

Municipality of North Cowichan

Regular Council

AGENDA

Wednesday, August 19, 2020, 1:30 p.m.
Electronically

Pages

1. CALL TO ORDER

This meeting, though electronic, is open to the public and all representations to Council form part of the public record. At this time, due to the COVID-19 Pandemic, public access to Council Chambers is not permitted, however, this meeting may be viewed on the District's lived stream webcast at www.northcowichan.ca/agendas.

2. APPROVAL OF AGENDA

Recommendation:

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

3. ADOPTION OF MINUTES

6 - 20

Recommendation:

That Council adopt the following minutes:

1. Special Council meeting held July 15, 2020;
2. Regular Council and Public Hearing meeting held July 15, 2020; and,
3. Special Council meeting held July 29, 2020.

4. MAYOR'S REPORT

5. DELEGATIONS AND PRESENTATIONS

None.

6. PUBLIC INPUT

The Mayor to acknowledge receipt of submissions circulated to Council prior to the meeting to Agenda@northcowichan.ca and state the agenda item the public input is in relation to on this agenda.

7. BYLAWS

7.1 Building Amendment (BC Energy Step Code) Bylaw No. 3795, 2020

21 - 21

Purpose: To consider adoption of Building Amendment (BC Energy Step Code) Bylaw No. 3795, 2020.

Recommendation:

That Council adopt Building Amendment (BC Energy Step Code) Bylaw No. 3795, 2020.

7.2 Zoning Regulation of Cannabis Production Facilities in the Agricultural Land Reserve

22 - 35

Purpose: To present proposed zoning regulations to limit cannabis production in the Agricultural Land Reserve (ALR) to soil-based production only for first and second readings and a draft policy to establish criteria for non-soil-based cannabis production facilities on a case-by-case basis for Council's consideration.

Recommendation:

1. That Council give first and second readings to Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve) No. 3797, 2020;
2. That a public hearing be scheduled for Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve) No. 3797, 2020 in accordance with the *Local Government Act*, and,
3. That Council adopt the ALR Non-Soil Based Cannabis Production Facility Policy.

8. REPORTS

8.1 RCMP Detachment Net-Zero Feasibility Study and Federation of Canadian Municipalities Capital Grant

36 - 43

Purpose: To provide the results of the feasibility study of constructing the new RCMP Building to a net-zero standard, and to request Council approval to apply for a Federation of Canadian Municipalities (FCM) Capital Grant - New Construction Energy-Efficient Municipal Facilities.

Recommendation:

That Council receive the ReNu Engineering July 8, 2020, Net Zero Energy Analysis – Feasibility Study;

And that Council authorize staff to apply for a Federation of Canadian Municipalities Capital Grant - New Construction Energy-Efficient Municipal Facilities.

8.2 RCMP Service Review Scope

44 - 45

Purpose: To confirm the scope of the RCMP Service Review following the August 11, 2020 Committee of the Whole project scoping workshop.

Recommendation:

1. That Council authorize staff to engage in an RCMP financial service review focusing on value for money.
2. That Council authorize staff to hire a consultant to conduct a Gap Analysis study of Protective and Community Services to determine, by January 31, 2021:
 - a. what changes in methods of delivery of those services might be advisable and statutorily achievable in the short term; and,
 - b. that any recommended changes in the methods of delivery of those services which are not statutorily achievable be presented for consideration to the BC Legislature's All Party Committee that is currently reviewing the Police Act.

8.3 Henry Road Solar Signalized Pedestrian Crossing

46 - 49

Purpose: To request that Council approve a signalized pedestrian crossing on Henry Road for construction during the fall of 2020.

Recommendation:

That Council approve the installation of a signalized pedestrian crossing on Henry Road, adjacent to the Mt. Brenton Golf Course, at an estimated budget of \$60,000.

8.4 COVID-19 Reopening Plan for Fuller Lake Arena Recommendation from the August 11, 2020 Committee of the Whole Meeting

50 - 54

Purpose: To consider the recommendation passed at the August 11, 2020 Committee of the Whole meeting in relation to the Fuller Lake Arena.

Recommendation:

That Council direct staff to proceed with the re-opening of the Fuller Lake Arena under its COVID-19 Restoration of Programs & Services Plan, specifically;

- To allow for a phased-in resumption of services effective September 8, 2020; and,
- To support the COVID-19 restrictions outlined for facility usage.

8.5 Permissive Tax Exemption

55 - 70

Purpose: To consider the permissive tax exemption application submitted by Vancouver Island Vipassana Association, and to provide a summary of Permissive Tax Exemption applications received for the 2021 assessment roll.

Recommendation:

That Council deny Vancouver Island Vipassana Association's request for a permissive tax exemption for the land portion of 2359 Calais Road and Wicks Road.

8.6 2nd Quarter Financial Report

71 - 96

Purpose: To provide the General Fund Statement of Operation and a Capital update for the period ending June 30, 2020 and the Reserve Fund balances as of June 30, 2020.

Recommendation:

That Council accept the August 19, 2020 2nd Quarter Financial Report by the Manager, Budgets and Infrastructure for information.

8.7 Municipal Auditors Appointment 2020-2024

97 - 97

Purpose: To appoint Municipal Auditors for the five year audit period from 2020-2024.

Recommendation:

That Council appoint KPMG LLP as the Municipal Auditors for the District of North Cowichan for the 2020-2024 audit period at a cost of \$214,500 for the five years.

8.8 Moratorium on Delegations

98 - 100

Purpose: To consider whether to lift the moratorium on delegations prior to meetings resuming in person.

Recommendation:

That Council lift the moratorium on delegations to allow them to address Council through electronic means;

And that a limit of up to three delegations or presentations at the same meeting be established for electronic meetings.

8.9 Notice of Motion Policy

101 - 107

Purpose: To introduce the draft Notice of Motion Policy for Council's consideration of adoption.

Recommendation:

That Council adopt the Notice of Motion Policy as presented and attached to the Manager of Legislative Services August 19, 2020 report.

9. NOTICES OF MOTIONS

10. UNFINISHED AND POSTPONED BUSINESS

11. NEW BUSINESS

11.1 Inclusivity Planning

108 - 109

Purpose: To consider the motion Councillor Justice provided notice of, at the July 15, 2020 Regular Council meeting, regarding Inclusivity Planning.

Recommendation:

That Council resolves:

1. As part of 2021 business planning, staff consider what may be further required to achieve Council's vision for an inclusive community and,
2. Toward that end, that a Committee of the Whole be scheduled for the fall of 2020 to clarify Council's vision for an inclusive community and,
3. That Staff report back to Council with a proposal in early 2021.

Purpose: To consider writing a letter to Island Health.

Recommendation:

That Council authorize the Mayor to write a letter to Island Health, supporting the enhanced services envisioned for the new Wellness and Recovery Centre at 5878 York Road, but objecting to the lack of community consultation with respect to the siting of the facility.

12. QUESTION PERIOD

A 10-minute recess to be provided to give the public an opportunity to submit their questions, by email, to QP@northcowichan.ca regarding the business discussed at this meeting. Questions will be read out in the order they are received.

13. CLOSED SESSION

Recommendation:

That Council close the August 19, 2020 Regular Council meeting at ___ p.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(a) - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(f) - law enforcement, which the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and
- 90(1)(j) - *information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*

13.1 Minutes from the July 15, 2020 Special Council closed, July 15, 2020 Council closed and July 29, 2020 Special Council closed meetings for adoption

13.2 Closed under section 90(1)(a) personal information

13.3 Closed under section 90(1)(f) law enforcement and 90(1)(j) harmful to the competitive position or interfere significantly with the negotiating position of the third party

14. RISE AND REPORT

15. ADJOURNMENT

Municipality of North Cowichan

Special Council

MINUTES

July 15, 2020, 11:00 a.m.
Electronically

Members Present	Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Tek Manhas Councillor Rosalie Sawrie Councillor Debra Toporowski
Members Absent	Councillor Kate Marsh
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Sarah Nixon, Deputy Chief Administrative Officer (D/CAO) Mark Frame, General Manager, Financial and Protective Services David Conway, Director of Engineering Don Stewart, Director, Parks and Recreation Rob Conway, Director of Planning and Building Megan Jordan, Acting, Manager, Communications and Public Engagement Michelle Martineau, Corporate Officer Sukhbir Manhas, Young Anderson (municipal solicitor)

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 11:00 a.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

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

CARRIED

3. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That the July 15, 2020 Special Council meeting be closed to the public at 11:01 a.m. on the basis of the following section of the *Community Charter*:

- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

3.1 Closed under section 90(1)(i) legal advice

The municipal solicitor left the meeting at 12:09 p.m.

4. ADJOURNMENT

The Mayor adjourned the meeting at 12:49 p.m.

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan Council - Regular and Public Hearings MINUTES

**July 15, 2020, 1:30 p.m.
Electronically**

Members Present	Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Tek Manhas Councillor Rosalie Sawrie Councillor Debra Toporowski
Members Absent	Councillor Kate Marsh
Staff Present	Ted Swabey, Chief Administrative Officer Sarah Nixon, Deputy Chief Administrative Officer Mark Frame, General Manager, Financial and Protective Services David Conway, Director of Engineering Rob Conway, Director of Planning and Building Don Stewart, Director, Parks and Recreation Megan Jordan, Manager, Communications and Public Engagement Lane Killick, Chief Building Inspector Glenn Morris, Development Planning Coordinator Caroline von Schilling, Development Planner Anthony Price, Planning Technician Michelle Martineau, Corporate Officer Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 1:35 p.m.

1.1 Open Meeting Transparency Resolution

IT WAS MOVED AND SECONDED:

That pursuant to Ministerial Order No. M192 and the procedures established by the Municipality of North Cowichan to protect the health and safety of the public and municipal staff while they perform work within the Municipal Hall, the attendance of the public at today's Council meeting cannot be accommodated because of the limitations placed on mass gatherings by the Provincial Health Officer; our inability to provide for adequate physical distancing between members of Council, staff, and the public or to create separate entrance and exits with one-way walkways for the public in Council Chambers; and further that to ensure openness, transparency, accessibility and accountability for this meeting, the Municipality of North Cowichan: is livestreaming the meeting to enable the public to hear and see the proceedings; is allowing the public to submit input on agenda items by email; is allowing the public to submit questions

during the Question Period portion of the meeting, in real time; has provided notice of today's meeting, including how the public may view and participate in the meeting; has made the meeting agenda, as well as all other relevant documents, available on the municipal website prior to today's meeting; and will be archiving the meeting video for future viewing by members of the public. CARRIED

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That Council adopt the agenda, as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council meeting held June 17, 2020 for adoption

Councillor Manhas noted an error in the minutes in relation to his conflict of interest declaration for item 6.2 and that they be corrected to reflect that his conflict was that his employer had submitted a competing Zoning amendment application.

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of the Regular Council meeting held June 17, 2020, as amended.

CARRIED

3.2 Receipt of Committee minutes for information purposes

Council received the draft minutes from the June 29, 2020 Public Engagement Committee and the June 30, 2020 Forestry Advisory Committee meetings for information.

4. MAYOR'S REPORT

Mayor Siebring provided a verbal report on meetings and activities he recently attended.

5. PUBLIC MEETING

5.1 2019 Annual Report

IT WAS MOVED AND SECONDED:

That Council accept the 2019 Annual Report.

CARRIED

6. DELEGATIONS AND PRESENTATIONS

6.1 Cowichan Region Child Care Plan

Kate Black, Malatest & Associates Ltd., presented the final report on the Cowichan Region Child Care Plan to Council, focusing on the current child care challenges in North Cowichan, population projections, future child care needs, and provided a series of recommendations. A copy of the June 2020 Cowichan Region Child Care Plan was included in the agenda.

6.2 North Cowichan Supportive Housing Community Engagement Plan

Heidi Hartman, Director of Operations and Roberta Randall, Manager, Community & Tenant Affairs from BC Housing presented BC Housing's community engagement plan for the new supportive housing facility to be constructed at 2983 Drinkwater Road. The community engagement plan will include neighbourhood & stakeholder outreach, collaborative partner workshops, small group discussions, neighbourhood dialogues and response to community inquiries. A copy of the Community Engagement Plan presentation was included in the agenda.

6.3 Management of the New Supportive Housing Facility

Shayne Williams, CEO, Megan Kriger, Director of Health, and Chuck Puchmayr, President and Board Chair from Lookout Housing & Health Society introduced themselves to Council and provided an overview of the Society's history and their plans for managing the new supportive housing facility. A copy of the presentation was included in the agenda.

With the consent of Council, the next two presentations were provided as one presentation.

6.4 2nd Quarter report for RCMP Activities

6.5 RCMP Annual Performance Plan & Department Operations Overview

Inspector Chris Bear, North Cowichan/Duncan RCMP Detachment, reviewed the 2nd quarter report (April 2020 - June 2020) and presented the annual performance plan initiatives with an overview of the department's operations, and responded to questions of Council. A copy of the Quarterly Report (April 2020 – June 2020) and the 2020-2021 Detachment Performance Plan Initiatives was included in the agenda.

The meeting recessed, by unanimous consent, at 3:37 p.m. and reconvened at 3:46 p.m.

7. PUBLIC INPUT

Council received 23 submissions via email prior to the meeting, 17 were in relation to agenda item 3.2 [Minutes from the June 30, 2020 Forestry Advisory Committee meeting], 3 were in relation to agenda item 6.1 [Cowichan Region Child Care Plan], and 3 were in relation to agenda item 8.1 [North Cowichan/Duncan RCMP Loan Authorization Bylaw No. 3787, 2020 and RCMP AAP Elector Response Results Certificate]. A summary of those submissions was read out in the meeting.

8. BYLAWS

8.1 North Cowichan/Duncan RCMP Loan Authorization Bylaw No. 3787, 2020 and RCMP AAP Elector Response Results Certificate

IT WAS MOVED AND SECONDED:

That Council adopts North Cowichan / Duncan Integrated RCMP Facility Loan Authorization Bylaw No. 3787, 2020.

CARRIED

8.2 2020 Tax Sale Deferment Bylaw for 3 Readings and Adoption

IT WAS MOVED AND SECONDED:

That Council give first, second and third readings to Tax Sale Deferment Bylaw 3792, 2020. CARRIED

IT WAS MOVED AND SECONDED:

That Council adopts Tax Sale Deferment Bylaw 3792, 2020. CARRIED

8.3 BC Energy Step Code Implementation (Bylaw for 3 Readings and Policy)

IT WAS MOVED AND SECONDED:

That Council give first, second and third reading to Building Amendment (BC Energy Step Code) Bylaw No. 3795, 2020. CARRIED

IT WAS MOVED AND SECONDED:

That Council approve the North Cowichan Energy Step Code Rebate Policy, as attached to the July 15, 2020 staff report. CARRIED

IT WAS MOVED AND SECONDED:

That Council approve changes to the public and industry engagement component of the BC Energy Code Implementation Strategy, as outlined in the July 15, 2020 staff report. CARRIED

Councillor Manhas declared a conflict on the next item, stating the reason being that the Zoning Bylaw Amendment application was submitted by his employer and he left the meeting at 4:30 p.m.

8.4 Zoning Bylaw Amendment Application No. ZB000095 (2763 Beverly Street) – Cannabis Retail Sales

IT WAS MOVED AND SECONDED:

That Council give first and second readings to "Zoning Amendment Bylaw (Cannabis Sales – 2763 Beverly Street), 2020" No. 3794 to permit cannabis retail sales; and, That Council require the Applicant to conduct an Information Meeting prior to scheduling of a Public Hearing and Council's consideration of Third Reading. CARRIED

Councillor Manhas returned to the meeting at 4:37 p.m.

9. REPORTS

9.1 Development Variance Permit Application No. DVP00053 for 2305 Moose Road

IT WAS MOVED AND SECONDED:

That Council authorize the issuance of a development variance permit to vary Section 56(6)(b) of Zoning Bylaw 2950, 1997 by reducing the required accessory building side yard setback at 2305 Moose Road from 3.0 metres (9.84 ft) to 0.9 metres (2.95 ft) and that a Road Reserve Covenant be registered on title at the Subdivision stage.

CARRIED

9.2 Development Variance Permit Application No. DVP00055 for 9833 Willow Street

IT WAS MOVED AND SECONDED:

That Council authorize issuance of a development variance permit to vary Section 35(3) of Zoning Bylaw No. 2950, 1997 to reduce the required side yard setback for four heat pumps at 9833 Willow Street from 4.5 metres to 1.5 metres. CARRIED

9.3 Development Variance Permit Application No. DVP00056 for 1235 Kingsview Road

IT WAS MOVED AND SECONDED:

That Council authorize the issuance of a development variance permit to vary Section 35 (3) of Zoning Bylaw No. 2950, 1997 to reduce the required setback for a heat pump on the eastern side yard of 1235 Kingsview Road (PID 027 370 291) from 4.5 metres to 1.0 metres. CARRIED

9.4 Ministerial Order 192 and requirement to provide for a physical space for the public to observe meeting proceedings

IT WAS MOVED AND SECONDED:

That pursuant to Ministerial Order No. M192 and the procedures established by the Municipality of North Cowichan to protect the health and safety of the public and municipal staff while they perform work within the Municipal Hall, the attendance of the public at a Council or Committee of the Whole meeting or public hearing cannot be accommodated until Phase 4 of the BC Restart Plan has been reached because of the limitations placed on mass gatherings by the Provincial Health Officer; our inability to provide for adequate physical distancing between members of Council, staff, and the public or to create separate entrance and exits with one-way walkways for the public in Council Chambers or the Committee Room; and further that to ensure openness, transparency, accessibility and accountability for these meetings, the Municipality of North Cowichan:

- will be live streaming the meetings to enable the public to hear and see the proceedings;
- will be allowing the public to submit input on agenda items for by email;
- will be allowing the public to submit questions by email during the Question Period portion of the meeting, in real time;
- will provide the public an opportunity to be heard during a public hearing through teleconference means and to present written submissions by email;
- will make the meeting agenda, including how the public may view and participate in the meeting, as well as all other relevant documents, available on the municipal website at least 48 hours prior to the meeting; and,
- will be archiving the meeting video for future viewing by members of the public.

And further that because of the Provincial Health Officer's limitations, the attendance of the public at a Council committee or other advisory body meeting cannot be accommodated until Phase 4 of BC Restart Plan has been reached for the same reasons identified for Council meetings; and that to ensure openness, transparency,

accessibility and accountability for these meetings that is consistent with previous in-person committee meetings, the Municipality of North Cowichan:

- will be live streaming the meetings to enable the public to hear and see the proceedings;
- will make the meeting agenda, including all other relevant documents, available on the municipal website at least 48 hours prior to the meeting. CARRIED

10. NOTICE OF MOTIONS

10.1 Inclusivity Planning

Councillor Justice provided notice of the following motion to be considered at the August 19, 2020 Regular Council meeting:

1. As part of 2021 business planning, staff consider what may be further required to achieve Council's vision for an inclusive community and,
2. Toward that end, that a Committee of the Whole be scheduled for the fall of 2020 to clarify Council's vision for an inclusive community and,
3. That Staff report back to Council with a proposal in early 2021.

Council, by unanimous consent, adjourned the Regular Council meeting at 5:04 p.m., to reconvene following the public hearing.

Council, by unanimous consent, considered the bylaws in relation to the public hearing immediately after the public hearing, prior to resuming the business that was still outstanding at 5:04 p.m.

11. UNFINISHED AND POSTPONED BUSINESS

No items.

12. NEW BUSINESS

12.1 RCMP request for Letter of Support from Council (Situation Table)

IT WAS MOVED AND SECONDED:

That Council provide a letter of support for the North Cowichan/Duncan Royal Canadian Mounted Police (RCMP) Detachment to include with their provincial grant funding application for the establishment of a Situation Table to reduce the long-term demand on emergency and police resources, increase vulnerable peoples' use of services, and proactively connect people to services; and that Council appoint Councillor Sawrie as their representative to attend the one hour presentation facilitated by the Office of Crime Reduction and Gang Outreach Policy Analyst, Maja Langrish.

CARRIED

12.2 New RCMP Auxiliary Program (Tier 3)

IT WAS MOVED AND SECONDED:

That Council notify the Ministry of Public Safety and Solicitor General that it intends to proceed with the new RCMP Auxiliary Program (Tier 3) in the interim. CARRIED

12.3 Public Engagement Committee Draft Terms of Reference

IT WAS MOVED AND SECONDED:

That Council approve the terms of reference for the Public Engagement Committee.

CARRIED

12.4 Forestry Advisory Committee Terms of Reference Amendment

IT WAS MOVED AND SECONDED:

That Council amend the Forestry Advisory Committee's terms of reference by striking out "bi-monthly according to the schedule of the committee meetings proposed by the Corporate Officer or" following "The Forestry Advisory Committee shall meet".

CARRIED

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

The meeting was adjourned at 5:04 p.m. following consideration of item 10.1 and reconvened at 6:00 p.m.

14. PUBLIC HEARINGS AT 6:00 P.M.

14.1 Zoning Amendment Bylaw (Lot 1, Plan 5760, on Adelaide Street), 2020, No. 3775

Mayor Siebring outlined the public hearing process and called the public hearing to order at 6:00 p.m. for Rezoning Application No. ZB000114 for Bylaw 3775 (Lot 1, Plan 5760, on Adelaide Street), 2020.

The Corporate Officer provided a summary of the correspondence that was received prior to the hearing, noting that 26 items were included in the public input package previously provided to Council and included in the public hearing information package on the website, 1 submission was in support of the application, there were 2 petitions - one with 31 signatures and one with 121 signatures, staff responses and letters from residents who opposed the proposal.

Due to technical difficulties, the meeting recessed at 6:14 p.m. and reconvened at 6:20 p.m.

Council then received presentations from Caroline von Schilling, Development Planner, introducing the proposed amendment and from Scott Mack, Townsite Planning, on behalf of the applicant.

The following individuals shared their views on the application with Council once the Mayor opened the floor to the public:

- Brenda Shelton spoke two times in opposition to the rezoning application, noting concerns regarding the road width, parking, traffic increase, the proximity of her deck to the road, her animals, and the need for a concrete privacy fence.
- Ken Jones spoke on behalf of his mother in opposition to the rezoning application, noting concerns with increased density, the security of their property, increased noise, groundwater run-off, tree removal on the property, and the need for a concrete privacy fence.

- Kaylee Shelton spoke four times in opposition to the rezoning application, stating she grew up next to this property and none of the neighbours want the rezoning. Concerns were noted regarding parking, noise, road width and safety, no gardens to grow, no land to play on, the property is slanted, tree removal, and loss of habitat for wildlife. She also spoke to the forced burden of maintaining a fence, if a fence is built adjacent to their property by the developer.
- Fiona Constable spoke in opposition to the rezoning application, noting concerns with the narrow road, increased density causing vehicle congestion and parking problems, and the safety/accessibility for emergency vehicles.
- Darlene Irvine spoke on behalf of her mother in law in opposition to the rezoning application, noting concerns with drainage stating previous changes to the sidewalk on Adelaide has already caused a problem on her property, and that a storm sewer is needed.
- Bonnie Lamley spoke twice in opposition to the rezoning application, noting concerns with road width, parking, and sidewalk space all causing hardships and safety issues for individuals in wheelchairs. She also stated that the applicant has not addressed any of the neighbourhood concerns noted at the information meetings.
- Garry Shelton spoke in opposition to the rezoning application, noting concerns with increased noise, loss of deer habitat, road width, parking, and the impact it would have on the neighbourhood's quiet lifestyle.
- Trevor Shaw spoke twice in opposition to the rezoning application, noting concerns regarding the financial impacts to the neighbouring properties, increased density, road width and parking. He also noted that it is a semi-rural area with large lots, trees, and a quiet neighbourhood and the proposed development does not fit.
- Tony Lamley spoke twice in opposition to the rezoning application, noting that the proposal does not fit in the semi-rural nature of the neighbourhood. He also noted concerns with road width, parking, groundwater drainage and increased density.
- Terry Valley spoke in opposition to the rezoning application, noting concerns with parking, vehicle traffic and lowering property values of the neighbours.
- Tina Boss spoke in opposition to the rezoning application, noting concerns about the dangers of the intersection of Smith Road and Adelaide Street and that the roads are too narrow for fire vehicles.
- Robyn Fisher spoke twice in opposition to the rezoning application, noting safety concerns associated with the road width in relation to large vehicles like garbage trucks, ambulances and fire trucks. She also noted concerns with parking, parking enforcement, water run-off and that there was no follow up from the developer after the public information meeting.

The Mayor called for any further submissions from the public, for which Bonnie Lamley, Tony Lamley, Brenda Shelton, Robyn Fisher each spoke a second time. Kaylee Shelton spoke a second and third time, and Howard Seeds spoke for the first time in

opposition to the rezoning application, noting that he will lose privacy and quiet, the road is too narrow, and they are all large lots in the area.

The Mayor called for submissions from the public for a second time. No one on the teleconference wished to speak to the application.

The Mayor called for submissions from the public for a third and final time before providing the applicant to respond to some of the public comments.

Mayor Siebring lost his connection to the electronic meeting and left the meeting at 8:13 p.m. and Councillor Justice, as Deputy Mayor, assumed the Chair.

The Acting Chair called for any further submissions from the public and Council heard from Howard Seeds and Trevor Shaw a second time, and Kaylee Shelton a fourth time.

The Acting Chair called for submissions from the public for a second time. No one on the teleconference wished to speak to the application.

The Acting Chair called for submissions from the public for a third and final time. No one on the teleconference wished to speak to the application so the Acting Chair closed the public hearing for Zoning Amendment Bylaw (Lot 1, Plan 5760, on Adelaide Street), 2020, No. 3775 at 8:20 p.m.

Council, by unanimous consent, took a brief recess at 8:20 p.m. and then reconvened the public hearing at 8:30 p.m. and Mayor Siebring resumed the Chair.

Councillor Manhas declared a conflict on the next two bylaws, stating the reason being that his employer has submitted a competing application and he left the public hearing at 8:30 p.m.

14.2 Zoning Amendment Bylaw (Cannabis Sales - 9750 Chemainus Road), 2020, No. 3776

Mayor Siebring outlined the public hearing process and called the hearing to order at 8:30 p.m. for Rezoning Application No. ZB000115 for Bylaw 3776 (Cannabis Sales - 9750 Chemainus Road), 2020.

The Corporate Officer provided a summary of the correspondence that was received prior to the hearing, noting that five pieces of correspondence were included in the public input package previously provided to Council and included in the public hearing information package on the website, one was in support and four were opposed.

Council then received presentations from Glenn Morris, Development Planning Coordinator, introducing the proposed amendment and the applicants Sonja Riddle and Terra Maibach from Violet Wild Cannabis.

The Mayor called for submissions from members of the public and heard from the following individuals:

- Michael Ross spoke in support of the rezoning application, noting that it is the appropriate location with proper business frontage, the size of the store is appropriate, the parking in the back is sufficient, and it is the appropriate area to have this business.

- Gary McKinnell spoke in support of the rezoning application, noting that it is a good location for a cannabis store, there is more than ample parking for customers, and that it shouldn't be a negative impact on other businesses in the area.

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

Mayor Siebring called for submissions from the public for a third and final time. No one on the teleconference wished to speak to the application so Mayor Siebring closed the public hearing for Zoning Amendment Bylaw (Cannabis Sales - 9750 Chemainus Road), 2020, No. 3776 at 8:51 p.m.

14.3 Zoning Amendment Bylaw (Cannabis Sales – 9568 Chemainus Road), 2020, No. 3782

Mayor Siebring outlined the public hearing process and called the third hearing to order at 8:51 p.m. for Rezoning Application No. ZB000124 for Bylaw 3782 (Cannabis Sales - 9568 Chemainus Road), 2020.

The Corporate Officer provided a summary of the correspondence that was received prior to the hearing, noting that 18 pieces of correspondence were included in the public input package previously provided to Council and included in the public hearing information package on the website, 13 were in support of the bylaw and included supplemental comments from one person, one had 4 letters of support attached, and 4 submissions were opposed - 2 of which included petitions with a total of 17 signatures.

Council then received presentations from Caroline von Schilling, Development Planner introducing the proposed amendment and from Charles Philp, the spokesperson for the applicant, Platinum Cannabis Retail.

The Mayor called for submissions from members of the public and heard from the following individuals:

- Michael Ross spoke in opposition to the rezoning application, noting concerns with lack of parking for residents, employees, customers and delivery vehicles and there have been disputes about parking already. He stated the neighbours are upset and the applicant has broken the law with the past store.
- Gary McKinnell spoke in opposition to the rezoning application, noting the location has no parking and the lot across the road is already leased out to someone else. He also noted concerns that it is not the right location for this business and they should not be allowed to use other people's private property for customer parking.
- Jim Lesley is a cannabis retailer in Nelson, BC and spoke in support of the rezoning application, and to the past legal issues the applicant had with his storefront.
- Michael Ross spoke in opposition to the rezoning application for a second time noting that the applicant's previous storefront was a walk up and take out business. The proposed new location needs to provide parking for residents, employees, customers and delivery vehicles.

The Mayor called for submissions from the public for a second time. No one on the teleconference wished to speak to the application.

The Mayor called for submissions from the public for a third and final time. No one on the teleconference wished to speak to the application so Mayor Siebring closed the public hearing at 9:21 p.m.

15. PUBLIC HEARING BYLAWS FOR CONSIDERATION

The Council meeting resumed at 9:22 p.m. and Council, by unanimous consent, considered the bylaws in relation to the public hearing immediately after the public hearing at 9:22 p.m.

Councillor Manhas returned to the meeting at 9:22 p.m.

15.1 Zoning Amendment Bylaw (Lot 1, Plan 5760 Adelaide Street), 2020, No. 3775

IT WAS MOVED AND SECONDED:

That Council give third reading to "Zoning Amendment Bylaw No. 3775 (Lot 1, Plan 5760 Adelaide Street), 2020" to rezone Lot 1, Plan 5760 (PID: 005-930-863) from Residential Rural Zone (R1) to Residential One and Two-Family Zone (R3).

(Opposed: Sawrie, Toporowski, Manhas, Douglas, Justice)

DEFEATED

Councillor Manhas declared a conflict on the next two items, stating the reason being that his employer has submitted a competing application and he left the meeting at 9:40 p.m.

15.2 Zoning Amendment Bylaw (Cannabis Sales – 9750 Chemainus Road), 2020, No. 3776

IT WAS MOVED AND SECONDED:

That Council give third reading and adoption to "Zoning Amendment Bylaw (9750 Chemainus Road), 2020" No. 3776.

(Opposed: Toporowski)

CARRIED

15.3 Zoning Amendment Bylaw (Cannabis Sales – 9568 Chemainus Road), 2020, No. 3782

IT WAS MOVED AND SECONDED:

That Council amend Zoning Amendment Bylaw by striking out 40.7 and replacing it with 40.8 and striking out 40.8 and replacing it with 40.9.

(Opposed: Toporowski)

CARRIED

IT WAS MOVED AND SECONDED:

That Council give third reading, as amended, and adoption to "Zoning Amendment Bylaw (9568 Chemainus Road), 2020" No. 3782.

(Opposed: Toporowski)

CARRIED

IT WAS MOVED AND SECONDED:

That the meeting be extended until 11:00 p.m.

CARRIED

Councillor Manhas returned to the meeting at 9:56 p.m. and Council resumed the business on the agenda where they left off at 5:04 p.m. [Item 11. Unfinished and Postponed Business].

The meeting recessed, by unanimous consent, at 10:09 p.m. and reconvened at 10:18 p.m.

16. QUESTION PERIOD

Council received three questions from the public regarding business considered at this meeting.

17. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That Council close the July 15, 2020 Regular Council meeting at 10:22 p.m. to the public on the basis of the following sections of the *Community Charter*:

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

18. RISE AND REPORT

No items.

19. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That Council adjourn the meeting at 10:30 p.m. CARRIED

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan Special Council MINUTES

**July 29, 2020, 5:00 p.m.
Municipal Hall - Council Chambers**

Members Present Mayor Al Siebring
 Councillor Rob Douglas
 Councillor Christopher Justice
 Councillor Tek Manhas
 Councillor Rosalie Sawrie
 Councillor Debra Toporowski

Members Absent Councillor Kate Marsh

Staff Present Ted Swabey, Chief Administrative Officer (CAO)

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 5:00 p.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That Council approve the agenda as circulated.

CARRIED

3. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That the July 29, 2020 Special Council meeting be closed to the public at 5:02 p.m. on the basis of the following sections of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- 90(1)(c) labour relations or other employee relations.

CARRIED

4. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That Council adjourn the Special Council meeting at 7:30 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor



The Corporation of the District of North Cowichan
Building Amendment (BC Energy Step Code) Bylaw, 2020
Bylaw 3795

The Council of The Corporation of The District of North Cowichan in open meeting assembled enacts as follows:

Citation

1. This Bylaw may be cited as "Building Amendment (BC Energy Step Code) Bylaw No. 3795, 2020".

Amendment

2. Building Bylaw 2003, No. 3172, is amended by repealing Part 19.1 (Water Conservation), and substituting the following:

"Part 19.1 Energy Conservation and GHG Emissions Reduction


- a. In the relation to the conservation of energy and Green House Gas omission, the Municipality incorporates by reference the British Columbia Energy Step Code in accordance with section 19.1 b.*
- b. Any new building or structure to which Part 9 of the BC Building Code applies, and is within the scope of application of the Energy Step Code, as described in the BC Building Code, must be designed and constructed to meet the performance requirements specified in Step 2 of the BC Energy Step Code."*

Effective Date

3. This bylaw shall come into force and effect on May 1, 2021.

READ a first time on July 15, 2020
READ a second time on July 15, 2020
READ a third time on July 15, 2020
ADOPTED on

Report

Date	August 19, 2020	File: SPP00071
To	Council	
From	Chris Hutton, Community Planning Coordinator	Endorsed: 
Subject	Regulation of Cannabis Production Facilities in the Agricultural Land Reserve	

Purpose

To present proposed zoning regulations to limit cannabis production in the Agricultural Land Reserve (ALR) to soil-based production only, and a draft Council Policy to establish criteria for non-soil-based cannabis production facilities on a case-by-case basis.

Background

On June 17, 2020 Council passed the following resolution:

That Council direct staff to draft zoning regulations to limit cannabis production to soil-based production only in accordance with the Agricultural Land Reserve use regulation; Further that Council direct staff to draft a Non-Soil-Based Agricultural Land Reserve Cannabis Production Facility Council Policy for Council's consideration.

Discussion

Staff have prepared a draft zoning amendment bylaw (Attachment 1) to:

1. delete the current definition of "ALR cannabis production facility" and establish new definitions for "ALR non-soil based cannabis production facility" and "ALR soil based cannabis production facility";
2. include "ALR soil based cannabis production facility" as a permitted use on lands designated as within the BC Agricultural Land Reserve, and that are in an Agricultural or Rural zone (i.e. A1, A2, A3, A4, A5); and,
3. Amend Section 40.3 to remove maximum lot coverage and building height regulation for cannabis production facilities.

The proposed amendments recognize that soil-based cannabis production on ALR land is a farm use that can't be prohibited. By establishing a non-soil based cannabis production facility use in the Zoning Bylaw, it also establishes a framework for Council to consider applications for non-soil based cannabis production facilities on a case-by-case basis.

Setback requirements for cannabis production facilities on land in the ALR that are presently in Section 40.3 of the Zoning Bylaw remain unchanged, other than the terminology is updated based on the definitions. Regulations for lot coverage and building height specific to cannabis production facilities in the ALR have been removed because regulations for those matters exist in the individual zones.

A draft Council Policy for Cannabis Production Facilities in the ALR has been prepared (Attachment 2) that provides guidelines for location, structures, and application procedures for Zoning Bylaw amendment applications for non-soil based cannabis production facilities including soil quality considerations and impacts on neighbouring parcels in and out of the ALR

Recommendation

1. That Council give first and second readings to Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve) No. 3797, 2020;
2. That a public hearing be scheduled for Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve) No. 3797, 2020 in accordance with the *Local Government Act*; and,
3. That Council adopt the ALR Non-Soil Based Cannabis Production Facility Policy.

Attachment(s):

1. Bylaw No. 3797
2. ALR Non-Soil Based Cannabis Production Facility
3. Cannabis Production in the ALR Policy Options Council Report dated June 17, 2020



The Corporation of the District of North Cowichan

Zoning Amendment Bylaw, 2020
(Cannabis Production in the Agricultural Land Reserve)

Bylaw 3797

Contents

The Council of The Corporation of the District of North Cowichan, in open meeting assembled, enacts as follows:

Title

- 1 This bylaw may be cited as "Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve) No. 3797, 2020".

Amendment

- 2 Section 12 [Definitions] of Zoning Bylaw 1997, No. 2950, is amended by

- a. deleting the definition of "ALR cannabis production facility"
- b. adding the following new definitions:

"ALR non-soil-based cannabis production facility" means a cannabis production facility which does not qualify as a farm use under section 8 of the *Agricultural Land Reserve Use Regulation*, BC Reg. 30/2019, and is located entirely on land designated as within the BC Agricultural Land Reserve;

"ALR soil-based cannabis production facility" means a cannabis production facility which qualifies as a farm use under section 8 of the *Agricultural Land Reserve Use Regulation*, BC Reg. 30/2019, and is located entirely on land designated as within the BC Agricultural Land Reserve.

- 3 Zoning Bylaw 1997, No. 2950 is amended by deleting Section 40.3 and inserting in its place the following:

Cannabis Production within the BC Agricultural Land Reserve (ALR)

- 40.3 (1) ALR soil based cannabis production facility is an additional permitted use on all lands within the ALR that are in an Agricultural or Rural zone.
- (2) Any cannabis production facility in the ALR must be setback a minimum of:
 - (i) 30 m from a watercourse,
 - (ii) 15 m from all property lines,
 - (iii) 30 m from residentially zoned land, where a minimum 15 m buffer is provided on the adjacent residentially zoned land,
 - (iv) 60 m from residentially zoned land, where no minimum 15 m buffer is

- provided on the adjacent residentially zoned land,
- (v) 100 m from the urban containment boundary established in the Official Community Plan, (vi) 100 m from the Agricultural Land Reserve boundary, and
- (vii) 150 m from land dedicated, zoned, or otherwise identified as public parkland, Public Use (PU) Zone, or Public Conservation (PC) Zone;

READ a first time on

READ a second time on

This bylaw was advertised in the Cowichan Valley Citizen on the ____ day of _____, 2020 and the ____ day of _____, 2020 and was posted on the municipality's website and notice board on the ____ day of _____, 2020

CONSIDERED at a Public Hearing on

READ a third time on

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

ALR NON-SOIL BASED CANNABIS PRODUCTION FACILITY

1. PURPOSE

To guide property owners, applicants, staff and Council when preparing and reviewing applications to amend Zoning Bylaw 2950 to permit ALR Non-Soil Cannabis Production use. This policy does not fetter Council's discretion when considering individual applications.

2. SCOPE

The *Agricultural Land Reserve Use Regulation*, BC Reg 30/2019 includes Cannabis Production as a "farm use" that cannot be prohibited if the cannabis is produced:

- (a) outdoors in a field;
- (b) inside a structure that has a base consisting entirely of soil; or
- (c) in a structure constructed or under construction before July 13, 2018 for the purpose of growing crops.

Bylaw 3797 established new uses for cannabis production facilities within the ALR to differentiate between cannabis production facilities that are a "farm use" and cannot be prohibited ("ALR soil-based cannabis production facility") and those that are prohibited unless explicitly permitted in the Zoning Bylaw ("ALR non-soil based cannabis production facility"). This policy applies to zoning amendment applications for ALR non-soil-based cannabis production facilities.

3. DEFINITIONS

"ALR non-soil based cannabis production facility" means a cannabis production facility which does not qualify as a farm use under section 8 of the *Agricultural Land Reserve Use Regulation*, BC Reg. 30/2019, and is located entirely on land designated as within the BC Agricultural Land Reserve;

"ALR soil-based cannabis production facility" means a cannabis production facility which qualifies as a farm use under section 8 of the *Agricultural Land Reserve Use Regulation*, BC Reg. 30/2019, and is located entirely on land designated as within the BC Agricultural Land Reserve.

4. POLICY

Location

Locate ALR cannabis production:

- a. On lands currently used for farming where the cannabis production facility supports current and future non-cannabis related agricultural activities;
- b. On lands that have low agricultural potential, as determined by a professional agrologist;
- c. In proximity to existing farm structures and farm infrastructure to reduce land alterations and loss of agricultural land;
- d. Away from creeks, wetlands and other environmentally sensitive features.

Structures

- a. Applicants are expected to provide development concept plans with the zoning amendment application to confirm the location, size and form of all structures and associated development;
- b. Proposed structures for ALR non-soil based cannabis production facilities are to be designed to accommodate alternative agricultural uses.

Application Process

In addition to the Municipality's standard zoning amendment application process, the following additional procedures will be required for applications for ALR non-soil based cannabis production facilities:

- a. Applications will be referred to the Agricultural Land Commission, School District #79, the North Cowichan RCMP and any jurisdiction neighbour within 300 metres of subject property.
- b. Applications will be forwarded to the Cowichan Agricultural Society and registered or selected community associations for information and comment.

5. ROLES & RESPONSIBILITIES

Applicants will be expected to demonstrate compliance with this policy in the zoning amendment application.

Staff will include an analysis of the application's compliance with this policy as part of the staff report to Council

APPROVAL HISTORY

WRITTEN BY:	APPROVED BY:	DATE: Click here to enter a date.
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Report

Date June 17, 2020

Prospero No.SPP00071

To Council

Folio No. 05338-002

File No.

From Chris Hutton, Planner

Endorsed:



Subject Regulation of Cannabis Production Facilities in the Agricultural Land Reserve

Purpose

To provide policy or regulatory options to assess applications for non-soil-based cannabis production facilities on a case-by-case basis.

Background

On May 6, Council passed the following:

That Council direct staff to prepare a report on a policy and/or regulations to assess applications for non-soil-based cannabis production facilities on a case-by-case basis.

On May 8, 2019, the Agricultural Land Commission (ALC) clarified that, under the new legislation, all forms of cannabis production are considered a farm use, including cannabis grown inside buildings with concrete and other non-soil based floors (see ATTACHMENT 1.) This is a departure from the regulations introduced in July 2018 that limited cannabis production to being grown outdoors in a field, in a structure with a base entirely of soil, or a pre-existing structure or one under construction for crop production.

Previously, any proposed cannabis production that did not meet these conditions required a non-farm use application through the ALC. Under the new legislation, cannabis production in an industrial-type building with a concrete floor would be considered a farm use and would not need additional approval from the ALC.

This most recent change follows several years of evolving federal and provincial regulations, which have led to changes in how North Cowichan defines and regulates cannabis production. These changes are summarized below.

Timing	Regulatory Change	Government
July 2002	Medical cannabis legalized	Federal
January 2014	Medical cannabis production permitted in the ALR (added to Regulation in May 2015)	Provincial
April 2014	Medical cannabis regulations changed	Federal
October 2013	Defined medical cannabis production facilities added to the Zoning Bylaw and permitted in industrial zones	North Cowichan Zoning Bylaw Amendment

July 2017	Restricted cannabis production in the ALR and regulates siting, coverage, and height.	North Cowichan Zoning Bylaw Amendment
July 2018	Cannabis production designated as a farm use in the ALR in limited conditions	Provincial
May 2019	Cannabis production facility regulations amended to align with federal licensing definitions and expands micro-production to Service Commercial (C3) zone	North Cowichan Zoning Bylaw Amendment
February 2019	Cannabis production considered a farm use in the ALR without conditions	Provincial

The question of what ability and to what extent can Council regulate cannabis production in the ALR was explored extensively in 2017, when it adopted amendments to the Zoning Bylaw to regulate cannabis production to the greatest extent possible, while complying with guidelines provided by the Ministry of Agriculture.

Council also directed staff to “draft appropriate development permit guidelines for medical marijuana facilities and other intensive farming operations in the ALR for Council’s consideration.” This was seen as a more comprehensive look at seemingly similar concerns regarding large-scale agricultural production (e.g. chicken barns, greenhouses, mushroom farming structures, etc. have a similar impact).

This project was not initiated before the adoption of the 2018-2022 Council Strategic Plan. It could be further explored as a major theme of the action to “Update the Agricultural Implementation Plan and encourage the use of arable land.”

Discussion

The most recent change in legislation puts the responsibility on local governments to decide if or how to regulate cannabis production in the ALR in their communities. The Municipality can regulate farm uses provided it is consistent with the *ALC Act* and associated regulations.

In order to obtain the ability to assess non-soil-based cannabis production facilities, Council would first need to change the Zoning Bylaw to prohibit non-soil based cannabis production facilities. Following this, Council could consider a number of tools to aid in assessing cannabis production facilities.

Considerations for Cannabis Production

Several considerations should be made in exploring a possible rationale for further regulating cannabis production to identify which regulatory tools are appropriate.

Servicing & Utilities

Cannabis production facilities have significant and unique servicing requirements, particularly around energy, water, and wastewater. FortisBC indicates that cannabis production facilities have requested annual energy supplies of up to 22 megawatts for electricity and up to 300,000 gigajoules for natural gas. This level of demand far exceeds typical industrial or agricultural uses and may require substantial upgrades to bring the necessary utilities to properties intending to produce cannabis. For reference, 45% of Denver's increase in energy demand since the legalization of cannabis is for electricity to power cannabis facilities; Cannabis production also has higher water demand than many agricultural uses. It is estimated that a cannabis plant needs 22 litres of water per day while a wine grape plant needs 12 litres.

Effluent from cannabis production may contain growth nutrients, pesticides, brine, and other contaminants. Most properties in the ALR are not connected to the Municipality's sanitary sewer system and rely on septic systems for wastewater management.

Ancillary Uses

Processing of cannabis in the ALR falls under other farm product processing regulations defined in the ALR Use Regulation, namely that 50% of the farm product must be produced on the property or by a cooperative association to which the property owner belongs. Other uses ancillary to cannabis production could include agri-tourism, gatherings for events, and farm retail sales in accordance with the ALC regulations and the Zoning Bylaw.

It should be noted that cannabis production and processing is not considered a qualifying agricultural use for a property being classified as a farm by the BC Assessment Authority.

Some uses permitted under the ALR Use Regulation, such as agri-tourism and gatherings for events, require that a property be classified as a farm, which could be achieved with other agricultural uses.

Policy and Legislative Considerations:

Federal Licencing

All cannabis production, processing, and sales operations must have a licence from Health Canada, in addition to the required provincial and local approvals. As of May 2019, new applicants for federal licences must now have a fully built facility before submitting their application. This presents a risk that fully constructed facilities may not meet licencing requirements.

Minister of Agriculture's Advisory Committee for Revitalizing the ALR and the ALC

The Minister of Agriculture formed an independent committee in 2018 to provide recommendations to the provincial government to revitalize the ALR and the ALC. In its interim and final reports, the Committee identified cannabis as an item of significant concern for the protection of land in the ALR. Committee members heard from stakeholders and the public calling for restrictions on cannabis production in the ALR. Key concerns raised by the Committee include:

- Unknown impacts of a relatively new industry;
- Speculation of ALR land, increasing costs for farmers;
- Lack of knowledge about 'normal' cannabis production practices as it relates to farming; and,
- Proliferation of ancillary activities, including substantial processing facilities, agri-tourism, and farm retail sales.

The Committee's recommendation regarding cannabis in the ALR is found in ATTACHMENT 2.

OCP2011

Section 2.1.1 of the OCP addresses agriculture policy and direction. This section can be found in ATTACHMENT 3 and contains numerous guiding policies for Council's consideration in regulating cannabis production in the ALR.

Agricultural policy direction is to protect the agricultural land base, strengthen the economic vitality of farming, and promote the importance of local agriculture. Success in the agriculture sector is measured by stability or an increase in the number of farms and farm revenues.

The OCP acknowledges the importance of the ALR and seeks to protect it and other agricultural lands.

Strategic Agricultural Plan, 2001

The North Cowichan Strategic Agricultural Plan (SAP) was created in 2001. It was developed in concert with the development of OCP Bylaw 2002 and is the product of an issues identification process, led by a steering committee, and extensive policy and background reviews and public and industry engagement.

The plan centres on a vision statement:

The Vision:

The agricultural sector in the Cowichan Valley will be healthy economically, socially and environmentally. It will consist of a medium scale farm component that markets through traditional commodity systems, and a small-scale farm component that markets both basic production and value added products to local and regional markets. The industry will be noted for its diversity and its support for, and from the community.

This vision is expressed through six strategic goals:

GOAL 1: Improve the Planning Framework for Agriculture
GOAL 2: Support and Enhance Small Farm Sector
GOAL 3: Expand Local Marketing Opportunities
GOAL 4: Improve Communications with the Community
GOAL 5: Improve Land and Water Stewardship, Conservation and Management
GOAL 6: Reduce Cost and Regulatory Barriers

The 2001 plan does not address cannabis production. Still, the vision and strategic goals do provide some guidance in considering the varying and sometimes competing interests that Council might consider in determining how to move forward in regulating cannabis production.

Council Strategic Plan

Council has established through its Strategic Plan, a direction to review the SAP to encourage the use of arable land. This project has not been initiated, but the work will require consultation with the producers, agricultural sector stakeholders, and residents to identify attitudes towards emerging topics that affect agriculture.

A revised SAP could provide a stronger policy rationale to safely facilitate a particular scale of cannabis production in appropriate sitings within the ALR. Regardless of what action, if any, Council takes, the emergence of cannabis production will likely be a topic of interest in this process.

Current Regulations

Zoning Bylaw

As part of the zoning changes adopted in summer 2017, a property used for cannabis production in the ALR must adhere to the requirements referenced in this excerpt from the Zoning Bylaw:

Cannabis Production Facility

- 40.3** (1) Subject to subsection (2), an ALR cannabis production facility is an additional permitted use on land in the Agricultural (A1) or Rural (A2) zones. [BL3741]
- (2) An ALR cannabis production facility under subsection (1) must
- (a) be setback a minimum of
 - (i) 30 m from a watercourse,
 - (ii) 15 m from property lines,
 - (iii) 30 m from residentially-zoned land, where a minimum 15 m buffer is provided on the adjacent residentially-zoned land,
 - (iv) 60 m from residentially-zoned land, where no minimum 15 m buffer is provided on the adjacent residentially-zoned land,
 - (v) 100 m from the urban containment boundary established in the Official Community Plan,
 - (vi) 100 m from the Agricultural Land Reserve boundary, and
 - (vii) 150 m from land dedicated, zoned, or otherwise identified as public parkland, Public Use (PU) Zone, or Public Conservation (PC) Zone;
 - (b) have a maximum lot coverage of 35%; and
 - (c) have a maximum building height of 15 m. [BL3597; BL3741]

These standards reflect the 2017 Zoning Bylaw Amendment to restrict cannabis production to the greatest extent possible at that time.

The May 2019 amendments to cannabis production replaced the broad use definition, "medical marihuana" to "cannabis production facility," "micro-cannabis production facility," and "ALR cannabis production facility." It is an untested assumption that local governments are not permitted to regulate by licensing type in the ALR.

Options

Given the concern expressed about cannabis production facilities and their resource needs, the orderly and efficient use of ALR lands must address many variables, including soil quality and impacts on neighbouring parcels in and out of the ALR.

Other factors to consider when determining a minimum impact on the agricultural land base include access, concentration on existing "home-plate" development, as well as security and other requirements in the permitting process for cannabis production facilities.

Option 1: Allow All Forms of Cannabis Production

This option would be taking no action. Only the existing development regulations for siting, setbacks, site coverage, etc. for structures related to cannabis production and processing already in the Zoning Bylaw would apply.

This option would allow producers to pursue any form of cannabis production license. Some small-scale producers have expressed an interest in this option to supplement farm income, but there would be no control over the licensing type or siting beyond existing zoning regulations.

This also opens up opportunities for cannabis-related agri-tourism activities and processing facilities in the ALR. For example, North Cowichan would have limited oversight over gatherings for events, tourist accommodations (e.g., bed and breakfasts, short-term rentals), and agri-tourism activities catering to cannabis tourism.

Option 2: Limit Cannabis Production to Soil-Based Production Only as per the ALR Use Regulation – Recommended Option

This option would generally restrict cannabis production in the ALR to those identified in section 8 of the ALR Use Regulation: soil-based production outdoors in a field, in a structure with a base entirely of soil, or in a pre-existing structure constructed for crop production. This option provides an additional layer of regulation that was not available when the 2017 amendments were made.

Executing this option will require defining soil-based structures and determining the appropriate regulations. Few structures meet the requirement to have a base consisting entirely of soil, as this includes both footings and foundation.

Council might also consider that a soil-based structure does not mean the crop is being grown in native soil, and this could include production scenarios where cannabis is grown in planters or other means that are outside of the regulatory intent for soil-based cannabis production to take place on productive agricultural land.

If cannabis production were limited to soil-based production only, property owners would still have the option to apply for a zoning amendment to permit other forms of cannabis production.

Develop a Non-Soil-Based ALR Cannabis Production Facilities Policy

An additional option to assessing non-soil-based production facilities would be to consider development of a guiding Council Policy. Such a policy would be similar to the Cannabis Retail Sales Policy, and used to provide guidance to Council, staff, and prospective cannabis producers in determining site suitability in rezoning applications. If of the policy options, this policy could serve those as well.

Policies on their own are limited in their ability to require suitable development approval information and to provide clarity around siting, if they are applied only to rezonings. Additionally, there would be less clarity around servicing plans and building siting. The result would likely be a strong reliance on covenants and other mitigative tools applied at rezoning.

Option 3: Require Development Permitting and Development Approval Information for Cannabis Production in the ALR

Council asked staff to draft appropriate development permit guidelines for cannabis production and other intensive farming operations in the ALR for Council's consideration, in 2017. A development permit area (DPA) is the most robust tool for site planning of development to ensure that it respects farmland and farming practices. DPAs allow site-specific requirements for development over and above basic zoning regulations.

In addition, a well-crafted DPA can provide clear direction to Council, staff, and producers on when development approval information (DAI) should be required to aid in sound consideration of the merits of a given agricultural site for cannabis production development.

Creation of a DPA/DAI regulatory scheme on ALR lands for cannabis production facilities could address such matters of public interest by requiring the provision of:

- an agrologist report to demonstrate that the proposal minimizes impact on high-quality soils, addresses edge planning concerns, and follows best practices for agricultural site planning;
- hydro-geologist reports to ensure sufficient availability and protection of groundwater sources and identifying development impacts; and,
- that access to services and run-off has a minimal tertiary impact on quality agricultural lands.

Applicants could be required to provide detailed plans for items such as servicing (e.g., hydro, water, and wastewater), scale of production, ancillary uses, parking, and site context to be considered. The specific details of a proposal could be reviewed against North Cowichan policies, guidelines, and regulations.

It is strongly recommended that consideration of creating an ALR Cannabis DPA be deferred until after the Strategic Agricultural Plan review has been completed to better inform such a regulation.

Conclusion

Regulation of cannabis production in the ALR is somewhat challenging, given the dynamic regulatory environment at senior level governments. Locally, there is an opportunity now to consider moving ahead with Option 2 and considering further action related to Option 3 in the future.

- The Official Community Plan Update will provide current, broad agricultural policy based on community input;
- Review of the 19-year-old Strategic Agricultural Plan is anticipated in 2021. It would be the best opportunity to explore effective, supportable approaches to protecting farmland and making space for best practices in cannabis production development.
- The “start-up” period in cannabis manufacturing has largely passed at the national and local scale, and large-scale producers have moved primarily to inventory management. This means a softer market for cannabis production in general.

For this reason, staff recommend Option 2 above and allow the community to focus strategically on agricultural planning in the Strategic Agriculture Plan review, including cannabis production.

Recommendation


That Council direct staff to draft zoning regulations to limit cannabis production to soil-based production only in accordance with the ALR use regulation.

Further that Council direct staff to draft a Non-Soil-Based ALR Cannabis Production Facility Council Policy for Council’s consideration.

Attachments:

1. Information Bulletin 04 (Cannabis Production in the ALR), May 8, 2019
2. Minister of Agriculture’s Advisory Committee for Revitalizing the ALR and the ALC Cannabis Recommendation
3. Section 2.1.1 of the North Cowichan Official Community Plan

Report

Date	August 19, 2020	File:
To	Council	
From	Mark Frame, General Manager, Financial and Protective Services	Endorsed: 
Subject	RCMP Detachment Net-Zero Feasibility Study and Federation of Canadian Municipalities Capital Grant	

Purpose

To provide the results of the feasibility study of constructing the new RCMP Building to a net-zero standard, and to request Council approval to apply for a Federation of Canadian Municipalities (FCM) Capital Grant - New Construction Energy-Efficient Municipal Facilities.

Background

North Cowichan received an FCM grant to complete a feasibility study to determine if net-zero energy was feasible for the new RCMP facility, and what the incremental costs would be. The FCM study grant will pay for 50 percent of the cost of the feasibility study. The feasibility study (attached) provides a recommended option for achieving net-zero. The study cost approximately \$22,000, including staff time. We have submitted the feasibility study to FCM and are expecting an \$11,000 grant.

The feasibility study is a requirement to apply for funding under the Green Municipal Fund for a capital grant for New Construction Energy-Efficient Municipal Facilities. Now that we have submitted the feasibility study, we can apply for a capital grant. The grant provides a low-interest loan of up to \$10 million and a grant worth 15 percent of the loan. The loan would be through the Municipal Finance Authority and would be part of the \$48 million approved funding, and the grant would be up to \$1.5 million.

Discussion

Summary of the Feasibility Study:

The net-zero model selected in the feasibility study had an annual energy demand of 198,514 kWh compared to the National Energy Board 2015 baseline annual energy demand of 849,969 kWh. This represents a 77 percent savings, which equates to an estimated \$71,000 per year energy savings. The capital cost premium is estimated at \$1.6 million for net-zero ready with a payback of 30.8 years. Then capital cost premium is estimated at \$2.1m for net-zero, with a payback of 39.1 years. A \$1.5 million grant would reduce the net-zero payback to 8 years.

At present, BC Hydro does not permit energy generation over 100,000 kWh, so a net-zero building is not possible. We can install enough solar power equipment to produce 100,000 kWh and size the system to be ready to go to net-zero when it is possible. This would be the net-zero ready option.

Options

Option 1 (Recommended Option): Apply for an FCM capital grant and loan for the new RCMP Building to partially offset the cost premium of a net-zero building.

Option 2: Do not apply for an FCM Grant and abandon the net-zero concept.

Implications

Building the building to a net-zero ready standard without providing energy generation equipment would be an \$809,400 premium, and would have an energy savings of \$51,000. This would result in a net-zero payback of 16 years.

Recommendations

That Council receive the ReNu Engineering July 8, 2020, Net Zero Energy Analysis – Feasibility Study;

And that Council authorize staff to apply for a Federation of Canadian Municipalities Capital Grant - New Construction Energy-Efficient Municipal Facilities.

Attachment: ReNu Engineering Net Zero Energy Analysis

Unitech Construction Management Ltd.
As Agents for District of North Cowichan – Civic Building
ATTN: Derek Chichak
#200 – 1530 56st, Delta, BC, V4L 2A8

July 8, 2020

REGARDING: North Cowichan Civic Building – Net Zero Energy Analysis R1

Dear Derek:

This report presents a updated summary of the energy modeling analysis we've completed to date for the proposed Civic Building in the District of North Cowichan, BC. Given the alignment of this project's design with the Fort St. John (FSJ) project, we have developed this analysis accordingly, and are focused on delivering the same target of Net Zero Energy performance.

Using the programmatic data provided by KMBR Architects, the development has been modeled using IES<VE>, a dynamic annual modeling program. The included preliminary geometry is shown in Figures 1-4. The model includes room by room detail, with the current FSJ glazing design.

Figure 1: Initial North Cowichan Civic Building design as modeled in IES<VE>, viewed from the Southwest.

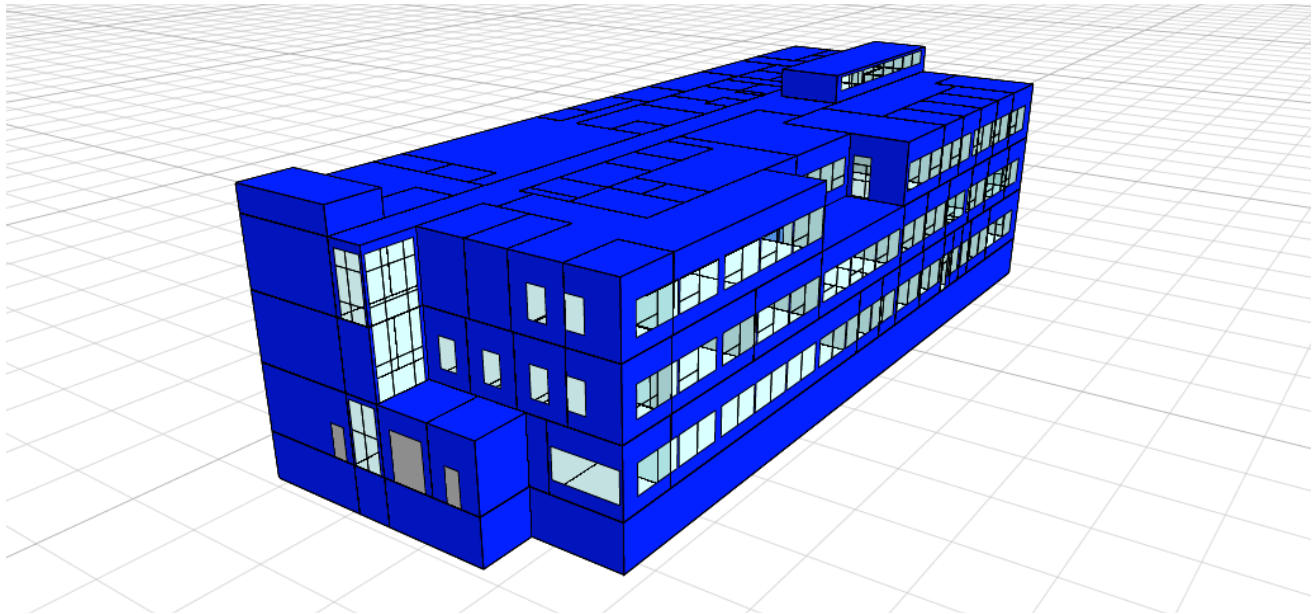


Figure 2: Initial North Cowichan Civic Building design as modeled in IES<VE>, viewed from the Southeast.

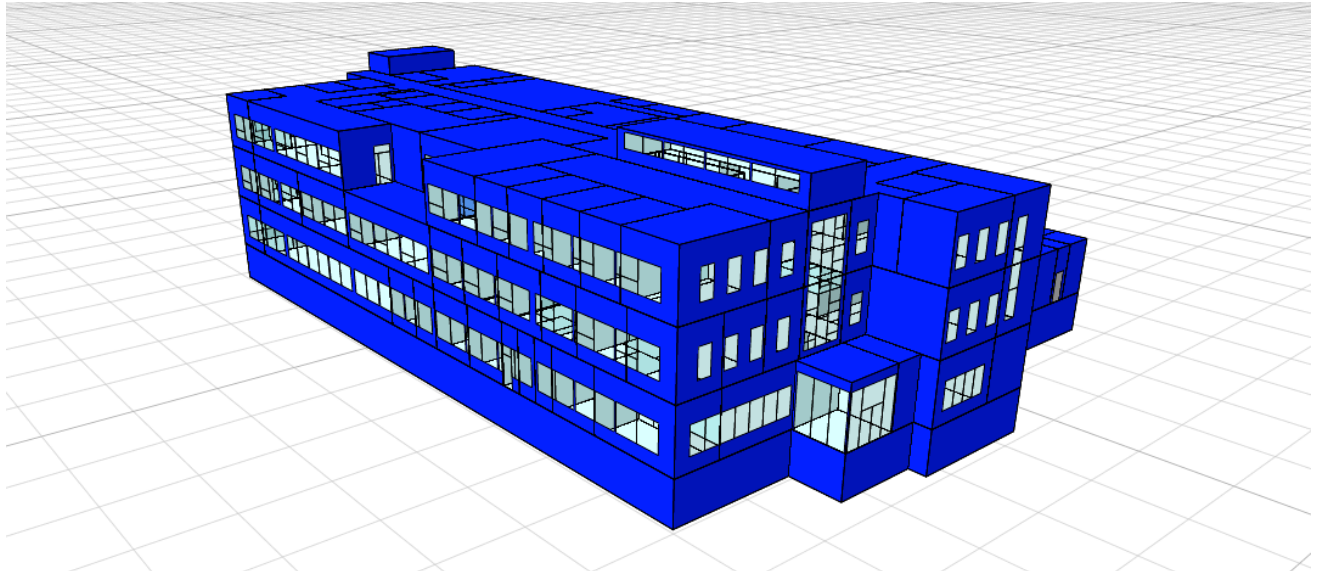


Figure 3: Initial North Cowichan Civic Building design as modeled in IES<VE>, viewed from the Northeast.

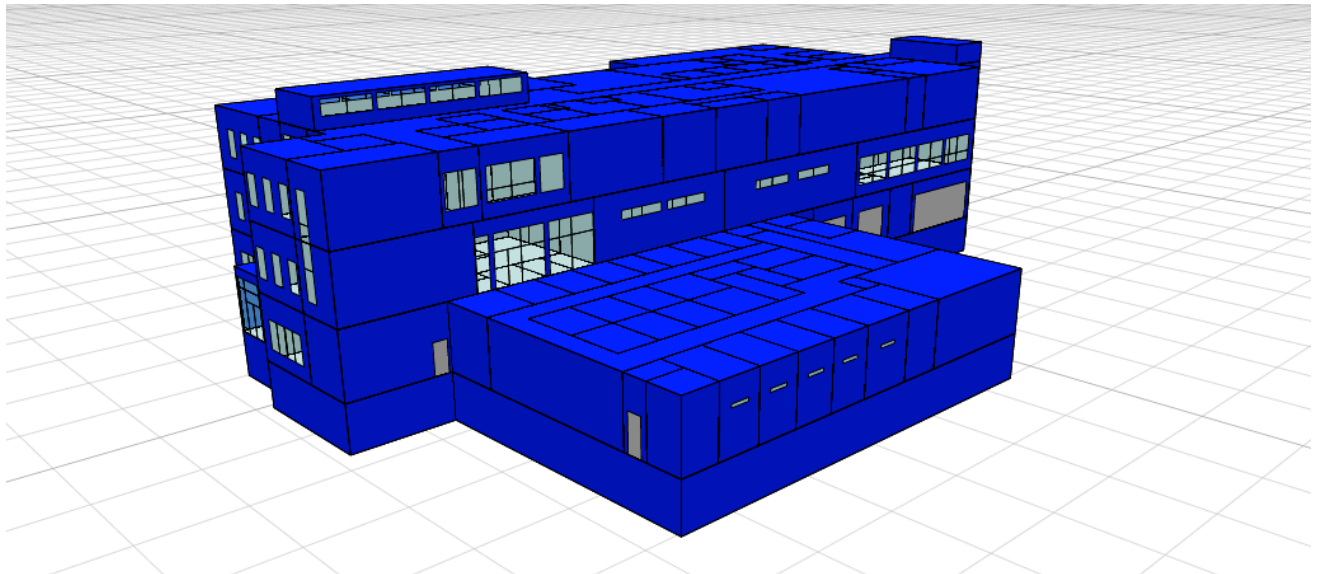
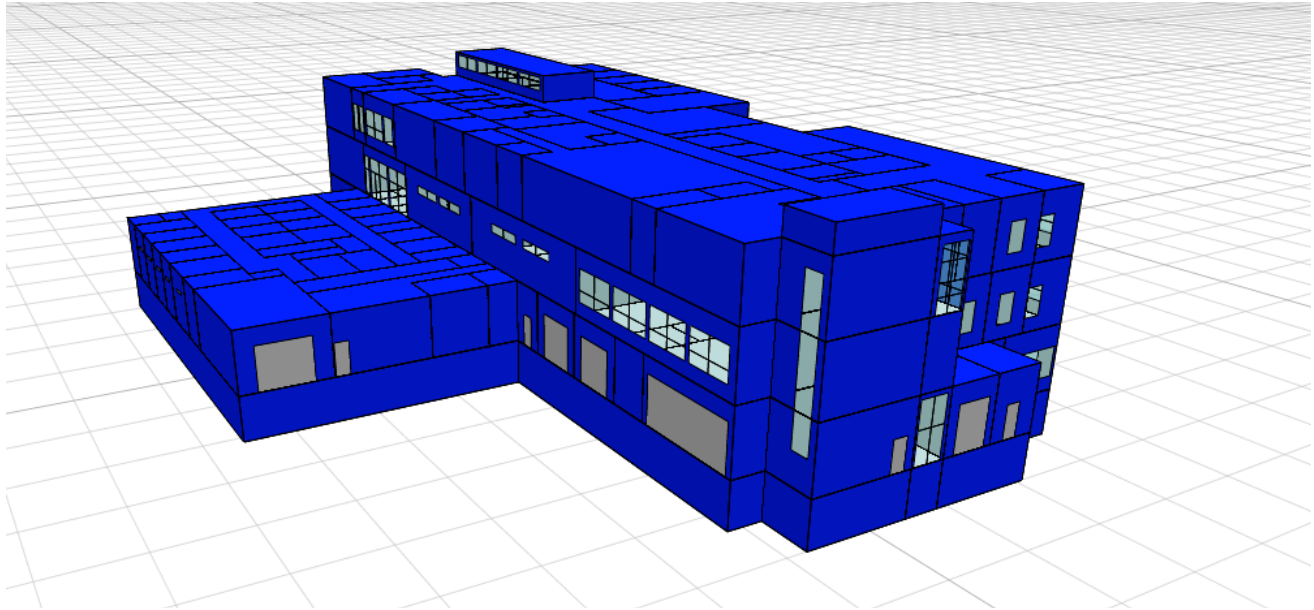


Figure 4: Initial North Cowichan Civic Building design as modeled in IES<VE>, viewed from the Northwest.



ENERGY MODELLING NARRATIVE

When using energy modelling as a design tool, the process of finding an optimal design for a particular energy target requires a combination of intuition and experience. We find the process is most easily understood by the reader if the target-hunting process is explained as a narrative, prior to summarizing the findings. Our process narrative follows and refers to a scenario performance summary in Table 1 and a modelling input summary in Table 2.

Scenario #1 – Building on the brain trust developed through the Fort St. John process, we begin with the already optimized building massing + orientation and moved it to the North Cowichan climate zone (Victoria International Airport weather data). Scenario #1 is a baseline of the optimized building as outfitted per National Energy Code for Buildings (NECB) **2015**, with gas boiler heating and no heat recovery on ventilation. Ventilation rates assume general office use through-out. Massive cooling dominance is noted, with 29.5kWh/m² heating, 70 kWh/m² cooling, and an overall energy use estimate of 849,000 kWh.

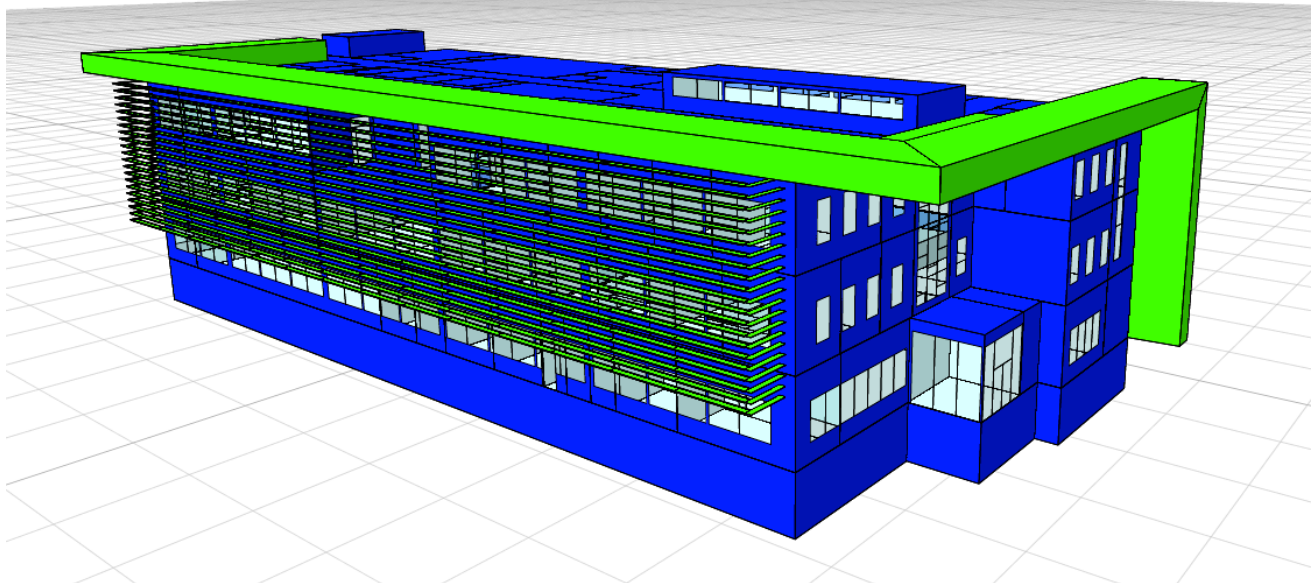
Scenario #2 - We applied the optimal building envelope and HVAC systems currently used in the Fort St. John design, as well as the drastically reduced lighting and equipment energy intensity levels. Energy consumption decreases by nearly 80%, building remains cooling dominant, with 6kWh/m² heating, 27 kWh/m² cooling, and an overall energy use estimate of 174,000 kWh. Results suggest envelope performance level is excessive, building is dominated by internal gains.

Scenario #3 - We reduced the building envelope R-values to minimal levels. Resulting performance is largely equal to #2, with 12kWh/m² heating, 25 kWh/m² cooling, and an overall energy use estimate of 178,000 kWh. Suggests that R-value is not key to low energy performance in this climate.

Scenario #4 – Ventilation rates increased to include detailed occupancies, per Fort St. John Mechanical Schematic Design. The result is largely increased heating energy required to maintain temperature setpoints, even with heat recovery ventilation. Resulting performance is heating dominant, with 59kWh/m² heating, 32 kWh/m² cooling, and an overall energy use estimate of 214,000 kWh. Ventilation is now dominating the energy balance, R-value remains flexible.

Scenario #5 – Detailed solar shade geometry added to the model, as shown in Figure 5. Results in slight heating increase, with a 45% reduction of cooling demand. Performance summary of 60kWh/m² heating, 21 kWh/m² cooling, and an overall energy use estimate of 207,000 kWh. Solar shades offer a clear net benefit to the project and will also reduce solar glare on South facing desks.

Figure 5: North Cowichan Civic Building design as modeled in IES<VE>, with solar shades, viewed from the SE.



Scenario #6 – Daylight simulation added using the Radiance module within IES. Radiance calculates the available daylight on a workplan height sensor in each room through each hour of the year, and then uses that data to dim the lights accordingly, maintaining a steady overall lighting level. Results show daylight-sensor lighting controls offer a 25% reduction in annual lighting operation, if sensors are used in all rooms with windows. This lighting use reduction also reduces cooling demand. Performance summary of 61kWh/m² heating, 19 kWh/m² cooling, and an overall energy use estimate of 188,000 kWh. The building's East:West elongated profile offers excellent daylight penetration, proven by these excellent performance numbers.

Scenario #7 – Current building envelope performance level, selected by balancing capital cost premium with operational savings in the North Cowichan climate.

The building's 3rd storey roof appears capable of hosting up to a 195kW solar PV system, which we estimate could generate at least 200,000kWh annually. Thus, the current Scenario #7 offers a good basis for Net Zero Energy design. Unitech has provided capital cost estimates for the major building envelope and HVAC systems, with comparison between the NECB 2015 baseline and current design. The resulting simple life cycle cost comparison is shown in Table 3.

Table 1: North Cowichan Civic Building energy modelling scenario summary. Models inputs shown in Table 2.

North Cowichan Civic Building Energy Scenarios - Performance Summary								
Modelling Scenario	Annual Energy Demand							Description
	Heating	Cooling	Lighting	Equipment	DWH	Total	% Savings	
1	29.5 kWh/m ²	70.0 kWh/m ²	454,273 kWh	181,718 kWh	33,000 kWh	849,969 kWh	-	NECB 2015 Baseline
2	6.3 kWh/m ²	26.6 kWh/m ²	90,855 kWh	45,427 kWh	13,000 kWh	173,942 kWh	79.5%	Fort St. John Recipe
3	11.6 kWh/m ²	24.8 kWh/m ²	90,855 kWh	45,427 kWh	13,000 kWh	178,048 kWh	79.1%	Lowered R-Values
4	58.9 kWh/m ²	32.4 kWh/m ²	79,016 kWh	39,511 kWh	13,000 kWh	213,977 kWh	74.8%	SD Mech Ventilation Rates
5	60.2 kWh/m ²	21.0 kWh/m ²	79,016 kWh	39,511 kWh	13,000 kWh	207,553 kWh	75.6%	Solar Shades Added
6	60.7 kWh/m ²	18.9 kWh/m ²	59,778 kWh	39,511 kWh	13,000 kWh	187,462 kWh	77.9%	Daylighting Control Added - NZE Possible
7	72.7 kWh/m ²	17.2 kWh/m ²	59,778 kWh	39,511 kWh	13,000 kWh	198,514 kWh	76.6%	Current NZE Design

Table 2: North Cowichan Civic Building energy modelling scenarios, summary of model inputs. *Lab and toxic substances room ventilation systems less effective due to 0% leakage requirements.

North Cowichan Civic Building Energy Scenarios - Model Input Summary													
Modelling Scenario	Building Envelope							HVAC				Internal Gains	
	Slab	Wall	Roof	Glazing	ACH@50Pa	Solar Shades	Daylight Control	HRV	Heating COP	Cooling COP	DWH COP	Lighting	Equipment
1	R2	R18	R25	Dual LowE, SHGC=0.35, Metal Frames	3	-	-	-	0.8	3	0.8	10 W/m ²	4 W/m ²
2	R16	R30	R60	Triple R9, SHGC=0.35, Fiberglass Frames	1	-	-	90% ASE	3	4.5	2	2 W/m ²	1 W/m ²
3	R2	R20	R40	Triple R9, SHGC=0.35, Fiberglass Frames	1	-	-	90% ASE	3	4.5	2	2 W/m ²	1 W/m ²
4	R16	R30	R60	Triple R9, SHGC=0.35, Fiberglass Frames	1	-	-	90% ASE*	3	4.5	2	2 W/m ²	1 W/m ²
5	R16	R30	R60	Triple R9, SHGC=0.35, Fiberglass Frames	1	X	-	90% ASE*	3	4.5	2	2 W/m ²	1 W/m ²
6	R16	R30	R60	Triple R9, SHGC=0.35, Fiberglass Frames	1	X	X	90% ASE*	3	4.5	2	2 W/m ²	1 W/m ²
7	R16	R24	R35	Triple R5, SHGC=0.35, TB Curtain Wall	1	X	X	90% ASE*	3	4.5	2	2 W/m ²	1 W/m ²

Table 3: North Cowichan Civic Building comparative estimated Life Cycle Cost comparison between base code NECB, Net Zero Ready, and Net Zero Energy designs. Assumes BC Hydro Medium General Service Rate Tariff, \$0.03/kWh natural gas, \$2.5/W PV capital cost, no inflation.

NC Civic Building - Comparative Life Cycle Cost (Simple)			
Metrics	NECB 2015	NZE (rdy)	NZE
Annual Energy Consumption	849,969 kWh	198,514 kWh	198,514 kWh
Annual PV Production	0 kWh	0 kWh	198,514 kWh
Annual Op Cost	\$76,587	\$25,471	\$5,819
Annual Op Savings	\$0	\$51,115	\$70,768
Capital Cost Premium	\$0	\$1,574,799	\$2,062,299
Simple Payback	-	30.8 yr	29.1 yr
15 year Life Cycle Cost	\$1,148,800	\$1,956,870	\$2,149,577
30 year Life Cycle Cost	\$2,297,600	\$2,338,941	\$2,236,854

CONCLUSIONS

With commercial and institutional spaces, the key to unlocking high performance design is to make dramatic effort towards reducing internal overheating by lighting, equipment, and solar gains. By doing this, the standard toolbox of super-insulation, airtightness, and heat recovery ventilation becomes most effective. For the North Cowichan Civic Building, ventilation heating load and internal gains dominate the building's performance, even with extreme attention to conservation measures.

Our analysis shows that Net Zero Energy performance appears achievable on this project, by implementing the Fort St. John floorplan and massing, assuming that the team can successfully reduce lighting and equipment power densities down to the required level (no small task). This will require an aggressive daylighting strategy, making use of the atrium and clerestory window elements to minimize daytime lighting requirements. As the building is occupied 24/7; daytime savings will have to offset nighttime lighting requirements.

Extreme building envelope performance is far less effective at saving energy in the North Cowichan climate than in Fort St. John. The above analysis shows that greater flexibility in R-value is available to the design team, and the warmer climate would allow for a lower performance window frame as winter condensation is a lesser risk.

The recommended ventilation strategy includes 90% effective heat recovery units for the cell block and main building areas, with fixed plate / zero leakage heat recovery ventilation for the 3rd floor lab area. We recommend an air source heat pump VRF heating and cooling strategy, with sufficient cold temperature performance to maintain an annual heating COP of 3.


We trust the above analysis informs the design team's decisions. We're happy to discuss this information further to ensure the project goals are met.

Yours truly,

A handwritten signature in blue ink, appearing to read "Stuart Fix", with a stylized flourish at the end.

Stuart Fix, P.Eng.

Report

Date	August 19, 2020	File:	
To	Council		
From	Mark Frame, General Manager, Financial and Protective Services	Endorsed:	
Subject	RCMP Service Review Scope		

Purpose

To confirm the scope of the RCMP Service Review following the August 11, 2020 Committee of the Whole project scoping workshop.

Background

At the Committee of the Whole Meeting on August 11, 2020, Committee of the Whole participated in a staff-led workshop to explore the scope of the RCMP Service Review (a planned project identified in the 2018-2022 Council Strategic Plan). After approximately one hour of thoughtful reflection, discussion and debate, Committee of the Whole unanimously endorsed a two part project that would meet Council's objectives.

Discussion

Discussion-provoking topics reviewed in the workshop included service levels, value for money, other municipally funded services supporting RCMP and whether the RCMP is the right tool to deal with social disorder resulting from homelessness and opioid addiction.

Two distinct, but interrelated, project objectives began to emerge as Council members shared their perspectives on what they hoped to better understand and potentially accomplish through the RCMP Service Review:

1. Council wants a financial review to look at value for money and identify any potential cost savings within the RCMP contract. When Council was working with a local government consultant to generate the 2018-2022 Council Strategic Plan, the consultant retained advised Council that he had success in identifying savings when reviewing an RCMP contract in another jurisdiction. The identification of savings enabled this jurisdiction to increase service levels.
2. Council wants a review of the community safety response model as it relates to social disorder, homelessness, mental health and substance abuse and RCMP services to identify any gaps or opportunities in social service delivery within the community. The intent of this gap analysis is two-fold. First, it would identify gaps and opportunities within the existing RCMP-Municipal statutory and regulatory framework as it relates to complementary non-police community services to more efficiently address social disorder, homelessness, mental health and substance abuse within the community. Second, it would be used to articulate North Cowichan's needs to the Provincial Government as part of their review of the *Police Act* (when input is requested) by identifying:

- any potential increase to North Cowichan service levels to address identified gaps (ex. Community Safety Office);
- any opportunities to work more collaboratively with provincially-delivered and/or non-profit social services in the community;
- the specific items for which North Cowichan may wish to lobby federal and provincial governments for increased financial support; and,
- any potential statutory and regulatory regime change recommendations to province should consider in its review of the *Police Act*.

There seemed to be consensus on starting the financial review as soon as possible (Q3) and then focusing on the gap analysis which would be completed in early 2021 to ensure the project is completed prior to provincial consultation with Municipalities on its review of the *Police Act*.

Implications

Staff will explore potential costs for the financial review prior to procuring. A budget of \$10,000 to \$15,000 would likely be sufficient for the scope of review desired by Council. Approximately \$25,000 was budgeted in 2020 for this project.

Due to the complexities of the gap analysis portion of the review, it is recommended to go to a RFP and allow us to compare multiple proposals based on project understanding, methodology and price.

The gap analysis portion of the review is anticipated to require a budget of \$25,000. However, a clearer picture of the budget will emerge at the conclusion of the procurement process. These funds can be accommodated through the existing General Government Contract Services budget.

Recommendation

1. That Council authorize staff to engage in an RCMP financial service review focusing on value for money.
2. That Council authorize staff to hire a consultant to conduct a Gap Analysis study of Protective and Community Services to determine, by January 31, 2021:
 - a. what changes in methods of delivery of those services might be advisable and statutorily achievable in the short term; and,
 - b. that any recommended changes in the methods of delivery of those services which are not statutorily achievable be presented for consideration to the BC Legislature's All Party Committee that is currently reviewing the *Police Act*.

Report

Date August 19, 2020

File:

To Council

From David Conway, Director, Engineering

Endorsed:



Subject Henry Road Solar Signalized Pedestrian Crossing

Purpose

To request that Council approve a signalized pedestrian crossing on Henry Road for construction during the fall of 2020.

Background

The Mt. Brenton Golf Course Board of Directors has requested a signalized crossing on Henry Road adjacent to the Mt. Brenton Golf Course. The Board has repeatedly expressed concerns over pedestrian safety and have indicated near misses identifying that a pedestrian incident or fatality is imminent. Currently, the golf course patrons and users of the Cowichan Valley Trail cross Henry Road in multiple locations near the clubhouse where there are no marked crosswalks.

Discussion

The North Cowichan Engineering Department has reviewed the concerns and has assessed the traffic data and pedestrian volumes in the area arriving at the following findings:

1. Observations of significant volumes of pedestrians crossing Henry Road in various locations have been witnessed between January 2020 and July 2020. Volumes increase in the warmer months when the golf course and the Cowichan Valley Trail is generally at its peak usage.
2. The current posted speed is 50 km/h. The 2020 traffic data show that the eastbound 85th percentile speed is 64 km/h and westbound is 73 km/h.
3. Average daily traffic counts in both directions are approximately 5,500 vehicles per day. This includes 250 large axle trucks. A majority of these trucks are loaded logging trucks accessing the nearby Island Timberlands and Western Forest Products facilities.

It is the opinion of the Engineering Department that the above data support the concerns from the Board from Mt. Brenton Golf Course and that a new crosswalk complete with actuated high visibility flashing beacons will provide a significantly safer crossing.

A detailed engineering drawing ready for construction has been attached for your reference

Options

Option 1 (Recommended option): That Council approve the installation of a signalized pedestrian crossing on Henry Road, adjacent to the Mt. Brenton Golf Course, at an estimated budget of \$60,000.

Advantages

- Provides a more direct route for trail users (who also cross through the golf club lands north of Henry Road) and patrons of the golf club.
- Deters speeding in the level area by east and westbound traffic opposite the golf course.
- Provides a distinct crossing location avoiding multiple uncontrolled crossing points.
- Provides better control of traffic and pedestrians along the clubhouse frontage.
- This project is shovel ready, and funds are available.

Disadvantages

- Interferes with the introduction of the climbing lane westbound on Henry Road.
- Mid-block crosswalks are undesirable.
- Stacking of westbound vehicles could theoretically result in vehicles backed up onto the railway tracks and into the roundabout (Staff consider the likelihood of this to be unlikely or very rare).

Option 2: Deny the request and respond to the golf club to advise that Council is not in favour of a formal crosswalk in this area.

Advantages

- No expenditure required.

Disadvantages

- Use of multiple uncontrolled crossing points continues.
- Less speed mitigation for level area east and westbound traffic.

Implications

The estimated cost for this crossing is \$60,000, which includes a painted crosswalk, flashing beacons, protection barriers and channelized concrete median for lane narrowing and traffic calming. The funding for this project can be transferred from the Chemainus Road Corridor Stage 2 upgrade project. The awarded Tender for Stage 2 is well under budget and a portion of the remaining funds can be allocated for this proposed signalized pedestrian crossing on Henry Road.

A crosswalk in this location will result in a more organized frontage at the clubhouse since improvements will occur in this area for pedestrians with the cooperation of the club.

The golf course club members and Cowichan Valley Trail users will welcome the improvements, but there could be some disgruntled motorists due to the potential inconvenience, although overall safety will be enhanced.

There are no environmental concerns due to the proposed works.

Should the proposed works be approved, work would commence in Q3 2020.

Recommendation

That Council approve the installation of a signalized pedestrian crossing on Henry Road, adjacent to the Mt. Brenton Golf Course, at an estimated budget of \$60,000.

Attachment: Proposed Solar Crossing Drawing

DETAIL C
690mm CRB-H

DETAIL D
690mm CRB-E

DETAIL E
690mm TO 460mm CTB-1E

DETAIL F
460mm CBN-H

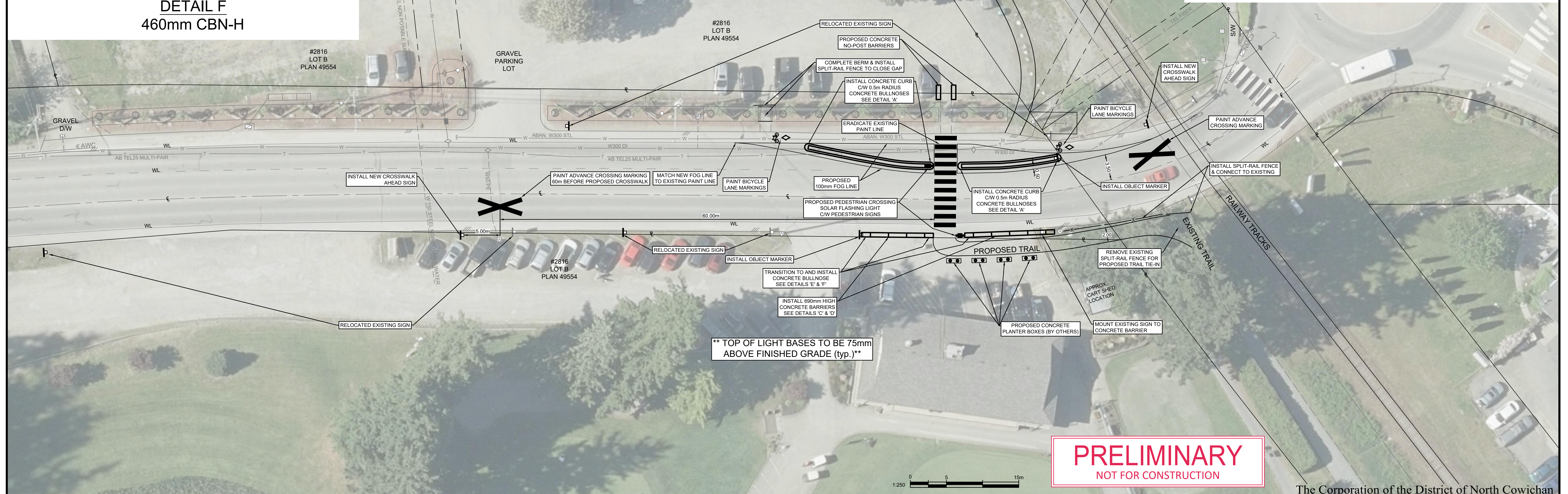


DETAIL A
EXTRUDED CONCRETE CURB
N.T.S.

SECTION A-A
TYPICAL CROSS-SECTION
N.T.S.



DETAIL B
TRAIL BOLLARD & SIGN

[illegible]

Report

Date August 19, 2020
To Council
From Tricia Mayea, Deputy Corporate Officer
Subject Committee of the Whole Recommendation

File:

Endorsed:



Purpose

To consider the recommendation from the Committee of the Whole regarding the COVID-19 Reopening Plan for Fuller Lake Arena

Background

The Committee of the Whole met virtually on August 11, 2020 where they considered the recommendation included in the August 11, 2020 report from the Manager, Recreation (see Attachment), prior to adopting the following motion:

It was moved and seconded:

That the Committee of the Whole recommends to Council to direct staff to proceed with the re-opening of the Fuller Lake Arena under its COVID-19 Restoration of Programs & Services Plan, specifically:

- To allow for a phased-in resumption of services effective September 8, 2020, and
- To support the COVID-19 restrictions outlined for facility usage.

Recommendation

That Council direct staff to proceed with the re-opening of the Fuller Lake Arena under its COVID-19 Restoration of Programs & Services Plan, specifically:

- To allow for a phased-in resumption of services effective September 8, 2020; and,
- To support the COVID-19 restrictions outlined for facility usage.

Attachment: 2020-08-11 Covid-19 Re-opening plan for Fuller Lake Arena COW Report

Report

Date	August 11, 2020	File:
To	Council	
From	Jason Blood, Manager, Recreation	Endorsed:
Subject	Covid-19 Re-opening plan for Fuller Lake Arena	

Purpose

To review options for resuming services at Fuller Lake Arena.

Background

Council was advised that North Cowichan recreation centres were closed to the public, effective on March 16, 2020 at 4:30 pm, at the March 18, 2020 Regular Council Meeting. Since the closure, staff have been able to complete regular annual maintenance tasks, such as ice removal, mechanical servicing, minor building repairs, and the 2020 LED lighting replacement capital project. The Fuller Lake Arena facility was used to support the COVID-19 Vulnerable Populations Cowichan Task Force by providing a physical space and shower access to the residents of the temporary outdoor housing site.

On May 19, 2020, the provincial government (the "Province") enacted Phase 2 of BC's Restart Plan (the "Plan"), which allowed many essential industries to reopen while implementing extra safety precautions and physical distancing measures. Following that announcement, the BC Recreation & Parks Association ("BCRPA") released industry specific guidelines to carefully allow for certain select outdoor recreation programs to occur under Phase 2. Effective June 2020, three members of staff were deployed to the Fuller Lake site to support the Park Ambassador Program and to plan and deliver outdoor camp and fitness programs. These programs have taken place at 12 different outdoor locations, including Fuller Lake Arena.

On June 24, 2020, the Province enacted Phase 3 of the Plan, and under the approval of the Ministry of Health, the BCRPA released additional industry specific guidelines to allow for a return of indoor recreation programs and services. In addition, viaSport released "Return to Sport" guidelines to be used by Provincial Sport Organizations ("PSO") for their specific Local Sport Organizations ("LSO").

Staff have been working collaboratively with our regional recreation partners (Cowichan Valley Regional District, City of Duncan, and Town of Ladysmith) to develop a regional approach to resumption of recreation services and the re-opening of public facilities.

The Cowichan Valley Regional District (CVRD) recently announced the re-openings of the following arenas;

- Cowichan Lake Sports Arena – effective August 4, 2020
- Cowichan Community Centre – effective August 10, 2020
- Kerry Park Recreation Centre – effective August 17, 2020

Discussion

The recommended option is consistent with the Plan's guidelines for Phase 3, with the work of sport and recreation governance bodies, and aligns with actions being taken at other facilities in the region.

Staff believe that the re-opening of the Fuller Lake Arena presents a low risk to the public and staff health and safety due to the comprehensive guidelines established for recreation facility operators and sports organizations. Included are safe resumption guidelines, disinfection protocols, and Ministerial Order M183 that protects amateur sport organizations, their employees and volunteers from liability in relation to COVID-19.

North Cowichan's LSO's, such as Cowichan Valley Minor Hockey Association (CVMHA), have prepared plans for their use of Fuller Lake Arena, along with the other CVRD owned arena facilities in the Cowichan Valley. In conjunction with the CVRD, utilizing a provincial template (provided through the BCRPA) and guidelines, staff have developed an internal COVID-19 Restoration Plan for the re-opening of the Fuller Lake Arena.

Under the Plan's Stage 3 conditions, LSO's must meet both their respective PSO's and municipal Site Safety Plan guidelines. The guidelines put in place a number of restrictions and requirements when using facilities, including:

- No inter-association games or tournaments
- No sharing of equipment between participants
- Participant skill development focus instead of game play
- Health Screening and COVID-19 education of all participants, coaches, staff, and volunteers
 - o Everyone who enters building must answer COVID-19 screening questions and will not be able to enter if any conditions are present
 - o Each team or group will need a "host" to make sure your group enters building properly and follows arrows to maintain physically distancing.
- Increased hygiene measures and education
 - o Separate entrances and exits to be utilized to reduce touch points and physical distancing concerns
 - o There will be 30-minutes between different groups to allow for staff to sanitize high touch areas
 - o There will be COVID-19 informational signage, traffic flow markers, and amenity closed signage in place prior to participation
- Dressing Rooms and Stands will remain closed to limit attendance numbers to less than 50
 - o Users are expected to come dressed and only have skates to put on when they arrive
- User group capacity limits
 - o Maximum of 20 participants on the ice at a time including coaches
 - o 1 parent per child can enter building and watch but no siblings or extra family members

Staff are also anticipating the resumptions of certain services in October (pending future Provincial direction), including:

- Resumption of Municipally operated learn to skate lessons under modified conditions
- Partial resumption of public skating sessions under attendance restrictions
- Resumption of adult drop-in hockey user groups under attendance / play restrictions

Staff have met with both the CVMHA and the Fuller Lake Skating Club (FLSC) regarding fall bookings and reviewed their Return to Sport plans. These groups are working towards a resumption of their respective programs effective September 8, 2020. This would necessitate staff beginning the ice making process as of August 24, 2020 to support the resumption of these sporting services.

Options

Option 1: Proceed with Fuller Lake Arena Re-Opening Plans

(This is the staff recommended option)

RECOMMENDED MOTION: That Council directs staff to proceed with the re-opening of the Fuller Lake Arena under its COVID-19 Restoration of Programs & Services Plan, specifically;

- To allow for a phased-in resumption of services effective September 8, 2020
- To support the COVID-19 restrictions outlined for facility usage

Option 2: Do not proceed with Fuller Lake Re-Opening Plans

(This option does not align with regional partners in service delivery)

OPTION 2 MOTION: That Council directs staff to not re-open Fuller Lake Arena to any user groups and/or the public.

Option 3: Proceed with Fuller Lake Re-Opening Plans but limited to Cowichan Valley Minor Hockey Association (CVMHA) and Fuller Lake Skating Club (FLSC) User Groups

(This option limits the numbers of people accessing the facility; does not support any access to adult user groups, or drop-in access / learn to skate programs for the general public; and does not fully align with regional partners)

OPTION 3 MOTION: That Council directs staff to proceed with the re-opening of Fuller Lake Arena under its Covid-19 Restoration Plan but limits the re-opening specifically to the CVMHA and FLSC user Groups.

Implications

The recommended option is within the approved budget. It is anticipated that the minor drop in forecast revenue due to reduced registered program offerings can be offset by reduced operational expenditures.

For the upcoming season, the CVMHA and FLSC have requested 50 hours per week of ice rental bookings, which is consistent with their last three seasons and will not negatively impact their 2020-2021 development plans.

The anticipated ice schedule offers the same number of available rental hours per week to adult user groups (14-hours), and the proposed October start date to these bookings is consistent with the last three ice seasons.

The anticipated schedule, which has reduced service levels (less hours of public drop-in and program access), will result in a reduction of staffing levels needed to support these services.

Recommendation

That the Committee of the Whole recommends to Council to direct staff to proceed with the re-opening of the Fuller Lake Arena under its COVID-19 Restoration of Programs & Services Plan, specifically;

- To allow for a phased-in resumption of services effective September 8, 2020, and
- To support the COVID-19 restrictions outlined for facility usage

Report

Date August 19, 2020

File:

To Council

From Mark Frame, General Manager, Financial & Protective Services

Endorsed:



Subject Permissive Tax Exemption

Purpose

To consider the permissive tax exemption application submitted by Vancouver Island Vipassana Association, and to provide a summary of the Permissive Tax Exemption applications received for the 2021 assessment roll.

Background

North Cowichan has a Permissive Tax Exemption Bylaw and Policy (policy attached) that exempts 157 properties and expires in 2023. In 2019, municipal tax revenue foregone as a result of permissive tax exemptions was \$402,000. To be granted a tax exemption for 2021, a property must be included in the District's Permissive Tax Exemption Bylaw and provided to BC Assessment before October 31, 2020.

Discussion

North Cowichan received one new application for permissive tax exemption from the Vancouver Island Vipassana Association (VIVA) for 2359 Calais Road and Wicks Road. There is no physical address for the land on Wicks Road. The Society purchased these properties in 2018 and applied for a permissive tax exemption for 2020 in August of 2019. Council granted a permissive tax exemption for the improvements only on the two properties. The value of the exemption was \$4,950. VIVA is now requesting an additional exemption for the land portion of the two properties.

Partial exemptions are consistent with exemptions provided to other non-profit groups. The two most recent non-profit exemptions to receive partial exemptions were the Maple Bay Yacht Club and Mount Breton Golf Club:

- Maple Bay Yacht club received an exemption for 50% of the Class 8 – Rec Non-Profit portion of their assessment, and none of the Class 6 – Business assessment. The value of the exemption for 2020 was \$3,600.
- Mount Breton Golf Course received an exemption of 50% of the Class 8 – Rec Non-Profit portion of their assessment, and none of the Class 6 – Business assessment. The value of exemption for 2020 was \$7,000.

Partial exemptions are meant to balance the benefit to the community provided by the organization. Both the Maple Bay Yacht Club and the Mount Breton Golf Course are non-profits operating for the benefit of their members. Council felt that both organizations provided a benefit to the community by providing subsidized opportunities for youth programs.

To provide a permissive tax exemption for VIVA, Council must determine that the organization offers a benefit to the community. The Churches in the Property Tax Exemption Bylaw are statutorily exempt. However, VIVA is not statutorily exempt as a place of worship. The District provides a partial exemption for parking lots and halls not covered by the statutory exemption.

Options

Option 1 (Recommended Option): Deny Vancouver Island Vipassana Association's request for a permissive tax exemption for the land portion of 2359 Calais Road and Wicks Road.

Option 2: Amend the Permissive Tax Exemption Bylaw to include a full permissive tax exemption for all land and improvements owned by Vancouver Island Vipassana Association at 2359 Calais Rd.

Option 3: Amend the Permissive Tax Exemption Bylaw to remove the permissive tax exemption for improvements owned by Vancouver Island Vipassana Association at 2359 Calais Rd.

Implications

Increasing the permissive tax exemption to include both land and improvements would cost the District an additional \$7,900 per year.

Recommendation

That Council deny Vancouver Island Vipassana Association's request for a permissive tax exemption for the land portion of 2359 Calais Road and Wicks Road.

Attachments: Permissive Tax Exemption Application
 Permissive Tax Exemption Policy



PERMISSIVE TAX EXEMPTION APPLICATION

SECTION 1 – APPLICANT INFORMATION

Organization Name: Vancouver Island Vipassana Association	
Are you registered under the BC Societies Act?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you a registered charity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address: 2359 Calais Road, Duncan, V9L 5V5, Canada	
Contact Person: Steve Armstrong	
Email Address: ^{Steven} Steve .armstrong@dhamma.org	Phone Number: 250 749 4499
Name and Phone number of two other officials in the organization	
Name: Patricia Williams	Name: Mohadese Aghasi
Title President	Title Treasurer
Phone Home: [REDACTED] Sec 22(1) FOIPPA	Phone Home: [REDACTED] Sec 22(1) FOIPPA
Phone Work:	Phone Work:

SECTION 2 – ORGANIZATION INFORMATION

Please provide a brief description of the goals and objectives of the organization:
Please see attached notes section 2 a)
What charitable, philanthropic, athletic or recreational service does your organization provide to the community?
Please see attached notes Section 2 b)

SECTION 3 – PROPERTY INFORMATION (REGISTRATION, PRINCIPAL USE)

The lands are registered in the name of:
Please see attached notes section 3 a)
What is the principal use of the property (including all buildings and/or land)
Please see attached notes section 3 b)

Please provide details of all other activities on your property including: 1) who uses your facilities or services; 2) whether fees are charged to users; and 3) the percent of time your property is used for each type of use.

Please see attached notes Section 3 c)

Is any part of the building or of the property used or rented by commercial or private individuals or by any group other than your organization? If so, please specify the occupant and use.

NO

To what extent are the buildings or property accessible to the public?

Please see attached notes section 3 d)

SECTION 4 – OTHER INFORMATION

Other information which may be pertinent to your application

Please see other information and cover letter

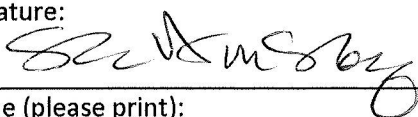
SECTION 5 SUPPORTING DOCUMENTATION CHECK LIST (ATTACHE COPIES TO APPLICATION)

Please attach the following:

✓	most recent annual financial statement	✓	copy of property title
✓	constitution	✓	site sketch plan showing buildings & uses

SECTION 6 – DECLARATION

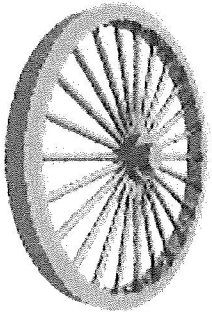
I hereby certify that I have read the Municipality of North Cowichan's Permissive Tax Exemption Policy (available at on our website <http://www.northcowichan.ca/EN/main/departments/finance.html>), that the application complies with its requirements, and that the information contained in the application is complete and correct. **If there is a change in the status of your organization the Municipality of North Cowichan must be notified.**

Signature: 	Date: July 29 / 2020
Name (please print): Steven Armstrong	Date: July 29 / 2020

Print Form

NOTE: In accordance with Municipal Council's July 3, 2013, policy, application forms must be received by North Cowichan before August 1st.

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26 (a) & (c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering property tax exemption requests. Should you have any questions about the collection of this personal information, please contact the Deputy Director.



Vancouver Island Vipassana Association
Dhamma Modana

2359 Calais Road, Duncan, BC, V9L5V5

Tel: 1.250.749.4499

Email: info@modana.dhamma.org

www.modana.dhamma.org

Canadian Registered Charity # 84166 1127 RR0001

Mark Frame

Municipality of North Cowichan

7030 Trans-Canada Highway,

Duncan, BC, V9L 6A1,

Canada

Re: Vancouver Island Vipassana Association Permissive Tax application

Dear Mr. Frame

Please find enclosed a new PTE application from VIVA for 2020-2023.

Representatives for VIVA consulted with Nathan Lapper of Norton Rose Fulbright Law Firm for guidance and help with this matter from a legal standpoint however we understand that we initially were asking for more than could be granted in retrospect. Therefore we have amended our request.

We decided to put our answers on a separate word document due to the error which occurred in August 2019's application, which was incomplete. The attachment includes answers to questions in Sections 2, 3 & 4 and VIVA's financial statement for 2019.

We appreciate that a decision was made, as per letter dated November 28, 2019, to grant VIVA tax exemption on 2359 Calais Rd and lot A Wicks Rd for Improvements only for 2020-2023.

Going forward into 2021-2023, we are requesting that this new application be given consideration based on our explanation in Section 4 of the PTE. An exemption on the lands would be a big help financially.

When VIVA purchased the Lands in late September 2018, the deadline to apply to the Municipality for a permissive tax exemption for 2019 had already passed. At the time, VIVA had no experience with municipal tax exemptions and VIVA assumed that the full tax exemption received by the Monastery would be transferable to them as a result of, among other things, VIVA's similar use of the Lands, including for non-profit and religious uses.

As a result, VIVA was not granted a permissive tax exemption for 2019, which caused us significant financial hardship. Further, although VIVA was able to apply for a permissive tax exemption for 2020-2023, they were not familiar with this process, and were ultimately granted a three year exemption for only the improvements at the Lands, but not the Lands themselves.

VIVA's failure to obtain a permissive tax exemption from the Municipality for 2019, as well as its failure to obtain a broader permissive tax exemption for 2020-2023, has had significant prejudicial effects on us and our ability to operate the unique and vital educational and religious programs at the Lands.

VIVA clearly meets multiple eligibility criteria under the Municipality's Permissive Tax Exemption Policy, including serving both religious and educational purposes, as well as providing unique programs to all residents in the Municipality, including youth and seniors. A broader permissive tax exemption from the Municipality would permit VIVA to continue to offer these distinctive programs in the Municipality, and would likely also permit VIVA to expand its programs to meet its increasing demand.

We very much appreciate your time and consideration of this application.

Yours sincerely

A handwritten signature in black ink, appearing to read "Steve Armstrong", with a stylized, looping flourish at the end.

Steve Armstrong

Permissive Tax application

Section 2. Organization Information

- a) Vancouver Island Vipassana Association (VIVA) is a non-profit association incorporated in 2006, which has had taxable charity status since 2008. Under VIVA'S constitution it serves both educational and religious purposes, including by establishing, maintaining and supporting a house of worship, with services conducted in accordance with the Theravadan Buddhist faith, as well as through educating the public in the teachings of Buddha, as taught by Mr. S.N. Goenka in the tradition of Sayagyi U Ba Khin. VIVA currently offers 'Vipassana meditation' courses at the centre Lands, which generally range from one to ten days in length, with beginner courses usually being ten days.

- b) The Centre is part of a worldwide network of meditation centres teaching the same technique. Each is a separate legal entity but all teach in the identical manner.

VIVA's mission is to offer this technique to as many people as possible.

The Centre's facilities and surrounding lands provide a unique and special place of worship for these teachings to be given. The centre is one of only 5 such centres in Canada, and the only one on Vancouver Island.

Section 3.

Property Information

- a) Lands are registered in the name of Vancouver Island Vipassana Association.

Principle Use

- b) VIVA purchased the Lands from the Sisters of Poor Clare's Monastery in September 2018. The Lands consist of two lots. The first lot is three and a half acres, which houses the main building, including the meditation hall, residences, kitchen, storage buildings, administrative office, and caretaker's cabin. The second lot is a ten acre parcel of forest and ravine land adjacent to Richard's creek and Somenos Marsh. This area is also essential to VIVA's use of the Lands, as it includes, among other things, two cabins used for accommodation and walking trails used for exercise, meditation and quiet reflection.
- c) VIVA offers, to the general public by way of an application process, a unique and vital educational and religious program at the Lands. VIVA is a non-profit organization and does not charge students for its courses, nor does it pay any of

its teachers or other staff. VIVA relies exclusively on donations from its students and other benefactors, as well as volunteer staff.

Although VIVA was able to purchase the Lands, in part, based on generous donations, it continues to carry considerable debt. These financial concerns have been recently exacerbated by the ongoing public health crisis.

d) VIVA aims to serve the Municipality and the community broadly, and its courses are available and open to the public regardless of one's religious affiliation, or any other distinction. Applicants are admitted by way of an application process. Almost 450 students attended VIVA's courses at the centre last year, with demand in the Municipality far outpacing availability. In short, VIVA serves an important, unique, and in-demand religious and educational community function in the Municipality.

Section 4.

We request that we be granted an exemption that is consistent with all of the other organizations in the municipality with a religious charitable status.

All other religious organizations have the land exempted, while we only have the improvements exempted.

We request that we have our land exempted, so that the municipality is treating each organization consistently and fairly.

140.1 Vancouver Island Vipassana Association 6474.000 2359 Calais Rd
Improvements Only 2020-2023 140.2 Vancouver Island Vipassana Association
6355.000 Wicks Rd **Improvements Only** 2020-2023

All other religious organizations-all 12 of them-have a similar exemption to each other:

5 Anglican Synod Diocese of BC (St. Peter's Anglican Church) 362.000 5795
& 5825 Church Rd **All land & halls around exempt building** 2014-2023

6 Anglican Synod Diocese of BC (St. Peter's Anglican Church) 1.000 5800 Church
Rd **All land & halls around exempt building** 2014-2023

7 BC Corporation of the Seventh -Day Adventist Church (Duncan) 1881.000 3441
Gibbins Rd **All land & halls around exempt building** 2014-2023

21 Canadian Baptists of Western Canada (Calvary Baptist Church Society) 16487.000
3318 River Rd **All land & halls around exempt building**

37 Christian Science Society, Duncan 6503.000 6118 Lane Rd **All land & halls
around exempt building**

- 46 Cowichan Valley Church of the Nazarene 2310.000 3036 Sherman Rd All land & halls around exempt building
- 133 The Church of Jesus Christ of Latterday Saints 477.000 1815 Tzouhalem Rd All land & halls around exempt building
- 134.1 The Oasis Church Society 5038-012 3540 Auchinachie Rd All land surrounding exempt building
- 135 The Pentecostal Assemblies of Canada (Chemainus Tabernacle) 15592.000 9471 Chemainus Rd All land & halls around exempt building
- 136 The Trustees of the Chemainus/Crofton Pastoral Charge of the United Church of Canada (Chemainus) 15646.000 9814 Willow St All land & halls around exempt building 2014-2023
- 138 Trinity Evangelical Lutheran Church 1572.001 2704 James St All land & halls around exempt building
- 140 Vancouver Island Sikh Cultural Society (Sikh Temple, Duncan) 830.000 3210 Sherman Rd All land & halls around exempt building.

VANCOUVER ISLAND VIPASSANA ASSOCIATION
FINANCIAL STATEMENTS
DECEMBER 31, 2019

Notice to Reader

Balance Sheet

Statement of Operations and Surplus

Notes to Financial Statements

NOTICE TO READER

We have compiled the balance sheet of VANCOUVER ISLAND VIPASSANA ASSOCIATION as at DECEMBER 31, 2019 and the statement of operations and surplus for the year then ended from information provided by the society. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Accutax Professional Accountants

Per:

J. Mitchell, I.C.I.A.

Sooke, B.C.

July 20, 2020

VANCOUVER ISLAND VIPASSANA ASSOCIATION

BALANCE SHEET - DECEMBER 31, 2019

ASSETS

	<u>2019</u>	<u>2018</u>	<u>2017</u>
	\$	\$	\$
Current			
Cash	493,098	1,578,492	20,487
Accounts receivable	2,300	17,137	6,386
Prepaid expenses	17,126	4,460	-
	<u>512,524</u>	<u>1,600,089</u>	<u>26,873</u>
Capital (Note 2)			
Duncan property	1,501,085	1,501,085	-
Land	-	-	897,056
Buildings	-	-	408,484
Equipment	31,753	3,759	2,812
Vehicle	-	-	3,500
	<u>1,532,838</u>	<u>1,504,844</u>	<u>1,311,852</u>
Less accumulated amortization	4,145	743	4,732
	<u>1,528,693</u>	<u>1,504,101</u>	<u>1,307,120</u>
	<u><u>2,041,217</u></u>	<u><u>3,104,190</u></u>	<u><u>1,333,993</u></u>

LIABILITIES AND SURPLUS

Current			
Accounts payable and accruals	-	-	487
Notes payable	898,630	2,008,368	10,000
	<u>898,630</u>	<u>2,008,368</u>	<u>10,487</u>
Surplus	<u>1,142,587</u>	<u>1,095,822</u>	<u>1,323,506</u>
	<u><u>2,041,217</u></u>	<u><u>3,104,190</u></u>	<u><u>1,333,993</u></u>

UNAUDITED - SEE NOTICE TO READER

VANCOUVER ISLAND VIPASSANA ASSOCIATION

STATEMENT OF OPERATIONS AND SURPLUS

YEAR ENDED DECEMBER 31, 2019

	2019	2018	2017
	\$	\$	\$
Revenue			
Donations	199,424	178,679	119,906
Interest and other	10,265	4,292	110
	<u>209,689</u>	<u>182,971</u>	<u>120,016</u>
Expenses			
Administration	19,383	14,991	5,018
Amortization	3,402	743	342
Insurance	20,382	4,227	5,919
Interest	17,269	-	-
Loss on sale of property	-	335,069	-
Meditation centre	32,466	32,857	9,701
Meditation program	56,367	13,853	600
Property taxes	11,372	6,441	5,287
Vehicle	2,283	2,474	2,304
	<u>162,924</u>	<u>410,655</u>	<u>29,171</u>
Increase (Decrease) in Revenue over Expenses	46,765	(227,684)	90,845
Surplus at Beginning of Year	<u>1,095,822</u>	<u>1,323,506</u>	<u>1,232,661</u>
Surplus at End of Year	<u><u>1,142,587</u></u>	<u><u>1,095,822</u></u>	<u><u>1,323,506</u></u>

UNAUDITED - SEE NOTICE TO READER

VANCOUVER ISLAND VIPASSANA ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019

1. ORGANIZATION

The Vancouver Island Vipassana Association was incorporated without share capital under the B.C. Society Act on July 25, 2006 and has approved registered charity status under the Income Tax Act (Canada).

The Society operates programs in meditation, not only for its members, but also for the general public in the tradition of U BA KHIN.

2. CAPITAL ASSETS

- (a) Capital assets are recorded at cost.
- (b) Amortization has been provided for in the accounts on the declining balance method at the following rates:

Vehicle	-	30%
Equipment	-	20%
Buildings	-	0% (under construction)

One-half rates are applied in the acquisition year.

UNAUDITED - SEE NOTICE TO READER

COUNCIL POLICY:
PERMISSIVE TAX EXEMPTION POLICY

Council Approval Date: July 3, 2013

Department: Finance

Amended:

1. PURPOSE

The purpose of this policy is to provide guidance to Council to determine which properties to grant permissive tax exemptions to.

2. SCOPE

Council uses its authority to grant permissive tax exemptions as a way to fulfill its municipal purposes according to section 7 of the Community Charter:

"The purposes of a municipality include:

- a) providing for good government of its community,
- b) providing for services, laws and other matters for community benefit,
- c) providing for stewardship of the public assets of its community, and
- d) fostering the economic, social and environmental well-being of its community."

Council's primary consideration of whether to grant a permissive tax exemption will be the benefit that the organization offers to the community. The organization must fulfill some basic need or otherwise improve the quality of life for North Cowichan residents.

3. PROCESS

Council will consider applications for permissive tax exemptions annually. Each year, staff will contact all organizations with expiring exemptions to invite them to reapply. Completed application forms must be received by North Cowichan before August 1. Staff will review the applications for completeness and eligibility and present Council with a summary report of the applications for its review in September. To comply with the requirements of procedural fairness, Council will provide applicants with an adequate opportunity to be heard in respect of their applications for exemptions, and will provide reasons to an applicant if it refuses to grant an exemption, or decides to discontinue an exemption. After Council considers the applicants and their input, Council will direct staff which properties to include in the bylaw. Staff will then draft the bylaw for Council consideration. After 3rd reading, but before adoption, staff will publish notice of Council's intention to adopt the bylaw. Following adoption, staff will send the bylaw to BC Assessment.

4. ELIGIBILITY CRITERIA

Eligibility criteria for permissive tax exemptions are set out in the Community Charter. Priority will be given to:

- a) lands surrounding exempt churches, hospitals, and private schools,

- b) church halls and surrounding lands considered necessary to statutorily exempt churches,
- c) properties providing athletic or recreational programs or facilities for public use,
- d) properties that provide services to youths, seniors, and special needs groups,
- e) heritage properties that build community character,
- f) properties used publicly for arts and culture programs or facilities,
- g) properties used to provide public services under a formal partnership with the Municipality,
- h) ecologically sensitive areas designated within the Official Community Plan,
- i) other properties available for public use that benefit the general public.

5. DURATION OF EXEMPTION

Council will consider exemptions for periods up to 10 years, after which time Council must reconsider whether to continue to offer the exemptions. Council may at any time reconsider and amend its permissive tax exemption bylaw. Any changes will take effect for the following tax year.

6. EXTENT AND CONDITIONS

Council may exempt only a portion of the land or improvements in the following circumstances:

- a) a portion of the land or improvement is used by the private sector and does not meet Council's eligibility criteria;
- b) the applicant already receives a grant-in-aid or other benefit from the Municipality;
- c) Council wishes to limit the total of all permissive tax exemptions granted.

Council may consider whether to impose conditions on the exempted land or improvements such as:

- a) Registration of a covenant restricting use of the property; or
- b) Execution of an agreement committing the applicant to
 - continue a specific service or program,
 - provide lands or facilities for public use during certain times,
 - provide use of lands or facilities to certain groups free of charge or at reduced rates,
 - disclose any material increases in the organization's revenue.

Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption. The penalties may include: revoking an exemption with notice, disqualifying any future application for exemption for a specific time period, or requiring repayment of monies equal to the foregone tax revenue.

Report

Date August 19, 2020

File:

To Council

From James Goodman, Manager, Budgets and Infrastructure

Endorsed:



Subject 2nd Quarter Financial Report

Purpose

To provide the General Fund Statement of Operation and a Capital update for the period ending June 30, 2020 and the Reserve Fund balances as of June 30, 2020.

Background

The 2nd quarter usually gives a good indication of how we are doing operationally compared to the budget. Taxation levies are fully billed and recorded in revenues for the year. However, with the COVID-19 pandemic, 2020 has proven to be challenging in predicting revenues other than taxation and expenditures in some areas such as recreation services. Construction season is usually just getting started in the second quarter. This year there have been further delays to construction of many capital projects due to COVID-19.

Discussion

Operating Revenue

Taxation revenue is in line with the budget taxation revenues for 2020. As at the date of this report we have collected approximately 53 percent of all taxation levies (including levies collected for other governments and entities) whereas in prior years we would have collected over 90 percent of all levies. This change is due to the extension of the due date for property taxes to September 30, 2020.

General Sales of Service revenues are down \$932,000 from this time last year. This is mainly due to reduced revenues from Forestry (down \$570,000) and the Cowichan Aquatic Centre (down \$408,000).

Building permit fees, development fees and engineering fees are all down from this time last year (down a combined \$280,000), however all are on target to meet the budget for the year.

Operating Expenses

General Government Services is in line with the budget. Further, Protective Services is in line with the budget. The RCMP contract has been billed to March 31, 2020 which is why Police is only at 31 percent of the annual budget. Police is \$364,000 higher than this time last year due to the RCMP filling the approved member compliment from 25.43 FTE last year to 28.42 FTE's this year. Other protective services has increased \$92,000 due to the Community Safety Office.

Environmental Health Services is in line with the annual budget. The increase in Forestry is due to the forestry review contract.

Recreation, Cultural and Miscellaneous Services is in line with the annual budget. Swimming Pools is down \$349,000 due to the closure of the Cowichan Aquatic Center during the COVID-19 Pandemic.

Capital

While the COVID-19 Pandemic has delayed the start of some projects due to delays in design work, 21 percent (\$5,373,453) of the capital budget has been committed to-date compared to 16 percent (\$5,733,204) at the same time in 2019. Key capital updates include:

- Municipal Owned Property - the public works and operations buildings feasibility studies have been delayed waiting for the results of a space analysis.
- Community Development – the Crofton waterfront and boat ramp design has been put on hold due to BC Ferries deferring expansion plans due to COVID-19. Chemainus Boardwalk is on hold and the parking lot construction on the old Chemainus Fire Hall is on hold to be used as a construction staging area for low cost housing construction.
- Police and Other – The building construction design is expected to be completed in late fall 2020 at which time site works construction will then begin.
- Transportation – Chemainus Road upgrades including a roundabout at River Road and Henry Road is well underway and scheduled to be completed by December 2020. Murchie Road construction is delayed waiting for a construction permit from the Archeology Branch.
- Recreation – Completion of the Cowichan Aquatic Centre retrofit is expected in late November 2020.
- Water Capital – Beaumont Avenue water main replacement has been delayed due to an archeological investigation.

Recommendation

That Council receive for information the August 19, 2020 2nd Quarter Financial Report by the Manager, Budgets and Infrastructure.

Attachment(s): 2020 Q2 Report
2020 Q2 Capital Presentation

Municipality of North Cowichan
General Operating Fund
Unaudited Statement of Operations

	Q2 YTD 2020	2020 Budget	% Budget	Q2 YTD 2019
Revenue				
Taxation	32,408,003	32,791,046	99%	31,499,949
Sales of service	2,387,664	5,441,841	44%	3,319,888
Other revenue from own sources	764,676	1,203,937	64%	1,005,394
Return on investments	252,450	340,000	74%	236,546
Provincial and other government grants	358,414	1,647,260	22%	271,891
	<u>36,171,206</u>	<u>41,424,084</u>	<u>87%</u>	<u>36,333,668</u>
Expenses				
General Government Services	3,150,697	6,039,605	52%	2,941,290
Protective services	3,660,644	10,271,189	36%	3,184,087
Transportation services	2,846,230	6,049,248	47%	2,572,631
Environmental health services	1,523,579	2,685,330	57%	1,215,885
Environmental development services	741,583	1,309,898	57%	612,512
Recreation, Cultural and Misc Services	4,131,555	8,733,142	47%	4,326,612
Interest	373,899	791,125	47%	395,682
Amortization	-	7,405,200	0%	-
	<u>16,428,187</u>	<u>43,284,737</u>	<u>38%</u>	<u>15,248,700</u>
Annual Surplus (Deficit)	19,743,019	(1,860,653)		21,084,968
Add back: Unfunded Amortization	-	7,405,200	0%	-
Principal Payments on Debt	(181,717)	(907,453)	20%	(181,230)
Transfer from/(to) Appropriated Surplus	328	6,503,781	0%	0
Transfer from/(to) Reserve Funds	(5,161)	(1,136,640)	0%	0
	<u>19,556,470</u>	<u>10,004,235</u>		<u>20,903,739</u>
Transfer to Capital	(1,735,376)	(10,004,235)	17%	(934,302)
	<u>17,821,094</u>	<u>-</u>		<u>19,969,437</u>

Municipality of North Cowichan
General Operating Fund
Revenue Details

	Q2 YTD 2020	2020 Budget	% Budget	Q2 YTD 2019
TAXATION				
General Purposes	30,960,097	30,957,598	100%	30,015,918
Utility Taxes 1%	1,012,087	1,081,400	94%	1,025,431
Special Assessments	211,870	199,648	106%	202,288
Grant-in-lieu Federal	4,723	4,300	110%	4,300
Grant-in-lieu Provincial	208,149	208,100	100%	237,116
Tax Penalties/Interest	11,077	340,000	3%	14,895
	32,408,003	32,791,046	99%	31,499,949
GENERAL SALES OF SERVICE				
General Government Revenue	63,078	124,400	51%	66,104
Protective Serv Rev	33,405	326,450	10%	75,625
Fire Protection	34,275	216,650	16%	33,539
Fire Protection-Misc	1,575	29,000	5%	1,423
Transportation Serv Rev	130,355	173,441	75%	148,709
Garbage	1,192,061	1,389,900	86%	1,064,898
Cemetery Revenue	64,845	127,870	51%	71,141
Forestry Revenue	245,728	277,160	89%	815,477
Fuller Lake Arena	91,061	256,573	35%	118,155
Community Recreation	3,545	50,130	7%	6,395
Crofton Pool	-	8,910	0%	4,168
Wharf Revenue	87,460	189,340	46%	93,690
Public Works Equipment	-	713,830	0%	-
Cowichan Aquatic Centre	373,583	1,466,323	25%	781,833
Miscellaneous Revenue	66,691	91,864	73%	38,731
	2,387,664	5,441,841	44%	3,319,888
OTHER REVENUE FROM OWN SOURCE				
Bus Licence	160,800	146,000	110%	152,305
Com Vehicle Licence	568	-	N/A	7,279
Building Permit Fees	283,062	440,830	64%	447,171
Development Fees	23,050	90,783	25%	54,100
Engineering Fees	93,927	152,000	62%	179,501
Dog Licences	89,185	100,000	89%	90,525
Fines	6,388	4,500	142%	2,020
Rentals	99,451	269,824	37%	69,769
Insurance Proceeds	8,246	-	N/A	2,725
	764,676	1,203,937	64%	1,005,394
RETURN ON INVESTMENT				
Interest	252,450	340,000	74%	236,546
PROVINCIAL AND OTHER GOV'T GRANTS				
	358,414	1,647,260	22%	271,891
TOTAL REVENUE	36,171,206	41,424,084	87%	36,333,668

Municipality of North Cowichan
General Operating Fund
Expense Details

	Q2 YTD 2020	2020 Budget	% Budget	Q2 YTD 2019
Expenses				
GENERAL GOVERNMENT SERVICES				
Legislative Services	155,775	316,540	49%	173,134
General Administration	2,737,849	5,180,392	53%	2,450,979
Common Services	406,928	939,868	43%	475,625
Other General Government	(149,855)	(397,195)	38%	(158,448)
	3,150,697	6,039,605	52%	2,941,290
PROTECTIVE SERVICES				
Police	2,421,220	7,785,836	31%	2,057,082
Fire	843,034	1,744,634	48%	822,573
Other	396,390	740,719	54%	304,433
	3,660,644	10,271,189	36%	3,184,087
TRANSPORTATION SERVICES				
Administration	909,277	2,057,644	44%	897,095
Road Transport	1,936,953	3,991,604	49%	1,675,536
	2,846,230	6,049,248	47%	2,572,631
ENVIRONMENTAL HEALTH SERVICES				
Cemetery	71,079	149,635	48%	75,195
Forestry	626,990	940,600	67%	565,542
Garbage	825,510	1,595,095	52%	575,147
	1,523,579	2,685,330	57%	1,215,885
ENVIRONMENTAL DEVELOPMENT SERVICES				
Economic Development	117,919	116,220	101%	112,029
Planning	623,664	1,193,678	52%	500,484
	741,583	1,309,898	57%	612,512
RECREATION, CULTURAL AND MISC SERVICES				
Administration	116,485	197,718	59%	70,159
Arena	497,621	968,871	51%	463,741
Chemainus Parks And Playgrounds	184,385	436,761	42%	196,367
Crofton Parks And Playgrounds	67,147	197,476	34%	79,818
Grants In Aid	233,385	226,150	103%	217,805
Parks General	105,238	219,573	48%	111,587
Regional Library	766,951	1,533,901	50%	742,562
South End Parks And Playgrounds	549,174	1,237,479	44%	486,606
Swimming Pools	1,532,588	3,545,846	43%	1,881,641
Wharves	78,581	169,367	46%	76,326
	4,131,555	8,733,142	47%	4,326,612
INTEREST				
	373,899	791,125	47%	395,682
AMORTIZATION				
	-	7,405,200	0%	-
TOTAL EXPENSE	16,428,187	43,284,737	38%	15,248,700

Municipality of North Cowichan

DCC Reserve Balances

Q2 YTD	Opening	Budget	Budget	Budgeted	
	Balance	Expenditures	Contributions	Closing	Q2 YTD
2020	Jan 1, 2020	2020	2020	Dec 31, 2020	2020
DCC Parks	839,540			839,540	1,014,512
DCC Roads	1,489,712			1,489,712	2,038,513
DCC Chemainus Roads	224,274	(96,000)		128,274	131,907
DCC Chemainus Water	465,234			465,234	544,838
DCC Chemainus Sewer	242,785			242,785	276,235
DCC Crofton Water	133,252			133,252	138,327
DCC Crofton Sewer	75,871			75,871	80,655
DCC South End Drainage	372,872			372,872	431,766
DCC South End Water	2,114,860			2,114,860	2,385,009
DCC South End Sewer	5,890,492			5,890,492	6,243,990
	11,848,892	(96,000)	-	11,752,892	13,285,752

Municipality of North Cowichan
Reserve Balances

Q2 YTD	Opening	Budget	Budget	Budgeted	
	Balance	Expenditures	Contributions	Closing	Q2 YTD
2020	Jan 1, 2020	2020	2020	Dec 31, 2020	2020
Fire Trucks	1,188,830	(1,006,700)	410,000	592,130	961,119
Garbage Trucks	962,336			962,336	978,571
Office Vehicles	272,880	(87,500)		185,380	277,484
Chemainus Off-Street Parking	167,137	(50,000)		117,137	169,957
Machinery & Equipment	1,134,952	(1,125,000)		9,952	1,171,637
Parks Land Acquisition	553,755			553,755	618,978
Park Land Development	221,194			221,194	224,925
Maple Bay Sewer	91,820			91,820	93,369
Self Insurance	123,652		50,000	173,652	125,738
Land Sales	4,217,773	(601,661)		3,616,112	2,978,613
Affordable Housing	42,918			42,918	75,066
Cowichan Aquatic Centre	452,426		125,000	577,426	460,059
Evans Park	171,339			171,339	174,230
Fuller Lake Arena	72,537			72,537	73,760
Harbours Chemainus and Crofton	433,037		9,190	442,227	440,343
Mural Protection	39,797			39,797	40,469
Energy Use/Emissions Reduction	494,610	(340,300)	157,700	312,010	495,058
Gas Tax	1,641,753			1,641,753	1,669,452
Quamichan Lake	52,511		67,000	119,511	84,821
Technology	-		62,000	62,000	-
Local Area Service	1,447,229			1,447,229	1,464,437
Forestry	2,145,499	(661,940)	20,000	1,503,559	2,181,696
Cemetery	406,419			406,419	418,448
Agricultural	265,031	(50,000)	30,000	245,031	269,502
Gravel Pits	523,702			523,702	532,538
Infrastructure Replacement Reserve	1,028,913		250,000	1,278,913	1,046,272
	18,152,050	(3,923,101)	1,180,890	15,409,839	17,026,542



CAPITAL UPDATE

JUNE 2020 YTD

General Government Services

Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Office Equip Main Floor	11,777	10,000	118%	Complete
Office Vehicles	-	107,500	0%	
Cost of Sale of Lots	-	-	N/A	
Total General Government	11,777	117,500	10%	



Municipal Owned Property



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Replace Muni Hall HVAC	16,400	200,000	8%	Design Phase now, Construction spring 2021
Crofton Fire Hall Genertor	-	65,000	0%	On hold due to feasibility
South End Fire Hall Re-Roof	-	130,000	0%	Budgeted for 2021
Update Controls - Chem Tr- Service HVAC	-	15,000	0%	Project to commence in 2021
Upgrade Operations Yard Security System	-	30,000	0%	Project to commence with new building manager in fall/winter 2020
Remediate Crofton Fire Hall - Feasibility study	-	200,000	0%	Consultant contract to be tendered 3 rd quarter 2020
Feasibility Study Public Works Building	-	200,000	0%	Ongoing, waiting for space analysis, completion spring 2021
Corporate Services IT Downstairs Reorg	13,823	40,000	35%	
Operations Building Reno/Expansion Design	-	50,000	0%	Ongoing, waiting for space analysis, completion spring 2021

Municipal Owned Property

Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Muni Hall & P/W Energy Projects	-	156,000	0%	
Total Municipal Owned Property	30,223	1,086,000	3%	



Information Services



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Enterprise Software	19,881	95,477	21%	Ongoing, Partial deferral to 2021 to complete the project
Server Upgrade	18,080	200,702	9%	Ongoing, completion by the end of year
Document Mgmt	13,720	35,968	38%	Ongoing, completion by the end of year
Printers	-	45,000	0%	Ongoing, completion by the end of year
Network Equipment Repl	-	43,038	0%	Ongoing, completion by the end of year
Total Information Services	51,681	420,185	12%	

Community Development



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Crofton Waterfront/Ramp	-	30,000	0%	Cancelled due to COVID-19
Chemainus Boardwalk	-	100,000	0%	On hold
Parking Lot Old Chem FH	-	146,440	0%	On hold, construction staging area for Housing construction
Sportsplex Field House	280	1,456,000	0%	Architect contract to be awarded in August.
Total Community Development	280	1,732,440	0%	

Police and Other



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
RCMP Building Canada Ave	-	50,000	0%	Construction design to be completed late fall. Site works to commence late fall.
New RCMP Building	190,233	5,050,000	4%	
Total Police and Other	190,233	5,100,000	4%	

Fire Halls



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Chem F/H Equip BI3024	29,282	27,700	106%	Complete
Crof F/H Equip BI3024	-	-	N/A	
MB F/H Equip BI3024	4,050	19,200	21%	Ongoing
SE F/H Equip BI3024	-	-	N/A	
Fire Vehicle Replacemt	275,116	1,006,700	27%	RFP for new pumper truck expected early fall.
Total Fire Halls	308,448	1,053,600	29%	

Transportation



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Engineering Dept Capital	-	30,000	0%	
Crosswalk Lighting - Maple Bay Rd @ Stonehouose Way	1,904	23,000	8%	To commence and complete construction early fall
Crosswalk Lighting - Victoria Rd / Garner St	1,272	17,000	7%	To commence and complete construction early fall
Crosswalk Lighting - Donnay Dr @ Maple Bay School	952	20,400	5%	To commence and complete construction early fall
Street Light Replacement	7,462	16,000	47%	Ongoing
TCH Multi-Use Trail	487,704	350,000	139%	Complete, Additional truck pullout added and funded by MOTI
Canada Ave S Bike Lane	5,000	400,000	1%	RFP for design to go out early fall
Chem/River Rd Roundabout	38,199	570,000	7%	Under construction, to be completed by December 2020
Canada Ave Settlement Repair	-	412,500	0%	RFP for design to go out early fall

Transportation Continued



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Murchie Rd Construction	34,294	552,000	6%	Awaiting permit from Archeology branch. Construction likely 4th quarter 2020.
Chem Rd R/W & Telus Poles	377,803	247,500	153%	Under construction, to be completed by December 2020
Chem/River/Henry Rd Imprvmts	1,471,401	2,905,000	51%	Under construction, to be completed by December 2020
Lakes Rd Bridge Repair	-	75,000	0%	RFP to go out in the 4 th quarter 2020
Sherman Rd SW PH 3	5,000	10,000	50%	Right of way to be purchased early fall
Ford & Drinkwater Imp	-	240,000	0%	Traffic study complete, RFP for construction to go out early fall
Cow Lk Rd S/W to Marsh	27,686	180,000	15%	To be completed in 3 rd quarter 2020
Gibbins Rd Overlay - 500m	90,000	100,000	90%	Complete
Unallocated Drainage	-	12,500	0%	

Transportation Continued



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Chemainus Rd Drain	168,985	230,000	73%	Completed in August
Woodgrove Way Drain	34,450	20,000	172%	Complete
Chem Rd Drain Cedar-Fir	35,834	80,000	45%	Completed in August
Henry Rd Drain @ MB Parking	3,191	45,000	7%	To be completed in 3 rd quarter 2020
Elkington Ave Drain Repl	-	75,000	0%	To be completed in 3 rd quarter 2020
Menzies Culvert Repl	-	30,000	0%	On hold
Mach&Equip P/W	356,940	1,125,000	32%	Ongoing throughout the year.
Canada Ave Floodwall	-	105,000	0%	
Total Transportation	3,148,078	7,870,900	40%	

Recreation



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
FL Arena Prk Lot Renew	270	85,000	0%	Anticipate completion August 2020
Fuller Lake Arena Roof	89,875	100,000	90%	Engineering and design only, Replacement in 2021.
FL Arena Security System	68,832	51,000	135%	Complete
Cross Trail	4,938	15,500	32%	Deferred to 2021
Crofton Seawalk	252	64,650	0%	Design to be completed. Anticipate tendering in September
Kin Beach Gazebo	7,134	25,000	29%	In progress. Footings in place. Anticipate completion in September 2020
Fairview Way Plgrnd Rpl	-	22,000	0%	Postponed to 2021
Crof Pool Filtration	-	20,000	0%	postponed to 2021
Herd Rd Tennis/Pickle Ball	2,520	25,000	10%	Anticipate completion August 2020

Recreation Continued



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Kin Beach Pk Washroom	1,762	125,000	1%	Design to be completed. Anticipate tendering in September 2020
Evans Pk Barn Upgd	-	50,000	0%	Anticipate completion in September 2020
Waterwheel Park Lighting	6,500	80,000	8%	Design to be completed. Anticipate tendering in September 2020
Park Wayfinding	-	10,000	0%	Design to be completed. Anticipate install 3rd/4th quarter 2020
Cemetery Rd Rebuild	8,907	20,000	45%	Completed
Manley to Herd Trail	12,239	15,000	82%	Completed
Evans/Sherman Field Upgd	-	20,000	0%	3rd/4th quarter 2020
Fuller Lake Septic	-	25,000	0%	Postponed to 2021
FLA Interior Re-Lamping	96,880	100,000	97%	Anticipate completion August 2020

Recreation Continued



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Replace Vehicle	-	30,000	0%	To be purchased 3 rd quarter 2020
Aquatic Ctr-Fitness Mach&Equip	-	22,500	0%	3rd/4th quarter 2020
Wave generator fan / compressor	-	21,000	0%	3rd/4th quarter 2020
Swirl Pool heater	-	12,000	0%	3rd/4th quarter 2020
Security System Upgr	65,115	72,600	90%	Anticipate completion October 2020
Facility Retrofit Const	506,838	2,705,410	19%	In progress. Anticipate final completion end of November 2020
UV upgrades	-	15,000	0%	3rd/4th quarter 2020
Replacement Pumps	-	22,000	0%	3rd/4th quarter 2020
Total Recreation	872,061	3,753,660	25%	

Water Capital



Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Smiley Rd Watermain	10,097	465,000	2%	Design and tender in 3 rd quarter 2020
Chemainus Rd to River	578,574	685,000	84%	Complete
Holyoak Lake Release and Monitoring	192	100,000	0%	On hold
Crofton Rd/Chaplin Rd	86,809	70,000	124%	Complete
Roberts St / Arthur Watermain	-	100,000	0%	
TCH Water Trunk Main Beverly to Drinwater	21,751	600,000	4%	Tender in 3 rd quarter 2020.
Beaumont Ave Watermain	7,632	380,000	2%	Waiting for archeology investigation.
South End Emergency Supply	-	130,000	0%	Deferred to 2021

Water Capital Continued

Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Lakeview Pump Station Replacement	-	25,000	0%	Deferred to 2021
Total Water Capital	705,055	2,555,000	28%	



Sewer Capital



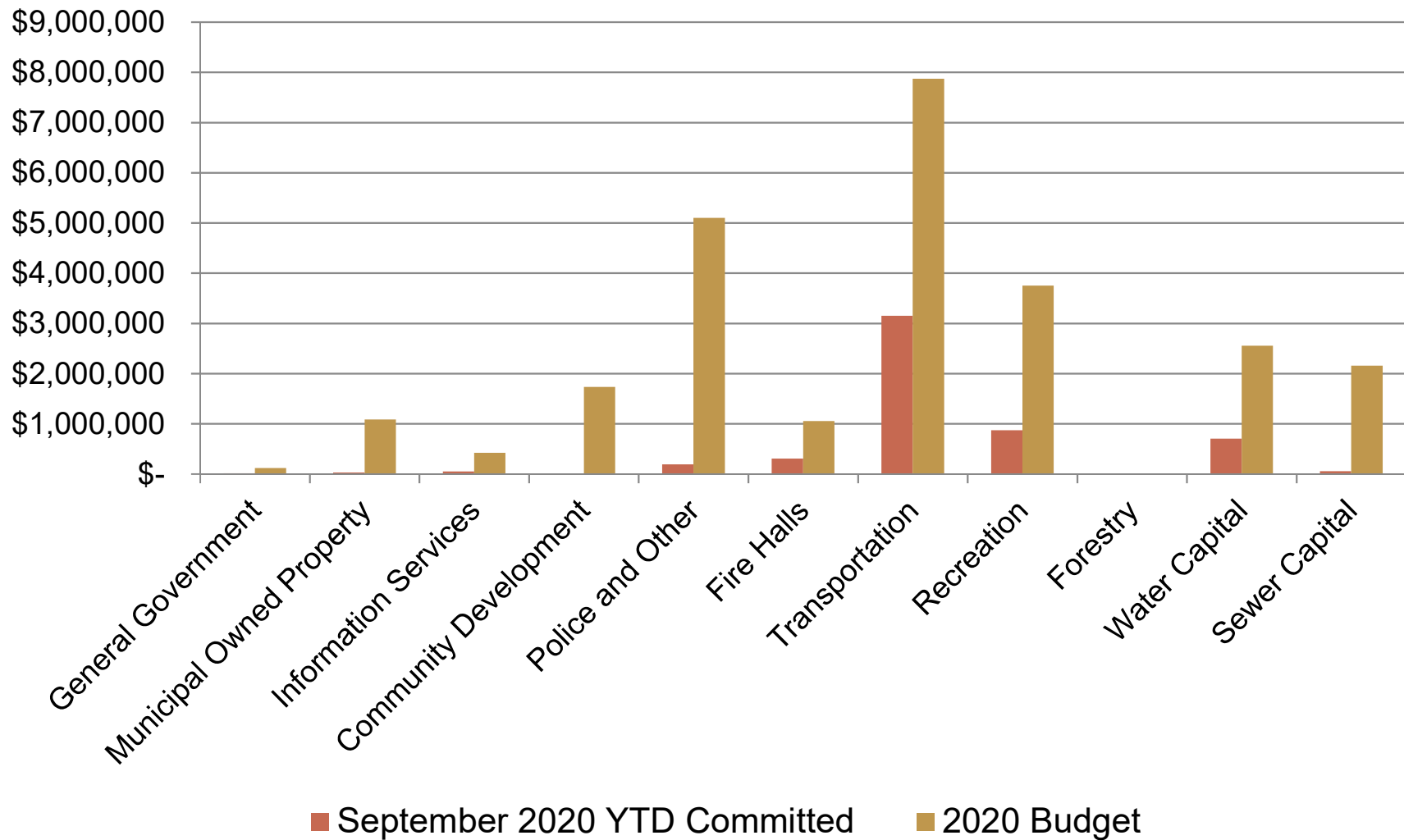
Project	Committed June 2020 YTD	2020 Budget	% Budget	Status of Project
Chemainus Rd to Victoria Rd Sewer Replacement	27,692	120,000	23%	Complete 3 rd Quarter 2020
Chemaius Sewer Unallocated Misc Pipe Repl	-	130,700	0%	Unallocated for emergency replacement
Crofton Sewer Unallocated Misc Pipe Repl	-	200,000	0%	Unallocated for emergency replacement
Maple Bay Rd at Churchill Pump Station	-	100,000	0%	On hold due to delay in development
JUB Capital	27,925	1,183,765	2%	
S/E Sewer Unallocated Misc Pipe Repl	-	400,000	0%	Unallocated for emergency replacement
Maple Bay Sewer Treatment Plant	-	25,000	0%	
Total Sewer Capital	55,617	2,159,465	3%	

Total Capital Projects

Project	Committed June 2020 YTD	2020 Budget	% Budget
Total Capital Projects	5,373,453	25,848,750	21%



Total Capital Projects



Report

Date August 19, 2020

File:

To Council

From Walter Wiebe, Senior Manager, Financial Services

Endorsed:



Subject Municipal Auditors Appointment 2020-2024

Purpose

To appoint Municipal Auditors for the five year audit period from 2020-2024.

Background

In accordance with the applicable sections of the *Community Charter*, Part 6 – Financial Management, Division 2 – Audit, Section 169 (1), Council must appoint an auditor for the municipality to conduct the examinations necessary to complete their audit. Given the anticipated value of the service to be provided, staff undertook a Request for Proposal (RFP) process consistent with Council's Procurement Policy to select a professional audit service provider. Staff are recommending Council appoint the top evaluated proposal. Grant Thornton (previously Hayes, Stewart, Little) has provided audit services to the District for the last 15 plus years.

Discussion

Staff issued an RFP through BC Bid on May 25, 2020 to seek competitive bids from professional audit service providers for the provision of annual external financial audit services for a period of five years, commencing with the 2020 fiscal year through to 2024.

Four bids were received prior to the June 22, 2020 deadline and evaluated on pricing, experience, qualifications, and their understanding of the work to be done (as outlined in the RFP documents). Three of the four bids received have offices located on Vancouver Island with two of those firms located in Duncan.

Implications

Of the four audit proposals received and evaluated from qualified accounting firms, KPMG LLP (located in Victoria) was assessed as the top evaluated proposal. The cost of the successful bid is \$214,500 for the five year audit period.

Recommendation

That Council appoint KPMG LLP as the Municipal Auditors for the District of North Cowichan for the 2020-2024 audit period at a cost of \$214,500 for the five years.

Report

Date August 19, 2020

File:

To Council

From Michelle Martineau, Manager, Legislative Services

Endorsed:



Subject Moratorium on Delegations

Purpose

To consider whether to lift the moratorium on delegations prior to meetings resuming in person.

Background

On March 18, 2020, Council placed a moratorium on delegations due to the COVID-19 pandemic. That moratorium has remained in effect after Council resolved to resume their regular meetings through electronic means on April 29, 2020.

Prior to that pause, the following three delegations (one to make a presentation requested by Council and two requests to update Council) were scheduled to address Council and remain on hold:

1. **John Horn, Executive Director of the Cowichan Housing Society** was invited by Council to discuss which "Society Housing" objectives fit within Council's Strategic Plan and how they could assist the Municipality with those objectives.
2. **Cowichan Green Community** to provide an update on successes and community impact of the seed hub at Beverley Street with a short video.
3. **Somenos Marsh Wildlife Society** to provide an update on their Greenway project and the protection of riparian areas and water channels.

While the moratorium has been in effect, staff have received the following delegation requests:

1. **Brian Roberts, Ergo Eco Solutions Inc.**, to identify suitable locations for their new (sustainable) bio-fuel facility.
2. **Cowichan Neighbourhood House Association** to request financial assistance to purchase a permanent place for Neighbourhood House and to go over the location and funding options available.

Discussion

Delegation refers to when individual(s) appear before Council or a Committee to make a presentation, enter a request for action, provide an update on a project, idea or concept or provide further information on an issue currently before Council/Committee for a decision. Delegations may appear before Council in accordance with section 18 of the Council Procedure Bylaw which permits delegations to address Council at a regular meeting with the permission of Mayor or Council.

Although the moratorium has been in place since March, Council has received various virtual presentations between May and July in order to move the business forward on projects currently underway, such as from MODUS on the OCP gap analysis and engagement plan, BC Housing and the Lookout Housing & Health Society on the new supportive housing facility on Drinkwater Road, the UBC Partnership Group regarding the Municipal Forest Reserve, and Malatest & Associates to receive their final report on the Cowichan Region Child Care Plan.

Now that Council has had an opportunity to receive virtual presentations from consultants (as identified above) and conduct a public hearing using video and audio conferencing software, staff are confident that the virtual environment can effectively support delegations as part of routine virtual business (until such time in-person meetings resume) and are seeking direction from Council on potentially lifting the moratorium on delegations to allow members from the public or organizations (who have not been invited by Council to present) to address Council.

The Council Procedure Bylaw does not establish a limit to the number of delegations to any given meeting. If Council were to lift the moratorium and allow delegations to participate virtually, staff recommend establishing a limit on the number of delegations. This would ensure adequate time to assist the delegations in preparing to present online (onboarding) and would ensure the ongoing manageability of the attendees, presentations and online streaming during the meeting with existing staff resources.

Options

Option 1 (Recommended)

That Council lift the moratorium on delegations to allow them to address Council through electronic means; and that a limit of up to three delegations or presentations at the same meeting be established for electronic meetings.

Option 2

That Council lift the moratorium on delegations to allow them to submit their address to Council in writing or by video submission.

Option 3

That Council lift the moratorium on delegations when the individual or organization has been invited by Council to present; and that staff be directed to invite John Horn from Cowichan Housing Society to discuss Council's Society Housing objectives at his earliest convenience.

Implications

Social. Lifting the moratorium would allow individuals in the community to be "heard" by Council so that Council can receive a better understanding of their issue/request that they would not otherwise obtain from receiving the request in writing.

Personnel. Supporting remote presenters with varying levels of technology familiarity and equipment requires significant staff time, which can be mitigated by limiting the number of delegations accepted per meeting.

Recommendation

That Council lift the moratorium on delegations to allow them to address Council through electronic means;

And that a limit of up to three delegations or presentations at the same meeting be established for electronic meetings.

Report

Date August 19, 2020

File:

To Council

From Michelle Martineau, Manager, Legislative Services

Endorsed:



Subject Notice of Motion Policy

Purpose

To introduce the draft Notice of Motion Policy for Council's consideration of adoption.

Background

Improving the Notice of Motion process was identified as one the Corporate Services' Business Plan deliverables for 2020. In undertaking this task, staff workshopped with Council at the March 4, 2020, the Committee of the Whole (CoW) to identify which provisions they would like included in a Notice of Motion policy.

Following that workshop, on May 6, 2020, Council adopted the resolution below which provided staff with the direction needed to draft the policy.

May 6, 2020 Regular Council Meeting Resolution:

IT WAS MOVED AND SECONDED

That Council direct staff to draft a Notice of Motion policy which includes the following provisions:

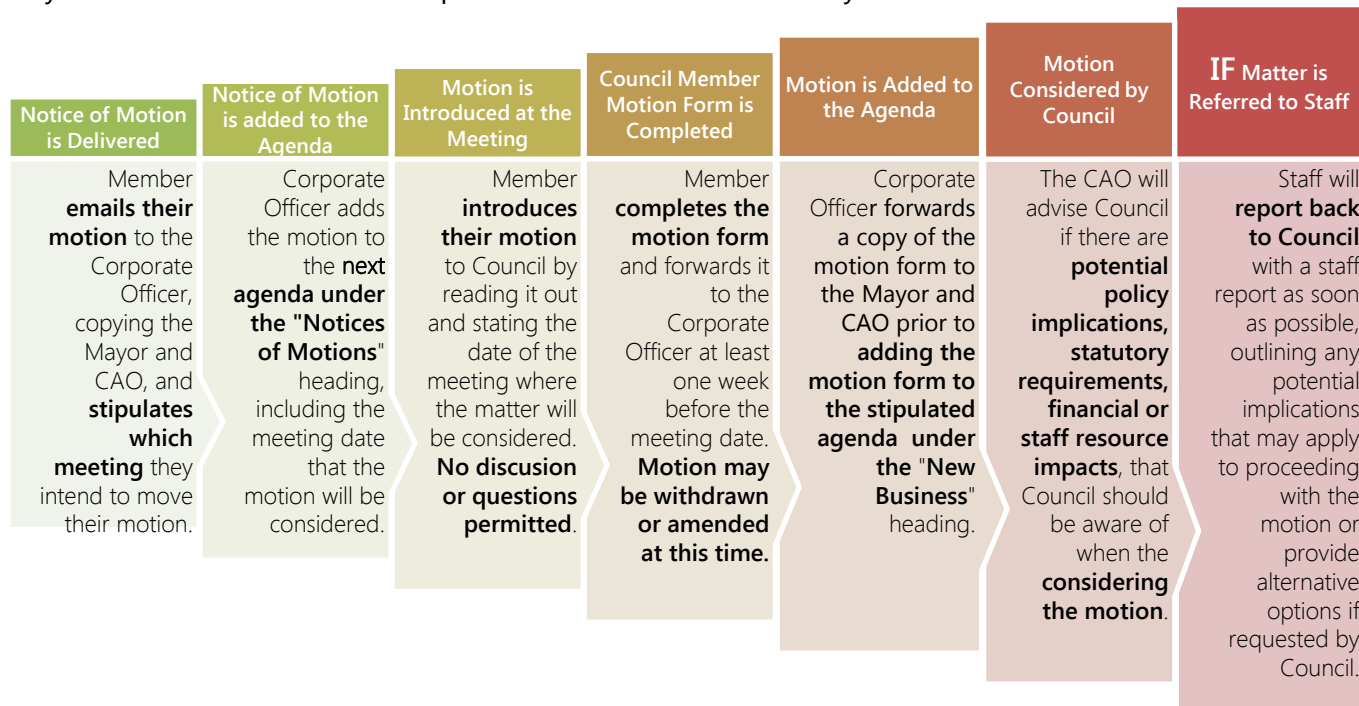
1. The content for all notice of motions shall include a subject heading/topic, an introduction with a brief outline of 500 words or less, and the notice of motion recommendation;
2. Deadline for submitting a notice of motion shall be one week prior to the meeting;
3. Notices of motion shall be introduced at Council meetings;
4. Members shall not be allowed to provide any introductory remarks when giving notice of their motion;
5. Members shall not be permitted to ask clarifying questions when the notice of motion is given;
6. 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;
7. Notices of motion may be withdrawn at any time prior to the meeting date where it will be considered;
8. Notices of motion may be amended for any reason; and
9. Where the maker of the notice of motion is absent, the motion shall be automatically postponed to the next regular meeting.

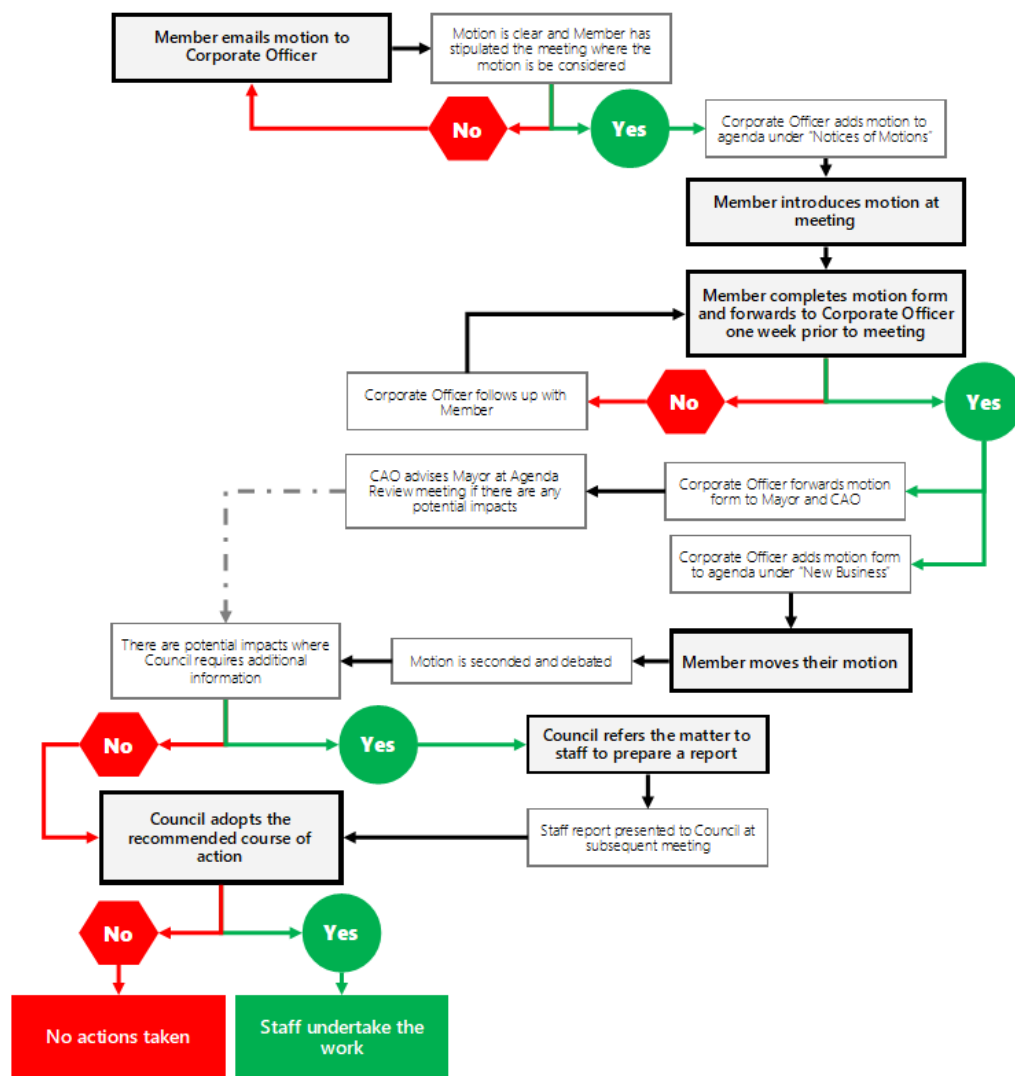
CARRIED

Discussion

Based on the feedback staff received during the March 4th COW workshop, they were able to draft the Notice of Motion Policy and create a Council Member Motion template, as attached to this report. The proposed policy establishes the procedures for members of Council wishing to introduce a motion that will be considered by Council at a future date, and provides direction to the Corporate Officer for inclusion of the motion on an agenda.

The following flowcharts depict the process from when a Council member first gives their notice that they wish to introduce a motion up until the matter is voted on by Council.





Options

1. **Approve policy as presented.** This (preferred) option will ensure that every notice of motion introduced by a member of Council is processed in a consistent manner. Members of Council will be clear on when it would be in order to debate on a proposed motion and when it would not.
2. **Refer the policy to Committee of the Whole for further review.** This option will allow members of Council to further refine the policy, such as including additional requirements and/or adding exceptions.

Implications

The proposed policy provides guidance to members of Council and staff so that they have a clear understanding of the process that is both consistent and efficient. This way everyone, including the public, will know what to expect once a notice of motion is introduced. It also creates a clear process whereby Council will have the benefit of staff information and/or advice prior to voting on a motion with potential policy implications, statutory requirements, financial or budgetary impacts and staff resource requirements.

Recommendation

That Council adopt the Notice of Motion Policy as presented and attached to the Manager of Legislative Services August 19, 2020 report.

Attachment(s):

1. Notice of Motion 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.

RELATED POLICIES & PROCEDURES

Council Procedure Bylaw No. 3602, 2015

APPROVAL HISTORY

WRITTEN BY: Michelle Martineau, Manager of Legislative Services	APPROVED BY:	DATE: Click here to enter a date.
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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):

Council Member Motion

Notice given on: Wednesday, July 15, 2020

Meeting Date Wednesday, August 19, 2020

From Councillor Justice

Subject Inclusivity Planning

Background

In his inaugural speech, the mayor spoke with pride of the fact that there was an unprecedented diversity on council, appropriate for our increasingly diverse community.

Inclusivity is a key theme of Council's strategic plan. The strategic priority category 'Community' is summarised with the vision that we have safe, inclusive and inspiring neighbourhoods. And the overall vision of our strategic plan states that "Council will act to maintain and strengthen North Cowichan as an economically thriving and sustainable community of unique and inclusive towns and neighbourhoods, preserving our agricultural rural countryside, and stewarding healthy forests, rivers and lakes".

Recently, events have precipitated an intensification of societal interest in issues of diversity, inclusion, reconciliation and equality and thus the time may be ripe for us to consider the policies and practice related to these issues in North Cowichan. A recent news item from CBC municipal affairs reporter Justin McElroy, who looked into a range of inclusivity issues including policies in the 21 municipalities in the lower mainland, indicates that many municipalities have inclusion and diversity policies, there is a broad range of foci of such policies, and that such policies appear to be a growing trend.

There are several efforts underway within the North Cowichan municipal corporation related to these issues. The Operational Strategic Plan identifies work related to better aligning the organization to the UN Declaration on the Rights of Indigenous Peoples Act (UNDRIP) and as outlined in the Corporate Services 2020 Business Plan. There is a commitment to Staff training on inclusion and diversity.

On direction from council given in the February 19 COW, North Cowichan staff are currently working on a Respectful Places Bylaw. Though there were two stated purposes to the bylaw (1. providing an inclusive environment in which all individuals are treated with mutual respect and dignity, and 2. providing an environment that is free of harassment, bullying, intimidation, violence and discrimination), the proposed Respectful Places bylaw is mainly concerned with prevention and remedies for bullying and harassment.

There is thus a need to more deeply consider issues of inclusion, in particular, how to foster a culture of inclusion and respect and establish responsibilities for diversity and equality (on the basis of sex, gender, sexual orientation, gender identity, race, national or ethnic origin, colour, religion, language, age or disability) in the corporation and consider what we might be able to do with respect to fostering the same in the community with the goal that North Cowichan is welcoming to all.

Recommendation

That Council resolves:

1. As part of 2021 business planning, staff consider what may be further required to achieve Council's vision for an inclusive community and,
2. Toward that end, that a Committee of the Whole be scheduled for the fall of 2020 to clarify Council's vision for an inclusive community and,
3. That Staff report back to Council with a proposal in early 2021.

Dear Mr. Siebring

As a citizen of the Cowichan Valley, I am not in support of, or in agreement with, the proposed site for the new Wellness and Recovery Center (Safe Injection Site) at 5878 York Rd. in Duncan. This location is within 2 blocks of 4 schools in the community: Alexander Elementary, Quamichan High, Cowichan High and Duncan Christian School.

The decision on this location was made without public consultation and input. There was no public presentation of a community impact assessment in an area where the impact could be determinantal.

Our children who attend school for 184 to 189 days a year, are right now, put at risk and exposed to harm from the environment that surrounds this type of facility:

- Opioids drug trafficking
- Potential to witness traumatic events such as overdoses, by people not using the injection site (either by choice or during non-operating hours)
- Reduced personal safety from incidences of verbal harassment or being followed; general anxiety with ongoing proximity to unpredictable behaviour etc.

Long term exposure to events or feelings of being unsafe or at risk provides for increased generalized anxiety and potential Post Traumatic Stress Disorder in our most vulnerable population: our children from grades K-12.

We the "Citizens Action Group: A Voice For Our Children" are calling for this decision and location of the Wellness and Recovery Center to be reconsidered and a more suitable location for this group and related service be found.

Sincerely,

Daniel Varga