

**Municipality of North Cowichan
Special Council
AGENDA**

Wednesday, April 15, 2020, 1:30 p.m.
Electronically

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommendation:

That Council approve the agenda as circulated [or as amended].

3. PUBLIC INPUT

Corporate Officer to read out any public submissions received regarding items on this agenda.

4. BYLAWS

4.1 Revenue Anticipation Borrowing Bylaw No. 3783, 2020

4 - 6

Purpose: To introduce and adopt the Revenue Anticipation Borrowing Bylaw No. 3783, 2020.

Recommendation:

That Council give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 3783, 2020.

Recommendation:

That Council adopts Revenue Anticipation Borrowing Bylaw No. 3783, 2020.

4.2 2020 - 2024 Financial Plan and Tax Rates Bylaws

7 - 18

Purpose: To introduce and adopt the 2020 - 2024 Financial Plan and Tax Rates Bylaws.

Recommendation:

That Council give first, second and third readings to Five-Year Financial Plan Bylaw, No. 3785, 2020.

Recommendation:

That Council adopts Five-Year Financial Plan Bylaw, No. 3785, 2020.

Recommendation:

That Council give first, second and third readings to Tax Rates Bylaw, No. 3786, 2020.

Recommendation:

That Council adopts Tax Rates Bylaw, No. 3786, 2020.

4.3 Fees and Charges Bylaw No. 3784, 2020

19 - 57

Purpose: To introduce and adopt Fees and Charges Bylaw No. 3784, 2020.

Recommendation:

That Council give first, second and third readings to Fees and Charges Bylaw No. 3784, 2020.

Recommendation:

That Council adopts Fees and Charges Bylaw No. 3784, 2020.

5. REPORTS

5.1 Update on the Alternate Approval Process (AAP) Communication Plan for the RCMP Facility (Revised April 14, 2020)

58 - 72

Purpose: To seek approval from Council on the proposed revisions to the Communication Plan (the "Plan") for the new RCMP Detachment and to authorize staff to move forward with the AAP amidst the COVID-19 pandemic.

Recommendation:

That Council approve the revised Communication Plan for the new North Cowichan/Duncan RCMP detachment and, notwithstanding the 90-day postponement of all public engagement made by Council on March 18, 2020, that staff be directed to proceed with the alternative approval process at this time.

5.2 Council Strategic Plan: Quarter 1 Update (January – March 31, 2020)

73 - 84

Purpose: To provide a quarterly update, in accordance with the Council Strategic Plan Administration Policy, on the status of the projects identified within the 2019-2022 Council Strategic Plan.

Recommendation:

That Council accept the 2020 Quarter 1 Update on the 2019-2022 Council Strategic Plan as presented by the Manager, Corporate Planning and Projects.

5.3 Electronic Meetings and Related Ministerial Orders 85 - 97

Purpose: To inform Council on the effects of the Ministerial Orders made on March 26, 2020 in relation to how they help facilitate the safe and efficient conduct of Council business during the COVID-19 pandemic.

5.4 Bylaw Enforcement Role Regarding Social Distancing and Related Ministerial Orders 98 - 138

Purpose: To inform Council on the Ministerial Orders made by the Minister of Public Safety and Solicitor General and the role of North Cowichan bylaw enforcement officers in assisting the implementation of the COVID-19 public health order

6. NEW BUSINESS

7. CLOSED SESSION

Recommendation:

That the meeting be closed to the public at _____ p.m. in order that the items, the subjects of which falls under sections 90(1)(c), (e) and (j) of the *Community Charter* which pertains to labour relations, acquisition, disposition or expropriation of land or improvements and information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* be discussed.

7.1 Section 90(1)(c) - labour relations

7.2 Section 90(1)(e) - land or improvements and Section (j) - information prohibited from disclosure under s.21 of Freedom of Information and Protection of Privacy Act

8. ADJOURNMENT

Report

Date April 15, 2020

File:

To Council

From Mark Frame, General Manager, Financial and Protective Services

Endorsed:



Subject Revenue Anticipation Borrowing Bylaw

Purpose

To introduce and adopt Revenue Anticipation Borrowing Bylaw No. 3783, 2020.

Background

Although North Cowichan's fiscal year starts January 1, taxes are not collected until July 2 each year. Between January and June, while taxes start to flow in, North Cowichan's operations are funded from existing cash surpluses. Under normal circumstances, North Cowichan would have enough cash reserves for operating capital for the first half of the year, however, if the Province extends the property tax deadline from July 2, 2020 to September 30, 2020 this year as a result of the COVID-19 pandemic, the municipality may need to establish another source to fund the additional three months of operation without being able to draw upon property tax revenues.

Discussion

As revenue anticipation borrowing is not included in the municipal liability service limit calculation, it does not require electoral approval. However, there are limitations to this type of borrowing established under section 177 of the *Community Charter*. Borrowed amounts cannot exceed 75% of all property taxes imposed for the current year if that annual property tax bylaw has been adopted, or 75% of those imposed in 2019 if the bylaw has not been adopted, and the money borrowed must be repaid when the anticipated revenue with respect to which the borrowing was authorized is received.

In 2019, the general municipal tax levy was \$30 million, so the maximum that North Cowichan would be authorized to borrow would be \$22,500,000. Borrowing would not proceed until all existing cash surpluses have been exhausted, and would only be done on an as needed basis. Presently there is approximately \$25 million available in operating surpluses between general, water and sewer.

Recommended Action

Establish borrowing limit of \$22,500,000 and give first and second readings to Revenue Anticipation Borrowing Bylaw No. 3783, 2020 then resolve to amend section 1 to increase the amount from \$10,000,000 to \$22,500,000 before giving the bylaw third reading as amended and adoption.

Implications

The Revenue Anticipation Borrowing Bylaw has no immediate impact and is not drawn on unless needed. Interest rates are extremely low at present. The cost of borrowing \$10 million for three months would be approximately \$57,500.

However, if Council defers consideration of the bylaw and the provincial declaration of a state of emergency is no longer in effect, the ability granted to the municipality under the Ministerial Order (MO83) made by the Minister of Public Safety and Solicitor General on March 26, 2020, to give a bylaw three readings and adoption at the same meeting will no longer be permitted, would require at least one clear day between third reading and adoption.

Recommendation

That Council give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 3783, 2020; and that Council adopts Revenue Anticipation Borrowing Bylaw No. 3783, 2020.

Attachment(s):

- Revenue Anticipation Borrowing Bylaw No. 3783, 2020



The Corporation of the District of North Cowichan

Revenue Anticipation Borrowing Bylaw

Bylaw 3783

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

- 1** There may be borrowed the sum of TEN MILLION DOLLARS (\$10,000,000) from a financial institution.
- 2** The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Officer.
- 3** When collected, revenue from property taxes must be used to repay money borrowed under this bylaw.
- 4** This bylaw may be cited as "*Revenue Anticipation Borrowing Bylaw No. 3783, 2020*".

READ a first time on
READ a second time on
READ a third time on
ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date April 15, 2020

File:

To Council

From Mark Frame, General Manager, Financial and Protective Services

Endorsed:



Subject 2020 – 2024 Financial Plan and Tax Rates Bylaws

Purpose

To introduce and adopt the 2020 - 2024 Financial Plan and Tax Rates Bylaws.

Background

At the March 18, 2020, Council Meeting, Council was scheduled to review property tax rate options. Two options were presented with a 2020 net property tax increase of 4.3%.

- *Option 1* was an equal distribution of the net 4.3% increase.
- *Option 2* was to reduce the increase to Class 5 – Light Industrial by 2.5%, providing a 4.4% increase to all classes except Class 5, which was 1.7%.

The March 18, 2020, Council Meeting was abbreviated due to the COVID-19 pandemic, and the tax rates were not reviewed at that time.

Following the March 18, 2020 meeting, staff reviewed the budgets to estimate the impact of the COVID-19 pandemic on the 2020 budget and tax rates. It is recognized that 2020 will not be a business as usual scenario, and though it was a very quick review, it reflected budget savings and revenue losses to June 30, 2020. If the pandemic goes on longer, there will be other longer-term changes that will have to be made at that time.

Discussion

The most immediate consequences of this pandemic have been the closure of recreation facilities and the Municipal Hall. These closures have resulted in budget savings and revenue shortfalls. There are minimal short-term savings in wages due to the notice periods for staff affected by the closures. The Fuller Lake Arena would have reduced operations considerably in April in any event. However, the longer the Cowichan Aquatic Centre (CAC) is closed, the more significant these savings become.

Although we initially closed all but essential services, we are now in the process of reinstating all services except for our recreation uses at the pool, rink and fitness classes. All other staff will be back, either working from home or in the field under new safety procedures. The pandemic has highlighted significant challenges we knew the organization has related to business continuity. Staff in Information Technology and Human Resources have worked tirelessly to make the necessary upgrades to our infrastructure and created policies and procedures that have enabled staff to work remotely and back in the field safely.

With the disruption caused by the pandemic, there will be capital projects that the municipality will not be able to complete in 2020. In a typical year, the funding for these projects would be carried forward in a capital reserve, and the projects would be rescheduled in a future year as per our asset management policy. Given that this is not a typical year and that the disruption will be considerable and at peak construction time, staff is recommending reducing the 2020 property taxes for cancelled projects. This will effectively mean pushing those and subsequent projects out a year or two. However, this is a policy decision for Council to consider.

Financial Plan:

- **Revenues:**

The pandemic will result in significant revenue decreases, estimates below (\$644,000):

○ CAC Revenues	\$360,000
○ Fuller Lake Arena	\$ 22,000
○ Wharf Revenues	\$ 47,000
○ Building Permits	\$115,000
○ Interest on Investments	\$100,000

- **Capital and Operating:**

The pandemic will also result in budget savings from closed facilities and capital projects that will now not be able to be completed on schedule (net savings \$1.34 million):

○ CAC Operating Costs (to June 30)	\$ 106,000
○ FLA Operating Costs (to June 30)	\$ 37,400
○ Summer Students	\$ 168,600
○ Roads Projects postponed	\$1,259,000
○ Carry forward roads projects	(\$ 435,000)
○ FLA Roof project postponed	\$ 100,000
○ Trails Wayfinding postponed	\$ 40,000
○ Reduce 3 new positions from 6 mos to 3 mos	\$ 68,000

Based on these and other minor adjustments to the Financial Plan, the net tax increase would be 1.78%. The Financial Plan Bylaw has been prepared with these adjustments.

- **Tax Rates:**

Staff is recommending that Council not make any adjustments between assessment classes and leave the tax apportionment similar to 2019. This would result in a net 1.8% increase for all assessment classes. The net increase for an average single family would be \$37.07 compared to \$72.50 before the adjustments.

The Province has announced a 50% reduction of School Taxes for Class 4 – Heavy Industrial, Class 5 – Light Industrial and Class 6 – Business. This results in an estimated reduction of \$110,000, \$144,000, \$845,000.

Given the School Tax reduction by the Province for classes 4 to 6, staff is comfortable not recommending any further distribution of taxes between classes. The Tax Rates Bylaw has been prepared based on these assumptions.

Options

1. Give three readings and adoption to the Five-Year Financial Plan Bylaw, No. 3785, 2020 and the Tax Rates Bylaw, No. 3786, 2020 as presented (Recommended).
2. Amend the Five-Year Financial Plan Bylaw, No. 3785, 2020 and the Tax Rates Bylaw, No. 3786, 2020 following first and second readings, then give third reading as amended followed by adoption.
3. Reject either or both bylaws, and provide direction to staff on changes to make before bringing them back for consideration by Council to a future special meeting.

Implications

The deadline for the Financial Plan and Tax Rates Bylaws to be adopted is before May 15, 2020 in accordance with section 197 of the *Community Charter*. However, due to the Ministerial Order made by Minister of Public Safety and Solicitor General on March 26, 2020, these bylaws may be given first three readings and adoption at a single meeting; therefore, Council may adopt them on April 15, 2020.

Recommendation

1. That Council give first, second and third readings to Five-Year Financial Plan Bylaw, No. 3785, 2020; And that Council adopts Five-Year Financial Plan Bylaw, No. 3785, 2020.
2. That Council give first, second and third readings to Tax Rates Bylaw, No. 3786, 2020; And that Council adopts Tax Rates Bylaw, No. 3786, 2020.

Attachment(s):

- Property Tax Distribution
- 2020 Capital Projects – Amended
- Five-Year Financial Plan Bylaw, No. 3785, 2020
- Tax Rates Bylaw, No. 3786, 2020

Municipality of North Cowichan
Tax Distribution - Revised Roll
2020

Option # 1- Equal Distribution of 4.3% tax increase **\$ 31,736,000**

Property Class	Assessment	Tax Rate	2020	2019	Increase	%	New Construction	net %
1 Residential	5,999,968,753	3.5824	21,494,139	20,240,574	1,253,565	6.19%	452,862	3.96%
2 Utility	7,160,300	29.0823	208,238	200,314	7,924	3.96%	-	3.96%
3 Social Housing		0.0000	-	-				
4 Major Industry	149,278,000	31.0587	4,636,383	4,473,306	163,078	3.65%	(13,883)	3.96%
5 Light Industry	77,074,600	13.5981	1,048,070	983,710	64,360	6.54%	25,445	3.96%
6 Business	454,799,952	9.2230	4,194,602	3,980,331	214,271	5.38%	56,812	3.96%
7 Managed Forests	3,344,100	14.6628	49,034	47,333	1,701	3.59%	(172)	3.96%
8 Recreational/Non-Profit	20,682,100	3.5824	74,091	63,184	10,908	17.26%	7,022	6.15%
9 Farm	8,777,175	3.5824	31,443	32,069	(626)	-1.95%	(253)	-1.17%
	<u>6,721,084,980</u>		<u>31,736,000</u>	<u>30,020,821</u>	<u>1,715,179</u>	<u>5.71%</u>	<u>527,833</u>	<u>3.96%</u>
Ave SFD	473,578		\$ 1,696.53	\$ 1,624.00	\$ 72.53		1.76%	

6.3%

Option # 2 -1.78% net increase **\$ 31,072,598**

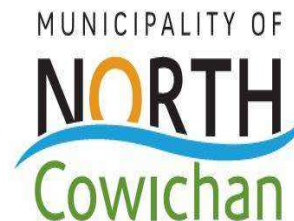
Property Class	Assessment	Tax Rate	2020 Taxes	2019 Taxes	Increase	%	New Construction	net %
1 Residential	5,999,968,753	3.5075	21,044,830	20,240,574	804,256	3.97%	443,396	1.78%
2 Utility	7,160,300	28.4744	203,885	200,314	3,571	1.78%	-	1.78%
3 Social Housing	-	0.0000	-	-				
4 Major Industry	149,278,000	30.4095	4,539,465	4,473,306	66,160	1.48%	(13,593)	1.78%
5 Light Industry	77,074,600	13.3139	1,026,161	983,710	42,451	4.32%	24,913	1.78%
6 Business	454,799,952	9.0302	4,106,919	3,980,331	126,588	3.18%	55,624	1.78%
7 Managed Forests	3,344,100	14.3563	48,009	47,333	676	1.43%	(168)	1.78%
8 Recreational/Non-Profit	20,682,100	3.5075	72,542	63,184	9,359	14.81%	6,875	3.93%
9 Farm	8,777,175	3.5075	30,786	32,069	(1,284)	-4.00%	(247)	-3.23%
	<u>6,721,084,980</u>		<u>31,072,598</u>	<u>30,020,821</u>	<u>1,051,777</u>	<u>3.50%</u>	<u>516,799</u>	<u>1.78%</u>
Ave SFD	473,578		\$ 1,661	\$ 1,624	\$ 37.07		1.72%	

37

\$ 35.46

2020 CAPITAL PROJECTS

Last Revised: March 30, 2020



COVID 19 RECOMMENDATIONS

#	Account GL #	Budget	Area	Project Description	COVID 19 RECOMMENDATIONS
Column	Column12	Column3	Column4	Column5	Column6
ROADS, CYCLING & SIDEWALKS PROGRAM					
1	20-2-10111	\$ 350,000	SE	Trans Canada multi use path - McDonalds to Beverly Street	Complete
2	20-2-10134	\$ 310,000	CR	Adelaide Street sidewalk - York Rd to Tidemark - Prelim Design and Land Acquisition	This project should be put on hold since it will require meetings with land owners and potentially the public. Staff could continue to work on concepts
3	20-2-10145	\$ 50,000	CH	Westholme RD Improvements - Prelim Design & Land Acquisition	This project should be put on hold since it will require meetings with land owners and potentially the public. Likely include submissions and reviews with ALC and staff resources could have limited capacity. Staff could continue to work on concepts
4	20-2-10151	\$ 412,000	SE	Canada Ave Settlement Repair and Flood Wall - Design Only	RFP & Potentially design
5	20-2-10147	\$ 400,000	SE	Canada Ave Complete Streets & Bridges - RFP - Design only	RFP Only
6	20-2-10152	\$ 552,000	SE	Murchie Rd - Construction	Construct in July & August
7	20-2-10150	\$ 570,000	CH	Chemainus Rd Design Works (Inc. Land Acquisition)	Finish Stage 1, Tender Stage 2
8	20-2-10156	\$ 247,500	CH	Chemainus Rd Telus & Shaw O/H to U/G Relocation	"
9	20-2-10158	\$ 2,905,000	CH	Chemainus Road - Henry Rd to Victoria Rd	"
10	20-2-10159	\$ 75,000	SE	Lakes Road bridge repair - RFP - Design Only	Use consultant pool to design
11	20-2-10161	\$ 75,000	CR	Crofton Revit Phase 3 - York Ave from Chaplin St to Roberts - Engagement and Design	Delay until 2021. Delays to public consultation and the reduced staff resources jeopardize the success of this project to meet Crofton's expectations, including coordination with BC Ferry Terminal.
12	20-2-10167	\$ 100,000	SE	Boys Road Sidewalk & Overlay - Engagement and Design Only	Delay until 2021 or 2022. this may be the response regardless. Since committing to undertaking this project Cowichan Tribes have initiated a sewer collection design within the roadway that conflicts with possible surface and drainage works. In addition, the possibility of Boys Rd becoming the JUB outfall trunk main route conflicts. All combine to make this project a poor effort until they are concluded.
13	20-2-10170	\$ 75,000	SE	Tzouhalem Road/Jaynes Road Intersection - Design Only	Preparing concepts for this work will involve public consultation. Its potentially a highly impactful design and involves multiple levels (Cowichan Tribes, its CP holders, MOTI. Staff are recommending the installation of pedestrian lights since they can be removed later, provide some short term safety improvements and consultation is limited to this project is shelf ready waiting for adjacent property owner agreement. It was intended for PW to construct and should be maintained as such. PW may not have the ability to construct in 2020.
14	20-2-10165	\$ 229,000	SE	Sherman Road Sidewalk South Side - Grieve Road to the Church	this project will require public consultation and analysis. Traffic volumes this year will be misleading. Overall, this could strain staff resources.
15	20-2-10169	\$ 120,000	SE	Sherman at Lane Road Roundabout - Design Only	MNC Design
16	20-2-10166	\$ 250,000	SE	Ford Road - improvements for RCMP site - Design only	this is a very good project for PW to build and staff recommend that it be deferred to 2021 as not an urgent project. Some pavement repairs have been made.
17	20-2-10171	\$ 300,000	SE	Mays Road from TCH to Bell McKinnon Road - Widening (bike lane)	Developer
18	20-2-10168	\$ 180,000.00	SE	Cowichan Lake Rd Sidewalk from Somenos to Marsh Road	
19	TOTAL ALL	\$ 7,200,500			
	TOTAL - STRIKES	\$ 5,941,500			
	DIFF	\$ 1,259,000			



The Corporation of the District of North Cowichan

Five-Year Financial Plan Bylaw, 2020

Bylaw 3785

Contents

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- Schedule 2

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

Citation

- 1** This Bylaw may be cited as "*Five-Year Financial Plan Bylaw, No. 3785, 2020*".

Financial plan establishment

- 2** Schedule 1, attached to and forming part of this Bylaw, is adopted as North Cowichan's 5-year financial plan.

Objectives and policies

- 3** Schedule 2, attached to and forming part of this Bylaw, sets out Council's objectives and policies for the years 2020 through 2024 regarding
- (a) the proportion of total revenue that is proposed to come from
 - (i) property value taxes,
 - (ii) parcel taxes,
 - (iii) fees,
 - (iv) proceeds from borrowing, other than borrowing under section 177 *[revenue anticipation borrowing]* of the *Community Charter*, and
 - (v) other sources,
 - (b) the distribution of property value taxes among the property classes that may be subject to the taxes, and
 - (c) the use of permissive tax exemptions.

Expenditure authority

- 4 This Bylaw authorizes North Cowichan's municipal officers to expend in each year the sums of money shown in columns 2 through 6, Schedule 1, for the purposes described in column 1, Schedule 1.

Cheque signing authority

- 5 All North Cowichan cheques must be signed by any two of the Mayor, Chief Administrative Officer, Director of Financial Services, Director of Corporate Services, or their deputies.

Ratification of payments

- 6 All payments already made from municipal revenues for the current year are ratified and confirmed.

Severability

- 7 If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

Repeal

- 8 "Five-Year Financial Plan Bylaw, 2019", No. 3747, and all amendments thereto, is hereby repealed.

READ a first time on
READ a second time on
READ a third time on
ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

Schedule 1

Proposed Expenditures, Funding Sources and Fund Transfers

Item	Column 1 Description	Column 2 2020	Column 3 2021	Column 4 2022	Column 5 2023	Column 6 2024
1	Revenues					
2	Property Taxes	32,906,046	35,671,265	36,867,506	38,679,622	40,062,587
3	Parcel Taxes	4,768,833	4,976,803	5,181,382	5,408,413	5,625,274
4	User Fees	10,517,059	12,760,122	13,699,951	14,587,950	15,072,981
5	Other	7,822,563	7,813,863	26,626,394	9,428,294	2,479,930
6		56,014,501	61,222,053	82,375,233	68,104,279	63,240,772
7	Expenses					
8	General Operating	34,764,632	35,696,658	36,595,860	37,350,856	38,087,569
9	Sanitary Sewer Operating	3,438,677	2,967,500	3,034,131	3,101,343	3,147,438
10	Water Operating	3,094,164	3,165,760	3,235,700	3,237,680	3,284,990
11	Interest on Debt	932,857	1,360,252	1,710,283	2,344,126	2,485,462
12	Amortization	9,757,400	9,787,400	9,811,400	9,811,400	9,814,400
13		51,987,730	52,977,570	54,387,374	55,845,405	56,819,859
14	Annual Surplus / (Deficit)	4,026,771	8,244,483	27,987,859	12,258,874	6,420,913
15	Add back: Unfunded Amortization	9,757,400	9,787,400	9,811,400	9,811,400	9,814,400
16	Capital Expenditures					
17	General Capital	26,894,285	26,260,970	23,683,800	8,051,046	7,930,831
18	Sanitary Sewer Capital	2,159,465	4,679,043	25,499,340	17,297,578	1,743,577
19	Water Capital	2,555,000	1,565,900	3,985,450	1,796,120	1,226,100
20		31,608,750	32,505,913	53,168,590	27,144,744	10,900,508
21	Proceeds from Borrowing	(10,000,000)	(16,000,000)	(14,000,000)	0	0
22	Principal Payments on Debt	1,089,460	1,094,565	1,645,330	2,585,325	2,753,717
23	Transfers to or between Reserve Funds	(1,811,479)	1,774,589	1,540,547	397,136	1,157,500
24	Transfers to or between Accumulated Surplus	(7,102,560)	(1,343,184)	(4,555,208)	(8,056,931)	1,423,588
25		(17,824,579)	(14,474,030)	(15,369,331)	(5,074,470)	5,334,805
26	Financial Plan Balance	0	0	0	0	0

Schedule 2

Financial Objectives and Policies

1. Funding Sources

Property taxation is North Cowichan's principal revenue source. As a revenue source, property taxation is simple to administer and relatively easy for residents to understand. It is also a stable and reliable source of revenue for services that are hard or undesirable to fund on a user-pay basis. User fees and charges form the next largest portion of North Cowichan's revenue and are collected from a variety of municipal services, permits, and licences. User fees attempt to align the value of a service to those who use the service. It is generally preferable to charge a user fee for services to specific users, than to levy a general tax on all property owners. The table below shows the proportion of North Cowichan revenue proposed to be raised from each funding source in 2020.

Table 1 - Sources of Revenue

Item	Column 1 Revenue Source	Column 2 % of Total Revenue	Column 3 Dollar Value
1	Property Taxes	49.9%	32,906,046
2	Parcel Taxes	7.2%	4,768,833
3	User Fees and Charges	15.9%	10,517,059
4	Proceeds from Borrowing	15.2%	10,000,000
5	Other	11.8%	7,822,563
6	Total	100.0%	66,014,501

Council's objectives and policies regarding funding sources are to

- (a) use property taxes for services that do not lend themselves to a user-pay approach,
- (b) allocate 10% to 15% of municipal property tax revenue to capital projects,
- (c) charge user fees, where possible, to align services with those who use them, and
- (d) look for new revenue sources.

2. Distribution of Property Tax Rates

Council's objectives and policies regarding the distribution of property tax rates are to strive to

- (a) set tax rates and ratios that maintain tax stability between property classes while factoring in non-market growth within classes,
- (b) set Class 4 (Heavy Industry) at the provincial average tax ratio and at no more than 3 times Class 6 (Business),
- (c) set Class 5 (Light Industry) at no more than 2 times Class 6 (Business),
- (d) set Class 6 (Business) at no more than 2 times Class 1 (Residential),
- (e) set Class 7 (Managed Forest) at no more than 2 times Class 6 (Business),
- (f) set Class 8 (Non-profit and Recreation) tax ratio at 1.00, to assist sector, and
- (g) set Class 9 (Farm) tax ratio at 1.00, to encourage local farm production.

Table 2 – 2020 Property Tax and Ratios Distribution

Item	Column 1 Property Class	Column 2 % of Total Property Taxation	Column 3 Dollar Value	Column 4 Ratios
1	Residential	67.7%	21,044,830	1.00
2	Utilities	0.7%	203,885	8.12
3	Supportive Housing	0.0%	-	-
4	Major Industrial	14.6%	4,539,465	8.67
5	Light Industrial	3.3%	1,026,161	3.80
6	Business and Other	13.2%	4,106,919	2.57
7	Managed Forest	0.2%	48,009	4.09
8	Recreation/Non-profit	0.2%	72,542	1.00
9	Farm land	0.1%	30,786	1.00
10	Total	100.00%	31,072,597	

3. Permissive Tax Exemptions

North Cowichan supports local non-profit organizations through permissive tax exemptions. Each year a list of these exemptions are included in the annual Report. Permissive property tax exemptions are governed by the North Cowichan Permissive Tax Exemption Policy.

In addition, the Municipality offers a tax incentive program to encourage new commercial and residential mixed use development to locate within the existing commercial core areas, and to encourage development of industrial land. Revitalization property tax exemptions are governed by the Municipality's Revitalization Tax Exemption Bylaw.



The Corporation of the District of North Cowichan

Tax Rates Bylaw, 2020

Bylaw 3786

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

Citation

- 1** This Bylaw may be cited as "Tax Rates Bylaw, No. 3786, 2020".

2020 Tax Rates

- 2** This Bylaw imposes tax rates for the year 2020 appearing in Schedule A, attached to and forming part of this bylaw, on the assessed value of all land and improvements within the Municipality of North Cowichan, for the following purposes:
- (a) North Cowichan general municipal purposes - Column A;
 - (b) Chemainus Business Improvement Area - Column B;
 - (c) Cowichan Valley Regional District (excluding the Island Savings Centre and Theatre Grant) - Column C;
 - (d) Cowichan Valley Regional District's Island Savings Centre - Column D;
 - (e) Cowichan Valley Regional District's Theatre Grant – Column E;
 - (f) Cowichan Valley Regional Cowichan River Flood Management - Column F;
 - (g) Cowichan Valley Regional Hospital District - Column G.
- 3** The tax rates and percentage additions shall be payable at the Municipal Hall, 7030 Trans-Canada Highway, Duncan, British Columbia.

Severability

- 4** If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

READ a first time on
READ a second time on
READ a third time on
ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

Schedule A

2020 TAX RATES

(Dollars of Tax per \$1,000 of Net Taxable Value)

Property Class	A General Municipal	B Chemainus Business Improvement Area	C Cowichan Valley Regional District (CVRD)	D CVRD Island Savings Centre	E CVRD Theatre Grant	F CVRD Cowichan River Flood Mgmt.	G Cowichan Valley Regional Hospital District
Residential	3.5075		0.76510	0.57085	0.05695	0.01720	0.51958
Utility	28.4744		2.67770	1.99798	0.19932	0.06019	1.81853
Supportive Housing	0.0000		0.00000	0.00000	0.00000	0.00000	0.51958
Major Industry	30.4095		2.60120	1.94089	0.19362	0.05847	1.76657
Light Industry	13.3139		2.60120	1.94089	0.19362	0.05847	1.76657
Business	9.0302		1.87440	1.39858	0.13952	0.04214	1.27297
Business – Area 1		4.2500					
Business – Area 2		3.5000					
Business – Area 3		2.5000					
Managed Forests	14.3563		2.29520	1.71255	0.17084	0.05159	1.55874
Recreational/ Non-Profit	3.5075		0.76510	0.57085	0.05695	0.01720	0.51958
Farm	3.5075		0.76510	0.57085	0.05695	0.01720	0.51958

Report

Date April 15, 2020
To Council
From Michelle Martineau, Manager, Legislative Services
Subject Fees and Charges Bylaw No. 3784

File:

Endorsed:



Purpose

To introduce and adopt Fees and Charges Bylaw No. 3784, 2020.

Background

Council supported the following utility rate increases for 2020 during meetings held in March:

- Chemainus water metered minimum and parcel tax by 5%;
- Crofton water metered minimum and parcel tax by 5%;
- South End water metered minimum and parcel tax by 3%;
- Metered water rates by 3%;
- Chemainus sewer parcel tax and user fees by 3%;
- Crofton sewer parcel tax and user fees by 3%;
- South End sewer parcel tax and user fees by 3%;
- Maple Bay Sewer Treatment Plant user fee by 3%; and
- Annual residential waste collection rate from \$91 to \$102.

On March 26, 2020, the Minister of Public Safety and Solicitor General made an order (Ministerial Order No. MO83), under the [Emergency Program Act](#), to facilitate the safe and efficient conduct of municipal business during the COVID-19 pandemic.

Discussion

As a result of MO83 (see attachments 2 and 3), Council may adopt a bylaw at the same day that it received third reading. MO83 waives the requirement under [subsection 135\(3\)](#) of the *Community Charter (CC)* that there be at least one day between third reading and the adoption of a bylaw. Although adoption is often referred to as “fourth reading”, [CC subsection 135\(2\)](#) does not treat adoption as a reading of a bylaw, therefore, the rule under subsection (2) which limits up to three readings at one meeting of Council does not apply.

The following table reflects the rates increases for water, sewer and waste collection, based upon the increases presented and approved by Council in March, contained in Schedule C – Development and Permit Fees in Fees and Charges Bylaw No. 3784, 2020 (see attachment 1):

	2019 Rate	2019 Add'l Unit Rate	2020 %	2020 Rate	2020 Add'l Unit Rate
(Section 2, Engineering Fees)					

		2019 Rate	2019 Add'l Unit Rate	2020 %	2020 Rate	2020 Add'l Unit Rate
30	Waste Collection – Annual, per dwelling unit	\$ 91.00			\$ 102.00	
(Section 4, Parcel Fees)						
1	Sewer – Chemainus Local Area Service	\$ 458		3%	\$ 472	
2	Sewer – Crofton Local Area Service	\$ 425		3%	\$ 438	
3	Sewer – South End Local Area Service	\$ 201		3%	\$ 207	
4	Sewer – Maple Bay Local Area Service	\$ 3,335		3%	\$ 3,435	
5	Water – Chemainus Local Area Service	\$ 288		5%	\$ 302	
6	Water – Crofton Local Area Service	\$ 203		5%	\$ 213	
7	Water – South End Local Area Service	\$ 191		3%	\$ 197	
(Section 7, Sewer Use Fees)						
1	Apartments, per dwelling unit – Chemainus	\$ 102		3%	\$ 105	
2	Apartments, per dwelling unit – Crofton	\$ 214		3%	\$ 220	
3	Apartments, per dwelling unit – South End	\$ 97		3%	\$ 100	
4	Detached Single Family, per dwelling unit – Chemainus	\$ 146		3%	\$ 150	
5	Residential Suite – Chemainus	\$ 146		3%	\$ 150	
6	Detached Single Family, per dwelling unit – Crofton	\$ 275		3%	\$ 283	
7	Residential Suite – Crofton	\$ 275		3%	\$ 283	
8	Detached Single Family, per dwelling unit – South End	\$ 158		3%	\$ 163	
9	Residential Suite – South End	\$ 158		3%	\$ 163	
10	Hospital or Care Home, per bed – Chemainus	\$ 42		3%	\$ 43	
11	Hospital or Care Home, per bed – Crofton	\$ 94		3%	\$ 97	
12	Hospital or Care Home, per bed – South End	\$ 53		3%	\$ 55	
13	Hotel, per room – Chemainus	\$ 36		3%	\$ 37	
14	Hotel, per room – Crofton	\$ 66		3%	\$ 68	
15	Hotel, per room – South End	\$ 36		3%	\$ 37	
16	Industry – Chemainus	\$ 872	\$12.32	3%	\$ 898	\$12.69
17	Industry – South End	\$ 1,032	\$ 7.81	3%	\$ 1,063	\$ 8.04
18	Laundromat – Chemainus	\$ 191	\$11.80	3%	\$ 197	\$12.15
19	Laundromat – Crofton	\$ 281	\$17.43	3%	\$ 289	\$17.95
20	Laundromat – South End	\$ 168	\$10.44	3%	\$ 173	\$10.75
21	Maple Bay sewer user fee, per equivalent residential unit	\$ 1,040		3%	\$ 1,071	
22	Motel, Campground, RV Park, per unit/site – Chemainus	\$ 92		3%	\$ 95	
23	Motel, Campground, RV Park, per unit/site – Crofton	\$ 92		3%	\$ 95	
24	Motel, Campground, RV Park, per unit/site – South End	\$ 92		3%	\$ 95	
25	School, per classroom – Chemainus	\$ 146		3%	\$ 150	
26	School, per classroom – Crofton	\$ 275		3%	\$ 283	
27	School, per classroom – South End	\$ 158		3%	\$ 163	
28	Other commercial, professional or non-residential premises, per unit – Chemainus	\$ 146		3%	\$ 150	
29	Other commercial, professional or non-residential premises, per unit – Crofton	\$ 299		3%	\$ 308	

		2019 Rate	2019 Add'l Unit Rate	2020 %	2020 Rate	2020 Add'l Unit Rate
30	Other commercial, professional or non-residential premises, per unit – South End	\$ 168		3%	\$ 173	
31	Industrial Wastewater Surcharge, per cubic metre over 300 cubic metres per month	\$ -		3%	\$ -	
(Section 8, Water Use Fees)						
1	Annual metered residential, per dwelling unit – Chemainus	\$ 234		5%	\$ 246	
2	Annual metered residential, per dwelling unit – Crofton	\$ 405		5%	\$ 425	
3	Annual metered residential, per dwelling unit – South End	\$ 168		3%	\$ 173	
4	Annual metered apartment – Chemainus	\$ 191		5%	\$ 201	
5	Annual metered apartment – Crofton	\$ 180		5%	\$ 189	
6	Annual metered apartment – South End	\$ 110		3%	\$ 113	
7	Tri-annual strata residential – Chemainus	\$ 78		5%	\$ 82	
8	Tri-annual strata residential – Crofton	\$ 135		5%	\$ 142	
9	Tri-annual strata residential – South End	\$ 56		3%	\$ 58	
10	Tri-annual strata apartment – Chemainus	\$ 64		5%	\$ 67	
11	Tri-annual strata apartment – Crofton	\$ 60		5%	\$ 63	
12	Tri-annual strata apartment – South End	\$ 37		3%	\$ 38	
13	Quarterly metered residential, per dwelling unit – Chemainus (first 95.47 m ³ or 21 000 gallons)	\$ 59		5%	\$ 62	
14	Quarterly metered residential, per dwelling unit – Crofton (first 95.47 m ³ or 21 000 gallons)	\$ 102		5%	\$ 107	
15	Quarterly metered residential, per dwelling unit – South End (first 95.47 m ³ or 21 000 gallons)	\$ 42		3%	\$ 43	
16	Quarterly metered apartment – Chemainus (first 95.47 m ³ or 21 000 gallons)	\$ 49		5%	\$ 51	
17	Quarterly metered apartment – Crofton (first 95.47 m ³ or 21 000 gallons)	\$ 47		5%	\$ 49	
18	Quarterly metered apartment – South End (first 95.47 m ³ or 21 000 gallons)	\$ 31		3%	\$ 32	
19	Quarterly metered commercial – Chemainus (first 95.47 m ³ or 21 000 gallons)	\$ 98		5%	\$ 103	
20	Quarterly metered commercial – Crofton (first 95.47 m ³ or 21 000 gallons)	\$ 123		5%	\$ 129	
21	Quarterly metered commercial – South End (first 95.47 m ³ or 21 000 gallons)	\$ 54		3%	\$ 56	
22	Monthly residential & commercial excess consumption 31.83 m ³ to 145.47 m ³ (each 4.55 m ³) or 7 001 to 32 000 gallons (each 1 000 gallons)	\$ 2.12		3%	\$ 2.18	
23	Monthly residential & commercial excess consumption over 145.47 m ³ (each 4.55 m ³) or 32 000 gallons (each 1 000 gallons)	\$ 3.12		3%	\$ 3.21	

The rates and fees in Schedules A, B, D through G are consistent with the rates contained the Schedule attached to Fees Bylaw No. 3603 and any amendments thereto.

Options

1. Give three readings and adoption to Fees and Charges Bylaw No. 3784, 2020 as presented (Recommended).
2. Amend Fees and Charges Bylaw No. 3784, 2020 following first and second readings, then give third reading as amended followed by adoption.
3. Reject the bylaw and provide direction to staff on changes to make before bringing the draft bylaw back for consideration at a future Council meeting.

Implications

As the rates proposed under this bylaw have been used to calculate the revenue stream for the user fees contained the Five-Year Financial Plan Bylaw. Any amendments to these rates may impact revenues under that bylaw and trigger a bylaw amendment.

Recommendation

That Council give first, second and third readings to Fees and Charges Bylaw No. 3784, 2020;
And that Council adopts Fees and Charges Bylaw No. 3784, 2020.

Attachment(s):

- Fees and Charges Bylaw No. 3784, 2020
- 2020-03-26 YA Bulletin – Relaxation of Meeting Rules
- Ministerial Order No. MO83



The Corporation of the District of North Cowichan

Fees and Charges Bylaw

Bylaw 3784

Contents

- 1 Citation
- 2 Establishment of fees and charges
- 3 Late penalties
- 4 Taxes
- 5 Refunds
- 6 Annual review
- 7 Severability
- 8 Repeal
- 9 Schedules

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

Citation

- 1** This Bylaw may be cited as "*Fees and Charges Bylaw No. 3784, 2020*".
- 2** This Bylaw shall come into effect on January 1, 2020.

Establishment of fees and charges

- 3** To the extent that fees and charges in this Bylaw are not otherwise established and imposed, this Bylaw establishes and imposes the fees and charges as set out in Schedules A to G, inclusive.
- 4** Wherever this Bylaw sets out fees and charges with respect to other municipal bylaws and such other bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

Late penalties

- 5** (1) A late payment penalty must be added to all fees and charges that remain unpaid after their due dates as follows:
 - (a) 10% on unpaid water and sewer usage fees and charges;
 - (b) 1% per month, compounded simply, on all other fees and charges
- (2) No late payment penalty will be charged on fees and charges that are mailed and post-marked more than 6 days before such fees and charges are due and payable.

Taxes

- 6** All fees and charges in this Bylaw exclude provincial and federal taxes, except for Schedule F, which include taxes.

Refunds

7 No refund will be paid on fees and charges collected in error after two years.

Annual Review

8 Council must annually review the fees and charges in this Bylaw to ensure they are sufficient to offset their associated service-delivery costs.

Severability

9 If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

Repeal

10 "Fees Bylaw No. 3603", and all amendments thereto, is hereby repealed.

Schedules

11 The following schedules are attached to and form part of this Bylaw:

- (a) Schedule A – Administration Fees
- (b) Schedule B – Animal Control Fees
- (c) Schedule C – Development and Permitting Fees
- (d) Schedule D – Interment Fees
- (e) Schedule E – Licensing Fees
- (f) Schedule F – Parks and Recreation Fees
- (g) Schedule G – Protective Services Fees

READ a first time on
READ a second time on
READ a third time on
ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

SCHEDULE A - ADMINISTRATION FEES

(Section 1, General Administration Fees)

Item	Column 1 Description	Column 2 Amount
1	Document – Routinely Available Records (Agenda, Minutes, Bylaws)	\$0.25 per black and white page, \$1.65 per colour page
2	Document – Engineering Standards (Schedule to Subdivision Bylaw)	\$25
3	Document – List of Electors (for candidates only)	\$0 for first copy \$20 for additional copies
4	Document – Map – 1:12500 Orthophoto (North half or South half)	\$15
5	Document – Map – 1:12500 Zoning (North half or South half)	\$12.50
6	Document – Map – 1:2500 Orthophoto	\$8
7	Document – Map – 1:20000 Forestry Areas	\$6
8	Document – Map – 1:5000 Forestry Map	\$6
9	Document – Map – Service Level Map	\$6
10	Document – Parks and Recreation Areas	\$20
11	Document – Shipping – Map Book or rolled paper maps in tube	\$18
12	Document – Subdivision Plan Loan	\$5
13	Document – Building Plans & Survey Plans	\$6 per page
14	Land Title registrations and releases of charges and legal notations <i>Note: No fee is charged to register a notice under s. 57 of the Community Charter.</i>	\$200
15	BC Online search fee	At cost plus 10%
16	Business Licence search fee	\$20
17	Research Fee (other than FOI searches)	\$50 per hour
18	Encroachment Agreement	\$200
19	File Research Letter – original	\$200
20	File Research Letter – subsequent	\$50
21	Licence of Occupation – Application	\$200
22	Licence of Occupation – Renewal Application	\$100
23	False Alarm Response – For 3 rd or more in 12 month period	\$500
24	Firearms Discharge Permit	\$20
25	Liquor licence assessment – neighbourhood pubs, marine pubs, or beer and wine stores if referendum conducted	\$250
26	Liquor licence assessment – neighbourhood pubs, marine pubs, or beer and wine stores if referendum not conducted	\$100
27	Liquor licence assessment – other licence changes	\$100
28	Municipal lapel pins <i>Note: No charge for first 5 pins to residents of North Cowichan</i>	\$1 each
29	Municipal Property Use for Special Occasion Liquor Licence	\$100 per day plus \$300 refundable damage deposit
30	Revitalization Tax Exemption Application	\$200

SCHEDULE A - ADMINISTRATION FEES*(Section 2, Miscellaneous Fees)*

Item	Column 1 Description	Column 2 Amount
1	Crofton Boat Ramp Commercial Use	\$100
2	Firewood Permit	\$8.28 per m3 or \$30 per cord
3	Incineration of structure on private property by Fire Department	\$1,000
4	Key Use for Municipal Property or Building	\$10 per use, plus refundable deposit
5	Key Deposit (Refundable) – Abus key	\$100
6	Key Deposit (Refundable) – Medico key	\$200
7	Lesser Vegetation Permit	\$60 per person per month
8	Mobile Home Tax Status Certificate	\$15
9	NSF Cheque	\$17.50
10	Nuisance (Controlled Substance) Property Inspection	\$500
11	Nuisance (Controlled Substance) Compliance Failure	\$1,000
12	Attraction Directional Sign Permit	\$175
13	Sign Permit	\$175
14	Soil Deposit or Removal Permit	\$150
15	Soil Deposit or Removal Permit – Renewal or transfer	\$100
16	Tax Demand Notice copy – for owner	\$0
17	Tax Demand Notice copy – for non-owner	\$10 plus \$5 to fax
18	Tax Information – Owner – Current year	\$0
19	Tax Information – Owner – Previous year	\$20 per parcel per year
20	Tax Information – Non-owner	\$20 per parcel per year
21	Tax Information – Bulk Tax Payment Report	\$4 per parcel per year
22	Tender Documents	at cost
23	Untidy and unsightly property clean-up	actual costs
24	Vehicle Removal	\$50
25	Vehicle Impoundment	\$5 per day

SCHEDULE B - ANIMAL CONTROL FEES

(Section 1, Animal Control Fees)

Item	Column 1 Description	Column 2 Amount
Licence Fees		
1	Dog Licence Fee	\$35
2	Dog Licence Late Fee (after February 28)	\$10 additional
3	Aggressive Dog Licence Fee (minus any previous amount paid in the same licencing year towards the Dog)	\$100
4	Aggressive Dog Licence Late Fee (after February 28)	\$25 additional
5	Dog Licence Transfer Fee	\$5.00
6	Dog Tag Replacement Fee	\$5
7	Kennel Licence Fee	\$125
8	Kennel Late Fee (after February 28)	\$25 additional
Seizure and Impoundment Fees		
9	Seizure and Impoundment fee for a spayed or neutered Cat	\$25
10	Seizure and Impoundment fee for an unspayed or unneutered Cat (upon proof of serilization within 30 days of the impoundment date, the Owner will be refunded \$75.00)	\$100
11	Seizure and Impoundment fee for any Animal other than a Cat or Dog	\$Actual Cost
12	Seizure & Impoundment fee for licensed Dog (Excludes Aggressive Dogs) – 1 st impoundment	\$50
13	Seizure & Impoundment fee for an licensed Dog (Excludes Aggressive Dogs) – 2 nd impoundment	\$100
14	Seizure & Impoundment fee for licensed Dog – 3 rd and subsequent impoundment (Excludes Aggressive Dogs)	\$200
15	Seizure & Impoundment fee for an unlicensed Dog (Excludes Aggressive Dogs) – 1 st impoundment	\$150
16	Seizure & Impoundment fee for a unlicensed Dog (Excludes Aggressive Dogs) – 2 nd impoundment	\$200
17	Seizure & Impoundment fee for an unlicensed Dog (Excludes Aggressive Dogs) – 3 rd and subsequent impoundment	\$300
18	Seizure and Impoundment fee for an Aggressive Dog – 1 st impoundment	\$200
19	Seizure and Impoundment fee for an Aggressive Dog – 2 nd impoundment	\$300
20	Seizure and Impoundment fee for an Aggressive Dog – 3 rd and subsequent impoundments	\$400
21	Charge for any third party assistance required and employed to seize and impound any Dog	\$Actual Cost
Boarding & Maintenance Fees		
22	Boarding or maintenance charge for any Animal other than a Cat	\$15 per 24-hour period or portion thereof
23	Boarding or maintenance charge for a Cat	\$10 per 24-hour period or portion thereof

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 1, Building Fees)

Item	Column 1 Description	Column 2 Amount
1	Building Permit Fee – for construction value not exceeding \$5,000	\$100
2	Building Permit Fee – for construction value > \$5,000 but < \$100,000	\$100 for first \$5,000 plus \$10 for each additional \$1,000
	Building Permit Fee – for construction value > \$100,000	
	<i>Note: Construction values must be based on the following:</i>	
	<i>(a) Main floor with full basement, \$150 / sq. ft.</i>	
	<i>(b) Main floor with crawlspace, \$130 / sq. ft.</i>	
	<i>(c) Main floor on grade, \$125 / sq. ft.</i>	\$1,050 for first \$100,000 plus
	<i>(d) Second floor, \$110 / sq. ft.</i>	\$7 for each additional
3	<i>(e) Finished basement, \$44.50 / sq. ft.</i>	\$1,000
	<i>(f) Finished attached or detached garage, \$52.50 / sq. ft.</i>	
	<i>(g) Unfinished attached or detached garage, \$44.50 / sq. ft.</i>	
	<i>(h) Carport, \$27.50 / sq. ft.</i>	
	<i>(i) Open Deck, \$30 / sq. ft.</i>	
	<i>(j) Manufactured / mobile home, or relocated building, \$75 / sq. ft.</i>	
	<i>Despite the above, a Building Inspector may require an appraisal of the proposed construction value and base the permit fee on the appraised value.</i>	
4	Building Permit to move building	Based on above fees
5	Building Permit for construction done without valid permit	Double the above fees
6	Demolition of building or structure	\$100
7	Re-inspection	\$50
8	Building Permit – Existing float home	\$100
9	Building Permit – New float home	\$0.26 / sq. ft. of gross area
10	Building File Review with staff	\$50
11	Refund for withdrawn application if no inspections done	70% refund
12	Reduction where letters of assurance relied on	10% reduction of above fees

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 2, Engineering Fees)

Item	Column 1 Description	Column 2 Amount
1	Blasting Permit	\$50
2	Concrete box installation for driveway protection of a 19 mm water service	\$100
3	Concrete box installation for driveway protection of a water service larger than 19 mm	Actual cost
4	Culvert Extension	Actual cost
5	Culvert Installation – 300 mm	\$2,320
6	Culvert Installation – larger than 300 mm	Actual cost
7	Culvert Relocation – 300 mm	\$510
8	Repair or Replace Damaged Water Meter / Setter / Box / Curb Stop	Actual Cost
9	Garden Irrigation Permit	\$25
10	Highway Access Permit	\$25
11	Highway Chattels Removal	\$50
12	Highway Construction Permit	\$100
13	Highway Merchandise Annual Display Permit	\$100
14	Hydrant Use Permit – tank fill – up to 3,000 gallons from fire hydrant at Municipal Operations Yard	\$25
15	Hydrant Use Permit – weekly	\$75 + \$750 damage deposit
16	Hydrant Use Permit – monthly permit	\$150 + \$750 damage deposit
17	Hydrant Use Permit – annual permit (user-supplied double-check valve assembly)	\$250 + \$500 damage deposit
18	Hydrant Use Permit – annual permit	\$500 + \$750 damage deposit
19	Interest Rate – Excess or Extended Services	5% from completion date
20	Interest Rate – Borrowing from Local Area Service Reserve Fund	5% from commute date
21	Meter or curb stop relocation charge	\$450
22	Meter reading request	\$50
23	Meter testing fee	\$50
24	Move water meter box vertically or horizontally	\$250
25	Move water meter box more than 1.5 metre horizontally	\$450
26	Ornamental street light replacement	Actual cost
27	Return of unauthorized equipment or fittings	\$150
28	Secondary water meter box	\$750
29	Subdivision Works and Services Inspection	3% of cost of construction
30	Waste Collection – Annual, per dwelling unit	\$102
31	Waste Collection – Extra residential garbage container tag	\$3
32	Waste Collection – Recycling bag	\$2
33	Waste Collection – Kitchen organics container	\$30
34	Water disconnection (includes reconnection), temporary or permanent	\$50
35	Water disconnection due to bylaw infraction	\$50
36	Water turn on or turn off (non-emergency after normal business hours)	Actual cost
37	Water turn on or turn off (emergency, after normal business hours)	No charge

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 3, Planning Fees)

Item	Column 1 Description	Column 2 Amount
1	Agricultural Land Reserve (ALR) non-farm use application	\$300 + ALR fees
2	ALR exclusion application	\$300 + ALR fees
3	ALR – subdivision within ALR	\$300 + ALR fees
4	Board of Variance	\$250
5	Bylaw Amendment – Official Community Plan <i>Note: Includes advertising fees.</i>	\$2,500
6	Bylaw Amendment – Zoning Bylaw <i>Note: Includes advertising fees. A \$500 refund will be issued if an application does not proceed to a public hearing. The entire fee will be refunded for LEED certified development.</i>	\$2,500
7	Bylaw Amendment – Concurrent Official Community Plan Bylaw and Zoning Bylaw <i>Note: Includes advertising fees. A \$500 refund will be issued if an application does not proceed to a public hearing. The entire fee will be refunded for LEED certified development.</i>	\$3,000
8	Chemainus Cash-in-lieu of Parking	\$8,000 per parking space
9	Development Permit Area 1* – General – major (larger than 200 m2) <i>Note: Fees will be refunded for LEED certified development.</i>	\$1,200
10	Development Permit Area 1* – General– minor (less than 200 m2) <i>Note: Fees will be refunded for LEED certified development.</i>	\$600
11	Development Permit Area 2* – Marine Waterfronts	\$600
12	Development Permit Area 3* – Natural Environment	\$600
13	Development Permit Area 4* – Hazard Lands	\$600
14	Development Permit Area 5* – Farm Land Protection	\$600
15	Development Permit – Amendment	\$600
16	Development Permit Extension	\$600
17	Development Variance Permit	\$1,000 + \$50 per additional lot
18	Preliminary Layout Acceptance (PLA) – Fee Simple	\$750 + \$250 per lot
19	Preliminary Layout Acceptance (PLA) – Bare Land Strata	\$750 + \$250 per strata lot
20	Preliminary Layout Acceptance (PLA) – Phased Building Strata	\$750 + \$250 per phase
21	Preliminary Layout Acceptance (PLA) – Strata Conversion	\$750 + \$250 per strata unit
22	Subdivision – Final Approval (all types) <i>Note: Excludes \$50 plan examination fee established by the Local Government Act.</i>	\$500
23	Subdivision – PLA Extension	\$500
24	Subdivision – PLA Amendment	\$500
25	Temporary Mobile Home Permit	\$600
26	Temporary Mobile Home Annual Renewal	\$150
27	Temporary Use Permit	\$2 000
28	Temporary Use Permit Amendment or Renewal	\$1 000
29	Temporary Use Permit – Retaining an existing dwelling while new dwelling under construction	\$600
30	Temporary Use Permit Renewal – Retaining an existing dwelling while new dwelling under construction	\$600

*Note: If a project requires multiple development permits (DP), only the highest DP fee will be charged.

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 4, Parcel Fees)

Item	Column 1 Description	Column 2 Amount
1	Sewer – Chemainus Local Area Service	\$472
2	Sewer – Crofton Local Area Service	\$438
3	Sewer – South End Local Area Service	\$207
4	Sewer – Maple Bay Local Area Service	\$3,435
5	Water – Chemainus Local Area Service	\$302
6	Water – Crofton Local Area Service	\$213
7	Water – South End Local Area Service	\$197

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 5, Plumbing Fees)

Item	Column 1 Description	Column 2 Amount
1	Plumbing fixtures – 1 or 2	\$25.20
2	Plumbing fixtures – 3 to 100	\$12.60 per fixture
3	More than 100 plumbing fixtures	\$1,050
4	Inspection of water or sewer lines on private property	\$10.50
5	Inspection of fire sprinkler system	\$2.10 per sprinkler head
6	Inspection of residential or commercial lawn sprinkler system	\$26.25 per zone
7	Inspection of commercial irrigation system	\$105 per diameter inch of supply
8	Inspection of fire protection system	\$26.50 per standpipe hydrant or hose connection
9	Inspection of connection to, or alteration of, sanitary or storm sewer	\$31.50
10	Inspection of septic tank after connection to sewer or demolition <i>Note: pump out receipt required</i>	\$21
11	Inspection of water service connection	\$31.50
12	Inspection of maintenance holes, interceptors and catch basins	\$31.50
13	Inspection of pump station	\$31.50
14	Construction without a valid plumbing permit	Double fee
15	Call back inspection	\$31.50

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES*(Section 6, Sewer Connection Fees)*

Item	Column 1 Description	Column 2 Amount
1	Capital Cost – for connection outside development cost charge or local service area and on connection to a water or sewer local area service when development cost charge does not apply. Not payable if the water or sewer parcel tax is currently being charged.	Equivalent to DCCs
2	Sewer – 4 inch diameter	\$3,400
3	Sewer – Larger than 4 inch diameter	Actual Cost
4	Storm Drain	Actual cost (\$50 minimum)
5	Water – Residential $\frac{3}{4}$ inch	\$3,195
6	Water – Commercial $\frac{3}{4}$ inch	\$3,290
7	Water – Commercial 1 inch	\$3,670
8	Water – Commercial 1.5 inch	\$5,120
9	Water – Commercial 2 inch	\$5,900
10	Water – Commercial larger than 2 inches	Actual Cost

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 7, Sewer Use Fees)

Item	Column 1 Description	Column 2 Amount
1	Apartments, per dwelling unit – Chemainus	\$105
2	Apartments, per dwelling unit – Crofton	\$220
3	Apartments, per dwelling unit – South End	\$100
4	Detached Single Family, per dwelling unit – Chemainus	\$150
5	Residential Suite – Chemainus	\$150
6	Detached Single Family, per dwelling unit – Crofton	\$283
7	Residential Suite - Crofton	\$283
8	Detached Single Family, per dwelling unit – South End	\$163
9	Residential Suite – South End	\$163
10	Hospital or Care Home, per bed – Chemainus	\$43
11	Hospital or Care Home, per bed – Crofton	\$97
12	Hospital or Care Home, per bed – South End	\$55
13	Hotel, per room – Chemainus	\$37
14	Hotel, per room – Crofton	\$68
15	Hotel, per room – South End	\$37
16	Industry – Chemainus	\$898, plus \$12.69 per employee over 20 employees
17	Industry – South End	\$1063, plus \$8.04 per employee over 20 employees
18	Laundromat – Chemainus	\$197, plus \$12.15 per employee over 20 employees
19	Laundromat – Crofton	\$289, plus \$17.95 per washing machine
20	Laundromat – South End	\$173, plus \$10.75 per washing machine
21	Maple Bay sewer user fee, per equivalent residential unit	\$1,071
22	Motel, Campground, RV Park, per unit/site – Chemainus	\$95
23	Motel, Campground, RV Park, per unit/site – Crofton	\$95
24	Motel, Campground, RV Park, per unit/site – South End	\$95
25	School, per classroom – Chemainus	\$150
26	School, per classroom – Crofton	\$283
27	School, per classroom – South End	\$163
28	Other commercial, professional or non-residential premises, per unit – Chemainus	\$150
29	Other commercial, professional or non-residential premises, per unit – Crofton	\$308
30	Other commercial, professional or non-residential premises, per unit – South End	\$173
31	Industrial Wastewater Surcharge, per cubic metre over 300 cubic metres per month	\$0

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 8, Water Use Fees)

Item	Column 1 Description	Column 2 Amount
1	Annual metered residential – Chemainus, per dwelling unit	\$246
2	Annual metered residential – Crofton, per dwelling unit	\$425
3	Annual metered residential – South End, per dwelling unit	\$173
4	Annual metered apartment – Chemainus	\$201
5	Annual metered apartment – Crofton	\$189
6	Annual metered apartment – South End	\$113
7	Tri-annual strata residential – Chemainus	\$82
8	Tri-annual strata residential – Crofton	\$142
9	Tri-annual strata residential – South End	\$58
10	Tri-annual strata apartment – Chemainus	\$67
11	Tri-annual strata apartment – Crofton	\$63
12	Tri-annual strata apartment – South End	\$38
13	Quarterly metered residential (first 95.47 m ³ or 21 000 gallons) Chemainus, per dwelling unit	\$62
14	Quarterly metered residential (first 95.47 m ³ or 21 000 gallons) – Crofton, per dwelling unit	\$107
15	Quarterly metered residential (first 95.47 m ³ or 21 000 gallons) – South End, per dwelling unit	\$43
16	Quarterly metered apartment (first 95.47 m ³ or 21 000 gallons) Chemainus	\$51
17	Quarterly metered apartment (first 95.47 m ³ or 21 000 gallons) – Crofton	\$49
18	Quarterly metered apartment (first 95.47 m ³ or 21 000 gallons) – South End	\$32
19	Quarterly metered commercial (first 95.47 m ³ or 21 000 gallons) – Chemainus	\$103
20	Quarterly metered commercial (first 95.47 m ³ or 21 000 gallons) – Crofton	\$129
21	Quarterly metered commercial (first 95.47 m ³ or 21 000 gallons) – South End	\$56
22	Monthly residential & commercial excess consumption 31.83 m ³ to 145.47 m ³ (each 4.55 m ³) or 7 001 to 32 000 gallons (each 1 000 gallons)	\$2.18
23	Monthly residential & commercial excess consumption over 145.47 m ³ (each 4.55 m ³) or 32 000 gallons (each 1 000 gallons)	\$3.21

SCHEDULE D - INTERMENT FEES

(Section 1, Cemetery Fees)

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
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	\$259

SCHEDULE E - LICENCING FEES

(Section 1, Business Licence Fees)

Item	Column 1 Description	Column 2 Amount
1	Business Licence Application	\$100
2	Business Licence Application – not for profit organization	\$0
3	Business Licence Renewal – before February 28	\$100
4	Business Licence Late Renewal – after February 28	\$125
5	Business Licence Application – for business started after July 1	\$50
6	Business Licence Transfer	\$10
7	Commercial Vehicle Licence Transfer	\$6.25
8	Commercial Vehicle Licence Replacement	\$6.25
9	Inter-Community Business Licence <i>Note: for business started after July 1, the fee is \$85</i>	\$170
10	Mobile Food Service Licence Application – Annual Food cart, food truck, food trailer - private property only	\$200
11	Mobile Food Service Licence Application – Sept. 1 – Dec. 31 Food cart, food truck, food trailer - private property only	\$50
12	Mobile Food Service Licence Application – Annual Food cart - private and public property	\$300
13	Mobile Food Service Licence Application – Sept. 1 – Dec. 31 Food cart - private and public property	\$75
14	Mobile Food Service Licence Application – Annual Food truck, food trailer - private and public property	\$500
15	Mobile Food Service Licence Application – Sept. 1 – Dec. 31 Food truck, food trailer - private and public property	\$125

SCHEDULE G - PROTECTIVE SERVICES FEES

(Section 1, Fire Equipment Fees)

Item	Column 1 Description	Column 2 Amount
1	Aerial Truck – Active Service	\$1,100
2	Aerial Truck – Standby	\$550
3	Command Vehicle – Active Service	\$450
4	Command Vehicle – Standby	\$225
5	Jaws of Life – Active Service	\$500
6	Jaws of Life – Standby	\$500
7	Pumper Truck – Active Service	\$500
8	Pumper Truck – Standby	\$250
9	Rescue Vehicle – Active Service	\$450
10	Rescue Vehicle – Standby	\$225
11	Tanker Truck – Active Service	\$450
12	Tanker Truck – Standby	\$225

SCHEDULE G - PROECTIVE SERIVCES FEES

(Section 2, Police Fees)

Item	Column 1 Description	Column 2 Amount
1	Criminal Records Check – General Public	\$50
2	Criminal Records Check – Volunteers	\$0
3	Criminal Records Check – Youth Employment Programs	\$0
4	Document – Collision Analyst Report	\$150
5	Document – Court-ordered File Disclosure (up to 100 pages)	\$75
6	Document – Court-ordered File Disclosure (each additional page)	\$0.50
7	Document – Crash Data Retrieval	\$200 plus \$30 per hour
8	Document – Field Drawing Reproduction	\$35
9	Document – Fingerprints (2 sets) <i>Note: No charge for fingerprinting triggered by federal policy when a criminal records check is requested</i>	\$50
10	Document – Fingerprints (each additional set)	\$10
11	Document – General Crime Report	\$50
12	Document – Insurance Claim Letter	\$50
13	Document – Mechanical Inspection Report	\$175
14	Document – Vehicle Accident (MV6020) Report	\$50
15	Document – Police Certificate (including Criminal Record)	\$50
16	Document – Police Inspection Report	\$50
17	Document – Passport Report	\$50
18	Document – Preliminary Collision of Traffic Analyst Report	\$75
19	Document – Property Information Request	Actual Cost
20	Document – Scale Drawing	\$129
21	Document – Statement – (copies up to 10 pages)	\$20
22	Document – Statement – (each additional page)	\$0.50
23	Document – Traffic Analyst Report	\$100
24	File Research	\$40 per hour
25	Measurements	\$35
26	Name Change Application Review	\$50
27	Pardon Application or Records Clearance Review	\$50
28	Photographs – 10.16 cm x 15.24 cm	\$1.50
29	Photographs – CD Rom	\$50
30	Policing at approved private events	Actual Cost + 10%
31	Reproduce Audio or Video Tape – first hour	\$50
32	Reproduce Audio or Video Tape – each additional hour	\$30
33	Taxi Permit	\$50
34	Taxi Permit – Replacement of lost or stolen	\$25

SCHEDULE F - PARKS AND RECREATION FEES

(Section 1, Cowichan Aquatic Centre & Fuller Lake Arena - Individual Admissions)

Item	Column 1 Description	Column 2 Amount
1	Single Admission – Pre-schooler (age 2 to 5)	\$2.10
2	Single Admission – Child (age 6 to 12)	\$3.10
3	Single Admission – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$4.45
4	Single Admission – Adult (age 19 to 54)	\$6.20
5	Single Admission – Adult (age 55 and older)	\$4.70
6	Multi-Day Pass (3 consecutive days) – Pre-schooler (age 2 to 5)	\$4.60
7	Multi-Day Pass (3 consecutive days) – Child (age 6 to 12)	\$6.90
8	Multi-Day Pass (3 consecutive days) – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$9.65
9	Multi-Day Pass (3 consecutive days) – Adult (age 19 to 54)	\$13.75
10	Multi-Day Pass (3 consecutive days) – Adult (age 55 and older)	\$10.35
11	Multi-Day Pass (4 consecutive days) – Pre-schooler (age 2 to 5)	\$6.10
12	Multi-Day Pass (4 consecutive days) – Child (age 6 to 12)	\$9.20
13	Multi-Day Pass (4 consecutive days) – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$12.85
14	Multi-Day Pass (4 consecutive days) – Adult (age 19 to 54)	\$18.35
15	Multi-Day Pass (4 consecutive days) – Adult (age 55 and older)	\$13.75
16	Multi-Day Pass (5 consecutive days) – Pre-schooler (age 2 to 5)	\$7.65
17	Multi-Day Pass (5 consecutive days) – Child (age 6 to 12)	\$11.45
18	Multi-Day Pass (5 consecutive days) – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$16.05
19	Multi-Day Pass (5 consecutive days) – Adult (age 19 to 54)	\$22.95
20	Multi-Day Pass (5 consecutive days) – Adult (age 55 and older)	\$17.25
21	10 Tickets – Pre-schooler (age 2-5)	\$18.85
22	10 Tickets – Child (age 6 to 12)	\$28.05
23	10 Tickets – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$39.80
24	10 Tickets – Adult (age 19 to 54)	\$56.10
25	10 Tickets – Adult (age 55 and older)	\$42.35
26	1-month Lifestyle Pass – Pre-schooler (age 2-5)	\$23.20
27	1-month Lifestyle Pass – Child (age 6 to 12)	\$35.20
28	1-month Lifestyle Pass – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$49.20
29	1-month Lifestyle Pass – Adult (age 19 to 54)	\$70.40
30	1-month Lifestyle Pass – Adult (age 55 and older)	\$52.80
31	6-month Gold Pass – Pre-schooler (age 2 to 5)	\$116.15
32	6-month Gold Pass – Child (age 6 to 12)	\$175.95
33	6-month Gold Pass – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$246.35
34	6-month Gold Pass – Adult age (19 to 54)	\$351.90
35	6-month Gold Pass – Adult (age 55 and older)	\$263.95

(Section 1, Cowichan Aquatic Centre & Fuller Lake Arena - Individual Admissions)

Item	Column 1	Column 2
	Description	Amount
36	Annual Lifestyle Pass – Pre-schooler (age 2 to 5)	\$122.85
37	Annual Lifestyle Pass – Child (age 6 to 12)	\$186.15
38	student ID)	\$260.60
39	Annual Lifestyle Pass – Adult (age 19 to 54)	\$372.30
40	Annual Lifestyle Pass – Adult (age 55 and older)	\$279.25
41	Annual Gold Pass – Pre-schooler (age 2 to 5)	\$232.25
42	Annual Gold Pass – Child (age 6 to 12)	\$351.90
43	Annual Gold Pass – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$492.65
44	Annual Gold Pass – Adult (age 19 to 54)	\$703.80
45	Annual Gold Pass – Adult (age 55 and older)	\$527.85
46	Commercial User	2 x individual admission
47	Bulk Purchase (between 250 and 499 users) – Pre-schooler (age 2 to 5)	\$1.70
48	Bulk Purchase (between 250 and 499 users) – Child (age 6 to 12)	\$2.50
49	Bulk Purchase (between 250 and 499 users) – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$3.55
50	Bulk Purchase (between 250 and 499 users) – Adult (age 19 to 54)	\$5.00
51	Bulk Purchase (between 250 and 499 users) – Adult	\$3.75
52	Bulk Purchase (500+ users) – Preschooler (age 2 to 5)	\$1.40
53	Bulk Purchase (500+ users) – Child (age 6 to 12)	\$2.05
54	Bulk Purchase (500+ users) – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$2.90
55	Bulk Purchase (500+ users) – Adult (age 19 to 54)	\$4.05
56	Bulk Purchase (500+ users) – Adult (age 55 and older)	\$3.05

SCHEDULE F - PARKS AND RECREATION FEES

(Section 2, Cowichan Aquatic Centre & Fuller Lake Arena - Family Admissions)

Item	Column 1 Description	Column 2 Amount
1	Single Admission – Pre-schooler (age 2 to 5)	\$1.55
2	Single Admission – Child (age 6 to 12)	\$2.55
3	Single Admission – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$3.30
4	Single Admission – Adult (age 19 and older) – 1 st adult	\$4.60
5	Single Admission – Adult (age 19 and older) – 2 nd adult	\$3.55
6	10 Tickets – Pre-schooler (age 2-5)	\$14.55
7	10 Tickets – Child (age 6 to 12)	\$19.40
8	10 Tickets – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$23.70
9	10 Tickets – Adult (age 19 and older) – 1 st adult	\$41.20
10	10 Tickets – Adult (age 19 and older) – 2 nd adult	\$29.05
11	1-month Lifestyle Pass – Pre-schooler (age 2-5)	\$18.35
12	1-month Lifestyle Pass – Child (age 6 to 12)	\$27.55
13	1-month Lifestyle Pass – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$39.80
14	1-month Lifestyle Pass – Adult (age 19 and older) – 1 st adult	\$52.00
15	1-month Lifestyle Pass – Adult (age 19 and older) – 2 nd adult	\$39.80
16	6-month Gold Pass – Pre-schooler (age 2 to 5)	\$91.80
17	6-month Gold Pass – Child (age 6 to 12)	\$137.70
18	6-month Gold Pass – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$198.90
19	6-month Gold Pass – Adult age (19 and older) – 1 st adult	\$260.10
20	6-month Gold Pass – Adult (age 19 and older) – 2 nd adult	\$198.90
21	Annual Gold Pass – Pre-schooler (age 2 to 5)	\$183.60
22	Annual Gold Pass – Child (age 6 to 12)	\$275.40
23	Annual Gold Pass – Youth (age 13 to 18 or 19+ with valid full-time student ID)	\$397.80
24	Annual Gold Pass – Adult (age 55 and older) – 1 st adult	\$520.20
25	Annual Gold Pass – Adult (age 55 and older) – 2 nd adult	\$397.80

Note: A family, for admission purposes, consists of persons related through marriage or common-law, blood relationship, legal adoption or legal guardianship, and must include a youth, child, pre-schooler or infant.

SCHEDULE F - PARKS AND RECREATION FEES

(Section 3, Cowichan Aquatic Centre - Hourly Room Rentals)

Item	Column 1 Description	Column 2 Amount
1	Child-minding Room - Commercial	\$42.55
2	Child-minding Room - Private	\$24.30
3	Child-minding Room – School District 79	\$23.10
4	Child-minding Room – Local Non-Profit Group	\$20.65
5	Fitness Centre - Commercial	\$614.45
6	Fitness Centre - Private	\$351.10
7	Fitness Centre – School District 79	\$333.55
8	Fitness Centre – Local Non-Profit Group	\$298.45
9	Fitness Room South - Commercial	\$76.80
10	Fitness Room South - Private	\$43.90
11	Fitness Room South – School District 79	\$41.70
12	Fitness Room South – Local Non-Profit Group	\$37.30
13	Group Fitness Room - Commercial	\$82.30
14	Group Fitness Room - Private	\$47.00
15	Group Fitness Room – School District 79	\$44.70
16	Group Fitness Room – Local Non-Profit Group	\$39.95
17	Party Room (Full) - Commercial	\$42.45
18	Party Room (Full) - Private	\$24.25
19	Party Room (Full) – School District 79	\$23.05
20	Party Room (Full) – Local Non-Profit Group	\$20.60
21	Party Room (Half) - Commercial	\$38.40
22	Party Room (Half) - Private	\$21.95
23	Party Room (Half) – School District 79	\$20.85
24	Party Room (Half) – Local Non-Profit Group	\$18.65

SCHEDULE F - PARKS AND RECREATION FEES

(Section 4, Cowichan Aquatic Centre - Aquatic Rentals - Prime Time)

Item	Column 1 Description	Column 2 Amount
1	Competitive Pool – Competition – Commercial	\$361.65 per hour
2	Competitive Pool – Competition – Private	\$180.85 per hour
3	Competitive Pool – Competition - School District 79	\$108.50 per hour
4	Competitive Pool – Competition - Local Non-Profit Group	\$162.75 per hour
5	Competitive Pool – Half Day Competition – Commercial <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room</i>	\$1,446.65 + actual staffing costs
6	Competitive Pool – Half Day Competition – Private <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room</i>	\$723.30 + actual staffing costs
7	Competitive Pool – Half Day Competition - School District 79 <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room</i>	\$434.00 + actual staffing costs
8	Competitive Pool – Half Day Competition - Local Non-Profit Group <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room</i>	\$542.50 + actual staffing costs
9	Competitive Pool – Full Day Competition – Commercial <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room</i>	\$2,712.45 + actual staffing costs
10	Competitive Pool – Full Day Competition – Private <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room</i>	\$1,356.20 + actual staffing costs
11	Competitive Pool – Full Day Competition - School District 79 <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room</i>	\$813.75 + actual staffing costs
12	Competitive Pool – Full Day Competition - Local Non-Profit Group <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room</i>	\$1017.15 + actual staffing costs
13	Competitive Pool – Full Pool – Commercial	\$316.45
14	Competitive Pool – Full Pool – Private	\$158.20
15	Competitive Pool – Full Pool – School District 79	\$94.95
16	Competitive Pool – Full Pool – Local Non-Profit Group	\$118.65
17	Competitive Pool – Half Pool – Commercial	\$158.20
18	Competitive Pool – Half Pool – Private	\$79.10
19	Competitive Pool – Half Pool – School District 79	\$47.45
20	Competitive Pool – Half Pool – Local Non-Profit Group	\$59.35
21	Competitive Pool – Full Lane – Commercial	\$40.70
22	Competitive Pool – Full Lane – Private	\$20.35
23	Competitive Pool – Full Lane – School District 79	\$12.20
24	Competitive Pool – Full Lane – Local Non-Profit Group	\$15.25
25	Competitive Pool – Half Lane – Commercial	\$20.35
26	Competitive Pool – Half Lane – Private	\$10.20
27	Competitive Pool – Half Lane – School District 79	\$6.10
28	Competitive Pool – Half Lane – Local Non-Profit Group	\$7.65
29	Wave Pool – Full Pool – Commercial	\$316.45
30	Wave Pool – Full Pool – Private	\$158.20
31	Wave Pool – Full Pool – School District 79	\$94.95
32	Wave Pool – Full Pool – Local Non-Profit Group	\$118.65
33	Wave Pool – Lane – Commercial	\$40.70
34	Wave Pool – Lane – Private	\$20.35

(Section 4, Cowichan Aquatic Centre - Aquatic Rentals - Prime Time)

Item	Column 1 Description	Column 2 Amount
35	Wave Pool – Lane – School District 79	\$12.20
36	Wave Pool – Lane – Local Non-Profit Group	\$15.25
37	Water Slide	\$50.85
38	Full Aquatic Centre - Competition – Commercial	\$565.10 per hour
39	Full Aquatic Centre - Competition – Private	\$282.55 per hour
40	Full Aquatic Centre - Competition – School District 79	\$169.50 per hour
41	Full Aquatic Centre – Competition – Local Non-Profit Group	\$211.90 per hour
42	Full Aquatic Centre – Half Day Competition – Commercial <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room and Child-Minding Room.</i>	\$2260.30 + actual staffing costs
43	Full Aquatic Centre – Half Day Competition – Private <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room and Child-Minding Room.</i>	\$1130.20 + actual staffing costs
44	Full Aquatic Centre – Half Day Competition – School District 79 <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room and Child-Minding Room.</i>	\$678.10 + actual staffing costs
45	Full Aquatic Centre – Half Day Competition – Local Non-Profit Group <i>Maximum 6 hours, including set-up/take-down. Includes up to 4 hours of Full Party Room and Child-Minding Room.</i>	\$847.65 + actual staffing costs
46	Full Aquatic Centre – Full Day Competition – Commercial <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room and Child-Minding Room.</i>	\$4238.10 + actual staffing costs
47	Full Aquatic Centre – Full Day Competition – Private <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room and Child-Minding Room.</i>	\$2119.15 + actual staffing costs
48	Full Aquatic Centre – Full Day Competition – School District 79 <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room and Child-Minding Room.</i>	\$1271.45 + actual staffing costs
49	Full Aquatic Centre – Full Day Competition – Local Non-Profit Group <i>Maximum 12 hours, including set-up/take-down. Includes up to 10 hours of Full Party Room and Child-Minding Room.</i>	\$1589.35 + actual staffing costs
50	Full Aquatic Centre – Private Rental – Commercial	\$632.90
51	Full Aquatic Centre – Private Rental – Private	\$316.45
52	Full Aquatic Centre – Private Rental – School District 79	\$189.85
53	Full Aquatic Centre – Private Rental – Local Non-Profit Group	\$237.35
54	Full Complex – Competition – Commercial	\$904.15
55	Full Complex – Competition – Private	\$452.05
56	Full Complex – Competition – School District 79	\$271.25
57	Full Complex – Competition – Local Non-Profit Group	\$339.05
58	Full Complex – Private Rental – Commercial	\$1,356.20
59	Full Complex – Private Rental – Private	\$678.10
60	Full Complex – Private Rental – School District 79	\$406.85
61	Full Complex – Private Rental – Local Non-Profit Group	\$508.60

Note: For the above rentals, "Prime Time" is defined as Monday through Friday 3 pm to 5 am, Saturday and Sunday 12 pm to 5 am, and statutory holidays.

Note: For non-commercial competitive events:

- (a) Competition Pool rental only, minimum 4 hours in a single day includes the following:*
 - (i) use of either the Child-minding Room or Full Party Room for the duration of the competition, and*
 - (ii) set-up and take down (maximum of 1 hour pre and 1 hour post-competition times).*
- (b) Full complex rental (wave and competition pools), minimum of 4 hours in a single day, includes the following:*
 - (i) use of both the Child-minding Room and Full Party Room for the duration of the competition, and*
 - (ii) set-up and take down (maximum of 1 hour pre and 1 hour post-competition times).*

SCHEDULE F - PARKS AND RECREATION FEES

(Section 5, Cowichan Aquatic Centre - Aquatic Rentals - Non-Prime Time)

Item	Column 1 Description	Column 2 Amount
1	Competitive Pool – Competition – Commercial	\$307.40
2	Competitive Pool – Competition – Private User	\$153.70
3	Competitive Pool – Competition – School District 79	\$92.20
4	Competitive Pool – Competition – Local Non-profit Group	\$115.30
5	Competitive Pool – Full Pool – Commercial	\$269.00
6	Competitive Pool – Full Pool – Private	\$134.50
7	Competitive Pool – Full Pool – School District 79	\$80.70
8	Competitive Pool – Full Pool – Local Non-profit Group	\$100.90
9	Competitive Pool – Half Pool – Commercial	\$134.50
10	Competitive Pool – Half Pool – Private	\$67.25
11	Competitive Pool – Half Pool – School District 79	\$40.35
12	Competitive Pool – Half Pool – Local Non-profit Group	\$50.45
13	Competitive Pool – Full Lane – Commercial	\$34.60
14	Competitive Pool – Full Lane – Private	\$17.30
15	Competitive Pool – Full Lane – School District 79	\$10.40
16	Competitive Pool – Full Lane – Local Non-profit Group	\$12.95
17	Competitive Pool – Half Lane – Commercial	\$17.30
18	Competitive Pool – Half Lane – Private	\$8.65
19	Competitive Pool – Half Lane – School District 79	\$5.20
20	Competitive Pool – Half Lane – Local Non-profit Group	\$6.50
21	Wave Pool – Full Pool – Commercial	\$269.00
22	Wave Pool – Full Pool – Private	\$133.95
23	Wave Pool – Full Pool – School District 79	\$80.70
24	Wave Pool – Full Pool – Local Non-profit Group	\$100.45
25	Wave Pool – Lane – Commercial	\$34.60
26	Wave Pool – Lane – Private	\$17.30
27	Wave Pool – Lane – School District 79	\$10.40
28	Wave Pool – Lane – Local Non-profit Group	\$12.95
29	Water Slide	\$50.85
30	Full Aquatic Centre – Competition – Commercial	\$480.30
31	Full Aquatic Centre – Competition – Private	\$240.15
32	Full Aquatic Centre – Competition – School District 79	\$144.10
33	Full Aquatic Centre – Competition – Local Non-profit Group	\$180.15
34	Full Aquatic Centre – Private Rental – Commercial	\$537.95

(Section 5, Cowichan Aquatic Centre - Aquatic Rentals - Non-Prime Time)

Item	Column 1	Column 2
	Description	Amount
35	Full Aquatic Centre – Private Rental – Private	\$269.00
36	Full Aquatic Centre – Private Rental – School District 79	\$161.40
37	Full Aquatic Centre – Private Rental – Local Non-profit Group	\$201.75
38	Full Complex – Competition – Commercial	\$768.50
39	Full Complex – Competition – Private	\$384.25
40	Full Complex – Competition – School District 79	\$230.55
41	Full Complex – Competition – Local Non-profit Group	\$288.20
42	Full Complex – Private Rental – Commercial	\$1,152.75
43	Full Complex – Private Rental – Private	\$576.40
44	Full Complex – Private Rental – School District 79	\$345.85
45	Full Complex – Private Rental – Local Non-profit Group	\$432.30
46	Other – Lifeguard or Instructor	Actual Cost
47	Other – Aquatic Attendant	Actual Cost

Note: The notes under Schedule F section 4 apply to section 5 as well.

SCHEDULE F - PARKS AND RECREATION FEES

(Section 6, Cowichan Aquatic Centre & Fuller Lake Arena - Miscellaneous)

Item	Column 1	Column 2
	Description	Amount
1	Cowichan Valley Athlete Competing Nationally or Internationally <i>Note: Subject to confirmation of athlete's membership by their governing sports organization</i>	\$0.00
2	Olympic and High Performance Athlete <i>Note: With valid ID card from Pacific Sport Regional Sport Centre, Vancouver Island</i>	\$0.00
3	Monthly Transit Pass Exchange for a Single Individual Admission	\$0.00
4	Locker Token – Group participant	\$0.25
5	Locker Token – Individual	\$0.50
6	Special Event Admission	\$0 – actual cost

SCHEDULE F - PARKS AND RECREATION FEES

(Section 7, Cowichan Aquatic Centre - Miscellaneous)

Item	Column 1	Column 2
	Description	Amount
1	Annual Leisure Access Lifestyle Pass	\$0
	Prescription for Exercise	\$50
2	<i>Note: Includes 3-month lifestyle pass, weightroom/facility orientation, and information resource package.</i>	

SCHEDULE F - PARKS AND RECREATION FEES

(Section 8, Crofton Pool)

Item	Column 1 Description	Column 2 Amount
1	Pool Admission – Under Age 4	\$0
2	Pool Admission – Age 4 through 18	\$1
3	Pool Admission – Age 19 and over	\$2
4	10 Tickets – Under Age 4	\$0
5	10 Tickets – Age 4 through 18	\$9
6	10 Tickets – Age 19 and over	\$18
7	Hourly Pool Rental <i>Note: Includes two lifeguards</i>	\$51

SCHEDULE F - PARKS AND RECREATION FEES

(Section 9, Fuller Lake Arena - Hourly Rental Rates)

Item	Column 1 Description	Column 2 Amount
1	Ice Skate – Rental	\$2 per rental \$1 per rental (with paid family admission)
2	Ice Skate – Sharpening	\$5.00
3	Arena Rental – Exhibition Hockey Game	\$191.50
4	Arena Rental – Adult Recreation Hockey – Prime Time	\$156.10
5	Arena Rental – Adult Recreation Hockey – Mid Week Daytime	\$103.65
6	Arena Rental – Adult Recreation Hockey – After 11 pm	\$138.15
7	Arena Rental – Adult Recreation Hockey – After 11 pm – Full Complex	\$575.95
8	Arena Rental – Adult Recreation Hockey – Primetime – Full Complex	\$678.10
9	Arena Rental – Minor Hockey or Figure Skating – Inside Area	\$79.60
10	Arena Rental – Minor Hockey or Figure Skating – Outside Area	\$101.35
11	Arena Rental – Hockey School or Youth Group – Inside Area	\$79.60
12	Arena Rental – Hockey School or Youth Group – Outside Area	\$101.35
13	Arena Rental – Skating Party – Primetime	\$156.10
14	Arena Rental – Private School	\$94.00
15	Arena Rental – Minor – Non-primetime (before 8 am)	\$69.05
16	Arena Rental – Fuller Lake Arena Hockey School	\$114.30
17	Arena Rental – Ball/Roller Hockey or Other Events – Youth – Inside	\$44.20
18	Arena Rental – Ball/Roller Hockey or Other Events – Youth – Outside	\$59.20
19	Arena Rental – Ball/Roller Hockey or Other Events – Adult – Inside	\$59.20
20	Arena Rental – Ball/Roller Hockey or Other Events – Adult – Outside	\$79.50
21	Arena Rental – Junior or Intermediate Lacrosse	\$89.80
22	Arena Rental – Commercial Shows and Special Events	\$877.20
23	Arena Rental – Service Group Fund Raiser	\$438.60
24	Arena Rental – Liquor Licensed Event Surcharge	\$125.30
25	Room Rental – Upper Meeting room – Private (3 hours min.)	\$12.80
26	Room Rental – Upper Meeting room – Commercial (3 hours min.)	\$22.40
27	Room Rental – Upper Meeting room – School District 79 (3 hrs min)	\$12.15
28	Room Rental – Upper Meeting room – Local Non-Profit (3 hours min)	\$10.90

(Section 9, Fuller Lake Arena - Hourly Rental Rates)

Item	Column 1 Description	Column 2 Amount
29	Room Rental – Upper Meeting room – Private <i>Half-day (4 hours maximum)</i>	\$57.65
30	Room Rental – Upper Meeting room – Commercial <i>Half-day (4 hours maximum)</i>	\$100.85
31	Room Rental – Upper Meeting room – School District 79 <i>Half-day (4 hours maximum)</i>	\$54.75
32	Room Rental – Upper Meeting room – Local Non-Profit <i>Half-day (4 hours maximum)</i>	\$49.00
33	Room Rental – Upper Meeting room – Private <i>Full-day (8 hours maximum)</i>	\$106.95
34	Room Rental – Upper Meeting room – Commercial <i>Full-day (8 hours maximum)</i>	\$187.10
35	Room Rental – Upper Meeting room – School District 79 <i>Full-day (8 hours maximum)</i>	\$101.60
36	Room Rental – Upper Meeting room – Local Non-Profit <i>Full-day (8 hours maximum)</i>	\$90.90
37	Room Rental – “A” and “B” Meeting rooms - Private <i>hourly (3 hours minimum)</i>	\$19.20
38	Room Rental – “A” and “B” Meeting rooms – Commercial <i>hourly (3 hours minimum)</i>	\$33.60
39	Room Rental – “A” and “B” Meeting rooms - School District 79 <i>hourly (3 hours minimum)</i>	\$18.25
40	Room Rental – “A” and “B” Meeting rooms - Local Non-Profit <i>hourly (3 hours minimum)</i>	\$16.35
41	Room Rental – “A” and “B” Meeting rooms – Private <i>Half-day (4 hours maximum)</i>	\$87.10
42	Room Rental – “A” and “B” Meeting rooms – Commercial <i>Half-day (4 hours maximum)</i>	\$152.40
43	Room Rental – “A” and “B” Meeting rooms - School District 79 <i>Half-day (4 hours maximum)</i>	\$82.75
44	Room Rental – “A” and “B” Meeting rooms - Local Non-Profit <i>Half-day (4 hours maximum)</i>	\$74.05
45	Room Rental – “A” and “B” Meeting rooms – Private <i>Full-day (8 hours maximum)</i>	\$109.15
46	Room Rental – “A” and “B” Meeting rooms – Commercial <i>Full-day (8 hours maximum)</i>	\$191.00
47	Room Rental – “A” and “B” Meeting rooms - School District 79 <i>Full-day (8 hours maximum)</i>	\$103.70
48	Room Rental – “A” and “B” Meeting rooms - Local Non-Profit <i>Full-day (8 hours maximum)</i>	\$92.75
49	Surcharge – Rentals on statutory holidays	2 x rate
50	Surcharge – Security, First Aid, Officials, Referees, Clean up	Actual Cost
51	Surcharge – Staffing Costs – Straight time	Actual Cost
52	Surcharge – Staffing Costs – Over time	Actual Cost

SCHEDULE F - PARKS AND RECREATION FEES

(Section 10, Field and Park Use Fees)

Item	Column 1 Description	Column 2 Amount
1	Williams Field Rental - Youth sports organizations <i>Note: CVSA Youth rentals are exempt</i>	\$15.30 per hour (\$20.40 / hour with lights)
2	Williams Field Rental – Adult sports organizations	\$30.60 per hour (\$35.70 / hour with lights)
3	Williams Field Rental – Commercial schools or camps	\$30.60 per hour (\$35.70 / hour with lights)

SCHEDULE F - PARKS AND RECREATION FEES

(Section 11, Managed Forest Land Use)

Item	Column 1 Description	Column 2 Amount
1	Group Ride, per day (less than 15 persons) – Commercial, Private, School District, Local Non Profit Group	\$0.00
2	Group Ride, per day (15+ persons) – Commercial, Private, School District, Local Non Profit Group	\$0.00
3	Program, per day (less than 4 hours) – Commercial	\$0.00
4	Program, per day (less than 4 hours) – Private	\$0.00
5	Program, per day (less than 4 hours) – School District	\$0.00
6	Program, per day (less than 4 hours) – Local Non Profit Group	\$0.00
7	Program, per day (4+ hours) – Commercial	\$0.00
8	Program, per day (4+ hours) – Private	\$0.00
9	Program, per day (4+ hours) – School District	\$0.00
10	Program, per day (4+ hours) – Local Non Profit Groups	\$0.00
11	Race, Timed Activity or Event, per day – Commercial	\$0.00
12	Race, Timed Activity or Event, per day – Private	\$0.00
13	Race, Timed Activity or Event, per day – School District	\$0.00
14	Race, Timed Activity or Event, per day – Local Non Profit Group	\$0.00
15	Event Maintenance Deposit	Greater of \$100 or \$1 per participant

SCHEDULE F - PARKS AND RECREATION FEES

(Section 12, Wharf Fees)

Item	Column 1 Description	Column 2 Amount
1	Chemainus Wharf Berthage – Daily – October through April	\$0.90 per foot per day
2	Chemainus Wharf Berthage – Daily – May through September	\$1.40 per foot per day
3	Chemainus Wharf Moorage – Short Term (2 hour maximum, between 9:00 a.m. and 4:00 p.m.) <i>Note: Subject to availability as determined by the harbour manager</i>	\$6.00 (boats up to 40 feet) \$12.00 (boats up to 60 feet) \$24.00 (boats over 60 feet)
4	Chemainus Wharf Berthage – Monthly	\$5.95 per foot per month
5	Chemainus Wharf Berthage – Quarterly	\$5.00 per foot per month
6	Chemainus Wharf Electrical – Daily – 30 amperes	\$5.35 per day
7	Chemainus Wharf Electrical – Daily – 50 amperes	\$8.50 per day
8	Chemainus Wharf Electrical – Meter rental	\$10.00 per month plus actual consumption
9	Crofton Wharf Berthage – Commercial Fishing Vessel – Daily	\$0.70 per metre per day
10	Crofton Wharf Berthage – Commercial Fishing Vessel – Monthly	\$5.55 per metre per month
11	Crofton Wharf Berthage – Commercial Fishing Vessel – Quarterly	\$5.00 per metre per month
12	Crofton Wharf Berthage – Pleasure Craft – Daily	\$0.90 per foot per day
13	Crofton Wharf Berthage – Pleasure Craft – Monthly	\$4.60 per foot per month
14	Crofton Wharf Berthage – Pleasure Craft – Quarterly	\$4.15 per foot per month
15	Crofton Wharf Electrical – Daily – 30 amperes	\$5.50 per day
16	Crofton Wharf Electrical – Meter rental	\$10.00 per month plus actual consumption
17	Maple Bay Wharf Berthage – Daily	\$0.75 per foot per day
18	Maple Bay Wharf Berthage – Monthly	\$3.45 per foot per month
19	Maple Bay Wharf Berthage – Quarterly	\$3.30 per foot per month

March 26, 2020

BULLETIN

RELAXATION OF MEETING RULES DURING COVID-19 PANDEMIC

Today the Minister of Public Safety and Solicitor General made three orders under section 10 of the *Emergency Program Act* that affect local governments, including Ministerial Order M083 respecting local government meetings (http://www.bclaws.ca/civix/document/id/mo/mo/2020_m083). This Order will greatly facilitate the safe and efficient conduct of municipal and regional district business during the COVID-19 pandemic.

As a result of the Order:

- Council and regional board open meetings may be held without public attendance. The Order does not include any live-streaming or other transparency requirements, leaving it to each local government to determine if and how it wishes to provide open meeting transparency.
- Council and regional board meetings may be held electronically (or using other communication facilities). This is permitted for any meeting, not simply special meetings or where a member is unable to attend. In accordance with the normal electronic meeting requirements, the communication facilities for the meeting must enable meeting participants to hear, or watch and hear, each other, however, the Order removes the requirement that the facilities enable the public to watch or hear the meeting. Not surprisingly, there is no requirement for a public viewing gathering place or for procedure bylaw authorization.
- A council or regional board may adopt a bylaw on the same day as 3rd reading. For regional districts, this relaxation: (a) is limited to the adoption of a bylaw that does not require approval, consent or assent under an Act before it is adopted, and (b) reduces the normal 2/3 adoption vote requirement for ‘same day adoption’ of such a bylaw, under section 228 of the *Local Government Act*, to a simple majority of votes cast.
- The relaxations in the first two bullets above also apply to bodies under section 93 of the *Community Charter* (including council committees and boards of variance) and to regional board select and standing committees under section 218 of the *Local Government Act*. Otherwise, the Order only applies to municipalities and regional districts, and not to other local government bodies such as improvement districts and the Islands Trust.

These special powers apply despite the normal rules under the *Community Charter, Local Government Act* and Regional District Electronic Meeting Regulation, and despite the requirements of a local government's procedure bylaw. The powers only apply during the period of the Province's declaration of the COVID-19 provincial emergency (including extensions).

Importantly, the Order does not address challenges with holding public hearings and in-person representations.

Mike Quattrocchi

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M083

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

I HEREBY make the attached Local Government Meetings and Bylaw Process (COVID-19) Order.

March 26, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER

Definitions

- 1 In this order:
 - “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**council**” has the same meaning as in the Schedule to the *Community Charter*;
 - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
 - “**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
 - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;
 - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
 - “**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.

Open meetings - municipalities

- 3 (1) Despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, if a council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings – regional districts

- 4 (1) Despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,

- (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board,
- a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* is not required to allow members of the public to attend an open meeting of the board or committee.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, if a board or a board committee do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings - Vancouver

- 5 (1) Despite
- (a) section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw,
- the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of section 165.1 of the *Vancouver Charter* if the Vancouver council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Electronic meetings – municipalities

- 6 (1) Despite
- (a) section 128 [*electronic meetings and participation by members*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council,
- a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings – regional districts

- 7 (1) Despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,

- (b) the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board,
- a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* may conduct all or part of a meeting of the board or committee by means of electronic or other communication facilities.
- (2) A member of a board or board committee who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings - Vancouver

8 Despite

- (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012,
 - (b) any applicable provision in the Vancouver procedure bylaw,
- the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or other body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.


Timing requirement for bylaw passage – municipalities

- 9** Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

Timing requirement for bylaw passage – regional districts

- 10** Despite section 228 [*bylaw adoption at same meeting as third reading*] of the *Local Government Act*, a board may adopt a bylaw described in that section at the same meeting at which the bylaw passes third reading if the motion for adoption receives the majority of the votes cast.

Report

Date	April 6, 2020	File:
To	Council	
From	Megan Jordan, Manager, Communications & Public Engagement	Endorsed: 
Subject	Proposed Amendments to the New RCMP Detachment AAP Communications Plan due to the COVID-19 Pandemic	

Purpose

To seek approval from Council on the proposed revisions to the Communication Plan (the "Plan") for the new RCMP Detachment and to authorize staff to move forward with the Alternative Approval Process (AAP) amidst the COVID-19 pandemic.

Background

On July 17, 2019, Council directed staff to proceed with the AAP and the Plan as presented to them, to inform the public of the need for the new detachment, implications, cost, and how electors can submit response forms in opposition to the proposed initiative.

An overview of the AAP was prepared and was to be presented to Council at the March 18, 2020 Committee of the Whole meeting; however, due to the emergence of the COVID-19 pandemic, that meeting was cancelled. The March 18, 2020 report from the Manager of Legislative Services has been appended to this report as a reference for Council on how an AAP works and the timelines anticipated prior to the pandemic.

Discussion

To enable staff to move forward with the project this year, staff are proposing to remove one of the elements the Plan previously approved by Council. At this time, it is no longer feasible to carry out a media/resident tour of the existing RCMP detachment due to physical distancing orders put in place by the Provincial Health Officer. By shifting our emphasis more toward digital communication the public can still be provided with the necessary information to proceed with the AAP safely.

The Plan still includes updates to the website to provide key information (just the facts without highlighting any particular point of view) to the public; the creation of a short animated video; news releases; radio interviews; social media posts and advertisements; newspaper advertisements; and a pamphlet that will be mailed out to all property owners and residents which includes an elector response form. Please see the **Revised RCMP AAP Communication Plan** attached to this report for more information on how staff propose to move this Project forward.

Options

1. Authorize the proposed change to the Plan and direct staff to proceed with the AAP at this time.
2. Defer consideration of the revised Plan and moving forward with the AAP until Council has reconsidered the 90-day pause on engagement.

Implications

Demographic – At this time, Canada Post is still offering Neighbourhood Mail; however, this could change. If Neighbourhood Mail is no longer available, going completely digital may reduce reach within the community, as not all residents are on social media. While the main demographic on Facebook is 18-65, there are many seniors not on this social platform. We will need to consider alternate ways to get this information to them in a paper format.

Social – At this time, as a result of COVID-19, most members of the public are focused on the health and safety of their family, friends, and loved ones. Residents may not participate to the fullest extent possible if the AAP moves forward at this time.

Time - Failing to move forward at this time will delay the Project until next year.

Communication – With the removal of the media tour, alternatives like OpEds (i.e. opposite of editorial page) from key spokespeople with photos attached are recommended to provide visuals for the public. It should be noted that the Cowichan Valley Citizen has scaled back physical distribution of the paper to once per week instead of twice per week. As a result, not all OpEds may be picked up in the printed newspaper, but more than likely would be in the digital version (again possibly missing some of the intended audience who only reads print editions). Increased radio interviews with key spokespeople are also recommended in lieu of a media tour; these can be arranged at no cost with key spokespeople.

Recommendation

That Council approve the revised Communication Plan for the new North Cowichan/Duncan RCMP detachment and, notwithstanding the 90-day postponement of all public engagement made by Council on March 18, 2020, that staff be directed to proceed with the alternative approval process at this time.

Attachments:

- Revised RCMP AAP Communication Plan (DRAFT April 2020)
- 2020-03-18 RCMP Facility Loan Authorization Bylaw Elector Approval Process Report

RCMP AAP – Communication Plan

Background:

In March 2019, North Cowichan Council agreed in principle to proceed with plans for a new integrated detachment for Municipal and Provincial police and staff. The detachment will be located on property already owned by North Cowichan, located at Ford Road and Drinkwater Road. The new building will bring together the North Cowichan/Duncan Detachment, Forensic Identification Services, South Island Traffic Services, and Indigenous Policing.

Goals:

1. To *inform* the public about the AAP process and Deadline to allow for informed decision-making
2. To *inform* the public about the need for a new RCMP detachment, what the benefits of the new detachment are and the implications of not moving forward with it
3. To *inform* the public about the fiscal impacts of a new detachment

Spokespeople:

North Cowichan's main spokesperson is Mayor Al Siebring. Additional spokespersons may be:

- Ted Swabey, CAO
- Mark Frame, General Manager, Financial and Protective Services
- Megan Jordan, Manager, Communications and Public Engagement
- Chris Bear, Inspector, North Cowichan/Duncan RCMP Detachment
- Al Siebring, Mayor

Target Audience:

The target audience is residents and non-resident property electors who reside in British Columbia.

Strategy:

In the face of the COVID-19 pandemic, the RCMP AAP can still move ahead, but more emphasis will be placed on digital communication. It is imperative that the Municipality is transparent with residents and provides key educational materials to the desired audience. In order to ensure the correct information reaches the intended audience, the following tools will be used.

Method:

Tool	Type	Method
Website	Owned	<ul style="list-style-type: none"> • Create a project page under “current topics” • Include timeline, background, information on the new detachment, implications, etc. • Maintain throughout the life of the project and update continuously with updates and links to official releases • Publish results of AAP and next steps
Social Media (Facebook and Twitter)	Owned /Paid	<ul style="list-style-type: none"> • Information will be shared through social media linking to the RCMP AAP webpage • Promote the informational video on Facebook • Inform about results of AAP
News Releases	Owned /Earned	<ul style="list-style-type: none"> • New Releases will be published at every milestone • News Released picked up by the local paper maximize North Cowichan’s earned media reach • Promote results of AAP • These will be shared with <i>stakeholders</i> and <i>other levels of government</i>
Mail Drop	Paid	<ul style="list-style-type: none"> • Brochure highlighting need for new detachment, cost, policing statistics, and implications of not proceeding with the new detachment distributed to all residents, and an elector response form
Video	Paid	<ul style="list-style-type: none"> • A short video will be produced by a local videography company that explains the need for the new detachment, financial implications and overviews the AAP. This will be promoted on social media and boosted to reach a large audience.
OpEds	Earned	<ul style="list-style-type: none"> • OpEds (i.e. opposite editorial page) can be submitted to the local media by key spokespeople in order to help illustrate the need for a new detachment, address misinformation, and provide useful information. • Photographs detailing the condition of the existing detachment should be submitted to help illustrate the need for a new detachment in lieu of a media tour
Radio Interviews	Earned	<ul style="list-style-type: none"> • Interviews should be scheduled with key Spokespeople, and aired at no cost to North Cowichan
Newspaper Ads	Paid	<ul style="list-style-type: none"> • Newspaper ads will be used to run the statutory required notices.

Tool	Type	Method
		<ul style="list-style-type: none"> A more detailed newspaper Ad campaign could be considered if digital ads do not seem to be reaching enough of the intended audience (at an additional cost – not currently included in the budget)

Budget:

Type	Cost per Item	Total Cost
Newspaper Ads (4 1/8 page ads – 2 in Cowichan Valley Citizen & 2 in Chemainus Courier)	\$280	\$1,120
Mail Drop	N/A	\$3,500
Video	N/A	\$1,600
Total		\$6,100

**Note: all costs subject to applicable taxes*

Key Messages:

- Fast Facts**


1. The North Cowichan/Duncan RCMP Detachment is a Municipal and Provincial detachment with members that work in an integrated manner.
2. There are 32 Municipal members, 24 Provincial members, four First Nations Police members, and 23 support staff.
3. The existing detachment was built in 1980 to serve an original workforce of approximately 30.
4. The existing detachment is falling apart.
5. A new detachment will cost around \$40M to construct. North Cowichan would borrow this amount, and the RCMP would pay back about 60%. Building a new detachment will require about a 4% tax increase, phased in over 2019-2021. **The total cumulative cost to the average homeowner will be about \$65.**

- Need for a New Detachment**

1. A new RCMP detachment is badly needed. The current detachment no longer meets building standards or health, safety, space, and security requirements. It has ongoing issues with rodents, leaking, flooding, and lack of adequate space. The existing building must be replaced.
2. RCMP require a "suitable building." If North Cowichan and Duncan residents don't take the initiative to replace the detachment, the RCMP will likely build it themselves at a higher cost and we will be required to repay them.

3. Renovating would likely cost far more than building a new detachment, upgrading the existing cells would cost approximately \$1 Million alone. The current site where the detachment is situated is too small to house the size of facility that is needed. The old RONA building has been proposed frequently as a good option for the new detachments since a structure is already there. This also would likely cost more than building a new detachment. The structure itself is too large, would require extensive security upgrades, cells, and it would be largely unsafe to have police vehicles passing through the Cowichan Commons Centre.
 4. The new detachment will be built on land North Cowichan purchased in [2014] specifically for a new detachment. The land is located on the corner of Ford and Drinkwater Roads, across from the Cowichan Commons Commercial Centre (see map).
 5. The new detachment will bring together the North Cowichan/Duncan Detachment, Forensic Identification Services, South Island Traffic Services, and Indigenous Policing. This integrated detachment will be more efficient than the current model, where these teams are located in different buildings. The 'hub' model facilitates better coordination of police services, 24/7 coverage, and better information sharing about crime trends.
 6. The new building is expected to serve our community's needs for 50 years.
- **Financial & AAP**
 1. A new detachment will cost around \$40M to construct. This money has to be borrowed from the Municipal Finance Authority and repaid over time.
 2. North Cowichan would borrow 100% of the debt up-front and bill the RCMP for just under 60% of the debt payments over the course of the loan.
 3. It is expected to take 20 years to repay North Cowichan's portion of the debt.
 4. Building a new detachment will require about a 4% tax increase, phased in over 2019-2021. **Over these three years, the total cumulative cost to the average homeowner will be about \$65.**
 5. North Cowichan needs citizen consent to borrow the money to construct the new detachment. Consent will be sought through an Alternative Approval Process. Under an AAP, if 10% of the population oppose the proposal, North Cowichan will reconsider how to proceed.
 6. Providing a suitable building is a requirement of North Cowichan's RCMP contract. If North Cowichan does not borrow this money and construct the detachment, the other two options are: 1) The RCMP could build the building and charge the cost back to North Cowichan. This would be at a higher cost to the taxpayer than if North Cowichan were to borrow the funds and build the building; or 2) to conduct another referendum based on a smaller detachment, which would also likely be at a higher cost to North Cowichan taxpayers.

Report

Date	March 18, 2020	File:
To	Committee of the Whole	
From	Michelle Martineau, Manager of Legislative Services	Endorsed: 
Subject	RCMP Facility Loan Authorization Bylaw Elector Approval Process	

Purpose

To provide an overview on the Alternative Approval Process (AAP) to be undertaken with the intention of seeking elector approval to allow for the adoption of a loan authorization bylaw to finance the construction of a new North Cowichan/Duncan RCMP Detachment.

Background

In March 2019 Council agreed in principle to proceed with plans for a new integrated detachment on its property located at Ford Road and Drinkwater Road for Municipal and Provincial police and staff. Further discussion regarding the construction of the new detachment took place on July 17, 2019, where Council resolved to proceed with an Alternative Approval Process (AAP) to seek elector assent to borrow the funds needed for the new RCMP detachment and to proceed with the communications plan presented.

The public participation goal presented at that meeting was to inform the public about the new facility and provide them with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions. The following actions were identified in the communication plan, at an estimated cost of \$5,000:

1. *Webpage* that contains key information about the process, why a new facility is needed, financial implications, and policing statistics.
2. *Mail-out pamphlet* to every North Cowichan household in advance of elector assent notice which focuses on the why a new facility is needed, financial implications, and policing statistics, developed jointly with the RCMP.
3. *Short animated video* to capture key points from the pamphlet.
4. *Limited number of media tours* of the existing detachments, organized jointly with the RCMP
5. *News releases* at every milestone/decision stage through the project.

Discussion

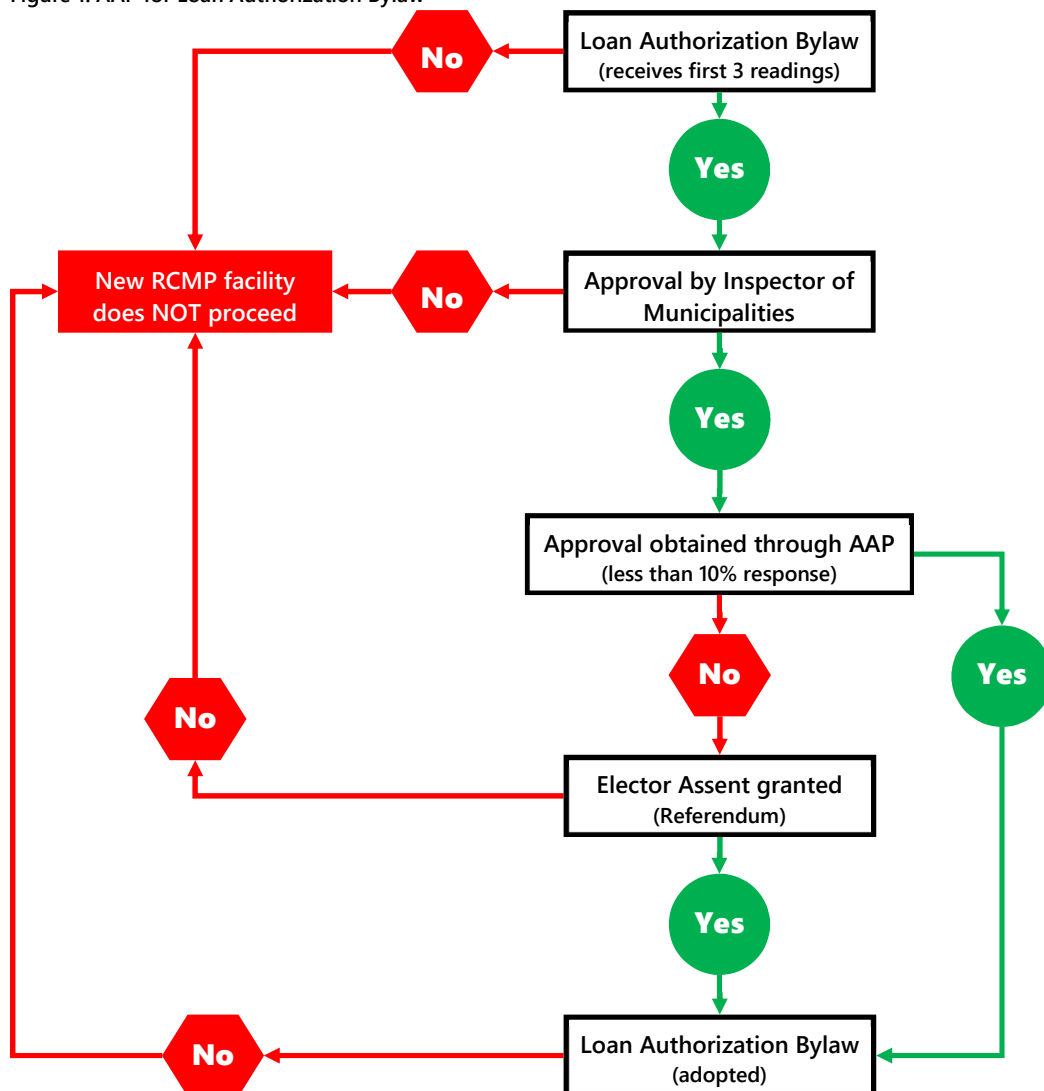
What is an Alternative Approval Process (AAP)?

It is a form of approval that allows electors to indicate whether they are against a local government proposal moving forward. Formerly known as a "counter petition," it requires 10% or more of the eligible electors sign and submit response forms in order for the municipality to be mandated to proceed to assent voting on the matter identified in the notice.

Assent voting (or referendum) allows electors to vote on whether a proposal would move forward or not. Assent of the electors is obtained if a majority of the votes counted are in favour of the bylaw.

Figure 1, below, illustrates the process for adopting a Loan Authorization Bylaw for the proposed new RCMP facility from when the bylaw receives first three readings, through the AAP, assent voting (if required), and finally through to adoption or defeat of the bylaw.

Figure 1: AAP for Loan Authorization Bylaw



What happens before the AAP is initiated?

The Loan Authorization Bylaw is drafted and presented to Council for first three readings. The bylaw is then forwarded to the Inspector of Municipalities for approval prior to initiating the AAP. The municipality may provide general information to electors about the initiative during this time but cannot publish the two required AAP notices until after the Inspector approval has been granted.

Once approval by the Inspector is granted, a resolution of Council must be adopted acknowledging that the Loan Authorization Bylaw has received first three readings. The Bylaw identifies the maximum loan amount, how long the loan will take to be repaid; that an AAP will be undertaken to determine the opinion of the electors in regard to the new North Cowichan/Duncan RCMP detachment; and

establishes the number of days for submitting and receiving elector response forms, which must be at least 30 days after the second notice is published. A copy of the notice, information sheet, response forms, and a summary of how the estimated number of eligible electors was calculated will accompany the report to Council at that time. Table 1, below, illustrates the proposed timeline for the AAP and adoption (or defeat) of the Loan Authorization Bylaw for the North Cowichan/Duncan RCMP detachment.

Table 1: Timelines

Description		April	May	June	July
Regular Council meeting: to give bylaw first 3 readings	Apr. 1				
Approval by Inspector of Municipalities	Apr-May				
Regular Council meeting: Authorization to proceed with AAP	May 6				
Initiate AAP (report to Council)	May 7-Jun 22				
Update website	May 4-15				
Publish first notice in newspaper and post to notice board and website	May 11-15				
Publish second notice in newspaper and post to notice board & website	May 18-20				
Issue media releases at each milestone	Dates TBD				
Mail information pamphlets out to all households prior to first notice	Mar 30 – Apr 30				
Prepare short video to capture key info from pamphlet and share	May/Jun				
Participate in radio interviews	Dates TBC				
Conduct media and community group tours of existing detachment	May to June				
Deadline for response to AAP (at least 30 days after 2 nd notice)	Jun 22				
Optional: Special Council meeting to consider adoption of bylaw	Jun 29				
Regular Council meeting: to consider adoption of bylaw or referendum	Jul 15				

Note: Cells shaded in red indicate Council meeting dates, orange for ministry approval, blue for AAP period, yellow for statutory notices, and purple for public communication/engagement.

How is the number of Electors estimated?

The *Community Charter* requires that Council make a fair determination of the total number of eligible electors to form the basis of the AAP 10% threshold. There are a number of resources that staff can draw upon to help estimate the number of eligible electors, which include the provincial voters list, municipal utility records or property tax notices, BC Stats, BC Assessment, or Elections Canada. That estimate is then adjusted to account for people who may have moved into or out of the province within the last 6 months, for people that have moved into or out of the community within the last 30 days, individuals who are not Canadian citizens, and those who would be under 18 years of age.

Who is eligible to participate in the AAP?

Any individual who qualifies as a resident elector or non-resident property elector within the municipal boundaries can participate.

- To qualify as a resident elector, the individual must be a Canadian citizen, at least 18 years of age, have resided in British Columbia for at least 6 months, and have resided in the District of North Cowichan for at least 30 days.
- To qualify as a non-resident property elector, the individual must be a Canadian citizen, at least 18 years of age, have resided in British Columbia for at least 6 months and owned property within the District of North Cowichan for at least 30 days. Properties that are owned by corporations are not eligible to be registered as an elector.

What happens during the AAP?

A notice advising the public of the AAP will be published in at least one addition of the Cowichan Valley Citizen in two consecutive weeks (i.e. first notice to be published during the week of May 11th and the second notice to be published between May 18th and 20th). Electors who oppose the Loan Authorization Bylaw will be required to complete an Elector Response Form and submit it to the District of North Cowichan by the date and time identified in the notice. Eligible electors will have at least 30 days following the second notice to submit their completed response form if they oppose adoption of the Loan Authorization Bylaw. Once the AAP has begun, the process must be completed, regardless if Council were to decide to proceed to assent voting.

What happens if MORE than 10% respond?

If more than 10% of the eligible electors submit a completed signed Elector Response Form by the deadline, Council will have two choices; they may proceed to assent voting within 80 days or they may put the matter on hold and consider alternatives to the proposed action. If a majority of the votes counted as valid are in favour of the Loan Authorization Bylaw, Council may proceed with adoption of the bylaw.

What happens if LESS than 10% respond?

If less than 10% of the eligible electors submit a completed signed Elector Response Form by the deadline, Council may proceed with adoption of the bylaw.

Options

1. For staff to continue on to the next step in the process, as directed by Council on July 19, 2019 and subsequent discussions, and prepare the loan authorization bylaw for consideration of first three readings at the April 1, 2020 regular meeting.
2. Refer the matter back to staff or a future Committee of the Whole for further consideration.

Implications

In addition to the implications outlined in the July 17, 2019 report to Council (see attachment 1), how the municipality shares the information in relation to the Loan Authorization Bylaw with the public will be very important in ensuring that a fair and transparent process has been followed. It is important that "what we share" and "how we share that information" is seen as information-sharing and not as promotion by Council or staff of a particular viewpoint on the matter. The municipality's role is to provide accurate and balanced information about the initiative so that eligible electors can make an informed decision about whether or not to sign a response form.

If the response to the AAP exceeds the 10% threshold, Council will be required to obtain assent from the electors before proceeding any further. This would have significant financial and staff resource impacts as the approximate cost of holding a referendum is \$60,000, and with the *Local Government Act's* requirement for the referendum's general voting day to occur within 80 days of close of AAP (i.e. on or before September 5th if the AAP closed on June 22, 2020) some of the projects identified in the Operational Strategic Plan and Corporate Services Business Plan, as they relate to Legislative Services, may need to be deferred.


Recommendation

Staff is recommending option 1, which is to continue moving forward with the project as previously directed by Council. A resolution is not required unless Council decides to change the any of the actions identified in the communications plan or move directly to assent voting over the AAP.

Attachment(s):

1. 2019-07-17 Report to Council from the General Manager of Financial & Protective Services

Report

Date	July 17, 2019	File:
To	Council	
From	Mark Frame, General Manager of Financial & Protective Services Natasha Horsman, Manager of Communications & Public Engagement Karen Robertson, Corporate Officer	Endorsed: 
Subject	Elector Assent Process for New North Cowichan/Duncan RCMP Detachment	

Purpose

To confirm Council's preferred approach for seeking elector assent for financing a new North Cowichan/Duncan RCMP detachment.

Background

In March 2019, Council agreed in principle to proceed with plans for a new North Cowichan/Duncan RCMP detachment on its property on Ford Road and Drinkwater Road. The new building would be a Hub detachment bringing together the North Cowichan/Duncan detachment, Forensic Identification Services, South Island Traffic Services, and Shawnigan Lake detachment.

It is envisioned that the new North Cowichan/Duncan Detachment would be built by North Cowichan, and the RCMP would be billed back its portion of the MFA debt through an annual lease. The new detachment is still subject to federal approval and authorities and signing a new Occupancy Agreement with the Municipality.

In order to understand the financial implications of a Hub detachment, an architect was retained to provide space analysis and a cost estimate for the Hub detachment concept. Working with the RCMP, the space analysis provided an agreed gross floor area of 4,640 m². This was costed at \$40 million by a quantity surveyor. Staff is now working with a consultant to hire an integrated design team to develop designs and construction budgets.

Once the preliminary design and estimated construction costs are confirmed, North Cowichan would need to seek elector assent to borrow the money to construct the building. This report provides options and a suggested timeline for elector assent.

Discussion

There are two options for seeking elector assent:

	Option 1 Alternative Approval Process (AAP)	Option 2 Referendum
Description	An AAP requires that 10 percent or more of the eligible electors must sign and submit response forms <u>in opposition</u> to a proposed initiative to require the local government to obtain assent of the electors in order to proceed.	A referendum involves asking electors to cast a vote. Assent of the electors is achieved if a majority of votes counted are in favour of the bylaw or question.
Approx. Cost	\$2,000.00	\$60,000.000
Approx. Timeline	Sept. 4, 2019 Borrowing Bylaw introduced Nov. 18, 2019 AAP Deadline for Response Dec. 4, 2019 Bylaw adopted (pending AAP) Mar. 2020 Long-term Financing Approved (pending AAP)	Sept. 4, 2019 Borrowing Bylaw introduced Nov. 16, 2019 Referendum held Dec. 4, 2019 Bylaw adopted (pending referendum) Mar. 2020 Long-term Financing Approved (pending referendum)
If elector assent not granted	If 10 percent of electors sign forms in opposition to the AAP, the issue is considered significant and the local government has two choices: it may proceed to referendum within 80 days, or they may put the matter on hold and consider alternatives to the proposed action.	If elector assent is not granted the design process would need to be halted. As providing a suitable building is a requirement of our RCMP contract, the only two options available would be either: 1) The RCMP would potentially build the building and charge the cost back to North Cowichan. This would be at a higher cost to the taxpayer than if North Cowichan were to borrow the funds and build the building; or 2) to conduct another referendum based on a smaller non-Hub detachment, which would also likely be at a higher cost to North Cowichan taxpayers.

Public Information

Many key decisions have already been made on this project, and the key remaining decision is which approval approach Council wishes to proceed with in order to seek elector assent. Residents will have a direct say in this through a referendum or AAP, and information should be distributed to residents in advance of elector assent.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The following communications plan is proposed for both an AAP process and referendum:

1. Webpage that contains key information about the process, why a new facility is needed, financial implications, and policing statistics.
2. Mail-out pamphlet to every North Cowichan household in advance of elector assent notice:
 - a. Focus on the why a new facility is needed, financial implications, and policing statistics
 - b. Developed jointly with the RCMP
3. Short animated video:
 - a. Will capture key points from pamphlet
4. Limited number of media and resident tours of the existing detachment
 - a. Registration up to 30 individuals
 - b. Organized jointly with the RCMP
5. News releases at every milestone/decision stage through the project

The estimated cost for the communication activities listed above is \$5,000. It is recommended that these costs be managed through the RCMP Building project budget.

Options

Option 1: Direct staff to proceed with an AAP to seek elector assent, supported by the communications activities outlined above (**recommended**).

Option 2: Direct staff to proceed with a referendum to seek elector assent, supported by the communications activities outlined above.

Implications

Social/community: there are significant social/community implications, as the next step will be to initiate elector assent for the new North Cowichan/Duncan RCMP detachment. The public's response will affect both tax rates and policing service over the coming years.

Personnel: the existing detachment is well past the end of its life and has ongoing issues with rodents, leaking, flooding, and lack of adequate space. Steps to pursue a new detachment have positive implications for North Cowichan's staff at the detachment and for policing service overall.

Legal: Providing suitable accommodation for the RCMP Detachment is an obligation under North Cowichan's RCMP contract.

Financial: The estimated annual debt repayment is \$2.8 million. The RCMP will pay 56.6% (\$1.6million) leaving \$1.2 million to be paid by North Cowichan tax payers. This will require about a 4% tax increase phased in over 2019 to 2021. In 2019, taxes were increase by .51% assuming initial design work being done with the majority of construction in 2020 and 2021. The tax increases over the three years will total \$65 for an average home.

Recommendation

That Council direct staff to proceed with an Alternative Approval Process (AAP) to seek elector assent for a new North Cowichan/Duncan RCMP detachment;

And That Council direct staff to proceed with the proposed communications plan to inform residents about a new North Cowichan/Duncan RCMP detachment.

Report

Date: April 8, 2020

File:

To: Council

From: George Farkas, Manager, Corporate Planning and Projects

Endorsed



Subject: Council Strategic Plan: Quarter 1 Update (January – March 31, 2020)

Purpose

The intent of this report is to provide a quarterly update, in accordance with the Council Strategic Plan Administration Policy, on the status of the projects identified within the 2019-2022 Council Strategic Plan.

Background

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

On March 4, 2020, Council adopted the Council Strategic Plan Administrative Policy (the "Policy") to establish an administrative process to ensure accountability and transparency to the public. The policy supports Council's oversight role of monitoring staff progress towards implementing the Plan by providing clear direction to staff on how that progress is to be reported. That reporting requirement includes quarterly updates to Council by March 31, June 30, September 30 and December 31 of each year to outline their progress towards meeting the Plan's objectives.

Council was presented with Departmental Business Plans (the "Business Plans") during the February 3, 2020 Committee of the Whole meeting, which highlighted how the municipality will be operationalizing the Plan and the "Operational Strategic Plan" objectives, including those action items that were not completed in 2019. The Business Plans established a timeline for completing each priority over the next three years. Of the 49 projects identified in the Plan, 34 projects were planned to commence in 2020; with 14 projects commencing in 2021; and 1 project commencing in 2022.

Discussion

In early March 2020, senior management staff from each division in the organization provided progress updates on each of the Plan projects that were identified for commencement between January to March, 2020. The information was then summarized and compiled into the 2020 Quarter 1 Update (the "Update").

The Update identifies major project milestones/deliverables that were achieved during the first quarter, and also identifies some of the next steps that had been planned for in the second quarter (April to June 2020). Overall, the Update demonstrates strong progress on all of the key initiatives that have commenced in 2020.

However, the COVID-19 Pandemic has required the municipality to take a number of precautionary measures for the health and safety of staff and the community. These measures have significantly altered the manner in which the Plan's projects will be delivered over the next few months, highlighting some of the immediate, initial impacts to planned activities that would have commenced this April/May. For example, a number of public engagement meetings were planned with key stakeholders on the Official Community Plan and Forestry Review that have been postponed by Council for a 90 day period.

The Quarter 2 Update and subsequent quarterly updates will highlight the longer-term implications from the COVID-19 Pandemic to the Plan priorities, including mitigation efforts that have been put in place to ensure continued progress towards implementation of Council's priorities.

Council may also wish to consider how the COVID-19 Pandemic has influenced its own priorities this year and whether these changes should be reflected in an update to the Plan. In accordance with section 3.4 of the Policy, the Chief Administrative Officer will be asking Council if it would like to review and update their Plan before June 30, 2020.

As required under the Policy, the Update will be made available on the municipal website after it has been approved.

Recommendation

That Council accept the 2020 Quarter 1 Update on the 2019-2022 Council Strategic Plan as presented by the Manager, Corporate Planning and Projects.

Attachment:

- Appendix A: Draft Council Strategic Plan Quarter 1 Update



2020 Quarter 1 Update
January 1 - March 31, 2020

Council Strategic Plan **2019-2022**

INTRODUCTION

Quarter 1 Update: January 1 - March 31, 2020

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.

In March 2020, Council adopted the Council Strategic Plan Administrative Policy, which establishes a clear process to support Council's oversight role of monitoring staff progress towards implementing the Strategic Plan. Under the policy, staff will 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.

Our Q1 report demonstrates strong progress on all key initiatives that were commenced in 2020 during the period of January – March 31. However, the municipality's response to the COVID 19 Pandemic, which required needing to take a number of precautionary measures for the health and safety of staff and our community has significantly altered our operations. As the municipality adjusts to the impacts of COVID 19 Pandemic, we will be required to re-examine not only our priorities but also the manner in which we can deliver our services in a safe manner.

This report identifies the immediate impact to Council's Strategic Plan priorities that were being planned for in Q2. Subsequent quarterly updates will report out on the longer term implications of the COVID 19 Pandemic to Council's Strategic Plan and the mitigation efforts that we have put in place to ensure that the important work of Council may continue while ensuring the safety of our employees and our public.



SERVICE



We provide responsive, efficient, transparent and engaged service that contributes value to the community.

Action	2020 Quarter 1 Update
Maintain the existing high level of service in the community	<ul style="list-style-type: none"> ✓ Departmental Business Plans and operating and capital budget presented to Council outlining resource requirements in order to maintain service levels. ✓ Financial Plan is being prepared and is anticipated to be adopted in Q2.
Develop a long-term plan for the municipal forest reserve	<ul style="list-style-type: none"> ✓ Engaged with the UBC partnership group and have established a stakeholder and working group. On March 18, Council paused public engagement for a 90 day period in response to the COVID 19 Pandemic.
Recognize the great work of staff	<ul style="list-style-type: none"> ✓ Launched the employee profile program; commenced event planning (Staff recognition barbecue; Long Service Awards). ✓ Launched a temporary intranet and re-examined planned events as a result of the COVID 19 Pandemic.
Ensure open and transparent communications with the public	<ul style="list-style-type: none"> ✓ Commenced public engagement on the Forestry Review. ✓ Emergency preparedness communications on the COVID 19 Pandemic including news releases, website updates, social media, Coffee with the Mayor via video, and Minute with the Mayor on the radio. ✓ On March 18, Council paused public engagement for a 90 day period in response to the COVID 19 Pandemic.
Identify potential new sources of revenue	<ul style="list-style-type: none"> ✓ Staff are exploring fees for fire inspections and will report to Council in Q3. ✓ Building permit fees review work will commence in Q3.
Review RCMP service levels	<ul style="list-style-type: none"> ✓ The review of RCMP service levels is planned to commence in Q3.
Maintain opportunities for multi-modal transportation	<ul style="list-style-type: none"> ✓ Recent projects include: Chemainus Road improvements include bike lanes; Multi-modal path by Island Highway; and Master Transportation Plan update will include multi-modal projects.

ENGAGEMENT



Through collaborative relationships with other governments, Indigenous peoples, stakeholder partners and engaging the community at large, we achieve optimum outcomes for all.

Action	2020 Quarter 1 Update
Continue to develop strong relationships with Indigenous peoples	<ul style="list-style-type: none"> ✓ Retained indigenous engagement consultants for Forestry Review through direct award. ✓ The municipality's lunch with First Nations elders and all regional elders was postponed in response to the COVID 19 Pandemic and will be rescheduled once physical distancing measures are removed.
Support community groups and organizations	<ul style="list-style-type: none"> ✓ Commencing 2020, Community Services is delivering barriers and road cones to user groups to eliminate unnecessary work for user groups having to pick up materials themselves. ✓ Special event applications have also been streamlined with municipal staff now forwarding applications to other regional partners on behalf of land owners in instances where multiple approvals are required.
Work collaboratively with regional government partners, ensuring a strong relationship with the Cowichan Valley Regional District (CVRD)	<ul style="list-style-type: none"> ✓ Debriefed with partners on the recent flood and improvements made to flood response. ✓ Planning a regional workshop on roles and responsibilities during emergency events during Emergency Awareness Week. ✓ Engaged in Regional Emergency Operations Centre for COVID-19 response. ✓ Participating on COVID-19 Vulnerable Populations Cowichan Task Force.
Lobby the CVRD, provincial and federal governments to support North Cowichan through grants, funding, and tax revenues	<ul style="list-style-type: none"> ✓ Preliminary discussions with key funding partners to advance social housing priorities. ✓ Provincial and federal grant received for Sportsplex washroom upgrades.
Provide a strong voice at the CVRD table, advocating for sustainable development in the region	<ul style="list-style-type: none"> ✓ Ongoing discussions with Cowichan Housing CEO to assess roles and responsibilities related to social housing and delivery of social services.

HOUSING

We have sustainable housing opportunities that represent the interests of all our citizens.



Action	2020 Quarter 1 Update
Seek opportunities to partner and support affordable housing initiatives	<ul style="list-style-type: none"> ✓ Staff are in preliminary discussions with BC Housing and other local governments on affordable housing options. ✓ Ongoing discussions with Cowichan Housing Association. ✓ Land Trust applications to Province expected to be considered in Q3. ✓ Staff working on agreement between Land Trust and North Cowichan and on subdivision of Sherman Road site. ✓ Development permit applications for affordable housing sites received and under review.
Create opportunities for new forms of housing (e.g. condos above neighbourhood commercial)	<ul style="list-style-type: none"> ✓ A process has been put in place for staff to promote new forms of housing with land owners and developers in land development discussions.
Explore opportunities for additional housing that meets the needs of the community	<ul style="list-style-type: none"> ✓ Partnering with CVRD and local governments on Housing Needs Report. Project has launched and a contractor has been selected.

ENVIRONMENT



We lead in environmental policies and practices to support the future health of our community.

Action	2020 Quarter 1 Update
Strengthen environmental policy in all land use planning	<ul style="list-style-type: none"> ✓ Formalized environmental review of large development projects by Environmental Specialist and Environmental Programs coordinator. Staff are working on a report on existing environmental regulations in Q3.
Remodel and implement the Climate Action and Energy Plan	<ul style="list-style-type: none"> ✓ Community meeting on April 6 presenting preliminary modeling to community and seeking feedback on draft project list was postponed in response to the COVID 19 Pandemic. ✓ Project action list will be completed after community input is received in Q3.
Reconsider the Urban Containment Boundary and where future growth should be concentrated, especially in relation to the Quamichan watershed	<ul style="list-style-type: none"> ✓ Within the scope of the OCP review. The boundary review is in phase three of the OCP review.
Relocate the Joint Utility Board Sewage Outfall Location	<ul style="list-style-type: none"> ✓ Six First Nations have agreed to new outfall terminus location. ✓ Outfall pipe routing is being discussed with Cowichan Tribes. ✓ Ministry of Environment consultation process commenced and will be completed at the end of April. ✓ Staff preparing RFP for professional services for pre-design and detailed design and construction oversight. ✓ Staff continuing to consult with First Nations, engaging the public and stakeholders and approving authorities.
Evaluate options for environmental improvements to Quamichan and Somenos Lakes	<ul style="list-style-type: none"> ✓ Staff are exploring options for environmental improvements and installing continuous monitoring equipment at Quamichan Lake. Staff are conducting water quality samples, starting this year. ✓ Zeolite installation is at the provincial approval stage and will be a trial for tributaries entering Quamichan Lake.
Develop a comprehensive climate change risk & vulnerability assessment	<ul style="list-style-type: none"> ✓ Project will commence in Q3.

Action	2020 Quarter 1 Update
Evaluate the merits of adopting the BC Energy Step Code	<ul style="list-style-type: none"> ✓ Staff have completed analysis of the merits of adopting the BC Energy Step Code. ✓ Council provided direction in Q1.
Review opportunities for district energy system partnerships	<ul style="list-style-type: none"> ✓ Staff are exploring preliminary district energy opportunities in the University Village area with local partners. ✓ The new hospital site at Bell McKinnon will be (at a minimum) district energy ready, using the Vancouver district energy guidelines. This will allow the facility to be tied into future district energy systems. ✓ Staff considered district energy system partnerships for new RCMP Detachment, but it was ruled out as net zero emissions is being pursued.
Integrate natural assets into the overall asset management program	<ul style="list-style-type: none"> ✓ Project will commence in Q3.
Increase awareness of waste reduction	<ul style="list-style-type: none"> ✓ Recently negotiated a new recycling contract, with a requirement starting in January 2020 for the contractor to complete curbside inspections for contamination.

ECONOMY



We attract and retain great talent and sustainable businesses, and have opportunities for all.

Action	2020 Quarter 1 Update
Utilize local business when it can be demonstrated through the procurement process that they can deliver comparable value for money to non-local business	✓ Project completed in 2019. Staff have reviewed existing procurement policies and trade agreements to identify opportunities.
Review options to provide any future municipal forest timber to local businesses for secondary industry	✓ Will be reviewed under the UBC partnership group review of the municipal forest reserve.
Develop a long-range strategic plan for North Cowichan-owned real estate	✓ Staff developing a long-range strategy for Council consideration by Q4.
Create conditions that will facilitate the development of specialty services in and around the new Cowichan District Hospital	<p>✓ Staff are engaged in discussions with key stakeholder groups, including VIHA.</p> <p>✓ The Municipality is negotiating service extensions through private property to service the area.</p>
Consider the merits of implementing an Economic Development Committee	✓ Planned presentation from the Economic Development Manager in the CVRD to Council in Q2 deferred to a future Council meeting due to the COVID 19 Pandemic.
Support sport tourism and in particular Rowing Canada Aviron's entry into the community	<p>✓ Site development proceeding supported by many different background studies designed anticipated for the project.</p> <p>✓ Public consultation that was planned in Q2 will be moved to Q3 due to the COVID 19 Pandemic.</p>
Lobby the provincial government to locate offices in North Cowichan	✓ Successfully lobbied the head of provincial RCMP to establish a satellite office in the new detachment.

COMMUNITY



We are a mix of unique, inspiring, sustainable, and safe neighbourhoods enjoyed by residents, businesses, and visitors.


Action	2020 Quarter 1 Update
Rewrite the Official Community Plan, forming the basis for local area plans throughout the community (e.g. Quamichan area, Berkey's Corner area, and Maple Bay Village)	<ul style="list-style-type: none"> ✓ Contract awarded to Modus and initiated engagement planning. ✓ Public engagement, which was projected to commence in Q2, is deferred for 90 days in response to the COVID 19 Pandemic.
Incentivize or prioritize new growth in areas close to existing core development	<ul style="list-style-type: none"> ✓ OCP review expected to consider incentives/policies aimed at prioritizing new growth to areas close to existing core.
Provide more input into managing the opioid crisis	<ul style="list-style-type: none"> ✓ Proposed a Social Planner position to provide support for opioid crisis management. ✓ Staff continue to liaise with Community Action Team. ✓ The municipality's leadership team and Mayor through Council direction are lobbying the provincial government to provide additional resources to support mental health and addictions and housing to address homelessness.

UPCOMING

The following list of Action Items have a start date beyond 2020

Action	
Review developer utilization of the professional reliance model	2021
Develop incentives for creating compact development (e.g. infill)	2021
Develop a business case for innovative development (e.g. site adaptive planning, conservation development, residential cluster development, etc.)	2021
Review requirements for gray water reuse, solar power, and charging stations in new development	2021
Create a biodiversity protection policy	2021
Support the health of our beaches, including advocacy with other levels of government	2021
Support, retain, and attract light industry	2021
Support small scale innovative agriculture	2021
Update the Agricultural Implementation Plan and encourage the use of arable land	2021
Update the Subdivision Bylaw	2021
Renew the Zoning Bylaw	2021
Encourage appropriate development charges and amenities to support greater development (e.g. Development Cost Charge review).	2021
Review the potential for creating a heritage protection policy	2021
Continue to implement existing neighbourhood plans (e.g. Chemainus Revitalization Plan, Crofton Local Area Plan, etc.)	2021
Improve pedestrian safety on Boys Road	2022

Informational Report

Date	April 15, 2020	File:	
To	Council		
From	Michelle Martineau, Manager, Legislative Services	Endorsed:	
Subject	Electronic Meetings and Related Ministerial Orders		

Purpose

To inform Council on the effects of the Ministerial Orders made on March 26, 2020 in relation to how they help facilitate the safe and efficient conduct of Council business during the COVID-19 pandemic.

Background

In an effort to maintain transparency, while complying with the social distancing measures put in place by the Provincial Health Officer, a moratorium was placed on delegations and the public was encouraged to share their feedback on any of the matters contained within the March 18, 2020 agenda by email to the Corporate Officer, up to 30 minutes prior to the meeting, rather than attend the meeting in person. At that meeting Council resolved to move to electronic (special) meetings and cancelled or suspended all regular and committee meetings (including public hearings), travel, and public engagement in response to the COVID-19 pandemic. These suspensions remain in effect until Council resolves otherwise.

The rationale to cancel all future regular meetings of Council was twofold, to

- (1) provide staff sufficient time to research and purchase additional software to facilitate the electronic (virtual) meetings, integrate that software into the municipality's web streaming service, test it ahead of time, and train staff and Council to ensure everyone was comfortable using the new software enabling everyone to stay engaged and focused during the meeting (and as much as possible reduce the potential for technical issues to disrupt the meeting); and
- (2) allow Council to conduct their virtual meetings while complying with the electronic meeting rules under [section 128\(1\)](#) of the *Community Charter*, which only permitted special meetings to be conducted via electronic means. The legislation permitted electronic participation by the number of members authorized under the [Council Procedure Bylaw](#), which included all members except the presiding members, thereby requiring the Mayor to still attend in person any regular meeting of Council.

Several Ministerial Orders were made on March 26, 2020, under the [Emergency Program Act](#), to facilitate the safe and efficient conduct of Council business during the COVID-19 pandemic. The most relevant order for conducting Council business is **Ministerial Order No. MO83** made by the Minister of Public Safety and Solicitor General. MO83 enables Council to conduct all meetings by electronic means, whether the Council Procedure Bylaw allows and to adopt a bylaw on the same day that it receives third

reading.

Ministerial Order No. MO85, made by the Minister of Citizens' Services, enables local governments to temporarily use remote working tools [third party applications] such as video conferencing services to help maintain their operations and, where necessary, disclose personal information needed for the performance of duties by a municipal employee or official. While the previous three orders remain in effect while the declaration is in place, this order will expire on June 30, 2020 unless extended or rescinded by the Minister.

Discussion

As a result of MO83 the following may occur while the Provincial declaration of a state of emergency is in effect:

- Open meetings may be held without the public in attendance, without violating the open meeting rule under [Part 4, Division 3](#) of the *Community Charter*;
- Regular meetings of Council may be held electronically (previously only special meetings could be held electronically); and
- Bylaws could be adopted on the same day as third reading passes.

Bylaws may be adopted in one day

In addition to authorizing open meetings to be held without the public in attendance, the MO83 allows Council to give a bylaw three readings and adoption at the same meeting. Although adoption is often referred to as "fourth reading", [section 135](#) of the *Community Charter* does not treat adoption as a reading of a bylaw, therefore, the rule under subsection (2) which limits up to three readings at one meeting of Council does not apply. Staff have confirmed this interpretation of the new legislative framework with legal counsel.

Meetings via electronic means

One of the main challenges when conducting a meeting via electronic means (e.g. teleconference), in addition to how difficult it can be for the presiding member to manage a balanced discussion, is for Council to be able to communicate effectively with each other and understand their intent from both verbal and non-verbal cues. However, being able to conduct virtual video-conferencing meetings is not without its challenges and requires consideration by all members to address problems such as acknowledgement from the Chair; voting; background noise from multiple participants; echoing; distractions from rapid body movements; and what to do if the video feed crashes during the meeting.

Issues for Council Contemplation

Staff will be returning to Council, at a future meeting, with recommendations for their consideration to seek direction on the following:

1. Resuming regular meetings and other normal activities for Council

- (a) Resume the regular scheduled Council meetings via electronic means;
- (b) Resume delegations and public hearings using electronic means; or

- (c) Continue with the status quo and only call a special electronic meeting for time sensitive and essential matters.

2. Providing open meeting transparency

- (a) Continue with current process of live-streaming Council meetings and inviting the public to submit any questions they have to the Corporate Officer via email at least 30 minutes prior to the meeting.
- (b) Staff to investigate other means to enable the public and delegations to participate electronically in real time during the meeting.

Recommendation

That Council accept the Manager of Legislative Services' report dated April 15, 2020 for information.

Attachment(s):

1. 2020-03-26 YA Bulletin MO83 – Relaxation of Meeting Rules
2. Ministerial Order No. MO83
3. 2020-03-27 YA Bulletin MO 85 – Disclosure of Personal Info Outside of Canada
4. Ministerial Order No. MO85

March 27, 2020

BULLETIN

PROVINCE ALLOWS DISCLOSURE OF PERSONAL INFORMATION OUTSIDE CANADA SO LOCAL GOVERNMENTS CAN CONTINUE OPERATIONS DURING THE COVID-19 PANDEMIC EMERGENCY

Local governments can now temporarily use remote working tools such as video conferencing services to help maintain their operations during the COVID-19 pandemic emergency.

The *Freedom of Information and Protection of Privacy Act* (FIPPA) prohibits storage or disclosure of any personal information outside Canada, though there are some exceptions. Ministerial Order M085, made March 26, 2020, creates another—very welcome—exception. It temporarily allows local governments (and other public bodies) to use third-party tools and applications, such as video-conferencing apps or instant messaging, while sharing or disclosing personal information of employees or other individuals.

This order supports continued local government operations where staff and elected officials are working remotely but need to carry on business. It also enables municipal councils and regional district boards to hold meetings using video conferencing and any other “third-party tool and applications” (which is defined to *include* “any software developed and maintained by a third party and which is used to enable communication or collaboration between individuals”).

It is important to note that the order imposes several requirements. A key point is that personal information may be disclosed inside or outside of Canada through a third-party tool or application only if all three of these requirements are met:

1. The tools or applications are being used to support and maintain the operation of programs or activities of the public body;
2. The tools or applications support public health recommendations or requirements related to minimizing transmission of COVID-19 (such as social distancing or working from home guidance or requirements); and
3. Any disclosure of personal information is limited to the minimum amount reasonably necessary for the performance of duties by an employee, officer, or minister of the public body.

Further, the public body’s FIPPA “head” must first be satisfied that a particular third-party tool or application is reasonably secure, in compliance with section 30 of FIPPA, and the public body makes all reasonable efforts to remove personal information which is collected, used or disclosed using a third party application.

Local governments will therefore need to have their IT professionals assess the information security features of each tool or application, and a preference for well-established and reputable third-party solutions would be prudent.

Local governments should also keep in mind their FIPPA duty to implement reasonable security measures to protect personal information against unauthorized access, disclosure, use or destruction continues to apply. This duty applies where, for example, employees wish to take personal information home on laptops or other portable storage devices, with encryption and other security measures being necessary.

BC's Information and Privacy Commissioner has recently issued "Tips for public bodies and organizations setting up remote workspaces", which contains links to other resources. The guidance is here: <https://www.oipc.bc.ca/guidance-documents/2398>

The Ministerial Order is here: http://www.bclaws.ca/civix/document/id/mo/mo/2020_m085. Ministerial Order M083, dealing with local government meetings, is here: http://www.bclaws.ca/civix/document/id/mo/mo/2020_m083

For any questions on this matter or other privacy challenges please do not hesitate to contact David Loukidelis or Ethan Plato directly.

David Loukidelis & Ethan Plato

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M083

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

I HEREBY make the attached Local Government Meetings and Bylaw Process (COVID-19) Order.

March 26, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER

Definitions

- 1 In this order:
 - “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**council**” has the same meaning as in the Schedule to the *Community Charter*;
 - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
 - “**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
 - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;
 - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
 - “**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.

Open meetings - municipalities

- 3 (1) Despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, if a council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings – regional districts

- 4 (1) Despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,

- (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board,
- a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* is not required to allow members of the public to attend an open meeting of the board or committee.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, if a board or a board committee do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings - Vancouver

- 5 (1) Despite
- (a) section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw,
- the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of section 165.1 of the *Vancouver Charter* if the Vancouver council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Electronic meetings – municipalities

- 6 (1) Despite
- (a) section 128 [*electronic meetings and participation by members*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council,
- a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings – regional districts

- 7 (1) Despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,

(b) the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, and

(c) any applicable requirements in a regional district procedure bylaw of a board,

a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* may conduct all or part of a meeting of the board or committee by means of electronic or other communication facilities.

(2) A member of a board or board committee who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

(3) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings - Vancouver

8 Despite

(a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,

(b) the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012,

(b) any applicable provision in the Vancouver procedure bylaw,

the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

(2) A member of the Vancouver council or other body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

(3) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Timing requirement for bylaw passage – municipalities

9 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

Timing requirement for bylaw passage – regional districts

10 Despite section 228 [*bylaw adoption at same meeting as third reading*] of the *Local Government Act*, a board may adopt a bylaw described in that section at the same meeting at which the bylaw passes third reading if the motion for adoption receives the majority of the votes cast.

March 26, 2020

BULLETIN

RELAXATION OF MEETING RULES DURING COVID-19 PANDEMIC

Today the Minister of Public Safety and Solicitor General made three orders under section 10 of the *Emergency Program Act* that affect local governments, including Ministerial Order M083 respecting local government meetings (http://www.bclaws.ca/civix/document/id/mo/mo/2020_m083). This Order will greatly facilitate the safe and efficient conduct of municipal and regional district business during the COVID-19 pandemic.

As a result of the Order:

- Council and regional board open meetings may be held without public attendance. The Order does not include any live-streaming or other transparency requirements, leaving it to each local government to determine if and how it wishes to provide open meeting transparency.
- Council and regional board meetings may be held electronically (or using other communication facilities). This is permitted for any meeting, not simply special meetings or where a member is unable to attend. In accordance with the normal electronic meeting requirements, the communication facilities for the meeting must enable meeting participants to hear, or watch and hear, each other, however, the Order removes the requirement that the facilities enable the public to watch or hear the meeting. Not surprisingly, there is no requirement for a public viewing gathering place or for procedure bylaw authorization.
- A council or regional board may adopt a bylaw on the same day as 3rd reading. For regional districts, this relaxation: (a) is limited to the adoption of a bylaw that does not require approval, consent or assent under an Act before it is adopted, and (b) reduces the normal 2/3 adoption vote requirement for 'same day adoption' of such a bylaw, under section 228 of the *Local Government Act*, to a simple majority of votes cast.
- The relaxations in the first two bullets above also apply to bodies under section 93 of the *Community Charter* (including council committees and boards of variance) and to regional board select and standing committees under section 218 of the *Local Government Act*. Otherwise, the Order only applies to municipalities and regional districts, and not to other local government bodies such as improvement districts and the Islands Trust.

These special powers apply despite the normal rules under the *Community Charter, Local Government Act* and Regional District Electronic Meeting Regulation, and despite the requirements of a local government's procedure bylaw. The powers only apply during the period of the Province's declaration of the COVID-19 provincial emergency (including extensions).

Importantly, the Order does not address challenges with holding public hearings and in-person representations.

Mike Quattrocchi

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF CITIZENS' SERVICES

Freedom of Information and Protection of Privacy Act

Ministerial Order No. M085

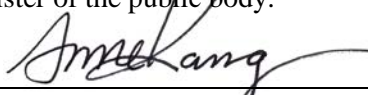
WHEREAS on March 17, 2020, the Provincial Health Officer issued a notice under the *Public Health Act*, S.B.C. 2008, c. 28, concerning the COVID-19 pandemic;

AND WHEREAS efficient and prompt collaboration and communication are required to protect the health, safety and welfare of the residents of British Columbia during the COVID-19 pandemic;

I, Anne Kang, Minister of Citizens' Services, order the following under section 33.1(3) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c.165:

1. A health care body as defined in the *Freedom of Information and Protection of Privacy Act*, or the Ministry of Health, the Ministry of Mental Health and Addictions, or the Provincial Health Services Authority may disclose personal information inside or outside of Canada in accordance with s. 33.2(a) and (c) of the *Freedom of Information and Protection of Privacy Act* on the condition that the disclosure is necessary:
 - a. for the purposes of communicating with individuals respecting COVID-19,
 - b. for the purposes of supporting a public health response to the COVID-19 pandemic, or
 - c. for the purposes of coordinating care during the COVID-19 pandemic.
2. A public body may disclose personal information inside or outside of Canada in accordance with s. 33.2(a) or (c) of *Freedom of Information and Protection of Privacy Act* through the use of third-party tools and applications on the condition that the disclosure is for the following purposes:
 - a. the third-party tools or applications are being used to support and maintain the operation of programs or activities of the public body or public bodies,
 - b. the third-party tools or applications support public health recommendations or requirements related to minimizing transmission of COVID-19 (e.g. social distancing, working from home, etc.), and
 - c. any disclosure of personal information is limited to the minimum amount reasonably necessary for the performance of duties by an employee, officer or minister of the public body.

March 26, 2020


Minister of Citizens' Services

(This part is for administrative purposes only and is not part of the Order.)


Authority under which Order is made:

Act and section: *Freedom of Information and Protection of Privacy Act*, section 33.1(3)

Other: _____

3. A public body must not disclose information under sections 1 or 2 unless the head of the public body is satisfied that with respect to the information disclosed:
 - a. the third-party application is reasonably secure in compliance with s. 30 of the *Freedom of Information and Protection of Privacy Act*; and
 - b. the public body makes all reasonable efforts to remove personal information which is collected, used or disclosed using a third-party application from the third-party application as soon as is operationally reasonable and the public body retains and manages the information, as required by law.
4. For the purposes of this order “third-party tools and applications” includes any software developed and maintained by a third party and which is used to enable communication or collaboration between individuals.
5. This Order will remain in effect until June 30, 2020. The Minister may rescind or extend the effect of this Order in full or in part before June 30, 2020.

Informational Report

Date	April 15, 2020	File:
To	Council	
From	Mark Frame, General Manager, Financial and Protective Services	Endorsed: 
Subject	Bylaw Enforcement Role regarding Social Distancing and Related Ministerial Orders	

Purpose

To inform Council on the Ministerial Orders made by the Minister of Public Safety and Solicitor General and the role of North Cowichan bylaw enforcement officers in assisting the implementation of the COVID-19 public health order.

Background

In response to the COVID-19 pandemic, the Minister of Public Safety and Solicitor General issued three Ministerial Orders regarding the enforcement of Provincial health orders.

Ministerial Order No. MO82 was made on March 26, 2020, is a directive for bylaw enforcement officers to prioritize assisting enforcement of Provincial public health orders.

Ministerial Order No. MO84 was made on March 26, 2020, to ensure coordination between all levels of government in responding to the COVID-19 pandemic and sets aside all existing declarations of local state of emergency and prohibits any future declarations.

Ministerial Order No. MO94 was made on April 2, 2020, to protect persons who operate or provide essential services from liability for damages relating, directly or indirectly, to COVID-19, if those persons operate or provide those services, or reasonably believe that they are operating or providing those services, in accordance with all applicable emergency and public health guidance.

Discussion

As a result of the Ministerial Orders, North Cowichan's bylaw enforcement officers have been directed to provide assistance with the enforcement of those orders and have been responding to community complaints and concerns.

Between March 30, 2020 and April 5, 2020 Fire and Bylaw Services have received 10 complaints (with only 7 of them being actionable due to lack of information for follow up) in relation to the COVID-19 pandemic. Concerns from the public included:

1. Returning travellers who are not self-isolating (returning prior to March 26th) or quarantining (travelers who have returned after March 26th, 2020).
2. Private gyms that are still operating. (Note: as of April 9th, the gyms in relation to the complaints have been closed)

3. Handling of food containers/bags at fast food drive through service windows.

During their patrols of public facilities and popular parks and trails, officers have had numerous conversations with individuals who continue to use the skate parks or who fail to comply with the Provincial social distancing measures. Although officers have found the individuals to be polite and compliant when confronted, they are not convinced that individuals will continue to comply in the future as the weather turns nicer and the public grows tired of staying home.

With respect to the complaints received from the public, bylaw enforcement officers are only empowered to provide a warning, information and advice to (offending) businesses and members of the public, they do not have the authority to issue provincial violation tickets for non-compliance (see attachments 1, 3, 4 and 7). The orders serve to ensure that the **responsibility for enforcement remains with provincial health inspectors**. The current practice for bylaw enforcement officers is to report violations to the provincial health inspector for enforcement.

It is important to note, that although [subsection 8\(3\)\(i\)](#) of the *Community Charter* permits the municipality to regulate public health matters by bylaw, [subsection 9\(3\)](#) requires the bylaw to receive ministerial approval prior to its adoption. However, it is clear from MO82 that obtaining ministerial approval on a bylaw to regulate social distancing on public lands would be very unlikely, the guidance document developed by the Province (see attachment 4) that states compliance and enforcement officials are not authorized to exercise any authority to issue a fine or penalties.

Attachment(s):

1. 2020-03-26 YA Bulletin MO82 – Bylaw Enforcement Role
2. Ministerial Order No. MO82
3. 2020-04-02 YA Bulletin MO82 - Guidance Document for Enforcement of Public Health Orders
4. Compliance and Enforcement Guidance with respect to Physical Distancing
5. 2020-03-27 YA Bulletin MO84 - Local Authorities and Essential Goods and Supplies
6. Ministerial Order No. MO84
7. 2020-04-03 Medical Health Officer Order re Fitness Centres and Personal Training Operators
8. 2020-04-06 YA Bulletin MO94 – Protection of Liability
9. Ministerial Order No. MO94

March 26, 2020

BULLETIN

PROVINCE CLARIFIES ROLE OF BYLAW ENFORCEMENT OFFICERS DURING COVID-19 EMERGENCY

On March 26, 2020 the Minister of Public Safety and Solicitor General made several orders under section 10 of the *Emergency Program Act* that affect local governments, including Ministerial Order M082 (http://www.bclaws.ca/civix/document/id/mo/mo/2020_m082) respecting bylaw enforcement officers (“BEOs”). This Order will provide some greatly needed clarity to facilitate the enforcement of provincial health orders but, to be clear, provides no additional jurisdiction or authority for BEOs during the COVID-19 pandemic.

As a result of the Order, local authorities and their BEOs are to provide assistance to the greatest extent possible (without compromising their normal objectives) in the enforcement of Provincial public health orders. The Order specifically requires that local authorities must ensure that BEOs monitor closed facilities; provide warnings, information and advice to businesses and the public, including warnings they may be acting in contravention of a public health order; and provide health officers with information relating to potential contraventions. Importantly the Order further states that BEOs are not to detain anyone as a result of a public health order contravention or issue fines, penalties or administrative penalties under the Public Health Act.

In essence, the Order mandates local authorities and its BEOs to be proactive educators and reporters of Provincial public health orders and any contraventions of those orders. Most local governments were already undertaking such proactive measures in the face of the COVID-19 emergency, but the very few who were not must now ensure they are complying with the Order. Further, although the Order provides no new authority to BEOs to enforce Provincial public health orders, it also serves to ensure that the responsibility for such enforcement is clearly situated with provincial health inspectors.

Last, local governments still maintain all other bylaw enforcement authority despite this Order. For example, a business licence could still be considered for suspension under section 60 of the *Community Charter* if the business were violating the terms of a Provincial public health order. Local governments will need to follow their usual processes in such circumstances with appropriate variances given the COVID-19 emergency.

This Order applies during the period of the Province’s declaration of the COVID-19 provincial emergency, including any extensions.

Reece Harding

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M082

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General order that the attached Bylaw Enforcement Officer (COVID-19) Order is made.

March 26, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

BYLAW ENFORCEMENT OFFICER (COVID-19) ORDER

Definitions

1 In this order:

“**bylaw enforcement officer**” means the following:

- (a) a person in a class of persons described in section 3 (c), (d) or (f) of the Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003, who is designated as a bylaw enforcement officer under
 - (i) section 264 (1) (b) of the *Community Charter*, or
 - (ii) section 264 (1) (b) of the *Community Charter* as that section applies to a regional district for the purposes of section 414 of the *Local Government Act*;
- (b) a person in a class of persons described in section 3 (d) of the Vancouver Charter By-law Enforcement Ticket Regulation, B.C. Reg. 189/2007, who is designated as a bylaw enforcement officer under section 482.1 (1) (b) of the *Vancouver Charter*;

“**health officer**” means the provincial health officer or a medical health officer within the meaning of the *Public Health Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

Application

2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act*, and any extension of the duration of that declaration, is in effect.

Bylaw enforcement officers to provide assistance

- 3 (1) To the greatest extent possible without unduly compromising any other bylaw enforcement objectives of the local authority, each local authority must ensure that the local authority’s bylaw enforcement officers provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:
- (a) monitoring facilities and areas closed to the public by a public health order;
 - (b) providing warnings, information and advice to businesses and members of the public in respect of public health orders, including warnings to businesses and members of the public who may be acting in contravention of a public health order;
 - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a bylaw enforcement officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or

- (b) issue a fine or penalty, including an administrative penalty, under the *Public Health Act*.
- (3) Nothing in this section is to be construed as limiting any powers or duties of a bylaw enforcement officer under the *Community Charter*, *Local Government Act*, *Vancouver Charter* and related regulations or local authority bylaws, as the case may be.

March 27, 2020

BULLETIN

MINISTERIAL ORDER M084: PART 2

Yesterday, the Minister of Public Safety and Solicitor General made several orders under section 10 of the *Emergency Program Act* that affect local governments, including Ministerial Order M084: “Local Authorities and Essential Goods and Supplies (COVID-19) Order” (http://www.bclaws.ca/civix/document/id/mo/mo/2020_m084).

In our Client Bulletin yesterday, we addressed the effect of the Ministerial Order in nullifying any existing local states of emergency. In addition to having that effect, the Ministerial Order both grants powers to the Minister and imposes obligations on local authorities (defined in the *Emergency Program Act* to include municipal councils and regional district boards).

Sections 6(1) and (2) of the Ministerial Order allows the Minister to compel local authorities to:

- Take all measures necessary to identify resources and facilities that could be used to mitigate the impacts of the COVID-19 pandemic, including facilities for self-isolation of individuals, warehousing of essential supplies, and medical care or testing;
- Take all measures necessary to identify the critical supply and service needs related to the COVID-19 pandemic; and
- Report to Emergency Management BC on any of the above.

Sections 6(3) and 7(1) of the Ministerial Order require local authorities to:

- Review and, if necessary, update their local emergency plans and business continuity plans to ensure that the delivery of essential services can be maintained such that they are in compliance with the orders and guidance of the provincial health officer;
- Ensure that impacts and limitations resulting from the COVID-19 pandemic are taken into account in preparations for other emergencies or disasters, such as floods or wildfires;
- Use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained, after which each local authority must report to Emergency Management BC unresolved issues concerning those three services; and
- Use best efforts to provide assistance to those delivering critical services for vulnerable populations within the Province, including foodbanks and shelter services.

Finally, section 8(1) of the Ministerial Order renders ineffective any bylaw restricting or limiting when goods, food or supplies may be delivered to a retailer.

The Ministerial Order evidences the intention of the Province to mandate consistency and cooperation between local authorities, while also granting itself the power to take targeted action where required. Local governments should carefully review their obligations under the Ministerial Order and ensure that they are prepared to coordinate with neighbouring jurisdictions as well as the Province, should that be necessary. Local governments should particularly take note of the requirement for mutual aid agreements for ensuring that waste water and drinking water services are maintained.

Nick Falzon



Coronavirus COVID-19

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HOW YOU CAN SLOW THE SPREAD OF COVID-19

Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

Stay at Home and Physically Distance

Stay at home whenever you can. Maintain 2 meters distance from those outside of your household.

Compliance and Enforcement Guidance about Public Health Orders with respect to Physical Distancing

This document is accurate as of March 31, 2020 and is subject to change.

Purpose

This document is to provide guidance to compliance and enforcement officials (C&EOs) such as bylaw enforcement officers and other provincial compliance officers i.e. liquor and cannabis control and licencing inspectors, gambling enforcement and investigations officers, and community safety personnel with respect to the implementation of COVID-19 public health orders.

NOTE: Police officers and C&EOs are not empowered to enforce (i.e. ticket or detain) with respect to public health orders. Their role is to provide assistance only when called upon by a health officer pursuant to section 90 of the *Public Health Act* (see Appendix 1)

Introduction

The transmission of the SARS-CoV-2 virus, the coronavirus which causes COVID-19, is a serious threat to life, health, wellbeing and society.

The SARS-CoV-2 virus is transmitted via liquid droplets when an infected person coughs or sneezes. The droplets fall on people and objects close to the sneezing or coughing person.

Direct transmission happens when the virus is carried in these droplets and deposits on the eyes, nose or mouth if someone is in close contact with an infected person. It can also be transmitted by personal contact, such as touching or shaking contaminated hands such as happens when someone uses their hands to cover their mouth or nose when they cough or sneeze. Hence the recommendation that people cough or sneeze into their arm and wash their hands regularly.

Indirect transmission (via objects/surfaces) can also occur by touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Airborne transmission of the virus (i.e. transmitted through the particles floating in the air) is not a factor in spread through the population and it is not something that enters through the skin.



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Promoting physical distancing of people from one another to prevent droplet and personal contact transmission is a key tactic to preventing infections with the virus. Physical distancing of 2 metres between people is recommended to reduce the risk of these modes of transmission.

Context

On March 25, 2020 the Minister of Public Safety and Solicitor General made the Bylaw Enforcement Officer (COVID-19) Order, and on March 31, 2020 made the Provincial Compliance Officer (COVID-19) Order), both pursuant to the *Emergency Program Act* (Appendix 1).

These Orders enable C&EOs to provide assistance for compliance and enforcement of public health through monitoring and providing warnings, information and advice.

The province has adopted and implemented a graduated compliance and enforcement approach that generally starts with providing information, education and advice as the first step, with escalating measured enforcement only as required.

Role of Compliance and Enforcement Officers

- In assisting with the compliance and enforcement of public health orders, C&EOs are to be guided by policy direction from the Provincial Health Officer.
- C&EOs officers are not authorized to detain an individual as a result of a contravention or suspected contravention of a public health order.
- C&EOs are also not authorised to exercise any authority to issue a fine or penalty.
- Nothing in the Minister's Orders or this guide limit any powers or duties of a C&EOs.

Provincial Health Officer Orders

In addition to frequent public statements, interviews and other communications by the Provincial Health Officer (PHO), actions by PHO under the *Public Health Act* to control the impact of the pandemic include issuing PHO Class Orders i.e. Orders to a class of people or organizations. It is important to refer to the published Orders and guidance documents for additional detail ([Provincial Health Officer Orders](#)). In addition, it is important to note that oral Orders are in force pursuant to health officer powers under the *Public Health Act* and may also be subject to compliance and enforcement measures. The documents related to oral PHO Orders will be posted to the PHO website once available. The PHO Orders are:



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- *Mass gatherings Order* prohibiting **events** that would result in the gathering of more than 50 people in close contact with one another to promote physical distancing and limit the number of people who could be infected at a single event. This Order does not apply to worksites unless a mass gathering event is held at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; does not apply to food banks and homeless shelters. (March 16, 2020).
- *Public health emergency declared* by providing notice under the *Public Health Act* to enable the exercise of the emergency powers in Part 5 of the Act (March 17, 2020).
- *Order to travellers returning to Canada* requiring self-isolation for 14 days (March 17, 2020).
- *Order to Owners, Operators of places at which food and/or drink are prepared and served:* holders of liquor licences who do not provide meal service are ordered to close; places where food and drink are prepared and served are required to restrict themselves to take out or delivery and limit the number of people present to 50 as long as sufficient space available to enable them to maintain a physical distance of 2 metres from one another (March 20, 2020 - the "Food and Drink Order")
- *Oral Order to personal service establishments* to close until further notice. These include but are not limited to barbershops, nail salons, tattoo parlours, beauty parlours, health spas and massage parlours. These services require direct, personal contact with other people. (March 21, 2020 - the "Personal Services Establishment Order-
<https://news.gov.bc.ca/releases/2020HLTH0102-000540>).
- *Oral Order to episodic vending markets:* All episodic vending markets (also known as "farmers markets" or "community markets") must only allow vendors to sell food at these events. Vendors of all other merchandise are prohibited at these events. (March 27, 2020 -
<https://news.gov.bc.ca/releases/2020EMBC0014-000582>).

A summary of the Orders is in Appendix 2 and copies of the Orders documents in force are at the following link:

Provincial Health Officer Orders and Notices



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General Expectations of Compliance and Enforcement Officers in Supporting Implementation of Public Health Orders

The aim of public health orders is to manage and reduce the spread of COVID-19 by encouraging physical distancing.

C&EOs are to provide assistance with *Public Health Act* orders with the following principles in mind:

- Public education and voluntary compliance without the need for law enforcement interventions.
- A balanced approach to maintain public trust to ensure essential services can operate while following public health Orders.

Following these principles support people coming forward for testing and treatment and to enable COVID-19 case monitoring and contact tracing.

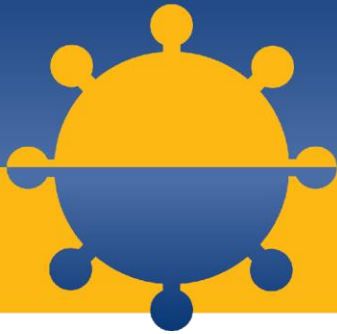
A. Individuals and self-isolation

There are **no** public health Orders addressed to the general public requiring them to maintain physical distancing outside their own homes, with the exception of inside food premises. The public has been provided with strong recommendations and guidance in this regard.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- In general, C&EOs are not expected to monitor individual behaviour or have a role when it comes to individuals and self-isolation measures.
- This failure to follow self-isolation measures may be:
 - intentional (i.e. a preference for individualistic behaviour no matter the risk to self or others or other reasons)



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- due to limitations or external barriers which do not enable the individual to comply, even if they would like to. These include for example, the surrounding environment such as physical space of the premises, the way that services are designed or offered, or some other assistance is required.
- inadvertent – the failure to follow is temporary and the individual self corrects

Issuing Information, Advice (Public education efforts)

- C&EOs you may receive information or complaints from individuals, based on their beliefs, worries or knowledge of others not practicing self-isolation. This may be in part, based on lack of understanding or information on the difference between self-isolation, quarantine and who should be self-isolating. To the extent that it is feasible, share the resources below on self-isolation. In addition, conveying the following messaging to the complainant may be helpful. It is not necessary to refer these situations to a health officer:

"Thank you for notifying us of your concerns. It is our strong expectation that people who are required to self-isolate will do so. Compliance is very important to reduce the spread of COVID-19. If the person you are concerned about is unwell, call 8-1-1 and they will provide advice about helping the person get assistance and they can ensure your family can stay safe and well during this time. Or call 9-1-1 if the person is in distress. If the person you are calling about appears well do not engage or interact with that person. We appreciate you letting us know about your concerns. If you have additional questions that are not health related you can call 1-888 COVID19."

Self-isolation information is available at:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

Note that federal legislation and orders may also apply to returning travellers:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html#acb>



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B. Businesses, facilities, that have been ordered to close

The businesses and facilities that have been ordered to close are bars and nightclubs that do not provide meal services, and personal service establishments which include businesses such as barbershops, salons, tattoo parlours, tanning salons etc. In some area of the province health officers have connected with their bylaw enforcement departments and established protocols for dealing regulated facilities.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

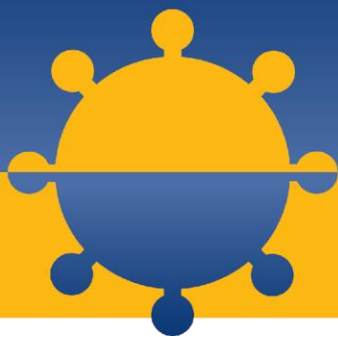
- Further to orders that are currently in force, be aware of what facilities or businesses should be closed

Assistance with Issuing Information, Advice and Warnings (Interventions)

- On receipt of information or notice that a business is open that should not be:
 - Ensure that a responsible person for the business or business premises receives information about the Order
 - Provide information on what the Order is and why it needs to be complied with
 - Provide information that the situation could be escalated for enforcement if the Order is ignored or not followed
 - A warning may also be given which outlines next steps with an expected timeline, i.e. that you will monitor the business further for compliance with the Order, and in the event of further non-compliance escalated action may be warranted.
- A “responsible person” includes a store manager, an operator, a business owner, a director of the company, or any person that is able to close the business in compliance with the Order

Assistance with Monitoring for compliance with the Order after interventions

- Monitor whether the business has complied with the Order, after receiving your information and advice and based on the timeline of expectations
- If there is ongoing non-compliance with the Order, contact the relevant health officer and provide information on non-compliance, and actions taken.



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C. Businesses, facilities that may remain open

In some area of the province health officers have connected with their bylaw enforcement departments and have established protocols for dealing regulated facilities.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Further to orders that are currently in force, be aware of what facilities or businesses in your areas may remain open.

Different tactics will be required to monitor food establishments. This may include:

- Attending premises as part of other duties or monitoring activities
- Attendance may be prioritised based on a preliminary risk analysis (e.g. a high potential for non-compliance and existing, known barriers that do not facilitate physical distancing)
- Receiving and acting on information from the public on a specific establishment

Assistance with Issuing Information, Advice and Warnings (Interventions)

- If you receive information or notice that a business is not adhering to the take-out or delivery provisions and physical distancing requirements applicable to restaurants or food serving establishments, ensure that a responsible person for the business or business premises receives information about the Order. A "responsible person" includes a store manager, an operator, a business owner, a director of the company, or any person that is able to close the business in compliance with the Order
- A warning may also be given which outlines next steps with an expected timeline, i.e. that you will monitor the business further for compliance with the Order, and in the event of further non-compliance that you may notify a health officer.

Assistance with Monitoring for compliance with the Order after interventions

- Monitor whether the business has complied with the Order, after receiving your information and advice and based on the timeline of expectations
- If there is ongoing non-compliance with the Order, contact the relevant health officer and provide information on non-compliance, and actions taken.



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- D. Mass Gatherings (events): Gathering in groups of over 50 people close together at events**
(does **not** apply to worksites unless there is an event at a worksite, or public places such as grocery stores or malls unless an event is held in those spaces; does **not** apply food banks, homeless shelters)

The Mass Gathering Order is intended to prevent periodic (episodic) or regular events where groups of people gather in close quarters with one another. These gatherings may be unplanned or unstructured, but usually involve people gathering for a common purpose. This Order prohibits gathering in groups of over 50 people close together at events, to prevent transmission of the virus by increasing physical distancing.

The Order applies to indoor and outdoor sporting events, conferences, meetings, religious gatherings and other similar events on public and private property. The Mass Gatherings Order does not apply to customers of businesses waiting for services, however the physical distancing required under the Food and Beverage Order does apply.

Those who are responsible for indoor and outdoor gathering sites to whom this Order applies includes individuals, societies, corporations, municipalities, regional districts, school boards, universities, colleges and religious organizations.

Expected C&EOs (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Different tactics will be required according to the type of entity and associated public gathering. Likely actions will entail completing a risk analysis and or conducting site visits based on:
 - information from the public and others on public gatherings taking place or scheduled to take place
 - Reliance on existing knowledge of facilities or premises with physical spaces that have a capacity of more than 50 people
 - Existing knowledge of potential sites likely to engender groups of more than 50 and a lack of physical distancing practices (does not include worksites unless there is an event at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; does not apply to food banks, homeless shelters)
 - Observations made as an ancillary action in the course of other duties

Assistance with Issuing Information, Advice and Warnings (Interventions)



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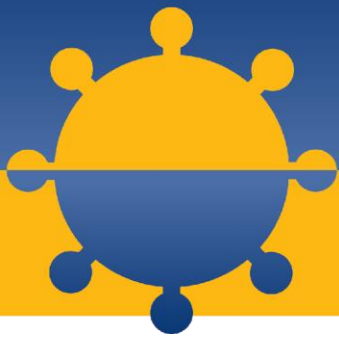
Stay at Home and Physically Distance

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- The focus is on knowledge and information sharing and actions needed to be tailored based on whether the non-compliance is:
 - A unique instance of that has occurred and is unlikely to be repeated, or
 - Whether there is a likelihood that the non-compliance could be repeated multiple times.
- When more than 50 people have gathered closely together, information, advice, and warnings can be utilised. Information, advice as to expectations of the timelines for compliance, and warnings if needed, can all be directed to the persons responsible for the facility and premises.
- While gatherings of groups of people in excess of two or three people are strongly discouraged at this time, it is not unlawful for an entity to hold an event of fewer than 50 people. For organisers of public gatherings of less than 50 people– determine whether information sharing or advice would reduce the risk of the gathering. For example, sharing advice, information warnings to encourage physical distancing practices.
- For all other ad-hoc public gatherings of groups more than 50 people that may be self-organised or unplanned – consider whether general announcements may be made to the group.

Assistance with Monitoring for compliance with the Order after your interventions

- For the businesses, institutions, facilities that have not changed their practices based on any information, advice, notify the local health officer.



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APPENDIX 1 - MINISTERS ORDERS

BYLAW ENFORCEMENT OFFICER (COVID-19) ORDER

Definitions

1 In this order:

“**bylaw enforcement officer**” means the following:

- (a) a person in a class of persons described in section 3 (c), (d) or (f) of the Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003, who is designated as a bylaw enforcement officer under
 - (i) section 264 (1) (b) of the *Community Charter*, or
 - (ii) section 264 (1) (b) of the *Community Charter* as that section applies to a regional district for the purposes of section 414 of the *Local Government Act*;
- (b) a person in a class of persons described in section 3 (d) of the Vancouver Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 189/2007, who is designated as a bylaw enforcement officer under section 482.1 (1) (b) of the *Vancouver Charter*;

“**health officer**” means the provincial health officer or a medical health officer within the meaning of the *Public Health Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

Application

2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act*, and any extension of the duration of that declaration, is in effect.

Bylaw enforcement officers to provide assistance

3 (1) To the greatest extent possible without unduly compromising any other bylaw enforcement objectives of the local authority, each local authority must ensure that the local authority's bylaw enforcement officers provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:

- (a) monitoring facilities and areas closed to the public by a public health order;



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Stay at Home and Physically Distance

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- (b) providing warnings, information and advice to members of the public in respect of public health orders, including warnings to members of the public who may be acting in contravention of a public health order;
 - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a bylaw enforcement officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or
 - (b) issue a fine or penalty, including an administrative penalty, under the *Public Health Act*.
- (3) Nothing in this section is to be construed as limiting any powers or duties of a bylaw enforcement officer under the *Community Charter*, *Local Government Act*, *Vancouver Charter* and related regulations or local authority bylaws, as the case may be.

PROVINCIAL COMPLIANCE OFFICER (COVID-19) ORDER

Definitions

1 In this order:

“**health officer**” means the provincial health officer, an environmental health officer or a medical health officer, within the meaning of the *Public Health Act*;

“**provincial compliance officer**” means the following:

- (a) a person authorised to conduct an inspection under section 23, 84 or 89 of the *Cannabis Control and Licensing Act*;
- (b) a person authorised to conduct an inspection under section 13 or 42 of the *Liquor Control and Licensing Act*;
- (c) a person authorised to conduct an audit, inspection or investigation under Division 1 of Part 9 of the *Gaming Control Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

Application

2 This order applies during the period that starts on the date this order is made and ends on the date on which the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



HOW YOU CAN SLOW THE SPREAD OF COVID-19

Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

Stay at Home and Physically Distance

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Act expires or is cancelled or, if there is an extension under section 9 (4) of the Act, the date on which the last extension of that declaration expires or is cancelled.

Provincial compliance officers to provide assistance

- 3 (1) In accordance with any direction given by the minister, provincial compliance officers must provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:
- (a) monitoring facilities and areas closed to the public, or to which public access is restricted, by a public health order;
 - (b) providing warnings, information and advice to persons in respect of public health orders, including warnings to persons who may be acting in contravention of a public health order;
 - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a provincial compliance officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or
 - (b) issue an order, fine or penalty, including an administrative penalty, under the *Public Health Act*.

Public Health Act

Peace officer assistance

- 90 (1) A health officer may call on the assistance of a peace officer for the purposes of taking an action authorized under this or any other enactment, including, without limitation, either of the following purposes:
- (a) making or enforcing an order or carrying out an inspection;
 - (b) assisting a person to comply with an order of the health officer.
- (2) If any person disobeys, or fails to comply with, an order or a direction of a commissioner under Division 1 [Inquiries], the commissioner may call on the assistance of a peace officer to enforce the order or direction.
- (3) A peace officer called on under this section must take any action that is necessary for a purpose described in subsection (1) or (2), and may use such force as is reasonably required for that purpose.

Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



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Appendix 2 – Provincial Health Officer Orders

PROVISO:

This document is not intended to comprise legal advice.

In the event of an ambiguity between this document, and the *Public Health Act*, regulations under the *Public Health Act* or orders under the *Public Health Act*, the Act, regulations and orders prevail.

This document is accurate as of March 31, 2020, and is subject to change.

Summary of Orders as of the date of this publication

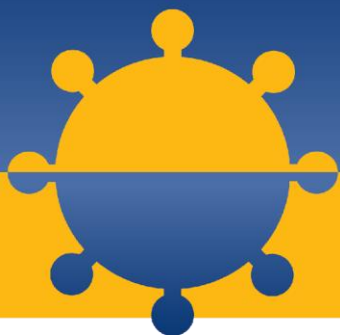
The following table provides a summary of the Provincial Health Officer Orders. Given the change in emergency tactics and measures needed, C&EOs should check the following websites for the latest orders:

- 1) Ministerial Orders available at BC Laws website
- 2) Provincial Health Officer Orders available at:

Link to *Provincial Health Officer Orders and Notices*

Note that early orders can become outdated and succeeded by other orders.

Title	AUTHORISING OFFICIAL	DATE	SUMMARY
Mass gathering (events)	Provincial Health Officer	March 16, 2020	Prohibits gathering of people at events in close contact with one another in excess of 50 people. Does not include worksites unless there is an event at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; or food banks, homeless shelters.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



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Returning Travellers	Provincial Health Officer	March 17, 2020	Requires self-isolation if you have traveled outside of Canada
Owners and Operators of nightclubs and food and drink service ("Food and Drink Order")	Provincial Health Officer	March 17, 2020	Bars and night clubs must close. Requires restaurants to only provide take out or delivery options with specific instructions on physical distancing.
Closure of personal service establishments (oral order)	Provincial Health Officer	March 21, 2020	Requires personal service establishments to close until further notice
Episodic vending markets (oral order)	Provincial Health Officer	March 27, 2020	Requirement that only food and beverage vendors (includes liquor) be allowed to enable access to essential food such as fruits and vegetables and access to processed food, such as cooked meals for takeout. Vendors of all other merchandise are prohibited at these events.

April 2, 2020

BULLETIN

PROVINCE ISSUES GUIDANCE DOCUMENT FOR ENFORCEMENT OF PUBLIC HEALTH ORDERS

Many local governments continue to seek clarity around enforcing the Province's social distancing recommendations in the face of the COVID-19 pandemic. It is, unfortunately, still a common occurrence that the public or businesses are not fully complying with these important public health recommendations. Local governments are looking to assist against those who are ignoring social distancing recommendations in an effort to protect their communities.

On April 1, 2020 the Ministry of Health issued a helpful guidance document on the role of what they refer to as compliance and enforcement officers. This includes bylaw enforcement officers (BEOs) and some provincial officers such as liquor and cannabis control officers. The link to this document is found [here](#) and is further to Ministerial Order 082 issued March 25, 2020. We would recommend that the document be reviewed carefully as it does provide clear guidance on the interface between BEOs and public health officers. The document also places in one spot (Appendix 2) a compilation of most of the important public health orders to March 31, 2020. It is a helpful resource for this alone. Further, it also confirms that there is currently no public health order specifically related to the 2 meter social distancing recommendations except for inside food premises.

Importantly, the bulletin makes clear, again, that police, BEOs or other provincial compliance officers are not to be directly enforcing public health orders by detention or ticketing but instead are to provide educational and support measures to assist public health officers in any enforcement efforts they may take under the *Public Health Act*. The only exception to this rule is with respect to police officers, as s. 90 of the *Public Health Act* does provide a role for police officers to assist in the enforcement of orders at the request of a public health officer.

The bulletin also makes clear that all existing local government authority around bylaw enforcement continues and that public health orders do not remove any BEO authority under local government bylaws. Local government may still have an important role to play, for example, in considering the suspension or cancellation of a business licence for non-compliance with public health orders through its regulatory authority over business. Additional advice should be sought if exercising this authority.

Reece Harding

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M084

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

WHEREAS coordination between all levels of government is essential to respond effectively to the impacts of the COVID-19 pandemic;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Local Authorities and Essential Goods and Supplies (COVID-19) Order is made.

March 26, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

LOCAL AUTHORITIES AND ESSENTIAL GOODS AND SUPPLIES (COVID-19) ORDER

Definitions

- 1** In this order,
 - “Act”** means the *Emergency Program Act*;
 - “essential goods and supplies”** means any goods and supplies that are necessary for the health, safety and welfare of people, including, without limitation, the following:
 - (a) food, water and other beverages;
 - (b) fuel and gasoline;
 - (c) health care goods, pharmaceuticals and medical supplies;
 - (d) personal hygiene, sanitation and cleaning goods.

Application

- 2** This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the Act, and any extension of the duration of that declaration, is in effect.

Local emergency plans

- 3** Each local authority in the Province must immediately implement the local authority’s local emergency plan for the area for which the local authority has responsibility.

Declarations of state of local emergency and orders set aside

- 4** (1) Any declaration of a state of local emergency made by a local authority or the head of a local authority under section 12 (1) of the Act that meets all of the following criteria is set aside:
 - (a) the declaration of a state of local emergency was made on or before the date on which this order is made;
 - (b) the declaration of a state of local emergency was made in respect of the COVID-19 pandemic.
- (2) Any order of a local authority that meets all of the following criteria is set aside:
 - (a) the order of the local authority was made on or before the date on which this order is made;
 - (b) the order of the local authority was made pursuant to a declaration of a state of local emergency described in subsection (1).

Emergency powers of local authorities

- 5** (1) After the date this order is made, a local authority or, if a local authority consists of more than one person, the head of a local authority must not make a declaration of a state of local emergency under section 12 (1) of the Act in respect of the COVID-19 pandemic without first obtaining the approval of the minister for the proposed declaration.

- (2) After the date this order is made, a local authority must not exercise a power or make an order under section 13 of the Act in respect of the COVID-19 pandemic without first obtaining the approval of the minister for the proposed exercise of power or order under that section.
- (3) After the date this order is made, the council of the City of Vancouver must not exercise a power or make an order or bylaw under section 173 of the *Vancouver Charter* in relation to the COVID-19 pandemic without first obtaining the approval of the minister for the proposed exercise of power or order or bylaw under that section.

Local authority resources and plans

- 6** (1) On the request of the minister, a local authority must
 - (a) take all measures necessary to identify the resources and facilities within the local authority's area of jurisdiction that could be used to respond to or mitigate the impacts of the COVID-19 pandemic, including the following:
 - (i) facilities that could be used to allow individuals to self-isolate;
 - (ii) facilities that could be used to warehouse essential supplies;
 - (iii) facilities that could be used to provide medical care or testing, and
 - (b) report to Emergency Management BC on the resources and facilities identified under paragraph (a).
- (2) On the request of the minister, a local authority must
 - (a) take all measures necessary to identify the critical supply and service needs within its area of jurisdiction relating to the local authority's ability to respond to or mitigate the impacts of the COVID-19 pandemic, and
 - (b) report to Emergency Management BC on the critical supply and service needs identified under paragraph (a).
- (3) Each local authority must review and, if necessary, update its local emergency plan and business continuity plans to ensure that
 - (a) the delivery of essential services can be maintained in a manner that complies with any orders and guidance from the provincial health officer during the period referred to in section 2 of this order, and
 - (b) any impacts and limitations resulting from the COVID-19 pandemic are taken into account with respect to preparations and response measures for other emergencies or disasters, including flooding and wildfires.

Continuity of local authority services

- 7** (1) Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.
- (2) After complying with subsection (1), each local authority must report to Emergency Management BC any unresolved issues that may affect the provision of first responder, waste management or drinking water services during the period referred to in section 2.

Critical services and essential goods and supplies

- 8**
- (1) For the purpose of ensuring the effective management and delivery of critical services for vulnerable populations within the Province, including food banks and shelter services, each local authority must use best efforts to provide assistance in the management and delivery of such services.
 - (2) Despite any bylaw of a local authority restricting or limiting when goods, food or supplies may be delivered to a retailer within the local authority's area of jurisdiction, a person may, at any time, deliver goods, food and other supplies to a retailer in that area.
 - (3) At the request of the minister, all retailers, suppliers, businesses, and other organizations within the Province must report to Emergency Management BC on their inventory of essential goods and supplies and any other supplies required by front line health care workers, first responders and other prioritized essential workers for the purpose of responding to or mitigating the impacts of the COVID-19 pandemic.
 - (4) If directed by the minister, a retailer must not sell more than the specified number of items of a specified good to a person in a single transaction.
 - (5) If directed by the minister, a hotel operator or commercial lodging operator within the Province must provide accommodation services for the purposes of self-isolation of individuals, for supporting essential workers or for any other purposes identified by Emergency Management BC.

Secondary selling prohibited

- 9**
- (1) In this section, “**secondary selling**”, in relation to an essential good or supply, means
 - (a) the purchase or other acquisition of the essential good or supply in a retail environment, or
 - (b) the acquisition of the essential good or supply by donation from any person, or at no cost from a government or other organization or body,whether inside or outside of British Columbia, and the subsequent offering of that essential good or supply for resale in person, on any business premises, by phone or fax, on a website or an internet-based application or by any other means.
 - (2) A person must not engage in secondary selling with respect to essential goods and supplies.

British Columbia Ferry Services

- 10**
- (1) British Columbia Ferry Services Inc. and all other ferry operators within the Province which carry both vehicles and passengers must implement all procedures necessary to ensure priority loading on ferries for the following:
 - (a) vehicles carrying essential goods and supplies;
 - (b) residents of ferry sailing destinations.
 - (2) British Columbia Ferry Services Inc. must consult the government before changing or varying its minimum ferry service levels within the Province.

Delivery of essential goods and supplies

- 11** If directed by the minister, all suppliers, distributors and retailers within the Province, the Retail Council of Canada (BC), the Canadian Trucking Association of BC and the United Truckers Association must take coordinated measures to ensure the effective delivery of essential goods and supplies throughout the Province, including such food, fuel, medicine and other goods and supplies as may be prioritized by the minister.

CLASS ORDER RE: COVID-19

NOTICE TO OWNERS, OCCUPIERS AND OPERATORS OF GYMS, FITNESS CENTRES,
PERSONAL TRAINING, YOGA & EXERCISE ROOMS (CLASS)

ORDER OF THE MEDICAL HEALTH OFFICER

Pursuant to Sections 30, 31, 32 & 39 (3) *Public
Health Act*, S.B.C. 2008

The *Public Health Act* can be found at:

http://www.bclaws.ca/civix/document/id/complete/statreg/08028_01

TO : AN INDIVIDUAL / SOCIETY / CORPORATION OR OTHER ORGANIZATION
WHICH IS THE OWNER/OCCUPIER/OPERATOR OF OR IS OTHERWISE RESPONSIBLE FOR A
GYM / FITNESS CENTER / PERSONAL TRAINING FACILITY / YOGA STUDIO / EXERCISE
ROOM OR OTHER SIMILAR INDOOR OR OUTSIDE PLACE

WHEREAS:

- A. A communicable disease known as COVID-19 has emerged in British Columbia;
- B. SARS-CoV-2, an infectious agent, can cause outbreaks of serious illness known as COVID-19 among the public;
- C. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact;
- D. On March 17, 2020, the Provincial Health Officer, Dr. Bonnie Henry declared the COVID-19 pandemic to be an emergency pursuant to Part 5 of the Public Health Act, S.B.C. 2008, c. 28;
- E. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
- F. You belong to one of the classes of persons to whom this notice is addressed;
- G. I have reason to believe and do believe that

(i) the risk of an outbreak of COVID-19 among the public constitutes a health hazard under the *Public Health Act*;

(ii) coordinated action is needed to protect the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** as follows:

You are the owner, occupier or operator of an establishment like a gym, fitness centre, training studio, yoga studio, exercise room, or similar facility and, accordingly, you must close immediately.

This Order expires on May 30, 2020 and is subject to revision, cancellation or extension by me.

You are required under section 42 of the *Public Health Act* to comply with this Order. Failure to comply with this Order is an offence under section 99 (1) (k) of the *Public Health Act*.

Pursuant to section 54(1)(h) of the *Public Health Act*, and in accordance with the emergency powers set out in part 5 of the *Public Health Act*, no MHO employed by the Vancouver Island Health Authority (Island Health) will be accepting requests for reconsideration, requests for review, or requests for reassessment of this Order.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Paul Hasselback MSc, MD, FRCPC
Medical Health Officer
6475 Metral Drive
Nanaimo, British Columbia V9T 2L9

DATED THIS: 3rd day of April, 2020

SIGNED:

Paul Hasselback MSc, MD, FRCPC
Medical Health Officer
Island Health

April 6, 2020

BULLETIN

MINISTERIAL ORDER M094 – PROTECTION OF LIABILITY

On April 2, 2020, the Minister of Public Safety and Solicitor General issued an order under section 10 of the *Emergency Program Act* providing immunity from liability for essential service providers. Ministerial Order M094 “Protection Against Liability (COVID-19) Order” (http://www.bclaws.ca/civix/document/id/mo/mo/2020_m094) protects persons who operate or provide essential services from liability for damages relating, directly or indirectly, to COVID-19, if those persons operate or provide those services, or reasonably believe that they are operating or providing those services, in accordance with all applicable emergency and public health guidance. This immunity will not be applicable if a person is grossly negligent.

For the purposes of Order, emergency and public health guidance means any of the following:

- an order made under the *Emergency Program Act*;
- an instruction or order of a health officer, as defined in the *Public Health Act*;
- guidelines of the British Columbia Centre for Disease Control;
- guidelines of the Public Health Agency of Canada;
- guidelines published on a website maintained by or on behalf of the government;
- guidelines of a regional health board designated under the *Health Authorities Act*, the First Nations Health Authority, or the Provincial Health Services Authority;
- guidelines of a regulatory authority or body having jurisdiction with respect to a person operating or providing the essential service.

Essential services covered by this Order include: direct-to-public health services; health service providers; law enforcement, public safety, first responders and emergency response personnel; vulnerable population service providers; critical infrastructure service providers; food and agriculture service providers; transportation, infrastructure and manufacturing; sanitation; and communications, information sharing and information technology. The Schedule to the Order includes more detailed descriptions of the various services providers under each of these general categories.

This will provide protection to local government employees, such as bylaw enforcement officers and firefighters who will be continuing to provide essential services to the public throughout this pandemic, from claims that they infected or exposed a member of the public to COVID-19. The immunity specifically provided under the above Order is similar to the general immunity provided to all local government employees under section 738 of the *Local Government Act*.

Amy O'Connor and Carolyn MacEachern

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M094

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

AND WHEREAS the threat of the COVID-19 pandemic to the health, safety or welfare of people has resulted in guidelines, recommendations or requirements to limit in-person contacts;

AND WHEREAS it is necessary to support the provision of daily services essential to preserving life, health, public safety and basic social functioning;

AND WHEREAS it is in the public interest to protect persons who operate or provide essential services from liability for damages relating, directly or indirectly, to COVID-19, if those persons operate or provide those services, or reasonably believe that they are operating or providing those services, in accordance with all applicable emergency and public health guidance;

I HEREBY order that the attached Protection Against Liability (COVID-19) Order is made.

April 2, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

PROTECTION AGAINST LIABILITY (COVID-19) ORDER

Definitions

1 In this order:

“**Act**” means the *Emergency Program Act*;

“**emergency and public health guidance**”, in relation to an essential service, means any of the following with respect to the COVID-19 pandemic:

- (a) an order made under the Act;
- (b) an instruction or order of a health officer, as defined in the *Public Health Act*;
- (c) guidelines of the British Columbia Centre for Disease Control;
- (d) guidelines of the Public Health Agency of Canada;
- (e) guidelines published on a website maintained by or on behalf of the government;
- (f) guidelines of a health authority;
- (g) guidelines of a regulatory authority or body having jurisdiction with respect to a person operating or providing the essential service;

“**essential service**” means

- (a) a service within a class or type of service set out in the Schedule, or
- (b) a service provided by a class of persons set out in the Schedule;

“**exposed**”, in relation to SARS-CoV-2, means to have been in contact with, or near, a person or thing that is or may be infected with SARS-CoV-2, in such a manner as to be at risk of being infected with SARS-CoV-2;

“**health authority**” means

- (a) a regional health board designated under the *Health Authorities Act*,
- (b) the First Nations Health Authority, or
- (c) the Provincial Health Services Authority.

Application of order

2 This order applies during the period that starts on the date this order is made and ends on the date on which the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the Act expires or is cancelled or, if there is an extension under section 9 (4) of the Act, the date on which the last extension of that declaration expires or is cancelled.

Reliance on emergency and public health guidance

3 (1) A person is not liable for damages resulting, directly or indirectly, from an individual being or likely being infected with or exposed to SARS-CoV-2 as a result of the person’s operating or providing an essential service if, at the relevant time, the person

- (a) was operating or providing the essential service in accordance with all applicable emergency and public health guidance, or

- (b) reasonably believed that the person was operating or providing the essential service in accordance with all applicable emergency and public health guidance.
- (2) Subsection (1) does not apply to a person referred to in that subsection if, in operating or providing the essential service, the person was grossly negligent.

SCHEDULE

Essential Services

Health and Health Services

Direct-to-public health services

- all health care services, including acute care (hospitals), secondary or long-term care, coroners' services, health-care providers working within and outside an acute care setting and other health services, including public health, detox facilities, safe-injection sites, COVID-19 testing, clinical research supporting the COVID-19 response, blood/plasma donation services and emergency pre-hospitalization services;
- other health services and caregivers, including physicians, dentists, psychiatrists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, mental health and substance use workers, including peer support workers, speech pathologists, diagnostic and therapeutic technicians and technologists, counsellors, chiropractors, naturopaths, dentists, crisis centres, outreach workers, overdose and harm reduction services, meal programs;
- health first responders (paramedics).

Health services providers

- pharmaceutical production, medical laboratories/research, medical testing, pharmacies, medical supply and equipment manufacturers, wholesale, distribution and stores;
- analytical testing labs related to testing of finished product for pathogens and contaminants;
- safety supply (e.g., work clothes, personal protective equipment, medical/pharmaceutical/ laboratory supplies, etc.) stores, manufacturers, technicians, logistics and warehouse operators;
- medical wholesale and distribution;
- health plans, billing and health information.

Law Enforcement, Public Safety, First Responders and Emergency Response Personnel

- first responders, including police and fire;

- services providing for public safety, including commercial vehicle safety enforcement (CVSE), corrections and detainment facilities, park rangers, security and protective services, court services, bylaw enforcement, as well as communications and dispatching support for first responders;
- volunteers, such as search and rescue (SAR) and public safety lifeline volunteers (PSLV);
- public sector workers for peace, order and good government;
- employees of contracted service providers in these fields, including maintenance of technical infrastructure to support this work and compliance with health and public safety orders;
- businesses that provide support to police and correctional services;
- operations and services in support of the Canadian Armed Forces and Canadian Border Services Agency;
- emergency management personnel at local, regional and provincial levels;
- businesses that ensure global continuity of supply of aggregates to support critical infrastructure repairs and emergency response requirements (e.g., sandbags, armour stone barriers, etc.);
- equipment and uniform suppliers for first responders.

Vulnerable Population Service Providers

- businesses and non-profits that provide food, shelter, social and support services, and other necessities of life for economically disadvantaged or otherwise vulnerable individuals, such as:
 - food banks;
 - community kitchens;
 - voluntary and community service providers;
 - residential health facilities;
 - mental health, substance use and addictions services;
 - transitional, social and supportive housing;
 - SROs (single room occupancy);
- community services and outreach for immigrants, refugees, vulnerable populations and non-market housing, including businesses that sell, rent or repair assistive/mobility/medical devices, aids and/or supplies;
- care for seniors, adults, children or individuals with disabilities;
- childcare services for those persons providing essential services;
- caregivers for children in care and out of care;
- elder and disability care, including disabled service support, for physical and cognitive disable persons;
- residential care for individuals with mental health and substance use challenges, including licensed and registered treatment and recovery facilities;

- government and non-profit service delivery staff who provide access to income supports for people in need of food and shelter;
- residential and care facilities and shelters for seniors, adults, children and people with disabilities;
- overdose prevention sites, clinical overdose prevention services or medical cannabis provision;
- businesses that sell, rent or repair assistive/mobility/medical devices, aids and/or supplies, or other products/services that support the health sector, including mental health and addictions/counselling supports.

Critical Infrastructure Service Providers

- critical infrastructure service providers, including drilling and production, refineries, processing, completion facilities, utilities, transportation, transmission stations, storage facilities critical in supporting daily essential electricity needs, drinking water, waste water, electricity (including associated infrastructure), steam, alternative energy production, waste and hazardous management, industrial recycling, oil and natural and propane gas, fuel, other fuel sources, such as heating oil and wood pellets, and operating staff;
- manufacturing of goods necessary for the continued and immediate operation of other essential infrastructure and businesses;
- gas stations, diesel, propane and heating fuel providers including providers of motor vehicle, aircraft and water/marine fuels, and providers of charging stations for electric vehicles;
- operations and employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:
 - operational staff at water authorities;
 - operational staff at community water systems;
 - operational staff at wastewater treatment facilities;
 - workers repairing water and wastewater conveyances and performing required sampling or monitoring;
 - operational staff for water distribution and testing;
 - operational staff at wastewater collection facilities;
 - operational staff and technical support for SCADA control systems;
 - chemical disinfectant suppliers for wastewater and personnel protection;
 - workers that maintain digital systems infrastructure supporting water and wastewater operations.

Food and Agriculture Service Providers

- food cultivation, including farming, livestock, aquaculture and fishing, businesses that support the food supply chain, community gardens and subsistence agriculture;
- food processing, manufacturing, storage and distribution of foods, feed products and beverages;

- workers essential to maintain or repair equipment in food processing and distribution centres;
- workers, including temporary foreign workers, to support agricultural operations to enhance food security;
- farming supply, including seed, fertilizer, pesticides, farm machinery sales and maintenance;
- inspection services and associated regulatory and government workforce and supporting businesses required for slaughter of animals, dairy production and food safety;
- businesses that provide for the health and welfare of animals, including veterinarians, farms, boarding kennels, stables, animal shelters, zoos, aquariums, research facilities and other service providers.

Retail

- grocery stores;
- convenience stores;
- farmers markets;
- other establishments engaged in the retail sale or provision of food;
- pet or livestock supply;
- liquor;
- cannabis;
- other household consumer products, such as cleaning and personal care products;
- stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation and essential daily operation of residences, such as home supply, hardware, building material stores, pawn brokers, and garden centres and nurseries.

Transportation, Infrastructure and Manufacturing

- supply chain services needed to supply goods for societal functioning, including cooling, storing, packaging, transportation, warehousing and distribution;
- workers who support the maintenance and operation of cargo transportation services, including crews, maintenance, operations and other facilities workers;
- manufacturers and distributors (to include service centres and related operations) of packaging materials, pallets, crates, containers and other supplies needed to support manufacturing, packaging, staging and distribution operations;
- truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and municipal and provincial services;
- local, regional, and provincial delivery services, including, but not limited to:
 - businesses that ship or deliver groceries, food, goods or services directly to businesses and residences;
 - mailing and shipping services;

- services to support and enable transportation, including highway, road, bridge maintenance and repair;
- employees who repair, maintain and overhaul vehicles, aircraft and parts, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers, as well as vehicle rentals and leasing;
- services that facilitate the transportation of essential supplies, personnel and services, including port/waterfront operations, road, air and rail operations;
- facilities supporting interprovincial and intra-provincial delivery of goods, including truck scales, commercial vehicle inspection stations, brokerages, truck towing and repair services, commercial cardlock fuel providers, and truck and rest stops;
- government owned or leased buildings;
- businesses that supply other essential businesses and people working from home with the support or supplies necessary to operate;
- private transportation services, including taxis, ride-hailing, helicopter, aircraft and marine vessels;
- public transportation services under rules for physical distancing or other recommendations from the Provincial Health Officer (PHO);
- workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods and support the natural resource sector, as well as workers supporting safety at such facilities;
- provision of public services that support the safe operation of regulated businesses and the provision of public services that support those businesses to meet other regulatory requirements;
- workers who support the operation, inspection, and maintenance of essential public works facilities and operations;
- workers who support the inspection and maintenance for ongoing safety at industrial facilities;
- inspectors who ensure worksites are safe for workers, and who investigate serious workplace accidents;
- workers who process and manage claims made by injured workers, including services related to their care and treatment, as well as the provision of workers' compensation benefits;
- hotels and places of accommodation;
- activities of the consuls general and staff who support the work of the consuls general;
- landlords of buildings where the consulates are located and those who guarantee access to consular offices as well as the operation of the consular offices;
- storage for essential businesses;
- businesses that provide materials and services for the operation, maintenance and safety of transportation systems (road, transit, rail, air and marine) including delivery of maintenance services, such as clearing snow, response to collisions and completing needed repairs to transportation systems;

- businesses that extract, manufacture, process and distribute goods, products, equipment and materials, including businesses that manufacture inputs to other manufacturers (e.g., primary metal/steel, blow molding, component manufacturers, chemicals, etc. that feed the end-product manufacturer);
- vegetation management crews and traffic workers who support environmental remediation/monitoring and who respond to environmental emergencies;
- businesses providing staffing services, including temporary labour services;
- businesses that support the safe operations of residences, essential businesses and facilities/buildings.

Sanitation

- cleaning services necessary to provide and maintain disinfection;
- manufacturing of sanitary products, including household paper products, chemicals, microelectronics/semi-conductor;
- companies that are able to retrofit their production facilities to produce goods/services that can be used to address critical shortages of sanitary and protective goods;
- businesses that support environmental management/monitoring and spill cleanup and response, including environmental consulting firms, professional engineers and geoscientists, septic haulers, well drillers, pesticides applicators and exterminators, management of industrial sewage/effluent (e.g., for mining operations) and environmental laboratories;
- waste (garbage and organics) and recycling collection, processing and disposal.

Communications, Information Sharing and Information Technology (IT)

- workers maintaining IT and communications infrastructure for medical facilities, governments facilities, emergency response and command agencies, energy and utilities, banks and financial institutions, employees working from home and other critical infrastructure categories and personnel, including managing information and cyber-security incidents;
- newspapers, television, radio, online news outlets and other media services;
- IT, radio, cable providers and telecommunications services, including
 - phone, internet, wireless communications and data centres;
 - satellite operations;
 - undersea cable landing stations;
 - internet exchange points;
 - manufacturers and distributors of communications equipment.

Non-Health Essential Service Providers

- feed, water, bedding, veterinary care, veterinary supply, transport and processing services for livestock, animal shelters and pets;

- coroners and workers performing mortuary services, including funeral homes, crematoriums, cemeteries, and workers supporting the appropriate handling, identification, storage, transportation and certification of human remains;
- banks and their branches;
- credit unions and related financial institutions;
- workers who support security and technical operations supporting financial institutions;
- capital markets, including the British Columbia Securities Commission, self-regulatory organizations, exchanges, clearing agencies, investment fund dealers and advisers and managers;
- services related to bankruptcy/credit restructuring;
- non-bank sources of capital, cheque-cashing outlets, money sending and money remittance services, currency exchange services and pawn brokers;
- accounting;
- payroll;
- translation services;
- legal services and insurance providers;
- insurance assessment;
- adjudication providers;
- plumbers, electricians, elevator maintenance providers, exterminators, property management services, custodial/janitorial workers, cleaning services, fire safety and sprinkler systems, building systems maintenance and repair technicians, engineers and mechanics;
- other service providers who provide services that are necessary to maintaining the safety, sanitation and daily essential operation of residences and commercial buildings;
- educational institutions, including public and private K-12 schools and public post-secondary institutions, for the purposes of facilitating remote learning or performing essential functions, including services that are needed to ensure the safety, security, welfare, integrity and health of the community, property and research and certain operational and contractual activities, if operating under rules for physical distancing or other recommendations from the PHO;
 - in relation to research universities, services including COVID-19-related research, residential housing and food services for students on campus, building operations and risk management, animal care services, health services for students, IT including data security and infrastructure, finance, payroll, administration, HR, communications and child care for essential university staff;
- laundromats, dry cleaners and laundry service providers;
- restaurants and other facilities that prepare and serve food, if operating under rules for physical distancing or other recommendations from the PHO;
- towing services and other vehicle repair/maintenance operations;

- schools and other entities that provide free food services to students or members of the public, if operating under rules for physical distancing or other recommendations from the PHO;
- construction work, in accordance with PHO direction, including construction firms, skilled trades and professionals, construction and light industrial machinery and equipment rental;
- businesses that ensure global continuity of supply of primary and value-added forestry/silviculture products (e.g., lumber, pulp, paper, wood fuel, etc.) and soft-pulp products, such as protective masks, gowns, drapes, screens and other hospital supplies and household paper products;
- postal services, including both public and private mailing, shipping, logistics, courier, delivery services and post office boxes;
- research services supporting essential sectors, including medical/clinical research and industrial research;
- all government (local, regional, provincial) functions or services;
- permitting processing and licencing for forestry and environmental projects and services;
- businesses and non-profits that provide support services to citizens and businesses on behalf of government, including, but not limited to, income assistance and disability assistance, pensions, residential tenancy, BC Services Card, drivers' licensing, Affordable Child Care Benefit, Medical Services Plan, forest-worker support programs, notary, commissioner, affidavits, pesticide exams, invigilation for essential trades, 1 888 COVID19, verify by video, and helpdesk for BCeID;
- weather forecasters;
- businesses that ensure global continuity of supply of mining materials and products (e.g., metals such as copper, nickel and gold) and that support supply chains, including
 - mining operations, production and processing;
 - mineral exploration and development, including sand, gravel and aggregates;
 - mining supply and services that support supply chains in the mining industry including maintenance of operations, health and safety;
- workers at operations centres necessary to maintain other essential functions;
- professional services, including lawyers and paralegals, engineers, accountants, translators;
- land registration services and real estate agent services;
- building code enforcement, inspection of buildings, building sites and building systems by building officials and registered professionals (architects and engineers);
- public washrooms and hygiene facilities (toilets, handwash stations, showers) for unsheltered persons;
- parks and green space for public health and sheltering (homeless).