



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF SPECIAL BOARD MEETING

DATE: Wednesday, February 22, 2017

TIME: 1:30 PM

PLACE: BOARD ROOM

175 INGRAM STREET

Joe Barry
Corporate Secretary



**SPECIAL BOARD MEETING AGENDA
WEDNESDAY, FEBRUARY 22, 2017
1:30 PM - CVRD BOARD ROOM**

	PAGE
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Special Board Meeting of January 25, 2017	1
Recommendation That the minutes of the Special Board meeting of January 25, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
D1 Judy Stafford, Executive Director, Cowichan Green Community Re: Year in Review Video	7
D2 Brian Siff, Cowichan Intercultural Society Re: Cowichan Intercultural Society Update on Initiatives and Youth Action Day	9
5. <u>REPORT OF THE CHAIRPERSON</u>	
6. <u>CORRESPONDENCE</u>	
C1 Regional District of Nanaimo Re: Regional Growth Strategy (RGS) Amendment, Regional Growth Strategy Minor Amendment Criteria Update	25
Recommendation That the Regional District of Nanaimo (RDN) be advised that as per section 436(4) of the <i>Local Government Act</i> the CVRD accepts "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".	
7. <u>INFORMATION</u>	

8. COMMITTEE REPORTS

- CR1 Report and Recommendations of the Island Savings Centre Commission meeting of February 9, 2017 - Director Walker 37

- Recommendation**
1. That the 2017 Budget for Function 420 Island Savings Center – Events and Services be amended by:
 1. A reduction of \$50,000 for federal conditional grants revenue;
 2. An increase of \$75,000 for sponsorship revenue;
 3. An increase of \$10,000 for recovery of costs;
 4. A reduction of \$20,000 for consultants expense;
 5. An increase of \$35,000 for security expense; and
 6. An increase of \$20,000 for capital building improvements.
 2. That the 2017 Budget for Function 423 Island Savings Center – Arena be amended by:
 1. A decrease of \$91,875 for federal conditional grants revenue;
 2. A decrease of \$75,434 for sponsorship revenue;
 3. A decrease of \$202,095 for capital building improvements; and
 4. An increase of \$34,786 for security expense.

- CR2 Report and Recommendations of the Electoral Area Services Committee meeting of February 15, 2017 - Director Morrison 39

- Recommendation**
1. 1. That the Community Works Fund allocations for Area B include \$15,000 and for Electoral Area E – Cowichan Station/Sahtlam/Glenora \$10,000 for the Koksilah Watershed Ecosystem-based Analysis Project as a contribution to the Cowichan Station Area Association; and
 2. That the Cowichan Station Area Association be granted approval to pursue a sole source award to the Silva Forest Foundation with these funds for the project.
 2. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$2,000 be provided to Frances Kelsey Secondary School for four \$500 bursaries to be awarded to students residing in Electoral Area A – Mill Bay/Malahat.

3. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$3,500 be provided to Shawnigan Cobble Hill Farmers Institute to support the Cobble Hill Fair.

4. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to Shawnigan Cobble Hill Farmers Institute to support the seniors lunch.

5. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to One Cowichan to support the Roundtable Forum hosting the event on March 16, 2017.

6. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$3,000 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem Based Analysis Project.

7. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$2,500 be provided to Cowichan Land Trust to support the pre-school education programs.

8. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.

9. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.

10. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be provided to Cowichan Spirit of Women to support the International Woman's Day Event on March 3, 2017.

11. That a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$500 be provided to Nanaimo-Ladysmith Schools Foundation for a Saltair Community Bursary to a Saltair student graduating from Ladysmith Secondary School.

12. That a Permit to Construct with the Province of British Columbia be approved for the Cowichan Valley Trail – Ida Road Public Trail Access within the West Shawnigan Lake Road right of way.

13. 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Twin Cedars System service area be received;
2. That CVRD Bylaw No. 2871 – Twin Cedars Sewer

System Service Establishment Bylaw, 2006 be amended to include the property described as PID 026-889-749, Lot 3, Section 14 & 15, Rage 5 & 6, Plan VIP 81819, Shawnigan District; and
3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.

14. (Amended from original Committee recommendation)

That the 2017 budget for Function 680 Shawnigan Lake North Water be amended to:

1. Increase Capital - Engineering Structures expense by \$120,000;
2. Increase Transfer from Operating Reserves revenue by \$66,000; and
3. Increase Transfer from Gas Tax Reserves revenue by \$54,000

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

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

17. That existing appointments to the nine Electoral Area community Parks Commissions and the South Cowichan Parks Commission be extended to December 31, 2017.

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

18. 1. That the Development Permit with Variance Application No. 10-A-16DP-VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation;
2. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 not be varied to allow the use of pavers for the required disability parking stall; and
3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

19. 1. That the Official Community Plan and Zoning Amendment Bylaw for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be forwarded to the Board for consideration of 1st and 2nd Readings;

2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be accepted;
3. That a covenant be registered specifying no disturbance to the lands within 20 metres of the high water mark of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake;
4. That a public hearing be scheduled with all Electoral Area Directors as delegates.
5. That the draft Zoning Amendment Bylaw be amended to specify a maximum building volume of 300 m² for seasonal cabins.

CR3 Report and Recommendations of the Regional Services Committee meeting of February 22, 2017 - Director Stone

43

Recommendation Your Regional Services Committee reports and recommends as follows:

1. That the CVRD explore opportunities for exchange and cooperation with government officials from Shunyi District of Beijing, China.
2. That a 15 month lease from March 1, 2017 to May 31, 2018 with 1051147 B.C. Ltd., with an option for month-to-month extension, be approved for \$3,800 per month, for the purpose of securing a temporary public drop-off site for the duration of the Meade Creek Upgrades & Landfill Closure Project.
3. That the 2016 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.
4. That short-term borrowing of up to \$100,000 be approved for the purchase of a replacement Roll Off Hauling Truck, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and That short-term borrowing of up to \$100,000 be approved for the purchase of Roll Off Bins, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.

5. That the City of Nanaimo Council be contacted to request the use of the Nanaimo Aquatic Centre, July 18 to 22, 2018, as a venue for synchronized swimming for the 2018 BC Summer Games.

6. That the Cowichan Valley Regional District (CVRD) supports amending the scope of work for the UBCM Gas Tax grant (Regionally Significant Project Fund) agreement by changing the location of the Town of Ladysmith bio-solids composting facility to 4142 Thicke Road, Ladysmith, BC.

9. DIRECTORS REPORTS

10. STAFF REPORTS

SR1 Staff Report from the Legislative Services Division Re: Board Procedures Bylaw Amendment No. 4095 45

Recommendation For Information.

SR2 Staff Report from the General Manager, Corporate Services Department Re: Overview of BC Assessment and the 2017 Assessment Roll 61

Recommendation For information.

SR3 Staff Report from the Legislative Services Division Re: Confirmation of Date for Parcel Tax Roll Review Panel 95

Recommendation That the sitting of the Parcel Tax Roll Review Panel on Tuesday, February 28, 2017 at 11:00 AM in the CVRD Boardroom be confirmed.

11. PUBLIC HEARINGS

12. BYLAWS

B1 "CVRD Bylaw No. 4067 - Arts & Culture Initiatives Service Amendment Bylaw, 2016", be adopted. 99

B2 CVRD Bylaw No. 4076 - Lambourn Estates Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 103

CVRD Bylaw No. 4076 - Lambourn Estates Water System Management Amendment Bylaw, 2017", be adopted.

B3 "CVRD Bylaw No. 4077 - Arbutus Ridge Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 113

- "CVRD Bylaw No. 4077 - Arbutus Ridge Water System Management Amendment Bylaw, 2017", be adopted.
- B4 "CVRD Bylaw No. 4078 - Shellwood Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 121
- "CVRD Bylaw No. 4078 - Shellwood Water System Management Amendment Bylaw, 2017", be adopted.
- B5 "CVRD Bylaw No. 4079 - Saltair Water System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 123
- "CVRD Bylaw No. 4079 - Saltair Water System Management Amendment Bylaw, 2017", be adopted.
- B6 "CVRD Bylaw No. 4080 - Sentinel Ridge Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 127
- "CVRD Bylaw No. 4080 - Sentinel Ridge Sewer System Management Amendment Bylaw, 2017", be adopted.
- B7 "CVRD Bylaw No. 4081 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 131
- "CVRD Bylaw No. 4081 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017", be adopted.
- B8 "CVRD Bylaw No. 4082 - Cobble Hill Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 135
- "CVRD Bylaw No. 4082 - Cobble Hill Sewer System Management Amendment Bylaw, 2017", be adopted.
- B9 "CVRD Bylaw No. 4083 - Mill Springs Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 141
- "CVRD Bylaw No. 4083 - Mill Springs Sewer System Management Amendment Bylaw, 2017", be adopted.
- B10 "CVRD Bylaw No. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 145
- "CVRD Bylaw No. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017", be adopted.
- B11 "CVRD Bylaw No. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 149
- "CVRD Bylaw No. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017", be adopted.

- B12 "CVRD Bylaw No. 4091 - Mesachie Lake Water Special Service Area Capital Reserve Fund (Water Distribution Infrastructure Upgrades [Pump] - \$35,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 155
- "CVRD Bylaw No. 4091 - Mesachie Lake Water Special Service Area Capital Reserve Fund (Water Distribution Infrastructure Upgrades [Pump] - \$35,000) Bylaw, 2017", be adopted.
- B13 "CVRD Bylaw No. 4092 - Machinery and Equipment Reserve Fund Expenditure (Building Inspection & Bylaw Enforcement Division Vehicle - \$30,000), 2017", be granted 1st, 2nd and 3rd reading. 157
- "CVRD Bylaw No. 4092 - Machinery and Equipment Reserve Fund Expenditure (Building Inspection & Bylaw Enforcement Division Vehicle - \$30,000), 2017", be adopted.
- B14 "CVRD Bylaw No. 4093 – Kerry Park Recreation Centre Capital Project Reserve Fund Expenditure (Capital Improvement Projects - \$529,750) Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 159
- "CVRD Bylaw No. 4093 – Kerry Park Recreation Centre Capital Project Reserve Fund Expenditure (Capital Improvement Projects - \$529,750) Bylaw, 2017", be adopted.
- B15 "CVRD Bylaw No. 4094 - Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Capital Improvement Projects - \$80,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 161
- "CVRD Bylaw No. 4094 - Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Capital Improvement Projects - \$80,000) Bylaw, 2017", be adopted.
- B16 "CVRD Bylaw No. 4095 - Regional Board Procedures Amendment Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 163
- "CVRD Bylaw No. 4095 - Regional Board Procedures Amendment Bylaw, 2017", be adopted.
- B17 "CVRD Bylaw No. 4097 – Youbou Fire Protection Local Service Area Reserve Fund Expenditure (Youbou Fire Apparatus - \$280,000) Bylaw, 2017", be granted 1st, 2nd, and 3rd reading. 167
- "CVRD Bylaw No. 4097 – Youbou Fire Protection Local Service Area Reserve Fund Expenditure (Youbou Fire Apparatus - \$280,000) Bylaw, 2017", be adopted.
- B18 "CVRD Bylaw No. 4098 – Twin Cedars Sewer System Capital Reserve Fund Expenditure (Wastewater Treatment Plant Upgrade - \$30,000) Bylaw, 2017", be granted 1st, 2nd and 3rd reading. 169

"CVRD Bylaw No. 4098 – Twin Cedars Sewer System Capital Reserve Fund Expenditure (Wastewater Treatment Plant Upgrade - \$30,000) Bylaw, 2017", be adopted.

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| B19 | "CVRD Bylaw No. 4101 - Malahat Fire Protection Service Amendment Bylaw, 2017" be granted 1 st , 2 nd and 3 rd reading | 171 |
| B20 | "CVRD Bylaw No. 4102 - Lake Cowichan Fire Protection Service Amendment Bylaw, 2017" be granted 1 st , 2 nd and 3 rd reading. | 173 |
| B21 | "CVRD Bylaw No. 4104 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Roll-Off Hauling Truck - \$200,000) Bylaw, 2017", be granted 1 st , 2 nd and 3 rd reading. | 175 |
| | "CVRD Bylaw No. 4104 - Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Roll-Off Hauling Truck - \$200,000) Bylaw, 2017", be adopted. | |
| B22 | "CVRD Bylaw No. 4105 - Meade Creek Recycling Centre Upgrades and Landfill Closure Project Loan Authorization (\$1,968,000) Bylaw, 2017", be granted 1 st , 2 nd and 3 rd reading. | 177 |

13. **BYLAWS - ELECTORAL AREA DIRECTORS**

14. **RESOLUTIONS**

15. **UNFINISHED BUSINESS**

16. **NOTICE OF MOTION**

17. **NEW BUSINESS**

18. **QUESTION PERIOD**

19. **CLOSED SESSION**

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

CS M1 - Closed Session Regular Minutes of January 11, 2017

CS SR1 - Staff Report from the Legislative Services Division Re: Nanaimo Airport Commission Nominations {Sub (1)(a)}

CS RES1 - Electoral Area B - Shawnigan Lake, Advisory Planning Commission Re: Appointments {Sub (1)(a)}

- CS RES2 - Electoral Area D - Cowichan Bay, Advisory Planning Commission Re: Appointments {Sub (1)(a)}
- CS RES3 - Electoral Area F - Cowichan Lake South/Skutz Falls, Advisory Planning Commission Re: Appointments {Sub (1)(a)}
- CS RES4 - Kerry Park Recreation Centre Commission Re: Appointments {Sub (1)(a)}
- CS NB1 - Staff Report from the Manager, Human Resources Re: Labour Relations {Sub (1)(c)}

20. ADJOURNMENT

The next Regular Board meeting will be held Wednesday, March 8, 2017 at 6:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Minutes of the Special meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, January 25, 2017 at 1:34 PM.

PRESENT Chair J. Lefebure
 Director B. Day
 Director K. Davis
 Director M. Dorey
 Director S. Furstenau
 Director K. Kuhn
 Director L. Iannidinaro
 Director M. Marcotte
 Director K. Marsh
 Director I. Morrison
 Director A. Stone
 Director T. Walker
 Alternate Director P. Kent
 Alternate Director C. Morris

ALSO PRESENT B. Carruthers, Chief Administrative Officer
 J. Barry, Corporate Secretary
 M. Kueber, General Manager, Corporate Services
 J. Elzinga, General Manager, Community Services
 R. Blackwell, General Manager, Planning and Development
 C. Lockrey, Manager, Strategic Services
 A. Melmock, Manager, Economic Development
 B. Farquhar, Manager, Parks & Trails
 S. Carlow, Legislative Assistant
 P. Turney, Records Technician/Secretary III

ABSENT Director M. Clement
 Director A. Nicholson
 Director S. Jackson

APPROVAL OF AGENDA

17-22 It was moved and seconded that the agenda be amended with the addition of two New Business items:

- NB1** Report and Recommendation of the Grant-in-Aid Select Committee meeting of January 23, 2017;
- NB2** Verbal Report from Director Davis – Sunken Vessels, Mill Bay; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Board Meeting of January 11, 2017

17-23 It was moved and seconded that the minutes of the Regular Board Meeting of January 11, 2017 be adopted.

MOTION CARRIED

COMMITTEE REPORTS

CR1 Report and Recommendation of the Cowichan Lake Recreation Commission Meeting of October 27, 2016

17-24 It was moved and seconded that up to \$250,000 for the chiller and digital sign at Cowichan Lake Recreation Centre be funded through short term borrowing to be paid back over five years as per the Liabilities Under Agreement Section 175 of the *Community Charter*.

MOTION CARRIED

CR2 Report and Recommendations of the Electoral Area Services Committee meeting of January 18, 2017

17-25 It was moved and seconded:

1. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Frances Kelsey School for two \$500 bursaries to be awarded to students residing in Electoral Area C – Cobble Hill.
2. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area C – Cobble Hill.
3. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$250 be provided to Cowichan Spirit of Women to support the International Women’s Day dinner on Friday, March 3, 2017.
4. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake in the amount of \$1,500 be provided to Frances Kelsey Secondary School for three \$500 bursaries for graduating students from Electoral Area B – Shawnigan Lake.
5. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake in the amount of \$1,500 be provided to Cowichan Secondary School for three \$500 bursaries for graduating students from Electoral Area B – Shawnigan Lake.

6. That a Grant-in-Aid, Electoral Area B – Shawnigan Lake in the amount of \$500 be provided to Cowichan Secondary Dry Grad 2017 to support Cowichan Secondary Dry Grad 2017.
7. That the Elsie Miles Park Concept Plan dated December 1, 2016, be endorsed.

MOTION CARRIED

17-26 It was moved and seconded:

8. That Application No. 03-H-16DVP (12272 Chandler Road) to vary Section 8.2 of Zoning Bylaw No. 1020, to allow a reduction in the rear property line setback from 4.5 to 4.1 metres to legalize existing suite be approved.
9. That Development Permit Application No. 01-B-16DP/S (1757 Shawnigan Mill Bay Road) be approved.
10.
 1. That Development Permit Application No. 03-G-16 DP (3695 Gardner Road) be approved; and
 2. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 2500.

MOTION CARRIED

CR3 Report and Recommendations of the Regional Services Committee meeting of January 25, 2017

17-27 It was moved and seconded:

1. That a Loan Authorization Bylaw be prepared that authorizes the borrowing of up to \$1,968,000 for a 20 year term for the Meade Creek Upgrades & Landfill Closure Project in accordance with Sections 2.8 and 2.9 of the CVRD Solid Waste Management Plan.

MOTION CARRIED

17-28 It was moved and seconded:

2. That the Coastal Invasive Species Committee be given \$1,000 to update their 2010 Coastal Invasive Plant Management Strategy with funding sourced equally between the Parks & Trails and Environmental Services budgets.

MOTION CARRIED

17-29 It was moved and seconded:

3.
 1. That the Poetry of Place initiative be endorsed and a detailed program be developed; and
 2. That \$10,000 of the 2017 grant-in-aid budget be earmarked for a

community-based organization to assist with the community engagement component of the initiative.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the Finance Division Re: 2017 Five Year Financial Plan Bylaw Amendment was received for information.

SR2 Staff Report from the Economic Development Division Re: Municipal and Regional District Tax Implementation Date Change

17-30 **It was moved and seconded that the implementation date for the Municipal and Regional District Tax within the Cowichan Valley Regional District be changed from October 1, 2017 to June 1, 2017.**

MOTION CARRIED

SR3 Staff Report from the Parks & Trails Division Re: British Columbia/Canada 150: Celebrating B.C. Communities and Their Contributions Grant Funding Announcement

17-31 **It was moved and seconded that an application to the British Columbia/Canada 150: Celebrating B.C. Communities Contributions grant funding program be submitted for up to \$100,000 for ongoing rehabilitation work on the historic Kinsol Trestle.**

MOTION CARRIED

SR4 Staff Report from the Legislative Services Division Re: Results of Alternative Approval Process for Bylaw No. 4028 - Vancouver Island Regional Library Capital Construction Service Establishment and Bylaw No. 4029 - Vancouver Island Regional Library (Chemainus) Loan Authorization

17-32 **It was moved and seconded that the certificate of results for the Alternative Approval Process for adoption of "CVRD Bylaw No. 4028 – Vancouver Island Regional Library Capital Construction Service Establishment Bylaw, 2016" and "CVRD Bylaw No. 4029 – Vancouver Island Regional Library (Chemainus) Loan Authorization Bylaw, 2016", be received.**

MOTION CARRIED

SR5 Staff Report from the Finance Division Re: 2017 Revenue Anticipation Borrowing Bylaw No. 4086

17-33 **It was moved and seconded that Interim Borrowing through the Municipal Finance Authority (MFA) for an amount not to exceed \$11,000,000 for operational purposes be approved.**

MOTION CARRIED

SR6 Staff Report from the Finance Division Re: MFA Spring Borrowing - Security Issuing Bylaw No. 4090 was received for information.

BYLAWS

**B1
17-34** It was moved and seconded that "CVRD Bylaw No. 4028 - Vancouver Island Regional Library Capital Construction Establishment Bylaw, 2016", be adopted.

MOTION CARRIED

**B2
17-35** It was moved and seconded that "CVRD Bylaw No. 4029 - Vancouver Island Regional Library (Chemainus) Loan Authorization Bylaw, 2016", be adopted.

MOTION CARRIED

**B3
17-36** It was moved and seconded that "CVRD Bylaw No. 4086 – Cowichan Valley Regional District Revenue Anticipation Borrowing Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B3
17-37** It was moved and seconded that "CVRD Bylaw No. 4086 – Cowichan Valley Regional District Revenue Anticipation Borrowing Bylaw, 2017", be adopted.

MOTION CARRIED

**B4
17-38** It was moved and seconded that "CVRD Bylaw No. 4088 - Five Year Financial Plan (2017 - 2021) Amendment Bylaw, 2017, be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B4
17-39** It was moved and seconded that "CVRD Bylaw No. 4088 - Five Year Financial Plan (2017 - 2021) Amendment Bylaw, 2017, be adopted.

MOTION CARRIED

**B5
17-40** It was moved and seconded that "CVRD Bylaw No. 4090 - Security Issuing (Loan Authorization Bylaw No. 3623) Bylaw, 2017", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

**B5
17-41** It was moved and seconded that "CVRD Bylaw No. 4090 - Security Issuing (Loan Authorization Bylaw No. 3623) Bylaw, 2017", be adopted.

MOTION CARRIED

BYLAWS - ELECTORAL AREA DIRECTORS

17-42 It was moved and seconded that "CVRD Bylaw No. 4089 – Cowichan Bay Zoning Amendment Bylaw (5301 Chaster Road), 2017", be granted 1st and 2nd reading.

MOTION CARRIED

NB1 Report and Recommendation of the Grant-in-Aid Select Committee meeting of January 23, 2017

17-43 It was moved and seconded that the 2017 Regional Grant-in-Aid process be undertaken in accordance with the current Regional Grant-in-Aid policy and that the 2017 applications be considered at the March 22, 2017 Regional Services Committee meeting.

NB2 Verbal Report from Director Davis – Sunken Vessels, Mill Bay

Director Davis reported on a number of sunken vessels in Mill Bay that need to be removed under the authority of Transport Canada in order to mitigate safety and environmental risks in the area.

17-44 It was moved and seconded that Transport Canada be requested to take immediate action to remove existing sunken vessels in Mill Bay that pose a safety risk to boaters and adverse impacts to the marine environment.
MOTION CARRIED

ADJOURNMENT

17-45 It was moved and seconded that the meeting be adjourned.
2:05 PM

MOTION CARRIED

The meeting adjourned at 2:05 PM.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Wednesday, January 18, 2017 2:32:23 PM

Regular Board Meeting

Request to Appear as a Delegation at the Board

Board meetings start at 6:30 pm on the second Wednesday and at 1:30 p.m. on the fourth Wednesday of the month. Please note the correct time for the meeting you have applied to attend. Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Board. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250-746-2507 or 1-800-665-3955 to advise.

Meeting Date	2/22/2017
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Contact Information

Contact Name	Judy Stafford
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Representing	Cowichan Green Community
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Number Attending	1
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Address	360 Duncan Street
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City	Duncan
------	--------

Province	BC
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Postal Code	V9L 3W4
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Telephone Number	250-748-8506
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Reply Email	judy_l_stafford@yahoo.ca
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Presentation Topic and Nature of Request	Presenting the CGC Year in Review Video
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Do you have a PowerPoint presentation?	No
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Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Shannon Carlow](#); [Tara Daly](#)
Subject: Online Form Submittal: Regular Board Meeting
Date: Monday, January 23, 2017 12:09:31 PM

Regular Board Meeting

Request to Appear as a Delegation at the Board

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

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

Meeting Date 2/22/2017

Contact Information

Contact Name Brian Siff

Representing Cowichan Intercultural Society

Number Attending 4

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City Duncan

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Reply Email brian@cis-iwc.org

Presentation Topic and Nature of Request We would like to present to the board about how we used our 2016 CVRD Grants-In-Aid, as well as update the board on our current initiatives (specifically, those dealing with youth outreach) including our upcoming Youth Action Day which will take place on April 28, 2017 at the Island Savings Centre.

Do you have a PowerPoint presentation? Yes

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



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Cowichan Intercultural Society's
Multicultural Leadership Group
2016 Program Summary Report

MULTICULTURAL LEADERSHIP GROUP
YOUTH and adults changing the world right here at home

Participate in:
Interesting activities
Games with a purpose
Community actions

Enjoy creating:
Random acts of unknown kindness
Art work
Crafts
Action Plans

Learn about:
Inclusive Leadership Skills
Different Cultures and identities

stand up for differences
Drop in Wednesdays

Where: St John's Anglican Church Hall; 163 First St.
Who: All ages, all cultures, all identities, everyone is welcome!
Why: To have fun while creating inclusive communities
When: 3:15 to 5:45 opening circle is 4:00
Want more info? Linda linda@cis-iwc.org or call 250-748-3112

Logos: COWICHAN INTERCULTURAL SOCIETY cis-iwc.org, CVRD, DUNCAN, MUNICIPALITY OF NORTH Cowichan



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History

Imagine young and old from different cultures, traditions and identities coming together in the spirit of giving to the community! Cowichan Intercultural Society's Multicultural Leadership group (MLG) has been doing this since 2008. MLG began as a way for youth to volunteer at the 2008 North American Indigenous Games. Youth made gifts for visitors, kept the Cultural Village clean and most importantly learned Inclusive Leadership skills for welcoming the more than 20,000 indigenous athletes, performers and visitors who came to our wonderful Warmland for the games.

Since then MLG has continued with these traditions. Each Wednesday during the school year, youth and adults of all ages (our oldest member was 94 and our youngest members are less than 1 year!) welcome people from all cultures, all faiths and all identities.

In the spirit of community, we:

- Learn Inclusive Leadership skills based in the understanding that our differences are gifts that enrich our communities, and that everyone has a right to belong.
- Explore, share, and celebrate different cultures, traditions, faiths and identities.
- Work in service to community through compassionate actions.

Program Stats

MLG is designed as an after-school program running in conjunction with the school year. Over the course of the season MLG:

- hosts approximately 32-35 Wednesday drop ins per season
- averages 20 – 30 participants each week
- sees over 100 direct participants throughout the season
- collaborates and helps through volunteerism with 5-10 other community groups and events each season
- impacts 100s more Cowichan Valley citizens through hosting special events, projects, and partaking in random actions of unknown kindness

Program Format

The format of an MLG session generally follows the following structure:

- Check in/centering activity – usually a fun metaphor to describe mood/feeling.
- An introduction to a mindfulness practice – supporting young and old to learn skills for addressing stress
- Skills development – MLGers partake in awareness-building and skill-building through fun, experiential activities. Activities are designed to increase cultural competency by creating curiosity about differences which results in disarming our reactive defensiveness when faced with people who are different from ourselves
- Main activity - varies from week to week, dependent on current projects and/or events



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Synopsis of activities for 2016:

January

Jan 6th: MLG welcomed back participants from winter break with a “be kind to self” theme. Participants enjoyed sharing the many ways they find to relax as well as learning the importance of using the skill of relaxation when connecting with differences and developing welcoming and inclusive cultures.

Jan 13th: Participants learned about Chinese New Year, the history, the lunar calendar, Chinese zodiac and what the year of the monkey will bring. We also discussed ways we could help support the Chinese New Year celebration in February.

Jan 20th: Explored our differences through fun games and discussions and discovered that no matter our differences we can always find common ground. Participants enjoyed exploring this theme through a collaborative art activity.

Jan 27th: Being exam week, MLG supported participants to relax with fun games, and a self-reflective art activity called ‘finding the answer to the unanswerable question’, a no-effort activity that reveals some surprising answers.

February

Feb 3rd: Prepped traditional Chinese decorations, learned how to make rice bags for a traditional Chinese game to be played at the New Year celebration on February 6th. Also, we organized the MLG Ambassador Team to volunteer at the event.

Feb 10th: Planning session for supporting the Compassionate Leaders Youth Action Day event. MLG will host a Youth talent show dinner and fundraiser.

Feb 17th: Continued prep for fundraiser, MLGers develop a mindfulness colouring book to sell at the event.

Feb 24th: Deepened our connections through M&M’s! Each participant was asked to take ‘a few’ M&M’s from a small bowl. Based on how many they took they then discovered that in order to eat them they must share as many interesting facts about themselves per M&M’s in their hand. Lots of laughs and surprises! Youth continue to create mandalas for the colouring book.

March:

Mar 2nd: Volunteers from the Multicultural Leadership Outreach program, On Common Ground (the community and school outreach project for winter/spring 2016), facilitated social justice theatre activities with the group. Participants also learned about the movement, One Billion Rising and enjoyed learning the One Billion Rising dance. Some of the group enjoyed baking cookies for the upcoming Woman’s Day event.

Mar 9th: MLGers went on an intergalactic mission as they participated in a cultural simulation called the ‘Planet game’. This activity surfaces how our automatic fight/flight/freeze reactions activate when we are faced with people who are different from us. The group engaged in a lively discussion about how this plays a significant role in the development of thoughts that can lead to oppressive and discriminatory behaviors towards people who are different from ones self and your cultural norms.

Mar 30th: Back from spring break, MLG prepared and detailed the plan for the Youth Action Day fundraiser, happening on April 13. Cowichan Green Community’s Youth Outreach team and Safer Future’s Safe Youth Cowichan team also signed on to support the fundraiser.



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April

Apr 6th: MLG supported the making of the Inclusive Leadership Cooperative's PSA called 'What Do You Do?' a witnessed-centered anti-bully message. Prep for the fundraiser continued and participants learned through fun games the skill of Intention, Attention and Balance.

Apr 13th: A very successful collaboration! \$500 was raised for the Youth Action Day event. Cowichan Green Community (CGC) provided a delicious dinner, Safe Youth Cowichan and Junior Youth Council provided a photo booth, the Canadian Mental Health Association's (CMHA) Bike Shop joined us and supported the entertainment and MLG and the Compassionate leaders program hosted, served, entertained, organized the loonie/toonie auction and collected the donations.

Apr 20th: A team from the On Common Ground outreach project helped facilitate a Compassionate Communication workshop. MLGers learned skills for communicating that lead to connection while also exploring the ways we communicate that cause miscommunication, conflict and disconnection.

Apr 27th: MLGers created heARTful cards for the many people who donated items for the fundraiser. Planning began for two more events, the upcoming Chill Fest, a CGC and CMHA event on May 7th, for mental health week, and The On Common Ground Community Dialogue on May 14th.

May

May 4th: MLGers considered the many ways and things they do that help them feel relaxed, and then prepared a colouring poster to be given out at Chill Fest with the goal of helping others reflect on the importance of relaxation strategies to support good mental health. The poster offered some suggestions, and asked the question of what do you that helps you relax? Two MLGers volunteered to be Ambassadors and help at the event.

May 11th: A volunteer with the OCG outreach project introduced Qi Gong to the group, as an art form that leads to good physical and mental health. The On Common Ground team then hosted a conversation café with MLGers, a field test of the question being posed at the May 14th Community Dialogue. The question posed was: "what will we do, and what would we like our community to do, when incidents of racism and hate occur?" Their responses were added to the data collected at the dialogue.

May 18th: MLG was partially supported by the 100 Inspiration donor drive for the 15/16 season. The drive culminated with the CIS Bridging Dance and donor appreciation event. MLGers created gratitude cards for the donors and inspiration butterflies/quotes to be given out at the event. Brainstorming began for our year-end celebration.

May 25th: Continued with the making of cards and butterflies/quotes for the Bridging dance. Organized the MLG ambassadors who will attend the event. Plans were firmed up for our year-end celebration to happen at Centennial Park Cob Oven.

June

June 1st: Youth from the Safe Youth Cowichan team engaged us in a conversation about their project: creating youth-friendly spaces in two of our parks, Kin Park and Centennial. Prep and invitations were created for our fun day and end of season celebration at the Centennial Park Cob Oven. Invitations went out to all our partnering organizations and other youth groups to join us for this end of season event.



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June 8th: MLGers, Safe Youth Cowichan, the youth who participated in the What Do You Do? PSA video, On Common Ground Volunteers, and many other guests came out to enjoy cob oven pizza, inclusive games, activities music and more as we celebrated our many accomplishments over the 15/16 season.

Fall Session

September

Sept 14th: The fall season began by welcoming old and new participants back and preparing signs for the Walk of Nations, a tradition that has coloured the walk every year since its inception in the fall of 2008. MLGers were asked the question of “what does it take to create an inclusive community? Responses were captured and participants painted signs for the walkers at the Sept 17th Walk of Nations event.

Sept 21st: MLGers learned about World Peace Day, Sept 21st. We discussed the power of small actions as they contribute to the millions of other gestures that people, all over the world, were meditating on, thinking about, and taking actions too. Participants created flags to be part of the peace relay and ceremony, held in Centennial park on the 23rd. Strings of flags were exchanged with other participating groups and schools and a 2nd string contributed to Cowichan Valleys Peace Pole Project time capsule.

<https://cowichanpeacepole.wordpress.com/> <https://www.facebook.com/CowichanPeacePoleProject/>

Sept 28th: MLGers participated in part one of ‘Creating our Culture’, an activity that gets everyone thinking about the deeper values of safety, respect, equity and inclusion. The group shared and wrote down what they need, and are willing to give, so we can all feel relaxed and **allow** our uniqueness to shine.

October

Oct 5th: Part 2 of ‘Creating Culture’. The responses gathered were sorted into themes such as Listening, not being interrupted, feeling heard, non-judgment etc. Working in small groups, the themes were turned into posters. The groups then presented, and taught the rest of the group, about their theme and what was identified as important to MLGers, and what is needed to create an inclusive culture where everyone feels safe and has belonging.

Oct 12th: With support from the Inclusive Leadership Cooperative MLGers enjoyed a fun day of interactive games with a purpose. Teaching skills that every inclusive leader needs to transform diverse groups into cooperative and helpful teams.

Oct 19th: This week MLG hosted special guests Stephanie and Robert Cerins, local artists with a mission to increase happiness on the planet. MLGers learned the art of ‘Refocusing and Reframing’, how to change personal stories of adversity into the challenges we have overcome, and identifying the strengths within that developed as a result.

Oct 26th: MLG was honoured to have another guest, Natasha, who introduced the Mexican tradition of Day of the Dead. We also learned about the connection to All Hallows Eve, and All Saints Day. The group discovered the similarities and the deeper meanings behind some of today’s Halloween traditions.

November:

Nov 2nd: Mary Dolan, a local champion and child advocate, engaged the group in learning about the United Nations Convention on the Rights of the Child. The group made Heart pins, as part of the Nov 20 Rights of the Child Day awareness campaign and discussed where and who we could give the pins to.



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Nov 9th: Each year MLG takes time to discuss and brainstorm actions to take in the community. The group enjoyed a Conversation Café, we brainstormed ideas for the co-hosting of a Dinner and Dialogue for Families and Young Ones, a collaboration with Arcadian Early Learning Society and Inclusive Leadership Cooperative. A general table, that explored interests and concerns and a table hosted by Safe Youth Cowichan, discussing ways to help fundraise for the youth spaces project in local parks.

Nov 16th: Revisited the UN convention on the Rights of the Child. The group decide who to give the pins out to, some went to teachers and school administrators and others to youth groups and community organizations. The group also took time to relax, created more heart pins and/or enjoyed colouring mandalas

Nov 23rd: MLGers were taken on a virtual tour with Michael Robinson, who through video and reflection, guided the group to a remote, Malawi village for a look at the hard working, exceedingly happy people who inhabit the rugged terrain of Africa's Great Rift Valley, the cradle of humankind. Participants enjoyed discussion and fun games **while exploring** the differences and common ground we share with the villagers in Malawi.

Nov 30th: This week saw the group looking at a very different culture and circumstance as we toured the Syrian art exhibit. Participants were impacted by the images, the group reflected on the injustices that so many suffer, how much our circumstances shape how we express our selves and the value of art to share messages of injustice with those outside of the culture.

December:

Dec 7th: Fresh on the heels of Childs Right Day is December 10th, the United Nations Universal Declaration on Humans Rights day. The group learned about the history of human rights, how youth are taking action and ways that we can stand up for everyone's human rights, and join others all over the world who are doing the same.

Dec 14th: For the final 2016 MLG session, we learned about the celebrations that occur at this time of year. With a game of faith and traditions bingo MLGers explored the origins of Christmas, Yule, Hanukkah, Kwanzaa, Dhanu Yatra, Sinterklaas, Pancha Ganapati, Yalda, Soyal, Bodhi Day and Chalice, bringing another fabulous year of embracing diversity at MLG to an end.



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Post Event Report – One World Festival 2016

Purpose of Festival

The 2016 One World Festival (OWF) was held on September 16 & 17 and brought together 2500+ attendees, over 25 ethnic groups, over 50 vendors (cultural food & beverage vendors, health & wellness service providers, cultural commercial vendors, community service organizations, and community schools), and 150+ volunteers. The One World Festival fostered opportunities for open dialogue between cultural groups, and the OWF promoted collaboration and togetherness. The goal of the festival was to break down barriers, and to discourage racism, prejudice, and misunderstandings - all of which will create a healthier community. Additionally, the festival supported local artists, musicians and food providers, as well as created networking opportunities.

	Details	Notes
Event	One World Festival 2016	in conjunction with the Walk of Nations, VIU 5 th anniversary
Organized by	Cowichan Intercultural Society	
Event date	Friday and Saturday, Sept. 16-17	
Coordinator/s	2 staff coordinators (Pema/Carolina)	
MCs	Dunia & Morne	
Guest Speakers	Alistar MacGregor, MP Lynn Weaver, Executive Director CIS Marcel Aubin, President CIS Dorothy Jack, Community Elder Robert George, Walk of Nations Jon Lefebure, North Cowichan Warren Weir, VIU Bob Day, CVRD Phil Kent, City of Duncan	
Event Venue	School District 79 land adjacent to VIU Cowichan Campus	

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Number of people involved in the event creation	Development Team = 3, Festival Planner = 1, Event assistant = 1 Team Lead Volunteers = 22 Total Number of Volunteers = 115	
20 Taskforce teams	Cultural Entertainment Cultural Food Zero Waste Kid's "Fun Fair" Cultural Fashion Show Cultural Expo Promotion & Media Volunteers Information & Assistance Decoration Survey Development Overseeing Communications Elders' Care Vibe Team Vendors Eye Opener Films Historical Memory Lane Art Exhibition	Each volunteered taskforce team leader was assigned specific responsibilities. The taskforce team leaders gathered once a month to update their work. The taskforce team leaders communicate with each other through the event coordinator
# of attendees	Approximately 2500	
Number of Cultural Entertainers	Spirit Drummers – <i>First Nations & Cowichan Community</i> Ztinquaw Dancers – <i>Coast Salish</i> Masimba Marimba – <i>Zimbabwe/Southern Africa</i> Moon Dance Dynamic Arts – <i>Multicultural African Dance</i> Hardware Girls - <i>Canadian</i> Fiesta Latina Dancers – <i>Mexican/Latina</i> Mbira Spirit – <i>Zimbabwe</i> Zumba - <i>Multicultural</i> Carlson's School of Dance – <i>Canadian Multicultural</i> Mr. Lou Tai Chi - <i>China</i> Multicultural Choir - <i>Multicultural</i> Jamyang Yeshe - <i>Tibetan</i>	12 total cultural performers

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<p>Community Sponsors</p>	<p>26 community sponsors British Columbia Arts Council Province of British Columbia Cowichan Valley Regional District The Valley Voice Lions Club of Duncan City of Duncan Cowichan Valley Museum Archives Municipality of North Cowichan Juice 89.7 FM Identity Graphics My Cowichan Valley Now Cowichan Valley School District Vancouver Island University Turtle Island Party Rentals Royal Bank Canada Queen Margaret School Tibetan Yak Yardworks Seaside Computer Centres HBHE Consulting Cowichan Valley Arts Council Volunteer Cowichan Craig Street Brewery Cowichan Valley Citizen Duncan Christian School Sunrise Waldorf School</p>	
<p>Volunteer hours</p>	<p>3 development team (10hr/month x 11months=110), 9 Taskforce Leaders (5hrs/wk x 17wks = 765); 20 Zero waste (x6hrs/volunteer = 120); 50 site assistance (x 6hr/volunteer = 300) with elder care, surveying, costume show, fun activities, and decorations; 60 Costume presenters (x 2hr per volunteer = 120) 15 cultural expos (20hrs x volunteer = 300) 9 kids fun fairs (5hrs /volunteer = 45); 25 other taskforce assistance (x 10hrs/volunteer = 250) =2010 hrs</p>	<p>2010 hours</p>

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Festival Main Activities	Opening Ceremony Global Eye Opener Films Cultural Food and Beverage Demos Cultural Expo (facilitated by local cultural groups) Cultural Performances Cowichan History – “Memory Lane” Cultural Fashion Show Kids “Fun Fair” Art Exhibitions Workshops Health & Wellness Services Cultural Commercial Vendors Community Service Organizations Food Vendors	
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Survey Feedback

Surveys were conducted in the following forms: written, audio and video. Five total questions were asked to participants; results and common answers are outlined below.

What was your overall experience at the One World Festival?

95% of responses were positive; 5% constructive feedback

- Positive comments included: “Fun and educational,” “A lot of great vendors!,” “Love the diversity,” “Happy to see so many cultures,” “Enjoyed walking around listening to the different music,” “Great experience, everyone was very friendly.”
- Constructive comments: “Vendors were a little too spread out,” “Weather dampened the spirits a bit”

How did you hear about the festival?

Variety of answers, top answer = advertisements/flyers, second answer = word of mouth

What was your favorite part of the festival?

More than half of respondents listed musical entertainment as their favourite part; almost every aspect of the festival was mentioned including the food, expos, vendors, music, decorations, cultural activities, fashion show and all the great people

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If you could add one more thing, what would you like to see next time?

Most common response is to bring the tents/vendors closer together, closer to the stage; Second most common response was more food

Will we see you again next time?

75% = yes, 20% = probably, 5% = not sure

Outcomes

- Community participation in an inclusive, barrier free event was demonstrated through approximately 2500 participants from a diverse range of backgrounds. This is considered to be a large scale event in the Cowichan Valley.
- Promoting inclusion and belonging occurred by ensuring a wide range of cultures (over 25 ethnic groups) were included in the program.
- The event assisted newcomers in integration and adaptation while providing as safe place to practice customs and traditions.
- Brought together over 50 vendors, including over a dozen local community service organizations as well as a variety of health & wellness service providers, representing a diverse cross-section of our community.
- Increased awareness of the Cowichan Intercultural Society's 35th anniversary.
- Extended the festival to two days, beginning with the Eye Opener Films at VIU on day one.
- Engaged over 150 local volunteers in this celebration of diversity and inclusion.

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Financials

Sponsors	Description	Grant	Sponsorship	In-kind	Fundraising	Total
BC Government	Grant	\$2,480				
BC Arts Council	Grant	\$2,000				
VIU	Space			\$500		
Zero Waste Program, CVRD	Waste/Recycling			\$500		
SD79	Venue			\$2,000		
Artists	Performers			\$2,000		
CVRD	Grant	\$7,000		\$2,000		
North Cowichan	Grant	\$1,500				
City Duncan	Grant	\$1,000				
Baskets	3 Door Prize Baskets			\$400		
Turtle Island Party & Events	Various Supplies			\$1,400		
CVAC	Art exhibition			\$1,000		
Cowichan Museum	Display development			\$1,500		
Identity Graphics	Stickers			\$500		
Seaside	Sponsorship		\$250			
Just Jake's	Sponsorship		\$500			
Tibetan Yak Yardworks	Sponsorship		\$500			
RBC	Sponsorship		\$500			
Duncan Lion's Club	Sponsorship		\$1,000			
Valley Voice	Media			\$3,590		
Juice FM	Media			\$1,000		
Laurie Williams	Donation		\$140			
Helmut Blanken	Sponsorship		\$250			
Thrifty Foods	Donation		\$100			
Local Eye	Media			\$500		
Duncan Press	Media			\$500		
Tea/Coffee	Fundraising				\$500	
Vendors	\$35 charge/vendor				\$1,000	
Booths	\$10 charge/vendor				\$200	
Tickets	Door Prize Tickets				\$430	
Other	T-shirts				\$40	
Festival Coordinators	Wages (see next page)			\$3001		
Volunteers	2010 hours			\$20,100		
TOTALS		\$13,980	\$3,240	\$38,810	\$2,170	\$58,200

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Total Actual Expenses for 2016 OWF

Expenses	Actual paid	In-kind	Description
Festival Coordinators	\$6,200.00	\$ 4321.00	34wks x 10hrs/wk x \$20/hr (CIS covered wage in kind)
Professional Fees	\$1,200.00		Graphic Designers
Administration cost	\$4,775.00		15% of total expenses
Volunteer Support	\$4,000.00		meetings, food, and materials
Festival Venue		\$2,000.00	
Promotional materials	\$5,073.42		posters, flyers, banners, bookmarks, prize tickets
Tents, Bouncy Castle, Obstacle Course	\$1,600.00	\$1,400.00	Rental supplies
Performers in-kind		\$2,000.00	4 groups of performers performed free of charge
7 performers' payment	\$1,900.00		payments 200 - 500
Door Prize Baskets		\$400.00	Donated baskets
Art exhibition		\$1,000.00	Huge art exhibition by CVAC
Advertisement in Magazine	\$525.00	\$3,590.00	Four colored pages of ads
Historical Display	\$500.00	\$1,500.00	Historical Display by Cowichan Museum
Decoration	\$485.32		Balloons, Flags, Arts
Volunteer/One World T-shirts	\$1,200.00		
OWF Website	\$150.00		oneworldfestivalcowichan.com
Cultural Expos	\$1,300.00		\$100 each to 13 cultural groups for materials
Stage	\$600.00		
Volunteer Lunch	\$1,000.00		
Eye Opener Films	\$100.00		
Media, press	\$1000.00	\$3,000.00	Duncan Press, Juice FM, Local Eye, Cowichan Citizen
Zero Waste Program		\$500.00	CVRD
Tea/Coffee Expense	\$200.00		
Portable Washrooms	\$630.00		
First Aid	\$150.00		
MC	\$300.00		
Special Occasions rentals supplies	\$1,891.93		10 tents, 10 tables, 150 chairs, coffee urns, other
Breakfast Volunteers	\$300.00		
Security	\$500.00		for three nights
Other supplies	\$1,015.44		Walkie talkies, Generators, sandbags, memory card, gifts
Special Insurance	\$315.00		
Honorarium	\$500.00		for a videographer
Mileage	\$300.00		
	\$36,611.11	\$21,590	\$52,001.11
	Total Expense	\$58,201.11	

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COWICHAN INTERCULTURAL AND IMMIGRANT AID SOCIETY

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Conclusion

Harnessing the collaboration between 98 total partners, the 2016 One World Festival was the largest OWF organized to date, and it brought together a record number of people from the Cowichan Valley and beyond. Beginning on Friday September 16th with the Global Eye Opener Film series, the two-day event hosted a number of activities focusing on cultural diversity and inclusion – cultural expos, cultural food and beverage demos, cultural performances, local history, kids' fun fair, art exhibits, cultural fashion show, community service organizations, local vendors and more.

This was the first year the event was held on the School District 79 land adjacent to the Vancouver Island University Cowichan Campus. The large outdoor space is in a central location, visible from highway 1, and it has plenty of space to grow in future years. This year, the Cowichan Intercultural Society partnered with the Walk of Nations on Saturday the 17th, as the Walk of Nations took place in the morning and the walk ended at the location of the OWF, in time for the opening ceremonies.

Thanks to the support of the BC Government, BC Arts Council, Cowichan Valley Regional District, Municipality of North Cowichan and the City of Duncan, private sponsorship, in-kind donations and a CIS-led fundraising campaign, all actual expenses for the 2016 OWF were covered and there is no deficit after the event. Additionally, thanks over 2000 volunteer hours, nearly 20% of the total budget for the event was offset by volunteer labour and time.

Truly an example of the Cowichan Valley community coming together for a common celebration of cultural diversity and inclusion, the 2016 OWF achieved its intended outcomes while creating connections within our community which will have far-reaching effects in the future.

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January 26, 2017

Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8



File No. 6780 30 MA



Dear Regional District Board of Directors:

**Re: REGIONAL GROWTH STRATEGY(RGS) AMENDMENT
Regional Growth Strategy Minor Amendment Criteria Update**

**Office of the Chair
and CAO**

Further to our letter dated January 12, 2016 the Regional District of Nanaimo Board gave amended second reading to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" on January 24, 2017.

The proposed changes are consistent with the Town of Qualicum Beach proposal, dated September 27, 2016. The key difference between the original bylaw and the current version is that the wording has been changed to mean that amendments are not considered minor: "that will negatively impact agricultural lands or land in the ALR". (See Attachment 1 – RDN Staff Report).

During this phase of the amended bylaw process, we are seeking your acceptance as part of the formal 60-day acceptance period for affected local governments. After each affected local government accepts the proposed bylaw amendment, the RDN Board may proceed to adopt the bylaw. (See Attachment 1 – RDN Staff Report - RGS Acceptance/Dispute Resolution Process).

Given this information, I am optimistic that the differences concerning this RGS amendment have been resolved and anticipating the timeframe for approval of the bylaw to be April 2017.

If you have any questions or comments on the bylaw to amend the Regional Growth Strategy, please do not hesitate to contact Paul Thompson, Manager of Long Range Planning, or Jamai Schile, Senior Planner at 250-390-6510 or Toll Free 1-877-607-4111.

Sincerely,

Director Bill Veenhof
Chair, RDN Board

Strategic and Community
Development
6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph. (250) 390-6510
Toll Free: 1-877-607-4111
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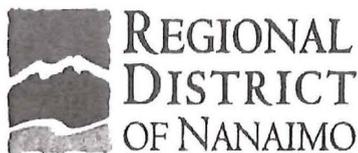


cc: Phyllis Carlyle, CAO, RDN
Geoff Garburtt, GM, RDN
Paul Thompson, Manager of Long Range Planning, RDN
Jamai Schile, Senior Planner, RDN

Attachments

- RDN Staff Report, dated January 10, 2017, with Attachments:
 1. Proposal by Town of Qualicum Beach for revision of RGS Bylaw 1615.01
 2. Proposed Amended "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016"
 3. RGS Amendment Process

Attachment 1



STAFF REPORT

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: January 10, 2017

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30 MA

SUBJECT: Regional Growth Strategy Bylaw 1615.01, 2016

RECOMMENDATIONS

1. That the Board agree to the revision to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" as proposed by the Town of Qualicum Beach.
2. That the second reading of "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be rescinded.
3. That "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be read a second time as amended and as outlined in Attachment 2.
4. That "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be referred to member municipalities and adjacent regional districts for acceptance.
5. That the Regional District of Nanaimo notify the Minister of Community, Sport and Cultural Development with respect to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" that alternative wording has been formulated for consideration of acceptance by affected local governments.
6. That the section on minor amendments be reviewed as part of the next Regional Growth Strategy Review.

SUMMARY

The Regional District of Nanaimo initiated a process to amend the Regional Growth Strategy (RGS) to clarify when an amendment may be considered a minor amendment. The amendment bylaw was given first and second reading on March 22, 2016. A Public Hearing was held for the proposed amendment on April 13, 2016 in the RDN Board Chambers. The bylaw was then referred to affected local governments for acceptance. All of the adjacent regional districts and three of the four member municipalities accepted the RGS amendment. The Town of Qualicum Beach did not accept the RGS amendment.

Following the non-acceptance of the RGS amendment by Qualicum Beach (the Town), the RDN notified the Minister of Community, Sport and Cultural Development. The Minister has directed the RDN and Town to reach acceptance using a non-binding resolution process. Prior to developing a formal dispute resolution process the Town developed alternative wording for the RGS bylaw amendment for

consideration by the RDN Board (see Attachment 1 Proposal by Qualicum Beach for Revisions to Bylaw 1615.01). Staff from the RDN and the member municipalities have reviewed the proposed revision and agree that it is supportable and should be considered by the RDN Board. Should the Board agree that the proposed revisions to Bylaw 1615.01 are acceptable then the process to adopt Bylaw 1615.01 can proceed.

As there is a revision to the bylaw amendment the bylaw must be given an amended second reading and then sent out again to all affected local governments for acceptance. Staff recommend proceeding with revisions to Bylaw 1615.01 as submitted by the Town of Qualicum Beach. The process is to rescind second reading and give the bylaw amended second reading as per Attachment 2 Amended Second Reading for Regional District of Nanaimo Regional Growth Strategy Bylaw 1615.01. Following approval of amended second reading for Bylaw 1615.01 it will need to be referred to affected local governments for acceptance. The process for completing the RGS bylaw amendment can be seen in Attachment 3 Process For Adopting RGS Bylaw Amendment.

BACKGROUND

The Regional District of Nanaimo (RDN) Board gave “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” first and second reading on March 22, 2016. The purpose of the bylaw amendment is to clarify what type of Regional Growth Strategy (RGS) amendments may be considered as a minor amendment. This bylaw clarifies that the list of amendments not considered minor in Section 1.5.1.2 do not apply if a full Official Community Plan (OCP) review has been conducted. The bylaw also clarifies that the list of amendments not considered minor must be contemplated as part of the full OCP review process for the proposed change.

For a RGS bylaw, the bylaw adoption process requires that the bylaw be accepted by affected local governments. Affected local governments are the member municipalities and the adjacent regional districts. The bylaw cannot be adopted unless all of the affected local governments accept the bylaw.

All three of the adjacent regional districts and three of the four member municipalities accepted the RGS bylaw amendment. The Town of Qualicum Beach did not accept the RGS bylaw amendment. In accordance with provincial legislation the Minister of Community Sport and Cultural Development was notified. The Minister replied on October 6, 2016 and directed the parties to use a non-binding resolution process.

Prior to commencing the formal dispute resolution process the Town of Qualicum Beach developed a three part proposal with alternative wording for the bylaw amendment (see Attachment 1). This alternative wording was presented to the staff of the regional district and the member municipalities. After the alternative wording was presented, staff agreed that the revision was supportable and should be taken to the RDN Board and that the RDN should proceed with the bylaw approval process. The revised wording is intended to be an interim measure and a full review of the section on minor amendments should occur during the next RGS review.

Intergovernmental Implications

The reason for initiating the amendment to the RGS was to address two concerns related to the criteria for minor amendments. The first concern was a perceived conflict between amendments that are considered minor and amendments not considered minor. The second concern is that it is not clear

what is meant by a full OCP review process. The proposed amendment that was not accepted by the Town attempted to address these concerns by clarifying that the list of amendments not considered minor do not apply if a full OCP review has been conducted and that all of the types of amendments not considered minor must be contemplated as part of an OCP review process.

The Town did not accept RGS Bylaw 1615.01 as it believed that the proposed amendment did not clarify what constitutes a “full OCP review Process” and it would expand the types of amendments that qualify as minor amendments. The Town also believed that the proposed amendment would expand the scope of minor amendments beyond what was intended in the *Local Government Act*.

If an affected local government does not accept the RGS bylaw amendment then the next step is for the regional district and the municipality that did not accept the bylaw to jointly develop a dispute resolution process. However, discussions between the RDN and the Town can continue while the process for a formal dispute resolution process is developed. Further, a revision to the original bylaw amendment can be developed prior to entering into a formal dispute resolution process which can then be considered by the RDN Board for referral for acceptance.

After the Town notified the RDN about not accepting the RGS bylaw amendment the Town developed an alternative to the proposed RGS amendment. In addition to revised wording for the bylaw amendment, the Town is recommending two other actions for the RDN and the other member municipalities (see Attachment 2). To gauge support for the Town’s proposal, it was presented to staff from the RDN and the other member municipalities. Staff from the RDN and the member municipalities are in agreement that the proposal does provide a viable alternative to the original bylaw amendment and is worthy of consideration by the Board.

The proposal from the Town is comprised of three parts:

The first part is to encourage all regional partners to define what is meant by a “full Official Community Plan review”. Each partner could define what they consider to be a full OCP review. If the RDN and the member municipalities each provided a definition this would address the concern of what is meant by a full OCP review. This addresses one of the original concerns with the current wording in the RSG which is that it is not clear what is meant by a full OCP review.

The second part is to thoroughly review the entire section in the RGS on Minor Amendments as part of the RGS Review which is scheduled for consideration by the Board in 2017. A thorough review of the section on minor amendments would allow for revisions that would clearly outline the types of RGS amendments that should be considered through the minor amendment process. The language must be clear on what does and what does not qualify as a minor amendment.

The third part is to revise the wording for the RGS Bylaw amendment. The revised wording for the bylaw amendment is intended as an interim measure and may change again after a comprehensive assessment of the section on minor amendments during the next RGS Review.

The proposed revision to the Bylaw amendment is different from the one that was not accepted by the Town in one key aspect. The wording in the original RGS Bylaw amendment 1615.01 maintained the statement that amendments are not considered minor “that include land in the Agricultural Land Reserve”. The change of wording proposed by the Town is amendments are not considered minor “that will negatively impact agricultural lands or land in the Agricultural Land Reserve”.

This would mean that an OCP review can include lands in the Agricultural Land Reserve and provided there is no negative impact to those lands as a result of changes to the OCP then an OCP amendment can be considered minor. The main difference between the current wording and the revised wording is that if the OCP does not propose any changes that will have a negative impact on lands in the ALR and continues to support agriculture then it can still qualify as a minor amendment. This is in contrast to the current wording in the minor amendment criteria which states that OCP reviews that include land in the ALR do not qualify as a minor amendment. This addresses the other original concern which was a perceived conflict between amendments that are considered minor and amendments and that are not considered minor.

The process is to now give RGS bylaw amendment 1615.01 an amended second reading and refer it out to the affected local governments for acceptance.

ALTERNATIVES

1. To proceed with the process for adopting "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".
2. To not proceed with the process for adopting "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" and instead proceed to a non-binding resolution process with the Town of Qualicum Beach and the other member municipalities.
3. Abandon the bylaw amendment and consider revisions to the section on minor amendments at the next Regional Growth Strategy Review.

FINANCIAL IMPLICATIONS

There are no financial implications for alternatives one and three. The 2017 Regional Growth Management budget includes staff time to complete the bylaw amendment. Initiating a review of the RGS is on the Long Range Planning work plan for 2017 and funding has been allocated to support the RGS review process.

STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 recognizes that the RDN will cooperate and advocate as a region while recognizing the uniqueness of each community. The proposed revision to the amendment to the RGS is consistent with this strategic priority as it maintains the provision that a change to the RGS, resulting from a full OCP review, can be considered through the minor amendment process. The amendment also supports the strategic priority to focus on relationships as the revision to the amendment was developed with input from the RDN and presented to the municipal members.



Paul Thompson
pthompson@rdn.bc.ca
 December 16, 2016

Reviewed by:

G. Garbutt, General Manager, Strategic and Community Development
P. Carlyle, Chief Administrative Officer

Attachments

1. Proposal by the Town of Qualicum Beach for Revisions to Regional Growth Strategy Bylaw 1615.01
2. Amended Second Reading for Regional District of Nanaimo Regional Growth Strategy Bylaw 1615.01
3. Process For Adopting RGS Bylaw Amendment

Attachment 1

Proposal by the Town of Qualicum Beach for Revisions to Regional Growth Strategy Bylaw 1615.01



TOWN OF QUALICUM BEACH
INCORPORATED 1992

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P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-4921
Fax: (250) 752-1243
E-mail: info@townofqualicumbeach.com
Website: www.qualicumbeach.com

September 27, 2016

Geoff Garbutt, General Manager
Strategic & Community Development
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

E-MAILED

Dear Mr. Garbutt

Proposed Changes to Regional Growth Strategy Bylaw No. 1615.01

This correspondence is a follow-up to the letter from Town of Qualicum Beach Mayor Westbroek to Chair Veenhof sent on June 20, 2016 in which it was mentioned that the Town has not accepted the above noted bylaw. I am writing to propose several next steps toward the resolution of this matter.

1. **Encourage regional partners to clarify community expectations for a "full OCP review"**
As per the letter from June 20, 2016, the Town is concerned about the lack of clarity about what constitutes a full OCP review process. However, it is not a simple matter to define a full OCP review process, since different jurisdictions will conduct OCP reviews in different ways that may vary from one OCP review to the next. The Town is currently preparing for a full OCP review, and will be engaging the public in a discussion about community expectations for this and future OCP reviews. One possible outcome is that the Town will include language clarifying the process for OCP reviews in the bylaw itself. While it is not suggested that this be regulated through the regional growth strategy, it may be appropriate for other partnering jurisdictions to undertake a similar process.
2. **Thoroughly review the section on minor amendments during the next RGS review**
Revising this section would clarify ambiguities and ensure that it meets the original intent. Minor changes to the wording may be suitable as an interim measure; however, the entire section should be reviewed.

.../2

National Communities in Bloom & Floral Award Winner

Regional Growth Strategy - Proposed Changes to Bylaw 1615.01
September 27, 2016
Page 2

3. Reduce the potential conflict between RGS Sections 1.5.1 (1) and 1.5.1 (2) as an interim measure

The attached document shows a change to the amendment bylaw that would be a reasonable compromise until a full RGS review can be completed.

Please contact me directly if there are any questions, concerns or suggestions for the resolution of this matter.

Regards



Luke Sales, MCIP, RPP
Director of Planning and Community Development

attachment

cc Mayor & Councillors
D. Sailland, CAO

file: 6430-02-rgs
N:\6400-6999 PLANNING AND DEVELOPMENT\Letters\2016\RDN.RevisionsToRG5AmendmentLis.docx

Regional Growth Strategy - Proposed Changes to Bylaw 1615.01
 September 27, 2016
 Page 3

Proposed Amendment to RGS Minor Amendment Criteria
 As revised by the Town of Qualicum Beach
 September 27, 2016

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:

- Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
- Text and map amendments required to correct errors or as a result of more accurate information being received;
- Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
- Addition or deletion, or amendment to Section 5.4 Key Indicators.

2. Although not considered as an exhaustive list, the following types of amendments are not considered minor, unless they have been contemplated as a part of a full official community plan review process:

- Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
- ~~Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;~~
- Those that will negatively impact agricultural lands or land in the Agricultural Land Reserve;
- Those related to a development that would require significant works to address a natural hazard;
- Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
- Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1615.01, 2016
A Bylaw to Amend
Regional District of Nanaimo
Regional Growth Strategy Bylaw No. 1615, 2011

The Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

- A. This Bylaw may be cited as “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.
- B. The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:
1. Under **Schedule A, Part 1.5.1(2) Criteria for Minor Amendments** by deleting:
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;

And replacing it with the following:

- Those that will negatively impact agricultural lands or land in the Agricultural Land Reserve;

The Regional Growth Strategy Bylaw was Introduced and read two times on the 22nd day of March 2016

The Board conducted a Public Hearing on the Regional Growth Strategy Bylaw on the 13th day of April 2016

“Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” was accepted by resolution as follows:

- City of Nanaimo on the 16th day of May 2016
- District of Lantzville on the 9th day of May 2016
- City of Parksville on the 16th day of May 2016
- Comox Valley Regional District Board on the 28th day of June 2016
- Alberni Clayoquot Regional District Board on the 11th day of May 2016
- Cowichan Valley Regional District Board on the 8th day of June 2016
- The Town of Qualicum Beach did not accept the bylaw on the 16th day of May 2016

Second reading was rescinded and the Bylaw was amended on the ____ day of ____ 20XX

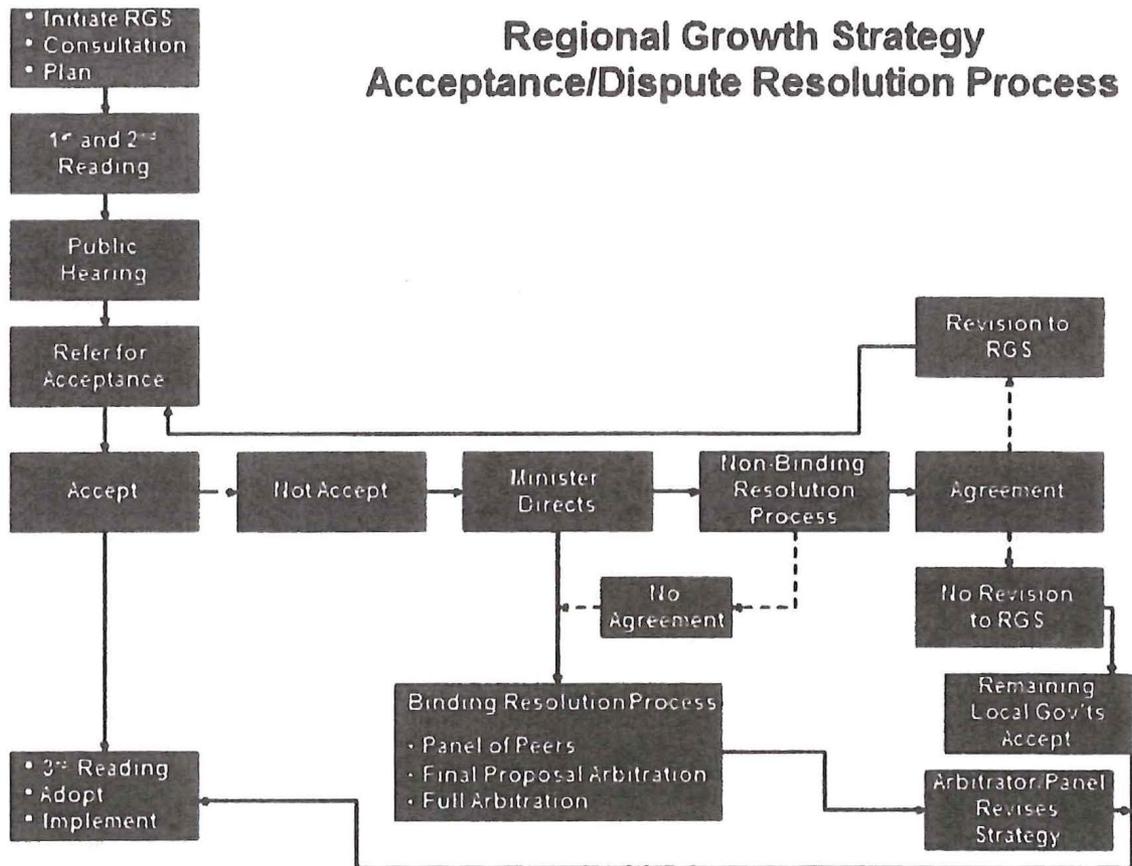
Read a third time this ____ day of _____ 20XX

Adopted this ____ day of _____ 20XX

 Chairperson

 Corporate Officer

Attachment 3
Process For Adopting RGS Bylaw Amendment





**ISLAND SAVINGS CENTRE COMMISSION REPORT
OF MEETING HELD THURSDAY, FEBRUARY 9, 2017**

DATE: February 9, 2017

To: Chairperson and Directors of the Board

Your Island Savings Centre Commission reports and recommends as follows:

1. That the 2017 Budget for Function 420 Island Savings Center – Events and Services be amended by:
 1. A reduction of \$50,000 for federal conditional grants revenue;
 2. An increase of \$75,000 for sponsorship revenue;
 3. An increase of \$10,000 for recovery of costs;
 4. A reduction of \$20,000 for consultants expense;
 5. An increase of \$35,000 for security expense; and
 6. An increase of \$20,000 for capital building improvements.

2. That the 2017 Budget for Function 423 Island Savings Center – Arena be amended by:
 1. A decrease of \$91,875 for federal conditional grants revenue;
 2. A decrease of \$75,434 for sponsorship revenue;
 3. A decrease of \$202,095 for capital building improvements; and
 4. An increase of \$34,786 for security expense.



ELECTORAL AREA SERVICES COMMITTEE REPORT

OF MEETING HELD FEBRUARY 15, 2017

DATE: February 21, 2017

To: Board of Directors

1. 1. That the Community Works Fund allocations for Area B include \$15,000 and for Electoral Area E – Cowichan Station/Sahtlam/Glenora \$10,000 for the Koksilah Watershed Ecosystem-based Analysis Project as a contribution to the Cowichan Station Area Association; and
 2. That the Cowichan Station Area Association be granted approval to pursue a sole source award to the Silva Forest Foundation with these funds for the project.
2. That a Grant-in-Aid, Electoral Area A – Mill Bay/Malahat, in the amount of \$2,000 be provided to Frances Kelsey Secondary School for four \$500 bursaries to be awarded to students residing in Electoral Area A – Mill Bay/Malahat.
3. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$3,500 be provided to Shawnigan Cobble Hill Farmers Institute to support the Cobble Hill Fair.
4. That a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to Shawnigan Cobble Hill Farmers Institute to support the seniors lunch.
5. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to One Cowichan to support the Roundtable Forum hosting the event on March 16, 2017.
6. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$3,000 be provided to Cowichan Station Area Association to support the Koksilah Ecosystem Based Analysis Project.
7. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$2,500 be provided to Cowichan Land Trust to support the pre-school education programs.
8. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Frances Kelsey Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.
9. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$1,000 be provided to Cowichan Secondary School for two \$500 bursaries to be awarded to students residing in Electoral Area D – Cowichan Bay.
10. That a Grant-in-Aid, Electoral Area D – Cowichan Bay, in the amount of \$500 be provided to Cowichan Spirit of Women to support the International Woman’s Day Event on March 3, 2017.

11. That a Grant-in-Aid, Electoral Area G – Saltair/Gulf Islands, in the amount of \$500 be provided to Nanaimo-Ladysmith Schools Foundation for a Saltair Community Bursary to a Saltair student graduating from Ladysmith Secondary School.
12. That a Permit to Construct with the Province of British Columbia be approved for the Cowichan Valley Trail – Ida Road Public Trail Access within the West Shawnigan Lake Road right of way.
13.
 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Twin Cedars System service area be received;
 2. That CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006 be amended to include the property described as PID 026-889-749, Lot 3, Section 14 & 15, Rage 5 & 6, Plan VIP 81819, Shawnigan District; and
 3. That the amendment bylaw be forwarded to the Board for consideration of three readings and upon payment of the connection fees, adoption.
14. *(Amended from original Committee recommendation)*
That the 2017 budget for Function 680 Shawnigan Lake North Water be amended to:
 1. Increase Capital - Engineering Structures expense by \$120,000;
 2. Increase Transfer from Operating Reserves revenue by \$66,000; and
 3. Increase Transfer from Gas Tax Reserves revenue by \$54,000
15. That the Volunteer Fire Rescue Internal Mutual Aid Policy attached to the February 6, 2017, Public Safety Division report, be adopted.
16. That the 2017 Community Works Funds be allocated to the electoral area projects identified in the February 3, 2017, Engineering Services Department report.
17. That existing appointments to the nine Electoral Area community Parks Commissions and the South Cowichan Parks Commission be extended to December 31, 2017.

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

18.
 1. That the Development Permit with Variance Application No. 10-A-16DP-VAR (2961 Church Way) be approved subject to requiring paving of the parking lot as per the staff recommendation;
 2. That Section 7.12(c)(ii) of Zoning Bylaw No. 3520 not be varied to allow the use of pavers for the required disability parking stall; and
 3. That the General Manager of Planning & Development be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.
19.
 1. That the Official Community Plan and Zoning Amendment Bylaw for Application No. 04-I-15RS (PIDs 027-501-647, 027-501-663, 027-501-671, and 027-501-680) be forwarded to the Board for consideration of 1st and 2nd Readings;
 2. That the referrals to Ministry of Transportation and Infrastructure, Lake Cowichan First Nation, Cowichan Tribes, Ditidaht First Nation, Youbou Volunteer Fire Department, RCMP (Lake Cowichan Detachment), Island Health, Ministry of Forests, Lands, and Natural Resource Operations (Nanaimo), School District 79, and Town of Lake Cowichan be accepted;
 3. That a covenant be registered specifying no disturbance to the lands within 20 metres of the high water mark of Cowichan Lake, with the exception of one trail per parcel, and no building or placement of structures, recreational vehicles or park model units within 30 metres of the high water mark of Cowichan Lake;

4. That a public hearing be scheduled with all Electoral Area Directors as delegates.
5. That the draft Zoning Amendment Bylaw be amended to specify a maximum building volume of 300 m² for seasonal cabins.



REGIONAL SERVICES COMMITTEE REPORT
OF MEETING HELD FEBRUARY 22, 2017

DATE: February 22, 2017

To: Chairperson and Directors of the Board

Your Regional Services Committee reports and recommends as follows:

1. That the CVRD explore opportunities for exchange and cooperation with government officials from Shunyi District of Beijing, China.
2. That a 15 month lease from March 1, 2017 to May 31, 2018 with 1051147 B.C. Ltd., with an option for month-to-month extension, be approved for \$3,800 per month, for the purpose of securing a temporary public drop-off site for the duration of the Meade Creek Upgrades & Landfill Closure Project.
3. That the 2016 Audit Planning Communication Report, as submitted by the audit firm BDO Canada LLP be received.
4. That short-term borrowing of up to \$100,000 be approved for the purchase of a replacement Roll Off Hauling Truck, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and
 That short-term borrowing of up to \$100,000 be approved for the purchase of Roll Off Bins, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.
5. That the City of Nanaimo Council be contacted to request the use of the Nanaimo Aquatic Centre, July 18 to 22, 2018, as a venue for synchronized swimming for the 2018 BC Summer Games.
6. That the Cowichan Valley Regional District (CVRD) supports amending the scope of work for the UBCM Gas Tax grant (Regionally Significant Project Fund) agreement by changing the location of the Town of Ladysmith bio-solids composting facility to 4142 Thicke Road, Ladysmith, BC.



STAFF REPORT TO THE BOARD

DATE OF REPORT January 30, 2017
MEETING TYPE & DATE Special Board Meeting of February 22, 2017
FROM: Legislative Services Division
 Corporate Services Department
SUBJECT: Board Procedures Amendment Bylaw No. 4095
FILE: Bylaw No. 4095

PURPOSE/INTRODUCTION

The purpose of Bylaw No. 4095 is to amend Regional Board Procedures Bylaw No. 2889 to increase the number of regular Board meetings; move the election of Chair and Vice-Chair to November; amend the order of proceedings and business; and update *Local Government Act* section references.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

Regional Board Procedures Bylaw No. 2889 contains the general procedures to be followed by the Board in conducting its business at meetings. Bylaw No. 2889 needs to be amended due to the following three reasons:

- The Board passed the following resolution at their meeting held on January 11, 2017: *“That an amendment to Regional Board Procedures Bylaw No. 2889 be prepared to incorporate two regular Board meetings per month”*.
- The Province has amended the *Local Government Act* (LGA) so that regional district elections for Chair and Vice-Chair are to occur in November, and no longer in December.
- The revised LGA came into effect in 2016. As a result, regional district bylaws should be updated with revised LGA section references whenever our bylaws are amended.

ANALYSIS

Regional Board Procedures Amendment Bylaw No. 4095 has been drafted to incorporate the above changes. The bylaw will have the effect of updating the LGA Section numbers throughout Bylaw No. 2889. References to the elections of Chair and Vice-Chair will be changed to November in both the Inaugural Meeting and Annual Elections sections. A second regular Board meeting will be held at 1:30 p.m. on the fourth Wednesday of each month (except December).

If a closed session is required at the afternoon regular Board meeting, it is intended to occur at the end of the meeting. As such, Section 14 - Order of Proceedings and Business section will be tweaked to reflect this intention. Section 5 – Time and Location of Regular Board Meetings contains wording that allows the Board to hold a closed session prior to the open session if so required.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

Upcoming Board meeting dates will be updated on the website and on the notice board at 175 Ingram Street. Meeting dates will continue to be published in the Living in the CVRD section of the newspaper.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

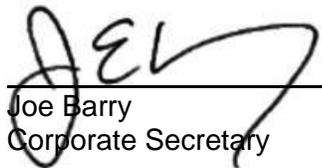
N/A

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

Prepared by:

Reviewed by:



 Joe Barry
 Corporate Secretary

 Not Applicable
 Not Applicable



 Mark Kueber, CPA, CGA
 General Manager

Reviewed for Form and Content and Approved for Submission to the Board:

Chief Administrative Officer's Comments / Concurrence



 Brian Carruthers
 Chief Administrative Officer

ATTACHMENTS:

- Attachment A – Bylaw No. 4095 – Regional Board Procedures Amendment Bylaw
- Attachment B – Bylaw No. 2889 – Regional Board Procedures Bylaw (consolidated)



COWICHAN VALLEY REGIONAL DISTRICT
BYLAW No. 4095

A Bylaw to Amend Regional Board Procedures Bylaw No. 2889

WHEREAS the Board of Directors of the Cowichan Valley Regional District established procedures for the proceedings and conduct of meetings of the Regional Board under the provisions of Bylaw No. 2889 cited as "CVRD Bylaw No. 2889 – Regional Board Procedures Bylaw, 2006";

AND WHEREAS the Board of Directors wishes to amend Bylaw No. 2889 to increase the number of regular Board meetings; change the month of the election of Chair and Vice Chair to November; amend the order of proceedings and business; and to update the *Local Government Act* section references;

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

1. **CITATION**

This bylaw may be cited as "CVRD Bylaw No. 4095 – Regional Board Procedures Amendment Bylaw, 2017".

2. **AMENDMENT**

1. That the reference to Section 794 of the *Local Government Act* in the first whereas clause be changed to Section 225.
2. That Subsection 4 a) in Section 4 – Inaugural Meeting be deleted and replaced with the following Subsection 4 a):
 4. a) Following a general local election, the first Board meeting must be held on the Wednesday following the first Monday in November in the year of the election.
3. That Subsection 5 a) in Section 5 – Time and Location of Regular Board Meetings be deleted and replaced with the following Subsection 5 a):
 5. a) Regular Board meetings shall be held in the CVRD Board Room, 175 Ingram Street, Duncan, BC, on the second Wednesday of each month commencing at 6:30 p.m. and on the fourth Wednesday of each month (except in the month of December) commencing at 1:30 p.m.; unless otherwise determined by previous resolution of the Board.
4. That Subsection 5 b) in Section 5 – Time and Location of Regular Board Meetings be deleted and replaced with the following Subsection 5 b):

5. b) If a Regular Board meeting agenda contains items that meet the criteria prescribed by Section 90 of the *Community Charter*, the Closed Session of the Regular Board meeting may commence prior to the commencement time indicated in subsection 5 a).
5. That Section 6 – Notice of Special Board Meetings be deleted and replaced with the following Section 6:
 6. Notice of Special Board Meetings
 - a) The Corporate Secretary must call a Special Board Meeting on request of the Chair or any two Directors.
 - b) The Corporate Secretary must provide advance public notice of the Special Board Meeting posted on the Public Notice Posting Place that states the general purpose and the date, hour and place of the meeting, and is mailed at least five days before the date of the meeting to each director at the address given by the director.
 - c) The notice for a Special Board meeting may be waived by a unanimous vote.
 - d) In the case of an emergency, notice of a Special Board Meeting may be given, with the consent of the chair and two directors, less than five days before the date of the meeting, and need not be given in writing.
 6. That Section 7 – Annual Elections be deleted and replaced with the following Section 7:
 7. Annual Elections

At the first meeting held after November 1 in each year, the Board must elect a Chair and Vice Chair following the procedure described in Section 4.
 5. That Section 14 – Order of Proceedings and Business be deleted and replaced with the following Section 14:
 14. Order of Proceedings and Business

The agenda for all regular Board meetings contains the following matters in the order in which they are listed below unless otherwise directed by the Chair at the meeting:

 - a) Approval of agenda;
 - b) Adoption of minutes;
 - c) Business arising from the minutes;
 - d) Delegations;
 - e) Report of the Chairperson;
 - f) Correspondence;
 - g) Information;

- h) Committee / Commission Reports;
 - i) Director Reports;
 - j) Staff Reports;
 - k) Public Hearings;
 - l) Bylaws;
 - m) Bylaws – Electoral Area Directors;
 - n) Resolutions;
 - o) Unfinished Business;
 - p) Notice of Motion;
 - q) New Business;
 - r) Question Period;
 - s) Closed Session; and,
 - t) Adjournment.
6. That the reference to Section 791 of the *Local Government Act* in Section 15 – Voting at Meetings, Subsection 15 a), be changed to Section 206.
 7. That the reference to Section 882 of the *Local Government Act* in Section 20 – Reading and Adopting Bylaws, Subsection 20 c), be changed to Section 206.
 8. That the reference to Section 794(3) of the *Local Government Act* in Section 20 – Reading and Adopting Bylaws, Subsection 20 e) be changed to Section 228.
 9. That the reference to Section 794(2) of the *Local Government Act* in Section 23 be changed to Section 225(2).

READ A FIRST TIME this	day of	2017.
READ A SECOND TIME this	day of	2017.
READ A THIRD TIME this	day of	2017.
ADOPTED this	day of	2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 2889 (As Amended by Bylaw No. 3672 and 3959)

CVRD BYLAW NO. 2889 - Regional Board Procedures Bylaw

CONSOLIDATED FOR CONVENIENCE ONLY (November 16, 2015)

The amendment bylaw(s) listed below have been incorporated into enactment Bylaw No. 2889 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 2889 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's office.

AMENDMENT BYLAW

**Bylaw No. 3672
Bylaw No. 3959**

EFFECTIVE DATE

**January 9, 2013
November 12, 2015**



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 2889 - Consolidated for Convenience with Amending Bylaw No. 3672 and 3959

A Bylaw for the Regulation of Board Proceedings

WHEREAS Section 794 of the *Local Government Act* requires the Board, by bylaw, to establish the general procedures to be followed by the Board in conducting its business;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish procedures for the proceedings and conduct of meetings of the Regional Board;

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

PART 1 – INTRODUCTION

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 2889 – Regional Board Procedures Bylaw, 2006**".

2. DEFINITIONS

In this bylaw:

"Board" means the Board of Directors of the Cowichan Valley Regional District.

"Chair" means the person presiding at a meeting of the Board and shall include the Vice Chair or any other person who for the time being is the presiding officer unless the context otherwise requires.

"Member" means a Director appointed or elected to the Cowichan Valley Regional District Board.

"Public Notice Posting Place" means the notice board located at the front entrance of the Regional District Office located at 175 Ingram Street, Duncan, BC.

"Quorum" means a majority of Board Directors.

"Regional District Website" means the information resource found at an internet address provided by the Regional District.

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3. APPLICATION OF RULES OF PROCEDURE

- a) The provisions of this Bylaw govern the proceedings of the Regional Board and the Cowichan Valley Regional Hospital District Board.
- b) In cases not provided for under this Bylaw, Robert's Rules of Order shall apply to the proceedings of the Regional Board to the extent that those Rules are:
 - i) applicable in the circumstances; and
 - ii) not inconsistent with provisions of this Bylaw, the *Community Charter* or the *Local Government Act*.

PART 2 – REGIONAL BOARD MEETINGS

4. INAUGURAL MEETING

- a) Following a general local election, the first Board meeting must be held on the Wednesday following the first Monday in December in the year of the election.
- b) If a quorum of Directors elected at the general local election has not taken office by the date of the meeting referred to in Subsection (a), the first Board meeting must be called by the Corporate Secretary and held as soon as reasonably possible after a quorum has taken office.
- c) The presiding officer of the inaugural meeting shall be the Corporate Secretary until such time as the Chair has been elected.
- d) The Corporate Secretary shall announce results of elections and administer the Oath of Office to each Director following which the Chair and Vice Chair shall be elected from among the members of the Board.
- e) The Corporate Secretary shall call for nominations for Chair. At the close of nominations, if there is only one nomination for the Chair, then the Chair shall be acclaimed. If two or more candidates have been nominated; those candidates will have an opportunity to address the Board.
- f) There will then be allotted a maximum of thirty minutes for questions of the candidates from the Directors. Each Director will be allowed to ask one question of one or all of the candidates. If after all Directors have been heard and there is still time remaining, Directors who have already spoken can ask a follow-up question.
- g) Following the question period, the Corporate Secretary shall conduct a vote by using an electronic voting tabulator. In the event that the electronic voting tabulator is unavailable, a paper ballot will be used. The Corporate Secretary shall announce the vote totals for each candidate after all Directors have voted.
- h) If only two candidates ran in the election, the candidate receiving eight or more votes (thereby constituting a majority of the Board) will be declared elected.

- i) If three or more candidates ran in the election, and no candidate received a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the election.
- j) If there are candidates tied for the lowest number of votes, the Directors will vote using the electronic voting tabulator as to which of the tied candidates will be included in the next round of voting. If a paper ballot is being used, the names of the tied candidates will be written on separate pieces of paper and placed in a container; the Corporate Secretary will withdraw one paper and the candidate whose name is on the withdrawn paper will be included in the next round of voting.
- k) The remaining candidates will again stand for election. This process will be repeated until a candidate is elected, or until only two candidates remain and the vote is tied.
- l) In the event of a tie vote:
 - I. the names of the candidates will be written on separate pieces of paper and placed in a container;
 - II. the Corporate Secretary will withdraw one paper; and,
 - III. the candidate whose name is on the withdrawn paper will be declared elected.
- m) An election of Vice-Chair shall then be conducted following the same process described above if more than one candidate has been nominated. If there is only one nomination for the Vice-Chair, then the Vice-Chair shall be acclaimed.

5. **TIME AND LOCATION OF REGULAR BOARD MEETINGS**

- a) Regular Board meetings shall be held in the CVRD Board Room, 175 Ingram Street, Duncan, BC, on the second Wednesday of each month commencing at 6:30 pm, unless otherwise determined by previous resolution of the Board.
- b) If a Regular Board meeting agenda contains items that meet the criteria prescribed by Section 90 of the Community Charter, the Closed Session of the Regular Board meeting may commence prior to 6:30 pm.
- c) If a Regular Board meeting falls on a statutory holiday, such meeting shall be held on the next day the Regional District Office is open.
- d) The Corporate Secretary must annually give advance public notice of the time, place and date of the regular Board meetings by way of a notice posted at the Public Notice Posting Place and on the Regional District website.

6. **NOTICE OF SPECIAL BOARD MEETINGS**

- a) In accordance with Section 793(3) of the *Local Government Act*, on request of the Chair or any two Directors, notice of a special Board meeting must be issued by the Corporate Secretary who will, at least five (5) days before a Special Board Meeting:

- i) give advance public notice that states the general purpose of the meeting, and the day, hour and place of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - ii) deliver a copy of the notice to each Director at the place to which the Director has instructed that notices be sent.
- b) In accordance with Section 793(4) of the *Local Government Act*, the notice of a Special Board Meeting may be waived by a unanimous vote.
 - c) In the case of an emergency, notice of a Special Board Meeting may be given, with the consent of the Chair and two Directors, less than five (5) days before the date of the meeting, and need not be in writing.

PART 3 – DESIGNATION OF CHAIR AND VICE CHAIR

7. ANNUAL ELECTIONS

At the first meeting held after December 1 in each year, the Board must elect a Chair and Vice Chair following the procedure described in Section 4.

8. ABSENCE OF THE CHAIR AND/OR VICE CHAIR

- a) The Vice Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.
- b) If both the Chair and Vice Chair are absent from a Board meeting, the Directors present may appoint by resolution an acting Chair who, during that meeting, or until the Chair or Vice Chair arrives, has all the powers of the Chair and is subject to all rules applicable to the Chair.

PART 4 – BOARD PROCEEDINGS

9. ATTENDANCE OF PUBLIC AT MEETINGS

- a) Except where the provisions of Section 90 of the *Community Charter* apply, all Board meetings must be open to the public. Despite this section, the Chair may expel or exclude from a Board meeting a person in accordance with section 133(1) of the *Community Charter*.
- b) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.

10. MEETING MINUTES TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

- a) Minutes of the proceedings of the Board must be:
 - i) legibly recorded;

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- ii) certified as correct by the Corporate Secretary; and
 - iii) signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- b) Minutes of the proceedings of the Board, except for the minutes of a Board meeting from which persons were excluded under Section 90 of the *Community Charter*, must be open for public inspection at the Regional District Office during its regular office hours.

11. CALLING MEETING TO ORDER

- a) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the Chair and call the Board meeting to order, however, when the Chair is absent, the Vice Chair must take the Chair and call such meeting to order.
- b) If a quorum of the Board is present, but the Chair and the Vice Chair are not in attendance, the Corporate Secretary must call to order the Directors present; and the Directors present must choose a member, by resolution, to preside at the meeting until the Chair or Vice Chair arrives.

12. ADJOURNING MEETING WHERE NO QUORUM

If there is no quorum of the Board present within fifteen (15) minutes of the scheduled time for a Board meeting, the Corporate Secretary must record the names of the members present, and those absent, and the Board shall stand adjourned until the next meeting date or until another meeting is called in accordance with this bylaw.

13. AGENDA

- a) Prior to each regular Board meeting, the Corporate Secretary must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- b) The deadline for submissions by the public to the Corporate Secretary of items for inclusion on the Board meeting agenda is 1:30 p.m., on the Wednesday prior to the meeting.
- c) The Corporate Secretary must make the agenda available to the members of the Board and the public by Friday afternoon prior to the meeting.
- d) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is added at the time the agenda is approved.

14. ORDER OF PROCEEDINGS AND BUSINESS

The agenda for all regular Board meetings contains the following matters in the order in which they are listed below unless otherwise directed by the Chair at the meeting:

- a) Closed Session;
- b) Approval of agenda;
- c) Adoption of minutes;
- d) Business arising from the minutes;
- e) Delegations;
- f) Report of the Chairperson;
- g) Correspondence;
- h) Information;
- i) Committee / Commission Reports;
- j) Director Reports;
- k) Staff Reports;
- l) Public Hearings;
- m) Bylaws;
- n) Bylaws – Electoral Area Directors;
- o) Resolutions;
- p) Unfinished Business;
- q) Notice of Motion;
- r) New Business;
- s) Question Period; and,
- t) Adjournment.

15. **VOTING AT MEETINGS**

- a) Voting on resolutions and bylaws at Board meetings will be conducted in accordance with Section 791 of the *Local Government Act*.
- b) If a Director who is entitled to vote does not indicate how he or she votes, the Director is deemed to have voted in the affirmative.
- c) The names of the Directors who vote against the question shall be entered into the minutes.
- d) On any question where the number of votes, including the vote of the person presiding, are equal, the question is defeated.

16. DELEGATIONS

- a) An individual or a delegation may address the Board at a regular meeting provided written application on a prescribed form has been received by the Corporate Secretary by 1:30 p.m., on the Wednesday prior to the meeting. Each address must be limited to ten (10) minutes unless a longer period is agreed to by unanimous vote of those members present.
- b) The number of delegations permitted at a regular Board meeting is two (2).
- c) Where written application has not been received by the Corporate Secretary prior to the close of the application period, or two delegations have already been received for a regular Board meeting, an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- d) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- e) The Corporate Secretary may schedule delegations to another Board meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- f) The Corporate Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Board. If the delegation wishes to appeal the Corporate Secretary's decision, the information must be distributed under separate cover to the Board for their consideration.

17. CONDUCT AND DEBATE

- a) The Chair shall at all times conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant, and shall insure that each member is allowed equal opportunity to speak.
- b) A Board member may speak to a question or motion at a Board meeting by addressing the Chair.
- c) If more than one Director speaks, the Chair will call on the Director who, in the Chair's opinion, first spoke.
- d) No member must interrupt a member who is speaking except to raise a point of order.
- e) A Director may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Director who is speaking.
- f) A Director who is called to order by the Chair must immediately stop speaking.

- g) Directors speaking at a Board meeting:
 - i) must use respectful language;
 - ii) must not use offensive gestures or signs;
 - iii) must speak only in connection with the matter being debated; and
 - iv) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- h) If a member does not adhere to Subsection (g), the Chair may expel the Director from the meeting; and
 - i) if the Director refuses to leave, the Chair may cause the Director to be removed from the meeting by a peace officer; and
 - ii) the Board may, by resolution, allow the member to retake the Director's seat.

18. **MOTIONS GENERALLY**

- a) The Board may debate and vote on a motion only if it is first moved by one Director and then seconded by another.
- b) The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested by a Director.

19. **AMENDMENTS GENERALLY**

- a) A Director may, without notice, move to amend a motion that is being considered at a Board meeting.
- b) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- c) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- d) An amendment may be amended once only.
- e) An amendment that has been defeated by a vote of the Board cannot be proposed again.
- f) A Director may propose an amendment to an adopted amendment.

PART 5 – BYLAWS

20. READING AND ADOPTING BYLAWS

- a) The readings of the bylaw may be given by stating its title and object.
- b) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act* or *Community Charter*.
- c) Subject to Section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Board members present.
- d) In accordance with Section 135 of the *Community Charter*, the Board may give two or three readings to a proposed bylaw at the same Board meeting.
- e) Despite Section 135(3) of the *Community Charter*, and in accordance with Section 794(3) of the *Local Government Act*, a bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two-thirds of the votes cast.

21. BYLAWS MUST BE SIGNED

After a bylaw is adopted, and signed by the Chair and the Corporate Secretary, the Corporate Secretary must have it placed in the Regional District's records for safekeeping.

PART 6 – GENERAL

- 22. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 23. This bylaw may not be amended or repealed and substituted unless the Board first gives notice in accordance with section 794(2) of the *Local Government Act*.
- 24. CVRD Bylaw No. 1360, cited as "*Cowichan Valley Regional District Procedural Bylaw No. 1, 1991*", is hereby repealed.

READ A FIRST TIME this 13th day of December , 2006.

READ A SECOND TIME this 13th day of December , 2006.

READ A THIRD TIME this 13th day of December , 2006.

ADOPTED this 13th day of December , 2006.

Jack Peake
Chairperson

Joe Barry
Corporate Secretary



STAFF REPORT TO THE BOARD

DATE OF REPORT January 25, 2017
MEETING TYPE & DATE Special Board Meeting of February 22, 2017
FROM: General Manager
 Corporate Services Department
SUBJECT: Overview of BC Assessment and the 2017 Assessment Roll
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the Board with some background information on BC Assessment as well as information on the Completed 2017 Assessment Roll.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

The Cowichan Valley Regional District receives property assessment values from BC Assessment annually; there are three different rolls that are received at three different times of the year. The first is the Completed Roll which is received early in January of each year. The Revised Roll is received in late March and this is the Roll that is used to allocate the tax requisition amongst the various jurisdictions that participate in each of our services. The Final Tax Roll is received one year later and it is used to calculate any prior year adjustments that are required.

ANALYSIS

Early in 2017 BC Assessment issued a news release which talked about the new property tax notices that were being sent out to all the property owners on the Island (see attached). Bill Dawson who is the Deputy Assessor for BC Assessment will be in attendance to answer any questions there may be, in addition Mr. Dawson will be making a presentation on the background of BC Assessment, who they are, what they do, how they do it, and why.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

BC Assessment is not included in the CVRD's Corporate Strategic Plan.

Referred to (upon completion):

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

Prepared by:

Reviewed by:



Mark Kueber, CPA, CGA
General Manager

Not Applicable
Not Applicable

Not Applicable
Not Applicable

Reviewed for Form and Content and Approved for Submission to the Board:
Chief Administrative Officer's Comments / Concurrence


Brian Carruthers
Chief Administrative Officer

ATTACHMENTS:
Attachment A – BC Assessment News Release



BC ASSESSMENT

NEWS RELEASE
January 3, 2017

VANCOUVER ISLAND REGION
2017 PROPERTY ASSESSMENT NOTICES IN THE MAIL

VICTORIA – In the next few days, owners of more than 360,000 properties throughout the Vancouver Island region can expect to receive their 2017 assessment notices which reflect market value as of July 1, 2016.

“The majority of residential home assessments within the region are shifting between +5% to +25% compared to last year’s assessments,” says Regional Assessor Tina Ireland. “A robust real estate market over the past year resulted in assessment increases for many properties in the Vancouver Island region, most notably those in the Greater Victoria areas which have indicated increases up to 40%.”

As B.C.’s trusted provider of property assessment information, BC Assessment collects, monitors and analyzes property data throughout the year. The table below indicates the Vancouver Island region’s estimated typical percentage changes to 2017 assessment values by property type compared to July, 2016 (note that property assessments may vary by individual jurisdiction/municipality within the region).

Property Type	URBAN areas of Vancouver Island Region 2017 Assessment Typical % Changes in Value (as of July 1, 2016)	RURAL areas of Vancouver Island Region 2017 Assessment Typical % Changes in Value (as of July 1, 2016)
Residential Single Detached Homes	5% to 40%	-5% to 25%
Residential Strata Units (e.g. condominiums)	5% to 30%	5% to 15%
Commercial	5% to 15%	0% to 15%
Light Industrial	0% to 10%	0% to 10%

Overall, the Vancouver Island region’s total assessments increased from \$170.15 billion in 2016 to \$193.21 billion this year. A total of almost \$2.91 billion of the region’s updated assessments is from new construction, subdivisions and rezoning of properties. The Vancouver Island assessment region includes all communities located within Greater Victoria, South Island, Central Island, North Island, West Coast, Northern and Southern Gulf Islands and Powell River.

The summary below provides estimates of typical 2017 versus 2016 assessed values of residential homes throughout the region. These examples demonstrate market trends for **single family residential properties** by geographic area:

Jurisdiction	2017 Assessment Roll (market value as of July 1, 2016)	2016 Assessment Roll (market value as of July 1, 2015)
<u>Capital Region / Greater Victoria</u>		
City of Colwood	\$500,000	\$435,700
City of Victoria	\$679,000	\$547,200
District of Central Saanich	\$614,000	\$527,500
Township of Esquimalt	\$556,000	\$483,000
District of Saanich (SD61)	\$653,000	\$544,500
District of Saanich (SD63)	\$836,000	\$686,800
District of Oak Bay	\$1,036,000	\$785,900
City of Langford	\$456,000	\$420,200
District of North Saanich	\$767,000	\$663,000
District of Metchosin	\$574,000	\$525,700
District of Sooke	\$394,000	\$362,300
District of Highlands	\$564,000	\$517,800
Town of View Royal	\$604,000	\$509,200
Town of Sidney	\$528,000	\$453,600
Victoria Rural (762)	\$435,000	\$406,600
Gulf Islands Rural (763)	\$634,000	\$555,500
Gulf Islands Rural (764)	\$426,000	\$385,500
<u>Cowichan Valley</u>		
Town of Ladysmith	\$336,000	\$299,300
Town of Lake Cowichan	\$228,000	\$210,400
City of Duncan	\$267,000	\$254,200
District of North Cowichan	\$341,000	\$320,200
Cowichan Rural(765)	\$411,000	\$384,300
Lake Cowichan Rural(766)	\$321,000	\$299,500
<u>Nanaimo</u>		
District of Lantzville	\$442,000	\$404,800
City of Nanaimo	\$385,000	\$336,200
Nanaimo Rural	\$335,000	\$311,100
<u>Oceanside</u>		
Town of Qualicum Beach	\$449,000	\$396,100
City of Parksville	\$361,000	\$323,200
Oceanside Rural	\$440,000	\$399,300
<u>West Coast</u>		
District of Tofino	\$576,000	\$509,400
Town of Ucluelet	\$281,000	\$272,000
City of Port Alberni	\$180,000	\$175,100
Alberni Clayoquot Regional	\$317,000	\$301,400

District		
Comox Valley		
City of Courtenay	\$360,000	\$329,900
Town of Comox	\$392,000	\$358,500
Village of Cumberland	\$302,000	\$279,800
Comox Valley Regional District- Rural Areas(771)	\$395,000	\$366,500
North Island		
City of Campbell River	\$303,000	\$291,200
Campbell River Rural	\$312,000	\$298,300
District of Port Hardy	\$189,000	\$190,900
Village of Port Alice	\$136,000	\$153,000
Town of Port McNeil	\$215,000	\$216,600
Village of Gold River	\$145,000	\$140,000
Village of Tahsis	\$62,000	\$57,200
Village of Alert Bay	\$112,000	\$122,500
Village of Sayward	\$131,000	\$114,600
Village of Zeballos	\$89,000	\$86,000
Port Hardy Rural(785)	\$148,000	\$145,900
West Coast Rural(784)	\$133,000	\$131,900
Powell River		
Powell River Regional District - Rural Areas(747)	\$217,000	\$205,800
City of Powell River	\$234,000	\$211,900

BC Assessment's website at bcassessment.ca includes more details about 2017 assessments, property information and trends such as lists of 2017's top valued residential properties across the province. The website also provides self-service access to the free online *e-value* **BC** service that allows anyone to search, check and compare 2017 property assessments anywhere in the province.

"Property owners can find a lot of information on our website including answers to many assessment-related questions, but those who feel that their property assessment does not reflect market value as of July 1, 2016 or see incorrect information on their notice, should contact BC Assessment as indicated on their notice as soon as possible in January," says Ireland.

"It is important to understand that large increases in property assessments do not automatically translate into a corresponding increase in property taxes," adds Ireland. "It all depends how your actual property assessment changes compared to the average change in your community. If a property owner is still concerned about their assessment after speaking to one of our appraisers, they may submit a Notice of

Complaint (Appeal) by January 31st, for an independent review by a Property Assessment Review Panel.”

The Property Assessment Review Panels, independent of BC Assessment, are appointed annually by the Ministry of Community, Sport and Cultural Development, and typically meet between February 1 and March 15 to hear formal complaints.

The Vancouver Island region BC Assessment offices are located at:

Victoria Office

#102-3350 Douglas Street
Victoria, BC V8Z 7X9

Nanaimo Office

#300-125 Wallace Street
Nanaimo, BC V9R 5B2

Courtenay Office

2488 Idiens Way
Courtenay, BC V9N 9B5

During the month of January, office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday. Property owners can contact BC Assessment toll-free at 1-866-valueBC (1-866-825-8322) or online at bcassessment.ca

Follow BC Assessment on [Twitter](#), [YouTube](#), [Facebook](#), and [LinkedIn](#).

-30-

Media contacts:

Capital Region / Greater Victoria

Tina Ireland,
Assessor, BC Assessment
Tel. 1.866.825.8322 Ext. 01236 Email: tina.ireland@bcassessment.ca

Central & North Island, West Coast, Northern & Southern Gulf Islands, Powell River

Bill Dawson
Deputy Assessor, BC Assessment
Tel. 1.866.825.8322 Ext. 04251 Email: bill.dawson@bcassessment.ca

Christopher Whyte
Deputy Assessor, BC Assessment
Tel. 1.866.825.8322 Ext. 06242 Email: christopher.whyte@bcassessment.ca



BC ASSESSMENT

MEDIA BACKGROUNDER
January 3, 2017

Facts on B.C. Property Assessments and the 2017 Assessment Roll

- Total number of properties on the 2017 roll is 2,017,364, an approximate 1% increase from 2016.
- Total value of real estate on the 2017 roll is \$1,667,918,048,627 (\$1.67 trillion), an increase of over 25% from 2016.
- Total amount of 'non-market change', including new construction, rezonings and subdivisions is approximately \$25.2 billion, an increase of almost 24% from the 2016 roll of \$20.4 billion.
- In B.C., approximately 88% of all properties are classified with some residential (Class 1) component. This equates to \$ 1,298,409,769,982 of the value on the total provincial roll.
- Over 98% of property owners typically accept their property assessment without proceeding to a formal, independent review of their assessment.
- Assessments are the estimate of a property's market value as of July 1, 2016 and physical condition as of October 31, 2016. This common valuation date ensures there is an equitable property assessment base for property taxation.
- Changes in property assessments reflect movement in the local real estate market and can vary greatly from property to property. When estimating a property's market value, BC Assessment's professional appraisers analyze current sales in the area, as well as considering other characteristics such as size, age, quality, condition, view and location.
- Real estate sales determine a property's value which is reported annually by BC Assessment. Local governments and other taxing authorities are responsible for property taxation and, after determining their own budget needs this spring, will calculate property tax rates based on the assessment roll for their jurisdiction.
- BC Assessment's assessment roll provides the foundation for local and provincial taxing authorities to raise over \$7 billion in property taxes each year. This revenue funds the many community services provided by local governments around the province as well as the K-12 education system.
- BC Assessment's website provides a listing of property assessments and sales to help property owners understand their property's market value and provide comparable sales information. Go to bcassessment.ca and click on the **e-valueBC** link. For more information on the 2017 Assessment Roll and regional and province-wide real estate market trends including lists of the province's top valued residential properties, please visit www.bcassessment.ca and click on the "Property Information & Trends" link.



BC ASSESSMENT

Cowichan Valley Regional District 2017 Assessment Roll Information

2017 Roll Highlights, Market Trends

Bill Dawson
Deputy Assessor - Vancouver Island Region



Topics

- Basics of Assessment and Taxation
- 2017 Assessment Roll Highlights
- Appeals and Risk to Roll

BC ASSESSMENT



Our commitment to British Columbia

Vision

- We are the trusted provider of property assessments in B.C.

Mission

- Creating uniform assessments and trusted property information to support economic and social prosperity in B.C.

Values

- Customer Satisfaction
- Accountability
- Balance
- Coaching
- Continuous Improvement

Our service commitment

Open
& Transparent

Fair
& Accurate

Timely
& Accessible

Knowledgeable
& Respectful

Innovative
& Collaborative

July 1 Valuation Date

- July 1st marks the date BC Assessment estimates the annual market value of properties in B.C.
- Using a single common date ensures everyone's assessed property value is fair, equitable and uniform compared to all other properties within the community and across B.C.
- 2017 property assessments
= what was happening in the market around July 1, 2016



BC Assessment

Non-market change

Non-market change (NMC) is a change in value not related to market change.

More specifically NMC is:

- New construction
- Demolitions
- Subdivisions
- Zoning changes
- Boundary extensions
- Property class changes
- Exemption status changes



BC Assessment

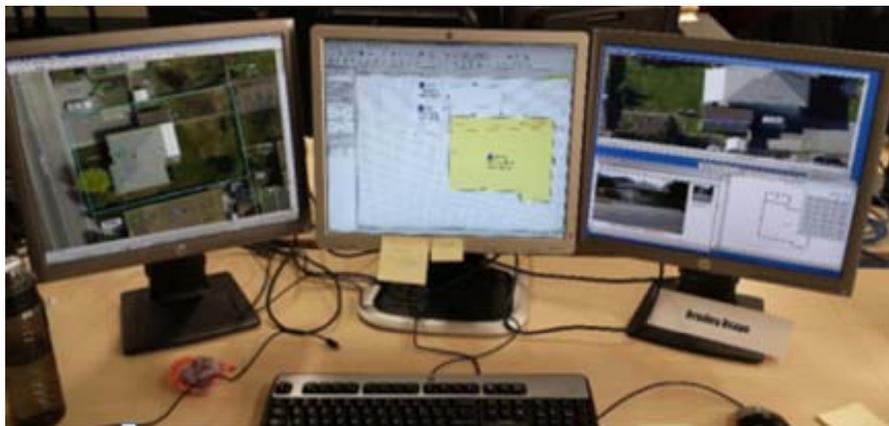
The Basics of Property Assessment

6

Desk Top Review - CVRD 2017 Roll



Desk Top Review - CVRD 2017 Roll



Desk Top Review - CVRD 2017 Roll

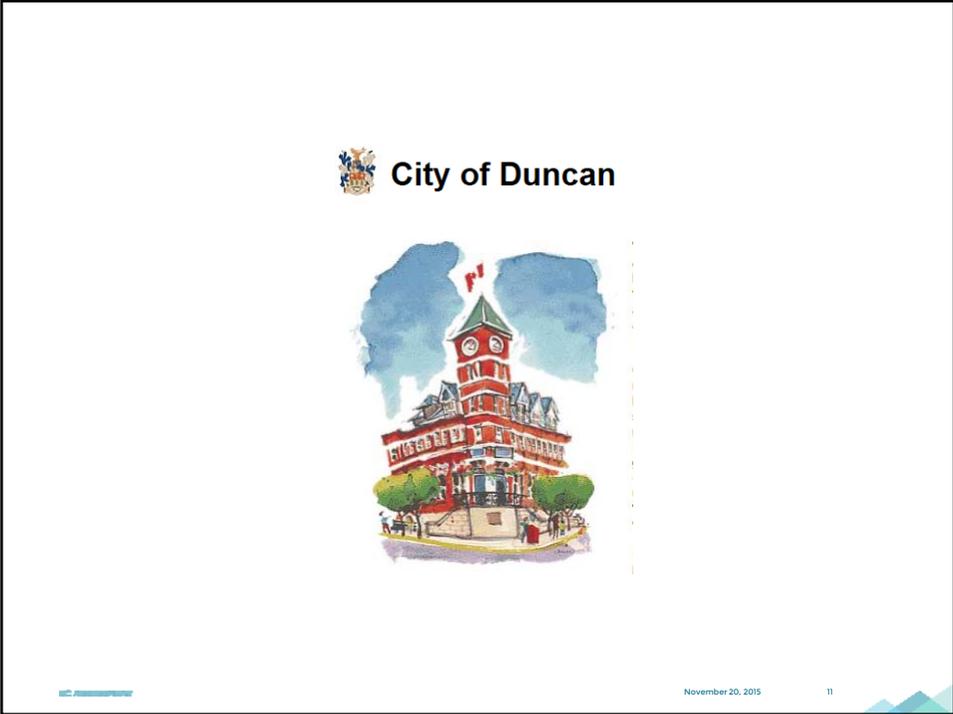
Results:

<u>Jurisdiction</u>	<u>Properties Reviewed</u>	<u>NMC</u>	<u>Per folio</u>
Duncan	1,136 folios	\$3,327,900	\$2,929 per folio
North Cowichan	10,576 folios	\$54,380,503	\$5,142 per folio
Lake Cowichan	1,455 folios	\$10,582,800	\$7,273 per folio
Duncan Rural (SD 65)	10,401 folios	\$26,252,025	\$2,524 per folio
Duncan Rural (SD 66)	2,255 folios	\$19,290,963	\$8,555 per folio



2017 Roll Highlights





 **City of Duncan**



November 20, 2015 11

City of Duncan Assessment Change and Typical Assessment

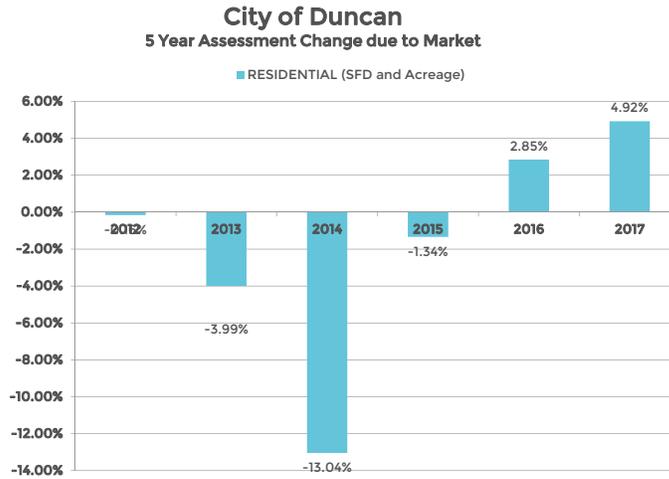
- Assessment Change Range

• Residential	0% to + 20%	65% of properties	
• Strata Residential	5% to +20%	65% of properties	
• Commercial	0% to +10%	90% of properties	
- Typical Assessment

• Single Family Dwellings	2016 Assessment Roll	\$254,000	
	2017 Assessment Roll	\$269,000	+5.9%

November 20, 2015 12

City of Duncan - SFD Market Change - Historical Perspective

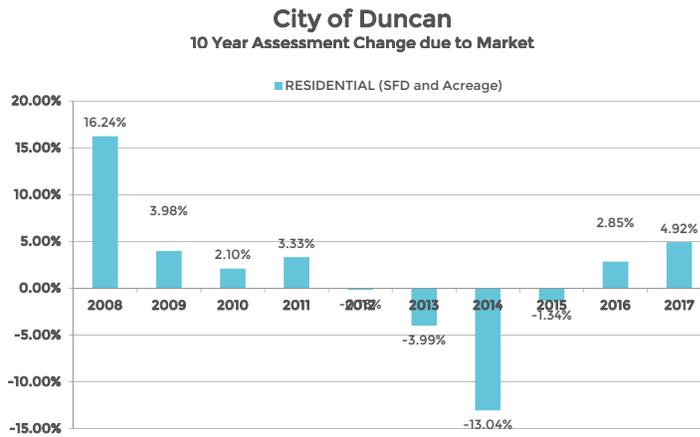


MC Assessment

November 20, 2015

13

City of Duncan - SFD Market Change - Historical Perspective

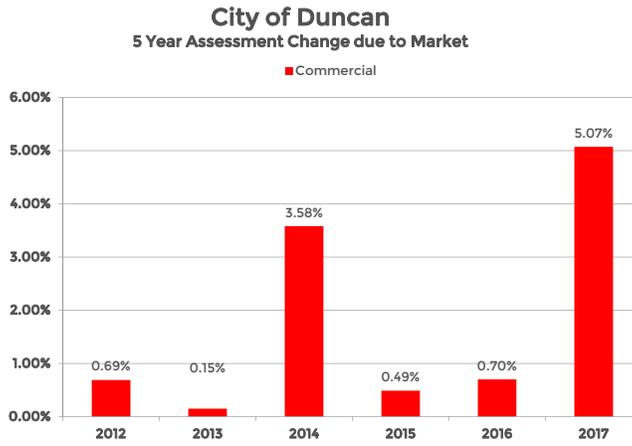


MC Assessment

November 20, 2015

14

City of Duncan - Business and Other Market Change - Historical Perspective

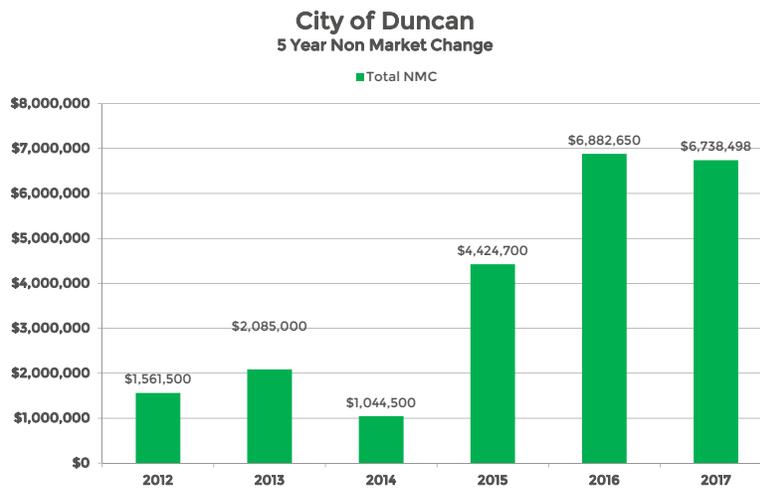


HC APPRAISERS

November 20, 2015

15

City of Duncan - Total NMC Non-Market Change - Historical Perspective



HC APPRAISERS

November 20, 2015

16



Municipality of North Cowichan Assessment Change and Typical Assessment

- Assessment Change Range

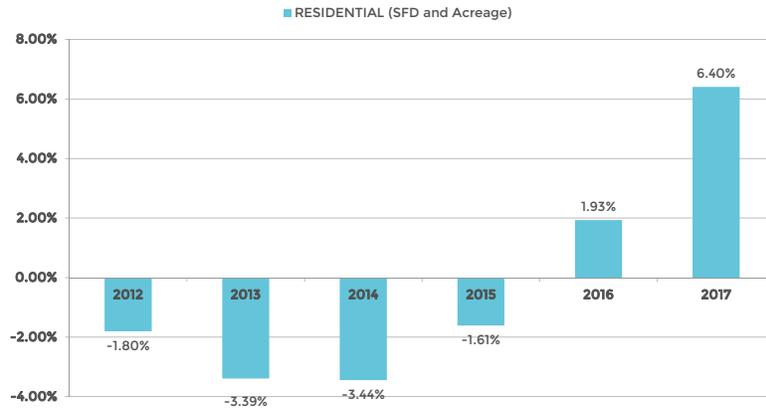
• Residential	0% to +15%	75% of properties
• Commercial	0% to +10%	82% of properties

- Typical Assessment

• Single Family Dwellings	2016 Assessment Roll	\$320,000	
	2017 Assessment Roll	\$352,000	+10.0%
• Residential Acreages	2016 Assessment Roll	\$446,000	
	2017 Assessment Roll	\$497,000	+11.4%

Municipality of North Cowichan - SFD Market Change - Historical Perspective

District of North Cowichan
5 Year Assessment Change due to Market

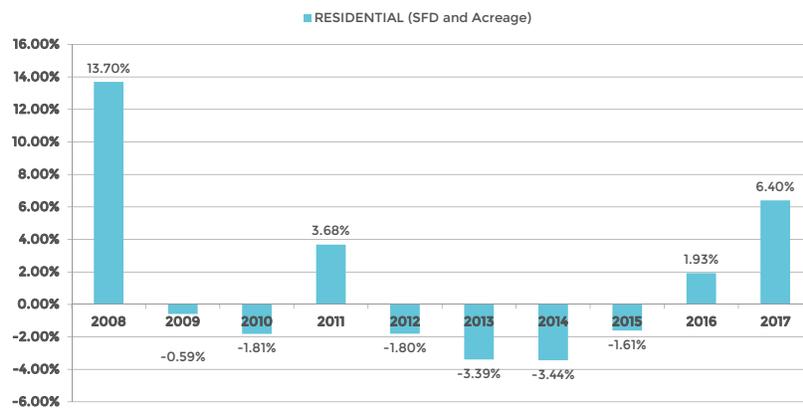


November 20, 2015

19

Municipality of North Cowichan - SFD Market Change - Historical Perspective

District of North Cowichan
10 Year Assessment Change due to Market

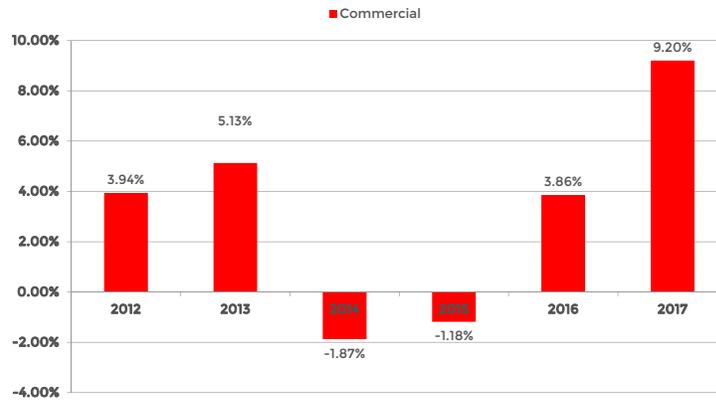


November 20, 2015

20

Municipality of North Cowichan - Business and Other Market Change - Historical Perspective

District of North Cowichan
5 Year Assessment Change due to Market



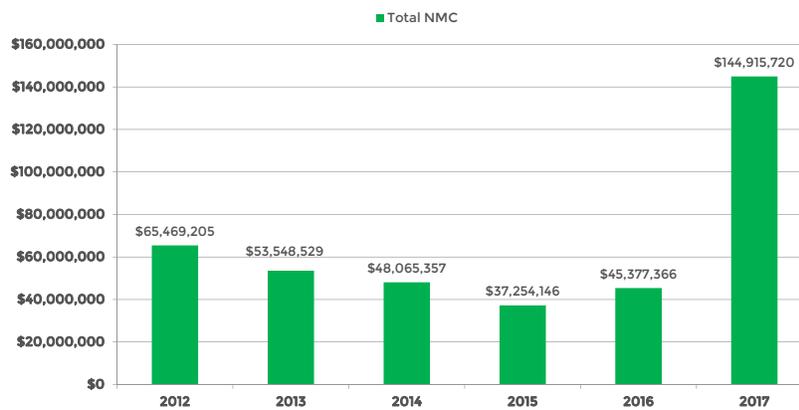
BC Assessment

November 20, 2015

21

Municipality of North Cowichan- Total NMC Non-Market Change - Historical Perspective

District of North Cowichan
5 Year Non Market Change



BC Assessment

November 20, 2015

22



Town of Ladysmith Assessment Change and Typical Assessment

- Assessment Change Range

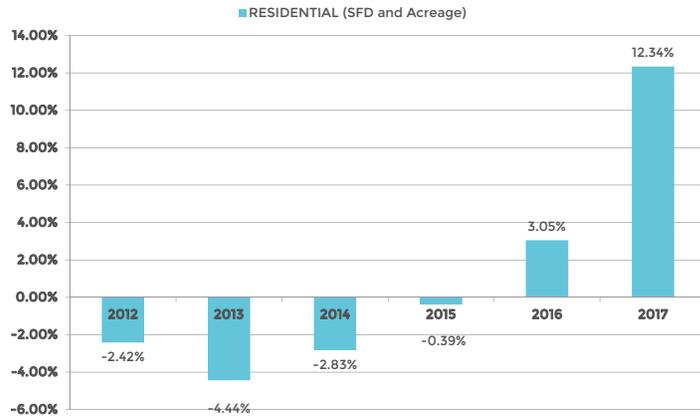
• Residential	5% to + 20%	77% of properties	
• Strata Residential	0% to +20%	73% of properties	
• Commercial	0% to +10%	93% of properties	

- Typical Assessment

• Single Family Dwellings	2016 Assessment Roll	\$299,300	
	2017 Assessment Roll	\$337,000	+12.5%
• Strata Condominium	2016 Assessment Roll	\$163,300	
	2017 Assessment Roll	\$171,600	+5.0%

Town of Ladysmith- SFD Market Change - Historical Perspective

Town of Ladysmith
5 Year Assessment Change due to Market



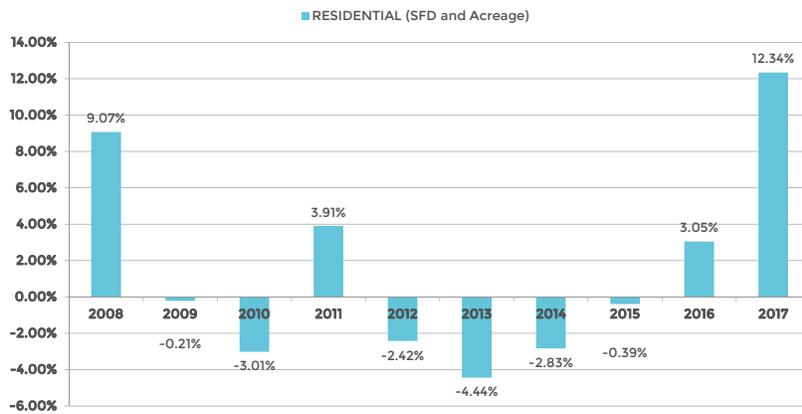
BC Assessment

November 20, 2015

25

Town of Ladysmith- SFD Market Change - Historical Perspective

Town of Ladysmith
10 Year Assessment Change due to Market

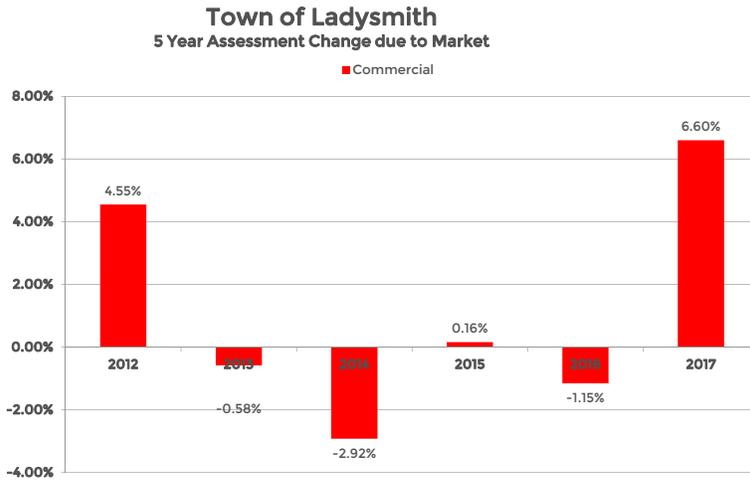


BC Assessment

November 20, 2015

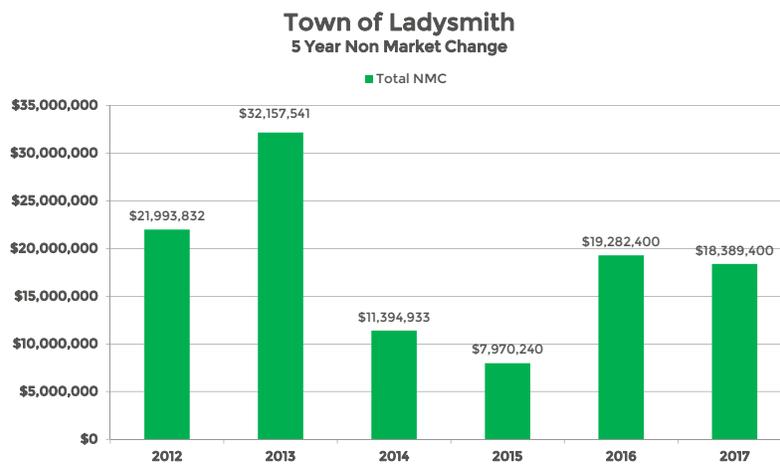
26

Town of Ladysmith- Business and Other Market Change - Historical Perspective



November 20, 2015 27

Town of Ladysmith- Total NMC Non-Market Change - Historical Perspective



November 20, 2015 28



Town of Lake Cowichan Assessment Change and Typical Assessment

- Assessment Change Range

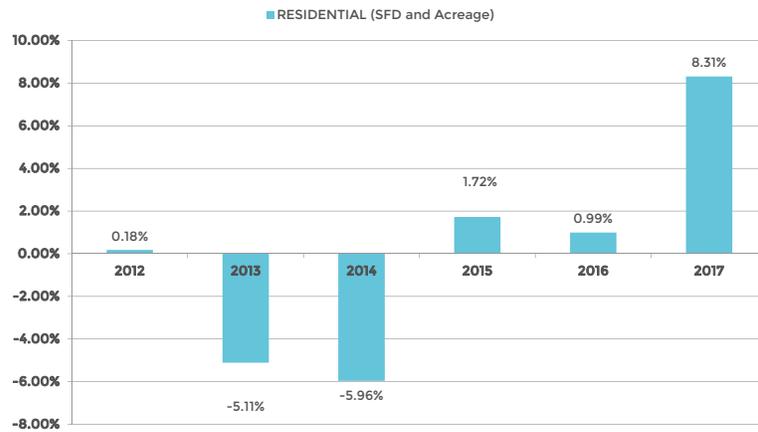
• Residential	0% to + 20%	73% of properties
• Commercial	0% to +10%	75% of properties

- Typical Assessment

• Single Family Dwellings	2016 Assessment Roll	\$210,400	
	2017 Assessment Roll	\$242,000	+15%

Town of Lake Cowichan- SFD Market Change - Historical Perspective

Town of Lake Cowichan
5 Year Assessment Change due to Market



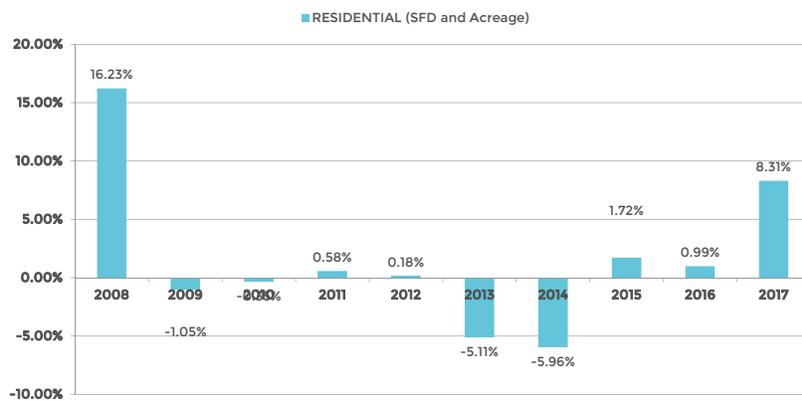
BC Assessment

November 20, 2015

31

Town of Lake Cowichan- SFD Market Change - Historical Perspective

Town of Lake Cowichan
10 Year Assessment Change due to Market

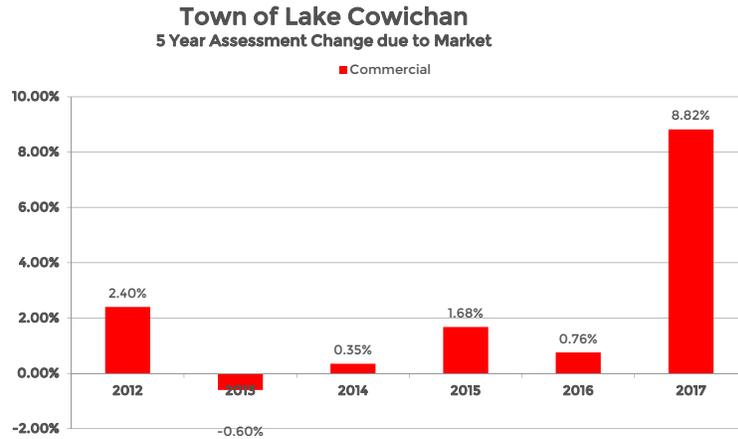


BC Assessment

November 20, 2015

32

Town of Lake Cowichan- Business and Other Market Change - Historical Perspective

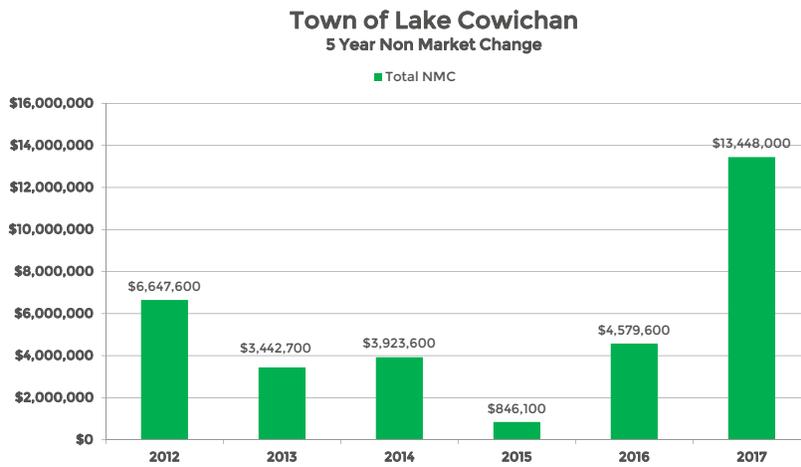


BC Assessment

November 20, 2015

33

Town of Lake Cowichan- Total NMC Non-Market Change - Historical Perspective



BC Assessment

November 20, 2015

34

Electoral Area A Mill Bay/Malahat Assessment Change

- 2017 Roll (Residential SFD and Acreage)
 - Market Change +8.47%
 - NMC +\$41,915,100 +5.51%
 - Total +13.98%



November 20, 2015

35

Electoral Area B - Shawnigan Lake Assessment Change

- 2017 Roll (Residential SFD and Acreage)
 - Market Change +5.75%
 - NMC +\$56,441,699 +4.06%
 - Total +9.82%



November 20, 2015

36

Electoral Area C – Cobble Hill Assessment Change

- 2017 Roll (Residential SFD and Acreage)

• Market Change		+8.66 %
• NMC	+\$32,098,800	+4.01%
• Total		+12.67%



Electoral Area D – Cowichan Bay Assessment Change

- 2017 Roll (Residential SFD and Acreage)

• Market Change		+5.37%
• NMC	+\$20,475,900	+4.96%
• Total		+10.33%



Electoral Area E - Cowichan Station/Sahtlam/Glenora Assessment Change

- 2017 Roll (Residential SFD and Acreage)

• Market Change		+7%
• NMC	+\$36,360,900	+8.93%
• Total		+15.93%



Electoral Area F Cowichan Lake South/Skutz Falls Assessment Change

- 2017 Roll (Residential SFD and Acreage)

• Market Change		+5.27%
• NMC	+\$20,180,300	+8.10%
• Total		+13.38%



Electoral Area G Saltair / Gulf Islands Assessment Change

- 2017 Roll (Residential SFD and Acreage)

• Market Change		+6.88%
• NMC	+\$23,942,800	+4.95%
• Total		+11.83%



Electoral Area H North Oyster / Diamond Assessment Change

- 2017 Roll (Residential SFD and Acreage)

• Market Change		+7.89%
• NMC	+\$4,387,600	+1.2%
• Total		+9.09%



Electoral Area I Youbou / Meade Creek Assessment Change

- 2017 Roll (Residential SFD and Acreage)
 - Market Change +8.56%
 - NMC +\$39,196,000 +10.96%
 - Total +19.51%



First Nation Taxing Jurisdictions - CVRD

Cowichan Tribe

- First Nations Fiscal and Statistical Management Act (FSMA)
- Taxing Authority since 1994
- Occupiers of First Nation Land only
 - 99 folios

Chemainus First Nation

- First Nations Fiscal and Statistical Management Act (FSMA)
- Taxing Authority since 2007
- Occupiers of First Nation Land only
 - 8 folios



First Nation Taxing Jurisdictions - CVRD

Malahat First Nation

- First Nations Fiscal and Statistical Management Act (FSMA)
- Taxing Authority since 2016
- Occupiers of First Nation Land only
 - 1 folio



Property Assessments Relative to Property Taxes

ASSESSED VALUE **X** **TAX RATE** **=** **TAXES PAYABLE**

January 2017

Spring 2017

July 2017

BC Assessment

Set by Local Governments

Taxpayer

(July 1, 2016 Valuation Date)

e-valueBC
Compare Assessments online

Powered by BC ASSESSMENT

FAQs Contact Us

Address Start typing in address (unit#-house# street name street type direction city/town)

RECENT SEARCHES MY FAVOURITES

2032 CATHERS DR NANAIMO V9R 6R9



Report a Problem

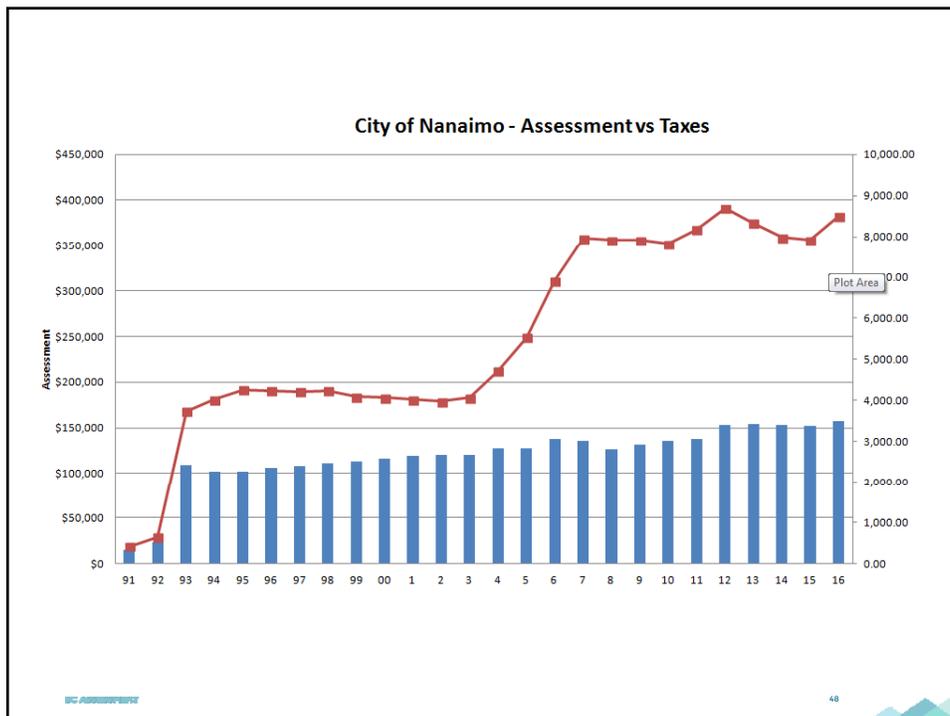
Total Value \$424,000
Assessed as of July 1st, 2016

Land	\$166,000
Buildings	\$258,000
Previous Year Value	\$382,000
Land	\$154,000
Buildings	\$228,000

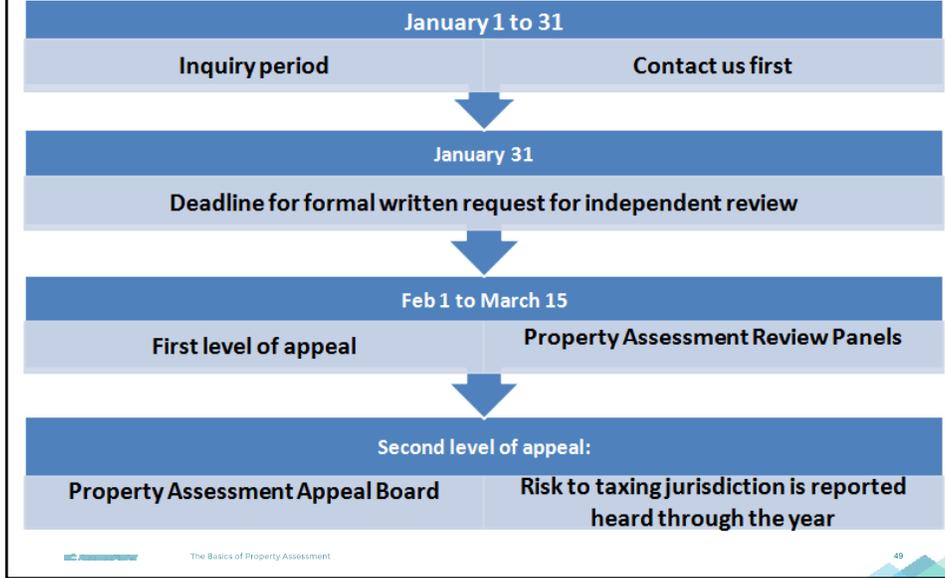
Year Built: 1991
Description: 1 STY house - standard
Area-Jurisdiction-Roll: 04-250-05493.150

Show property details and recent sales history

Are the property details correct?



Appeal process



Historical Appeal Volume

Roll Year (Completed)	Number of Appeal Letters ¹	Number of Folios Appealed to PARP (does not include non-public appeals ²)	Percentage of folios Appealed to PARP	Total Actual Value Completed Roll (\$)	Total Actual Value Revised Roll (\$)	% Change in Roll Value
2004	not available	21,533	1.27%	495,918,625,614	495,048,521,270	-0.18%
2005	not available	27,209	1.58%	580,524,435,309	579,830,681,629	-0.12%
2006	12,413	38,388	2.20%	659,822,655,356	657,940,670,264	-0.29%
2007	18,367	36,761	2.06%	807,889,134,984	804,390,386,603	-0.43%
2008	18,241	28,966	1.59%	940,086,075,983	936,981,523,462	-0.33%
2009	7,764	18,978	1.02%	953,294,827,422	953,063,227,402	-0.02%
2010	15,972	27,598	1.47%	969,413,477,386	966,371,609,857	-0.31%
2011	17,081	31,296	1.64%	1,043,127,129,141	1,040,222,633,296	-0.28%
2012	12,823	23,438	1.22%	1,106,710,671,771	1,104,111,737,038	-0.23%
2013	14,119	23,847	1.23%	1,129,026,081,413	1,126,787,808,101	-0.20%
2014	10,350	17,874	0.91%	1,141,848,449,910	1,139,951,152,891	-0.17%
2015	12,249	22,296	1.13%	1,206,152,088,777	1,202,998,214,202	-0.26%
2016	11,649	23,354	1.17%	1,336,100,851,128	1,333,214,585,383	-0.22%

¹Note that an appeal letter may contain multiple folios under appeal

²Public appeals include Owner, Agent, Lessee/occupier, and Third Party Appeals. Non-public appeals are Assessor Appeals, Assessor Recommendations, and PARP ordered changes.

Risk to Roll

2016 Roll - PAAB Appeals

- 45 Appeals in total
 - Duncan 21 (bulk strata)
 - North Cowichan 4
 - Ladysmith 2
 - Lake Cowichan 4
 - Rural Areas 14



Current Status - PAAB Appeals

- 2012 Roll 1 appeals
- 2013 Roll 1 appeals
- 2014 Roll 0 appeals
- 2015 Roll 2 appeals
- 2016 Roll 3 appeals

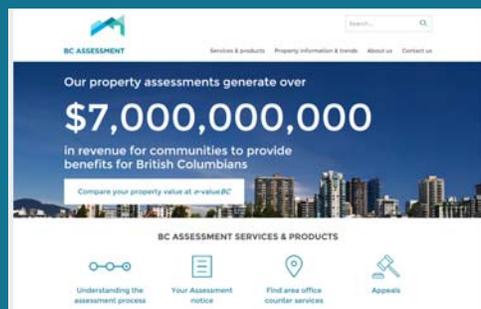


51

Additional resources

www.bcasessment.ca

- Answer Book (online tutorial)
- Fact Sheets
- Customer Services, including [e-valueBC](#) (assessment search tool)





STAFF REPORT TO THE BOARD

DATE OF REPORT February 10, 2017

MEETING TYPE & DATE Special Board Meeting of February 22, 2017

FROM: Legislative Services Division
Corporate Services Department

SUBJECT: Confirmation of Date for Parcel Tax Roll Review Panel

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to confirm the time and place for the sitting of the Parcel Tax Roll Review Panel as per Section 204 of the *Community Charter*.

RECOMMENDED RESOLUTION

That the sitting of the Parcel Tax Roll Review Panel on Tuesday, February 28, 2017 at 11:00 a.m. in the CVRD Boardroom be confirmed.

BACKGROUND

The *Community Charter* requires each local government to establish a Parcel Tax Roll Review Panel. The Board has already appointed Directors Kuhn, Marcotte and Morrison to the Parcel Tax Roll Review Panel. Before a parcel tax is imposed for the first time, the Panel is to consider any complaints respecting the parcel tax roll and must authenticate the roll in accordance with the Charter.

The Board is required to establish the time and place for the sitting of the panel. Advance public notice of the time and sitting must be given in the newspaper and notices must be mailed to the owner of every parcel that is to be taxed for the first time.

On February 8, 2017, the Board was originally scheduled to consider setting the time and place for the sitting of the Parcel Tax Roll Review Panel. However, due to the cancellation of the February 8, 2017 Board meeting owing to a severe winter storm, this was unable to occur. Staff proceeded with setting a tentative date and time to ensure that legislative deadlines were met for newspaper advertising and direct mail notifications so that the Panel could meet before the end of February as required. Therefore, the Board needs to confirm the tentative date and time of February 28 at 11:00 a.m.

ANALYSIS

The *Community Charter* allows a person to make a complaint to the panel on one or more errors or omissions. In the CVRD, the only potential errors or omissions could be:

- a name or address on the parcel tax roll;
- the inclusion of a parcel; and/or,
- an exemption has been improperly allowed or disallowed.

In order to make a complaint, a person must submit written notice to the CVRD at least 48 hours before the Panel sits.

After considering the complaint, the Panel may direct the correction of the parcel tax roll.

If there is a correction that would include a parcel that wasn't already on the roll, the Panel must notify the owner(s) of the parcel and allow them an opportunity to be heard. The Panel would then reconvene at a designated time for the owner to be heard and for the Panel to make their decision.

Authentication of the Parcel Tax Roll

The Chair of the Panel must review the parcel tax roll to confirm that the directed corrections have been made and must report this to the Panel.

After receiving the report, the review panel must confirm and authenticate the parcel tax roll by certificate signed by at least 2 of the 3 members. Within 10 days after the parcel tax roll is authenticated, the CVRD's Collector must mail notice of the decision made by the Panel, or its refusal to adjudicate the complaint made. The notice must include a statement that the decision may be appealed to the Supreme Court.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

The time and place of the sitting of the Parcel Tax Roll Review Panel will be advertised in the newspaper and notices mailed to the property owners.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

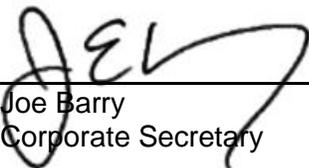
N/A

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

Prepared by:

Reviewed by:



 Joe Barry
 Corporate Secretary

 Not Applicable
 Not Applicable



 Mark Kueber, CPA, CGA
 General Manager

Reviewed for Form and Content and Approved for Submission to the Board:
Chief Administrative Officer's Comments / Concurrence



Brian Carruthers
Chief Administrative Officer



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4067

A Bylaw to Amend Arts & Culture Initiatives Service Establishment Bylaw No. 3931

WHEREAS the Board of the Cowichan Valley Regional District has established an Arts & Culture Initiatives Service under the provisions of Bylaw No. 3931, cited as "CVRD Bylaw No. 3931 – Arts & Culture Initiatives Service Establishment Bylaw, 2015";

AND WHEREAS the Board wishes to establish an Arts and Culture Grant Committee and to delegate authority to the Committee to disburse funding to eligible arts and culture organizations;

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

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4067 – Arts & Culture Initiatives Service Amendment Bylaw, 2017**".

2. AMENDMENTS

The following new sections are added to Bylaw No. 3931:

7. Establishment of Arts & Culture Grant Committee

There is hereby established a Committee known as the Arts & Culture Grant Committee.

8. Committee Membership

The Arts & Culture Grant Committee shall consist of ten members from the following organizations:

- a) Arts Council of Ladysmith and District
 - i) One Arts Council Board member
 - ii) One Professional Artist or Arts Administrator
- b) Chemainus Valley Cultural Arts Society
 - i) One Cultural Arts Society Board member
 - ii) One Professional Artist or Arts Administrator
- c) Cowichan Valley Arts Council
 - i) One Arts Council Board member
 - ii) One Professional Artist or Arts Administrator

- d) Cowichan Lake Arts and Culture Society
 - i) One Arts and Culture Society Board member
 - ii) One Professional Artist or Arts Administrator
- e) Cowichan South Arts Guild
 - i) One Arts Guild Board member
 - ii) One Professional Artist or Arts Administrator

9. **Term of Membership**

The term of office for Committee members appointed by the Board is two years from their appointment date.

10. **Procedure**

- a) At the first meeting in each calendar year, the Committee shall elect, from amongst its own members, a Chairperson and a Vice-Chairperson.
- b) In the absence of the Chairperson or Vice-Chairperson, the Committee shall elect, from the members present, a temporary Chairperson for the purpose of that meeting only.
- c) A quorum is six members.
- d) The rules of procedure governing Committee meetings shall be those of the current Committee and Commissions Procedure Bylaw of the Cowichan Valley Regional District.

11. **Delegation of Authority**

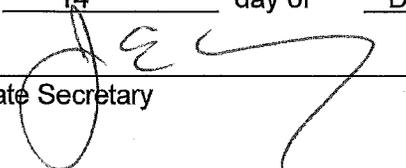
The Board hereby delegates to the Committee the authority to consider and disburse funds in accordance with the Board's current Arts and Culture Grant Disbursement Policy.

READ A FIRST TIME this 14th day of December 2016.

READ A SECOND TIME this 14th day of December 2016.

READ A THIRD TIME this 14th day of December 2016.

I hereby certify this to be a true and correct copy of Bylaw No. 4067 as given Third Reading on the 14th day of December, 2016.


Corporate Secretary

DEC 15 2016
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 26 day of January, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



Statutory Approval

Under the provisions of section _____ 349 _____

of the _____ *Local Government Act* _____

I hereby approve Bylaw No. _____ 4067 _____

of the _____ *Cowichan Valley Regional District* _____,

a copy of which is attached hereto.

Dated this _____ 26 *day*

of _____ *January* _____, 2017

Deputy Inspector of Municipalities



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4076

A Bylaw to Amend the Lambourn Estates Water System Management Bylaw No. 3099

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Lambourn Estates Water System* pursuant to CVRD Bylaw No. 3099, cited as "CVRD Bylaw No. 3099 – Lambourn Estates Water System Management Bylaw, 2008";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedules B, C and G of the bylaw.

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4076 - Lambourn Estates Water System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

- a) Under Section 8. Miscellaneous Services and Requirements 1.(b) Delete section in its entirety;
- b) Under Section 11. Offences and Sanctions 1.(xi) Delete phrase "pursuant to Section 3.5";
- c) Delete Schedules B, C and G in their entirety and replace with Schedules B, C and G attached to and forming part of this bylaw.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



**SCHEDULE B
TO CVRD BYLAW NO. 3099**

WATER SERVICE CHARGES

a) **Consumers** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out below. A 10% discount will be applied for timely payment.

b) **Water Rates and Charges per Classification per Three (3) month billing period:**

CLASSIFICATION	Water Use		USER CHARGES			
Group A						
Single Family Dwelling: Per Dwelling	0	- 100 m ³	\$ 145.00			
Laundromat: Minimum charge for each washing machine	101	- 150 m ³	\$ 145.00	+	1.00 per m ³ over	100 m ³
Elementary/Middle School: Minimum charge per 20 students or portion thereof	151	- 200 m ³	\$ 195.00	+	1.50 per m ³ over	150 m ³
	over 200	m ³	\$ 270.00	+	2.25 per m ³ over	200 m ³
Group B						
Apartment: Per Unit	0	- 80 m ³	\$ 108.75			
Mobile/Modular Home Park: Per Unit	81	- 120 m ³	\$ 108.75	+	1.00 per m ³ over	80 m ³
	121	- 160 m ³	\$ 148.75	+	1.50 per m ³ over	120 m ³
	over 160	m ³	\$ 208.75	+	2.25 per m ³ over	160 m ³
Group C						
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0	- 62 m ³	\$ 87.00			
	63	- 98 m ³	\$ 87.00	+	1.00 per m ³ over	62 m ³
	99	- 130 m ³	\$ 123.00	+	1.50 per m ³ over	98 m ³
	over 130	m ³	\$ 171.00	+	2.25 per m ³ over	130 m ³
Group D						
Continuing Care Facility: Minimum charge for each bed	0	- 50 m ³	\$ 72.50			
	51	- 75 m ³	\$ 72.50	+	1.00 per m ³ over	50 m ³
	76	- 100 m ³	\$ 97.50	+	1.50 per m ³ over	75 m ³
	over 100	m ³	\$ 135.00	+	2.25 per m ³ over	100 m ³
Group E						
RV Trailer Park/Campground-Site Connected to Sewer: <u>Per service pad or Site</u>	0	- 34 m ³	\$ 48.33			
	35	- 50 m ³	\$ 48.33	+	1.00 per m ³ over	34 m ³
Restaurant: Per 10 seats or patrons, or portion thereof	51	- 67 m ³	\$ 64.33	+	1.50 per m ³ over	50 m ³
Hotel/Motel: per housekeeping unit	over 67	m ³	\$ 89.83	+	2.25 per m ³ over	67 m ³

Group F									
Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Group									
	0	-	20	m ³	\$	29.00			
	21	-	30	m ³	\$	29.00	+	1.00	per m ³ over 20 m ³
	31	-	40	m ³	\$	39.00	+	1.50	per m ³ over 30 m ³
	over	40	-	m ³	\$	54.00	+	2.25	per m ³ over 40 m ³
Group G									
RV Trailer Park/Campground-Site not Connected to Sewer:									
- Per service pad or Site									
	0	-	10	m ³	\$	14.50			
	11	-	15	m ³	\$	14.50	+	1.00	per m ³ over 10 m ³
	16	-	20	m ³	\$	19.50	+	1.50	per m ³ over 15 m ³
	over	20	-	m ³	\$	27.00	+	2.25	per m ³ over 20 m ³
Group H									
High school: Minimum charge per 20 students or portion thereof per shift									
	0	-	135	m ³	\$	181.25			
	136	-	203	m ³	\$	181.25	+	1.00	per m ³ over 135 m ³
	204	-	270	m ³	\$	249.25	+	1.50	per m ³ over 203 m ³
	over	270	-	m ³	\$	349.75	+	2.25	per m ³ over 270 m ³
Group I									
Hotel/Motel: per room or suite									
	0	-	25	m ³	\$	36.25			
	26	-	38	m ³	\$	36.25	+	1.00	per m ³ over 25 m ³
	39	-	50	m ³	\$	49.25	+	1.50	per m ³ over 38 m ³
	over	50	-	m ³	\$	67.25	+	2.25	per m ³ over 50 m ³
Group J									
Licensed Premises: Per 10 seats or portion thereof									
	0	-	42	m ³	\$	58.00			
	43	-	63	m ³	\$	58.00	+	1.00	per m ³ over 42 m ³
	64	-	84	m ³	\$	79.00	+	1.50	per m ³ over 63 m ³
	over	84	-	m ³	\$	110.50	+	2.25	per m ³ over 84 m ³
Other									
The minimum charge and the volume of water to be apportioned for a three (3) month period for other types of development that, in the opinion of the Manager , do not fall within the above classifications, shall be determined by the Manager of Engineering Services and his decision shall be final.									
Aggregate Allotment - Where more than one of the above classifications including " Other " is in use, or intended for use, then the applicable charges shall be applied to each and every classification.									

UNDETECTED LEAKS:

User Charges will be adjusted where an undetected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification (s) and there is no indication that water was knowingly allowed to run to waste. A minimum of 15 years must have passed before a subsequent forgiveness request will be granted. Subsequent leaks occurring within 15 years of the previous forgiveness approval will be eligible for a cap of \$1,500.00 per owner. Written verification from the **Consumer** describing the nature of the leakage and the action taken to rectify the problem must be received by the **Manager** before a forgiveness will be granted. The leakage problem must be rectified by the **Consumer** within 30 days upon discovery, or notification of the problem.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

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

Apartment:

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

Mobile/Modular Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

Elementary and High School:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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



SCHEDULE C

TO CVRD BYLAW NO. 3099

UNMETERED WATER CHARGES

Water Rates:

The *Consumer of Unmetered District Water* shall pay the charges set out below. A 10% discount will be applied for timely payment.

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

	<u>Charge</u>
<i>Single Family Dwelling:</i>	\$ 145.00
<i>Laundromat</i>	\$ 145.00
<i>Elementary/Middle School</i>	\$ 145.00
<i>High School:</i> Minimum charge for the first 20 students or portion thereof	\$ 181.25
<i>Apartment/Suite</i>	\$ 108.75
<i>Mobile Home Park</i>	\$ 108.75
<i>Commercial:</i> Minimum charge for the first 10 employees or portion thereof per shift	\$ 87.00
<i>Continuing Care Facility:</i> Minimum charge for each bed	\$ 72.50
<i>RV Trailer Park / Campground:</i>	
<u>Site Connected to Sewer:</u> per serviced pad or site	\$ 48.33
<u>Not connected to sewer</u>	\$ 29.00
<i>Restaurants:</i>	
Minimum charge for the first 10 seats or patrons or portion thereof	\$ 48.33
<i>Hotel / Motel</i>	
a) Per Room or Suite	\$ 48.33
b) Housekeeping Unit	\$ 48.33
<i>Bed & Breakfast / Rooming House:</i>	
The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$ 29.00
<i>RV Trailer Park / Campground:</i>	
<u>Site Not Connected to Sewer:</u> per pad or site	\$ 14.50

Licensed Premises:

Minimum charge for the first 10 seats or patrons or portion thereof \$ 58.00

Other:

The minimum charge and the volume of water to be apportioned for a three (3) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the Manager of Engineering Services and his decision shall be final.

Aggregate Allotment:

Where more than one of the above classifications including "**Other**" is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

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

Apartment:

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

Mobile/Modular Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

Elementary School and High School:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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



SCHEDULE G

TO CVRD BYLAW NO. 3099

MISCELLANEOUS CHARGES

1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: \$50.00

2. Charge to Customer

a) Where the **Water Meter** is found to measure the flow of water accurately:... \$50.00

b) Turning Water Service on each time:.....*Equivalent to 50% of user fee

Turning Water Service off each time:.....*Equivalent to 50% of user fee

*If the building services or water service connection location is not known, the actual cost incurred for locating the service will be borne by the homeowner.

a) Sprinkling Permit Application Fee.....\$25

3. Notes:

1. Inactivation of the account will be at the discretion of the **Manager**.

2. Charges for "turn on" or "turn off" shall **not** be levied where:

.1 It is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.

.2 The water is to be "turned on" for newly installed or water service connection.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4077

**A Bylaw to Amend the Arbutus Ridge Water System Management
Bylaw No. 3305**

WHEREAS the Board of the Cowichan Valley Regional District established the management of the Arbutus Ridge Water System pursuant to CVRD Bylaw No. 3305, cited as "CVRD Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to update the language and to revise Schedules B and C of the bylaw.

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4077 - Arbutus Ridge Water System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedules B and C be deleted in their entirety and replaced with Schedules B and C attached to and forming part of this bylaw.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO BYLAW NO. 3305

ARBUTUS RIDGE METERED WATER RATES

Water Rates and Charges

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below.

Water Rates and Charges per Classification per six (6) month period:

CLASSIFICATION	USER CHARGES - 2016			
	Water Use	Charge		
Group A				
Single Family Dwelling: Per Dwelling	0 - 200 m ³	\$ 198.80		
Laundromat: Minimum charge for each washing machine	201 - 300 m ³	\$ 198.80	+ 1.25 per m ³ over	200 m ³
	301 - 400 m ³	\$ 323.80	+ 1.85 per m ³ over	300 m ³
	over 400 m ³	\$ 508.80	+ 2.50 per m ³ over	400 m ³
Group B				
Apartment: Per Unit	0 - 160 m ³	\$ 149.10		
Mobile/Modular Home Park: Per Unit	161 - 240 m ³	\$ 149.10	+ 1.25 per m ³ over	160 m ³
	241 - 320 m ³	\$ 249.10	+ 1.85 per m ³ over	240 m ³
	over 320 m ³	\$ 397.10	+ 2.50 per m ³ over	320 m ³
Group C				
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0 - 200 m ³	\$ 198.80		
	201 - 300 m ³	\$ 198.80	+ 1.25 per m ³ over	200 m ³
	301 - 400 m ³	\$ 323.80	+ 1.85 per m ³ over	300 m ³
	over 400 m ³	\$ 508.80	+ 2.50 per m ³ over	400 m ³
Group D				
Continuing Care Facility: Minimum charge for each bed	0 - 100 m ³	\$ 99.40		
	101 - 150 m ³	\$ 99.40	+ 1.25 per m ³ over	100 m ³
	151 - 200 m ³	\$ 161.90	+ 1.85 per m ³ over	150 m ³
	over 200 m ³	\$ 254.40	+ 2.50 per m ³ over	200 m ³
Group E				
RV Trailer Park/Campground-Site Connected to Sewer: <u>Per service pad or Site</u>	0 - 67 m ³	\$ 66.27		
Restaurant: Per 10 seats or patrons, or portion thereof	68 - 100 m ³	\$ 66.27	+ 1.25 per m ³ over	67 m ³
Hotel/Motel: per housekeeping unit	101 - 133 m ³	\$ 107.52	+ 1.85 per m ³ over	100 m ³
	over 133 m ³	\$ 168.57	+ 2.50 per m ³ over	133 m ³

Group F Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Group	0 - 40 m ³	\$ 39.76			
	41 - 60 m ³	\$ 39.76 + 1.25	per m ³ over	40 m ³	
	61 - 80 m ³	\$ 64.76 + 1.85	per m ³ over	60 m ³	
	over 80 - m ³	\$ 101.76 + 2.50	per m ³ over	80 m ³	
Group G RV Trailer Park/Campground-Site not Connected to Sewer: - Per service pad or Site	0 - 20 m ³	\$ 19.88			
	21 - 30 m ³	\$ 19.88 + 1.25	per m ³ over	20 m ³	
	31 - 40 m ³	\$ 32.38 + 1.85	per m ³ over	30 m ³	
	over 40 - m ³	\$ 50.88 + 2.50	per m ³ over	40 m ³	
Group H Hotel/Motel: per room or suite	0 - 50 m ³	\$ 49.70			
	51 - 75 m ³	\$ 49.70 + 1.25	per m ³ over	50 m ³	
	76 - 100 m ³	\$ 80.95 + 1.85	per m ³ over	75 m ³	
	over 100 - m ³	\$ 127.20 + 2.50	per m ³ over	100 m ³	
Group I Licensed Premises: Per 10 seats or portion thereof	0 - 83 m ³	\$ 79.52			
	84 - 125 m ³	\$ 79.52 + 1.25	per m ³ over	83 m ³	
	126 - 167 m ³	\$ 132.02 + 1.85	per m ³ over	125 m ³	
	over 167 - m ³	\$ 209.72 + 2.50	per m ³ over	167 m ³	

Golf Course based on 3.5% operational budget or \$5,796.00

UNDETECTED LEAKS:

User Charges will be adjusted where an undetected leak on the consumer’s property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification (s) and there is no indication that water was knowingly allowed to run to waste. A minimum of 15 years must have passed before a subsequent forgiveness request will be granted. Subsequent leaks occurring within 15 years of the previous forgiveness approval will be eligible for a cap of \$1,500.00 per owner. Written verification from the **Consumer** describing the nature of the leakage and the action taken to rectify the problem must be received by the **Manager** before a forgiveness will be granted. The leakage problem must be rectified by the **Consumer** within 30 days upon discovery, or notification of the problem.

USER CLASSIFICATION DESCRIPTIONS

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

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

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

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

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

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

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

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

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

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

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

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

Commercial: Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores,

offices, convenience store, service establishment, and light industrial.

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

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

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

Golf Course: For potable water usage only.



SCHEDULE C
TO CVRD BYLAW NO. 3305
UNMETERED WATER CHARGES

WATER RATES:

The **Consumer** of **Unmetered District Water** shall pay the charges set out below.

Water Rates and Charges per Classification per six (6) month period:

SCHEDULE "C" USER CHARGES BREAKDOWN

CLASSIFICATION	Rate Structure
Single Family Dwelling	\$198.80
Laundromat	\$198.80
Apartment	\$149.10
Mobile Home Park	\$149.10
Commercial Minimum charge for each 10 employees or portion thereof per shift	\$198.80
Continuing Care Facility Minimum charge for each bed	\$ 99.40
RV Trailer Park / Campground: <u>Site connected to sewer:</u> per serviced pad or site	\$ 66.27
<u>Not connected to sewer</u>	\$ 17.28
Restaurants Minimum charge for each 10 seats or patrons or portion thereof	\$ 66.27
Hotel / Motel b) <u>Housekeeping Unit:</u>	\$ 66.27
Bed & Breakfast / Rooming House The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$198.80 \$ 39.76
RV Trailer Park / Campground <u>Site Not Connected to Sewer:</u> per pad or site	\$ 19.88
Hotel / Motel a) <u>Room or Suite:</u> per room or suite	\$ 49.70
Licensed Premises: Minimum charge for the first 10 seats or patrons or portion thereof	\$ 79.52
Golf Course based on 3.5% operational budget or	\$5,796.00

Other:

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above

classifications shall be determined by the Manager of Engineering Services and his decision shall be final.

Aggregate Allotment:

Where more than one of the above classifications including “***Other***” is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

Single Family Dwelling

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

Apartment:

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

Mobile/Modular Home Park:

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

RV Trailer Park/Campground:

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

Where individual spaces for the above accommodations are connected directly to a sanitary sewer disposal system, the minimum charge shall be based on the ***Allotment*** of water as set forth in the applicable schedule(s).

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

Hotel/Motel:

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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

Golf Course: For potable water usage only.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4078

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

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

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to update the language and revise Schedules A, B, C, E and G of the bylaw and undertake some minor housekeeping;

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

1. CITATION

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4078 - Shellwood Water System Management Amendment Bylaw, 2017**".

2. AMENDMENT

- a) Under Section 8. Miscellaneous Services and Requirements 1.(b) Delete section (b) in its entirety
- b) Under Section 11. Offences and Sanctions 1. (k) Delete phrase "pursuant to Part II, Section 5 of CVRD Bylaw No. 3209 - Ticket Information Authorization Bylaw, 2008;"
- c) Delete section 1. 1.a) in **Schedule A – Water Service Connection Charges** and replace with

a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection.....	\$300.00
25-mm diameter connection.....	\$450.00

plus a deposit in the amount of the **Manager's estimate** to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation. Not payable if the CVRD water parcel tax has been paid for at least 15 years **and** no extension to the watermain is required.

- d) Delete Schedules B and G in their entirety and replace with Schedules B and G attached to and forming part of this bylaw.

- e) Delete Schedule C in its entirety.
- f) Delete phase in Schedule E (a) “biannually in the Spring and the Fall” and replace with “quarterly during the year”.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD BYLAW NO. 3644

METERED WATER RATES AND CHARGES

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

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

CLASSIFICATION	USER CHARGES					
	Water Use		Charge			
Group A						
Single Family Dwelling: Per Dwelling	0	- 100 m ³	\$ 225.00			
Laundromat: Minimum charge for each washing machine	101	- 150 m ³	\$ 225.00	+	1.00 per m ³ over	200 m ³
Elementary/Middle School: Minimum charge per 20 students or portion thereof	151	- 200 m ³	\$ 325.00	+	1.50 per m ³ over	300 m ³
	over	200 m ³	\$ 475.00	+	2.25 per m ³ over	400 m ³
Group B						
Apartment: Per Unit	0	- 80 m ³	\$ 168.75			
Mobile/Modular Home Park: Per Unit	81	- 120 m ³	\$ 168.75	+	1.00 per m ³ over	160 m ³
		121 - 160 m ³	\$ 248.75	+	1.50 per m ³ over	240 m ³
	over	160 - m ³	\$ 368.75	+	2.25 per m ³ over	320 m ³
Group C						
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0	- 60 m ³	\$ 135.00			
		61 - 90 m ³	\$ 135.00	+	1.00 per m ³ over	130 m ³
		91 - 120 m ³	\$ 200.00	+	1.50 per m ³ over	195 m ³
	over	120 - m ³	\$ 297.50	+	2.25 per m ³ over	260 m ³
Group D						
Continuing Care Facility: Minimum charge for each bed	0	- 50 m ³	\$ 112.50			
		51 - 75 m ³	\$ 112.50	+	1.00 per m ³ over	100 m ³
		76 - 100 m ³	\$ 162.50	+	1.50 per m ³ over	150 m ³
	over	100 - m ³	\$ 237.50	+	2.25 per m ³ over	200 m ³
Group E						
RV Trailer Park/Campground-Site Connected to Sewer: Per service pad or Site	0	- 33 m ³	\$ 75.00			
		34 - 49 m ³	\$ 75.00	+	1.00 per m ³ over	67 m ³
Restaurant: Per 10 seats or patrons, or portion thereof	50	- 66 m ³	\$ 108.00	+	1.50 per m ³ over	100 m ³
Hotel/Motel: per housekeeping unit	over	66 - m ³	\$ 157.50	+	2.25 per m ³ over	133 m ³

Group F Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room.	0 - 20 m ³	\$ 45.00				
	21 - 30 m ³	\$ 45.00	+	1.00	per m ³ over	40 m ³
	31 - 40 m ³	\$ 65.00	+	1.50	per m ³ over	60 m ³
	over 40 - m ³	\$ 95.00	+	2.25	per m ³ over	80 m ³
Group G RV Trailer Park/Campground-Site not Connected to Sewer: - Per service pad or Site	0 - 10 m ³	\$ 22.50				
	11 - 15 m ³	\$ 22.50	+	1.00	per m ³ over	20 m ³
	16 - 20 m ³	\$ 32.50	+	1.50	per m ³ over	30 m ³
	over 20 - m ³	\$ 47.50	+	2.25	per m ³ over	40 m ³
Group H High School: Minimum charge per 20 students or portion thereof per shift	0 - 140 m ³	\$ 281.25				
	141 - 210 m ³	\$ 281.28	+	1.00	per m ³ over	270 m ³
	211 - 280 m ³	\$ 416.28	+	1.50	per m ³ over	405 m ³
	over 280 - m ³	\$ 618.75	+	2.25	per m ³ over	540 m ³
Group I Hotel/Motel: per room or suite	0 - 25 m ³	\$ 56.25				
	26 - 37 m ³	\$ 56.28	+	1.00	per m ³ over	50 m ³
	38 - 50 m ³	\$ 81.25	+	1.50	per m ³ over	75 m ³
	over 50 - m ³	\$ 118.75	+	2.25	per m ³ over	100 m ³
Group J Licensed Premises: Per 10 seats or portion thereof	0 - 43 m ³	\$ 90.00				
	43 - 63 m ³	\$ 90.00	+	1.00	per m ³ over	83 m ³
	64 - 84 m ³	\$ 132.00	+	1.50	per m ³ over	125 m ³
	over 84 - m ³	\$ 195.00	+	2.25	per m ³ over	167 m ³

UNDETECTED LEAKS

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

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

USER CLASSIFICATION DESCRIPTIONS

Single Family Dwelling:

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

Apartment:

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

Mobile/Modular Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

Elementary School and High School:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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



SCHEDULE G

TO CVRD BYLAW NO. 3644

MISCELLANEOUS CHARGES

1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: \$50.00

2. Charge to Customer

a) Where the **Water Meter** is found to measure the flow of water accurately:... \$50.00

b) Turning Water Service on each time:.....*Equivalent to 50% of user fee
Turning Water Service off each time:.....*Equivalent to 50% of user fee

*If the building services or water service connection location is not known, the actual cost incurred for locating the service will be borne by the homeowner.

a) Sprinkling Permit Application Fee.....\$25

3. Notes:

1. Inactivation of the account will be at the discretion of the **Manager**.

2. Charges for "turn on" or "turn off" shall **not** be levied where:

.1 It is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.

.2 The water is to be "turned on" for newly installed or water service connection.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4079

A Bylaw to Amend the Saltair Water System Management Bylaw No. 1763

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Saltair Water System* pursuant to CVRD Bylaw No. 1763, cited as "CVRD Bylaw No. 1763 – Saltair Water System Management Bylaw, 1996";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to revise Schedules B and G of the bylaw and undertake some minor housekeeping.

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4079 - Saltair Water System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

- a) Under Section 8. Miscellaneous Services and Requirements 1.(b) Delete section (b) in its entirety
- b) Under Section 11. Offences and Sanctions 1. (k) Delete phrase "pursuant to Section 3.5;"
- c) Delete section 1. 1.a) in **Schedule A – Water Service Connection Charges** and replace with:

a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection.....	\$300.00
25-mm diameter connection.....	\$450.00

plus a deposit in the amount of the **Manager’s estimate** to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation. Not payable if the CVRD water parcel tax has been paid for at least 15 years **and** no extension to the watermain is required.

d) Delete Schedule G in its entirety and replace with Schedule G attached to and forming part of this bylaw.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE G
TO CVRD BYLAW NO. 4079

MISCELLANEOUS CHARGES

1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: \$50.00

2. Charge to Customer

a) Where the **Water Meter** is found to measure the flow of water accurately:... \$50.00

b) Turning Water Service on each time:.....*Equivalent to 50% of user fee

Turning Water Service off each time:.....*Equivalent to 50% of user fee

*If the building services or water service connection location is not known, the actual cost incurred for locating the service will be borne by the homeowner.

Sprinkling Permit Application Fee.....\$25

3. Notes:

1. Inactivation of the account will be at the discretion of the **Manager**.

2. Charges for "turn on" or "turn off" shall **not** be levied where:

.1 It is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.

.2 The water is to be "turned on" for newly installed or water service connection.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4080

A Bylaw to Amend the Sentinel Ridge Sewer System Management Bylaw No. 2830

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Sentinel Ridge Sewer System* pursuant to CVRD Bylaw No. 2830, cited as "CVRD Bylaw No. 2830 – Sentinel Ridge Sewer System Management Bylaw, 2006";

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

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4080- Sentinel Ridge Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

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

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD BYLAW NO. 2830

SEWER SERVICE CHARGES

a) **Consumers** of **Sewer Services** who do not receive **Metered District Water** shall pay the minimum billing set out in Sub-section (b) below.

b) Minimum Sewer Classification Charge per Six (6) month billing period:

<u>Classification</u>	<u>Charge</u>
Single Family Dwelling: per dwelling	337.50
STEP: per dwelling	286.88
Apartment: per unit	286.88
Townhome: per unit	337.50
Mobile Home Park: per unit	337.50
RV Trailer Park/Campground:	
a) <u>Site Connected to Sewer:</u> per serviced pad or site	168.75
b) <u>Site not Connected to Sewer:</u> per pad or site	33.75
Hotel/Motel:	
a) <u>Room or Suite:</u> per room or suite	135.00
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	202.50
Restaurants: per seat:	33.75
Licensed Premises: per seat:	33.75
Laundromat: minimum charge for each washing machine:	337.50
Commercial:	
Minimum charge for each 5 employees or portion thereof per shift:	168.75
Each additional 5 employees or portion thereof per shift:	168.75
School: minimum charge per classroom	337.50
Continuing Care Facility: minimum charge for <u>each bed</u>	253.13
Bed & Breakfast/Rooming House:	
The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guestroom	
a) single Family Dwelling:	337.50
b) per guest room	135.00
Public Washroom: minimum charge	337.50
Sani Dump: minimum charge	432.00

Other: for each 1.18 m³ (259-lgal.) of daily metered or calculated flow. There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one where calculation yields an uneven number round to the whole number.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

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

Septic Tank Effluent Pumping (STEP):

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-Family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years)

Apartment:

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

Mobile Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

School:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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

Public Washroom

Application based on 15 litres per person per day, assume 40 persons per day = 0.76 m³ (332 Imperial Gallons) per day.

Sani-dump:

Applies to 6 pump-outs per day for both black and grey water tanks at approximately 0.23 m³ (43 Imperial Gallons) per pump to a maximum of 0.2 m³ (259 Imperial gallons) per day.

Other:

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single family residential equivalents shall be calculated at 1.18 m³ (259 lgal.) per day metered or calculated flow, rounded to the higher whole number.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4081

**A Bylaw to Amend the Arbutus Mountain Estates
Sewer System Management Bylaw No. 2997**

WHEREAS the Board of the Cowichan Valley Regional District established the management of the Arbutus Mountain Estates Sewer System pursuant to CVRD Bylaw No. 2997, cited as "CVRD Bylaw No. 2997 – Arbutus Mountain Estates Sewer System Management Bylaw, 2008";

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

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4081 - Arbutus Mountain Estates Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

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

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD BYLAW NO. 2997

SEWER SERVICE CHARGES

(a) **Consumers** of **Sewer Services** shall pay the minimum billing set out in sub-section (b) below.

(b) Minimum Sewer Classification Charge per Six (6) month billing period

<u>CLASSIFICATION</u>	<u>CHARGE</u>
Single Family Dwelling: per dwelling	\$245.00
STEP System: per dwelling	208.25
Apartment: per unit	208.25
Mobile Home Park: per unit	245.00
RV Trailer Park/Campground:	
a) <u>Site Connected to Sewer:</u> per serviced pad or site	122.50
b) <u>Site not Connected to Sewer:</u> per pad or site	24.50
Hotel/Motel:	
a) <u>Room or Suite:</u> per room or suite	98.00
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	147.00
Restaurants: per seat:	14.70
Licensed Premises: per seat:	24.50
Laundromat: minimum charge for each washing machine:	245.00
Commercial:	
Minimum charge for the first 5 employees or portion thereof per shift	122.50
Each additional 5 employees or portion thereof per shift	122.50
School: minimum charge per classroom	245.00
Continuing Care Facility: minimum charge for each bed	183.75
Bed & Breakfast/Rooming House: The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) Single Family Dwelling:	245.00
b) Per guest room	98.00

Other: There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

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

Septic Tank Effluent Pumping (STEP):

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

Apartment:

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

Mobile Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

School:

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

Community Hall / Church / Theatre:

Applies to a connection servicing a community hall or church with kitchen and washroom facilities.

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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

Other:

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m³ (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4082

**A Bylaw to Amend the Cobble Hill Sewer System Management
Bylaw No. 3122**

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Cobble Hill Sewer System* pursuant to CVRD Bylaw No. 3122, cited as "CVRD Bylaw No. 3122 – Cobble Hill Sewer System Management Bylaw, 2008";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to update the language of the bylaw and revise Schedule B – Sewer Service Charges.

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4082 - Cobble Hill Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedule B be deleted in its entirety and replaced with Schedule B attached to and forming part of this bylaw.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B
TO CVRD BYLAW NO. 3122

SEWER SERVICE CHARGES

Minimum Sewer Classification Charge per Six (6) month billing period

<u>Classification</u>	<u>Charge</u>
Single Family Dwelling – Per Dwelling	150.00
STEP – Per Dwelling	127.50
Apartment – Per Unit	127.50
Mobile Home Park – Per Unit	150.00
RV Trailer Park/Campground:	
a) <u>Site Connected to Sewer</u> - Per serviced pad or site	75.00
b) <u>Site not Connected to Sewer</u> - Per pad or site	15.00
Hotel/Motel:	
a) Room or Suite: - Per room or suite	60.00
b) <u>Kitchenette or Housekeeping Unit</u> - Per room or suite	90.00
Restaurants: per seat	9.00
Licensed Premises: per seat	15.00
Laundromat:	
Minimum charge for each washing machine	150.00
Commercial:	
Minimum charge for the <u>first 5 employees or portion thereof per shift</u>	75.00
<u>Each additional 5 employees or portion thereof per shift</u>	75.00

<u>Classification</u>	<u>Charge</u>
School: Minimum charge per classroom.	150.00
Continuing Care Facility: Minimum charge for <u>each bed</u>	112.50
Bed & Breakfast/Rooming House: The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for <u>each and every guestroom</u>	
a) Single Family Dwelling:	150.00
b) Per guest room	60.00

Other: for each 1.18 m³ (259-lgal.) of daily metered or calculated flow. There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number

Single Family Dwelling:

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

Septic Tank Effluent Pumping (STEP):

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-Family Dwelling rate to offset the cost of septic tank pump outs (typically a maximum of every 5 years).

Apartment:

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

Mobile Home Park:

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

RV Trailer Park/Campground:

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

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

Hotel/Motel:

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

School:

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

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and

living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

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

Rooming House:

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

Other:

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single family residential equivalents shall be calculated at 1.18 m³ (259 lgal.) per day metered or calculated flow, rounded to the higher whole number.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4083

A Bylaw to Amend the Mill Springs Sewer System Management Bylaw No. 3738

WHEREAS the Board of the CVRD established the management of the *Mill Springs Sewer System* pursuant to CVRD Bylaw No. 3738, cited as "CVRD Bylaw No. 3738 – Mill Springs Sewer System Management Bylaw, 2013";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to add Schedule G;

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4083 – Mill Springs Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENTS**

a) That the attached Schedule B form part of this Bylaw and replace the existing one.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD Bylaw No. 3738

SEWER SERVICE CHARGES

Minimum Sewer Classification Charge per Six (6) month billing period

Classification	Charge
Single Family Dwelling: Per Dwelling	177.77
Step system: Per Dwelling	151.10
Apartment: Per Unit	151.10
Mobile Home Park: Per Unit	177.77
RV Trailer Park / Campground:	
<u>Site Connected to Sewer:</u> per serviced pad or site	88.89
<u>Site Not Connected to Sewer:</u> per pad or site	17.78
Hotel / Motel:	
a) <u>Room or Suite:</u> per room or suite	71.11
b) <u>Kitchenette or Housekeeping Unit:</u> per kitchenette or housekeeping unit	106.66
Restaurants: Per seat	10.67
Licensed Premises: Per seat	17.78
Laundromat: Minimum charge for each washing machine	177.77
Commercial:	
Minimum charge for the first 5 employees or portion thereof per shift	88.89
Each additional 5 employees or portion thereof per shift	88.89
School: Minimum charge per classroom	177.77
Continuing Care Facility: Minimum charge for each bed	133.33
Bed & Breakfast / Rooming House:	177.77
The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	71.11
Other (for each 259 lgal of daily metered or estimated water consumption). There should be a	

minimum of 1 unit applied to each connection if the above cal is less than one, where calculation yields an uneven number round to the higher w.

Single Family Dwelling:

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

Apartment:

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

Mobile Home Park:

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

RV Trailer Park/Campground:

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

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

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

Other:

The minimum charge and the volume of discharge to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications, shall be determined by the **Manager** and his decision shall be final.

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

Elementary School and High School:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4084

**A Bylaw to Amend the Arbutus Ridge Sewer System Management
Bylaw No. 3306**

WHEREAS the Board of the Cowichan Valley Regional District established the management of the Arbutus Ridge Sewer System pursuant to "CVRD Bylaw No. 3306, cited as "CVRD Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009";

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

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4084 - Arbutus Ridge Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

a) That Schedule B be deleted in its entirety and replaced with Schedule B attached to and forming part of this bylaw.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD BYLAW NO. 3306

SEWER SERVICE CHARGES

Minimum Sewer Classification Charge per Six (6) month billing period

<u>CLASSIFICATION</u>	<u>CHARGE</u>
Single Family Dwelling: per dwelling	\$ 200.30
STEP System: per dwelling	170.26
Apartment: per unit	170.26
Mobile Home Park: per unit	200.30
RV Trailer Park/Campground:	
a) <u>site connected to sewer:</u> per serviced pad or site	100.15
b) <u>site not connected to sewer:</u> per pad or site	20.03
Hotel/Motel:	
a) <u>room or suite:</u> per room or suite	80.12
b) <u>kitchenette or housekeeping unit (per room or suite)</u>	120.18
Restaurants: per seat:	12.02
Licensed Premises: per seat:	20.03
Laundromat: minimum charge for each washing machine:	200.30
Commercial:	
Minimum charge for each 10 employees or portion thereof per shift	200.30
Each additional 5 employees or portion thereof per shift	100.15
School: minimum charge per classroom	200.30
Continuing Care Facility: minimum charge for each bed	150.23
Bed & Breakfast/Rooming House: The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) single Family Dwelling:	200.30
b) per guest room	80.12
Golf Course: Based on 3.5% of total sewer system operating budget.	8538.00
Other A minimum of 1 unit will be applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number	

Single Family Dwelling:

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

Septic Tank Effluent Pumping (STEP):

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

Apartment:

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

Mobile Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

School:

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

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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

Other:

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m³ (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4085

**A Bylaw to Amend the Eagle Heights Sewer System Management
Bylaw No. 1926**

WHEREAS the Board of the Cowichan Valley Regional District established the management of the Eagle Heights Sewer System pursuant to CVRD Bylaw No. 1926, cited as "CVRD Bylaw No. 1926 – Eagle Heights Sewer System Management Bylaw, 1999";

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

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

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4085 - Eagle Heights Sewer System Management Amendment Bylaw, 2017**".

2. **AMENDMENT**

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

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE B

TO CVRD BYLAW NO. 1926

SEWER SERVICE CHARGES

(a) **Consumers** of **Sewer Services** shall pay the minimum billing set out in sub-section (b) below.

(b) Minimum Sewer Classification Charge per Six (6) month billing period

<u>CLASSIFICATION</u>	<u>CHARGE</u>
Single Family Dwelling: per dwelling	\$180.00
STEP System: per dwelling	153.00
Apartment/Secondary Suite/Small Suite: per unit	153.00
Mobile Home Park: per unit	180.00
RV Trailer Park/Campground:	
a) <u>Site Connected to Sewer:</u> per serviced pad or site	90.00
b) <u>Site not Connected to Sewer:</u> per pad or site	18.00
Hotel/Motel:	
a) <u>Room or Suite:</u> per room or suite	72.00
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	108.00
Restaurants: per seat:	10.80
Licensed Premises: per seat:	18.00
Laundromat: minimum charge for each washing machine:	180.00
Commercial:	
Minimum charge for the first 5 employees or portion thereof per shift	90.00
Each additional 5 employees or portion thereof per shift	90.00
School: minimum charge per classroom	180.00
Church / Community Hall / Theatre / Funeral Parlor :	245.45
Continuing Care Facility: Minimum charge for each bed	135.00
Bed & Breakfast/Rooming House: The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) Single Family Dwelling:	180.00
b) Per guest room	72.00

Other There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

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

Septic Tank Effluent Pumping (STEP):

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the Single-family Dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

Apartment:

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

Secondary Suite:

Means a dwelling unit that does not exceed the floor area limit established in the General Requirements section of Bylaw 1840, located within a single dwelling that is capable of being occupied year-round, with a separate entrance, living facilities including provision for sleeping, cooking, sanitation, food storage and preparation

Small Suite:

Means a small dwelling unit that does not exceed the floor area limit established in the General Requirements section of Bylaw 1840, that is not attached to or within a single family dwelling, and is capable of being occupied year-round, with a separate entrance, living facilities including provision for sleeping, cooking, sanitation, food storage and preparation;

Mobile Home Park:

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

RV Trailer Park/Campground:

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

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

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

Hotel/Motel:

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

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

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

Restaurant:

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

Licensed Premises:

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

Laundromat:

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

Commercial:

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

School:

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

Community Hall / Church / Theatre:

Applies to a connection servicing a community hall or church with kitchen and washroom facilities.

Continuing Care Facility:

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

Bed & Breakfast:

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

Rooming House:

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

Other:

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m³ (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4091

A Bylaw Authorizing the Expenditure of Funds from the
Mesachie Lake Water Special Service Area Capital Reserve Fund
Established Pursuant to CVRD Bylaw No. 1183

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Mesachie Lake Water Special Service Area Capital Reserve Fund* of Ninety-Two Thousand One Hundred and Fifty-Two Dollars (\$92,152) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$91,421
ADD: Additions to the fund; Including interest earned for the current year to date.	<u>\$731</u>
	\$92,152
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$0
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$92,152.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Thirty-Five Thousand Dollars (\$35,000) of the said balance for the purpose of water infrastructure distribution upgrades;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4091 – Mesachie Lake Water Special Service Area Capital Reserve Fund Expenditure (Water Distribution Infrastructure Upgrades [Pump] - \$35,000) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of Thirty-Five Thousand Dollars (\$35,000) is hereby appropriated from the *Mesachie Lake Water Special Service Area Capital Reserve Fund* for the purpose of water distribution infrastructure upgrades.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by inclusion in the approved 2017 budget.

3. **SUMS REMAINING**

Should any of the said sum of Thirty Five Thousand Dollars (\$35,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4092

A Bylaw Authorizing the Expenditure of Funds from the
Machinery and Equipment Reserve Fund
 Established Pursuant to CVRD Bylaw No. 532

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Machinery and Equipment Reserve Fund* of Fifty-Five Thousand Six Hundred and Fifty-One Dollars (\$55,651) that has been calculated as follows:

BALANCE in Reserve fund as at December 31, 2015:	\$55,209
ADD: Additions to the Fund, Including interest earned for the current year to date.	<u>\$442</u>
	\$55,651
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$Nil.
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$55,651.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Thirty Thousand Dollars (\$30,000) of the said balance for the purpose of purchasing a new Building Inspection & Bylaw Enforcement Division vehicle;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4092 – Machinery and Equipment Reserve Fund (Building Inspection & Bylaw Enforcement Division Vehicle - \$30,000) Bylaw, 2017**".

2. SUM TO BE APPROPRIATED

- a) An amount not exceeding the sum of Thirty Thousand Dollars (\$30,000) is hereby appropriated from the *Machinery and Equipment Reserve Fund* for the purpose of purchasing a new Building Inspection & Bylaw Enforcement Division vehicle.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by inclusion in the approved 2017 budget.

3. SUMS REMAINING

Should any of the said sum of Thirty Thousand Dollars (\$30,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4093

A Bylaw Authorizing the Expenditure of Funds from the
Kerry Park Recreation Centre Capital Project Reserve Fund
 Established Pursuant to CVRD Bylaw No. 351

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Kerry Park Recreation Centre Capital Project Reserve Fund* of Six Hundred and Forty-Five Thousand Six Hundred and Forty-Nine Dollars (\$645,649) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$1,539,458
ADD: Additions to the fund; including interest earned for the current year to date.	<u>\$15,776</u>
	\$1,555,234
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$909,585.
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$645,649.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Five Hundred and Twenty-Nine Thousand Seven Hundred and Fifty Dollars (\$529,750) of the said balance for the purpose of funding capital improvement projects;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4093 – Kerry Park Recreation Centre Capital Project Reserve Fund Expenditure (Capital Improvement Projects - \$529,750) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of Five Hundred and Twenty-Nine Thousand Seven Hundred and Fifty Dollars (\$529,750) is hereby appropriated from the *Kerry Park Recreation Centre Capital Project Reserve Fund* for the purpose of funding capital improvement projects.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by inclusion in the approved 2017 budget.

3. **SUMS REMAINING**

Should any of the said sum of Five Hundred Twenty-Nine Thousand Seven Hundred and Fifty Dollars (\$529,750), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4094

A Bylaw Authorizing the Expenditure of Funds from the *Shawnigan Lake Community Centre Capital Reserve Fund* Established Pursuant to CVRD Bylaw No. 1704

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Shawnigan Lake Community Centre Capital Reserve Fund* of One Hundred and Twenty-Five Thousand Two Hundred and Ninety-Four Dollars (\$125,294) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$168,319
ADD: Additions to the fund; including interest earned for the current year to date.	<u>\$2035</u>
	\$170,354
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$45,060.
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$125,294</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Eighty Thousand Dollars (\$80,000) of the said balance for the purpose of funding capital improvement projects;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4094 – Shawnigan Lake Community Centre Capital Reserve Fund Expenditure (Capital Improvement Projects - \$80,000) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of Eighty Thousand Dollars (\$80,000) is hereby appropriated from the *Shawnigan Lake Community Centre Capital Reserve Fund* for the purpose of funding capital improvement projects.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by inclusion in the approved 2017 budget.

3. **SUMS REMAINING**

Should any of the said sum of Eighty Thousand Dollars (\$80,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4095

A Bylaw to Amend Regional Board Procedures Bylaw No. 2889

WHEREAS the Board of Directors of the Cowichan Valley Regional District established procedures for the proceedings and conduct of meetings of the Regional Board under the provisions of Bylaw No. 2889 cited as “CVRD Bylaw No. 2889 – Regional Board Procedures Bylaw, 2006”;

AND WHEREAS the Board of Directors wishes to amend Bylaw No. 2889 to increase the number of regular Board meetings; change the month of the election of Chair and Vice Chair to November; amend the order of proceedings and business; and to update the *Local Government Act* section references;

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

1. CITATION

This bylaw may be cited as "**CVRD Bylaw No. 4095 – Regional Board Procedures Amendment Bylaw, 2017**".

2. AMENDMENT

1. That the reference to Section 794 of the *Local Government Act* in the first whereas clause be changed to Section 225.
2. That Subsection 4 a) in Section 4 – Inaugural Meeting be deleted and replaced with the following Subsection 4 a):
 4. a) Following a general local election, the first Board meeting must be held on the Wednesday following the first Monday in November in the year of the election.
3. That Subsection 5 a) in Section 5 – Time and Location of Regular Board Meetings be deleted and replaced with the following Subsection 5 a):
 5. a) Regular Board meetings shall be held in the CVRD Board Room, 175 Ingram Street, Duncan, BC, on the second Wednesday of each month commencing at 6:30 p.m. and on the fourth Wednesday of each month (except in the month of December) commencing at 1:30 p.m.; unless otherwise determined by previous resolution of the Board.
4. That Subsection 5 b) in Section 5 – Time and Location of Regular Board Meetings be deleted and replaced with the following Subsection 5 b):

-
5. b) If a Regular Board meeting agenda contains items that meet the criteria prescribed by Section 90 of the *Community Charter*, the Closed Session of the Regular Board meeting may commence prior to the commencement time indicated in subsection 5 a).
 5. That Section 6 – Notice of Special Board Meetings be deleted and replaced with the following Section 6:
 6. Notice of Special Board Meetings
 - a) The Corporate Secretary must call a Special Board Meeting on request of the Chair or any two Directors.
 - b) The Corporate Secretary must provide advance public notice of the Special Board Meeting posted on the Public Notice Posting Place that states the general purpose and the date, hour and place of the meeting, and is mailed at least five days before the date of the meeting to each director at the address given by the director.
 - c) The notice for a Special Board meeting may be waived by a unanimous vote.
 - d) In the case of an emergency, notice of a Special Board Meeting may be given, with the consent of the chair and two directors, less than five days before the date of the meeting, and need not be given in writing.
 6. That Section 7 – Annual Elections be deleted and replaced with the following Section 7:
 7. Annual Elections

At the first meeting held after November 1 in each year, the Board must elect a Chair and Vice Chair following the procedure described in Section 4.
 5. That Section 14 – Order of Proceedings and Business be deleted and replaced with the following Section 14:
 14. Order of Proceedings and Business

The agenda for all regular Board meetings contains the following matters in the order in which they are listed below unless otherwise directed by the Chair at the meeting:

 - a) Approval of agenda;
 - b) Adoption of minutes;
 - c) Business arising from the minutes;
 - d) Delegations;
 - e) Report of the Chairperson;
 - f) Correspondence;
 - g) Information;

- h) Committee / Commission Reports;
 - i) Director Reports;
 - j) Staff Reports;
 - k) Public Hearings;
 - l) Bylaws;
 - m) Bylaws – Electoral Area Directors;
 - n) Resolutions;
 - o) Unfinished Business;
 - p) Notice of Motion;
 - q) New Business;
 - r) Question Period;
 - s) Closed Session; and,
 - t) Adjournment.
6. That the reference to Section 791 of the *Local Government Act* in Section 15 – Voting at Meetings, Subsection 15 a), be changed to Section 206.
 7. That the reference to Section 882 of the *Local Government Act* in Section 20 – Reading and Adopting Bylaws, Subsection 20 c), be changed to Section 206.
 8. That the reference to Section 794(3) of the *Local Government Act* in Section 20 – Reading and Adopting Bylaws, Subsection 20 e) be changed to Section 228.
 9. That the reference to Section 794(2) of the *Local Government Act* in Section 23 be changed to Section 225(2).

READ A FIRST TIME this day of 2017.

READ A SECOND TIME this day of 2017.

READ A THIRD TIME this day of 2017.

ADOPTED this day of 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4097

A Bylaw Authorizing the Expenditure of Funds from the *Youbou Fire Protection Local Service Area Reserve Fund* Established Pursuant to CVRD Bylaw No. 1873

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Youbou Fire Protection Local Service Area Reserve Fund* of Seven Hundred and Seventy-Two Thousand Eight Hundred and Forty-Nine Dollars (\$772,849) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$766,713
ADD: Additions to the fund; including interest earned for the current year to date.	<u>\$6,136</u>
	\$772,849
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$Nil
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$772,849.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Two Hundred and Eighty Thousand Dollars (\$280,000) of the said balance for the purpose of purchasing a new fire truck for Youbou Fire Rescue;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4097 – Youbou Fire Protection Local Service Area Reserve Fund Expenditure (Youbou Fire Apparatus - \$280,000) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of Two Hundred and Eighty Thousand Dollars (\$280,000) is hereby appropriated from the *Youbou Fire Protection Local Service Area Reserve Fund* for the purpose of purchasing a new fire truck for Youbou Fire Rescue.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by inclusion in the approved budgets.

3. **SUMS REMAINING**

Should any of the said sum of Two Hundred and Eighty Thousand Dollars (\$280,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4098

A Bylaw Authorizing the Expenditure of Funds from the
Twin Cedars Sewer System Capital Reserve Fund
Established Pursuant to CVRD Bylaw No. 2883

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Twin Cedars Sewer System Capital Reserve Fund* of Forty-Five Thousand Three Hundred and Seventy Dollars (\$45,370) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$1,269
ADD: Additions to the fund; including interest earned for the current year to date.	<u>\$44,101</u>
	\$45,370
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$Nil
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$45,370.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Thirty Thousand Dollars (\$30,000) of the said balance for the purpose of funding a Wastewater Treatment Plant upgrade;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4098 – Twin Cedars Sewer System Capital Reserve Fund Expenditure (Wastewater Treatment Plant Upgrade - \$30,000) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of Thirty Thousand Dollars (\$30,000) is hereby appropriated from the *Twin Cedars Sewer System Capital Reserve Fund* for the purpose of funding a Wastewater Treatment Plant upgrade.
- b) The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified by inclusion in the approved 2017 budget.

3. **SUMS REMAINING**

Should any of the said sum of Thirty Thousand Dollars (\$30,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4101

A Bylaw to Amend Malahat Fire Protection Service Establishment Bylaw No. 2414

WHEREAS the Board of the Cowichan Valley Regional District established the *Malahat Fire Protection Service Area* under the provisions of Bylaw No. 2414, cited as "CVRD Bylaw No. 2414 – Malahat Fire Protection Service Establishment Bylaw, 2003", as amended;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following three properties:

- PID 002-323-737, Lot A, District Lot 50, Malahat District, Plan 28099;
- PID 002-323-770, Lot B, District Lot 50, Malahat District, Plan 28099; and
- PID 028-638-263, Lot A, District Lot 50, Malahat District, Plan EPP13409

AND WHEREAS the Regional Board has received a sufficient petition to include the property within the fire protection service area;

AND WHEREAS the Directors for Electoral Area A – Mill Bay/Malahat and Electoral Area B – Shawnigan Lake have consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4101 – Malahat Fire Protection Service Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedule A to CVRD Bylaw No. 2414 be deleted and replaced with the Schedule A attached to this bylaw.

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

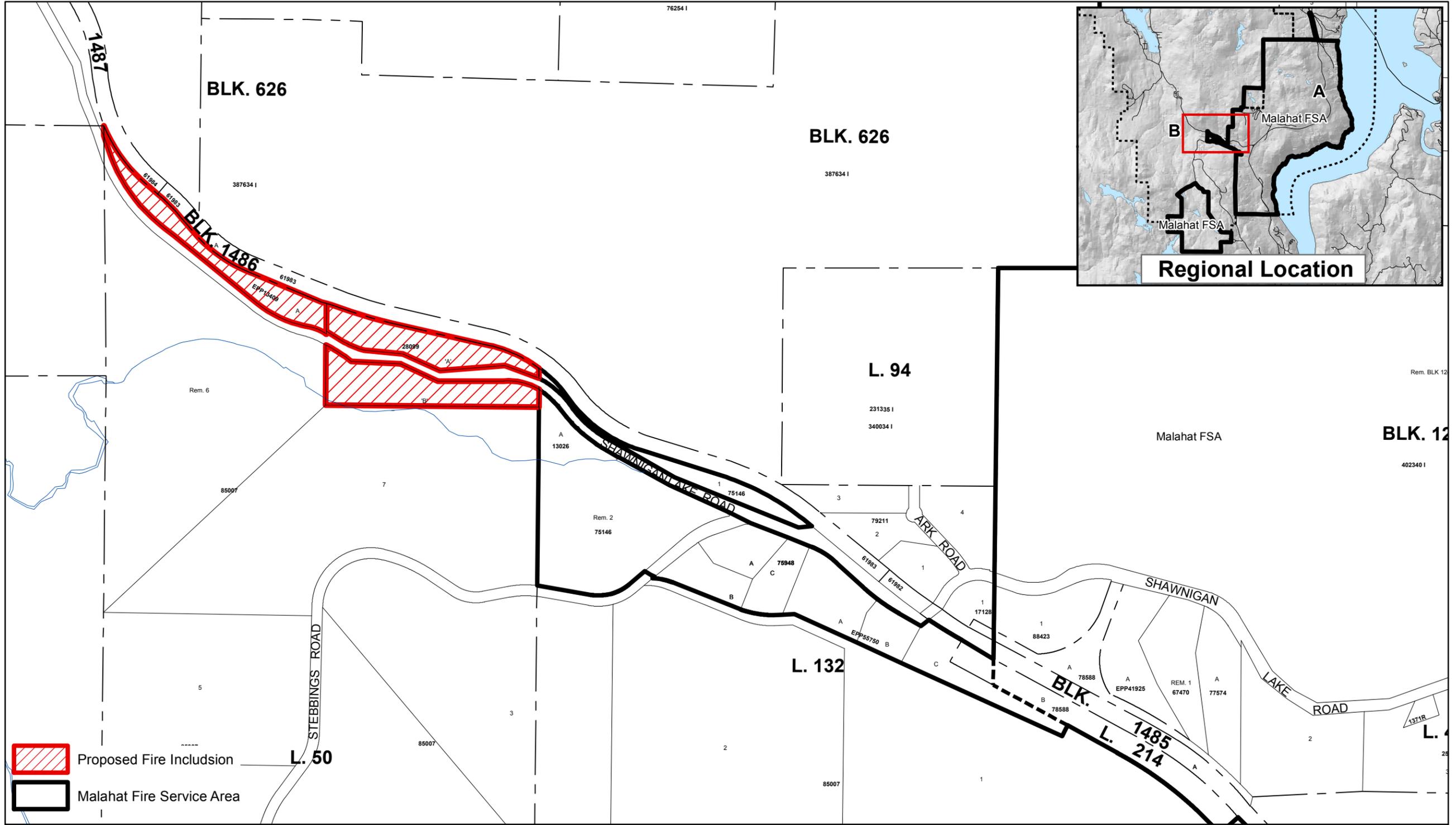
READ A SECOND TIME this _____ day of _____, 2017.

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary





COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4102

A Bylaw to Amend Lake Cowichan Fire Protection Service Establishment Bylaw No. 1657

WHEREAS the Board of the Cowichan Valley Regional District established the *Lake Cowichan District Fire Protection Area* under the provisions of Bylaw No. 1657, cited as "CVRD Bylaw No. 1657 – Lake Cowichan Fire Protection Service Establishment Bylaw, 1994", as amended, for the purpose of providing fire protection and suppression services within portions of Electoral Area F – Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following two properties:

- PID 009-781-803, Block 401, Cowichan Lake District, Except That Part in Plan 2762 RW and Plan VIP85672; and
- PID 009-781-811, Block 450, Cowichan Lake District;

AND WHEREAS the Regional Board has received a sufficient petition to include the property within the fire protection service area;

AND WHEREAS the Directors for Electoral Area F - Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek have consented, in writing, to the adoption of this bylaw;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4102 – Lake Cowichan Fire Protection Service Amendment Bylaw, 2017**".

2. **AMENDMENT**

That Schedule A to CVRD Bylaw No. 1657 be deleted and replaced with the Schedule A attached to this bylaw.

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

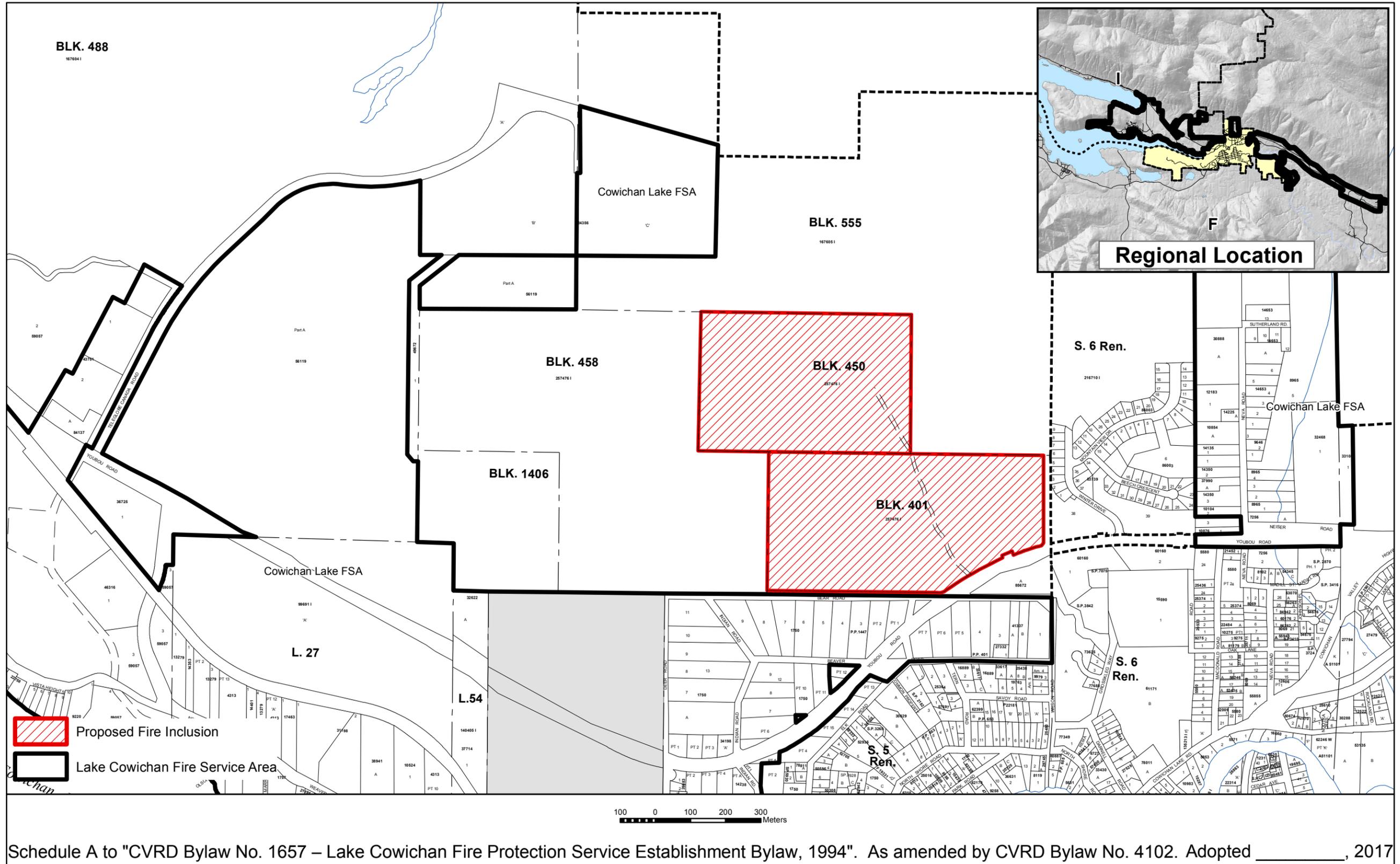
READ A SECOND TIME this _____ day of _____, 2017.

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



Schedule A to "CVRD Bylaw No. 1657 – Lake Cowichan Fire Protection Service Establishment Bylaw, 1994". As amended by CVRD Bylaw No. 4102. Adopted _____, 2017



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4104

A Bylaw Authorizing the Expenditure of Funds from the *Bings Creek Solid Waste Management Complex Reserve Fund* Established Pursuant to CVRD Bylaw No. 2043

WHEREAS as of December 31, 2016, there is an unappropriated balance in the *Bings Creek Solid Waste Management Complex Reserve Fund* of Three Hundred and Ten Thousand One Hundred and Seventy-Eight Dollars (\$310,178) that has been calculated as follows:

BALANCE in Reserve Fund as at December 31, 2015:	\$292,587
ADD: Additions to the fund; Including interest earned for the current year to date.	<u>\$42,591</u>
DEDUCT: Commitments outstanding under bylaws previously adopted.	\$25,000
UNCOMMITTED BALANCE In Reserve Fund as at December 31, 2016:	<u>\$310,178.</u>

AND WHEREAS it is deemed desirable and expedient to expend not more than Two Hundred Thousand Dollars (\$200,000) of the said balance for the purpose of purchasing a replacement roll-off hauling truck;

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4104 – Bings Creek Solid Waste Management Complex Reserve Fund Expenditure (Roll-Off Hauling Truck - \$200,000) Bylaw, 2017**".

2. **SUM TO BE APPROPRIATED**

- a) An amount not exceeding the sum of Two Hundred Thousand Dollars (\$200,000) is hereby appropriated from the *Bings Creek Solid Waste Management Complex Reserve Fund* for the purpose of purchasing a replacement roll-off hauling truck.

.../2

b) The expenditure to be carried out by the monies hereby appropriated shall be as specified in the 2017 budget, as adopted.

3. **SUMS REMAINING**

Should any of the said sum of Two Hundred Thousand Dollars (\$200,000), remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the said Reserve Fund.

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

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

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

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 4105

A Bylaw to Authorize the Borrowing of Funds to Assist with Costs Associated With Upgrades to the Meade Creek Recycling Centre and Landfill Closure Project

WHEREAS the Board established *Solid Waste* as a Service under the provisions of Bylaw No. 1758, cited as "CVRD – Solid Waste Management Local Service Establishment Bylaw No. 22, 1996";

AND WHEREAS the Board wishes to borrow money to assist with the costs associated with upgrades to the Meade Creek Recycling Centre and Landfill Closure Project;

AND WHEREAS the estimated total cost for upgrades to the Meade Creek Recycling Centre and Landfill Closure Project, including expenses incidental thereto, is Four Million Nine Hundred Ninety-Four Thousand Dollars (\$4,994,000);

AND WHEREAS the sum to be borrowed is not to exceed One Million Nine Hundred Sixty-Eight Thousand Dollars (\$1,968,000), which is the amount of debt to be created by this bylaw;

AND WHEREAS the authority to borrow under this bylaw expires five years from the date on which it is adopted;

AND WHEREAS the Board has received an exemption from elector approval pursuant to Section 24(7) of the *Environmental Management Act*;

AND WHEREAS the Board has obtained approval of the Inspector of Municipalities in accordance with the *Local Government Act* and the *Community Charter* and

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

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4105 – Meade Creek Recycling Centre Upgrades and Landfill Closure Project Loan Authorization (\$1,968,000) Bylaw, 2017**".

.../2

2. **LOAN AUTHORIZATION**

The Cowichan Valley Regional District is hereby empowered and authorized to upgrade the Meade Creek Recycling Centre and close the incinerator ash landfill in general accordance with the plans on file in the Regional District office, and to do all things necessary in connection therewith and, without limiting the generality of the foregoing, to borrow upon the credit of the Regional District a sum not exceeding One Million, Nine Hundred Sixty-Eight Thousand Dollars (\$1,968,000).

3. **TERM OF DEBENTURES**

The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

4. **SERVICE TO WHICH THE LOAN AUTHORIZATION RELATES**

This bylaw relates to the *Solid Waste Management Local Service Area* established pursuant to Bylaw No. 1758, cited as "CVRD – Solid Waste Management Local Service Establishment Bylaw No. 22, 1996.

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

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

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

I hereby certify this to be a true and correct copy of Bylaw No. 4105 as given Third Reading on the _____ day of _____, 2017.

Corporate Secretary

Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary