

Municipality of North Cowichan

Regular Council

AGENDA

Wednesday, August 21, 2024, 3:00 p.m.

Municipal Hall - Council Chambers

This meeting which is open to the public, will be conducted in-person in Council Chambers and by video conference using the Cisco Webex platform, and will be streamed live and archived for viewing on demand at www.northcowichan.ca. All representations to Council form part of the public record.

Members of the public may attend the Municipal Hall [7030 Trans-Canada Highway] in person, or join the meeting electronically to participate during the 'Public Input' and 'Question Period' portions of the agenda. Please visit northcowichan.ca/virtualmeeting for instructions on how to connect online or you may dial 1.844.426.4405, enter 1# for English, enter the meeting ID #2770-857-7372, and then enter the meeting password 1111.

Pages

1. CALL TO ORDER

As soon as there is a quorum present after the time specified for the Council meeting, the Mayor shall call the meeting to order. If there is no quorum of Council present within 15 minutes of the scheduled time for the meeting, the Corporate Officer records the names of the members present and those absent, and adjourns the meeting until the next scheduled meeting.

2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC [3:00 - 5:00PM]

A resolution of Council must be passed during the open portion of the meeting stating the basis under the *Community Charter* in which the public shall be excluded.

Recommendation:

THAT Council close the meeting to the public at ____ p.m. on the basis of the following section of the *Community Charter*:

- 90(1)(c) - labour relations or other employee relations.

2.1 Approval of in-camera meeting Agenda

2.2 Adoption of in-camera meeting Minutes

2.3 In-camera meeting Items

2.3.1 Closed under section 90(1)(c) - Labour Relations

2.3.2 Closed under section 90(1)(c) - Labour Relations

2.4 Rise and report

3. RECESS UNTIL 5:00 P.M.

4. APPROVAL OF CONSENT AGENDA

To adopt all recommendations appearing on the Consent Agenda in one motion, without discussion or debate. Included are items that are regular, non-controversial, or routine in nature. Any item may be moved out at the request of any Council member for discussion or debate, before the agenda is approved. Items removed from the Consent Agenda will be placed under New Business.

Recommendation:

THAT Council approve the Consent Agenda and the recommendations contained therein.

4.1 Items for Decision

All recommendations provided under each of the items listed below will be adopted once the Consent Agenda is approved, unless removed and placed under New Business.

4.1.1 Council Meeting Minutes for Adoption

13 - 24

Purpose: To consider if there were any errors or omissions prior to adopting the minutes of previous meetings of Council.

Recommendation:

THAT Council adopt the minutes of their regular and public hearing meetings held July 17, 2024, and their special meeting held July 25, 2024.

4.1.2 Environmental Advisory Committee June 25, 2024 Meeting Minutes and Recommendations

25 - 31

Purpose: To provide the Environmental Advisory Committee June 25, 2024 minutes for receipt, along with associated recommendations for Council's consideration.

Recommendation:

THAT Council

1. Receive the minutes of the June 25, 2024 Environmental Advisory Committee meeting;
2. Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Climate Change Specialist's August 21, 2024 report:
 - a. *THAT the Climate Change Risk and Vulnerability Assessment Project articulate the urgency to act on climate, direct staff to bring forward prioritized and budgeted climate adaptation actions in the business planning process and prepare an annual evaluation report assessing implementation.*
 - b. *THAT the plan includes a broader ecosystem framework to include wind impacts, and the role of Emergency Management outside an event.*
3. Endorse the Environmental Advisory Committee's resolution on the Richards Creek Ecological Accounting Process:
 - a. *THAT the committee support the valuation of streams and substantial riparian areas, as a natural resource for the purpose of operational and maintenance budgets.; and*
 - b. *Consider natural systems in the overall asset management policy.*

4.1.3 Agricultural Advisory Committee June 27, 2024 Meeting Minutes and Recommendations

32 - 41

Purpose: To provide the Agricultural Advisory Committee (AgAC) minutes for receipt, along with associated recommendations for Council's consideration.

Recommendation:

THAT Council:

1. Receive the minutes of the June 27, 2024 Agricultural Advisory Committee meeting;
2. Endorse the Committee's workplan as attached to the Planning Manager's August 21, 2024 report; and,
3. Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Planning Manager's August 21, 2024 report.

4.1.4 Western Forest Products RE: Request for Letter of Support for the BC Manufacturing Jobs Fund

42 - 43

Purpose: To authorize the Mayor to provide Western Forest Products with a letter of support for their application to the BC Manufacturing Jobs Fund.

Recommendation:

THAT Council authorize the Mayor to provide a letter of support to Western Forest Products for their application to the BC Manufacturing Jobs fund.

4.2 Items for Information

All items listed below will be received for information purposes only once the Consent Agenda is approved, unless removed and placed under New Business where Council may consider taking action.

4.2.1 2023 Forestry Annual Report

44 - 63

Purpose: To provide a general summary of the metrics and activities conducted within the Forestry Department in 2023.

Recommendation:

THAT Council receive for information, the 2023 Annual Forestry Report provided by the Manager of Parks and Forestry.

4.2.2 RCMP Building Construction Update

64 - 66

Purpose: To provide an update and general overview of the construction of the recently completed new RCMP Detachment B at 6430 Ford Road and the final projected costs.

Recommendation:

THAT Council receive for information, the August 21, 2024, report prepared by Mark Frame, RCMP Project Consultant, regarding the RCMP Building Construction Update.

4.2.3 Forestry Works for BC re- their new grassroots initiative to raise awareness

67 - 72

Purpose: To receive the July 29, 2024 letter with enclosures from ForestryWorksforBC regarding their new grassroots initiative to raise awareness about the role forestry plays in the well-being of rural and urban communities.

Recommendation:

THAT Council receive for information, the July 29, 2024 letter with enclosures from Forestry Works for BC.

4.2.4 B.C. Ministry of Agriculture and Food re- Addressing Drought Challenges

73 - 74

Purpose: To receive the July 19, 2024 email from Mark Raymond, Executive Director at the B.C. Ministry of Agriculture and Food regarding addressing drought challenges.

Recommendation:

THAT Council receive for information, the July 19, 2024 email from Mark Raymond, Executive Director at the B.C. Ministry of Agriculture and Food.

- 4.2.5 District of Saanich re- BC Hydro Projects (UBCM Resolution)** 75 - 76
- Purpose: To receive the July 11, 2024 email from the District of Saanich Mayor's Office, regarding BC Hydro Projects (UBCM Resolution).
- Recommendation:
 THAT Council receive for information, the July 11, 2024 email from the District of Saanich.
- 4.2.6 Victoria Transit Riders Union re- Fare-Free Transit for Youth and Seniors** 77 - 79
- Purpose: To receive the August 2, 2024 email from Nathan Bird on behalf of the Victoria Transit Riders Union requesting Council's support for the UBCM resolutions regarding expanding fare-free transit programs.
- Recommendation:
 THAT Council receive for information, the August 2, 2024 email from Nathan Bird on behalf of the Victoria Transit Riders Union.
- 4.2.7 Legislative Assembly of British Columbia re- Best Wishes for the Upcoming UBCM** 80 - 82
- Purpose: To receive the July 29, 2024 letter from Kevin Falcon, Leader of the BC United Official Opposition sending best wishes for the upcoming UBCM.
- Recommendation:
 THAT Council receive for information, the July 29, 2024 letter from Kevin Falcon, Leader of the BC United Official Opposition.
- 4.2.8 Canadian Wildlife Service (Pacific Region) re- Modifications to Schedule 1 of the Species at Risk Act (Batch 18)** 83 - 83
- Purpose: To receive the July 30, 2024 email from the Indigenous Relations & Stakeholder Consultation Unit at the Canadian Wildlife Service (Pacific Region) regarding modifications to Schedule 1 of the *Species at Risk Act* (Batch 18).
- Recommendation:
 THAT Council receive for information, the July 30, 2024 email from the Indigenous Relations & Stakeholder Consultation Unit at the Canadian Wildlife Service (Pacific Region).
- 4.2.9 Laura Donovan re- Suicide Prevention Support for Indigenous Children** 84 - 90
- Purpose: To receive the July 29, 2024 email and enclosures from Laura Donovan, requesting a letter in support of their request to provide improved suicide prevention support for children, addressed to the BC Minister of Education.

Recommendation:

THAT Council receive for information, the July 29, 2024 email with enclosures from Laura Donovan.

4.2.10 Lorene Benoit re- Electric Vehicles

91 - 93

Purpose: To receive the August 3, 2024 email from Lorene Benoit, requesting that the figures for the purchase of electric vehicles be made public.

Recommendation:

THAT Council receive for information, the August 3, 2024 email from Lorene Benoit.

4.2.11 BC Care Providers Association re- Home Health - Intermunicipal Business Licence

94 - 96

Purpose: To receive the July 17, 2024 email from Tiffany Trownson, Director of Public Affairs, BC Care Providers Association requesting support for the inclusion of home health care in the eligibility of Intermunicipal mobile business licences.

Recommendation:

THAT Council receive for information, the July 17, 2024 email from Tiffany Trownson, Director of Public Affairs, BC Care Providers Association.

5. APPROVAL OF MEETING AGENDA

5.1 Introduction of Late Items

To consider a late item of business not included in the agenda it must be introduced and approved at the time the agenda is adopted, and placed under New Business.

5.2 Changes to Order of Business

Matters must be taken up in the order that they are listed on the agenda unless changed at this time.

Recommendation:

THAT the agenda be adopted as circulated [or as amended].

6. MAYOR'S REPORT

The Mayor may provide an update to Council on recent activities and important announcements.

7. PUBLIC INPUT ON AGENDA ITEMS

Members of the public shall be provided an opportunity to address Council regarding matters to be considered at the meeting during Public Input. The maximum number of speakers to be heard during the public input period is limited to five, with a maximum of three minutes allotted to each speaker. Members of the public attending the meeting in person must register at least 10 minutes prior to the meeting by signing the sheet posted outside of Council Chambers. Members of the public attending electronically must raise their hand once the meeting has been called to order. Please visit northcowichan.ca/virtualmeeting for instructions on how to raise your hand. Speakers are asked to state their name and residential address when commencing their address to Council.

8. PRESENTATIONS AND PETITIONS

8.1 Presenters

A Presenter [person or organization] is invited to appear before Council and is not subject to the 10-minute speaking limit.

8.1.1 RCMP Quarterly Report (April - June 2024) 97 - 104

Purpose: Acting Officer in Charge Ken Beard, from North Cowichan/Duncan RCMP to present North Cowichan/Duncan RCMP's quarterly report (April – June 2024).

Recommendation:
THAT Council endorse the North Cowichan/Duncan RCMP Quarterly Report (April - June 2024).

8.1.2 North Cowichan Fire Department Quarterly Report 105 - 121

Purpose: Ron French, Fire Chief, to present the Quarterly Report (April - June 2024) from the North Cowichan Fire Department.

8.2 Delegations

A Delegation applies to appear before Council in order to make a presentation, enter a request for action, or bring Council up to date on a project, idea, or concept, or to provide further information on an issue currently before Council for a decision. Delegations are limited to 10-minutes to address Council unless extended by a vote passed by two-thirds of all Council members present.

8.2.1 Cowichan Climate Hub 122 - 137

Purpose: Jane Kilthei and Valerie Russell of the Cowichan Climate Hub will present to Council regarding the rapidly rising costs of climate change damage to our communities.

8.2.2 Sasquatch Resources Corp. (Sasquatch) 138 - 161

Purpose: Pete Smith, CEO of Sasquatch Resources Corp. (Sasquatch) will present the company's Skw'aakw'unu (Mount Sicker) reclamation, remediation, and economic development project.

9. UNFINISHED AND POSTPONED BUSINESS

This section includes matters that have been postponed to a certain time or referred to staff, a committee or some other organization or person, and shall be placed under this section when the matter is returned to Council for consideration.

9.1 Development Permit Amendment with Variance at 3191/3253 Sherman Road (Application DP000172).

162 - 228

Purpose: To consider an amendment and variance to the development permit (DP000172) issued to the Community Land Trust Foundation of BC for the property located at 3191/3253 Sherman Road, to extend the permit expiry date and to vary the Zoning Bylaw to reduce the minimum rear yard setback for an institutional building from 8.0 metres to 3.08 metres.

Recommendation:

THAT Council authorize the issuance of Development Permit Amendment with Variance Application DP000172 to facilitate the construction of a 92-unit apartment and townhouse development at 3191 and 3253 Sherman Road (PID: 003-809-510 and PID: 003-806-471) and grant:

1. a two-year extension to the permit, and
2. a variance to Section 79(2)(a) of Zoning Bylaw 1997, No. 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08.

10. STATUTORY HEARING MATTERS

This section includes matters where a person has a statutory right to be heard under provincial legislation.

10.1 Statutory Right to be Heard

10.1.1 Explanation of the hearing process

The Mayor will provide an explanation of the Statutory Hearing process, noting that where a person has a statutory right to be heard, that person shall be provided such an opportunity during the Statutory Hearing.

The following process will be followed:

1. Introductory presentation provided by staff
2. Applicant provides details of their application
3. Summary by the Corporate Officer of correspondence received
4. Comments from persons affected by the bylaw
5. Response by staff and the applicant to new information or factual matters raised

Consideration of adoption of Business Licence Amendment Bylaw No. 3962, 2024

Purpose: To consider adoption of Business Licence Amendment Bylaw which received first three readings July 17, 2024. If adopted, this bylaw will align with Council and Committee Procedures Bylaw No. 3945.

Recommendation:

THAT Council adopt Business Licence Amendment Bylaw No. 3962, 2024.

The following process will be followed:

1. Introductory presentation provided by staff
2. Applicant provides details of their application
3. Summary by the Corporate Officer of correspondence received
4. Comments from persons affected by the permit
5. Response by staff and the applicant to new information or factual matters raised

Consideration of issuance of Development Variance Permit Application for 6320 Crestwood Drive

Purpose: To consider a development variance permit application to reduce the south side yard setback from 3 metres to 1.7 metres and to increase the maximum permitted accessory building height from 5.0 metres to 5.85 metres for the construction of a garage at 6320 Crestwood Drive.

Recommendation:

THAT Council authorizes the issuance of Development Variance Permit DVP00106 and grant variances to the following sections of Zoning Bylaw, 1997, No. 2950, to facilitate the construction of a garage at 6320 Crestwood Drive:

1. Sections 56 (6) (b) to reduce the south side yard setback from 3 metres to 1.7 metres; and,
2. Section 56 (7) (b) to increase the maximum permitted accessory building height from 5.0 metres to 5.85 metres.

11. BYLAWS

Bylaws appearing under this section will be listed in order of readings as follows: (a) bylaws for adoption shall appear first, followed by (b) bylaws receiving third reading, then (c) bylaws receiving first and second or first three readings.

11.1 Delegation of Authority Amendment Bylaw No. 3963, 2024 for adoption

254 - 254

Purpose: To consider adoption of Delegation of Authority Amendment Bylaw, which received first three readings July 17, 2024. If adopted, this bylaw will align with Council and Committee Procedures Bylaw No. 3945.

Recommendation:

THAT Council adopt Delegation of Authority Amendment Bylaw No. 3963, 2024.

12. REPORTS

This section includes reports from staff requiring a decision of Council and/or staff presentations. Staff reports for information only are placed in the Consent Agenda.

12.1 Council Policy Updates

255 - 284

Purpose: To consider amendments to the following policies to align with the Council and Committee Procedures Bylaw that was adopted on July 17, 2024:

- Council Advisory Body Policy
- Consent Agenda Policy
- External Appointments Policy
- Notice of Motion Policy

Recommendation:

THAT Council approves the amendments to the following policies as outlined in, and appended to, the Manager, Legislative Services report dated August 21, 2024:

1. Council Advisory Body Policy
2. Consent Agenda Policy
3. External Appointments Policy
4. Notice of Motion Policy

12.2 2025 Regional Recreation Budgets

285 - 289

Purpose: To receive pre-budget approval for the Cowichan Aquatic Center and Fuller Lake Arena 2025-2029 budgets for the Regional Recreation function.

Recommendation:

THAT Council approve the 2025-2029 budget for the Cowichan Aquatic Center and Fuller Lake Arena for submission to the Cowichan Valley Regional District as included in the August 21, 2024, report from the Director of Financial Services.

12.3 Townend Road Traffic Study Findings and Options for Traffic Calming

290 - 294

Purpose: To provide Council with an analysis of the issues raised by residents of Townend Road related to increased traffic volumes and speeds, and to offer solutions to address those concerns.

Recommendation:

THAT Council directs staff to install signage at appropriate locations along Townend Road to advise drivers that the road narrows, that drivers should share the road, that there are blind corners ahead, and 30 km/h maximum speed limit signage.

13. NEW BUSINESS

This section includes external items that require a decision of Council, items that have been removed from the Consent Agenda, and motions submitted by Council members, where previous notice has been given, for Council consideration.

14. NOTICE OF MOTIONS

This section includes notices of motions submitted by Members of Council for introduction only, discussion and debate of the motion shall occur at a future meeting. Introductory remarks or clarifying questions are not permitted at this time as per Council's Notice of Motion Policy.

14.1 Watershed Plan

Purpose: So that Councillor Justice can provide notice of the following motion to be considered at the September 4, 2024 Council meeting:

Recommendation:

THAT Council:

1. direct staff to provide a report detailing what we know about the recent Somenos Lake fish kill event, listing the ongoing steps that are being taken to improve the water quality of Somenos Lake, and to include suggestions for advocacy that the municipality could take to improve the water quality; and
2. authorize the Mayor to send letters to the Province of BC, the Cowichan Valley Regional District, and the Cowichan Watershed Board urging them to take the necessary actions to address the issues that cause the "fish kill" events in Somenos and Quamichan Lakes.

15. QUESTION PERIOD

Members of the public shall be provided an opportunity to ask questions of Council regarding matters discussed at the meeting and shall be allotted up to 30 seconds each to ask their question. Question Period is limited to 15 minutes.

16. ADJOURNMENT

Once all the business is done and over with, the Mayor may declare the meeting adjourned without requiring a resolution of Council.

Municipality of North Cowichan

Regular Council

MINUTES

July 17, 2024, 4:00 p.m.

Municipal Hall - Council Chambers & Electronically

Members Present	Mayor Rob Douglas Councillor Mike Caljouw Councillor Bruce Findlay Councillor Chris Istace Councillor Christopher Justice Councillor Tek Manhas
Members Absent	Councillor Debra Toporowski
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Bill Corsan, General Manager, Corporate Services and Community Relations George Farkas, General Manager, Planning, Development and Community Services Amanda Young, Director, Planning and Building Anthony Price, Development Planner Barb Floden, Manager, Communications and Public Engagement Caroline von Schilling, Development Planner Clay Reitsma, Director, Engineering Dave Preikshot, Senior Environmental Specialist Kayla Reid-Starck, Legislative Coordinator Marla Laycock, Director, People and Culture Nathan Jesse, Manager, Recreation Sarah Foulkes – Watson, Development Planner Shawn Cator, Director, Operations Teri Vetter, Director, Financial Services Tricia Mayea, Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Douglas called the meeting to order at 4:00 p.m.

2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC [4:00 - 5:00PM]

IT WAS MOVED AND SECONDED:

THAT Council close the meeting to the public at 4:00 p.m. on the basis of the following section of the *Community Charter*:

- 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, which the council considers that disclosure could reasonably be expected to harm the interests of the municipality. CARRIED

2.1 Approval of in-camera meeting Agenda

2.2 Adoption of in-camera meeting Minutes

2.3 In-camera meeting Items

2.3.1 Closed under section 90(1)(e) Land Disposition

2.3.2 Closed under section 90(1)(e) Land Acquisition

2.4 Rise and report

Council rose with report on item 2.3.1 upon completion of negotiations.

The meeting recessed at 4:46 p.m. and reconvened at 5:02 p.m.

3. APPROVAL OF CONSENT AGENDA

The following items were pulled from the Consent Agenda so that they could be added to the Regular Agenda, under New Business:

- (1) 3.1.2 [June 4, 2024 Accessibility Advisory Committee Recommendation]
- (2) 3.2.1 [Second Quarter of 2024 Financial Update]
- (3) 3.2.2 [2nd Quarter of 2024 List of Supplier Payments]

IT WAS MOVED AND SECONDED:

THAT Council approve the Consent Agenda as amended and the recommendations contained therein.

CARRIED

3.1 Items for Decision

3.1.1 Council Meeting Minutes for Adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt the minutes of their regular and special meetings held June 18, 19 and July 9, 2024.

ADOPTED ON CONSENT

3.2 Items for Information

3.2.3 District of Summerland re- Municipalities with Agricultural Land

IT WAS MOVED AND SECONDED:

THAT Council receive for information the June 26, 2024, letter from the District of Summerland.

ADOPTED ON CONSENT

3.2.4 Strata VIS 3881 re- Pickleball at the Cowichan Valley Sportsplex

IT WAS MOVED AND SECONDED:

THAT Council receive for information the July 3, 2024, letter from Frank Groenewold, President of Strata VIS 3881 regarding Pickleball at the Cowichan Valley Sportsplex.

ADOPTED ON CONSENT

3.2.5 Committee of the Whole Meeting Minutes

IT WAS MOVED AND SECONDED:

THAT Council receive for information the minutes from the July 9, 2024 Committee of the Whole meeting.

ADOPTED ON CONSENT

4. APPROVAL OF REGULAR AGENDA

IT WAS MOVED AND SECONDED:

THAT the agenda be amended by referring item 9.3 [Development Permit Amendment with Variance at 3191/3253 Sherman Road (Application DP000172)] to the next meeting.

(Opposed: Findlay, Manhas)

CARRIED

The agenda was amended as follows:

- (1) Add Joe Newell Architect to Delegations
- (2) Remove item 9.3 [Development Permit Amendment with Variance at 3191/3253 Sherman Road (Application DP000172)]
- (3) Add the following Consent Agenda items to New Business:
 - (a) 3.1.2 [June 4, 2024 Accessibility Advisory Committee Recommendation]
 - (b) 3.2.1 [Second Quarter of 2024 Financial Update]
 - (c) 3.2.2 [2nd Quarter of 2024 List of Supplier Payments]

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended.

CARRIED

5. MAYOR'S REPORT

Mayor Douglas provided a verbal update on meetings and activities he recently attended.

6. DELEGATIONS

6.1 Cowichan Trails Stewardship Society - to present the 2023 Impact Report Summary

Rick Martinson, President of Cowichan Trail Stewardship Society provided a presentation regarding the Society's 2023 Impact Report and answered questions from Council.

Councillor Manhas declared a conflict of interest on Item 6.2 [Joe Newell Architect Inc. re- 2731 Vian Street for the Clements Centre Society], stating that his spouse is employed by the Clements Centre Society, and he left the meeting at 5:32 p.m.

6.2 Joe Newell Architect Inc. re- 2731 Vian Street for the Clements Centre Society

Joe Newell, Architect and Reena Parhar, Parhar Group, provided a presentation regarding 2731 Vian Street and answered questions from Council.

Councillor Manhas returned to the meeting at 5:47 p.m.

7. PUBLIC INPUT ON AGENDA ITEMS

Council received public input from two members of the public regarding agenda items #8.2 and #8.5.

8. BYLAWS

8.1 Zoning Amendment Bylaw No. 3933, 2023 [7495 Relke Road] for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3933, 2023.

CARRIED

8.2 Zoning Amendment Bylaw No. 3934, 2024 [2999 Drinkwater Road] for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Zoning Amendment Bylaw No. 3934, 2024. (Opposed: Manhas)
CARRIED

8.3 Council and Committee Procedures Bylaw No. 3945 for adoption

IT WAS MOVED AND SECONDED:

THAT Council adopt Council and Committee Procedures Bylaw No. 3945, 2024. CARRIED

8.4 Business Licence Bylaw and Delegation of Authority Bylaw Amendments

IT WAS MOVED AND SECONDED:

- (1) THAT Council give first, second and third readings to Business Licence Amendment Bylaw No. 3962, 2024, and
- (2) THAT Council give first, second and third readings to Delegation of Authority Amendment Bylaw No. 3963, 2024. CARRIED

8.5 Zoning Amendment Bylaw No. 3968 for first, second, third reading and adoption at 2950 Elm Street

IT WAS MOVED AND SECONDED:

THAT Council gives first, second and third reading to Zoning Amendment Bylaw No. 3968, 2024. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council adopts Zoning Amendment Bylaw No. 3968, 2024. CARRIED

9. REPORTS

9.1 Council Strategic Plan Update (April 1 - June 30, 2024)

IT WAS MOVED AND SECONDED:

THAT Council receive for information the Council Strategic Plan 2nd Quarter Update (April 1, 2024, to June 30 2024). CARRIED

9.2 2024-2034 Community Works Fund Agreement

IT WAS MOVED AND SECONDED:

THAT Council approves entering into the 2024-2034 Canada Community-Building Fund Agreement and authorizes the Mayor and Corporate Officer to sign the agreement. CARRIED

Councillor Manhas declared a conflict of interest on Item 9.4 [Early Consideration of Zoning Bylaw Amendment application ZB000236 for 2731 Vian Street], stating that his spouse is employed by the Clements Centre Society, and he left the meeting at 6:20 p.m.

9.4 Early Consideration of Zoning Bylaw Amendment application ZB000236 for 2731 Vian Street

IT WAS MOVED AND SECONDED:

THAT Council agrees to consider the full Zoning Amendment Application ZB000236 for 2731 Vian Street. CARRIED

Councillor Manhas returned to the meeting at 6:25 p.m.

9.5 Automated Curbside Collection Cart Selection

IT WAS MOVED AND SECONDED:

THAT Council:

- (1) award the contract for supply and delivery of 20,650 garbage and organics carts to IPL North America Inc. for a bid price of \$978,114.30 excluding applicable taxes.
- (2) direct staff to negotiate with Toter LLC for the supply of approximately 500 - 120- and 240-liter bear resistant carts. (Opposed: Findlay, Manhas)

CARRIED

9.6 Street Banners and Gateway Signage

IT WAS MOVED AND SECONDED:

THAT Council direct staff to:

- (1) develop a street banner program that includes themed banner options and expanded locations, and bring back to Council as part of the 2025 business planning process, and
- (2) engage the services of a consultant to identify locations, scope, and potential costs associated with updating the municipal hall highway sign and the existing North Cowichan gateway signs, and to bring back to Council as part of the 2025 business planning process. (Opposed: Findlay, Manhas)

CARRIED

10. NOTICE OF MOTIONS

None.

11. UNFINISHED AND POSTPONED BUSINESS

11.1 Ministry of Transportation and Infrastructure Overpass support

IT WAS MOVED AND SECONDED:

THAT Council authorize the Mayor to write a letter to the Ministry of Transportation and Infrastructure in support of the installation of the North Cowichan Active Transportation Overpass that will cross Highway 1 in Duncan, between Beverly Street and James Street/York Road. (Opposed: Justice)

CARRIED

12. NEW BUSINESS

12.1 Consent Agenda Item 3.1.2 [June 4, 2024 Accessibility Advisory Committee Recommendations]

IT WAS MOVED AND SECONDED:

THAT Council:

- (1) Receives the minutes of the June 4, 2024 Accessibility Advisory Committee meeting;
and
- (2) Amends the Terms of Reference for the Accessibility Advisory Committee by:
 - a. replacing the wording under the Staff Support heading with: "The staff liaison will serve the Committee and will notify Council in writing of any membership changes.", and,
 - b. updating the Committee meetings to take place quarterly, or at the call of the Chair. CARRIED

IT WAS MOVED AND SECONDED:

THAT Council refer the following Accessibility Advisory Committee recommendation to the 2025 Business Planning process:

THAT Council amends the Council Advisory Body Policy to include an Honorarium of \$40 per meeting for persons who are not compensated by their employer to participate in Committee meetings. CARRIED

12.2 Consent Agenda Item 3.2.1 [Second Quarter of 2024 Financial Update]

IT WAS MOVED AND SECONDED:

THAT Council receive the Second Quarter of 2024 Financial Update dated July 17, 2024 from the Director, Financial Services for information. CARRIED

12.3 Consent Agenda Item 3.2.2 [2nd Quarter of 2024 List of Supplier Payments]

IT WAS MOVED AND SECONDED:

THAT Council receive the 2nd Quarter Payment Listing (April – June 2024) report dated July 17, 2024, from the Director, Financial Services for information. CARRIED

13. QUESTION PERIOD

Council received two questions from one member of the public regarding agenda items.

14. ADJOURNMENT

The meeting adjourned at 6:54 p.m.

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan

Public Hearings

MINUTES

July 17, 2024, 7:00 p.m.

Municipal Hall - Council Chambers & Electronically

Members Present	Mayor Rob Douglas Councillor Mike Caljouw Councillor Bruce Findlay Councillor Chris Istace Councillor Christopher Justice Councillor Tek Manhas
Members Absent	Councillor Debra Toporowski
Staff Present	Amanda Young, Director, Planning and Building Kayla Reid-Starck, Legislative Coordinator Tricia Mayea, Corporate Officer

1. **CALL TO ORDER**

There being a quorum present, Mayor Douglas called the meeting to order at 7:01 p.m.

2. **APPROVAL OF AGENDA**

The agenda was amended by combining Items 3.1 and 3.2 so they are considered concurrently.

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended.

CARRIED

3. **PUBLIC HEARINGS**

3.1 **Public Hearing for Official Community Plan Amendment Bylaw No. 3914, 2023 and Zoning Amendment Bylaw No. 3915, 2023 [1771 Robert Street]**

3.1.1 **Call public hearing to order**

Mayor Douglas called the public hearing for Official Community Plan Amendment Bylaw No. 3914, 2023 and Zoning Amendment Bylaw No. 3915, 2023, for 1771 Robert Street to order at 7:02 p.m.

3.1.2 **Explanation of the public hearing process**

Mayor Douglas outlined the public hearing process.

3.1.3 **Acceptance of petitions and late correspondence**

The Corporate Officer, Tricia Mayea, noted that there were no petitions submitted and no late correspondence was received.

3.1.4 Introduction of the proposal

The Director, Planning and Building, Amanda Young, presented the proposed bylaw amendments [Bylaw No. 3914 and 3915] and there were no questions from Council.

3.1.5 Summary of correspondence

The Corporate Officer, Tricia Mayea, noted that there were three submissions received in response to the notice published on the website, social media, the local newspapers and distributed to properties within 60 metres of 1771 Robert Street.

- (1) Letter from Lorne Zawislak [1742 Meagan Street, Crofton] in opposition.
- (2) Email from Ellen and Danny Williams [1787 Robert Street, Crofton] in opposition.
- (3) Letter from Richard and Louise Ritco [1738 Meagan Street, Crofton] who listed concerns.

The Corporate Officer summarized the submissions as follows:

- Loss of privacy in backyard
- The units will have decks overlooking their backyard causing fishbowl living
- Exposure to multiple years of construction traffic and noise
- Removal of trees and grading of land has already caused water runoff onto neighbouring property creating erosion issues which has cost Lorne Zawislak \$40,000 to address
- Will guarantees be in place that correct drainage so neighbouring properties are not washed out from water runoff?
- Can the Crofton water/sewer infrastructure support the proposed development?
- Concerns that people who do not use the sewer system will be taxed for upgrades
- Crofton Elementary School is not large enough to accommodate new students
- Wondering whether there will be height restrictions so not to obstruct ocean view
- Concerns about construction times, reducing dust and dirt with a water truck, and water runoff from the site

Copies of these submission were made available to the public in the information package that is available in print format at the door to Council Chambers and has been published to the public hearings' webpage so that members of the public may view and comment on this submission.

3.1.6 Presentation by proponent

The applicant, Scott Mack of Townsite Planning provided a brief presentation that outlined their application and answered questions from Council.

3.1.7 Comments from the public

The Mayor called for submissions from members of the public who were participating electronically through the Cisco Webex platform or in Council Chambers.

The following people were heard by Council in person from Council Chambers:

- Marlaine Williams, 1787 Roberts Street, was opposed to the Official Community Plan Amendment Bylaw No. 3914, 2023 and Zoning Amendment Bylaw No. 3915, 2023 [1771 Robert Street]. Mrs. Williams advised that she resides west of the proposed development and noted that it was interesting that there were no photos provided for that direction, only north, south and east. She noted that her property is not hooked up to the municipal sewer system because it does not come up that way. She has borne the cost of having new septic put in. She is concerned about fencing and height restrictions. She notes fencing will essentially cut off any current ocean view that they are privileged to have. She has concerns about a devaluation of their property because the ocean views and the landscape are enhancing and that makes it far better for them to sell and when the development starts, they won't have that opportunity. She has grandchildren who attended Crofton Elementary School for 6 years. She feels her grandchildren should have been in Crofton Elementary School for 7 years, but the grade 7 students were shipped up to Chemainus to be with the grade 12 students that are doing things that are not appropriate for grade 6 or 7 student. With Crofton Elementary School being a new school, she also has concerns about capacity and whether grade 6 students will be shipped up to Chemainus to accommodate this proposed development. Mrs. Williams had concerns about the proposed pond to be used for drainage, as well as the development's pond encroaching onto their property as well as the neighbour behind their property. Mrs. Williams is wondering who will maintain the pond and who will be responsible for the liability related to the pond. She feels there is more planning to be done before this proposed development should go ahead. Mrs. Williams thanked Mayor and Council for their attention and time.

The Mayor called for a second time for input from the public. No members of the public came forward on the Mayor's second call for submissions.

The Mayor called for a third time for input from the public.

- Joyce Behnson, North Cowichan, commented on the well-planned proposed development and knowing the concerns of neighbors in the area, questioned whether the applicant would consider a portion of the development adjacent to the existing homes, not as a park, but as an area that is separated from housing put up in such a way that it is like a park with plants that can be used as a hang-out area, or a walking area green space to create a separation between the proposed development and the existing adjoining properties. She commented that the proposed development looks good and is very well planned.

The Mayor called for a second and third time for input from the public, for which no further speakers came forward.

3.1.8 Close of public hearing

The Mayor declared the public hearing for Official Community Plan Amendment Bylaw No. 3914, 2023 and Zoning Amendment Bylaw No. 3915, 2023 [1771 Robert Street] closed at 7:27 p.m.

4. BYLAWS CONSIDERED AFTER PUBLIC HEARING

4.1 Official Community Plan Amendment Bylaw No. 3914, 2023 for third reading and adoption

IT WAS MOVED AND SECONDED:

THAT Council give third reading to Official Community Plan Amendment Bylaw No. 3914, 2023. (Opposed: Douglas, Justice)

CARRIED

IT WAS MOVED AND SECONDED:

THAT Council adopt Official Community Plan Amendment Bylaw No. 3914, 2023.

(Opposed: Douglas, Justice)

CARRIED

4.2 Zoning Amendment Bylaw No. 3915 for third reading

IT WAS MOVED AND SECONDED:

THAT Council give third reading to Zoning Amendment Bylaw No. 3915, 2023. CARRIED

5. ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan Special Council MINUTES

July 25, 2024, 9:30 a.m.

Municipal Hall - Council Chambers & Electronically

Members Present	Rob Douglas, Mayor Councillor Mike Caljouw Councillor Bruce Findlay Councillor Chris Istace Councillor Christopher Justice Councillor Tek Manhas
Members Absent	Councillor Debra Toporowski
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Bill Corsan, General Manager, Corporate Services and Community Relations George Farkas, General Manager, Development and Community Services David Conway, Director, Engineering Projects Teri Vetter, Director, Financial Services Terri Brennan, Executive Coordinator, Office of the Mayor and CAO Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Douglas called the meeting to order at 9:30 a.m.

2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC [9:30AM]

IT WAS MOVED AND SECONDED:

THAT Council close the meeting at 9:30 a.m. to the public on the basis of the following section of the *Community Charter*:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, which the council considers that disclosure could reasonably be expected to harm the interests of the municipality. CARRIED

2.1 Approval of in-camera meeting Agenda

2.2 In-camera meeting items

2.2.1 90(1)(e) Land + Harm

2.3 Rise and Report

Council rose with report on item 2.2.1, upon completion of negotiations.

3. ADJOURNMENT

The meeting adjourned at 10:08 a.m.

Certified by Corporate Officer

Signed by Mayor

Date August 21, 2024

File: 0550-20

Subject Environmental Advisory Committee June 25, 2024 Meeting Minutes

PURPOSE

To provide the Environmental Advisory Committee June 25, 2024 minutes for receipt, along with associated recommendations for Council's consideration.

BACKGROUND

The Environmental Advisory Committee (EAC) met on June 25, 2024, to provide comment on the Climate Vulnerability and Risk Assessment report and the Ecological Accounting Process as referred by Council. The draft meeting minutes are attached to this report.

Since the meeting, staff have been able to review the impact of recommendations on project scope, budget, and timeline. That analysis is presented in this report.

DISCUSSION

Climate Vulnerability & Risk Assessment

Staff and project consultant Urban Systems Ltd. presented the EAC with an update on the Climate Change Risk and Vulnerability Assessment Project. The EAC had previously reviewed earlier phases of this project, reviewing engagement findings in October 2023 and risk assessment findings in January 2024. The purpose of this referral was to consider recommendations for Council on the proposed draft Climate Adaptation Strategy. At this meeting, the EAC passed the following resolution:

THAT the Environmental Advisory Committee provide the following feedback for Council's consideration:

- 1. THAT the committee recommend to Council that the Climate Change Risk and Vulnerability Assessment Project include an explicit directive framework that articulates the urgency to act on climate, including timelines for implementation, and prioritization of actions, specific objectives, and an evaluation framework with budgetary impacts.*
- 2. THAT the committee recommend to Council that the plan includes a broader ecosystem framework to include wind impacts, and the role of Emergency Management outside an event.*

This resolution would require an additional project budget of approximately \$20K and an extended timeline (two months) to accommodate, and the timeline may have implications from the grant funder. \$20K is not budgeted for 2024; however, the funds would be paid for from the Climate Action and Energy Plan (CAEP) reserve if approved. Council direction is necessary on whether to undertake this work or to undertake this work in parallel with implementation.

The risk assessment findings completed in January 2024 already prioritized actions. This process created risk statements for municipal service areas that were then assessed for likelihood and consequence, with a qualitative risk rating awarded (special, low, medium, high, and very high). The very high and high priority ranked risk statements were prioritized in the strategy for action.

The strategy proposes that Directors bring forward work plan items through the planning cycle for each department. This plan/act cycle enables the strategy to maintain relevance and gain flexibility to accommodate new priorities or grant funding availability.

Considerations for budgetary impacts and evaluation framework were not included in the draft strategy, reflecting that the strategy is process-driven and quantitative and qualitative measures are included. In some cases, strategies are already budgeted by staff, as they speak to an item already underway (e.g. action 7.1: the development of a natural assets management plan is funded by a \$200K grant). Future actions are high and broad enough that they can be challenging to assign a cost to and susceptible to change over time (e.g. action 6.4 to monitor, preserve and restore saltwater/marsh areas to enhance coastal protection). Some actions also may not require any budget as they are collaborative efforts or support other jurisdictions (e.g. action 9.4 to participate in regional advisory groups on climate adaptation and airshed management). Measures can also be cost neutral or cost avoiding (e.g. if a natural asset can be used instead of grey infrastructure).

The resolution provided by the EAC recommends that additional work on budget, implementation timelines, and evaluation framework be performed to provide greater certainty and accountability for Council and staff to act. While this sets out expectations at the time of strategy adoption, this additional work may not result in improved strategy delivery as it removes the agility to adjust to new opportunities and information. Staff think this work would be more relevant and accurate if performed during the budget cycle being considered and not out of step with priorities at that time.

Alternative direction for staff can be considered that does not require additional project cost or timelines while meeting the intent of the EAC resolution:

1. *THAT the Climate Change Risk and Vulnerability Assessment Project articulate the urgency to act on climate, direct staff to bring forward prioritized and budgeted climate adaptation actions in the business planning process and prepare an annual evaluation report assessing implementation.*
2. *THAT the plan includes a broader ecosystem framework to include wind impacts, and the role of Emergency Management outside an event.*

Richards Creek Ecological Accounting Process

The Committee also discussed the Richards Creek Ecological Accounting Process. Dave Preikshot, Senior Environmental Specialist, provided the Committee with a summary and presentation on the draft Ecological Accounting Process report for Richards Creek that was prepared by the Mount Arrowsmith Biosphere Region Research Institute (Vancouver Island University).

The Committee passed the following resolution:

1. *THAT the committee support the valuation of streams and substantial riparian areas, as a natural resource for the purpose of operational and maintenance budgets.; and*
2. *Consider natural systems in the overall asset management policy.*

The resolution is consistent with Council's Strategic Plan (2019-2022) priority to integrate natural assets into the overall asset management system. The 2024 Business Plan advances work to develop an inventory of natural assets, followed by developing a natural asset management plan.

OPTIONS

1. **(Recommended Option)** THAT Council:

- (1) Receive the minutes of the June 25, 2024 Environmental Advisory Committee meeting;
- (2) Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Climate Change Specialist's August 21, 2024 report:
 - a) *THAT the Climate Change Risk and Vulnerability Assessment Project articulate the urgency to act on climate, direct staff to bring forward prioritized and budgeted climate adaptation actions in the business planning process and prepare an annual evaluation report assessing implementation.*
 - b) *THAT the plan includes a broader ecosystem framework to include wind impacts, and the role of Emergency Management outside an event.*
- (3) Endorse the Environmental Advisory Committee's resolution on the Richards Creek Ecological Accounting Process:
 - a) *THAT the committee support the valuation of streams and substantial riparian areas, as a natural resource for the purpose of operational and maintenance budgets.; and*
 - b) *Consider natural systems in the overall asset management policy.*

- Staff will amend the Climate and Risk Vulnerability Assessment Project with the recommended changes outlined in this report. These changes can be accommodated in the existing project budget and timelines.

2. THAT Council receive the minutes of the June 25, 2024 Environmental Advisory Committee meeting.

- Endorsing the EAC's resolution will result in additional budget and timelines for project completion.

IMPLICATIONS

Implications	Concerns or Impacts to North Cowichan
Social	• No significant impacts or concerns
Environmental	• No significant impacts or concerns
Financial	• There are no significant impacts or concerns if Council accepts the Recommended Option.

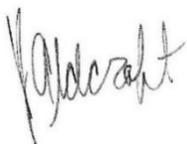
	<ul style="list-style-type: none"> Should Council accept the Committee's resolution, developing timelines, budgets, and simplified prioritization criteria would require additional project budget and timeline. Additional budget would need to be allocated from the operating budget and would not be reimbursed by the project's grant from the Community Emergency Preparedness Fund. Project completion delays may have implications from the grant funder.
Policy/Legislation	<ul style="list-style-type: none"> No significant impacts or concerns
Strategic Priority	<ul style="list-style-type: none"> Committee resolutions align with Council's Strategic Plan (2019-2022) to develop a climate risk and vulnerability assessment and work on natural assets.
Communication	<ul style="list-style-type: none"> No significant impacts or concerns
Staffing Implications	<ul style="list-style-type: none"> Extending the project timeline will require existing staff resources to remain assigned to project development.

RECOMMENDATION

THAT Council

- (1) Receive the minutes of the June 25, 2024 Environmental Advisory Committee meeting;
- (2) Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Climate Change Specialist's 21 August 2024 report:
 - a) *THAT the Climate Change Risk and Vulnerability Assessment Project articulate the urgency to act on climate, direct staff to bring forward prioritized and budgeted climate adaptation actions in the business planning process and prepare an annual evaluation report assessing implementation.*
 - b) *THAT the plan includes a broader ecosystem framework to include wind impacts, and the role of Emergency Management outside an event.*
- (3) Endorse the Environmental Advisory Committee's resolution on the Richards Creek Ecological Accounting Process:
 - a) *THAT the committee support the valuation of streams and substantial riparian areas, as a natural resource for the purpose of operational and maintenance budgets; and*
 - b) *Consider natural systems in the overall asset management policy.*

Report prepared by:



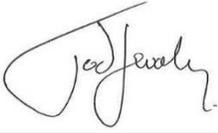
Jennifer Aldcroft
Climate Change Specialist

Report reviewed by:



David Conway
Director, Subdivision and Environmental Services

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment:

- (1) EAC June 25, 2024, Draft Minutes

**Municipality of North Cowichan
Environmental Advisory Committee
MINUTES**

**June 25, 2024, 1:30 p.m.
Large Committee Room**

Members Present Councillor, Mike Caljouw, Chair
 Cam Campbell
 Carolyn Drugge
 Dianne Hinkley
 Dr. Jana Kotaska
 Sandra McPherson
 William Valentine

Staff Present Andrea Hainrich, Deputy Corporate Officer
 Dave Preikshot, Senior Environmental Specialist
 David Conway, Director, Engineering Projects
 Jennifer Aldcroft, Climate Change Specialist
 Tricia Mayea, Corporate Officer

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 1:32 p.m.

2. APPROVAL OF AGENDA

The agenda was reordered so that item 5.2. Climate Change Risk and Vulnerability Assessment Project Update, be considered first under Business.

IT WAS MOVED AND SECONDED:

THAT the agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

THAT the Committee adopt the minutes of the meeting held March 26, 2024.

CARRIED

4. UNFINISHED AND POSTPONED BUSINESS

None.

5. BUSINESS

5.1 Richards Creek Ecological Accounting Process

IT WAS MOVED AND SECONDED:

THAT the Environmental Advisory Committee provide the following feedback regarding the Richards Creek Ecological Accounting Process for Council's consideration:

1. THAT the committee support the valuation of streams and substantial riparian areas, as a natural resource for the purpose of operational and maintenance budgets; and
2. Consider natural systems in the overall asset management policy. CARRIED

The Committee recessed at 3:00 p.m. and reconvened at 3:05 p.m.

5.2 Climate Change Risk and Vulnerability Assessment Project Update

IT WAS MOVED AND SECONDED:

THAT the Environmental Advisory Committee provide the following feedback regarding the Climate Change Risk and Vulnerability Assessment Project Update for Council's consideration:

1. THAT the committee recommend to Council that the Climate Change Risk and Vulnerability Assessment Project include an explicit directive framework that articulates the urgency to act on climate, including timelines for implementation, and prioritization of actions, specific objectives, and an evaluation framework with budgetary impacts.
2. THAT the committee recommend to Council that the plan includes a broader ecosystem framework to include wind impacts, and the role of Emergency Management outside an event. CARRIED

IT WAS MOVED AND SECONDED:

THAT the Environmental Advisory Committee continue the meeting after 3:30 p.m. and will adjourn no later than 4:00 p.m. CARRIED UNANIMOUSLY

The Chair, Councillor Caljouw left the meeting at 3:51 p.m. and Vice Chair, Sandra McPherson, assumed the Chair.

6. ADJOURNMENT

The meeting adjourned at 3:58 p.m.

Certified by Recording Secretary

Signed by Chair;

Date	August 21, 2024	File:
Subject	Agricultural Advisory Committee 27 June 2024 Meeting Minutes and Recommendations	

PURPOSE

To provide the Agricultural Advisory Committee (AgAC) minutes for receipt, along with associated recommendations for Council's consideration.

BACKGROUND

The AgAC held its second meeting on June 27, 2024. The draft minutes are attached to this report (Attachment 2) and staff are providing additional input before Council considers the committee's requests.

DISCUSSION

Climate Adaptation Strategy (Item 4.1)

The Committee discussed the draft Climate Adaptation Strategy. The AgAC passed the following motions with respect to item 4.1:

THAT the Agricultural Advisory Committee supports proactive measures to include agricultural land in climate adaptation measures and endorses the Climate Change Risk and Vulnerability Assessment; and

THAT the Agricultural Advisory Committee provides the following feedback for Council's consideration:

- 1. Communicate to CVRD's Emergency Planning function a desire for Agriculture to be represented within Emergency Management Planning, including development of an emergency food plan and assisting local farmers in developing livestock evacuation plans.*
- 2. Highlight in the Strategy the importance of the agricultural sector and impact greater climatic variability has upon agricultural productivity and consider how the Municipality can help mobilize responses, including a focus on soil quality.*
- 3. Ensure that all opportunities for expanding infrastructure for agricultural water access, usage, storage and management are prioritized.*

Item 4.1 Resolutions 1 & 2

North Cowichan's draft Adaptation Strategy takes a municipal service view to address the highest climate risks identified in the risk and vulnerability assessment, in order to supplement the Cowichan Valley Regional District's Climate Change Adaptation and Risk Management Strategy (2021). This Cowichan Valley Regional District (CVRD) Strategy has several actions supporting regional agriculture; North Cowichan has limited further authority than the regional strategy, as agriculture is predominantly regulated at the provincial level.

Soil quality is an area where North Cowichan has limited ability to influence, and actions in this area would be restricted to education, advocacy and municipal bylaws that speak to soil quality where authority is provided. In the event of a weather event, municipal roles are limited to infrastructure recovery and providing information on services to impacted property owners as Emergency Management Cowichan would coordinate regional response. North Cowichan will continue to collaborate with the agricultural sector and explore best practices on areas where soil quality can be addressed to determine how best to proceed with support.

Item 4.1 Resolution 3

North Cowichan has historically not supplied water, nor has it planned for the provision of water for agricultural use. Expanding municipal infrastructure to service agriculture has significant implications as the water systems are incapable of delivering the required volumes, would impact our ability to service housing requirements as directed by the Province, and the water licenses do not provide the capacity to support the provision of water for agriculture. The provincial *Water Sustainability Act* provides oversight for water extraction and use, and the province can curtail the use of this sector in drought conditions. The Ministry of Agriculture has supporting programs through the Agricultural Water Infrastructure Program to improve water availability and storage and programs for agricultural water supply, storage, and extraction.

Staff recommendation

In response to the AgAC's input, staff suggest that the draft Adaptation Strategy consider additional commentary on the importance of the agricultural sector in North Cowichan, highlight coordination needs with Emergency Management Cowichan, and clarify the authority and roles that the different agencies have. Actions that could be explored include:

- Improve coordination with Emergency Management Cowichan and the Province of B.C.
- Provide information on resources that provide support to the agricultural sector
- Review North Cowichan bylaws to ensure no impediments for actions supporting greater climate resiliency for the agricultural sector.

AgAC Workplan (Item 4.3)

The committee's draft workplan was prepared by staff and discussed by the Committee (item 4.3). Staff had recommended the following scheme of referral of Agricultural Land Reserve (ALR) applications, to ensure that only significant applications are referred:

- ALC applications
 - Exclusion and Inclusion } Automatic referral to [AgAC](#)
 - Non-delegated subdivision } Automatic referral to [AgAC](#)
 - Non-farm uses } Referral to [AgAC](#) at staff/Council discretion
 - Transportation, Utility & Recreation Corridors } Referral to [AgAC](#) at staff/Council discretion
 - Soil & fill notifications } No referral to [AgAC](#)
 - Statutory Right of Way } No referral to [AgAC](#)
 - Residential non-adherence } No referral to [AgAC](#)
 - Delegated subdivision } No referral to [AgAC](#)
 - Development applications impacting ALR or farmland
(Referral to [AgAC](#) at staff/Council discretion)
- 

The committee made three resolutions regarding the workplan, which are discussed in turn:

1. *Including all non-farm use applications for review by the AgAC.*
2. *Including all residential non-adhering applications for review by the AgAC.*
3. *Defining opportunities for short-term agricultural action, including investigating partnership with interested individuals and relevant organizations for use or lease of municipally-owned land for agricultural purposes.*

Item 4.3 Resolutions 1 & 2

The committee's resolutions would result in approximately twice as many applications going before the AgAC, including minor applications, and ones that ultimately end up being cancelled or converted into a different type of application (such as Notice of Intent). The table below gives some further context on the ALR application types referenced above, along with an approximate assessment of how many applications in each category received by North Cowichan over the past five years would have been appropriate to forward to the AgAC.

ALR Application Type	Purpose	# rec'd since 2019	Ref to AgAC as initially proposed	Ref to AgAC as per resolutions	Ref to AgAC as per recommendation
Exclusion	remove land from ALR	3	3	3	3
Inclusion	include land within ALR	2	2	2	2
Non-delegated Subdivision	non-trivial subdivision	0	0	0	0
Non-farm Use	land uses in ALR not related to farming	12	~5	12	~5
Residential non-adherence	additional and oversize residences	3	0	3	2
Notice of Intent	Placement of fill or soil removal	24	0	0	0
Utility corridors	Linear infrastructure crossing ALR land	0	0	0	0
Delegated subdivision	Boundary line adjustments, etc.	4	0	0	0
	TOTAL	48	10	20	12
			always referred		
			referred if non-trivial or not cancelled		
			not referred		

North Cowichan has averaged approximately ten ALR-related applications per year since 2019; half of which are Notices of Intent, which are primarily informative and do not come to Council. It is recommended that in the interests of timely application processing and the AgAC's own time, that staff retains discretion on which applications are referred to the committee to avoid trivial or uncontentious time-sensitive applications being held up, or alternatively, ultimately fruitless or unnecessary applications consuming AgAC time.

However, the AgAC's desire to review residential non-adherence applications has been added to the staff-recommended workplan. Again, this is recommended to be subject to staff discretion not to refer applications that are either trivial or move towards cancellation or conversion into a different application type (which subsequently may or may not end up being referred to the AgAC).

It should be noted that staff retaining discretion allows for effective application processing and is not intended to circumvent the AgAC where there remains a meaningful role for input. Upon receiving an ALR application and staff report, it is always an option for Council to refer it to the AgAC, if staff did not already do so earlier in the process. That being so, staff would take a conservative approach whereby

referral to the AgAC is the default presumption, unless it is determined that the application is either sufficiently inconsequential or has no realistic prospect of moving forward in its current form, in which case it would likely be determined that there is little merit in forwarding to the AgAC.

Item 4.3 Resolution 3

This resolution follows on from item (4) of the AgAC Terms of Reference in which the committee is encouraged to proactively bring issues forward to Council's attention. The specific reference to partnership arrangements for leasing municipal land is somewhat problematic in that discussions about municipal land dispositions are firmly within the purview of Council and generally held in closed session. In the absence of a Council direction on the potential availability of identified pieces of municipal land there is no mandate for the committee to solicit partnerships, except in the most general sense.

Staff recommend the wording below, splitting the request into two separate workplan items. Item E2 would provide a placeholder for the Committee to connect with people to identify potential interest, explore needs and report to Council with more information. However, explicit direction is required from Council before moving ahead with this item as it would be premature to solicit interest from prospective tenants ahead of having identified specific opportunities. Council direction may follow from strategic review of North Cowichan's land inventory (which is currently underway), which may identify suitable land parcels for this use.

- *E1: Defining opportunities for short-term agricultural actions.*
- *E2: Identifying interested individuals and relevant organizations for potential partnership in the use or lease of municipally-owned land for agricultural purposes.*

These have been added to the recommended workplan as per Option 1 below.

OPTIONS

(1) **(Recommended Option)** THAT Council:

1. Receive the minutes of the June 27, 2024 Agricultural Advisory Committee meeting;
 2. Endorse the Committee's workplan as attached to the Planning Manager's August 21, 2024 report; and,
 3. Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Planning Manager's August 21, 2024 report.
- This option would add residential non-adherence applications to the AgAC's review function but retain staff discretion to avoid forwarding trivial or fruitless applications prior to file closure.
 - Including proactive/short-term measures on the workplan with a separate "placeholder" item regarding identifying potential agricultural tenants responds to the Committee's wish without prematurely advancing too far in the absence of a Council-approved site.

(2) THAT Council

1. Receive the minutes of the June 27, 2024 Agricultural Advisory Committee meeting as attached to the Planning Manager's August 21, 2024 report;
2. Amend the Committee's workplan attached to the Planning Manager's August 21, 2024 report

to include all non-farm use applications and all residential non-adhering applications to be reviewed by the Agricultural Advisory Committee, as per the Committee’s recommendations outlined in item 4.3 (1) and (2) of the June 27, 2024 minutes;

3. Endorse the Committee’s workplan as amended; and,
 4. Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Planning Manager’s August 21, 2024 report.
- This option reflects the committee’s resolutions and would result in all specified ALR applications being referred to the Committee.

(3) THAT Council

1. Receive the minutes of the June 27, 2024 Agricultural Advisory Committee meeting as attached to the Planning Manager’s August 21, 2024 report;
 2. Amend the Committee’s workplan as attached to the attached to the Planning Manager’s August 21, 2024 report by [*amendments to be identified by Council*];
 3. Endorse the Committee’s workplan as amended; and
 4. Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Planning Manager’s August 21, 2024 report.
- Council may amend the workplan in a manner of its choosing.

IMPLICATIONS

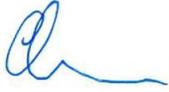
Implications	Concerns or Impacts to North Cowichan
Social	• No significant impacts or concerns
Environmental	• No significant impacts or concerns
Financial	• No significant impacts or concerns
Policy/Legislation	• No significant impacts or concerns
Strategic Priority	• Aligns with the typical role of an Agricultural Advisory Committee
Communication	• No significant impacts or concerns
Staffing Implications	• Referral of ALR applications to the AgAC has a minor impact on staff time in adding an extra step; however, such applications are sufficiently infrequent that this is not anticipated to be problematic.

RECOMMENDATION

THAT Council:

1. Receive the minutes of the June 27, 2024 Agricultural Advisory Committee meeting;
2. Endorse the Committee’s workplan as attached to the Planning Manager’s August 21, 2024 report; and,
3. Endorse the recommended edits to the draft Climate Adaptation Strategy as outlined in the Planning Manager’s August 21, 2024 report.

Report prepared by:



Chris Osborne, RPP, MCIP
Manager, Planning

Report reviewed by:



Amanda J. Young, RPP, MCIP
Director, Planning and Building

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) Recommended AgAC Workplan
- (2) 27 June 2024 AgAC Minutes

Item	Description	Purpose/Comment	Priority	Start date	End date	Strategic Alignment
A. THE FOLLOWING ITEMS ARE PROJECTS IDENTIFIED IN THE OCP						
A1	Stategic Agricultural Plan Update	Revamp 2001 SAP	Med	Q3 2024	Q4 2025	OCP
A2	Zoning in rural areas	Module of ZB rewrite	High	Q3 2024	Q4 2023	OCP + Council Direction
B. THE FOLLOWING ITEMS ARE DEVELOPMENT OR ALC APPLICATION TYPES THE AgAC WISHES TO REVIEW						
B1	ALC: exclusions & inclusions	all applications				
B2	ALC: non-delegated subdivision	all applications				
B3	ALC: non-farm use	only significant applications				
B4	ALC: residential non-adhering	only significant applications				
B5	Dev apps impacting agricultural land	only significant impacts				
C. THE FOLLOWING ITEMS ARE ISSUES REFERRED BY COUNCIL TO THE AgAC						
C1	Richards Creek Ecological Accounting	Research project	Completed	Q1 2024	Q2 2024	Env Business Plan
C2	Climate Adaptation & Vulnerability	Review/input	High	Q1 2024	Q3 2024	Env Business Plan
C...	<i>Other issues TBD</i>	<i>As needed</i>	<i>TBD</i>			
D. THE FOLLOWING ITEMS ARE IDENTIFIED IN THE OCP FOR CONSIDERATION OF ADVOCACY TO SENIOR GOVERNMENT						
D1	<i>Promotion of economic viability of localized food production systems</i>		<i>Low</i>	<i>future</i>		<i>OCP</i>
D2	<i>Regulation of abbatoirs, shellfish harvesting areas and dockside sales</i>		<i>Low</i>	<i>future</i>		<i>OCP</i>
D3	<i>Restriction of harmful pesticide/herbicide use</i>		<i>Low</i>	<i>future</i>		<i>OCP</i>
D4	<i>Support for regenerative agriculture</i>		<i>Low</i>	<i>future</i>		<i>OCP</i>
E. THE FOLLOWING ITEMS ARE IDENTIFIED BY THE AgAC						
E1	Defining opportunities for short term agricultural action		Med	ongoing		
E2	<i>Identifying interested individuals/organizations potential partnership in the use or lease of municipally-owned land for agricultural purposes</i>		<i>TBD</i>	<i>future</i>		<i>Requires Council direction</i>

**Municipality of North Cowichan
Agricultural Advisory Committee
MINUTES**

June 27, 2024, 4:30 p.m.

Municipal Hall - Council Chambers & Electronically

Members Present	Councillor Christopher Justice, Chair DeLisa Lewis Don MarocCC Derek Masselink Jennifer Woike Jenny Horn Judy Stafford Nick Neisingh
Members Absent	Zachary Brown
Staff Present	Chris Osborne, Manager, Planning Andrea Hainrich, Deputy Corporate Officer Jennifer Aldcroft, Climate Change Specialist Tricia Mayea, Corporate Officer

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 4:32 p.m.

2. APPROVAL OF AGENDA

The committee added "Roundtable Updates from the Committee Members" under New Business.

IT WAS MOVED AND SECONDED:

THAT the Agricultural Advisory Committee approve the agenda as amended. CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

THAT the Committee adopt the minutes of the meeting held April 23, 2024. CARRIED

4. BUSINESS

4.1 Climate Change Risk and Vulnerability Assessment Project Update

IT WAS MOVED AND SECONDED:

THAT the Agricultural Advisory Committee supports proactive measures to include agricultural land in climate adaptation measures and endorses the Climate Change Risk and Vulnerability Assessment; and

THAT the Agricultural Advisory Committee provides the following feedback for Council's consideration:

1. Communicate to CVRD's Emergency Planning function a desire for Agriculture to be represented within Emergency Management Planning, including development of an emergency food plan and assisting local farmers in developing livestock evacuation plans.
2. Highlight in the Strategy the importance of the agricultural sector and impact greater climatic variability has upon agricultural productivity and consider how the Municipality can help mobilize responses, including a focus on soil quality.
3. Ensure that all opportunities for expanding infrastructure for agricultural water access, usage, storage and management are prioritized. CARRIED

4.2 Official Community Plan - Agricultural Chapter

Chris Osborne, Manager of Planning, reviewed the Official Community Plan (OCP) with the Committee, highlighting the sections that pertain to the Agricultural sector.

Barry O'Riordan, Cowichan Valley Regional District (CVRD), spoke to the Committee about the current CVRD initiatives, as well as the past and current work they are involved in, region-wide including the Strategic Agricultural Plan.

4.3 Agricultural Advisory Committee – Draft Workplan

IT WAS MOVED AND SECONDED:

THAT the Committee look at inviting a member of the Agricultural Land Commission to give an overview of the applications the committee will receive for review, as well as reference materials. CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee extend the meeting by 30 minutes at 6:30 p.m. CARRIED

IT WAS MOVED AND SECONDED:

THAT the Agricultural Advisory Committee endorses the draft 2024 workplan as amended by

1. Including all non-farm use applications for review by the AgAC.
2. Including all residential non-adhering applications for review by the AgAC.
3. Defining opportunities for short-term agricultural action, including investigating partnership with interested individuals and relevant organizations for use or lease of municipally owned land for agricultural purposes.

AND requests Council's approval of the workplan as amended. CARRIED

4.4 Regional Newsletters from Ministry of Agriculture and Food

IT WAS MOVED AND SECONDED:

THAT the Committee receives for information the June 21, 2024 email from the Ministry of Agriculture and Food. CARRIED

4.5 Agricultural Advisory Committee Meetings

IT WAS MOVED AND SECONDED:

THAT the October 29, 2024 Agricultural Advisory Committee meeting be held at 1:30 p.m.

(Opposed: Masselink)

CARRIED

5. NEW BUSINESS

5.1 Roundtable Updates from the Committee

The Committee members provided updates on projects, collaborations, committees, and initiatives that they participate in for information.

6. ADJOURNMENT

The meeting ended at 7:00 p.m.

Signed by Chair or Member Presiding

Certified by Recording Secretary

August 14th, 2024

District of North Cowichan
7030 Trans-Canada Highway
Duncan, BC
V9L 6A1

Submitted via email: terri.brennan@northcowichan.ca

North Cowichan Mayor and Council,

RE: Support for Western Forest Products Inc. “Western” application to the British Columbia Manufacturing Jobs Fund

Western Forest Products Inc. “Western” has applied to the British Columbia Manufacturing Jobs Fund to support the continued modernization of its manufacturing facilities on Vancouver Island. This modernization plan includes the development and installation of a fibre drying kiln which will be submitted to the cities Development Applications department shortly.

I have attached a draft letter of support for North Cowichan Council to consider as well as a link to the government funding opportunity here:

<https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/manufacturing-jobs-fund>

Western thanks you in advance for your consideration. Should members of Council have any questions about this request, please reach out to me at your earliest opportunity.

Sincerely,



Brad McRae
Director, Government Relations
Western Forest Products Inc.

August 13th, 2024

Western Forest Products Inc.
800 – 1055 West Georgia Street
Royal Centre Building
PO Box 11122
Vancouver, BC V6E 3P3
Canada

Email: bmcræ@westernforest.com; manufacturingjobsfund@gov.bc.ca

RE: Support for Western Forest Products Inc. “Western” application to the British Columbia Manufacturing Jobs Fund

The District of North Cowichan would like to provide a letter of support for Western Forest Products Inc. “Western” application for the British Columbia’s Manufacturing Jobs Fund. Western plays a significant role in our industrial tax base and provides well-paying jobs for hundreds of employees working in Westerns mid-island facilities and over 4,000 employees across its entire operating area. Western support communities through both financial and in-kind support not only in the North Cowichan area, but across its entire operating footprint.

Western plans on constructing a kiln at their Value-Added Division location located in Chemainus. This is a significant investment, and upon completion will:

- Produce higher value products to meet the demand for sustainable, specialty building products in markets around the world; and
- Provide additional capacity to support increased kiln-dried products, including lumber used to produce glued-laminated timber for mass timber applications

These investments are part of Western’s ongoing commitment to support value-added manufacturing on the B.C. Coast to grow its value-added wood products business, all while continuing to improve Western’s long-term competitiveness.

[Municipal Council signature]

Date August 21, 2024
Subject 2023 Annual Forestry Report

File:

PURPOSE

To provide a general summary of the metrics and activities conducted within the Forestry Department in 2023.

BACKGROUND

Each year, the Municipal Forester prepares an annual report containing key Municipal Forest Reserve (MFR) metrics and information about activities from the previous year for the Forest Advisory Committee (FAC) and Council's review.

Forestry management practices in the MFR have changed significantly since Council directed the forestry review in 2019. Staff worked with the University of BC Partnership Group, which developed four forest management scenario options and investigated the feasibility of a forest carbon credit project in the MFR. A parallel public engagement process was also conducted to seek feedback on the forest management scenarios and to begin a dialogue with the Quw'utsun Nation to ensure their interests are considered and integrated into the decision-making process. The Quw'utsun Nation remains highly interested in furthering dialogue about MFR activities and being an active partner in a collaborative future decision-making process.

In August 2021, a Memorandum of Understanding was signed in partnership with the Quw'utsun Nation to progress meaningful dialogue around many important initiatives within the MFR. Since then, staff and Quw'utsun Nation representatives have held several meetings that have furthered meaningful discussions around these issues, including conversations around co-management and partnership opportunities. As a result, on November 15, 2023, Council directed staff to suspend any forest management recommendations until a co-management plan/framework for the MFR is developed in partnership with the Quw'utsun Nation.

Until Council gives future direction, staff continue to perform key forestry management practices such as danger tree removal, forestry road maintenance, tree protection, tree planting, security patrols, silviculture practices, fire protection, FireSmart activities, forestry tours, community contributions, and continuing dialogue and discussions with provincial agencies.

While the 2023 Annual Forestry Report describes MFR metrics and activities consistent with the MFR management model currently under review, it is anticipated that future annual reports will be consistent with any new or altered forest management models adopted by Council.

DISCUSSION

Harvest Summary

Total Area = 0.2ha

Total Volume = 607m³

Harvest Cost = \$40,951 = \$67/m³

Gross Revenue = \$64,677 = \$107/m³

Net Revenue = \$23,726 = \$39/m³

Forestry Program Total Net Loss = (\$430,322)

- Timber was harvested on Maple Mountain at the future water storage reservoir site that will be constructed as part of a nearby development in Crofton. This new reservoir will provide fire protection and increased water pressure for Crofton's new development and surrounding area.
- Danger and/or blowdown trees accessible from the roadsides were salvaged on Maple Mountain and Mount Richards. This work is part of regular road maintenance to reduce the fire hazard and safety risks for road users and emergency vehicle access.

Log Sales Summary

Domestic sales = 342m³ (56%)

*Export sales = 265m³ (44%)

*Includes United States

Planting

Costs

\$ 12,889

Budget \$ 14,350

In spring 2023, ~18ha were fill planted with 8,410 seedlings. The total cost for each tree planted was \$1.72/tree. Seedling costs were \$0.53/tree*, and planting costs were \$1.19/tree (includes fertilizer).

*seedling costs include seed purchase, cold storage, and shipping

Planting Summary:

Species Planted	# Planted	% of Total Planted
Douglas Fir	7,660	91%
Western White Pine	540	6%
Western Red Cedar	210	3%

Tea-bag fertilizer application at the time of planting = 7,390

Since 1987, North Cowichan has planted 2,307,132 seedlings and harvested 1,567ha – all of which have been replanted.

Road Maintenance

Costs	\$44,556	Budget	\$35,000
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- Danger tree removal and road clearing along forestry roads throughout the MFR allows safe access for forestry activities, public users, and emergency vehicle access.
- Removed and replaced failing road culverts on Maple Mountain and Mount Prevost.
- Dust control applied to the forestry road entrance to Mount Prevost.
- Culvert/ditch cleaning and road grading/repair of forestry roads completed on Mount Richards, Mount Prevost, Mount Sicker and Grace Road.
- Roadside brushing completed to maintain vehicle access on Maple Mountain and Mount Richards.

Fire Protection

Costs	\$ 4,274	Budget	\$ 16,100
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- There were no large forest fires within the MFR in 2023.
- Additional firefighting equipment was purchased to add to the current equipment inventory.
- The Mount Prevost, Mount Sicker and Grace Road gates were closed due to high fire hazard on June 8 and re-opened on September 25.

Security and Vandalism

Costs	\$ 7,406	Budget	\$24,000
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Staff regularly encounter garbage dumping, timber theft, campfires, and overnight camping in various locations within the MFR. Staff continued with the following initiatives:

- Promoting public awareness, education, and reporting by installing/maintaining signage and social media posts
- Ongoing regular patrols within the MFR
- Working with RCMP and the Bylaw Services Team on various initiatives
- Implementing video surveillance options and strategies
- Working with Crime Stoppers to increase public reporting of illegal activity
- Illegal access dig up/blocking
- Quick detection and cleanup of encampments and large garbage accumulations

Silviculture

Activity	Type	Area Treated	Cost	Budget
Plantation Brushing	Manual	4.8ha	\$12,548	\$12,500
	Herbicide	0	0	\$0
Invasive Species Control	Manual	*see below	\$14,380	\$15,000
White Pine Pruning	Manual	0ha	\$0	\$5,500
Silviculture Surveys	Various	308ha	Completed by Forestry staff	

*Invasive Species Control Summary:

Tansy Ragwort – Various locations on Mount Richards, Maple Mountain, and Stoney Hill

Scotch Broom – Various locations on Mount Richards, Maple Mountain, and Stoney Hill

Tree Protection

Costs \$ 35,351 Budget \$ 51,913

- Removed & re-packaged 6905 (contractor) and 3880 (staff) browse protectors.
- Installed 3,311 browse protectors.
- Re-Use 3,655 browse protectors.
- Purchased 4,000 stakes.

Community Relations and Contributions

Revenue generated from the MFR pays for all associated expenses for managing the forests within the MFR. It also helps fund community relations by contributing to activities in a variety of ways:

- Annual high school scholarship and bursary winners were chosen - \$2,400 awarded.
 - ~\$160,800 total awarded since 1998
- Annual high school woodworking contest winners are chosen with \$1,000 in prizes awarded. A total of 12 students entered their "foot stool" project into the contest.
 - ~\$20,050 total awarded since 2001
- Annual firewood donations program is suspended until the conclusion of the forestry review.
- Zero firewood permits and one salal permit was sold to the public.
- There were no Forest Legacy-funded projects in 2023.

Forest Tours

- In June, Council and North Cowichan staff toured Mount Prevost and Mount Tzouhalem to review silvicultural activities, operational practices, recreational trails, and the FireSmart project.
- Staff toured a group of University of British Columbia graduate students on Maple Mountain to review and discuss North Cowichan's forestry and recreational programs/practices within the MFR.

FireSmart

- Work began on the 2022 FireSmart fuel hazard reduction project on Mount Tzouhalem.
- Facilitated a field tour with UBCM, CVRD, and BC Wildfire Service representatives to view the FireSmart work in progress on Mount Tzouhalem.
- Received \$200,000 through the 2023 Community Resiliency FireSmart Community grant program to continue fuel hazard reduction treatments on Mount Tzouhalem and complete the high-risk area on Maple Mountain.
- Joined the Cowichan Regional Wildfire Resiliency Committee with CVRD, BC Wildfire Service, Cowichan Tribes, and other local jurisdictions.

Other Notable Activities

Forestry Staff:

- Continued to support work by an ecologist with the Conservation Data Center under the BC Ministry of Environment and Climate Change Strategy, conducting research and surveys looking for potential rare species of plants and ecosystems in various locations within the MFR.
- Continued to support work by a research ecologist with the Ministry of Forests to maintain a study site for a coast plant phenology and climate change research project on Maple Mountain.
- Continued to support representatives from the Ministry of Water, Land and Resource Stewardship as they continue to research and remove invasive species in areas of high conservation value on Maple Mountain's southern and eastern portions. This work is funded through the federal Priority Places Program to protect Garry Oak ecosystems.
- Supported Cowichan Community Land Trust volunteers to remove invasive species in areas of high conservation value on Maple Mountain.
- Continued to support work by an independent research group that obtained funding through the federal Habitat Stewardship Program to conduct survey work for the endangered Sharp-tailed snake on Maple Mountain.
- Continued to support the BC Purple Martin Stewardship & Recovery Program as they continue to work with their Coastal Purple Martin colony monitoring and nest-checking program on Mount Richards and Maple Mountain.
- Supported Cowichan Search and Rescue to conduct a training event on Mount Prevost.
- Coordinated and provided residual timber from the Mount Tzouhalem FireSmart Project to the Cowichan Trail Stewardship Society to produce materials for trail infrastructure maintenance and construction.
- Supported Cowichan Tribes Elders and community members who held a private ceremonial event on Mount Prevost.

OPTIONS

1. **(Recommended Option)** This report is being provided for information only.

RECOMMENDATION

THAT Council receive for information, the 2023 Annual Forestry Report provided by the Manager of Parks and Forestry.

Report prepared by:

Shaun Mason

Shaun Mason
Manager, Parks and Forestry

Report reviewed by:



Neil Pukesh
Director, Parks and Recreation

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) 2023 Harvesting Summary
- (2) 2023 Harvest and Profit Summary
- (3) 2023 Statement of Account
- (4) 2023 Annual Forestry Report Photos

Appendix A

2023 Harvesting Summary

Harvest Area	Area (ha)	Vol m ³ /ha	Total Vol m ³	Gross Revenue \$	Harvest Costs \$	Net Revenue \$	Net Profit \$/m ³	Harvest Cost \$/m ³
Water Reservoir Site - Maple Mountain	0.2	530	106	14,631	4,658	9,973	94	44
Danger Tree Salvage - Maple Mountain	0.0	N/A	305	32,896	15,432	17,464	57	51
Danger Tree Salvage - Mount Richards	0.0	N/A	196	17,150	20,861	-3,711	-19	106
Total	0.2		607	\$64,677	\$40,951	\$23,726	\$39	\$67

Average Harvest Area Size =

0.2

Appendix B - Harvest and Profit Summary

1987 To 2023 Harvesting Summary

Year	Ha	Volume m ³	Volume/Ha	Net Revenue	Net Revenue \$/m ³
1 1987	63.4	13,159	208	\$204,772	\$15.56
2 1988	73.9	18,602	252	\$354,256	\$19.04
3 1989	43.2	14,798	343	\$272,913	\$18.44
4 1990	36.1	10,969	304	\$254,831	\$23.23
5 1991	32.2	12,740	396	\$271,217	\$21.29
6 1992	63.3	12,935	204	\$289,102	\$22.35
7 1993	55.2	14,907	270	\$542,821	\$36.42
8 1994	58.6	16,160	276	\$692,414	\$42.85
9 1995	78	21,556	276	\$1,205,329	\$55.92
10 1996	48.7	14,427	296	\$639,017	\$44.29
11 1997	32.3	13,371	414	\$625,437	\$46.78
12 1998	30.2	12,085	400	\$444,933	\$36.82
13 1999	41	16,428	401	\$564,867	\$34.38
14 2000	35.9	13,378	373	\$564,778	\$42.22
15 2001	39.34	15,538	395	\$660,924	\$42.54
16 2002	39.9	13,880	348	\$580,631	\$41.83
17 2003	49.2	15,841	322	\$661,089	\$41.73
18 2004	64.47	19,126	297	\$773,940	\$40.47
19 2005	54.6	16,018	293	\$672,876	\$42.01
20 2006	53.4	17,518	328	\$792,562	\$45.24
21 2007	65.6	21,153	322	\$804,375	\$38.03
22 2008	39.5	13,703	347	\$619,866	\$45.24
23 2009	46.5	14,296	307	\$439,936	\$30.77
24 2010	42.1	16,418	390	\$451,287	\$27.49
25 2011	45.5	17,775	391	\$664,170	\$37.37
26 2012	42.7	17,142	401	\$618,045	\$36.05
27 2013	60.4	24,355	403	\$1,110,159	\$45.58
28 2014	51.7	20,226	391	\$1,063,196	\$52.57
29 2015	46.7	22,271	477	\$1,003,533	\$45.06
30 2016	36.6	17,268	472	\$1,020,010	\$59.07
31 2017	21.8	10,585	486	\$832,043	\$78.61
32 2018	25.1	11,562	461	\$977,787	\$84.57
33 2019	45.1	15,255	338	\$840,922	\$55.12
34 2020	5.4	2,734	506	\$117,125	\$42.84
35 2021	0	68	0	\$4,433	\$65.19
36 2022	0.3	253	0	\$24,357	\$96.27
37 2023	0.2	607	0	\$23,726	\$39.09
Total	1568.11	529,107		\$21,683,680	\$40.98
Average	42.4	14,300	337	\$586,045	

Summary 1987 to 2023 337 M³/Ha
 Net Revenue from the MFR 1987 to 2023

\$13,828 /Ha
 \$2,660,914 \$5.03 /M³

Profit distribution for 2023

\$ (430,322) to Forest Reserve Fund
 \$ - to Forest Legacy Fund
 \$ - to General Revenues

\$ (430,322) Total Loss

Forestry Program Profit

Annual Profit	Annual Profit \$/m ³	Annual Forestry Profit Split As Follows:					
		General Revenues	Forest Reserve Fund	Forest Legacy Fund	Scholarship Fund	Land Purchases	Hectares
-\$24,825	-\$1.89	\$0	-\$24,825	\$0		\$0	
\$115,885	\$6.23	\$0	\$115,885	\$0		\$0	
\$38,486	\$2.60	\$0	\$38,486	\$0		\$0	
\$48,571	\$4.43	\$0	\$48,571	\$0		\$0	
-\$12,370	-\$0.97	\$0	-\$12,370	\$0		\$0	
\$67,231	\$5.20	\$45,000	\$22,231	\$0		\$0	
\$272,276	\$18.27	\$240,000	\$32,276	\$0		\$0	
\$275,880	\$17.07	\$250,000	\$25,880	\$0		\$0	
\$755,771	\$37.24	\$489,230	\$33,313	\$92,308		\$140,920	14.2
\$131,057	\$9.08	\$65,000	\$51,057	\$15,000		\$0	
\$24,815	\$1.86	\$24,815	\$0	\$0		\$0	
\$47,420	\$3.92	\$0	\$37,935	\$9,485		\$0	
\$97,579	\$6.04	\$29,274	\$48,789	\$19,516		\$0	10.5
\$33,745	\$2.52	\$9,865	\$17,057	\$6,823		\$0	
\$111,851	\$7.20	\$100,666	\$11,185	\$0		\$0	
\$95,375	\$6.87	\$28,612	\$47,688	\$19,075		\$0	
\$94,484	\$5.96	\$52,162	\$22,273	\$18,609	\$1,440	\$0	
\$121,932	\$6.38	\$29,183	\$68,880	\$19,455	\$4,414	\$0	
\$29,901	\$1.87	\$14,951	\$0	\$14,950	\$0	\$0	
\$30,343	\$1.73	\$15,171	\$0	\$15,172	\$0	\$0	
\$65,344	\$3.09	\$0	\$65,344	\$0		\$0	
-\$20,393	-\$1.29	\$0	-\$20,393	\$0		\$0	
-\$119,382	-\$6.24	\$0	-\$119,382	\$0		\$0	
-\$137,409	-\$8.37	\$0	-\$137,409	\$0		\$0	
-\$55,879	-\$3.14	\$0	-\$55,879	\$0		\$0	
\$9,602	\$0.56	\$0	\$9,602	\$0		\$0	
\$435,606	\$17.89	\$130,682	\$217,803	\$87,121		\$0	
\$409,430	\$20.24	\$122,829	\$204,715	\$81,886		\$0	
\$359,381	\$16.14	\$239,381	\$0	\$120,000		\$0	
\$412,195	\$23.87	\$206,098	\$123,659	\$82,438		\$0	
\$130,165	\$12.30	\$39,049	\$65,082	\$26,033		\$0	
\$261,077	\$22.58	\$78,323	\$130,539	\$52,215		\$0	
\$275,255	\$18.04	\$82,567	\$137,634	\$55,054		\$0	
-\$469,046	-\$171.56	\$0	-\$453,846	-\$15,200		\$0	
-\$509,476	-\$7,492.29	\$0	-\$509,476	\$0		\$0	
-\$310,641	-\$1,227.83	\$0	-\$310,641	\$0		\$0	
-\$430,322	-\$708.93	\$0	-\$430,322	\$0		\$0	
\$2,660,914	\$5.03	\$2,292,858	-\$498,658	\$719,940	\$5,854	\$140,920	24.7
\$71,917		\$61,969	-\$13,477	\$19,458	\$158	\$3,809	

Appendix C - 2023 Statement of Account

Attachment 3

Revenue	2023 Budget	Year to Date Jan 1 to Dec 31, 2023
Log Sales	0m ³ -	607m ³ 64,677
A SUBTOTAL - LOGGING SALES	-	64,677
Grants	363,410	100,000
Rentals (Cell Towers)	98,320	92,395
Other Revenue	9,880	9,944
B SUBTOTAL - OTHER REVENUE	471,610	202,339
C TOTAL REVENUE	471,610	267,016
 Expenses		
Harvesting	-	40,951
Scaling	-	-
Contract Engineering	-	-
Road Construction	-	-
D SUBTOTAL - LOGGING COSTS	-	40,951
Road Maintenance	25,000	41,434
Road Deactivation	-	-
Site Preparation	-	-
Planting	14,350	12,889
Brushing and Weeding	12,500	12,548
Brushing and Herbicides	-	-
Pruning	5,500	-
Tree Protection	51,913	35,351
Administration	365,331	370,277
Fire Protection	379,510	133,565
Security & Vandalism	24,000	7,406
Tours	3,600	1,625
Integrated Resource Mgmt	4,000	3,940
Municipal Forest Review	100,000	16,800
Forestry contractor	-	-
Recreation Roads Maintenance	10,000	3,122
Scholarships	2,450	1,855
Grants in Aid	2,550	1,195
Invasive Species Control	15,000	14,380
Vehicles (included with Admin)	-	-
E SUBTOTAL - FORESTRY OPERATIONS	1,015,704	656,387
F TOTAL LOGGING OPERATIONS (A-C)	-	23,726
G TOTAL FORESTRY OPERATIONS (B-D)	(544,094)	(454,048)
NET INCOME (LOSS) (F+G)	(544,094)	(430,322)

Appendix D - 2023 Forestry Photos



Council Forestry Tour – Mount Tzouhalem



Council Forestry Tour – Mount Prevost



Council Forestry Tour – Mount Tzouhalem

Invasive Species Control - Manual Cutting - Scotch Broom – Mount Prevost



Before



After

Invasive Species Control - Manual Pulling – Tansey Ragwort – Stoney Hill



Before



After

Road Maintenance



Culvert Replacement – Maple Mountain

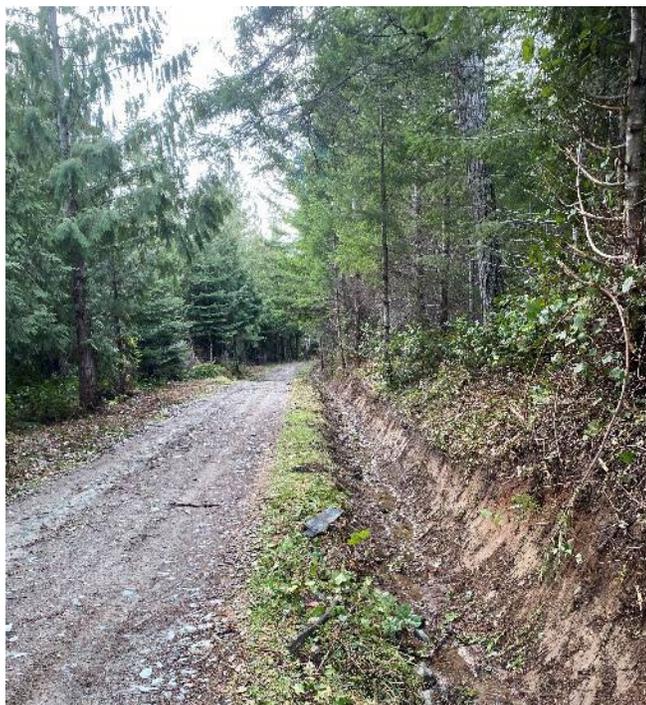


Culvert Replacement – Mount Prevost





Roadside Brushing – Mount Richards



Ditch Cleaning – Mount Richards



Illegal Access Dig Up – Mount Prevost

Mount Tzouhalem FireSmart Project



Debris Collection



Debris Collection Piles



Debris Collection

Mount Tzouhalem FireSmart Project



Debris Chipping



Debris Chipping

Mount Tzouhalem FireSmart Project



Debris Collection Pile



Completed Area

High school woodworking contest – “Foot Stool” project



1st Place



2nd Place



3rd Place

Report

Date August 21, 2024
Subject RCMP Building Construction Update

File:

PURPOSE

To provide an update and general overview of the construction of the recently completed new RCMP Detachment B at 6430 Ford Road and the final projected costs.

BACKGROUND

The Municipality of North Cowichan owns the existing North Cowichan/Duncan Detachment at 6060 Canada Avenue, which houses municipal and provincial members and municipal staff. North Cowichan operates the detachment, and the Province pays its share, prorated by the number of members and provincial employees.

In 2015, an architect was retained to undertake a space needs analysis and to prepare a cost estimate for a new detachment. The consultant worked with the RCMP Real Property Unit from E Division and the local detachment. This resulted in a space needs requirement for a 39,000-square-foot building at an estimated cost of \$23,000,000. The proposal was for North Cowichan to borrow 100% of the debt for the construction and invoice the RCMP for 47% of the debt payments throughout the term of the loan. In 2016, the Province paused the project while looking at options for housing additional RCMP resources.

In March 2018, representatives of the RCMP and the Province met at North Cowichan municipal hall and announced they decided to build a "Hub" detachment. The new Hub detachment would include the existing North Cowichan/Duncan detachment, Shawnigan Lake detachment, Island Traffic Services, Indigenous Policing, and a Forensic Identification Services unit.

To understand the financial implications of a Hub detachment, an architect was retained to update the space needs analysis and cost estimate for the Hub detachment concept completed in 2015 for the North Cowichan/Duncan detachment. The Hub detachment concept identified the need for a 56,000-square-foot building.

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 is located on property owned by North Cowichan, at 6430 Ford Road (Ford Road and Drinkwater Road). The new building includes the North Cowichan/Duncan detachment, Forensic Identification Services, South Island Traffic Services, and Indigenous Policing. It was decided not to include the Shawnigan Lake detachment in this project.

North Cowichan held an Alternate Approval Process to finance the project in July 2020 to borrow the estimated \$49 million to construct the 50,000-square-foot Hub detachment. Design work commenced in the fall of 2020, intending to start construction in 2021 and have the building occupied in late 2023.

DISCUSSION

An integrated project team was assembled in the fall of 2020, and the first construction tenders were issued through BC Bid in November 2020. Council approved the first tender package in January 2021. The project occurred during COVID-19, supply chain disruptions, and high inflation. To avoid supply chain disruptions, temporary storage was constructed, and materials and equipment were ordered well ahead of time and stored onsite. This also helped lock in the prices of mechanical and electrical equipment and materials.

The project team had to change from mass timber to structural steel structure early in construction due to supplier availability and skyrocketing lumber prices. This impacted the schedule for a few weeks, but work was able to continue with Building B (cells) during this period.

The project went very well, with no significant issues. Although the construction period was extended, this helped the project stay on budget. The building was turned over to the RCMP in May 2024. The result is an open, bright, inviting building that contributes to the urban environment and is environmentally responsible while meeting the functional and security needs of modern-day policing.

The budget for the project was \$49,037,600.

As of the July 16, 2024, Budget Report, the projected project cost was \$45,000,000. Once the RCMP receives the final invoices for the information technology and security equipment costs, all costs will be finalized in late August.

This project was substantially under budget, in part due to the process used. Through an integrated project delivery method, consultants and major trades were paired and included in the design team to facilitate accurate pricing and cost-effective decisions among the team as the design process progressed. This led to a collaborative construction process with the architect, engineers, construction manager, and tradespeople working together toward collaborative design solutions. This was especially important during COVID-19 when global supply chain issues required creativity.

The project qualified for a Federation of Canadian Municipalities (FCM) Green Municipal Fund grant of \$1,500,000 and \$10,000,000 of low-cost financing. To qualify for the grant, the building was built as a Net-Zero facility optimized for the Cowichan Valley climate.

The additional costs to be Net Zero ready were estimated at \$1.6 million. The annual energy savings were estimated at \$51,000. Without the grant, the payback would have been 31 years. The \$1.5 million FCM grant and the annual savings from the low-cost financing made the Net-Zero project feasible.

RECOMMENDATION

THAT Council receive for information, the August 21, 2024, report prepared by Mark Frame, RCMP Project Consultant, regarding the RCMP Building Construction Update.

Report prepared by:

Mark Frame

Mark Frame
RCMP Project Consultant

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Subject: FW: ForestryWorksforBC
Attachments: FWFBC_North Cowichan.pdf; Attachments_FWFBC_July2024..pdf

From: ForestryWorksforBC <hello@forestryworksforbc.ca>

Sent: Tuesday, July 30, 2024 9:22 AM

To: Rob Douglas <mayor@northcowichan.ca>

Subject: ForestryWorksforBC

Good morning,

Please find attached a letter to the Mayor and Council. The body of this email and attachments are requested to be placed on the next council meeting agenda under "correspondence".

Thank you for your time and consideration.

The ForestryWorksforBC team

Sent via [CrossBox](#)



July 29, 2024

Mayor and Council
Municipality of North Cowichan
030 Trans-Canada Highway
Duncan, BC, V9L 6A1
Sent Via Email: mayor@northcowichan.ca

RE: ForestryWorksforBC

Dear Mayor Douglas and North Cowichan Council Members,

We are writing to local governments across British Columbia to introduce the ForestryWorksforBC campaign, a new grassroots initiative to raise awareness about the critical role forestry plays in the well-being of rural and urban communities.

ForestryWorksforBC is a group of forest-based organizations and companies, representing more than 1,000 businesses engaged in all aspects of British Columbia's forestry sector. We are proud to stand up for tens of thousands of workers and their families who are concerned about the future of forestry in British Columbia. This campaign includes the voices of regular British Columbians who have sent letters to provincial leaders sharing their personal stories, as well as a range of other organizations and companies that have played a part in building British Columbia's forest sector. We believe that a better and brighter future in this province needs a strong forest sector.

Forestry matters in every corner of BC. From hospitals to schools, roads, and communities, forestry has been the foundation of all that we hold dear in this province. Forestry is a renewable sector – and it has been a thriving sector while harvesting just a fraction of one percent of the forest land base each year. But the future of forestry in BC is uncertain.

Harvest levels have dropped by 42% since 2018 and half of BC's mills have been lost in the last two decades. Today, harvest levels have fallen to less than 60% of the sustainable allowable annual cut (AAC) set by the province's chief forester.

When access to the AAC is unreliable, harvest levels drop, government revenues for critical services decline, and the impact reaches every British Columbian. Here are a few quotes from voices across the province:

- *“I don't see a future in my industry in BC... It kills me to leave this province as my family all live here. My wife is a nurse... her hospital is severely understaffed and will cry to see another hole to fill.”*
- *“As businesses disappear, so do the jobs and many small communities have nothing to replace them with. The communities themselves become unstable.”*

- *“I am 24 years old... I used to think this was a career I could cherish but I can no longer see myself pursuing a lifelong career in forestry.”*
- *“Our province is losing some of its most productive workers, successful contractors, and essential investment dollars every day.”*

Through the ForestryWorksforBC campaign, people are rallying their voices to let our provincial leaders know these impacts are too much and that, without reliable and timely access to the AAC, we have a lot more to lose than mills.

The momentum is growing in communities. [Mayor Kermit Dahl of Campbell River](#) raised concerns in a public letter to the minister for forests; the [Kamloops council](#) has recognized a critical need to support forestry through a forestry-focused resolution submitted the Union of BC Municipalities convention this fall; and Lheidli T’enneh [Chief Dollen Logan and George Lampreau, chief of the Simpcw First Nation](#) near Barriere were joined by the mayors of McBride, Prince George, and Valemount to voice their concern over the crisis in the forest sector.

We ask that you include a discussion of this important topic on your next council agenda and consider joining other communities in sending a letter to provincial representatives to let them know that ForestryWorks for your community too. You can see a template letter on our website at <https://forestryworksforbc.ca/send-the-message/>

We invite you to review the attached documents and visit our website to learn more.

Sincerely,



Bob Brash, Executive Director
Truck Loggers Association



John Nester, President
North West Loggers Association



Christine Lavoie, President
Forest Nursery Association of B.C.



John Betts, Executive Director
Western Forestry Contractors’ Association



Todd Chamberlain, General Manager
Interior Logging Association

for/ ForestryWorksforBC

Forestry Works for BC



Forestry matters in every corner of BC. From hospitals, schools and roads and communities; forestry has been the foundation of all that we hold dear in this province.

A Stronger BC Needs a Stronger Forest Sector

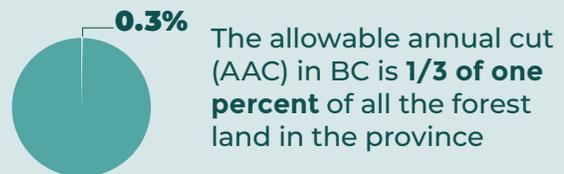
- Help with people's everyday costs
- Deliver more homes for people, faster
- Strengthen health and mental health care
- Deliver services people rely on
- Support a stronger, cleaner economy
- Build infrastructure for the future

Get Involved

It is not trees versus jobs; its quality of life and an allowable annual cut we can all count on. It's time BC's leaders commit to **both** because **ForestryWorksforBC**.

- **Send a message to government** — by mail or on our website
- **Follow us on social media** and share the campaign with your community
- **Ask your MLA and MLA candidates how they'll help ensure** that forestry provides for BC into the future

The Future of BC Forestry is Uncertain



...**but**...government-issued cutting permits have slowed



...**and now**...harvest levels are less than 60% of the sustainable AAC.

FORESTRY
WORKS FOR BC

hello@ForestryWorksForBC.ca
ForestryWorksForBC.ca

  #ForestryWorksForBC



Take action!
Send your MLA
letter today!

Who We Are

We are a group of forest-based organizations and companies, representing more than 1,000 businesses engaged in all aspects of British Columbia's forestry sector. We are proud to stand up for tens of thousands of workers and their families who are concerned about the future of forestry in British Columbia.



This campaign includes the voices of regular British Columbians who have sent letters to provincial leaders sharing their personal stories, as well as a range of organizations and companies that have all played a part in building British Columbia's forest sector and are committed to a better future for our province.

\$7 Billion of local goods and services purchased



Supporting 9,900 businesses in over **340** communities and **120** Indigenous Nations and organizations*

\$6.6 Billion



in annual government revenues that support essential public services and infrastructure.



\$15.8 Billion

Investment in BC's future by the forest sector in operations and upgrades across communities between 2013-2022.

Forestry Supports Employment

The sector provides about nearly 50k direct jobs and supports even more.

Forestry supports 51,000+ additional jobs through supporting local business.

48,725 Direct Jobs **100,000**

All combined, forestry supports **over 100,000** BC jobs

The Forestry Sector Supports **More than**

\$9 Billion

in wages, salary, and benefits.

*Source: 2019 Regional Supply Chain Study- COFI.org

**FORESTRY
WORKS FOR BC**

hello@ForestryWorksForBC.ca
ForestryWorksForBC.ca

  #ForestryWorksForBC



Take action!
Send your MLA
letter today!

New Initiative Calls on British Columbians to Stand Up For Forestry

VANCOUVER, British Columbia, June 3, 2024 – A new grassroots initiative is encouraging British Columbians to be better informed on B.C.'s forest sector and take action through various activities including [online letters](#) and informing local governments to raise the importance of forestry to British Columbians.

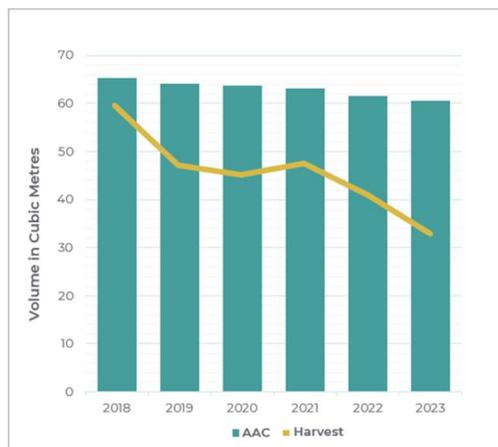
Across the province, small, medium and large forest companies, family-owned enterprises and local businesses have joined forces through ForestryWorksForBC, a new grassroots initiative to address the sectors' uncertain future and its impact on British Columbians and communities that rely on the revenues from forestry to support critical services like roads, schools, and health care.

“Forestry matters in every corner of B.C., from hospitals, schools and roads and communities; forest jobs and forest revenues have been the foundation of all that we hold dear in this province,” said Bob Brash, executive director of the Truck Loggers Association. “Ensuring reliable and timely access to the allowable annual cut (AAC) means we can build affordable, climate-friendly homes for British Columbians; and we can keep people in their homes and communities with good paying jobs.”

In the last 20 years nearly half of all B.C. sawmills have closed. Some of this is the result of natural forces like wildfire and mountain pine beetle but increasing policy changes and escalating complexity have created instability and reduced cutting permits and investment. Today harvest levels are less than 60 per of the AAC set by the Province's chief forester.

Dean Garofano, president and chief operating officer at Delta Forestry Group, has been conducting crew talks across the company and hanging posters around the mill to build momentum for the campaign. “Our workers see the lack of logs coming in, and they are concerned about the future not just for themselves but the communities they call home,” said Garofano. “This initiative gives everyone who cares about forestry and the future of this province a voice – when BC's forest sector does well, we all do better.”

A Rapid Decline in Harvest Levels



Source: BC AAC and Harvest Levels 2018-2023 – COFI.org

- 30 -

For More Information:

Visit: www.forestryworksforbc.ca

Email: hello@forestryworksforbc.ca

From: [Info](#)
To: [Council](#)
Subject: FW: Addressing Drought Challenges: Important Resources for Local Governments and their Agricultural Communities
Date: Friday, July 19, 2024 2:42:49 PM
Attachments: [image001.png](#)
[image002.png](#)

From: Raymond, Mark AF:EX <Mark.Raymond@gov.bc.ca>
Sent: Friday, July 19, 2024 11:54 AM
To: AGRIServiceBC AF:EX <AgriServiceBC@gov.bc.ca>
Subject: Addressing Drought Challenges: Important Resources for Local Governments and their Agricultural Communities

Dear Mayor and Council and Chief Administrative Officer,

We are reaching out to local governments across British Columbia regarding the increasing challenges posed by drought and extreme weather events on our freshwater resources, which have significantly impacted the agriculture sector in recent years and are expected to continue doing so. We are writing to ensure you are aware of the information, tools, financial supports, and other resources available to help both local governments and their agricultural constituents prepare for and respond to drought conditions.

To help with these goals, we encourage you to:

- **Get the information out!** Review and share the [2024 Quick Guide to Drought Resources](#), a comprehensive two-page document that highlights water-related resources and supports, available through the link above or at our Drought in Agriculture webpage (<http://www.gov.bc.ca/AgDrought>), with your staff and the agricultural communities within your jurisdiction.
- **Sign up for and promote our [Regional AgriService BC E-bulletins](#)** (a link is also available in the Quick Guide), which provide timely and regionally specific information on programs, events, and resources.
- **Visit the [Investment Agriculture Foundation website](#)** for information on funding opportunities available to local governments through the [Agriculture Water Infrastructure Program](#) and [Beneficial Management Practices Program - Plans & Designs](#) to support your agricultural community.

For more information on:

- Agricultural resources, please contact AgriService BC at AgriServiceBC@gov.bc.ca or 1-888-221-7141.
- Current drought levels in your area, visit the [Drought Information Portal](#).
- Water licensing, please contact FrontCounter BC at FrontCounterBC@gov.bc.ca or 1-877-855-3222.

We would like to extend our sincere appreciation for your local government's dedication to sustainable water management and support of your agricultural community during these challenging times. Thank you for your continued commitment and leadership.

Warm regards,



Mark Raymond

Executive Director

Extension and Support Services Branch

B.C. Ministry of Agriculture and Food



Subject: FW: District of Saanich UBCM Resolution
Attachments: UBCM Resolution_BC Hydro Projects.pdf

From: Sydney Murphy <Sydney.Murphy@saanich.ca>
Sent: Thursday, July 11, 2024 11:02 AM

Subject: District of Saanich UBCM Resolution

Good morning,

Please find the attached UBCM Resolution on behalf of Saanich Council regarding BC Hydro Projects.

Thank you kindly,

Sydney Murphy
Executive Assistant to the Mayor
Mayor's Office
District of Saanich
770 Vernon Avenue
Victoria BC V8X 2W7
t. 250.475.5510
e. sydney.murphy@saanich.ca
www.saanich.ca

We acknowledge that the District of Saanich lies within the territories of the lək'wəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOḺELP (Tsartlip), BOKEĆEN (Pauquachin), S̱TÁUTW (Tsawout), W̱SIḴEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at Saanich.ca/spotlight.



UNION OF BRITISH COLUMBIA MUNICIPALITIES RESOLUTION REGARDING BC HYDRO PROJECTS – ESTABLISHMENT OF FUNDING FOR CLIMATE ACTION ECOSYSTEM RESTORATION

WHEREAS the *BC Hydro and Power Authority Act* and associated statutes references other Acts within its scope, including the *Climate Change Accountability Act* and *Environmental Management Act*. Various communities have experienced that their operations do not fully comply with these Acts or the Provincial Government's Nature-Based 2030 Climate Change targets to protect land, preserve nature, and reverse diversity loss. Moreover, the Authority does not allocate a budget for adequate eco-restoration in areas where its activities have harmfully impacted biodiversity. Financial support is crucial to the success of hydro projects and the realization of provincial climate change targets;

AND WHEREAS to prepare the Province for the impacts of climate change, it is essential that BC Hydro collaborates with local governments, stakeholders, and landowners. The *BC Hydro Power and Authority Act* must also prioritize ecosystem retention in its mandate to provide affordable power while minimizing environmental impact, restoring biodiversity and in the process support local governments' Climate Action Plans;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities recommend the Provincial Government mandate an amendment to the *BC Hydro and Power Authority Act* to incorporate a budget for Climate Change Ecosystem Restoration as well as technologies that support tree retention and/or re-planting in all its projects, thus demonstrating the Provincial Government's commitment to its Nature-Based 2030 Climate Change targets.

From: [Harland Bird](#)
To: [Rob Douglas](#); [Council](#); [Debra Toporowski](#)
Cc: victransitridersunion@proton.me
Subject: Please help pass UBCM resolutions for fare-free youth and seniors transit
Date: Friday, August 2, 2024 4:17:44 PM
Attachments: [UBCM_resolutions.pdf](#)

Dear Councillor or Mayor,

This is Nathan Bird writing to you once again on behalf of the [Victoria Transit Riders Union](#), which advocates for investing in public transit to improve service and eliminate fares.

In the last few months we have been pleased to see a UBCM resolution calling on the provincial government to expand existing fare-free transit programs to include all BC youth (18 and under) endorsed by the municipalities of Saanich, Oak Bay, Langford, and Metchosin. We have also been pleased to see a similar UBCM resolution for BC seniors (65 and older) endorsed by Saanich, Oak Bay, and Langford. In addition, we have been pleased to see the Cities of Mission and Kelowna resolve to write a letter directly to the provincial government asking for the adoption of these policies. Most if not all of these votes were unanimous.

We are asking you to support these resolutions at the upcoming UBCM convention in September **regardless of the level of transit service currently available in North Cowichan or between North Cowichan and neighbouring communities.**

In municipalities that are already served by a halfway decent transit system, the benefits of these resolutions are relatively obvious, as they stand to immediately increase the health, safety, accessibility, and inclusivity in these communities. Data from municipalities elsewhere in Canada which have adopted universal youth and senior fare-free programs bare this out. For example, in Kingston, Ontario, where all high school students have received complimentary bus passes since 2012, [ridership in the target demographic has significantly increased](#), as it has [in Montreal](#) where seniors became eligible to receive free passes in 2023. In other words, fare-free transit access allows youth and seniors to maintain more active lifestyles and to engage in more social activities to the benefit of their mental and physical health. As studies have shown, the health costs of social isolation alone are comparable to smoking, and can even [increase seniors' risk of premature death by between 25-30%](#).

But even municipalities without halfway decent transit systems stand to benefit from these UBCM resolutions. For one thing, this is because fewer cars on the road means greater carbon emissions reductions, something that benefits communities and ecosystems across BC and around the world.

Furthermore, adoption of these resolutions would represent a step away from the very fares-based model of transit service that has failed to provide adequate transit service in these communities (not to mention between them). Indeed, the vast majority of the province is currently shamefully under-served. Even in Vancouver and Victoria there are significant service gaps, and large swaths of the interior of the province are transit deserts with no service to speak of. And there is no reason to think that raising transit fares would address this shameful situation: clearly, fare collection is an insufficient incentive to the provision of transit service in BC.

This is why the Victoria Transit Riders Union supports a needs-based model of transit service in BC – in other words, transit entirely funded by taxes and designed to meet

the transportation needs of British Columbians. We are heartily supporting these UBCM resolutions as a first step in this direction, and we hope their passage helps start a public conversation about increasing investment in public transit.

In addition, we believe that expanding fare-free transit programs would ultimately save BC taxpayers money by reducing costs in areas like healthcare and infrastructure – not to mention the vast long-term savings associated with addressing climate change through increased transit use. The wildfires currently ravaging our province underscore this last point.

We hope we can count on your support of these two UBCM resolutions, which stand to benefit all British Columbians (whether they take the bus or not), and we would be happy to discuss any thoughts or questions you might have about them. Please feel free to reply to this email. We would also be very happy to discuss any other ways that we might be able to help fight for improved quality of service in and around your community.

The Victoria Transit Riders Union thanks you for your time and consideration, and looks forward to working with you to create a greener, healthier, more inclusive and accessible province!

Yours,
Nathan

Sent with [Proton Mail](#) secure email.

UBCM Resolution for Fare-Free Transit for Young People in BC

WHEREAS the Get On Board! Program allows children aged 12 and under to ride all BC Transit and TransLink transit services free of charge, and this program saves families money while offering youth low-carbon transportation that helps the province and municipalities reach emissions and transportation mode share targets;

WHEREAS encouraging young people to use public transportation early in life can lead to lifelong habits of sustainable transportation use, and this in turn can have long-term benefits for cities in terms of reduced congestion, lower emissions, and increased social inclusion;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government expand the Get On Board! Program to include all youth up to the age of 18.

UBCM Resolution for Fare-Free Transit for BC Seniors

WHEREAS transportation costs can serve as significant barrier to mobility for many British Columbian seniors, and this barrier can contribute to social isolation and adversely affect mental and physical well-being;

AND WHEREAS removing barriers to seniors using transit encourages a shift towards more sustainable transportation, helping lower emissions and reducing congestion, while simultaneously increasing affordability, access to essential services, social inclusion, health, and well-being;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government to make all public transit free for seniors (aged 65 years or older).

From: [BC United](#)
To: [Council](#)
Subject: UBCM Convention 2024
Date: Monday, July 29, 2024 10:34:09 AM
Attachments: [UBCM Convention 2024.pdf](#)

Dear Delegates:

Please see the attached letter from Kevin Falcon, Leader of the BC United Official Opposition.

For your information, the following BC United MLAs will be attending UBCM. If you wish to set up a meeting with them, please feel free to do so.

Tom Shypitka, MLA for Kootenay East - Tom.Shypitka.MLA@leg.bc.ca Renee Merrifield, MLA for Kelowna-Mission - Renee.Merrifield.MLA@leg.bc.ca Ben Stewart, MLA for Kelowna West - Ben.Stewart.MLA@leg.bc.ca Norm Letnick, MLA for Kelowna-Lake Country - Norm.Letnick.MLA@leg.bc.ca Jordan Sturdy, MLA for West Vancouver-Sea to Sky - Jordan.Sturdy.MLA@leg.bc.ca

Thank you,
BC United Caucus



July 29, 2024

Director Christopher Justice
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Director Justice,

Re: 2024 UBCM Convention

On behalf of the BC United Official Opposition, I would like to take this opportunity to offer best wishes for a successful Union of BC Municipalities (UBCM) Convention in Vancouver from September 16-20, 2024. UBCM provides the opportunity for local government leaders to share ideas, gather information and collaborate with colleagues from across the province. These conversations and the sharing of best practices allow us to better serve our constituents.

As this Convention takes place on the eve of the official provincial election campaign, most of our Caucus members are unable to meet with delegates one-on-one as we have done so in the past. Our MLAs and candidates will be in their constituencies, engaging with British Columbians and earning their votes. I encourage you to reach out to your local BC United candidate and discuss local issues with them directly.

The 2024 provincial election will be pivotal for several reasons. The current NDP government is in their eighth year of power and has continually failed to deliver on the issues most concerning to British Columbians. Housing affordability, healthcare, cost of living, childcare and of course, mental health and addictions and public safety have regressed under the NDP. BC United has a plan to fix it. I have attached our previously-announced platform positions on these topics– I encourage you to read them and stay tuned for more announcements from BC United in the months ahead.

On Friday, September 20, 2024, from 11:15-11:45am, I will address the convention followed by a question-and-answer period with delegates. I hope you will have the opportunity to attend. Once again, best wishes for a successful convention and I look forward to seeing you at next year's convention.

Sincerely,

Kevin Falcon
Leader of the BC United Official Opposition
MLA for Vancouver-Quilchena



Attachments:

1. United to Fix Housing: <https://www.bcunitedcaucus.ca/2024/02/bc-united-releases-united-to-fix-housing-kevin-falcons-sweeping-new-plan-to-fix-ndp-housing-crisis/>
2. Patient Bill of Rights: [BC United Commits to a 'Patient Bill of Rights' \(bcunitedcaucus.ca\)](https://www.bcunitedcaucus.ca/2024/06/bc-united-commits-to-a-patient-bill-of-rights/)
3. Unleashing Economic Prosperity: <https://www.bcunitedcaucus.ca/2024/06/bc-united-will-fix-affordability-by-unleashing-economic-prosperity/>
4. United to Fix Childcare: <https://www.bcunitedcaucus.ca/wp-content/uploads/2024/06/United-to-Fix-Childcare.pdf>
5. Better is Possible: [Better-is-Possible \(b https://www.bcunitedcaucus.ca/wp-content/uploads/2024/07/Better-is-Possible-1.pdf](https://www.bcunitedcaucus.ca/wp-content/uploads/2024/07/Better-is-Possible-1.pdf)[cunitedcaucus.ca](https://www.bcunitedcaucus.ca))

From: [EP,RPY / SAR,PYR \(ECCC\)](#)
To: [EP,RPY / SAR,PYR \(ECCC\)](#)
Cc: [Gregory,Arran \(elle | she, her\) \(ECCC\)](#); [Thompson,Undine \(elle | she, her\) \(ECCC\)](#); [Prevost,Danielle \(ECCC\)](#)
Subject: RE: Modifications to Schedule 1 of the Species at Risk Act (Batch 18)
Date: Tuesday, July 30, 2024 8:14:42 AM

Hello,

On Wednesday, June 19, 2024, an Order to amend Schedule 1 of the *Species at Risk Act* (SARA) was published in Part II of the *Canada Gazette* for the Chestnut-collared Longspur and nine other wildlife species. The Order along with the Regulatory Impact Analysis Statement can be found on the [Canada Gazette](#).

Species added to Schedule 1 of SARA:

Taxon	Species	Scientific name	Old status	New status	Range
Molluscs	Shagreen	<i>Inflectarius inflectus</i>	N/A	Endangered	Ontario
Molluscs	Toothed Globe	<i>Mesodon zaletus</i>	N/A	Endangered	Ontario
Arthropods	Reversed Haploa Moth	<i>Haploa reversa</i>	N/A	Endangered	Ontario
Plants	Gillman's Goldenrod	<i>Solidago gillmanii</i>	N/A	Endangered	Ontario
Mosses	Slender Yoke-moss	<i>Zygodon gracilis</i>	N/A	Endangered	British Columbia
Molluscs	Carolina Mantleslug	<i>Philomycus carolinianus</i>	N/A	Threatened	Ontario
Reptiles	Plains Hog-nosed Snake	<i>Heterodon nasicus</i>	N/A	Special concern	Alberta, Saskatchewan Manitoba
Arthropods	Manitoba Oakworm Moth	<i>Anisota manitobensis</i>	N/A	Special concern	Manitoba
Plants	Puvirnitq Mountain Draba	<i>Draba puvirnitquii</i>	N/A	Special concern	Quebec

Species reclassified on Schedule 1 of SARA

Taxon	Species	Scientific name	Old status	New status	Range
Birds	Chestnut-collared Longspur	<i>Calcarius ornatus</i>	Threatened	Endangered	Alberta, Saskatchewan Manitoba

Regards,

Indigenous Relations & Stakeholder Consultation Unit

Canadian Wildlife Service / Pacific Region

Environment and Climate Change Canada / Government of Canada

5421 Robertson Road, Delta, BC, V4K 3N2

sar@ec.gc.ca / Tel: 604-350-1900

Subject: FW: Suicide Prevention Support for Indigenous Children
Attachments: School Counsellors call to the SPEAC Program in Oct.pdf; Felicity Donovan.JPG; Principals call to the START Program in January.jpg; Odanak Letter of Support.jpg

From: donovanfamily <[REDACTED] FIPPA s. 22(1)>
Sent: Monday, July 29, 2024 1:00 AM
To: Info <info@northcowichan.ca>
Subject: Suicide Prevention Support for Indigenous Children

Greetings,

My name is Laura Donovan, a member of the Odanak First Nation, living on the territories of the Coast Salish peoples. I want to thank you for your willingness to read this letter, as it may be triggering and difficult to read. I am fully aware of the significant impact suicide has had on every one of our communities.

I have been a Tattooer for 15 years, starting in Selkirk, Manitoba, and now in Surrey, BC. I have tattooed countless memorials for fellow Indigenous community members, using my craft to heal and provide good medicine. I never expected that I would end up tattooing memorials to honor my daughter.

I would like to share information about my 16-year-old daughter Felicity, an Indigenous student and a proud Abenaki member of the Odanak First Nation. Felicity died by suicide in December 2023.

In October 2023, she reached out for suicide prevention support at school, and a call was made to an external agency for help. I did not learn about the details of this call or the support the school had committed to provide until January 2024. At that time, I discovered that the school principal had contacted a different external support agency, informing them that Felicity had not presented as at risk and was not on their radar.

Additionally, I learned that the Surrey School District had a suicide prevention protocol that was not followed and did not have a suicide prevention program or plan to address students presenting with thoughts of suicide, nor support for staff providing this support to students.

On July 22nd, I met with the BC Minister of Education to share Felicity's experience and the experiences of many Indigenous families who have shared their stories with me over the years. In the spirit of Truth and Reconciliation, to honor the lives of all Indigenous children lost to suicide and to ensure Every Child Matters, I have requested the following from the Minister:

1. The Ministry of Education ensures all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices. I request this with the understanding that all children and staff will benefit from this honor.
2. The Ministry of Education performs an audit of the suicide prevention support provided to Felicity and our family.

I am reaching out to ask if your municipal leadership will add your voice to my call to provide improved suicide prevention support for children in your municipality. Please consider providing me with a letter addressed to the British

Columbia Minister of Education, the Honourable Rachna Singh, in support of my request, with a CC to my email at **FFIPA s. 22(1)**. The Minister's email is ECC.Minister@gov.bc.ca.

If you have any questions or would like more information that will enable you to provide a letter of support, please reach out to me, and I will respond promptly.

I have attached supporting information for your reference:

1. A picture of Felicity.
2. A record of the call the School Counsellor made to a suicide prevention program where Felicity asked for support.
3. A record of the call the Principal made to another suicide prevention program, informing them Felicity was not presenting as at risk or on their radar.
4. A letter of support from the Chief and Council of Odanak First Nation.

Thank you for your time and attention,

Laura Donovan (Felicity's Mom)

Brief Service Stats Report

Brief Service Stat Report Generation

Entered By: Olivia Roxburgh
 Created Date: 20-Oct-2023
 Effective Stat Date: 20-Oct-2023 [set] [E]

Worker: Olivia Roxburgh [E]
 Program: Suicide Prevention, Education [E]

Contact Type: Phone
 Contact: CHRISTA FINDLAY [E]

Organization: ELGIN PARK SECONDARY

Program Details

Referring Professional
 First name: Christa
 Last name: Findlay
 Community agency or institution: Surrey School District
 Phone number: [REDACTED]
 Preferred time to call during the school day:
 Email address: [REDACTED]

Service Requested

Name of youth being referred: Felicity Donovan
 Date of Birth: Mon, 02/26/2007 - 00:00
 School: Elgin Park Secondary
 Community of residence: White Rock

Does the young person have a safety plan in place?
 Yes
 Please describe the safety plan
 Student is creating a safety plan and sharing it with her parents today.

C-SSCC Suicidal Ideation Severity
 Have you wished you were dead or wished you could go to sleep and not wake up?
 Yes
 Please describe
 Student attempted suicide about a month ago.

Have you actually had any thoughts of killing yourself?
 Yes
 Please describe
 Last time I had these thoughts was last weekend when I was really stressed out about school and life.

Have you been thinking about how you might kill yourself?
 Yes
 Please describe
 I have tried to hang myself with my belt. I am unsure if I am safe currently or if I am a danger to myself but I'm still really down.

Have you had these thoughts and had some intention of acting on them?
 Yes
 Please describe
 I tried to hang myself but was found by my sister and was very thankful that she found me. I was praying to god that someone would find me in time because I wanted to be saved.

Have you started to work out or worked out the details of how to kill yourself?
 Yes
 Did you intend to carry out this plan?
 Yes
 Please describe
 I tried but I was found.

Have you ever done anything, started to do anything, or prepared to do anything to end your life?
 Yes
 Please describe
 I tried to hang myself. I told my parents about what I did and they have taken me to the hospital, gotten me a counsellor and I have an appointment with a psychiatrist on November 11th.

Service Provided	Writer called back Christa to gather more information. Christa shared that she is unsure who youth's outside counsellor is, but that she is going to email parents and find out. Youth sees this outside counsellor on a regular basis and this counsellor is not new to youth. Christa is also going to ask for youth's consent to speak to youth's outside counsellor so that counsellor can support youth with suicidality. Christa is connecting youth to ASW and substance use liaison at school as youth is in a place where she would like to get support for substance use (vaping, drinking). Youth has Indigenous cultural background and is connected to Indigenous cultural programs (Christa was not sure the names of these programs). Writer let Christa know that she can reach out at any time if she has more questions or if youth's counsellor is no longer working with youth. Christa will give youth's parents SPEAC's contact info in case parents or youth feel they need extra support.
Outstanding Needs	Christa is going to connect with youth's parents and find out who youth's counsellor is (whether this counsellor is with START or not). Christa will connect with us again if she has any questions or if youth is in need of more support.
Minutes Spent	<input type="text" value="20"/> <input type="button" value="T"/>

[Cancel](#) [Save Brief Service Attendance](#)



Hi everyone,

I had a call this evening from Principal Kavita Sharma from Elgin Park Elementary School regarding deceased youth F.D. PID #1819082. The phone number for the principal is [REDACTED].

The principal was requesting information regarding START protocol. Specifically, for when START communicates/ collects collateral with the school and the ROI process. I explained to the principal that the ROI is part of confidentiality and the youth because they were 16 years of age at the time would have signed ROI during the assessment (first meeting with clinician). The principle asked when START would get in touch with the school and I let her know that the supervisor would have to contact her to disclose more information. She went on to reiterate that youth's dad earlier today spoke with a clinician and he had sent the principal an email regarding the gaps in care between school and START.

Principal said the school counsellor found out youth was seeing START clinician once family had mentioned it to them (Krista - School Counsellor). Writer requested if at that time school counsellor had called START to collect collateral. She went on to say that youth at school was not presenting as being at risk or on their radar. Therefore, this was not done. I reiterated to the principal a couple times that the supervisor will have to contact them as I do not have all the information and we would need permission from the family to release any information regarding youth. The principal expressed that a meeting may be needed to discuss how we all can do better in the future.

I was under the impression that B would be follow up, however, I spoke with B and they informed me that it would be Aldo.

Also, in regards to reporting, because there is no longer an open Paris file, we have not been documenting the conversations.

Lastly, which details does the team need to know in order for the information to be relayed safely and delicately, when we receive calls similar to today's. Thus far, Gen and Katie have spoken to dad and I spoke with the school principal.

Regards,

Taj Sahota (She/Her)

Crisis Clinician

The START Team- Supporting Children and Youth through Mental Health Crisis

Shirley Dean Pavilion

9634 King George Boulevard

Surrey, BC V3T 0G7

Phone: 604.585.5561 Fax: 604.585.5560



July 25th, 2024

Honourable Rachna Singh
British Columbia Minister of Education
ECC.Minister@gov.bc.ca

Object: letter of support for the Donovan family

Kwai,

On December 21, 2023, the Abenaki of Odanak lost a member, Miss Felicity Donovan. She was only 16 years old. Her family has been waiting for answers on the support provided to their daughter to prevent her suicide. No parent should be in their position.

On behalf of the Abenaki Council of Odanak, we would like to support the Donovan family in their requests:

1. The Ministry of Education ensures all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices. I request this with the understanding that all children and staff will benefit from this honor;
2. The Ministry of Education performs an audit of the suicide prevention support provided to Felicity and our family,

Wiwini,


Chief Rick O'Bomsawin
Abenaki Council of Odanak
reception@caodanak.com
1-450-568-2810

cc: **FFIPA s. 22(1)**

1/1

From: [Lorene Benoit, MHH](#)
To: [CVRD; Council](#)
Cc: [WestWard Independent News](#); [Times Colonist](#); [Nanaimo News Bulletin](#); [Vancouver Sun Editor](#)
Subject: Is this what BC wants to achieve via supposed sustainable goalsI??
Date: Saturday, August 3, 2024 9:29:00 AM

This is info for a Tesla model Y battery. Please do your own research, then let us know if you agree, EVs are NOT "greener". Also please let us know if you find any research to say this is misinformation.

This is critical to our local planning initiatives and overspending.

If these figures are even close to correct, then both CVRD and North Cowichan have been spending taxpayers' money to cause environmental damage; encourage human rights abuse, plus contribute to destruction of Canadian economy.

Both municipalities have spent hundreds of thousands of taxpayers' money buying electric vehicles. We appreciate that you may have been convinced that you made good decisions based on goals and financial bribes by ICLEI, but we appreciate an answer once you have done your own research. Can you please make these figures public, and respond to this valid concern?

The Tesla model Y battery takes up all of the space under the passenger compartment.

To manufacture it you need:

- 12 tons of rock for Lithium (can also be extracted from sea water)
- 5 tons of cobalt minerals (Most cobalt is made as a byproduct of processing copper and nickel ores. It is the most difficult and expensive material to obtain for a battery.)
- 3 tons nickel ore
- 12 tons of copper ore

You must move 250 tons of soil to obtain:

- 26.5 pounds of Lithium (from 12 tons of rock)
- 15 pounds of cobalt (from 5 tons)
- 30 pounds of nickel (from 3 tons)
- 48.5 pounds of manganese

To manufacture the battery also requires:

- 441 pounds of aluminum, steel and/or plastic

-- 112 pounds of graphite

The Caterpillar 994A is used to move the earth to obtain the minerals needed for this battery. The Caterpillar consumes 264 gallons of diesel in 12 hours.

The bulk of necessary minerals for manufacturing the batteries come from China or Africa. Much of the labor in Africa is done by children. When you buy an electric car, China profits most.

The 2021 Tesla Model Y OEM battery (the cheapest Tesla battery) is currently for sale on the Internet for \$4,999 not including shipping or installation. The battery weighs 1,000 pounds (you can imagine the shipping cost). The cost of Tesla batteries are:

Model 3 -- \$14,000+ (Car MSRP \$38,990)

Model Y -- \$5,000-\$5,500 (Car MSRP \$47,740)

Model S -- \$13,000-\$20,000 (Car MSRP \$74,990)

Model X -- \$13,000+ (Car MSRP \$79,990)

It takes 7 years for an electric car to reach net-zero CO2. The life expectancy of the battery is 10 years (average). Only in the last 3 years do you start to reduce your carbon footprint, but then the batteries must be replaced and you lose all gains made.

And finally, some additional points: I forgot to mention the amount of energy required to process the raw materials and the amount of energy used to haul these batteries to the U.S. sometimes back and forth a couple of times.

But by all means, get an electric car. Just don't sell me on how awesome you are for the environment. Or for human rights.

--

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Health Information and Research:

<https://www.naturalpathremedies.com/blog/>

Lorene Benoit, MHH, BEd, CHC, CRA,

NSP Sponsor Ac# 1143615

AUTHOR OF: *The Paw Paw Program - A "Christopher Columbus" Approach to Cancer - The World IS Round and Cancer CAN Be Treated Naturally*

Freedom means telling the truth, no matter the consequence. Living with lies is slavery.

<https://www.naturalpathremedies.com/blog/category/covid-19/>

From: [Tiffany Trownson](#)
To: [Council](#)
Subject: Home Health - Intermunicipal Business Licence
Date: Wednesday, July 17, 2024 5:32:34 PM
Attachments: [image001.png](#)
[image002.png](#)

Dear Mayor and Council,

As one of the 12 municipalities included in the **Central Vancouver Island Intermunicipal Mobile Business Licence partnership**, I am reaching out on behalf of our home health members and the seniors they serve across the Vancouver Island.

Last count, there are 300 private home health organizations across BC. Currently, home health operators are not included in the eligibility for Intermunicipal Mobile Business Licences (IMBLs), which requires them to hold a separate business licence in all communities they serve. By nature of their work, home health care service providers are mobile, and therefore should be considered eligible for IMBLs.

Below is a detailed summary of BCCPA's position as it pertains to this issue.

Re: Intermunicipal Mobile Business Licence for Home Health Care Recommendation

BCCPA recommends **the members of the Central Vancouver Island Intermunicipal Mobile Business Licence partnership** (City of Campbell River, Town of Comox, City of Courtenay, Village of Cumberland, City of Duncan, Town of Ladysmith, Town of Lake Cowichan, City of Nanaimo, Municipality of North Cowichan, City of Parksville, City of Port Alberni, and Town of Qualicum Beach) **support the inclusion of home health care in the eligibility of intermunicipal mobile business licences**. This licence is currently available for construction, trades, mobile hair salons, and catering.

By acting in this area municipal governments can support the sustainability of the private home health sector, and support seniors to age in their place of choice. Further, reducing costs for operators will lead to more competitive pricing for seniors.

Supporting an aging population:

By the end of the decade, close to one in four Canadians will be a senior, up from 17% now. ¹ RBC has identified Canada's aging demographic as one of the two most significant existential threats facing the country over the coming decade (the first being climate change). This will result in broad economic and health system challenges for

Canadians and a host of other countries across the world. Action is needed now to support an aging demographic.

A recent (2020) National Institute of Ageing (NIA)/TELUS Health Survey found that 91 percent of Canadians of all ages, and almost 100 percent of Canadians 65 years of age and older, plan on supporting themselves to live safely and independently in their own home for as long as possible.² However, as referenced by NIA, about one-quarter of Canadians aged 75 and over has at least one unmet need with respect to their activities of daily living. Many older adults who live alone also experience issues such as loneliness, falls, malnutrition, and inactivity.

About home health care:

Home care and home support options (respectively medical care, and non-medical support, together referred to as home health care) enable seniors to get the help they need at home. Services range from publicly subsidized care, which is delivered through the health authorities, to customized private-pay options, which can include medical care, transportation, companionship, and home making. **Commonly, family paid home support provides seniors and their families with more flexibility and greater ability to ensure that they can focus on the things that will really help them stay independent for as long as possible.**

Business Licences on Vancouver Island:

Business licences are issued to ensure that local and visiting businesses are operating safely and legally, including complying with health and safety and zoning requirements. Home health businesses provide smaller jobs with less employees than trades and contractors, with less threat of safety hazards such as fires or damage to property, that would require first responders or management of public services. Comparatively, mobile home health services generate less profit margins than trades and contractors; if the cost of the business licence exceeds the cost of revenue, lack of competition in the market will impact service availability in the community.

Under the current system, home health care providers operating in the North Shore areas are required to hold distinct business licences for all locations in which they operate, regardless of the location of their physical office. By the nature of their work, home health providers are mobile, and commonly operate across several municipalities, adjusting their operations to accommodate client needs, and the availability of workers. This means that the vast majority work across multiple jurisdictions. Currently, across the province there are 17 intermunicipal mobile business

licence partnerships between 104 communities.

The cost of multiple licences (the cost of which varies considerably across jurisdictions) add up to be significant for smaller organizations, which are already run on slim margins, and are experiencing increased cost pressures relating to staffing, and inflationary pressures. The administrative cost of applying for and managing multiple licences is also burdensome. Reducing financial and administrative costs for operators will lead to more competitive pricing for seniors.

BCCPA and EngAge BC are recommending that this program be expanded to include home health care service providers.

About BCCPA

BC Care Providers Association (BCCPA) is the leading voice for B.C.'s continuing care sector. Our growing membership base includes over 450 long-term care, assisted living, and commercial members from across British Columbia.

BCCPA members support more than 19,000 seniors annually in long-term care and assisted living settings and 6,500 independent living residents. Additionally, our members deliver almost 2.5 million hours of home care and home support services each year.

Thank you for your consideration, I look forward to hearing from you.

Tiffany Trownson
Director of Public Affairs | EngAge BC
BC Care Providers Association
EngAge BC

1424-4710 Kingsway
Burnaby, BC, V5H4M2
w 604-736-4233 ext #243

www.bccare.ca



Our office is located on the traditional territory of the Musqueam, Squamish and Tseil-Waututh Nations and we are grateful to live, learn and work on these shared lands.

RCMP·GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

**NORTH COWICHAN DUNCAN
DETACHMENT**

QUARTER END REPORT

April 2024 through June 2024

Open Report

North Cowichan Duncan RCMP service to the community:

1. Your detachment Community Safety Unit, along with Bylaw members from the Municipality of NC and City of Duncan have been conducting foot and bike patrols along TCH, Casino area, York/Lewis and Duncan Ave in the last three months. They meet with community members who advise of their concerns regarding encampments on sidewalks....etc. Community members have been expressing how much they appreciate the presence of all three organizations working together. This initiative is a great way to show a combined presence in the hot spot areas of the community. The public appreciates the work and effort, and, we will continue to arrange combined patrols to assist with public safety concerns.
2. NCD RCMP members moved into the new detachment May 21st. The building is wonderful with lots of room to hold presentations and training opportunities. The Grand Opening took place on June 14th and was marked by a number of speeches from community leadership celebrating the new facility. Later in the evening the detachment hosted the Regimental Ball which was a great opportunity to celebrate traditions and visit with community and RCMP members.
3. Over the last three months the detachment has been hosting Crown presentations on a variety of topics in order to develop member investigational skills, authorities and expectations of the Court system. All detachment members are getting these presentations. Your detachment is relatively junior in service so support and training from the local Crown's office is very important to ensuring our members have the tools to do their job and ensure a high degree of service to the community.
4. In April, community leadership attended the VIIMCU expansion symposium in Victoria. The initiative proposes to have a cadre of serious crime investigators posted on Vancouver Island that would respond to all homicides in the District. These members would be outside of the detachment resources list so all homicides on the Island would be managed using the expanded VIIMCU model. The BC Government and RCMP leadership presented information on resources required to investigate these types of files. Ongoing consideration and review by community leadership is taking place in order to determine if supporting the expansion initiative is a good option for the communities in the Valley.
5. Your GIS unit members continue to work hard on the fatal Hit & Run file involving a young Indigenous female occurring on the TCH, in May. Investigators located the vehicle involved and have executed search warrants to gather evidence from the vehicle. Additional search warrants have been executed in order obtain other data allowing members to follow the trail of evidence in this investigation. Members are actively pursuing every avenue to get all evidence in this file.
6. Your detachment Ops NCO (Sgt Stephen Merrick) has been busy organizing a Bike Rodeo for adults and youth. At the suggestion of community leadership, it was requested to explore opportunities in order to train community members in the safe use of bicycles for transportation. Community Safety Unit members, Cst Wes Richens and Cst Jordan Symon are

trained bike instructors and will be hosting the training day July 27th (at the detachment) for everyone interested in this activity. Notifications of the event will be through radio, our FB account and posters around town for those interested in attending. With the rise of bicycle transportation, it makes sense to train people on how to maximize their safety when sharing the road with motorists.

7. Your detachment members continue to regularly meet with those from the unhoused community in order to help bridge gaps in understanding and paradigm shifts. The “Building Bridges” initiative focusses on bringing together the police with those unhoused, so both groups are able to dispel previous biases and work towards safer and productive contacts. The meetings are held to help reduce anxiety experienced by those from the unhoused community, when in contact with the RCMP. This is an ongoing initiative and has been in place since 2023. Will continue going forward. Peer group reports relations have improved significantly as a result of this effort.
8. In June your detachment arranged for Human Trafficking presentations for the Municipality of North Cowichan, City of Duncan and Cowichan Tribes Chief, CAO and the Human Resources officer. Despite the presence of this criminal activity in the community, it can be difficult to see or notice it, if we do not know what to look for. The presentation related the realities of this exploitative type of crime on young people. Members of your detachment and surrounding detachments also attended the same presentation as community leadership to learn what to look for and how to combat this crime. As this type of activity is directed at young people (sometimes as low in age as 13 yo), plans are in place to host a similar presentation to teachers and admin from SD 79 and Cowichan Tribes teaching staff later this Fall.
9. The detachment has hosted Restorative Justice presentations for all the watches in order to promote this option when dealing with criminal matters that are best dealt with outside the Court system. The presentations marked a good opportunity to expose junior constables to this form of accountability. Diversion targets have been identified in the detachment 2024-2025 Annual Performance Plan.
10. Cst Wes Richens (Community Safety Unit) and S/Sgt Deb Kelly (Plainclothes Commander) submitted another successful funding request through the SITE (Strategic Investigation and Targeted Enforcement) program provided by the BC Provincial Government. Similar to previous submissions, this third funding request focuses on addressing violence and drug use in the community. As part of the approval process, SITE also authorized the purchase of two Ebikes for the detachment which brings the total Ebikes to 4. Also approved were OT shifts for additional patrols in the community and corridor in order to elevate police presence and efficiencies when responding to calls for service. Of note the first two SITE requests generated a number of successes in which copious amounts of drugs, illegal cigarettes, cash and guns have been seized as a result of related investigations.

11. The North Cowichan Duncan RCMP GIS members are working on a number of sensitive files including five child exploitation files. These files are complex and require the assistance of a DMFT (Digital Mobile Field Technician) to help extract evidence of crimes, from cell phones and other recording devices. If community members encounter this kind of activity involving others, please contact your detachment right away so evidence can be preserved.
12. Your detachment now has it's own official North Cowichan Duncan RCMP social media account through Facebook, in order share information with community members. Please go on line to see the results. We have three designated coordinators at the detachment who will be adding new information to it in order to keep community members informed of the work being done by your members. This effort will build on our community relations through posted information on recruiting drives, IPS functions, missing person notifications. Please see the following link to access:

<https://www.facebook.com/NCDRCMP/>

April 2024 – June 2024 – 3 Month Comparison (compared to same period in 2023)

Type of Offence & Occurrence	NCD Jurisdiction Totals			Municipality of North Cowichan			City of Duncan			Cowichan Tribes			Cowichan Valley Regional District		
	Apr to Jun 2024	Apr to Jun 2023	% Change over prev year	Apr to Jun 2024	Apr to Jun 2023	% Change over prev year	Apr to Jun 2024	Apr to Jun 2023	% Change over prev year	Apr to Jun 2024	Apr to Jun 2023	% Change over prev year	Apr to Jun 2024	Apr to Jun 2023	% Change over prev year
Crimes Against the Person	393	370	6%	200	202	-1%	82	70	17%	69	69	0%	33	19	74%
Assaults	235	246	-4%	114	128	-11%	53	45	18%	48	58	-17%	16	10	60%
Extortion	9	10	-10%	8	8	0%	1	1	0%	0	0	0%	0	1	-100%
Harassment	30	14	114%	20	9	122%	3	3	0%	1	0	N.C.	6	2	200%
Homicide	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Human Trafficking	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Kidnapping	1	0	N.C.	0	0	0%	0	0	0%	1	0	N.C.	0	0	0%
Robbery	4	5	-20%	2	2	0%	1	0	N.C.	1	3	-67%	0	0	0%
Sex Offences	35	32	9%	16	16	0%	5	8	-38%	4	4	0%	5	1	400%
Utter Threats	79	59	34%	40	37	8%	19	13	46%	14	3	367%	6	4	50%
Weapons Offences	0	4	-100%	0	2	-100%	0	0	0%	0	1	0%	0	1	0%
Crimes Against Property	777	772	1%	387	391	-1%	135	151	-11%	181	176	3%	68	46	48%
Arson	21	22	-5%	8	7	14%	4	6	-33%	7	9	-22%	2	0	N.C.
Auto theft	12	16	-25%	7	10	-30%	0	2	-100%	1	2	-50%	4	2	100%
B&E - Business	11	34	-68%	7	21	-67%	1	6	-83%	0	4	-100%	3	3	0%
B&E - Residential	12	19	-37%	8	12	-33%	0	5	-100%	4	2	100%	0	0	0%
B&E - Other	21	15	40%	11	9	22%	6	4	50%	0	0	0%	4	2	N.C.
Frauds	58	63	-8%	41	37	11%	7	9	-22%	1	4	-75%	9	9	0%
Mischief to Property	390	297	31%	199	170	17%	77	65	18%	85	44	93%	26	16	63%
Possession of Stolen Property	7	24	-71%	5	17	-71%	1	2	-50%	0	2	-100%	1	2	-50%
Shoplifting	110	149	-26%	29	38	-24%	9	15	-40%	71	95	-25%	1	1	0%
Theft from Vehicle	30	37	-19%	13	16	-19%	8	10	-20%	1	3	-67%	7	7	0%
All other thefts (combined)* *(Bike, Mail, Utilities, Other)	99	95	4%	55	53	4%	20	27	-26%	11	11	0%	11	4	175%
Other Offences & File Types															
Fail to Appear	74	80	-8%	0	0	0%	74	80	-8%	0	0	0%	0	0	0%
False Alarms	120	197	-39%	38	73	-48%	25	60	-58%	41	33	24%	15	30	-50%
Municipal By Law	201	149	35%	105	111	-5%	43	19	126%	37	10	270%	16	8	100%
Mental Health															
Sec 28 Apprehensions	88	133	-34%	48	83	-42%	15	18	-17%	14	20	-30%	7	10	-30%

N.C. = not calculable
 Unfounded, Assistance Only, Information, Prevention and Unsubstantiated events excluded (except Mental Health)
 Data obtained 2024-07-03 is presented 'as-is' and is subject to change
 Privatized files are excluded (except for homicides)
 values in red indicate increase is greater or equal to 10% AND at least one comparison value >= 10
 Most serious offence only counting method (except for Mental Health Apprehensions)

January 2023 to December 2023 – Annualized data

Type of Offence & Occurrence	NCD Jurisdiction Totals			Municipality of North Cowichan			City of Duncan			Cowichan Tribes			Cowichan Valley Regional District		
	Jan to Dec, 2023	Jan to Dec, 2022	% Change over prev year	Jan to Dec, 2023	Jan to Dec, 2022	% Change over prev year	Jan to Dec, 2023	Jan to Dec, 2022	% Change over prev year	Jan to Dec, 2023	Jan to Dec, 2022	% Change over prev year	Jan to Dec, 2023	Jan to Dec, 2022	% Change over prev year
Crimes Against the Person	1380	1180	17%	710	599	19%	260	225	16%	261	222	18%	103	93	11%
Assaults	866	722	20%	439	357	23%	167	145	15%	195	157	24%	48	49	-2%
Extortion	40	29	38%	28	16	75%	3	4	-25%	2	2	0%	4	4	0%
Harassment	68	64	6%	38	41	-7%	12	10	20%	5	1	400%	13	10	30%
Homicide	1	0	N.C.	1	0	N.C.	0	0	0%	0	0	0%	0	0	0%
Human Trafficking	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Kidnapping	10	8	25%	4	5	-20%	1	0	N.C.	2	2	0%	1	1	0%
Robbery	21	35	-40%	8	19	-58%	5	6	-17%	7	8	-13%	1	2	-50%
Sex Offences	127	116	9%	54	59	-8%	24	17	41%	26	14	86%	6	8	-25%
Utter Threats	233	202	15%	132	99	33%	44	43	2%	23	38	-39%	27	19	42%
Weapons Offences	9	1	800%	4	1	300%	2	0	N.C.	1	0	N.C.	2	0	N.C.
Crimes Against Property	3071	3020	2%	1553	1516	2%	627	492	27%	648	694	-7%	212	286	-26%
Arson	76	44	73%	30	23	30%	21	11	91%	21	9	133%	4	1	300%
Auto theft	76	91	-16%	45	43	5%	9	12	-25%	7	10	-30%	15	25	-40%
B&E - Business	143	115	24%	74	57	30%	44	27	63%	13	10	30%	12	21	-43%
B&E - Residential	63	55	15%	32	35	-9%	20	12	67%	9	6	50%	2	2	0%
B&E - Other	67	55	22%	44	29	52%	16	17	-6%	4	4	0%	3	5	-40%
Frauds	281	241	17%	160	140	14%	37	37	0%	31	23	35%	41	31	32%
Mischief to Property	1274	1166	9%	698	668	4%	306	224	37%	183	182	1%	80	87	-8%
Possession of Stolen Property	76	78	-3%	48	39	23%	12	13	-8%	5	11	-55%	9	11	-18%
Shoplifting	515	557	-8%	147	150	-2%	54	25	116%	310	376	-18%	4	6	N.C.
Theft from Vehicle	145	230	-37%	73	125	-42%	35	30	17%	11	23	-52%	19	45	-58%
All other thefts (combined)* *(Bike, Mail, Utilities, Other)	352	383	-8%	200	203	-1%	73	84	-13%	54	40	35%	19	47	-60%
Traffic Offences															
Non fatal crashes Resulting in injury	117	117	0%	60	58	3%	18	26	-31%	8	12	-33%	30	21	43%
Fatal crashes	2	2	0%	2	0	N.C.	0	0	0%	0	1	-100%	0	1	-100%
Impaired Op MV	275	278	-1%	137	158	-13%	50	36	39%	36	49	-27%	52	34	53%
Other Criminal Code Offences*	1331	1256	6%	512	528	-3%	525	444	18%	222	212	5%	54	52	4%
(*Fail to Appear, Cause a Disturbance, Bearch of Conditions, Counterfeit Currency, Possess break in Instruments, Public Mischief, Possess Child Porn, Indecent Act, Trespass, et al.)															
CDSA Offences															
Drug Possession	61	200	-70%	40	123	-67%	10	47	-79%	7	18	-61%	2	7	-71%
Drug Trafficking	33	17	94%	17	8	113%	9	5	80%	4	2	100%	0	0	0%
Drug Production	1	1	0%	0	0	0%	0	1	-100%	0	0	0%	1	0	N.C.
Mental Health															
Sec 28 Apprehensions	463	456	2%	282	283	0%	70	67	4%	52	44	18%	47	45	4%
Sudden Deaths	139	128	9%	77	70	10%	30	17	76%	16	20	-20%	16	21	-24%

Human Resources Status Report:

Established regular NCD RCMP Officer Total: **68**

- 32** Municipality of North Cowichan
- 22** Provincial
- 10** Municipality of Duncan
- 4** Cowichan Tribes Community Policing

Incoming Members:

- Cst Dave Madill – Experienced Police Officer
- Cst Tessa McDonald – Depot
- Cst Adrien Murphy – Transfer from Alberta
- Cst Andrew Ketch – Depot

Departing Members:

- Cst Kyle Hicks – Parental Leave
- Cst Julie Miller – Parental Leave

Cowichan Valley Regional Victim Services:

Victim Services at the North Cowichan/Duncan Detachment responds to critical incidents/crisis intervention call outs from police on a 24 hour, 7 day a week basis. Victim Services provide initial defusing, stabilization and act as a liaison between victims and emergency personnel, providing an invaluable service to the public and police alike.

Cowichan Valley Regional Victim Services April 2024 - June 2024					
	April	May	June	Quarter Total	Year to Date Total
New Clients	38	54	42	134	289
Females	28	47	34	109	239
Males	10	7	8	25	50
Calls For Scene Attendance	4	3	5	12	25
Referrals By Area					
North Cowichan	14	32	24	70	127
Duncan	8	4	6	18	41
Cowichan Tribes/FNP	7	4	1	12	33
Provincial Areas	7	9	6	22	43
Total	36	49	37	122	244
Brief Service Files	15	7	16	38	65

Prisoner Statistics:

North Cowichan/Duncan Detachment Prisoner Statistics 2nd Quarter									
2024					2023				
	Municipal	Provincial	Duncan	Qrter Total		Municipal	Provincial	Duncan	Total
April	38	49	25	112	April	45	39	19	103
May	40	32	27	99	May	46	49	13	108
June	43	45	14	102	June	40	40	17	97
Quarter Total	121	126	66	313	Quarter Total	131	128	49	308
Year to Date Total	247	286	126	659	Year to Date Total	258	239	89	586

The number for prisoners from other municipal detachments is:	LS:	SL:	LC:	SS:	Sheriffs:
	8	15	7	2	0
Year Total	32	37	22	5	6

Respectfully submitted,

S/Sgt Ken Beard
A/OIC North Cowichan Duncan RCMP



2024 Second Quarter Report

North Cowichan Fire Department

August 21, 2024

Regular Council Meeting

Administration: Structure and Leadership

- The Fire Services administration office is now located in Chemainus in the vacated RCMP Highway Patrol office at 9921 Chemainus Road. Offices are established for the Fire Chief, Deputy Fire Chief of Inspections/Investigations, Deputy Fire Chief of Training/Operations, Fire Services Coordinator, and Paid On-Call Captain of Fire Prevention.
- Standard Operational Guidelines (SOGs) are now in place to bring firefighters up to current standards. The review process is now in place as implementation of the guidelines take place.
- Tim Pley & Associates five-year strategic plan will be presented for Council review in August. The plan will look at future staffing, current station locations, levels of service, response times, budget implications, etc. This project includes senior municipal staff.
- New fire apparatus has been ordered with the estimated delivery in the spring (May) of 2025.
- North Cowichan Fire Department (NCFD) has registered with BC Wildfire Service (BCWS) to support the Province as required with 36 personnel signed up for deployments.



Staffing and Firefighter Recruitment

- Fire Administration will be considering a new recruitment drive to start in the fall of 2024, depending on staffing levels.
- The NCFD Labour Relations Committee, which includes North Cowichan Human Resources and CUPE 358 representatives, is meeting bi-monthly to discuss items as they arise and is developing working relationships between operations and associations.



Administration: Communications

- The Chief Administrative Officer, Fire Department Chiefs, and the Human Resources staff held two events for the four stations in late May. These events provided updates to fire department personnel on municipal works and services endorsed by the Mayor and Council and an opportunity for questions and answers that individuals may have had.
- The Fire Administration has worked with North Island Fire Dispatch to improve efficiency in the incident call response matrices across the jurisdiction and contract service areas.
- The North Cowichan Joint Occupational Health & Safety Committee, comprised of Employer representatives and firefighters from the four stations, has continued to meet regularly through the quarter while streamlining the fire department's processing.
- The Fire Chief and staff working in the North Cowichan Communications Department developed a short presentation for Wildland training equipment capabilities, an information distribution plan and communication strategy for North Cowichan residents and business owners.
- An outstanding recommendation from the Tim Pley & Associates report was to develop a plan to be able to share all information with all North Cowichan Paid On-Call firefighters. This is ongoing in Q3.
- Work has started between the North Cowichan IT Department and Fire Department in the creation of an internal SharePoint that can be accessed by firefighters and officers. This communication strategy will enhance capabilities of accessing information remotely. For example, reviewing SOGs. This is projected to be in place by the end of 2024.



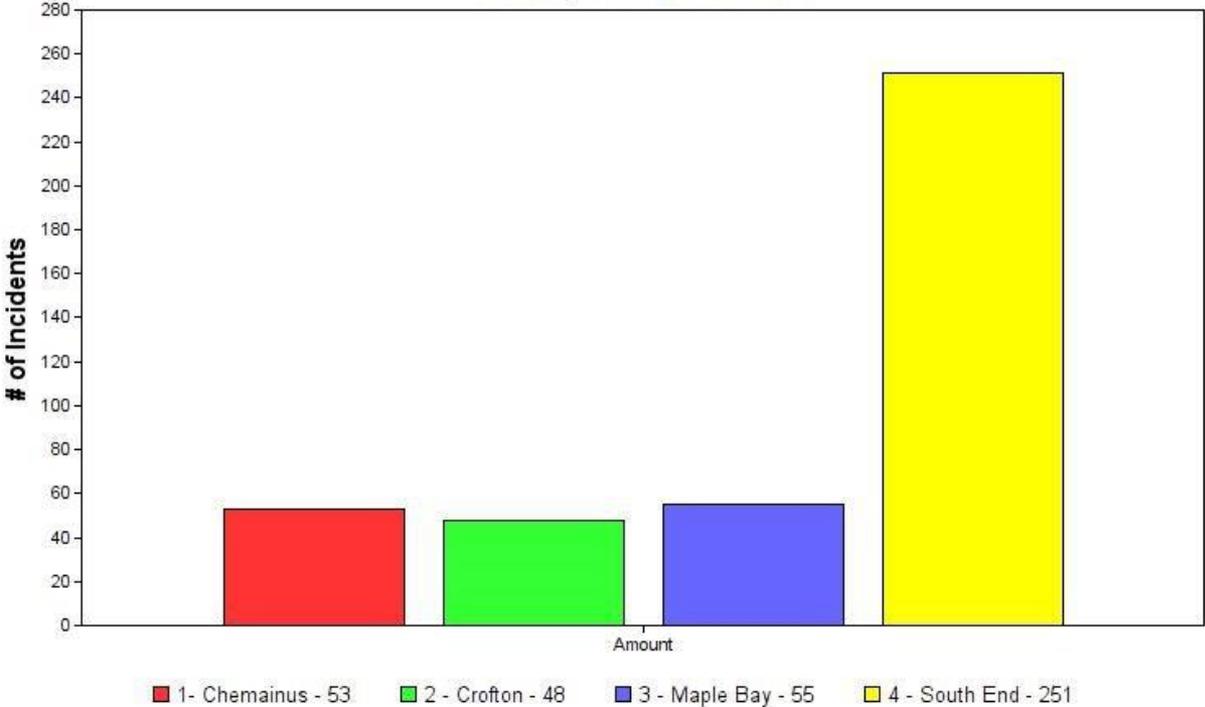
North Cowichan Council Fire Services Appreciation Banquet November 2, 2024

- Fire administration staff is currently organizing a Service Award and Appreciation Banquet recognizing training achievements in the year.

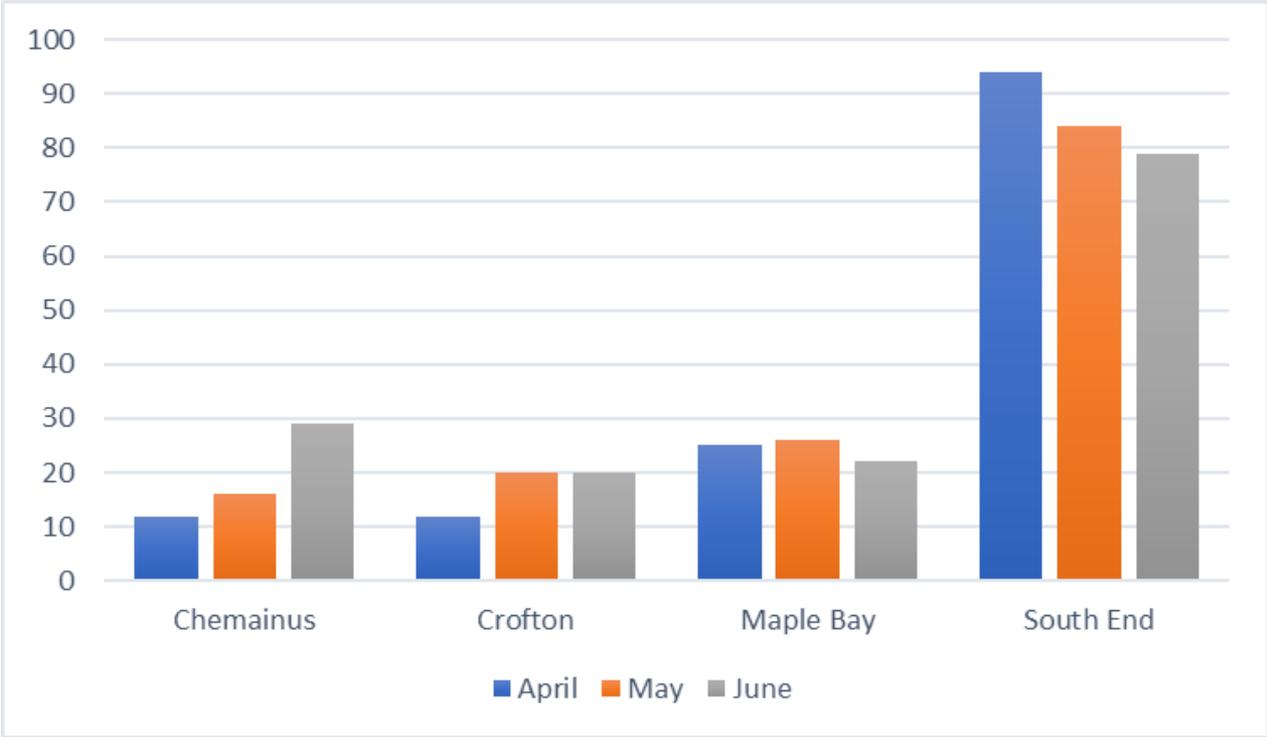


2024 Quarter 2 Total Incident Calls

Totals by Station Q2
From Apr 1 24 to Jun 30 24

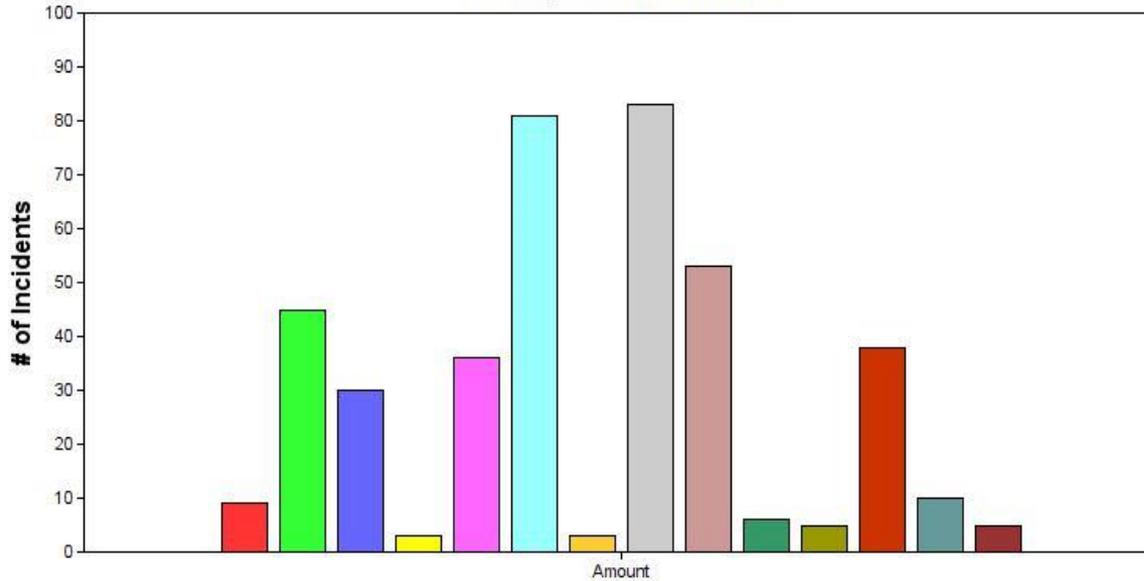


2024 Quarter 2 Monthly Comparison by Station



2024 Quarter 2 Incident Calls by Type

Incident Calls by Type
From Apr 1 24 to Jun 30 24



- Alarms Commercial - 9 Alarms Commercial False - 45 Assistance Calls - 30 Burning Complaint - 3
- Fire Other False - 36 Fire Other Unclassified - 81 Hazardous Material - 3 Medical - 83
- Motor Vehicle Incident - 53 Rescue - 6 Residential Alarm System (Fire) - 5
- Residential Alarm System False (Fire) - 38 Structural Fire - 10 Structure Fire False - 5

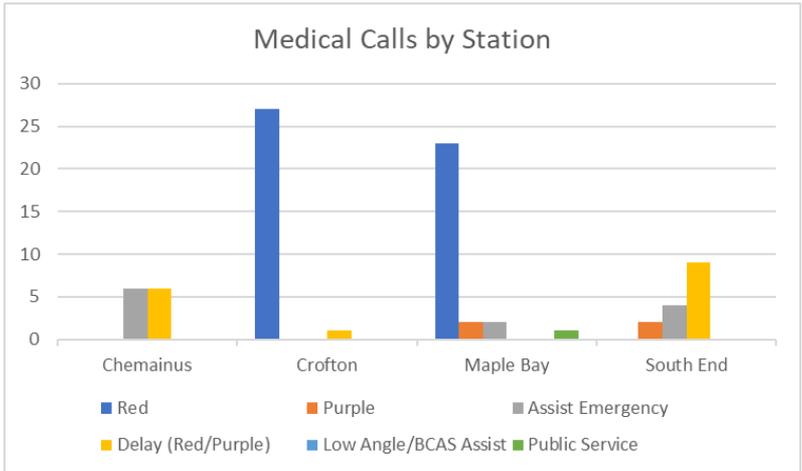
Note: Fire Other Unclassified includes outdoor fires, campfires, motor vehicle fires, etc.



2024 Quarter 2 Medical Calls for North Cowichan

Quarter 2 Medical Calls by Station

Called in As	Chemainus	Crofton	Maple Bay	South End	Total for Department
Red	0	27	23	0	50
Purple	0	0	2	2	4
Assist Emergency	6	0	2	4	12
Delay (Red/Purple)	6	1	0	9	16
Low Angle/BCAS Assist	0	0	0	0	0
Public Service	0	0	1	0	1
Totals	12	28	28	15	83



2024 Quarter 2 Alarm Calls for North Cowichan

Eleven warning letters for Quarter 2 have been sent to property owners and occupants with regard to the *False Alarm Bylaw 3861* by the Bylaw Services Department. Two levies have been sent to property owners and occupants in this time frame.

Quarter 2 False Alarm Calls by Station

	Chemainus	Crofton	Maple Bay	South End	Total for Department
Residential False Alarms	4	6	8	20	38
Commercial False Alarms	5	1	3	36	45
Totals	9	7	11	56	83

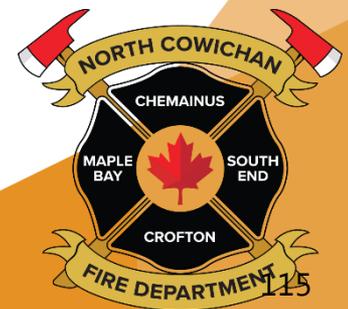
Quarter 2 Alarm Calls by Station (called in as)

	Chemainus	Crofton	Maple Bay	South End	Total for Department
Alarms Commercial	6	0	2	43	51
Alarms Residential	4	6	9	20	9
Alarms Non Emergency	3	2	0	4	39
Totals	21	8	11	67	99



NCFD Wildland Training

- North Cowichan stations have continued in annual refresher and new skill training for wildland firefighting with North Cowichan's Structure Protection Unit.
- Twenty-one firefighters have completed their initial Wildland Firefighter Level 1. Seventeen have completed their SPP-115 Structural Protection training. This training is critical in protecting the community from the impacts of wildfires.



2024 Quarter 2 Training

- Three personnel completed Fire Leadership 1
- Seventeen personnel completed BC Wildfire Service SPP-115 Structure Protection Workshop
- Twenty personnel completed BC Wildfire Wildland Firefighter Level 1
- Nineteen personnel completed Marina Firefighting
- One personnel completed NFPA 1001 Level 1 & 2
- Two personnel completed Incident Safety Officer
- Eleven personnel completed VIERA First Responder
- Nine personnel completed Emergency Scene Traffic Control (Train the Trainer)
- Seven personnel completed a workshop on Emergency Scene Management and Strategies & Tactics

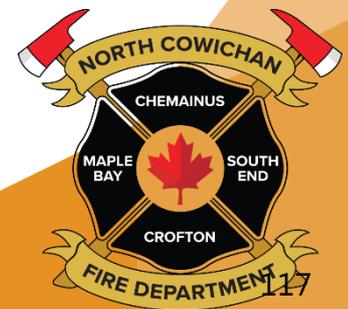
Quarter 2 Training Hours

	Session Hours	Human Hours
Special Training	340.5	1549
Practice	154.5	2359
Totals	495	3908



Fire Inspections

- The Office of the Fire Commissioner (OFC) enacted the new *Fire Services Act* on August 1, 2024, which will have an effect on inspection policies in the near future.
- Fire Inspection Checklists for occupancy types have been created and are accessible by North Cowichan business and property owners.
- Property Scene Release Forms have been updated and are ready for use by Incident Commanders when releasing property from incidents back to a property owner or representative.



2024 Quarter 2 Fire Inspections

Occupancy Type	Number	Reports Issued
A – Assemblies (schools, churches, daycares, etc.)	3	5
C – Apartments/hotels/motels (annual)	2	3
Total	5	8

Reason for Inspections	
Business licensing requirements	3
Routine	1
Requested	1
Total	5



2024 Quarter 2 Referrals & Reviews

Development referrals	15
Special event reviews	8
Fire safety plan review	3
Assistance (comfort letters, codes, etc.)	27
Total	53



Fire Investigations & OFC Fire Reporting

Structure fires	16
Burning complaints	4
Fire (other)	85
Total	105



Public Education and Prevention Q2 Events

Achievements:

- This quarter saw an increase in public education events, following usual trends, with 244 individuals participating in various activities. Local schools with children aged 5-11 had field trips to the firehalls and daycare providers also engaged. They participated in fire safety lessons and interacted with firefighters. A new component, the "Fire Smart for Kids Program" focuses on educating children about wildfire risk.

Future Plans:

- Activities are expected to rise significantly with the return of school in the fall. This year's Fire Prevention Week (October 6-12) theme is "Smoke Alarms Make Working Sense". Activities will include in-class talks and fire truck visits to schools in the jurisdiction.
- Carbon Monoxide Week (November 1-7) will focus on educating the public about carbon monoxide dangers and monitoring.



DELEGATION APPLICATION Virtual or In-Person

Personal information is collected by the Municipality of North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of processing delegation requests. Should you have any questions about the collection of this personal information, please contact Information Management Officer, (250 746-3116; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

Date: July 9, 2024
 Name of Applicant: Jane Kilthei and Valerie Russell On behalf of: The Cowichan Climate Hub
 Address: Valerie: FFIPA s. 22(1); Jane: FFIPA s. 22(1)
 Email: cowichan@climatehub.ca Phone: FFIPA s. 22(1)

I/We request to appear as a delegation before:

Council Committee of the Whole Other _____

Please provide the purpose for your presentation and a brief overview, below, and attach a one-page (maximum) outline of your presentation (if more room is needed). Please be specific.

As extreme weather events increase here on Vancouver Island, across our province, and all over the world, the rising costs of repairing damaged public infrastructure, as well as building the necessary more climate-resilient infrastructure, falls heavily on our local governments. Elected leaders and staff shoulder major responsibility for trying to anticipate and for responding to the escalating storms, floods and droughts which threaten our local ecosystems, water supply and food security, in addition to seriously damaging public infrastructure. At the same time taxpayers shoulder the major financial burden, which will be reflected in steadily rising taxes.

Our presentation will speak to the rapidly rising costs of climate change damage to our communities. We invite Council to join other BC local governments (nine thus far) in a fiscally responsible solution. While one can argue we all have some responsibility for the damage fossil fuels do to our climate, we are not all equally responsible. The major fossil fuel companies, that have profited and continue to profit from the extraction and burning of fossil fuels, knew about the disastrous impacts of their products on our lives and our world. Their own scientist told them in the 1960s and 70s. Then these fossil fuel companies (Exxon, BP, Shell, etc) lied to us for decades about these escalating impacts. The best available evidence confirms those impacts are directly connected to fossil fuel emissions. Big Oil, much like Big Tobacco, knew about the damage and deaths their products caused, yet they continue to expand fossil fuel extraction and burning for profit with this full knowledge.

In 2019, 28 legal scholars from across Canada wrote and encouraged BC local governments to sue fossil fuel companies, saying a court will likely accept the link between current costs and climate change, giving the municipalities the right to sue to recover the costs. This could alleviate the burden on both citizens and local government of the accelerating costs of responding to fossil-fuel driven climate damage. As we talk with residents from North Cowichan and across the Cowichan Valley, they are vocal in their support. Our delegation will be asking Municipality of North Cowichan Mayor Douglas and Council to vote to join other BC local governments in supporting and participating in the province-wide Sue Big Oil campaign (www.suebigoil.ca)

More information can be found at: https://suebigoil.ca/wp-content/uploads/2023/09/Local-Government-Guide_updated.pdf Slides to follow.

Will you be requesting a grant or financial assistance? Yes No

Will you be providing supporting documents to include in the agenda package? Yes No

How will you be presenting? PowerPoint Video Verbal

I affirm that I/we own the rights to the media I/we are providing and hereby grant the Corporation of the District of North Cowichan (Municipality) the irrevocable right and license to use, edit, alter, copy and distribute all materials provided as the Municipality sees fit in its absolute discretion, and that I have obtained appropriate personal information releases from all identifiable individuals appearing in these materials for such use. Yes No

I confirm that I want to participate: In-Person Virtually

If participating virtually, I confirm that I have tested my ability to participate in a Webex meeting: Yes No

I would like a member of the North Cowichan IT team to connect with me to confirm my configuration: Yes No

To test your ability to participate in a Webex meeting, start a meeting at this site: <https://www.webex.com/test-meeting.html>
 Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone: <https://help.webex.com/en-us/bzq2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

Council welcomes public comments, but as a courtesy to Council who deal with lengthy agendas, we request that you present your information clearly and concisely in **ten minutes** or less. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

For Internal use only

Funding request (if any) reviewed by Director Financial Services Yes

Request approved (date) _____ Date of Meeting _____

122

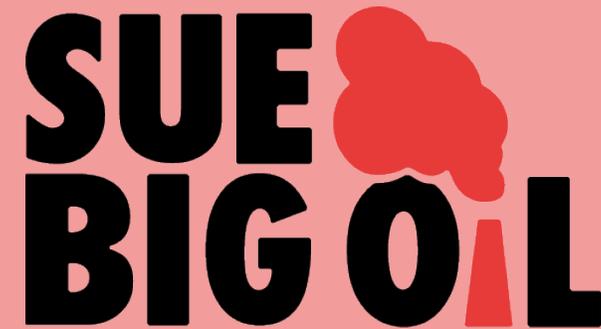
WHY NORTH COWICHAN SHOULD JOIN OTHER BC COMMUNITIES & SUE BIG OIL?

Presentation to Council
Jane Kilthei & Valerie Russell,
Cowichan Climate Hub

Wednesday
August 21, 2023

Paying the Costs of Climate Damage

**SUE
BIG OIL**



Campaign Support:



WCEL lawyer Andrew Gage, here to answer
your questions

Rain finally subsides, but flood damage extensive in Cowichan

Still no direct access to Chemainus from the south due to road closures



[Don Bodger](#)

Nov 15, 2021 2:10 PM

Updated Nov 17, 2021 8:28 AM



Russell Farm Market is under water again. (Photo submitted)

2 roads still closed, but Cowichan Valley recovering from floods

But heavy rain is expected again by week's end

[Black Press Media Staff](#)

Nov 24, 2021 5:45 AM



Recovery efforts continue in the Cowichan Valley after last weeks flooding. Pictured are people being rescued along Canada Ave. during the heavy rains on Nov. 15. (File photo)

Climate Adaptation Strategy Process

Ph 1 What We Heard Report – understanding local context & concerns

Ph 2 Climate Vulnerability & Risk Assessment Report

Ph3 Draft Climate Adaptation Strategy

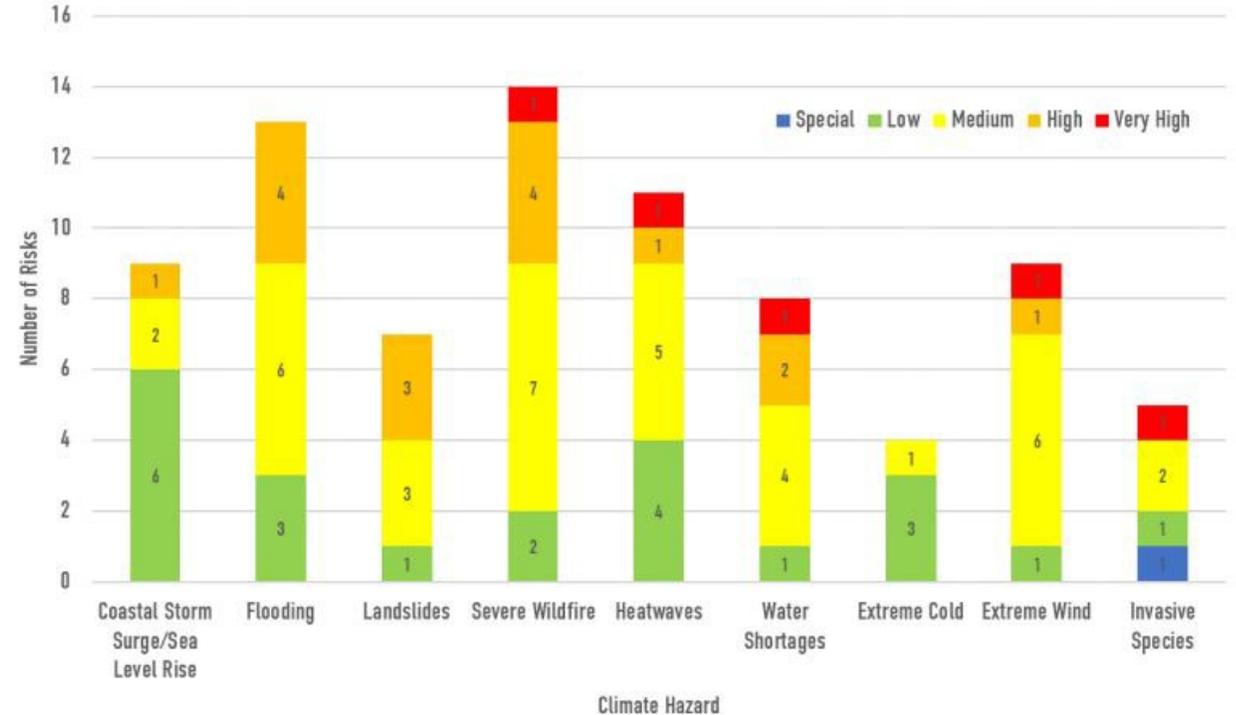


Figure 3: Risk Assessment Results by Climate Hazard

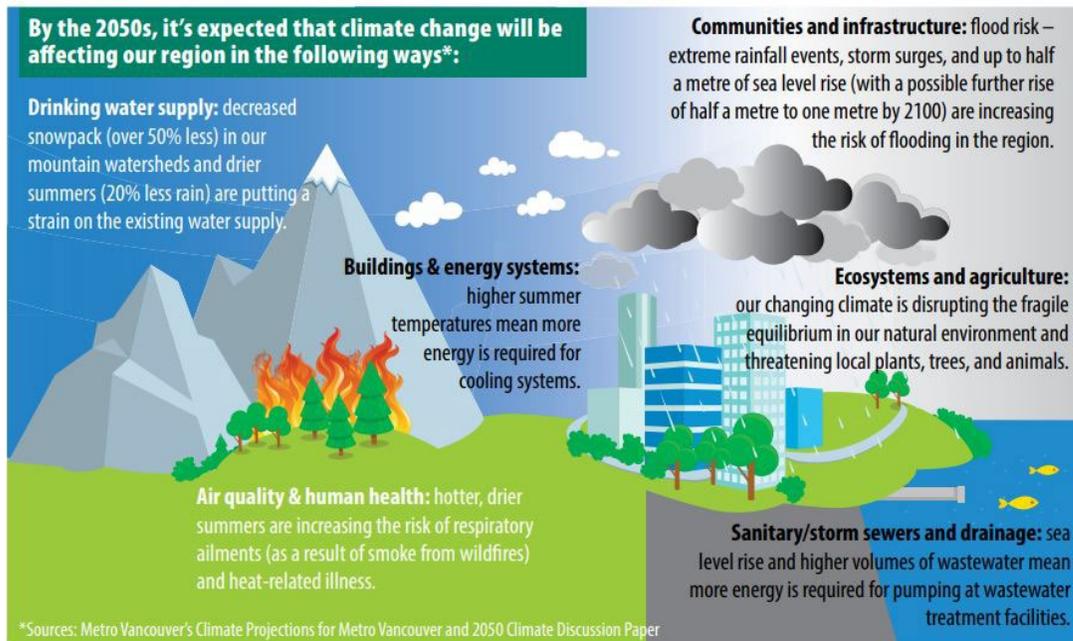
Some key observations emerged from Figure 3:

- The climate hazards with the highest number of risk statements were Severe Wildfire (14), Flooding (13), and Heatwaves (11).
- The climate hazards with the highest number of risks rated Very High or High were Severe Wildfire (5) and Flooding (4).

Port Moody - a community with a similar population size, climate risks & vulnerabilities, as North Cowichan

There are many similarities between our two coastal communities in our assessment of climate risks & recommended responses.

Figure 4: Future Climate Impacts



Port Moody's similar assessment of high climate risks & vulnerabilities

Figure 12: Risk and Vulnerability High Risks

Impact Statement	Likelihood	Consequence	Risk Total
Increased interface fire risk: could damage infrastructure, disrupt service, displace people	5.5	4	22
Insurance challenges due to prolonged recovery	5	4	20
Shoreline habitat squeezed out by rising waters and hardened shorelines	5.5	3.5	19.25
Increase in shoreline erosion negatively impacts both the aquatic environment and shoreline public amenities	5.5	3.5	19.25
Increased strain on emergency services	6	3	18
Increased demand on resources during times of response/recovery from events	6	3	18
Increase in impacts to urban trees and green space resulting in increased resource needs and decreased public amenity	6	3	17.5
Increased landslide risk due to changing rainfall patterns: could damage infrastructure, disrupt service, displace people	5	3.5	17.5
Increasing health impacts and shelter needs for the homeless population during long stretches of inclement weather	5.5	3	16.5
Sanitary pump station function impacted due to rising water levels, site flooding and saltwater intrusion	5.5	3	16.5
1 Flooding in low lying areas could displace people and disrupt service	5	3	15
2 Decreased durability of infrastructure will shorten lifespans and require increased maintenance	5	3	15
3 Increased stress on native species resulting in shifting species ranges and potential loss of biodiversity	5	3	15
4 Overwhelmed drainage infrastructure due to heavy rainfall increases urban flood risk	5	3	15
5 Gradual inundation of low lying land along the coast over time due to sea level rise	5	2	10

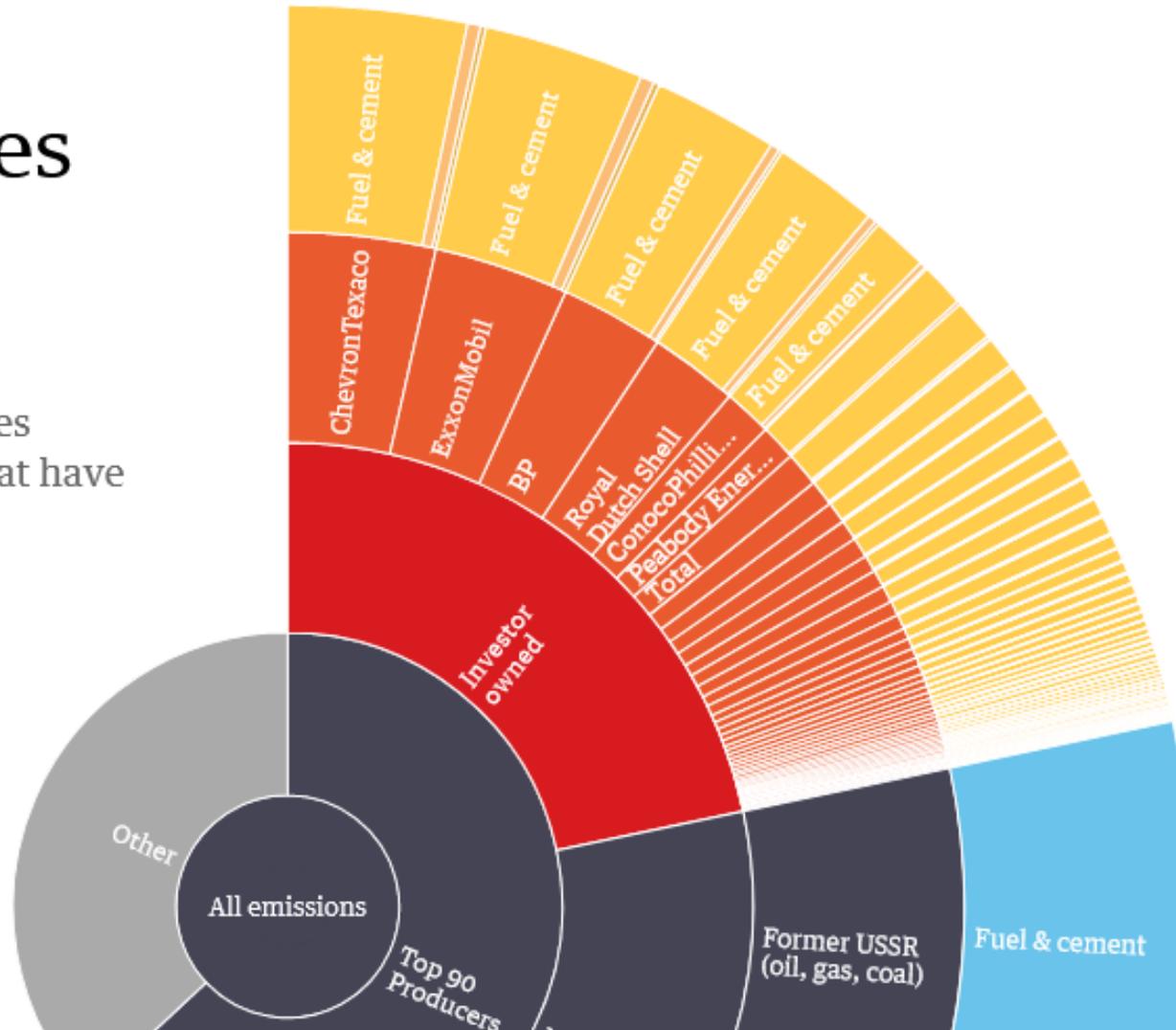
Why Fossil Fuel companies?

Which companies caused global warming?

A new paper shows which companies extracted the carbon-based fuels that have caused climate change.

👉 Hover and click to explore

📄 [Read the news story](#)

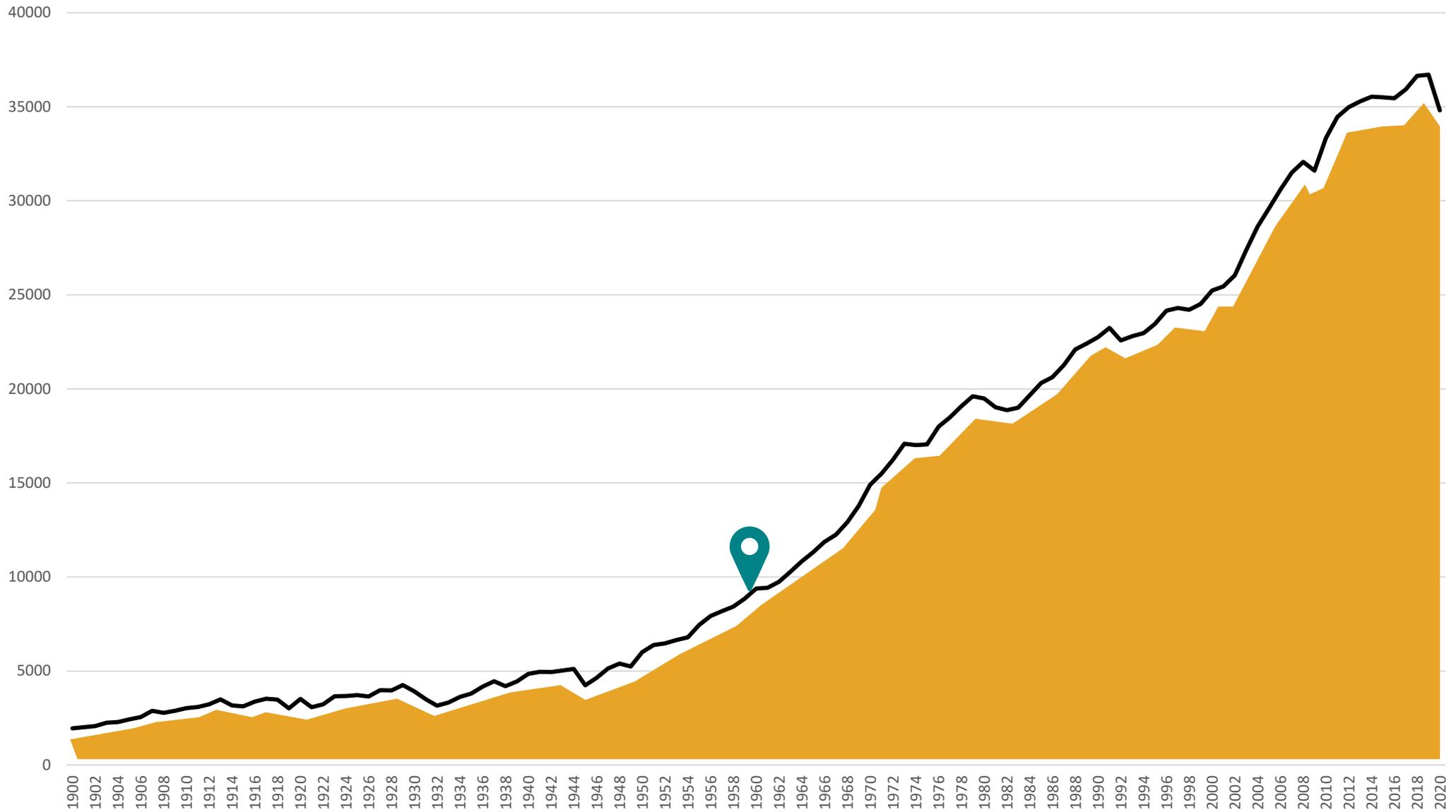


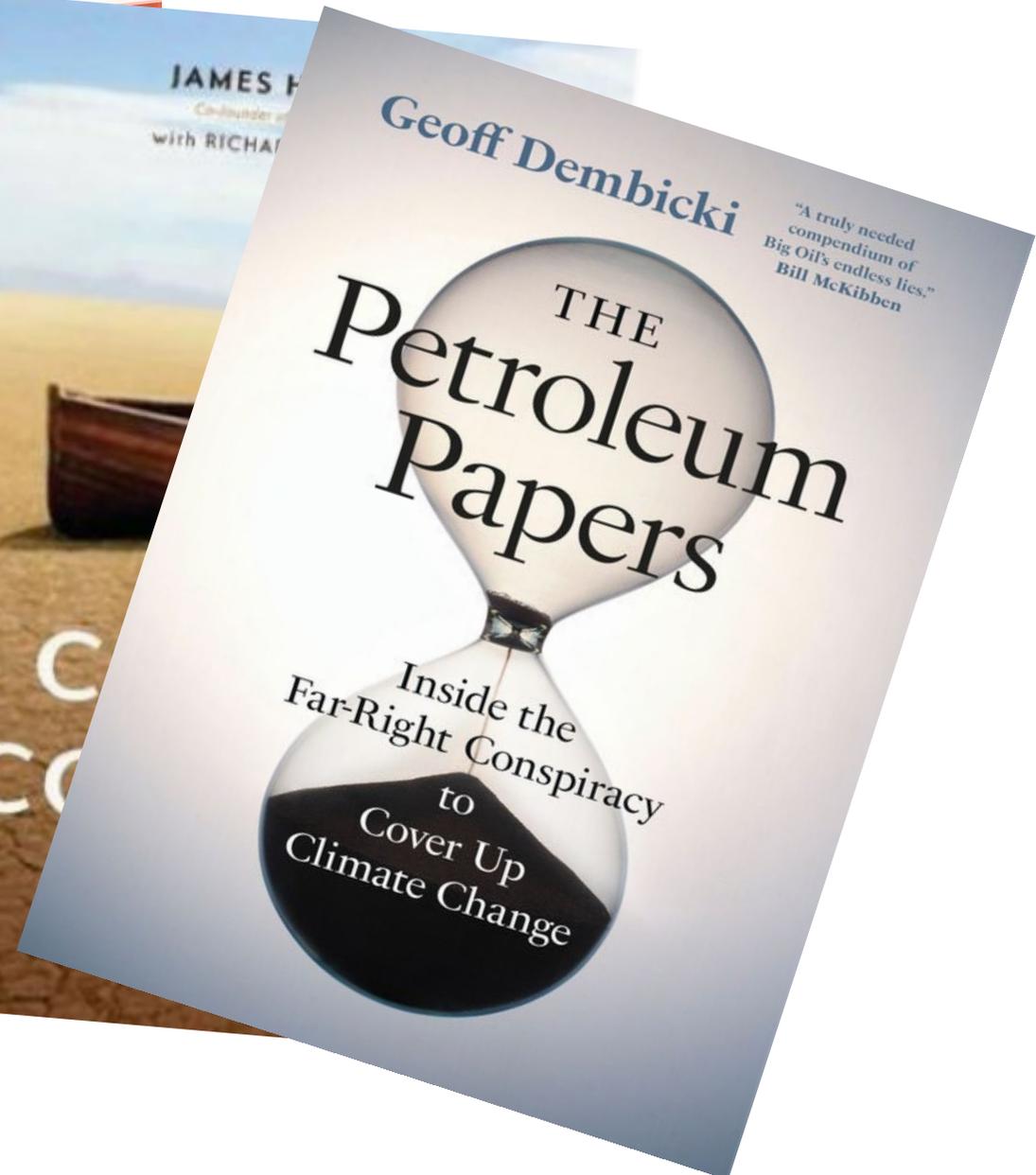
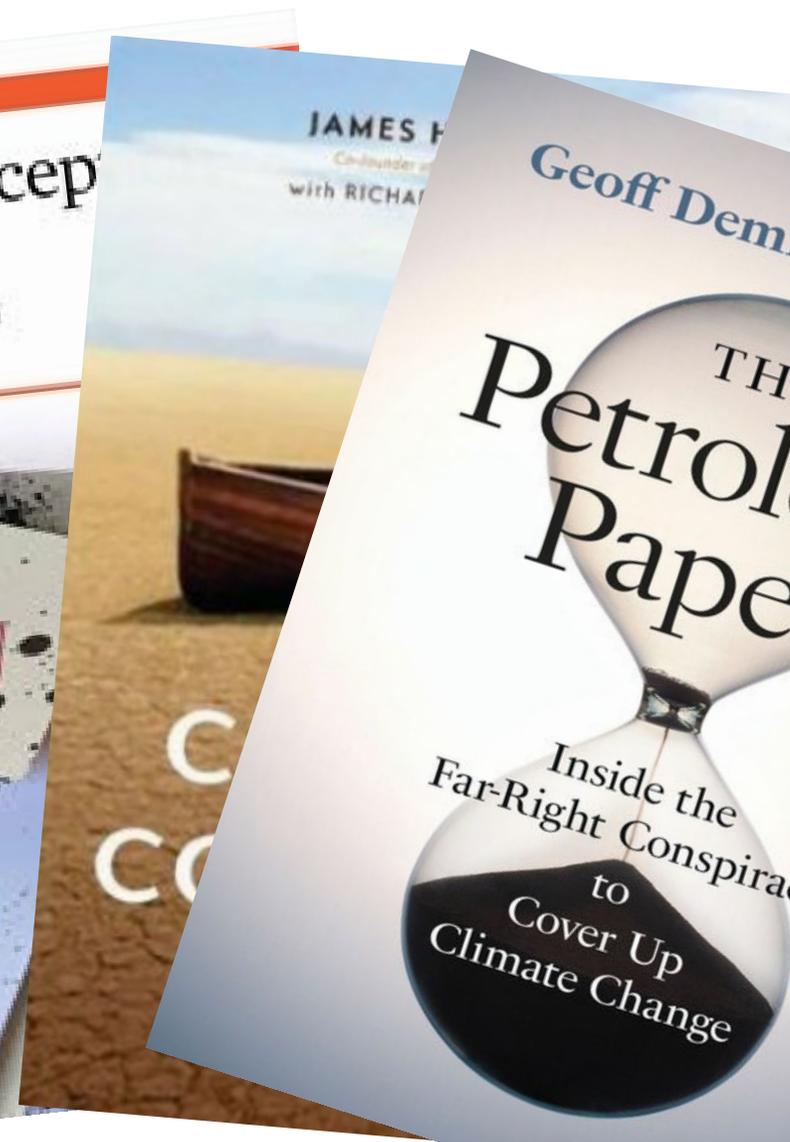
“Whenever you burn conventional fuel, you create carbon dioxide... [contributing to] a greenhouse effect ... [A] temperature rise corresponding to a 10 per cent increase in carbon dioxide will be sufficient to melt the icecap and submerge New York. All the coastal cities would be covered”

– Dr. Edward Teller, 1959, Speaking to the American Petroleum Institute



Human-CO2 emissions by year





BP [redacted] as profits more than double to £23bn

Energy company faces calls for toughened windfall tax as it reaps rewards from high gas prices

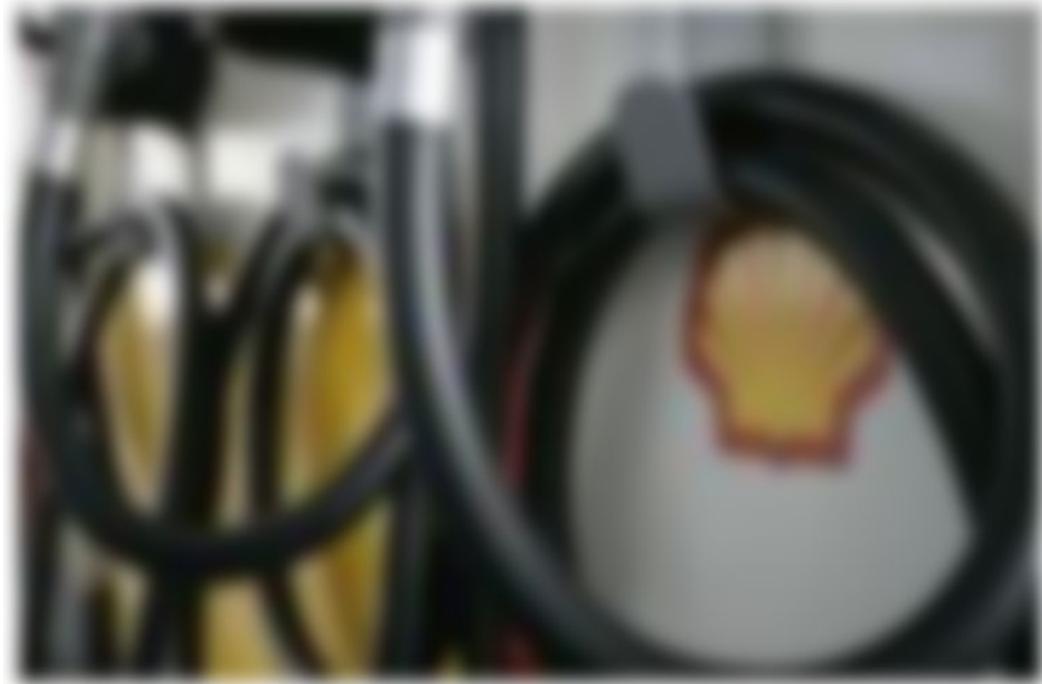
● [UK business live - latest updates](#)



📷 The Labour party last week asked for Britain's energy profits levy to be revamped to capture more of the exceptional earnings made by oil and gas firms. Photograph: Kacper Pempel/Reuters

Shell Hits the Brakes on Growing Renewables Unit After Record 2022 Profit

- Company aims to focus investments to boost shareholder value
- Low-carbon energy spending has grown as Shell aims to cut CO2



Photographer: Dimas Ardian/Bloomberg

SUE BIG OIL is legally possible

Photo from MillieuDefensie



SUE
BIG OIL



**SUE
BIG OIL** is financially
manageable



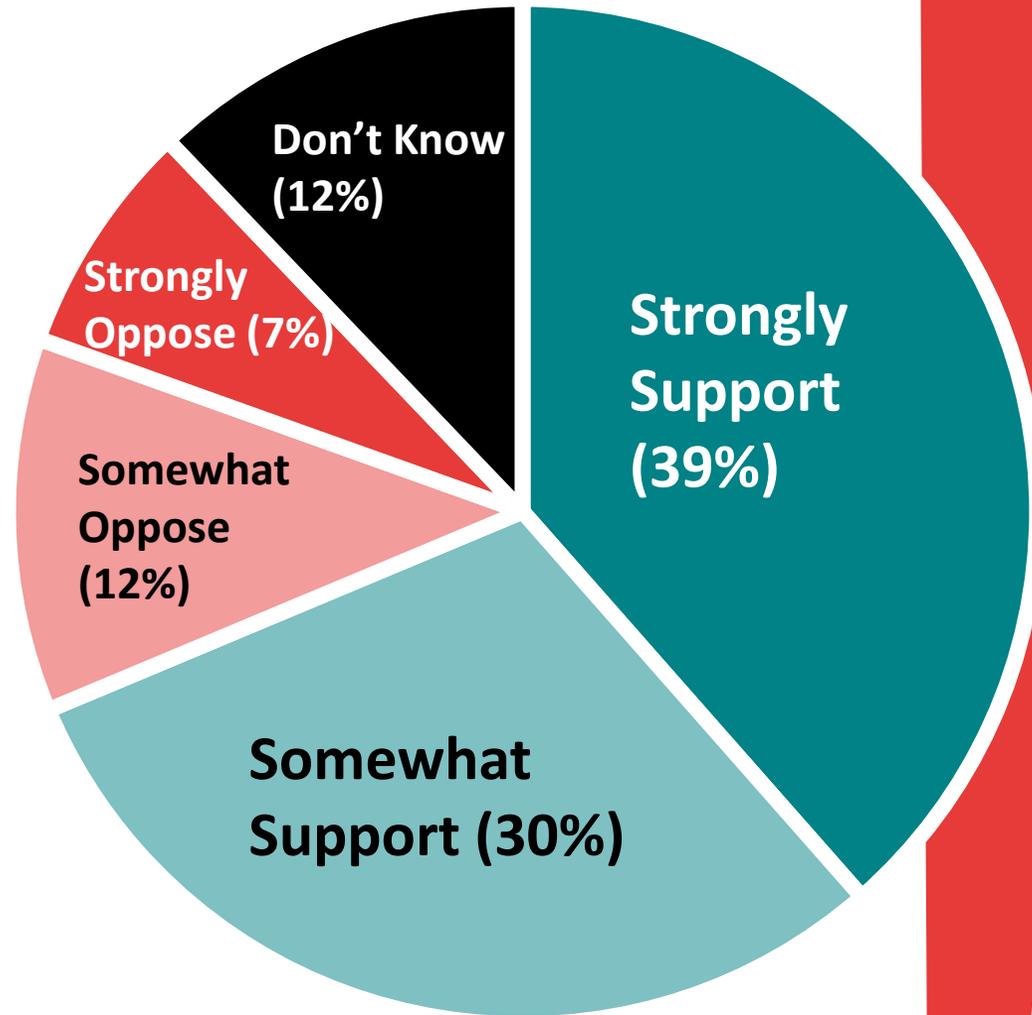
**SUE
BIG OIL**



SUE BIG OIL is Popular

“Some people say that instead of local communities and taxpayers paying all of the increasing costs of climate change, local governments in BC should work together to sue the world’s most polluting oil companies to make them pay for a share of these costs. Do you support or oppose this idea?”

(Stratcom, 2022)



benefits our communities

- Early on a judge confirms that there is a winnable case.
- Changes in investor, fossil fuel company behaviour.
- Needed resource for our communities.
- Fossil fuel companies, investors and governments record climate costs as a liability, making better business decisions.

Burnaby joins Sue Big Oil campaign, would commit \$1 for every resident

"I think it's very prudent; it makes sense," said a local Burnaby mom advocating for the campaign.



Environmentalists from various local advocacy groups in Burnaby joining the Sue Big Oil campaign. | Lauren Vai

CoastReporter
VOICE OF THE SUNSHINE COAST

Gibsons commits to the Sue Big Oil campaign

Town to work with other local governments in B.C. to file a class action lawsuit to recover costs from global fossil fuel companies.

Connie Jordison

Mar 10, 2023 12:50 PM



aries | Connect | A-I

VANCOUVER SUN

Squamish council votes to support class action lawsuit against fossil fuel companies

The district will set aside funds— \$1 per resident or about \$25,000— in the 2025 budget for this proposed suit.

Tiffany Crawford

Published Oct 25, 2023 • Last updated Oct 25, 2023 • 2 minute read

Join the conversation



QUESTIONS?

www.suebigoil.ca

agage@wcel.org

**SUE
BIG OIL**



WEST COAST
Environmental Law

DELEGATION APPLICATION Virtual or In-Person

Personal information is collected by the Municipality of North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of processing delegation requests. Should you have any questions about the collection of this personal information, please contact Information Management Officer, (250 746-3116; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

Date: 2024/06/28
 Name of Applicant: Ryan Painter On behalf of: Pete Smith, CEO Sasquatch Resources Corp.
 Address: #600 - 1090 West Georgia St. Vancouver, BC V6E3V7 Canada
 Email: ryan@ryanpainter.ca Phone: 2508120849

I/We request to appear as a delegation before:

Council Committee of the Whole Other _____

Please provide the purpose for your presentation and a brief overview, below, and attach a one-page (maximum) outline of your presentation (if more room is needed). Please be specific.

Pete Smith, CEO of Sasquatch Resources Corp. (Sasquatch), will present the company's Skw'aakw'unu (Mount Sicker) reclamation, remediation, and economic development project. See attached outline for details. Pete will also be requesting a formal letter of support from Council for the project.

Will you be requesting a grant or financial assistance? Yes No

Will you be providing supporting documents to include in the agenda package? Yes No

How will you be presenting? PowerPoint Video Verbal

I affirm that I/we own the rights to the media I/we are providing and hereby grant the Corporation of the District of North Cowichan (Municipality) the irrevocable right and license to use, edit, alter, copy and distribute all materials provided as the Municipality sees fit in its absolute discretion, and that I have obtained appropriate personal information releases from all identifiable individuals appearing in these materials for such use. Yes No

I confirm that I want to participate: In-Person Virtually

If participating virtually, I confirm that I have tested my ability to participate in a Webex meeting: Yes No

I would like a member of the North Cowichan IT team to connect with me to confirm my configuration: Yes No

To test your ability to participate in a Webex meeting, start a meeting at this site: <https://www.webex.com/test-meeting.html>

Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone:

<https://help.webex.com/en-us/bzq2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

Council welcomes public comments, but as a courtesy to Council who deal with lengthy agendas, we request that you present your information clearly and concisely in **ten minutes** or less. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

For Internal use only

Funding request (if any) reviewed by Director Financial Services Yes

Request approved (date) _____ Date of Meeting _____

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DELEGATION PROCEDURES

"*Delegation*" is the term used to define the process whereby an individual or a delegation appears before Council in order to make a presentation, enter a request for action, or bring Council up to date on a project, idea, or concept, or to provide further information on an issue currently before Council for a decision. The process is governed by the rules set out in Council Procedure Bylaw No. 3602. The bylaw states that a delegation may address Council at a regular council meeting with the permission of the Mayor or Council but must not permit a delegation to address a meeting of the Council regarding a proposed bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

APPLICATION PROCEDURES

To appear as a delegation a "Delegation Application" must be filled out and submitted to Legislative Services to legislativeservices@northcowichan.ca. It must include:

- Purpose of the presentation
- Proposed action of Council/Committee (must be within the authority of the District)
- Contact details of the person who will speak on behalf of the delegation

Once the application is received staff will respond to your request as soon as possible. If you are approved as a delegation, you will be scheduled for the first available meeting date. A copy of your presentation, supporting materials, and PowerPoint presentation (if applicable) **must be submitted one week in advance of the scheduled meeting date** so that a copy of the intended presentation can be provided to Council or Committee members for review prior to the meeting so they can properly consider your presentation. Council receives no more than three (3) separate delegations at a Council meeting, which may result in your request being moved to the next available meeting date.

FINANCIAL ASSISTANCE PROCEDURES

If requesting a financial contribution, please review the [Council Policy](#) and complete the [Grant-in-Aid Application](#).

NOTE: Grant-in-aid applications must be received no later than October 15th of each year for consideration in the following year's budget during deliberations in the fall. No Grant-in-Aid funds will be disbursed to the organization until after adoption of the Financial Plan (after May 15th yearly).

MEETING PROCEDURES

It is understandable if delegates are nervous about speaking in a public forum that may be televised. Remember that Council is familiar with this process and is very understanding of any nervousness and tries to set a comfortable and welcoming scenario for all. Council encourages public participation and welcomes delegations and appreciates the public coming forward to be heard.

Prior to Meeting Date

Staff will confirm the date and time of the meeting you are scheduled to attend. If participating virtually, delegations must test their webcam, speakers, and microphone, and ability to participate in a Webex meeting at least two (2) days prior to the meeting (see page one for testing links).

During Meeting

- Virtual delegations must join the virtual meeting at least 10 minutes prior to the start of the meeting as it is not possible to predict the exact time the delegation will be heard. Once you have joined the meeting you should turn your video and audio feeds off until addressed by the Mayor.
- In-person delegations must attend Council Chambers at least 10 minutes prior to the start of the meeting.
- Delegations will have a maximum of **ten (10) minutes** for the verbal or visual presentation; please do not go over time.
- Council and Committee meetings are held through the Webex virtual meeting platform and are live streamed. When the Mayor or Chair calls you, if participating virtually please turn your audio and video feeds on and introduce yourself by speaking in a clear voice; if participating in-person please proceed to the podium and introduce yourself by speaking in a clear voice.
- At the end of your presentation, clearly and succinctly summarize any requests being made to the Council or Committee. *Council or Committee members may ask questions if they feel clarification is necessary.*

Meeting Protocol

Please use the following forms of address, not first names, regardless of how well you know the members:

- The Mayor should be addressed as "Mayor <last name>" or as "Mr. Mayor" or "His Worship"
- The Councillors should be addressed as "Councillor <last name> "
- Staff should be addressed either by title, e.g., "Chief Administrative Officer, Director of Planning and Building,", or by name, e.g., Mr. Smith, Ms. Jones
- All delegations and responses to Council or staff or Committee members are addressed through the Mayor or the Chair, e.g. "Mayor Douglas, in response to the Council member who just spoke, ..."

Note: Council often does not make final decisions for requests at the meeting. Typically requests are referred to staff or another Committee for review, report, and recommendations to Council.

Thank you for taking the time to prepare for your delegation with Council. Your participation in our local government is greatly appreciated. North Cowichan Mayor and Council.

Skw'aakw'unu (Mount Sicker)

Presentation Outline

1. History of Skw'aakw'unu (Mount Sicker)

a. Timeline, waste rock, dumping,

2. New methods and possibilities

a. What would be done, expertise employed, site restoration

3. Dangers

a. What, where, and why these need to be addressed

4. Waste processing

a. Processing and site management cycle (with renderings)

5. Processing plan

a. Mobile unit, sorting

6. Reclamation

a. Approved program, hazard management, contouring, natural revitalization

7. Outcomes

8. Discussion

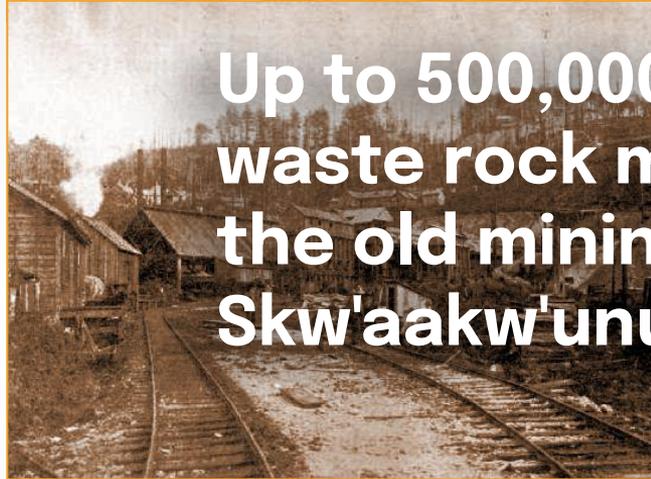


The Skw'aakw'unu (Mount Sicker) Reclamation Project



Previous operations on Skw'aakw'unu (Mount Sicker) include **Lenora**, **Richard III**, **Tyee**, **Victoria** and **Twin J** mines (1895-1945)

All work has left behind **massive** amounts of waste



Up to 500,000 tonnes of waste rock may be sitting at the old mining sites on Skw'aakw'unu (Mount Sicker)



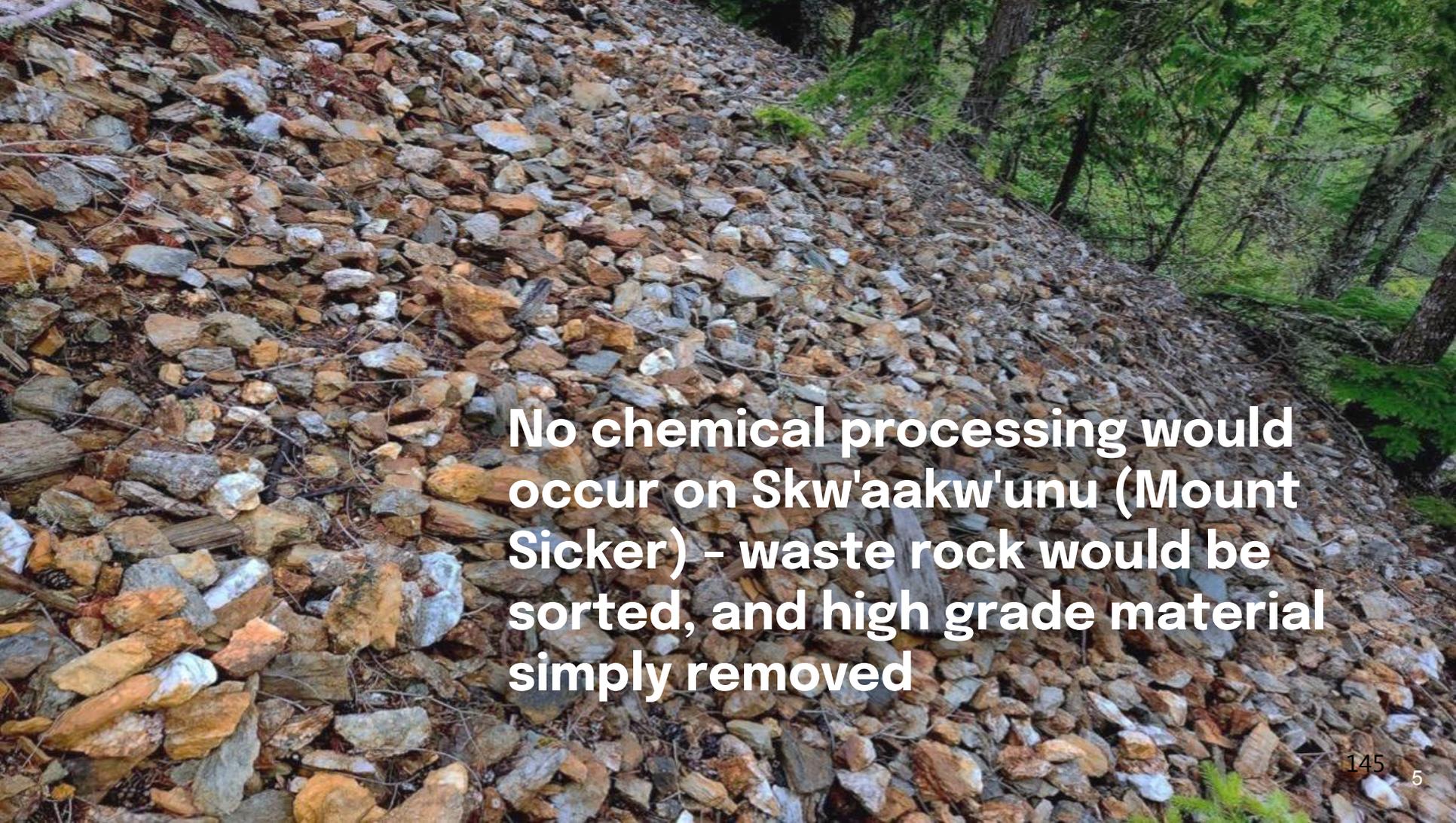


Waste rock areas at Skw'aakw'unu (Mount Sicker) have become a magnet for more garbage



An aerial photograph showing a large, light-colored, eroded hillside or tailings pile in a forested area. The hillside is composed of loose soil and gravel, with several distinct erosion channels running down its length. The surrounding area is densely forested with green trees. A dirt road or path winds through the scene, starting from the top left and curving around the base of the hillside. The overall scene suggests a site of industrial activity or land reclamation.

**New processing methods can
access valuable elements
left behind - which could pay
for a reclamation of the area**

A large pile of waste rock, consisting of various sizes and colors of stones (brown, grey, and white), is piled up on a hillside. The background shows a dense forest of green trees. The text is overlaid on the rock pile.

No chemical processing would occur on Skw'aakw'unu (Mount Sicker) - waste rock would be sorted, and high grade material simply removed



There would be a professionally designed and approved reclamation strategy, restoring the site and removing hazards



**Unsightly waste at Skw'aakw'unu
(Mount Sicker) has been sitting,
virtually unchanged by the passage
of time, for over 100 years!**



DANGERS ON SKW'AAKW'UNU (MOUNT SICKER)

Historic mining operations have left behind old workings and a number of potentially life-threatening hazards

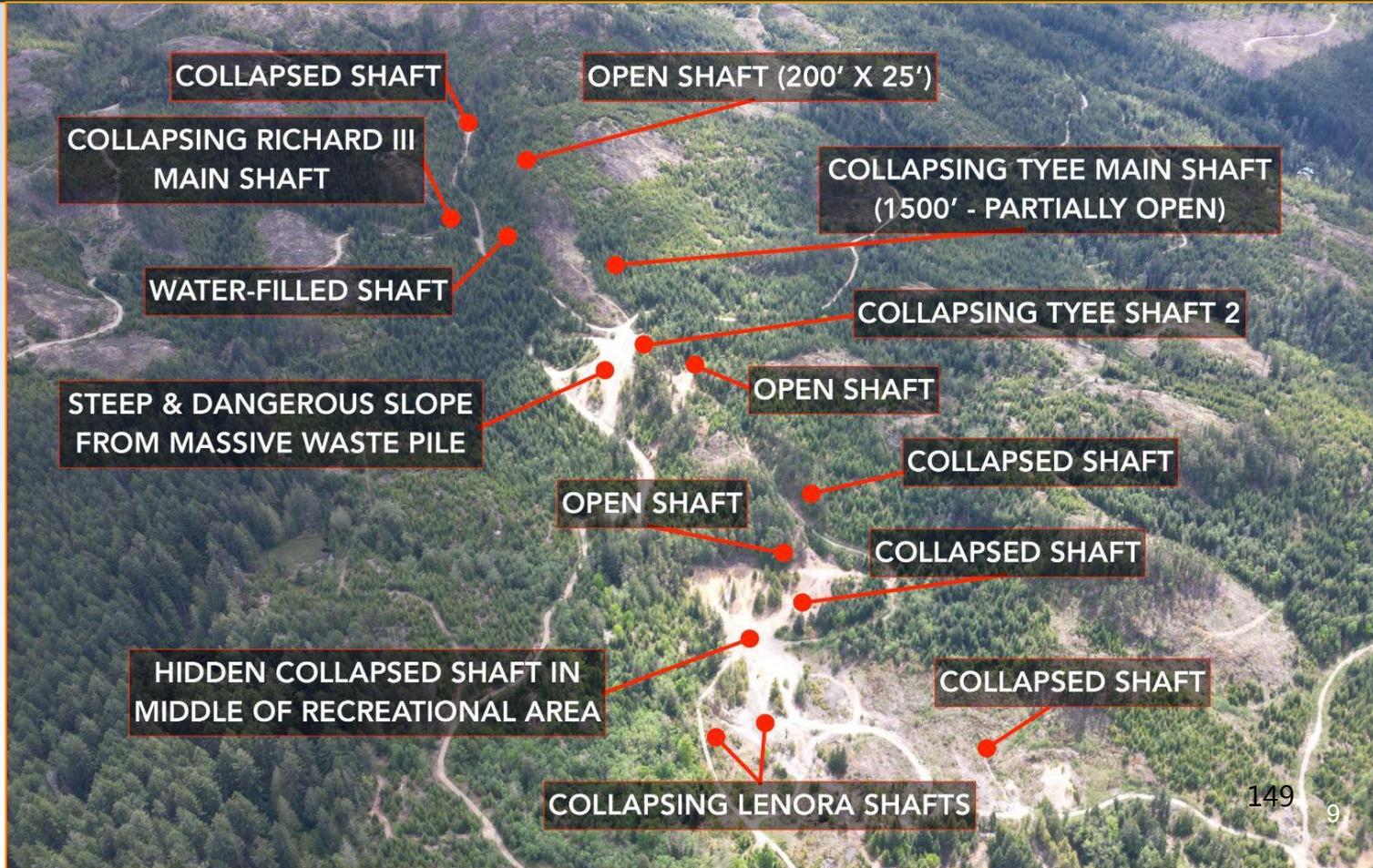
The area is used extensively by locals and tourists for mountain biking, dirt biking, hiking, and other recreational activities

As a part of any reclamation plan, known hazards would all be remediated





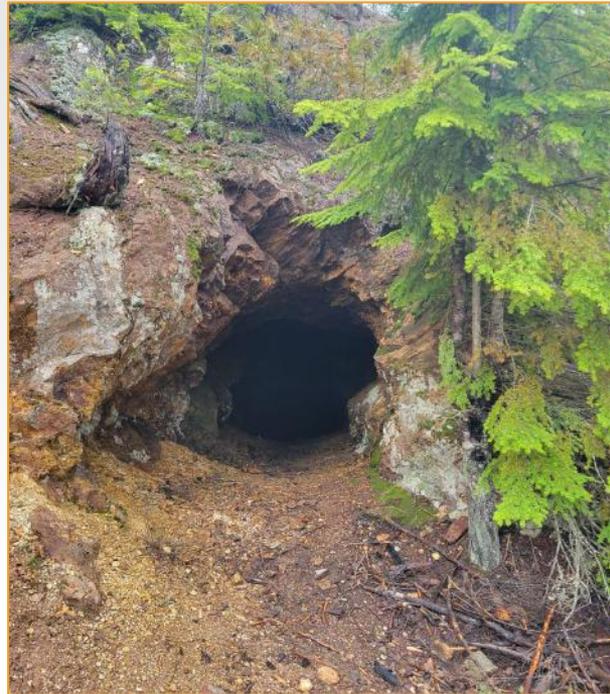
SAMPLING OF SKW'AAKW'UNU (MOUNT SICKER) HAZARDS



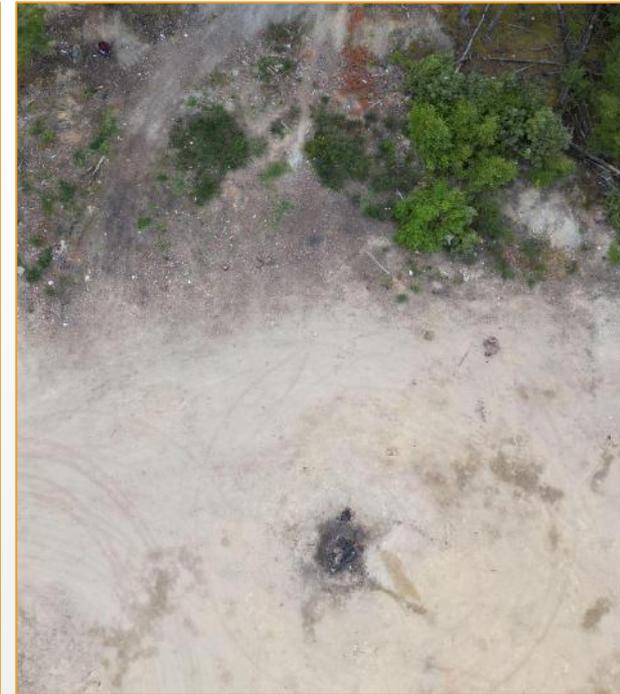
HAZARD CLOSE UPS



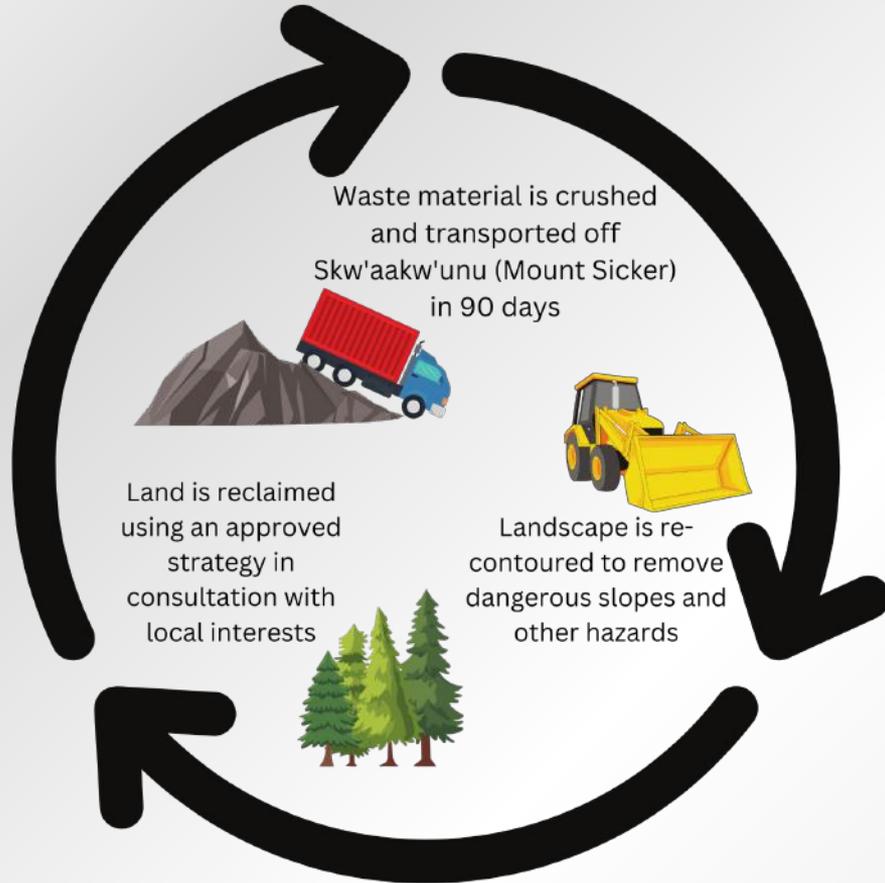
Open shaft hidden by trees, 25ft across and over 200 ft deep



Open adits all over the area - to be sealed with special screens*



Collapsed potholes in open areas of recreational use



LENORA DUMP

BEFORE



AFTER



TYEE DUMP

BEFORE



AFTER



LOWER WASTE DUMP

BEFORE



AFTER





Processing plan:

- The waste will be crushed and sorted on site using a mobile system
- High grade waste will be transported down the mountain and shipped to an advanced processing facility already in use
- The entire process, once started, should be completed in 3 months





The mobile unit to be used will have virtually no environmental impact, and uses gravity, x-ray sensors, and AI technology to identify mineralized (high sulphide) waste





Ore sorting and related technology will be provided by SRI/ABH and led by Brent Hilscher. Mr. Hilscher is considered a global leader in ore sorting technology and has done work for dozens of notable international mining companies, including:





Why we think this approach could be "the model" going forward:

Previous attempts to address waste-rock at old mining sites generally suggest small-scale processing, on-site, which has the following issues:

- Requires MORE mining infrastructure, including new tailings ponds, which increases the mess
- Takes many years before ANY reclamation can be done
- Creates new environmental risks

Sorting and shipping of waste-rock has the following big advantages:

- All done using mobile infrastructure, with no "new" mess, and uses an existing facility, off-site, for advanced processing
- Can be completed quickly, likely within months, so reclamation can begin almost right away
- Still removes the high sulphide material, improving quality of future water run-off





Using an approved reclamation and remediation program, existing hazards will be fixed and the historical mining area will be re-contoured with new soil, trees and foliage brought in to help kick-start the natural revitalization process

Reclaimed areas can be used as "learning zones" for future similar reclamation strategies to be applied elsewhere in BC, Canada and the world





The Skw'aakw'unu (Mount Sicker) Reclamation Project would:

- Provide jobs for the Cowichan Valley
- Clean up a 125-year-old mess
- Result in the recovery of gold, silver, copper and zinc
- Repair a number of potentially life-threatening hazards
- Represent a rare 'win-win' environmentally and economically for the Cowichan Valley
- Serve as an example of how to deal with waste sites nationwide



**Thank you for
helping us restore
Skw'aakw'unu
(Mount Sicker) to
pristine condition!**



Report

Date July 17, 2024

File: 3060-20 19.27

Subject Development Permit Amendment with Variance at 3191/3253 Sherman Road
 (Application DP000172).

PURPOSE

To consider an amendment and variance to the development permit (DP000172) issued to the Community Land Trust Foundation of BC for the property located at 3191/3253 Sherman Road, to extend the permit expiry date and to vary the Zoning Bylaw to reduce the minimum rear yard setback for an institutional building from 8.0 metres to 3.08 metres.

BACKGROUND

The 1.21 ha (2.99 ac) subject property is located within the Berkey's Corner Growth Center, designated Village Residential under the Official Community Plan and owned by North Cowichan (Attachments 1 & 2). Council approved a lease over part of this parcel to the Community Land Trust of BC for the preparation of a 92-unit (34 townhouses and 58 apartments) development funded under the BC Housing Community Housing Fund ("the housing project").

To prepare the subject property for the housing project, a Zoning Amendment was adopted in 2017 to rezone part of it to a Mixed-Use Residential (CD15) zone. The remainder of the property, presently leased by the Duncan Curling Club, is zoned Public Use (PU) (Attachment 3).

June 15, 2022, Council passed a resolution to invite the Community Land Trust of BC to submit a grant-in-aid and permissive tax exemption applications and committed to providing \$75,000 from the Affordable Housing Reserve Fund. These financial contributions enabled the Community Land Trust of BC to meet the BC Housing's funding criteria. Considered at the time to be the last financial hurdle for the housing project.

During the subdivision review process, changes were made to the *Environmental Management Act* and Contaminated Sites Regulation. This change imposed additional requirements to assess potentially contaminated sites prior to development occurring on the site. This unforeseen change caused the housing project to be put on hold until the required site investigations (Phase 1 and 2 Environmental Assessments and a Detailed Site Investigation) were completed to identify the presence and cause of any real or perceived site contamination. The results of the site investigations concluded that no contamination from human activities occurred on the site.

Lastly, the expiry of the previously authorized development variance permit (DVP00061) occurred during the site investigation process and is the reason for the report in front of Council today.

Proposal

Further to the applicant's letter of rationale (Attachment 4), staff propose an amendment to the previously authorized development permit to address the expired setback variance and to extend the

permit until 2026 (Attachments 5 & 7). The proposal minimizes any delays to the permitting process and will provide the applicant sufficient time to complete the subdivision process and obtain a building permit.

DISCUSSION

The proposal is subject to substantially the same municipal policies and bylaws as identified in the January 20, 2021, Report to Council (Attachment 6) and therefore, staff have elected not to reiterate these considerations below.

Furthermore, it is the opinion of staff that the original development permit DP000172 (Attachment 5) continues to substantially fulfill the intentions of the applicable development permit (DP) "A.1" guidelines.

Conclusion

As the requested variance facilitates the development of the housing project, does not impact any existing residential properties, and is designed in compliance with DP guidelines, granting of the requested variance is recommended.

OPTIONS

1. (Recommended Option)

THAT Council authorize the issuance of Development Permit Amendment with Variance Application DP000172 to facilitate the construction of a 92-unit apartment and townhouse development at 3191 and 3253 Sherman Road (PID: 003-809-510 and PID: 003-806-471) and grant:

1. a two year extension to the permit, and
2. a variance to Section 79(2)(a) of Zoning Bylaw 1997, No. 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08.

2. THAT Council deny Development Permit Amendment with Variance Application DP000172.

IMPLICATIONS

If the proposal is approved as recommended, the applicant would be required to obtain subdivision approval of the subject property and a building permit prior to construction occurring. The authorized development permit amendment with variance (DP000339) would be valid for 2 years from the date of issuance and would expire if the applicant does not substantially commence construction within that period.

Should Council deny the application (Option 2) the subdivision and housing project could not proceed as currently proposed. Redesigning the housing project or abandoning the subdivision will further impact the construction timeline and the overall viability of the housing project.

RECOMMENDATION

THAT Council authorize the issuance of Development Permit Amendment with Variance Application DP000172 to facilitate the construction of a 92-unit apartment and townhouse development at 3191 and 3253 Sherman Road (PID: 003-809-510 and PID: 003-806-471) and grant:

- (1) a two-year extension to the permit, and
- (2) a variance to Section 79(2)(a) of Zoning Bylaw 1997, No. 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08.

Report prepared by:



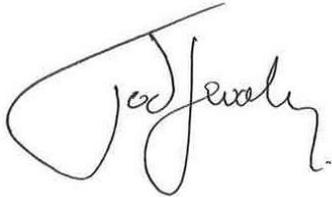
Anthony Price
Development Planner

Report reviewed by:



Amanda J. Young, RPP, MCIP
Director, Planning and Building

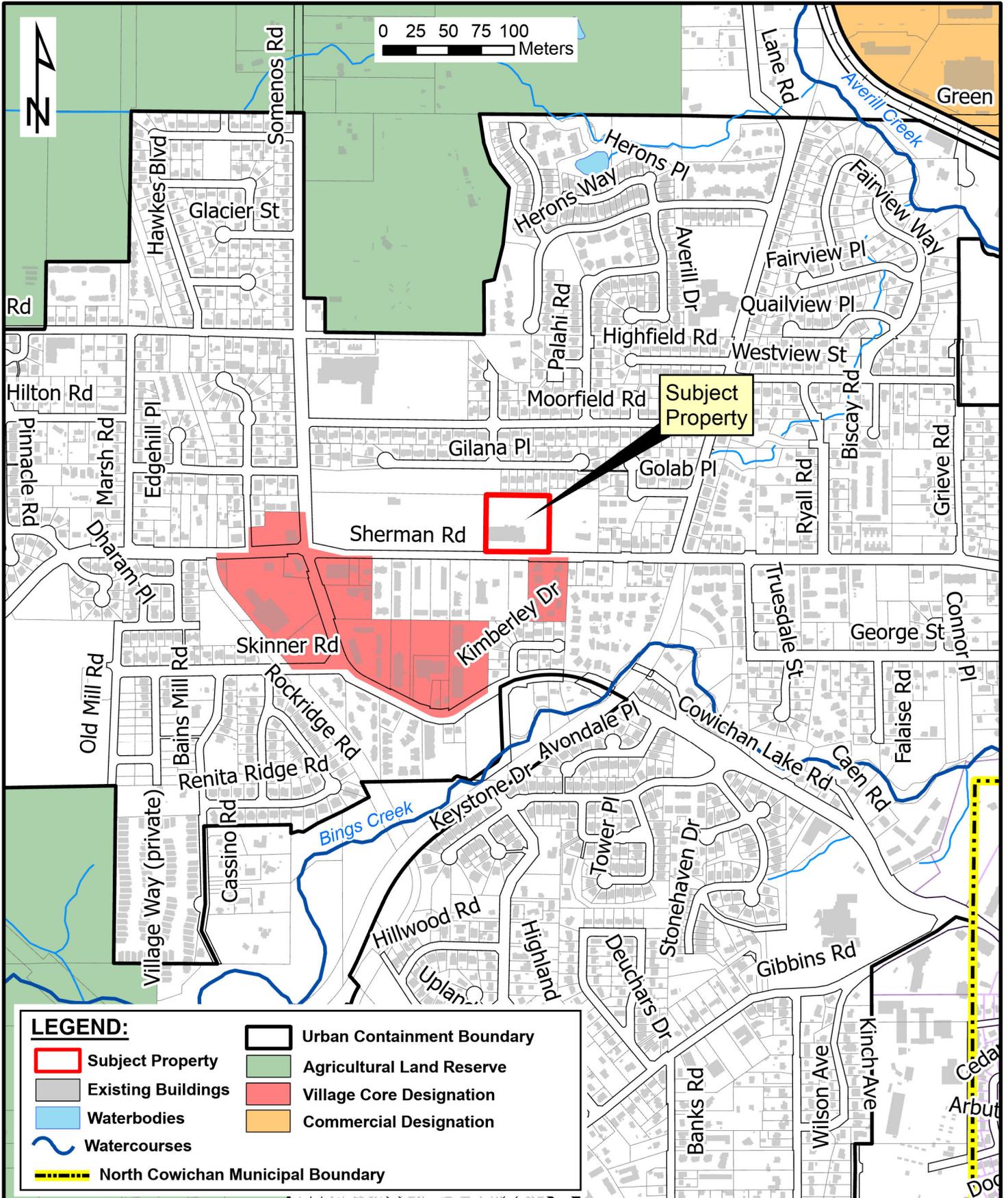
Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) Location Map
- (2) Orthophoto
- (3) Zoning Map
- (4) Letter of Rationale 2024-06-10
- (5) Development Permit - DP000172
- (6) DVP00061 Report to Council
- (7) Draft Development Permit Amendment with Variance - DP000172



LEGEND:	
	Subject Property
	Existing Buildings
	Waterbodies
	Watercourses
	North Cowichan Municipal Boundary
	Urban Containment Boundary
	Agricultural Land Reserve
	Village Core Designation
	Commercial Designation



LOCATION MAP
3191 Sherman Road

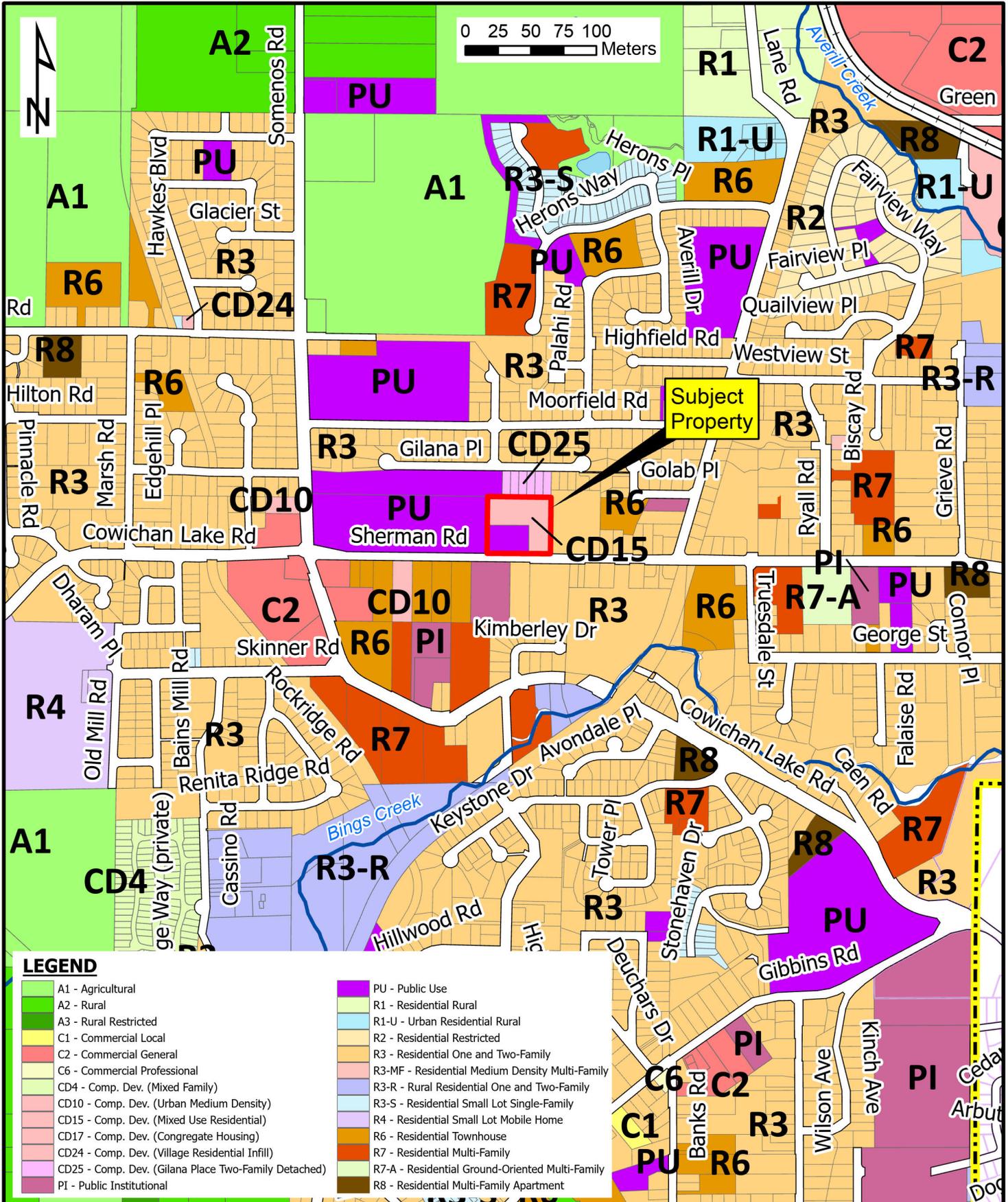
DATE:	July 9, 2024
TYPE:	Development Permit with Variance
FILE#:	DP000172



ORTHO PHOTO MAP

3191 Sherman Road

DATE:	July 9, 2024
TYPE:	Development Permit with Variance
FILE#:	DP000172



ZONING MAP

3191 Sherman Road

DATE:	July 9, 2024
TYPE:	Development Permit with Variance
FILE#:	DP000172



Attention: Chris Osborne

Manger, Planning, Municipality of North Cowichan
7030 Trans Canada Hwy, Duncan BC V9L 3X4

June 10, 2024

Re: Rationale for Development Permit Amendment Application - 3191 Sherman Road

Please accept this Development Permit Amendment (DPA) application rationale for the proposed project at 3191 Sherman Road. The development consists of 34 townhouses and a 58-unit 5-storey multi-unit apartment building, situated in North Cowichan. This project is a collaboration between the Community Land Trust and TL Housing Solutions, and BC Housing.

The purpose of this rationale is to request the reissuance of the Development Permit Amendment to accommodate the rear yard setback requirements concerning the curling rink structure. The original DPA, issued in 2021, allowed for a setback of 3 meters from the existing curling club structure, contrary to the prescribed 8-meter setback under the Public Use (PU) zone regulations.

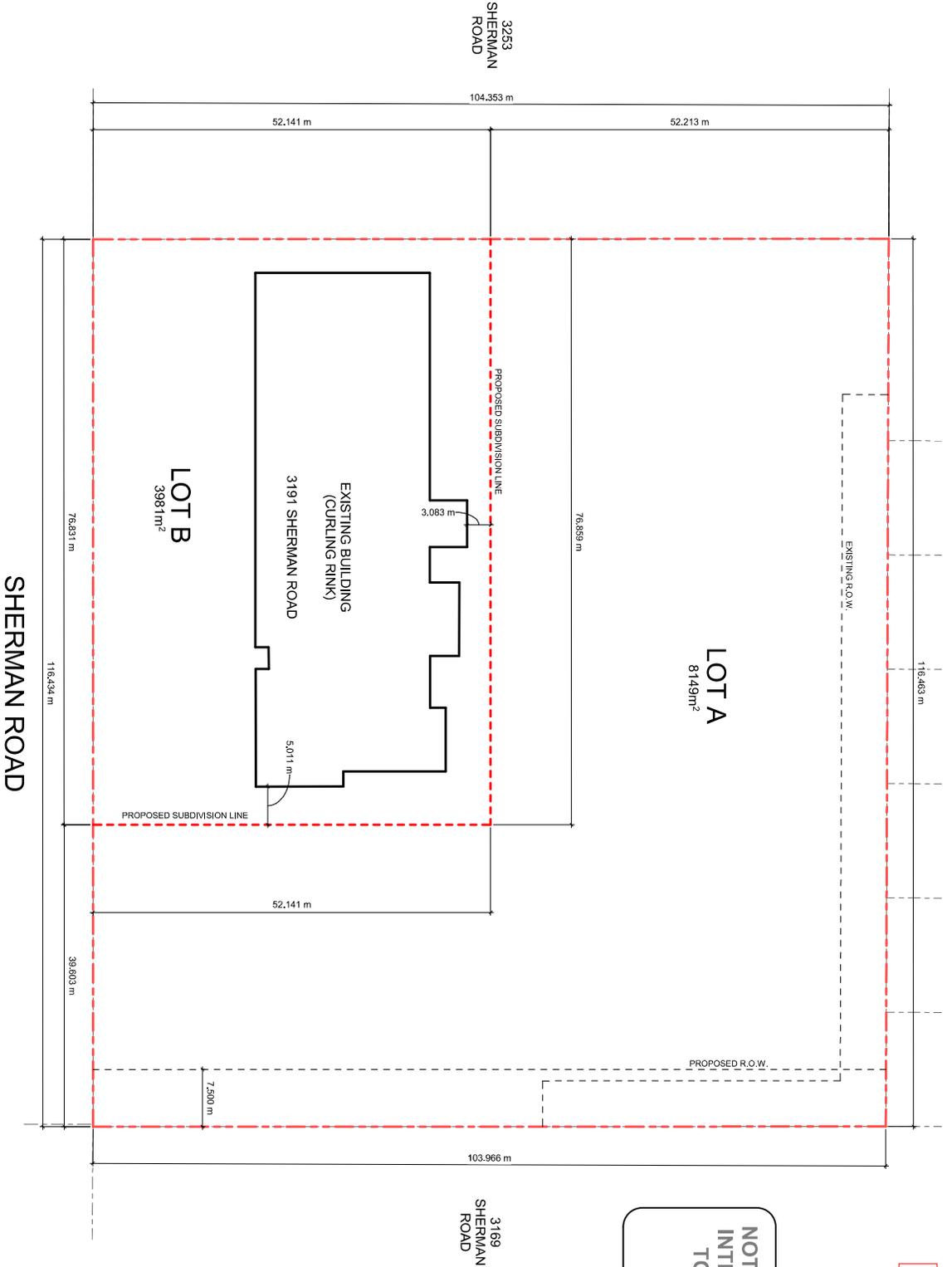
We acknowledge that the previously issued DPA expired in January 2023. Despite the amendment and reissuance of development permit DP000172 in 2023, valid until March 22, 2025, the matter of the expired DPA was not addressed at that time. For reference, we have attached the site plan (Attachment A & B) reflecting the boundary line similar to what is reflected in the DP package submitted in March 2020. The setback does not vary the use and permitted densities of the involved properties, and does not impact the use and enjoyment of the adjacent land.

Thank you for your time and continued collaboration on this project. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Dylan Baird".

Dylan Baird
Senior Development Coordinator – TL Housing Solutions
E: Dylan.baird@tlhousingsolutions.com
P: 604-868-0740



NOTE: THIS DRAWING IS NOT
 INTENDED FOR SUBMISSION
 TO LAND TITLES OFFICE.
 FOR REVIEW AND
 INFORMATION ONLY

Attachment A



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING

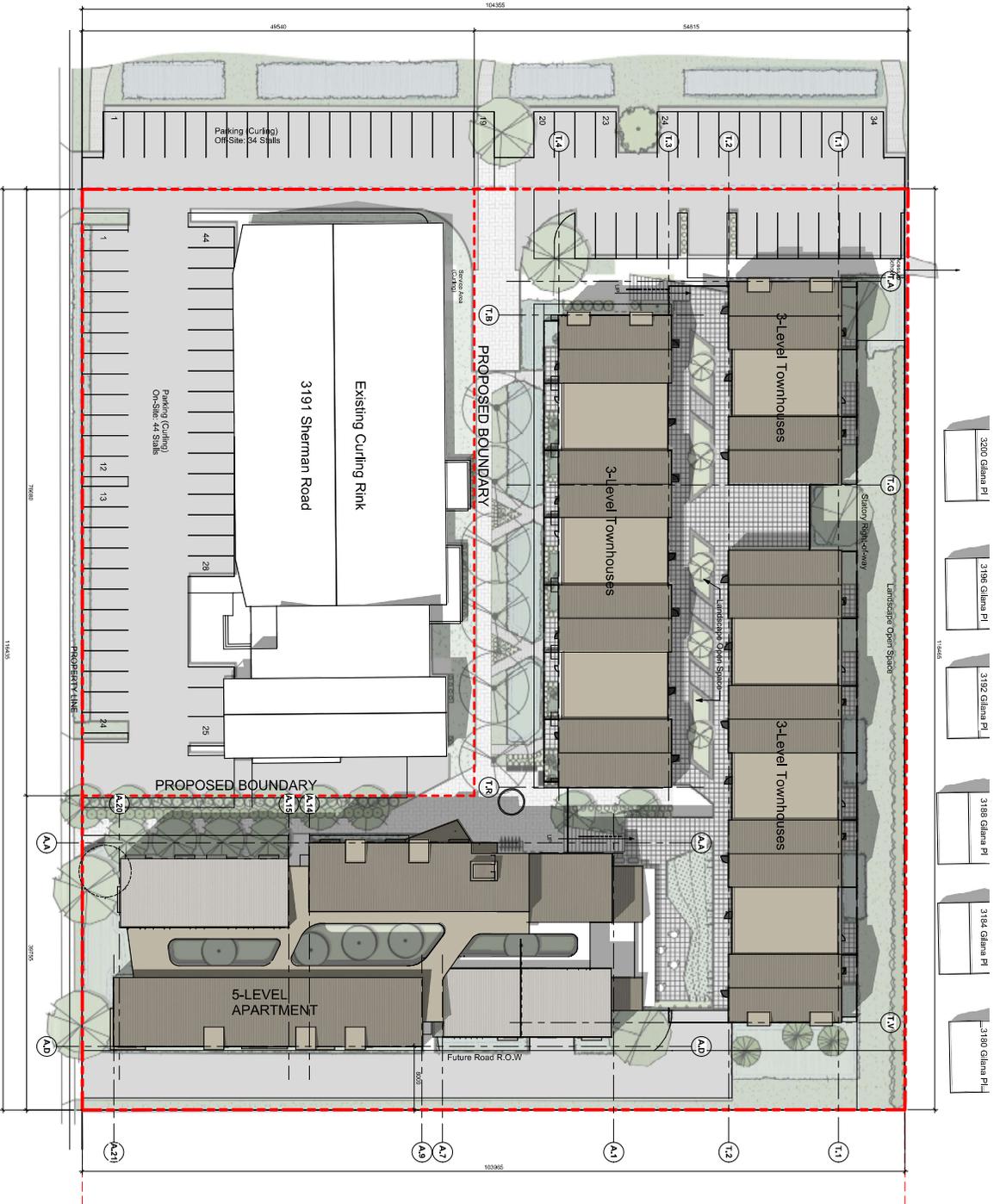
SITE PLAN - SUBDIVISION

3191 SHERMAN ROAD, DUNCAN BC
 ISSUED FOR MUNICIPAL REVIEW - SUBDIVISION
 JUN 6, 2024

SCALE

June 6, 2024
 1 : 250





LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS

North Cowichan Family Housing
3191 SHERMAN ROAD, DUNCAN BC

Site Plan - Subdivision
June 10, 2024
1 : 250



SV01

- 3200 Gilana Pl
- 3196 Gilana Pl
- 3192 Gilana Pl
- 3188 Gilana Pl
- 3184 Gilana Pl
- 3180 Gilana Pl

Development Permit

Permit No: DP000172/19.27
Applicant: Community Land Trust Foundation of BC
Registered Owner: The Corporation of the District of North Cowichan
Subject Property 1: 3191 Sherman Road **Folio:** 06000-000
Subject Property 2: 3253 Sherman Road **Folio:** 05999-000

Description of Lands:

Subject Property 1

Parcel Identifier: 003-809-510

Legal Description: Lot 2, Section 1, Range 4, Somenos District, Plan 18897

Subject Property 2

Parcel Identifier: 003-809-471

Legal Description: Lot 1, Section 1, Range 4, Somenos District, Plan 18897

Proposal: **Development Permit DPA-1 (General) for construction of 92 Unit Apartment and Townhouse Development at 3191 and 3253 Sherman Road**

Conditions of Permit:

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws, except as specifically varied or supplemented by this Permit.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. Authorization for works within Development Permit Area – 1 (General) are limited to the construction of a 92 unit apartment and townhouse housing development.
4. The Lands which are subject to this Permit shall be developed strictly in accordance with the terms and conditions of this Permit and in accordance with the following schedules:

Schedule 1

Site Plan and Elevations by Low Hammond Rowe Architects dated 2020-10-26

Schedule 2

Landscaping by Murdoch DeGreef Inc. dated 2020-10-28

Schedule 3

Site Lighting and Wayfinding dated 2020-10-26

Schedule 4

Landscape Estimate for Bonding by Murdoch DeGreef Inc. dated 2020-01-26

Schedule 5

Stormwater Management by Murdoch DeGreef Inc. dated 2020-10-28

Schedule 6

3191 Sherman Road Construction Impact Assessment and Tree Preservation Plan by Talbot and MacKenzie & Associates dated 2020-11-04

5. Pursuant to section 504(1) of the *Local Government Act*, this permit will lapse two years from the date of the Development Permit approval unless construction, in accordance with the terms and conditions of this permit, has substantially started.
6. Further to Condition 5, construction is considered to be substantially started when a valid building permit for the development has been issued and shall not have lapsed; and excavation or construction works associated with the development hereby approved must have commenced to the satisfaction of the Director of Planning and Building. Demolition does not constitute construction.
7. This permit is not a building, sign or awning permit or a subdivision approval. The applicant may contact the Planning Department to determine whether further permits are required in association with the development hereby approved.
8. As a condition of the issuance of this Permit, Council requires a security as authorized by Section 502 of the *Local Government Act*, to ensure that any conditions with respect to landscaping are satisfied or to ensure that no conditions of the Permit are being breached resulting in an unsafe condition of the Land.
9. Security for landscaping in the amount of \$436,627.40 is required by the permit holder at the time of building permit application. This amount is in accordance with the estimate provided in Schedule 4.
10. Section 13 of the *Heritage Conservation Act* protects heritage (archaeological) sites and heritage objects. This permit does not authorize the alteration of any such site or object. The permit holder is responsible for ensuring compliance with the *Heritage Conservation Act*, including taking any steps required to determine whether or not the subject property contains a heritage (archaeological) site or heritage object. Under section 36 of the *Heritage Conservation Act*, it is an offence to alter a heritage (archaeological) site or heritage object without first obtaining a permit to do so from the Province of British Columbia.
11. This permit does not exempt the owner from obtaining all other federal and provincial approvals required to carry out the proposed development.

Monitoring and Inspections

12. An inspection of the application site by Planning and Building Department staff will take place prior to the issuance of an Occupancy Permit to ensure that the development is in complete accordance with the approved Development Permit plans. The applicant is responsible for contacting the Planning and Building Department to arrange the inspection at least three weeks prior to applying for an Occupancy Permit. Additional site inspections by Planning and Building Department staff may occur during the construction phase of the project.

Date of Development Permit Approval/Issue by Council or its Delegate:

This permit was approved and issued on **March 23, 2021**.

This permit expires on **March 23, 2023**.

The Corporation of the District of North Cowichan



Designated Municipal Officer



SITE PLAN

FUTURE SHARED ROAD ALIGNMENT



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING

3191 SHERMAN ROAD, DUNCAN BC
ISSUED FOR DEVELOPMENT PERMIT
REVISION

OCT 26, 2020

SITE/ROOF PLAN
OCT 26, 2020
SCALE 1 : 250



DP03



LOW HAMMOND ROWE ARCHITECTS

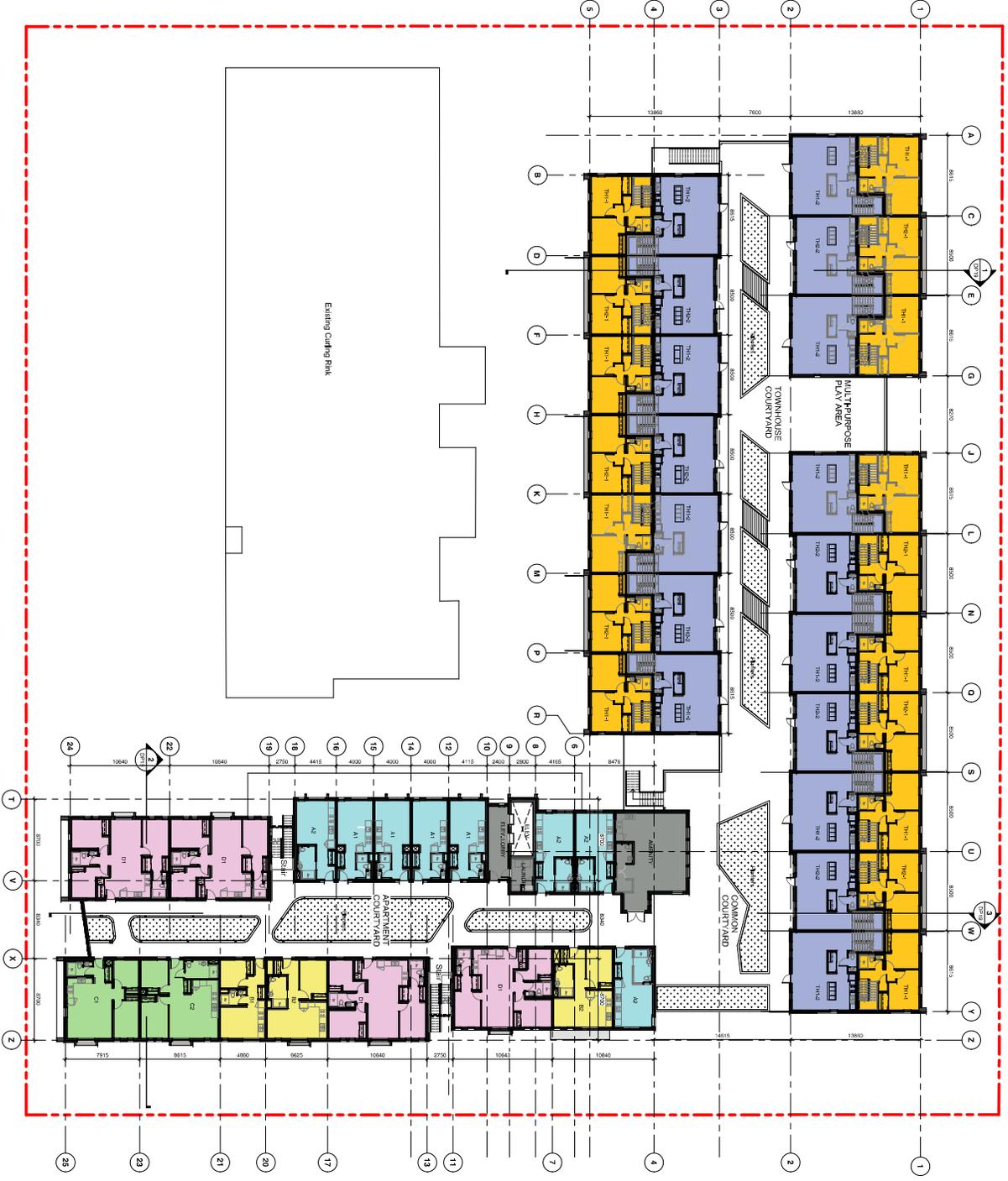
community LAND TRUST

TL HOUSING SOLUTIONS

NORTH COWICHAN FAMILY HOUSING
 3197 SHERMAN ROAD, DUNCAN BC
 ISSUED FOR DEVELOPMENT PERMIT
 REVISION

LEVEL 1 CONTEXT PLAN
 OCT 26, 2020
 SCALE 1 : 200

DP04



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING
 3197 SHERMAN ROAD, DUNCAN BC
 ISSUED FOR DEVELOPMENT PERMIT
 REVISION

OCT 26, 2020

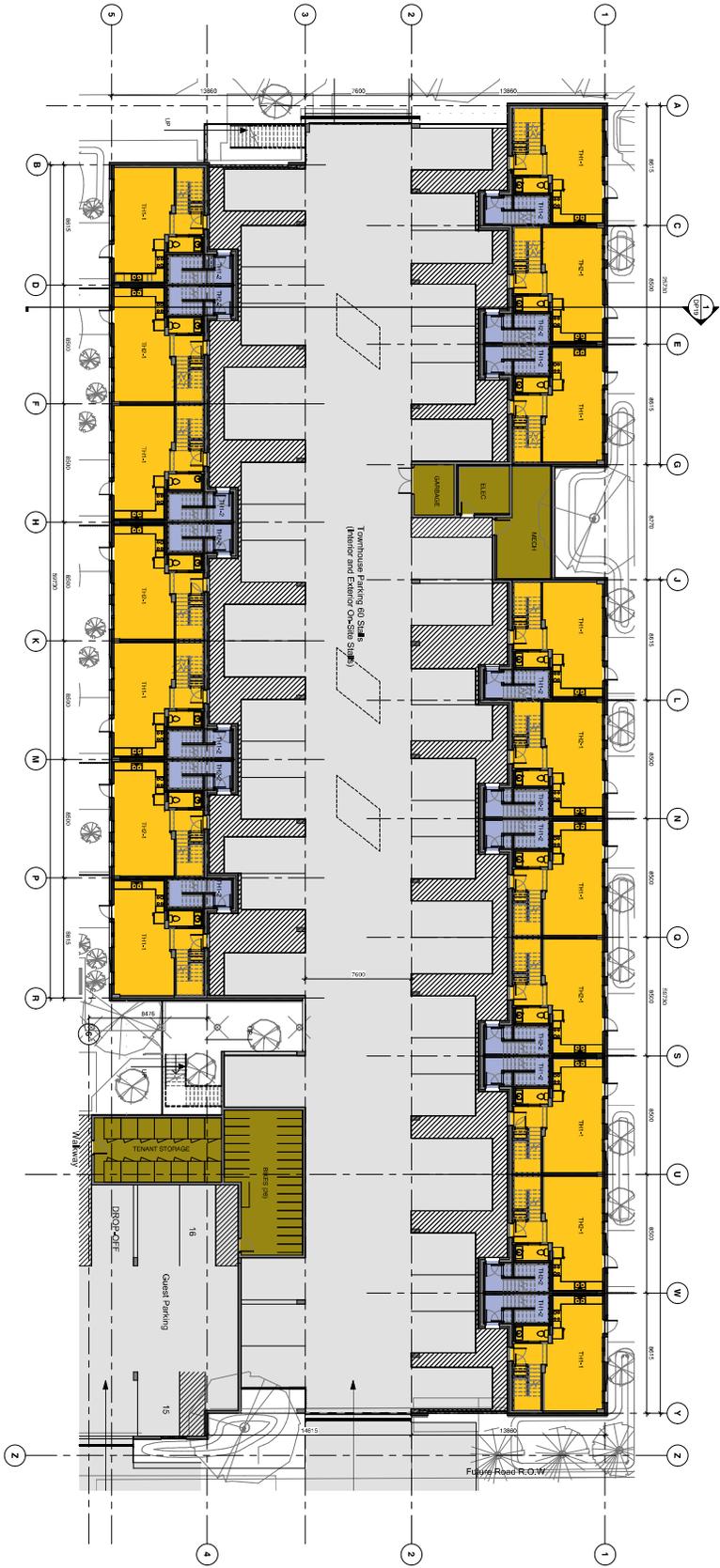
LEVEL 2 CONTEXT PLAN

SCALE

OCT 26, 2020
 1 : 200



DP05



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING LEVEL 1 PLAN - TOWNHOUSE
 3197 SHERMAN ROAD, DUNCAN BC
 ISSUED FOR DEVELOPMENT PERMIT
 REVISION

OCT 26, 2020

SCALE

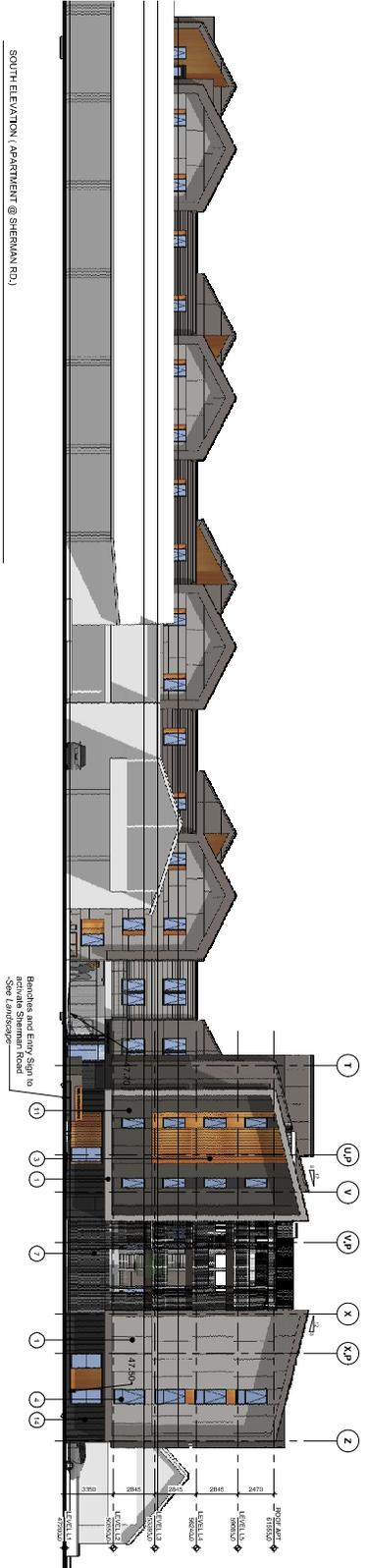
OCT 26, 2020
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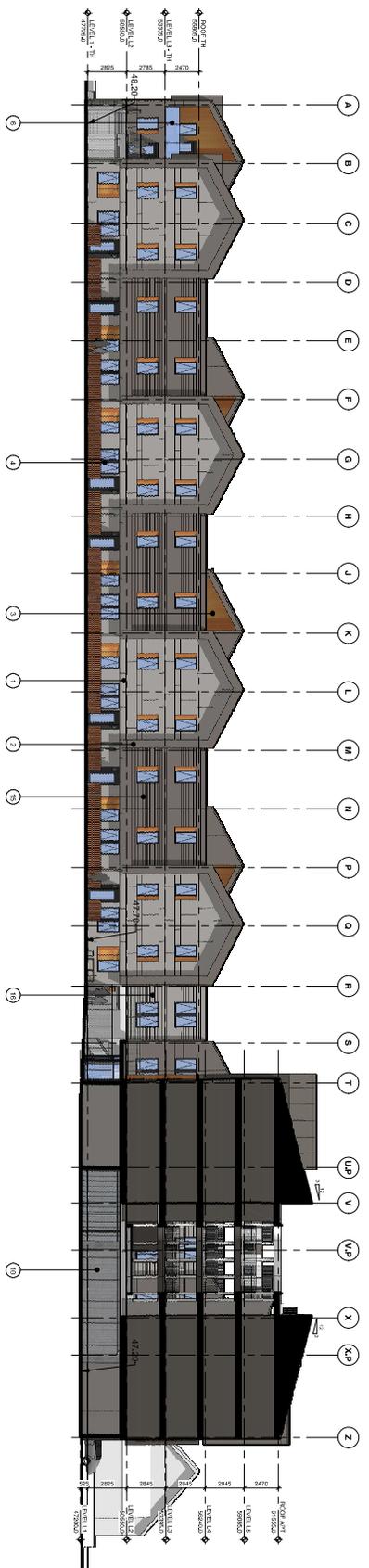
DP07

ATTACHMENT 5

- MATERIAL LEGEND**
- 1 CERAMTIC PANELS + GRASS
 - 2 CERAMTIC PANELS + METAL
 - 3 METAL - WOOD + CONCRETE
 - 4 VINYL WINDOW - CHARCOAL
 - 5 CERAMTIC PANELS + CONCRETE
 - 6 CERAMTIC PANELS + METAL
 - 7 CERAMTIC PANELS + CONCRETE
 - 8 GLASS QUADRANT
 - 9 METAL SCREEN - WOODGRAIN FINISH
 - 10 METAL MESH EQUIPMENT
 - 11 HINGED AISLE STAIRWELL & DOOR SYSTEM - CHARCOAL
 - 12 VINYL DOOR - CHARCOAL
 - 13 STAINLESS STEEL METAL ROOFING & CLADDING - PALE
 - 14 CERAMTIC PANELS WITH PATTERNS - CHARCOAL
 - 15 CERAMTIC PANELS WITH PATTERNS - PALE
 - 16 CERAMTIC PANELS WITH PATTERNS - DARK
 - 17 CERAMTIC PANELS WITH PATTERNS - METAL
 - 18 CERAMTIC PANELS WITH PATTERNS - CONCRETE
 - 19 CERAMTIC PANELS WITH PATTERNS - GRASS



SOUTH ELEVATION (APARTMENT @ SHERMAN RD.)
1 : 150



SOUTH ELEVATION (TOWNHOUSES)
1 : 150



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



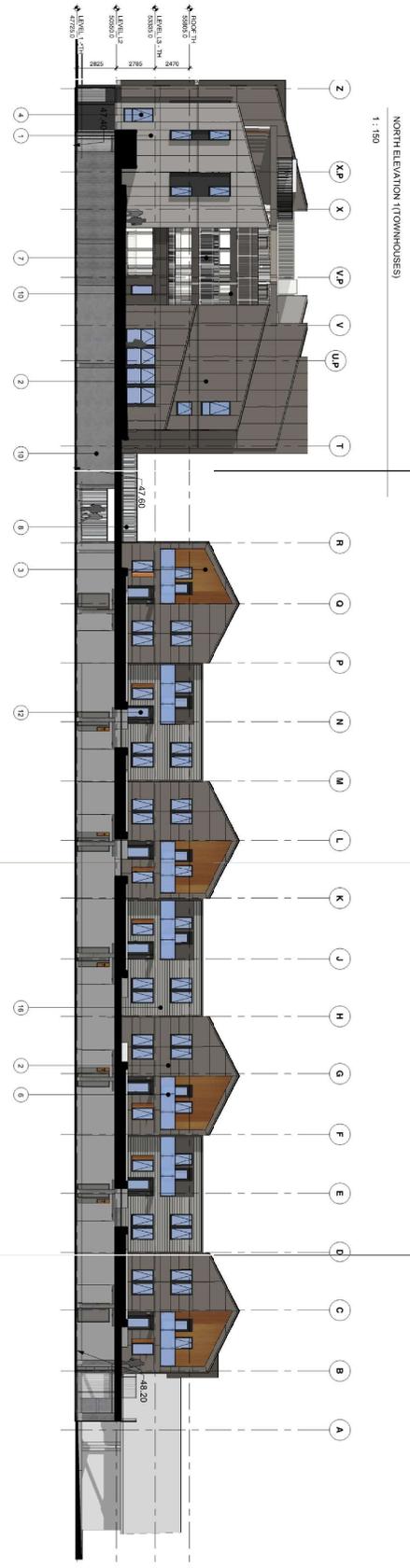
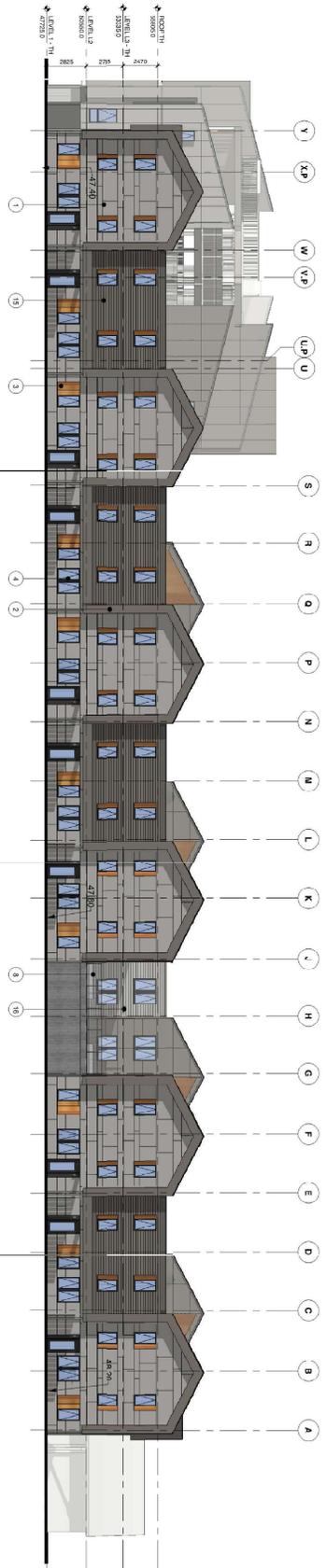
NORTH COWICHAN FAMILY HOUSING
3197 SHERMAN ROAD, DUNCAN BC
ISSUED FOR DEVELOPMENT PERMIT
REVISION

OCT 26, 2020

BUILDING ELEVATIONS
OCT 26, 2020
SCALE
As indicated

DP16

- MATERIAL LEGEND**
- 1 GRANITIOUS PANELS - GREY
 - 2 GRANITIOUS PANELS - MAPLE
 - 3 METAL SCREEN - WOODGRAIN
 - 4 VINYL WINDOW - CHARCOAL
 - 5 GRANITIOUS PANEL - CHARCOAL
 - 6 GLASS GUARDRAIL
 - 7 METAL SCREEN - WOODGRAIN
 - 8 METAL POCKET GUARDRAIL
 - 9 FIBREGLAS STORBRON T4 DOOR SYSTEM - CHARCOAL
 - 10 CONCRETE (BANDERPAINTED)
 - 11 GRANITIOUS PANEL - REDBIRCH MAPLE
 - 12 VINYL DOOR - CHARCOAL
 - 13 STANDING SEAM METAL ROOFING & CLADDING - TAPE
 - 14 GRANITIOUS PANEL WITH BATTENS - CHARCOAL
 - 15 GRANITIOUS PLANK HORIZONTAL - TAPE
 - 16 GRANITIOUS PLANK HORIZONTAL - GREY



NORTH ELEVATION Z (TOWNHOUSES INTERIOR COURTYARD)
1:150



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING
3197 SHERMAN ROAD, DUNDAS BC
ISSUED FOR DEVELOPMENT PERMIT
REVISION

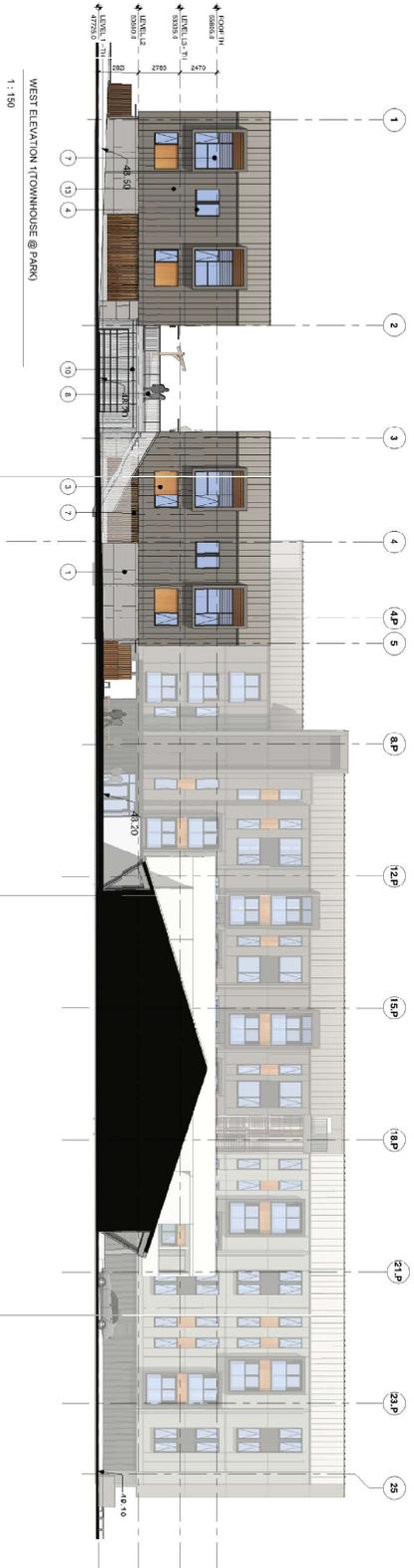
OCT 26, 2020

BUILDING ELEVATIONS
OCT 26, 2020
SCALE
As indicated

DP17

ATTACHMENT 5

- MATERIAL LEGEND**
- 1 CEMENTITIOUS PANEL - GRAY
 - 2 CEMENTITIOUS PANEL - WHITE
 - 3 METAL PANEL - HORIZONTAL FINISH
 - 4 CEMENTITIOUS PANEL WITH BRITENING - CHARCOAL
 - 5 CEMENTITIOUS PANEL - CHARCOAL
 - 6 GLASS GUARDRAIL
 - 7 METAL SCREEN - HORIZONTAL FINISH
 - 8 METAL PANEL - GUARDRAIL
 - 9 FIBREGLASS STAINLESS STEEL SYSTEM - CHARCOAL
 - 10 CONCRETE (BROWNEKEM)
 - 11 CEMENTITIOUS PANEL - METALLIC FINISH
 - 12 VANIL DOOR - CHARCOAL
 - 13 STANDING SEAM METAL ROOFING & CLADDING - FAUXE
 - 14 CEMENTITIOUS PANEL WITH BRITENING - CHARCOAL
 - 15 CEMENTITIOUS PANEL - HORIZONTAL FINISH
 - 16 CONCRETE (BROWNEKEM) HORIZONTAL - GRAY



LOW HAMMOND ROWE ARCHITECTS

community LAND TRUST

TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING
3197 SHERMAN ROAD, DUNCAN BC
ISSUED FOR DEVELOPMENT PERMIT
REVISION

OCT 26, 2020

BUILDING ELEVATIONS
OCT 26, 2020
As indicated

DP18



1 Conceptual Section: Elevation of Porch at Artificial Grass Mat
Scale: 1/8" = 1'-0"

LEGEND

	Paved / Ice
	Rain garden / TOP OF POOL
	Rain garden / BOTTOM OF POOL
LANDSCAPE MATERIALS / FINISHINGS	
	Light Grey Concrete (see table for notes)
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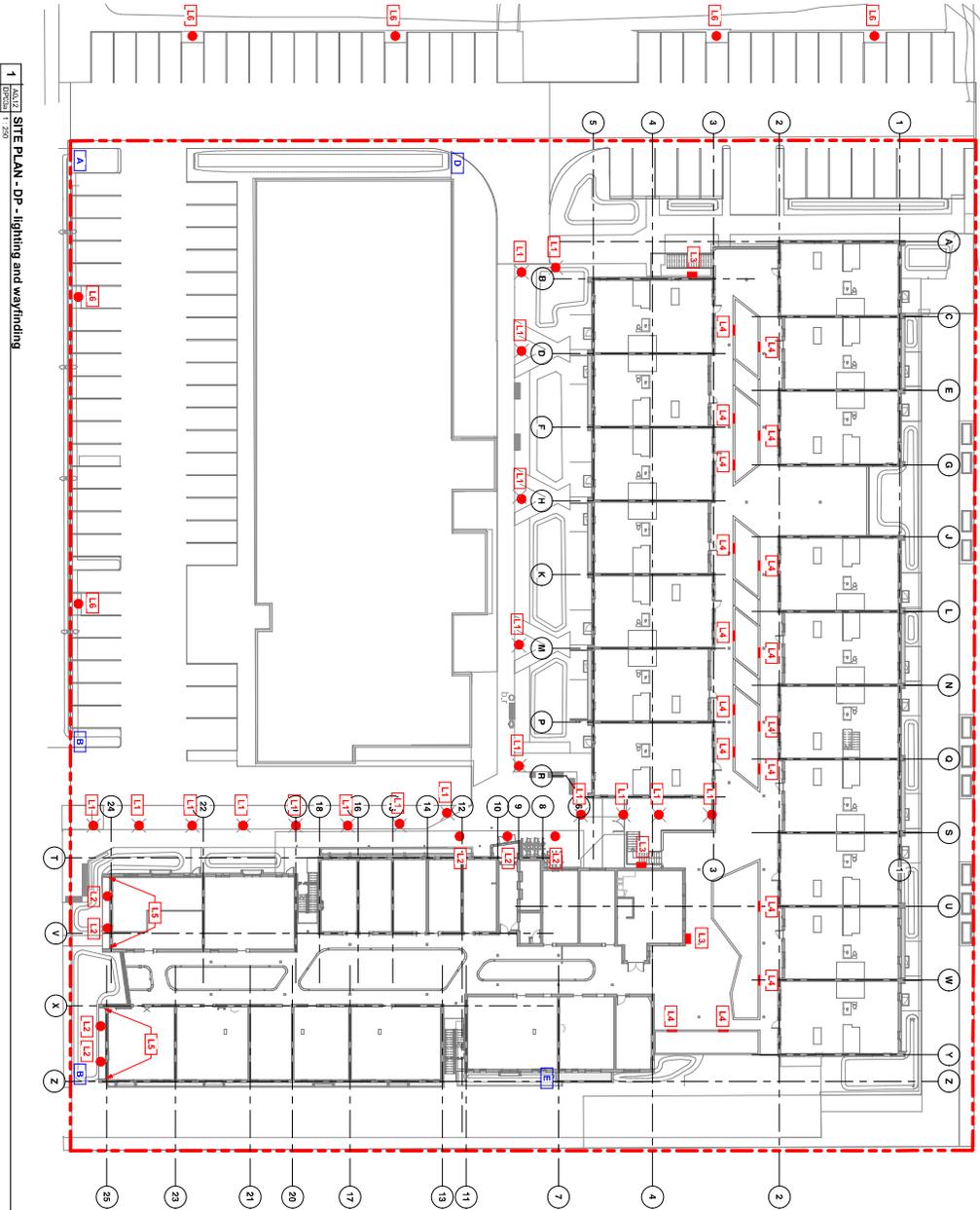
- DESIGN NOTES:**
1. All work shall be in accordance with the current Ontario Building Code.
 2. All work shall be in accordance with the current Ontario Fire Code.
 3. All work shall be in accordance with the current Ontario Electrical Code.
 4. All work shall be in accordance with the current Ontario Mechanical Code.
 5. All work shall be in accordance with the current Ontario Plumbing Code.
 6. All work shall be in accordance with the current Ontario Gas Code.
 7. All work shall be in accordance with the current Ontario Land Use Act.
 8. All work shall be in accordance with the current Ontario Planning Act.
 9. All work shall be in accordance with the current Ontario Municipal Act.
 10. All work shall be in accordance with the current Ontario Environmental Protection Act.
 11. All work shall be in accordance with the current Ontario Conservation Act.
 12. All work shall be in accordance with the current Ontario Parks Act.
 13. All work shall be in accordance with the current Ontario Heritage Act.
 14. All work shall be in accordance with the current Ontario Access to Information Act.
 15. All work shall be in accordance with the current Ontario Freedom of Information Act.

Murdock deGreeff
Landscape Architects & Planners

71 Trenchard Gardens
Victoria, BC
V8P 2R7
HORN COOMAN RAIL Y
3191 Sherman Rd.
Duncan, BC

Lead 2 Landscape Materials

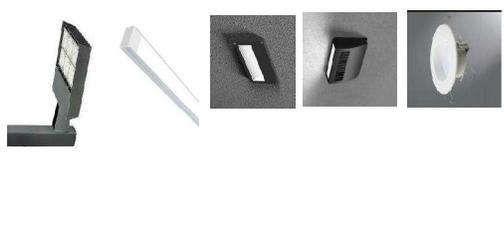
DATE: 1/19/13
PROJECT: 1500 @ 4000
DRAWN BY: SHL/MS
CHECKED BY: SHL/MS
PROJECT NO: 1500
SHEET NO: L102



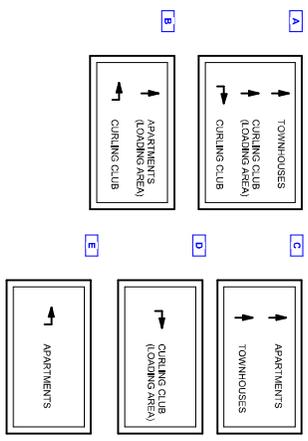
1 SITE PLAN - DP - lighting and wayfinding

SCHEDULE 3

- DP Site Lighting Legend**
- L1** landscape light fixture
- L2** recessed ceiling lighting
- L3** surface-mount downlight
- L4** concrete-recessed planer light
- L5** LED cove strip light
- L6** parking lamp standard



DP Sign Wayfinding Legend
(exact signage design to be confirmed)





200 -524 Culduthel Road
Victoria, BC, V8Z 1G1
p 250.412-2891

North Cowichan Family Housing

3191 Sherman Road, Duncan BC

Landscape Estimate for Bonding

Based on Landscape Plans submitted for Development Permit, dated October 28, 2020.

Offsite Landscape (Improvements adjacent playing field, existing rink, and parking area)

1. Plants (Includes bed / pit preparation, planting, staking & mulch finish for nursery stock)

Shrubs/Grasses/Perennials/Ferns:	Qty.	Size	Unit Cost	Cost
Shrubs Sp3	174	Sp3	\$ 4.50	\$ 783.00
Shrubs #1 pot	556	#1 pot	\$ 10.00	\$ 5,560.00
Shrubs #2 pot	23	#2 pot	\$ 20.00	\$ 460.00
Shrubs #3 pot	6	#3 pot	\$ 30.00	\$ 180.00
				\$ 6,983.00

Soil, Mulch, Grass:	Qty.	Size	Unit Cost	Cost
Soil Ornamental Shrub Areas (450 mm depth Shrub Growing Medium)	29	sq. m.	\$ 50.00	\$ 1,450.00
Rain Garden soil (600 mm depth Rain Garden Growing Medium)	233	sq. m.	\$ 65.00	\$ 15,145.00
Mulch Orn. Planted Areas (50 mm dep.)	262	sq. m.	\$ 6.00	\$ 1,572.00
Lawn - Seed over 150 mm Lawn Growing Medium	830	sq. m.	\$ 15.00	\$ 12,450.00
Subtotal				\$ 30,617.00

2. Irrigation	Qty.	Units	Unit Cost	Cost
Irrigation	3	zone	\$ 1,500.00	\$ 4,500.00
Sub-Total				\$ 4,500.00

3. Hardscape (excluding municipal walkway and parking areas)

	Qty.	Units	Avg/unit cost	Cost
Granular Pathway	96	sq. m.	\$ 80.00	\$ 7,680.00
Subtotal				\$ 7,680.00

OFFSITE LANDSCAPE SUBTOTAL **\$ 49,780.00**

Onsite Landscape - Level 1

1. Plants (Includes bed / pit preparation, planting, staking & mulch finish for nursery stock)

Trees:	Qty.	Size	Unit Cost	Cost
Acer circinatum	13	2.4 m ht, 1.5 width	\$ 150.00	\$ 1,950.00
Fraxinus oxycarpa 'Raywood'	3	6.0cm cal, b&b	\$ 350.00	\$ 1,050.00
Fraxinus pennsylvanica 'Patmore'	7	6.0cm cal, b&b	\$ 350.00	\$ 2,450.00
Picea omorika	13	2.5m ht, b&b	\$ 200.00	\$ 2,600.00
Pseudotsuga menziesii	3	1.5m ht, b&b	\$ 100.00	\$ 300.00
Quercus garryana	1	4.0cm cal, b&b	\$ 225.00	\$ 225.00
Quercus rubra	6	6.0cm cal, b&b	\$ 350.00	\$ 2,100.00
Robinia pseudoacacia 'Frisia'	10	6.0cm cal, b&b	\$ 350.00	\$ 3,500.00
				\$ 14,175.00

Shrubs/Grasses/Perennials/Ferns:	Qty.	Size	Unit Cost	Cost
Shrubs Sp3	1264	Sp3	\$ 4.50	\$ 5,688.00
Shrubs #1 pot	2000	#1 pot	\$ 10.00	\$ 20,000.00
Shrubs #2 pot	452	#2 pot	\$ 20.00	\$ 9,040.00
Shrubs #3 pot	59	#3 pot	\$ 30.00	\$ 1,770.00
				\$ 36,498.00

Soil, Mulch, Grass:	Qty.	Size	Unit Cost	Cost
Soil Ornamental Shrub Areas (450 mm depth Shrub Growing Medium)	494	sq. m.	\$ 50.00	\$ 24,700.00
Soil Community Garden Bed (600 mm depth Growing Medium)	20	sq. m.	\$ 55.00	\$ 1,100.00
Rain Garden soil (600 mm depth Rain Garden Growing Medium)	878	sq. m.	\$ 65.00	\$ 57,070.00
Mulch Orn. Planted Areas (50 mm dep.)	1372	sq. m.	\$ 6.00	\$ 8,232.00
Lawn - Seed over 150 mm Lawn Growing Medium	663	sq. m.	\$ 15.00	\$ 9,945.00
Subtotal				\$ 101,047.00

2. Irrigation	Qty.	Units	Unit Cost	Cost
Irrigation	8	zone	\$ 1,500.00	\$ 12,000.00
Sub-Total				\$ 12,000.00

3. Hardscape (excluding municipal walkway and vehicular areas)

	Qty.	Units	Avg/unit cost	Cost
Cast in Place Concrete, 100 mm thickness	245	sq. m.	\$ 110.00	\$ 26,950.00
Unit Paving -pedestrian	573	sq. m.	\$ 110.00	\$ 63,030.00
Granular Pathway	59	sq. m.	\$ 80.00	\$ 4,720.00
Gravel Maintenance Edge	100	lin m	\$ 20.00	\$ 2,000.00
Subtotal				\$ 96,700.00

4. Site Furnishings	Qty.	Units	Unit Cost	Cost
1800 mm high Wood Fence/Screen	28	lin m	\$ 120.00	\$ 3,300.00
1000 mm high Wood Picket Fence	58	lin m	\$ 80.00	\$ 4,640.00
Bicycle Rack	5	ea	\$ 1,000.00	\$ 5,000.00
Community Garden Bed	10	ea	\$ 400.00	\$ 4,000.00
Smoking Butt Receptacle	1	ea	\$ 200.00	\$ 200.00
Smoking Signage	1	ea	\$ 100.00	\$ 100.00
Bench	10	ea	\$ 1,500.00	\$ 15,000.00
Subtotal				\$ 32,240.00

LEVEL 1 LANDSCAPE SUBTOTAL **\$ 292,660.00**

ATTACHMENT 5

Onsite Landscape - Level 2 (excluding architectural hard surfacing areas and planter walls).

1. Plants (Includes bed / pit preparation, planting, staking & mulch finish for nursery stock)

Trees:	Qty.	Size	Unit Cost	Cost
Acer palmatum'Katsura'	8	min 2 m height, multistem	\$ 150.00	\$ 1,200.00
Acer tegmentosum 'White Tigress'	5	6.0cm cal, b&b	\$ 350.00	\$ 1,750.00
				\$ 2,950.00

Shrubs/Grasses/Perennials/Ferns:	Qty.	Size	Unit Cost	Cost
Shrubs #1 pot	603	#1 pot	\$ 10.00	\$ 6,030.00
Shrubs #2 pot	6	#2 pot	\$ 20.00	\$ 120.00
Shrubs #3 pot	198	#3 pot	\$ 30.00	\$ 5,940.00
				\$ 12,090.00

Soil, Mulch, Grass:	Qty.	Size	Unit Cost	Cost
Soil Ornamental Shrub Areas (450 mm depth Shrub Growing Medium)	264	sq. m.	\$ 50.00	\$ 13,200.00
Mulch Orn. Planted Areas (50 mm dep.)	264	sq. m.	\$ 6.00	\$ 1,584.00
Subtotal				\$ 14,784.00

2. Irrigation	Qty.	Units	Unit Cost	Cost
Irrigation	3	zone	\$ 1,500.00	\$ 4,500.00
Sub-Total				\$ 4,500.00

3. Site Furnishings	Qty.	Units	Unit Cost	Cost
Artificial Turf	147	sq. m.	\$ 110.00	\$ 16,170.00
Bench	2	Lump sum	\$ 2,000.00	\$ 4,000.00
Subtotal				\$ 20,170.00

LEVEL 2 LANDSCAPE SUBTOTAL **\$ 54,494.00**

Contingency 10%	\$	39,693.40
Total Estimate:	\$	436,627.40
		plus GST

date: January 26, 2020

prepared by Paul deGreeff, RLA



TALBOT MACKENZIE & ASSOCIATES

CONSULTING ARBORISTS

3191 Sherman Road

**Construction Impact Assessment &
Tree Preservation Plan**

PREPARED FOR: TL Housing Solutions
1212 – 450 Marine Drive
Vancouver, BC V5X 0C3

PREPARED BY: Talbot, Mackenzie & Associates
Noah Talbot – Consulting Arborist
ISA Certified # PN-6822A
Tree Risk Assessment Qualified

DATE OF ISSUANCE: November 04, 2020

CONTENTS

1. INTRODUCTION 1
2. TREE INVENTORY METHODOLOGY..... 1
3. SUMMARY 1
4. TREE INVENTORY DEFINITIONS 2
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6. DISCUSSION 8
7. TREE RISK ASSESSMENT 9
8. IMPACT ASSESSMENT 9
 8.1. Retention and Removal of onsite tree 9
9. IMPACT MITIGATION 9
10. LIMITATIONS OF REPORT 11
11. IN CLOSING 12
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TABLES

Table 1. Tree Inventory 4

APPENDICES

- Appendix A Tree Management Plan (T1)
- Appendix B Diagram – Site Specific Driveway, Parking and Walkway
- Appendix C Site Photographs

1. INTRODUCTION

Talbot Mackenzie & Associates was asked to complete a tree inventory and impact assessment for the tree at the following proposed project:

Site:	3191 Sherman Road
Municipality	North Cowichan
Client Name:	TL Housing Solutions
Dates of Site Visit:	September 09, 2020
Site Conditions:	Grass field between existing turf field and curling rink
Weather During Site Visit:	Clear and Sunny

The purpose of this report is to visually examine the health and structural condition of a Garry oak located on the 3191 Sherman Road property and provide an impact assessment for proposed construction works within the critical root zone of the tree. The impact assessment section of this report (section 7), is based on plans reviewed to date, including the Architectural site plan (Prepared by Low Hammond Rowe Architects Inc) , preliminary (50% review) site servicing and grading plans (prepared by McElhanney Ltd.), and landscape plan (prepared by Murdoch DeGreeff Inc.).

2. TREE INVENTORY METHODOLOGY

For the purpose of this report, the size, health, and structural condition of a single Garry oak tree was documented. For ease of identification in the field, a numeric metal tag was attached to the lower trunk. The subject tree was visually examined on a basic assessment basis (level 2), in accordance with Tree Risk Assessment Qualification (TRAQ) methods (Dunster *et al.* 2017) and ISA Best Management Practices.

*Note that we were not asked to inventory or assess the potential impacts to any other on or offsite trees as part of this assignment.

3. SUMMARY

Based on review of the architectural site plan, civil servicing and grading plans, and landscape plan provided Garry oak (tag# 0989) is possible for retention, provided that its critical root zone can be adequately protected during construction. All grading that is required within the critical root zone to install the proposed parking area, curb, gutter, underground utilities, and any backfilling of the existing drainage swale must be performed under the supervision of the project arborist.

4. TREE INVENTORY DEFINITIONS

Tag: Tree identification number on a metal tag attached to tree with nail or wire, generally at eye level. Trees on municipal or neighboring properties are not tagged.

NT: No tag due to inaccessibility or ownership by municipality or neighbour.

DBH: Diameter at breast height – diameter of trunk, measured in centimetres at 1.4m above ground level. For trees on a slope, it is taken at the average point between the high and low side of the slope.

* Measured over ivy

~ Approximate due to inaccessibility or on neighbouring property

Dripline: Indicates the radius of the crown spread measured in metres to the dripline of the longest limbs.

Relative Tolerance Rating: Relative tolerance of the tree species to construction related impacts such as root pruning, crown pruning, soil compaction, hydrology changes, grade changes, and other soil disturbance. This rating does not take into account individual tree characteristics, such as health and vigour. Three ratings are assigned based on our knowledge and experience with the tree species: Poor (P), Moderate (M) or Good (G).

Critical Root Zone: A calculated radial measurement in metres from the trunk of the tree. It is the optimal size of tree protection zone and is calculated by multiplying the DBH of the tree by 10, 12 or 15 depending on the tree's Relative Tolerance Rating. This methodology is based on the methodology used by Nelda Matheny and James R. Clark in their book "Trees and Development: A Technical Guide to Preservation of Trees During Land Development."

- 15 x DBH = Poor Tolerance of Construction
- 12 x DBH = Moderate
- 10 x DBH = Good

To calculate the critical root zone, the DBH of multiple stems is considered the sum of 100% of the diameter of the largest stem and 60% of the diameter of the next two largest stems. It should be noted that these measures are solely mathematical calculations that do not consider factors such as restricted root growth, limited soil volumes, age, crown spread, health, or structure (such as a lean).

Health Condition:

- Poor - significant signs of visible stress and/or decline that threaten the long-term survival of the specimen
- Fair - signs of stress
- Good - no visible signs of significant stress and/or only minor aesthetic issues

Structural Condition:

- Poor - Structural defects that have been in place for a long period of time to the point that mitigation measures are limited
- Fair - Structural concerns that are possible to mitigate through pruning
- Good - No visible or only minor structural flaws that require no to very little pruning

Retention Status:

- Remove - Not possible to retain given proposed construction plans
- Retain - It is possible to retain this tree in the long-term given the proposed plans and information available. This is assuming our recommended mitigation measures are followed
- Retain * - See report for more information regarding potential impacts
- TBD (To Be Determined) - The impacts on the tree could be significant. However, in the absence of exploratory excavations and in an effort to retain as many trees as possible, we recommend that the final determination be made by the supervising project arborist at the time of excavation. The tree might be possible to retain depending on the location of roots and the resulting impacts, but concerned parties should be aware that the tree may require removal.
- NS - Not suitable to retain due to health or structural concerns

Descriptive information for each tagged tree is recorded in the tree inventory table (*Table 1*). The locations and proposed treatment for each inventoried tree is detailed on the Tree Management Plan (T1) in *Appendix A*.

Table 1. Tree Inventory

ID	Name		dbh (cm)	Ht (m)	Critical root zone radius (m)	Drip-line radius (m)	Condition		Relative Tolerance	General Field Remarks	Tree Retention Comments	Retention Status
	Common	Botanical					Health	Structural				
0989	Garry oak	<i>Quercus garryana</i>	68	15	7'	8.5	Good	Good	Good	Growing on open field - balanced crown - good trunk taper, small dead branches in lower crown, some end weighted scaffold limbs, historic pruning wounds with callous growth - indicating healing. Existing drainage swale 4m from East side of root collar.	*This tree is possible for retention, provided that care is taken during the proposed grading within its critical root zone. Low impact construction methods must be utilized for any excavation, backfilling or hard surface installation within its critical root zone. The project arborist must be onsite to supervise all excavation that is required within the critical root zone of this tree (CRZ shown on the Tree Management Plan in Appendix A). All canopy clearance pruning above the new parking area to be performed to ANSI A300 Standards.	Retain*

*Note – The critical root zone radius for Garry oak 0989 was calculated as follows: 10 x 68 (dbh) = 6.8 m (rounded up to 7 meters)

ATTACHMENT 5

5. SITE INFORMATION & PROJECT UNDERSTANDING

The subject site consists of an existing curling rink building and parking lot. A single Garry oak tree (tag#0989) is growing in an open lawn area, between the existing curling rink building and turf soccer field (see *figure 1*). An existing drainage swale is located 4 meters from the East side of the root collar of the tree (see photo 4 in *appendix C*). It is our understanding that the proposal is to construct new townhomes, an apartment building, parking areas, underground servicing, rain gardens and new landscaping.

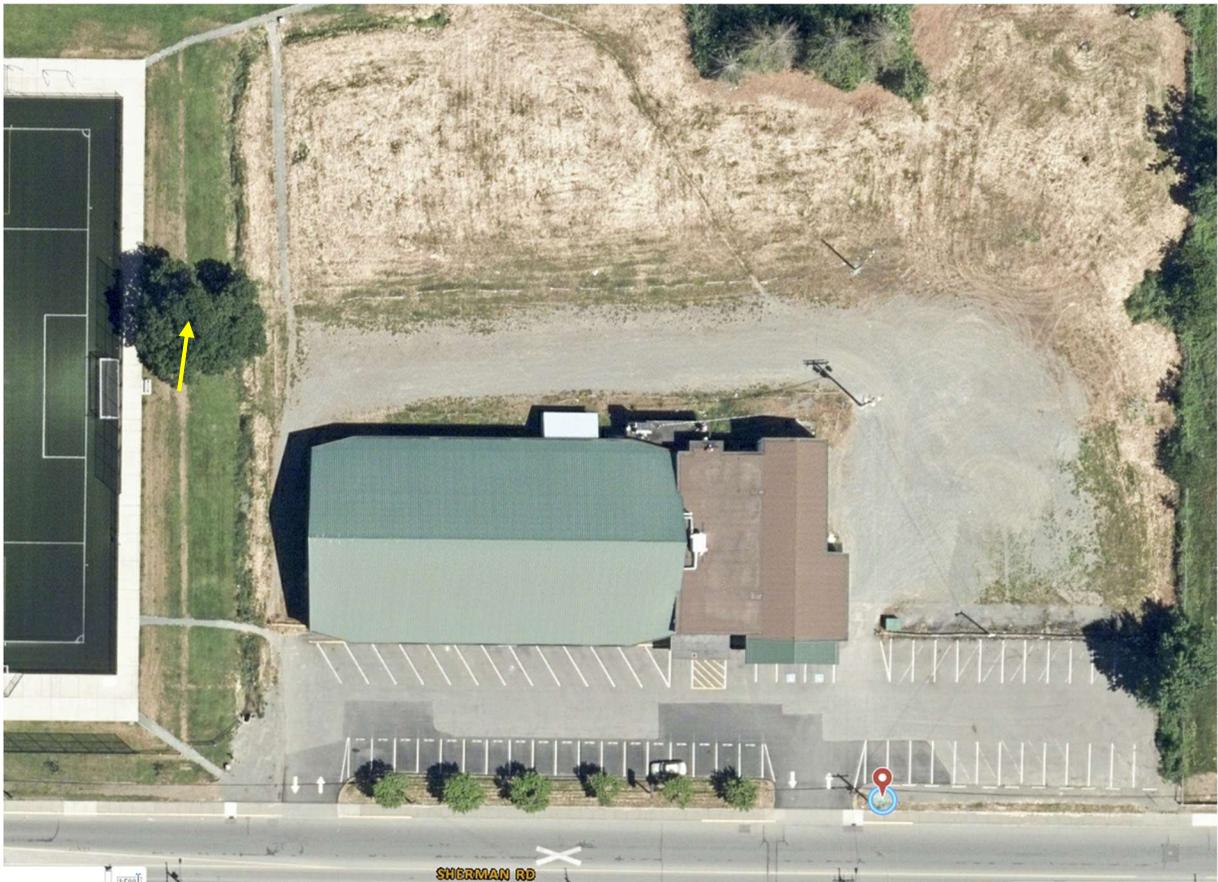


Figure 1: Yellow arrow indicates location of Garry oak (tag# 0989)

6. DISCUSSION

Garry oak (tag# 0989) was observed to have relatively good health and structural characteristics and is growing in open landscape conditions (see photo's 1, 2 & 3 in *appendix C*). These open growing conditions has allowed the tree to form a well-balanced crown. Low limbs have been removed historically (likely for mower clearance), but there were no major structural defects observed.

Figure 2 below is a snip from the October 20, 2020 Landscape Plan (prepared by Murdoch deGreeff Inc.) which shows a parking area, curb and a vehicular unit paved surface within the dripline and critical root zone of Garry oak (tag# 0989). In addition to these proposed hard surface installations, the existing drainage swale on the East side of the tree is proposed to be infilled and paved over.

Provided that the depth of excavation within the critical root zone is minimized (not to full depth - bearing ground), and over excavation is minimized, it is possible to mitigate impacts to the tree and maintain its good health condition and structural integrity. *Appendix B* is a diagram which we typically recommend for hard surface installations within critical root zones. If this aeration system can be used within the critical root zone, as an alternative to a full depth excavation to bearing ground, the likelihood of this tree surviving long term will increase.

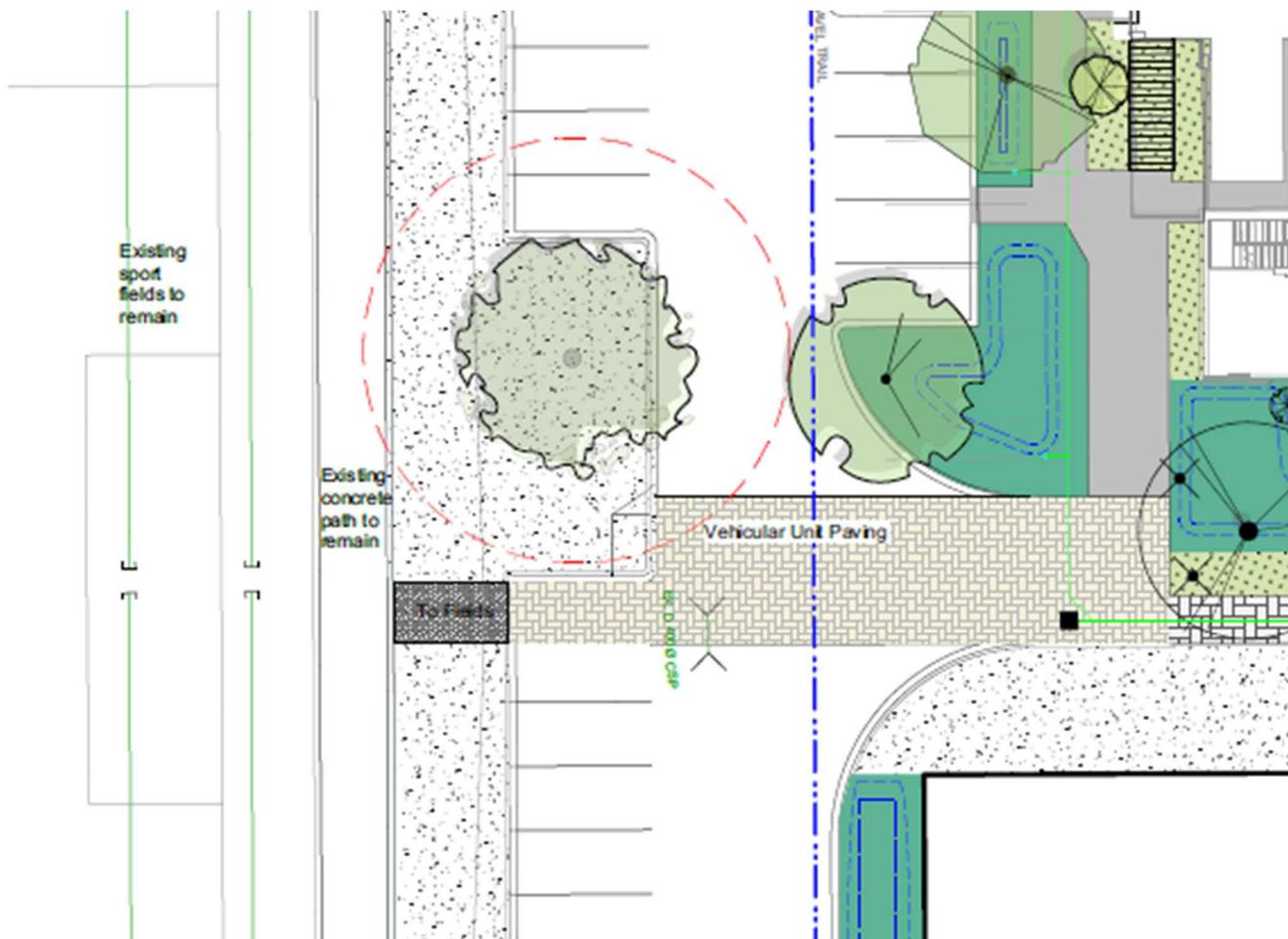


Figure 2: Snip from October 20, 2020 Landscape plan prepared by Murdoch deGreeff Inc. that shows proposed hard surface installations within the drip line of Gary oak (tag# 0989).

7. TREE RISK ASSESSMENT

During our September 09, 2020 site visit and in conjunction with the tree inventory, Garry oak (tag# 0989) was assessed for risk, on a basic assessment basis (level 2), and in the context of the existing and proposed land uses. The time frame used for the purpose of our assessment is one year (from the date of the September 09, 2020 tree inventory). Unless otherwise noted herein, we did not conduct an advanced (level 3) risk assessment, such as resistograph testing, increment core sampling, aerial examinations or subsurface root/root collar examinations.

The subject tree was deemed to be low risk (within a 1-year timeframe). Targets considered during this TRAQ assessment include: pedestrians travelling along the adjacent sidewalk (occasional use), people sitting on the park bench within the dripline (occasional use), occupants of vehicles in adjacent parking areas (frequent use).

8. IMPACT ASSESSMENT

8.1. RETENTION OF ONSITE TREE

The following tree (indicated by tag#) is located where it can be retained provided that its critical root zone can be adequately protected during construction. The project arborist must be onsite to supervise and excavation or fill placement required within their critical root zone (shown on the tree management plan (T1) in [appendix A](#)):

Retain and protect 1 tree

- 0989

9. IMPACT MITIGATION

Tree Protection Barrier: The areas, surrounding the trees to be retained should be isolated from the construction activity by erecting protective barrier fencing (see [Appendix A](#) for barrier specifications). Where possible, the fencing should be erected at the perimeter of the tree dripline. The barrier fencing to be erected must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

Excavation: We recommend that no excavation occur within tree protection zones of trees that are to be retained. Any excavation that is necessary, within the working space setback of trees to be retained must be completed under the direction of the project arborist. If it is found, at the time of excavation, that the excavation cannot be completed without severing roots that are critical to the trees health or stability it may be necessary to remove additional trees.

Material storage: Areas must be designated for material storage and staging during the construction process. Ideally these areas will be located outside of the tree protection areas that will be isolated by barrier

fencing. Should it be necessary to store material temporarily within any of the tree protection areas, the project arborist must be consulted.

Mulch layer or plywood over heavy traffic areas: Should it be necessary to access tree protection areas during the construction phase of the project, and heavy foot traffic or vehicular encroachment is required, we recommend that a layer of wood chip horticultural mulch (minimum of 15cm depth) or plywood be installed to reduce compaction. This project arborist must be consulted prior to removing or moving the protection barrier for this purpose.

Pruning: We recommend that any pruning of bylaw-protected trees to be retained be conducted to ANSI A300 Standards and Best Management Practices.

Stump removal: We recommend that, if stumps require removal, they are removed under arborist supervision or ground using a stump grinder to avoid disturbing root systems of trees in close proximity to retained trees in plan.

Demolition: If tree removal is proposed to be undertaken in conjunction with demolition operations, tree removal permits may be necessary. Note that some municipalities may not approve tree removal at this phase. If the municipality relaxes the requirement for barrier fencing installations prior to demolition (subject to onsite arborist supervision during demolition operations) a Letter of Undertaking may be required by the municipality.

Blasting and rock removal: If it is necessary to blast areas of bedrock near critical root zones of trees to be retained, the blasting to level these rock areas should be sensitive to the root zones located at the edge of the rock. Care must be taken to assure that the area of blasting does not extend into the critical root zones beyond the building and road footprints. The use of small low-concussion charges, and multiple small charges designed to pre-shear the rock face, will reduce fracturing, ground vibration, and reduce the impact on the surrounding environment. Only explosives of low phytotoxicity, and techniques that minimize tree damage, are to be used. Provisions must be made to store blast rock, and other construction materials and debris, away from critical tree root zones.

Washout area: It may be necessary to designate any area on the property for washing out cement and masonry tools and equipment. This area should be located away from the critical root zones of any trees to be retained.

Paved areas over critical root zones of trees to be retained: Where paved areas cannot avoid encroachment within critical root zones of trees to be retained, construction techniques, such as floating permeable paving, may be required. (specifications can be provided by the project arborist, in consultation with the design consultant).

Landscaping: Any proposed landscaping within the critical root zones of trees to be retained must be reviewed with the project arborist.

Review and site meeting: Once the project receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any demolition, site clearing or other construction activity occurs.

10. LIMITATIONS OF REPORT

This arboricultural field review report was prepared by Talbot Mackenzie & Associates for the exclusive use of the Client and may not be reproduced, used or relied upon, in whole or in part, by a party other than the Client without the prior written consent of Talbot Mackenzie & Associates. Any unauthorized use of this report, or any part hereof, by a third party, or any reliance on or decisions to be made based on it, are at the sole risk of such third parties. Talbot Mackenzie & Associates accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report, in whole or in part.

Arborists are professionals who examine trees and use their training, knowledge, and experience to recommend techniques and procedures that will improve a tree's health and structure or to mitigate associated risks. Trees are living organisms whose health and structure change and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. The arborist's review is limited to a visual examination of tree health and structural condition, without excavation, probing, resistance drilling, increment coring, or aerial examination. There are inherent limitations to this type of investigation, including, without limitation, that some tree conditions will inadvertently go undetected. The arborist's review followed the standard of care expected of arborists undertaking similar work in British Columbia under similar conditions. No warranties, either express or implied, are made as to the services provided and included in this report.

The findings and opinions expressed in this report are based on the conditions that were observed on the noted date of the field review only. The Client recognizes that passage of time, natural occurrences, and direct or indirect human intervention at or near the trees may substantially alter discovered conditions and that Talbot Mackenzie & Associates cannot report on, or accurately predict, events that may change the condition of trees after the described investigation was completed.

It is not possible for an Arborist to identify every flaw or condition that could result in failure nor can he/she guarantee that the tree will remain healthy and free of risk. The only way to eliminate tree risk entirely is to remove the entire tree. All trees retained should be monitored on a regular basis. Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

Immediately following land clearing, grade changes or severe weather events, all trees retained should be reviewed for any evidence of soil heaving, cracking, lifting or other indicators of root plate instability. If new information is discovered in the future during such events or other activities, Talbot Mackenzie & Associates should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein.

11. IN CLOSING

We trust that this report meets your needs. Should there be any questions regarding the information within this report, please do not hesitate to contact the undersigned.

Yours truly,

Talbot Mackenzie & Associates

Prepared by:



Noah Talbot, BA
ISA Certified Arborist PN – 6822A
Tree Risk Assessment Qualification
Email: tmtreehelp@gmail.com

12. REFERENCES

Dunster, J.A., E.T. Smiley, N. Matheny, and S. Lily. 2017. Tree Risk Assessment Manual, International Society of Arboriculture (ISA).

APPENDIX A
TREE MANAGEMENT PLAN (T1)

THIS PLAN IS PROVIDED FOR CONTEXT ONLY AND IS NOT CERTIFIED AS TO THE ACCURACY OF THE LOCATION OF FEATURES OR DIMENSIONS THAT ARE SHOWN ON THIS PLAN PLEASE REFER TO THE ORIGINAL SURVEY PLAN AND ARCHITECTURAL PLANS.



ATTACHMENT 5

FIELD AT THE TREE PROTECTION BARRIER TO THE EDGE OF THE EXISTING SIDEWALK ON THE WEST SIDE, TO THE EDGE OF THE EXISTING DRAINAGE SWALE ON THE EAST SIDE, AND TO THE EDGE OF THE DRIFLINE ON THE NORTH AND SOUTH SIDES. REALIGN THE TREE PROTECTION BARRIER AT THE TIME OF GRADING FOR THE INSTALLATION OF THE NEW PARKING LOT (UNDER THE DIRECTION OF THE PROJECT ARBORIST).

THE PROJECT ARBORIST TO SUPERVISE ALL EXCAVATION AND FILL PLACEMENT REQUIRED WITHIN THE CRITICAL ROOT ZONE OF GARRY OAK (TAG#0989) DURING GRADING FOR THE INSTALLATION OF THE NEW PARKING LOT, BACKFILLING THE EXISTING DRAINAGE SWALE, INSTALLATION OF NEW UNDERGROUND SERVICES, RAINGARDENS OR ANY OTHER REQUIRED GRADE CHANGES, MAINTAIN THE EXISTING GRADES TO THE FULLEST EXTENT POSSIBLE.

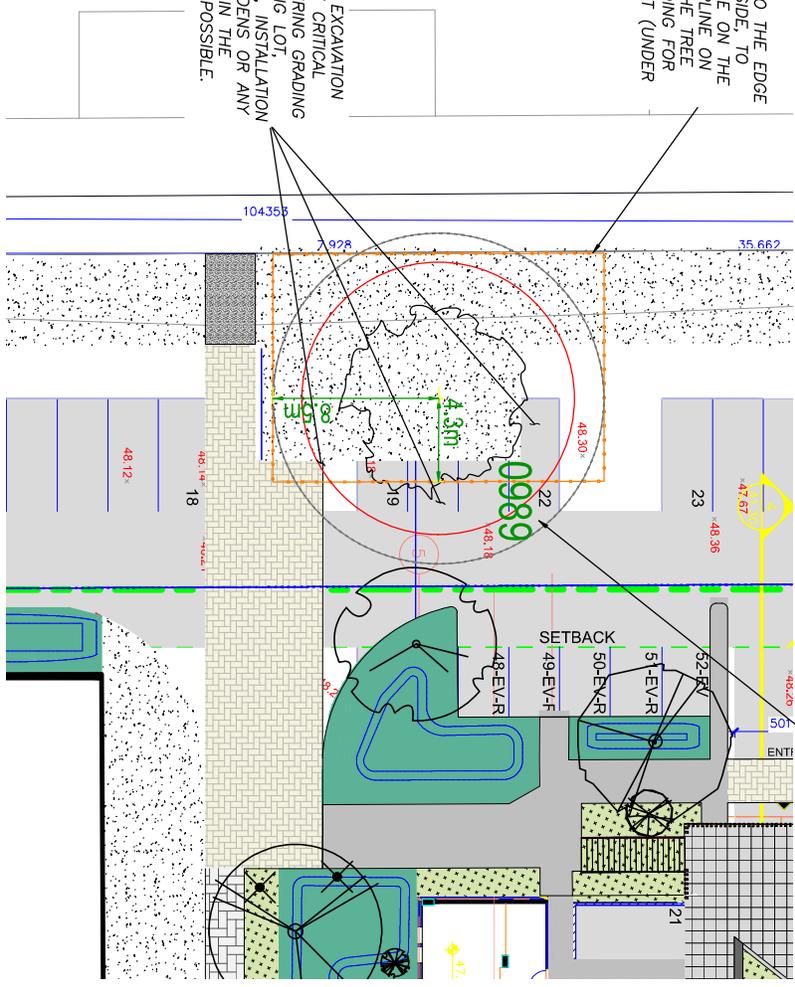
GENERAL NOTES

The Protection Barrier: The area surrounding the trees to be retained, should be defined from the construction activity by existing protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zone. The barrier fencing to be erected must be a minimum of 1200mm in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood or flexible snow fencing. The fencing must be on the ground surface and not suspended in the air. The barrier fencing should be erected prior to any excavation or backfilling. The project arborist must be consulted before the fencing is removed or moved for any purpose.

Excavation: No excavation shall occur within the critical root zones of trees that are to be retained. Any excavation that is necessary, within the critical root zone must be completed under the direction of the project arborist.

Removal: Removal of trees that are to be removed must be completed under the direction of the project arborist. Note that some municipalities may not approve tree removal at this phase. If the municipality releases the requirement for barrier fencing installations prior to demolition (subject to onsite arborist supervision during demolition operations) a letter of assurance may be required by the municipality.

Pruning: Pruning of retained trees from heavy traffic areas: Should it be necessary to access the project area during the construction phase of the project, and heavy foot traffic or vehicular encroachment is required, we recommend that a layer of wood chip mulch or gravel be installed to reduce compaction. The project arborist must be consulted prior to removing or moving the protection barrier for this purpose.



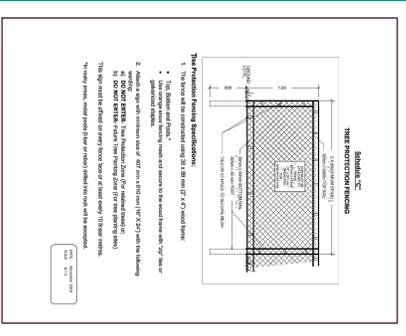
ALL CANOPY CLEARANCE PRUNING ABOVE THE NEW PARKING AREA TO BE PERFORMED TO ANSI A300 STANDARDS.

- Pruning:
- Once tree clearing has taken place we recommend that trees to be retained be pruned to remove deadwood, and to address any structural issues.
 - We recommend that any pruning of by-law-protected trees be performed to ANSI A300 standards and Best Management Practices.
 - MULCHING: Mulching is required for all trees to be retained. Mulch should be applied to a depth of 100mm (4 inches) around the base of the tree to a minimum of 1.0m (3 feet) from the trunk. The mulch should be applied to a depth of 100mm (4 inches) from the trunk to a minimum of 1.0m (3 feet) from the trunk. The mulch should be applied to a depth of 100mm (4 inches) from the trunk to a minimum of 1.0m (3 feet) from the trunk.
 - PAVEMENT: Pavement should be installed around the base of trees to be retained. The pavement should be installed to a depth of 100mm (4 inches) from the trunk to a minimum of 1.0m (3 feet) from the trunk.
 - CONSTRUCTION: Construction techniques such as floating permeable paving, may be required. (Specifications can be provided by the project arborist, in consultation with the design consultant).
 - RETAINED TREES: The critical root zones of trees to be retained must be reviewed with the project arborist.
 - ADJACENT: It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:
 - Reviewing the report with the project foreman or site supervisor.
 - Locating work zones and machine access corridors where required.
 - Supervising excavation for any areas within the critical root zones of trees to be retained including any proposed retaining wall footings and review any proposed fill areas near trees to be retained.

LEGEND

- Existing tree with tag #
- Drifline radius (m)
- Tree protection fencing
- Critical root zone radius (m)

TREE PROTECTION FENCING SPECS



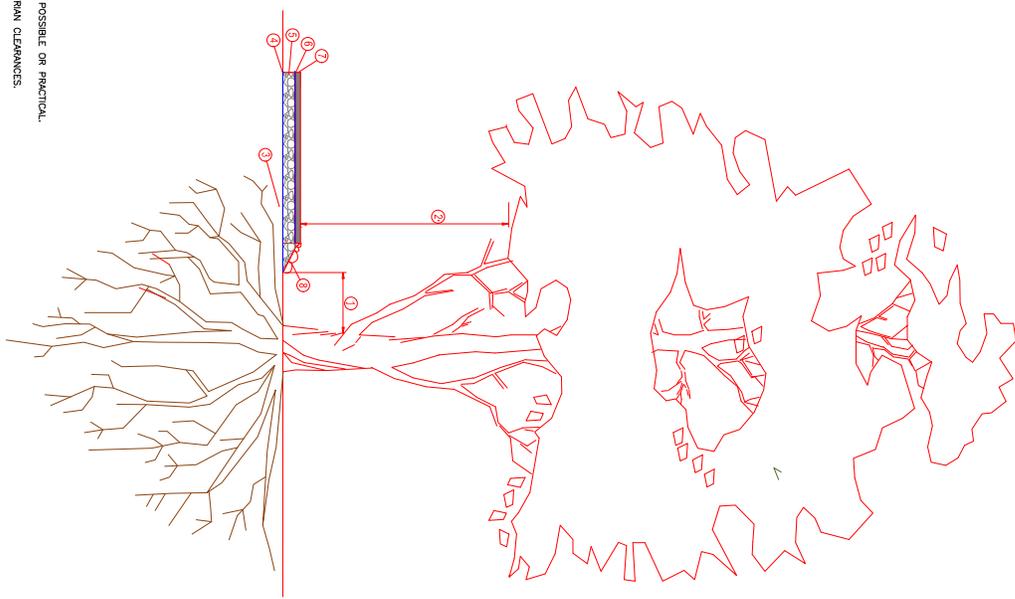
Sketch T1
Tree Management Plan
3191 Sherman Road
North Cowichan, BC

DATE: November 04, 2020
PREPARED FOR: T. Hunsing, SCARMS
SCALE: 1:250 @ 11" X 17"

TALBOT MACKENZIE & ASSOCIATES
CONSULTING ARBORISTS
VICTORIA, BC V8Z 7N2
TEL: 250-426-4733
EMAIL: info@tmk.ca
www.tmk.ca

APPENDIX B
DIAGRAM – SITE SPECIFIC DRIVEWAY,
PARKING AND WALKWAY

DIAGRAM - SITE SPECIFIC DRIVEWAY, PARKING AND WALKWAY



CROSS SECTION VIEW

CONSTRUCTION NOTES:

1. MAINTAIN AS LARGE A SETBACK BETWEEN FILL ENCROACHMENT AND THE TRUNK AS POSSIBLE OR PRACTICAL.
2. CONSIDER PRUNING REQUIREMENTS TO ACCOMMODATE VEHICLE, BICYCLE OR PEDESTRIAN CLEARANCES.
3. EXCAVATE THE FOOTPRINT OF THE PROPOSED DRIVEWAY UNDER THE SUPERVISION OF AN ISA CERTIFIED ARBORIST. EXCAVATION WILL BE LIMITED TO THE REMOVAL OF THE TOP ORGANIC LAYER/OR EXISTING HARD SURFACE). EXCAVATION AROUND ROOT STRUCTURES MUST BE PERFORMED BY HAND, AIRSHADE OR HYDROEXCAVATION.
4. INSTALL A LAYER OF MEDIUM WEIGHT NON WOVEN GEOTEXTILE(NILEX 4535 OR APPROVED EQUIVALENT)OVER THE ENTIRE AREA OF THE CRITICAL ROOT ZONE THAT IS TO BE COVERED BY A PAVED SURFACE. COVER THIS GEOTEXTILE FABRIC WITH WITH A LAYER OF WOVEN AMOCO 2002 OR TENSAR BX 1200. EACH PIECE OF FABRIC MUST OVERLAP THE ADJOINING PIECE BY APPROXIMATELY 30CM.
5. INSTALL A 10cm LAYER OF CLEAR CRUSHED GRAVEL (NO FINES) USING 20mm DIAMETER MATERIAL OR APPROVED EQUIVALENT.
6. A LAYER OF FELTED FILTER FABRIC IS TO BE INSTALLED OVER THE CRUSHED GRAVEL LAYER TO PREVENT FINE PARTICLES OF SAND AND SOIL FROM INFILTRATING THIS LAYER
7. THE BEDDING OR BASE LAYER AND SIDEWALK SURFACING CAN BE INSTALLED DIRECTLY ON TOP OF THE GEOTEXTILE FABRIC. NOTE THAT TWO-DIMENSIONAL (SUCH AS CORRUGATED 30/30) OR THREE-DIMENSIONAL GEO-SAND REINFORCEMENTS CAN BE INSTALLED IN COMBINATION WITH, OR INSTEAD OF, THE GEOTEXTILE FABRIC.
8. FILL SLOPES – WHERE POSSIBLE, INSTALL LOOSE STACKED BOULDERS TO REDUCE THE FOOTPRINT OF FILL SLOPES THAT ENOUGH WITHIN CRITICAL ROOT ZONES OF TREES TO BE RETAINED. DO NOT FILL MATERIAL DIRECTLY AGAINST THE TRUNK OF THE TREE.



TALBOT MACKENZIE & ASSOCIATES

CONSULTING ARBORISTS

BOX 48153

VICTORIA, BC, V8Z 7H2

TEL: 250-479-8733

EMAIL: treehelp@gmail.com

www.treehelp.ca

APPENDIX C

SITE PHOTOGRAPHS



Photograph 1 – Photo of subject tree looking North to South.



Photograph 2 – Photo of Subject tree looking South to North.



Photograph 3 – Photo of subject tree looking East to West.



Photograph 4 – Yellow arrow indicates location of existing drainage swale within the East side of the critical root zone of the subject tree (4 meters from the East side of the root collar).



Photograph 5 – Photo of the lower trunk and root collar of the subject tree.

Report

Date	January 20, 2021	Prospero No. DVP00061
To	Council	Folio No. 06000-000
From	Chris Hutton, Community Planning Coordinator	File No. 3080-20 20.09
		Endorsed:
		
Subject	Development Variance Permit Application No. DVP00061 for 3191 Sherman Road.	

Purpose

To consider granting a variance to the Zoning Bylaw to reduce the minimum rear yard setback for a principal building located at 3191 Sherman Road from 8.0 metres to 3.08 metres.

Background

Land Use Context:

The subject property is 1.21 ha (2.99 ac) in size, located within the Urban Containment Boundary, and owned by the Municipality of North Cowichan. Council recently approved a lease over part of this parcel to the Community Land Trust of BC for the preparation of a 92 unit (34 townhouse and 58 apartment) development funded under the BC Housing Community Housing Fund (“the housing project”).

This parcel was the subject of a Zoning Bylaw Amendment in 2016 to rezone part of the property to a new Mixed Use Residential (CD15) zone where the housing project is planned. The remainder of the property, presently leased by the Duncan Curling Club, is zoned Public Use (PU). Attachment 3 shows the zoning arrangement as follows:

- A 0.4 ha (1.0 ac) portion of the subject property in the southwest corner is zoned Public Use (PU) and contains a curling rink and parking facilities.
- The L-shaped 0.81 ha (1.99 ac) area zoned Mixed Use Residential Zone (CD15) and is the site of the future housing project.

The property is in the process of being subdivided along the zoning boundary to create separate legal parcels for the housing project and curling facility. (Attachment 4)

Proposal:

Section 79(2)(a) of the Zoning Bylaw specifies that “where the lot abuts residentially-zoned land, the yard, side, or the yard, rear, shall be 8.0 m (26.25 ft) in depth”. Subdivision of the property along the zoning boundary will therefore require the existing curling club building to be a minimum of 8.0 metres from the new proposed subdivision boundary between the proposed curling club and housing project properties. As the curling club building is only setback 3.08 metres (10.1 ft.) from the new proposed property boundary between the new curling club lot and the housing project lot, the subdivision cannot

be approved by the Subdivision Approving Officer as proposed unless the setback requirement is relaxed.

TL Housing Solutions (the development coordinating organization for the housing project and the applicant for this variance) has provided a letter of rationale with their application in Attachment 5.

Discussion:

The proposed variance only impacts the new housing project. Existing residential properties adjacent to the site are not affected by the requested setback relaxation.

The requirements for landscaping and hardscaping in the DPA-1 guidelines, which apply to the community housing project are designed to mitigate any impacts by creating an ambient, human-scaled environment, and providing safe, usable space for both pedestrians and loading access. Attention has been given to the vehicle access and loading doors at the side and rear of the Curling Club in the design of the housing project, which shall be regulated through the development process and on completion of the housing project. The following images illustrate the relationship between the buildings and the landscape treatments.

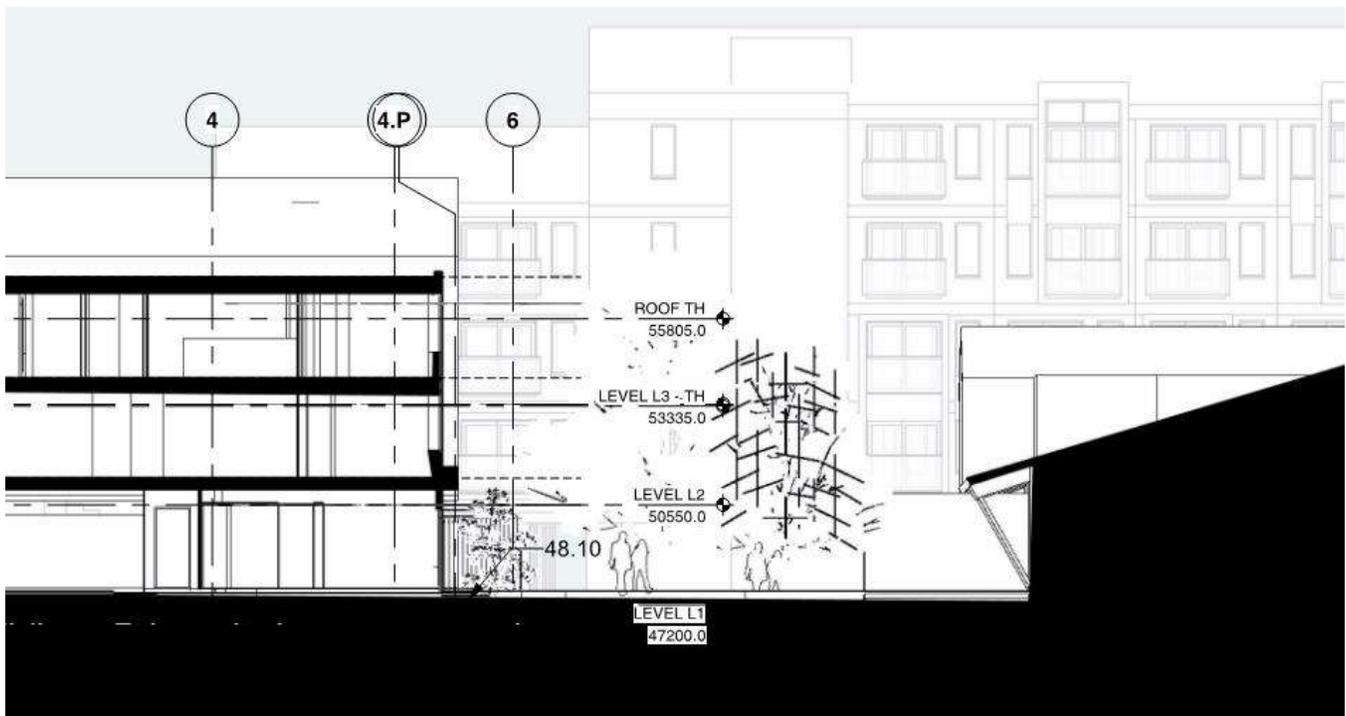


Figure 1: Section View Looking East

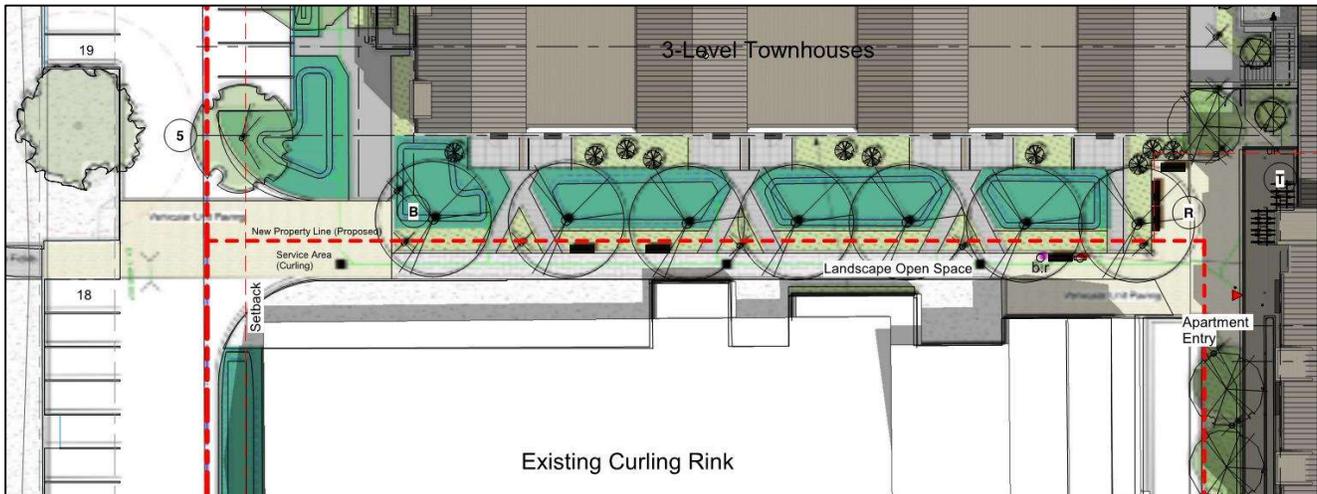


Figure 2: Landscape Plan View

As the requested variance facilitates development of the housing project, does not impact any existing residential properties, and has been addressed in the design of the housing project, granting of the requested variance is recommended.

Communications and Engagement:

Neighbouring properties within a 60 metre radius of the subject property have been notified of this application, as well as the date, time and location where Council will consider the variance application. Public input received in response to the notification will be provided to Council.

Options

- Option 1: (**Recommended**) That Council authorize the issuance of a development variance permit for 3191 Sherman Road and grant the variance to section 79(2)(a) of Zoning Bylaw 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08 metres.
- Option 2: (Alternative) That Council deny issuance of a development variance permit for 3191 Sherman Road to vary section 79(2)(a) of Zoning Bylaw 2950 to reduce the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08 metres.

Implications

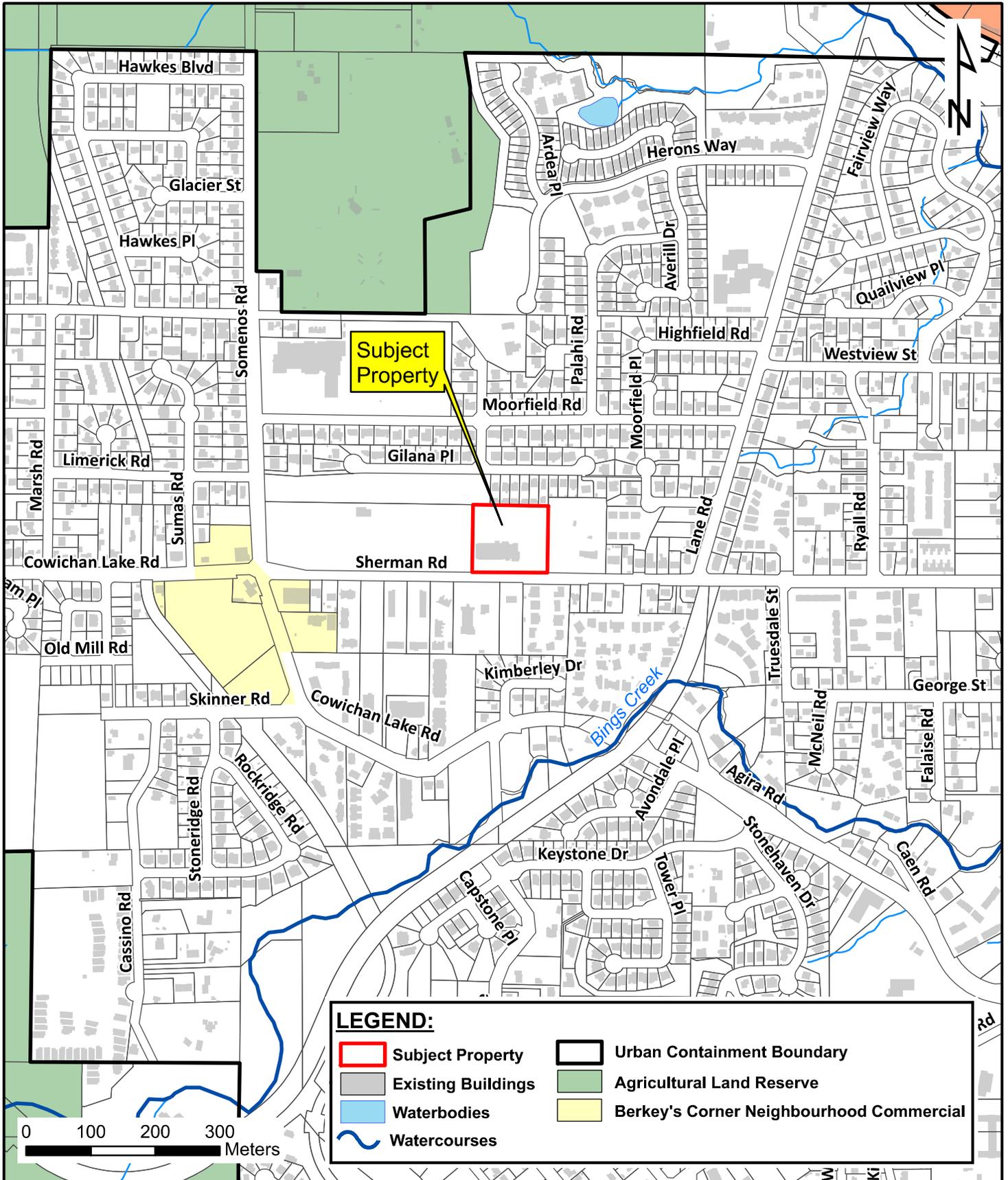
If the requested variance is not granted, the subdivision and housing project could not proceed as currently proposed. Redesigning the housing project or abandoning the subdivision will potentially impact the construction timeline and viability of the housing project.

Recommendation

That Council authorize the issuance of a development variance permit for 3191 Sherman Road and grant the variance to section 79(2)(a) of Zoning Bylaw 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08 metres.

Attachments:

1. Location Map
2. Orthophoto
3. Zoning Map
4. Proposed Variance
5. Letter of Rationale from Applicant
6. Site Photos
7. Draft Variance Permit



LOCATION MAP

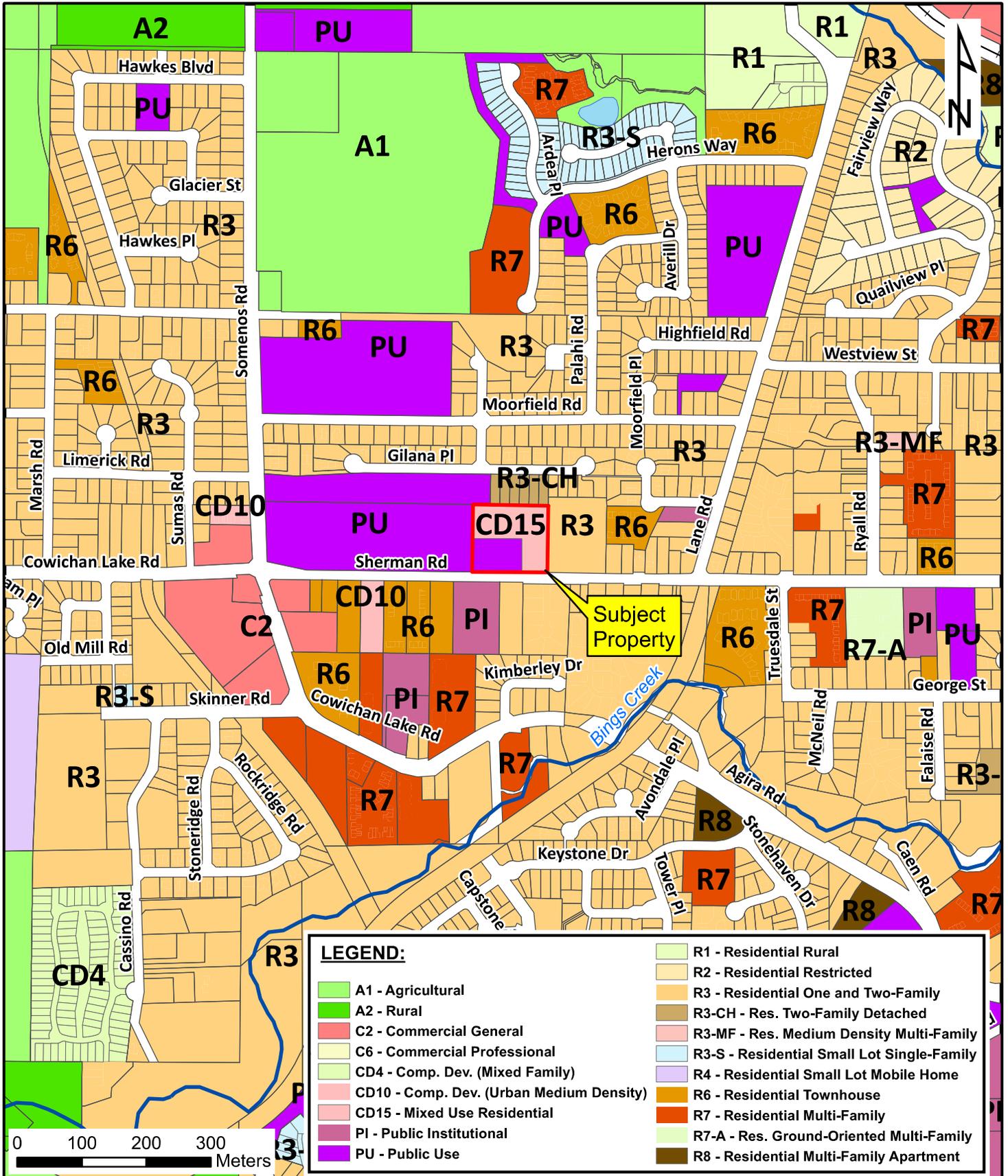
3191 Sherman Road

DATE:	December 10, 2020
TYPE:	Development Variance Permit
FILE#:	DVP00061



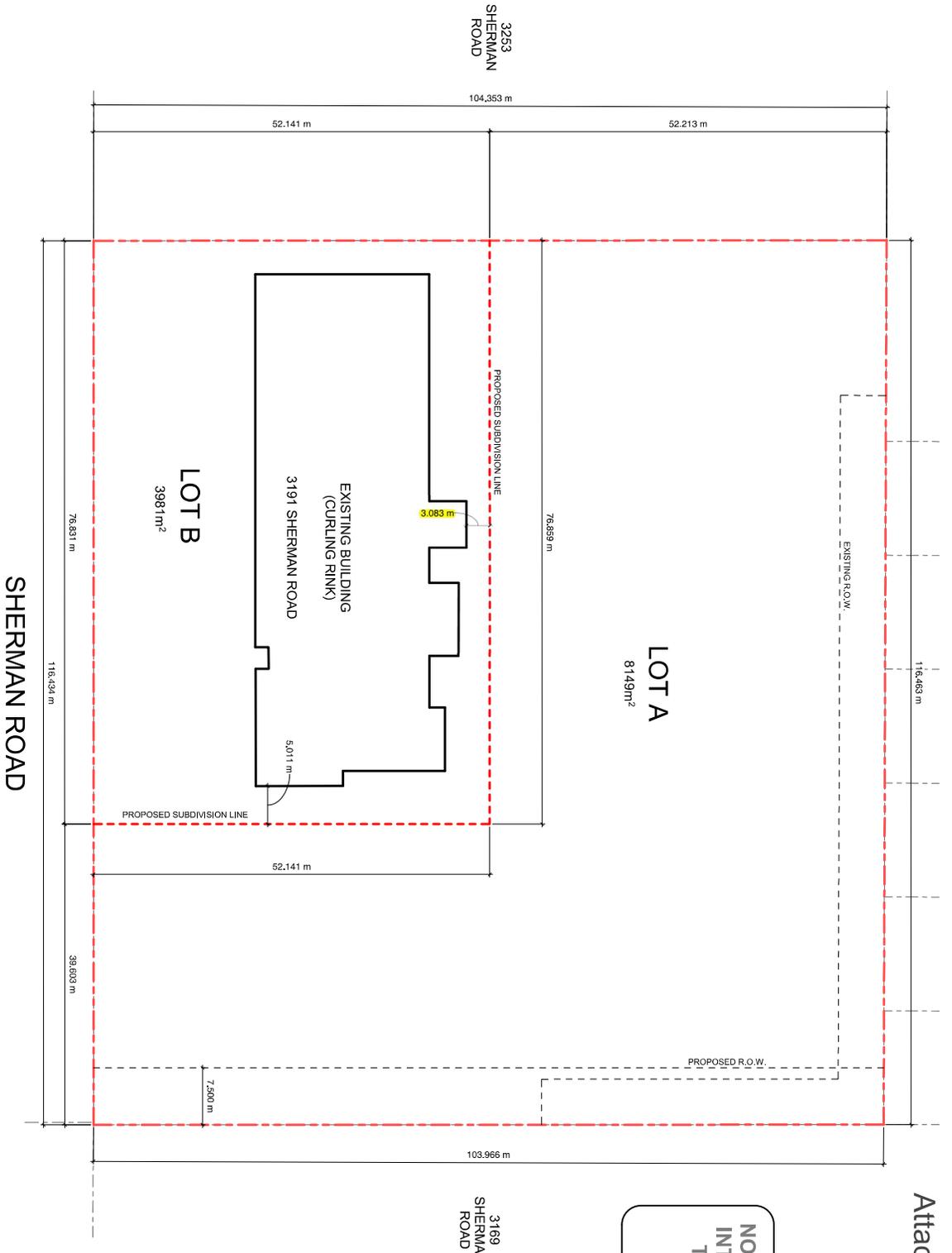
ORTHO PHOTO MAP
 (Orthophoto is from 2019 aerial photography)
 3191 Sherman Road

DATE:	December 10, 2020
TYPE:	Development Variance Permit
FILE#:	DVP00061



ZONING MAP
3191 Sherman Road

DATE:	December 10, 2020
TYPE:	Development Variance Permit
FILE#:	DVP00061



NOTE: THIS DRAWING IS NOT INTENDED FOR SUBMISSION TO LAND TITLES OFFICE. FOR REVIEW AND INFORMATION ONLY



LOW HAMMOND ROWE ARCHITECTS



TL HOUSING SOLUTIONS



NORTH COWICHAN FAMILY HOUSING

SITE PLAN - SUBDIVISION

3191 SHERMAN ROAD, DUNCAN BC
ISSUED FOR MUNICIPAL REVIEW - SUBDIVISION
OCT 15, 2020

SCALE

OCT 15, 2020
1 : 250



SUITE 1212, 450 SW MARINE DRIVE 604 301 3999
VANCOUVER, BC, CANADA V5X 0C3 TLHOUSINGSOLUTIONS.CA



Attention: Chris Hutton

Community Planning Coordinator, Municipality of North Cowichan
7030 Trans Canada Hwy, Duncan BC V9L 3X4

October 26, 2020

Via Email

Re: Rationale for Development Variance Permit Application - 3191 Sherman Road

Dear Mr. Hutton,

Please accept this Development Variance Permit (DVP) application rationale for the proposed project at 3191 Sherman Road. The development is comprised of both townhouses and a 5-storey multi-unit apartment building, dedicated to affordably house families, individuals, and couples in North Cowichan. The project is a partnership between the Community Land Trust and TL Housing Solutions, with BC Housing as a central funding agent.

The proposed project aligns with the Official Community Plan (OCP) policies. It complies with the building height requirements set out in the zoning bylaw. This project has been designed to reflect the character of the surrounding neighborhood, both in terms of massing and placement, as well as by using neutral-toned materials and wood accents. The building design has been further revised over the last 12 months in response to two separate rounds of municipal staff feedback on the development permit application package.

Concurrent with the subdivision application, we are requesting a development variance permit issuance to relax the rear yard setback requirements of the curling rink, currently under Public Use (PU) zone, from 8 m to 3 m. Per the DP review comments from staff, we understand that the variance requirement was prompted by the second DP application review by staff (conducted in Spring/Summer 2020) and relates to the subdivision application submitted in March 2020 at the direct request of municipal staff. For reference, we have attached the site plan reflecting the boundary line similar to what is reflected in the DP package submitted in March 2020. The setback does not vary the use and permitted densities of the involved properties, and does not impact the use and enjoyment of the adjacent land.

Thank you for your time and continued collaboration on this project. Please feel free to contact me with any questions.

Sincerely

A handwritten signature in black ink, appearing to read "Lauren Antifeau", written in a cursive style.

Lauren Antifeau
Development Manager

TL Housing Solutions: E - Lauren.Antifeau@TLHousingSolutions.ca

Attachment A

Diana Jerop

Subject: FW: DP000172

From: Chris Hutton <chris.hutton@northcowichan.ca>

Sent: Thursday, July 23, 2020 3:44 PM

To: Lauren Antifeau <Lauren.Antifeau@tlhousingsolutions.ca>Cc: Mairi Bosomworth <Mairi.Bosomworth@northcowichan.ca>; Rob Conway <rob.conway@northcowichan.ca>;Michele Gill <michele.gill@northcowichan.ca>; Alyssa Meiner <alyssa.meiner@northcowichan.ca>

Subject: RE: DP000172

[EXTERNAL EMAIL]:

Hi Lauren,

The following comments must be addressed in response to your resubmitted drawings dated in April for the above noted DP application.

- It is necessary to address the need for a variance in relation to the concurrently proposed subdivision by amending this Development Permit application to include a variance request to reduce the rear yard setback of the PU zone for the curling club from 8 m to 3 m. Alternatively, a Development Variance Permit is required.
- The landscape plan should clearly articulate what off-site services will be constructed by the applicant. Any property that includes off-site work must be noted in this application.
- The construction of rain gardens west of 3191 Sherman Road is not supported unless the design is demonstrated to be safe from falling hazards, given the proximity of the playing surface.
- This is a very green area, with an emphasis on recreational/youth-oriented services. The building's choice of materials and color palette strike a monotonous, urban tone that does not respond well to the surrounding built and natural environment. The following are suggested to improve this:
 - An alternative colour and materials palette that better reflects the building's location in in the centre of an active green space. This could include broader, more vibrant colour palette and textural or color differentiation of cornice lines.
 - Greater diversity of visual interest to disrupt monotonous wall faces is needed.
 - Integrate space for public art along the ground floor. BCH has grants for public art and there is an opportunity to highlight this in the blank panels along the ground floor parking screening sections. These sections should be finished and framed in a way that will facilitate this.
- A wayfinding signage plan is required to direct motorists accessing the west access to the soccer fields, curling club and the housing address.
- The curling club requires vehicle access to rear doors at the west *and east* sides of their building. Any hardscaping in in this area must be level, and drivable from their east access.
- No planting list has been provided to date. A list and estimate are needed to ensure that the plantings are:
 - Native species which are pest and disease resistant;
 - Drought tolerant;
 - Take into account their solar exposure;
 - Deciduous on the south and west sites and coniferous on the north side.

- Quote provided for maintenance bonding.

All lighting must be demonstrated to be dark-sky compliant and not contribute to light-spill.

Sincerely,

Chris Hutton, MCIP, RPP
Community Planning Coordinator
Development and Engineering Services | Planning
Municipality of North Cowichan
chris.hutton@northcowichan.ca
T 250.746.3155

www.northcowichan.ca

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Development Variance Permit

Permit No: DVP00061/19.27
Registered Owner: The Corporation of the District of North Cowichan
Subject Property: 3191 Sherman Road **Folio:** 06000-000
Description of Land:
Parcel Identifier: 003-809-510
Legal Description: Lot 2, Section 1, Range 4, Somenos District 7663
Proposal: **To Vary Section 79(2)(a) – Reduce Rear Yard Setback for Subdivision**

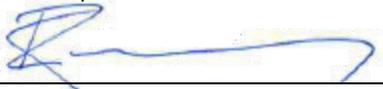
1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. Pursuant to Section 498 of the *Local Government Act* (RSBC 2015, c. 1), this permit varies Section 79 (2)(a) of Zoning Bylaw No. 2950, 1997 by reducing the required rear yard setback for a building abutting a residential area from 8.0 metres to 3.08 metres.
4. The Lands subject to this permit shall be developed strictly in accordance with the terms and conditions of this permit and in accordance with Schedule 1 – Proposed Site Plan
5. This permit is not a building permit.
6. Pursuant to section 504(1) of the *Local Government Act*, this permit lapses two years from date of issue if the holder of the permit does not substantially start any construction with respect to which this permit is issued.

Date of Development Variance Permit Approval/Issue by Council or its Delegate:

This permit was approved on **January 20, 2020** and issued on **January 27, 2021**.

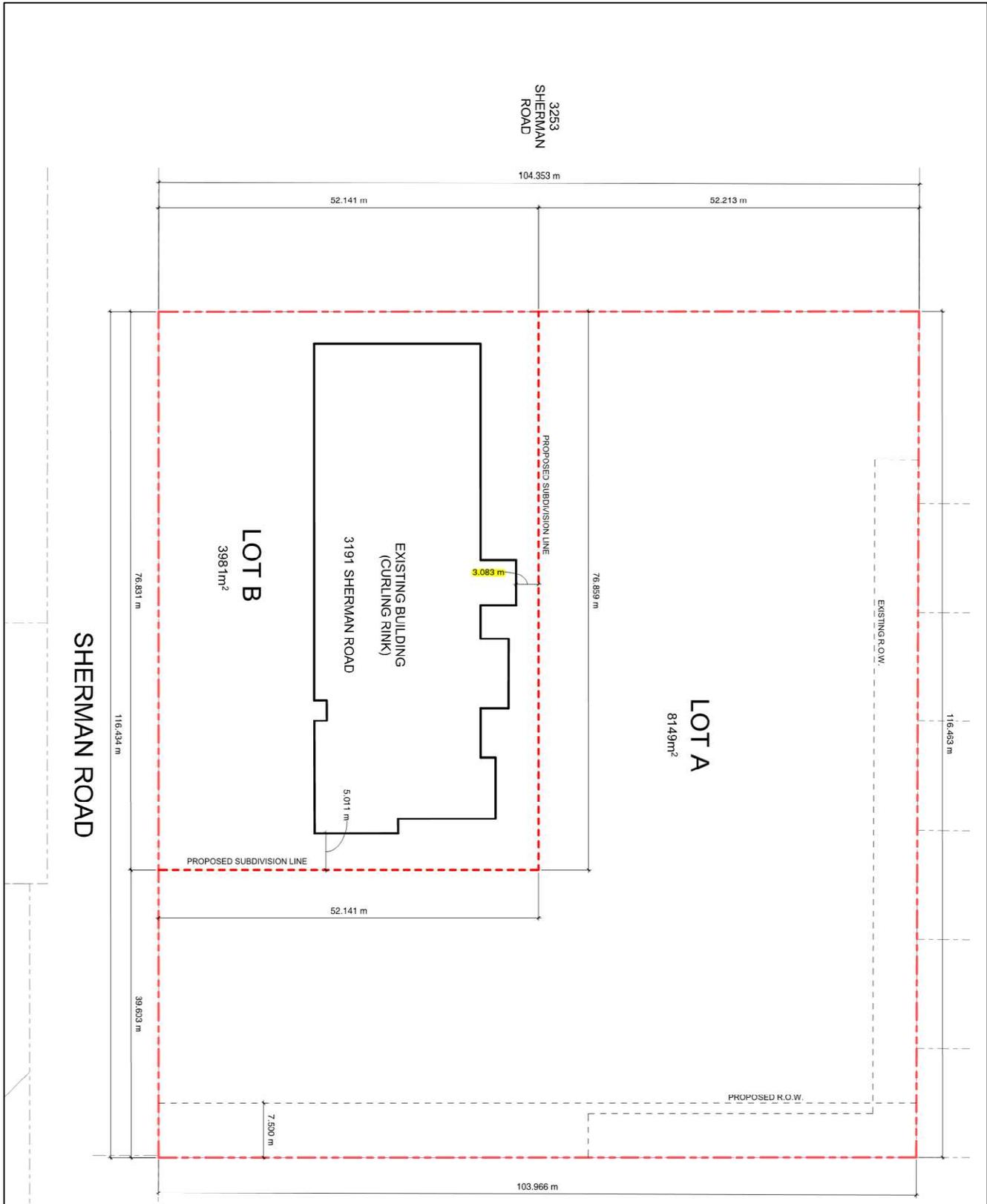
This permit expires on **January 27, 2023**.

The Corporation of the District of North Cowichan



Designated Municipal Officer

Schedule 1 –Proposed Site Plan



Development Permit Amendment with Variance

Permit No: DP000172
Applicant: Community Land Trust Foundation of BC
Registered Owner: The Corporation of the District of North Cowichan
Subject Property 1: 3191 Sherman Road **Folio:** 06000-000
Subject Property 2: 3253 Sherman Road **Folio:** 05999-000

Description of Lands:

Subject Property 1

Parcel Identifier: 003-809-510
Legal Description: Lot 2, Section 1, Range 4, Somenos District, Plan 18897

Subject Property 2

Parcel Identifier: 003-809-471
Legal Description: Lot 1, Section 1, Range 4, Somenos District, Plan 18897

Proposal: **To Amend Permit No. CA8862516 and Legal Notation No. CB528896 by extending the expiry date and adding a variance to Section 79(2)(a) of Zoning Bylaw 1997, No. 2950 to reduce the minimum rear yard setback for a principal building.**

Conditions of Permit:

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws, except as specifically varied or supplemented by this Permit.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. The Lands shall be developed in accordance with the Development Permit issued on **March 23, 2021 (CA8862516)** and Development Permit Amendment issued on **March 22, 2023 (CB528896)** except as amended under Condition 4 and by extending the expiry date for a further two years.
4. Pursuant to Section 490 (1) of the *Local Government Act* this permit varies Section 79 (2) (a) of Zoning Bylaw 1997, No. 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08 metres for the purposes of subdividing the Lands.

5. Pursuant to section 504 of the *Local Government Act*, this permit will lapse two years from the date of the Development Permit approval unless construction, in accordance with the terms and conditions of this permit, has substantially started.
6. This permit is not a building permit.
7. Further to condition 4, construction is considered to be substantially started when a valid building permit for the development has been issued and shall not have lapsed; and excavation or construction works associated with the development hereby approved must have commenced to the satisfaction of the Director of Planning and Building. Demolition does not constitute construction.

Date of Development Permit Amendment Approval/Issue by Council or its Delegate:

This permit was approved **July 17, 2024** and issued on **July XX, 2024**.

This permit expires on **July XX, 2026**.

The Corporation of the District of North Cowichan

Amanda J Young,
Director of Planning and Building



The Corporation of the District of North Cowichan

Business Licence Amendment Bylaw

BYLAW NO. 3962

A bylaw to amend Business Licence Bylaw No. 3153, 2002, to remove section 8 which deals with reconsideration to avoid any conflict with section 7 in Delegation of Authority Bylaw No. 3814, 2021, which includes similar provisions.

The Council of The Corporation of The District of North Cowichan, enacts in open meeting assembled, as follows:

Citation

- 1 This Bylaw may be cited as "*Business Licence Amendment Bylaw No. 3962, 2024*".

Amendment

- 2 Business Licence Bylaw No. 3153, 2002, is amended by deleting section 8 [*reconsideration of Business Licence Inspector's decision*] in its entirety.

READ a first time on July 17, 2024

READ a second time on July 17, 2024

READ a third time on July 17, 2024

This bylaw was posted to the municipality's public notice places on July 2, 2024

ADOPTED on _____.

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date August 21, 2024

File: DVP00106

Subject Development Variance Permit Application for 6320 Crestwood Drive

PURPOSE

To consider a development variance permit application to reduce the south side yard setback from 3 metres to 1.7 metres and to increase the maximum permitted accessory building height from 5.0 metres to 5.85 metres for the construction of a garage at 6320 Crestwood Drive.

BACKGROUND

The subject property, located at 6320 Crestwood Drive, is 0.22 hectares in area, within the Residential Rural (R1) Zone (Attachments 1 & 2), designated 'Rural Residential' under the Official Community Plan, and situated outside of the Urban Containment Boundary (Attachment 3). The surrounding properties are also zoned R1.

Proposal

The property owner is requesting Council's authorization to reduce the south side yard setback from 3 metres to 1.7 metres and increase the maximum permitted building height from 5.0 metres to 5.85 metres to construct a garage.

The site plan identifying the location of the proposed structure in relation to the permitted and requested setbacks is provided in Attachment 4, and building elevations are provided in Attachment 5. The applicant has advised that the side yard variance is requested due to the location of the property's septic system and the height variance to match the roof pitch of the existing home. The complete Letter of Rationale is available in Attachment 6.

DISCUSSION

The requested variances and the proposed accessory building are in scale with surrounding structures and, in the opinion of staff, do not present a detrimental land use impact for the adjacent neighbours.

The draft permit can be found in Attachment 7.

Pursuant to section 499 of the *Local Government Act*, notice has been issued to neighbouring property owners (Attachment 8).

OPTIONS

1. **(Recommended Option)** THAT Council authorizes the issuance of Development Variance Permit DVP00106 and grant variances to the following sections of Zoning Bylaw, 1997, No. 2950, to facilitate the construction of a garage at 6320 Crestwood Drive:
 - (1) Sections 56 (6) (b) to reduce the south side yard setback from 3 metres to 1.7 metres; and,
 - (2) Section 56 (7) (b) to increase the maximum permitted accessory building height from 5.0 metres to 5.85 metres.
2. THAT Council deny the Development Variance Permit application DVP00106 to reduce the maximum permitted side yard set back and increase the accessory building height at 6320 Crestwood Drive.

IMPLICATIONS

Should Council deny the application, the applicant would be required to construct the garage in accordance with the R1 (Rural Residential) zone and all other applicable provisions of Zoning Bylaw No. 2950, 1997.

RECOMMENDATION

THAT Council authorizes the issuance of Development Variance Permit DVP00106 and grant variances to the following sections of Zoning Bylaw, 1997, No. 2950, to facilitate the construction of a garage at 6320 Crestwood Drive:

- (1) Sections 56 (6) (b) to reduce the south side yard setback from 3 metres to 1.7 metres; and,
- (2) Section 56 (7) (b) to increase the maximum permitted accessory building height from 5.0 metres to 5.85 metres.

Report prepared by:

Sarah Foulkes-Watson

Sarah Foulkes-Watson, MCP
Development Planner

Report reviewed by:



Amanda J. Young, RPP, MCIP
Director, Planning and Building

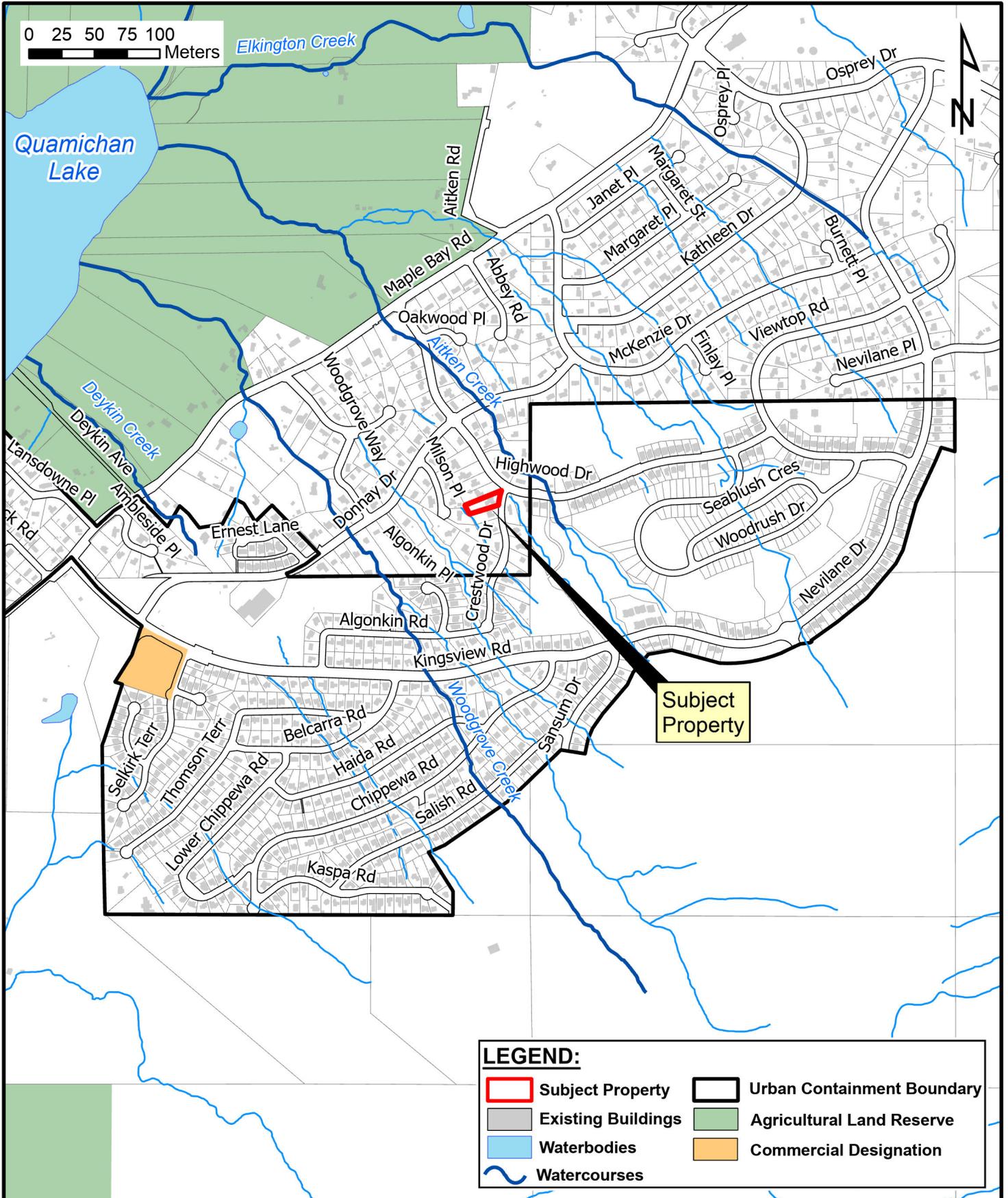
Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) Location Map
- (2) Orthophoto
- (3) Zoning
- (4) Site Plan
- (5) Elevations
- (6) Letter of Rationale
- (7) Draft Development Variance Permit
- (8) Notice



LEGEND:

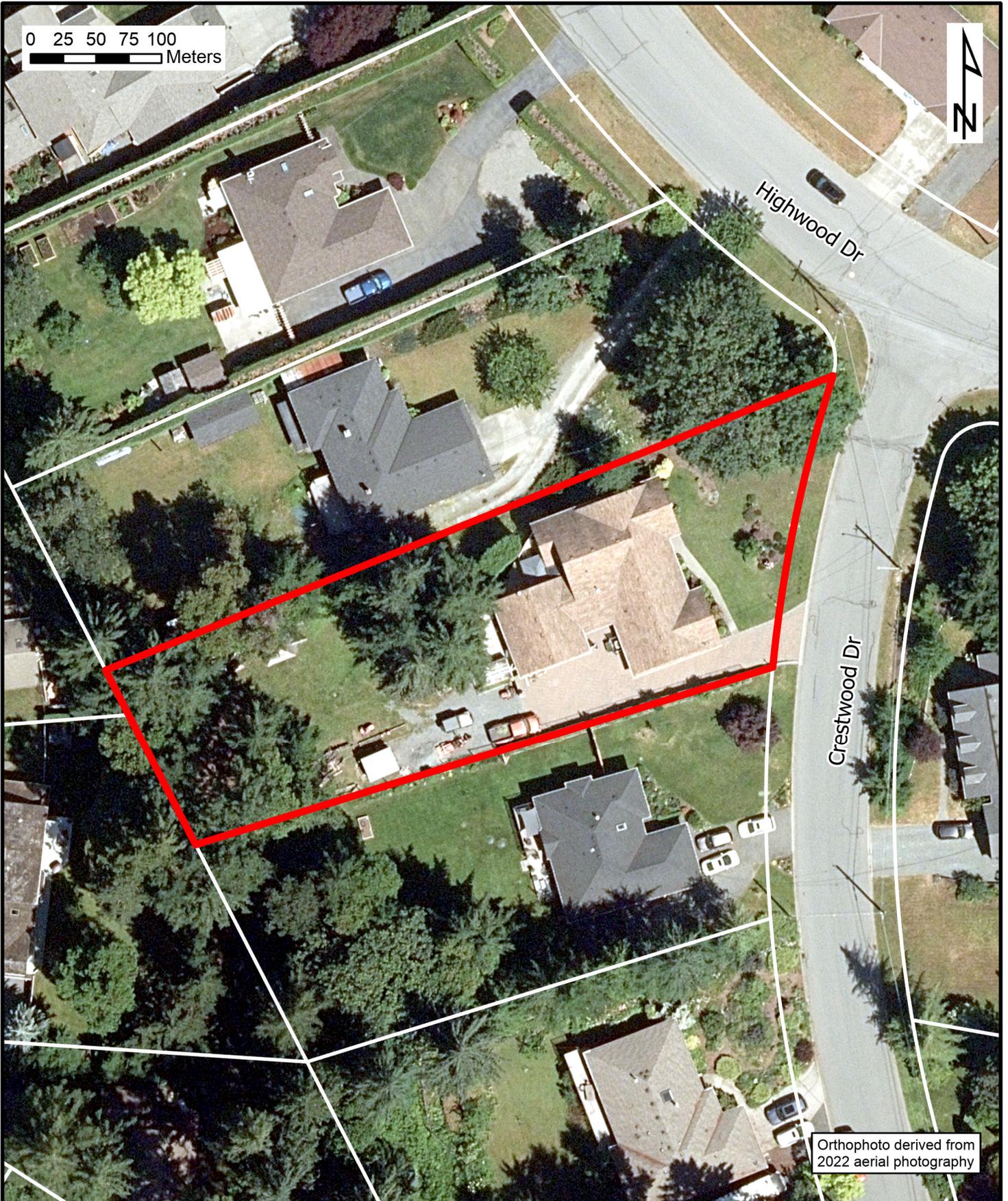
	Subject Property		Urban Containment Boundary
	Existing Buildings		Agricultural Land Reserve
	Waterbodies		Commercial Designation
	Watercourses		



LOCATION MAP

6320 Crestwood Drive

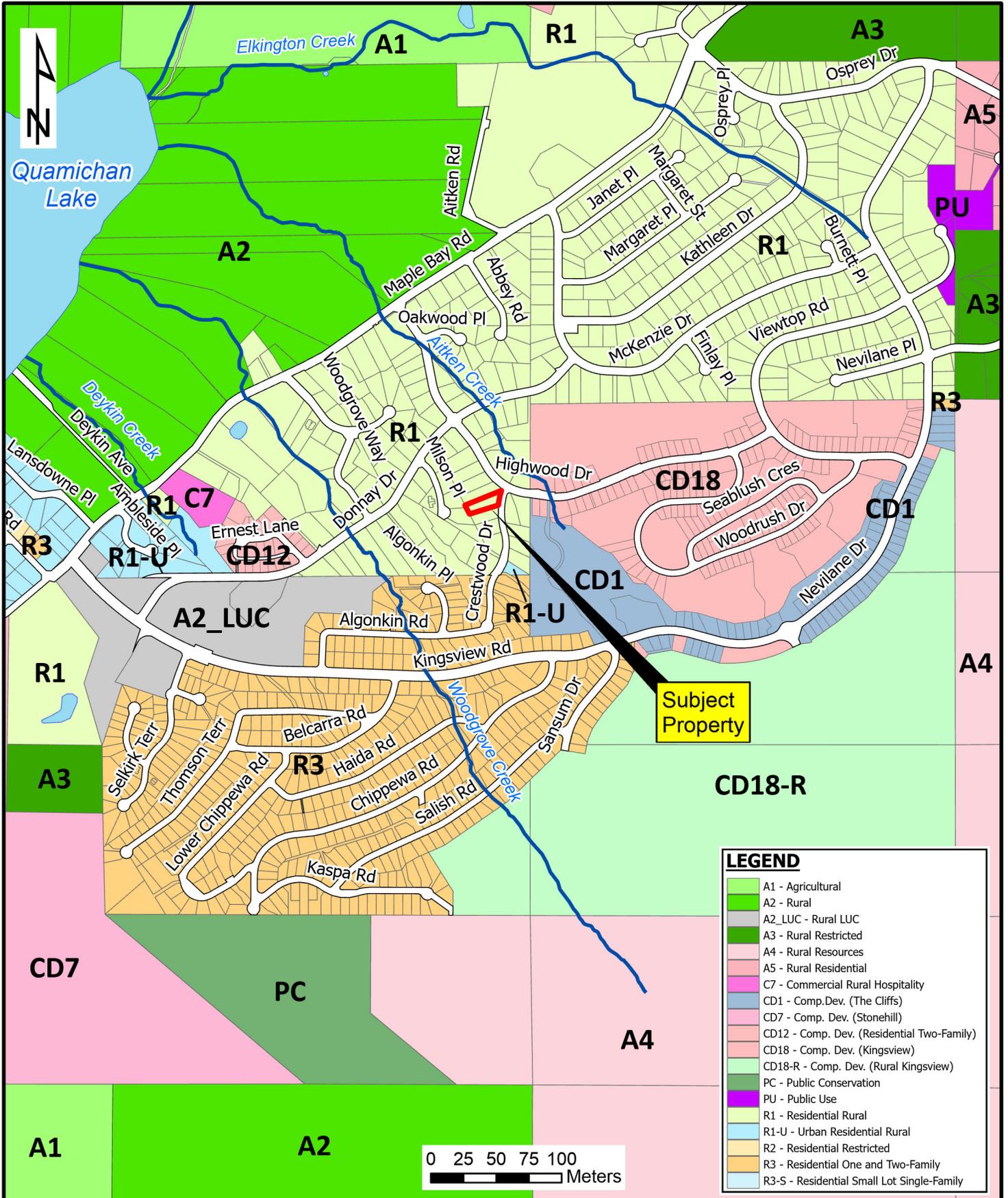
DATE:	July 12, 2024
TYPE:	Development Variance Permit
FILE#:	DVP00106



ORTHO PHOTO MAP

6320 Crestwood Drive

DATE:	July 12, 2024
TYPE:	Development Variance Permit
FILE#:	DVP00106



Subject Property

LEGEND	
[Light Green]	A1 - Agricultural
[Medium Green]	A2 - Rural
[Dark Green]	A2_LUC - Rural LUC
[Light Green]	A3 - Rural Restricted
[Light Green]	A4 - Rural Resources
[Light Green]	A5 - Rural Residential
[Pink]	C7 - Commercial Rural Hospitality
[Light Blue]	CD1 - Comp.Dev. (The Cliffs)
[Light Blue]	CD7 - Comp. Dev. (Stonehill)
[Light Blue]	CD12 - Comp. Dev. (Residential Two-Family)
[Light Blue]	CD18 - Comp. Dev. (Kingsview)
[Light Blue]	CD18-R - Comp. Dev. (Rural Kingsview)
[Light Green]	PC - Public Conservation
[Purple]	PU - Public Use
[Light Green]	R1 - Residential Rural
[Light Green]	R1-U - Urban Residential Rural
[Light Green]	R2 - Residential Restricted
[Light Green]	R3 - Residential One and Two-Family
[Light Green]	R3-S - Residential Small Lot Single-Family



ZONING MAP
6320 Crestwood Drive

DATE:	July 12, 2024
TYPE:	Development Variance Permit
FILE#:	DVP00106

**SKETCH PLAN SHOWING
PROPOSED GARAGE LOCATION ON
LOT 10, SECTION 3, RANGE 3,
COMIAKEN DISTRICT,
PLAN VIP53532.**

Scale 1 : 400



All distances and elevations are in metres.

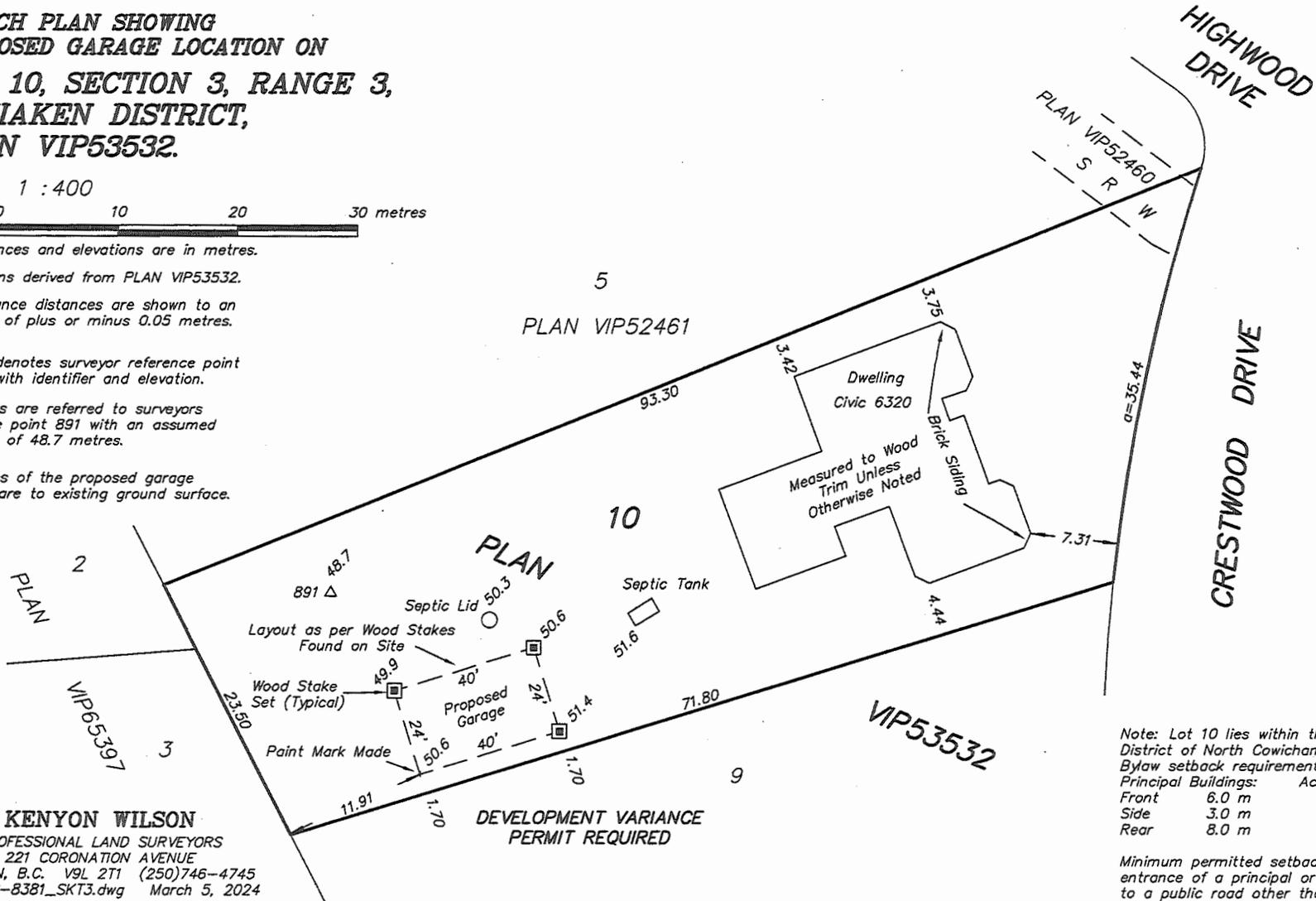
Dimensions derived from PLAN VIP53532.

All clearance distances are shown to an accuracy of plus or minus 0.05 metres.

△ 48.7 denotes surveyor reference point with identifier and elevation.

Elevations are referred to surveyors reference point 891 with an assumed elevation of 48.7 metres.

Elevations of the proposed garage corners are to existing ground surface.



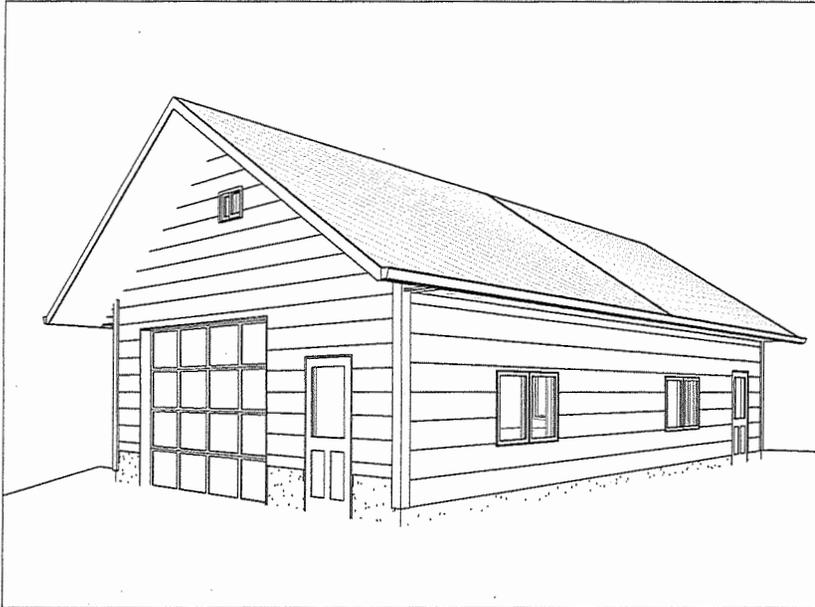
Note: Lot 10 lies within the Corporation of the District of North Cowichan and is Zoned R1. Bylaw setback requirements are as follows:

Principal Buildings:	Accessory Buildings:
Front 6.0 m	6.0 m
Side 3.0 m	3.0 m
Rear 8.0 m	3.0 m

Minimum permitted setback from the vehicle entrance of a principal or accessory building to a public road other than a lane is 5.8 m.

KENYON WILSON
PROFESSIONAL LAND SURVEYORS
221 CORONATION AVENUE
DUNCAN, B.C. V9L 2T1 (250)746-4745
FILE: 18-8381_SKT3.dwg March 5, 2024

**DEVELOPMENT VARIANCE
PERMIT REQUIRED**



ZONING REGULATIONS:

Civic Address: 6320 CRESTWOOD DRIVE

Legal Description: LOT 10, PLAN VIP53532, SECTION 3, RANGE 3, COMIAKEN LAND DISTRICT

P.I.D.: 017-623-642

Zoning: R1

Parcel Size: 0.538 Acres

Zoning Details:

Required Setbacks:

Front Yard: 6.0m	Proposed: 48.1m
Rear Yard: 8.0m	Proposed: 11.9m
Side Yard: 3.0m	Proposed: 1.7m
Side Yard: 3.0m	Proposed: 15.3m

Lot Coverage: 15.3%

Maximum Height: 5.0m Proposed: 5.85m

Garage Floor Area: 897 ft²

GENERAL NOTES:

THE FOLLOWING NOTES ARE TO BE INCLUDED WITH AND BECOME PART OF THE ATTACHED DRAWINGS.

ALL WORK CARRIED OUT SHALL CONFORM TO THE BRITISH COLUMBIA BUILDING CODE 2023, PART 9, THE AUTHORITY HAVING JURISDICTION ZONING BYLAW AND/OR OTHER APPLICABLE BYLAWS & REGULATIONS.

CONTRACTOR AND SUB-CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND INFORMATION PRIOR TO COMMENCING WORK AND REPORT ANY DISCREPANCIES TO THE DESIGNER.

ALL CONCRETE FORMWORK AND EXCAVATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE INSPECTED IN ACCORDANCE WITH WCB REGULATIONS.

RDN SHALL ENSURE THAT ALL WORK CARRIED OUT CONFORMS TO MANUFACTURER'S SPECIFICATIONS AND INSTRUCTIONS, AND IS PERFORMED WITH CARE AND DILIGENCE ACCORDING TO GOOD BUILDING PRACTICES.

CONTRACTOR SHALL BE RESPONSIBLE FOR PERMITS, INSURANCE, AND WCB.

OPENING SIZES FOR MANUFACTURED COMPONENTS TO BE VERIFIED WITH EACH INDIVIDUAL SUPPLIER OR MANUFACTURER.

ALL WALLS DIMENSIONED FROM FACE OF CONCRETE TO CENTRE OF INTERIOR WALLS. BELOW GRADE GRID LINES ARE TO FACE OF CONCRETE. REFER TO DETAILS FOR ALIGNMENT OF FRAMING W/ CONCRETE FOUNDATION WALLS & GRID LINES.

FRAMING LUMBER TO BE SPF #1, #2, OR BETTER.

CAULK AND SEAL ALL EXTERIOR PENETRATIONS.

CEILING INSULATION SHALL NOT OBSTRUCT SOFFIT VENTILATION. STOPS OR OTHER METHODS SHALL BE USED TO MAINTAIN A MIN. 63mm CLEARANCE BETWEEN INSULATION AND UNDERSIDE OF ROOF ASSEMBLY.

INSTALL KEYED DEADBOLT LOCK FOR EXTERIOR DOORS.



Homes by Olivia Inc.
(250) 268-6656
otivia@homesbyotivia.org

HOMES BY OLIVIA
INC.

6320 CRESTWOOD DRIVE

NEW GARAGE

No.	Description	Date

General

Project number	2024-02	TITLE
Date	2024-02-16	
Drawn by	OS	
Checked by	OS	
		Scale

2024-04-05 2:03:02 PM



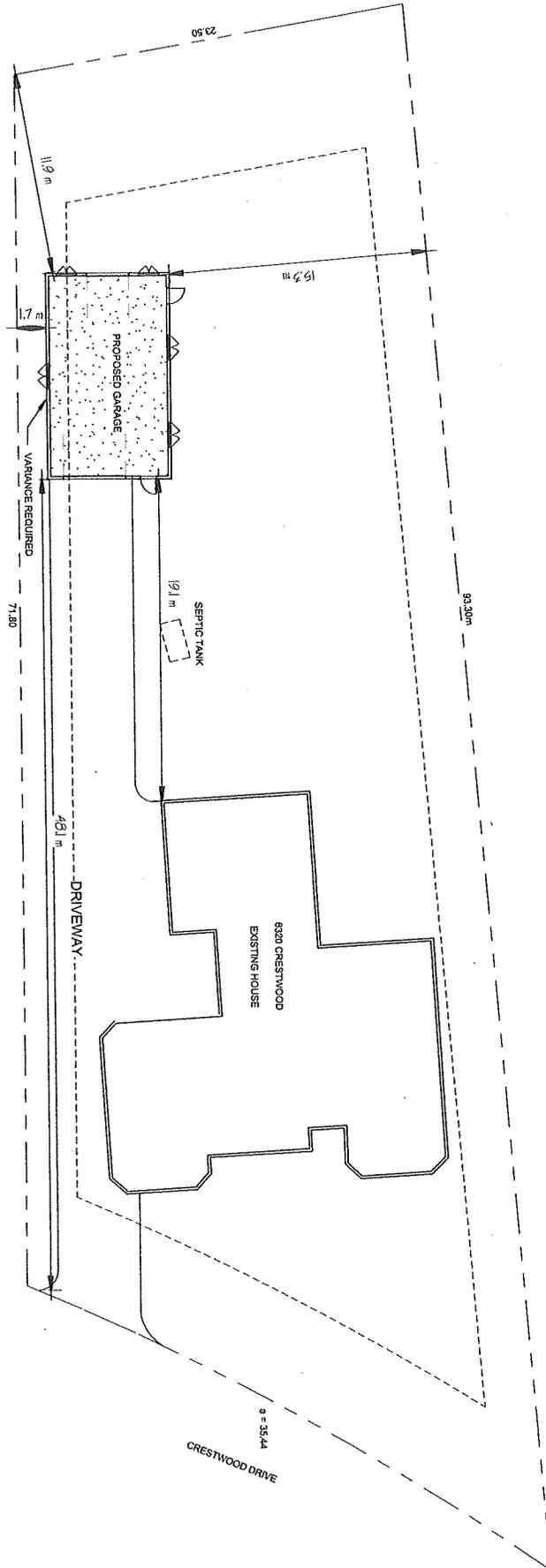
Homes by Olivia Inc.
 (250) 268-6656
 olivia@homesbyolivia.org

6320 CRESTWOOD DRIVE
NEW GARAGE

No.	Description	Date

Site Plan	
Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS
Scale	1 : 250
A100	

① Site Plan
 1 : 250



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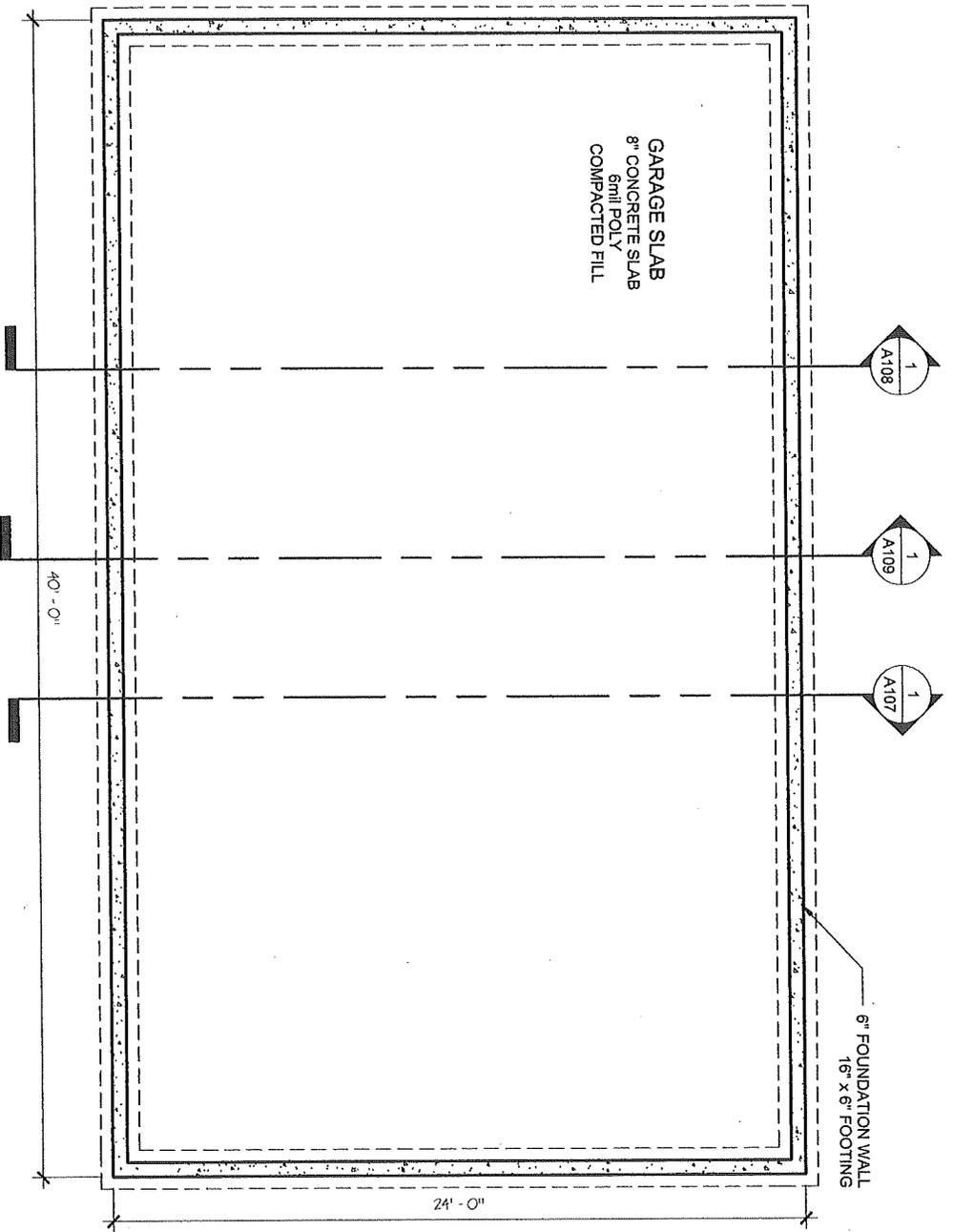
 Homes by Olivia Inc.
 (250) 268-6656
 olivia@homesbyolivia.org

6320 CRESTWOOD DRIVE
 NEW GARAGE

No.	Description	Date

Foundation Plan
 Project number 2024-02
 Date 2024-02-16
 Drawn by OS
 Checked by OS
 Scale 1/4" = 1'-0"
A101

1 Foundation Plan
 1/4" = 1'-0"





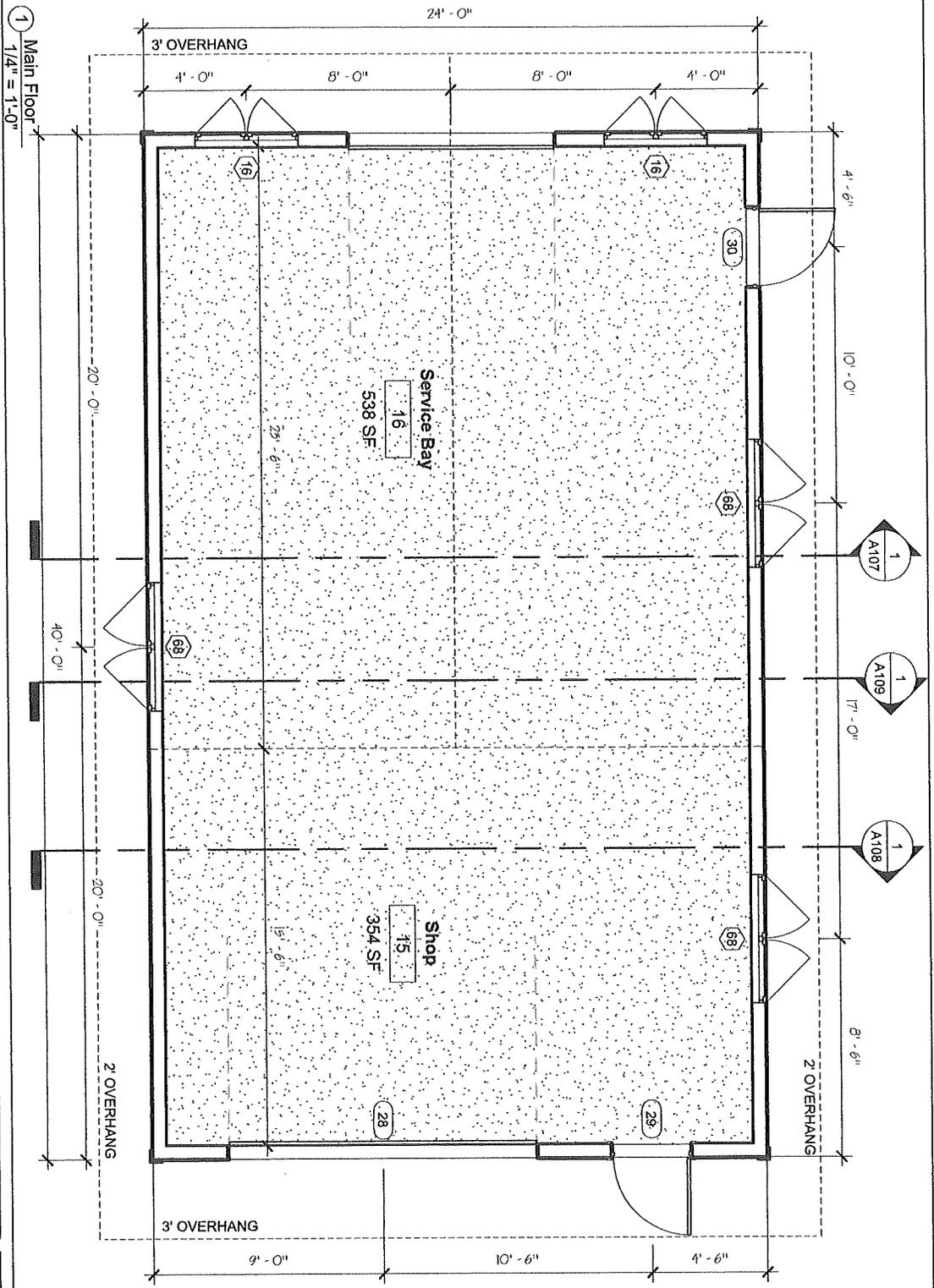
Homes by Olivia Inc.
 (250) 268-6556
 olivia@homesbyolivia.org

6320 CRESTWOOD DRIVE
 NEW GARAGE

No.	Description	Date

Floor Plan
 Project number: 2024-02
 Date: 2024-02-16
 Drawn by: OS
 Checked by: OS
 Scale: 1/4" = 1'-0"

A102



Door Schedule

Type Mark	Type	Width	Height
34	144" x 108"	12'-0"	9'-0"
8	36" x 84"	3'-0"	7'-0"
8	36" x 84"	3'-0"	7'-0"
35	96" x 108"	8'-0"	9'-0"

Window Schedule

Type Mark	Window Type	Width	Height	Head Height	Sill Height
72	Sliding Windows	2'-0"	1'-6"	16'-0"	14'-6"
16	Casement Windows	4'-0"	5'-0"	9'-0"	4'-0"
16	Casement Windows	4'-0"	5'-0"	9'-0"	4'-0"
68	Casement Windows	5'-0"	3'-6"	7'-6"	4'-0"
68	Casement Windows	5'-0"	3'-6"	7'-6"	4'-0"
68	Casement Windows	5'-0"	3'-6"	7'-6"	4'-0"

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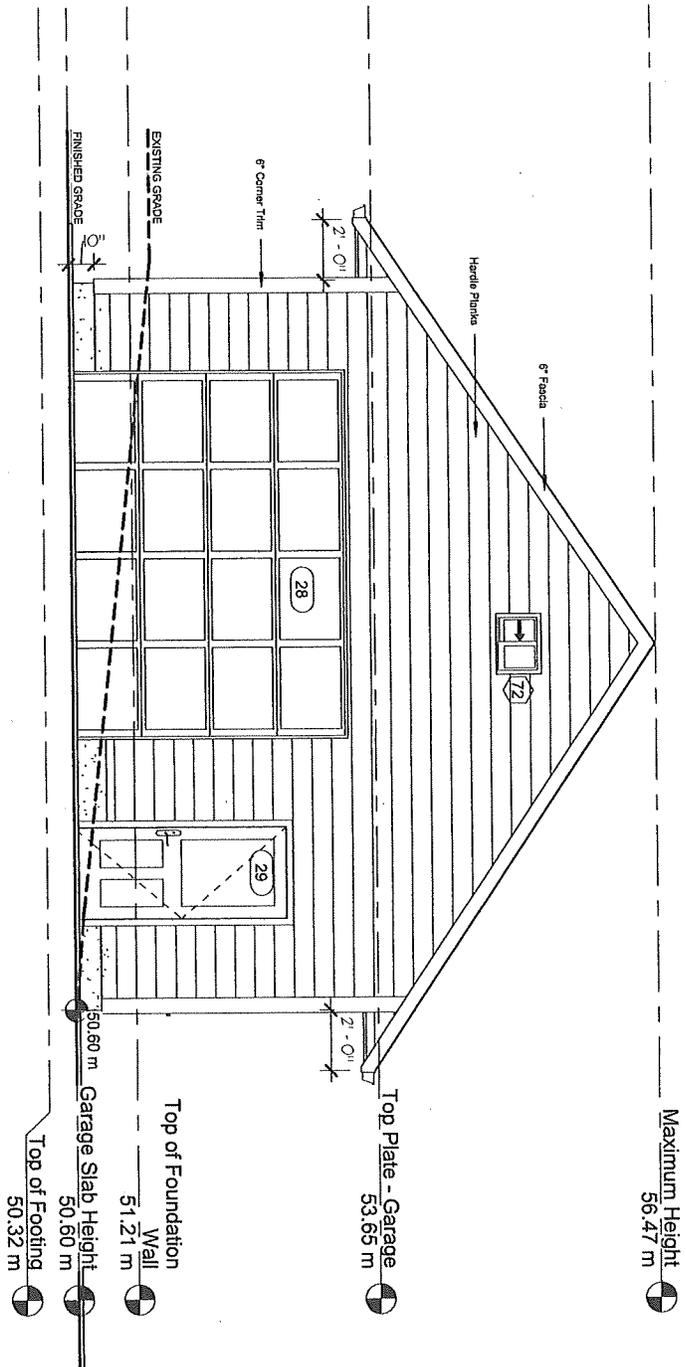
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olivia@homesbyolivia.org

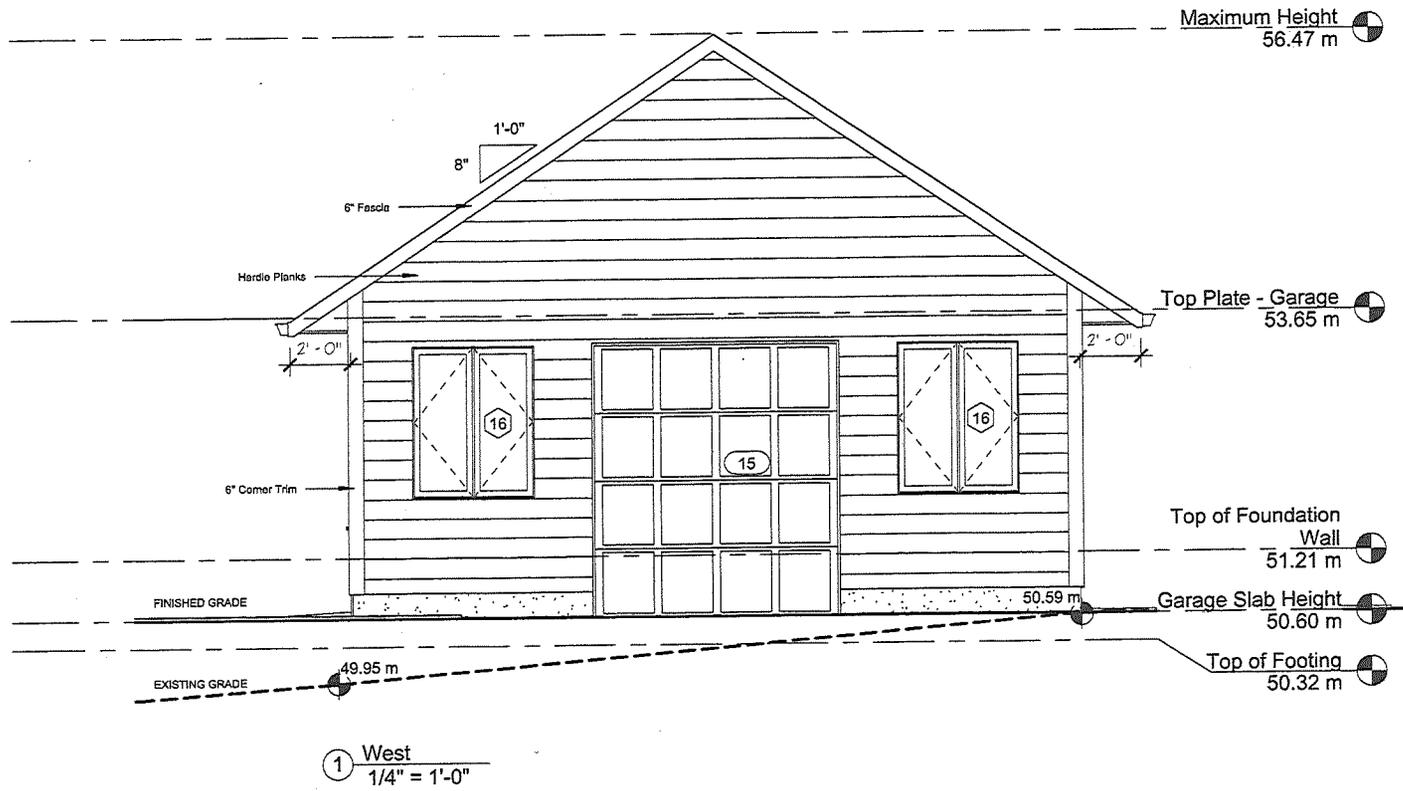
6320 CRESTWOOD DRIVE
NEW GARAGE

No.	Description	Date

East Elevation	
Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS
Scale	1/4" = 1'-0"
A103	

① East
1/4" = 1'-0"





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6320 CRESTWOOD DRIVE

NEW GARAGE

No.	Description	Date

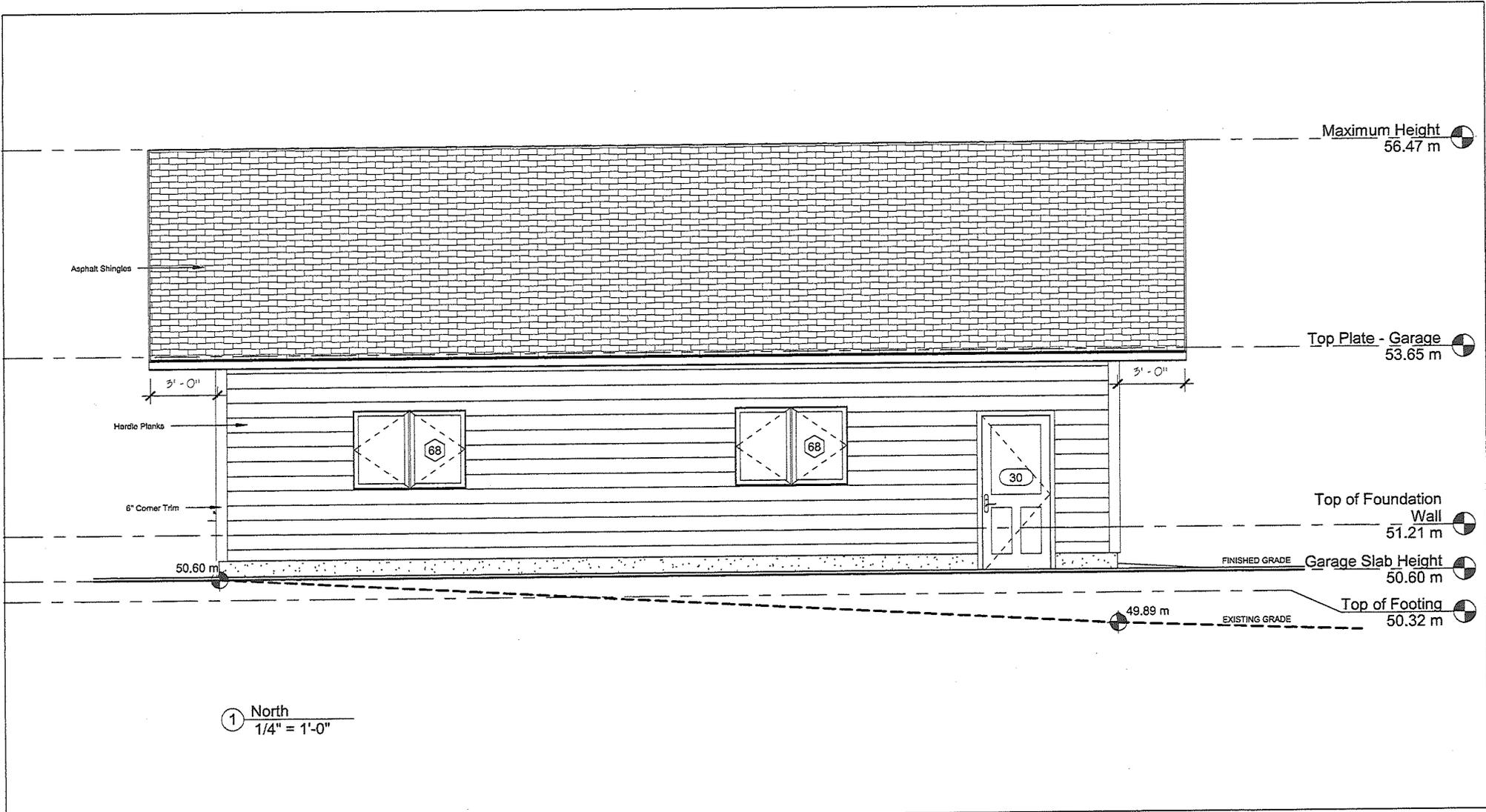
West Elevation

Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS

A104

Scale 1/4" = 1'-0"

2024-04-09 2:07:39 PM



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6320 CRESTWOOD DRIVE

NEW GARAGE

No.	Description	Date

North Elevation

Project number 2024-02
Date 2024-02-16
Drawn by OS
Checked by OS

A105

Scale 1/4" = 1'-0"

2024-04-09 2:08:04 PM

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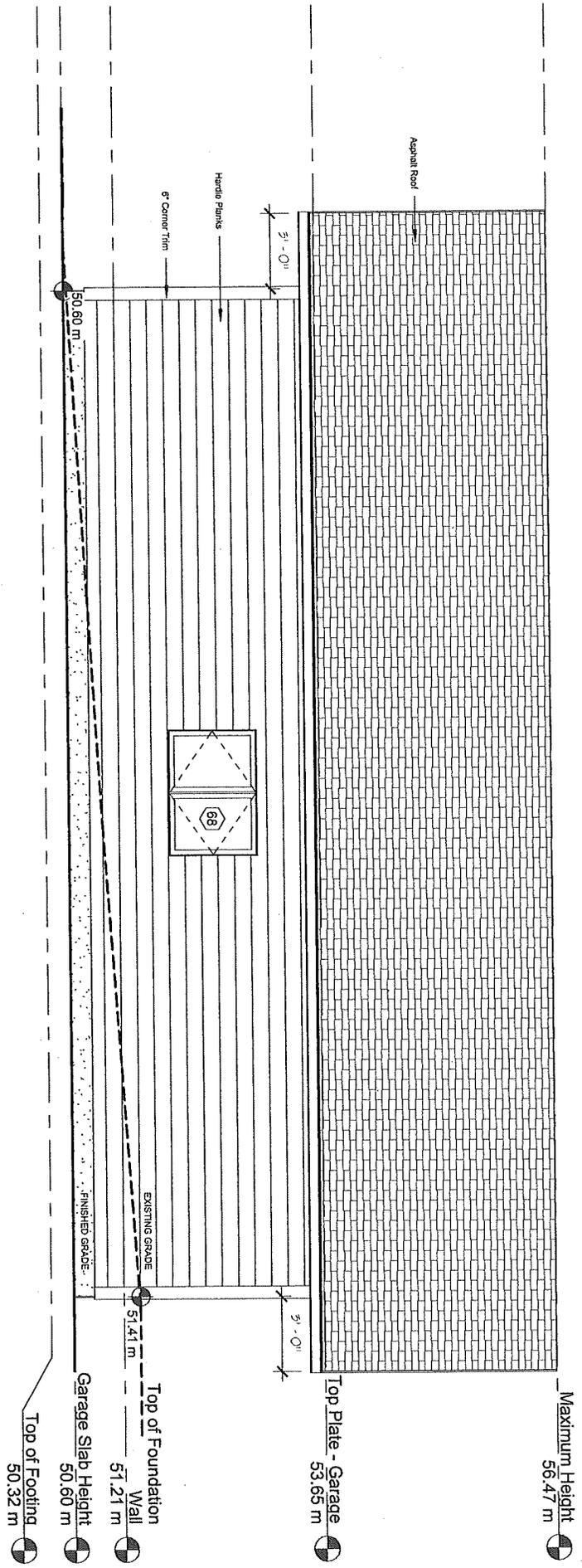
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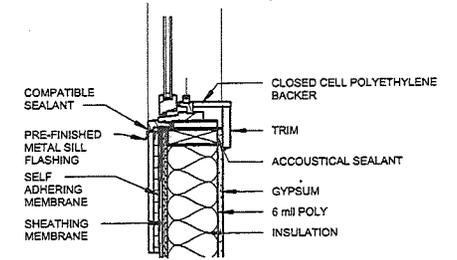
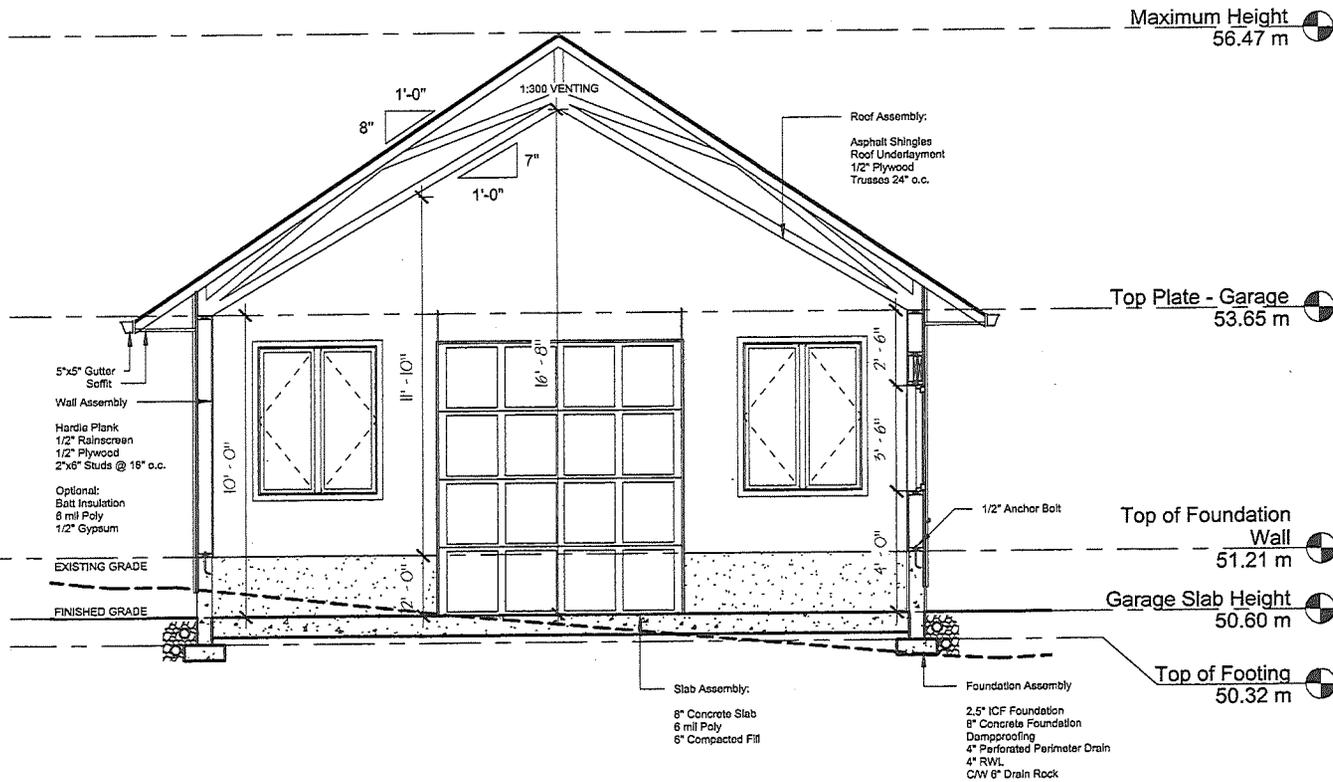
6320 CRESTWOOD DRIVE
NEW GARAGE

No.	Description	Date

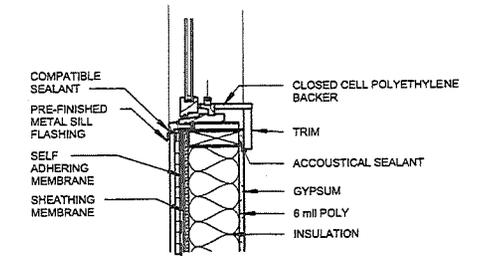
South Elevation	
Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS
Scale	1/4" = 1'-0"
A106	

1 South
1/4" = 1'-0"





③ Window Header Detail
1" = 1'-0"



② Window Sill Detail
1" = 1'-0"

① Service Bay Section
1/4" = 1'-0"



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(250) 268-6656
olivia@homesbyolivia.org

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6320 CRESTWOOD DRIVE
NEW GARAGE

No.	Description	Date

Section

Project number	2024-02	A107
Date	2024-02-16	
Drawn by	OS	
Checked by	OS	
Scale		As indicated

2024-04-09 2:10:40 PM



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 olivia@homesbyolivia.org

6320 CRESTWOOD DRIVE
NEW GARAGE

No.	Description	Date

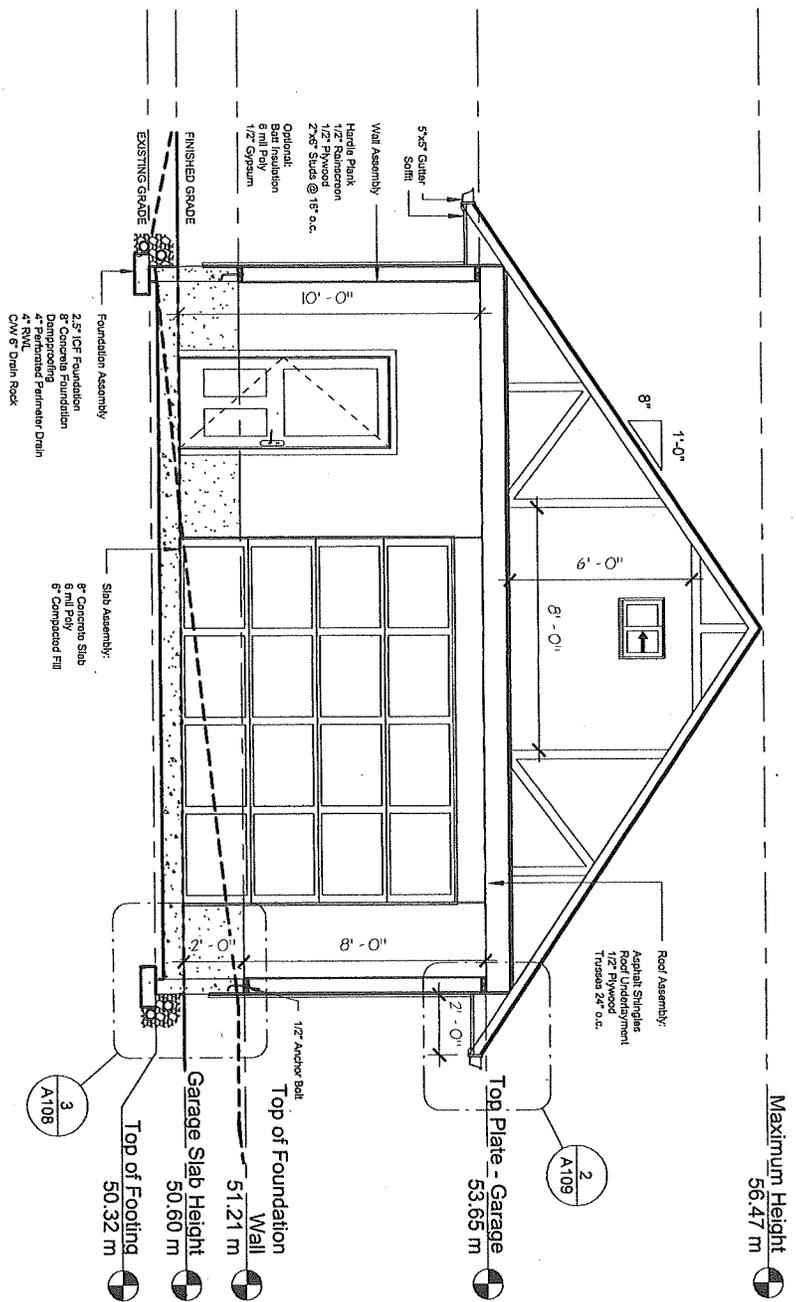
Section 2

Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS

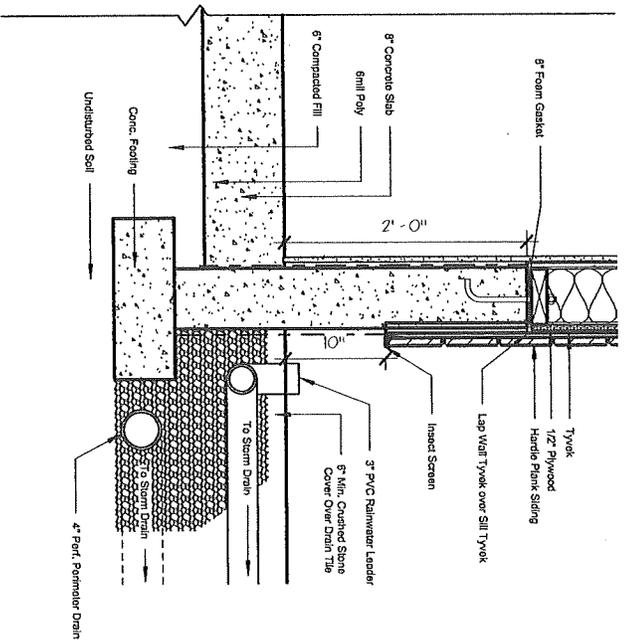
Scale As Indicated

A108

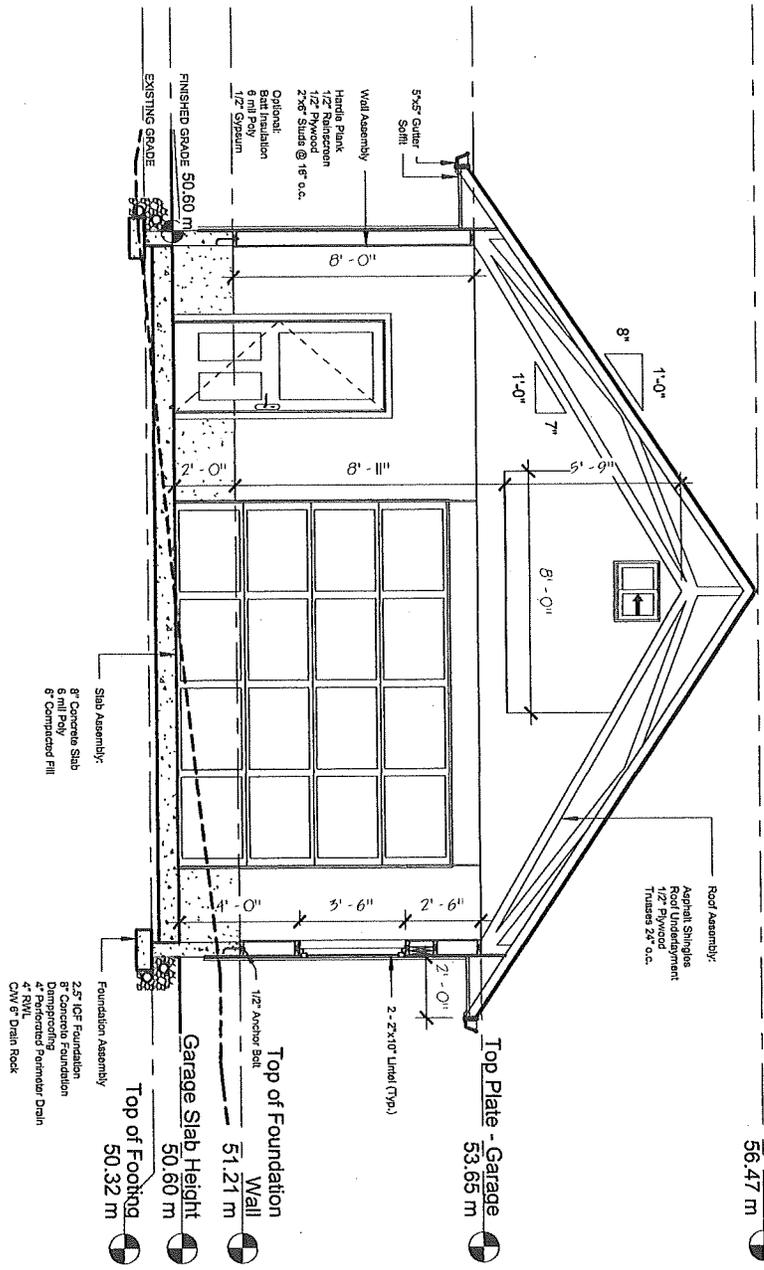
① Shop Section
 1/4" = 1'-0"



③ Footing Detail
 1" = 1'-0"

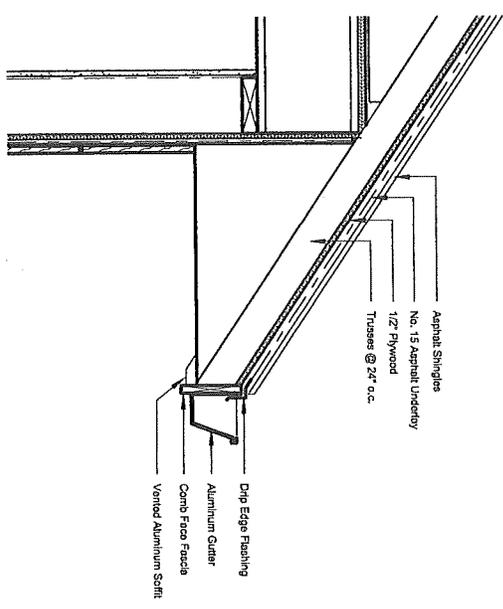


Maximum Height
56.47 m



1 Service Bay Section 2
1/4" = 1'-0"

2 Overhang Detail
1" = 1'-0"



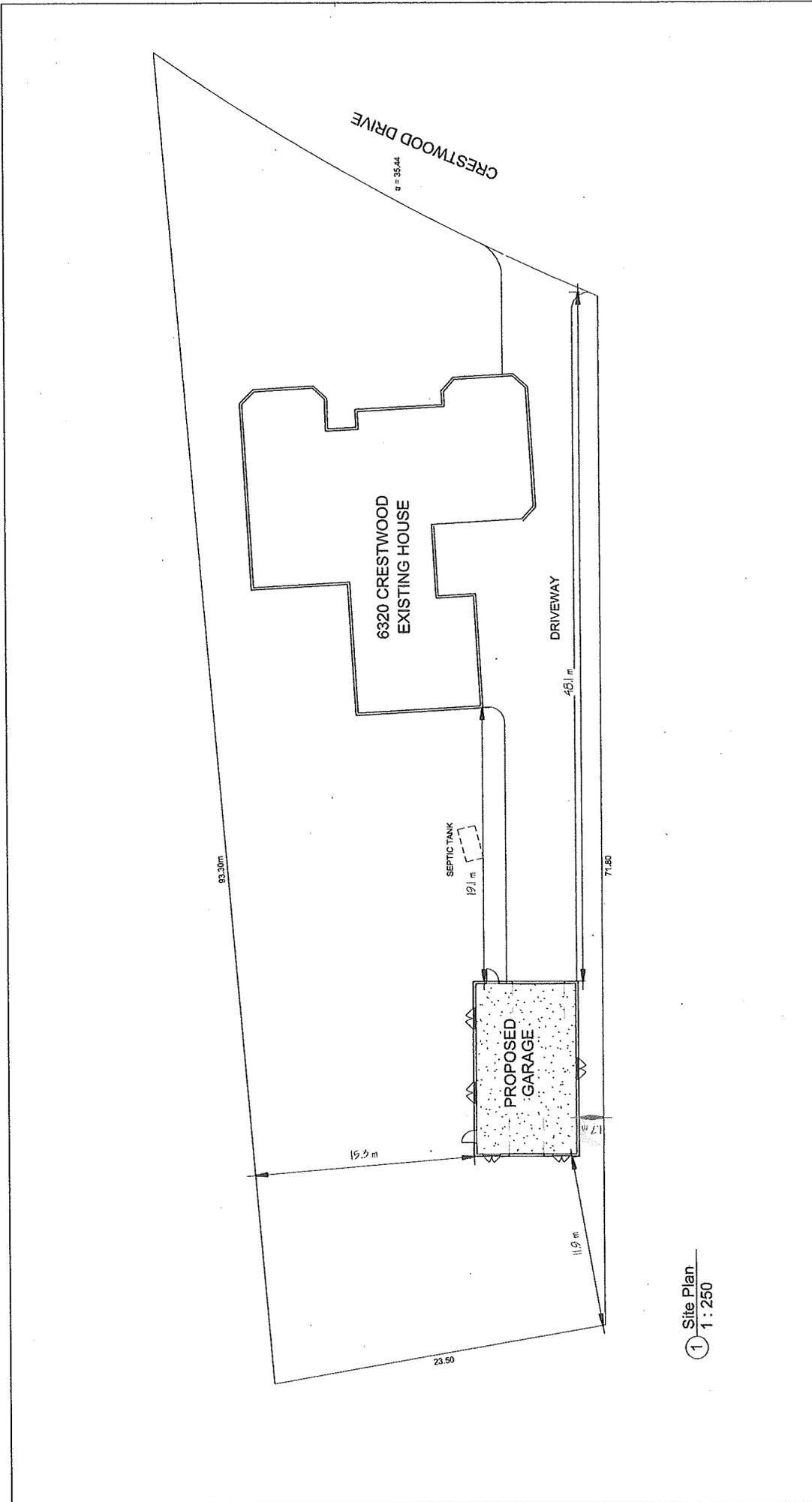
HOMES BY OLIVIA INC.

 Homes by Olivia Inc.
 (250) 268-6656
 olivia@homesbyolivia.org

6320 CRESTWOOD DRIVE
NEW GARAGE

No.	Description	Date

Section	
Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS
Scale As Indicated	
A109	



1 Site Plan
1 : 250

No.	Description	Date

Site Plan	
Project number	2024-02
Date	2024-02-16
Drawn by	OS
Checked by	OS
A100	
Scale 1 : 250	

6320 CRESTWOOD DRIVE
NEW GARAGE


 Homes by Olivia Inc.
 (250) 268-6656
olivia@homesbyolivia.org
HOMES BY OLIVIA
 INC.

6320 Crestwood Dr
Duncan, B.C.
V9L 5R3

16 April 2024

Municipality of North Cowichan
Planning Department
7030 Trans Canada Highway
Duncan, BC
V9L 6A1

To Whom It May Concern:

RE: Development Proposal for Construction of Garage

This letter is presented as an application for some variances in the construction of a garage as per the Development Application enclosed.

Reasons for asking for these needed variances are:

- (a) This setback is being requested due to the placement of the septic system, as per the sketch plan (1) enclosed. The additional area will allow easier access to the septic system for future maintenance, as required.
- (b) The building height is being requested so the building lines follow the same visual as the house for overall design/aesthetics.

Thanking you in advance.

Sincerely,



Christian Thomas

Encl.

Development Variance Permit

Permit No: DVP00106

Applicant: Wanda Colangeli and Christian Thomas

Registered Owner: Wanda Colangeli and Christian Thomas

Subject Property: 6320 Crestwood Dr **Folio:** 08608-700

Description of Land:

Parcel Identifier: 017-623-642

Legal Description: LOT 10, SECTION 3, RANGE 3, COMIAKEN DISTRICT, PLAN VIP53532

Proposal: **To vary Section 56 (6) (b) to reduce the south side yard setback from 3 metres to 1.7 metres and Section 56 (7) (b) to increase the maximum permitted accessory building height from 5.0 metres to 5.85 metres for the construction of a garage.**

Conditions of Permit:

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. Pursuant to section 498 of the *Local Government Act* (RSBC 2015, c. 1), this permit varies Section 56(7)(a) of Zoning Bylaw 1997, No. 2950 by reducing the south side yard setback from 3 metres to 1.7 metres and increasing the maximum permitted accessory building height from 5.0 metres to 5.85 metres for the construction of a single-family dwelling.
4. The Lands subject to this permit shall be developed strictly in accordance with the terms and conditions of this permit and in accordance with Schedule A – Plans and Elevations by Homes by Olivia dated February 16, 2024 attached to and herein forming part of this permit.
5. This permit is not a building permit.
6. Pursuant to section 504(1) of the *Local Government Act*, this permit lapses two years from date of issue if the holder of the permit does not substantially start any construction with respect to which this permit is issued.

Date of Development Variance Permit Approval/Issue by Council or its Delegate:

This permit was approved on **XXX XX, 2024** and issued on **XXX XX, 2024**.

This permit expires on **XXX XX, 2026**.

The Corporation of the District of North Cowichan

Amanda J. Young, RPP, MCIP
Director, Planning and Building

DRAFT

Notice of Proposed Development Variance Permit

Pursuant to section 499 of the *Local Government Act*, notice is hereby given that North Cowichan Council will consider issuance of a Development Variance Permit during their Regular Council Meeting to be held on **Wednesday, August 21, 2024 at 5:00 p.m.** This meeting, which will be conducted both in-person in Council Chambers and electronically by video conference using the Cisco Webex platform, is open to the public and anyone wishing to participate may do so in-person by attending Council Chambers, or by joining the meeting using a computer, smartphone or tablet. If you wish to participate electronically, please visit www.northcowichan.ca/virtualmeeting for instructions on how you can join this meeting.

You may also view the meeting as it is streamed live by going to www.northcowichan.ca/Agendas, and click on the 'View Live Stream' link. A copy of the recording will be made available after the meeting on North Cowichan's website for on-demand viewing.

Proposal

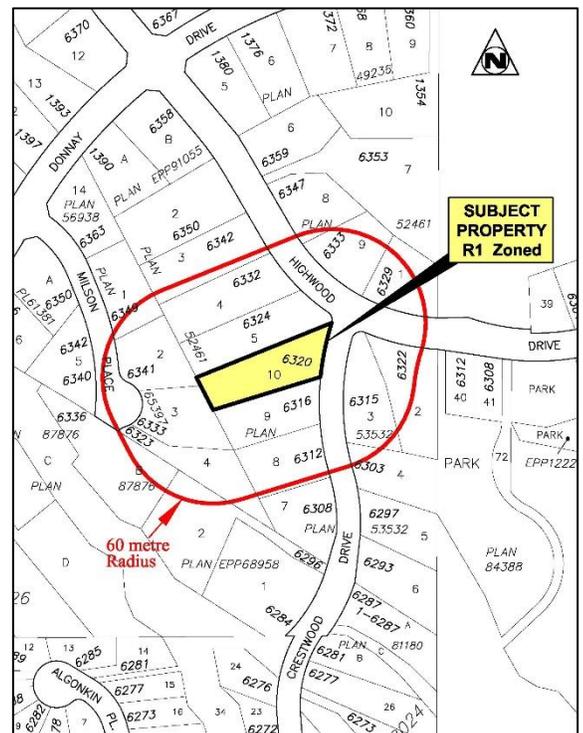
The Applicant is requesting to vary the following sections of Zoning Bylaw 1997, No. 2950 at 6320 Crestwood Drive legally described as Lot 10, Section 3, Range 3, Comiakem District, Plan VIP53532 (PID: 017-623-642):

- 1) Section 56(6)(b) by reducing the minimum permitted side-yard setback for an accessory building from 3.0 metres to 1.7 metres; and
- 2) Section 56(7)(b) by increasing the maximum permitted building height for an accessory building from 5.0 metres to 5.85 metres.

Purpose of Variance

The purpose of the variance is to allow for the construction of a garage on the subject property.

A copy of this notice will be delivered to all owners and occupants within a 60-metre radius of the subject property as shown on the map.



Application and Supporting Documents

Relevant documents and information about this application will be published as part of the Council Agenda at www.northcowichan.ca/Agendas on **Friday, August 16, 2024.**

You may also contact the Planning Department at 250-746-3119 or by email to planning@northcowichan.ca during regular business hours from 8:00 a.m. to 4:00 p.m., Monday to Friday (excluding Statutory Holidays) for more information specific to this application. The primary contact for this application is Sarah Foulkes-Watson, Development Planner.

Public Input

If you believe your interests in land will be affected by the proposed permit, you are invited to submit your comments in writing to Mayor and Council by **1:00 p.m. on Monday, August 19, 2024** or verbally when the application is being considered during the Statutory Hearing Matters portion of the Regular Council Meeting. Please refer to the instructions below:

In Writing in Advance of the Regular Council Meeting

Written submissions will be accepted by:

- Email to publicmeetings@northcowichan.ca
- Mail to Mayor and Council, Municipality of North Cowichan, 7030 Trans-Canada Highway, Duncan BC, V9L 6A1
- Fax to 250-746-3133
- In-Person deposited through the mail slot at the Municipal Hall, Main Entrance

Verbally during the Regular Council Meeting

- In-Person by attending Council Chambers on **August 21, 2024** during its regular meeting at **5:00 p.m.**
- Electronically by visiting www.northcowichan.ca/virtualmeeting for instructions on how to join the meeting.

Written and oral submissions should reference permit number DVP00106 and include your name and the civic address of the property impacted by the proposed permit. Please be advised all submissions, including the names of the authors will become part of the public record. The author's phone number and email address are not relevant and should not be included in the correspondence if the author does not wish his or her personal information to be disclosed. All submissions received by the deadline will be reviewed by Council prior to making a decision on this application.



The Corporation of the District of North Cowichan

Delegation of Authority Amendment Bylaw

BYLAW NO. 3963

A bylaw to amend Delegation of Authority Bylaw No. 3814, 2021 to update the definition for 'Authorized 200k Purchaser' and the meeting type for Council reconsiderations to align with Council and Committee Procedures Bylaw No. 3945, 2024.

The Council of The Corporation of The District of North Cowichan, enacts in open meeting assembled, as follows:

Citation

1 This Bylaw may be cited as *"Delegation of Authority Amendment Bylaw No. 3963, 2024"*.

Amendment

2 Delegation of Authority Bylaw No. 3814, 2021, is amended by:

- (a) inserting the words "or a Public and Statutory Hearing meeting" in sections 7(2)(b), 7(2)(c)(i), 23(2)(b) and 23(2)(c)(i) after the words "regular meeting of Council".
- (b) deleting the definition for "Authorized 200k Purchaser" in section 1(1) and inserting the following in its place:

""Authorized 200k Purchaser" means the General Manager of Corporate Services and Community Relations, the General Manager of Planning, Development and Community Services, the Financial Officer, the Corporate Officer, or a person appointed by the Chief Administrative Officer as a Director"

READ a first time on July 17, 2024
READ a second time on July 17, 2024
READ a third time on July 17, 2024
ADOPTED on _____.

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date August 21, 2024
 Subject Council Policy Updates

File:

PURPOSE

To consider amendments to the following policies to align with the Council and Committee Procedures Bylaw that was adopted on July 17, 2024:

- Council Advisory Body Policy
- Consent Agenda Policy
- External Appointments Policy
- Notice of Motion Policy

BACKGROUND

Council adopted the Council and Committee Procedures Bylaw No. 3945, 2024, on July 17, 2024. To support Council meetings to a higher degree staff have identified that the following existing policies required review and updates:

- Council Advisory Body Policy
- Consent Agenda Policy
- External Appointments Policy
- Notice of Motion Policy
- Public Hearing Procedures Policy
- Public Input and Meeting Conduct Policy

The following new policies have been identified and will be brought to future meetings for Council's consideration:

- Agenda and Minutes Policy
- Delegations and Presenters Policy
- Electronic Meeting Participation Policy
- Petitions Policy

DISCUSSION

Council Advisory Body Policy

A few amendments are required to the [Council Advisory Body Policy](#) to better align with Council and Committee Procedures Bylaw No. 3945. Staff propose the following changes be made to the policy:

- (a) Striking out "Council Procedure Bylaw" and inserting "Council and Committee Procedures Bylaw" in its place throughout the policy;
- (b) Inserting the definitions for "Delegation" and "Presenter" from the Council and Committee Procedures Bylaw No. 3945 into section 3 [Definitions]; and,
- (c) Deleting the first sentence in section 4.2 and inserting "Although Members of the Public are not provided with an opportunity to provide input at an Advisory Body meeting, a Delegation or a

Presenter may make a presentation to an Advisory Body if authorized under the Council and Committee Procedures Bylaw” in its place.

A copy of the draft Council Advisory Body Policy with the above-noted revisions has been appended to this report (Attachment 1).

Consent Agenda Policy

A review of the [Consent Agenda Policy](#) was completed, and although staff did not find any inconsistencies with Council and Committee Procedures Bylaw No. 3945, 2024, that required amending, staff did find a provision that is problematic to administer, so staff propose the following change be made to the policy:

- (a) Deleting the following words from the last sentence in section 4.3 “and copied to Council, advising that Mayor and Council has received their correspondence and that their correspondence will be placed in an upcoming Consent Agenda.”

A copy of the draft Consent Agenda Policy with the above-noted revision has been appended to this report (Attachment 2).

Staff recommend providing a link to the Consent Agenda Policy in the agenda (in the description below “Approval of Consent Agenda”) so that any member of the public who has submitted correspondence to Council can review the policy to understand better why their correspondence was or was not included in the Council meeting agenda.

External Appointments Policy

A review of the [External Appointments Policy](#) was completed. Though staff did not find any inconsistencies with Council and Committee Procedures Bylaw No. 3945, 2024, that required amending, staff propose the following changes to the policy:

- Update the scope and remove “employees”;
- Add the list of legislated and jurisdictional boards and committees that Council appoints representatives to at the inaugural meeting;
- Combine portions of section 3.2 (liaison is not an advocate) with section 3.3; and,
- Updates were made to include gender-neutral language.

A copy of the draft External Appointments Policy with the above-noted revisions has been appended to this report as Attachment 3. In future, Council may wish to establish a detailed process within this policy to:

- Determine how members of Council are appointed to external boards or committees (e.g., appointed by the Mayor or Council resolution), including the Cowichan Valley Regional District Board of Directors; and,
- Advise other organizations wishing to request Council’s participation on their board or committee.

Staff recommends providing a link to the External Appointments Policy in the inaugural meeting agenda as it would be beneficial to Council as a reminder of what their role is when appointed to serve on an external organization as a liaison.

Notice of Motion Policy

A review of the [Notice of Motion Policy](#) was completed. Staff found that the only update needed was the reference to Council Procedure Bylaw No. 3602 (in the definition for Regular Council Meeting, section 4.8, and the Related Policies and Procedures), which needs to be updated to reflect Council and Committee Procedures Bylaw No. 3945, 2024, which required amending.

A copy of the draft Notice of Motion Policy with the above-noted revisions has been appended to this report (Attachment 4).

There is a link to the Notice of Motion Policy in the agenda within the Notices of Motions description.

Public Hearing Procedures Policy

A review of the [Public Hearing Procedures Policy](#) was completed, and staff have identified that a complete rewrite is required for this policy to align with Council and Committee Procedures Bylaw No. 3945, 2024. The updated policy will be brought to a future meeting for Council's consideration.

Public Input and Meeting Conduct Policy

A review of the [Public Input and Meeting Conduct Policy](#) was completed, and staff have identified that a complete rewrite is required for this policy to align with Council and Committee Procedures Bylaw No. 3945, 2024. The updated policy will be brought to a future meeting for the Council's consideration.

OPTIONS

1. **(Recommended Option)** THAT Council approves the amendments to the following policies as outlined in, and appended to, the Manager, Legislative Services report dated August 21, 2024:
 - (1) Council Advisory Body Policy
 - (2) Consent Agenda Policy
 - (3) External Appointments Policy
 - (4) Notice of Motion Policy
 - The recommended option ensures that these policies align with the newly adopted Council and Committee Procedures Bylaw No. 3945, 2024.
2. THAT Council refers the following policy to a future Committee of the Whole meeting for further review and discussion:
 - (1) [enter name of policy]
 - If Council wishes to propose further amendments to a policy, best practice would be to bring it to a future Committee of the Whole for a more fulsome review and discussion.

IMPLICATIONS

If Council approves the amended policies, they will be replaced on the website, and links to them will be included on the agenda cover page. This will increase transparency and provide members of the public with easy access to the information.

There are no financial implications to note.

RECOMMENDATION

THAT Council approves the amendments to the following policies as outlined in, and appended to, the Manager, Legislative Services report dated August 21, 2024:

- (1) Council Advisory Body Policy
- (2) Consent Agenda Policy
- (3) External Appointments Policy
- (4) Notice of Motion Policy

Report prepared by:



Tricia Mayea
Manager, Legislative Services

Report reviewed by:



Teri Vetter
Acting General Manager, Corporate Services and
Community Relations

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) Council Advisory Body Policy_amended_2024-08-21
- (2) Consent Agenda Policy_amended_2024-08-21
- (3) External Appointments Policy_amended_2024-08-21
- (4) Notice of Motion Policy_amended_2024-08-21

COUNCIL POLICY



COUNCIL ADVISORY BODY POLICY

1. PURPOSE

To outline the guiding principles and procedures for establishment and conduct of all North Cowichan commissions, committees, and other advisory bodies.

2. SCOPE

This policy applies to all advisory bodies established by the Mayor and/or Council. This policy is intended to be used in conjunction with North Cowichan's current Council and Committee Procedures Bylaw, Council's Standards of Conduct Policy, Terms of Reference approved by Council or the Mayor, applicable Council resolutions and any additional legislation specific to Committees or Commissions.

3. DEFINITIONS

"ADVISORY BODY" includes Committees, Commissions and Other Advisory Bodies but does not include the Board of Variance;

"CAO" means the individual appointed by Council as the Chief Administrative Officer for the Municipality of North Cowichan, or their designate;

"CHAIR" means the Council Member appointed by the Mayor or Council to preside at the meeting;

"COMMISSION" shall have the same meaning as defined under the Council and Committee Procedures Bylaw, as revised or replaced from time to time;

"COMMITTEE" shall have the same meaning as defined under the Council and Committee Procedures Bylaw, as revised or replaced from time to time;

"CORPORATE OFFICER" shall have the same meaning as defined under the Council and Committee Procedures Bylaw, as revised or replaced from time to time;

"COUNCIL MEMBER" means the Mayor or a Councillor of the Municipality of North Cowichan;

"COUNCIL AND COMMITTEE PROCEDURES BYLAW" means the procedures established by Council, by bylaw, to be followed by Council and Committee, Commission and Other Advisory Body Members in conducting their business, in accordance with section 124 of the *Community Charter*, as revised or replaced from time to time;

"DELEGATION" shall have the same meaning as defined under the Council and Committee Procedures Bylaw, as revised or replaced from time to time;

"EQUITY-SEEKING GROUP" means communities that face significant collective challenges in participating in society as a result of barriers to equal access, opportunities and resources due to disadvantage and discrimination, marginalization that could be created by attitudinal,

historic, social and environmental barriers based on the intersections of age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc.;

“MEMBER” means the person appointed by the Mayor and/or Council as a volunteer to an Advisory Body, including the Member appointed by Council as the Chair;

“MEMBERS OF THE PUBLIC” include residents, property owners, business owners or other stakeholders involved in the community;

“MUNICIPALITY” means the Municipality of North Cowichan;

“OTHER ADVISORY BODY” means a body comprised of Members who are not Council Members, who are chosen by Council for their knowledge, expertise and experience to provide advice to Council or engage community members or specific sectors on proposed projects, policy decisions or new initiatives;

“PRESENTER” shall have the same meaning as defined under the Council and Committee Procedures Bylaw, as revised or replaced from time to time;

“PUBLIC INPUT AND MEETING CONDUCT POLICY” means the procedures and guidelines established by Council to receive public input during a Council or Committee of the Whole meeting, as revised or replaced from time to time;

“RECORDER” means the Legislative Services staff member designated by the Corporate Officer to provide administrative support to the Advisory Body. The Recorder is not a Member and is not entitled to vote or be counted in determining quorum;

“SELECT COMMITTEE” is a Committee established by Council to consider or inquire into a particular matter and report their findings and recommendations to Council, in accordance with section 142 of the *Community Charter*, as revised or replaced from time to time;

“STAFF” are employees of the Municipality of North Cowichan who provide professional advice and expertise to Council; implement Council’s strategic priorities; and enforce the rules established by Council and relevant legislation. Staff are also responsible for municipal operations dependant upon Council’s allocation of resources;

“STAFF LIAISON” means the staff person(s) designated by the CAO, or their delegate, to support the Advisory Body. The Staff Liaison is not a Member and is not entitled to vote or be counted in determining quorum;

“STANDARDS OF CONDUCT POLICY” means the standards of conduct, established by Council, that apply to all interactions by Members in relation to municipal matters whether in a duly constituted meeting, interactions with Staff or the public, and during their use of social media, as revised or replaced from time to time;

“STANDING COMMITTEE” is a Committee established by the Mayor for matters which the Mayor considers would be better dealt with by Committee, in accordance with section 143 of the *Community Charter*, as revised or replaced from time to time;

“TERMS OF REFERENCE” are the instructions given to an Advisory Body that are approved by Council [or the Mayor for Standing Committees] that define what the Advisory Body is to consider or investigate on a particular subject, describes the Advisory Body’s objectives, and

specifies any limits of responsibility that determine the activities of the Advisory Body; and, "RACIALIZED GROUP" means persons who are non-Caucasian in race or non-white in colour.

4. POLICY

Decision-Making Authority

- 4.1. Council is the main governing and legislative body of the Municipality and is made up of the Mayor and six (6) Councillors who are elected at large for a four-year term.

Public Input on Advisory Body Recommendations

- 4.2. Although Members of the Public are not provided with an opportunity to provide input at an Advisory Body meeting, a Delegation or a Presenter may make a presentation to an Advisory Body if authorized under the Council and Committee Procedures Bylaw. All public input should be directed to Council as the Municipality's main governing and decision-making body where the recommendation is considered.

Advisory Body Structure Review

- 4.3. In consultation with Staff, Council will review the Advisory Body structure and mandate on a regular basis to determine its continued alignment with Council's strategic priorities and corporate objectives. The Terms of Reference and establishing bylaw for each Advisory Body will also be put before Council as part of the review process, except for Standing Committees, in which case the Mayor shall review and approve the Terms of Reference.
- 4.4. A regular review shall take place in the year preceding a general local election.

Considerations for Establishing an Advisory Body

- 4.5. When considering the establishment of an Advisory Body, Council may consider alignment with each of the following:
 - (i) Council's Strategic Plan;
 - (ii) Official Community Plan and the seven (7) identified goals;
 - (iii) Five-Year Financial Plan and allocated resources;
 - (iv) Council and Committee Procedures Bylaw and this Policy; and,
 - (v) Any other relevant plans adopted by Council.
- 4.6. The mandates for each Advisory Body should directly assist Council and the organization in achieving its strategic priorities and corporate objectives. Refer to Appendix A for a detailed description of the types of Advisory Bodies that may be established in accordance with the *Community Charter* or *Local Government Act*.

5. APPOINTMENTS AND RECRUITMENT

Recruitment

- 5.1. Staff will regularly review the terms of each Member to determine any upcoming vacancies. Recruitment methods shall be reviewed as part of the Advisory Body Structure Review described in Section 4.4.

- 5.2. Vacancies that occur partway through a Member's term will be reviewed by Staff to determine whether recruitment is required immediately or can be postponed until the end of the term.
- 5.3. Appointments to Advisory Bodies will be made by Council, unless otherwise stipulated by Council or as provided in the Terms of Reference or establishing bylaw.
- 5.4. Applications for Membership shall be submitted on the Municipality's application form prescribed by the Corporate Officer, as may be amended from time to time.
- 5.5. All applications submitted to the Municipality will be provided to Council for their consideration at a closed ("in-camera") meeting, pursuant to Section 90(1)(a) of the *Community Charter*. Council resolutions to appoint Members will subsequently be reported publicly in an open meeting of Council, as a "Rise and Report" item.
- 5.6. Members will serve without remuneration.
- 5.7. Members may be reimbursed for pre-approved "out of pocket" expenses incurred in performing their duties. These expenses must be pre-approved by the Staff Liaison's director or manager, as appropriate.

Terms of Appointment

- 5.8. Members shall be appointed for a term to coincide with the term of Council, unless otherwise stipulated by Council or as provided in the Terms of Reference or establishing bylaw.
- 5.9. The Council Member appointed as the Chair will serve a term that coincides with the Council term. This appointment may be superseded by resolution of Council at any time.
- 5.10. Vice-Chairs will be elected by Members on an annual basis to preside at meetings where the Chair is unable to act or is absent.
- 5.11. Advisory Body appointments may continue until a successor is appointed by Council.
- 5.12. To ensure a fair and equitable representation on an Advisory Body that is reflective of the diversity of the Municipality, Council will aspire to give precedence to Indigenous people, people from an Equity-Seeking Group or a Racialized Group when appointing Members to an Advisory Body.
 - a) To assist in achieving the diversity set out under this Section, applications will include optional self-identified information.
 - b) To be given precedence the individual must meet the expertise requirements or has a demonstrated knowledge of the area(s) of expertise as set out within the Terms of Reference.
- 5.13. Subject to Section 7.22, Council may appoint Members to fill vacancies on any Advisory Body for the unexpired term of former Members. In the event of a vacancy, the person appointed to fill the vacancy will hold office for the remainder of the term of the vacated office.

Committee Attendance

5.14. Unless otherwise provided for in the Terms of Reference or establishing bylaw, any Member who is absent from three (3) consecutive scheduled meetings without permission or leave from, or without satisfactory reasons to the Chair, will cease to be a Member. The Staff Liaison will be advised by the Chair and will undertake the appropriate process to fill the vacancy in consultation with the Corporate Officer.

Resignation of Member

5.15. Any Member wishing to resign is requested to provide the resignation in writing to the Chair, with a copy to the Staff Liaison. The Staff Liaison will advise the Corporate Officer of a vacancy. The Corporate Officer will action as appropriate.

Removal of Member

5.16. At the request of an Advisory Body, or on its own initiative, Council may remove or request the resignation of any of its Member appointees for wrongdoing, lack of attendance, violations of the Municipality's Standards of Conduct Policy, or any other good and sufficient cause.

6. ROLES AND RESPONSIBILITIES

6.1. The main role of an Advisory Body is to provide advice and recommendations to Council on matters related to their mandate or referred to them by Council. The mandate of an Advisory Body is outlined in the Terms of Reference or establishing bylaw, as approved by Council.

Duties and Responsibilities of the Mayor

6.2. The Mayor shall establish the Terms of Reference for all Standing Committees, in accordance with section 141 of the *Community Charter*, prior to appointing any Members. At least half of the Members appointed must be Council Members.

6.3. The Mayor may remove a Member of a Standing Committee at any time and replace that Member with a new Member of the Mayor's choosing.

6.4. The Mayor may appoint a Chair to preside at the Standing Committee meetings, unless the Terms of Reference provide for the Chair to be selected by an alternate method.

Duties and Responsibilities of Council

6.5. Council shall establish the Terms of Reference for a Select Committee, a Commission or Other Advisory Body prior to appointing any Members.

6.6. Council shall appoint and/or remove Members of a Select Committee, Commission or Other Advisory Body, except where the Terms of Reference have specified specific persons or organizations are to be appointed by the organization which they represent on the Advisory Body.

6.7. At least one Council Member must be appointed as a Member of a Select Committee in accordance with section 142 of the *Community Charter*. The Council Member appointed to the Select Committee, shall be appointed as the Chair and will preside at the Select

Committee meetings, unless otherwise provided in the Terms of Reference.

- 6.8. Council Members, other than the Mayor who is an ex-officio member as per Section 53 (2) of the Council and Committee Procedures Bylaw, who are attending (in person or electronically) an Advisory Body meeting of which they are NOT an appointed Member:
- a) May participate in a discussion, only with the permission of the majority of all Members of the Advisory Body; and,
 - b) Must not vote on a question.

Advisory Body Members

- 6.9. Advisory Body Members will:
- a) Attend orientation and training sessions, as provided by the Municipality;
 - b) Represent community interests within the mandate of the Advisory Body;
 - c) Participate and come prepared to meetings;
 - d) Make recommendations to Council in a collective manner; and,
 - e) Adhere to the standards of ethical behaviour as established by Council under their Standards of Conduct Policy.
- 6.10. All Members have equal voting rights.

Chair and Vice Chairs

- 6.11. Chairs (or Vice Chairs) will:
- a) Preside over and maintain order at meetings and ensure compliance with this Policy and the Council and Committee Procedures Bylaw;
 - b) Maintain compliance with the Advisory Body's mandate as defined in the Terms of Reference or establishing bylaw as approved by Council (or the Mayor for Standing Committees);
 - c) Uphold Council's Standards of Conduct Policy;
 - d) Ensure all Members and applicants (as appropriate) have an opportunity to participate and be heard at meetings;
 - e) Work with the Staff Liaison and the Corporate Officer, or their delegate, to develop agendas;
 - f) Facilitate adherence to agenda items;
 - g) Ensure a Member is not present at any part of a meeting where a conflict of interest has been declared;
 - h) Report back to the Advisory Body the outcome of any Council decisions pertaining to Advisory Body recommendations; and,
 - i) Provide an information and liaison role between Council and the Advisory Body.

Staff Liaisons

- 6.12. Staff Liaisons will:
- a) Prepare technical reports and deliverables, and provide information and professional advice to the Advisory Body;
 - b) Provide professional recommendations to Council which may not necessarily align with those of the Advisory Body when submitting a staff report under Section 7.33;

- c) Assist the Chair with meeting procedures and maintaining the Advisory Body's mandate;
- d) Support the Chair in developing agendas and gathering supporting documents, arranging meetings, writing reports and recommendations to Council, developing Annual Reports and Annual Work Plans (if required under the Terms of Reference) and promoting effective Advisory Body operation;
- e) Monitor and report on the Advisory Body's budget (if applicable);
- f) Following each regular recruitment process, work with the Corporate Officer to develop and deliver a comprehensive Member orientation program, including roles and responsibilities and the mandate of the Advisory Body; and,
- g) Perform other duties as assigned by the department head, or their delegate, regarding the function of the Advisory Body.

Recorder

6.13. The Recorder, who is a member of the Legislative Services Department, will:

- a) Prepare meeting agendas and meeting minutes in accordance with the Municipality's established standards;
- b) Maintain Member attendance records and ensure that the Advisory Body membership list and contact information is current, and updated regularly;
- c) Circulate completed agendas and official copies of minutes to the Corporate Officer for filing following each meeting;
- d) Assist the Staff Liaison with logistical support such as arranging meeting space and completing required set-up and clean-up; and,
- e) Assist the Chair and Staff Liaison to prepare routine correspondence as approved by the Advisory Body, as appropriate.

Corporate Officer

6.14. The Corporate Officer is responsible for administrative oversight of all Advisory Bodies, and will:

- a) Maintain official records of the Advisory Bodies;
- b) Work with the Staff Liaison to coordinate recruitment and orientation of Members;
- c) Provide administrative advice and guidance as required to Chairs and to Advisory Bodies as a whole; and,
- d) In the absence of the Recorder, the Corporate Officer, or their delegate, will assist with the preparation of agendas and the taking of minutes.

7. PROCEDURES

Drafting Terms of Reference

- 7.1. In considering the formation of any new Advisory Bodies, Council (or the Mayor in relation to Standing Committees) will request Staff to prepare Terms of Reference or an establishing bylaw for consideration by Council prior to establishing the Advisory Body.
- 7.2. At a minimum, the Terms of Reference approved by the Mayor (for Standing Committees), by Council resolution (for Select Committees), or by bylaw (for Commissions) to establish an Advisory Body must include:

- Name the Advisory Body;
- Define the Advisory Body's mandate (why it was formed);
- Provide specific directives that define the Advisory Body's goals or tasks;
- Establish the composition (i.e., the number of members and organizations or areas of expertise which membership should be drawn from) and terms of appointment of Members (e.g., for 2 years or coincide with the term of Council);
- Establish the requirements for reporting to Council, if different than those established under this Policy; and
- Allocate any necessary budget or other resources required to support the activities of the Advisory Body.

Meetings Open to the Public

- 7.3. Unless a meeting or part of a meeting is authorized to be closed to the public in accordance with the provisions of the *Community Charter*, all Advisory Body meetings shall be open for public attendance.
- 7.4. Members should refrain from engaging in any information sharing, discussion, deliberations or decision-making outside of a duly constituted meeting.

Meeting Schedule

- 7.5. The Staff Liaison shall provide the Corporate Officer with the Advisory Body's annual schedule of regular meetings for the following year, on or before December 1 so that it may be incorporated with Council's schedule of regular meetings that is published in accordance with section 5 of the Council and Committee Procedures Bylaw.
- 7.6. Meetings will not be held in the month of a general local election or a bi-election.
- 7.7. Meetings, when held in person, will be held in the Large Committee Room at the Municipal Hall whenever possible, or at an alternate location approved by the Corporate Officer or CAO, in accordance with the Municipality's current Council and Committee Procedures Bylaw.
- 7.8. Public Notice of all meetings must be posted in accordance with the *Community Charter* and the Council and Committee Procedures Bylaw.
- 7.9. Meetings shall be adjourned no later than two (2) hours from the scheduled start time of the meeting. If business cannot be completed within two (2) hours, the meeting may continue if a vote to continue the meeting beyond the two (2) hours passes by a two-thirds vote in the affirmative, or the Advisory Body may adopt a motion to fix the time to adjourn. The motion must include the date and time the meeting will resume and where it will be held. Otherwise, the unfinished business will be brought forward to the next Advisory Body meeting agenda.

Electronic Meetings

- 7.10. At least 48 hours prior to publishing an agenda that includes a recommendation that the Advisory Body or Council pass a resolution to conduct a future meeting(s) by electronic means, the Staff Liaison shall confirm with the IT department that there is sufficient IT staff resources available to support an electronic Advisory Body meeting.

7.11. Meetings conducted electronically by Advisory Bodies shall not be recorded.

Preparing Agendas

7.12. The Staff Liaison is responsible, in consultation with the Chair, for developing the meeting agenda topics.

7.13. Agenda packages will be prepared and distributed to Members by the Recorder, in accordance with the Council and Committee Procedures Bylaw. Agenda packages will also be posted to the Municipality's public posting places (i.e., website and notice board at the main entrance of the Municipal Hall).

7.14. Late agenda items will not be placed on the agenda for the next regular meeting unless, in the opinion of the Chair, the item is deemed to be urgent in nature.

Taking Minutes

7.15. Minutes will be taken in accordance with the Council and Committee Procedures Bylaw. The minutes will be recorded by the Recorder or the Corporate Officer, or their delegate, if the Recorder is unavailable.

7.16. The minutes, marked DRAFT, will be prepared and forwarded by the Recorder to the Staff Liaison and the Chair for review.

7.17. Following review by the Staff Liaison and the Chair, the DRAFT minutes will be forwarded to the Corporate Officer to be included in the next regular Council meeting within the Consent Agenda.

- a) If the Advisory Body has not made any recommendations to Council, the minutes will appear under Items for Information;
- b) If the Advisory Body has made recommendations to Council, the minutes may appear under Items for Decision in accordance with Section 7.29.
- c) If a Staff report is required in under Sections 7.30 or 7.32, the minutes shall be placed in the Council meeting Consent Agenda where the Staff report is presented.

7.18. Minutes will be considered for approval and adoption by the Advisory Body at its next regular meeting. Once adopted, the minutes will be certified correct, and signed by the Recorder and the Chair.

7.19. The Staff Liaison will provide the Corporate Officer with the original signed copy of the minutes as adopted, as well as the final electronic version for proper retention.

Referral to an Advisory Body

7.20. Referral of matters to Advisory Bodies are made by Council. An Advisory Body may request to refer a matter to another Advisory Body for comment by making a recommendation to Council in accordance with Section 9.1 of this Policy.

Presentations to Advisory Bodies

7.21. At the discretion of the Chair, an Advisory Body may invite other persons to participate in making presentations to the Advisory Body in order to benefit from additional

knowledge or expertise, as provided for in the Terms of Reference or establishing bylaw. Presentations must be scheduled in advance, prior to the agenda deadline and must not pertain to land use applications, unless that presentation is being made by a Staff person.

Quorum

- 7.22. Unless otherwise stated in the Terms of Reference or establishing bylaw, the quorum for an Advisory Body is a majority of all its Members, excluding any vacancies.
- 7.23. If there is no quorum present within fifteen (15) minutes of the time specified for the meeting, the procedures will be as set out in the Council and Committee Procedures Bylaw. Business items will be brought forward to the next scheduled Advisory Body meeting.

Voting

- 7.24. All Members, including the Chair, have one vote on any motion before it, unless as otherwise determined in the Terms of Reference or establishing bylaw; and in all cases, in the event of a tie vote, the motion is defeated.
- 7.25. Any Member who abstains from voting, without having declared a Conflict of Interest and leaving the meeting, is deemed to have voted in the affirmative.
- 7.26. Proxy votes are not permitted.
- 7.27. The names of Members who vote against a motion will be entered in the minutes as "Opposed".

Making Recommendations to Council

- 7.28. Advisory Bodies must make recommendations to Council requesting authority to act unless Council has granted delegated authority to make decisions in specific circumstances. This includes requests to direct Staff to take action outside of direction previously provided by Council, excepting where Staff is providing advice, guidance or administrative support, as defined under this Policy.
- 7.29. Recommendations that have little or no impact to financial or staff resources may be presented to Council without a Staff report. The minutes would then be placed under Items for Decision in the Consent Agenda and the recommendation would be included in the agenda, as per Section 7.17. A Council Member [not necessarily the Council Member who is the Chair] may request that the recommendation be moved to New Business so that the Council Member may speak to the recommendation or ask questions.
- 7.30. Recommendations regarding land use applications, where referred to the Advisory Body by Council for comment, will be reported to Council as part of the Staff report accompanying the application and will include relevant excerpts from the Advisory Body's meeting minutes or draft minutes if not yet adopted.
- 7.31. Despite Section 9.1, applications to the Board of Variance shall not be referred to an

Advisory Body for comment, unless the referral has been made by the Board of Variance or Staff.

- 7.32. Subject to Sections 7.29 to 7.31, all other recommendations will be provided to Council by way of a Staff report and will be accompanied by any reports, or background material provided as part of the appropriate Advisory Body meeting agenda, along with any relevant excerpts from the Advisory Body's meeting minutes. This includes recommendations for projects or initiatives that the Advisory Body may wish to initiate in addition to those already approved in the Annual Work Plan (if required), or otherwise directed, authorized or delegated by Council. Council will consider such recommendations within the context of the Advisory Body's mandate, departmental workloads, budget and previous commitments outlined in the Department Business Plans and Council's Strategic Priorities.

Staff Reports

- 7.33. Advisory Bodies with a specific task must conduct their business in accordance with the Terms of Reference and within the time prescribed by Council, following which the Staff Liaison will prepare a report to communicate their findings and opinions to Council for consideration in accordance with Section 7.32 and subject to Section 7.34 of this Policy.
- 7.34. Despite Section 7.33, Staff may provide a recommendation for an alternate course of action than what has been recommended by the Advisory Body, when submitting their report under Section 7.33 above where there are insufficient staff resources to carry out the action, the action falls outside of the Municipality's purview or is contrary to any of the items listed under Section 4.5 of this Policy.

Site Visits

- 7.35. Members are not permitted to enter onto private property, whether buildings or land, unless the Municipality has received expressed authority to do so. If a site visit is considered necessary in order to carry out the Advisory Body's duties as assigned under the established mandate, a Member may view a property from the street or other public space. A quorum of Members must be avoided at all times, unless alternate arrangements have been made by the Chair and Staff Liaison and approved by the Corporate Officer.

Budget

- 7.36. Unless otherwise provided for in the Terms of Reference or establishing bylaw, Advisory Bodies may request budget funds from Council for special projects or initiatives outlined in the Committee or Commission's Annual Work Plan as approved by Council. In collaboration with the Chair, the Staff Liaison shall submit the budget request to the Chief Financial Officer as part of the annual financial planning process with Council, or as an additional request mid-year when achievable within existing budget.
- 7.37. Any solicitation or application for funds from other organizations, requires the prior approval of Council.
- 7.38. Advisory Bodies will have reasonable use of miscellaneous municipal services such as photocopying, paper supplies, meeting rooms etc., to be coordinated through the Staff

Liaison and/or Recorder.

8. CONDUCT

Meeting Conduct

- 8.1. All Advisory Bodies must conduct their business in accordance with the Terms of Reference, establishing bylaw, the Council and Committee Procedures Bylaw, and the Standards of Conduct Policy.
- 8.2. No action of any Advisory Body, except where delegated authority is expressly conferred on the Advisory Body, will be binding on the Municipality, unless Council has approved such action.

Code of Conduct

- 8.3. The conduct of Members will be governed by the Council approved code of conduct that sets out expectations for Members in carrying out their duties and responsibilities in accordance with the Standards of Conduct Policy.

Conflict of Interest

- 8.4. Members shall familiarize themselves and act in accordance with the provisions set out in the Disclosure of Conflict section within the *Community Charter*.
- 8.5. Members who have a direct or indirect financial interest in a matter of another interest that constitutes a conflict of interest are not entitled to participate in the discussion of a matter or to vote on a matter. Members are required to state, in general terms, the reason why the member considers there to be a conflict of interest and vacate the meeting for the discussion and vote.
- 8.6. Once a Member has declared a conflict of interest, the Chair presiding at the meeting or any following meeting must ensure that the Member is not present at any part of the meeting during which the matter is under consideration.
- 8.7. Despite Sections 8.5 and 8.6, Members may participate while in conflict if the reason for their participation in the Advisory Body is directly related to that conflict of interest, subject to the Terms of Reference or establishing bylaw authorizing such participation.

Advocacy and Representation

- 8.8. Members shall represent the mandate and duties set out in the Terms of Reference or establishing bylaw of the Advisory Body to the best of their ability.
- 8.9. When presenting their individual opinions and positions outside of officially convened Advisory Body meetings, Members shall explicitly state they do not represent the Advisory Body or the Municipality, nor shall they allow the inference that they do.
- 8.10. Members of an Advisory Body shall refrain from speaking on behalf of an Advisory Body at non-Advisory Body events unless authorized to do so by the Advisory Body during a meeting.

- 8.11. Advisory Bodies do not have the authority to communicate with other levels of government, to pledge the credit of the Municipality, or to authorize any expenditures to be charged to the Municipality.
- 8.12. Members will not misrepresent themselves as having any authority beyond that delegated by Council as outlined in the Terms of Reference or establishing bylaw.
- 8.13. Members will not identify themselves as a Member of an Advisory Body when speaking individually, as a resident, to Council on a land use application.
- 8.14. Members will make decisions by a majority vote, in the best interests of the community. Regardless of how individual Members vote on a matter, all Members have a duty to accept majority decisions of the Advisory Body as collective decisions.

Members Running for Office

- 8.15. Members running for office in an election are generally not required to resign. Members should however be aware of the potential for Conflict of Interest and make decisions accordingly on their attendance and membership on the Advisory Body.
- 8.16. Members who are running for office will not use contact information of other Members to engage in election activities without the Members' explicit permission. The Municipality's distribution lists may NOT be used for election activities.

Personal Liability

- 8.17. No Member will be liable in his or her personal capacity for any debt or liability of the Advisory Body.

Orientation

- 8.18. In order for Members to fully understand the operations of Advisory Bodies, Staff will provide an orientation session biennially (every 2 years) or as required. Members are required to attend all training sessions provided by the Municipality, except where special permission has been provided by the Chair.

9. COMMUNICATIONS

Communication between Advisory Bodies

- 9.1. Unless provided for in the Terms of Reference or establishing bylaw, official communication specifically pertaining to the Municipality's business between Advisory Bodies will only occur by way of a recommendation to Council. Council may at any time direct staff to refer a matter to another Advisory Body.

Media Relations

- 9.2. The Mayor is the official spokesperson for the Municipality. However, the Mayor may, at times, request the Chair to speak on matters of public interest within the Advisory Body's purview.
- 9.3. On technical matters, or where the status is still at the Staff proposal level, the CAO, or

senior Staff, may be the appropriate spokesperson. Where necessary and practical, the Mayor, Chair and CAO will confer to determine the most appropriate course of action.

- 9.4. A Member will not speak to the media on behalf of the Advisory Body. Any media inquiries should be directed to the Staff Liaison or the Manager of Communications and Public Engagement.

Website and Social Media

- 9.5. The Municipality's website is the primary source for all municipal information. Municipal Staff are responsible for web and social media content and are available to work with Advisory Bodies to upload content onto the website. Requests for this assistance will be made by the Chair through the Staff Liaison to the Manager of Communications and Public Engagement.
- 9.6. The Municipality does NOT permit Advisory Bodies to maintain their own websites or social media accounts separate from the Municipality's official sites.
- 9.7. Advisory Bodies may request a dedicated webpage on the Municipality's website, as follows:
- a) The Advisory Body must pass a motion to request a dedicated webpage;
 - b) The request is forwarded to the Staff Liaison's department head for approval;
 - c) The Chair shall then collaborate with the Staff Liaison to forward the request to the Manager of Communications and Public Engagement, including a basic concept for webpage design and draft content;
 - d) Webpage design and content is subject to the approval of the Manager of Communications and Public Engagement and must adhere to the Municipality's standards. Advisory Bodies are NOT permitted to develop or use their own logos or branding (i.e. colours, graphics, fonts, etc.);
 - e) Any required modifications to the draft design and content will be communicated back to the Advisory Body by the Manager of Communications and Public Engagement, through the Staff Liaison. Committees, Commissions and Advisory Bodies are responsible to finalize the content in accordance with the Manager of Communications and Public Engagement's requirements;
 - f) Once the design and content is finalized and approved, the Manager of Communications and Public Engagement will direct Staff to implement the webpage;
 - g) Communications Staff will monitor the webpage for consistency with the Municipality's standards related to content and branding; and,
 - h) The Recorder will act as web author for routine requests to update content on the Boards and Committees webpage. Any requests involving more extensive changes to content or design must be submitted to the Manager of Communications and Public Engagement for review.

Email Privacy and Information Sharing

- 9.8. The *Freedom of Information and Protection of Privacy Act* (FIPPA) allows applicants to

request records in the care, custody and control of the Municipality. Members are reminded that FIPPA applies to all email correspondence related to the Municipality's business, including those records sent to and/or received from personal email accounts. Should the Municipality receive a request for records of this nature, the Member is required to produce a copy of the record to the FIPPA Head who then will determine if it may be disclosed subject to FIPPA. Personal email and devices are not exempted from FIPPA and the Municipality requires that Members conduct the Advisory Body business in accordance with the applicable legislation and procedures.

- 9.9. Discussions outside of a meeting, through email or other online platforms, can undermine the democratic process and interfere with the public's right *'to be informed of the transactions of Council and to observe that decision-making process'*, including the discussions that preclude recommendations from Advisory Bodies and which eventually lead to Council decisions. This rule is to ensure transparency in decision-making and ensure public trust.

10. VOLUNTEER APPRECIATION WEEK

- 10.1. Staff will coordinate with Advisory Body Chairs and Staff Liaisons to recognize Members through either a gift card or an event/gathering, to be held during Volunteer Appreciation Week, of their choosing, to a maximum of \$25 per volunteer.

RELATED POLICIES & PROCEDURES

- Council and Committee Procedures Bylaw No. 3945, 2024
- Agendas and Minutes Policy
- Delegations and Presenters Policy
- Electronic Meeting and Participation Policy
- Public Input and Meeting Conduct Policy
- Standards of Conduct Policy
- Guide to Chairing a Meeting

APPROVAL HISTORY

WRITTEN BY: M. Martineau, Manager of Legislative Services	APPROVED BY: Council	DATE: February 21, 2023
	AMENDED BY: Council	DATE: 17-May-23

APPENDIX “A” – Types of Commissions, Committees and Other Advisory Bodies

The following types of Committees or Commissions may be established in accordance with the *Community Charter* or *Local Government Act*.

Standing Committees

The Mayor may establish Standing Committees for matters which the Mayor considers would be better dealt with by Committee and must appoint Members to those Committees. A Standing Committee will consider items within its mandate as determined by the Terms of Reference and report back to Council with or without a recommendation.

At least 50% of the Standing Committee Members must be Council Members and the remaining Members can be other than Council Members.

- ***Audit Committee***

Section 170 of the *Community Charter* authorizes Council to delegate its powers, duties and functions to an audit committee to receive reports submitted by municipal auditor. All Members must be Council Members.

Select Committees

Council may establish a Select Committee to consider or inquire into a particular matter and report their findings and recommendations to Council. Appointments are made by Council, and at least one Council Member must be appointed to the Select Committee as a Council Liaison with full voting and Membership rights. The remaining Members can be recognized professionals, or Members from the community at large.

Select Committees provide advice and recommendations to Council on matters that are determined by Council and defined in the Terms of Reference. Council will provide direction to the Select Committees for undertaking projects such as work plans, checklists, policies, or other matters as appropriate.

- ***Accessibility Committee***

Section 9 of the *Accessible British Columbia Act* requires that North Cowichan establish a committee to identify barriers to individuals in or interacting with the Municipality and advise Council on how to remove or prevent those barriers. At least half of the members must be persons with disabilities or who support persons with disabilities and at least one member must be an Indigenous person.

- ***Parcel Tax Roll Review Panel***

Section 204 of the *Community Charter* requires Council to establish a parcel tax roll review panel before a parcel tax is imposed for the first time to consider any complaints respecting the parcel tax roll. Council must appoint at least three (3) Members [not necessarily Council Members] and establish the time and place for the panel to meet to authenticate the roll and hear complaints.

Commissions

A Council may establish and appoint a Commission to do one or more of the following:

- Operate services
- Undertake operation and enforcement in relation to the Council's exercise of its authority to regulate, prohibit and impose requirements
- Manage property and licenses held by the municipality.

Council may delegate some of its authority, by bylaw, to a Commission.

- ***Advisory Planning Commission***

Section 461 of the *Local Government Act* allows for Council, by bylaw, to establish an Advisory Planning Commission to advise Council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of Part 14 and section 546 [*amendment or discharge of land use contracts*].

Task Forces and Working Groups

The Mayor or Council may establish a Task Force or Working Group as either a Standing or Select Committee to look into a specific matter and provide advice and recommendations back to Council. The mandate of the Task Force or Working Group typically relates to a specific item and the body dissolves once it has reported its findings to Council.

The establishment and membership of a Task Force is determined by the requirements noted above for a Standing or Select Committee. The procedural requirements for meetings also apply to Task Forces and Working Groups as provided for in the *Community Charter* and the Council and Committee Procedures Bylaw.

Other Advisory Bodies

To promote free and open dialogues, Council may wish to establish an Other Advisory Body that is completely made up of members of the public. However, Council wishes to retain some control and direction over the Other Advisory Body, such as establishing their Terms of Reference and appointing Members. Although there are no Council Members appointed to the Advisory Body, the open meeting rule would apply to their meetings in accordance with section 93 of the *Community Charter*.

An example of an Other Advisory Body would be the Community Ambassador Teams that were established to provide feedback on Official Community Plan (OCP) policies during the engagement process prior to the adoption of OCP Bylaw No. 3900.



COUNCIL POLICY

EXTERNAL APPOINTMENTS

1. PURPOSE

To establish a policy for external appointments for North Cowichan Council members.

2. SCOPE

This policy applies to the appointment of elected officials to external boards and committees.

3. POLICY

The following external appointments shall be made at the Inaugural meeting of Council, following the general local election, for the entire 4-year term, unless otherwise resolve:

3.1. Council members shall be appointed as representatives of North Cowichan Council to the following legislated and jurisdictional boards and committees:

- (1) Cowichan Valley Regional District Board (including the Cowichan Valley Regional Hospital District Board);
- (2) Vancouver Island Regional Library Board; and,
- (3) City of Duncan Tourism Advisory Committee.

3.2. Council members may be appointed to serve on external organizations as liaisons only.

3.3. Where a Council member has been appointed to an external body as a liaison, they should not make motions or vote at such meetings. Nor should the Council member be expected to advocate on behalf of the external organization.

3.4. Council members should not sit on the Board of Directors of any outside local organization having dealings with North Cowichan where there are public members who could serve in such positions, unless appointed by Council as an external liaison.

3.5. When a report or recommended action comes to Council from an outside organization, the Council Member who acts as a liaison should move the action or the report and then be fully entitled to vote against that same motion having now considered the matter as a member of Council and not as a member of the organization.

3.6. Council should annually review appointments to external organizations and determine if an appointment from Council is desirable.

APPROVAL HISTORY

WRITTEN BY: Legislative Services	APPROVED BY: Council	DATE: January 16, 2013
	AMENDED BY:	DATE:

COUNCIL POLICY

CONSENT AGENDA POLICY

1. PURPOSE

To improve the efficiency and effectiveness of Council meetings; provide an efficient process to acknowledge receipt of reports or correspondence where an action requiring Council approval has been requested; approve regular, non-controversial routine items that come before Council, or matters where no debate, discussion or explanation is expected or required; and help to manage time, as Council addresses all items listed within or under the Consent Agenda as a single item with one vote.

2. SCOPE

This policy applies to regular Council meetings where the Consent Agenda appears as a standing item. Although Council receives electronic copies of all correspondence addressed to them (via the Council@northcowichan.ca email address), not all correspondence received is included in the Consent Agenda. Sections 4 and 5 of this Policy specify which items are included and those that are expressly excluded from the Consent Agenda.

3. DEFINITIONS

"Consent Agenda" groups routine business items and reports which require no discussion or debate into one agenda item called the Consent Agenda. This practice allows Council to approve or acknowledge receipt with one vote instead of introducing multiple motions.

4. CONTENT OF CONSENT AGENDA

4.1. All materials and items proposed in the Consent Agenda shall be clearly identified as such in the meeting packages. All Council members must review the Consent Agenda items prior to the meeting, with the expectation that no discussion shall take place during the Council meeting.

4.2. Consent Agendas may include:

(a) Items for decision

- (i) approval of Council meeting minutes;
- (ii) endorsement of Committee of the Whole, Council committee and/or advisory body recommendations, subject to Section 4.5.;
- (iii) routine contract renewals.

(b) Items for information

- (i) correspondence requiring action that is not subject to exclusion under Section 5.1.;
- (ii) correspondence from the provincial or federal government, or other local government body;
- (iii) reports provided for information only;

- (iv) draft minutes from Committee of the Whole, Council committee and/or advisory bodies of Council for information only.; and
 - (v) other items that require no discussion or decision.
- 4.3. Subject to Section 5.1., correspondence requiring action received, at least one week before the meeting, from a member of the public will be placed under '*Items for Information*' with the subject description identifying what is being requested in general terms. If a member of Council wishes to consider the individual's request, the item must be removed from the Consent Agenda for consideration in accordance with Section 7.2., otherwise the item is received for information only. An acknowledgement email will be sent to the author.
- 4.4. With the exception of author name, all personal information shall be redacted from correspondence received from members of the public prior to inclusion in the Consent Agenda in accordance with the *Freedom of Information and Protection of Privacy Act*.
- 4.5. Items where the recommendations from a committee or advisory body of Council are contained in a staff report, the minutes from that committee or advisory body will be placed under the '*Items for information*' section of the Consent Agenda.
- 4.6. Minutes from a Committee of the Whole, Council committee or advisory body meeting shall be placed under:
- (a) *Items for Decision* if they include recommendations for Council's endorsement; or
 - (b) *Items for Information* if no action by Council is required or where recommendations are contained within a staff report as per Section 4.5.

5. EXCLUDED CORRESPONDENCE ITEMS

- 5.1. The following correspondence addressed to Council, which have been delivered electronically to Council, will not be included in the Consent Agenda. An acknowledgement email will be sent to the author advising that Mayor and Council has received their correspondence and will only be copied to Council where identified.
- (a) Items that are of a **technical or operational in nature**, and where a response has been provided by municipal staff. The acknowledgement email and the staff response will be copied to Council.
 - (b) Items that are **informational in nature**, which includes personal opinions submitted by individual citizens or organizations, media releases, newsletters, and unsolicited mail;
 - (c) Correspondence which **relates to a person who is not the author** and which would be a breach of the *Freedom of Information and Protection of Privacy Act*;
 - (d) Correspondence which **relates to an in-camera decision or a confidential matter** that has not been released to the public;

- (e) Emails submitted as '**public input**' on an agenda item. The acknowledgement email will be copied to Council.
 - (f) Correspondence that includes **profane language** or is regarded as harassment or intimidation, or is abusive, defamatory or **disrespectful to Council or staff** or would constitute a breach of Respectful Spaces Bylaw No. 3796, 2020;
 - (g) Correspondence content that **endorses, promotes, or perpetuates discrimination** or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - (h) Correspondence where **Council is not the principal recipient**;
 - (i) **Anonymous** correspondence.
- 5.2. If the correspondence that has been excluded under Subsections 5.1. (c), (d) or (i) would have been included in the Consent Agenda in accordance with Section 4.3, the author may be provided with an opportunity to resubmit their correspondence.
- 5.3. A member of Council may bring forward an item that is excluded under Section 5.1 as a notice of motion. Such notices of motions are subject to the rules established under Council's the Notice of Motion Policy.

6. APPROVAL OF CONSENT AGENDA

- 6.1. The Consent Agenda shall be approved by Council at the beginning of each meeting.
- 6.2. Approval of the Consent Agenda by Council constitutes approval of each of the motions listed under the Consent Agenda portion of the meeting, subject to any items being removed from the Consent Agenda under Section 7.1.

7. REMOVAL OF AN ITEM

- 7.1. Any item may be moved out of the Consent Agenda at the request of any Council member, before approval of the Consent Agenda. A member may request to move an item to further discuss it, inquire about it, or vote against it after the Consent Agenda has been approved.
- 7.2. A motion or vote of Council is not required to request to move an item out of the Consent Agenda.
 - (a) When a Council member requests that an item be moved out of the Consent Agenda, the Mayor or presiding member shall decide whether the item shall be placed under "New Business" in the regular agenda.
 - (b) If a Council member wishes to challenge a decision of the Mayor or presiding member under Section 7.2. (a), a resolution of Council must pass by a majority vote for the item to be removed from or remain in the Consent Agenda.
- 7.3. When an item is requested to be removed, that item shall be moved out of the Consent Agenda in accordance with Section 7.2., and the rest of the items shall remain on the Consent Agenda.

8. MOTION TO APPROVE CONSENT AGENDA

- 8.1. When the requested changes have been made to the Consent Agenda:
- (a) The Mayor or Corporate Officer shall read the items removed from the Consent Agenda.
 - (b) A motion must be made to approve or reject the Consent Agenda.
 - (c) The motion to approve the agenda must be worded "that Council approve the Consent Agenda."

9. MINUTES

- 9.1. Minutes of the meeting shall include the full text copy of approved resolutions, recommendations or correspondence and reports received under the Consent Agenda portion of the meeting to ensure a record is kept for future reference.

APPROVAL HISTORY

WRITTEN BY: Michelle Martineau, Manager, Legislative Services	APPROVED BY: Council	DATE: September 21, 2021
	AMENDED BY: Council	DATE: February 1, 2023
		DATE:

Related Legislation:	Sections 22 and 30 of the <i>Freedom of Information and Protection of Privacy Act</i> Section 123 of the <i>Community Charter</i>	
Related Bylaws, Policies, Procedures, Strategies, Agreements, etc.:	Conference Attendance Policy Council Correspondence Procedure Council Procedure Bylaw No. 3602, 2015 Council Strategic Plan Notice of Motion Policy	Public Input and Meeting Conduct Policy Privacy Management Policy Respectful Spaces Bylaw No. 3796, 2020 Standards of Conduct Policy

NOTICE OF MOTION POLICY

1. PURPOSE

This policy provides a process to members of Council with guidance for drafting and submitting a notice of motion and ensuring that the member's intent is communicated clearly to Council and the public.

2. SCOPE

This policy applies to members of Council and committees established by Council.

3. DEFINITIONS

"Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.

"Motion" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and also means resolutions.

"Notice of Motion" is the means by which a Member brings topics forward for consideration at a Meeting.

"Regular Council Meeting" shall have the same meaning as defined in section 4 of Council Procedure Bylaw No. 3602, 2015, as amended or replaced from time to time.

4. POLICY

Introducing a Notice of Motion

If a Member wishes to move a motion at a future meeting:

- 4.1 The Member must deliver their Notice of Motion in written and electronic format to the Corporate Officer, copying the Mayor and Chief Administrative Officer, at least one week prior to the Council meeting where it shall be introduced.
- 4.2 The Member must stipulate the date of the regular meeting at which the Council member intends to move the motion.
 - 4.2.1 If a date is not stipulated when the Notice of Motion is delivered, the motion shall be placed on the next Regular Council Meeting agenda immediately following the meeting where it was introduced.
- 4.3 The Corporate Officer shall add the Notice of Motion to the agenda under "Notices of Motions".
- 4.4 The Member shall introduce their Notice of Motion at the meeting, for future Council debate and consideration, by stating the motion and the date of the meeting which

the Member intends to move the motion. The Corporate Officer shall record it in the meeting's minutes and place it on the subsequent meeting agenda as "New Business".

- 4.4.1 Members shall not be allowed to provide any introductory remarks when introducing their Notice of Motion.
- 4.4.2 Members shall not be permitted to ask clarifying questions when the Notice of Motion is introduced.
- 4.4.3 A Notice of Motion is not debatable until the motion has been moved and seconded at the subsequent meeting.
- 4.4.4 Notices of Motion shall be referred to staff where there are policy implications, statutory requirements, a financial or budgetary impact, staff resource requirements, or where Council would like to consider alternative options at the same time.
- 4.4.5 Notices of Motion may be amended for any reason.
- 4.4.6 Notices of Motion may be withdrawn at any time prior to the subsequent meeting date where it will be debated and voted on by Council.

Debate and Voting on the Motion

- 4.5 The Member shall provide a summary of the background information, identifying the topic, desired outcome, and how the motion aligns with Council's Strategic Plan, to the Corporate Officer at least one week prior to the subsequent meeting where Council will debate and vote on the matter.
 - 4.5.1 The content shall include a subject heading/topic, an introduction with a brief outline of 500 words or less, and the recommendation.
 - 4.5.2 Members shall use the Council Member Motion template, attached as Appendix "A", when providing their background summary.
 - 4.5.3 If the Member who introduced the motion is absent at the subsequent meeting where the motion has been placed on the agenda, the motion shall automatically be postponed to the next Regular Council Meeting where the Member is present and able to move their motion.
- 4.6 Once the Member has moved their motion, it requires a seconder before debate and voting can occur.
- 4.7 A Member may make a presentation using PowerPoint or other tools during their introductory remarks to provide visual elements prior to debating the motion, subject to the time limit established under Section 4.8.
- 4.8 A Member must stay within the 10-minute speech limit, established under Council and Committee Procedure Bylaw No. 3945, 2024, when providing an introduction for their motion, by way of a presentation, and while speaking in debate.

RELATED POLICIES & PROCEDURES

Council and Committee Procedure Bylaw No. 3945, 2024

APPROVAL HISTORY

WRITTEN BY: Michelle Martineau, Manager of Legislative Services	APPROVED BY: Council AMENDED BY: Council	DATE: August 19, 2020 DATE: October 20, 2021
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DRAFT

APPENDIX "A"



Council Member Motion

Notice given on: [Click or tap to enter a date.](#)

Meeting Date [Click or tap to enter a date.](#)
From [Choose an item.](#)
Subject [Click or tap here to enter subject matter.](#)

Background

[Click or tap here to enter relevant background, including previous decisions and how it aligns to the Strategic Plan goals and objectives \(in 500 words or less\).](#)

Recommendation

[Click here to enter text.](#)

Attachment(s):

DRY

Report

Date August 21, 2024
Subject 2025 Regional Recreation Budgets

File:

PURPOSE

To receive pre-budget approval for the Cowichan Aquatic Center and Fuller Lake Arena 2025-2029 budgets for the Regional Recreation function.

BACKGROUND

A referendum for Regional Recreation was held in October 2022 and voted in by residents within the Cowichan Valley Regional District (CVRD). 2023 was the first year of a 3-year phased-in approach for the new usage-based funding model. North Cowichan has two facilities funded through this model – Cowichan Aquatic Center (CAC) and Fuller Lake Arena (FLA). This year, North Cowichan received 2/3 of the budgeted expenses, less projected revenue for these two facilities. In 2025, North Cowichan will receive 100% of the budgeted expenses less projected revenue.

The budgets for FLA and CAC will still be provided to Council during the Business Plan presentations in late 2023 with Key Performance Indicators (KPIs); however, staff are seeking Council's support of the budgets prior to providing the numbers to the CVRD.

DISCUSSION

Due to the Regional District's budget timelines, North Cowichan needs to provide the CVRD with the 2025 budgets for FLA and CAC by August 30, 2024, to ensure they can be presented to the commissions and the CVRD board for approval.

Usage for the two facilities appears to be back to normal; therefore, increased user fees and expenses have been added to the 2025 budget. In 2024, the municipal property taxes for these two facilities totalled \$1,380,046 (\$2,317,190 in 2024). Due to 2025 being the year Regional Recreation funds 100% of the two facilities, there will be no municipal property taxes; however, these taxes will be requisitioned through the CVRD Regional Recreation Function 390.

Fuller Lake Arena

Total operating revenues have increased approximately 4.5% over 2024 based on projections and actuals to date. Total operating expenses have increased approximately 7% over 2024 (\$87,351). Over the past year, staff have demonstrated exceptional diligence and fiscal responsibility. They have consistently worked to keep operational costs within budget through proactive measures and strategic planning.

Total user fees for 2025 are budgeted at \$312,261 (\$299,016 in 2024), and CVRD requisition of \$1,218,066 (\$982,640 in 2024). The 2025 budget includes a transfer to the capital reserve fund of \$175,000 (\$125,000 in 2024). This allocation is designed to mitigate the need for tax rate increases when significant capital expenditures are required for the facility.

As FLA is an aging building, it has, and will, encounter ongoing maintenance and infrastructure demands. Building an adequate capital reserve is imperative to ensure the arena's long-term viability.

There is a capital request of \$30,000 for a condition assessment of the arena slab, installed in 1991 and nearing the end of its useful life. This assessment will provide North Cowichan guidance for the next steps of a potential slab replacement, further extending the life expectancy of the arena.

The overall budget for FLA shows a 13.7% decrease from 2024, mainly attributed to the reduced capital expenses in 2025. The 2025-2029 budget is shown below, with the 2024 budget as a reference:

Fuller Lake Arena						
	2024	2025	2026	2027	2028	2029
REVENUE						
User Fees	299,016	312,261	314,426	320,715	327,129	327,129
MNC Property Tax	491,320	0	0	0	0	0
CVRD Requisition	982,640	1,218,066	1,473,161	1,547,825	1,596,092	1,689,538
TOTAL REVENUE	1,772,976	1,530,327	1,787,587	1,868,540	1,923,221	2,016,667
EXPENSES						
Maintenance	789,469	843,320	868,620	894,678	921,519	949,164
Office/Administration	246,557	258,834	266,599	274,597	282,835	291,320
Programs	201,950	223,173	229,868	236,764	243,867	251,183
Transfer to Reserve	125,000	175,000	225,000	275,000	325,000	375,000
Capital	410,000	30,000	197,500	187,500	150,000	150,000
TOTAL EXPENSES	1,772,976	1,530,327	1,787,587	1,868,539	1,923,221	2,016,667

Cowichan Aquatic Center

Staff conducted a financial audit of the recreation department budget, post-COVID, to ensure the Regional Recreation requisition aligns with the operational realities of the department.

Total operating revenues have increased approximately 11.75% over 2024 based on projections and actuals to date. Total operating expenses have increased approximately 15.7% (\$681,256) over 2024 (excluding capital and reserve transfer). This increase is attributed to several things:

- \$251,000 attributed to an increase in staffing for lifeguards due to increased activity at the CAC and CUPE increases;
- \$92,060 due to the new position request;
- \$148,000 due to operational expense increases based on prior year actuals such as hydro and natural gas; and,
- \$190,196 is attributed to a discrepancy between the budgeted and actual wages and benefits from prior years.

The additional user fee revenues primarily offset the increase in lifeguard staffing.

The deep-dive analysis of the recreation department aimed to verify the accuracy of our staffing allocations and operational expenses, reflecting a more accurate representation of our operational needs and financial requirements necessary to continue operating at our current level of service. Due to the ongoing challenge of hiring full-time lifeguards, North Cowichan relies on casual staff to meet the safety requirements for operating the pool. Additionally, the impact of COVID-19 has skewed the number of pool users over the past three years. Consequently, the budget now accurately reflects the necessary number of casual staff to cover all programs at the CAC based on activity data from 2023 and 2024 to date.

Additionally, staff are requesting a new Maintenance Worker at the CAC. This position will operate and maintain the pool mechanical systems, test and balance the pool chemistry and clean, repair, and maintain the facility. The rise in patron traffic at the CAC has led to a higher demand for ongoing maintenance. As the facility approaches its 17th year of operation, the need for maintenance continues to grow with the aging equipment and infrastructure. By implementing asset management, we are emphasizing preventive maintenance more. This approach aims to reduce operating costs, extend the lifespan of assets, improve safety and compliance, support sustainability, and enhance the overall functionality of the facility. The cost of this position is estimated at \$92,060 (inclusive of benefits). This amount is included in the budget presented to Council and, if not approved, would be reduced by this amount.

Total user fees for 2025 are budgeted at \$1,411,654 (\$1,263,287 in 2024), and CVRD requisition of \$4,081,734 (\$2,419,052 in 2024). The 2025 budget includes a transfer to the capital reserve fund of \$250,000 (\$200,000 in 2024). As stated above, this allocation is designed to mitigate the need for tax rate increases when significant capital expenditures are required for the facility.

Capital totals \$265,000, which includes the following projects:

- Secure compound – a secured 1,300 sq ft compound on the east side of the exterior of the CAC to create a safe and secure exterior space for staff to work, store materials, and park North Cowichan vehicles (includes fencing and gates);
- Energy efficiency improvements – look to deliver upon recommendations from a FortisBC Thermal Energy Study (completed in the fall of 2024) through mechanical enhancements that will look to reduce GHG emissions and reduce NG consumptions; and,
- Cardio equipment replacements – replacement of 20 spin bikes, four treadmills, two elliptical trainers, two recumbent bikes, and two stationary bikes.

The overall budget for CAC shows a 16% increase from 2024, attributed to various factors, as explained above. The 2025-2029 budget is shown below, with the 2024 budget as a reference:

Cowichan Aquatic Center						
	2024	2025	2026	2027	2028	2029
REVENUE						
User Fees	1,263,287	1,411,654	1,454,004	1,497,624	1,542,552	1,588,829
Areas A, B, C	33,333	0	0	0	0	0
Area E	10,268	0	0	0	0	0
Lake Cowichan	4,926	0	0	0	0	0
Duncan	140,117	0	0	0	0	0
MNC Property Tax	888,726	0	0	0	0	0
Transfer from Reserve	130,000	0	0	0	0	0
Cowichan Tribes	51,530	54,107	56,812	59,652	62,635	65,767
CVRD Requisition	2,419,052	4,081,734	3,997,817	4,183,658	4,374,430	4,570,308
TOTAL REVENUE	4,941,239	5,547,495	5,508,632	5,740,934	5,979,617	6,224,904
EXPENSES						
Building Operations	2,047,640	2,385,847	2,469,352	2,555,779	2,645,231	2,737,814
Maintenance	998,949	1,263,886	1,308,122	1,353,906	1,401,293	1,450,338
Office/Administration	997,682	1,072,511	1,110,049	1,148,901	1,189,112	1,230,731
Fitness	306,968	310,251	321,110	332,349	343,981	356,020
Transfer to Reserve	200,000	250,000	300,000	350,000	400,000	450,000
Capital	390,000	265,000				
TOTAL EXPENSES	4,941,239	5,547,495	5,508,632	5,740,934	5,979,617	6,224,904

OPTIONS

- (Recommended Option)** THAT Council approve the 2025-2029 budget for the Cowichan Aquatic Center and Fuller Lake Arena for submission to the Cowichan Valley Regional District as included in the August 21, 2024, report from the Director of Financial Services.
 - Providing budget approval allows staff to forward the 2025 budgets to the CVRD for inclusion in their 2025 Financial Plan by the August 31, 2024, deadline.
- THAT Council amend the 2025 – 2029 budgets to *(insert facility(s) \$ amount increase/decrease to revenue/expense)*

IMPLICATIONS

With Business Plan presentations being in November, both staff at the CVRD and North Cowichan require direction/approval to finalize budget documents. Regional Recreation budget meetings will be held in October/November with the commissions, and North Cowichan's two facility budgets are required to be to the CVRD by August 30, 2024. If Council wishes to amend the 2025 budgets for either facility, a special Council meeting may be required to meet the CVRD's timeline for budgets to Regional Recreation.

RECOMMENDATION

THAT Council approve the 2025-2029 budget for the Cowichan Aquatic Center and Fuller Lake Arena for submission to the Cowichan Valley Regional District as included in the August 21, 2024, report from the Director of Financial Services.

Report prepared by:



Teri Vetter
Director, Financial Services

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

At the Regular Council meeting on October 23, 2023, a Townend Road resident presented a community petition detailing the issues residents of both Townend Road and the Timbercrest subdivision were experiencing. Council then directed staff to prepare a report with options to address traffic and noise issues on Townend Road.

DISCUSSION

From April 18 to 26, 2024, staff conducted a traffic study to determine the volume and speed of vehicles travelling along Townend Road. The study took place on the straightest, flattest section of the road to capture the highest vehicle speeds and determine if speeding was occurring.

The findings of the traffic study are summarized below:

1. The 85th percentile speed was 38.0 km/h (85% of drivers travel at or below 38 km/h). The 85th percentile speed is a critical measure of whether a road is a candidate for traffic calming.
2. The average speed was 30.2 km/h.
3. The maximum speed was 56.8 km/h.
4. The Average Daily Traffic (ADT) was 139 vehicles per day on weekdays and 69 per day on the weekend.

Based on the outcome of the traffic study, it is apparent that speeding is not an issue on Townend Road. The narrow road has a natural traffic-calming effect. Its narrow nature forces drivers to slow down when pedestrians are present, and it requires vehicles to pull off into a driveway or a spot with a widened shoulder to allow oncoming vehicles to pass. In fact, narrowing travel lanes and allowing cars to park on both sides of the road in residential areas are often used to control vehicle speeds by making drivers somewhat uncomfortable speeding. While the ADT of 139 vehicles per day during the week may seem high for a road such as Townend, it should be noted that if a vehicle travels from Lakes Road to the west end of Townend Road and back to Lakes Road once in the morning, that vehicle will have registered as two vehicles when in fact it is the same vehicle. This means the number of vehicles travelling Townend Road on a given weekday is closer to 70 per day.

To be a candidate for traffic calming, Townend Road would have to have more than 1000 vehicles per day or an 85th percentile speed greater than 55 km/h. As neither the volume nor the speed criteria have been met, additional traffic calming is not triggered. It should also be noted that no accidents along Townend Road have been reported to ICBC in the last five years.

However, while traffic calming is not triggered, the traffic study reveals that Townend Road is not suitable for a 50 km/h speed limit. Given the narrow nature of the road, a speed limit of 30 km/h would be more appropriate. Posting a 30 km/h speed limit signage will also allow RCMP enforcement.

OPTIONS

Option 1 – Install Warning Signs & Change Posted Speed Limit (Recommended Option)

THAT Council directs staff to install signage at appropriate locations along Townend Road to advise drivers that the road narrows, that drivers should share the road, that there are blind corners ahead, and that there is a 30 km/h maximum speed limit signage.

Pros:

- 1) Brings Townend Road up to standard for a narrow road with sharp/blind corners.
- 2) Will allow for RCMP enforcement of speeds above 30 km/h.

Cons:

- 1) Signs are susceptible to vandalism requiring replacement.
- 2) It will likely have little effect on reducing speeds on the straight stretch of Townend Road where higher speeds can be achieved. Drivers tend to drive roads at a speed suitable to the road geometry.
- 3) RCMP resources are limited.

Cost Estimate: \$1,000

Option 2 – Same as Option 1 Plus Install Speed Tables

THAT Council directs staff to install signage at appropriate locations along Townend Road to advise drivers that the road narrows, that drivers should share the road, that there are blind corners ahead, that there is a 30 km/h maximum speed limit signage, and speed tables.

Pros:

- 1) The same pros as listed in Option 1.
- 2) Lowers vehicle speeds at speed hump locations.

Cons:

- 1) All cons as listed in Option 1.
- 2) Speed humps are unlikely to reduce current 85th percentile vehicle speeds significantly.
- 3) Can increase speeding and vehicle noise due to speeding between humps.

Cost Estimate: \$21,500

(\$1,500 for supply and installation of signs, \$20,000 for installing four speed humps)

Option 3A – Townend Road Closure & York Road Extension

THAT Council direct staff to consult with residents of Townend Road and the Timbercrest neighbourhood regarding:

- 1) Closing the west end of Townend Road, east of York Road.
- 2) Extending York Road to Townend Road.
- 3) Re-routing all traffic to and from the kennel through Timbercrest (Trillium Terrace and York Road).

Pros:

- 1) Returns traffic on Townend Road to pre-kennel levels.
- 2) Maintains existing traffic-calming nature of Townend Road.

Cons:

1. This will consume a considerable amount of staff time to prepare for, undertake, and report back to Council on the outcome of the consultation.
2. A new turnaround will need to be constructed at the new end of Townend Road, requiring property acquisition (or a Statutory Right of Way at minimum), potentially the removal of Garry Oak trees, and the extension of the York Road storm drain system.
3. Extending York Road requires widening what is now Townend Road, property acquisition and/or the removal of large trees, and the installation of storm drain infrastructure.
4. 2493 & 2521 Townend Road will need to be re-addressed to York Road, requiring owners to update their mailing addresses and staff to update pertinent documents and files.
5. Requires residents of Townend Road and the Timbercrest neighbourhoods to agree to the change in traffic flow.

Cost Estimate: To be determined.

Some effort will be required to develop a cost estimate for this option. However, it is safe to say that this option would cost significantly more than Options 1 or 2. Should Council choose this option, Engineering will have to prepare a conceptual design and cost estimate.

Option 3B – (One-Way Townend Road & Connect to York Road)

THAT Council direct staff to consult with residents of Townend Road and the Timbercrest development regarding:

- 1) Turning the portion of Townend Road east of York Road into a one-way road entering from Lakes Road and exiting onto York Road.
- 2) Keeping the section of Townend Road west of York Road as a two-way road.

Pros:

1. Eliminates head-on conflicts between vehicles along the length of Townend Road.
2. Vehicle trips down Townend Road are halved, increasing life of road.

Cons:

1. 85th percentile speed may increase due to reduction in vehicle-vehicle conflicts.
2. May not reduce the number of vehicles entering Townend Road.
3. Widening the portion of Townend Road west of York Road requires the removal of established trees, and the extension of the York Road storm drain system.
4. Requires residents of Townend Road and the Timbercrest neighbourhoods agreeing to the change in traffic flow.

Cost Estimate: To be determined.

Some effort will be required to develop a cost estimate for this option. However, it is safe to say that this option would cost significantly more than Options 1 or 2. Should Council choose this option, Engineering will have to prepare a conceptual design and cost estimate.

IMPLICATIONS

Installing signage to advise drivers that the road narrows, that drivers should share the road, that there are blind corners ahead, and 30 km/h maximum speed limit signage will make the road safer for drivers and pedestrians and allow for enforcement should excessive speeding occur. The expected cost is not more than \$1,000 and will take less than a day to be installed.

Installing speed humps would not appreciably decrease vehicle speeds, cost upwards of \$20,000, and would increase road noise due to accelerating and decelerating between humps.

Redirecting all, or even a portion, of the current Townend Road traffic through the Timbercrest neighbourhood would require consultation with residents of Timbercrest and Townend neighbourhoods. It is very likely to result in numerous other complaints/concerns being raised by the Timbercrest neighbourhood regarding the diversion of traffic. While the costs associated with Option 3A and 3B have not been calculated for this report, the total associated administrative, engineering, legal, and construction costs would be in the hundreds of thousands of dollars.

RECOMMENDATION

THAT Council directs staff to install signage at appropriate locations along Townend Road to advise drivers that the road narrows, that drivers should share the road, that there are blind corners ahead, and 30 km/h maximum speed limit signage.

Report prepared by:

Liam Kinrade

Liam Kinrade
Engineering Technologist

Report reviewed by:

Clay Reitsma

Clay Reitsma, M.Eng., P.Eng.
Director, Engineering

Approved to be forwarded to Council:

Ted Swabey

Ted Swabey
Chief Administrative Officer