

Municipality of North Cowichan

Regular Council

AGENDA

Wednesday, March 4, 2020, 1:30 p.m.
Municipal Hall - Council Chambers

Pages

1. CALL TO ORDER

This meeting is open to the public. All representations to Council form part of the public record. Proceedings will be streamed live and archived at northcowichan.ca.

2. APPROVAL OF AGENDA

Recommendation:

That Council adopt the agenda, as circulated [or as amended].

3. ADOPTION OF MINUTES

5 - 10

Recommendation:

That Council adopt the minutes of the meeting held February 19, 2020.

4. MAYOR'S REPORT

5. DELEGATIONS AND PRESENTATIONS

5.1 Cowichan Housing Society

Purpose: To hear from John Horn, Executive Director of the Cowichan Housing Society regarding how the Society can assist Council in achieving their social housing objectives within the Strategic Plan.

5.2 Cowichan Green Community

Purpose: To hear from Judy Stafford of the Cowichan Green Community regarding their 2019 projects and achievements.

5.3 Broombusters Invasive Plant Society

11 - 11

Purpose: To hear from Joanne Sales, Executive Director of Broombusters Invasive Plant Society regarding their successes and challenges with the invasive scotch broom plant.

6. PUBLIC INPUT

Opportunity for brief verbal input from registered speakers regarding subsequent agenda items.

7. BYLAWS

7.1 Bylaw 3777 - "Street Name Change Bylaw, 2020" 12 - 13

Purpose: To consider adoption of "Street Name Change Bylaw, 2020", No. 3777 for the purpose of renaming a portion of Green Road to Crosland Place.

Recommendation:

That Council adopt "Street Name Change Bylaw, 2020", No. 3777".

7.2 Bylaw 3778 - "Fees Amendment Bylaw, 2020" 14 - 15

Purpose: To consider adoption of "Fees Amendment Bylaw, 2020", No. 3778 for the purpose of increasing cemetery fees by three percent in 2020.

Recommendation:

That Council adopt "Fees Amendment Bylaw, 2020", No. 3778.

7.3 Bylaw 3779 - "Commercial Vehicle Licensing Repeal Bylaw, 2020" 16 - 16

Purpose: To consider adoption of "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779 for the purpose of repealing Bylaw 1964.

Recommendation:

That Council adopt "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779.

7.4 Bylaw 3781 - "MTI System Amendment Bylaw, 2020" 17 - 43

Purpose: To consider an amendment to the Municipal Ticket Information System Bylaw No. 3464 to remove Section 5 - Commercial Vehicle Licensing Bylaw 1964 from Schedules 1 and 2 and update the designated Bylaw Enforcement Officers in Schedule 1.

Recommendation:

That Council read a first, second and third time "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

8. REPORTS

8.1 Council Strategic Plan Administration Policy 44 - 48

Purpose: To provide Council with background information so that they may consider adoption of the Council Strategic Plan Administrative Policy.

Recommendation:

That Council approve the Council Strategic Plan Administrative Policy, as attached to the March 4, 2020 staff report.

9. NOTICE OF MOTIONS

10. UNFINISHED AND POSTPONED BUSINESS

10.1 Attendance at the Vancouver Island Symposium on Water Stewardship

Purpose: To amend the February 19, 2020 decision authorizing Councillors to attend the 3rd annual Vancouver Island Symposium on Water Stewardship in Courtenay.

Recommendation:

That Council ratify their February 27, 2020 decision to amend their February 19, 2020 resolution to "authorize Councillors Justice, Manhas and Sawrie to attend the April 24, 2020 session on Natural Assets as Ecological Systems and Services at the 3rd Annual Vancouver Island Symposium on Water Stewardship in a Changing Climate at the Florence Filberge Centre in Courtenay BC" by striking out "April 24, 2020 Session on Natural Assets as Ecological Systems and Services at the" and inserting "from April 22, 2020 to April 24, 2020" at the end.

10.2 Reconsideration of Senior Social and Housing Planner Position

49 - 53

Purpose: Mayor Siebring is requiring Council to reconsider their February 11, 2020 decision and vote again on the matter related to a full-time Social and Housing Planner position, as is his authority under section 131 of the *Community Charter*.

Recommendation:

(as previously) MOVED AND SECONDED that Council direct staff to include a full-time Social and Housing Planner in the 2020 Operating Budget.

11. NEW BUSINESS

11.1 Letter from Leadership Group

54 - 56

Purpose: To provide Council with information and a recommendation that supports the Cowichan Leadership Group's recommendation that each local government member write follow-up letters to the list of Ministers contacted in the February 16, 2020 letter from the Cowichan Leadership Group.

Recommendation:

That Council direct the Mayor to write follow-up letters to the list of Ministers contacted in the February 16th letter from the Cowichan Leadership Group with respect to the specific and ongoing social, financial, and staff capacity impacts the Mental Health/Opioid/ Homeless-ness Crisis is having on the Municipality of North Cowichan.

11.2 Respectful Spaces Bylaw

Purpose: To endorse the February 19, 2020 Committee of the Whole recommendation to direct staff to draft a Respectful Spaces Bylaw.

Recommendation:

That Council direct staff to draft a Respectful Spaces Bylaw as discussed at the February 19, 2020 Committee of the Whole meeting.

11.3 BC Energy Step Code

Purpose: To endorse the February 19, 2020 Committee of the Whole recommendation for the implementation of the BC Energy Step Code.

Recommendation:

That Council:

1. Endorse the implementation strategy for the BC Energy Step Code outlined in the February 19, 2020 staff report;
2. Allocate up to \$30,000 a year from the Climate Action and Energy Plan Reserve Fund for the provision of BC Energy Step Code rebates;
3. Direct staff 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. Direct staff to draft a BC Energy Step Code rebate policy for Council's review and consideration at a future meeting.

12. QUESTION PERIOD

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

13. ADJOURNMENT

Recommendation:

That Council adjourn the meeting at _____ p.m.

Municipality of North Cowichan Council - Regular and Public Hearings MINUTES

**February 19, 2020, 1:30 p.m.
Municipal Hall - Council Chambers**

Members Present Mayor Al Siebring
 Councillor Rob Douglas
 Councillor Christopher Justice
 Councillor Tek Manhas
 Councillor Kate Marsh (absent from 6:00 p.m. to 7:14 p.m.)
 Councillor Rosalie Sawrie
 Councillor Debra Toporowski

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
 Michelle Martineau, Corporate Officer
 Nelda Richardson, Deputy Corporate Officer
 Don Stewart, Director, Parks and Recreation
 Caroline von Schilling, Development Planner

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 1:30 p.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That Council adopt the February 19, 2020 Regular Council and Public Hearing agenda, as circulated.

CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

That Council adopt the following minutes:

1. Regular Council and Public Hearings meeting held January 29, 2020;
2. Special Council meeting held February 10, 2020; and
3. Special Council meeting held February 11, 2020, as amended.

CARRIED

4. MAYOR'S REPORT

The Mayor gave a verbal report on meetings and activities he recently attended.

5. PUBLIC INPUT

Council received brief public input regarding agenda items 6.2, 9.1 and 9.2 from two registered speakers.

6. BYLAWS

6.1 Bylaw 3767 - "Zoning Amendment Bylaw (Reduction of Setbacks in Agricultural Zones), 2019"

IT WAS MOVED AND SECONDED:

That Council adopt "Zoning Amendment Bylaw (Reduction of Setbacks in Agricultural Zones), 2019", No. 3767.

CARRIED

6.2 Bylaw 3777 - "Street Name Change Bylaw, 2020"

IT WAS MOVED AND SECONDED:

That Council read a first time "Street Name Change Bylaw, 2020", No. 3777".

CARRIED

IT WAS MOVED AND SECONDED:

That Council strike out item (b) in "Street Name Change Bylaw, 2020", No.3777".

CARRIED

IT WAS MOVED AND SECONDED:

That Council read a second and third time, "Street Name Change Bylaw, 2020", No. 3777" as amended.

CARRIED

IT WAS MOVED AND SECONDED:

That Council direct the Mayor to write a letter to Chief Brown, Penelakut Nation, with respect to suggestions for the renaming of the portion of Humbird Street north of Wul'aam / Echo Heights Park.

(Opposed: Siebring; Manhas)

CARRIED

6.3 Bylaw 3778 - "Fees Amendment Bylaw, 2020"

IT WAS MOVED AND SECONDED:

That Council read a first, second and third time "Fees Amendment Bylaw, 2020", No. 3778.

CARRIED

6.4 Bylaw 3779 - "Commercial Vehicle Licensing Repeal Bylaw, 2020"

IT WAS MOVED AND SECONDED:

1. That Council read a first, second and third time "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779; and
2. That Council direct staff to prepare an amendment bylaw to "Municipal Ticket Information System Bylaw, 2013", No. 3464 to remove Section 5 - Commercial Vehicle Licensing Bylaw 1964 from Bylaw 3464.

CARRIED

7. REPORTS

7.1 BC Winter and Summer Games - Invitation to Host

IT WAS MOVED AND SECONDED:

That Council refer the invitation to host the BC Summer and Winter Games in 2024 or 2026 to the Cowichan Valley Regional District (CVRD) for consideration to be held as a regional event.

CARRIED

Councillor Marsh left the meeting at 2:13 p.m. and returned to the meeting at 2:16 p.m.

7.2 Trail Maintenance Policy

IT WAS MOVED AND SECONDED:

That Council adopt the Trail Maintenance Policy attached to the February 19, 2020 staff report.

CARRIED

7.3 Senior Social and Housing Planner Position - Implications of not hiring

Discussions took place.

8. NOTICE OF MOTIONS

None.

9. NEW BUSINESS

9.1 Environmental Protection Bylaws

IT WAS MOVED AND SECONDED:

That Council direct staff to prepare a high-level report that (1) provides an inventory of North Cowichan's current environmental protection policies; (2) identifies related issues and opportunities; and (3) recommends a process for strengthening environmental protection policies as part of the rewrite of the Official Community Plan (OCP); and that potential focus areas include the prevention of unauthorized land clearing; maintenance of natural hydrological functions and erosion prevention; prevention of nutrient/pollutants getting into storm drains and natural watercourses; noxious and invasive weeds; Garry oak ecosystem protection; wildlife habitat protection; urban forest enhancement; greenways protection/creation; and pesticide herbicide use.

CARRIED

9.2 Natural Assets as Ecological Systems and Services - Conference Attendance

IT WAS MOVED AND SECONDED:

That Council authorize Councillors Justice, Manhas and Sawrie to attend the April 24, 2020 session on Natural Assets as Ecological Systems and Services at the 3rd Annual Vancouver Island Symposium on Water Stewardship in a Changing Climate at the Florence Filberg Centre in Courtenay, BC.

CARRIED

IT WAS MOVED AND SECONDED:

That Council waive the provision under the Council Procedure Bylaw in order to move item 13 (Question Period) of the agenda ahead of item 10.

CARRIED

10. ADJOURN COUNCIL MEETING TO RECONVENE AT 6:00 P.M.

IT WAS MOVED AND SECONDED:

That the meeting be adjourned at 3:23 p.m. to reconvene at 6:00 p.m. this evening in Council Chambers.

CARRIED

Councillor Marsh left the meeting at 3:23 p.m. and did not return for the public hearings.

11. PUBLIC HEARINGS AND PUBLIC MEETINGS 6:00 P.M.

Mayor Siebring reconvened the meeting at 6:00 p.m.

11.1 Bylaw No. 3773 - "Zoning Amendment Bylaw (4029 Normandy Road), 2020"

Mayor Siebring called the public hearing to order at 6:00 p.m.

The Mayor asked the Corporate Officer to provide an overview of the correspondence received. The Corporate Officer confirmed that public hearing's notice requirements were met prior to providing a summary of the written correspondence received.

9 written submissions were received prior to the 1:00 p.m. deadline:

- One submission from two residents stated they were opposed to the application and who believed that their property would be impacted by the additional water consumption, the building of the new septic field, visually, and by the change in the form and character of the neighbourhood.
- Eight submissions from a total of fourteen residents stated they were in support of the application all indicated that they had seen the elevation drawings and site location of the proposed dwelling.

The Mayor then invited staff to introduce the application for Zoning Amendment Bylaw 3773. A summary of the application was provided and staff responded to questions from Council.

The applicant, Philip MacDonald, was then invited to provide an overview of his application. Mr. MacDonald indicated that the cottage is intended to house his mother in-law and then him and his wife at some point in the future. The proposed changes to

the application, as outlined in the handout provided to Council, noted a change to the siting for the house and septic field from 10 feet from the property line, as originally proposed, to 40 feet from the property line, including confirmation from Cowichan WastewaterPlus Inc. that moving the dispersal field would not impact or change the current sand mound design. Mr. MacDonald also responded to comments from his neighbour related to sightlines and water shortages, indicating that he would do what he could to reduce the overall height and though previously they were a family of five living on the property, that there would only be three people after the cottage was constructed.

Mayor Siebring then called for submissions from the public and one member (Tom Todd) came forward. Mr. Todd stated that he and his wife were opposed to the application as they own the adjoining property and were concerned about impacts to water volume and storage capacity to their existing well and property, control of future use of the subject property and the proposed dwelling following completion of construction, siting of the septic field, visual impacts and that the development will negatively impact the neighbourhood.

Mayor Siebring called for submissions from the public for a second time. No one in attendance wished to speak to the application.

Mayor Siebring called for submissions from the public for a third and final time before declaring the public hearing closed at 6:45 p.m.

IT WAS MOVED AND SECONDED:

That Council read a third time "Zoning Amendment Bylaw (4029 Normandy Road), 2020", No. 3773.

(Opposed: Douglas; Justice; Sawrie; Toporowski)

DEFEATED

11.2 Bylaw No. 3774 - "Zoning Amendment Bylaw (2755 Crozier Road), 2020"

Mayor Siebring called the public hearing to order at 7:03 p.m.

The Mayor asked the Corporate Officer to provide an overview of the correspondence received. The Corporate Officer confirmed that the public hearing's notice requirements were met and that no written submissions were received in response to the notification.

The Mayor then invited staff to introduce the application for Zoning Amendment Bylaw 3774. A summary of the application was provided and staff responded to questions from Council.

The Mayor invited the proponent to provide an overview of the application.

The applicant, Art Kendall, President, Mount Brenton Golf Course, was invited to provide an overview of his application. Mr. Kendall stated that the subject property was purchased 26-years ago with R1 zoning and later rezoned to C4 to accommodate a subdivision which was abandoned 20 years ago. He indicated that they were unable to sell property with the current C4 zoning which was why they were requesting to amend its use to return it back to its original R1 zoning.

As there were no members of the public present in the gallery, other than the applicants, Mayor Siebring declared the public hearing closed at 7:13 p.m.

IT WAS MOVED AND SECONDED:

That Council read a third time "Zoning Amendment Bylaw (2755 Crozier Road), 2020", No. 3774.

CARRIED

12. RESUME COUNCIL MEETING

Council resumed the meeting at 7:14 p.m.

13. QUESTION PERIOD

Council received no questions from the public regarding business considered at this meeting (this item was dealt with prior to item 10).

14. ADJOURNMENT

The Mayor adjourned the meeting at 7:14 p.m.

Certified by Corporate Officer
(Minutes certified "correct" and Public
Hearing report certified "fair and accurate")

Signed by Mayor

BROOMBUSTERS INVASIVE PLANT SOCIETY

2020 Outline of Delegation by Joanne Sales, Director of Broombusters.

To the Municipality of North Cowichan www.broombusters.org

HIGHLIGHTS. Broombusters was formed in 2006 – 14 years ago. It has been very successful. However, the crisis still remains. Our primary concern is the fire hazard that Scotch broom creates. Also, we have become acutely aware of how extensive the invasion of Scotch broom has been globally, taking over whole mountains in countries from New Zealand to Brazil to Croatia. We will have to be very proactive to prevent a similar tragedy on Vancouver Island, considering how broom stretches across the island under the BC Hydro transmission lines.

In this delegation, Broombusters would like to update council on the continuing efforts of volunteers in North Cowichan, and to share hopes and plans for 2020.

We can also update Council on the success of other municipalities that have adopted by-laws to eliminate or limit Scotch broom and other invasive plants. (Parksville, Nanaimo, Qualicum Beach.)

WHY CUT SCOTCH BROOM? Broom is an aggressive alien non-native invasive plant. It does great damage to the ecosystem, crowds out native plants, takes over farms, pastures and meadows and prevents forest regrowth. It's highly flammable and toxic to animals and the soil. It spreads like wildfire. The 20,000 seeds from a single plant can last in the soil for over 30 years. Broom seriously harms forestry, farming, tourism, our ecosystem and our health.

FIRE HAZARD: The Fire Chief of Powell River, Terry Peters, started a chapter of Broombusters in Powell River because of his alarm about the fire dangers. He says, "Scotch Broom is a volatile flash fuel - particularly with the mature plants. The presence of Scotch broom will increase a wildfire's fuel load and escalate the fire's intensity, compromising fire situations and making them more difficult to fight." 58% of N. Cowichan's land base is at extreme or high risk of forest fires.

WHAT MAKES BROOMBUSTERS UNIQUE & EFFECTIVE?

Broombusters is an umbrella non-profit society. Our goal is to support the efforts of local residents, educating volunteers, providing signs, tools, and handouts, and helping with such work as website, presentations, and media. Volunteers are then free to just cut broom. It's a community building endeavor and all are invited.

Broombusters "**Cut Broom in Bloom.**" It works. Most mature plants die when cut in bloom, at ground level, when the plant's energy is above ground in flowers, followed by summer's dry heat. So, cutting broom works. Pulling and excavating will stimulate new seeds to sprout as disturbed soil exposes seeds to the sun.

Broombusters would like to **thank** North Cowichan council for its support. And ask – *What can we do to be more effective for the benefit of Vancouver Island?*



The Corporation of the District of North Cowichan
Street Name Change Bylaw, 2020
Bylaw 3777

The Council of The Corporation of the District of North Cowichan enacts as follows:

- 1 This Bylaw renames:
 - (a) a portion of Green Road to "Crosland Place" as shown in red on Schedule 1.

READ a first time on February 19, 2020
READ a second time, as amended on February 19, 2020
READ a third time on February 19, 2020
ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

SCHEDULE 1

LEGEND:

■ ■ ■ ■ ■ Portion of Green Road to be renamed to **CROSLAND PLACE**.

● ● ● ● ● Portion of Green Road to remain named Green Road.

Orthophoto is from 2017 Aerial Photography

Cowichan Commons
Access (Private Road)

NORTH

TRANS
CANADA

ROAD

HIGHWAY

ESQUIMALT

AND

CROSLAND PLACE

GREEN

ROAD

NANAIMO RAILWAY

FAIRVIEW

WAY

AVERILL

RENAMING OF PART OF GREEN ROAD

Prepared by the North Cowichan Engineering Department, January 16, 2020

MUNICIPALITY OF

NORTH
Cowichan



The Corporation of the District of North Cowichan

Fees Amendment Bylaw, 2020

Bylaw 3778

The Council of The Corporation of The District of North Cowichan enacts as follows:

1 *The Schedule of "Fees Bylaw", No. 3603, is amended*

(a) *by repealing section 5 [Cemetery Fees] and substituting the following:*

CEMETERY FEES

(Section 5)

Item	Column 1 Description	Column 2 Amount
1	Grave Space for Adult (13 years and older) – Resident	\$1,429
2	Grave Space for Adult (13 years and older) – Non-resident	\$3,157
3	Grave Space for Child – Resident	\$507
4	Grave Space for Child – Non-resident	\$1,002
5	Grave Space for Cremated Remains – Resident	\$456
6	Grave Space for Cremated Remains – Non-resident	\$1,036
7	Columbarium Niche – Resident	\$1,474
8	Columbarium Niche – Non-resident	\$2,943
9	Columbarium Bottom Row Niche – Resident	\$1,295
10	Columbarium Bottom Row Niche – Non-resident	\$2,572
11	Columbarium Inurnment	\$456
12	Columbarium Inurnment – after hours, weekends or holidays	\$911
13	Columbarium Niche Plate Engraving and Handling	\$456
14	Burial for Adult	\$1,621
15	Burial for Adult – after hours, weekends or holidays	\$3,236
16	Burial for Child	\$793
17	Burial for Child – after hours, weekends or holidays	\$1,587
18	Burial for Cremated Remains	\$765
19	Burial for Cremated Remains – after hours, weekends or holidays	\$1,587

CEMETERY FEES*(Section 5)*

Item	Column 1 Description	Column 2 Amount
20	Exhumation of Adult	\$3,230
21	Exhumation of Adult – after hours, weekends or holidays	\$6,455
22	Exhumation of Child	\$1,587
23	Exhumation of Child – after hours, weekends or holidays	\$3,168
24	Exhumation of Cremated Remains	\$1,188
25	Exhumation of Cremated Remains –after hours, weekends or holidays	\$2,380
26	Memorial Installation	\$411
27	Remove curbs or capping and re-seed	\$529
28	Transfer grave space or columbarium niche	\$48
29	Concrete base for single marker	\$327
30	Concrete base for double marker	\$388
31	Base for fibreglass liner	\$327
32	Supply and install fibreglass liner without base	\$765
33	Fibreglass cremated remains container	\$259
34	Memorial tree with bronze plaque on granite base	\$1,270
35	Memorial bench – smooth, grey, concrete legs, base, back & seat	\$1,390
36	Memorial bench – smooth, coloured, concrete legs, base, back & seat	\$1,465
37	Memorial bench – concrete legs and base; cedar back & seat	\$1,480
38	Memorial picnic table – concrete	\$1,755
39	Vault handling – per hour	\$259

READ a first time on February 19, 2020
 READ a second time on February 19, 2020
 READ a third time on February 19, 2020
 ADOPTED on, 2020

 CORPORATE OFFICER

 PRESIDING MEMBER



The Corporation of the District of North Cowichan
"Commercial Vehicle Licensing Repeal Bylaw, 2020"
No. 3779

Contents

The Council of The Corporation of the District of North Cowichan enacts as follows:

1 Title:

This bylaw may be cited as "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779

2 Repeal:


"Commercial Vehicle Licensing Bylaw, 1964", No. 984 is hereby repealed.

READ a first time on February 19, 2020
READ a second time on February 19, 2020
READ a third time on February 19, 2020
ADOPTED on, 2020

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date March 4, 2020 File: 3900-50
To Council
From Nelda Richardson, Deputy Corporate Officer Endorsed: 
Subject Proposed "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781

Purpose

To consider an amendment to the Municipal Ticket Information System Bylaw No. 3464 to remove Section 5 - Commercial Vehicle Licensing Bylaw 1964 from Schedules 1 and 2 and update the designated Bylaw Enforcement Officers in Schedule 1.

Background

At the February 19, 2020 Regular Meeting of Council, Council made the following motion;

"That Council direct staff to prepare an amendment bylaw to "Municipal Ticket Information System Bylaw, 2013", No. 3464 to remove Section 5 - Commercial Vehicle Licensing Bylaw 1964 from Bylaw 3464".

Discussion

Municipal Ticket Information System Bylaw 3464 (Bylaw 3464) came into effect June 19, 2013 and has been amended ten times to reflect changes to other regulatory bylaws. Bylaw 3464 sets out who Council has designated as Bylaw Enforcement Officers (BEOs), as listed under Column 2 of Schedule 1, for the purpose of enforcing each of the regulatory bylaws, as listed in Column 1 of Schedule 1, by means of a ticket.

Following Council's direction, staff are bringing forward "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781 for first three readings. This bylaw removes item 5 from Schedule 1 and section 5 from Schedule 2 (Commercial Vehicle Licensing Bylaw 1964) as Bylaw 1964 is being repealed by Council. In addition to that amendment, the position titles for designated BEOs under Schedule 1 has been updated to reflect the title changes under the current organizational structure as follows:

Designated Bylaw	Current position title listed in Bylaw 3464	Change to position title reflected in Bylaw 3781
Animal Responsibility Bylaw 2019		Manager of Fire and Bylaw Services (added)
Blasting Bylaw 2006	Director of Engineering & Operations	Director of Engineering (added) Manager of Fire and Bylaw Services (added)
Building Bylaw 2003	Manager of Building and Compliance	Chief Building Inspector (added) Manager of Fire and Bylaw Services (added)
Business Licence Bylaw 2002	Manager of Building and Compliance	Manager of Fire and Bylaw Services (added)
Fire Protection Bylaw		Manager of Fire and Bylaw Services (added)
Fireworks Bylaw 1974		Manager of Fire and Bylaw Services (added)
Float Home Standards Bylaw 1999		Chief Building Inspector (added)

Designated Bylaw	Current position title listed in Bylaw 3464	Change to position title reflected in Bylaw 3781
	Manager of Building and Compliance	Manager of Fire and Bylaw Services (added)
Forest Use Bylaw 2007		Manager of Fire and Bylaw Services (added)
Highway Use Bylaw 1988		Manager of Fire and Bylaw Services (added)
Noise Bylaw 1995	Manager of Building and Compliance	Manager of Fire and Bylaw Services (added)
Nuisance (Controlled Substance) Bylaw 2006	Manager of Building and Compliance	Chief Building Inspector (added) Manager of Fire and Bylaw Services (added)
Official Community Plan Bylaw	Director of Development Services	Director of Planning and Building (added) Manager of Fire and Bylaw Services (added)
Parks and Public Places Regulation Bylaw	Director of Parks, Forestry, and Recreation	Director of Parks and Recreation (added) Manager of Fire and Bylaw Services (added)
Sign Bylaw	Manager of Building and Compliance	Chief Building Inspector (added) Manager of Fire and Bylaw Services (added)
Soil Removal and Deposit Bylaw 2009	Director of Engineering & Operations Manager of Building and Compliance	Director of Engineering (added) Manager of Fire and Bylaw Services (added)
Traffic Bylaw 1988		Manager of Fire and Bylaw Services (added)
Untidy and Unsightly Premises Bylaw 1991		Manager of Fire and Bylaw Services (added)
Waste Collection Bylaw	Director of Engineering & Operations	Manager of Operations (added) Manager of Fire and Bylaw Services (added)
Waterworks Bylaw	Manager of Building and Compliance	Manager of Fire and Bylaw Services (added)
Zoning Bylaw 1997	Director of Development Services Business Licence Inspector Manager of Building and Compliance	Director of Planning and Building (added) Business Licence Officer (added) Manager of Fire and Bylaw Services (added)

Options

1. Give bylaw first three readings as presented (Recommended Option)

That Council give first, second and third reading to "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

2. Provide direction for amendments to bylaw prior to second and third readings. If bylaw is to be amended then the following motions must be made separately.

- (i) That Council give first reading to "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.
- (ii) That Council amend "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781 by [striking out/inserting _____].
- (iii) That Council give second and third reading to "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781 as amended.

Implications

There are no financial implications to North Cowichan if "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781 is adopted.

Recommendation

That Council read a first, second and third time "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

Attachment 1 – Proposed Draft "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781

Attachment 2 – February 19, 2020 Staff Report – Proposed "Commercial Vehicle Licencing Repeal Bylaw, 2020", No. 3779



The Corporation of the District of North Cowichan

Municipal Ticket Information System Amendment Bylaw, 2020

Bylaw 3781

The Council of The Corporation of the District of North Cowichan enacts as follows:

Title

1. This Bylaw may be cited as "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

Amendment

2. "Municipal Ticket Information System Bylaw," No. 3464 is amended as follows:
 - (a) by deleting Schedule 1 and replacing it with Schedule 1 as attached to and forming part of this bylaw.
 - (b) by deleting Schedule 2 and replacing it with Schedule 2 as attached to and forming part of this bylaw.

Read a first time on
Read a second time on
Read a third time on
Adopted on

CORPORATE OFFICER

PRESIDING MEMBER

SCHEDULE 1

Item	Column 1 Designated Bylaw	Column 2 Designated Bylaw Enforcement Officers
1	Animal Responsibility Bylaw 2019	Animal Control Officer Bylaw Compliance Officer Manager of Fire and Bylaw Services Poundkeeper RCMP Officer
2	Blasting Bylaw 2006	Bylaw Compliance Officer Director of Engineering Manager of Fire and Bylaw Services
3	Building Bylaw 2003	Bylaw Compliance Officer Chief Building Inspector Manager of Fire and Bylaw Services
4	Business Licence Bylaw 2002	Business Licence Officer Bylaw Compliance Officer Manager of Fire and Bylaw Services
5	Fire Protection Bylaw 2008	Bylaw Compliance Officer Fire Chief Local Assistant to the Fire Commissioner Manager of Fire and Bylaw Services Municipal Forester RCMP Officer
6	Fireworks Bylaw 1974	Bylaw Compliance Officer Manager of Fire and Bylaw Services RCMP Officer
7	Float Home Standards Bylaw 1999	Chief Building Inspector Bylaw Compliance Officer Manager of Fire and Bylaw Services
8	Forest Use Bylaw 2007	Bylaw Compliance Officer Manager of Fire and Bylaw Services Municipal Forester
9	Highway Use Bylaw 1988	Animal Control Officer Bylaw Compliance Officer Commercial Transport Inspection Officer Manager of Fire and Bylaw Services

Item	Column 1 Designated Bylaw	Column 2 Designated Bylaw Enforcement Officers
		Manager of Operations RCMP Officer
10	Noise Bylaw 1995	Animal Control Officer Bylaw Compliance Officer Manager of Fire and Bylaw Services RCMP Officer
11	Nuisance (Controlled Substance) Bylaw 2006	Bylaw Compliance Officer Chief Building Inspector Manager of Fire and Bylaw Services RCMP Officer
12	Official Community Plan Bylaw	Bylaw Compliance Officer Director of Planning and Building Manager of Fire and Bylaw Services
13	Parks and Public Places Regulation Bylaw	Bylaw Compliance Officer Director of Parks and Recreation Manager of Fire and Bylaw Services Municipal Forester RCMP Officer
14	Sign Bylaw	Bylaw Compliance Officer Chief Building Inspector Manager of Fire and Bylaw Services
15	Soil Removal and Deposit Bylaw 2009	Bylaw Compliance Officer Director of Engineering Manager of Fire and Bylaw Services
16	Traffic Bylaw 1988	Bylaw Compliance Officer Manager of Fire and Bylaw Services Manager of Operations RCMP Officer
17	Untidy and Unsightly Premises Bylaw 1991	Bylaw Compliance Officer Manager of Fire and Bylaw Services
18	Waste Collection Bylaw	Bylaw Compliance Officer Manager of Fire and Bylaw Services Manager of Operations
19	Waterworks Bylaw	Bylaw Compliance Officer

Item	Column 1	Column 2
	Designated Bylaw	Designated Bylaw Enforcement Officers
		Manager of Fire and Bylaw Services Manager of Operations
20	Zoning Bylaw 1997	Bylaw Compliance Officer Director of Planning and Building Manager of Fire and Bylaw Services

SCHEDULE 2

Section 1 – Animal Responsibility Bylaw 2019

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Keep more than 6 companion animals	3	\$100
2	Harbour more than 3 dogs	3	\$100
3	Harbour more than 5 cats	3	\$100
4	Keep rabbits in an unsecured outdoor pen	4	\$100
5	Improper keeping of bees	5 (a)(b)	\$150
6	Cat running At-Large without identification	6	\$50
7	Cat not spayed or neutered	7.1	\$100
8	Use of Prohibited Animals	8 (a)(b)(c)(d)(e)(f)	\$200
9	Commit Animal Cruelty	18 (a)(b)(c)(d)(e)	\$475
10	Fail to provide basic animal care requirements	19 (a)(b)(c)(d)(e)	\$200
11	Fail to meet outdoor shelter requirements	20; 21 (i)(ii)(iii)(iv)	\$150
12	Excessive confinement of a dog	21 (a)	\$150
13	Fail to meet sanitation requirements.	22	\$100
14	Unlawful tying or tethering of animals.	23 (a – i, ii, iii) (b)(c)(d)(e)	\$150
15	Unlawful transport of animals in motor vehicle	24 (a)	\$150
16	Unlawful confinement without Adequate Ventilation	24 (b)	\$475
17	Unlawful exercising of a Dog next to a motor vehicle	25 (a)	\$200
18	Unlawful exercising of a Dog next to a bicycle	25 (b)	\$100
19	Use, set, or maintain a trap	27	\$475
20	Allow Animals to trespass on private property		
	1 st offence	28	\$100
	2 nd offence		\$200
	3 rd offence		\$300
21	Allow Dog to be off-leash in public		
	1 st offence	29	\$100
	2 nd offence		\$200
	3 rd offence		\$300
22	Insufficient care, custody or control of a Dog	30	\$100
23	Permit a Dog to obstruct a pathway or Municipal sidewalk	32	\$100
24	Fail to securely confine a snake or other reptile in a Public Place	33	\$100
25	Insufficient control of an Animal in a public place	34	\$100
26	Unlawful Animal performances	35 (a)(b)(c)(d)	\$475

SCHEDULE 2

Section 1 – Animal Responsibility Bylaw 2019

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
27	Allow an animal to damage public property	36	\$200
28	Unlawfully chase, harass, molest, attack or injure an animal or person	38	\$475
29	Fail to confine a female Dog in heat	39	\$100
30	Fail to obtain a Dog licence	41	\$100
31	Fail to affix a valid licence tag on a Dog	47	\$50
32	Unlawful removal of a licence tag	49	\$100
33	Unlawful possession of an Animal-At-Large	50	\$200
34	Fail to obtain a kennel licence.	56	\$250
35	Fail to supply annual documentation for an Aggressive Dog	67 (a)(b)(c)	\$300
36	Fail to keep secure an Aggressive Dog	69 (a)	\$300
37	Aggressive Dog At-Large	69 (b)	\$475
38	Fail to muzzle an Aggressive Dog	69 (c)	\$300
39	Improper Enclosure of an Aggressive Dog	69 (e); 71 (a)(b)(c)	\$300
40	Aggressive Dog on school grounds, playgrounds, or restricted areas	70 (a)(b)(c)	\$300
41	Fail to comply with conditions for an Aggressive Dog	72 (b) (c) (f)	\$300
42	Fail to display Aggressive Dog Signage	69 (d); 77	\$200
43	Fail to meet requirements for Guard Dogs	82 (a) (b) (d)	\$300
44	Fail to display Guard Dog signage	82 (c)	\$200
45	Fail to remove and dispose of Dog excrement	83	\$100
46	Improper deposit of Dog excrement	84	\$100
47	Allow or permit a Noisy Dog		
	1 st offence	85 (a)(b)(c)(d)	\$100
	2 nd offence		\$200
	3 rd offence		\$300
48	Unlawfully feed Wildlife	86 (a)(b)(c)(d)(e)(f)	\$200
49	Fail to provide information to Animal Control Officer	107 (a)(b)(c)(d)(e); 108 (a)(b)(c)(d)	\$200
50	Obstruct Animal Control Officer	111 (a)(b)(c)(d)	\$475

Section 2 – Blasting Bylaw 2006

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	No Permit	1	\$100
2	Blast after 6:00 p.m. but before 7:00 a.m.	3(4)(a)	\$100
3	Blasting on Sunday	3(4)(b)	\$100
4	Fail to Abide with Conditions of Blasting Near School	3(4)(c)	\$200
5	Blast when Conditions Prohibit Blasting	3(4)(d)	\$100
6	Fail to Abide with Conditions of Blasting Permit	3(4)(e)	\$100
7	Fail to Arrange Pre-blast Inspection	3(5)(a)	\$100
8	Fail to Provide Inspection Report when Requested	3(5)(b)	\$100
9	Fail to Provide Seismic Monitoring	3(5)(c)	\$100
10	Fail to Give Notice of Exceeding Maximum Ground Vibration	3(5)(d)	\$100
11	Fail to Keep Accurate Records	3(5)(e)	\$100
12	Fail to Make Records Available	3(5)(f)	\$100
13	Exceed Maximum Ground Vibration	3(6)	\$100
14	Fail to Return Cancelled Permit	3(8)	\$100
15	Fail to Give Notice of Blast within 300 Metres of House	4(1)(a)	\$100
16	Fail to Take Necessary Precautions to Protect Property	4(1)(b)	\$100
17	Fail to Warn of Blast Near Public Thoroughfare	4(2)	\$100
18	Blast within 300 Metres of Hospital without giving 24 hours' Notice	4(3)	\$100
19	Fail to Give Notice of Blast Adjacent to Public Utility	4(4)	\$100
20	Interfere with Director of Engineering	5(2)	\$100

Section 3 – Building Bylaw 2003

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	No Building Permit	6(a)	\$200
2	Fail to Abide with Work Stop Order	6(b)	\$200
3	Submit False Permit Application Information	6(c)	\$200
4	Interfere with Building Inspector's Duties	6(d)	\$200
5	Work Contrary to Plans	6(e)	\$100
6	Tamper with Notice, Permit or Certificate	6(f)	\$100

Section 3 – Building Bylaw 2003

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
7	No Occupancy Permit	6(g)(i)	\$200
8	Occupancy Contrary to Permit or Notice	6(g)(iii)	\$100
9	Fail to Post Permit	14(4)(a)	\$50
10	No Occupancy Certificate	14(4)(b)	\$100
11	Fail to Post Address	14(4)(c)	\$50
12	Fail to Furnish Sewer Hookup Information	14(4)(e)	\$50
13	Fail to Obtain Survey of Non-Encroachment	14(5)	\$100
14	No Building Inspection	15(3)	\$100
15	No Moving Permit	17(1), (4)	\$100
16	No Demolition Permit	18(1)	\$100
17	No Fireplace or Chimney Permit	19(1)	\$100

Section 4 – Business Licence Bylaw 2002

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	No Business Licence	2(1)(a)	\$200
2	Carrying on Business Without Licence for Each Location	2(1)(b)	\$200
3	Fail to Post Business Licence	3(a)	\$50
4	Fail to Notify Change of Mailing Address/Business Name	3(b)	\$50
5	Fail to Comply with Terms and Conditions of Licence	3(c)	\$200
6	Change Business Location Without Transfer	4(2)	\$50
7	Remove Suspension Notice	9(2)	\$100
8	Refuse to Allow Inspection	11(2)	\$200
9	No Mobile Food Service Licence	7.2 (1)	\$200
10	Operating a mobile food service business contrary to requirements	7.2 (3-11) 7.3 7.4	\$200

Section 5 – Fire Protection Bylaw 2008

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Allow Fire Hazard	2(1)	\$150
2	Fail to Clean Chimney When Required	2(2)	\$150
3	Accumulate Combustible Waste	2(3)	\$150
4	Block Aisle, Passage or Stairway	2(4)	\$50
5	Flammable Substances in Vacant Building	2(5)(a)	\$100
6	Unsecured Vacant Building	2(5)(b)	\$100
7	Unsecured Fire Damaged Building	2(6)(b)	\$100
8	Fail to Clean-up Debris When Required	2(7)	\$150
9	Refuse to Allow Inspection	2(8)	\$200
10	Fail to Eliminate Fire Hazard	2(9)	\$200
11	Fail to Obey Order to Assist	3(2)	\$100
12	Fail to Comply with Evacuation Order	3(7)	\$100
13	Obstruct Fire Services Personnel	3(10)	\$150
14	Obstruct Access to Fire Hydrant	3(12)	\$100
15	Enter Restricted Area	3(8)	\$100
16	Open Fire Hydrant	3(11)	\$100
17	Unlawful Incineration	7(1)	\$100
18	Unsupervised Outdoor Fire	9	\$250
19	Unlawful burning – first offence		\$250
	Unlawful burning – second offence	11	\$500
	Unlawful burning – third offence		\$1 000
20	Illegal Burning to Clear, Till, or Grade Land	11	\$1 000
21	Burn Prohibited Materials	11	\$500
22	Non-compliant Recreational Fire Pit	12	\$50

Section 6 – Fireworks Bylaw 1974

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Sell Fireworks	2(a)	\$100
2	Unlawfully Possess Fireworks	2(b)	\$200
3	Unlawfully Discharge Fireworks	2(b)	\$200

Section 7 – Float Home Standards Bylaw 1999

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	No Building Permit	5	\$100
2	Building Permit Not Posted	6	\$50
3	Flotation System Design not Certified	8	\$100
4	Pumps not in Working Order	9	\$100
5	No Sounding Pipes in Each Compartment	9	\$100
6	Inadequate Design for Local Conditions	11	\$100
7	Insufficient Flotation System	12, 14	\$100
8	Insufficient Flotation System Stability	13	\$100
9	Superstructure not Compliant with <i>BC Building Code</i>	15	\$100
10	Electrical Work not Compliant with <i>BC Electrical Safety Act</i>	16	\$100
11	Gas Work not Compliant with <i>BC Gas Safety Act</i>	17	\$100
12	Unlawful Gas-Powered Lighting, Heating or Cooking Systems	18	\$100
13	No Gas Detector, Audio-Visual Alarm, or Shut-off Valve	19	\$100
14	Unapproved Water Source	20	\$100
15	Plumbing not Compliant with <i>BC Plumbing Code</i>	21	\$100
16	Unapproved Sewage Disposal System	22, 49	\$100
17	No Safety Equipment	23	\$100
18	No Portable Fire Extinguisher at Entrance	24	\$100
19	Improperly Placed Fire Extinguisher	25	\$100
20	Insufficient Fire Protection	26	\$100
21	Smoke Detectors or Alarms not Compliant with <i>BC Building Code</i>	27	\$100
22	Insufficient Moorage Lines	28	\$100
23	Obstructed Access to Shore	30	\$100
24	Pier or Walkway Less Than 1.5 m in Width	31	\$100
25	Walkway not Equipped with Non-slip Surface	32	\$100
26	No Handrails on Inclined Walkways or Ramps	33	\$100
27	No Construction Permit	34	\$200
28	No Site Plan or Development Permit	35	\$100
29	Fail to Submit Site Plans for Approval	37	\$100
30	No Authorization for Changes in Site Plan	38	\$100

Section 7 – Float Home Standards Bylaw 1999

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
31	Inaccurate or Insufficient Record Keeping	39	\$100
32	Register not Available During Office Hours	40	\$100
33	Insufficient Distance Between Float Homes	43	\$100
34	Insufficient Open Water Access	45, 46	\$100
35	Insufficient Access to Float Home	47	\$100
36	Sewage or Oil Discharged into Water	51	\$200
37	Notice of Sewage Discharge Prohibition Not Posted	51	\$100
38	No Sewer Pump-out System Available	52	\$100
39	Sewer Pump-out System Unavailable when Marina Open	53	\$100
40	Improper Placement of Sewer Laterals	54	\$100
41	No Fire Safety Plan	56	\$200
42	Fail to Keep Marina Clean	59	\$100
43	Fail to Maintain Fire Fighting Equipment	60, 61, 62, 63	\$100
44	Fail to Keep Marina Free of Obstructions	64	\$100
45	Insufficient Lighting	65	\$100
46	Refuse to Assist in Pre-Fire Planning	66	\$100
47	No Fire Extinguishers at Designated Areas	67, 68	\$100
48	Improperly Installed Standpipe System	69	\$100
49	No Fire Standpipe Systems in Required Areas	70, 71, 72	\$100
50	Improperly Installed Hydrant or Water Supply	73	\$100
51	No Emergency Phone Available	75	\$100

Section 8 – Forest Use Bylaw 2007

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Enter Forest when Closed	2(1)(a)	\$100
2	Litter in Forest	2(1)(b)	\$200
3	Remove Forest Products without Permit	2(1)(c)	\$200
4	Operate Vehicle Off Road	2(1)(d)	\$400
5	Open Fire when Restricted	2(1)(e)(i)	\$100
6	Open Fire Creating Fire Hazard	2(1)(e)(ii)	\$100
7	Enter Active Logging Area	2(1)(f)	\$100

Section 8 – Forest Use Bylaw 2007

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
8	Damage Trees or Streams	2(1)(g)	\$100
9	Build Unauthorized Trails or Structures	2(1)(h)	\$500
10	Remove, Destroy, or Deface Signs	2(1)(i)	\$500
11	Camp when Prohibited	2(1)(j)	\$100

Section 9 – Highway Use Bylaw 1988

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Obstruct or Foul Highway	3(1)	\$100
2	Fail to Remove Material from Highway	3(2), (3)	\$100
3	Park Vehicle for Upkeep on Highway	3(4)	\$50
4	Damage Highway through Release of Effluent	3(5)	\$100
5	Drag Logs or Timber over Highway	3(6)	\$100
6	Drive on Highway or Boulevard with Spiked Tires	3(7)	\$50
7	No Construction Permit	4	\$100
8	Remove Tree from Highway	4 (e)	\$300
9	Fail to Comply with Construction Permit	5(1)(b)	\$100
10	No Highway Access Permit	6(1)	\$100
11	Unauthorized Interference with Traffic	9	\$100
12	Place Merchandise on Highway Without Permit	10	\$100
13	Animal at large on Highway	11(1)	\$100
14	Un-permitted Animal on Sidewalk	11(2)	\$100
15	Animal Tethered on Highway	11(3)	\$100
16	Fail to Obey a No Heavy Truck Route Restriction	13(1)	\$100
17	Fail to Remove Snow or Ice from Sidewalk	14(1)	\$100
17.1	Fail to Maintain Boulevard	14(2)	\$100
18	Fail to Comply with Order of Traffic Control Officer	16	\$150

Section 10 – Noise Bylaw 1995

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Noise which Disturbs	2	\$200
2	Animal Noise which Disturbs	3(1)	\$200
3	Stereo Equipment Noise which Disturbs	3(2)	\$200
4	Musical Instrument Noise which Disturbs	3(2)	\$200
5	Engine/Motor Vehicle Noise which Disturbs	3(3)	\$200
6	Construction Noise which Disturbs	3(4)	\$200
7	Demolition Noise which Disturbs	3(4)	\$200
8	Loudspeaker Noise which Disturbs	3(5)	\$200

Section 11 – Nuisance (Controlled Substance) Bylaw 2006

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Disconnect Meter	2(a)	\$100
2	Divert Electrical or Water Distribution System	2(b)	\$100
3	Unlawful use of Exhaust Vents	2(c)	\$100
4	Install Unauthorized Lighting	2(d)	\$100
5	Unlawful Storage or Use of Dangerous Goods	2(e)	\$250
6	Obstruct Exit or Remove Fire Stopping	2(f)	\$250
7	Unlawful Alteration of Building	2(g)	\$100
8	Cause or Allow Building to House Amphetamines	2(h)	\$100
9	Exhaust Hazardous Vapours	2(i)	\$100
10	Cause or Allow Growth of Mould or Fungus	3(a)	\$100
11	Cause or Allow Accumulation of Pesticides or Chemicals	3(b)	\$100
12	Cause or Allow Noxious or Offensive Trade	4	\$100
13	Fail to Comply with Order to Remove or Reduce Fire Hazard	5(2)	\$250
14	Fail to Inspect Premises	6(a)	\$100
15	Fail to Report Contravention	6(b)(i)	\$250
16	Fail to Take Compliance Action	6(b)(ii)	\$250
17	Fail to Remove or Clean Carpets and Curtains	8(1)(a)	\$100
18	Fail to Clean Walls and Ceilings	8(1)(b)	\$100
19	Fail to Clean Countertops and Cabinets	8(1)(c)	\$100
20	Fail to Clean Ducts and Heaters	8(1)(d)	\$100
21	Occupy Prior to Safety Inspection	8(2)(e)	\$250
22	Occupy Prior to Completing Remedial Action	8(2)(g)	\$250
23	Occupy Prior to Paying fees and Service Costs	8(2)(h)	\$250

Section 11 – Nuisance (Controlled Substance) Bylaw 2006

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
24	Occupy without Permit	8(2)(i)	\$250
25	Occupy Against Posted Notice	8(2)(j)	\$250
26	Fail to Provide Certification	9(1)	\$100
27	Fail to Submit Certification within 60 days	9(2)	\$100
28	Fail to Notify Prospective Tenants of Prior Grow Op	10(2)	\$250
29	Interfere with an Inspection	12(2)	\$250
30	Interfere or Obstruct Inspector from Posting Notice	12(4)	\$250

Section 12 – Official Community Plan Bylaw

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Development Without Permit	Appendix 3	\$500

Section 13 – Parks and Public Places Regulation Bylaw

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Destroy, damage, remove a tree or plant	2 (a)	\$200
2	Deface a wall, fence or other structure	2 (c)	\$200
3	Remain overnight without authorization	2 (e)	\$200
4	Foul or pollute a body of water or beach	2 (g)	\$200

Section 14 – Sign Bylaw

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	No Sign Permit	2(1)	\$100
2	Posting Political Poster or Bill Without Paying Deposit	8	\$100
3	Sign in Poor Repair	11	\$100

Section 15 – Soil Removal and Deposit Bylaw 2009

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Remove soil or deposit fill without a permit	15(a)	\$200
2	Fail to comply with a permit term or condition	15(c)	\$200
3	Fail to comply with an order or notice given	15(d)	\$200
4	Refuse or hinder an inspection	15(e)	\$200

Section 16 – Traffic Bylaw 1988

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Stop or Park Over-length Vehicle in Lane	7(1)(a)	\$50
2	Stop or Park Over-length Vehicle in Angle Parking Zone	7(1)(b)	\$50
3	Park Over-weight Vehicle on Highway	7(2)	\$50
4	Park Trailer on Highway more than 2 Hours	7(3)	\$50
5	Park within 6 m of Intersection	8(1)	\$50
6	Park within 2 m of Intersecting Lane	8(2)	\$50
7	Park Obstructing Roadway	8(3)	\$50
8	Unauthorized Angle Parking on Highway	8(4)	\$50
9	Park on Highway more than 24 hours	8(5)	\$50
10	Park Obstructing Exit of Parked Vehicle	8(6)	\$50
11	Stop or Park on Boulevard or Boulevard Crossing	9(1)	\$50
12	Stop or Park within 2 m of Private Road	9(2)	\$50
13	Stop or Park within 2 m of Driveway	9(2)	\$50
14	Stop or Park within 2 m of Sidewalk Crossing	9(2)	\$50
15	Park Next to Curb Painted Yellow or Red	9(3)	\$50
16	Park in Bus Stop Zone	9(3)	\$50
17	Park Next to Line on Road with No Curb	9(3)	\$50
18	Park Next to White Walking Lane Line	9(3)	\$50
19	Park in Fire Zone	9(4)	\$50
20	Park in Restricted Zone Longer than Permitted	9(5)	\$50
21	Fail to Reduce Speed to Avoid Splashing Pedestrian	12	\$50
22	Jaywalking	11(1)	\$50
23	Fail to Step Out of Roadway for Emergency Vehicle	11(2)	\$50
24	Leave Bicycle on Highway, Sidewalk, or Walkway	13(1)	\$50
25	Fail to Park Bicycle in Designated Area	13(2)	\$50
26	Place Traffic Sign on Highway	14(1)	\$50
27	Place Traffic Sign in View of Highway	14(1)	\$50
28	Interfere with Traffic Control Device	14(2)	\$100

Section 16 – Traffic Bylaw 1988

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
29	Damage Traffic Control Device	14(2)	\$200
30	Remove Traffic Control Device	14(2)	\$200

Section 17 – Untidy and Unsightly Premises Bylaw 1991

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Accumulate Rubbish on Premises	2	\$200
2	Deposit Rubbish	3	\$200
3	Unsightly Property	4	\$200
4	Place Graffiti	5	\$200
5	Accumulate Brush or Noxious Weeds	6	\$200
6	Fail to Remove Graffiti	7	\$200

Section 18 – Waste Collection Bylaw

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Unlawful Garbage Container	3(1)	\$100
2	Unlawful Kitchen Organics Container	3(2)	\$100
3	Unlawful Disposal of Recyclables or Kitchen Organics	3(6)	\$100
4	Unlawful Disposal of Syringes, Sharp Objects, Dusty materials or Liquids	3(7)	\$200
5	Unlawful Disposal of Explosive Substances	3(8)	\$300
6	Fail to Drain or Bag Wet Garbage	4(a)	\$100
7	Fail to Pay Fees	5(b)	\$100

Section 19 – Waterworks Bylaw

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Connect to main without consent	2	\$200
2	Tamper with meter	13 (1)	\$200
3	Violate water conservation measures: stage one	17	\$100
4	Violate water conservation measures: stage two	17	\$200

Section 19 – Waterworks Bylaw

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
5	Violate water conservation measures: stage three	17	\$300
6	Use excessive quantity of water	22 (1)	\$50
7	Improper disposal of water	22 (1)	\$50
8	Increase amount of water entitlement	22 (1)	\$50
9	Use water from service which bypasses meter	22 (1)	\$200
10	Supply water to other premises	22 (1)	\$50
11	Use water to wash street	22 (1)	\$50
12	Unlawful entry to watershed	24 (1)	\$100
13	Fail to provide backflow prevention	29 (5)	\$50
14	Use hydrant, valve or hose connection without permit	25 (1)	\$100
15	Obstruct access to hydrant	26 (1)	\$100
16	Obstruct access to fixture other than hydrant	26 (1)	\$50
17	Interfere with waterworks system	27 (1)	\$200
18	Turn on service unlawfully	28 (2)	\$100
19	Turn off service unlawfully	28 (2)	\$100
20	Fail to maintain apparatus	29 (1)	\$50
21	Cross-connection to waterworks system	31 (1)	\$200
22	Fail to install backflow preventer	32	\$200
23	Fail to provide report	33	\$200
24	Fail to maintain backflow prevention device	34	\$200
25	Fail to inspect and test backflow prevention device	34, 39	\$200
26	Use broken water service	37	\$200
27	Use of unapproved water service	38	\$200
28	Unapproved auxiliary water connection	40	\$200
29	Use of unapproved apparatus	41	\$50
30	Refuse to allow inspection	51	\$150

Section 20 – Zoning Bylaw 1997

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
1	Exceed Maximum Storage Area	12(4)	\$100
2	Unlawful Setback	13(1)(a-c), 51(6)(a-f), 52(6)(a-e), 53(6) a-d), 54(5)(a-b), 55(6)(a-c), 56(6)(a-b), 56(6.1), 57(6)(a-b), 57(6.1), 57.1(6)	\$100

Section 20 – Zoning Bylaw 1997

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
		a-b), 58(6)(a-b), 58(6.1), 58.1(8)(a-c), 58.2(8)(a-d), 58.2(9)(a-b) 58.2(10) 59(6)(a-b), 59(6.1), 60(6)(a-b), 61(6)(a-b), 61(6.1), 62(6)(a-b), 62.1(6)(a-b), 63(6)(a-b), 67(5)(a- b), 67.1(7)(a-b), 68(7)(a-b), 69(5)(a- b), 70(5)(a-d), 71(5)(a-b), 72(7)(a- b), 73(6)(a-b), 74(6)(a-b), 75(10), 76(5)(a-c), 77(5)(a- d), 78(3)(a-b), 79(2)(a-b), 80(2)(a- c), 80.1(7), 80.2(7)(a-d), 80.4(6)(a-e), 80.5(6)(a-c), 80.6(6) (a-c), 80.7(8)	
3	Insufficient Building Elevation	14	\$100
4	Unlawful Siting Of Accessory Building	16	\$100
5	Unlawful Off-Street Parking	18, 19, 20.1, 21, 23, 80.2(9)	\$100
6	Visitor Parking Sign not Posted	20	\$50
7	Insufficient Disabled Parking	21(8-9)	\$100
8	Undersize Parking Space	24	\$100
9	Unlawful Off-Street Loading Space	26, 27, 28	\$100
10	No Garbage Container on Site	29	\$100
11	Fail to Comply with Home Based Business Regulations	30(1-4), 31(1-3), 32(1-3), 32.1	\$100
12	Unlawful Building Projection	33, 35(1), 35(2)	\$100
13	Unlawful Location of Swimming Pool	34	\$100
14	Unlawful Visual Obstruction of Intersection	36	\$100
15	Fail to Enclose Swimming Pool	38	\$200
16	Fail to Provide Required Landscaped Screen	39(1-3)	\$100

Section 20 – Zoning Bylaw 1997

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
17	Fail to Maintain Required Landscaped Screen	39(1-3)	\$100
18	Unlawful Vehicle Storage	40	\$100
19	Unlawful Shipping Container Use	40.1	\$500
20	Unlawful Aircraft Landing Strip	41	\$100
21	Unlawful Use	51(1), 52(1), 53(1), 54(1), 55(1), 56(1), 57(1), 57.1(1), 58(1), 58.1(1), 58.2(1) 59(1), 60(1), 61(1), 62(1), 62.1(1), 63(1), 64(1), 65(1), 66(1), 67(1), 67.1(1), 68(1), 69(1), 70(1), 71(1), 72(1), 73(1), 74(1), 75(1), 76(1), 77(1), 78(1), 79(1), 80(1), 80.1(1), 80.2(1), 80.4(1), 80.5(1), 80.6(1), 80.7(1)	\$500
22	More than 6 sleeping units in a Bed & Breakfast	51(8)(a), 52(8)(a), 53(8)(d), 55(8)(d), 56(8)(d), 73(8)(a)	\$100
23	Exceed Maximum Density of Use	51(4)(a)(i-iii), 52(4)(a)(i-iii), 53(4)(a-b), 55(4)(a- b), 56(4)(a-c), 57(4)(a), 57.1(4)(a- b), 58(4)(a-d), 58.1(6)(a-b), 58.2(5)(a-f), 59(4)(a), 60(4)(a), 61(4)(a-b), 62(4)(a- b), 62.1(4)(a-b), 63(4)(a), 67.1(6)(a), 68(4)(a), 72(4)(a-b), 80.2(2), 80.2(4)(a-c), 80.4(4)(a-b), 80.5(4)(a-c)	\$100

Section 20 – Zoning Bylaw 1997

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
24	Exceed Maximum Building Height	51(7)(a-b), 52(7)(a-b), 53(7)(a-b), 54(6)(a-b), 55(7)(a-b), 56(7)(a-b), 57(7)(a-b), 57.1(7)(a-b), 58(7)(a-b), 58.1(7), 58.2(11)(a-d), 59(7)(a-b), 60(8)(a-b), 61(7)(a-b), 62(7)(a-b), 62.1(7)(a-b), 63(7)(a-b), 65(5), 66(6), 67(6), 67.1(8), 68(8)(a-b), 69(6)(a-b), 70(6)(a-b), 71(6)(a-b), 72(8)(a-b), 73(7)(a-b), 74(7)(a-b), 75(9), 78(4)(a-b), 80(3)(a), 80.1(7), 80.2(8), 80.4(7), 80.5(7)	\$100
25	Exceed Maximum Lot Coverage	51(5), 52(5), 53(5), 54(4), 55(5), 56(5), 57(5), 57.1(5), 58(5), 58.1(7), 58.2(6), 59(5), 60(9)(a-b), 61(5), 62(5), 62.1(5), 63(5), 65(3)(a), 66(4)(a-b), 67(4), 67.1(5)(a-b), 68(6), 69(4), 70(4), 71(4), 72(6), 73(4), 74(4), 75(4), 76(4), 77(4), 78(2), 80.1(7), 80.2(6)	\$100
26	Fail to Abide with Conditions of Use	51(8)(b), 52(8)(b), 53(8)(e-f), 55(8)(a-c)(e), 56(8)(g-h),	\$100

Section 20 – Zoning Bylaw 1997

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
		57(8), 57.1(8)(a-b), 58(8)(e-j), 58.1(8)(a-e), 58.2(13), 61(11)(e), 62(13)(e), 62.1(11)(a-f), 63(12)(d-e), 64(2), 65(4), 66(5)(a), 67(7)(a), 67.1(9), 73(8), 75(6-8)	
27	Overheight Fence	53(8)(a-c), 55(8)(a-c), 56(8)(a-c), 57(8)(a-c), 57.1(8)(a-b) 58(8)(a-c), 58.1(8)(a-b), 58.2(13)(e), 59(8)(a-c), 61(11)(a-c), 62(13)(a-c), 62.1(11)(a-c), 63(12)(a-c), 80.1(11-12), 80.2(11), 80.4(8)(a), 80.5(8)(a)	\$100
28	Exceed Maximum Floor Space Ratio	56(4)(c), 57(4)(b), 57.1 (4)(b), 58(4)(b), 58.1(6)(b), 58.2(5)(c-d), 61(4)(b), 62(4)(c-d), 62.1(4)(b), 63(4)(a), 72(5), 73(5), 74(5), 80.1(7), 80.2(4)(c), 80.4(4)(b), 80.5(4)(b)	\$100
29	More than 3 Sleeping Units in a Bed & Breakfast	58(8)(d)	\$100
30	Exceed Driveway Width	58(9)	\$100
31	No Buffer Between Mobile Home Pads	60(5)	\$100
32	Insufficient Yard Size	60(7)	\$100
33	Fail To Provide Required Recreation Area	60(10)(a), 61(10)(a-	\$100

Section 20 – Zoning Bylaw 1997

Item	Column 1 Offence	Column 2 Section	Column 3 Fine
		c), 62(11)(a-c), 62.1(10)(a-c), 63(11)(a-c)	
34	Insufficient Building Separation	61(8)(a-c), 62(8)(a-c), 62.1(8)(a-b), 63(8)(a-c)	\$100
35	Fail To Provide Required Landscaped Open Space	61(9), 62(10), 62.1(9), 63(10)	\$100
36	Fail To Adequately Screen Garbage Receptacles	61(11)(d), 62(13)(d), 62.1(11)(d), 63(12)(d)	\$100
37	Exceed Maximum Gross Floor Area	63(9), 67.1(9)(a), 68(5), 72(5), 75(5)	\$100
38	Exceed Maximum Residential Use Area	67.1(2)	\$100
39	Fail to Apply for Development Permit	Schedule J Part vi	\$250

Report

Date February 19, 2020

File: 3900-50

To Council

From Nelda Richardson, Deputy Corporate Officer

Endorsed:



Subject Proposed "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779

Purpose

To provide Council with information regarding the cessation of the Union of British Columbia's (UBCM) Commercial Vehicle Licensing (CVL) program and recommend that Council repeal North Cowichan's "Commercial Vehicle Licensing Bylaw, 1964", No. 984 and give three readings to "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779.

Background

The CVL program was established in 1906 by the BC provincial government to provide a source of revenue for participating municipalities to offset the expenses related to the use of local roads and highways as the result of commercial vehicle traffic on municipal roads. The CVL program was contained in the *Local Government Act (LGA)*. UBCM has administered the CVL program since 1987 through an agreement with the province.

Discussion

In 2018 UBCM conducted a review of the CVL program that considered a range of topics, including the distribution of licensing revenue; Licensing requirements; and feedback provided by the six largest municipalities contributing to the program. Member feedback identified the following:

- The revenue generated was insufficient to meet program intent when disbursed among the participants;
- the program required significant resources to administer;
- the program was not enforced in many jurisdictions; and
- the program design distributed funds in disproportion to the actual commercial vehicle licensing that is occurring in communities.

The review concluded that the CVL program had ceased to fulfill its original intent. UBCM and the province discussed potential amendments to the legislation, in the end the province agreed to remove UBCM as the administrator of the CVL program and the CVL program ended on December 31, 2019.

Some municipalities, such as Vancouver and Victoria, have introduced their own replacement CVL programs in 2020. Staff are not recommending an option for North Cowichan to establish its own CVL program at this time based on the revenue received over the last five years and the cost associated with starting, maintaining and enforcing such a program.

2015 to 2019 Commercial Vehicle Licences Sold in North Cowichan:

YEAR	NUMBER OF LICENCES SOLD	REVENUE
2015	10	\$375
2016	15	\$595
2017	9	\$345
2018	4	\$130
2019	9	\$340
TOTAL	47	\$1,785

Option

Option 1 (Recommended)

1. That Council read a first, second and third time proposed "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779; and
2. That Council direct staff to prepare an amendment bylaw to "Municipal Ticket Information System Bylaw, 2013", No. 3464 to remove Section 5 – Commercial Vehicle Licensing Bylaw 1964 from Bylaw 3464.

Implications

There are no financial implications to North Cowichan if "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779 is adopted.

Recommendation

- 1. That Council read a first, second and third time "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779; and**
- 2. That Council direct staff to prepare an amendment bylaw to "Municipal Ticket Information System Bylaw, 2013", No. 3464 to remove Section 5 - Commercial Vehicle Licensing Bylaw 1964 from Bylaw 3464.**

Attachment 1 – "Commercial Vehicle Licensing Bylaw, 1964", No. 984

Attachment 2 – Proposed "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779

Attachment 3 – Section 5 – Commercial Vehicle Licensing Bylaw 1964 of "Municipal Ticket Information System Bylaw, 2013", No. 3464

Report

Date March 4, 2020

File:

To Council

From George Farkas, Manager, Corporate Planning and Projects

Endorsed:



Subject Council Strategic Plan Administration Policy

Purpose

This report is intended to provide Council with background information so that they may consider adoption of the Council Strategic Plan Administrative Policy.

Background

In early 2019 Council created North Cowichan's first ever Council Strategic Plan. The 2019-2022 Council Strategic Plan outlines what Council aims to accomplish during its term. The Strategic Plan sets out several years' worth of projects and initiatives to realize Council's vision and strategic objectives. With the support of an external consultant, Council engaged in a priority-setting exercise to identify an initial project list, which was based on the municipal departments' available capacity in 2019.

During the February 3, 2020 Committee of the Whole meeting, each municipal department presented Departmental Business Plans, which highlight how the municipality will be operationalizing Council's Strategic Plan and the Operational Strategic Plan objectives, including those action items that were not completed in 2019. The Departmental Plans establish a timeline for completing each priority over the next three years. In addition, the Departmental Plans indicate supplementary resources that would be required in 2020 that will be reviewed as part of the Budget process as the municipality implements each priority.

Discussion

The proposed administrative policy establishes a clear process to support Council's oversight role of monitoring staff progress towards implementing the Strategic Plan. Under the policy, staff would be providing quarterly updates to Council by March 31, June 30, September 30, and December 31 of each year to outline progress towards meeting the Strategic Plan's objectives. In addition, the Municipal Annual Report, which is required under Section 98 of the *Community Charter*, will include a summary of the prior year's progress in implementing the Strategic Plan. The policy also sets out that the quarterly updates will be made available on the municipal website after Council has approved the reports. Annual Municipal Reports are already required under the *Community Charter* to be made publicly available.

The administrative policy also establishes a process for Council to amend the Strategic Plan on an annual basis, which includes a public engagement process so that any new initiatives or modifications to the plan may be brought forward as part of the Budget process each year.

Finally, the administrative policy establishes a robust implementation framework to ensure that Council's Strategic Plan is operationalized at all levels in the organization. Each division will be responsible for revising their Business Plans as part of the annual Budget process to identify the timeline for commencing Council's Strategic Plan projects. In addition, the Chief Administrative Officer is required under the administrative policy to bring forward during the Budget process any operational and capital funding requests that would be required to implement each initiative targeted for commencement in the next fiscal year. Commencing in June 2020 (after a municipal project management framework and management training is completed), the municipality will move towards establishing project management plans, which will outline the scope, schedule, budget and interdependencies of each Strategic Plan priority.

The Chief Administrative Officer will also be responsible for maintaining an Operational Strategic Plan, which would identify internal operational objectives and projects (e.g., policy work; employee engagement initiatives; human resource initiatives) to support successful integration of Council's Strategic Plan throughout the organization.

The draft Council Strategic Plan Administration Policy was discussed during the February 19, 2020 Committee of the Whole in order to seek early input and direction before bringing the administrative policy forward to a Council meeting for approval. The following two changes were made to the draft policy based on feedback received:

1. A requirement was added to Section 3.4(a) for the Chief Administrative Officer to ask Council before June 30th of each year if Council would like to review the Strategic Plan;
2. The date for Council to provide staff with notice on updating the Strategic Plan was moved from August 31st to June 30th, so that the decision could be made by Council in the spring of each year.

Options

Option 1 – Approve Council Strategic Plan Administrative Policy, as presented.

Option 2 – Provide direction to staff on any changes Council deems necessary and then approve Council Strategic Plan Administrative Policy as amended.

Advantages: Option 2 would allow Council to provide further direction to staff on the attached administrative policy.

Implications

The Financial Services Department will be involved in the preparation of financial information and analysis to support the successful implementation of this policy, including the identification of operating and capital implications with respect to Strategic Plan revisions; the preparation of financial information to support the preparation of Departmental Business Plans; the Annual Municipal Report; and incorporating any financial implications for Council's consideration during the annual Budget process.

Communications and Public Engagement will also be involved in administration of this policy by supporting the public engagement process involved in amending the Strategic Plan, and in the finalization of materials that will be provided to the public, including: Strategic Plan revisions, Departmental Business Plans, and the Annual Municipal Report.

It is anticipated that these activities would be undertaken within the municipality's existing budget.

Recommendation

That Council approve the Council Strategic Plan Administrative Policy, as presented.

Attachment:

Appendix A: Draft Council Strategic Plan Administrative Policy

COUNCIL STRATEGIC PLAN ADMINISTRATION POLICY

1. PURPOSE

To set an administrative policy for monitoring, reporting, updating and implementing Council's Strategic Plan.

2. POLICY

2.1. Council Strategic Plan Administration Policy

3. ADMINISTRATIVE POLICY

3.1. Quarterly Update to Council

Staff will provide Quarterly Update reports to Council or the Committee of the Whole four times per year by March 31, June 30, September 30, and December 31. The Quarterly Update reports will include a status update on each of the projects identified in Council's Strategic Plan.

3.2. Annual Reporting

Staff will also provide an annual report, to be included in the Annual Municipal Report required under Section 98 of the *Community Charter*. This annual report will be included in the Annual Municipal Report as a section on progress towards implementing Council's Strategic Plan projects.

3.3. Public Reporting

Quarterly Update reports outlined in section 3.1 will be made public on the municipal website after they have been approved by Council.

3.4. Amendments to Strategic Plan

- (a) The Chief Administrative Officer will ask Council in advance of June 30th of each year if Council would like to amend the Council Strategic Plan.
- (b) Council will notify the Chief Administrative Officer by June 30th of each year if Council would like to amend the Council Strategic Plan.
- (c) If Council passes a resolution to amend its Strategic Plan, Council will also direct staff to schedule a Committee of the Whole meeting to review the Council Strategic Plan and provide recommendations to Council on amendments to the Plan by October 31 of each year.
- (d) The Chief Administrative Officer will provide Council with a report on the anticipated impacts of amendments to the Council Strategic Plan by October 31 of each year.

3.5. Public Input to Council Strategic Plan

- (a) The review identified in Section 3.4 may include public engagement to support Council's identification of potential updates or amendments to the Council Strategic Plan.


3.6. Implementation of Council Strategic Plan

- (a) Each Division will develop annual Business Plans as part of the Budget process that identifies each of Council's Strategic Plan projects that are related to the Division, including a recommended timeframe on when projects will commence.
- (b) The Chief Administrative Officer will bring forward as part of the Budget process operational and capital resource requests that are required to implement Council's Strategic Plan projects, based on the recommended timeframe identified in the Business Plans.
- (c) The Chief Administrative Officer will review existing program administration as part of the Budget Process and provide recommendations on any program administrative changes that support greater alignment to Council's Strategic Plan priorities while maintaining the municipality's core service responsibilities.
- (d) The Chief Administrative Officer will maintain an Operational Strategic Plan, which identifies the internal operational requirements necessary (including policy work; training; employee engagement; and human resource initiatives) to support successful operationalization of Council's Strategic Plan.
- (e) Commencing in June 2020, individual project plans will be developed for each key project identified in Council's Strategic Plan that will outline the scope, schedule, budget and departmental interdependencies for the Council Strategic Plan project.

APPROVAL HISTORY

WRITTEN BY: George Farkas	APPROVED BY:	DATE: February 25, 2020
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Report

Date	February 19, 2020	File:
To	Council	
From	Rob Conway, Director of Planning and Building	Endorsed: 
Subject	Senior Social and Housing Planner Position– Implications of not hiring	

Purpose

To advise Council which social and housing priorities identified within the 2019-2022 Corporate Strategic Plan may be achieved during the term, based upon current staffing capacities.

Background

Presentations to the Committee of the Whole on February 3, 2020 and the February 11, 2020 Special Council meeting on the 2020 Planning and Building Department Business Plan and the 2020-2024 General Operating Budget identified a "senior social and housing planner" as a staff position Council may wish to consider funding as a way to advance a number of its Strategic Plan priorities. At the February 11, 2020 Special Council meeting, Council discussed and debated the merits of the position and ultimately decided not to fund it in the 2020 budget. During Council's deliberation on the position there were questions about how housing and social planning services could be delivered with existing resources and how the position relates to the services provided by the CVRD's Regional Housing Service. This report is intended to provide Council with information regarding the proposed position, and to outline work that can be accomplished on Council's housing and social planning strategic priorities utilizing existing resources.

Discussion

What is social planning?

Social planning is about improving the well-being and quality of life of people. It is a process that involves collaboration with citizens, non-profit agencies, local government departments, provincial and federal agencies, community leaders and local business to address complex issues of accessibility, equity, affordability, safety and public health.

Demands for Social Services:

Housing and social planning are public services that have traditionally been provided by the senior levels of government. Despite past practice, local governments are increasingly involved in housing and social planning issues as the provincial and federal government have moved away from providing social services and the need for such services within communities has become more acute.

Due to the demand for these services and the impact of not providing them has on communities, the Municipality has become increasingly involved in issues of housing affordability, homelessness and the opioid crisis. Council's 2019-2022 Strategic Plan indicates Council's intention to maintain and expand housing and social planning services.

Current Resources and Capacity:

In response to increased demand for social planning services in the Cowichan Region and community needs identified in the Visions 2020 planning process two decades ago, Social Planning Cowichan was established as a charitable society in 2004 to provide social planning services within the Cowichan region. The organization is partially funded by the CVRD's Social Planning Service, which will provide \$51,000 to Social Planning Cowichan in 2020, of which approximately \$20,000 is funded by North Cowichan.

A new CVRD Regional Housing Service was established by referendum in 2018 for the purpose of assisting the Cowichan Housing Association with costs associated with providing programs and services related to affordable housing and homelessness prevention in the Cowichan Valley. The Service has two primary goals;

1. To increase local funds for affordable housing in order to leverage funds from other sources and to incentivize the development of affordable and attainable housing options in the Cowichan region.
2. To increase the capacity of local communities to develop affordable housing projects by providing expertise, knowledge and support.

The total 2020 budget for the service is \$765,000, of which approximately \$246,500 is funded by North Cowichan property owners. \$252,000 of the 2020 budget is allocated to operating the service with the remainder held in a reserve fund for affordable housing projects.

The Municipality presently does not have dedicated staff for housing and social planning issues or for advancing Council's housing and social planning agenda. Resourcing for housing and social planning is provided by the Chief Administrative Officer (CAO), senior management and community planning staff. The time that any individual staff member has to allocate to housing and social planning issues is small due to various other duties and competing priorities and none of these staff have specialized training or direct experience with housing and social planning. This ad hoc structure has allowed the Municipality to respond to emerging social issues and participate in social planning initiatives involving other partners, but the approach draws staff resources away from core services and other Council priorities. Current resources do not afford any additional capacity for expanding the level of service for housing and social planning issues without reducing service levels elsewhere.

Anticipated Capacity with Social and Housing Planner Position:

The ideal candidate for the position would be an experienced senior planner with expertise in social planning and housing, but also with a solid understanding of community planning in the municipal context. The candidate would be adept at building relationships, advocating for resources with municipal partners, and capable of delivering on the Municipality's objectives and priorities. The establishment of a dedicated social and housing planner position would allow the Municipality to accelerate the pace at which housing and social policy objectives are achieved and would better position the Municipality to respond to current and emerging challenges related to the cost and availability of housing, the opioid crisis, and the general health and well being of North Cowichan residents.

Specific duties associated with the position include:

- Promote and facilitate affordable housing, social equity, cultural diversity and community health.
- Liaise and develop strong relationships with non-profit agencies, community organizations, local first nations, provincial and federal agencies, and adjacent local and regional governments.
- The coordination and management of affordable housing and other housing and social planning projects.
- Coordinate, compile and maintain housing data.
- Facilitate and develop community partnerships.
- Prepare and administer social and housing policies.
- Participate in community planning processes, including the official community plan, local area plans, comprehensive land use planning.
- Undertake assignments involving the application of specialized knowledge in the analysis of community and social planning policy, legislation and best practice.
- Work collaboratively with Council, North Cowichan staff, external agencies, stakeholders and the public to achieve housing and social planning objectives.

Council Strategic Priorities and Projects:

Priorities from the 2019-2020 Council Strategic Plan that involve housing and social planning are:

SERVICE:	✓	Maintain the existing high level of service in the community
	✓	Identify potential new sources of review
ENGAGEMENT:	✓	Support community groups and organizations
	✓	Work collaboratively with regional government partners, ensuring a strong relationship with the CVRD
	✓	Lobby the CVRD, provincial and federal governments to support North Cowichan through grants, funding and tax revenues
HOUSING:	✓	Seek opportunities to partner and support affordable housing initiatives
	✓	Create opportunities for new forms of housing
	✓	Explore opportunities for additional housing that meets the needs of the community
ENVIRONMENT		"... lead in environmental policies and practices to support the future health of our community (purpose statement)
ECONOMY		"...attract and retain great talent and sustainable business, and have opportunities for all" (purpose statement)

Housing and social planning projects that are not specifically identified in Council's Strategic Plan, but which Council has explicitly supported through resolutions or implicitly supported through policy, including:

- Implementation of the Cowichan Attainable Housing Strategy.
- Participation on the Community Action Team.
- Participation in a Housing Needs Assessment with the CVRD and other member municipalities.
- Facilitation of the new Cowichan District Hospital and the new high school.
- Administration of the affordable housing reserve fund.
- Development of housing and social planning policy through the OCP review.
- Participation with the CVRD in the BC Childcare Space Planning Grant and application for funding from the Community Childcare Space Creation Program.
- Partnering with the Community Land Trust on affordable housing projects at Sherman Road and Willow Street.
- Establishment of the Safer Community Plan and the Corridor Safety Office.
- Exploring affordable housing options for municipally-owned properties.
- Interaction with land owners, developers and non-profit housing providers about prospective affordable housing projects.

Relationship to CVRD's Regional Housing Service and Social Planning Service:

Housing and social issues are not easily contained within municipal boundaries and such issues are often better regionally or inter-regionally. CVRD's Regional Housing and Social Planning Services are being effectively delivered by Cowichan Housing Society and Social Planning Cowichan and current and future resources that North Cowichan Council allocates for housing and social planning priorities within the Municipality should not be considered a substitute for these important regional initiatives. Similarly, while the Cowichan Housing Society and Social Planning Cowichan are valuable allies that help to promote and facilitate affordable housing and social planning in the Cowichan region, including North Cowichan, they have neither the mandate nor capacity to provide direct resourcing for Council's priorities and directives. However, by working in partnership with these organizations the Municipality can make effective use of existing resources and utilize those resources to help both North Cowichan and the Regional District realize their objectives. Cowichan Housing Society and Social Planning Cowichan are resources that complement and facilitate North Cowichan's housing and social planning priorities.

Conclusion:

"Opportunity Cost" is the cost of what has to be given up when making choice. In the context of the senior social and housing planner, the opportunity cost can be thought of as the work and accomplishments that cannot be achieved if the position is not created. While it is difficult to be precise about what won't be accomplished if Council decides to not create the new position because there is an ability to shift existing resources between priorities. The following list attempts to summarize some of the anticipated implications of not filling the position and continuing to use existing resources for providing housing and social planning services as well as implications if capacity is expanded by creating the new position.

Maintaining existing capacity means:

- Responsibility for delivering priorities will be shared among senior staff and community planning staff to the extent possible.
- Response to emerging issues and opportunities will tend to be reactive.
- Affordable housing projects initiated by North Cowichan or projects that involve the Municipality as a partner will require project management services to be contracted or be undertaken by a partner that may not be directly accountable to the Municipality.
- Staff will need to be selective about participating in housing and social planning initiatives due to capacity constraints.
- Some of Council's priorities may be delayed until staff resources are available, or until opportunities and circumstances are conducive to their delivery.
- Progress on Council priorities will be more dependant on other projects (e.g. OCP, local area plans) rather than stand-alone initiatives.

Expanding capacity through the creation of a new position means:

- Time that senior staff and community planning staff currently spend on housing and social planning issues can be re-allocated to other priorities.
- Funding and other resources from senior government can be more readily identified, accessed and leveraged.
- A more strategic and pre-emptive approach to current and emerging social issues can be taken.
- The Municipality can better participate in building the relationships and partnerships that are needed to address challenging social issues.
- Expectations may be raised about North Cowichan's responsibility for providing affordable housing and social services.

Implications

The annual cost of a senior social and housing planner, including wages and benefits, is \$120,000. This represents a tax rate increase of 0.20% in 2020 and 0.19% in 2021.

Recommendation

For information (no recommendation).

Report

Date: March 04, 2020
To: Council
From: Mayor Al Siebring

Subject: Letters to Provincial Ministries re: Mental Health/Opioids/Homelessness Crisis

Since its founding early last year, the Cowichan Leadership Group (comprised of our local MP, MLA, SD 79 Chair, CVRD Chair, Chief of Cowichan Tribes, and local mayors) has been working together on a broad strategy to address the Mental Health/Opioid/Homelessness Crisis.

This work included an invitation to the Minister of Mental Health and Addictions to visit the Cowichan Valley late last year. Following that meeting, a request was presented for provincial funding for temporary treatment facilities and a safe drug supply pilot in Cowichan. That request was denied in December.

Subsequently, the Leadership Group has written to 10 Provincial Cabinet ministers*, renewing the call for provincial assistance on this file in the Cowichan region.

The group is also requesting that each local government follow up on this correspondence with letters to those same ministers, outlining in detail the magnitude of the crisis in each particular jurisdiction, along with the scope of work and financial and staff investment(s) that have been made by each community.

Recommendation:

That Council direct the mayor to write follow up letters to the list of Ministers contacted in the February 16th letter from the Cowichan Leadership Group with respect to the specific and ongoing social, financial, and staff capacity impacts the Mental Health/Opioid/Homeless-ness Crisis is having on the Municipality of North Cowichan.

**The list of ministers who were contacted by the Leadership Group is as follows:
Minister of Health, Minister of Finance, Minister of Social Development and Poverty Reduction, Minister of Children and Family Development, Public Safety & Solicitor General & Emergency B.C., Attorney General, Minister of Mental Health and Addictions, Minister of Municipal Affairs and Housing, Minister of Transportation and Infrastructure, Minister of Education.*

Cowichan Leadership Group

Honourable XXX
Minister of XXX
Room XXX Parliament Buildings
Victoria, BC, V8V 1X4

February 16, 2020

Dear Minister:

We are writing to you because our community is in crisis. The impact of substance-use addiction on our community members has reached a fever pitch. We are no longer able to manage on our own, and we are seeking your help in finding solutions.

Our region is unique in its composition: we have the social issues of a city but all the appearances of a rural community. Of the nearly 84,000 residents, approximately 55% live in an urban environment. Cowichan Tribes is the largest First Nation in British Columbia. The Cowichan Overdose Prevention Site has received over 54,000 visits to date, averaging over the last 12 weeks at 622 visits per week. These numbers are second only to the Harbour and Rock Bay Landing in Victoria and thus **higher than all other rural/suburban OPS sites on the island**. We are a smaller centre dealing with numbers of people seeking services for harm reduction and addiction that no one expected. Yet, the response from higher levels of government has not been commensurate with this data.

We are concerned for the safety of our residents and service providers. At the end of December, we had two violent deaths in Duncan and then another unrelated stabbing a week later. Our community is not accustomed to violent deaths on our streets. Our homeless outreach staff is fearful of their safety at work. Other front-line workers express despair about the outlook of an epidemic that only shows signs of growing. Residents have grown tired and are angry that nothing appears to be working.

At the suggestion of the RCMP, the mental health workers are considering hiring security staff to help them move the most aggressive clients off the Warmland shelter's property. But where will they go? The RCMP is inundated with calls for service and is overburdened with the investigative requirements of a judicial system that isn't able to adequately contain drug offenders.

Cowichan Tribes members are struggling on reserve. Members are concerned for their safety because of homeless camps near their residences. Campers are getting more aggressive — some are walking into people's homes and taking whatever they want.

Cowichan Leadership Group

What is the fate of our community if we continue to receive no additional support from the provincial government? In fact, we have received less funding from the province. In 2018/2019, our community action team received approximately \$100,000 of overdose emergency response funding; last year they received \$66,000. Funding is going in a direction counter to the increasing demand for programs to support everyone along the addiction spectrum.

We were optimistic when your government announced that it would make mental health and addictions a priority. In the Cowichan Valley, it has been the issue that most negatively impacts our community. This is a crisis that is only deepening. We are on a trajectory for a consistent requirement for more resources, not fewer.

This issue did not start yesterday. The Cowichan region is a perfect representation of how the problem will continue to grow if only band-aids continue to be put on the problem. We need temporary treatment facilities and outreach-based treatment services. We need transitional housing. We need a safe-supply program. We need them now before more tragedies occur, and more local funds are spent on cleaning up and providing security in our neighbourhoods for a problem that has grown beyond our community's ability to afford.

We request a meeting with you and your ministry staff as soon as possible to see how we can work together on finding a way forward for Cowichan. There are many individuals and organizations that are asking questions and trying to find solutions for how to respond to the opioid crisis in rural/suburban communities. As a community that is reeling from this crisis, we offer the attached proposal as a local solution for a rural response.

We remain focused and determined to work collaboratively with you and each other to find solutions, and we will continue to advocate for greater support and coordination from our provincial government on this issue.

It is going to take all of us—all levels of government, businesses, residents, service organizations—to take on the amount of additional work that is required to solve this problem. At the moment, there is a gap in support for Cowichan from the higher levels of government. We hope you and your colleagues will find a way to support our urgent request.

Sincerely,

Cowichan Leadership Group