



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 15, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

1:30 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Electoral Area Services Committee meeting of March 1, 2017	1
Recommendation That the minutes of the Regular Electoral Area Services Committee meeting of March 1, 2017, be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
D1 Goetz Schuerholz, Cowichan Estuary Conservation and Restoration Association (CERCA), Re: Review of Cowichan-Koksilah Estuary and a Brief Overview of Past and Current Estuary Use and Health Status Related to CERCA's Priority Programs and Activities	5
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 1. Area D - Parks Commission Minutes - February 20, 2017; and 2. Area E - Parks Commission Minutes - February 9, 2017.	7
Recommendation For information.	
7. <u>REPORTS</u>	
R1 Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) - Staff Report from Development Services Division	9
Recommendation That it be recommended to the Board that Development Permit Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) be denied as it is contrary to the view protection guidelines of the Marine Village Development Permit Area of Electoral Area D – Official Community Plan No. 3605.	

R2 2017 Budget Amendment - Staff Report from Parks & Trails Division 29

Recommendation

1. That it be recommended to the Board that the 2017 Budget for Function 232 Shawnigan Lake Community Parks be amended to:
1. Increase Transfer from Gas Tax Reserves revenue by \$15,000;
2. Increase Contribution from Developers revenue by \$50,000;
3. Increase Capital Land Improvements by \$50,000; and
4. Increase Capital Lease Improvements by \$15,000.

2. That it be recommended to the Board that the 2017 Budget for Function 233 Cobble Hill Community Parks be amended to:
1. Increase Transfer from Gas Tax Reserves revenue by \$180,000;
2. Increase Capital Land Improvements by \$130,000; and
3. Increase Contribution to Third Party Capital by \$50,000.

3. That it be recommended to the Board that the 2017 Budget for Function 234 Cowichan Bay Community Parks be amended to:
1. Increase Transfer from Gas Tax Reserves revenue by \$38,347; and
2. Increase Capital Land Improvements by \$38,347.

4. That it be recommended to the Board that the 2017 Budget for Function 456 Saltair Recreation be amended to:
1. Increase Transfer from Gas Tax Reserves revenue by \$25,000; and
2. Increase Asset Management by \$25,000.

R3 Cannabis Regulations in Cowichan Valley Regional District Zoning - Staff Report from Community & Regional Planning Division 33

Recommendation For information.

R4 2017 Budget Amendment for 325 - Staff Report from Community & Regional Planning Division 37

Recommendation That it be recommended to the Board that the 2017 budget for Function 325 Planning & Development be amended to:
1. Decrease surplus by \$12,592;
2. Decrease Insurance Automotive Equipment (Dodge Van) by \$1250;
3. Decrease Purchased Repairs – Vehicles (Dodge Van) by \$400;
4. Decrease Purchased Maintenance/Vehicles (Dodge Van) by

- \$400;
- 5. Decrease Fuel & Lubricants (Dodge Van) by \$450;
- 6. Decrease Vehicle & Equipment Parts (Dodge Van) by \$200;
and
- 7. Decrease Contingency by \$9,892.

R5 2017 Budget Amendment for 320 - Staff Report from Inspection & Enforcement Division 39

Recommendation That it be recommended to the Board that the 2017 budget for Function 320 Inspections & Enforcement be amended to:
1. Increase Transfer from Operating Reserves revenue by \$140,000; and
2. Increase Legal Expenses \$140,000.

R6 February 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division 41

Recommendation For information.

R7 February 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division 47

Recommendation For information.

R8 Shellwood Water System Management Bylaw Amendment - Staff Report from Water Management Division 51

Recommendation That the CVRD Bylaw No 4108 – Shellwood Water System Management Amendment Bylaw, 2017 be forwarded to the Board for consideration of three readings and adoption.

R9 2017 Budget Amendment - Water Management Budgets - Staff Report from Water Management Division 59

Recommendation
1) That it be recommended to the Board that the 2017 Budget for Function 576 – Water Management be amended to:
1) Decrease MFA Short Term Borrowing revenue by \$45,000;
2) Increase Transfer from Operational Reserve revenue by \$85,000;
3) Increase Capital Vehicles & Machinery expense by \$40,000;
4) Decrease New Utility Vehicle interest expense by \$879;
5) Decrease New Utility Vehicle principal expense by \$8669;
6) Increase Contingency by \$9548;

- 7) Decrease Smart Car Insurance by \$700;
- 8) Decrease Smart Car Repairs by \$500;
- 9) Decrease Smart Car Maintenance by \$500;
- 10) Decrease Smart Car Fuel and Lubricants by \$800;
- 11) Decrease Smart Car Parts by \$500;
- 12) Increase New Electric Vehicle Insurance by \$700;
- 13) Increase New Electric Vehicle Repairs by \$300;
- 14) Increase New Electric Vehicle Maintenance by \$300;
- 15) Increase New Electric Vehicle Fuel & Lubricants by \$200;
- 16) Increase New Electric Vehicle Parts by 500; and
- 17) Increase New Electric Vehicle Tires by \$1000.

2) That it be recommended to the Board that the 2017 Budget for Function 553 – Cowichan Bay Critical Street Lighting System be amended to:

- 1) Increase Deficit revenue by \$58;
- 2) Decrease Contingency expense by \$45; and
- 3) Decrease Electricity expense by \$13

3) That it be recommended to the Board that the 2017 Budget for Function 585 – Arbutus Mountain Street Lighting System be amended to:

- 1) Increase Transfer from Gas Tax Phase 2 revenue by \$11,381;
- 2) Increase Contract Electrical Repairs expense by \$11,381;
- 3) Increase Deficit revenue by \$1007;
- 4) Decrease Electricity expense by \$510; and
- 5) Decrease Electrical Repairs expense by \$497.

4) That it be recommended to the Board that the 2017 Budget for Function 556 – Cobble Hill Village Street Lighting System be amended to:

- 1) Increase Transfer from Gas Tax Phase 2 revenue by \$7,061; and
- 2) Increase Contract Electrical Repairs expense by \$7,061.

5) That it be recommended to the Board that the 2017 Budget for Function 583 – Twin Cedars Street Lighting System be amended to:

- 1) Increase Transfer from Gas Tax Phase 2 revenue by \$10,975;
- 2) Increase Contract Electrical Repairs expense by \$10,975;
- 3) Increase Deficit revenue by \$1,357;
- 4) Decrease Electricity expense by \$569; and
- 5) Decrease Electrical Repairs expense by \$788.

6) That it be recommended to the Board that the 2017 Budget for Function 581 – Sentinel Ridge Street Lighting System be amended to:

- 1) Increase Deficit revenue by \$526;

- 2) Decrease Contract Electrical Repairs expense by \$518; and
- 3) Decrease Electricity expense by \$8.

7) That it be recommended to the Board that the 2017 Budget for Function 580 – Wilmot Road Street Lighting System be amended to:
1) Increase Deficit revenue by \$283; and
2) Decrease Contract Electrical Repairs expense by \$283.

8) That it be recommended to the Board that the 2017 Budget for Function 601 – Satellite Park Water System be amended to:
1) Increase Deficit revenue by \$3,818; and
2) Decrease Transmission - Supplies expense by \$3,818.

9) That it be recommended to the Board that the 2017 Budget for Function 603 – Douglas Hill Water System be amended to:
1) Increase Deficit revenue by \$307; and
2) Decrease Contingency expense by \$307.

10) That it be recommended to the Board that the 2017 Budget for Function 613 – Dogwood Ridge Water System be amended to:
1) Increase Deficit revenue by \$3,673;
2) Decrease Contingency expense by \$2,173; and
3) Decrease Consultants expense by \$1,500.

11) That it be recommended to the Board that the 2017 Budget for Function 615 – Arbutus Ridge Water System be amended to:
1) Increase Deficit revenue by \$13,187;
2) Decrease Supply - R&M Machinery & Equipment expense by \$1,387; and
3) Decrease Supply - Parts/Supplies expense by \$11,800.

12) That it be recommended to the Board that the 2017 Budget for Function 616 – Carlton Water System be amended to:
1) Increase Deficit revenue by \$3,136; and
2) Decrease Contingency expense by \$3,136.

13) That it be recommended to the Board that the 2017 Budget for Function 617 – Shellwood Water System be amended to:
1) Increase Deficit revenue by \$11,756;
2) Increase User Charges revenue by \$900;
3) Decrease Licence & Fees expense by \$200;
4) Decrease Contingency expense by \$9,000;
5) Decrease Transmission - R&M Machinery & Equipment expense by \$656; and

6) Decrease Transmission - Supplies expense by \$1,000.

14) That it be recommended to the Board that the 2017 Budget for Function 619 – Burnum Water System be amended to:

- 1) Increase Recovery of Costs (Funds Held in Trust) revenue by \$34,000;
- 2) Increase Transfer from Operational Reserve revenue by \$54,000; and
- 3) Decrease Long Term Borrowing revenue by \$88,000.

15) That it be recommended to the Board that the 2017 Budget for Function 620 – Mesachie Water System be amended to:

- 1) Increase Deficit revenue by \$6,752;
- 2) Decrease Contingency expense by \$502
- 3) Decrease Transmission - R&M Machinery & Equipment expense by \$500
- 4) Decrease Source - R&M Machinery & Equipment expense by \$1,500 and
- 5) Decrease Source - Contract Electrical Repairs expense by \$4,250.

16) That it be recommended to the Board that the 2017 Budget for Function 640 – Saltair Water System be amended to:

- 1) Increase Transfer from Reserve revenue by \$46,435;
- 2) Increase Transfer from Operating Reserve revenue by \$100,000;
- 3) Increase Transfer from Gas Tax Phase 2 revenue by \$20,000;
- 4) Decrease Transfer from MFA funding revenue by \$700,000;
- 5) Decrease Capital – Engineering Structures expense by \$483,565; and
- 6) Decrease Interest/MFA expense by \$50,000.

17) That it be recommended to the Board that the 2017 Budget for Function 680 – Shawnigan Lake North Water System be amended to:

- 1) Increase Recovery of Costs revenue by \$84,216;
- 2) Increase Transfer from Gas Tax Phase 1 revenue by \$56,170;
- 3) Increase Transfer from Capital Reserve revenue by \$67,872;
- 4) Increase Minor Capital expense by \$140,386; and
- 5) Increase Capital – Engineering Structures expense by \$67,872.

18) That it be recommended to the Board that the 2017 Budget for Function 705 – Arbutus Mountain Drainage System be amended to:

- 1) Increase Deficit revenue by \$778; and
- 2) Decrease Drainage Works – Machinery & Equipment

expense by \$778.

19) That it be recommended to the Board that the 2017 Budget for Function 715 – Arbutus Ridge Drainage System be amended to:
1) Increase Deficit revenue by \$225; and
2) Decrease Drainage Works - Supplies expense by \$225.

20) That it be recommended to the Board that the 2017 Budget for Function 803 – Twin Cedars Sewer System be amended to:
1) Increase Deficit revenue by \$1,381; and
2) Decrease Treatment - R&M Machinery & Equipment expense by \$1,381.

21) That it be recommended to the Board that the 2017 Budget for Function 804 – Lambourn Sewer System be amended to:
1) Increase Recovery of Costs revenue by \$10,852; and
2) Increase Capital – Engineering Structures expense by \$10,852.

22) That it be recommended to the Board that the 2017 Budget for Function 805 – Arbutus Mt. Sewer System be amended to:
1) Increase Deficit revenue by \$12,738;
2) Decrease Contingency expense by 10,238;
3) Decrease Electricity expense by \$1,000; and
4) Decrease Electrical Repairs expense by \$1,500.

23) That it be recommended to the Board that the 2017 Budget for Function 815 – Arbutus Ridge Sewer System be amended to:
1) Increase Transfer from Gas Tax Phase 2 revenue by \$50,000;
2) Increase Trf from Capital Reserve revenue by \$75,000; and
3) Increase Capital – Engineering Structures expense by \$125,000.

24) That it be recommended to the Board that the 2017 Budget for Function 820 – Eagle Heights Sewer System be amended to:
1) Increase Deficit revenue by \$10,641; and
2) Decrease Treatment - R&M Machinery & Equipment expense by \$10,641.

25) That it be recommended to the Board that the 2017 Budget for Function 840 – Shawnigan Beach Estates Sewer System be amended to:
1) Increase Deficit revenue by \$50,229;
2) Increase Short Term Borrowing revenue by \$45,000;
3) Increase Transfer from Gas Tax Phase 2 revenue by \$150,000;

- 4) Decrease Contingency expense by \$229;
- 5) Decrease Contract for Services expense by \$5,000;
and
- 6) Increase Capital – Engineering Structures expense by \$150,000.

- 26) That it be recommended to the Board that the 2017 Budget for Function 850 – Kerry Village Sewer System be amended to:
- 1) Increase Deficit revenue by \$11,503;
 - 2) Decrease Contingency expense by \$7,003;
 - 3) Decrease Contract Electrical Repairs expense by \$4,000; and
 - 4) Decrease R & M – Machinery & Equipment expense by \$500.

R10 Fire Protection Malahat (355) Budget Amendment - Staff Report Public Safety Division 67

Recommendation That it be recommended to the Board that the 2017 Budget be amended for Fire Protection Malahat (355) as follows:

1. Increase the deficit by \$3,994;
2. Reduce expenses in building repair and maintenance by \$2,194; and
3. Reduce expenses in contingency by \$1,800.

8. UNFINISHED BUSINESS

UB1 Additional Plumbing Fixture Request at 2868 Renfrew Road (Area B) - Staff Report from Inspection & Enforcement Division (referred from March 1, 2017, Electoral Area Services Committee meeting) 69

Recommendation That it be recommended to the Board that the request by Craig Partridge to allow a shower, in addition to the permitted sink and toilet, within an accessory building at 2868 Renfrew Road, be approved.

9. NEW BUSINESS

NB1 Crown Land Licence of Occupation Application for the Saltair Water System - Staff Report from Water Management Division 75

Recommendation That it be recommended to the Board that an application be submitted for a temporary license of occupation on Crown Land approximately 2.2 km South East of Stocking Lake for the purpose of investigative work to determine the potential for a groundwater supply for Saltair Water System.

NB2 Verbal Report from Director Nicholson Re: Sahtlam Community Concerns

10. QUESTION PERIOD

11. CLOSED SESSION

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

CS Potential Litigation {Sub 90(1)(g)}

CS Potential Law Enforcement {Sub 90(1)(f)}

CS Potential Law Enforcement {Sub 90 (1)(f)}

12. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, April 5, 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. Iannidinardo
Director K. Kuhn
Director A. Nicholson

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, March 1, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

PRESENT: Director I. Morrison, Chair
Director S. Furstenau
Director L. Iannidinardo
Director A. Nicholson
Director M. Dorey
Director K. Kuhn
Alternate Director B. Salmon
Alternate Director C. Morris

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Planning & Development
M. Tippett, Manager, Regional & Community Planning
R. Conway, Manager, Development Services
B. Farquhar, Manager, Parks & Trails
R. Blackmore, Manager, Inspection & Enforcement
J. Barry, Corporate Secretary, Legislative Services
G. Breckenridge, Chief Building Inspector
N. Morano, Bylaw Enforcement Officer
R. Rondeau, Planner II
K. Biegun, Planner I
J. Hughes, Recording Secretary

ABSENT: Director K. Davis
Director M. Clement
Director M. Marcotte

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of one New Business Item, NB1, and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

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

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

MOTION CARRIED

CORRESPONDENCE

- C1** Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Frances Kelsey Secondary School Dry Grad 2017

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Frances Kelsey Secondary School Dry Grad 2017

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 \$500 be provided to Frances Kelsey Secondary School Dry Grad 2017 to support the Dry Grad Event.

MOTION CARRIED

- C3** Grant-in-Aid Request, Electoral Area C - Cobble Hill, Re: Cobble Hill Event Society

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 \$20,000 be provided to Cobble Hill Event Society to support the 2017 Cobble Hill Events.

MOTION CARRIED

INFORMATION

- IN1** The following Items 1 through 3 were received for information:
1. Area B - Advisory Planning Commission Minutes - February 2, 2017;
 2. South Cowichan Joint Advisory Planning Commission Minutes - February 2, 2017;
 - and
 3. Area D - Parks Commission Minutes - January 16, 2017.

REPORTS

- R1** Application No. 02-D-17DP/VAR (4377 Wood Road) - Committee Report from Development Services Division

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

1. That Development Permit with Variance Application No. 02-D-17DP/VAR be approved;
2. That Section 5.5 (4)(b) of Zoning Bylaw No. 3705 be varied from 3 metres to 1.5 metres; 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. 3605.

MOTION CARRIED

- R2 Application No. 01-D-16RS (4705 and 4715 Trans-Canada Highway) - Committee Report from Development Services Division

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

- 1. That the Zoning Amendment Bylaw for Application No. 01-D-16RS be forwarded to the Board for consideration of 1st and 2nd reading;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, Island Health, Agricultural Land Commission, Cowichan Bay Volunteer Fire Department, RCMP (Duncan Detachment), and Cowichan Tribes be accepted; and**
- 3. That a public hearing be scheduled with Directors from Electoral Areas D, E and C as delegates.**

MOTION CARRIED

- R3 Saltair Community Society Recreation Services Funding Request - Committee Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that the Saltair Community Society be provided \$10,000 from the 2017 budget for Function 456 Saltair Recreation under the terms of the Recreation Services Agreement.

That it be recommended to the Board that the 2017 budget for Function 456 Saltair Recreation be amended to:

- 1. Increase Program Supplies expense by \$7,000;**
- 2. Increase Surplus by \$7,000.**

MOTION CARRIED

- R4 Proposed Permanent Change to Liquor Licence (10298 South Shore Road) - Committee Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District "Opt Out" of providing comment and leave complete reliance on the Liquor Control and Licensing Branch to manage and take full responsibility of this structural change in liquor licence for March Meadows Golf Club (Honeymoon Bay Enterprises Ltd) located at 10298 South Shore Road, Honeymoon Bay (Licence # 177851).

MOTION CARRIED

- R5 Additional Plumbing Fixture Request (2868 Renfrew Road - Area B)

It was moved and seconded that the request by Craig Partridge to allow a shower, in addition to the permitted sink and toilet, within an accessory building at 2868 Renfrew Road, be referred to the March 15, 2017, Electoral Area Services Committee meeting.

MOTION CARRIED

- R6 January 2017 Building Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.
- R7 January 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspection & Enforcement Division, was received for information.
- R8 Dog Regulation Bylaw - Committee Report from Inspection & Enforcement Division, was received for information.
- R9 Departmental Name - Committee Report from General Manager, Planning & Development Department, was received for information.

UNFINISHED BUSINESS

- UB1 Comparison of Existing Parks Commission Bylaws and Proposed Community Parks Advisory Commissions Bylaw - from Legislative Services Division, was received for information.

NEW BUSINESS

- NB1 Correspondence dated February 23, 2017, from Current Residents of Phase 3 Inwood Creek Estates, Re: Fencing Requirements for Phase 3 of Inwood Creek Estates, was received for information.

CLOSED SESSION

- 3:05 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 {Sub (1)(g)} Potential Litigation and {Sub (1)(f)} Legal Enforcement.

MOTION CARRIED

RISE FROM CLOSED SESSION

- 3:57 PM The Committee rose without report, and returned to the open portion of the meeting.

ADJOURNMENT

- 3:58 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 3:58 PM.

Chair

Recording Secretary

Dated: _____

Jennifer Hughes

From: noreply@civicplus.com
Sent: Tuesday, February 14, 2017 2:13 PM
To: Jennifer Hughes; Mary Anne McAdam
Subject: Online Form Submittal: Electoral Area Services Committee

Electoral Area Services Committee

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

Electoral Area Services Committee meetings are held on the first and third Wednesdays of the month at 1:30 p.m. 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 3/15/2017

Contact Information

Contact Name Goetz Schuerholz

Representing Cowichan Estuary Conservation and Restoration Association

Number Attending 3

Address 1069 Khenipsen Road

City Duncan

Province BC

Postal Code V9L 3X1

Telephone Number 2507484878

Reply Email cerca@shaw.ca

Presentation Topic and Nature of Request 1069 Khenipsen Road Review of Cowichan-Koksilah Estuary use, its current ecological status and future CERCA would like to provide the Electoral Services Committee with a brief overview of past and current estuary use and health status related to CERCA's priority programs and activities.

Do you have a Yes

PowerPoint presentation?

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



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

Call to order: 6:37 p.m.

Attendees: Roger Southern, Steve Garnett, Kerrie Talbot, Dave Nisbet, Nathan Mosewich, Anne Bomford (Alternate Director).

Regrets: Lori Iannidinaro (Director), Miranda Mason

Guest(s): Clare Carver

Approval of Agenda: Approved

Approval of previous minutes: Approved

Correspondence: None

Reports: Discussion re: Gas Tax \$\$ for potential Parks trail.

New Business:

Koksilah Rd resident, Clare Carver, inquired into the steps necessary to instigate a plan for development of an off-road walking/cycling path along Koksilah road leading from Crossroads @ TCH towards Bench Elementary (Cowichan Bay Road).

Discussions re: regulatory bodies, provincial and regional, suggestions of regional stakeholders to contact for support, and where and how to start.

Action item: Clare to prepare a proposal and petition to gauge public support and report back to Parks and Trails Commission.

EASC meeting of Feb 15, 2017

Report from Kerrie regarding latest EASC meeting and the collective response from Area Directors regarding the future of CVRD Parks & Trails Commissions. Any actions in changing the current structure have been deferred and the current obligations for commission members will extend to Dec 31, 2017.

Ongoing Business:

Whippletree rezoning application:

Report from CVRD staff regarding Whippletree rezoning application and potential Parks amenity. Commission would like to re-broach the conversation regarding amenity once firm POA is developed.

Hecate Park: Re-naming – Report from Lori that Cowichan Tribes have indicated they would like to re-name Hecate Park.

Upcoming events:

A parking charette will be held in March to discuss parking issues & resolutions in the village area. Date, time & location tba.

Meeting adjourned: 7:44 p.m.

Next meeting: Monday March 20, 2017 - 6:30 p.m. @ CENC



Date: Thursday, February 9, 2017

Time: 2:30 p.m.

MINUTES of the Electoral Area E Parks and Recreation Commission held at the above noted date and time at the CVRD offices

PRESENT: Frank Mccorkell (Chair), Irene Evans, Gretchen Hartley, Howard Heyd, Gregg Shoop (V/Chair and Secretary), Paul Slade, Larry Whetstone

ALSO PRESENT: Graham Gidden (CVRD staff)

ABSENT (with apologies): Mike Lees, Alison Nicholson (Director), and Patty John.

AGENDA: Approved as circulated

ACCEPTANCE OF PAST MINUTES: Motion to adopt the Minutes of the Regular Meeting of November 10, 2016, without amendment. Moved and Seconded. Carried.

MAPLEWOOD COMMUNITY PARK: Using photographs and overlays, Graham Gidden reviewed existing conditions and possible concepts for the park. Discussion led to the following: Motion to support the consolidation of playground elements; improvement of pedestrian safety on the 'driveway' connecting Hykaway and Polkey Roads; and removal of approximately 40' of the hedge along the NE side of the park. Moved and Seconded. Carried.

CURRIE PARK: The Chair informed the Commission that progress was being made on the washroom in keeping with the motion passed at the November 10, 2016, meeting. He also outlined the need to widen the gate to the car park, which led to the following: Motion recommending that staff widen said gate by approximately 2', moving the post out and extending the cross bar. Moved and Seconded: Carried.

CARETAKER POSITION: The Chair informed the Commission that the position of caretaker at the Glenora Trailhead Park would become vacant at the end of the month.

NEXT MEETING: 7:30, Thursday, March 10, 2017, at Glenora Hall.

ADJOURNMENT: Motion to adjourn at 3:45 p.m. Moved and Seconded. Carried



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 6, 2017

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

FROM: Development Services Division
Planning & Development Department

SUBJECT: Development Permit with Variance Application No. 10-D-15DP/VAR
(1725 Cowichan Bay Road)

FILE: 10-D-15 DP/VAR

PURPOSE/INTRODUCTION

The purpose of this report is to consider a Development Permit Application for an approximately 15 m² (160 sq. ft.) addition to an existing building located at 1725 Cowichan Bay Road. The addition operates as a real estate office.

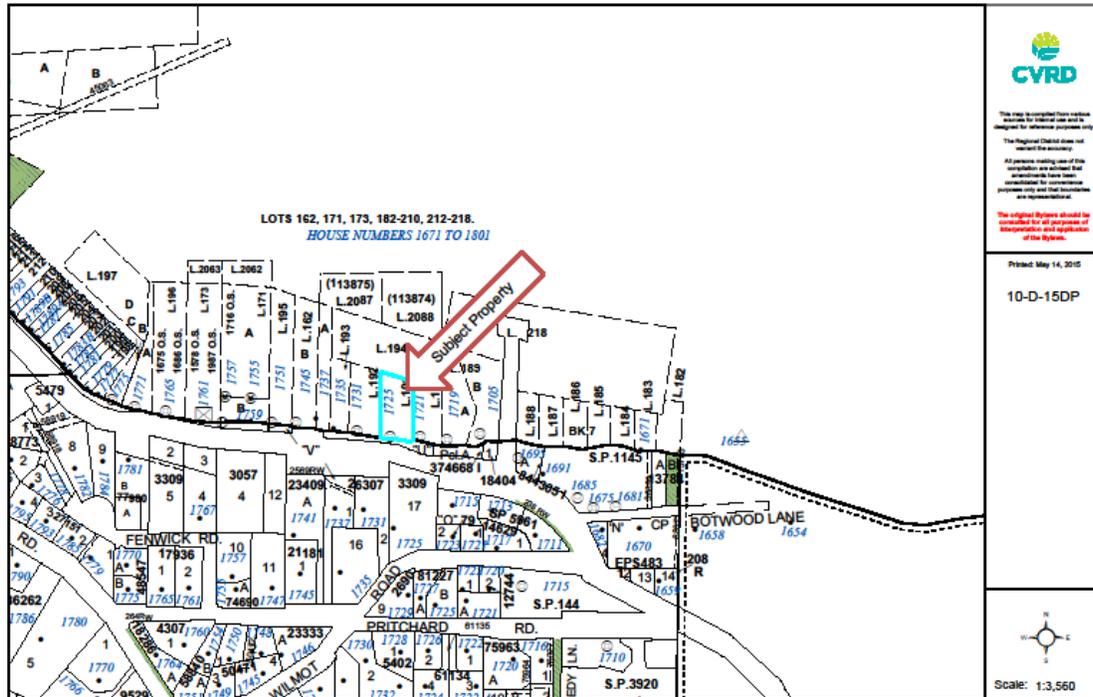
RECOMMENDED RESOLUTION

That it be recommended to the Board that Development Permit Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) be denied as it is contrary to the view protection guidelines of the Marine Village Development Permit Area of Electoral Area D – Official Community Plan No. 3605.

BACKGROUND

<u>Location of Subject Property:</u>	1725 Cowichan Bay Road
<u>Legal Description:</u>	Lease No. 111603 – District Lots 192, 193, 2087, Block A of District Lot 162 and Part West of Northerly Production of the Easterly Boundary of District Lot 192, District Lot 194, all within the Cowichan District.
<u>Date Application Received:</u>	May 13, 2015
<u>Owner:</u>	Province of BC (Lease No. 111503)
<u>Applicants:</u>	Jim Money and Doug MacAlpine
<u>Size of Parcel:</u>	1 ha (includes upland and marine areas)
<u>Existing Zoning:</u>	W-3 (Water Marina)
<u>Existing Plan Designation:</u>	Marine Village
<u>Existing Use of Property:</u>	Marina slips and commercial rentals
<u>Use of Surrounding Properties:</u>	
	North: Marina Boat slips and Cowichan Bay
	South: Residential
	East: Commercial and Marina
	West: Commercial and Marina
<u>Road Access</u>	Cowichan Bay Road
<u>Water:</u>	Cowichan Bay Waterworks District
<u>Sewage Disposal:</u>	Cowichan Bay Sewer
<u>Environmentally Sensitive Areas:</u>	The Cowichan Valley Environmental Planning Atlas identifies a “Shoreline Sensitive Area” on the upland portion of the subject land. Cowichan Bay is also subject to the Cowichan Bay Estuary and Environmental Management Plan
<u>Archaeological Site:</u>	None identified

LOCATION MAP



APPLICATION SUMMARY

The application proposes to issue a Development Permit that would authorize an approximately 15 m² building addition. The addition has been constructed without a Development Permit or Building Permit and is currently used as a realty office. If approved, a building permit will be required.

The subject property is part of the Pier 67 Marina and includes upland commercial areas. The addition was built over an existing impervious surface, which created no additional shading over Cowichan Bay. As a result, the addition does not require approval of the Cowichan Estuary Environmental Management Plan Committee.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Surrounding Property Owner Notification and Response:

A total of 20 letters were mailed-out or hand delivered as required pursuant to CVRD *Development Application and Procedures and Fees Bylaw No. 3275*. The notification letter described the purpose of the variance application to reduce the number of parking spaces provided from 1 to 0, and requested comments within a recommended time frame. To date, two letters in support and one letter opposed to the variance request have been received (Attachment G).

Advisory Planning Commission

Please see Attachment F for a full record of the Electoral Area D Advisory Planning Commission meeting. Their recommendation was to issue the Development Permit subject to a professional survey, and that the applicants commit to:

- “Applying for a development permit for any future project;
- Reviewing signage to align with the requirements of the OCP in terms of number, form, sightlines and public safety;
- Sending a letter to certain tenants regarding potential structures being built without permits, notably a patio area.”

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

The subject property is designated as Marine Village in Cowichan Bay Official Community Plan (OCP) Bylaw No. 3605, and is zoned as W-3 (Water Marina) within Zoning Bylaw No. 1015. The use is permitted as an office accessory use pursuant to the zoning of the subject property.

The Marine Village Development Permit Area (DPA), as defined in the OCP, was established in part for the form and character of development, but also to consider environmental protection (including landscaping and rainwater management), outdoor lighting, signs, and other site layout considerations.

Development Permit Guidelines

For a complete set of guidelines, please consult OCP Bylaw No. 3605, Sections MV.5 General Guidelines, MV.6 Guidelines for Commercial, Industrial, & Mixed Use Development and MV.8 Sign Guidelines.

Site and Environmental Design

No additional shading was created as a result of this proposal. This addition is covered by a large roof structure, so no new impervious surfaces have been established. No additional parking areas requiring oil-water separators were created.

Public Access, Walkways and Amenity Areas

The DPA guidelines emphasize protection of view corridors and, when redevelopment occurs, to increase public access and view opportunities to the ocean.

This structure fills in an area that was currently vacant but contiguous with other developed upland areas. There is a café patio that the addition was built in line with, and directly in front of (towards the water side).

Landscaping

Due to the historic development of the site, extensive landscaping is not possible. However, the guidelines suggest that large planters constructed of natural materials should be used to accommodate plantings.

Vehicular Access

There is no direct vehicular access to the addition, therefore pedestrian pathways and circulation on the site is not affected.

Parking, Storage & Service Areas

For an office, one parking space per 40 m² of gross floor area is required. Creating additional parking spaces in Cowichan Bay at this location is currently not possible. The guidelines specify that where parking cannot be provided onsite, the development will contribute cash-in-lieu of parking to be placed in a reserve fund for parking and transportation facilities in Electoral Area D – Cowichan Bay. The intention being that in the future, these funds would be used to create alternative transportation opportunities or offsite parking in Electoral Area D – Cowichan Bay.

Cowichan Bay Zoning Bylaw No. 1015 (Marine Lands) specifies that for an office use, \$4,000 per

parking space is required as an alternative to meeting the parking requirements.

Instead of providing the parking space, or paying the fee, the applicants have requested a variance to the parking standards due to the minor nature of the addition. The applicants have showed the number and location of parking spaces to the office (Attachment C – Site Plan), and have indicated that the office will not generate new traffic. The plan shows three spaces of the existing parking allotment dedicated to the office use. With parking at a premium in Cowichan Bay, these spaces were likely occupied by other users prior to the realty office, so in staff's opinion, no net increase in parking was created. The applicants partnered in a project several years ago whereby a retaining wall and backfilling occurred, and which created two new parking spaces.

When pre-existing development is deficient in parking, only the new development is required to provide the number of parking spaces specified in accordance with the zoning bylaw. For example, a development would not be required to retroactively supply parking for existing uses. In the case of the office, one parking space is therefore required.

Building Design, Scale & Massing, Efficiency

Generally, the guidelines encourage the use of natural materials including board and batten siding, shakes, wood plank with particular emphasis on wood trim around doors, windows and along eaves. A photo of the addition is attached for the Commission's reference. It is consistent with the guidelines through its use of natural materials and adherence to a west coast theme.

View Protection

As noted above, the guidelines place priority on maintaining views of the ocean from Cowichan Bay Road, and also views from the waterside into the village. The location of the proposed addition is located within an existing view corridor and is fronting a café patio. The structure has solid walls, which do not provide any view opportunities where there was formerly. Staff is of the opinion that through design and the addition of glazing on the upper portions of the wall, views could have been preserved from the patio and Cowichan Bay Road to the ocean.

Heritage Preservation

New buildings and structures should be in harmony with existing historic buildings and features within the Cowichan Bay village.

Exterior Lighting

Minor lighting is provided at the entrance to the office.

Guidelines for Commercial, Industrial & Mixed Use Development (MV. 6)

With respect to this section, the applicable guideline states that "buildings will be designed in keeping with the west coast climate with particular attention given to rain-related design with protective overhangs above windows, walls and pedestrian walkways". For reference, please see attached building elevations and photos of the existing addition and covered structure.

Sign Guidelines (MV. 8)

The guidelines discourage multiple, free-standing signs and specify that these should be kept to a number needed to inform and direct pedestrian and vehicular traffic. There is no road frontage for the realty office, therefore to address signage there is hanging signage near the entrance through the corridor fronting the addition (for reference, see Attachment E – Photos of the Addition).

PLANNING ANALYSIS

As an alternative to meeting the parking standards of the Zoning Bylaw, the required off-street parking spaces may be located on a different parcel than where the use/development is

occurring, provided that a written agreement is established and the CVRD approves and is a co-signatory. This is not the case in this situation. Additionally, the applicants may pay cash-in-lieu of parking as a contribution to creating alternative transportation opportunities in Electoral Area D – Cowichan Bay or to support development of offsite parking infrastructure.

This addition was built without a building permit or Development Permit, and had one been applied for, staff would have evaluated the application in terms of compliance with the Development Permit guidelines, including those around view protection, parking and landscaping. The application as proposed would likely not have been approved, given the impact to the view corridor.

Although the finishes applied to the addition fit well within the character of Cowichan Bay, and the building addition is small, the placement of the structure in an established view corridor is contrary to the guidelines of the OCP, and could have been designed better to preserve views had a Development Permit been requested prior to construction of the structure.

Option 1 is recommended.

OPTIONS

Option 1:

That it be recommended to the Board that Development Permit with Variance Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) be denied as it is contrary to the view protection guidelines of the Marine Village Development Permit Area of Electoral Area D – Official Community Plan No. 3605.

Option 2:

That it be recommended to the Board:

1. That the request to vary the parking requirement associated with Development Permit with Variance Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) be denied;
2. That Development Permit with Variance Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) be approved with cash-in-lieu of parking provided in the amount of \$4,000;
3. That the hanging signs be removed from the corridor; and
4. 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. 3605.

Option 3:

That it be recommended to the Board:

1. That Development Permit with Variance Application No. 10-D-15DP/VAR (1725 Cowichan Bay Road) be approved;
2. That Section 5.1(a) be varied to reduce the required parking spaces from one parking space to zero;
3. That the hanging signs be removed from the corridor; and
4. 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. 3605.

Prepared by:

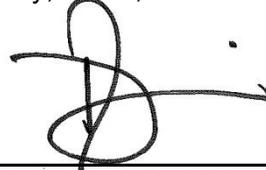


Rachelle Rondeau, MCIP, RPP
Planner II

Reviewed by:



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – Site Plan
- Attachment D – Building Elevations
- Attachment E – Photos of the Addition
- Attachment F – APC Minutes
- Attachment G – Letters from Adjacent Property Owners

ATTACHMENT A Bay



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

The Cowichan Valley Regional District does not warrant the accuracy.

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

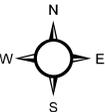
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 10-D-15DP

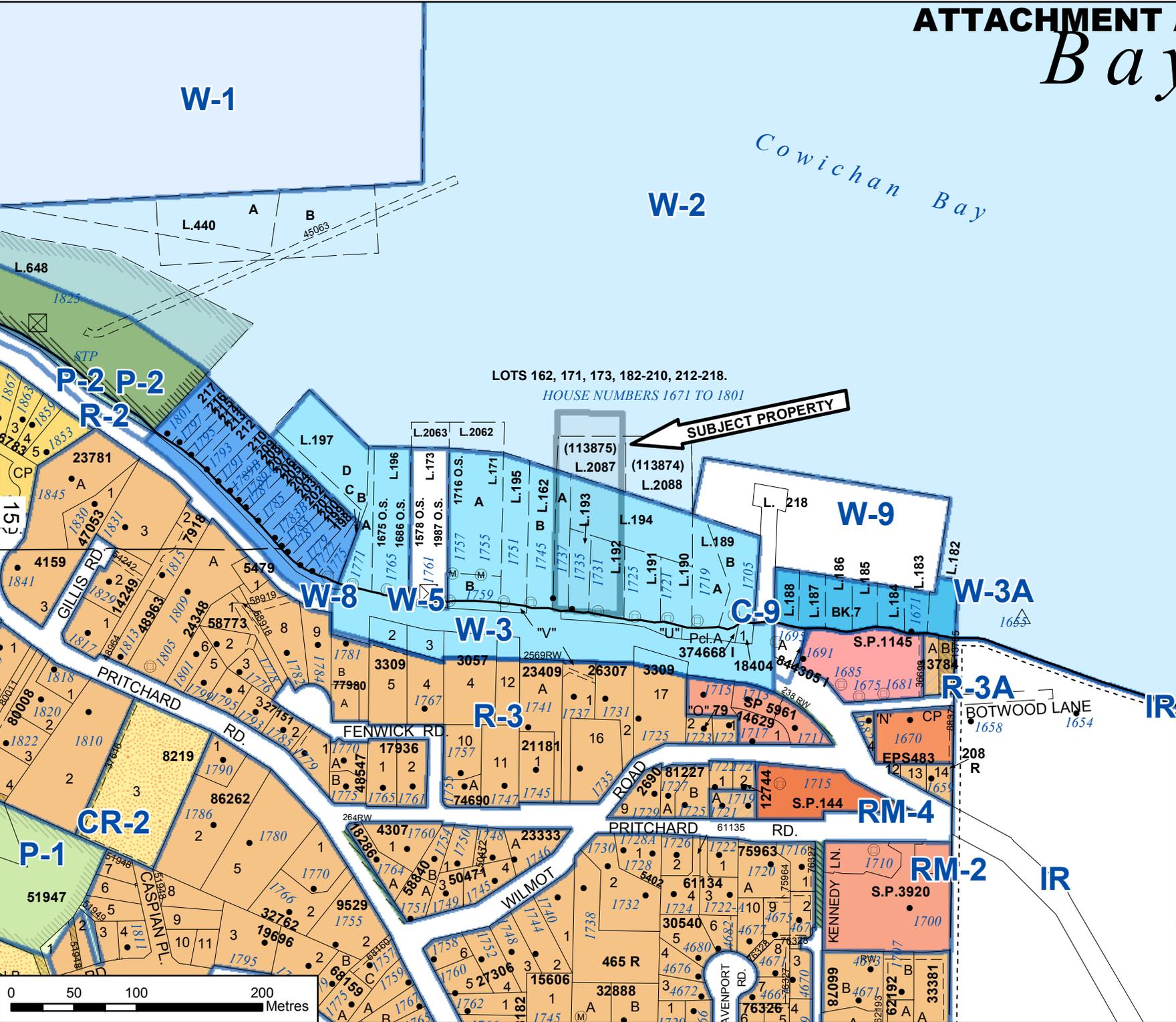
ZONING

Legend

- Subject Property
- Zoning D Marine
- Zoning D Uplands



R1





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

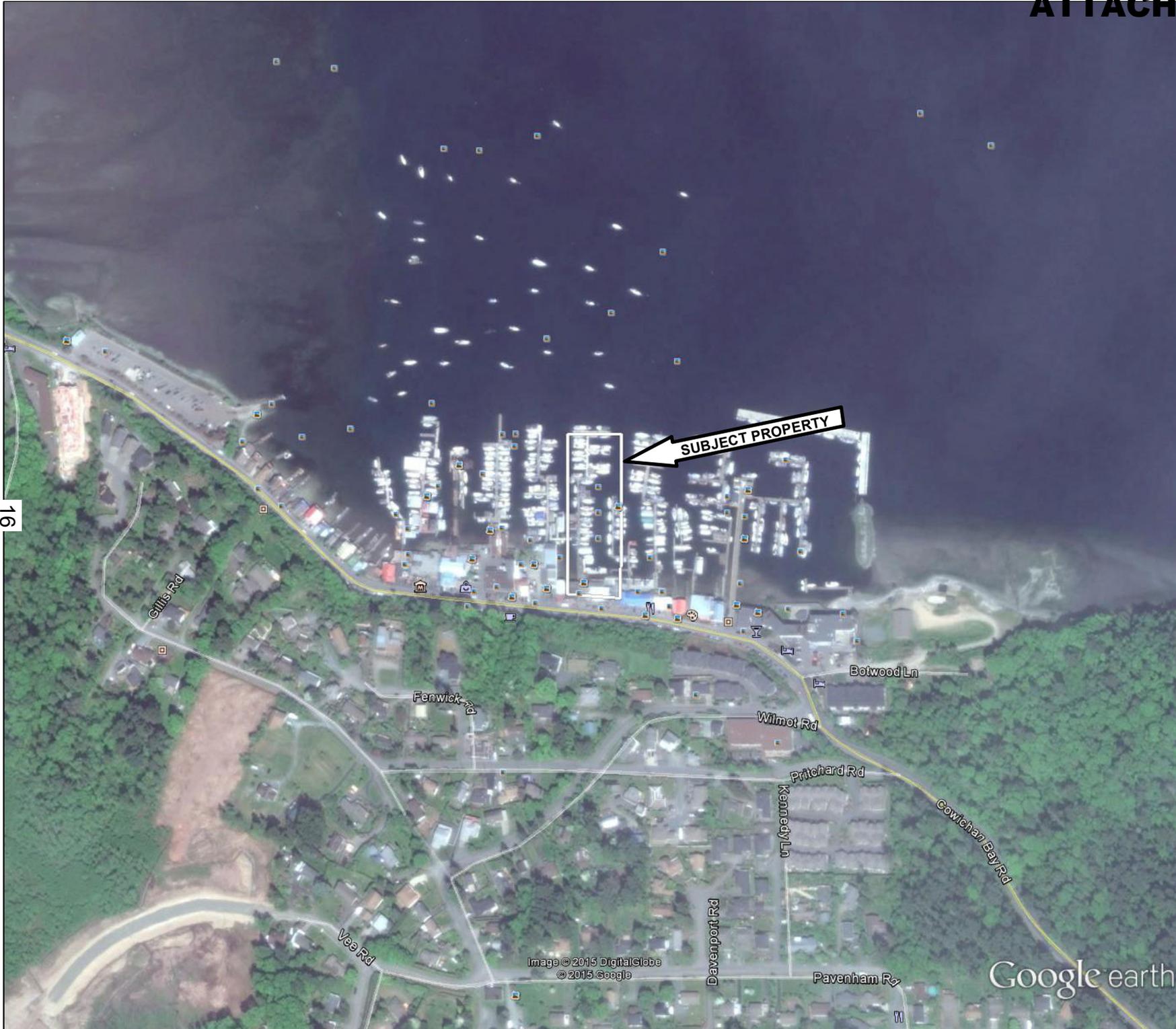
The Cowichan Valley Regional District does not warrant the accuracy.

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

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

File: 10-D-15DP

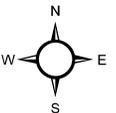
Google Earth Photo (2014)



16

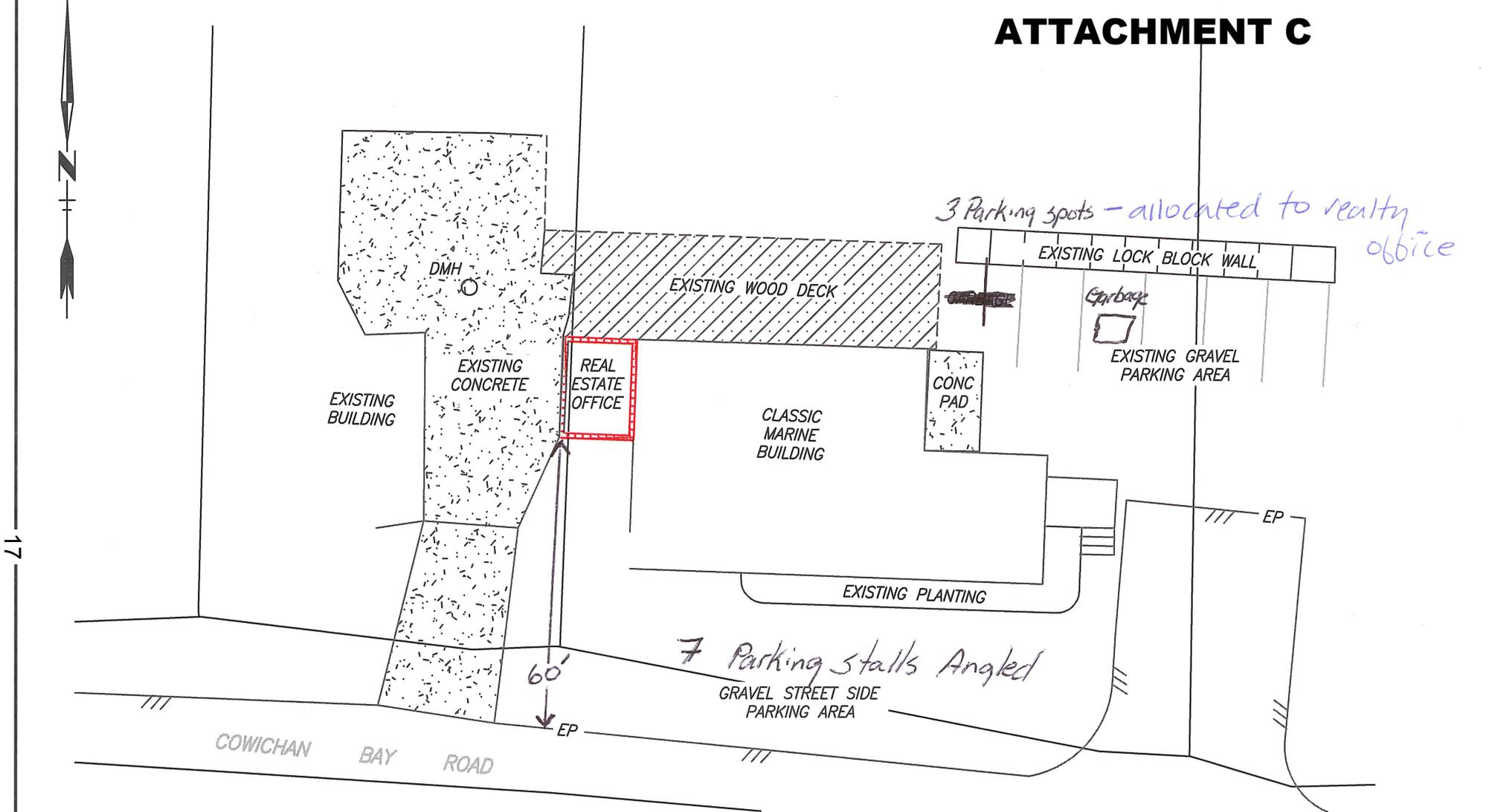
Image © 2015 DigitalGlobe
© 2015 Google

Google earth



R1

ATTACHMENT C



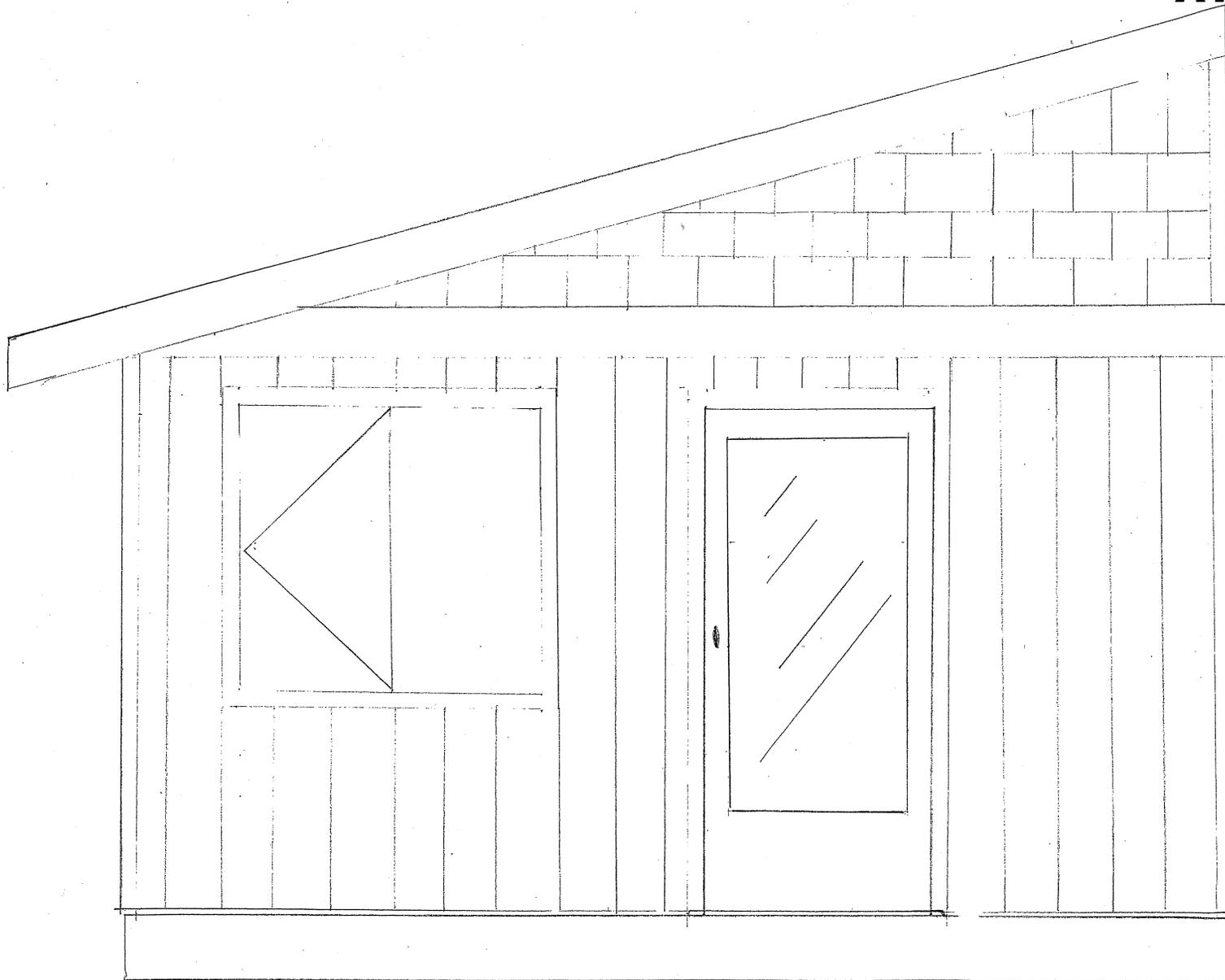
SITE PLAN 1:250

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CLIENT:		JIM MONEY & DOUG MacALPINE	
SHEET TITLE:			
SITE PLAN TO ACCOMPANY A DEVELOPMENT PERMIT WITH VARIANCE APPLICATION FOR DL 192 LEASE/PERMIT/LICENSE # 111603, DL 193, DL 2087, BLK A OF DL 162 & PT WEST OF NORTHERLY PRODUCTION OF EASTERLY			
 CREATIVE ENGINEERING SERVICES 715 CANADA AVENUE DUNCAN, BC V5L 1V1 creativeengineering@shaw.ca	DRAWN:	SB	DATE:
	CHECKED:	CW	FILE:
	SCALE:	1:250	DWG:
			LAYOUT:

R1

ATTACHMENT D



18

July 15; 2015
West Elevation
Addition @ 1719
Concho Bay Rd.
Scale 3/4" = 1'
Drawn By: P. Reitz/06

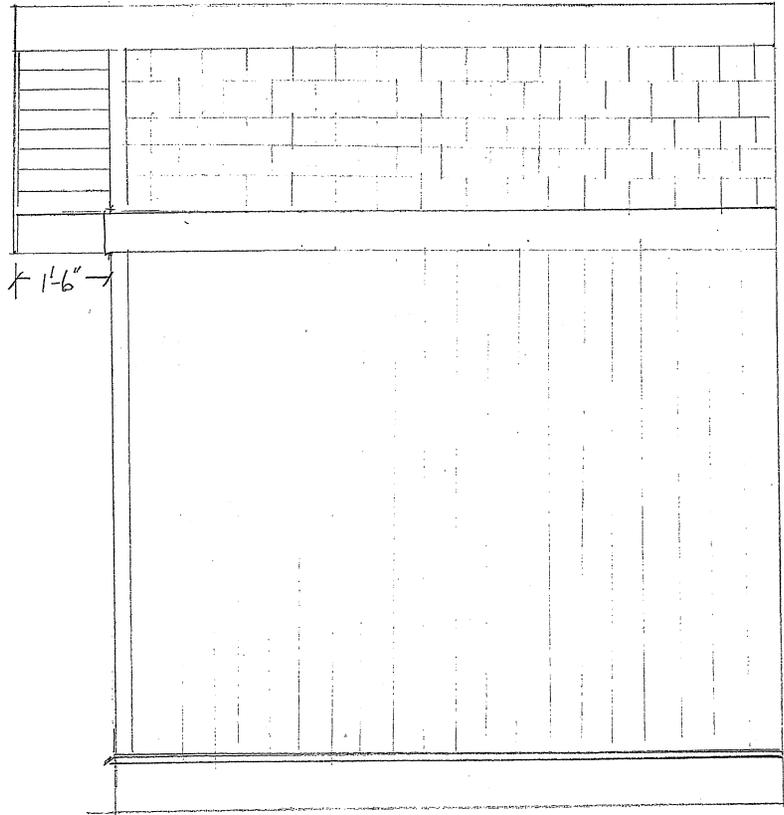
R1

July 15, 2015

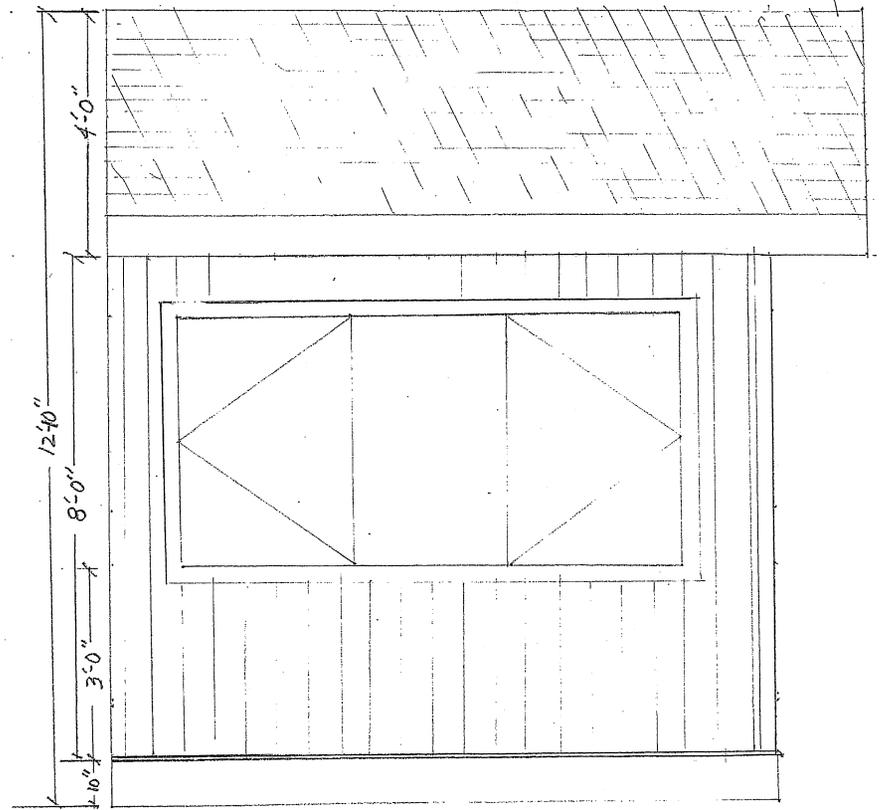
Addition @ 1719 Cowichan Bay Rd.
Pier 67

Scale $\frac{1}{2}'' = 1'$

Drawn By: P. Rob Joff



South Elevation



North Elevation

R1



Minutes of APC Meeting – Area D**July 21, 2016 7:00pm @ Cowichan Estuary Nature Centre****Agenda:** Development Permit Application No. DPA 10-D-15DP (J Money / D MacAlpine, Pier 67)Call to order: 7:05Members Attending: Joe Kinrade, Peter Holmes, Ken Olive, Larry Gray, Hilary Abbott, Kerrie Talbot (Note Taker), Robert Stitt (Chair), Lori Iannidinardo (Director, Area D).Regrets: Kevin MaherApplicants Attending: Jim Money and Doug MacAlpineGuests: 0Purpose: Application for a Development Permit for the addition of an office.

Applicants briefly described the project following a site visit by APC members the previous day.

- The office has already been built, without a permit
- The office is occupied by a developer/loan broker with most transactions via the Internet
- Two parking lots have been created on the water side at the east end of property by removing stored materials

Topics raised by APC:

- Noted that the applicants had not followed the required process including obtaining a permit. While the challenges of maintaining a business in Cowichan Bay are well known and the OCP encourages business development, this approach puts all parties in a difficult position.
- The applicants stated that they were not aware they needed a permit as there is no plumbing and the office, which has its own roof, is located under an existing roof. The applicant also noted it is increasingly normal for builders to build without permits since they are building to increasingly high standards.
- CVRD Planning staff confirmed that applications are forwarded to the APC regardless of whether or not a project has been built with a permit.
- Questions regarding loss of views and sightlines to the water, intended to be protected under the OCP. Approximately 30% of the horizontal sightline when viewed from the edge of the road has been lost with the addition of the office.
- Two Pier 67 tenants have added overhead signs in the laneway which further obstruct the view of the Bay.
- The original laneway to the water has become more constrained by construction over time and concerns were expressed about fire truck access and fire spread. The applicants expressed that fire spread is a significant concern in Cowichan Bay village.

- Queried percentage of building to lot coverage – applicants stated it is 'less than 40%'.
- Marina owners for Pier 66 & 67 have connected their wharves for public enjoyment and resident safety. They support the idea of a boardwalk along the entire waterfront but not all marina operators and tenants are in favour.

Other topics raised:

- Some parking in the Bay has been modified from parallel to angle parking which is observed to be more dangerous
- Buildings in the Bay need to be surveyed regarding fire lanes and encroachments
- Potential parking solutions for the summer, ideally to be led by businesses and marina owners

Motion:

Moved by Hilary Abbot:

That issue of a Development Permit is recommended as presented, subject to a professional survey being undertaken for structures at 1725, 1731, 1735 & 1737 Cowichan Bay Road.

Seconded: Ken Olive

Discussion: None

All in favour.

Recommendations:

- The CVRD sends a friendly information bulletin to businesses in Cowichan Bay village regarding the intent of the OCP regarding sightlines and signage, and the criteria and benefits for acquiring Building and Development Permits, to be followed up with an information meeting.
- The applicants (J. Money & D. MacAlpine) be required to obtain the required permits and undergo the appropriate inspections for this structure.

The applicants committed to:

- Applying for development permits for any future projects.
- Reviewing signage to align with the requirements of the OCP in terms of number, form, sightlines and public safety.
- Sending a letter to certain tenants regarding potential structures being built without permits, notably a patio area.

Meeting adjourned at 8:00 pm.

Rachelle Rondeau

From: Lance Underwood <captnlance@gmail.com>
Sent: Sunday, January 15, 2017 6:00 PM
To: LORI IANNIDINARDO
Cc: Rachelle Rondeau
Subject: Re: Village Issue and where to direct complaints

To Whom It May Concern:

My name is Lance Underwood. My wife and I have been residents and business owners in Cowichan Bay for over a decade. I am currently the president of our strata at Villas on the Bay, co owner of the Mud Room Clayworks, a captain at Ocean Ecoventures Whale Watching and owner of a commercial prawn and crab vessel based out of Cowichan Bay. My wife operates the pottery business full time and is the Vice President of the CBIA (Cowichan Bay Improvement Association).

Cowichan Bay is a wonderful community. We have watched over the last decade as Cowichan Bay residents have worked their butts off, and put their hearts and souls into cleaning up the town and making it a true destination for travellers and a gem within the Cowichan Valley. We have decided to spend our lives here, and are raising our three year old son in this unique place.

Over the last couple of years, we have been witnessing our community slowing moving backwards. Jim Money and his business partner Doug MacAlpine came into the community in a whirlwind, immediately making changes to the marinas, buildings, and businesses with absolutely zero forethought.

Recently, Money and MacApline have built multiple structures in the Bay without obtaining proper permits for building and without any consideration for existing businesses. The main instance was when Money and MacAlpine decided to add on the the building where my wife's pottery studio has been for over two decades. These guys not only built without permits, but did not use licensed, bonded, or insured professionals to build. My wife and I went along with the construction as Money and MacAlpine are our land lords, skeptical about the building that was happening and about the future tenants. The current tenant of the new structure is David Salmon of Worthy Real Estate Investments. Firstly, this new structure which was erected without permits or consultation has further restricted a very restricted lane to the water. The structure blocks sightlines to the water, restricts access to the marina for boat owners and live boards, and restricts a fire lane. As you are probably aware, parking is a major issue in Cowichan Bay, and has become more of a problem with the addition of this business / structure. Up until this summer, we rarely had issues with people parking in the fire lane, but Dave Salmon of Worthy Real Estate Investments and his employees decided to start parking in the fire lane in between True Grain Bakery and our business, The Mud Room Clayworks. Despite there being signs stating that it was a "Fire Lane, Do Not Block!", Salmon and his associate continued to do so, blocking the fire lane, and the access to our pottery studio. When my wife confronted them about the problem, she was screamed at and berated by both Dave Salmon and his employees until we was crying. We are not the only people that have experienced problems. The owners of Classic Marine asked Dave Salmon to have some courtesy for business owners and not park his trucks in front of local businesses, and park outside of the village core and walk in like the rest of the business owners do, and Salmon proceeded to attempt to run Rick Carpentier of Classic Marine over with his truck. Salmon has been rude and attempted to intimidate other members of the community. The list of problems with these tenants (Worthy Real Estate Investments) goes on, including public use of illegal drugs directly in front of our pottery studio while my son who was two years old at the time was playing in front of our pottery studio.

Recently, One of Dave Salmon's "friends" has rented a unit in the same building as our pottery studio ^{from} our land lords Money and MacApline. They have been blocking parking continuously with vehicles as the ^{the} and go during the process of altering their rented unit. These men, who have also been rude and have ^{stated} to intimidate community members are attempting to open up a Marijuana Dispensary, which according to the RCMP, is illegal.

We used to live in a peaceful community where we didn't need to worry about who was wandering around our children. We never had to worry about other business owners bullying or threatening us. We could have respectful conversations with one another about issues and that the rules and bylaws of our community would be followed and that there would be a certain measure of respect for fellow business owners and residents of our community. That does not seem to be the case these days. I am pleading with you to hold Money and MacAlpine accountable for their actions. Make these men follow the same rules that we all have to follow. I'm also asking that you help to discourage our land lords from welcoming criminals and thugs into our peaceful community for their own personal gain. Both of these businesses go against our Official Community Plan, and the spaces would be better suited for other retail businesses to rent, businesses that would draw the right people into our community.

If you would like to contact me, you can reach me at this email address, or by phone at 250 710 7344.

Sincerely,
Lance Underwood

On Sun, Jan 8, 2017 at 11:16 AM, LORI IANNIDINARDO <lianni@shaw.ca> wrote:

To Me liannidinardo@cvr.bc.ca

To Rachelle Planner at CVRD rroudeau@cvr.bc.ca

To Ross Blackwell Manager of Planning rblackwel@cvr.bc.ca

Sent from my iPad

--
Lance D Underwood
PO Box 2326
Cowichan Bay, BC, V0R1N0
SLC Fisheries LTD
Ocean Ecoventures Whale Watching
250 710 7344

Rachelle Rondeau

R1

From: Planning and Development
Sent: Thursday, December 15, 2016 2:14 PM
To: Rachelle Rondeau
Subject: FW: File #10-D-15DP/VAR

-----Original Message-----

From: Dungeness Marina [<mailto:info@dungenessmarina.com>]
Sent: December-15-16 11:00 AM
To: Planning and Development
Subject: File #10-D-15DP/VAR

Dear Rachelle,

We have no objection to the Development Permit with Variance application by Jim Money and Doug McAlpine. File #10-D-15DP/VAR.

Thank you,

Carrie and Rob Hokanson
Dungeness Marina



Cowichan Bay Marina Ltd.

Box 2517 Cowichan Bay, BC VOR-1N0
Tel: (250) 701-9033 E-mail: CowichanBayMarina@shaw.ca

Dec 14, 2016

Rachelle Rondeau, Planner II
Development Services Division
Planning & Development Department
CVRD – 175 Ingram St, Duncan, BC V9L 1N8

Dear Ms. Rondeau:

RE: 1725 Cowichan Bay Rd. – Parking Variance

File: # 10-D-15DP/VAR

Thank you for providing the opportunity to comment on the Parking Variance request by my immediate neighbors 1725 Cowichan Bay Rd. (Pier67 Marina).

We are in favour of CVRD granting the parking variance. Our rationale is below:

1. The tenants of the space remain the same. It is not an additional tenant. Current parking for the tenant works no different with the addition as it did before the addition.
2. The addition did not take any existing parking out of the Village supply. It has always been a pedestrian/emergency vehicle corridor & can still be one.
3. The current tenant is a low volume client business. It doesn't attract dozens of car/clients daily as some of the basic retail businesses do.
4. Parking in Cowichan Bay can be problematic at various times, particularly the summer season. The Village suffers from its success at attracting visitors, shoppers, & tourists over the past decade. The village layout & buildings were created long before parking standards & bylaws related to parking existed. It is impractical to apply rigid 21st century parking practices to a Village which has largely taken its current configuration over 75 years ago. I believe all application of bylaw enforcement in Cowichan Bay Village needs a practical, case by case examination due to the unique nature of the Village.

Yours truly,

Gary Marshall
Per: Cowichan Bay Marina Ltd.

0204CowichanBayMarina_1725ParkingVariance

Jennifer Hughes

From: Rachelle Rondeau
Sent: Wednesday, March 15, 2017 9:48 AM
To: Jennifer Hughes
Subject: R-1

From: Jim Money Doug MacAlpine [<mailto:pier67@shaw.ca>]
Sent: Monday, March 13, 2017 1:48 PM
To: Rachelle Rondeau
Cc: Sandy Bartlett; Rob Conway
Subject: Re: DP application for Osbourne realty office

Hi Rachelle

We would like to be removed from the up coming Electoral Area Services Committee Meeting on March 15,2017 so we can seek some professional advice on how to meet the concerns of the CVRD and the public concerns .Should you have any questions please don't hesitate to call.

Sincerely,
Jim& Doug



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 6, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of March 15, 2017
FROM: Parks & Trails Division
 Planning & Development Department
SUBJECT: 2017 Budget Amendment
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget.

RECOMMENDED RESOLUTION

1. That it be recommended to the Board that the 2017 Budget for Function 232 Shawnigan Lake Community Parks be amended to:
 1. Increase Transfer from Gas Tax Reserves revenue by \$15,000;
 2. Increase Contribution from Developers revenue by \$50,000;
 3. Increase Capital Land Improvements by \$50,000; and
 4. Increase Capital Lease Improvements by \$15,000.
2. That it be recommended to the Board that the 2017 Budget for Function 233 Cobble Hill Community Parks be amended to:
 1. Increase Transfer from Gas Tax Reserves revenue by \$180,000;
 2. Increase Capital Land Improvements by \$130,000; and
 3. Increase Contribution to Third Party Capital by \$50,000.
3. That it be recommended to the Board that the 2017 Budget for Function 234 Cowichan Bay Community Parks be amended to:
 1. Increase Transfer from Gas Tax Reserves revenue by \$38,347; and
 2. Increase Capital Land Improvements by \$38,347.
4. That it be recommended to the Board that the 2017 Budget for Function 456 Saltair Recreation be amended to:
 1. Increase Transfer from Gas Tax Reserves revenue by \$25,000; and
 2. Increase Asset Management by \$25,000.

BACKGROUND

The 2017 Community Works Funds allocations to electoral area projects was approved at the February 22, 2017 Special Board meeting, inclusive of the following projects for completion in 2017:

Electoral Area B – Shawnigan Lake

- Phase I Elsie Miles Park Upgrade Project - \$300,000
- Ida Road Trail Connection - \$15,000

Electoral Area C – Cobble Hill

- Cobble Hill Common Landscaping - \$130,000
- Evergreen School Timber Framed Pavilion - \$50,000

Electoral Area D – Cowichan Bay

- Wessex Ravine Park Community Pathway Connection - \$38,347

Electoral Area G – Saltair

- Saltair Community Centre (former Mt. Brenton School) Condition Assessment - \$25,000

ANALYSIS

The 2017 budget for Function 232 Shawnigan Lake includes \$475,000 in Gas Tax funds that can be applied to the Phase I Elsie Miles capital project and to the previously approved Shawnigan Lake Rail with Trail Project. An increase in Gas Tax Funding of \$15,000 would be required to proceed with the Ida Road Trail capital project as proposed for 2017. In addition, the Area Director for Shawnigan Lake has requested that \$50,000 in Contribution from Developer be included in the amended budget as revenues, with such funds also being applied for expenditure on the Elsie Phase I Miles capital project.

The increase of \$130,000 in Gas Tax Funds as revenues for the Function 233 Cobble Hill 2017 budget is proposed for completing the field irrigation and landscaping capital project at the Cobble Hill Common. In addition, the Area Director for Cobble Hill has requested the additional \$50,000 in Gas Tax Funds be included in the budget amendment for the proposed Evergreen School Timber Framed Pavilion project, which would require a third party contribution agreement.

The Wessex Ravine Park Community Pathway Connection project is aimed at connecting the lower and upper village areas of Cowichan Bay by way of a combined pathway/staircase through the park. The proposed 2017 budget amendment is to include approved gas tax funds for this project to undertake detailed engineering investigation and design work of the pathway and stairs.

In conjunction with the District's assessment management program aimed at undertaking conditional assessments of existing buildings and infrastructure, the 2017 budget amendment proposed for Function 456 Saltair Recreation is to include \$25,000 in approved gas tax funding to complete a comprehensive conditional assessment of the Saltair Community Centre building (former Mount Brenton School). The intention is for a thorough assessment of all components of the structure to ensure a full understanding of its condition.

FINANCIAL CONSIDERATIONS

See above.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

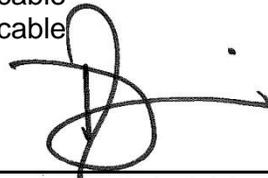
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



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



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 9, 2017

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

FROM: Community & Regional Planning Division
Planning & Development Department

SUBJECT: Cannabis Regulations in Cowichan Valley Regional District Zoning

FILE: Zoning General

PURPOSE/INTRODUCTION

The purpose of this report is to propose amendments to CVRD zoning bylaws with respect to both cannabis growing and retail activities.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

On December 11, 2013, Cowichan Valley Regional District (CVRD) zoning bylaws were amended by introducing a regulation concerning the growing of medical cannabis under the then current Marijuana for Medical Purposes Regulation (MMPR). The CVRD regulations essentially prohibited the growing of cannabis under Federal permit on all parcels other than in four areas: two zones in the Bamberton area, one parcel in the Chaster Road area of Cowichan Bay and all Agricultural Land Reserve (ALR) lands. The Agricultural Land Commission (ALC) has deemed growing under a federal license to be “farm use” so local governments cannot prohibit it.

Since these amendments were adopted across the board throughout the CVRD electoral areas, there have been significant shifts in federal law on this topic and it is high time to revisit the field and consider whether further changes to zoning regulations would be in the public interest.

These 2013 amendments were primarily concerned with the siting of **production** facilities. At that time, the concept of having to regulate the siting of **retail** facilities was not considered, nor was the possibility of regulating the siting of **consumption** facilities engaged. With the change in the federal government, the ground has been shifting since then.

ANALYSIS

Cannabis Production Facilities

At the time of amendment of CVRD zoning bylaws, the relevant federal regulation in force was the *Marijuana for Medical Purposes Regulation* (MMPR). Not long after the MMPR was brought into force, a Court challenge suspended it and in response, another regulation emerged in its place: the *access to Cannabis for Medical Purposes Regulation* (ACMPR). This new regulation permits cannabis to be grown for personal use in homes once again, so it’s rather like a hybrid of the MMPR and its ancestor regulation, the MMAR.

The measures enacted in 2013 were justified on the grounds that the production of what – at that time was (and still is) – an illegal substance for most people would attract at the production centres unwanted attention and possibly criminal activity. Separating these production facilities by large setbacks from sensitive land uses was deemed by the Board to be appropriate in this case.

Cannabis Retail Facilities

Meanwhile, the Government of Canada has indicated that a major change in cannabis rules is to be expected shortly. The governing party indicated that a priority for them is the decriminalization of cannabis sale and use. Exactly what form this will take is uncertain, but it seems likely that the federal government will establish a legal regime that will rely on the provinces and territories to implement.

In anticipation of this change to the law, numerous commercial enterprises illegally selling cannabis have sprung up in electoral areas, purporting to be “compassion clubs” or “medical marijuana dispensaries”. These uses violate criminal law at this time; nevertheless the operators are seemingly willing to take the risk of prosecution in order to establish a market position in anticipation of the product becoming legal.

Directors and residents have expressed concern over this “dispensary” development and so it could be worth considering enacting what in the end would probably be some provisional regulations concerning the location of retail outlets that sell cannabis.

With respect to retail services for a soon to be legal product, the criminal element is not more a factor than it would be with respect to alcohol or any other retail product for that matter. So the justification for regulating the location of retail outlets would have to be derived elsewhere. Superimposed upon this consideration is the possibility of the Province of BC having a deciding role in the way cannabis may be sold, and this could establish a regulatory regime that does not require any sort of local government approval.

The CVRD zoning powers are generally not used to distinguish between retail stores that may sell alcohol and those that don't. The Province also has a lot of say in where such facilities may be located. If the federal government offers a role to the provinces in determining the retail environment for cannabis, it seems likely that this Province would manage cannabis similarly to alcohol, though probably not in the same stores.

Cannabis Consumption Facilities

It is conceivable that the new federal/provincial regime for cannabis regulation could include provisions for Amsterdam-style “cannabis cafés”. Even if it doesn't, one could imagine such establishments being set up anyway. CVRD zoning bylaws don't have special setbacks or exclusion retail zones for public houses, bars and other establishments that permit liquor consumption and sales. Is it justifiable to regulate cannabis consumption facilities?

Summary

Comprehensive amendments to the zoning bylaws, especially with Advisory Planning Commission (APC) input, could be very time consuming to develop and implement if the expectation is that every APC would be consulted and hearings would be held in each community. If this was prioritized over other work, we would certainly have to postpone or cancel other work items on the 2017 work program.

On the other hand, a possible approach would be to make a simple amendment to all zoning bylaws interdicting the sale and consumption on commercial premises of cannabis and cannabis-derived products, and holding a single hearing in Duncan for all electoral areas. This approach would likely require a second round of amendments once the regulatory regime established by senior governments becomes clear.

At this time, the uncertainty over the future sales/distribution regime that the senior governments will implement is considerable.

FINANCIAL CONSIDERATIONS

Dependent upon proposed action to be taken.

COMMUNICATION CONSIDERATIONS

Dependent upon proposed actions to be taken.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

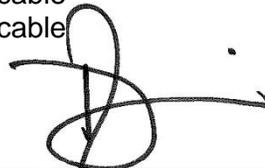
Prepared by:



Mike Tippett, MCIP, RPP
Manager

Reviewed by:

Not Applicable
Not Applicable



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



STAFF REPORT TO COMMITTEE

DATE OF REPORT	March 8, 2017
MEETING TYPE & DATE	Electoral Area Services Committee Meeting of March 15, 2017
FROM:	Community & Regional Planning Division Planning & Development Department
SUBJECT:	2017 Budget Amendment for 325
FILE:	2017 Planning & Development Budget

PURPOSE/INTRODUCTION

The purpose of this report is to advise the Committee of the need to make a small budget adjustment to 325 to account for a smaller surplus than projected.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 budget for Function 325 Planning & Development be amended to:

1. Decrease surplus by \$12,592;
2. Decrease Insurance Automotive Equipment (Dodge Van) by \$1250;
3. Decrease Purchased Repairs – Vehicles (Dodge Van) by \$400;
4. Decrease Purchased Maintenance/Vehicles (Dodge Van) by \$400;
5. Decrease Fuel & Lubricants (Dodge Van) by \$450;
6. Decrease Vehicle & Equipment Parts (Dodge Van) by \$200; and
7. Decrease Contingency by \$9,892.

BACKGROUND

In planning for the 2017 budget process, a small surplus was proposed to be carried over to 2017, mainly for the purpose of the Area E OCP project, because that budget had been significantly underspent in 2016 and the work from 2016 remains to be done.

At the time the 2017 budget was completed, an estimate of the surplus was several tens of thousands of dollars in excess of the \$16,608 that was proposed to be carried over to 2017 as a surplus.

ANALYSIS

Legal fees, mainly for the SIA file, went well over the \$300,000 mark for 2016, against a budgeted amount of \$150,000. This was significantly higher than expected at budget time. As a result, the total surplus for 2016 was only \$3,808. The difference between this and the \$16,400 projected as 2017 surplus has to be made up through a budget amendment. We have taken the appropriate steps to ensure that this amendment will not increase the requisition.

Staff have reviewed the 2017 budget and would recommend that the Dodge van item (26110 and its sub-budget line items) be removed from the budget because the van will be sold or scrapped shortly. This lowers expenditures by \$2,700. The remaining shortfall of slightly under \$10,000 can be made up by decreasing the contingency line item (9910) from \$26,500 to \$16,608. Staff believe that this reduction is acceptable because the exposure of Budget 325 to wild fluctuations in expenditures is reduced owing to the legal fees line item being for the most part reallocated to Budget 320.

FINANCIAL CONSIDERATIONS

No increase to requisition will be required. The modest value of the Dodge Van (roughly \$300) will not be a significant factor in this exercise, though the removal of \$2700 of expenditures from the related line item (insurance, service, fuel and repairs) is helpful.

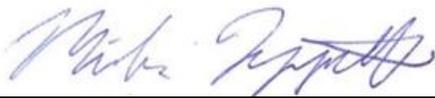
COMMUNICATION CONSIDERATIONS

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

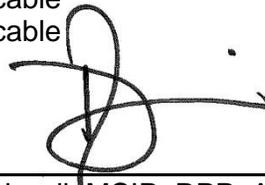
Prepared by:



Mike Tippett, MCIP, RPP
Manager

Reviewed by:

Not Applicable
Not Applicable



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



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 7, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of March 15, 2017
FROM: Inspection & Enforcement Division
 Planning & Development Department
SUBJECT: 2017 Budget Amendment for 320
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 budget for Function 320 Inspections & Enforcement be amended to:

1. Increase Transfer from Operating Reserves revenue by \$140,000; and
2. Increase Legal Expenses \$140,000.

BACKGROUND

Subsequent to the December 14, 2016, adoption of the 2017 budget it was identified that an increase in Legal Expense was warranted.

ANALYSIS

Subsequent to the budget adoption in December there have been items identified for amendment in the draft 2017 budget. These items include:

- An increase of transfer from Operating Reserves of \$140,000, for Legal Expenses
 - Rationale – 2017 Legal Expenses require additional funds
- An increase of \$140,000 for 2017 Legal Expenses
 - Rationale – The legal expense budget should be sufficient to cover a minimum of three large scale legal cases per year and prepared for unexpected legal challenges.

FINANCIAL CONSIDERATIONS

If the new items identified in this report were to be included there would be no increase on requisition.

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:

Robert Blackmore, BSc., MSc.
Manager

Not Applicable
Not Applicable

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



MEMORANDUM

DATE: March 6, 2017

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

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

SUBJECT: BUILDING REPORT FOR THE MONTH OF FEBRUARY, 2017

There were 36 Building Permits and 3 Demolition Permit(s) issued during the month of February, with a total value of \$4,668,852

Electoral Area	Commercial	Institutional	Industrial	New SFD	Residential	Agricultural	Permits this Month	Permits this Year	Value this Month	Value this Year
"A"				1,843,250	92,720	35,000	10	15	1,970,970	2,155,485
"B"				267,600	177,630		6	13	445,230	1,468,740
"C"				69,300	158,240		7	10	227,540	676,760
"D"				699,350	1,000		5	7	700,350	1,212,910
"E"				303,070	31,500		3	6	334,570	913,190
"F"					146,720		3	4	146,720	335,680
"G"				325,520	160,832		4	7	486,352	571,112
"H"							0	3	0	789,210
"I"				357,120			1	3	357,120	462,120
Total	\$ -	\$ -	\$ -	3,865,210	768,642	35,000	39	68	4,668,852	8,585,207

41

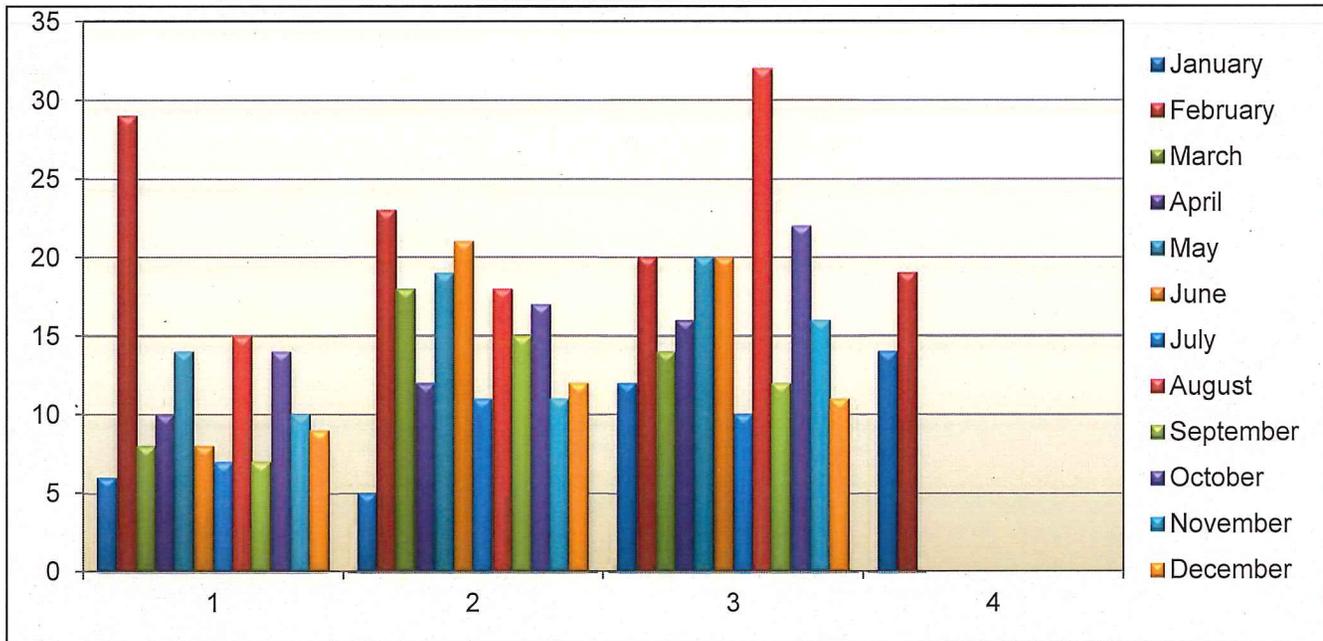
G. Breckenridge, RBO
 Chief Building Inspector, Inspections & Enforcement Division
 Planning & Development Department
 GB/lar

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



TOTAL OF NEW HOUSING STARTS

	2014	2015	2016	2017
January	6	5	12	14
February	29	23	20	19
March	8	18	14	
April	10	12	16	
May	14	19	20	
June	8	21	20	
July	7	11	10	
August	15	18	32	
September	7	15	12	
October	14	17	22	
November	10	11	16	
December	9	12	11	
YTD Totals	137	182	205	33

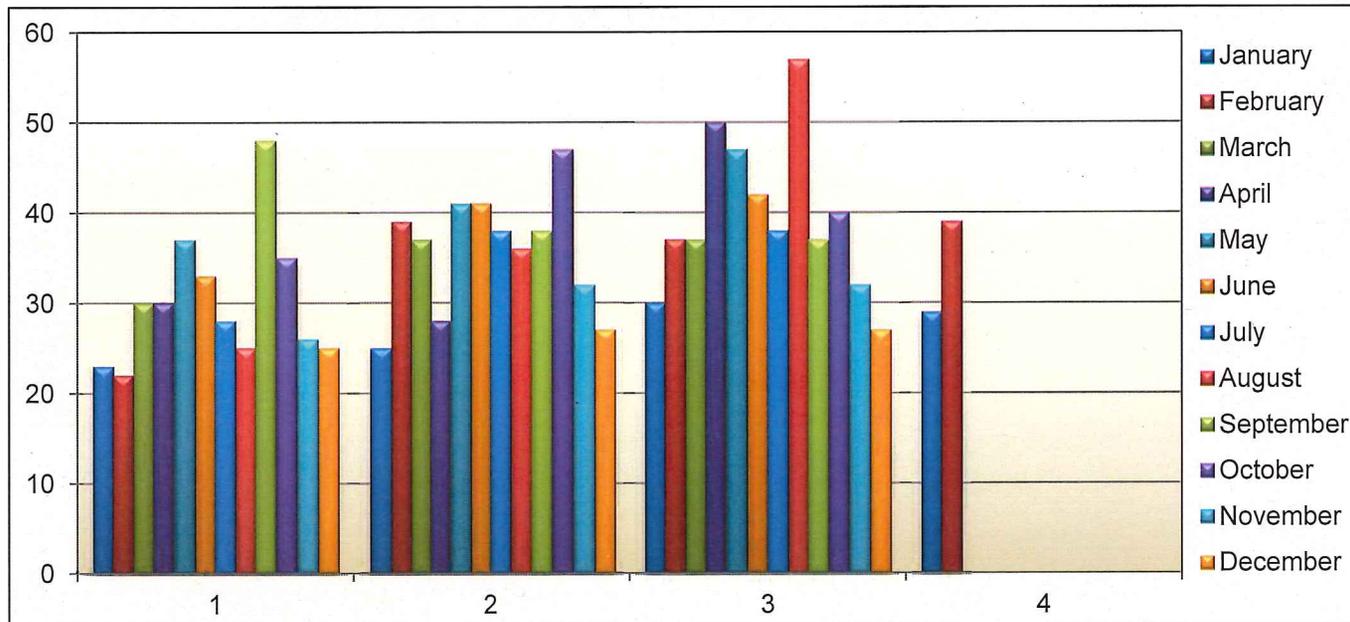


42



TOTAL BUILDING PERMITS ISSUED

	2014	2015	2016	2017
January	23	25	30	29
February	22	39	37	39
March	30	37	37	
April	30	28	50	
May	37	41	47	
June	33	41	42	
July	28	38	38	
August	25	36	57	
September	48	38	37	
October	35	47	40	
November	26	32	32	
December	25	27	27	
YTD Totals	362	429	474	68



320 – Building Inspections Report – February 2017

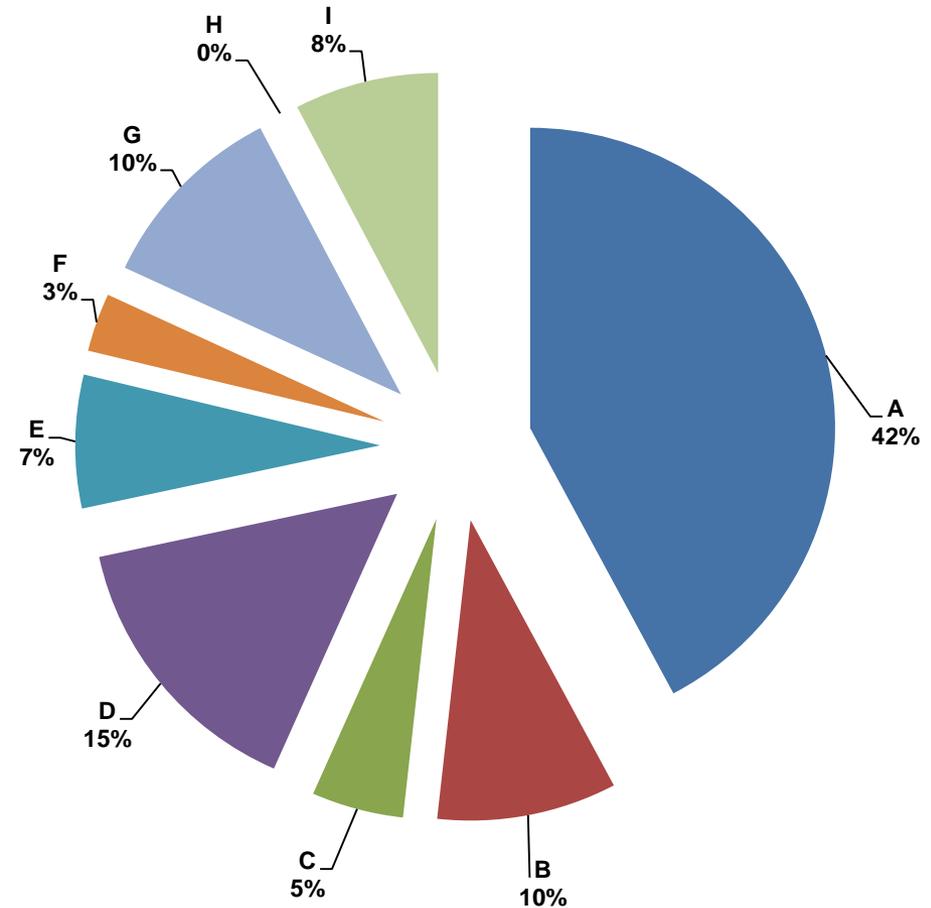
Participating Areas All Electoral Areas

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

Permit Breakdown per electoral area

Electoral Area	Permits issued	Value	% for the month
A	10	1,970,970	42%
B	6	445,230	10%
C	7	227,540	5%
D	5	700,350	15%
E	3	334,570	7%
F	3	146,720	3%
G	4	486,352	10%
H	0	0	0%
I	1	357,120	8%

New Building Permits



320 – Building Inspections Report – February 2017

Participating Areas All Electoral Areas

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

What's happening in your area?:

Highs and lows

➤ Areas: A created the bulk of the new permits with 42% of the total for February

➤ Area: H had fewest new permits for February 0% of the monthly total

Trends and reasons

➤ Mill springs next phase development opened, creating a boost in area A

45

Total Building Values

➤ Month: \$4,668,852 for February 2017

➤ Year: \$8,585,207 in building value, leading to;
➤ \$85,852 in building permit revenue

New house Starts

➤ 39 for the year; increase of 3% on 2016, (36 Building and 3 demolition)

Building Permits issued

➤ 68 for the year; 1 more than in 2016

➤ 39 Permits issued in February, the Mill Springs development has attributed to this amount.
➤ Total inspections generated for January 351
➤ Total for the year: 612 building inspections
➤ New Plan Checker has been hired and starts with CVRD on March 20th 2017. This position will facilitate building permit application turnaround and create more time for the inspectors in the field

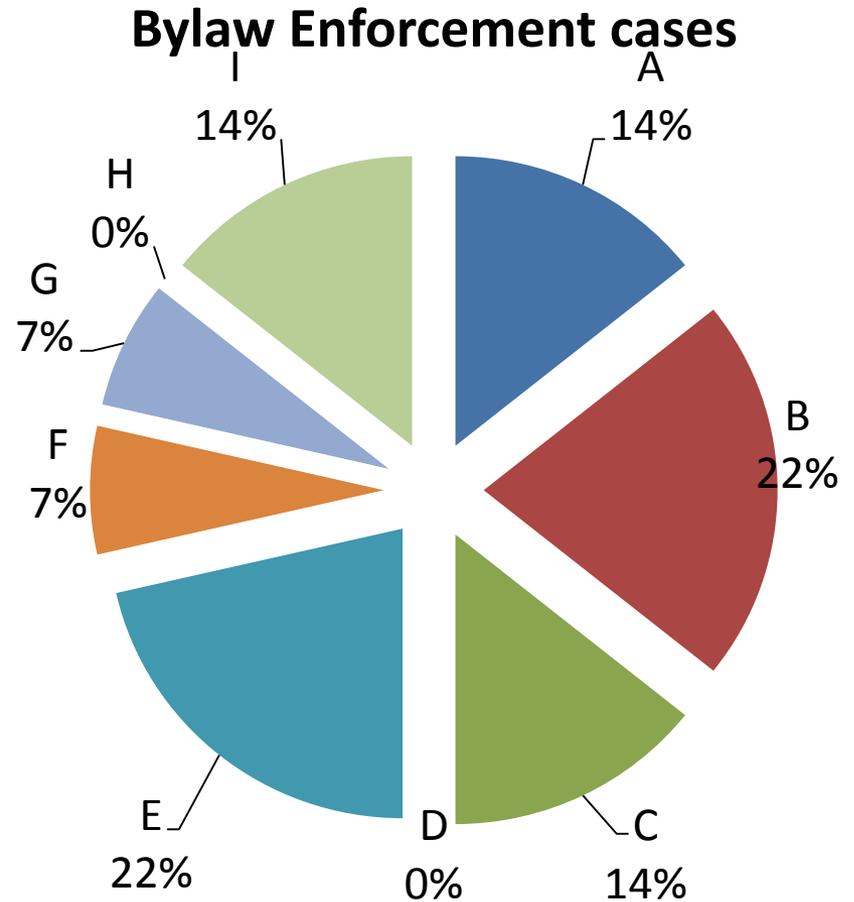
320 – Bylaw Enforcement Report – February 2017

Participating Areas – All electoral areas

Purpose – Monthly review of Bylaw Enforcement files

47

Electoral Area	Monthly Files	Percentage	Year total
A	2	14%	4
B	3	22%	4
C	2	14%	1
D	0	0%	1
E	3	22%	3
F	1	7%	1
G	1	7%	2
H	0	0%	0
I	2	14%	1





What is happening in your area?

Area B and E had the highest number of cases opened with 3 each equaling 44%

Area D had the fewest calls with 0.

Types of issues –

Smoke Nuisance x 5

Unsightly x 1

Signs x 1

Dangerous dogs x 1

Zoning x 1

Building permits x 3

Noise x1

Open vs Closed

Total number of enquires (calls, emails, front desk): 75

Total cases opened during January: 14

Cases concluded: 12

Ongoing cases (including previous years): 50



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 1, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of March 15, 2017
FROM: Water Management Division
 Engineering Services Department
SUBJECT: Shellwood Water System Management Bylaw Amendment
FILE: 0540-20-EAS

PURPOSE/INTRODUCTION

The purpose of this report is to amend the Shellwood Water System management bylaw.

RECOMMENDED RESOLUTION

That the CVRD Bylaw No 4108 – Shellwood Water System Management Amendment Bylaw, 2017 be forwarded to the Board for consideration of three readings and adoption:

BACKGROUND

As part of the approved 2017 budgets, Shellwood Water System Management Bylaw 4078 was amended to increase rates and for quarterly billing. An error was discovered in the volume calculation for that bylaw, therefore an amendment is now required.

ANALYSIS

As part of quarterly billing, the volume must be reduced in half for the proposed bylaw. This aspect was missed in the original bylaw.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

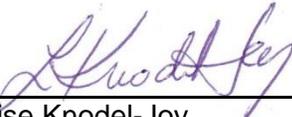
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Addresses the Regional Strategic Focus Area #3, Sound Fiscal Management.

Referred to (upon completion):

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

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachment A – CVRD Bylaw No. 4108 – Shellwood Water System Management Amendment Bylaw, 2017



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4108

A Bylaw to Amend the Shellwood Water System Management Bylaw No. 3644

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Shellwood Water System* pursuant to CVRD Bylaw No. 3644, cited as "**CVRD Bylaw No. 3644 - Shellwood Water System Management Bylaw, 2012**";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedule B of the bylaw;

NOW THEREFORE the Board of Directors 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. 4108 - Shellwood Water System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

Delete Schedule B in their entirety and replace with Schedules B attached to and forming part of this bylaw.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD BYLAW NO. 3644

METERED WATER RATES AND CHARGES

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below. A 10% discount will be applied for timely payment.

Water Rates and Charges per Classification per three (3) month period:

CLASSIFICATION	USER CHARGES					
	Water Use			Charge		
Group A						
Single Family Dwelling: Per Dwelling	0	-	100 m ³	\$	225.00	
Laundromat: Minimum charge for each washing machine	101	-	150 m ³	\$	225.00	+ 1.00 per m ³ over 100 m ³
Elementary/Middle School: Minimum charge per 20 students or portion thereof	151	-	200 m ³	\$	325.00	+ 1.50 per m ³ over 150 m ³
	over	200	m ³	\$	475.00	+ 2.25 per m ³ over 200 m ³
Group B						
Apartment: Per Unit	0	-	80 m ³	\$	168.75	
Mobile/Modular Home Park: Per Unit	81	-	120 m ³	\$	168.75	+ 1.00 per m ³ over 80 m ³
		121	- 160 m ³	\$	248.75	+ 1.50 per m ³ over 120 m ³
	over	160	- m ³	\$	368.75	+ 2.25 per m ³ over 160 m ³
Group C						
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0	-	60 m ³	\$	135.00	
		61	- 90 m ³	\$	135.00	+ 1.00 per m ³ over 60 m ³
		91	- 120 m ³	\$	200.00	+ 1.50 per m ³ over 90 m ³
	over	120	- m ³	\$	297.50	+ 2.25 per m ³ over 120 m ³
Group D						
Continuing Care Facility: Minimum charge for each bed	0	-	50 m ³	\$	112.50	
		51	- 75 m ³	\$	112.50	+ 1.00 per m ³ over 50 m ³
		76	- 100 m ³	\$	162.50	+ 1.50 per m ³ over 75 m ³
	over	100	- m ³	\$	237.50	+ 2.25 per m ³ over 100 m ³
Group E						
RV Trailer Park/Campground-Site Connected to Sewer: <u>Per service pad or Site</u>	0	-	33 m ³	\$	75.00	
		34	- 49 m ³	\$	75.00	+ 1.00 per m ³ over 33 m ³
Restaurant: Per 10 seats or patrons, or portion thereof	50	-	66 m ³	\$	108.00	+ 1.50 per m ³ over 49 m ³
Hotel/Motel: per housekeeping unit	over	66	- m ³	\$	157.50	+ 2.25 per m ³ over 66 m ³

Group F Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room.	0 - 20 m ³	\$ 45.00				
	21 - 30 m ³	\$ 45.00	+	1.00	per m ³ over	20 m ³
	31 - 40 m ³	\$ 65.00	+	1.50	per m ³ over	30 m ³
	over 40 - m ³	\$ 95.00	+	2.25	per m ³ over	40 m ³
Group G RV Trailer Park/Campground-Site not Connected to Sewer: - Per service pad or Site	0 - 10 m ³	\$ 22.50				
	11 - 15 m ³	\$ 22.50	+	1.00	per m ³ over	10 m ³
	16 - 20 m ³	\$ 32.50	+	1.50	per m ³ over	15 m ³
	over 20 - m ³	\$ 47.50	+	2.25	per m ³ over	20 m ³
Group H High School: Minimum charge per 20 students or portion thereof per shift	0 - 140 m ³	\$ 281.25				
	141 - 210 m ³	\$ 281.28	+	1.00	per m ³ over	140 m ³
	211 - 280 m ³	\$ 416.28	+	1.50	per m ³ over	210 m ³
	over 280 - m ³	\$ 618.75	+	2.25	per m ³ over	280 m ³
Group I Hotel/Motel: per room or suite	0 - 25 m ³	\$ 56.25				
	26 - 37 m ³	\$ 56.28	+	1.00	per m ³ over	25 m ³
	38 - 50 m ³	\$ 81.25	+	1.50	per m ³ over	37 m ³
	over 50 - m ³	\$ 118.75	+	2.25	per m ³ over	50 m ³
Group J Licensed Premises: Per 10 seats or portion thereof	0 - 43 m ³	\$ 90.00				
	43 - 63 m ³	\$ 90.00	+	1.00	per m ³ over	43 m ³
	64 - 84 m ³	\$ 132.00	+	1.50	per m ³ over	63 m ³
	over 84 - m ³	\$ 195.00	+	2.25	per m ³ over	84 m ³

UNDETECTED LEAKS

User Charges will be adjusted on a one-time forgiveness basis where an undetected leak on the consumer’s property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification(s), and where there is no indication that water was knowingly allowed to run to waste. Written verification from the consumer describing the nature of the leakage and the action taken to rectify the problem must be shown to the satisfaction of the Manager before the one-time forgiveness will be granted. The water service must be replaced in its entirety, or for longer than typical water services a significant portion of the water service must be replaced, to prevent any re-occurrence of leakage. Consumers are required to report to the Manager within 30 days of the most recent billing date.

The leakage problem must be rectified by the consumer within 30 days upon discovery or notification of the problem. Forgiveness will only be considered for a single billing period. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first “forgiveness” of a water overage charge.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for, the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to, a townhouse, semi-detached residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to, retail stores, offices, convenience stores, service establishments, and light industrial uses.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



STAFF REPORT TO COMMITTEE

DATE OF REPORT February 16, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of March 15, 2017
FROM: Water Management Division
 Engineering Services Department
SUBJECT: 2017 Budget Amendment – Water Management Budgets
FILE: 0540-20-EASC/05

PURPOSE/INTRODUCTION

The purpose of this report is to request amendments to the 2017 budget.

RECOMMENDED RESOLUTION

- 1) That it be recommended to the Board that the 2017 Budget for Function 576 – Water Management be amended to:
 - 1) Decrease MFA Short Term Borrowing revenue by \$45,000;
 - 2) Increase Transfer from Operational Reserve revenue by \$85,000;
 - 3) Increase Capital Vehicles & Machinery expense by \$40,000;
 - 4) Decrease New Utility Vehicle interest expense by \$879;
 - 5) Decrease New Utility Vehicle principal expense by \$8669;
 - 6) Increase Contingency by \$9548;
 - 7) Decrease Smart Car Insurance by \$700;
 - 8) Decrease Smart Car Repairs by \$500;
 - 9) Decrease Smart Car Maintenance by \$500;
 - 10) Decrease Smart Car Fuel and Lubricants by \$800;
 - 11) Decrease Smart Car Parts by \$500;
 - 12) Increase New Electric Vehicle Insurance by \$700;
 - 13) Increase New Electric Vehicle Repairs by \$300;
 - 14) Increase New Electric Vehicle Maintenance by \$300;
 - 15) Increase New Electric Vehicle Fuel & Lubricants by \$200;
 - 16) Increase New Electric Vehicle Parts by 500; and
 - 17) Increase New Electric Vehicle Tires by \$1000

- 2) That it be recommended to the Board that the 2017 Budget for Function 553 – Cowichan Bay Critical Street Lighting System be amended to:
 - 1) Increase Deficit revenue by \$58;
 - 2) Decrease Contingency expense by \$45; and
 - 3) Decrease Electricity expense by \$13

- 3) That it be recommended to the Board that the 2017 Budget for Function 585 – Arbutus Mountain Street Lighting System be amended to:
 - 1) Increase Transfer from Gas Tax Phase 2 revenue by \$11,381;
 - 2) Increase Contract Electrical Repairs expense by \$11,381;
 - 3) Increase Deficit revenue by \$1007;
 - 4) Decrease Electricity expense by \$510; and
 - 5) Decrease Electrical Repairs expense by \$497

- 4) That it be recommended to the Board that the 2017 Budget for Function 556 – Cobble Hill Village Street Lighting System be amended to:
 - 1) Increase Transfer from Gas Tax Phase 2 revenue by \$7,061; and
 - 2) Increase Contract Electrical Repairs expense by \$7,061
- 5) That it be recommended to the Board that the 2017 Budget for Function 583 – Twin Cedars Street Lighting System be amended to:
 - 1) Increase Transfer from Gas Tax Phase 2 revenue by \$10,975;
 - 2) Increase Contract Electrical Repairs expense by \$10,975;
 - 3) Increase Deficit revenue by \$1,357;
 - 4) Decrease Electricity expense by \$569; and
 - 5) Decrease Electrical Repairs expense by \$788
- 6) That it be recommended to the Board that the 2017 Budget for Function 581 – Sentinel Ridge Street Lighting System be amended to:
 - 1) Increase Deficit revenue by \$526;
 - 2) Decrease Contract Electrical Repairs expense by \$518; and
 - 3) Decrease Electricity expense by \$8
- 7) That it be recommended to the Board that the 2017 Budget for Function 580 – Wilmot Road Street Lighting System be amended to:
 - 1) Increase Deficit revenue by \$283; and
 - 2) Decrease Contract Electrical Repairs expense by \$283
- 8) That it be recommended to the Board that the 2017 Budget for Function 601 – Satellite Park Water System be amended to:
 - 1) Increase Deficit revenue by \$3,818; and
 - 2) Decrease Transmission - Supplies expense by \$3,818
- 9) That it be recommended to the Board that the 2017 Budget for Function 603 – Douglas Hill Water System be amended to:
 - 1) Increase Deficit revenue by \$307; and
 - 2) Decrease Contingency expense by \$307
- 10) That it be recommended to the Board that the 2017 Budget for Function 613 – Dogwood Ridge Water System be amended to:
 - 1) Increase Deficit revenue by \$3,673;
 - 2) Decrease Contingency expense by \$2,173; and
 - 3) Decrease Consultants expense by \$1,500
- 11) That it be recommended to the Board that the 2017 Budget for Function 615 – Arbutus Ridge Water System be amended to:
 - 1) Increase Deficit revenue by \$13,187;
 - 2) Decrease Supply - R&M Machinery & Equipment expense by \$1,387; and
 - 3) Decrease Supply - Parts/Supplies expense by \$11,800
- 12) That it be recommended to the Board that the 2017 Budget for Function 616 – Carlton Water System be amended to:
 - 1) Increase Deficit revenue by \$3,136; and
 - 2) Decrease Contingency expense by \$3,136
- 13) That it be recommended to the Board that the 2017 Budget for Function 617 – Shellwood Water System be amended to:
 - 1) Increase Deficit revenue by \$11,756;

- 2) Increase User Charges revenue by \$900;
 - 3) Decrease Licence & Fees expense by \$200;
 - 4) Decrease Contingency expense by \$9,000;
 - 5) Decrease Transmission - R&M Machinery & Equipment expense by \$656; and
 - 6) Decrease Transmission - Supplies expense by \$1,000
- 14) That it be recommended to the Board that the 2017 Budget for Function 619 – Burnum Water System be amended to:
- 1) Increase Recovery of Costs (Funds Held in Trust) revenue by \$34,000;
 - 2) Increase Transfer from Operational Reserve revenue by \$54,000; and
 - 3) Decrease Long Term Borrowing revenue by \$88,000
- 15) That it be recommended to the Board that the 2017 Budget for Function 620 – Mesachie Water System be amended to:
- 1) Increase Deficit revenue by \$6,752;
 - 2) Decrease Contingency expense by \$502
 - 3) Decrease Transmission - R&M Machinery & Equipment expense by \$500
 - 4) Decrease Source - R&M Machinery & Equipment expense by \$1,500 and
 - 5) Decrease Source - Contract Electrical Repairs expense by \$4,250
- 16) That it be recommended to the Board that the 2017 Budget for Function 640 – Saltair Water System be amended to:
- 1) Increase Transfer from Reserve revenue by \$46,435;
 - 2) Increase Transfer from Operating Reserve revenue by \$100,000;
 - 3) Increase Transfer from Gas Tax Phase 2 revenue by \$20,000;
 - 4) Decrease Transfer from MFA funding revenue by \$700,000;
 - 5) Decrease Capital – Engineering Structures expense by \$483,565; and
 - 6) Decrease Interest/MFA expense by \$50,000
- 17) That it be recommended to the Board that the 2017 Budget for Function 680 – Shawnigan Lake North Water System be amended to:
- 1) Increase Recovery of Costs revenue by \$84,216;
 - 2) Increase Transfer from Gas Tax Phase 1 revenue by \$56,170;
 - 3) Increase Transfer from Capital Reserve revenue by \$67,872;
 - 4) Increase Minor Capital expense by \$140,386; and
 - 5) Increase Capital – Engineering Structures expense by \$67,872
- 18) That it be recommended to the Board that the 2017 Budget for Function 705 – Arbutus Mountain Drainage System be amended to:
- 1) Increase Deficit revenue by \$778; and
 - 2) Decrease Drainage Works – Machinery & Equipment expense by \$778
- 19) That it be recommended to the Board that the 2017 Budget for Function 715 – Arbutus Ridge Drainage System be amended to:
- 1) Increase Deficit revenue by \$225; and
 - 2) Decrease Drainage Works - Supplies expense by \$225
- 20) That it be recommended to the Board that the 2017 Budget for Function 803 – Twin Cedars Sewer System be amended to:
- 1) Increase Deficit revenue by \$1,381; and
 - 2) Decrease Treatment - R&M Machinery & Equipment expense by \$1,381
- 21) That it be recommended to the Board that the 2017 Budget for Function 804 – Lambourn Sewer System be amended to:

- 1) Increase Recovery of Costs revenue by \$10,852; and
 - 2) Increase Capital – Engineering Structures expense by \$10,852
- 22) That it be recommended to the Board that the 2017 Budget for Function 805 – Arbutus Mt. Sewer System be amended to:
- 1) Increase Deficit revenue by \$12,738;
 - 2) Decrease Contingency expense by 10,238;
 - 3) Decrease Electricity expense by \$1,000; and
 - 4) Decrease Electrical Repairs expense by \$1,500
- 23) That it be recommended to the Board that the 2017 Budget for Function 815 – Arbutus Ridge Sewer System be amended to:
- 1) Increase Transfer from Gas Tax Phase 2 revenue by \$50,000;
 - 2) Increase Trf from Capital Reserve revenue by \$75,000; and
 - 3) Increase Capital – Engineering Structures expense by \$125,000
- 24) That it be recommended to the Board that the 2017 Budget for Function 820 – Eagle Heights Sewer System be amended to:
- 1) Increase Deficit revenue by \$10,641; and
 - 2) Decrease Treatment - R&M Machinery & Equipment expense by \$10,641
- 25) That it be recommended to the Board that the 2017 Budget for Function 840 – Shawnigan Beach Estates Sewer System be amended to:
- 1) Increase Deficit revenue by \$50,229;
 - 2) Increase Short Term Borrowing revenue by \$45,000;
 - 3) Increase Transfer from Gas Tax Phase 2 revenue by \$150,000;
 - 4) Decrease Contingency expense by \$229;
 - 5) Decrease Contract for Services expense by \$5,000; and
 - 6) Increase Capital – Engineering Structures expense by \$150,000
- 26) That it be recommended to the Board that the 2017 Budget for Function 850 – Kerry Village Sewer System be amended to:
- 1) Increase Deficit revenue by \$11,503;
 - 2) Decrease Contingency expense by \$7,003;
 - 3) Decrease Contract Electrical Repairs expense by \$4,000; and
 - 4) Decrease R & M – Machinery & Equipment expense by \$500

BACKGROUND

In order to incorporate year end deficits, reductions in the 2017 Budget can be made as outlined. Further, Phase 2 Community Works Gas Tax funds have been awarded, thereby requiring amendments to capital budgets.

ANALYSIS

1. **575 – Water Management** had a \$160,359 surplus budget in 2016, largely due to unfilled staffing positions. As this budget is an allocation budget, the bottom line remains the same, but amendments are proposed for vehicle replacement. This includes purchasing a utility truck utilizing operating reserve funds, instead of short term borrowing. This saves potential borrowing costs of \$9,548, to be moved to contingency. The second budget amendment is a proposed replacement of an ageing smart car, by the purchase of a new Chevrolet Bolt electric car and charging station. Funding will utilize operating reserve funds and incentive rebates. This vehicle is to be used by the utility superintendent for overall utility management and will require installation of one or two charging stations. Costs for operation and maintenance of the new electric vehicle are expected to be offset by costs of the smart car.

2. **553 – Cowichan Bay Critical Street Lighting System** had an unanticipated deficit of \$58.
3. **585 – Arbutus Mountain Street Lighting System** has been increased to incorporate 100% Community Works Gas Tax funding of \$11,381 for LED street lighting upgrade project. Further there was an unanticipated deficit of \$1,007.
4. **556 – Cobble Hill Village Street Lighting System** has been increased to incorporate 100% Community Works Gas Tax funding of \$7,061 for LED street lighting upgrade project.
5. **583 – Twin Cedars Street Lighting System** has been increased to incorporate 100% Community Works Gas Tax funding of \$10,975 for LED street lighting upgrade project. Further there was an unanticipated deficit of \$1,357.
6. **581 – Sentinel Ridge Street Lighting System** had an unanticipated deficit of \$526.
7. **580 – Wilmot Road Street Lighting System** had an unanticipated deficit of \$283.
8. **601 – Satellite Park Water System** had a higher than anticipated deficit of \$3,818.
9. **603 – Douglas Hill Water System** had an unanticipated deficit of \$307.
10. **613 – Dogwood Ridge Water System** had an unanticipated deficit of \$3,673.
11. **615 – Arbutus Ridge Water System** had an unanticipated deficit of \$13,187 due to several breaks in the water system.
12. **616 – Carlton Water System** had an unanticipated deficit of \$3,136.
13. **617 – Shellwood Water System** had a higher than anticipated Deficit of \$13,187 due to several breaks in the water system.
14. **619 – Burnum Water System** has amendments to decrease borrowing by \$88,000 and increase other sources of capital funding by using \$34,000 Funds held in trust and \$54,000 Operational Reserve.
15. **620 – Mesachie Water System** had an unanticipated deficit of \$6,752 due to a well pump failure in the system.
16. **640 – Saltair Water System** has decreased capital spending based on borrowing by \$483,565 due to delays in implementing 4-3-2-1 treatment as alternatives are investigated. Funding to investigate groundwater options is provided by utilizing Capital Reserve funds of \$46,435 and Operating Reserve funds of \$100,000. Also there is an increase in Community Works Gas Tax Phase 2, funding of \$20,000 for design of water system upgrades for Old Victoria Road.
17. **680 – Shawnigan Lake North Water System** has increased capital spending for the Water Treatment Plant (4321) upgrades utilizing additional Capital Reserve Funds of \$67,872 and the water metering project completion utilizing Community Works Gas Tax Phase 1 and Recovery of Costs of \$140,386.
18. **705 – Arbutus Mountain Drainage System** had an unanticipated deficit of \$778.
19. **715 – Arbutus Ridge Drainage System** had an unanticipated deficit of \$225.

20. 803 – Twin Cedars Sewer System had an unanticipated deficit of \$1,381.

21. 804 – Lambourn Sewer System has increased capital spending of \$10,852 for completion of Wastewater Treatment Plant upgrade utilizing Recovery of Costs (Funds Held in Trust).

22. 805 – Arbutus Mt. Sewer System had a higher than anticipated deficit of \$12,738.

23. 815 – Arbutus Ridge Sewer System has increased capital spending for wastewater treatment plant and disposal replacement of \$125,000 by utilizing additional Community Works Gas Tax Phase 2 by \$50,000 and Capital reserves by \$75,000.

24. 820 – Eagle Heights Sewer System has an unanticipated deficit of \$10,641.

25. 840 – Shawnigan Beach Estates Sewer System has increases due to:

1. 2016 Capital project overrun to be funded by Short term borrowing of \$45,000 (approved in 2016 but borrowing was not completed) and reduction of Contract for Services.
2. 2017 Capital project Inflow and Infiltration project to be funded 100% by Community Works Gas Tax Phase 2 of \$150,000.

26. 850 – Kerry Village Sewer System had a higher than anticipated deficit of \$11,503.

FINANCIAL CONSIDERATIONS

In order to incorporate year end deficits in the 2017 budget, reductions can be made as outlined in above. Further, Community Works Gas Tax and Capital budget amendments have also been made.

COMMUNICATION CONSIDERATIONS

N/A

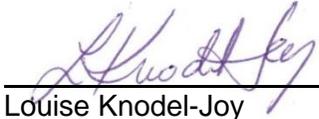
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Water management budgets fall under essential reliable services.

Referred to (upon completion):

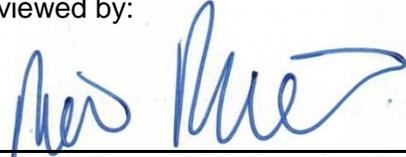
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling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

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A – N/A
- Attachment B – N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 9, 2017

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

FROM: Public Safety Division
Community Services Department

SUBJECT: Fire Protection Malahat (355) Budget Amendment

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request an amendment to the Fire Protection Malahat (355) budget.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 Budget be amended for Fire Protection Malahat (355) as follows:

1. Increase the deficit by \$3,994;
2. Reduce expenses in building repair and maintenance by \$2,194; and
3. Reduce expenses in contingency by \$1,800.

BACKGROUND

Malahat Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

In 2016, there were repairs and maintenance to most of the Malahat Fire Department's apparatus. Some of these repairs were emergency in nature and required important work to be completed.

ANALYSIS

One reason for the deficit was the failure of the emergency lights (light-bar) on the Command Vehicle where a new light-bar had to be installed. This resulted in a replacement and installation cost of \$3823.

Also, Malahat Rescue #6 required repair. Significant rust was discovered that required body repair. Rescue #6 also broke down in the Comox area while the membership was there for training. These two repairs created an additional \$3952 expense.

FINANCIAL CONSIDERATIONS

The shortfall in this budget will be balanced with a reduction of \$2194 out of the \$20,000 budgeted in 2017 for R & M Building General and a reduction of \$1800 out of \$1800 budgeted in 2017 for Contingency.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Developing a long-term financial management plan that addresses the lifecycle costs of CVRD fire department assets while maintaining adequate capital and operating reserves.

Referred to:

- 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:

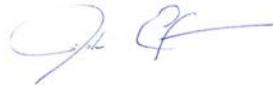


Jason deJong, CFO
Fire Rescue Services Coordinator

Reviewed by:



Conrad Cowan
Manager



John Elzinga
General Manager



STAFF REPORT TO COMMITTEE

DATE OF REPORT February 20, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of March 1, 2017

FROM: Inspection & Enforcement Division
Planning & Development Department

SUBJECT: Additional Plumbing Fixture Request at 2868 Renfrew Road (Area B)

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to forward a request from Craig Partridge (property owner) of 2868 Renfrew Road to allow an extra plumbing fixture (a shower). The Plumbing Fixtures in Accessory Buildings Policy (Attachment A) allows one toilet and one sink, all other plumbing fixtures must be authorized by the Board.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the request by Craig Partridge to allow a shower, in addition to the permitted sink and toilet, within an accessory building at 2868 Renfrew Road, be approved.

BACKGROUND

The CVRD Plumbing Fixtures in Accessory Buildings Policy was created to reduce the creation of suites in accessory buildings.

ANALYSIS

The layout of this building and exterior elevations are for a workshop, the request for a shower in the washroom seems reasonable, based on the use described in the owners attached letter (Attachment B).

FINANCIAL CONSIDERATIONS

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:

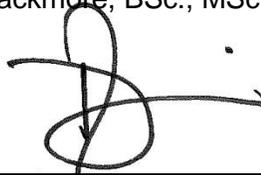


Grant Breckenridge, RBO
Chief Building/Plumbing Inspector/Bylaw
Enforcement Officer

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager



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

ATTACHMENTS:

- Attachment A – CVRD Plumbing Fixtures in Accessory Buildings Policy
- Attachment B – Letter from Applicant
- Attachment C – Site Plan/Floor Plan & Sections



PLUMBING FIXTURES IN ACCESSORY BUILDINGS POLICY

Applicability: Planning & Development

Effective Date: November 10, 2010

PURPOSE:

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

POLICY:

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

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

February 7, 2016

Craig Partridge
Po Box 17
Shawnigan Lake, BC
V0R 2W0

Good morning Grant,

I have submitted a permit to construct a shop at 2868 Renfrew Road. I will keep my company and its equipment at this shop. The name of my company is Spade Excavating Ltd.

I would like to add a shower to the bathroom for convenience of my employees. It is obvious by looking at the plan that this will not be used for a suite. It will be used to store materials, tools, and equipment.

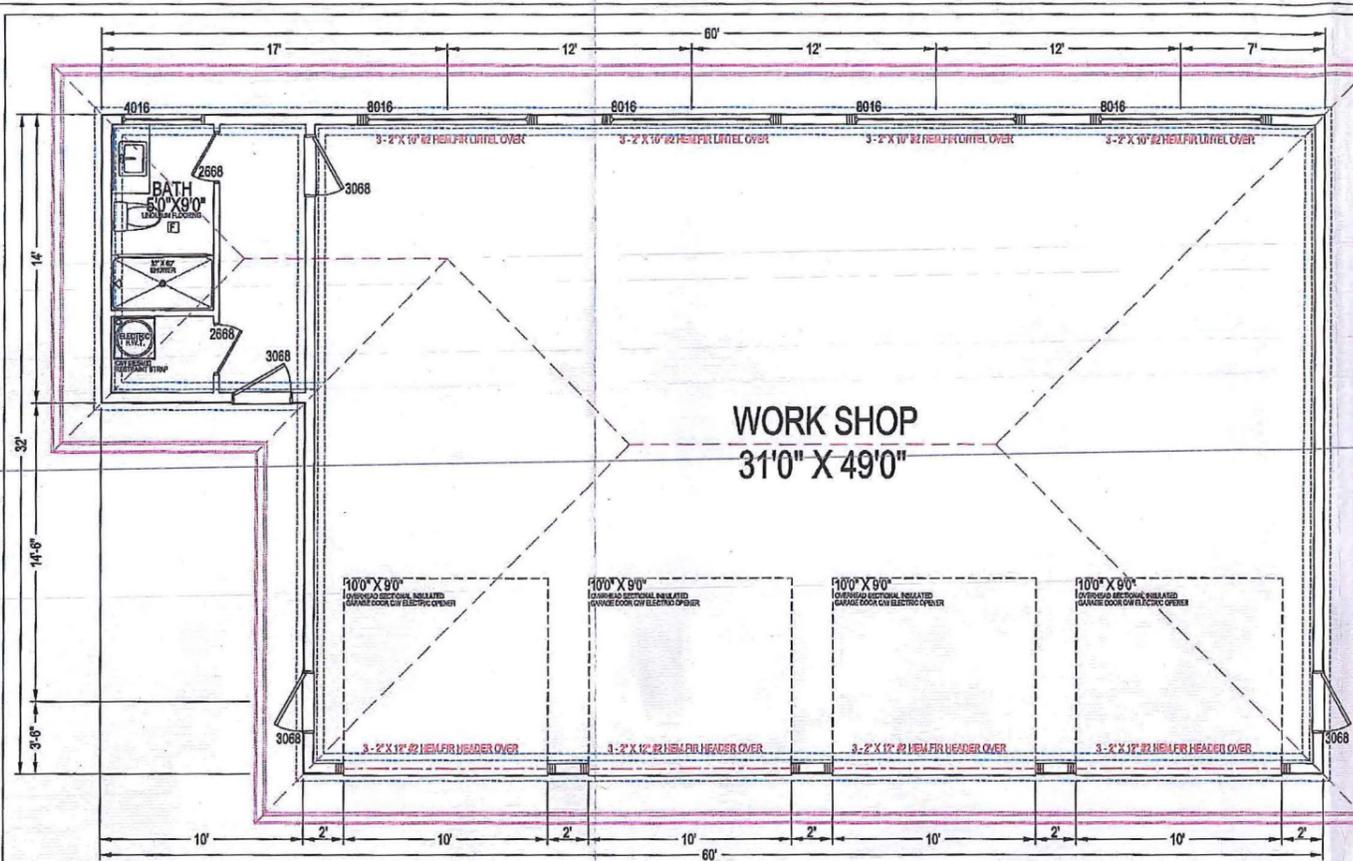
On the same property I will have my house and an attached suite.

Please let me know the board's decision.

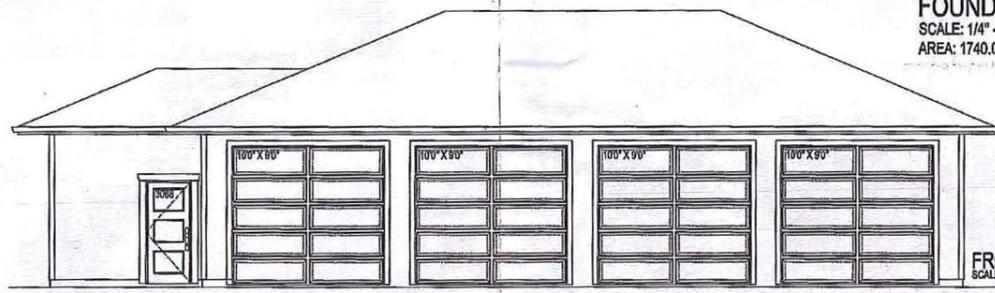
Regards,

Craig Partridge
250-701-2892

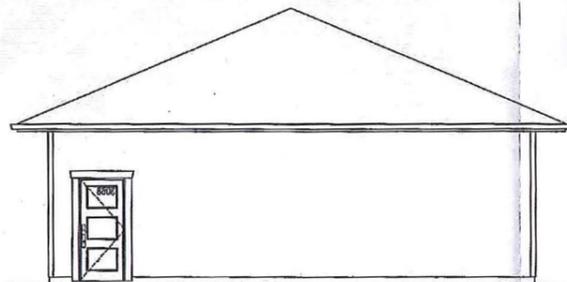
ATTACHMENT C



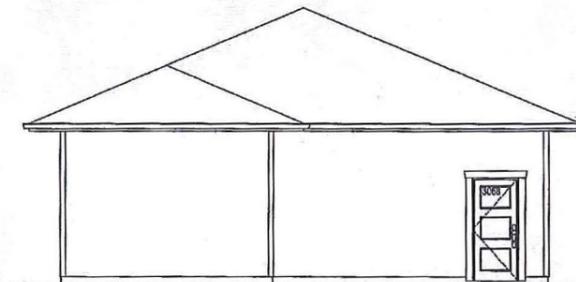
FOUNDATION / FLOOR PLAN
SCALE: 1/4" = 1'-0"
AREA: 1740.00 SF (161.65 M2)



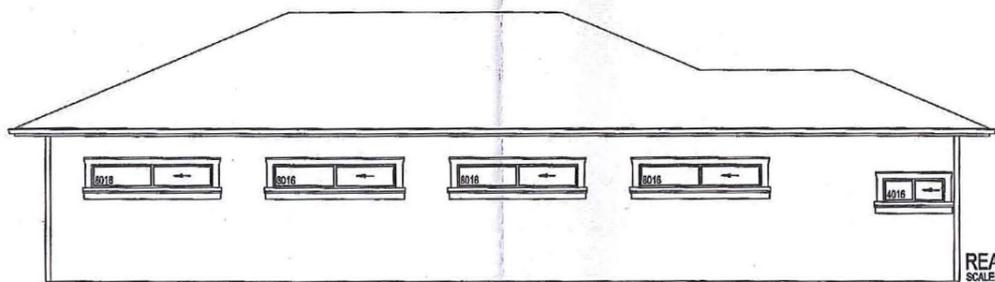
FRONT ELEVATION
SCALE: 3/16" = 1'-0"



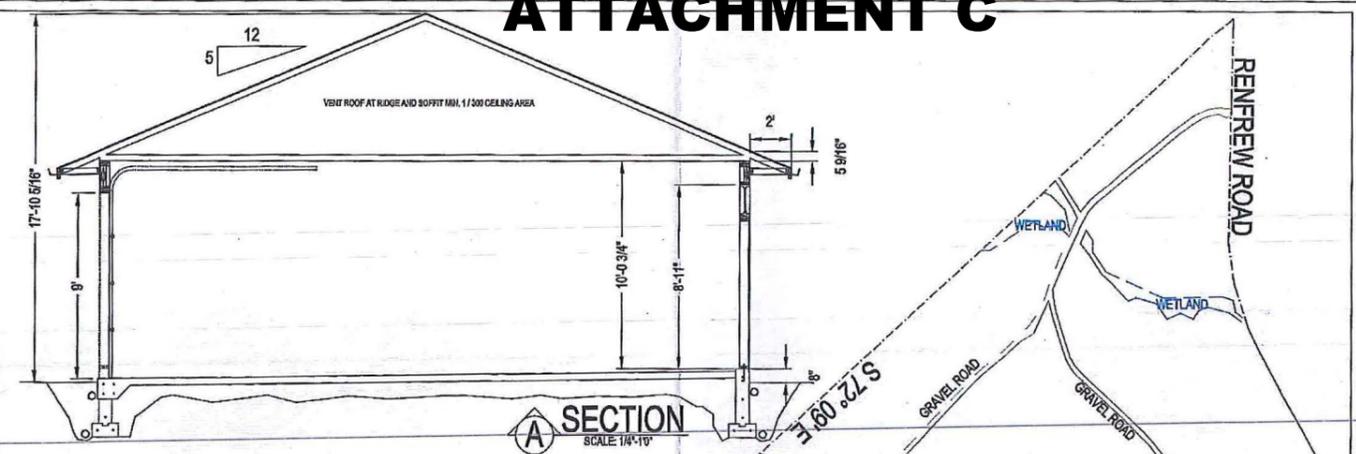
RIGHT ELEVATION
SCALE: 3/16" = 1'-0"



LEFT ELEVATION
SCALE: 3/16" = 1'-0"

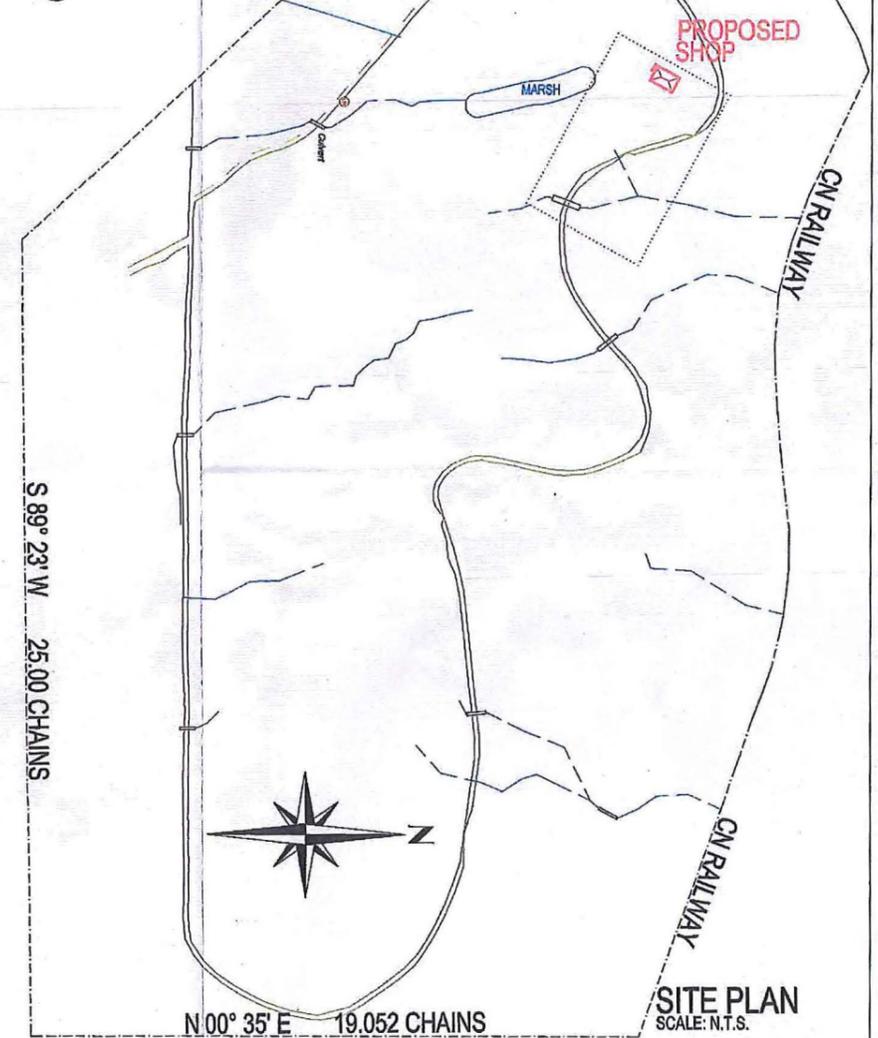


REAR ELEVATION
SCALE: 3/16" = 1'-0"



SECTION A
SCALE: 1/4" = 1'-0"

- SPECIFICATIONS**
- PITCHED ROOF:**
35 YEAR LAMINATED SHINGLES
15# ROOFING FELT UNDERLAY
1/2" PLYWOOD SHEATHING C/W #4 CLIPS
ENGINEERED ROOF TRUSSES @ 24" O/C
 - CEILING:**
R-40 BATT INSULATION
6 MIL POLY AIR / VAPOUR BARRIER
1/2" PLYWOOD SHEATHING
PAINTED CEILING FINISH
 - FASCIA/SOFFIT:**
EAVE PROTECTION TO 36" PAST PLATE LINE
4" ALUM. GUTTERS & DOWN SPOUTS
2" X 4" FASCIA BOARD PAINTED
VENTED ALUMINUM SOFFITS
 - EXTERIOR WALL:**
HARDI-PLANK EXTERIOR SIDING
2 LAYERS 30 MIN. BUILDING PAPER
1/2" PLYWOOD SHEATHING
2" X 8" STUDS @ 16" O/C
R20 BATT INSULATION
6 MIL POLY AIR / VAPOUR BARRIER
1/2" PLYWOOD SHEATHING
PAINTED WALL FINISH
 - GARAGE SLAB:**
5" CONCRETE FLOOR SLAB @
32 mpa @ 28 DAYS
#15 BAR @ 18" O/C GRID THRU OUT
6 MIL POLY AIR / VAPOUR BARRIER
MIN. 6" COMPACTED GRANULAR FILL
 - EXTERIOR FOUNDATION:**
2 COATS ASPHALT EMULSION
1/2" DIA. ANCHOR BOLTS @ 8' O/C
8" CONCRETE FOUNDATION WALL
C/W #4 BAR @ 24" O/C
2-1/2" R-12 RIGID INSULATION
16" X 8" CONCRETE FOOTINGS
C/W 2 - 15M. BAR CONT.
UNDISTURBED STABLE BEARING
 - DRAINAGE:**
4" DIA. PERIMETER DRAIN TILE
3" DIA. ROOF DRAIN
MIN. 6" DRAIN ROCK COVER



SITE PLAN
SCALE: N.T.S.

C.V.R.D. Electoral Area "B" Shawnigan Lake	Legal Description: Lot: Remainder Lot 10	Height: Principal: 10.0 m, 0.00 m
Civic Address: Renfrew Road Shawnigan Lake B.C.	Plan: District Lot: 15	Proposed: Principal: 32.81' 00.00'
	District: Helmcken	Accessory: 7.50 m, 6.44 m
		24.61' 17.88'

GREG MITCHELL
RESIDENTIAL DESIGNS
#108 - 231 WICKENSBURY ROAD
DURHAM B.C. V9L 2L3
PHONE: 250-391-0115
CELL: 250-715-5551
E-MAIL: gmit215@shaw.ca
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PROJECT: PROPOSED NEW ACCESSORY BUILDING FOR
CRAIG PARTRIDGE
RENFREW ROAD
SHAWNIGAN LAKE B.C.
CRAIG PARTRIDGE CELL: 250-204-3802

DRAWING TITLE: **FLOOR PLAN & SECTIONS**

- NOTES:**
- ALL CONSTRUCTION TO COMPLY WITH CURRENT N.B.C. AND B.C.B.C.
 - CONSTRUCTION TO COMPLY WITH C.V.R.D. ZONING BYLAWS AND REGULATIONS.
 - BUILDER TO CHECK AND BE RESPONSIBLE FOR ALL GRADES, LEVELS, DIMENSIONS, AND STRUCTURAL ADEQUACY.
 - LUMBER - #2 OR BETTER DOUGLAS FIR, #3 WHERE PERMITTED.
 - LINTELS - 2"x10" EXCEPT WHERE NOTED OTHERWISE.
 - ALL SMOKE DETECTORS TO BE INTERCONNECTED AND WIRED TO 110 VOLT.

DATE: FEB 2017	SCALE: 1/4" = 1'-0"	DRAWING NUMBER: 1 OF 1
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STAFF REPORT TO COMMITTEE

DATE OF REPORT March 13, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of April 5, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: Crown Land Licence of Occupation Application for the Saltair Water System

FILE: 0540-20-EASC/05

PURPOSE/INTRODUCTION

The purpose of this report is to acquire board resolution/endorsement for application to the Province for a license of occupation for institutional use on Crown Land

RECOMMENDED RESOLUTION

That it be recommended to the Board that an application be submitted for a temporary license of occupation on Crown Land approximately 2.2 km South East of Stocking Lake for the purpose of investigative work to determine the potential for a groundwater supply for Saltair Water System.

BACKGROUND

With increasing pressure by the mandate imposed by Island Health to meet surface water treatment requirements on drinking water, the Cowichan Valley Regional District (CVRD) has chosen to explore the option of groundwater for the community of Saltair. As part of a hydrogeological study, an area identified on a parcel of Crown Land has potential for a sustainable groundwater source for the community. To further the investigation and move forward in siting and installation of a test well, a license from the Province is required to conduct the physical investigation for the drilling on Crown Lands. As the Province does not have a provision for investigative license, the license of occupation will be in the form of a nominal rent tenure, for institutional use over the identified area for a term of 2 years. If the site proves to be successful, surveying and reapplication for a statutory right of way will be complete in the later phase of the project.

ANALYSIS

The Water Management Division is Investigating the possibility of a groundwater source for the community of Saltair to replace the existing surface water source from Stocking Lake, which is subject to the requirements of Island Health's 4-3-2-1 treatment standard for surface water.

A preliminary desktop hydrogeological study showed a well-developed alluvial deposit in this area, and regional structural deformities, which also appear to coincide with a fault line which may offer enhanced bedrock permeability. The catchment above the study area proves to be quite large, which could be very important for surface drainage and aquifer recharge. Therefore this site shows strong promise to be able to provide adequate water for the long term.

Another consideration is that the existing pipeline to the Saltair reservoir site is within approximately 750 meters of the investigative sites making future tie-in relatively straight forward.

FINANCIAL CONSIDERATIONS

A provincial application fee of \$250.00, nominal rental fee of \$1.00 (not collected by Province), and stumpage charges for timber removal may apply.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The recommended resolution would provide a continued approach in sustaining a strategy for delivering this essential service, and in turn provide economic benefit as a reasonable alternative to the expense of surface water treatment.

Referred to (upon completion):

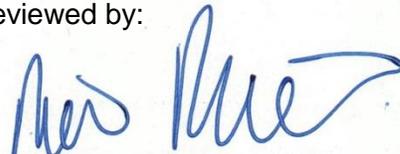
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling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

Prepared by:



David Parker
Engineering Technologist III

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

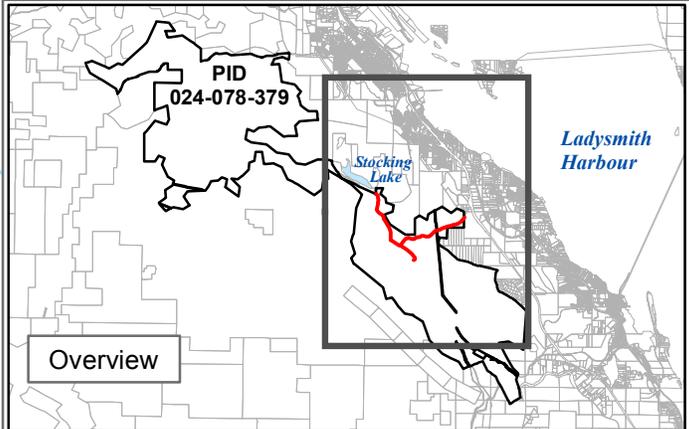
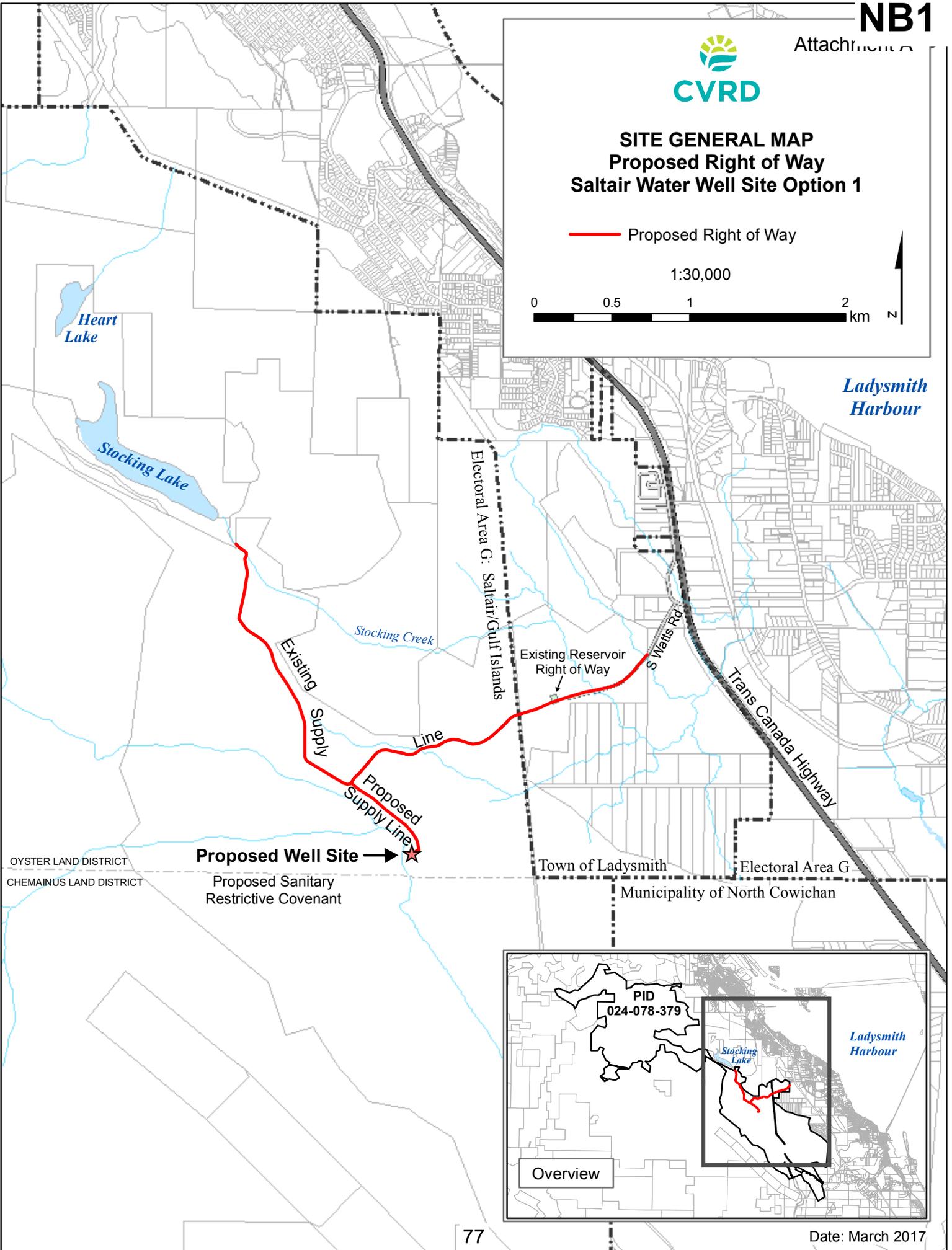
- Attachment A – General Site Map – Option 1
- Attachment B – General Site Map – Option 2



SITE GENERAL MAP Proposed Right of Way Saltair Water Well Site Option 1

— Proposed Right of Way

1:30,000

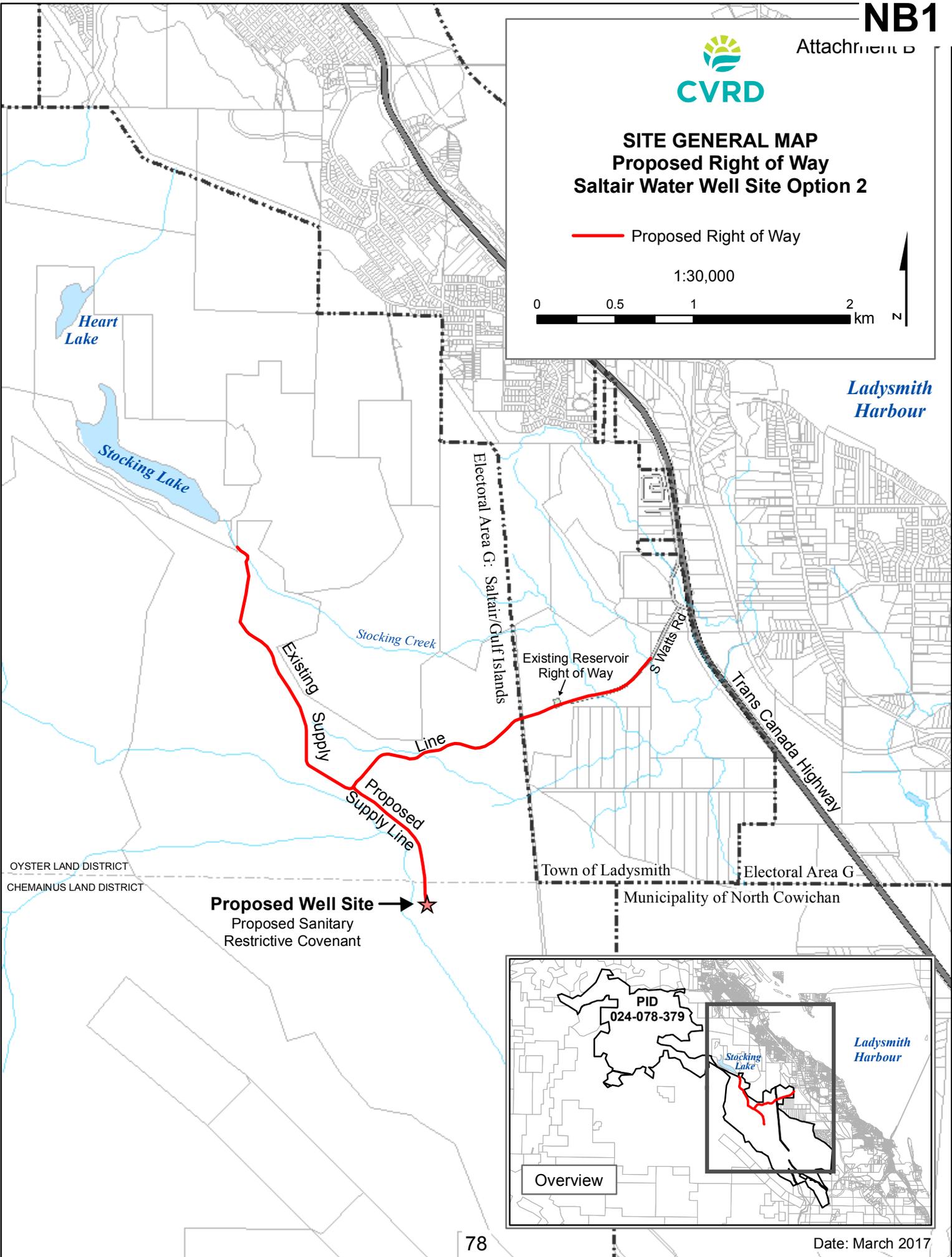




SITE GENERAL MAP Proposed Right of Way Saltair Water Well Site Option 2

Proposed Right of Way

1:30,000



Ladysmith Harbour

OYSTER LAND DISTRICT
CHEMAINUS LAND DISTRICT

Proposed Well Site → ★
Proposed Sanitary Restrictive Covenant

