Municipality of North Cowichan Committee of the Whole AGENDA

Wednesday, March 4, 2020, 9:00 a.m. Municipal Hall - Council Chambers

			rayes		
1.	CALL	TO ORDER			
2.	APPR	OVAL OF AGENDA			
		mmendation: the Committee of the Whole agenda be adopted as circulated [or as amended].			
3.	ADOF	PTION OF MINUTES	3 - 6		
	That t	mmendation: the Committee adopt the minutes of the Committee of the Whole meeting held ary 19, 2020.			
4.	PUBL	IC INPUT			
	Brief	oublic input from registered speakers regarding items on this agenda.			
5.	BUSINESS				
	5.1	Chemainus Boardwalk	7 - 18		
		<u>Purpose</u> : To hear from Kate Evans, Principal, Landscape Architect of Lanarc regarding the concept design and initial cost estimates for the Chemainus Boardwalk.			
	5.2	Community Wildfire Protection Plan Update	19 - 37		
		<u>Purpose</u> : To hear from Diamond Head Consulting regarding the draft plan of the Community WildFire Protection Plan prior to submitting to the Union of BC Municipalities (UBCM).			
		Recommendation: That Council receive the CWPP overview presentation from Diamond Head Consulting for information.			
	5.3	Utility Rates Review	38 - 58		
		Purpose: To hear from General Manager, Financial and Protective			

Services regarding the utility rates review.

5.4 Establishment of a Notice of Motion Procedure

<u>Purpose</u>: Workshop facilitated by Manager of Legislative Services to seek direction from the Committee of the Whole on establishing a formal process for submitting a "Notice of Motion".

Recommendation:

Staff is recommending option 1, that the Committee of Whole provide direction to staff on the development of a Notice of Motion Policy and a form template which members may use when submitting their requests.

6. **NEW BUSINESS**

7. QUESTION PERIOD

Public opportunity to ask brief questions regarding the business of this meeting.

8. CLOSED SESSION

Recommendation:

That the Committee close the February 19, 2020 Committee meeting at _____ a.m. to the public on the basis of the following sections of the *Community Charter*.

- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and
- 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.
- 8.1 Closed Committee of the Whole Minutes from February 19, 2020
- 8.2 Sections 90(1)(m) and (2)(b) Confidential Information under FOIPPA s.16 Inter-Municipal Agreement (matter brought forward from February 19, 2020 meeting)

9. ADJOURNMENT

Recommendation	•		
That the meeting	be adjourned	at	a.m./p.m

Municipality of North Cowichan Committee of the Whole MINUTES

February 19, 2020, 10:00 a.m. Municipal Hall - Maple Bay Meeting Room

Members Present Mayor Al Siebring

Councillor Christopher Justice

Councillor Tek Manhas Councillor Kate Marsh Councillor Rosalie Sawrie Councillor Debra Toporowski

Members Absent Councillor Rob Douglas

Staff Present Ted Swabey, Chief Administrative Officer (CAO)

Mark Frame, General Manager, Financial and Protective Services

Ernie Mansueti, General Manager, Community Services Sarah Nixon, General Manager, Corporate Services

David Conway, Director of Engineering

Rob Conway, Director of Planning and Building

George Farkas, Manager, Corporate Planning and Projects

Lane Killick, Chief Building Inspector Michelle Martineau, Corporate Officer

Nelda Richardson, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Councillor Marsh, Chair called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That the February 19, 2020 Committee of the Whole agenda be adopted as circulated.

CARRIED

Councillor Sawrie joined the meeting at 10:03 a.m.

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

That the Committee adopt the following minutes:

- 1. Committee of the Whole meeting held January 29, 2020; and
- 2. Committee of the Whole meeting held February 3, 2020.

CARRIED

4. PUBLIC INPUT

Council received brief public input from one registered speaker regarding items on this agenda.

5. BUSINESS

5.1 PRESENTATION: Manager, Corporate Planning and Projects Re: Overview of Council Strategic Plan Administration Policy

The Committee heard from staff regarding the purpose of the draft Council Strategic Plan Administration Policy as attached to the February 19, 2020 staff report and to provide their input on the policy before it is formalized. The intent of the policy is to provide a formal process that will assist both Council and staff with monitoring, reporting, updating and implementing Council's Strategic Plan.

Highlights of the presentation included an overview of the reporting process; communications out to the public on the progress of Council priorities; public input; the process for updating the Strategic Plan; and how it is tied to departmental business plans and the budget, including an annual review of the projects from an organizational/project management perspective.

Staff to review the date proposed for Council to notify the CAO of amendments to the Strategic Plan under section 3.4(a) from August 31 to potentially June 30.

5.2 PRESENTATION: Chief Building Inspector Re: Overview of Phased Implementation Strategy for BC Energy Step Code

The Committee received a presentation from staff providing an overview of the BC Energy Step Code (Step Code) as outlined in the February 19, 2020 staff report. The Step Code, initially introduced in 2017 by the Province, was based on new construction not retrofits. However, the Province has since established the Clean BC website to assist with retrofitting existing housing.

Highlights of the presentation included background information for the BC Step Code; a five-step implementation plan which included staff training, education and program administration; the need for an amendment to the Building Bylaw; the establishment of an incentive program (\$30,000) funded through the Climate Action Energy Plan (CAEP); what happens as each step of the Step Code becomes mandated by the Province; and how staff intend to inform the community, beginning with an open house planned to take place this spring. Discussions with builders in the community on the Step Code is currently underway, however, industry feedback to date, is that they are concerned about the technical program and their lack of understanding on what is required.

Mayor Siebring left the meeting at 10:50 a.m. and returned at 10:53 a.m.

IT WAS MOVED AND SECONDED:

That the Committee of the Whole recommend to Council:

- 1. That the implementation strategy for the BC Energy Step Code outlined in the attached February 19, 2020 staff report, be endorsed;
- 2. That up to \$30,000 a year be allocated from the Climate Action and Energy Plan Reserve Fund for the provision of BC Energy Step Code rebates;

- 3. That staff be directed to draft an amendment to Building Bylaw No. 3172 to require that all new construction meet Step 2 of the BC Energy Step Code as of January 1, 2021 for consideration of first and second reading; and
- 4. That staff be directed to draft a BC Energy Step Code rebate policy for Council's review and consideration at a future meeting.

CARRIED

6. NEW BUSINESS

None.

7. QUESTION PERIOD

Council received one question from the public regarding business considered at this meeting.

8. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That the Committee close the February 19, 2020 Committee meeting at 11:28 a.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and
- 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

- 8.1 Closed Committee of the Whole Minutes from January 29, 2020
- 8.2 Section 90(1)(f) Law Enforcement RCMP Update
- 8.3 Sections 90(1)(m) and (2)(b) Confidential Information Under FOIPPA s.16 Indigenous Engagement
- 8.4 Section 90(1)(c) Labour Relations Respectful Behaviour

The Committee of the Whole released their recommendation to Council to direct staff to draft a Respectful Spaces Bylaw as discussed at the February 19, 2020 Committee of the Whole Closed meeting to the public.

8.5 Sections 90(1)(m) and (2)(b) Confidential Information under FOIPPA s.16 - Inter-Municipal Agreement

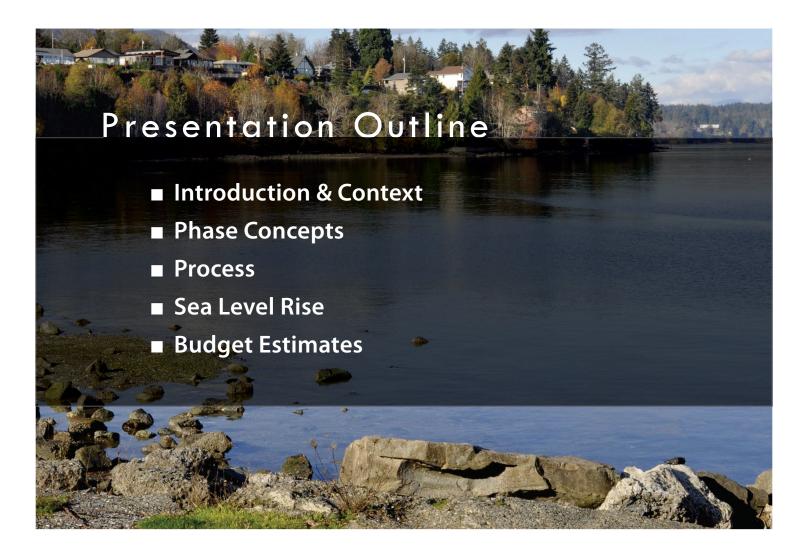
9. ADJOURNMENT IT WAS MOVED AND SECONDED: That the Committee of the Whole meeting be adjourned at 1:05 p.m. CARRIED Certified by Corporate Officer Signed by Mayor



CHEMAINUS WATERFRONT WALKWAY

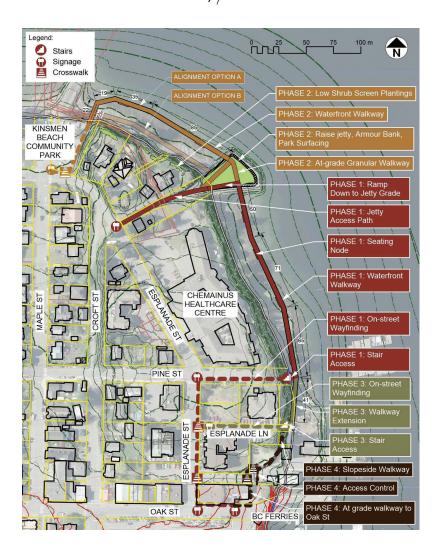
MUNICIPALITY OF NORTH COWICHAN | MARCH 4, 2020 COUNCIL PRESENTATION

LANARC



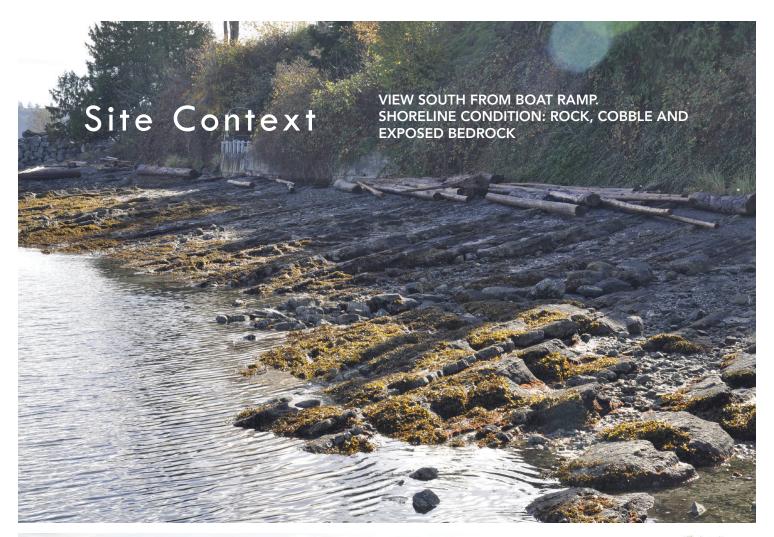
Project Context





SCOPE OVERVIEW

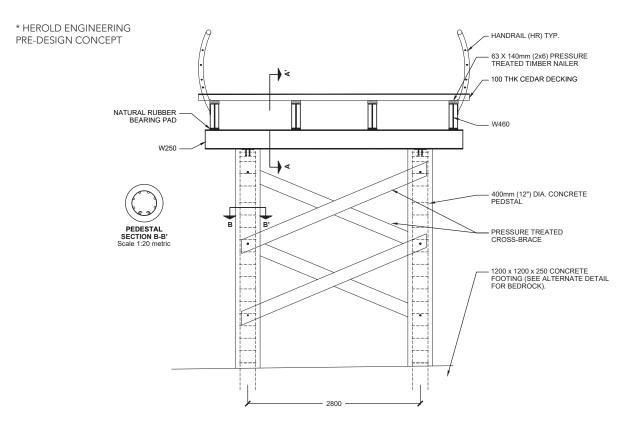
- Four Phases
- Elevated Walkway Structure
- Connections to Neighbourhood
- Jetty Park Improvements
- Street Improvements for Wayfinding







ELEVATED WALKWAY CONCEPT



DESIGN CONSIDERATIONS

- INTENDED USES (WALKING, RUNNING, SITTING)
- USERS (RESIDENTS AND TOURISTS)
- MATERIALS AND SURFACES
- LIGHTING
- ACCESS
- JETTY PARK AMENITIES

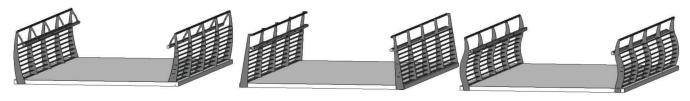
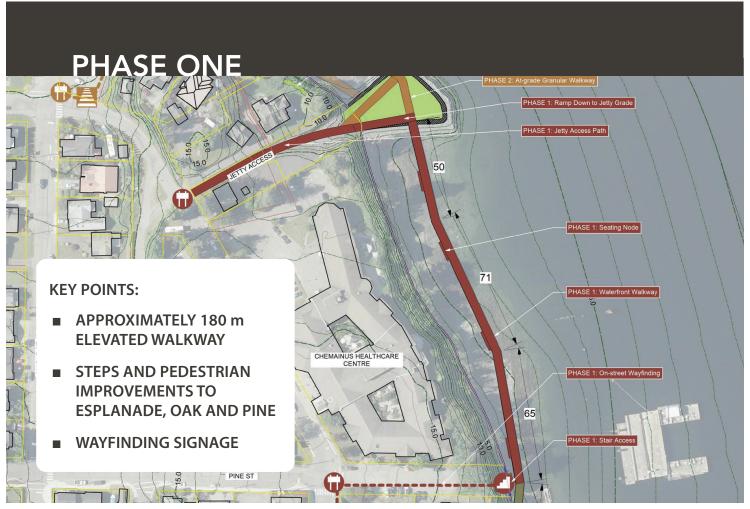
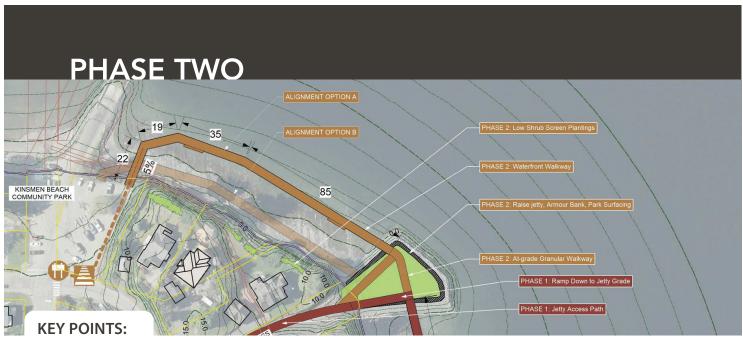
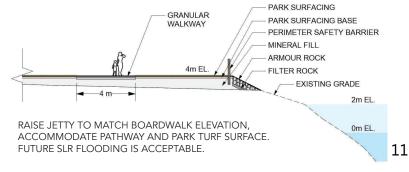


FIGURE: RAILING DESIGN CONCEPTS





- ~150 m ELEVATED WALKWAY
- ACCESS CONNECTION TO PARKING AREA
- RAISE JETTY, SURFACE PATH, AND PARK IMPROVEMENTS
- PLANT VEGETATION FOR SCREENING

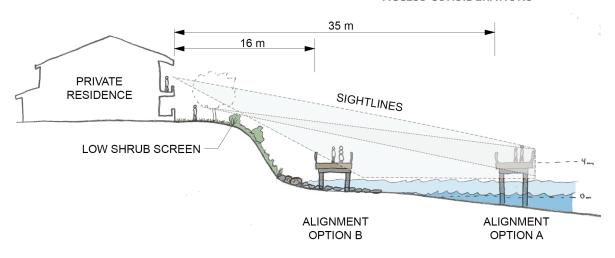


PHASE TWO Alignment Considerations

- OPTION A: FURTHER FROM UPLAND PROPERTIES, BUT MORE DIFFICULT TO SCREEN
- OPTION B: CLOSER TO UPLAND PROPERTIES, BUT EASIER TO SCREEN



ACCESS CONSIDERATIONS



PHASE THREE

- ~40M ELEVATED WALKWAY EXTENSION
- STAIR ACCESS TO ESPLANADE LANE
- WAYFINDING SIGNAGE ON ESPLANADE LANE

PHASE FOUR

- **■** DIFFICULT SLOPESIDE WALKWAY
- WALKWAY ACCESS CONTROLS (FERRIES)
- AT GRADE WALKWAY IMPROVEMENTS TO OAK ST

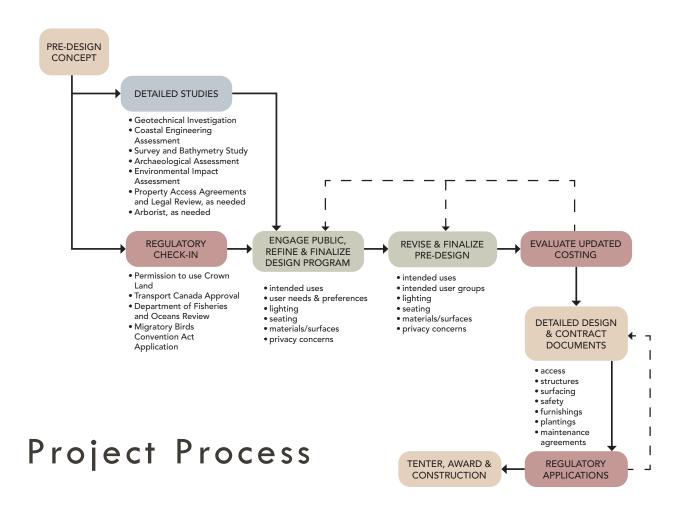


PHASE THREE



STAIR ACCESS
TO ESPLANADE
LANE CONCEPT

(subject to bank geotechnical and vegetation analysis)

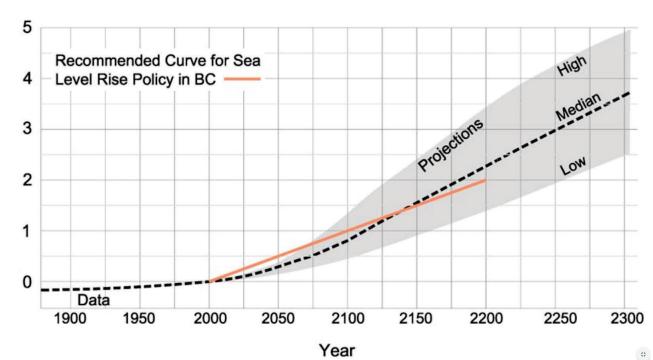


SEA LEVEL RISE:

- **■** Complex Variables
- Intergovernmental Panel on Climate Change (IPCC)
 - 0.47m to 1.90m by 2100
- **■** Current BC Provincial Guidelines:
 - 0.5m SLR by 2050
 - 1.0m SLR by 2100
- Design Life:
 - Wood Deck = \sim 15-20 years
 - Concrete / steel structure = 25-50 years

- Build for 2050
- Invest in ability to adapt

SEA LEVEL RISE:





BUDGET ESTIMATE

Opinion of Probable Costs - Pre-design Concept

Chemainus Waterfront Walkway

Schedule of Items & Descriptions

February 21, 2019 Lanarc 2015 Consultants Ltd.

REF No.	ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL	
PHASI	PHASE 1 - Pine Street to Jetty						
1.1	Waterfront Walkway Structure, Decking, and Railing	See cost estimate letter from Herold	L.m.	190	\$ 3,342	\$ 635,000.00	
1.1b	Cost premium to substitute wood decking with minimesh	not included in phase 2 total	L.m.	190	\$ 420.00	\$ 79,800.00	
1.2	Stair Access at Pine Street	See cost estimate letter from Herold	LS	1	\$ 22,500.00	\$ 22,500.00	
1.3	Wayfinding from Oak Street to Pine Street & Jetty Access Point	Signage with name, arrows, distance	ea	4	\$ 750.00	\$ 3,000.00	
1.4	Wayfinding Sidewalk Markings	Thermoplastic pavement markings, custom pattern	m²	34	\$ 230.00	\$ 7,900.00	
1.5	Wayfinding Crosswalks	Thermoplastic pavement markings, custom pattern	ea	2	\$ 2,500.00	\$ 5,000.00	
1.6	Benches at Seating Nodes	1800mm length, 2 benches per 10x1.2m node	ea	8	\$ 2,500.00	\$ 20,000.00	
1.7	Lighting at Seating Nodes	Pedestrian scale pole mounted luminaire, LED, includes allowance for power supply	ea	4	\$ 10,000.00	\$ 40,000.00	
1.8	Lighting at Stair Access	Allowance	LS	1	\$ 12,000.00	\$ 12,000.00	
1.9	Pathway from Esplanade St to Jetty	Crushed granular paving, service vehicle load bearing	m²	343	\$ 110.00	\$ 37,700.00	
1.10	Access control at Esplanade st	Removeable bollards or alternate to allow non-motorized access while restricting motorized vehicle access	ea	5	\$ 850.00	\$ 4,300.00	
1.11	Pathway from walkway to Jetty	Crushed Granular Paving, non-vehicle bearing	m²	120	\$ 55.00	\$ 6,600.00	
1.12	Earthen ramp from walkway to Jetty	Fill material	m³	56	\$ 75.00	\$ 4,200.00	

PHASE 1: \$798,200

BUDGET ESTIMATE

PHASE 2 - Jetty to Kinsmen Beach Community Park							
2.1	Waterfront Walkway Structure, Decking, and Railing	See cost estimate letter from Herold	L.m.	160	\$	3,342.00	\$ 534,700.00
2.1b	Cost premium to substitute Minimesh Decking for Wood Decking	not included in phase 2 total	L.m.	160	s	420.00	\$ 67,200.00
2.2	Fill to Raise Jetty	850mm Depth coarse mineral fill	m³	302.5	\$	75.00	\$ 22,700.00
2.3	Armouring of Raised Jetty	Armour rock (small riprap 300-2500 kg)	m³	110	\$	161.25	\$ 17,700.00
2.4	Armouring of Raised Jetty	Filter rock (small riprap 20-50 kg)	m³	22	\$	91.38	\$ 2,000.00
2.5	Pathway Across Jetty	Crushed Granular Paving, non-vehicle bearing	m ²	90	\$	55.00	\$ 5,000.00
2.6	Benches at Seating Nodes	1800mm length, 2 per 10x1.2m node	ea	4	\$	2,500.00	\$ 10,000.00
2.7	Lighting at Seating Nodes	Pedestrian scale pole mounted luminaire, LED, includes allowance for power supply	ea	2	\$	10,000.00	\$ 20,000.00
2.8	Wayfinding At Kinsmen Beach Park	Signage with name, arrows, distance	ea	1	\$	750.00	\$ 800.00
2.9	Wayfinding Crosswalks	Custom Thermoplastic Pavement Markings	ea	1	\$	2,500.00	\$ 2,500.00
2.10	Wayfinding Sidewalk Markings	Custom Thermoplastic Pavement Markings	m²	54	\$	230.00	\$ 12,400.00
2.11	Perimeter Barrier	1.2m height Split rail or Post and chain	L.m.	110	\$	75.00	\$ 8,300.00
2.12	Low Screen Plantings	Shrub planting, #2 Pots, 1.5m O.C.	ea	70	\$	24.00	\$ 1,700.00
2.13	Growing medium for screen plantings	450mm Depth after settlement	m³	56	\$	80.00	\$ 4,500.00
2.14	Mulch for screen plantings	75mm Depth after settlement, as per City of Courtenay specifications	m³	9	\$	90.00	\$ 800.00
2.15	Park Hard Surfacing	Crushed Granular Paving, non-vehicle bearing	m²	20	\$	55.00	\$ 1,100.00
2.16	Grass Seeding	Grass mix seeding and establishment	m²	405	\$	5.00	\$ 2,000.00
2.17	Growing Medium for Grass Seeding	150mm Depth after compaction and settlement	m³	61	\$	75.00	\$ 4,600.00
2.18	Park Amenity	Picnic Table	ea	4	\$	1,500.00	\$ 6,000.00
2.19	Park Amenity	Interpretive Signage	ea	2	\$	1,500.00	\$ 3,000.00
2.20	Park Amenity	Bike rack	ea	2	\$	750.00	\$ 1,500.00
2.21	Park Amenity	Dog waste bag dispenser	ea	1	\$	800.00	\$ 800.00
2.22	Park Amenity	Waste & Recycling Receptacle	ea	1	\$	1,200.00	\$ 1,200.00

PHASE 2: \$663,300

BUDGET ESTIMATE

PHASE 3 - Pine Street to Esplanade Lane							
3.1	Waterfront Walkway Structure, Decking, and Railing	See cost estimate letter from Herold	L.m.	40	\$ 3,342.0	00	\$ 133,700.00
3.1b	Cost premium to substitute Minimesh Decking for Wood Decking	not included in phase 2 total	L.m.	40	\$ 420.	00	\$ 16,800.00
3.2	Stair Access at Esplanade Lane	See cost estimate letter from Herold	LS	1	\$ 22,500.0	00	\$ 22,500.00
3.3	Lighting at Stair Access	Pedestrian scale pole mounted luminaire, LED, includes allowance for power supply	LS	1	\$ 12,000.0	00	\$ 12,000.00
3.4	Wayfinding at Esplanade Street and Esplanade Lane	Signage with name, arrows, distance	ea	1	\$ 750.0	00	\$ 800.00
3.5	Wayfinding Sidewalk Markings	Custom Thermoplastic Pavement Markings	m²	11	\$ 230.0	00	\$ 2,500.00

PHASE 3: \$171,500

PHASE	PHASE 4 Esplanade Lane to Oak Street						
4.1	At-grade Walkway	CIP Concrete, width varies due to driveway width limitations	m²	135	\$ 90.00	\$ 12,200.00	
4.2	Walkway along slope to Phase 3 Stair Access	Boardwalk structure on piles into slope	m²	80	\$ 300.00	\$ 24,000.00	
4.3	Wayfinding Sidewalk Markings	Custom Thermoplastic Pavement Markings	m²	11	\$ 230.00	\$ 2,500.00	
4.4	Wayfinding Crosswalks	Custom Thermoplastic Pavement Markings	ea	2	\$ 2,500.00	\$ 5,000.00	
4.5	Wayfinding Sign Revisions	Revise Signage with updated arrows, distance	LS	1	\$ 1,500.00	\$ 1,500.00	
4.6	Access control	Replace metal fence/gate to business	L.m.	15	\$ 750.00	\$ 11,300.00	
4.7	Lighting	Pedestrian scale pole mounted luminaire, LED, includes allowance for power supply	ea	2	\$ 12,000.00	\$ 24,000.00	

PHASE 4: \$80,500

BUDGET ESTIMATE OVERVIEW

Opinion of Class 'D' Probable Cost (not incl. applicable taxes)

10% Design Fees 25% Contingency

TOTAL (not incl. applicable taxes)

\$ 1,713,500.00
\$ 171,400.00
\$ 428,400.00
\$ 2,313,300.00









Report



Date March 4, 2020 File:

To Committee of the Whole

From Shaun Mason, Municipal Forester Endorsed:

Subject Community Wildfire Protection Plan Update

Purpose

To provide the Committee of the Whole with an overview presentation of the updated Community Wildfire Protection Plan.

Background

On September 20th, 2018, the Forestry Advisory Committee (FAC) recommended to Council that staff be directed to apply for grant funding through the Community Resiliency Investment (CRI) program through the Union of BC Municipalities (UBCM) to update the existing Community Wildfire Protection Plan (CWPP) from 2005/2006. At the November 21, 2018 regular Council meeting, Council endorsed the FAC's recommendation and the CRI grant application was submitted to UBCM. The application was successful with North Cowichan receiving the full grant request in the amount of \$34,500 early Spring 2019.

A Request for Proposals was advertised with Diamond Head Consulting being awarded the project in the summer of 2019. Diamond Head Consulting is a firm specializing in wildfire management, experienced in developing CWPP's and the specific requirements necessary through the CRI grant funding program.

Diamond Head Consulting has been working with North Cowichan staff and the BC Wildfire Service throughout the process of renewing the CWPP. Letters requesting input into the process were also sent to local stakeholders within North Cowichan, the CVRD and local First Nations.

Discussion

The presentation is to provide Council with an overview of the processes that were undertaken to develop the renewed CWPP, review the recommendations and provide general information around the next steps moving forward.

Diamond Head Consulting is in the final stages of completing the CWPP, preparing for the final submission to UBCM for their review by March 31, 2020. Once the CWPP is accepted by UBCM, staff will bring the CWPP back to Council for adoption and to discuss potential steps moving forward with the recommendations.

Recommendation

That Council receive the CWPP overview presentation from Diamond Head Consulting for information.

Attachment(s): Diamond Head CWPP Overview Presentation, FireSmart Community Funding Report, Forestry Advisory Committee Minutes, Council certified resolution

Report



Date September 20, 2018 File: 8870-01

To Forest Advisory Committee

From Shaun Mason, Municipal Forester Endorsed:

Subject FireSmart Community Funding

Purpose

To discuss and review the new Provincial Community Resiliency Investment program that is providing funding to communities for FireSmart activities.

Background

The Community Resiliency Investment (CRI) program is a new provincial program intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land.

The Union of BC Municipalities, First Nations' Emergency Services Society and the Forest Enhancement Society of BC are working with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development, represented by the BC Wildfire Service, to administer the FireSmart Community Funding & Supports portion of the program for local government and First Nation applicants.

Discussion

The most recent Community Wildfire Plan (CWP) was done in 2005/2006. The Municipalities Fire Departments have responded to several fires in a forested setting throughout the summer where people's houses were is close proximately. Further to this, staff have received concerns from the public about potential forest fires impacting their homes. Given the recent trend of warmer and drier summer conditions resulting in consecutive record breaking provincial fire season and the growing concerns from the public. Updating the CWP will help identify high risk areas and recommendations on how best to mitigate the hazards within these areas spread throughout the community.

Options

Option 1 (preferred): Apply for the FireSmart Community Funding through the Community Resiliency Investment (CRI) program to update and expand the Municipality's 2006 Community Wildfire Protection Plan.

Option 2: Internally amend current Community Wildfire Protection Plan

Recommendation

That staff be directed to submit a grant application to the Community Resiliency Investment Program to update and expand the Municipality's 2006 Community Wildfire Protection Plan.

Municipality of North Cowichan Forestry Advisory Committee MINUTES

October 3, 2018, 9:00 a.m.
Municipal Hall - Maple Bay Meeting Room

Members Present Councillor Rob Douglas, Chair

Eric Jeklin

Alan Chatterton Mark Carter Dave Lindsay

Members Absent Mayor Jon Lefebure (ex-officio)

Staff Present Ernie Mansueti, Director of Parks, Forestry and Recreation

Shaun Mason, Municipal Forester

Rachel Hastings, acting Manager Building and Compliance

Tammy Isaachsen, Community Liaison Tammy Butler, Recording Secretary

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 9:00 a.m.

2. APPROVAL OF AGENDA

It was moved and seconded:

That the Committee approve the agenda as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was moved and seconded:

That the Committee adopt the minutes of the meeting held March 7, 2018.

CARRIED

4. BUSINESS

4.1 Firearms Discharge Area

The Committee reviewed the Municipal Forester's August 30th report regarding proposed changes to the Firearms Discharge Bylaw.

The Municipal Forester stated that if this is adopted by Council, signs will be updated to clarify where firearms are allowed.

It was moved and seconded:

That the Committee recommend that Council direct staff to request public input on the following proposed changes to the Firearms Discharge Bylaw:

- Remove Mount Tzouhalem and Stoney Hill Forest Reserve from the allowable Firearm Discharge area; and
- Align with Provincial regulation on Mount Prevost and in Cowichan Bay to permit firearm discharge within these areas as outlined in the Provincial Hunting & Trapping Regulation Synopsis.

CARRIED

4.2 Species at Risk

The Committee received an update from the Municipal Forester regarding the status of the Species at Risk Strategy Plan and heard that the final report will be added for approval at the next meeting.

The Committee discussed Species at Risk and the impacts it has on the Municipal Forest and heard that the Forest Management Plan will be able to incorporate this plan. It was noted that the parks and trails are considered separately from the Municipal Forest for Species at Risk.

4.3 Forest Management Plan

The Committee reviewed the Municipal Forester's September 19, 2018 report regarding the September 19, 2018 draft Forest Management Plan and heard that the plan consists of current management practices and will help guide the future management of the Municipal Forest Reserve.

The Committee noted the plan is easily audited, however, will review the plan further in the next two weeks and will provide comment to the Municipal Forester for adoption at the next committee meeting. It was noted that there is a section in the *Official Community Plan* and that deals with the forests and that the Forest Management Plan should be incorporated within this plan.

4.4 Review of 2018 Fires

The Committee received an update from the Municipal Forester on the 2018 Fire Season and discussed increasing the fire protection portion of the Forest Reserve Fund.

The Municipal Forester stated that the Maple Mountain Fire, approximately 6 ha in size, consumed most of the fire protection portion of the Forest Reserve Fund which did not include BC Wildfire Costs. It was noted that there is still clean up to be completed.

The Committee questioned reimbursing North Cowichan's fire departments and heard from the Director of Parks, Forestry and Recreation that a Maple Mountain fire debrief will occur on October 26 that will include Fire Department Chiefs, Deputies, BC Wildfire and the CVRD Public Safety Division staff. The Municipal Forester noted that he would bring forward any significant items and recommended changes to the North Cowichan Fire Protection Plan.

The Committee discussed leaving access open for mountain bikers and hikers as they are often the first to report a fire and for this reason it is important not to close. Staff informed the Committee when the gates are closed, signs are posted, social media and radio are implemented to inform the public and the Committee suggested adding to call "911" if a fire is spotted.

It was moved and seconded:

That the Committee recommend an increase in the Forest Reserve Fund for fire protection be included in the proposed 2019 Budget.

CARRIED

4.5 Forest Reserve Audit

The Committee received an update from the Municipal Forester on the Fire Protection Audit and heard that an equipment and field audits were completed with a final report for review and approval at the next Committee meeting.

4.6 FireSmart Community Funding

The Committee reviewed the Municipal Forester's September 20, 2018 report regarding the new Provincial Community Resiliency Investment Program that is providing funding to communities for FireSmart Activities.

Staff informed the Committee that this funding is for a Community Wildfire Plan for fireproofing of trails and schools for example as well as the forest reserve. Staff can prioritize once funding is received.

It was moved and seconded:

That the Committee recommend that Council direct staff to apply for the FireSmart Community Funding Grant to update the Community Wildfire Protection Plan and other FireSmart activities.

CARRIED

4.7 2018 Quarterly Report

The Committee heard from the Municipal Forester on the current state of log prices and his plans and preparations for logging, planting and road building.

The Committee noted the impact of the Maple Mountain fire and questioned the deployment of our fire departments to the interior and heard that ultimately the municipality would make the decision of deployment.

4. BUSINESS

4.8 Current Event and Future Plans

The Committee received an update from the Municipal Forester on the current municipal forest activities and future plans.

5. NEW BUSINESS

None.

6.	ADJOURNMENT	
	The meeting ended at 9:55 a.m.	
Sign	ed by Chair	Certified by Recording Secretary



Community Wildfire Protection Plan for The Corporation of the District of North Cowichan

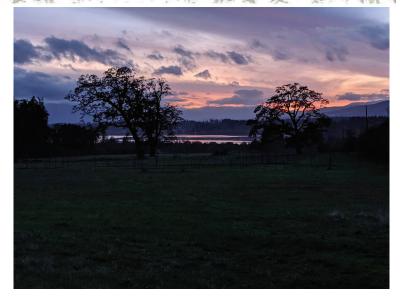
Conor Corbett RPF, MSFM Diamond Head Consulting Ltd.

District of North Cowichan CWPP

1

Background DIAMOND HEAD CONSULTING LTD.

- A Community Wildfire Protection Plan (CWPP) was developed for the City in 2007
- 18 recommendations, identified forested areas of the District as "high" or "extreme" risk
- Resulted in fuel treatments in 2007



Background



- Funded by a grant from the Community Resiliency Investment (CRI) program
- The CWPP provides the framework to create communities that are designed for and prepared to defend against a wildfire event
- District is unique as it manages the Municipal Forest Reserve and is responsible for wildfire suppression within this area



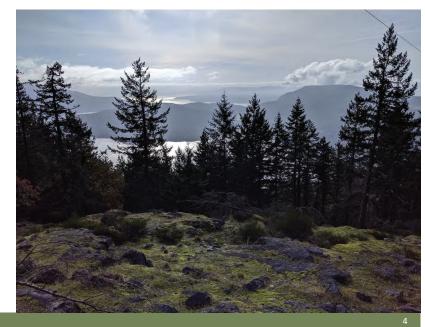
District of North Cowichan CWPP

3

Objectives



- To understand the wildfire risk profile in and around the community
- Make recommendations to reduce vulnerability if a wildfire occurs
- To ensure that future development is designed to make the community more resilient to wildfire



District of North Cowichan CWPP

Wildfire Trends



- Wildfire impacts and suppression costs are increasing
- This is in large part due to climate change driving hot, dry summers and earlier springs
- Over the past decade there has been an average of 1,692 fires per year in British Columbia, burning an average of 151,000 ha
- The 2018 fire season surpassed 2017 as the worst on record with more than 1.25 million hectares burned



District of North Cowichan CWPP

Wildfire Trends



- From now to 2050 weather for the District is expected to:
 - Increase in average annual temperature of 1.6 Celsius
 - An increase in winter precipitation of 5%
 - A decrease in summer precipitation of 19%
 - Increase in drought and moisture deficits in fire season

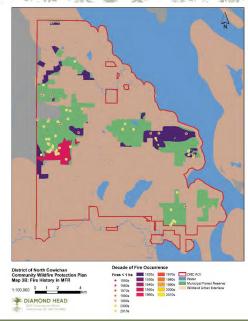


Transient stressors include: seasonal moisture deficit, drought and heat; extreme wind and rainfall; urban activity and air pollution; pests and disease; and wildfire and flood events

Wildfires in North Cowichan



- In the past 10 years there have been 46 fires in the study area that have burned approximately 10 ha
- Wildfires are decreasing in the District since 1950, however this is largely attributed to the declining use of controlled burn in forest practices
- The Maple Mountain fire in 2018 was significant with high rates of spread and intensity and burned within 500m of homes



District of North Cowichan CWPP

Maple Mountain Fire



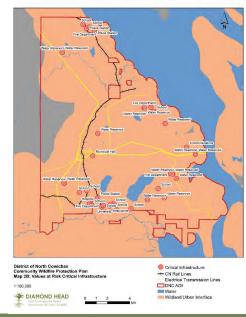


District of North Cowichan CWPP

Values to be Protected



- Human life and safety
- Urban development
- Industry manufacturing plants and mills
- Cultural values and archeological sites
- Species at risk
- Recreation
- Timber values



District of North Cowichan CWPP

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Values to be Protected

Critical infrastructure

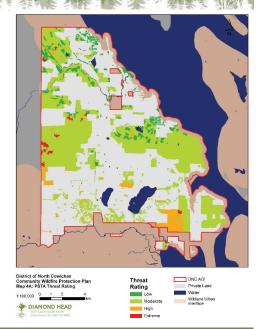
- Hydro transmission lines and substations
- Municipal water supply
- Hospitals
- Schools
- Municipal buildings
- Police stations
- Fire stations
- Communications Tower



Wildfire threat



- Wildfire threat reflects the potential fire behavior
 - Fuel loading
 - Slope and aspect
 - · Weather conditions
- Highest threat is posed by coniferous dominated forests on steep slopes
- Data is poor for areas that have been recently modified



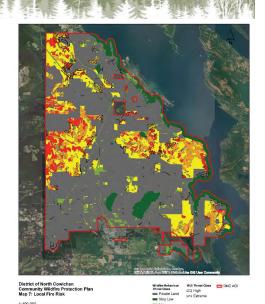
District of North Cowichan CWPP

1

Wildfire risk



- Risk = Probability X Consequence (Fire Behavior) (Values at risk)
- Highly variable winds in the District, but generally historic fire spread has been east to west or north to south
- Most of the public lands adjacent communities pose a moderate wildfire risk
- A majority of the high and extreme risk areas are on steep slopes in the MFR

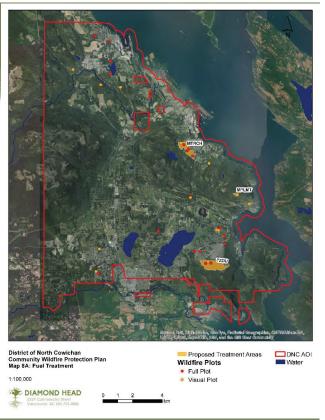


District of North Cowichan CWPP

Recommendations

Fuel Management:

- High risk interface fuels have been identified
- 3 high priority areas are recommended for treatment to reduce wildfire risk
- Treatment strategies are prescribed by a Forester with wildfire experience



District of North Cowichan CWPP

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District of North Cowichan CWPP

Recommendations



Firesmart Planning:

- Policy updates to improve the Firesmart performance of new developments
 - Treatment of adjacent interface fuels
 - Fire resistant construction
 - Fire resistant landscaping



District of North Cowichan CWPP

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Recommendations



Community Education:

- Many hazardous fuel areas are on private lands
- Public awareness and education is critical
- Develop stewardship opportunities for individuals and community-based volunteer organizations.
 - Youth involvement through schools
 - Presence of wildfire awareness materials at public events
 - Showcasing of fuel treatments
 - Use of technology social media, website

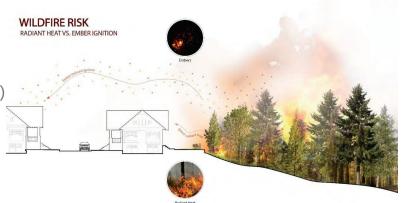


Recommendations



Wildfire Response:

- Prevent ignitions
- Early detection and reporting
- Suppression resources (vehicles, structural protection units, water sources)
- Access and evacuation
- Training and interagency communication and cooperation



District of North Cowichan CWPP

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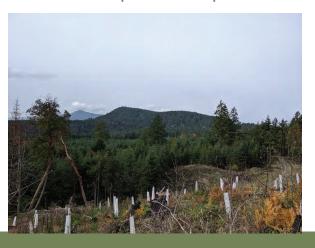
Implementation



- Anticipate urban growth further into forest interface areas
- Climate change will change forest conditions and weather patterns
- Strategically alter forest conditions in the interface so that they are more resistant to wildfire
- Plan all new development in the interface to be more resilient to wildfire



- Finalize report, submit to CRI for technical review and approval
- Review recommendations and pursue implementation



District of North Cowichan CWPP

10

Next Steps DIAMOND HEAD CONSULTING LID.

- 32 recommendations are prioritized
- Implemented over time, taking advantage of funding opportunities



District of North Cowichan CWPP

2





F 250,746,3133



November 22, 2018

Certified Resolution

"That Council direct staff to apply for the FireSmart Community Funding Grant to update the Community Wildfire Protection Plan and other FireSmart activities."

I hereby certify this to be a true and correct copy of a resolution passed by Municipal Council at its November 21, 2018 Regular Council meeting.

Karen Robertson Corporate Officer

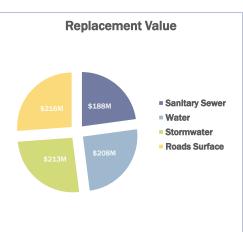
DATED at Duncan, B.C., this 23^{nd} day of November 2018.

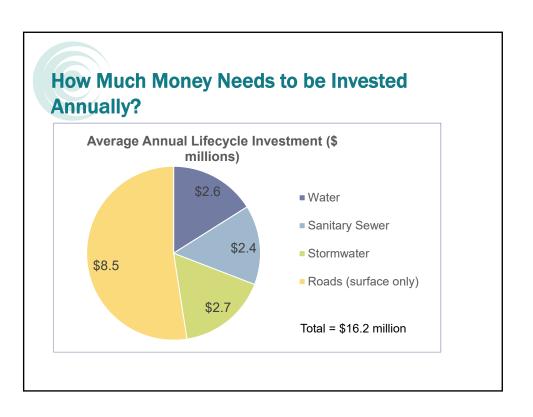
Municipality of North Cowichan 2020 - 2024 Utility Review

March 4, 2020

What Is The Value Of These Linear Assets?

The AMIP determined that total replacement value of District's linear water, sewer, stormwater and road surface assets is estimated to be \$825 million, expressed in 2019 dollars. This value does not include non-linear assets such as treatment plants and pumping facilities.





What are our Current Funding Levels for the Water Fund?

	Crofton	Chemainus	South End	Total
Average Annual Capital Spending	\$200k	\$400k	\$800k	\$1400k
AALCI Funding Range	\$200k to \$300k	\$300k to \$400k	\$1300k to \$1900k	\$1800k to \$2600k
Available Reserve Funds	-	\$550k	\$3360k	\$3910k

Chemainus Water						
	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax	670,464	709,096	751,607	797,438	846,650	899,024
Sales of Service	735,957	768,175	801,897	837,205	874,176	914,383
Gas Tax Revenue	100,000	200,000	100,000	100,000	100,000	100,000
Debt and DCC's	58,700	58,800				
Other	315,000	315,000	345,000	350,000	350,000	350,000
Total Revenue	1,880,121	2,051,071	1,998,504	2,084,643	2,170,826	2,263,407
Maintenance & Admin	952,824	936,241	960,090	981,290	933,460	948,060
Capital Projects	930,000	1,250,000	425,000	306,000	312,120	318,000
Debenture Debt Charge	190,534	190,534	190,534	190,534	190,534	190,534
Amortization	315,000	315,000	345,000	350,000	350,000	350,000
Total Expenditure	2,388,358	2,691,775	1,920,624	1,827,824	1,786,114	1,806,594
Surplus (Deficit)	(508,237)	(640,704)	77,880	256,819	384,712	456,813

Smiley Road Watermain





Smiley Rd Watermain Replacement

- Replace 850 meters of existing 300mm steel water main on Smiley Road with seismically resistant pipe.
- A pipe condition assessment was done in 2017 identifying 5 leaks that have subsequently been repair, but the characteristics on the leaks (pin holes) is indicative of the pipe wall thinning to the point of imminent failure. As this is one of two main trunk mains going into town, unscheduled failure would cause significant issues in the Chemainus town supply.
- The project is estimated to cost \$890,000 over 2020 - 2021
- 2020 portion \$465,000 for construction



Chemainus Road Water Main





Chemainus Rd Watermain Replacement

- Chemainus Road is sited for a local area redevelopment project.
- This project would insure minimal failures of the water system that would cause excavations in newly developed roads.
- Replacement of the oldest pipe is part of a resilient asset management plan.

Chemainus Surplus & DCC Balance

17,784

472,134

1,200,629 544,852

- Water quality issues due to deterioration of cast iron pipe.
- 700m of 300mm \$685,000

Contributions

Closing Balance

Closing Surplus &

Draws



Budget Budget Surplus Acc. Surplus Beg Yr. 552,756 728,495 87,791 165,671 422,490 807,202 Surplus (Deficit) 175,739 (640,704) 77,880 256,819 384,712 456,813 Acc. Surplus End Yr. 728,495 87,791 165,671 422,490 807,202 1,264,015 Chemainus Water DCC Opening Balance 451,142 472,134 457,061 503,717 556,326 612,751 Interest 3,208 8,713 9,141 12,593 13,908 15,319

37,515

503,717

669,388

40,016

42,517

978,816 1,419,953 1,937,103

556,326 612,751

45,018

673,088

35,014

(58,800)

457,061

Chemainus Water Revenue

Parcel Tax – No.	2019 Budget 2,328	2020 Budget 2,348	2021 Budget 2,371	2022 Budget 2.395	2023 Budget 2.419	2024 Budget 2,443
Parcels	,	,	·	,	, -	,
Parcel Tax – Annual Rate	288	302	317	333	350	368
Parcel Tax Revenue	\$670,464	\$709,096	\$751,607	\$797,535	\$846,650	\$899,024
Annual Parcel Tax	288	302	317	333	350	368
Annual Water – Basic	234	246	258	271	285	299
Total Annual Charge	\$522	\$548	\$575	\$604	\$635	\$667
Annual Increase	\$25.00	\$26.00	\$27.00	\$29.00	\$31.00	\$32.00
% Increase	5%	5%	5%	5%	5%	5%

Crofton Water

	2019	2020	2021	2022	2023	2024
	Budget	Budget	Budget	Budget	Budget	Budget
Parcel Tax	205,233	216,195	229,600	243,225	258,115	273,245
Sales of Service	448,278	469,614	492,363	516,473	540,816	568,673
CWWW Grant	287,430					
From SE Water/DCC						
Gas Tax Revenue	100,000	100,000		200,000	150,000	150,000
Other	96,000	96,000	96,000	98,000	98,000	101,000
Total Revenue	1,136,941	881,809	817,963	1,057,698	1,046,931	1,092,918
Maintenance & Admin	454,327	477,336	488,210	499,130	510,260	517,010
Capital Projects	387,430	170,000	200,000	140,000	180,000	100,000
Debenture Debt Charge	39,687	29,723	29,723	29,723	29,723	29,723
Amortization	96,000	96,000	96,000	98,000	98,000	101,000
Total Expenditure	977,444	773,059	813,933	766,853	817,983	747,733
Surplus (Deficit)	159,497	108,750	4,030	290,845	228,948	345,185

Arthur St. / Coronation St. Watermain

- Replace 400 meters of cast iron water main from Adelaide thru Arthur and up Coronation.
- The existing Cast iron main is some of the last Cast Iron in service within the Crofton water system.
- Large volumes of calls a year to this area largely due to dirty water complaints, broken water mains, and plugged water filters installed to deal with water quality

Arthur St. / Coronation St. Watermain





Crofton Surplus & DCC Balance

	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Surplus						
Acc. Surplus - Begin Year	(184,128)	8,598	117,348	121,378	412,223	641,171
Surplus (Deficit)	192,726	108,750	4,030	290,845	228,948	345,185
Acc. Surplus - End Year	8,598	117,348	121,378	412,223	641,171	986,356
Crofton Water DCC						
Opening Balance	120,852	123,280	131,085	147,941	165,790	183,996
Interest	939	1,849	1,966	2,959	3,316	3,680
Contributions	1,489	5,956	14,890	14,890	14,890	14,890
Draws						
Closing Balance	123,280	131,085	147,941	165,790	183,996	202,566
Closing Surplus & DCC	131,878	248,433	269,319	578,013	825,167	1,188,922

Crofton Revenue

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax – No. Parcels	1,011	1,015	1,025	1,035	1,045	1,055
Parcel Tax – Annual Rate	203	213	224	235	247	259
Annual Parcel Tax Revenue	\$205,233	\$216,195	\$229,600	\$243,225	\$258,115	\$273,245
Annual Parcel Tax	203	213	224	235	247	259
Annual Water – Basic	405	425	446	468	491	516
Total Annual Charge	\$608	\$638	\$670	\$703	\$738	\$775
Annual Increase	\$29.00	\$30.00	\$32.00	\$33.00	\$35.00	\$37.00
% Increase	5%	5%	5%	5%	5%	5%

South End Water						
	2019	2020	2021	2022	2023	2024
	Budget	Budget	Budget	Budget	Budget	Budget
Parcel Tax & LIF	1,186,060	1,218,759	1,266,825	1,302,685	1,347,428	1,375,504
Sales of Service	1,395,489	1,401,602	1,444,427	1,490,750	1,544,586	1,569,070
LAS / DCC	88,495	85,000	85,000	85,000	85,000	85,000
Other	653,000	653,000	653,000	653,000	653,000	653,000
Total Revenue	3,323,044	3,358,361	3,449,252	3,531,435	3,630,014	3,682,574
Maintenance & Admin	1,338,781	1,357,092	1,386,630	1,416,720	1,447,420	1,465,210
Pumping	320,483	323,495	330,830	338,560	346,540	354,710
Capital Projects	3,725,000	1,135,000	940,900	3,539,450	1,304,000	808,100
Debenture Debt Charge	42,160	40,501	40,501	27,576	22,598	
Amortization	653,000	653,000	653,000	653,000	653,000	653,000
Total Expenditure	6,079,424	3,509,088	3,351,861	5,975,306	3,773,558	3,281,020
Surplus (Deficit)	(2,756,380)	(150,727)	97,391	(2,443,871)	(143,544)	401,554

Beaumont Ave. Cast Iron Replacement





Beaumont Ave. Cast Iron replacement

- Replacement of the oldest pipe is part of a resilient asset management plan.
- Water quality issues due to deterioration of cast iron pipe.
- The cast iron pipe causes flow restriction issues due to tuberculation
- 1950 install replacement cost \$380,000



NORTH

Beverly St to Drinkwater Rd Water Trunk Main 2020-2024

- A continuation project to complete the water trunk main from Tzouhalem Rd to Drinkwater Rd.
- Was identified as a needed project in the 2001 South End Distribution Study.
- Will provide a more resilient water supply to Drinkwater Rd. resevoirs which in turn provide much of the potable water to South End residents
- Pipe materials have greater ductility in the event of an earthquake with life expectancy greater than 100 years.

Beverly St to Drinkwater Rd Water Trunk Main 2020-2024 (2020 portion)





South End Surplus & DCC Balance

	2019	2020	2021	2022	2023	2024
	Actual	Budget	Budget	Budget	Budget	Budget
Surplus						
Acc. Surplus - Begin Year	3,364,179	3,303,115	3,152,388	3,249,779	805,908	662,364
Surplus (Deficit)	(61,064)	(150,727)	97,391	(2,443,871)	(143,544)	401,554
Acc. Surplus - End Year	3,303,115	3,152,388	3,249,779	805,908	662,364	1,063,918
South End Water DCC						
Opening Balance	1,734,759	1,893,838	1,994,274	2,099,219	2,206,264	2,317,950
Interest	13,550	37,877	39,885	41,985	44,125	46,359
Contributions	145,529	147,559	150,060	150,060	152,561	155,062
Draws		(85,000)	(85,000)	(85,000)	(85,000)	(85,000)
Closing Balance	1,893,838	1,994,274	2,099,219	2,206,264	2,317,950	2,434,371
Closing Surplus & DCC	5,196,953	5,146,662	5,348,998	3,012,172	2,980,314	3,498,289

South End Revenue

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax – No. Parcels	5,989	5,981	6,041	6,101	6,162	6,224
Parcel Tax – Annual Rate	191	197	203	209	215	221
Annual Parcel Tax Revenue	\$1,143,899	\$1,178,257	\$1,226,323	\$1,275,109	\$1,324,830	\$1,375,504
Annual Parcel Tax	191	197	203	209	215	221
Annual Water – Basic	168	173	178	183	188	194
Total Annual Charge	\$359	\$370	\$381	\$392	\$403	\$415
Annual Increase	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$12.00
% Inegease	3%	3%	3%	3%	3%	3%

2020 Utility Rates – Water

Recommendation:

- Chemainus Water
 - Increase metered minimum and parcel tax by 5%
- Crofton Water
 - Increase metered minimum and parcel tax by 5%
- South End Water
 - Increase metered minimum and parcel tax by 3%
- ▶ Increase metered water rates by 3%
 - > 7001 to 32,000 gallons (each 1000 gallon) \$2.18
 - Over 32,000 gallons (each 1,000 gallons)
 \$3.21

What are our Current Funding Levels for the Sewer Fund?

	Crofton	Chemainus	South End	Total
Average Annual Capital Spending	\$200k	\$400k	\$930k	\$1530k
AALCI Range	\$200k to \$300k	\$300k to \$400k	\$1100k to \$1600k	\$1600k to \$2300k
Available Reserve Funds	\$1,570k	\$2,870k	\$9,520k	\$13,960k

Chemainus Sewer

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax & LIF	873,413	888,106	914,133	942,427	971,101	1,000,155
Sales of Service	301,442	307,391	313,459	319,648	325,961	332,400
Interest	45,100	43,200	41,900	47,000	52,500	58,856
Amortization/DCC	245,248	422,000	230,000	237,000	237,000	237,000
Total Revenue	1,465,203	1,660,697	1,499,492	1,546,075	1,586,562	1,628,411
Maintenance & Admin	721,005	713,173	368,380	376,540	384,790	388,640
Pumping	63,190	64,670	66,140	67,660	69,240	70,870
Treatment	343,291	357,385	359,060	367,290	375,690	384,310
Capital Projects	656,000	250,700	794,510	498,400	1,002,370	206,417
LIF Debt Charge	6,877	6,877	6,877	6,877	6,877	6,877
Amortization	230,000	230,000	230,000	237,000	237,000	237,000
Total Expenditure	2,020,363	1,622,805	1,824,967	1,553,767	2,075,967	1,294,114
Surplus (Deficit)	(555,160)	37,892	(325,475)	(7,692)	(489,405)	334,297

Chemainus Road Sewer





Chemainus Rd Sewer Replacement

- Replace 450 meters of existing sewer main.
- The existing 150mm and 200 mm pipe is made from Vitrified Clay which is Chemainus' oldest pipe and suffers from root intrusion, settlement and infiltration due to joint separation.
- Part of Chemainus Rd Revitalization.
- Carried forward from 2019.
- Total cost of project \$385,000
- 2020 cost to complete \$120,000



Chemainus	Surplus	& DCC	Balance

	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Surplus						
Acc. Surplus - Begin Year	2,872,202	3,098,903	3,136,795	2,811,320	2,803,628	2,314,223
Surplus (Deficit)	226,701	37,892	(325,475)	(7,692)	(489,405)	334,297
Acc. Surplus - End Year	3,098,903	3,136,795	2,811,320	2,803,628	2,314,223	2,648,520
Chemainus Sewer DCC						
Opening Balance	235,795	244,610	81,038	106,219	131,903	158,101
Interest	1,324	4,892	1,621	2,124	2,638	3,162
Contributions	7,491	23,536	23,560	23,560	23,560	23,560
Draws		(192,000)				
Closing Balance	244,610	81,038	106,219	131,903	158,101	184,823
Closing Surplus & DCC	3,343,513	3,217,833	2,917,539	2,935,531	2,472,324	2,833,343

Chemainus Revenue

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax – No. Parcels	1,892	1,887	1,906	1,925	1,944	1,963
Parcel Tax – Annual Rate	458	467	476	486	496	506
Annual Parcel Tax Revenue	\$866,536	\$881,229	\$907,256	\$935,550	\$964,224	\$993,278
Annual Parcel Tax	458	467	476	486	496	506
Annual Sewer – Basic	146	149	152	155	158	161
Total Annual Charge	\$604	\$616	\$628	\$641	\$654	\$667
Annual Increase	\$12.00	\$12.00	\$12.00	\$13.00	\$13.00	\$13.00
% Increase	2%	2%	2%	2%	2%	2%

Crofton Sewer

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax	359,125	372,300	387,409	403,620	420,083	436,798
Sales of Service	290,422	295,560	300,802	306,148	311,601	317,163
Interest	22,100	21,200	20,500	15,300	19,600	9,400
Amortization/DCC	160,000	160,000	160,000	160,000	160,000	160,000
Total Revenue	831,647	849,060	868,711	885,068	911,284	923,361
Maintenance & Admin	284,570	315,162	320,150	327,280	334,500	337,410
Treatment	212,741	223,915	222,600	227,740	233,010	238,390
Capital Projects	200,000	200,000	200,000	383,000	1,121,000	1,121,000
Amortization	160,000	160,000	160,000	160,000	160,000	160,000
Total Expenditure	857,311	899,077	902,750	1,098,020	1,848,510	1,856,800
Surplus (Deficit)	(25,664)	(50,017)	(34,039)	(212,952)	(937,226)	(933,439)

	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Surplus						
Acc. Surplus - Begin Year	1,569,907	1,704,716	1,654,699	1,620,660	1,407,708	470,482
Surplus (Deficit)	134,809	(50,017)	(34,039)	(212,952)	(937,226)	(933,439)
Acc. Surplus - End Year	1,704,716	1,654,699	1,620,660	1,407,708	470,482	(462,957)
Crofton Sewer DCC						
Opening Balance	65,269	67,575	78,157	96,334	114,874	133,785
Interest	460	1,352	1,563	1,926	2,297	2,676
Contributions	1,846	9,230	16,614	16,614	16,614	16,614
Draws						
Closing Balance	67,575	78,157	96,334	114,874	133,785	153,075
Closing Surplus & DCC	1,772,291	1,732,856	1,716,994	1,522,582	604,267	(309,882)

Crofton Revenue

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax – No. Parcels	845	850	859	868	877	886
Parcel Tax – Annual Rate	425	438	451	465	479	493
Annual Parcel Tax Revenue	\$359,125	\$372,300	\$387,409	\$403,620	\$420,083	\$436,798
Annual Parcel Tax	425	438	451	465	479	493
Annual Sewer – Basic	275	283	291	300	309	318
Total Annual Charge	\$700	\$721	\$742	\$765	\$788	\$811
Annual Increase	\$13.00	\$21.00	\$21.00	\$23.00	\$23.00	\$23.00
% Increase	2%	3%	3%	3%	3%	3%

South End Sewer

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax & LAS	1,249,997	1,294,377	1,355,830	1,419,160	1,490,753	1,564,778
Sales of Service	1,083,324	1,115,029	1,147,684	1,181,320	1,215,965	1,251,649
Interest	146,600	164,600	174,900	163,100	101,300	
Amortization/DCC/GR	1,700,600	1,706,262	2,233,524	21,850,892	7,735,179	920,000
Total Revenue	4,180,521	4,280,268	4,911,938	24,614,472	10,543,197	3,736,427
Maint & Admin	726,461	923,331	792,010	809,750	827,890	832,860
Pumping	125,880	128,810	130,901	134,740	137,870	141,040
Treatment	668,481	643,606	639,129	652,371	665,903	679,748
Capital Projects	2,570,000	1,683,765	3,659,533	24,592,940	15,149,208	416,160
Fiscal Services	57,263	56,103	56,104	56,104	56,105	56,103
Amortization	800,000	800,000	800,000	810,000	810,000	820,000
Total Expenditure	4,948,085	4,235,615	6,077,677	27,055,905	17,646,976	2,945,911
Surplus (Deficit)	(767,564)	44,653	(1,165,739)	(2,441,433)	(7,103,779)	790,516

JUB Outfall Relocation

Updated Project Cost Estimate:

	2020	2021	2022	2023	Total
Grant	667,000	980,000	10,353,000		12,000,000
Others	239,000	454,000	6,408,000	6,825,000	13,926,000
North Cowichan	278,000	<u>526,000</u>	7,432,000	<u>7,916,000</u>	<u>16,152,000</u>
	1,184,000	1,960,000	24,193,000	14,741,000	42,078,000

2019 Project Cost Estimate:

2019	2020	2021	2022	Total
1,000,000	2,788,000	18,409,000	5,297,000	27,494,000



JUB Outfall Relocation

Updated Project cost:

	,				
	2019	2020	2021	2022	Total
Grant	667,000	1,859,000	8,274,000	1,200,000	12,000,000
Others	154,000	499,000	4,693,000	1,897,000	7,243,000
North Cowichan	<u>179,000</u>	430,000	<u>5,442,000</u>	2,200,000	<u>8,251,000</u>
	1,000,000	2,788,000	18,409,000	5,297,000	27,494,000



South End Surplus & DCC Balance

	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Surplus						
Acc. Surplus - Begin Year	9,523,316	10,671,318	10,715,971	9,550,232	7,108,799	5,020
Surplus (Deficit)	1,148,002	44,653	(1,165,739)	(2,441,433)	(7,103,779)	790,616
Acc. Surplus - End Year	10,671,318	10,715,971	9,550,232	7,108,799	5,020	795,636
South End Sewer DCC						
Opening Balance	5,397,575	5,594,096	5,829,002	6,253,142	2,410,891	2,676,921
Interest	43,341	111,882	116,580	125,063	48,218	53,538
Contributions	153,180	123,024	307,560	312,686	317,812	325,501
Draws				(4,280,000)	(100,000)	(100,000)
Closing Balance	5,594,096	5,829,002	6,253,142	2,410,891	2,676,921	2,955,960
Closing Surplus & DCC	16,265,414	16,544,973	15,803,374	9,519,690	2,681,941	3,751,596

South End Revenue

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax – Parcels	5,934	5,982	6,102	6,224	6,348	6,475
Parcel Tax - Rate	201	207	213	219	226	233
Annual Parcel Tax Revenue	\$1,192,734	\$1,238,274	\$1,299,726	\$1,363,056	\$1,434,648	\$1,508,675
Annual Parcel Tax	201	207	213	219	226	233
Annual Sewer – Basic	158	163	168	173	178	183
Total Annual Charge	\$359	\$370	\$381	\$392	\$404	\$416
Annual Increase	\$7.00	\$11.00	\$11.00	\$11.00	\$12.00	\$12.00
% Increase	2%	3%	3%	3%	3%	3%

Maple Bay Marina Sewer Treatment Plant

	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax	68,936	70,000	71,400	72,828	74,285	75,770
Sales of Service	25,014	25,000	25,500	26,010	26,530	27,061
Amortization	98,200	98,200	98,200	98,200	98,200	98,200
Total Revenue	192,150	193,200	195,100	197,038	199,015	201,031
Treatment	80,030	68,625	69,130	70,760	72,450	74,170
Capital Projects		25,000	25,000	25,000	25,000	
Amortization	98,200	98,200	98,200	98,200	98,200	98,200
Total Expenditure	178,230	191,825	192,330	193,960	195,650	172,370
Surplus (Deficit)	13,920	1,375	2,770	3,078	3,365	28,661
Beginning Surplus (Deficit)	13,158	27,078	28,453	31,223	34,301	37,666
Accumulated Surplus	27,078	28,453	31,223	34,301	37,666	66,327

Maple Bay Revenue

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Parcel Tax - Area	20.67	20.67	20.67	20.67	20.67	20.67
Parcel Tax – Rate	3,335	3,387	3,454	3,523	3,594	3,666
Annual Parcel Tax Revenue	\$68,936	\$70,000	\$71,400	\$72,828	\$74,285	\$75,770
Annual Parcel Tax	437	450	464	478	492	507
Annual Sewer – Basic	1,040	1,071	1,103	1,136	1,171	1,206
Total Annual Charge	\$1,477	\$1,521	\$1,567	\$1,614	\$1,662	\$1,712
Annual Increase		\$44	\$46	\$47	\$48	\$50
% Increase		3%	3%	3%	3%	3%

2020 Utility Rates - Sewer

Recommendation:

- ▶ Chemainus Sewer
 - ▶ Increase parcel tax and user fees by 2%
- ▶ Crofton Sewer
 - ▶ Increase parcel tax and user fee by 3%
- ▶ South End Sewer
 - ▶ Increase parcel tax and user fee by 3%
- ▶ Maple Bay Sewer Treatment Plant
 - Increase user fee by 2%

Report



Date March 4, 2020 File:

To Committee of the Whole

From Michelle Martineau, Manager of Legislative Services Endorsed:

Subject Establishment of a Notice of Motion Procedure

Purpose

To seek direction from the Committee of the Whole on establishing a formal process for submitting a "Notice of Motion".

Background

A "notice of motion" is a member's written notice to Council advising them that they intend to bring forward the motion that has been described therein to a future meeting for their consideration. Although the Council Procedure Bylaw includes notices of motions in the order of Council proceedings and business (under section 15(1)(j)), Council has not established any formal rules for members to follow when submitting their notice of motion, nor for staff when processing these requests.

Over the first 15 months (since inauguration), members of Council have put forth 15 notices of motion varying in complexity and implications for staff time and impact on the public. We have noted a trend in the use of "whereas" clauses (which are required in AVICC or UBCM resolutions but not typically needed in local government resolutions) in the notices of motion being submitted that are not complex in nature. The use of "whereas" clauses in these cases can over-complicate or cloud the member's intent. This does not mean that "whereas" clauses should be prohibited, rather we are suggesting that a detailed explanation be supplied in a supplemental report or memo which could explain the intent of the motion, the desired outcome, and how it aligns with Council's Strategic Plan for all notices of motion whether simple or complex in nature. There are times where the development of the notice of motion is more complex and the inclusion of "whereas" clauses is useful in expressing the reason or identifying certain requirements or prerequisites that must take place before an action is undertaken.

To get a better sense of this trend, we compared the number and complexity of the notices of motion received during that time period to those during the last 15 months of the previous term of Council, and found that only two of the 12 notices of motion which went before Council included "whereas" clauses and virtually all requested either a report, policy or bylaw to be developed by staff before Council made a decision. The following table illustrates that comparison.

	Number of notice of motions submitted	Use of whereas clauses within notices of motion	Notices of motion which included a request for a staff report
Past 15 months for current Council	15	7* / 47%	3 / 20%
Last 15 months of previous Council	12	2 / 17%	9** / 75%

Note* this number does not include the notice of motion for a proposed AVICC resolution which required the 'whereas' clauses.

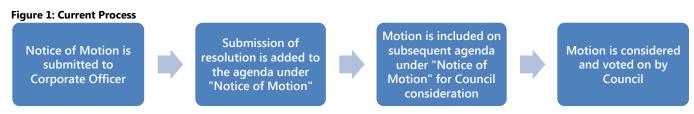
Note** although the other three notices of motion did not specifically request a report or recommendation from staff, they did request that a policy or bylaw to be developed as part of the resolution.

In addition to researching the number of and complexity of notices of motion submitted by members of Council, staff contacted over 20 Corporate Officers from island municipalities and larger communities like Vancouver, Burnaby, Kelowna, Maple Ridge and Surrey to ascertain if they had established a formal process for their members of Council when submitting a notice of motion. What was discovered, was that there is no consistent process established across the province and that although Nanaimo had adopted a Notice of Motion Policy and Vancouver had embedded a detailed process into their Procedure Bylaw, most of the remaining communities who responded indicated that they did not have any formal process in place that was in addition to the brief paragraph or statement contained within their Procedure Bylaws.

Discussion

Establishing a clear set of procedural rules for notices of motion allows Council and staff to have a clear understanding of the process that is both consistent and efficient. This way everyone, including the public, will know what to expect once a notice of motion is made.

The following figures reflect the current process (see figure 1) followed when a notice of motion is submitted by a member of Council and potential changes to that process (see figure 2). The flow of the process chart depicted in figure 2 has been developed based upon the established procedures from Nanaimo and Vancouver. Although the process identified in figure 2 is more detailed than in figure 1, the fleshing out of the policy in relation to content, deadlines, restrictions, exceptions, etc. will be workshopped during the Committee of the Whole meeting.



Member prepares Notice of Motion	Resolution is forwarded to Corporate Officer	Item is added to the Agenda under "Notice of Motion"	Item is added to subsequent Agenda under "New Business"	Matter is considered by Council	If referred back to staff - report to Council prepared	Matter is returned to Council
Identifies the topic, desired outcome, and how the resolution advances Council's Strategic Plan.	Member works with the Corporate Officer to adjust wording (if necessary) and determine the appropriate meeting date to bring the motion forward to after the notice has been given.	Member reads out their notice of motion at the meeting. There is no discussion on the matter at that meeting.	Member moves their motion, if seconded is considered by Council.	Resolution is adopted by Council, referred to staff or Committee of the Whole, defeated, etc.	to staff, a report will be	Resolution is adopted or, defeated.

Options

- 1. Provide direction to staff on the development of policy and form template. The benefit of creating a separate policy rather than amending the Council Procedure Bylaw is that any amendments to the Council Procedure Bylaw require the matter to go before Council at least twice before it can be amended, as well as meeting the notice requirements under the Community Charter. A new policy could provide direction on the submission process, such as:
 - content for the submission
 - any deadlines or exceptions
 - situations where a submission may be rejected
 - any restrictions when the notice is received (i.e. allow member making the notice of motion to provide some introductory remarks or other members to ask clarifying questions), and
 - whether to include a request for the creation of a standard template to be used by members

2. Maintain the status quo.

Implications

Establishing a policy for notices of motion will provide additional guidance to members of Council on how to submit a notice of motion and ensure that their intent is communicated clearly to Council and the public, and in many cases it also will allow staff an opportunity to fully analyze and advise Council of any financial, staff resource, legal and/or business planning implications (e.g. "If this motion is adopted, Planning staff will not anticipate completing X project previously committed for complete on Y date, until Z date, unless approximately ABC additional resources are allocated to outsource the work").

Recommendation

Staff is recommending option 1, that the Committee of Whole provide direction to staff on the development of a Notice of Motion Policy and a form template which members may use when submitting their requests.

Attachment(s):

- City of Nanaimo Notice of Motion Policy
- City of Victoria Council Member Motion Template
- Excerpt from City of Vancouver Procedure By-Law No.12577



Section:	ADMINISTRATION	01
Subsection:	COUNCIL	0550
Title:	NOTICE OF MOTION POLICY	01

POLICY

A Notice of Motion is the tool that Council members use to bring topics forward for consideration at a Council meeting. Prior to a member of Council bringing forward a notice of motion, it is recommended these steps, included in the process, be followed:

- 1. Member of Council identifies:
 - Topic
 - Desired outcome
 - How the resolution adheres to guiding principles in the 2019-2022 Strategic Plan
 - Drafts resolution and forwards to the City Clerk, copying Mayor and the CAO
- 2. The City Clerk:
 - Adjusts wording if required and discusses changes with member of Council
 - Determines appropriate meeting date to bring notice of motion forward and places on the agenda
- 3. The Member of Council bringing forward the resolution that is now on the agenda under "Notice of Motion":
 - Reads out the Notice of Motion on the Agenda
 NOTE: [No discussion or vote takes place at this time]
- 4. At the following Council Meeting that the Notice of Motion is considered, now under the "Other Business" heading of the agenda, the following options can occur:
 - Motion may be moved by Council member that brought forward the resolution
 - i. The motion requires a seconder
 - ii. Vote can occur
 - iii. Motion may be passed
 - iv. Motion may be defeated
 - Any member of Council may refer topic of resolution back to Staff for a report to determine implications, including financial, policy, administrative, legal etc.
 - i. Motion is in order at any time
 - ii. Motion requires a seconder
 - iii. Motion may be passed and item referred back to Staff
 - iv. Motion may be defeated and the original motion would require a vote

- 5. If the Resolution is referred back to Staff:
 - Staff reports back to Council with a Staff Report, as soon as possible, outlining any potential implications that may apply to proceeding with the resolution
 - City Council votes on proposed resolution after receiving Staff Report on subject matter if Staff Report was required

REASON FOR POLICY

This policy provides a process for members of Council to follow prior to drafting a notice of motion for presentation to Council. The notice of motion process during a meeting is outlined in Section 11 of "Council Procedure Bylaw 2018 No. 7272" as amended from time to time.

AUTHORITY TO ACT

Retained by Council.

PROCEDURE

Date: 2019-OCT-21 Approved by: Council



Council Member Motion Committee of the Whole Meeting of	, 2020	
Date:		
From:		
Subject:		
Background		
Recommendation		
Respectfully Submitted,		
List of Attachments		

Excerpt from City of Vancouver's Procedure By-Law No. 12577

PART 9 COUNCIL MEMBERS' MOTIONS

Notice of member's motion at Council meeting for future meeting

- 9.1 In order to give notice at a Council meeting of the Council member's intention to move a Council member's motion at a future Council meeting:
 - (a) the Council member must first deliver a notice of Council member's motion in written or electronic form, by title, to the City Clerk at the meeting, which must be at least one Council meeting prior to which the Council member intends to move the motion:
 - (b) the notice of the Council member's motion must stipulate the date of the Council meeting, which must be a Council meeting that does not follow a standing committee meeting.

Adding member's motion to the agenda

- 9.2 The exact text of a Council member's motion received by the City Clerk on or before 5:00 p.m. on Monday or, if that Monday is a statutory holiday, on or before 9:00 a.m. on Tuesday of the week preceding the week of the Council meeting at which the Council member intends to move the motion, will be added to the agenda for the next Council meeting in the order in which it was received, except that the City Clerk must not add the motion to the agenda if:
 - (a) it does not comply with section 9.1;
 - (b) it is delivered after the date and time stipulated in this by-law; or
 - (c) the motion is contrary to the provisions of the Vancouver Charter or other enactment that governs the City.

Motion must be same language as on agenda

9.3 Council members must move their motion, submitted in accordance with section 9.2, using the same language as is listed on the agenda.

Member's motion as new business

- 9.4 If a Council member wishes to move a member's motion as new business at a Council meeting, the Council member must:
 - (a) only do so at a Council meeting that does not follow a standing committee meeting; and
 - deliver the motion in written or electronic form to the City Clerk after the deadline set out in section 9.2 at or in advance of the meeting;

except that if any Council member calls notice on the motion before debate on the motion begins:

- (c) the calling of the notice is not debatable; and
- (d) the City Clerk must add the motion to the agenda of the next Council meeting following the date at which the member's motion is raised as new business.

Member's motion as urgent business

9.5 A Council member may move a motion at a Council meeting that follows a standing committee meeting, or at a Council meeting, as urgent business.

Chair's ruling on motion as urgent business

- 9.6 If the Chair rules that a motion referred to in section 9.5 is:
 - urgent business, Council must deal with the motion at the same meeting; or
 - (b) not urgent business, section 9.4 applies.

Moving member's motion

9.7 A Council member who brings forward a member's motion, in accordance with part 9, must move the motion in two minutes or less and must not recite the preamble.

Council member questions to mover of member's motion

9.8 After a Council member has introduced a Council members' motion, per section 9.7, but before the motion is on the floor of Council, each Council member may ask clarifying questions of the Council member moving the motion for one minute or less, including allowing time for responses.