



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, MAY 17, 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 May 3, 2017	1
Recommendation That the minutes of the regular Electoral Area Services Committee meeting of May 3, 2017, be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
C1 Grant-in-Aid Request, Electoral Area G - Saltair/Gulf Islands, Re: Saltair Ratepayers Association	7
Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area G - Saltair/Gulf Islands, in the amount of \$250 be provided to Saltair Ratepayers Association to support an appreciation event for the Saltair Cycling Group and 150 Quilters and Take 5 advertising.	
6. <u>INFORMATION</u>	
IN1 Land Use Services Department 2016 Year End Report	9
Recommendation For information.	
IN2 1. Area B - Advisory Planning Commission Minutes - May 8, 2017; 2. Area E - Advisory Planning Commission Minutes - April 11, 2017; 3. Area C - Parks Commission Minutes - April 3, 2017; and 4. Area E - Parks Commission Minutes - April 13, 2017.	33
Recommendation For information.	

7. **REPORTS**

- R1 Application No. 02-B-17DP-VAR - Report from Development Services Division 39
- Recommendation** That it be recommended to the Board
1. That Development Permit with Variance Application No. 02-B-17DP-VAR (2054 Butler Road) be approved;
 2. That Section 5.14(a) of Zoning Bylaw No. 985 be varied to decrease the setback from a watercourse from 15 metres to 7.5 metres; and
 3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.
- R2 Cowichan Koksilah Official Community Plan Update - Report from Community & Regional Planning Division 93
- Recommendation** For information.
- R3 Museum Lease Proposal for the Mill Bay Historic Church Building - Report from Parks & Trails Division 103
- Recommendation** That it be recommended to the Board that a lease be prepared for the three South Cowichan Historical Societies (Mill Bay-Malahat, Bamberton, Cobble Hill) to use the historic Mill Bay Church as a museum.
- That it be recommended to the Board that a Land Disposition and Intention to Provide Assistance Public Notice be advertised pursuant to Section 286 of the *Local Government Act* for the lease of the Mill Bay Historic Church to the Mill Bay-Malahat, Bamberton and Cobble Hill Historical Societies.
- R4 April 2017 Building Inspections Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division 117
- Recommendation** For information.
- R5 April 2017 Bylaw Enforcement Report - Verbal Report from Robert Blackmore, Manager, Inspections & Enforcement Division 119
- Recommendation** For information.

- R6 Regional District Approving Officer Function - Report from General Manager, Land Use Services Department 123

Recommendation For direction.

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

- NB1 Grant-in-Aid Request, Area F - Cowichan Lake South/Skutz Falls, Re: Cowichan Lake Chamber of Commerce Visitor Centre 129

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$7,500 be provided to Cowichan Lake District Chamber of Commerce Visitor Centre to assist in delivery of Visitor Centre services.

- NB2 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls, Re: Caycuse Volunteer Fire Department 131

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$5,000 be provided to Caycuse Volunteer Fire Department to support fire/rescue services for West Cowichan Lake area.

- NB3 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls, Re: Honeymoon Bay Community Society 133

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$500 be provided to Honeymoon Bay Community Society to assist with Canada Day, Bay Days and Outdoor Movie Night.

- NB4 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls, Re: Lake Days Society 135

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$550 be provided to Lake Days Society to assist with Electoral Areas F & I's hosted Breakfast in the Town Event for Lake Days.

- NB5 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls, 137
Re: Cowichan Lake Community Radio Society

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$500 be provided to Cowichan Lake Community Radio Society to support "Summer Nights" Music in the Park Events.

- NB6 Grant-in-Aid Request, Electoral Area F - Cowichan Lake South/Skutz Falls, 139
Re: Lady of the Lake Society

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$2,000 be provided to Lady of the Lake Society to assist with the Ambassador Program activities.

10. QUESTION PERIOD

11. CLOSED SESSION

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

- CS M1 - Closed Session Electoral Area Services Committee meeting of May 3, 2017
- CS R1 - Report from Inspection & Enforcement Division, Re: Law Enforcement {Sub (1)(f)}
- CS R2 - Report from General Manager, Land Use Services Department, Re: Legal Opinion {Sub (1)(l)}
- CS UB1 - Report from Community & Regional Planning Division, Re: Law Enforcement {Sub (1)(f)}

12. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, June 7, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

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

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

Director L. Iannidinardo
Director K. Kuhn
Director A. Nicholson

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, May 3, 2017, in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

PRESENT: Director I. Morrison, Chair
 Director M. Clement <after 1:31 PM>
 Director K. Davis
 Director M. Dorey
 Director K. Kuhn <until 5:02 PM>
 Director A. Nicholson
 Alternate Director S. Acton
 Alternate Director A. Bomford

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
 R. Blackwell, General Manager, Land Use Services
 H. Hatami, General Manager, Engineering Services
 M. Tippett, Manager, Regional & Community Planning
 R. Conway, Manager, Development Services
 R. Blackmore, Manager, Inspection & Enforcement
 B. Farquhar, Manager, Parks & Trails
 B. Dennison, Manager, Water Management
 G. Breckenridge, Chief Building Inspector
 N. Morano, Bylaw Enforcement Officer
 G. Anderson, Building Inspector
 B. Suderman, Planner III
 R. Rondeau, Planner II
 K. Biegun, Planner I
 E. Young, Planning Technician
 L. Knodel-Joy, Senior Engineering Technologist
 L. Daugenet, Engineering Technologist III
 J. Hughes, Recording Secretary

ABSENT: Director S. Furstenau
 Director L. Iannidinaro
 Director M. Marcotte

APPROVAL OF AGENDA

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

NB1 Saltair Water System Management Bylaw Amendment, Overage Policy – Report from Water Management Division;

CSNB1 Verbal Report from Manager, Development Services Division, Re: Litigation {Sub (1)(f)}; and

that the agenda, as amended by approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of April 19, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of April 19, 2017, be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

1:34 PM Director Clement entered the meeting at 1:34 PM.

DELEGATIONS

D1 Mark Clavora, Tercel Court Group, Re: Occupancy Permit, 604 Tercel Court

Antonio Tenerelli, on behalf of Tercel Court Group, presented comments regarding the issuance of an Occupancy Permit at 604 Tercel Court.

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora, Re: Cowichan Valley Naturalist's Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E - Cowichan Station/Sahtlam/Glenora, in the amount of \$500 be provided to Cowichan Valley Naturalists' Society, to assist with the community led initiative to control invasive species (Knotweed).

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora, Re: Frances Kelsey Secondary School Dry Grad 2017 Committee

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E - Cowichan Station/Sahtlam/Glenora, in the amount of \$100 be provided to Frances Kelsey Secondary School Dry Grad 2017 Committee to support its 2017 Dry Grad Celebration.

MOTION CARRIED

C3 Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Cobble Hill Event Society

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 \$1,000 be provided to Cobble Hill Event Society to assist the Farmer's Market and Live Music events.

MOTION CARRIED

INFORMATION

IN1 Area C Parks Commission Minutes, March 6, 2017, were received for information.

REPORTS

R1 Application No. 01-E-17DP/VAR - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 01-E-17DP/VAR (5920 Clements Road) and a variance to Section 5.2 (e) from 100 m² to 133 m² be approved for a residential accessory building in the Agricultural Protection Development Permit Area (DPA).

MOTION CARRIED

R2 Application No. 02-B-17DP/VAR - Report from Development Services Division

It was moved and seconded that Application No. 02-B-17DP-VAR - Report from Development Services Division, be referred to the Electoral Area B - Shawnigan Lake Advisory Planning Commission.

MOTION CARRIED

R3 Application No. 02-H-16RS - Report from Development Services Division

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

- 1. That the Official Community Plan and Zoning Amendment Bylaws for Application No. 02-H-16RS (PID: 008-477-043) be forwarded to the Board for consideration of 1st and 2nd Reading;**
- 2. That the referrals to Ministry of Transportation and Infrastructure, North Oyster Volunteer Fire Department, Island Health, Regional District of Nanaimo, and Nanaimo Airport Commission, be accepted;**
- 3. That a public hearing be scheduled with Directors from Electoral Areas H, G and A as delegates.**

MOTION CARRIED

R4 10298 South Shore Road - Permanent Change to a Liquor Licence - March Meadows Golf Club, Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District wishes to “opt out” of providing comment to the Liquor Control and Licensing Branch with regard to the application for a Permanent Change to a Liquor Licence for increased liquor service hours by March Meadows Golf Club (liquor licence 177851) located at 10298 South Shore Road, Honeymoon Bay (Area F).

MOTION CARRIED

- R5** Shawnigan Pavilion Project Proposal - Elsie Miles Park - Report from Parks & Trails Division

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

- 1. That the proposal received from the Rotary Club of South Cowichan (Mill Bay) dated April 19, 2017, to construct and dedicate to the CVRD an open air multi-use timber structure at Elsie Miles Park (Shawnigan Lake) be approved;**
- 2. That a Federal Gas Tax Program Community Works Funding Agreement in the amount of \$100,000 for the Shawnigan Lake Pavilion construction project be entered into with the South Cowichan Rotary Club Foundation;**
- 3. That up to \$48,000 from the Function 232 (Shawnigan Lake Community Parks) budget for the Shawnigan Lake Pavilion construction project be approved.**

MOTION CARRIED

- R6** Request to Close a Portion of Watson Road - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that the Board of Directors of the Cowichan Valley Regional District supports the closure of Watson Road between Heigh Street and Fisher Road for a Homesteading Fair on June 3 and 4, 2017.

Director Dorey was absent during the vote

MOTION CARRIED

- R7** Requisition Limit Increase - Electoral Area I - Youbou/Meade Creek Critical Location Streetlighting Service Establishment Bylaw 2144 - Report from Water Management Division

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

- 1. That a bylaw be prepared to amend "CVRD Bylaw No. 2144 – Electoral Area I – Youbou/Meade Creek Critical Location Streetlighting Service Bylaw", to increase the maximum annual requisition limit from \$1,245 to \$1,555; and**
- 2. That the Critical Street Lighting Area I Amendment Bylaw be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED

- R8** Requisition Limit Increase - Arbutus Mountain Estates Water System Service Area Establishment Bylaw 2987 - Electoral Area B - Report from Water Management Division

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

- 1. That a bylaw be prepared to amend "CVRD Bylaw No. 2987 – Arbutus Mountain Estates Water System Service Establishment Bylaw 2007", to increase the maximum annual requisition limit from \$90,000 to \$112,410;**

and

2. That the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R9** Shawnigan Lake North Water System Management Bylaw Amendment - Report from Water Management Division

It was moved and seconded that CVRD Bylaw No. 4114 – Shawnigan Lake North Water System Management Amendment Bylaw, 2017, be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R10** Innova Strategy Group Report - Director for Water Management Division - Report from Water Management Division

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

1. That staff proceed with establishment of a water and wastewater Utility Commission;
2. Develop a financial strategy for adjusting utility customer rates to achieve sustainable operational income for each utility system and add the cost for long term asset replacement, once established;
3. Develop a water and wastewater utility Acquisition Policy and extend the existing utility takeover moratorium until the acquisition policy is complete and the backlog of work be addressed;
4. Develop and implement a Utility Information Technology Strategy and plan;
5. Develop an internal and external Communication Plan; and
6. Prepare a business case and job description for hiring a qualified journeyman electrician/ instrumentation and an assistant superintendent of outside operations in the 2018 budget and a temporary engineering technologist.

MOTION CARRIED

2:54 PM The Committee took a recess at 2:54 PM.

3:05 PM The meeting resumed at 3:05 PM.

UNFINISHED BUSINESS

- UB1** Development Variance Permit Application No. 01-D-16DVP (4370 Kingscote Road) - Report from Development Services Division Referred from April 5, 2017, EASC Meeting, Including Supplemental Information Provided by the Applicant

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

MOTION CARRIED

NEW BUSINESS

NB1 Saltair Water System Management Bylaw Amendment, Overage Policy - Report from Water Management Division

It was moved and seconded that Saltair Water System Management Amendment Bylaw No. 4103 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

CLOSED SESSION

3:18 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.

MOTION CARRIED

5:02 PM Director Kuhn left the meeting at 5:02 PM.

RISE FROM CLOSED SESSION

5:14 PM It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

5:15 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:15 PM.

Chair

Recording Secretary

Dated: _____



CVRD

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director DOREY Area G

Grantee: _____ Grant Amount \$ 250⁰⁰

NAME: SALTAIR RATEPAYERS ASSOCIATION

ADDRESS: c/o Debbie Neil
3741 Gardner Road
Ladysmith. BC

Contact Phone No: _____

PURPOSE OF GRANT: An appreciation Event for The
Saltair Cycling Group and the 150 Quilters.
Take 5 advertizing fee for saltair businesses

REQUESTED BY: [Signature]
 Director Requesting Grant

ACCOUNT NO.	AMOUNT	HST CODE
<u>01-2-1950-0309-117</u>	<u>250.00</u>	<u>10.0</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

VENDOR NO. _____

Disposition of Cheque:

Mail to above address: _____

Return to _____

Attach to letter from _____

Other _____

Approval at Regional Board Meeting of _____

Finance Authorization _____



Cowichan Valley Regional District Land Use Services Department 2016 YEAR END REPORT



PART ONE: THE CVRD LAND USE SERVICES DEPARTMENT

1.1 INTRODUCTION

This report provides statistical information respecting land use and building applications received by the Cowichan Valley Regional District Land Use Services Department during 2016.

It is important to point out that while the following statistical summary is a useful gauge of development activity in the Region, the Land Use Services Department has many additional projects and responsibilities that are assigned to it by the Electoral Area Services Committee and other committees of the Regional Board. Additionally, a primary responsibility not covered in this report is the provision of Official Community Plans, Zoning and other regulatory bylaws for the CVRD's nine electoral areas.

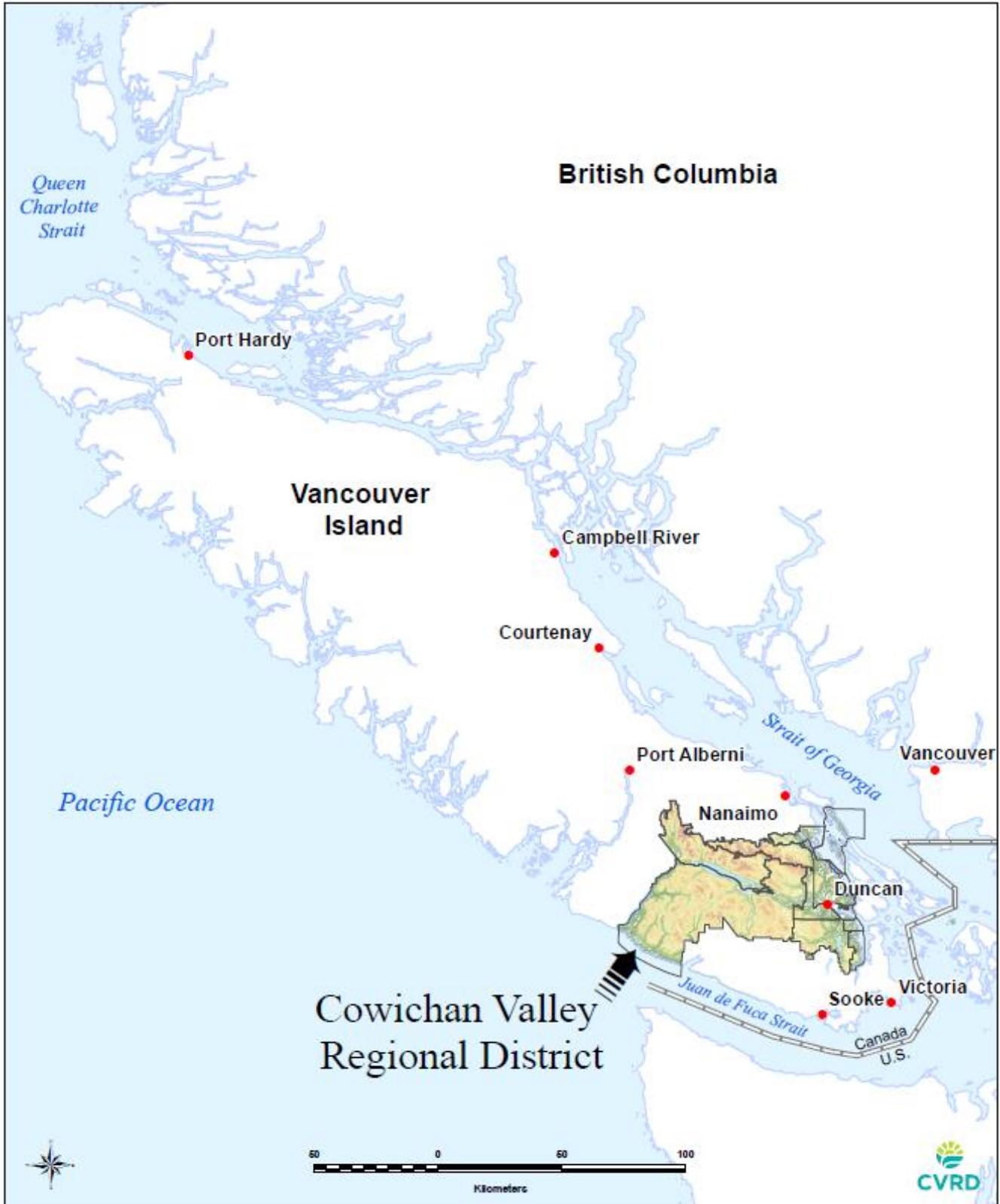
The Land Use Services Department also undertakes special planning projects with the aim of providing guidance and information to assist CVRD elected officials in continuing to make sound and informed decisions. Such advice is based on technical considerations or is given with the over-arching principle of protection of the community – or public – interest over the long term, while being respectful of private property owners' individual interests.

Another role of the Land Use Services Department is to help the public and private sector to access and understand past, present and future Land Use Services issues, policies and trends, by gathering, analyzing and reporting information. Our staff also provides planning advice to prospective applicants. The Department responds to inquiries for information from the public, students, businesses, governments and non-profit agencies. Such requests range from basic to complex. Staff response time varies in accordance with the complexity of the inquiry received as well as the number of inquiries received at that time.

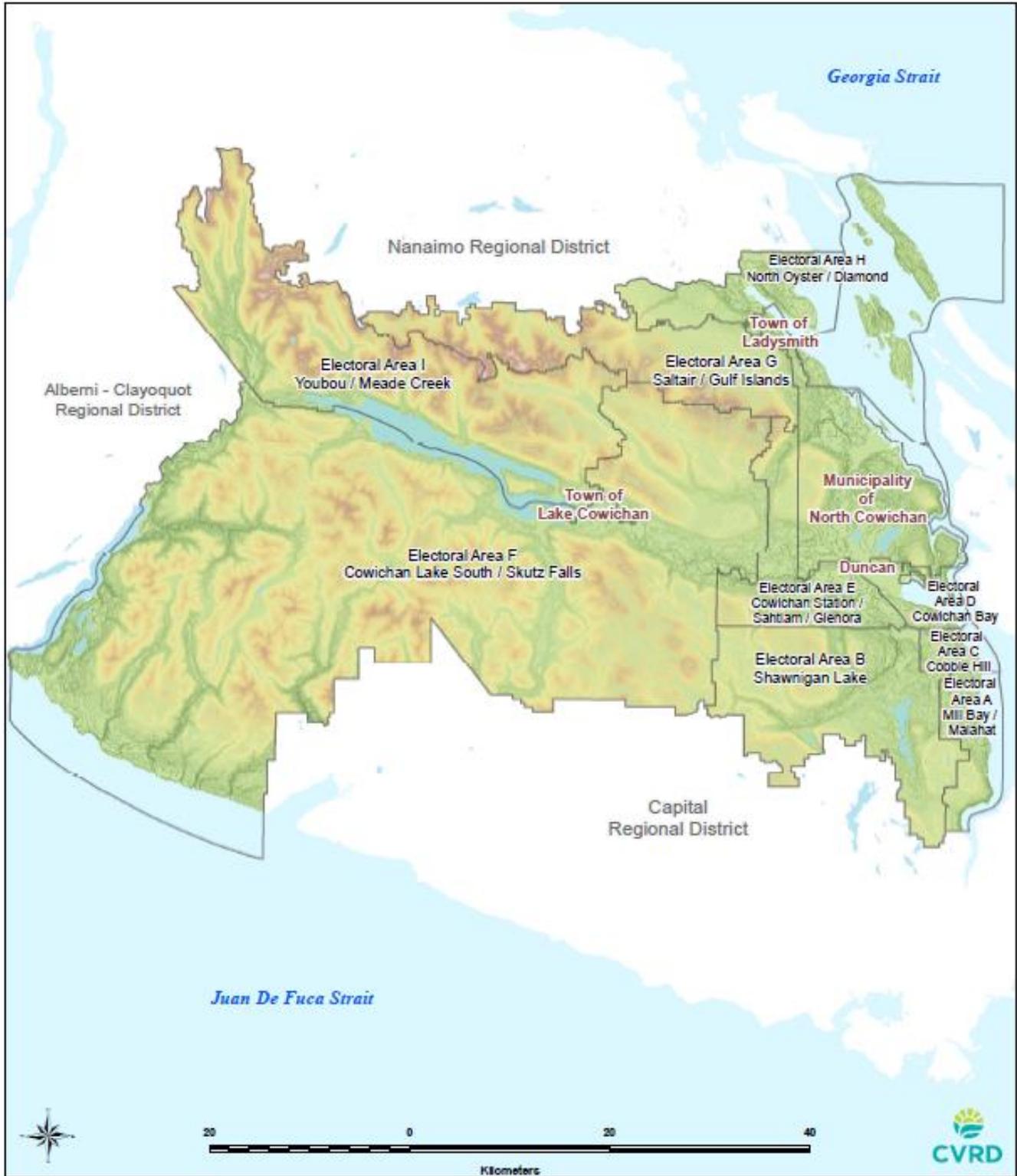
With those thoughts in mind, please enjoy the following statics and if you have any questions, the Land Use Services staff would be pleased to answer them!

PART TWO: GEOGRAPHICAL CONTEXT

2.1 REGIONAL CONTEXT MAP



2.2 ELECTORAL AREA MAP



PART THREE: DEPARTMENTAL ACTIVITY REPORT

3.1 OFFICIAL COMMUNITY PLAN (OCP)/ZONING AMENDMENTS

Number of OCP/Zoning Amendment Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1997	6	4	1	0	1	1	1	1	1	16
1998	1	3	2	2	1	2	1	0	0	12
1999	6	5	0	3	1	1	0	1	0	17
2000	0	1	2	2	1	1	0	1	0	8
2001	1	6	3	0	0	1	0	0	0	11
2002	2	4	0	2	1	2	0	1	4	16
2003	2	7	2	1	0	1	0	1	1	15
2004	2	8	4	3	2	3	0	2	0	24
2005	4	8	5	0	1	1	1	2	3	25
2006	5	8	5	3	3	1	0	3	3	31
2007	5	15	2	2	7	4	0	3	2	40
2008	5	6	1	4	3	3	2	1	0	25
2009	7	1	1	4	0	1	1	1	1	17
2010	5	3	1	4	3	1	1	0	0	18
2011	2	4	0	0	2	2	0	2	0	12
2012	2	2	0	2	3	0	0	0	0	9
2013	1	4	0	3	2	0	2	2	2	16
2014	2	3	0	1	1	0	0	0	2	9
2015	1	1	0	3	0	1	0	0	4	10
2016	3	1	1	3	1	2	1	3	1	16

3.2 SUBDIVISION ACTIVITY

Number of Subdivision Referrals Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1997	3	9	3	3	3	7	4	5	0	37
1998	8	7	2	1	4	7	1	3	0	33
1999	5	13	3	2	5	1	3	1	0	33
2000	12	6	4	5	4	2	4	7	0	44
2001	5	9	5	3	3	4	0	4	2	35
2002	9	15	4	2	6	4	3	5	2	50
2003	6	18	2	9	9	4	1	3	3	55
2004	11	22	5	14	5	6	1	10	2	76
2005	12	23	9	5	7	9	24	6	5	100
2006	8	17	6	6	6	4	2	12	10	71
2007	12	19	4	12	6	6	5	8	8	80
2008	5	17	4	10	7	4	2	6	5	60
2009	5	9	5	1	6	8	1	2	0	37
2010	4	12	3	2	4	3	3	3	3	37
2011	9	11	2	6	4	2	2	3	0	39
2012	2	7	6	8	1	3	2	1	2	32
2013	7	9	2	3	5	2	0	0	2	30
2014	7	24	2	3	4	3	2	2	0	47
2015	5	9	5	4	4	1	0	7	3	38
2016	5	6	1	6	5	5	2	8	0	38

Potential Number of New Parcels Created By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1997	38	60	13	14	13	16	4	5	45	208
1998	1	19	1	7	6	0	3	15	0	52
1999	5	64	8	3	8	1	2	1	0	92
2000	17	18	30	9	7	1	5	10	0	97
2001	3	18	17	8	3	5	0	11	50	115
2002	79	31	4	1	3	6	3	6	52	185
2003	11	72	13	91	9	6	1	19	81	303
2004	88	96	25	154	5	9	1	10	13	401
2005	50	90	43	8	6	33	65	7	14	316
2006	74	86	29	9	15	10	2	11	34	270
2007	372	229	9	73	13	4	12	7	33	752
2008	13	40	8	48	13	4	3	2	76	207
2009	25	18	14	0	29	15	2	18	0	121
2010	22	22	3	93	74	2	0	3	0	219
2011	11	28	2	27	6	2	16	13	0	105
2012	2	9	6	42	0	3	2	1	3	68
2013	40	33	1	1	5	3	0	0	52	135
2014	19	59	1	63	5	2	2	6	0	157
2015	64	56	12	11	9	0	0	14	2	168
2016	54	9	1	8	9	3	2	9	0	95

3.3 AGRICULTURAL LAND RESERVE (ALR) APPLICATIONS

Number of ALR Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I*	Total
1997	1	1	2	1	4	1	0	1	NA	11
1998	1	2	1	1	3	1	1	3	NA	13
1999	1	2	2	0	1	0	0	0	NA	6
2000	0	2	2	2	1	0	1	0	NA	8
2001	0	2	0	0	3	0	1	1	NA	7
2002	1	2	0	1	3	0	0	1	NA	8
2003	1	2	0	2	4	1	0	1	NA	11
2004	1	3	5	4	2	2	1	3	NA	21
2005	1	3	2	0	2	0	0	1	NA	9
2006	2	2	3	4	3	1	0	6	NA	21
2007	2	3	2	0	3	1	0	1	NA	12
2008	0	1	2	1	4	1	0	0	NA	9
2009	0	1	3	3	2	0	0	2	NA	11
2010	1	2	1	1	4	0	1	0	NA	10
2011	0	1	3	1	2	0	0	1	NA	8
2012	2	2	2	1	3	0	0	0	NA	10
2013	1	0	2	2	4	0	0	2	NA	11
2014	1	1	1	0	2	1	0	0	N/A	6
2015	1	0	0	1	2	0	0	0	N/A	4
2016	0	0	0	0	0	0	1	1	N/A	2

*There are no ALR lands within Electoral Area I (Youbou/Meade Creek).

3.4 DEVELOPMENT PERMIT APPLICATIONS

Number of Development Permit Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1997	3	0	0	0	3	1	0	0	0	7
1998	1	0	1	1	1	1	2	1	0	8
1999	2	0	0	0	0	3	0	0	0	5
2000	2	1	0	2	2	0	1	1	0	9
2001	6	0	1	0	1	1	1	1	0	11
2002	0	0	1	0	2	1	0	0	0	4
2003	3	1	0	0	1	0	2	0	1	8
2004	3	4	1	1	1	1	1	3	0	15
2005	9	1	0	2	6	2	9	10	2	41
2006	6	10	1	0	5	3	3	7	10	45
2007	11	18	3	0	11	15	5	6	27	96
2008	4	8	2	6	7	3	3	6	7	46
2009	5	2	0	7	8	2	3	3	5	35
2010	7	19	1	1	7	4	8	4	8	59
2011	9	7	1	6	10	2	3	0	3	41
2012	6	17	6	3	14	4	2	7	4	63
2013	3	11	9	25	10	2	4	0	0	64
2014	9	19	5	21	12	2	6	1	4	79
2015	8	23	12	25	14	4	3	0	13	104
2016	13	14	7	31	13	7	4	3	6	95

3.5 DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Number of Development Variance Permit Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1997	3	4	0	2	2	0	1	1	1	13
1998	3	3	3	2	2	2	4	2	1	22
1999	2	0	3	2	3	0	1	0	1	12
2000	2	5	2	2	0	0	4	1	0	16
2001	2	8	9	0	4	1	0	1	1	26
2002	0	6	1	3	4	0	0	1	0	15
2003	0	2	2	2	2	1	3	1	3	16
2004	8	5	1	1	2	2	3	1	1	24
2005	3	8	0	2	0	1	3	3	1	21
2006	2	7	2	2	1	1	4	4	4	27
2007	16	4	3	5	4	3	0	3	4	42
2008	8	2	1	0	5	1	1	0	5	23
2009	3	8	1	0	4	0	1	0	3	20
2010	3	5	2	2	2	2	4	1	1	22
2011	0	2	4	1	1	2	0	0	3	13
2012	1	4	1	2	4	1	0	0	2	15
2013	5	5	3	2	1	0	1	1	3	21
2014	1	2	1	0	4	1	0	1	1	11
2015	3	1	2	1	5	0	1	1	2	16
2016	3	1	0	1	1	0	1	3	0	10

3.6 **BOARD OF VARIANCE APPLICATIONS**

Number of Board of Variance Applications Received By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1980	1	4	2	1	2	5	5	1	1	17
1981	5	10	0	7	3	5	5	7	3	44
1982	10	12	2	2	11	3	3	3	1	55
1983	10	12	5	3	13	3	3	4	5	60
1984	12	9	2	2	12	1	1	4	8	60
1985	4	3	5	6	3	6	6	6	6	43
1986	3	11	3	3	2	2	2	4	0	30
1987	4	8	7	7	3	0	0	2	8	40
1988	0	1	1	0	2	1	1	0	1	7
1989	5	2	2	3	1	1	1	0	2	17
1990	2	2	2	1	3	3	3	0	0	15
1991	3	3	4	2	1	2	2	1	3	19
1992	4	5	6	1	3	2	2	0	0	22
1993	4	4	1	1	1	1	1	1	0	14
1994	2	5	3	2	3	5	5	1	2	24
1995	2	6	0	0	1	1	1	3	1	15
1996	4	4	3	3	1	1	1	2	2	20
1997	2	4	1	0	0	0	0	1	0	8
1998	0	2	0	0	2	1	1	0	0	6
1999	0	0	0	1	0	1	0	0	1	3
2000	0	0	0	0	0	0	0	0	0	0
2001	0	0	0	0	0	0	0	0	0	0
2002	0	1	0	0	0	0	0	0	0	1
2003	0	0	0	0	0	0	0	0	0	0
2004	0	1	0	0	0	0	0	0	0	1
2005	0	0	0	0	0	0	0	0	1	1
2006	0	0	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	0	0	0
2008	0	0	0	0	1	1	0	0	0	2
2009	0	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	1	0	0	1
2012	0	0	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0	0	0	0

3.7 NEW HOUSING STARTS

New Housing Starts (net / minus demolitions) By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1996	19	26	43	16	21	11	8	28	8	180
1997	38	38	54	12	22	15	5	8	3	195
1998	24	29	18	5	13	5	10	6	5	115
1999	18	53	32	4	12	8	8	10	3	148
2000	50	23	18	2	5	7	4	3	4	116
2001	17	29	23	2	6	6	5	7	3	98
2002	21	65	37	8	4	6	8	7	4	160
2003	22	58	20	21	17	8	4	8	4	161
2004	47	59	23	49	22	6	5	14	4	229
2005	68	39	15	47	17	(-8)	12	41	20	251
2006	46	62	15	28	17	16	17	15	28	244
2007	61	86	9	45	16	12	10	18	15	272
2008	47	71	20	17	18	12	13	13	15	227
2009	23	83	44	12	5	2	3	2	17	191
2010	41	80	34	21	19	6	16	10	11	238
2011	44	40	17	27	18	10	7	18	12	193
2012	39	36	7	22	10	7	15	14	10	160
2013	15	32	7	23	17	3	7	9	17	130
2014	26	27	14	30	31	1	9	8	1	147
2015	39	37	17	16	19	7	10	4	34	183
2016	44	34	12	25	18	8	11	16	33	201

3.8 RESIDENTIAL BUILDING PERMITS ISSUED

Number of Residential Building Permits Issued By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1992	77	201	157	34	112	51	48	84	26	790
1993	82	184	128	19	73	41	38	53	39	657
1994	82	190	173	38	94	32	43	62	38	752
1995	64	111	85	31	60	34	43	47	25	500
1996	23	48	48	15	27	13	14	18	16	222
1997	68	94	101	15	49	29	26	27	11	420
1998	53	86	51	17	41	18	34	23	20	343
1999	46	104	71	16	29	21	20	23	16	346
2000	37	74	44	19	28	16	22	11	11	262
2001	44	78	51	18	22	23	21	24	12	293
2002	41	118	74	15	22	16	24	25	12	347
2003	50	116	52	35	37	27	27	27	13	384
2004	70	121	48	60	40	16	22	29	14	420
2005	91	123	38	52	40	24	34	54	34	490
2006	65	128	47	40	38	31	36	29	44	458
2007	100	150	35	67	41	23	29	41	35	521
2008	88	134	40	37	49	34	41	34	31	488
2009	58	162	76	28	33	33	24	34	32	480
2010	67	133	68	43	42	19	37	30	25	464
2011	69	89	34	45	41	26	31	36	26	397
2012	54	83	30	29	34	25	30	28	17	330
2013	40	61	34	41	33	14	19	20	26	288
2014	54	67	37	20	50	9	23	29	14	303
2015	60	80	46	26	50	15	31	16	45	369
2016	81	71	37	51	43	18	29	30	55	415

**Value of Residential Building Permits Issued
By Electoral Area (\$)**

(not adjusted for inflation)

	A	B	C	D	E	F	G	H	I	Total
1992	4,050,473	13,986,338	9,280,492	2,225,043	4,818,697	2,468,241	2,592,562	4,078,473	1,603,248	45,103,567
1993	5,806,014	9,310,183	7,437,511	488,771	3,036,522	1,733,947	1,883,075	2,249,702	2,247,355	34,193,080
1994	5,639,937	11,195,065	14,316,822	1,999,876	5,790,247	1,091,248	2,120,179	3,143,945	1,972,520	47,269,839
1995	4,077,789	5,347,235	6,590,402	1,751,620	2,780,916	1,308,439	1,827,224	1,996,211	1,303,028	26,982,864
1996	1,314,365	2,661,758	3,625,972	1,721,682	1,697,315	754,566	719,151	1,338,590	940,029	14,773,428
1997	5,474,060	5,775,397	7,665,226	1,427,070	3,259,836	1,491,321	1,492,852	2,009,203	436,496	29,031,461
1998	3,043,682	5,321,380	3,604,434	781,141	1,890,584	768,885	2,068,015	658,756	681,124	21,818,001
1999	2,657,999	6,236,665	5,156,143	932,130	1,988,646	648,364	1,021,862	1,451,831	697,330	20,790,970
2000	4,990,189	3,602,720	3,213,814	722,380	707,739	464,274	1,103,349	704,828	649,331	16,158,624
2001	3,350,828	4,522,494	3,753,005	1,221,870	765,172	913,916	1,143,195	2,111,279	355,238	18,136,997
2002	2,997,385	8,077,426	5,925,903	1,326,327	784,469	553,963	1,338,915	1,862,403	628,258	23,495,049
2003	4,011,699	8,817,990	3,599,587	2,878,921	2,685,783	1,155,962	916,436	1,546,135	785,417	26,397,930
2004	6,985,553	8,777,395	3,573,219	5,834,417	3,018,220	779,063	1,072,030	2,291,712	567,901	32,899,510
2005	9,935,928	7,474,224	2,712,342	5,354,645	2,565,088	823,379	1,885,779	6,344,587	2,731,641	39,829,613
2006	6,384,207	9,993,765	2,204,188	4,207,257	1,990,634	1,517,734	2,672,659	1,936,214	4,055,384	34,962,042
2007	9,580,866	14,244,023	2,383,767	5,363,788	2,730,959	2,036,931	1,879,812	3,592,433	2,426,116	34,303,633
2008	10,532,070	14,237,670	3,843,967	2,705,130	3,744,801	2,325,817	3,151,954	2,718,737	2,269,179	45,529,325
2009	5,935,540	13,973,396	7,775,580	2,246,675	1,426,465	1,279,150	2,544,605	2,302,220	3,387,530	40,871,161
2010	9,023,743	15,048,575	7,425,819	6,298,440	4,444,089	1,038,166	4,271,410	1,617,250	2,404,102	51,571,594
2011	10,126,570	7,704,963	3,923,395	5,026,970	4,607,220	2,176,175	2,851,655	4,254,060	3,182,750	43,853,758
2012	8,740,090	7,265,547	1,759,275	4,135,265	2,791,836	2,105,070	3,671,525	2,837,760	2,731,122	36,037,490
2013	4,868,845	6,126,098	2,520,026	4,987,075	3,968,770	1,022,610	1,979,230	2,675,690	4,281,390	32,429,734
2014	7,930,048	7,539,515	2,936,423	4,030,345	7,464,745	543,020	2,575,910	2,935,190	645,700	36,600,896
2015	11,385,469	12,131,575	5,405,063	3,984,890	6,207,717	1,549,880	3,974,060	2,379,510	7,654,610	54,672,774
2016	16,398,205	10,306,846	5,117,981	6,705,890	6,468,685	1,457,792	5,417,070	5,539,220	9,548,735	66,800,419

**Prior to 2004 agricultural building permits were included under the residential building permit category*

3.9 COMMERCIAL BUILDING PERMITS ISSUED

Number of Commercial Building Permits Issued By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1992	16	1	4	6	2	1	0	2	3	35
1993	9	8	2	2	4	0	0	3	0	28
1994	2	3	4	6	1	1	1	1	0	19
1995	4	1	3	4	1	0	0	0	1	14
1996	0	3	1	5	0	0	0	1	0	10
1997	2	5	19	8	1	3	1	2	2	43
1998	3	1	3	4	5	3	0	0	0	19
1999	1	4	7	2	1	0	0	2	0	17
2000	0	1	4	0	0	0	0	1	0	6
2001	3	1	1	3	0	1	0	3	2	14
2002	8	1	1	5	0	12	2	1	1	31
2003	4	4	1	2	2	7	2	1	0	21
2004	4	4	2	4	0	7	1	0	1	23
2005	4	4	5	2	0	7	0	1	0	26
2006	0	6	9	4	3	2	1	2	0	27
2007	2	7	4	2	3	4	1	3	0	26
2008	4	9	2	2	3	1	2	1	2	26
2009	1	1	1	5	1	0	0	1	4	14
2010	4	2	1	5	3	0	0	2	0	17
2011	3	2	2	4	0	0	0	1	0	12
2012	4	0	0	2	1	0	0	0	1	8
2013	3	3	2	5	2	0	1	0	0	16
2014	5	0	3	6	2	0	0	0	1	17
2015	4	3	6	7	3	0	1	1	0	25
2016	3	1	4	4	3	0	2	0	1	18

**Value of Commercial Building Permits Issued
By Electoral Area (\$)**

(not adjusted for inflation)

	A	B	C	D	E	F	G	H	I	Total
1992	3,767,236	500,000	259,243	51,665	58,000	140,000	0	84,400	253,808	5,114,352
1993	533,800	1,597,455	24,700	160,000	167,767	0	0	320,000	0	2,803,722
1994	24,600	23,900	30,992	485,980	45,217	104,832	70,000	1,000	0	786,521
1995	36,500	250,000	53,880	136,150	4,000	0	0	0	103,000	583,530
1996	0	299,000	0	120,160	0	0	0	8,736	0	427,896
1997	182,000	98,480	2,792,300	440,555	1,360	300,377	42,000	72,520	9,000	3,938,592
1998	59,000	10,000	908,000	56,080	261,240	85,246	0	0	0	1,379,566
1999	18,252	67,500	116,160	4,284	600	0	0	38,000	0	244,796
2000	0	100,000	110,000	0	0	0	0	1450000	0	1,660,000
2001	1,160,360	115,730	170,000	91,800	0	58,400	0	467,595	197,500	2,261,385
2002	1,171,127	8,800	1,000	316,000	0	93,847	55,000	55,800	28,020	1,729,594
2003	224,410	420,000	560,000	118,575	303,700	65,569	256,800	40,000	0	1,989,054
2004	50,000	966,094	643,150	239,510	0	33,020	40,000	0	10,000	1,742,264
2005	24,000	43,696	135,000	17,200	21,000	66,703	0	68,210	0	375,729
2006	0	287,858	2,719,012	142,109	881,975	21,868	11,440	10,000	0	4,074,262
2007	200,000	235,934	190,000	12,360	1,284,545	242,400	109,200	734,000	0	3,008,439
2008	55,000	340,068	575,000	205,000	366,300	111,750	7,500	97,050	520,000	2,277,668
2009	3,000,000	108,150	406,275	377,500	84,990	0	0	3,600	336,000	4,316,515
2010	328,700	25,480	100,000	128,750	447,500	0	0	159,000	0	1,189,430
2011	314,800	24,100	82,500	35,500	0	0	0	100,000	0	556,900
2012	3,017,000	0	0	6,000	109,500	0	0	0	30,000	3,162,500
2013	297,500	40,000	65,000	97,000	1,600,000	0	10,000	0	0	2,109,500
2014	1,015,783	0	137,320	3,635,000	283,400	0	0	0	116,640	5,188,143
2015	52,500	27,000	51,500	1,607,000	92,500	0	9,750	37,440	0	1,877,690
2016	532,000	474,600	118,000	23,500	173,000	0	263,520	0	235,000	1,819,620

3.10 INDUSTRIAL BUILDING PERMITS ISSUED

Number of Industrial Building Permits Issued By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1993	1	0	2	0	6	0	0	1	0	10
1994	2	0	1	0	8	1	1	2	0	15
1995	2	0	0	1	4	0	0	1	2	10
1996	0	0	0	0	8	1	0	0	0	9
1997	1	0	1	0	7	0	0	0	0	9
1998	0	0	1	0	6	0	0	0	0	7
1999	2	0	0	0	5	0	0	0	0	7
2000	0	0	4	1	5	1	1	0	1	13
2001	0	0	0	0	6	2	0	0	0	8
2002	1	0	2	0	5	3	1	1	0	13
2003	1	0	3	0	8	1	0	0	0	13
2004	0	0	1	1	4	0	1	0	0	7
2005	2	0	1	0	2	1	1	1	0	8
2006	0	1	2	0	6	0	0	0	0	9
2007	0	0	2	0	1	1	0	0	0	4
2008	0	3	1	2	1	1	2	1	2	13
2009	1	3	0	2	2	0	0	1	1	10
2010	1	2	3	1	2	0	0	1	0	10
2011	0	0	1	0	3	0	0	1	0	5
2012	1	0	2	2	1	0	0	0	0	6
2013	2	0	3	2	2	0	0	0	0	9
2014	0	3	1	4	2	0	0	2	0	12
2015	0	2	5	3	0	0	0	1	0	11
2016	0	1	6	1	4	0	1	0	0	13

**Value of Industrial Building Permits Issued
By Electoral Area (\$)**

(not adjusted for inflation)

	A	B	C	D	E	F	G	H	I	Total
1993	69,435	0	60,000	0	490,800	0	0	250,000	0	870,235
1994	167,980	0	60,000	0	1,460,040	180,000	18,000	188,000	0	2,074,020
1995	140,600	0	0	800,000	457,680	0	0	21,500	94,522	1,514,302
1996	0	0	0	0	462,750	0	0	0	0	462,750
1997	62,660	0	381,560	0	893,000	0	0	0	0	1,337,220
1998	0	0	30,000	0	316,558	0	0	0	12,000	358,558
1999	314,034	0	0	0	159,800	0	0	0	0	473,834
2000	0	0	511,400	300,000	327,570	150,000	130,000	0	30,000	1,448,970
2001	0	0	0	0	798,687	70,480	0	0	0	869,167
2002	90,000	0	202,994	0	205,000	435,000	42,000	30,472	0	1,005,466
2003	24,998	0	529,600	0	554,803	33,600	0	0	0	1,143,001
2004	0	0	170,000	10,000	193,920	0	54,600	0	0	429,520
2005	0	114,768	32,760	0	82,040	0	55,200	270,000	0	554,768
2006	0	1,300,000	278,800	0	1,001,680	0	0	0	0	2,580,480
2007	0	0	0	40,800	100,000	0	0	0	0	140,800
2008	0	3,202,400	400,000	0	39,000	0	0	8,696,000	0	12,337,400
2009	26,350	657,980	0	350,000	271,800	0	0	10,000	785,460	2,101,590
2010	45,000	424,790	86,500	25,000	625,000	0	0	15,000	0	1,221,290
2011	0	0	16,000	0	2,218,720	0	0	7,920	0	2,242,640
2012	0	0	43,500	1,041,280	0	0	0	0	0	1,084,780
2013	324,150	0	161,000	841,492	11,000	0	0	0	0	1,337,642
2014	0	276,000	5,500	551,000	48,800	0	0	5,550,000	0	6,431,300
2015	0	37,000	1,195,000	880,000	0	0	0	80,000	0	2,192,000
2016	0	1,721,070	0	150,000	3,150,000	0	55,000	0	0	5,076,070

3.11 INSTITUTIONAL BUILDING PERMITS ISSUED

Institutional Building Permits Issued By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
1993	2	7	2	0	0	0	1	2	0	14
1994	5	5	1	3	3	2	1	1	2	23
1995	6	4	5	1	0	1	1	0	2	20
1996	0	0	0	1	0	2	1	0	2	6
1997	5	5	4	1	2	2	2	1	2	24
1998	6	3	3	2	2	1	0	1	1	19
1999	3	1	0	0	2	1	0	0	1	7
2000	3	2	4	2	2	1	1	0	0	15
2001	4	7	1	0	0	1	0	0	0	13
2002	5	7	0	0	1	1	1	0	0	15
2003	0	2	0	0	3	0	0	0	1	6
2004	8	5	1	0	3	0	0	0	0	17
2005	2	5	2	0	0	0	0	1	1	11
2006	3	3	1	0	0	0	0	0	0	7
2007	0	0	2	0	1	1	0	0	0	4
2008	3	1	2	2	3	0	2	2	0	15
2009	0	4	0	1	2	0	0	1	0	8
2010	3	3	0	0	1	1	0	1	1	10
2011	2	6	1	1	1	0	2	0	0	13
2012	3	3	0	2	4	0	0	0	0	12
2013	2	3	2	1	2	0	2	0	0	12
2014	4	5	0	0	4	0	0	2	0	15
2015	0	5	1	0	2	0	0	0	0	8
2016	1	3	0	0	1	0	1	0	0	6

**Value of Institutional Building Permits Issued
By Electoral Area (\$)**

(not adjusted for inflation)

	A	B	C	D	E	F	G	H	I	Total
1993	180,000	1,420,300	210,500	0	0	0	12,000	53,500	0	1,876,300
1994	390,000	926,000	17,500	125,000	22,688	258,000	30,000	85,000	32,000	1,866,188
1995	457,120	968,700	652,620	80,000	0	716,000	80,000	0	115,210	3,069,650
1996	0	0	0	2,000	0	22,112	14,400	0	187,154	225,666
1997	437,550	556,743	61,063	1,920	55,400	103,928	75,000	20,000	261,500	1,573,108
1998	2,403,000	3,170,000	76,320	265,000	53,328	19,575	0	94,750	0	6,081,973
1999	50,186	82,740	0	0	65,000	3,500	0	0	3,000	204,426
2000	1,181,000	127,650	3,008,455	1,353,780	40,800	20,000	638,300	0	0	6,369,985
2001	385,000	3,845,746	1,768	0	0	17,408	0	0	0	4,249,922
2002	5,648,600	1,292,512	0	0	5,900	20,000	352,000	0	0	7,319,012
2003	3,000,000	535,000	0	0	240,178	0	0	0	30,000	3,805,178
2004	1,000,715	5,425,342	5,000	0	186,600	0	0	0	0	6,804,257
2005	12,850,000	306,616	10,000	0	0	17,628	0	0	175,000	13,341,616
2006	200,000	7,070,522	20,000	0	0	0	0	0	0	7,290,522
2007	0	0	1,062,800	0	32,186	0	0	0	0	1,094,986
2008	10,187,000	1,713,650	678,652	0	160,000	13,500	225,000	0	0	12,977,802
2009	0	1,429,375	0	7,500	165,240	0	0	5,000	0	1,607,115
2010	8,120,000	194,340	0	0	30,720	45,000	0	40,000	3,000	8,433,060
2011	666,450	4,273,320	5,000	1,000	19,500	0	20,000	0	0	4,985,270
2012	291,280	1,629,000	0	110,000	115,500	0	0	0	0	2,145,780
2013	208,000	10,174,300	1,554,119	10,000	425,000	0	45,500	0	0	12,416,919
2014	3,953,350	5,450,010	0	10,000	135,000	0	1,330,000	0	0	10,878,360
2015	0	5,705,000	200,000	0	11,280	0	0	0	0	5,916,280
2016	258,000	1,458,720	15,000	0	0	0	50,000	0	0	1,781,720

3.12 AGRICULTURAL BUILDING PERMITS ISSUED BY ELECTORAL AREA

Agricultural Building Permits Issued By Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
2004	1	3	2	1	7	1	2	4	0	21
2005	1	2	3	3	6	0	0	2	0	17
2006	0	3	5	7	6	1	0	1	0	23
2007	3	4	2	0	12	2	0	2	0	25
2008	2	1	2	2	3	0	2	2	0	14
2009	1	0	2	1	3	0	0	0	0	7
2010	1	2	1	1	3	0	1	0	0	9
2011	0	3	3	2	2	1	0	1	0	12
2012	1	1	0	1	6	1	0	0	0	10
2013	1	1	2	5	9	0	0	2	0	20
2014	2	3	2	4	2	0	0	2	0	15
2015	2	3	0	1	7	0	0	3	0	16
2016	0	0	2	2	14	1	0	2	0	21

**Prior to 2004 agricultural building permits were included under the residential building permit category.*

**Value of Agricultural Building Permits Issued
By Electoral Area (\$)**

(not adjusted for inflation)

	A	B	C	D	E	F	G	H	I	Total
2004	40,000	137,000	25,000	10,000	142,000	25,168	35,880	44,600	0	459,648
2005	0	53,500	60,050	351,084	79,575	13,468	0	47,880	0	605,557
2006	0	85,000	216,000	96,780	150,000	10,000	0	61,880	20,000	639,660
2007	186,140	27,958	12,500	0	1,335,311	40,000	0	105,000	0	1,706,909
2008	27,000	75,000	103,000	130,000	89,000	0	136,000	160,000	0	720,000
2009	7,500	194,000	116,500	25,000	226,560	6,000	0	15,500	0	591,060
2010	100,000	85,000	1,000,000	150,000	165,500	0	20,000	0	0	1,520,500
2011	0	132,000	1,848,055	127,000	648,000	17,280	0	1,000	0	2,773,335
2012	30,000	2,500	0	5,000	662,000	30,000	0	0	0	729,500
2013	160,000	5,000	53,500	42,000	223,700	0	0	55,000	0	539,200
2014	360,000	62,100	58,750	12,900	153,600	0	0	21,600	6,000	674,950
2015	67,000	205,600	0	5,000	491,200	0	0	15,000	0	783,800
2016	0	0	530,000	30,000	607,380	20,000	0	45,000	0	1,232,380

**Prior to 2004 agricultural building permits were included under the residential building permit category.*

3.13 TOTAL BUILDING PERMITS ISSUED

**Number of Building Permits Issued
By Electoral Area**

	A	B	C	D	E	F	G	H	I	Total
1992	96	209	168	44	115	58	51	85	33	859
1993	94	198	134	21	83	42	39	59	39	709
1994	91	198	178	48	106	36	46	67	39	809
1995	77	116	93	37	65	34	43	49	30	544
1996	51	94	89	32	71	35	32	31	28	463
1997	76	104	125	24	59	34	28	31	15	496
1998	63	91	59	24	54	24	34	24	22	395
1999	50	98	73	18	36	19	20	23	17	354
2000	40	77	56	23	35	18	24	12	12	298
2001	51	86	53	21	28	27	21	27	14	328
2002	44	111	71	17	24	28	25	27	9	356
2003	57	123	57	38	57	35	29	30	15	441
2004	83	133	54	66	54	24	26	33	15	488
2005	100	134	50	57	48	32	35	59	35	549
2006	68	141	64	51	53	34	37	32	44	524
2007	105	161	45	69	58	31	30	46	35	580
2008	100	154	51	44	61	37	49	42	33	571
2009	58	148	75	35	40	33	21	32	37	479
2010	85	151	74	51	53	20	37	28	26	525
2011	79	100	40	54	48	28	34	38	26	447
2012	63	87	32	36	46	26	30	28	18	366
2013	47	69	43	54	48	14	22	22	26	345
2014	65	78	43	32	62	9	25	32	16	362
2015	66	93	58	16	62	15	32	21	45	429
2016	85	76	50	58	65	19	33	32	56	474

**Value of Building Permits Issued
By Electoral Area (\$)**

(not adjusted for inflation)

	A	B	C	D	E	F	G	H	I	Total
1992	7,947,709	16,269,478	9,931,152	2,311,708	5,412,811	3,188,659	2,712,717	6,300,249	2,982,496	57,056,979
1993	6,589,249	12,327,938	7,732,711	648,771	3,695,089	1,733,947	1,895,075	2,873,202	2,247,355	39,743,337
1994	6,222,517	12,144,965	14,425,314	2,610,856	7,318,192	1,634,080	2,238,179	3,417,945	2,004,520	52,016,568
1995	4,712,009	6,565,935	7,296,902	2,767,770	3,242,596	2,024,439	1,907,224	2,017,711	1,615,760	32,150,346
1996	1,314,365	2,960,758	3,625,972	1,843,842	2,160,065	776,678	733,551	1,347,326	1,127,183	15,889,740
1997	6,156,274	6,430,620	10,900,149	1,869,545	4,209,596	1,895,626	1,609,852	2,101,723	706,996	35,880,381
1998	5,852,403	7,996,119	4,618,754	1,102,221	2,521,710	873,706	2,068,015	753,506	708,124	26,494,558
1999	3,040,471	6,386,905	5,272,303	936,414	2,214,046	651,864	1,021,862	1,489,831	700,330	21,714,026
2000	6,171,189	3,898,369	6,799,338	2,376,160	1,075,309	662,114	1,239,932	2,154,828	679,331	25,056,570
2001	4,896,188	8,483,970	3,924,773	1,313,670	1,563,859	1,060,204	1,143,195	2,578,874	552,738	25,517,471
2002	9,907,112	9,378,738	6,129,897	1,642,327	996,369	1,102,810	1,787,915	1,948,675	656,278	33,550,121
2003	7,311,107	9,778,990	4,689,187	2,997,496	4,516,464	1,255,131	1,173,236	1,826,135	825,417	34,373,163
2004	8,076,268	15,305,831	4,446,369	6,063,927	3,540,740	837,251	1,202,510	2,336,312	577,901	42,387,109
2005	22,809,928	7,992,804	2,950,152	5,722,929	2,747,703	921,178	1,940,979	6,730,677	2,906,641	54,722,991
2006	6,584,207	18,737,145	5,438,000	4,446,146	4,024,289	1,549,602	2,684,099	2,008,094	4,075,384	49,546,966
2007	9,967,006	14,507,915	3,649,067	5,416,948	5,483,001	2,319,331	1,989,012	4,431,433	2,426,116	40,254,767
2008	20,801,070	19,568,788	5,600,619	3,040,130	4,399,111	2,451,067	3,520,454	11,726,787	2,789,179	73,897,195
2009	9,059,390	16,362,901	8,298,355	3,006,675	2,175,055	1,285,150	2,544,605	2,336,320	3,837,790	48,906,241
2010	17,617,443	15,778,185	8,612,319	6,602,190	5,712,804	1,083,166	4,291,410	1,831,252	2,407,105	63,935,874
2011	11,107,820	12,134,383	5,874,950	5,190,470	7,493,440	2,193,455	2,871,655	4,244,980	3,182,750	54,293,903
2012	12,078,370	8,897,047	1,802,775	5,297,545	3,678,836	2,135,070	3,671,525	2,837,760	2,761,122	43,160,050
2013	5,858,495	16,345,398	4,353,645	5,977,567	6,228,470	1,022,610	2,034,730	2,730,690	4,281,390	48,832,995
2014	13,259,181	13,327,625	3,137,993	8,239,245	8,085,545	543,020	3,905,910	8,506,790	768,340	59,773,649
2015	11,504,969	18,106,175	6,851,563	6,476,890	6,802,697	1,549,880	3,983,810	2,511,950	7,654,610	65,442,544
2016	17,188,255	12,510,516	7,920,359	7,029,390	10,477,065	1,477,792	5,795,590	5,293,960	9,318,215	76,951,142



ELECTORAL AREA B APC MEETING

Date: May 8, 2017 Monday - 7 PM
Place: Shawnigan Watershed Planning Office
Address: #4-1760 Shawnigan-Mill Bay Rd Shawnigan Lake BC

MINUTES

Present:

Bruce Stevens Chair
 Dave Hutchinson Vice-Chair
 Kelly Musselwhite Secretary
 Grant Treloar APC
 Peiter Devries APC
 Mike Hennessey APC
 Steve McLeod APC
 Sarah Mallerby APC

Guests:

Mr and Mrs Henshaw (02-B-17DP/VAR)
 Tim Richardson (Designer for above)

1. **INTRODUCTIONS**
2. **ADOPTION OF Minutes of the meeting of Feb 2, 2017**
3. **REPORTS AND UPDATES none**
4. **BUSINESS ARISING FROM MINUTES none**
5. **DELEGATIONS none**
6. **CORRESPONDENCE none**
7. **INFORMATION none**
8. **NEW BUSINESS**
 - a) Application 02-B-17DP/VAR Henshaw
 Motion to recommend approval of application. **Motion carried.**
9. **UNFINISHED BUSINESS**
10. **OTHER**

A site visit to 2054 Butler Road Shawnigan Lake (02-17DP/VAR) preceded the application discussion.
11. **PUBLIC QUESTIONS none**
12. **ADJOURNMENT**



DATE: Tuesday, April 11, 2017
 TIME: 19:00-21:00

MINUTES of the Electoral Area E Advisory Planning Commission held on the above noted date and time at 175 Ingram Street, Duncan, B.C., CVRD Boardroom.

PRESENT:

Chairperson: Susan Kaufmann
 Secretary: Justin Straker
 Members: David Coulson
 Sarah Davies-Long
 Bruce Fraser
 Celina Gold
 Patrick Jackson
 Parker Jefferson
 Stafford Reid
 Julia Rylands

ALSO present:

Director: Alison Nicholson
 Staff: Bev Suderman, CVRD Planner, Community and Regional Planning Division

ABSENT: John Salmen

Antonio Mendenhall
 David Tattam
 Michelle Geneau

APPROVAL OF AGENDA

It was Moved (Justin Straker) and Seconded (Patrick Jackson) that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES:

It was Moved (Julia Rylands) and Seconded (Celina Gold) that the minutes of the Area E APC meeting of March 14, 2017 be accepted.

MOTION CARRIED

INFORMATION**GIS Potential Applications for OCP:**

Justin Straker presented on the capabilities of Geographic Information Systems (GIS) to provide opportunities to test future development scenarios, and otherwise provide information useful for OCPs. The focus was on the Yellowpoint area, based on a project completed by ALCES (Justin is affiliated with this company) last year. NOTE: Justin clarified his position: although he is affiliated with ALCES, he is not selling a product; if the decision is to proceed with GIS, he would do the work as a volunteer.

REPORTS:**Director's Report:**

Director Nicholson noted that Paldi properties have been bought by new developers that would like to proceed with development of the area as currently zoned.

Director Nicholson asked for clarification on whether the Hols application should come back to the APC, and the APC requested that it do so.

Director Nicholson noted that the GAIN group is hoping to be able to use the Duncan Airport for a Porsche demonstration. A Temporary Use Permit will be required.

Planner's Report:**OCP Discussion:**

Hopes were expressed that the OCP would be a living, dynamic document, where the different components will clearly link together. One suggestion is that the document include a matrix showing how the policies of the various sections work together.

APC members agreed to work with Google Docs as a way of collaborating on comments in response to written work. When documents are put up for comment, there should be a deadline by which to respond.

Vision statement document: Statement is good, with a few tweaks.

Values statement document, or statement of principles, is needed to supplement the vision, and provide a foundation for the goals and policies, as well as providing a touchstone for testing policies as they are developed/implemented.

Some OCP goals were suggested:

1. Food security
2. Transportation
3. Growth containment
4. Local economy

APC members agreed to think about these goals, and get back to the Planner. One question is whether they can be (or should be) ranked for precedence?

It was agreed that measures (or indicators) should be established through which to monitor change in the plan area.

Mapping exercises:

Glenora: Issues re aging in place

- Agreed that there is no demand in the near future for any institutional uses in the Glenora area

Eagle Heights: Issues re appropriate densification.

The area is serviced (water and sewer), with good proximity to town, although transportation (other than by automobile) needs enhancement. Is this an area in which to leverage the servicing, and develop a variety of forms of affordable housing, i.e. carriage houses, other types of suites. Concern re traffic implications. Concern re potential for medium or high rise multi-family residential possibilities.

- Work with Cowichan Tribes to enhance alternative forms of transportation to town: trails, busses, etc.

Koksilah Industrial Park:

- Live-work opportunities
- Risks related to unstable slopes on the edges
- Could put multi-family opportunities in KIP
- Need to find ways to make it a more walkable community:
 - Low parking allowance
 - Enhanced public transportation
 - Walking trails
- There are some large lots to be developed.

ADJOURNMENT

MOTION:

It was Moved (Stafford Reid) that the meeting be adjourned at approximately 21:10.

MOTION CARRIED

NEXT MEETING: Tuesday, April 25 at 7:00 pm.

Secretary

Chair



Cobble Hill Parks Commission Minutes
Monday, April 3, 2017
Youth Hall, 3665 Watson Avenue, Cobble Hill, BC

Present: John Krug - Chair, Jennifer Symons, Bill Turner, Annie Ingraham, Gord Dickenson, Alan Seal, Ruth Koehn, Shelley Balme, Dennis Cage
 Regrets: Matteus Clement, Regional Director, Cobble Hill

John Krug Called the meeting to order at 7:03 p.m.

Moved/seconded *that the agenda is approved as amended to include the Historic Church.*

Carried

Moved/seconded *that the minutes of the March 6, 2017 are adopted as circulated.*

Carried

Volunteer Hours: 52

Correspondence: The Cobble Hill Parks Commission cannot send a letter to the Island Corridor Foundation, as the train tracks area north of Train Station Park is not a Parks function.

Business arising From the Minutes:

- Cobble Hill Common: The Cobble Hill Parks Commission had met on site along with Director Clement and tentatively laid out the band shell location, picnic location and the underground electrical and irrigation locations. Any further action will need to be expedited by Parks Staff.

Reports:

- Invasive Species in Cobble Hill Parks Draft Report by Graham Gidden: Generated a lot of interest and is being circulated among the Commission Members.
- Traffic Study Meeting at Ecole Cobble Hill: The consultant reported that the location was safe for parents to drop off their children.

New Business:

- Quarry Nature Park Parking Study: The Commission is developing a form for the purpose of determining the parking situation at Quarry Nature Park.
- Tour of William Shearing Park: The improvements planned by Staff will make the Park more effective and attractive for the local residents. It would be desirable to remount the existing sign along with the newly designed one.
- Historic Church: Funding has been received from the BC | Canada 150 Grant. This will be used in the conversion of the Historic Church to a museum.

Adjournment: 8:30 p.m.

The next meeting of the Cobble Hill Parks Commission will be Monday, May 1, 2017 at 7:00 p.m. in the Youth Hall.

Submitted by John Krug



Date: Thursday, April 13, 2017

Time: 7:30 p.m.

MINUTES of the Electoral Area E Parks and Recreation Commission Regular Meeting held at the above noted date and time at the Glenora Hall.

PRESENT: Frank McCorkell (Chair), Gregg Shoop (V/Chair and Secretary), Irene Evans, Mike Lees, and Paul Slade.

ALSO PRESENT: Alison Nicholson, Director.

APOLOGIES: Gretchen Hartley, Larry Whetstone, Patty John and Howard Hyde.

AGENDA: Approved as circulated with additions under Matters Arising, New and Unfinished Business.

ACCEPTANCE OF PAST MINUTES: Motion to adopt the Minutes of the Regular meeting of February 9, 2017, with a correction to the item on Currie Park to read, "November 10, 2016". Moved and Seconded. Carried.

MATTERS ARISING:

1. MAPLEWOOD PARK: Work ongoing.
2. CURRIE PARK: Perc tests indicate good drainage; gate to parking area has been widened.

UNFINISHED BUSINESS: The crosswalk near Currie Park will be completed next week.

NEW BUSINESS:

1. GLENORA TRAILHEAD PARK: A candidate for caretaker is being considered.
2. COMMUNITY PARKS ADVISORY COMMISSIONS: a new governance bylaw is being developed by CVRD staff and is expected to be discussed with Directors shortly with input from Commission chairs to follow.
3. COMMUNITY BBQs: It was agreed that these would be held at Currie Park and the Glenora Trailhead Park between 11 a.m. and 2 p.m. on July 22 and September 3, 2017, respectively.

NEXT MEETING: 7:30 p.m., Thursday, May 11, 2017, at the Glenora Hall.

ADJOURNMENT: Motion to adjourn at 8:05 p.m.



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 8, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 17, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Development Permit with Variance Application No. 02-B-17DP-VAR
(2054 Butler Road)

FILE: 02-B-17DP VAR

PURPOSE/INTRODUCTION

The purpose of this report is to consider a Development Permit with Variance application to permit construction of a dwelling within the 15 metre watercourse setback specified in Zoning Bylaw No. 985.

RECOMMENDED RESOLUTION

That it be recommended to the Board

1. That Development Permit with Variance Application No. 02-B-17DP-VAR (2054 Butler Road) be approved;
2. That Section 5.14(a) of Zoning Bylaw No. 985 be varied to decrease the setback from a watercourse from 15 metres to 7.5 metres; and
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

BACKGROUND

For reference, please see staff report from the May 3, 2017, Electoral Area Services Committee (EASC) meeting regarding this application (02-B-17DP-VAR).

At the May 3, 2017, Electoral Area Services Committee meeting, the following motion was made:

That 02-B-17DP VAR be referred to the Electoral Area B – Shawnigan Lake Advisory Planning Commission (APC).

LOCATION MAP

As above

APPLICATION SUMMARY

As above

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

The APC met on May 8, 2017, and made the following recommendation:

That Application 02-B-17DP-VAR be approved.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Please see May 3, 2017 EASC staff report.

PLANNING ANALYSIS

Please see May 3, 2017 EASC staff report.

OPTIONS

Option 1:

That it be recommended to the Board

1. That Development Permit with Variance Application No. 02-B-17DP-VAR (2054 Butler Road) be approved;
2. That Section 5.14(a) of Zoning Bylaw No. 985 be varied to decrease the setback from a watercourse from 15 metres to 7.5 metres; and
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

Option 2:

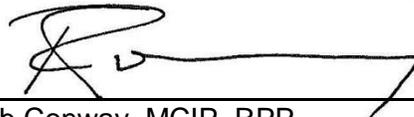
That it be recommended to the Board that Development Permit with Variance Application No. 02-B-17DP-VAR (2054 Butler Road) be denied based on stated inconsistency with specific guidelines.

Prepared by:

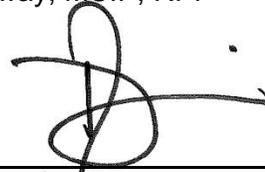


Rachelle Rondeau, MCIP, RPP
Planner II

Reviewed by:



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

Attachment A – May 3, 2017 Electoral Area Services Committee Staff Report

Attachment B – Electoral Area B Advisory Planning Commission Minutes – May 8, 2017



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 24, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 3, 2017
FROM: Development Services Division
 Land Use Services Department
SUBJECT: Development Permit with Variance Application No. 02-B-17DP/VAR
 (2054 Butler Road)
FILE: 02-B-17DP/VAR

PURPOSE/INTRODUCTION

The purpose of this report is to consider a Development Permit with Variance application to permit construction of a dwelling within the 15 metre watercourse setback specified in Zoning Bylaw No. 985.

RECOMMENDED RESOLUTION

That it be recommended to the Board

1. That Development Permit with Variance Application No. 02-B-17DP/VAR (2054 Butler Road) be approved;
2. That Section 5.14(a) of Zoning Bylaw No. 985 be varied to decrease the setback from a watercourse from 15 metres to 7.5 metres;
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

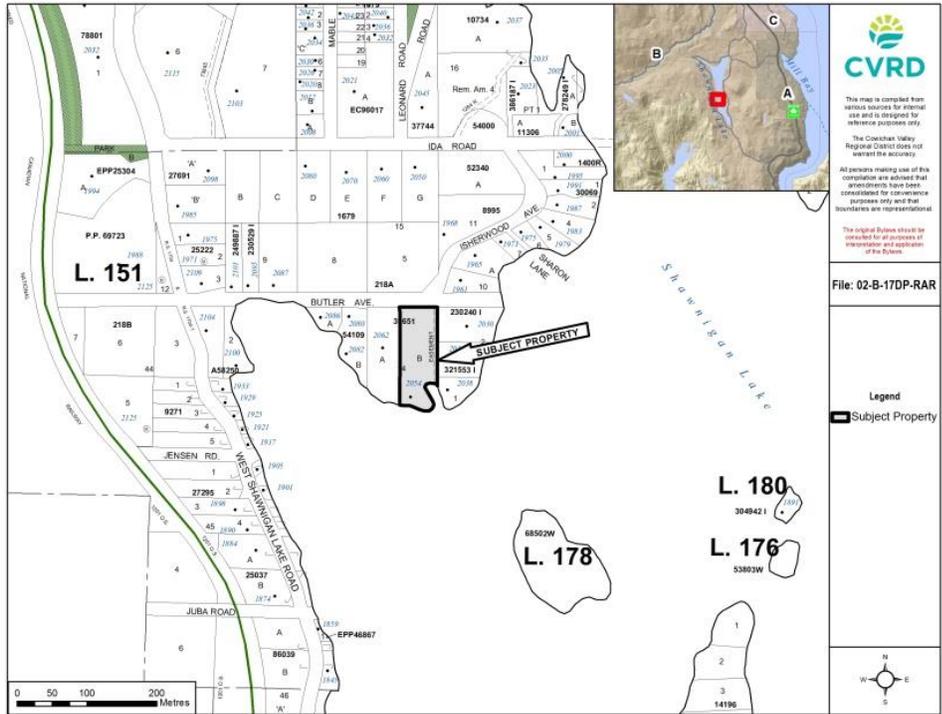
BACKGROUND

<u>Location of Subject Property:</u>	2054 Butler Road
<u>Legal Description:</u>	Lot B, Shawnigan Suburban Lots, Malahat District, Plan 39651 (PID: 000-959-201)
<u>Size of Parcel:</u>	0.7382 ha (1.8 acres)
<u>Zoning:</u>	R-2
<u>Plan Designation:</u>	Rural Residential
<u>Use of Property:</u>	Residential
<u>Water:</u>	Well
<u>Sewage Disposal:</u>	Septic
<u>Fire Protection:</u>	Shawnigan Lake Improvement District
<u>Agricultural Land Reserve:</u>	N/a
<u>Archaeological Sites:</u>	None identified

Environmentally Sensitive Areas:

Shawnigan Lake shoreline riparian area

LOCATION MAP



APPLICATION SUMMARY

There is an existing residence on the property that the owners would like to remove in order to build a new home. The new home would be partially on the existing footprint within 15 metres of the lake, and partially outside the 15 metre watercourse setback. The new dwelling is proposed to extend northward of the existing footprint. A Development Permit with Variance is required as portions of the existing and proposed footprint are within 15 metres of the high water mark of Shawnigan Lake.

The existing deck, located 1.5 metres from the lake, will remain. The existing dwelling, portions of which are currently located as close as 5.5 metres of the natural boundary, will be removed. The applicants are proposing to locate their new dwelling 6.1 metres further from the lake than the current footprint.

The dwelling would now be a minimum of 7.5 metres from the lake at its closest locations. There is currently a covenant prohibiting building, filling and removal of vegetation applied to lands 7.5 metres from the lake. This was placed on the property when it was subdivided in 1983. The dwelling pre-dates the covenant.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Surrounding Property Owner Notification and Response:

A total of 37 letters were mailed-out or hand delivered as required pursuant to CVRD Development Application and Procedures and Fees Bylaw No. 3275. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date, no letters have been received.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Any new development within 30 metres of the lake requires a Development Permit pursuant to the Riparian Areas Regulation.

A Development Permit had been approved by the Board for this proposal in July 2013, however as the applicants did not proceed with construction as outlined in their letter of rationale (Attachment E), or request an extension, the Development Permit expired.

Development Permit Area (Riparian Protection Guidelines – Freshwater)

The applicants have provided a riparian areas regulation report prepared by a QEP, who indicated the following:

- The Streamside Protection and Enhancement Area (SPEA) for this shoreline is 15 metres;
- The existing house is on a rocky knoll that does not support riparian vegetation, and therefore reconstruction will have no negative impact on the riparian area;
- The proposed expansion of the new dwelling to the north will be primarily constructed on the existing gravel and bedrock parking and driveway area;
- There is a healthy, well-established riparian area along the shoreline and in the inlet;
- Two managed access points exist, which protect the riparian area from being damaged or trampled. These consist of a narrow gravel footpath and a ramp down to the dock, and a short narrow path to provide access to the lake in a shallow water location;
- Development is proposed within the SPEA and the 15 metre Zoning Bylaw setback, however in order to compensate for this, the applicants have proposed to add an equivalent area of 105 m² to the SPEA, which will protect an existing stand of conifers on the west side;
- The proposed SPEA bend would not reduce the existing site vegetation, but would protect riparian vegetation (stand of conifer trees);
- No vegetation removal is required for the proposal, with the exception of one small (12 cm) cedar tree.

Zoning

Section 5.14(a) of Zoning Bylaw No. 985 specifies a setback of 15 metres from the lake, and the applicants are requesting a minimum 7.5 metres.

Floodplain Construction Elevation

The floodplain construction elevation for Shawnigan Lake is 119.2 metres, and the underside of any habitable floor is required to be above this elevation.

PLANNING ANALYSIS

From a policy perspective, the Land Use Services Department and the guidelines of the Development Permit Area generally discourage development within the SPEA and the 15 metre setback from the lake. When re-development is proposed, and particularly with construction of a new foundation, this is an opportunity to bring development into compliance with current regulations.

When the former application was considered, staff recommended denial as the property is 0.7382 ha (1.8 acres), and is not constrained by topography or other natural factors that would restrict redevelopment of the dwelling to its existing footprint. There is room on the property to develop outside the SPEA, however this would require removal of trees, and set the house back from the owners' preferred location near the lake. Additionally, staff were concerned that the proposed dwelling is a two-storey structure which would increase the profile of the dwelling when viewed from the lake. Currently, there is a modest cabin, and staff is concerned that re-development with a larger structure will give the appearance to the public and other lakeshore owners that re-development very close to the lakeshore is acceptable.

The Riparian Areas Regulation report supported the proposal, and noted that the existing and proposed dwelling are located on a rocky knoll which will have no negative impact to the existing riparian vegetation, and is situated mostly on disturbed area (gravel parking/driveway area). To compensate for the intrusion into the SPEA, the applicants propose to include a 105 m² stand of conifers on the west side of the property within the SPEA.

The applicants have proposed an improvement to the current situation by placing the new dwelling further from the lake than the existing and have requested consideration as a Development Permit had formerly been approved by the Regional District Board.

Although a new application was required as a result of the former Development Permit with Variance expiring, staff is acknowledging that the proposal did receive former approval from the Board, and that in doing so, the application was deemed to have met the guidelines.

Option 1 is recommended.

OPTIONS

Option 1:

That it be recommended to the Board

1. That Development Permit with Variance Application No. 02-B-17DP/VAR (2054 Butler Road) be approved;
2. That Section 5.14(a) of Zoning Bylaw No. 985 be varied to decrease the setback from a watercourse from 15 metres to 7.5 metres;
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

Option 2:

That it be recommended to the Board that Development Permit with Variance Application No. 02-B-17DP/VAR (2054 Butler Road) be denied based on stated inconsistency with specific guidelines.

Prepared by:

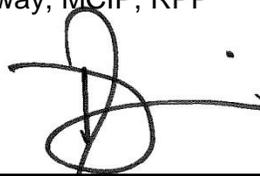


Rachelle Rondeau, MCIP, RPP
Planner II

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 – Riparian Areas Regulation Report
- Attachment E – Letter of Rationale
- Attachment F – Draft Development Permit



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

The Cowichan Valley Regional District does not warrant the accuracy.

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

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

File: 02-B-17DP-RAR

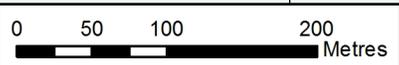
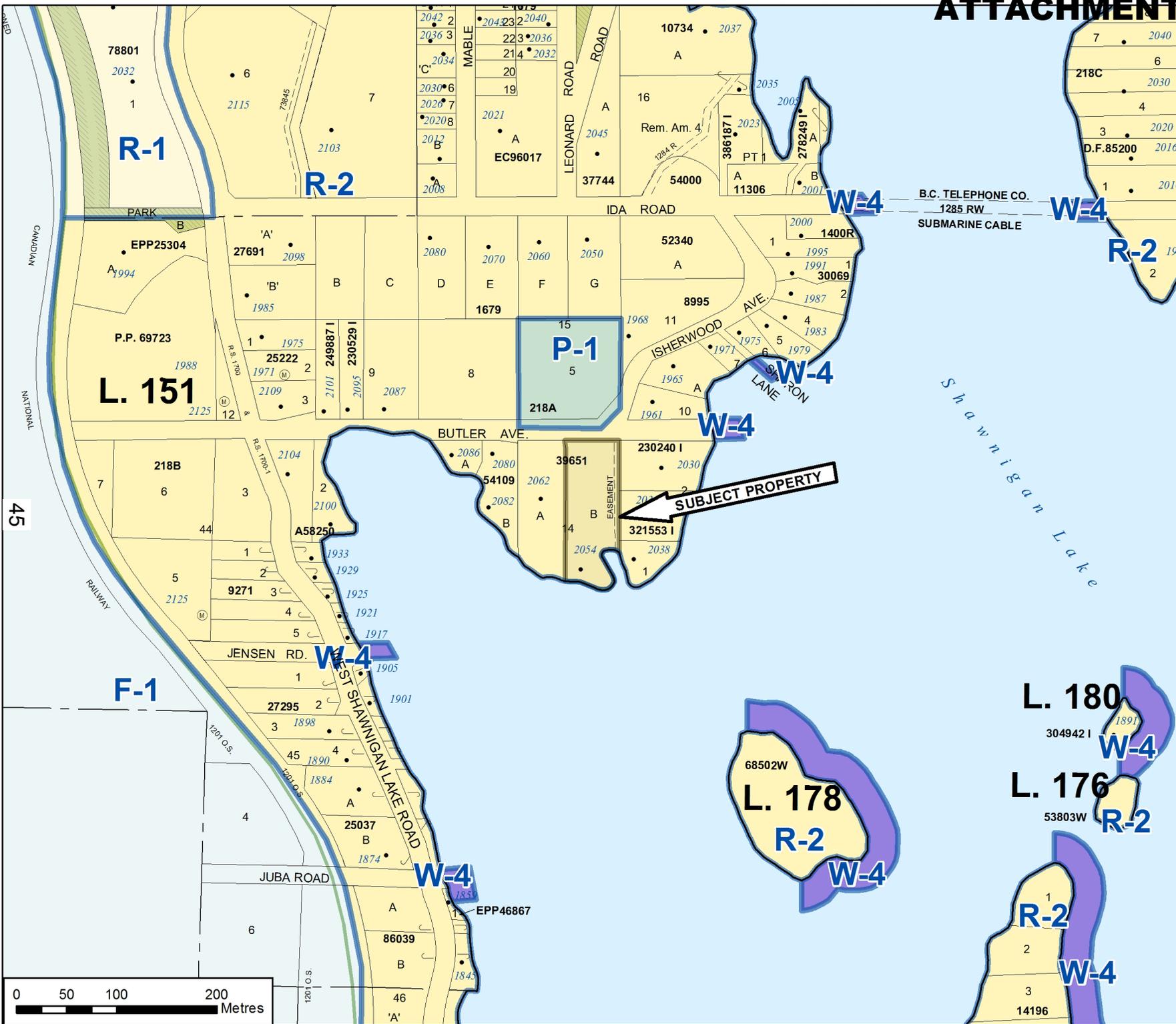
ZONING

Legend

-  Subject Property
-  Zoning B



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: 02-B-17DP-RAR

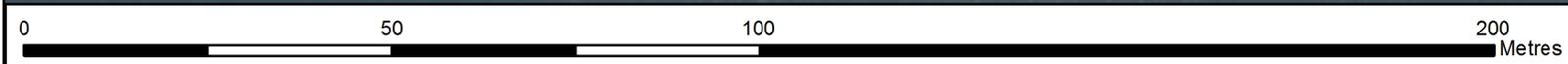
TRIM Orthophoto (2014)



R1



46





PLAN

39651

PART 2

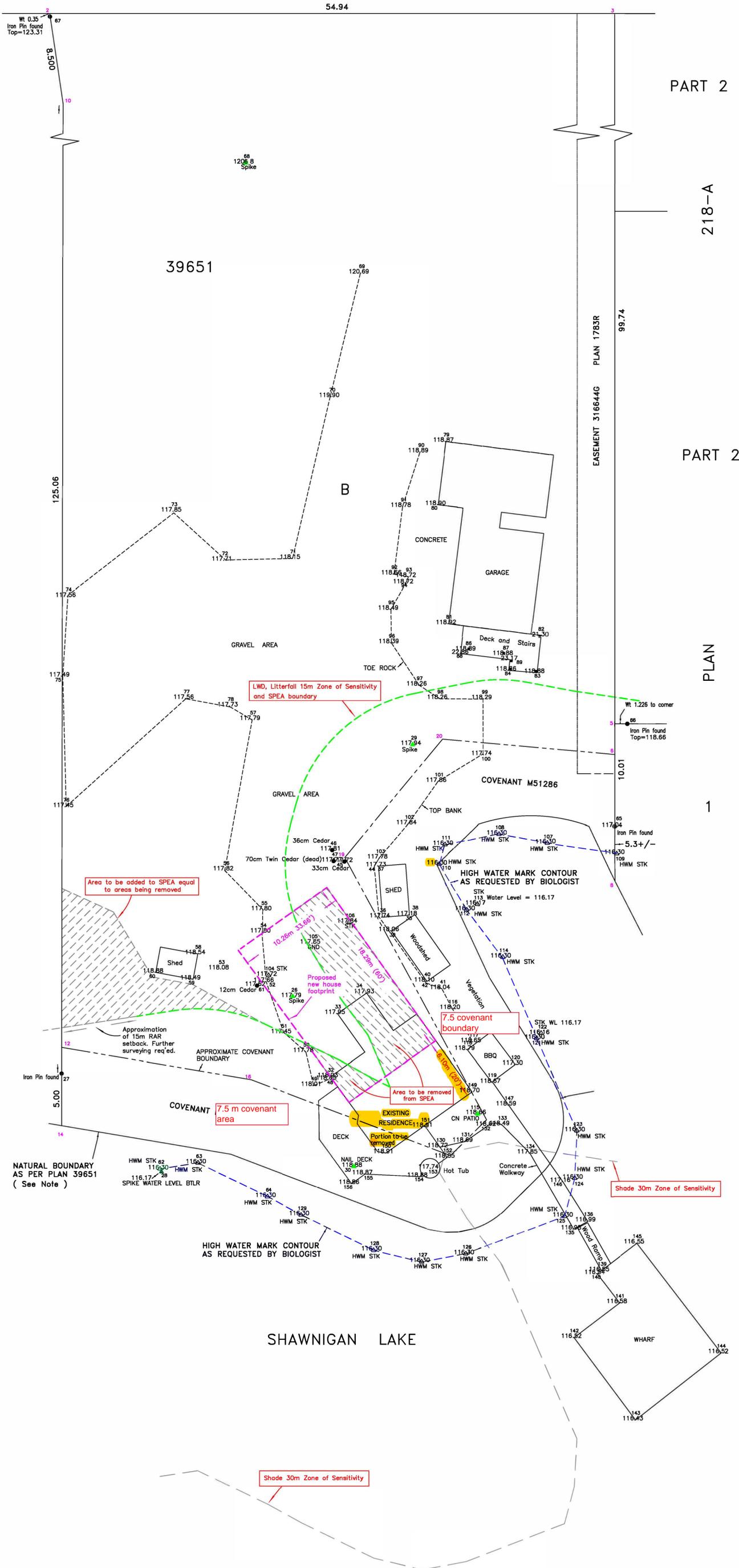
218-A

PART 2

PLAN

1

NOTE : ELEVATIONS ARE TO GEOTETIC DATUM
 THIS PLAN IS BASED ON CURRENT FIELD SURVEY AND DIMENSIONS OF REGISTERED SURVEY PLAN
 THE NATURAL BOUNDARY AS PER PLAN 39651 IS NOT NECESSARILY THE LEGAL BOUNDARY OF THE LOT. EROSION OR ACCRETION MAY HAVE ALTERED THIS LEGAL BOUNDARY
 THE DECIMAL POINT OF THE ELEVATION DENOTES THE LOCATION OF THE SHOT TAKEN
 GND DENOTES EXISTING GROUND
 STK DENOTES 1" X 2" NUMBERED WOOD STAKE



J.C. Anderson and Associates
 SURVEYORS ENGINEERS
 VICTORIA NANAIMO PARKSVILLE

SITE PLAN	
AT 2054 BUTLER AVENUE	
LEGAL : LOT B, SHAWNIGAN SUBURBAN LOTS, MALAHAT DISTRICT, PLAN 39651	
DRAWN BY : DBL	PROJECT SURVEYOR : D.J.R. CARRIER
SCALE : 1 : 200	DATE : FEB. 28, 2013.
CLIENT : MR. GARY HENSHAW	
OUR FILE : 27921	REVISION : REV

Shawnigan Lake 2054 Butler Road

Riparian Areas Regulation Assessment



Prepared for: Mr. Gary Henshaw

April 2013



Please refer to submission instructions and assessment report guidelines when completing this report.

Date

I. Primary QEP Information

First Name	William		Middle Name	Patrick	
Last Name	Lucey				
Designation	R.P.Bio.		Company	Aqua-Tex Scientific Consulting Ltd.	
Registration #	1467		Email	aqua-tex@islandnet.com	
Address	390 7 th Avenue				
City	Kimberley	Postal/Zip	V1A 2Z7	Phone #	250-427-5906
Prov/state	BC	Country	Canada		

II. Secondary QEP Information (use Form 2 for other QEPs)

First Name			Middle Name		
Last Name					
Designation			Company		
Registration #			Email		
Address					
City		Postal/Zip		Phone #	
Prov/state		Country			

III. Developer Information

First Name	Gary		Middle Name		
Last Name	Henshaw				
Company	Not Applicable				
Phone #	(250) 743-9813		Email:	glhenshaw@mac.com	
Address	2054 Butler Avenue RR 3				
City	Shawnigan Lake	Postal/Zip:	V0R 2W3		
Prov/state	B.C.	Country:	Canada		

IV. Development Information

Development Type	Single Family Residential				
Area of Development (ha)	0.0093	Riparian Length (m)	68		
Lot Area (ha)	0.74	Nature of Development	Redevelopment		
Proposed Start Date	April 2013	Proposed End Date	April 2014		

V. Location of Proposed Development

Street Address (or nearest town)	Shawnigan Lake				
Local Government	Cowichan Valley Regional District		City	Shawnigan Lake	
Stream Name	Shawnigan Lake				
Legal Description (PID)	000-959-201		Region	1- Vancouver Island	
Stream/River Type	Lake		DFO Area	18-Vancouver Island	
Watershed Code	920-235800				
Latitude	48°	37'	02"	Longitude	123° 38' 28"

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

Table of Contents for Assessment Report

I. Primary QEP Information.....	1
II. Secondary QEP Information (use Form 2 for other QEPs).....	1
III. Developer Information.....	1
IV. Development Information.....	1
V. Location of Proposed Development.....	1
Section 1. Description of Fisheries Resources Values and a Description of the Development proposal	3
1.1 Fisheries Resources and Geographical Context.....	3
1.1.1. Shawnigan Lake.....	3
1.2 Observations of Shawnigan Lake	6
Shawnigan Lake.....	6
1.3 Description of Proposed Development and Timeline.....	8
Summary of Rationale for this Project.....	9
Section 1 References.....	9
Section 2. Results of Detailed Riparian Assessment	10
Shawnigan Lake.....	10
Section 3. Site Plan	12
Section 4. Measures to Protect and Maintain the SPEA	14
Measures – Danger Trees in the SPEA.....	15
Measures – Windthrow	15
Measures – Slope Stability.....	16
Measures – Protection of Trees in the SPEA.....	16
Measures – Preventing Encroachment in the SPEA.....	16
Measures – Sediment and Erosion Control During Construction.....	16
Measures – Stormwater Management.....	17
Measures – Floodplain Concerns.....	17
Section 4 References.....	18
Section 5. Environmental Monitoring.....	19
Site inspections	19
Post-Development Report.....	19
Section 6. Photos.....	21
Section 7. Professional Opinion.....	26
Appendix 1: Fisheries Inventory.....	27
Appendix 2: Covenant	36

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

1.1 Fisheries Resources and Geographical Context

1.1.1. Shawnigan Lake

Shawnigan Lake is located on Southern Vancouver Island within the Shawnigan Lake watershed (watershed code 920-235800). Shawnigan Lake covers an area of 537 hectares (25 km perimeter) and has a mean depth of 12m and a maximum depth of 50m (MoE, 2012).

This lake is a well-known recreational lake and provides habitat for numerous fish species. According to the Ministry of Environment's Fisheries Inventory Summary System, Shawnigan Lake is home to the following fish species (MOE, 2012): Atlantic Salmon (*Salmo salar*), Brook Trout (*Salvelinus fontinalis*), Brown Catfish (*Ameiurus nebulosus*), Cutthroat Trout (*Oncorhynchus clarkii*), Coho Salmon (*Oncorhynchus kisutch*), Dolly Varden (*Salvelinus malma malma*), Kokanee (*Oncorhynchus nerka*), Lake Whitefish (*Coregonus clupeaformis*), Prickly Sculpin (*Cottus asper*), Rainbow Trout (*Oncorhynchus mykiss*), Threespine Stickleback (*Gasterosteus aculeatus*), and Yellow Perch (*Perca flavescens*).

Because Shawnigan Lake has a controlled outlet at its northeast corner, the High Water Mark for the lake is at an elevation of 116.3m (Lucey, 2011).

The property in question, 2054 Butler Avenue, is found midway along the western shore of the lake (Figure 1 and Figure 2). The property is on a small bay and consists of a rocky promontory which projects southward into the lake.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

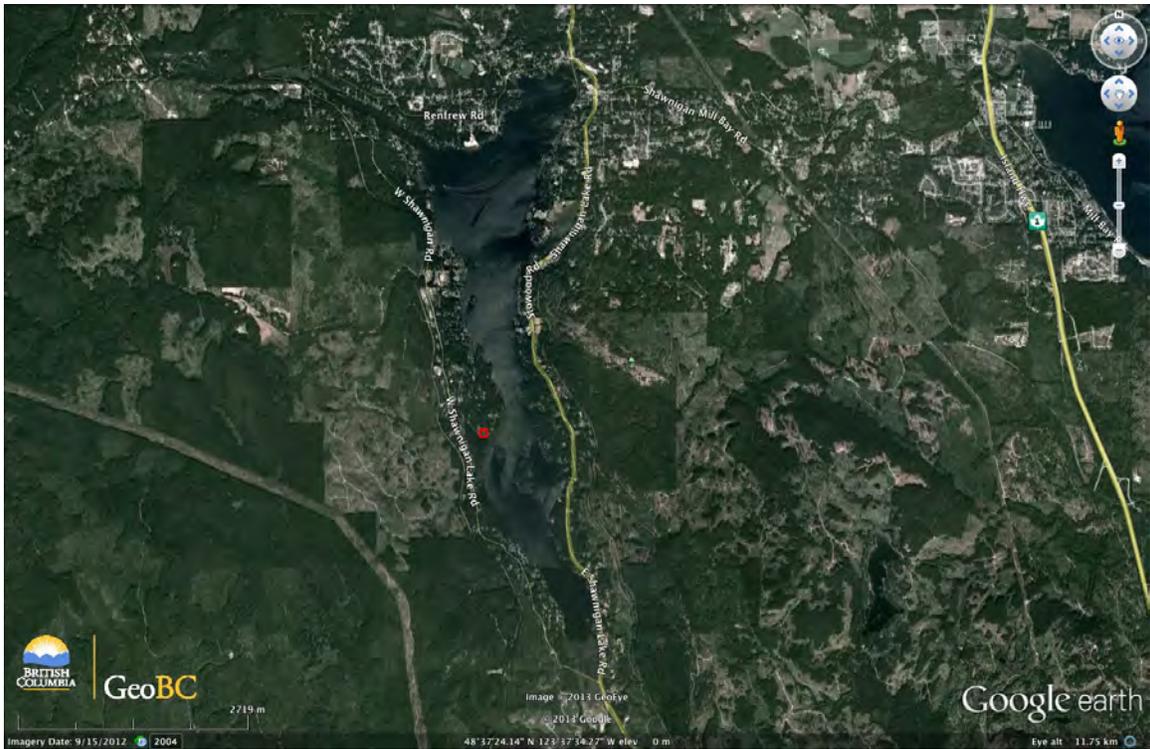


Figure 1: Key location map of the 2054 Butler Avenue (red box) on the western edge of Shawnigan Lake. Image Source: Google Earth.



Figure 2. Aerial photograph showing the approximate property boundary of 2054 Butler Avenue. Image Source: CRD Natural Areas Atlas.



Figure 3. Aerial view of the dense shoreline riparian vegetation surrounding the rocky knoll promontory. Note the extensive gravel driveway and parking area immediately north of the existing house. Contrast the dense native riparian-wetland vegetation and conifer cover on the property with that of the development immediately adjacent to the west.

1.2 Observations of Shawnigan Lake

Shawnigan Lake

The southern portion of the subject property is bounded by Shawnigan Lake. A small inlet of the lake snakes north along the southeast corner of the property.

There is a well-established, vigorous riparian area that includes the following plant species: Douglas fir (*Pseudotsuga menziesii*), shore pine (*Pinus contorta var. contorta*), western redcedar (*Thuja plicata*), red osier dogwood (*Cornus stolonifera*), nootka rose (*Rosa nutkana*), hardhack (*Spirea douglasii*), and sedges (*Carex* ssp.).

Other vegetation on the property includes: Saskatoon (*Amelanchier alnifolia*), dull Oregon grape (*Mahonia nervosa*), red alder (*Alnus rubra*), arbutus (*Arbutus menziesii*), sweet gale (*Myrica gale*), evergreen blackberry (*Rubus laciniatus*), red huckleberry (*Vaccinium parvifolium*), lady fern (*Athyrium filix-femina*), and cascara (*Rhamnus purshiana*).

The riparian plant community along the southern shoreline is lush and has been untouched for decades. The vegetation is healthy and the riparian area is widening toward the lake, as new colonizer plants trap sediment and create new riparian soil conditions. This portion of the lake's riparian plant community would be considered to be in a high state of "Proper Functioning Condition". The majority of the shoreline trees are mature conifers and their root masses provide shoreline soil stability. Two managed access points to the lake protect the remaining riparian area from trampling: 1) a narrow gravel footpath and a ramp down to a dock; 2) a short narrow path to provide access for launching kayaks and inner tubes in a shallow location (see photographs in Section 6). The latter access point provides a safe and shallow entry into the lake for children and is designed to permit a child to play in the shallows; the remaining shoreline, and the water surrounding the wharf is deep and unsafe for children since they cannot walk from the lake directly onto the land without becoming entangled in the dense riparian vegetation that dominates the shoreline. These two small access points on the shoreline have resulted in the riparian vegetation having been left in an undisturbed state, for decades by the current owners.

The inlet on the southeast side of the property has been left undisturbed and the riparian vegetation has become thick with well-established root systems. Over the years, it has slowly begun filling in.

Overall, the riparian zone of this site provides a range of stable aquatic habitat, as well as habitat for fish. A dense periphyton community on the extensive surfaces of the plant stems provides food for invertebrates, and the density of the plant community across the entire property protects the banks from erosion and soil loss. The broad, dense riparian-wetland vegetation extends the entire length of the property's shoreline, and creates a very high surface-to-volume ratio that promotes a rich primary and secondary periphyton community. This biomass is a rich food source that supports a wide range of aquatic and terrestrial species. The dense shoreline vegetation, submerged for most of the year, also provides a vital *refugium* for many species which otherwise would be subjected to high rates of predation.

1.3 Description of Proposed Development and Timeline

This detailed RAR assessment is required to permit the replacement of the existing house at the southern tip of the property. The existing house has reached the end of its structural lifespan and cannot be restored since the extent of any renovation would require the building armature to be completely replaced. In consultation with the architect, the recommendation is that the existing building must be completely replaced. Therefore, the property owner has sought to rebuild on the existing footprint and in order to accommodate children and grandchildren, proposes to extend the new building north (landward) beyond the existing footprint. The land to the north of the house, where the addition is proposed, currently consists of a gravel driveway and parking area. This extension would lie on the existing gravel parking and driveway surface.

Covenant

There is an existing covenant on the property which protects a 7.5 m-wide strip of land along the shoreline. The existing house predates the covenant. It was built upon a rocky knoll, on a small footprint, with the surrounding upslope coniferous vegetation having been left undisturbed for decades. The existing house lies almost completely outside of the covenanted area (see appended covenant M51286, April 18, 1983). The existing deck, small patio, BBQ area, hot tub, and two woodsheds all lie within the 7.5m covenant; however, all these structures have been constructed on bedrock and do not affect the riparian-wetland vegetation. These structures are a part of the original dwelling and pre-date the covenant, established in 1983 (pers. comm., homeowner). The proposed new house would be constructed on the existing foundation and the expansion, to the north, would lie completely outside of the covenanted area. The existing deck and other outbuildings would be retained on their existing footprints and would remain unchanged from their current configuration.

SPEA

The footprint of the existing house lies almost entirely within the SPEA. The proposed redevelopment will use the same footprint as the current residence. By using the same footprint, construction activities will not have any effect on the existing dense, properly functioning riparian-wetland community. The proposed expansion of the new dwelling, to the north, will be constructed almost entirely on the existing gravel and bedrock parking and driveway area. The proposed dwelling is designed to have zero affect on any vegetation on the property other than a single small (12cm) cedar tree. The replacement of the existing parking and drive-lane will not require any additional parking since adequate parking already exists to the north of the proposed new building footprint.

The portion of the proposed dwelling expansion, together with that portion of the existing building, which lies within the SPEA is 105m² (See Site Plan in Section 3). The proposed new dwelling footprint does not contain any vegetation other than a single 12cm cedar tree, and thus, does not change the vegetation profile. The 105m² SPEA intrusion will be compensated for with an equivalent addition to the SPEA along the southwestern property boundary. The SPEA bend will result in the permanent protection of an existing conifer stand of an equal area (105m²); this protected stand will maintain an existing, well-established, vegetation buffer with the adjacent property (see Figure 3). This SPEA

bend will replace 105m² of non-vegetated landscape with 105m² of mature upslope vegetation.

The bending of the SPEA will require the approval of the CVRD under a Zoning Bylaw variance. No riparian vegetation will be removed or impacted by the redevelopment, as the proposed area is currently a gravel driveway/parking area, and a significant area of mature vegetation will be protected by the SPEA bend.

The proposed timeline for construction, per this Riparian Area Assessment, is June 2013 to December 2014.

Summary of Rationale for this Project

- The existing house is within the SPEA, but is on a rocky knoll that does not support riparian vegetation.
- The proposed expanded footprint for the new house includes the old footprint and a portion of the present driveway and parking area that is already devegetated and rocky.
- There is a lush riparian area, not within the SPEA, that is presently not protected. This area is equivalent to the area of the new footprint which compensates for both the expansion and the pre-existing footprint. This requires a “SPEA bend”.
- A “SPEA bend” would not reduce the existing site vegetation, but would protect riparian vegetation that is currently not protected.
- If the house were required to be moved upslope away from the lake, this would not protect additional riparian vegetation, but would require the removal of large mature conifers that shade the site and provide valuable bird habitat.
- A letter of flex is not yet available from the CVRD; while initial conversations with the Area Director and staff have been positive, the CVRD will not issue a letter until approval or approval-in-principle is received from the Ministry.

Section 1 References

B.C. Ministry of Environment. Fisheries Inventory Data Queries. FISS Report Generator. Data Query performed for Shawnigan Lake watershed. April 11, 2013.

Lucey, W.P. (2011). Riparian Area Regulation Assessment Report: 1585 West Shawnigan Lake Road. Prepared for Michael Jawl by Aqua-Tex Scientific Consulting. Riparian Area Regulation assessment number 1878.

Prichard, D (work group leader). 1998. Riparian area management: a users guide to assessing Proper Functioning Condition and the supporting science for lotic areas. TR 1737-15. Bureau of Land Management, BLM/RS/ST-98/001+1737, National Applied Resource Sciences Center, Denver, CO. 126 pp.

Rosgen, D. 1996. Applied River Morphology. Wildland Hydrology, Pagosa Springs, CO. 352 pp.

Section 2. Results of Detailed Riparian Assessment

Shawnigan Lake

Refer to Chapter 3 of Assessment Methodology

Date: February 15, 2013

Description of Water bodies involved (number, type)

One lake

Stream	
Wetland	
Lake	X
Ditch	
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)
starting point upstream		
downstream		
Total: minus high /low mean		
Channel Type	R/P	C/P S/P

I, Wm. Patrick Lucey, RP Bio. hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;

b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Gary Henshaw;

c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
			<p>I, Wm. Patrick Lucey, RP Bio., hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and</p> <p>d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.</p>
Polygon No:	1		Method employed if other than TR
SPVT Type	LC	SH	TR
			X
Polygon No:			Method employed if other than TR
SPVT Type	LC	SH	TR
Polygon No:			Method employed if other than TR

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

SPVT Type

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15m						
Litter fall and insect drop ZOS (m)	15m						
Shade ZOS (m) max	30m	South bank	Yes	<input type="text"/>	No	<input checked="" type="checkbox"/>	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	<input type="text"/>	No	<input type="text"/>	If non-fish bearing insert no fish bearing status report		
SPEA maximum	15m	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes	<input type="text"/>	No	<input type="text"/>	
SPEA maximum		(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes	<input type="text"/>	No	<input type="text"/>	
SPEA maximum		(For ditch use table3-7)					

I, Wm. Patrick Lucey, R.P. Bio., hereby certify that:

- I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- I am qualified to carry out this part of the assessment of the development proposal made by the developer Gary Henshaw;
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

- Provides habitat for numerous fish species
- The vegetation along the shore consists of the following species: Douglas fir (*Pseudotsuga menziesii*), shore pine (*Pinus contorta var. contorta*), western redcedar (*Thuja plicata*), red osier dogwood (*Cornus stolonifera*), nootka rose (*Rosa nutkana*), hardhack (*Spirea douglasii*), and sedges (*Carex spp.*).
- Other vegetation on the property includes: Saskatoon (*Amelanchier alnifolia*), dull Oregon grape (*Mahonia nervosa*), red alder (*Alnus rubra*), arbutus (*Arbutus menziesii*), sweet gale (*Myrica gale*), evergreen blackberry (*Rubus laciniatus*), red huckleberry (*Vaccinium parvifolium*), lady fern (*Athyrium filix-femina*), and cascara (*Rhamnus purshiana*).
- A small inlet of the lake, located on the southeast property boundary, is slowly filling in.

Section 3. Site Plan



PLAN

39651

PART 2

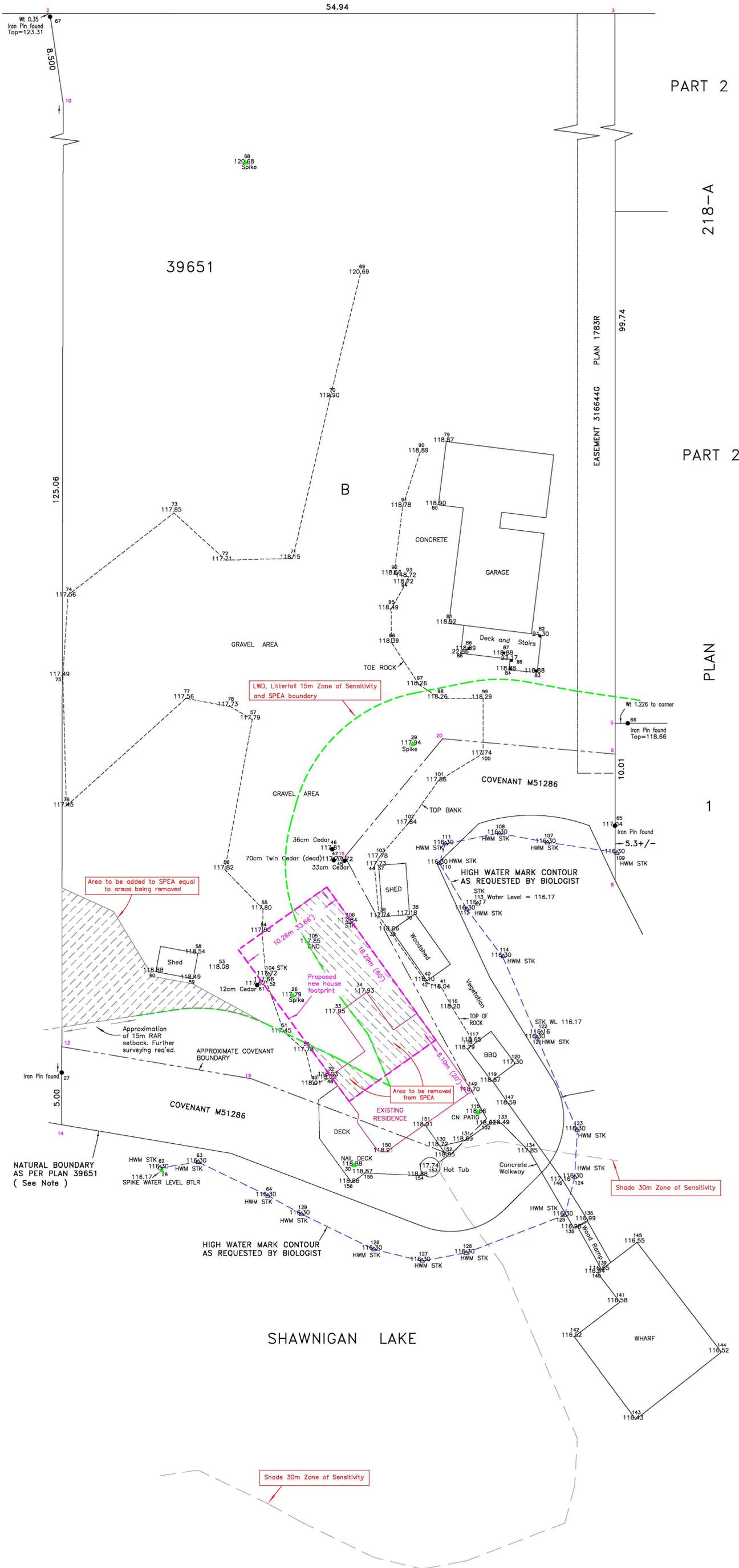
218-A

PART 2

PLAN

1

NOTE : ELEVATIONS ARE TO GEOTETIC DATUM
 THIS PLAN IS BASED ON CURRENT FIELD SURVEY AND DIMENSIONS OF REGISTERED SURVEY PLAN
 THE NATURAL BOUNDARY AS PER PLAN 39651 IS NOT NECESSARILY THE LEGAL BOUNDARY OF THE LOT. EROSION OR ACCRETION MAY HAVE ALTERED THIS LEGAL BOUNDARY
 THE DECIMAL POINT OF THE ELEVATION DENOTES THE LOCATION OF THE SHOT TAKEN
 GND DENOTES EXISTING GROUND
 STK DENOTES 1" X 2" NUMBERED WOOD STAKE



F.C. Anderson and Associates
 SURVEYORS ENGINEERS
 VICTORIA NANAIMO PARKSVILLE

SITE PLAN	
AT 2054 BUTLER AVENUE	
LEGAL : LOT B, SHAWNIGAN SUBURBAN LOTS, MALAHAT DISTRICT, PLAN 39651	
DRAWN BY : DBL	PROJECT SURVEYOR : D.R. CARRIER
SCALE : 1 : 200	DATE : FEB. 26, 2013.
CLIENT : MR. GARY HENSHAW	
OUR FILE : 27921	REVISION : REV

Section 4. Measures to Protect and Maintain the SPEA

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in chapter 1.1.3 of Assessment Methodology. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

1. Danger Trees	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
2. Windthrow	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
d. Slope Stability	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
e. Protection of Trees	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
d. Encroachment	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer, <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
e. Sediment and Erosion Control	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
d. Stormwater Management	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
e. Floodplain Concerns (highly mobile channel)	
I, <u>Wm. Patrick Lucey,RP Bio.</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Gary Henshaw</u> ;	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	

Measures – Danger Trees in the SPEA

The coniferous and deciduous trees alongside the assessed shoreline appear to be in good health. The land to the north of the house, where the addition is proposed, currently consists of a gravel driveway and parking area. The homeowners have carefully managed the riparian area for many years and mitigated any danger trees that might affect the home or parking area as they became apparent. On the edge of the gravel parking area, adjacent to the woodshed, is a copse of three cedar trees, one of which is dead (70cm) while two smaller cedars (33-36cm) are alive and will not be disturbed by the construction. The large dead cedar will be topped if necessary and retained as a wildlife tree.

No arborist's report on danger trees (or windthrow, as noted in the next section below) has been conducted to-date, because the specific building design does not intrude into the treed zone; thus, it is not anticipated at this time that there are any new danger trees within the SPEA that might require 'danger tree' management (e.g., thinning, topping, limbing, *et cetera*).

In the event that any trees become hazardous in the future, they can be managed so as to maximize their benefit to aquatic and terrestrial ecosystems, while minimizing their risk to people and property. Wherever possible, some or all of the tree should be left to decompose on site, especially in the SPEA to provide woody debris on the ground as small mammal and amphibian habitat and to provide a substrate for mosses.

Some of the possible management options for hazardous trees include:

- topping and/or pruning, to prevent dead branches from falling on people or property;
- where necessary, cutting most of the tree down, while leaving a large section of trunk still standing, to provide wildlife habitat/food;
- pushing a tree over and into the stream and/or SPEA, preferably with its root wad intact, so as to augment the supply of large wood. The root wad helps to anchor the tree against the bank and provides micro-sites for terrestrial wildlife among the roots and in the depression.

Measures – Windthrow

Windthrow (trees knocked over due to wind) can be a risk to people and property, and if excessive, can result in a loss of function of riparian vegetation in the SPEA. Windthrow is especially a risk where the adjacent forest has been cleared, leaving the remaining trees more vulnerable.

The land to the north of the house, where the addition is proposed, currently consists of a gravel driveway and parking area. No tree clearing is proposed (with the exception of a single 12cm cedar tree) and no modification to any existing trees is contemplated; thus there will be no change to the present windfirm status of the shoreline vegetation. The large trees on the site have been standing, undisturbed, for decades and the new construction will not result in soil disturbance to the zone surrounding the existing trees.

It should be noted that since the proposed dwelling will be constructed on the existing foundation, and the expansion is proposed for an existing gravel parking and driveway area, no tree roots will be disturbed nor will there be any removal or addition of fill on the site.

Some tree mortality is expected in functional ecosystems, and isolated cases are not necessarily a cause for concern. Fallen trees should therefore not be removed from the SPEA unless they present a safety risk.

Measures – Slope Stability

The building envelope is relatively flat and the site is part of a rocky promontory. Slope stability is not an issue.

Measures – Protection of Trees in the SPEA

During construction, trees in the SPEA will be protected by ensuring that the SPEA is well-marked and that personnel and equipment do not encroach into this area. Particular attention will be paid to adjacent trees to ensure that root zones are not damaged and construction crews will be briefed on the tree protection program.

As mentioned previously, construction will be occurring in an area that is currently a gravel driveway/parking area. Trees in the SPEA are not at risk of disturbance as they are situated well away from the building site.

Monitoring will be conducted during construction phases, to ensure that the trees are adequately protected.

Measures – Preventing Encroachment in the SPEA

Encroachment can cause disturbance of the riparian vegetation in the SPEA through trampling, unsanctioned trails and dumping of yard waste, etc. This will be prevented during construction through the use of temporary **fencing or flagging and signage**. The house shares a common driveway with the neighbours, and there is limited space to park vehicles. No excavation is required, therefore the only “equipment” on site will be vehicles delivering building materials and tools. Care will be taken to ensure that no building materials are stored within the SPEA.

Post-construction, a low fence will be installed to protect the new area being added to the SPEA (SPEA “bend”), wherever this can be accomplished without unduly disturbing the riparian vegetation. The homeowners have a long history of protecting the riparian area, as demonstrated by the lush riparian plants currently surrounding their property.

Measures – Sediment and Erosion Control During Construction

The requirement for erosion and sediment control on this site is very minimal, since there will be very limited soil-disturbing activities. No excavation is proposed, and no fill is required. The footprint of the proposed house will be part of the existing house footprint or driveway footprint. There will be no additional services installed that would require trenching, because the house is on an existing well and septic system.

Measures that should be implemented during construction include:

- Always maintaining a clean and organized work area.
- Covering dumpsters to prevent wind from blowing loose material on to the site.
- Disposal and on-site temporary storage facilities should be located at convenient sites to ensure efficient collection of waste materials.
- Pooling of water on sites where leaching of pollutants from stored materials is possible (e.g. stockpiled materials) should be prevented.
- Source control should include frequent collection and disposal of oil and oily wastes, site debris, and cleaning materials.
- Avoid the unnecessary use of water for cleaning to minimize the subsequent need for treatment of suspended solids.
- Minimize wastes and properly dispose of or recycle all wastes, in a manner compliant with the CVRD and MoE regulations and/or guidelines.
- When building with concrete aggregate (if applicable), wash fines to the side, to straw bales or to a sediment basin.
- Construction workers should not wash fresh concrete mortar into any areas that could drain to the lake. Wash water must be contained and pumped out for proper disposal.
- Keep paints, solvents, chemicals, waste containers, and soiled rags covered from the rain.
- Keep residue such as paint chips from entering puddles that could be washed to the lake or riparian zone
- Ensure the regular inspection of sediment control structures as part of the construction program.

Weekly inspections, combined with photopoint monitoring, are recommended as a means to monitor and document the effectiveness of the erosion and sediment control plan. See Section 5 of this report for a more detailed description about environmental monitoring procedures recommended for this project.

Measures – Stormwater Management

Stormwater is not expected to be a concern on this site as an existing footprint is being utilized and stormwater contributions will remain the same as at present. All rainwater flows across naturally across the site through the well-vegetated riparian area before reaching the lake.

Measures – Floodplain Concerns

The proposed building footprint lies well above the Provincial and the CVRD designated Flood Construction level (FCL). The new house will be slightly higher in elevation than the existing house and the lake level is regulated by the outlet weir. There are no floodplain concerns

Section 4 References

British Columbia Ministry of Environment. 2002. Stormwater Planning: a Guidebook for British Columbia. <http://www.env.gov.bc.ca/epd/epdpa/mpp/stormwater/stormwater.html>

Department of Fisheries and Oceans Canada. 1992. Land Development Guidelines for the Protection of Aquatic Habitat.

United States Environmental Protection Agency (EPA). 1992. Storm water management for industrial activities: developing pollution prevention plans and best management practices. EPA-833-R-92-005.

Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all document be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

During construction monitoring will take place on a weekly basis to ensure that the worksite is kept clean, that the SPEA remains well-marked, and no encroachment into the SPEA occurs. We recommend using photopoint monitoring: marking camera locations and taking a baseline set of photographs prior to construction (Hall, 2001). Repeat photographs can then be taken for comparison from the same camera location during construction. A camera (digital or 35 mm) that has a date and time stamp should be used. It is critical to ensure that the date and time are correct on the camera. If a date/time stamped camera is not used a data board must be included in the photo. We recommend taking photographs weekly during site inspections.

Site inspections

In addition to photopoint monitoring, the site should be inspected on a weekly basis and after every rainstorm of 13 mm (1/2") or greater to ensure that no erosion or sedimentation is occurring and that the riparian zone and water quality of the lake are protected. The site inspections should include repeat photographs from each camera location as well as candid photographs showing activities of interest and the general condition of the site. While there will be few soil-disturbing activities, it is best to conduct such activities during the dry months and not during the rainy fall/winter period. This will minimize both the risk to lake and cost to the owner. The site inspection should be undertaken by a third party not otherwise directly involved in the site activities.

When a deficiency is noted it should immediately be brought to the attention of the owner and construction crew, together with recommended mitigation measures.

Site inspections should be conducted using a standardized checklist. The checklist should be signed and kept on file so that is available if requested by regulatory agencies.

Post-Development Report

The developer is required under the RAR to have a QEP conduct a site assessment following development, at the developer's expense. This is to ensure that the developer has followed the recommendations and measures to protect the SPEA contained in this report.

A physical inspection of the site and the SPEA will be conducted, to ensure that no damage has occurred or is anticipated and the required management practices have been carried out. A checklist will be drafted, with each of the measures and monitoring requirements listed above, and accompanying documentation will be attached, such as a summary of the results of the monitoring and photographs. The QEP will then file a post-development report on behalf of the developer, submitted through the Ministry of Environment Notification System, after the development has been completed. This report will document that the required measures and conditions outlined in this report have been implemented, as per Section 5(a) of the Riparian Area Regulation.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

References:

Hall, F.C., 2001. Ground-based photographic monitoring. Gen. Tech. Rep. PNW-GTR-503. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 340 p. <http://www.fs.fed.us/pnw/pubs/gtr503/>

Section 6. Photos



Figure 4. Photograph of the riparian zone taken from the existing dock (Photograph taken March 2, 2012).

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

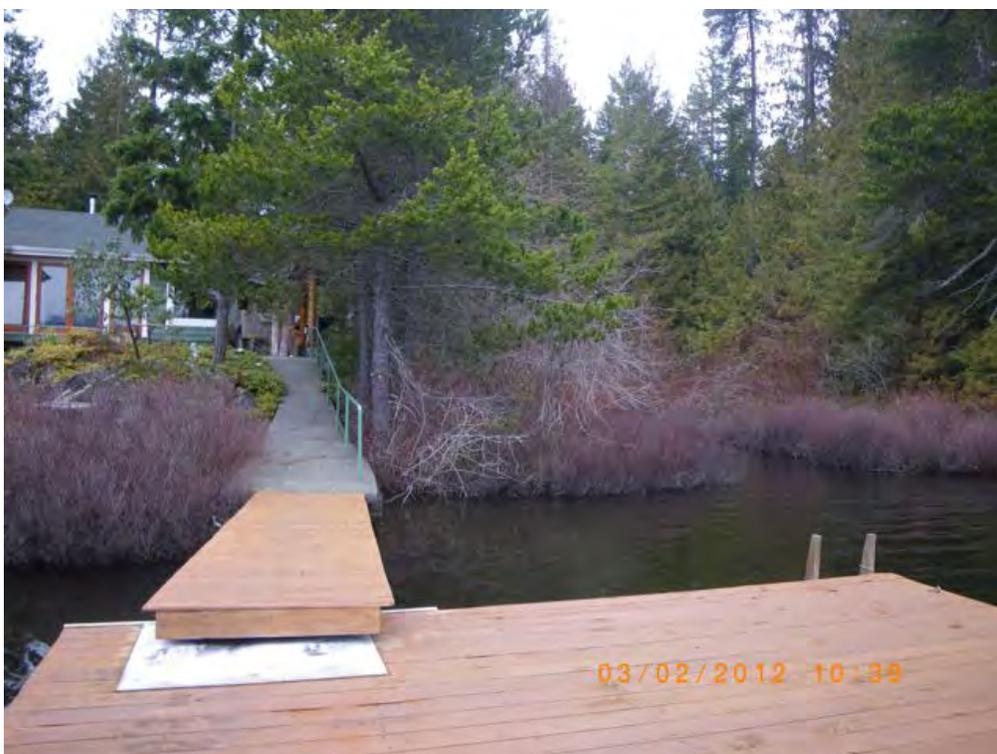


Figure 5. Photograph of the riparian zone taken from the existing dock. Note the single access point (walkway) through the riparian zone. (Photograph taken March 2, 2012).



Figure 6. Photograph of the riparian zone taken from the existing dock showing the entrance to the inlet (Photograph taken March 2, 2012).

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Figure 7. Photograph of the existing house and deck that extend into the SPEA (Photograph taken June 22, 2012).



Figure 8. Photograph shows a cluster of danger trees located within the SPEA that were removed several years ago following the advice of an arborist (pers. comm., homeowner) (Photograph taken June 22, 2012).

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Figure 9. Photograph of the north side of the existing house and the location of the proposed building extension in the gravel parking area. An existing shed and BBQ area are visible to the left of the house (Photograph taken June 22, 2012).



Figure 10. Photograph of the north side of the existing house and the location of the proposed building extension in the gravel parking area. The proposed area to be added to the SPEA is the treed area to the right of the house, adjacent to an existing shed (Photograph taken June 22, 2012).

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Figure 11. Photograph of the treed area to the west of the existing house to be added to the SPEA in exchange for a portion of the existing house and gravel parking area to be removed (Photograph taken April 12, 2013).



Figure 12. Photograph of the treed area to the west of the existing house to be added to the SPEA in exchange for a portion of the existing house and gravel parking area to be removed (Photograph taken April 12, 2013).

Section 7. Professional Opinion

Assessment Report Professional Opinion on the Development Proposal's riparian area.

Date

1. I/We Wm. Patrick Lucey, R.P. Bio.

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer Gary Henshaw, which proposal is described in section 3 of this Assessment Report (the "development proposal"),
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a) if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR** (Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)
- b) if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

[NOTE: "qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if

- (a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
- (b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
- (c) the individual is acting within that individual's area of expertise.]

Appendix 1: Fisheries Inventory

Fisheries Inventory - FISS Fish Distributions Report

93 record(s) matched your query.

Report created on : Thu Apr 11 10:50:26 PDT 2013

Your report was based on the following criteria:

Gazetted Name/Alias : shawnigan lake

Ordered By : [Gazetted Name](#)

Gazetted Name	Region Code	Species Name	Stock Type	Stock Char	Stock Management Name	Class	Activity	Map Point 1	Type 1	Map Point 2	Type 2	Refs And Dates
SHAWNIGAN LAKE	1 AS	Atlantic Salmon	NOT SPECIF	Not Specif	2077	Hatchery production	OBL Fish observed at this point or zone	306313	W			(REL-SUM, no date)
SHAWNIGAN LAKE	1 BH	Catfish (General)	NOT SPECIF	Not Specif		Not Specified	OBL Fish observed at this point or zone	306313	W			(BCLKS-732, 01-APR-1957)
SHAWNIGAN LAKE	1 BNH	Brown Catfish (formerly Brown Bullhead)	NOT SPECIF	Not Specif		Not Specified	OBL Fish observed at this point or zone	306313	W			(BCLKS-730, 10-MAY-1969) (BCLKS-732, 01-APR-1957) (BCLKS-733, 26-JUL-1957)
SHAWNIGAN LAKE	1 CAS	Prickly Sculpin	NOT SPECIF	Not Specif		Not Specified	OBL Fish observed at this point or zone	306313	W			(BCLKS-730, 10-MAY-1969) (BCLKS-732, 01-APR-1957) (BCLKS-733, 26-JUL-1957)
SHAWNIGAN LAKE	1 CO	Coho Salmon	NOT SPECIF	Anadromous		Not Specified	OBL Fish observed at this point or zone	306313	W			(BCLKS-732, 01-APR-1957)
SHAWNIGAN LAKE	1 CT	Cutthroat Trout	NOT SPECIF	Adfluvial		Augmented	OBL Fish observed at this point or zone	306313	W			(14-9, 01-JAN-1993)
SHAWNIGAN LAKE	1 CT	Cutthroat Trout	NOT SPECIF	Anadromous		Not Specified	OBL Fish observed at this point or zone	306313	W			(BCLKS-732, 01-APR-1957)
SHAWNIGAN LAKE	1 CT	Cutthroat Trout	NOT SPECIF	Not Specif	1131	Hatchery production	OBL Fish observed at this point or zone	306313	W			(REL-SUM, no date)
SHAWNIGAN LAKE	1 CT	Cutthroat Trout	NOT SPECIF	Not Specif	1916	Hatchery production	OBL Fish observed at this point or zone	306313	W			(REL-SUM, no date)
SHAWNIGAN LAKE	1 CT	Cutthroat Trout	NOT SPECIF	Not Specif	1917	Hatchery production	OBL Fish observed at this point or zone	306313	W			(REL-SUM, no date)

SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1918	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1919	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1920	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1921	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1922	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1923	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1924	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1925	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1926	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1927	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1928	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1929	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	1930	Hatchery production	point or zone OBL Fish observed at this point or	306313 W	(REL-SUM, no date)

SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	2031	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	2055	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	2066	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	2077	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	2077	Not Specified	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	545	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif	653	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	CT	Cutthroat Trout	NOT SPECIF	Not Specif		Not Specified	zone OBL Fish observed at this point or zone	306313 W	(BCLKS-730, 10-MAY-1969 (BCLKS-731, 09-MAY-1984 (BCLKS-733, 26-JUL-1957) (BCLKS-734, 15-SEP-1982)
SHAWNIGAN LAKE	1	DV	Dolly Varden	NOT SPECIF	Not Specif	2041	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	EB	Brook Trout	NOT SPECIF	Not Specif	2039	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	EB	Brook Trout	NOT SPECIF	Not Specif	2077	Hatchery production	zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	KO	Kokanee	NOT SPECIF	Anadromous		Not Specified	zone OBL Fish observed at this point or zone	306313 W	(BCLKS-732, 01-APR-1957)
SHAWNIGAN LAKE	1	KO	Kokanee	NOT SPECIF	Not Specif		Not Specified	zone OBL Fish observed at this point or	306313 W	(BCLKS-730, 10-MAY-1969 (BCLKS-734, 15-SEP-1982)

SHAWNIGAN LAKE	1	KO	Kokanee	NOT SPECIF	Resident		Wild indigenous	zone OBL Fish observed at this point or zone	306313 W	(14-9, 01-JAN-1993)
SHAWNIGAN LAKE	1	LW	Lake Whitefish	NOT SPECIF	Not Specif	2060	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Adfluvial		Augmented	OBL Fish observed at this point or zone	306313 W	(14-9, 01-JAN-1993) (17-1, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Anadromous		Not Specified	OBL Fish observed at this point or zone	306313 W	(BCLKS-732, 01-APR-1957)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	106	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	118	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1297	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1377	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1387	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1401	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1402	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1403	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1435	Hatchery production	OBL Fish observed at this	306313 W	(REL-SUM, no date)

SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1438	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1450	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1464	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1465	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1983	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1984	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1985	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	1986	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2000	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2001	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2005	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2007	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2016	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)

SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2017	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2018	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2021	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2036	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2055	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2077	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2077	Not Specified	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2101	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	253	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	254	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	255	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	2562	Hatchery production	point or zone OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE								OBL Fish		

LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	3842	Hatchery production	observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	4262	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	5002	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	616	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	775	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	776	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	777	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	778	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	94	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	95	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	96	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif	997	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	RB	Rainbow Trout	NOT SPECIF	Not Specif		Not Specified	OBL Fish observed at this point or zone	306313 W	(BCLKS-733, 26-JUL-1957) (BCLKS-734, 15-SEP-1982)

SHAWNIGAN LAKE	1	SMB	Smallmouth Bass	NOT SPECIF	Not Specif		Not Specified	zone OBL Fish observed at this point or zone	306313 W	(HQ2022, 01-FEB-2001)
SHAWNIGAN LAKE	1	SP	Unidentified Species	NOT SPECIF	Anadromous		Not Specified	OBL Fish observed at this point or zone	306313 W	(BCLKS-732, 01-APR-1957)
SHAWNIGAN LAKE	1	TR	Unidentifiable Trout - only fry <70mm in length	NOT SPECIF	Not Specif	2041	Hatchery production	OBL Fish observed at this point or zone	306313 W	(REL-SUM, no date)
SHAWNIGAN LAKE	1	TR	Unidentifiable Trout - only fry <70mm in length	NOT SPECIF	Not Specif		Not Specified	OBL Fish observed at this point or zone	306313 W	(SISSM01, 01-JAN-1995)
SHAWNIGAN LAKE	1	TSB	Threespine Stickleback	NOT SPECIF	Not Specif		Not Specified	OBL Fish observed at this point or zone	306313 W	(BCLKS-731, 09-MAY-1984)
SHAWNIGAN LAKE	1	YP	Yellow Perch	NOT SPECIF	Fluvial		Wild indigenous	OBL Fish observed at this point or zone	306313 W	(HQ2020, 01-FEB-2001)

Download this information as a .csv file

[Top of Page](#)

Appendix 2: Covenant

Full name, address and telephone number of person presenting application:-
JAMES R. CLAPP
Barrister & Solicitor
2nd Flr. 1144 Fort Street
Victoria, B.C. V8V 3K8
388-5266

Signature of Authorized Agent.

Ken Mortimer

Mortimer & Associates
P.O. Box 425
Duncan, B.C. V9L 3X8

M5/286

COVENANT

THIS AGREEMENT made this 18th day of April, 1983.

BETWEEN:

MARGARET ISABEL GRANT, of 406, 1875 Lansdowne Road, Victoria, B.C. V8P 1A9 (hereinafter called "the Covenantor")

OF THE FIRST PART

AND:

HER MAJESTY THE QUEEN, in the Right of the Province of British Columbia, as represented by the Minister of Transportation and Highways (hereinafter called "the Covenantee")

OF THE SECOND PART

AND:

HER MAJESTY THE QUEEN, in the Right of the Province of British Columbia, as represented by the Minister of Environment (hereinafter called "the Covenantee")

OF THE THIRD PART

WHEREAS the Covenantor is the registered owner of all that certain parcel and tract of land lying, being and situate in the Victoria Assessment District and Koksilah Valley Hospital Improvement District No. 19 in the Province of British Columbia, and more particularly known and described as:-

Lots 3 and 4, Block 14, Shawnigan Suburban Lots, Malahat District, Plan 218-A

(Section 36)

(hereinafter called "the said lands")

AND WHEREAS the Covenantee, as a condition to granting its approval to a Plan of Subdivision of the said lands, a print of which is annexed hereto, has requested the Covenantor to enter into a Restrictive Covenant on the terms and conditions hereinafter contained, pursuant to Section 215 of the Land Title Act, Revised Statutes Chapter 219 and amendments thereto.

NOW THEREFORE WITNESSETH that in consideration of these presents and the sum of One (\$1.00) Dollar of lawful money of Canada and other good and valuable consideration now paid by the Covenantee to the Covenantor, the receipt of which is hereby acknowledged, the Covenantor does hereby covenant and agree as follows:-

1. No building filling or removal of vegetation shall be done without the prior written permission of the Regional Manager of the Fish and Wildlife Branch Ministry on those parts of Lots A and B as shown on a Subdivision Plan of Lots 3 and 4, Block 14, Shawnigan Suburban Lots, Malahat District, Plan 218-A and signed as completed by Richard A. H. Mortimer, B.C.L.S. on the 14th day of March, 1983 lying within 7.5 meters of the

BRITISH COLUMBIA B.C. 17 MAY 83 10

MEMORANDUM OF REGISTRATION on application of the day and time

REGISTER, Registered Land Title

Handwritten initials

51286

- 2 -

natural boundary of Shawnigan Lake as shown on the aforesaid Subdivision Plan.

IT IS MUTUALLY understood and agreed that this Agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Covenantor has hereunto executed this Agreement as of the day and year first above written.

SIGNED in the presence of:-

L. W. Roberts

LEWIS W. ROBERTS
BARRISTER & SOLICITOR
1144 Fort Street
Victoria, B.C. V8V 2K8
366-5265

Margaret I. Grant
Margaret Isabel Grant.

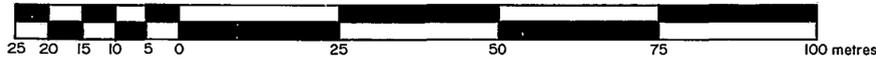
This is the instrument creating the condition or covenant entered into under Section 215 of the Land Title Act by the registered owner referred to herein and shown on the Print of the Plan annexed hereto and initialled by me.

Janet A. [Signature]
Approving Officer
Ministry of Transportation and Highways.

SUBDIVISION PLAN OF LOTS 3 & 4, BLOCK 14, SHAWNIGAN SUBURBAN LOTS, MALAHAT DISTRICT, PLAN 218-A.

PLAN 39651

Scale 1 : 750



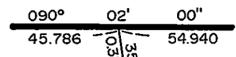
LEGEND

Astronomic bearings are derived from Plan 1783 R.

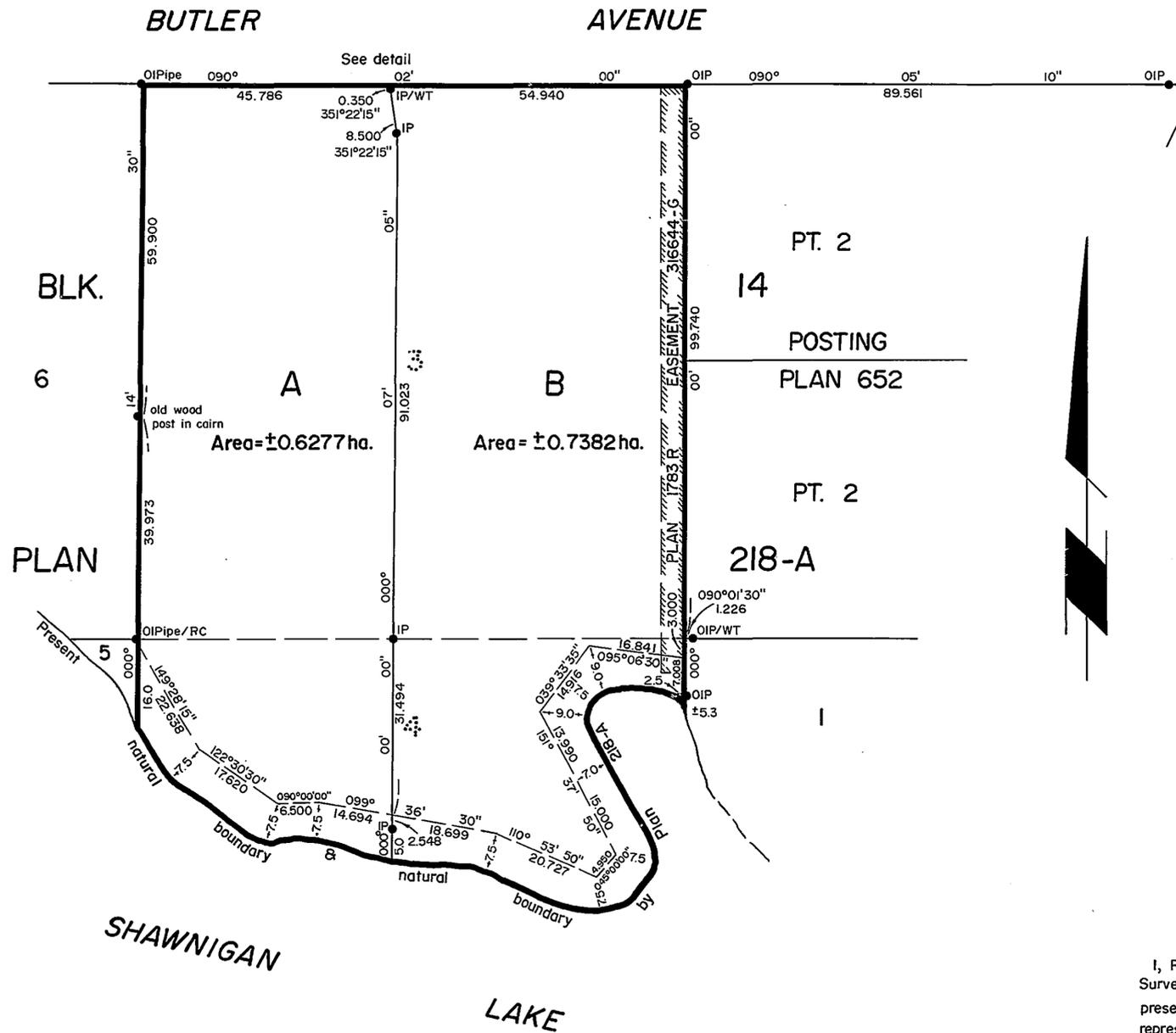
- OIP denotes iron post found.
- IP " standard iron post set.
- RC " rock cairn found.
- WT " witness.

All distances are in metres.

02



DETAIL (Not to scale)



MS1285
yip
A/Deputy

Deposited in the Land Title Office at Victoria, B.C., this 19th day of May, 1983.



Approved under the Land Title Act this 10th day of May, 1983.

David A. Ram
Approving Officer for the Ministry of Transportation and Highways.

The Registered Owner designated hereon declares that she has entered into a covenant in favour of the Crown under Section 215 of the Land Title Act.

R.R.

Margaret I. Grant
Margaret Isabel Grant

R. de Courci
Witness

LEWIS W. ROBERTS
BARRISTER & SOLICITOR
1144 Fort Street
Victoria, B.C. V8V 3K8
388-5266

Address

I, Richard A.H. Mortimer, British Columbia Land Surveyor, of City of Duncan, certify that I was present at and did personally superintend the survey represented by this plan and that the survey and plan are correct. The said survey was completed on the 14th day of March, 1983.

Richard A.H. Mortimer
B.C.L.S.

THIS PLAN LIES WITHIN THE COWICHAN VALLEY REGIONAL DISTRICT.

MORTIMER & ASSOCIATES
P.O. Box 425, 3-281 Canada Ave.
Duncan, B.C., V9L 3X8. 748-4332

FILE 82-849

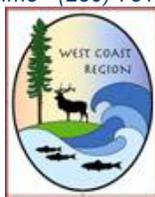
"Caskey, Marlene FLNR:EX" <Marlene.Caskey@gov.bc.ca>
To: "Aqua-Tex Scientific" <aqua-tex@islandnet.com>
RE: 2054 Butler Avenue RAR- Shawnigan

3 May, 2013 5:17 PM

1 Attachment, 4 KB

I have no objections to the SPEA bending, with protection of the grove of trees to compensate for the replacement of the old house and expansion as proposed.

P. Marlene Caskey, B.Sc., R.P.Bio
Senior Urban Ecosystem Biologist
MFLNRO, West Coast Region
Nanaimo (250) 751-3220



From: Aqua-Tex Scientific [mailto:aqua-tex@islandnet.com]
Sent: Friday, May 3, 2013 10:53 AM
To: Caskey, Marlene FLNR:EX
Cc: Aqua-Tex Scientific
Subject: 2054 Butler Avenue RAR- Shawnigan

Marlene

As you know, we have been working on the project at 2054 Butler Ave on Shawnigan Lake for quite awhile. I think we have finally figured out a SPEA bend solution that solves the problem. The only wrinkle is a chicken-and-egg question about who approves the SPEA bend: CVRD wants your sanction first, but the RAR guidelines ask for the local government letter to be included with the RAR.

Before we upload this, can you please give it your review? I think given that the increased footprint is all on existing gravel driveway, and the new SPEA area is mature healthy riparian area, it is a good compromise.

Thanks,

Cori

Cori L. Barraclough, M.Sc., R.P.Bio., PMP
Aqua-Tex Scientific Consulting Ltd.
201- 3690 Shelbourne St. Victoria BC
V8P 4H2
Tel: (250) 598-0266; Fax (250) 598-0263

390 7th Ave Kimberley BC V1A 2Z7
Tel (250) 427-0260; Fax (250) 427-0280
aqua-tex@islandnet.com



Cowichan Valley Regional District
Land Use Services Department
175 Ingram Street, Duncan BC V9L 1N8

April 7, 2017

Attention: Rachele Rondeau and CVRD Board of Director's

Re: 2054 Butler Road, Shawnigan Lake – G & L Henshaw Residence

We are the owners of the above noted property.

On August 9, 2013 we received an approved "Development Permit with Variance" from the CVRD Board of Directors to proceed with our plans to renovate our home and property. At that time we intended to commence building by Spring 2014, but unfortunately had to delay due to family financial problems and the unexpected death of one of our immediate family members. These unforeseen circumstances put a hold on building our house.

Now that we are in a position again to commence with our plans to build, we went to apply for building permits only to be told that our approved "Development Permit with Variance" had expired and would be declined when resubmitted. We are kindly asking the CVRD Board to reinstate our Approved Development Permit as we feel the circumstances are the same as they were in 2013. We have invested a substantial amount of time and resources in order to meet and exceed CVRD's requests in relation to the environment and house plan and hope that this will factor in the decision to reinstate our permit.

A few issues we would like to clarify regarding the previously Approved Development Permit:

- We do not feel CVRD's report clearly outlined that our proposed new home is set back an additional 6m from the existing house on the Lake front. This was done in order to further protect the Lake's riparian zone.
- Along with the previous owners, we have taken great care to keep the riparian zone among the frontage and east side of our property untouched to further encroach into the Lake and along the shore to create additional natural habitats.

We kindly ask you to further review this application and are looking forward to a positive outcome for all parties.

Should you have any questions or require further clarification, please call Gary on his cell phone at 250-889-1445.

Thank you,

A large, stylized handwritten signature in black ink, appearing to be "Gary and Lynn Henshaw".

Gary and Lynn Henshaw
2054 Butler Road
Shawnigan Lake, BC



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT WITH VARIANCE

FILE NO: 02-B-17DP/VAR

DATE: _____

REGISTERED PROPERTY OWNER(S):

PATRICIA LYNN HENSHAW

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

*Lot B, Shawnigan Suburban Lots, Malahat District, Plan 39651
(PID: 000-959-201)*
3. Section 5.14 of Bylaw No. 985 is varied to permit construction of a dwelling on its existing footprint 7.5 metres from the natural boundary as per Plan 39651, and in accordance with Schedules A, B and C.
4. Construction shall be carried out subject to the following condition(s):
 - *Development shall be carried out in strict compliance with RAR Report No. 2749 prepared by Patrick Lucey, RP Bio., dated April 12, 2013;*
 - *Protection of the SPEA with signage and fencing during the construction phase of the project;*
 - *Inclusion of a 105 m² area of land consisting of a stand of conifer trees on the south east side of the property within the SPEA.*
 - *No disturbance, removal of vegetation or alteration of land can occur within the SPEA or the additional SPEA area.*
5. The land described herein shall be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.

6. The following Schedules are attached:

Schedule A – Site Plan

Schedule B – Riparian Areas Regulation Assessment Report No. 2749, prepared by Patrick Lucey, RP Bio., dated April 12, 2013

7. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit with Variance have been complied with to the satisfaction of the Planning and Development Department.

ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY RESOLUTION NO. XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE Xst DAY OF MONTH 2013.

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

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

Owner/Agent (signature)

Witness (signature)

Print Name

Print Name

Date

Date



ELECTORAL AREA B APC MEETING

Date: May 8, 2017 Monday - 7 PM
Place: Shawnigan Watershed Planning Office
Address: #4-1760 Shawnigan-Mill Bay Rd Shawnigan Lake BC

MINUTES

Present:

Bruce Stevens Chair
Dave Hutchinson Vice-Chair
Kelly Musselwhite Secretary
Grant Treloar APC
Peiter Devries APC
Mike Hennessey APC
Steve McLeod APC
Sarah Mallerby APC

Guests:

Mr and Mrs Henshaw (02-B-17DP/VAR)
Tim Richardson (Designer for above)

1. **INTRODUCTIONS**
2. **ADOPTION OF Minutes of the meeting of Feb 2, 2017**
3. **REPORTS AND UPDATES none**
4. **BUSINESS ARISING FROM MINUTES none**
5. **DELEGATIONS none**
6. **CORRESPONDENCE none**
7. **INFORMATION none**
8. **NEW BUSINESS**
 - a) Application 02-B-17DP/VAR Henshaw
Motion to recommend approval of application. **Motion carried.**
9. **UNFINISHED BUSINESS**
10. **OTHER**

A site visit to 2054 Butler Road Shawnigan Lake (02-17DP/VAR) preceded the application discussion.
11. **PUBLIC QUESTIONS none**
12. **ADJOURNMENT**



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 8, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 17, 2017

FROM: Community & Regional Planning Division
Land Use Services Department

SUBJECT: Cowichan Koksilah Official Community Plan Update

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the Committee with information about the progress of the Cowichan Koksilah (Area E, and parts of Areas B & F) Official Community Plan (OCP) process.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

The current Cowichan-Koksilah OCP is approximately 23 years old, adopted in 1994, and has been modified approximately 30 times in that period.

Plan Area Boundaries: Work on the Cowichan Koksilah Official Community Plan began in early 2014. The first task was the establishment of the Plan Area boundaries, which required the direction of the CVRD Board. As part of this process, two community meetings were held in June 2014. The current Plan Area boundaries were established by the CVRD Board in May 2015. They include all of Area E, part of Area F (in the Sahtlam area), and part of Area B (north of the Koksilah River, near Cowichan Station). Please see the map.

Technical Background Report: Other pre-planning work that was undertaken included the development of a technical background report for the Cowichan-Koksilah Official Community Plan, completed in August 2015. This report summarized readily available information about population and growth rates within the Plan Area, and identified issues anticipated to be addressed during the OCP development process. The background information will have to be updated as information from the 2016 Census is released.

Community Consultation: Three Community Asset Mapping workshops (Sahtlam, Cowichan Station, and Glenora) were held in the period April – June 2015. A special meeting related to Temporary Use Permits was held on September 29, 2015. Four Visioning and Values Workshops were held in November-December 2015, to get community-specific information for Cowichan Station, Eagle Heights, Glenora, and Sahtlam. Community surveys on six topics were available for community input over the fall and winter of 2015. Discovery cafes were held in November 2016, to dig down into certain specific issues. A meeting about Temporary Use Permit and Home-Based Business policies was held in Sahtlam on March 16, 2017 (this meeting was paired with the Hols' rezoning application community meeting).

Agency and First Nations Consultation: Initial letters seeking early input into the OCP were sent to First Nations with an interest in the Plan Area, as well as to agencies with an interest and adjacent government jurisdictions. A number of meetings have also been held.

A recent meeting with representatives of Cowichan Tribes indicated a number of areas of shared concern. We talked about drafting collaborative policy language in areas related to active transportation, in particular.

NOTE: Agency and First Nations consultation will be an ongoing task throughout the project.

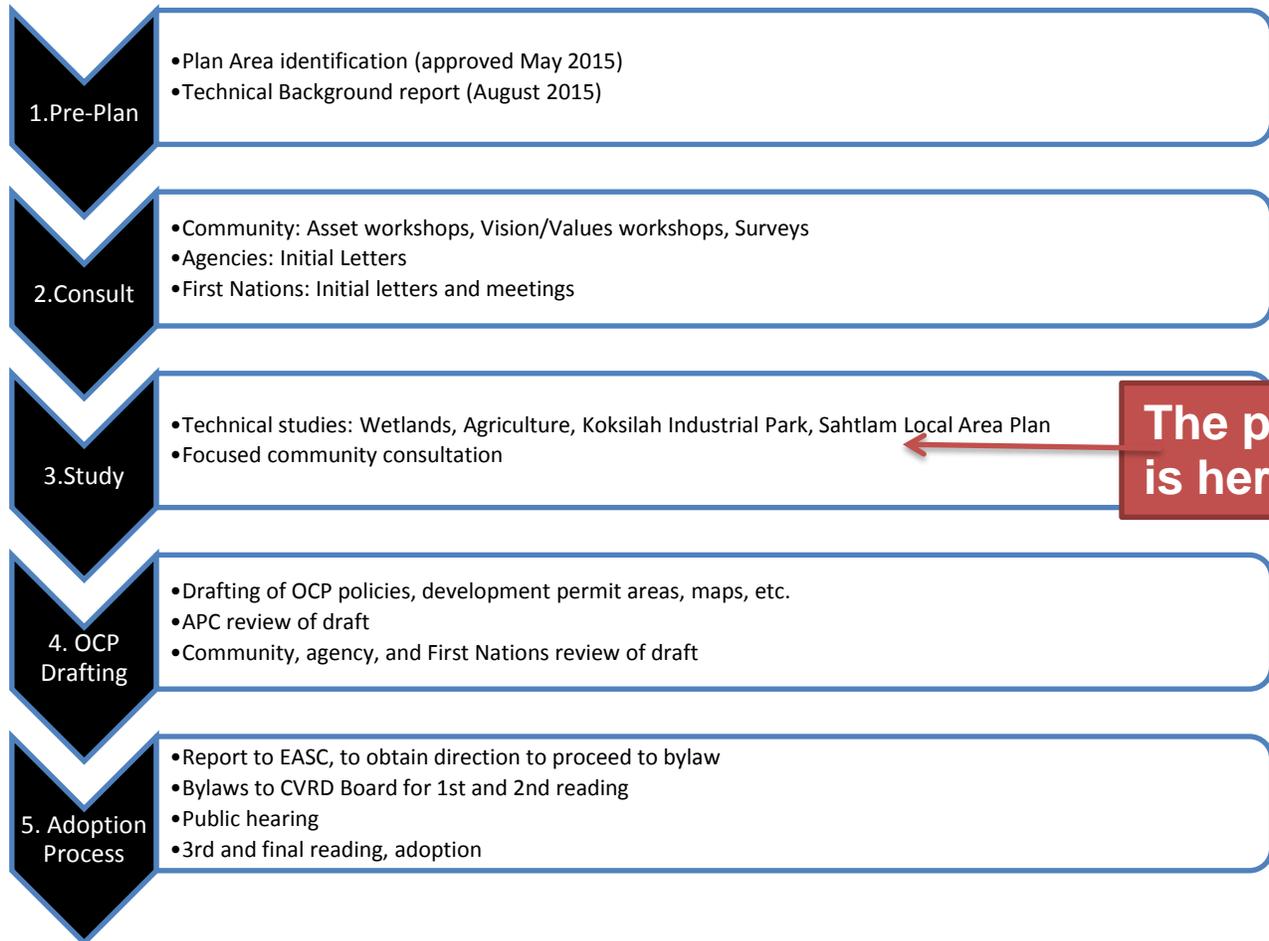
Project Transition: Director Nicholson established an Advisory Planning Committee (APC) for Electoral Area E, which had its first meeting on July 12, 2016. The APC has been requested to serve as an Advisory Committee for the project.

Special Studies: A number of special studies are underway or contemplated as part of the background research for the Cowichan Koksilah OCP:

1. Hydrologic Sensitivity Model (formerly called the Wetlands Study) – The CVRD's Environmental Services Division has developed a hydrologic sensitivity model. On May 5 & 6, the model will be ground-truthed by consultants and volunteers from Area E. The outcome for this project will be mapping that indicates the location of wetlands of all types, and groundwater recharge areas, as a possible contributing information source for policies within the OCP to protect water resources within the Plan Area.
2. Sahtlam Local Area Plan – There are a number of unique issues facing the Sahtlam area, which led to the decision to create a Local Area Plan. This will allow direct focus on the Sahtlam landscape, while working directly with the people of Sahtlam to address their issues. This work will be primarily undertaken in the summer of 2017, with the assistance of summer students. A separate advisory committee will be established, to assist with getting community support for the LAP. Once it is established, a follow-up report will name the proposed committee members, with a request for EASC endorsement. It is hoped that the work will be finished in time to be adopted at the same time as the Cowichan Koksilah OCP. See Attachment A for the draft project charter.
3. Koksilah Industrial Park Local Area Plan – The Koksilah Industrial Park is one of the economic engines of the Cowichan Valley, and it is located in an environmentally sensitive area, in the flood plain between two major rivers. A number of initiatives have been undertaken, in collaboration with the CVRD's Economic Development manager, to build support for a Local Area Plan in the Koksilah Industrial Park, with limited take-up to date. Relationship-building continues.
4. Agriculture study – There is a need for additional information related to the situation of agriculture in Area E, as a basis for developing responsive policy. There is also a desire within the Economic Development Division to update the Regional Agricultural Area Plan (adopted 2009). The two initiatives are not mutually exclusive. However, there is a lot of work underway at this time in terms of agricultural research. Farmers have also expressed a certain reluctance to update the Agricultural Area Plan, in favour of pilot projects or other practical initiatives to support farmers and agriculture in the region. These challenges are being addressed, in part, through the process of forming an Agriculture Select Committee for the CVRD. Initial meeting with farmers on this is scheduled for May 11, 2017. It is hoped that a resolution will soon be found for addressing this important issue.
5. Koksilah Watershed Plan -- The Cowichan Station Area Association is moving ahead with the Koksilah Watershed Planning process. This process is anticipated to be complete by December 2017, so that the information gleaned may serve as a basis for some OCP policy.

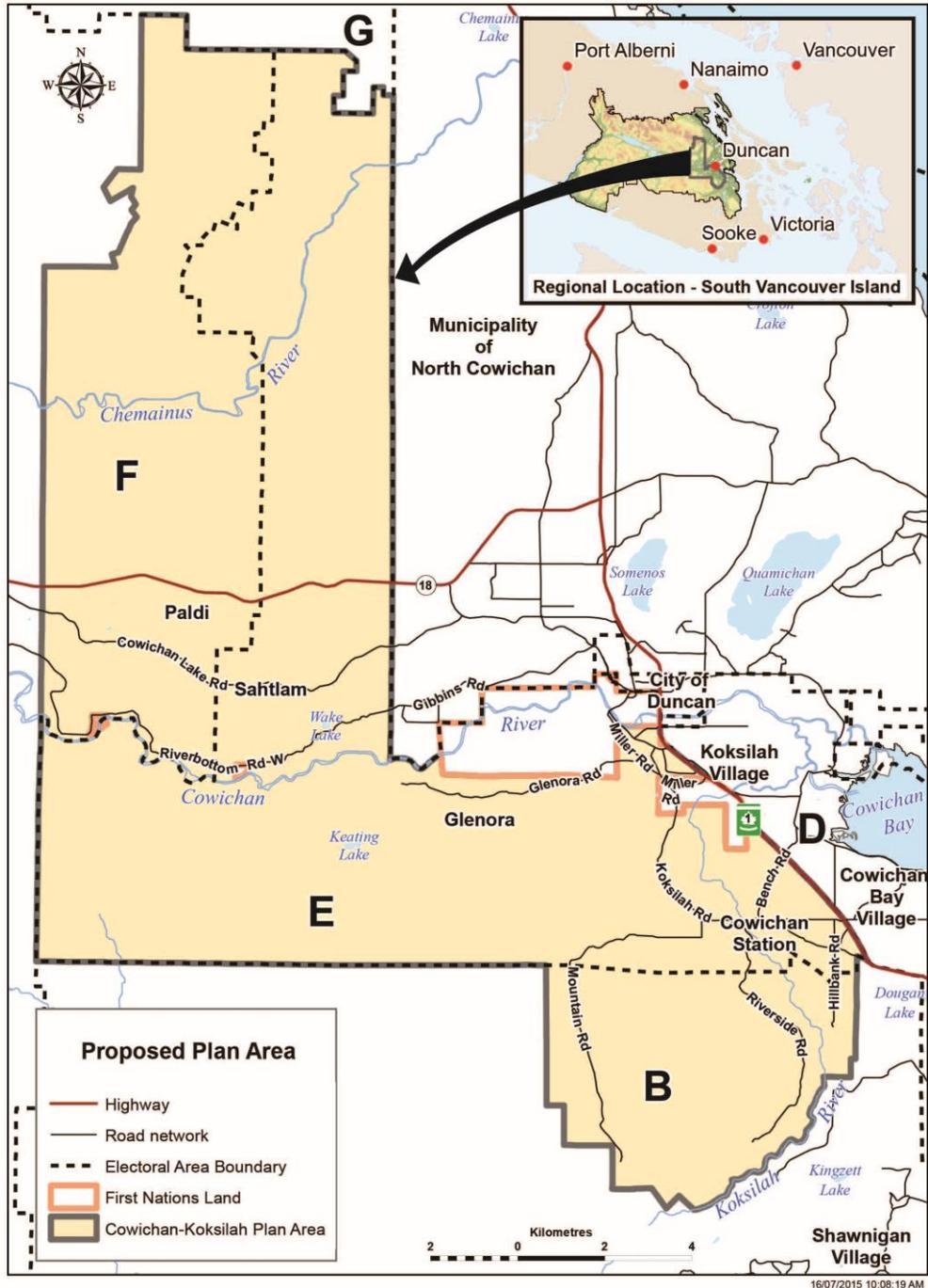
OCP Drafting: The Area E APC is serving as the OCP Community Advisory Committee. At this time, the APC has been fully oriented to what is involved in developing an OCP, and has worked with a couple of policy areas to get a sense of how they can work together as a group. At this time, the OCP outline is in Draft 2 stage, with the intention that in early May, the outline will be agreed to and a workplan can be finalized for drafting the OCP policy framework.

OCP Completion: The goal is to have the OCP ready for the adoption process by spring 2018. For this to happen, the OCP will have to be fully drafted and reviewed by late 2017. Community, agency and First Nations review of the draft would occur over the winter months, into early 2018. The adoption process would flow after that.



The project is here now

MAP



ANALYSIS

The Cowichan Koksilah OCP review and update will result in an updated Official Community Plan for Electoral Area E, and parts of Area B and F. There are a number of key issues with the existing OCP:

1. It is difficult to use, in terms of its organization, and also in terms of the outdated language in certain sections;
2. There are a number of issues that need more attention within the OCP, as well as a number of gaps to be addressed that have emerged from community consultation;
3. Some of the policies, and the Development Permit guidelines, are inconsistent with policy in other areas within the CVRD.

The intention is to keep as much of the existing OCP as possible, while updating its structure, addressing gaps, and harmonizing as much as possible, the policy framework with other CVRD electoral areas.

The intention of the Sahtlam Local Area Plan is to resolve a number of issues, including zoning and governance. While the entire Sahtlam area is contained within the Cowichan Koksilah Plan Area, the zoning is separately addressed in the respective Areas E and F Zoning Bylaws. This can lead to confusion in terms of referral of development applications. Which APC should receive the application? If both receive it, and contradictory information or perspectives are received, how is that to be addressed? It is anticipated that by having a Local Area Plan, there will be a single policy source for the area, and this should relieve some confusion. Additionally, the use of a Joint Area E and F APC mechanism, similar to the one in use for the South Cowichan, may provide a mechanism for resolving some of these issues.

FINANCIAL CONSIDERATIONS

None identified at this time.

COMMUNICATION CONSIDERATIONS

Limited communication with the public is anticipated in the coming months, with the exception of the Sahtlam Local Area Plan process.

Once the OCP is drafted, it is expected that there will be a full-scale community engagement push, which will involve Placespeak, social media, newspaper ads, community meetings, and other strategies to share the draft work and solicit feedback.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The completion of the Cowichan Koksilah Official Community Plan responds to the CVRD's Electoral Strategic Focus Area #1: Responsive, Official Community Planning. Harmonization of the policy within the Cowichan Koksilah OCP will address strategic focus area 1.1 "Gap Analysis of Existing OCPs and Zoning Bylaws."

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:

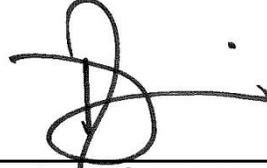


Beverly Suderman, MCIP, RPP
Planner III

Reviewed by:



Mike Tippett, MCIP, RPP
Manager



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

ATTACHMENTS:

Attachment A – Sahtlam Local Area Plan Project Charter

Sahtlam Local Area Plan:

Project Charter

Purpose:

To address specific land use policy and regulatory issues in the Sahtlam area (including Paldi) of Electoral Area E.

Background:

The Sahtlam area is located north of the Cowichan River, south of Highway 18, and west of the urban conglomeration of the City of Duncan and the Municipality of North Cowichan.

Jurisdictionally it is split between Electoral Areas E and F, but the governing Official Community Plan (Bylaw No. 1490) has a Plan Area that includes all of Sahtlam and Paldi. The residents of Sahtlam see themselves as part of a unified rural community, and they are united by more than they are divided, including a similar ecology, similar types of rural residential development, and sharing a volunteer fire department.

While Sahtlam's Area E and Area F parts share Official Community Plan policy framework, the zoning within the two jurisdictions is not consistent with the OCP framework, or between those parts of Sahtlam in Areas E and F, which can cause some unnecessary problems. Based on the policy framework developed in the LAP, it should be possible to develop a zoning framework specific to Sahtlam, and incorporate that zoning into both the Area E and Area F zoning bylaws (Bylaw Nos. 1840 and 2600 respectively).

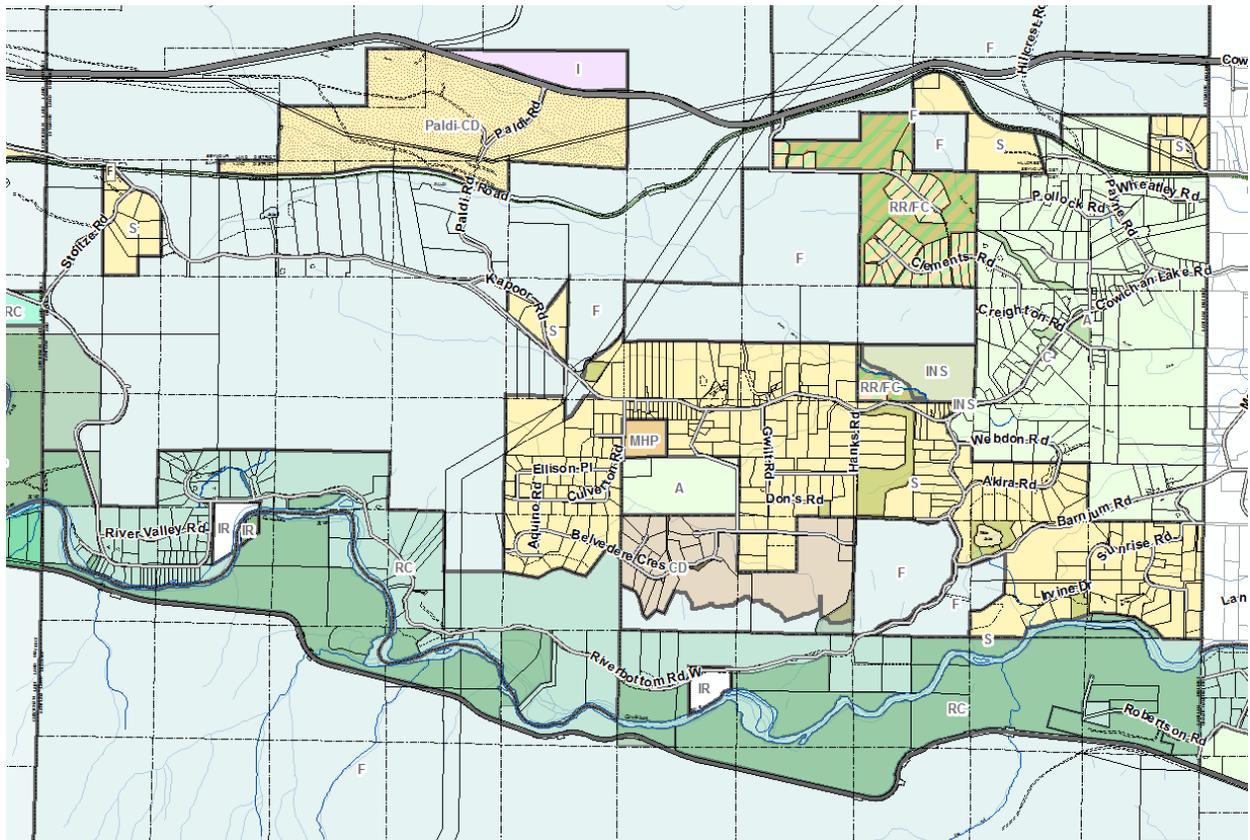
Specific issues:

1. Protection of rural character – What does rural character mean in Sahtlam?
 - a. Need for strong rural resource policy
2. Location of future local serving commercial area:
 - a. Models for comparison: Glenora store, Cowichan Station HUB
 - b. Proximity to Duncan shopping: “think regionally for complete communities”
 - c. Proximity to Sahtlam Fire Hall ... Any chance of it moving? – CVRD owns the land the Fire Hall is on, so even if the hall moves, the land still presents an opportunity for a community centre/gathering place.
3. Should there be a village centre around this small commercial area? This village centre might accommodate multi-unit housing, tiny homes, or other ways to accommodate aging in place.
4. Growth management – including servicing – reference the Innova Report
 - a. How to address Paldi?
 - b. What is development potential? – including Paldi
 - c. Address environmental impact of development activities, including availability of water, and water table levels
5. Home-based business provisions to be relaxed?

6. Need to reconcile zoning between Area E and Area F
7. Anything specific to the Cowichan River or Wetlands protection? – depends on findings of the Hydrologic Mapping report
8. Heritage issues
9. Noise and traffic issues
10. Greenway connector to town – check Parks and Trails Master Plan
11. Issues: density transfer, density averaging, residential uses on forestry zoned lands
12. Plan management and implementation – establish a Joint APC (similar to South Cowichan)

Plan Area

- North of the Cowichan River
- South of Highway 18 – except for the Industrially designated parcel near Paldi
- East of the Cowichan Koksilah OCP Area boundary
- West of the North Cowichan boundary



Advisory Committee Criteria – Maximum of 10 people + staff support

- Equal number of members from Areas E and F, resident in the Sahtlam Area – suggestion is 3 from each part of the plan area
- Representation from Cowichan Tribes and North Cowichan
- Designated liaison personnel between Area E and Area F APCs
- Gender balance
- Diversity of perspectives (agricultural, environmental, business, etc.)

Process will require interested individuals to apply for a position on the Advisory Committee, stating where they live, and why they are interested in the process, and how they hope to contribute.

Staff will sift the applications and (assuming more applications than positions) and select individuals for the committee that are likely to make a positive contribution, and are interested in more than one issue.

Other Process Considerations

- Work will build on the community consultation undertaken to date in the Sahtlam area
- Summer student will undertake a fair amount of the analysis, and possibly some writing
- Planners responsible for the Area E OCP and the Area F OCP will collaborate on undertaking the work.
- Report for EASC will be prepared for the May 17 meeting. Report deadline is May 5.



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 8, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 17, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: Museum Lease Proposal for the Mill Bay Historic Church Building

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to request direction on preparing a non-registered building lease for use of the Mill Bay Historic Church as a museum.

RECOMMENDED RESOLUTION

That it be recommended to the Board that a lease be prepared for the three South Cowichan Historical Societies (Mill Bay-Malahat, Bamberton, Cobble Hill) to use the historic Mill Bay Church as a museum.

That it be recommended to the Board that a Land Disposition and Intention to Provide Assistance Public Notice be advertised pursuant to Section 286 of the *Local Government Act* for the lease of the Mill Bay Historic Church to the Mill Bay-Malahat, Bamberton and Cobble Hill Historical Societies.

BACKGROUND

The Electoral Area Services Committee at its meeting of May 18, 2016, directed that following a publicly advertised Expression of Interest Request for use of the historic Mill Bay Church Building, that the expression of interest from the combined proposal from the Mill Bay-Malahat, Bamberton and Cobble Hill Historical Societies be supported and that staff work with the Societies to develop a business plan for the proposed museum. The Societies have worked together to develop a business plan and interior layout for operation of the building space as a museum (see attachment). The proposal from the Societies is to enter into a five year building lease agreement with an option for a further five years. All three Societies are incorporated under the *Societies Act of BC*.

The business plan provides for operation of the museum solely with volunteers and to display artifacts from collections held by the three Societies. Operating hours for the museum once up and operational would be Thursday through Sunday, from 10:00 a.m. to 5:00 p.m. Annual operating funds for the building and museum space would be financially managed jointly by the three Societies under agreement. Funding to operate and maintain the museum would be derived through entrance donations, fundraising/savings and annual grants including those currently received by way of the CVRD. Expenses to operate the museum, as detailed in the proposed business plan, include all utilities, insurance, advertising, office supplies, display equipment and other associated costs. The Societies also note in the business plan that the expected annual operating costs can be covered for the five years of the requested lease term solely through current savings of the Societies combined with existing annual grant funding received through the CVRD.

Start-up costs for the museum, as outlined in the business plan, is estimated at \$33,000, not including approximately \$10,000 in interior finishing work to be completed with approved funds in the South Cowichan Parks budget specific for 103 s work. Additional funding secured by the

Societies to undertake the front-end work for the museum has been approved through the BC/Canada 150 Museums Grant, which has awarded \$51,000 to the museum's start-up. These funds are to be expended no later than March 2018, hence with the business plan proposal at hand the Societies are in position to formally request the CVRD issue a building lease to allow them to operate the historic church as a museum as proposed.

ANALYSIS

The business plan prepared by the three Societies for the proposed museum use of the Mill Bay Historic Church provides a clear understanding of the intended use of the space. The funding requirements to set the museum up are well supported through the funding received from the BC/Canada 150 Grant, in addition to the funds the Societies have already secured. The proposed interior works to establish the museum space within the building do not require any structural changes or significant modifications to the building, other than removal and storage of the existing wood church pews so as to provide display space for collection pieces. Annual operational costs over the five years of the proposed building lease term are noted as dependent upon existing annual grants received by each of the three Societies being maintained at existing levels; otherwise, other sources of funds would need to be secured annually to make up any shortfalls. In the event the Societies were unable to continue operation of the church as a museum under a lease, the building improvements proposed would have minimal impact on conversion of the interior space for other like uses (i.e. meeting space) or reinstallation of the church pews.

Issuance of a building lease would need to specify the responsibilities of the leasee versus the responsibilities of the CVRD as the owner of the building. Given the historic church has undergone a major rehabilitation effort funded through the South Cowichan Parks function (new foundation, new roof, electrical upgrades, washroom, sewer/septic field), the responsibility of the building and these improvements should remain the responsibility of the CVRD to ensure the long term function and condition of these improvements and building are serviced in accordance with emerging asset management directives for CVRD's assets. This would include the CVRD maintaining the building's exterior envelope and servicing requirements for the septic system.

The operational costs/requirements for the Society would be inclusive of all utility costs, interior non-structural maintenance/minor repairs, approved modifications made, insurance coverage and general exterior maintenance costs associated with accessing the building and immediate grounds (i.e. sidewalk/stair snow removal). Upon direction of the Committee, CVRD's solicitor would be directed to prepare a building lease inclusive of the above terms and conditions for consideration of approval by the Committee and Board.

FINANCIAL CONSIDERATIONS

Costs to prepare a building lease legal agreement are estimated at under \$3,000 and would be funded through the South Cowichan Parks budget. There would be a slight reduction to annual costs to the South Cowichan Parks budget through issuance of the lease with regard to the utilities and minor maintenance for the Bay Historic Church that would become the responsibility of the Societies under the building lease.

COMMUNICATION CONSIDERATIONS

Issuance of a less than market rent building lease as requested will require a Building Lease Disposition and Intention to Provide Assistance Notice be advertised pursuant to Section 286 of the *Local Government Act*, RSBC 2015, c1.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

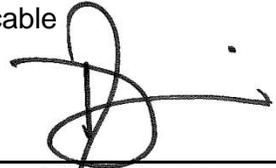
Prepared by:

Reviewed by:



Brian Farquhar
Manager

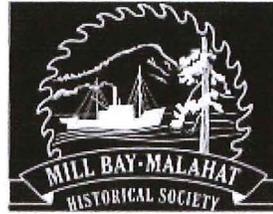
Not Applicable
Not Applicable



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

ATTACHMENTS:

Attachment A – Business Plan for New South Cowichan Museum in Mill Bay Church



BAMBERTON HISTORICAL SOCIETY

BUSINESS PLAN FOR NEW SOUTH COWICHAN MUSEUM IN MILL BAY CHURCH

BUSINESS PLAN CREATED BY THE SOUTH COWICHAN MUSEUM COMMITTEE CONSISTING OF MEMBERS FROM EACH OF FOLLOWING SOCIETIES: THE MILL BAY MALAHAT HISTORICAL SOCIETY, BAMBERTON HISTORICAL SOCIETY AND COBBLE HILL HISTORICAL SOCIETY.

Version 1.5

November 15, 2016

DOCUMENT CONTROL

Date	Version	Details
Aug 17, 2016	1.0	Initial Draft for committee. Just a shell with sections to complete.
Oct 4, 2016	1.1	Added most of the present business operations and a description of the new museum offerings.
Oct 21, 2016	1.2	Added draft Museum Operating Budget
Nov 2, 2016	1.3	Revised budget and added Executive Summary and other content.
Nov 9, 2016	1.4	Revised budget and content after Nov 4 th committee meeting.
Nov 15, 2016	1.5	Revised budget and content after Maureen and Brenda met and made further decisions/revisions.

ROLES AND RESPONSIBILITIES

Name	Role	Contact
Maureen Alexander	President, Mill Bay/Malahat Historical Society and Bamberton Historical Society	dalexander2@shaw.ca 250-743-9196
Brenda Krug	President, Cobble Hill Historical Society	brendakrug@shaw.ca 250-743-4161 or cell 250-709-5987
Heather MacKenzie	Director Bamberton Historical Society	vigirl53@icloud.com cell 250-213-7089
Peter Gibson	Member, Mill Bay/Malahat Historical Society	pjtg@shaw.ca 250-597-8865 or cell 250-701-2876
Julie Rosenthal	Member, Mill Bay/Malahat Historical Society	julieros2010@gmail.com 778-747-0168 or cell 250-510-2768
Debra Little	Director, Cobble Hill Historical Society	spud153@hush.com

EXECUTIVE SUMMARY

This Business Plan is an evolving document and will be used to document further plans for the museum once decided. This current version (Version 1.5) has mostly high-level decisions and objectives with the focus being to ascertain if the Museum project is feasible to sustain financially.

The three requestors are all non-profit societies incorporated under the Society Act of BC. Mill Bay/ Malahat Historical Society and Cobble Hill Historical Society are both currently recipients of funding from the Cowichan Valley Regional District (CVRD). The Bamberton Historical Society has obtained funding through grants and fundraising.

Currently all three societies operate solely with volunteers. Mill Bay/Malahat Historical Society currently operates a museum which is open every Saturday. The Cobble Hill Society is in the process of creating an online museum to display its artifacts and Pioneer Map. The Bamberton Historical Society's museum artifacts are currently in storage until a new museum can open.

The new museum would display the collections of all three societies. Mill Bay/Malahat and Bamberton would exhibit physical historical artifacts and Cobble Hill would have a computer display plus a small physical display area.

Proposed opening hours would be Thursday to Sunday 10:00am - 5:00pm staffed with a part-time employee and volunteers.

The museum would be managed financially as a joint project among the three societies. A separate bank account and bookkeeping function will be completed and the decision process and legalities will be handled through a contract among the three societies.

In 2017, funding will be used for start-up costs with the museum opening in the late summer of 2018. In early 2018, an employee, whose salary will account for over half of the future operating costs, will be hired.

Upon analysis by the South Cowichan Museum Committee, it is believed that the three societies can sustain the museum financially with the assumption that current funding from CVRD continues.

It is the intention of the three societies to enter into a contract with the CVRD with a commitment to a 5-year lease with an option of a further 5 years. The programs will be evaluated each year to ensure sustainability based on the current level of funding.

OBJECTIVES

Below are the high-level objectives. See the Museum Plan for more detailed Milestones.

- Informal agreement with CVRD for rental of Church – Dec 31, 2016
- Agreement signed/approved with CVRD for rental of Mill Bay Church – February 2017
- Renovations/Upgrades needed by CRVD – July 2017
- Construction of Displays and Office area – August 2017 – January 2018

- Begin to move items into Museum – November 2017 – July 2018
- Open Museum (soft opening) – August 2018
- Hire employee to work 15 hours a week. – February 2018
- Grand Opening Museum – Fall 2018

SECTION 1 – PRESENT BUSINESS OPERATIONS

CURRENT OWNERSHIP/LEGAL ENTITY

Mill Bay / Malahat Historical Society is a volunteer not-for profit organization. Incorporated as a registered society March 16, 2009. Registration number is (#54825). Charity status February 18, 2010. Registration number is (#81221282). Currently 6 members on the Board of Directors. Executive include: President - Maureen Alexander, Vice-President – Pauline Hyde, Treasurer – Ernie Webb, Secretary – Vacant, Directors- Laura Jorgensen, Karlie Weber, Geoff Vale and Pat Stevens. It has 86 voting members. The purpose of the Mill Bay/Malahat Historical Society is to collect, preserve, and present historical artifacts and archives of the Mill Bay and Malahat areas.

Bamberton Historical Society is a volunteer not-for profit organization. Currently 7 members on the Board of Directors. Executive include: President - Maureen Alexander, Vice-President – Lisa Jeffery, Treasurer /Secretary – Fran Generous, Directors- Heather MacKenzie, Jackie Jeffery, Jane Kennard, Bob Jeffery. It has 185 voting members. The Bamberton Historical Society was registered as a not for profit society on March 7, 2006 (Registration number #50362) and a registered charity in 2007. Registration number is (#802951079) The goals of the society are: to research, collect, preserve and present archives pertaining to Bamberton and to develop public awareness and appreciation of Bamberton’s contribution to BC’s history.

Cobble Hill Historical Society is a volunteer not-for profit organization. Incorporated as a registered society July 16, 2007. Registration number is (S-0052394). Currently 7 members on the Board of Directors. Executive include: President – Brenda Krug, Vice-President – Neil Bonner, Treasurer – Annie Ingraham, Secretary – John Krug. Directors: Frank Bonner, Debra Little and Jim Ward. It has 52 voting members.

CURRENT LOCATION AND HOURS

The three historical societies are currently located in different locations.

- **Mill Bay / Malahat Historical Society** has a space in Pioneer Centre 850 Shawnigan/Mill Bay Rd. Mill Bay and are currently open every Saturday from 11am – 3pm as well as private tours.
- **Cobble Hill Historical Society** artifacts and items are stored in home of Brenda Krug and in storage at South Cowichan Storage 3825 Trans Canada Highway. Regular meetings are the second Tuesday of the month in the Youth Hall in Cobble Hill at 7:00 pm
- **Bamberton Historical Society** museum was closed in August 2015 due to the sale of the building and items are currently in storage at South Cowichan Storage.

CURRENT STAFF / VOLUNTEERS

- **Mill Bay / Malahat Historical Society** does not have paid staff. Museum, events and operations organized by volunteers (mostly the Board of Directors with several community members assisting).
- **Cobble Hill Historical Society** has no current staff. Events and organizing are done by volunteer members.
- **Bamberton Historical Society** has no current staff.

CURRENT ACTIVITIES AND COMMUNITY INVOLVEMENT

MILL BAY / MALAHAT HISTORICAL SOCIETY

- Monthly Meetings
- Museum: seventh year of operation with double the original display space and over a thousand artifacts located at Pioneer Centre, Mill Bay. Inventory and data recording of items currently in progress.
- History Presentations to community groups across Vancouver Island.
- Newspaper Articles: “Glimpses of the Past” relate interesting stories of the area’s history in the South Cowichan Echo.
- Signs of Places Past: Placement of historic banners and signs in the community at Kerry Park Rec Centre, Pioneer Centre, Rusticana Coffee, Mill Bay Mall Lobby and Medical Centre, Mill Bay Shell Station, Malahat Bungalows, South Cowichan Chamber of Commerce visitor information centre, St. Francis Xavier Catholic Church.
- Mystery History Tours: Arranged by the MBMHS they are an opportunity for interested members of the community to tour dozens of local historic sites.
- White Cross Community Event: Annual placement of white cross on veteran’s graves at Shawnigan Cemetery, St. Francis Xavier Cemetery, Mill Bay United Church and Dougan’s Cemetery. This event recognizes those veterans who were not killed in the war and therefore are not included in Nov. 11 cenotaph ceremonies but are buried in the local cemeteries.
- “Good Old Daze” Community Event: An annual event involving over 50 local businesses, community groups, schools and interested individuals. It features life size hand crafted figures depicting aspects of history that appeals to all ages and cultures.

This fun family entertainment located at Mill Bay Centre and surrounding area includes voting and prizes. The 2016 event resulted in 3,318 votes from people who attended this event.

- Documentary Film: ‘One Man’s Dream, The History of the Malahat Highway’ Produced in partnership with DV Media Inc. (Nick Versteeg) chronicling the history of the Malahat Highway and the resulting development of Mill Bay and Malahat area. Gala Premiere held March 11, 2015 was sold out with 430 people in attendance. Performance at Cowichan Performing Arts centre was also sold out with 850 people in attendance. To date over 400 copies of this movie have been purchased by donation to the MBMHS. We are currently presenting this documentary to interested groups across the island.

COBBLE HILL HISTORICAL SOCIETY

- Pioneer Landowner Map created with Geographic Information System (GIS) and associated maps
- History Wall in Cobble Hill – Plaques of people, places and events depicting South Cowichan history
- Participation in MBMHS Good Old Daze Event
- Yearly participation in the Cobble Hill Fair
- Yearly pamphlet *Glimpses of Our Past*
- Several ongoing projects including developing an online museum, tourist map and republication of *At The Foot of the Hill* by Adelaide Ellis
- Monthly general meetings

BAMBERTON HISTORICAL SOCIETY

- Website, Two DVDs (Bamberton Gone But Not Forgotten, Bamberton Bound) Book (Bamberton From Dust to Bust)

CURRENT FINANCIAL MANAGEMENT

- **Mill Bay / Malahat Historical Society:** CVRD annual funding, Fundraising activities (Good Old Daze Event, DVD sales) Thrifty Smile Card, Donations, Memberships.
- **Cobble Hill Historical Society:** CVRD annual funding, membership, donations.
- **Bamberton Historical Society:** Fundraising, donations, investments from past grants.

SECTION 2 – NEW MUSEUM OPERATIONS

The plan is to open the new museum by late summer of 2018. It will be a soft opening with little publicity to be followed by a Grand Opening planned for the fall of 2018.

NEW MUSEUM OWNERSHIP

The three societies will continue to exist independently and will share the museum as a joint project. A contract among the societies will dictate the management of the facility and finances.

NEW MUSEUM HOURS, STAFFING AND PRICING

At launch in the summer of 2018, we will open 4 days a week with the employee working 5 hours a day for three days and volunteers working with the employee and outside the employee's hours. Open hours will be Thursday – Sunday, 10:00am – 5:00pm. We are considering opening late on Thursday evening.

Admission will be by donation.

NEW MUSEUM OFFERINGS

The museum will offer a series of central exhibit stations in the main section of the church where each society could place displays on a rotating basis. The raised dais area will be used for larger, temporary, featured exhibits.

The plan is to use the display cases that we currently have which are already wired for lighting. We will place heavy duty casters on the bottoms so they can be moved to make room for educational purposes etc.

We would also expect that our museum would include computer/video systems where historical community information and information from virtual archives could be accessed by researchers and visitors.

It is also planned to use the outside space for presentations, cemetery tours etc. The exact layout and display plan will be developed by a separate committee.

Currently there are pews within the church. The CVRD will be removing the pews, but the societies would like to keep them in storage (below church) until a decision is made on how to possibly use some of them.

Two essentials for the museum operation are office space and storage space. It is determined that in year one the current off site storage and space within the church can be used for a small work/office area. Once settled into the museum for one year, the plan is to start a fundraising campaign to purchase a portable building for these purposes.

DISPLAYS: INTEGRATED APPROACH FROM COLLECTIONS OF ALL THREE HISTORICAL SOCIETIES

Categories: Focus on our local area so it is unique to Mill Bay, Malahat, Bamberton and Cobble Hill with rotating displays within these categories.

- Transportation - Cobble Hill railroad station and stockyard, Sylvania Railway, Malahat Highway, Mill Bay Ferry
- Business:
 - Industries- Agriculture, Bamberton Cement, Logging/Mill, Whaling
 - Queen Alexandra Solarium – Included a school, library, girl guides/scouts, music, kitchen, medical centre (We have these items in the museum now but not from the QAS specifically)
 - Commercial- Kilimalu Guest House, Restaurants (Malahat Chalet) Cobble Hill and Mill Bay Stores, Telephone switchboard, Post Office, Gas stations both CH and MB (I see us using Frank Bonners Good Old Daze displays as part of this)
- Churches- St. Francis, Mill Bay Methodist, St. John's Anglican, St. Mary's Anglican, Cobble Hill Baptist
- Schools

Special displays of war time, prohibition, pioneer life, seasonal, famous local people (Frances Kelsey, Fredrick Lansdowne, Major McFarlane)

School Tours, Cemetery Tours, Outdoor Activities (i.e. historic craft demonstrations, games, vintage cars, music)

GIFT SHOP / SALES

The new museum will have a small gift stand where sales of DVDs, books, and maps will be sold.

SECTION 3 - NEW MUSEUM FINANCIAL MANAGEMENT

The New museum will be operated as a project that is operated by the three societies of which each society will contribute a specific amount/percentage a year. The project will have a separate bank account and bookkeeping.

MUSEUM OPERATING BUDGET – THREE YEARS

	2017/2018	2019	2020
Income:			
Product Sales	\$100.00	\$240.00	\$240.00
Entrance Donation	\$190.00	\$450.00	\$450.00
Savings / Fundraising	\$22,000.00	\$10,000.00	\$10,000.00
CVRD Grants	\$33,000.00	\$14,000.00	\$14,000.00
Total Income	\$55,290.00	\$24,690.00	\$24,690.00
Expenses:			
Wages/Payroll	\$10,400.00	\$12,500.00	\$12,500.00
Legal/Accounting	\$150.00	\$360.00	\$360.00
Advertising	\$250.00	\$600.00	\$600.00
Insurance	\$2,550.00	\$1,800.00	\$1,800.00
Electricity (Including Heat)	\$4,600.00	\$3,250.00	\$3,250.00
Water	\$400.00	\$400.00	\$400.00
Office Equipment/ Maintenance	\$125.00	\$300.00	\$300.00
Office Supplies	\$125.00	\$300.00	\$300.00
Postage	\$20.00	\$50.00	\$50.00
Display Equipment/Supplies	\$420.00	\$1,000.00	\$1,000.00
Internet	\$250.00	\$600.00	\$600.00
Phone	\$100.00	\$240.00	\$240.00
Storage	\$2,100.00	\$1,600.00	\$1,600.00
Bank Fees	\$40.00	\$100.00	\$100.00
Misc.	\$200.00	\$500.00	\$500.00
Total Expenses	\$21,730.00	\$23,600.00	\$23,600.00
Start-Up Costs	\$33,000.00		
NET PROFIT/LOSS	\$560.00	\$1090.00	\$1090.00

NOTES FOR OPERATING BUDGET

- All three societies have enough funding to sustain the museum for at least 5 years based on current savings and CVRD funding levels.

- 2017/2018 Expenses are based on 5 months opening in 2018 and do not include start-up costs (shown separately). Electricity and Insurance start in August 2017. Storage is from Sept 2017.
- 2017/ 2018 Revenues are based on receiving \$5,000 above past levels of grant amount over a two-year period (2017/2018).
- Wages are based on one employee, \$15 an hour for 15 hours a week. Starts March 1, 2018 (10 months).
- Not included in this preliminary budget is the planned fundraising and expenses associated with a portable storage unit on site or possible construction of a balcony.

MUSEUM START UP COSTS

Start-Up Costs for 2017 and part of 2018	CVRD	Museum
Construction/Renovation Costs	TBD	\$0
Lighting Fixtures	\$1,500	\$5,000.00
Interior Painting	TBD	\$0
Flooring	TBD	\$0
Electrical	TBD	\$2,000.00
Moving		\$1,000.00
Security		\$300.00
Advertising		\$2,000.00
Built in Vacuum		\$1,000.00
Equipment (including office)		\$3,500.00
Display Equipment		\$4,500.00
Display Supplies		\$8,000.00
Internet (Installation)		\$50.00
Phone (Installation)		\$50.00
Legal		\$3,000.00
Misc. (Including TBD items and unforeseen expenses)		\$2,600.00
TOTAL COSTS	TBD	\$33,000.00

NOTES FOR START-UP COSTS

- Costs for CVRD finishing off construction, electrical etc. are TBD and not included here.
- Security is a simple Webcam system.
- Legal includes cost to draw up contract among the three societies.
- Lighting Fixtures is shared between CVRD and Museum. CVRD to provide the basic lighting needs and Museum to cover costs of special display lighting fixtures required.

SECTION 4 – SOUTH COWICHAN MUSEUM PLAN/MILESTONES

MILESTONES

Milestones	Responsible	Start Date	Completed By
Museum Operating Budget	Committee	Aug 2016	Nov 4, 2016
Complete Business Plan	Committee	Aug 2016	Nov 14, 2016
Approval from CVRD to move forward (Informal)	CVRD		Dec 31, 2016
Agreement signed/approved with CVRD for rental of Mill Bay Church – February 2017	CVRD / BOD three societies	Jan 2017	Feb 2017
Complete / Sign Contract for Museum Operations and Finances.	BOD of three societies.	Feb 2017	Apr 2017
Removal of Pews and put in Storage	CVRD	Feb 2017	July 2017
Electrical Installation	CVRD	Feb 2017	July 2017
Painting	CVRD	Feb 2017	July 2017
Flooring	CVRD	Feb 2017	July 2017
Plan for Museum Display and moving pieces into museum	Committee	Jan 2017	Sept 2017
Evaluation of Inventory in Storage and move to new South Cowichan Storage Unit	Committee	July 2017	Sept 2017
Hire Employee	Committee	Nov 2017	Feb 2018
Construction of Displays and Office Area	Committee	Aug 2017	Mar 2018
Moving Museum Pieces into Museum	Committee	Mar 2018	July 2018
Set-up of Museum Pieces	Committee	Mar 2018	July 2018
Soft Opening of Museum	Committee		Aug 2018
Grand Opening Ceremony	Committee		Fall 2018

320 – Building Inspections Report – April 2017

Participating Areas All Electoral Areas

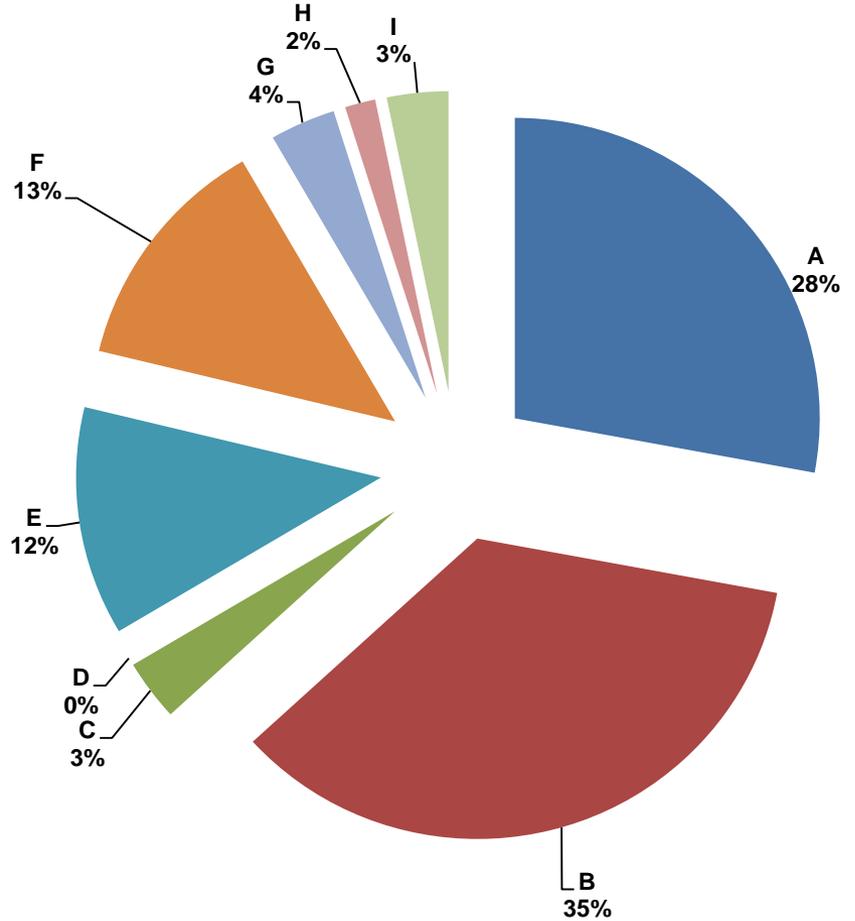
Purpose: Monthly review of building permits and new housing starts for April 2017

Permit Breakdown per electoral area

Electoral Area	Permits issued	Value	% for the month
A	3	1,205,660	28%
B	16	1,524,590	35%
C	2	141,660	3%
D	0	0	0%
E	3	532,180	12%
F	5	556,440	13%
G	3	150,240	4%
H	1	70,000	2%
I	1	140,560	3%

117

New Building Permits



320 – Building Inspections Report – April 2017

Participating Areas All Electoral Areas

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

What's happening in your area?:

Highs and lows

Area B: 35% of the total building permit revenue

➤ Area: G had no new permits for April 2017 0% of the monthly total

Trends and reasons

➤ Area A had a \$500,000 new farm market building permit issued

118

Total Building Values

➤ Month: \$4,321,330 for April 2017

➤ Year: \$33,307,642 in building value, leading to;
➤ \$333,076 in building permit revenue

New house Starts

➤ 64 for the year; increase of 2 on 2016

Building Permits issued

➤ 141 for the year; 13 less than in 2016

➤ 34 Permits issued in April
➤ Total of 306 inspections generated for April
➤ Total for the year: 1269 building inspections for the year

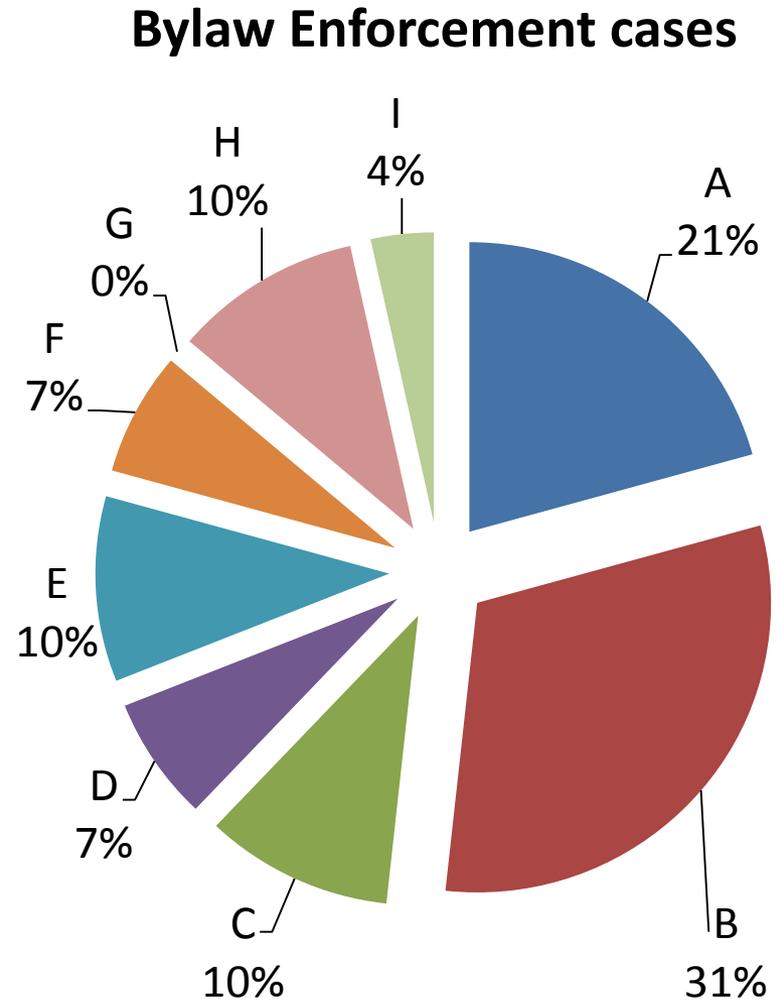
320 – Bylaw Enforcement Report – April 2017

Participating Areas – All electoral areas

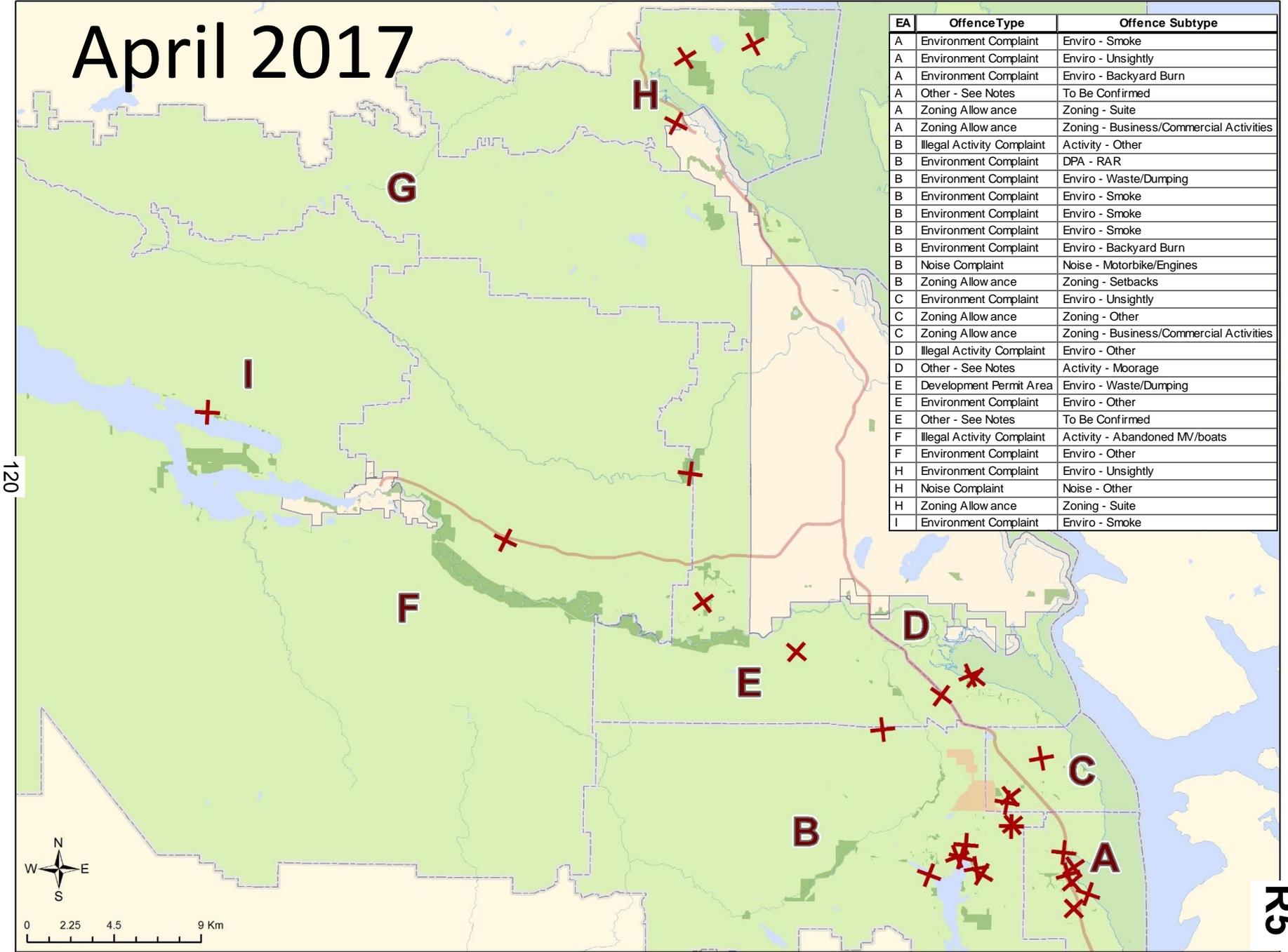
Purpose – Monthly review of Bylaw Enforcement files

119

Electoral Area	Monthly Files	Percentage	Year total
A	6	21%	17
B	9	31%	30
C	3	10%	11
D	2	7%	8
E	3	10%	18
F	2	7%	6
G	0	0%	3
H	3	10%	6
I	1	3%	7

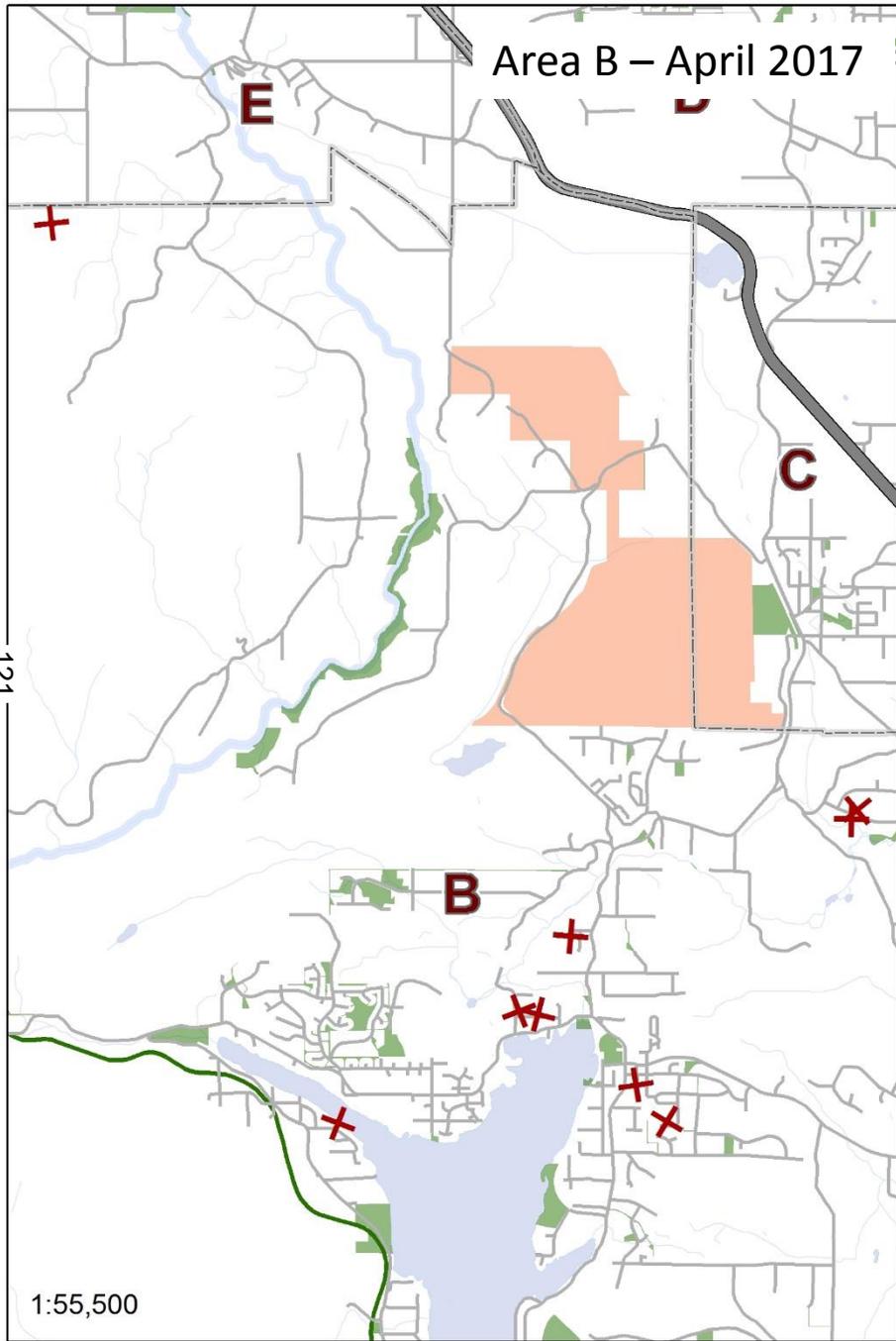


April 2017



EA	Offence Type	Offence Subtype
A	Environment Complaint	Enviro - Smoke
A	Environment Complaint	Enviro - Unightly
A	Environment Complaint	Enviro - Backyard Burn
A	Other - See Notes	To Be Confirmed
A	Zoning Allowance	Zoning - Suite
A	Zoning Allowance	Zoning - Business/Commercial Activities
B	Illegal Activity Complaint	Activity - Other
B	Environment Complaint	DPA - RAR
B	Environment Complaint	Enviro - Waste/Dumping
B	Environment Complaint	Enviro - Smoke
B	Environment Complaint	Enviro - Smoke
B	Environment Complaint	Enviro - Backyard Burn
B	Noise Complaint	Noise - Motorbike/Engines
B	Zoning Allowance	Zoning - Setbacks
C	Environment Complaint	Enviro - Unightly
C	Zoning Allowance	Zoning - Other
C	Zoning Allowance	Zoning - Business/Commercial Activities
D	Illegal Activity Complaint	Enviro - Other
D	Other - See Notes	Activity - Moorage
E	Development Permit Area	Enviro - Waste/Dumping
E	Environment Complaint	Enviro - Other
E	Other - See Notes	To Be Confirmed
F	Illegal Activity Complaint	Activity - Abandoned MV/boats
F	Environment Complaint	Enviro - Other
H	Environment Complaint	Enviro - Unightly
H	Noise Complaint	Noise - Other
H	Zoning Allowance	Zoning - Suite
I	Environment Complaint	Enviro - Smoke

Area B – April 2017



Area A – April 2017



What is happening in your area?

Area B had the highest number of cases opened with 9 each equaling 31%

Area G had the fewest cases with 0.

Types of issues –

Burning x 7

Unsanitary premises x 3

Dog complaints x 2

Zoning x 5

Noise x 2

Environmental x 3

Dumping: 2

Illegal moorage (boat): 1

RAR: 1

Other x 3

122

Open vs Closed

Total number of enquires (calls, emails, front desk): 168

Total cases opened: 29

Cases concluded: 23

Total cases opened this year: 106

Total cases closed this year: 51

MTI : Dangerous Dog x1, Dog at large x1, Building related x 2

1 x Dispensary closed due to zoning infraction



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 4, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 17, 2017

FROM: General Manager
Land Use Services Department

SUBJECT: Regional District Approving Officer Function

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain direction with respect to pursuing Approving Officer authority from the Province.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

Growth in the CVRD electoral areas has been steadily increasing overall with growth in the south end (Areas A, B, C and D) growing considerably. The 2016 Census indicates a population increase from 2011 of 6.2% (21,553 residents). This population is larger than many BC towns and cities including, for contrast, Cranbrook, Fort St. John, Parksville, Salmon Arm and White Rock. The size of the south-end population in particular, coupled with the relatively rapid growth rate translates into an intensified potential for development related/generated impacts. In recent years, the CVRD has had to address a number of development related problems typically generated through the subdivision process. As the Committee is aware, the Province, through the Ministry of Transportation and Infrastructure (BC MoT), has primary jurisdiction over subdivision within the electoral areas of the CVRD. This means that the Province has the authority to review and approve subdivision applications and regional districts have the authority to approve all other types of development applications. Understandably, this two-tiered jurisdiction development application approval structure creates the potential for administrative and/or technical disconnects.

This fact has been identified and explored recently in the January 2017 “Water & Wastewater Utilities Review and Assessment”, prepared by the INNOVA Strategy Group. Essentially, INNOVA indicates that, “the CVRD has the ability, and would gain immense value, in taking over the role of approving authority for subdivisions. This change will ensure adherence to CVRD goals, objectives, and Smart Growth Principles.” The report also acknowledges that the “CVRD deals with a high number of subdivisions compared to other regional districts, and over the years there has been disagreement between CVRD and the provincial approval process.” In particular, some key issues are identified as:

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

their decisions do not necessarily represent the will of the residents in the region. Although the 9 electoral area directors are elected to represent their constituents, they do not have the ability to govern all development decisions in the region. Placing these decisions with Provincial staff does not appear to represent good governance within a growing region."

These findings are instructive and valuable in relation to understanding where potential vulnerabilities exist for the CVRD (and ultimately the community) within the subdivision approval process.

The concerns around improved subdivision control protocols/processes have been discussed by Electoral Area Directors for quite some time. This became focussed through development of the Planning & Development Division's Electoral Area Director's 2017 Work Plan Workshop in August 2016. One of the key priorities in the workshop was advancing the discussion around the implications associated with the CVRD assuming the approving officer role rather than through BC MoT.

How does the standard development process work?

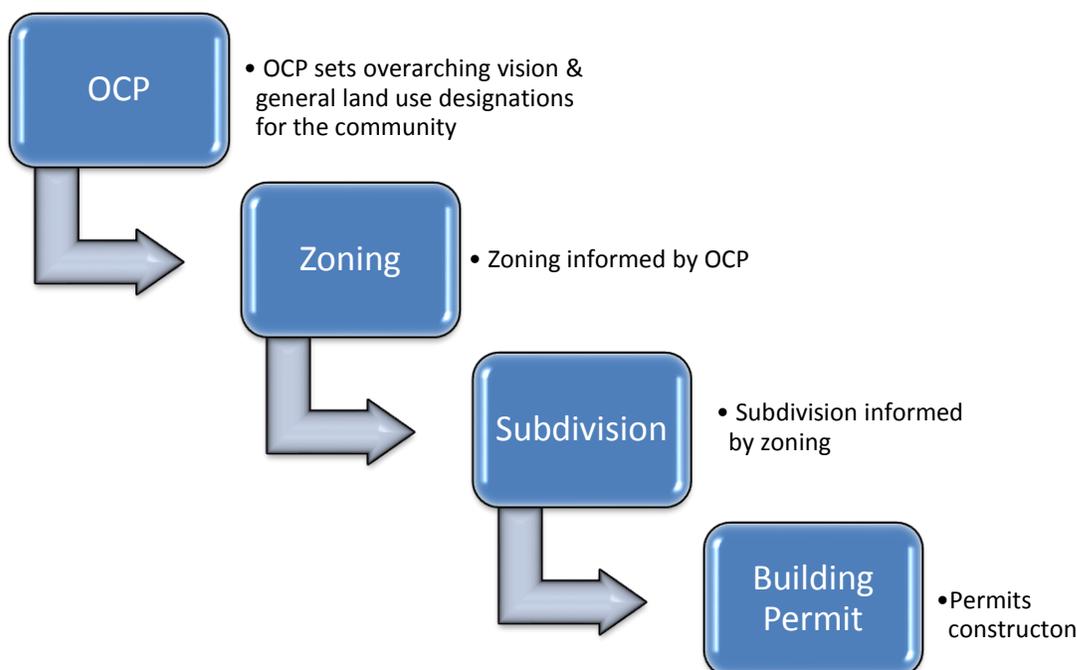
Local government is provided with the authority to manage land use for the purpose of ensuring the orderly and efficient use and development of land within its jurisdiction. The authority is provided through the provisions of Part 14 of the *Local Government Act*. This section sets out the scope of authority and provisions in respect of local government in exercising this role. In this regard, there are three primary spheres of consideration in order of priority: official community plans (and associated development permit areas), zoning bylaws and subdivision.

This iterative three-part relationship provides a seamless integration of the three related spheres to ensure that any subdivision and land development activity ultimately respects the intent of the community's objectives as reflected in the Official Community Plan (OCP) and the associated implementing zoning bylaw (meaning that the front-end and back-end of the potential development application process relate). In the case of municipalities, the typical development application process involves various professional disciplines for example: OCP and zoning bylaw matters typically involve Planners but on occasion, can also include Biologists, Engineers, or other specialists. Subdivision matters typically involve Planners, Engineers and Land Surveyors. The role of Engineers at this stage in the process is particularly important as it is their role to assist in establishing and setting out the comprehensive list of requirements for servicing and infrastructure that are typically contained in a subdivision preliminary layout review letter. Furthermore, the Engineer will assist in confirming that site design submissions conform to the standards set out in the applicable Subdivision Servicing Bylaw. Finally, the Municipal Engineer has a role in undertaking site inspections during the subdivision construction stage to confirm that all construction requirements are being met as overseen by the consulting engineer. This is particularly important in strata development where water and sewer infrastructure are often requested to be taken over by the municipality when it begins to fail (though more commonly in regional districts).

This relationship ensures continuity: the community establishes its vision through policy in an OCP; the associated zoning bylaw establishes regulations to ensure that future land use applications reflect the OCP vision, and a subdivision servicing bylaw provides the detailed standards for associated services, therefore, ensuring conformity with both the zoning bylaw and the OCP.

Currently, in the case of regional districts, this integrated process is truncated with the subdivision review and approval process resting with the Ministry of Transportation and Infrastructure (BC MoT) rather than local government. It is suggested that the mandate of BC MoT in relation to local government is not analogous and, as a consequence, while the approving officer has the legal authority to consider OCP policies when considering whether the application is in the public interest, the Ministry is not compelled to give effect to the CVRD's interpretation of its policies as

set out in its official community plans. The BC MoT Approving Officer is required to give effect to all applicable bylaws regulating zoning and subdivision, under s. 87 of the *Land Title Act*. The Provincial Approving Officer is also entitled to (and arguably should) give effect to policies that are set out in the OCP as part of his/her consideration of the public interest. This means that the Provincial Approving Officer is not required to give effect to OCP policies as with zoning or subdivision bylaws. This creates a significant degree uncertainty and potential disconnect in land use planning. A further consideration is the extent to which BC MoT is in a position to evaluate supporting subdivision application documentation prepared by professional engineers, such as a sediment and erosion control plan for instance, or to undertake field inspections during the subdivision construction phase.



What is an Approving Officer?

Approving Officers are appointed pursuant to the *Land Title Act*. There are 3 primary (relevant) subdivision approval jurisdictions established through legislation:

1. **Municipal** Approving Officers – appointed by municipal councils;
2. **Regional District and Islands Trust** Approving Officers - appointed by a Regional District Board (none have yet been appointed); and
3. **Provincial** Approving Officers (BC MoT) – appointed by Cabinet (for those regional districts that have not assumed the rural subdivision approving authority role).

Generally, these Approving Officer categories have separate jurisdictions of authority for reviewing proposed subdivision plans. Municipal Approving Officers can approve subdivisions within the municipal boundaries only. The BC MoT Provincial Approving Officers do not have the subdivision approval authority within municipalities or in rural areas where a regional district has assumed subdivision authority.

Approving Officers are quasi-judicial officials who act independently (outside of Board jurisdiction) to ensure that the subdivision complies with Provincial Acts and Regulations and relevant local government bylaws. A key consideration of the mandate is to protect the interests of the public, so they have broad latitude in the consideration of subdivision applications. However, Approving Officers are not compelled to approve subdivision applications and must consider the community interest.

What does an Approving Officer typically consider?

Subdivision is the process of altering legal property boundaries and typically involves dividing of a property into smaller parcels of land. The Approving Officer ensures that each subdivision proposal adheres to the lot size and road frontage requirements of the applicable zoning bylaw and provides for such considerations as:

- appropriate highway access and road dedications;
- park/open space;
- works and services such as roads, water, storm and sanitary sewer;
- site remediation requirements; and
- geotechnical hazards such as flooding, erosion, landslip; etc.

The Approving Officer is also charged with considering, where appropriate, whether the development of the subdivision would adversely affect the natural environment, or the established amenities of adjacent parcels.

The Approving Officer reviews a proposed subdivision request (application), and establishes and issues a list of items that must be addressed prior to consideration of final approval and execution of the proposed plan of subdivision. This list is usually referred to as a “preliminary layout review” (PLR) or “preliminary layout approval” (PLA).

ANALYSIS**What would be the benefits to the CVRD?**

The benefits of obtaining the authority from the Province to appoint an Approving Officer are largely addressed under the background section in relation to the observations set out in the INNOVA report. To summarize:

1. Provides continuity in the full suite of development application processes.
2. Ensures conformity with CVRD regulations and policies.
3. Ensures a high level of technical oversight through the application process.
4. Reduces the potential for negative impacts through the subdivision development stage.

What is the Process to Establish an Approving Officer?

1. An order to authorize a regional district board to appoint a person as an approving officer for the rural area of the regional district must be requested by resolution of the regional district board, and must be recommended by the minister charged with the administration of the *Transportation Act*.
2. The Lieutenant Governor in Council may, by order, authorize a regional district board to appoint a person as an approving officer for the rural area of the regional district and may include various conditions.
3. Upon being granted the approving officer authority from the Province, the Board would be in the position of being able to appoint an approving officer as defined in the legislation.

The logistics and details associated with the transfer of authority from the BC MoT to the CVRD would need to be determined through discussion with the Provincial authority should the Board choose to pursue this legislative approving officer provision.

What are the potential liabilities?

The approving officer is an independent statutory officer. However, if an officer or employee of the regional district was appointed by the Board to that position, the potential liabilities and legal costs associated with the approving officer’s decisions would ultimately be the responsibility of

the CVRD and/or its liability insurer.

The approving officer may fall under a duty of care under the law of negligence when reviewing applications for subdivision. The potential for legal liability arises particularly where lands that are subject to the application are subject to one or more geotechnical hazards. While the approving officer has the legal authority to consider such hazards and impose conditions (such as the registration of covenants under Section 219 of the *Land Title Act*) to mitigate against them, the fact that the approving officer is a CVRD officer or employee would provide an additional avenue for a developer or future owner to pursue a claim for damages if a geotechnical hazard did cause damage to the development.

Additionally, the decision of the approving officer may be subject to legal challenge by the applicant, through the appeal process under the *Land Title Act*, or through judicial review proceedings. Legal challenges may be brought on the basis that the approving officer improperly exercised his or her discretion, acted in bad faith, or imposed conditions that exceeded his or her authority. The legal costs of defending the decision of the approving officer in court proceedings would be the responsibility of the approving officer.

What are the projected costs?

Assuming the approving officer role would cause an increase in work load in the preparation and administration of the process. Once functioning, on an on-going basis, there would be a new stream of subdivision applications (versus BC MoT referrals as is currently the case) into the current development application stream. It is expected that the overall workload can be balanced with an adjustment to the current development permit application process requirements which would cause a commensurate reduction in the number of applications.

Subdivision applications require the involvement of planning and engineering. While it is possible to adjust the workload for Planners to accommodate a new stream of subdivision applications, there is no engineering function to accommodate subdivision review and field inspection. Accordingly, it would be necessary to recruit a dedicated Development Engineer to lead this service and to coordinate with both the Development Services and Utilities Divisions. The projected cost for this position would be approximately \$87,000. The benefits are approximately 25% which translates into approximately \$22,000. The total annual cost is approximately \$109,000.

It should be noted that this is a projected estimate. Should the volume of applications exceed projected expectations and should they be significantly complex to warrant a commensurate level of field inspection or other review, it could necessitate the addition of an engineering design technician (at a lower cost than the engineer) to support the development engineer.

Potential fee structure

As with current development applications at the CVRD (as is the cases with most local government jurisdictions) a user pay model would be recommended to capture costs associated with the application processing. The extent to which the resourcing of this process would require requisition support would be a function of the annual number of applications, which would vary from year to year. Essentially, the concept is that the process would be designed to be cost-neutral to the extent possible, with any surplus being placed in an operating reserve to offset any potential revenue deficits, thus buffering the associated requisition. Details would be developed should the Committee choose to proceed further with this concept.

To provide a general order of magnitude for the annual value of potential subdivision applications, the following formula is used:

- 38 subdivision application referrals received in 2016 by the CVRD from BC MoT
- A generic application fee of \$2,000 per subdivision application (a generic municipal rate that

can be set higher or lower)

38 applications x \$2,000 = \$76,000

These fees would be used to defray associated costs.

FINANCIAL CONSIDERATIONS

Financial considerations are set out above.

COMMUNICATION CONSIDERATIONS

This would depend on the logistics of the roll out should the Board choose to undertake this initiative. However, stakeholder outreach and communications would be necessary.

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:



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

Reviewed by:

Not Applicable
Not Applicable

Not Applicable
Not Applicable



RECEIVED
MAY 15 2017

COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee:

Grant Amount \$ 7500⁰⁰

NAME:

COW. VAL. DISTRICT GOV. VISITOR CTR.
Chamber of Commerce

ADDRESS:

Contact Phone No:

K. WORSLEY 749-3244

PURPOSE OF GRANT:

ASSIST IN VISITOR CTR. DELIVERY
OF VISITOR SERVICES

REQUESTED BY:

[Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0144-116</u>	<u>7,500.⁰⁰</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL

[Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____



RECEIVED
MAY 15 2017

Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director MOZZERSON Area F

Grantee: _____ Grant Amount \$ 5000⁰⁰

NAME: CAYCUSE VFD

ADDRESS: BOX 135, HONEYMOON BAY, B.C. V0R1Y0

Contact Phone No: RON COUCH 745 6619

PURPOSE OF GRANT: SUPPORT FIRE/RESOLVE SERVICES
FOR WEST COW LAKE AREA

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0174-116</u>	<u>5,000.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization

From: **Laura Couch** iamlauracouch@gmail.com
Subject: **Please help**
Date: **May 15, 2017, 11:35:34 AM**
To: **Ian Morrison - Area F Director - CVRD** morrison.director@shaw.ca

Dear Ian,

Once again Caycuse Volunteer Fire Department comes to you to ask for your financial assistance to be able to continue to serve our community. Without your help we could meet our basic needs.

Just to keep you up to date with our operation, we had a structure fire which consumed an unoccupied house that is still under RCMP investigation, since it appears to be a "suspicious" fire. It was fully engulfed when we were called out. Much was learned and no one was hurt.

We had two road rescues, one of them was a SUV over the edge of the Caycuse summit that could have been fatal if we had not been called and been able to safely remove the driver and pull the vehicle onto the road. The other needed a commercial tow truck to remove it, but all the people were OK.

We have gained some new members who are working in well with our team. Nola has returned from teaching in China for a year so we are pleased to have her back. Training is ongoing and the trucks are fully maintained and insured.

Once again we give you our thanks for the invaluable help you have given us over the years. Even with all the help that the community can raise, without your help, we can not continue to do the service that we do.

Thank You so very much for your ongoing support,

Laura Couch, for the Caycuse Volunteer Fire Department



Stamp: MAY 13 2015

COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

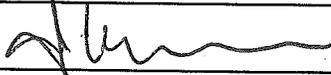
Grantee: _____ Grant Amount \$ 500⁰⁰

NAME: HBCS

ADDRESS: Honeymoon Bay Community Society

Contact Phone No: DICK ORMAN 749-3579

PURPOSE OF GRANT: ASSIST WITH CANADA DAY, BAY DAYS, AND OUTDOOR MOVIE NIGHT

REQUESTED BY:  Director's Signature

ACCOUNT NO.	AMOUNT
01-2-1950-0225-116	500.00

FOR FINANCE USE ONLY

BUDGET APPROVAL 

Approval at Regional Board Meeting of _____

Finance Authorization _____

From: d.orman@shaw.ca
Subject: Donation to Honeymoon Bay Community Society
Date: Apr 19, 2017, 9:57:06 AM
To: Ian Morrison imorrison@cvrld.bc.ca

Area F CVRD Director, Ian Morrison

Good morning Ian,

As per our brief conversation on Sunday April 16, 2017, I am submitting a request for a Grant-In-Aid of up to \$1,000.00 for the Honeymoon Bay Community Society.

This year, due to several of our senior citizens being ill, we are going to cancel our Heritage Days event that you have very kindly donated \$500.00 per year for the past several years. However, in honor of Canada's 150th Birthday, the society would like to make our Canada Day celebration a little more special by having some small mementos to give to all attending our ceremony; also we would use the donation towards the following community functions – Bay Day on July 15th, a corn and wiener roast along with an outdoor movie in August and a Seniors Information Day with guest presentations from both the Provincial and Federal Governments in the fall.

Providing you are favourable with our request, I ask that you start the necessary paperwork prior to the May 9th provincial election; when you are successful in your provincial endeavours, you may be too busy with the transition from CVRD Director to your Provincial Political responsibilities and our community request may be overlooked.

Ian, thank you in advance for your consideration of this request.

W.R. (Dick) Orman
Chairman, HBCS



CVRD
RECEIVED
MAY 15 2017

COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 550⁰⁰

NAME: LAKE DAYS SOCIETY

ADDRESS: _____

Contact Phone No: _____

PURPOSE OF GRANT: SPONSOR F&I'S HOSTED BREAKFAST IN THE TOWN EVENT FOR "LAKE DAYS"

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0243-116</u>	<u>550.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____



RECEIVED
MAY 15 2017

COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 500⁰⁰

NAME: COW. LK. COMM. RADIO SOCIETY

ADDRESS: _____

Contact Phone No: _____

PURPOSE OF GRANT: SUPPORT "SUMMER NIGHTS" MUSIC
IN THE PARK EVENTS

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0326-116</u>	<u>500⁰⁰</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL A

Approval at Regional Board Meeting of _____

Finance Authorization _____



COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 2000⁰⁰

NAME: LADY OF THE LAKE SOCIETY

ADDRESS: _____

Contact Phone No: _____

PURPOSE OF GRANT: ASSIST WITH AMBASSADOR PROGRAM
ACTIVITIES

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0304-116</u>	<u>2000.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

