



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, DECEMBER 20, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

1:30 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Electoral Area Services Committee meeting of December 6, 2017	1
Recommendation 1. That the minutes of the regular Electoral Area Services Committee meeting of December 6, 2017, be adopted. 2. That the resolution from the regular Electoral Area Services Committee meeting of December 6, 2017, adopting the November 15, 2017 regular Electoral Area Services Committee meeting minutes be rescinded.	
M2 Regular Electoral Area Services Committee meeting of November 15, 2017	7
Recommendation That the minutes of the Regular Electoral Area Services Committee meeting of November 15, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>PUBLIC INPUT PERIOD</u>	
5. <u>DELEGATIONS</u>	
6. <u>CORRESPONDENCE</u>	
7. <u>INFORMATION</u>	
IN1 1. Area A Advisory Planning Commission Minutes - December 7, 2017; 2. Area D Parks Commission Minutes - November 20, 2017; and 3. Area H Special Parks Commission Minutes - December 7, 2017.	13
Recommendation For information.	

8. **REPORTS**

- R1 Development Permit Application No. 08-B-17DP (2699 Courtney Way) - Report from Development Services Division 17

Recommendation

- That it be recommended to the Board:
1. That Development Permit Application No. 08-B-17DP (2699 Courtney Way) be approved; and
 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

- R2 Rezoning Application No. 01-B-17RS (1975 Renfrew Road) - Report from Development Services Division 49

Recommendation

- That it be recommended to the Board:
1. That amendment bylaws for Application No. 01-B-17RS (1975 Renfrew Road) be forwarded to the Board for consideration of 1st and 2nd reading;
 2. That the referrals to BC Transit, Island Health, Shawnigan Lake Volunteer Fire Department, Ministry of Transportation and Infrastructure, Agricultural Land Commission and RCMP be accepted; and
 3. That a public hearing be scheduled with Directors from Electoral Areas A, B and C as delegates.

- R3 Requisition Limit Increase - Electoral Area H - North Oyster/Diamond - Function 350 Fire Protection North Oyster - Report from Public Safety Division 83

Recommendation

- That it be recommended to the Board that a bylaw be prepared to amend "CVRD Bylaw No. 3573 - Electoral Area H – North Oyster Local Service (Fire Protection) Area Establishment Bylaw", to increase the maximum annual requisition limit by 25%.

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS**

11. **QUESTION PERIOD**

12. CLOSED SESSION

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

CS M1 Closed Session Electoral Area Services Committee meeting minutes of December 6, 2017

CS R1 Verbal Report from the General Manager, Land Use Services Department, Re: Potential Litigation {Sub (1)(g)}

CS R2 Verbal Report from the CAO, Re: Legal Opinion {Sub (1)(l)}

CS R3 Verbal Report from the General Manager, Land Use Services Department: Re: Litigation {Sub (1)(g)}

13. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, January 17, 2018 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director I. Morrison, Chairperson
Director M. Marcotte, Vice-Chairperson
Director S. Acton

Director M. Clement
Director K. Davis
Director M. Dorey

Director L. Iannidardo
Director K. Kuhn
Director A. Nicholson

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, December 6, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:32 PM.

PRESENT: Director I. Morrison, Chair
 Director S. Acton
 Director K. Davis
 Director M. Dorey <until 4:57 PM>
 Director L. Iannidinardo
 Director K. Kuhn
 Director M. Marcotte
 Director A. Nicholson

ALSO PRESENT: R. Blackwell, General Manager, Land Use Services
 H. Hatami, General Manager, Engineering Services
 M. Tippet, Manager, Community Planning
 R. Conway, Manager, Development Services
 B. Farquhar, Manager, Parks & Trails
 I. MacDonald, A/Manager, Inspections & Enforcement
 B. Dennison, Manager, Water Management
 L. Knodel-Joy, Senior Engineering Technologist
 B. Suderman, Senior Planner
 K. Batstone, Planner III
 R. Rondeau, Planner II
 A. Duncan, Planner I
 J. Hughes, Recording Secretary

ABSENT: Director M. Clement

APPROVAL OF AGENDA

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

CSNB1 Litigation {Sub (1)(g)};

CSNB2: Litigation {Sub (1)(g)};

CSNB3 Discussions respecting objectives, measures and progress reports for the purposes of preparing an annual report {Sub (1)(l)}; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

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

It was moved and seconded that the minutes for Item R3 of the November 15, 2017 Electoral Area Services Committee meeting be corrected by replacing “that it be recommended to the Board that Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption” with “that Dog Regulation Bylaw No. 4065 be referred back to staff” and that the minutes, as amended, be adopted.

MOTION CARRIED

DELEGATIONS

D1 Daniel Kilpartick, Shawnigan Medicinals, addressed the Committee and requested that the CVRD look at adopting a bylaw to permit a medicinal cannabis dispensary within the region.

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area A - Mill Bay/Malahat, Re: Red Willow Womyn's Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area A - Mill Bay/Malahat, in the amount of \$500 be provided to the Red Willow Womyn's Society to support the opening of their office space.

MOTION CARRIED

C2 Letter dated November 2, 2017, from Lucia Perry, Re: Covenant Letter Regarding Agreement to not Subdivide as a Pre-requisite to Obtaining a Building Permit for an Extra Dwelling, was received for information.

INFORMATION

IN1 Items 1 through 3 were received for information:
1. Area A Parks Commission Minutes - November 9, 2017
2. Area E Parks Commission - November 9, 2017
3. Area G Parks Commission - November 6, 2017

REPORTS

R1 Development Permit Application No. 04-A-17DP/VAR (2485 Holford Road, Mill Bay) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that:
1. Development Permit Application No. 04-A-17DP/VAR (2485 Holford Road) be approved.

MOTION CARRIED

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

- 2. That Section 5.4.1(b) of Zoning Bylaw No. 3520 is varied from 15 metres to zero to allow the construction of a staircase and retaining wall.**

MOTION CARRIED

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

- 3. That Section 10.9.2 of Zoning Bylaw No. 3520 is varied to allow a total impervious area of 44%.**

MOTION CARRIED

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

- 4. That Section 10.9.3 of Zoning Bylaw No. 3520 is varied to allow rear and side setback reductions from 4.5 metres to 0 metres to allow the construction of a stone staircase.**

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

- 5. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.**

MOTION CARRIED

R2

Development Variance Permit Application No. 01-H-17DVP (3925 Cove Road - PIDs 001-097-555 and 030-201-888) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 01-H-17DVP (3925 Cove Road - PIDs 001-097-555 and 030-201-888) be approved and that Section 13.3(c) of Zoning Bylaw No. 1020 be varied by reducing the size of a proposed parcel by 28%.

MOTION CARRIED

R3

Development Permit Application No. 12-B-17DP (3650 Riverside Road and 3645 Rosedale Road - Report from Development Services Division

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

- 1. That Development Permit Application No. 12-B-17DP (3650 Riverside Road and 3645 Rosedale Road) be approved; and**
- 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.**

MOTION CARRIED

- R4** Development Permit with Variance Application No. 08-E-17DP/VAR (2725 Dingwall Road) - Report from Development Services Division

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

- 1. That Development Permit with Variance Application No. 08-E-17DP/VAR (2725 Dingwall Road) be approved;**
- 2. That Zoning Bylaw No. 1840, Section 5.18(a) (Setback from a Watercourse and a Streamside Protection and Enhancement Area) be varied by reducing the setback from the Koksilah River from 30 metres to 22 metres; and**
- 3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.1490.**

MOTION CARRIED

- R5** Elk Ridge (Paldi) Water and Sewer Systems - First Stage Approval - Report from Water Management Division

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

- 1. That first stage approval be granted for takeover of the sewer and water systems for the proposed Elk Ridge Estates development, as requested by the developer, subject to the conditions set out in the Water Management Division's November 3, 2017, Staff Report (Elk Ridge (Paldi) Water and Sewer Systems – First Stage Approval), with public consultation being established as a priority; and**
- 2. That Board Resolution No. 06-691.2, approved in 2006, be rescinded.**

MOTION CARRIED

2:45 PM The Committee took a recess at 2:45 PM

3:00 PM The meeting resumed at 3:00 PM

- R6** Malahat Water & Sewer System Utility Transfer Agreement - Report from Water Management Division

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

- 1. That prior to adoption of CVRD Bylaw Nos. 4158 and 4159, (Elkington Forest Water and Sewer Service Amendment Bylaws – Name Change) a Utility Transfer Agreement between the CVRD and the owners of the Malahat Water and Sewer Systems be executed; and**
- 2. That following adoption of Amendment Bylaw Nos. 4158 and 4159 (Elkington Forest Water and Sewer Service Amendment Bylaws - Name Change), the Malahat Water and Sewer Parcel Tax Roll, Reserve Fund and Management Bylaws be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED

- R7** Water and Wastewater System Acquisition Policy - Report from Water Management

Division

It was moved and seconded that an Electoral Area Director's Workshop be held, prior to a future Electoral Area Services Committee (EASC) meeting, to discuss Item R7 (Water and Wastewater System Acquisition Policy) and Item R8 (Water and Wastewater Commission Proposal) as outlined in the December 6, 2017, Electoral Area Services Committee Agenda.

MOTION CARRIED

R8 Water and Wastewater Commission Proposal - Report from Water Management Division was dealt with under Item R7

R9 Verbal Report from Brian Farquhar, Manager, Parks & Trails Division, Re: Ministry of Transportation & Infrastructure Roadside Pathways, was received for information.

R10 Mill Bay Age-Friendly Community - Report from Community Planning Division

Bev Suderman, Senior Planner, Community Planning Division, introduced Sarah Ravlic, Project Consultant, Barefoot Planning, who presented the Mill Bay Age-Friendly Action Plan, was received for information.

UNFINISHED BUSINESS

UB1 CVRD Bylaw No. 4153 - Community Parks Advisory Commissions Establishment Bylaw, 2017

It was moved and seconded that it be recommended to the Board that the existing appointments to the nine Electoral Area Community Parks Commissions and the South Cowichan Parks Commission be extended to March 31, 2018.

MOTION CARRIED

CLOSED SESSION

4:03 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, Section 90 Sub (1)(g) Litigation (3 Items); Sub (1)(l) Discussions respecting objectives, measures and progress reports for the purposes of preparing an annual report; and adoption of the Closed Session Electoral Area Services Committee Minutes of November 15, 2017.

MOTION CARRIED

RISE FROM CLOSED SESSION

4:59 PM It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

4:59 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:59 PM.

Chair

Recording Secretary

Dated: _____

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, November 15, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

PRESENT: Director I. Morrison, Chair
 Director S. Acton
 Director M. Clement <until 5:00 PM>
 Director K. Davis
 Director K. Kuhn <until 6:19 PM>
 Director A. Nicholson
 Alternate Director A. Bomford
 Alternate Director S. Jonas

ALSO PRESENT: R. Blackwell, General Manager, Land Use Services
 M. Kueber, General Manager, Corporate Services
 M. Tippett, Manager, Community Planning
 R. Conway, Manager, Development Services
 B. Farquhar, Manager, Parks & Trails
 B. Dennison, Manager, Water Management
 C. Cowan, Manager, Public Safety
 L. Smith, Assistant Manager, Corporate Services Division
 I. MacDonald, Chief Building Inspector
 N. Morano, Bylaw Enforcement Officer
 R. Rondeau, Planner II
 J. Hughes, Recording Secretary

ABSENT: Director M. Dorey
 Director L. Iannidinaro
 Director M. Marcotte

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the deletion of Item R7 (Limited Licence of Access Agreement for Well Testing at 3170 Shawnigan Lake Road – Report from Water Management Division) and the addition of one New Business Item:

**NB1 Grant-in-Aid – Electoral Area F – Cowichan Lake South/Skutz Falls
 Re: Honeymoon Bay Community Society; and**

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of November 1, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of November 1, 2017 be adopted.

MOTION CARRIED

CORRESPONDENCE

- C1** Grant-in-Aid Request, Electoral Area B - Shawnigan Lake, Re: Shawnigan Lake Community Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B - Shawnigan Lake, in the amount of \$600 be provided to the Shawnigan Lake Community Association to support the Christmas light up in Elsie Miles Park.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Youbou Community Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$1,000 be provided to the Youbou Community Association, to support the New Year's Dance.

MOTION CARRIED

- C3** Grant-in-Aid Request, Electoral Area I - Youbou/Meade Creek, Re: Youbou Community Church Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area I - Youbou/Meade Creek, in the amount of \$4,000 be provided to the Youbou Community Church Society to support upgrades and repairs to the Youbou Community Church.

MOTION CARRIED

INFORMATION

- IN1** Letter dated November 3, 2017, from Ministry of Forests, Lands, Natural Resource Operations and Rural Development, South Island Natural Resource, Re: Establishment of Protected Areas for the Purpose of Conservation of the Coastal Douglas-Fir Biogeoclimatic Zone, was received for information.

- IN2** Items 1 through 10 were received for information:
1. Area B - Shawnigan Lake Advisory Planning Commission Minutes - October 5, 2017;
 2. Area D - Cowichan Bay Advisory Planning Commission Minutes - October 19, 2017;
 3. Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - October 10, 2017;
 4. Area A - Mill Bay/Malahat Parks Commission Minutes - September 14, 2017;
 5. Area C - Cobble Hill Parks Commission Minutes - October 2, 2017;
 6. Area D - Cowichan Bay Parks Commission Minutes - October 16, 2017;
 7. Area E - Cowichan Station/Sahtlam/Glenora Parks Commission Minutes - October 12, 2017;

8. Area F - Cowichan Lake South/Skutz Falls Parks Commission Minutes - October 4, 2017;
9. Area F - Cowichan Lake South/Skutz Falls Parks Commission Minutes - November 2, 2017; and
10. Area I - Youbou/Meade Creek Parks Commission Minutes - October 10, 2017.

REPORTS

R1 Application No. 02-H-16DVP - Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 02-H-16DVP (4821 Yellow Point Road) to vary Section 10.2(b)(3) of Zoning Bylaw No. 1020 be approved.

MOTION CARRIED

R2 Fireworks Discharge Permit - Ladysmith Harbour Christmas Lights - Report from Inspection & Enforcement Division

It was moved and seconded that it be recommended to the Board that the Fireworks Discharge Permit for the Ladysmith Harbour Christmas Lights Cruise event located at/near Ladysmith Harbour on December 9, 2017, be approved.

MOTION CARRIED

R3 Draft Dog Regulation Bylaw - Report from Inspection & Enforcement Division

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

1. That Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption; and
2. That the Bylaw Enforcement Policy – Investigation and Enforcement Standards for Dog Regulation Bylaw Cases, attached to the Inspection & Enforcement Division's November 6, 2017 Staff Report, be approved.

It was moved and seconded that the motion be amended by deleting part 2. "That the Bylaw Enforcement Policy – Investigation and Enforcement Standards for Dog Regulation Bylaw Cases, attached to the Inspection & Enforcement Division's November 6, 2017 Staff Report, be approved."

MOTION CARRIED

Voting resumed on the main motion, as amended:

It was moved and seconded that it be recommended to the Board that Dog Regulation Bylaw No. 4065 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R4 Draft Soil Deposit Bylaw - Report from Inspection & Enforcement Division

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

- 1. That Soil Deposit Bylaw No. 4147 be forwarded to the Board for consideration of first and second readings; and**
- 2. That Soil Deposit Bylaw No. 4147 be forwarded to the Province for review.**

MOTION CARRIED

3:00 PM The Committee took a recess at 3:00 PM

3:11 PM The meeting resumed at 3:11 PM

R5 October 2017 Building Inspection Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

R6 October 2017 Bylaw Enforcement Report - Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

R7 Item R7 (Limited Licence of Access Agreement for Well Testing at 3170 Shawnigan Lake Road - Report from Water Management Division) was deleted from the Agenda under Approval of Agenda.

R8 Riparian Area Compliance Program - Report from Inspection & Enforcement Division

It was moved and seconded that the 2018 Budget for Function 325 – Community Planning Requisition be increased \$15,000 and Signs be increased \$15,000, to develop a riparian area development plan.

MOTION CARRIED

UNFINISHED BUSINESS

UB1 2018 Budget Review - Function 282 South Cowichan Parks - Report from Parks & Trails Division (referred from the November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 282 – South Cowichan Parks be approved.

MOTION CARRIED

UB2 2018 Budget Review - Function 352 Fire Protection Cowichan Lake - Report from Public Safety Division (referred from November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be approved.

Director Clement was absent during the vote

MOTION CARRIED

UB3 2018 Budget for Function 488 - (#19) Shawnigan Basin Society - Report from Finance Division (referred from November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.

Director Clement was absent during the vote

MOTION CARRIED

UB4 2018 Budget for Function 495 - (#22) South Cowichan Community Policing - Report from Finance Division (referred from November 1, 2017, Electoral Area Services Committee meeting)

It was moved and seconded that the 2018 Budget for Function 495 – South Cowichan Community Policing be approved.

Director Clement was absent during the vote

MOTION CARRIED

NEW BUSINESS

NB1 Grant-in-Aid – Electoral Area F – Cowichan Lake South/Skutz Falls, Re: Honeymoon Bay Community Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area F - Cowichan Lake South/Skutz Falls, in the amount of \$250 be provided to Honeymoon Bay Community Society to support the community's annual "Pot Lick Dimmer" and to defray the cost of providing a small gift to each child from Santa.

Director Clement was absent during the vote

MOTION CARRIED

CLOSED SESSION

4:46 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, Section 90 Sub (1)(f) Law Enforcement, Sub (1)(g) Potential Litigation and adoption of the Closed Session Electoral Area Services Committee Minutes of November 1, 2017.

MOTION CARRIED

RISE FROM CLOSED SESSION

6:30 PM It was moved and seconded that the Committee rise, without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

6:31 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 6:31 PM.

Chair

Recording Secretary

Dated: _____



MINUTES

Electoral Area A – Mill Bay/Malahat Advisory Planning Commission

December 7, 2017

7:00 p.m.

Minutes of the Electoral Area A – Mill Bay/Malahat Advisory Planning Commission held on the above noted date and time at the Mill Bay Community League Hall, Mill Bay

Present: Chairperson: Glenn Terrell
 Vice-Chair: Absent
 Secretary: David Knott
 Members: Jennifer Young, Margo Johnston, Frank Lockerbie
 Absent: Archie Staats, Laurie Vasey

Applicants: Mark Loken and Mark Johnston - Application No. 01-A-17RS

Order of Business

Election of Officers for 2017/2018

Appointment of Chair – Glenn Terrell re-appointed

Appointment of Vice-Chair – Jennifer Young accepted

Recording Secretary – David Knott re-appointed

Agreement that Commission meetings will continue to be held on the first Thursday of each month.

Rezoning Application No. 01-A-17RS

Applicants gave a brief outline of reasons for rezoning and the impact that the new frontage road has caused.

Questions from Commission members followed.

Concern that if a recommendation made to grant this application then it does set precedent for adjoining lots.

It was agreed that without any member of the CVRD being present who could answer questions about the possible densification of the Malahat village area then any recommendation will be deferred till the next Commission meeting on January the 4, 2018, when a staff member could be present.

Meeting adjourned 7:45 p.m.



MINUTES
Electoral Area D – Cowichan Bay Parks and Recreation Commission
November 20, 2017
Cowichan Estuary Nature Centre

Call to Order: 6:41 p.m.

Present: Kerrie Talbot, Roger Southern, Dave Nisbet, Steve Garnett,
 Director Lori Iannidinardo, Director, Electoral Area D – Cowichan Bay

Regrets: Miranda Mason, Nathan Mosewich

Approval of Agenda: *Moved and Passed*

Adoption of Minutes: *Moved and Passed*

New Business:

Coverdale Watson Park – Request from Cowichan Bay resident for Pickle Ball Court at Coverdale Watson Park.

Motion: Request CVRD Parks staff to advise Area D Parks Commission re: feasibility of painting coloured lines and adjusting net height for pickle ball on existing tennis court.

Moved and Passed

Ongoing Business:

Area D Parks Commission will have a walkabout to assess condition of wildlife corridors and park dedications:

January 14, 2018 – Lanes Road and Park Place 1:00 p.m.

January 28, 2018 – Cowichan Bay Estates 1:00 p.m.

Kerrie Talbot to ask CVRD staff for larger scale parks maps for each of the above areas.

Community Conversation Event November 16, 2017:

Sparsely attended by area residents. Ross Blackwell, CVRD Land Use Services Department General Manager, gave an overview of the Parking Charrette planned for Cowichan Bay Village.

Motion to Adjourn: 7:45 p.m.

Next Meeting: Monday, January 15, 2018, at 6:30 p.m. at Cowichan Estuary Nature Centre



MINUTES

Special Meeting of the Area H – North Oyster/Diamond Parks Commission December 7, 2017, at Elliott’s Beach

- PRESENT:** Chairperson Bruce Mason, Snuffy Ladret, Julia Fall,
Secretary Barbara Waters
- ALSO PRESENT:** Rob Waters, Environmental Consultant (pro bono)
- CALL TO ORDER** Chairperson Bruce Mason called the meeting to order at 1:40 p.m.
- ELLIOTT’S BEACH CONSTRUCTION PROJECT** Parks Commission members toured the beach and observed the current shoreline restoration project.
- A question arose as to whether landscape fabric was used to back the riprap that has been placed along the shore and around the big maple. Some voids were noted in between the boulders and it is hoped the works will remain in place. Otherwise, this aspect of the project looks good.
 - It is assumed that this is an ongoing project, and that the unprotected shoreline to the right (south) of the big maple is slated for protection to the far end of the beach.
 - It is assumed that the continuation of the work will be accessed via the new dirt path/roadway that extends behind the big maple and down toward the beach just beyond it.
 - Is the rock wall going to be extended beyond where the bank is washing out around the smaller maple?
 - Will the fence be extended further along the bank to the large maple?
 - What is the anticipated completion date?
 - Will the 2017 budget cover the entire expense, including the work that still needs to be done?
 - There was some discussion about the “soft shores” (green shores) approach to erosion control. Rob Waters offered the information that this methodology is often encouraged, but that its application depends on site conditions. This approach could also entail more frequent replacement of protective materials.
 - A question arose about planting native plants among the riprap boulders to help with stabilization. It was concluded that the local plants are abundant and flourishing nearby, and it is possible that they will colonize the area without help.
 - It is assumed that the work was undertaken by a private contractor, and that the CVRD will be conducting an as-built inspection once it is completed.
- For reference, a few of the photos we took today are appended to these minutes.
- ADJOURNMENT** The meeting was adjourned at 2:30 p.m.

Barbara Waters, Secretary
December 8, 2017

BACKGROUND

<u>Address:</u>	2699 Courtney Way, Shawnigan Lake
<u>Legal Description:</u>	Lot 3, Section 1, Range 5, Shawnigan District, Plan VIP71089 (PID: 024-823-783)
<u>Applicant / Owners:</u>	Andrew Brown
<u>Size of Parcel:</u>	1.0 ha (2.47 ac)
<u>Existing Use of Property:</u>	Single residential dwelling
<u>Use of Surrounding Properties:</u>	<u>North:</u> R-3 lots with single dwellings <u>East:</u> R-3 lot with single dwelling <u>South:</u> A-1 treed lot <u>West:</u> R-3 lot with single dwelling
<u>Existing Water:</u>	Community system – Lidstech Holdings Ltd.
<u>Existing Sewage Disposal:</u>	Private – septic system
<u>Existing Drainage:</u>	Private – responsibility of owner
<u>Archaeological Site:</u>	None identified
<u>Official Community Plan Designation:</u>	Village Residential (R)
<u>Zoning:</u>	Urban Residential (R-3)
<u>Development Permit Area (DPA):</u>	Shawnigan Village DPA

Site and Surrounding Properties

The subject property is 1.0 hectare (2.47 acres) in area and is the last lot located at the end of Courtney Way, a no-thru road. The site is currently occupied by two dwellings. The lot is technically a corner lot with the exterior side parcel line located along an unbuilt portion of Elford Road.

- **See Attachment A – Aerial Photo**

APPLICATION SUMMARY

The applicant proposes to subdivide the property into three lots, all to be connected to a community water system and private on-site sewage disposal. Proposed lots A and B will each retain one of the existing dwellings. The proposed lot sizes are shown on the subdivision layout plan and listed below:

Proposed Lot A	0.538 ha
Proposed Lot B	0.221 ha
Proposed Lot C	0.245 ha

- **See Attachment B – Proposed Subdivision Plan**

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONSSouth Cowichan OCP Bylaw No. 3510 - Shawnigan Village Development Permit Area (DPA)

The subject property is located within the Shawnigan Village containment boundary, and therefore falls within the Shawnigan Village Development Permit Area (DPA). Compliance with the DPA guidelines is triggered for any proposed subdivision. A Development Permit (DP) must be issued prior to any subdivision being approved by the Ministry of Transportation and Infrastructure.

The Shawnigan Village DPA guidelines that apply to the proposed subdivision include:

- 7.4.1A General Guidelines
- 7.4.2A Agricultural Protection Guidelines
- 7.4.5A Landscaping, Rainwater Management and Environmental Protection Guidelines
- 7.4.11A Subdivision Guidelines

- **See Attachment C – DPA Guidelines**

Shawnigan Lake Zoning Bylaw No.985

The subject property is zoned Urban Residential (R-3) in the Electoral Area B Zoning Bylaw. *Part Fourteen – Area, Shape and Dimensions of Parcels* provides the regulations that apply to new subdivisions. The minimum parcel size for the R-3 Zone is 0.2 ha when connected to community water.

PLANNING ANALYSIS

The proposed subdivision meets the Zoning Bylaw requirements for lots connected to a community water system. In terms of the DPA guidelines, the proposed subdivision is considered to comply with the applicable guidelines.

The ‘Agricultural Protection’ guidelines apply to development of non-agricultural uses located within 30 metres of a parcel designated as agricultural in the OCP. The property to the south is designated agricultural and any subdivision of land should be designed to gradually reduce densities and the intensity of uses toward the boundary of the agricultural land. The proposed subdivision is for single family development which is low intensity development. The closest lot, Lot C, is separated from the agricultural parcel by a road with a width of over 25 metres. As such, the proposed subdivision is not considered to negatively impact on the use of the nearby agriculturally designated land.

A report by a professional Environmental Engineer was submitted with the application and confirmed there are no geotechnical concerns. Drainage for the new lots will be dealt with through the installation of rock pits, which will be designed and located generally as shown in the report. The report will be included as a schedule to the DP.

- **See Attachment D – Engineer’s Report**

There is a significant amount of tree cover on the property and the applicant has removed some dangerous trees, but does not intend to remove additional trees once the subdivision is complete. Some invasive species were identified and a condition of the permit would require ongoing removal.

As the proposed subdivision meets the intent of the DPA guidelines, Staff recommends Option 1. A copy of the draft DP is attached.

- **See Attachment E – Draft Development Permit**

OPTIONS

Option 1

That it be recommended to the Board:

1. That Development Permit Application No. 08-B-17DP (2699 Courtney Way) be approved; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.3510.

Option 2

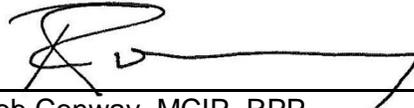
That it be recommended to the Board that Development Permit No. 08-B-17DP (2699 Courtney Way) be denied based on stated inconsistency with specific guidelines.

Prepared by:

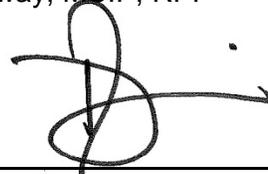


Sheila Herrera, MCIP, RPP
Planner II

Reviewed by:



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

- Attachment A – Aerial Photo
- Attachment B – Proposed Subdivision Plan
- Attachment C – DPA Guidelines
- Attachment D – Engineer’s Report
- Attachment E – Draft Development Permit



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

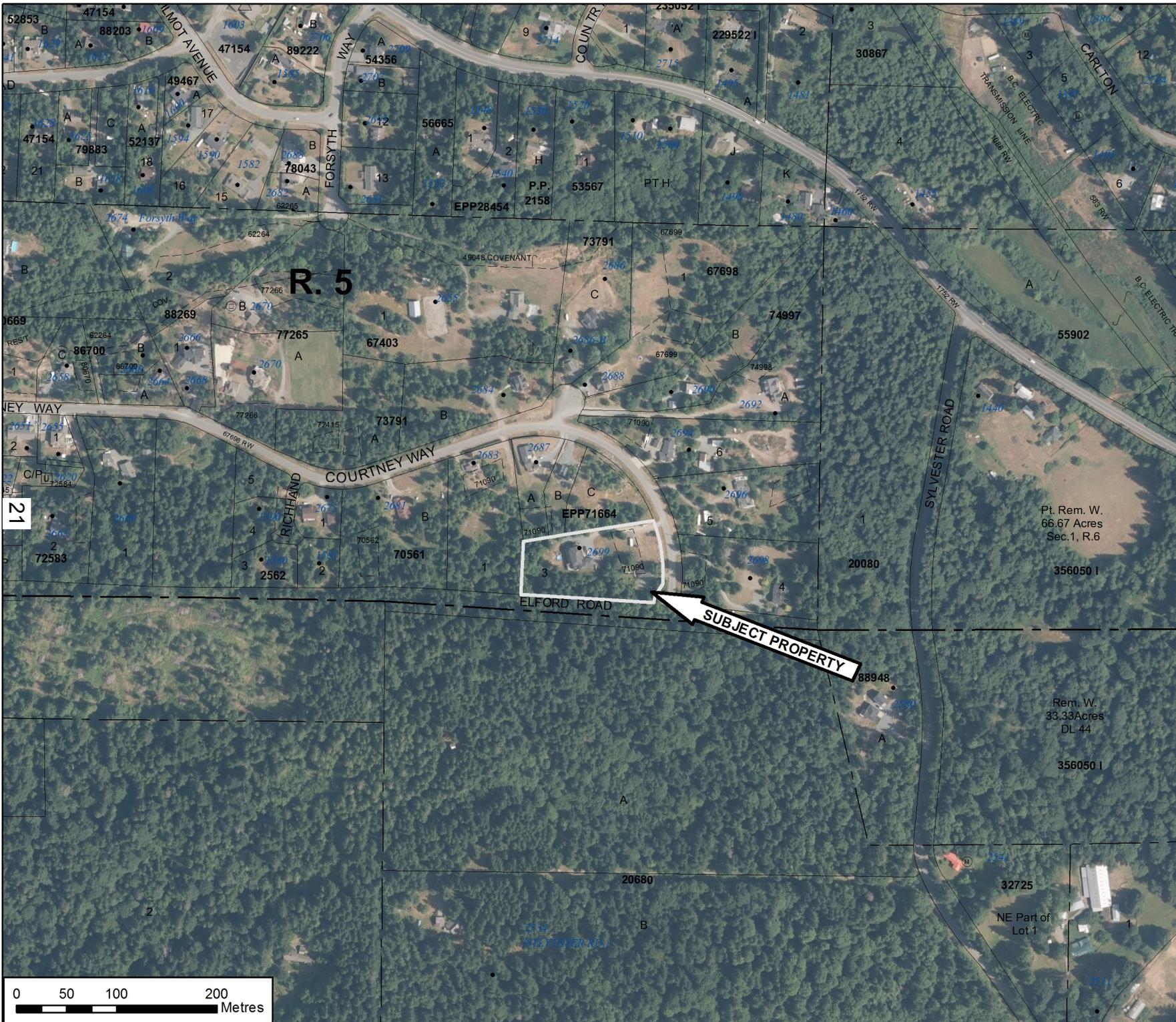
The Cowichan Valley Regional District does not warrant the accuracy.

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

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

File: 08-B-17DP

TRIM Orthophoto (2014)



21

R1

SUBDIVISION PLAN OF LOT 3, SECTION 1, RANGE 5, SHAWNIGAN DISTRICT, PLAN VIP71089

PLAN EPP71665

BCGS 92B.062

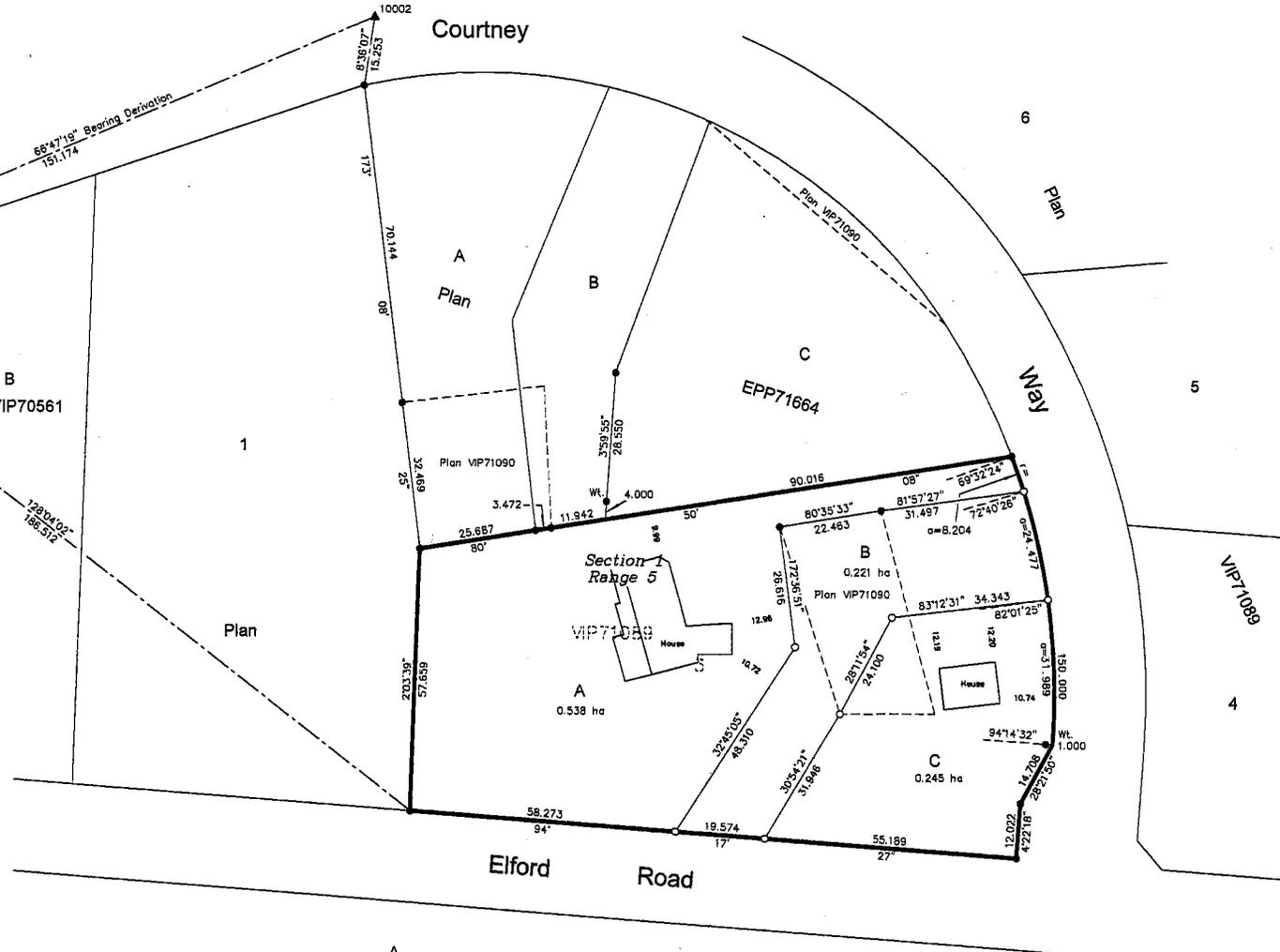
0 7.5 15 30 45 60 75
The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:750.



10002
Datum: NAD83(CSRS) 3.0.0.BC.1.NM
Projection: UTM Zone10N
UTM Northing: 5388531.01
UTM Easting: 435290.10
Combined Scale Factor: 0.99960167
Estimated Horizontal Positional Accuracy: 0.05m

10001
Datum: NAD83(CSRS) 3.0.0.BC.1.NM
Projection: UTM Zone10N
UTM Northing: 5388471.47
UTM Easting: 455151.22
Combined Scale Factor: 0.99960036
Estimated Horizontal Positional Accuracy: 0.05m

22



LEGEND

- Found Placed
● ○ Standard Iron Post
▲ Traverse Hub

All distances are in metres and decimals thereof

Grid bearings are derived from Strata Plan EPS2562 and are referred to the central meridian of UTM Zone 10

The UTM coordinates and estimated horizontal positional accuracy are derived from ties to GNSS traverse hubs set on Strata Plan EPS2562

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.99960036. The average combined factor has been determined based on Strata Plan EPS2562

Note: This plan shows one or more witness posts which are not set on the true corner(s).

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure
File # 2015-01096

J.E. ANDERSON & ASSOCIATES
B.C. Land Surveyors - Consulting Engineers
Victoria - Nanaimo - Parksville, B.C.
File: 27094
V: _Surveying\27094\27094.dwg

This plan lies within the Cowichan Valley Regional District
The field survey represented by this plan was completed on the 17th day of April, 2017.
Ryan P. Hourston, BCLS 887

R1

SECTION 7: SHAWNIGAN VILLAGE DEVELOPMENT PERMIT AREA

Development permit powers under the *Local Government Act* allow for site-specific planning of development, which supplements what can be achieved through Official Community Plan designations and the implementing Zoning Bylaw. The Shawnigan Village Development Permit Area (DPA) contains guidelines respecting a number of important matters, which are described in some detail in the “Justification” section below. Within the DPA, a development permit is required before a building permit can be issued, a subdivision can be approved or in some cases before land can be altered or vegetation removed.

This development permit area contains provisions to ensure that Shawnigan Village develops in a manner that enhances and does not negatively impact the social and environmental characteristics of the community.

7.1 SHAWNIGAN VILLAGE DEVELOPMENT PERMIT AREA: ESTABLISHMENT

The Shawnigan Village Development Permit Area has been established pursuant to Section 919.1 of the *Local Government Act* for the following purposes:

- Protection of the natural environment, its ecosystems and biological diversity;
- Protection of development from hazardous conditions;
- Protection of farming;
- Revitalization of an area in which a commercial use is permitted;
- Establishment of objectives for the form and character of intensive residential development;
- Establishment of objectives for the form and character of commercial, industrial, and multiple family residential development;
- Establishment of objectives to promote energy conservation;
- Establishment of objectives to promote water conservation; and
- Establishment of objectives to promote the reduction of greenhouse gas emissions.

7.2 SHAWNIGAN VILLAGE DEVELOPMENT PERMIT AREA: JUSTIFICATION

- a. Agriculture is a vital part of the local economy and an important element in regional sustainability and food security. The agricultural land base should not be compromised by the inappropriate location of non-farm uses located close to agricultural land.
- b. The design of all commercial, mixed use, intensive residential, and multiple family residential structures must complement the community's expectations for visual quality, safety and be compatible with surrounding land uses.
- c. Energy efficiency, environmental protection and water conservation are fundamental values of this community.
- d. Shawnigan Village is a lakefront community and a goal of the Plan is to ensure that Shawnigan Lake residents have convenient access to the shoreline. The development of a lakeshore walkway over the long term is proposed, which would provide public access to the shore and not impact lake water quality.
- e. Pedestrian activity, safety and comfort should be encouraged through good design.
- f. Shawnigan Lake Road, Renfrew Road, Shawnigan-Mill Bay Road and Cobble Hill-Shawnigan Lake Road are the Major Network Roads identified on Figure 18A (of the main OCP document). It is important to maintain an attractive, welcoming landscape along these corridors for visitors and residents alike, and the development in these areas should be well adapted to road traffic safety as well as that of pedestrians and cyclists.
- g. Developments should be adequately landscaped and, for potentially unsightly uses, screened.
- h. Invasive weeds are unsightly and pose a threat to the natural environment that the OCP seeks to protect.
- i. The OCP aims to provide greater protection of eagle, hawk, owl, osprey, peregrine falcon and Great Blue Heron nest sites from direct and indirect development. These species are sensitive to disturbance around their nest sites. The Ministry of Environment recommends buffer areas surrounding these trees.
- j. The Shawnigan Lake shoreline and associated riparian area is highly sensitive and deserves special protection measures.
- k. The aquifer underlying Shawnigan Village requires protection, as does the lake itself.
- l. An objective of the Shawnigan Village Development Permit Area is to encourage the sidewalk development in the core area, plus the expansion of existing trails and walkways in outlying areas.
- m. The province of British Columbia's *Riparian Areas Regulation (RAR)*, under the *Fish Protection Act*, aims to protect fish habitat. This regulation requires that residential, commercial or industrial development as defined in the *RAR*, in a Riparian Assessment Area near freshwater features, be subject to an environmental review by a Qualified Environmental Professional (QEP).
- n. Careful development is necessary for hazardous lands that may pose a potential threat to life and property in the Plan area.

7.3 SHAWNIGAN VILLAGE DEVELOPMENT PERMIT AREA: APPLICABILITY

The Shawnigan Village Development Permit Area applies to all lands in the Shawnigan Village area as delineated in this Plan. This Development Permit Area is multi-faceted, intended to provide guidelines for a wide variety of types of development throughout Shawnigan Village. Therefore, it is important to understand that no one site in the Village area will be simultaneously subject to every single guideline in the section that follows.

Unless specifically exempted below, a development permit is required prior to undertaking any of the following activities:

- removal, alteration, disruption or destruction of vegetation;
- disturbance of soils;
- construction or erection of buildings and structures;
- creation of nonstructural impervious or semi-impervious surfaces;
- flood protection works;
- construction of roads, trails, docks, wharves and bridges;
- provision and maintenance of sewer and water services;
- development of drainage systems;
- development of utility corridors;
- subdivision as defined in section 872 of the *Local Government Act*.

7.4 SHAWNIGAN VILLAGE DEVELOPMENT PERMIT AREA: GUIDELINES AND EXEMPTIONS

Prior to commencing any development, including subdivision, construction or land clearing, on lands within the Shawnigan Village Development Permit Area, the owner will submit information that demonstrates how the proposed development meets the guidelines in the following sections.

7.4.1A General Guidelines

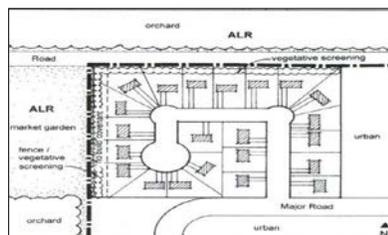
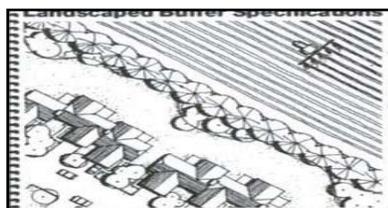
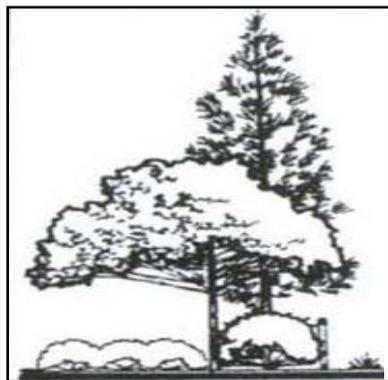
1. In all cases where a development permit is required, the eradication of invasive weeds, such as English Ivy, Scotch Broom, Gorse, Himalayan Blackberry, Morning Glory and Purple Loosestrife, and other non-native invasive weeds listed by the Coastal Invasive Plant Committee and the BC Landscape and Nursery Association, will be a requirement of the development permit.
2. In all cases where a development permit is required, the best management practices within the Ministry of Environment's *Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia* will be encouraged.
3. Where the Regional District considers that construction would be on land that is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrent, erosion, landslide, rock falls, subsidence or avalanche, the applicant may be required to provide a report certified by a professional engineer with experience in geo-technical engineering indicating that the development will not result in property damage or the loss of life on the site or in the surrounding area.

7.4.1B General Guideline Exemptions

The General Guidelines do not apply to development that does not require a development permit under Sections 7.4.2 through 7.4.11.

7.4.2 A Agricultural Protection Guidelines

The Agricultural Protection Guidelines apply to development of non-agricultural uses, buildings and structures that are located within 30 metres of a parcel of land designated as agricultural.



1. Principal buildings and structures adjacent to lands designated as Agricultural should be located as far away from the edge of the Agricultural Designation as possible, without unduly impacting on the usefulness of the lot.
2. Any subdivision next to agricultural land should be designed to gradually reduce densities and the intensity of uses toward the boundary of the Agricultural land.
3. Road endings should not be located in close proximity to agricultural lands, unless they are part of the Major Road Network Plan.
4. A continuous 15 metre wide buffer area should be provided between residential, commercial, and institutional development and lands in the Agricultural Designation. Buildings and structures should not be located within the buffer area, in order to reduce potential for land-use conflicts to arise. A restrictive covenant, registered in the Land Title Office, may be required to ensure that the required buffer is maintained.
5. Mature trees existing at the time of application within the buffer area should be preserved. A majority of the plant material selected should be low maintenance, indigenous vegetation and should be able to survive with little or no fertilizers. Guidelines contained in the B.C. Agricultural Land Commission's report: Landscaped Buffer Specifications should be respected.
6. Walkways, bikeways or passive recreational uses (such as picnic areas and lookout areas) should not be permitted within the landscaped buffer.

7.4.2 B Agricultural Protection Guideline Exemptions

The Agricultural Protection Guidelines do not apply to:

- a. Interior renovations or minor exterior alterations of existing buildings;
- b. Fences.

7.4.5 A: Landscaping, Rainwater Management and Environmental Protection Guidelines

The Landscaping/Rainwater Management/Environmental Protection Guidelines apply to the subdivision of land, and to commercial, mixed use, multiple family residential and intensive residential development and their accessory uses.



1. Preparation of a landscaping plan by a British Columbia Society of Landscape Architects (BCSLA) or BC Landscape and Nursery Association (BCNTA)-certified landscape architect is preferred. Any landscaping plan submitted with an application for a development permit, whether professionally prepared or not, will be assessed by the CVRD according to BCSLA/BCNTA guidelines.
2. All required landscaping plans should be integrated with a rainwater management plan, which should favour natural solutions to drainage such as rain gardens and bio-swales, and should contain measures to limit impervious surfaces. The rainwater management plan must be prepared by a professional engineer with experience in drainage and submitted with the application for any commercial, mixed use or multiple family residential development proposal. The aim of the plan is to eliminate the potential for runoff into adjacent areas, and protect lake quality.
3. Runoff from the development must be strictly limited to prevent rainwater flows from damaging roads, surrounding properties and sensitive watershed features. Pervious surfaces should predominate, to encourage infiltration of water. The removal of trees should only be allowed where necessary and where alternate vegetation and water retention measures can be achieved.
4. All public areas should be landscaped, including entrances, building peripheries, parking and pedestrian areas, and open space areas, in a way that is complementary to both the site and surrounding lands.
5. Streetscape design should incorporate treatments that enhance the pedestrian experience and create a sense of local identity. Public streetscape amenities including benches, planters, and bike racks should have a high quality of design.
6. The appearance of large buildings should be enhanced using plants, shrubs and trees, and where necessary, hard landscaping treatments such as terraced retaining walls, planters, gardens, courtyards or fountains, outdoor seating and decorative paving and lighting.
7. Where appropriate, trees should be planted along street



frontages to create a mature treed “boulevard” streetscape. Tree species that provide high quality bird habitat and do not grow to a size that would detract from the architecture are preferred.

8. Developments should incorporate and emphasize native landscape materials, and use drought resistant plants to reduce irrigation needs.
9. The provision open space areas, pedestrian oriented street furniture and, for multiple family developments, the allocation of space for residents to garden and grow edible plants is encouraged, where feasible.
10. Commercial and multiple family developments visible from major network roads should be screened and landscaped, including entrances, building peripheries, parking and pedestrian areas, and open space areas. The landscaping should consist of a mix of coniferous and deciduous vegetation, with low plantings and taller tree species at intervals.
11. Sites should not be dominated by areas of bark mulch, gravel or other similar materials.
12. Walkways or trails must be developed to encourage walking and cycling and to connect the development with surrounding commercial, mixed use, and residential areas.

7.4.5 B Landscaping, Rainwater Management and Environmental Protection Guideline Exemptions

The Landscaping, Rainwater Management, and Environmental Protection Guidelines do not apply to the construction of single family residential dwellings, or to single family residential subdivision where it is located within a drainage control area.

7.4.11 A Subdivision Guidelines

The Subdivision Guidelines apply to the subdivision of land, regardless of the land designation.

1. A trail system should link neighbourhoods to amenities and, where possible, provide corridors of native vegetation that can provide for groundwater infiltration.
2. The removal of trees should only be allowed where necessary and where alternate vegetation and water retention measures can be achieved.
3. If a subdivision proposal is received in an area identified for major road network connection or improvement in the Transportation section of this OCP, any development permit issued should accommodate major road network and intersection improvements that have been identified.

7.4.11 B Subdivision Guideline Exemptions

The Subdivision Guidelines do not apply to proposed boundary adjustments between two or more parcels of land.



South Island Environmental
2684 Courtney Way
Shawnigan Lake, BC V0R 2W2
250.812.6614
sienvironmental@shaw.ca

19 July 2017
File: VI17-17

Andy Brown
2699 Courtney Way
Shawnigan Lake, BC V0R 2W2

**Re: Rain Water Management Plan and General Guidelines
Lot 3, Section,1, Range 5, Shawnigan District, Plan VIP71089**

South Island Environmental was retained by Mr. Andy Brown to complete a Rain Water Management Plan as part of the CVRD Development Permit application for the subdivision of the above-noted property located on Courtney Way in Shawnigan Lake, BC (i.e. the site). Also included in the submission are details regarding the General Guidelines to address flooding/geotechnical concerns and invasive species. The property is located within the Shawnigan Village Development Permit Area (DPA).

Rain Water Management Plan

The site is gently to moderately sloping from south to north. The site currently has two residential dwellings; one on Lot A and one on Lot C. The current drainage from each dwelling is through end of pipe into surrounding soil. SIE understands that no ponding of water has ever occurred at the outflow areas and that infiltration rates are high. The site has two existing gravel driveways; one for accessing the dwelling at Lot A and one for Lot C. It is understood that these driveways will remain. Mature wooded areas were noted along the western property boundary of the site. No areas of standing water or potential ponding was noted across the site. A roadside shallow ditch runs along the south boundary of the property along Courtney Way paved road.

The rain water will be managed through general infiltration into surrounding open areas, wooded areas, and existing gravel driveways. SIE understands that no tree removal will occur following subdivision approval. All rain/storm water will be collected from each house and collected into rain gutter and moved to design infiltration rock pits for re-infiltration into the surrounding soil. The rock pits were design using a 1 in 5 year storm event and based on 10% lot coverage. The software

HydroCAD (version 10) was used to calculate the rock pit volumes. Rock pit design calculations are attached for reference.

The attached Rain Water Management Plan identifies each existing and proposed building locations and the proposed locations of the rock pits for each lot (including the existing lots). The existing driveways for Lot A and Lot C will remain and a proposed gravel driveway will be assumed for the future development of Lot B.

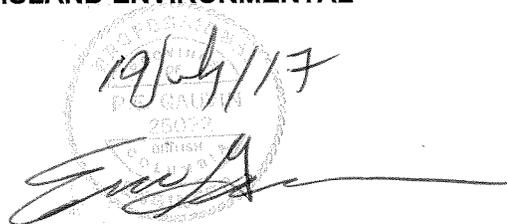
General Guidelines

Based on a site walk-over and review of the CVRD GIS system, SIE confirms that no geotechnical or flooding concerns are expected for the site development. Minor amounts (<10) of scotch broom was noted within Lot A. SIE understands that the scotch broom is removed every spring to control spreading. No other invasive species were noted within Lot A, Lot B and Lot C.

Please contact the undersigned at 250-812-6614 if you have any questions regarding this letter report.

Respectfully submitted,

SOUTH ISLAND ENVIRONMENTAL



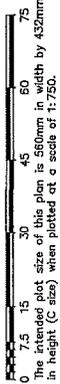
Per: Eric Gauvin, P.Eng.
Senior Environmental Engineer

Attachments: J.E. Anderson & Associates Subdivision Plan
Figure 1: Lot and Rock Pit Location Plan
HydroCAD Rock Pit Design Calculations

SUBDIVISION PLAN OF LOT 3, SECTION 1, RANGE 5, SHAWNIGAN DISTRICT, PLAN VIP71089

PLAN EPP71665

BCGS 92B.062

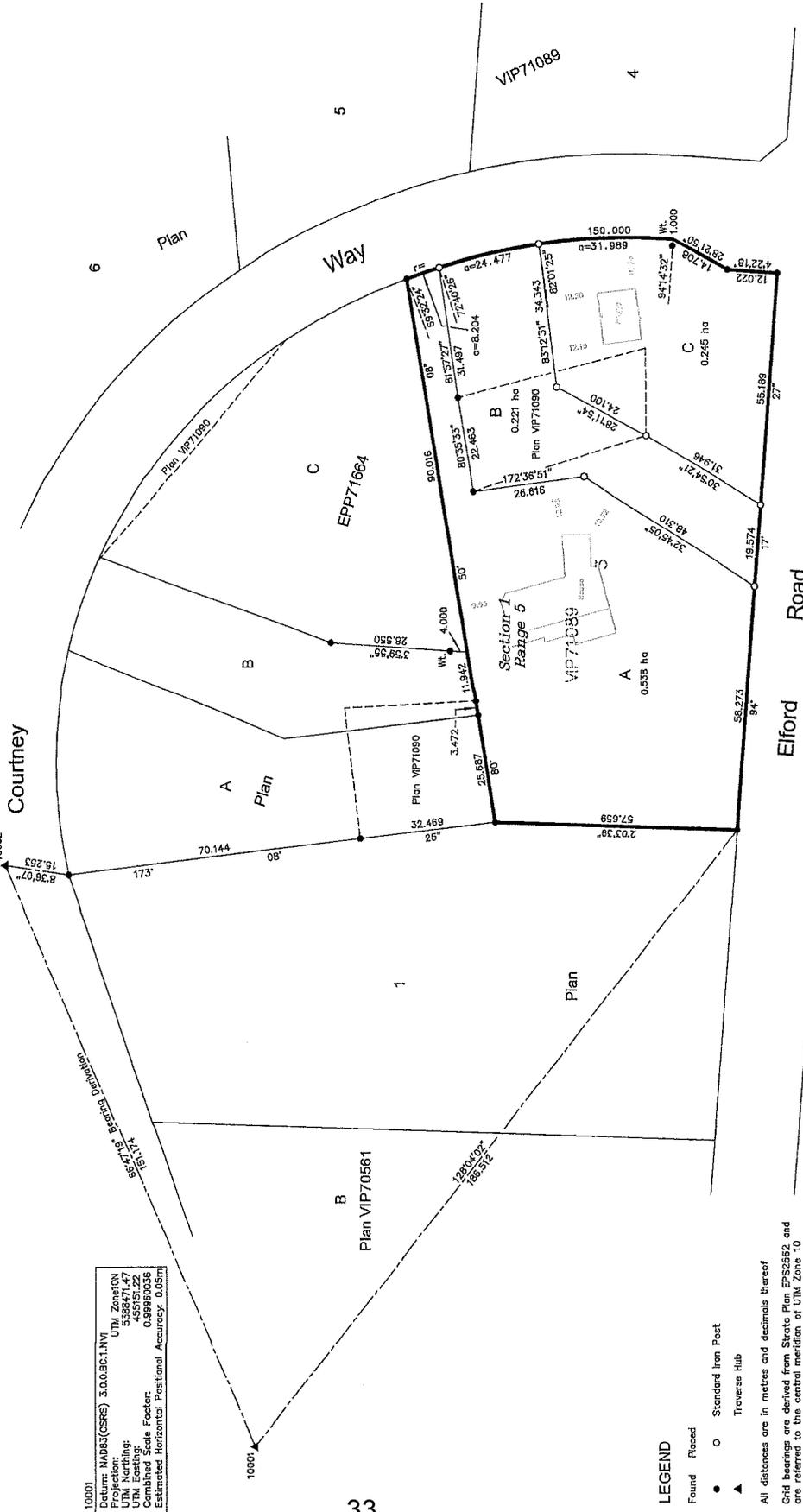


The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:750.



10002
 Datum: NAD83(CSRS) 3.0.0.BC1.NV
 Projection: UTM Zone10N
 UTM Northing: 5398531.01
 UTM Easting: 455290.10
 Combined Scale Factor: 0.99980107
 Estimated Horizontal Positional Accuracy: 0.05m

10001
 Datum: NAD83(CSRS) 3.0.0.BC1.NV
 Projection: UTM Zone10N
 UTM Northing: 5398471.47
 UTM Easting: 455151.22
 Combined Scale Factor: 0.99980036
 Estimated Horizontal Positional Accuracy: 0.05m



LEGEND

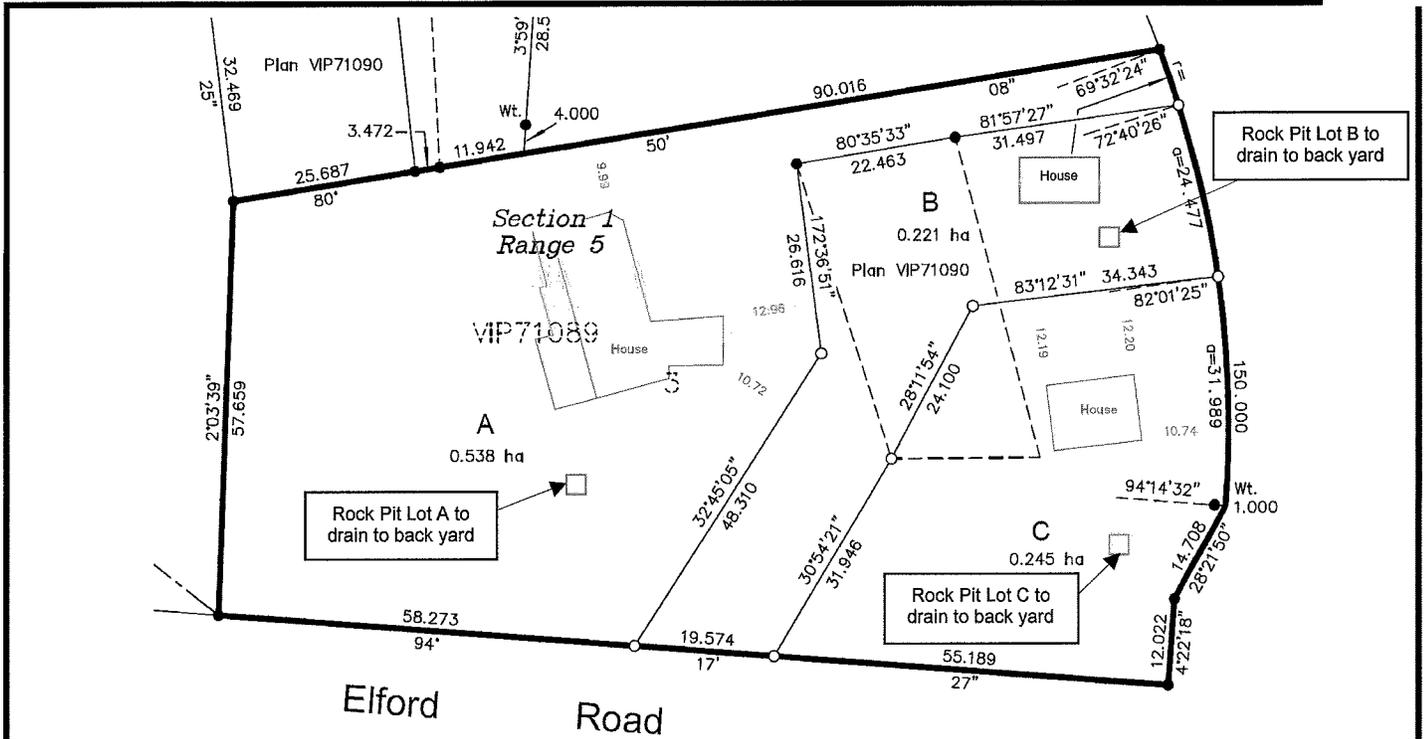
- Found Placed
 - Standard Iron Post
 - ▲ Travers Hub
- All distances are in metres and decimals thereof
 Grid bearings are derived from Strata Plan EPS2562 and are referred to the central meridian of UTM Zone 10
 The UTM coordinates and estimated horizontal positional accuracies shown on this plan were determined from files to GNSS traverse hubs set on Strata Plan EPS2562
 This plan shows horizontal ground-level distances unless otherwise specified. A grid coordinate system was used to determine the distances by the combined scale factor of 0.99980036. The average combined factor has been determined based on Strata Plan EPS2562
 Note: This plan shows one or more witness posts which are not set on the true corner(s).

Plan EPP20680

I.E. ANDERSON & ASSOCIATES
 B.C. Land Surveyors - Consulting Engineers
 Victoria - Nanaimo - Portsville, B.C.
 File: 27094
 V:\Surveying\27094\27094.dwg

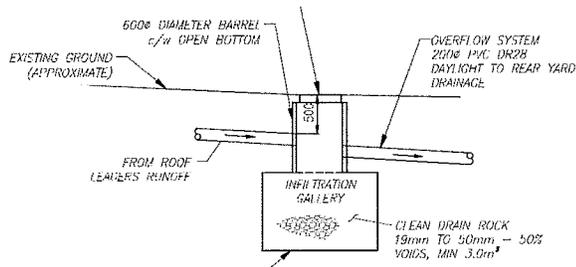
This plan lies within the Cowichan Valley Regional District
 The field survey represented by this plan was completed on the 17th day of April, 2017.
 Ryan P. Hourston, BCLS 887

R1



GENERAL NOTES:

1. REFER TO LEGAL PLAN FOR TRUE LOT DIMENSIONS AND AREAS.
2. CONSTRUCT ALL WORKS IN ACCORDANCE MEETING MOTI, CVRD, BC BUILDING CODE AND MMCD SPECIFICATIONS AND STANDARD DRAWINGS, EXCEPT AS NOTED.
3. CONTACT BC ONECALL AND UTILITIES FOR UNDERGROUND LOCATES.
4. CONTACT THE CONSULTANT A MINIMUM OF 24 HOURS PRIOR TO TESTING.
5. CONTRACTOR TO PREVENT THE RELEASE OF ANY DELETERIOUS SUBSTANCES OR SITE SEDIMENT TO ANY EXISTING STORM SYSTEMS.
6. PROPERTY OWNER TO REMOVE ALL EVASIVE VEGETATION FROM THE PROPERTY.



Install infiltration system wrapped in non-woven geotextile AASHTO M288 Class2

LOT BUILDING COVERAGE 10%	INFILTRATION GALLERY
LOT A	3.50m x 3.50m x 1.20m
LOT B	2.50m x 2.00m x 1.50m
LOT C	2.50m x 2.50m x 1.20m

	PROJECT: RAIN WATER MANAGEMENT PLAN LOT 3, SECTION 1, RANGE 5, SHAWNIGAN DISTRICT, PLAN VIP71089			
	TITLE: LOT AND ROCK PIT LOCATION PLAN			
	CLIENT: ANDY BROWN			
FIGURE NO.: 1	DATE: JULY 2017	FILE NO.: VI17-17	SCALE: N/A	COMPLETED BY: EG

Andy Brown Courtney Way

Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

HydroCAD® 10.00-20 s/n M16667 © 2017 HydroCAD Software Solutions LLC

Summary for Subcatchment 1S: Lot A

Runoff = 0.0082 m³/s @ 8.03 hrs, Volume= 0.124 MI, Depth> 23 mm

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Type IA 24-hr 5- year storm Rainfall=77 mm

Area (ha)	CN	Description
* 0.4880	76	Woods/grass comb., Fiar, HSG C
* 0.0300	80	Gravel driveway
* 0.0200	98	House footpring
0.5380	77	Weighted Average
0.5180		96.28% Pervious Area
0.0200		3.72% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m ³ /s)	Description
10.0					Direct Entry,

Andy Brown Courtney Way

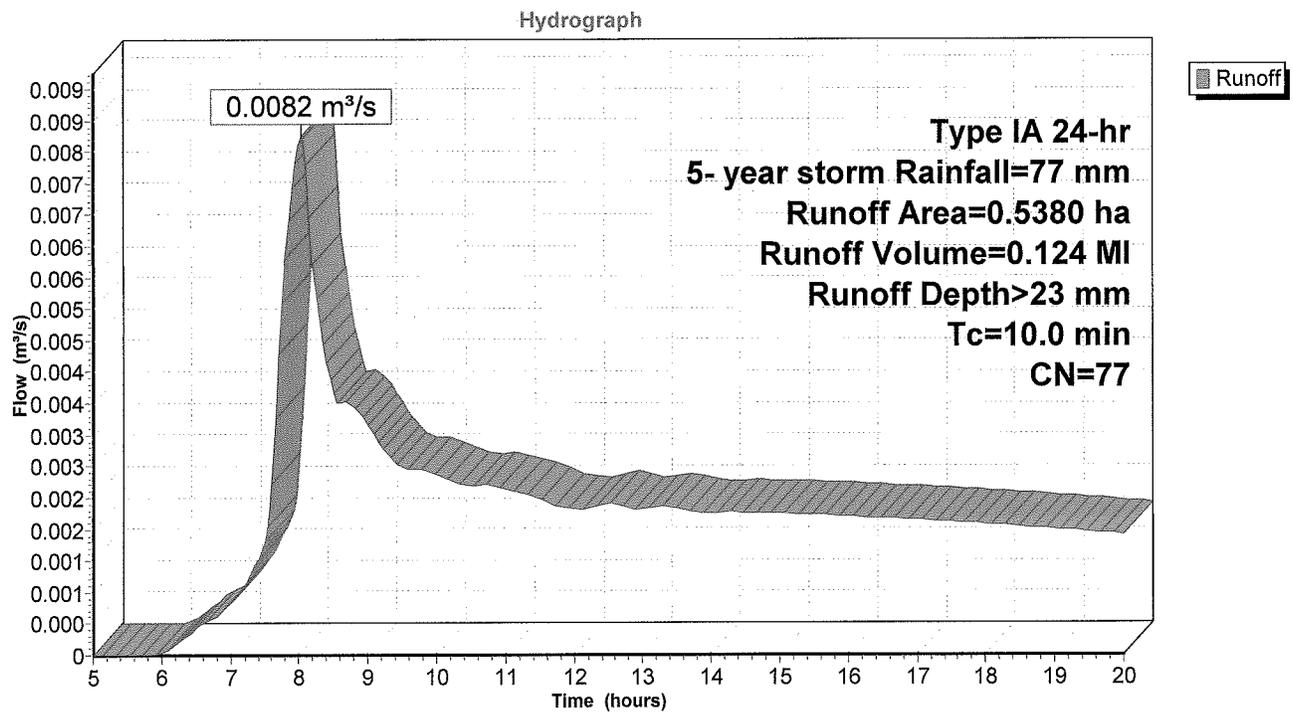
Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

HydroCAD® 10.00-20 s/n M16667 © 2017 HydroCAD Software Solutions LLC

Subcatchment 1S: Lot A



Andy Brown Courtney Way

Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

HydroCAD® 10.00-20 s/n M16667 © 2017 HydroCAD Software Solutions LLC

Summary for Pond RPA: Rock Pit Lot A

Inflow Area = 0.5380 ha, 3.72% Impervious, Inflow Depth > 23 mm for 5- year storm event
 Inflow = 0.0082 m³/s @ 8.03 hrs, Volume= 0.124 MI
 Outflow = 0.0072 m³/s @ 8.16 hrs, Volume= 0.113 MI, Atten= 13%, Lag= 7.4 min
 Primary = 0.0072 m³/s @ 8.16 hrs, Volume= 0.113 MI

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 163.080 m @ 8.16 hrs Surf.Area= 32.0 m² Storage= 11.5 m³

Plug-Flow detention time= 66.0 min calculated for 0.113 MI (91% of inflow)
 Center-of-Mass det. time= 28.4 min (784.6 - 756.1)

Volume	Invert	Avail.Storage	Storage Description
#1	162.000 m	13.5 m ³	3.50 mW x 3.50 mL x 1.20 mH Prismatoid Z=1.0 27.1 m ³ Overall x 50.0% Voids

Device	Routing	Invert	Outlet Devices
#1	Primary	163.000 m	200 mm Round Culvert L= 10.00 m Ke= 0.600 Inlet / Outlet Invert= 163.000 m / 162.800 m S= 0.0200 m/m Cc= 0.900 n= 0.011 PVC, smooth interior, Flow Area= 0.031 m ²
#2	Primary	162.000 m	125.00 mm/hr Exfiltration over Wetted area

Primary OutFlow Max=0.0071 m³/s @ 8.16 hrs HW=163.079 m (Free Discharge)

- └─1=Culvert (Inlet Controls 0.0057 m³/s @ 0.49 m/s)
- └─2=Exfiltration (Exfiltration Controls 0.0014 m³/s)

Andy Brown Courtney Way

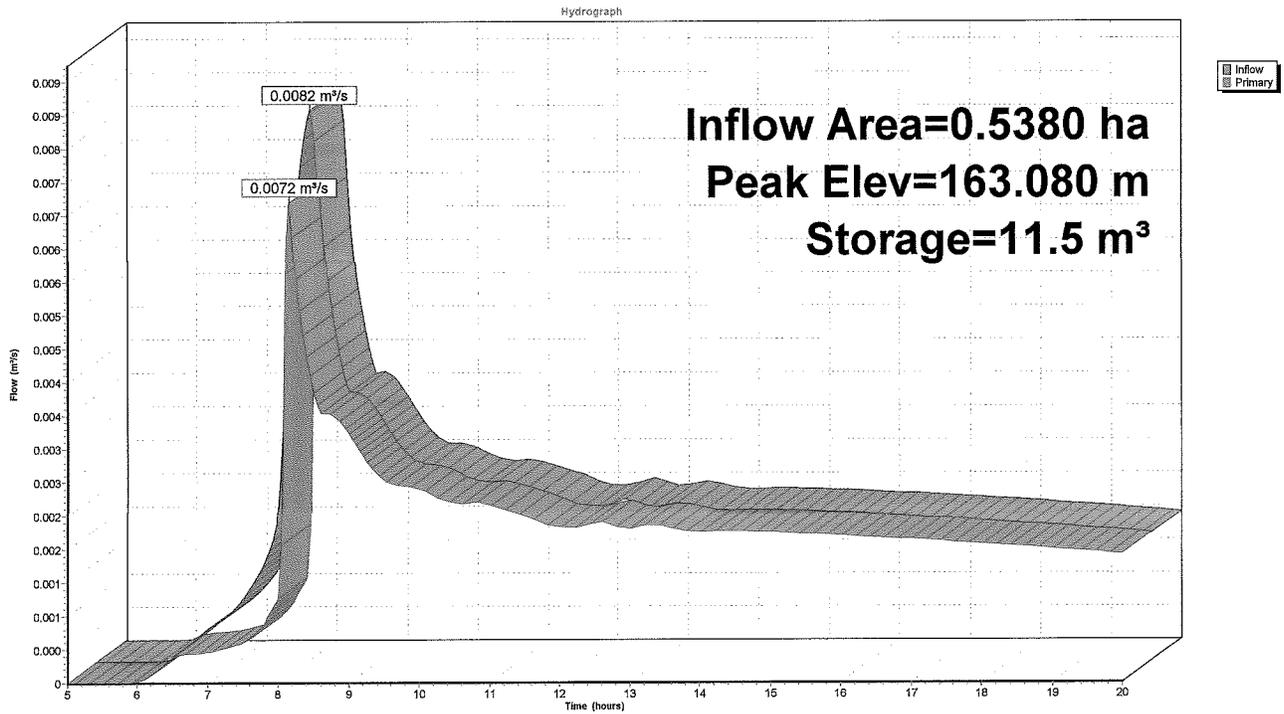
Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Pond RPA: Rock Pit Lot A



Andy Brown Courtney Way

Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Summary for Subcatchment 2S: Lot B

Runoff = 0.0037 m³/s @ 8.03 hrs, Volume= 0.054 MI, Depth> 24 mm

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type IA 24-hr 5- year storm Rainfall=77 mm

Area (ha)	CN	Description
* 0.1910	76	Woods/grass comb., Fiar, HSG C
* 0.0100	80	Gravel driveway
* 0.0200	98	House footpring
0.2210	78	Weighted Average
0.2010		90.95% Pervious Area
0.0200		9.05% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m ³ /s)	Description
10.0					Direct Entry,

Andy Brown Courtney Way

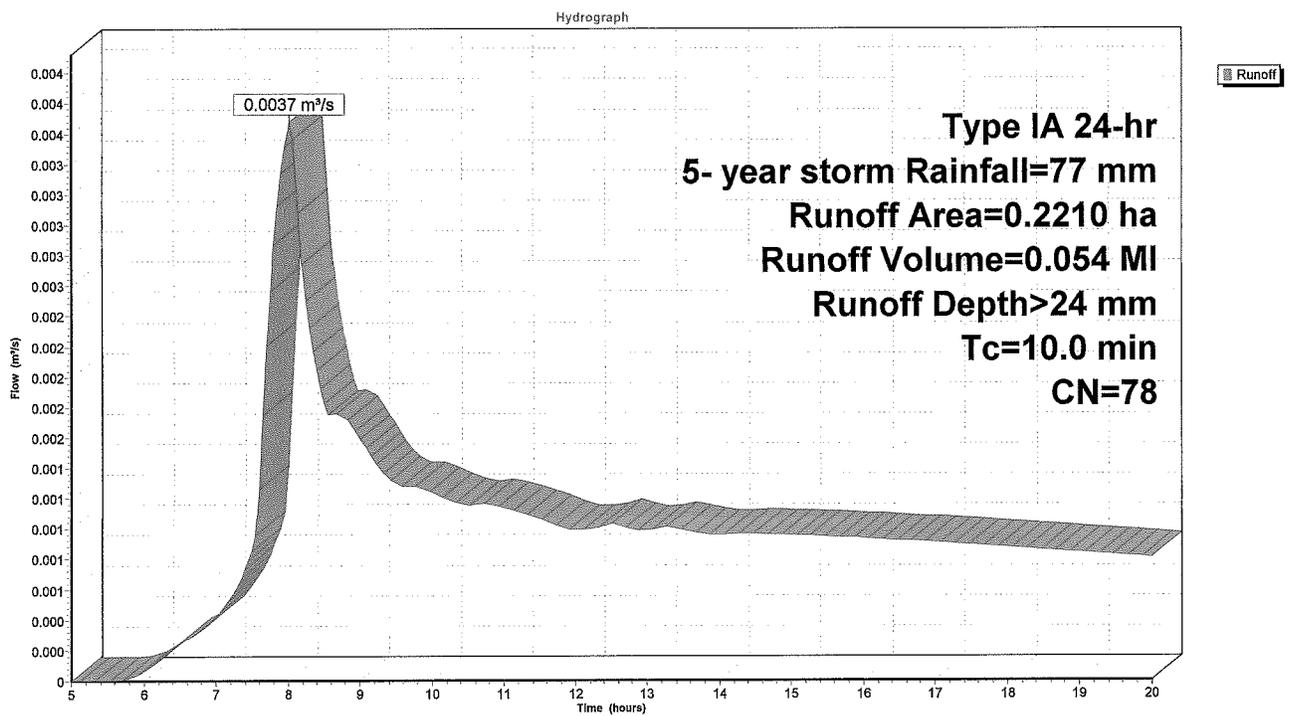
Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

HydroCAD® 10.00-20 s/n M16667 © 2017 HydroCAD Software Solutions LLC

Subcatchment 2S: Lot B



Andy Brown Courtney Way

Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Summary for Pond RPB: Rock Pit Lot B

Inflow Area = 0.2210 ha, 9.05% Impervious, Inflow Depth > 24 mm for 5- year storm event
 Inflow = 0.0037 m³/s @ 8.03 hrs, Volume= 0.054 MI
 Outflow = 0.0028 m³/s @ 8.22 hrs, Volume= 0.048 MI, Atten= 24%, Lag= 11.3 min
 Primary = 0.0028 m³/s @ 8.22 hrs, Volume= 0.048 MI

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 160.044 m @ 8.22 hrs Surf.Area= 18.8 m² Storage= 5.8 m³

Plug-Flow detention time= 78.0 min calculated for 0.048 MI (90% of inflow)
 Center-of-Mass det. time= 33.5 min (783.6 - 750.1)

Volume	Invert	Avail.Storage	Storage Description
#1	159.000 m	11.1 m ³	2.50 mW x 2.00 mL x 1.50 mH Prismatoid Z=1.0 22.1 m ³ Overall x 50.0% Voids

Device	Routing	Invert	Outlet Devices
#1	Primary	160.000 m	200 mm Round Culvert L= 10.00 m Ke= 0.600 Inlet / Outlet Invert= 160.000 m / 159.800 m S= 0.0200 m/m Cc= 0.900 n= 0.011 PVC, smooth interior, Flow Area= 0.031 m ²
#2	Primary	159.000 m	125.00 mm/hr Exfiltration over Wetted area

Primary OutFlow Max=0.0026 m³/s @ 8.22 hrs HW=160.043 m (Free Discharge)

└─**1=Culvert** (Inlet Controls 0.0018 m³/s @ 0.36 m/s)

└─**2=Exfiltration** (Exfiltration Controls 0.0008 m³/s)

Andy Brown Courtney Way

Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Summary for Subcatchment 3S: Lot C

Runoff = 0.0041 m³/s @ 8.03 hrs, Volume= 0.060 MI, Depth> 24 mm

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Type IA 24-hr 5- year storm Rainfall=77 mm

Area (ha)	CN	Description
* 0.2150	76	Woods/grass comb., Fiar, HSG C
* 0.0100	80	Gravel driveway
* 0.0200	98	House footpring
0.2450	78	Weighted Average
0.2250		91.84% Pervious Area
0.0200		8.16% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
10.0					Direct Entry,

Andy Brown Courtney Way

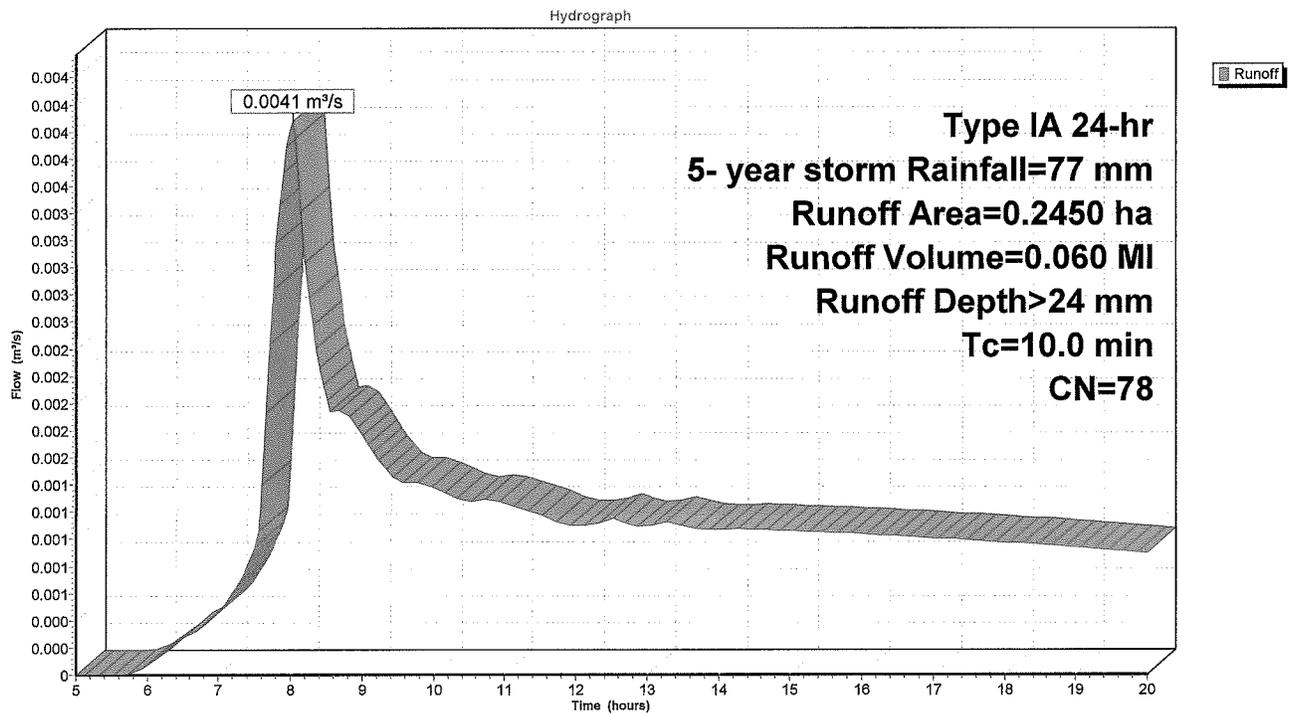
Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Subcatchment 3S: Lot C



Andy Brown Courtney Way

Type IA 24-hr 5- year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Summary for Pond RPC: Rock Pit Lot C

Inflow Area = 0.2450 ha, 8.16% Impervious, Inflow Depth > 24 mm for 5- year storm event
 Inflow = 0.0041 m³/s @ 8.03 hrs, Volume= 0.060 MI
 Outflow = 0.0028 m³/s @ 8.27 hrs, Volume= 0.053 MI, Atten= 31%, Lag= 14.2 min
 Primary = 0.0028 m³/s @ 8.27 hrs, Volume= 0.053 MI

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 159.044 m @ 8.27 hrs Surf.Area= 21.0 m² Storage= 6.7 m³

Plug-Flow detention time= 81.8 min calculated for 0.053 MI (89% of inflow)
 Center-of-Mass det. time= 35.2 min (785.4 - 750.1)

Volume	Invert	Avail.Storage	Storage Description
#1	158.000 m	8.5 m ³	2.50 mW x 2.50 mL x 1.20 mH Prismatoid Z=1.0 17.0 m ³ Overall x 50.0% Voids

Device	Routing	Invert	Outlet Devices
#1	Primary	159.000 m	200 mm Round Culvert L= 10.00 m Ke= 0.600 Inlet / Outlet Invert= 159.000 m / 158.800 m S= 0.0200 m/m Cc= 0.900 n= 0.011, Flow Area= 0.031 m ²
#2	Primary	158.000 m	125.00 mm/hr Exfiltration over Wetted area

Primary OutFlow Max=0.0027 m³/s @ 8.27 hrs HW=159.043 m (Free Discharge)

└─1=Culvert (Inlet Controls 0.0018 m³/s @ 0.36 m/s)

└─2=Exfiltration (Exfiltration Controls 0.0009 m³/s)

Andy Brown Courtney Way

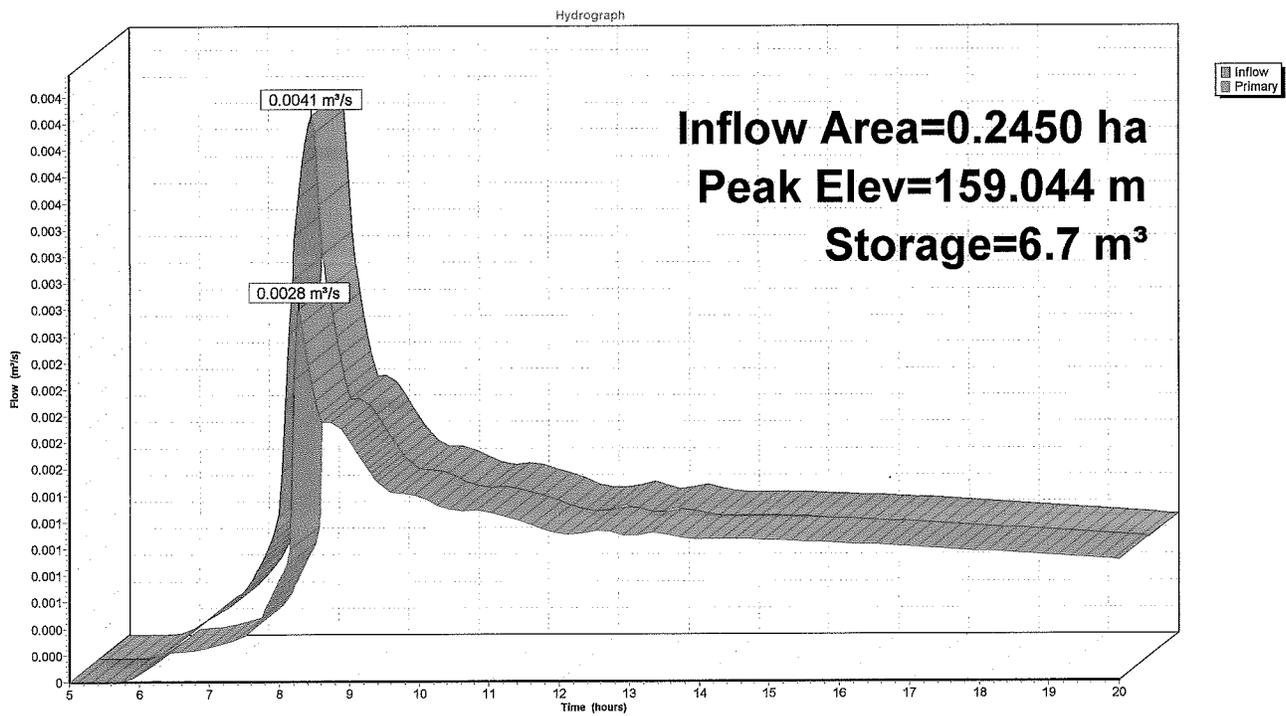
Type IA 24-hr 5-year storm Rainfall=77 mm

Prepared by SIE

Printed 2017-07-17

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Pond RPC: Rock Pit Lot C





COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT

FILE NO: 08-B-17DP
DATE: _____

REGISTERED PROPERTY OWNER(S):

ANDREW BROWN

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

***LOT 1, SECTION 1, RANGE 5, SHAWNIGAN DISTRICT, PLAN VIP71089
(PID: 024-823-783)***

3. Authorization is hereby given for the subdivision of the subject property in accordance with the following requirements:

- **Development shall occur in accordance with the attached Schedules;**
- **Removal of invasive plant species (Scotch Broom);**
- **Any runoff from site be directed to sediment and erosion control measures;**
- **Any exposed soil piles to be covered within 24 hours; and**
- **All equipment used onsite to be checked for fluid leaks prior to entering the work site.**

4. The following plans and specifications are attached to and form a part of this permit.

- Schedule A – Location Plan**
- Schedule B – Proposed Subdivision Plan**
- Schedule C – Engineer’s Report**

5. The land described herein shall be developed in substantial compliance with the terms and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.

- 6. **This Permit is not final subdivision approval.** No certificate of final completion or recommendation of subdivision approval by the Cowichan Valley Regional District shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Land Use Services Department.
- 7. Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

AUTHORIZING RESOLUTION **XXXX** PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE **XX** DAY OF **MONTH**, 201**X**.

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

Owner/Agent (signature)

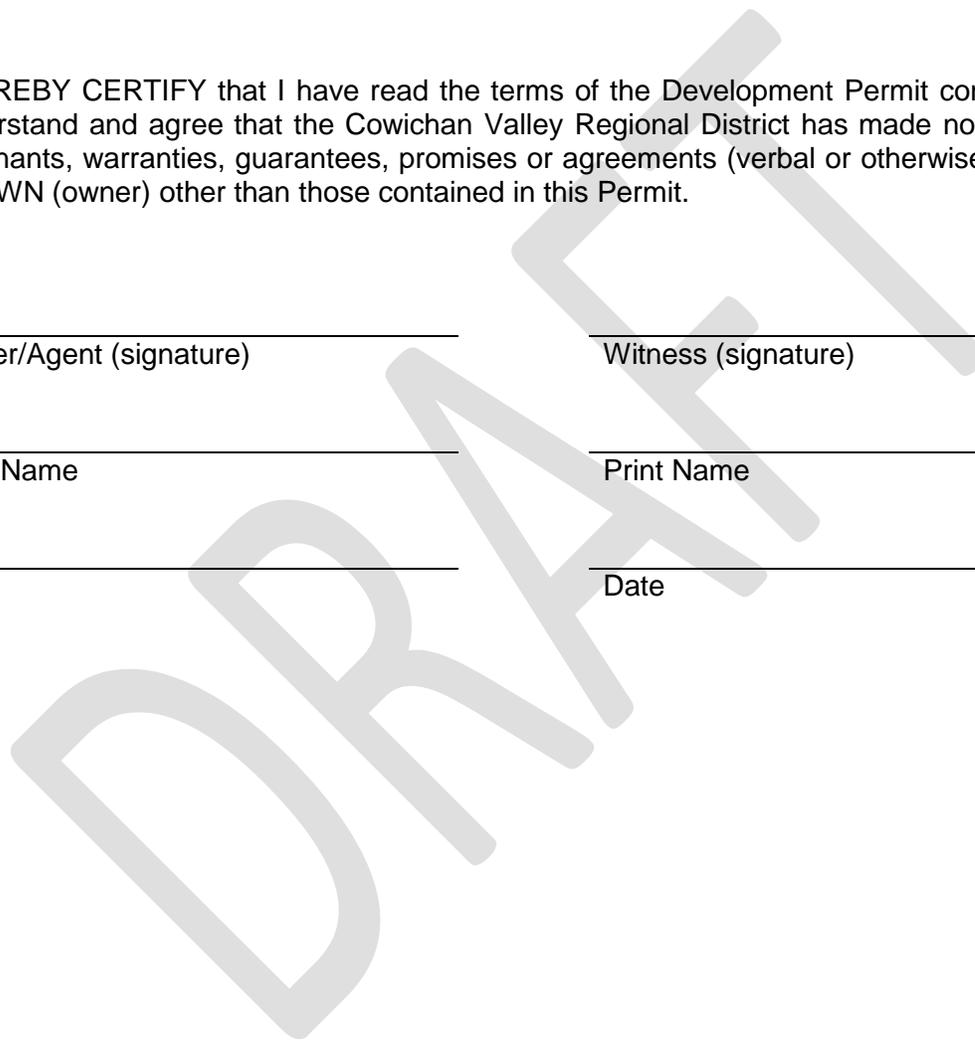
Witness (signature)

Print Name

Print Name

Date

Date





STAFF REPORT TO COMMITTEE

DATE OF REPORT December 11, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of December 20, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Rezoning Application No. 01-B-17RS (1975 Renfrew Road)

FILE: 01-B-17RS

PURPOSE/INTRODUCTION

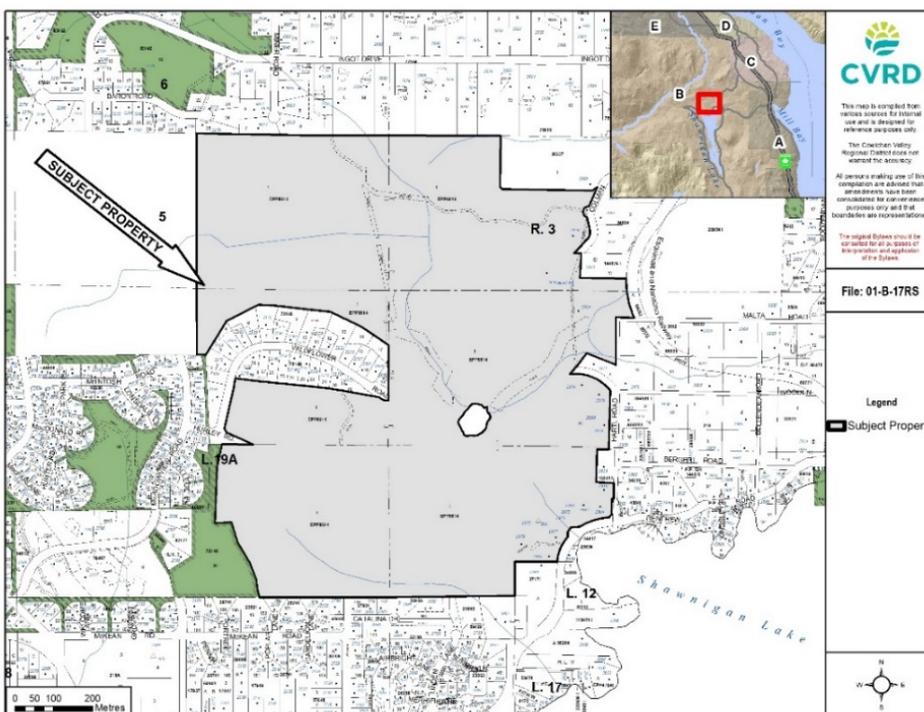
The purpose of this report is to present an application to amend the Shawnigan Lake Village Plan (Official Community Plan Bylaw No. 3510) and the Shawnigan Lake Zoning Bylaw No. 985 by designating portions of the subject property from Village Residential to Parks and Institutional and the P-1 Zone to permit construction of a dormitory for students at Shawnigan Lake School.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the referrals to BC Transit, Island Health, Shawnigan Lake Volunteer Fire Department, Ministry of Transportation and Infrastructure, Agricultural Land Commission and RCMP be accepted;
2. That amendment bylaws for Application No. 01-B-17RS be forwarded to the Board for consideration of 1st and 2nd reading; and
3. That a public hearing be scheduled with Directors from Electoral Areas A, B and C as delegates.

LOCATION MAP



BACKGROUND

<u>Location:</u>	Shawnigan Lake School – 1975 Renfrew Road
<u>Legal Description:</u>	Lot 1 of Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079)
<u>Owners:</u>	Shawnigan Lake School Foundation
<u>Total Area of Subject Parcels:</u>	Total parcel area 106 ha. Portion to be rezoned approximately 0.4 ha
<u>Use of Properties:</u>	Boarding School
<u>Use of Surrounding Properties:</u>	
	North : Residential
	South: Residential and Shawnigan Lake
	East: Residential
	West: Residential
<u>Water:</u>	Private System
<u>Sewage Disposal:</u>	Private System
<u>Environmentally Sensitive Areas:</u>	Wetlands and streams
<u>Fire Protection:</u>	Shawnigan Lake Volunteer Fire Department
<u>Wildfire Hazard Rating:</u>	Moderate
<u>ALR:</u>	Portion of the total subject property is within ALR
<u>Existing Plan Designation:</u>	Portion to be amended is designated Village Residential (R)
<u>Existing Zoning:</u>	Portion to be rezoned is R-3 (Urban Residential) and R-6 (Urban Residential Mobile Home)
<u>Development Permit Area:</u>	N/A
<u>Proposed Plan Designation:</u>	Parks and Institutional (P)
<u>Proposed Zoning:</u>	P-1 Parks and Institutional

APPLICATION SUMMARY

The applicant proposes to amend the land use designations and rezone portions of the subject property from Village Residential to Parks and Institutional in order to permit the construction of a student dormitory in the location highlighted on the attached map.

The subject property is located within Shawnigan Lake (Electoral Area B) off Renfrew Road and Hartl Roads, and consists of approximately 106 ha owned by the Shawnigan Lake School Foundation. The bulk of the property is designated Parks and Institutional, and is zoned P-1 which permits private schools, including boarding facilities. However, portions of the property, the subject of the current application, are zoned R-3 (Urban Residential) and R-6 (Urban Residential Mobile Home) reflective of the their former use as residential lots prior to being consolidated with the school property.

The surrounding area consists primarily of residential uses

Environment

The proposed new building is not located within 30 metres of any streams or wetlands.

Agricultural Land Reserve

Portions of the Shawnigan Lake School property are within the Agricultural Land Reserve (ALR) as shown on Attachment D. These lands are currently undeveloped meadow and wetland areas.

The proposed building is outside the ALR, and the Agricultural Land Commission has confirmed that they have no objection to the proposal.

- **Attachments A-E - Subject Property Maps**
- **Attachment F – Letter of Rationale**
- **Attachment G – Site Plan**
- **Attachment H - Building Elevation**

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

The Electoral Area B Advisory Planning Commission recommended approval of the application and strongly supported a partnership between the school and the CVRD that would see a pedestrian/trail corridor established from Shawnigan Village to the Shawnigan Beach Estates.

This was also advocated for by the CVRD Parks & Trails Division. However, given the valid safety concerns regarding public access to the property, student safety, and liability, it was determined that the CVRD staff would not request formal dedication at this time. Rather, it is proposed that the CVRD continue to work with the school in developing a partnership outside of the context of the OCP amendment and rezoning application that would see continued public access through the school property.

This application has been referred to the following agencies and CVRD Departments for comment, and their responses are included as Attachment J:

- BC Transit; Island Health; Shawnigan Lake Volunteer Fire Department; Ministry of Transportation and Infrastructure; Agricultural Land Commission; RCMP
- CVRD Parks & Trails Division, Public Safety Division, Facilities & Transit Division, and Engineering Services Department.
- **Attachment I – Advisory Planning Commission Comments**
- **Attachment J – Referral Agency Comments**

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Policy Context:

The subject property is within the Shawnigan Lake Village Plan area of the South Cowichan Official Community Plan (OCP) Bylaw No. 3510 and the Shawnigan Lake Zoning Bylaw No. 985.

OCP - Shawnigan Lake Village Plan

The Shawnigan Lake Village Plan is an embedded plan within the South Cowichan OCP. The applicant has applied for an Official Community Plan amendment to change the current designation from Village Residential (R) to Parks and Institutional (P).

As noted above, much of the Shawnigan Lake School property is designated Parks and Institutional and this is reflected in the policies of the plan:

- **Policy 6.3** – The Shawnigan Lake Community Centre, Discovery Elementary School, Shawnigan Alliance Church, Our Lady Queen of the World Catholic Church, Shawnigan Lake School, the Royal Canadian Mounted Police Station, the Shawnigan Lake Museum

and the Shawnigan Post Office will be designated as Parks and Institutional and Zoned as P-2 – “Parks and Institutional”¹;

- **Policy 6.11** – In considering applications for institutional uses within Shawnigan Village, the following criteria will apply:
 - a. The proposed institutional development is compatible with surrounding land uses;
 - b. The proposed institutional development will protect environmentally sensitive areas;
 - c. The proposed institutional development provides a significant social or economic value to the community; and
 - d. A public process is conducted to ensure that the proposed institutional use is supported by the community.

Shawnigan Lake Zoning Bylaw No. 985

The applicant has applied for an amendment to change the zoning of portions of the property from Urban Residential (R-3) and Urban Residential – Mobile Home (R-6) to Parks and Institutional (P-1).

For reference, see Attachment K for a list of the permitted uses and development regulations such as building setbacks, parcel coverage, building height, and permitted uses within the P-1 Zone.

- **Attachment K – P-1 Parks and Institutional Zone**

Shawnigan Lake Parks and Trails Master Plan

The CVRD Community Parks and Trails Master Plan makes the following recommendation with regards to Shawnigan Lake School:

- Develop a partnership with the Shawnigan Lake School to create a pedestrian/cycle trail from Shawnigan Village to the Beach Estates.

The community within Shawnigan Lake desires to create a more “walkable” community, and as the Shawnigan Beach Estates is one of the most densely populated areas of Shawnigan Lake, there is a desire to create safe and efficient walking routes connecting the Shawnigan Beach Estates with the village.

Currently, a large portion of the pedestrian route from the Shawnigan Beach Estates to the Village is travelled on Renfrew Road, which has narrow lanes and extensive vehicle use.

As noted above, the CVRD and the Shawnigan Lake School will continue to work on developing a partnership for pedestrian access through the school property.

PLANNING ANALYSIS

The application is consistent with the ownership and current and intended use of the property. The re-designation and rezoning to Parks and Institutional is supported by the Official Community Plan in that the school has proven to be compatible with adjacent land uses, protects environmentally sensitive areas, and is of significant social and economic value to the community of Shawnigan Lake.

¹ The reference to the zoning category of P-2 was made at a time when Shawnigan Lake was going to be included in the South Cowichan Zoning Bylaw that currently applies to both Electoral Areas A – Mill Bay/Malahat and Electoral Area C – Cobble Hill. The relevant zoning classification for parks and institutional uses within the Shawnigan Lake Zoning Bylaw is P-152

Primary road access will continue to be from Renfrew Road, which is the main entry to the school, and the addition of the new dormitory will not materially impact the surrounding areas.

Staff recommends Option 1, proceed with the application through Bylaw readings and public hearing.

OPTIONS

Option 1:

1. That the referrals to BC Transit, Island Health, Shawnigan Lake Volunteer Fire Department, Ministry of Transportation and Infrastructure, Agricultural Land Commission and RCMP be accepted;
2. That amendment bylaws for Application No. 01-B-17RS (1975 Renfrew Road) be forwarded to the Board for consideration of 1st and 2nd reading;
3. That a public hearing be scheduled with Directors from Electoral Areas A, B and C as delegates.

Option 2:

That Rezoning Application No. 01-B-17RS (1975 Renfrew Road) be denied and a partial refund be provided to the applicant in accordance with the CVRD’s Development Application Procedures and Fees Bylaw.

Prepared by:

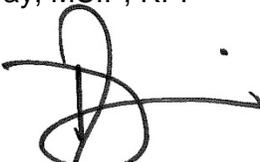
Reviewed by:



 Rachelle Rondeau, MCIP, RPP
 Planner II



 Rob Conway, MCIP, RPP
 Manager



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

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – OCP Map
- Attachment D – Agricultural Land Reserve Map
- Attachment E – Sensitive Ecosystems Inventory Map
- Attachment F – Letter of Rationale
- Attachment G – Proposed Site Plan
- Attachment H – Proposed Building Elevations
- Attachment I – Advisory Planning Commission Minutes
- Attachment J - Referral Agency Responses
- Attachment K - P-1 Parks and Institutional Zone
- Attachment L – Draft Amendment Bylaws (OCP and Zoning)



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

The Cowichan Valley Regional District does not warrant the accuracy.

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

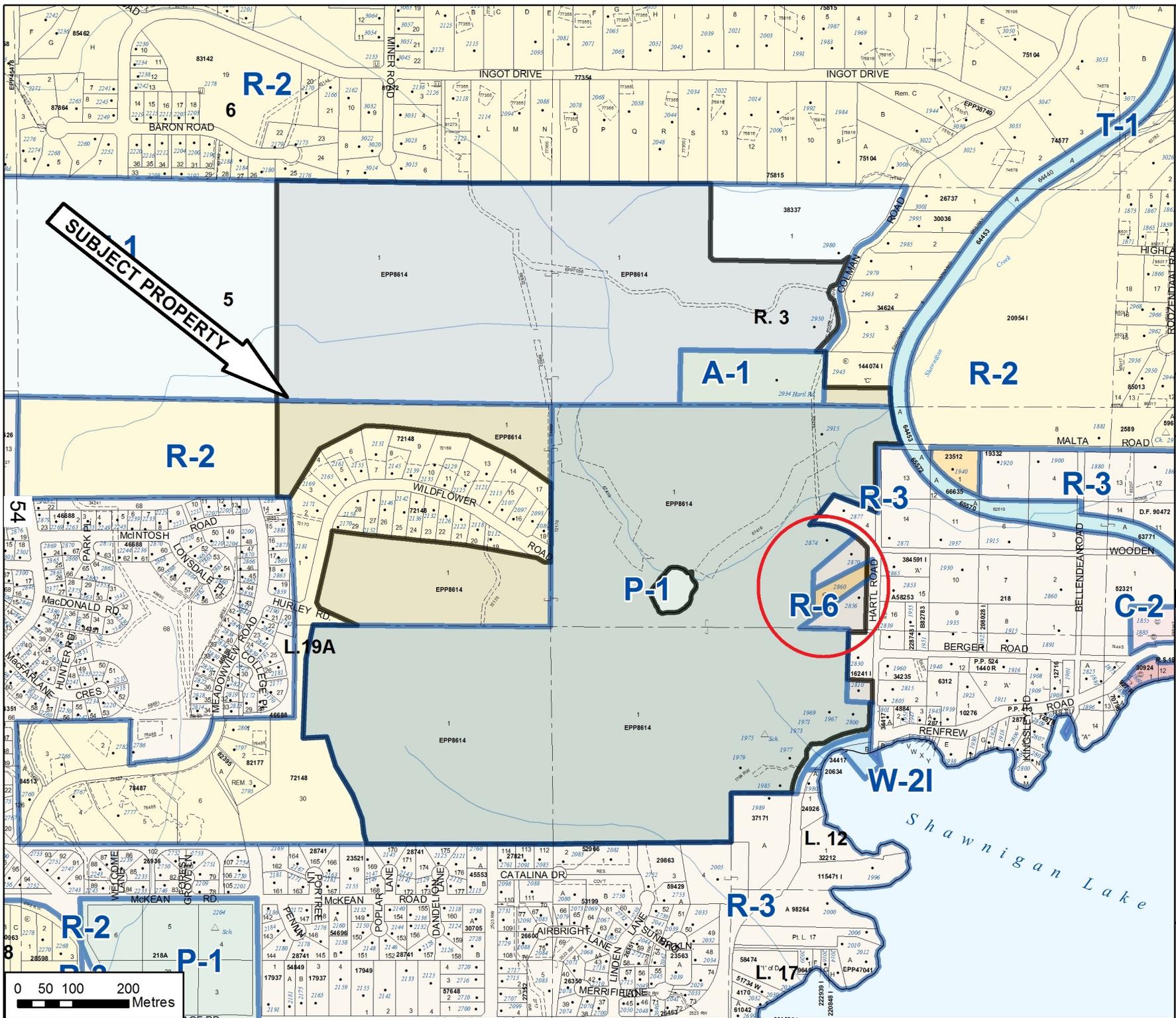
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-B-17RS

ZONING

Legend

- Subject Property
- Zoning B



1
SUBJECT PROPERTY

T-1

R-2

6

A-1

R-2

R-2

R-3

R-3

P-1

R-6

C-2

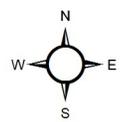
L.19A

W-2I

R-3

R-2

P-1



R2



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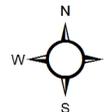
File: 01-B-17RS

OCP

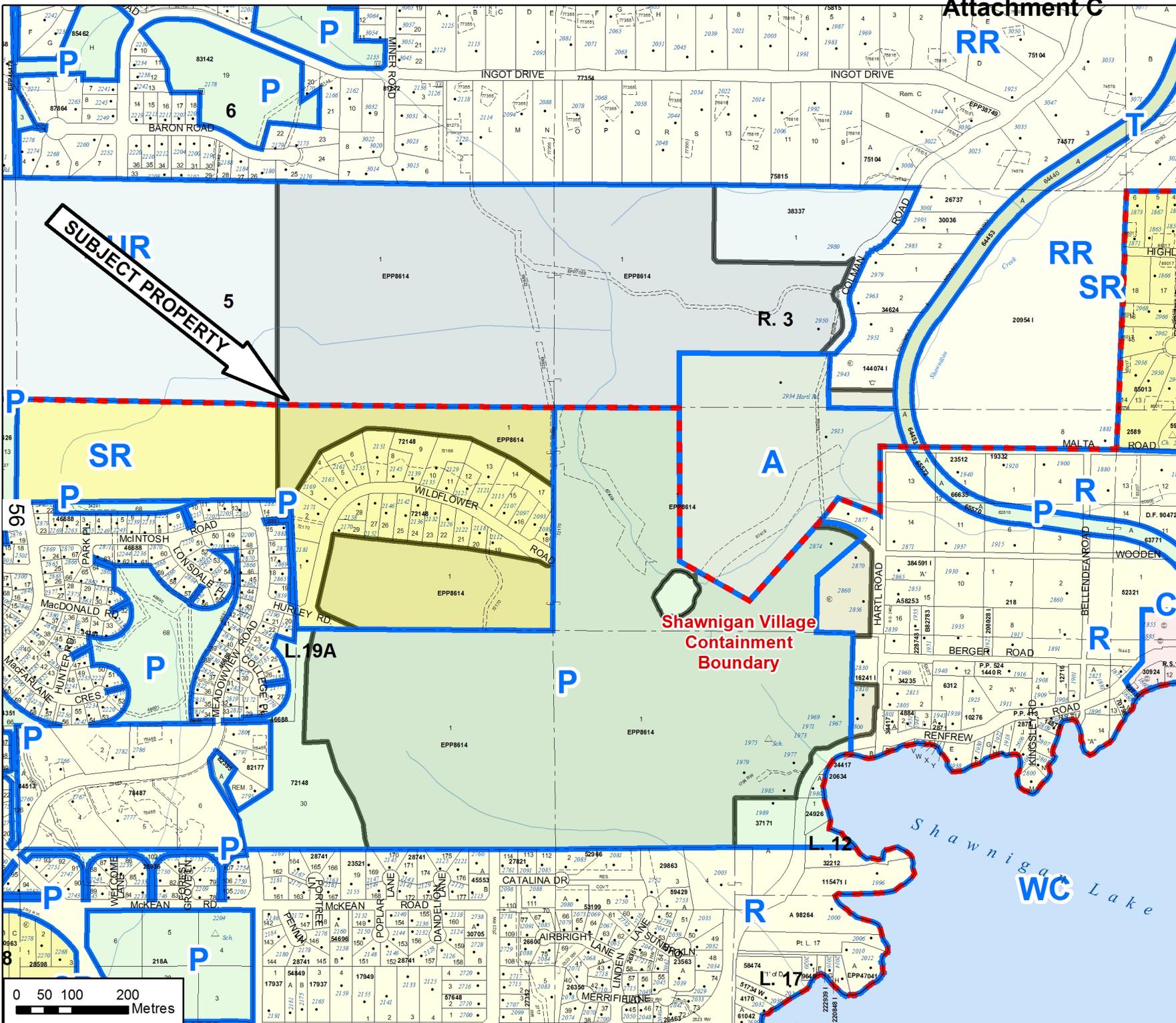
Legend

- Subject Property
- Urban
- Containment Boundary
- OCP A,B,C

The Subject Property lies both within and outside of the Shawnigan Village Containment Boundary



R2





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

The Cowichan Valley Regional District does not warrant the accuracy.

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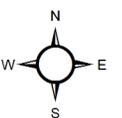
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-B-17RS

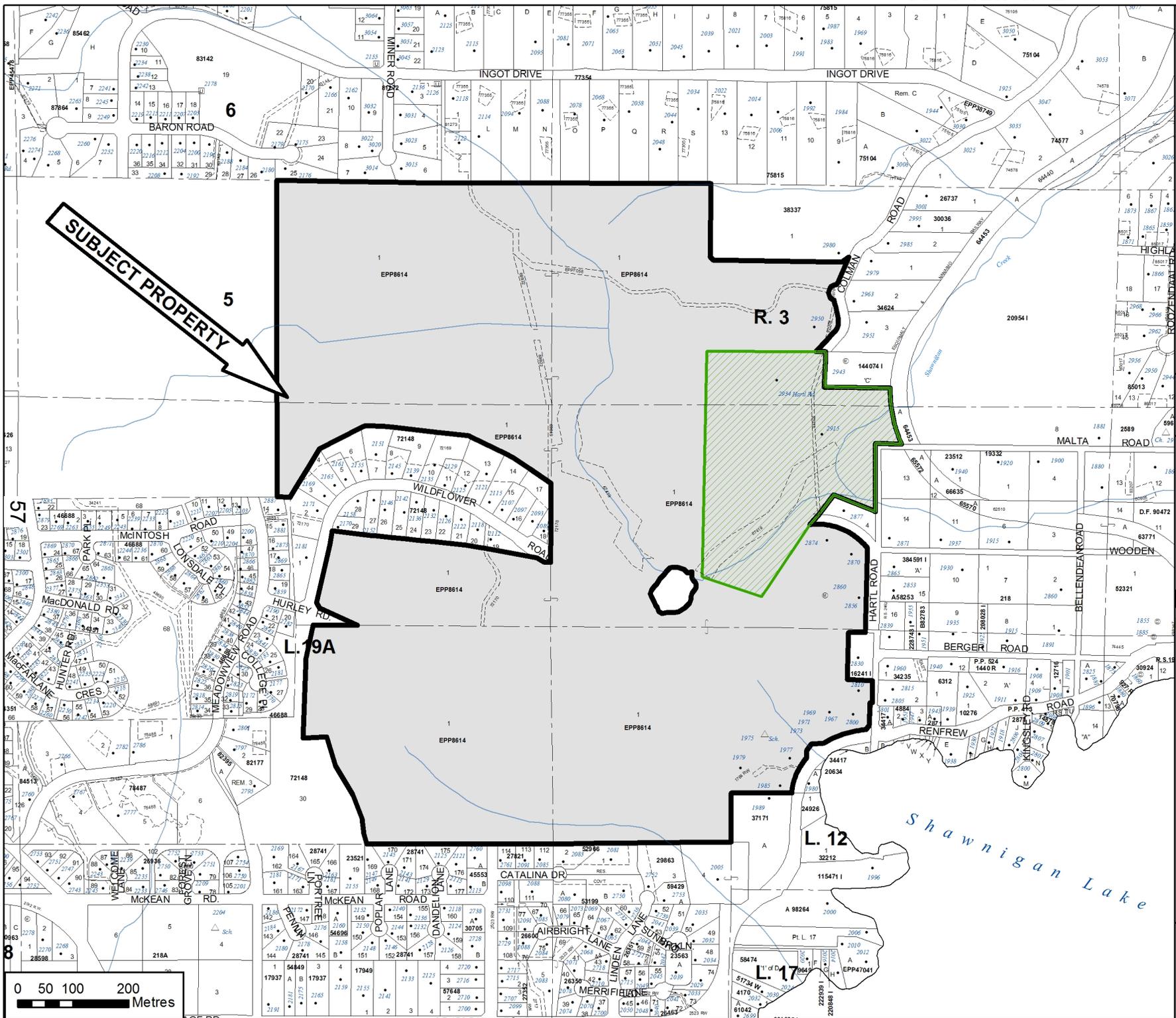
ALR

Legend

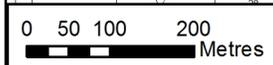
- Subject Property
- ALR



R2



SUBJECT PROPERTY





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The Cowichan Valley Regional District does not warrant the accuracy.

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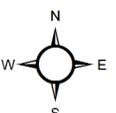
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-B-17RS

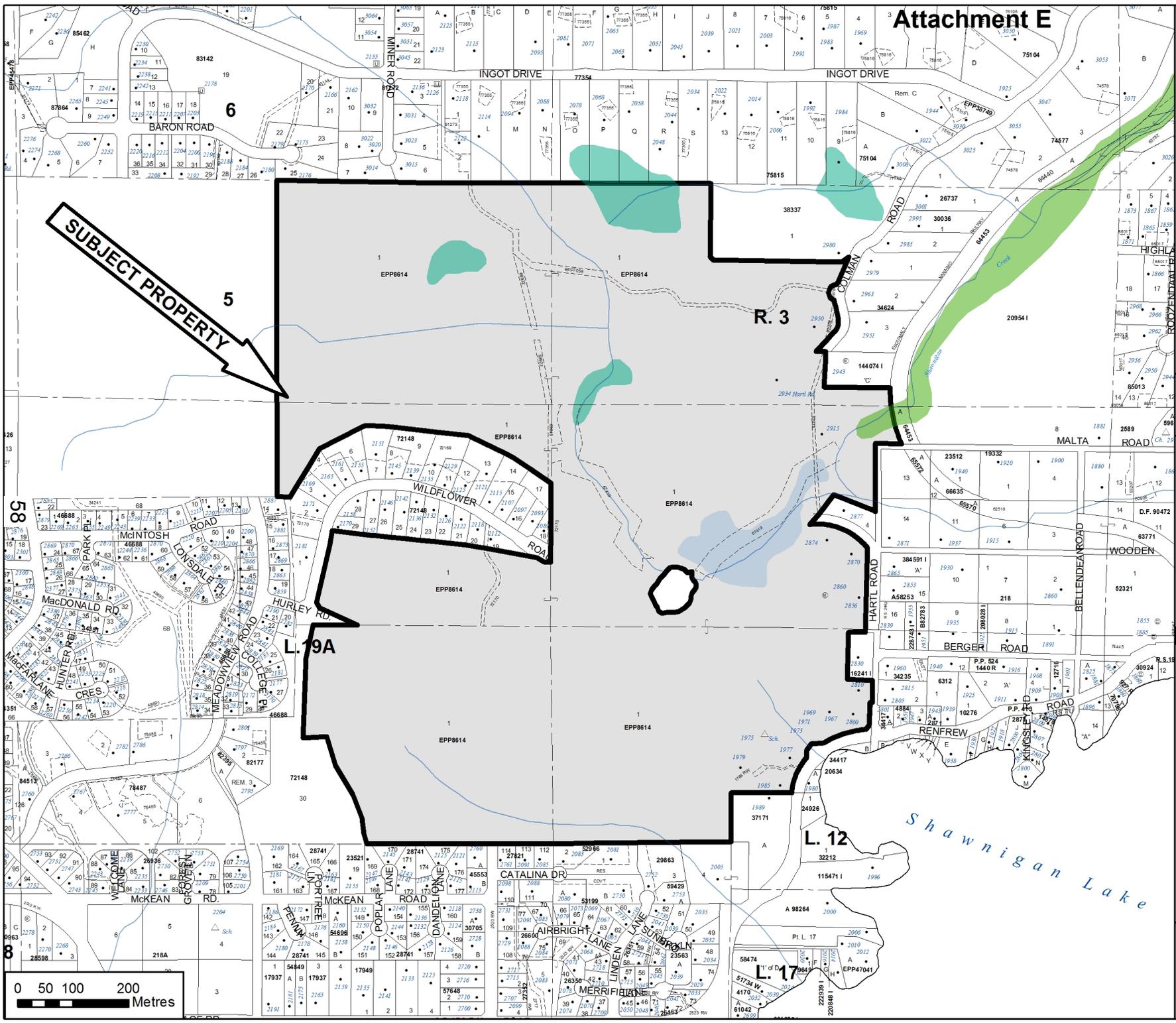
Sensitive Ecosystem Inventory

Legend

-  Subject Property
-  Wetland
-  Riparian
-  Seasonally Flooded
-  Agricultural



R2



SUBJECT PROPERTY

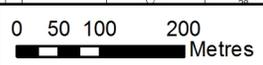
6

5

R. 3

L. 19A

L. 12



David Robertson, M.A., P.G.C.E.
Headmaster

September 7, 2017

Planning Department,
Cowichan Valley Regional District
Duncan B.C.

Dear Sirs:

Re: Shawnigan Lake School

In support of our application for rezoning of certain lots on our property, I am happy to respond to your request for a brief history, a current status report and a sense of any future plans for Shawnigan Lake School.

As you may know, last year was a very big year for the School as it proudly celebrated its 100th birthday. It has come a long way since its humble beginnings when the Founder, Christopher Lonsdale started with 7 students. His dream of creating an outstanding educational environment has been our guiding light for years. Today, we are a boarding school with 512 students, 440 of whom are full boarders and 72 of whom are day students or staff children. There are 31 countries represented in our student body.

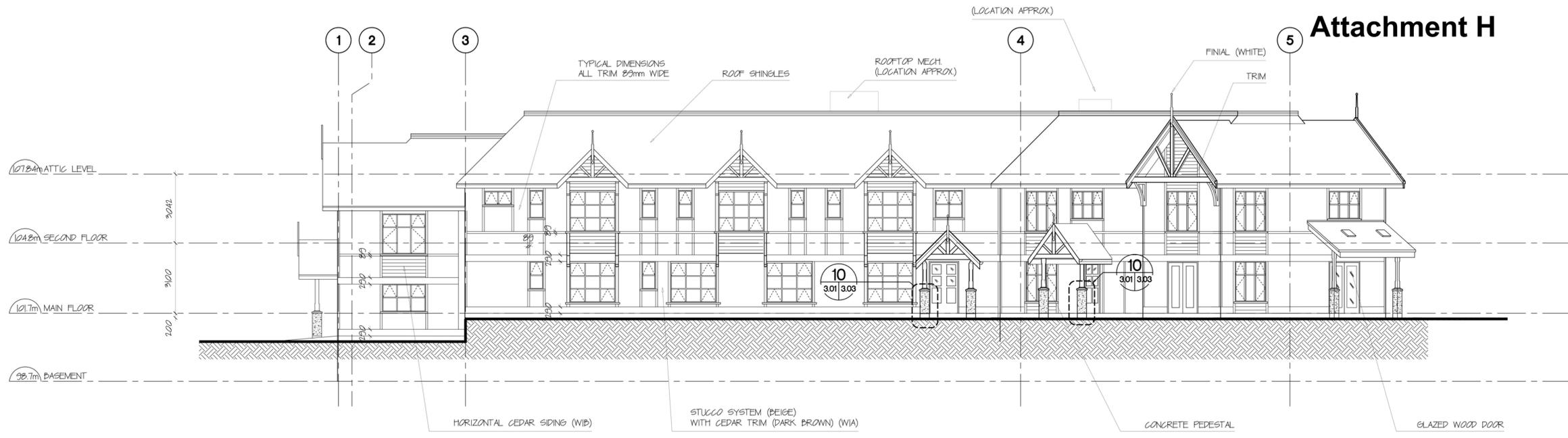
Since 1995 the school has invested approximately \$63M in new buildings and infrastructure. The student population has increased from 350 in 1995 to 512 today. We employ 250 full and part time teachers and support staff. The School currently has 9 dormitories – 4 for girls and 5 for boys. The dorms house from 50 – 60 students. The current project requiring rezoning of two properties owned by the school is a girls' dormitory to be called Elizabeth House. It is planned to have 52 student beds, a House Director's home and a Deputy House Director's living quarters. A donor has come forward to fund this new girls' dormitory and this exciting move will enable us to realize our goal of gender equity with roughly the same number of boys and girls with the added benefit of freeing up more space in our existing houses in the process.

This final piece in the plan will see us sit comfortably at our optimal enrolment and we do not plan to increase or decrease overall enrolment in the foreseeable future. Thank you for your consideration and I would be happy to supply further commentary as needed. My best wishes,

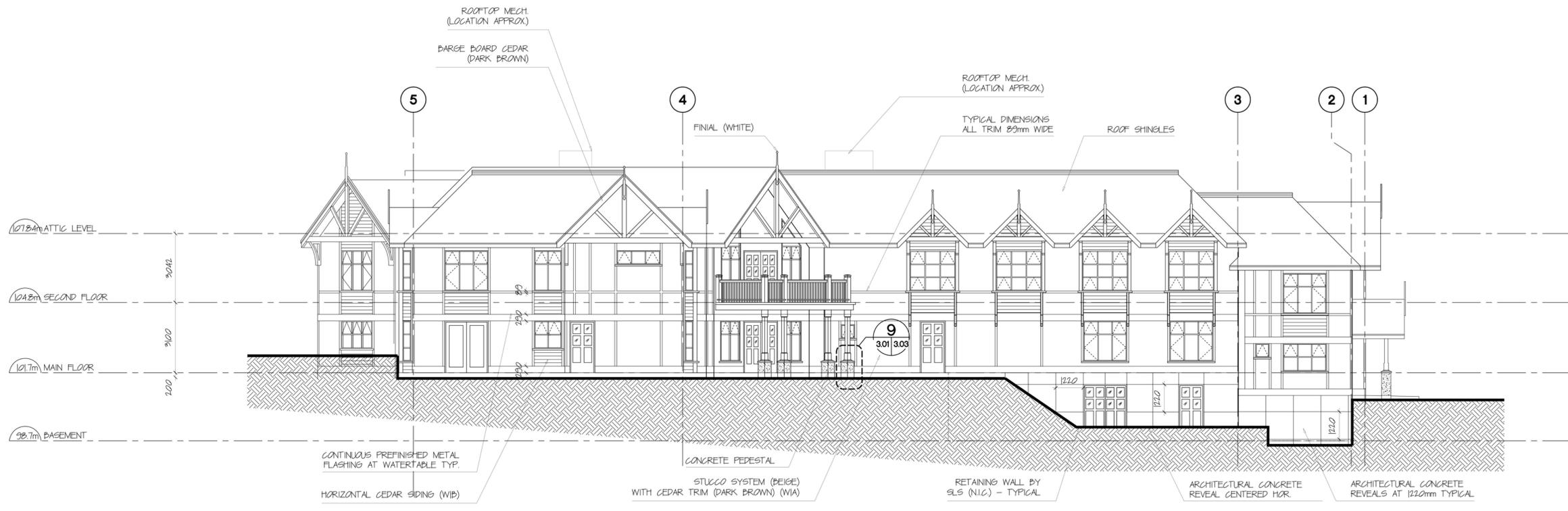


David Robertson M.A.,
P.G.C.E. Headmaster

Attachment H



2 EAST ELEVATION
 A3.02 | A3.02 SCALE = 1 : 100



1 WEST ELEVATION
 A3.02 | A3.02 SCALE = 1 : 100

Date	Issue	Description
07 Sept 2017	1	1714.2.1 A200 Floor Plans

NOTE: All dimensions are shown in millimeters.

de Hoog & Kierulf architects

VICTORIA OFFICE: 977 Fort Street, Victoria BC V8V 3K3, T 1-250-668-3367
 NANAIMO OFFICE: 102-5100 Dublin Way, Nanaimo BC V9T 2A8, T 1-250-685-6810

project name: **Shawigan Lake School Elizabeth House Residence**, Shawigan Lake, BC

Building Elevations

Scale: 0m 1m 2m 3m 4m 5m

A3.01

SOUTH COWICHAN/ELECTORAL AREA B APC MEETING

Date: Thursday, October 5, 2017 - 7 PM
Place: Shawnigan Lake Community Centre
Address: 2804 Shawnigan Lake Rd., Shawnigan Lake, BC

A G E N D A

Present:

Bruce Stevens, Chair
Dave Hutchinson, Vice-Chair
Pieter Devries, APC
Mike Hennessey, APC
Steve McLeod, APC

Absent :

Kelly Musselwhite, Secretary
Sara Mallerby, APC
Sierra Acton, Area Director
Richard Nesbitt, representative for
Shawnigan Lake School

Guests:

David Procter
Cliff Evans

1. INTRODUCTIONS – round table
2. ADOPTION OF Minutes of the meeting of June 1, 2017 – moved and carried
3. REPORTS AND UPDATES - none
4. BUSINESS ARISING FROM MINUTES
 - a) Discussion
5. DELEGATIONS - none
6. CORRESPONDENCE - none
7. INFORMATION - none
8. NEW BUSINESS
 - a) Application 01-B-17RS Shawnigan Lake School Foundation
Motion: Recommend acceptance of application

The APC strongly supports the proposal to: Develop a partnership with the Shawnigan Lake School to create a pedestrian/cycle trail from Shawnigan Village to the Beach Estates.
9. UNFINISHED BUSINESS - none
10. OTHER - none
11. PUBLIC QUESTIONS - none
12. ADJOURNMENT – 7:40 pm

RECEIVED
PROV. AGRICULTURAL
LAND COMMISSION OCT 02 2017

R2

	COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621													
BYLAW AMENDMENT REFERRAL FORM	Date:	September 26, 2017												
	CVRD File No:	01-B-17RS (Nesbitt – for Shawnigan Lake School)												
We have received an application to amend the Shawnigan Lake Village Plan (Official Community Plan Bylaw No. 3510) and the Shawnigan Lake Zoning Bylaw No. 985 on portions of the subject property to P-1 (Parks and Institutional) to permit construction of a dormitory for Shawnigan Lake School														
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<p>Comments:</p> <p> <input type="checkbox"/> Approval recommended for reasons outlined below <input checked="" type="checkbox"/> Interests unaffected </p> <p> <input type="checkbox"/> Approval recommended subject to conditions below <input type="checkbox"/> Approval not recommended due to reasons outlined below </p> <p>As the proposed development (dormitory and access road) will not be constructed on lands within the Agricultural Land Reserve, the Agricultural Land Commission would have no objection to proposed OCP (Bylaw 3510) and Zoning Bylaw 985 amendments.</p> <p> <i>Gordon Badnard</i> Signature <u><i>[Signature]</i></u> Title <u>Regional Planner</u> Contact No. <u>604-660-7011</u> <small>(sign and print)</small> </p>														
This referral has been sent to the following agencies: <table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria)</td> <td><input checked="" type="checkbox"/> CVRD Parks & Trails Division</td> </tr> <tr> <td><input checked="" type="checkbox"/> Island Health Authority (Duncan)</td> <td><input checked="" type="checkbox"/> CVRD Public Safety Division</td> </tr> <tr> <td><input checked="" type="checkbox"/> Shawnigan Lake Volunteer Fire Department</td> <td><input checked="" type="checkbox"/> CVRD Economic Development Division</td> </tr> <tr> <td><input checked="" type="checkbox"/> BC Agricultural Land Commission</td> <td><input checked="" type="checkbox"/> CVRD Community Planning Division</td> </tr> <tr> <td><input checked="" type="checkbox"/> RCMP (Shawnigan Lake Detachment)</td> <td><input checked="" type="checkbox"/> CVRD Engineering Services Department</td> </tr> <tr> <td><input checked="" type="checkbox"/> BC Transit</td> <td><input checked="" type="checkbox"/> CVRD Facilities & Transit Division</td> </tr> </table>			<input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria)	<input checked="" type="checkbox"/> CVRD Parks & Trails Division	<input checked="" type="checkbox"/> Island Health Authority (Duncan)	<input checked="" type="checkbox"/> CVRD Public Safety Division	<input checked="" type="checkbox"/> Shawnigan Lake Volunteer Fire Department	<input checked="" type="checkbox"/> CVRD Economic Development Division	<input checked="" type="checkbox"/> BC Agricultural Land Commission	<input checked="" type="checkbox"/> CVRD Community Planning Division	<input checked="" type="checkbox"/> RCMP (Shawnigan Lake Detachment)	<input checked="" type="checkbox"/> CVRD Engineering Services Department	<input checked="" type="checkbox"/> BC Transit	<input checked="" type="checkbox"/> CVRD Facilities & Transit Division
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From: Sherratt, Grace TRAN:EX
To: [Rachelle Rondeau](#)
Subject: Referral (Ministry file 2017-06455)
Date: Monday, October 23, 2017 11:57:35 AM

Hello Rachelle,

RE: Bylaw Amendment Referral Form
Your File: 01-B-17RS (Nesbitt – for Shawnigan Lake School)
Our File: Ministry File 2017-06455

Please accept this email as an official response to your referral to amend the Shawnigan Lake Village Plan (Official Community Plan Bylaw No. 3510) and the Shawnigan Lake Zoning Bylaw No. 985 on portions of the subject property to P-1 (Parks and Institutional) to permit construction of a dormitory for Shawnigan Lake School, **Ministry File 2017-06455**.

The Ministry has no objections to the amendment and rezoning of the subject property and has no further requirements for approval. If necessary, please forward the certified bylaw form(s) to our office for completion at your convenience.

Kind Regards,

GRACE SHERRATT | DISTRICT DEVELOPMENT TECHNICIAN

BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | VANCOUVER ISLAND DISTRICT

240 - 4460 CHATTERTON WAY

VICTORIA BC V8X 5J2

T: 250.952.4511 | **F:** 250.952.4508

WEBSITE FOR DEVELOPMENT APPROVALS:

www.th.gov.bc.ca/Development_Approvals/home.htm | MINISTRY WEBSITE: <http://tranbc.ca/>



COWICHAN VALLEY REGIONAL DISTRICT
 175 Ingram Street, Duncan, B.C. V9L 1N8
 Tel: (250) 746-2620 Fax: (250) 746-2621

BYLAW AMENDMENT REFERRAL FORM

Date:	September 26, 2017
CVRD File No:	01-B-17RS (Nesbitt – for Shawnigan Lake School)

We have received an application to amend the Shawnigan Lake Village Plan (Official Community Plan Bylaw No. 3510) and the Shawnigan Lake Zoning Bylaw No. 985 on portions of the subject property to P-1 (Parks and Institutional) to permit construction of a dormitory for Shawnigan Lake School

General Property Location: Shawnigan Lake School – 1975 Renfrew Road

Legal Description: Lot 1 of Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by **Friday, October 27, 2017**. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If you require more time to respond, please contact CVRD Planner, Rachelle Rondeau, by calling 250-746-2620 or e-mailing rrondeau@cvrld.bc.ca

Comments:

- | | |
|---|---|
| <input type="checkbox"/> Approval recommended for reasons outlined below | <input checked="" type="checkbox"/> Interests unaffected |
| <input type="checkbox"/> Approval recommended subject to conditions below | <input type="checkbox"/> Approval not recommended due to reasons outlined below |

See attached.

Signature *Mich* Title Transit Analyst Contact No. 250-746-2637
(sign and print)

This referral has been sent to the following agencies:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) | <input checked="" type="checkbox"/> CVRD Parks & Trails Division |
| <input checked="" type="checkbox"/> Island Health Authority (Duncan) | <input checked="" type="checkbox"/> CVRD Public Safety Division |
| <input checked="" type="checkbox"/> Shawnigan Lake Volunteer Fire Department | <input checked="" type="checkbox"/> CVRD Economic Development Division |
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| <input checked="" type="checkbox"/> RCMP (Shawnigan Lake Detachment) | <input checked="" type="checkbox"/> CVRD Engineering Services Department |
| <input checked="" type="checkbox"/> BC Transit | <input checked="" type="checkbox"/> CVRD Facilities & Transit Division |

Development Referral Response

October 24, 2017

Development Location:

1975 Renfrew Road - Shawnigan Lake School

Approving Authority: Cowichan Valley Regional District

Transit System: Cowichan Valley Regional Transit System

Overall Transit Impact

Existing Fixed Route Service:

Route 8 (Duncan via Shawnigan Lake)

Route 9 (Mill Bay via Shawnigan Lake)

Route 99 (Shawnigan Lake Commuter) – to Victoria

HandyDART service:

This development area also falls within the service boundary for handyDART service. HandyDART offers accessible door-to-door shared transit service for registered users with permanent or temporary disabilities that prevent them from using fixed route transit without assistance. Design considerations should be given to ensuring this site is accessible for service by a community-sized handyDART bus and potential clientele living in a proposed dormitory who may require this.

Land Use

The intent of this application is to amend the Shawnigan Lake Village Plan and the Shawnigan Lake Zoning Bylaw No. 985 on portions of the subject property to permit the construction of a dormitory for students at Shawnigan Lake School. The subject property is designated "Village Residential" (Official Community Plan Bylaw No. 3510) and the proposed plan designation is "Parks and Institutional." The majority of Shawnigan Lake School is designated "Parks and Institutional." The subject properties are surrounded by residential uses.

This development may generate more transit travel demand for regional and inter-city transit service, as it adjoins the Capital Regional District (CRD) and key destinations in the Cowichan Valley.

Bus Stops and Stations

The proposed development is located within 350m of the nearest set of local bus stops along Renfrew Road near the Hartl Road intersection. These bus stops are serviced by local routes #8 and #9 offering connections to Mill Bay or Duncan. Students using these bus stops from the

nearby school would likely use Hartl or Renfrew Roads. Potential improvements to roadside walkways, street lighting and encouraging use of the existing crosswalk near the school may need to be considered if developing further dormitory accommodations. These existing bus stops are not currently universally accessible. Future consideration should be given to implementing accessibility features, such as raised boarding pads, to accommodate people with mobility issues, and if used by higher numbers of customers, potential for improved amenities including a bench may be required in the future.

For students accessing transit route #99 with connections to Victoria, the nearest bus stops are located at Linden Lane or at Mason's Beach near Hipwood Road which are closer to a kilometer away from the proposed development site.

BC Transit Level of Support

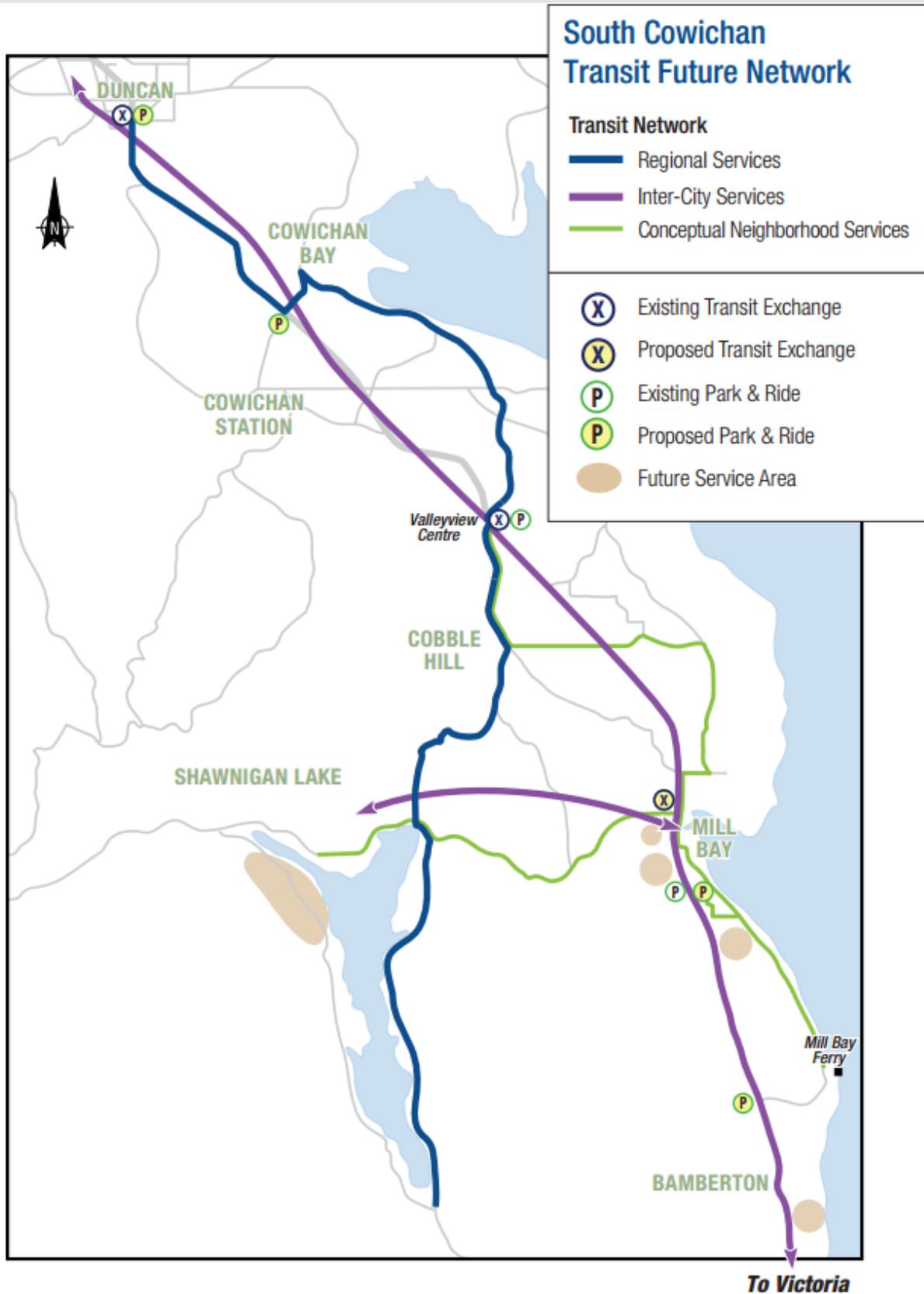
- BC Transit supports this development proposal.

Thank you for the opportunity to review this proposed development. If you have any questions or would like further comments on this proposal, please contact:

Kailey Laidlaw, Transit Planning Coordinator
BC TRANSIT, 520 Gorge Road East, Victoria BC V8W 2P3
Kailey_Laidlaw@BCtransit.com
1-250-995-5641

Existing Bus Stops







COWICHAN VALLEY REGIONAL DISTRICT
 175 Ingram Street, Duncan, B.C. V9L 1N8
 Tel: (250) 746-2620 Fax: (250) 746-2621

BYLAW AMENDMENT REFERRAL FORM

Date: September 26, 2017

CVRD File No: 01-B-17RS (Nesbitt – for Shawnigan Lake School)

We have received an application to amend the Shawnigan Lake Village Plan (Official Community Plan Bylaw No. 3510) and the Shawnigan Lake Zoning Bylaw No. 985 on portions of the subject property to P-1 (Parks and Institutional) to permit construction of a dormitory for Shawnigan Lake School

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Comments:

Approval recommended for reasons outlined below

Interests unaffected

Approval recommended subject to conditions below

Approval not recommended due to reasons outlined below

It's consistent with ownership + surrounding uses so it is a good idea. I wonder whether all of their holdings including the Forestry IRUR lands north of Beach Estates + their campus should also be zoned P-1 at the same time.

Signature *[Signature]*
 (sign and print) MIKE TIPIETT

Title MGR COMM. PL. Contact No. 2602

This referral has been sent to the following agencies:

- Ministry of Transportation and Infrastructure (Victoria)
- Island Health Authority (Duncan)
- Shawnigan Lake Volunteer Fire Department
- BC Agricultural Land Commission
- RCMP (Shawnigan Lake Detachment)
- BC Transit
- CVRD Parks & Trails Division
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- CVRD Economic Development Division
- CVRD Community Planning Division
- CVRD Engineering Services Department
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	COWICHAN VALLEY REGIONAL DISTRICT 175 Ingram Street, Duncan, B.C. V9L 1N8 Tel: (250) 746-2620 Fax: (250) 746-2621
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Comments:

- | | | | |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Approval recommended for reasons outlined below | <input type="checkbox"/> | Interests unaffected |
| <input checked="" type="checkbox"/> | Approval recommended subject to conditions below | <input type="checkbox"/> | Approval not recommended due to reasons outlined below |

- ADEQUATE ACCESS FOR LARGE FIRE APPARATUS
 - ADEQUATE FIREFIGHTING WATER SUPPLY
 - CONSIDERATION FOR EXIT (ALTERNATE) ROUTE AS SINGLE ROAD IN COULD BE AN ISSUE.

Signature R. Shields SHIELDS Title FIRE CHIEF Contact No. 250-812-8030
(sign and print)

This referral has been sent to the following agencies:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) | <input checked="" type="checkbox"/> CVRD Parks & Trails Division |
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Comments:

- | | |
|--|---|
| <input type="checkbox"/> Approval recommended for reasons outlined below | <input type="checkbox"/> Interests unaffected |
| <input checked="" type="checkbox"/> Approval recommended subject to conditions below | <input type="checkbox"/> Approval not recommended due to reasons outlined below |

The Parks and Trails Division would like to discuss options of a trail connection to connect Mason Beach area to the Beach Estates and/or Shawnigan Hills Athletic Park, as identified in the Shawnigan Lake Community Parks & Trails Master Plan.

Signature *[Signature]* Title Parks & Trails Planner Contact No. _____
(sign and print)

This referral has been sent to the following agencies:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) | <input checked="" type="checkbox"/> CVRD Parks & Trails Division |
| <input checked="" type="checkbox"/> Island Health Authority (Duncan) | <input checked="" type="checkbox"/> CVRD Public Safety Division |
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Comments:

- | | |
|---|---|
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| <input type="checkbox"/> Approval recommended subject to conditions below | <input type="checkbox"/> Approval not recommended due to reasons outlined below |

Signature *Loise Knodel-Joy* Title Sr. ENGINEERING TECH. Contact No. 250-746-2530
(sign and print)

This referral has been sent to the following agencies:

- | | |
|--|--|
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| <input checked="" type="checkbox"/> Island Health Authority (Duncan) | <input checked="" type="checkbox"/> CVRD Public Safety Division |
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| <input checked="" type="checkbox"/> BC Transit | <input checked="" type="checkbox"/> CVRD Facilities & Transit Division |

PART TEN**PARKS AND INSTITUTIONAL ZONES**10.1 P-1 ZONE - PARKS AND INSTITUTIONAL(a) Permitted Uses

The following uses and no others are permitted in a P-1 Zone:

- (1) institution;
- (2) assembly use;
- (3) civic use transportation facility including airport;
- (4) ecological reserve public park greenbelt;
- (5) public botanical garden;
- (6) personal care facility;
- (7) public school private school including boarding facilities ;
- (8) one single family dwelling or mobile home per parcel, accessory to a use permitted in Section 10.1(a)(1) to (7) inclusive.

(b) Conditions of Use

For any parcel in a P-1 Zone:

- (1) the parcel coverage shall not exceed 40 percent for all buildings and structures;
- (2) the height for all buildings and structures shall not exceed 12.0 metres;
- (3) the minimum setbacks for the types of parcel lines set out in Column I of this section are set out for all structures in Column II.

COLUMN I Type of Parcel Line	COLUMN II Buildings & Structures
Front Yard	6.0 metres
Side Yard	6.0 metres
Rear Yard	6.0 metres



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4170

A Bylaw for the Purpose of Amending South Cowichan Official Community Plan Bylaw No. 3510, Applicable to Electoral Areas A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill

WHEREAS the *Local Government Act*, hereafter referred to as the "Act", as amended, empowers the Regional Board to adopt and amend official community plan bylaws;

AND WHEREAS the Regional District has adopted an official community plan bylaw for Electoral Area A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill, that being South Cowichan Official Community Plan Bylaw No. 3510;

AND WHEREAS the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Official Community Plan Bylaw No. 3510;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 4170 – South Cowichan Official Community Plan Amendment Bylaw (1975 Renfrew Road), 2018**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No. 3510, as amended from time to time, is hereby amended as outlined on the attached Schedules A and B.

3. **CAPITAL EXPENDITURE PROGRAM**

This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

.../2

READ A FIRST TIME this _____ day of _____, 2018.

READ A SECOND TIME this _____ day of _____, 2018.

READ A THIRD TIME this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary

**SCHEDULE "A"****To CVRD Bylaw No. 4170**

Schedule A to Official Community Plan Bylaw No. 3510, is hereby amended as follows:

1. That Lot 1 of Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079), as shown outlined in a solid black line on Plan number Z-4170 attached hereto and forming Schedule B of this bylaw, be re-designated from Village Residential to Parks and Institutional; and that Schedule B to Official Community Plan Bylaw No. 3510 be amended accordingly.

DRAFT



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4171

**A Bylaw for the Purpose of Amending Zoning Bylaw No. 985
Applicable To Electoral Area B – Shawnigan Lake**

WHEREAS the *Local Government Act*, hereafter referred to as the "Act", as amended, empowers the Regional Board to adopt and amend zoning bylaws;

AND WHEREAS the Regional District has adopted a zoning bylaw for Electoral Area B – Shawnigan Lake that being Zoning Bylaw No. 985;

AND WHEREAS the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 985;

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

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 4171 – Electoral Area B – Shawnigan Lake Zoning Amendment Bylaw (1975 Renfrew Road), 2018**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 985, as amended from time to time, is hereby amended in the following manner:

- a) That Schedule B (Zoning Map) to Electoral Area B – Shawnigan Lake Zoning Bylaw No. 985 is amended by rezoning portions of Lot 1 of Sections 3, 4 and 5, Ranges 2 and 3, Shawnigan District, Plan EPP8614 (PID: 028-580-079), as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered Z-4171, from R-3 (Urban Residential) and R-6 (Urban Residential – Mobile Home) to P-1 (Parks and Institutional).

3. **FORCE AND EFFECT**

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this _____ day of _____, 2018.

READ A SECOND TIME this _____ day of _____, 2018.

READ A THIRD TIME this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary

DRAFT



STAFF REPORT TO COMMITTEE

DATE OF REPORT December 6, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of December 20, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: Requisition Limit Increase - Electoral Area H North Oyster/Diamond -
Function 350 Fire Protection North Oyster

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to recommend an increase to the maximum annual requisition limit for the Electoral Area H - North Oyster/Diamond Fire Protection.

RECOMMENDED RESOLUTION

That it be recommended to the Board that a bylaw be prepared to amend "CVRD Bylaw No. 3573 - Electoral Area H – North Oyster Local Service (Fire Protection) Area Establishment Bylaw", to increase the maximum annual requisition limit by 25%.

BACKGROUND

North Oyster Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues. The North Oyster Fire department is constructing a new fire hall and will require additional funding to service debt repayments. The North Oyster Fire Protection requisition limit has not been increased since February 2012.

ANALYSIS

The current requisition limit is the greater of \$394,340 or 0.87999/1000 of Net Taxable Value, which for 2017 was \$443,774.

FINANCIAL CONSIDERATIONS

The annual cost of providing this service is recovered by requisition of money to be collected by a property tax on land and improvements within the service area. The maximum to be requisitioned annually for this service will increase from \$443,774 to \$554,472. Operating reserves for this service are \$184,502 and capital reserves are \$1,119,718.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to:

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

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