



Electoral Areas Services Committee Meeting Agenda

Wednesday, May 2, 2018
Board Room
175 Ingram Street, Duncan, BC

1:30 PM

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

M1. Electoral Area Services Committee Meeting of April 18, 2018

Recommendation That the minutes of the Electoral Area Services Committee meeting of April 18, 2018 be adopted.

3. BUSINESS ARISING FROM THE MINUTES

4. PUBLIC INPUT PERIOD

The purpose of the Public Input Period is to provide the public with an opportunity to comment on an agenda item before the Board / Committee / Commission considers the item. The Public Input Period Procedure Policy provides for the public input period to proceed in a timely fashion. Public Input Period items cannot include matters which are, or have been, the subject of a Public Hearing.

5. DELEGATIONS

D1. O'Donnell Re: B.C. Parks Management Plan for the Cowichan River Park

Recommendation For information.

6. CORRESPONDENCE

C1. Grant-in-Aid Request, Electoral Area A – Mill Bay/Malahat Re: South Cowichan Volleyball Club

Recommendation 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 South Cowichan Volleyball Club to support growth and expansion.

C2. Grant-in-Aid Request, Electoral Area F – Cowichan Lake South/Skutz Falls Re: Honeymoon Bay Community Society

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F – Cowichan Lake/Skutz/Falls, in the amount of \$1,000 be provided to Honeymoon Bay Community Society to support the Bay Days “Show and Shine” and community “Pot Lick Dimmer” Christmas gathering.

C3. Grant-in-Aid Request, Electoral Area F – Cowichan Lake/Skutz Falls Re: Cowichan Lake & District Chamber of Commerce

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

C4. Grant-in-Aid Request, Electoral Area F – Cowichan Lake/Skutz Falls Re: Caycuse Volunteer Fire Department

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

C5. Grant-in-Aid Request, Electoral Area F – Cowichan Lake/Skutz Falls Re: Cowichan Lake Lady of the Lake Society

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area Electoral Area F – Cowichan Lake South/Skutz Falls, in the amount of \$1,200 be provided to Cowichan Lake Lady of the Lake Society to support the Ambassador Program and travel for Cowichan Lake Royalty.

C6. Grant-in-Aid Request, Electoral Area F – Cowichan Lake South/Skutz Falls Re: Vancouver Island Windsport Society

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area F – Cowichan Lake South/Skutz Falls, in the amount of \$1,000 be provided to Vancouver Island Windsport Society to support and promote the world class Windfest Event at Nitinaht Lake in 2018.

7. INFORMATION

8. REPORTS

R1. Application No. 10-B-17DP (360 Stebbings Road) – Report from Development Services Division

Recommendation That it be recommended to the Board:

1. That Development Permit Application No. 10-B-17DP (360 Stebbings Road) be approved with the following requirements:
 1. Compliance with the recommendations contained in report attachments C, D, and F – Q;
 2. A covenant registered on title of the subject property regarding compliance with development permit conditions prior to issuance of a building permit; and
 3. A security in the amount of \$1,500 per additional lot for construction monitoring for future buildings.
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. 2650.

R2. Application No. DVP18I01 (10700 Alder Crescent) – Report from Development Services Division

Recommendation That it be recommended to the Board that Application No. DVP18I01 (10700 Alder Crescent) to vary Sections 5.36(3) and 3.19(1)(c)(ii) of Bylaw No. 2465 to respectively:

1. reduce the front parcel line setback for the proposed building from 6.0 metres to 5.20 metres; and
2. increase the exemption for eave and gutter projection into the front parcel line setback from 1.0 m to 2.52 metres be approved.

R3. Red Arrow Brewing Co. Ltd. – 5255 Chaster Road, Area “D”, Liquor Licence Application: Lounge and Special Event Area – Report from Inspection & Enforcement Division

Recommendation That it be recommended to the Board that the Cowichan Valley Regional District does not wish to provide comments or recommendations to the Liquor Control and Licencing Branch with regard to the application for a Lounge and Special Event

Area by the Red Arrow Brewing Co. Ltd., located at 5255 Chaster Road, Cowichan Bay (Area D) Manufacturer Licence No. 306378.

R4. 5039 Marshall Road – Vigneti Zanatta Ltd. (Winery) – Report from Inspection & Enforcement Division

Recommendation That it be recommended to the Board that the CVRD has no objection to the events noted on the Temporary Change to a Liquor Licence (171424) application for Vigneti Zanatta Ltd. located at 5039 Marshall Road, Glenora (Area E) for the following 2018 dates only: June 9, July 1, July 7, July 14, July 1, July 28, August 4, August 11 and August 18.

R5. 3566 Holland Avenue – Cobblestone Inn Temporary Change to a Liquor Licence – Report from Inspection & Enforcement Division

Recommendation That it be recommended to the Board that the CVRD is not opposed to the temporary change to the existing liquor licence (038301) for the Cobblestone Inn located at 3566 Holland Road in Cobble Hill for June 24, 2018, from 3 p.m. to 8:30 p.m. for a fundraiser for Mill Bay Search and Rescue.

R6. BC Transit Operation and Maintenance Facility in Koksilah Business Park – CVRD Public Pathway Opportunities – Report from Parks & Trails Division

Recommendation That it be recommended to the Board:

1. That a 3-metre-wide public trail statutory right-of-way be registered in favour of the Regional District over the eastern portion of Lot 2, Range 7, Quamichan Land District, Plan VIP20956 in the Koksilah Business Park, owned by the Province of British Columbia;
2. That a Permit to Construct Agreement be approved with the Ministry of Transportation and Infrastructure to build and maintain a roadside pathway on the south side of Boal Road; and
3. That an unregistered easement between BC Transit and the CVRD for drainage across Maplewood Park from Lot 2, Range 7, Quamichan Land District, Plan VIP20956 to Polkey Road be approved.

R7. Youbou Fire Service Area Boundary Expansion – Report from Public Safety Division

Recommendation That it be recommended to the Board that the boundary of the Youbou Fire Service Area be extended to cover a section of one property as outlined in the attached map.

R8. Delegation Authority for Development Permits – Report from Development Services Division

Recommendation That Development Application Procedures & Fees Bylaw No. 4204, 2018 be forwarded to the Board for consideration of three readings and adoption.

R9. Soil Deposit Bylaw No. 4147 – Implementation Strategy – Report from Inspection & Enforcement Division

Recommendation That it be recommended to the Board:

1. That the Soil Deposit Bylaw Implementation Strategy outlined in the May 2, 2018, Electoral Area Services Committee meeting report from the Manager of Inspections & Enforcement be endorsed;
2. That changes to CVRD Bylaw No. 4147 - Soil Deposit Bylaw 2017 be brought to the EASC for consideration at the earliest opportunity; and
3. That the 2018 budget for Function 320 - Inspections & Enforcement be amended to:
 - a. Increase Salaries Expenditures by \$35,000;
 - b. Increase Benefits Expenditures by \$8,000;
 - c. Increase Contract for Services by \$50,000;
 - d. Increase Advertising Expenditures by \$9,000;
 - e. Increase Computer Software Upgrade Expenditures by \$2,500;
 - f. Increase Office Supplies Expenditures by \$2,000;
 - g. Increase Miscellaneous Equipment Expenditures by \$5,000;

- h. Increase Legal Service Expenditures by \$15,000;
- i. Increase Fees and Permits Revenues by \$126,500.

R10. Verbal Report from Director Morrison Re: Electoral Area Directors Short Term Priorities

Recommendation For information.

9. UNFINISHED BUSINESS

UB1. Maps Related to Cannabis Zoning – Verbal Report from Mike Tippett, Manager, Community Planning Division – referred from April 18, 2018, Electoral Area Services Committee meeting

Recommendation For information.

UB2. Grant-in-Aid Request, Electoral Area C – Cobble Hill, in the amount of \$12,000 be provided to Cobble Hill Event Society to support public events – referred from the April 18, 2018, Electoral Area Services Committee meeting

Recommendation That it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$12,000 be provided to Cobble Hill Event Society to support public events.

10. NEW BUSINESS

11. QUESTION PERIOD

Questions shall be addressed to the Chair and must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.

12. CLOSED SESSION

Motion 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.

CS1. M1 – Closed Session Electoral Area Services Committee Minutes of April 18, 2018

Recommendation N/A

CS2. R1 – Verbal Report from Ross Blackwell, General Manager, Re: Land Acquisition {Sub (1)(e)}

Recommendation N/A

13. ADJOURNMENT

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, April 18, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 1:31 PM.

PRESENT: Director I. Morrison, Chair
Director S. Acton <until 5:45 PM>
Director M. Clement <after 1:36 PM> < until 5:47 PM>
Director K. Davis
Director M. Dorey
Director L. Iannidinardo
Director K. Kuhn
Director M. Marcotte
Alternate Director H. Stead

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
J. Barry, Corporate Secretary
R. Conway, Manager, Inspections & Enforcement Division
B. Farquhar, Manager, Parks & Trails Division
B. Dennison, Manager, Water Management Division
A. Tokarek, Asset Coordinator
T. Etherington, Utilities Operations Superintendent
L. Knodel-Joy, Senior Engineering Technologist
L. Daugenet, Engineering Technologist III
D. Parker, Engineering Technologist III
R. Dias, Parks Superintendent
G. Gidden, Parks & Trails Planner
I. MacDonald, Chief Building Inspector
C. Breen, Senior Planner
S. Herrera, Planner II
J. Munn, Planner II
K. Madge, Development Officer
J. Hughes, Recording Secretary

ABSENT: Director A. Nicholson

APPROVAL OF AGENDA

1:36 PM Director Clement arrived at 1:36 PM.

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

- NB1 Grant-in-Aid Request – Area C – Frances Kelsey Secondary School;**
- NB2 Grant-in-Aid Request – Area C – Cowichan Secondary School;**
- NB3 Grant-in-Aid Request – Area C – South Cowichan Seniors;**
- NB4 Grant-in-Aid Request – Area C – Cobble Hill Event Society;**

NB5 Arbutus Park Washroom Building Construction, Report from Parks & Trails Division

NB6 Grant-in-Aid Request – Area D – Cowichan Bay Improvement Association;

CSNB1 Verbal Report from Ross Blackwell, General Manager, Re: Potential Litigation Sub (1)(g).

MOTION CARRIED

It was moved and seconded that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of April 4, 2018

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of April 4, 2018, be adopted.

MOTION CARRIED

CORRESPONDENCE

C1 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: South Cowichan Volleyball Club

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to South Cowichan Volleyball Club to support growth and expansion.

MOTION CARRIED

C2 Grant-in-Aid Request, Electoral Area B – Shawnigan Lake Re: Rotary Club of South Cowichan

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area B – Shawnigan Lake, in the amount of \$500 be provided to the Rotary Club of South Cowichan to support Earth Day’s litter clean-up.

MOTION CARRIED

C3 Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Lake Days

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 \$550 be provided to Lake Days to support the pancake breakfast.

MOTION CARRIED

C4 Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Cowichan Lake Lady of the Lake 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 \$500 be provide to Cowichan Lake Lady of the Lake Society to assist with travel expenses.

MOTION CARRIED

C5 Grant-in-Aid Request, Electoral Area I – Youbou/Meade Creek Re: Lake Cowichan School

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 \$500 be provided to Lake Cowichan School for a bursary for a graduating student residing in Electoral Area I – Youbou/Meade Creek.

MOTION CARRIED

INFORMATION

IN1 Items 1 through 2 were received for information.

1. Electoral Area B – Shawnigan Lake Advisory Planning Commission Minutes – April 5, 2018; and
2. Electoral Area G – Saltair/Gulf Islands Parks Commission Minutes – March 5, 2018.

REPORTS

R1 March 2018 Building Inspection Report – Verbal Report from Ian MacDonald, Chief Building Inspector, Inspections & Enforcement Division, was received for information.

R2 Application No. 01-E-17DVP (6039 Clements Road) – Report from Development Services Division

It was moved and seconded that it be recommended to the Board that Application No. 01-E-17DVP (6039 Clements Road) to vary Section 5.2(e) of Zoning Bylaw No. 1840, to increase the maximum permitted area of an accessory building from 100 m² to 149 m² being approved subject to a rock

pit or, similar storm water surge retention facility, of more than 1 m³ being installed at the northern drainage outfall prior to issuance of a building permit.

MOTION CARRIED

R3

Application No. DP18B01 (3260 Riverside Road) – Application from Development Services Division

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

- 1. That Development Permit Application No. DP18B01 (3260 Riverside 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 the development permit guidelines of Official Community Plan Bylaw No. 3510.**

Director Clement was absent during the vote

MOTION CARRIED

It was moved and seconded that Development Permit Application No. DP18B01 (3260 Riverside Road) be referred to Electoral Area’s B – Shawnigan Lake and E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commissions for information.

Director Clement was absent during the vote

MOTION CARRIED

It was moved and seconded that staff review all CVRD Electoral Area Zoning Bylaws and report back to the Electoral Area Services Committee, as soon as possible, regarding ways to strengthen the Bylaws to eliminate the provision for subdivision by road, and support the maintenance of large tracts of forests for their ecological and forestry values.

MOTION DEFEATED

It was moved and seconded that staff review Zoning Bylaw Nos. 1840, applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora and 985, applicable to Electoral Area B – Shawnigan Lake, and report back to the Electoral Area Services Committee, as soon as possible, regarding ways to strengthen the Bylaws to eliminate the provision for subdivision by road, and support the maintenance of large tracts of forests for their ecological and forestry values.

MOTION CARRIED

2:36 PM

The Committee took a recess at 2:36 PM.

2:43 PM The meeting resumed at 2:43 PM.

R4 Special Event Permit Application – Cittaslow Cowichan Bay – Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that the Special Event Permit Application from Cittaslow Cowichan Bay to host a "Dinner in White" in Hecate Park on Sunday, August 12, 2018, be approved subject to conditions of the permit being met by the applicant.

MOTION CARRIED

R5 Proposed Cobble Hill Village Sewer System Service – Report from Water Management Division

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to establish the Cobble Hill Village Sewer System Service Area within a portion of Electoral Area C – Cobble Hill to provide for upgrades to the Twin Cedars and Cobble Hill Sewer System Services including the Cobble Hill Wastewater Integration and Re-use Upgrade project.

MOTION CARRIED

R6 Eagle Heights Sewer Inclusion Request – 2654/2664 Corfield Road – Report from Water Management Division

(Amended from original recommendation)

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

- 1. That the Certificate of Sufficiency confirming that a sufficient petition requesting inclusion into the Eagle Heights Sewer System Service Area be received;**
- 2. That CVRD Bylaw No. 1926 – Eagle Heights Sewer System Service Establishment Bylaw, 1999, be amended to include the property described as PID 029-070-627, Lot 1, Section 12, Range 8, Quamichan Land District, Plan EPP 30732;**
- 3. That amendment bylaws be forwarded to the Board for consideration of three readings and upon completion of an OCP exemption of PID 029-070-627 and payment of connection fees, be considered for adoption; and**
- 4. That a restrictive covenant be registered on the subject property limiting any further development.**

MOTION CARRIED

R7 Consolidated Water Systems Management Bylaw – Report from Water Management Division

It was moved and seconded that "CVRD Bylaw No. 4160 – CVRD Water Systems Management Bylaw, 2018", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R8** Consolidated Sewer Systems Management Bylaw – Report from Water Management Division

It was moved and seconded that "CVRD Bylaw No. 4161 – CVRD Sewer Systems Management Bylaw, 2018", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

- R9** Budget Amendment Function 576 – Utilities – Report from Water Management Division

It was moved and seconded that it be recommended to the Board that the 2018 budget for Function 576, Engineering Utilities be amended to:

- 1. Increase Grant – Provincial Conditional by \$2,200,000;**
- 2. Increase Capital Project – Cobble Hill Sewer by \$1,200,000;**
- 3. Increase Capital Project – Mill Bay Sewer by \$1,000,000;**
- 4. Increase transfer from community works gas tax Phase 2 by \$17,500;**
- 5. Increase asset management – condition assessment by \$17,500;**
- 6. Increase transfer from operational reserve by \$8,050;**
- 7. Increase heavy vehicle (7324) insurance by \$800;**
- 8. Increase heavy vehicle (7324) purchased repairs by \$300;**
- 9. Increase heavy vehicle (7324) purchased maintenance by \$300;**
- 10. Increase heavy vehicle (7324) fuel and lubricants by \$200;**
- 11. Increase heavy vehicle (7324) vehicle and equipment parts by \$500;**
- 12. Increase heavy vehicle (7324) tires by \$1000;**
- 13. Increase electrician vehicle (7325) insurance by \$1,575;**
- 14. Increase electrician vehicle (7325) purchases repairs by \$150;**
- 15. Increase electrician vehicle (7325) purchased maintenance by \$250;**
- 16. Increase electrician vehicle (7325) fuel and lubricants by \$1,750;**
- 17. Increase electrician vehicle (7325) vehicle and equipment parts by \$125;**
and
- 18. Increase electrician vehicle (7325) tires by \$1,100.**

MOTION CARRIED

- R10** 2018 Budget Amendments – Utilities – Report from Water Management Division

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

- 1. That the 2018 budget for Function 553, Cowichan Bay Street Lighting be amended to:**
 - 1. Increase deficit by \$125;**
 - 2. Increase transfer from operational reserves by \$68; and**
 - 3. Decrease contingency by \$57.**
- 2. That the 2018 budget for Function 556, Cobble Hill Street Lighting be amended to:**
 - 1. Increase deficit by \$791;**

2. Increase transfer from operational reserves by \$615;
 3. Decrease repairs and maintenance by \$89; and
 4. Decrease electricity by \$87.
3. That the 2018 Budget for Function 581, Sentinel Ridge Street Lighting be amended to:
 1. Increase deficit by \$1,280; and
 2. Increase transfer from operational reserves by \$1,280.
 4. That the 2018 Budget for Function 583, Twin Cedars Street Lighting be amended to:
 1. Increase deficit by \$1,377;
 2. Decrease contingency by \$1,377;
 3. Increase contract electrical repairs by \$2,787; and
 4. Increase gas tax reserves by \$2,787.
 5. That the 2018 Budget for Function 585, Arbutus Mountain Estates Street Lighting be amended to:
 1. Increase deficit by \$907; and
 2. Increase transfer from operational reserves by \$907.
 6. That the 2018 Budget for Function 601, Satellite Park Water System be amended to:
 1. Increase transfer from gas tax reserves by \$3,182; and
 2. Increase minor capital by \$3,182.
 7. That the 2018 Budget for Function 603, Douglas Hill Water System be amended to:
 1. Increase deficit by \$4,714;
 2. Decrease contingency by \$4,714;
 3. Increase transfer from gas tax reserves (Phase 2) by \$3,182; and
 4. Increase minor capital by \$3,182.
 8. That the 2018 Budget for Function 605, Arbutus Mountain Water System be amended to:
 1. Increase deficit by \$1,768;
 2. Increase transfer from operational reserves of \$1,768;
 3. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 4. Increase minor capital by \$3,182.
 9. That 2018 Budget for Function 608, Fern Ridge Water System be amended to:
 1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 2. Increase minor capital by \$3,182.
 10. That 2018 Budget for Function 613, Dogwood Ridge Water System be amended to:
 1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 2. Increase minor capital by \$3,182.

11. That the 2018 Budget for Function 615, Arbutus Ridge Water System be amended to:
 1. Increase deficit by \$354; and
 2. Decrease contingency by \$354.

12. That 2018 Budget for Function 616, Carlton Water System be amended to:
 1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 2. Increase minor capital by \$3,182.

13. That the 2018 Budget for Function 617, Shellwood Water System be amended to:
 1. Increase deficit by \$4,711;
 2. Decrease contingency by \$2,057;
 3. Decrease supply – consultants by \$2,000;
 4. Decrease transmission & distribution – rentals by \$654;
 5. Increase transfer from gas tax reserve (Phase 1) by \$3,182; and
 6. Increase minor capital by \$3,182.

14. That the 2018 Budget for Function 620, Mesachie Lake Water System be amended to:
 1. Increase deficit by \$2,181;
 2. Decrease contingency by \$1,181;
 3. Decrease transmission - rentals by \$500;
 4. Decrease transmission - supplies by \$500;
 5. Increase transfer from operational reserves by \$22,527;
 6. Increase source of supply - consultants by \$22,527;
 7. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 8. Increase minor capital by \$3,182.

15. That the 2018 Budget for Function 670, Cherry Point Water System be amended to:
 1. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 2. Increase minor capital by \$3,182.

16. That the 2018 Budget for Function 690, Kerry Village Water System be amended to;
 1. Increase transfer from operating reserve by \$14,000;
 2. Increase transfer from gas tax reserves (phase 1) by \$3,182; and
 3. Increase minor capital by \$17,182.

17. That the 2018 Budget for Function 705, Arbutus Mountain Drainage System be amended to:
 1. Increase deficit by \$506; and
 2. Decrease contingency by \$506.

18. That the 2018 Budget for Function 707, Lanes Road Drainage System be amended to:
 1. Increase deficit by \$166; and
 2. Decrease supplies by \$166.

19. That the 2018 Budget for Function 800, Cowichan Bay Sewer System be amended to:
 1. Increase deficit by \$2,586;
 2. Decrease contingency by \$586; and
 3. Decrease sewage collection – contract hydro/camera by \$2,000.

20. That the 2018 Budget for Function 802, Sentinel Ridge Sewer System be amended to:
 1. Increase deficit by \$1,252;
 2. Decrease contingency by \$696;
 3. Decrease sewage treatment – UV by \$300; and
 4. Decrease sewage treatment – electrical repairs by \$256.

21. That the 2018 Budget for Function 803, Twin Cedars Sewer System be amended to:
 1. Increase deficit by \$9,407;
 2. Decrease contingency by \$4,731;
 3. Decrease sewage collection – rentals machinery & equipment by \$300;
 4. Decrease sewage collection – supplies by \$600;
 5. Decrease sewage treatment – R & M by \$500;
 6. Decrease sewage treatment – rentals machinery & equipment by \$500;
 7. Decrease sewage treatment – UV system by \$400;
 8. Decrease sewage treatment – supplies by \$876;
 9. Decrease disposal field – R & M by \$500;
 10. Decrease disposal field – rentals machinery and equipment by \$500; and
 11. Decrease disposal field – parts/supplies by \$500.

- (#22 amended from original recommendation)*
22. That the 2018 Budget for Function 805, Arbutus Mountain Sewer System be amended to:
 1. Increase deficit by \$17,201;
 2. Decrease contingency by \$12,450;
 3. Decrease sewage collection - supplies by \$100;
 4. Decrease sewage treatment - lab testing by 500;
 5. Decrease sewage treatment - sludge removal by \$500;
 6. Decrease sewage treatment – electricity by \$3000;
 7. Decrease disposal field – rentals by \$500; and
 8. Decrease disposal field – part/supplies by \$151
 9. Increase recovery of costs by \$131,000;
 10. Increase contingency by \$41,000; and
 11. Increase Capital Engineering Structures by \$90,000.

23. That the 2018 Budget for Function 815, Arbutus Ridge Sewer System be amended to:
 1. Increase deficit by \$39,707;
 2. Increase user fees by \$37,617;
 3. Decrease contingency by 2,340;
 4. Increase licence and fees by \$10,000;
 5. Decrease sewage treatment – sludge removal by \$21,000;
 6. Increase sewage treatment – electricity by \$2,250; and

7. Increase disposal field – R&M by \$9,000.

24. That the 2018 budget for Function 820, Eagle Heights Sewer System be amended to:

1. Increase deficit by \$7,301; and
2. Decrease contingency by \$7,301.

25. That the 2018 budget for Function 850, Kerry Village Sewer System be amended to:

1. Increase transfer from gas tax reserves (Phase 1) of \$3,182; and
2. Increase minor capital by \$3,182.

Director Clement was absent during the vote

MOTION CARRIED

R11 Community Works Fund 2018 Update – Report from General Manager, Engineering Services Department

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

1. That \$44,000 of Community Works Fund unallocated funding remaining be approved for Condition Assessments in Function 279 Parks and Trails.
2. That the Community Works Fund earned interest be pooled with the Community Works Fund Reserve to be made available for priority projects related to existing Cowichan Valley Regional District infrastructure.

MOTION CARRIED

R12 Maps Related to Cannabis Zoning – Verbal Report from Mike Tippett, Manager, Community Planning Division

It was moved and seconded that Item R12 - Maps Related to Cannabis Zoning – Verbal Report from Mike Tippett, Manager, Community Planning Division, be referred to the May 2, 2018, Electoral Area Services Committee meeting.

MOTION CARRIED

R13 Directors Report from Sierra Acton Re: Unsightly Premises in Electoral Area B – Shawnigan Lake, was received for information.

NEW BUSINESS

NB1 Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Frances Kelsey Secondary School

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

MOTION CARRIED

NB2 Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cowichan Secondary School

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

MOTION CARRIED

NB3 Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: South Cowichan Seniors

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$2,000 be provided to South Cowichan Seniors to assist with senior's lunch events.

MOTION CARRIED

NB4 Grant-in-Aid Request, Electoral Area C – Cobble Hill Re: Cobble Hill Event Society

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area C – Cobble Hill, in the amount of \$12,000 be provided to Cobble Hill Event Society to support public events.

It was moved and seconded that Grant-in-Aid Request, Electoral Area C – Cobble Hill, in the amount of \$12,000 be provided to Cobble Hill Event Society to support public events be referred to the May 2, 2018, Electoral Area Services Committee meeting.

MOTION CARRIED

The Committee agreed by consensus that Item NB6 (Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Bay Improvement Association) be moved after Item NB4.

NB6 Grant-in-Aid Request, Electoral Area D – Cowichan Bay Re: Cowichan Bay Improvement Association

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid Request, Electoral Area D – Cowichan Bay, in the amount of \$2,000 be provided to Cowichan Bay Improvement Association to support a village clean-up day and celebration.

MOTION CARRIED

NB5 Arbutus Park Washroom Building Construction – Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that the Parks & Trails Division be directed to proceed with submission of a Development Variance Permit Application for the Arbutus Park washroom building.

MOTION CARRIED

CLOSED SESSION

4:48 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(f) Law Enforcement, Sub (1)(g) Potential Litigation and adoption of the Closed Session Electoral Area Services Committee Minutes of March 21, 2018.

MOTION CARRIED

5:45 PM Director Acton left the meeting at 5:45 PM.

5:47 PM Director Clement left the meeting at 5:47 PM.

RISE FROM CLOSED SESSION

5:53 PM It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

5:54 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:54 PM.

Chair

Recording Secretary

Dated: _____

Jennifer Hughes

From: noreply@civicplus.com
Sent: April 19, 2018 10:35 AM
To: Jennifer Hughes; Kylie Madge; Mary Anne McAdam
Subject: Online Form Submittal: Electoral Area Services Committee

Electoral Area Services Committee

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

Electoral Area Services Committee meetings are held on the first and third Wednesdays of each month starting at 1:30 p.m. in the CVRD Boardroom at 175 Ingram Street, Duncan.

Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Electoral Area Services Committee. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250.746.2517 or 1.800.665.3955 to advise.

Meeting Date 5/2/2018

Contact Information

Contact Name O'Donnell

Representing *Field not completed.*

Number Attending 2

Address

City

Province

Postal Code

Telephone Number

Reply Email

Presentation Topic and Nature of Request B.C. Parks Management Plan for the Cowichan River Park. To ask the CVRD to be involved as a stakeholder in the Management Plan. Request that the C.V.R.D. advocate for neighbours who are adversely affected by the growing gun range in the Park as they did in the past as well as Regional Park users that are affected.

Do you have a No
PowerPoint presentation?

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



COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director K. Davis Area A

Grantee: _____ Grant Amount \$ 500.00

NAME: South Cowichan Volleyball Club

ADDRESS: 904 Frayne Rd, Mill Bay, BC V0R 2P1

wharf@shaw.ca

Contact Phone No: Linda Parsons 250-743-8646

PURPOSE OF GRANT: Equipment and capacity building

REQUESTED BY: *K. Davis*
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0439-111</u>	<u>\$ 500.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL *[Signature]*

Approval at Regional Board Meeting of _____

Finance Authorization

From: **Linda Parsons** wharf@shaw.ca
Subject: South Cowichan Volleyball Club Grant Request
Date: March 29, 2018 at 1:40 PM
To: kdavis@cvrld.bc.ca, sacton@cvrld.bc.ca, mclement@cvrld.bc.ca, liannidinardo@cvrld.bc.ca, anicholson@cvrld.bc.ca

Dear CVRD Directors of Areas A, B, C, D and E:

The South Cowichan Volleyball Club is in its third season of providing volleyball coaching and team play to girls ages 10-18 in the Cowichan Valley. The girls receive high level training from a group of dedicated coaches, who are not only passionate about volleyball, but also are role models to the girls and coach with the highest degree of integrity, respect and enthusiasm. The girls develop teamwork and leadership skills, positive attitudes, and respect for others, while learning competitive volleyball in a fun and supportive environment.

Each season the number of girls wanting to participate has increased and has resulted in the Club struggling to meet this demand. More equipment, jerseys and balls are needed. A Volleyball BC policy requires all coaches need to be certified, at a cost of \$536 per coach. We need more of our volunteer coaches to be certified. Because of this, we have had to turn girls away from participating.

South Cowichan Volleyball Club has worked hard to keep the registration fees for the girls at an affordable level while trying to manage its start-up costs.

On behalf of the Club, coaches and players, I respectfully request a grant in the amount of \$500. These funds will be put towards certifying a coach and purchasing needed equipment.

Sincerely,

Linda Parsons, SCVC Board Director

904 Frayne Road, Mill Bay, BC. V0R 2P1

250-743-8646 email: wharf@shaw.ca

website: <http://southcowichanvolleyballclub.teamsnapsites.com/>



CVRD RECEIVED APR 24 2018

Finance Division

COWICHAN VALLEY REGIONAL DISTRICT

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

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 1000.00

NAME: HONEYMOON BAY COMMUNITY SOCIETY

ADDRESS: P.O. BOX 129
HONEYMOON BAY, B.C.
V0R 1V0

Contact Phone No: DEENA SKINNER (c) 250-709-8339

PURPOSE OF GRANT: TO PROVIDE SUPPORT FOR
THE BAY DAYS "SHOW + SHINE" AND COMMUNITY
"POT LICK DIMMER" COMMUNITY CHRISTMAS GATHERING

REQUESTED BY: [Signature]
 Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0225-116</u>	<u>1,000.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

* DIRECTOR TO HAND DELIVER CHQ *



CVRD
RECEIVED
APR 20 2018

COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 7500⁰⁰

NAME: COWICHAN LAKE & DISTRICT CHAMBER OF COMMERCE

ADDRESS: P.O. BOX 824
LAKE COWICHAN, B.C.
VOR 2G0

Contact Phone No: K. WORSLEY 250-749-3244

PURPOSE OF GRANT: ASSIST & SUPPORT AREA VISITOR
CENTRE SERVICES

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0144-116</u>	<u>7500.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization

* DIRECTOR TO HAND DELIVER CHQ.



CVRD RECEIVED APR 20 2018

COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee: Grant Amount \$ 5000⁰⁰

NAME: CAYCUSE VOLUNTEER FIRE DEPT

ADDRESS: P.O. BOX 135
HOWEYMOON BAY, B.C.
V0R 1Y0

Contact Phone No: RON COUCH 250-745-6619

PURPOSE OF GRANT: SUPPORT CRITICAL SERVICES PROVIDED IN THE WEST COWICHAN LAKE AREA

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
01-2-1950-0174-116	5000.00

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

* DIRECTOR WILL HAND DELIVER CHQ.



COWICHAN VALLEY REGIONAL DISTRICT

Finance Division

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

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 1200⁰⁰

NAME: COWICHAN LAKE LADY OF THE LAKE SOCIETY

ADDRESS: P.O. BOX 47
LAKE COWICHAN, B.C.
VOR 2G0

Contact Phone No: TANYA KAUL 250-710-5580

PURPOSE OF GRANT: SUPPORT AMBASSADOR PROGRAM
AND TRAVEL FOR COWICHAN LAKE ROYALTY

REQUESTED BY: [Signature]
 Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0304-116</u>	<u>1200.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

* DIRECTOR TO HAND DELIVER CHECK



COWICHAN VALLEY REGIONAL DISTRICT

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

Finance Division

Submitted by Director MORRISON Area F

Grantee: _____ Grant Amount \$ 1000⁰⁰

NAME: VANCOOVER ISLAND WINDSPORT SOCIETY

ADDRESS: 7283 BELL MCKINNON RD.
DUNCAN, B.C.
V9L 6A8

Contact Phone No: LUKE ACKER - 250-884-6408

PURPOSE OF GRANT: SUPPORT AND PROMOTE THE
WORLD CLASS WINDFEST EVENT AT MITINAHT
LAKE IN 2018

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0412-116</u>	<u>1000.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 18, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Development Services Division
Land Use Services Department
SUBJECT: Development Permit Application No. 10-B-17DP (360 Stebbings Road)
FILE: 10-B-17DP

PURPOSE/INTRODUCTION

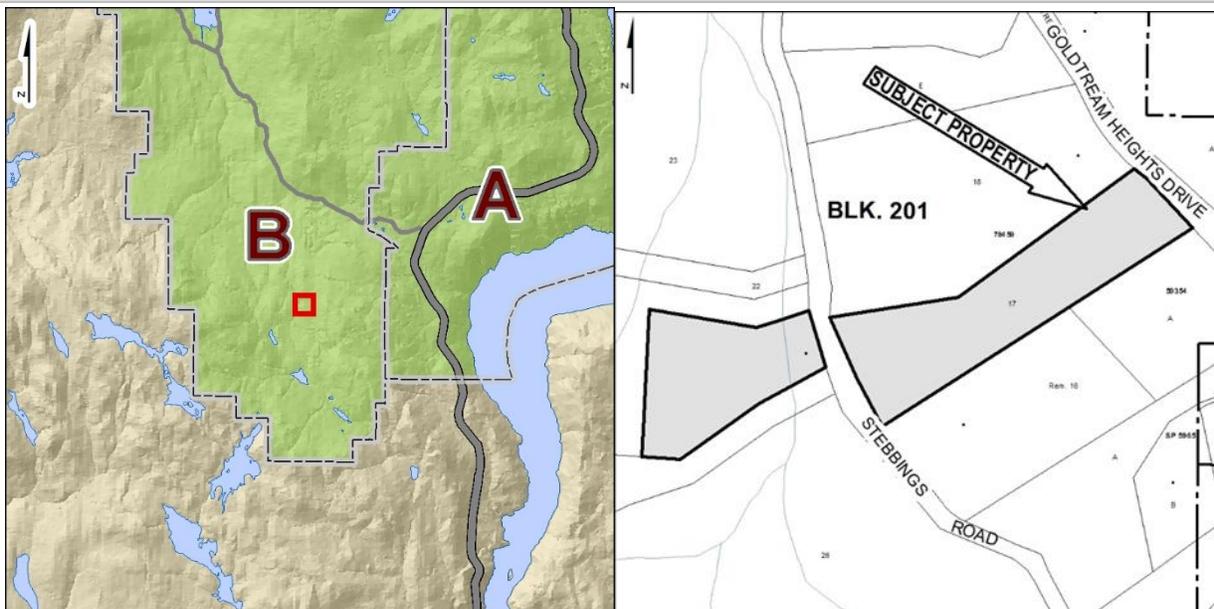
The purpose of this report is to present a Development Permit Application for a proposed three-lot subdivision (plus remainder) at 360 Stebbings Road in the southern part of Electoral Area B - Shawnigan Lake. A Development Permit is required pursuant to the South Cowichan Rural Development Permit Area.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That Development Permit Application No. 10-B-17DP (360 Stebbings Road) be approved with the following requirements:
 1. Compliance with the recommendations contained in report attachments C, D, and F – Q;
 2. A covenant registered on title of the subject property regarding compliance with development permit conditions prior to issuance of a building permit; and
 3. A security in the amount of \$1,500 per additional lot for construction monitoring for future buildings.
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. 2650.

LOCATION MAP



BACKGROUND

<u>Address:</u>	360 Stebbings Road (PID: 026-226-448)
<u>Legal Description:</u>	Lot 17, Block 201, Malahat District, Plan VIP78459
<u>Owners:</u>	Stephen Paul Eldridge
<u>Applicant:</u>	William Patrick Lucey
<u>Size of Parcel:</u>	10.00 ha (24.71 ac)
<u>Existing Use of Property:</u>	Single residential dwelling
<u>Use of Surrounding Properties:</u>	<u>North & West:</u> westerly F-1 lot logged, easterly RR-2 lot with dwelling; <u>East:</u> RR-2 with dwelling <u>South:</u> R-2 lots, one with dwelling; F-1, CD-1A, CD-1B lots
<u>Existing Water:</u>	Private Wells
<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>	<u>North & West:</u> westerly Rural Residential (RR); easterly Rural Resource (RUR) <u>East:</u> RR Rural Residential <u>South:</u> RUR Rural Resource and CLS Community Land Stewardship
<u>Zoning:</u>	West: Primary Forestry (F-1), East: Suburban Residential 2 Zone (RR-2)
<u>Development Permit Area (DPA):</u>	South Cowichan Rural DPA for general, landscape and drainage, riparian area protection and wildfire.

Site and Surrounding Properties

The 10 hectare (24.71 acre) subject property extends approximately 830 metres from the west side of Shawnigan Creek across Stebbings Road to Goldstream Heights Drive. There is a single residential dwelling on the west side of Stebbings Road less than 15m from Shawnigan Creek. This house pre-dates the 15-year-old subdivision of most of the surrounding lands. The proposed 3 new lots will be located on the portion of the property between Stebbings Road and Goldstream Heights Drive.

The surrounding area largely consists of logged/ third growth forest land, zoned primary forest on the west side of Stebbings Road and rural residential on the east side of the road. Two houses constructed in the last few years are located to the east at 4720 Goldstream Heights Drive and to the southeast at 319 Stebbings Road. To the northwest is a gravel pit and CVRD park Stebbings Road Community Forest. To the southwest is a smaller gravel pit and the privately managed Elkington Forest lands. See Attachments: A – Aerial Photo, B – Zoning Map, and C – Site Conditions Subdivision Image.

APPLICATION SUMMARY

The applicant is proposing to subdivide Lot 17 into four parcels: two 2.0 hectare (4.94 Acre) lots and one 2.23 ha (5.51 ac) lot on the east side of Stebbings Road (see Attachment C) and the remainder lot of approximately 3.8 hectares (9.39 acres) with the existing buildings on the west side of Stebbings Road. The logged sloped land has a complex surface and subsurface (glacial

till) drainage pattern which feeds Shawnigan Creek, a tributary of fish-bearing waters. Prior to Preliminary Layout Approval (PLA) by the Ministry of Transportation and Infrastructure (BC MoTI), a development permit is required. The Riparian Area Regulation and other development permit guidelines apply.

It is noted that the site drainage was disturbed prior to a Qualified Environmental Professional (QEP) QEP riparian area assessment, which began in the Spring of 2015. In early 2015, driveway construction for a potential subdivision resulted in sediment loading which flowed into Shawnigan Creek. The owner undertook some remedial measures and the erosion and sediment flow were reduced with some success. Biologists from Aquatex Scientific Consulting Ltd. were retained and suggested mitigation measures which included reducing flow from a disturbed perched wetland, regrading and seeding. Additional measures taken in the following years reduced episodic turbidity further.

The remaining tasks are to ensure no sediment flow in further subdivision and residential construction, and long term storm/ rain water management to eliminate future erosion.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

A review of the riparian assessment report was conducted by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRO) and amendments were recommended. The Ministry has confirmed that a site visit was conducted by their staff and other experts and concluded that the methods used by the Qualified Environmental Professional (QEP) were appropriate.

In accordance with the CVRD Fees and Procedures Bylaw, development permit applications for less than 3 new lots are not referred to the Advisory Planning Commission (APC), so this application is before the APC.

Zoning Bylaw No.985

The subject property is zoned Rural Residential (RR-2) in the Electoral Area B Zoning Bylaw, which contains the following amenity provisions in section 7.3C(g):

- (1) *The minimum parcel size is 4 hectares.*
- (2) *Despite Section 7.3C(g)(1) above, the minimum parcel size may be decreased to 2 hectares, ...:*
- (3) *In respect of any parcel created that is less than 4 hectares in area, a cash amenity contribution of **\$10,000 per new parcel created** shall be made, ... [for] ... public amenities ... prior to the registration of the new parcel(s).*

These provisions were addressed in the preliminary subdivision report to the Ministry of Transportation, 21-B-14SA, part of which is the requirement for a development permit.

Electoral Area B Advisory Planning Commission (APC)

The Electoral Area B Advisory Planning Commission reviewed the application at their meeting held 2018-APR-05 and moved to *recommend acceptance of application*. See Attachment R – APC Minutes.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

South Cowichan Rural DPA Development Permit Area (DPA):

The subject property is within the South Cowichan Rural Development Permit Area (DPA) of South Cowichan Official Community Plan Bylaw No. 3510. The applicable DPA guidelines include: OCP Section 24.4.1A General (including reference to provincial Develop with Care Guidelines), S.

24.4.6A Landscaping, Rainwater Management and Environmental Protection, S. 24.4.10A Riparian Protection, and S. 24.4.15A Wildfire Interface.

As required by the DPA guidelines, an RAR Assessment Report prepared by a Qualified Environmental Professional (QEP) was submitted with the application. Other guidelines are addressed in the application submission. See Attachment H – Riparian Assessment Report.

PLANNING ANALYSIS

Of the four sets of development permit guidelines that apply to this application, the most complex issues arise from the riparian protection DP guidelines. Riparian assessment measures address and inform the response to the other guidelines, so the analysis of the application needs to begin with the RAR.

Conditions

The Riparian Assessment Report for the subject property was prepared by Aquatex Scientific Consulting Ltd., on June 12, 2017. It identifies seven separately assessed watercourse and wetland areas, each with Streamside Protection and Enhancement Areas (SPEA), although three SPEAs are not significant. The ultimate goal is to prevent any sediment or other contaminants from flowing into Shawnigan Creek; an added complication is that downstream flows from eastern Lot 17 enter Shawnigan Creek outside of Lot 17. See Attachments: C – Site Conditions Subdivision Image, D – Stream Drainage Image – Fig 3 2017 Aquatex Report, E – Site Photos, F – Subdivision and SPEA Sketch - 2017 Aquatex Report and H – Riparian Assessment Report (photos p.46-72)– FLNRO #4637A.

The seven SPEA areas which flow into Shawnigan Creek are:

1. Shawnigan Creek – the creek begins about 1.5 km south of the subject property at Devereux Lake and flows through the site just west of Stebbings Road, then about 6 km further north to Shawnigan Lake. Nearly a dozen fish species have been identified in the creek south of the nearby dam downstream. The only house on the property is located less than 15m from the east bank of the creek. Turf grass is planted on the east side of the creek and the west side is in a largely natural state. No changes are planned for the proposed remainder of Lot 17 parcel through which the creek flows. See attached photos plans and reports. The QEP has set the SPEA width at just under 30m on both sides of the creek.
2. Tributary of Shawnigan Creek Wetland – this wetland is located near the centre-south of proposed Lot 2 surrounded by maturing conifers, related vegetation and riparian plant species. It has been identified as a habitat for amphibians (significant), small mammals and birds. The wetland SPEA is shown as 15m from the high water mark.
3. Tributary of Shawnigan Creek Stream – this seasonal stream flows north from adjacent Lot 16 onto the subject property, into the associated wetland, south back into Lot 16, through a human-made channel, down towards Stebbings Road, crosses the road via a culvert, then flows a further ~200m before joining Shawnigan Creek. The stream SPEA is shown as 10m from the high water mark.
4. Stebbing Roadside Stream – the stream that flows in the ditch on the east side of Stebbings Road is fed by road runoff, several springs to the east and south, and overland flow from a wet area to the east via the driveway drainage channel. The regular flow of spring-fed water makes this an RAR eligible stream. The SPEA is defined as 10m on the east side, but because of road ditch maintenance the riparian area can't be retained.

5. Goldstream Heights Ditch – this is a precipitation/ road-run off ditch which has no headwaters to classify it as a stream. When water is present, it flows northwest along Goldstream Heights Drive, eventually reaching Van Horne Creek. Although it is in the assessment area, the ditch water does not affect the subject property. The 5m SPEA distance is east of the property line.
6. Driveway Drainage Channel – excavation for the driveway to proposed Lot 1 unintentionally created this channel for water to flow from a former perched (also shown as *depressional*) wetland on the bench of land above the slope to Stebbings Road. Sediment from the exposed bank washed into Shawnigan Creek in the rainy seasons of 2015 through the beginning of 2017. The owner diverted the water flow by digging a trench which drained west overland with limited success decreasing erosion (no penalty applied under the Water Sustainability Act s. 11). A berm was then placed to retain water in the perched/*depressional* wetland, so the wetland no longer drains onto the driveway. Measures to reduce sediment have been completed by placing crushed gravel on the driveway and terracing the banks where the driveway was cut into the slope. The RAR method results in a 10m SPEA shown on the related drawing, but due to measures taken, the QEP requests a 0m SPEA, and the Ministry has no objection. A 30m Riparian Assessment Area remains (see attached SPEA plan). See Attachment F – Subdivision and SPEA Sketch - 2017 Aquatex Report.
7. Adjacent Wetland (on Lot 18 north of Tributary Stream) – the large wetland complex present on the adjacent property to the north drains north and forms part of the headwaters for another unnamed tributary to Shawnigan Creek. Although this wetland is not located on the subject property, the proximity of the wetland to the property boundary results in the 30m Riparian Assessment Area (RAA) extending onto the subject property.

Response Measures

To meet good stormwater management practice, eight categories of special measures are proposed which relate to the RAR assessment. No measures are suggested for measures categories *danger trees*, *windthrow*, and *protection of trees in the SPEA*, because the sites, mainly due to logging in previous years, do not have any significant trees to protect the SPEAs. In the medium and long term, tree planting will increase water uptake and help lessen storm water events. In a fourth measures category, no specific measures are recommended regarding the *floodplain*, but cumulative effect of implemented measures will lessen some floodplain concerns.

Riparian assessment work was done over the months from April 2015 through April 2016. In terms of fifth category of *slope stability*, measures were recommended and undertaken in 2017. The owner put road crush base on the driveway to reduce erosion of the driveway surface, the excavated slopes were further diminished in height and slope through terracing to reduce sediment transport, and some grass/ mixed seeding was undertaken.

The main recommendation to prevent encroachment in the SPEA (the sixth measures category) involves fencing and signage, so riparian vegetation is not trampled, dumping does not occur and so on. Orange snow fencing with *do not disturb* signage every 10m is recommended to define the SPEA boundaries prior to any on-site works. The correct installation and maintenance of silt fencing is the main measure suggested to reduce or stop sediments from entering watercourses, particularly Shawnigan Creek. See Attachment L – Silt Fencing Installation Instructions.

How to ensure that silt and SPEA protection fencing are put in place and remain effective, relies on monitoring. A simple monitoring method involving a checklist and prescribed photograph locations enables people with a variety of backgrounds to undertake the work; a biologist or related technician is not necessary. See Attachment M – Erosion and Sediment Control Checklist. The

owner(s)/developer will be the first party responsible for complying with the Development Permit, a covenant registered on title of all subdivided property will commit future owners to these best practices.

The QEP report recommends that an Erosion and Sediment Control Plan (E&SCP) be completed and implemented prior to any works on the site that would include any tree removal or clearing. In further conversation with the QEP regarding difficulty of making such a plan without any works or building location drawings, he suggested starting with a generic E&SCP (See Attachment K – Erosion and Sediment Control Plan). On-site spill kits would be part of the response to a failure in sediment retention.

The QEP also recommends a stormwater management plan be designed and implemented prior to construction to ensure there are no deleterious effects to the Unnamed Tributary of Shawnigan Creek (quality or quantity of water). The design of the plan is to be based on six principles to respond to the proposed construction. See Attachment I – Stormwater Management Measures.

Long-term stormwater management and erosion reduction will be helped by planting appropriate vegetation cover. An invasive species removal plan recommends where removal needs to be undertaken. Such a plan satisfies specific guidelines in both Riparian Protection and other environmental protection guidelines. See Attachment P - Invasive Species Management Plan indicates where riparian planting needs to be undertaken. No tree replacement plan is recommended because of the lack of trees, but tree planting in general will help decrease erosion through water uptake on this previously forested land. Formal and informal landscaping of the proposed lots needs to emphasize native species and xeriscaping planting.

The most effective tools the CVRD has to ensure that the above recommendations are implemented, are twofold. The best compliance measure is to help the developer understand and support best practices, which would make monitoring quick and easy. The next alternative is to tie approval to a covenant and boning registered on title with the parent and future lots. The developer has already gone some way to mitigate sediment flow based on recommendations from biologists. This is a good sign for future site management.

DPA Guidelines

Several sets of guidelines apply to this application. The riparian-related measures are the most important, but the best outcome will result based on following the whole set of guidelines.

General and Landscaping, Rainwater Management and Environmental Protection Guidelines are addressed by the recommendations in Attachments N – P.

Slope stability is an important issue raised in different ways in the guidelines. The letter/report by Ryzuk Geotechnical, dated March 3, 2015 in Attachment N makes four main recommendations:

1. An 11m building setback from the crest of the steep 45 degree road immediately east of Stebbings Road;
2. A 10m building setback from the base of the near-vertical rock face present in the northeast corner of the eastern (proposed lot 3 adjacent Goldstream Heights Drive);
3. Foundation[s] ... need to [be built on] expose[d] suitable subgrade dense sandy gravelly silt or ... bedrock; and
4. Storm water needs to be diverted to disposal fields [or cistern storage].

The Aquatex report recommendations (see Attachment G) refer to remediation seeding and planting differently than landscaping. A clarification is made by Aquatex in an email in Attachment O. Landscaping by future lot owners will ultimately be at their discretion, but in order to establish the best possible functioning drainage system (which may go some way to vegetation restoration),

native species and xeriscaping planting needs to be emphasized. Increasing extreme rain and drought events from climate change means it will be economical to have careful attention to where water loving and drought tolerant species are planted.

The Wildfire Interface Guidelines detailed in the Strathcona Forestry Consulting report dated April 18, 2015 (Attachment Q) covers the guidelines well, and should be integrated with all the planting and landscape management plans for a biologically well-functioning site and drainage to Shawnigan Creek.

The application has demonstrated that the site can be addressed according to the relevant guidelines.

Option 1 is recommended.

OPTIONS

Option 1:

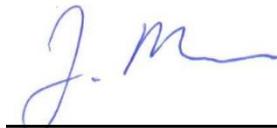
That it be recommended to the Board:

1. That Development Permit Application No. 10-B-17DP (360 Stebbings Road) be approved with the following requirements:
 1. Compliance with the recommendations contained in report attachments C, D, and F – Q;
 2. A covenant registered on title of the subject property regarding compliance with development permit conditions prior to issuance of a building permit; and
 3. A security in the amount of \$1500 per additional lot for construction monitoring for future buildings.
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. 2650.

Option 2:

That it be recommended to the Board that Development Permit Application No. 10-B-17DP (360 Stebbings Road) be denied.

Prepared by:

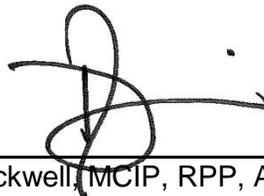


Jon Munn, MCIP, RPP
Planner II

Reviewed by:



Mike Tippett, MCIP, RPP
Manager



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

ATTACHMENTS:

- Attachment A – Aerial Photo
- Attachment B – Zoning Map
- Attachment C – Site conditions Subdivision Image – Fig 2 2017 Aquatex Report
- Attachment D – Stream Drainage Image – Fig 3 2017 Aquatex Report
- Attachment E – Site Photos and Riparian Assessment Report Photos
- Attachment F – Subdivision and SPEA Sketch - 2017 Aquatex Report
- Attachment G – Riparian Assessment 25 Recommendations - 2017 Aquatex Report
- Attachment H – **Electronic copy available on request.** Information from the 73-page Riparian Assessment Report (FLNRO #4637A) is contained in this staff report
- Attachment I – Stormwater Management Measures
- Attachment J – SPEA Signage 2017 Aquatex Report
- Attachment K – Generic Erosion and Sediment Control Plan
- Attachment L – Silt Fencing Installation Instructions
- Attachment M – Erosion and Sediment Control Checklist
- Attachment N - Geotechnical Report
- Attachment O - Landscaping Amendment Email
- Attachment P – Invasive Species Management Plan and Site Image (Fig 5 2017 Aquatex Report)
- Attachment Q – Recommendations to address Wildfire Interface Guidelines
- Attachment R – APC Minutes
- Attachment S – Draft Development Permit



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

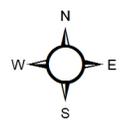
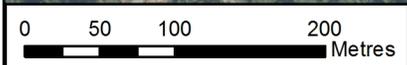
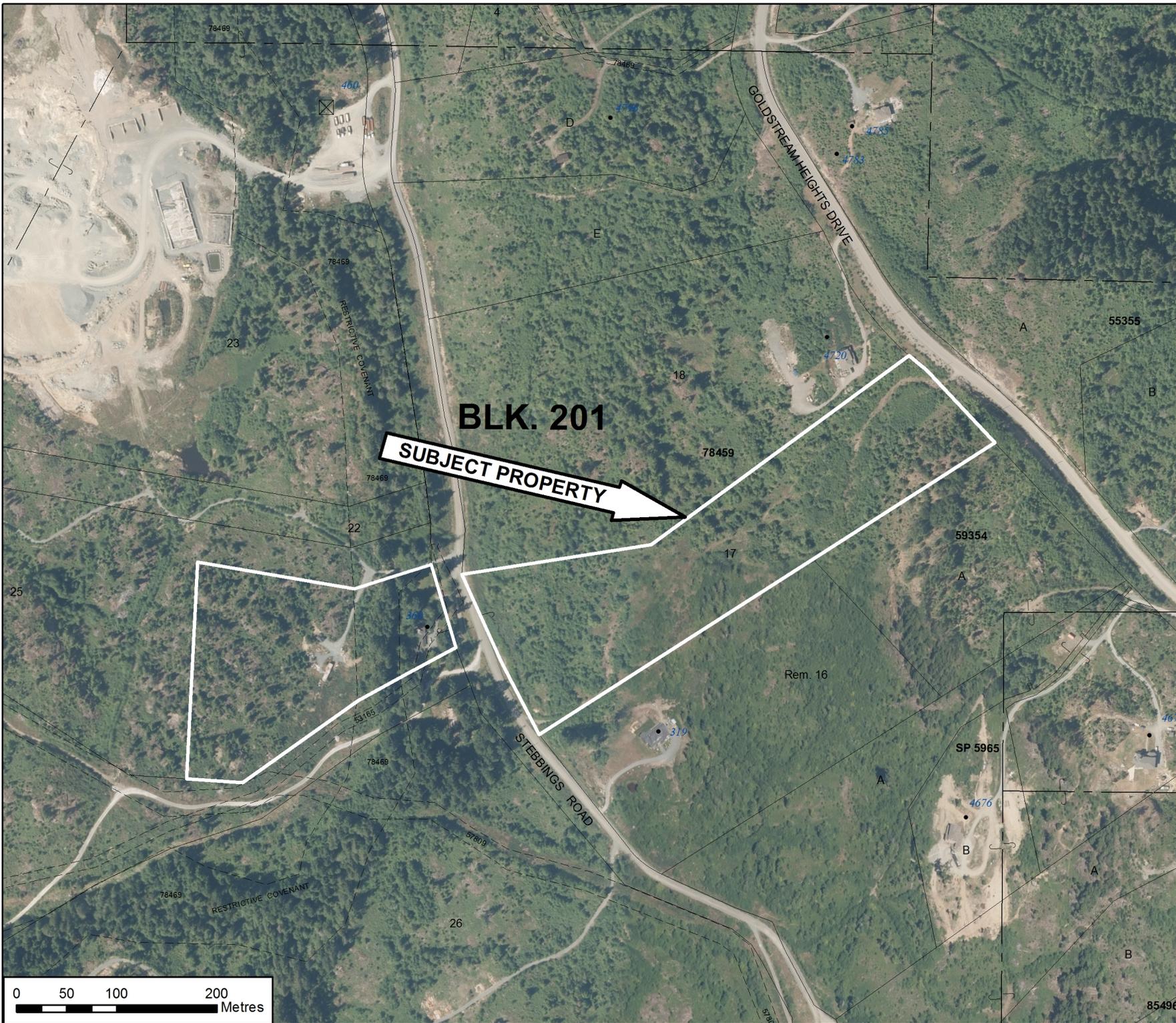
The Cowichan Valley Regional District does not warrant the accuracy.

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

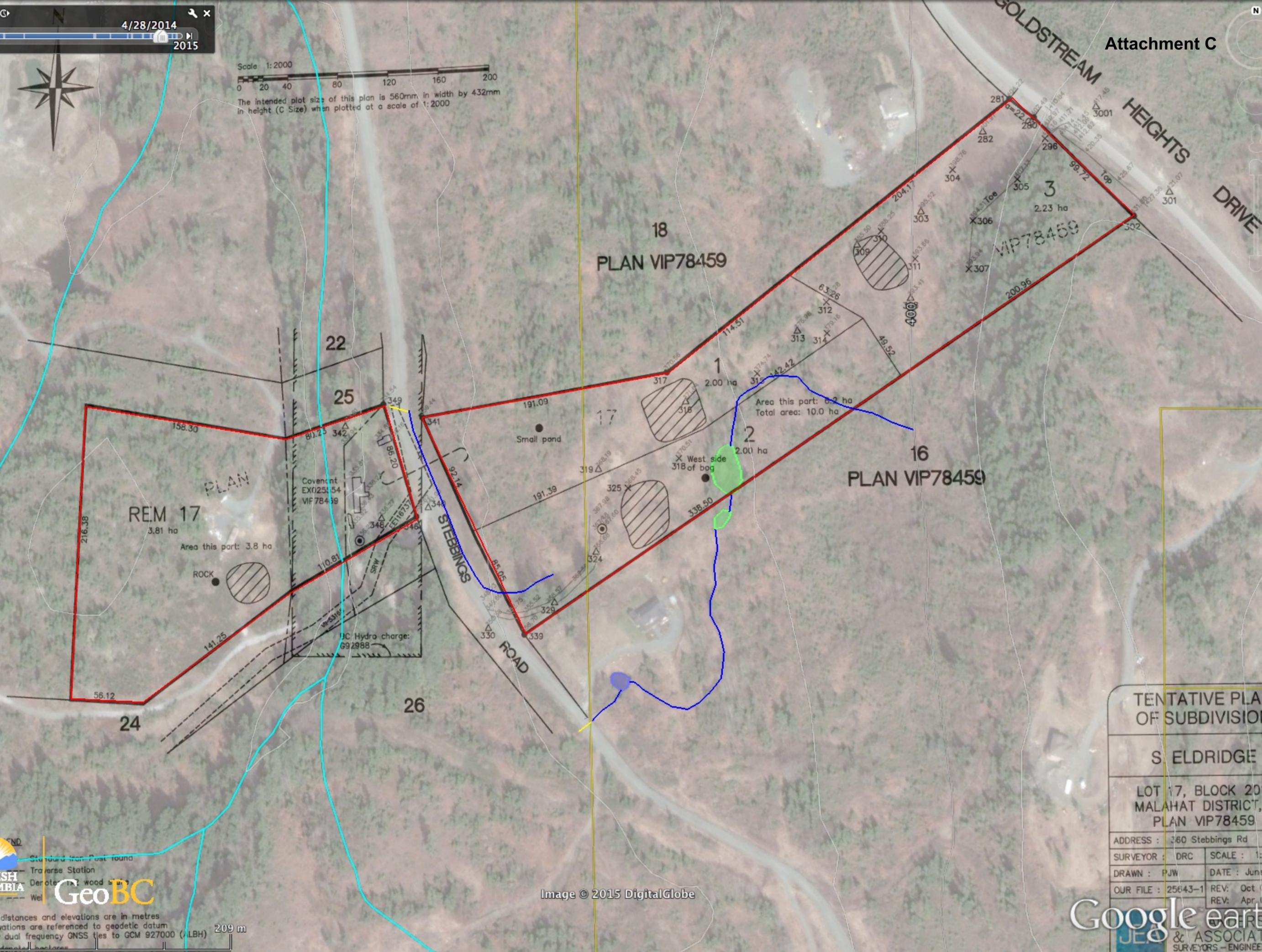
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 10-B-17DP

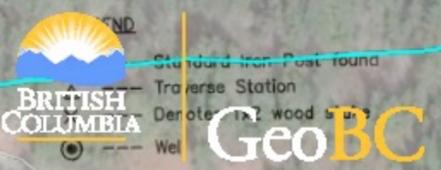
TRIM Orthophoto (2014)



Scale 1:2000
0 20 40 80 120 160 200
The intended plot size of this plan is 560mm in width by 432mm in height (C Size) when plotted at a scale of 1:2000



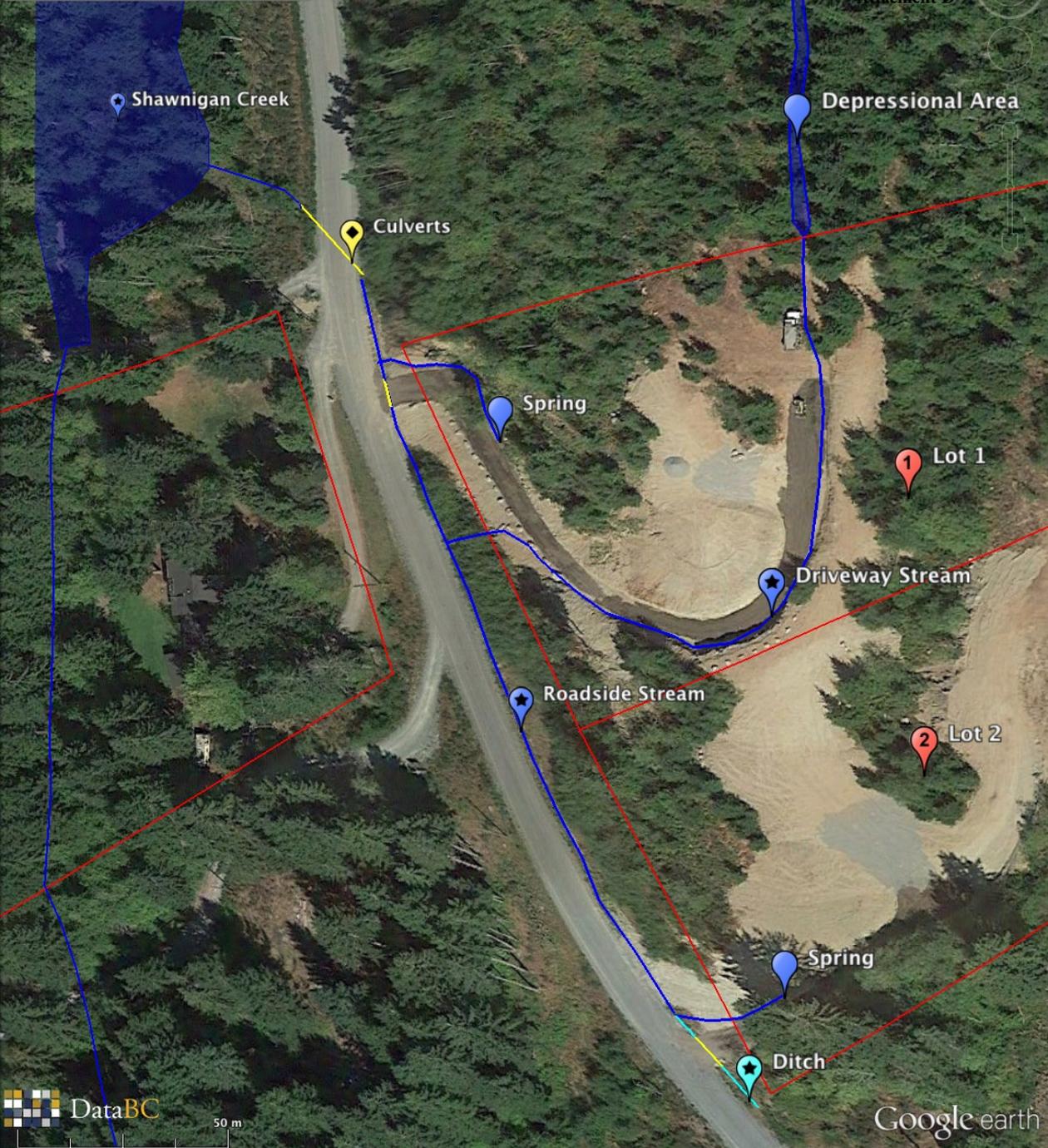
TENTATIVE PLAN OF SUBDIVISION	
S ELDRIDGE	
LOT 17, BLOCK 201, MALAHAT DISTRICT, PLAN VIP78459	
ADDRESS : 360 Stebbings Rd	
SURVEYOR : DRC	SCALE : 1:2000
DRAWN : PJW	DATE : June 27/0
OUR FILE : 25643-1	REV: Oct 08/14
	REV: Apr 07/15



All distances and elevations are in metres
Elevations are referenced to geodetic datum
by dual frequency GNSS ties to GCM 927000 (VLBH)

Image © 2015 DigitalGlobe

Google earth
J.E. & ASSOCIATES
SURVEYORS - ENGINEERS



**Photos for
Development Permit Application 10-B-17DP, 360 Stebbings Rd
and RAR Assessment Report #4637A Photographs, June 12 2017**



*1 Existing Dwelling west side of Stebbings Rd
(2014-Nov-12) Unchanged*



2 Adjacent Dwelling to the north (2014-Nov-12) Unchanged



3 Driveway to Proposed Lot 1, north (2018-Feb-20)



4 Roadside stream & culvert to Shawnigan Ck (2018-Feb-20)



5 Goldstream Hts Dr / east boundary view south (2014-Nov-12)



6 Goldstream Hts Dr view west to adjacent house on Lot 18 (2018-Feb-20)



7 Perched wetland behind dam at channel - north boundary (2018-Feb 20)



8 Central south wetland (2018-Feb-20)

6. Photographs



Figure 5. Looking north across the turf lawn extending from the residential dwelling to the stream bank. Note the gentle slope and the copses of trees situated in clusters. During this, and subsequent, site visits no stream debris was observed on the turf lawn, indicating the stream is moderately entrenched.



Figure 6. Looking downstream (north) showing the over wide channel (width : depth ratio), the dense vegetation on the west bank, which provides shade during the afternoon, and the clean gravel substrate. There is a small point bar forming adjacent to the turf



Figure 13. Looking north downstream with a narrowing channel, a shrub dominated riparian plant community, recent blow down of medium size woody material in the channel, and an out-cropping of bed rock (yellow arrow) in the lower right hand corner of the photograph.



Figure 14. The driveway access road leading to the south Lot. This driveway was constructed using native material cut from within the vertical wall leading to the building site. This driveway was unstable and subject to erosion during moderate rain storm events. Note the culvert in the drainage channel (yellow arrow). The red line is the approximate beginning of the road side drainage flowing north adjacent to Stebbings Road. There is a culvert under Stebbings Road upstream of the red line; this culvert

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

receives drainage from the adjacent property to the south and from the man-made stream channel constructed around the eastern perimeter of the adjacent property and the wetland situated on the southern property border.



Figure 15. Sediment flowing across Stebbings Road following a moderate rain storm.



Figure 16. Entrance to the property south of the property under assessment. Flows in the road side drainage cross under Stebbings prior to the driveway access (Figure 2), flowing into a small stream before flowing into Shawnigan Creek. This drainage meets the definition of a stream under the RAR.



Figure 19. Looking east across the newly, partially constructed driveway access leading to the proposed building site on the terrace. Note the sediment in the road side drainage channel; the sediment is primarily from disturbed soils associated with the driveway construction. Contrast this image with that in Figure 20.



Figure 20. The driveway access road has been completed, with a crushed road bed installed to minimize soil erosion. Note the mass wasting of the bank on the left. There is a significant quantity of seepage emanating from the fissures within the glacial till in the bank. This bank will be reshaped to eliminate the steep vertical face, in the late summer of 2017. The yellow polygon is at present bare, erodible soil; we have recommended that this area be covered with wood chips and planted with grass seed.



Figure 23. Runoff entering the road side drainage channel is carrying sediment and has a low level of turbidity.



Figure 24. Looking north along Stebbings Road. The road side drainage channel discharges into a culvert under the road (yellow arrow) (Figure 25).



Figure 29. North Lot, looking west and downslope at the driveway access road leading from Stebbings Road upslope to the building site. The drainage channel lies on the south side of the driveway (yellow arrow).



Figure 30. North Lot, looking northwest across the driveway access road to the proposed building site. The steep slope will be terraced to reduce the vertical wall height.



Figure 32. Looking towards the bermed wetland/pond (dashed yellow arrow). Note the drainage within the runoff ditch adjacent to the driveway (yellow arrow). This drainage is exfiltration from the shallow cut bank. A perched small depressional wetland lies within the forested area in the upper right hand corner of the image (blue arrow). The depressional wetland has no surface connection to the drainage channel or to the bermed wetland. The steep bank on the right-hand side of the driveway will be terraced to create a stable bank.



Figure 34. Looking across the newly constructed berm that prevents the wetland flows from being routed down the driveway drainage channel. The wetland extends north along the axis shown in the photograph approximately 100 metres. This wetland is fed by springs and seepage from the slope to the east.



Figure 35. Looking west across the berm to the channel draining the impounded water.



Figure 36. Looking west at the drainage channel routing wetland overflows to the bank adjacent to Stebbings Road.



Figure 37. The discharge of the water from the drainage channel flows infiltrates into the soils at the end of the man-made channel. There are no surface connections between this outlet and the drainage channel adjacent to Stebbings Road. The perched wetland and drainage channel are not connected by surface flow to Shawnigan Creek.



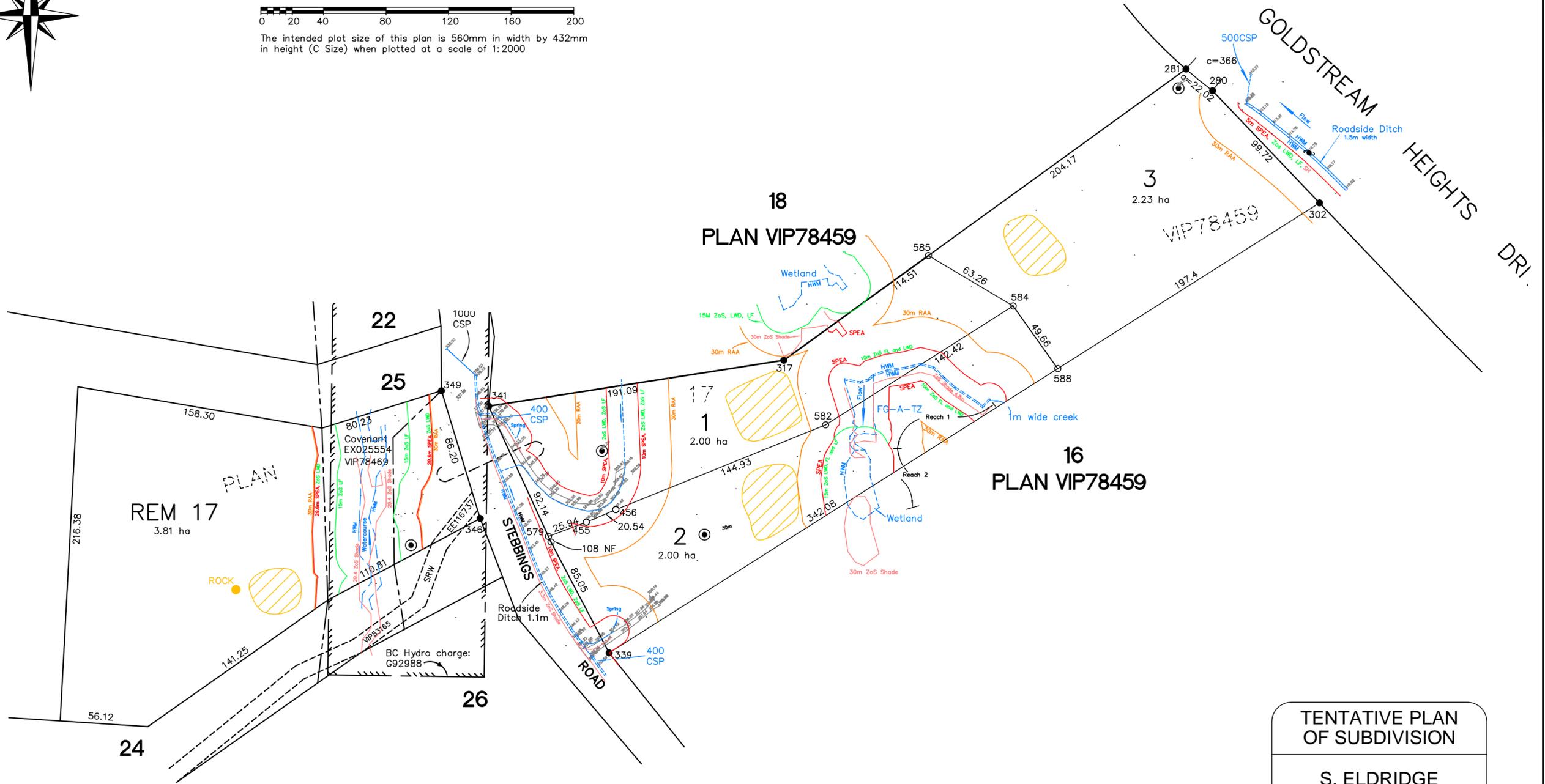
Figure 42. Looking southwest across the wetland.



Figure 43. Looking south along the man-made stream that encircles the residential building. Note the stream flow in the stream channel that consists of a mix of flow from the wetland and surficial over land flow from the steep hillside lying to the east. Near surface ground water is also intercepted by the stream channel. The yellow arrow is the location of the image shown in Figure 44.



Scale 1:2000
 0 20 40 80 120 160 200
 The intended plot size of this plan is 560mm in width by 432mm in height (C Size) when plotted at a scale of 1:2000



- LEGEND**
- --- Standard Iron Post found
 - △ --- Traverse Station
 - × --- Denotes 1x2 wood stake
 - ⊙ --- Well
- All distances and elevations are in metres
 Elevations are referenced to geodetic datum
 by dual frequency GNSS ties to GCM 927000 (ALBH)
 ha denotes hectares
- Proposed Disposal Field Area (Perc tested)

- HWM --- High Water Mark
- RAA --- Riparian Assessment Area
- SPEA --- Streamside Protection and Enhancement Area
- ZoS --- Zone of Sensitivity
- LWD --- Large Woody Debris, Bank and Channel Stability
- LF --- Litter Fall and Insect Drop
- SH --- Shade

**TENTATIVE PLAN
OF SUBDIVISION**

S. ELDRIDGE

LOT 17, BLOCK 201,
MALAHAT DISTRICT,
PLAN VIP78459

ADDRESS : 360 Stebbings Rd	
SURVEYOR : DRC	SCALE : 1:2000
DRAWN : PJW	DATE : June 27/08
OUR FILE : 25643-1	REV: Oct 08/14 REV: May 10/17

**J.E. ANDERSON
& ASSOCIATES**
SURVEYORS - ENGINEERS

4212 GLANFORD AVENUE,
VICTORIA, BC, V8Z 4B7
TEL: 250-727-2214 FAX: 250-727-3395
WEB: www.jeanderson.com
VICTORIA - NANAIMO - PARKSVILLE

Synopsis of 25 Assessment Recommendations Aquatex Scientific Consulting

The following is a synoptic list of the specific recommendations outlined in the RAR, and the appended supplemental reports¹, that shall be required to conserve and protect the integrity of the multiple SPEAs and the aquatic habitat of the unnamed wetland and stream [tributary of Shawnigan Creek]. *Note: [] indicates added text.*

General

1. Kevin L. Telfer, R.P.Bio., R.P.F., Ecosystem Biologist/Habitat Officer, BC Ministry of Forests, Lands, and Natural Resource Operations, Nanaimo) has indicated in an email to Aqua-Tex (July 12, 2017) that the Ministry shall not require Section 11 Notification Permits for the installation of works that were constructed without Water Sustainability Act (WSA) authorization, as noted in the Ministry review of the RAR Assessment report.
2. The Ministry has noted in their email that the land owner is responsible for all liability arising from the unauthorized works.
3. The Ministry has expressed concern that all Special Measures in the RAR Assessment report SHALL be implemented prior to any construction on any lot.

Silt Fencing/ Sediment Flow Prevention and Monitoring

4. The Ministry has indicated their concern that there shall be no sediment loading or turbid runoff off-site from any of the properties into Shawnigan Creek or any of the Stebbings Road drainage ditches.
- 5. Silt fencing shall be installed prior to any construction works commencing on-site on any of the 3 newly-created lots.**
6. Silt fencing shall be installed on the SPEA boundary during any construction related to the building of residential dwellings on any of the 3 lots should that construction be within 30 metres of the High Water Mark of any water course noted in the RAR Assessment Report.

7. Silt fencing shall be installed under the direction and supervision of a QEP.

SPEA Encroachment Prevention and Monitoring

- 8. An orange snow fence shall be installed at the prescribed SPEA Boundary, during any construction related to the building of residential dwellings on any of the 3 lots should that construction be within 30 metres of the High Water Mark of any water course noted in the RAR Assessment Report prior to any construction activity.**
9. Signage indicating that there is a sensitive SPEA Management Zone requiring protection shall be installed on the orange snow fencing every 5 metres. An example of the signage is shown in **Figure 9** [Report p.18].
10. Written confirmation that the silt fencing has been correctly installed, prior to any construction activity or tree management activity, shall be prepared by the QEP and provided to CVRD Planning staff.

¹ Lucey, Patrick & Tracy Motyer, Aquatex Scientific Consulting Ltd, 201-3690 Shelbourne St, Victoria BC 360 Stebbings Road Development Permit Application (21 July 2017) and 360 Stebbings Road Riparian Areas Regulation Assessment (12 June 2017) FLNRO #4637A

Synopsis of 25 Assessment Recommendations

Aquatex Scientific Consulting

11. Prior to the issuance of a Building Permit, an Erosion & Sediment Control Plan shall be designed by a QEP. Erosion & Sediment Control measures, as prescribed by the QEP, are required to ensure a zero tolerance of sediment or polluted runoff entering the SPEA.
12. The Erosion & Sediment Control Plan shall consist of a standardized checklist and the use of Photopoint Monitoring. The standardized checklist shall be approved prior to its use for Erosion & Sediment Control monitoring by a QEP and CVRD Planning staff.
13. The Erosion & Sediment Control monitoring plan may include monitoring conducted by a construction supervisor sanctioned by a QEP, to verify construction-based stormwater runoff management meets the standard of care specified in the RAR Assessment report and that meets CVRD requirements.
14. During construction on any lot, the site shall be inspected on a weekly basis and after every 12-hour rainstorm of 6 mm (1/4"), or greater, to ensure that erosion and sediment control measures are functioning as intended and ensure that water quality of the stream and wetland are protected.
15. The site inspections shall include repeat photographs from prescribed camera locations as well as candid photographs showing activities of interest and the general condition of the site.
16. When a deficiency is noted it shall immediately be brought to the attention of the QEP, the developer, construction crews, and CVRD Planning staff, together with recommended mitigation measures.
17. Site inspections shall be conducted using a standardized checklist. The checklist shall be signed by the designated on-site Monitor and kept on file so that it is available if requested by regulatory agencies.
18. On-site Spill Kits shall be maintained in proper working order for the duration of all construction activity. Crews shall be instructed in the proper use of the spill kits.

[Landscaping/ Planting and Invasive Species Management]

19. An invasive species removal plan shall be designed by a QEP and implemented immediately upon the successful completion of the subdivision application process.
20. Removal of the invasive species including daphne, broom, gorse, and blackberry to a practical extent (>75% of the plants).
21. All plant material removed shall be disposed of using CVRD standard practices, or BMPs [best management practices] recommended by the Province of British Columbia's Invasive Species management program.

[Stormwater Management for Construction]

22. The management of stormwater for each of the newly established lots shall be based upon direct infiltration of design storm runoff volumes from the developed portion of each site into the ground.
23. Ensure that no water is discharged or infiltrated such that it would destabilize the slopes of the driveway accesses for lots 1 and 2.

Synopsis of 25 Assessment Recommendations

Aquatex Scientific Consulting

[Additional Work RE: Construction and Landscaping]

24. [Native species and xeriscaping tree planting required; no tree replacement may be needed due to previous logging] A long-term tree replacement plan shall be designed by a QEP to address the removal of any trees within the SPEA designated as danger trees, or that require removal to accommodate site servicing or building siting.

25. [Amended to: native species and xeriscaping planting] ~~No Landscape Planting is recommended for the newly created lots, nor for the remainder lot.~~

26. The home owner is required under the RAR, and by the CVRD, to have a QEP conduct a site assessment following development on any of the newly created lots, at the home owner's expense.

360 Stebbings Road
South Shawnigan Creek
& Unnamed Tributary
Riparian Areas Regulation Assessment



Prepared for: Steve Eldridge

June 12, 2017

Prepared by: Tracy Motyer, BSc, RBTech

Wm. Patrick Lucey, MSc, RPBio, CBIol, MRSB

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Riparian Areas Regulation: Assessment Report

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

Date April 14, 2015

1. I. Primary QEP Information

First Name	William	Middle Name	Patrick
Last Name	Lucey		
Designation	R.P. Bio	Company:	Aqua-Tex Scientific Consulting Ltd.
Registration #	1467	Email:	aqua-tex@islandnet.com
Address	201- 3690 Shelbourne Street		
City	Victoria	Postal/Zip	V8P 4H2
Prov/state	BC	Country	Canada
		Phone #	250-598-0266

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

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

3. III. Developer Information

First Name	Steve	Middle Name	
Last Name	Eldridge		
Company			
Phone #	250-514-6278	Email:	stebbings360@hotmail.com
Address	360 Stebbings Road P.O. Box 244		
City	Malahat	Postal/Zip	V0R 2L0
Prov/state	BC	Country	Canada

4. IV. Development Information

Development Type	Subdivision: 6 or less single family lots		
Area of Development (ha)	6.2	Riparian Length (m)	600
Lot Area (ha)	10	Nature of Development	New development
Proposed Start Date	May, 2017	Proposed End Date	January, 2018

5. V. Location of Proposed Development

Street Address (or nearest town)	360 Stebbings Road		
Local Government	Cowichan Valley Regional District	City	Shawnigan Lake
Stream Name	S. Shawnigan Creek & Unnamed Tributary Stream		
Legal Description (PID)	026-226-448	Region	1 Vancouver Island
Stream/River Type	Stream	DFO Area	18 Vancouver Island
Watershed Code	920-235800 (Shawnigan Creek)		
Latitude	48°	32'	46"
Longitude	-123°	36'	8"

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

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

1.1 *Fisheries Resources and Geographical Context*

The subject property at 360 Stebbings Road is ~10 ha in size and located within the Malahat area of the Cowichan Valley Regional District (Figure 1). The property lies within the South Shawnigan Creek Watershed and is bifurcated by Stebbings Road. The larger portion of the property lies east of Stebbings Road. There are two streams running through the property – South Shawnigan Creek, on the portion of the property west of Stebbings Road, and an unnamed tributary to South Shawnigan Creek on the portion of the property east of Stebbings Road (Figure 2). This property is near the headwaters of South Shawnigan Creek, which originates from Devereaux Lake/Elkington Pond and flows north into Shawnigan Lake. There are several drainage ditches on the eastern portion of the property, adjacent to Stebbings Road, and on the property to the south, lying on the east side of Stebbings Road. The latter property has been the site of significant re-routing of stream channels which meet the definition of ‘streams’ under the RAR.

The portion of the property west of Stebbings Road has a single-family residence and associated driveways and outbuildings. The portion of the property east of Stebbings Road has been harvested for timber in the recent past and is currently a regenerating cut block. There are no structures on the east parcel except for two roughed-in driveway accesses, drilled domestic supply wells, and cleared building sites. The eastern boundary of this parcel is Goldstream Heights Road. The third Lot, accessed from Goldstream Heights Road, has a driveway access and a drilled well.

Potential sewage disposal field locations have been identified and their perk capabilities confirmed by J.E. Anderson and Associates Ltd. engineering staff.

In addition to South Shawnigan Creek and the unnamed tributary stream, there are two roadside drainage channels along Stebbings Road and Goldstream Heights Drive. The Goldstream Heights channel is a typical roadside drainage ditch with no significant headwaters, therefore it has been designated as a ditch in this RAR. In contrast, the Stebbings Road channel is fed by a number of springs that form significant headwaters; therefore, it has been designated as a stream in this RAR. The Stebbings Road channel is described in more detail below.

There is a small depression, perched, unconnected wetland mid-slope above the driveway and building site; this perched wetland receives water from the slope above the wetland and seepage inflows from the adjacent vegetated moderate sloped lands to the east. It is not connected by surface flows and, therefore, is not subject to the RAR.

A second spring-fed wetland was identified on the adjacent property to the north. This wetland/pond was a perched landscape element whose over flow runoff infiltrated into the glacial till / bed rock comprising the parent material within which the wetland/pond is situated. This wetland does not meet the requirements to be subject to the RAR.

During the initial site assessment, the perched wetland/pond was identified and characterized. Subsequent construction of a driveway to provide access to a building site resulted in a stream channel, created as driveway drainage; this then resulted in the perched wetland/pond water being connected to the driveway drainage channel, discharging into the Stebbings Road stream

channel. The Stebbings Road drainage channel flows under the road in a culvert and then in a stream channel directly into Shawnigan Creek. Given the spring-fed headwaters of this man-made driveway drainage channel it would be classified as a fish bearing stream, the default being fish bearing, given no survey testing to confirm an absence of fish presence.

The challenge in this assessment is applying a SPEA and Special Measures to the unintentional drainage channels, resulting from the proposed Lot Layout whose driveway access becomes classified as streams. The stream channel adjacent to the Lot 1 driveway would have a SPEA with be a near vertical wall on one side, for most of the driveway length, with the driving surface separating the walls (Figure 29 and Figure 31). The majority of the autumnal/winter runoff observed in this drainage channel was from the wetland/pond, with very minor contributions seeping from the cut bank.

The challenge in classifying the unintentionally constructed stream channel was rectified by the home owner subsequently berming the outlet end of the wetland/pond, constructing a stream channel outlet that drains into the adjacent forest soils. Thus, there is no longer any surface connection from the end of the driveway access drainage ditch, located at the top-of-slope, and the Stebbings Road stream channel. Therefore, the original classification of the wetland/pond was restored by the activity by the home owner (Figure 34). No permits were applied for by the home owner, in constructing any of the driveway access road or the berming and new drainage ditch.

Runoff from the newly constructed driveway access road, leading to the building Lot parcel, on the elevated bench above Stebbings Road, resulted in significant sediment loading and turbid runoff flowing into the Stebbings Road stream channel and directly into Shawnigan Creek (during the rainy periods of 2015/16 and 2017). The authors of this assessment report recommended remedial measures be taken by the home owner to prevent sediment loading and turbid runoff from entering Shawnigan Creek. While some measures were taken by the home owner, they were only partially successful, however, sediment loading continued episodically during the rainy seasons of 2015/16 and 2017. The home owner indicated that site had been visited by FLNRO staff monitoring Shawnigan Creek water quality, related to the adjacent SIA Contaminated Soil Deposit facility, the subject of public protest.

The application of compacted road base on the driveway surface has reduced the runoff-based erosion of sediments from the driveway. The drainage flows within the drainage channel adjacent to the driveway have been significantly reduced by the berming of the wetland/pond, resulting in reduced drainage flows originating from exfiltration emanating from the cut bank. These drainage flows are routed downslope into the stream flows adjacent to Stebbings Road (Figure 27).

A search through the Provincial Fisheries Information Database Queries (FIDQ) provided fish observation information for Shawnigan Creek. Fish within the Shawnigan Creek system include: steelhead (*Oncorhynchus mykiss*), threespine stickleback (*Gasterosteus aculeatus*), pumpkinseed (*Lepomis gibbosus*), prickly sculpin (*Cottus asper*), brown catfish (*Ameiurus nebulosus*), rainbow trout (*Oncorhynchus mykiss*), Kokanee (*Oncorhynchus nerka*), cutthroat trout (*Oncorhynchus clarki clarki*), coho salmon (*Oncorhynchus kisutch*), and chum salmon (*Oncorhynchus keta*). Small fish fry have been observed by the RAR team in Shawnigan Creek immediately downstream of the subject property and the owner of the subject property has personally caught trout in Shawnigan Creek on numerous occasions. It should be noted that a concrete dam blocks the stream and functions as a migratory barrier to fish migration; the dam is

located on the property downstream of the subject property (e.g., the SIA contaminated site property). Given the connection of the unnamed tributary to Shawnigan Creek it is **assumed to be fish bearing**. No fish trapping studies have been conducted to verify the presence or absence of fish in these reaches.

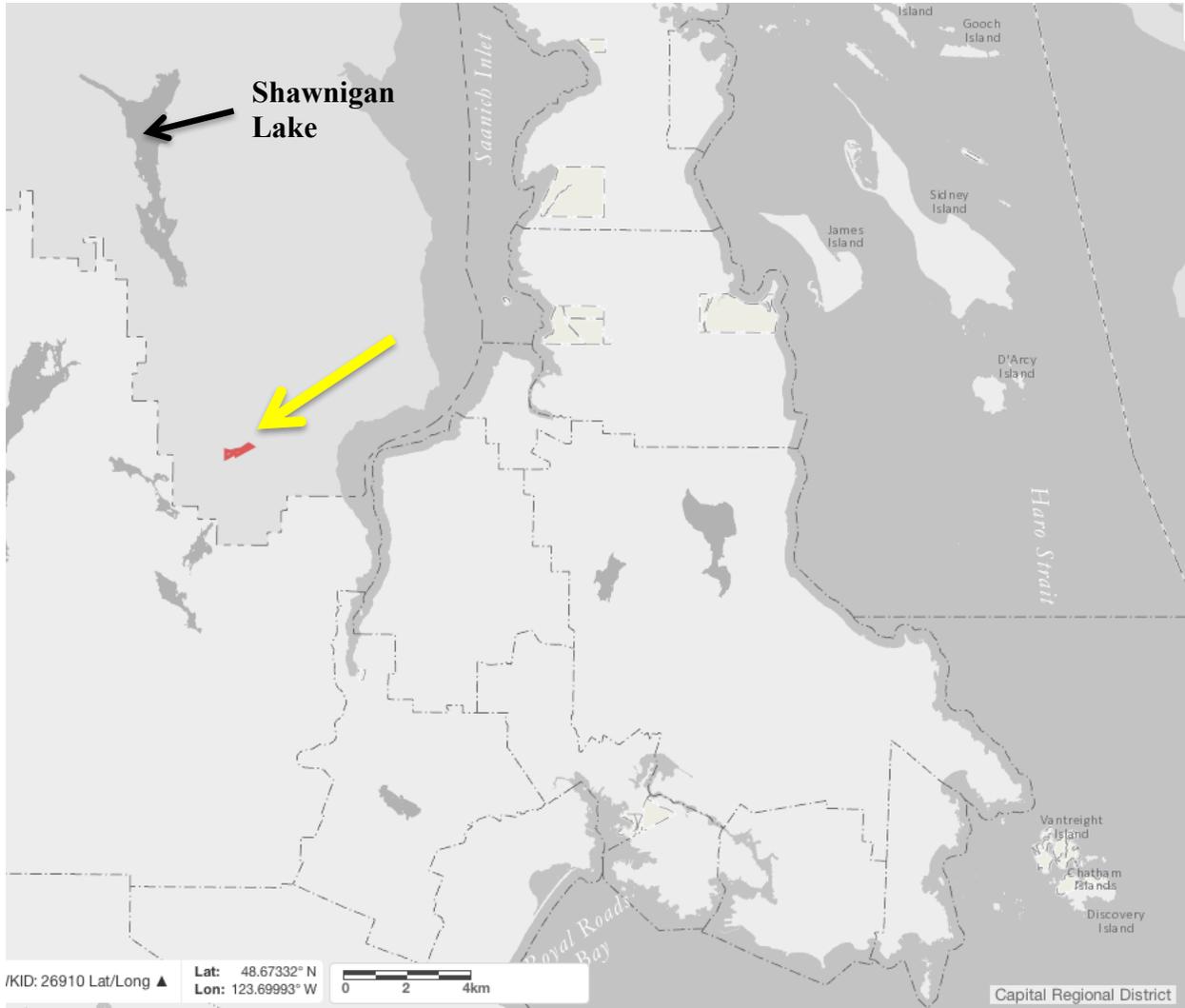


Figure 1: Overview map showing the location of 360 Stebbins Road (red polygon & yellow arrow) in the Malahat area of the Cowichan Valley Regional District. Image source: CRD Webmap.

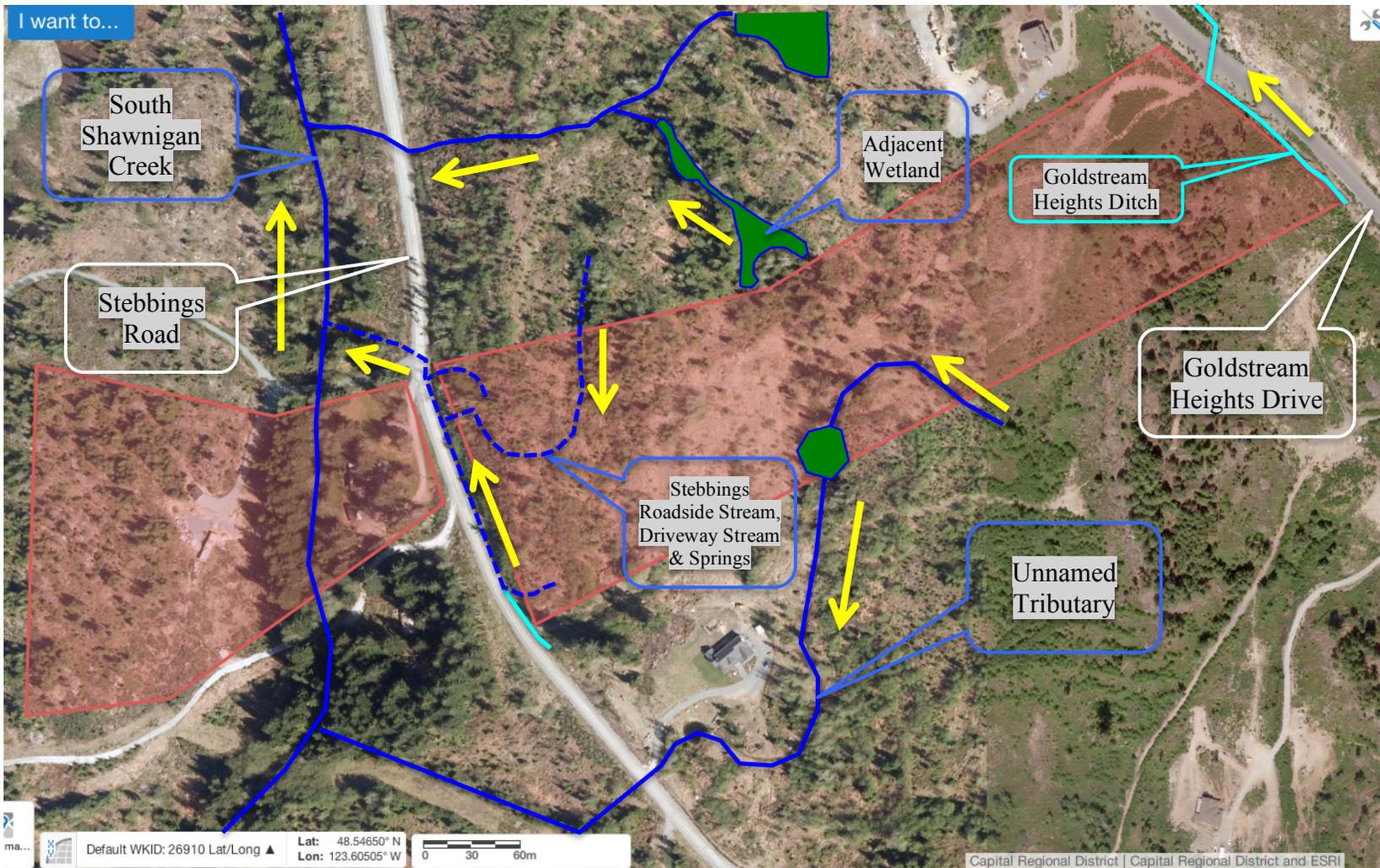


Figure 2. Orthophoto showing the subject property (red polygon) as initially assessed in 2015; S. Shawnigan Creek, the unnamed tributary in the east side of the parcel, the roadside ditch on Goldstream Heights, the spring-fed stream on Stebbings Road, the driveway stream and the adjacent wetland. The green polygons are wetlands. Yellow arrows show direction of stream flow (Image Source: CRD Webmap).

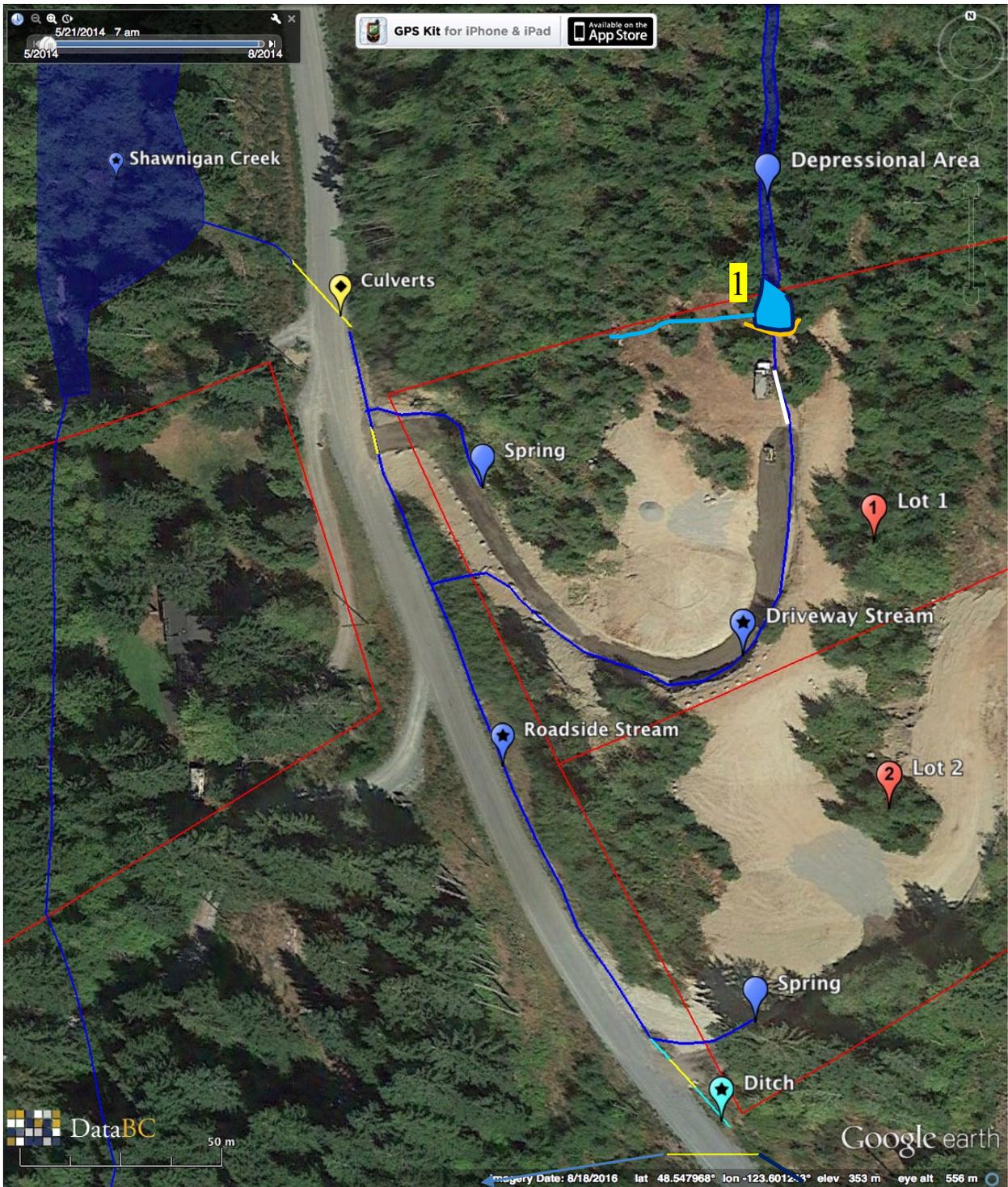


Figure 3. Illustrative sketch of the Stebbings Road frontage portion of the property (2017) showing the configuration of the Stebbings roadside stream, the depressional area and driveway stream, the location of the main springs and the connection to Shawnigan Creek (Image Source: Google Earth). Note that the perched, wetland/pond on the northern property border lies primarily on the adjacent property. Modifications made to the drainage channels in 2017 are shown above. The yellow #1 indicates the construction of a

berm to redirect wetland flows into a small channel discharging into the forested slope, removal of a portion of the drainage channel (white segment), and capping the driveways with a road base crush to minimize/eliminate soil erosion. Note the culvert immediately south of the Lot 2 property boundary diverting perimeter drainage channel flows under Stebbings Road into Shawnigan Creek. This culvert receives drainage from the adjacent property to the south of Lot 2.

1.2 Observations of Stream Channels and Vegetation

The complexity of this property and its mix of ditches, streams, and wetlands and the associated RAAs, ZOSs, and SPEAs resulted in the preparation of a series of Site Plans. The Master Site Plan provides all the survey information and RAR measurements, with each Sub-plan providing close-up maps of each segment with all the associated RAAs, ZOSs, and SPEAs and a second map of the same segment with only the SPEAs provided.

1.2.1 South Shawnigan Creek - west side of subject property

South Shawnigan Creek flows north through the subject property in close proximity to the existing house on the west side of Stebbings road (Figure 5 – Figure 7).

The stream flows through an area that has been harvested for timber in the recent past, resulting in a 15-20m wide buffer of maturing trees along the west bank of the stream with a regenerating cut-block beyond. Vegetation along the east bank of South Shawnigan Creek has been largely converted into a turf grass lawn with a few clusters of trees retained along the streambank and in small copses around the house. The turf lawn was constructed decades ago, prior to the implementation of the RAR.

Dominant species in the riparian area include: red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), salmonberry (*Rubus spectabilis*), Pacific ninebark (*Physocarpus capitatus*), salal (*Gaultheria shallon*) and grasses. Other species present include: bracken fern (*Pteridium aquilinum*), red huckleberry (*Vaccinium parvifolium*), periwinkle (*Vinca sp.*), Douglas-fir (*Pseudotsuga menziesii*), trailing blackberry (*Rubus ursinus*), hardhack (*Spirea douglasii*), sedges (*Carex sp.*), rushes (*Juncus spp.*), sword fern (*Polystichum munitum*), deer fern (*Blechnum spicant*), western redcedar (*Thuja plicata*), dull Oregon-grape (*Mahonia nervosa*), western white pine (*Pinus monticola*), common horsetail (*Equisetum arvense*), floating-leaved pondweed (*Potamogeton natans*), fringe-cup (*Tellima grandiflora*), skunk cabbage (*Lysichiton americanum*), and willows (*Salix spp.*).

This reach of South Shawnigan Creek is a slightly entrenched, gravel-dominated riffle-pool channel with some areas of established and developing floodplain. Some portions of the streambank are undercut as the stream naturally tries to create more sinuosity. Several stone-line riffles (manmade or man-modified) are also present. Near the downstream end of this reach, there is a small island of vegetation (red alder, salmonberry and pacific ninebark) within the stream channel. This island is separated from the east bank by a narrow channel (approx. 50cm) that appears to have been dug with a machine in the past. The upstream and downstream ends of this reach are marked by stream crossing bridges. Bridge abutment armouring constricts the width of the stream channel, making it narrower than would naturally be the case, particularly at the downstream (north) bridge.

1.2.2 Unnamed Tributary - east side of subject property

An unnamed tributary to South Shawnigan Creek flows in a westerly direction through that portion of the property on the east side of Stebbings road (Figure 2). The majority of this unnamed stream flows through an adjacent parcel of land to the south; only about 175 linear meters of this stream are located on the subject property.

This headwater stream, upstream of a small wetland, is a narrow channel flowing through a regenerating cut-block in an early phase (establishment) of succession. The subject property was logged as part of a larger cut block in the early 2000s. It appears that this stream was logged right to the edge of the channel, without the retention of any buffer trees, with only a few mature trees remaining. Old logging roads traverse the stream in multiple locations without culverts and a slash pile significantly encroaches on the channel resulting in short segments of braided channels. These braided sections were excluded from stream channel measurements, as they were not representative of the rest of the stream.

Dominant vegetation species in the riparian zone for the unnamed tributary include red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), bracken fern (*Pteridium aquilinum*), and trailing blackberry (*Rubus ursinus*). Other species present include common horsetail (*Equisetum arvense*), sword fern (*Polystichum munitum*), black gooseberry (*Ribes lacustre*), English holly (*Ilex aquifolium*), black raspberry (*Rubus leucodermis*), Douglas-fir (*Pseudotsuga menziesii*), dull Oregon-grape (*Mahonia nervosa*), salmonberry (*Rubus spectabilis*), and salal (*Gaultheria shallon*).

The unnamed tributary flows onto the property in a northwesterly direction and does nearly a 180 degree turn to flow back towards the southern property line. Surface flow in this stream channel is intermittent or seasonal in nature. Just before flowing off the property, the stream enters a small sedge wetland with an approximate areal extent of 600m² (Figure 40 – Figure 42).

Even though the majority of this stream is located beyond the property boundary (Figure 2), it is considered part of this assessment because the springs are on the subject property and the channel itself lies within 30m of the property.

The wetland is primarily vegetated with sedges; it has a very well defined edge surrounded by a thin buffer of maturing conifers not harvested during the most recent logging. Vegetation species present in the wetland and riparian area include sedges (*Carex sp.*), bracken fern (*Pteridium aquilinum*), salal (*Gaultheria shallon*), red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), Douglas-fir (*Pseudotsuga menziesii*), trailing blackberry (*Rubus ursinus*), salmonberry (*Rubus spectabilis*), sword fern (*Polystichum munitum*), common horsetail (*Equisetum arvense*), deer fern (*Blechnum spicant*), red huckleberry (*Vaccinium parvifolium*), skunk cabbage (*Lysichiton americanum*), and black gooseberry (*Ribes lacustre*).

1.2.3 Stebbings Roadside Stream - east side of Stebbings Road

There is a roadside stream along the entire length of property frontage on the east side of Stebbings Road (Figure 2 and Figure 3). This stream receives water from three main sources: 1) runoff from Stebbings Road, 2) springs from the adjacent hillside, and 3) a natural depressional area (this connection was modified in 2017 to reroute these flows away from the road side stream channel). When Stebbings Road was constructed, grading cut the road into the hillside and intercepted shallow groundwater flows. Additionally, to establish Lots 1 and 2, recent construction of two roughed-in driveways on the subject property have further cut into the hillside and significantly increased the number of springs and amount of water flowing into the Stebbings roadside stream.

It should be noted that this road side channel would be considered a ditch, if it were not spring fed. This roadside stream now captures interflow from the adjacent hillside and redirects it north through a culvert under Stebbings Road, ultimately discharging into Shawnigan Creek. The RAR applies to this roadside stream due to its direct surface flow connection to Shawnigan Creek (a known fish-bearing system). The upper portions of the road side drainage channel lie on the property to the south.

This roadside stream is well vegetated with red alders and shrubs, but is routinely cut back to ground level during maintenance activities, by Main Road Contracting Ltd. Though the vegetation had been cutback, no significant channel erosion was observed. Vegetation present in the roadside stream includes: red alder (*Alnus rubra*), salmonberry (*Rubus spectabilis*), sword fern (*Polystichum munitum*), trailing blackberry (*Rubus ursinus*), rushes (*Juncus spp.*), thistle (*Cirsium sp.*) and Scotch broom (*Cytisus scoparius*).

Driveway Stream

In addition to the roadside stream that parallels Stebbings Road, there is also a small stream channel flowing along the southern edge of the new driveway for proposed Lot 1 (Figure 28 and Figure 29). This stream was created during the driveway's construction when driveway drainage was connected to the natural perched, wetland/pond; the perched wetland/pond lies largely on the neighbouring property. The perched, wetland/pond is an elongated wetland that follows the contour of the hillside (Figure 34).

Constructed following the original 2015 assessment work, upon revisiting the site in late 2016 and early 2017 it was apparent that the perched, wetland/pond was connected by surface flow to the driveway drainage channel.

Ordinarily, the driveway drainage channel would be considered a ditch, but since the driveway was draining a perched, wetland/pond, which receives water from springs, the driveway drainage channel is considered a stream under the RAR. The driveway spring discharges into the Stebbings roadside stream and, subsequently, into Shawnigan Creek.

It should be noted that at the time of the original assessment, the new driveways were contributing a significant amount of turbid water and sediment to the roadside stream and subsequently Shawnigan Creek. The new driveways are steeply graded with large cut-

banks. The driveways collect water from springs, and interflow from the adjacent hillside, and channelize it into surface channels beside the driveways. The disturbed nature of the driveways, and adjacent hillside, generate significant quantities of erodible sediment. Short-term stabilization and long-term management of this area must be considered a high priority action for this project. Detailed recommendations are contained in Section 4 Measures. The home owner has undertaken significant alterations of the driveway to reduce sediment loading.

1.2.4 Goldstream Heights Roadside Ditch

There is a roadside ditch along the frontage of the subject property on Goldstream Heights Drive (Figure 2). This ditch begins at the watershed divide and flows northwest along the frontage of the property to a cross culvert immediately upstream of a roughed-in driveway. The ditch receives runoff from Goldstream Heights Drive, but the channel is usually dry and contains surface water only during precipitation or snowmelt events.

Downstream of the subject property, the ditch follows Goldstream Heights road and ultimately discharges into a tributary stream to Van Horne Creek. It is highly unlikely that fish would be present in this roadside ditch, given the regular lack of surface water and distance to known fish bearing reaches downstream, however no fish absence studies have been conducted.

This ditch is sparsely vegetated and contains areas of exposed bedrock. Vegetation in this ditch includes: red alder (*Alnus rubra*), Douglas-fir seedlings (*Pseudotsuga menziesii*), Scotch broom (*Cytisus scoparius*), dandelion (*Taraxacum officinale*), mosses and grasses.

This channel has been classified as a ditch because it has no significant headwaters, it is manmade, straight, and designed to provide drainage to Goldstream Heights. Even though this ditch is located beyond the property boundary, it is considered a part of this assessment because the channel itself lies within 30m of the property. Since this roadside ditch is not on the subject property, it should be noted that the property owner has only limited control over its management.

1.2.5 Adjacent Wetland – on neighbouring property

There is a large wetland complex present on the adjacent property to the north (Figure 2). This wetland drains north and forms part of the headwaters for another unnamed tributary to Shawnigan Creek. Although this wetland (Figure 49) is not located on the subject property, the proximity of the wetland, to the property boundary, results in the 30m Riparian Assessment Area (RAA) extending onto the subject property.

1.3 Description of Proposed Development and Timeline

This RAR assessment was triggered by a proposal to subdivide the subject property to create three new single-family residential lots and one remainder lot. The remainder lot will be the parcel of land on the west side of Stebbings Road; no changes are anticipated for the remainder lot. The only construction anticipated in the short term is installation of two driveway culverts in the Stebbings Roadside ditch (one new culvert, one

replacement). Two Lots would border Stebbings Road, while Lot 3 would be accessed from Goldstream Heights Road.

The driveway access roads leading from Stebbings Road through the steep banks, on the east side of Stebbings Road, have been constructed. Broad, flat terraces on the top of the steep banks have been constructed for two Lots adjacent to Stebbings Road.

The driveways have been observed during the winters of 2015/16 and 2016/17 as sources of sediment loading into the roadside stream channel, leading to sediment deposition into Shawnigan Creek. As part of a broader, Shawnigan Creek Proper Functioning Condition (PFC) Assessment, not part of this RAR assessment, the authors have documented the erosion of sediment and turbid water from the driveways. Since the confluence of the roadside stream channel with Shawnigan Creek lies within the densely-vegetated reach downstream of the north property boundary, which is not visible from Stebbings Road (Figure 13), turbid stream flows, originating from the driveways, observed downstream of the property, have mistakenly been attributed as originating from the SIA Contaminated Site by members of the public.

Future development of the newly created lots will entail construction of three new houses and associated servicing, including septic fields, on the three new lots created on the east side of Stebbings Road.

This RAR assessment was initiated in 2015 and then placed on hold by the property owner. The assessment was restarted in the winter of 2016/2017. Construction of the driveway access roads and the berming of the outlet of the perched wetland was conducted during the winters of 2015/16 and 2016/17.

During these two winter periods the authors periodically monitored the runoff from the driveways, documenting erosion and sediment and turbid runoff discharging into Shawnigan Creek. The property owner implemented measures to reduce the sediment loading. Ministry staff visited the site as part of a program of monitoring Shawnigan Creek water quality, associated with the SIA Contaminated Site.

Section 1 References

B.C. Ministry of Environment. Fisheries Inventory Data Queries (FIDQ). Single Waterbody Query: Waterbody Summary Information. Fish Presence Report. Data Query performed for Shawnigan Creek; December 3, 2015.

RIPARIAN AREA MANAGEMENT TR-1737-15, A User Guide to Assessing Proper Functioning Condition and the Supporting Science for Lotic Areas; Don Prichard, John Anderson, Cindy Correll, Jim Fogg, Karl Gebhardt, Russ Krapf, Steve Leonard, Brenda Mitchell, and Janice Staats. 1998. U.S. Department of the Interior, Bureau of Land Management, National Applied Resource Sciences Center, P.O. Box 25047, Denver, CO 80225-0047 (BLM/RS/ST-98/001+1737)

2. Results of Riparian Assessment (SPEA width)

Shawnigan Creek

Refer to Chapter 3 of Assessment Methodology

Date: 15-Dec-03

Description of Water bodies involved (number, type)

Stream (Shawnigan Creek)

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

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

	Channel Width(m)	Gradient (%)	
starting point	11.5		I, <u>Wm. Patrick Lucey R.P.Bio.</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	9.5		
	7.7		
	10.8		
	10.8	1.5	
	8.8		
downstream	11		
	14 *		
	7.3 *	1	
	8.7		
	9.2		
Total: minus high /low	88	2.5	
mean	9.8	1.25	
	R/P	C/P	
Channel Type	X		

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies, multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	29.4m						
Litter fall and insect drop ZOS (m)	15.0m						
Shade ZOS (m) max	29.4m	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	29.4m	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies, multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	29.4m						
Litter fall and insect drop ZOS (m)	15.0m						
Shade ZOS (m) max	29.4m	South bank	Yes		No	X	
SPEA maximum	29.4m	(For ditch use table3-7)					

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

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

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

Comments

- Shawnigan Creek flows south to north, so there is no South Bank. Shawnigan Creek is located on the west side of Stebbings Road, in the Remainder parcel. There are no changes proposed to the remainder parcel at this time.
- The stream flows in close proximity to the existing house; the east bank was historically largely converted to turf lawn extending to the HWM with scattered clusters of trees.
- There is an existing 15-20m wide buffer of maturing trees along the west bank of the stream; there is a regenerating cut-block beyond the riparian trees.
- Dominant species in the riparian area include: red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), salmonberry (*Rubus spectabilis*), Pacific ninebark (*Physocarpus capitatus*), salal (*Gaultheria shallon*) and grasses. Other species present include: bracken fern (*Pteridium aquilinum*), red huckleberry (*Vaccinium parvifolium*), periwinkle (*Vinca sp.*), Douglas-fir (*Pseudotsuga menziesii*), trailing blackberry (*Rubus ursinus*), hardhack (*Spirea douglasii*), sedges (*Carex sp.*), rushes (*Juncus spp.*), sword fern (*Polystichum munitum*), deer fern (*Blechnum spicant*), western redcedar (*Thuja plicata*), dull Oregon-grape (*Mahonia nervosa*), western white pine (*Pinus monticola*), common horsetail (*Equisetum arvense*), floating-leaved pondweed (*Potamogeton natans*), fringecup (*Tellima grandiflora*), skunk cabbage (*Lysichiton americanum*), and willows (*Salix spp.*).
- Near the downstream end of this reach, there is a small island of vegetation (red alder, salmonberry and pacific ninebark) within the main stream channel.
- A side channel flows between the island's east bank and the riparian bank.

Unnamed Tributary to Shawnigan Creek – Wetland

Refer to Chapter 3 of Assessment Methodology

Date: 16-Jan-11

Description of Water bodies involved (number, type)

Wetland (a small tributary flows into this wetland)

Stream	
Wetland	X
Lake	
Ditch	
Number of reaches	2
Reach #	1

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

	Channel Width(m)	Gradient (%)	I, <u>Wm. Patrick Lucey R.P.Bio.</u> , hereby certify that: e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; f) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u> ; g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
starting point	n/a	n/a	
upstream			
downstream			
Total: minus high /low mean	n/a	n/a	
	R/P	C/P	S/P
Channel Type			

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

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

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

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

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

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

f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;

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

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

Comments

- Wetland is part of the Unnamed Tributary to Shawnigan Creek (Figure 2).
- The wetland lies adjacent to southern property boundary, extending onto the property to the south. It is approximately 600m² & primarily vegetated with sedges. There is a well-defined edge with a thin buffer of conifers.
- There is a small tributary that lies to the northeast of the wetland, which we have determined is connected to the wetland. This outlet channel is man-made and consists of a constructed ditch flowing south around the residential dwelling on the adjacent property. This outlet stream was not assessed as it lies south of the property and there are no SPEAs that would be applied to the property under assessment.
- This man-made channel is designed to intercept overland surficial runoff and near surface ground water to prevent flooding of the dwelling.
- The drainage channel flows into a road-side stream channel beside Stebbings Road, crosses under the road in a culvert and then flows downslope into Shawnigan Creek.
- This channel meets the definition of a stream under the RAR.
- Vegetation species include sedges (*Carex sp.*), bracken fern (*Pteridium aquilinum*), salal (*Gaultheria shallon*), red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), Douglas-fir (*Pseudotsuga menziesii*), trailing blackberry (*Rubus ursinus*), salmonberry (*Rubus spectabilis*), sword fern (*Polystichum munitum*), common horsetail (*Equisetum arvense*), deer fern (*Blechnum spicant*), red huckleberry (*Vaccinium parvifolium*), skunk cabbage (*Lysichiton americanum*), and black gooseberry (*Ribes lacustre*).

Unnamed Tributary to Shawnigan Creek – Stream

Refer to Chapter 3 of Assessment Methodology

Date: 15-Dec-01

Description of Water bodies involved (number, type)

Stream (flowing into wetland, Reach #1)

Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	2
Reach #	2

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

	Channel Width(m)	Gradient (%)	
starting point	1.6		I, <u>Wm. Patrick Lucey R.P.Bio.</u> , hereby certify that: i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; j) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u> ; k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and l) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	1.4		
	1.0	16	
	2.2		
	4.0		
	4.0		
downstream	1.0	7	
	1.4		
	0.3		
	0.8	16	
	1.2		
Total: minus high /low mean	14.6		
	1.6	13	
	R/P	C/P	S/P
Channel Type			X

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10m						
Litter fall and insect drop ZOS (m)	10m						
Shade ZOS (m) max	4.8m	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	10m	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10m						
Litter fall and insect drop ZOS (m)	10m						
Shade ZOS (m) max	4.8m	South bank	Yes		No		
SPEA maximum	10m	(For ditch use table3-7)					

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

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

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

j) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;

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

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

Comments

- Unnamed Tributary to Shawnigan Creek.
- Segment 1 is the north bank; segment 2 is the south bank.
- This tributary is located on the portion of the property east of Stebbings Road where 3 new lots are proposed.
- Headwater stream flowing through cut-block harvested in the early 2000's.
- Harvested with no buffer, narrow riparian community has a canopy dominated by red alder & regenerating conifers.
- Old roads, assumed to be associated with site logging activities, criss-cross this stream.
- Vegetation species include red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), bracken fern (*Pteridium aquilinum*), trailing blackberry (*Rubus ursinus*), common horsetail (*Equisetum arvense*), sword fern (*Polystichum munitum*), black gooseberry (*Ribes lacustre*), English holly (*Ilex aquifolium*), black raspberry (*Rubus leucodermis*), Douglas-fir (*Pseudotsuga menziesii*), dull Oregon-grape (*Mahonia nervosa*), salmonberry (*Rubus spectabilis*), and salal (*Gaultheria shallon*).

Roadside Stream – Stebbings Road

Refer to Chapter 3 of Assessment Methodology

Date: 15-Dec-01

Description of Water bodies involved (number, type)

Channelized Stream

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

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

	Channel Width(m)	Gradient (%)	
starting point	0.6		I, <u>Wm. Patrick Lucey R.P.Bio.</u> , hereby certify that: m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; n) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u> ; o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	0.8		
	0.8		
	1.0	5	
	1.2		
	1.0	9	
downstream	1.1		
	0.8		
	2.0		
	1.6		
	1.5	5	
Total: minus high /low	9.8		
mean	1.1	6.3	
Channel Type	R/P	C/P	
		X	

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10m						
Litter fall and insect drop ZOS (m)	10m						
Shade ZOS (m) max	3.3m	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)				Man-made, seasonal flow, road-side ditch, no significant headwaters		
Ditch Fish Bearing	Yes	X	No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	10m	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10m						
Litter fall and insect drop ZOS (m)	10m						
Shade ZOS (m) max	3.3m	South bank	Yes		No		
SPEA maximum	10m	(For ditch use table3-7)					

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

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

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

n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;

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

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

Comments

- This stream is a roadside 'ditch' that flows along the east side of Stebbings Road for the length of the subject property (Lots 1 and 2) then crosses through a culvert under Stebbings Road and flows into South Shawnigan Creek, downstream of the logging bridge crossing Shawnigan Creek, north of the northern property boundary.
- This channel receives water from two primary sources: runoff from Stebbings Road and groundwater springs.
- This channel functions as a typical roadside drainage ditch, it is manmade, straight and designed to provide drainage to Stebbings Road.
- The channel intercepts interflow from the adjacent hillside only because of the construction of two new driveways on the property that have intercepted the groundwater table.
- For the purposes of this RAR assessment, this channel has been classified as a stream because it is fed by springs and, therefore, does not meet the definition of a ditch under the RAR.
- Fish habitat is very poor, but this ditch is assumed to be fish-bearing as it is directly

connected to South Shawnigan Creek and no fish study was conducted.

- While the 30m RAA for the stream falls onto the portion of the subject property west of Stebbings Road, the 10m SPEA does not extend onto this portion of the property (contained within road allowance).
- Vegetation includes: red alder (*Alnus rubra*), salmonberry (*Rubus spectabilis*), sword fern (*Polystichum munitum*), trailing blackberry (*Rubus ursinus*), rushes (*Juncus spp.*), thistle (*Cirsium sp.*) and Scotch broom (*Cytisus scoparius*).
- The construction of the driveway access road and culverts falls within the jurisdiction of the WSA; no other construction activity is planned within the 10 metre SPEA on the east side of Stebbings Road.
- Therefore, the 10 metre SPEA that extends from the HWM of the road side drainage stream upslope and this management zone should be left in a vegetated/treed state. However, Main Road Contracting periodically maintains the vegetation in this channel, typically removing the vegetation with a flail.

Goldstream Heights Roadside Ditch

Refer to Chapter 3 of Assessment Methodology

Date: 16-April-20

Description of Water bodies involved (number, type)

Ditch

Stream	
Wetland	
Lake	
Ditch	X

Number of reaches 1

Reach # 1

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

	Channel Width(m)		Gradient (%)	
starting point	1.5			I, <u>Wm. Patrick Lucey R.P.Bio.</u> , hereby certify that: q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; r) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u> ; s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	1.6		13	
	1.4			
	1.25 *			
	1.4			
downstream	1.4		10	
	1.7			
	1.8 *			
	1.35			
	1.6			
	1.8			
Total: minus high /low	13.75			
mean	1.5		11.5	
	R/P	C/P	S/P	
Channel Type			X	

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	5m						
Litter fall and insect drop ZOS (m)	5m						
Shade ZOS (m) max	5m	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)				Man-made, seasonal flow, road-side ditch, no significant headwaters		
Ditch Fish Bearing	Yes	X	No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	5.0m	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	5m						
Litter fall and insect drop ZOS (m)	5m						
Shade ZOS (m) max	5m	South bank	Yes		No		
SPEA maximum	5.0m	(For ditch use table3-7)					

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

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

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

r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;

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

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

Comments

- There is a roadside ditch along the frontage of the subject property on Goldstream Heights Drive.
- Downstream of the subject property the road-side drainage ditch ultimately discharges into a tributary stream to Van Horne Creek.
- It is highly unlikely that fish would be present in this roadside ditch, however no fish absence studies have been conducted, therefore it is assumed to be fish bearing.
- This ditch is sparsely vegetated with red alder (*Alnus rubra*), Douglas-fir seedlings (*Pseudotsuga menziesii*), Scotch broom (*Cytisus scoparius*), dandelion (*Taraxacum officinale*), mosses and grasses.
- This channel has been classified as a ditch because it has no significant headwaters, it is manmade, straight, and designed to provide drainage to Goldstream Heights Road.
- The ditch is located beyond the property boundary, but included in this assessment because the ditch lies within 30m of the property.

Spring-fed Driveway Drainage Channels

Refer to Chapter 3 of Assessment Methodology

Date: 16-April-20

Description of Water bodies involved (number, type)

Stream

Stream	X
Wetland	
Lake	
Ditch	

Number of reaches 1

Reach # 1

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

	Channel Width(m)	Gradient (%)	
starting point	0.5		I, <u>Wm. Patrick Lucey R.P.Bio.</u> , hereby certify that: u) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; v) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u> ; w) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and x) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	0.5	+10%	
	0.5		
	0.5		
	0.5		
	0.5		
	0.5		
	0.5		
	0.5		
	0.5		
	0.5		
	0.5		
downstream	0.5		
	0.5		
	0.5		
	0.5	+10%	
	0.5		
Total: minus high /low mean	4.5		
	0.5		
	R/P	C/P	S/P
Channel Type			X

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10m						
Litter fall and insect drop ZOS (m)	10m						
Shade ZOS (m) max	1.5m	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	10.0m	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10m						
Litter fall and insect drop ZOS (m)	10m						
Shade ZOS (m) max	1.5m	South bank	Yes		No	X	
SPEA maximum	10.0m	(For ditch use table3-7)					

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

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

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

v) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;

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

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

Comments

- The QEP designated SPEA for these channels is 0m.
- This road side drainage channel is technically classified as a stream under the RAR.
- However, since this channel consists of seepage from the cut-bank created when the driveway was constructed there is an engineering requirement for a drainage channel beside the driveway, with the runoff entering the road side stream beside Stebbings Road.
- This creates an unintentional dilemma in applying an RAR SPEA to a vertical cut-bank and a driveway.
- Therefore, I have determined that the application of a SPEA to the driveway portion of the drainage channel is not appropriate.
- Planting of riparian species within the driveway drainage channel would be encouraged under enhancement of the Special Measures section.
- The near vertical cut-bank walls do not appear to favour plant growth as these walls are at present unstable.
- We have recommended that these cut-bank walls be reduced in height by construction of a

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

terrace mid-height. This work is recommended to be done in late summer to minimize erosion.

- Once the terraces (both sides of the cut-bank) have been constructed we recommend planting the terraces to stabilize soils. It is acknowledged that there is minimal organic material within these glacial till banks.
- There is minimal habitat in these aquatic driveway drainage channels, however, the protection of fish habitat in Shawnigan Creek is important. There is minimal fish habitat, if any, within these drainage channels.
- Production of nutrients and higher trophic foods, such as invertebrates, within these driveway drainage channels is minimal; the primary value is in ensuring runoff water from the driveway channels is of the highest quality possible.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Adjacent Wetland

Refer to Chapter 3 of Assessment Methodology

Date: 16-Jan-11

Description of Water bodies involved (number, type)

wetland (north of property boundary)

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

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

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

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

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

z) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;

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

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

Site Potential Vegetation Type (SPVT)

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

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15						
Litter fall and insect drop ZOS (m)	15						
Shade ZOS (m) max	30	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	30.0m	(For ditch use table3-7)					

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

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

I, Wm. Patrick Lucey R.P.Bio, hereby certify that:
 y) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
 z) I am qualified to carry out this part of the assessment of the development proposal made by the developer Steve Eldridge;
 aa) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
 bb) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

- There is a wetland that lies on an adjacent property, to the north, whose 30 metre Riparian Assessment Area extends onto the subject property.
- This wetland forms part of the headwaters of another unnamed tributary stream that flows into Shawnigan Creek.
- The wetland consists of a large, elongated shallow impounded aquatic feature.
- It has an outlet channel that flows down slope, crosses under Stebbings Road in a culvert, forming part of an unnamed Tributary to Shawnigan Creek.
- This aquatic wetland/stream complex lies adjacent to the northern property boundary.
- The wetland is primarily vegetated with sedges and hardhack.
- Vegetation species include sedges (*Carex sp.*), hardhack (*Spirea douglasii*), bracken fern (*Pteridium aquilinum*), salal (*Gaultheria shallon*), red alder (*Alnus rubra*), western hemlock (*Tsuga heterophylla*), Douglas-fir (*Pseudotsuga menziesii*), trailing blackberry (*Rubus ursinus*), salmonberry (*Rubus spectabilis*), sword fern (*Polystichum munitum*), common horsetail (*Equisetum arvense*), deer fern (*Blechnum spicant*), red huckleberry (*Vaccinium parvifolium*), and skunk cabbage (*Lysichiton americanum*).

3. Site Plan

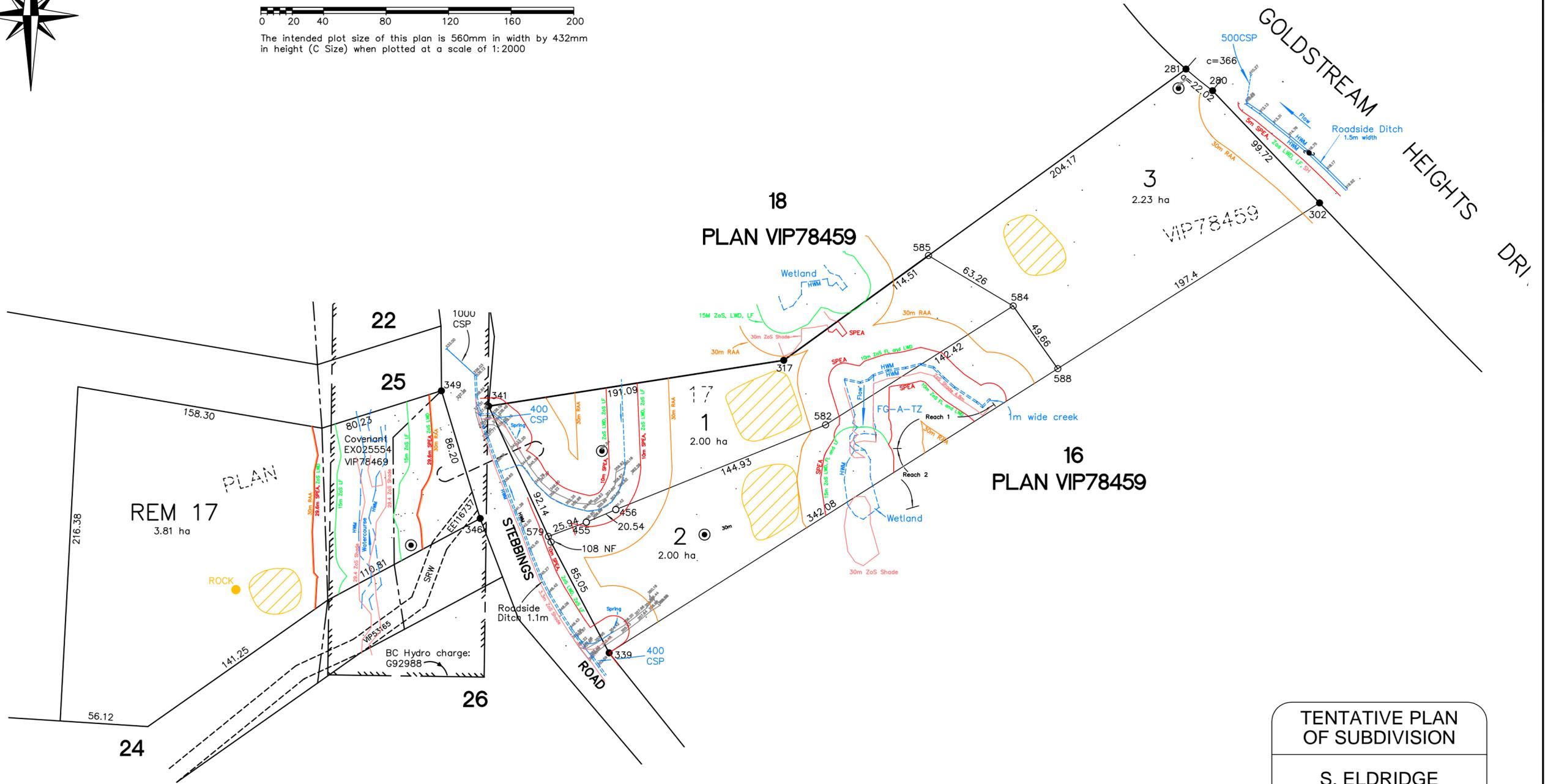
The complexity of the streams, wetlands, and ditches makes a single Site Plan difficult to read.

The following Site Plans have been included to enable detailed information for each of the sub-sites to be legible. The seven Site Plans are described in order below.

1. Master Site Plan with all mapping details included (ZOSs, SPEA, RAA).
2. Master Site Plan with only SPEAs.
3. Sub-plan for western Remnant property (Shawnigan Creek) SPEA.
4. Sub-plan for Lots 1 and 2 (central portion) with all mapping details included (ZOSs, SPEA, RAA).
5. Sub-plan for Lots 1 and 2 (central portion) with only SPEAs.
6. Goldstream Heights Drive with all mapping details included (ZOSs, SPEA, RAA).
7. Goldstream Heights Drive with only SPEAs.



Scale 1:2000
 0 20 40 80 120 160 200
 The intended plot size of this plan is 560mm in width by 432mm in height (C Size) when plotted at a scale of 1:2000



- LEGEND**
- --- Standard Iron Post found
 - △ --- Traverse Station
 - × --- Denotes 1x2 wood stake
 - ⊙ --- Well

All distances and elevations are in metres
 Elevations are referenced to geodetic datum
 by dual frequency GNSS ties to GCM 927000 (ALBH)
 ha denotes hectares

Proposed Disposal Field Area (Perc tested)

- HWM --- High Water Mark
- RAA --- Riparian Assessment Area
- SPEA --- Streamside Protection and Enhancement Area
- ZoS --- Zone of Sensitivity
- LWD --- Large Woody Debris, Bank and Channel Stability
- LF --- Litter Fall and Insect Drop
- SH --- Shade

Site Plan 1

TENTATIVE PLAN OF SUBDIVISION

S. ELDRIDGE

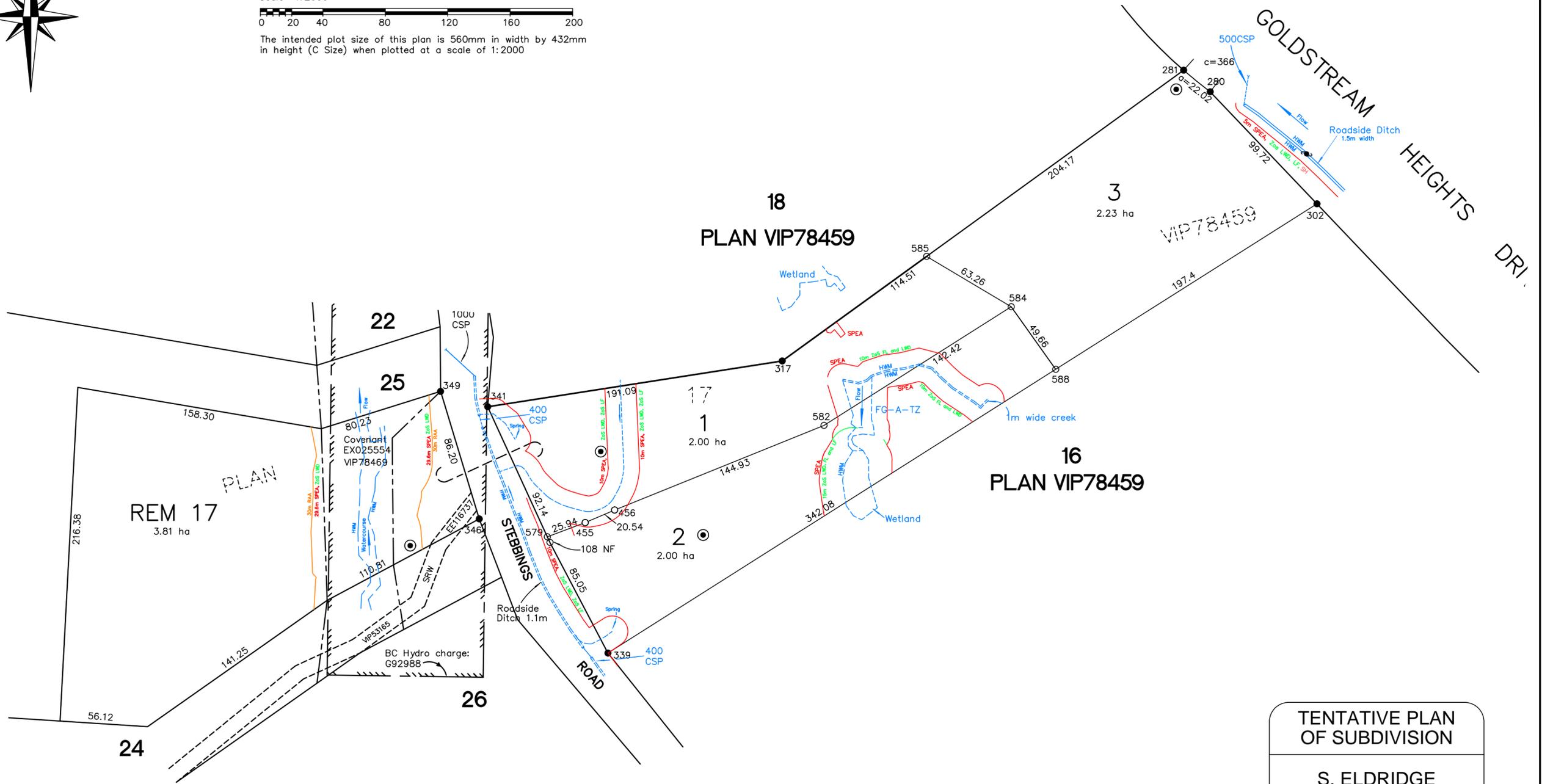
LOT 17, BLOCK 201,
 MALAHAT DISTRICT,
 PLAN VIP78459

ADDRESS : 360 Stebbings Rd	
SURVEYOR : DRC	SCALE : 1:2000
DRAWN : PJW	DATE : June 27/08
OUR FILE : 25643-1	REV: Oct 08/14 REV: May 10/17

JEA J.E. ANDERSON & ASSOCIATES
 SURVEYORS - ENGINEERS
 4212 GLANFORD AVENUE,
 VICTORIA, BC, V8Z 4B7
 TEL: 250-727-2214 FAX: 250-727-3395
 WEB: www.jeanderson.com
 VICTORIA - NANAIMO - PARKSVILLE



Scale 1:2000
 0 20 40 80 120 160 200
 The intended plot size of this plan is 560mm in width by 432mm in height (C Size) when plotted at a scale of 1:2000



- LEGEND**
- --- Standard Iron Post found
 - △ --- Traverse Station
 - × --- Denotes 1x2 wood stake
 - ⊙ --- Well
- All distances and elevations are in metres
 Elevations are referenced to geodetic datum
 by dual frequency GNSS ties to GCM 927000 (ALBH)
 ha denotes hectares
-  Proposed Disposal Field Area (Perc tested)

Site Plan 2

TENTATIVE PLAN OF SUBDIVISION

S. ELDRIDGE

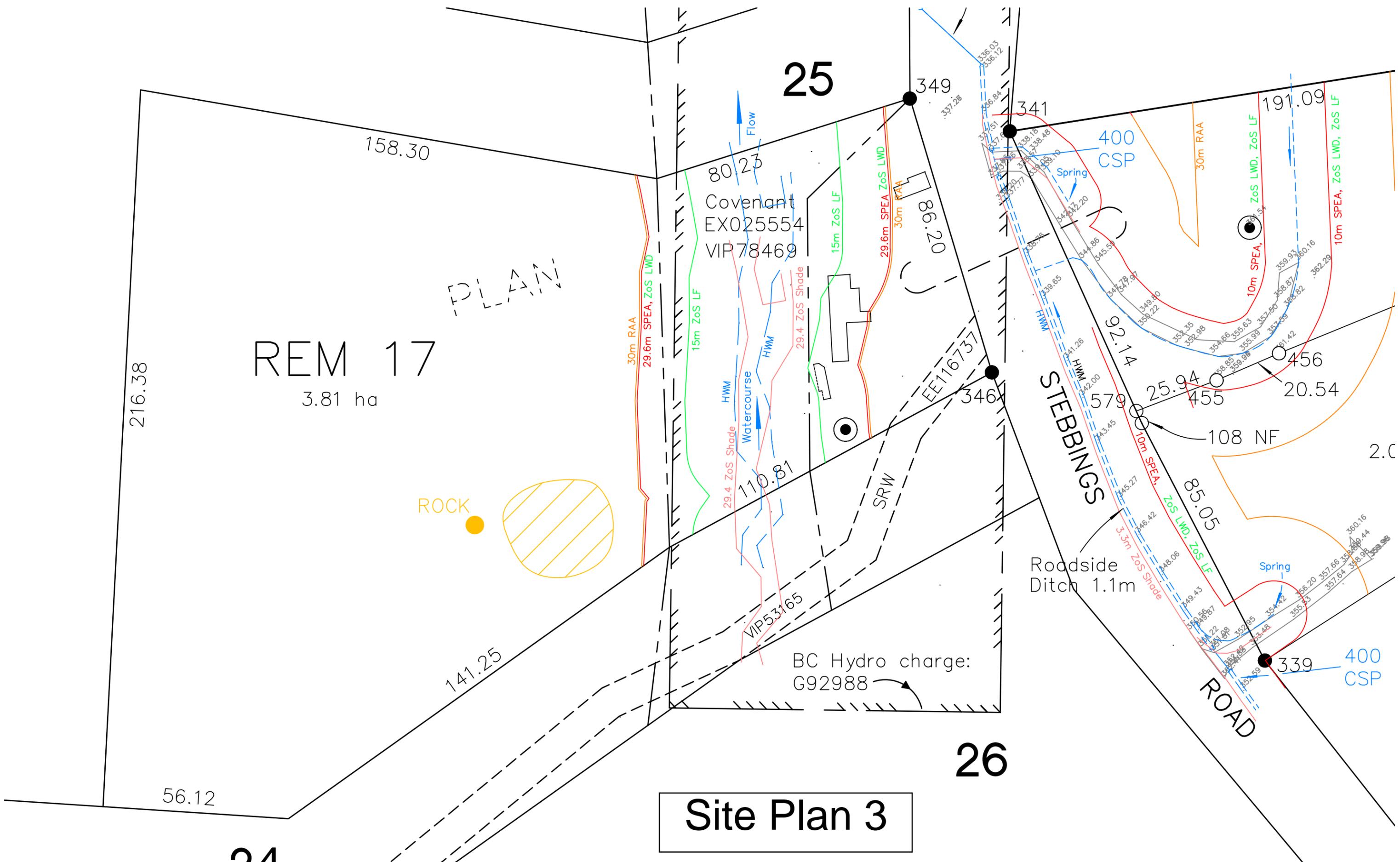
LOT 17, BLOCK 201,
 MALAHAT DISTRICT,
 PLAN VIP78459

ADDRESS : 360 Stebbings Rd

SURVEYOR : DRC	SCALE : 1:2000
DRAWN : PJW	DATE : June 27/08
OUR FILE : 25643-1	REV: Oct 08/14
	REV: May 10/17

JEA J.E. ANDERSON & ASSOCIATES
 SURVEYORS - ENGINEERS

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 VICTORIA, BC, V8Z 4B7
 TEL: 250-727-2214 FAX: 250-727-3395
 WEB: www.jeanderson.com
 VICTORIA - NANAIMO - PARKSVILLE



REM 17
3.81 ha

PLAN

Site Plan 3

25

26

STEBBINGS ROAD

Covenant
EX025554
VIP78469

BC Hydro charge:
G92988

ROCK

Roadside
Ditch 1.1m

ROAD

400
CSP

400
CSP

10m SPEA, ZoS LWD, ZoS LF

10m SPEA, ZoS LWD, ZoS LF

108 NF

30m RAA

29.6m SPEA, ZoS LWD

15m ZoS LF

30m RAA

Flow

Spring

Spring

HWM

Watercourse

HWM

SRW

EE116737

VIP53165

80.23

86.20

92.14

85.05

141.25

110.81

158.30

216.38

56.12

349

341

346

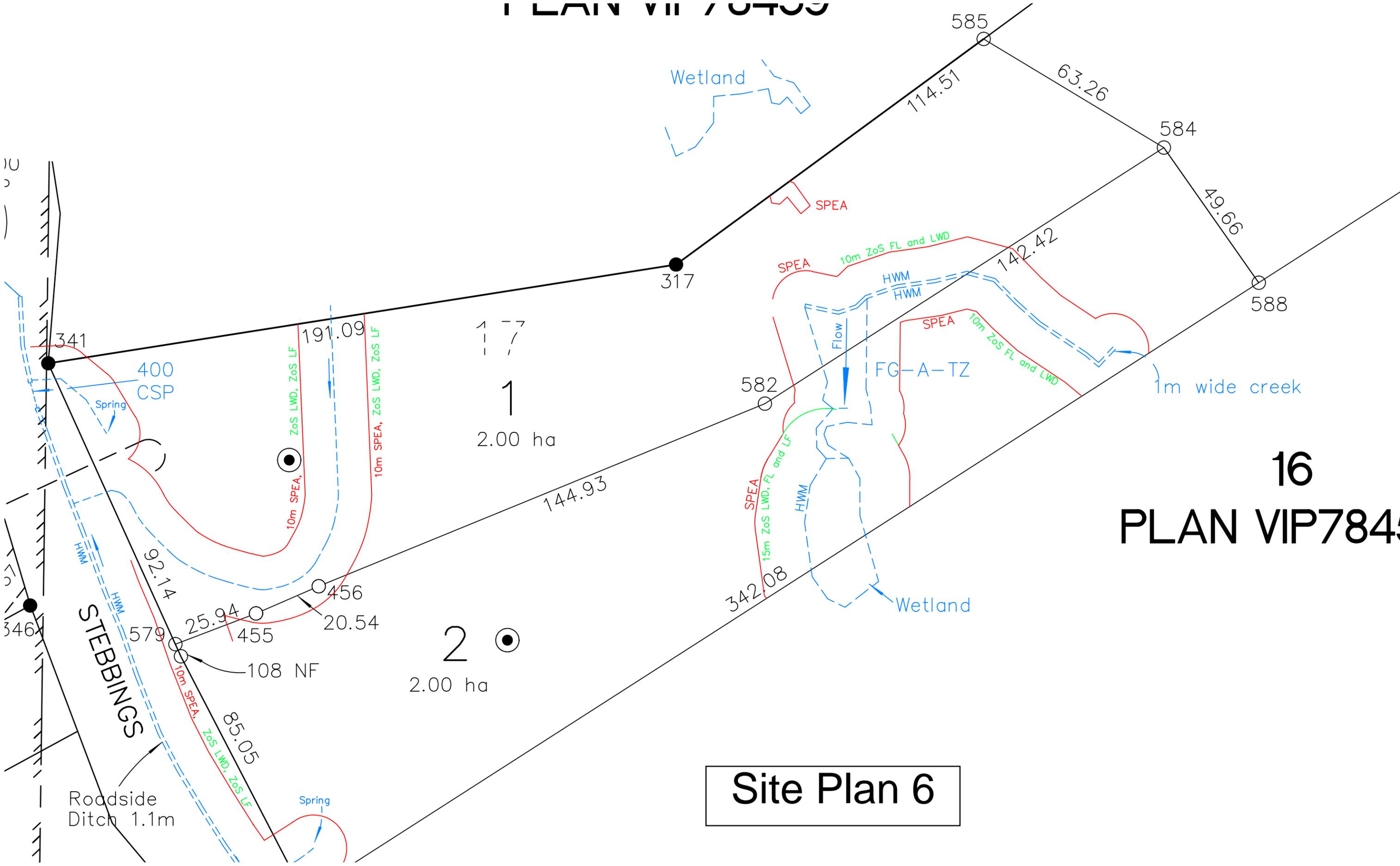
339

456

455

20.54

2.C



17

1

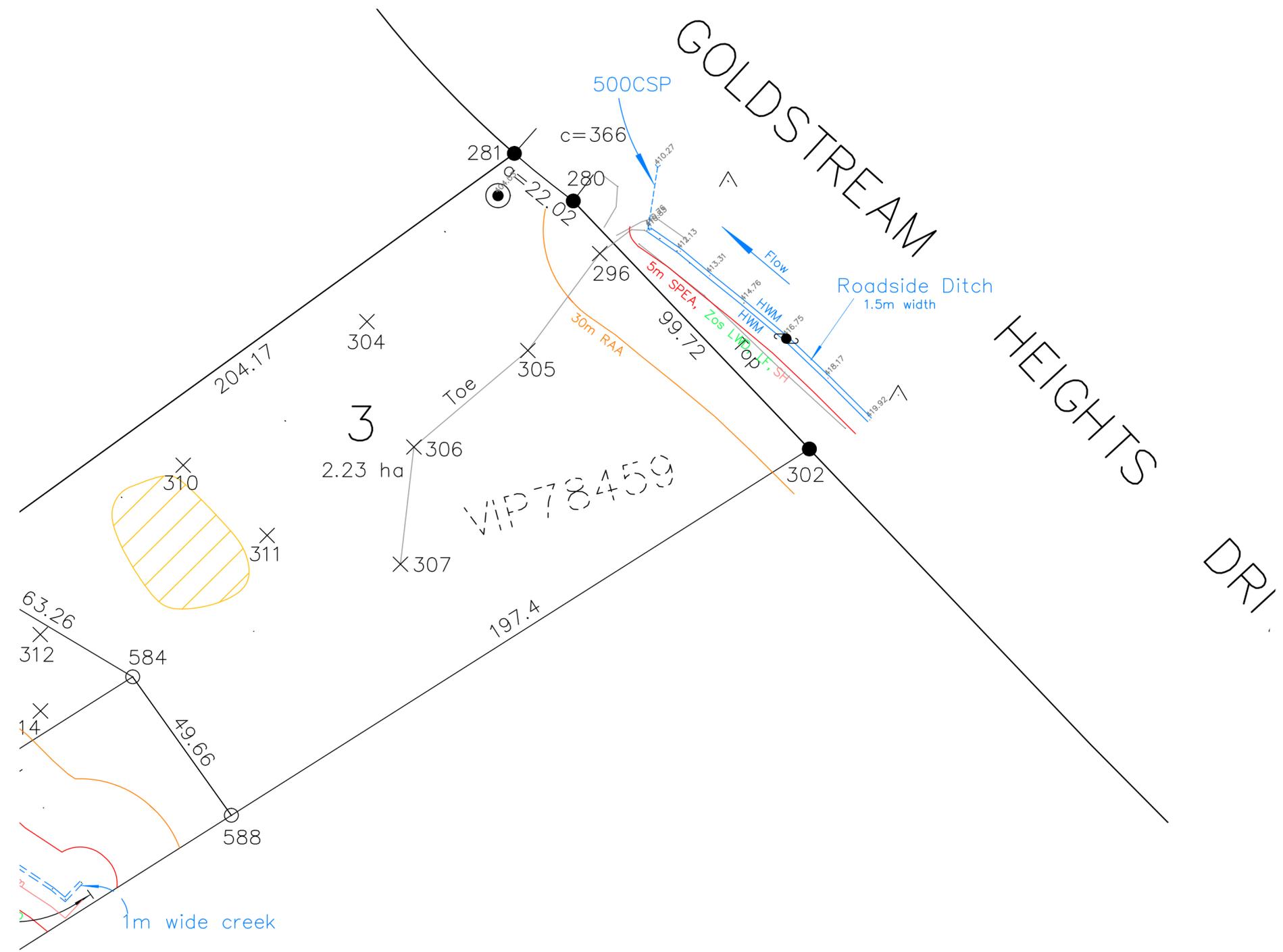
2.00 ha

2

2.00 ha

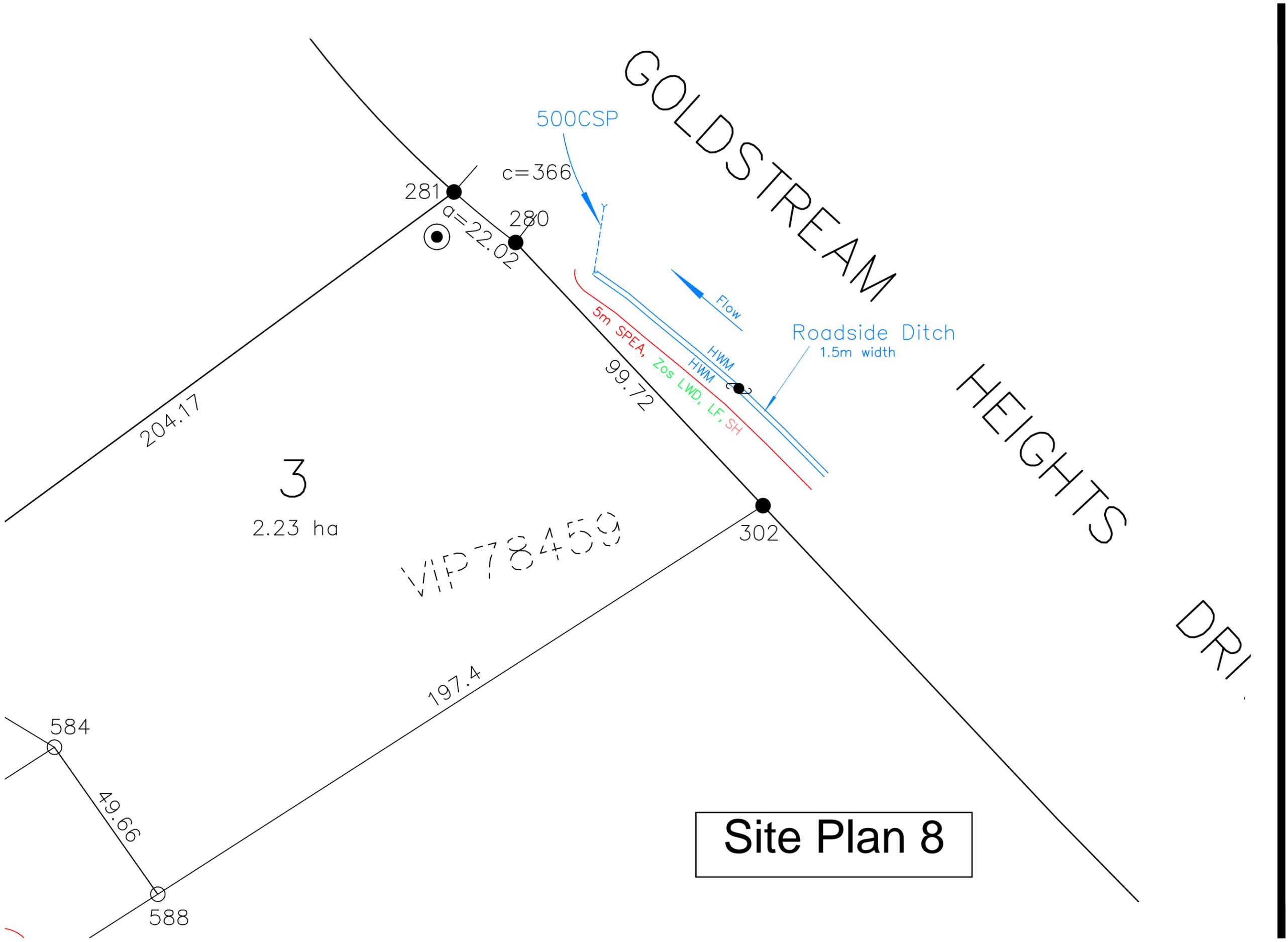
Site Plan 6

16
PLAN VIP784



16
 PLAN VIP78459

Site Plan 7



Site Plan 8

4. Measures to Protect and Maintain the SPEA

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

1. Danger Trees	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
2. Windthrow	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
3. Slope Stability	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
4. Protection of Trees	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
5. Encroachment	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
6. Sediment and Erosion Control	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
7. Stormwater Management	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	
8. Floodplain Concerns	
I, <u>Wm. Patrick Lucey R.P.Bio</u> , hereby certify that:	
<ul style="list-style-type: none"> a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Steve Eldridge</u>; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation 	

Measures – Danger Trees in the SPEA

No measures are required with respect to danger trees at this time.

The majority of this property was logged in the early 2000's and is currently in an early seral phase of regenerating a shrub/forest cover. The logging activities left no riparian buffer on the Unnamed Tributary Stream and only a single line of trees around the wetland. As this is a subdivision level RAR assessment, no future building sites have yet been identified and could not be assessed for danger trees. If future development is planned within striking distance from the wetland perimeter trees, an arborist or certified danger tree assessor must be consulted regarding management of danger trees.

With the exception of the wetland buffer, the only other mature trees on the property are present in the western riparian area of South Shawnigan Creek and between South Shawnigan Creek and Stebbings Road, where the existing house is located. The mature trees are well-established with the existing development and no changes are proposed on this portion of the property, therefore no specific danger tree measures are required for the remainder lot. This is the Remnant Property lot.

Measures – Windthrow

No measures are required with respect to windthrow at this time.

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

As described in the Danger Tree section above, the majority of the trees on the site were logged in the early 2000's and the remaining trees have been subjected to current wind patterns for more than 10 years. Of the mature trees that remain on the property, the majority lie within the SPEAs for Shawnigan Creek and the unnamed tributary and will not be disturbed. Additionally, since the property is largely clear of mature trees, only minimal tree clearing would be required for future development, which is unlikely to create a windthrow concern.

Measures – Slope Stability

A review of the recently created driveway access road on the southern Lot # 2 (Figure 14 and Figure 18) indicates a shallow slope on either side of the driveway. There is no evidence that slope instability has resulted in erosion of side slope materials, indicating the glacial till is stable. No construction activities are planned for the terrace above the driveway. There has been erosion of the driveway base during the winters of 2015/16 and 2016/17, with sediment loading being washed into the drainage channel adjacent to Stebbings Road. This sediment was eventually discharged into Shawnigan Creek.

Lot # 1 to the north has a steep driveway constructed by cutting through the glacial till bank (Figure 20), resulting in steep side slopes on either side of much of the driveway. The material comprising the driveway road base was erodible and erosion of this material into the drainage channel adjacent to Stebbings Road during the winters of 2015/16 and 2016/17, with sediment loading being washed into Shawnigan Creek (Figure 25).

In the early spring of 2017 the home owner placed a compact road base crush on each driveway to provide an all-weather driving surface. This road base crush has reduced the sediment loading.

In discussions with Mr. Danney Carrier, BCLS, J.E. Anderson & Associates Ltd., and the latter's engineering staff, the side slopes of this driveway will be regraded to provide stable terraces adjacent to the driveway. The height and slope of the terraces will be reduced to further protect against future erosion and sediment loading that has been shown to be discharged into South Shawnigan Creek.

The proposed dwelling sites for Lots # 1 and # 2 are situated well away from the terraced banks and no construction activities are planned at this time.

Recommendation: Once a Building Permit for construction is sought from the CVRD a review of the proposed construction can be considered by the CVRD Planning and Engineering staff to determine whether a geotechnical assessment should be conducted.

Measures – Protection of Trees in the SPEA

This is a subdivision level RAR assessment, with future building sites identified for the new proposed lots on cleared land lacking mature trees. When future development of the 3 new lots proceeds, trees in the SPEA must be protected, by ensuring that the SPEA is well-marked and that personnel and equipment do not encroach into this area. The proposed building sites do not have any significant trees requiring SPEA protection.

Measures – Preventing Encroachment in the SPEA

Encroachment refers to the problem of disturbance of the riparian vegetation in the SPEA by trampling, unsanctioned trails and dumping of yard waste, *et cetera*.

During future site construction, it is recommended that the SPEA be marked with temporary orange snow fencing and signage. Orange snow fencing demarcating the edge of the SPEA **MUST** be implemented prior to **ANY** works on the site, including tree removal, grubbing, clearing, or the storage of any construction related materials, including heavy equipment.

Written confirmation that the prescribed SPEA protection measures have been correctly installed, prior to **ANY** works being initiated, shall be provided to the CVRD Planning and Bylaw Enforcement staff.

Permanent signage indicating the SPEA shall be placed along the edge of the SPEA with a permanent sign placed every 10 – 20 metres along the length of the SPEA boundary. The signs should provide a simple message indicating the need to protect the vegetation and the stream.

The single existing house, adjacent to Shawnigan Creek, has a partially treed riparian zone, with turf lawn extending close to the stream's edge (Figure 5). This land use has been in place for decades. The riparian zone consists of a mixed shrub and young treed eastern bank. The western bank consists of moderate aged conifers (Figure 10), with root mats that function to stabilize the stream's bank.

While the existing riparian land use may be continued by the home owner, it is recommended that riparian shrubs and western red cedar be planted along the eastern riparian stream bank.

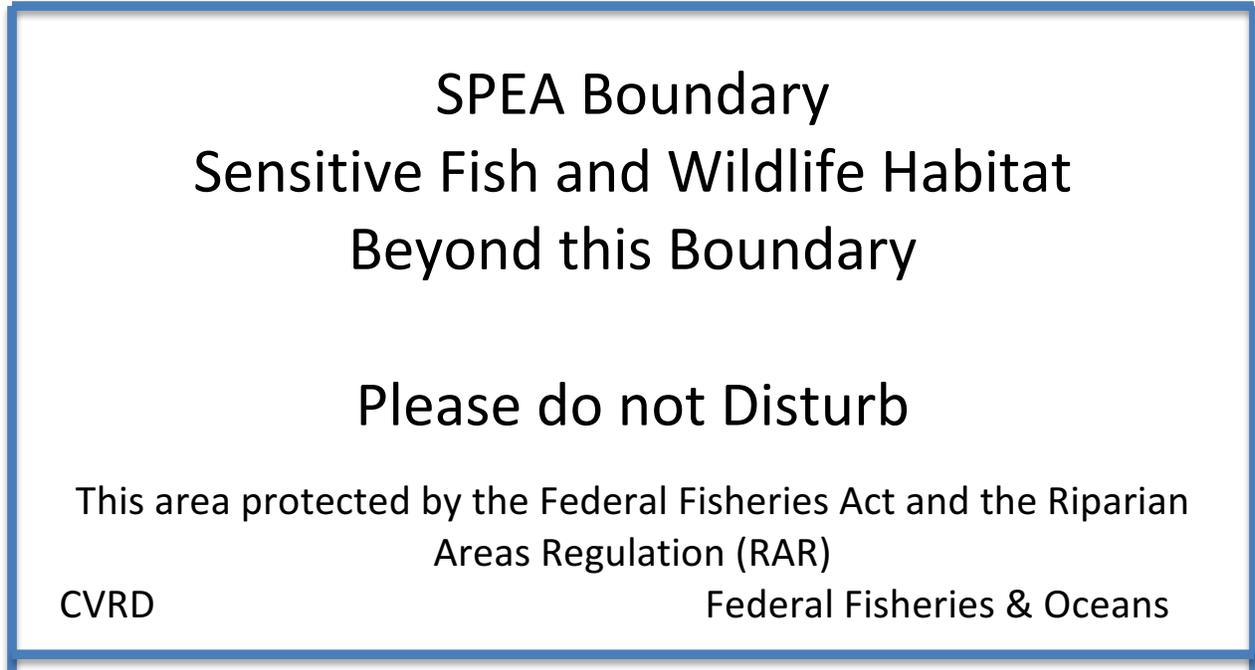


Figure 4. Example of a SPEA Boundary sign. Its dimensions are 10.5" X 5".

It is recommended that permanent signage be installed on Ministry of Transportation and Highways road sign stanchions every 15-20 metres along the SPEA boundary for South Shawnigan Creek and the Unnamed Tributary.

Measures – Sediment and Erosion Control During Construction

During future construction, it is a requirement of the CVRD's Development Permit (DP) and a Building Permit (BP) application process that the SPEA be protected from sediment deposition and erosion. As mentioned above, during construction, the SPEA should be delineated with temporary orange snow fencing. To prevent the movement of sediment downslope this orange snow fencing should be paired with a silt fence.

An Erosion and Sediment Control Plan (E&SCP), specific to this site, **SHALL** be developed by a qualified professional, such as a registered biologist, engineer, or landscape architect. The design and implementation of the E&SCP **SHALL** be completed and implemented prior to any works on the site, including tree removal, grubbing, clearing, or the storage of any construction related materials, including heavy equipment.

Confirmation that the E&SC Plan has been properly implemented **MUST** be submitted to the CVRD Planning Department, together with a Monitoring Plan, **BEFORE ANY** construction related activities, or land use changes, occur on-site.

The E&SCP **SHALL** be monitored and records of the monitoring maintained during all phases of the construction and used to form part of the Post-Construction Assessment report.

The use of Repeat Photography **SHALL** be a core component of the E&SC Plan monitoring to document changes to the landscape and that any changes made to the landscape have not resulted in harm to the SPEA or aquatic habitat.

Measures – Stormwater Management

While this RAR is for a subdivision application, there are plans to build single-family homes on the three new proposed lots. Thus, the management of stormwater must be addressed given the runoff connectivity with Shawnigan Creek.

Care must be taken when designing the stormwater management system to ensure there are no deleterious effects to the Unnamed Tributary to Shawnigan Creek (quality or quantity of water). Stormwater flows off the site **MUST** be treated, and detained, prior to entering Shawnigan Creek or its tributary (if that is the intended route) and flows must be discharged into the stream in a manner that prevents channelization and erosive forces.

A stormwater management Plan **MUST** be designed prior to any construction beginning on the dwelling and/or any out buildings, or driveway access alterations. A Stormwater Management Plan shall be a requirement for the issuance of a BP.

Stormwater management systems can simultaneously deliver benefits to the development and to the function of surrounding ecosystems. If implemented as part of a whole-system approach, these benefits can often be accomplished along with savings in development costs.

Recommended principles of stormwater management include:

- Planning the layout to maximize vegetated landscapes, to maintain and/or enhance wildlife habitat, and to minimize impervious surfaces and the generation of point source stormwater runoff.
- Increasing infiltration of rainwater into the ground and minimizing stormwater runoff, by limiting impervious surfaces, using permeable hard surfaces such as permeable pavers, pervious concrete, etc., and using technologies such as infiltration trenches, vegetated swales, and cisterns for rainwater collection/reuse.
- Retaining and replanting native vegetation in order to simultaneously increase wildlife habitat, prevent erosion, and create greenways.
- Integrating sewage treatment with supplementing summer groundwater and stream flows (*e.g.* constructed wetlands. Such measures would need to be constructed outside of the SPEA in order to comply with the RAR and meet Island Health's SSR.
- Ensuring that no water is discharged or infiltrated such that it would destabilize stream banks or cause sedimentation of SPEA areas.
- Providing roof membrane materials are appropriate and do not leach pollutants and toxins, roof runoff can be discharged into a rock pit to minimize the degree of treatment required for runoff from surfaces, such as driveways, that **MUST** have appropriate treatment before discharge into the groundwater or stream.

Measures – Floodplain Concerns

The floodplain consists of the reach of Shawnigan Creek adjacent to the existing residential dwelling (Figure 7). This reach does flood during major flow events. There is

an extensive floodplain in the reach downstream of the north property boundary (Figure 13). This downstream reach consists of mid-channel islands, side channels, and a broad, flat riparian vegetated segment on the east side of Shawnigan Creek. This downstream reach, with its active floodplain, is approximately 250 metre in length.

Section 4 References

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

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

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

5. Environmental Monitoring

While this RAR is for subdivision, there are plans to build single-family homes on each of the proposed subdivided lots. Thus, environmental monitoring must be considered.

According to the U.S. EPA, **“the most environmentally dangerous period of development is the initial construction phase when land is cleared of vegetation and graded to create a proper surface for construction”**.

This site has been cleared in recent history but monitoring should be undertaken during construction in areas close to the SPEAs on the unnamed tributary and roadside ditch.

The site should be inspected/monitored regularly to ensure that no erosion or sedimentation is occurring and that the riparian zone and water quality of the streams are protected. The use of repeat photography should be a core component of the environmental monitoring assessment to document changes to the landscape and that any such changes to the landscape have not resulted in harm to the SPEA or aquatic habitat.

A monitoring plan may be established that can be conducted by the home owner, or contractor staff, provided there is an adequate third party verification monitoring component of the monitoring plan.

Post-Development Report

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

A physical inspection of the site and the SPEA must be conducted, to ensure that no damage has occurred, or is anticipated, and the required management practices have been carried out. A checklist should be drafted, incorporating all the measures and monitoring requirements listed above, and accompanying documentation must be attached, such as a summary of the results of the monitoring and repeat photographs.

The QEP must then file a post-development report on behalf of the developer, submitted through the Ministry of Environment Notification System, after the development has been completed.

This report will document that the required measures and conditions outlined in this report have been implemented, as per Section 5(a) of the Riparian Area Regulation.

References:

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

6. Photographs



Figure 5. Looking north across the turf lawn extending from the residential dwelling to the stream bank. Note the gentle slope and the copses of trees situated in clusters. During this, and subsequent, site visits no stream debris was observed on the turf lawn, indicating the stream is moderately entrenched.



Figure 6. Looking downstream (north) showing the over wide channel (width : depth ratio), the dense vegetation on the west bank, which provides shade during the afternoon, and the clean gravel substrate. There is a small point bar forming adjacent to the turf

lawn, within which riparian sedges are growing. There is no large woody debris within this reach. The channel is moderately entrenched with a small floodplain on the west side.



Figure 7. Looking south across the turf lawn. There are clusters of red alder and shrubs established on the channel banks.



Figure 8. Looking upstream at a small weir was constructed that creates a plunge pool and enhances dissolved oxygen concentrations. Note the over widened channel and dense riparian vegetation on the west bank. Note the clean gravel substrate. Note the absence of large woody material.



Figure 9. Looking south across the turf lawn. The logging bridge is visible immediately beyond the ribbon of conifers bordering the logging road providing access to the lands west of the stream (yellow arrow).



Figure 10. Looking south towards the small mid-channel bar (island) (yellow arrow). Note the shrub/red alder cluster of vegetation on the east bank and the dense riparian vegetation on the west bank. Note the absence of large woody material.



Figure 11. Looking northwest across the stream channel with the logging bridge crossing the stream. The yellow arrow indicates the HWM, which illustrates the absence of a broad, active floodplain.



Figure 12. Looking southeast at the riparian bank and the over wide channel configuration. Note the absence of large woody material.



Figure 13. Looking north downstream with a narrowing channel, a shrub dominated riparian plant community, recent blow down of medium size woody material in the channel, and an out-cropping of bed rock (yellow arrow) in the lower right hand corner of the photograph.



Figure 14. The driveway access road leading to the south Lot. This driveway was constructed using native material cut from within the vertical wall leading to the building site. This driveway was unstable and subject to erosion during moderate rain storm events. Note the culvert in the drainage channel (yellow arrow). The red line is the approximate beginning of the road side drainage flowing north adjacent to Stebbings Road. There is a culvert under Stebbings Road upstream of the red line; this culvert

receives drainage from the adjacent property to the south and from the man-made stream channel constructed around the eastern perimeter of the adjacent property and the wetland situated on the southern property border.



Figure 15. Sediment flowing across Stebbings Road following a moderate rain storm.



Figure 16. Entrance to the property south of the property under assessment. Flows in the road side drainage cross under Stebbings prior to the driveway access (Figure 2), flowing into a small stream before flowing into Shawnigan Creek. This drainage meets the definition of a stream under the RAR.



Figure 17. The south Lot has a broader, shallow side slope adjacent to the driveway. There is a continuous discharge of shallow ground water emanating from the side slope that flows into the drainage channel adjacent to Stebbings Road. Note the rust coloured staining in the drainage channels consisting of iron bacteria. This rust coloured staining is frequently associated with disturbed soils through which rainwater percolates close to the surface, oxidizing iron and/or manganese.



Figure 18. The yellow polygon must be planted with grass seed and covered with wood chips.



Figure 19. Looking east across the newly, partially constructed driveway access leading to the proposed building site on the terrace. Note the sediment in the road side drainage channel; the sediment is primarily from disturbed soils associated with the driveway construction. Contrast this image with that in Figure 20.



Figure 20. The driveway access road has been completed, with a crushed road bed installed to minimize soil erosion. Note the mass wasting of the bank on the left. There is a significant quantity of seepage emanating from the fissures within the glacial till in the bank. This bank will be reshaped to eliminate the steep vertical face, in the late summer of 2017. The yellow polygon is at present bare, erodible soil; we have recommended that this area be covered with wood chips and planted with grass seed.



Figure 21. A close up of the glacial till bank. The rock (yellow arrow) can be seen in Figure 22. Note the erosion of the bank material. This bank will be reshaped to eliminate the steep vertical face, in the late summer of 2017. The dashed arrow identifies an erosion rivulet seen in an oblique angle in Figure 22.



Figure 22. Looking south along the steep bank slope and the new road base. There is a minor quantity of runoff in the drainage channel at the base of the slope.



Figure 23. Runoff entering the road side drainage channel is carrying sediment and has a low level of turbidity.



Figure 24. Looking north along Stebbings Road. The road side drainage channel discharges into a culvert under the road (yellow arrow) (Figure 25).



Figure 25. The road side drainage channel discharges into a CSP culvert under Stebbings Road. Note the turbid flow and sediment trapped within the vegetation.



Figure 26. Drainage in the road side channel is largely from the drainage flowing on the south side of the driveway access (Figure 27).



Figure 27. Runoff from the driveway access road flows across the steep slope into the road side drainage on Stebbings Road.



Figure 28. Drainage in the driveway leading to the building site on the north Lot.



Figure 29. North Lot, looking west and downslope at the driveway access road leading from Stebbings Road upslope to the building site. The drainage channel lies on the south side of the driveway (yellow arrow).



Figure 30. North Lot, looking northwest across the driveway access road to the proposed building site. The steep slope will be terraced to reduce the vertical wall height.



Figure 31. Looking east up the driveway, showing the initial rock stack wall. The boulder wall will be removed and a terrace constructed to reduce the vertical height of the wall.



Figure 32. Looking towards the bermed wetland/pond (dashed yellow arrow). Note the drainage within the runoff ditch adjacent to the driveway (yellow arrow). This drainage is exfiltration from the shallow cut bank. A perched small depressional wetland lies within the forested area in the upper right hand corner of the image (blue arrow). The depressional wetland has no surface connection to the drainage channel or to the bermed wetland. The steep bank on the right-hand side of the driveway will be terraced to create a stable bank.



Figure 33. Vertical wall, consisting of compacted glacial till, showing ground water seepage. The rust stain consists of iron bacteria.



Figure 34. Looking across the newly constructed berm that prevents the wetland flows from being routed down the driveway drainage channel. The wetland extends north along the axis shown in the photograph approximately 100 metres. This wetland is fed by springs and seepage from the slope to the east.



Figure 35. Looking west across the berm to the channel draining the impounded water.



Figure 36. Looking west at the drainage channel routing wetland overflows to the bank adjacent to Stebbings Road.



Figure 37. The discharge of the water from the drainage channel flows infiltrates into the soils at the end of the man-made channel. There are no surface connections between this outlet and the drainage channel adjacent to Stebbings Road. The perched wetland and drainage channel are not connected by surface flow to Shawnigan Creek.



Figure 38. A second drainage channel leads surface flows across the recent man-made terrace, discharging into the soils at the top-of-slope, as shown in Figure 37.



Figure 39. Looking north along Stebbings Road at the drainage channel. The yellow arrow indicates the entrance to the north Lot driveway. Note the steep bank rising on the east side of Stebbings Road. The black pick-up truck just visible behind the red sedan is parked in the driveway entrance to the remainder Lot, adjacent to Shawnigan Creek. This drainage channel is connected via surface flow to Shawnigan Creek. Note the iron bacteria in the channel, resulting from the nutrient enrichment originating in the extensive soil disturbance associated with constructing the driveway and building site.



Figure 40. Looking northeast across the small wetland situated adjacent to the south property boundary. This wetland drains south into a man-made stream channel flowing around the perimeter of the neighbouring building. This wetland exhibits a high measure of functional condition.



Figure 41. Looking northwest across the small wetland. Note the dense conifer community lining the east side of the wetland; the western riparian plant community consists of a shrub community, with isolated conifers.



Figure 42. Looking southwest across the wetland.



Figure 43. Looking south along the man-made stream that encircles the residential building. Note the stream flow in the stream channel that consists of a mix of flow from the wetland and surficial over land flow from the steep hillside lying to the east. Near surface ground water is also intercepted by the stream channel. The yellow arrow is the location of the image shown in Figure 44.



Figure 44. The man-made stream flowing around the perimeter of the property to the south. The stream's riparian plant community is dominated by a single age class of red alder.



Figure 45. Looking north at the man-made stream channel. Note the coniferous forest canopy to the east; the hillside rises east to the Goldstream Heights development.



Figure 46. Man-made pond adjacent to the driveway access to the property lying to the south of the property being assessed.



Figure 47. A recently constructed stream channel draining the southeast wetland on the assessment property. This perimeter drainage stream intercepts surface runoff and near surface ground water on the adjacent property to the south of the assessment property. The drainage flows directly into the roadside drainage stream adjacent to Stebbings Road. This drainage flows into Shawnigan Creek via a culvert immediately north the driveway entrance to the south Lot. These flows are separate from those shown in Figure 39.



Figure 48. Looking upstream at the drainage flows emanating from 319 Stebbings Road. Since these flows are connected, via a surface channel, to Shawnigan Creek this channel is classified as a stream under the RAR Method. The yellow arrow indicates the location of the stream channel shown in Figure 47.



Figure 49. Looking northwest across the wetland lying on the property to the north of the property being assessed. This wetland drains northwest before flowing down the steep bank adjacent to Stebbings Road.

7. Professional Opinion

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

Date

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

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

hereby certify that:

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

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

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

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

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

While this RAR is for a subdivision application, there are plans to build single-family homes on the three new proposed lots. Thus, the management of stormwater must be addressed given the runoff connectivity with Shawnigan Creek.

Care must be taken when designing the stormwater management system to ensure there are no deleterious effects to the Unnamed Tributary to Shawnigan Creek (quality or quantity of water). Stormwater flows off the site **MUST** be treated, and detained, prior to entering Shawnigan Creek or its tributary (if that is the intended route) and flows must be discharged into the stream in a manner that prevents channelization and erosive forces.

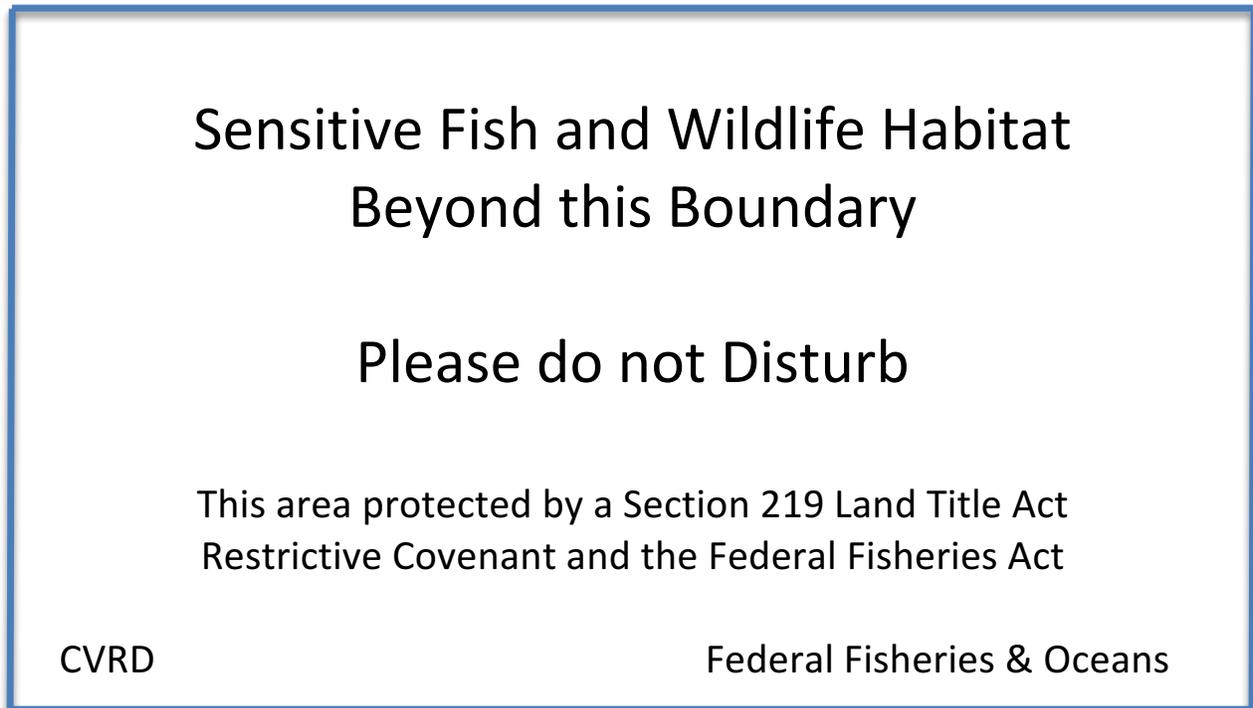
A stormwater management Plan **MUST** be designed prior to any construction beginning on the dwelling and/or any out buildings, or driveway access alterations. A Stormwater Management Plan shall be a requirement for the issuance of a BP.

Stormwater management systems can simultaneously deliver benefits to the development and to the function of surrounding ecosystems. If implemented as part of a whole-system approach, these benefits can often be accomplished along with savings in development costs.

Recommended principles of stormwater management include:

- Planning the layout to maximize vegetated landscapes, to maintain and/or enhance wildlife habitat, and to minimize impervious surfaces and the generation of point source stormwater runoff.
- Increasing infiltration of rainwater into the ground and minimizing stormwater runoff, by limiting impervious surfaces, using permeable hard surfaces such as permeable pavers, pervious concrete, etc., and using technologies such as infiltration trenches, vegetated swales, and cisterns for rainwater collection/reuse.
- Retaining and replanting native vegetation in order to simultaneously increase wildlife habitat, prevent erosion, and create greenways.
- Integrating sewage treatment with supplementing summer groundwater and stream flows (*e.g.* constructed wetlands. Such measures would need to be constructed outside of the SPEA in order to comply with the RAR and meet Island Health's SSR.
- Ensuring that no water is discharged or infiltrated such that it would destabilize stream banks or cause sedimentation of SPEA areas.
- Providing roof membrane materials are appropriate and do not leach pollutants and toxins, roof runoff can be discharged into a rock pit to minimize the degree of treatment required for runoff from surfaces, such as driveways, that **MUST** have appropriate treatment before discharge into the groundwater or stream.

The recommended signage is described showing the use of the DFO wording, placed on typical MOTH road sign stanchions (square, galvanized metal stock).



Dimensions: 10.5" X 5"

Recommended wording, for signage, to be placed at intervals along the riparian management boundary. It is recommended that permanent signage be installed on Ministry of Transportation and Highways road sign stanchions every 5-10 metres along the orange snow fencing and/or along the edge of the SPEA boundary.

Erosion and Sediment Control Planning Guidelines

The excavation activities associated with foundation works, during the Building Phase, require that near surface groundwater shall be prevented from leaving the construction site. The intercepted ground water, as well as surface runoff, shall be treated prior to discharge. Discharge may be permitted within the riparian management zone at the discretion of the QEP provided the discharged water has been treated to a water quality that can be infiltrated into the soils within the riparian zone.

All rainwater runoff shall be managed on-site to prevent sediment loading or turbid water flowing into the riparian management zone. No turbid water shall be permitted to be discharged into the riparian management zone at any time. An engineer, or other qualified professional (e.g., QEP or consulting civil engineer for site services), shall design a stormwater management plan, together with a monitoring plan.

Specific Erosion & Sediment Control plan measures shall include:

- An Erosion & Sediment Control Plan shall be prepared by a QEP.
- Erosion & Sediment Control management, as prescribed by the QEP, is required to ensure a zero tolerance of sediment or polluted runoff entering the SPEA.
- The Erosion & Sediment Control monitoring plan may include monitoring conducted by a construction supervisor sanctioned by the QEP, to verify construction-based stormwater runoff management meets the standard of care specified in the RAR Assessment report and that meets CVRD requirements.
- Silt fencing shall be installed prior to any construction works commencing onsite.
- The proper installation of silt fencing is described in an appended file.
- Silt fencing shall be installed on the SPEA boundary, under the direction and supervision of the QEP.
- Installation of the silt fencing may be phased to address construction activities, at the discretion of the QEP.
- If silt fencing is inadequate to address stormwater runoff the QEP shall, together the consulting civil engineer, recommend additional measures to ensure runoff management prevents discharge of turbid water into the SPEA.
- **Written confirmation that the silt fencing, or other supplemental measures, have been correctly installed, prior to any construction activity or tree management activity, shall be prepared by the QEP and provided to CVRD Planning staff.**
- On-site Spill Kits shall be maintained in proper working order at all times. Crews shall be instructed in the proper use of the spill kits.
- The Erosion & Sediment Control Plan shall consist of a standardized checklist and the Erosion & Sediment Control monitoring shall include Photopoint Monitoring photographs.
- The standardized checklist shall be approved prior to its use for Erosion & Sediment Control monitoring by the QEP and CVRD Planning staff.
- **If E&SC Plan monitoring is conducted by a construction crew member, trained by the QEP, monitoring reports shall be submitted to the QEP and to the CVRD, to a staff member designated by Planning staff.**

- Turbid water from the excavation site shall be treated prior to its discharge off the excavation site.
- No turbid runoff will be permitted to be discharged into any SPEA.
- No sediment loading shall be permitted to be discharged from the excavation site into any adjacent riparian management zones.
- **An orange snow fence shall be installed on the receiving environment side of the silt fencing with signage demarcating the riparian management zone, prior to any tree or construction activity.**
- Signage will be placed on the orange snow fence to indicate that the area beyond the fencing boundary is sensitive riparian habitat.
- Signage shall be placed on the orange snow fencing at 5 metre intervals is appended. The CRD uses signs with dimensions of 10.5" X 5". Signs are placed in plastic sleeves to protect them from rain.

Temporary Soil Storage Site

- Excavated soils from the building site may be temporarily stored on the property.
- If soils are to be temporarily stored on-site, they must be covered or otherwise managed to prevent erosion of soils from the storage piles.
- At the discretion of the QEP, a double silt fence shall be installed downslope of the fill site to prevent the migration of sediment and turbid runoff from entering any riparian management zone.
- Orange snow fencing, with signage, shall be installed to demarcate the edge of the fill storage site.

Silt Fence Installation

- The proper installation of silt fencing is essential to prevent sediment or turbid runoff from the soils disturbed by construction activity or tree removal from entering the riparian management zone.
- The proper installation of silt fencing is described in an appended file.
- Confirmation monitoring of the silt fencing installation shall be conducted by the QEP prior to any construction activity commencing.
- Any deficiencies in the silt fencing installation shall be rectified prior to construction activity commencing.
- **Written confirmation that the silt fencing has been correctly installed shall be prepared by the QEP and submitted to the CVRD Planning staff.**

Temporary Silt Fences

Silt fences are one of the most common tools for controlling sediment and preventing it from entering waterways. They are also often incorrectly installed and maintained. They are design to slow down and filter “sheet flow”. They are not to be used as dams or to control larger flows of water.

Tips for installing a silt fence:

1. Think about the direction of water/sediment flow before you install the fence. The fence needs to be at 90° to the flow.
2. Make sure there is a long enough tail on the fence that it can be adequately anchored or buried. Water rarely goes over a silt fence, but often goes under.
3. The tail of the fence faces into the flow, so that sediment cannot wash underneath it. Remember the goal of the fence is to slow down the water and trap sediment so only clean water goes through the fence.
4. The posts anchoring the fence should be on the downstream (clean) side. This allows water to push fabric against the posts, rather than pull it away from the posts which could cause the fence to fail.
5. The fence should be tight. Do not allow the fabric to flop around between the posts.
6. **The bottom of the fence (tail) must be buried at least 20 cm (8”) deep so that water cannot flow under it.** If burying is not possible due to hard ground or other obstacles, use clean, washed pea gravel to weight the tail down and conform to the ground.
7. Make sure there are **no gaps under the fence.**
8. Make sure posts are firmly driven into the ground. If a wooden post breaks, replace it with a rebar stake and wire the fence to it.
9. On rough or rocky ground, fences that come with wooden stakes pre-attached are often difficult to use. Instead, obtain a roll of filter fabric and separate bundles of stakes.
 - a. Hammer the stakes into the ground at approximately 1.5 - 2 m intervals, as ground conditions allow.
 - b. Unroll the fabric along the fence, leaving a good tail that can be buried. Remember that the water/sediment is likely only a few inches deep, and is unlikely to go over the fence.
 - c. Staple the fabric to the stakes with a heavy duty staple gun.
 - d. Dig the tail into the ground, or place a generous layer of washed, clean pea gravel on the tail to weight it down.
 - e. Check for gaps and ensure the fence is tight to the ground.
10. If the sediment fence appears weak, or is on a slope, put straw bales tight behind the fence to support it. Use best your judgement to determine the spacing and number of bales. If the fence collapses, it is useless.

Maintaining a silt fence:

1. Check the fence regularly and repair it if needed. Remove built up sediment and dispose of it away from the watercourse and where it cannot be washed into a drain or ditch.
2. Don't forget to dig away sediment for proper disposal and **remove the silt fence when the project is done** and the ground has stabilized. Make a note on your calendar to check and remove it.



Figure 1. An example of a properly installed silt fence. The fence is tight and the posts are on the downstream (downhill) side. There are no gaps under the fence.



Figure 2. An example of an incorrectly installed silt fence. The posts are on the correct side of the fence, but the tail is not buried at all. The coloured line along the edge of the fence is still clearly visible, and it is less than 5 cm from the bottom. This fence will not control runoff.

Silt Fence Diagram

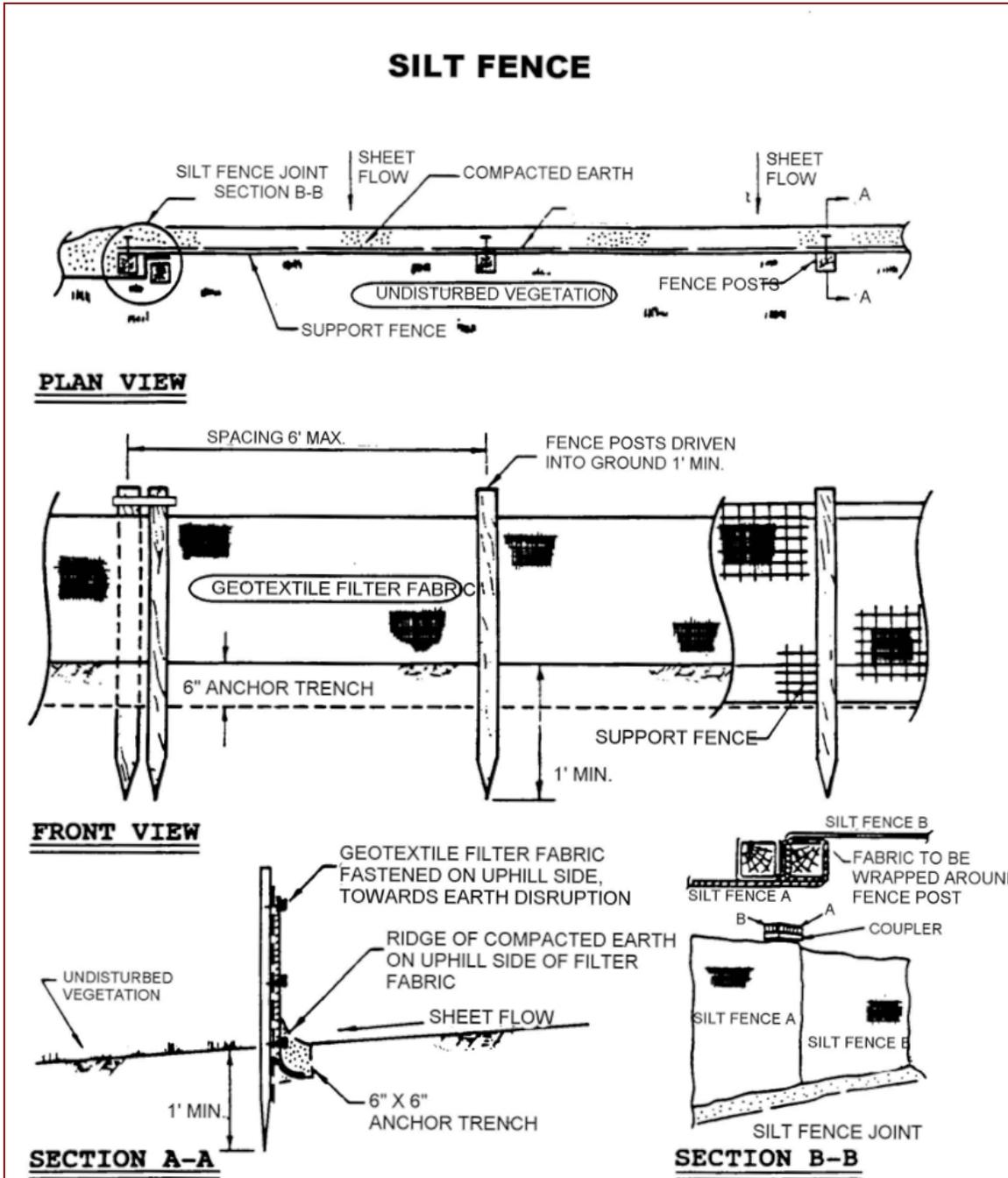


Figure 3. Schematic diagram of silt fence installation. Courtesy Nebraska H2O (www.nebraskaH2O.org)





[Project Name][Property Address]**Erosion and Sediment Control Inspection Checklist**

Construction Pollution Prevention Plan - EnviroCheck Inspection Checklist

Name of Inspector(s): _____

Name of QEP: _____

Date (YYYY/MM/DD): _____ Time: _____

Weather Conditions: _____

Please circle yes, no, or n/a. Where applicable include comments.

1	Has a significant rainstorm event of 6mm (1/4") or greater occurred since the last inspection? If yes, describe the magnitude of event and any damage in the comments section.	yes	no	
2	Has a significant windstorm causing tree blowdown occurred since the last visual inspection? If yes, describe the event and extent of damage in the comments section.	yes	no	
3	Has more than one half of the site been <u>cleared</u> at one time (exposed soils).	yes	no	
4	Has there been a discharge of turbid water into the receiving environment (environment requiring protection - stream, wetland, lake, catch basin, etc.) since the last site inspection? If yes, describe the location, cause of the discharge, and mitigation measures to repair the damage and to prevent a recurrence (i.e. water bars, sumps etc.) in the comments section.	yes	no	
5	Silt fences/sediment barriers have been installed correctly and are functional (i.e. completely dug into the ground and securely attached to the fence posts/anchors) (*see attached diagram of correct silt fence installation).	yes	no	n/a
6	Silt fences/sediment barriers are being maintained in good order and have been inspected for depth of trapped sediment and tears in the silt fencing material? If no, describe the maintenance requirements in the comments section.	yes	no	n/a
7	Soil and debris stockpiles are appropriately located (i.e. not adjacent to sensitive receiving environments) and are covered or stabilized when not in active use.	yes	no	n/a
8	Non-active, exposed soil areas have been stabilized as soon as practical after the cessation of soil disturbing activities (i.e., seeding, E&SC blankets/tarps, mulch, etc.).	yes	no	
9	Surface runoff from upstream areas is being diverted from exposed soils to the degree attainable (i.e. water bars are functional, diversion pump in place, etc.).	yes	no	
10	Concrete wash water has been managed to prevent its discharge into the receiving environment (an appropriate area has been designated for washing concrete equipment, including wash water from concrete trucks).	yes	no	n/a
11	Fuels and other petrochemicals are being used and stored in an appropriate location, well away from receiving environments. All fuels stored onsite are contained within a proper, bermed enclosure.	yes	no	

	Contact Numbers:
	QEP name & phone number:
	Property Owner or Representative:
	Building designer name & phone number:
	Environmental Monitor name & phone number:
	Site Supervisor name & phone number:
	Regulator name & phone number:

Temporary Silt Fences

Silt fences are one of the most common tools for controlling sediment and preventing it from entering receiving environments or waterways. They are also often incorrectly installed and maintained. They are design to slow down and filter “sheet flow”. They are not to be used as dams or to control larger flows of water.

See Silt Fence Installation Instructions

Maintaining a silt fence:

1. Check the fence regularly and repair it if needed. Remove built up sediment and dispose of it away from the watercourse and where it cannot be washed into a drain or ditch.
2. Don't forget to dig away sediment for proper disposal and **remove the silt fence when the project is done** and the ground has stabilized. Make a note it on your calendar to check and remove it.

Silt Fence Diagram

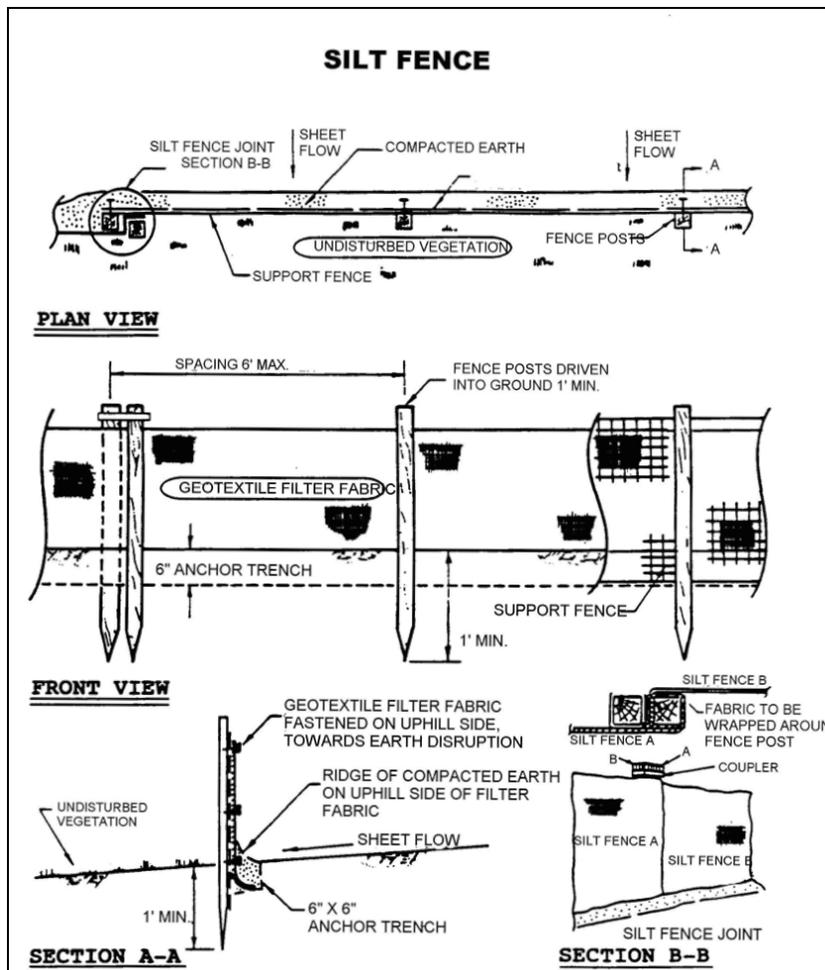


Figure 1. Schematic diagram of silt fence installation. Courtesy Nebraska H2O (www.nebraskaH2O.org)

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RYZUK GEOTECHNICAL

Engineering & Materials Testing

28 Crease Avenue, Victoria, BC, V8Z 1S3 Tel: 250-475-3131 Fax: 250-475-3611 www.ryzuk.com

March 3, 2015
File No: 8-7282-1Steve Eldridge
PO Box 244
Malahat, BC
V04 2L0

Attn: Mr. Steve Eldridge

Dear Sir,

Re: Proposed Subdivision
Lot 17, Block 201 - Malahat District, BC

As requested, we attended the referenced site on February 10, 2015 to undertake a geotechnical assessment of the subject property with respect to the proposed subdivision. Our scope involved a site reconnaissance along with review of geological mapping and aerial imagery. This letter is intended to address the potential risk of geohazards (such as rockfall, landslide, flooding etc.) to the proposed single family residence in accordance with Section 56 of the Community Charter. Our associated comments and recommendations are contained herein, and our work has been undertaken in accordance with, and subject to, the attached Terms of Engagement.

SITE CONDITIONS

The subject site is an irregular shaped parcel with an approximate area of 10 hectares. The site is located on both the east and west side of Stebbings Road with the western side bounded to the north and south by private gravel roads, to the west by undeveloped land and to the east by Stebbings Road. The eastern side of the site is bounded to the northeast by Goldstream Heights, to the southwest by Stebbings Road, to the southeast and northwest by undeveloped land, and to the very north by a residential property. We understand it is proposed to subdivide the property into 4 lots with one lot located to the west of Stebbings Road, and the remaining 3 lots on the eastern side of the site, as shown on the attached Site Plan prepared by J.E. Anderson & Associates (JEA). We further understand it is desired to develop the 3 eastern lots into residential building sites. The western site is currently occupied by an existing residence and outbuilding which we understand is to remain, while the remaining 3 lots are currently undeveloped and well forested.

Topographically, the western proposed lot slopes gently to moderately down in the western direction from Stebbings Road to a creek running in the north-south direction some 70 m west of

Stebbings Road. The ground then begins to slope up moderately to the west from the creek to a near level plateau where the existing outbuilding is located before sloping up moderately again at roughly 15 to 20 degrees to the western property boundary. The proposed western lot was well vegetated throughout with large mature trees and low lying bushes. The topography of the 3 lots to the east of Stebbings Road includes a steep road cut of approximately 45 degree up from Stebbings Road with a height of roughly 5 meters before transitioning to a gentle slope up in the northeast direction for some 150-200 m. The ground then begins to slope moderately up to a near level plateau in the center of the 3 lots before continuing up moderately to Goldstream Heights. A large hill with near vertical bedrock slopes is located in the very northeast corner of the lots. The eastern lots are all well vegetated with large mature trees and low lying brush, including a row of large trees situated along the crest of the 45 degree road cut. The trees observed were all relatively straight throughout the property, indicating that the majority of the site is stable. In addition, we did not observe any water courses within the eastern lots but some pooled water was observed sporadically in the gently sloping or plateau areas. Such is assumed to be due to the recent heavy rains perched atop the impermeable near surface bedrock.

We did not observe any erosion or any indication of large scale slope instability on both the eastern and western lots during our site attendance. The near vertical bedrock exposed within the large hill in the northeast corner of the site appeared to be largely intact and there was no indication of large scale instability or rock fall hazard.

The surface conditions observed on site consist of either outcropping bedrock or a thin veneer of colluvium soil or glacial till (sandy gravelly silt) upon shallow bedrock. We observed bedrock outcrops within the moderate slope in the western half of the western lot, beneath the existing residence, within the moderate slope up to the near level plateau near the center of the 3 eastern lots, and within the road cut along Goldstream Heights.

GEOTECHNICAL ASSESSMENT & RECOMMENDATIONS

A review of surficial and bedrock geology mapping is in general agreement with our site observations and indicates that the site conditions within the area is typically at or near surface bedrock with thin soil coverage and variable drainage.

The details and location of the proposed residential buildings within the proposed subdivided lots at this time is unknown. We recommend a safe building set back of 11 m from the crest of the steep 45 degree road cut present immediately east of Stebbings Road as well as a 10 m set back from the base of the near vertical rock face present in the northeast corner of the eastern lots. If building locations are proposed closer than the above outlined setbacks, then further slope and rock stability assessment will be required.

We expect that any buildings will likely be timber construction with reinforced concrete foundations. Based on the above, we anticipate that foundation loads will consist of relatively light perimeter and interior line loads. The upper organic and loose colluvium soil should not be

relied upon for foundation support and will need to be removed from proposed building areas to expose suitable subgrade consisting of relatively dense sandy gravelly silt (glacial till) and/or flat/level bedrock. Should the bedrock be sloped at an inclination greater than 6H: 1V, it will be necessary to pin the base of the foundations in these sections using steel dowels, or chip the rock to create a level bench to support the wall.

We do not anticipate that the construction of the proposed residences will significantly increase the impervious surface area. The collected storm water from the residences should be directed to the proposed disposal fields as shown on the attached site plan to retain the existing runoff regime as much as possible. We do not expect that the required tree removal will adversely affect the slope stability or induce significant erosion.

Given the above, it is our professional opinion the subdivision of the property into the 4 proposed lots is safe from geologic hazards, and each lot may be safely used for the use intended. The above considers a 2% probability of exceedance in 50 years for geotechnical hazards due to seismic events, including slope stability and a 10% in 50 year probability of exceedance for all other geotechnical hazards in accordance with the current BC Building Code and Section 56 of the Community Charter. In addition, it is our opinion that no further geotechnical input will likely be required unless alteration to either of the safe setbacks is desired.

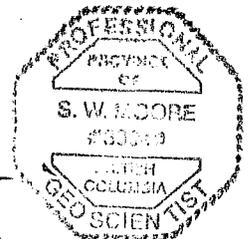
Although we do not consider the site to be at any risk of landslide, we have completed and attached the "Appendix D Landslide Assessment Assurance Statement" as requested.

We trust the preceding is suitable for your purposes at present. However, if you have any questions with respect to the above, please contact us.

Yours very truly,
Ryzuk Geotechnical


Jessica Gagne, EIT
Project Engineer


Shane Moore, P. Geo
Professional Geoscientist

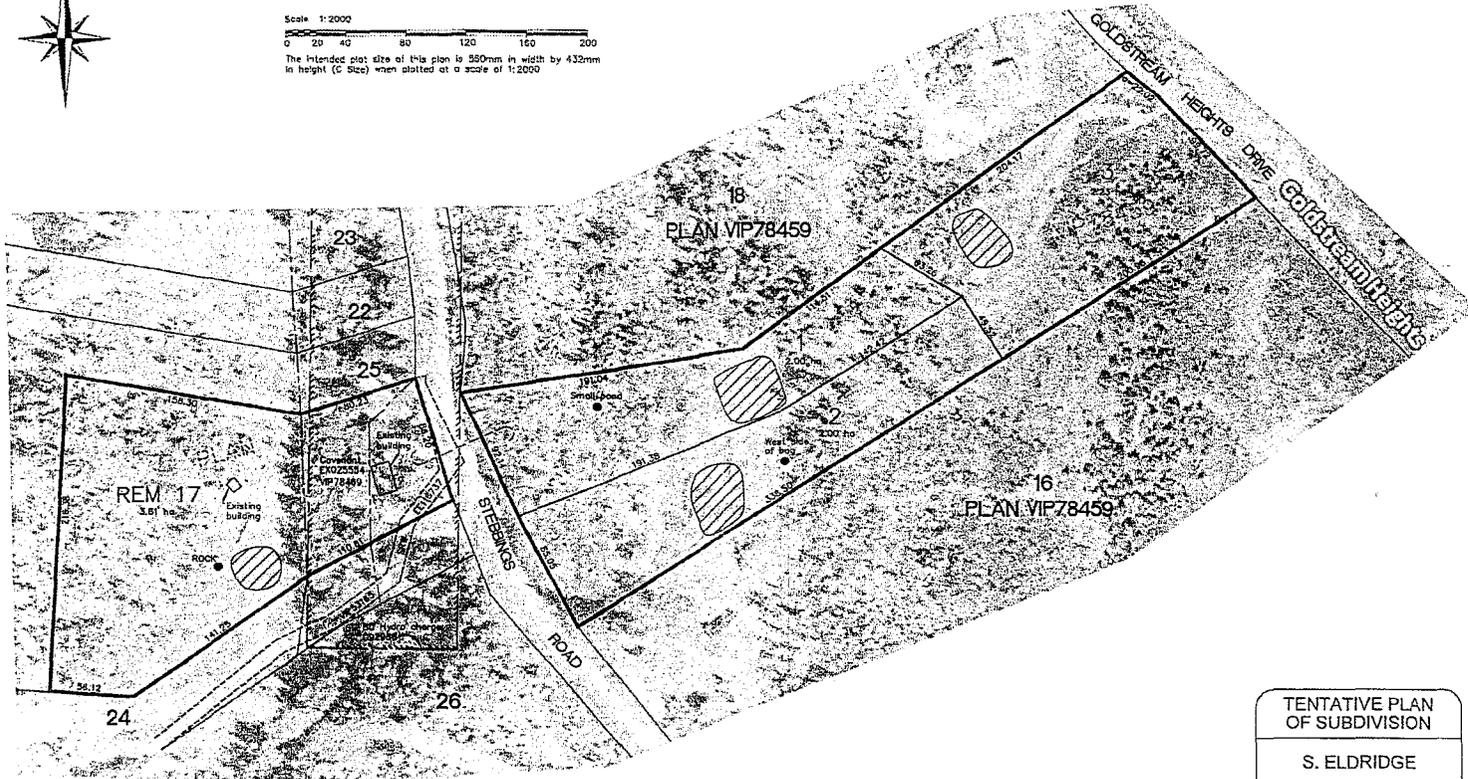


cc: J.E. Anderson & Associates (By Email: drc@jeanderson.com)
Attn: Danny Carrier, BCLS

Attachment: - Site Plan prepared by JEA dated Oct 08/2014
- Appendix D Landslide Assessment Assurance Statement



Scale 1:2000
0 20 40 80 120 160 200
The intended plot size of this plan is 550mm in width by 435mm in height (A Size) when plotted at a scale of 1:2000



LEGEND

All distances shown are in metres
ha denotes hectares



Proposed Disposal Field Area (Pore tested)

Location of airphoto to legal boundaries is approximate only

Location and size of existing buildings are approximate from airphoto

**TENTATIVE PLAN
OF SUBDIVISION**

S. ELDRIDGE

**LOT 17, BLOCK 201,
MALAHAT DISTRICT,
PLAN VIP78459**

ADDRESS : 360 Stebbings Rd

SURVEYOR : DRC SCALE : 1:2000

DRAWN : PJW DATE : June 27/08

OUR FILE : 25643-1 REV: Oct 08/14



**J.E. ANDERSON
& ASSOCIATES**
SURVEYORS - ENGINEERS

4212 GLANFORD AVENUE,
VICTORIA, BC, V8Z 4B7
TEL: 250-727-2214 FAX: 250-727-3395
WEB: www.jeanderson.com
VICTORIA - NANAIMO - PARKSVILLE

r:\Surveying\25643\01-1-1\25643.dwg (Tentative)

APPENDIX D: LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia", March 2006/Revised September 2008 ("APEGBC Guidelines") and the "2006 BC Building Code (BCBC 2006)" and is to be provided for *landslide assessments* (not floods or flood controls) for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines.

To: The Approving Authority

Date: March 3, 2015

The Ministry of Transportation

240- 4460 Chatterton Way-Victoria

Jurisdiction and address

With reference to (check one):

- Land Title Act (Section 86) – Subdivision Approval
- Local Government Act (Sections 919.1 and 920) – Development Permit
- Community Charter (Section 56) – Building Permit
- Local Government Act (Section 910) – Flood Plain Bylaw Variance
- Local Government Act (Section 910) – Flood Plain Bylaw Exemption
- British Columbia Building Code 2006 sentences 4.1.8.16 (8) and 9.4 4.4.(2) (Refer to BC Building and Safety Policy Branch Information Bulletin B10-01 issued January 18, 2010)

For the Property:

Lot 17, Block 201, Malahat District, Plan V1P78459

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached *landslide assessment* report on the Property in accordance with the *APEGBC Guidelines*. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- 1. Collected and reviewed appropriate background information
- 2. Reviewed the proposed *residential development* on the Property
- 3. Conducted field work on and, if required, beyond the Property
- 4. Reported on the results of the field work on and, if required, beyond the Property
- 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a *landslide hazard analysis* or *landslide risk analysis* I have:
 - 6.1 reviewed and characterized, if appropriate, any *landslide* that may affect the Property
 - 6.2 estimated the *landslide hazard*
 - 6.3 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
 - 6.4 estimated the potential *consequences* to those *elements at risk*
- 7. Where the *Approving Authority* has adopted a *level of landslide safety* I have:
 - 7.1 compared the *level of landslide safety* adopted by the *Approving Authority* with the findings of my investigation
 - 7.2 made a finding on the *level of landslide safety* on the Property based on the comparison
 - 7.3 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- 8. Where the *Approving Authority* has **not** adopted a *level of landslide safety* I have:

- 8.1 described the method of *landslide hazard analysis* or *landslide risk analysis* used
- 8.2 referred to an appropriate and identified provincial, national or international guideline for *level of landslide safety*
- 8.3 compared this guideline with the findings of my investigation
- 8.4 made a finding on the *level of landslide safety* on the Property based on the comparison
- 8.5 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

- the findings from the investigation and the adopted *level of landslide safety* (item 7.2 above)
- the appropriate and identified provincial, national or international guideline for *level of landslide safety* (item 8.4 above)

I hereby give my assurance that, based on the conditions⁽¹⁾ contained in the attached *landslide assessment* report,

Check one

- for subdivision approval, as required by the Land Title Act (Section 86), "that the land may be used safely for the use intended"

Check one

- with one or more recommended registered covenants.
- without any registered covenant.

- for a development permit, as required by the Local Government Act (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".
- for a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended"

Check one

- with one or more recommended registered covenants.
- without any registered covenant.

- for flood plain bylaw variance, as required by the "Flood Hazard Area Land Use Management Guidelines" associated with the Local Government Act (Section 910), "the development may occur safely".
- for flood plain bylaw exemption, as required by the Local Government Act (Section 910), "the land may be used safely for the use intended".

Shay Moore
 Name (print)

[Signature]
 Signature

3/3/2015
 Date

⁽¹⁾ When seismic slope stability assessments are involved, *level of landslide safety* is considered to be a "life safety" criteria as described in the National Building Code of Canada (NBCC 2005), Commentary on Design for Seismic Effects in the User's Guide, Structural Commentaries, Part 4 of Division B. This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

28 Crease Avenue

Address

Victoria, BC V8Z 1S3

250-475-3131

Telephone



(Affix Professional seal here)

If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm Ryzuk Geotechnical
and I sign this letter on behalf of the firm. (Print name of firm)

TERMS OF ENGAGEMENT

GENERAL

Ryzuk Geotechnical (the Consultant) shall render the Services, as specified in the agreed Scope of Services, to the Client for this Project in accordance with the following terms of engagement. The Services, and any other associated documents, records or data, shall be carried out and/or prepared in accordance with generally accepted engineering practices in the location where the Services were performed. No other warranty, expressed or implied is made. The Consultant may, at its discretion and at any stage, engage sub-consultants to perform all or any part of the Services.

Ryzuk Geotechnical is a wholly owned subsidiary of C. N. Ryzuk & Associates Ltd.

COMPENSATION

All charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client on receipt of the invoice without hold back. Interest on overdue accounts is 24% per annum.

REPRESENTATIVES

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay to the Consultant its Charges for the Services performed, including all expenses and other charges incurred by the Consultant for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by the Consultant under this paragraph, the Client shall forthwith pay to the Consultant its Charges for the Services performed to the date of termination, including all fees and charges for this Project.

ENVIRONMENTAL

The Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. The Consultant will cooperate with the Client's environmental consultant during the field work phase of the investigation.

PROFESSIONAL RESPONSIBILITY

In performing the Services, the Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed.

INSURANCE

Ryzuk Geotechnical is covered by Professional Indemnity Insurance as follows:

1. \$ 2,000,000 each and every claim
2. \$ 4,000,000 aggregate
3. \$ 5,000,000 commercial/general liability coverage

LIMITATION OF LIABILITY

The Consultant shall not be responsible for:

1. the failure of a contractor, retained by the Client, to perform the work required for the Project in accordance with the applicable contract documents;
2. the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
3. any cross-contamination resulting from subsurface investigations;
4. any Project decisions made by the Client if the decisions were made without the advice of the Consultant or contrary to or inconsistent with the Consultant's advice;
5. any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
6. the unauthorized distribution of any confidential document or report prepared by or on behalf of the consultant for the exclusive use of the Client
7. Subsurface structures and utilities

The Consultant will make all reasonable efforts prior to and during subsurface site investigations to minimize the risk of damaging any subsurface utilities/mains. If, in the unlikely event that damage is incurred where utilities were unmarked and/or undetected, the Consultant will not be held responsible for damages to the site or surrounding areas, utilities/mains or drilling equipment or the cost of any repairs.

The total amount of all claims the Client may have against the Consultant or any present or former partner, executive officer, director, stockholder or employee thereof under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance the Consultant may have available for such claims.

No claim may be brought against the Consultant in contract or tort more than two (2) years after the date of discovery of such defect.

DOCUMENTS AND REPORTING

All of the documents prepared by the Consultant or on behalf of the Consultant in connection with the Project are instruments of service for the execution of the Project. The Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of the Consultant.

The documents have been prepared specifically for the Project, and are applicable only in the case where there has been no physical alteration to, or deviation from any of the information provided to the Consultant by the Client or agents of the Client. The Client may, in light of such alterations or deviations, request that the Consultant review and revise these documents.

The identification and classification as to the extent, properties or type of soils or other materials at the Project site has been based upon investigation and interpretation consistent with the accepted standard of care in the engineering consulting practice in the location where the Services were performed. Due to the nature of geotechnical engineering, there is an inherent risk that some conditions will not be detected at the Project site, and that actual subsurface conditions may vary considerably from investigation points. The Client must be aware of, and accept this risk, as must any other party making use of any documents prepared by the Consultant regarding the Project.

Any conclusions and recommendations provided within any document prepared by the Consultant for the Client has been based on the investigative information undertaken by the Consultant, and any additional information provided to the Consultant by the Client or agents of the Client. The Consultant accepts no responsibility for any associated deficiency or inaccuracy as the result of a miss-statement or receipt of fraudulent information.

JOBSITE SAFETY AND CONTROL

The Client acknowledges that control of the jobsite lies solely with the Client, his agents or contractors. The presence of the Consultant's personnel on the site does not relieve the Client, his agents or contractors from their responsibilities for site safety. Accordingly, the Client must endeavor to inform the Consultant of all hazardous or otherwise dangerous conditions at the Project site of which the Client is aware.

The client must acknowledge that during the course of a geotechnical investigation, it is possible that a previously unknown hazard may be discovered. In this event, the Client recognizes that such a hazard may result in the necessity to undertake procedures which ensure the safety and protection of personnel and/or the environment. The Client shall be responsible for payment of any additional expenses incurred as a result of such discoveries, and recognizes that under certain circumstances, discovery of hazardous conditions or elements requires that regulatory agencies must be informed. The Client shall not bring about any action or dispute against the Consultant as a result of such notification.

FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of the Consultant, to observe whether the work or a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended will result in the Consultant providing qualified certifications for the work.

DISPUTE RESOLUTION

If requested in writing by either the Client or the Consultant, the Client and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the arbitrator appointed by agreement of the parties or by reference to a Judge of the British Columbia Court.

From: Aqua-Tex Scientific
To: [Jon Munn](#)
Subject: Re: cvrd 360 Stebbings DP - PLAN(s)
Date: February-27-18 6:11:54 PM

Jon

as we discussed this afternoon please find my recommendation to my client regarding supplemental riparian planting within the drainage channels associated with the two driveway accesses off Stebbings Road, as well as in the drainage ditch adjacent to Stebbings Road.

In response to our discussion this afternoon, I have recommended to Mr. Steve Eldridge, by email to him this afternoon, the following riparian planting supplements to the riparian planting Mr. Eldridge has already undertaken. The latter riparian planting has been done by him in partial fulfilment of requirements prescribed by MOE/FLNRORD staff to protect Shawnigan Creek from sediment originating from his property.

- It is my recommendation that riparian planting within the drainage channels associated with the driveway accesses and Stebbings Road be required to be planted with sedge and rush seeds to promote a soil stabilizing in-channel riparian plant community.
- The sedges and rushes shall be species native to Southern Vancouver Island. Seeds may be collected from wild stock or purchased from a Nursery.
- Nursery seeds shall be native to Southern Vancouver Island and free from invasive species, as far as is practicable.
- The planting shall be done in the months of March and April, 2018, while there remains sufficient soil moisture to promote seed germination.
- Replanting in the autumn months, of 2018, following the onset of autumnal rains may be required, as prescribed by the QEP, to ensure a sufficiently dense riparian plant community to prevent drainage channel soil and bank erosion.
- It is acknowledged that the MOTI may require that the riparian plant community within the roadside drainage ditch on Stebbings Road to be scoured to remove in-channel riparian vegetation as part of the maintenance of the roadside drainage.

We can help Mr. Eldridge with this riparian planting, as it can be done by manual application of the sedge and rush seed, during a period of minimal rainfall in the next two months.

Regards
Patrick

Wm. Patrick Lucey
 Sr. Aquatic Ecologist
 Aqua-Tex Scientific Consulting Ltd.
 Victoria Office:
 201- 3690 Shelbourne St.
 Victoria BC V8P 4H2
 Tel: (250) 598-0266
 Fax: (250) 598-0263
 Cell: (250) 427-5906

***Aqua-Tex Scientific Consulting Ltd. NOTICE *** "This email is confidential.

Invasive Species Management Plan

The removal of the invasive species is addressed in Section 24 – South Cowichan Rural Development Permit Area, Sub-Section Section 24.4.1A General Guidelines, *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.....* [T]he Plan is described below.

The key elements of the invasive species plan shall result in the following:

1. An invasive species removal plan shall be designed by the QEP (see next section below).
2. Removal of the invasive species including daphne, broom, ivy, gorse, and blackberry to a practical extent (>75% of the plants) on selected portions of each new lot (**Figure 5**).
3. Compliance of the removal standard shall be verified by a QEP.
4. All plant material removed shall be disposed of using CVRD standard practices, or BMPs recommended by the Province of British Columbia's Invasive Species management program.

The invasive species management plan shall be based upon the following elements:

1. The dominant invasive species within a ribbon of land, adjacent to Stebbings Drive (Lots 1 and 2) shall be removed from within a quadrat shown in **Figure 5**, extending across the front of Stebbings Road.
2. The dominant invasive species within a ribbon of land, adjacent to Goldstream Heights Road (Lot 3) shall be removed from within a quadrat shown in **Figure 5**,
3. The invasive species in that portion of the lots lying between the two removal quadrats (Figure 5) will be effectively eliminated over time as the successional process replaces the grass / shrub vegetative cover with conifers.
4. Leaving the central portion of the 3 Lots undeveloped and in its present natural state will lead to a progression of seral state transformations, resulting in a canopy cover that will evolve under the changing climate conditions during the next 3 decades.
5. Leaving the central portion of the property undisturbed will provide a connectivity corridor with adjacent properties.
6. Where invasive species shall be removed this shall be done manually, or with small mechanical equipment, authorized in writing by a QEP.
7. All plant material removed shall be disposed of using CVRD standard practices, or BMPs recommended by the Province of British Columbia's Invasive Species management program.
8. The management of invasive species removal shall be for a period of three (3) years.
9. Year 2 and 3 shall be focused on the removal of new shoots of the dominant invasive species of broom and blackberry.
10. Removal of invasive species shall be conducted early in the growing season (spring) prior to the onset of flowering, to minimize the continued spread of seeds.
11. Prior to the removal of the invasive species in year one the delineated zone of management shall be marked off using manually measured distances (e.g., using field tapes), and 2" x 2" x 4' foot wooden stakes used to mark the edge of the 40 metre invasive species management boundary.
12. Photographs of each rectangular management ribbon shall be taken to document the "Before" condition showing the dominant invasive species and their locations within each ribbon for Lots 1, 2, and 3.

13. Repeat photographs taken, in year 1, 2, and 3, from the same location as the “Before” photograph shall be taken to document the removal of invasive species in each of the three-year management program.
14. Copies of the photographs shall be forwarded to the CVRD Planning department to verify annual compliance with Invasive Species Management requirements prescribed in the OCP Section 24.4.1A.

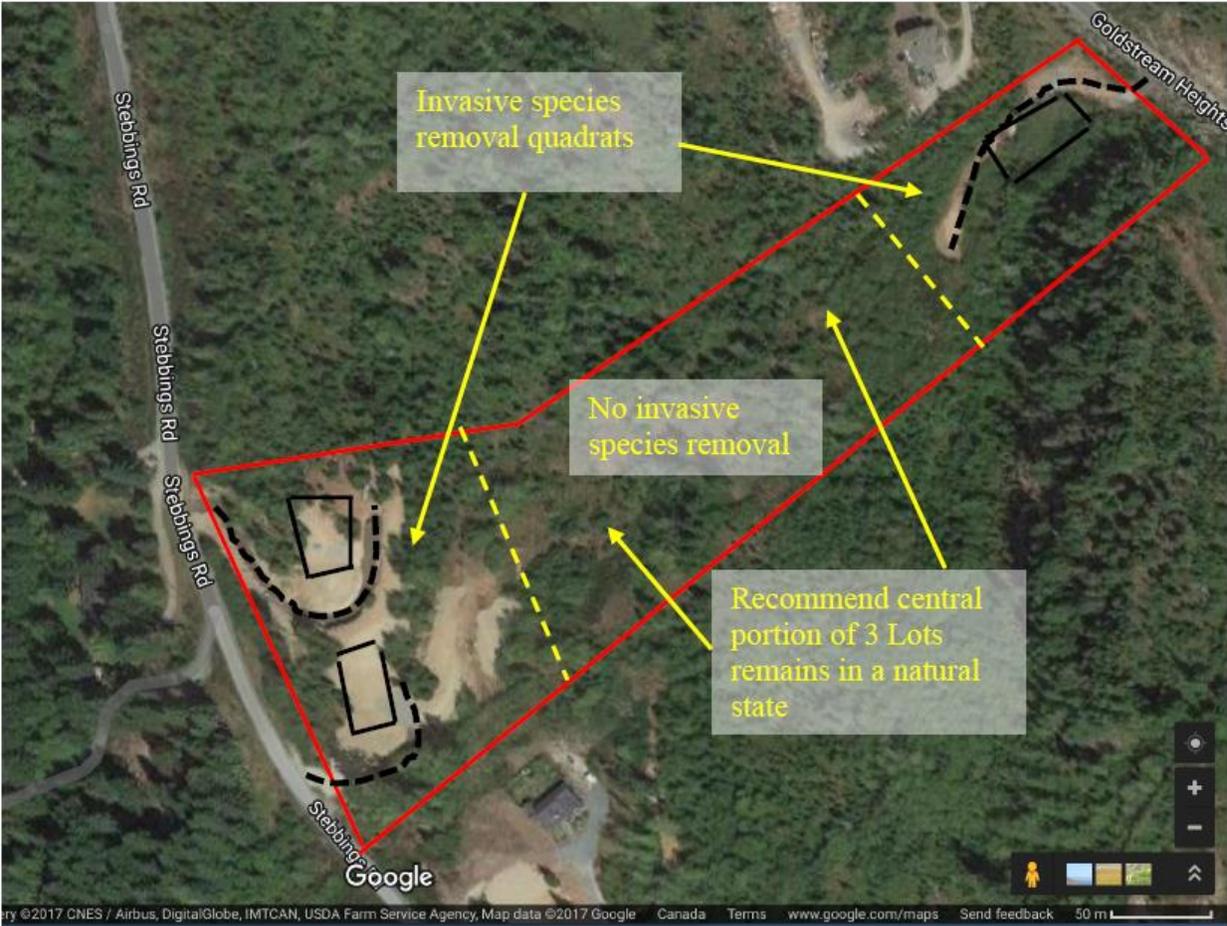


Figure 5



Margaret Symon, RPF PCP
Strathcona Forestry Consulting
PO Box 457
Shawnigan Lake, BC VoR 2Wo

To: Danny Carrier, BCLS
J.E. Anderson & Associates
4212 Glanford Ave.
Victoria, BC V8Z 4B7

via email: drc@jeanderson.com

April 18, 2015

**Re: Wildfire Interface Hazard/Threat Rating Assessment –
360 Stebbings Road [Lot 17, Block 201, Malahat District, Plan VIP 78459]**

Background: In accordance with the Cowichan Valley Regional District's Development Permit Area guidelines for wildfire hazard, J.E. Anderson and Associates, on behalf of their client, Mr. Steve Eldridge, retained Strathcona Forestry Consulting to provide an interface fire hazard assessment of a property proposed for subdivision on Stebbings Road.

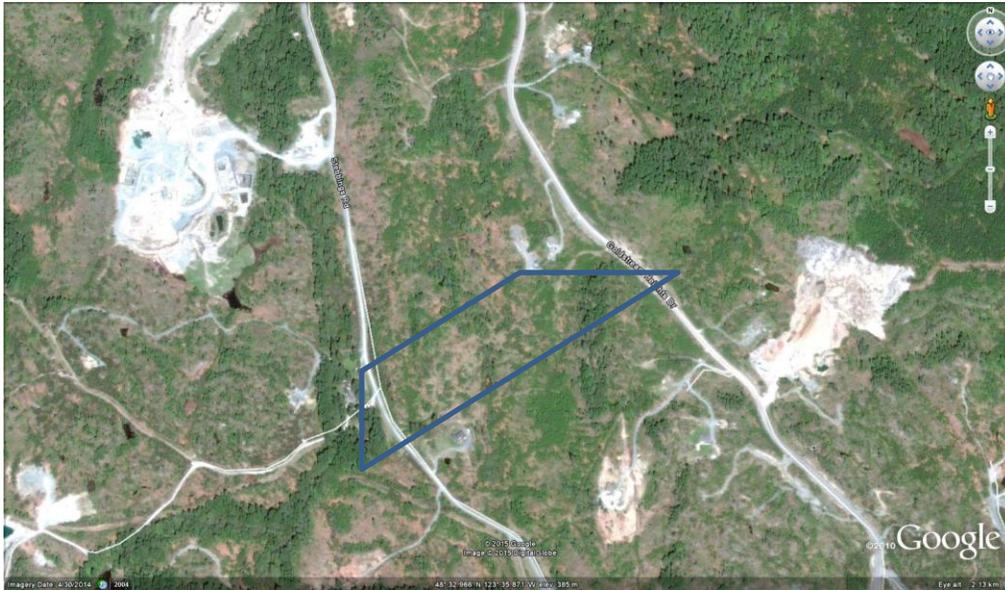
The interface (wildland urban interface/wildland residential interface) describes any area where combustible wildland fuels are found adjacent to homes or other buildings. Under Section 919.1(1) (a) of the Local Government Act, development permits may be designated where protection of Natural Hazard Lands is justified. Natural hazards, including wildfires, may put life and property, and local biodiversity, at risk if development is inappropriately situated and not well planned.

Hazard Assessment: This report describes the vegetation, terrain, and infrastructure on and around the subject property, and provides recommendations to reduce the risk of wildfire. Assessment criteria are based on Rating Interface Wildfire Threats in British Columbia (<https://ground.hpr.for.gov.bc.ca/ratingthreats.htm>), FireSmart (FireSmart, Protecting Your Community From Wildfire (Second Edition. Partners in Protection Partners in Protection, 2003 www.partnersinprotection.ab.ca), and the Home Owners FireSmart Manual (BC Edition). Fire behavior modeling is standardized with the Canadian Forest Fire Danger Rating System (CFFDRS). Fuel Types listed in this assessment are customized from the CFFDRS Fuel Type list for applicability in south coastal BC. Assessment complies with current BC Building Code standards, and conforms to fire hazard planning authorized by Section 3(2) of the BC Fire Services Act.

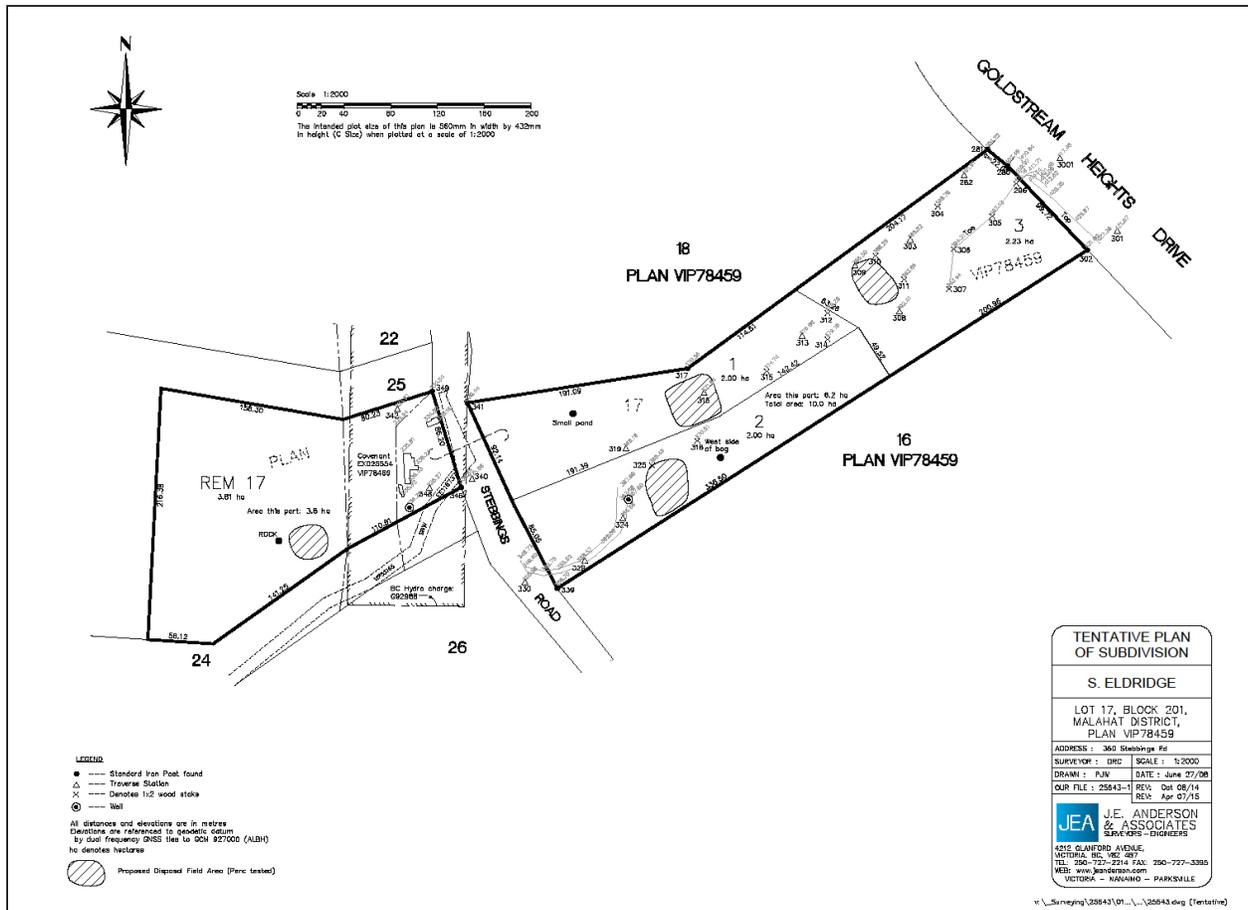
Field Inspection: Strathcona Forestry Consulting conducted an assessment of the subject property on April 13 and April 18, 2015. Property boundaries had been staked and flagged. Field investigation entailed an analysis of the interface fire hazard that the property is exposed to, from the perspective of the general area, local site, and proposed and existing structures in the general vicinity, up to 100+ m from the site. Weather on April 13 was cool and showery; photographs were taken April 18 on a sunny day.

Location and Description of Subject Property and Proposed Use: The subject property, which occupies slightly more than 10.0 ha, straddles Stebbings Road and Goldstream Heights Road (see map/site plan next pg.). It is located at the south end of Shawnigan Lake Electoral Area B. Proposed Lots 1, 2, and 3 are located on a moderate to strongly sloping hillside between Stebbings Road and Goldstream Heights Road. The Remainder Lot, occupied by an existing residence, is situated on a lower slope on the west side of Stebbings Road. Wooded acreage properties extend north and south for several kilometres along Goldstream Heights Road. Wooded rural acreage properties are also found on Stebbings Road. Several aggregate operations also operate in the area.

The subject area is not serviced by hydrants.



Top: Approx. location of property. Bottom: Survey map (J.E. Anderson & Associates).



Fire Behaviour: Fire behavior predicts how forest and wildland fuels (vegetation) will burn under different conditions. Fire behavior is governed by weather, topography, and fuel.

Biogeoclimatic Classification: The subject property is located in the moist maritime Coastal Douglas-fir (CDFmm) biogeoclimatic subzone. Summers are warm and dry, while winters are moist and mild. Growing seasons are long, and often feature pronounced water deficits on zonal (average) and drier sites. Long periods of drought are not uncommon during the fire season (April to October). The CDFmm has the mildest climate in Canada.

Terrain. Physical site characteristics affect fire behavior by affecting ignition potential and the rate of fire spread. The subject property is located in an area of moderately to strongly rolling to hilly topography. Topography is generally long/unbroken; there is a short section of bedrock-dominated terrain at the upper northeast portion of the property. Elevation range is approximately 360 – 420 m (above sea level = asl). Aspect of Lots 1, 2, and 3 is southwest. Aspect of the Remainder Lot is generally southwest, with local variations. Soils in the area developed in gravelly sandy morainal (till) and/or colluvial deposits, overlying extrusive bedrock. Soils are between 10 and 100 cm thick over bedrock. Soils are generally well-drained.

Vegetation. Fire behavior predicts how forest and wildland fuels (vegetation) will burn under different conditions. Benchmark vegetative fuel types developed by the Canadian Forest Fire Danger Rating System Fire Behavior System (CFFDRS) are used to forecast how a wildfire will react (<http://cwfis.cfs.nrcan.gc.ca/en>) (refer to Appendix 2). A vegetative fuel type is defined as an identifiable association of fuel elements of distinctive species, form, size, arrangement, and continuity that will exhibit characteristic fire behavior under defined burning conditions.

Landclearing (logging) at the Goldstream Heights area occurred approximately fifteen years ago when the area was subdivided for rural lots. In the ensuing years, “green-up” has occurred, reducing the amount of woody ground fuels. Vegetation in the general area consists of a mix of uneven-aged, fragmented coniferous stands, pockets of dense young alder, salal and grass.

Vegetation at proposed Lots 1, 2, and 3 is dominated by uneven aged forest dominated by second- (and third-) growth coniferous trees (Fuel Types C-2/4), dense patches of young alder (Fuel Type D), and open areas dominated by grassy pockets and/or salal (modified Fuel Types C-2/0-1). (See photos Appendix 3). Small pockets of broom were noted during the field survey. Scattered individuals and clumps of mature trees (Douglas-fir, western redcedar, and red alder) are present. A small stand of mature conifers occupies the bluff at the northeast portion of the property.

Ignition potential is moderate from human-caused fires originating from residential/industrial activity in the area. Where there is continuous ground and surface vegetation, surface fire potential is moderate to high. During warm, dry, windy there is high potential for rapid fire spread due to hilly topography and continuity of fuel loading (vegetative woody material available for combustion). Dense alder swaths with little or no understorey could serve as a buffer to fire spread, except during extreme warm and dry weather.

Fire Protection. The subject property is located in an unprotected area (no fire protection) of the Cowichan Valley Regional District. The Malahat Volunteer Fire Department (VFD) covers only the first three driveways of Stebbings Road near south Shawnigan Road. The rest of the area is out of the Malahat Volunteer Fire Department service area.

Several years ago the Cowichan Valley Regional District commissioned a Fire Underwriters Survey (FUS) study (under CGI – Canadian Government Insurance) to examine fire protection requirements of the south Shawnigan-Malahat area. In 2008, the then Fire Chief of the Malahat VFD projected the coverage area of the FD would “eventually expand.” More recently, property owners along Goldstream Heights Road rejected a petition to have local fire services.

In the absence of fire services, FireSmart strategies (i.e., vegetation management, construction design features, local infrastructure improvements) are vital to prevent fires and preserve life and property.

Mutual Aid. Fire Departments within the CVRD operate under a mutual aid agreement with other fire departments within the region. No fire department will respond to a structural fire at the subject area. In unprotected areas, the Wildfire Management Branch (WMB) can call upon local fire departments for suppression assistance with wildfires, especially when WMB resources are limited (i.e., summer fire season).

Water Supply. An adequate and reliable water supply for firefighting is an essential part of a community’s fire protection system. The BC Building Code states all structures (proposed and existing) within interface areas should have a water supply for firefighting purposes that meets requirements of either the FUS (Fire Underwriters Survey) or the National Fire Protection Association (NFPA). In fire protection areas served by a community water system, water supply for fire protection generally consists of a piped system in common with domestic potable water.

The subject area is not served by a community water system (there are no water lines; there are no hydrants).

In the absence of fire services and hydrants, each new lot must be equipped with a minimum capacity of 2500 gal. onsite water storage for emergency purposes. This water supply can be stored in a cistern or gravity-fed tank. Fittings on the water storage facilities should be compatible with Wildfire Management Branch forestry hoses.

Access. Access roads/driveways must be constructed to provide safe ingress and egress.

Access to new Lots 1 and 2 will be from Stebbings Road. Access to Lot 3 is from Goldstream Heights Road. One-way driveways are currently planned.

Wildland Urban Interface Wildfire Threat Assessment Results: Scoring from the WUI Wildfire Threat Rating system and associated risk assessment modelling tools rate the Wildfire Threat at the subject property as HIGH. This rating reflects current biophysical and infrastructure characteristics of the subject site: (outside of fire service area, continuity of forest fuels, intermix >1 structure/ha, current lack of fireflow, and current lack of developed access). Under the provincial Wildfire Threat Rating system, high and extreme threat rating levels are unacceptable; ratings must be low or moderate to ensure a structure and/or area is safe.

If the recommendations provided in this report are followed during the planning and development of the proposed subdivision, the fire threat can be reduced (see table below). Ratings will remain relatively high, however, because there is no fire protection in the area.

INTERFACE/WILDFIRE HAZARD/THREAT RATING SUMMARY: S. Eldridge property, 360 Stebbings Road N 48° 32' 966" W 123° 35' 871"			
System:	Subcomponents	CURRENT ratings	Projected Ratings post-development*
MFLNRO WUI Wildfire Threat Assessment			
	Fire Behaviour: Fuel, Weather, Topography	High	Moderate - High General area has continuous natural fuels; hilly topography.
	Structural	No structures currently on proposed lots; existing residence on Remainder Lot. Structural density > 1/ha in general area.	Moderate
WUI Threat Class		High	(High) Moderate
Wildfire Behaviour Threat Class		High	(High) Moderate
Total Wildfire Threat Score		High	(High) Moderate
HIRV Model	Hazard Impact Risk Vulnerability	High High Moderate Moderate-High	Moderate Moderate Moderate Moderate
Risk of Ignition		Moderate-High	Moderate
Overall WUI Wildfire Hazard/Threat Ranking		HIGH	(High) Moderate

*Projected ratings conditional upon incorporation of recommendations outlined in this report.

Recommendations for Interface Management

Assessment of the wildland urban interface wildfire threat at a property proposed for subdivision on Stebbings Road determined the current hazard/threat is high. The main reason for this elevated rating due to a lack of fire services (the subject site is located in an unprotected area). Other contributing factors include the present lack of onsite fireflow and access, hilly topography, and continuity of fuel loading in the general area. The following recommendations to reduce the hazard/threat rating include standard FireSmart strategies for managing development in the interface zone.

Precautions During Land Clearing and Construction

- Ensure any land clearing activities are conducted in compliance with BC's Wildfire Act and local bylaws.
- As per the BC Wildfire Act, if a high risk activity (i.e., land clearing) is taking place between 1 April and 31 October, the operator must keep at the activity site fire fighting hand tools, in a combination and type to properly equip each person who works at the site with a minimum of one fire fighting hand tool, and an adequate fire suppression system (onsite portable water tanker and fire fighting tools – shovels, pulaskis, portable water backpacks). In addition, efforts must be made to maintain an adequate fire break between any high risk activity and areas of continuous forest to ensure a fire originating at the site does not escape the site.
- Develop an Emergency Plan of Action, listing key contact information in case of fire and/or other emergency at the site.
- Removal of slash/disposal of debris piles must follow CVRD/ Area B bylaws.
- Ensure construction workers are made aware of the risk of fire in the interface zone, especially during a dry summer season.

Vegetation Management

10 m FireSmart Priority Zone around activity area and structures

- Establish and maintain a **FireSmart Priority Zone 0-10 m** (Appendix 1) around new homes and outbuildings.

Within the FireSmart Priority Zone:

⇒ Ensure retained trees are:

- well-spaced (crowns of mature trees should have at least 3 m separation; immature conifers should be thinned out a density below 500 sph);
- pruned (lower branches pruned of mature trees to at least 3.5 m height from ground; lower branches of immature conifers pruned to 1/3rd height of the tree);

⇒ Widely-spaced (> 3 m crown separation), slow-growing deciduous and/or broad-leaved native trees (i.e., arbutus), are acceptable (providing the trees are healthy, and the branches do not pose a blowdown issue); these trees are typically not as combustible as coniferous trees.

Vegetation Management Outside the 10 m FireSmart Priority Zone:

- Conduct a certified Hazard Tree assessment to ensure the safety and stability of any suspect Danger Trees within 1½ tree lengths of activity areas/proposed-existing structures, and along driveways. Remove Danger Trees. Retain Wildlife Trees where safely possible. Ensure driveways have sufficient horizontal and vertical clearance from brush to allow safe access.

- Develop a FireSmart landscaping plan by incorporating fire-resistive native shrubs and groundcover (i.e., bearberry, salal, Oregon-grape, sword fern, etc.). See FireSmart Landscaping on Southeastern Vancouver Island (brochure), SFC. <http://www.cityoflangford.ca/documents/brochures/FireSmartLandscaping.pdf>
- Regularly remove broom and other invasive plants. Areas of soil disturbed during clearing and construction should be promptly re-vegetated with approved landscaping materials and/or native grass seed to prevent encroachment from invasive plant species.

Construction

- Plan to use fire-retardant roof covering assemblies rated Class A, B, or C (i.e., metal, tile, ULC-rated asphalt) and feature non-combustible siding materials (i.e., stucco, metal siding, brick, cement shingles or cementitious materials, poured concrete, or ULC-rated wood siding).
- Follow FireSmart guidelines for design, construction, and maintenance of window and door glazing, eaves and vents, and decking <http://www.partnersinprotection.ab.ca>
- Ensure residences and outbuildings are hard-wired with working smoke alarms.
- Consider installation of interior sprinklers.

Fireflow, Access, Fire Protection

- Ensure development of driveways complies with local government standards and follows the Geometric Design Guide for Canadian Roads (www.tac-atc). Driveway gradients should not exceed 15% (gravel) or 20% (hard-surfaced). Driveways more than 45 m in length should be a minimum of 3.7 m in width, and provide 4.1 m vertical clearance over the full width. Turnouts should be spaced so that drivers can see from one turnout to the next. Dead-end driveways longer than 90 m in length should be provided with a turnaround at the terminus having no less than 15 m of outside travelled way. All gates should be located at least 9 m from the public road, and should not open outward. Gate openings should provide a clear opening of not less than 0.6 m wider than the travelled way.
- Ensure street addresses are installed, including during development process. Letters, numbers, and symbols should be at least 10 cm high, with a 12 mm stroke, contrast with the background colour of the sign, and be reflective.
Goldstream Heights/Stebbing Road are currently deficient in street address signage – risking response delays for emergency services (i.e., ambulance, police, WMB, etc.).
- Install a minimum of 2500 gal on-site fireflow (cistern, or gravity fed tank) at each new lot. Ensure fireflow is posted with appropriate signage (fireflow, not potable water). Ensure fittings are compatible with WMB hoses.
- Provide a cache of firetools (shovels, buckets, hoses) to be used in an emergency.

Regulatory Provisions

- Conduct a follow-up assessment (at building permit) to ensure appropriate mitigation measures have been implemented.
- A Section 219 wildfire interface covenant should be enacted in favour of the Cowichan Valley Regional District, in order that enforcement may be enacted

Summary

In accordance with the CVRD's Development Permit guidelines for Wildfire, a wildfire interface assessment was conducted at a property proposed for subdivision on Stebbings Road. The wildfire interface threat rating at the property is high (rating is unacceptable under the provincial Wildfire Threat Rating system). The subject area lies outside a fire service area. There is currently no fireflow or developed access at the three new lots proposed. The property is located in hilly topography with a continuity of fuels.

This report contains recommendations to reduce the fire threat rating. These recommendations, based on FireSmart, focus on vegetation management, construction options, local improvements, and regulatory provisions.

No fire department will respond to a structure fire in this area. Compliance with the recommendations contained in this report is vital to ensuring the safety of the intended development.

Fire prevention and protection in the interface zone are ongoing processes. Long-term implementation of FireSmart mitigation is essential to ensure protection for life, property, and ecological processes in Cowichan valley's wildland interface zone.

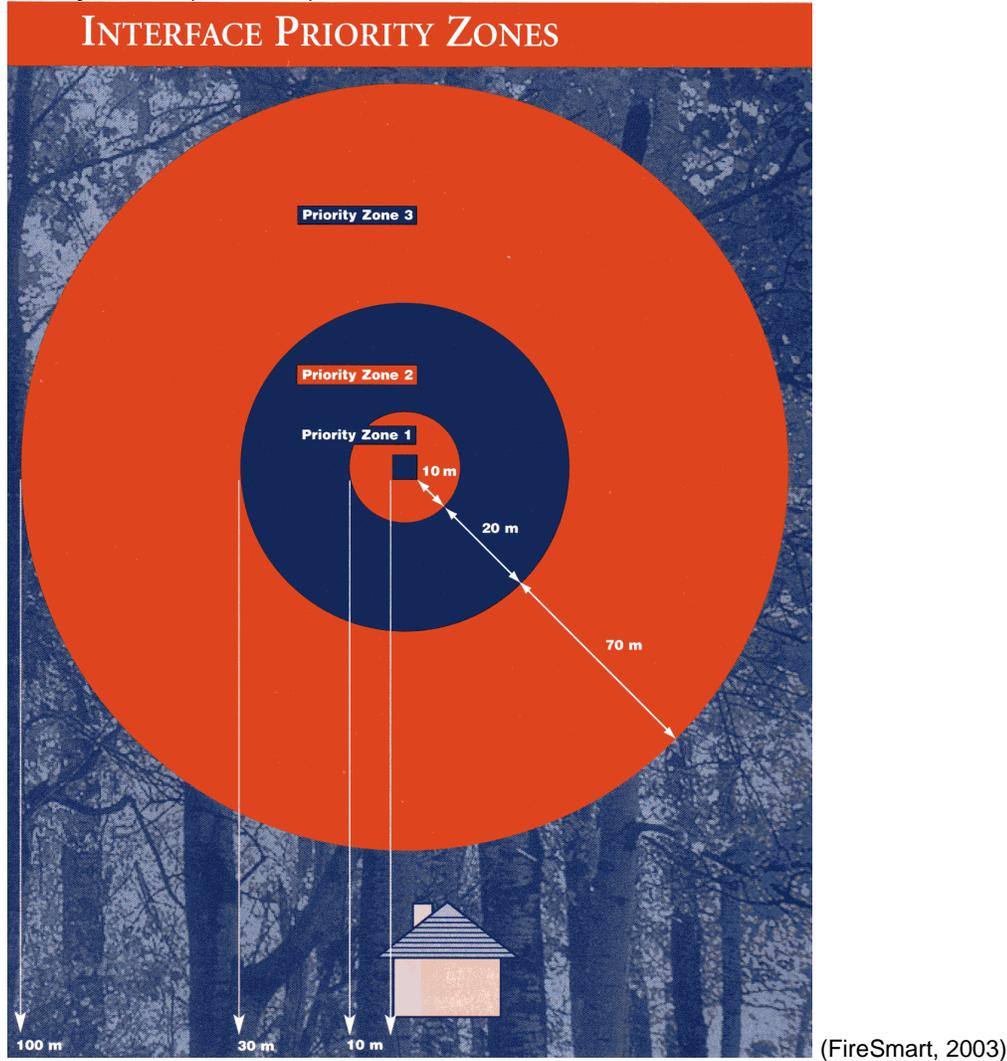
Appendix 1. FireSmart Interface Priority Zones

In interface areas, FireSmart advocates the establishment and maintenance of Fuel Management Zones* extending outward from structures and along access routes:

Priority Zone 1 (0-10 m).

Priority Zone 2 (10-30 m).

Priority Zone 3 (30-100 m).



Priority Zone 1 (0-10 m): The main objective of vegetation management is to create an environment that will not support fire. Vegetation management focuses on fuel removal, conversion, and reduction.

Priority Zone 2 (10-30 m): Where treatment in PZ 1 is not sufficient to significantly reduce the fire hazard due to fuel loading, extend the fuel modified area with a variety of thinning and pruning actions.

Priority Zone 3 (30-100 m): Where fuel modification in PZ1 and PZ2 is insufficient to protect structures and/or property, FireSmart advocates treatment in Priority Zone 3 with a variety of thinning and pruning actions in order to create an environment that will not support high-intensity crown fires.

*Setback Zone distances may be extended depending on aspect, slope, fuel loading, etc.

Appendix 2. Generic Fuel Types (adopted from CFFDRS).

Fuel Type	Description	Wildfire Behaviour Under High Wildfire Danger
Coniferous:		
C1	Terrestrial herbaceous ecosystem: mossy rock outcroppings	High potential for surface fire, especially if high moss/lichen
C2	Dense regeneration to pole-sapling (immature) forest with crowns almost to ground	High potential for crown fires; low to very high fire intensity and rate of spread
C3	Fully stocked, mature forest, crowns separated from ground; sparse understorey	Surface and crown fire, low to very high fire intensity and rate of spread
C4	Dense, pole-sapling (immature) forest, heavy standing dead and down, dead woody fuel; continuous needle litter; continuous vertical crown fuel continuity	High potential for crown fires, high to very high fire intensity and rate of spread
C5	Moderately well-stocked, mature forest, moderate dense understorey crowns well separated from ground; continuous needle litter	Low to moderately fast-spreading, low to moderate intensity surface fire
C6	Fully stocked conifer plantation; absent understorey; tree crowns separated from ground; continuous needle litter	Surface fire may spread rapidly to become high intensity fire with high rate of spread
C7	Open, mature coniferous stand; uneven-aged; discontinuous understorey; tree crowns mostly separated from ground	Surface, torching, rarely crowning (except on steeper slopes), moderate to high intensity and rate of spread
D (Deciduous)	Moderately well-stocked deciduous stands; moderate medium to tall shrubs and herb layers D-1 Leafless D-2 In leaf	Typically a surface fire; low to moderate rate of spread and fire intensity Surface, torching and crowning; moderate to very high intensity and spread rate (varies with slope and % vegetation cover)
M (Mixed Forest)	Moderately well-stocked mixed stand of conifers and deciduous tree species; moderate shrub understorey; conifer crowns extend nearly to ground M-1 Leafless M-2 in Leaf	Fine fuel % and cedar foliage retention will result in faster ignition and spread
S (Slash)	Slash from logging and land clearing	Rapid spreading, moderate to high intensity surface fire
01-Long	Continuous standing grass – fuel loading is 0.3 kg/m ² ; scattered trees 01-a Matted 01-b Tall	The taller, and more cured the grass, the more rapid spread; low to moderate intensity surface fire
01-Short	Continuous human modified short grass	Typically low rate and spread and low fire intensity.

ELECTORAL AREA B APC MEETING

Date: Thursday, April 5, 2018 - 7 PM

Place: Shawnigan Lake Community Centre
Address: 2804 Shawnigan Lake Rd., Shawnigan Lake, BC

MINUTES

Present:

Bruce Stevens, APC Chair
Pieter De Vries, APC
Mike Hennessy, APC
Brent Osbourne, APC
Grant Treloar, APC
Sierra Acton, Area Director

Absent:

Kelly Musselwhite, APC Secretary
Shawn Taylor, APC
Dave Hutchinson, APC Vice-Chair
Michael Battler, APC

Guests:

Patrick Lucey, Aqua-Tex Scientific Consulting Ltd, Applicant
Stephen Eldridge – property owner

INTRODUCTIONS – round table

ADOPTION OF Minutes of the meeting of Feb 1, 2018 – moved and carried

REPORTS AND UPDATES - none

BUSINESS ARISING FROM MINUTES - none

DELEGATIONS - none

CORRESPONDENCE - none

INFORMATION - none

NEW BUSINESS

Application for a Development Permit No 10-B-17DP (360 Stebbings Rd)

- **Motion:** Recommend acceptance of application.

Other comments:

- Clarification is requested from CVRD with respect to how Zoning Bylaw 985 is being applied for this application. There appears to be a difference between the requirements set out in Bylaw 985, Section 7.3C(g)(3) and the requirement set out in CVRD Memorandum from Jon Munn, Planner II, page 3 heading "Zoning Bylaw 985". The Bylaw states: "...a cash amenity contribution of \$10,000 per new parcel created shall be made,..." but the Memorandum says: "To comply, a \$20,000 charge must be paid...". The APC is wondering why it is not \$30,000 as three new parcels will be created.

UNFINISHED BUSINESS - none

OTHER - none

PUBLIC QUESTIONS - none

ADJOURNMENT



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMIT

FILE NO: 10-B-17DP

DATE: _____

REGISTERED PROPERTY OWNER(S):

Stephen Paul Eldridge

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 17, Block 201, Malahat District, Plan VIP78459 (PID: 026-226-448)

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; and**

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

Schedule A – Proposed Subdivision Plan, Site Conditions – 360 Stebbings Rd

Schedule B – Stream Drainage Image – Fig 3 2017 Aquatex Report

Schedule C – Subdivision and SPEA Sketch - 2017 Aquatex Report

Schedule D – Riparian Assessment 25 Recommendations - 2017 Aquatex Report

Schedule E – Riparian Assessment Report (FLNRO Ministry #4637A)

Schedule F - Stormwater Management Measures

Schedule G - SPEA Signage 2017 Aquatex Report

Schedule H - Generic Erosion and Sediment Control Plan

Schedule I - Silt Fencing Installation Instructions

Schedule J – Erosion and Sediment Control Checklist

Schedule K - Geotechnical Report

Schedule L - Landscaping Amendment Email

Schedule M - Invasive Species Management Plan and Site Image (Fig 5 2017 Aquatex Report)

Schedule N - Recommendations to address Wildfire Interface Guidelines

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 ARTURO & YANINA MENDENHALL (applicants) on behalf of OROSI LAND COMPANY LTD (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 April 24, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Development Services Division
Land Use Services Department
SUBJECT: Development Variance Permit Application No. DVP18101
(10700 Alder Crescent)
FILE: DVP18101

PURPOSE/INTRODUCTION

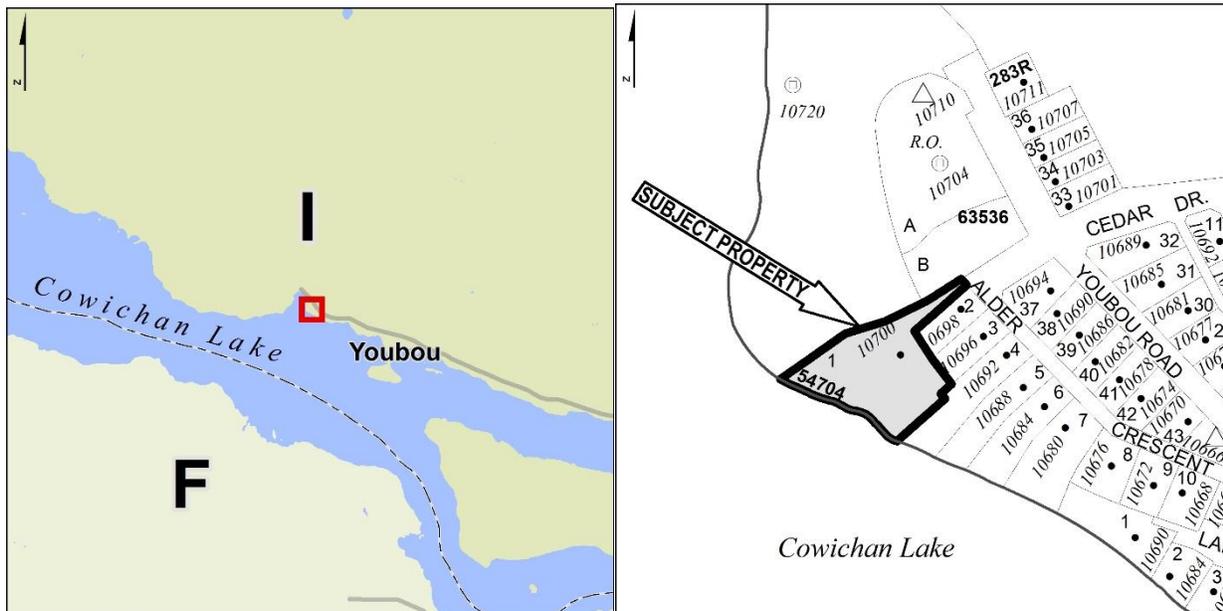
The purpose of this report is to present a request to vary the required setbacks for a washroom building under construction in Arbutus Park on Cowichan Lake.

RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. DVP18101 (10700 Alder Crescent) to vary Sections 5.36(3) and 3.19(1)(c)(ii) of Bylaw No. 2465 to respectively:

1. reduce the front parcel line setback for the proposed building from 6.0 metres to 5.20 metres; and
2. increase the exemption for eave and gutter projection into the front parcel line setback from 1.0 m to 2.52 metres be approved.

LOCATION MAP



OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Official Community Plan No. 2650

The subject property falls within the Electoral Area I – Youbou/Meade Creek Official Community Plan No. 2650 and is located within the Parks/Institutional (P) designation.

The subject property is within the Watercourse Protection Development Permit Area (DPA) of the Electoral Area I Official Community Plan. As subject building is more than 30 m from the high water mark of Cowichan Lake, the DPA Guidelines do not apply.

Zoning Bylaw No.2465

The subject property is zoned Park 1 (P-1). Section 5.36(3) of the Bylaw requires all buildings and structures to be setback 6.0 metres from all parcel lines. Bylaw Section 3.19(1)(c)(ii) exempts building eaves and gutters which project up to 1 m into a front or side yard.

The applicant has requested to vary Sections 5.36(3) and 3.19(1)(c)(ii) of Bylaw No. 2465 for the washroom building in order to respectively:

1. reduce the front parcel line setback for from 6.0 metres to 5.20 metres, and
2. increase the exemption for eave and gutter projection into the front parcel line setback from 1.0 m to 2.52 metres.

PLANNING ANALYSIS

Parks & Trails Division is constructing a washroom building in Arbutus Park in Youbou. The new washroom building is part of an overall revitalization of this popular waterfront park following community engagement in 2015/16 by the Park & Trails Division with the Youbou/Meade Creek Advisory Parks Commission. The new washroom replaces an older building that housed both washrooms and a lifeguard station located within 30 metres of the lake.

The proposed single storey building is 57.23 m² (616 ft²) in area and 5.11 m (16.75 ft) in height at the front (cut into the slope 1.0 m at the rear/ northeast side). The siting decision for the building began in 2016 when a new washroom building was intentionally located beyond 30 metres from the lake edge to have the least impact on the sensitive environment. Property boundaries for the park in the vicinity of the proposed building location were surveyed prior to commencement of construction.

In 2017, after site design, a decision was made to orient the building on an angle to the west, but this was not followed up with a re-survey to confirm the building layout remained outside of the 6.0 m front yard setback area. As a result, the building's northwest corner is now located 0.75 m (2.5 ft) into the 6.0 m (19.69 ft) setback area. In addition, the building's roofline will project a maximum of 1.47 m (4.82 ft) on an angle beyond the permitted 1.0 m (3.28 ft) projection of the into the setback area (see Attachment C – Building Survey Plan). The error was only recently discovered when the park property boundary and building under construction were resurveyed in response to concerns raised by a neighbour.

Three options to address this situation include:

1. physical relocation of the building; however demolition and rebuilding would be required;
2. request a Development Variance Permit to reduce setback requirements in this case; or
3. apply to amend the Electoral Area I (Youbou/Meade Creek) Zoning Bylaw to reduce the setback requirements for the P1 – Park Zone 1.

Staff support this variance option because it is a minor setback adjustment and it is in the public interest to provide this service prior to the busy summer season.

The costs to physically relocate the building would be in the \$100,000 range. Application for a Development Variance Permit includes a \$600 permit application fee and a zoning amendment (rezoning) application would include a \$2,200 fee.

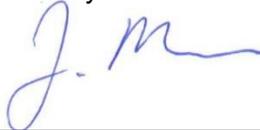
Note that if the variance is denied, action may be taken by the Inspections & Enforcement Division.

OPTIONS

- 1) That it be recommended to the Board that Application No. DVP18I01 (10700 Alder Crescent) to vary Sections 5.36(3) and 3.19(1)(c)(ii) of Bylaw No. 2465 for the washroom building in order to respectively:
 1. reduce the front parcel line setback for the from 6.0 metres to 5.20 metres; and
 2. increase the exemption for eave and gutter projection into the front parcel line setback from 1.0 m to 2.52 metres be approved.

- 2) That it be recommended to the Board that Application No. DVP18I01 (10700 Alder Crescent) to vary Sections 5.36(3) and 3.19(1)(c)(ii) of Bylaw No. 2465 for the washroom building in order to respectively:
 1. reduce the front parcel line setback for the from 6.0 metres to 5.20 metres; and
 2. increase the exemption for eave and gutter projection into the front parcel line setback from 1.0 m to 2.52 metres be denied.

Prepared by:

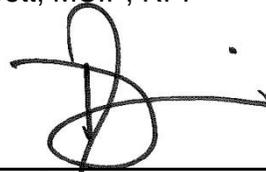


Jon Munn, MCIP, RPP
Planner II

Reviewed by:



Mike Tippett, MCIP, RPP
Manager



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

ATTACHMENTS:

- A – Aerial Photo
- B – Zoning Map
- C – Building Survey Plan
- D – Building Site and Plans
- E – Building Elevations and Sections
- F – Site Photos
- G – Draft Development Variance 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.

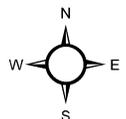
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: DVP18101

Proposed Building

-  Structure
-  6m Setback

Sketch of approximate footprint and approximate location. This is not a survey nor an accurate rendering. For visualisation purposes only.





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.

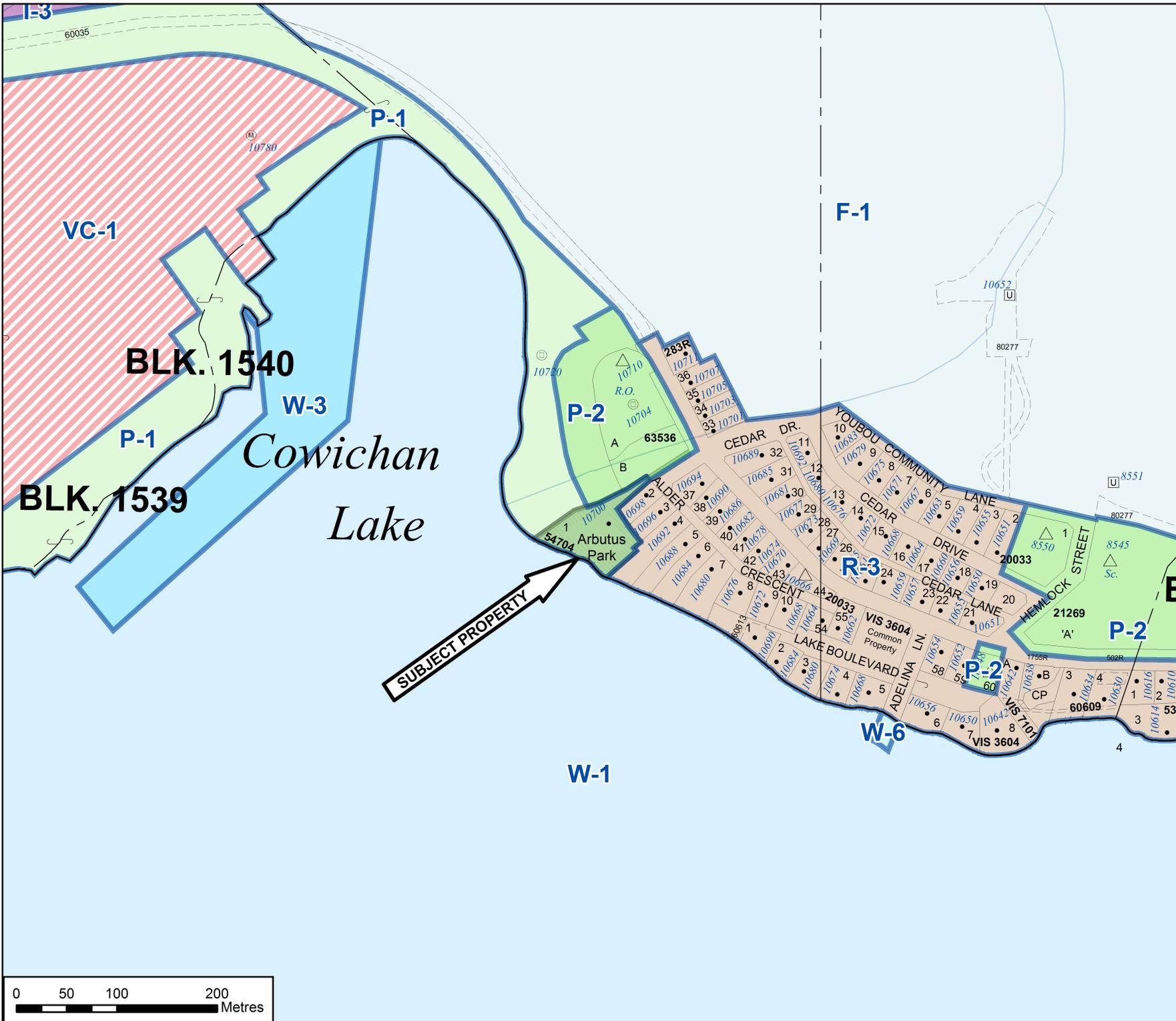
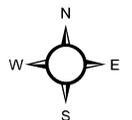
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: DVP18101

ZONING

Legend

- Subject Property
- Zoning I



**SKETCH PLAN SHOWING
ENCROACHMENTS OVER SETBACKS ON
PART OF LOT 1, BLOCK 113,
COWICHAN LAKE DISTRICT,
PLAN VIP54704.**

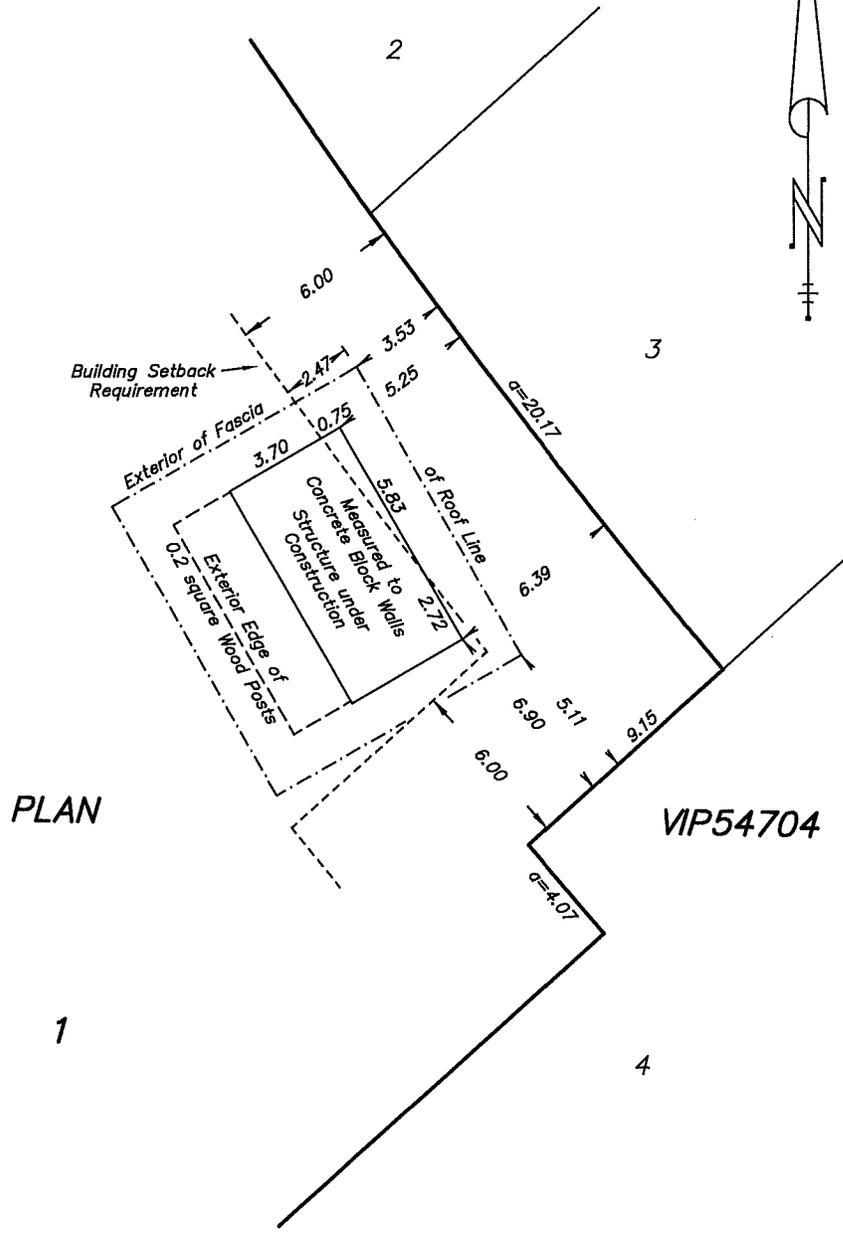
Note: Lot 1 lies within the C.V.R.D.
Area 1 and is Zoned P-1.
Bylaw setback requirements are as follows:

6.0 m from all parcel lines, for
all buildings and structures

SCALE 1 : 200



all distances are in metres.



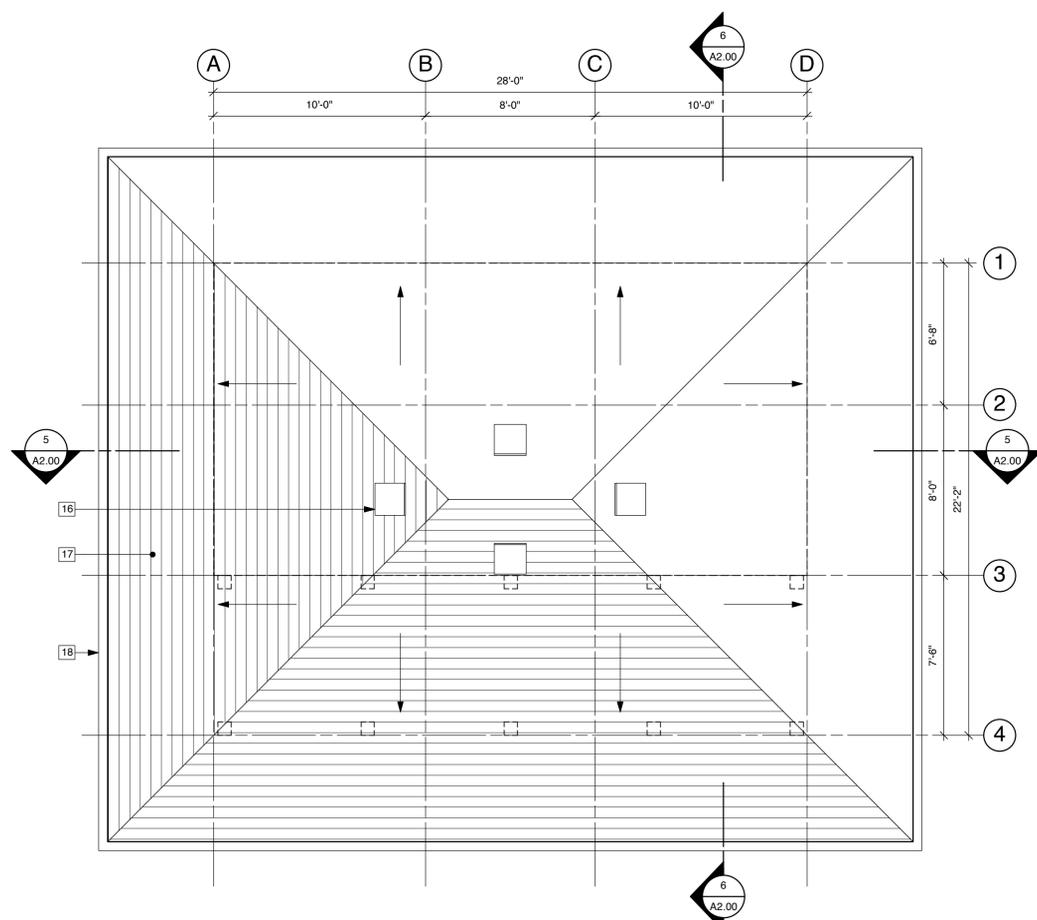
PLAN

VIP54704

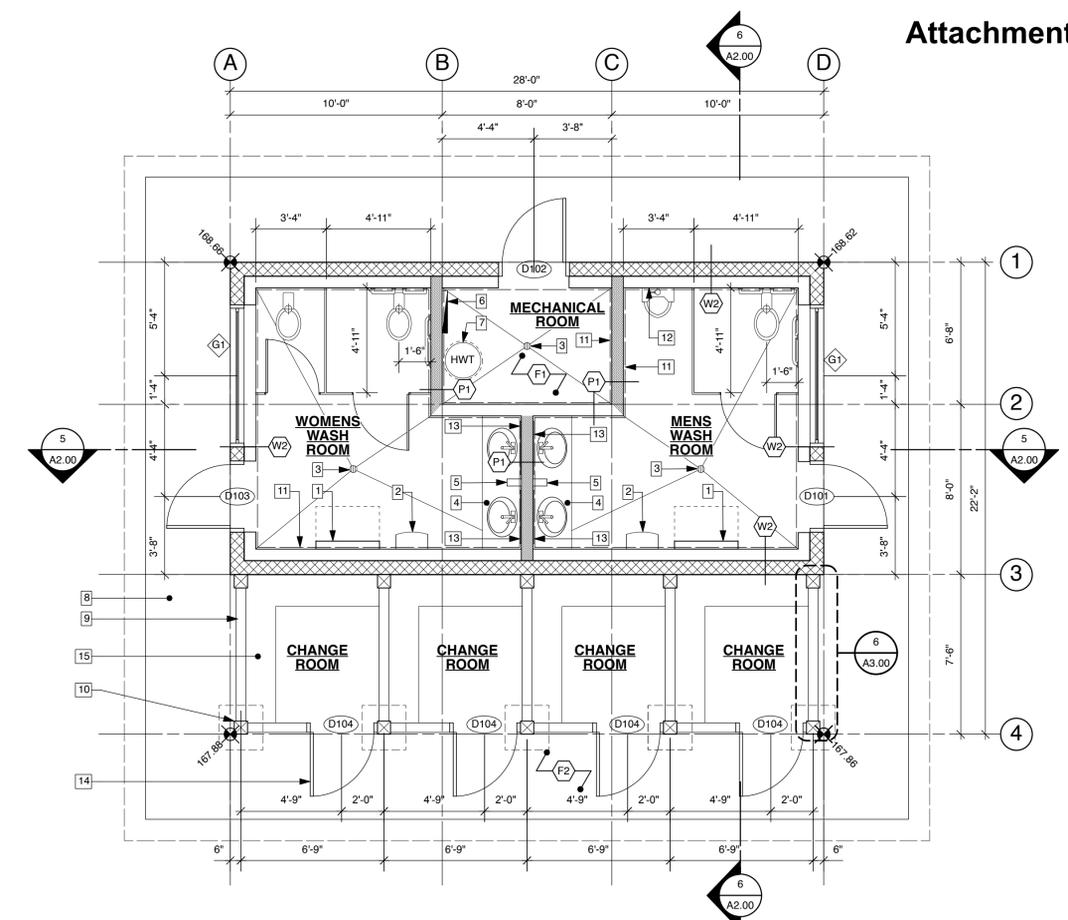
KENYON WILSON

PROFESSIONAL LAND SURVEYORS
221 CORONATION AVENUE
DUNCAN, B.C. V9L 2T1 (250)746-4745
FILE: 18-8253_SKT.dwg Apr 13, 2018

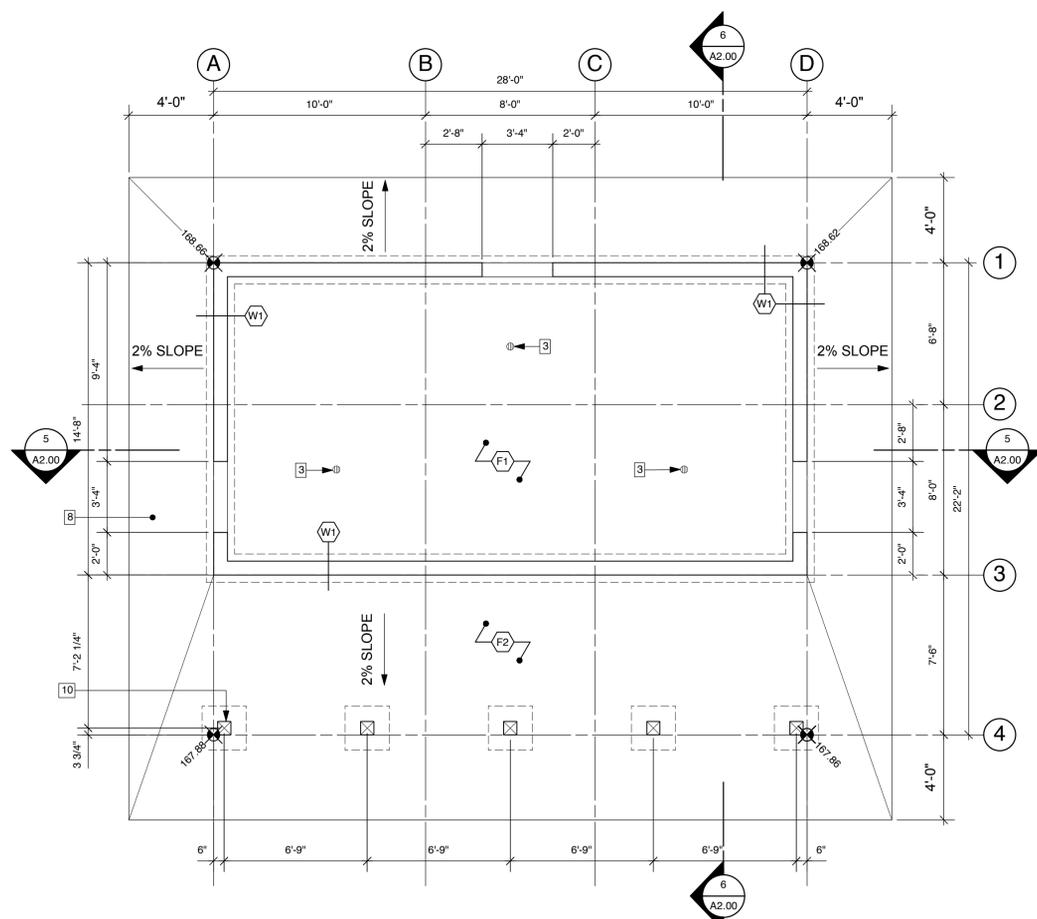
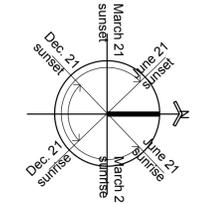
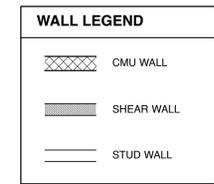
ASSEMBLIES	
R1 TYPICAL ROOF ASSEMBLY (RSI 7.081)	<ul style="list-style-type: none"> 26ga. STANDING SEAM METAL ROOF - PRE-FORMED, PREFINISHED FELT UNDERLAY. PROVIDE 1M ICE DAM MEMBRANE @ EAVES 5/8" TONGUE AND GROOVE PLYWOOD ENGINEERED TRUSSES @ 24" O.C. R-40 BATT INSULATION 5MIL POLY VAPOUR BARRIER 1/2" TONGUE AND GROOVE PLYWOOD CEILING, PAINTED
R2 TYPICAL ROOF ASSEMBLY	<ul style="list-style-type: none"> 26ga. STANDING SEAM METAL ROOF - PRE-FORMED, PREFINISHED FELT UNDERLAY. PROVIDE 1M ICE DAM MEMBRANE @ EAVES 5/8" TONGUE AND GROOVE PLYWOOD ENGINEERED TRUSSES @ 24" O.C. T&G CEDAR SOFFIT WITH PERFORATED VENTING STRIP.
W1 TYPICAL FOUNDATION WALL	<ul style="list-style-type: none"> 8" REINFORCED CONCRETE FOUNDATION WALL ON A 16" x 8" REINFORCED CONCRETE STRIP FOOTING BITUMINOUS DAMP PROOFING ON EXTERIOR SIDE OF FOUNDATION WALL
W2 TYPICAL EXTERIOR WALL (RSI 3.119)	<ul style="list-style-type: none"> 8" STACK BOND CONCRETE MASONRY UNIT WITH WELDED WIRE MESH REINFORCEMENT IN MORTAR JOINTS 1" AIRSPACE 2x6 WOOD STUD FRAMING @ 16" O.C. R20 BATT INSULATION 6 MIL POLY VAPOUR BARRIER 1/2" PAINTED TONGUE AND GROOVE GOOD ONE SIDE PLYWOOD
P1 TYPICAL INTERIOR PARTITION	<ul style="list-style-type: none"> 1/2" PAINTED TONGUE AND GROOVE PLYWOOD GOOD ONE SIDE PLYWOOD 2x6 WOOD STUD FRAMING @ 16" O.C. R20 ACOUSTIC BATT INSULATION 1/2" PAINTED TONGUE AND GROOVE PLYWOOD GOOD ONE SIDE PLYWOOD
NOTE! REFER TO STRUCTURAL FOR SHEAR WALL ASSEMBLY.	
F1 4" CONCRETE SLAB ON GRADE (WASHROOMS & MECHANICAL ROOM)	<ul style="list-style-type: none"> 4" REINFORCED CONCRETE SLAB WITH SMOOTH FINISH 10MIL POLY VAPOUR BARRIER 2" SAND 6" COMPACT INORGANIC FILL BEARING SOIL
F2 4" CONCRETE SLAB ON GRADE (APRON AND CHANGE ROOMS)	<ul style="list-style-type: none"> 4" REINFORCED CONCRETE SLAB WITH BROOM FINISH 2" SAND 6" COMPACT INORGANIC FILL BEARING SOIL



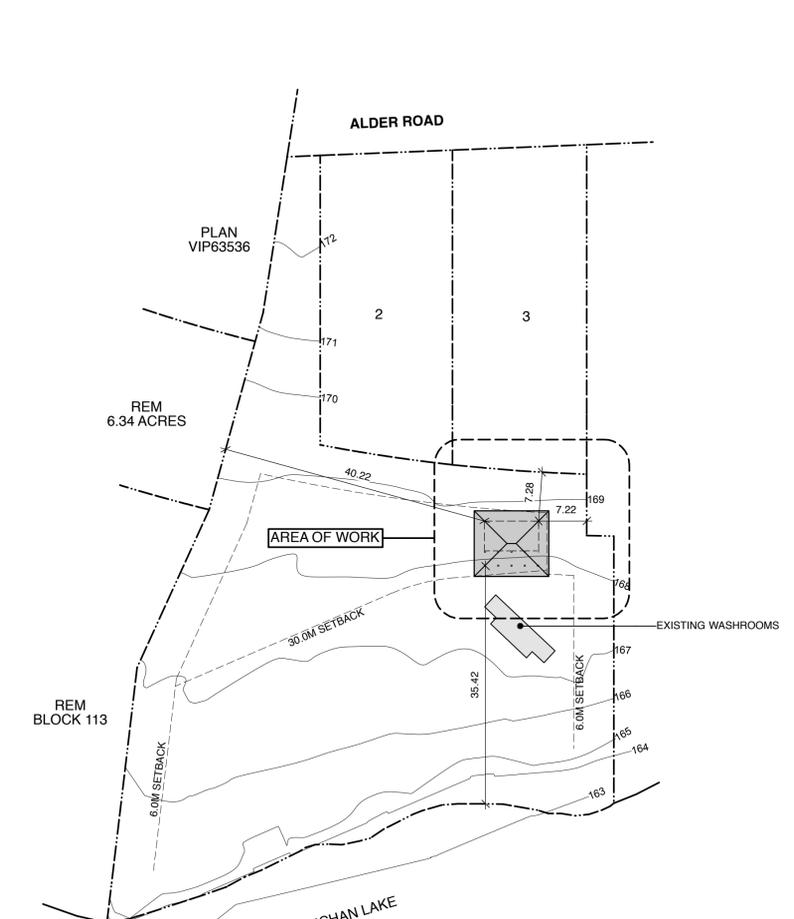
4 ROOF PLAN
Scale: 1/4" = 1'-0"



3 FLOOR PLAN
Scale: 1/4" = 1'-0"



2 FOUNDATION PLAN
Scale: 1/4" = 1'-0"



1 SITE PLAN
Scale: 1:500

KEYNOTES	
1. BABY CHANGE TABLE TO BE 'KOALA CLASSIC HORIZONTAL BABY CHANGING STATION (KB100) OR SIMILAR.	
2. HAND DRYERS AS PER OWNER.	
3. ALUMINUM FLOOR DRAIN. SLOPE FLOOR TO DRAIN.	
4. PLASTIC LAMINATE ON 2 LAYERS 3/4" PLYWOOD COUNTER TOP WITH SURFACE MOUNT VANTY WITH STRAIGHT EDGE SIDE BACKSPLASH.	
5. SURFACE MOUNTED SOAP DISPENSER.	
6. ELECTRICAL PANEL.	
7. HOT WATER TANK.	
8. 4" CONCRETE APRON WITH BROOM FINISH.	
9. SLOPE SIDEWALK MINIMUM 2% AWAY FROM BUILDING. SAW CUT CONTROL JOINTS EVERY 60'.	
10. SANDED FIR PANEL, STAINED FINISH (TYPICAL).	
11. 8x8 STAINED CEDAR STRUCTURAL COLUMN ON 10" x 10" REINFORCED CONCRETE PIER WITH KNIFE PLATE. 24" x 24" x 8" THICK REINFORCED CONCRETE FOOTING TYPICAL (REFER TO STRUCTURAL).	
12. 2x4 INTERIOR TRIM @ TOP OF WALL. COLOUR TO MATCH WALL.	
13. PLASTIC LAMINATE BACKING. COLOUR TO MATCH WALL.	
14. 30" x 36" MIRROR.	
15. 36" WIDE CHANGE ROOM DOOR WITH GALVANIZED HEAVY HARDWARE. LOCKABLE TWO SIDED SLIDE LATCH, TRIPLE HINGED AND NO CLOSURE.	
16. WOOD BENCH BY OTHERS.	
17. 60 NFA ROOF VENT (TYPICAL).	
18. 26ga. STANDING SEAM METAL ROOF (COLOUR TO BE DETERMINED).	
19. PREFINISHED METAL RAINWATER LEADERS.	
20. BAFFLED DOWNLIGHT - DIFFUSER.	
21. T&G CEDAR SOFFIT WITH PERFORATED VENTING STRIP.	
22. 4" O PERFORATED FOUNDATION DRAIN.	
23. 4" O PERIMETER DRAIN.	
24. 2x8 COMBED FACE WOOD FASCIA. PAINTED.	
25. TOILET PARTITION.	
26. RUBBER BASE.	

PROJECT DATA	
LEGAL DESCRIPTION: LOT 1, BLOCK 113, COWICHAN LAKE DISTRICT PLAN VIPS4704	
LOT SIZE: 0.49 HA	
ZONING: P1	
BUILDING AREAS:	
WASHROOMS: 38.15 M ²	
CHANGE ROOMS: 18.80 M ²	
TOTAL: 56.95 M ²	
LOT COVERAGE: 1%	
SETBACKS:	
- FRONT YARD (WEST): 7.22M	
- REAR YARD (EAST): 35.42M	
- INTERIOR SIDE YARD (NORTH): 7.22M	
- INTERIOR SIDE YARD (SOUTH): 40.22M	
AVERAGE GRADE: 168.25M	
BUILDING HEIGHT: 5.11M (16'-9 1/4")	

GENERAL NOTES:	
1. DO NOT SCALE FROM DRAWINGS!	

DRAWING LIST	
A1.00	SITE PLAN, PROJECT DATA & PLANS
A2.00	ELEVATIONS & BUILDING SECTIONS
A3.00	SCHEDULES & MISC. DETAILS



FINLAYSON BONET
ARCHITECTURE

#4 - 7855 East Saanich Rd.
Saanichton V8M 2B4

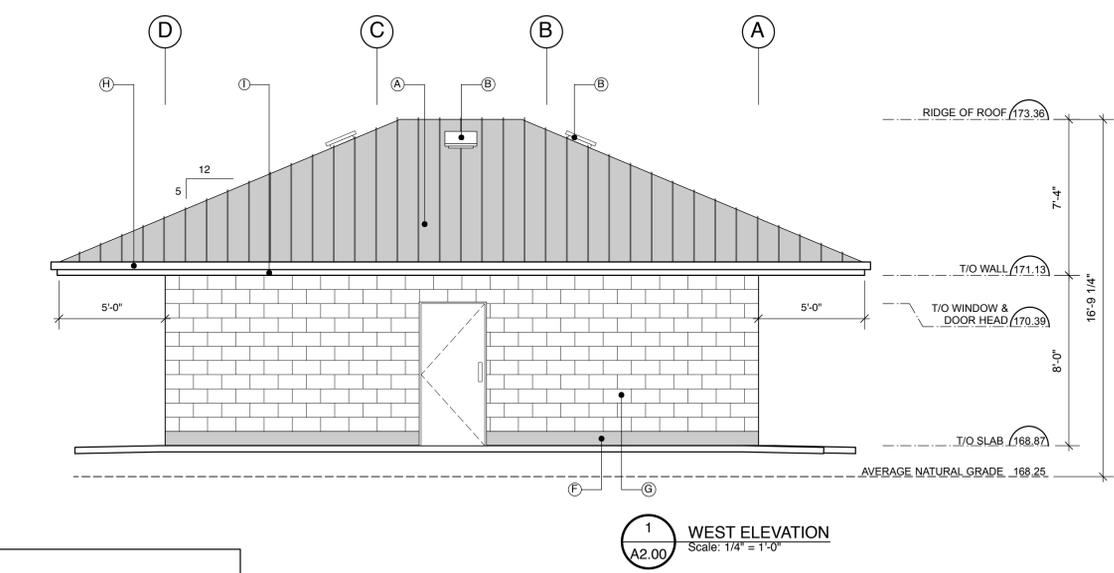
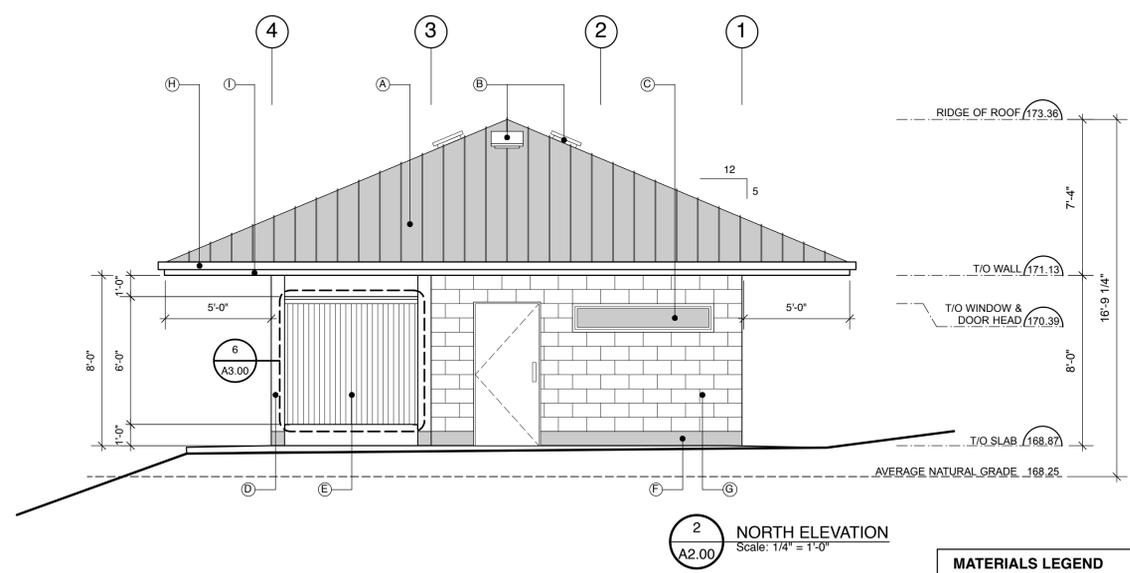
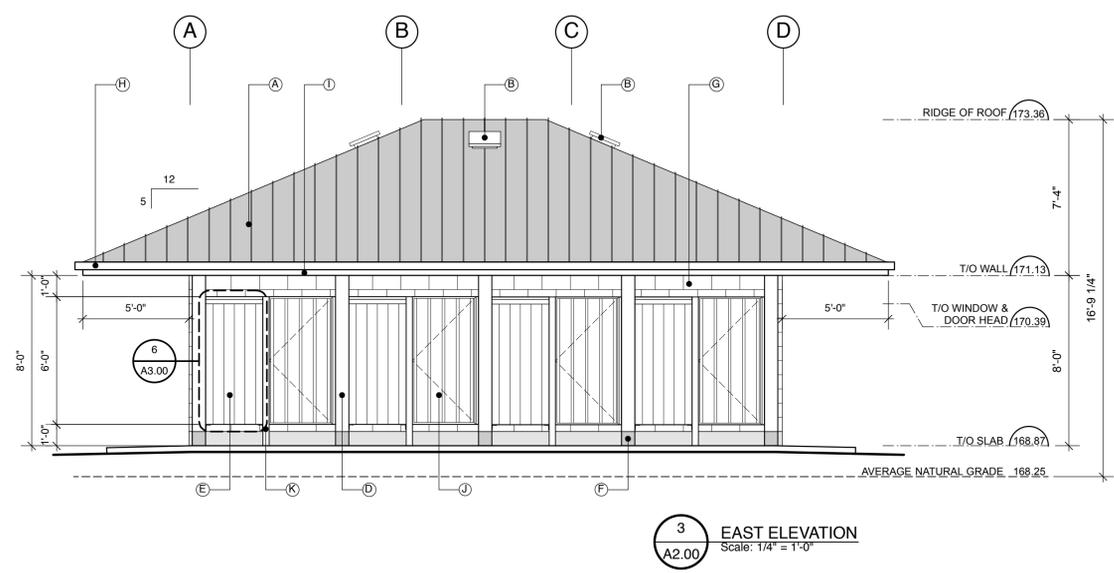
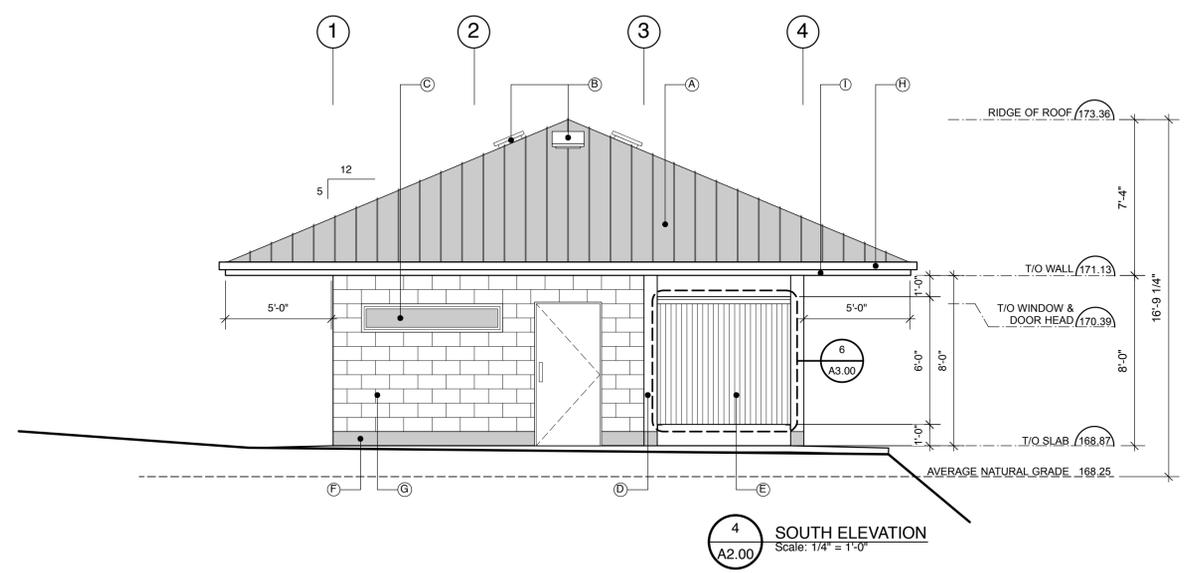
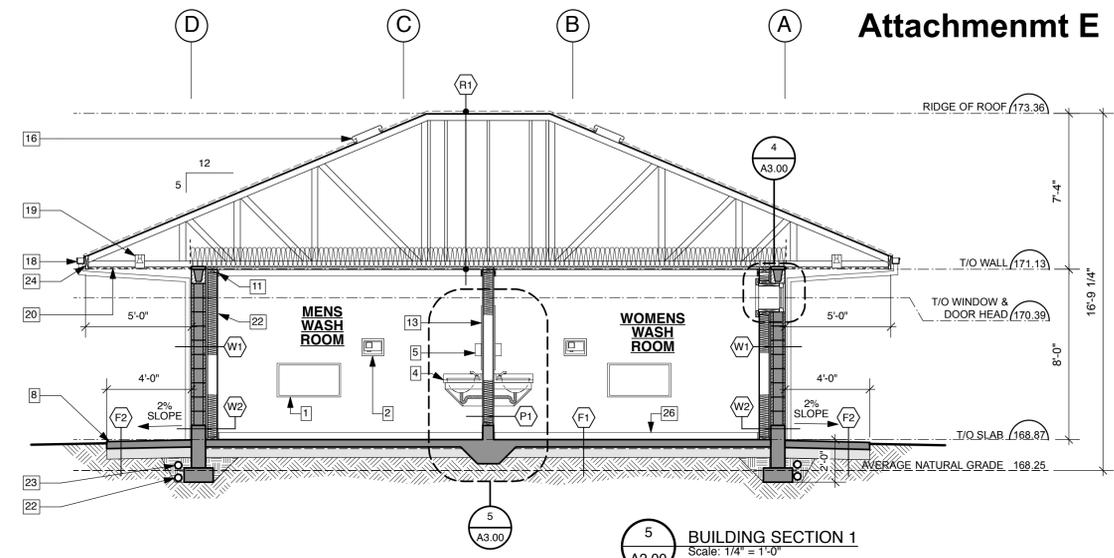
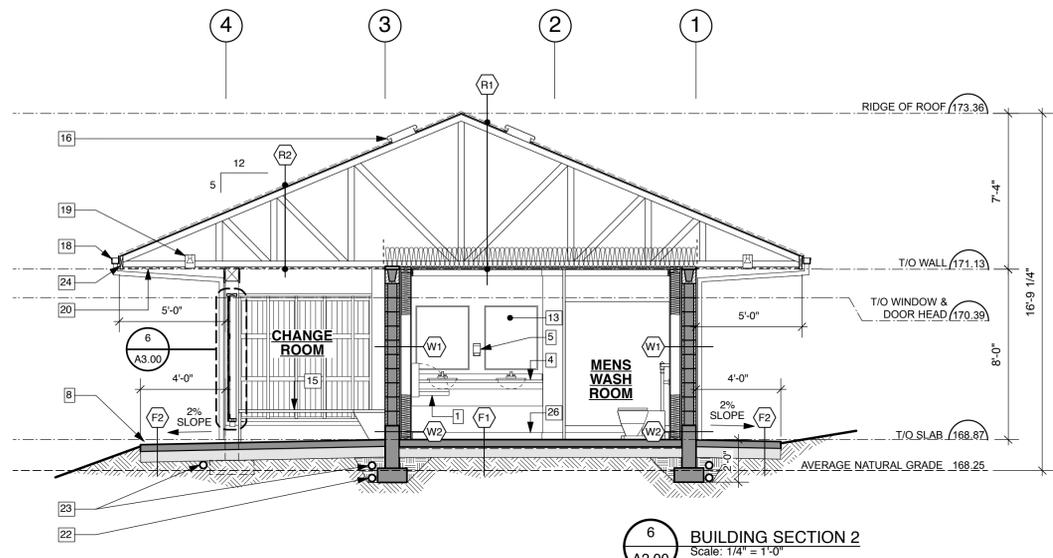
Phone: 250-656-2224
Fax: 250-656-2279
email: info@finlaysonbonet.ca

28Apr17 BP Application		
Rev	Date	Description
Checked		SMB
Drawn		RJC
Scale		AS NOTED
Date	APRIL 28, 2017	
Project Name	ARBUTUS PARK WASHROOM BUILDING	
	ALDER CRESCENT, YOUNBOU, BC V0R 3E1	
Drawing Title	SITE PLAN, PROJECT DATA & PLANS	
Drawing No.	A1.00	
Project No.	16134	

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Attachment E

- KEYNOTES**
1. BABY CHANGE TABLE TO BE "KOALA CLASSIC HORIZONTAL BABY CHANGING STATION (KB100) OR SIMILAR.
 2. HAND DRYERS AS PER OWNER.
 3. ALUMINUM FLOOR DRAIN, SLOPE FLOOR TO DRAIN.
 4. PLASTIC LAMINATE ON 2 LAYERS 3/4" PLYWOOD. COUNTER TOP WITH SURFACE MOUNT VANITY WITH STRAIGHT EDGE SIDE BACKSPLASH.
 5. SURFACE MOUNTED SOAP DISPENSER.
 6. ELECTRICAL PANEL.
 7. HOT WATER TANK.
 8. 4" CONCRETE APRON WITH BROOM FINISH. SLOPE SIDEWALK MINIMUM 2% AWAY FROM BUILDING.
 9. SAUNDED FIR PANEL, STAINED FINISH (TYPICAL). SAW CUT CONTROL JOINTS EVERY 60".
 10. 8x8 STAINED CEDAR STRUCTURAL COLUMN ON 10" x 10" REINFORCED CONCRETE PIER WITH KNIFE PLATE. 24" x 24" x 8" THICK REINFORCED CONCRETE FOOTING TYPICAL (REFER TO STRUCTURAL).
 11. 2x4 INTERIOR TRIM @ TOP OF WALL. COLOUR TO MATCH WALL.
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 13. 30" x 36" MIRROR.
 14. 36" WIDE CHANGE ROOM DOOR WITH GALVANIZED HEAVY HARDWARE, LOCKABLE TWO SIDED SLIDE LATCH, TRIPLE HINGED AND NO CLOSURE.
 15. WOOD BENCH BY OTHERS.
 16. 60 NFA ROOF VENT (TYPICAL).
 17. 28ga. STANDING SEAM METAL ROOF (COLOUR TO BE DETERMINED).
 18. PREFINISHED METAL GUTTERS WITH LEAF GUARD AND PREFINISHED METAL RAINWATER LEADERS.
 19. BAFFLED DOWNLIGHT - DIFFUSER.
 20. T&G CEDAR SOFFIT WITH PERFORATED VENTING STRIP.
 21. INTERIOR WINDOW TRIM & LINER IN PAINTED 1x4 WOOD.
 22. 4" Ø PERFORATED FOUNDATION DRAIN.
 23. 4" Ø PERIMETER DRAIN.
 24. 2x8 COMBED FACE WOOD FASCIA. PAINTED.
 25. TOILET PARTITION.
 26. RUBBER BASE.



MATERIALS LEGEND

- A. 28ga. STANDING SEAM METAL ROOF (COLOUR TO BE DETERMINED).
- B. 60 NFA ROOF VENT.
- C. 7-1/4" x 7-1/4" STAINED CEDAR STRUCTURAL COLUMN.
- D. SAUNDED FIR PANEL, STAINED FINISH.
- E. EXPOSED CONCRETE.
- F. SMOOTH FACE CONCRETE MASONRY UNIT.
- G. PREFINISHED METAL GUTTERS WITH LEAF GUARD AND PREFINISHED METAL RAINWATER LEADERS.
- H. 2x8 COMBED FACE WOOD FASCIA, PAINTED.
- I. CHANGE ROOM DOOR.
- K. 4x4 STAINED CEDAR POST.



**FINLAYSON
BONET**
ARCHITECTURE

#4 - 7855 East Saanich Rd.
Saanichton V8M 2B4
Phone: 250-656-2224
Fax: 250-656-2279
email: info@finlaysonbonet.ca

28Apr17 BP Application		
Rev	Date	Description
Checked		SMB
Drawn		RJC
Scale	1/4" = 1'-0"	
Date	APRIL 28, 2017	
Project Name	ARBUTUS PARK WASHROOM BUILDING ALDER CRESCENT, YUUBOU, BC V0R 3E1	
Drawing Title	ELEVATIONS & BUILDING SECTIONS	
Drawing No.	A2.00	
Project No.	16134	

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**Photos for
Development Variance Permit Application
DVP18101, 10700 Alder Crescent**



*Preliminary Site Survey Markers Northeast of
Old Washroom Building*



Old Portable Toilet Shed

*Washroom Building
Under Construction*





Northeast Side of Building

Does Not Meet Setback Requirement

Meets Setback Requirement

Building from Southwest

Does Not Meet Setback Requirement



*Washroom Building from North,
Between
10698 and 10690 Alder Crescent*





COWICHAN VALLEY REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT

FILE NO: DVP18101
DATE: _____

REGISTERED PROPERTY OWNER(S):
CVRD

1. This Development Variance Permit is issued 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 Variance Permit applies to and only to those lands within the Regional District described below:

Lot 1, Block 113, Cowichan Lake District, Plan VIP54704 (PID: 017-894-964)

3. Authorization is hereby given to vary **Section of Zoning Bylaw No for an increased**
.....

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

Schedule A – Site Plan Showing Building Location prepared by ... dated , 201_

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

6. **This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Land Use Services Department.**

AUTHORIZING RESOLUTION NO. [from Board Minutes] PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE [day] DAY OF [month] [year].

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

I HEREBY CERTIFY that I have read the terms and requirements of the Development Variance 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 *[NAME ON TITLE; or NAME OF AGENT, on behalf of NAME ON TITLE]*, other than those contained in this Permit.

Owner/Agent (signature)

Witness (signature)

Print Name

Print Name

Date

Date

DRAFT



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 17, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Inspection & Enforcement Division
Land Use Services Department
SUBJECT: Red Arrow Brewing Co. Ltd. – 5255 Chaster Road, Area “D”,
Liquor Licence Application: Lounge and Special Event Area
FILE: BE18D11

PURPOSE/INTRODUCTION

The purpose of this report is to satisfy a liquor licence application requirement for local government input submitted by the Red Arrow Brewing Co. Ltd.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Cowichan Valley Regional District does not wish to provide comments or recommendations to the Liquor Control and Licencing Branch with regard to the application for a Lounge and Special Event Area by the Red Arrow Brewing Co. Ltd., located at 5255 Chaster Road, Cowichan Bay (Area D) Manufacturer Licence No. 306378.

BACKGROUND

An application for a Lounge and Special Event Area has been submitted by the Red Arrow Brewing Co. Ltd. located at 5255 Chaster Road (Area D).

ANALYSIS

The Red Arrow Brewing Co. Ltd. has applied for a Liquor Lounge and Special Event Area licence through the Liquor Control and Licencing Branch (LCLB). Attached is the application package for more detailed information. At this point, the CVRD must choose either to “opt out” of this process and entrust the LCLB to process the application entirely or “opt in” and provide comments to the LCLB.

If the CVRD chooses to “opt in” and provide comments, criteria will need to be taken into account including:

- the impact of noise on the community in the immediate vicinity of the establishment;
- the impact on the community if the application is approved;
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose. Choosing to “opt in” will require staff time to further examine this application and organize one or more public meetings; and
- the person capacity and hours of liquor service of the establishment.

If the CVRD chooses to “opt out” of this process, there will be complete reliance on the LCLB to manage and take full responsibility of this licence.

The applicant is working towards alterations, under permit, to accommodate the required occupant/patron load. The LCLB will ensure these alterations are complete prior to authorizing this change to their liquor licence.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

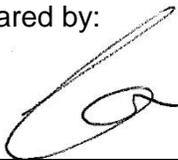
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:

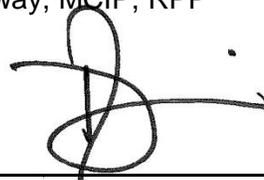


Nino Morano
Bylaw Enforcement Officer

Reviewed by:



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

Attachment A - Lounge and Special Event Area Application
Attachment B - RCMP Email



Liquor Control and Licensing Branch
 4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 1 866 209-2111 Fax: 250-952-7066

LOUNGE AND SPECIAL EVENT AREA APPLICATION

Liquor Control and Licensing Form LCLB049A

Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

Part 1: Type of Application

Lounge Endorsement Special Event Area Endorsement

office use only

Job No: _____

Note: Do not apply for special event area if it will occupy same footprint as the lounge.

Are you submitting an application for a manufacturing licence with this application? No Yes

Are you submitting an application to transfer the location of the manufacturing facility with this application? No Yes

Part 2: Applicant

Manufacturer Licence Number (if licensed):

Applicant/Licensee Name:

Mailing Address:

Street

City

Province

Postal Code

Phone number:

E-mail address:

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 *Add, Change or Remove Licensee Representative*

Part 3: Application Contact Person

Name:

Phone number:

Position:

E-mail address:

Note: The applicant authorizes the person above to be the primary contact for the duration of the application process only.

Part 4: Establishment

Establishment Name:

Manufacturer Address:

Street

City

Province

Postal Code

4a. Parcel Identifier (PID):

4b. Local Government/First Nation:

Local Police:

4c. Is this location zoned for liquor service? No Yes

4d. Is this manufacturing site part of the Agricultural Land Reserve (ALR)? No Yes

4e. If the proposed site is on ALR land, have you reviewed the ALR policies regarding a lounge and/or special event area? No Yes

Part 5: Lounge Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site map.

5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 5 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Patio	Occupant Load
1.		28	50	78
2.				
3.				
4.				
5.				
Total Occupant Load (of all licensed areas):				

5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	11 am	11 am	11 am	11 am	11 am	11 am	11 am
Close	11 pm	11 pm	11 pm	11 pm	11 pm	11 pm	11 pm

Part 6: Special Event Area Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site plan.

6a. Proposed Service Areas:

Complete the following chart based on your establishment floor plan. Occupant load is required for indoor and patio areas (see page 5 of guide). If you want an outdoor area that is not a patio see 6b:

Area No.	Floor Level (e.g. Main, Mezzanine)	Indoor	Patio	Occupant Load
1.				
2.				
3.				
4.				
Total Occupant Load (of all licensed areas):				

6b. Complete the following chart if you will have an outdoor event area (not a patio). Outdoor areas require a person capacity not occupant load (see page 5 of guide):

Area No.	Outdoor Area Identify by location or name	Capacity
1.		
2.		
3.		
4.		
Total Person Capacity for all Outdoor Areas:		

6c. Hours of Liquor Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text"/>						
Closed	<input type="text"/>						

Part 7: Declaration of Signing Authority

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.



Signature: _____
Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 8: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Lounge & Special Event Area Application (this form).
- Letter of Intent for each type of endorsement (page 5 of the guide).
- Lounge Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Special Event Area Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Site plan for any outdoor endorsement area (see page 6 of guide).
- Patio(s) (see Appendix I on page 8 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application package to Local Government/First Nation (Part 9 below). Note: This step is not required if you are applying for this endorsement(s) on a second manufacturing licence located at the same site (see # 3 on page 2 of guide).
- After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

Part 9: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name):

Name of official: Title/Position:

Email: Phone:

Signature of Official: _____ Date Received:

Check here if the LG/FN will not be providing comment: Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is the manufacturing site located on Treaty First Nation land? No Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form, patio appendix (if applicable), letter of intent, floor plan and site map (for outdoor areas) to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
 - If more than 90 days is required, provide a written request for extension to the Branch.
 - If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

Part 10: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch
Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at liquor.licensing@gov.bc.ca or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 11: Application Fees (non-refundable)

Lounge Application Fee \$330.00 (non-refundable)

Special Event Area Application Fee \$330.00 (no lounge) or \$110.00 (if you already have a lounge or are applying in conjunction with a lounge)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check) one:

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number: Expiry date: /
(Month) (Year)

Signature: _____

Letter of Intent for Lounge Designation

After three years of doing business as a manufacturer with a tasting room and picnic area designation we are looking to increase the level of service that we provide to our customers.

Food.

We will have an array of hot and cold items available for eat in or to-go. Our menu will be small but constantly changing. Our mainstay will be pizzas, a small selection of rotator sandwiches and burgers, and a variety of salads. To compliment the brewery products, we will offer share plates and snack food. There will be fries available as well.

This year, we are guaranteed to have a food trailer on location seven days a week in an agreement with Just Jake's on the Road. This trailer will act as a consistent source of hot and cold entrees and appetizers. The same operators will move into the kitchen at Red Arrow when the kitchen renovation is completed.

Drink.

With a lounge designation, the Red Arrow Brewing Company has opportunity to serve some of our favourite local wineries and other craft breweries and distilleries. This will allow us to showcase some of the outstanding artisan beers, ciders, wines and spirits that the Cowichan Valley has to offer.

Entertainment.

The Red Arrow Brewing Company will be presenting itself as a low-key lounge in what will primarily be a tasting room and gift shop. However, occasionally there will be live entertainment to enhance the atmosphere in the patio or in-house event. We would also like to be able to have a TV on to watch special events. There is also opportunity for an open mic night, paint nights, meetings and presentations.

We also want to host various court sport events given the opportunity.

The Neighbourhood.

The CVRD has a vision for this side of town. The concept is called "The Koksilah Village" as identified in the Cowichan Bay Official Community Plan. This concept shows the area as a commercial destination with lots of foot traffic and even some perimeter residential properties. We feel that we fit perfectly in this vision.

As of right now, the area is primarily industrial. There is a small but growing amount of commercial businesses in the immediate area. On either side of the brewery property are two different car lots. On the south side is Marlin Motors. That business spans a block south with some field area and industrial property beyond. North is Sterling Motors, then Aquafun Pools and Spas. There is a small industrial park on the other side of that with various automotive services. There is more industrial beyond that in the larger Parhar industrial park

The brewery looks out onto the Trans Canada Highway. On the other side of the highway is Top Shelf Feed Company and the Hyundai car dealership. That whole area is industrial. Behind the brewery is open field and warehouse.

See attached map for the composition of the neighbourhood.

Noise.

The brewery will not be open late or create much noise at all other than special events. Having said that, there are no current neighbours that would be affected by any ambient noise. The professional, industrial and commercial businesses in the immediate vicinity operate up until 6:00 pm at the latest Monday to Saturday.

The Red Arrow Brewing Company has established a wonderful rapport with the neighbouring businesses. We have and will conduct our business with the utmost respect and constant communication with everyone in the vicinity. We will not hold any events that would compromise their ability to conduct their business. In the rare case that an event is planned, outside of business hours, that will potentially cause a disturbance, we will give clear and timely notification.

Our policy is to avoid disturbing our neighbours. They have all been supportive customers and share our vision of a vibrant little community. The lounge designation will have no adverse affect on our neighbours.

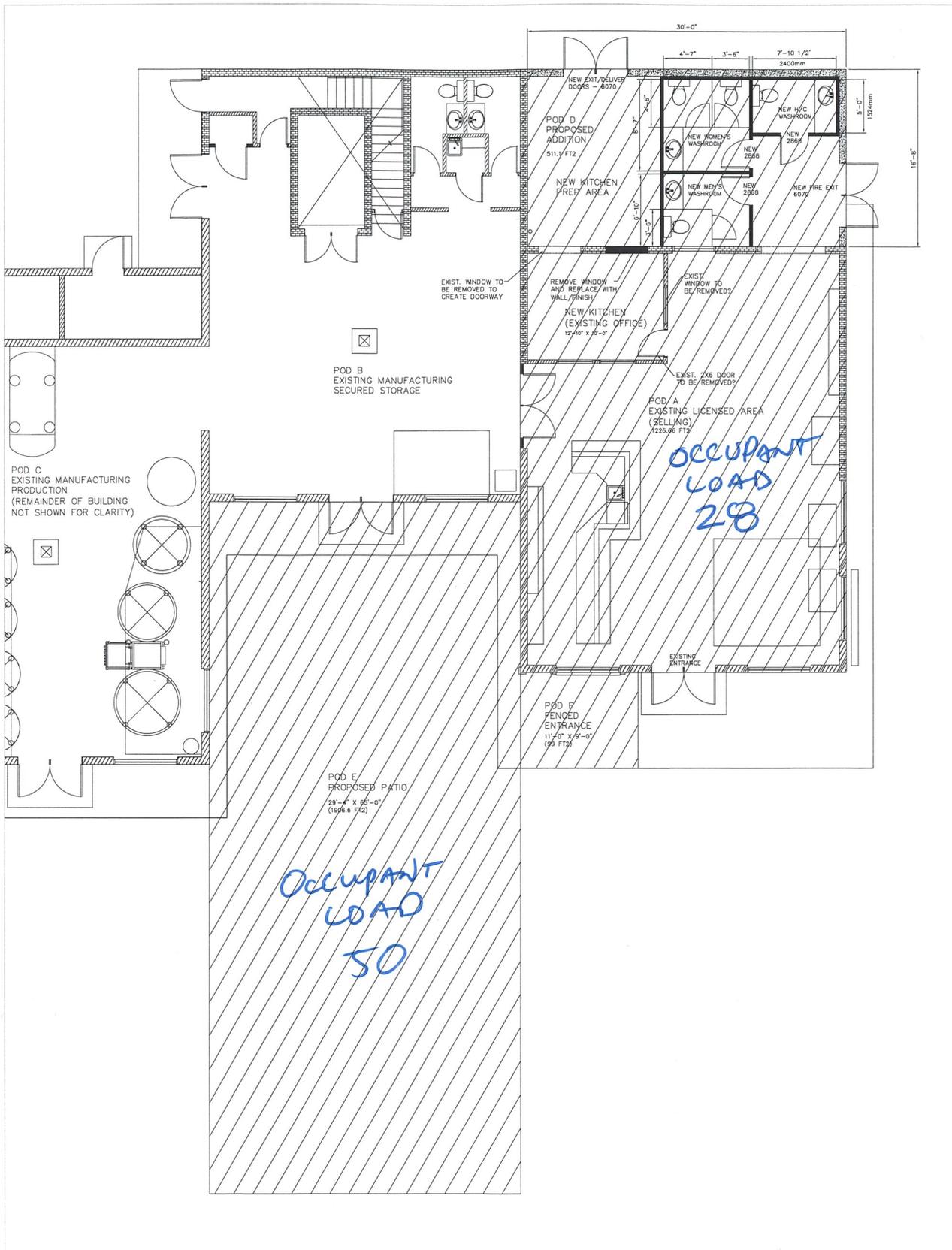
Conclusion.

After three years of operating as primarily a manufacturer, we have been able to develop our brand and our place in our community. We have a beautiful brick building and the only trees on our street. We have a natural patio area and a very successful gift shop and tasting room.

Our customers are treating us as a social destination. They are enjoying growlers on the patio which is our designated picnic area. They enjoy a flight in the tasting room. Our food trucks always do well. The merchandise is popular.

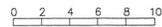
We feel that there is enough of a demand that we need to change our licence. This will enable us to serve someone a pint. This will enable us to have a TV on or a tasty guitar player on the patio. We have no designs on becoming the towns next pub. We do not want to stop being a tasting room and gift shop. We just want to have more options for service and operate within the laws of safe alcohol service in our Province. We have competition advertising this advantage over us, so we feel like we better stay competitive.

This has always been our plan of progress; it just came two years quicker than we expected. We have a wealth of hospitality and safe serving experience on our team. We intend to uphold our spotless record with the lounge designation.



GROUND FLOOR PLAN—PROPOSED ADDITION

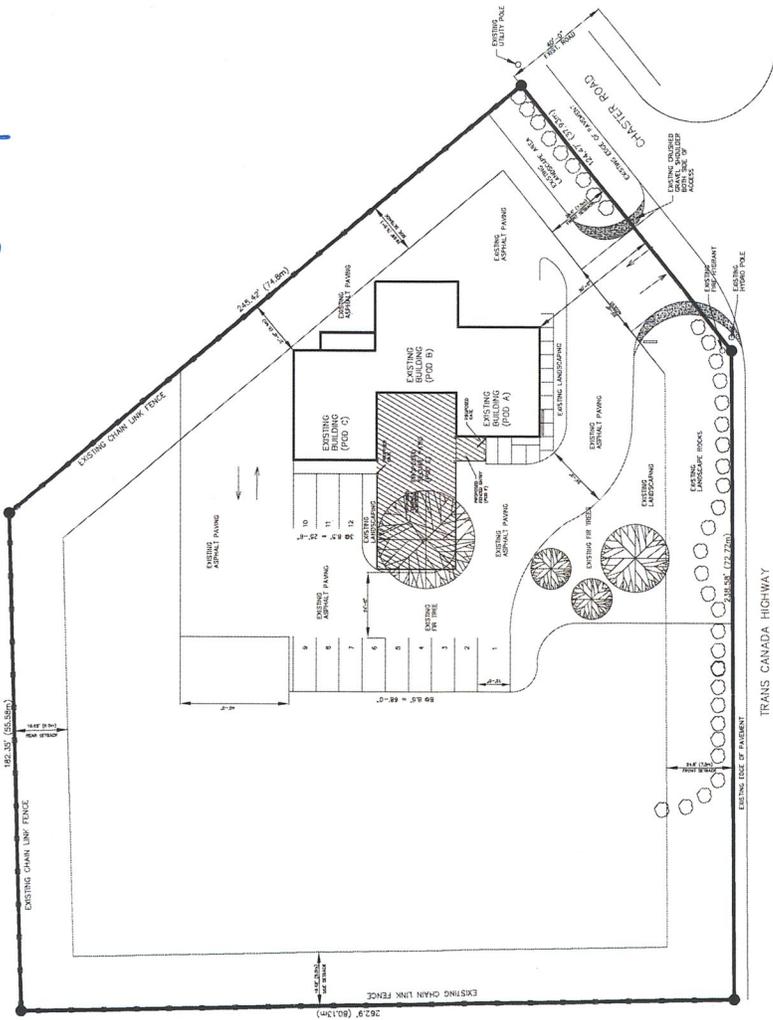
SCALE: 1/4" = 1'-0"
 EXISTING BUILDING = 1226.66 FT2
 PROPOSED ADDITIONS:
 WASHROOMS/KITCHEN PREP = 511.1 FT2
 PATIO = 1906.6 FT2
 FENCED ENTRANCE = 99 FT2
 TOTAL PROPOSED = 3743.36 FT2



EXIST. BRICK WALL NEW BRICK WALL
 EXIST. WOOD STUD WALL NEW WOOD STUD WALL

 Somenos CONSTRUCTION 6401 Genoa Bay Road Duncan, BC V9L 5y3 TEL. (250) 746-5953		Project Title: BREWERY Project Location: ARROW INDUSTRIAL PARK DUNCAN, BC Sheet Title: MAIN FLOOR—PROPOSED ADDITION
2 05/02/18 Preliminary Layout—Proposed 1 22/01/18 Preliminary Layout—Proposed	THIS PLAN IS PROPERTY OF SOMENOS CONSTRUCTION AND MAY NOT BE REPRODUCED OR RE-USED WITHOUT THE WRITTEN CONSENT OF THE MANAGEMENT	Drawn By: TRJ/DH Sheet Number: 2 of 3 Issue: 2

*patio area
occupant load
50*

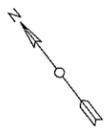
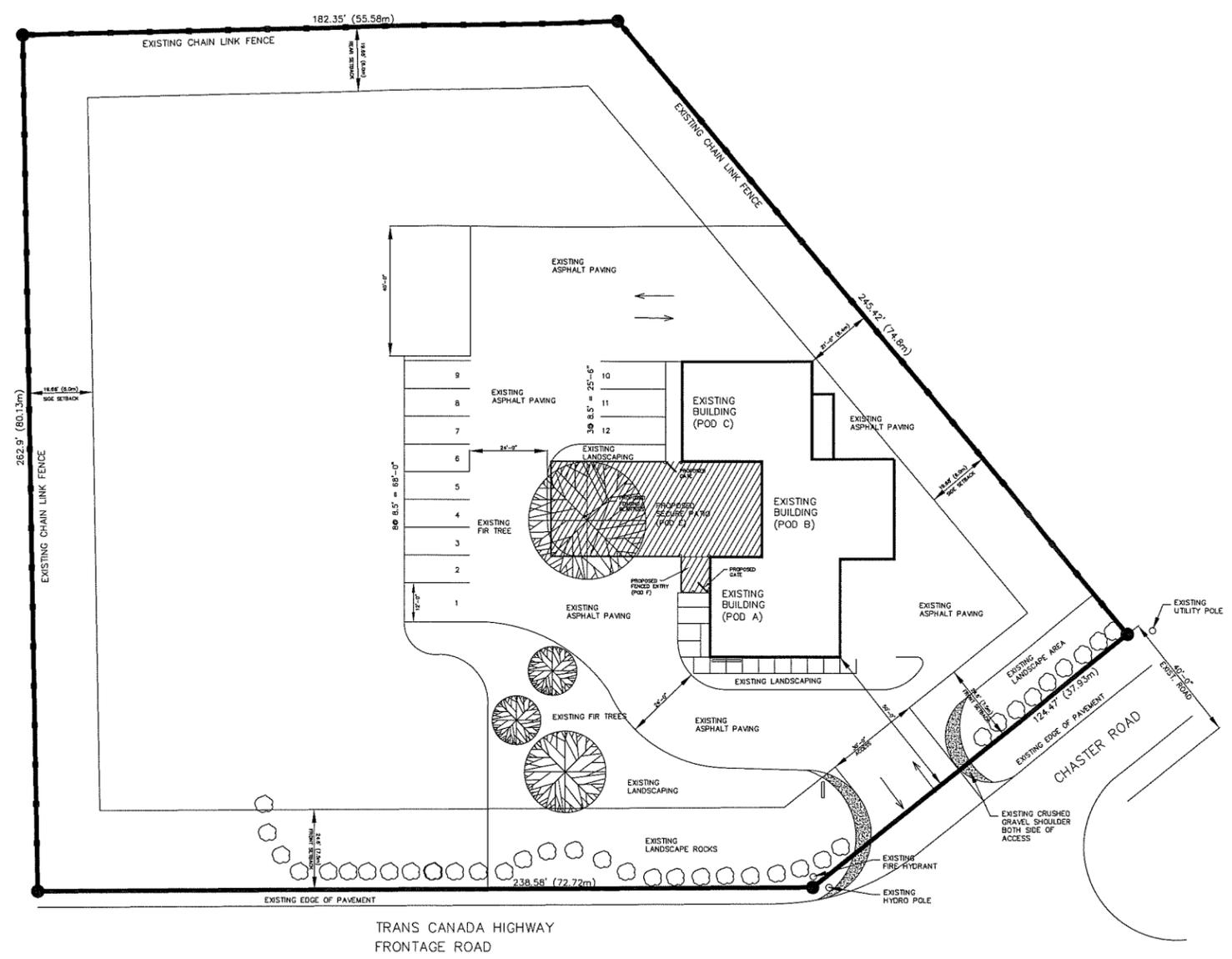


SITE PLAN - PROPOSED
SCALE = 1:200

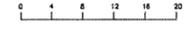
LEGAL DESCRIPTION:
PART 1, LOT 'A', PLAN J056 AND LOT 1,
SECTION 13, RANGE 7,
GUANISHAN DISTRICT

<p>Someros — CONSTRUCTION</p> <p>1001 Coombs Road Duncan, BC V9L 5G6 TEL (250) 746-5863</p>		<p>Project Title: BREWERY</p> <p>Project Location: ARSON INDUSTRIAL PARK DUNCAN, BC</p> <p>Sheet Title: SITE PLAN</p> <p>Drawn By: [REDACTED] Sheet Number: 1 of 3</p>
<p>2: 08/25/18 Preliminary Layout - Proposed</p> <p>1: 22/07/18 Preliminary Layout - Proposed</p>	<p>Issue Description</p>	<p>Sheet Number: 1 of 3</p>

THIS PLAN IS PROPERTY OF SOMEROS CONSTRUCTION AND MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF THE UNDERSIGNED.

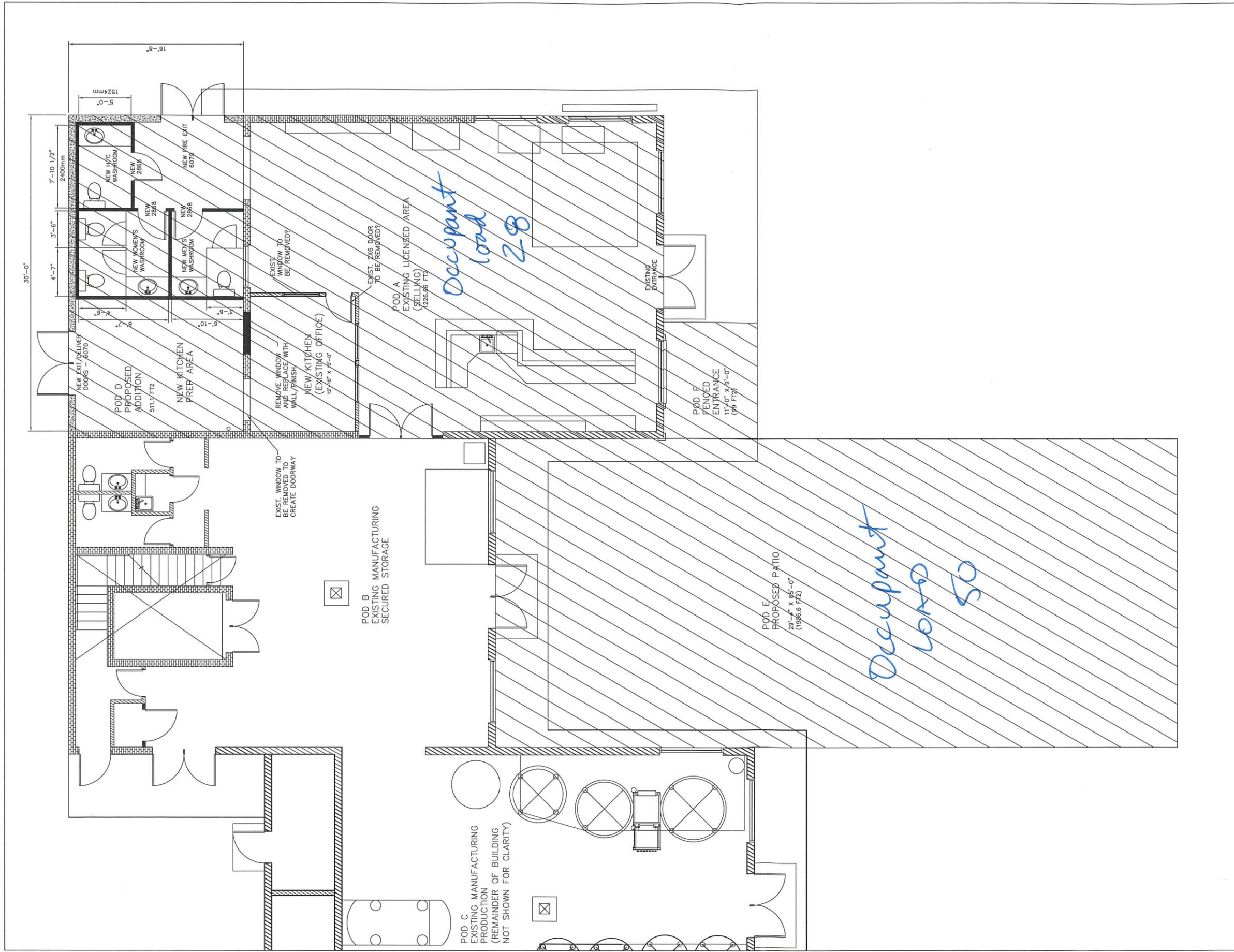


SITE PLAN—PROPOSED
SCALE = 1:250



LEGAL DESCRIPTION:
PART LOT A, PLAN 3056 AND LOT 1,
PLAN 1946
SECTION 13, RANGE 7,
QUAMICHAN DISTRICT

<p>6401 Genoa Bay Road Duncan, BC. V9L 5y3 TEL. (250) 746-5953</p>			Project Title: BREWERY		
			Project Location: ARROW INDUSTRIAL PARK DUNCAN, BC		
<p>THIS PLAN IS PROPERTY OF SOMENOS CONSTRUCTION AND MAY NOT BE REPRODUCED OR RE-USED WITHOUT THE WRITTEN CONSENT OF THE MANAGEMENT</p>			Sheet Title: SITE PLAN		
			<p>2 09/02/18 Preliminary Layout—Proposed</p> <p>1 22/01/18 Preliminary Layout—Proposed</p>	<p>Drawn By: TRUDY Sheet Number: 1 of 3 Issue: 2</p>	
No.	Date	Issue Description			



GROUND FLOOR PLAN—PROPOSED ADDITION

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

EXISTING BUILDING = 1226.66 FT²

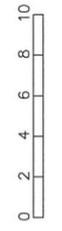
PROPOSED ADDITIONS:

WASHROOMS/KITCHEN PREP= 511.1 FT²

PATIO = 1906.6 FT²

FENCED ENTRANCE = 99 FT²

TOTAL PROPOSED = 3743.36 FT²



EXIST. BRICK WALL
 NEW BRICK WALL
 EXIST. WOOD STUD WALL
 NEW WOOD STUD WALL

Occupant load 28

Occupant load 50

No.	Date	Issue Description
2	09/02/18	Preliminary Layout—Proposed
1	22/01/18	Preliminary Layout—Proposed

Project Title:	BREWERY
Project Location:	ARROW INDUSTRIAL PARK DUNCAN, BC
Sheet Title:	MAIN FLOOR—PROPOSED ADDITION
Drawn By:	TRUDY
Sheet Number:	2 of 3
Issue:	2

6401 Garcia Bay Road
 Duncan, BC V9L 5K9
 TEL: (250) 746-5683

THIS PLAN IS PROPERTY OF SOMENOS CONSTRUCTION AND
MAY NOT BE REPRODUCED OR RE-USED WITHOUT THE
WRITTEN CONSENT OF THE MANAGEMENT

Jennifer Hughes

From: Chris SWAIN <Chris.Swain@rcmp-grc.gc.ca>
Sent: April 18, 2018 9:45 AM
To: Nino Morano
Subject: Re: FW: Red Arrow Brewing Co. Ltd - Liquor Licence application

Nino, I have read through the document and have no issues with the proposal. We also have had no issues with the business from a police perspective.

Chris.

S/Sgt. C.H. Swain
Operations NCO
North Cowichan/Duncan Royal Canadian Mounted Police (RCMP)/Government of Canada
chris.swain@rcmp-grc.gc.ca / Tel: 250-748-5522 / 250-746-2126

Serg. C.H. Swain

Gendarmerie royale du Canada (GRC) de N. Cowichan/Duncan / Gouvernement du Canada
chris.swain@rcmp-grc.gc.ca / Tél.: 250-748-5522 / Téléc. : 250-746-2126

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>>> Nino Morano <nmorano@cvrld.bc.ca> 2018/04/18 8:03 AM >>>

Hi Chris,

Hope things are going well with you. Looks like Kristine is away. Can you or someone in your office look over this application and provide feedback?

Thanks,

Nino Morano
Bylaw Enforcement Officer
Inspections & Enforcement Division
Land Use Services Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
E-mail: nmorano@cvrld.bc.ca
Tel: 250.746.2620 Toll Free: 1.800.665.3955 Fax: 250.746.2630

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

From: Nino Morano
Sent: April-17-18 5:00 PM

To: 'kristine.wood@rcmp-grc.gc.ca' <kristine.wood@rcmp-grc.gc.ca>
Subject: Red Arrow Brewing Co. Ltd - Liquor Licence application

Hi Kristine,

I hope you are doing well. I am assuming you are the go-to person for liquor licence application referrals, if not please forward to the applicable staff/member. You gave us feedback on a very similar application regarding Small Block Brewery a few months ago which was much appreciated. Please go over this application for Red Arrow Brewing Co. Ltd at 5255 Chaster Road and provide feedback at your earliest convenience.

Thanks,

Nino Morano
Bylaw Enforcement Officer
Inspections & Enforcement Division
Land Use Services Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
E-mail: nmorano@cvrd.bc.ca
Tel: 250.746.2620 Toll Free: 1.800.665.3955 Fax: 250.746.2630



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 18, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Inspection & Enforcement Division
Land Use Services Department
SUBJECT: 5039 Marshall Road – Vigneti Zanatta Ltd. (Winery)
FILE: BE18E10

PURPOSE/INTRODUCTION

The purpose of this report is to seek direction of the Board as to whether it will formally either “object” or “not object” to 9 events planned to take place in 2018 at the Zanatta Winery located at 5039 Marshall Road in Glenora (Area E).

RECOMMENDED RESOLUTION

That it be recommended to the Board that the CVRD has no objection to the events noted on the Temporary Change to a Liquor Licence (171424) application for Vigneti Zanatta Ltd. located at 5039 Marshall Road, Glenora (Area E) for the following 2018 dates only: June 9, July 1, July 7, July 14, July 21, July 28, August 4, August 11 and August 18.

BACKGROUND

A Temporary Change to a Liquor Licence application for Vigneti Zanatta Ltd. located at 5039 Marshall Road has been received by this Department. The role for local government in these cases is simply to indicate either “objection” or “no objection” to the requested changes. Typically these events end at midnight.

ANALYSIS

This office has no history of complaints regarding this property. These events appear to be effectively controlled and measures taken to mitigate disturbance to the neighborhood which is largely acreage in the ALR. The ALC, through their “Gathering for an Event in the Agricultural Land Reserve” policy, allows for up to 10 events within a calendar year for no more than 150 attendees per event.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

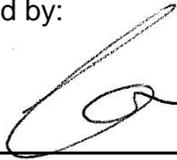
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

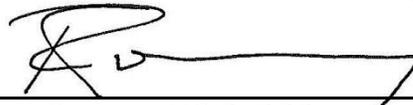
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental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

Prepared by:

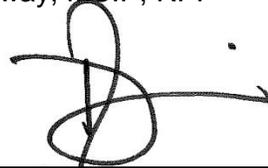


Nino Morano
Bylaw Enforcement Officer

Reviewed by:



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

Attachment A - Temporary Change to a Liquor Licence Application



ZANATTA

April 10, 2018

Cowichan Valley Regional District

Subject to the approval of local government for the temporary extension of Vigneti Zanatta's winery lounge endorsement.

Please find following Vigneti Zanatta's application and documentation for the temporary extension of our winery lounge endorsement. We had a similar extension in 2017, application date of April 19th. The area for extension will be the same, however the events this year will be different. I included all of the events we have planned for this season. I believe that this is in order with Liquor Control and Licensing Branch as well ALC.

I trust that the application is complete with supporting documents. If you have any questions please do not hesitate to call or email.

Phone: 250 748-2338

Email: info@zanatta.ca

Regards,

A handwritten signature in blue ink, appearing to be 'LZ', written over a faint, larger blue signature that is mostly obscured.

Loretta Zanatta



Liquor Control and Licensing Branch
 4th Floor, 3350 Douglas St. Victoria, BC V8W 9J8
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 1 866 209-2111 Fax: 250-952-7066

TEMPORARY CHANGE TO A LIQUOR LICENCE FOOD PRIMARY, LIQUOR PRIMARY, LIQUOR PRIMARY CLUBS & MANUFACTURERS ENDORSEMENTS

Liquor Control and Licensing Form LCLB023

Instructions:

Complete all applicable fields and then submit with payment as outlined in Part 11 of this application form. You may complete this form online and then print. If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111. A complete application including the supporting documents must be submitted a minimum of three (3) weeks in advance of your event(s); otherwise your application will not be accepted and will be returned to you with the fees.

Applications requesting discretion to policy (see Part 9) must be submitted a minimum of two (2) months prior to your proposed event; otherwise your application will not be accepted and will be returned to you with the fees. LCLB forms and supporting materials referred to in this document can be found at: www.gov.bc.ca/liquorregulationandlicensing

Licensee Information

Office use only

License number:

Job No. (C3-LIC)

Type: Food Primary Liquor Primary Liquor Primary Club Winery

Licensee name (as shown on licence):

Establishment name (as shown on licence):

Establishment Address:
Street City Province Postal Code

Contact Name: Title/Position:
(last / first / middle)

Business Tel with area code: Business Fax with area code:

Business e-mail:

Business Mail address (if different from above):
Street City Province Postal Code

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

Part 1: Temporary Change Requested

Please check the appropriate boxes below. You may complete more than one change section on this form as long as the changes are for the same licence number. **Note:** Categories noted by an asterisk (*) require local government/First Nations comment.

Type of change requested	Complete Sections
<input type="checkbox"/> Temporary change to hours of sale • Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes* • Food-Primary licences – requests for hours of sale later than midnight* • Food-Primary licences – requests for hours of sale before midnight	1, 2, 3, 10, 11, 12 1, 2, 3, 10, 11, 12 1, 2, 3, 10, 11
<input type="checkbox"/> Temporary patron participation entertainment endorsement* Food-Primary licences only	1, 2, 4, 10, 11, 12
<input type="checkbox"/> Temporary extension of licensed area Food-Primary licences only	1, 2, 5, 10, 11
<input checked="" type="checkbox"/> Temporary extension of licensed area* Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements.	1, 2, 6, 10, 11, 12
<input type="checkbox"/> Temporary location change* Liquor-Primary and Liquor-Primary Club licences only (no increase in patron or person capacity)	1, 2, 7, 10, 11, 12
<input type="checkbox"/> Temporary location change Food-Primary licenses only (no increase in patron or person capacity)	1, 2, 8, 10, 11
<input type="checkbox"/> Other Applies to all change requests other than these listed above	1, 2, 9, 10, 11

Part 2: Reason Temporary Change is Requested

Describe event details including who is holding the event, the hours of the event and its purpose:

Please refer to list included in this application

Date(s) from: (mm/dd/yy) To: (mm/dd/yy) (inclusive)

Part 3: Temporary Change to Hours of Sale

Fee: \$330

Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes*

Fee: \$330

Food-Primary licences – requests for hours of sale later than midnight*

Fee: \$110

Food-Primary licences – requests for hours of sale before midnight (local government/First Nations comment not required)

***Note:** These categories (*) require local government/First Nation comment.

Licensees may apply for a temporary change in hours of sale for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing. See Part 12 for more information on obtaining local government/First Nations comment.

Please provide the following information:

Current hours of sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text"/>						
Closed	<input type="text"/>						

Requested hours of sale: (Maximum hours permitted by regulation are between 9:00 am to 4:00 am of the same business day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text"/>						
Closed	<input type="text"/>						

Part 2: Reason Temporary Change is Requested

Our winery lounge, Vinoteca, would like to be able to offer long table dining experiences every weekend throughout the summer of 2018. We recognize that we are limited in the number of events so we have formed this schedule in hopes that the weather cooperates with sunshine for these dates, otherwise the event will need to be cancelled. We would like to temporarily extend the lounge endorsement to accommodate these events.

1. **June 9th, 2018** Fundraising event. Tickets are pre-sold. The hours for the event are 4pm to 12pm. Capping the bookings at 130 people.
2. **July 1st, 2018** A pre-booked long table dinner event to celebrate Canada Day. 4pm to 12 pm. Capping the bookings at 130 people.
3. **July 7, 2018** A pre-booked long table dinner event, from 11am to midnight. Capped at 130 people.
4. **July 14, 2018** A reservation only long table event. Hours are 11 am to midnight. Maximum bookings at 130 people.
5. **July 21, 2018** A pre-booked long table dinner event. 11am to midnight. Capping the bookings at 130 people.
6. **July 28, 2018** Reservation only long table event. 11 am to midnight. Capping the bookings at 130 people.
7. **August 4th, 2018** Reservations only long table event. 11am to midnight. Capping the bookings at 130 people.
8. **August 11th, 2018** Reservations only long table event. 11am to midnight. Capping the bookings at 130 people.
9. **August 18th, 2018** Reservations only long table event. 11 am to midnight. Capping the bookings at 130 people.

Part 4: Temporary Patron Participation Entertainment Endorsement

Fee: \$330

(Food-Primary licences only)

Licencees may apply for a patron participation entertainment endorsement for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Describe the type of entertainment you are requesting:

Patron participation must end by midnight unless approved by LCLB and local government/First Nations. There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, please consult with licensing staff at LCLB in Victoria (see contact information in Part 11).

Part 5: Temporary Extension of Licensed Area (food-primary licences only)

Fee: \$110

This change enables licencees to apply for a temporary extension of their establishment's licensed areas for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate only at the capacity on the face of their current licence plus the capacity of the extension area. If in doubt, consult with licensing staff at LCLB in Victoria (see Part 11 for contact info). This application process does not require comment from your local government/First Nation.

Please provide the following information and documents:

- Current total capacity, including patios (as shown on licence);
- Identify the area (person/patron as shown on licence) to be extended;
- Floor plan of the extended area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
 - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of extended area if extension is outside; and
- Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 6: Temporary Extension of Licensed Area

Fee: \$330

(liquor-primary, liquor-primary club licence and manufacturer lounge and special events endorsements only)

Licencees may apply for a temporary extension of their licensed areas for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and /or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate at the capacity on the face of their current licence plus the capacity of the extension area.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Please provide the following information and documents:

- Current total capacity, including patios (as shown on licence);
- Identify the area(s) to be extended;
- Floor plan of the extended area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
 - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
 - Provide proposed person capacity of extended area(s) if extension is outside; and
- Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 6: Temporary Extension of Licensed Area

- 1) Current total capacity: 25 occupants inside farmhouse. 54 occupants on outside wrap around veranda.
- 2) The area to be extended: Please refer to site plan included.

The request is to extend the endorsement from the already licensed farmhouse veranda south to the southern edge of the outdoor patio and west of the veranda/house to the Marshall Road border. The extension would include the lawn which lies to the west of the farmhouse and the outdoor patio south of the farmhouse.

- 3) How is the perimeter defined and dimensions.

As you can see on the site map the lawn to the west of the farmhouse is bordered by the farmhouse to the east, the holly hedge to the north, and Marshall Road which has a hedge and fence, to the west.

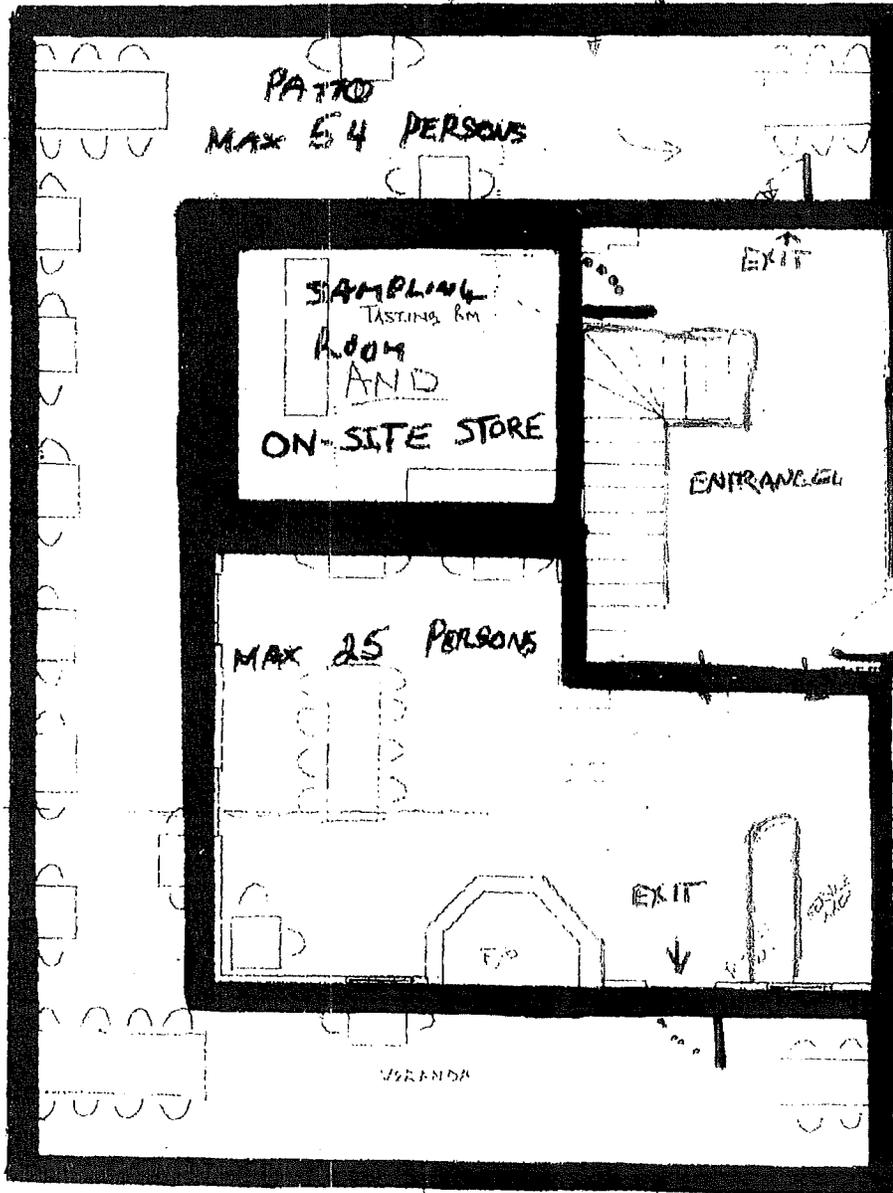
To the south the lawn wraps around the farmhouse and joins the patio.

The outdoor patio and the southern side of the farmhouse is bordered by a vegetable garden and winery building to the east, as well as an outbuilding (the "cabana") with additional bathrooms. The southern patio looks out onto the vineyard and fruit trees. Planters will be placed on the southern edge of the outdoor patio to further define this space.

Dimensions

The outdoor patio is 51ft x 27ft

The lawn is 70ft x 35ft



APR 29 1995

ASPECTED BY VERONICA HOGES
22 DEPARTMENT 20 2 PRODUCE

MINISTRY OF MUNICIPAL AFFAIRS
PUBLIC COMMUNICATIONS OFFICE
2220 BROADVIEW AVENUE
VANCOUVER, B.C. V6K 3K6

APR 29 1995

NANAIMO, B.C.

FILE #

ISSUED TO

PRECEDENCE

DATE

BY

TITLE

May 29 1995
[Signature]

APPLICATION FOR ... *[illegible]* LOUNGE
LICENSE BY VIGNETTI ZANATA LTD.

APPROVED, IN PRINCIPLE
LIQUOR CONTROL AND LICENSING BRANCH

DATE *May 29, 1995*

[Signature] LICENSING
ADMINISTRATOR

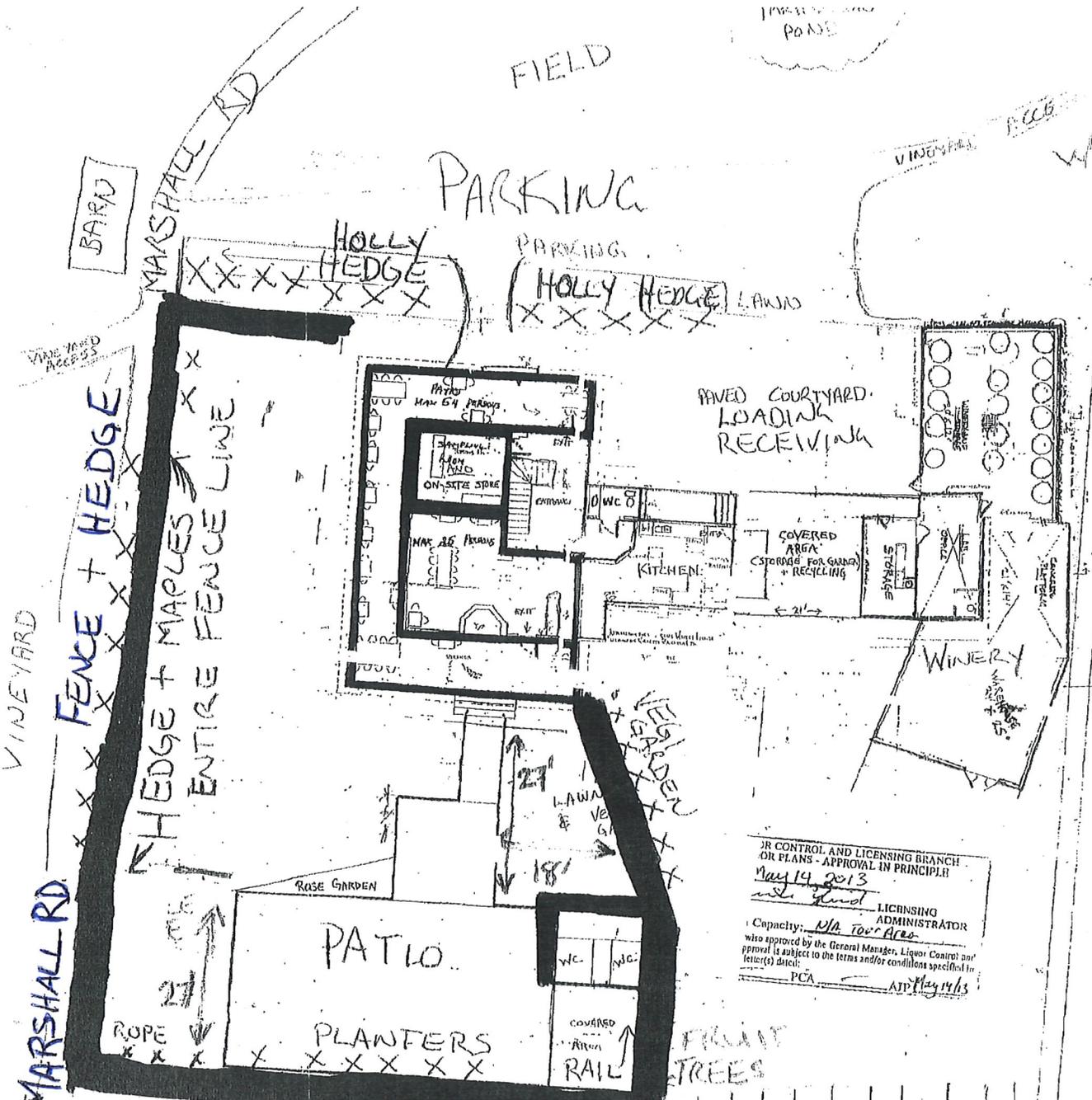
PLAN APPROVED FOR ... *[illegible]* ...
STATUTORY AND BEAUCH POLICY PERMISSIBLE

MAXIMUM PATIOON CAPACITY:
INTERNAL 25 OUTDOOR PATIOON 54

CONTINUED USE, BUSINESS AND TRANSFER OF LICENSING
CONTINGENT UPON THE TERMS AND CONDITIONS OF THE
LICENSING AGREEMENT; SITE AND PLAN
CONTINUING TO BE SATISFACTORY.

LCLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND
AVAILABLE FOR INSPECTION AT ALL TIMES
Date issued: June 17, 2011
Licence #: 171424
[Signature]
General Manager

VIGNETTI
ZANATA



LIQUOR CONTROL AND LICENSING BRANCH
 OR PLANS - APPROVAL IN PRINCIPLE
May 14 2013
[Signature]
 LICENSING ADMINISTRATOR
 Capacity: N/A Tour Area
 who approved by the General Manager, Liquor Control and
 approval is subject to the terms and/or conditions specified in
 form(s) dated:
 PCA ATP 14/14/13

LICENSING
 APR 1
 LCLB OFFICIAL PLAN
 MUST BE KEPT WITH LIQUOR LICENCE
 AND AVAILABLE FOR INSPECTION AT ALL TIMES
 Date Issued: June 3, 2013
 Winery Licence #171424
 General Manager

Vigneti Zanatta - Winery #171424
 5039 Marshall Road, Duncan
 TOUR AREA SITE PLAN

FRUIT TREES

DEMONSTRATION VINEYARD

VINEYARD

Z →

Part 7: Temporary Location Change (liquor-primary and liquor-primary club licences only)
(no increase in patron or person capacity)

Fee: \$330

Licenses may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Current area capacities, as shown on licence:

Area #1 Area #2 Area #3 Area #4 Patio #1 Patio #2

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 Area #2 Area #3 Area #4 Patio #1 Patio #2

Please attach the following documents:

- Floor plan of the proposed area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.
 - Floor plan must have occupant load marked/stamped on the plans by provincial fire or building authority (or designate), where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of the new area if outdoors.
- Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 8: Temporary Location Change (food-primary licences only)
(no increase in patron or person capacity)

Fee: \$110

Licenses may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Note: This application process does not require comment from your local government/First Nation.

Current area capacities, as shown on licence:

Area #1 Area #2 Area #3 Area #4 Interior lounge

Patio #1 Patio #2

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 Area #2 Area #3 Area #4 Interior lounge

Patio #1 Patio #2

Please attach the following documents:

For food-primary licences:

- Floor plan of the proposed area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.
 - Floor plan must have occupant load marked/stamped on the plans by provincial building or fire authority (or designate), where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of the new area if outdoors.
- Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 9: Other

Fee: \$110 for each request

Complete this section if you are requesting a change other than those listed in Part 1, page 1. Describe your request in detail, using additional pages if required.

If your request requires an exercise of discretion: provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after a completed application is received. For more information see your licence specific terms and conditions. Requests for discretion should be submitted at least two months prior to the proposed event.

[Empty box for request details]

Date(s) from: [] To: [] (inclusive) Time(s): []
(mm/dd/yy) (mm/dd/yy)

Part 10: Declaration

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: 
Authorized signatory of the licensee

Name: Zanatta Loretta G. Position: President Date: 10/04/2018
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCRB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 11: Application Fees - Payment Options

Total Fee Submitted: \$ []

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check (X)) one:

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX

I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

LCRB023

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): []
Credit card number: [] Expiry date: [] / []
(Month) (Year)

Signature: _____

Part 12: Local Government/First Nation Comments

Objection

No objection

Comments:

Name of Municipality/Regional District/First Nations:

Name (print) _____ Phone: _____

Title: _____ E-mail: _____

Signature: _____ Date: _____

Part 13: What Happens Next?

The temporary change application process:

1. If the requested temporary change(s) require local government/First Nation comment, the applicant must take the completed application form and all required documents to their local government/First Nation and request that the local government/First Nation complete and sign Part 12.
2. The applicant will submit the signed application, all required documents and application fee to the Victoria Head Office (LCLB).

Note: Applicants must ensure they submit their completed application a minimum of three (3) weeks (or two (2) months, if it's a request for discretion - see Part 9) before the proposed change. Otherwise, your application will not be accepted and will be returned to you.

3. The LCLB licensing staff will review the application package and advise the applicant by phone, mail or fax, of any information or documents required before the application can be processed.
4. LCLB licensing staff will request comments from the local liquor inspector.
5. If required, the local liquor inspector will work with the applicant on security and related issues.
6. LCLB licensing staff will review the comments from the local government/First Nation (if applicable) and local liquor inspector.
7. LCLB staff will contact the applicant by, fax or mail to let them know whether or not the change has been approved. The applicant will receive LCLB's decision in writing.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 26, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Inspection & Enforcement Division
Land Use Services Department
SUBJECT: 3566 Holland Avenue - Cobblestone Inn
Temporary Change to a Liquor Licence
FILE: BE18C09

PURPOSE/INTRODUCTION

The purpose of this report is to consider a request to increase hours of operation for the Cobblestone Inn located at 3566 Holland Avenue in Cobble Hill on June 24, 2018, from 3 p.m. to 8:30 p.m. for a fundraiser for Mill Bay Search and Rescue.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the CVRD is not opposed to the temporary change to the existing liquor licence (038301) for the Cobblestone Inn located at 3566 Holland Road in Cobble Hill for June 24, 2018, from 3 p.m. to 8:30 p.m. for a fundraiser for Mill Bay Search and Rescue.

BACKGROUND

The Cobblestone Inn has submitted a Temporary Change to a Liquor Licence application requesting holding an annual fundraising burger and beer event by Mill Bay Search and Rescue.

ANALYSIS

Part of this application requires authorization from Local Government indicating either “objection” or “no objection” and comments. Ultimately this decision lies with the Liquor Control and Licencing Branch (LCLB).

The main reason for this request is to expand, temporarily, the area and patron load to accommodate this function that will likely go beyond the parameters of their existing liquor licence. There is a need to utilize an area outdoors to accommodate this event that has attracted approximately 200 patrons in the past.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

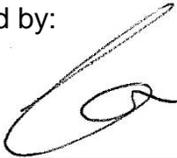
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:

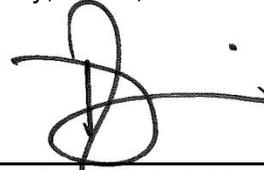


Nino Morano
Bylaw Enforcement Officer

Reviewed by:



Rob Conway, MCIP, RPP
Manager



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

ATTACHMENTS:

Attachment A – Cobblestone Inn Temporary Change to a Liquor Licence Application



Liquor Control and Licensing Branch
4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
Phone: 1 866 209-2111 Fax: 250-952-7066

TEMPORARY CHANGE TO A LIQUOR LICENCE FOOD PRIMARY, LIQUOR PRIMARY, LIQUOR PRIMARY CLUBS & MANUFACTURERS ENDORSEMENTS

Liquor Control and Licensing Form LCLB023

Instructions:

Complete all applicable fields and then submit with payment as outlined in Part 11 of this application form. You may complete this form online and then print. If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111. A complete application including the supporting documents must be submitted a minimum of three (3) weeks in advance of your event(s); otherwise your application will not be accepted and will be returned to you with the fees.

Applications requesting discretion to policy (see Part 9) must be submitted a minimum of two (2) months prior to your proposed event; otherwise your application will not be accepted and will be returned to you with the fees. LCLB forms and supporting materials referred to in this document can be found at: www.gov.bc.ca/liquorregulationandlicensing

Licensee Information

Office use only

License number:

039301

Job No. (C3-LIC)

Type: Food Primary Liquor Primary Liquor Primary Club Winery

Licensee name (as shown on licence):

Cobblestone Inn Ltd.

Establishment name (as shown on licence):

Cobblestone Inn Ltd

Establishment Address:

3566 - Holland Ave

Cobble Hill

B.C

V8R 1C0

Street

City

Province

Postal Code

Contact Name:

Kral - David - A.K.

Title/Position:

G.M. Shareholder

(last / first / middle)

Business Tel with area code:

250 743-4232

Business Fax with area code:

250 743-2466

Business e-mail:

dave@thecobblestone.ca

Business Mail address

(if different from above):

Street

City

Province

Postal Code

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

Part 1: Temporary Change Requested

Please check the appropriate boxes below. You may complete more than one change section on this form as long as the changes are for the same licence number. **Note:** Categories noted by an asterisk (*) require local government/First Nations comment.

Type of change requested	Complete Sections
<input type="checkbox"/> Temporary change to hours of sale - Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes* - Food-Primary licences – requests for hours of sale later than midnight* - Food-Primary licences – requests for hours of sale before midnight	1, 2, 3, 10, 11, 12 1, 2, 3, 10, 11, 12 1, 2, 3, 10, 11
<input type="checkbox"/> Temporary patron participation entertainment endorsement* Food-Primary licences only	1, 2, 4, 10, 11, 12
<input type="checkbox"/> Temporary extension of licensed area Food-Primary licences only	1, 2, 5, 10, 11
<input checked="" type="checkbox"/> Temporary extension of licensed area* Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements.	1, 2, 6, 10, 11, 12
<input type="checkbox"/> Temporary location change* Liquor-Primary and Liquor-Primary Club licences only (no increase in patron or person capacity)	1, 2, 7, 10, 11, 12
<input type="checkbox"/> Temporary location change Food-Primary licences only (no increase in patron or person capacity)	1, 2, 8, 10, 11
<input type="checkbox"/> Other Applies to all change requests other than these listed above	1, 2, 9, 10, 11

Part 2: Reason Temporary Change is Requested

Describe event details including who is holding the event, the hours of the event and its purpose:

Mill Bay Search + Rescue does a yearly fundraiser with us. They had close to 200 ppl last year participate in a Burger + Beer event. our license is 200 and we had troubles with space + executing 180 burgers all at once. we would like to have outdoor area where we can BBQ. and have extra tables set up. The result will be further funds being raised for a good cause. we anticipate using outdoor area from 3PM - 8:30 PM.

Date(s) from: (mm/dd/yyyy) 06/24/2018 To: (mm/dd/yyyy) 06/24/2018 (inclusive)

Part 3: Temporary Change to Hours of Sale

Fee: \$330

Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes*

Fee: \$330

Food-Primary licences -- requests for hours of sale later than midnight*

Fee: \$110

Food-Primary licences -- requests for hours of sale before midnight (local government/First Nations comment not required)

Note: These categories () require local government/First Nation comment.

Licenses may apply for a temporary change in hours of sale for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing. See Part 12 for more information on obtaining local government/First Nations comment.

Please provide the following information:

Current hours of sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Requested hours of sale: (Maximum hours permitted by regulation are between 9:00 am to 4:00 am of the same business day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Part 4: Temporary Patron Participation Entertainment Endorsement

Fee: \$330

(Food-Primary licences only)

Licenseses may apply for a patron participation entertainment endorsement for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Describe the type of entertainment you are requesting:

[Empty rectangular box for describing entertainment type]

Patron participation must end by midnight unless approved by LCLB and local government/First Nations. There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, please consult with licensing staff at LCLB in Victoria (see contact information in Part 11).

Part 5: Temporary Extension of Licensed Area (food-primary licences only)

Fee: \$110

This change enables licenseses to apply for a temporary extension of their establishment's licensed areas for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate only at the capacity on the face of their current licence plus the capacity of the extension area. If in doubt, consult with licensing staff at LCLB in Victoria (see Part 11 for contact info). This application process does not require comment from your local government/First Nation.

Please provide the following information and documents:

- Current total capacity, including patios (as shown on licence);
- Identify the area (person/patron as shown on licence) to be extended;
- Floor plan of the extended area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
 - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of extended area if extension is outside; and
- Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 6: Temporary Extension of Licensed Area

Fee: \$330

(liquor-primary, liquor-primary club licence and manufacturer lounge and special events endorsements only)

Licenseses may apply for a temporary extension of their licensed areas for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate at the capacity on the face of their current licence plus the capacity of the extension area.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Please provide the following information and documents:

- Current total capacity, including patios (as shown on licence);
- Identify the area(s) to be extended;
- Floor plan of the extended area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
 - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
 - Provide proposed person capacity of extended area(s) if extension is outside; and
- Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 7: Temporary Location Change (liquor-primary and liquor-primary club licences only)

Fee: \$330

(no increase in patron or person capacity)

Licensees may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Current area capacities, as shown on licence:

Area #1 Area #2 Area #3 Area #4 Patio #1 Patio #2

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 Area #2 Area #3 Area #4 Patio #1 Patio #2

Please attach the following documents:

- Floor plan of the proposed area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.
 - Floor plan must have occupant load marked/stamped on the plans by provincial fire or building authority (or designate), where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of the new area if outdoors.
- Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 8: Temporary Location Change (food-primary licences only)

Fee: \$110

(no increase in patron or person capacity)

Licensees may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Note: This application process does not require comment from your local government/First Nation.

Current area capacities, as shown on licence:

Area #1 Area #2 Area #3 Area #4 Interior lounge

Patio #1 Patio #2

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 Area #2 Area #3 Area #4 Interior lounge

Patio #1 Patio #2

Please attach the following documents:

For food-primary licences:

- Floor plan of the proposed area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.
 - Floor plan must have occupant load marked/stamped on the plans by provincial building or fire authority (or designate), where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of the new area if outdoors.
- Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 9: Other

Fee: \$110 for each request

Complete this section if you are requesting a change other than those listed in Part 1, page 1.

Describe your request in detail, using additional pages if required.

If your request requires an exercise of discretion: provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after a completed application is received. For more information see your licence specific terms and conditions. Requests for discretion should be submitted at least two months prior to the proposed event.

[Empty box for request details]

Date(s) from: [] To: [] (inclusive) Time(s): []
(mm/dd/yy) (mm/dd/yy)

Part 10: Declaration

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: 
Authorized signatory of the licensee

Name: Kral, David, Adam Kenneth Position: Owner - G.M. Date: 19-04-18
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:
• If the licensee is an individual or sole proprietor, the individual himself/herself
• If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
• If the licensee is a general partnership, one of the partners
• If the licensee is a limited partnership, the general partner of the partnership
• If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 11: Application Fees - Payment Options

Total Fee Submitted: \$ []

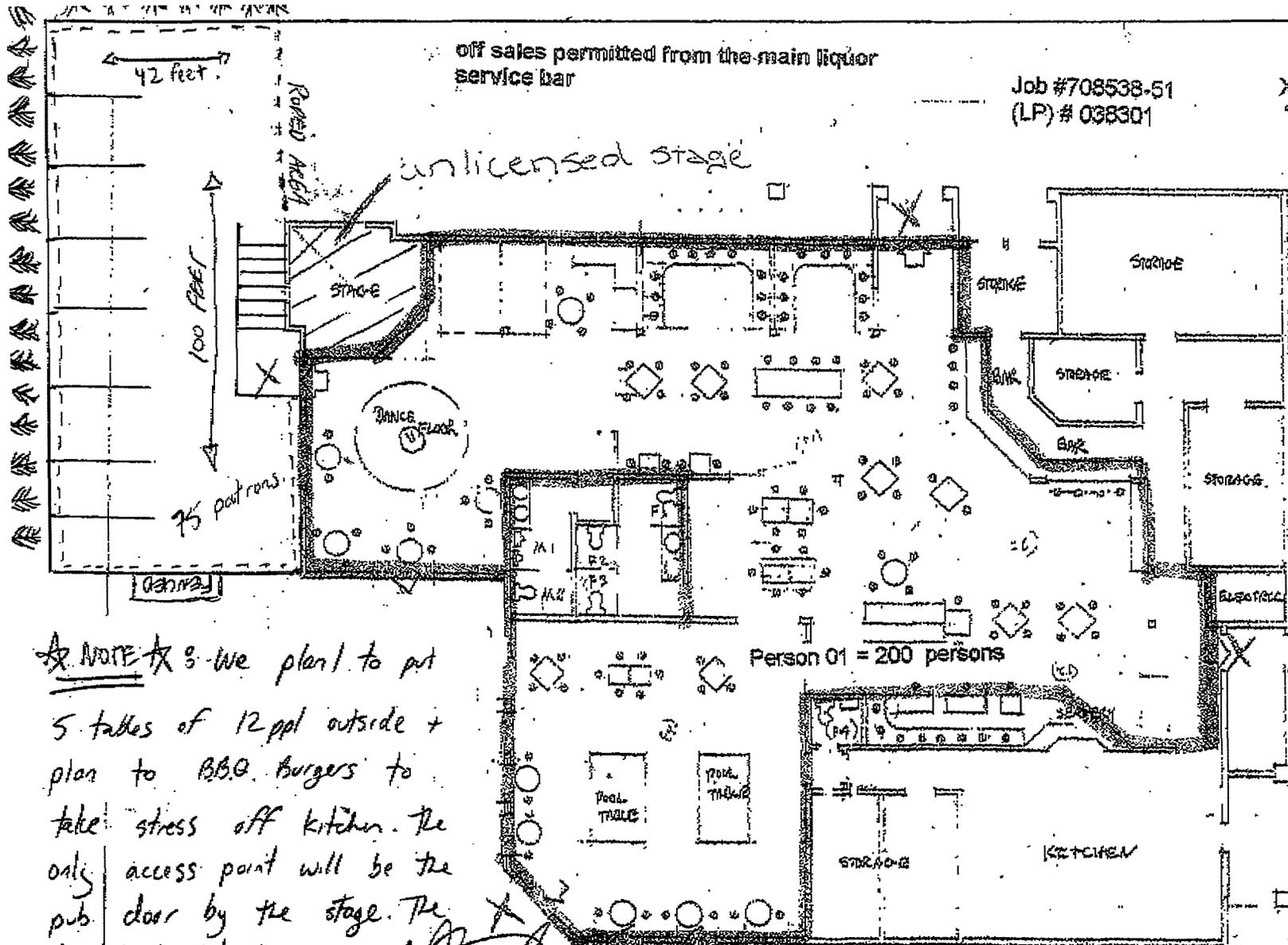
In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

- Payment is by (check) one):
- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
 - Money order, payable to Minister of Finance
 - Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): David Kral
Credit card number: 4516 0940 0113 0438 Expiry date: 11 / 19
(Month) (Year)

Signature: 



off sales permitted from the main liquor service bar

Job #708538-51
(LP) # 038301

X = Signage required -
"no liquor beyond this point"

Business Name: COBBLESTONE INN
Address: 3564 HOLLAND AVE
COBBLE HILL B.C.
Date: FEB 13/15

NOTE - we plan to put 5 tables of 12 ppl outside + plan to BBQ burgers to take stress off kitchen. The only access point will be the pub door by the stage. The entire back lot is surrounded by fencing + trees so people won't be able to sneak in.

Person 01 = 200 persons

CHIEF BUILDING INSPECTOR
COWICHAN VALLEY REGIONAL DISTRICT

**TOTAL OCCUPANT LOAD
(ALL AREAS)**
200 PERSONS

LIQUOR CONTROL & LICENSING
RECEIVED
FEB 24 2015
VICTORIA BC

LOLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE
AND AVAILABLE FOR INSPECTION AT ALL TIMES
Date Issued: April 18, 2015
LP Licence #: 038301
General Manager



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 18, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Parks & Trails Division
Land Use Services Department
SUBJECT: BC Transit Operation and Maintenance Facility in Koksilah Business
Park – CVRD Public Pathway Opportunities
FILE: 10-E-17DP

PURPOSE/INTRODUCTION

The purpose of this report is to pursue approval from the Ministry of Transportation and Infrastructure to secure a future pedestrian pathway connection to Maplewood Park from Boal Road in Electoral Area E – Cowichan Station/Sahtlam/Glenora, and to address a previously unknown storm water pipe across the park.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That a 3-metre-wide public trail statutory right-of-way be registered in favour of the Regional District over the eastern portion of Lot 2, Range 7, Quamichan Land District, Plan VIP20956 in the Koksilah Business Park, owned by the Province of British Columbia;
2. That a Permit to Construct Agreement be approved with the Ministry of Transportation and Infrastructure to build and maintain a roadside pathway on the south side of Boal Road; and
3. That an unregistered easement between BC Transit and the CVRD for drainage across Maplewood Park from Lot 2, Range 7, Quamichan Land District, Plan VIP20956 to Polkey Road be approved.

BACKGROUND

BC Transit has acquired and is proceeding to develop a property located at 5271 Boal Road, legally described as Lot 2, Range 7, Quamichan Land District, VIP20956, which is located adjacent to Maplewood Park in the Koksilah Business area of Electoral Area E. Through working with the CVRD Facilities and Transit Division on the proposed redevelopment of the property as a bus transit operation and maintenance facility, an opportunity has been identified to establish a pedestrian pathway connection linking Maplewood Park with Boal Road and an existing planned future path (see attachment). The pedestrian pathway route proposed would be located across a portion of the BC Transit property (requiring a Statutory Right-of-Way) and within the Ministry of Transportation and Infrastructures Boal Road right-of-way (requiring a Permit to Construct). BC Transit is supportive of the proposed pathway across their property. This pedestrian pathway connection has been identified through the community engagement and planning process currently underway in preparing the Electoral Area E Community Parks and Trails Master Plan.

ANALYSIS

The roadside pathway to the north of the BC Transit property would be located within the Ministry of Transportation and Infrastructure's Boal Road right-of-way under a permit to construct.

The open ditch along the west side of Polkey Road has been identified as fish habitat and there is currently a narrow road shoulder between this ditch and the paved portion of Polkey Road which does not provide sufficient room for a roadside pathway to link to Maplewood Park. Alternatively, on the west side of this ditch, along the eastern edge of the BC Transit property there is room to construct a trail from the end of Boal Road, south to Maplewood Park. To construct this public trail across the BC Transit property a statutory right-of-way (SRW) must be registered in favour of the CVRD. The SRW would be 3.0 metres wide, which is sufficient room to construct a community pathway to CVRD standards. The SRW would be used for public pathway purposes and the pathway would be constructed by the CVRD when funding is available.

It has also been discovered, as part of this planning work with BC Transit, that for years a stream has been flowing from the property, now owned by BC Transit, through a pipe under Maplewood Park before dispersing into the drainage ditch along Polkey Road. There is no record of an easement or agreement in place for the maintenance and management of this drainage pipe. With the new BC Transit facility being proposed, it would be appropriate to formalize an agreement for the maintenance of this drainage corridor through Maplewood Park. As the CVRD park is a "Crown" park and not a fee simple titled lot, an easement cannot be formally registered on title. For this reason an unregistered easement is suggested between the CVRD and BC Transit for maintenance of the pipe.

FINANCIAL CONSIDERATIONS

All costs for the formal registration of the SRW over the BC Transit property, as well as the costs for the unregistered easement across Maplewood Park, are estimated to be no more than \$1,250. The cost would be charged to BC Transit and will become part of the facility project costs that will in turn be charged to the CVRD Transit Division for their share. At such time as this work is supported to proceed, future pathway development along Boal Road and through the SRW would require budgeting through the Electoral Area E Community Parks function. The estimated cost to construct this pathway is \$16,000.

COMMUNICATION CONSIDERATIONS

The Parks and Trails Division will continue to liaise with the Facilities and Transit Division during the development of the BC Transit Operation and Maintenance Facility.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:

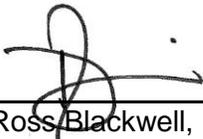
Reviewed by:



Tanya Siroka, MCIP, RPP
Parks & Trails Planner



Brian Farquhar
Manager



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

ATTACHMENTS:

Attachment A – Map of Proposed Trail Connections



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

The Regional District does not warrant the accuracy.

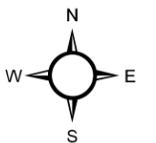
All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

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

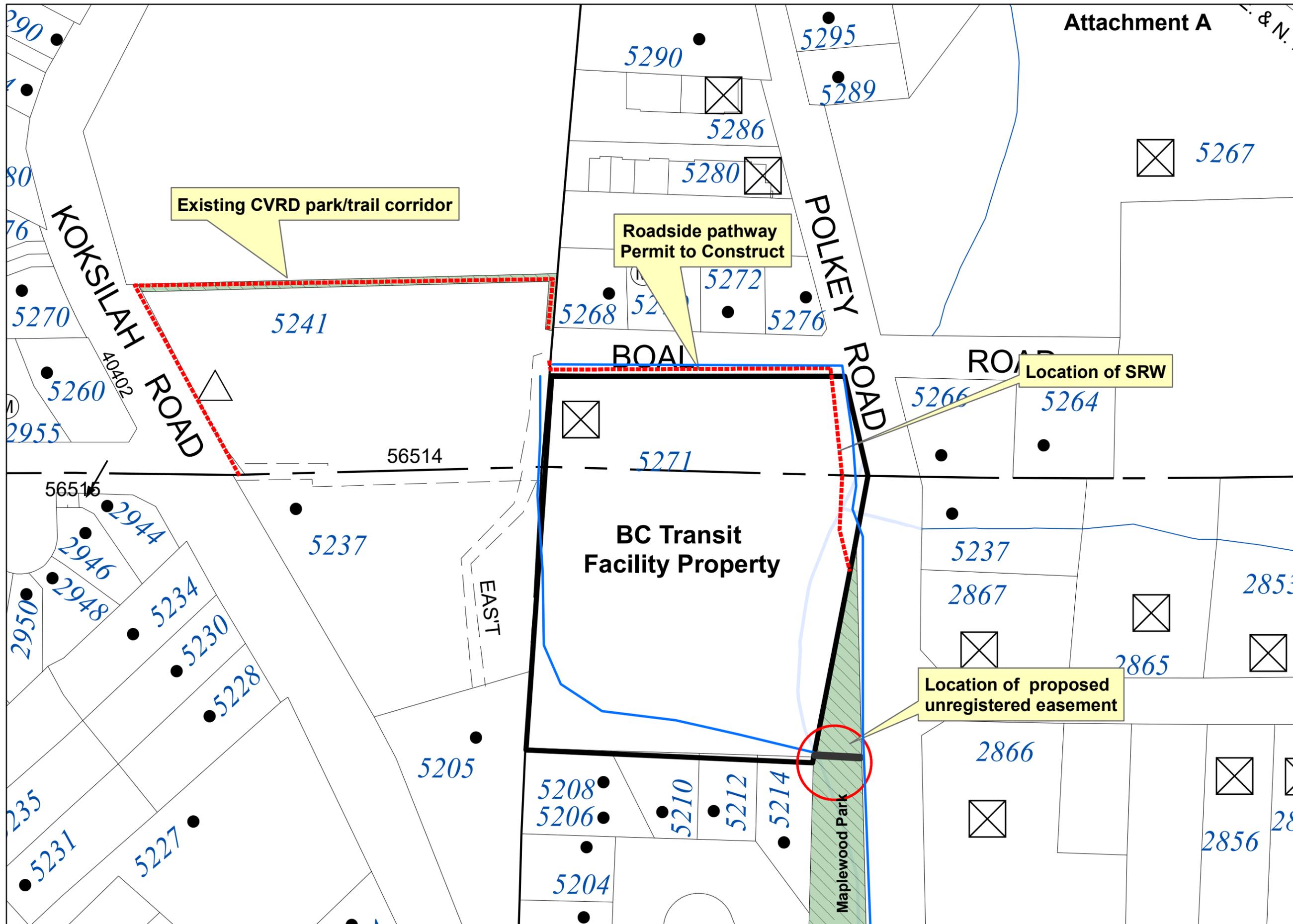
Printed: February 7, 2018

BC Transit Facility

Koksilah Business Park



Scale: 1:1,400





STAFF REPORT TO COMMITTEE

DATE OF REPORT April 16, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Public Safety Division
Community Services Department
SUBJECT: Youbou Fire Service Area Boundary Expansion
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval to expand the Youbou Fire Service Area boundary.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the boundary of the Youbou Fire Service Area be extended to cover a section of one property as outlined in the attached map.

BACKGROUND

In 2017 PID 030-167-981, Plan 57166, Lot A, Block 113, 1539, 1540 was created after several land acquisitions and the merging of these parcels into one property. The new parcel is 123 hectares in size.

The Youbou Fire Service Area boundary already included much of these parcels except for the 22 hectares area that is now part of the new parcel.

Fire Service Area boundaries always follow district or parcel lot boundaries and do not dissect parcels.

ANALYSIS

The new PID 030-167-981 parcel does pay all local taxes relevant to Electoral Area I which includes Youbou Fire Service Area Protection.

Although CVRD GIS mapping is up to date, the Youbou Fire Service Area boundary has not adjusted to the merger of the properties and requires approval of the Board to correct this.

FINANCIAL CONSIDERATIONS

The 2018 residential property class was valued at \$5,595,000. The appropriate local taxes are applied to this parcel.

COMMUNICATION CONSIDERATIONS

Once Board approval is received, GIS can update the Youbou Fire Protection Service Area mapping and forward to E911 Firecomm to allow for proper continuation of fire department dispatching and response.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:



Jason deJong, CFO
A/Manager

Reviewed by:

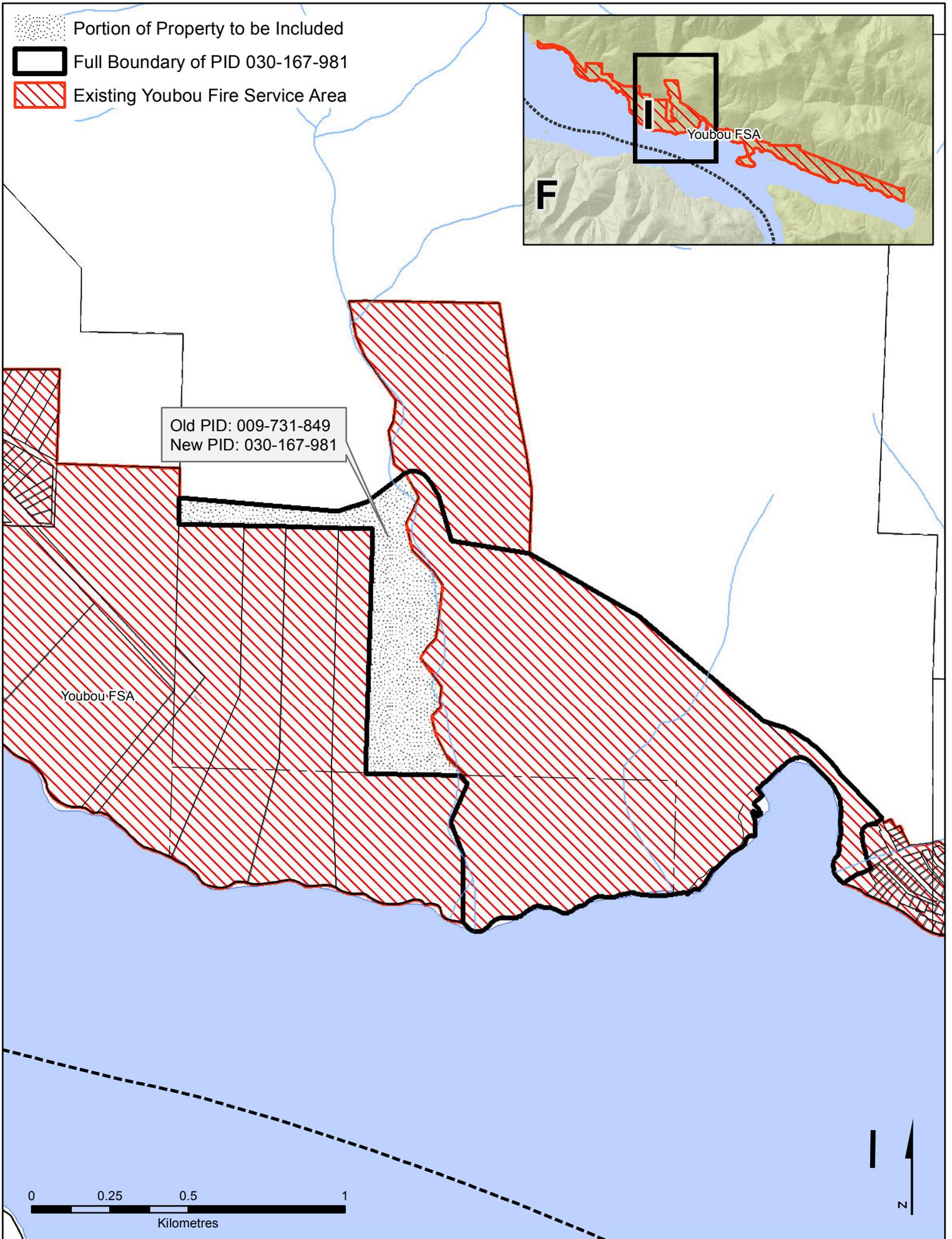
Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

Attachment A – Youbou Fire Inclusion Map





STAFF REPORT TO COMMITTEE

DATE OF REPORT April 19, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Development Services Division
Land Use Services Department
SUBJECT: Delegation Authority for Development Permits
FILE: Bylaw Amendment 4204

PURPOSE/INTRODUCTION

The purpose of this report is to present improvements to the Development Applications and Procedures Bylaw No. 3275.

The Development Application Procedures & Fees Bylaw No. 3275 (the Bylaw) establishes procedures for processing permit applications, including when development permit applications require CVRD Board approval or alternatively are delegated to the General Manager of Land Use Services Department for approval.

To increase consistency within the Electoral Areas and find efficiencies within the Development Services Division, streamlining the method for processing specified development permits is recommended. Efficiencies in processing time will benefit the development community and landowners, reduce the direct costs associated with processing applications, and allow staff to refocus efforts on other aspects of the Land Use Services Department work plan. The proposed action discussed in this report is to expand the already existing delegation authority for development permit approval.

The 2017 Land Use Services Department work plan included “development permit review” as an item.

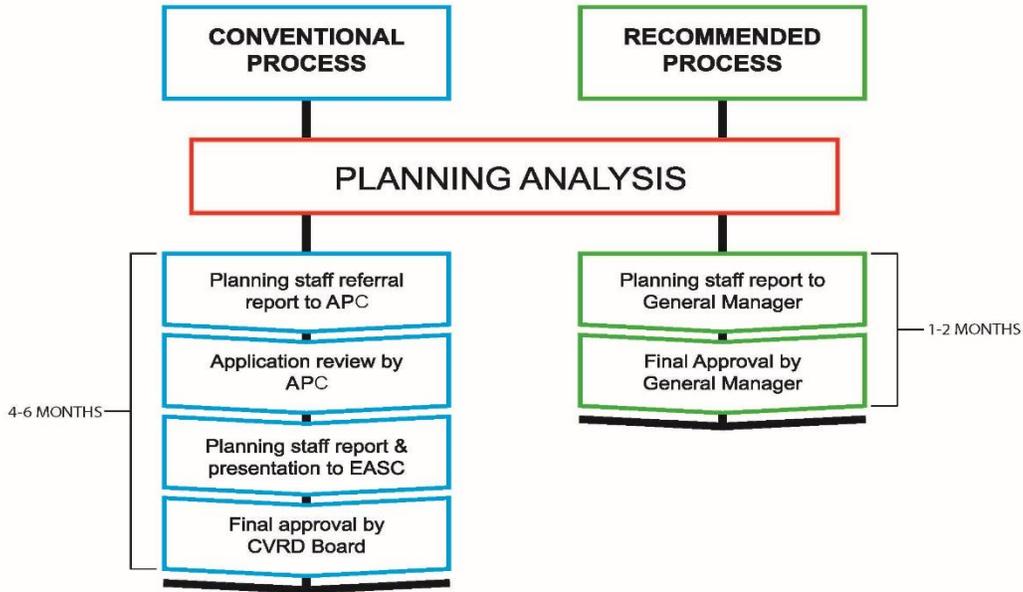
RECOMMENDED RESOLUTION

That Development Application Procedures & Fees Bylaw No. 4204, 2018 be forwarded to the Board for consideration of three readings and adoption.

PROPOSAL

Staff recommend a revision to the Bylaw to increase delegated approval authority to the General Manager of Land Use Services Department for specific development permits. The types of development permits proposed for delegation are those that rely on a technical, objective review of guideline compliance, and are listed further in this report.

The process for reviewing and approving development permits varies depending on the Electoral Area, the type of development proposed, and the applicable guidelines. Below is an illustration to compare the conventional process (which requires Board approval as the final step), versus the streamlined process that this report recommends be more often applied.



The conventional process takes an average of 6 months (or longer) and consumes a significant contribution of time from Commission members, Committee members, and Land Use Services Department staff.

Alternatively, approval authority may be delegated in accordance with Section 490 of the *Local Government Act*. There are currently many development permit areas in each Electoral Area which are delegated to the General Manager (GM) for approval, as illustrated by the following table.

Development Permit Areas which are currently delegated to GM	
Electoral Area	Development Permits Areas/Guidelines
A, B and C	Riparian Areas Regulation, Marine Protection, Agricultural Protection (excludes subdivision)
D	Aquatic Resource, Critical Habitat, Sensitive Lands, Agricultural Protection and Rural Character where guidelines apply to construction of single family dwellings
E	Riparian Areas Regulation, Agricultural Protection
F	Riparian Areas Regulation
G	Riparian Areas Regulation, Agricultural Protection
H	Riparian Areas Regulation, Woodley Range
I	There are no delegated permits

Staff recommend increasing the list of delegated permits by including development permits that are solely based on technical guidelines. The rationale for this increase is that technical guidelines require objective analysis of guideline compliance. Typically, a development permit application would be accompanied by a report by a qualified professional, with the recommendations from the professional forming the bulk of the permit requirements. A rigorous analysis for guideline compliance can be accomplished by staff, resulting in a more expedient process to the benefit of property owners, the Land Use Services Department, volunteer APC members and the CVRD Board.

Staff are not recommending any changes to the approval process for development permit types based on subjective guidelines such as site design, landscaping, and form and character of building design (this would include applications for commercial, industrial, and multifamily development). These types of development permits would continue to be reviewed by Advisory Planning Commissions and be presented to the EASC and Board for approval.

BYLAW REVISION SUMMARY

Staff recommend the following development permits feature objective criteria that are appropriately delegated for approval to the General Manager of Land Use Services Department (in addition to the above listed).

Development Permit Areas proposed for delegation to GM	
Electoral Area	Development Permits Areas/Guidelines
A, B and C	Habitat Protection, Sensitive Ecosystem, Wildfire Interface (excluding subdivision)
D	No proposed changes
E	Agricultural Community, Cowichan River, Wetland Protection
F	No proposed changes
G	Ocean Shoreline, Stream Protection, Habitat Protection, Stormwater
H	Cassidy/Bush Creek
I	Watercourse Protection, Waterfront Subdivision

The Bylaw states that where an application has been refused by the General Manager, an appeal of the decision can be made to the CVRD Board. Staff recommend adding an application fee to this appeal to partially recover the processing cost.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

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

Prepared by:

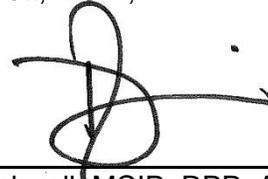


Alison Garnett, MCIP, RPP
Planner II

Reviewed by:



Mike Tippett, MCIP, RPP
Manager



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

ATTACHMENTS:

Attachment A – Proposed CVRD Development Application Procedures & Fees Bylaw No. 4204



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4204

A Bylaw to Establish Procedures to Amend an Official Community Plan or a Zoning Bylaw, Amend a Land Use Contract, Process an Agricultural Land Reserve Application or to Issue a Permit Under Part 14 of the *Local Government Act*

WHEREAS the Board of Directors of the Cowichan Valley Regional District has adopted official community plans, zoning bylaws, and land use contracts;

AND WHEREAS the Board has designated areas in the Official Community Plans within which temporary commercial and industrial permits and development permits are required;

AND WHEREAS the Board has a duty, under the *Agricultural Land Commission Act*, to provide information and a resolution regarding Agricultural Land Reserve applications in the CVRD;

AND WHEREAS the Board must, pursuant to Section 460 of the *Local Government Act*, by bylaw, establish procedures to amend a plan, bylaw or issue a permit;

AND WHEREAS the Board may, pursuant to Section 462 of the *Local Government Act*, by bylaw, impose fees for applications and inspections;

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

1. CITATION

This bylaw may be cited for all purposes as the “**CVRD Development Application Procedures and Fees Bylaw No. 4204, 2018**”

2. SCHEDULES

The following Schedule is attached to and forms part of this bylaw:

- a) Schedule “A”- Fees

3. SCOPE

This bylaw shall apply to the following:

- a) Application, by a party other than the Regional District, for amendment to:
 - i) an Official Community Plan;
 - ii) a Zoning Bylaw; and
 - iii) a Land Use Contract.

- b) Application, by a party other than the Regional District, for a:
 - i) Development Variance Permit;
 - ii) Development Permit;
 - iii) Temporary Use Permit;
 - iv) Special Event Temporary Use Permit;
 - v) Sign Permit;
 - vi) Board of Variance decision; and
 - vii) *Agricultural Land Commission Act* approval.
- c) Subdivision Application Fees pursuant to Section 462 of the *Local Government Act*.
- d) Discharge or consent to amend a Restrictive Covenant to which the CVRD is a signatory or named party.
- e) File Review in response to a letter requesting a review of many aspects of a parcel's status including but not limited to: present or historical zoning, building permits, bylaw enforcement or other permits.
- f) Requests to extend the term limit of a Development Permit or Development Variance Permit.

4. APPLICATIONS

Applications listed in Section 3 shall be made by the owner of the land involved, or by a person authorized by the owner.

5. FEES

Upon submission of an application, the applicant shall pay an application fee in the amount as set out in Schedule "A" to this bylaw.

6. STAFF DUTIES AND REPORTS

- a) Applications shall be received by the General Manager of Land Use Services or a nominated designate;
- b) Unless subject to Section 7 of this bylaws, written reports prepared by staff of the Land Use Services Department shall be submitted to the appropriate Advisory Planning Commission (APC), or more than one APC, as specified in an Official Community Plan (OCP), for applications for OCP amendments, zoning amendments, and for development permits;
- c) Notwithstanding subsection b), development permit applications for subdivision of less than three new lots will not be referred to the APC;
- d) In the case of development variance permits and Agricultural Land Reserve applications, these will not be sent to an APC unless the Director of the area specifically requests it, but will instead be the subject of a Land Use Services Department report to the Electoral Areas Services Committee;
- e) Following step (b) above, once an APC has prepared a recommendation or comments on an application it has considered, Land Use Services Department staff will prepare a report to the Electoral Areas Services Committee;
- f) The recommendation of the Electoral Areas Services Committee will then be considered by the CVRD Board of Directors.

7. DELEGATION OF DEVELOPMENT PERMIT APPLICATIONS

The CVRD Board of Directors delegates the ability to issue development permits to the General Manager of Land Use Services Department in the following circumstances:

Electoral Area	Development Permit Areas/Guidelines
A, B and C	Riparian Areas Regulation, Marine Protection, Agricultural Protection, Habitat Protection, Sensitive Ecosystem and Wildfire Interface guidelines (excluding subdivision)
D	Where a development permit has been applied for to undertake development, excluding subdivision, of land upon which a single family dwelling or single detached dwelling is a principal permitted use, in the Aquatic Resource Protection, Critical Habitat Protection, Sensitive Lands or Rural Character Development Permit Areas
E	Riparian Areas Regulation, Agricultural Protection, Agricultural Community, Cowichan River and Wetland Protection Development Permit Areas
F	Riparian Areas Regulation Development Permit Area
G	Riparian Areas Regulation, Agricultural Protection, Ocean Shoreline, Stream Protection, Habitat Protection and Stormwater Development Permit Areas
H	Riparian Areas Regulation, Woodley Range, Cassidy/Bush Creek Development Permit Areas
I	Watercourse Protection and Waterfront Subdivision Development Permit Areas
All Electoral Areas	Development Permit for a Sign

8. PUBLIC NOTICE

8.1 Statutory References

The Public Notice requirements for development applications are prescribed in Part 14 of the *Local Government Act*, as illustrated by the following table:

Application Type	Local Government Act Section
Official Community Plan Amendment	466, 467
Zoning Bylaw Amendment	466, 467
Development Permits	none
Temporary Use Permits	494
Development Variance Permits	499
Land Use Contracts	546, 548, 549
Board of Variance	541

8.2 Public Notice Requirements

Public notice, when required to be mailed, shall be mailed or otherwise delivered to the owners and occupants of parcels located within 60 metres of the subject property, except for the following:

- i) Development Permit applications that do not incorporate a variance;
- ii) Board of Variance applications;
- iii) Special Event Temporary Use Permits that do not alter permitted uses or density.

8.3 Sign Requirement

a) The application on those parcels subject to an amendment to:

- i) an Official Community Plan or Zoning Bylaw;
- ii) Land Use Contract amendment;
- iii) Temporary Use Permit or Special Event Temporary Use Permit;

shall erect or cause to be erected a development application sign on the subject property.

b) The development application sign shall be located in conformity with the following:

- i) the bottom edge of the sign(s) shall be a minimum of 1 metre above the ground, and not more than 1.5 metres above the ground;
- ii) one sign shall be located within 3 metres of the edge of pavement on any fronting road, or on the parcel boundary line, whichever makes the sign(s) more legible for passers-by; and
- iii) the signs(s) shall be located approximately at the mid-point along each fronting road or parcel boundary line, except where this requirement would have the effect of obscuring the sign.

c) The development application sign will be erected as soon as practical after application has been made, and shall be kept in place continuously, until the Board of Directors has rendered a final decision on the application. The General Manager of Land Use Services Department may require proof in a form acceptable to him or her that the sign has been posted as required by Section 8 of this Bylaw.

9. PUBLIC HEARING

In the case of applications for amendments to Official Community Plans and Zoning Bylaws, public hearings are governed by Section 465 of the *Local Government Act*. In the absence of any member of the public in attendance, a public hearing will be adjourned after a minimum of 15 minutes from the advertised time of commencement of the hearing.

10. PENALTY FOR POSTPONEMENT OF PUBLIC HEARING

Any costs associated with the postponement of a hearing, due to failure of the applicant to comply with the requirements of this Bylaw, shall be paid by the applicant, in addition to the application fees previously paid.

11. PROCEDURE AFTER PUBLIC HEARING

The Board shall, after the public hearing, if any, proceed in accordance with Section 470 of the *Local Government Act*.

12. PERMIT- ISSUANCE OR REFUSAL

The Board may, in the case of an application for development variance permit, development permit, or temporary use permit:

- a) authorize the issuance of the permit;
- b) authorize the issuance of the proposed permit as amended by the Board in its resolution;
- c) table the permit; or
- d) refuse to authorize the issuance of the permit.

13. REFUSAL AND APPEAL

- a) Where an application has been refused by the CVRD Board of Directors or the General Manager of Land Use Services Department, the General Manager of Land Use Services Department or a nominated designate shall notify the applicant in writing within 30 days immediately following the date of refusal.
- b) Where an application has been refused by the General Manager of Land Use Services Department, the applicant shall have the right to appeal the delegated decision to the CVRD Board of Directors.
- c) An applicant who wishes to appeal the decision of the General Manager of Land Use Services Department shall submit an appeal request in writing to the General Manager of Land Use Services Department within 60 days of the date of the decision accompanied by the fee as required in Schedule A to this bylaw.
- d) Where an appeal request is received, the procedures set out in Section 6 of this bylaw shall be followed.

14. INACTIVE APPLICATION

Where an applicant under this Bylaw has not pursued the application for a period of twelve (12) months, after being asked by CVRD staff to provide further information or follow a procedure outlined in this Bylaw, the application is deemed to be inactive, and the file will be closed. If a partial fee refund is due under the Official Community Plan and Zoning Amendment Refund Policy (see Schedule A to this bylaw), it will be issued at the time of file closure. Approximately three (3) months before file closure or nine (9) months into an inactive period, a warning letter will be sent to the applicant advising them that their file is about to become inactive.

15. REFUND

No refunds are available for any type of applications upon which CVRD staff have expended time in processing the application, except in accordance with the Refund Policy under Schedule A to this bylaw - Rezoning/Official Community Plan Fee Schedule.

Where any type of application has been submitted along with the required fee, and the applicant withdraws an application before staff effort has been expended on the file, a 100% fee refund will be given to the applicant.

16. REAPPLICATION

Subject to Section 460 of the *Local Government Act*, reapplication for an amendment or permit that has been refused by the Board shall not be considered within a 12 month period immediately following the date of refusal. The time period respecting reapplication may only be varied by an affirmative vote of at least two thirds of the CVRD Board members eligible to vote on the reapplication.

17. PERMIT TERM LIMIT EXTENSION

Development Permits and Development Variance Permits issued by the CVRD contain term limits, otherwise known as expiration dates. The term limit forms a part of the Permit, and requests to extend the term limit is subject to approval by the CVRD Board or delegated authority.

Requests to amend the term limit of a Permit may be considered for a maximum two year extension, beyond which a new application for Development Permit or Development Variance Permit is required. A written rationale for the extension request must be submitted, accompanied by an application for Development Permit or Development Variance Permit, a current State of Title Certificate, application fee, and updated project plans or drawings if applicable.

Where a first time, one-year extension request has been made, the CVRD Board of Directors delegates approval authority to the General Manager of Land Use Services Department. All other requests will be the subject of a staff report to the Electoral Areas Services Committee, with final consideration by the CVRD Board of Directors. Amended Permits require registration with the Land Titles Office.

18. SEVERABILITY

If any word, section, subsection, sentence, phrase or schedule of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

19. REPEAL

CVRD Development Application Procedures and Fees Bylaw No. 3275, 2009, and amendments thereto are hereby repealed.

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 – FEES

To CVRD BYLAW NO. 4204

Includes the following Fee Schedules:

1. Development Permit Fees
2. Development Variance Permit Fees
3. Rezoning/Official Plan Amendment Fees
4. Miscellaneous Fees
5. Subdivision Fees

DRAFT

FEE SCHEDULE - DEVELOPMENT PERMIT

<u>TYPE OF GUIDELINES</u>	<u>FEE</u>
<u>Environmental Protection, Natural Hazard and RAR Guidelines Only:</u>	\$200 , plus an additional \$200 for each new parcel or dwelling unit proposed
<u>Agricultural Protection Guidelines Only:</u>	\$50 , plus an additional \$50 for each new parcel or dwelling unit proposed
<u>Sign Guidelines Only:</u>	\$20 for signs less than 1 m ² \$40 for signs between 1 and 3 m ² \$100 for signs larger than 3 m ²
<u>Multiple Family or Intensive Residential Form and Character Guidelines Only:</u>	\$400 plus an additional \$200 for each new dwelling unit proposed
<u>Commercial or Industrial Form and Character Guidelines Only:</u>	\$400 plus an additional \$100 for each additional 100 m ² of gross floor area beyond the first 100 m ²
<u>Development Permit Term Limit Extension</u>	\$200
<u>All Other Types of Guidelines:</u>	\$200 an additional \$200 for each new parcel or dwelling unit proposed

NOTES:

1. In the cases where environmental or geotechnical reports have been submitted by the applicant as part of an Application, these reports may require an independent review prior to any decision being made on a development permit. The applicant shall be required to pay the Regional District for the estimated costs of the independent review (up to \$5,000 maximum) before the review is undertaken.
2. The fees in the above schedule are not cumulative. That is, where a single development proposal is subject to more than one of the guideline categories listed above, the total application fee will be that which would be charged for the most expensive single guideline category.
3. In the event that the application is approved by the Regional Board, a further charge of \$25 per parcel shall be payable at the time of, but prior to, issuance of the permit so as to cover the cost of filing notice at the Land Titles office.
4. Where a development permit application includes a variance, a minimum fee of \$600 is required, in addition to the applicable development permit fees outlined above.
5. If a decision made by the General Manager of Land Use Services Department on a delegated development permit is appealed to the CVRD Board under Section 13 of this bylaw, new application fees are required as outlined in the above schedule to a minimum of \$200.

FEE SCHEDULE - DEVELOPMENT VARIANCE PERMIT

<u>TYPE OF APPLICATION</u>	<u>FEE</u>
<u>Development Variance Permit</u>	\$600
<u>Development Variance Permit Term Limit Extension</u>	\$200

NOTE:

1. In the event that the application is approved by the Regional Board, a further charge of \$25 per parcel shall be payable at the time of but prior to the issuance of the permit so as to cover the cost of filing notice of the permit at the Land Titles office.
2. If more than one parcel is the subject of the application, a separate development variance permit application fee shall be required for each parcel and/or for each building or dwelling if separate variances are required for each.

FEE SCHEDULE - REZONING/OFFICIAL PLAN AMENDMENT

<u>TYPE OF APPLICATION</u>	<u>FEE</u>
(a) OFFICIAL PLAN AMENDMENT, no new density:	\$2,200
(b) OFFICIAL PLAN AMENDMENT, new density:	\$2,200 plus amounts shown in (e) and (f)
(c) OFFICIAL PLAN AMENDMENT COMBINED WITH ANY ZONING AMENDMENT:	\$2,400 plus amounts shown in (g) and (h) and (e) below, if applicable
(d) ZONING MAP AND/OR TEXT AMENDMENT:	\$2,200 plus amounts shown in (g) and (h) and (e) below, if applicable
(e) OFFICIAL PLAN AMENDMENT ONLY, ALLOWING 3 OR MORE NEW DWELLINGS OR PARCELS:	an additional \$80 for each dwelling or parcel ("density unit") permitted by the amendment Bylaw ^{4,5}
(f) OFFICIAL PLAN AMENDMENT ONLY, ALLOWING FOR COMMERCIAL OR INDUSTRIAL: (for parcels 0.3 ha or greater in area):	\$80 plus a further \$80 for each additional 0.1 ha of parcel area ("density unit") to be redesignated ^{4,5}
(g) ZONING ALLOWING 3 OR MORE NEW DWELLINGS OR PARCELS:	an additional \$120 for each dwelling or parcel ("density unit") permitted by the amendment Bylaw ⁴
(h) ZONING FOR COMMERCIAL OR INDUSTRIAL: (for parcels 0.3 ha or greater in area)	\$120 plus a further \$120 for each additional 0.1 ha ("density unit") of parcel area ⁴
(i) If more than one public hearing or public meeting is required by the CVRD Board, a fee of \$800 per public hearing or meeting is required, payable prior to scheduling of the second hearing or meeting.	

ENVIRONMENTAL/GEOTECHNICAL CONSULTANT FEE:

In the cases where environmental or geotechnical reports have been submitted by the applicant as part of an application, these reports may require an independent review prior to any decision being made on a development permit. The applicant shall be required to pay the Regional District for the estimated costs of the independent review (up to \$5,000 maximum) before the review is undertaken.

Notes and superscripts:

1. The application fees prescribed above shall be due upon application regardless of whether or not the rezoning/plan amendment application is approved.
2. **Refund Policy:** If an application for amendment of an Official Plan, Zoning or Land Use Contract is withdrawn, denied by the Board or deemed inactive in accordance with Section 14 of this Bylaw, in all cases prior to the CVRD having caused a Newspaper Notice to be published:
 - a full refund will be given only where the file has not been worked on at all by CVRD Land Use Services staff;
 - a refund of \$1,500 will be given to the applicant, in cases where the application fees were either \$2,200 or \$2,400;
 - a refund of \$1,500 plus an additional 33% (percent) of additional "density unit" application fees paid will be given to the applicant.
3. All applications must be acted upon. Any rezoning application that has been inactive for more than one calendar year is considered defunct and closed unless otherwise determined by the Regional Board.

Should the applicant wish to reactivate the file, he or she must re-apply and submit the required fees.

4. For residential development, the number of dwellings or parcels permitted shall be calculated by dividing the total area of the site to be rezoned by the maximum parcel or dwelling density allowed by the proposed zone regardless of the level of water or sewer servicing.
5. Where an OFFICIAL PLAN amendment application has been made that would affect use of land or density, and additional application fees of \$80 per "density unit" have been paid, a complementary ZONING BYLAW amendment application fee of \$2,200 PLUS an additional application fee of \$40 per "density unit" must be paid, provided this occurs within 60 days of adoption of the OFFICIAL PLAN amendment. If the gap between the adoption of the OFFICIAL PLAN amendment and ZONING BYLAW amendment application is longer than 60 days, the ZONING BYLAW amendment application shall be treated as if it is an entirely new application, with full application fees being levied.

DRAFT

FEE SCHEDULE - MISCELLANEOUS

<u>TYPE OF APPLICATION</u>	<u>FEE</u>
<u>BOARD OF VARIANCE:</u>	\$400
<u>LAND USE CONTRACT AMENDMENT:</u>	Same as for rezoning amendment, development permit, development variance permit (whichever is applicable) plus advertising costs.
<u>TEMPORARY USE PERMIT:</u>	\$1,000 plus advertising costs
<u>SPECIAL EVENT TEMPORARY USE PERMIT</u>	\$300 plus advertising costs \$100 for renewal
<u>LIQUOR LICENCE APPLICATION:</u>	\$1,500 plus advertising costs
<u>LEGAL DOCUMENT COST:</u>	Any legal costs incurred by the Cowichan Valley Regional District in preparing legal documents such as covenants and development agreements associated with an application referred to in this bylaw will be borne by the applicant and paid prior to consideration of development approval.
<u>SIGN PERMIT (no applicable sign guidelines):</u>	\$20 for signs smaller than 1 m ² \$40 for signs between 1 m ² & 3 m ² \$100 for signs larger than 3 m ²
<u>OTHER:</u>	
CVRD File Review Fee	\$150
Restrictive Covenant Processing/ Amendment Discharge Fee	\$250

NOTE:

1. In the event that the application is approved by the Board, a further charge of \$25 per parcel shall be payable at the time of, but prior to, issuance of the permit so as to cover the cost of filing notice at the Land Titles office.
2. If more than one parcel is the subject of the application, a separate permit application fee shall be required for each parcel unit/or for each building or dwelling if separate variances are required for each.
3. The applicant will be sent a first invoice for the anticipated cost of the advertising for the public hearing/notice. The public hearing/notice will not be scheduled until payment of the first invoice has been received, and payment of the final invoice must be received prior to the recommendation being forwarded to the Regional Board.
4. In a case where an application is withdrawn or turned down by the Board prior to the public notification process having commenced, a refund of \$100 shall be returned to the applicant.

FEE SCHEDULE - SUBDIVISIONS

TYPE OF APPLICATION

FEE

SUBDIVISIONS OR BOUNDARY ADJUSTMENT:

\$500 for boundary adjustment or first new lot, plus an additional \$500 for the second and every subsequent new parcel

STRATA CONVERSION:

\$500 for every unit

Prior to final approval and signature of a plan of subdivision by the Approving Officer, a fee of \$500 for every new parcel to be created shall be due and payable to the Cowichan Valley Regional District Land Use Services Department.

Additional fees as shown below shall be due and payable to the Cowichan Valley Regional District Engineering Services Department for properties that are within an existing local service area or are proposed to become designated a local service area (water and/or sewer utility) under the jurisdiction of the Cowichan Valley Regional District, based on the following noted formula.

SUBDIVISIONS: SEWER UTILITY

\$100 plus \$50 for every new parcel within a sewer utility local service area owned and operated by the CVRD

SUBDIVISIONS: WATER UTILITY

\$100 plus \$50 for every new parcel within a water utility local service area owned and operated by the CVRD

SUBDIVISIONS: SEWER & WATER UTILITY

\$200 plus \$50 for every new parcel within water & sewer utilities local service area owned and operated by the CVRD



STAFF REPORT TO COMMITTEE

DATE OF REPORT April 23, 2018
MEETING TYPE & DATE Electoral Area Services Committee Meeting of May 2, 2018
FROM: Inspection & Enforcement Division
Land Use Services Department
SUBJECT: Soil Deposit Bylaw No. 4147 – Implementation Strategy
FILE: 3900-02-SOIL

PURPOSE/INTRODUCTION

The purpose of this report is to propose an implementation strategy for CVRD Bylaw No. 4147 – Soil Deposit Bylaw, 2017.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the Soil Deposit Bylaw Implementation Strategy outlined in the May 2, 2018, Electoral Area Services Committee meeting report from the Manager of Inspections & Enforcement be endorsed;
2. That changes to CVRD Bylaw No. 4147 - Soil Deposit Bylaw 2017 be brought to the EASC for consideration at the earliest opportunity; and
3. That the 2018 budget for Function 320 - Inspections & Enforcement be amended to:
 - a. Increase Salaries Expenditures by \$35,000;
 - b. Increase Benefits Expenditures by \$8,000;
 - c. Increase Contract for Services by \$50,000;
 - d. Increase Advertising Expenditures by \$9,000;
 - e. Increase Computer Software Upgrade Expenditures by \$2,500;
 - f. Increase Office Supplies Expenditures by \$2,000;
 - g. Increase Miscellaneous Equipment Expenditures by \$5,000;
 - h. Increase Legal Service Expenditures by \$15,000;
 - i. Increase Fees and Permits Revenues by \$126,500.

BACKGROUND

The CVRD Board gave first and second reading to CVRD Bylaw No. 4147 – Soil Deposit Bylaw on December 6, 2017. Because aspects of the bylaw potentially overlap with areas of Provincial jurisdiction, the bylaw was referred to the Ministry of Energy, Mines and Petroleum Resources and the Ministry of Environment for review and approval following first and second reading.

Once approval by the two Ministries is received, the Board may proceed with consideration of third reading and adoption. Adoption of the Soil Deposit Bylaw will establish a regulatory framework for soil deposit in the CVRD, but there currently is minimal administrative framework in place to facilitate successful implementation of the Bylaw. This report proposes a strategy for implementing the bylaw and identifies resources considered necessary to successfully implement the strategy and bylaw.

ANALYSIS

Status of Ministry Referrals:

The Ministry of Energy, Mines and Petroleum Resources responded to the bylaw referral in a letter dated April 9, 2018 (Attachment A). The letter advised that Bylaw No. 4147 does not require the approval of the Minister of Energy, Mines and Petroleum Resources because it does not prohibit soil removal. The letter goes on to advise that the Ministry staff did not review the Bylaw with respect to potential conflicts with the *Mines Act*. It also encouraged the CVRD to notify the BC Stone, Sand and Gravel Association of the pending bylaw.

To date, a formal response to the bylaw referral has not been received from the Ministry of Environment. However, recent follow-up with Ministry staff has indicated that a response should be forthcoming soon.

Proposed Implementation Strategy:

A proposed Soil Deposit Bylaw Implementation Strategy is attached to this report as Attachment B. The Implementation Strategy has been prepared based on what staff believe is necessary to effectively and successfully implement the bylaw. The effort and resources staff believe necessary to accomplish this are considerably more than what is typically required for most other regulatory bylaws for a number of reasons. Firstly, the CVRD has not regulated the movement of soil in the past and it will be necessary to develop administrative infrastructure and capacity to undertake this work. Secondly, land owners and the local construction industry will not be familiar with the new permitting process, so it will be necessary to widely publicize the new requirements and work with land owners and industry to inform them of the new requirements. Thirdly, it is expected that some land owners will not voluntarily comply with the bylaw requirements, which will likely require significant involvement of the bylaw enforcement officers and CVRD legal counsel. Lastly, because the issue of unregulated soil deposit has been a high profile issue in the southern electoral areas for a number of years, it is expected that many enquiries and complaints about observed soil movements will be received once the bylaw is adopted. In order for the Soil Deposit Bylaw to be effective, it is essential that the CVRD have the administrative system and resources in place to implement it.

The proposed Implementation Strategy has four main components – Communications, Administration, Enforcement and Bylaw Amendment & Maintenance:

Communications:

A communications campaign to inform the public of the Bylaw and new permitting requirements is highly recommended. Without a concerted effort to inform the public, violators will be able to claim, with some degree of validity, that they were not aware of the new regulations. The proposed communication strategy for publicizing the Soil Deposit Bylaw includes:

- Mail out notification to owners of known fill sites;
- Development of a CVRD website page that provides clear and concise information on the bylaw and permitting requirements;
- Issue of press releases and notifications in local newspapers, social media, local radio;
- Conduct meetings with industry, including BC Stone, Sand and Gravel Association and Island Equipment Owners Association;
- Conduct public information meetings in communities; and

- Have informed staff available to respond to enquiries, answer questions and provide information.

Resources allocated to communications at the front end of the bylaw implementation process can save resources that may otherwise be required for enforcement at later stages.

Administration:

If the Board were to proceed with the immediate adoption of the Soil Deposit Bylaw, the CVRD does not currently have an administrative system in place for accepting and processing soil deposit permit applications, issuing permits or undertaking other administrative functions associated with the Bylaw. Prior to the adoption of the Bylaw, the system for administering it should be in place and operational. Specific components of the administrative system necessary to implement the Soil Deposit Bylaw are:

- Prepare application material, including forms, guides, schedules and templates;
- Develop process for receiving, processing and issuing soil deposit permits;
- Prepare procedures manual;
- Coordinate process for receiving and depositing fees with Finance Division;
- Establish tracking and monitoring system; and
- Prepare template letters and other stock documents.

Enforcement:

It is important that the Soil Deposit Bylaw be applied equitably and consistently to encourage voluntary compliance. While voluntary compliance is the goal, enforcement action will be necessary for situations where the property owner deliberately chooses to not comply. If enforcement action is not taken when violations occur, those inclined to otherwise comply with the Bylaw may choose to ignore it is perceived that Bylaw is not being enforced. Effective enforcement is therefore an important component of the Soil Deposit Bylaw Implementation Strategy.

The CVRD currently has one Bylaw Enforcement Officer position funded by the Parks & Solid Waste functions and one funded by the Inspections & Enforcement function (Budget 320). This means there is effectively only one Bylaw Enforcement Officer available for enforcement issues not related to parks and solid waste. With currently available bylaw enforcement resources, any actions taken to enforce the Soil Deposit Bylaw will detract from other bylaw enforcement priorities. Existing bylaw enforcement capacity is simply insufficient to effectively enforce the new Bylaw in any meaningful way. Additional enforcement resources are an essential part of the proposed Bylaw Implementation Strategy. Other aspects of the enforcement strategy are:

- Develop a "soft start" enforcement approach that focuses available resources on large fill sites and public education;
- Prepare an enforcement policy specific to the Soil Deposit Bylaw; and
- Implement an on-site monitoring and permit compliance program.

Bylaw Amendment & Maintenance:

To be effective, a bylaw should be developed in conjunction with an implementation strategy based on available resources so that the intent and scope of the bylaw is realistic and achievable. Although a lot of public consultation and staff effort has gone into developing the Soil Deposit

Bylaw, it is this author's opinion that not enough attention has been given to how the Bylaw will be implemented or how the bylaw can be structured so that property owners can reasonably comply with the Bylaw when it is adopted. Review of the Bylaw has identified some issues with the current version of the Bylaw that should be amended or considered for amendment prior to adoption of the Bylaw. Recent discussions with Ministry of Environment staff have also indicated that the Ministry will likely be suggesting amendments in its referral response. In order for the Bylaw to be implemented smoothly, it is important that it be carefully thought-through so that problems and issues associated with the bylaw are minimized prior to adoption. Potential amendments that have been identified to date include:

- Amend fee and security deposits (Schedule A) to, a) better scale fees and security to scale of fill activity, b) better align fees and security with soil deposit fees and security in Capital Regional District and c) better recover costs associated with implementation of the Bylaw;
- Increase exception threshold to allow resources to be focused mid-to-large scale fill activities;
- Better align application requirements with scale of fill activity;
- Allow fill within specified setback areas where a retaining structure has been authorized by building permit or development permit;
- Better clarify how ALC approval is required on ALR land prior to issuance of a soil deposit permit;
- Correct section reference errors; and
- Incorporate pending Ministry of Environment recommendations.

While it is advisable to have the Soil Deposit Bylaw in the best shape possible when it is considered for adoption, it is common that issues and opportunities for improvement are encountered after adoption and after it has been tested by its implementation. Part of the proposed implementation strategy is to monitor the effectiveness of the bylaw and to solicit industry and community feedback during the initial year of implementation with a view to future amendments.

Resourcing Implications:

The proposed Implementation Strategy requires staff and non-staff resources to execute. Proposed staff resources are a full time bylaw enforcement officer and a temporary implementation coordinator. The Enforcement Officer position is expected to be fully dedicated to implementation and administration of the soil deposit bylaw, although some cross coverage with the other Enforcement Officers is expected to provide coverage for vacation, illness and other absences. The implementation coordinator would organize and execute much of the initial implementation strategy. Existing administrative support can be used in 2018 to support implementation, but a half time administrative support position would be required in 2019 when the implementation coordinator position is phased out. It is anticipated that once the Soil Deposit Bylaw has been successfully implemented that the demands for a dedicated Bylaw Enforcement Officer may diminish and that staff resources associated with administration of the Soil Deposit Bylaw may be curtailed or allocated to other enforcement priorities.

Non-staff resources required for execution of the proposed Implementation Strategy include a vehicle purchase in 2019, two work stations, training and equipment, and budget for advertising, general legal counsel and litigation as well as other costs associated with staffing and administration. The total estimated cost for implementing the Soil Deposit Bylaw on an ongoing

basis is \$177,500. The estimated costs for resourcing the proposed Implementation Strategy in 2018 and 2019 are provided in Attachment C.

Costs associated with the Implementation Strategy and administration of the Soil Deposit Bylaw would be partially offset by permit fees. However, the fee schedule in the current version of the bylaw would only nominally offset anticipated costs and should be amended to better balance fee revenues with costs. With an amended fee schedule it is anticipated that revenues from soil deposit permits would eventually approximate the costs associated with administering the bylaw, but in the initial years of implementing the Bylaw it is expected that costs will exceed revenues.

Implementation Schedule:

It is expected up to 2 months to amend Budget 320 and an additional 2.5 months to hire new staff. Some of the implementation could commence prior to new staff being on-board, but the bulk of it will require additional staff resources. Additional delays could also occur with the budget amendment and bylaw amendment process. A realistic implementation schedule would involve amending the Budget 320 and the Soil Deposit Bylaw between May and June, hiring new staff and commencing aspects of the implementation strategy between June and August, and completing the bulk of the Implementation Strategy between September and mid-November. This timeline is considered achievable, but would require the Soil Deposit Bylaw Implement Strategy to be a top priority of the Inspections and Enforcement Division and would impact staff's capacity for involvement in other issues and priorities.

Ideally, the Soil Deposit Bylaw would not be adopted until the implementation work is largely complete. However, that approach could create some uncertainty about the Bylaw adoption and result in bylaw adoption being considered at approximately the same time as the 2018 Election. An alternative approach would be to adopt the bylaw prior to completion of the Implementation Strategy, but not "go live" with the Bylaw until the Implementation work is completed in mid-November.

See Attachment D for proposed Implementation Strategy timeline.

Summary:

Adoption of the Soil Deposit Bylaw will establish regulatory requirements for the deposit of soil in the CVRD's Electoral Areas, but should be accompanied by an implementation strategy and sufficient resources to adequately implement it. The Implementation Strategy outlined in this report is the recommended approach for moving forward with the Soil Deposit Bylaw. Should the Committee preferred an alternative approach to implementation, resourcing should be adjusted accordingly.

Options:

Option 1:

1. That the Soil Deposit Bylaw Implementation Strategy outlined in the May 2, 2018, Electoral Area Services Committee meeting report from the Manager of Inspections & Enforcement be endorsed;
2. That changes to CVRD Bylaw No. 4147 - Soil Deposit Bylaw 2017 be brought to the EASC for consideration at the earliest opportunity; and
3. That the 2018 budget for Function 320 - Inspections and Enforcement be amended to:
 - a) Increase Salaries Expenditures by \$35,000;
 - b) Increase Benefits Expenditures by \$8,000;
 - c) Increase Contract for Services by \$50,000;
 - d) Increase Advertising Expenditures by \$9,000;
 - e) Increase Computer Software Upgrade Expenditures by \$2,500;

- f) Increase Office Supplies Expenditures by \$2,000;
- g) Increase Miscellaneous Equipment Expenditures by \$5,000;
- h) Increase Legal Service Expenditures by \$15,000;
- i) Increase Fees and Permits Revenues by \$126,500.

Option 2:

That the Soil Deposit Bylaw Implementation Strategy outlined in the May 2, 2018, Electoral Area Services Committee meeting report from the Manager of Inspections & Enforcement be amended in accordance with Committee direction.

FINANCIAL CONSIDERATIONS

Described in report.

COMMUNICATION CONSIDERATIONS

Described in report.

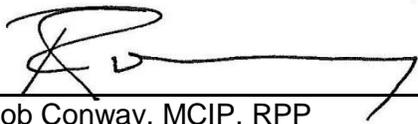
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

A proactive approach to bylaw compliance is a Strategic Focus Area of the CVRD's 2014-2018 Strategic Plan.

Referred to (upon completion):

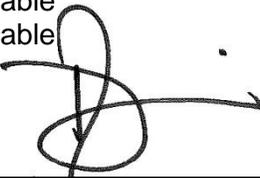
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental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

Prepared by:



Rob Conway, MCIP, RPP
Manager

Reviewed by:

Not Applicable
Not Applicable


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

ATTACHMENTS:

- Attachment A – April 9, 2018 Letter from Ministry of Energy, Mines and Petroleum Resources
- Attachment B – Proposed Soil Deposit Bylaw Implementation Strategy
- Attachment C – Estimated 2018 - 2019 Soil Deposit Implementation Strategy Budget
- Attachment D - Estimated Soil Deposit Implementation Strategy Timeline



Ref.: 104320

April 9, 2018

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

Email: rblackwell@cvrld.bc.ca

Dear Mr. Blackwell:

Re: Cowichan Valley Regional District Soil Deposit Bylaw

Further to our telephone conversation, Ministry staff have reviewed the proposed Cowichan Valley Regional District Soil Deposit Bylaw (Proposed Bylaw) and are of the view that it does not prohibit soil removal and therefore does not require the approval of the Minister of Energy, Mines and Petroleum Resources.

Please note that the review undertaken by Ministry staff focused solely on whether or not the Proposed Bylaw prohibits soil removal. Staff did not conduct an assessment of the validity of the Proposed Bylaw or other aspects of the Proposed Bylaw, including any conflicts that could arise between provisions of the Proposed Bylaw and the *Mines Act* or permits issued under that act.

The BC Stone, Sand and Gravel Association (BCSSGA) represents the aggregate (e.g., sand, gravel, and rock) industry and may have an interest in the Proposed Bylaw. I would encourage the Cowichan Valley Regional District to notify the BCSSGA so that the association can inform its members as needed. I have copied Paul Allard, Executive Director, BCSSGA to assist you in this regard.

If you have any questions or concerns, please contact Brad Cox by email at Brad.Cox@gov.bc.ca.

.../2

Thank you for submitting your bylaw for review.

Sincerely,



Chris Trumpy
Executive Director

pc: Paul Allard, Executive Director
BC Stone, Sand and Gravel Association
gravelbc@telus.net

Soil Deposit Bylaw - Implementation Strategy

Communications:

Strategy	Resources Required		Timing*	Considerations
	Staff	Financial		
• Update CVRD website	3-5 days	Technical support req'd	Prepare prior to adoption of bylaw Post shortly after adoption of bylaw	• Regular maintenance of website required
• Prepare and issue mail notifications to owners of known fill sites	3	Title searches	July - August	
• Publish notifications - press release, newspaper, social media, website	2-4 weeks	Advertising cost	July - October	• Appoint media liaison • Involvement with CVRD communications officer required to corporate policies, procedures, protocols, etc.
• Respond to enquiries from public and industry	4/month	N/A	Ongoing	• Train front counter staff
• Organize and conduct up to 4 information presentations for elected officials, industry and the public	2-4 weeks	Cost of venue and advertising	Sept. - Nov.	• Schedule may be influenced by other projects, priorities and departmental capacity
•				

Administration:

Strategy	Resources Required		Timing*	Considerations
	Staff	Financial		
• Prepare application materials, including application forms, guide, fee schedule, notification sign template	2-3 weeks	Publication costs	July - Sept.	• Use material from other jurisdictions where appropriate • Production may need to be contracted
• Develop process for receiving, processing and issuing soil deposit permits; prepare procedures manual	1-2 weeks		June - Aug.	
• Coordinate process for receiving and depositing fees with Finance Dept.	2 days	N/A	July - August	
• Establish tracking and monitoring system	2 days plus 1/month to maintain	N/A	Ongoing	
• Fill staff positions	6-8 weeks	N/A	June - August	• May be influenced by HR capacity
• Amend budget 320 to secure implementation funding	5	\$120 - \$140k	May - June	• Subject to CVRD budget amendment process

Enforcement:

Strategy	Resources Required		Timing*	Considerations
	Staff	Financial		
• Develop "soft start" enforcement strategy - focus on larger sites and public education.	2 days	Subject to budget	Sept. - Oct.	• Enforcement strategy will depend on available enforcement resources
• Prepare and adopt enforcement policy specific to Soil Deposit Bylaw.	1 week	N/A	Sept. - Oct.	• May require legal counsel
• Implement on-site enforcement and monitoring program.	15-20 days/month	TBD	Ongoing	• Extensive on-site involvement expected in initial phases of implementation
•				

Bylaw Amendment and Maintenance:

Strategy	Resources Required		Timing*	Considerations
	Staff	Financial		
• Amend bylaw prior to third reading and adoption to better align application requirements with scale of deposit; increase exemption thresholds; and increase thresholds for small quantities of fill and adjust fees	10 - 15 days	Current Resources	May - July	• Recommended changes to be outlined in future EASC report
• Monitor effectiveness of Soil Deposit Bylaw and Implementation Strategy for one year period and report back to EASC regarding status and recommended changes.	1 day/month plus 5 days for one year report	Subject to budget	Sept., 2018 - Sept., 2019	
• Maintain log of industry and public feedback	1 day/month	Subject to budget	Ongoing	
•				

* Assumes Soil Deposit Bylaw Adopted October, 2018

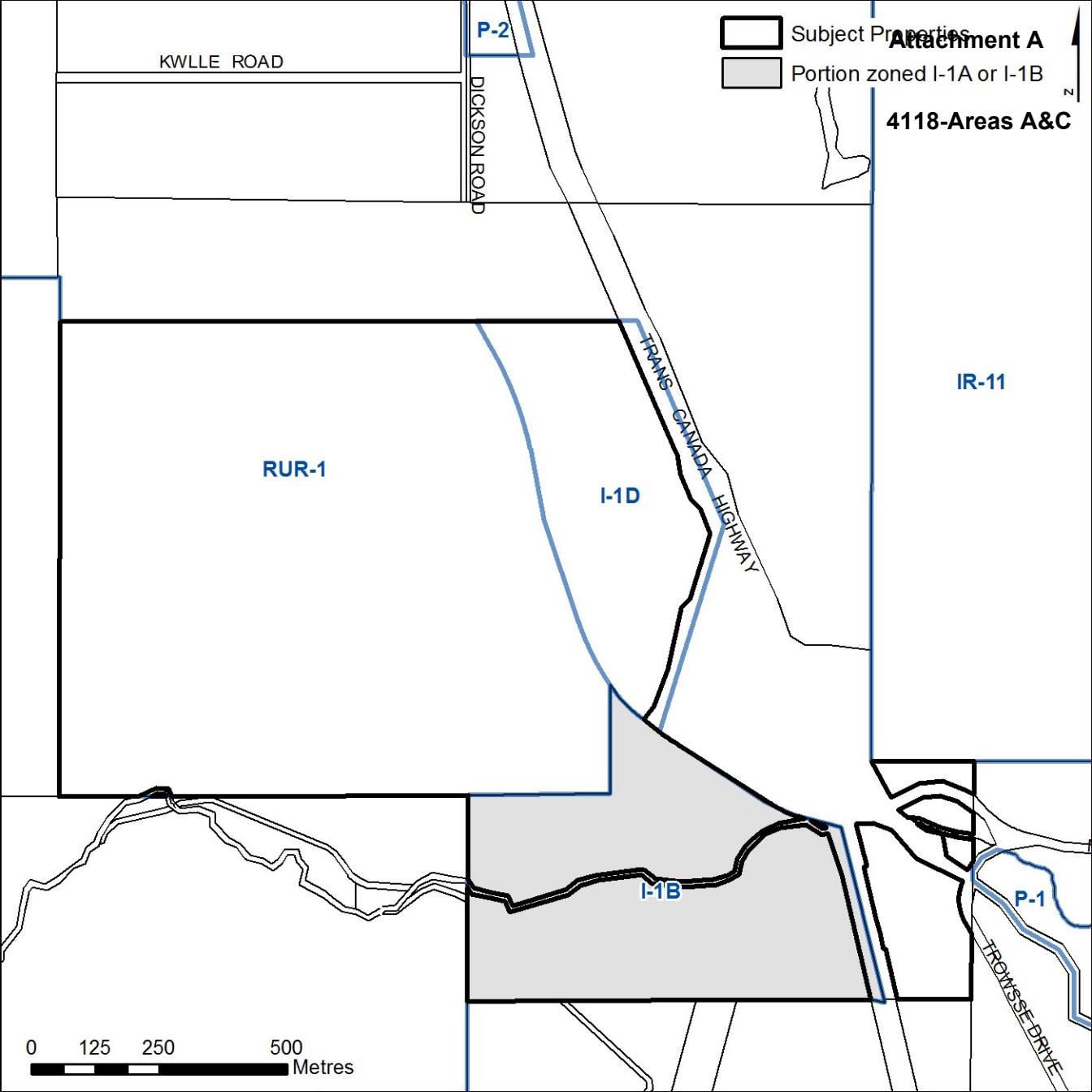
	2018 Estimate	2019 Estimate
Staff Resources:		
Bylaw Enforcement Officer	45,000	90,000
Part Time Implementation Coordinator	50,000	N/A
Part Time Administrative Support	N/A	40,000
Training	2,000	4,000
Non-Staff Resources:		
Advertising	6,000	
Publications	3,000	
Equipment	3,500	2,000
Vehicle	2,000	6,500
Legal	15,000	35,000
Total Estimated Costs	126,500	177,500
Total Estimated Revenues	5,000	70,000

	May	June	July	Aug.	Sept.	Oct.	Nov.
Amend Budget 320	■	■					
Amend Bylaw No. 4147		■					
Hire Staff		■	■	■			
Implement Consultation Strategy		■	■	■	■	■	■
Implement Administration Strategy		■	■	■	■	■	■
Target Bylaw Adoption			★				
Proposed "Go Live" Date							★

Attachment A

4118-Areas A&C

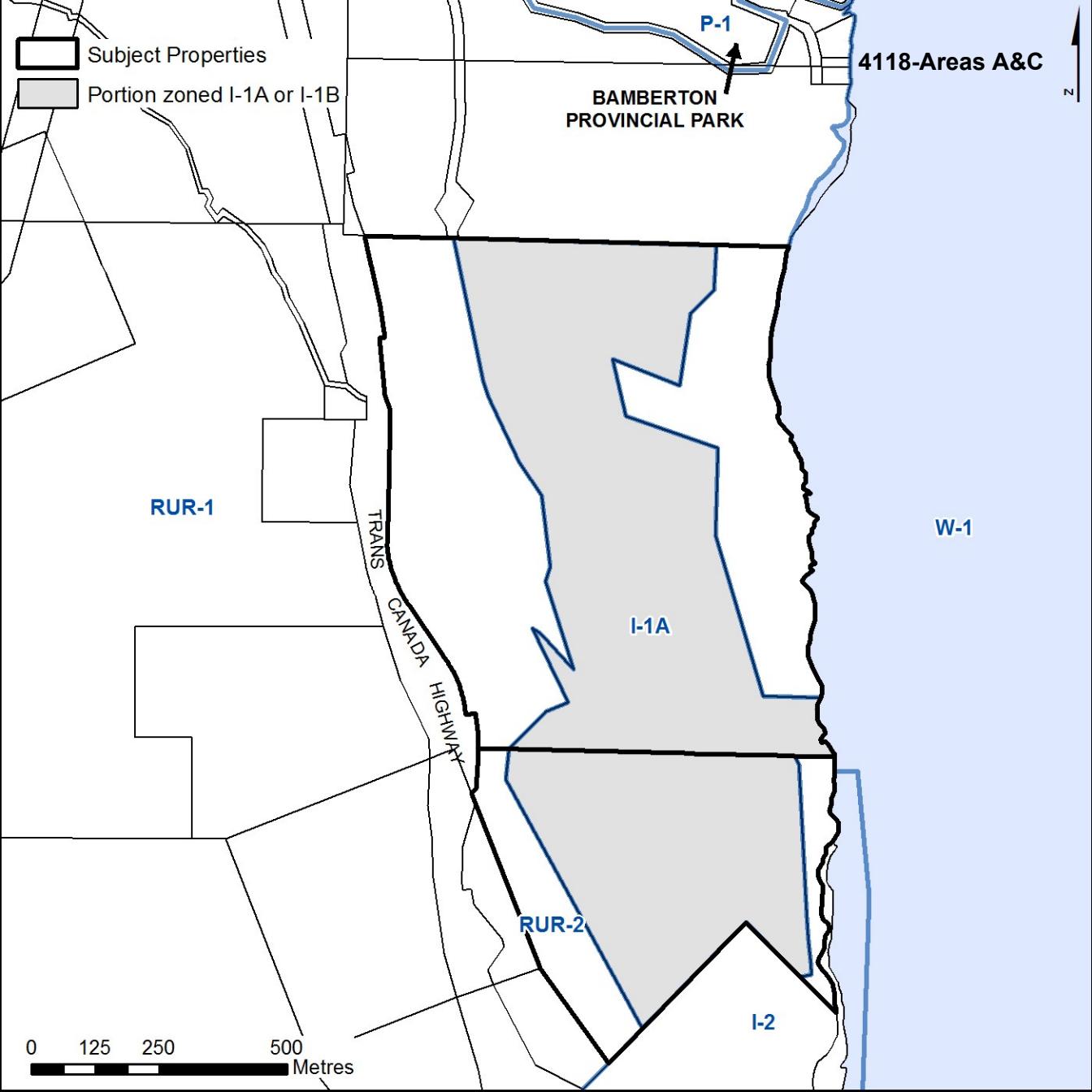
-  Subject Properties
-  Portion zoned I-1A or I-1B



0 125 250 500
Metres

 Subject Properties

 Portion zoned I-1A or I-1B



BAMBERTON
PROVINCIAL PARK

4118-Areas A&C

RUR-1

W-1

I-1A

RUR-2

I-2

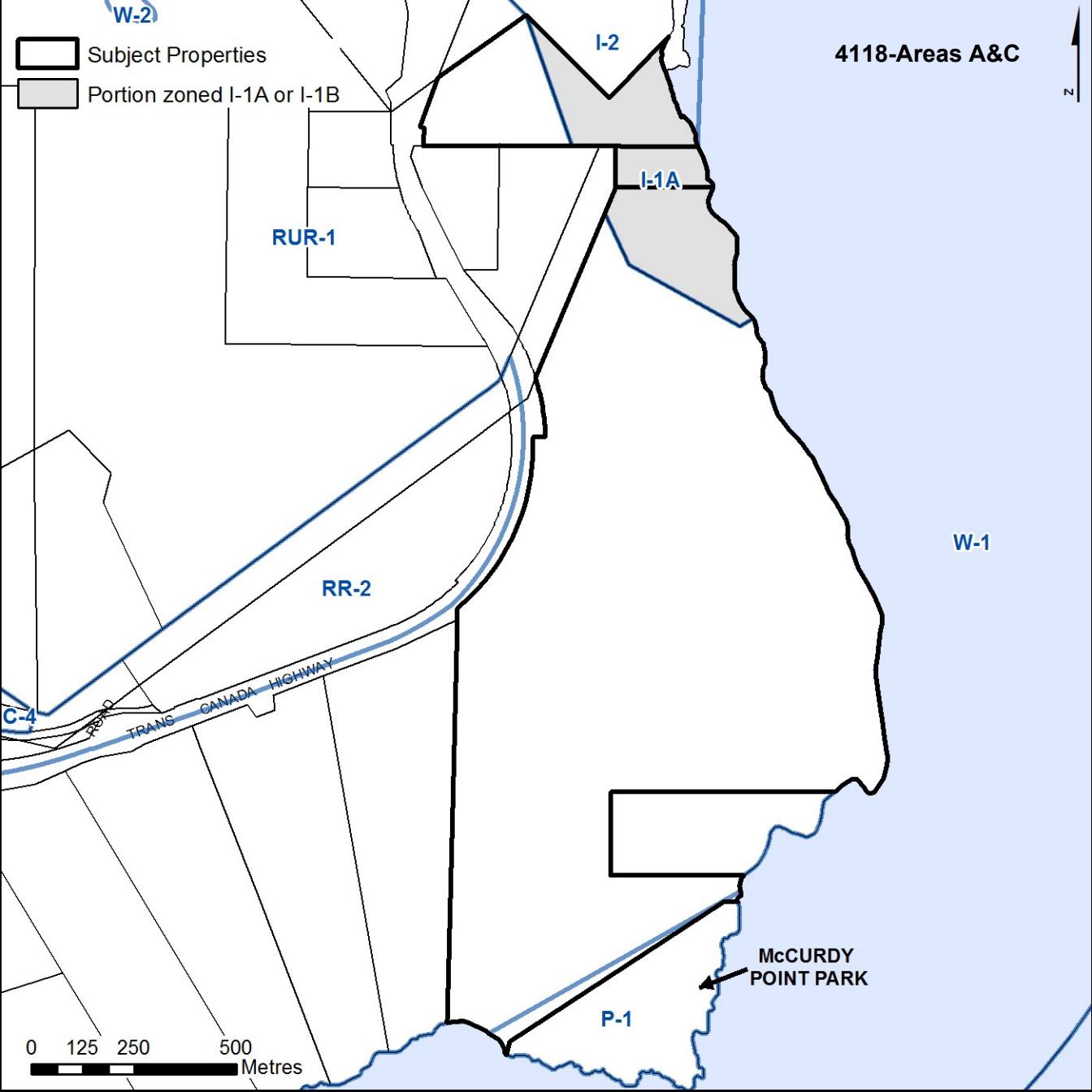
TRANS
CANADA
HIGHWAY

0 125 250 500
Metres



4118-Areas A&C

-  Subject Properties
-  Portion zoned I-1A or I-1B

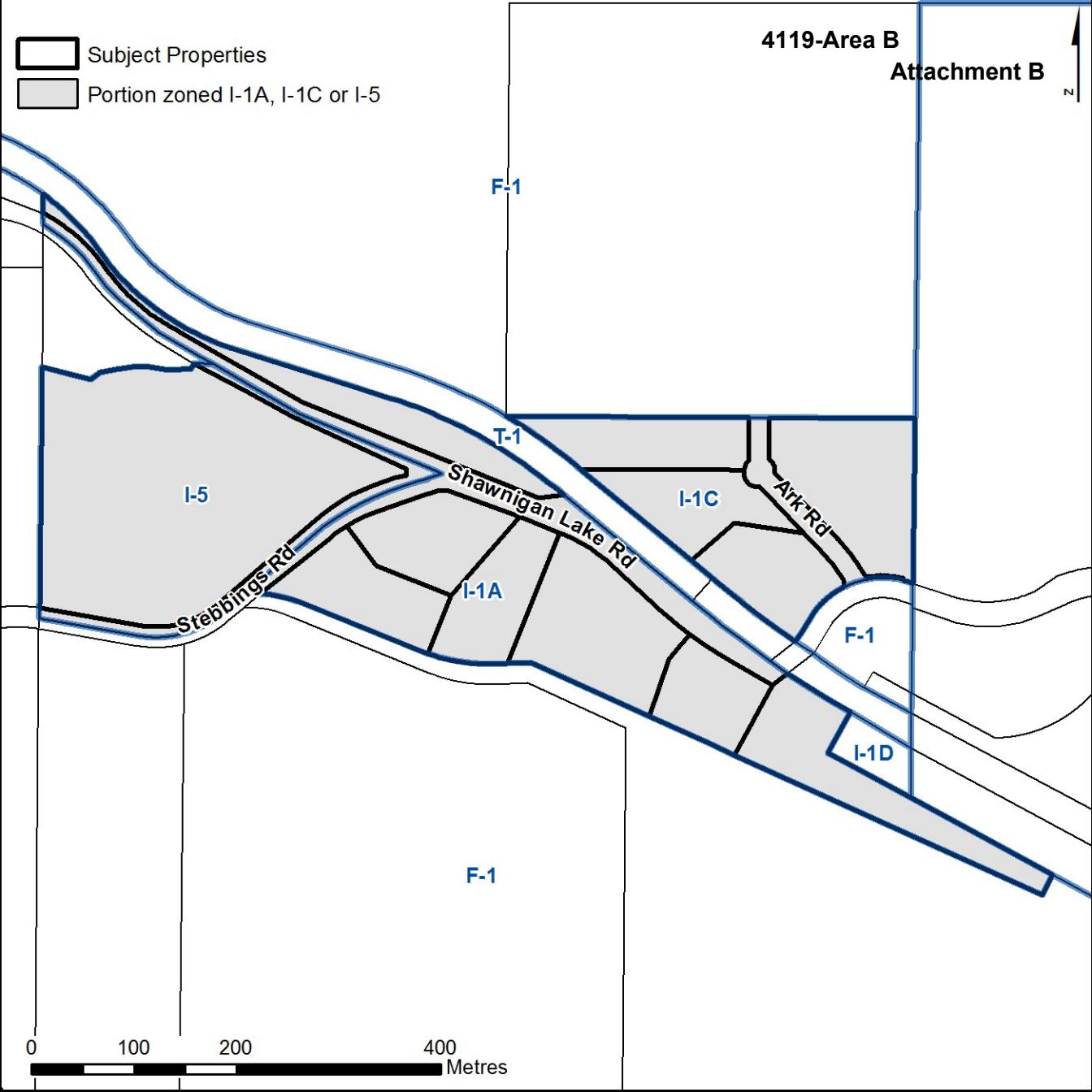


0 125 250 500 Metres

McCURDY POINT PARK



-  Subject Properties
-  Portion zoned I-1A, I-1C or I-5



F-1

T-1

I-5

I-1C

I-1A

F-1

I-1D

F-1

Stebbings Rd

Shawnigan Lake Rd

Ark Rd



-  Subject Properties
-  Portion zoned A-7

4120-Area D



Kelly Rd

Ryan Rd

Cowichan Bay Rd

IR

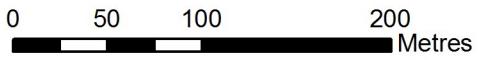
A-7

Trans-Canada Hwy

Trans-Canada Hwy

A-1

A-4



Subject Properties
Portion zoned A-7

4120 - Area D



A-4

Mattin Rd

RR-2

Elison Rd

Golfers Dr

A-7

A-1

Staghorn Rd

Trans-Canada Hwy

C-3

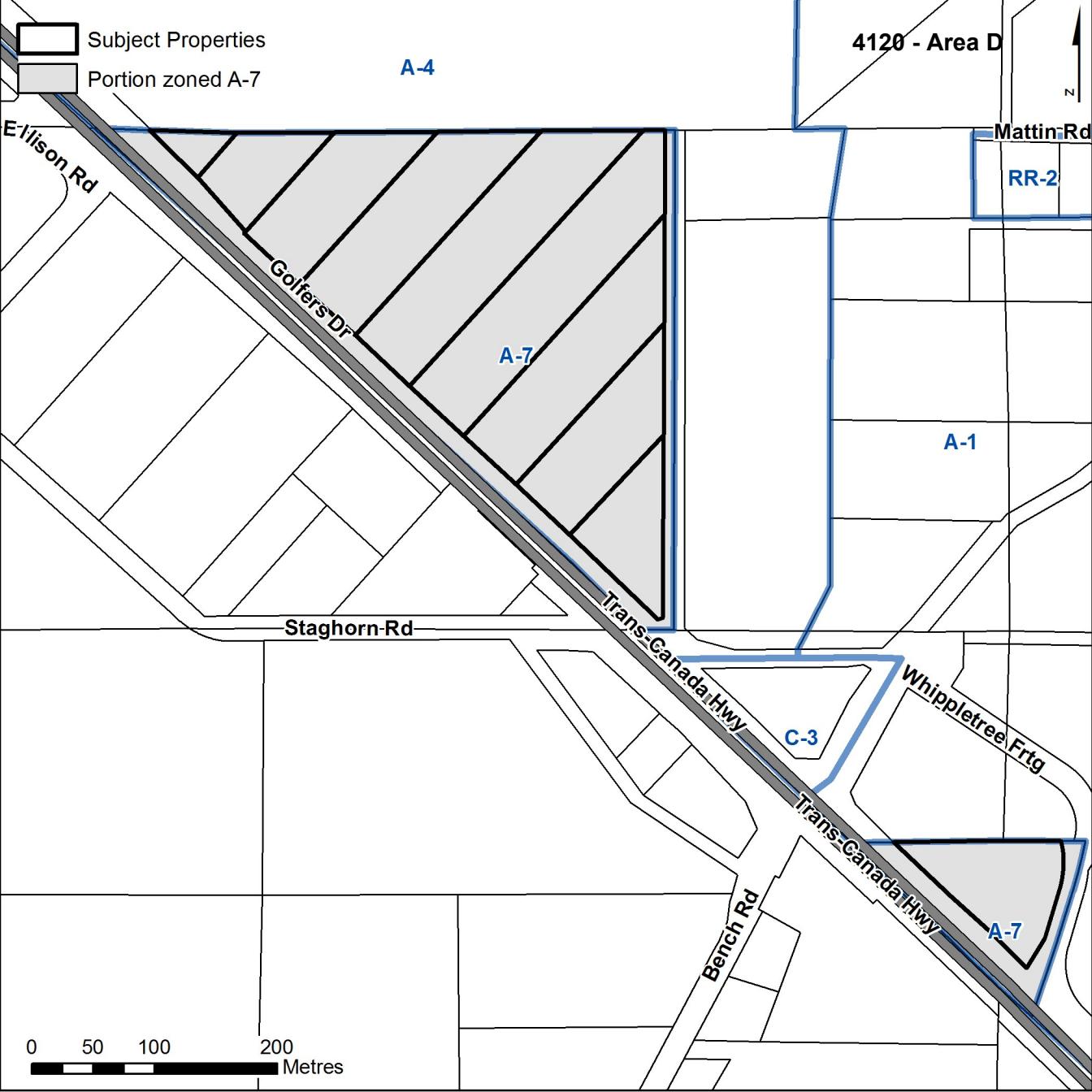
Whippletree Frtg

Trans-Canada Hwy

A-7

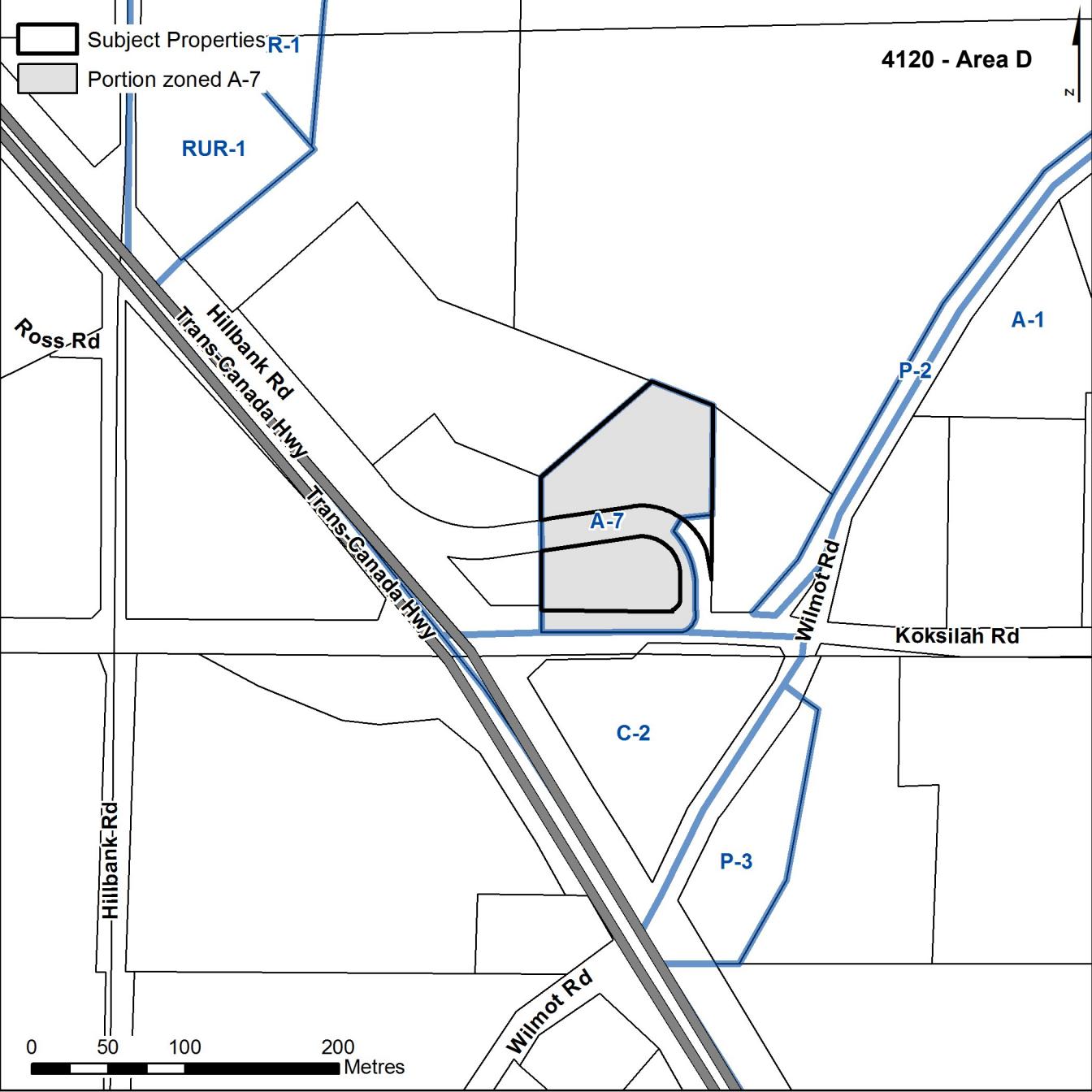
Berch Rd

0 50 100 200 Metres



-  Subject Properties
-  Portion zoned A-7

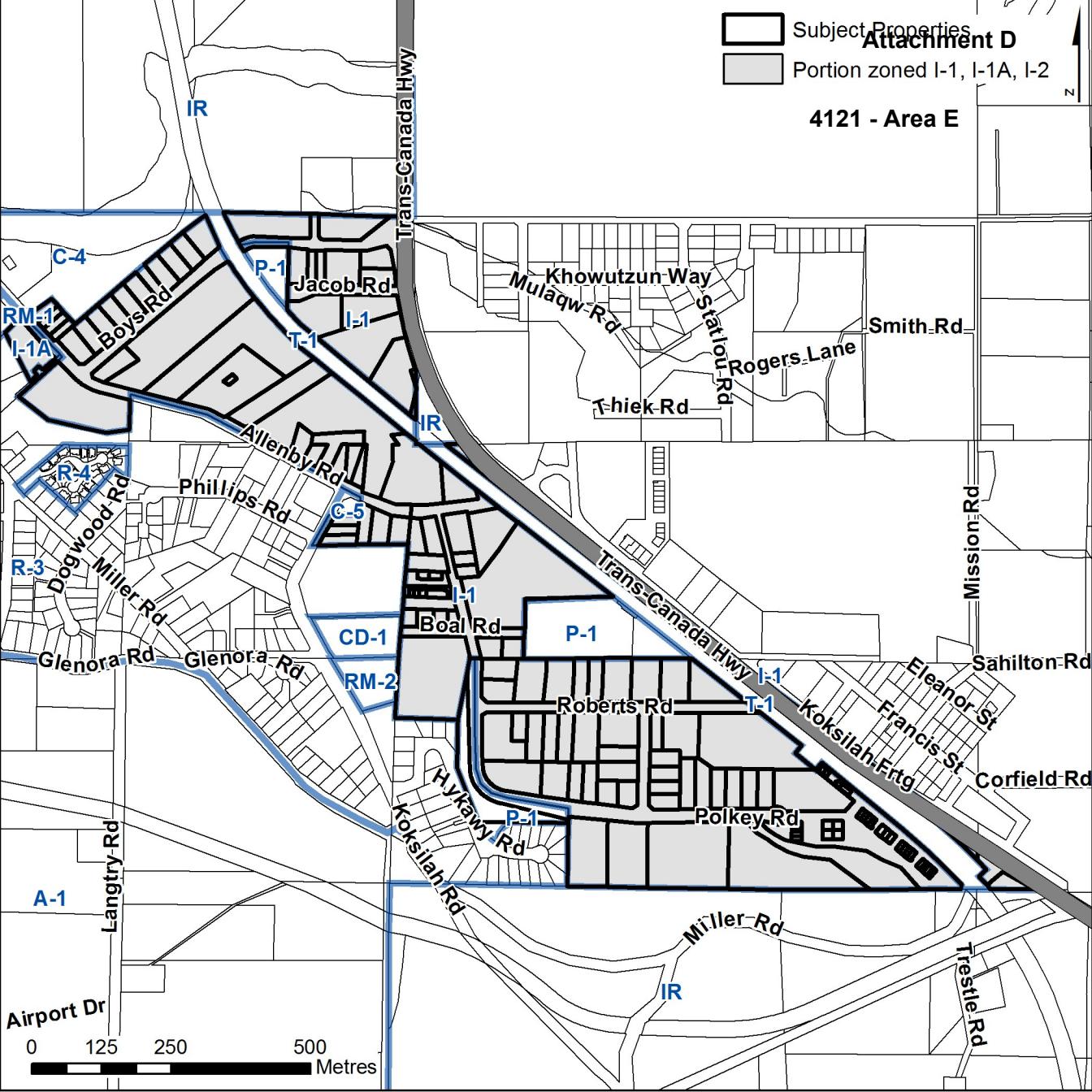
4120 - Area D

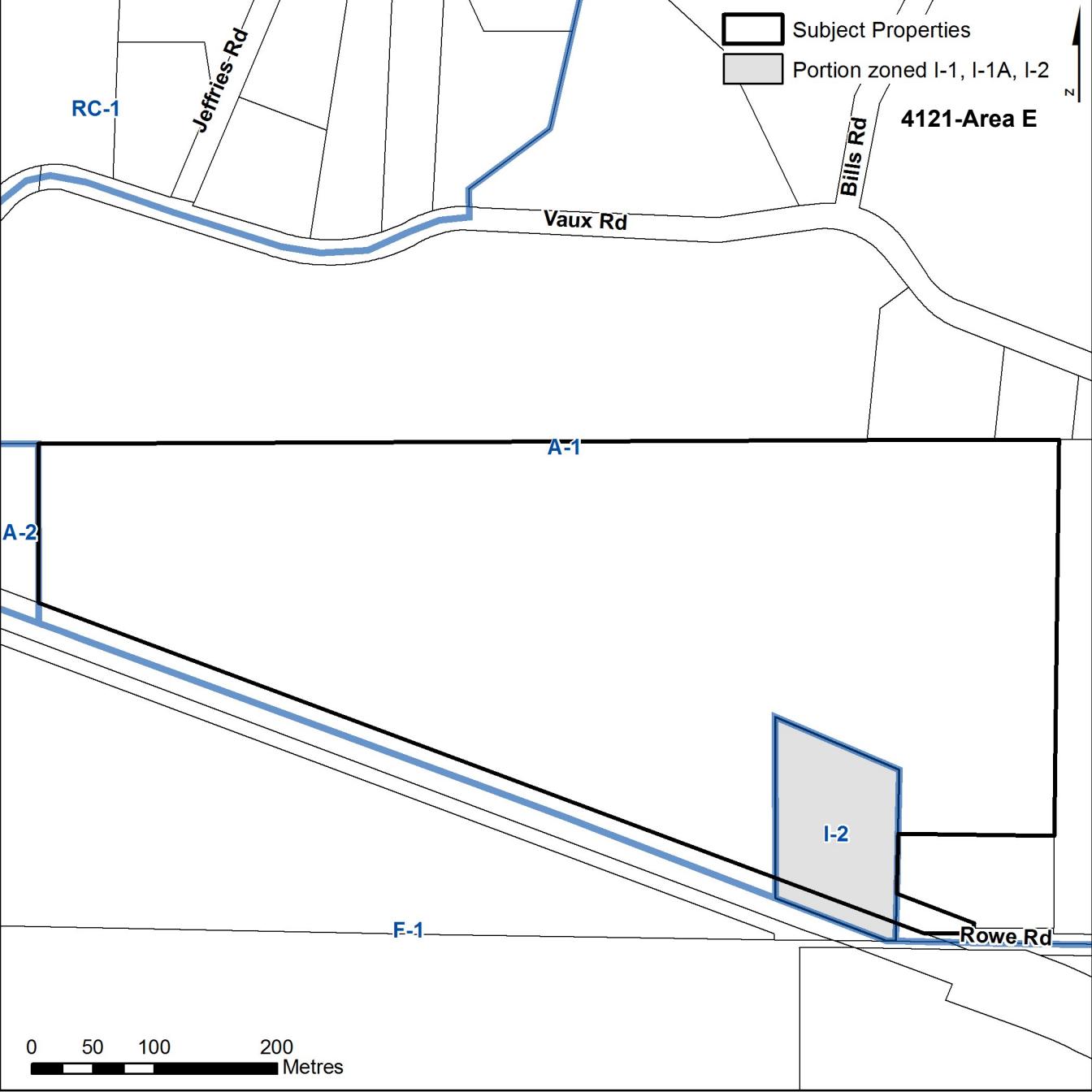


-  Subject Properties
-  Portion zoned I-1, I-1A, I-2

Attachment D

4121 - Area E





- Subject Properties
- Portion zoned I-1, I-1A, I-2

RC-1

Jeffries Rd

Bills Rd

4121-Area E

Vaux Rd

A-1

A-2

I-2

F-1

Rowe Rd

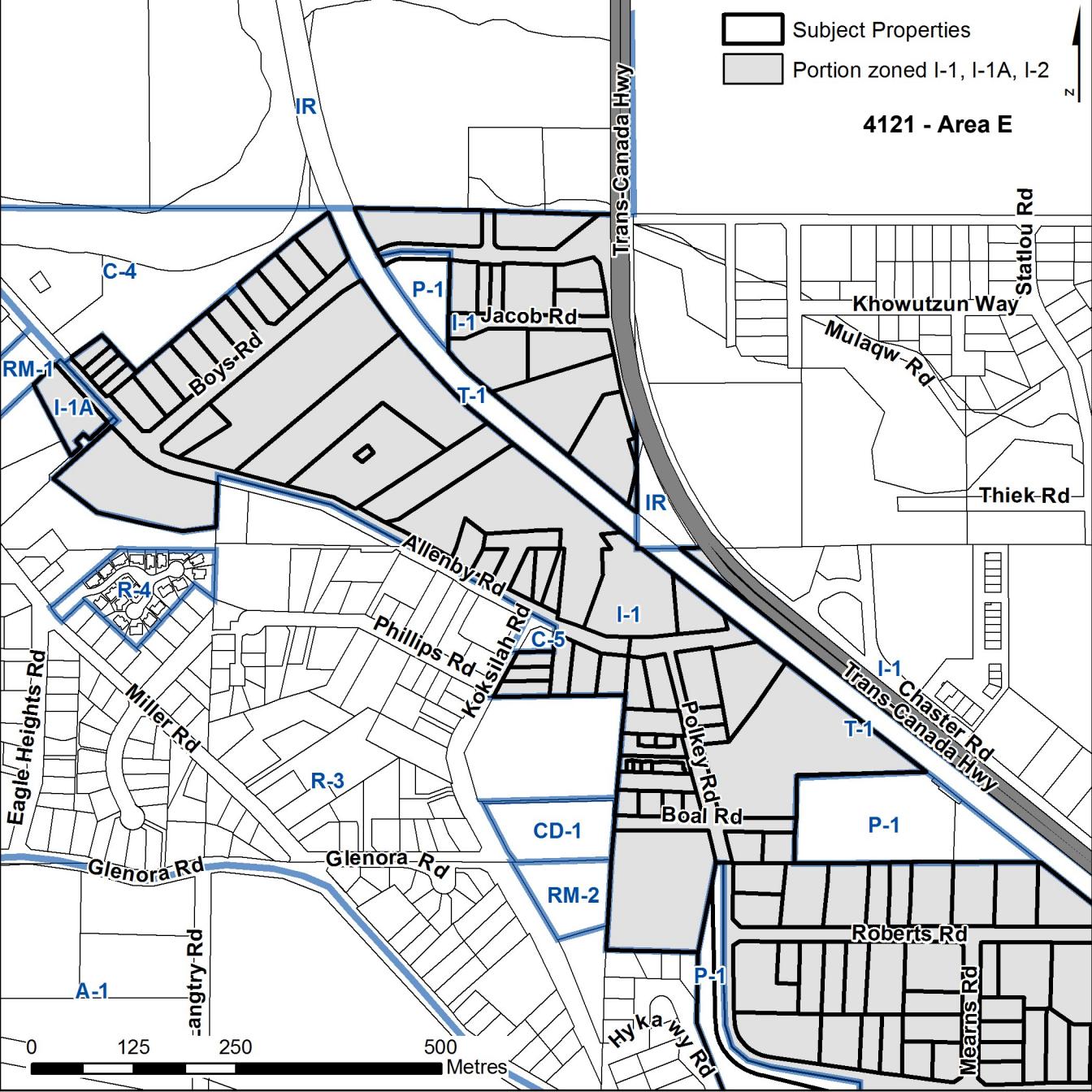
0 50 100 200 Metres

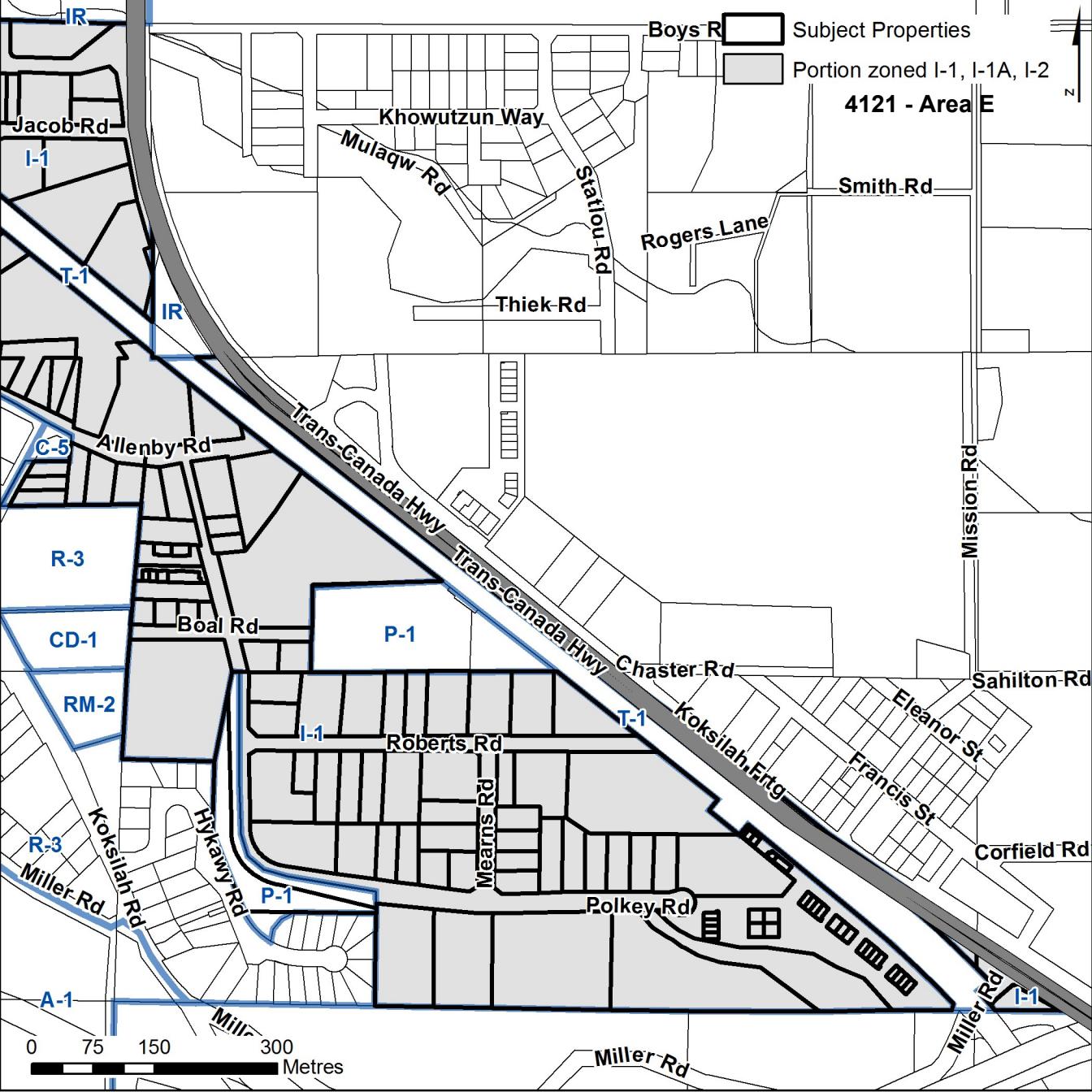
N

Subject Properties

Portion zoned I-1, I-1A, I-2

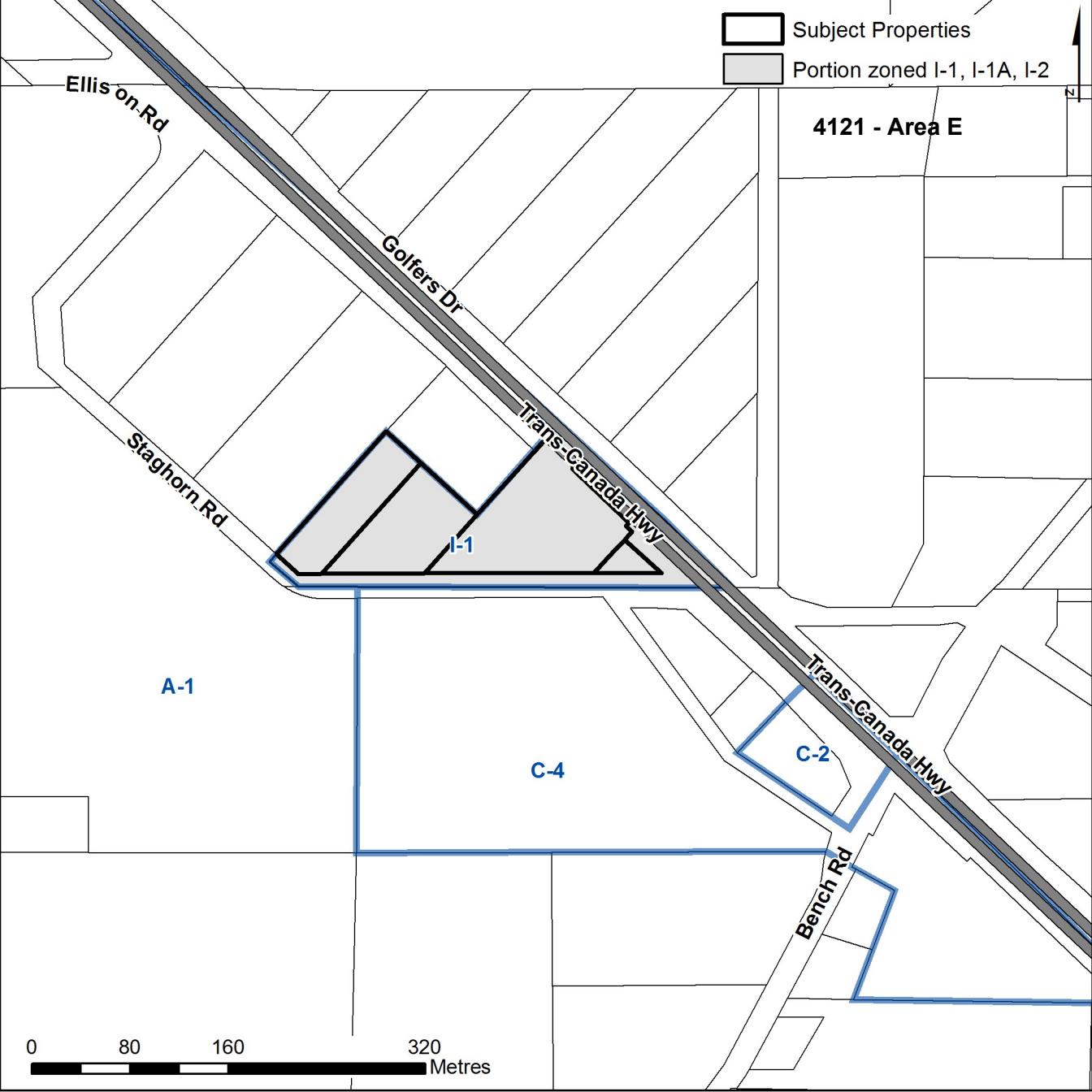
4121 - Area E





-  Subject Properties
-  Portion zoned I-1, I-1A, I-2

4121 - Area E



A-1

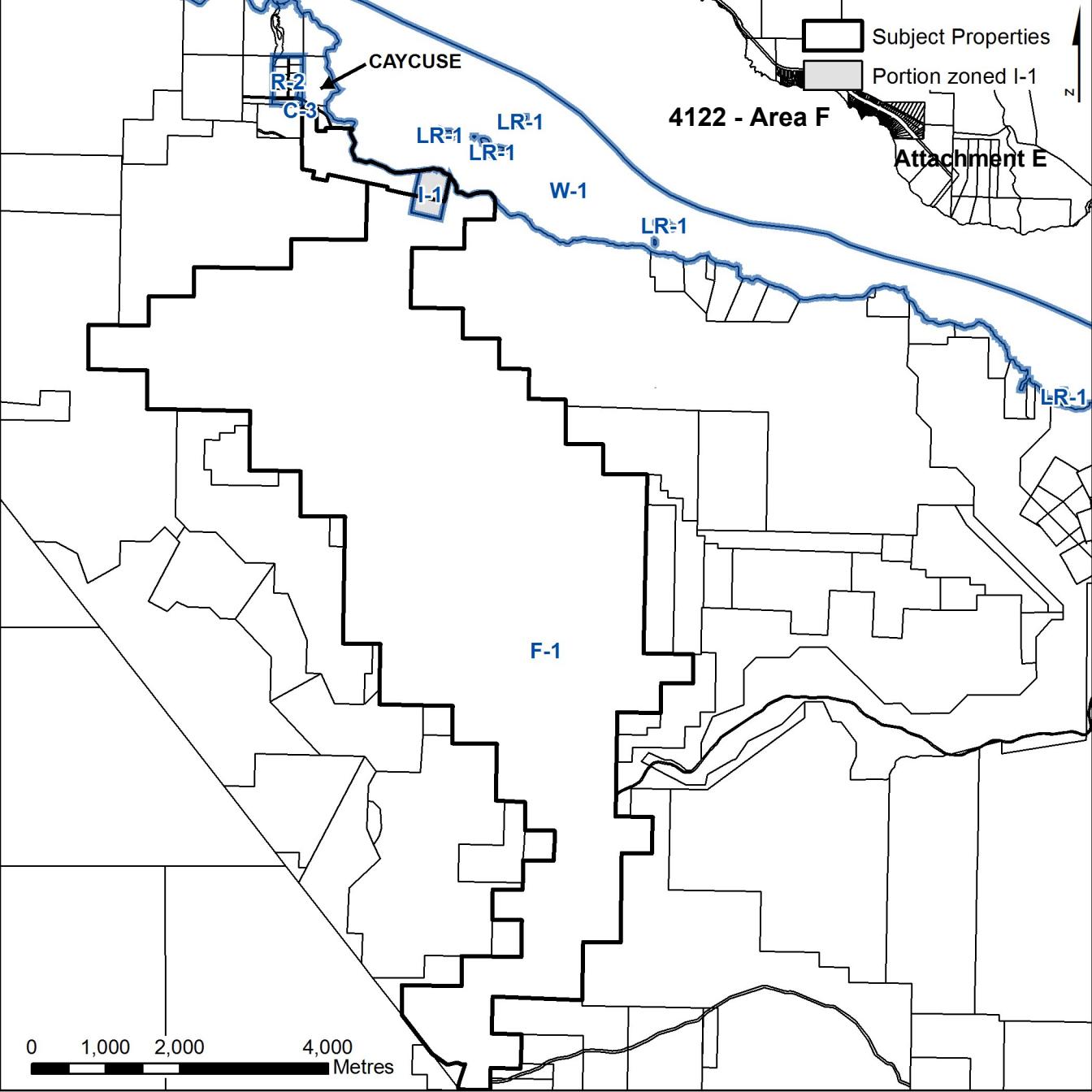
I-1

C-4

C-2

Bench Rd

0 80 160 320 Metres



Subject Properties

Portion zoned I-1

CAYUSE

4122 - Area F

Attachment E

LR-2

C-3

LR-1

LR-1

LR-1

I-1

W-1

LR-1

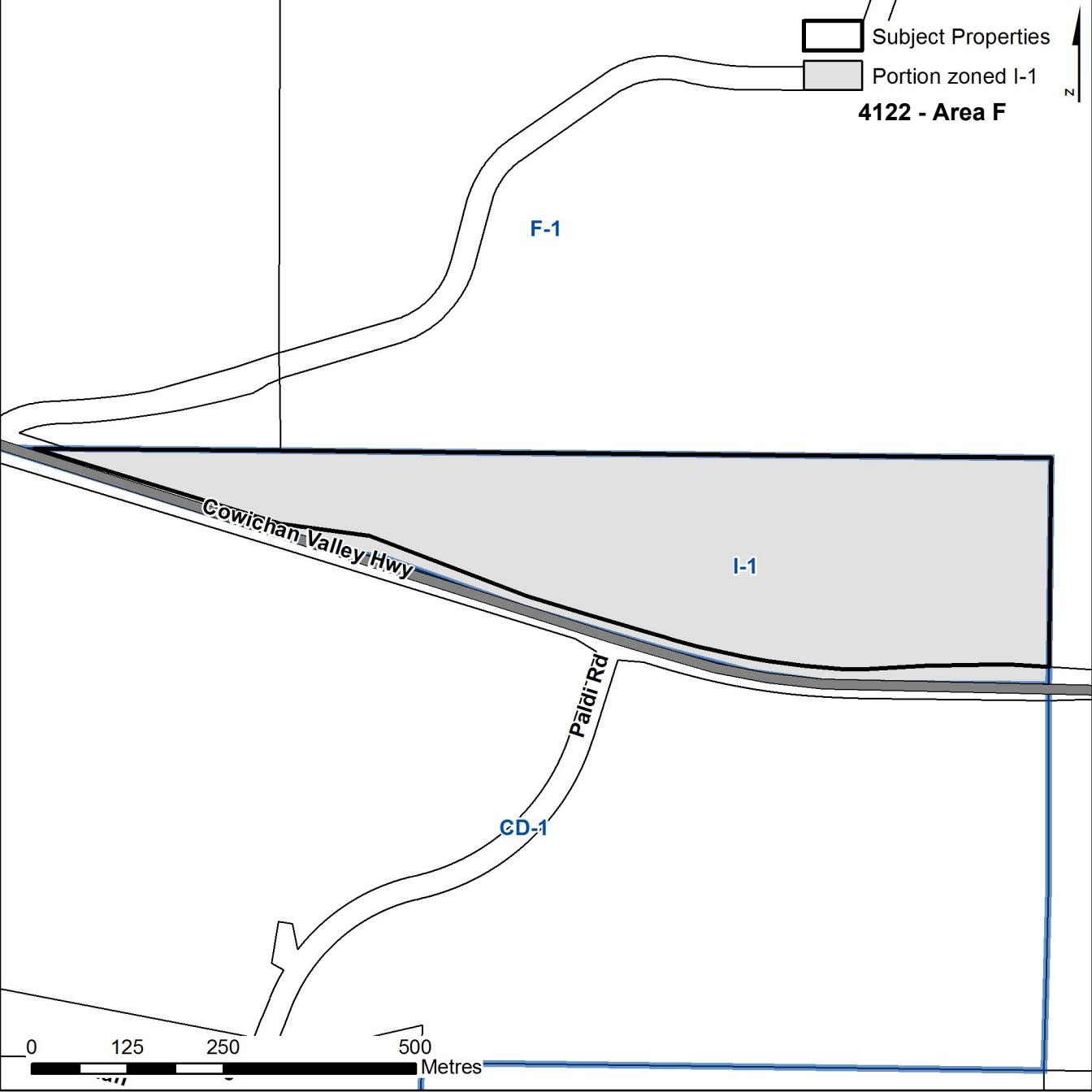
LR-1

F-1

0 1,000 2,000 4,000 Metres



Subject Properties
Portion zoned I-1
4122 - Area F

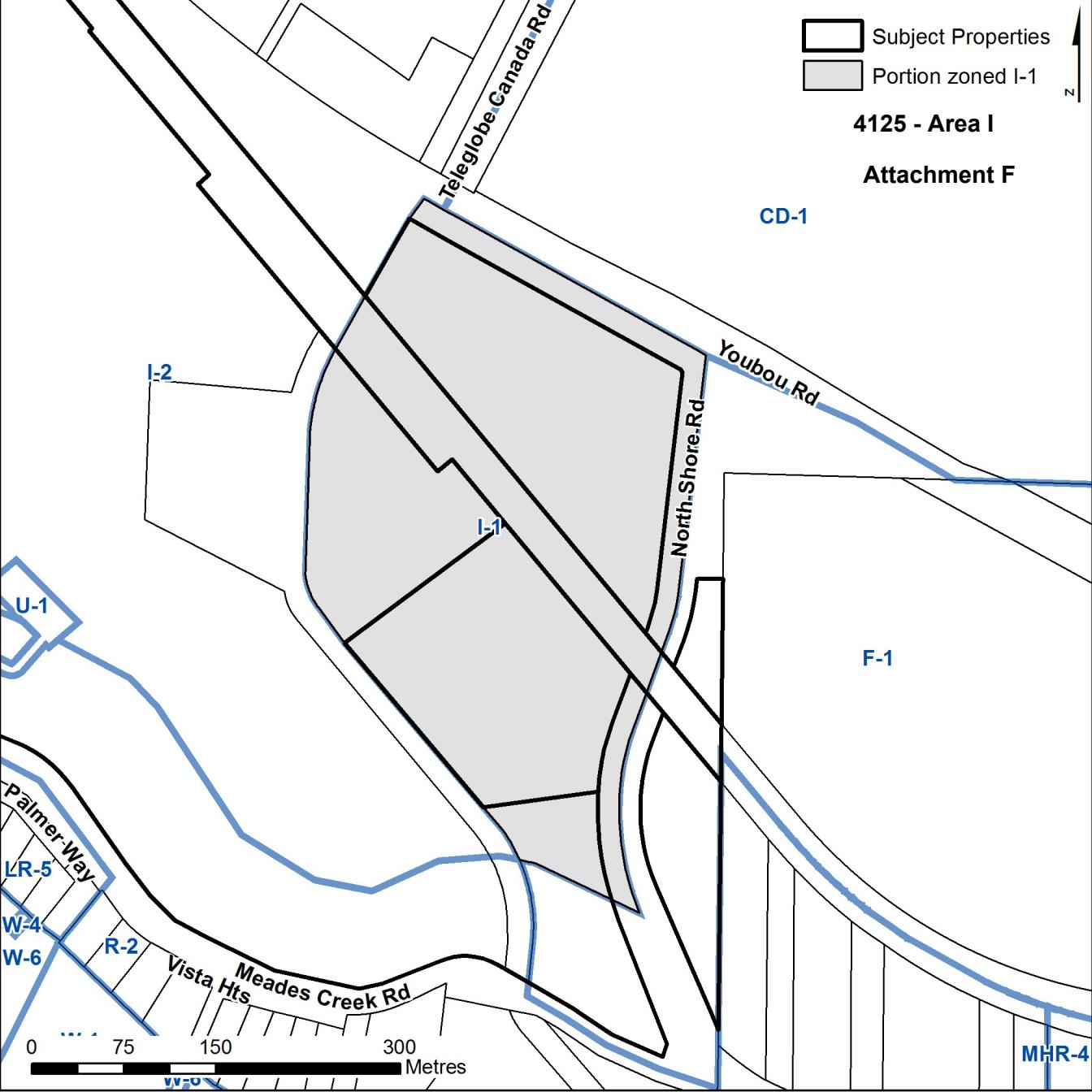


-  Subject Properties
-  Portion zoned I-1



4125 - Area I

Attachment F





COWICHAN VALLEY REGIONAL DISTRICT Finance Division

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

Submitted by Director Clement Area C

Grantee: _____ Grant Amount \$ 12,000

NAME: Cobble Hill Event Society

ADDRESS: To Be Picked up

Contact Phone No: Ann Baty 250-413-7052

PURPOSE OF GRANT: Music in the Park, Vancouver Island Homestead fair, pictures with Santa, Haunted House events free to the public

REQUESTED BY: [Signature]
Director's Signature

ACCOUNT NO.	AMOUNT
<u>01-2-1950-0422-113</u>	<u>12,000.00</u>

FOR FINANCE USE ONLY

BUDGET APPROVAL [Signature]

Approval at Regional Board Meeting of _____

Finance Authorization _____

To: Matteus Clement, CVRD Director, Area C
From: Cobble Hill Events Society (CHES)
Date: March 29, 2018
Re: Grant Report for 2017 and Grant Request for 2018

CHES Grant Report for 2017

The Cobble Hill Event Society, incorporated in late March of 2016, was supported by grants-in-aid from the Director in 2016 and 2017. With these funds, CHES sponsored activities that included:

1. Music in the Park

Music in the Park is a series of one and a half hour Thursday evening concerts at the Cobble Hill Commons by professional Island singers and musicians. This event requires the contracted expertise of a musical talent coordinator/promoter. In 2017, this event continued from mid-June through August, drawing close to 3500 participants at 11 concerts - more than double the numbers from 2016. CHES was able to purchase a good quality sound system. Audience members from the South Cowichan Valley chat, listen, picnic and enjoy summer at a family-friendly, no-cost evening. Numerous people commented on the enjoyment they derive from coming together as a community, and word of mouth is our best promotion tact. After two successful seasons, the community would greatly miss this event if it did not continue. As the familiarity with Music in the Park continues, less money will be needed for promotion. Local businesses, such as the Cobblestone Inn and vendors, receive economic spin-off effects from the Thursday night gathering. Last year we partnered with the Cobblestone Inn to support Cops for Cancer, thus extending our efforts outside the local community.

2. Vancouver Island Homesteading Fair

A one of a kind event in the agricultural heartland of the Island took place on a Saturday/Sunday in early June of 2017. The Homesteading Fair offered a over 20 sessions pertaining to raising backyard animals, food preservation, renewable energy options, back-to-the-land management skills and agricultural best practices. Over 700 people attended, an increase of 200 attendees and double the vendors over the first year. Local suppliers directly benefitted from this event. Notably, many of those in attendance at sessions were young to middle age adults looking for a more sustainable and self-sufficient lifestyle for their families. Like a conference, this event requires rental costs, a contracted coordinator for scheduling session speakers, entertainers, spaces, and recruiting vendors.

3. Halloween Haunted House

A smaller event for children and families on Oct. 31st, the Barn was decorated as a Haunted House. This event drew about 200 people. SCHFIAS provided hot chocolate around a huge bonfire. CHES is looking for another way to partner in a Halloween activity as the Haunted House is very labour intensive.

4. A Target Theatre presentation "I'm Still Here"

This researched-based play put on by seniors for seniors and their families was presented at Arbutus Ridge on September 28th. About 25 individuals attended and stayed to discuss the impact of dementia on family members.

5. Photos with Santa

Another smaller event on Sunday, Dec. 3rd was held at the Farmers' Institute hall for children and families. The children had a chance to visit with Santa and have their free photo taken in a Christmas setting. Light snacks and hot cocoa, treat bags, coloring and a story time rounded out the two hour event.

About 100 people attended, up from 60 the first year. Many young families expressed their appreciation for this no-cost event.

6. Farmers' Market

The Farmers' Market ran on Sundays from 10am-3pm in the Commons and attracted double the number of vendors from the start up year. In its second year with CHES support and a dedicated committee of three local women, the market gained a foothold with vendors and patrons. In 2018, the Farmers' Market became a full member of the BC Farmers' Markets. We will not be budgeting funds for the Farmers' Market in 2018.

CHES has offered and intends to continue offering events free of charge in an effort to bring locals out to enjoy, to interact, to learn and to embrace Community Building .

Having experienced what both we and the community viewed as an exciting and rewarding foray into 'community building' during the past two years, CHES hopes to continue building on this foundation in 2018. As such, we are in the midst of recruiting members (who put in 4 required volunteer hours), establishing an event calendar, encouraging the community and partner groups to organize and work with us on select events to span the year, and of course, considering the costs and funding of such growth. Some corporate sponsorship and donations are encouraging signs that CHES has favourable support in the community. We and the community are excited about the upcoming year and, as a result, are looking forward to continued support from our Director in our work to develop and strengthen community in the Cobble Hill and the South Cowichan area.

CHES Budget for 2018

Music in the Park Artists - \$12,600 (includes GST, artist fees)

Homesteading Fair - \$4500 (Regional Grant application declined Mar/18)

Kids Christmas Party and Santa Photos - \$750

Funding for Community Generated Events and Initiatives - \$400

Event Insurance - \$2000

Signs and Promotion - \$1000

Music/electrical Equipment Purchase - \$500

Administrative costs (bank fees, AGM) -\$250

Total Proposed CHES Budget for 2018 will be \$22,000

Grant Request 2018

This budget reflects a hold-the-line budget in the needs and expectations for 2018. For example, we have acquired most of our sound equipment and trimmed promotions, cancelled one event, and decreased the evening concerts from 12 to 9.

We wish to again include a blend of a few bands and single artists. As well, we will be encouraging other community members to build on the events we have established and offer some of their own with our support. Finally, we will be looking for a broader funding base, such as Amplify BC, Creative BC, the BC Lottery grants and the CVRD Arts and Culture grant to ensure the future of CHES and community building in the Cobble Hill area. As a result, we will be requesting the continued support from our Director and will be initiating fundraising strategies to make up the balance of the budget for this year and assure future such community building.

With the successes of 2016 and 2017 and the moderate growth planned for 2018, we would request the following support from the Director:

2018 Grant Request for \$12000.

Respectfully submitted,

Wade Pendlebury, Vice-president
Cobble Hill Events Society

2 of 5