilot project is underway. A new treatment system, reservoir expansion and other upgrades are scheduled.

The system is fully metered.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$45,000
User Fees	\$43,000
Other	\$16,000
Debt Proceeds	\$70,000
TOTAL	\$174,000

Operations	\$64,000
Long Term Debt	\$20,000
Capital	\$85,000
Transfer to Capital Reserve	\$5,000
TOTAL	\$174,000

	In-Service Date	Historical Cost	Replacement Cost
Engineering Structures	2014	\$110,000	\$111,000
Equipment	2015	\$37,000	\$37,000
Treatment Infrastructure	2015	\$6,000	\$6,000
		\$153,000	\$154,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$29

### **Conclusions**

The Burnum System has a history of high arsenic and there have been capacity issues associated with the two wells. Two pump upgrades have increased capacity.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$445	\$143
User Fee	\$400	\$855
TOTAL	\$845	\$998

### **CARLTON WATER - 616**

### **Description**

Constructed in the late 70s, the CVRD took over the Carlton system in 2013/2014. Two wells pump directly to a reservoir. Two booster pumps draw from the reservoir to four pressurized diaphragm pump tanks prior to distribution. A sodium hypochlorite solution disinfects the water through a single pump.

### **Water Quality**

No records available

### Geographic

Near Shawinigan Lake and several small water systems.

#### 2016 Rates

Parcel tax: \$587 User fee: \$400

#### Customers

42 users 45 parcels

### Proposed 2017 Rates

Parcel tax: \$587 User fee: \$400 There is a history of deterioration of this system. A propane standby generator and fire pump is not functional. The water treatment plant building requires replacement.

The CVRD recently constructed a new steel reservoir and a new high flow pump was installed in 2015/2016.

The system is fully metered.

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$29,000
User Fees	\$19,000
TOTAL	\$48,000

Operations	\$42,000
Long Term Debt	\$6,000
TOTAL	\$48,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2013	\$18,000	\$18,000
Watermains	2015	\$10,000	\$10,000
Treatment Plant	2015	\$74,000	\$74,000
Distribution System	2015	\$153,000	\$153,000
Source Infrastructure	2015	\$108,000	\$108,000
Reservoir	2015	\$261,000	\$261,000
		\$624,000	\$624,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$231

### **Conclusions**

There are concerns with the water quality and quantity. Iron levels are high.

There have been upgrades to the system over the past few years, however the treatment plant still needs significant capital improvements. The small size of the system is problematic.

Rating: 4/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$587	\$431
User Fee	\$400	\$1,024
TOTAL	\$987	\$1,455

### **CHERRY POINT WATER - 670**

### **Description**

CVRD took over this system in 1995. Water is supplied from one groundwater well and requires treatment for iron and manganese. Well water is conveyed directly to a 230,000 litre steel reservoir. A gravity system feeds the distribution lines. The system is fully metered.

### **Water Quality**

Iron and manganese is a concern. Occasional total coliform test results.
Frequent complaints about discolored water.

### Geographic

Just south of Cowichan Bay, close to several other small water systems, including Lambourn Estates.

#### 2016 Rates

Parcel tax: \$675 User fee: \$380

#### **Customers**

29 users 30 parcels

### Proposed 2017 Rates

Parcel tax: \$700 User fee: \$380 A 2015 pilot project was set-up to treat iron and manganese with a sequestering agent.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$25,000
User Fees	\$15,000
Transfer from Capital Reserves	\$2,000
TOTAL	\$42,000

Operations	\$39,000
Capital	\$2,000
Transfer to Capital Reserve	\$1,000
TOTAL	\$42,000

	In-Service Date	<b>Historical Cost</b>	Replacement Cost
Land	1988	\$0	\$0
Reservoir	1994	\$35,000	\$54,000
Treatment Plant	1995	\$92,000	\$139,000
Distribution System	1994	\$995,000	\$1,545,000
Source Infrastructure	2015	\$108,000	\$108,000
		\$1,230,000	\$1,846,000
Capital Reserve Balance			\$13,000
Asset Replacement Reserve Required (per parcel)			\$1,149

### **Conclusions**

There are concerns with metal content in the water. It is believed that the adjacent dairy farm is a contributing factor to the water quality issues. Also, during well tests there was a salt contamination and well capacity increases suggesting surface water infiltration.

A sequestering agent appears to have resolved a high iron concern.

Significant capital upgrades are required however funds are limited.

#### Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$700	\$1,422
User Fee	\$380	\$1,310
TOTAL	\$1,080	\$2,732

# **COBBLE HILL SEWER - 809**

## **Description**

The CVRD took over this system in 2008.

The sewer consists of a rotating biological contractor plant, five concrete tanks for pre-treatment. The plant requires odour control. Effluent is discharged to ground.

### 2016 Rates

Parcel Tax \$392 User Fee \$250

#### **Customers**

84 parcels 84 users

### Proposed 2017 Rates

Parcel Tax \$392 User Fee \$300

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$35,000
User Fees	\$23,000
Other	
Debt Proceeds	\$105,000
TOTAL	\$163,000

Operations	\$50,000
Long & Short Term Debt	\$5,000
Capital	\$106,000
Transfer to Capital Reserve	\$2,000
TOTAL	\$163,000

	In-Service Date	Historical Cost	Replacement Cost
Collection System	1993	\$921,000	\$1,406,000
Treatment Plant	1993	\$650,000	\$1,016,000
Electrical Upgrades	2009	\$40,000	\$40,000
		\$1,611,000	\$2,462,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$586

### **Conclusions**

The treatment plant needs to be replaced immediately, at an estimated cost of \$500,000. Additionally, the disposal fields require capital upgrades. The collection network appears to be operating acceptably.

There is a possibility that the Cobble Hill Sewer System could be integrated with the Twin Cedars system.

Rating: 1/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$392	\$717
User Fee	\$300	\$476
TOTAL	\$692	\$1,193

## **COWICHAN BAY SEWER - 800**

### **Description**

This system was constructed in 1972.

The system consists of a gravity collection system, a pump station and forcemain to the Joint Utilities Board lagoons for disposal of effluent.

#### 2016 Rates

Parcel Tax \$247 User Fee \$260

#### **Customers**

755 parcels 870 users

### Proposed 2017 Rates

Parcel Tax \$290 User Fee \$260

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$230,000
User Fees	\$277,000
Transfer from Capital	\$14,000
Debt Proceeds	\$298,000
Other	\$33,000
TOTAL	\$852,000

Operations	\$322,000
Long Term Debt	\$93,000
Capital	\$400,000
Transfer to Capital Reserve	\$30,000
Force Main Reserve	\$4,000
Transfer to Eagle Heights	\$3,000
TOTAL	\$852,000

	In-Service Date	Historical Cost	Replacement Cost
Land Improvements	2005	\$60,000	\$65,000
Collection System	1972	\$5,613,000	\$9,899,000
Treatment Plant	1999	\$598,000	\$3,000,000
Collection System	373000	\$341,000	\$661,000
		\$6,612,000	\$13,625,000
Capital Reserve Balance			\$277,000
Asset Replacement Reserve Required (per parcel)			\$345

### **Conclusions**

There is significant I&I associated with this system, which overloads the pump station and forcemain.

Recently, the CVRD constructed a new force main and connected the system to the Joint Utility Board (JUB) system. Upgrades to the JUB will require additional CVRD capital funding.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$290	\$410
User Fee	\$260	\$549
TOTAL	\$650	\$959

# **DOGWOOD RIDGE WATER - 613**

### **Description**

This system was constructed in 1970. The CVRD took over the system in 2009.

Water, supplied from two wells, is pumped to a new treatment building for disinfection and then into a new 50,000 gallon steel reservoir. The CVRD constructed both the treatment system and the reservoir. A new booster pump distributes water.

A new high flow pump was recently installed to provide firefighting water. A new generator provides backup power to the high flow pump.

The system is fully metered. No outstanding operational issues.

### **Water Quality**

n/a

### Geographic

Isolated small water system, near Duncan.

#### 2016 Rates

Parcel tax: \$700 User fee: \$660

#### Customers

33 parcels 33 users

# Proposed 2017 Rates

Parcel tax: \$700 User fee: \$660

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$24,000
User Fees	\$22,000
Transfer from Capital Reserve	\$1,000
Debt Proceeds	
TOTAL	\$47,000

Operations	\$41,000
Long Term Debt	\$5,000
Capital	
Transfer to Capital Reserve	\$1,000
TOTAL	\$47,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2010	\$550,000	\$58,000
Water mains	2011	\$438,000	\$479,000
Buildings	2011	\$40,000	\$42,000
Capital Upgrades WTP & Reservoir	2011	\$122,000	\$535,000
		\$1,150,000	\$579,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$293

### **Conclusions**

Significant upgrades to the Dogwood Ridge water system were recently undertaken. New capital works include a reservoir, well upgrades and treatment plant improvements. One well must be overhauled in the next 5 years.

In general, there are good fire flows and distribution system is functioning well due, in part, to low pressures. Small size of system is problematic. Water supply is limited in summer months. Another source should be provided.

Rating: 7/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$700	\$687
User Fee	\$660	\$1,091
TOTAL	\$1,360	\$1,778

## **DOUGLAS HILL WATER - 603**

### **Description**

The Douglas Hill system was constructed in 1982 and the CVRD took over operations in 2010/2011. Two groundwater wells pump directly to a water treatment building and then to a 450,000 liter concrete reservoir. The treatment and pumping systems (4 booster pumps) were upgraded in 2012.

The system is fully metered. There are no operational concerns.

### Water Quality

21 total confirm test results in 2015.

### Geographic

Close to Lambourn Estates and a few other small water systems.

#### 2016 Rates

Parcel tax: \$371 User fee: \$315

#### **Customers**

Parcels: 138 Users: 135

#### Proposed 2017 Rates

Parcel tax: \$371 User fee: \$440

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$51,000
User Fees	\$51,000
TOTAL	\$102,000

Operations	\$91,000
Long Term Debt	\$11,000
TOTAL	\$102,000

	In-Service Date	Historical Cost	Replacement Cost
Water main	2010	\$139,000	\$159,000
Treatment Building	2015	\$44,000	\$44,000
Treatment Infrastructure	2015	\$165,000	\$165,000
Distribution	2015	\$91,000	\$91,000
Source Infrastructure	2015	\$7,000	\$7,000
		\$446,000	\$466,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$56

### **Conclusions**

This system is generally in good condition. Water quality is very good and recent capital improvements include new pumps, treatment building and meters. The distribution system is 34 years old and in good shape.

Rating: 8/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$371	\$303
User Fee	\$440	\$526
TOTAL	\$811	\$828

# **EAGLE HEIGHTS SEWER - 820**

### **Description**

2016 Rates

Parcel Tax \$ -User Fee \$330

#### **Customers**

760 parcels 760 users

### Proposed 2017 Rates

Parcel Tax \$ -User Fee \$360 CVRD took over this system in 1975.

The infrastructure consists of a gravity collection system and a pump station that discharges to the Joint Utilities Board lagoons for treatment and disposal.

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	
User Fees	\$280,000
Transfer from Capital	\$122,000
Other	\$83,000
TOTAL	\$485,000

Operations	\$245,000
Long Term Debt	\$50,000
Capital & Reserves	\$190,000
TOTAL	\$485,000

	In-Service Date	Historical Cost	Replacement Cost
Collection System	1990	\$2,575,000	\$6,863,000
Building	2003	\$257,000	\$687,000
Upgrades	2013	\$44,000	\$37,000
		\$2,876,000	\$7,587,000
Capital Reserve Balance			\$1,200,000
Asset Replacement Reserve Required (per parcel)			\$168

### **Conclusions**

This system discharges to the Joint Utility Board system (JUB).

There is significant inflow and infiltration and the lift station requires significant capital upgrades. Upgrades to JUB will require additional CVRD capital funding.

Rating: 4/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$0	\$230
User Fee	\$360	\$162
TOTAL	\$360	\$392

### FERN RIDGE WATER - 608

# **Description**

Constructed in 1995, the CVRD took over the Fern Ridge system in 2007/2008. Water is supplied from one well to a reservoir and hydro-pneumatic pressure tanks. Water is disinfected with hypo-chlorite. A dedicated supply line feeds the reservoir.

The distribution system consists of 150mm PVC lines. Two hydrants provide fire protection; but a recent flow tests indicates one hydrant has insufficient residual pressure during fire flow conditions.

Water service connections are metered.

### **Water Quality**

All test results are good and no complaints from customers.

### Geographic

Near other small systems, west of Shawnigan Lake.

#### 2016 Rates

Parcel tax: \$520 User fee: \$425

#### **Customers**

34 parcels 32 users

### Proposed 2017 Rates

Parcel tax: \$560 User fee: \$425

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$20,000
User Fees	\$17,000
Transfer from Capital Reserves	\$1,000
Debt Proceeds	\$9,000
TOTAL	\$47,000

Operations	\$35,000
Long Term Debt	\$2,000
Capital	\$10,000
Transfer to Capital Reserve	
TOTAL	\$47,000

	In-Service Date	Historical Cost	Replacement Cost
Reservoir	1995	\$34,000	\$51,000
Treatment Infrastructure	2008	\$56,000	\$45,000
Watermains	1995	\$555,000	\$826,000
Buildings	1995	\$12,000	\$15,000
		\$657,000	\$937,000
Capital Reserve Balance			\$5,000
Asset Replacement Reserve Required (per parcel)			\$917

### **Conclusions**

The water has high pH which is affecting some infrastructure.

The Fern Ridge system has one well, which has a good operational history, and the distribution system appears to be in good shape.

The reservoir is deteriorating from the high pH and will need replacement in coming years

Rating: 7/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$560	\$1,152
User Fee	\$425	\$1,094
TOTAL	\$985	\$2,246

### **HONEYMOON BAY WATER - 660**

## **Description**

The Honeymoon Bay system was constructed in the 1970s and 80s. The CVRD took over the water system in 1994. In 2009, the two original surface water systems were abandoned and a new groundwater well was established. The surface water licenses remain valid.

### **Water Quality**

Records unavailable

### Geographic

Located on Cowichan Lake, close to 3 small water systems.

#### 2016 Rates

Parcel tax: \$303 User fee: \$160

#### **Customers**

229 parcels 497 users

### Proposed 2017 Rates

Parcel tax: \$303 User fee: \$160 In 2009, a 100,000 gallon reservoir and treatment plant was commissioned. A year later, in 2010, a water main extension was constructed to Sutton Creek. The system is fully metered.

This analysis includes Well #2 debt and the Sutton Creek debt.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$78,000
User Fees	\$57,000
Debt Proceeds	\$80,000
TOTAL	\$215,000

1 0	
Operations	\$120,000
Short Term Debt	\$8,000
Capital	\$82,000
Transfer to Capital Reserve	\$5,000
TOTAL	\$215,000

	In-Service Date	Historical Cost	Replacement Cost
Treatment Plant	1994	\$340,000	\$527,000
Dam	1994	\$41,000	\$65,000
Treatment Plant	2009	\$253,000	\$254,000
Generator	2006	\$15,000	\$16,000
Reservoir	2008	\$247,000	\$200,000
Well	2008	\$129,000	\$105,000
Water main	1990	\$3,573,000	\$7,494,000
Distribution	2015	\$223,000	\$223,000
		\$4,821,000	\$8,884,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$776

### **Conclusions**

Existing infrastructure is in good shape and includes a new reservoir and treatment plant. A new well to be established in 2017 to meet demand.

Rating: 7/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$303	\$933
User Fee	\$160	\$201
TOTAL	\$463	\$1,134

## **KERRY VILLAGE SEWER - 850**

### **Description**

#### **2016 Rates**

Parcel Tax \$257 User Fee \$725

#### **Customers**

97 parcels93 usersRec Centre

#### Proposed 2017 Rates

Parcel Tax \$280 User Fee \$725 The system was constructed in 1984 and the CVRD took over this ownership in 2004.

The infrastructure was designed for a 64 lot mobile home park and consists of a gravity system. In 2012, a 32 lot subdivision joined the service. A new treatment plant and disposal field were constructed. The new homes are serviced by a STEP pumped system.

There are discussions underway regarding a 32-lot subdivision.

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$28,000
User Fees	\$77,000
Transfer from Capital	\$4,000
Other	\$3,000
TOTAL	\$112,000

Operations	\$97,000
Long & Short Term Debt	\$6,000
Capital	\$5,000
Transfer to Capital Reserve	\$4,000
TOTAL	\$112,000

	In-Service Date	Historical Cost	Replacement Cost
Treatment Plant	1983	\$882,000	\$1,669,000
Land	2010	\$137,000	\$144,000
Building	2010	\$70,000	\$73,000
Collection	2010	\$759,000	\$863,000
Discharge Structure	2015	\$13,000	\$13,000
		\$1,861,000	\$2,762,000
Capital Reserve Balance			\$10,000
Asset Replacement Reserve Required (per parcel)			\$568

### **Conclusions**

Approximately 1/2 of this collection system is new and is operating well. The other half is old and there are some issues with inflow and infiltration. Also, there are significant concerns with the treatment plant which have been ongoing. Upgrades should be undertaken within the next 5 years.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$280	\$764
User Fee	\$725	\$914
TOTAL	\$1,005	\$1,677

### **KERRY VILLAGE WATER - 690**

## **Description**

The original Kerry Village Water System was commissioned in 1983 as part of a mobile home development. In 2011, the system was upgraded as part of the Briarwood development with a new groundwater well that was tied-in to the distribution system. The well water is disinfected with a new chlorine addition system and treated with a sequestering agent for manganese. Treated water is pumped to a 70,000 gallon below-grade concrete reservoir.

### **Water Quality**

Regular complaints about discolored water.

### Geographic

West of Mill Bay, close to three other small water systems.

#### 2016 Rates

Parcel tax: \$185 User fee: \$667

#### **Customers**

89 users 98 parcels

#### Proposed 2017 Rates

Parcel tax: \$185 User fee: \$667 A new treatment building, with a fire pump, was constructed in 2011 as part of the Briarwood upgrades.

The system is partially metered.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$20,000
User Fees	\$45,000
TOTAL	\$65,000

Operations	\$65,000
TOTAL	\$65,000

	In-Service Date	Historical Cost	Replacement Cost
Reservoir	1983	\$40,000	\$76,000
Treatment Infrastructure	1983	\$124,000	\$234,000
Water mains	1983	\$868,000	\$1,641,000
Buildings	2010	\$55,000	\$58,000
Water mains	2010	\$438,000	\$498,000
		\$1,525,000	\$2,507,000
Capital Reserve Balance			\$12,500
Asset Replacement Reserve Required (per parcel)			\$560

### **Conclusions**

About half of this system was recently constructed, and the other half is approximately 30 years old.

The new portion is metered, has a new treatment plant and well. The older portion has an old well and there is little information on the distribution system which makes future capital expenditures uncertain.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$185	\$694
User Fee	\$667	\$612
TOTAL	\$852	\$1,306

# **LAMBOURN ESTATES SEWER - 804**

# **Description**

CVRD took over this system in 2008.

The system consists of a gravity collection system. A new membrane bioreactor treatment plant was commissioned in 2010.

#### 2016 Rates

Parcel Tax \$226 User Fee \$525

#### **Customers**

138 parcels145 users

#### Proposed 2017 Rates

Parcel Tax \$226 User Fee \$525 A number of homes are on independent septic tank effluent pump systems that discharge to the CVRD sewer collection system.

The effluent meets Class A standards and discharges into Cowichan Bay through a 530 meter outfall.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$33,000
User Fees	\$83,000
Debt Proceeds	\$5,000
TOTAL	\$121,000

Operations	\$100,000
Long & Short Term Debt	\$16,000
Capital	\$5,000
TOTAL	\$121,000

	In-Service Date	Historical Cost	Replacement Cost
Collection	1990	\$510,000	\$806,000
Collection	2006	\$386,000	\$390,000
Treatment Plant	1967	\$134,000	\$888,000
Collection	2010	\$919,000	\$1,044,000
Distribution System	2008	\$892,000	\$722,000
Upgrades	2014	\$958,000	\$952,000
		\$3,799,000	\$4,802,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$591

### **Conclusions**

A serious pollution issue in Cowichan Bay was recently addressed by the construction of a new treatment plant.

There are significant inflow and infiltration issues and capital expenditures are required to address this issue. Repairs should be undertaken within the next 5 years.

### Rating; 6/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$226	\$794
User Fee	\$525	\$559
TOTAL	\$751	\$1,353

# **LAMBOURN ESTATES WATER - 604**

# **Description**

The system was constructed in 1980 and the CVRD took over the operation and management of the system in 2008. Three groundwater wells pump through a new water treatment building and supply two reservoirs; a 190,000 litre concrete reservoir and a 250,000 litre steel reservoir. The system includes sand filtration, disinfection and associated infrastructure.

### **Water Quality**

Numerous complaints about discolored water. Occasional total coliform test results.

### Geographic

Near Cowichan Bay, close to 3 other small water systems.

#### 2016 Rates

Parcel tax: \$267 User fee: \$680

#### **Customers**

154 parcels174 users

#### Proposed 2017 Rates

Parcel tax: \$267 User fee: \$580 There are concerns with high iron and manganese. There have been frequent complaints by customers.

The system is not metered.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$41,000
User Fees	\$94,000
Transfer from Gas Tax	\$60,000
TOTAL	\$195,000

Operations	\$128,000
Long Term Debt	\$7,000
Capital	\$60,000
TOTAL	\$195,000

	In-Service Date	Historical Cost	Replacement Cost
Reservoir	1993	\$70,000	\$110,000
Water mains	1983	\$67,000	\$128,000
Water mains	1990	\$1,980,000	\$3,131,000
Water mains	2011	\$563,000	\$615,000
Buildings	2011	\$66,000	\$68,000
Water System	2014	\$215,000	\$218,000
			\$4,270,000
Asset Replacement Reserve Required (per parcel)			\$554

### **Conclusions**

Some infrastructure has been replaced over the years, including a distribution system and hydrants. Approximately 50% of the system is new.

Water quality is a concern during summer months, and there is a history of high manganese deposits in the distribution line and a contamination in the old reservoir prior to take over. Upgrades to the reservoir are required. A meter program using Gas Tax funds is proposed for 2017.

#### Rating 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$267	\$762
User Fee	\$580	\$592
TOTAL	\$847	\$1,354

# MAPLE HILLS SEWER - 830

### **Description**

CVRD took over this system in 1994.

### 2016 Rates

Parcel Tax \$417 User Fee \$300

#### **Customers**

60 parcels 60 users

#### Proposed 2017 Rates

Parcel Tax \$450 User Fee \$300 The infrastructure consists of a gravity collection system with a biological contractor treatment plant.

Effluent is pumped from the treatment facility to ground for disposal.

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$30,000
User Fees	\$20,000
Transfer from Capital Reserve	\$5,000
Debt Proceeds	\$20,000
TOTAL	\$75,000

Operations	\$45,000
Capital	\$30,000
TOTAL	\$75,000

	In-Service Date	Historical Cost	Replacement Cost
Collection	1994	\$696,000	\$1,081,000
Treatment Plant	1994	\$673,000	\$1,045,000
Upgrades	2008	\$179,000	\$161,000
Treatment Upgrades - Odour Control	2015	\$19,000	\$19,000
		\$1,567,000	\$2,306,000
Capital Reserve Balance			\$9,000
Asset Replacement Reserve Required (per parcel)			\$766

### **Conclusions**

The wastewater treatment plant was constructed in 1994 and is operating well.

Although the system is showing signs that it is slowly aging, the inflow and infiltration rates appear to be minimal. No significant capital upgrades are expected in the next 5 - 10 years.

Rating: 7/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$450	\$899
User Fee	\$300	\$583
TOTAL	\$750	\$1,483

# **MESACHIE LAKE SEWER - 810**

## **Description**

This system consists of two separate gravity collection systems including septic tanks and ground disposal systems. The system is substandard and in very poor condition.

### **2016 Rates**

Parcel Tax \$349 User Fee \$300

#### **Customers**

49 parcels 49 users

# **Proposed 2017**Rates

Parcel Tax \$390 User Fee \$300

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$30,000
User Fees	\$15,000
Other	\$92,000
Debt Proceeds	\$47,000
Transfer from Capital Reserve	\$9,000
TOTAL	\$193,000

Operations	\$35,000
Long Term Debt	\$6,000
Capital	\$150,000
Transfer to Capital Reserve	\$2,000
TOTAL	\$193,000

	In-Service Date	Historical Cost	Replacement Cost
Land	1969	\$25,000	\$157,000
Engineering Structures	1977	\$230,000	\$841,000
		\$255,000	\$998,000
Capital Reserve Balance			\$41,000
Asset Replacement Reserve Required (per parcel)			\$389

### **Conclusions**

The Mesachie Lake Sewer System is likely the most challenging system under the CVRD's control. It was built in the 1940s and there are a number of very serious issues including the treatment plant and conveyance system. The disposal field is comprised of buried log structures, which resemble log homes, which are failing.

Wastewater is discharged to ground in close proximity to the adjacent lake and the community ground water source.

Significant capital upgrades are required within the next 5 years.

Rating: 1/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$390	\$432
User Fee	\$300	\$510
TOTAL	\$690	\$942

### **MESACHIE LAKE WATER - 620**

## **Description**

The CVRD took over the Mesachie Lake Water System in 1969.

### **Water Quality**

n/a

#### 2016 Rates

Parcel tax: \$300 User fee: \$130

#### **Customers**

81 parcels 78 users

### Proposed 2017 Rates

Parcel tax: \$320 User fee: \$130 Groundwater is pumped directly into the distribution system without pretreatment. A 50,000 gallon steel-bolted storage reservoir calls for water at low levels. Water is gravity-fed from the reservoir to the distribution system when the groundwater pump is not operating.

A standby generator was installed in 1999. The Health Authority has indicated a chlorine disinfection system will be required.

The system is not metered.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$31,000
User Fees	\$21,000
Transfer from Capital Reserve	\$5,000
TOTAL	\$57,000

Operations	\$50,000
Capital	\$5,000
Transfer to Capital Reserve	\$2,000
TOTAL	\$57,000

	In-Service Date	Historical Cost	Replacement Cost
Land	1977	\$45,000	\$165,000
Reservoir	1977	\$40,000	\$147,000
Water Treatment	1977	\$150,000	\$551,000
Storage	1998	\$10,000	\$15,000
Fuel Storage Tank	1999	\$25,000	\$35,000
Water main Replacement	2001	\$66,000	\$90,000
Water main Replacement	1977	\$532,000	\$1,942,000
Water main Replacement	1980	\$48,000	\$135,000
Water main Replacement	1988	\$92,000	\$167,000
			\$3,247,000
Reserve Balance			\$67,000
Asset Replacement Reserve Required (per parcel)			\$785

### **Conclusions**

It appears the Mesachie Lake distribution system has high water loss, which indicates signs of aging. Some portions of the distribution lines have been replaced, but more capital expenditures in the next 5 years is required. A disinfection system is also required. The reservoir appears to be in good shape, despite 40 years of age.

Rating: 6/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$300	\$884
User Fee	\$130	\$641
TOTAL	\$430	\$1,525

## MILL SPRINGS SEWER - 813

## **Description**

This system serves 239 properties and has extra capacity to accommodate 400 properties.

The system consists of a gravity collection system. Treated effluent is pumped to ground disposal. Phase 1 was built in 1997 and transferred to the CVRD in 2015.

#### 2016 Rates

Parcel Tax \$420 User Fee \$300

#### **Customers**

239 parcels 210 users

# **Proposed 2017**Rates

Parcel Tax \$410 User Fee \$320

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$110,000
User Fees	\$80,000
TOTAL	\$190,000

Operations	\$185,000
Transfer to Capital Reserve	\$5,000
TOTAL	\$190,000

	In-Service Date	Historical Cost	Replacement Cost
Land	1997	\$646,000	\$644,000
Force main	1997	\$108,000	\$108,000
Disposal Field	1997	\$280,000	\$280,000
Collection System – 15 Phases	1997	\$900,000	\$900,000
		\$1,934,000	\$1,932,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$135

### **Conclusions**

Although there is some inflow and infiltration, it appears the infrastructure is generally sound and in good shape. There are minor issues including high maintenance demands and daily inspections at the WTP.

Rating: 8/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$410	\$227
User Fee	\$320	\$757
TOTAL	\$730	\$984

## **SALTAIR WATER - 640**

## **Description**

Construction of the Saltair water system began in the early 1960's and was completed in the mid 1980's. The CVRD took over the system in 1986 by Order in Council and dissolution of the Saltair Waterworks District.

Stocking Lake, a small body of water, is the sole water supply. Water is disinfected with chlorine and UV. Water flows through a PRV to 730 m<sup>3</sup> reservoir, added to the system in 2014.

### **Water Quality**

Two or three total coliform test results per year.

### Geographic

Just south of Ladysmith. Adjacent to the Ladysmith municipal water system.

#### 2016 Rates

Parcel tax: \$579 User fee: \$190

#### **Customers**

864 parcels 829 users

#### Proposed 2017 Rates

Parcel tax: \$579 User fee: \$190 The system has deteriorated significantly over the years and the CVRD launched a multi-year renewal program in 2012. Replacement of distribution lines and PRVs are underway. Additionally, Island Health requires a 4-3-2-1 treatment system for the surface water.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$490,000
User Fees	\$265,000
Transfer from Capital	\$1,000
Debt Proceeds	\$500,000
TOTAL	\$1,256,000

Operations	\$316,000
Long Term Debt	\$140,000
Capital	\$800,000
TOTAL	\$1,256,000

	In-Service Date	Historical Cost	Replacement Cost
Land	1980	\$23,000	\$62,000
Reservoir & Treatment	1987	\$260,000	\$492,000
Creek Infrastructure	1996	\$41,000	\$61,000
Upgrades	2004	\$149,000	\$188,000
Distribution System	2008	\$222,000	\$180,000
Water mains	1987	\$1,398,000	\$2,623,000
Water mains	1994	\$2,008,000	\$3,119,000
Water mains	1997	\$1,456,000	\$2,103,000
Water mains	2007	\$330,000	\$350,000
Building	1987	\$37,000	\$63,000
Water mains	2010	\$55,000	\$62,000
Water mains & Reservoir	2011 - 2016	\$1,752,000	\$1,752,000
			\$10,656,000
Reserve Balance			\$67,000 (\$95,000 committed)
Asset Replacement Reserve Required (per parcel)			\$264

### **Conclusions**

This system has a new reservoir and disinfection. However, there is very high pressure that should be addressed immediately, and the surface water intake needs improvements within the next 5 years. There are liability concerns with the dam and various parts of the distribution system are failing.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$579	\$376
User Fee	\$190	\$326
TOTAL	\$769	\$702

Date: November, 2016

### **Additional Comments**

With new 43210 regulations, a new water treatment plant will be required if Saltair continues to use surface water. The treatment facility is expected to cost approximately \$4.6 million unless efficiencies can be gained by partnering with neighbouring water systems. Staff are currently working on partnering with Ladysmith. These costs are not included in overall costing and would be in addition to proposed rates.

### **SATELLITE PARK WATER - 601**

## **Description**

The Satellite Park Water System was constructed in 1973 and the CVRD took over operations and maintenance in 2006. It is comprised of a groundwater well that pumps chlorinated water to a new 126,000 imperial gallon steel-bolted reservoir. Water is fed by gravity to the lower distribution lines and to a treatment plant where it is boosted to the higher side of the system. A PRV controls pressure to part of the system.

### **Water Quality**

Water quality appears to be good.

### Geographic

Close to Arbutus Ridge and several other CVRD and independent small water systems.

#### 2016 Rates

Parcel tax: \$543 User fee: \$300

#### **Customers**

82 parcels 77 users

#### Proposed 2017 Rates

Parcel tax: \$567 User fee: \$300 The system has experienced some deterioration over the years.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$49,000
User Fees	\$37,000
TOTAL	\$86,000

Operations	\$66,000
Long Term Debt	\$14,000
Capital	\$2,000
Transfer to Capital Reserve	\$4,000
TOTAL	\$86,000

	In-Service Date	Historical Cost	Replacement Cost
Reservoir	1973	\$7,000	\$38,000
Reservoir	2009	\$244,000	\$245,000
Water mains	1973	\$358,000	\$1,858,000
Water mains	2010	\$233,000	\$238,000
Building	2010	\$70,000	\$73,000
Water mains	2010	\$68,000	\$77,000
			\$2,529,000
Reserve Balance			\$8,000
Asset Replacement Reserve Required (per parcel)			\$615

### **Conclusions**

This reservoir and WTP is approximately five years old and is in good shape. The infrastructure consists of a new plant, disinfection and PRV. The disinfection system is 43 years old and showing signs of deterioration

### Rating 9/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$567	\$1,030
User Fee	\$300	\$714
TOTAL	\$867	\$1,744

## **SENTINEL RIDGE SEWER - 802**

## **Description**

CVRD took over this system in 2007.

#### 2016 Rates

Parcel Tax \$286 User Fee \$765

#### **Customers**

147 parcels82 users

### Proposed 2017 Rates

Parcel Tax \$357 User Fee \$765 It is a Class A treatment system and disposal facility. The system utilizes both gravity collection and individual septic tank effluent pumps (STEP). Effluent is treated at a plant with UV. The plant utilizes a bioreactor with membrane. There are provisions for expansion of the plant. Effluent is discharged to ground.

# Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$50,000
User Fees	\$64,000
Other	\$12,000
Debt Proceeds	\$12,000
TOTAL	\$138,000

Operations	\$115,000
Capital	\$23,000
TOTAL	\$138,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2006	\$493,000	\$530,000
Collection	2006	\$1,017,000	\$1,100,000
Treatment Plant	2006	\$965,000	\$1,044,000
Upgrades	2012	\$360,000	\$376,000
		\$2,835,000	\$3,050,000
Capital Reserve Balance			\$61,000
Asset Replacement Reserve Required (per parcel)			\$339

### **Conclusions**

This system is in generally good shape and significant capital upgrades are not expected within the next 5 - 10 years. There is a potential expansion by development in 2017-2018.

Rating: 9/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$357	\$461
User Fee	\$765	\$1,281
TOTAL	\$1,122	\$1,742

## **SHAWNIGAN BEACH SEWER - 840**

## **Description**

CVRD took over the Shawnigan Beach sewer system in 1999.

The system is comprised of a gravity collection system and six pump stations. Sewerage is pumped to an aerated lagoon treatment system and a ground disposal system which has been reconstructed recently.

There are a number of concerns with the system and upgrades are required.

#### 2016 Rates

Parcel Tax \$364 User Fee \$410

#### **Customers**

371 parcels 391 users

#### Proposed 2017 Rates

Parcel Tax \$400 User Fee \$410

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$164,000
User Fees	\$160,000
Other	\$1,000
TOTAL	\$325,000

Operations	\$252,000
Long & Short Term Debt	\$31,000
Capital	\$40,000
Transfer to Capital Reserve	\$2,000
TOTAL	\$325,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2006	\$171,000	\$182,000
Collection	1979	\$835,000	\$2,206,000
Collection	2000	\$739,000	\$1,019,000
Collection	2006	\$1,217,000	\$1,313,000
Pump Station	2000	\$745,000	\$1,243,000
Pump Station	2006	\$219,000	\$214,000
Lagoon System	2015	\$408,000	\$408,000
		\$4,334,000	\$6,585,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$355

### **Conclusions**

This system has a history of non-compliance. There are serious issues with the lagoon and pump station. There are high rates of inflow and infiltration.

The disposal field was recently built which will help address the non-compliance issues.

#### Rating: 6/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$400	\$517
User Fee	\$410	\$611
TOTAL	\$810	\$1,128

### **SHAWNIGAN LAKE WATER - 680**

## **Description**

The Shawnigan Lake water system was constructed in the 1970's and the CVRD took over the operation and maintenance in 1999. The primary source of water is Shawnigan Lake. There are two intake pipes and the water is disinfected with hypo-chlorination and then pumped into the distribution system. There are two reservoirs; a 450,000 liter steel reservoir and a 750,000 liter concrete reservoir.

### **Water Quality**

Occasional total coliform test results and high manganese

### Geographic

North end of Shawnigan Lake, split into two distribution areas.

#### 2016 Rates

Parcel tax: \$300 User fee: \$220

#### **Customers**

710 parcels 680 users

#### Proposed 2017 Rates

Parcel tax: \$316 User fee: \$220 A groundwater well provides backup supply. The well is protected by a Wellhead Protection Plan and water is disinfected by hypo-chlorination before entering the distribution system.

The system has deteriorated somewhat over the years. A 2015 upgrade focused on comprehensive water meters. Additionally, Island Health requires surface water treatment (4-3-2-1).

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$250,000
User Fees	\$240,000
Transfer from Capital Reserve	\$10,000
Debt Proceeds	\$800,000
TOTAL	\$1,300,000

Operations	\$300,000
Long Term Debt	\$157,000
Short Term Debt	\$13,000
Capital	\$830,000
TOTAL	\$1,300,000

	In-Service Date	Historical Cost	Replacement Cost
Treatment, Storage	1978	\$249,000	\$835,000
Fish Ladders	2009	\$35,000	\$35,000
Upgrades	2002	\$66,000	\$88,000
Weir	2006	\$185,000	\$200,000
Electrical	2009	\$25,000	\$25,000
Water mains	1980	\$2,588,000	\$7,695,000
Water mains	1994	\$39,000	\$63,000
Water mains	2004	\$671,000	\$883,000
Water mains	2008	\$3,565,000	\$3,344,000
Upgrades	2013	\$193,000	\$199,000
			\$13,367,000
Reserve Balance			\$2,000
Asset Replacement Reserve Required (per parcel)			\$377

## **Conclusions**

The original A/C and PVC distribution lines did not meet standards and are now starting to fail. Additionally, the reservoir requires major capital repairs. It is anticipated the CVRD is expected to meet the new 4-3-2-1 standards for this system, which is expected to cost approximately \$4.6 million.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$316	\$454
User Fee	\$220	\$376
TOTAL	\$536	\$830

# **SHELLWOOD WATER - 617**

### **Description**

The Shellwood system was originally built in the 1970's. The CVRD took over operations in 2014.

### **Water Quality**

n/a

### Geographic

Isolated location, east of Ladysmith

#### 2016 Rates

Parcel tax: \$400 User fee: \$700

#### **Customers**

31 parcels 26 users

#### Proposed 2017 Rates

Parcel tax: \$900 User fee: \$790 A groundwater well pumps directly into a new water treatment plant. A new booster pump increases system pressure.

The system is fully metered.

While there has been deterioration of the system over the years, the CVRD has made a number of upgrades since 2014. There are significant quality and quantity issues.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$25,000
User Fees	\$12,000
TOTAL	\$37,000

Operations	\$32,000
Long Term Debt	\$5,000
TOTAL	\$37,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2013	\$67,000	\$69,000
Water System	2015	\$550,000	\$550,000
			\$619,000
Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$333

### **Conclusions**

The Shellwood system has high iron and manganese.

A new reservoir and booster station was recently commissioned, however, the well needs upgrades and there is a history of water main breaks. Given this, the CVRD should develop a 5-year capital upgrades for this system to confirm the required upgrades.

The small size of the system is problematic.

Rating: 5/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$900	\$656
User Fee	\$790	\$1,308
TOTAL	\$1,690	\$1,964

## **TWIN CEDARS SEWER - 803**

### **Description**

Twin Cedars is located just east of Cobble Hill Village.

#### **2016 Rates**

Parcel Tax \$657 User Fee \$392

#### **Customers**

76 parcels74 users

#### Proposed 2017 Rates

Parcel Tax \$657 User Fee \$392 The sewerage collection system serves 75 homes an elementary school and parkland. The disinfected and treated effluent is discharged to grounds via six infiltration basins. Reclaimed effluent is treated with chlorine prior to use in CVRD parkland for irrigation. The system is effectively in compliance with Ministry of Environment requirements.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$55,000
User Fees	\$33,000
Transfer from Gas Tax	\$6,000
TOTAL	\$94,000

Operations	\$86,000
Capital	\$8,000
TOTAL	\$94,000

	In-Service Date	Historical Cost	Replacement Cost
Land	2011	\$200,000	\$207,000
Plant	2008	\$1,280,000	\$1,037,000
Collection	2014	\$655,000	\$667,000
		\$2,135,000	\$1,911,000
Capital Reserve Balance			\$20,000
Asset Replacement Reserve Required (per parcel)			\$498

### **Conclusions**

This system is only 8 years old. It is in good shape; the main concern is fouling problems at the pump station. There is extra capacity for the Cobble Hill system which has treatment plant and disposal field issues.

#### Rating: 8/10

	Existing 2017	Recommended Steady State Funding
Parcel Tax	\$657	\$616
User Fee	\$392	\$1,027
TOTAL	\$1,049	\$1,643

### **WOODLEY RANGE WATER - 618**

## **Description**

The CVRD took over the Woodley Range water system in 2014. There are significant aquifer capacity concerns and water must be trucked-in to the community every year. A study is underway to examine capacity options.

### **Water Quality**

Serious concerns regarding aquifer capacity.

### Geographic

Isolated system, close to Nanaimo Airport.

#### 2016 Rates

Parcel tax: \$800 User fee: \$800

#### **Customers**

37 parcels 25 users

#### Proposed 2017 Rates

Parcel tax: \$800 User fee: \$800 Upgrades to the electrical, control, filtration and chlorine systems are under consideration. Additionally, plans are in progress to inspect and clean the reservoir, and to develop a wellhead protection plan.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$30,000
User Fees	\$31,000
Transfer from Capital Reserve	\$4,000
Transfer from Gas Tax	\$4,000
Debt Proceeds	\$2,000
TOTAL	\$69,000

Operations	\$59,000
Capital	\$10,000
TOTAL	\$69,000

	In-Service Date	Historical Cost	Replacement Cost
Reservoir	2014	\$120,000	\$121,000
Treatment	2014	\$100,000	\$101,000
Wells	2014	\$10,000	\$10,000
			\$232,000
Reserve Balance			\$101,750
Asset Replacement Reserve Required (per parcel)			\$125

### **Conclusions**

This is a relatively new system, being 15 years old. However, there are some substantial issues with limited storage capacity.

The well supply is dependent on surface water infiltration. Water has to be hauled to the service area every summer. Due to the remote location and poor likelihood of obtaining a good source of groundwater, there is very limited ability to provide a sustainable long term solution for this water system.

Rating: 2/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$800	\$234
User Fee	\$800	\$2.240
TOTAL	\$1,600	\$2,474

# **YOUBOU SEWER - 860**

### **Description**

CVRD took over the Youbou system in 2006.

#### **2016 Rates**

Parcel Tax \$500 User Fee \$345

#### **Customers**

78 parcels 43 users

#### Proposed 2017 Rates

Parcel Tax \$500 User Fee \$345 The sewer collection and treatment system consists of a septic tank effluent pump (STEP), textile filters, gravity drum-type filters, UV disinfection and ground disposal.

## Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$45,000
User Fees	\$16,000
TOTAL	\$61,000

Operations	\$49,000
Short Term Debt	\$5,000
Capital	\$7,000
TOTAL	\$61,000

### **Asset Value**

	In-Service Date	Historical Cost	Replacement Cost
Land	2005	\$98,000	\$107,000
Collection	2005	\$620,000	\$720,000
Treatment Plant	2005	\$927,000	\$1,079,000
Land	2014	\$78,000	\$90,000
		\$1,723,000	\$1,996,000
Capital Reserve Balance			\$0
Asset Replacement Reserve Required (per parcel)			\$512

### **Conclusions**

This system includes STEP technology and is in great condition. It is 15 years old.

Rating: 10/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$500	\$538
User Fee	\$345	\$1,140
TOTAL	\$845	\$1,678

### **Additional Comments**

The proposed increase in the Youbou Use Fee is relatively large. The User Fee increase is primarily due to the low number of customers. Operational expenses (\$49,000 annually) must be shared amongst 43 users. At build-out (78 parcels), the user fee is expected to decrease to \$628 per parcel.

### **YOUBOU WATER SYSTEM - 653**

### **Description**

Portions of the original water system were constructed in the 1970's or earlier. In 2008, the CVRD merged two water systems into one, creating the Youbou Water System. The two systems still operate independently to a large degree, but they are connected and can provide backup to the other system.

Surface water from Youbou Creek and one well supply water to two treatment plants and three reservoirs. The system includes booster pumps, and dual-barrier disinfection. The CVRD intends to abandon the Youbou Creek supply because of Island Health's requirement for 4,3,2,1 treatment for surface water. There are plans to develop a high capacity well in Creekside Estates to supplement demand.

#### **Water Quality**

No concerns

#### Geographic

Located on the north side of Cowichan Lake, it is close to Bald Mountain.

#### 2016 Rates

Parcel tax: \$262 User fee: \$150

#### **Customers**

588 parcels 530 users

#### Proposed 2017 Rates

Parcel tax: \$262 User fee: \$150 Youbou system is fully metered.

### Revenue & Expenses Average 5 Year Plan

Revenue: Average 2016 - 2020

Requisition / Parcel Tax	\$174,000
User Fees	\$85,000
Debt Proceeds	\$25,000
TOTAL	\$284,000

Expenditures: Average 2016-2020

Operations	\$190,000
Long Term Debt	\$8,000
Short Term Debt	\$26,000
Capital	\$60,000
TOTAL	\$284,000

## Replacement Value

	In-Service Date	Historical Cost	Replacement Cost
Treatment, Storage	1990	\$3,420,000	\$5,310,000
Water mains	2005	\$6,004,000	\$7,123,000
Water mains	2010	\$445,000	\$497,000
Building	2011	\$25,000	\$25,000
Electrical	2009	\$25,000	\$25,000
			\$12,980,000
Reserve Balance			\$20,000
Asset Replacement Reserve Required (per parcel)			\$441

### **Conclusions**

Approximately 80% of this system is new. In general, it is in good condition and there are few concerns.

#### Rating 8/10

	2017 Proposed	Recommended Steady State Funding
Parcel Tax	\$262	\$551
User Fee	\$150	\$313
TOTAL	\$412	\$864



#### Appendix C: BC Regional District Best Practices Survey

### Direct Comments - Best Practices Survey – BC Regional Districts October, 2016

#### **Participating Districts**

1. Fraser Fort George	2. East Kootenay	3. Peace River
4. Prince Rupert	5. Comox Valley	6. Bulkley-Nechako
7. Okanagan Similkameen	8. Central Kootenay	9. Kitimat - Stikine
10. Alberni-Clayoquot	11. Islands Trust	

#### 1. Does your organization have detailed asset management plans for each of your utilities?

Nope. We have 2 small water systems and 5 small community water systems and some of these systems are well over 30 years old. We are currently exploring what we need to be doing in the way of asset management.

Yes, we have an asset management plan for our utilities. Is it detailed, not exactly. We have a lot of useful content but it is the real finite details that we want to take to the next stage. Our initial asset compilation was a general scan with rational assumptions. We have some good working numbers to present to the Board for scheduled upgrades. However, we really want to delve into a full blown and detailed condition assessment now and along with that get more involved with the GPS component. What I mean by that is now we will have more than simply water distribution lines. We will document the lineal measurement of the lines, pipe composition, estimated or real date of construction, number of main collections converging on one intersection, number of lift stations, size and construction of vaults, pump make and model, serial numbers etc. etc..

No. We have met the required "Tangible Capital Asset" requirement for PSAB; and we're working on an Asset Management Plan; and we have short-term capital plans for some of our utilities, but I wouldn't say we have a comprehensive plan for each of our utilities.

The regional district is in the process of developing a comprehensive asset management program. We will begin with the Beaver Creek water system as the model. We have been proactive in developing and maintaining inventories of our water systems for the purpose of acting on necessary upgrades and replacements.

Not at this time. We are working on the asset management plan for one of our utilities, and the others will follow.

Not at this time although we have been participating in UBCM asset management seminars and are looking to develop a process early in 2017. We are still investigating whether the additional staff/consultants will be employed to aid in plan developments or complete any work in-house through the establishment of an asset management committee.

Yes. The part that we are still trying to improve on is field assessment of actual condition of our assets, particularly our in-ground assets. Right now most asset replacement schedules are based on standard schedules for replacement for specific types of assets (i.e. steel reservoir 50 years, etc.)

No, we do not have detailed asset management plans across each of our functions. We do however have some very good plans within specific functions. For example, in our Waste Water service we have developed detailed asset management plans for the service that include asset identification, criticality assessment, condition assessment, replacement timing, replacement value and a determination of the annual cost required for asset replacement. The service includes an annual financial contribution dedicated to asset replacement and managed for that purpose. In many of our other services we have also completed similar plans but not taken them through to completion or implementation.



Not really, we have basis information on age/value/condition but not detailed asset management plans; this is 'in progress'

asset management plans under development, should be completed within the next few months. ( 3 water and one sewer system)

#### 2. Is ongoing funding a challenge for your utilities?

Yes. These systems serve a small number of users in rural settings so economy of scale is lost and many of the systems were built when asset replacement was not a factor and regulatory compliance standards were lower so users expectation on what they should pay presents a number of challenges.

Yes, funding is a challenge. I will go out on a limb and suggest that many water systems in BC were created without performing a business case model. The year, availability of water and the safety standards regime of the day also played a role. So, establishing a system for 5 – 10 residents was not a concern. But now with the regime of higher water safety (Walkerton/North Battleford) standards plus PSAB and asset management, small systems are very challenged to responsibly fund and manage them properly. A small number of residents benefitting from the system means that to adequately put funds into reserves can make the system almost cost prohibitive. It makes the system unsustainable unless provincial or federal grants are the answer to upgrades, rainy day accounts or any other improvement. Small systems are also challenged with adequate water fees to absorb operational costs. Many residents resent the fees or outright protest them because in their mind BC is potable water plentiful. Look around, there is a stream or river every other kilometer or less.

Funding is always a challenge for utility owners. We have capital reserves for most, but it's always problematic for small systems to raise the capital required for replacement without grants.

Yes in part on account of reluctance to increase charges, increased regulatory requirements, an overall infrastructure deficit and inadequate grant funding that we have to complete for. Asset man agent will help political leaders to set the right priorities.

Yes

In some cases yes, we have utilities that, as a result of their restrictive service area tax base, do not adequately fund capital and operational reserves. It has been difficult to maintain these reserves over time as equipment is replaced and the reserves are eroded.

Yes it is. However the last 2 years have seen some successes in regards to securing grants to augment reserves and capital borrowing. The establishment of asset management plan with presenting visually the long term financial performance to customers and Water Commissions has helped with acceptance of higher rates and therefore somewhat improved financial performance.

Ongoing funding is often a challenge for many of our services, especially utility services. Much of our infrastructure was constructed some 30 to 40 years ago and is approaching the end of its design capacity and in some cases its useful life. New infrastructure is expensive and without adequate reserve funds in place costs increase in order to cover higher debt payments required to fund replacement projects.

Yes, definitely. The region faces economic challenges generally and funding utilities is no exception. Costs escalate and the ability for users to pay does not...

properly funding utilities has become a problem, one we will be in the midst of correcting over the next couple of years

#### 3. Do you have criteria or policy for adding new systems? If so, can you provide documents?

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Nope. It is a rarity for adding a new system. However we have had discussions with developers and existing improvement districts regarding the RD taking over a system and we advise that we need a QP to undertake a full assessment of the existing system, including a comparative analysis of works to bring a system up to current standards, a go forward asset renewal plan and general support from the users that they are supportive of the RD taking over the system and willing to pay all associated costs in respect of capital investment and operations.

We do not have any written criteria or policy on adding new systems. I imagine you are referring to taking over existing small private, association or ID systems. Ours is an unwritten policy. The Board's train of thought is if the system is not up to snuff or does not meet current standards, then they do not want to touch them. Why would they? It will still be the same 20 – 30 households paying for all of the upgrades unless a heavy provincial or federal grant can be secured.

We have an old water utility acquisition policy under review. We acquired two new systems in 2016 and another two under review for 2017. We typically require a system analysis prior to accepting a new system paid for by the system or with a provincial planning grant.

No – this is hard as the regional district is typically the last resort.

Just an unwritten policy that we will only take over systems where the users have agreed to any upgrades required to bring the system up to standards set in our subdivision servicing bylaw.

There is no policy, rather a process. People generally come forward through their local area director with a request for service. Staff provide information on how to get funding and the public approval process to approve the service. If approved staff move forward with auctioning the install and service setup.

Yes we do. Please see attachment. It is somewhat outdated since we do have a moratorium for taking additional water systems on in place since 2012. (We took on 9 additional water systems on in 2011/2012).

We have a policy in place to help guide the transfer of an improvement district or private water system to the regional district. We produce an annual five-year financial plan for each of its services. These plans project all operating, maintenance and capital cost requirements for each service for the next five years. The FP's are reviewed and approved by the board and then consolidated into the financial plan. Adding a new service would require the creation of a FP. Further, anytime we contemplate adding a new service (most often as the result of a service conversion process), a feasibility assessment of the infrastructure is conducted to inform and interested stakeholders as to the potential costs and obligations regarding the system. The feasibility assessment results are used for planning purposes and also communicated to the public to ensure all parties are informed to the same levels.

We have not faced the addition of new systems and hence have not had cause to create a policy in this regard.

No specific formal policies in place with regard to adding new systems

#### 4. Do you have criteria/policy for the operation and maintenance of your utilities?

No Board Policy other than the Board's direction that we meet our regulatory obligations. As we move towards an Asset Management Policy we would see this a component of that Policy.

No, we do not have any criteria or policy regarding operation or maintenance procedures. However, we are currently working through an accountability framework and key process steps for staff. Plus, we are applying asset management best practices to our systems as best we can and as the Board allows. We are also looking at developing an Asset Management Policy for our financial department.

No. We rely on provincial standards for that.

Yes and no – depending on the system and its complexity.



We have procedures for daily/weekly/monthly/annual operation in the form of checklists, Preventative Maintenance Plans and reports.

Operational and maintenance standard operations procedures are developed when the systems are designed and constructed.

Since we are dealing mostly with very small water systems (19 in total) we are mostly just aiming for compliance. We are starting to implement in some of our systems backflow devices and in a couple metering programs. We have as well some water conservation programs with summer staff supporting the public awareness component. Leak detection is still in its infancy. Often limited to night flow analysis.

The criteria by which we operate is provided by regulatory permission (environmental permits or operating certificates). Internally we follow many best practices for the operation and maintenance. At several (but not all) of our facilities we employ computerized maintenance systems to track and schedule our maintenance tasks and activities.

Yes, criteria/policy/practice, regular schedule for maintenance operating policies are in place

#### 5. Do you feel that your feedback through the MOTI subdivision approval process is valued?

Yes. We have always had a close working relationship with the MoTI Approving Officer.

For the most part yes, our input into MOTI subdivisions is valued. We do not have many regulatory bylaws in effect in the Regional District. As such our referrals most always reference our OCP's. The Ministry has been very obliging to observe and respect our OCP's and seldom, if at all, have overridden them with their decisions.

We have a good relationship with our Subdivision Approving Officer and we have a Subdivision Bylaw that he takes into account, as well as referring all applications to us for comment. In the end, it's still a provincial decision.

No issue here.

Our feedback helps guide MoTI in their decisions.

MOTI carefully considers the input we provide during the referral process. We have a good working relationship with MOTI and are able to ask questions, provide concerns, and have good dialogue back and forth.

In terms of MOTI, that relationship has been varied, most often the challenge centers around maintenance of rural roads and how we maintain rural road standards in the modern era.

In regards to utilities: yes since proof of water is required for the applicant.

Yes, we have developed good working relationships with our local MoTI office and meet several times per year with our provincial approving officer. Earlier in 2016, MoTI senior staff and our CAO entered into an implementation agreement intended to promote collaboration in order to implement the objectives and policies of our Regional Growth Strategy. We note that our requests for conditions of preliminary layout approval are particularly heeded when the conditions derive from a regulatory bylaw (i.e. zoning bylaw versus Official Community Plan bylaw).

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Yes, when we get referrals and raise concerns, they take those very seriously

MOTI values RD feedback from subdivision process

#### 6. Does your organization communicate effectively with your utility users?



Interesting question, as we don't have a formal communication strategy with users. We take a commonsense approach to engaging our users when we doing things like undertaking maintenance and we haven't had any issues arise that has caused us to think about how we communicate, so I suspect we are meeting their needs.

I would say that depends on who you are speaking to. But on average I would say yes, we do have effective communication with our utility users. We only have two utilities. One small water distribution system and one small sewer system. The sewer system is relatively quiet. So there has not been a ton of engagement with them. However, the water system has been engaged due to capital investment and asset management best practices. That went over well and after the last budget the raise in taxes was not questioned. I would say that denotes effective communication.

I believe so. Each Electoral Area Director is involved in the communication side and has a good handle on issues. We have Board-appointed Water Commissions for a couple that administration meets with semi-regularly and we send out notices and updates with our water bills. If there's anything significant or any significant project specific to a system we hold Town Hall meetings and invite ratepayers into the discussion prior to implementation.

Yes we use our utility billing to keep them informed regularly, conduct an annual budget meeting for the public and have advisory committees for the larger systems.

Yes. In addition to notifications sent with quarterly billings, and emails and mailouts when required, we have also established utility advisory commissions for most of our utilities, with members of the communities participating in discussions and helping to disseminate information back to users.

Communications over the past three years have improved, with the addition of a communications manager to the District. Ad campaigns have been produced and mailers to residents through their utility bills. We are looking to continuing to improve over the coming years with identified budgets

I believe we do. It still requires more work and increased resources. Since we have mostly very small rural systems with a large regional spread a lot of our communication happens on the customer operator level and works very well. The larger communication is often difficult because the situation seems to be in every system just a bit different and makes general messaging often difficult and ineffective. We attempt to counteract a bit through local "Advisory Committees" or already historically established "Water Commissions".

We communicate with its utility users in a variety of ways, including direct mail outs for important initiatives, adding information bulletins to utility bills, website posts and newspaper advertisements. This range of public engagement is effective on some measures but could be improved on other measures. We are committed to finding better and more effective ways to engage its residents and ratepayers.

Yes. We have regular (monthly) commission meetings and the commissioners are in close contact with the users generally, even going door-to-door recently to address a grant application in relation to planned infrastructure replacement.

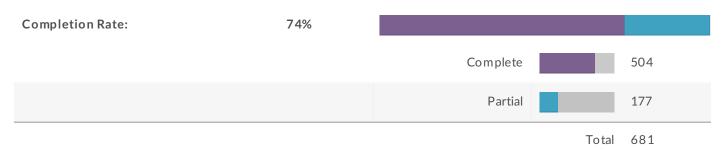
We try and hopefully have effective communications with our utility users



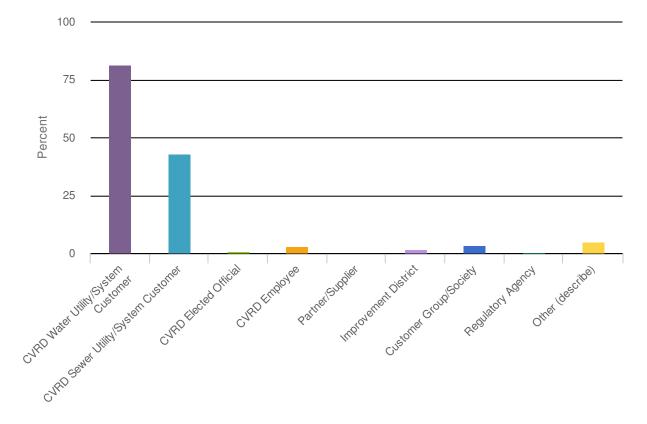
Appendix D: Report for Cowichan Valley Regional District Water & Wastewater Utilities Review Survey

Report for Cowichan Valley Regional District Water & Wastewater Utilities Review Survey

#### 1. Response Counts

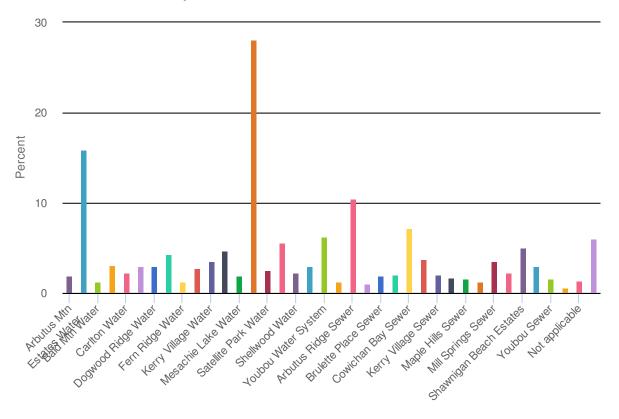


### 2. Please select all that describes you. (multiple answers ok)



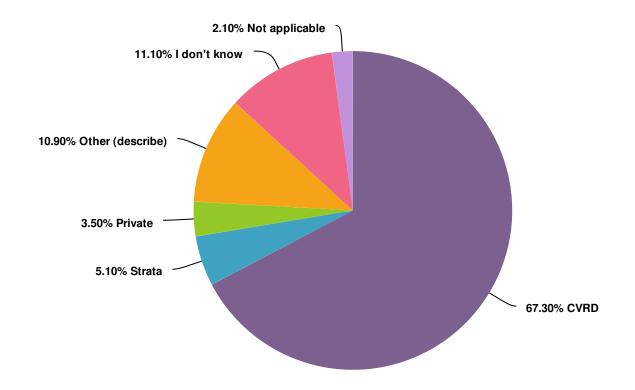
Value	Percent	Count
CVRD Water Utility/System Customer	81.6%	422
CVRD Sewer Utility/System Customer	42.7%	221
CVRD Elected Official	1.0%	5
CVRD Employee	3.1%	16
Partner/Supplier	0.2%	1
Improvement District	1.9%	10
Customer Group/Society	3.5%	18
Regulatory Agency	0.4%	2
Other (describe)	4.8%	25

# 3. Please select which CVRD utility/system(s) you currently are associated with? (multiple answers ok)



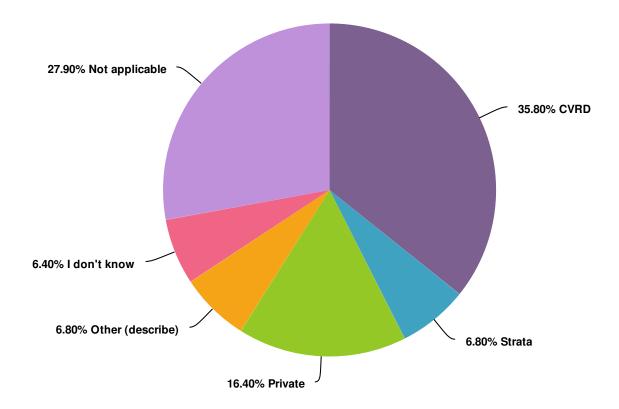
Value	Percent	Count
Arbutus Ridge Water	15.9%	82
Burnum Water	3.1%	16
Douglas Hill Water	4.3%	22
Kerry Village Water	3.5%	18
Lambo urn Estates Water	4.7%	24
Saltair Water	28.1%	145
Shawngian Lake North Water	5.6%	29
Youbou Water System	6.2%	32
Arbutus Ridge Sewer	10.5%	54
Co wichan Bay Sewer	7.2%	37
Eagle Heights Sewer	3.7%	19
Mill Springs Sewer	3.5%	18
Shawnigan Beach Estates	5.0%	26
Other - write in	6.0%	31
All Others (click to expand) ▶	46.3%	239

### 4. Who OWNS your Water utility/system(s)?



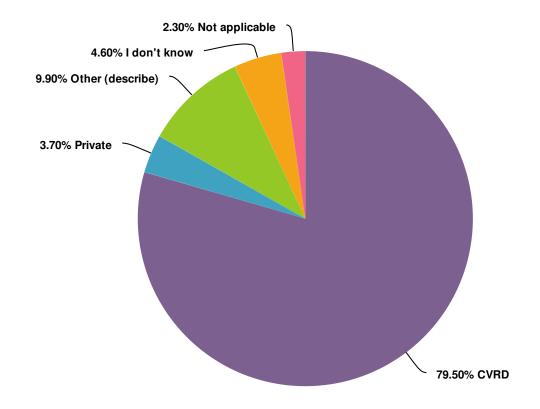
Value	Percent		Count
CVRD	67.3%		346
Strata	5.1%		26
Private	3.5%		18
Other (describe)	10.9%		56
Idon't know	11.1%		57
Notapplicable	2.1%		11
		Total	514

### 5. Who OWNS your Sewer utility/system(s)?



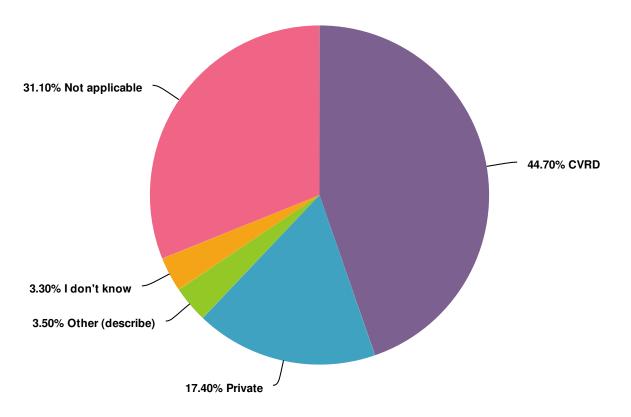
Value	Percent		Count
CVRD	35.8%		185
Strata	6.8%		35
Private	16.4%		85
Other (describe)	6.8%		35
Idon't know	6.4%		33
Notapplicable	27.9%		144
		Total	517

### 6. Who OPERATES your Water utility/system(s)?



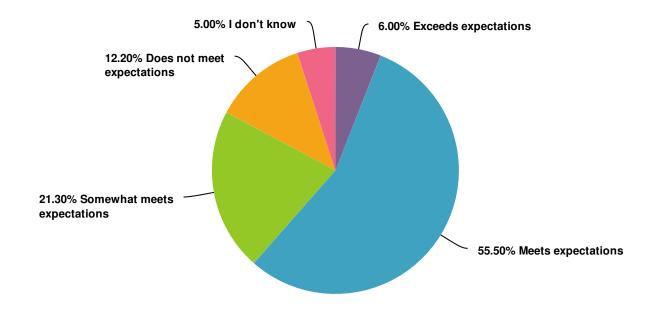
Value	Percent		Count
CVRD	79.5%		411
Private	3.7%		19
Other (describe)	9.9%		51
Idon't know	4.6%		24
Notapplicable	2.3%		12
		Total	517

### 7. Who OPERATES your Sewer utility/system(s)?



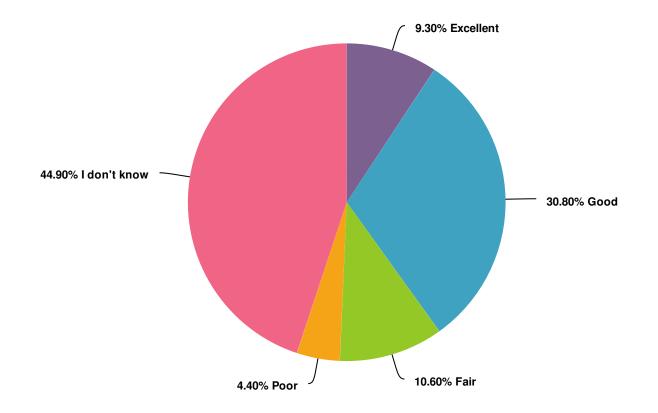
Value	Percent		Count
CVRD	44.7%		231
Private	17.4%		90
Other (describe)	3.5%		18
Idon't know	3.3%		17
Notapplicable	31.1%		161
		Total	517

8. How would you describe the CVRD utility/system(s) quality of service (water quality, supply, maintenance, etc.)?



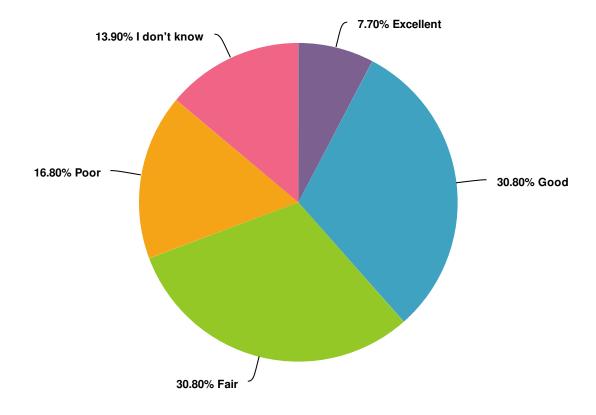
Value	Percent		Count
Exceeds expectations	6.0%		31
Meets expectations	55.5%		287
Somewhat meets expectations	21.3%		110
Does not meet expectations	12.2%		63
ldon't know	5.0%		26
		Total	517

9. How would you describe the CVRD utility/system(s) timeliness of response (returning phone calls & emails, etc.)?



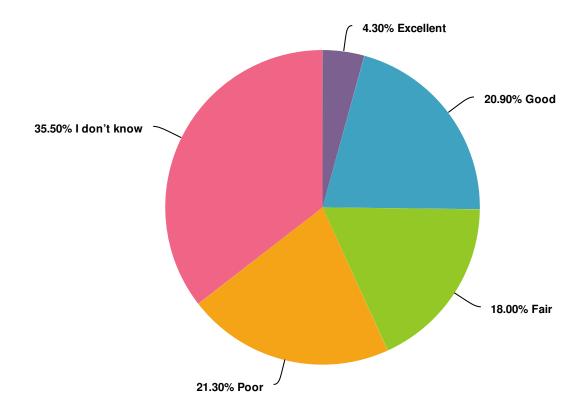
Value	Percent		Count
Excellent	9.3%		48
Good	30.8%		159
Fair	10.6%		55
Poor	4.4%		23
Idon't know	44.9%		232
		Total	517

10. How would you describe CVRD utility/system(s) value for service (do you receive appropriate value for the fees/cost)?



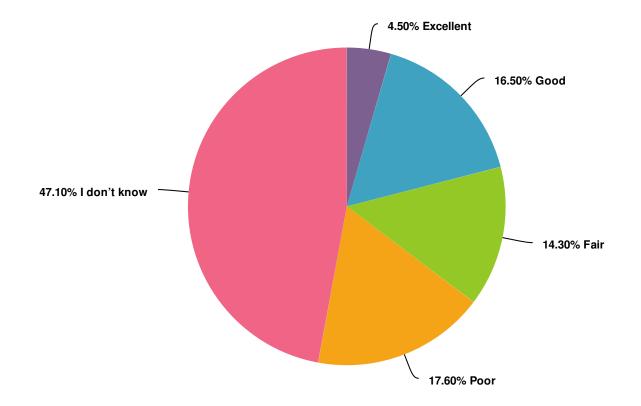
Value	Percent		Count
Excellent	7.7%		40
Good	30.8%		159
Fair	30.8%		159
Poor	16.8%		87
Idon't kno w	13.9%		72
		Total	517

11. How would you describe the long-term planning CVRD is providing for the utility/system(s)?



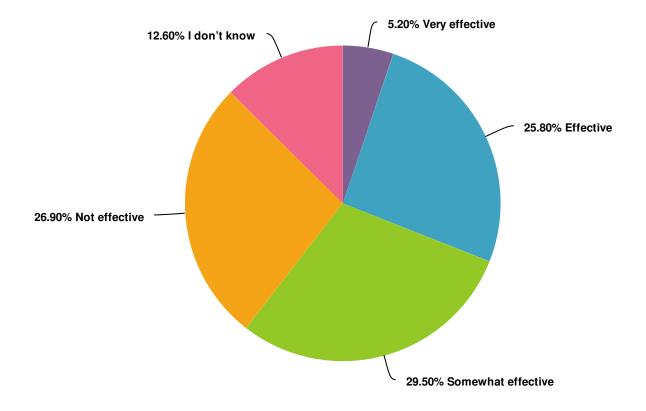
Value	Percent		Count
Excellent	4.3%		22
Good	20.9%		108
Fair	18.0%		93
Poor	21.3%		110
ldon'tknow	35.5%		183
		Total	516

12. Do you believe CVRD is providing accurate accounting of the costs for the utility/system(s)?



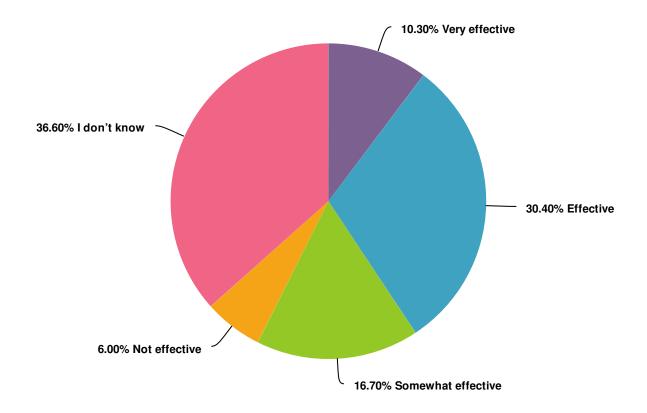
Value	Percent		Count
Excellent	4.5%		23
Good	16.5%		85
Fair	14.3%		74
Poor	17.6%		91
Idon't know	47.1%		243
		Total	516

13. How effective is the CVRD in communicating with customers about utility/system(s) services and any challenges?



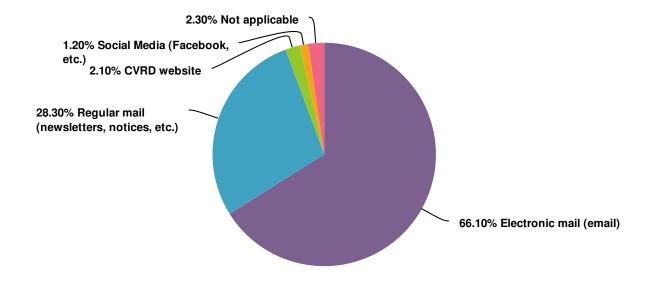
Value	Percent		Count
Veryeffective	5.2%		27
Effective	25.8%		133
Somewhateffective	29.5%		152
Noteffective	26.9%		139
ldon't know	12.6%		65
		Total	516

14. How effective is the CVRD with utility/system(s) emergencies (breaks, leaks, contamination, unplanned shut downs, etc.)?



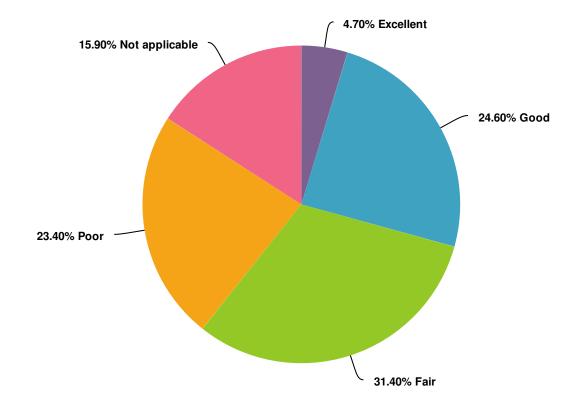
Value	Percent		Count
Very effective	10.3%		53
Effective	30.4%		157
Somewhateffective	16.7%		86
Noteffective	6.0%		31
Idon't know	36.6%		189
		Total	516

15. When receiving information from the CVRD, what works best for you?



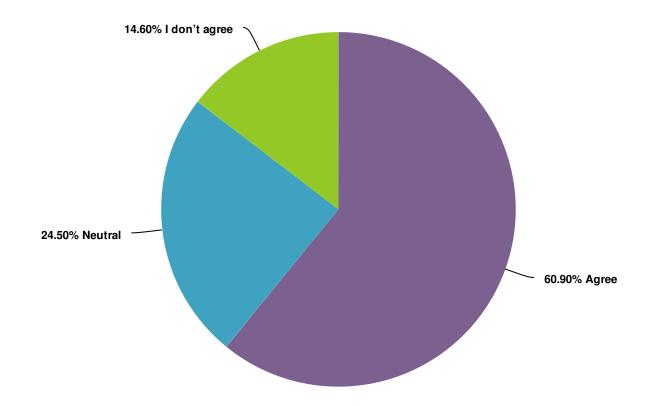
Value	Percent		Count
Electronic mail (email)	66.1%		341
Regular mail (newsletters, notices, etc.)	28.3%		146
CVRD website	2.1%		11
Social Media (Facebook, etc.)	1.2%		6
Notapplicable	2.3%		12
		Total	516

16. Do you believe utility/system(s) customers are well represented by their Electoral Area Directors?



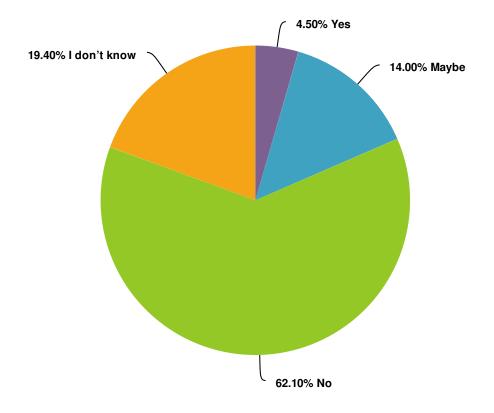
Value	Percent		Count
Excellent	4.7%		24
Good	24.6%		127
Fair	31.4%		162
Poor	23.4%		121
Notapplicable	15.9%		82
		Total	516

17. Do you believe all water services should be metered to set rates based on actual use?



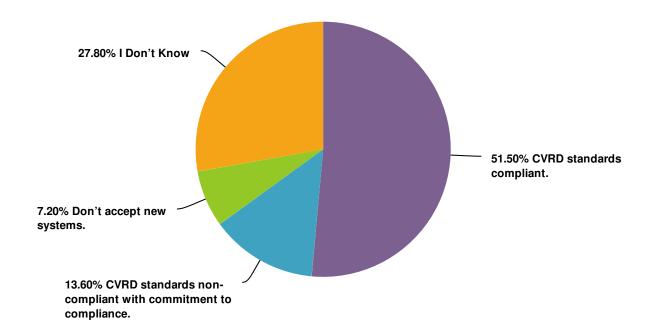
Value	Percent		Count
Agree	60.9%		313
Neutral	24.5%		126
Idon'tagree	14.6%		75
		Total	514

18. Do you believe customers would be better served by a private sector system operator?



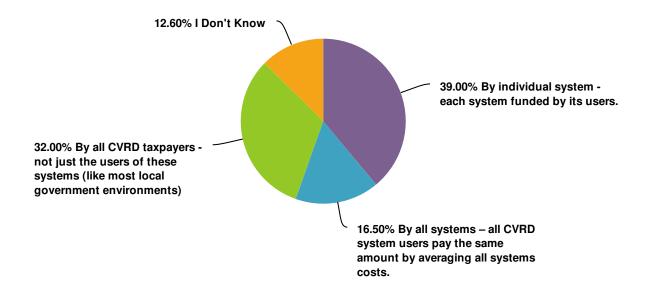
Value	Percent		Count
Yes	4.5%		23
Maybe	14.0%		72
No	62.1%		320
Idon't know	19.4%		100
		Total	515

19. In the future, what should be the criteria for adding new utilities/systems?



Value	Percent	Count
CVRD standards compliant.	51.5%	265
${\sf CVRD standards non-compliant with commitment to compliance.}$	13.6%	70
Don't accept new systems.	7.2%	37
IDon't Know	27.8%	143
	Tota	al 515

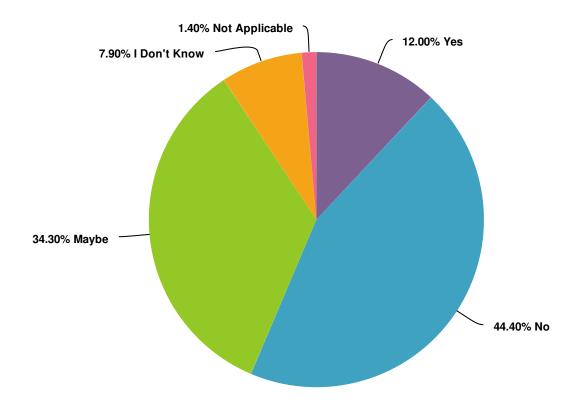
### 20. What is your preference for funding utilities/systems?



Value	Percent	Count
By individual system - each system funded by its users.	39.0%	201
By all systems – all CVRD system users pay the same amount by averaging all systems costs.	16.5%	85
By all CVRD taxpayers - not just the users of these systems (like most local government environments)	32.0%	165
IDon't Know	12.6%	65

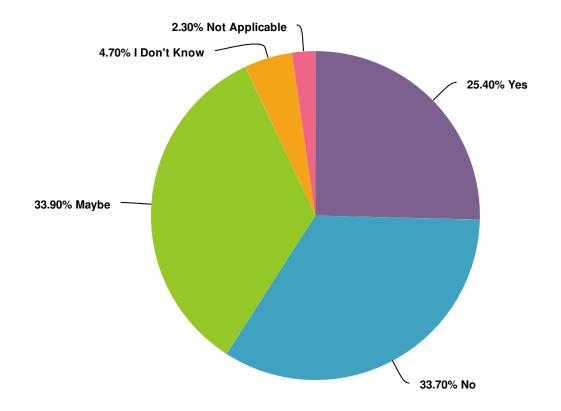
Total 516

# 21. Would you support a fee increase to pay for additional CVRD maintenance service capacity?



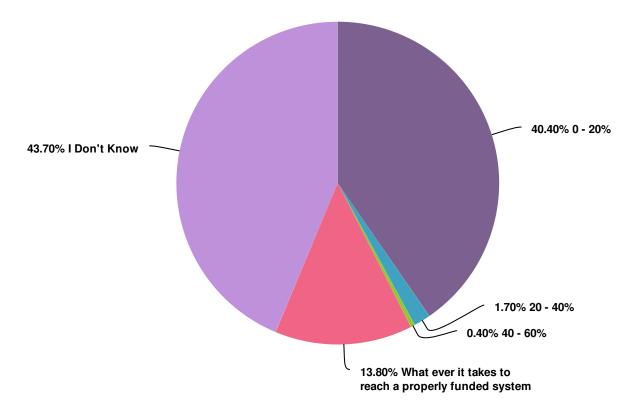
Value	Percent		Count
Yes	12.0%		62
No	44.4%		229
Maybe	34.3%		177
IDon't Know	7.9%		41
Not Applicable	1.4%		7
		Total	516

22. Would you support additional fees in order to establish a long-term utility/system(s) infrastructure replacement fund?



Value	Percent		Count
Yes	25.4%		131
No	33.7%		174
Maybe	33.9%		175
IDon't Know	4.7%		24
NotApplicable	2.3%		12
		Total	516

23. In order to reach a properly funded level for your utility/system(s), how much would you be willing to pay?



Value	Percent	Count
0 - 20%	40.4%	208
20 - 40%	1.7%	9
40 - 60%	0.4%	2
What ever it takes to reach a properly funded system	13.8%	71
IDon't Know	43.7%	225
		Total 515

24. What aspects of the CVRD utility/system(s) services would you describe as working well? Please describe.

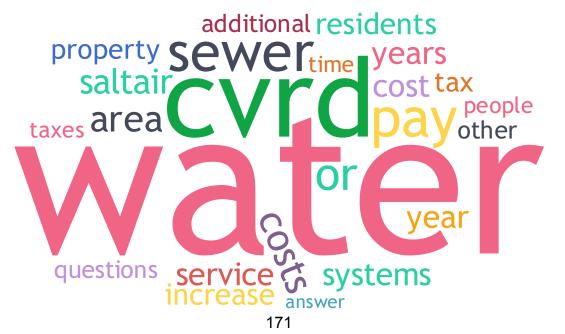




25. What aspects of the CVRD utility/system(s) services would you describe as needing improvement? Please describe.



26. Any additional comments?





#### Appendix E: Interview & Group Session Participants

NO.	NAME	ORGANIZATION	ROLE
1	Brian Carruthers	CVRD	Chief Administrative Officer
2	Ross Blackwell	CVRD	GM, Planning & Development
3	Mike Tippett	CVRD	Manager, Community & Regional Planning
4	Rob Conway	CVRD	Manager, Development Services
5	Mark Kueber	CVRD	GM, Corporate Services
6	Sharon Moss	CVRD	Manager, Finance
7	Barbra Mohan	CVRD	Manager, Human Resources
8	Chris Ewing	CVRD	Manager, Information Technology
9	Rob Grant	CVRD	GIS Supervisor, Information Technology
10	Cynthia Lockrey	CVRD	Manager, Strategic Services
11	Joe Barry	CVRD	Corporate Secretary
12	Louise Knodel-Joy	CVRD	Senior Engineering Technologist
13	Todd Etherington	CVRD	Utilities Operations Superintendent
14	David Parker	CVRD	Engineering Technologist 3
15	Rudy Dhami	CVRD	W&S Senior Operator
16	Bill Elder	CVRD	W&S Operator
17	John Lewis	CVRD	W&S Operator
18	Neil Litchfield	CVRD	W&S Operator
19	Mark Malones	CVRD	W&S Operator
20	Chad Smith	CVRD	W&S Operator
21	Terry Boyles	CVRD	W&S Operator (LTD)
22	Andrew Rose	CVRD	W&S Operator (new Employee)
23	Hamid Hatami	CVRD	GM, Engineering Services
24	Brian Dennison	CVRD	Manager, Water Management
25	Kate Miller	CVRD	Manager, Environmental Services
26	Jeralyn Jackson	CVRD	Capital Projects
27	David Koch	MOTI	Highways Approval Officer, Victoria
28	Mark Hall	IHA	Health/Water Inspector
29	Dr. Paul Hasslebach	IHA	Medical Health Officer
30	Laura Hunse	MOE	Environmental Protection Officer



NO.	NAME	ORGANIZATION	ROLE
31	Kristen White	MOE	Environmental Protection Officer
32	Rick Couroux	MOE	Water Comptroller
33	Jennifer Gardner	IHA	Island Health
34	Stacy Sowa	IHA	Island Health
35	Rob Warren	KWL	Feasibility Study Authors
36	Jeff Somerville	WSP	Feasibility Study Authors
37	Joe Woolls		Private System Operator
38	Sean Sanders		Private System Operator
39	Fred Bosma	Cowichan Tribes	Housing Manager, Cowichan Tribes
40	Laura Hunse	MOE	Environmental Protection Officer
41	Electoral Area Directors	CVRD - ELECTED	9 Electoral Area Directors
42	Mel Dorey		Electoral Area Services Committee
43	Kevin Goldfuss		Operations Manager, Ladysmith
44	Dan McClure	Area A	Former Carlton Improvement District
45	Peter Dunn	Area H	Former Shellwood Improvement District
46	John Hemstock	Area H	Woodley Range Resident
47	Jim Campbell	Area A	Mill Springs Strata Council Pres.
48	Dave Darling	Area F	Resident & Alt Director
49	Lynne Smith	Area G	Water committee
50	Jim Bomford	Area D	Residents group
51	Jurgen Duewel	Area C	Civil Works Committee Chair
52	Mark Docherty	Area E	Former Dogwood Improvement District
53	Marcia Stewart	Area I	Customer with Youbou water utility



#### Appendix F: Site Visit Locations

NO.	LOCATION	TYPE
1	Eagle Heights Wastewater	Lift station
2	Lambourn Estates Wastewater	MBR Plant
3	Arbutus Ridge Wastewater	Lift station
4	Arbutus Ridge Wastewater	RBC Plant
5	Maple Hills Wastewater	RBC Plant
6	Twin Cedars Wastewater	MBR Plant
7	Sentinel Ridge Wastewater	Plant
8	Crab Pot Wastewater	Lift station
9	Marine Vista Wastewater	Lift station
10	Dogwood Estates Water	Well pump/reservoir
11	Douglas Hill Water	Pump house/treatment plant
12	Lambourn Estates Water	Pump house, treatment plant, reservoir
13	Burnam Estates Water	Pump house
14	Cherry Point Estates Water	Pump house
15	Satellite Park Water	Pump house
16	Arbutus Mountain Estates Water	pumphouse
17	Arbutus Ridge Estates Water	Pump/ PRV
18	Fernridge Water	pumphouse
19	Lakeside Estates Water	pumphouse
20	Shawnigan Estates Water	pumphouse/reservoir
21	Saltair Water	Pump/treatment plant/reservoir
22	Ingot Road Water	Pumphouse
23	Fernridge Water	Pumphouse
24	Kerry Village Water	Pump/reservoir
25	Briarwood Park Water	Pump house
26	Shellwood Water	Pump
27	Carlton Water	Pumphouse/Reservoir
28	Mesachie Lake Water	Well pump
29	Honeymoon Bay Water	Pump house/plant
30	Bald Mountain Water	Pump house/plant
31	Youbou Water	pump house/reservoir



## Appendix G: CVRD Water & Wastewater Utility History

#### **CVRD Water Utilities**

AREA	NAME	BUILT	TO CVRD	CUSTOMERS
В	Arbutus Mountain Estates Water	2006	2008	123
С	Arbutus Ridge Water	1988	2009	643
I	Bald Mountain Water	2007	2010	78
В	Burnum Water	1991	2014	84
В	Carlton Water	1978	2013	31
D	Cherry Point Water	1995	1995	30
Е	Dogwood Ridge Water	1982	2010	33
С	Douglas Hill Water	1993	2010	138
Α	Fern Ridge Water	1995	2008	35
F	Honeymoon Bay Water	1940-1983	1994	303
Α	Kerry Village Water	1983	2004	96
D	Lambourn Estates Water	1967	2008	133
F	Mesachie Lake Water	1940–1968	1969	101
G	Saltair Water	1957	1986	845
С	Satellite Park Water	1973	2006	81
В	Shawnigan Lake North Water	1980	1999	690
Н	Shellwood Water	1972	2013	31
Н	Woodley Rage Water	1999	2013	37
ı	Youbou Water Utility	1947-1970	2005	598

## **CVRD Wastewater Utilities**

AREA	NAME	BUILT	TO CVRD	CUSTOMERS
В	Arbutus Mnt Estates Wastewater	2006	2008	123
С	Arbutus Ridge Wastewater	1988	2009	643
I	Bald Mtn Wastewater	2007	2008	78
Α	Brulette Place Wastewater	1995	2009	59
С	Cobble Hill Wastewater	1993	2008	84
D	Cowichan Bay Wastewater	1971	1971	716
Е	Eagle Heights Wastewater	1975	1975	760
Α	Kerry Village Wastewater	1983	2004	96
D	Lambourn Estates Wastewater	1967	2008	111
С	Maple Hills Wastewater	1933	1994	60
F	Mesachie Lake Wastewater	1940	1969	49



AREA	NAME	BUILT	TO CVRD	CUSTOMERS
Α	Mill Springs Wastewater	1997	2015	203
Α	Sentinel Ridge Wastewater	2006	2006	104
В	Shawnigan Beach Estates	1980	1999	371
С	Twin Cedars Wastewater	2007	2007	76
I	Youbou Wastewater	2005	2006	78

### **FUTURE CVRD Water and Wastewater Utilities**

AREA	TYPE	STATUS	NAME	TO CVRD	CUSTOMERS
В	Water	New Dev	Elkington Forest Water	2016?	77
I	Water	New Dev	Marble Bay Water	?	70
I	Water	New Dev	Youbou Mill Site Water	2019?	1200
Н	Water	Takeover Appl.	Shell Beach Water ID	?	30
Α	Water	Takeover Appl.	Wace Creek ID Water	?	15
Α	Water	Takeover Poss.	Keparo Water Society	?	28
Α	Water	Takeover Poss.	Meredith Rd ID Water	?	43
Α	Water	Takeover Poss.	Mill Bay Waterworks ID	?	760
Α	Water	Takeover Poss.	Oceanview ID - Water	?	21
В	Water	Takeover Poss.	Shawnigan Village Water	?	500
С	Water	Takeover Poss.	Braithwaite Estates ID - Water	?	212
С	Water	Takeover Poss.	Cobble Hill ID - Water	?	190
D	Water	Takeover Poss.	Cowichan Bay ID - Water	?	835
F	Water	New Dev	Paldi Drainage	2018?	500
F	Water	New Dev	Pebble West	2019?	100
Н	Water	Takeover Appl.	Diamond ID	?	80
В	Wastewater	New Dev	Elkington Forest Wastewater	2016?	77
Α	Wastewater	New Dev	Stonebridge Wastewater	2017?	800
F	Wastewater	New Dev	Paldi Wastewater	2018?	500
I	Wastewater	New Dev	Marble Bay Wastewater	?	70
В	Wastewater	New Dev	Shawnigan Station Wastewater	2018?	100
I	Wastewater	New Dev	Youbou Mill Site Wastewater	2019?	1200
Α	Wastewater	Takeover Appl.	Lilmac Estates Wastewater	?	28
Α	Wastewater	Takeover Appl.	Windsong Place Wastewater	?	25
Α	Wastewater	Takeover Appl.	Bayview Center Wastewater	?	Commercial
Α	Wastewater	Takeover Poss.	Lions Cove Wastewater	?	36
Α	Wastewater	Takeover Poss.	Brentwood College Wastewater	?	?
F	Wastewater	New Dev	Paldi Drainage	2018?	500



## Appendix H: BC Regional Districts Size Rankings

RANK	NAME	POPULATION	AREA (km2)	<b>DENSITY</b> (/km2)
1	Greater/Metro Vancouver	2,313,328	2,883	802.5
2	Capital	359,991	2,340	153.8
3	Fraser Valley	277,593	13,335	20.8
4	Central Okanagan	179,839	2,905	61.9
5	Nanaimo	146,574	2,038	71.9
6	Thompson-Nicola	128,473	44,448	2.9
7	Fraser-Fort George	91,879	50,676	1.8
8	North Okanagan	81,237	7,503	10.8
9	Okanagan-Similkameen	80,742	10,414	7.8
10	Cowichan Valley	80,332	3,475	23.1
11	Comox Valley	63,538	1,701	37.4
12	Cariboo	62,392	80,609	0.77
13	Peace River	60,082	117,391	0.51
14	Central Kootenay	58,441	22,095	2.6
15	East Kootenay	56,685	27,543	2.1
16	Columbia-Shuswap	50,512	28,929	1.7
17	Strathcona	43,252	18,278	2.4
18	Bulkley-Nechako	39,208	73,361	0.53
19	Squamish-Lillooet	38,170	16,310	2.3
20	Kitimat-Stikine	37,361	104,461	0.36
21	Kootenay Boundary	31,138	8,082	3.9
22	Alberni-Clayoquot	31,061	6,588	4.7
23	Sunshine Coast	28,619	3,777	7.6
24	Powell River	19,906	5,075	3.9
25	Skeena-Queen Charlotte	18,784	19,781	0.95
26	Mount Waddington	11,506	20,244	0.57
27	Northern Rockies	5,578	85,111	0.07
28	Central Coast	3,206	24,492	0.13
29	Stikine Region	629	118,663	0.01

<sup>\*</sup> The Stikine Region is not officially classified as a regional district, and is administered directly by the provincial government.



#### Appendix I: Consultant Profiles

#### Kevin Ramsay, AScT, RTMgr

With the City of Surrey, District of West Vancouver, the City of Vancouver, District of Squamish and the City of Port Moody, Kevin held a total of 19 different local government positions including Waterworks Superintendent, Manager of Safety & Training, Yards Superintendent, Manager of Waterworks, Manager of Streets, Manager of Sanitation, Director of Emergency Management, General Manager of Human Resources, Chief Administrative Officer, and City Manager. In 2016, after 34 years in local government, Kevin retired from the City of Port Moody and started up the Innova Strategy Group.

Kevin excels in leading-edge performance enhancement, maximizing leadership capacity, and core service reviews in local government. Much of his success is related to restructuring supervisory/management groups and team building, with an ongoing focus on leadership values. He has provided keynote addresses, seminars, curriculum training, and one-on-one mentoring on leadership, change management and core service reviews. Kevin has been fortunate to have had the opportunity to present, instruct and mentor his leadership values throughout the world.

Kevin has become a Canadian expert on organizational reviews and has provided numerous presentations and papers to organizations across Canada. Overall, Kevin has led over 23 core service reviews resulting in multiple \$ millions in operational efficiencies. Kevin's approach is different than most financial auditors who take a top-down approach. His takes a bottom-up approach that ascertains the real problems and concerns inherent in most organizations. This "organizational friendly" methodology has now been adopted in many other local government organizations.

Kevin's leadership has also encompassed a number of related organizations as he currently sits, or has sat, as President, Chair, and/or Director for the BC Water & Waste Association, Canadian Water & Waste Association, BC Environmental Operators Certification Program, American Waterworks Association, Water Environment Federation, Applied Science Technologists & Technicians of BC, Canadian Council for Human Resources in the Environmental Industry, BC One Call, the Public Works Association of BC, the Pacific National Exhibition, the Pacific Northwest Preparedness Society, and WorksafeBC.

As Principal of ISG, Kevin leads the most qualified industry experts in providing value-added services to local government organizations. ISG employees and associates are dedicated to providing value, quality and strong leadership to the industry, while staying connected to the latest technologies and trends.

#### Kehl Petersen, CHRP

Kehl is a leader, consultant and change agent with over thirty diverse years of experience focused on many elements of the people side of change, innovation, strategy and technology. Kehl is Certified Human Resource Professional with experienced leadership in change management, engagement, innovation, people strategy, technology product management, business process improvement, learning & development, performance, communication and team management.

Kehl is a connector and is actively utilizing his experience and skills to identify and facilitate change - from new business revenue, organizational improvements, and positive stakeholder experiences to social change. Kehl is involved in the open government movement, the innovation community and spends some of his time coaching other professionals in focusing on and marketing their skills and passions.

178



Kehl brings a valuable mix of working environment experience including government insurance, telecommunications, technology, healthcare, construction, IT services, non-profit, union and non-union, public and private, start-up and mature, large, medium and small organizations, acquisitions, start-ups and outsourcing.

Kehl is comfortable, confident and effective whether working with executives, managers, front line employees, customers or partners. Kehl is known for cultivating relationships and developing meaningful and effective stakeholder strategies through listening, coaching, and facilitating.

#### Darcy Dragonetti, AScT

Graduating from BCIT in 1981, Darcy's career has centered on public works operations. With the District of West Vancouver, City of Vancouver, and the Regional Municipality of Wood Buffalo (Fort McMurray), Darcy has held numerous leadership positions including Waterworks Superintendent, Manager of Public Works, Transfer and Landfill Operations Superintendent, Manager of Solid Waste, Manager of Sustainable Operations, Manager of Underground Services, and Director of Environmental Services.

Darcy is one of the preeminent instructors in the Province and has taught approximately 500 students through his career in courses on public works inspection, concrete technology, water operations, and wastewater operations. He has developed courses and taught for the BC Institute of Technology, Yukon College, BC Water and Waste Association, and World Water and Wastewater Solutions. Darcy is consistently rated as an exceptional instructor and continues to provide instruction throughout BC, Alberta, and the Yukon.

Darcy's related achievements include Director of Operations for the Western Canada Summer Games (Wood Buffalo), Chair of the BCWWA Operator Education Committee, and Chair of the Board of Examiners for the Applied Scientists and Technologists of BC. Darcy is s Certified Landfill Manager (SWANA), Certified Manager of Transfer Stations (SWANA), Certified Instructor (BCWWA), Accredited Instructor (EOCP), Business Continuity Professional (DRIC), and a Certified Operator (EOCP)

#### Michael Ippen

Mike brings over 32 years of local government experience including 28 years in management, in public works, human resources and utilities. Graduating from university as a professional teacher, Mike chose to advance his career in local government, interconnecting the two skills throughout his career.

Working for the District of North Vancouver, Municipality of Saanich, and City of Victoria, Mike has held senior leadership positions including Superintendent of Utilities, Manager of Waterworks, Manager of Human Resources, Manager of Public Works, and Manager of Utility Operations.

As an instructor / facilitator since 1991, Mike has taught hundreds of students throughout BC, the Yukon and Ontario in a variety of disciplines including supervision, management and leadership, and water and wastewater collection utility operations. He has conducted successful training programs for BC Water & Waste Association, BC Institute of Technology, Local Government Management Association, the American Public Works Association, Coastal Water Suppliers Association, Columbia Basin Trust, Ontario Clean Water Agency and the Environmental Operators Certification Program.

Mike has been actively involved as an executive Board member for a number of external organizations including BC One Call, BC Water & Waste Association, American Waterworks Association, and American Public Works Association. Mike is currently President of the 4600 member BC Water & Waste Association, serving the water industry throughout BC and the Yukon.



#### Brian Barnett, P. Eng.

Brian has over 20 years of senior management experience in the municipal government and is known as a leader in municipal infrastructure management in British Columbia. His career focus has been on strategic planning, financial management, organizational effectiveness, engineering, development and asset management.

Brian's strengths come from his in-depth knowledge about municipal government and the factors that influence decisions in the municipal setting. Engineering, financing and the public approval process are important factors to consider when developing infrastructure and asset management plans. Brian is known for finding common interests from diverse stakeholder groups, facilitating win-win solutions and developing practical implementation plans that exceed expectations.

Brian's Engineering career has included the Resort Municipality of Whistler, District of Squamish, and the City of Port Moody. In Whistler rand Squamish, Brian was responsible for all Engineering, Parks and Public Works. Brian has been involved in many external organizations including BCWWA, AWWA, and WEF.

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, January 18, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 11:01 AM

PRESENT: Director I. Morrison, Chair

Director M. Marcotte, Vice Chair <after 1:31 PM>

Director K. Davis Director S. Furstenau

Director L. Iannidinardo <until 2:48 PM>

Director M. Dorey Director K. Kuhn

Alternate Director K. Daniels <until 11:06 AM>

ALSO PRESENT: B. Carruthers, Chief Administrative Officer

> R. Blackwell, General Manager, Planning & Development H. Hatami, General Manager, Engineering Services M. Tippett, Manager, Regional & Community Planning

R. Conway, Manager, Development Services

B. Farguhar, Manager, Parks & Trails

R. Blackmore, Manager, Inspection & Enforcement

B. Dennison, Manager, Water Management G. Breckenridge, Chief Building Inspector

B. Suderman, Planner III R. Rondeau, Planner II K. Biegun, Planner I

E. Young, Planning Technician T. Soroka, Parks & Trails Planner

L. Knodel-Joy, Senior Engineering Technologist T. Etherington, Utilities Operations Superintendent

A. Tokarek, Asset Coordinator J. Hughes, Recording Secretary

ABSENT: Director M. Clement

Director A. Nicholson

#### APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

R1 Community Parks Advisory Commissions Establishment - Committee Report from

Joe Barry, Corporate Secretary, Legislative Services Division

It was moved and seconded that Community Parks Advisory Commissions Bylaw No. 4066 be referred to an upcoming Electoral Area Services

Committee meeting.

11:06 AM The Committee took a recess.

1:31 PM The meeting resumed with Director Marcotte replacing Alternate Director Daniels.

#### **ADOPTION OF MINUTES**

M1 Regular Electoral Area Services Committee meeting of December 7, 2016

> It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of December 7, 2016, be adopted.

> > **MOTION CARRIED**

#### CORRESPONDENCE

**C1** Grant-in-Aid Request, Electoral Area C - Cobble Hill Re: Frances Kelsey School

> It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C - Cobble Hill, in the amount of \$1,000 be provided to Frances Kelsey School for two \$500 bursaries to be awarded to students residing in Electoral Area C - Cobble Hill.

> > **MOTION CARRIED**

C2 Grant-in-Aid Request, Electoral Area C - Cobble Hill Re: Cowichan Secondary School

> It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C - Cobble Hill, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area C - Cobble Hill.

> > MOTION CARRIED

**C3** Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Cowichan Spirit of Women

> 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 \$250 be provided to Cowichan Spirit of Women to support the International Women's Day dinner on Friday, March 3, 2017.

> > MOTION CARRIED

C4 Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Frances Kelsey Secondary School

> 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 \$1,500 be provided to Frances Kelsey Secondary School for three \$500 bursaries for

PAGE 3

graduating students from Electoral Area B – Shawnigan Lake.

MOTION CARRIED

**C5** 

Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Cowichan Secondary School

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 \$1,500 be provided to Cowichan Secondary School for three \$500 bursaries for graduating students from Electoral Area B – Shawnigan Lake.

**MOTION CARRIED** 

C6

Grant-in-Aid Request, Electoral Area B - Shawnigan Lake Re: Cowichan 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 to Cowichan Secondary Dry Grad 2017 to support Cowichan Secondary Dry Grad 2017.

MOTION CARRIED

#### INFORMATION

IN1

Director Clement Re: Centre for Civic Governance, 2017 High Ground: Leadership in Transitioning Times, was received for information.

IN2

The following items 1 through 6 were received for information:

- 1. Area A Advisory Planning Commission Minutes January 5, 2017;
- 2. Area E Advisory Planning Commission Minutes July 12, 2016;
- 3. Area E Advisory Planning Commission Minutes September 12, 2016;
- 4. Area E Advisory Planning Commission Minutes October 11, 2016;
- 5. Area C Parks Commission Minutes November 7, 2016; and
- 6. Area G Parks Commission Minutes November 7, 2016.

#### **REPORTS**

R1

Application No. 03-H-16DVP (12272 Chandler Road) - Committee Report from Emily Young, Planning Technician

It was moved and seconded that it be recommended to the Board that Application No. 03-H-16DVP (12272 Chandler Road) to vary Section 8.2 of Zoning Bylaw No. 1020, to allow a reduction in the rear property line setback from 4.5 to 4.1 metres to legalize existing suite be approved.

PAGE 4

R2

Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) - Committee Report from Emily Young, Planning Technician

It was moved and seconded that Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be referred back to staff for further consideration.

#### **MOTION DEFEATED**

It was moved and seconded that it be recommended to the Board that Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be approved.

#### MOTION CARRIED

R3

Application No. 03-G-16DP (3695 Gardner Road) - Committee Report from Rachelle Rondeau, Planner II

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

- 1. That Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be approved: and
- 2. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 2500.

#### **MOTION CARRIED**

R4

Park Concept Plan for Elsie Miles Park in Electoral Area B - Shawnigan Lake -Committee Report from Tanya Soroka, Parks & Trails Planner

It was moved and seconded that it be recommended to the Board that the Elsie Miles Park Concept Plan dated December 1, 2016, be endorsed.

#### **MOTION CARRIED**

R5

Planning Workshop for all Advisory Planning Commissions - Committee Report from Bev Suderman, Planner III

#### It was moved and seconded:

- 1. That an Advisory Planning Commission orientation workshop be prepared and delivered to all Commissions within the region.
- 2. That the Planning & Development Department prepare annual Advisory Planning Commission (APC) workshops to strengthen the understanding and working relationships between staff, planning processes and APC members.

PAGE 5

R6

2016 Bylaw Enforcement Report - Committee Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.

**R7** 

Building Bylaw - Committee Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.

2:48 PM

Director lannidinardo left the meeting at 2:48 PM

R8

Water System Management Bylaws - 2017 Amendments - Committee Report Louise Knodel-Joy, Senior Engineering Technologist

It was moved and seconded that the following bylaws be forwarded to the Board for consideration of three readings and adoption:

- 1. CVRD Bylaw No. 4076 Lambourn Estates Water System Management Amendment Bylaw, 2017; 2. CVRD Bylaw No. 4077 – Arbutus Ridge Water System Management
- Amendment Bylaw, 2017;
- 3. CVRD Bylaw No. 4078 Shellwood Water System Management Amendment Bylaw, 2017; and
- 4. CVRD Bylaw No. 4079 Saltair Water System Management Amendment Bylaw, 2017.

Director Kuhn was absent during the vote.

#### **MOTION CARRIED**

R9

Sewer System Management Bylaws - 2017 Amendment - Committee Report from Louise Knodel-Joy, Senior Engineering Technologist

It was moved and seconded that the following bylaws be forwarded to the Board for consideration of three readings and adoption:

- 1. CVRD Bylaw No. 4080 Sentinel Ridge Sewer System Management Amendment Bylaw, 2017;
- 2. CVRD Bylaw No. 4081 Arbutus Mountain Sewer System Management Amendment Bylaw, 2017;
- 3. CVRD Bylaw No. 4082 Cobble Hill Sewer System Management Amendment Bylaw, 2017;
- 4. CVRD Bylaw No. 4083 Mill Springs Sewer System Management Amendment Bylaw, 2017;
- 5. CVRD Bylaw No. 4084 Arbutus Ridge Sewer System Management Amendment Bylaw, 2017; and
- 6. CVRD Bylaw No. 4085 Eagle Heights Sewer System Management Amendment Bylaw, 2017.

**R10** 

Gas Tax - Community Works Fund Project Allocations for 2017 - Committee Report from Austin Tokarek. Asset Coordinator

It was moved and seconded that it be recommended to the Board that the 2017 Community Works Funds be allocated to the electoral area projects identified in the January 6, 2017, Engineering Services Department report, with the exception of the Cowichan Bay Boat Launch Upgrades and further that a revised report be referred to the next Electoral Area Services Committee meeting.

**MOTION CARRIED** 

R11

Directors Report from Director Matteus Clement, Electoral Area C - Cobble Hill, Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences

It was moved and seconded that Director Clement's Report to the January 18, 2017, Electoral Area Services Committee meeting Re: Funding to Allow Directors to Attend Workshops, Courses or Conferences, be referred to the next Electoral Area Services Committee meeting.

**MOTION CARRIED** 

#### **CLOSED SESSION**

3:15 PM

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, Section 90(1)(f) Law Enforcement.

**MOTION CARRIED** 

#### RISE FROM CLOSED SESSION

4:16 PM

It was moved and seconded that the Committee rise with report on Item CSNB1, and return to the Open portion of the meeting.

**MOTION CARRIED** 

CSNB1

It was moved and seconded that the Committee rise with report on Item CSR2 from the August 3, 2016, Closed Session Electoral Area Services Committee agenda.

**MOTION CARRIED** 

CSR2 (August 3, 2016)

It was moved and seconded that it be recommended to the Board that bylaw enforcement against the non-conforming use at 5105 Westcan Terminal Road be deferred for eight (8) months to allow consideration of a pending rezoning application intended to legalize existing uses.

## **ADJOURNMENT**

4:17 PM	It was moved and seconded that the meeting be adjourned.				
		MOTION CARRIED			
	The meeting adjourned at 4:17 PM				
	Chair	Recording Secretary			
		Dated:			

### Jennifer Hughes

Do you have a

PowerPoint presentation?

From:

noreply@civicplus.com

Sent: To: Monday, February 06, 2017 4:57 PM 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. or at the Call of the Chair.

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	2/15/2017
Contact Information	
Contact Name	Jill Thompson
Representing	Cowichan Station Area Association
Number Attending	2
Address	4335 Riverside Rd
City	Duncan
Province	BC
Postal Code	V9L 6M8
Telephone Number	2507484713
Reply Email	jillothompson@gmail.com
Presentation Topic and Nature of Request	Members of the Cowichan Station Area Association's Koksilah Working Group would like to briefly present the project they are working on to complete an ecosystem based analysis of the Koksilah watershed. Funding has been requested of all Area directors whose areas include portions of the Koksilah watershed to help match a grant already provided (pending matching funding) and community fundraising efforts.

No





# COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director Pary Director Area	<u> </u>
Grantee: Grant Amount \$	2,000.00
NAME: Frances Kelsey Secondary Scho	ol
ADDRESS: Box 279, 953 Shawnigan-Mill Ba	Roal
ADDRESS: Box 279, 953 Shawnigan-Mill Ba Mill Bay BC VOR ZPO	
Contact Phone No: Norma Wheeler 250.743.6916  PURPOSE OF GRANT: FOUR \$500 bursavies Ruy	ext.230
Students living in Area A.	
REQUESTED BY:  Director's Signature	
ACCOUNT NO. AMO	UNT
01-2-1950-0103-111 2,000.00	
Approval at Regional Board Meeting of  BUDGETAPPROVAL	
Finance Authorizat	ion

October 24, 2016

Cowichan Valley Regional District Electoral Area A Mill Bay-Malahat Mr. Kerry Davis 696 Frayne Rd Mill Bay, BC V0R 2P4

Dear Mr. Kerry Davis:

At this time, our attention is once again focused on scholarships and bursaries, which are awarded annually to our graduating students.

We take this opportunity to thank you for the steadfast support shown our students in the past. The importance of these awards increases as the cost of further education escalates. There is no doubt that this help often makes a significant difference to many individual students.

Please let us know if your organization will be able to donate to the program again this year. All information for each bursary is listed on our website <u>fkss.sd79.bc.ca</u>. If you wish to review your criteria and/or application, please choose the **Grad** tab and then **Local Bursary**, from the drop down menu, to review. Please confirm with me at <u>nwheeler@sd79.bc.ca</u> or by phone at 250-743-6916 ext. 230 if you are able to donate this school year by Friday, January 20, 2017. If you require any changes to your criteria, please email me the changes you wish and the bursary website will be amended.

Thank you for your support.

Sincerely,

K. van der Linden Vice Principal Bursary Chairperson

K vdl/njw





# COWICHAN VALLEY REGIONAL DISTRICT Finance Division

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

Submitted by Director M. Clement	Area C					
Grantee:  NAME: Shawnigan  Colobbe Hill Farmers Institu	Grant Amount \$ $3500.00$					
ADDRESS: PO Box 148						
Cobble Hill BC VORIL						
Contact Phone No:						
PURPOSE OF GRANT: CODDLE HILL FAIR	PURPOSE OF GRANT: CODDLE HILL FAIR					
REQUESTED BY: Director's Signat	ture					
ACCOUNT NO.	AMOUNT					
01-2-1950-0325-113	3500.00					
FOR FINANCE USE ONLY  BUDGET APPROVAL_	pard Meeting of					
	Finance Authorization					

Z:\Forms\Grant-in-Aid Form 2015.rtf





# COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director M. Clement Area C
Grantee: Grant Amount \$ 2000.00  NAME: Shawnigan Cobble Hill Farmers Institute
ADDRESS PO BOX 148
Colobte Hill BC WRILD
Contact Phone No:
PURPOSE OF GRANT: Seniors lunch
REQUESTED BY: Director's Signature
ACCOUNT NO. AMOUNT
01-2-1950-0325-113 2000.00
BUDGET APPROVAL
Finance Authorization

Z:\Forms\Grant-in-Aid Form 2015.rtf





Finance Division

## **COWICHAN VALLEY REGIONAL DISTRICT**

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

Submitted by Director IANNIDINARDO	Area
Grantee:	Grant Amount \$
NAME: One Cowichan	
ADDRESS: PO BOX 14	
Westholme BC VOR3CO	
Contact Phone No: Rosalie Sawrie	one cowizhan.ca rosalie sawie @ amail.com
purpose of grant: Support for Hosting the event	Roundtable Forum
REQUESTED BY: Sou Signature	Sinidualo ature
ACCOUNT NO.	AMOUNT
01-2-1950-0428-114	1,000,00
FOR FINANCE USE ONLY  BUDGET  APPROVAL	Board Meeting of
	Finance Authorization

### **Tammy Knowles**

To: Subject: Lori Iannidinardo RE: Grant-in-Aid

Dear CVRD Director Lori Iannidinardo:

For the last three years the Saanich Inlet Protection Society has been running a series of Saanich Inlet Roundtable Forums. These have focussed on topics of concern to all who live around the Inlet such as marine sewage dumping, derelict boats and illegal moorages, illegal fishing and environmental threats posed by industrial activities. At our last Roundtable in October we had over 90 participants in attendance representing every level of elected official on both sides of the Inlet, First Nations Council members, governmental representatives, members of environmental and other community organizations, boating associations and concerned citizens. As a result of these events, we are finally getting commitments for remedial actions to be taken on many of these matters or at least acknowledgment of their responsibility by the various levels of government.

The Roundtables are actually rectangular formations with up to 75 people seated at tables with an opening at the top of the formation for the placement of a lectern, projector and a screen some distance behind them. Further chairs may be placed behind those at the tables. All of this requires a minimum space of approximately 60ft by 90ft. The Roundtable format not only allows people to talk to each other but actually to look the other person in the eye while doing so. We have found that it is an extremely effective way of creating real dialogue between all of those in attendance. Last year when we held our first Roundtable of the year on the west side of the Inlet, we were unable to locate a suitable venue and instead used a lecture theatre at the University of Vancouver Island which only allowed speakers' presentations and questions rather than actual dialogue.

This year One Cowichan has agreed to act as Host for our first Roundtable of the year on March 16. We have been able to tentatively book space on that afternoon in Mellor Hall at the Cowichan Exhibition Fairgrounds. The total costs for the event will include approximately \$500 for the hall rental and table set-up along with appropriate audio-visual facilities and refreshments and a similar amount to cover the professional fees of a Facilitator and a Recorder.

It would be very much appreciated if the CVRD could provide a Grant-in-Aid to One Cowichan in the amount of \$1,000 to cover these costs associated with the March 16 event. The Municipal Districts of Central Saanich and North Saanich have already confirmed that they will be providing the funding for our further Roundtables on May 25 and on October 12. SIPS will make all of the necessary logistical arrangements and have invoices totalling no more than \$1,000 forwarded to One Cowichan for payment from the Grant-in-Aid funding.

We would be very grateful for any assistance you may be able to provide in this matter.

Denis Coupland, on behalf of the Saanich Inlet Protection Society Board of Directors





Finance Division

## **COWICHAN VALLEY REGIONAL DISTRICT**

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

Submitted by Director IANNIDINARDO	Area D		
Grantee:	Grant Amount \$_3000.		
NAME: COWICHAN STATION ARE	A ASSOCIATION		
ADDRESS: 2375 KOKSILAH	RD.		
DUNCAN. V9L	-6M5.		
Contact Phone No: HILARY ELSE.			
PURPOSE OF GRANT: SUPPORT FOR P	+ KOKSILAH		
ELOSYSTEM-BAS	ED ANALYSIS		
	PROJECT		
,			
REQUESTED BY: Lou L. Jamahulloto Director's Signature			
ACCOUNT NO.	AMOUNT		
01-2-1950-0350 - 114	·		
FOR FINANCE USE ONLY  BUDGET APPROVAL	rd Meeting of		
	Finance Authorization		



# Cowichan Station Area Association

2375 Koksilah Road Duncan, BC V9L 6M5 info@cowichanstation.org

October 15, 2016

Director Lori Iannidinardo, Cowichan Valley Regional District 175 Ingram Street Duncan, BC

Dear Director lannidinardo,

Re: Grant-in-aid request to support a Koksilah Watershed Ecosystem-based Analysis Project

We are writing to request the financial support of Electoral Area D through a grant-in-aid for a project that will better equip both of our communities to care for the Koksilah river and its watershed — the health of which is fundamental to the well-being of Cowichan Bay.

This summer, the Koksilah River was only knee deep by early July, which is alarming. So little water causes tangible ecological and economic stress in our watershed, including reduced water quality for swimming, salmon and shellfish, and less water for our local farms — where streams, rivers and aquifers are all deeply connected.

The favourite idle Canadian pastime of talking about the weather has transitioned to talking about the water. Both our communities have an impressive track record of coming together to work hard to fix what matters. And we know that lasting solutions emerge when we work together with neighbours, government and industry to envision a better future.

The project we hope to undertake will build on the success of our Shawnigan neighbours to the southeast, who have engaged their community in understanding land use issues by developing tools to demonstrate why protecting ecosystems is the key to ensuring healthy communities and sustainable local economies. These tools have not only helped local people to better understand the connections between land and water and their role as stewards, but have also enabled more informed decision-making by CVRD planners, planning commission members and citizens being consulted.

The future of the Cowichan Bay estuary and our shared dream of re-opening the area for shellfish harvest are deeply connected to the health of the Koksilah river. Water quality analysis conducted in recent years has highlighted that much of the run-off based pollution threatening the estuary originates from the Koksilah River. Without a whole-watershed understanding of how to curtail the cumulative impacts of forestry, agriculture and residential areas, poor water quality will continue to threaten the estuary – one of our region's most precious gems.

This is not a small undertaking and will require experienced technical support and capacity, which are currently not available within the CVRD. We know this from the experience of our Shawnigan neighbours and conversations with our Area Director and CVRD staff. As a small charity, we cannot

afford exorbitant consulting fees; however the future of our water demands high quality expertise. For these reasons we are looking to the Silva Forest Foundation to lead our project. As a registered charity, Silva's mandate is to support communities in protecting their ecosystems and have successfully done so for over 25 years. It is the same expertise that their Executive Director — an award-winning forest ecologist and a former educator — Herb Hammond, brought to the Shawnigan community.

The CSAA has already raised one-third of project costs through a grant from the Real Estate Foundation of BC, and are in the process of organizing fundraising events as well as applying for additional support from other foundations. We kindly request you to consider a \$5,000 contribution for 2017 to this project and hope that you also see the value of investing in the shared future of the Koksilah River and Cowichan Bay.

Thank you for considering our request.

Yours sincerely,

Hilary

Hilary Else

Vice-President, Board of Directors





Finance Division:

## **COWICHAN VALLEY REGIONAL DISTRICT**

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

Submitted by Director IANNIDINARDO. Area D			
Grantee: Grant Amount \$ $\frac{2}{500\%}$	<u>a</u>		
NAME: COWICHAN LAND TRUST			
ADDRESS: C/O COWICHAN ESTUARY NATURE CENTRE #6-55 STATION STREET			
#6-55 STATION STREET			
DUNCAN B.C. V9LIM2			
Contact Phone No: KIA @ Cowichanlandtrust.ca.  JANE KILTHEI - 250-746-0227			
PURPOSE OF GRANT: ON GOING SUPPORT FOR THE			
PRE-SCHOOL EDUCATION PROGRAMMES	·		
	<u></u>		
REQUESTED BY: Low Low Landenaudo  Director's Signature			
ACCOUNT NO. AMOUNT			
01-2-1950-0394-114 2,500.00			
FOR FINANCE USE ONLY  Approval at Regional Board Meeting of			
BUDGET APPROVAL			
Finance Authorization	_		

www.cowichanestuary.ca admin@cowichanestuary.ca
a project of the Cowichan Land Trust, #6-55 Station Street, Duncan, BC, V9L 1M2 phone: 250-746-0227

January 19, 2017

To: Director Lori Iannidinardo, Area D - Cowichan Bay

From: Kerrie Talbot,

for the Cowichan Estuary Nature Centre, a project of the Cowichan Land Trust

Re: Grant-in-aid request for \$2,500

Dear Lori,

On behalf of the Cowichan Estuary Nature Centre and the Cowichan Land Trust, I would like to apply for an Area D-Cowichan Bay grant-in-aid of \$2,500.00 to help cover costs for:

Items	Estimated costs
Pre-school parent-tot program and supporting materials:	\$600.00
Program revisions to connect our programming with updated BC curriculum:	\$1,200.00
Larger capacity Coho Salmon-in-the-Classroom Aquarium system	\$700.00
Total	\$2,500.00
Grant-in-Aid Requested	\$2,500.00

If you have any questions, please don't hesitate to contact me or our Operations Committee Chair, Jane Kilthei.

With thanks, Kerrie Talbot kerrietalbot@shaw.ca 250-746-5500





Finance Division

## **COWICHAN VALLEY REGIONAL DISTRICT**

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

Submitted by Director IANN IDINAR	200 Area D		
Grantee:	Grant Amount \$ 1,000		
NAME: FRANCES KELSI	EY SECONDARY SCHOOL		
ADDRESS: BOX 279 M	ILLBAY VOR 2PO		
	·		
Contact Phone No: nwheeler@	sd 79.bc.ca 743-6916 ext 230.		
PURPOSE OF GRANT: AREA D BURSARY			
REQUESTED BY: Directo	ou L. Sannidinardo or's Signature		
ACCOUNT NO.	AMOUNT		
01-2-1950-0103-114	1000.00		
	egional Board Meeting of		
·	Finance Authorization		



P.O. BOX 279 MILL BAY, BRITISH COLUMBIA, VOR 2PO TEL (250) 743-6916 • FAX (250) 743-6915 school district 79 (convictan valley)

October 24, 2016

Cowichan Valley Regional District Electoral Area D Cowichan Bay Mrs. Lori Iannidinardo 1366 Garret Place Cowichan Bay, BC, V0R 1N2

Dear Mrs. Lori Iannidinardo:

At this time, our attention is once again focused on scholarships and bursaries, which are awarded annually to our graduating students.

We take this opportunity to thank you for the steadfast support shown our students in the past. The importance of these awards increases as the cost of further education escalates. There is no doubt that this help often makes a significant difference to many individual students.

Please let us know if your organization will be able to donate to the program again this year. All information for each bursary is listed on our website <a href="fkss.sd79.bc.ca">fkss.sd79.bc.ca</a>. If you wish to review your criteria and/or application, please choose the **Grad** tab and then **Local Bursary**, from the drop down menu, to review. Please confirm with me at <a href="mailto:nwheeler@sd79.bc.ca">nwheeler@sd79.bc.ca</a> or by phone at 250-743-6916 ext. 230 if you are able to donate this school year by Friday, January 20, 2017. If you require any changes to your criteria, please email me the changes you wish and the bursary website will be amended.

Thank you for your support.

Sincerely,

K. van der Linden Vice Principal

Bursary Chairperson

K vdl/njw



1207

Finance Division

## **COWICHAN VALLEY REGIONAL DISTRICT**

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

Submitted by Director IANNIDINARDO.	Area		
Grantee:	Grant Amount \$		
NAME: COWICHAN SECONDA	RY SCHOOL		
ADDRESS: 2652 JAMES ST			
DUNCAN B.C.			
V9L 2X2			
Contact Phone No: 250-746-4435	5. Alison Keple		
	PURPOSE OF GRANT: BURSARY FROM AREA D		
e 2 for \$ 500			
REQUESTED BY: Low L. Jamednardo  Director's Signature			
ACCOUNT NO.	AMOUNT		
01-2-1950-0205-114	1000,00		
0121000000	1000,		
FOR FINANCE USE ONLY Approval at Regional Bo	pard Meeting of		
BUDGET APPROVAL			
	Finance Authorization		

Z:\Forms\Grant-in-Aid Form 2015.rtf





# COWICHAN SECONDARY SCHOOL 2 4 2016

2652 James St., Duncan, BC V9L 2X2 Tel: (250) 746-4435 Fax: (250) 746-1561

October 31, 2016

175 Ingram St Duncan, BC V9L 1M8

Dear Ms. Lori Iannidinardo,

Re: Cowichan Valley Regional District - Area D Bursary

We are beginning to prepare our Scholarship and Bursary Awards Booklet for the 2017 graduation year. Your generosity to our students has always been greatly appreciated. By recognizing their achievements and investing in their future, you are giving them not only the financial assistance they need to pursue their goals, but also the encouragement that our community believes in their potential.

Please confirm your continued support by completing the attached questionnaire and return it at your earliest convenience, if possible before January 15, 2017. We have also attached the description of your award. If necessary, please amend, and return with the questionnaire.

The applications will be ready for delivery or pickup after April 6, 2017.

Thank you for your support.

Yours truly,

Alison Keple Vice Principal

/sb Encl. Dign (annibu)
soard:
Committee(s)

File #

Scholarship and Bursary Award Night:

Wed. June 7, 2017 at 7:00 pm in the School Gym



Finance Division

### **COWICHAN VALLEY REGIONAL DISTRICT**

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

Submitted by Director IANNIDINARDO	Area D		
Grantee:	Grant Amount \$ 500 100		
NAME: COWICHAN SPIRIT OF	WOMEN		
ADDRESS: 1 KENNETH ST. DO	NCAN BC V9L5G3		
COHELGA LAMBRECHT			
helgaleshaw.ca Contact Phone No: Helga 250-74			
PURPOSE OF GRANT: SUPPORT FOR THE INTERNATIONAL			
WOMANS DAY EVENT MARCH 3/2017			
REQUESTED BY: Lou Lanudyado Director's Signature			
ACCOUNT NO.	AMOUNT		
01-2-1950-0105-114	500.00		
FOR FINANCE USE ONLY  BUDGET APPROVAL	oard Meeting of		
	Finance Authorization		



# Cowichan Spirit of Women 1 Kenneth St, Duncan BC, V9L 5G3

Spiritofwomen 1@gmail.com 250-746-1091 Fax 250-748-3509

Ms. Helga Lambrecht

1763 Maple Bay Rd Duncan BC V9L:5N6

November, 2016

TO CVRD Chair and Directors

Re International Women's Day, March 38th

The Cowichan Spirit of Women is seeking support to continue hosting the International Women's Day program in Duncan, an event which we have been hosting since 1986. This annual potluck supper and program allows women and men the world over the opportunity to reflect on women's progress, celebrate this effort, and acknowledge the work that is yet to be done.

What is International Women's Day?

Born at a time of great social turbulence and crisis, International Women's Day was created out of protest and political activism. Most women in industrial countries were treated horribly with low wages and dangerous working conditions.

In 1910 Clara Zetkin from Germany attended the Second International Conference of Socialist Women in Copenhagen. Women from 17 countries unanimously approved Clara's proposal that women the world over set aside a particular day each year to commemorate women and their struggles. Out of this, International Women's Day was born.

What started as a women's day of struggle in a few European countries, quickly became a celebration for women throughout the world. International Women's Day every March 8<sup>th</sup> is an event that allows women and men the world over the opportunity to reflect on women's progress, celebrate this effort, and acknowledge the work that is yet to be done.

This year, due to hall availability, we will be hosting IWD on Fri. March 3rd, again at the Eagles Hall. We appreciate your support in financial donation to help cover costs, or in kind. We need to cover all beverages, plates, napkins, cake for approximately 200 attendees,; masking tape, candles, flowers for decorations; photocopying and advertising expenses, door prizes for draws, gifts or honorarium for our wonderful local artists who provide entertainment. All sponsors are recognized.

We are grateful for your support. Thank you! Your volunteer member of CSV

Helga Lambacht helga (@ shaw, ca 250 748 8722 210





#### COWICHAN VALLEY REGIONAL DISTRICT

FEB - 2 2017

### SUBMISSION FOR A GRANT-IN-AID (ELECTORAL AREIAS) nce Division

Submitted by Director	2EY_Area	3	
Grantee: Grant Amount \$ 500.  NAME: Nanaimo - Ladysmith Schools Foundation  ADDRESS: 550 Seventh Ave			
ADDRESS: 550	Seventh AVE	2)	
B		V9R 3Z2	
Contact Phone No: 2	-50 - 753 - 401	unity Bursary	
PURPOSE OF GRANT: <u>Sa</u> for a Saltai	etair Commi	unity Bursary	
<u>for a Saltai</u> ratuating <u>Ladysmit</u> REQUESTED		rey	
ACCOUNT NO.	AMOUNT	HST CODE	
31-2-1950-0361-111	500.00	10.0	
FOR FINANCE USE ONLY SUDGET APPROVAL	Mail to abo	Disposition of Cheque: ve address:	
ZENDOR NO	Attach to le	tter from	
Approval at Regional Board Meeting of _			
	Fi	nance Authorization	



#### **ELECTORAL AREA B APC MEETING**

Date: Thursday, October 6, 2016 - 7 PM Place: Shawnigan Watershed Planning Office

Address: #4-1760 Shawnigan-Mill Bay Rd., Shawnigan Lake BC

#### **Minutes**

#### Present:

Grant Treloar – Chair Dave Hutchinson – Vice-Chair Kelly Musselwhite – Secretary Pieter Devries – Director Steven McLeod – Director Bruce Stevens – Director

#### Absent:

Mike Hennessy – Director Reid Boulter – Director

#### **Guests:**

Barane McCartney Barry Gates Cliff Evans Blaise Salmon Sean Pierce

- 1. INTRODUCTIONS round table
- 2. APPROVAL OF AGENDA moved and carried
- 3. ADOPTION OF MINUTES
  - a. Minutes of the meeting of September 8, 2016 moved and carried
- 4. REPORTS none
- 5. BUSINESS ARISING FROM MINUTES
  - a.20-B-15DP (Partridge/Sharpe & 0705537 BC Ltd) West Arm Amenities
    - discussion
  - b. 01-B-15RS (Stack):
    - discussion
  - c. APC Workshop CVRD November
    - discussion
- 6. **DELEGATIONS** none
- 7. **CORRESPONDENCE none**
- 8. **INFORMATION** none
- 9. NEW BUSINESS
  - a. Site visit to Stebbings/Goldstream Heights Oct 2
    - discussion
  - b. November 7, Director's Meeting, Boat Safely on the lake
    - hoping to take information to Ministry of Transportation
    - Community Centre at 7 pm
- 10. UNFINISHED BUSINES
  - a. Grandfathering Issues on Bylaw Infractions update
  - b. Land Conservation Evaluation Framework nothing to add
- 11. PUBLIC QUESTIONS none
- **12. ADJOURNMENT –** 7:26 pm



DATE: Tuesday, January 10, 2017

TIME: 19:00-21:00

**MINUTES** of the Electoral Area E Advisory Planning Commission (APC) held on the above noted date and time at 175 Ingram Street, Duncan, B.C., CVRD Boardroom.

Members

Susan Kaufmann (Chair)

Present:

Sarah Davies-Long Patrick Jackson Julia Rylands

John Salmen (Vice-Chair)

Stafford Reid Parker Jefferson Michelle Geneau Celina Gold

Also Present:

Alison Nicholson, Electoral Area E Director

Bev Suderman, CVRD Planner, Community and Regional Planning Division

(Minute-taker)

Absent:

**David Coulson** 

Justin Straker (Secretary)

Bruce Fraser David Tattam

Antonio Mendenhall

#### **CALL TO ORDER**

#### Susan Kaufmann called the meeting to order at 7:00 pm

John West and Keith Williams were thanked for their contributions to the APC. Patrick Jackson was welcomed as the new member of the APC. A round of introductions was made.

#### APPROVAL OF AGENDA

Planner Suderman requested that a number of items be added to the agenda: 1) Under Planner's report, a discussion of the Koksilah Industrial Park process; and 2) Under new business, discussion of the February meeting date.

It was Moved (Parker Jefferson) and Seconded (Julia Rylands) that the agenda be adopted as amended. MOTION CARRIED

#### **ACCEPTANCE OF MINUTES:**

It was Moved (Celina Gold) and Seconded (Sarah Davies-Long) that the minutes of the Area E APC meeting of October 11, 2016 be accepted as revised. MOTION CARRIED

#### **BUSINESS ARISING FROM MINUTES**

- Request to add the issue of dispensaries (retail outlets for marijuana) to the list of issues on page 3 of the minutes – Because the list of issues reflected in the minutes documents the discussion of the meeting, the minutes should not be changed. However, the issue can be added to the list of issues to be addressed in the OCP process.
- 2. Types of maps to be used in the APC meetings A number of poster board maps from the community meetings were on display in the Boardroom. To expand on this mapping /grounding information, it was suggested that the Committee could make use of the AV equipment in the Boardroom, and access the internet for Google Earth images, or access the CVRD's GIS system. Also, wall maps for the four community areas (Cowichan Station, Glenora, Sahtlam/Paldi, and Eagle Heights/Koksilah Industrial Park) would be useful for each meeting.
- 3. Koksilah Stormwater Study Funding Received? Planner Suderman will follow up with the Environmental Services Division to find out when they expect to hear.

#### **REPORTS**

#### a) Director's Report:

- Hols application update: 4 options are being considered by CVRD staff to deal
  with the non-conformance on the property. There will be a public meeting on the
  issues presented by this application for OCP policy development prior to moving
  forward. Planner Suderman will present a briefing note about the issues and
  options for policy development at the next APC meeting.
- 2. Koksilah Watershed Study: Herb Hammond (Silva Foundation) will be making a presentation on Tuesday, Jan 17 at 7:30 at the Hub about the watershed study. All are welcome.
- 3. Subdivision Servicing Bylaw: public meetings to explain the proposed amendments coming up soon. Director Nicholson is a strong supporter of the proposed amendments, which will ensure that in future, when people buy a parcel of land, it will have a proven potable water supply. APC members are encouraged to attend. Meetings are scheduled as follows:
  - a. January 25, 2017, 7 pm, at the Mill Bay Community League Hall
  - b. January 26, 2017, 7 pm, at the Island Savings Centre, Mesachie Room
  - c. February 1, 2017, 7 pm, at the North Oyster Community Centre
- 4. Tiny homes are emerging as an issue within Area E. Suggestion that there be a special study within the context of the OCP policy development. Key issues include Building Code compliance, and water/septic provision.

#### b) Planner's Report:

#### 1. Discovery Café Meeting Notes

- Next step is to prepare an Executive Summary, showcasing the common threads and unique aspects of each community.
- Concern regarding the low numbers for some of the meetings; will it affect credibility of results?

- Observation that there appeared to be a fair amount of commercial development called for in Sahtlam. This raises questions about OCP policy direction, including how this relates to the development potential of Paldi.
- Encouragement to complete the document, and then leave it open to additional comments from the community, via social media (Facebook, Placespeak)

#### 2. Wetlands Study/Hydrologic Mapping

- Relationship between the overall hydrologic mapping exercise and the wetlands policy requirements of the Cowichan Koksilah OCP were discussed.
- Comments on the document:
  - o Figures 2 and 3: counter-intuitive to have the colour red representing the least sensitive lands
  - Classification and field verification techniques will be according to standardized methods
  - o Question re the legend in Figure 5: What does it mean?
  - Analysis is impressive, but it is only the first step. Need to understand the implications, and how it can be used for planning
- Groups to approach to assist with field verification: birdwatchers, Streamkeepers, Toad Study Group,
- APC members willing to assist with planning the field verification activities: Sarah Davies-Long, Michelle Geneau
- Related concerns:
  - The dynamics of the system do not appear to be reflected in the analysis so far, example impacts of large-scale forestry cutblocks
  - How do groundwater withdrawals affect surface water supplies? Can the data being gathered through water licensing provide any insight on implications of managing for groundwater?
  - Is this type of analysis being done with a view to monitoring changes/ development over time?
  - o Need confirmation of the list of stressors being observed
  - How does this work link to previous CVRD work? Examples include the DRASTIC mapping, and water balance modelling.
- Once the study is completed, would appreciate a presentation to the APC by the consultants.

#### 3. Agriculture Study

- Initial meeting with farmers has been held, and a study advisory committee has been struck, with Julia Rylands serving as a member of this as liaison to the APC. Decision to focus on the food production needs of small scale producers, which are defined as under \$150,000/year gross farm receipts, and 30 acres or smaller land base, and non-quota. Food production includes wine.
- Request from Economic Development to expand the scope of the study to address the needs of the region as a whole, given that the issues faced by smallscale farmers are similar across the region.
- Draft RFP will be revised in response to comments received from the Municipality
  of North Cowichan and the BC Climate Change Adaptation group, and
  recirculated to the advisory committee prior to bringing it to the APC.
- Discussion points:
  - Concerns re land modifications for agricultural purposes; need to maintain a base of coastal trees/forests

- o Impact of forestry on the land base
- o Farm development infrastructure impacts
- Need to recognize the diversity of agriculture, with a focus on the innovative solutions and benefits of agriculture.

#### 4. Koksilah Industrial Park (KIP) Study

- Survey developed in SurveyMonkey; half of the survey concerned business-specific issues, and the other half concerned issues with regard to the KIP itself
- KIP blanketed with postcards inviting participation in the online survey, handdelivered by a team made up of Amy Melmock (Economic Development Manager), Bridget Horel (Islands and Coastal Economic Trust intern), Alison Nicholson (Area E Director), and Bev Suderman (Planner); some supplementary in-depth interviews also conducted by the Economic Development team
- 93 businesses identified in KIP, with 53% response rate on the survey; database has been created
- Survey results support the findings of the earlier survey, that had much lower participation rates
- Next step is to have a meeting with business owners, tentatively scheduled for Tuesday, January 31 from 4:30 – 6:00 pm, to respond to the comments and to suggest possible solutions to the top priority items
- It is hoped that this process will lead to the decision to proceed with a Local Area Plan with the vision of becoming a "fish-friendly" industrial park.
- **5.** <u>Mapping Exercise</u> postponed until next meeting, due to lack of time

#### INFORMATION

- <u>a) Speaker Series:</u> In response to the challenge by the Area E APC, and other sources of inspiration, a Speaker Series is in development to bring "fresh ideas and new thinking" to rural planning. Work is being undertaken collaboratively within the community:
  - Partnership with VIU, Cowichan Campus which will allow the use of the lecture theatre for large community presentations
  - Partnership with School District 79 regarding the possibility of working with groups of high school students in a design charrette style competition
  - Partnership with Planning Institute of BC which should assist with publicity and attendance by planners and related design professionals, and provide for continuing professional development opportunities for planners
  - Partnerships across the region, and within the CVRD are being sought to assist with funding
  - There are many local people with expertise who have been, or are being approached to participate as speakers
  - In negotiation with three out-of-town speakers at this time:
    - o Gil Penalosa, 8-80 Organization, who focuses on inclusive communities with special emphasis on transportation and parks/recreation for April 2017
    - Charles Montgomery, journalist with a specialization in neurosciences, author of the Happy City – for May 2017
    - Randall Arendt, planner who focuses on rural planning issues, preserving rural and environmental values in the face of development – for June 2017
  - Grant funding is being sought for this initiative, to cover the costs
  - Stay tuned for more information



#### **NEW BUSINESS**

- 1. Communications list for APC: Privacy regulations prevent the CVRD from sharing contact information for APC membership with the Chair or Secretary of the APC. Permission is sought from the APC members to be able to provide phone and email information to the Chair and Secretary, for contact purposes between meetings. Permission was granted by members present, by a nod of assent. It will be sought as well from the APC members who were not present at the meeting, and then a list will be prepared by Planner Suderman for the use of the Chair and Secretary.
- 2. February meeting date: Next APC meeting date is scheduled for Tuesday, February 14, which may be problematic. Suggestion to move the meeting date to Tuesday, February 7, given the length of time between meetings, and to avoid any possible complications for February 14. Agreed.

#### PUBLIC QUESTIONS/COMMENTS

1. No members of the public present at this meeting

#### **ADJOURNMENT**

MOTION:

It was Moved (Michelle Geneau) that the meeting be adjourned at 9:07 pm.

MOTION CARRIED

Minute-Taker (in lieu of Secretary)

Chairperson



Minutes for the Electoral Area A – Mill Bay/Malahat Parks Commission Meeting November 10, 2016, at 7:00 p.m. Livingston Room, Brentwood College

The Meeting came to order at 7:05 p.m.

- Trails planned for 2017 and 2018
  - Alget to Deloume for 2017
  - George Patterson Trail for 2018
- Sera Road update:

One of the members will poll the neighbours to see if there is still interest in opening Sera Lane. If there is we can make a motion to request a re- application to MOTI

- Trail along Partridge? Added to MOTI request? Set aside for future consideration. We had a discussion of the different trails in the areas. CVRD are having more positive discussions of the pathways with MOTI
- Benches general discussion of benches not necessarily monuments like in a cemetery. The costs of the Chamber of Commerce benches are considerably less and do not require the same upkeep.
- Director's Report see column in latest South Cowichan Life.

Meeting adjourned at 8:05 p.m.

Next meeting: January 12, 2017, 7:00 p.m., Livingston Room, Brentwood College

The meetings for next year have all been set for the Livingston Room in Brentwood College at 7:00 PM on the second Thursday of the month. There had been some concern about Feb. 9 but that too has been resolved. Since all positions were extended to the end of April, that meeting will be the AGM.



Minutes: Electoral Area A – Mill Bay/Malahat Parks Commission Meeting, January 12, 2017 The meeting came to order at 7:00 p.m. with quorum.

1. Proposed Rezoning Application at 650 Shawnigan Lake Road/Trans-Canada Highway

The proposal went to APC last week and has been put on hold until February for their discussion. We discussed

- a. Whether an amenity contribution would be an option to go to the completion of the TransCanada Trail in the area
- b. Or to go to the Area A reserves to be put toward other community amenities
- c. The possibility of a statutory right of way across the property under the Hydro lines. The owner is OK with a statutory right of way.

MOTION: That we take the amenity contribution and put it toward the reserves and other community amenities since the TCT has a significant amount of funding.

Point of information: The owner of the property also agrees with a statutory right-of-way at this time.

- 2. We would like to thank Ryan Dias and his team for an excellent job on the stairways in Mill Springs especially to Alget.
- 3. Director's report:

The budget was passed at the December Board meeting.

The Stonebridge Development was passed at the January meeting

Meeting adjourned 7:45 p.m.



## Cobble Hill Parks Commission Meeting Minutes Monday, December 5, 2016 Youth Hall 3665 Watson Avenue, Cobble Hill, BC

Present: John Krug – Chair, Bill Turner, Annie Ingraham, Shelley Balme, Jennifer Symons, Gord Dickenson, Ruth Koehn Also present: Matteus Clement – Regional Director Area "C" Regrets: Dennis Cage, Alan Seal, Lynn Wilson

Moved/seconded that the agenda is accepted as circulated. Carried

The meeting was called to order by Chair Krug at 7:04 p.m. Moved/ seconded that the minutes of the November 7, 2016 regular Cobble Hill Parks Commission are accepted as circulated. Carried Business Arising From the Minutes

- Cobble Hill Common No runoff water was observed from the Common during our recent rainy period.
- If grass seed is planted in March it will mature by June. An irrigation layout plan and hydro power plan with costs is required before work can proceed.
- Danger Tree Quarry Nature Park Horse Trailer Parking Lot The grove of maple trees in the horse trailer parking lot will be removed, as they are deemed over mature.

#### **New Business**

- Vandalism at Quarry Nature Park Washroom and Activities for Youth in Cobble Hill –
  The graffiti on the washroom was very disturbing and there was much discussion to
  address the problem with a number of suggestions to improve youth activities in
  Cobble Hill involving the Farmers Institute, the Event Society, Kerry Park Recreation
  Centre programs, local church programs and police involvement.
- Annual General Meeting Moved/seconded that the 2016 Cobble Hill Parks Commission annual General Meeting will be held January 16, 2017 at 7:00 p.m. in the Youth Hall. Carried

#### Director's Report

 Director Clement advised the Commission that local businesses are formulating a plan to combat vandalism. All present expressed their extreme disappointment over the recent acts of vandalism in the parks and village.

Adjournment: 8:30 p.m.

The next meeting of the Cobble Hill Parks Commission will be the Annual General Meeting on Monday, January 16, 2017, at 7:00 pm in the Youth Hall.

Submitted by John Krug



## Minutes Area D Parks Commission Monday, November 21, 2016 Cowichan Estuary Nature Centre

Call to order: 6:45 p.m.

Attendees: Kerrie Talbot, Dave Nisbet, Steve Garnett, Roger Southern

Regrets: Lori Iannidinardo (Director, Area D), Nathan Mosewich, Miranda Mason

Guest(s):

Approval of Agenda: With addition of Wilmot Rd. / Cowichan Bay Rd. corner

Moved and passed

Approval of previous Minutes: Moved and passed

Correspondence: Letter from Larry Gray re: disc golf possibilities in Cowichan Valley.

Letter to be forwarded to CVRD staff.

Reports: Memorial bench plaque in Hecate Park - Yates – to revise wording on plaque with donation from Yates

family.

#### Business arising from previous minutes:

Budget 2017 **Motion**: To move planning for Coverdale Watson Park washroom replacement in 2020 for

consideration in 2022. **Moved and passed** 

#### **New Business:**

Stephanie's Stroll:

Motion: To protest spending parks budget on installation of privacy hedging & long term maintenance of

hedging, without Parks Commission input and against CVRD Parks policy.

Moved and passed

Hecate Park:

Motion: To support Cowichan Tribes in request for name change to Hecate Park.

Moved and passed

Ongoing Business:

Cowichan Bay Rd./Wilmot Rd. corner – Impetus for improving corner needs to come from residents.

Upcoming events: CVRD Parks Commission and APC volunteer appreciation reception

Friday December 9, 2016, 6:30 p.m. @ Cowichan Bay Maritime Center.

Meeting adjourned: 7:25 p.m.

Next meeting: January 16, 2017 6:30 p.m. @ CENC

# Pock Voods V

#### FOR IMMEDIATE RELEASE

#### Rock of the Woods is going on a hiatus

The festival is taking time off to re-group and focus on its mandate

Duncan, BC February 4<sup>th</sup> 2017

The Rock of the Woods (ROTW) music festival is announcing a hiatus to reflect on its founding goals and evaluate support for music and cultural festivals in the Cowichan Valley. "Our small festival has always been dedicated to developing and fostering arts and culture within the Cowichan Valley. After six years of giving our all to the festival we feel it is time to take a break and look at how Rock of the Woods can move ahead," said David Bain, Festival Director.

ROTW has been held in the Cowichan Valley since 2010, without incident. After four years of changing permit processes, ROTW moved through a new Cowichan Valley Regional District (CVRD) process beginning in 2014. Unfortunately, the length and uncertainty of this process brought a focus on permitting rather than on the festival's efforts to support local artists and businesses. Rock of the Woods believes that a hiatus will provide an opportunity to make up for this lost time and assess the festival's operations and offerings.

"With a volunteer festival team the lengthy permitting process meant we were unable to provide certainty to our team and allow them to focus on developing the festival. We would like to thank our many supporters and the amazing festival community that has made Rock of the Woods an event so many people look forward to each year." said Bain.

###

Media contact: david@surgeahead.ca

Geographic area	Pop	Pop 2011	Total (2016)	Full-time (2016)
	2016		Dwellings	Dwellings
Mill Bay/Malahat	4733	4393	2047	1963
Shawnigan Lake	8558	8127	3655	3302
Cobble Hill	5019	4796	2259	2221
Cowichan Bay	3243	2971	1465	1393
Cow. St./Sahtlam/Glenora	4121	3854	1720	1630
Cow. Lk. S./Skutz Falls	1629	1649	866	719
Saltair/Gulf Islands	2325	2221	1404	1050
North Oyster/Diamond	2446	2332	1196	1082
Youbou/Meade Creek	1206	1111	1028	592
Duncan	4944	4932	2523	2381
North Cowichan	29676	28807	13416	12769
Ladysmith	8537	7921	3754	3710
Lake Cowichan	3226	2974	1534	1474
Cowichan IR	2086	2337	510	480
Cowichan Lake IR	21	33	7	7
Squaw-Hay-One IR	35	40	10	9
Theik 2 IR	36	31	9	8
Tsussie 6 IR	103	88	27	23
Tzart-Lam IR	39	32	13	12
Oyster Bay IR	77	89	20	19
Chemainus 13 IR	735	683	172	118
Malahat 11 IR	143	102	39	37
IR Total	3275			
EA Total	33280			
Municipal Total	46383			
CVRD Total	82938			

f.t. = full time residence

p.t. = part time residence



## STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 7, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Development Services Division

Planning & Development Department

SUBJECT: Development Permit with Variance Application No. 10-A-16DP-VAR

(2961 Church Way)

FILE: 10-A-16DP-VAR

#### Purpose/Introduction

The purpose of this report is to present a Development Permit with Variance application for the property located at 2961 Church Way. The applicant proposes to develop a farm market, including a barn-style commercial building and on-site improvements. A variance is requested in order to utilize pavers for surfacing the required disability parking stall, rather than concrete or asphalt.

#### RECOMMENDED RESOLUTION

That it be recommended to the Board:

- 1. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 <u>not</u> be varied to allow the use of pavers for the required disability parking stall;
- 2. That Development Permit with Variance Application No. 10-A-16DP/VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation; and
- 3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

#### **BACKGROUND**

#### **Background Information:**

<u>Location of Subject Property:</u> 2961 Church Way

Legal Description: Lot A, Section 5, Range 9, Shawnigan District, Plan

9135 Except Part in Plan VIP52261

Size of Land Parcel: 0.24 hectares (0.59 acres)

<u>Use of Property:</u> Residential with seasonal farm market stand <u>Use of Surrounding Properties:</u> Agricultural, Institutional, Commercial, Park

Road Access: Church Way

Water: On-site well

Sewage Disposal: On-site disposal

Endangered Species and Ecosystems - Edwards'

Environmentally Sensitive Areas: Beach Moth

<u>Fire Protection</u>: Mill Bay Volunteer Fire Department

<u>Wildfire Hazard Rating:</u> Moderate

<u>Archaeological Site:</u> None identified

Existing Zoning: Agricultural Market 5 Zone (A-5)

#### **LOCATION MAP**



#### **APPLICATION SUMMARY**

The applicant proposes to develop a farm market on the subject property, including a barn-style commercial building and on-site improvements. An existing dwelling on the property is proposed to remain on the site, as is, which is currently occupied by a farm hand. See Attachments A, B & C – Site Plan, Landscape Plan, and Parking Plan, respectively.

The proposed commercial building consists of 2 storeys with a total floor area of 550 m $^2$  (5,922 ft $^2$ ). The ground floor contains the main retail area and public washrooms, as well as areas that would be restricted to staff-only, including areas for receiving goods, coolers, etc. The second floor is a staff-only area for office and storage use ancillary to the market. The total retail/public area proposed is 250 m $^2$ . Outdoor seating is proposed along the southern elevation. See Attachments D, E & F – Floor Plans, 3D Building Concept, and Building Elevations and Finishes, respectively.

Vehicle access will be directly from Church Way. The landscape plan demonstrates that a total of 15 parking spaces and 1 loading space can be accommodated on-site. The area shown on the plan as "ramp", provides vehicle access between the property and the farm next door (the adjacent farm is also owned by the owners of the subject property).

Currently, the lot has minimal landscaping and no trees, with a split-rail fence along a portion of

Page 3

its frontage. Blackberry bushes are present along 3 sides of the property boundary.

#### COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

#### **Advisory Planning Commission (APC)**

The Electoral Area "'A" Advisory Planning Commission (APC) reviewed the application at their meeting held January 5, 2017 and made the following motion:

"It is recommended to approve the development application for file #10-A-16DP."

#### **Surrounding Property Owner Notification and Response:**

Due to the timing of the variance request, notification only occurred recently, however legislative requirements have been met. Letters to adjacent property owners were mailed or hand delivered, and a development application sign posted along the subject property's road frontage, in accordance with Development Application and Procedures Bylaw No. 3275. The purpose was to notify the surrounding community of the application for variance. To date, no letters from the public have been received regarding the application. Please note that letters from the public may still be received, and would be presented to the EASC and Board as late items.

#### OFFICIAL COMMUNITY PLAN / POLICY CONSIDERATIONS

#### Official Community Plan

The subject property is located in the South Cowichan Rural Development Permit Area. The guidelines for this DPA are contained in Section 24 of the South Cowichan Official Community Plan No.3510. The guideline sections that apply to this application are listed below:

- 24.4.1 General Guidelines;
- 24.4.3 Building Design Guidelines;
- 24.4.6 Landscaping, Rainwater Management and Environmental Protection Guidelines;
- 24.4.8 Outdoor Lighting Guidelines; and
- 24.4.9 Parking, Vehicular Access and Pedestrian Guidelines.

#### Zoning Bylaw

The subject property is located in Electoral Area A where the applicable zoning bylaw is the South Cowichan Zoning Bylaw No. 3520. A variance to the bylaw is proposed and is further described under the Proposed Variance heading below.

#### Part 9 – Section 9.5 – Agricultural Market 5 Zone (A-5)

The A-5 zone applies to the property, which contains regulations for permitted uses, number of dwellings, minimum parcel size, setbacks, height, and parcel coverage (see Attachment G – Copy of A-5 Zone).

#### Part 7 – General Regulations for Parking and Loading

The parking and loading regulations of Part 7 were reviewed for compliance with the proposed development. Two parking ratios were applied to the proposed building: *Retail Store* with a ratio of 1 space per 20m<sup>2</sup> of gross floor area; and *Warehouse* with a ratio of 1 space per 200m<sup>2</sup> of gross floor area. In addition, the development requires 1 loading space.

#### Proposed Variance

Section 7.12 requires the development to provide 1 parking stall designated for persons with a disability, surfaced with concrete or asphalt (see Attachment H - Copy of Section 7.12). The applicant proposes to vary Section 7.12 (c) (ii) in order to utilize pavers for surfacing the required disability parking stall, rather than concrete or asphalt. The applicant has provided a rationale for the proposed variance, see Attachment I - Applicant's Variance Rationale.

Page 4

#### **PLANNING ANALYSIS**

#### General Guidelines

A condition of the DP will require existing blackberry to be removed.

#### **Building Design Guidelines**

The building was designed by Macdonald and Lawrence Timber Framing Ltd. The building is designed to reflect the agricultural retail use/market proposed for the building. The building will have a natural wood exterior finish of cedar board and batten, barn style doors and rustic style hardware. A clerestory will help provide natural light into the interior. A wrap-around verandah adds a visual exterior feature to the building while providing functional covered areas for displaying produce and goods outside the building, typical of traditional markets. The form and character as proposed is considered to meet the intent of the guidelines.

#### Landscaping, Rainwater Management and Environmental Protection Guidelines

The proposed Landscape Plan, Attachment B, was not prepared by a certified Landscape Architect. However, the property owners have insisted that their experience farming and their efforts sourcing plant material and advice through local nurseries specialized in growing native species, are sufficient for ensuring a successful landscape plan. The plan includes a variety of shrubs, wildflower pots, native grasses, and garry oak trees. A split rail fence will be added along the south portion of the site frontage. Plantings and signage between the parking lot and single dwelling will help to create a sense of public and private space. Pedestrian movement has been considered with a dedicated path along the rear parking lot toward the building.

The plan includes a bio-swale and on-site drainage via an infiltrator trench, curtain drain, and oil/water separator drains.

#### **Outdoor Lighting Guidelines**

A mix of wall mounted down lighting and bollard style lighting are shown on the Lighting Plan (Attachment J) to illuminate the outside of the building, parking lot and pedestrian path.

#### Parking, Vehicular Access and Pedestrian Guidelines

The plan proposes 15 parking stalls, which meets the minimum number of parking stalls required for the development. One of the 15 spaces is required to be dedicated for persons with a disability, which has been included on the parking plan in the most convenient location with direct access to the building's entrance.

#### Proposed Variance Discussion

Zoning Bylaw No.3520 requires the parking lot to have a "dust-free" surface, but does not specifically require paving. However, Section 7.12.c.ii. states "All parking spaces for persons with a disability shall be surfaced with concrete or asphalt to provide ease of access for wheelchairs." The proposed development requires 1 disability parking stall and the applicant has requested a variance in order to surface the stall with pavers rather than asphalt or concrete. The applicant's plan also includes surfacing the remainder of the parking lot with gravel.

The applicant has resisted the Staff recommendation to pave the parking lot. Given the volume of vehicular traffic generated by the proposed use, it is recommended that the parking area be paved. This is for operational reasons such as accessibility (wheel chair movement for example) and performance. Recent examples where paving has occurred with commercial development includes Stocking Creek Open Market and Great Greens Farm Market on Koksilah Road in Area D. In addition, paving of the parking lot will:

- Better manage on-site drainage through design and asphalt contouring to meet catch basins and other drainage infrastructure;
- Better manage hydrocarbons that can otherwise contaminate a parking area, which is not

- a preferred scenario in an agricultural environment.
- Provide all vehicle stalls and patrons with a level surface for convenient and safe access to the building;
- Not only provide a single paved disability stall with a smooth surface, but provide greater ease of use of the disability stall (more space for loading and unloading of equipment);
- Minimize the amount of loose gravel spilling onto the road which can constitute a safety issue for vehicles and cyclists;
- Help provide greater definition of space, as the gravel lot would have no line markings and no wheel stops, nor is there any decorative entrance feature into the site;
- Achieve a higher standard of on-site improvements for the retail use of the property, typical of commercial development; and
- Overall, create a reasonable design response where not only the minimum bylaw requirement is met, but goes further towards meeting the DPA guidelines. In this case, the minimum bylaw requirement would result in a somewhat awkward configuration with one paved disability stall among a gravel parking lot. The guidelines considered as part of this review include Landscape Sections 24.4.6A (5) (7) and (10); and Parking Sections 24.4.9A (1) (2) and (5). See Attachment K Copy of Landscape and Parking Guidelines.

As noted, the applicant's variance rationale is attached as Attachment I. Staff is of the opinion that the recommended paving is not considered to take away from the rural character of the site. The applicant's geotechnical engineer has stated that the soil composition would result in the premature deterioration of the asphalt due to differential ground settlement, and that an impermeable asphalt layer will disrupt the existing flow of rain water. However, it should be noted that the gravel parking surface is not proposed to be engineered and constructed so as to be permeable. In addition, the proposed pavers would also be subject to potential ground settling, which could also result in an uneven surface.

With the exception of the parking lot considerations, the application is considered to meet the intent of the South Cowichan Rural Development Permit Area guidelines. Staff recommends two things: (1) that the variance not be approved; and (2) that the parking plan be amended to require paving of the entire parking lot.

#### **OPTIONS**

#### Option 1:

- 1. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 <u>not</u> be varied to allow the use of pavers for the required disability parking stall;
- 2. That Development Permit with Variance Application No. 10-A-16DP/VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation; and
- 3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

#### Option 2:

- That Development Permit with Variance Application No. 10-A-16DP/VAR (2961 Church Way) be approved with the variance as requested; and
- 2. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

#### Option 1 is recommended.

Prepared by:

Sheila Herrera, MCIP, RPP

Planner II

Reviewed by:

Rob Conway, MCIP, RPP

Manager

Ross Blackwell, MCIP, RPP, A.Ag.

General Manage

#### **ATTACHMENTS:**

Attachment A - Site Plan

Attachment B - Landscape Plan

Attachment C – Parking Plan

Attachment D - Floor Plans

Attachment E - 3D Building Concept

Attachment F – Building Elevations and Finishes

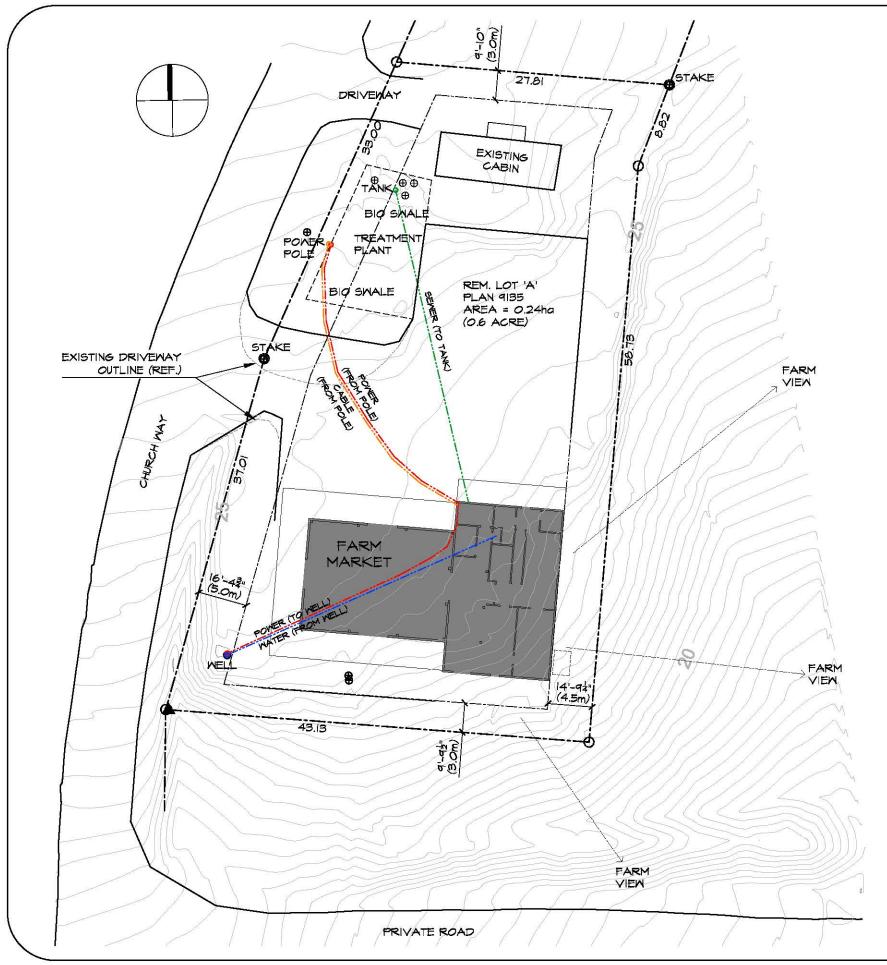
Attachment G - Copy of A-5 Zone

Attachment H - Copy of Section 7.12

Attachment I – Applicant's Variance Rationale

Attachment J – Lighting Plan

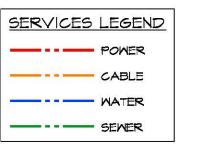
Attachment K - Copy of Landscape and Parking Guidelines

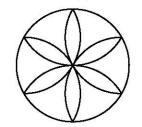


#### SURVEY

- LEGAL SURVEY OF PROPERTY WILL BE REQUIRED
- PROPERTY SETBACKS PER "RETAIL & NURSERY USES" IN ZONE A-5 OF CVRD ZONING BYLAMS (SOUTH COMICHAN: MILL BAY/MALAHAT & COBBLE HILL)

#### **ATTACHMENT A**





1451 Trowsse Rd. PO Box 10 Cobble Hill B.C. VOR 1LO Canada

REVISION NOTES:

INTERNAL REVIEW 20 SHPT 2016

75% REVIEW SET 22 SEPT 2016

80% - ISSUED FOR PERMIT APPLICATION - 1 NOV 2016

85% - RE-ISSUED FOR PERMIT APPLICATION - 12 DEC 2016

90% - DEVELOPMENT PERMIT APPLICATION - 19 DEC 2016

DESIGN BY:

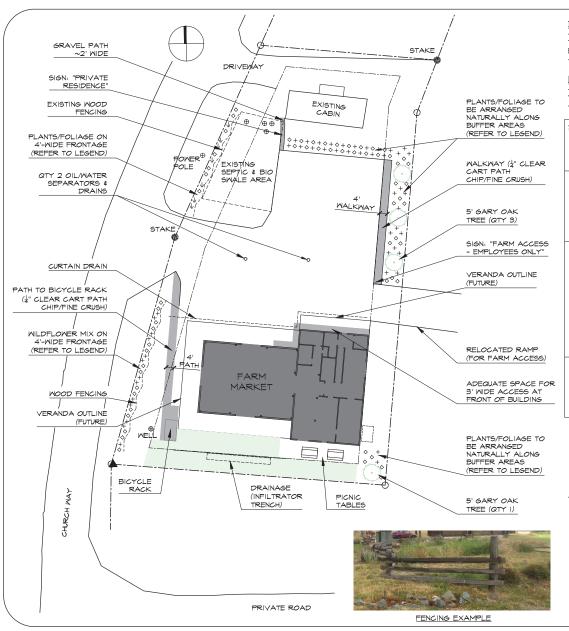
DRAWN BY:

**SWEET MEADOWS** FARM MARKET MILL BAY, BC

SITE PLAN

SCALE : 1/32" = 1'-(

#### **ATTACHMENT B**



#### DRAINAGE

- ROOF LEADERS TO INFILTRATOR TRENCH (IOM  $\times$  Im  $\times$  Im). TRENCH TO BE LINED WITH GEO FABRIC; INFILL WITH DRAIN ROCK OR CLEAR
- STORMWATER MANAGEMENT REQUIREMENT (T.B.D.)

#### LANDSCAPING

- ALL PLANTS & FOLIAGE TO BE NATIVE TO SOUTHERN
- VANCOUVER ISLAND
- THE FOLLOWING PLANT TYPES TO BE USED U.N.O.:

SYMBOL \//	TYPE RED FLOWERING CURRANT (Ribes sanguineum) MOCK ORANGE (Philadelphus lewisii) TALL OREGON GRAFE (Mahonia aquifolium) (ALL IN I GAL, POTS @ EVERY 6 SQ. FT.)	<u>QTY</u> 46 POTS
+	NODDING ONION (Allium cemuum) CALIFORNIA ASTER (Symphyotrichum chilense) YARROM (Achillea millefalium) MOOLLY SUNFLOMER (Eriaphyllum lanatum) SEA BLUSH (Plectritis congesta) PEARLY EVERLASTING (Anaphalis margaritacea) (ALL IN 4" POTS @ EVERY 3 SQ. FT.)	684 POTS
$\Diamond$	WILDFLOWER MIX (SEED):  - GREAT CAMAS (Camassia leichtlinii)  - WOOLLY SUNFLOMER (Eriophyllum lanatum)  - SEA BLUSH (Plectritis congesta)  - FAREWELL TO SPRING (Clarkia amoena)  - RED COLUMBINE (Aquilegia canadensis)  - WESTERN BUTTERCUP (Ranunculus occidentalis)  - SPRING GOLD (Lomatium utriculatum)  - BROAD-LEAVED SHOOTING STAR (Dodecatheon hendersonii)  MOTE: 4" POTS (QTY 260) ® EVERY 3 SQ.FT.  TO ESTABLISH PLANTINGS	2319 5Q.FT. (+260 POTS)
	NATIVE GRASS MIX (SEED): - CALIFORNIA BROME - CALIFORNIA OATGRASS - BLUE WILDRYE - ROENER'S FESCUE - JUNEGRASS	1652 SQ.FT.

NATIVE PLANTS ARE THE BEST OPTION FOR THE FARM AS WELL AS THE ENVIRONMENT. PLANTING IN A PATTERN OF TYPICAL, CONVENTIONAL LANDSCAPING WILL NOT RESULT IN THE NATURAL GROWTH & OTHER BENEFITS THAT THESE PLANTS CAN PROVIDE (i.e. BEING GOOD FOR THE SURROUNDING HABITAT, THRIVING THROUGH DROUGHTS WITHOUT ADDED WATER, ETC.)

- ADDITIONAL REFERENCE INFO:
- . HABITAT ACQUISITION TRUST DOCUMENT "GARDENING WITH NATIVE PLANTS"
- (www.hat.bc.ca/attachments/HAT\_Garden\_Brochure\_web.pdf) • NATIVE PLANT SOCIETY OF BC "NATIVE PLANT
- GARDENING" (www.npsbc.ca/nativegardening.html)



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REVISION NOTES: INTERNAL REVIEW

20 SEPT 2016

80% - ISSUED FOR PERMIT APPLICATION - 1 NOV 2016

85% - RE-ISSUED FOR PERMIT

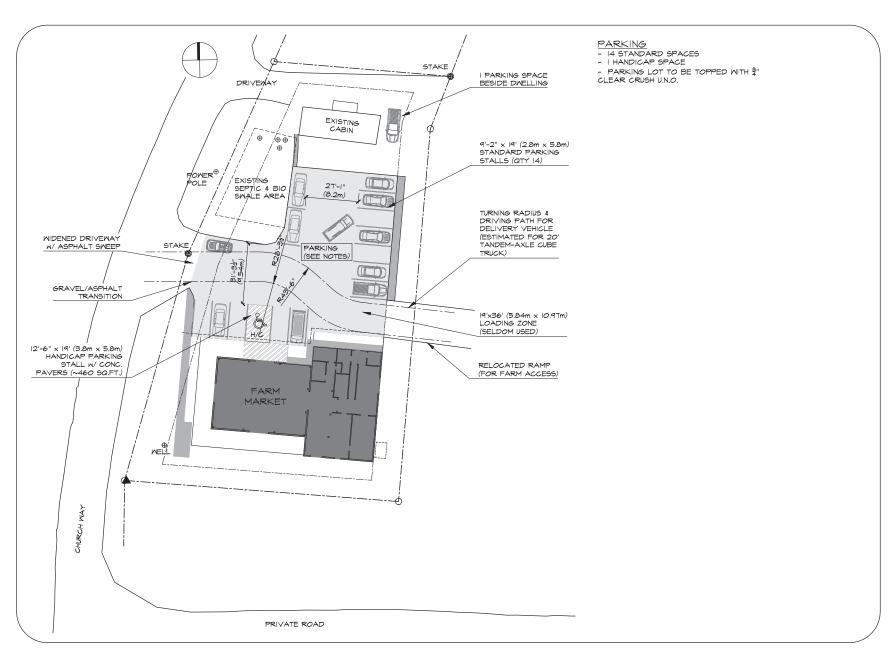
APPLICATION - 19 DEC 2016

DESIGN BY: DRAWN BY:

SWEET MEADOWS FARM MARKET MILL BAY, BC

LANDSCAPE PLAN

A0.5



M&L



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INTERNAL REVIEW 20 SEPT 2016

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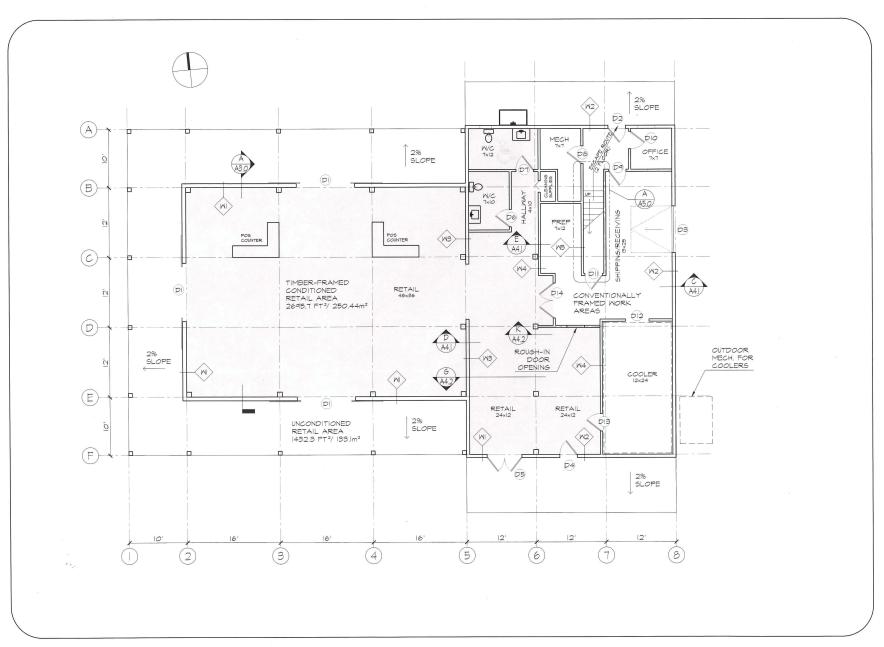
SWEET MEADOWS FARM MARKET MILL BAY, BC

PARKING PLAN

SCALE : 1/32" = 1'-0"

A0.6

#### **ATTACHMENT D (2 pages)**



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INTERNAL REVIEW 20 SEPT 2016

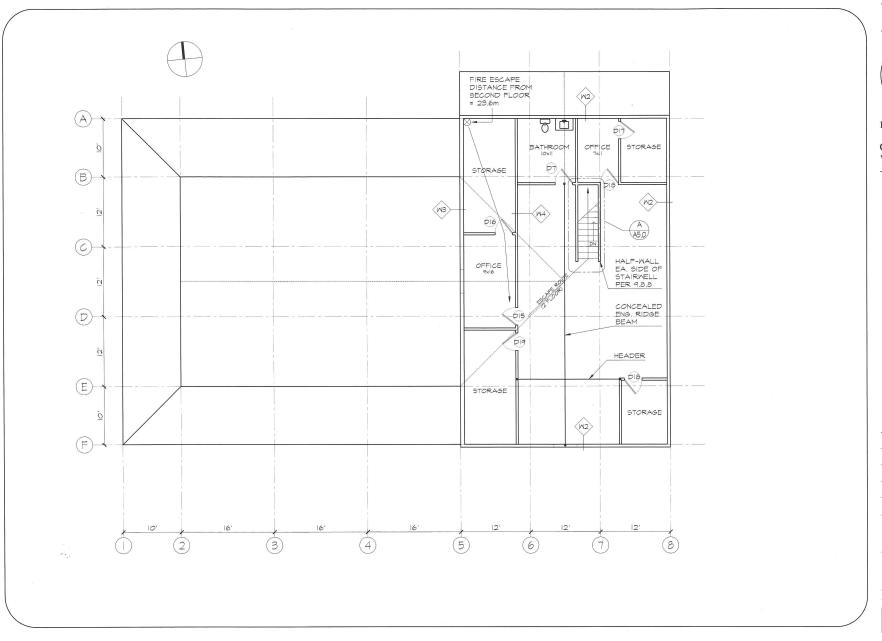
80% - ISSUED FOR PERMIT APPLICATION - 1 NOV 2016

SWEET MEADOWS

FARM MARKET MILI. BAY, BC

PLAN - MAIN FLOOR

SCALE: 3/32" = 1'-0"



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1451 Trowsse Rd. PO Box 10 Cobble Hill B.C. VOR 1LO Canada

INTERNAL REVIEW 25 APR 2016

75% REVIEW SET 22 SEPT 2016

80% - ISSUED FOR PERMIT APPLICATION - 1 NOV 2016 85% - RE-ISSUED FOR PERMIT APPLICATION - 12 DEC 2016

DESIGN BY: HM

SWEET MEADOWS FARM MARKET

MILL BAY, BC

PLAN -SECOND FLOOR

SCALE: 3/32" = 1'-0"

A1.2

## SNEET MEADONS FARM MARKET





#### PROJECT DESCRIPTION & DATA:

#### COMMERCIAL STRUCTURE WITHIN ALR

CITY:

MILL BAY

PROVINCE:

BRITISH COLUMBIA JURISDICTION: COMICHAN VALLEY REGIONAL DISTRICT LEGAL: LOT 'A', SECTION 5, R-9, SHAWNIGAN DIST.

PLAN 9135

2961 CHURCH WAY, MILL BAY, BC

#### APPLICABLE BUILDING CODES: BCBC 2012

BUILDING AREA:

3870.5 sq.ft. (359.6m²) MAIN FLOOR 2052.0 sq.ft. (190.6m2) SECOND FLOOR

5922.5 sq.ft. (550.2m2) TOTAL

BUILDING HEIGHT: 2 STORIES, 9322mm GRADE-PEAK (30'-7")

CONSTRUCTION:

COMBUSTIBLE

OCCUPANCY CLASSIFICATION:

- GROUP E (DOWNSTAIRS) - GROUP D (UPSTAIRS)

#### PROJECT CONTACTS:

CLIENT:

PAUL & CORINNE LIEFFERTZ 2961 CHURCH WAY, MILL BAY, BC

CANADA CONTACT:

PAUL LIEFFERTZ

plieffertz@shaw.ca (250) 715-6502 cell

(250) 370-0001 fax

ENGINEER:

ISL ENGINEERING & LAND SERVICES LTD. (ISL)

#101, 621 - 10 ST.

CANMORE, AB

CANADA CONTACT:

ROBIN ZIRNHELT, P.ENG

rzirnhelt@islengineering.com

(403) 678-4211 ph

(877) 725-8140 fax

BUILDER:

MACDONALD & LAWRENCE TIMBER FRAMING (M&L)

BOX IO

COBBLE HILL, B.C. VOR ILO CANADA

CONTACT:

COLIN LANG (PROJECT MANAGER)

colin@macdonaldandlawrence.ca (250) 743-8840 ph

(250) 743-8862 fax

GEOTECHNICAL ENGINEER:

RYZUK GEOTECHNICAL ENGINEERING (RYZUK)

28 CREASE AVE.

VICTORIA, B.C. V8Z IS3 CANADA

CONTACT:

SHANE MOORE, P.GEO

shane@ryzuk.com (250) 475-3131 ph

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REVISION NOTES:

INTERNAL REVIEW 20 SEPT 2016

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80% - ISSUED FOR PERMIT APPLICATION - 1 NOV 2016

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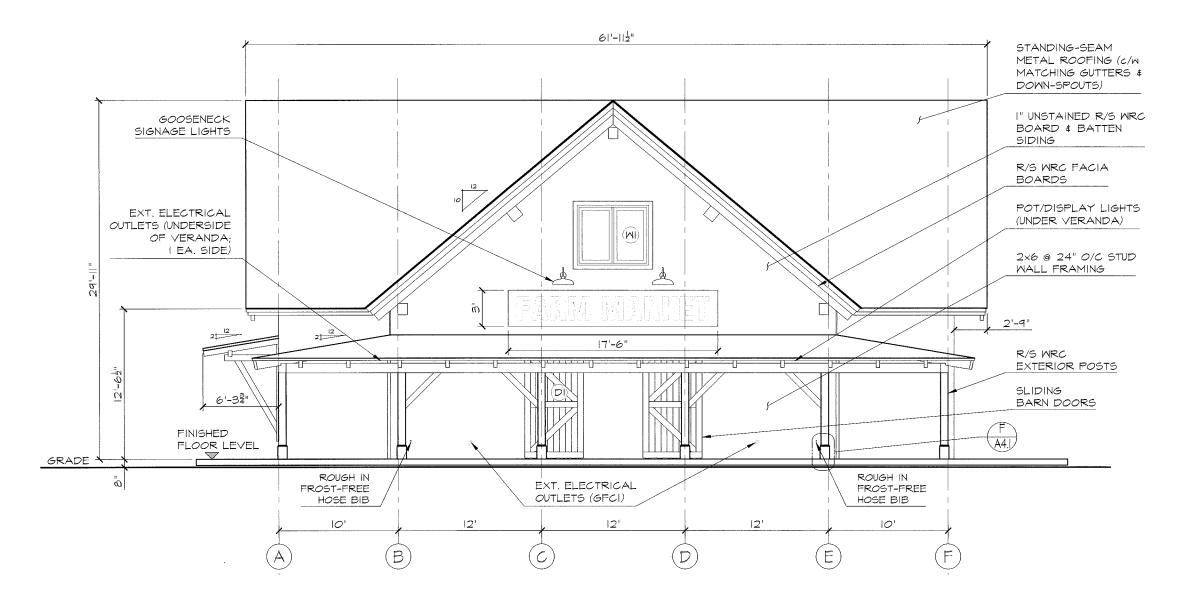
SWEET MEADOWS FARM MARKET MILL BAY, BC

COVER SHEET

SCALE: AS NOTED

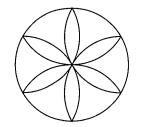
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### **ATTACHMENT F (5 pages)**



MEST ELEVATION SCALE: 1/8" = 1'-0"

## M&I



1451 Trowsse Rd. PO Box 10 Cobble Hill B.C. VOR 1L0 Canada

REVISION NOT

INTERNAL REVIEW 20 SEPT 2016

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80% - ISSUED FOR PERMIT APPLICATION - I NOV 2016

85% - RE-ISSUED FOR PERM APPLICATION - 12 DEC 201

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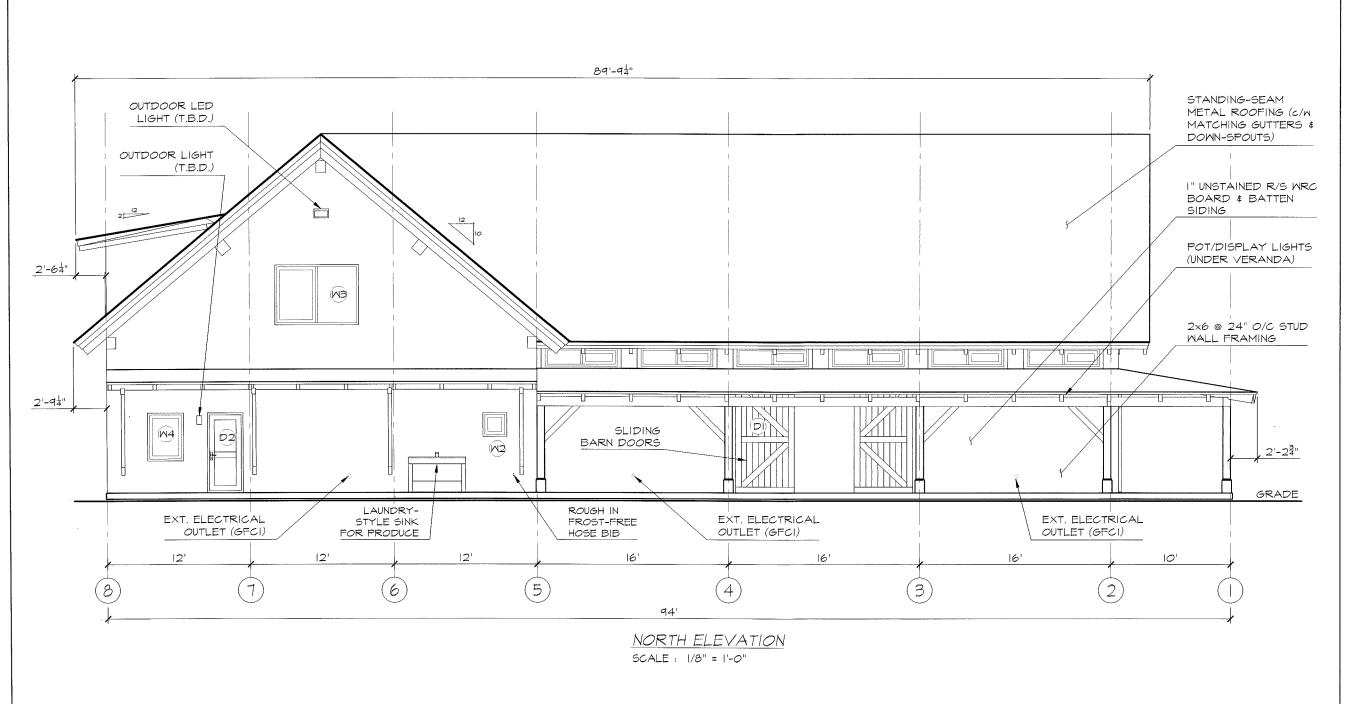
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-IM NP

SWEET MEADOWS FARM MARKET MILL BAY, BC

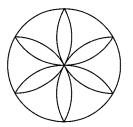
ELEVATIONS

SCALE : AS NOTED

A2.0



## M&L



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DESIGN BY: DRAWN BY:

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SWEET MEADOWS

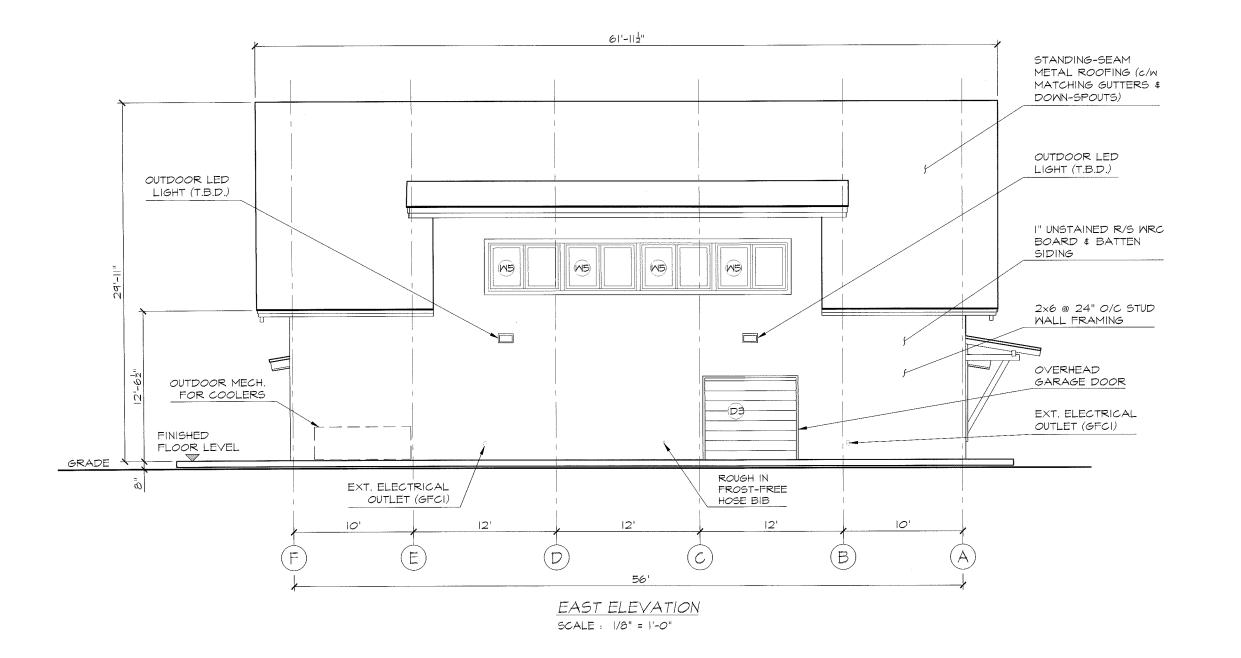
FARM MARKET
MILL BAY, BC

ELEVATIONS

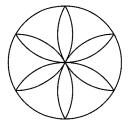
SCALE : AS NOTED

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## M&L



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REVISION NOTES:

20 SEPT 2016

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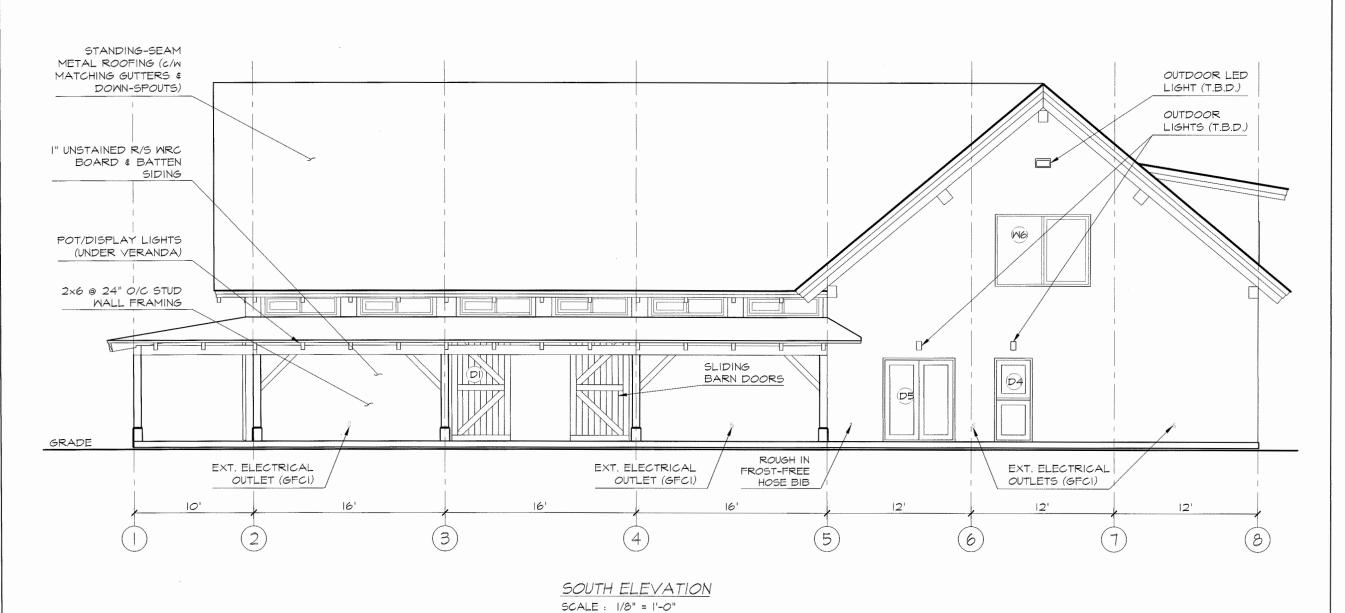
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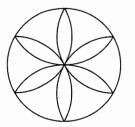
SWEET MEADOWS FARM MARKET MILL BAY, BC

ELEVATIONS

SCALE : AS NOTED

A2.2





1451 Trowsse Rd. PO Box 10 Cobble Hill B.C. VOR 1LO Canada

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DESIGN BY: DRAWN BY:

HIM

SWEET MEADOWS FARM MARKET MILL BAY, BC

ELEVATIONS

SCALE : AS NOTED





- DOORS TRADITIONAL PLANK \$ RAIL DOORS MADE FROM DRY DOUGLAS FIR
- 2x COATS NATURAL LINSEED OIL FINISH
- BLACKSMITH-MADE TRADITIONAL DOOR HARDWARE







- BOARDS
- TAILS SIMPLE WINDOWS WITH TRADITIONAL TRIM DETAILS





- SIDING

   UNSTAINED, ROUGH-SAWN
  MESTERN RED CEDAR BOARD

  & BATTEN SIDING
- WRC TRIMS, FASCIA & BARGE
- WRC 'CLOSING BOARDS' BETWEEN EXPOSED RAFTER













FLOORING
- ROUGH-SAWN DOUGLAS FIR

FLOOR PLANKS HAND-NAIL WITH TRADITIONAL-CUT NAILS



M&L



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REVISION NOTES:

INTERNAL REVIEW 20 SEPT 2016

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DESIGN BY: DRAWN BY: HM NP

**SWEET MEADOWS** FARM MARKET MILL BAY, BC

**FINISHES** 

SCALE : AS NOTED

A7.0

#### 9.5 A-5 AGRICULTURAL MARKET 5 ZONE

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 A-5 Zone:

#### 1. Permitted Uses

The following principal uses and no others are permitted in the A-5 Zone:

- a. Agriculture;
- b. Nursery;
- c. Retail sales of agricultural products;
- d. Single family dwelling;

The following accessory uses are permitted in the A-5 Zone:

- e. Bed and breakfast;
- f. Unlicensed daycare and group daycare.

#### 2. Number of Dwellings

Not more than one dwelling is permitted on a parcel in the A-5 Zone.

#### 3. Minimum Parcel Size

The minimum parcel area in the A-5 Zone is 2 hectares.

#### 4. Setbacks

The following minimum setbacks apply for buildings and structures in the A-5 Zone:

Type of Parcel Line	Agricultural & Accessory Uses	Residential and Accessory Uses	Retail and Nursery Uses
Front parcel line	15 metres	7.5 metres	5 metres
Interior side parcel line	15 metres	3 metres	3 metres
Exterior side parcel line	15 metres	4.5 metres	4.5 metres
Rear parcel line	15 metres	7.5 metres	4.5 metres

#### 5. Height

In the A-5 Zone, the height of all principal buildings and structures shall not exceed 10 metres.

#### 6. Parcel Coverage

The parcel coverage in the A-5 Zone shall not exceed 30 percent for all buildings and structures, and may be increased by an additional 20% of parcel area for the purpose of constructing greenhouses.

### 7.10 Surfacing of Parking Areas

Parking areas shall be dust-free and the use of pervious surfaces such as grasscrete, is encouraged for all outdoor parking areas.

### 7.11 Provision of Oil/Water Separator

Parking areas paved with an impervious material shall include one or more oil-water separators, and it shall be the responsibility of the landowner to properly maintain the oil-water separators in good working order, regularly removing oils for proper disposal.

### 7.12 Parking for Persons with a Disability

- a. For any use required to be accessible to persons with a disability by the BC Building Code, a minimum of one parking space for a person with a disability shall be provided.
- b. Where 25 or more parking spaces are required by this Bylaw, the greater of one parking space the number of parking spaces equal to 1 percent of all spaces required shall be accessible to persons with a disability.
- c. All parking spaces for persons with a disability shall be:
  - i. A minimum of 3.7 metres in width and 5.8 metres in length;
  - ii. Surfaced with concrete or asphalt to provide ease of access for wheelchairs;
  - iii. Located in the most accessible and convenient location available within the parking areas; and
  - iv. Marked or otherwise designated for sole use by persons with a disability.

### 7.13 Extending or Expanding an Existing Use

The parking requirements established in Section 7.1 do not apply to a building or use existing prior to the adoption date of this Bylaw, provided that there is no change, expansion or addition to the building or use that requires more parking spaces than were required for the building or use existing when this Bylaw was adopted. However, if there is an expansion or addition to an existing use or building, then the provisions of Section 7.1 apply to such expansion or addition.

### 7.14 Cash in Lieu of Parking

As an alternative to meeting the parking standards of this Bylaw, or for a change to an existing use or additional building that would require more parking, at the option of the owner or occupier of the land, a cash payment may be made to the CVRD in lieu of the required number of parking spaces, in accordance with the table under a), and subject to the conditions under b):

### a. Table of fees:

Use	Cash amount per space
Commercial	\$4000
Office	\$4000
Restaurant, Pub	\$3500
Residential	\$3500
All other uses	\$3000

### ATTACHMENT I (2 pag R1



Feb 2, 2017

Colin Lang Macdonald & Lawrence Timber Framing P.O. Box 10 Cobble Hill, BC V0R 1L0

Sheila Herrera CVRD 175 Ingram St Duncan, BC V9L 1N8

### Dear Mrs. Herrera:

As the registered agent of Paul and Corinne Lieffertz, I am hereby applying for a variance that would exempt our clients from the requirement of paving the handicap stall of their parking lot; their preference would be to use landscaping pavers. The reason for this request is based upon the following suggestions and recommendations we received during the design/application process to date:

- 1. The impermeable surface would disrupt existing flow of rain water requiring either the installation of infiltration pits or possible erosion of the slope (see attached comments from Ryzuk Geotechnical).
- 2. It's probable that the asphalt will deteriorate prematurely due to differential settlements (see attached comments from Ryzuk Geotechnical).
- 3. The look of concrete or asphalt isn't in keeping with the rural, agricultural farm look and experience that is a central theme of our client's business.
- 4. The APC membership resoundingly supported the idea of keeping asphalt and concrete out of the design.

### Regards,

Colin Lang (250) 710-4753 (c)

28 Crease Avenue

Victoria, B.C. V8Z 1S3

Tel: 250-475-3131 Fax: 250-475-3611

mail@ryzuk.com



Copy to:

靣

Colin Lang

### RYZUK GEOTECHNICAL

**ENGINEERING & MATERIALS TESTING** 

### Geotechnical Field Review / Site Instruction

Project No: 5096-31

Project: Proposed Farm Building - 2961 Church Way - Mill Bay, BC

colinl@macdonaldandlawrence.ca

Client: Macdonald & Lawrence Timber Framing Ltd.

Contact: Gord Macdonald

Email / Fax No: gord@macdonaldandlawrence.ca

Email / Fax:

Date: January 19, 2017

Copy to:	Email / Fax:
$\exists$	

### Parking Surfacing:

Further to our discussions, it is our understanding that the municipality desires that the proposed parking area be paved. Our associated comments are included below and our work is conducted in accordance with and is subject to the previously provided terms of engagement.

Based on our recent subsurface investigation, the soils below the proposed parking area consist of up to 3.5 m of clayey fills underlain by up to 1 m of organics with native sand and gravel below. As a result, it is our opinion that should an asphalt layer be placed upon the surface, it is probable that the asphalt will deteriorate prematurely due to differential settlements. In addition, this impermeable layer will disrupt the existing flow of rain water requiring either the installation of infiltration pits or possible erosion of the slope.

We recommend that the parking area remain gravel surfaced to minimize disruption to the existing drainage course, while allowing the surface to tolerate settlements associated with fill consolidation.

We hope that the preceding is suitable for your purposes at present.

A. LETENDRE

Kind regards

Antoine Letendre, P.Eng. Geotechnical Engineer

### **ATTACHMENT J**

PARKING &

PATHWAY

LIGHTING

PROPOSED

BUILDING

PARKING





1451 Trowsse Rd. PO Box 10 Cobble Hill B.C. VOR 1LO Canada



NOTE: PREFERENCE FOR PARKING AREA & PATHWAY LIGHTING (PER EXAMPLE ABOVE)



INTERNAL REVIEW 20 SEPT 2016

75% REVIEW SET 22 SEPT 2016

85% - RE-ISSUED FOR PERMIT APPLICATION - 12 DEC 2016

DISIGN BY: DRAWN BY: HM NP

SWEET MEADOWS FARM MARKET MILL BAY, BC

> LIGHTING PLAN

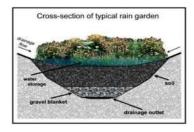
SCALE: N.T.S.

A0.6



## 24.4.6 A: Landscaping, Rainwater Management and Environmental Protection Guidelines

The Landscaping/Rainwater Management/Environmental Protection Guidelines apply to the subdivision of land, and to commercial, industrial, multiple family and intensive residential development and their accessory uses.









- 1. Preparation of a landscaping plan by a British Columbia Society of Landscape Architects (BCSLA) or BC Landscape and Nursery Association (BCNTA)-certified landscape architect is preferred. Any landscaping plan submitted with an application for a development permit, whether professionally prepared or not, will be assessed by the CVRD according to BCSLA/BCNTA guidelines.
- 2. All required landscaping plans should be integrated with a rainwater management plan, which should favour natural solutions to drainage such as rain gardens and bio-swales, and should contain measures to limit impervious surfaces. The rainwater management plan must be prepared by a professional engineer with experience in drainage and submitted with the application for any commercial, mixed use or multiple family residential development proposal.
- 3. Runoff from the development must be strictly limited to prevent rainwater flows from damaging roads, surrounding properties and sensitive watershed features. Pervious surfaces should predominate, to encourage infiltration of water. The removal of trees should only be allowed where necessary and where alternate vegetation and water retention measures can be achieved.
- 4. For subdivision, where appropriate, lands should remain in a natural state, with landscaping measures used to provide rainwater infiltration.
- 5. All public areas should be landscaped, including entrances, building peripheries, parking and pedestrian areas, and open space areas, in a way that is complementary to both the site and surrounding lands.
- 6. Streetscape design should incorporate treatments that enhance the pedestrian experience and create a sense of local identity. Public streetscape amenities including walkways, benches, planters, and bike racks should have a high quality of design.
- 7. The appearance of large buildings should be enhanced using plants, shrubs and trees, and where necessary, hard landscaping treatments such as terraced retaining walls,







- planters, gardens, special features such as a courtyards or fountains, outdoor seating and decorative paving or lighting.
- 8. Developments should incorporate and emphasize native landscape materials, and use drought resistant plants to reduce irrigation needs.
- 9. Industrial and commercial development visible from the Trans Canada Highway or major network roads should be screened and landscaped, including entrances, building peripheries, parking and pedestrian areas, and open space areas. The landscaping should consist of a mix of coniferous and deciduous vegetation, with low plantings and taller tree species at intervals.
- 10. Sites should not be dominated by areas of bark mulch, gravel or other similar materials.
- 11. Walkways or trails must be developed to encourage walking and cycling and to connect the development with surrounding areas. Public ocean views and access are encouraged.
- 12. A landscape buffer should be provided on industrial lands that adjoin a parcel within a residential land use designation. For industrial parcels with a potential for noise, smell or sight impacts, the minimum width of the landscape buffer should be 20 metres.

## 24.4.6 B Landscaping, Rainwater Management and Environmental Protection Guideline Exemptions

The Landscaping, Rainwater Management, and Environmental Protection Guidelines do not apply to:

- a. single family residential subdivision if the subject property is located within a CVRD Drainage Control Area;
- b. Construction of single family dwellings.

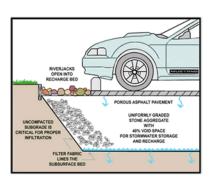
### 24.4.9 A: Parking, Vehicular Access, and Pedestrian Guidelines

The Parking, Vehicular Access and Pedestrian Guidelines apply to parking areas with more than 10 parking spaces, within commercial, industrial, multiple family and intensive residential development.











- Parking areas should not be covered only with either hard impervious surfacing such as asphalt or poured-in-place concrete, or gravel and dirt. Rather, dust free forms of pervious surfacing that allow for groundwater infiltration of water. Parking areas with impervious surfaces should provide oil/water separators.
- Convenient, safe and attractive parking entrances should be provided, without unnecessary duplication of access points, and without parking access points or parking facilities dominating a site.
- 3. Access and egress to major network roads should be provided from local roads in locations which are safe and approved by the Ministry of Transportation and Infrastructure. Direct access from the Trans Canada Highway or a major network road should be avoided.
- 4. Parking lots should be heavily landscaped with trees that will not damage paint finishes, for comfort, shade and visual interest and to minimize heat gain caused by paved surfaces.
- 5. Parking lot design will incorporate designated pedestrian walkways for people to exit their automobiles and access buildings surrounding areas safely, and these will be separated from the parking area by raised or landscaped features. Physical separation between well-marked pedestrian and vehicular traffic is required, and where the two share space, design features will clearly indicate that pedestrians have priority. All pedestrian areas should be level, smooth, and non-slip surfaced so as to accommodate people with accessibility challenges such mobility, sensory, or cognitive disabilities.
- 6. Where outdoor café tables are provided within commercial areas, safe passage for pedestrians and emergency access must be maintained.



- 7. Where appropriate, aesthetically appealing and distinctive bus shelters and pullouts may be incorporated into the site design to facilitate pedestrian traffic and provide space for landscaping, seating and public art.
- 8. Loading areas are to be screened with adequate landscaping or separation from parking and pedestrian areas.
- 9. Parking requirements within the implementing Zoning Bylaw may be varied where provisions are made for alternative transportation amenities.

### 24.4.9 B: Parking, Vehicular Access, and Pedestrian Guideline Exemptions

The Parking, Vehicular Access and Pedestrian Guidelines do not apply to:

- a. Parking areas designed for fewer than 5 vehicles;
- b. Lands within the Community Land Stewardship Designation;
- c. Arbutus Ridge.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 7, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Development Services Division

Planning & Development Department

**SUBJECT:** Rezoning Application No. 04-I-15RS for

(PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680)

**FILE:** 04-I-15RS

#### **PURPOSE/INTRODUCTION**

The purpose of this report is to consider Official Community Plan and Zoning Amendment Bylaws that would permit seasonal cabins and camping on the subject properties.

#### RECOMMENDED RESOLUTION

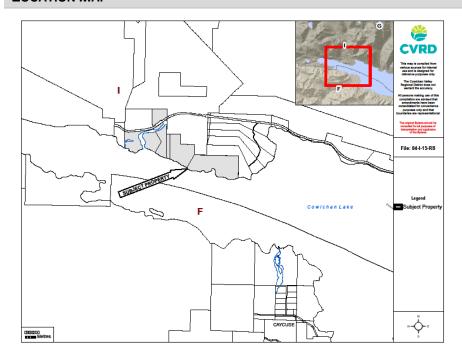
For Direction.

### **BACKGROUND**

At the November 2, 2016, Electoral Area Services Committee, the following resolution was made:

"That Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 4-I-15RS, and that the draft amendment Bylaws be referred to the Electoral Area Services Committee for consideration."

### **LOCATION MAP**



### **APPLICATION SUMMARY**

Please see the attached Electoral Area Services Committee report dated November 2, 2016, for complete background information.

In summary, the rezoning and OCP amendment application proposes:

- Dedication of 57.1 ha (141 acres) or 61.5% of the lands to CVRD for park and conservation land;
- Remaining 35.8 ha (88.5 acres) be subdivided into 26 privately owned strata lots ranging in size from approximately 0.4 ha (1 acre) to 1.1 ha (2.47 acres);
- Recreational use (seasonal cabin or RV camping) to be permitted on the lots. Two cabins or two RVs or combination thereof are proposed on each lot;
- Formal access would be by "water access". The applicants have an easement to travel over the private logging road from TimberWest<sup>1</sup>, and also have an easement over adjacent properties as the developed areas do not have frontage on the private road;
- Strata owned and operated community sewer and water systems are proposed. Septic tanks are proposed on individual lots with a septic field on common property;
- There is no electricity service, therefore electricity is proposed to be provided by on-site renewable energy and back-up generators;
- Proposed park consists of approximately 800 metres of stream length along Shaw Creek and its associated foreshore and approximately 1,000 metres of Cowichan Lake shoreline and upland forested lands;
- Proposed 20 metre wide Streamside Protection and Enhancement Area (SPEA) along the shoreline which would be limited common property owned by the strata corporation. This was expanded to include a requirement for a "no-build" covenant 30 metres from the waterfront which would prohibit construction of cabins or placement of recreation vehicles; and
- Individual docks for waterfront lots.

### COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Referral agencies are generally opposed to the application, and in particular Cowichan Tribes and Ditidaht First Nations have expressed concern and have requested a site visit. Please see November 2, 2016, Electoral Area Services Committee report for reference.

#### OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

A thorough discussion of OCP plan policies has been presented in the attached staff report formerly considered with regards to this application, see November 2, 2016, Electoral Area Services Committee report for reference.

### **PLANNING ANALYSIS**

### Bylaws

Official Community Plan and Zoning Amendment Bylaws have been drafted as Attachments E and F.

### Zoning

"Seasonal cabins" would be a principal permitted use as well as placement of a recreational vehicle or park model unit. A maximum of two units (either RV, park model or seasonal cabin will be permitted).

<sup>&</sup>lt;sup>1</sup> North Shore Road west of Youbou is not a public r<sub>256</sub> and the majority of it is owned by TimberWest.

The Zoning Amendment Bylaw has been drafted to include a maximum gross floor area and maximum building footprint of 105 m<sup>2</sup>. Limiting the size of seasonal cabins will serve the following functions:

- Limit the number of occupants per seasonal cabin;
- · Reduce the potential to establish multiple suites within a seasonal cabin and rent as a vacation rental:
- Reduce the potential to occupy the seasonal cabin as a principal dwelling;
- Establish consistency with other cottage and recreational residential development in Electoral Area I<sup>2</sup>:
- As this is an extreme wildfire area, limiting the size of the seasonal cabin will limit the investment potential in large homes, and reduce the potential value lost should a wildfire
- Preserve the scale and nature of rustic cabin development.

The applicants have requested a maximum of 350 m<sup>2</sup> gross floor area for seasonal cabins per parcel, such that one seasonal cabin could be constructed with a gross floor area of maximum 350 m<sup>2</sup>, or this could be split between both permitted seasonal cabins. For the reasons noted above, staff's opinion is that the maximum seasonal cabin size should be limited, and that 350 m<sup>2</sup> is too large for the intent of the proposed recreation-oriented zone.

For accessory buildings, 50 m<sup>2</sup> maximum gross floor area is proposed.

The parkland would be Zoned P-3 (Environmental Conservation), which permits environmental conservation and accessory buildings.

Wildfire Protection Development Permit Area - OCP

As noted above, the subject properties are within an area classified as "Extreme" for wildfire interface hazard in the Cowichan Valley Regional District Community Wildfire Protection Plan. The "interface" refers to any area where combustible wildland fuels (trees, shrubs, grasslands) are located next to homes or other buildings, and can include areas where there is a either a defined boundary between forest and development or where the buildings are intermixed with forested areas.

A combination of factors ranging from non-existent emergency fire department response (the subject properties are not within a service area), lack of public road access and poor road conditions, terrain, and forest cover type (coniferous forests are more combustible) contribute to the classification as "extreme" for wildland interface hazard.

Wildfire could arise from activities on the subject property during land development, construction, or from the recreational use (e.g. campfires) or could be initiated off the property in the surrounding forested lands, and impose a risk to buildings and persons in the development.

As a result, if the properties are developed, staff recommend that a Wildfire Protection Development Permit Area be applied to the lands that would require a wildfire interface hazard assessment by a professional specifying measures to mitigate the risk to the development and surrounding lands. Implementation of the recommended wildfire protection measures would occur at the subdivision and building permit stage.

<sup>2</sup> The LR-11 Zone, which applies to land known as the Cottages at Marble Bay, and which are fully serviced lots with community sewer and water specifies a maximum floor area of 105 m<sup>2</sup>, and limits deck size.

"Cottages" within tourist commercial zones (C-4 Zone) are limited to 74 m<sup>2</sup> building footprint and 95 m<sup>2</sup> gross floor area.

### Covenants

#### Parkland Covenant

If the Zoning and OCP Amendment Bylaws proceed to public hearing, covenants will be required to secure the parkland dedication and confirm the shoreline protection/no-build area prior to public hearing.

With regards to parkland dedication, the best and desired approach is for the bulk of the proposed parkland to be dedicated within 90 days of the adoption of the OCP and Zoning Bylaws. This would include all the lots that are wholly within the proposed parkland being dedicated immediately following the adoption of amendment bylaws, and parcels that are split between proposed parkland and development lands would be dedicated at time of subdivision.

Dedication at rezoning will provide certainty that the lands are being protected in their current natural state, and are not tied to the outcome or timeframe of the subdivision process.

This approach is consistent with other recent developments where large tracts of conservation lands were dedicated to CVRD following adoption of enabling amendment bylaws including (but not limited to):

- Bald Mountain/Woodland Shores/Lakeweb;
- Elkington Forest;
- Cowichan Bay Estates;
- Sooke Lake Road Community Forest;
- McCurdy Point (Bamberton Industrial lands rezoning);
- Cowichan Valley Trap and Skeet Club;
- Sahtlam Greenway Trail; and
- Urban Edge Trail Connection (Boal/Koksilah Road).

The applicants have requested that the parkland be dedicated at the time of subdivision. This is not supported by staff as the dedication of the environmentally sensitive Shaw Creek and adjacent lands is a core component of the application, and if this is not dedicated to the CVRD in a timely manner, the overall proposal is much diminished and preservation of the lands could be at risk. CVRD has no control over the applicants, their timeframe or the subdivision approval process. Therefore, it is not advisable to delay dedication of the lands pending subdivision.

If directed by the Committee, options could be further explored that would allow the transfer of proposed parkland subject to certain benchmarks within the approval process. For example, to establish conditions that must be met prior to adoption of the Bylaws, and covenant(s) stating that the lands will be dedicated within a period of a few years, and will not be altered in the interim. A Phased Development Agreement (PDA) that would not allow the zoning to be changed by a subsequent board for a period of years could also be considered.

If this is the desired direction of the Committee, staff would work with the applicant to formulate an agreement structure that provides surety around conveyance of the proposed parkland.

The problem with these approaches is that these complex contracts become extremely problematic to administer over years, and especially when applicants, the Board, the public, and the times in general change. If these arrangements are entertained, a no-disturbance covenant should be applied to the proposed parkland so that the lands come over in a natural state, and so there is some mechanism in place to discourage, at a minimum, logging or other alterations to the future parkland.

### Conservation Covenant

A covenant is required to be registered on the lots prohibiting construction or placement of any structures, recreational vehicles or park model recreational units within 30 metres of the high water mark of Cowichan Lake. Additionally, a no-disturbance/environmental protection covenant is required to be registered over the 20 metre "enhanced" Streamside Protection and Enhancement Area (SPEA) to offer an additional layer of environmental protection should it not be possible for the enhanced SPEA to be owned by the strata corporation as currently proposed. One trail per lot would be permitted through the SPEA to access individual docks.

Per the Committee's direction, please see attached Amendment Bylaws for consideration. One letter from the public has been received since this application was last considered by the EASC, please see Attachment C.

Options are presented below for the Committee's consideration.

### **OPTIONS**

### Option 1 (Attached draft bylaws and dedication of lands at rezoning)

- That the Official Community Plan and Zoning Amendment Bylaw for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings;
- That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be accepted;
- 3. That a covenant be drafted requiring parcels that are wholly within the proposed parkland be dedicated to the CVRD in their current natural state within 90 days of amendment bylaws being adopted;
- 4. That a covenant be registered specifying no disturbance to the lands within 20 metres of the high water mark of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake.
- 5. That a public hearing be scheduled with Directors from Electoral Areas I, F and E as delegates.

### Option 2 (Denial)

That it be recommended to the Board that Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

### Option 3 (Committee direction on revising bylaws and dedication of lands at rezoning)

- 1. That the Official Community Plan and Zoning Amendment Bylaws for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) **be revised as directed by the Electoral Area Services Committee** and forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings;
- 2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be

<sup>3</sup> The regular SPEA established by the Qualified Environmental Professional is 15 metres, but the applicants have proposed to establish an additional 5 metre bu 259 om the SPEA.

accepted:

- 3. That a covenant be drafted requiring parcels that are wholly within the park be dedicated in their current natural state within 90 days of amendment bylaws being adopted;
- 4. That a covenant be registered specifying no disturbance to the lands within 20 metres of the high water mark of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake.
- 5. That a public hearing be scheduled with Directors from Electoral Areas I, F and E as delegates.

### Option 4 (Proponent's proposal)

- 1. That the Official Community Plan and Zoning Amendment Bylaws for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be revised to increase the maximum gross floor area of a seasonal cabin to 350 m<sup>2</sup>, and that the bylaws be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Readings;
- 2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be accepted:
- 3. That a covenant be drafted requiring proposed parkland be dedicated in its current natural state to CVRD concurrent with registration of the subdivision;
- 4. That a covenant be drafted stating that the proposed parkland will be transferred to the CVRD in its current natural state, and is not to be altered:
- 5. That a covenant be registered specifying no disturbance to the lands within 20 metres of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake.
- 6. That a public hearing be scheduled with Directors from Electoral Areas I, F and E as delegates.

Prepared by:	Reviewed by:

Rachelle Rondeau, MCIP, RPP

Planner II

Rob Conway, MCIP, RPP

Manager

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

### **ATTACHMENTS:**

Attachment A – Zoning Map

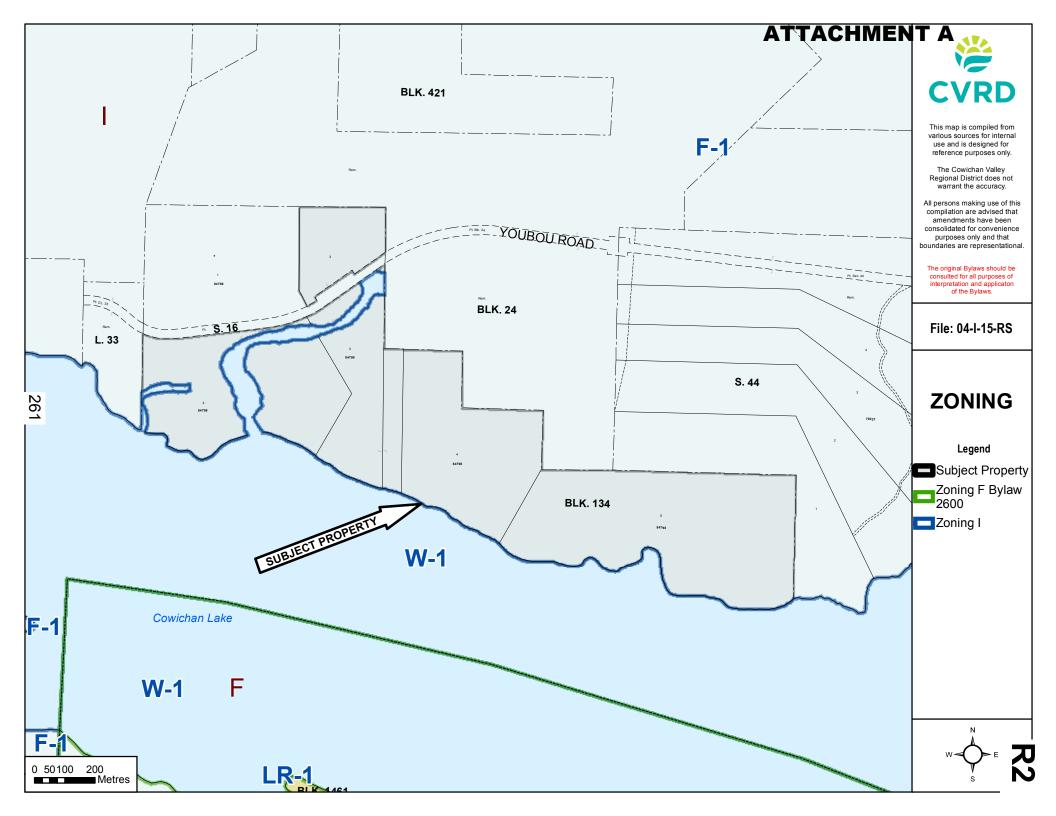
Attachment B – Subdivision Plan dated June 26, 2016, 26 Proposed Lots

Attachment C – Letter from member of the public

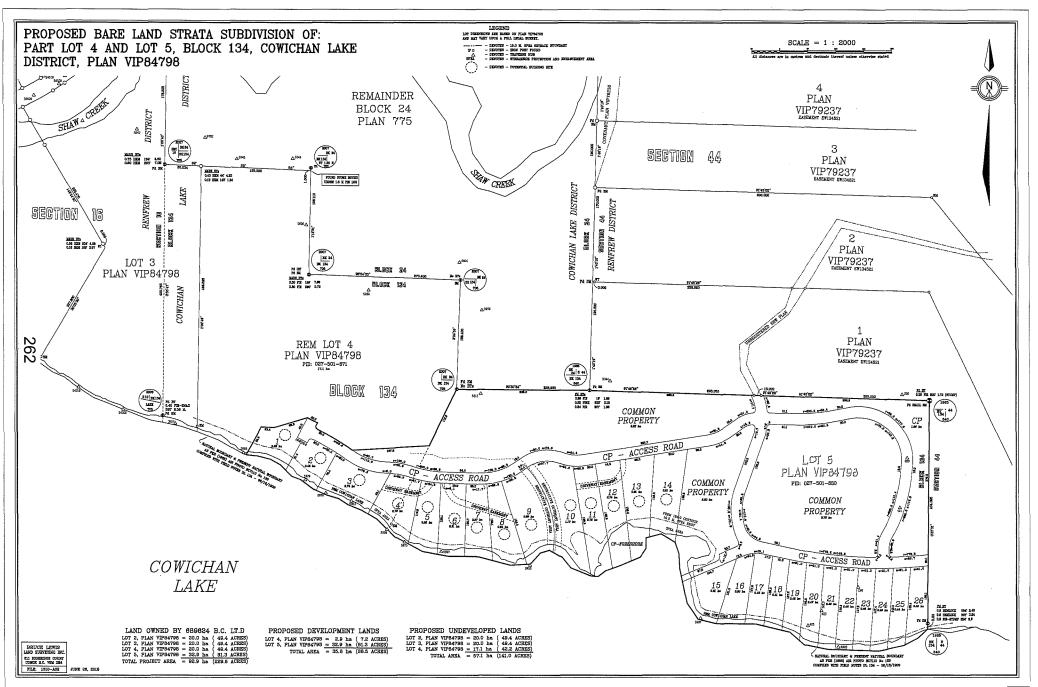
Attachment D - November 2, 2016, Electoral Area Services Committee Report

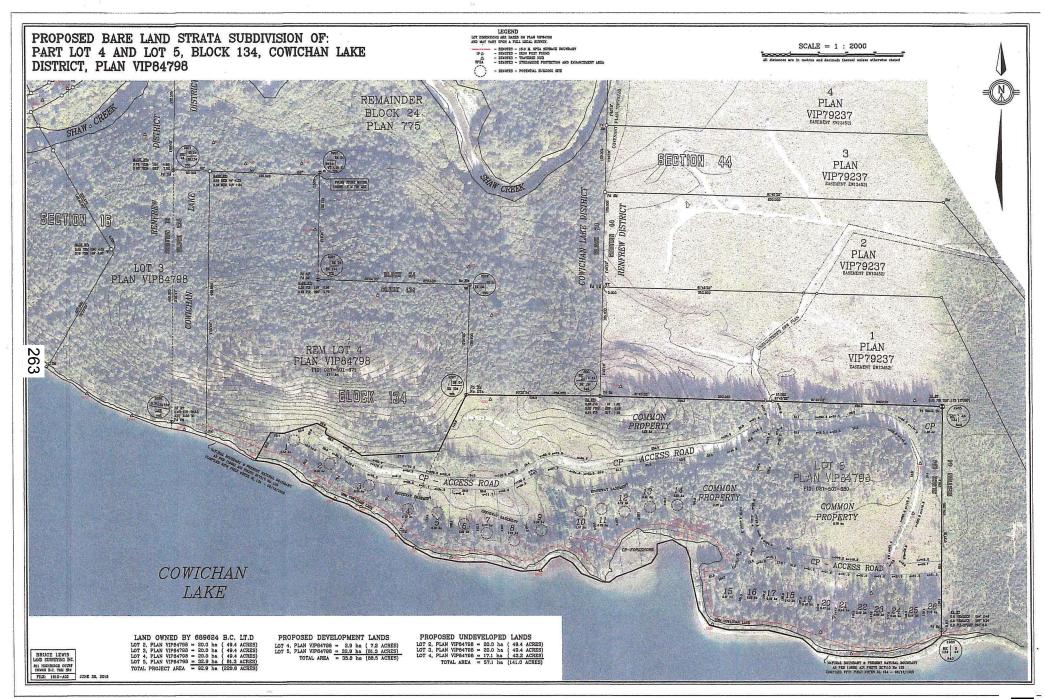
Attachment E – Draft Official Community Plan Amendment Bylaw

Attachment F – Draft Zoning Amendment Bylav 260



### **ATTACHMENT B**





### ATTACHMENT (R2

From: slade [mailto:dslade@telus.net]

Sent: Wednesday, November 30, 2016 8:54 PM

**To:** Rachelle Rondeau **Subject:** Shaw Creek

Hi Rachelle:

Below is a brief I created a few weeks ago for one of the South End directors at their request.

In it I suggested that the lots could be worth \$200,000 each. Since then I spoke to a lake Cowichan real estate agent who said that "1 acre water front lots with 100 ft. of lakeshore would easily go for \$300,000 each and would sell like hotcakes". That would mean the value of 20 lots would be worth in excess of Six Million dollars. I believe the 18 partners paid less than \$2million for all 5 parcels, one of which has been already sold for \$379,000. This proposal would stand to triple the value of the property holdings with the stroke of a pen.

So I do not think that the proposal for 26 private lots where the owners retain more than 80 acres of land and 1.5 kilometers of lake shore is in any way a generous offer, and if it is the final offer, they are not wise business persons, and the CVRD should let it go: Perhaps pursue a strategy to purchase/protect the most critical riparian area, and entorce zoning and bylaws on the rest.

These owners are wanting to turn a tidy profit on an investment, and who can blame them, but I believe that the CVRD needs to play hardball here and do what is in the best interest of the most valuable piece of ecological real estate on the entire shoerline of Lake Cowichan. Which may make it the most important ecological area in the region.

26 lots with the possibility of 2 dwellings on each lot, with separate docks and beach access could result in 60 people with the requisite cars, wake boats, speed boats, pets, and kids and could permanently destroy this special place.

There is a potential precedent being set here, and I believe the bar needs to be **very high** to consider rezoning these properties. Otherwise, we are better off to let the lots be logged and developed as per existing zoning and bylaws for the area. The trees will grow back, the people and damage they bring will never go away.

I would really like the opportunity to be a delegate/intervenor when this next comes to council. Thank you Regards
David Slade

### SHAW CREEK BRIEF:

18 partners own Lots 2, 3, 4, and 5, of Plan VIP84798

Lot 2 = 49 acres assessed \$491,000

Lot 3 = 49 acres assessed \$495,000

Lot 4 = 49 acres assessed \$589.000

Lot 5 = 81 acres assessed \$948,000

Lots 2, 3, and 4 are the ones that encompass the Shaw Creek mouth and wetlands, and are currently listed for sale a have been for more than 3 years.

Lot 5 is the one furthest East of Shaw Creek, and the one that the owners want to subdivide and keep for themselves.

All lots are Zoned F-1, which allows for clear cut logging, and/or 1 dwelling on each parcel.

Best Case scenario would be that no logging took place and that owners who respected riparian areas, and ecological values would buy and build ONE modest cabin or home on each parcel. This seems a bit of a pipe dream, and would result in no park land or ecological reserve, and would require vigilance and enforcement of RAR regulations by bylaw officers on remote properties, some of which have only water access or access across private lands.

History on the Lake suggest that individual ownership of large lots in remote settings results in continuous decline of riparian areas and wild areas through docks, boat launches, beach clearing, fencing, illegal dwellings, view clearing and lake access.

April 2016 Ask: First proposal that was withdrawn, was for 35 private lots with individual beach access and allowance for 2 dwellings per lot, or 70 dwellings. Owners to designate 65% (141 acres) of combined properties as park/reserve, owners to retain approx. 1.5 km of lakeshore.

July 2016 Ask: To Regional Service Committee was for 26 private lots, 2 dwellings on each. Owners to designate 65% (141 acres) as park, and retain 1.5 km. of lake shore with individual lots each having lake frontage (same as above).

MY OPINION ONLY: But one that I believe could gain broad support would be as follows.

Owners retain 23 acres of the total of 230 acres, and designate remaining 90% (207 acres) as park.

Owners retain a maximum of 250 metres of Lake frontage.

All beach access is common property.

Development is "Stratta" style so that CVRD would have to deal with only one party instead of 20 individuals.

20 Lots maximum with ONE dwelling on each (perhaps allowance for seasonal dwelling like RV's, campers etc.)

Maximum 2 docks, one boat launch.

All riparian regulations for beach access, clearing, etc. are respected.

Clustered dwellings with shared septics, water supplies, and beach access.

Sustainable designs and modest sizes. 1200 sq. ft, with solar panels and heat pumps perhaps?

I believe that each of the 20 lots that could be created under this concept would be worth at least \$200,000 which would bring the value of the works to around \$4,000,000.

These lands and Shaw Creek have been identified as the highest ecological value on the entire shoreline of Cowichan Lake, and also of high cultural value for Local First Nations.

Feel free to share this, but please emphasize this is NOT the opinion of the CWB or The CLRSS. Just a crusty old well driller.

If you have any questions, please ask.

Thanks again.

Cheers

David

### ATTACHMEN'R2



# STAFF REPORT TO COMMITTEE

DATE OF REPORT October 21, 2016

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 2, 2016

FROM: Development Services Division

Planning & Development Department

SUBJECT: OCP Amendment and Rezoning Application No. 04-I-15 RS

(PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680)

**FILE:** 04-I-15 RS

#### **PURPOSE/INTRODUCTION**

The purpose of this report is to consider an application for an amendment to the Electoral Area I Official Community Plan (OCP) and Zoning Bylaw to permit seasonal dwellings and camping.

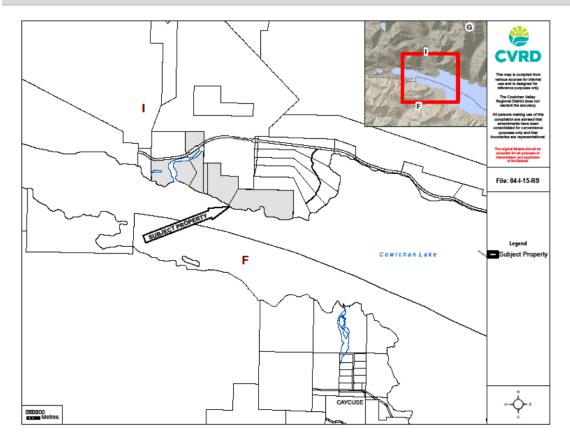
### RECOMMENDED RESOLUTION

For Direction.

### **BACKGROUND**

Please see Attachment C – Committee Report to August 3, 2016, EASC regarding Application No. 04-I-15 RS.

### **LOCATION MAP**



### **APPLICATION SUMMARY**

At the August 3<sup>rd</sup> EASC meeting, the following resolution was made:

That Application No. 04-I-15 RS be referred back to Planning staff for further discussion with the applicant, including options for foreshore protection along Cowichan Lake.

### **COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**

Referral agencies are generally opposed to the application, and in particular Cowichan Tribes and Dididaht First Nations have expressed concern and have requested a site visit. The revised proposal does not address the concerns of referral agencies.

For reference, please see attached comments (Attachment B).

### OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

A thorough discussion of OCP plan policies has been presented in the attached staff report formerly considered with regards to this application.

### **PLANNING ANALYSIS**

The applicant has submitted the attached letter (Attachment A) in order to address the Committee's concerns with regards to the application.

Options are noted below, and direction from the Committee is requested.

### **OPTIONS**

#### Option 1:

- 1. That it be recommended to the Board that Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 04-I-15RS.
- 2. That the draft Amendment Bylaws be referred to the Electoral Area Services Committee for consideration.

### Option 2:

That it be recommended to the Board that Application No. 04-I-15RS be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

Prepared by:

Rachelle Rondeau, MCIP, RPP

indean

Planner II

Reviewed by:

Rob Conway, MCIP, RPP

Manager

Ross Blackwell, MCIP, RPP, A. Ag.

General Manager

### **ATTACHMENTS:**

Attachment A – Revised Proposal – written description
Attachment B – Referral agency comments
Attachment C - Committee Report to August 3, 2016 EASC regarding 4-I-15 RS

Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street

Duncan BC V9L 1N8

ATTN: Rachelle Rondeau, MCIP, RPP

Planner, Development Services Division

Dear Sirs:

### Re: Shaw Creek Park Proposal

I represent a group of owners that currently own approximately 230 acres of land along the North Shore of Cowichan Lake including the Shaw creek shoreline for approximately 800m inland from the lake.

We recently submitted, at the request of some members of the CVRD community, a proposal to donate approximately 140 acres of prime, undisturbed (for over eighty years) lands in exchange for the ability to create 26 lots (an average density of approximately one lot per 1.4 hectares). The August 3 EASC meeting referred our proposal back to staff for clarity and further analysis, specifically around foreshore protection of Cowichan lake

This letter seeks to confirm and elaborate on our commitments.

### THE PARK

We believe this to be the largest undisturbed (for over eighty years) land block remaining on the foreshore of Cowichan Lake

These lands include the most environmentally valuable land on Cowichan Lake surrounding the Shaw Creek estuary and other lands that are valuable for elk habitat and migration, protection of native species and ecosystems and natural habitat.

We propose to dedicate to the community 140 acres of land, roughly 60% of our holdings.

#### THE PROPOSED DEVELOPMENT

We are asking for zoning that allows low density, recreational use – we have committed to no full time occupancy and no change from recreational zoning for 50 years.

Development will follow fire smart principals and fire fighting equipment and training to be provided by the strata corporation

We propose an enhanced SPEA to 20m setback from high water mark, enabling only one, 1.5 m path through the SPEA on each lot to a dock which will be pre-determined and surveyed, plus a common boat access no wider than 4 m.

The SPEA lands, 20 m setback from high water mark, to be owned by the strata corporation as limited common property ensuring greater control and easier communication if issues do arise.

We further propose a no build covenant to 30m back from high water mark.

The SPEA lands will be protected by a no disturb covenant to prohibit construction, disturbance, vegetation removal, soil deposit etc.

Our group has owned and maintained this property for over ten years and paid over \$200,000 in taxes during that time. It is no longer viable for us to continue and we will be logging and disposing of the lands in some fashion shortly. When we initially contemplated disposition, a group tried mightily to obtain funds – from the CVRD and elsewhere, to purchase the environmentally sensitive lands. They were unsuccessful but felt that a proposal to donate the significant amount of parkland to the CVRD in exchange for limited, low density development on the remainder might enable preservation of the desired environmentally valuable lands. This current proposal stems from those discussions.

We would ask that that the EASC consider this application carefully and respectfully.

Yours very truly

SHAW CREEK JOINT VENTURE

Stewart Parkinson



### **Cowichan Tribes**

5760 Allenby Road Duncan, BC V9L 5J1 Telephone (250) 748–3196 Fax: (250) 748-1233

April 21, 2016

Rachelle Rondeau Planner, Cowichan Valley Regional District 175 Ingram Street Duncan, BC V9L 1N8

BY ELECTRONIC MAIL: rrondeau@cvrd.bc.ca

### Re: CVRD File No. 01-I-15RS

Dear Ms. Rondeau,

I write further to Cowichan Tribes' consultation meeting with your planner Rob Conway at CVRD offices April 14<sup>th</sup>, 2016. During this meeting Cowichan Tribes staff had committed to following up with a response letter summarizing our concerns regarding the rezoning and development proposal for the following lots, currently zoned "Forestry":

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

We understand that the proposal is to rezone these lots, totaling approximately 229.6 acres, to a new recreational zone and parkland. After having reviewed the proposal and referral package, Cowichan Tribes would like to formally raise the following preliminary concerns with this rezoning proposal:

- There are many potential adverse long-term impacts to the shoreline and ecosystems of Cowichan Lake
  as a result of such high-density development. The health of Cowichan Lake directly affects the health of
  the Cowichan River, which is already under high stress from pollution, drought, development, and
  forestry practices.
- If these lots are developed, there will be a demonstrated need for access roads to be laid down to the residences for safety reasons. Increased automobile use in the area of this proposal would encourage further growth. The area being examined for this proposal is not an appropriate place for this growth to take place.
- As mentioned in CVRD policy, this proposal would result in habitat fragmentation for the blue-listed Roosevelt Elk a food source upon which Cowichan Tribes members depend.
- This area is designated as an extreme fire risk area; residential neighbourhoods should be extremely limited here if allowed at all.

- There are populations of salmon present in Shaw Creek the habitats of these populations are also under stress and need to be preserved, as Cowichan Tribes depends on these salmon for food, social, and ceremonial (FSC) Aboriginal fisheries.
- We have been in communication with a Cowichan elder who has said that the area may have been a
  historical camping site of the Cowichan people. Before further movement on this proposal is made,
  Cowichan Tribes will require a site visit to the property to examine the area for indicators of past use
  and any archeological potential associated with such use.
- Medicinal plants of importance to the Cowichan people are present on the property.
- Cowichan Tribes has significant treaty interests in the Crown land parcel adjacent to the property along
  the northern edge. Discussions between the Crown and Cowichan Tribes regarding land selection as part
  of the BC Treaty process are well underway; any development which occurs on parcels adjacent to our
  land selections would be of great concern, as there would be a high likelihood of infringement.

Further to these concerns, we <u>strongly</u> urge the CVRD to request the landowner/proponents commission a habitat assessment report on the proposal area, including fish habitat values surrounding Shaw Creek, to identify species of concern and ecosystem values. This proposal cannot be meaningfully considered until such a report has been completed and reviewed.

Should you have any further questions, please do not hesitate to contact my referrals staff at: Candace.charlie@cowichantribes.com

Sincerely

Larry George Smaalthun

Lands & Governance Manager

LG/cc

cc. Rob Conway, CVRD Planner





### **M**EMORANDUM

DATE:

April 15, 2016

FILE NO:

4-I-15RS

To:

Rachelle Rondeau, Planner 1, Development Services Division

FROM:

Tanya Soroka, Parks & Trails Planner, Parks & Trails Division

SUBJECT:

Shaw Creek Rezoning application referral to Area I Parks Commission

The Shaw Creek rezoning application was referred to the Electoral area I Parks Commission on April 12, 2016 at their regularly scheduled meeting and the commission passed the following motion:

Tanya Soroka memo of April 11, 2016 regarding the proposed rezoning of the Shaw Creek Property on Cowichan Lake (approx. 16 km west of Youbou): Was discussed by Members of the Parks Commission and the opinion is that:

- 1. The proposed lands being offered are suitable for parkland.
- 2. The lands should be set aside for environmental purposes only, i.e. it should be left as wilderness area with no trails or other amenities.

### Rachelle Rondeau

From:

Gardner, Jennifer (Alison) < Jennifer.Gardner@viha.ca>

Sent:

Friday, April 01, 2016 11:14 AM

To:

Rachelle Rondeau

Subject:

CVRD File No. 04-I-15RS (Parkinson)

Greetings, Rachelle.

Thank you for the opportunity to provide comment on the Youbou Road Bylaw Amendment Referral: 04-I-15RS (Parkinson). I know you have already received some preliminary commentary from Island Health regarding our regulatory role in reference to this development. We would however like to also provide some further insight into this as well as some linkages between Health and Built Environment associated with this proposal. The past few years have seen significant advances in linking land use planning with health outcomes; such as, preserving and protecting the natural environment enhances the ability to mitigate negative health impacts associated with development; clean air, clean water and access to greenspace.

I would like to first highlight a few definitions under the drinking water section (excerpt from the *Drinking Water Protection Act*). The applicant will be required to submit an application for a single water system, or for multiple water systems on this property, depending upon the water system design. Where all lots are connected to a single water source, only one water system permit will be issued. However, where there are several interconnected water sources, several water system permits will be issued in accordance with the legislation.

### **Drinking Water**

Definitions within the Act are as follows:

"water supply system" means a domestic water system, other than

- (a) a domestic water system that serves only one single-family residence, and
- (b) equipment, works or facilities prescribed by regulation as being excluded;

"domestic purposes" means the use of water for

- (a) human consumption, food preparation or sanitation,
- (b) household purposes not covered by paragraph (a), or
- (c) other prescribed purposes;

"domestic water system" means a system by which water is provided or offered for domestic purposes, including

- (a) works used to obtain intake water,
- (b) equipment, works and facilities used for treatment, diversion, storage, pumping, transmission and distribution,
- (c) any other equipment, works or facilities prescribed by regulation as being included,
- (d) a tank truck, vehicle water tank or other prescribed means of transporting drinking water, whether or not there are any related works or facilities, and
- (e) the intake water and the water in the system,

but excluding equipment, works or facilities prescribed by regulation as being excluded;

(The Act can be found at: http://www.bclaws.ca/EPLibraries/bclaws\_new/document/ID/freeside/00\_01009\_01)

Water systems must be issued construction permits and undergo source approvals with our Public Health Engineer and Environmental Health Officer/Drinking Water Officer respectively (for more information: http://www.viha.ca/mho/water/).

### **Sewerage Systems**

The Sewerage System Regulation:

Any on-site sewage disposal systems in this neighbourhood must be constructed in compliance with the Sewerage System Regulation. Where technical requirements are unavailable in the legislation, Island Health will apply the VIHA

Subdivision Standards to this referral application. Island Health will not support any application that does not meet the requirements of the VIHA Subdivision Standards. Features of particular concern in this neighbourhood are minimum parcel size and the impact of the high water mark and/or floodplain on land use.

VIHA Subdivision Standards - Minimum Parcel Size:

Minimum lot size requirements are essential to the land development process toward the reduction of health hazards caused by sewerage system malfunctions. It is also necessary to maintain clearance distances between lot boundaries, buildings, drinking water sources, surface water etc., and the sewerage system discharge area. The construction of sewerage systems within flood plain boundaries is not consistent with responsible land development. A current copy of Island Health's Subdivision Standards has been attached for your review or can be found at: <a href="http://www.viha.ca/NR/rdonlyres/67C5EDB3-9439-42B2-8E9D-E84965B62D31/0/VIHASubdivStandardsJuly172013.pdf">http://www.viha.ca/NR/rdonlyres/67C5EDB3-9439-42B2-8E9D-E84965B62D31/0/VIHASubdivStandardsJuly172013.pdf</a>.

### **Recreational Water:**

The public beaches in this neighbourhood are not routinely monitored by Island Health for health hazards or bacteriological water quality. However, where on-site sewerage systems are either failing, or else located within the flood plain, a health hazard would likely be created by sewage and sewage effluent contaminating the recreational water area. For more information about recreational water quality and monitoring please follow the following link: <a href="http://www.viha.ca/mho/recreation/">http://www.viha.ca/mho/recreation/</a>

For more information on the floodplain information and mapping for this particular locality, please refer to: <a href="http://www.env.gov.bc.ca/wsd/data\_searches/fpm/">http://www.env.gov.bc.ca/wsd/data\_searches/fpm/</a> or more specifically <a href="http://www.env.gov.bc.ca/wsd/data\_searches/fpm/reports/region1.html">http://www.env.gov.bc.ca/wsd/data\_searches/fpm/reports/region1.html</a>

### **Power/Energy Source:**

Most often, water systems and sewerage systems require a consistent power supply in order to function properly. In the absence of BC Hydro service at this property, the strata will need to consider how such infrastructure will be designed so that it functions and can be maintained appropriately.

#### **Climate Change:**

Existing data indicates that climate change may further stress regions that are already water stressed and that regions such as the Cowichan Valley may be more susceptible to flooding in the future. Floods are also increasing in frequency and intensity, and the frequency and intensity of extreme precipitation is expected to continue to increase throughout the current century. Floods can contaminate freshwater supplies and heighten the risk of water-borne diseases. They also damage homes and negatively impact the ability of onsite septic systems to work properly/as designed.

<sup>i</sup> Provincial Health Services Authority. Agriculture's Connection to Health: A summary of the evidence relevant to British Columbia (2016; pending approval) <sup>ii</sup>World Health Organization. Climate Change and Health fact sheet. http://www.who.int/mediacentre/factsheets/fs266/en/

Thank you again for extending the repose period for comment on this application. I am happy to discuss our commentary further at your convenience, if you would like to.

J. Alison Gardner CPHI(C) | Environmental Health Officer | Island Health 4th Floor - 238 Government Street | Duncan, British Columbia V9L 1A5 | Canada 

250.737.2010 | Email: jennifer.gardner@viha.ca

### Rachelle Rondeau

From:

Koch, David TRAN:EX < David.Koch@gov.bc.ca>

Sent:

Thursday, March 31, 2016 1:46 PM

To:

Rachelle Rondeau

Subject:

CVRD file 04-I-15RS (parkinson) Bylaw Amendment Referral

Hi Rachelle,

Please accept this email as an official response to your Bylaw Amendment Referral (CVRD File 04-I-15RS), sent on February 24th, 2016, Ministry File 2016-01243.

The Ministry has no objections to the Bylaw Amendment to rezone the current zoning of four parcels in the Youbou area to a new recreational zone and parkland. If you have any questions or concerns please let me know,

Thanks,

### David Koch

District Development Technician

Office: (250)952-4489 Saanich Area Office:

240-4460 Chatterton Way | Victoria BC | V8X 5J2

Subdivision Approvals, Permits and Regulations: http://www.th.gov.bc.ca/permits.htm

### Rachelle Rondeau

From:

Koch, David TRAN:EX < David.Koch@gov.bc.ca>

Sent:

Thursday, March 31, 2016 2:23 PM

To:

Rachelle Rondeau

Subject:

Youbou Rezoning follow-up comment

Hi Rachelle,

Just as a follow up to our phone conversation, although we don't object to the rezoning, subdivision of the subject parcel may not be approved as water-access only. If the applicant can provide reasoning for the necessity of water only access, the approving officer may consider it. However, since Youbou road will likely be used as the primary access this may present issues.

Let me know if you have any questions.

Thanks,

### David Koch

District Development Technician

Office: (250)952-4489 Saanich Area Office:

240-4460 Chatterton Way | Victoria BC | V8X 5J2

Subdivision Approvals, Permits and Regulations: http://www.th.gov.bc.ca/permits.htm

# Ditidaht First Nation



PO Box 340, Port Alberni, BC V9Y 7M8 Ph: (250) 745-3333 Fx: (250) 745-3332

Cowichan Valley Regional District

175 Ingram Street, Duncan, BC, V9L 1N8

Tel: (250) 746 2620

Fax: (250) 746 2621

March 23, 2016

Attn: Rachelle Rondeau, CVRD Planner

Re: CVRD File No. 04-1-15RS (Parkinson)

Thank you for sending Ditidaht the information on the application to rezone four parcels in the CVRD File No. 04-1-15RS (Parkinson). This area is located within Ditidaht traditional territory, which is detailed in the map provided to the BC Treaty Commission in our statement of intent (http://www.bctreaty.net/nations/soi\_maps/Ditidaht\_First\_ Nation\_SOI\_Map.pdf). Ditidaht First Nation has Constitutionally-protected Section 35 Aboriginal rights and title claims throughout its traditional territory and is well advanced in Stage 4 of the BC Treaty Process. This response letter is being offered without prejudice to any potential future referrals or development in the application area for CVRD File No. 04-1-15RS (Parkinson), or within Ditidaht territory more broadly.

Ditidaht has information regarding traditional uses in the general area of the application CVRD File No. 04-1-15RS (Parkinson). This is a known elk habitat area and Ditidaht is not in favour of this application to rezone these parcels from forestry to a recreational zone and parkland. Ditidaht would like to participate in any other meetings regarding this matter. Ditidaht also requests the opportunity to review and comment on the forthcoming report regarding this application, and any further documents developed from this process.

**Brian Tate** 

Ditidaht Referral Officer

(250) 745 3333

briantatedhp@gmail.com



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

### BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

### **Legal Descriptions:**

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by <u>Friday, March 25, 2016</u>. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing rrondeau@cvrd.bc.ca

Comm	nents: (attach comments if more space required)	
	Approval recommended for	Interests unaffected
	reasons outlined below	/
	Approval recommended subject	Approval not recommended due
	to conditions below	Wes OLSEN, Sgt. to reasons outlined below
Signa	ature Titl	District Commander

See e-mail.

This referral has been sent to the following agencies:

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
- ☑ Ditidaht First Nation (Chief & Council)
- ☑ Youbou Volunteer Fire Department
- ☑ RCMP (Lake Cowichan Detachment)
- ☑ Island Health (Environmental Health/Duncan)
- ☑ Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- ☑ School District 79

- ☑ Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - · Facilities & Transit Division

### Rachelle Rondeau

From:

Wes Olsen <wes.olsen@rcmp-grc.gc.ca>

Sent:

Monday, March 21, 2016 10:27 AM

To:

Rachelle Rondeau

Cc: Subject: Rory GONCALVES; Travis STRONG CVRD File No. 04-1-15RS (Parkinson)

Attachments:

Shaw Creek Re-zoning application scan.pdf

Rachelle,

Please accept this e-mail as the Lake Cowichan Detachment's response to the CVRD Bylaw Referral Form for the above-noted file (Scanned portion of page 1 attached).

The Lake Cowichan Detachment has reservations regarding the approval of a Bylaw amendment to re-zone the noted area from Forestry to a new recreational zone and parkland.

The primary concern is that this area is "water access only" which is an issue for police or emergency services response to a situation that could occur in the prescribed area. The property in question is only accessible by land via a Private Logging Road. The owner of the road can close off road access to this area at any time right at the Town of Youbou as well as at Shaw Creek.

Police or emergency response to this area will already be a challenge for the people that currently utilize this land. The proposal, if approved, would increase the population of the property specifically during the peak seasonal time of the year. Cowichan Lake is a Resort destination and the Lake Cowichan Detachment is much busier during the summer. Based on detachment resource levels and scheduling, responding to a "water access only" area presents many policing challenges. Although the Lake Cowichan Detachment does have a boat that is utilized for patrols and police response on Cowichan Lake it can only be driven by a qualified boat operator. There must also be a second person on board during any scheduled boat patrol or a response to a call for service. Aside from scheduled patrols which are completed with members from a dedicated Marine Unit or members on overtime any police response to a water access only area of Cowichan Lake would be by members who are working in the detachment area during the time the call would be received. The detachment does maintain a minimal number of members on any given shift however a call to respond to a water access only area of Cowichan Lake would severely impact the minimal resources for the shift and the response time to get to the area of the water access only call. For example, if the detachment is operating on a shift minimum of two members and a call for service is received at a water access only area of Cowichan Lake then two members are required to respond on the boat. If neither of the members on duty is qualified to operate the boat, a qualified operator needs to be located and called in to attend. This would obviously cause a delay in response. Depending on other calls for service a second member may need to be called in as well to maintain two members on land to respond to priority calls for service and two members to go on the boat to respond to the water access only call for service. It is impractical to have a minimum of four members on duty during any given shift as the detachment's current resource level does not allow for this consistent level of minimal daily policing (four members per shift).

It is because of the reasons outlined above that the Lake Cowichan Detachment does not recommend approval to rezone this land to allow for a larger population to inhabit this remote area during the detachment's busiest time of the year.

Respectfully submitted,

Sgt. Wes Olsen

Detachment Commander
Lake Cowichan RCMP / Government of Canada
wes.olsen@rcmp-grc.gc.ca / Tel: 250-749-6668 / Fax: 250-749-6458

Serg. Wes OLSEN

Chef de détachement GRC de Lake Cowichan / Gouvernement du Canada wes.olsen@rcmp-grc-gc.ca / Tél. : 250-749-6668 / Téléc.: 250-749-6458



# **MEMORANDUM**

DATE:

March 21, 2016

FILE No: 04-I-15RS (Parkinson)

To:

Rachelle Rondeau, MCIP, RPP, Planner I, Development Services Division

FROM:

Jason deJong, Fire Rescue Services Coordinator, Public Safety Division

SUBJECT:

Bylaw Amendment Referral Form No. 04-I-15RS (Parkinson) - Public Safety

Application Review

In review of the Bylaw Amendment Referral Form No. 04-I-15RS (Parkinson) the following comments are made regarding the proposed amendment:

- ✓ Proposal is within the Lake Cowichan RCMP Detachment area.
- ✓ Proposal is within the British Columbia Ambulance Station 119 (Lake Cowichan) response area.
- Proposal is within the boundaries of the CVRD Regional Emergency Program.

Public Safety has the following concerns that may affect the delivery of emergency services to the proposed facility:

- ✓ Proposal is not within a fire protection service area.
- ✓ The subject properties are approximately 16 kilometres from the Youbou Fire Department. Because of the long distance required to travel on a private industrial road, the Youbou Fire Department has declined interest in extending its fire protection service boundary to include that area.
- ✓ The Community Wildfire Protection Plan has identified this area as extreme risk for wildfire.
- ✓ FireSmart principles must be adhered to and maintained (see attached information).
- ✓ Even though the properties are outside of the fire protection service area, all private roadways and driveways should be designed to support and allow access to the largest emergency vehicle likely to be operated on the driveway. This would assist in the efforts to combat a wildfire event, flooding or evacuation if the situation arises.
- ✓ As per Cowichan Valley Regional District House Numbering, Unsightly Premises and Graffiti Bylaw No. 1341, building numbers assigned are to be displayed in a conspicuous place on the property on which the building is located so that the number is visible from the roadway.

Sincerely.

Jason deJong

Tel: (250) 746-2620 Fax: (250) 746-2621

COWICHAN VALLEY REGIONAL DISTRICT **R2** 

# BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

# Legal Descriptions:

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
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- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by *Friday, March 25, 2016*. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing rrondeau@cvrd.bc.ca

Comm	nents: (attach comments if more space requi	ired)			
	Approval recommended for reasons outlined below				Interests unaffected
	Approval recommended subject to conditions below			V	Approval not recommended due to reasons outlined below
Signa	ature (sign and print)	_ Title _	Hanser	•	Contact No
	(sign and print)		EDURADH	107M-S	Sepulces

This referral has been sent to the following agencies:

- Ministry of Transportation and Infrastructure
- Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
- Ditidaht First Nation (Chief & Council)
- Youbou Volunteer Fire Department  $\sqrt{\phantom{a}}$
- RCMP (Lake Cowichan Detachment)
- Island Health (Environmental Health/Duncan)
- Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- School District 79

- Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division



# **MEMORANDUM**

DATE:

March 17, 2016

To:

Rachelle Rondeau, Planner, Development Services Division, Planning and

Development

FROM:

Kate Miller, Manager, Environmental Services

**SUBJECT:** 04-I-15RS (Parkinson)

Thank you for giving me an opportunity to comment on the above noted rezoning application. The rezoning is **not supported**.

The following While it is applauded that the CVRD has been able to negotiate a large portion of the property for public park purposes should the rezoning proceed the impact of the proposal is still weighted towards overall negative impacts on the environment and community overall and is not supported

Currently the four subject properties owned by 689624 BC Ltd, currently zoned forestry, allow for a maximum of eight residences over the 92.7 ha. A proposed increase of 87.5% to a potential to 70 residences is substantial and directly conflicts with the OCP Policy 3.12 addressing development west of Youbou, (spot zoning and impact on the environment and in particular native Roosevelt Elk herds). The proposed withholding of Lot 1 from the proposal overlooking the lake (currently being logged on the 2016 Google image) from the current application indicate additional future pressures in the area to come. The proposed lot size and configuration further put additional pressures in a resource land base with a high density approach more suited for a urban or peri-urban area.

Notwithstanding, the following comments are made should the CVRD consider the rezoning and subsequent subdivision.

Riparian protection – given the currently proposed configuration the SPEA set back should be extended to a minimum of 30M to take into consideration the proposed linear parks trail. Ownership of this area should defer to the region as a valued asset and management oversight. Individual trails from each property to the lake should be discouraged and instead utilize common access points and beaches. No private docks should be permitted.

Proposed Park area - the area has exceptionally high ecological values and as such the focus and design of the park should make that a priority over public access for recreational purposes. Given the proposed density of development the park will face immediate and future pressures. The areas is currently undevelopable given its location in an active floodplain and steep slopes. Ecological mapping should occur on the site prior to its development as a condition of the approval process.

Climate and GHG reduction - expansion of development outside of the urban containment lands is not encouraged for a variety of reasons not limited to development outside of the core areas but also increasing risk to the residents, transportation.

Wildlife and ecological needs - a wildlife management plan should be developed to guide the overall site planning and subdivision review. In particular this should take into consideration of wildlife interface and potential conflict zones and management. Dog ownership is on the rise and it is estimated that over 50% of the population has canines. Clearly articulated pet management needs to be given consideration re potential for wildlife harassment. This should be undertaken prior to development as a condition of the approval process.

Resource lands - Resource lands and the direct and indirect value they provide to the region should be protected where possible. The removal of these lands and additional population and recreational interfaces create additional pressures on these economies. While forestry activeties remove or alter the natural ecological dynamics and profiles they nevertheless allow for regeneration of the watershed. A transformation to urban development is permanent with lasting impacts on water, wildlife and ecological function.

Kate Miller, M. Sc., MCIP, RPP

Manager, Environmental Services

∉ngineering Services

Cowichan Valley Regional District 250.746.2509



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

# BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

# Legal Descriptions:

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by <u>Friday, March 25, 2016</u>. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing <u>rrondeau@cvrd.bc.ca</u>

Comments: (attach comments if more space required)						
	Approval recommended for reasons outlined below			Interests unaffected		
	Approval recommended subject to conditions below			Approval not recommended due to reasons outlined below		
Signat	ture (sign and print) Ann	Title _	Transit Anali CVRD	(ST Contact No. 250-746-2637		
	See Atlached.					

This referral has been sent to the following agencies:

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
- ☑ Ditidaht First Nation (Chief & Council)
- ☑ Youbou Volunteer Fire Department
- ☑ RCMP (Lake Cowichan Detachment)
- ☑ Island Health (Environmental Health/Duncan)
- ☑ Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- ☑ School District 79

- ☑ Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division

# **Bylaw Amendment Referral Response**

March 16, 2016

**Development Location:** Youbou Road, approximately 16 km west of Youbou **CVRD File No.** 04-I-15RS (Parkinson)

# **Overall Transit Impact:**

- The subject properties do <u>not meet</u> Cowichan Valley transit service standards of providing transit service to areas with a minimum density of 10 persons per hectare over a minimum 10 hectare area;
- The closest available fixed-route transit service to this area ends within the town of Youbou (last bus stop is located near the Youbou Fire Hall on Route #20);
- Custom transit service (i.e. handyDART services) are also limited to areas located within 1.5 kilometres of fixed routes;
- Accordingly the subject properties, if redeveloped to recreational use with seasonal residence or RV camping, would <u>not</u> have access to transit services.
- Furthermore, with no public road access to these properties (as noted in the application package) there would be no viable means for transit services even if density were to grow significantly in the area.
- From a transit perspective, this redevelopment is not recommended

# Rachelle Rondeau

From:

Erin Annis

Sent:

Wednesday, March 16, 2016 10:07 AM

To:

Rachelle Rondeau Panicker, Shilpa

Cc: Subject:

Transit response to Bylaw Amendment Referral, No. 04-I-15RS (Parkinson)

**Attachments:** 

Transit response to bylaw amendment referral.pdf

Hi Rachelle,

Attached are comments from CVRD Facilities and Transit Division on Bylaw Amendment Referral, CVRD File No. 04-I-15RS (Parkinson). I am copying BC Transit Planning staff on this as well for information as they are often included as a referral agency for these and we submit a joint response.

Please let me know if you need anything further.

Thanks,

Erin

Erin Annis Transit Analyst Facilities and Transit Management Cowichan Valley Regional District 175 Ingram Street, Duncan, BC V9L 1N8

Email: eannis@cvrd.bc.ca

Tel: 250.746.2637 Toll Free: 1.800.665.3955 Fax: 250.746.2543



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

# BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

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You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by *Friday, March 25, 2016*. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing <u>rrondeau@cvrd.bc.ca</u>

Comments: (attach comments if more space required)					
Approval recommended for reasons outlined below	Interests unaffected				
Approval recommended subject to conditions below	Approval not recommended due to reasons outlined below				
Signature Annual Plante Title Parts Plante	Contact No.				
Parkland coming across to the CURD is a very positive contribution. The application will be referred to the Area I Parts of Recreation Commission for comments of					
contribution. The application will be referred to the					
Area I Parks & Recreation Commission	n for comments of				
recommendations					
This referral has been sent to the following agencies:					

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
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- ☑ Island Health (Environmental Health/Duncan)
- ☑ Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- ☑ School District 79

- ☑ Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division

RACHELLE



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

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Date: February 24, 2016

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Comm	ents: (attach comments if more space required)		
	Approval recommended for reasons outlined below	X	Interests unaffected
	Approval recommended subject to conditions below		Approval not recommended due to reasons outlined below
Signa	ture Sk. End (sign and print) Title Sk. End	GINEELING CHNOLOGI	Contact No. <u>250-746-2536</u>
	WATER MANAGEMENT HAS NO CO	OMMENT	13 GR CONCERNS
	REGARDING THIS REZONING AS	IT IS NO	T IN ANY
	CURD WATER OR SENER SER	Puices.	
This re	eferral has been sent to the following agencies:		

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
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- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division



# STAFF REPORT TO COMMITTEE

Attachment C

DATE OF REPORT July 26, 2016

MEETING TYPE & DATE Electoral Area Services Committee Meeting of August 3, 2016

FROM: Development Services Division

Planning & Development Department

SUBJECT: OCP Amendment and Rezoning Application No. 04-I-15 RS

(PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680)

**FILE:** 04-I-15 RS

#### **PURPOSE/INTRODUCTION**

The purpose of this report is to consider an application for an amendment to the Electoral Area I Official Community Plan (OCP) and Zoning Bylaw to permit seasonal dwellings and camping.

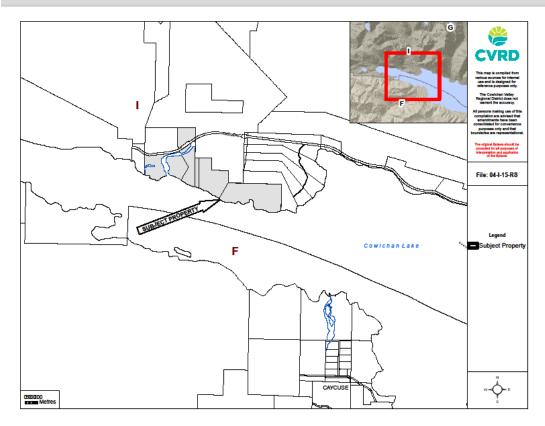
#### RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. 04-I-15RS be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

## **BACKGROUND**

Please see Attachment B – Staff Report to Committee dated April 29, 2016, regarding Application No. 04-I-15 RS.

## **LOCATION MAP**



Page 2

#### **APPLICATION SUMMARY**

This application was removed from the May 18, 2016, Electoral Area Services Committee agenda at the request of the Director. Subsequent meetings with the applicant discussed the nature of the development, and the possibilities for further development of the property in the future.

The applicants have indicated they do not intend, nor envision, future development in this area.

A revised application has been received from the applicants reducing the number of proposed lots from 35 to 26. The amount of land proposed to be dedicated to the CVRD for park or environmental conservation remains the same at 57.1 ha (141 acres) or 61.5% of the land holdings.

#### **COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS**

Refer to Attachment B for details on the Advisory Planning Commission, referral agency, and CVRD Department comments.

## **OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS**

The Electoral Area I OCP provides limited policy direction in regards to development of future camping areas. However, the following policies are relevant to the proposal:

**Policy 3.12** strongly discourages residential development west of Cottonwood Creek. The subject properties are approximately 16 km west of Youbou on a private logging road.

**Policy 5.9** recommends that any future tourist recreational commercial development be required to locate within or adjacent to an existing community. This application proposes camping and seasonal dwellings on private lots, so while it is not open to the public for tourist commercial uses, the Plan appears to have contemplated that camping or additional development in the more remote areas of Electoral Area I not occur.

**Policy 11.16** recommends that new subdivisions not be permitted in areas rated as "high" or "extreme" for interface wildfire hazard. The subject properties are rated "extreme".

The Regional Parks and Trails Master Plan identifies the shoreline west of Youbou and Honeymoon Bay as having significant potential for a regional park, and the OCP supports establishment of a trail around the lake.

# **PLANNING ANALYSIS**

Please refer to Attachment B, which outlines the application, relevant policies, referral comments, and detailed analysis.

In 2007, the CVRD increased the minimum parcel size of forestry zoned parcels from 20 ha to 80 ha in an effort to maintain large parcels of land for forestry and control the expansion of rural residential uses into forestry areas. This application is contrary to those efforts.

Further, a study of the lakeshore found that while forestry is the primary land use around the Lake, the majority of shoreline disturbance can be attributed to residential development<sup>1</sup>.

<sup>&</sup>lt;sup>1</sup> British Columbia Conservation Foundation prepared for Fisheries and Oceans Canada. "Cowichan Lake Shoreline Habitat Assessment: Foreshore Inventory and Mapping P 293 Volume I – Report". October 2012.

OCP Amendment and Rezoning Application No. 04-I-15 RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) August 3, 2016

Page 3

Staff are of the opinion that the OCP does not adequately acknowledge the demand for wilderness camping or recognize that with the decline in the forestry sector, large forestry blocks with waterfront have become accessible and desirable for seasonal dwellings and recreational Rather than permitting rezoning and Official Community Plan amendments on an application by application basis, staff recommend that a strategy be developed for Cowichan Lake that would examine the demand and possible development scenarios for lakefront development. Rezoning requests of this nature (camping/seasonal dwellings) will only increase in the future.

Without an acceptable policy framework in place, it is left to individuals to present what they see as acceptable development, but which lack an overall vision and consistent approach to recreational land uses around the Lake.

The policies of the OCP are clear in that development beyond Cottonwood Creek (Youbou Lands) should not be contemplated. This area is designated as extreme for wildfire risk and staff are of the opinion that formalizing permission for seasonal dwellings, camping, roads, water and sewer infrastructure are contrary to the OCP and are not an appropriate land use in remote areas.

Staff recommend Option 2.

#### **OPTIONS**

# Option 1:

- 1. That it be recommended to the Board that Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 04-I-15RS.
- 2. That the draft Amendment Bylaws be referred to the Electoral Area Services Committee for consideration.

# Option 2:

That it be recommended to the Board that Application No. 04-I-15RS be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

Prepared by:

Rachelle Rondeau, MCIP, RPP

Planner II

Reviewed by:

Rob Conway, MCIP, RPP

Manager

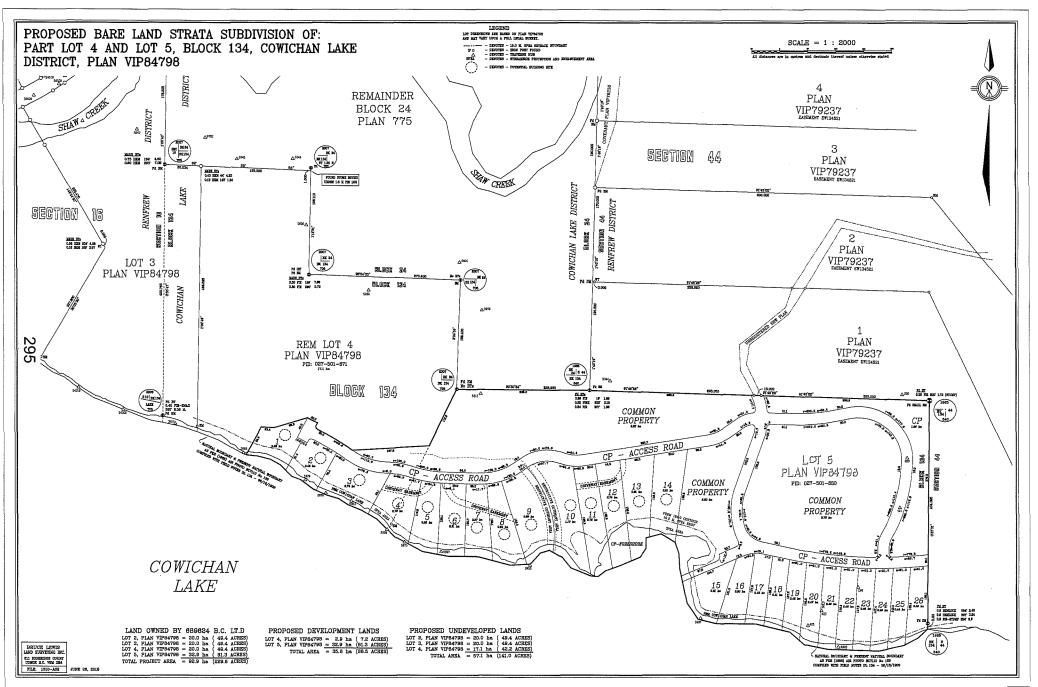
Ross Blackwell, MCIP, RPP, A. Ag.

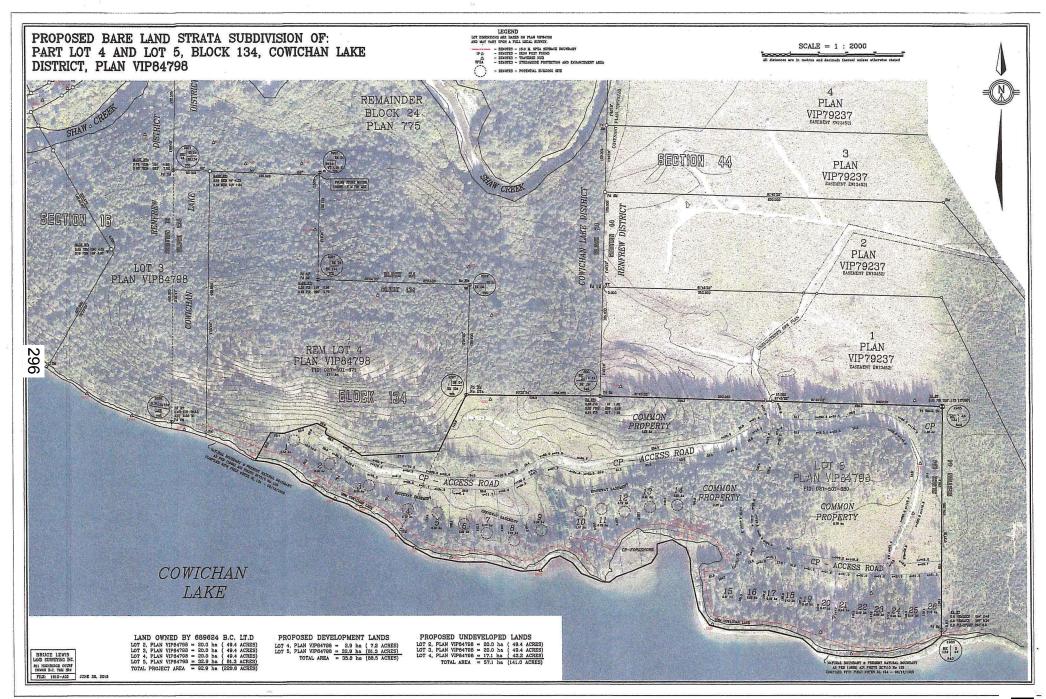
General Manager

#### **ATTACHMENTS:**

Attachment A – Revised Subdivision Plan dated June 26, 2016 (26 Proposed Lots) Attachment B - Staff Report to Committee dated April 29, 2016 regarding 4-I-15 RS

# **ATTACHMENT A**







# STAFF REPORT TO COMMITTEE

DATE OF REPORT April 29, 2016

MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 18, 2016

FROM: Development Services Division

Planning & Development Department

Subject: Rezoning and OCP Amendment Application No. 04-I-15RS (PIDs: 027-

501-647, 027-501-663, 027-501-671 and 027-501-680)

**FILE:** 04-I-15 RS

#### Purpose/Introduction

The purpose of this report is to consider an application to amend the Electoral Area I Official Community Plan and Zoning Bylaw to permit seasonal dwellings and camping.

## RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. 04-I-15RS be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

## **BACKGROUND**

<u>Location:</u> North Shore Road, approximately 16 km west of Youbou

<u>Subject Parcels:</u>
• Lot 2, Section 16, Renfrew District, Plan VIP84798

(PID: 027-501-647)

• Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew

District, Plan VIP84798 (PID: 027-501-663)

• Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID:

027-501-671)

• Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID:

027-501-680)

Owner: 689624 BC Ltd.

Size of Land: Combined 92.9 hectares (229.6 acres)

<u>Use of Property:</u> Seasonal camping Water: No services on site

Sewage Disposal: No existing on-site disposal

Agricultural Land Reserve: N/A

<u>Fire Protection</u>: Outside of any fire protection area

Existing Plan Designation: Forestry/Natural Resource

Proposed Plan Designation: Recreational

Existing Zoning: F-1 (Forest Resource)

<u>Proposed Zoning</u>: Camping and seasonal cottages

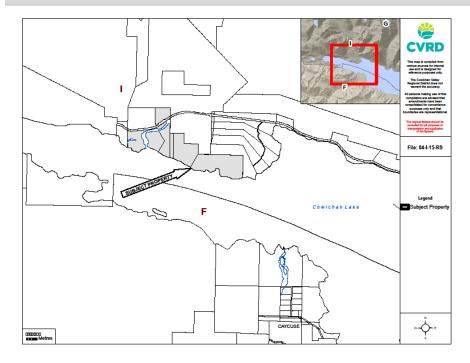
Environmentally Sensitive Areas: Shaw Creek/Cowichan Lake/Stream/Pond

Contaminated Sites: Declaration Signed

Archaeological Sites: None identified

May 18, 2016 Page 2

## **LOCATION MAP**



#### **ANALYSIS**

# **Property Context**

The subject properties are undeveloped forested lands located on the northwest side of Cowichan Lake. Shaw Creek bisects two of the parcels, and the terrain varies in elevation from 164 metres at the high water mark to 267 metres.

Camping and other recreational uses such as hiking and fishing occur on the property. The owners have owned the property since 2004, and have maintained the property in a mostly natural condition.

Since the property was logged in the early 2000s, prior to being sold to the owners, the forest is regenerating well.

## **Proposal Summary**

Currently, ownership of the property is divided into 18 shares, and there is concern among the membership that this model of joint ownership is not sustainable in the long-term.

The application proposes:

- Dedication of 57.1 ha (141 acres) or 61.5% of the lands to CVRD for park and conservation land:
- Remaining 35.8 ha (88.5 acres) be subdivided into 35 privately owned strata lots ranging in size from approximately 0.4 ha (1 acre) to 1.43 ha (3.5 acres);
- Recreational use (seasonal dwelling or RV camping) to be permitted on the lots. Two
  cabins or two RVs or combination thereof are proposed on each lot (for reference, please
  see attached proposed Zone developed by the applicants);
- Formal access would be by "water access", land-locked strata lots would be accessed by

May 18, 2016 Page 3

- common property waterfront. The applicants have an easement to travel over the private logging road from TimberWest<sup>1</sup>, and also have an easement over adjacent properties as the developed areas do not have road frontage;
- Strata owned and operated community sewer (septic tanks on individual lots with a field on common property) and community water system;
- There is no electricity service, therefore electricity is proposed to be provided by on-site renewable energy and back-up generators;
- Proposed park consists of approximately 800 metres of stream length along Shaw Creek, its associated foreshore, approximately 1,000 metres of Cowichan Lake shoreline and upland forested lands;
- 15 metre wide Streamside Protection and Enhancement Area (SPEA) along the shoreline which would be common property owned by the strata corporation, and SPEA over creek in development lands;
- Individual docks for waterfront lots, with a common dock and boat launch for upland property owners.

An open house was held on July 18, 2015 by the proponents to gauge community interest for the proposed park dedication and development. Based on the feedback provided to the CVRD, it appears there was support for the park.

#### INTERDEPARTMENTAL AND/OR INTERGOVERNMENTAL CONSIDERATIONS

This application was referred to external agencies and internal departments/divisions for comment. Referral responses are included as Attachment F. Overwhelmingly, comments from the external agencies recommended denial of the application citing concerns about increased population in remote and un-serviced areas, lack of police and emergency resources, wildfire risk, habitat fragmentation for wildlife, negative impacts to the Cowichan Lake shoreline resulting from increased development, and aboriginal treaty and historical use concerns.

The Electoral Area I Advisory Planning and Parks Commissions were supportive of the application, passing the following recommendations:

- That the APC supports the concept as presented, provided there are no significant changes;
- That as it is being developed, the draft new recreational Zone be referred back to the APC for review and input;
- That a covenant be registered on the titles that limit the use of the property to recreational use for 50 years.

Parks Commission: The proposed lands being offered are suitable for parkland; the lands should be set aside for environmental purposes only, i.e. it should be left as wilderness area with no trails or other amenities.

# OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

An excerpt from the Official Community Plan (OCP) is attached outlining policies that pertain to lands designated as Forestry/Natural Resource.

These policies are intended to support a long-term land base for resource extraction activities such as logging. However, the policies also encourage conservation, protection of environmentally sensitive areas, and outdoor wilderness recreation.

<sup>&</sup>lt;sup>1</sup> North Shore Road west of Youbou is not a public r<sub>299</sub> and the majority of it is owned by TimberWest.

May 18, 2016 Page 4

Policy 3.12 strongly discourages residential development west of Cottonwood Creek (near the Youbou Lands development at the western edge of Youbou), as this can contribute to fragmenting green space and wildlife habitat, consume the working land base, increase vehicle traffic on a private road, increase development pressures on the shoreline and Cowichan Lake, and contribute to forestry-residential land use conflicts.

To mitigate potential stress on the shoreline from proposed development, the owners are proposing a strata owned riparian area between the shoreline and private lots, which is intended to reduce the likelihood of unauthorized tree removal in the SPEA. Vegetation disturbance in the shoreline area will be limited to establishment of one trail and dock per lot.

# Zoning and Use of the Property:

The *c*urrent zoning of the subject lands is F-1 (Forest Resource), which permits the following principal and accessory uses:

Principal	Accessory		
Agriculture	Bed and Breakfast accommodation		
Silviculture	Accessory buildings		
Single family dwelling	Home-based business		

Under existing Zoning, one dwelling per parcel can be constructed, but camping and seasonal dwellings are not permitted.

To some degree, camping may be considered a legal non-conforming use as camping and wilderness recreation were permitted by Provincial Legislation on forestry lands. Historical information would be required to support any claim for legal non-conforming status.

# Regional Parks and Trails Master Plan

This application proposes to donate 61.5% of the land holdings to CVRD for park. The Cowichan Valley Regional Parks and Trails Master Plan states that the majority of the western portion of Cowichan Lake shoreline is privately owned, with a few sections of Crown land along the waterfront.

Although no site has been identified, the shoreline west of Youbou and Honeymoon Bay was noted as having significant potential for a regional park, and the OCP supports establishment of a trail around the lake.

# Servicing

There are no services on the subject properties, including fire protection. Policy 11.16 of the Official Community Plan states that new subdivisions should not be permitted in areas rated as high or extreme for interface wildfire hazard. The subject properties are rated as "Extreme" for fire hazard.

The majority of the road to the subject properties is owned by TimberWest; therefore, the subject properties do not have access to a public road, and legal access to the subdivision would be via water access only.

As outlined in the referral response provided by the RCMP, responding to emergencies in this area is extremely challenging, and the addition of increased summer population will only exacerbate the problem. As the road to the site is privately owned, access could be restricted at any time.

May 18, 2016 Page 5

## **PLANNER'S COMMENTS**

There is growing demand for recreational properties and lake access which has prompted an increase in development in certain areas along Cowichan Lake. Changes in the forestry sector have resulted in sales of large tracts of land to owners for non-forestry uses. The applicants are not the only landowners around the lake who have jointly bought into properties for recreational use, and would now like to separate their ownership interests through subdivision of the land.

In 2007, the CVRD increased the minimum parcel size of forestry zoned parcels from 20 ha to 80 ha in an effort to maintain large parcels of land for forestry and control the expansion of rural residential uses into forestry areas.

In evaluating this application, the CVRD must consider whether the public demand for recreational and residential opportunities at the lake can be balanced with lakeshore and habitat protection priorities.

The Cowichan Lake Shoreline Habitat Assessment: Foreshore Inventory and Mapping Project<sup>2</sup> identified the primary land use around the lake at 48% is forestry followed by single family development at 30.5%. However, the report notes that 64% of the disturbance to the shoreline of Cowichan Lake is in areas where single family development predominates.

This application proposes to mitigate this effect by establishing common property over the SPEA, such that individual landowners are not able to easily modify the SPEA. Experience with new developments along the lake has shown that 15 metre wide SPEAs are not adequate buffers between permanent structures and the lake, in particular when it comes to the stability of remaining trees in the SPEA.

The donation to the CVRD of over half the land holdings and its subsequent protection as parkland, while significant, should not drive land use decisions. Particularly given the direction in the OCP that residential development should not occur beyond Cottonwood Creek, and that subdivision should not occur in areas rated "High" or "Extreme" for fire hazard.

Strictly speaking, Policy 3.12 of the OCP applies to residential development. However, staff's opinion is that the proposed recreational use is quasi-residential and will result in many of the same impacts and issues as residential development. For example, both residential and the proposed recreational development involve the construction of sewer and water infrastructure, roads, and permanent structures.

Individual ownership of lots and construction of seasonal dwellings or RV pads entrenches use of these lands for future generations as recreational properties, and potentially later as residential lots. Under individual ownership, it is reasonable to expect that landowners may use their lots and invite friends and family to camp on the property, further intensifying the use of the lands and increasing development pressure on the shoreline.

While forestry activities cause significant changes and environmental impacts to the land at that point in time, it is not a permanent land conversion as is the case with residential and recreational development. Much of the forest around Cowichan Lake has at one time or another been logged, and will continue in a cycle of logging and regeneration.

<sup>2</sup> British Columbia Conservation Foundation prepared for Fisheries and Oceans Canada. "Cowichan Lake Shoreline Habitat Assessment: Foreshore Inventory and Mapping P<sub>301</sub> Volume I – Report". October 2012.

May 18, 2016 Page 6

If the Committee is inclined to approve this application, an OCP amendment to Policy 3.12 should be considered to clarify whether the policy is intended to apply to all non-forestry uses of land (residential, recreational, commercial). As noted earlier, it is staff's opinion that Policy 3.12 is intended to capture subdivision of land into smaller parcels and that recreational use will have similar impacts as those of residential use, and that this application should be considered in conjunction with Policy 3.12.

Option "2" is recommended.

#### **OPTIONS**

## Option 1:

- 1. That it be recommended to the Board that Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 04-I-15RS.
- 2. That the draft Amendment Bylaws be referred to the Electoral Area Services Committee for consideration.

# Option 2:

That it be recommended to the Board that Application No. 04-I-15RS be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

Prepared by:	Pre	pared	by:
--------------	-----	-------	-----

Rachelle Rondeau, MCIP, RPP

Planner I

Reviewed by:

Rob Conway, MCIP, RPP

Manager

Mike Tippett, MCIP, RPF A/General Manager

#### **ATTACHMENTS:**

Attachment A – Zoning Map

Attachment B – OCP Map

Attachment C - Wildfire Interface Hazard Map

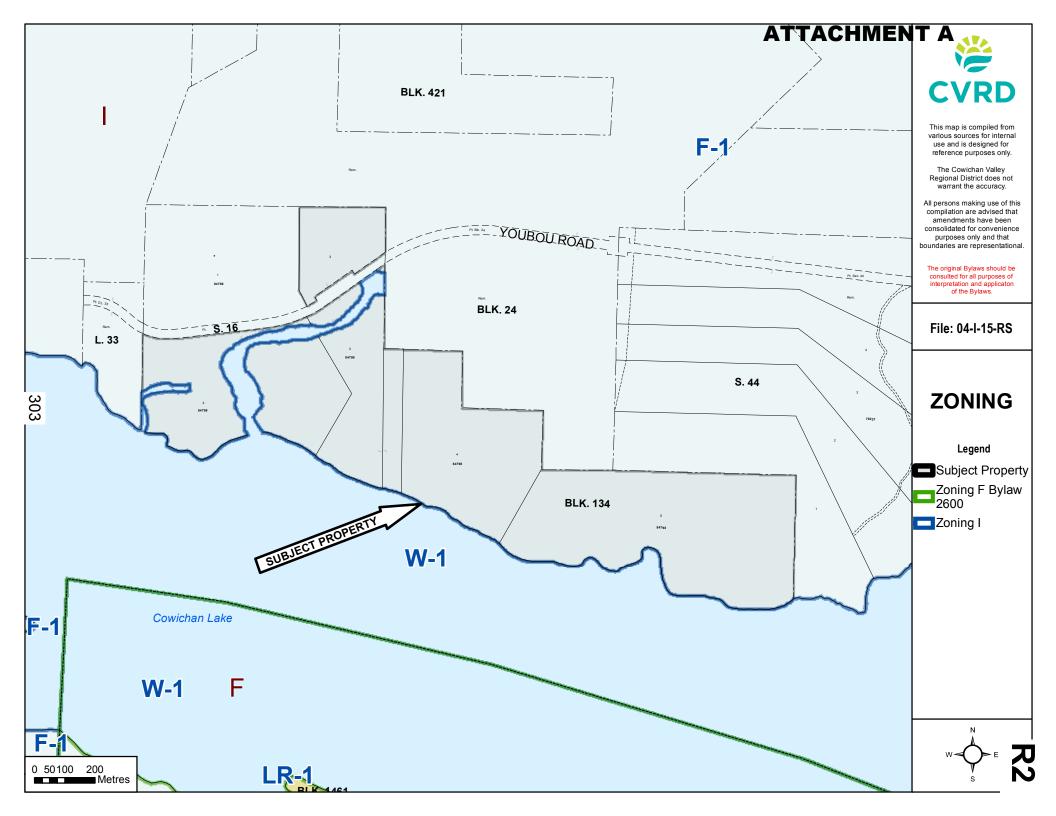
Attachment D - Site Plans

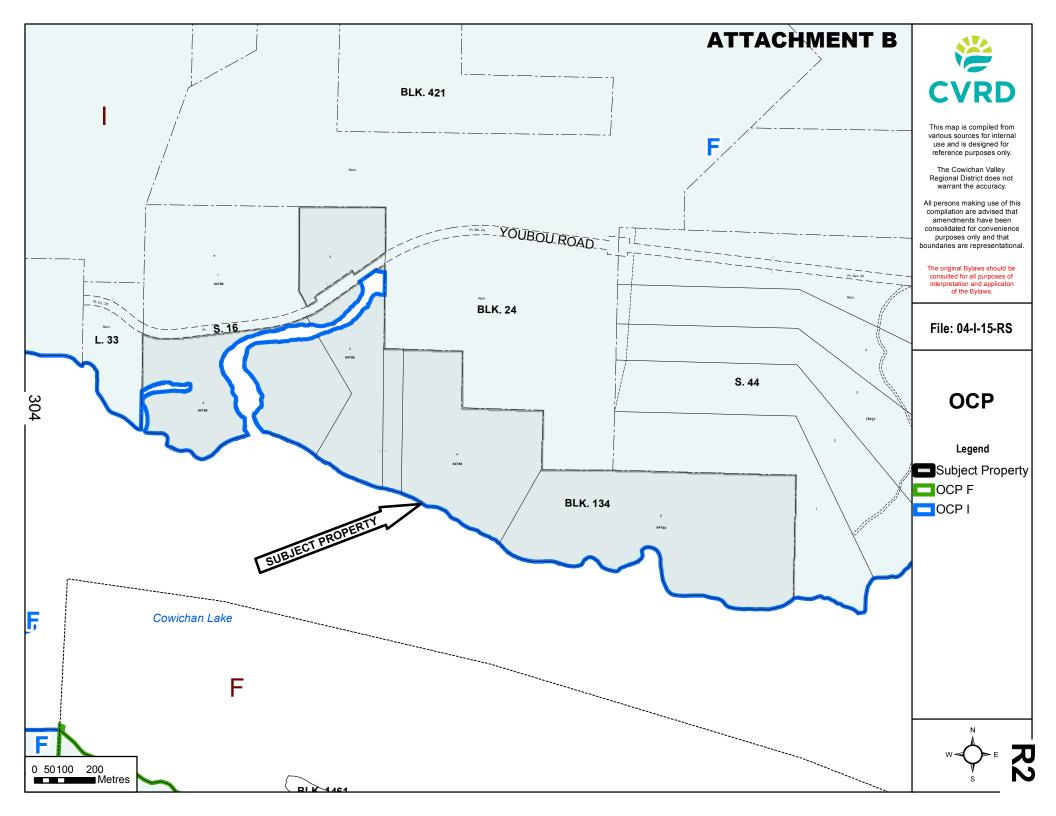
Attachment E - Applicant's Draft Zone

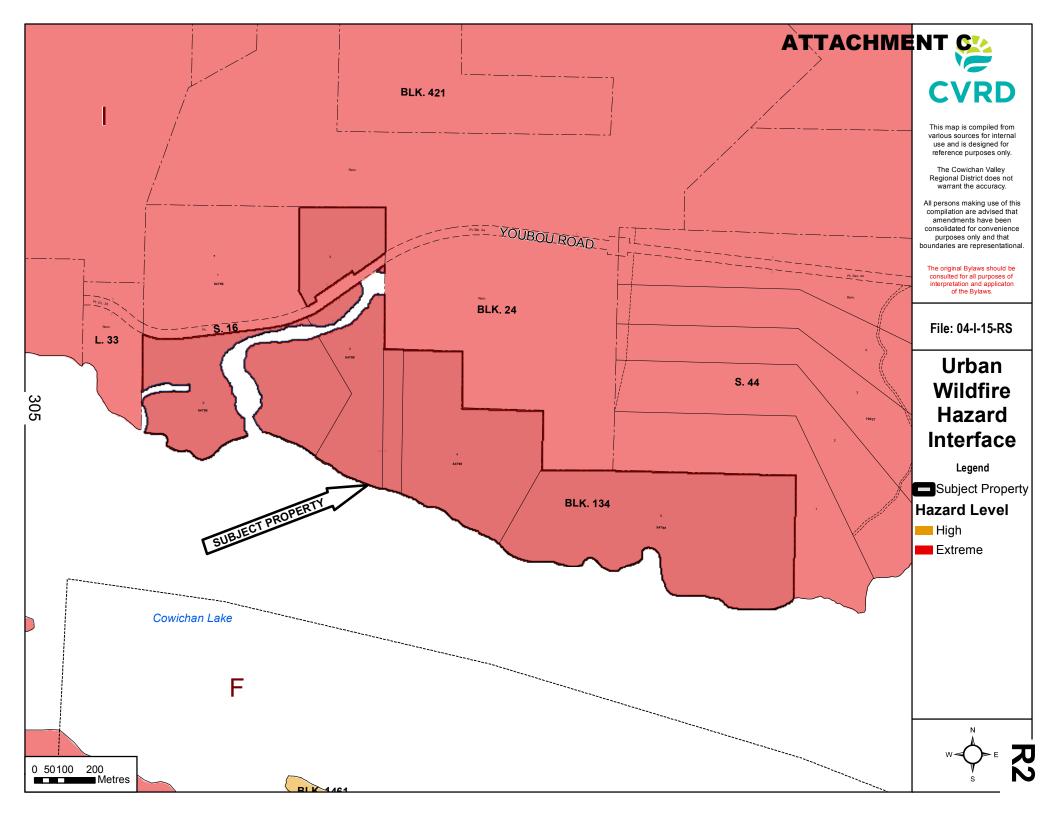
Attachment F – Referral Agency comments

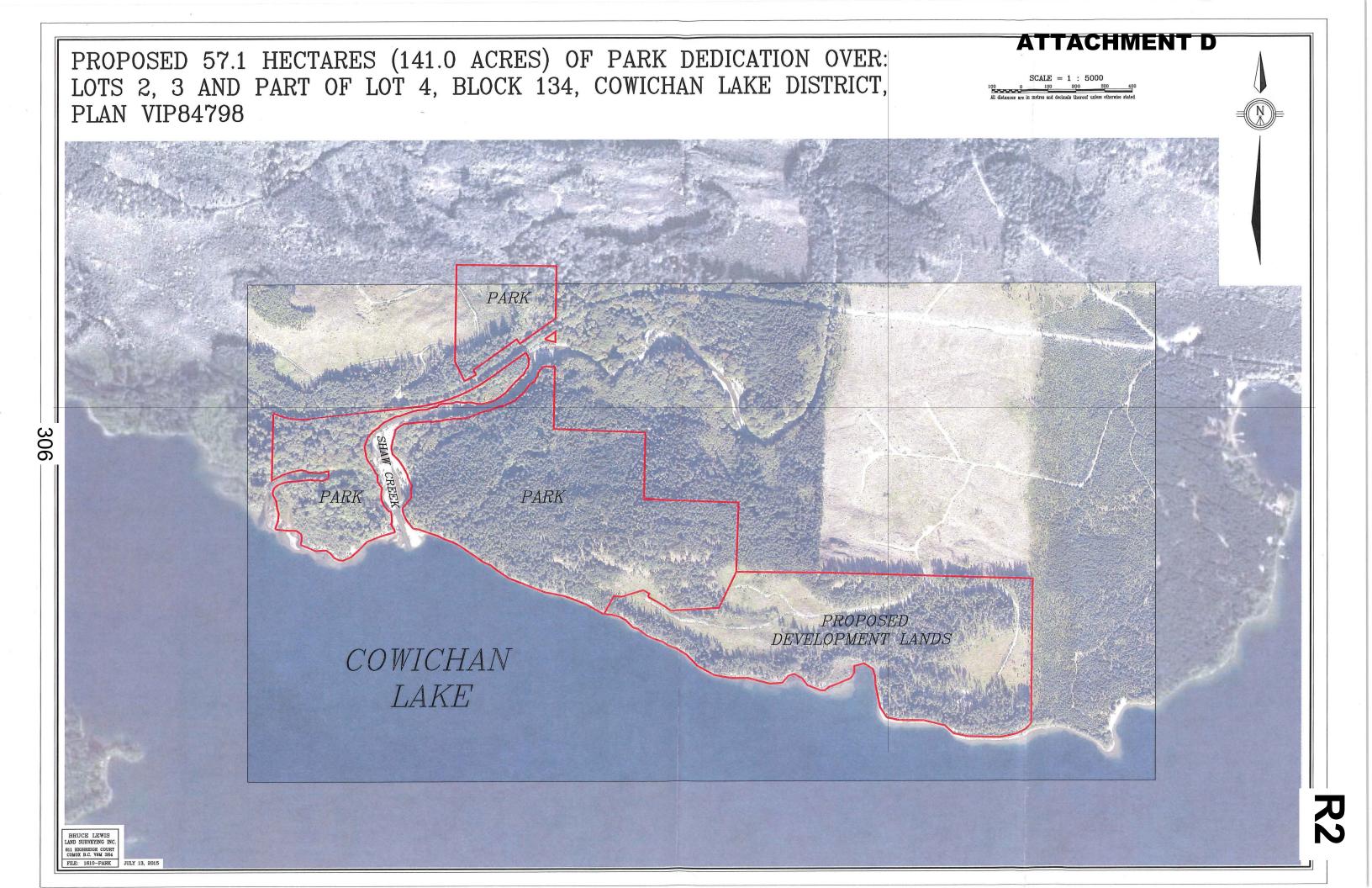
Attachment G – Zoning Excerpt

Attachment H – OCP Excerpt





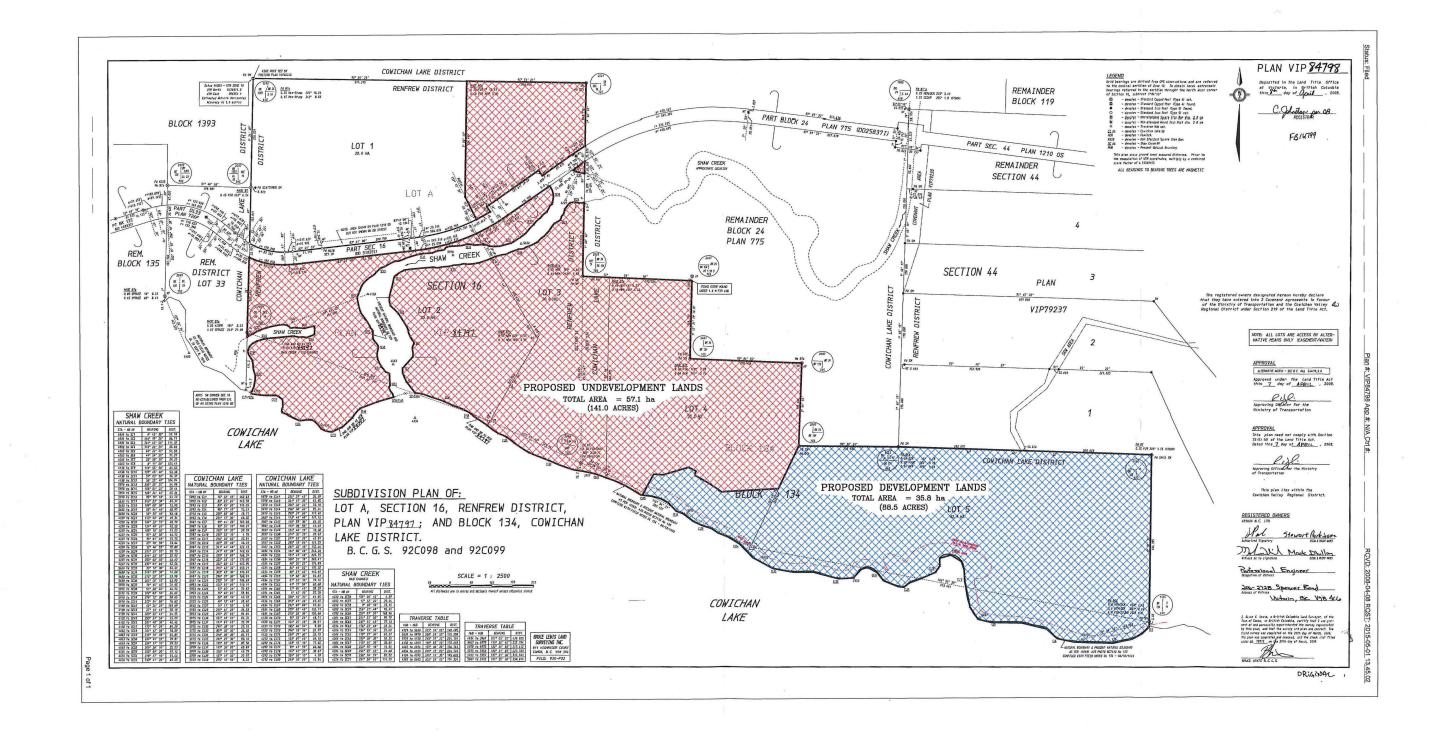




PROPOSED DEVELOPMENT ON LANDS OWNED BY 689624 BC LTD. LOT 1 TO 5 LOT 5, BLOCK 134, COWICHAN LAKE DISTRICT, PLAN VIP84798

SCALE = 1 : 4000

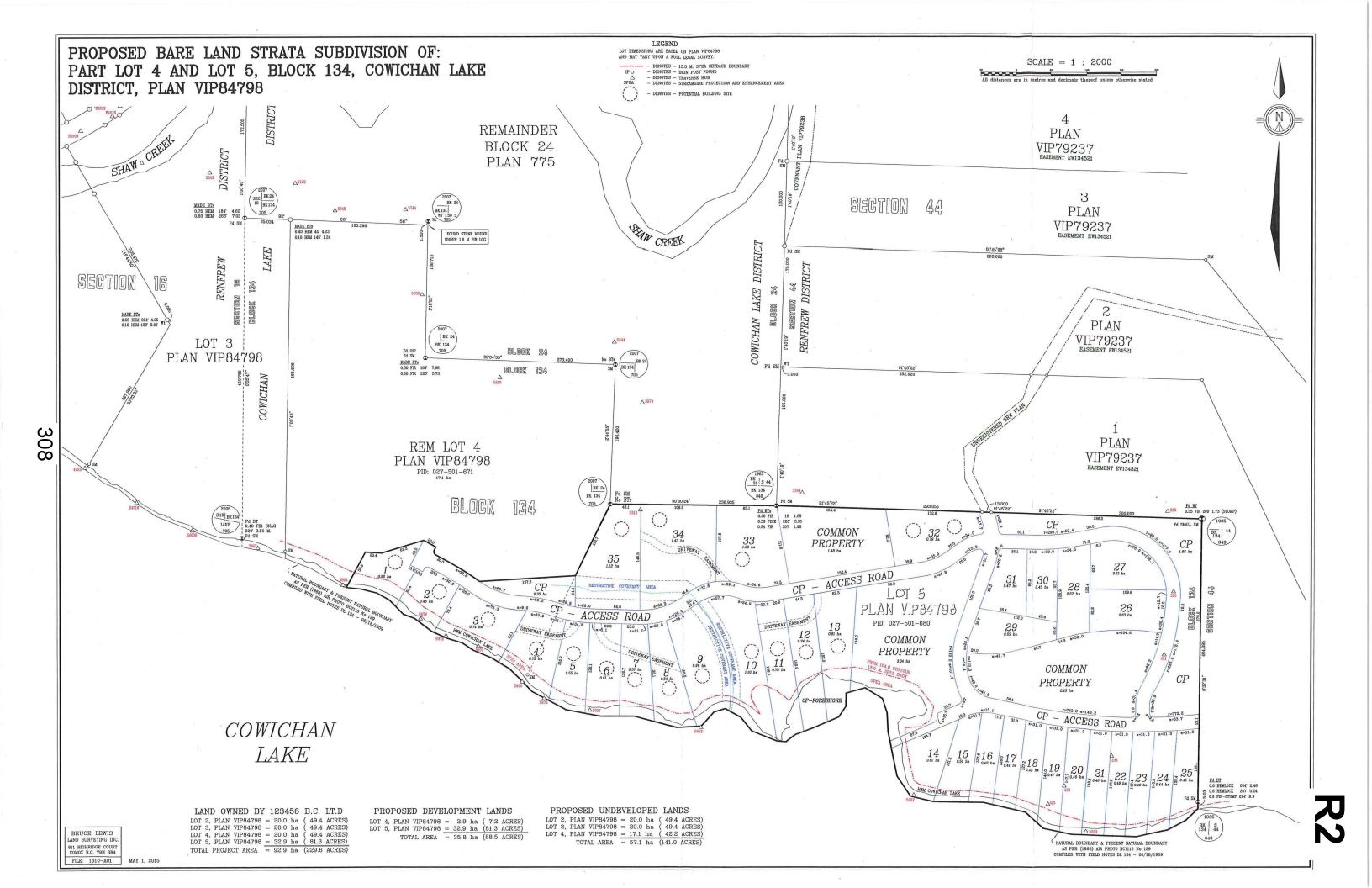
LEGEND ISIONS ARE BASED ON FLAN VIP84790 VARY UPON A FULL LEGAL SURVEY.

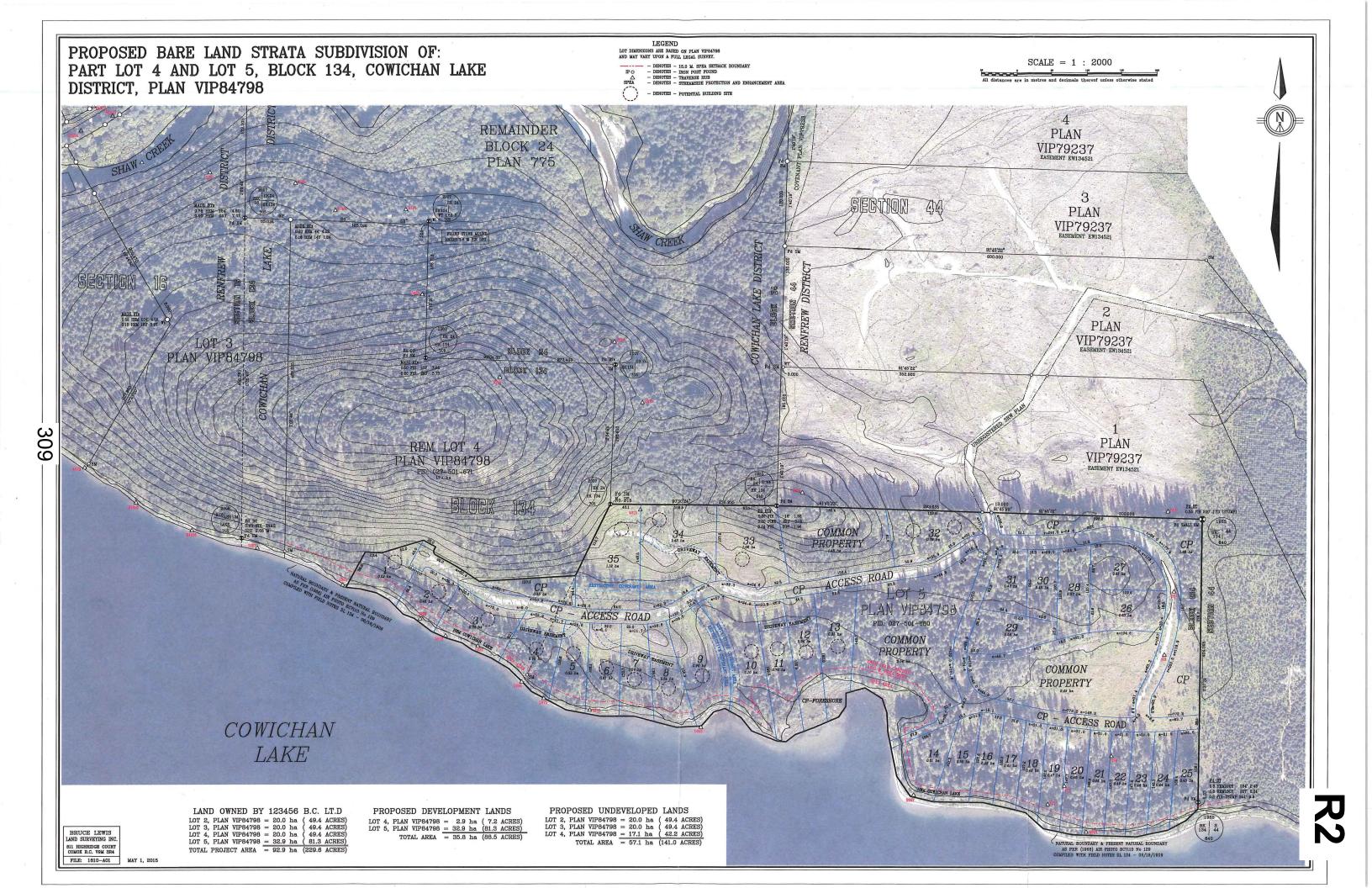


LAND OWNED BY 123456 B.C. LT.D LOT 2, PLAN VIP84798 = 20.0 ha (49.4 ACRES) LOT 3, PLAN VIP84798 = 20.0 ha (49.4 ACRES) LOT 4, PLAN VIP84798 = 20.0 ha (49.4 ACRES) LOT 5, PLAN VIP84798 = 32.9 ha (81.3 ACRES) TOTAL PROJECT AREA = 92.9 ha (229.6 ACRES)

PROPOSED DEVELOPMENT LANDS LOT 4, PLAN VIP84798 = 2.9 ha ( 7.2 ACRES) LOT 5, PLAN VIP84798 = 32.9 ha (81.3 ACRES) TOTAL AREA = 35.8 ha (88.5 ACRES)

PROPOSED UNDEVELOPED LANDS LOT 2, PLAN VIP84798 = 20.0 ha ( 49.4 ACRES) LOT 3, PLAN VIP84798 = 20.0 ha ( 49.4 ACRES) LOT 4, PLAN VIP84798 = 17.1 ha ( 42.2 ACRES) TOTAL AREA = 57.1 ha (141.0 ACRES)





# SHAW CREEK RECREATIONAL ZONE

# 1. Permitted Uses

- a) Seasonal Dwellings;
- b) one permanent caretakers residence
- c) Recreational Vehicles;

The following Uses are permitted Accessory Use:

- d) one dock per lot;
- e) a common dock and boat launch for upland lots;
- f) up to two accessory buildings per lot;

# 2. Subdivision

Maximum of 35 lots, of which a maximum of 25 shall be waterfront, with no individual lot to be less than 0.3 hectares. Each lot shall have a minimum width of 30m as measured by a straight line drawn between where two parcel lines interest the high water mark.

# 3. Servicing

No parcel shall be used for a Principal Permitted Use unless connected to a sewer system in compliance with the Public Health Act and the Sewerage System Regulation. A common water system providing domestic water shall be connected to each lot. The water system shall be owned and operated by a strata for the property. Solar or wind power will be used for onsite power requirements, with backup generators to be used on an emergency basis only.

# 4. Number of Dwellings Units

The maximum permitted number of dwelling units per parcel is as follows:

- a) Two Recreational Vehicles;
- b) One Seasonal Dwelling and one Recreational Vehicle;
   or

# c) Two Seasonal Dwellings

# 5. Parcel Coverage

The maximum parcel coverage for all dwellings units must not exceed 15 percent. The maximum ?????

# 6. Parking

Off-street parking shall be provided in accordance with Section 3.0 of Zoning Bylaw No. 2465.

# 7. Special Regulations

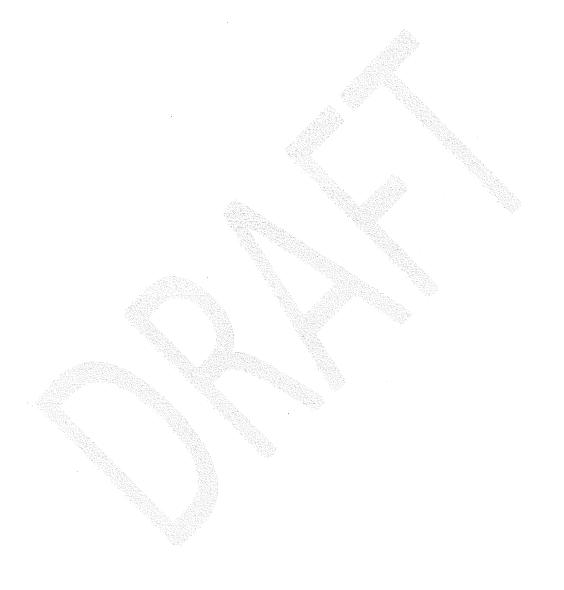
- a) Additions, structures or shelters may be attached to or affixed to Recreational Dwellings as long as they do not exceed 40 sq. m. in total.
- b) All garbage and waste receptacles must be located within an enclosed building or structure.
- c) A siting permit in accordance with CVRD Building Bylaw No. 3422 is required prior to placement of a Seasonal Dwelling on a parcel.
- d) One pathway per lot to a maximum width of 1.5m. will be permitted through the Riparian zone fronting the lake for a path to the dock.
- e) A common dock and boat launch will be constructed for use of property owners only.
- f) 15m deep riparian area fronting Cowichan Lake will be "limited common property" owned by the strata corporation.

# **Definitions:**

**Seasonal Dwelling** – means a building or structure, that may contain cooking, eating, living and sleeping facilities and that is used only for temporary accommodation not to exceed six months continuous occupation or nine months within a calendar year.

**Recreational Vehicle** - means a vehicle capable of being licensed under the *Motor Vehicle Act* with a maximum width of 2.6 m. in

transit mode, which can be used to provide sleeping accommodation and which includes camper, travel trailer, fifth wheel or motor home. Recreational Vehicles to be CSA certified recreational vehicles including CSA Z240-RV Series and CSA Z241-RV series.





# **Cowichan Tribes**

5760 Allenby Road Duncan, BC V9L 5J1 Telephone (250) 748–3196 Fax: (250) 748-1233

April 21, 2016

Rachelle Rondeau Planner, Cowichan Valley Regional District 175 Ingram Street Duncan, BC V9L 1N8

BY ELECTRONIC MAIL: <a href="mailto:rrondeau@cvrd.bc.ca">rrondeau@cvrd.bc.ca</a>

## Re: CVRD File No. 01-I-15RS

Dear Ms. Rondeau,

I write further to Cowichan Tribes' consultation meeting with your planner Rob Conway at CVRD offices April 14<sup>th</sup>, 2016. During this meeting Cowichan Tribes staff had committed to following up with a response letter summarizing our concerns regarding the rezoning and development proposal for the following lots, currently zoned "Forestry":

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

We understand that the proposal is to rezone these lots, totaling approximately 229.6 acres, to a new recreational zone and parkland. After having reviewed the proposal and referral package, Cowichan Tribes would like to formally raise the following preliminary concerns with this rezoning proposal:

- There are many potential adverse long-term impacts to the shoreline and ecosystems of Cowichan Lake
  as a result of such high-density development. The health of Cowichan Lake directly affects the health of
  the Cowichan River, which is already under high stress from pollution, drought, development, and
  forestry practices.
- If these lots are developed, there will be a demonstrated need for access roads to be laid down to the residences for safety reasons. Increased automobile use in the area of this proposal would encourage further growth. The area being examined for this proposal is not an appropriate place for this growth to take place.
- As mentioned in CVRD policy, this proposal would result in habitat fragmentation for the blue-listed Roosevelt Elk a food source upon which Cowichan Tribes members depend.
- This area is designated as an extreme fire risk area; residential neighbourhoods should be extremely limited here if allowed at all.

- There are populations of salmon present in Shaw Creek the habitats of these populations are also under stress and need to be preserved, as Cowichan Tribes depends on these salmon for food, social, and ceremonial (FSC) Aboriginal fisheries.
- We have been in communication with a Cowichan elder who has said that the area may have been a
  historical camping site of the Cowichan people. Before further movement on this proposal is made,
  Cowichan Tribes will require a site visit to the property to examine the area for indicators of past use
  and any archeological potential associated with such use.
- Medicinal plants of importance to the Cowichan people are present on the property.
- Cowichan Tribes has significant treaty interests in the Crown land parcel adjacent to the property along
  the northern edge. Discussions between the Crown and Cowichan Tribes regarding land selection as part
  of the BC Treaty process are well underway; any development which occurs on parcels adjacent to our
  land selections would be of great concern, as there would be a high likelihood of infringement.

Further to these concerns, we <u>strongly</u> urge the CVRD to request the landowner/proponents commission a habitat assessment report on the proposal area, including fish habitat values surrounding Shaw Creek, to identify species of concern and ecosystem values. This proposal cannot be meaningfully considered until such a report has been completed and reviewed.

Should you have any further questions, please do not hesitate to contact my referrals staff at: <a href="mailto:Candace.charlie@cowichantribes.com">Candace.charlie@cowichantribes.com</a>

Sincerely

Larry George Smaalthun

Lands & Governance Manager

LG/cc

cc. Rob Conway, CVRD Planner





# **M**EMORANDUM

DATE:

April 15, 2016

FILE NO:

4-I-15RS

To:

Rachelle Rondeau, Planner 1, Development Services Division

FROM:

Tanya Soroka, Parks & Trails Planner, Parks & Trails Division

SUBJECT:

Shaw Creek Rezoning application referral to Area I Parks Commission

The Shaw Creek rezoning application was referred to the Electoral area I Parks Commission on April 12, 2016 at their regularly scheduled meeting and the commission passed the following motion:

Tanya Soroka memo of April 11, 2016 regarding the proposed rezoning of the Shaw Creek Property on Cowichan Lake (approx. 16 km west of Youbou): Was discussed by Members of the Parks Commission and the opinion is that:

- 1. The proposed lands being offered are suitable for parkland.
- 2. The lands should be set aside for environmental purposes only, i.e. it should be left as wilderness area with no trails or other amenities.

# Rachelle Rondeau

From:

Gardner, Jennifer (Alison) < Jennifer. Gardner@viha.ca>

Sent:

Friday, April 01, 2016 11:14 AM

To:

Rachelle Rondeau

Subject:

CVRD File No. 04-I-15RS (Parkinson)

Greetings, Rachelle.

Thank you for the opportunity to provide comment on the Youbou Road Bylaw Amendment Referral: 04-I-15RS (Parkinson). I know you have already received some preliminary commentary from Island Health regarding our regulatory role in reference to this development. We would however like to also provide some further insight into this as well as some linkages between Health and Built Environment associated with this proposal. The past few years have seen significant advances in linking land use planning with health outcomes; such as, preserving and protecting the natural environment enhances the ability to mitigate negative health impacts associated with development; clean air, clean water and access to greenspace.

I would like to first highlight a few definitions under the drinking water section (excerpt from the *Drinking Water Protection Act*). The applicant will be required to submit an application for a single water system, or for multiple water systems on this property, depending upon the water system design. Where all lots are connected to a single water source, only one water system permit will be issued. However, where there are several interconnected water sources, several water system permits will be issued in accordance with the legislation.

## **Drinking Water**

Definitions within the Act are as follows:

"water supply system" means a domestic water system, other than

- (a) a domestic water system that serves only one single-family residence, and
- (b) equipment, works or facilities prescribed by regulation as being excluded;

"domestic purposes" means the use of water for

- (a) human consumption, food preparation or sanitation,
- (b) household purposes not covered by paragraph (a), or
- (c) other prescribed purposes;

"domestic water system" means a system by which water is provided or offered for domestic purposes, including

- (a) works used to obtain intake water,
- (b) equipment, works and facilities used for treatment, diversion, storage, pumping, transmission and distribution,
- (c) any other equipment, works or facilities prescribed by regulation as being included,
- (d) a tank truck, vehicle water tank or other prescribed means of transporting drinking water, whether or not there are any related works or facilities, and
- (e) the intake water and the water in the system,

but excluding equipment, works or facilities prescribed by regulation as being excluded;

(The Act can be found at: http://www.bclaws.ca/EPLibraries/bclaws\_new/document/ID/freeside/00\_01009\_01)

Water systems must be issued construction permits and undergo source approvals with our Public Health Engineer and Environmental Health Officer/Drinking Water Officer respectively (for more information: http://www.viha.ca/mho/water/).

# **Sewerage Systems**

The Sewerage System Regulation:

Any on-site sewage disposal systems in this neighbourhood must be constructed in compliance with the Sewerage System Regulation. Where technical requirements are unavailable in the legislation, Island Health will apply the VIHA

Subdivision Standards to this referral application. Island Health will not support any application that does not meet the requirements of the VIHA Subdivision Standards. Features of particular concern in this neighbourhood are minimum parcel size and the impact of the high water mark and/or floodplain on land use.

VIHA Subdivision Standards - Minimum Parcel Size:

Minimum lot size requirements are essential to the land development process toward the reduction of health hazards caused by sewerage system malfunctions. It is also necessary to maintain clearance distances between lot boundaries, buildings, drinking water sources, surface water etc., and the sewerage system discharge area. The construction of sewerage systems within flood plain boundaries is not consistent with responsible land development. A current copy of Island Health's Subdivision Standards has been attached for your review or can be found at: <a href="http://www.viha.ca/NR/rdonlyres/67C5EDB3-9439-42B2-8E9D-E84965B62D31/0/VIHASubdivStandardsJuly172013.pdf">http://www.viha.ca/NR/rdonlyres/67C5EDB3-9439-42B2-8E9D-E84965B62D31/0/VIHASubdivStandardsJuly172013.pdf</a>.

#### **Recreational Water:**

The public beaches in this neighbourhood are not routinely monitored by Island Health for health hazards or bacteriological water quality. However, where on-site sewerage systems are either failing, or else located within the flood plain, a health hazard would likely be created by sewage and sewage effluent contaminating the recreational water area. For more information about recreational water quality and monitoring please follow the following link: <a href="http://www.viha.ca/mho/recreation/">http://www.viha.ca/mho/recreation/</a>

For more information on the floodplain information and mapping for this particular locality, please refer to: <a href="http://www.env.gov.bc.ca/wsd/data\_searches/fpm/">http://www.env.gov.bc.ca/wsd/data\_searches/fpm/</a> or more specifically <a href="http://www.env.gov.bc.ca/wsd/data\_searches/fpm/reports/region1.html">http://www.env.gov.bc.ca/wsd/data\_searches/fpm/reports/region1.html</a>

## **Power/Energy Source:**

Most often, water systems and sewerage systems require a consistent power supply in order to function properly. In the absence of BC Hydro service at this property, the strata will need to consider how such infrastructure will be designed so that it functions and can be maintained appropriately.

#### **Climate Change:**

Existing data indicates that climate change may further stress regions that are already water stressed and that regions such as the Cowichan Valley may be more susceptible to flooding in the future. Floods are also increasing in frequency and intensity, and the frequency and intensity of extreme precipitation is expected to continue to increase throughout the current century. Floods can contaminate freshwater supplies and heighten the risk of water-borne diseases. They also damage homes and negatively impact the ability of onsite septic systems to work properly/as designed.

<sup>i</sup> Provincial Health Services Authority. Agriculture's Connection to Health: A summary of the evidence relevant to British Columbia (2016; pending approval) <sup>ii</sup>World Health Organization. Climate Change and Health fact sheet. http://www.who.int/mediacentre/factsheets/fs266/en/

Thank you again for extending the repose period for comment on this application. I am happy to discuss our commentary further at your convenience, if you would like to.

J. Alison Gardner CPHI(C) | Environmental Health Officer | Island Health 4th Floor - 238 Government Street | Duncan, British Columbia V9L 1A5 | Canada 

250.737.2010 | Email: jennifer.gardner@viha.ca

# Rachelle Rondeau

From:

Koch, David TRAN:EX < David.Koch@gov.bc.ca>

Sent:

Thursday, March 31, 2016 1:46 PM

To:

Rachelle Rondeau

Subject:

CVRD file 04-I-15RS (parkinson) Bylaw Amendment Referral

Hi Rachelle,

Please accept this email as an official response to your Bylaw Amendment Referral (CVRD File 04-I-15RS), sent on February 24th, 2016, Ministry File 2016-01243.

The Ministry has no objections to the Bylaw Amendment to rezone the current zoning of four parcels in the Youbou area to a new recreational zone and parkland. If you have any questions or concerns please let me know,

Thanks,

## David Koch

District Development Technician

Office: (250)952-4489 Saanich Area Office:

240-4460 Chatterton Way | Victoria BC | V8X 5J2

Subdivision Approvals, Permits and Regulations: <a href="http://www.th.gov.bc.ca/permits.htm">http://www.th.gov.bc.ca/permits.htm</a>

#### Rachelle Rondeau

From:

Koch, David TRAN:EX < David.Koch@gov.bc.ca>

Sent:

Thursday, March 31, 2016 2:23 PM

To:

Rachelle Rondeau

Subject:

Youbou Rezoning follow-up comment

Hi Rachelle,

Just as a follow up to our phone conversation, although we don't object to the rezoning, subdivision of the subject parcel may not be approved as water-access only. If the applicant can provide reasoning for the necessity of water only access, the approving officer may consider it. However, since Youbou road will likely be used as the primary access this may present issues.

Let me know if you have any questions.

Thanks,

#### David Koch

District Development Technician

Office: (250)952-4489 Saanich Area Office:

240-4460 Chatterton Way | Victoria BC | V8X 5J2

Subdivision Approvals, Permits and Regulations: http://www.th.gov.bc.ca/permits.htm

# Ditidaht First Nation



PO Box 340, Port Alberni, BC V9Y 7M8 Ph: (250) 745-3333 Fx: (250) 745-3332

Cowichan Valley Regional District

175 Ingram Street, Duncan, BC, V9L 1N8

Tel: (250) 746 2620

Fax: (250) 746 2621

March 23, 2016

Attn: Rachelle Rondeau, CVRD Planner

Re: CVRD File No. 04-1-15RS (Parkinson)

Thank you for sending Ditidaht the information on the application to rezone four parcels in the CVRD File No. 04-1-15RS (Parkinson). This area is located within Ditidaht traditional territory, which is detailed in the map provided to the BC Treaty Commission in our statement of intent (http://www.bctreaty.net/nations/soi\_maps/Ditidaht\_First\_ Nation\_SOI\_Map.pdf). Ditidaht First Nation has Constitutionally-protected Section 35 Aboriginal rights and title claims throughout its traditional territory and is well advanced in Stage 4 of the BC Treaty Process. This response letter is being offered without prejudice to any potential future referrals or development in the application area for CVRD File No. 04-1-15RS (Parkinson), or within Ditidaht territory more broadly.

Ditidaht has information regarding traditional uses in the general area of the application CVRD File No. 04-1-15RS (Parkinson). This is a known elk habitat area and Ditidaht is not in favour of this application to rezone these parcels from forestry to a recreational zone and parkland. Ditidaht would like to participate in any other meetings regarding this matter. Ditidaht also requests the opportunity to review and comment on the forthcoming report regarding this application, and any further documents developed from this process.

**Brian Tate** 

Ditidaht Referral Officer

(250) 745 3333

briantatedhp@gmail.com



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

#### BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

#### **Legal Descriptions:**

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by <u>Friday, March 25, 2016</u>. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing <u>rrondeau@cvrd.bc.ca</u>

Comm	ents: (attach comments if more space required)		
	Approval recommended for		Interests unaffected
	reasons outlined below	,	/
	Approval recommended subject	U	Approval not recommended due
	to conditions below	Wes OLSEN, So	to reasons outlined below
Signa	ture (sign and print) Title		nder Contact No. 250-749-668

See e-mail.

This referral has been sent to the following agencies:

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
- ☑ Ditidaht First Nation (Chief & Council)
- ☑ Youbou Volunteer Fire Department
- ☑ RCMP (Lake Cowichan Detachment)
- ☑ Island Health (Environmental Health/Duncan)
- ☑ Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- ☑ School District 79

- ☑ Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - · Facilities & Transit Division

#### Rachelle Rondeau

From:

Wes Olsen <wes.olsen@rcmp-grc.gc.ca>

Sent:

Monday, March 21, 2016 10:27 AM

To:

Rachelle Rondeau

Cc: Subject: Rory GONCALVES; Travis STRONG CVRD File No. 04-1-15RS (Parkinson)

Attachments:

Shaw Creek Re-zoning application scan.pdf

Rachelle,

Please accept this e-mail as the Lake Cowichan Detachment's response to the CVRD Bylaw Referral Form for the above-noted file (Scanned portion of page 1 attached).

The Lake Cowichan Detachment has reservations regarding the approval of a Bylaw amendment to re-zone the noted area from Forestry to a new recreational zone and parkland.

The primary concern is that this area is "water access only" which is an issue for police or emergency services response to a situation that could occur in the prescribed area. The property in question is only accessible by land via a Private Logging Road. The owner of the road can close off road access to this area at any time right at the Town of Youbou as well as at Shaw Creek.

Police or emergency response to this area will already be a challenge for the people that currently utilize this land. The proposal, if approved, would increase the population of the property specifically during the peak seasonal time of the year. Cowichan Lake is a Resort destination and the Lake Cowichan Detachment is much busier during the summer. Based on detachment resource levels and scheduling, responding to a "water access only" area presents many policing challenges. Although the Lake Cowichan Detachment does have a boat that is utilized for patrols and police response on Cowichan Lake it can only be driven by a qualified boat operator. There must also be a second person on board during any scheduled boat patrol or a response to a call for service. Aside from scheduled patrols which are completed with members from a dedicated Marine Unit or members on overtime any police response to a water access only area of Cowichan Lake would be by members who are working in the detachment area during the time the call would be received. The detachment does maintain a minimal number of members on any given shift however a call to respond to a water access only area of Cowichan Lake would severely impact the minimal resources for the shift and the response time to get to the area of the water access only call. For example, if the detachment is operating on a shift minimum of two members and a call for service is received at a water access only area of Cowichan Lake then two members are required to respond on the boat. If neither of the members on duty is qualified to operate the boat, a qualified operator needs to be located and called in to attend. This would obviously cause a delay in response. Depending on other calls for service a second member may need to be called in as well to maintain two members on land to respond to priority calls for service and two members to go on the boat to respond to the water access only call for service. It is impractical to have a minimum of four members on duty during any given shift as the detachment's current resource level does not allow for this consistent level of minimal daily policing (four members per shift).

It is because of the reasons outlined above that the Lake Cowichan Detachment does not recommend approval to rezone this land to allow for a larger population to inhabit this remote area during the detachment's busiest time of the year.

Respectfully submitted,

Sgt. Wes Olsen

Detachment Commander
Lake Cowichan RCMP / Government of Canada
wes.olsen@rcmp-grc.gc.ca / Tel: 250-749-6668 / Fax: 250-749-6458

Serg. Wes OLSEN

Chef de détachement GRC de Lake Cowichan / Gouvernement du Canada wes.olsen@rcmp-grc-gc.ca / Tél. : 250-749-6668 / Téléc.: 250-749-6458



## **MEMORANDUM**

DATE:

March 21, 2016

FILE No: 04-I-15RS (Parkinson)

To:

Rachelle Rondeau, MCIP, RPP, Planner I, Development Services Division

FROM:

Jason deJong, Fire Rescue Services Coordinator, Public Safety Division

SUBJECT:

Bylaw Amendment Referral Form No. 04-I-15RS (Parkinson) - Public Safety

Application Review

In review of the Bylaw Amendment Referral Form No. 04-I-15RS (Parkinson) the following comments are made regarding the proposed amendment:

- ✓ Proposal is within the Lake Cowichan RCMP Detachment area.
- ✓ Proposal is within the British Columbia Ambulance Station 119 (Lake Cowichan) response area.
- Proposal is within the boundaries of the CVRD Regional Emergency Program.

Public Safety has the following concerns that may affect the delivery of emergency services to the proposed facility:

- ✓ Proposal is not within a fire protection service area.
- ✓ The subject properties are approximately 16 kilometres from the Youbou Fire Department. Because of the long distance required to travel on a private industrial road, the Youbou Fire Department has declined interest in extending its fire protection service boundary to include that area.
- ✓ The Community Wildfire Protection Plan has identified this area as extreme risk for wildfire.
- ✓ FireSmart principles must be adhered to and maintained (see attached information).
- ✓ Even though the properties are outside of the fire protection service area, all private roadways and driveways should be designed to support and allow access to the largest emergency vehicle likely to be operated on the driveway. This would assist in the efforts to combat a wildfire event, flooding or evacuation if the situation arises.
- ✓ As per Cowichan Valley Regional District House Numbering, Unsightly Premises and Graffiti Bylaw No. 1341, building numbers assigned are to be displayed in a conspicuous place on the property on which the building is located so that the number is visible from the roadway.

Sincerely.

Jason deJong



COWICHAN VALLEY REGIONAL DISTRICT R2 175 Ingram Street, Duncan, B.C. V9L 1N8

Tel: (250) 746-2620 Fax: (250) 746-2621

RY	I AW	AMEN	DMENT	REFERRAL	FORM
1		/~ I W I I I W			H CHARLE

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

#### Legal Descriptions:

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by Friday, March 25, 2016. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing rrondeau@cvrd.bc.ca

Comm	nents: (attach comments if more space required	)			
	Approval recommended for reasons outlined below				Interests unaffected
	Approval recommended subject		V		Approval not recommended due to reasons outlined below
Signa		itle _	Haney.		Contact No.
	(sign and print)		EDURACION	<b>-</b> S	Brice

This referral has been sent to the following agencies:

- Ministry of Transportation and Infrastructure
- Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- Cowichan Tribes (Larry George, Land & Governance)
- Ditidaht First Nation (Chief & Council)
- Youbou Volunteer Fire Department  $\sqrt{\phantom{a}}$
- RCMP (Lake Cowichan Detachment)
- Island Health (Environmental Health/Duncan)
- Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- School District 79

- Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division



#### **MEMORANDUM**

DATE:

March 17, 2016

To:

Rachelle Rondeau, Planner, Development Services Division, Planning and

Development

FROM:

Kate Miller, Manager, Environmental Services

**SUBJECT:** 04-I-15RS (Parkinson)

Thank you for giving me an opportunity to comment on the above noted rezoning application. The rezoning is **not supported**.

The following While it is applauded that the CVRD has been able to negotiate a large portion of the property for public park purposes should the rezoning proceed the impact of the proposal is still weighted towards overall negative impacts on the environment and community overall and is not supported

Currently the four subject properties owned by 689624 BC Ltd, currently zoned forestry, allow for a maximum of eight residences over the 92.7 ha. A proposed increase of 87.5% to a potential to 70 residences is substantial and directly conflicts with the OCP Policy 3.12 addressing development west of Youbou, (spot zoning and impact on the environment and in particular native Roosevelt Elk herds). The proposed withholding of Lot 1 from the proposal overlooking the lake (currently being logged on the 2016 Google image) from the current application indicate additional future pressures in the area to come. The proposed lot size and configuration further put additional pressures in a resource land base with a high density approach more suited for a urban or peri-urban area.

Notwithstanding, the following comments are made should the CVRD consider the rezoning and subsequent subdivision.

Riparian protection – given the currently proposed configuration the SPEA set back should be extended to a minimum of 30M to take into consideration the proposed linear parks trail. Ownership of this area should defer to the region as a valued asset and management oversight. Individual trails from each property to the lake should be discouraged and instead utilize common access points and beaches. No private docks should be permitted.

Proposed Park area - the area has exceptionally high ecological values and as such the focus and design of the park should make that a priority over public access for recreational purposes. Given the proposed density of development the park will face immediate and future pressures. The areas is currently undevelopable given its location in an active floodplain and steep slopes. Ecological mapping should occur on the site prior to its development as a condition of the approval process.

Climate and GHG reduction - expansion of development outside of the urban containment lands is not encouraged for a variety of reasons not limited to development outside of the core areas but also increasing risk to the residents, transportation.

Wildlife and ecological needs - a wildlife management plan should be developed to guide the overall site planning and subdivision review. In particular this should take into consideration of wildlife interface and potential conflict zones and management. Dog ownership is on the rise and it is estimated that over 50% of the population has canines. Clearly articulated pet management needs to be given consideration re potential for wildlife harassment. This should be undertaken prior to development as a condition of the approval process.

Resource lands - Resource lands and the direct and indirect value they provide to the region should be protected where possible. The removal of these lands and additional population and recreational interfaces create additional pressures on these economies. While forestry activeties remove or alter the natural ecological dynamics and profiles they nevertheless allow for regeneration of the watershed. A transformation to urban development is permanent with lasting impacts on water, wildlife and ecological function.

Kate Miller, M. Sc., MCIP, RPP

Manager, Environmental Services

∉ngineering Services

Cowichan Valley Regional District 250.746.2509



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

## BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

General Property Location: Youbou Road, approximately 16 km west of Youbou

#### Legal Descriptions:

- Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647)
- Lot 3, Block 134, Cowichan Lake District & Section 16 Renfrew District, Plan VIP84798 (PID: 027-501-663)
- Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671)
- Lot 5, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by <u>Friday, March 25, 2016</u>. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing <u>rrondeau@cvrd.bc.ca</u>

Comm	nents: (attach comments if more space required)	
	Approval recommended for reasons outlined below	Interests unaffected
	Approval recommended subject to conditions below	Approval not recommended due to reasons outlined below
Signa	7 3	Transit Analyst Contact No. 250-746-2637 CVRD
	See Atlached.	

This referral has been sent to the following agencies:

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
- ☑ Ditidaht First Nation (Chief & Council)
- ☑ Youbou Volunteer Fire Department
- ☑ RCMP (Lake Cowichan Detachment)
- ☑ Island Health (Environmental Health/Duncan)
- ☑ Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- ☑ School District 79

- ☑ Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division

## **Bylaw Amendment Referral Response**

March 16, 2016

**Development Location:** Youbou Road, approximately 16 km west of Youbou **CVRD File No.** 04-I-15RS (Parkinson)

#### **Overall Transit Impact:**

- The subject properties do <u>not</u> meet Cowichan Valley transit service standards of providing transit service to areas with a minimum density of 10 persons per hectare over a minimum 10 hectare area;
- The closest available fixed-route transit service to this area ends within the town of Youbou (last bus stop is located near the Youbou Fire Hall on Route #20);
- Custom transit service (i.e. handyDART services) are also limited to areas located within 1.5 kilometres of fixed routes;
- Accordingly the subject properties, if redeveloped to recreational use with seasonal residence or RV camping, would <u>not</u> have access to transit services.
- Furthermore, with no public road access to these properties (as noted in the application package) there would be no viable means for transit services even if density were to grow significantly in the area.
- From a transit perspective, this redevelopment is not recommended

#### Rachelle Rondeau

From:

Erin Annis

Sent:

Wednesday, March 16, 2016 10:07 AM

To:

Rachelle Rondeau Panicker, Shilpa

Cc: Subject:

Transit response to Bylaw Amendment Referral, No. 04-I-15RS (Parkinson)

**Attachments:** 

Transit response to bylaw amendment referral.pdf

Hi Rachelle,

Attached are comments from CVRD Facilities and Transit Division on Bylaw Amendment Referral, CVRD File No. 04-I-15RS (Parkinson). I am copying BC Transit Planning staff on this as well for information as they are often included as a referral agency for these and we submit a joint response.

Please let me know if you need anything further.

Thanks,

Erin

Erin Annis Transit Analyst Facilities and Transit Management Cowichan Valley Regional District 175 Ingram Street, Duncan, BC V9L 1N8

Email: eannis@cvrd.bc.ca

Tel: 250.746.2637 Toll Free: 1.800.665.3955 Fax: 250.746.2543



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

#### BYLAW AMENDMENT REFERRAL FORM

Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

The Cowichan Valley Regional District has received an application to rezone four parcels, collectively 92.9 ha (229.6 acres), currently zoned for forestry, to a new recreational zone and parkland.

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You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by *Friday*, *March 25*, 2016. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner Rachelle Rondeau by calling 250-746-2620 or e-mailing rrondeau@cvrd.bc.ca

Comments: (attach comments if more space required)				
Approval recommended for reasons outlined below				
Approval recommended subject to conditions below  Approval not recommended due to reasons outlined below				
Signature Title Parts Planner Contact No				
Parkland coming across to the CURD is a very positive contribution. The application will be referred to the Area I Parks of Recreation Commission for comments of				
contribution. The application will be referred to the				
Area I Parts & Recreation Commission for comments &				
recommendations				
This referral has been sent to the following agencies:				

- ☑ Ministry of Transportation and Infrastructure
- ☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- ☑ Cowichan Tribes (Larry George, Land & Governance)
- Ditidaht First Nation (Chief & Council)
- Youbou Volunteer Fire Department
- RCMP (Lake Cowichan Detachment)
- Island Health (Environmental Health/Duncan)
- Ministry of Forests Lands & Natural Resource Operations (Nanaimo)
- School District 79

- ☑ Town of Lake Cowichan
- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - · Facilities & Transit Division

RACHELLE



COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621

RYI	ΔW	<b>AMFND</b>	MENT	REFERR	ΔΙ	FORM
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Date: February 24, 2016

CVRD File No. 04-I-15RS (Parkinson)

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Comments: (attach comments if more space require	red)
Approval recommended for reasons outlined below	Interests unaffected
Approval recommended subject to conditions below	Approval not recommended due to reasons outlined below
Signature (sign and print)	Title SR. ENGINETELING Contact No. <u>350-746-2536</u> TECHNOLOGIST
	LING AS IT IS NOT IN ANY USE SERVICES.
This referral has been sent to the following	
☑ Ministry of Transportation and Infrastructure	✓ Town of Lake Cowichan

- ☑ Ditidaht First Nation (Chief & Council)  $\sqrt{\phantom{a}}$ Youbou Volunteer Fire Department
- RCMP (Lake Cowichan Detachment)  $\square$
- Island Health (Environmental Health/Duncan)
- Ministry of Forests Lands & Natural Resource Operations (Nanaimo)

☑ Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)

☑ Cowichan Tribes (Larry George, Land & Governance)

School District 79

- ☑ CVRD Parks & Trails Division
- ☑ CVRD Engineering Services Department
- ☑ CVRD Public Safety Division
- ☑ Community Services Department
  - Facilities & Transit Division

#### PART FIVE

#### **ZONE CATEGORIES**

#### 5.1 F-1 FOREST RESOURCE 1 ZONE

Subject to compliance with the general regulations detailed in Part 3 of this Bylaw, the following regulations apply in the F-1 Zone:

#### 1. Permitted Uses

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

- a. Agriculture;
- b. Silviculture;
- c. Single-family dwelling;

The following accessory uses are permitted in the F-1 Zone:

- d. Bed and breakfast accommodation;
- e. Buildings and structures accessory to a principal permitted use;
- f. Home occupation.

#### 2. Minimum Parcel Size

The minimum parcel size in the F-1 Zone is 80 hectares.

#### 3. Number of Dwellings

Not more than one dwelling is permitted on a parcel that is zoned as F-1.

#### 4. Setbacks

The following minimum setbacks apply in the F-1 Zone:

Type of Parcel Line	Forestry and Agricultural Buildings and Structures	Residential Buildings and Structures
Front parcel line	30 metres	7.5 metres
Interior side parcel line	15 metres	3.0 metres
Exterior side parcel line	15 metres	4.5 metres
Rear parcel line	15 metres	7.5 metres

#### 5. Height

In the F-1 Zone, the height of all buildings and structures must not exceed 10 metres, except in accordance with Section 3.8 of this Bylaw.

#### 6. Parcel Coverage

The parcel coverage in the F-1 Zone must not exceed 20 percent for all buildings and structures.

#### 7. Parking and Loading

Off-street parking and loading spaces in the F-1 Zone must be provided in accordance with Sections 3.12 and 3.13 of this Bylaw.

#### FORESTRY/NATURAL RESOURCE-POLICIES

<u>POLICY 3.1</u> Lands considered suitable for wildlife habitat and ecosystem conservation, forest management and other natural resource uses are designated as **Forestry/Natural Resource** on Schedule B – OCP Map.

<u>POLICY 3.2</u> The Forestry/Natural Resource Designation will provide for long term resource extraction uses, water protection and environmental conservation.

<u>POLICY 3.3</u> Parcels in the Forestry/Natural Resource Designation will have a minimum parcel size of not less than 80 hectares.

**<u>POLICY 3.4:</u>** Senior governments should ensure that landscape management techniques are utilized to minimize impacts of logging on the visual beauty of the Plan area.

<u>POLICY 3.5</u> The OCP encourages the province and the private forest companies to manage natural resource lands in a manner which minimizes adverse impacts on the community water supply, surface watercourses, groundwater sources, hazard lands, critical wildlife habitat, old growth forests and other sensitive ecosystems as designated in the *Sensitive Habitat Atlas*.

<u>POLICY 3.6:</u> Invasive non-native plant species should be managed and, where possible, eradicated.

<u>POLICY 3.7:</u> The Ministry of Forests and the private forest companies are encouraged to allow access for outdoor wilderness recreation, that exists in the natural woodlands of the Plan area, for continuous use by future generations in conjunction with the management of the forest. This would include the controlled use of private logging roads and areas during non-operation periods for public recreational use, where possible, except during times of high and extreme fire hazard.

<u>POLICY 3.8:</u> No more than one dwelling per parcel will be permitted in the Forestry/Natural Resource Designation. Where a dwelling is constructed, the owner of the property is encouraged to address wildfire safety concerns. This may include landscaping, residential structural options, choice of building materials, adequate water storage or access, and on-site emergency planning.

<u>POLICY 3.9</u> The OCP encourages the province to utilize the precautionary principle, when managing natural resource areas. The province is urged to provide regular monitoring reports to communities, to assure them that the Best Management Practices are achieving the desired results.

<u>POLICY 3.10</u> The OCP encourages the provincial government to support the communities from which the timber supply originates by ensuring that local employment opportunities are available in primary forestry and value-added wood product processing.

<u>POLICY 3.11</u> Most lands within the Forestry/Natural Resource Designation are within an area of high or extreme wildfire-rating hazard. Any increase in the wildland urban interface, where residential and forested lands are interspersed, will be minimized in the OCP area by designating future urban and suburban settlement in fully-serviced areas adjacent to the existing community.

**POLICY 3.12** Residential growth will not be encouraged west of the Cottonwood Creek future development area outlined in this Plan. Among the reasons for this are:

- (a) Allowing haphazard development, sometimes called 'spot-zoning', takes away from the community's ability to create a more complete, livable community with a mix of housing, recreational and commercial opportunities, shared services, healthier lifestyles and a better protected resource base.
- (b) An increase in automobile dependent development west of Youbou would attract still more like development, and would result in additional automobile pollution and less concentration on alternative forms of travel such as walking, cycling and public transit;
- (c) An increase in residential holdings would fragment green space and wildlife habitat, including Roosevelt Elk habitat;
- (d) Increasing day and night road travel west of Youbou would further impact wildlife habitat;
- (e) Residential development can consume the working land base forestry is a renewable resource;
- (f) Residential development in inappropriate areas can lead to forestry-residential land use conflicts, where complaints arise over logging, truck traffic, dust, noise, safety, etc.;
- (g) Rural and urban sprawl leads to inefficient servicing and higher costs for such servicing as fire protection, policing, school bus services, power, transit, ambulatory care, garbage collection, and transportation, which in turn may lead to higher overall taxes;
- (h) Rural and urban sprawl promotes more wildfire interface areas, where residential neighbourhoods are established in forested areas with extreme or high wildfire ratings; and
- (i) The logging road west of Youbou is a forest industrial road, and there are safety concerns pertaining to the mix of forestry and residential traffic, particularly during all daylight hours.



#### **COWICHAN VALLEY REGIONAL DISTRICT**

#### **BYLAW No. 4099**

A Bylaw For The Purpose Of Amending Official Community Plan Bylaw No. 2650, Applicable To Electoral Area I – Youbou/Meade Creek

**WHEREAS** the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend official community plan bylaws;

**AND WHEREAS** the Regional District has adopted an official community plan bylaw for Electoral Area I – Youbou/Meade Creek, that being Official Community Plan Bylaw No. 2650;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Community Plan Bylaw No. 2650;

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

#### 1. **CITATION**

This bylaw shall be cited for all purposes as "Cowichan Valley Regional District Bylaw No. 4099 – Electoral Area I – Youbou/Meade Creek Official Community Plan Amendment Bylaw (Shaw Creek), 2017".

#### 2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No. 2650, as amended from time to time, is hereby amended as outlined on the attached Schedules A and B.

#### 3. CAPITAL EXPENDITURE PROGRAM

This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

READ A FIRST TIME this	day of	, 2017
READ A SECOND TIME this	day of	, 2017
READ A THIRD TIME this	day of	, 2017

ADOPTED this	day of	, 2017.
Chairperson	 Secretary	



#### To CVRD Bylaw No. XXXX

Schedule A to Official Community Plan Bylaw No. 2650, is hereby amended as follows:

- Insert Policy 3.13 "Shaw Creek and its associated foreshore have high ecological value warranting conservation. Lands surrounding Shaw Creek and nearby lakefront will be donated to the CVRD, and designated Parks and Institutional."
- 2. Insert Policy 3.14 "Notwithstanding policy 3.12 and 11.16, lands designated Shaw Creek Comprehensive Recreational may be developed for seasonal dwellings or camping spaces to a maximum of two seasonal dwellings or camping spaces per parcel."
- 3. New Section 20 is inserted and subsequent sections are renumbered.

#### Section 20 – Wildfire Protection Development Permit Area

#### 20.1 Category

The Wildfire Protection Development Permit Area (DPA) is designated pursuant to Section 488 of the *Local Government Act* for the protection of development from hazardous conditions.

#### **20.2 Scope**

The Wildfire Protection DPA applies to land designated on the Wildfire Protection Development Permit Area map.

#### 20.3 Justification

Lands designated within the Wildfire Protection DPA are within areas classified as "High" or "Extreme" for wildfire interface hazard, and development must be carefully planned to mitigate potential wildfire risk to surrounding lands, to plan for evacuation, to ensure that emergency vehicles can access the properties and to decrease the vulnerability of structures to damage from fire.

#### 20.4 Guidelines

Prior to undertaking subdivision of the lands, an owner of land will apply to the CVRD for a Development Permit in accordance with the following:

- (a) A wildfire threat/interface hazard assessment prepared by a qualified professional will be submitted by the applicant, and will make recommendations regarding the following:
  - (i) Reducing the risk of wildfire being initiated on the subject properties;
  - (ii) Decreasing the vulnerability of proposed structures from wildfire;
  - (iii) Application of FireSmart principles during land development and recommendations regarding construction/placement of structures:
  - (iv) Emergency access and evacuation procedures including recommendations

- on required widths of roads, driveways and access easement areas.
- (v) Land development methods including precautions during tree clearing;
- (vi) Long-term vegetation management;
- (vii) Infrastructure improvements including but not limited to water storage requirements and access routes;
- (viii) Local fire-fighting capability.
- (b) The CVRD may require the registration of a covenant on title(s) to ensure that the recommendations of the wildfire threat/interface hazard assessment are implemented at both the subdivision and building permit stages.
- (c) All parcels created through subdivision shall have suitable emergency access.
- (d) Non-combustible materials should be used for building roofs and cladding.
- (e) The CVRD may require the registration of a covenant on title(s) to save harmless the CVRD in the event of any damages as a result of a hazard that may be present on the property.

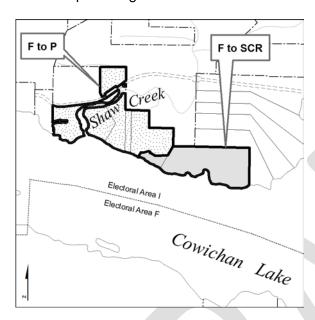
#### 20.5 Exemptions

- (a) Lot consolidations or parcel re-alignments between existing parcels;
- (b) Construction of buildings or structures;
- (c) Placement of recreational vehicles or park model units.
- 4. That Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647); Lot 3, Block 134, Cowichan Lake District and Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-663); Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671); and Lot 5, Bock 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680), as shown outlined in a solid black line on Plan number Z-XXXX attached hereto and forming Schedule B of this bylaw, be redesignated from Forestry/Natural Resource to Parks and Institutional and Shaw Creek Comprehensive Recreational; and that Schedule B to Official Community Plan Bylaw No. 2650 be amended accordingly.
- 5. The land use designation Shaw Creek Comprehensive Recreational (SCR) is added to the legend of Schedule B, the OCP Plan Map.
- 6. That Appendix 1 Maps be amended to add new map, "Wildfire Protection Development Permit Area."

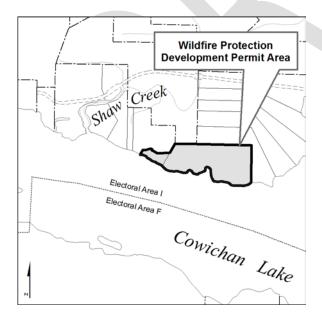
#### SCHEDULE "B"

## To CVRD Bylaw No. XXXX

#### Insert map - Designations



Insert Map - Wildfire Protection Development Permit Area





#### COWICHAN VALLEY REGIONAL DISTRICT

#### **BYLAW No. 4100**

#### A Bylaw For The Purpose Of Amending Zoning Bylaw No. 2465 Applicable To Electoral Area I – Youbou/Meade Creek

**WHEREAS** the *Local Government Act*, hereafter referred to as the "*Act*", as amended, empowers the Regional Board to adopt and amend zoning bylaws;

**AND WHEREAS** the Regional District has adopted a zoning bylaw for Electoral Area I – Youbou/Meade Creek that being Zoning Bylaw No. 2465;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

**AND WHEREAS** after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 2465;

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

#### 1. **CITATION**

This bylaw shall be cited for all purposes as "CVRD Bylaw No. 4100 – Electoral Area I – Youbou/Meade Creek Zoning Amendment Bylaw (Shaw Creek), 2017".

#### 2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 2465, as amended from time to time, is hereby amended in the following manner:

- a) That the following definition is added to Section 1.3 Definitions:
  - "seasonal cabin" means a building or structure that is not a principal residence, and that may contain cooking, eating, living and sleeping facilities for one family and that is used for accommodation not to exceed nine months in a calendar year"
- b) That the CD-2 (Shaw Creek Comprehensive Recreational 2) Zone be added to Section 4.1 Creation of Zones.
- c) That Section 5.49 be added after Section 5.48

#### 5.49 CD-2 Shaw Creek Comprehensive Recreational 2 Zone

Subject to compliance with the general regulations detailed in Part 3 of this Bylaw, the following regulations apply in the CD-2 Zone:

Page 2 R2

#### 1. Permitted Uses

The following principal uses and no others are permitted in the CD-2 Zone:

- a. Seasonal Cabin;
- b. Recreational Vehicle;
- c. Park model mobile home:

The following accessory uses are permitted in the CD-2 Zone:

- d. Single family dwelling on strata common property;
- e. Buildings and structures accessory to a principal permitted use.

#### 2. Maximum Permitted Density:

- a. Not more than two seasonal cabins, recreational vehicles or park model mobile homes or combination thereof are permitted per parcel;
- b. One single family dwelling within the CD-2 Zone on strata common property.

#### 3. Minimum Parcel Size:

- a. The minimum parcel size is 1 hectare;
- b. The maximum parcel size is 1.5 hectares;
- c. Notwithstanding Section 5.49(3)(a) and (b), the maximum number of parcels within the CD-2 Zone is 26.

#### 4. Setbacks

The following minimum setbacks for buildings and structures apply in the CD-2 Zone:

Parcel Line	Principal and Accessory Uses, Buildings and Structures			
Front	7.5 metres			
Interior Side	6.0 metres			
Exterior Side	6.0 metres			
Rear	6.0 metres			
Cowichan Lake High Water Mark	30 metres			

#### 5. Lake Frontage:

- a. No parcel shall be located within 20 metres of the high water mark of Cowichan Lake.
- b. The area of land extending 20 metres inland from the high water mark of Cowichan Lake shall be established as strata limited common property.

#### 6. Height

The following maximum height regulations apply in the CD-2 Zone:

- a. Principal buildings and structures: 7.5 metres
- b. Accessory buildings and structures: 6.0 metres

**R2** 

#### 7. **Parcel Coverage**

The parcel coverage in the CD-2 Zone must not exceed 10% for all buildings and structures.

#### 8. Servicing:

No seasonal cabin, single family dwelling, recreational vehicle, park model mobile home or accessory building with sanitary facilities shall be established on a parcel unless it is equipped with a sewage disposal system compliant with the Sewage System Regulation or otherwise authorized by Island Health.

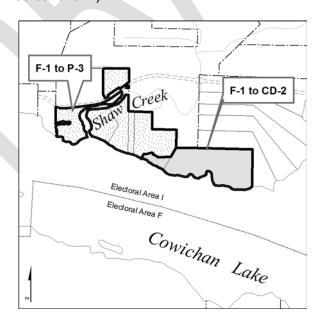
#### 9. Conditions of Use:

- No seasonal cabin shall have a gross floor area exceeding 100 m<sup>2</sup>.
- No seasonal cabin shall have a building footprint exceeding 100 m<sup>2</sup>. b.
- No accessory building shall have a gross floor area exceeding 50m<sup>2</sup>. C.

#### 10. Parking and Loading:

Off-street parking and loading spaces in the CD-2 Zone must be provided on each parcel.

a) That Schedule B (Zoning Map) to Electoral Area I – Youbou/Meade Creek Zoning Bylaw No. 2465 is further amended by rezoning Lot 2, Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-647); Lot 3, Block 134, Cowichan Lake District and Section 16, Renfrew District, Plan VIP84798 (PID: 027-501-663); Lot 4, Block 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-671); and Lot 5, Bock 134, Cowichan Lake District, Plan VIP84798 (PID: 027-501-680), as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered Z-XXXX, from F-1 (Forest Resource 1) to P-3 (Environmental Conservation 3) and CD-2 (Shaw Creek Comprehensive Recreational 2).



Page 4 R2

## 3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this \_\_\_\_\_\_ day of \_\_\_\_\_\_ , 2017.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_ , 2017.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_ , 2017

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ , 2017.

Chairperson Secretary



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 7, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Community & Regional Planning Division

Planning & Development Department

SUBJECT: Amendment to Subdivision Servicing Bylaw No. 1215

FILE:

#### Purpose/Introduction

The purpose of this report is to consider an amendment to the Subdivision Servicing Bylaw No. 1215.

#### RECOMMENDED RESOLUTION

That the amendment bylaw for Subdivision Servicing Bylaw No. 1215 be considered for 3<sup>rd</sup> Reading.

#### **BACKGROUND/ ANALYSIS**

After 1<sup>st</sup> and 2<sup>nd</sup> reading, staff sent the draft amended bylaw out for referral and conducted 3 Public Meetings to solicit comments and suggestions from the public. The meetings were advertised on the CVRD website and in the *Citizen* in its January 13, 2017, January 20, 2017 and January 27, 2017 editions. Minutes for these meetings are attached to this staff report.

Staff received comments from well-drilling professionals, a hydrogeologist, and a staff member of the Ministry of Forests, Land, and Natural Resources Operations (FLNRO) who deals with water licensing as well as members of the public that attended the public meetings. A summary of comments received after 1<sup>st</sup> and 2<sup>nd</sup> Reading are as follows:

Comments Made	Staff Response
Collection of rainwater should be a water supply option	Neither the current bylaw nor the proposed draft prohibit the reuse of rainwater as a secondary source of water for irrigation purposes.
	As rainwater can be contaminated, it is only suitable as a drinking source if it's treated. For this reason, if the CVRD were to consider allowing rainwater as a potable water source, provision for treatment would need to be made and further language should be added to the subdivision servicing bylaw to reflect that.
	Due to timing constraints, staff recommend that if the Board wishes to consider rainwater as a source of potable water, that this consideration be included in a future amendment phase of the Subdivision Servicing bylaw.

Trucking in water should be a water supply option	Trucking in water is not a recommended sole source of potable water for subdivided lots due to the expense and prevailing expectations of property buyers.
The depth of wells should be considered with testing requirements and proof of water  The bylaw should better reflect provisions of the Water Sustainability Act	The 3 <sup>rd</sup> Reading draft of the bylaw includes a chart that includes consideration of well depth.  The 3 <sup>rd</sup> Reading draft has added language that recognizes that all Community Water Systems must be licensed and meet the licensing requirements of the Ministry of Forests, Land, and Natural Resource Operations

The draft amendment bylaw before the Electoral Area Services Committee reflects comments received since  $1^{st}$  and  $2^{nd}$  Reading.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This amendment falls under Electoral Area St Required.	rategic Focus Area 1.2 Bylaw Amendments As
Referred to (upon completion):	
<ul> <li>Community Services (Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts &amp; Culture, Public Safety, Facilities &amp; Transit)</li> <li>Corporate Services (Finance, Human Resources, Legislative Services, Information Technology)</li> <li>Engineering Services (Environmental Services, Capital Projects, Water Management, Recycling &amp; Waste Management)</li> <li>Planning &amp; Development Services (Community &amp; Regional Planning, Development Services, Inspection &amp; Enforcement, Economic Development, Parks &amp; Trails)</li> <li>Strategic Services</li> </ul>	
Prepared by:	Reviewed by:
Hinther Varies	White hands
Heather Kauer, AICP	Mike Tippett, MCIP, RPP
Senior Planner	Manager
	Ross Blackwell MCIP RPP A Ad

#### **ATTACHMENTS:**

Attachment A – Public Meetings Advertisement

Attachment B - Public Meeting Minutes

Attachment C – Public Meeting Power Point

Attachment D - Subdivision Servicing Amendment Bylaw No. 4072

General Manager

## **Subdivision Servicing Bylaw Applicable to all CVRD Electoral Areas**

The Cowichan Valley Regional District (CVRD) Planning & Development Department is holding a series of public meetings to discuss potential changes to the Subdivision Servicing Bylaw regarding proof of potable water for new subdivisions.

Wednesday, January 25 7-9 PM
Mill Bay Community League Hall, 1035 Shawnigan Lake-Mill Bay Road

Thursday, January 26 7-9 PM Island Savings Centre, Mesachie Room, 2687 James Street, Duncan

Wednesday, February 1 7-9 PM North Oyster Community Centre, 13467 Cedar Road, Ladysmith

The public meetings will focus on the CVRD Subdivision Servicing Bylaw with the goal being to insure that all new lots are proven to have potable water prior to subdivision.

For more information please contact Heather Kauer, Senior Planner at 250.746.2629 or by email <a href="mailto:hkauer@cvrd.bc.ca">hkauer@cvrd.bc.ca</a>.

Please note all correspondence submitted to the CVRD in response to this notice will form part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Board or a Committee of the Board. The CVRD considers the author's address relevant to the Board's consideration of this matter and will disclose this personal information. The author's phone number and email address is not relevant and should not be included in the correspondence if the author does not wish this personal information disclosed. Please contact the Planning & Development Department at 250.746.2620 or 1.800.665.3955, or the Recording Secretary at the time of submission. For more information on disclosure, contact the CVRD FOI Coordinator at 250.746.2507 or 1.800.665.3955.

## ATTACHMENT R3



#### **PUBLIC MEETING MINUTES**

Proposed Subdivision Servicing Bylaw
Applicable to all nine Cowichan Valley Regional District Electoral Areas A-I

The following is a summary of the proceedings of the Public Meeting for Cowichan Valley Regional District (CVRD) Proposed Subdivision Servicing Bylaw, applicable to Electoral Areas A-I (Mill Bay/Malahat; Shawnigan Lake; Cobble Hill; Cowichan Bay; Cowichan Station/Sahtlam/Glenora; Cowichan Lake South/Skutz Falls; Saltair/Gulf Islands; North Oyster/Diamond; and Youbou/Meade Creek), held on Wednesday, January 25, 2017, at the Mill Bay Community League Hall, 1035 Shawnigan-Mill Bay Road, BC, at 7:05 p.m.

**CALL TO ORDER** 

Heather Kauer called the meeting to order.

CVRD DIRECTORS
PRESENT

Director Kerry Davis, Electoral Area A Mill Bay/Malahat

Director Alison Nicholson, Electoral

Area E Cowichan

Station/Sahtlam/Glenora

CVRD STAFF PRESENT

Brian Dennison, Manager, Water Management Division

Heather Kauer, Senior Planner, Community & Regional Planning Division

Lauren Anderson, Recording Secretary, Planning & Development

Department

Jennifer Hughes, Recording Secretary, Planning & Development Department

Members of the Public:

There were 4 members of the public present.

CORRESPONDENCE

Cowichan Valley Regional District Power Point presentation (Exhibit 1)

**Heather Kauer** 

Stated that all correspondence submitted to the CVRD in response to this Notice will form part of the public record and may be published in a meeting agenda that is posted online when this matter is before the Board or a Committee of the Board. The CVRD considers the author's address relevant to the Board's consideration of this matter and will disclose this personal information. The author's phone number and email address is not relevant and should not be included in the correspondence if the author does not wish this personal information to be disclosed.

She introduced Brian Dennison, Manager, Water Management Division and Paul Slade, (Drillwell Enterprises). She explained that there would be an opportunity for questions.

Mrs. Kauer displayed a Power Point presentation that outlined the purpose of the Public Meeting:

- > Every residential lot has a minimum amount of potable water;
- > The CVRD bylaw is consistent with Provincial Law; and
- > CVRD design standards are consistent.

The subdivision process pertaining to potable water:

- > Subdivision Application to Ministry of Transportation and Infrastructure (BC MoT):
- > BC MoT sends and attion to CVRD for review;

- > The CVRD reviews and asks for proof of water prior to final approval;
- > BC MoT issues preliminary approval;
- > Applicant provides "proof" of potable water to CVRD; and
- > The CVRD tells BC MoT condition has been met.
- > The current Bylaw allows the following for private water systems:
- > A person can have a well on each lot in the subdivision;
- > A person can have a shared well for up to four lots; or
- > Each lot can get a license from the Province to draw water from a surface water body like a lake.
- In order to prove that a subdivision can support wells on each lot, the applicant currently either has to dig a well on each potential lot and provide the CVRD a report for each well, or the applicant can submit a report from an Engineer who has estimated that each lot will have an adequate supply of water. For a shared well, the well has to be drilled prior to subdivision approval. For a surface water body, a license has to be submitted prior to subdivision approval.
- > The Bylaw amendment proposes to eliminate the Engineers estimate and shared wells.
- For Community Systems, there are three scenarios; the subdivision might already be within the boundaries of a water service area, in which case the applicants simply has to seek confirmation from the Regional District that the land is within the service area. Then there might be a scenario in which the subdivision is adjacent to a water service area, but not currently within it, so the applicant has to apply to be included in the service area.
- ➤ In the update to the bylaw, Schedule A has been replaced with a reference to the Master Municipal Construction Documents (MMCD) which constitute the new design standard for water systems as well as sewer and drainage.
- > Another proposed addition is based on recommendations from professionals in the fields who note that the amount of water that comes our when a well is drilled depends on the time of year and well depth.
- Water Quality:
- > Reference to Drinking Water Protection Act; and
- > Reference to the Vancouver Island Health Authority requirements.
- > Other Changes:
- > Sewer and drainage systems will have to meet MMCD standards;
- > Update of definitions;
- > Update of references to Provincial Acts and Ministries; and
- > Language added to be consistent with new changes to *Water* Sustainability Act.
- > Summary of amendments include:
- > All community systems require licensing;
- > No shared wells:
- > All proposed lots drilled and tested for yield and potability (no guessing);
- > Reports dependent on well depth;
- > All design standards now MMCD; and
- > Update of definitions and references.

#### Dennis Whitehead 1790 Empress Ave

Their registered well was constructed by Drillwell, is the well report proof that they have potable water?

Heather Kauer

Yes, and your well is operating under the current rules.

**Dennis Whitehead** 

Yes, according to the Province the well is registered. Drillwell's bucket test is adequate then?

Paul Slade

In some cases it is and some cases it isn't which is the reason for the proposed Bylaw changes which will address these inadequacies. The only way to determine long term yield is to do extensive testing on it.

**Dennis Whitehead** 

Is there an estimate of the cost of this type of testing?

Paul Slade

Depends on the Hydrogeologist's report. Most likely a minimum of \$2,000, but could range between \$5,000 - \$6,000. Ultimately it would depend on that individual well's situation.

**Heather Kauer** 

Commenting on registered wells vs. licensed wells, there is a registry of wells with the Province but licensing is a different process. Licencing is required for some wells which was not required before.

**Dennis Whitehead** 

Is the only instance that a license is not required is for domestic use?

**Heather Kauer** 

Correct, domestic use is defined as one dwelling and irrigation of a ¼ acre or less. A single family dwelling and a suite operating on one well would need to have that well licensed. We don't regulate Improvement Districts or Strata water systems. Community systems that the CVRD regulates are our own community water systems or systems proposed for us to operate and maintain. If the CVRD receives a subdivision application for a property located in a CVRD utility operated service area it is assumed that there should be sufficient potable water.

**Brian Dennison** 

There is normally sufficient water in our service areas. If there is no water, it must be obtained from an additional source.

Jason Whitehead 2040 Wilmot Road Is there a service area that doesn't have sufficient water supply?

**Brian Dennison** 

Gave Woodley range as an example and described its history.

**Heather Kauer** 

If a proposed subdivision is adjacent to a service area and would like to connect to that system they would need to prove there is enough potable water to service them, and to also meet the CVRD's design standards.

**Brian Dennison** 

The CVRD is legally responsible to connect a lot with the service area to the community water system if there is capacity. If there is an existing vacant lot that has been paying a parcel tax the CVRD has to provide service for one home even if there isn't capacity.

**Brian Dennison** 

Bylaw is intended to ensure standards are met. Poor quality systems incur problems. Enormous costs to recover poorly made infrastructure. Gave

**Heather Kauer** 

CVRD wants to prevent that from occurring.

**Dennis Whitehead** 

Can the CVRD look to the Capital Regional District for an example of a effective groundwater servicing system?

**Brian Dennison** 

CRD took over the Greater Victoria Water District and they have the financial resources for a large scale project like that. There is a lot of fixed costs to provide water and the CVRD does not have that capacity and are not ready to provide that kind of service.

**Director Nicholson** 

Are there rules around rainwater collection?

350



Brian Dennison CVRD cannot approve the use of surface water for drinking. Rainwater can

be used for irrigation purposes only, encourage conservation.

**Director Nicholson** Gabriola Island is as an example of a community that draws surface water for

their water supply.

Paul Slade The Regional District of Nanaimo has an Aquifer Protection Bylaw and they

allow a subdivision with just an engineered rainwater collection system.

**Brian Dennison** For drinking water?

Paul Slade Yes.

Brian Dennison Was not aware of that.

Paul Slade Islands Trust must incorporate rainwater collection systems in new

subdivisions as well.

**Brian Dennison** Runoff water would need to have an effective disinfection system.

Heather Kauer There is a stormwater section of the bylaw included within the Proposed

Bylaw. Currently no changes to that.

**Heather Kauer** Heather summarized the proposed Bylaw changes.

**Director Nicholson** Are there any shared wells?

**Heather Kauer** Not without a license as it t would not be considered domestic use.

**ADJOURNMENT** Mrs. Kauer thanked the public for attending the Public Meeting.

The Public Meeting closed at 7:40 p.m.



#### **PUBLIC MEETING MINUTES**

Proposed Subdivision Servicing Bylaw
Applicable to all nine Cowichan Valley Regional District Electoral Areas A-I

The following is a summary of the proceedings of the Public Meeting for Cowichan Valley Regional District (CVRD) Proposed Subdivision Servicing Bylaw, applicable to Electoral Areas A-I (Mill Bay/Malahat; Shawnigan Lake; Cobble Hill; Cowichan Bay; Cowichan Station/Sahtlam/Glenora; Cowichan Lake South/Skutz Falls; Saltair/Gulf Islands; North Oyster/Diamond; and Youbou/Meade Creek), held on Thursday, January 26, 2017, at the Island Savings Centre, 2687 James Street, Duncan BC, at 7:05 p.m.

**CALL TO ORDER** 

Heather Kauer called the meeting to order.

CVRD STAFF PRESENT

Brian Dennison, Manager, Water Management Division

Heather Kauer, Senior Planner, Community & Regional Planning Division Lauren Anderson, Recording Secretary, Planning & Development

Department

Jennifer Hughes, Recording Secretary, Planning & Development Department

Members of the Public:

There were 2 members of the public present.

CORRESPONDENCE

Cowichan Valley Regional District Power Point presentation (Exhibit 1)

**Heather Kauer** 

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Brian Dennison

The purpose of the proposed Bylaw change is to manage CVRD expectations. Gave the Woodley Range subdivision as an example.

Loren Duncan 5140 West Riverbottom Road Were the property owners at Woodley Range told up front about the expense of the water service?

**Brian Dennison** 

No, Woodley Range is now expecting a solution. The long term solution is to acquire a water source that is adequate. Gave the Municipality of Whistler as an example of a community with quality service with an associated high user fee. Drawing surface water for water supply is feasible but water would need treatment.

Loren Duncan

Use cisterns to draw surface water and bleach for disinfection.

**Brian Dennison** 

Gave the Mill Bay Improvement District as an example of a system that uses surface water as a water supply which now wants the CVRD manage.

352

**Loren Duncan** General discussion regarding water and servicing issues.

Heather Kauer CVRD wants to ensure there is enough water for each lot. Will not accept

just an engineer's report.

Paul Slade Discussion regarding Hydrogeologist's reports. Water is in the public eye and

is in so much demand.

**Brian Dennison** Up front information for potential buyers is important.

**Loren Duncan** Referred to lack of water to lots in the Gerz Road subdivision.

**Paul Slade**Wells were drilled but no water to supply them in previous subdivisions.

**Loren Duncan** Woodley Range needs a new water supply system. Trucking water and

surface water should be looked at as options.

**Heather Kauer** Increasing population is a factor in water supply issues.

**Loren Duncan** Climate change is also a factor regarding water supply.

**Heather Kauer** If there is a lack of water then people should not be residing there at all.

Brian Dennison Should allow surface water sources for irrigation purposes as people get

used to it as a form of water supply.

Paul Slade Individual Well water quality was proposed. Spoke about water usage. What

is normal?

**Brian Dennison** CVRD's normal minimum usage before overage is 1 cubic metre per day.

Paul Slade Explained how seasonal fluctuations and the drilling of a new well affect a

well test report which is why a Hydrogeologist's test is necessary. The

developer would pay for this test.

**Loren Duncan** What would that test cost?

Paul Slade Anywhere from \$1,000- \$5,000. This test is necessary for proof of long-term

yield.

**Brian Dennison** Agreed that the Hydrogeologist's report is necessary.

Paul Slade Compared CVRD utility water users expectations to a village in Tanzania.

**ADJOURNMENT** Heather Kauer thanked the public for attending the Public Meeting.

The Public Meeting closed at 7:40 p.m.



#### **PUBLIC MEETING MINUTES**

Proposed Subdivision Servicing Bylaw
Applicable to all nine Cowichan Valley Regional District Electoral Areas A-I

The following is a summary of the proceedings of the Public Meeting for Cowichan Valley Regional District (CVRD) Proposed Subdivision Servicing Bylaw, applicable to Electoral Areas A-I (Mill Bay/Malahat; Shawnigan Lake; Cobble Hill; Cowichan Bay; Cowichan Station/Sahtlam/Glenora; Cowichan Lake South/Skutz Falls; Saltair/Gulf Islands; North Oyster/Diamond; and Youbou/Meade Creek), held on Wednesday, February 1, 2017, at the North Oyster Community Hall, 13467 Cedar Road, Ladysmith at 7:10 p.m.

**CALL TO ORDER** 

Heather Kauer called the meeting to order.

**CVRD DIRECTORS** 

Director Mary Marcotte, Electoral Area H - North Oyster/Diamond

CVRD STAFF PRESENT

Brian Dennison, Manager, Water Management Division

Mike Tippett, Manager, Community & Regional Planning Division

Heather Kauer, Senior Planner, Community & Regional Planning Division Lauren Anderson, Recording Secretary, Planning & Development

Department

Jennifer Hughes, Recording Secretary, Planning & Development Department

Members of the Public:

There were 3 members of the public present.

CORRESPONDENCE

Cowichan Valley Regional District Power Point presentation (Exhibit 1)

**Heather Kauer** 

Stated that all correspondence submitted to the CVRD in response to this Notice will form part of the public record and may be published in a meeting agenda that is posted online when this matter is before the Board or a Committee of the Board. The CVRD considers the author's address relevant to the Board's consideration of this matter and will disclose this personal information. The author's phone number and email address is not relevant and should not be included in the correspondence if the author does not wish this personal information to be disclosed.

Displayed a Power Point presentation that outlined the purpose of the Public Meeting.

Heather Kauer

Asked Mr. Dennison to explain Mill Bay Waterworks moratorium

**Brian Dennsion** 

Mill Bay Improvement District does not have the capacity to connect further lots to their wells. New developments in the area would need to source their own water. Mill Bay implemented stage 3 water restrictions last summer due to water depletion.

Paul Slade

Seasonal fluctuations are prone to effect the upper zones of wells. Groundwater flows slowly into the ground, the deeper the well the more water stability. The accer 3543 adequate yield is 500 gallons a day (half a gallon a minute) Wells just companion being adequate need further testing.

**Director Marcotte** No shared wells from people's private property?

**Heather Kauer** A shared well is considered a community well and must be licensed.

**Director Marcotte** What if it is temporary?

**Heather Kauer** All shared wells need to be licensed.

Matt Sager Why does a suite need its own meter?

**Brian Dennison** The CVRD would be aware of their use and are charged accordingly. People

use water more carefully with a water metre; it encourages water conservation. If the suite is located inside the building then there is only one

meter. The usage of the secondary suite is a little less.

Mike Tippett With Community sewer and water there is no size limit needed on the land.

Illegal suites have been legalized over the years due to bylaw changes

**Brian Dennison** People don't realize the cost of infrastructure.

Mike Tippett In Shawnigan Lake people draw from the Lake and are supposed to have a

license. How many users actually have a license?

Brian Dennison Less than half.

**Matt Sager** How many approved certified septic fields are in Shawnigan Lake?

**Brian Dennison** A lot of those residences don't get used frequently as they are summer users.

Upgrades are very costly. Onsite sewer systems are not the CVRD's jurisdiction, that is Island Health's mandate. If your own septic tank is reasonable, maintenance is relatively cheap. If your septic system needs upgrades, then people may want to join into community sewer, and a

referendum is required to join into a community sewer system.

Matt Sager Discussion regarding gravel pits and the water table ensued.

Brian Dennison Your proposal is to implement the community plan. And what you would like

to see is a dividend from us for your contribution. Gave scenario regarding

Woodland Shores.

Mike Tippett We look for development that would give us a piece of land for the

community. The key issue in Shawnigan Lake is land space availability.

**Matt Sager** Gave a reference of a German town using sewage for energy.

**Heather Kauer** If Shawnigan Lake was a municipality there would be more flexibility.

Brian Dennison Yes but a lot more taxes are paid in a municipality compared to a regional

district.

**Mike Tippett**Building infrastructure has a very high cost associated with it.

**ADJOURNMENT** Mrs. Kauer thanked the public for attending the Public Meeting.

The Public Meeting closed at 8:10 p.m.

## Amendment purpose:

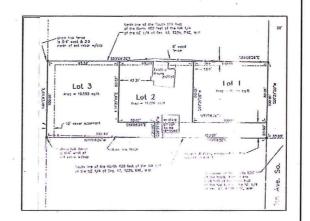
- To ensure that:
  - Every residential lot has a minimum amount of potable water
  - Our bylaw is consistent with Provincial law
  - Our design standards are consistent

## Subdivision Process: Water

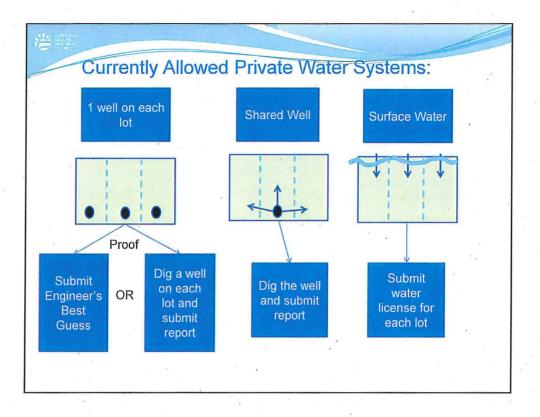
- Subdivision Application to Ministry Of Transportation and Infrastructure (MOTI)
- MOTI sends application to CVRD for review
- CVRD reviews and asks for proof of water prior to final approval
- MOTI issues preliminary approval

Applicant provides "proof" of potable water to CVRD

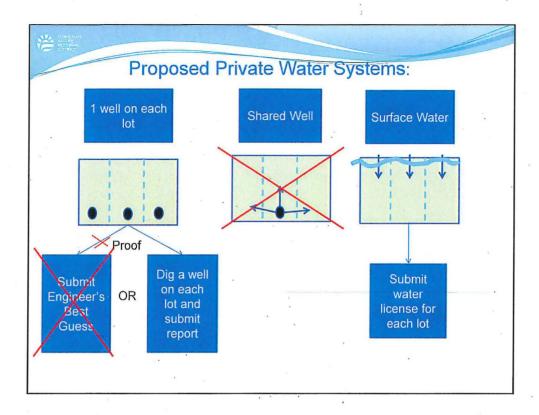
 CVRD tells MOTI condition has been met



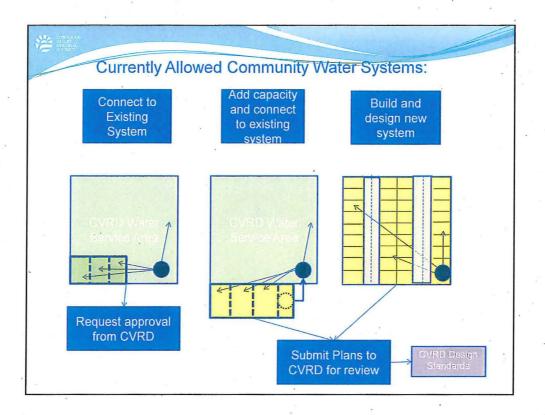
This slide is a summary of our subdivision process. The Ministry of Transportation and Infrastructure is the approval authority for subdivisions so applications go to them. MOTI then sends the applications to us for review to make sure our standards are met or if they can be met with conditions. If water isn't already available, we condition approval on proof of water. Once MOTI gives a preliminary approval, we ask the applicant to provide proof of water.



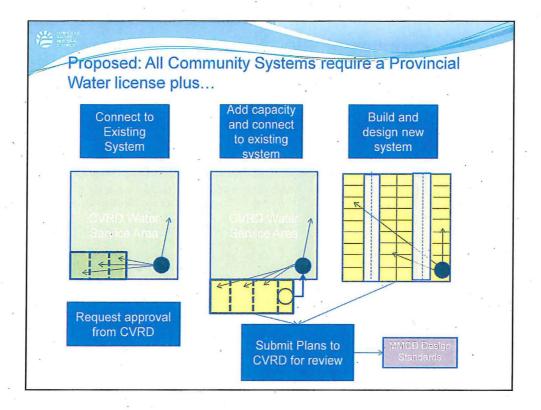
In order to subdivide property you have to provide for potable water. Currently CVRD allows for connection to a Community Water System or the systems you see on this slide. You can have a well on each lot in the subdivision, you can have a shared well for up to four lots, or each lot can get a license from the Province to draw water from a surface water body like a lake. In order to prove that a subdivision can support wells on each lot, the applicant currently either has to dig a well on each potential lot and provide CVRD a report for each well, or the applicant can submit a report from an Engineer who has estimated that each lot will have an adequate supply of water. For a shared well, the well has to be drilled prior to subdivision approval. For a surface water body, a license has to be submitted prior to subdivision approval.



Having seen several subdivision applications come through, CVRD staff have noted that an Engineer's estimate does not always guarantee adequate supply. We've also encountered problems with shared wells, so with the amendment, we're proposing that these two options be eliminated.



For Community Systems, there are three scenarios: the subdivision might already be within the boundaries of a water service area, in which case the applicants simply has to seek confirmation from the Regional District that the land is within the service area. Then there might be a scenario in which the subdivision is adjacent to a water service area, but not currently within it, so the applicant has to apply to be included in the service area. The third scenario is one where the applicant is going to provide a system that will be stand-alone at first but at some point in the future might be dedicated to the Regional District to operate and maintain. Right now the applicant asks CVRD if their plan is generally workable and then we ask them to submit designs for the water system for approval. The current bylaw has a "Schedule A" that details our design requirements.



In the update to the bylaw, we've replaced Schedule A with a reference to the Master Municipal Construction Documents which constitute the new design standard for water systems as well as sewer and drainage.

WELLS DRILLED 20 OR MORE METRES DEEP  WELLS DRILLED LESS THAN 20 METRES DEEP  WELLS DRILLED LESS THAN 20 METRES DEEP  Drilled between June 1st and Oct 31st  WELLS DRILLED LESS THAN 20 METRES DEEP  Drilled between Nov. 1st and May 31st  WELLS DRILLED LESS THAN 10 METRES DEEP  Drilled between Nov. 1st and May 31st  WELLS DRILLED LESS THAN 10 METRES DEEP  Hydrogeologist's report required  MINIMUM WELL YIELD AND TESTING REQUIREMENTS  Wells that yield 4 litres per minute (1 US gpm) or more: Well record is adequate proof of yield No further testing or reporting required  Hydrogeologist's report required  Hydrogeologist's report required		Vell Water Quantity roposed):
WELLS DRILLED 20 OR MORE METRES DEEP  Wells that yield LESS than 4 litres per minute (1 US GPM) Further testing and Hydro-geologist's report required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or reporting required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or reporting required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or report required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or report required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or report required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or report required  Wells that yield 8 litres per minute (2 US gpm) or more: Well record is adequate proof of yield No further testing or report required	DEPTH SPECIFICATION	
WELLS DRILLED LESS THAN 20  METRES DEEP  Drilled between June 1st and Oct 31st  WELLS DRILLED LESS THAN 20  METRES DEEP  Drilled between Nov. 1st and May 31st  WELLS DRILLED LESS THAN 10  Hydrogeologist's report required		Well record is adequate proof of yield No further testing or reporting required Wells that yield LESS than 4 litres per minute (1 US GPM)
METRES DEEP Hydrogeologist's report required  Drilled between Nov. 1st and May 31st  WELLS DRILLED LESS THAN 10  Hydrogeologist's report required	METRES DEEP	Well record is adequate proof of yield
Hydrogeologist's report required	METRES DEEP	Hydrogeologist's report required
	The state of the s	Hydrogeologist's report required

Another addition we are proposing is based on recommendations from professionals in the field who note that the amount of water that comes out when a well is drilled depends on the time of year and the depth of the well.

## Water Quality

- Reference to Drinking Water Protection Act
- Reference to the Vancouver Island Health Authority requirements

## Other Changes:

- Sewer and drainage systems will have to meet MMCD standards
- Update of definitions
- Update of references to Provincial Acts and Ministries
- Language added to be consistent with new changes to Water Sustainability Act

## **Summary of Changes:**

- All community systems require licensing
- No shared wells
- All proposed lots drilled and tested for yield and potability (no guessing)
- Reports dependent on well depth
- All design standards now MMCD
- Update of definitions and references

#### **ATTACHMENT D**



#### COWICHAN VALLEY REGIONAL DISTRICT

#### **BYLAW No. 4072**

A Bylaw For The Purpose of Amending Cowichan Valley Regional District Subdivision Bylaw No. 1215, 1989, applicable to Electoral Areas A, B, C, D, E, F, G, H and I

**WHEREAS** the *Local Government Act*, hereafter referred to as the "*Act*" empowers the Regional Board to adopt and amend subdivision servicing bylaws;

**AND WHEREAS** Section 506 of the Act empowers the Regional Board to establish requirements for the provision of works and services in respect of the subdivision of land;

**AND WHEREAS** the Regional District has adopted a Subdivision Servicing Bylaw for the nine Electoral Areas, that being Subdivision Servicing Bylaw No. 1215;

**AND WHEREAS** the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the Act;

**AND WHEREAS** after the close of the public hearing, the Regional Board considers it advisable to amend Subdivision Servicing Bylaw No. 1215;

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

#### 1. **CITATION**

This bylaw shall be cited for all purposes as "CVRD Bylaw No. 4072, Subdivision Servicing Amendment Bylaw (Proof of Water), 2016".

#### 2. AMENDMENTS

Cowichan Valley Regional District Subdivision Bylaw No. 1215 is hereby amended in the following manner:

a. Section 3.1 is deleted and replaced with the following:

The purpose of this by-law is to establish procedures for the approval of subdivisions, and to establish standards for works and services that are required in respect of the subdivision of land.

b. Section 6.0 SEVERABILITY has been moved to Section 4.0.

- c. Section 4.0 INTERPRETATION is now Section 5.0.
- d. Section 4.1 is now Section 5.1
- e. The definition of "Applicant" is added to Section 5.1 and reads:
  - "Applicant" means an owner who is applying for subdivision approval under this bylaw, and includes an authorized agent acting on the owner's behalf;
- f. The definition of Community Sewer System in the new Section 5.1 is deleted and replaced with the following:
  - "Community Sewer System" means a system of sewerage works or sewage collection, treatment and disposal which is owned, operated and maintained by the Cowichan Valley Regional District, or a municipality incorporated under the *Local Government Act*;
- g. The definition of Community Water System in Section 5.1 is deleted and replaced with the following:
  - "Community water system" means a system of waterworks where the water supplied meets or exceeds the standards for potability under the *Drinking Water Protection Act* and which is owned, operated and maintained by:
    - (a) the Regional District;
    - (b) a municipality;
    - (c) a water utility;
    - (d) an improvement district; or
    - (e) a strata corporation, in the case of a bare land strata subdivision under the *Bare Land Strata Regulations*, B.C. Reg. 75/78, as amended or replaced from time to time.
- h. The definition of "Developer" in Section 5.1 is deleted.
- i. A definition for "Electoral Areas" is added and reads:
  - "Electoral Areas" means Electoral Areas A, B, C, D, E, F, G, H and I of the Cowichan Valley Regional District;
- j. The definition of "Improvement District" in Section 5.1 is deleted and replaced with the following:
  - "Improvement District" means an improvement district as defined under the *Local Government Act*;

- k. The definition of "Medical Health Officer" in Section 5.1 is deleted.
- I. The definition for "MMCD Standards" is added to Section 5.1 and reads:
  - "MMCD Standards" means the Master Municipal Specifications, forming part of the Master Municipal Construction Documents, as adopted or revised from time to time by the Master Municipal Construction Documents Association of British Columbia.
- m. The definition of "Natural Boundary" is deleted from Section 5.1.
- n. The definition of "Owner" is deleted and replaced with the following:
  - "Owner" means a person registered in the records of the Land Title Office as owner of land;
- o. The definition of Potable Water in Section 5.1 is deleted and replaced with the following:
  - "Potable Water" means water that meets or exceeds the standards of potability for domestic water systems under the *Drinking Water Protection Act* and the regulations made under that Act;
- p. A definition for "Professional Engineer" is added to Section 5.1 and reads:
  - "Professional Engineer" means a person who is registered or duly licensed under the provisions of the *BC Engineers and Geoscientists Act;*
- q. A definition for "Professional Geoscientist" is added to Section 5.1 and reads:
  - "Professional Geoscientist" means a person who is registered or duly licensed as such under the provisions of the *BC Engineers and Geoscientists Act*;
- r. A definition for "Qualified Well Driller" is added to Section 5.1 and reads:
  - "Qualified Well Driller" means a Well Installer listed on the Register of Qualified Well Installers in the Province of British Columbia, pursuant to the *Water Sustainability Act* and *Groundwater Protection Regulation*.
- s. A definition for "Qualified Well Pump Installer" is added to Section 5.1 and reads:
  - "Qualified Well Pump Installer" means Well Pump Installer listed on the Register of q Qualified Well Pump Installers in the Province of British Columbia, pursuant to the Water Sustainability Act and Groundwater Protection Regulation.
- t. The definition of "regulations governing sewage disposal" in Section 5.1 is deleted.
- u. The definition for "Serves" in Section 5.1 is deleted.
- v. The definition of "Slip" in Section 5.1 is deleted;
- w. A definition for "Strata Corporation" is added to Section 5.1 and reads:

"strata corporation" means a corporation established under the Strata Property Act;

- x. The definition for "subdivider" in Section 5.1 is deleted.
- y. A definition for "Subdivision Plan" is added to Section 5.1 and reads:
  - "Subdivision Plan" includes a plan consolidating two or more parcels into a single parcel, or making a boundary adjustment between two or more parcels;
- z. A definition for "water utility" is added to Section 5.1 and reads:
  - "Water Utility" has the same meaning as under the Water Utility Act.
- aa. The definition of "Watercourse" in Section 5.1 is deleted.
- bb. A definition for "well construction report" is added to Section 5.1 and reads:
  - "well construction report" means a report required under section 76 of the *Groundwater Protection Regulation* of British Columbia.
- cc. The definition of zone in Section 5.1 is deleted.
- dd. Section 5.0 AUTHORITY-APPROVING OFFICER is now Section 6.0:
- ee. Section 5.0 (a) is now Section 6.1 and reads:
  - 6.1 Subject to the exceptions under section 91(2) of the *Land Title* Act, no land within the electoral areas may be subdivided until the subdivision has received the approval of the Approving Officer.
- ff. Section 5.0 (b) is now Section 6.2 and reads:
  - 6.2 In addition to complying with the requirements of this bylaw, an applicant for subdivision approval must comply with the application procedures and must meet all other subdivision requirements that are established by the Ministry of Transportation and Infrastructure from time to time.
- gg. Section 5.1 is now Section 7.0 APPLICATION FOR SUBDIVISION
- hh. Sections 5.1(a)(b)(c) and (d) are deleted and replaced with the following
  - 7.1 Applications for subdivision shall be submitted to the Approving Officer at the appropriate District Office of the Provincial Ministry of Transportation and Infrastructure.
  - 7.2 Following receipt of one copy of the proposed subdivision plan together with all supporting documentation from the Approving Officer, the Regional District shall advise the Approving Officer, in writing, as to any Regional District requirements or regulations that apply to the proposed subdivision.
- ii. Section 7.0 SUBDIVISION FEES is now Section 8.0.

- jj. The paragraph below the previous Section 7.0 is deleted and replaced with the following:
  - 8.1 Prior to the Regional District deeming subdivision conditions met, the applicant must pay all subdivision fees payable to the Regional District, as prescribed under the Cowichan Valley Regional District Development Application Procedures and Fees Bylaw No. 3275, as amended or replaced from time to time.
- kk. Sections 8.0 through 8.4 are deleted and replaced with the following:

#### 9.0 SERVICES - WATER SUPPLY

- 9.1 An applicant seeking subdivision approval must demonstrate that each new parcel within the proposed subdivision has a supply of potable water in accordance with the requirements of this Bylaw.
- 9.2 The requirement under section 9.1 does not apply to a subdivision application that is limited to boundary adjustments between two or more parcels, where proof of potable water has already been provided for each parcel, and where an occupied dwelling exists on each affected parcel.

#### 10.0 COMMUNITY WATER SYSTEMS

All Community Water Systems are required by the Province to obtain a water license from the Ministry of Forests, Land, and Natural Resource Operations and a Source Approval from Vancouver Island Health Authority.

- 10.1 If an applicant intends to connect the lots to be created by subdivision to an existing community water system, the applicant must provide evidence satisfactory to the Regional District, prior to subdivision approval, that the owner and operator of the community water system accepts the new lots into its service area and has agreed to provide potable water to the lots.
- 10.2 Where the owner wishes to connect the lots to be created by subdivision to a community water system that is owned and operated by the Regional District, the regulations in sections 10.3 to 10.7 apply.

#### 10.3 Design

The design of each portion of the water distribution system within the lands being subdivided, and all works providing a connection to a Regional District water main, must conform to the MMCD Standards applicable to potable water services.

#### 10.4 Submittal

A groundwater supply report prepared by a qualified professional shall be submitted that documents the following:

(a) Study area and nearby well inventory

- (b) Well construction
- (c) Aquifer information
- (d) Well testing details
- (e) Water sampling methods
- (f) Analysis and reporting that includes:
  - i. Assessment of the long-term capacity of the well;
  - ii. Assessment of the potential for well to well interference on neighbouring wells within the well inventory area;
  - iii. Assessment of ground water quality and suitability.

#### 10.5 Approval

All plans and specifications for a water distribution system that is to be constructed within the subdivision, and for the works that will connect that water distribution system to a Regional District water main, must be submitted to the Regional District Engineering Services Department for approval, before the applicant:

- (a) undertakes any construction or installation of the water distribution system;
- (b) establishes any service line connections to any new lot the parcel to be subdivided;
- (c) constructs any works for the purpose of establishing a connection to a Regional District water main.

#### 10.6 Surface Water Source

Where a surface supply of water is to be the source of domestic water for a community water service operated by the Regional District, the applicant must transfer its water license to the Regional District prior to the final approval of the subdivision.

#### 10.7 Ground Water Source

Where groundwater (wells) is to be the source of domestic water for a community water service operated by the Regional District, the applicant must transfer its water license to the Regional District prior to the final approval of the subdivision.

If the applicant does not have a water license for the amount of water required, assurance that a water licence can be obtained must be provided. A hydrogeological study by a qualified professional (engineer or geoscientist with experience in hydrogeology) will be

required to confirm water availability from the proposed source. The hydrogeological study may require a pumping test.

#### 10.8 Water Quality Testing

For any proposed source of water for a community water system, samples of the water shall be tested in a laboratory for all potential contaminants that would otherwise render the water incapable of meeting the standards for potable water under the *Drinking Water Protection Act*. The test results shall be submitted to the Regional District and indicate clearly whether or not the results meet the requirements of the *Drinking Water Protection Act*. In the event that treatment is required to meet this standard, provision of a treatment system to the satisfaction of the CVRD Engineering Services Department shall be a precondition of acceptance of the source of water, and shall be provided prior to subdivision approval.

#### 11.0 PRIVATE WATER SOURCES

11.1 Where a water source other than a community water system is proposed as the source of domestic water to parcels within a subdivision, each parcel must have its own source of potable water in accordance with the regulations in sections 11.2 to 11.5.

#### 11.2 Surface Water Source

All components, including the intake, for a private water system using surface water sources must be located on the same Parcel as the residential Dwelling Unit in respect of which they are required.

#### 11.3 Ground Water Source

Where a groundwater is to be the source of domestic water for a parcel or parcels to be subdivided, a well conforming to the standards set out in the *Groundwater Protection Regulation (Water Sustainability Act)* shall be provided on each parcel. Prior to subdivision approval, a Well Construction Report shall be submitted to the Regional District that indicates that there is a sufficient supply of potable water that has the flow capacity required under section 11.4 for each parcel to be created.

#### 11.4 Required Volume

For each well that has been drilled under section 11.3, the wells on each new parcel shall provide a minimum daily yield of 2,300 litres (600 US Gallons) and be consistent with the following table:

DEPTH SPECIFICATION	MINIMUM WELL YIELD AND TESTING REQUIREMENTS
WELLS DRILLED 20 OR MORE METRES DEEP	Wells that yield 4 litres per minute (1 US gpm) or more:  Well record is adequate proof of yield  No further testing or reporting required

	Wells that yield LESS than 4 litres per minute (1 US GPM): Further testing and Hydro-geologist's report required
WELLS DRILLED LESS THAN 20 METRES DEEP	Wells that yield 8 litres per minute (2 US gpm) or more:  Well record is adequate proof of yield
Drilled between June 1 <sup>st</sup> and Oct 31 <sup>st</sup>	No further testing or reporting required
WELLS DRILLED LESS THAN 20 METRES DEEP Drilled between Nov. 1 <sup>st</sup> and May	Hydrogeologist's report required
31st	
WELLS DRILLED LESS THAN 10 METRES DEEP	Hydrogeologist's report required

#### 11.5 Water Quality Testing

Every separate source of water proposed for a subdivision shall be tested in a laboratory for potential contaminants that would otherwise render the water incapable of meeting the standards of potability that apply to domestic water systems that are regulated under the *Drinking Water Protection Act*. The test results shall be consistent with the Vancouver Island Health Authority Guidelines for the Approval of Water Supply Systems and be submitted to the Regional District.

In the event that treatment is required to meet this standard, provision of a treatment system shall be a requirement of the subdivision approval. Where a treatment system cannot be installed on a proposed parcel until a building or structure is built, the applicant shall register a covenant on the parcel(s) whose water supply will require treatment, under which occupancy and use of any building constructed will not be permitted until such time as the treatment system has been installed and is in satisfactory operating condition.

#### 12.0 SHARED WATER SOURCES

- 12.1 Other than a community water system, no parcel proposed to be created by subdivision shall share a source of potable water with another parcel through any kind of distribution system, whether the source is surface water or ground water.
- II. Section 8.5 is deleted and replaced with the following:

#### 13.0 <u>SERVICES – SEWAGE DISPOSAL</u>

#### 13.1 Community Sewer System

Where a parcel proposed to be created by subdivision is within an area served by a community sewer system, or requires community sewer service in order to meet minimum parcel size requirements specified in a zoning bylaw, the costs of connecting to the community sewer system shall be borne by the applicant, and the specifications shall be submitted to CVRD Engineering Services Department for approval, using the MMCD Standards as the standards and specifications.

#### 13.2 Drawings

#### (a) General:

Drawings must be clear and legible and drawn to a scale which will permit all necessary information to be plainly shown. The maximum size shall be 75 cm by 100 cm over all. Without limiting the generality of the foregoing the preferred scales are as follows:

Key Plans 1:5,000 Plan Views: 1:500 Profiles: 1:50 (vertical)

Where the topography is such that the above scales are inappropriate other scales of the same ration may be used.

Drawings must show the name of the project, scale in meters, north point, engineer's name and designation, his signature and imprint of his or her registration seal. The drawings must include such plan views elevations sections and supplementary views which taken together with any specifications provide adequate working information for the construction of the works. In general, the details required by the Waste Management Branch, Ministry of Environment, Province of British Columbia, in the 1980 edition of "Guidelines for Assessing Sewage Collection Facilities" shall be followed.

Three copies of each design drawing are to be submitted to the Operations Manager for approval prior to construction. One set will be returned with the approval documents.

#### Revisions to Approved Plans:

Application for revision to approved plans during construction shall be submitted in sufficient time for decision to be made. Minor changes not affecting capacities flows or operation will be permitted during construction without approval provided that notification is made at the earliest opportunity to the Operations Manager.

#### "As Constructed" Plans:

Within sixty days of the comp0letion of a project, plans showing the works as installed shall be submitted to the Cowichan valley Regional District. The plans, in conformity with requirements for design drawings, shall consists of one set of mylar copies and one set of paper prints all marked "as constructed." Service connection cards will be provided by Cowichan Valley Regional District for completion by the Developer's engineer.

#### 13.3 Operation and Maintenance

#### General

The Developer shall maintain the works for a period of one year from the date of completion of the system established by the Operations Manager. This maintenance shall related to all matters affecting the installation of the works. Should the works include lift stations, the day to day running and payment of energy accounts will be undertaken by the Cowichan Valley Regional District from the time of acceptance by the Operations Manager.

#### Manhole Kevs

One set of manhole keys shall be provided to the Cowichan Valley Regional District

to fit the style of manhole cover utilized on the project.

#### Final Acceptance:

Upon the expiration of the one year maintenance period referred to in section 8.01 of this specification a final inspection shall be made by the Operations Manager. Any deficiencies noted at that inspection shall be rectified within thirty days. Following completion of any rectification works the system shall be certified as maintainable at public expense by the Operations Manager.

#### Private Sewage System

13.4 Where a parcel proposed to be created by subdivision is not within an area served by a Regional District community sewer system, and does not require connection to a community sewer service in order to meet minimum parcel sizes specified in a zoning bylaw, each parcel must be serviced by a sewage treatment and disposal system that is designed, built and operated in accordance with the Sewerage System Regulation under the Public Health Act.

mm. Sections 8.6 through 8.8 are deleted and replaced with the following:

#### 14.0 SERVICES - DRAINAGE

- 14.1 Each parcel of land created by subdivision must be serviced by a drainage collection and disposal system that is designed and constructed in accordance with the standards of the MMCD.
- 14.2 In determining whether the design of any drainage collection and disposal system for a proposed subdivision is adequate to provide satisfactory drainage, the Regional District may require:
- a) an engineering study (sealed by a professional engineer) to determine:
  - the drainage characteristics of the site;
     the drainage characteristics on-site retention/storage; overland flow;
     channel capacity and volume/storage; and storage retention and routing;
  - ii) design options including on-site retention/storage; overland flow; channel capacity and volume/storage; and storage retention and routing;
  - iii) impact of eventual discharge of the water from the subdivision;
  - iv) environmental and physical impacts;
- b) on-site retention and storage facilities;
- c) the channel capacity of the system given the volume and storage capacity.
- 14.3 The applicant must provide a copy of the approved plans for design of the drainage collection system, as approved, by the Regional District, to the Approving Officer.
- nn. Schedules A and B to Bylaw 1215 are deleted in their entirety

#### 3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

Chairperson		Corporat	e Secretary
ADOPTED this		day of	, 2016.
READ A THIRD TIME this		day of	, 2016.
READ A SECOND TIME this	<u>14th</u>	day of	December, 2016.
READ A FIRST TIME this	<u>14th</u>	day of	December, 2016.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 6, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

From: Parks & Trails Division

Planning & Development Department

SUBJECT: Cowichan Valley Trail – Ida Road Trail Access Permit to Construct

Application

FILE:

#### Purpose/Introduction

The purpose of this report is to seek direction to submit a "Permit to Construct" application to the BC Ministry of Transportation and Infrastructure for developing a trail between the Ida Road Cowichan Valley Trail Access Corridor and West Shawnigan Lake Road within the West Shawnigan Lake Road right of way.

#### RECOMMENDED RESOLUTION

That it be recommended to the Board that a Permit to Construct with the Province of British Columbia be approved for the Cowichan Valley Trail – Ida Road Public Trail Access within the West Shawnigan Lake Road right of way.

#### **BACKGROUND**

In the West Shawnigan Lake area, residents in the neighborhood served by Butler Road, Ida Road, and Millicent Avenue have historically been afforded access to the Cowichan Valley Trail via a trail west of Butler Road. This access was likely established near the beginning of the Cowichan Valley Trail initiative in the late 1990s, though no record can be found of its construction.

In the fall of 2016, this historical access was determined to be located on private property. Since that time, alternative access points in the vicinity have been assessed, with a CVRD trail corridor west of Ida Road being selected for development.

Ida Road provides a safe crossing point for the public over West Shawnigan Lake Road, is centrally located in the neighborhood, and contains no impediments to construction of the trail. The trail will be a CVRD Type 2 – Community Pathway with a natural surface material and will support pedestrians, equestrians, and cyclists.

#### **ANALYSIS**

In order to construct the Cowichan Valley Trail public access trail at Ida Road, the CVRD must submit an application to the BC Ministry of Transportation for a Permit to Construct that applies to the intersection of the trail with West Shawnigan Lake Road and construction of trail and associated amenities within the road right of way.

#### **FINANCIAL CONSIDERATIONS**

There are no administrative or other fees associated with this Permit to Construct application. Construction of the new trail within the Ida Road right of way is estimated in the order of \$15,000. Funding to construct the trail connection would be through the Electoral Area B Community Parks function, as the trail would be part of the electoral area community trail network.

Page 2

COMMUNICATION CONSIDERATIONS	
N/A	
STRATEGIC/BUSINESS PLAN CONSIDERAT	rions
N/A	
Referred to (upon completion):	
Recreation, Arts & Culture, Public of Corporate Services (Finance,  ☐ Engineering Services (Environ Management)	Human Resources, Legislative Services, Information Technology) nmental Services, Recycling & Waste Management, Water ervices (Community & Regional Planning, Development Services,
Prepared by:  Dan/Brown Parks Planning Technician (Trails)	Brian Farquhar Manager
	Ross Blackwell, MCIP, RPP, A.Ag. General Manager

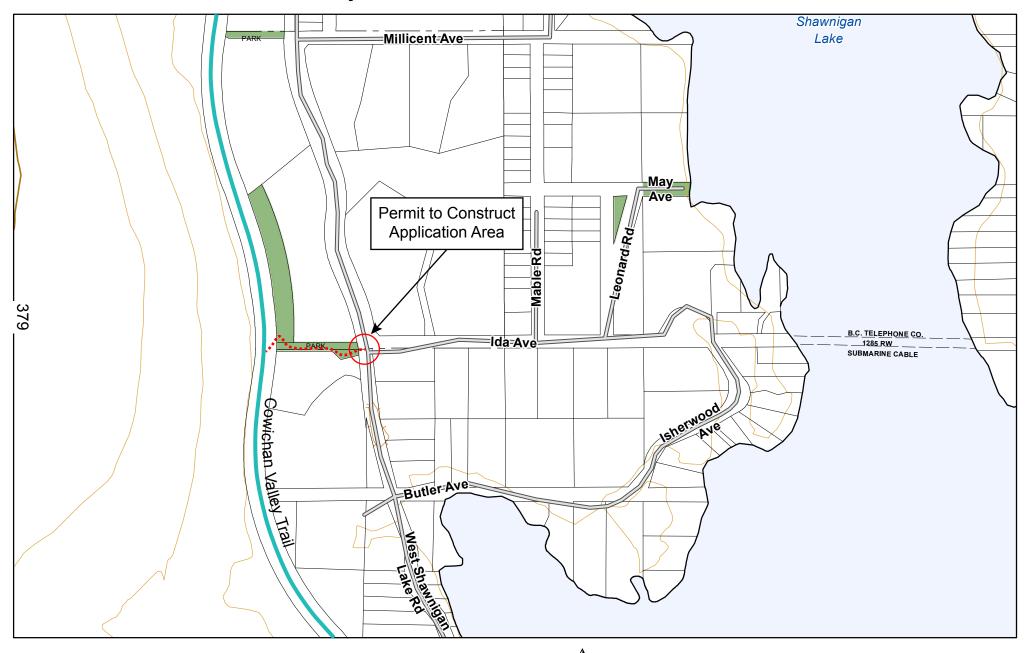
#### **ATTACHMENTS:**

Attachment A - Cowichan Valley Trail - Ida Road Trail Access

## **CVRD**

### **ATTACHMENT A**

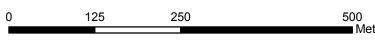
### Cowichan Valley Trail - Ida Road Trail Access



Proposed Trail

Cowichan Valley Trail









# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 6, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Parks & Trails Division

Planning & Development Department

SUBJECT: Fisher Road Park Traffic Safety Engineering Assessment

FILE:

#### Purpose/Introduction

The purpose of this report is to provide the results of the Fisher Road Park traffic safety and technical solutions assessment completed by NovaTrans Engineering Inc.

#### RECOMMENDED RESOLUTION

That a meeting be organized with relevant stakeholders including School District No. 79, the Ecole Cobble Hill PAC and Ministry of Transportation and Infrastructure to review the findings and recommendations of the Fisher Road Park traffic safety and technical solutions engineering assessment.

#### **BACKGROUND**

At the prior direction of the Electoral Area Services Committee, NovaTrans Engineering Inc. of Victoria was retained to provide a high-level traffic operations and safety analysis of Fisher Road in the vicinity of Fisher Road Park as related to informal use of the park by students for access to Ecole Cobble Hill Elementary.

#### **ANALYSIS**

The traffic engineering assessment included a review of road safety and design technical standards as related to the section of Fisher Road in the vicinity of the park as well as site visits to undertake visual observations of the patterns of vehicle use of the road and unpaved shoulders related to morning drop-off and afternoon pick-up of students attending the school (see attachment). The outcomes of the assessment noted that there were illegal or generally unsafe manoeuvers observed on the part of drivers who were dropping-off or picking up students on Fisher Road next to Fisher Road Park, but the low traffic speeds and longer gaps in traffic separation of vehicles on Fisher Road were mitigating the safety risks of the observed driving habits. Several recommendations are made in the report to address both observed driver habits and the competition for public space within the public road right-of way in the vicinity of Fisher Road Park, inclusive of:

- Consideration by the Ministry of Transportation and Infrastructure to install No U-Turn signage on Fisher Road just to the east of the informal pathway through the park;
- Consideration by the School District to inform parents about the availability of a U-Turn location to the east of the park near the mailboxes and the dangers of backing out onto Fisher Road from the road shoulder.
- Consideration by the Ministry of Transportation and Infrastructure to work with the
  commercial business owner to the west of the park to replace privately installed "No
  Parking" signs with approved signage denoting approved access points to the commercial
  property and the removal of a built-up berm within the road right-of-way that impedes
  public use of this space for parking.

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#### **FINANCIAL CONSIDERATIONS**

The cost to complete the traffic engineering assessment at the direction of the Committee was \$5,840 (excluding GST) and was funded through the 2016 budget for Electoral Area C (Cobble Hill) Community Parks. There would be additional costs for the consulting traffic engineer to attend a meeting with relevant stakeholders to review the findings and conclusions of the traffic safety engineering assessment report.

#### **COMMUNICATION CONSIDERATIONS**

A meeting should be organized with relevant stakeholders inclusive of School District No. 79, the Ecole Cobble Hill PAC and the Ministry of Transportation and Infrastructure to review the findings of the assessment. The consulting engineer from NovaTrans Engineering would be included in this meeting to present the study findings and recommendations and respond to questions.

STRATEGIC/BUSINESS PLAN CONSIDE	RATIONS
N/A	
Referred to (upon completion):	
Recreation, Arts & Culture, Pu	nd Savings Centre, Cowichan Lake Recreation, South Cowichan blic Safety, Facilities & Transit)
•	nce, Human Resources, Legislative Services, Information Technology)
☐ Engineering Services (En Management)	vironmental Services, Recycling & Waste Management, Water
	Services (Community & Regional Planning, Development Services, onomic Development, Parks & Trails)
☐ Strategic Services	,
Prepared by:	Reviewed by:
Brun The	
Brian Farquhar	Not Applicable
Manager	Not Applicable
	Ross Blackwell, MCIP, RPP, A.Ag.
	General Manager

#### **ATTACHMENTS:**

Attachment A – Fisher Road – Use of Access Trail to Ecole Cobble Hill Elementary Report

### NovaTrans Engineering Inc.

Innovative Transportation Solutions

4301 Columbia Drive Victoria, B.C. V8N 3H9 Phone: (250) 881 7565 E-Mail: marcog@novatrans.ca

6 February 2017

Our File No.: N-195 Fisher Road

Your File No.:

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

Attn: Brian Farquhar, Manager, Parks and Trails

RE: Fisher Road – Use of Access Trail to Ecole Cobble Hill

Dear Mr. Farquhar:

Please find below a short letter report documenting the results of our findings with regard to the use of the public road right-of-way and roadway shoulders on Fisher Road in the proximity of the access trail to Ecole Cobble Hill.

#### **Background**

NovaTrans Engineering Inc. was engaged by the Cowichan Valley Regional District (CVRD) to review the use of the public road right-of-way and roadway shoulders on Fisher Road in the proximity of the access trail to Ecole Cobble Hill. The roadway shoulders, in particular, are frequently used as a drop-off, stopping and parking area by parents of the students of the Ecole Cobble Hill who gain access to the school grounds via the informal trail between Fisher Road and the north-west corner of the school grounds (Figure 1). There is also some conflict with the existing commercial and industrial properties on Fisher Road in the vicinity of the drop-off point, in particular the commercial property to the west of the access trail. Fisher Road is within an unincorporated area within the CVRD and is therefore under the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI). This study is intended to be an early assessment of the situation and is not intended to result in a thorough investigation of all options and alternatives. If required, this will be covered in further studies although some recommendations on what might be done at the locations in question may be provided.

#### **Existing Conditions**

Figure 1: Fisher Road: Area Keyplan provides a view of the various points of interest for the project. In the centre of the aerial photo is the informal pathway across the CVRD's small park property that leads to the Ecole Cobble Hill (Figure 2). It includes a short area with a shoulder wide enough to provide a parallel stopping area. To the north and east is a commercial property identified as Eastside Commercial Area bordering the pathway property (Fig. 3). It includes a short area with a shoulder wide enough to provide some angle parking with vehicles generally backing into the shoulder area but occasionally backing onto the road on exit. The commercial area itself is accessed via a private intersection approximately 80 m. to the north of the pathway entrance (Fig 4). This intersection is sometimes used as a U-turn area for vehicles from the west wanting to return to the west. North of this is a community mailbox which also contains a turnaround (U-turn) location (Fig. 5). Finally, to the north and east of this is the intersection with the Trans Canada Highway which is signalized. To the west and south is the other adjoining commercial area identified as the Westside Commercial Area (Fig 5). This commercial property is accessed via a primary access point towards the west edge and occasionally a secondary access point at the east edge of the property. As a result of the location of the roadway within the Right of Way

in the curve, this property contains a fairly generous frontage shoulder area. This area is used by both the West Commercial Business Owner as access to the card reader for the primary gate as well as occasionally by the trail users including parents during the drop off and pick up period. A little farther to the west is an access point to another property which is located on the inside edge of one of the many curves along Fisher Road.

Figure 1: Fisher Road: Area Keyplan



Figure 2: Fisher Road: Trail Access Frontage



Figure 3: Fisher Road: Fisher Road: East Commercial Frontage



Figure 4: Fisher Road: East Commercial Access



Figure 5: Fisher Road: West Commercial Frontage



#### **Traffic Operations**

An on-site traffic and safety survey was initially carried out on Thursday October 26, 2016. As the afternoon portion of the survey missed the early 2:15 school pick-up time a follow up survey was carried out for this time period. The follow-up survey was carried out on Thursday November 3, 2016. The results of the survey are presented in Table 1. The Westbound and Eastbound Through movements (WB Th and EB Th) refer to the through traffic travelling westbound and eastbound on the roadway and not stopping at the access trail location. The Westbound In and Out (WB In and WB Out) refer to traffic arriving westbound from the east and turning into the trail access area and turning out of the trail access area to proceed westbound to the west. The Eastbound In and Out (EB In and EB Out) refer to traffic arriving eastbound from the west and turning into the trail access area and turning out of the trail access area to proceed eastbound to the east. The Ins and Outs don't match for each direction because some traffic will continue on in the direction of their arrival and some will go back from where they came from. However, the In and Out Totals do match except for one vehicle that remained within the trail access area at the end of the Thursday survey.

A video was also provided by the CVRD, which had been given to the CVRD by a third party and not dated. Traffic volumes during this period were observed to be considerably higher than those measured in the October / November surveys. It is assumed that traffic volumes along Fisher Road are more seasonal than is typical for rural type roadways. It is hypothesized that this is likely due to seasonal variations at the Recycling Depot. The Depot was contacted and the dispatch confirmed that traffic is heavier in the late spring early summer as a result of local garden preparation. The late spring period would likely be consistent with the video taken as school was still in session. The heavier volumes recorded from the video were used for analysis purposes.

Table 1: Operational and Safety Survey

Day	Date	Time	Traffic Volume (Veh/Hr)					Comments	
_			WB Th	WB In	WB Out	EB Th	EB In	EB Out	
Wednesday	26-Oct	7:45	22	0	0	11	1	1	
		8:00	10	0	1	16	3	2	
		8:15	17	1	0	22	1	2	1 U-turn
		8:30	13	0	2	19	2	0	2 U-turns; 1 on road
		8:45	24	0	0	20	0	0	
		Peak Hour	62	1	3	68	7	5	Peak School
		Peak Hour	64	1	3	77	6	4	Peak Background
Wednesday	26-Oct	11:45	25	0	0	22	0	0	
		12:00	26	0	0	27	0	0	
		12:15	13	0	0	22	0	0	
		12:30	20	0	0	22	0	0	
		Peak Hour	84	0	0	93	0	0	Peak School
Wednesday	26-Oct	2:45	15	0	0	29	0	0	
		3:00	22	0	0	24	0	0	
		3:15	12	0	0	26	0	0	
		3:30	24	0	0	32	0	0	
		Peak Hour	73	0	0	111	0	0	Peak School
		0.00	22			0.4			Lana
Thursday	03-Nov	2:00	28	3	0	24	1	0	1 U-turn on road
		2;15	28	2	1	24	0	4	1 U-turn;
			110			40			1 back onto road
		Peak Hour	112	7	1	48	1	6	Peak School
Date	1	2:00	41	4	4	61	5	5	10 minutes; 3 U-
Unknown		2.00	71	4	+	O1		3	turns, 1 back onto
OTIKTIOWIT									road
_		Peak Hour	246	9	9	366	12	12	Peak School

The traffic volumes counts along Fisher Road taken during October / November were fairly low generally being lower than 120 vehicles per hour (vph), or two vehicles per minute for each of the through directions. The number of drop-offs and pick-ups was also very low at 7 In and Out in the morning and 8 In / 7 Out in the afternoon. The counts extracted from the undated video were higher with an hourly equivalent of 366 for the eastbound through and 246 for the westbound through. Trail access pick-up and drop-offs were also higher at 21 In and Out.

Traffic operations analyses are based on the difficulty that access point traffic has in turning onto and off of the local roadway as a result of the availability of adequate gaps. The most difficult turn is the left turn from an access point onto the local roadway because the turning vehicle will need to account for traffic arriving from both directions and merge into traffic arriving from the far lane. In this case that would be the westbound out movement turning left into the westbound lane. The "typical" analysis with the objective of determining the availability of adequate gaps in the traffic stream was carried out with the results presented in Table 2: Traffic Operations. As mentioned this was done using the heavier traffic flows extracted from the undated video as well as for a 50% increase over this number, carried out as a sensitivity. The results show that for the number of vehicles counted an adequate number of gaps are available with results in the good (actual) to average (maximum sensitivity) range. In fact, because of the "platooning" of traffic from the upstream traffic signal even longer gaps are available.

Table 2: Traffic Operations

Scenario	Traffic Volume (Veh/Hr)				LoS*	Delay
	WBTh	EBTh	WB In/Out	EB In/Out		(sec/veh)
Hi Vol: 50 kmh	250	400	9	12	В	12.5
Max Vol: 50 kmh	375	600	14	18	С	17.4

<sup>\*</sup> Level of Service

**Two Way Stop Controlled Intersections** 

LoS	Delay	Operations
	(sec/veh)	
Α	0 - 10	Excellent
В	> 10 - 15	Good
С	> 15 - 25	Average
D	> 25 - 35	Marginal
Е	> 35 - 50	Poor
F	> 50	Very Poor

However, the trail access point is not a typical perpendicular driveway or roadway access. Users either parallel park in front of the trail access or angle park in the wide shoulders in front of the east or west commercial frontages. The parallel parking directly in front of the trail occurs on a fairly wide shoulder of adequate width that vehicles can stop off of the travelled portion of the roadway (Figure 6). In general school children, will exit from the passenger door directly onto the pathway and are therefore not in conflict with through vehicles on the travelled portion of the roadway.

The majority of the users merged into the eastbound lane from a parallel parking position presumably then either continuing on eastbound or making a safe U-turn elsewhere. As this movement involves one lane only, the eastbound lane, the availability of gaps is high for this movement. A smaller number of users were seen to carry out a number of illegal or less safe manouevres. These included: 1) U-turn movements directly from the parallel parked position, these are illegal movement across a centre line marking, and 2) backing from an angle parked position, usually in front of the east commercial frontage, onto the roadway before proceeding eastwards.

As the area in question is on the outside of the curve, the visibility in both directions is fairly good. To the west (Figure 7) visibility is back towards the far edge of the west commercial property where there is a hump in the roadway with visibility estimated at about 85 m. To the east (Figure 8) visibility is to just beyond the next access past the east commercial access point, again a distance of about 85 m. In addition movement forward along the shoulder by the merging vehicle helps to provide progressively better visibility.

Figure 6: Adequate space for Parallel Parking in Front of Trail Entrance



Figure 7: Fisher Road: Visibility to the West



Figure 8: Fisher Road: Visibility to the East



## Safety

Safety statistics for Fisher Road were requested from the MoTI which, in turn, requested them directly from ICBC. Unfortunately, ICBC advised that the requested statistics will not be available for a number of months. MoTI personnel confirmed that they had no knowledge of any specific safety difficulties at this location. As mentioned previously, a number of illegal or generally unsafe manouevres were observed on the part of the school access pick-up and drop-offs. Again, these were 1) U-turn movements directly from the parallel parked position, these are illegal movement across a centre line marking, and 2) backing from an angle parked position, usually in front of the east commercial frontage, onto the roadway before proceeding eastwards. Although these are generally viewed as unsafe manouevres there are some circumstances which are likely to mitigate the safety.

Travel speeds along this specific stretch were observed to be fairly slow. This is likely as a result of the relatively tight curves along this section of roadway. In fact, a short and informal speed survey was carried out at the time of the traffic volume count. During the calibration of the speed survey the driver was uncomfortable driving the passenger over a speed of 55 kilometres per hour (kmh). With a truck this discomfort would occur at an even slower speed. The results of the speed survey found vehicles typically travelling in the 45 kmh range.

The ready availability of adequate gaps also makes a big difference to the decision on how much risk to take; this involves the decision to wait for an adequate gap or accept a riskier smaller one. In fact, the proximity of the traffic signal and the occurrence of slower moving heavy vehicles tends to create platoons of vehicles typically followed by very large gaps in traffic providing plenty of time to carry out a movement.

Consistency with elements along the rest of the roadway is important as consistency affects the expectations of the drivers and the relative attentiveness, speed etc. As a local, low volume, rural roadway the design contains many features which would not be allowed on higher order roadways. An example of this is the access driveway to the west positioned on the inside of the curve. This driveway would have sight lines far below the 85 m. sight lines available at the trail access location, making a left turn out, for example, far more treacherous than the movements observed at the trail access location.

As mentioned earlier, the geometry of the off-road areas are generally fairly generous with vehicles able to stop and pick up or drop off well off of the travelled portion of the roadway with only a limited number of manouevres using the roadway itself.

Finally, low volumes on both the local roadway as well as extremely low access volumes will strongly influence the safety of the site relative to other locations. The amount of exposure that vehicles have other vehicle depends on the probability of interaction with other vehicles and lower traffic volumes reduces this exposure somewhat.

Consequently, although the movements described are not ideal, they are probably fairly consistent with other movements made along this roadway and are not likely to cause a significant safety concern. This does not mean that there is no possibility of an incident occurring, and if possible some measures might be taken to address these but they do not appear to be a major concern. There are many other locations in the roadway network that have actual poor safety records that would be far more important to address. As a result, our recommendations would be as follows:

## U-Turn:

- MoTI can consider placement of a No U-Turn sign just to the east of the access trailhead;
- The school can be informed that a safe U-Turn location is available at the community mailbox location and could publicize this, maybe in a start of the year newsletter. This may however cause the trail to be used more with consequent higher volume;

## Back Onto Road:

• The school can be informed of this and could publicize the fact that it is a potentially dangerous manouevre requesting use of the shoulder instead, again in the newsletter. Again, this may however cause the trail to be used more with consequent higher volume;

## **Competition for Public Space**

It appears that the genesis of the concerns here are not an actual safety difficulty but competition for public space. The owner of the westside commercial property at 1334 Fisher Road, South Cowichan Storage, clearly feels a sense of ownership over the public space within the road right of way fronting his property. This often occurs, typically in residential areas, where land owners view the public roadway area in front of their residence as "their" parking. In fact, this is not the case, public right of way belongs equally to all users.

The adjacent commercial land owner desires the exclusive use of this public land for a stopping area for vehicles accessing his site and has, in fact, set up an external card reader used to open the gate to his gated facility facing the outside of his facility. The reader can be seen in Figure 9 between the primary gate and the Portable Toilet. Referring back to Figure 1, this card reader is at a distance of about 40 m. from the path and over 30 m. from the east edge of the commercial property. Vehicles entering the site were seen to cross into the site at the east corner and pull up to the card reader parallel to the frontage, exit the vehicle, open the gate using the external card reader and then turn into the site from the stopping area along the frontage. In fact, the crossing movement into the site itself, not being a traditional stop and left turn, can be considered as one of the unusual movements and less safe movements that frequently occur on lower order, lower volume roadways.

As mentioned previously, the trail access pick up and drop off users observed most typically pull in parallel to the roadway and in front of the trail access point. It is unclear how this would have any effect on the commercial owner's desired use. Some users also park in an angle fashion in front of the east commercial frontage, again it is unclear how this would have any effect on the commercial owner's desired use. One user was observed to have angle parked in front of the rocks at the far east end of the west commercial frontage. This was not observed to block the secondary access gate, for which the commercial owner has only a temporary 1-year permit, and again it is unclear how this would have any effect on the owner's desired use. In discussions with the owner, the owner mentioned the use of this area for overflow parking for the school during events. An attempt was made to view this as a part of a Halloween event but in fact no such event occurred. This situation would likely affect the use of the card reader.





The owner has improperly taken a certain amount of ownership over this public land in numerous ways as follows (Figure 9):

- Implemented the external card reader as discussed above. A more traditional configuration, which would accommodate the more typical left turn off of Fisher Road, would have an indented entranceway allowing for the maximum length of site vehicles to Stop off of, and perpendicular to, the roadway with the card reader on the left perpendicular to the roadway.
- Placed his own "No Parking" signs along the fence-line. The Province have sole authority over signing for this public right-of-way. The owner claims to have had some difficulties with the blockage of the driveway entrance to his facility. If this is the case then the appropriate mechanism for addressing this would be for the Province to install, or allow to be installed, No Parking signs with arrows on either side of the permitted primary access point. The owner should be asked to remove the signs;
- Created a small berm between the two access points, probably in order to discourage parking.
  Again, the Province has discretion over this wide portion of frontage. This wide frontage has a
  width of approximately 9 m. which should be sufficient for angled parking and a backup area
  outside of the roadway should the Province choose to provide this.

### **Conclusions and Recommendations**

A high-level traffic operations and safety analysis was carried out for the pick-up and drop-off of students at the Ecole Cobble Hill. This involves stopping and parking of vehicles in the proximity of the access trail trailhead on Fisher Road. Traffic volume counts and on-site observations were carried out.

A number of illegal or generally unsafe manouevres were observed on the part of the school access pickup and drop-offs. These were 1) U-turn movements directly from the parallel parked position, these are illegal movement across a centre line marking, and 2) backing from an angle parked position, usually in front of the east commercial frontage, onto the roadway before proceeding eastwards.

Although these are generally viewed as unsafe manouevres there were a number of site specific circumstances which serve to mitigate the safety aspects. These included 1) low traffic speeds, 2) the ready availability of many longer gaps in the traffic flow, 3) consistency with design and operations along other portions of the same roadway, 4) adequate shoulder widths for stopping off of the travelled roadway and 5) low roadway and stopping/parking volumes. Consequently the following recommendations are made:

#### Vehicle U-Turn:

- MoTI can consider placement of a No U-Turn sign just to the east of the access trailhead;
- The school can be informed that a safe U-Turn location is available at the community mailbox location and could publicize this, maybe in a start of the year newsletter. This may however cause the trail to be used more with consequent higher volume;

## Vehicle Back Onto Road:

The school can be informed of this and could publicize the fact that it is a potentially dangerous
manouevre requesting use of the shoulder instead, again in the newsletter. Again, this may
however cause the trail to be used more with consequent higher volume;

It appears that the genesis of the concerns here are not an actual safety difficulty but competition for public space. The owner of the westside commercial property at 1334 Fisher Road, South Cowichan Storage, clearly feels a sense of ownership over the public space within the road right of way fronting his property. The owner has improperly taken a certain amount of ownership over this public land in numerous ways as follows:

- Implemented an external card reader;
- Placed his own "No Parking" signs along the fence-line. The Province should ask that these be removed and if necessary install, or allow to be installed, No Parking signs with arrows on either side of the permitted primary access point;
- Created a small berm between the two access points. At its discretion that Province could ask
  that the area be flattened or if deemed necessary angled parking and a backup area outside of
  the roadway could be provided.

Should you have any questions regarding the information provided please feel free to contact me directly at (250) 881 7565.

Sincerely,

NovaTrans Engineering Inc.

Marco Guarnaschelli, M.Eng., P.Eng.

M. Guamaschell.

President



## STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Development Services Division

Planning & Development Department

**SUBJECT:** Fencing Requirement for Phase 3 of Inwood Creek Estates

FILE: 04-E-10SA (Inwood Creek Estates)

## Purpose/Introduction

The purpose of this report is to seek authorization to use security held by the CVRD for completing an unfulfilled development condition.

## RECOMMENDED RESOLUTION

That staff be directed to use security provided by the developer of Phase 3 of Inwood Creek Estates for park boundary fencing to reimburse individual lot owners as outlined in the Development Services Division Manager's report of February 3, 2017.

## **BACKGROUND**

Phases 2 and 3 of Inwood Creek Estates was rezoned in 2010 to allow the development of 41 rural residential lots. To secure commitments made by the developer during the rezoning process, a covenant was registered against the subject lands that, among other things, required the developer to install fencing along park and conservation land boundaries. The fencing has been installed for Phase 2, but Phase 3 fencing remains incomplete.

The covenant that secured the fencing commitment required it to be installed prior to registration of the subdivision. However, because a request by the developer to be released from the fencing requirement was being processed at the time the Phase 3 subdivision was about to be registered, security for the fencing commitment was accepted as an alternative to installing the fencing prior to subdivision. As a result, the CVRD presently holds \$31,921 in security for Phase 3 fencing.

The developer's request to be released from the fencing commitment was denied by the CVRD Board on May 11, 2016. Staff have attempted to contact the developer a number of times since the May 11, 2016 Board meeting regarding his intention to complete the fencing but have had no response. A letter dated January 16, 2017, was sent to the developer advising that staff would be seeking authorization from the Board to draw on the security and use it to complete all or part of the fencing. No response was received.

Staff regularly receives enquiries from residents of Inwood Creek Estates asking when the Phase 3 fencing will be completed.

## **ANALYSIS**

If the fencing had been installed prior to subdivision, staff would simply confirm that the work had been completed prior to signing-off on the subdivision. By having deferred the fencing requirement until after the subdivision has been registered, the CVRD no longer has an effective way of requiring the developer to complete the work. However, the fencing security was taken with the intention of using it to complete the fencing should the developer default on the commitment, and is available for that purpose. As staff has been unsuccessful in getting the

Page 2

developer to complete the fencing, it is recommended that the security be drawn-on and used to fund completion of all or part of the park boundary fence.

The approach staff are recommending is intended to allow the fencing to be completed without the CVRD incurring high administration costs and in a way that allows the available security to be distributed equitably among the lot owners based on the amount of park boundary that each of the respective lot owners has. It should be noted that the proposed approach will not guarantee completion of the entire park boundary fence, and relies on the individual lot owners completing the fencing on their property in order to receive a re-imbursement of approximately \$14 per metre of installed fencing. The proposed approach involves:

- Letters sent to 15 lot owners advising them of the offer
- Fencing to be post and page wire with a minimum height of 1.52 metres unless otherwise approve by the Parks and Trails Division Manager;
- Fencing to be located on the private lot side of the park boundary;
- Lot owners to be reimbursed at \$14 per linear metre upon confirmation by CVRD staff;
- Offer of re-imbursement valid for 3 years from letter of offer.

An alternative approach would be for the CVRD to hire a fencing contractor to complete the work. This approach is not recommended because of the logistics and expense involved with dealing with 15 lot owners. It is also likely that the funding currently available would not be enough to allow the entire 2275 metre park boundary to be fenced if done under a single contract.

## **FINANCIAL CONSIDERATIONS**

Staff resources required to administer disbursement of security.

## **COMMUNICATION CONSIDERATIONS**

☐ Strategic Services

Direct communications with Phase 3 lot owners will be required.

Direct com	Direct communications with Friase 3 lot owners will be required.						
STRATEGIC	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)						

Prepared by:

Rob Conway, MCIP, RPP

Manager

Reviewed by:

Not Applicable

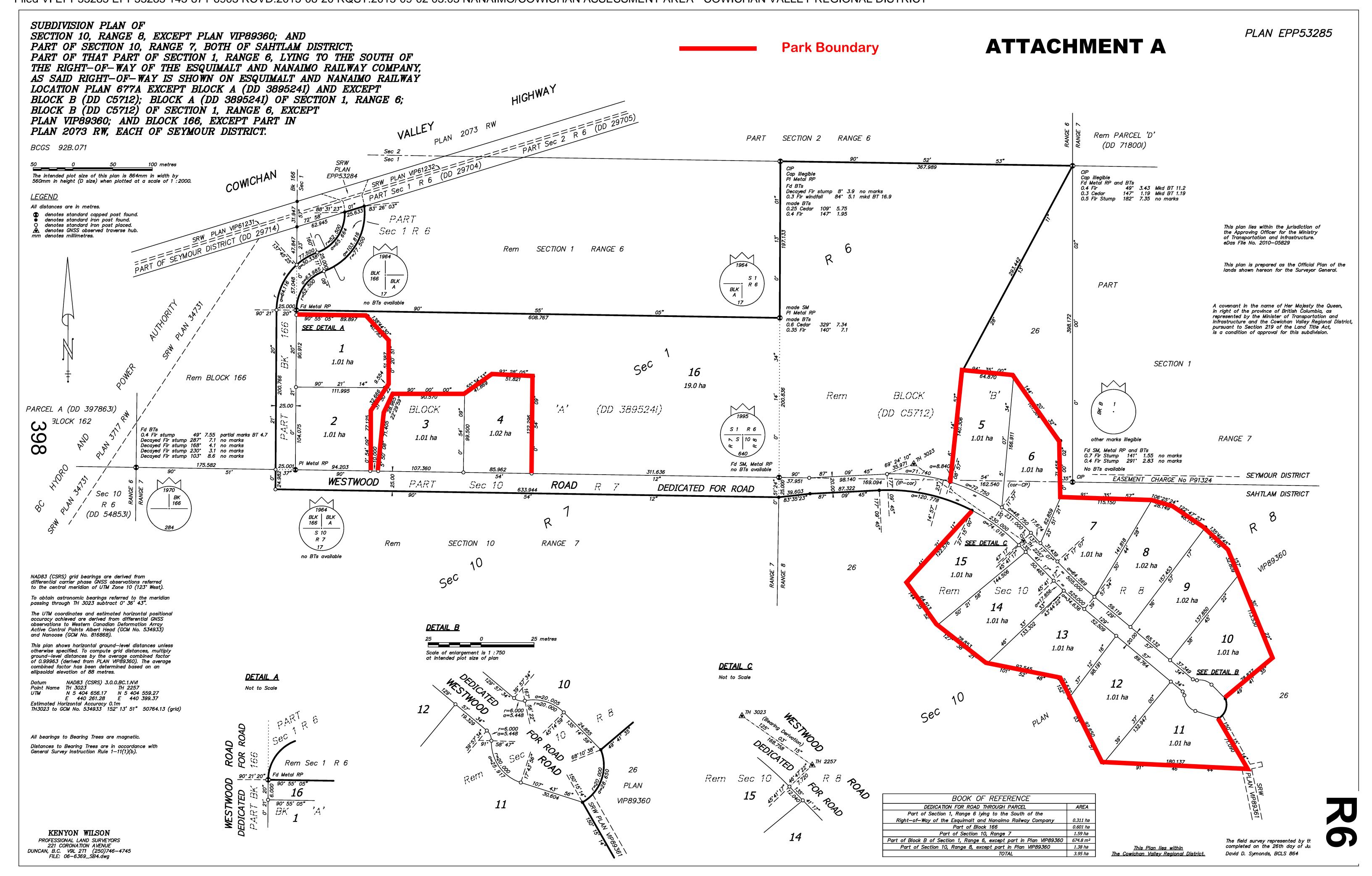
Not Applicable

Ross Blackwell, MCIP, RPP, A.Ag.

General Manager

## **ATTACHMENTS:**

Attachment A – Phase 3 Park Boundary





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 6, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Community & Regional Planning Division

Planning & Development Department

SUBJECT: Work Program 2017

FILE:

## Purpose/Introduction

The purpose of this report is to present a general action chart concerning the 2017 work program.

## RECOMMENDED RESOLUTION

For information.

## **BACKGROUND**

Attached is a chart (Attachment A) that indicates some of the main action items in the 2017 work program for Community & Regional Planning. The chart estimates a "starting quarter" for items not yet begun and also assigns main and support staff for project completion or project management, in the case of consultant work. Projected "ending quarters" are also included.

## **ANALYSIS**

This is a very ambitious work program. Mid-year additions to the work program will necessarily impact one or more projects on this list. This matter may be best referred to the upcoming Electoral Area Services Committee (EASC) strategic priorities meeting.

## **FINANCIAL CONSIDERATIONS**

Work program items are funded in the 2017 budget.

## **COMMUNICATION CONSIDERATIONS**

## 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: Reviewed by:

Mike Tippett, MCIP, RPP

Manager

Not Applicable Not Applicable

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

**ATTACHMENTS:** 

Attachment A - Project Chart

## **ATTACHMENT A**

Project – brief description	Contractor	Starting	Ending	Lead Staff /	Support Staff
	/ In-house	Quarter	Quarter	P.M.	
1. Cowichan-Koksilah OCP and Zoning Bylaw	In-house	Q4 2015	Q1 2018	Bev	Mike
2. Cowichan Lake S./Skutz Falls OCP and Zoning Bylaw	In-house	Q1 2016	Q3 2017	Heather	Mike
3. Subdivision Servicing Bylaw Proof of Water Update	In-house	Q2 2016	Q1 2017	Heather	Mike/Brian D.
4. North Oyster/Diamond OCP and Zoning Bylaw Refresh – major update	In-house	Q4 2016	Q1 2018	Mike	Rob C.
5. Subdivision Servicing Bylaw Phase 2 Updates – community systems	In-house	Q1 2017	Q4 2017	Brian D./Louise	Heather/Mike
6. Cowichan 2050 – regional plan (high level)	Contractor	Q1 2017	Q1 2018	Ross	Mike
7. Cowichan Bay Charrette	In-house	Q1 2017	Q3 2017	Ross	As needed
8. Cobble Hill Charrette	In-house	Q1 2017	Q2 2017	Ross	As needed
9. Approving Officer Opinion – feasibility and benefits	In house	Q1 2017	Q1 2017	Ross	
10. Riparian Area Signs – sign program for public information	In-house	Q1 2017	Q2 2017	Sheila	Cynthia
11. Saltair Accessory Dwellings – accessory dwelling unit review	In-house	Q4 2016	Q3 2017	Mike	
12. OCP template – sample format improvements	In-house	Q1 2017	Q1 2017	Ross	Heather
13. Area A Age-Friendly Community Study	Contractor	Q1 2017	Q3 2017	Bev	
14. Office Renovation – add capacity, improve workspace	Contractor	Q1 2017	Q4 2017	Ross	Team
15. Cowichan Lake Non-Statutory Plan – examine resource lands issues	In-house	Q2 2017	Q1 2018	Heather	Mike
16. Development Permit Review Report/Recommendations – improvements	In-house	Q2 2017	Q4 2017	Rachelle	Rob C.
17. Development Cost Charge Scoping Report –potential DCC use in CVRD	In-house	Q3 2017	Q4 2017	Rob C.	Mike
18. Shawnigan Lake North OCP update – review VCB and servicing policies	In-house	Q3 2017	Q3 2018	Mike	Team
19. Mill Bay Village Study – possible village improvements	Contractor	Q3 2017	Q1 2018	Ross	Mike
20. Speaker series – inspirational guest speakers on topics of interest in CVRD	In-house	Q3 2017	ongoing	Bev	Team



## **MEMORANDUM**

DATE:

January 16, 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 DECEMBER, 2016

There were 25 Building Permits and 2 Demolition Permit(s) issued during the month of December, with a total value of \$3,427,090

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"				472,290	19,550		8	85	491,840	17,188,255
"B"		S 11	(0)	443,760	42,240		3	76	486,000	12,510,516
"C"	38,000	5	(4)	1,031,500	H		5	50	1,069,500	7,920,359
"D"			0	1,096,150	93,280		6	58	1,189,430	7,029,390
"E"		5	1 (# ); (#		60,000		2	65	60,000	10,477,065
"F"	y y			0			0	19		1,477,792
"G"		H 98 g				7 2	0	33	-	5,735,590
"H"				_			1	32		5,293,960
" "				111,120	19,200		2	56	130,320	9,318,215
Total	\$ 38,000	\$ -	\$ -	\$ 3,154,820	\$ 234,270	\$ -	27	474	\$ 3,427,090	76,951,142

G. Breckenridge, RBO

Chief Building Inspector, Inspections & Enforcement Division

Planning & Development Department

GB/db

NOTE:

For a comparison of New Housing Starts from 2013 to 2016, see page 2

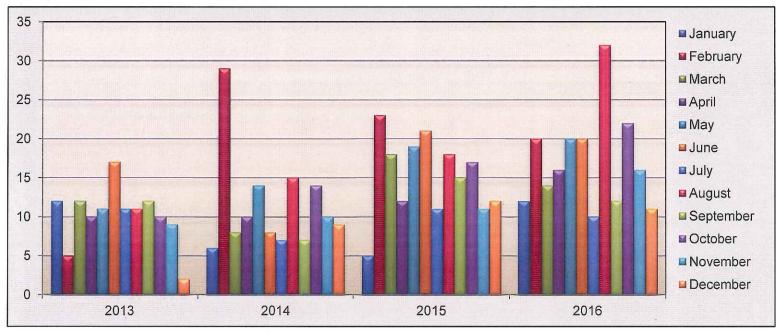
For a comparison of Total Number of Building Permits from 2013 to 2016, see page 3





## **TOTAL OF NEW HOUSING STARTS**

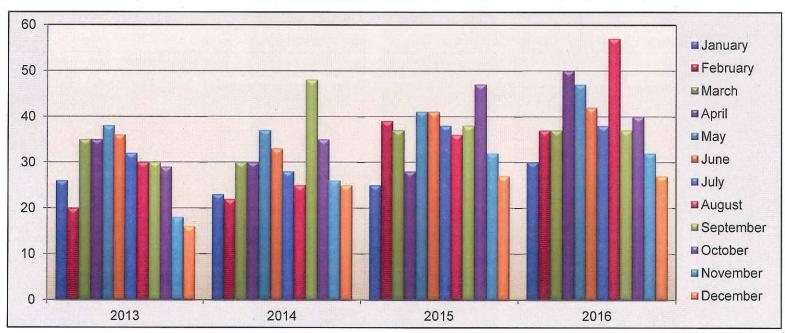
	2013	2014	2015	2016
January	12	6	5	12
February	5	29	23	20
March	12	8	18	14
April	10	10	12	16
May	11	14	19	20
June	17	8	21	20
July	11	7	11	10
August	11	15	18	32
September	12	7	15	12
October	10	14	17	22
November	9	10	11	16
December	2	9	12	11
YTD Totals	122	137	182	205





## TOTAL BUILDING PERMITS ISSUED

	2013	2014	2015	2016
January	26	23	25	30
February	20	22	39	37
March	35	30	37	37
April	35	30	28	50
May	38	37	41	47
June	36	33	41	42
July	32	28	38	38
August	30	25	36	57
September	30	48	38	37
October	29	35	47	40
November	18	26	32	32
December	16	25	27	27
YTD Totals	345	362	429	474



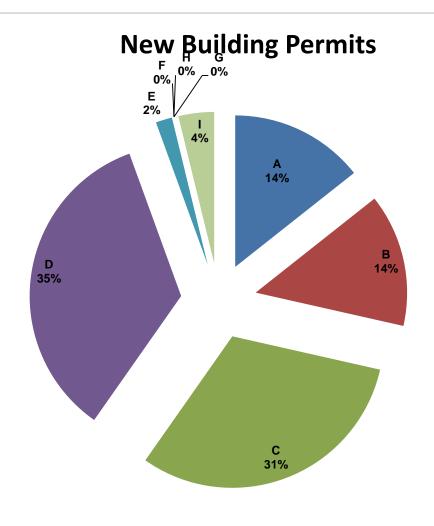
## 320 - Building Inspections Report - December 2016

**Participating Areas** All Electoral Areas

Purpose: Monthly review of building permits and new housing starts for December 2016

## Permit Breakdown per electoral area

El	ectoral Area	Permits issued	Value	% for the month
	А	8	491,840	13%
	В	3	486,000	26%
406	С	5	1,069,500	0.2%
တ	D	6	1,189,430	7%
	E	2	60,000	15%
	F	0	0	0.8%
	G	0	0	19%
	Н	1	0	13%
	I	2	130,320	6%



## 320 - Building Inspections Report - December 2016 **Participating Areas** All Electoral Areas Purpose: Monthly review of building permits and new housing starts for December 2016 What's happening in your area?: **Highs and lows** > Areas: C and D created the bulk of the new permits with 66% of the > Area: F, G and H had fewest new permits for December, 0% of the total for December monthly total > Area H did have a demolition permit with no value Trends and reasons Typical reflection of the time of year 407 **Total Building Values** Year: \$76,951,142 increase of 17% on 2015, and the highest ever Month: \$3,427,090 for December 2016 building permit revenue amount in CVRD history, with no increase to permit fees **New house Starts** > 205 for the year; increase of 12% on 2015 **Building Permits issued** > 27 Permits issued in December, following a typical pattern of > 474 for the year; increase of 10% on 2015 building slowing down during the winter period. Total inspections generated for December 243. > Total for the year: 4266 building inspections ➤ New digital Building Inspections process is now ready and all 20° permits will be implemented by this new system.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 7, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Inspection & Enforcement Division

Planning & Development Department

SUBJECT: Soil Deposit Bylaw

FILE:

## Purpose/Introduction

The purpose of this report is to advise the Committee of the requirement and operational use of a "Soils 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 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.

## **ANALYSIS**

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.

Soil Quantity	Permit fee	Security Deposit	Renewal Fee	Requirements
Less than 10 m3	None	None	Na	Aware of contaminated soil remediation
10 – 500 m3	\$200 base fee	\$5000 / hectare	\$200	Authorised Professionals report of minimal standard or Preliminary Site Investigation level 1
500 m3 or more	Base fee plus \$100 / additional 100 m3 above 500 m3	\$10,000 for 1 <sup>st</sup> hectare plus \$5000 for each additional hectare	\$200	Authorised Professionals report of minimal standard or Preliminary Site Investigation level 2

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.

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

- Public consultation 3 meetings to discuss proposals
- Create draft bylaw
- Circulate draft bylaw to relevant parties
- Amend ticketing bylaw for MTI or court proceedings
- Bring draft bylaw for readings
- Online forums (Place speak) and CVRD website with FAQ's
- Newspaper
- Mail outs

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.

Page 3

## **FINANCIAL CONSIDERATIONS**

It is expected that ticketing provisions would be established in concert with the draft bylaw.

Bylaw Enforcement Officers will have the ability to issue fine amounts by Municipal Ticket Information, per offence per day, for offences to be detailed within the bylaw.

Court action may be sought when required, with higher fine amounts and remediate action upon summary conviction.

For the community engagement aspect, a budget of \$10,000 is a conservative estimate.

### COMMUNICATION CONSIDERATIONS

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

These amendments are deemed necessary by the Bylaw Enforcement Department, and would be suitable for public consultation and the establishment of future Stakeholder meetings. The roll out of this Bylaw will be communicated through the CVRD website, local press and other media.

## 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. Not Applicable Manager Not Applicable Ross Blackwell, MCIP, RPP, A.Ag. General Manager

**ATTACHMENTS:** 



## STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 12, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Water Management Division

**Engineering Services Department** 

Saltair Water System - Sale of CVRD owned property in Electoral Area SUBJECT:

G. Saltair

0540-50-EASC/05 FILE:

### Purpose/Introduction

The purpose of this report is to request approval for rezoning and the sale of a lot owned by the CVRD Saltair Water System located at 10705 Chemainus Road in Electoral Area G, Saltair through the retention of a realtor working on behalf of the Regional District.

## RECOMMENDED RESOLUTION

That it be recommended to the Board to:

- 1. The property be deemed surplus and an application be initiated to rezone from P-2 to R-2;
- 2. Upon completion of rezoning, approve the sale of Lot 9, Plan VIP 5645, District Lot 32, Oyster Land District, located in Electoral Area G Saltair at fair market value with the proceeds deposited into the Saltair Water System Capital Reserves:
- 3. Retain a realtor who will work on behalf of the Regional District.

## **BACKGROUND**

With the transfer of the Saltair Water System to the CVRD, the above noted property was a part of the assets. Since that time it has been used as a storage site for parts, materials and equipment for the Saltair water system. Concerns from members of the community regarding upkeep and aesthetic maintenance of the property have recently come to the attention of staff. It has been pointed out that the current use as a storage site is a relatively small benefit relative to the potential value of the property. Although it may save time and additional expenses during emergency water breaks to store equipment, machinery and road materials, its usage as essentially industrial may not be the best fit for a residential neighbourhood.

Potentially this property could be sold and a new small storage facility could be set up at Peerless Road Recycling Depot for this purpose. There has been some suggestion to update the property and rent it out but this will require considerable staff time and there are many other priorities at present. Funds from the sale of this property would go to Saltair Water System reserve funds for Capital purposes.

## **ANALYSIS**

The property consists of a 0.22 ha. lot with a 40 year old storage building and small sand and gravel yard. The property is designated Institutional in the Area G Official Community Plan and is zoned P-2. The P-2 zone allows a variety of institutional uses. Single family dwelling use is only permitted as a use accessory to a principal institutional use. As the intention is to sell the property for residential use, it is recommended that it be rezoned prior to selling it, so that the future use is compatible with adjacent residences.

The lot is currently serviced with a water service connection, but no hydro. Hydro service is

Page 2

estimated to cost about \$10,000. A similar lot in this area is on the market and is listed for \$150,000.

### FINANCIAL CONSIDERATIONS

Realtor fees will be paid out of the proceeds of the sale of the residential lot. The remaining money will be deposited into the Saltair Water System Capital Reserve Fund.

## **COMMUNICATION CONSIDERATIONS**

The recommended resolution requires liaising with Planning, Finance and the Legislative Services Divisions.

## STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Water management budgets fall under essential reliable services.

Referred to (	(upon (	compl	etion)	):

Community Services (Island Savings Centre, Cowichan Lake Recreation, South Cowichar
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:

Louise Knodel-Joy

Senior Engineering Technologist

Reviewed by:

Brian Dennison, P. Eng.

Manager

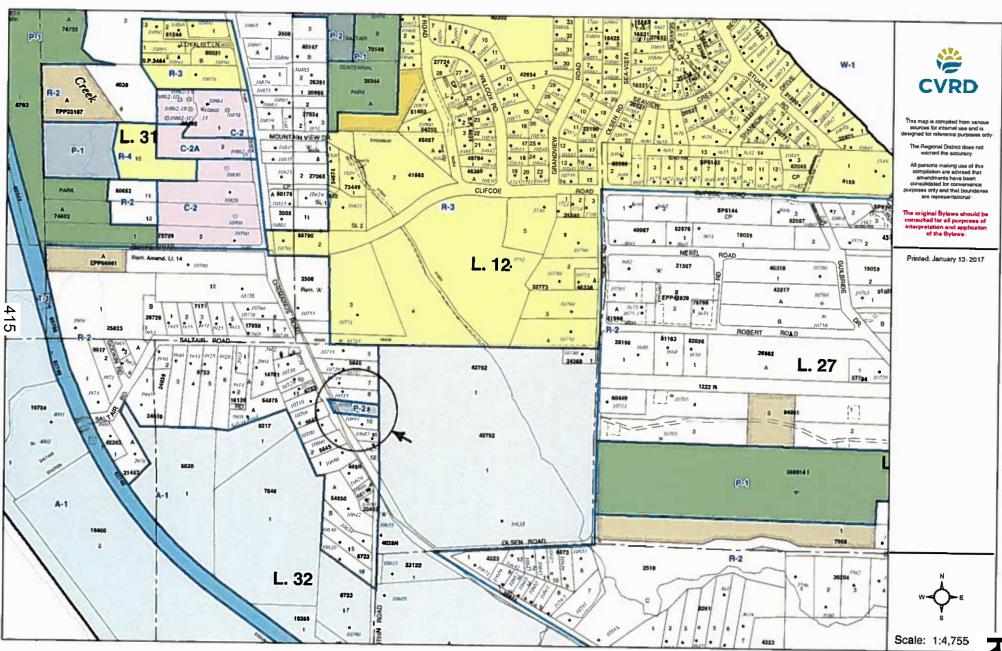
Hamid Hatami, P. Eng.

General Manager

**ATTACHMENTS:** 

Attachment A - Map of area

Attachment B -





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 11, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Water Management Division

**Engineering Services Department** 

SUBJECT: Twin Cedars Sewer System – Cedars Center Request for Inclusion

**FILE:** 0540-20-EAS/05

## **PURPOSE/INTRODUCTION**

The purpose of this report is to bring forward a request for inclusion of a property into the Twin Cedars Sewer System Service Area.

## RECOMMENDED RESOLUTION

That it be recommended to the Board:

- 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Twin Cedars System service area be received.
- 2. That CVRD Bylaw No. 2871 Twin Cedars Sewer System Service Establishment Bylaw, 2006 be amended to include the property described as PID 026-889-749, Lot 3, Section 14 & 15, Rage 5 & 6, Plan VIP 81819, Shawnigan District.
- 3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.

## **BACKGROUND**

In October 2016, a Director for "The Cedars at Cobble Hill" requested inclusion to the Twin Cedars Sewer System for its existing care facility at 3741 Holland Avenue. Their intent is to maintain their existing on-site Health sewer system and to hook up Twin Cedars Sewer system for the portion of flow, over and above their existing permit under Island Health jurisdiction. This facility is planning to expand services and is currently exceeding wastewater flow capacity. Expansion from 49 beds to 63 beds is now underway with future expansion estimated at 78 beds.

## **ANALYSIS**

The Planning and Development Department advises that this property is not within the Village Containment Boundary, but appears to qualify for connection pursuant to Policy 21.2 of the South Cowichan Official Community Plan, where either a health or environmental problem has been identified by senior government and a qualified professional provides a report recommending connection to a community system to resolve the problem. The report from an ROWP is in Attachment C.

The Twin Cedars Sewer pressure sewer system extends to Cobble Hill (Galliers) Sewer Treatment facility. To join the above property to the Twin Cedars Sewer System the owner will be required to pay for the construction of a sewer connection from the property frontage to the pressure main (approximately 750m) and complete all onsite works required to interconnect the on-site system and the CVRD pressure system, including flow monitoring equipment. Cobble Hill (Galliers) sewer system is at capacity, therefore unable to expand.

The Cedars wastewater system was designed 417 cept and treat max. 4900 Igal per day and is

Page 2

currently exceeding this flow with monthly average of 5640 Igal per day for the current 49 beds. Therefore at present, 4 Single Family Residential Equivalent (SFRE) units are required for the diversion of sewage to Twin Cedars so that the onsite facility will meet compliancy.

Based on existing average flows, with expansion to 63 beds, the facility will require 10 SFRE units and with future expansion to 78 beds, 16 SFRE units will be required.

Twin Cedars sewer system has capacity at this time to accommodate these requirements.

## **FINANCIAL CONSIDERATIONS**

For properties inside the service area, development or subdivision includes a \$10,000 capital connection fee, a \$3,500 connection fee and all costs to physically connect to the sewer system.

Staff recommend that these fees be levied. Estimated sewer flows from this facility can be calculated by existing flow per bed and converted to sewer units: 1 bed = 0.523m3/day = 0.44 units. As this facility will maintain its own pump station, Septic Tank Effluent Pump (STEP) system rates can be utilized, reducing connection fees and user fees by 15%.

Proposed STEP Connection Fees for 4 units= \$45,900; 10 units = \$114,750; 16 units = \$183,600

Each new user brought into the sewer service area will generate annual user fees and a parcel tax. For the "Cedars", based on the management bylaw, the user fees have been calculated to be \$392 per unit.

Proposed Annual STEP User Fees for 4 units = \$1,333; 10 units = \$3,332; 16 units = \$5,331

This facility is within a single lot, so one parcel tax charge of \$657 will be levied.

All costs for this property to physically connect to the Twin Cedars collection system is the responsibility of the owner.

## **COMMUNICATION CONSIDERATIONS**

The amendment bylaw requires the approval of the service area voters before it can be adopted. In cases where a sufficient petition for service has been received, voter approval may be obtained by the Electoral Area Director consenting, in writing, to the adoption of the bylaw. The Engineering Services Department is responsible for the operation and administration of this service. A valid and sufficient Petition for Service has been received. The Certificate of Sufficiency and a site plan are attached for consideration.

### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The Corporate Strategic Plan includes an objective to achieve compact, mixed communities. Coordination of water, sewer, and other infrastructure is the strategic action identified to promote compact, mixed-use communities. The recommended resolution provides a reliable essential service.

Community Services (Island Savings Centre, Cowichan Lake Recreation, South Cowichan
Recreation, Arts & Culture, Public Safety, Facilities & Transit)
Corporate Comissos /Finance Haman Baranas Laviation Continue Information Trades

□ 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

Referred to (upon completion):

Prepared by:

Louise Knodel-Joy

Senior Engineering Technologist

Reviewed by:

Brian Dennison, P. Eng.

Manager

Hamid Hatami, P. Eng.

General Manager

## **ATTACHMENTS:**

Attachment A – Owners Request for Inclusion

Attachment B - Site Map

Attachment C – Qualified Profession Wastewater Report

Attachment D - Certificate of Sufficiency

Attachment E – Flow Calculation and Fee Summary

From: Carson [mailto:carson@cedarscobblehill.com]

Sent: Monday, October 17, 2016 2:07 PM

To: Todd Etherington; Brian Dennison; Jeralyn Jackson

Cc: 'Lorne Kramer'; 'Annelies Briggs'; 'Neal'

Subject: Twin Cedars Connection

Thanks to each of you for taking the time to meet with us today it is appreciated.

Please accept this email as our request to begin the process of connecting to the Twin Cedars septic plant. Cedars Discovery Centre Ltd. (dba 'Cedars at Cobble Hill') is located at 3471 Holland Ave in Cobble Hill. Our current flow reading indicate approx. usage of 6000g per day. We are maintaining a daily read of this and will provide that information to you as you require. Please provide us the estimated costs associated with the project per our conversation today.

Our process of increasing capacity from 49 patients to 63 is underway and addressing this concern is the critical first step.

Please let us know if there is anything else we can provide for you.

Regards,

Carson

## Carson McPherson MBA, Msc.

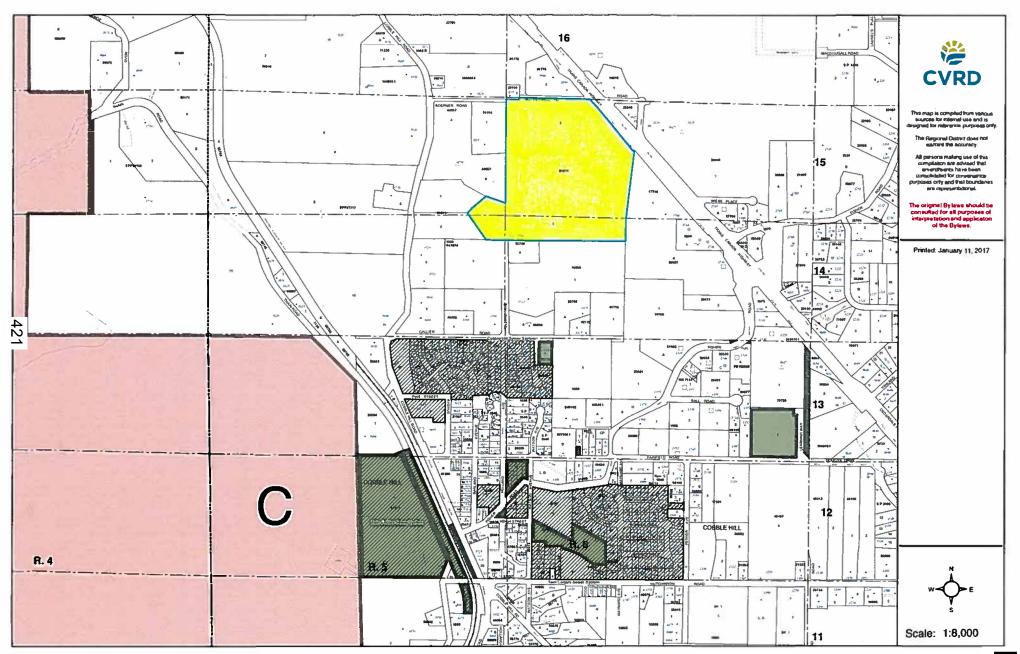
VP, Administration & Research

P. 250-733-2006 C. 250-947-5207

Toll Free: 1-866-716-2006

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## Attachment B



## Save On Septic Inc. 4665 Trans Canada Highway Duncan BC V9L 6L2 250 748 5676

07 November 2016

To: The Management of Cedars at Cobble Hill

Re: Notice of Non-Compliance with wastewater system design specifications.

Pursuant to my recent site visit I submit to you this Notice of Non-compliance with the Provincial Ministry of Health Regulations governing the wastewater collection and dispersal system at your facility. The current wastewater system is designed to accept and treat sanitary sewer flows up to but not in excess of 4900 imperial gallons per day. The flow monitoring device installed at the dispersal bed feed indicates that your average daily flow rate has exceeded this limit. The flow monitor shows a monthly average of 5637.6 imperial gallons per day, indicating that the system is operating at 113% of intended capacity. This also moves the system from Ministry of Health Regulations, to much more stringent Ministry of the Environment Regulations. This will require significant upgrading of the system involving design and certification by a professional engineer. There can be no increase in patient numbers, in fact, it is advised that patient numbers be decreased by 10% until such time as upgrades or modifications be made to accommodate the additional flows.

Alternately it would be beneficial to connect the property collection system to a municipal sewer system if available.

If you have any further questions or concerns please do not hesitate to contact me again.

Thank You

Michael C. Hyde ROWP pl, in, mp, pir, pic





## CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Twin Cedars Sewer System Service Area* within a portion of Electoral Area C – Cobble Hill is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia this 11<sup>th</sup> day of January 2017

Kathleen Harrison, Deputy Corporate Secretary

\$1,975,000

## Twin Cedars Sewer System Service Area

Total Number of Parcels requesting inclusion in Service Area:

(PID: 026-889-749)

Net Taxable Value of All Land and Improvements of Parcels

requesting inclusion in the Service Area:

Number of Petitions received:

Net Taxable Value of Petitions received (Land and Improvements): \$1,975,000

## **Cedars at Cobble Hill**

Reference: CVRD Bylaw 2947

Assume 1 parcel (PID: 026-889-749) per lot 657.00 \$ 657.00

## CONNECTION FEE CALCULATION

Reference: CVRD Bylaw 2947 and measured flows

Single-Family Residential Equivalent (SFRE) = 1.18 m3 (259 Igal) per day

CVRD Bylaw 2947 - Schedule C Connection Charges for properties outside of the Sewer Service Area:

- Sewer Service Connection Charges (CC) = \$3,500
- Sewer Capital Upgrade Charge (SCUC) = \$10,000

Flow: Exist. Daily ave reading = 25,63 m3 per day (5640.0 Imp gal) for 49 beds

= 0.5230 m3/b/d

Cedars WWTP Plant Permit allows 4900 lgd: 42.58 Bed = 42 bed. Actual: (49-42) beds x 0.5230 m3/bed/d = 3.661 m3/d Proposed: (63-42) beds x 0.5230 m3/bed/d = 10.980 m3/d Future: (78-42) beds x 0.5230 m3/bed/d = 18.830 m3/d SFRE CALCULATION: Connection Fee = \$13,500

1 SFRE Unit = 1.18 m3 / day

49 beds less 42:

3.661 m3/day / 1.18 m3 / day = 3.10 SFRE Units = 4 SFRE Units = \$54 000

= 54,000°0.85 (15% discount for STEP system) = \$45,900

63 beds less 42: 10.980 m3/day / 1.18 m3 / day = 9.31 SFRE Units = 10 SFRE Units = \$135 000

= 135,000\*0.85 (15% discount for STEP system) =\$ 114 750

78 beds less 42: 18.828 m3/day / 1.18 m3 / day = 16.0 SFRE Units =16 SFRE Units = \$216 000

= 216,000\*0.85 (15% discount for STEP system) = \$183,600 TOTAL CONNECTION FEE = \$114,750 for 63 (- 42) beds TOTAL CONNECTION FEE = \$183,600 for 78 (- 42) beds

### USER FEE CALCULATION

Reference: CVRD Bylaw No. 3989 - Twin Cedars Sewer Management Amendment Bylaw, 2016

Amendment to CVRD Bylaw No. 2947 schedule B - User Charges

Single Family Dwelling = \$196 per 6 months. = \$392 annually.

Total Cost	Beds		49	63	78
Connection Fees	connection fee/unit=	\$ 13,500	\$ 45,900	\$ 114,750	\$ 183,600
Total Annual Cost (based on 2017)	user fee=	\$ 392	\$ 1,333	\$ 3,332	\$ 5,331
Includes STEP system discounts	parcel tax	\$ 657	\$ 657	\$ 657	\$ 657



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 27, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Water Management Division

**Engineering Services Department** 

**SUBJECT:** Shawnigan Lake North Water - Capital Upgrade Pipe Replacement

**FILE:** 0540-20-EAS/05

### Purpose/Introduction

The purpose of this report is to update the Electoral Area Services committee regarding a liability issue and seek approval for amending the 2017 budget to complete a capital upgrade pipe replacement project.

## RECOMMENDED RESOLUTION

That the Shawnigan Lake North Water 2017 budget be amended to increase the Engineering Structures Capital by \$120,000 to be funded by \$66,000 Operating Reserves and \$54,000 Transfer from Gas Tax Reserves (Phase 2).

## **BACKGROUND**

Within the Shawnigan Lake North Water System there are large portions of water mains that are at the end of their life cycle. Installed in the 1970's, some of this originally installed pipe was of poor quality, some exposed to UV light shortening its life and some was installed in poor bedding material. Large breaks have occurred on Gregory, McKean and Worthington Roads. The area in question is above a pressure reducing station and experiences high, but constant water pressure.

One particular home has been flooded by 2 breaks on Worthington Road, with extensive damage and insurance claims. In an attached letter the owner is questioning the CVRD regarding a permanent fix to this problem.

## **ANALYSIS**

Since 2009, eight water main breaks/leaks have been investigated on Gregory, McKean and Worthington Roads. See Attachment B

Worthington Road pipe section is 45 year old Asbestos Cement (AC) that is now experiencing frequent failure. Staff attempted to replace in 2016, but due to lengthy design, tendering and approval processes, work could not be completed. An estimate for the replacement 210m of AC Pipe with PVC is \$120,000. This work has been tendered for design and construction. Pipes on McKean and Gregory are PVC pipe and are being assessed with capital replacement eminent in the near future.

## **FINANCIAL CONSIDERATIONS**

The approved 2017 Shawnigan Lake North water budget includes \$220,683 of minor capital work for a universal metering project and \$50,000 capital work for design of a new water treatment plant with filtration for surface water. Funding for these projects included 2010 Community Works Gas Tax (\$105,883), Capital Reserve Funds (\$70,000), Recovery of Costs (former connection fees) (\$44,800), and current revenue (\$50,000). Both capital projects are underway. This pipe replacement project was not identified in the 2017 capital plan and requires approval.

Page 2

As part of the 2017 Community Works Gas Tax program, up to \$54,000 is proposed to be awarded for these capital improvements, with \$66,000 in 2016 operating reserves proposed to complete it. Staff is seeking approval for this expenditure and budget amendment.

COMMUNICATION CONSIDERATIONS			
Liaising with the Finance Division.			
STRATEGIC/BUSINESS PLAN CONSIDERATIONS			
The recommended resolution provides a reliable	essential service.		
Referred to (upon completion):			
<ul> <li>□ Community Services (Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts &amp; Culture, Public Safety, Facilities &amp; Transit)</li> <li>□ Corporate Services (Finance, Human Resources, Legislative Services, Information Technology)</li> <li>□ Engineering Services (Environmental Services, Capital Projects, Water Management, Recycling &amp; Waste Management)</li> <li>□ Planning &amp; Development Services (Community &amp; Regional Planning, Development Services, Inspection &amp; Enforcement, Economic Development, Parks &amp; Trails)</li> <li>□ Strategic Services</li> </ul>			
Prepared by:	Reviewed by:		
Lhod ker	Mer Me		
Louise Knodel-Joy Senior Engineering Technologist	Brian Dennison, P. Eng. Manager		

Hamid Hatami, P. Eng. General Manager

**ATTACHMENTS:** 

Attachment A – Letter from Property Owner Attachment B – History of Water Breaks - SLNW

#### **Brian Dennison**

From:

**Todd Etherington** 

Sent:

Thursday, September 22, 2016 7:45 AM

To:

Brian Dennison; Louise Knodel-Joy

Subject:

FW: Water Main Break

FYI

From: TIMOTHY.MAYBURY@forces.gc.ca [mailto:TIMOTHY.MAYBURY@forces.gc.ca]

Sent: September-21-16 10:42 AM

To: Sonia Furstenau Cc: Todd Etherington Subject: Water Main Break

Good Morning Sonia,

I'm writing in regards to the water main break that occurred in front of my home (2729 Worthington Rd) on 16 September 2016. As you are probably aware this is the second major break that has occurred in front of my house. The first break having occurred in Aug-Sept 2010. Both Breaks have caused extensive damage to the lower level of my house resulting in the loss of use and items, some of which hold sentimental value and cannot be replaced. The first break resulted in a final bill of approximately \$25 000, which insurance covered. I was however, responsible for the deductible and the 50% increase in insurance rates. I'm now required to pay a \$2000 deductible for this flood and am not looking forward to another substantial increase in my insurance rates. So far the damage from this break appears to be more significant. An overhang above my front door is now leaning and I believe that it is from the excessive amount of water that ran under my porch. It has also compromised my front yard rock walls, perimeter drains and possibly my septic field which is in front of my house.

My question to you is, what will be done to prevent further breaks in the water main in front of my home? I believe that the repair the crew did on Friday will only be a temporary fix as was the one they did in 2010. Do you have a plan to replace the water main on Worthington Rd? If so, when do you think work will begin? I believe that without a permanent fix to this problem my insurance rate may become unreasonably high unless my coverage provider knows that steps are being taken to prevent this from happening again.

Thank-you,

Petty Officer First Class | Maître de Première Classe Tim Maybury, CD

MSE Regulating and Training Petty Officer, HMCS CALGARY
Department of National Defense / Government of Canada
<u>Timothy.Maybury@forces.qc.ca</u>/ Tel: 250-363-5227 or 250-363-2938

MSE Regulator Maitre, NCSM CALGARY

Ministere de la Defense nationale / Gouvernement du Canada

<u>Timothy.Maybury@forces.gc.ca</u>/ Tel: 250-363-5227 or 250-363-2938

# Water Leaks/Breaks Shawnigan Lake North Water

Date	Address/Site	RESIDENT DETAILS
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2009
lune 3/09	2731 Worthington Rd	watermain break at neighbours; river running down road
		2011
Jan 26/11	2115 McKean Rd	Water bubbling up at curb.
Apr 18/11	2715 Worthington Rd	Leak at meter
Sept 14/11	Gregory Rd	Resident reports leak in main line on Gregory, by the first hydrant as soon as you turn into the Beach Estates.
Nov 3/11	2803 Gregory Rd	water leak at end of driveway, constant flow of water
- Contract		2012
Mar 30/12	2209 McKean Rd	Water leaking from box or line across from Discovery School, flowing into yard.
Nov 6/12	2650 Worthington Rd	House being flooded on Worthington Rd
		2014
Jan6/14	2729 Worthington Road	watermain break/leak
luly 8/14	2728 Worthington Rd	Anonymous message re broken water line/water in ditch.
Aug 18/14	2731 Worthington Rd	Water leak
		2015
Mar 10/15	2113 McKean Rd	Ongoing leak, is afraid of high water bill as meters are going in
Mar 16/2015	2669 Worthington Road	Hydrant #3 is leaking
May 4/15	2810 Gregory Road	water leaking from connection box at road
May7/15	2209 McKean Road	water leak
June 27/15	2787 Gregory Rd	leak starting in middle of road in front of 1530 Shawnigan Lk Road leading to lake
July 23/15	2838 Gregory Road	water leak in driveway
Sept 3/15	2209 McKean Road	leak
		2016
Mar 9/16	2209 McKean Rd	leak
July 22/15	2172 McKean Road	water pouring out of his meter
Sept 16/16	2729 Wothington Rd	watermain break/approx 100 homes affected. Break occurred in same spot as 7 yrs ago. 2729 Worthington house basement flooded.
Sept 16/16	2041 Merrifield Lane	Low pressure/main break on Worthington Rd
Sept 21/16	2165 Wildflower Rd	no water/main break Gregory Rd- 19 additional online complaints
Sept 22/16	2676 Decca Rd	No water/main break Decca Rd
Sept 23/16	McKean Road	no water/main break McKean Rd



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 6, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: Public Safety Division

Community Services Department

**SUBJECT:** Volunteer Fire Rescue Internal Mutual Aid Policy

FILE:

#### Purpose/Introduction

The purpose of this report is to introduce a Volunteer Fire Rescue Mutual Aid Policy that will be used internally by the CVRD fire departments.

#### RECOMMENDED RESOLUTION

That it be recommended to the Board that the Volunteer Fire Rescue Internal Mutual Aid Policy attached to the February 6, 2017 Public Safety Division report, be adopted.

#### **BACKGROUND**

Through their respective jurisdictions, many of the fire rescues in the CVRD benefit from use of mutual aid agreements. These agreements are officially adopted between authorities having jurisdiction such as improvement districts, municipalities, and regional districts.

#### **ANALYSIS**

Some of the CVRD Volunteer Fire Rescues routinely work together in a mutual aid capacity during large or serious emergency incidents. However since they are part of the CVRD, a single jurisdiction, there cannot be an agreement in conventional terms of a mutual aid agreement.

A mutual aid policy would allow prompt and legal access to neighbouring communities and other CVRD Volunteer Fire Rescue's resources as well as extended WorkSafe BC coverage to firefighters on an assistance call outside of their normal fire protection area.

CVRD staff and CVRD Fire Chiefs recognize the advantages of increased service levels available to the citizens of the region and would benefit from a mutual aid policy.

#### **FINANCIAL CONSIDERATIONS**

N/A

#### **COMMUNICATION CONSIDERATIONS**

The Public Safety Division will continue with ongoing dialogue between the fire rescue leaders to ensure the effectiveness in mutual aid operations.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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Referred to (upon completion):	
<ul> <li>Recreation, Arts &amp; Culture, Public Sat</li> <li>Corporate Services (Finance, Hull</li> <li>Engineering Services (Environment)</li> </ul>	man Resources, Legislative Services, Information Technology) ental Services, Recycling & Waste Management, Water  Ces (Community & Regional Planning, Development Services,
Prepared by:	Reviewed by:
Jason deJong, CFO Fire Rescue Services Coordinator	Conrad Cowan Manager John Elzinga
	General Manager

#### **ATTACHMENTS:**

Attachment A – Volunteer Fire Rescue Internal Mutual Aid Policy



#### **VOLUNTEER FIRE RESCUE INTERNAL MUTUAL AID POLICY**

Applicability: CVRD Volunteer Fire Rescue Departments

Effective Date: Month day 2017

#### **PURPOSE**

To establish a policy for internal Mutual Aid Assistance for the CVRD Volunteer Fire Rescue Departments.

### **DEFINITIONS:**

#### **AREA OF JURISDICTION**

The fire service area over which the Fire Department has legal authority.

#### **ASSISTANCE**

The equipment and personnel provided by one Party to another Party.

#### **AUTOMATIC AID**

The automatic dispatch of and the provision of assistance by the fire department of both parties to a structure fire or chimney fire in either party's area of jurisdiction.

#### **FIRECOMM**

The fire dispatch service provided to the CVRD Volunteer Fire Rescue Departments.

#### **OFFICER IN CHARGE**

The most senior officer in attendance at an emergency incident that is representing a fire department.

#### **INCIDENT COMMANDER**

The individual responsible and in charge of an emergency incident.

#### **MUTUAL AID**

The receiving and providing of additional resources to emergency incidents on a case by case basis by way of agreement of policy.

#### <u>PARTY</u>

A Party to this policy.

#### **PROVIDING PARTY**

A Party receiving a request for assistance.

#### **REQUESTING PARTY**

A Party requesting assistance.

#### **POLICY:**

#### **Cooperative Assistance**

An Officer in Charge or Incident Commander, as a matter of caution, may request mutual aid assistance from any of the CVRD Volunteer Fire Rescue Departments to assist in emergency operations in their area of jurisdiction.

#### **Operational Management**

- 1. The Incident Command System will be used at all emergencies involving the activation of Mutual Aid.
- 2. The Incident Commander of the Requesting Party is in command of all responding fire crews and will communicate in a manner to ensure coordinated operations.
- 3. The requesting party shall consider and use the closest fire departments to provide assistance.

#### **Rights and Responsibilities**

- 4. The Fire Chief (or Officer in Charge) of the Providing Party shall determine if they can fulfill the mutual aid request. If it is the opinion of the Providing Party, that a response would unduly jeopardize the response capability or safety of the department within its own Area of Jurisdiction, the providing fire department may not commit to providing assistance.
- 5. Each party is responsible for advising of the service level capability on site. Service level capabilities are supported by appropriate resources and training.
- 6. Each Volunteer Fire Rescue Department will retain decision making authority within their own area of jurisdiction.
- 7. Where the safety of firefighters and equipment is a concern, or where good firefighting practices are not applied, the Officer in Charge of the Providing Party shall have sole discretion on the application of directions given by the Incident Commander of the Requesting Party.
- 8. Emergency equipment and personnel may be recalled at any time if the Fire Chief of the originating jurisdiction has determined that it is required in the originating jurisdiction.

# Specific to Mesachie Lake Volunteer Fire Rescue and Honeymoon Bay Volunteer Fire Rescue Departments.

For structure fire and chimney fire emergencies, automatic aid will be provided to each fire department.

- 1. FireComm will initiate a response from the Fire Departments of both Parties when a structure fire or chimney fire is reported within either of their areas of jurisdiction.
- 2. The first call for response will go to the fire department in whose area of jurisdiction the emergency occurs and the second call going immediately after to the other providing party.
- 3. Responses under this policy are limited to within the areas of jurisdiction of the parties.
- 4. Notwithstanding Operational Management 2 the first Fire department to arrive on scene will utilize the Incident Command System and assume the role of Incident Command.
- 5. The local jurisdiction receiving Automatic Aid will provide a complete response to the structure fire and chimney fire emergency and will make every effort to release the Providing Party in a timely manner.



### **DIRECTORS REPORT**

**DATE OF MEMORANDUM:** January 28, 2017

**To:** Electoral Area Services Committee Meeting of February 15, 2017

FROM: Alison Nicholson, Director, Electoral Area E, Cowichan Station /

Sahtlam / Glenora

SUBJECT: Koksilah Watershed Ecosystem-based Analysis

#### **PURPOSE**

The purpose of this report is to request that the Koksilah Watershed Ecosystem-based Analysis Project be added to Area B and Area E Community Works Fund allocations as a contribution to the Cowichan Station Area Association (CSAA). The project will assist with informing environmental policy within the Official Community Plan.

#### **RESOLUTION**

That it be recommended to the Board:

- 1) That the Community Works Fund allocations for Area B include \$15,000 and for Area E \$10,000 for the Koksilah Watershed Ecosystem-based Analysis Project as a contribution to the Cowichan Station Area Association; and
- 2) That the Cowichan Station Area Association be granted approval to pursue a sole source award to the Silva Forest Foundation with these funds for the project.

#### **BACKGROUND**

During 2015, the OCP review project engaged the community in asset mapping and visioning and values exercises and the community contributed to a number of thematic surveys. Through that process the community expressed a strong desire for baseline ecological information to better inform OCP policies intended to protect and restore the natural environment. The Cowichan Station area community in particular was interested in a study of the ecological condition of the Koksilah watershed to provide a scientific rationale for addressing issues related to water flow, water quality and habitat protection both in the OCP review and in a future Water Sustainability Plan.

As a result, in February 2016, the Cowichan Station Area Association (CSAA) applied for a grant to conduct an ecosystem-based analysis of the Koksilah River watershed similar to the work recently completed in the neighbouring Shawnigan Basin. The final products proposed include easy-to-read interpretive maps describing watershed character and condition, as well as proposed networks of protected areas; a GIS database with this information; recommendations for areas to protect and/or restore, as well as types of restoration treatments; and recommendations for areas where ecologically responsible human activities are appropriate.

The CSAA is thrilled that the Real Estate Foundation of BC (REFBC) has agreed to contribute \$29,400 (approximately one third of the funding required) towards this project. REFBC is interested in investing in projects like the proposed Koksilah River watershed study because of the strong community involvement including First Nations and the focus on supporting

sustainable land use planning.

**R14** 

The estimated project cost is approximately \$90,000. The CSAA is seeking the remaining two-thirds of the funding required so the project can proceed. The CSAA anticipates raising \$10,000 to \$12,000 through community donations and fundraising events and is exploring other grant opportunities.

The proposed Koksilah watershed analysis represents a new and significant opportunity to bring foundational watershed information to the OCP review to better assess, refine and improve the existing policy framework. In addition it will contribute useful information for natural asset management planning.

In addition to requesting an allocation from the Community Works Fund for this project, we are requesting that the CSAA be granted approval to pursue a sole source award to the Silva Forest Foundation to conduct the project for the following reasons:

- 1. <u>Limited Availability of Required Expertise</u> Herb Hammond, Executive Director for the Silva Forest Foundation, is a leading Canadian forest ecologist with considerable expertise and practical experience in this type of assessment.
- Maintains a Consistent Methodology A similar assessment was conducted by Herb Hammond in the neighbouring Shawnigan Basin. Extending his technical approach to the Koksilah River watershed would leverage and build on the value of the work done in the Shawnigan watershed by ensuring consistency in the methodology used and in the data generated.
- 3. <u>Aligned with CSAA's Project Plan</u> The CSAA planned this project and pursued funding on the basis of the work being undertaken by the Silva Forest Foundation. A CWF contribution to the project as planned will leverage considerable donor funding for the project.



### **DIRECTORS REPORT**

**DATE OF MEMORANDUM:** January 12, 2017

To: Electoral Area Services Committee

of January 18, 2017

FROM: Matteus Clement, Director, Electoral Area C, Cobble Hill

SUBJECT: Funding to Allow Directors to Attend Workshops, Courses or

Conferences

#### **Purpose / Introduction**

In Function 250 funding exists to attend workshops, courses or conferences. Past practice has been for a Director to bring a request to the Electoral Area Services Committee requesting Committee authorization to attend a workshop or conference outside of AVICC, UBCM or FCM.

#### **Recommended Resolution**

That staff draft policy to allow more flexibility in Directors to access training and workshop funding.

#### **Background**

Various workshops and conferences have come up in the past that are below \$200 to attend yet Directors have to bring these workshop requests to Committee and then to the Board even though the amount is small.

For the sake of staff time and Board time, a policy should be crafted to allow finance staff flexibility in a direct sign off of these workshops.

Some of these workshops are not ones that have been attended in the past by Directors but as the Board and its Directors continue to grow in their capacity as local politicians, there is a desire to attend less conventional workshops. Also, some workshop or conferences are one-time events that Directors have not known about in the past and come up on short notice.

#### **Analysis**

Examples of workshops or conferences that could be attended:

Centre for civic governance conferences

Young Agrarian Workshops

Vancouver Island Economic Summit

Volunteer Cowichans New Society Act Workshop

#### **Financial Considerations**

There exists in Function 250 various line items for workshops and conferences for Electoral Area Directors to attend.

#### **Communications Considerations**

None.

#### **Strategic Plan Considerations**

Section 3 of Electoral Strategic Priorities talks about Electoral Director development with the goal to "Develop Director's knowledge and capacity to fulfill their range of responsibilities as an elected official and community representative."



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of February 15, 2017

FROM: General Manager

**Engineering Services Department** 

Subject: Gas Tax - Community Works Fund Project Allocations for 2017

**FILE:** 0540-20-EAS/05

#### Purpose/Introduction

The purpose of this report is to present projects for Community Works Fund allocations, and to obtain Committee Approval.

#### RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 Community Works Funds be allocated to the electoral area projects identified in the February 3, 2017 Engineering Services Department report.

#### **BACKGROUND**

In May 2014, the federal government announced the renewal of the gas tax agreement for the next ten years. This program will provide two streams of grant funding: Community Works and Strategic Priorities. The Community Works Fund (CWF) component of the gas tax program will provide the Cowichan Valley Regional District (CVRD) a total of \$7,717,680 distributed over five years. Unlike some previous gas tax programs that required Union of British Columbia Municipalities (UBCM) authorization prior to projects proceeding, approval for CWF projects rests entirely with the Board. All that is required is the filing of an annual report with UBCM by June 30<sup>th</sup> each year, which is then reviewed to ensure that CWF funds were spent on only eligible expenses. If funds were spent on ineligible expenses, they must be repaid.

#### **ANALYSIS**

There is more than one basis upon which to make a determination to allocate funds. In the past, funds were allocated strictly on a merit basis. The Committee has already directed that funds be allocated based on electoral area population. In addition, the Committee directed that 10 percent of the funding amount will be set aside for regional projects conditional on receiving matching funding from municipal partners. An additional 10 percent of the funding amount is also set aside in reserve for future disbursement.

CVRD staff brought forward projects requesting CWF based on existing assets with condition ratings of poor or very poor. CVRD staff then consulted with electoral area Directors to determine which projects they would support, or to bring forward their own projects. Table 1.0 shows CWF project contributions by electoral area that are seeking board approval for 2017. Attachment A includes a summary of funding allocated to each electoral area, previously approved projects, projects seeking board approval, and any remaining CWF still available. Each electoral area also has a detailed project lists with project descriptions, cost estimates and CWF contributions for Director supported projects.

Table 1.0 CWF Project Contributions Seeking Board Approval for 2017

No.	Project Name	Funding Area	CWF to Pro	Contribution eject
1	Malahat Fire Hall - Condition/ Hazmat/ Seismic Assessments	A,B	\$	3,000
2	Malahat Fire Hall Emergency Power Generator	A,B	\$	15,000
3	Bright Angel Park	A,B,C,D,E	\$	45,000
4	Mill Bay Village Community Development Plan	А	\$	150,000
5	Cowichan Bay Npaot Launch Upgrade (Hecate Park)	B,C,D	\$	100,000
6	Shawnnigan Lake North Water - Capital Upgrade Pipe Replacement	В	\$	54,000
7	Elsie Miles Floor Replacement (Asbestos removal)	В	\$	50,000
8	Shawnigan Beach Estates - Infiltration and Inflow ( I& I) Remediation for MoE Compliance	В	\$	150,000
9	SLCC Parking Lot Updates	В	\$	175,000
10	SLCC Flooring Replacement	В	\$	25,000
11	Arbutus Mountain Estates - LED Ornamental Street Lighting Upgrade	В	\$	11,381
12	Phase 1 - Elsie Miles Park Upgrade Project	В	\$	300,000
13	Ida Road Trail Connection	В	\$	15,000
14	Cobble Hill Village & Twin Cedars - LED Ornamental Street Lighting Upgrade	С	\$	18,036
15	Cobble Hill Commons Landscaping	С	\$	130,000
16	Evergreen School Timber Framed Pavilion	С	\$	50,000
17	Essex Ravine Park Community Pathway Connection	D	\$	38,347
18	Saltair Water System Upgrades (Old Victoria Rd.) Phase 1	G	\$	258,364
19	Former Mt. Brenton School Condition Assessment	G	\$	25,000
20	North Oyster Fire Department - Water Source Development	Н	\$	50,000
		TOTAL	\$	1,663,128

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#### **FINANCIAL CONSIDERATIONS**

The CVRD will receive a total of \$7,717,680 in CWF between 2014 and 2019. For 2014-16 the semi-annual payments were \$742,098. This amount increases for 2017-19 to \$816,237. In some cases potential projects were accounted for CWF in the 2017 budget; in other cases, they did not, and it will be necessary to amend the budget to accommodate the addition of these funds.

#### **COMMUNICATION CONSIDERATIONS**

The gas tax agreement includes a communications protocol that outlines various communications and signage requirements. They are discussed on page 17, schedule E, of the gas tax agreement.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The receipt of gas tax funds is not contemplated in the *Corporate Strategic Plan*; however, the Plan serves as an excellent source of inspiration for potential projects which have been identified as priorities for the organization. In most cases, recommended projects align with 2017 Business Plan priorities.

Referred to (upon completion):	
<ul> <li>Recreation, Arts &amp; Culture, Public Safety,</li> <li>Corporate Services (Finance, Human</li> <li>Engineering Services (Environmental Management)</li> </ul>	Resources, Legislative Services, Information Technology)  Services, Recycling & Waste Management, Water  (Community & Regional Planning, Development Services,
Prepared by:	Reviewed by:
Cut Luhl	
Austin Tokarek, B. Sc., CEA Asset Coordinator	Select DM Name Here Select DM Title Here
	Hamid Hatami, P. Eng. General Manager

#### **ATTACHMENTS:**

Attachment A – 2017 Community Works Fund Project List

## **CWF Electoral Area Project Allocations 2017 Summary Table**

Electroal Area	Allocated	d Funding	Previously	Approved Projects	Seekin	g Board Approval	Rem	naining Funding
Α	\$	861,910	\$	110,801	\$	165,893	\$	585,216
В	\$	1,594,781	\$	506,833	\$	832,360	\$	255,589
С	\$	940,940	\$	522,678	\$	256,928	\$	161,334
D	\$	582,839	\$	514,128	\$	68,711	\$	-
Е	\$	756,333	\$	669,852	\$	5,873	\$	80,609
F	\$	323,525	\$	323,525	\$	-	\$	-
G	\$	438,364	\$	155,000	\$	283,364	\$	-
Н	\$	457,504	\$	330,000	\$	50,000	\$	77,504
I	\$	217,948	\$	215,000	\$	-	\$	2,948
Regional	\$	771,768	\$	735,000	\$	-	\$	36,768
Reserve	\$	771,768	\$	-	\$	-	\$	771,768
TOTAL	\$	7,717,680	\$	4,082,817	\$	1,663,128	\$	1,971,735

		Electoral Area A – Mi	ill Bay/Malal	hat Projects F	Requesting CWF				
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	100%	\$ 4,000	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equally share 100% of the cost
	South Sector Liquid Waste Management Plan Update	Work has been underway on a substantial amendment of the SSLWMP. In the previous round of CWF, \$100,000 was allocated to the amendment process. It is clear that additional funding will be necessary for staff time, consulting, and expenses to complete the amendment process.	Environmental Initiatives	100%	\$ 33,333	A,B,C	Approved - In Progress	Nov 12, 2015	Complete in 2017
ısly Approved	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building	Facilities	\$ 350,000 50%	\$ 41,230 23.56%	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)	
Previously		systems such as refrigeration, heating and ventilation systems.  This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC		\$ 210,000	\$ 24,738				
	System Upgrades  Upgrades		Facilities	50%	23.56%	A,B,C,D	Approved - Not Started	Dec 9,2015	Scheduled for 2017
	KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equally share 100% of the cost

		Electoral Area A – M	ill Bay/Malal	nat Projects R	equesting CWF				
No.	Project Name	Description	Project Lead	& % of Total from	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
1	Hall - Condition/ Hazmat/ Seismic Assessments	The Public Safety Division is exploring what's essential towards the most cost-effective strategy to manage fire hall maintenance today and for the future. A Building Condition Assessment, Hazardous Materials Inspection and a Seismic Analysis of each CVRD fire hall is required towards developing long-term capital budget planning of expenditures for major repairs or replacements of fire halls. This three prong approach to asset management is a smart and cost effective way to maximize building life, and reduce repair and maintenance costs.	Public Safety	\$ 3,000 100% (for Condition Assessment only)	\$ 1,112	A,B	Seeking Board Approval	n/a	Directors support \$3,000 for condition assessment only (A = \$1,112 & B = \$1,888)
2	Emergency Power	The fire hall has been without any backup emergency power for its existence. The fire station is located in an area of the valley where electricity can be lost for many hours or days during the winter. The fire station does not have alternate sources of heating or power to run operations.	Public Safety	100%	37.07%	A, B	Seeking Board Approval	n/a	None
3	Bright Angel Park	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 9,221	A, B, C, D, E	Seeking Board Approval	n/a	2018 Project
4	Community	The intent of this project is to undertake a high level master planning exercise to examine the viability of and considerations for the development of a new village center in the community of Mill Bay. This review will be a technical exercise and will study land use, physiography, servicing, land assembly and other considerations associated with the development of a village concept plan.	Planning	\$ 150,000 100%	\$ 150,000	А	Seeking Board Approval	n/a	To be completed in 2017

Electoral Area A Summary	
Allocated Funding	\$ 861,910
Previously Approved Projects	\$ 110,801
Seeking Board Approval	\$ 165,893
Remaining Funding	\$ 585,216

	,	Electoral Area B –	Shawnigan	Projects Reques	sting CWF				
No.	Project Name	•	Project Lead	Total Cost Estimate & % of Total from CWF	total)	Funding Area	Status	Board Approval Date	Comments
	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	100%	25%	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equally share 100% of the cost
	Liquid Waste	Work has been underway on a substantial amendment of the SSLWMP. In the previous round of CWF, \$100,000 was allocated to the amendment process. It is clear that additional funding will be necessary for staff time, consulting, and expenses to complete the amendment process.	Environmental Initiatives	100%	33,333	A,B,C	Approved - In Progress	Nov 12, 2015	Complete in 2017
		There are a number of facility repair issues required that were not		\$ 350,000	\$ 70,000				
	KPRC Building Envelope Repairs	included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the searly 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	50%	40.00%	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
Previously Approved	KPRC HVAC	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	\$ 42,000	A,B,C,D	Approved - Not Started	Dec 9,2015	Scheduled for 2017
S S S		Purchase and Install of an outdoor fitness park at KPRC.		\$ 30,000	\$ 7,500				Areas A, B, C,
Pre	KPRC Outdoor Fitness Park		Facilities	100%	25%	A,B,C,D	Approved - Not Started	Apr 13, 2016	and D will equally share 100% of the cost
	Burnum Water System Upgrades	The newly acquired Burnum Water System, which serves 82 customers, requires substantial upgrades to meet municipal water treatment standards for arsenic removal. While additional improvements and upgrades will be needed, this initial project was identified as an immediate priority.	Water Management	\$ 200,000 50%	100%	В	Approved - In Progress	Dec 9,2015	Complete in 2016
		In 2014 Building Energy Solutions Ltd (BES) was contracted to		\$ 50,000	\$ 25,000				
	SLCC Energy Upgrades  BES imp folic suc	preform energy audits at the Shawnigan Lake Community Centre. BES's report recommends 24 energy management measures to improve the facility's energy consumption by approximately 24% following implementation. These projects range from minimal items such as insulating hot water pipes to more significant projects such as replacing the conventional lighting systems with LED fixtures.	Facilities	50%	100%	В	Approved - In Progress	Dec 9,2015	None

		Electoral Area B –	Shawnigan	<b>Projects Reques</b>	sting CWF				
No.	Project Name	Description This project would see construction of a 2-m wide multi-use rail with	Project Lead	Total Cost Estimate & % of Total from CWF	total)	Funding Area	Status	Board Approval Date	Comments
	Village Community Rail Trail Walk	trail constructed within the E&N Rail Corridor between Mason's Beach, Shawnigan Wharf Park, and Old Mill Park; a total of 2.1 kilometers. Once completed, this fully accessible trail will connect three popular waterfront community parks with the Shawnigan Village core, Elsie Miles Park, the Shawnigan Lake Community Centre, and several local neighborhoods.	Parks & Trails	50%	100%	В	Approved - In Progress	Dec 9,2015 & July 13, 2016	Parks asked for 100% funding for 50% of the project (July 13, 2016)
1	Shawnnigan Lake North Water - Capital Upgrade Pipe Replacement	have already been two breaks resulting in extensive damage and insurance claims.	Water Management	\$ 120,000 45%	100%	В	Seeking Board Approval	n/a	Work is complete, EA Director has agreed, pending board approval
2	Elsie Miles Floor Replacement (Asbestos removal)	Due to the age of the recently purchased Elsie Miles School facility, the flooring is showing significant wear and is delaminating/chipping in some areas. The flooring is of an age that there is high potential to contain asbestos and with the current use as a child care faculty this project should be a priority for the CVRD. To determine a price for the project we must first employ the services of an environmental consulting company to assess the safest and most cost effective solution to the flooring. Possible options may include a complete remove and replace or a simpler replace over existing flooring system. A very rough estimate of \$50,000 is a placeholder amount.	Facilities	\$ 50,000	100%	В	Seeking Board Approval	n/a	Likely 2018 or 2019 Project
3	Estates - Infiltration and Inflow ( I& I) Remediation for	The CVRD owns and operates four sewer collection systems that have wet weather flows that exceed two times the dry weather flows. Under the MoE's existing Municipal Wastewater Regulation an owner of a sewer system must develop a plan to remediate the excess flow resulting from I & I (infiltration and inflow) and is considered out of compliance with regulatory standards.  • Infiltration: Groundwater entering sanitary sewers through defective joints, deteriorating manholes and broken pipes  • Inflow: Water enters from cross connections such as sump pumps, roof drains, perimeter drains and storm water infrastructure. Operational concerns resulting from high I & I:  • Higher hydro costs due to increased run time on pumps  • The Collection system becomes overwhelmed with high flows (exceeds design capacity)  • Environmental and property damage due to surcharging  • Dilution of raw sewage decreases the efficiency of the wastewater treatment plant  The Engineering Services Dept. proposes use of industry-proven standards for restoration of the infrastructure such as slip lining, manhole grouting and spot repairs.	Water Management	\$ 150,000 100%	\$ 150,000 100%	В	Seeking Board Approval	n/a	Start work in 2017

		Electoral Area B –	Shawnigan	Projects Reques	sting CWF				
No.	Project Name	Description	Project Lead	Total Cost Estimate &	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
4	Malahat Fire Hall - Condition/ Hazmat/ Seismic Assessments	With today's ever-tightening budgets and increasing building and maintenance costs for fire halls, we need to do more with less. The Public Safety Division is exploring what's essential towards the most cost-effective strategy to manage fire hall maintenance today and for the future. A Building Condition Assessment, Hazardous Materials Inspection and a Seismic Analysis of each CVRD fire hall is required towards developing long-term capital budget planning of expenditures for major repairs or replacements of fire halls. This three prong approach to asset management is a smart and cost effective way to maximize building life, and reduce repair and	Public Safety	\$ 3,000 100% (for Condition Assessment only)	62.93%	A,B	Seeking Board Approval	n/a	Directors supported condition assessment only for \$3,000 .
5	Malahat Fire Hall - Emergency Power Generator	The fire station has been without any backup emergency power for its existence. The fire station is located in an area of the valley where electricity can be lost for many hours or days during the winter. The fire station does not have alternate sources of heating or power to run operations.	Public Safety	\$ 15,000	\$ 9,440 62.93%	A, B	Seeking Board Approval	n/a	None
6		The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	,	A, B, C, D, E	Seeking Board Approval	n/a	2018 Project
7	SLCC Parking Lot Updates	SLCC currently has very limited paved parking at the facility with overflow gravel parking available to the North and West of the gym. The gravel parking areas while functional require constant pothole repair to limit liability. Additionally, they are very difficult to maintain during the snow periods. These areas should be paved in an environmentally friendly manner including rain gardens or bio swales.	Facilities	\$ 350,000	\$ 175,000 100%	В	Seeking Board Approval	n/a	No matching funds currently
8	SLCC Flooring	SLCC celebrated its 20 year anniversary in 2014. The sport flooring in the gym, meeting rooms and office are original to the building and have provided years of excellent service however they are past their usual serviceable life. This project would see the replacement of all sport floor systems in the facility to improve the users experience as well as operational maintenance and safety.		\$ 50,000	\$ 25,000	В	Seeking Board Approval	n/a	identified. Likely 2018 project.
9	Arbutus Mountain Estates - LED Ornamental Street	Upgrade existing High Pressure Sodium ornamental street lights with energy efficient and low maintenance LED lamps. It will be most cost effective to update all six systems (155 lamps) with estimated annual energy and maintenance savings of \$10,000 and a 6 year payback. Cost Estimate just shows Area B system and includes design fees.	Water Management	\$ 11,381 100%	\$ 11,381 100%	В	Seeking Board Approval	n/a	Arbutus Mountain = \$11,381 All systems = \$60,000. Planned for 2017.

		Electoral Area B -	- Shawnigan	Projects Reques	sting CWF				
No.	Project Name	Description		Total Cost Estimate &	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
10	Phase 1 - Elsie Miles Park Upgrade Project	Implementation of the Elsie Miles Park Concept Plan which will include various upgrades and construction to the site including a nature playscape, multi-purpose covered area, public washroom, and entrance plaza.	Parks & Trails	\$ 300,000	\$ 300,000	В	Seeking Board Approval	n/a	Work is planned for 2017 & 2018
11	Ida Road Trail Connection	Construct a new trail within the Ida Road right of way between West Shawnigan Lake Road and the Cowichan Valley Trail. The cost estimate includes clearing and compaction of a 2.0 metre wide trail surface, culvert installation to deal with localized drainage issues, survey work to ensure the trail to be built will be within the r/w and trail signage.	Parks & Trails	\$ 15,000 100%	\$ 15,000 100%	В	Seeking Board Approval	n/a	Work is planned for 2017
12	Cowichan Bay Boat Launch Upgrades (Hecate Park)	The Cowichan Bay Boat Launch is the only public boat launch between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its	Parks & Trails	\$ 100,000	\$ 25,000	B,C,D	Seeking Board Approval	n/a	Work is planned for 2017/18

Electoral Area B Summary	
Allocated Funding	\$ 1,594,781
Previously Approved Projects	\$ 506,833
Seeking Board Approval	\$ 832,360
Remaining Funding	\$ 255,589

		Electo	oral Area C –	Cobble Hill Pro	jects Requesting (	CWF			
No.		Description			total)	Funding Area	Status	Board Approval Date	Comments
	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	100%	25%	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equally share 100% of the cost
	South Sector Liquid Waste Management Plan	Work has been underway on a substantial amendment of the SSLWMP. In the previous round of CWF, \$100,000 was allocated to the amendment process. It is clear that additional funding will be necessary for staff time, consulting, and expenses to complete the amendment process.	Environmental Initiatives	100,000	33,333	A,B,C	Approved - In Progress	Nov 12, 2015	Complete in 2017
	KPRC Building Envelope Repairs	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	\$ 350,000	\$ 39,778 22.73%	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
	KPRC HVAC System Upgrades	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	23,867	A,B,C,D	Approved - Not Started	Dec 9,2015	None
Approved	KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equally share 100% of the cost

	Electoral Area C – Cobble Hill Projects Requesting CWF												
No.	Project Name	•	Project Lead		total)	Funding Area	Status	Board Approval Date	Comments				
Previously	Cobble Hill Hall Upgrade	The 93 year old Cobble Hill Community Hall is the only one of its kind remaining in the South Cowichan area. The Shawnigan Cobble Hill Farmers Institute and Agricultural Society (CHFIAS) will be undertaking an extensive upgrade to this facility in the 2015/2016 years and CWF would help ease the burden of raising all of the money necessary to complete this project. The Farmers Institute has applied for Heritage Canada funds for half of the above amount. The project consists of repairing and restoring the front stairway and landing to the hall; repairing and restoring the wheelchair access to the hall; painting the interior of main hall in preparation for upgraded lighting; electrical upgrades to the hall's main electrical panel, wiring and plugs; installation of LED light fixtures in the hall; construction of an addition to accommodate storage for chairs and tables; rebuilding the existing stage; replacing the aging oil furnace with commercial heat pump system; improving the sound and stage lighting system; replacing existing wooden tables with lifetime plastic tables; painting ceilings and walls in the dining hall, kitchen. bar and bathrooms; painting exterior walls and trim; and upgrading the youth hall's wiring. lighting and electrical and painting the interior and exterior.	Community	\$279,000 62.72%	\$175,000 100%	С	Approved - In Progress	Nov 12, 2015	Ongoing - (Phase 1 = \$100K, Phase 2 = \$75K) - As of Dec/15 \$78,906.29 paid out				
		The Arbutus Ridge sewer system, serving the 646 customers, is out of compliance with the Ministry of Environment. The original		\$350,000	\$175,000			March 11, 2015					
	Arbutus Ridge Sewer Disposal Field Replacement	disposal system was poorly constructed and loading over the years has resulted in failure and surfacing of effluent.	Water Management	50%	100%	С	Approved - In Progress		Complete in 2017				
	Twin Cedars Sewer System (Purple Pipe Parks Project)	Expansion of the existing 76 lot customer base of this service area to include residents in the Cobble Hill core area requires upgrades to the wastewater treatment plant. This includes a registration amendment, head works upgrades and instrumentation.  Connection fees arising from the new connections outside the service area will provide funds for further development of the system. This project works in conjunction with the Cobble Hill laterated Sewer Sustant project.	Parks & Trails	\$160,000 40%	\$64,200 100%	С	Approved - In Progress	\$50,000, Nov 12, 2014 & \$14,200 Dec 10, 2014	Potential for 2017 - As of Dec/15 \$10,261 of \$50,000 & \$9,195 of\$14,200 paid out				
		The wood pole towers on this pedestrian suspension bridge		\$ 45,000	\$ 8,892								
1	Bright Angel Park	require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	100%	19.76%	A, B, C, D, E	Seeking Board Approval	n/a	2018 Project				
	Cabble Him You	Upgrade existing High Pressure Sodium ornamental street lights with energy efficient and low maintenance LED lamps. It will be		\$ 18,036	\$ 18,036	·							
2	& Twin Cedars - LED Ornamental Street Lighting Upgrade	with energy efficient and low maintenance LED lamps. It will be most cost effective to update all six systems (155 lamps) with estimated annual energy and maintenance savings of \$10,000 and a 6 year payback. Cost Estimate just shows Area C system and includes design fees.	Water Management	100%	100%	С	Seeking Board Approval	n/a	Cobble Hill Village = \$7,061 (also needs new fixtures) Twin Cedars = \$10,975 All systems = \$60,000				
		The project will involve grading the existing soil, bring in new top		\$ 130,000	\$ 130,000								
3	Cobble Hill Commons Landscaping	soil, grassing, and irrigating. There will also be electrical runs made from the newly installed power pole to make future events more accessible. The EA Director has been working with parks staff to cost out the scope of this project. Those estimates were brought to the parks commission who have agreed to the project in principal. The cobble hill commons were acquired from the ministry of transportation the years ago and has had minimal upgrades since its acquisition.	Parks & Trails	100%	100% C	С	Seeking Board Approval	d n/a	2017 Project				

			Electo	oral Area C -	Cobble Hill Proj	ects Requesting (	CWF			
No	. Project	ct Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF		Funding Area	Status	Board Approval Date	Comments
	1 Timb	green School ber Framed Pavilion	These funds will be used to build a timber frame pavilion at evergreen school on Watson Avenue. The pavilion will be used for a variety of activities at the school including sports and outdoor concerts. The space can also be walled with canvas sheets for a mixed indoor/outdoor venue. With the shortage of available land in the village core, this communal arrangement benefits all of Cobble Hill. The EA Director is Moving forward with a village revitalization effort that includes creating amenities that allow for year round use.	Community Project	\$ 93,000	\$ 50,000	С	Seeking Board Approval	n/a	\$43,000 from Evergreen School. There is an arrangement with evergreen school from a previous investment in their sports court that gives the public access after school hours, weekends as well as during the summer. If this project goes through, evergreen school is aware that there will need to be a new contract/ arrangement drafted.
			The Cowichan Bay Boat Launch is the only public boat launch		\$ 100,000	\$ 50,000				
	Boa Upgra	wichan Bay pat Launch ades (Hecate Park)	between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its insufficient length. Consequently, users have reported damaged axles and stuck vehicles. Furthermore, the current condition of some sections of asphalt, primarily the travel lanes, has surpassed its lifespan, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration.	Parks & Trails	100%	50%	B,C,D	Seeking Board Approval	n/a	Work is planned for 2017/18. Area C is covering Area A's portion of the project.

Electoral Area C Summary	
Allocated Funding	\$ 940,940
Previously Approved Projects	\$ 522,678
Seeking Board Approval	\$ 256,928
Remaining Funding	\$ 161,334

		CWF for Elector	al Area D – C	owichan Bay P	rojects Requestin	g CWF			
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	KPRC Parking Lot Replacement	Design work for KPRC Parking Lot Replacement.	Facilities	100%	\$ 4,000	A,B,C,D	Complete	Dec 9,2015	Areas A, B, C, and D will equally share 100% of the cost
	KPRC Building	There are a number of facility repair issues required that were not included as in the first phase of facility repairs being completed in 2014. These projects include replacement of: all exterior doors and frames, exterior facility cladding, roof over the warm room and McLean room, windows and insulation. The facility was built in the early 1970s and a number of these items are original to the facility and need to be replaced. These upgrades will increase facility energy efficiency and improve the operation of other building systems such as refrigeration, heating and ventilation systems.	Facilities	\$ 350,000	\$ 23,993	A,B,C,D	Approved - In Progress	Dec 9,2015	3 Phases (roof - started, cladding - started, doors - postponed to 2017)
Previously Approved	KPRC HVAC System	This project consists of updating the heating and ventilation systems that supply the arena dressing rooms, warm room, arena concession and other areas that were not updated as part of the 2011 HVAC upgrade project. With the current installation of a new refrigeration heat recovery system as part of the phase 1 facility upgrades there are a number of areas in the facility where the recovered heat can be used to save energy costs. This project will increase facility operating efficiency thereby reducing heating costs as well as reducing GHG emissions.	Facilities	\$ 210,000	\$ 14,396 13.71%	A,B,C,D	Approved - Not Started	Dec 9,2015	none
Prev	KPRC Outdoor Fitness Park	Purchase and Install of an outdoor fitness park at KPRC.	Facilities	\$ 30,000 100%	\$ 7,500	A,B,C,D	Approved - Not Started	Apr 13, 2016	Areas A, B, C, and D will equally share 100% of the cost

		CWF for Elector	al Area D – C	owichan Bay P	rojects Requestin	g CWF			
No.	Project Name	Description	Project Lead		EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	Lambourn Water System	The Lambourn water system is unmetered and the summer-time demand is high. Metering of the system would reduce peak flows which scour the distribution piping releasing precipitated Manganese into the water and improve function of greensand filter. It would also help with long-term sustainability of the water supply. Also, the burden of manganese sludge from the greensand filter on the sewage treatment plant is expected to reduce operable life cycle of the membrane systems. Settling tanks on the greensand filter discharge will allow for the greensand backwash to be discharged to the surface drainage system.	Water Management	\$ 350,000 85.99%	100%	D	Approved - In Progress	March 11, 2015	Ongoing due to lack of capacity
	Floodworks	This project consists of four small diking sections which will complete the comprehensive flood infrastructure system along the Cowichan River and protect against high velocity and deep water flooding of the City of Duncan and adjacent industrial area.	Environmental Initiatives	\$ 4,284,861 100%	3.8%	D, E, DU, CT	Approved - In Progress	July 9, 2014	Substantially Complete (Complete in 2017) - As of Dec/15 \$34,096.6
1	Bright Angel	The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000	\$ 5,364	A, B, C, D, E	Seeking Board Approval	n/a	2018 Project
2		This project would see the development of a 2 metre wide trail and engineered staircase constructed within Wessex Ravine Park. Once completed this trail and staircase will provide connectivity from Pritchard Road down to Cowichan Bay Road. The trail and structure will be designed to limit the footprint within this sensitive ecosystem.	Parks & Trails	100%	\$ 38,347	D	Seeking Board Approval	n/a	CWF for Engineered Design only in 2017
3	Cowichan Bay Boat Launch Upgrades (Hecate Park)	The Cowichan Bay Boat Launch is the only public boat launch between Mill Bay and Maple Bay. It is a highly used facility as indicated by 2014 vehicle counts (132,000) and the fact that the parking lot spaces are 80% dedicated to boat and trailer parking only. The current condition of the concrete ramp has deteriorated in areas, and the edge of the ramp has an 8 inch drop off due to its insufficient length. Consequently, users have reported damaged axles and stuck vehicles. Furthermore, the current condition of some sections of asphalt, primarily the travel lanes, has surpassed its lifespan, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration.	Parks & Trails	\$ 100,000 100%	\$ 25,000	B,C,D	Seeking Board Approval	n/a	Work is planned for 2017/18

Electoral Area D Summary	
Allocated Funding	\$ 582,839
Previously Approved Projects	\$ 514,128
Seeking Board Approval	\$ 68,711
Remaining Funding	\$ -

		Electoral Area E –	Cowichan S	Station/Sahtlam/	Glenora Projects I	Requestin	g CWF		
No.	Project Name	Description		Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	Dogwood Ridge Water System – Fire Pump Upgrades	In order to provide fire protection for the 33 customer Dogwood Water System, an electrical fire pump, new generator, and transfer switch are required at an estimated cost of \$80,000. The existing pump system delivers flow rates far short of standards for fire flow. This project would save Dogwood Ridge customers significantly in their house insurance costs offsetting somewhat, the high costs of this, the CVRD's most expensive system.	Water Management	100%	100%	E	Complete	Nov 12, 2015	Complete with \$12K remaining As of \$61,278 paid out
Approved	2014 Cowichan	This project consists of four small diking sections which will complete the comprehensive flood infrastructure system along the Cowichan River and protect against high velocity and deep water flooding of the City of Duncan and adjacent industrial area.	Water Management	\$ 4,284,861	\$489,852 11.4%	D, E, DU, CT	Approved - In Progress	July 9, 2014	Substantially Complete (Complete in 2017) - As of Dec/15 \$34,097 paid out
Previously	Community Roadside Pathway - Cowichan Station to TCH	This project would involve the construction of a separated 1.5-metre gravel pathway within the Ministry of Transportation's Koksiah Road right of way from Cowichan Station to the Trans-Canada Highway, and then continued eastward in Cowichan Bay a few hundred meters to link with the existing Wilmot Road Community Pathway. The pathway would create a safe alternative transportation corridor for the Cowichan Station community to reach the TCT and Cowichan Bay Village area. Longer term plans would see continuation of this pathway from Cowichan Station to the Koksilah community and City of Duncan, providing an off-road pathway connection from Cowichan Bay to Duncan/North Cowichan. The overall length of the pathway.	Parks & Trails	\$ 200,000	100,000	E	Approved - Not Started	Dec 9, 2015	None
1		The wood pole towers on this pedestrian suspension bridge require replacement due to age/slow deterioration at the bases. The bridge spans Koksilah River and provides access to the east side of Bright Angel Park where the most popular swimming areas on the river are located for families.	Parks & Trails	\$ 45,000 100%	\$ 5,873 13.05%	A, B, C, D, E	Seeking Board Approval	n/a	2018 Project

Electoral Area E Summary	
Allocated Funding	\$ 756,333
Previously Approved Projects	\$ 669,852
Seeking Board Approval	\$ 5,873
Remaining Funding	\$ 80,609

Electoral Area F – Cowichan Lake South/Skutz Falls Projects Requesting CWF									
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments
	Water System – Well	The Honeymoon Bay water system, which provides water to 152 residential customers as well as 3 large RV sites, was converted to well- based water source which eliminated turbidity problems associated with the former Ashburnham creek source. However, peak demands in the summer exceed the capacity of the well at times and have resulted in storage capacities near zero, meaning that no firefighting capacity was available and that water service could be interrupted altogether in the higher areas of the service area. Additional well locations have been sited and funds allotted to drill an exploratory well, however additional funds are required for well development and to tie in to the existing system.	Water Management	\$500,000 50%	\$123,525 25%	F	Approved - In Progress	Dec 9, 2015 & \$23,000 on May 13, 2015	None
	Mesachie Lake Sewer Upgrades	Mesachie Lake is partly served by a primitive sewage collection and disposal system built in the 1940's. Sewer collection from the 49 homes in the service area is via a clay pipe based system which has almost no grade. Disposal is through two septic tanks and one trench system and a series of buried log "cribs". There have been chronic failures of the disposal system over the years. It is thought that the disposal system should be attended to first while the collection system is gradually improved. This project is to construct new pump stations in the septic tanks and a forcemain to convey effluent to a new disposal site, to be provided by Timber West.	Water Management	\$900,000	\$200,000	F	Approved - Not Started	Dec 9, 2015	None
	•		No New Pr	oiects					

Electoral Area F Summary	
Allocated Funding	\$ 323,525
Previously Approved Projects	\$ 323,525
Seeking Board Approval	\$ -
Remaining Funding	\$ -

		Electoral Area G – Saltair	/Gulf Island	s Projects Re		/F			
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	· · ·	Funding Area	Status	Board Approval Date	Comments
		CWF would be used here to purchase a baler and a glass		\$25,000	\$25,000				
Þ	Thetis Island recycling depot baler & glass crusher	crusher for the Thetis Island garbage and recycling depot. This function is funded through a Thetis Island parcel tax with no other source of revenue or financial support. The bailer will reduce operating costs by allowing the group to purchase this equipment rather than renting it as well as reducing trucking and ferry transportation costs. The glass crusher will allow the group to crush and repurpose glass locally, thereby improving its overall environmental impact, lowering emissions. and reducing costs.		-100%	100%	G	Approved - In Progress	Feb 11, 2015	None
Š		The recently acquired Mt. Brenton School is aged and requires		\$450,000	\$130,000			Dec 9, 2015	
Previously Approved	Former Mt. Brenton School Roof & Heating Upgrades	upgrades. This project would consist of a \$50,000 upgrade to the current heating system which relies on oil, to a high efficiency heat pump system and a new roof on the building as the current rood if at the end of its service life. This is expected to cost \$400,000.Costs as this point are approximate.	Community Project	29%	100%	G	Approved - Not Started		None
	Parkinson/ Cliffcoe Community Trail  Community Trail  Community pathway connecting Cliffcot Road near the entrance to Stocking Cre meters. Once completed, this fully acc safe. direct, off road trail connection b the Clifcoe Road area and local parks a Stocking Creek Park, Saltair Centennia	This project would see construction of a 2-m wide multi-use		\$50,000	\$0				Director
		community pathway connecting Cliffcoe Road with Chemainus Road near the entrance to Stocking Creek Park; a total of 550 meters. Once completed, this fully accessible trail will provide a safe. direct, off road trail connection between neighborhoods in the Clifcoe Road area and local parks and amenities including Stocking Creek Park, Saltair Centennial Park, Diana Princess of Wales Park, and Cliffcoe Road Beach Access.	Parks & Trails	50%	100%	G	Approved - Not Started	Dec 9, 2015	canceled project and reallocated \$25,000 for Mt. Brenton School Condition Assessment
		The sixting and 1 4500 at 400 at 15		\$ 258,364	\$ 258,364				
1	Saltair Water System Upgrades (Old Victoria Rd.) Phase 1	The existing approximately 1500m, 100mm diameter water main on Old Victoria Road in the Saltair water system is inadequate to provide sufficient flows for firefighting purposes and requires upgrading. In addition, due to being a long dead end pipe, there is a tendency for the water to become stagnant. In 2011 this resulted in an algae bloom occurring which rendered the water undrinkable. The best long term solution to this is to loop the end of the pipe back into the system so that continuous flow occurs.	Water Management	100%	100%	G	Seeking Board Approval	n/a	All reaming funding will be allocated to ongoing Salt Air Upgrades
		Condition Assessment (structural, mechanical, electrical), which		\$ 25,000	\$ 25,000				Reallocating
2	Former Mt. Brenton School Condition Assessment	will be used to prioritize various renovations/repairs	Parks & Trails	100%	100%	G Seeking Board Approval	n/a	\$25,000 from Cliffcoe Community Trail	

Electoral Area G Summary	
Allocated Funding	\$ 438,364
Previously Approved Projects	\$ 155,000
Seeking Board Approval	\$ 283,364
Remaining Funding	\$ -

	Electoral Area H – North Oyster/Diamond Projects Requesting CWF									
No.	Project Name	Description		Total Cost Estimate & % of Total from CWF		Funding Area	Status	Board Approval Date	Comments	
Previously Approved		Upgrades for this 26 customer system began in 2014 with design and tendering, but due to an unexpected higher cost of reservoir, which came in \$80,000 higher than expected, the project has been put on hold until additional funding can be found. Due to the layout of the infrastructure. we could not build the reservoir and Water treatment plant Independently.	Water Management	\$444,000 81%	\$100,000 100%	н	Approved - In Progress	Feb 2015	Substantially complete - As of Dec/15 \$99,173.84 paid out. \$260,000 in CWF 1.0 previously allocated.	
	Shell Beach Water System	Proposed acquisition of this 35 customer water system by the CVRD requires upgrade of various components of the water treatment facility and linking with the Shellwood system as determined in an engineering study. The existing system does not provide adequate flow for firefighting, which is of key importance to the customers of the system.	Water Management	\$460,000 50%	\$230,000 100%	н	Approved - In Progress	Dec 9, 2015	Moratorium on new take overs	
1	North Oyster Fire Department - Water Source Development	The North Oyster Fire Service Area is mostly without fire hydrant protection. With recent climate change, longer wildfire seasons, and the reduction of natural water sources, a strategic hydrant water supply installed around Simpson Road & TCH would greatly enhance the firefighting efforts of the fire department. This would provide critical firefighting water to the area, reduce response times for water shuttling, and reduce the impact and use on other, farther away, hydrant systems.	Public Safety	\$ 50,000	\$ 50,000	н	Seeking Board Approval	n/a	None	

Electoral Area H Summary	
Allocated Funding	\$ 457,504
Previously Approved Projects	\$ 330,000
Seeking Board Approval	\$ 50,000
Remaining Funding	\$ 77,504

	Electoral Area I – Youbou/Meade Creek Projects Requesting CWF									
No.	Project Name	Description	Project Lead	Total Cost Estimate & % of Total from CWF	EA's Contribution of Total Cost (\$ & % of total)	Funding Area	Status	Board Approval Date	Comments	
Previously Approved	Youbou Water System Well Development & Protection Plan	This project will link an existing very large capacity well into the water supply network for the 530 customer Youbou water system. This will provide substantial extra capacity and eliminate the need to treat surface water from the Youbou Creek source. The compliance standard for the existing system requires that the Youbou Creek source is filtered and then bypassed during turbidity events in the winter leaving the existing wells to meet all the demand. However the bag filtration system has been put offline as it could not deal with the amount of organic debris in the water. This has rendered the system out of compliance. Due to the amount of organic matter, a filtration system is not thought to be feasible. Also, Island Health staff has indicated the system may have to meet the 4-3-2-1 standard in future. which would be cost prohibitive.	Water Management	\$140,000 50%	\$70,000 100%	I	Approved - In Progress	Dec 9, 2015	None	
	Arbutus Park Washroom & Lifeguard Building, Picnic Shelter Replacement and Swim Dock Upgrade	Arbutus Park ranks as the most popular CVRD waterfront park for its size (other than perhaps Shawnigan Wharf Park in Shawnigan Lake) and benefits from the provision annually of lifeguards in the summer months through Cowichan Lake Recreation. The existing building provides both limited washroom space for the public and a lifeguard station; however the aged wooden building is beyond retrofitting or expansion. A new washroom building is proposed, inclusive of new sewage/water utilities.	Parks & Trails	\$290,000	\$145,000 100%	I	Approved - In Progress	Dec 9, 2015	Complete in 2017	
			No New Pro	jects						

Electoral Area I Summary	
Allocated Funding	\$ 217,948
Previously Approved Projects	\$ 215,000
Seeking Board Approval	\$ -
Remaining Funding	\$ 2,948

Regional Summary	
Allocated Funding	\$ 771,768
Previously Approved Projects	\$ 735,000
Seeking Board Approval	\$ -
Remaining Funding	\$ 36,768



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of January 18, 2017

FROM: Legislative Services Division

Corporate Services Department

SUBJECT: Community Parks Advisory Commissions Establishment

FILE: Bylaw No. 4066

#### **PURPOSE/INTRODUCTION**

The purpose of this report is to present an analysis of the various Parks Commission bylaws and to propose the establishment of three Community Parks Advisory Commissions.

#### RECOMMENDED RESOLUTION

That Community Parks Advisory Commissions Bylaw No. 4066 be forwarded to the Board for consideration of first three readings and adoption.

#### **BACKGROUND**

The CVRD has 32 separate commissions that report to the Board. Both the 2008 organizational review and the 2015 organizational assessment determined the regional district has too many commissions thereby causing inefficiencies, pressure on staff resources, and heavy demands on time for electoral area Directors. This can also lead to frustration for volunteer members who serve on the various commissions since the required supporting resources cannot be properly allocated, for staff who can't provide the required support, and for the Directors who wish to attend every meeting and see the lack of support.

The 2015 organizational assessment identified challenges and deficiencies with respect to the functionality, consistency, effectiveness and purpose of a number of commissions. There are a significant number of commissions at the electoral area level with each commission requiring a degree of support and participation of staff. Where possible, consideration should be given to combining electoral area commissions to reduce the overall number of commissions and the staff resources required to support the commission. A copy of the Chief Administrative Officer's March 23, 2015 report is attached as Attachment A.

#### **ANALYSIS**

There are 12 commissions specifically dedicated to parks and outdoor recreation with up to 104 people serving on these commissions. In 2015, there were over 40 parks commission meetings and in 2016, there were 64 commission meetings.

Do our community parks require the holding of 64 commission meetings? As a comparison, there were 22 Electoral Area Services Committee meetings and 17 Board meetings in 2016.

As the CAO identified in his report, the majority of older parks and recreation commission bylaws are reflective of a time when there were few staff within the regional district and commissions were empowered to deliver services on behalf of the Board. These bylaws continue to provide the commissions with a range of administrative responsibilities including preparing budgets, expending funds, entering into contracts, setting fees, collecting revenues, maintaining insurance, establishing policy, and in some cases, hiring and dismissing staff of the CVRD.

The purpose/responsibility statements for the various parks and recreation commissions are not in alignment with the current operation and management of parks and recreation programs. Parks are acquired, constructed, operated and maintained primarily by professional staff. Although commissions are involved with fund-raising, planning and hands-on work in parks, they do so under the direction of staff. The primary role of parks and recreation commissions today should be to provide advice and recommendations to the Board.

With 64 Parks commissions meetings, the CVRD is unable to provide staff resources for guidance, direction and support to the commissions. As a result, commission meetings are run by well-meaning volunteers and/or the area Director which leads to inconsistences as to how meetings are conducted resulting in various procedural issues frequently arising. While all meetings are governed by Committee and Commissions Procedures Bylaw No. 2922, the minutes of the meetings show that the commissions are not following bylaw procedures.

#### Non-Park Related Topics

Without staff involvement in building the agendas or attending every meeting, there are many examples where commissions have dealt with items that are not part of their mandate. A review of minutes from the Parks commissions show the following non-park related matters were on their agendas:

- Regional recreation was considered and a resolution adopted by the Area G Parks Commission;
- An update was provided to the Area C Parks Commission regarding a house being readied for Syrian refugees.
- An off-leash dog park proposed within the Town of Ladysmith and a discussion of various town sites was a topic debated by the Area H Parks Commission.
- The Area B Parks Commission discussed Shawnigan Lake Village Core improvements including the reduction of one less parking stall in front of the coffee shop/bakery, but improved seating and access/egress for all vehicle traffic.
- A Saltair resident raised the issue of having a bus stop located at Byron's Grocery store.
- The location of the "Welcome to Cowichan Bay" sign which is situated on private property has been an ongoing topic of discussion by the Area D Parks Commission.
- Two residents met with the Area E Parks Commission regarding the gun range at the Cowichan Fish and Game Club.
- The Area G Parks Commission includes a Ladysmith report section whereby the parks commission heard about the Ladysmith dog park and the Frank Jameson Center allowing public access for showers policy.
- The Area C Director gave a report expressing his interest in the infill of businesses in the Cobble Hill village core. The minutes show that he is approaching MoT to improve Fisher Road and is interested in possible improvements on Cobble Hill Road north of Train Station Park.
- The Area B Parks Commission passed a resolution to provide a letter of support to the Shawnigan Basin Society for their Gaming Commission Environment Grant application for conservation, protection, restoration, and management of the watershed ecosystem at Shawnigan Lake.

#### **Director Involvement**

It is best practice for Directors to NOT be a member of an advisory commission. The Board establishes commissions to provide advice back to the Board on specific matters. Governance consultant George Cuff recommended to the Directors in November 2014 that they should NOT sit on advisory commissions. How can Directors provide advice back to themselves when sitting

at the Board and still consider and vote on a matter with an open mind?

If Directors are going to sit on advisory commissions and influence the decisions, why would the Board even bother with the creation of the advisory commission? If the Board felt that an issue was important enough to send to the advisory commission, the commission needs to provide clear, unfiltered advice for consideration by the Board.

The other concerning aspect of Director involvement that has shown up occasionally over the years is a Director using the Parks Commission meeting as a local community or "mini Council" meeting. Topics with absolutely no connection with parks have been brought up and discussed to obtain input or advice for the Director. That is clearly not the mandate of the parks commissions and should not occur. Examples of this occurring can be found by reviewing minutes of parks commissions.

However, these inappropriate discussions don't always show up in the minutes. In fact, a former volunteer for one of the parks commissions told me that two sets of minutes were drafted. One set reflected the corporate standard and the other set contained verbal comments and discussion items. Drafting two versions of minutes for the same meeting is clearly wrong. This would not occur if staff were serving as recording secretaries. Unfortunately, at this time, there are simply too many commissions to receive proper staff resources.

### **Current Format Not Sustainable**

It is clear that the current format with 12 commissions consisting of up to 104 members meeting 64 times a year is not sustainable. There are too many meetings for Directors; staff are unable to provide proper support and guidance to the commissions; procedural errors are frequent; and commission members are spending time and energy on issues that have nothing to do with parks.

#### The Proposal

It is recommended that the existing 12 commissions be reduced to the following 3 commissions:

- A South Cowichan Community Parks Advisory Commission comprised of nine residents residing in the following geographical area:
  - a) Electoral Area A Mill Bay/Malahat;
  - b) Electoral Area B Shawnigan Lake;
  - c) Electoral Area C Cobble Hill;
  - d) Electoral Area D Cowichan Bay; and,
  - e) That portion of Electoral Area E Cowichan Station/Sahtlam/Glenora located south of the Cowichan River.
- A West Cowichan Community Parks Advisory Commission consisting of five residents living in the following geographical area:
  - a. That portion of Electoral Area E Cowichan Station/Sahtlam/Glenora located north of the Cowichan River;
  - b. Electoral Area F Cowichan Lake South/Skutz Falls; and.
  - c. Electoral Area I Youbou/Meade Creek.
- A North Oyster Saltair Community Parks Advisory Commission made up of five residents from the following geographical area:
  - a. That portion of Electoral Area G Saltair/Gulf Islands located on Vancouver Island; and,
  - b. Electoral Area H North Oyster/Diamond.

consideration and is attached as Attachment B.

The following benefits will be realized by moving to this sub-regional model:

#### Staff Support

Staff will be able to support three commissions that would likely meet up to six times a year each (an expected total of 18 meetings annually compared to the existing 54 meetings). Staff would prepare the agendas in consultation with the Chair of each commission; publish the agendas in advance of the meetings on our public website; and support each meeting with a recording secretary and parks technical staff. This will take the pressure off commission members to undertake these tasks.

#### **Proper Governance Alignment**

The role of advisory commissions is to provide advice to the Board on issues and not to be hands on with day to day operations of parks. Operations are the role of staff and decisions are made based on budgets which are approved by the Board. Input and advice from the commissions regarding upcoming budgets is important and an integral component of the budgeting process.

The three commissions will report directly to Board. Commissions are established by the Board and it is procedurally incorrect for Commissions to report back to the Electoral Area Services Committee. For many years, minutes from the various Parks Commissions have appeared on Electoral Area Services Committee (EASC) agendas for information and/or receive and file. This has occasionally led to discussion at the committee level including motions and voting. This is incorrect since Commissions do not report to Committees.

Recommendations from Parks Commissions need to be dealt with in the same consistent manner as recommendations from Recreation Commissions. A Commission Report is prepared for consideration on an upcoming Board agenda. As for commission minutes, they are adopted by Commissions at their next meeting, so there is no need for the minutes to appear as information on either an EASC or Board agenda. Since minutes will be prepared by staff, they will be publically available on the website within a week of the meeting.

## Improved Public Transparency

Since agendas and minutes will be the responsibility of staff, these documents will be publically available at least five days before the meeting and within a week after the meeting. Residents would have the ability to read the material and provide comments or ask questions of commission members prior to the meeting.

# **Building Bridges Between Communities**

Instead of perpetuating a culture of silos and separate communities, community parks and trails can serve to strengthen the bonds between communities. The public do not base their participation in outdoor recreation activities based on electoral area boundaries. Working together on a sub-regional basis will allow commissions to look at improved links between community parks.

In their Strategic Plan, the Board has identified a goal of improving pedestrian/cyclist safety on rural roads by developing a network of on-roadway and off-roadway pedestrian pathways and trail linkages. Connections between Cowichan Station and Cowichan Bay, Eagle Heights and Glenora, Satellite Park and Mill Bay, Diamond and Stocking Creek, Sahtlam and Skutz Falls, Mill Bay and Shawnigan Lake, and Kerry Park with Cobble Hill Village are just some examples where commissions can work towards improving safe trail connections.

## Consistent Community Parks Standards

It is important to remember that all community parks are CVRD parks; not Electoral Area "X" parks. Consistent minimum standards should exist so that the public can expect a quality experience each and every time they visit a CVRD community park. These consistent standards also are applied to control costs on the administration of parks operations/maintenance services and manage liability and risk management issues.

For example, the parks maintenance services contract includes requirements for annual clearing of leaf and organic debris from trails to minimize slip and trip hazards. The existing Saltair Parks Commission has wanted to eliminate the annual clearing of leaf and organic debris on park trails in Saltair, contending this effort is eroding trail surface conditions. Staff has previously assured the Commission that leaf/debris clearing does not degrade trails. However, this matter continues to be raised at the Commission meeting involving considerable staff time. Direction on the type and level of parks operations and services is a matter of the Board, not the area advisory parks commission.

Commission members overseeing community parks in their sub-regional geographic area will be more mindful that all of these parks are serving the same clientele. Electoral area boundaries should not be barriers between quality community park experiences.

## Commission Membership

It is best practice for open and transparent governments to advertise their commission vacancies allowing eligible members of the public the opportunity to serve their community. Members should be appointed based on the skills they can bring to the commission.

Vacancies can be advertised through a variety of different methods including newspapers, website and social media. The Regional District of Central Okanagan has an online Advisory Commissions Application Form that would be ideal for use as a template. Submitted applications would be reviewed by Parks staff and the Human Resources Department with the names of successful candidates being forwarded to the Board for consideration of appointment.

#### Term of Office

Since there would be no Directors sitting on the commissions, the term of office for commission members does not have to match the election cycle. As well, there is no need to have staggered terms for commission members since that is a historical holdover from the days before the regional district had professional parks staff. Previous thinking was that an entire new commission would not know what to do so continuity had to be built in. That is now redundant since staff will provide the consistency between commission terms. As well, with greater public transparency, prospective commission members will be able to review agendas and minutes prior to applying for commission vacancies.

Two year terms ending in even number years (i.e. 2018, 2020, etc.) would enable commission members to go through two full budget cycles and gain experience with the commission. Those who wish to continue may be reappointed for further terms.

#### Annual General Meetings Not Required

There is no requirement under the Local Government Act (LGA) to hold annual general meetings for advisory commissions. While Section 243 of the LGA deals with local community commissions which must hold annual general meetings, none of our Parks Commissions are considered local community commissions.

There is a major difference between a local community commission and an advisory commission. For example, the Regional District of Fraser  $\frac{1}{465}$  George established the Bear Lake Local

Community Commission in 1998. This local community commission administers the services of fire protection, street lighting, cemetery, ambulance station, recreation facilities and community water services in the community of Bear Lake. Local community commissions are somewhat akin to Improvement Districts. The bylaw establishing a local community commission had to be adopted with the assent of the electors and there is a requirement to hold an annual general meeting and to elect commissioners. This makes sense since a local community commission is basically serving as a "Council" for the small community.

Our Parks Commissions are NOT local community commissions. None of our bylaws establishing the commissions had the assent of the electors nor were approved by the Inspector of Municipalities although the bylaws were structured in the format of local community commissions. The wording in our bylaws is outdated and the bylaws need to be repealed and replaced with updated language and practices. No longer will there be annual general meetings or the election of members to commissions since those practices are inconsistent with the LGA.

## **Volunteer Opportunities**

Another goal identified in the Board's Strategic Plan is to support and empower volunteer involvement to ensure rewarding and beneficial relationships for the CVRD and its volunteers. A number of the current volunteers sitting on the various parks commissions get involved with hands-on opportunities of building trails and other park improvement projects and volunteering with in-park community events such as the Mother's Day Picnic in Shawnigan Lake. It is not necessary to be sitting on a commission in order to contribute to a park. In fact, there are likely many people who don't have the time or the desire to sit on a commission but would be interested in manually helping out with activities in a local park, whether it be a park improvement, an event or habitat restoration/invasive species removal.

This is a great opportunity for the Parks and Trails Division to identify volunteer improvement projects in our community parks. By erasing the political boundaries of electoral areas for community parks, there will be greater volunteer opportunities for residents in their sub-regional areas. For example, if there are numerous volunteers in Cobble Hill but a shortage of volunteers in Mill Bay, it would all be part of the South Cowichan community parks area.

#### FINANCIAL CONSIDERATIONS

With fewer commission meetings, there will be less need to rent space as often for meetings. Staff are currently attending about one third of the 64 meetings so the expected 18 meetings per year under the proposed commission structure will be roughly equivalent.

#### **COMMUNICATION CONSIDERATIONS**

Applications will be sought from the public for consideration of appointment to the three commissions.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The identified strategic plan goal of improving pedestrian/cyclist safety on rural roads by developing a network of on-roadway and off-roadway pedestrian pathways and trail linkages will be increased by allowing community parks to link together under a sub-regional structure. Increased volunteer opportunities is another strategic plan goal and will be reviewed by the Parks Division to enhance community parks in sub-regional areas where volunteers work and play.

Referred to	o (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 \$466 s, Capital Projects, Water Management, Recycling &

Community Parks Advisory Commissions Establishment January 18, 2017

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<ul> <li>Waste Management)</li> <li>Planning &amp; Development Services (Community &amp; Regional Planning, Development Services Inspection &amp; Enforcement, Economic Development, Parks &amp; Trails)</li> <li>Strategic Services</li> </ul>			
Prepared by:	Reviewed by:		
AEL			
Joe Barry Corporate Secretary	Not Applicable Not Applicable		
Corporatio Coorciany	Mark Kueber, CPA, CGA		
	General Manager		

# **ATTACHMENTS:**

Attachment A – March 23, 2015 Commission Bylaw Review, Office of the CAO Attachment B – Community Parks Advisory Commissions Establishment Bylaw No. 4066

# ATTACHMENT A



# **BOARD REPORT**

DATE OF REPORT March 23, 2015

MEETING TYPE & DATE Committee of the Whole Meeting of April 8, 2015

FROM: Office of the CAO

SUBJECT: Commission Bylaw Review

FILE:

#### **PURPOSE/INTRODUCTION**

The purpose of this report is to present an analysis of the various CVRD commission bylaws and make recommendations to improve effectiveness, consistency and functionality of the commissions and their enabling bylaws.

#### RECOMMENDED RESOLUTION

For information.

#### **BACKGROUND**

In January 2015, an organizational assessment completed by the CAO identified challenges and deficiencies with respect to the functionality, consistency, effectiveness and purpose of a number of CVRD's commissions. Similar concerns with the Environment Commission and the Economic Development Commission were identified in 2014 and as a result, the Board authorized the engagement of Jerry Berry Consultants Inc. (JBC) to review the functionality and effectiveness of these commissions.

A report from JBC was presented to the Regional Services Committee (RSC) on January 28 and a subsequent staff report in response to the JBC report was received by the RSC on February 25. Recommendations from the Economic Development Commission in response to the JBC report were also received by the RSC on February 25.

Concurrently, during the month of February, staff conducted a thorough inventory and analysis of the 32 CVRD commission bylaws that are currently enacted.

#### ANALYSIS

The organizational assessment, JBC report and staff analysis have identified issues and challenges with Commissions and their bylaws in the following key areas:

#### Purpose/Responsibilities

The majority of older parks and recreation commission bylaws are reflective of a time when there were few staff within the regional district and commissions were empowered to deliver services on behalf of the Board. The purpose statements in these bylaws include "To <u>acquire</u>, <u>construct</u>, operate and maintain certain parks…" or "To develop, operate and maintain parks…"

In the case of the major recreation facilities, the commission bylaw purpose statements include "Administrative powers with respect to the <u>development</u>, <u>operation and maintenance</u> of...." or "Oversee the <u>development and administration</u> of...."

These bylaws continue to provide the commissions with a range of administrative responsibilities including preparing budgets, expending funds, entering into contracts, setting fees, collecting revenues, maintaining insurance, establishing 468 y, and in some cases, hiring and dismissing

#### staff of the CVRD.

In the case of the newer commission bylaws (post-2000) such as Environment, Economic Development and Agriculture, the purpose statements include "To <u>direct implementation...</u>"., "To <u>direct the function...</u>", and "To <u>direct and provide input...</u>". Responsibility statements for these commissions also include directing the preparation of budgets, developing and implementing plans/strategies, ensuring sufficient resources are available, etc.

Analysis – The purpose/responsibility statements for the various parks and recreation commissions are not in alignment with the current operation and management of parks and recreation programs. Parks are acquired, constructed, operated and maintained primarily by professional staff. Although commissions are involved with fund-raising, planning and hands-on work in parks they do so under the direction of staff. The primary role of parks and recreation commissions today should be to provide <u>advice</u> and <u>recommendations</u> to the Board.

The purpose/responsibility statements for the major recreation facilities provide the commissions with a high degree of administrative powers and decision-making regarding management and operation of the facilities. This is not so much a concern with the Cowichan Centre (ISC) as the commission is comprised solely of elected Directors and Councillors. However, the Kerry Park, Lake Cowichan and Shawnigan Lake commissions are comprised of public and elected officials with elected officials not having a majority of the membership. As such, public members of the commission could out-vote the elected members, resulting in decisions that contradict the objectives or desires of the elected Directors who sit on the commission. The Board should consider the degree of administrative authority it wishes to provide commissions with a majority of unelected members.

The purpose/responsibility statements for Economic Development, Environment and Agriculture commissions suggest the commissions are responsible for directing and/or delivering work. This presents challenges for staff in terms of who directs their work and allocates their time. It also presents challenges for the commissions in terms of capacity for delivering projects or initiatives. In accordance with 'best practices' and the recommendations of the JBC report, these bylaws should be amended to better reflect the advisory role of the commissions. Should the Board determine that these commissions should be responsible for delivering projects and initiatives, formal lines of authority and accountability for staff must be considered.

# Membership

Membership of commissions is as varied as the commissions themselves. The total number of members, the ratio of Directors to public members and election of public vs appointment of public members vary significantly.

Analysis –The composition of membership on a commission is an important consideration, particularly if decision-making powers are delegated to the commission. The ISC commission is an example of a commission where the decision-making authority lies entirely with elected officials. As mentioned previously in this report, decision-making by commissions with a majority or equal number of non-elected officials can be problematic for the Board. From a practical perspective, decision-making should be the responsibility of the participating Directors at the Board level, with input and advice from a public advisory body if desired. It is recommended that the Lake Cowichan and Kerry Park Centres adopt a commission structure that is advisory in nature and comprised primarily of members of the public/user groups, allowing the decision-making to remain at the Board level.

Commissions of an advisory nature have a mix of elected Directors and non-elected, with all members having voting rights. For advisory commissions, it may be more appropriate to have the elected Directors participate as non-voting members, allowing their voting power to be exercised at the Board table rather than at hoth the commission and the Board. Elected

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Directors could participate on advisory commissions as liaisons to the Board, allowing more independence of the commission to make non-political recommendations to the Board. At the end of the day, the elected Directors have the final vote on any matter at the Board table, regardless of the recommendations of a commission.

The practice of the public 'electing' members to commissions is not considered 'best practice'. Section 838 of the LGA provides for elections of public members to a Local Community Commission. However, Local Community Commissions require a bylaw establishing a local community commission and the bylaw must receive the assent of the electors in the area of the local community and must be approved by the Inspector of Municipalities. Additionally, an elected commissioner must have the qualifications to hold office as a director. It appears that none of the CVRD commission bylaws that allow for election of members at an AGM were created under S. 838, although the bylaws are structured as though they were. In the absence of a local community commission bylaw and recognizing the desire for communities to have a role in selecting the members of a commission, it is recommended that members of the public are 'nominated' rather than 'elected', thus allowing the Board to appoint those who have been nominated.

The numbers of members on commissions vary greatly, ranging from 5 to 18. It is recommended that commissions have a consistent number of members, depending on the nature of the commission. Commissions representing broad interests or 'sectors' may require larger numbers such as Agriculture, Economic Development and Environment. However, parks and recreation commissions, fire commissions and other advisory commissions should have smaller, more efficient numbers in the range of 6 to 8. APCs are currently consistent with 15 members each.

#### **Term**

Terms of membership range from 1 year to 3 years and some 'up to' 3 years. Some terms expire at the end of the Director's term, others expire at the end of November, December or March.

Analysis - Consistency in terms would be more efficient from an administration perspective, with a provision for overlap of terms for continuity. It is recommended that the Board consider two-year terms for commission members with a consistent expiry date so that recruitment and appointments can happen at the same time every year.

#### **Procedure**

Many commissions have Chair, Vice-Chair and Secretary positions, the remainder do not have Secretary positions. In a majority of commissions, the positions are elected by the commission at the first meeting each year. In the case of Economic Development and Agriculture, the Chair and Vice-Chair are appointed by the Board Chair. In many bylaws, quorums are defined as 'majority', while in others, it is defined numerically.

Analysis – the appointment of commission Chair and Vice-Chair by the Board Chair does not appear to have any particular purpose and diminishes the independence of the commission. The positions of Chair, Vice-Chair and Secretary (where identified) should be elected by the commission members at the first meeting of each year.

Quorums should be consistently defined as either a 'majority of members' or numerically in terms of a majority of the identified number of members. Commissions should have an odd number of members for ease of establishing majority.

## **Additional Considerations**

Procedures Bylaw for Committees and Commissions

In accordance with Bylaw No. 2922 s.13(a)  $E_{470}^{i}$  or softhe Board who are not members of a

Committee (defined to include Commissions – Amendment Byalw 3459) may attend meetings of that Committee, and may take part in any discussion or debate, and may vote on issues in which their jurisdiction participates or proposes to participate.

Anaylsis – the voting ability of Directors who are non-commission members is in contradiction of basic principles of democratic accountability and potentially diminishes the independence and value of a duly appointed commission. While understanding the concept of allowing each participating Director of a service to vote on matters pertaining to that service, that voting power is best exercised at the Board table, particularly if the commission in question is advisory in nature and only makes 'recommendations' as opposed to 'decisions'. The definition of committees to include commissions in Amending Bylaw No. 3459 should be repealed.

# Community Safety Advisory Commission

Commissions S. 176(1)(g) of the Local Government Act provides regional district boards with powers to establish commissions to: a) operate services of the regional district; b) undertake operation and enforcement in relation to a regional district's regulatory authority; c) manage property, or an interest in property, held by the regional district government.

In the case of the CSAC, the responsibilities appear to deal with matters outside the scope of CVRD services or functions. As such, the CSAC would more appropriately function as a select advisory committee of the Board to advise on a range of issues of interest to the Board as opposed to specific services of the Board.

#### Reporting Requirements for Commissions

One consistent issue identified with respect to the overall effectiveness of regional advisory commissions is the lack of regular reporting to the Board or respective committees. It is recommended that the regional advisory commissions have a requirement to report to the Board or appropriate committee of the Board at least quarterly and that the necessary procedure bylaw amendments be made to include commission reports on the agenda listings.

#### **Number of Commissions**

The CVRD has a significant number of commissions, particularly at the electoral area level, with each commission requiring a degree of support and participation of staff. Where possible, consideration should be given to combining electoral area commissions to reduce the overall number of commissions and the staff resources required to support the commissions.

#### **Summary of Recommendations**

Topic Area	Recommendation
Purpose/Responsibilities	Amend the responsibilities of parks and recreation commissions to them providing advice and recommendations to the Board.
	Review and amend applicable bylaws to reflect the advisory role of commissions as opposed to operational and/or administrative.
Membership	Lake Cowichan and Kerry Park Centres adopt a commission structure that is advisory in nature and comprised primarily of members of the public/user groups, allowing the decision-making to remain at the Board level.
	Provide for elected directors participation on advisory commissions as liaisons to the Board, allowing their voting power to be exercised at the Board table and allowing more independence of the commission to

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	make non-political recommendations to the Board.
	Amend the specified number of members on commissions for more consistency depending on the nature of the commission, e.g. 5, 7, 9, etc.
Term	Consider two-year terms for commission members with a consistent expiry date so that recruitment and appointments can happen at the same time every year.
Procedure	Allow the commission members to elect the positions of chair and Vice-Chair and Secretary (where identified) at the first meeting each year.
	Consistently define quorum as either a 'majority of the members' or numerically in terms of majority of the identified number of members, and ensure commissions have an odd number of members.
Additional Considerations	Revise the Committee/Commissions Procedures Amending Bylaw No. 3459 to remove the definition of committees as including commissions.
	Repeal Bylaw No. 3622 and establish the Community Safety Advisory Commission as an advisory select committee of the Board.
	Require regional advisory commissions to report to the Board or appropriate committee of the Board at least quarterly and make the necessary procedure bylaw amendments to include commission reports on the agenda listings.
	Where possible, combine electoral area commissions to reduce the overall number of commissions and the staff resources required to support the commissions.

#### **FINANCIAL CONSIDERATIONS**

The proposed improvements and modifications to commission bylaws can be made with existing resources and with no impact to the 2015 budget.

# **COMMUNICATION CONSIDERATIONS**

Amendments to commission bylaws have implications for the communities served by the commissions and the members who sit on the commissions. The intent and implications of any proposed changes to commission bylaws should be well communicated to those effected.

## STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This initiative is identified as an objective in the 2015 Business Plan for the Office of the CAO.

Prepared by:	Reviewed by:
Brian Carruthers, Chief Administrative Officer	Not Applicable
Corporate Services Review:	Not Applicable  Mark Kueber, General Manager
Reviewed for Form and Content and App Chief Administrative Officer's Comments	
	Not Applicable

# **ATTACHMENTS:**

Attachment A – CVRD Commissions Summary

#### ATTACHMENT B



# COWICHAN VALLEY REGIONAL DISTRICT

#### **BYLAW No. 4066**

# A Bylaw to Establish Community Parks Advisory Commissions Within the Cowichan Valley Regional District

**WHEREAS** the Board of Directors of the Cowichan Valley Regional District wishes to establish Community Parks Advisory Commissions to provide advice on park and trail development; park amenities; ecological stewardship; parkland acquisition opportunities; and community parks events:

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

#### 1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 4066 – Community Parks Advisory Commissions Establishment Bylaw, 2017".

#### 2. **DEFINITIONS**

"Board" means the Board of Directors of the Cowichan Valley Regional District;

"Commission" means a Community Parks Advisory Commission established pursuant to this bylaw;

"Community Park" means a park located solely in one electoral area and funded by that electoral area or a sub-regional park funded by two or more electoral areas.

# 3. **ESTABLISHMENT AND MEMBERSHIP**

- 1. A South Cowichan Community Parks Advisory Commission is established consisting of nine residents who reside in the following geographical area:
  - Electoral Area A Mill Bay/Malahat;
  - Electoral Area B Shawnigan Lake;
  - Electoral Area C Cobble Hill:
  - Electoral Area D Cowichan Bay; and,
  - That portion of Electoral Area E Cowichan Station/Sahtlam/Glenora located south of the Cowichan River.
- 2. A West Cowichan Community Parks Advisory Commission is established consisting of five residents who reside in the following geographical area:
  - That portion of Electoral Area E Cowichan Station/Sahtlam/Glenora located north of the Cowichan River;

- Electoral Area F Cowichan Lake South/Skutz Falls; and,
- Electoral Area I Youbou/Meade Creek.
- 3. A North Oyster Saltair Community Parks Advisory Commission is established consisting of five residents who reside in the following geographical area:
  - That portion of Electoral Area G Saltair/Gulf Islands located on Vancouver Island; and,
  - Electoral Area H North Oyster/Diamond.
- Directors, Alternate Directors, and CVRD employees are not eligible for appointment to a Community Parks Advisory Commission.
- 5. Applications will be sought from the public for consideration of appointment to the Commission whenever a vacancy occurs.

#### 4. TERM OF OFFICE

- a) The term of office for Commission members shall be for a two year expiring on December 31<sup>st</sup> of 2018 (and every subsequent year ending in an even number).
- b) Commission members may be re-appointed for a further term or terms.
- c) In the event of vacancy of office, a replacement appointee shall hold office for the otherwise unexpired term of office.
- d) The Board may, at any time, terminate the appointment of a member.
- e) The Board may remove from membership any member appointed who has failed to attend three consecutive Commission meetings without good cause.

#### 5. PROCEDURE

- a) At the first meeting in 2017 (and every subsequent year ending in an odd number), the Commission shall elect from amongst its own members, a Chairperson and a Vice-Chairperson of the Commission who shall hold office until a successor is elected.
- b) In the absence of the Chairperson or Vice-Chairperson, the Commission shall elect, from the members present, a temporary Chairperson for the purpose of that meeting only.
- c) A quorum is four members for the South Cowichan Community Parks Advisory Commission and three members for the West Cowichan Community Parks Advisory Commission and three members for the North Oyster - Saltair Community Parks Advisory Commission.
- d) All resolutions of the Commission shall be made by a majority of the members present at the meeting, with each member having one vote.
- e) Where not otherwise covered in this bylaw, the rules of procedure governing Commission meetings shall be those of the current Committee and Commissions Procedures Bylaw of the Cowichan Valley Regional District.

# 6. **RESPONSIBILITIES**

The responsibilities of the Commission shall be to provide advice on park and trail development; park amenities; parkland acq  $\frac{1}{475}$  in opportunities; and community parks events.

#### 7. REFERRALS TO THE COMMISSION

The Board and staff may refer matters respecting community parks to the appropriate Community Parks Advisory Commission(s) in order that the Commission may provide advice on those matters.

### 8. **GENERAL**

All members of the Commission shall serve without remuneration, except for such "out of pocket" expenditures as may have received prior authorization by the Board.

# 9. **REPEAL**

The following bylaws, and amendments thereto, are hereby repealed:

- a) "Electoral Area "F" Parks and Recreation Commission" Bylaw No. 565, 1980";
- b) "CVRD Bylaw 696 Electoral Area A Parks & Recreation Commission Establishment Bylaw, 1982";
- c) "CVRD Bylaw No. 1009 Electoral Area C Cobble Hill Parks and Recreation Commission Establishment Bylaw, 1986";
- d) "CVRD Bylaw No. 1238 Electoral Area D Parks & Recreation Commission Establishment Bylaw, 1989";
- e) "CVRD Electoral Area "H" Parks and Recreation Commission Establishment Bylaw No. 1342, 1991";
- f) "CVRD Bylaw No. 2057 Electoral Area B Shawnigan Lake Parks and Recreation Commission Establishment Bylaw, 2000";
- g) "CVRD Bylaw No. 2117 Electoral Area E Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission Establishment Bylaw, 2000";
- h) CVRD Bylaw No. 2315 Bright Angel Park Commission Bylaw, 2002";
- i) "CVRD Bylaw No. 2473 South Cowichan Parks Commission Establishment Bylaw, 2004":
- j) "CVRD Bylaw No. 2484 Electoral Area I Youbou/Meade Creek Parks Commission Establishment Bylaw, 2003";
- k) "CVRD Bylaw No. 2494 Electoral Area G Saltair/Gulf Islands Parks Commission Establishment Bylaw, 2004";
- I) "CVRD Bylaw No. 2495 Electoral Area G Saltair/Gulf Islands Recreation Commission Establishment Bylaw, 2004".

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CVRD Bylaw No. 4066			Page 4
READ A FIRST TIME this	 day of		2017.
READ A SECOND TIME this	 day of	<u>,</u>	2017.
READ A THIRD TIME this	 day of		2017.
ADOPTED this	 day of		2017.
Chairperson	 orporate Sec	retary	
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