

Municipality of North Cowichan

Regular Council

AGENDA

Wednesday, November 18, 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. CONSENT AGENDA

6 - 23

Purpose: To adopt all recommendations appearing on the Consent Agenda in one motion. Any item may be moved out at the request of any Council member for discussion or debate, before the agenda is approved. Items removed from the Consent Agenda will be placed under New Business.

Recommendation:
That the Consent Agenda be approved.

3. APPROVAL OF AGENDA

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

4. ADOPTION OF MINUTES

4.1. Special Council meeting held November 3, 2020 for adoption

24 - 25

Recommendation:
That Council adopt the minutes of the Special Council meeting held November 3, 2020.

4.2. Regular Council meeting held November 4, 2020 for adoption

26 - 30

Recommendation:
That Council adopt the minutes of the Regular Council meeting held November 4, 2020.

4.3. Special Council meeting held November 10, 2020 for adoption

31 - 31

Recommendation:
That Council adopt the minutes of the Special Council meeting held November 10, 2020.

5. MAYOR'S REPORT

6. DELEGATIONS AND PRESENTATIONS

6.1. Somenos Marsh Wildlife Society 32 - 33

Purpose: To hear from Heather Pritchard and Elodie Roger regarding opportunities for riparian area restoration and protection in the Cowichan watershed.

6.2. Collective Farms Pilot Project 34 - 35

Purpose: To hear from Cody Wicks regarding the Regenerative Land Stewards' request to utilize public land (on a long-term basis) in support of their collective farms idea to create value in agriculture, ecology, affordable housing, mental health, community building, sustainability and regenerative growth.

6.3. 3rd Quarter report for RCMP Activities 36 - 54

Purpose: Inspector Chris Bear to present the North Cowichan/Duncan RCMP quarterly report [July - September 2020].

7. PUBLIC INPUT

Public Input submissions sent to Agenda@northcowichan.ca by 5:00 p.m. on November 17, 2020, will be circulated to Council by way of an Addendum at 6:00 p.m. on November 17, 2020, and can be viewed by visiting www.northcowichan.ca/agendas.

8. BYLAWS

8.1. Temporary Borrowing Bylaw (RCMP Facility) No. 3802 for adoption 55 - 55

Purpose: To consider adoption of Temporary Borrowing Bylaw (RCMP Facility) No. 3802, which received first three readings at the November 4, 2020 Regular Council meeting, and if adopted will authorize funds to be borrowed for the construction of the RCMP facility through the Municipal Finance Authority.

Recommendation:

That Council adopt Temporary Borrowing Bylaw (RCMP Facility) No. 3802, 2020.

8.2. Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve), 2020, No. 3797 for adoption 56 - 57

Purpose: To consider adoption of Zoning Amendment Bylaw [Cannabis Production in the Agricultural Land Reserve (ALR)], 2020, No. 3797, which received Ministry of Transportation and Infrastructure approval on October 29, 2020, and if adopted will limit cannabis production in the ALR to soil-based production only.

Recommendation:

That Council adopt Zoning Amendment Bylaw (Cannabis Production in the Agricultural Land Reserve), No. 3797, 2020.

- 8.3. Zoning Bylaw Amendment Application No. ZB000126 (934 Khenipsen Rd.) – Proposed Detached Second Dwelling Use - Update** 58 - 99

Purpose: To review with Council the new information submitted by the applicant at the September 16, 2020, Regular Council meeting and the potential provision of an alternate location for the second dwelling.

Recommendation:

That Zoning Bylaw Amendment Application No. ZB000126, to permit a second dwelling at 934 Khenipsen Road (PID: 027-581-578), be denied.

- 8.4. Respectful Spaces Bylaw Consequential Amendments** 100 - 104

Purpose: To enable Respectful Spaces Bylaw No. 3796 to be enforced by municipal ticket and align the behavioural regulations within Parks and Public Places Regulation Bylaw to Bylaw 3796.

Recommendation:

1. That Council gives first, second and third reading to Municipal Ticket Information System Amendment Bylaw, 2020, No. 3807.
2. That Council gives first, second and third reading to Parks and Public Places Regulation Amendment Bylaw, 2020, No. 3806.

9. REPORTS

- 9.1. Crofton Fire Hall Upgrade** 105 - 127

Purpose: To provide options for a long term solution for upgrading or replacing Crofton Fire Hall.

Recommendation:

1. That Staff be directed to include \$3.5 million in the 2021-2025 Financial Plan for upgrades to the Crofton Fire Hall based on Option 1, the Demolition of the original 1964 building and replacing it with a smaller 2,150 gross square foot addition, and associated upgrades to the 2002 truck bays.
2. That the Crofton Fire Hall redevelopment be financed by long term debt.

- 9.2. Environmental Advisory Committee Terms of Reference [will be forthcoming]**

- 9.3. Council Conference Attendance Policy Amendment** 128 - 136

Purpose: To simplify the process and reduce the administrative red-tape for training (with a nominal cost) to allow Council members to attend conferences, seminars and workshops, or receive additional training, outside of the Council approved conferences, established by policy, to support on-going learning opportunities for members related to Council and Committee initiatives as they arise from time to time.

Recommendation:

That Council amend the "Council Conference Attendance Policy" to include the following new clause under Section 3:

"7. Discretionary training budget

The Mayor will be allocated \$1,000 per year, and each Councillor will be allocated \$500 per year to use, at their discretion, for personal training and/or professional development in relation to their role on Council. These funds shall be used to cover any registration fees, hotel or travel costs. Any unspent funds at the end of each year will revert back to the general revenue fund.

Members of Council must use their discretionary training budget before requesting any additional training identified under Section 3.6 above (Miscellaneous seminars, conferences, and conventions)."

10. NOTICES OF MOTIONS

10.1. Affordable Housing

Purpose: To introduce Councillor Douglas' motion:

"That Council direct staff to work with the Cowichan Housing Association to develop an affordable housing policy and implementation strategy."

which he intends to move so that it may be debated and considered by Council at the December 2, 2020 regular meeting.

11. UNFINISHED AND POSTPONED BUSINESS

12. NEW BUSINESS

12.1. Resolution on Biodiversity Protection from Councillor Justice

137 - 138

Purpose: So that Councillor Justice may move the motion he introduced and gave notice on at the November 4, 2020 regular meeting.

Recommendation:

Whereas it is Council's intention to develop a biodiversity protection strategy in 2021;

And Whereas biodiversity protection strategies developed in some neighbouring communities have land use components such as preservation of habitat areas and ensuring connectivity between habitat areas;

Now therefore be it resolved that Council directs that our planning staff communicate to the OCP consultants (Modus) that protection of our rare ecosystems and the species that inhabit them is a priority of Council and that this should be a strong consideration in the formulation of our OCP's land use policy.

13. 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.

14. CLOSED SESSION

Recommendation:

That Council close the November 18, 2020 Regular Council meeting at ___ p.m. to the public on the basis of the following section(s) 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;
- 90(1)(g) - litigation or potential litigation affecting the municipality;
- 90(1)(i) - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- 90(1)(m) - a matter that, under another enactment, that being section 16(1)(a)(iii) of the *Freedom of Information and Protection of Privacy Act* related to intergovernmental relations or negotiations with an aboriginal government, is such that the public may be excluded from the meeting.

14.1. Minutes from the November 3, 2020 Special Council Closed meeting, the November 4, 2020 Council Closed meeting, and from the November 10, 2020 Special Council Closed meeting for adoption

14.2. Closed under Section 90(1)(g) Litigation, and 90(1)(i) Legal Advice

14.3. Closed under Section 90(1)(e) Land and 90(1)(m) FOIPPA s. 16 - Relations with an Aboriginal government

14.4. Closed under Section 90(1)(i) Legal Advice

14.5. Closed under Section 90(1)(g) Potential Litigation

14.6. Closed under Section 90(1)(e) Land

15. RISE AND REPORT

16. ADJOURNMENT

Municipality of North Cowichan

Consent Agenda

November 18, 2020

CONSENT AGENDA groups correspondence received by Council, which may require a response or action, into one agenda item called the consent agenda (Roberts Rules of Order calls it a “consent calendar”). This allows Council to publicly acknowledge receipt of those items in a unanimously agreed to vote instead of filing multiple motions. Any item may be moved out of the consent agenda at the request of any Council member, before approval of the agenda. Items removed from the Consent Agenda will be placed under New Business.

Pages

1. Correspondence

Recommendation: That the following correspondence is received for information purposes only:

- | | | |
|------|--|----|
| 1.1. | October 29, 2020 email from a Duncan resident requesting Council adopt a bylaw to stop the spread of COVID-19 by enforcing safety measures (masks, distancing, and hand washing) | 1 |
| 1.2. | November 1, 2020 email from North Cowichan resident requesting that the discharge of fireworks be banned in the ALR | 2 |
| 1.3. | November 3, 2020 email from a North Cowichan resident's son requesting a crosswalk on Maple Bay Road at Osprey Drive | 3 |
| 1.4. | November 8, 2020 email from a Sooke Resident sharing his comments on the measures Island Health has implemented in response to for COVID-19 | 5 |
| 1.5. | November 9, 2020 notification of the 2021 Virtual BC Economic Summit | 15 |

Tricia Mayea

Subject: FW: masks and CV19 safety measures

From: [REDACTED] FIPPA s. 22(1)

Sent: Thursday, October 29, 2020 2:29 PM

To: duncan@duncan.ca

Subject: Re: masks and CV19 safety measures

Dear Mayors, Councillors, Directors, Boards and Councils:

Please read the findings of city bylaw officer Garry Kerr and pass a bylaw, if possible, to stop the spread of this deadly virus by enforcing staff distancing, masking, and handwashing in restaurants and other businesses.

Of course this would likely also mean hiring more bylaw staff — a no brainer if our medical-health officials, such as Dr. Bonnie Henry, are correct in their dire, ongoing warnings.

My inquiry and prompt reply from Mr. Kerr was spurred by my recent visit to Duncan's Arbutus Cafe, where masking among staff is voluntary.

Basically, there is no enforcement about CV19 safety measures from the city nor anyone else in the face of this growing pandemic. Horrifying indeed. It's basically all voluntary and up to us, as usual, to stay safe, barring a bureaucratic goose chase while it spreads. Say your prayers.

Best regards,

[REDACTED], FIPPA s. 22(1)

Duncan, B.C.,

[REDACTED] FIPPA s. 22(1)

On Oct 29, 2020, at 8:30 AM, Garry Kerr <garry@duncan.ca> wrote:

[REDACTED] this is what I found out.

FIPPA s. 22(1)

This isn't a bylaw, and it's not a Work Safe BC requirement: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs>

- Maintain a 2 metre distance from other workers and guests. If work activities mean that physical distancing cannot be maintained at all times, employers may consider the use of masks as an additional measure. Refer to WorkSafeBC's guidance on the [selection and use of masks](#).

You can make a complaint to Work Safe BC @: <https://www.worksafebc.com/en/contact-us/departments-and-services/health-safety-prevention>

Stay safe :)

Garry

Garry KERR
Bylaw Enforcement Supervisor
City of Duncan / 250 746-6126

-----Original Message-----

From: [REDACTED] FIPPA s. 22(1)
Sent: November 1, 2020 10:05 AM
To: Council
Cc: Legislative Services
Subject: Fireworks

Mayor, council, and staff:

Re: Fireworks

We live in the ALR in an area of farms. Farms have animals and fireworks cause them distress and panic. Halloween night, it sounded like someone was firing off cannons near us. Again at 1:45am, more fireworks. Sunday morning at 8:30, as I write this, more fireworks! Where's bylaw enforcement on Sunday morning? The RCMP have better things to do than to try to locate violators.

Every year, before Halloween, we have emailed or called to request that fireworks not be permitted in our area because of the impact on farm animals. Every year, citizens call or write to you about their concerns and yet anyone can obtain a permit to set off fireworks in the municipality without regard for the impact on neighbouring properties. Not once were we notified that there would be a discharge of fireworks near us and to even suggest that a notification would have been sufficient is your failure to understand that livestock live outdoors.

Every year, pets, livestock, and wildlife are terrorized. So to entertain a few people who have little to no regard for the impact this activity causes makes no sense in a society that has evolved to understand that cruelty is not entertainment.

The discharge of fireworks is cruel. Please ban the discharge of fireworks and make the fines substantial enough to deter would be violators.

Sincerely,

[REDACTED] FIPPA s. 22(1)
Duncan
Sent from my iPad

From: [REDACTED] FIPPA s. 22(1)

Sent: Tuesday, November 3, 2020 9:35 AM

To: Al Siebring

Subject: Letter from my 11year old

Hello Mr. Siebring,

My son has been asking why there isn't a crosswalk for our neighbourhood. I've explained the cost, however he feels strongly that it is important for him to get home safely and I couldn't agree more. I suggested he write you a letter. I only assisted with a little grammatical help, the rest is in his words. Please read.

Sincerely,

[REDACTED]

FIPPA s. 22(1)

Hello Mr. Siebring,

FIPPA s. 22(1)

My name is [REDACTED] and I go to Maple Bay elementary, and I'm in grade six. I live on Pemberlea crescent. Every day the bus drops me off on Kathleen Dr and I have to cross Maple Bay Rd to get home. Some days it is so busy it makes it hard to cross the road. Could you consider putting is a crosswalk across the road from Ospray to Pemberlea so I can cross more safely?

Thank you for taking the time for reading my letter,

[REDACTED] FIPPA s. 22(1)

Tricia Mayea

Subject: FW: Island Health and Vancouver Island Specific Return to Normal Procedures & Adoption of the Great Barrington Declaration Focused Protection for B.C.
Attachments: John Horgan MLA Ltr COVID 19.pdf

From: Council Support
Sent: Monday, November 9, 2020 10:21 AM
To: [REDACTED] FIPPA s. 22(1)
Cc: Council <council@northcowichan.ca>
Subject: Island Health and Vancouver Island Specific Return to Normal Procedures & Adoption of the Great Barrington Declaration Focused Protection for B.C.

Thank you for taking the time to write to us. I can confirm that the Mayor and Council have received your email.

Kind regards,

Terri Brennan
Council Support & Executive Assistant
Office of the Mayor & CAO

Municipality of North Cowichan
terri.brennan@northcowichan.ca
T 250.746.3117

7030 Trans-Canada Highway
Duncan, BC V9L 6A1 | Canada
www.northcowichan.ca

This email and any attachments are only for the use of the intended recipient and must not be distributed, disclosed, used or copied by or to anyone else. If you receive this in error please contact the sender by return email and delete all copies of this email and any attachments.

From: [REDACTED] FIPPA s. 22(1)
Sent: Sunday, November 8, 2020 9:46 PM
To: pgrove@islandstrust.bc.ca; office@tofino.ca; corporateservices@tofino.ca; info@ucluelet.ca; mnoel@ucluelet.ca; afortune@ucluelet.ca; rarnott@comox.ca; mayor@courtenay.ca; mayor.baird@cumberland.ca; councillor.brown@cumberland.ca; mayor.council@nanaimo.ca; mayor@duncan.ca; rod.peters@lakecowichan.ca; Council <council@northcowichan.ca>; towncouncil@ladysmith.ca; admin@sidney.ca; mayor.adams@campbellriver.ca
Cc: wsorichta@courtenay.ca; parksandrecreation@nanaimo.ca; councillor.moglove@campbellriver.ca; councillor.babchuk@campbellriver.ca; councillor.kerr@campbellriver.ca
Subject: Island Health and Vancouver Island Specific Return to Normal Procedures & Adoption of the Great Barrington Declaration Focused Protection for B.C.

Dear Mayors of Vancouver Island, City Council, to include District Councilors,

Attached is the document sent to Premier John Horgan, my MLA for Langford-Juan De Fuca on **4 November 2020**, via Canada Post, received at his Langford office 6 November 2020. I have also received confirmation Dr. Henry’s office received her copy same date.

Mayors of Vancouver Island, and City Councilors, to include District Councilors, I have known since early April 2020 from a friend within the PMO circle, that approximately 99% of Canadians have a “firewall” and are immune to the SARS-CoV-2 virus. The infinitesimal number of Canadians, including in BC who are testing positive for COVID 19, many are false positives, and some are naturally infected achieving herd immunity. We have both immunity, in which people cannot even contract or be infected by the SARS-CoV-2 virus (firewall), and herd immunity happening in our country.

The six (6) people who have died as a “*result of complications related to COVID 19*” on Vancouver Island, while tragic, were in the median age of 78 on Vancouver Island (85 in BC), in very poor health, in Long Term Old Age homes that had outbreaks.

I have been work from home, and training at the local Recreation Centre since May 2020 when our facilities opened back up. From May to Labour Day weekend, our Island had literally thousands of visitors from around the world and the U.S. here visiting this summer. For every one (1) U.S. license plate that a local Sooke Resident “*Shamed them*” on one of our local SOOKE TRASHY Facebook Group Accounts, hundreds more had rented cars, SUV’s, Vans, Trucks at Vancouver, Abbotsford and Victoria airport with BC Rental Car Plates, they did not have a clue who was here. We have had international natural herd immunity going on, and where I live in Sooke, most of the people serving them did not have any “Fake Masks” on until only recently (November 2020). We have no COVID 19 pandemic going on where I live and it had nothing to do with physical distancing, facial coverings, or washing our hands raw!

As well as being a professional soldier for 30 years with the CAF, I am still a Coach and a former professional athlete in Olympic & Off Road Triathlon, and Swimming for the Canadian Forces and Canada. I, [REDACTED], *swam with, biked with, hiked with, partied with, ate with dozens and dozens of people from around our planet, who all said the same thing. “No COVID 19 pandemic where they live, but a lot of news media claiming there was a pandemic”*. I fact checked a few families I kept in touch with after the summer when the “Fake news” reported that their country was going through a “Second Wave” or “Second Lock Downs” or “Surge of cases”. They were laughing with me on the telephone on speaker phone: “[REDACTED], did you see or hear that on the television set?!? Be careful not to watch too much of that fake news on the TV”! Most of them thought it was funny to come to Vancouver Island and realize where we live too, no pandemic, only on the fake news!

FIPPA s. 22(1)

On my several trips to Salt Springs Island this summer on the Crofton to Vesuvius Ferry by bike (I park my Jeep in Crofton), I was horrified at the devastating damage the loss of tourism did in that area, as an example. I spoke with several business owners I have know for year,s they are devastated by the COVID 19 damage to their businesses. I have been buying my hand made soap with Goats Milk and Hemp from ECO-REALTY COOP on Salt Springs for over a decade now at their Saturday Farmers Market location. It was horrible to be there on a Saturday this summer to see it like the Ghost Town it was. Many of the SSI Vineyards and Cidery’s were a sprinkling of normal, and week days awfully quiet. I have been going to SSI since 1996!

We need to put a stop to this madness over a virus 99% of us are actually immune to and give something like **FOCUSED PROTECTION** a shot. Most of the world has gone back to normal, but Canadian media is still playing up the COVID 19 pandemic for readership and are the reason for most of the fear-mongering, mental & physical health concerns in our country and in our Province. **There is no COVID 19 Pandemic in Canada, BC, and certainly not on Vancouver Island** for certain!

China, and especially Wuhan City, where the SARS-CoV-2 patient zero was first found with Pneumonia in December 2019, no vaccine, no lock downs, no restrictions, with a local waterpark with a 15,000 person capacity that makes West Edmonton Mall Waterpark look like a Playground Spray Park, packed with people everyday, no physical distancing, no masks, no fear! Why are we doing this to ourselves exactly?

<https://www.cnn.com/2020/08/18/asia/wuhan-water-park-party-intl-hnk/index.html>

Respectfully,

[Redacted Signature]

FIPPA s. 22(1)

4 November 2020

John Horgan, MLA Langford-Juan De Fuca
 #122-2806 Jacklin Road
 Victoria, BC V9B 2X7

Island Health Excessive Measures for COVID 19 and Adoption of Focused Protection Plan for B.C.

FIPPA S. 22(1)

Dear Premier Horgan and MLA for my riding in Sooke, BC, my name is [REDACTED] a 30 year decorated soldier commended for my actions in combat by the Governor General at the Winnipeg Jets Arena on 1 December 2002. If you would like to learn more about what military personnel like myself did to defend innocent civilians from genocide, in respect of the upcoming Remembrance Day on 11 November, you can look it up in GOOGLE: **“Governor General Medak Pocket”**, or <https://archive.gg.ca/media/doc.asp?lang=e&DocID=1036> . Our Battle Group of 875 personnel, men & women, fought off a Brigade of 2, 500 well trained Regular Force personnel with 24 enemy combatants killed in action (KIA) with 3 more later dying of wounds in combat for a total of 27. Our battle group outnumbered almost three to one suffered only “minor injuries”. In 1988, I was asked by the Army Deputy Commander Major-General Bob Gaudreau (RIP) to represent Canada at the United Nations when Canada was one of the notable mentions in the 1988 Nobel Peace Prize and Award going to United Nations Peace Keepers. I had been serving on my first of many tours of duty with the Canadian Airborne Regiment in Cyprus from September 1986 – April 1987 when the Nobel Peace Committee came to Cyprus to see what Peace Keepers did. His Royal Highness (HRH) Prince Charles was the Colonel-In-Chief of a British Commando Unit serving with us at the time, and we later learned, he was there to “Seal the deal” with the Nobel Peace Committee. It worked! I also got to perform for Prince Charles on the Unarmed Combat Demonstration with my team, and our Regiment formally amalgamated with his British Commandos in a unique ritual and celebration of comrades in arms at the Ledra Palace, Nicosia, Cyprus. For ten (10) years, Canadian Soldiers who had served on United Nations Tours of Duty wore the Blue Beret on Remembrance Day in honour of Canada winning the Nobel Peace Prize and Medal. Canada minted a Medal for UN Peacekeepers for recognition of our contribution to the Nobel Peace Prize win.



1988 Nobel Peace Prize & Medal, Corporal's Tom Schmidt & Kelly Carter, H.R.H. Prince Charles, Ledra Palace, Cyprus 1987

Island Health Excessive Measures for Vancouver Island Residents - COVID 19 Premier Horgan and MLA for Langford-JDF, I have eaten and drank more deadlier viral strains and bacterial cultures than the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) with the troops on a 72 hour pass during an international operation in some armpit of the world at war, or while supporting a Disaster Assistance Response Team (DART), and pooped or peed them out into a toilet the next morning. ***“I am not afraid of COVID 19”***. I live in Sooke, keep in touch with thousands of former friends from Quebec, High School, Military serving and retired veterans. I am a former professional athlete, representing Canada in Olympic & Off Road Triathlon, Swimming, and an N.C.C.P. Coach, keeping in touch with hundreds of athletes, coaches, fitness, martial arts, yoga facility owners and manager's . I am horrified that athletes training for their sport in provinces like Ontario, Quebec, now Manitoba are being forced to wear a “Facial Covering” or Mask while training, against the World Health Organizations own recommendations. People without any medical credentials are literally pulling out regulations from the back of their pants and telling Business Owners and Managers misleading information based on their own interpretations and beliefs. I had to report the SOOKE NEWS MIRROR to our local Mayor Maija Tait, and Dr. Bonnie Henry for putting up a full colour one page ad in our 29 October 2020 edition Community Newspaper which had a United States Centre for Disease Control (CDC) medical direction for COVID 19, in contrast to our own BC recommendations. (see page 21) <https://www.sookenewsmirror.com/e-editions/>

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FACT: People should NOT wear masks while exercising

People should NOT wear masks when exercising, as masks may reduce the ability to breathe comfortably.

Sweat can make the mask become wet more quickly which makes it difficult to breathe and promotes the growth of microorganisms. The important preventive measure during exercise is to maintain physical distance of at least one meter from others.

Can people wear masks while exercising?

People should NOT wear masks when exercising as masks may reduce the ability to breathe comfortably.

Sweat can make the mask become wet more quickly which makes it difficult to breathe and promotes the growth of microorganisms. The important preventive measure during exercise is to maintain physical distance of at least one meter from others.

#Coronavirus #COVID19

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#Coronavirus #COVID19

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

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Know the full range of symptoms of COVID-19. The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include loss of taste or smell, aches and pains, headache, sore throat, nasal congestion, red eyes, diarrhoea, or a skin rash.

Premier Horgan and MLA for Langford-JDF, there is too much false and misleading information out there in your province on COVID 19, and even within your riding, and it needs to stop! I obtained my Human Resources Management Certification at the Haskayne School of Business University of Calgary 19 June 2008, and retain my professional management certifications with the C.P.A. I am absolutely horrified at the lies, deceit, and false information that is being given to business owners, employees, and citizens in our province and on our Island, including your own riding. Even the BC Centre for Disease Control (CDC) has stopped the open & transparent reporting of data on COVID 19 accurately and on time, as a result of Vancouver Island residents now questioning: **“What the hell is going on, there is no pandemic of COVID 19 on Vancouver Island except on the TV, News, and Social Media”.**

Incidence based on episode date for the current report week 43 (20.2 per 100,000) already exceeds the average weekly incidence across preceding weeks 38-42 of Phase 3b (17.9 per 100,000) but is expected to increase further as data, notably onset dates, become more complete. In Figure 1 and Table 1, the recent surge in COVID-19 cases is driven by Fraser Health Authority where week 42 and 43 incidences so far are 47.1 and 35.6 per 100,000, respectively. Conversely, incidence in week 42 and 43 were lowest in Vancouver Island Health Authority at 1.2 and 0.6 per 100,000, respectively.

Table 1. Case tallies by episode date^a and health authority of residence^b, British Columbia January 15, 2020 (week 3) – October 24, 2020 (week 43)^c

Health authority of residence:	FHA	IHA	VIHA	NHA	VCHA	Outside Canada	Total n/N (%)
Week 43, case counts	690	74	5	17	250	1	1,037
Week 43, incidence per 100,000 ^d	35.6	8.9	0.6	5.9	20.7	NA	20.2
Cumulative counts, weeks 3 ^c to 43	7,509	717	253	396	4,496	89	13,460
Laboratory-diagnosed	7,404	683	247	365	4,437	88	13,224 (98)
Epidemiologically-linked	105	34	6	31	59	1	236 (2)
Active	1,247	74	7	19	358	5	1,710 (13)
Discontinued isolation	6,092	641	240	374	4,007	83	11,437 (85)
Deceased	119	2	6	3	128	0	258 (2)
Cumulative incidence per 100,000 ^d	387.2	85.9	29.2	137.9	371.4	NA	260.2

Adoption of Focused Protection Plan for B.C. As of the last BC CDC reports that were supposed to be updated to include **Friday 30 October 2020**, but were not updated accurately, we have only had 253+/- positive confirmed cases of COVID 19, in our population on Vancouver Island of almost one million people. We have from the CBC Vancouver Island 4 November 2020, roughly a dozen (12) active cases of COVID 19 in self- isolation, who are naturally infected with the virus and are achieving *“Herd Immunity”*. Premier Horgan, I was one of millions of children worldwide that was sent to *“Chicken Pox Parties”* to build up herd immunity to the **varicella-zoster virus** from my mom, and I turned out awesome, **Thanks Mom!**

I have spoken with some of the top doctors in the world over the last few weeks to fact check if they indeed signed on to the **“Great Barrington Declaration” 4 October 2020** (attached), and I am convinced it is our best way forward for BC and especially on Vancouver Island. It takes care of those who are at higher risk in the elderly while awaiting a vaccine if any does come, those with compromised respiratory and/or immune systems, while allowing them freedom of choice to stay inside with their windows and doors locked, ordering out groceries and consumables, or to go out into society and take their chances with **natural infection & herd immunity**. I have supported the recommendations of Dr. Bonnie Henry as far as the physical distancing, group sizing, and hand sanitation guidelines, and respect her approach of facial coverings as an option. I **DO NOT** support the business national head offices in Canada and the United States that have forced facial coverings as being mandatory, and have had to make some ethical decisions as to where I shop in the last few months. I was in a business in Langford when a Compliance Officer came into the business and actually lied to the owner and friend of mine that **“Masks were the law in BC”**. I had a conversation with him outside, and was quite surprised that he was taking orders and being given misinformation from his chain of command. I had him pull up references that he claims he did not even know about, and was shocked he and several of his colleagues had been outright lied to, in the performance of their duties. The employee claims that he DID NOT KNOW that Dr. Bonnie Henry, the Province of BC, WORKSAFE BC, BC CDC and the Public Health Agency of Canada DO NOT recommend people to wear Medical Grade Respirators or Surgical Masks?

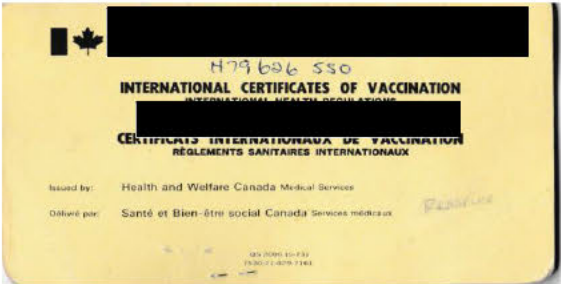


Medical/surgical masks should be reserved for healthcare workers and people caring directly for a person with COVID-19.

Industry Recommendation: Masks for Front-of-House Staff

During her October 26 address, Provincial Health Officer Dr. Bonnie Henry said that she is “stepping up our recommendations and advice around wearing masks. It is now the expectation that people will wear a non-medical mask in public spaces,” she told reporters. “It is not an order, because this is something I know we support as part of our mutual responsibility to protect each other.”

Premier Horgan, my Base Safety Supervisor in the Federal Public Service Department where I was hired under the *Veterans Hiring Act* July 2017 bought hundreds of thousands of dollars of N-95 masks, were giving boxes of them out to each employee where I work like candy at Halloween, in an occupation where we do not require medical grade masks or surgical masks in the performance of our duties. I handed my box back to him and told him to donate my box to a Long Term Old Age Home to front line Health Care Workers who need it to do their job! Even in the Federal Government at the top levels, there are a lot of people who do not have clue what they are doing, or saying to Canadians right now. The News Media are absolutely clueless!



FIPPA S. 22(1)

Coronavirus fears similar to what Vancouver Olympic organizers faced with H1N1

Fears about the swine flu cutting a swath through the Vancouver Games were never realized

THE CANADIAN PRESS / Feb. 19, 2020 11:00 a.m. / NEWS

Premier Horgan, I am not a Conspiracy Theorist, and certainly not an Anti-Vaxxer. I served my country for 30 years as a professional soldier, working within both Conventional and Non-Conventional (Special Operations) units in both Canada and on international operations overseas. We are issued an **International Certificates of Vaccination** booklet during Basic Training (Boot Camp) and like most of my comrades in arms who have served in their military for a lifetime career, if we had as many needles sticking out of us, as we had stuck in us, we would be *“Human Walking Porcupines”*. I completed two (2) 16 page booklets during my military career! When posted to CFB Esquimalt to support **OPERATION PODIUM** with *Joint Task Force (JTF) Games* 2008 – April 2010, it was mandatory to obtain an **H1N1** Vaccination while supporting the 2010 Winter Olympics in Vancouver/Whistler. I am like many of Canada’s post-secondary educated and well informed Canadians, seriously concerned why our Prime Minister, Health Canada, Public Works and Procurements Canada Ministers have spent over **one billion dollars** up front for COVID 19 testing & vaccines to large pharmaceutical companies. We will pay eventually **billions of dollars more** on **262+ million doses of vaccines** even though we only have a population of **38 million people in Canada**. Even with the suggested two (2) dose main and booster shot for a *“possible vaccine candidate”*, it does not make sense. Amongst my network of thousands of friends in Canada **not one of them has ever received a mask or facial covering from the Provincial or Federal government** to protect them and their families from the *“Scourge and Pandemic Plague of COVID 19”* even though it is constantly forced down everybody’s throat in our country!!!



Government of Canada signs new agreements to secure additional vaccine candidate and treatment for COVID-19

From: [Public Services and Procurement Canada](#)

News release

September 22, 2020 - Gatineau, Quebec - Public Services and Procurement Canada

Public Services and Procurement Canada, the Public Health Agency of Canada, Health Canada and Innovation, Science and Economic Development Canada are working together, along with the COVID-19 Vaccine and Therapeutics Task Forces, towards procurement and deployment of COVID-19 vaccines and related supplies. The Government of Canada has now signed agreements with the following companies to obtain vaccines:

- **Sanofi and GSK**, which will supply up to **72 million of doses** of their COVID-19 adjuvanted recombinant protein-based vaccine candidate.
- **Johnson & Johnson**, which will supply up to **38 million doses** of its vaccine candidate, Ad26.COV2.S.
- **Novavax**, which will supply up to **76 million doses** of its vaccine candidate, NVX-CoV2373.
- **Pfizer**, which will supply a minimum of **20 million doses** of its mRNA-based vaccine candidate, BNT162. The government is negotiating with the company to have the agreement include options for obtaining additional doses.
- **Moderna**, which will supply up to **56 million doses** of its vaccine candidate, mRNA-1273.

The Government of Canada will continue to negotiate and sign other agreements with leading pharmaceutical companies to ensure the supply of potential vaccines in Canada. To date, the Government of Canada has allocated **\$1 billion** for the five agreements that are in place. This includes some **upfront payments that the pharmaceutical companies require to support vaccine development, testing and at-risk manufacturing**. “The announcement of additional vaccine candidate agreements will help us to provide a vaccine to as many Canadians as possible when one is approved by Health Canada and proven to be safe and effective. In the meantime, we will be working with provinces and territories to distribute the **150,000 vials of remdesivir to healthcare providers to treat their COVID-19 patients who need it most.**”

The Honourable Anita Anand
Minister of Public Services and Procurement

The Honourable Patty Hajdu
Minister of Health

DRAFT landscape of COVID-19 candidate vaccines –
3 November 2020

47 candidate vaccines in clinical evaluation

COVID-19 Vaccine developer/manufactur er	Vaccine platform	Type of candidate vaccine	Number of doses	Timing of doses	Route of Administration	Clinical Stage			
						Phase 1	Phase 1/2	Phase 2	Phase 3
Sinovac	Inactivated	Inactivated	2	0,14 days	IM		NCT04383574 NCT04352608 NCT04551547		NCT04456595 669/UN6 KEP/EC/202C NCT04582344
Wuhan Institute of Biological Products/Sinopharm	Inactivated	Inactivated	2	0,21 days	IM		ChiCTR2000031809 Interim Report		ChiCTR2000034780 ChiCTR2000039000
Beijing Institute of Biological Products/Sinopharm	Inactivated	Inactivated	2	0,21 days	IM		ChiCTR2000032459 Study Report		ChiCTR2000034780 NCT04560881
University of Oxford/AstraZeneca	Non-Replicating Viral Vector	ChAdOx1-S	2	0,28 days	IM		PACTR202006922165132 2020-001072-1S NCT04568031 Interim Report	2020-001228-32	ISRCTN89951424 NCT04516746 NCT04540393 CTRI/2020/08/027170
CanSino Biological Inc./Beijing Institute of Biotechnology	Non-Replicating Viral Vector	Adenovirus Type 5 Vector	1		IM	ChiCTR2000030906 NCT04568811 Study Report		ChiCTR2000031781 NCT04566770 Study Report	NCT04526990 NCT04540419

Google Search: “WHO COVID 19 Vaccines” or <https://www.who.int/publications/m/item/draft-landscape-of-covid-19-candidate-vaccines>
[https://www.who.int/news-room/q-a-detail/coronavirus-disease-\(covid-19\)-vaccines?gclid=EAlalQobChMI-5r24rLs7AIVB9bACH1CdQtsEAAYASAAEgLEA_D_BwE](https://www.who.int/news-room/q-a-detail/coronavirus-disease-(covid-19)-vaccines?gclid=EAlalQobChMI-5r24rLs7AIVB9bACH1CdQtsEAAYASAAEgLEA_D_BwE)

Premier Horgan, as mentioned above, I am not an “*Anti-Vaxxer*”, and religiously went to the military base hospital Preventative Medicine Section to get my annual flu booster shots. When I retired from the military, I was subsidized my University education, and went for my flu shots at Mount Royal University Clinic annually from 2013 to 2016 flu shot season. I have only encountered problems getting a flu shot since moving to Vancouver Island in July 2017, and like many local residents in Sooke, **on a wait list with three (3) pharmacies right now, still no call?!?** As our Premier over the next few years, you will be leading British Columbians in an estimated population of 5.1+ million “*if and/or when*” a vaccine or vaccines for SARS-CoV-2 is/are developed. You will need to understand that this is not a flu shot booster, and many of those 5.1 million+ BC residents are highly intelligent, many with post-secondary educations who do not rely on the government owned, operated and controlled *Canadian Broadcasting Corporation* or **CBC** for their information. Many of them like myself go to source referencing as taught from University and not from the news or social media to fact check and see medical & scientific source references. Many of the top SARS-CoV-2 vaccine candidates bring many concerns with most of the people I am networked with. Under the FOCUSED PROTECTION option, I am 100% in favour of the first round of vaccines to go to the Elderly, those with Compromised Immune and Respiratory systems, and front line health care workers who are most at risk. I will be OK to sit back and watch for 12-18+ months to see how that works out for them, when the rest of society is already back to normal, most with natural Herd Immunity.

Platform	Type of candidate vaccine	Developer	Coronavirus target	Current stage of clinical evaluation/regulatory status- Coronavirus candidate	Same platform for non-Coronavirus candidates
Non-Replicating Viral Vector	Adenovirus Type 5 Vector	CanSino Biological Inc./Beijing Institute of Biotechnology	COVID-19	Phase 2 ChiCTR2000031781 Phase 1 ChiCTR2000030906	Ebola
DNA	DNA plasmid vaccine Electroporation device	Inovio Pharmaceuticals	COVID-19	Phase 1 NCT04336410	Lassa, Nipah HIV Filovirus HPV Cancer indications Zika Hepatitis B
Inactivated	Inactivated	Beijing Institute of Biological Products/Wuhan Institute of Biological Products	COVID-19	Phase 1 ChiCTR2000031809	
Inactivated	Inactivated + alum	Sinovac	COVID-19	Phase 1	SARS

As of today, **4 November 2020**, the World Health Organization (WHO) top candidates are from the Chinese Communist Party (CCP) Chinese Academy of Military Medical Sciences, and Institutes that work for the CCP, are publically traded to raise external funds for development and research funds. The **CanSino Biological Inc./Beijing Institute of Biotechnology** COVID 19 vaccine candidate currently number #5 in the world is an EBOLA Virus vaccine that is highly probable to be ZMAPP, an EBOLA virus vaccine made here in Canada at the National Microbiological Laboratory in Winnipeg, Manitoba, stolen and brought to China from 2018-2019 by **Dr. Xiangguo Qui**. The thought of having an EBOLA Virus vaccine shot into me, for a “*flu-like virus*” like SARS-CoV-2 does not appeal to me and most of the people I know. China blocked it from coming to Canda from my sources, because they know we know it is “*our product*” ZMAPP <https://idsa.in/cbwmagazine/chinas-biological-warfare-programme> <https://ipolitics.ca/2020/08/17/canada-bound-vaccine-blocked-by-chinas-customs-was-created-with-canadian-tech/>

The **Inovia Pharmaceuticals** (U.S.) candidate receives a lot of attention as it is a DNA altering vaccine candidate for COVID 19 and has a wide range of non-SARS-CoV-2 diseases and viruses. Again Premier Horgan, when your concerned BC residents want to know more about DNA alteration, you will need to respond to those queries with factual evidence and support, not what is on the CBC, Global News or CTV.

Premier Horgan, the one vaccine candidate I really like is based on research on SARS (2003) survivors who “*still had the antibodies in their blood in 2020, 17 years later*” (hint-hint)! **Sinovac’s** COVID 19 vaccine candidate from SARS was described to me as a vaccine with “*Tiger Claws*” that latches onto the SARS-CoV-2 cell crown-like structure, “*then kills it*”! I was doing a career course at Canadian Forces Base Borden, Ontario, 100 km’s up the road from Toronto when **SARS** hit that area in February-March 2003, killing 44 people at the Scarborough Hospital. The military re-routed my flight back to Alberta from Toronto to Ottawa Airport. I rented a car in Barrie Ontario, drove it to the Ottawa airport and dropped it off before boarding my flight. Premier Horgan, I ask you to be extremely respectful with your 5.1 million+ BC residents, including myself, who will have deep issues and concerns about several of the “*potential*” vaccine candidates for SARS2 and “*potential*” World Health Organization approved Pharmaceutical Company vaccines for SARS-CoV-2 (COVID 19). I fully support those at risk getting priority on any approved vaccination. I saw the Movie “**I AM LEGEND**” and how that vaccine turned out for mankind. I will wait my turn at the end of the line!

COVID-19: Half of Canadians think their governments are deliberately hiding information

Some also believe conspiracy theories about where the novel coronavirus began



The Canadian Press
Laura Osman

Your counterparts like Premier Francois Legault calling genuinely concerned Quebec Residents with the lockdowns, closures, the effectiveness and mandatory use of facial coverings (fake masks) that offer no medical or PPE rating, vaccine candidates, and labelling them as “*Conspiracy Theorists who still believe in Elvis*” is highly insulting to well-educated fellow Quebecers I grew up with and in that province. My sources in Quebec and Ontario suggest that Premier Doug Ford and Premier Francois Legault have lost trust and respect from the majority of the citizens who supported them into power, and they will not support them again in an election.

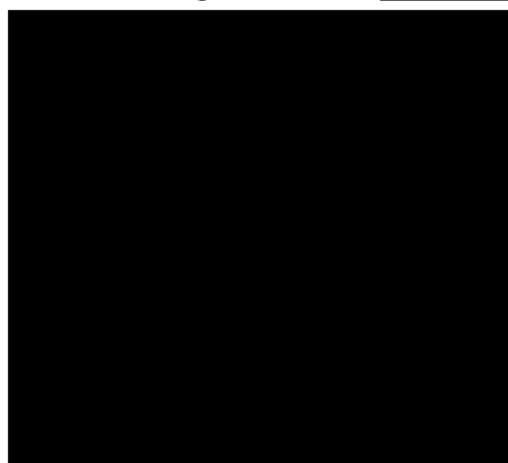


Stay home and self-isolate if you have minor symptoms of COVID 19 such as cough, headache, mild fever, until you recover.

World Health Organization

The **Focused Protection** option under the *Great Barrington Declaration* is a solution I am comfortable with as a healthy & fit former professional soldier and professional athlete, who continues to stay mentally, physically, and spiritually fit as best as I can, in the riskier age population of 57 years old. I am amongst the millions of Canadians who thought they might have contracted COVID 19 in the winter or early spring of 2020 through natural infection, and have achieved Herd Immunity already. I was doing a Veterans Affairs Canada medical here in Langford for a shoulder injury from my military service, and told my Doctor about an aggravating cough that had just come up in February 2020. He told me it was probably a new virus called “*The Wuhan Flu Virus*” and if it did not get better in a few days to come back to see him. I was fine within 48 hours. I thank my many Doctor friends who told me the truth behind SARS-CoV-2 as far back as March & April 2020. I have been able to filter and sort out much of the falsified numbers, fake news & social media absolute garbage information about COVID 19!

Premier Horgan, as our Premier, I ask you to consider taking a command role in addressing COVID 19 in our province, with a Regional Approach. Vancouver Island is not Fraser Health Region and there is no COVID 19 Pandemic on Vancouver Island.



FIPPA S. 22(1)

Respectfully,

ORIGINAL SIGNED BY

[Redacted signature]

FIPPA S. 22(1)

Office of the BC Provincial Health Officer
Dr. Bonnie Henry, Captain (Retired)
4th Floor, 1515 Blanshard Street
Victoria BC V8W 3C8

The Great Barrington Declaration

<https://gbdeclaration.org/>

The Great Barrington Declaration – As infectious disease epidemiologists and public health scientists we have grave concerns about the damaging physical and mental health impacts of the prevailing COVID-19 policies, and recommend an approach we call **Focused Protection**.

Coming from both the left and right, and around the world, we have devoted our careers to protecting people. Current lockdown policies are producing devastating effects on short and long-term public health. The results (to name a few) include lower childhood vaccination rates, worsening cardiovascular disease outcomes, fewer cancer screenings and deteriorating mental health – leading to greater excess mortality in years to come, with the working class and younger members of society carrying the heaviest burden. Keeping students out of school is a grave injustice.

Keeping these measures in place until a vaccine is available will cause irreparable damage, with the underprivileged disproportionately harmed.

Fortunately, our understanding of the virus is growing. We know that vulnerability to death from COVID-19 is more than a thousand-fold higher in the old and infirm than the young. Indeed, for children, COVID-19 is less dangerous than many other harms, including influenza.

As immunity builds in the population, the risk of infection to all – including the vulnerable – falls. We know that all populations will eventually reach herd immunity – i.e. the point at which the rate of new infections is stable – and that this can be assisted by (but is not dependent upon) a vaccine. Our goal should therefore be to minimize mortality and social harm until we reach herd immunity.

The most compassionate approach that balances the risks and benefits of reaching herd immunity, is to allow those who are at minimal risk of death to live their lives normally to build up immunity to the virus through natural infection, while better protecting those who are at highest risk. We call this **Focused Protection**.

Adopting measures to protect the vulnerable should be the central aim of public health responses to COVID-19. By way of example, nursing homes should use staff with acquired immunity and perform frequent PCR testing of other staff and all visitors. Staff rotation should be minimized. Retired people living at home should have groceries and other essentials delivered to their home. When possible, they should meet family members outside rather than inside. A comprehensive and detailed list of measures, including approaches to multi-generational households, can be implemented, and is well within the scope and capability of public health professionals.

Those who are not vulnerable should immediately be allowed to resume life as normal. Simple hygiene measures, such as hand washing and staying home when sick should be practiced by everyone to reduce the herd immunity threshold. Schools and universities should be open for in-person teaching. Extracurricular activities, such as sports, should be resumed. Young low-risk adults should work normally, rather than from home. Restaurants and other businesses should open. Arts, music, sport and other cultural activities should resume. People who are more at risk may participate if they wish, while society as a whole enjoys the protection conferred upon the vulnerable by those who have built up herd immunity.

On October 4, 2020, this declaration was authored and signed in Great Barrington, United States, by:

Dr. Martin Kulldorff, professor of medicine at Harvard University, a biostatistician, and epidemiologist with expertise in detecting and monitoring infectious disease outbreaks and vaccine safety evaluations.

Dr. Sunetra Gupta, professor at Oxford University, an epidemiologist with expertise in immunology, vaccine development, and mathematical modeling of infectious diseases.

Dr. Jay Bhattacharya, professor at Stanford University Medical School, a physician, epidemiologist, health economist, and public health policy expert focusing on infectious diseases and vulnerable populations.

Co-signers

Medical and Public Health Scientists and Medical Practitioners

Dr. Matthew Strauss, critical care physician and assistant professor of medicine, Queen's University, Canada

Dr. Annie Janvier, professor of pediatrics and clinical ethics, Université de Montréal and Sainte-Justine University Medical Centre, Canada

Dr. Alexander Walker, principal at World Health Information Science Consultants, former Chair of Epidemiology, Harvard TH Chan School of Public Health, USA

Dr. Andrius Kavaliunas, epidemiologist and assistant professor at Karolinska Institute, Sweden

Dr. Angus Dalglish, oncologist, infectious disease expert and professor, St. George's Hospital Medical School, University of London, England

Dr. Anthony J Brookes, professor of genetics, University of Leicester, England

Dr. Ariel Munitz, professor of clinical microbiology and immunology, Tel Aviv University, Israel

Dr. Boris Kotchoubey, Institute for Medical Psychology, University of Tübingen, Germany

Dr. Cody Meissner, professor of pediatrics, expert on vaccine development, efficacy, and safety. Tufts University School of Medicine, USA

Dr. David Katz, physician and president, True Health Initiative, and founder of the Yale University Prevention Research Center, USA

Dr. David Livermore, microbiologist, infectious disease epidemiologist and professor, University of East Anglia, England

Dr. Eitan Friedman, professor of medicine, Tel-Aviv University, Israel

Dr. Ellen Townsend, professor of psychology, head of the Self-Harm Research Group, University of Nottingham, England

Dr. Eyal Shahar, physician, epidemiologist and professor (emeritus) of public health, University of Arizona, USA

Dr. Florian Limbourg, physician and hypertension researcher, professor at Hannover Medical School, Germany

Dr. Gabriela Gomes, mathematician studying infectious disease epidemiology, professor, University of Strathclyde, Scotland

Dr. Gerhard Krönke, physician and professor of translational immunology, University of Erlangen-Nuremberg, Germany

Dr. Gesine Weckmann, professor of health education and prevention, Europäische Fachhochschule, Rostock, Germany

Dr. Günter Kampf, associate professor, Institute for Hygiene and Environmental Medicine, Greifswald University, Germany

Dr. Helen Colhoun, professor of medical informatics and epidemiology, and public health physician, University of Edinburgh, Scotland

Dr. Jonas Ludvigsson, pediatrician, epidemiologist and professor at Karolinska Institute and senior physician at Örebro University Hospital, Sweden

Dr. Karol Sikora, physician, oncologist, and professor of medicine at the University of Buckingham, England

Dr. Laura Lazzeroni, professor of psychiatry and behavioral sciences and of biomedical data science, Stanford University Medical School, USA

Dr. Lisa White, professor of modelling and epidemiology, Oxford University, England

Dr. Mario Recker, malaria researcher and associate professor, University of Exeter, England

Dr. Matthew Ratcliffe, professor of philosophy, specializing in philosophy of mental health, University of York, England

Dr. Michael Jackson, research fellow, School of Biological Sciences, University of Canterbury, New Zealand

Dr. Michael Levitt, biophysicist and professor of structural biology, Stanford University, USA.

Recipient of the 2013 Nobel Prize in Chemistry.

Dr. Mike Hulme, professor of human geography, University of Cambridge, England

Dr. Motti Gerlic, professor of clinical microbiology and immunology, Tel Aviv University, Israel

Dr. Partha P. Majumder, professor and founder of the National Institute of Biomedical Genomics, Kalyani, India

Dr. Paul McKeigue, physician, disease modeler and professor of epidemiology and public health, University of Edinburgh, Scotland

Dr. Rajiv Bhatia, physician, epidemiologist and public policy expert at the Veterans Administration, USA

Dr. Rodney Sturdivant, infectious disease scientist and associate professor of biostatistics, Baylor University, USA

Dr. Salmaan Keshavjee, professor of Global Health and Social Medicine at Harvard Medical School, USA

Dr. Simon Thornley, epidemiologist and biostatistician, University of Auckland, New Zealand

Dr. Simon Wood, biostatistician and professor, University of Edinburgh, Scotland

Dr. Stephen Bremner, professor of medical statistics, University of Sussex, England

Dr. Sylvia Fogel, autism provider and psychiatrist at Massachusetts General Hospital and instructor at Harvard Medical School, USA

Dr. Udi Qimron, professor of clinical microbiology and immunology, Tel Aviv University, Israel

Dr. Ulrike Kämmerer, professor and expert in virology, immunology and cell biology, University of Würzburg, Germany

Dr. Uri Gavish, biomedical consultant, Israel

Dr. Yaz Gulnur Muradoglu, professor of finance, director of the Behavioural Finance Working Group, Queen Mary University of London, England

From: British Columbia Economic Development Association <info@bceda.ca>
Sent: Monday, November 9, 2020 4:17 PM
To: Council
Subject: The BC Economic Summit Source - November 9, 2020



The Summit Source



Agenda Preview

Thank you for the amazing response to BCEDA's Call for Speakers! Our Summit Committee is excited to review these proposals and start building the 2021 BC Economic Summit Agenda.

On the Agenda:

- For the Love of Cities with **Peter Kageyama**
- Indigenomics and Indigenous Economic Design with **Carol Anne Hilton**
- Goldfish Tank: Learning, Innovation and Team-Building Workshop with **Stan Phelps & David Rendall**
- Working Effectively with Site Selectors with **Kate McEnroe**
- Economic Development in Times of Crisis
- Engaging with Your Business Community during COVID
- Celebrating Women in Economic Development
- Economic Development on a Shoestring Budget
- Marketing Your Community Virtually

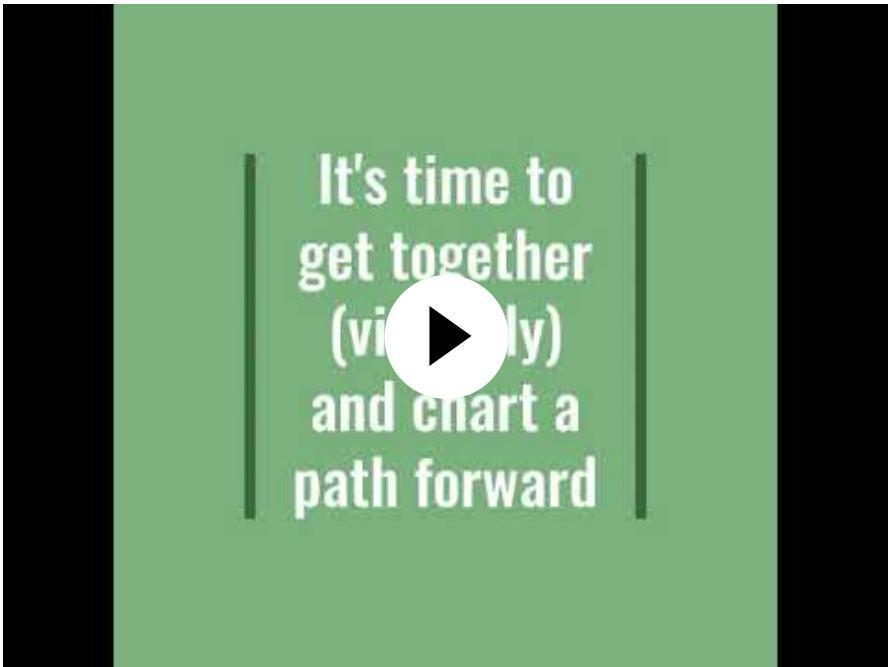


Speaker Spotlight: Ross Bernstein

The best-selling author of nearly 50 sports books, Ross Bernstein is an award-winning peak performance hall of fame business speaker who's keynoted conferences for Fortune 500 companies on all seven continents and has been featured on CNN, ESPN, Fox News, and “CBS This Morning,” as well as in the Wall Street Journal, New York Times and USA Today.

Ross' Keynote presentation, **The Champion's Code** will speak to building relationships through life-lessons of integrity and accountability from the sports world to the business world.

Catch Ross' Keynote Session at the 2021 BC Economic Summit



Registration

BCEDA Member Individual Registration \$325

Non Member Individual Registration \$425

Group Rate BCEDA Organizational Member Communities \$1,250

Discounted group rate for BCEDA Organizational Member communities for up to 8 delegates. Available to local governments, regional districts and Indigenous communities. See website for more details.

Group Rate for Non BCEDA Members \$1,750

Discounted group rate for up to 8 delegates. Available to local governments, regional districts and Indigenous communities. See website for more details. Please note: The price of a 2021 BCEDA Organizational Membership and the Summit Member Group Rate is only slightly higher at \$1,845.

[Register Now](#)

2021 BC Economic Development Awards

Recognizing BC's best economic development programs, partnerships, economic resiliency and marketing initiatives.



2021 BC Economic Development Awards

The BC Economic Development Association's BC Economic Development Awards recognizes the Province's best economic development marketing materials; programs and partnerships.

These prestigious awards honor organizations and/or individuals for their efforts in creating positive change in urban, suburban, and rural communities. Two awards will be given in each category – based on population. One award for population under 20,000 and one award for population over 20,000.

[Online Application - BCEDA Members](#)
[Online Application - Non-Members](#)

[View the Nomination Guidelines](#)

Timeline & Entry Fees

Call for Entries Begins: November 9, 2020
Final Deadline: February 1, 2021
Awards Presented: March 8-11th, 2021

Fees (per entry):

BCEDA Members \$30.00 + GST
Non Members \$100 + GST

Categories:

Marketing Innovation

These awards recognize innovative and effective marketing materials used for attracting, retaining and fostering business as well as communication vehicles used by economic development organizations.

Community Project

This award recognizes a community or regional partnership that works together in on-going economic development work and activities.

Economic Recovery & Resiliency

This category includes submissions for programs, activities, and projects that represent a successful recovery initiative from natural and man-made

disasters, including COVID-19, as well as submissions that represent replicable measures undertaken to promote long term resiliency and/or sustainability from future disasters.

Apply Now



Sponsorship & Virtual Trade Show

Now is the time to support community-based efforts to rebuild strong and resilient economies. The BC Economic Summit is the place to network with key community players who influence new business start-ups, community development, workforce development, business retention and expansion, and new business attraction throughout BC

Our Summit App has a download rate of over 85% and our delegates have been using it for over 3 years. They know their way around and many use it weeks in advance of the event for networking. [Watch why events that use Whova \(like the Summit!\) offer so much more](#)

Virtual Trade Show Booth - Fuel your virtual booth traffic through a customized exhibitor webpage. Generate leads from online interactions and promotional offers.

- Add video, upload documents marketing content & photos
- Interact with attendees over chat
- Collect and Export Leads
- Access Attendee List & Profiles
- View match-matching recommendations based on location, industry, education, etc.
- Set up a promotional offer to attract attendees. The attendees who claim your offer will be added to your leads list.
- Upload a product video or setup a showcase. Besides being displayed on your exhibitor profile, the videos and streams will also be compiled in a pinned Community Board topic.

Sponsorship Opportunities - BCEDA Sponsorships are annual partnerships which include advertising packages, year-round complimentary event registration & much more.

- Stream Sponsor
- Keynote Sponsor
- Live Session Sponsor
- Pre-Recorded Session Sponsor
- Intro Sponsor

[Find out more](#)

www.bceda.ca/summit



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Message sent by The BCEDA Team, info@bceda.ca
British Columbia Economic Development Association | 5428 Highroad Crescent | Chilliwack, BC V2R 3Y1



Municipality of North Cowichan Special Council MINUTES

**November 3, 2020, 1:00 p.m.
Electronically**

Members Present	Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Tek Manhas Councillor Kate Marsh Councillor Rosalie Sawrie
Members Absent	Councillor Debra Toporowski
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Sarah Nixon, Deputy Chief Administrative Officer (D/CAO) Don Stewart, Director, Parks and Recreation Megan Jordan, Manager, Communications and Public Engagement Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 1:03 p.m., and noted that Councillor Toporowski was not in attendance having declared a conflict on the Closed Session stating the reason being her affiliation and role on Cowichan Tribes Council.

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 November 3, 2020 Special Council meeting be closed to the public at 1:03 p.m. 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; and
- 90(1)(m) – a matter that, under another enactment, that being section 16(1)(a)(iii) of the *Freedom of Information and Protection of Privacy Act* related to intergovernmental relations or negotiations with an aboriginal government, is such that the public may be excluded from the meeting.

CARRIED

4. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That Council adjourn the Special Council meeting at 1:50 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan Regular Council MINUTES

**November 4, 2020, 1:30 p.m.
Electronically**

Members Present	Mayor Al Siebring Councillor Rob Douglas Councillor Christopher Justice Councillor Tek Manhas Councillor Kate Marsh Councillor Rosalie Sawrie Councillor Debra Toporowski arrived at 2:08 p.m.
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, Engineering Don Stewart, Director, Parks and Recreation Rob Conway, Director, Planning and Building Shawn Cator, Director, Operations George Farkas, Acting, Director of Human Resources Jason Birch, Chief Information Officer Megan Jordan, Manager, Communications and Public Engagement 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 1:30 p.m.

2. APPROVAL OF AGENDA

2.1 Consent Agenda

Consent agenda item 1.1 [Email from Crofton resident, regarding Fireworks in Crofton] was removed from the Consent agenda and will be considered separately under New Business.

IT WAS MOVED AND SECONDED:

That the Consent Agenda be received for information.

CARRIED

2.2 Regular Agenda

Consent Agenda item 1.1. [Email from Crofton resident, regarding Fireworks in Crofton] was added under New Business.

IT WAS MOVED AND SECONDED:

That Council adopt the agenda as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council and Public Hearings meeting held October 21, 2020 for adoption

3.2 Special Council meeting held October 26, 2020 for adoption

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of the Regular Council and Public Hearings meeting held October 21, 2020 and the Special Council meeting held October 26, 2020. CARRIED

4. MAYOR'S REPORT

Mayor Siebring announced that North Cowichan has been awarded \$4.4 million from the Safe Restart Agreement from the federal government, and that Cowichan Tribes has just received notice that they are receiving \$24 million from the federal government to invest in the Cowichan River.

5. DELEGATIONS AND PRESENTATIONS

5.1 Cowichan Neighbourhood House Association

Cucilia-Ann Crocker and Arlene Robinson from Cowichan Neighbourhood House Association requested that Council consider providing financial assistance by purchasing a permanent place to house Cowichan Neighbourhood House and then leasing the property to them, or by acting as a guarantor for a purchase initiative by the Neighbourhood House Association.

6. PUBLIC INPUT

Council received one submission via email prior to the meeting regarding Consent Agenda item 1.1 [Email from Crofton resident, regarding Fireworks in Crofton]. The content of the submission and Consent Agenda item were discussed under New Business.

7. BYLAWS

7.1 Temporary Borrowing Bylaw (RCMP Facility) No. 3802 for first 3 readings

Councillor Toporowski joined the meeting at 2:08 p.m.

IT WAS MOVED AND SECONDED:

That Council give first, second and third readings to Temporary Borrowing Bylaw (RCMP Facility) No. 3802, 2020. CARRIED

7.2 Housing Agreement Bylaw for Affordable Housing at Willow Street and Sherman Road

IT WAS MOVED AND SECONDED:

That consideration of the motion to give first three readings to Housing Agreement Bylaw 2020, No. 3805 be postponed until the next meeting.

(Opposed: Siebring, Justice, Toporowski, Douglas, Marsh, Sawrie)

DEFEATED

IT WAS MOVED AND SECONDED:

That Council gives first, second and third readings to Housing Agreement Bylaw 2020,
No. 3805.

(Opposed: Manhas)

CARRIED

8. REPORTS

8.1 Third Quarter Financial Report

IT WAS MOVED AND SECONDED:

That Council accept the November 4, 2020 3rd Quarter Financial Report prepared by the
Manager of Budget and Infrastructure.

CARRIED

9. NOTICES OF MOTIONS

9.1 Notice of Motion submitted by Councillor Justice regarding Biodiversity Protection

Councillor Justice introduced the following motion which he intends to move at the
November 18, 2020 regular meeting for debate and consideration by Council:

"Whereas it is council's intention to develop a biodiversity protection strategy in 2021;

*And Whereas biodiversity protection strategies developed in some neighbouring
communities have land use components such as preservation of habitat areas and
ensuring connectivity between habitat areas;*

*Now therefore be it resolved that Council directs that our planning staff communicate
to the OCP consultants (Modus) that protection of our rare ecosystems and the species
that inhabit them is a priority of Council and that this should be a strong consideration
in the formulation of our OCP's land use policy."*

10. UNFINISHED AND POSTPONED BUSINESS

None.

11. NEW BUSINESS

11.1 Consent Agenda Item 1.1 [Email from Crofton resident, regarding Fireworks in Crofton]

Council discussed the matter fireworks in Crofton and noted that revisions to the bylaw
are underway and that a report will be coming to a future meeting.

12. QUESTION PERIOD

Mayor Siebring called for a recess at 2:51 p.m. to allow viewers to submit questions via email on
the matters discussed during the meeting. No questions had been submitted when the meeting
reconvened at 3:01 p.m.

13. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That Council close the November 4, 2020 Regular Council meeting at 3:01 p.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(c) - labour relations or other employee relations;
 - 90(1)(k) - negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
 - 90(1)(m) - a matter that, under another enactment, that being section 16(1)(a)(iii) of the *Freedom of Information and Protection of Privacy Act* related to intergovernmental relations or negotiations with an aboriginal government, is such that the public may be excluded from the meeting.
- CARRIED

14. RISE AND REPORT

Council rose and reported on the following items:

13.3 First Nations Relations Committee Terms of Reference

IT WAS MOVED AND SECONDED:

That Council amend the First Nations Relations Committee Terms of Reference by removing the word "over" from the first sentence in the Preamble, and by removing clause 2.0 (2) in its entirety;

And That Council adopt the First Nations Relations Committee Terms of Reference as amended.

CARRIED

13.4 Process for Reviewing Road Name Change Requests

IT WAS MOVED AND SECONDED:

That Council direct staff to arrange a meeting with Larry George, Land & Self Governance Director and an elder of his recommendation, to continue discussions on road names.

CARRIED

13.6 First Nations Cultural Training

IT WAS MOVED AND SECONDED:

That Council direct staff to bring forward First Nations Cultural Training information (for Council and senior staff) to the upcoming Committee of the Whole meeting where professional development will be discussed.

CARRIED

13.8 Regional Community to Community Forum Program Funding - Elders Meeting

IT WAS MOVED AND SECONDED:

That Council authorize staff to apply for funding for upcoming regional community to community forum meetings.

CARRIED

15. ADJOURNMENT

Council adjourned the meeting at 5:08 p.m.

November 4, 2020 - Regular Council Minutes

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan

Special Council

MINUTES

November 10, 2020, 4:00 p.m.
Electronically

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

Staff Present Ted Swabey, Chief Administrative Officer (CAO)
 Sarah Nixon, Deputy Chief Administrative Officer (D/CAO)
 Mark Frame, General Manager, Financial and Protective Services
 Rob Conway, Director, Planning and Building
 Megan Jordan, Manager, Communications and Public Engagement
 Michelle Martineau, Corporate Officer

1. CALL TO ORDER

There being a quorum present, Mayor Siebring called the meeting to order at 4:00 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 Council close the November 10, 2020 Special Council meeting at 4:01 p.m. to the public on the basis of the following sections of the *Community Charter*:

- 90(1)(g) – litigation or potential litigation affecting the municipality; and
- 90(1)(i) – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

4. ADJOURNMENT

The meeting was adjourned at 4:52 p.m.

Certified by Corporate Officer

Signed by Mayor

DELEGATION APPLICATION for Virtual Meeting

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

Date: Oct 26 2020

Name of Applicant: Heather Pritchard & Elodie Roger

On behalf of: Somenos Marsh Wildlife Society

Address: #5-55 Station Street, Duncan, BC, V9L 1M2

Email: [REDACTED] FIPPA s. 22(1)

Phone: [REDACTED] FIPPA s. 22(1)

I/We request to appear electronically as a delegation before:

☒ Council

☐ Committee of the Whole

☐ Forestry Advisory Committee

Please provide a brief overview of your presentation, below, and attach a one-page (maximum) outline of your presentation.
Please be specific.

This presentation will introduce opportunities for riparian area restoration and protection in the Cowichan watershed using tools already available within the legislative framework and stewardship resources present within the Municipality of North Cowichan. This presentation will be delivered by Heather Pritchard on behalf of the Someone Marsh Wildlife Society.

Will you be requesting a grant or financial assistance?

☐ Yes ☒ No

I confirm that I have tested my ability to participate in a Webex Online meeting:

☒ Yes ☐ No

I would like a member of the North Cowichan IT team to connect with me to confirm my configuration:

☐ Yes ☐ No

Council and Committees welcome public comments, but as a courtesy to Council and Committees who deal with lengthy agendas, we request that you present your information clearly and concisely in ten minutes or less. All delegation applications along with supporting documentation and a copy of your presentation must be submitted for Council, Committee of the Whole or the Forestry Advisory Committee to legislativeservices@northcowichan.ca at least one week before the meeting is held. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

To test your ability to participate in a Webex meeting, start a meeting at this site:

<https://www.webex.com/test-meeting.html>

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

<https://help.webex.com/en-us/bzg2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

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Funding request (if any) reviewed by General Manager, Financial and Protective Services

☐ Yes

Request approved (date) October 29, 2020

Date of Meeting Nov18, 2020 Council



Somenos Marsh Wildlife Society

Date: October 26th 2020

Re: Riparian protection: Ensuring the revised OCP meets community and ecological needs

The Somenos Marsh Wildlife Society supports the Municipality of North Cowichan's (MNC) ambition to update provisions for riparian protection in the Official Community Plan (OCP). Riparian protection and restoration is a priority action in our work plan and we welcome the opportunity to share our expertise in this area to strengthen riparian provisions in the OCP.

Revising the OCP provides the opportunity to harmonize the various riparian standards applicable to different land uses within local watersheds, ensure existing riparian protection tools can be enacted in future bylaws, and establish riparian buffers based on science.

Riparian buffers provide significant ecosystem services. They are commonly used to control flood, sediment and erosion, moderate stream temperature and light, input fine and large organic debris, and maintain fish, invertebrate, bird, mammal, and shoreline vegetation communities. Some of these features and processes provide are protected by a 10 meter buffer while others require buffers exceeding 200 meters. It is a challenging task to determine the best approach for establishing protection while respecting established land use.

In our presentation, we propose recommendations for riparian protection that would allow the MNC to demonstrate leadership in the greater CVRD with respect to superior riparian protection. We build on examples established by other similar sized local governments in their OCPs that are viewed as exceeding provincial requirements.

While science agrees there is no "one size fits all" buffer size, we propose a specific riparian buffer that aims to harmonize the various riparian standards applicable to different land uses while maximizing protection of ecological values. We consider all land uses from the forest reserve to agriculture to rural and urban development. Our approach is based on growing our current partnership, where MNC presides over legal aspects of riparian protection while Somenos Marsh and Wildlife Society has an active role expanding riparian protection by encouraging stewardship by landowners through education and on the ground restoration projects.

Sincerely,

Elodie Roger, MSc

Program Manager

Somenos Marsh Wildlife Society

250-818-1661 | programs@somenosmarsh.com

DELEGATION APPLICATION for Virtual Meeting

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Date: 2020-10-28
Name of Applicant: Cody Wicks On behalf of: Collective Space and more
Address: [REDACTED] **FIPPA s. 22(1)**
Email: cody@collectivespace.org Phone: 778-871-6482

I/We request to appear electronically as a delegation before:

☒ Council ☐ Committee of the Whole ☐ Forestry Advisory Committee

Please provide a brief overview of your presentation, below, and attach a one-page (maximum) outline of your presentation.
Please be specific.

Name: Regenerative Land Stewards

Vision: North Cowichan has an abundance of lands that are owned by the municipality and some could be utilized to create a regenerative agriculture project that addressed multiple needs:

- Regenerate degraded ecosystems (clearcut, invasive species, you name it)
- Create sustainable agriculture for vegetables, teas, and animal husbandry
- Create affordable housing for land stewards who are running the businesses
- Create space for coworking, office space, artists, etc
- Create wellness space for certified counsellors
- Create education space for workshops on agriculture, sustainability, home-schooling, etc

This pilot project would be intended as an example to secure funding from interested private and public investors, as well as the general public. We are asking for land that has been clearcut or otherwise degraded, old homesteads, old schools, any sort of land and infrastructure in which there is currently now use. Ideally, there are no toxicology concerns, but these can also be addressed if needed. We would look for land to be financed to the organization of Collective Space, with conditions/convenants, to ensure it is managed in this way as a regenerative agriculture and housing project. It requires no funding other than the ability to access land longterm and hold title, and could be financed if needed.

Please consider this delegation to request land to utilize the wisdom and science from many experts in the community to address these pressing issues of our time.

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

I confirm that I have tested my ability to participate in a Webex Online meeting: ☐ Yes ☐ No

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

Council and Committees welcome public comments, but as a courtesy to Council and Committees who deal with lengthy agendas, we request that you present your information clearly and concisely in ten minutes or less. All delegation applications along with supporting documentation and a copy of your presentation must be submitted for Council, Committee of the Whole or the Forestry Advisory Committee to legislativeservices@northcowichan.ca at least one week before the meeting is held. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

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Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone:
<https://help.webex.com/en-us/bzg2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

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Funding request (if any) reviewed by General Manager, Financial and Protective Services ☐ Yes

Request approved (date) November 10, 2020 Date of Meeting Nov 18, 2020 Council

DELEGATION PROCEDURES

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

APPLICATION PROCEDURES

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

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

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

FINANCIAL ASSISTANCE PROCEDURES

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

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

MEETING PROCEDURES

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

Prior to Meeting Date

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

During Meeting

- Delegations must join the virtual meeting at least 5 minutes prior to the start of the meeting as it is not possible to predict the exact time the delegation will be heard. Once you have joined the meeting you should turn your video and audio feeds off until addressed by the Mayor.
- Delegations will have a maximum of **ten (10) minutes** for the verbal or visual presentation; please do not go over time.
- Electronic Council and Committee meetings are held through the Webex virtual meeting platform and are live streamed. When the Mayor or Chair calls you, please turn your audio and video feeds on and introduce yourself by speaking in a clear voice.
- At the end of your presentation, clearly and succinctly summarize any requests being made to the Council or Committee. *Council or Committee members may ask questions if they feel clarification is necessary.*

Meeting Protocol

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

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

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

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

RCMP·GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

NORTH COWICHAN/DUNCAN DETACHMENT

QUARTERLY REPORT

July through September 2020

Open Report

NCD QUARTERLY REPORT

July to September 2020 Open Report

Message from the Officer in Charge

This reporting period encompasses the third 3 month period of the calendar year 2020: July, August and September. The intent of this report is to provide a brief overview of policing to the Leadership of the Cowichan Valley to which the North Cowichan/Duncan RCMP Detachment serves.

After all of the changes brought on by the pandemic, we began to see some normalcy restored to operations and re-opening of businesses during this period. Courts resumed service during this period. The summer typically sees an increase of calls for service, however given the pandemic, a number of large outdoor events (ie. Music Festivals) that typically happen did not occur thus having less of a draw on policing resources.

The Community continued with the established campsites and hotel rooms for many of the valley's less fortunate. This has been realized as a much-needed service, which has had a positive outcome for both clients and community. These sites did not generate any notable increase in calls for service and overall Policed itself.

Over the summer months, RCMP staff have been busy playing catch-up with training. All mandatory training for the officers was put on hold because of Covid-19 and when proper protocol was put in place, training commenced. For instance, firearm qualifications were difficult as we have to go outside our jurisdiction for a proper range and the RCMP has to compete with range time with the public and other agencies during these peak times. We are seeing a return to normal operations at our training center in Chilliwack. September saw the schools reopen. Police patrols around the York Street Corridor area continue and are complimented by Bylaw Officers from both North Cowichan, Duncan, and Black Bird Security.

Calls For Service:

During the 1st 9 months of 2020, **15,445** calls for service were received.

- **17,538** calls in the same period in 2019.

For the 3rd Quarter of 2020, **5,424** calls for service were received.

- **6,141** calls in 2019.

Q2 2020 calls – **4,873**

This equates to a **total file count reduction of 12%**

We have seen significant decreases in most areas, however we see some slight increases;

Sex Offences are up to 22 reports from 18, **Arsons** are up to 8 from 6. **Drug Possession, Impaired Operation and 24 hrs suspensions** are up. This can be attributed to higher proactive officer time, increased traffic enforcement/check stops and the regular patrols/enforcement for drug usage along the identified safety corridor. Please see the next page for breakdown of Offences and Occurrence Types for each jurisdiction.

3 Month Comparison (compared to same period in 2019)

Type of Offence & Occurrence	North Cowichan/Duncan Totals			Municipality of North Cowichan			City of Duncan			Cowichan Tribes			Cowichan Valley Regional District		
	Jul to Sep, 2020	Jul to Sep, 2019	% Change over prev year	Jul to Sep, 2020	Jul to Sep, 2019	% Change over prev year	Jul to Sep, 2020	Jul to Sep, 2019	% Change over prev year	Jul to Sep, 2020	Jul to Sep, 2019	% Change over prev year	Jul to Sep, 2020	Jul to Sep, 2019	% Change over prev year
Crimes Against the Person	312	361	-14%	171	186	-8%	42	70	-40%	62	69	-10%	31	34	-9%
Assaults	181	216	-16%	104	113	-8%	27	43	-37%	37	51	-27%	13	16	-19%
Robbery	3	4	-25%	2	1	100%	0	3	N.C.	1	0	N.C.	0	0	N.C.
Sex Offences	22	18	22%	7	12	-42%	3	1	200%	7	5	40%	2	2	0%
Crimes Against Property	710	1199	-41%	378	591	-36%	144	276	-48%	106	205	-48%	75	119	-37%
B&E - Business	26	37	-30%	14	11	27%	6	14	-57%	2	5	-60%	4	6	-33%
B&E - Residential	29	34	-15%	18	20	-10%	7	6	17%	0	4	N.C.	4	4	0%
B&E - Other	10	19	-47%	8	11	-27%	1	4	-75%	0	2	N.C.	1	2	-50%
Theft of Motor Vehicle	23	42	-45%	12	24	-50%	4	4	0%	3	2	50%	4	12	-67%
Theft from Vehicle	64	156	-59%	37	95	-61%	15	37	-59%	6	5	20%	6	18	-67%
Other Theft Over \$5000	3	7	-57%	2	3	-33%	0	0	N.C.	0	2	N.C.	1	2	N.C.
Other Theft Under \$5000	86	153	-44%	49	86	-43%	14	34	-59%	10	14	-29%	12	18	-33%
Shoplifting	50	149	-66%	11	28	-61%	4	23	-83%	35	95	-63%	0	1	N.C.
Arson	8	6	33%	4	2	100%	0	1	N.C.	0	0	N.C.	4	3	33%
Traffic Offences															
Non fatal crashed Resulting in injury	43	50	-14%	25	32	-22%	2	10	-80%	7	5	40%	9	3	200%
Fatal crashes	0	0	N.C.	0	0	N.C.	0	0	N.C.	0	0	N.C.	0	0	N.C.
24 hr susp. *also present on impaired Op MV	24	8	200%	8	5	60%	6	1	500%	4	3	33%	5	1	400%
Impaired Op MV/IRP	217	164	32%	95	88	8%	42	21	100%	32	31	3%	45	22	105%
Other Offences & Occurrences															
Cause a Disturbance	248	289	-14%	128	151	-15%	73	74	-1%	34	54	-37%	13	21	-38%
CDSA Offences															
Drug possession	245	171	43%	137	78	76%	100	77	30%	22	11	100%	8	3	167%
Drug Trafficking	39	51	-24%	17	32	-47%	13	9	44%	7	4	75%	2	2	0%
Drug Production	1	0	N.C.	0	0	N.C.	1	0	N.C.	0	0	N.C.	0	0	N.C.
Mental Health															
Mental Health Related	318	442	-28%	187	260	-28%	60	98	-39%	32	43	-26%	30	27	11%
Sec 28 Apprehensions	68	71	-4%	38	40	-5%	14	13	8%	11	9	22%	4	6	-33%

N.C. = not calculable

Unfounded events excluded

Data obtained Oct 1, 2020 and is subject to change

Quarters Top Files For Each Jurisdiction

North Cowichan Duncan Detachment		
Top 10 UCR File Types	Count	% of Area Total
Traffic - Other Moving Provincial	315	7%
Suspicious Person/Vehicle/Occurrence	307	7%
Unspecified Assistance	287	6%
Check Well-Being	274	6%
Cause a Disturbance	228	5%
Cancelled Files	178	4%
Property - Lost	151	3%
False Alarms	146	3%
Assault - Common	143	3%
Mischief - Loss of Enjoyment of Property	141	3%
Top 10 Cumulative Total	2170	47%
Detachment Total	4630	100%

Municipality Of North Cowichan		
Top 10 UCR File Types	Count	% of Muni. NC Total
Traffic - Other Moving Provincial	179	8%
Suspicious Person/Vehicle/Occurrence	158	7%
Unspecified Assistance	157	7%
Check Well-Being	139	6%
Cause a Disturbance	114	5%
Assault - Common	79	3%
False Alarms	78	3%
Mischief - Loss of Enjoyment of Property	76	3%
Property - lost	69	3%
Mischief - \$5000 or Under	68	3%
Top 10 Cumulative Total	1117	48%
Muni NC Total	2332	100%

City Of Duncan		
Top 10 UCR File Types	Count	% of Area Total
Suspicious Person/Vehicle/Occurrence	81	9%
Check Well-Being	71	8%
Cause a Disturbance	69	7%
Unspecified Assistance	60	6%
Drug Possession - Other Schedule I	57	6%
False Alarms	40	4%
Traffic - Other Moving Provincial	39	4%
Mischief - Loss of Enjoyment of Property	34	4%
Mischief - \$5000 or Under	31	3%
Property - Found	30	3%
Top 10 Cumulative Total	512	55%
City of Duncan Total	933	100%

Cowichan Tribes		
Top 10 UCR File Types	Count	% of Area Total
Suspicious Person/Vehicle/Occurrence	34	6%
Cause a Disturbance	33	6%
Unspecified Assistance	32	6%
Check Well-Being	32	6%
Liquor Act - Intox in Public	31	5%
Theft - Shoplifting Under \$5000	29	5%
Assault - Common	29	5%
Traffic - Other Moving Provincial	28	5%
Mischief - Loss of Enjoyment of Property	24	4%
Breach of Bail	18	3%
Top 10 Cumulative Total	290	51%
Cowichan Tribes Total	570	100%

CVRD		
Top 10 UCR File Types	Count	% of Area Total
Traffic - Other Moving Provincial	64	13%
Unspecified Assistance	32	6%
Suspicious Person/Vehicle/Occurrence	30	6%
Check Well-Being	23	5%
Impaired Operation of Motor Vehicle	19	4%
Mischief - \$5000 or Under	18	4%
Property - Lost	17	3%
False Alarms	15	3%
Bylaw - Noise	14	3%
Utter Threats	13	3%
Top 10 Cumulative Total	245	48%
CVRD Total	510	100%

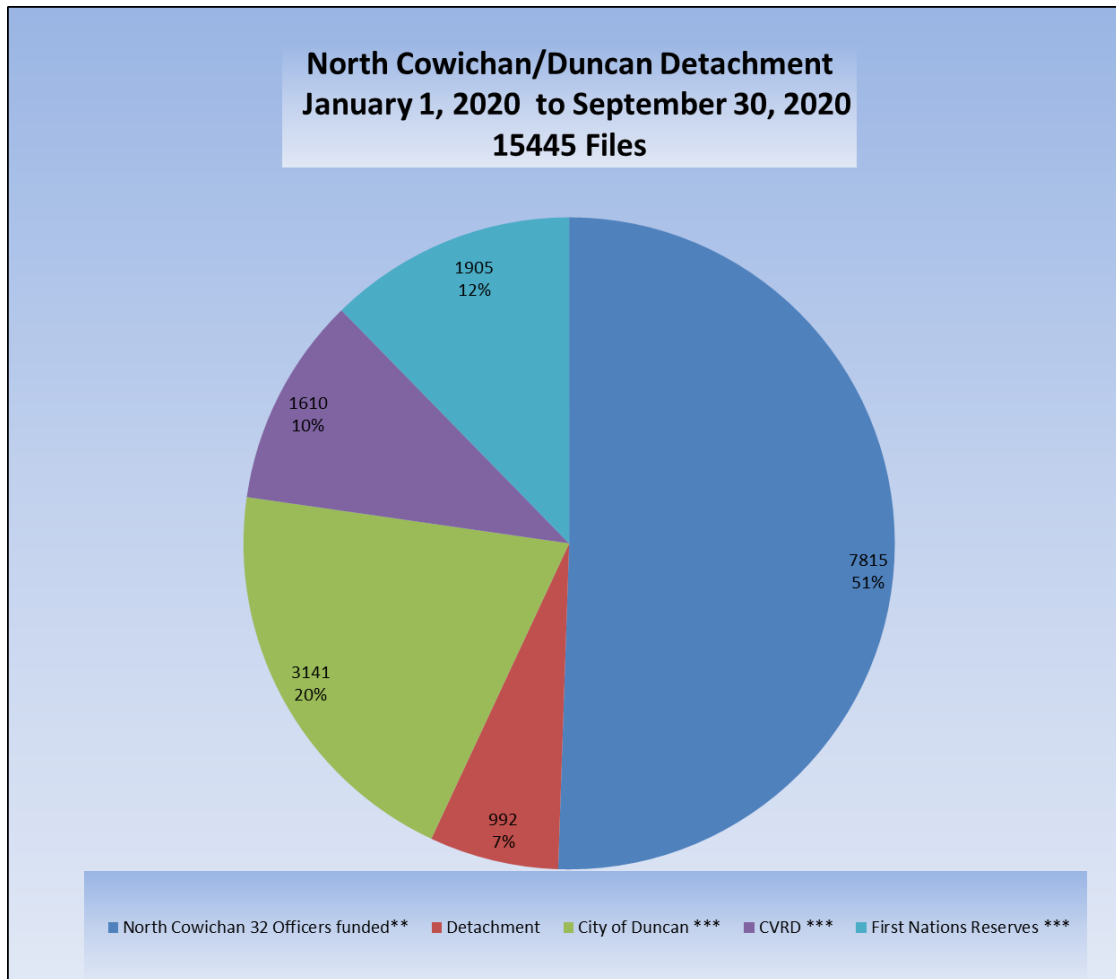
Mental Health:

Mental Health files are defined as files with a UCR code under the Mental Health Act OR files that contained the study flag “Mental Health Related”. Unfounded and unsubstantiated events were not included in these numbers. Sec 28 Apprehensions were up for the quarter in North Cowichan. Largely due to a low Quarter 1 count.

For Quarter 3 the average hospital wait time for Section 28 Mental Health Apprehensions from “Time of Arrival at Hospital” to “Time of Transfer from Police Custody to Hospital” was up slightly from last quarter (61 mins) to 65 minutes. For the 68 Mental Health Apprehension calls for service calls, an average 2.5 members were required to attend the scene and subject admitted 74% of the time.

Distribution of Calls For Service:

The chart below illustrates where our calls for service have come from within our Detachment area. We have a total of 62 RCMP Officers working when we are at full strength. You can see below that from January 1st to June 30th, 2020, approximately **51%** of the calls we responded to were from within the Municipality of North Cowichan Policing jurisdiction. That **21%** came from the City of Duncan, **12%** came from the Cowichan Tribes/Indigenous Lands, **10%** came from the Provincial (CVRD) area and **6%** were reported directly to the Detachment (North Cowichan).



General Duty Staffing Analysis (GDSA):

A General Duty Staffing Analysis is continuing at North Cowichan/Duncan Detachment and remains on going.

The graph below illustrates how the 12-hour shift of a uniformed patrol constable is broken down into different activities. The types of activities that comprise Calls for Service (CFS), Officer Initiated (OI), Administrative/Investigative (Admin/Invest), and Proactive time are defined in the table following the pie chart.

The amount of time uniformed patrol constables have in their shift for proactive activities slightly down from the 2nd quarter of 2020. The below pie chart shows the amount of Proactive time from **July to September 2020** to be at 17%, versus 20% from last Quarter.

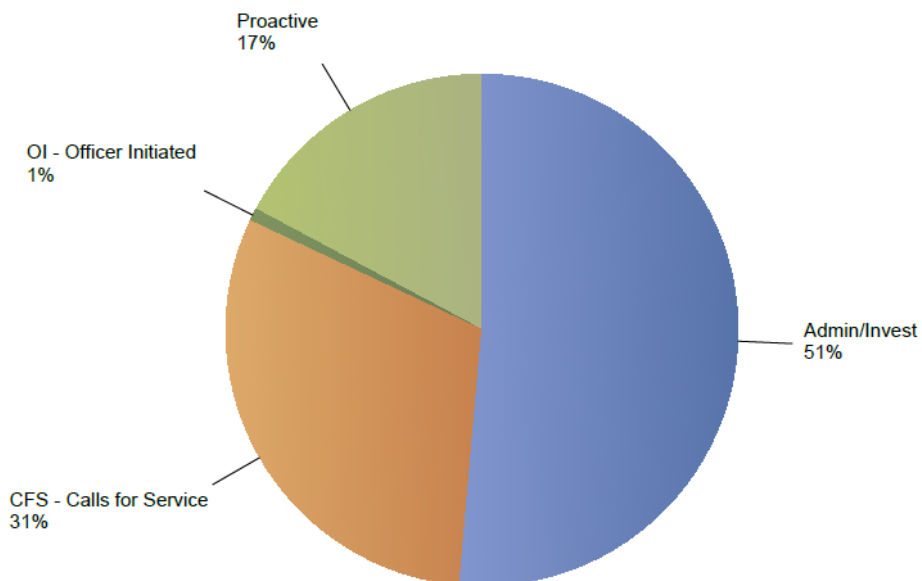
North Cowichan

2020-Jul-01 to 2020-Sep-30

Graphs represents reportable Detachment CAD transactions.

Detachment Overview

Based on watches; A, B, C, D



One percentage point is equivalent to 7.2 minutes. From July to September 2020, during each 12-hour shift, a uniformed patrol constable spent an average of 3 hours and 43 minutes on Calls for Service, 6 hours and 7 minutes on Administrative/Investigative, 7 minutes for Officer Initiated, leaving a total of 2 hours and 3 minutes for Proactive activities during their 12-hour shift.

The Activities Tracked within the CAD / MDT system

CFS - Call for Service	DP - Dispatched ER - Enroute IP - In Progress OS - On Scene PT - Prisoner Transport TR - Prisoner Transport OS / RW - Report Writing while On Scene while on a file. CU - Cover Unit while on a file	
Administrative/Investigative	61 - Break 62 - Meals CT - Court CU - Cover Unit (while not on a file) CW - Car Wash DS - Document Service DT - Detachment ES - Escort Duties HQ - Headquarters (Green Timbers) IN - Followup Investigation MT - Meeting	NA - Not Available OC - On Call (Backup) OT - Other Transport OV - Out of Vehicle RW - Report Writing (while not on a file) SD - Special Duty ST - Station Relief SV - Surveillance TN - Training TV - Travel VM - Vehicle Maintenance 90 - Sign On - (Moved from Proactive Feb 01/16)
Proactive	90 - Sign On BC - Bar Check EF - Enforcement (Street Checks) FP - Foot Patrol IS - In Service OA - Out and Available PS - Person Stop RB - Road Block SB - Standby TS - Traffic Stop	
Officer Initiated	All CFS-type activities that occur against an ONVIEW or Officer Initiated File activity.	

Detachment Performance Plan Initiatives

The North Cowichan/Duncan R.C.M.P. Detachment is guided by an Annual Performance Plan that addresses identified local policing priorities. These priorities are identified through consultation with elected officials, senior staff officers, the Community Policing Advisory Committee, Town Hall meetings and other groups. As such, our 2020/21 draft plan is focused on the following local issues that were consistently identified as priorities throughout the valley:

- 1) Police/Community Relations – Visibility of Police
Ensuring the community trusts the police and understands the work they do
- 2) Crimes Against Persons
Prevent and Reduce Crimes Against Persons
- 3) Reduce Substance Abuse
- 4) Reduce Property Crime
- 5) Increase Traffic Enforcement and Road Safety
- 6) Enhancing Indigenous Relations, Cultural Awareness and Crime Reduction
- 7) Contribute to Employee Wellness

Police Community Relations

Alongside Frontline Policing officers, all support units will be working hard to increase Police visibility throughout the Cowichan Valley. By doing so, our hopes are to prevent crime from happening and restoring the trust of the community in Police.

Members will continue to focus on the following and the results for the Quarter are as follows;

1. Foot Patrols.....	4,055
2. Face to Face Youth Contact.....	511
3. Media Releases.....	13
4. Social Media	18
5. Bike Patrols.....	5

Given the Covid-19 Pandemic, Police have had to find different ways to become involved with the Community. While still being available, the RCMP has had to adapt a great many protocols at the detachment while trying to not restrict services. We appreciate the public's patience throughout these times. The RCMP wish to assure everyone that we are taking many precautions to ensure everyone's safety.

Over the summer months, RCMP added additional officer patrols in BC Parks and assisted their personnel in their areas. We have a strong working relationship with BC Parks and want to support campers in making their experience a safe and memorable one. There were several minor incidents noted over the summer, but overall safe and positive.

Back in March, Warmland Community Policing program for the area was put on hold as a result of the Covid-19 Pandemic. The program is also going through some re-structuring at this time and will hopefully be up and running in the near future.

File # 2020-13794

In early September, North Cowichan/Duncan RCMP teamed up with Shawnigan Lake RCMP, Lake Cowichan RCMP, Traffic Services, BC Parks, BC Conservation Service and Cowichan Valley Regional District to deter unsanctioned camp outs/parties. Typically, the parties are large in size with numerous underage youth consuming drugs and alcohol resulting in increased calls for service and higher risk of impaired driving, crimes against persons and health and welfare of the individuals. An awareness and prevention campaign took place with School District 79 and students/families. Patrols and enforcement was conducted and as a result of the combined messaging and patrols, this was a non-event compared to years past.

Starting on October 15, North Cowichan Duncan RCMP has displayed a new Pride flag logo outside of the building to demonstrate the RCMP's commitment to diversity amongst employees and the public as part of Project Rainbow. The Pride flag is already an accepted symbol by the LGBTQ2S+ community, and used to designate safe spaces for people of all identities. The flag on RCMP detachments has a dual meaning, signifying the RCMP's commitment to ensuring that individuals from all communities are welcome and showing employees that we have a respectful and inclusive work environment.

Cst. Dayne Lyons is a proud LGBTQ2S+ police officer and has worked with the North Cowichan Duncan RCMP for over two years. He feels that diversity among front-line police officers makes a police force stronger, and wants to be a role model to other people who might consider working in law enforcement someday.

“It is with great pleasure that I am able to represent the LGBTQ2S+ community within my role of policing,” says Cst. Lyons. *“I hope that LGBTQ2S+ children or young adults can see themselves as a police officer one day too.”*

The RCMP is as inclusive and diverse as the communities it serves across Canada. Although the relationship between police and the LGBTQ2S+ community has at times been strained, the new Pride flags will be posted at RCMP detachments across British Columbia and show that the RCMP has evolved and wants to highlight inclusivity. Deputy Commissioner Jennifer Strachan, Commanding Officer of BC RCMP, supports the project and the diversity of RCMP membership.

“It’s a time when we need to be more overtly responsive to our community and to Canadians”, says D/Commr. Strachan. *“This visually demonstrates who we are.”*



Project Rainbow sticker

Prevent and Reduce Crimes Against Persons

The Crimes Against Persons Unit will continue to focus on ensuring compliance on investigations including Domestic Violence, Sexual related occurrences and Mental Health related occurrences.

An Interagency Case Assessment Team (ICAT) is a partnership of local agencies (Police, child welfare, health, social service, victim support and other anti-violence agencies) to create a risk management plan to enhance interventions for victims, as well as monitoring, management and support for offenders in high-risk Domestic Violence cases.

The Unit will continue with the pilot project ‘Car 60’ program. The program provides a mobile unit, consisting of a uniformed police officer and a psychiatric nurse (Crisis Response Team), engaging with individuals with mental health or substance use issues. The program offers on-site support, crisis intervention and referrals to appropriate services. The unit has taken over the majority of the Car 60 patrols in order to maintain a consistent approach building trust for clients/community.

Initiatives include the following:

1. Conduct Inter-Agency Case Assessment (ICAT) Team Files
2. Mental Health initiatives
3. Unit Review of All Sexual Assault/Sexual Interference Occurrences
4. Improving Mental Health client needs – collaborative approach with Mental Health in working with clients with escalating calls for service

For the Quarter, we took part in four (4) new ICAT Team files.

The Detachment is exploring Situation Tables and is looking for support for this program from the community.

While very few patrols for the Car 60 Team took place over the quarter, the Detachment remains actively engaged with Island Health in addressing Mental Health issues.

Both the December 2019 and January 2020 homicide investigations (2019-14214 and 2020-667) remain active investigations currently investigated by Vancouver Island Integrated Major Crimes Unit (VIIMCU).

There was a significant increase in mental health initiatives (44) for the Quarter. External partners are utilizing police more with their clients. These joint collaborations have been very successful in building relationships within the community.

All sexual assault investigations are being reviewed and assisted by the unit. Many investigations are being investigated in a timely manner and interviews are being monitored more closely. Despite a few exceptions, Viclas submissions are consistent and reflective on the monthly compliance report.

Mental Health files consisted of 297 files with 68 apprehensions.

File # 2020-13429

During the afternoon of August 26, 2020, North Cowichan/Duncan RCMP arrested one man in downtown Duncan for possession of a weapon and breach of conditions. Multiple items were seized in the interest of public safety and as part of the police investigation.

At around 2:45 pm, police received a call from a concerned bystander about a man causing a disturbance around the public washrooms at a downtown park. There was no violence reported but the man was yelling at people in the area and acting in an aggressive manner. When police attended to check on this man's wellbeing and ensure the safety of the general public, the man was found to be in possession of weapons, in violation of previous conditions. He was arrested without incident and police do not believe that the weapons were used or brandished in a way that would have put members of the public in danger.

"If someone's behaviour makes you feel unsafe, keep your distance and call police," says Cst. Warren Kongus, acting road supervisor. "If you can provide physical descriptions for people involved and information about why the behaviour makes you feel unsafe or uncomfortable, it helps our frontline officers assess the severity of the situation and attend efficiently." Charges were forwarded to Crown Counsel.

Reduce Substance Abuse

Substance abuse remains a priority for the detachment given its severity to affect all types of criminal activity.

The Detachment focus to reduce substance abuse is as follows:

1. Projects and Proactive Initiatives to reduce substance abuse
2. Frontline Members to Increase Patrols, Investigations & Enforcement of Controlled Drugs and Substances Act
3. Increased training provided to Frontline Officers in reducing substance abuse

While we were recording Hot Spot Patrols the previous year, Detachment personnel believed that this was not necessary. The officers will continue to be active out in the community patrolling. We are confident that the RCMP will be getting out to these areas and addressing community issues. This is evident by the higher numbers of Proactive Time as per the GDSA.

For the Quarter, there were:

- 2 Substance Abuse projects
- 103 Drug Seizures by the detachment – 11 of which were submitted to Crown for Charge Approval

File 2020-11688

On July 29th 2020, SCU received information of drug trafficking from the Duncan Motel. On August 6th, following surveillance, SCU obtained and executed a Search Warrant resulting in the seizure of smaller quantities of Heroin/Fentanyl, score sheets, cell phones and cash. The Duncan Motel has been the subject of numerous police complaints pertaining to disturbances and Criminal Code offences. Following the execution of this Search Warrant the Duncan Motel management evicted five tenants due to ongoing, documented problems. SCU assisted to keep the peace with several of these evictions.

File 2020-14700

On September 16th, SCU officers observed suspicious (drug trafficking) activity outside of the temporary campsite on St Julien Street. SCU officers surveilled the vehicle to a rural area and arrested the suspect. Numerous baggies of suspected methamphetamine, 4 digital scales, a debt list, cash, and a cell phone were seized. Charges against the accused are being forwarded to Federal Crown Counsel.

Reduce Property Crime

One of our Crime Reduction Strategies is to identify Priority Offenders; persons who habitually and continually commit crime as a means of feeding their unlawful lifestyle. We work together with Crown, Probation, Corrections and other community partners to formally identify priority offenders and engage them with “pro-active” curfew and probation checks to encourage compliance with court conditions and curtail criminal activity.

The Detachment Priorities to Reduce Property Crime are as follows:

1. Criminal Intelligence sharing
2. Increased Court Order compliance (ie. Curfew Checks)
3. Priority Offender Designations

The Detachment has conducted 213 Court Order Compliance checks for the Quarter.

File 2020-16119

On October 14th 2020, SCU observed a suspicious white Acura parked in front of a closed business near Beverly Street. The occupants were confirmed to have a court ordered no contact condition. The main suspect was arrested for the breach and was found to have a replica handgun, baggies of Crystal Methamphetamine and "crack" cocaine. This accused was held for court on the breaches (including no possess weapon or imitation) of Conditional Sentence Order and drug charges and is next scheduled to appear on November 12th.

The newly-created North Cowichan Duncan RCMP Bike Unit has been achieving its goal this summer to address prolific offender crime and disorder occurring in the highway corridor. The two-person team has several files under investigation for drug trafficking and has removed a variety of illicit drugs from the streets.

File # 2020-11313

On July 22, 2020, police officers from the Bike Unit arrested one man for possession of a weapon for dangerous purpose at the 300 block of Ypres Street. Over the course of the investigation, the man was found to also be in possession of a variety of items often used for the purpose of trafficking drugs, such as scales and baggies, and large amounts of what is believed to be methamphetamine and heroin. The investigation of the seized items is ongoing, with the drugs being sent to labs for safe analysis. The matter is presently before the Courts.

File # 2020-12127

On August 5, 2020, Bike Unit officers were speaking with people in the 600-block of Trunk Road. While following up on suspicious behaviour, they found a man to be in possession of a large container of what is believed to be illicit drugs. The alleged drugs were packaged in a way that is consistent with being prepared for sale. These drugs have also been submitted for analysis and police anticipate that charges will be laid as part of the investigation.

The North Cowichan Duncan RCMP Bike Unit has been formed to address prolific offender crime and disorder occurring in the highway corridor and business communities of the City of Duncan, Cowichan Tribes and the Municipality of North Cowichan. Police officers have been re-assigned from other units to support front-line officers. They work in collaboration with the Community Safer Working Group to improve safety and address problems in the community. The goal is to deal with concerns like drug use and trafficking, public alcohol consumption, and prolific property offenders. Using bicycles allows these police officers to react quickly to events in progress, attend calls in areas that may be difficult for vehicles to access, and be a visible presence in problem spots around the community.

Traffic Enforcement and Road Safety

The North Cowichan/Duncan RCMP Detachment continues with its initiatives for Traffic Safety.

Our Detachment Officers strive to educate the users of Cowichan roadways by conducting enforcement and awareness campaigns, in addition to conducting criminal investigations and responding to other calls for service.

For the fiscal year 2020/21 Detachment Performance Plan, we have committed to work on the following:

1. General Traffic Violation Enforcement
2. Traffic Enforcement Campaigns and Projects – Distracted Driving
3. Impaired Driving Initiatives
4. Speed Related Initiatives

North Cowichan/Duncan Detachment Quarterly Traffic Statistics 3rd Quarter 2020					
	Municipality of North Cowichan	City of Duncan	Other Areas	Total Detachment Area	Year to Date Detachment
24 hour Suspension by Alcohol	2	1	6	9	37
24 hour Suspension by Drug	6	6	3	15	58
Immediate Roadside Prohibition	20	8	17	45	163
Prohibited Drivers (Prov & CC)	16	13	21	50	166
Vehicle Impounds	39	24	38	101	255
Violation Tickets (VTs)	64	63	130	257	621
Written Warnings	29	22	47	98	449
Distracted Driving (VTs & Warnings)	1	0	8	9	30

During the quarter, the Detachment issued 257 Violations Tickets.

There was one (1) Distracted Driving Campaign

There were twenty-two (22) Impaired Driving Campaigns

There were sixty-nine (69) Impaired Driving Enforcement Orders (Criminal Code/IRP/215).

2020-12196

Shortly after 4:00 PM on August 06, 2020 the Shawnigan Lake and North Cowichan/ Duncan RCMP were notified of a vehicle travelling north bound on the Trans-Canada Highway at high rates of speed. While responding to the call, multiple motor vehicle incidents were being reported as this driver made his way north on the highway. Shortly thereafter, a Range Rover was located and officers deployed a spike belt just south of Bench road in the north bound lanes of the TCH. This caused the vehicle's tires to deflate and eventually come to a stop on the highway. The driver was arrested on scene a short distance from his vehicle. The highway was closed for just under an hour while police completed their investigation on scene and cleared the debris.

The matter is presently before the Courts with the driver charged with Dangerous Operation Section 320.13(1) C.C., Flight While Pursued by Peace Officer Section 320.17 C.C., Fail to Stop a Scene of Accident Section 320.16(1) C.C. and Obstruct Peace Officer Section 129(A) C.C.

2020-13589

In the late evening of August 28th, 2020, officers with the Combined Forces Special Enforcement Unit (CFSEU) BC, Uniformed Gang Task Force pulled over a vehicle for a driving offence. While investigating the traffic stop, the members located a suspicious device that resembled an improvised explosive device (IED). The suspected IED was safely removed from the vehicle at the Cowichan Commons location near Green Road in Duncan, BC. The device was placed in a stable location to await the Explosive Disposal Unit (EDU), who are based out of the lower mainland. The North Cowichan/Duncan RCMP front line officers remained on scene, blocking off several roadways within the area. On August 29th, the EDU were able to attend and destroy the device without damage or injury. We would like to thank the public for their patience and cooperation to allow for this situation to be handled safely.

File # 2020-16035

As we head into winter, North Cowichan Duncan RCMP urges drivers to be cognizant of road conditions during their travels this year.

On October 13, 2020, weather conditions caused several traffic delays and concerns around the North Cowichan Duncan area. At around 11:00 am, a tree fell on a vehicle on the Trans Canada Highway south of Duncan. Police attended to direct traffic and ensure the driver and passengers exited the vehicle safely. EMCOM Services cleared the debris from the roadway.

At around 1:00 pm, police from the Integrated Road Safety Unit, based in Chemainus, BC, attended downed power lines at the intersection of Chemainus Road and Oak St. Police, fire, and municipal staff ensured the road was closed until BC Hydro could attend.

Thankfully, there were no injuries at either of these incidents. Both are believed to be related to heavy winds, and police do not anticipate any charges to come from the calls. Assistance from partner agencies helped to keep the community safe and return traffic to normal as soon as possible.

Winter driving conditions can make for unsafe situations on the roads, even without snow or freezing temperatures, says acting road supervisor Cst. Warren Kongus. Please make sure that you're watching out for hazards on or around the roads and giving yourself lots of time to get to your destination.

Police also recommend the following tips for winter driving:

- Take extra care to pay attention to your surroundings;
- Avoid using cruise control in bad weather;
- In strong winds, be careful not to jerk the steering wheel or overcorrect, and keep both hands on the wheel;
- Drive for the conditions. This can include using headlights when there is poor light and leaving extra space between yourself and other vehicles on the road

Traffic External Support:

We enjoy the support of two Provincial Traffic units who work across the southern part of Vancouver Island; South Island Traffic Services, who are based in Chemainus, as well as, the Nanaimo Integrated Road Safety Unit (IRSU). Their enforcement and assistance is something we receive at no additional policing cost.

Enhancing Indigenous Relations, Cultural Awareness and Crime Reduction

The North Cowichan/Duncan RCMP Detachment recognizes the need for a strong relationship with our diverse cultural community partners in the Cowichan Valley. The detachment is committed to working hard in strengthening this trust.

The Detachment focus for the RCMP to strengthen these relations is as follows:

1. Participation at Indigenous Events
2. Cultural awareness and interaction between RCMP and community groups
3. Liquor Control and Licencing Act Enforcement
4. Cowichan Tribes Foot Patrols

For the Quarter, the Detachment conducted the following:

- Attended seven (7) Indigenous Events
- There were two Liquor Control and Licencing Act related files
- There were 333 Foot Patrols on Cowichan Tribes lands

Constable Jeremy Evans has arrived from Cochrane, Alberta and now the Corporal in charge of the First Nations Policing Unit.

Employee Wellness Initiative

The Detachment is continuing with the Employee Wellness Initiative.

Covid-19 saw Leave Restrictions put into place, mandatory training sessions cancelled and a great deal of employees working remotely. As restrictions have eased up, we have seen a number of employees return to the workplace with additional safety precautions put in place.

Human Resources Status Report:

Established regular R.C.M.P. Officer Total: **62**

- **32** Municipality of North Cowichan- **26** Provincial- **4** First Nation's Community Policing

The RCMP Training Academy (Depot Division) resumed basic training for Cadets in July.

Incoming Members:

Corporal Jeremy Evans from Cochrane, Alberta

Constable Matthias Coverdale from Depot

Corporal Stephen Merrick promoted internally to Sergeant Stephen Merrick

Constable Misty Dmytar from Campbell River

Departing Members:

Corporal Gregg Strom to Shawnigan Lake

Corporal Andrew Bechtel to Vancouver Island Integrated Crime Unit

Prisoner Statistics:

Reflected in the chart below is the breakdown of prisoners arrested in the various Detachment areas for the quarter:

North Cowichan/Duncan Detachment Prisoner Statistics 3rd Quarter									
2020					2019				
	Municipal	Provincial	Duncan	Qrter Total		Municipal	Provincial	Duncan	Total
July	51	33	19	103	July	62	50	48	160
August	52	37	16	105	August	61	63	34	158
September	35	23	17	75	September	47	34	38	119
Quarter Total	138	93	52	283	Quarter Total	170	147	120	437
Year to Date Total	405	306	216	927	Year to Date Total	445	480	337	1262

Cowichan Valley Regional Victim Services:

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

Cowichan Valley Regional Victim Services 3rd Quarter 2020					
	July	August	September	Quarter Total	Year to Date Total
New Clients	97	78	20	195	668
Females	73	58	14	145	488
Males	24	20	6	50	179
Calls For Service Attendance	8	11	2	21	96
Referrals By Area					
North Cowichan	39	48	7	94	287
Duncan	14	6	1	21	68
Cowichan Tribes/FNP	12	3	3	18	75
Provincial Areas	8	5	3	16	77
Total	73	62	14	149	507
Brief Service Files	0	0	0	0	11

Respectfully submitted,

Inspector Chris Bear

OIC North Cowichan/Duncan Detachment



The Corporation of the District of North Cowichan

Temporary Borrowing Bylaw (RCMP Facility)

Bylaw 3802

WHEREAS Council has adopted North Cowichan / Duncan Integrated RCMP Facility Loan Authorization Bylaw No. 3787, 2020 to construct a new Integrated Royal Canadian Mounted Police (RCMP) facility located on the corner of Drinkwater and Ford Road;

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

1. There may be borrowed the sum of forty-eight million dollars (\$48,000,000) from the Municipal Finance Authority of British Columbia.
2. The form of obligation to be given as acknowledgement of the liability is a promissory note bearing the corporate seal and signed by the Mayor and the Financial Officer.
3. The proceeds from the sale of debentures in relation to Loan Authorization Bylaw No. 3787, 2020, or as much as may be necessary, will be used to repay the money borrowed under this bylaw.
4. This bylaw may be cited as "Temporary Borrowing Bylaw (RCMP Facility) No. 3802, 2020".

READ a first time on November 4, 2020

READ a second time on November 4, 2020

READ a third time on November 4, 2020

ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER



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 August 19, 2020

READ a second time on August 19, 2020

This bylaw was advertised in the Cowichan Valley Citizen on the 8 day of October, 2020 and the 15 day of October, 2020 and was posted on the municipality's website and notice board on the 2 day of October, 2020

CONSIDERED at a Public Hearing on October 21, 2020

READ a third time on October 21, 2020


APPROVED by the Ministry of Transportation and Infrastructure on October 29, 2020

ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date	November 18, 2020	Prospero File: ZB000126
To	Council	
From	Glenn Morris, Development Planning Coordinator	Endorsed: 
Subject	Zoning Bylaw Amendment Application No. ZB000126 (934 Khenipsen Rd.) – Proposed Detached Second Dwelling Use - Update	

Purpose

To review with Council the new information submitted by the applicant at the September 16, 2020, Regular Council meeting and the potential provision of an alternate location for the second dwelling.

Background

On September 16, 2020, at the Regular Council the following motion was passed:

That the application (Zoning Amendment Application - ZB000126) be referred back to staff to review the new information as submitted and that staff work with the applicant to identify whether an alternative location for the suite can occur and report back to Council.

Discussion

Alternative second dwelling location

The applicant was asked to consider Council's suggestion of an alternate location for a second dwelling which could be supported by OCP Policy and Development Permit guidelines. The applicant has advised that the intention of the application is to legalize the location of the existing second dwelling and that he wishes the application to be considered as submitted.

Vancouver Island Health Authority

A response to the application referral to the Vancouver Island Health Authority (VIHA) was received by staff on September 18, 2020. VIHA concluded from their review of the Registered Onsite Wastewater Practitioners' (ROWP) report that the applicant's current wastewater treatment system constitutes a health hazard. The system must be replaced (Attachment 1).

The applicant was informed that the applicable development permit guidelines require the replacement wastewater system to be located outside of the Development Permit Area extending 30 m from the natural boundary of Cowichan Bay. Through consultation on the design of the replacement wastewater system with the ROWP of record (replacement design), staff have determined one and possibly two replacement tanks must be installed within the Development Permit Area adjacent to the principal dwelling to meet industry standards. This design can be supported by staff provided that the replacement distribution and dispersal fields are located on the upper portion of the applicant's property (north side of Khenipsen Road – similar arrangement to neighbouring property to the west), which will move a substantial portion of the wastewater system out of the sensitive environmental area and away from the natural boundary of Cowichan Bay.

New information submitted by the applicant

Structural Engineer's Report – Buepoint Consulting Ltd.

The applicant submitted a report prepared by a structural engineer retained by the applicant to review the second dwelling's structural condition on September 23, 2020. The report indicates past structural settlement/movement evidence, but no indications of further settlement noted in the trim and finishes, which are believed to have been installed in 2013. The original structure is believed to have been constructed in 1979, but there are no building permit records on file to confirm this.

"The end pier (read - deck) is at a bit of an angle tilted slightly downhill. The building does have some dips and rolls in the floor and noticeable curves in the roof but all of the 2013 finishes are intact."

The Engineer concludes:

"With the exception of minor remedial work for the angled deck pier, we believe the structure to be in good structural shape and expect it to perform as intended for the foreseeable future."

The structural engineer further states that he has not performed any "testing or invasive review" of the second dwelling and "does not guarantee or warranty all aspects of the condition of the building or its compliance to present building codes." His report confirms earlier findings by the applicant's geotechnical engineer (Ryzuk) of evidence of the building's past movement through twisting of the roof spine. He stated:

"We consider that the upper portions of the slope may be subject to surficial creep and potential translational failure in the long term, or during a seismic occurrence. This would likely have the result of significant deformation and potential detachment of the deck structure from the building due to movement of the slope. The building itself may or may not hold up in such an occurrence, but this would be controlled by the amount of the building which is bearing on bedrock."

The Chief Building Inspector reviewed the reports from the structural and geotechnical engineers (Attachment 2) and provided the following comments regarding the process for addressing Building Bylaw violations should the zoning amendment application be approved:

- A second geotechnical engineer's report is required to determine what work (including design, supervision and completion), if any, is required to confirm the building (second dwelling) is safe and suitable for the intended use as a dwelling.
 - Should the geotechnical report not confirm that the siting for the second dwelling is safe and suitable, application for a building permit to bring the dwelling into compliance with the Building Code will not be possible and either a notice on property title confirming that the structure was converted to a dwelling without a permit and inspections will be recommended to Council, or the dwelling should be decommissioned;
 - Should the applicant commit to providing a second geotechnical report, and that report confirms the siting is safe and suitable for the intended purpose, the standard building

permit process would then apply. To comply with the current Building Code, alterations to the building would likely be required, including fully exposing the interior of the structure (removal of wall coverings) to view vapour barriers, insulation, and plumbing in addition to confirming industry standards for roof venting, air barriers and other applicable requirements;

- A review of the building by a licensed electrician is required to ensure electrical safety is met and to correct any deficiencies found. Final electrical permit information will be required to be submitted to the Building Department;
- If the above requirement (building permit) is not undertaken or completed by the applicant, registration of a Section 57 (*Community Charter*) notice on property title would be recommended by the Chief Building Inspector to Council, confirming that the structure was not constructed with a building permit in order to provide notice to future property owners and address liability concerns on the part of the Municipality. In this scenario, additional inspections would be required by the Municipal Building Inspector to confirm minimum life safety components (including bedroom window egress, smoke and CO² alarms, and general ventilation) are in place and functioning as intended.

Additional submission items:

The applicant also submitted the following additional items between September 16 and 18, 2020 – listed below (Attachment 3):

- A sketch plan proposing an alternate parking and access location for the subject property from Khenipsen Road;
- Paperwork submitted to VIHA for a replacement wastewater treatment system to be located within the Development Permit area adjacent to the natural boundary of Cowichan Bay;
- A legal opinion addressed to the landowner concerning the Easement Access; and,
- An invoice for trimming of an Arbutus Tree.

Summary

The applicant's additional information does not change the issues and concerns staff identified with the application in the September 16, 2020 staff report (Attachment 4). These include:

- **Official Community Plan** – OCP policy does not support land disturbance or an increase in residential density in environmentally sensitive areas.
- **Geotechnical Engineering Report** (Ryzuk Geotechnical Engineering & Materials Testing) – The geotechnical engineer retained by the homeowner has observed signs of the building twisting, inadequate roof water drainage, and incomplete foundations.

- **Easement** - The subject property does not directly access a public road and instead relies on a private access easement over an adjacent property. Increasing the intensity of use on the property by authorizing a second dwelling will likely aggravate the existing conflict with the neighbouring property owner over the easement.
- **Building Code** – Building upgrades necessary to bring the structure into compliance with the BC Building Code could be substantial and costly. Approval of the zoning amendment application will not resolve building compliance issues. There is no assurance that the applicant will resolve the building compliance issues if the bylaw's zoning amendment is adopted.
- **Wastewater Disposal System** –The applicant is proposing replacing the existing system to service both the principal dwelling and second dwelling. The system's location is within 30 metres of the ocean, which is contrary to applicable development permit guidelines for the protection of environmentally sensitive areas.

Options

Option 1 (Recommended):

That Zoning Bylaw Amendment Application No. ZB000126, to permit a second dwelling at 934 Khenipsen Road (PID: 027-581-578) be denied.

Option 2:

- a) That Council give first and second reading to Zoning Amendment Bylaw (Second Dwelling – 934 Khenipsen Road), 2020, No. 3798; and,
- b) That a Public Hearing be scheduled for Zoning Amendment Bylaw (Second Dwelling – 934 Khenipsen Road), 2020, No. 3798 and notification be issued in accordance with requirements of the *Local Government Act*.

Recommendation

That Zoning Bylaw Amendment Application No. ZB000126, to permit a second dwelling at 934 Khenipsen Road (PID: 027-581-578), be denied.

Attachments:

1. VIHA Email Health Hazard
2. Structural Engineer Report
3. Additional Submission Items from Applicant
4. September 16, 2020, Regular Council Staff Report

Glenn Morris

From: Parayno, Alicia <Alicia.Parayno@VIHA.CA>
Sent: Friday, September 18, 2020 12:39 PM
To: Glenn Morris
Cc: Rob Conway
Subject: FW: ZB000126 - VIHA Referral re: Wastewater Treatment System - 2nd Dwelling Proposal Zoning Amendment

Hello Glenn,

Alison forwarded me the referral as I am the area health inspector. I've been meaning to send an update. We visited the site on Sept 3. Though we did not see any sewage surfacing at the time, the compliance inspection report completed by a Registered Onsite Wastewater Practitioner (ROWP) was enough to form the opinion as a health officer that the **existing sewerage system is a health hazard**. Since my conversation with Ray at that time and after following up with the ROWP that they are working with – a sewerage system filing has been submitted in accordance with the BC Sewerage System Regulation. I spoke with their ROWP and it is my understanding that construction of the proposed sewerage system should happen ~next month, which is reasonable and understandable. Ultimately, this would have been the action our office would have required anyway. Therefore, given this understanding we are satisfied with the course of action and will not be taking any further action at this time. Our office will be awaiting the Letter of Confirmation from the ROWP once the works is completed.

Kind regards,

Alicia Parayno, CPHI(C)
 Environmental Health Officer
 4th Floor, 238 Government Street
 Duncan, BC V9L 1A5
 Phone: 250.737.2010 ext. 42022
 Fax: 250.737.2008
alicia.parayno@viha.ca



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From: Gardner, Jennifer (Alison) <Jennifer.Gardner@viha.ca>
Sent: Wednesday, September 02, 2020 8:40 AM
To: Parayno, Alicia <Alicia.Parayno@VIHA.CA>
Subject: FW: ZB000126 - VIHA Referral re: Wastewater Treatment System - 2nd Dwelling Proposal Zoning Amendment

Here it is ☺

From: Glenn Morris <Glenn.Morris@northcowichan.ca>

Sent: Tuesday, September 01, 2020 4:14 PM

To: Gardner, Jennifer (Alison) <Jennifer.Gardner@viha.ca>

Cc: Rob Conway <rob.conway@northcowichan.ca>

Subject: ZB000126 - VIHA Referral re: Wastewater Treatment System - 2nd Dwelling Proposal Zoning Amendment

Hi Alison,

I appreciate your guidance on submitting this referral to you as it relates to the existing wastewater treatment system described in the attached investigative report prepared by Brad Beals of Septech (attached).

Also included is a sketch indicating the approximate location of the wastewater system on the property and the general arrangement of structures and access points on the property.

We will advise Council of our referral to VIHA and that we await any further information and findings as a result.

Any questions, let me know.

Thank you

Sincerely

Glenn Morris, B.Sc, MCIP, RPP
Development Planning Coordinator
PLANNING DEPARTMENT

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203-737 Goldstream Ave.
Victoria, BC V9B 2X4

7-512 Sharpe St, New
Westminster, BC V3M 4R2

STRUCTURAL REPORT

Location: 934 Khenipsen Road, Duncan, BC

Project #: 11399

Date: 2020.09.18

David Coulson contacted buepoint consulting regarding the structural evaluation of a residence prior to renovation at the above noted address. A site visit was conducted in the afternoon of September 18th, 2019.

Observations

As the site visit was limited to a cursory review, no testing or invasive review was performed at this time. buepoint consulting does not guarantee or warranty all aspects of the condition of the building or its compliance to present building codes. Recommendations for structural remediation are provided based on the findings of this structural review. The contractor is responsible to comply with all safety regulations on-site prior to any upgrades or de-construction of the subject property.

The existing structure was built in 1979 as a garage and refinished as a cottage in 2013 (Figure 1). The exterior concrete and building appear to be stable and concrete finishes do not appear to have issues. The exterior original concrete stairs have no cracking (Figure 2). New deck on the ocean side is built on concrete piers (Figure 3) that do not appear to have significant depth into grade but appear generally stable. The end pier is at a bit of an angle tilted slightly downhill. The building does have some dips and rolls in the floor and noticeable curves in the roof but all of the 2013 finishes are intact. The sliding door has been obviously finished around

the settled shape of the building since it can be seen that the trim is angled in relation to the roof (Figure 4). All the doors and windows function properly.

Conclusions and Recommendations

The uneven nature of the building is most likely due to settlement during or shortly following original construction. All the current finishes have been finished around the deflected and settled nature of this building. The original foundation work (including exterior stairs) all indicate that the structure is performing well on this hill side. The deck pier that is tilted downhill indicates that it has moved since originally formed (it is unlikely to have been formed at that angle) but there is not enough history to know whether it is now in a stable position or if bearing there may continue to deteriorate. However, that deck pier could easily be replaced or the base of the wood post could be braced back to the solid building foundation to lock it into place.

With the exception of minor remedial work for the angled deck pier, we believe the structure to be in good structural shape and expect it to perform as intended for the foreseeable future.

Feel free to contact buepoint consulting ltd. for any further questions or clarifications.

Regards,



Mark Buesink, P.Eng

buepoint consulting ltd.

(778) 400 1790



This document is a printed copy from
a digitally signed and sealed original.

Appendix - Photos of Residence



Figure 1a - Cottage side elevation



Figure 1b: Cottage front elevation



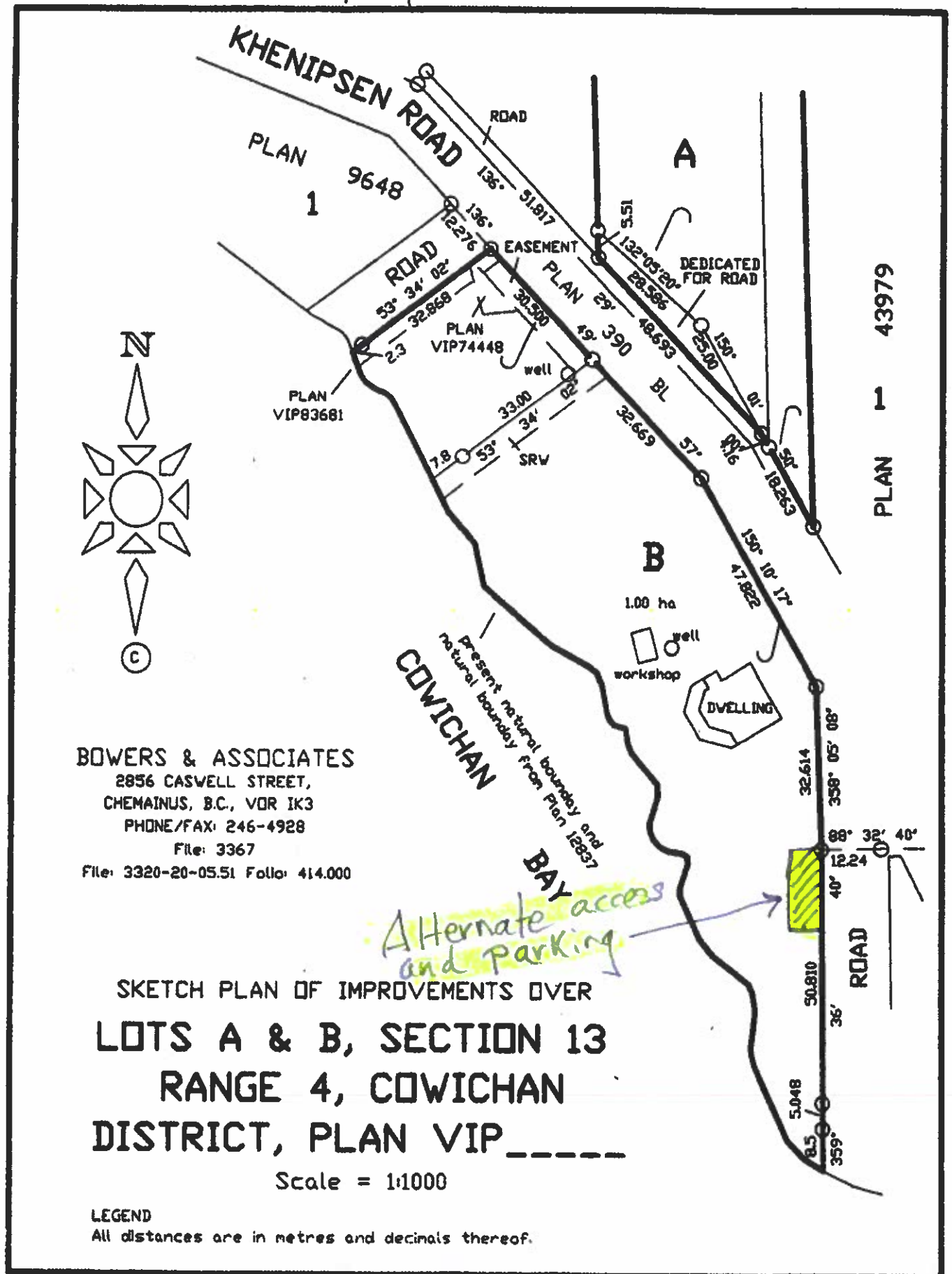
Figure 2 - Exterior concrete stairs



Figure 3 - Deck built on concrete piers



Figure 4 - Sliding door trim angled in relation to the roof





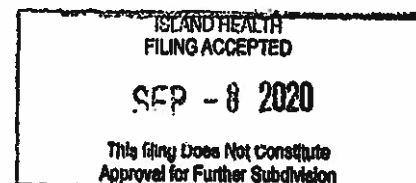
RECORD OF SEWERAGE SYSTEM

		Filing # (OFFICE USE ONLY)		DC20/159	
1. Property Information	<input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Amendment – Original Filing #				
	Tax Assessment Roll # 00401-200			PID # 027-581-578	
	Legal Description (Plan, Lot, District Lot, Block Numbers) Lot B, Section 13, Range 4, Cowichan District				
	Street (Civic) Address or General Location 934 Khenipsen Road			City Duncan	
2. Owner Information	Name of Legal Owner		Mailing Address 934 Khenipsen Road		
	Phone	City Duncan	Prov BC	Postal Code V9L 5L3	
3. Authorized Person Information	Name of Authorized Person Henry Van Hell		Mailing Address 2944 Jackson road		
	Phone	City Duncan	Prov BC	Postal Code V9L 6N7	
	Registration # OW0012		Email		
4. Structure Information	Sewerage System Will Serve:				
	<input checked="" type="checkbox"/> Single Family Dwelling <input checked="" type="checkbox"/> Other Structure (specify) <u>+ cottage</u> <input type="checkbox"/> Other Dwelling (specify) _____				
5. Site Information	The sewerage system is designed for an estimated minimum daily domestic sewage flow of (check one)				
	<input checked="" type="checkbox"/> Less than or equal to 9,100 litres <input type="checkbox"/> More than 9,100 litres but less than 22,700 litres				
	Depth of native soil to seasonal high water table or restrictive layer (cm) <u>80+</u>		Information respecting the type, depth and porosity of the soil is attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
6. Drinking Water Protection	GPS Location of System (decimal degrees) Latitude <u>48.762816</u> Longitude <u>-123.616365</u>				
	Horizontal Accuracy (m) <u>10</u> <input checked="" type="checkbox"/> Recreational GPS <input type="checkbox"/> Differential GPS				
	Will the sewerage system be located less than 30 m from a well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
7. System Information	If yes, attach a professional's report and specify the intended distance _____ (m)				
	Distance of proposed sewerage system to the closest body of surface water <u>> 30</u> (m)				
8. Legal or Regulatory Considerations	Sewerage treatment method <input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input type="checkbox"/> Type 3				
9. Plot Plan and Specifications	<input checked="" type="checkbox"/> Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.		Is this filing submitted as the result of an order from the Health Authority? <input type="checkbox"/> Yes (attach a copy of the order) <input checked="" type="checkbox"/> No		
	Plot Plan (to scale) and specifications are attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> The plans and specifications are consistent with Standard Practice Source of Standard Practice: <input checked="" type="checkbox"/> Ministry of Health Standard Practice Manual <input type="checkbox"/> Other				
10. Authorized Person's Signature	Signature		OFFICE USE ONLY		
	Date July 16/2020		Filing Accepted Date <u>Sept. 8/2020</u> Receipt Number <u>#247208</u>		

ENVIROSEPT LTD.

SEWERAGE SYSTEM DESIGN NOTES AND SUMMARY SPECIFICATIONS

Design	934 Khenipsen Road	Sunday, June 28, 2020
Revision	Rev. 0	Client: Owner
Notes	System selection and design based primarily on SPM V3 (September 2014) and supporting rationale and calculations (on file). See references for other sources of standard practice utilized.	
Introduction and objectives	<p>The owner intends construction of a repair sewerage system for an existing house and cottage to replace an existing dispersal system located below a garden, and Envirosept has been retained by the client to provide a design of the sewerage system.</p> <p>Objective of this report is to provide a suitable design for a Sewerage System including dispersal area on this site to serve the use defined below. Preliminary site and soil evaluation was carried out by Henry Vanriel ROVP (site and soil evaluation summarized below; details on file) and serves as the basis for this design. See also plans (R0).</p> <p>Prior to and during installation, the designer may approve design changes. The designer and installer will prepare as-built drawings and specifications to confirm these changes.</p> <p>Unspecified or contradictory installation details should be confirmed with Envirosept (the designer). Certain items must be confirmed with Envirosept prior to or at installation or may be redesigned during installation by Envirosept; these are noted in these specifications or in the plans.</p> <p>For general installation, maintenance, monitoring and operation practice the installation is to follow the SPM V3.</p>	
Domestic water supply well setback	<p>Owner reports, survey plan and site evaluation did not identify any water wells within 30 m of proposed new sewerage system components.</p> <p>Ministry of Health policy allows for continued use of existing tanks installed within 30 m of water wells in a repair situation. All new components are to be installed outside the 30 m setback, and the existing tanks setbacks to wells must meet the previous 16 m setback standard for tanks to wells under the SDR and SPM V1 and V2.</p> <p>Prior to installation, the installer is to confirm that no domestic water supply wells are located within 30 m of any proposed new sewerage system component. If a well is found closer than this specified distance, the designer is to be informed and construction is to cease until instructions are provided.</p> <p>To manage risk from existing tanks, these tanks are to be inspected and watering limited as part of the repair, with upgrades as needed (e.g. sealed in pits).</p>	
Preliminary design	This is a preliminary design, and may be revised prior to or during system installation.	
Attached	<p>Drawings:</p> <p>Roof setting sheet for pump chamber.</p>	
Lot legal and GPS	Lot 8, Section 13, Range 4, Cowichan Districts, Plan VIP85366	
PID	027-581-578	<p>Easements or Covenants?</p> <p>Title on file, Easements and covenants on file. Owner indicates that no easements or covenants affect system placement in the proposed location.</p>
Development permit or environmentally sensitive areas	Any and all development permissions necessary for construction of the sewerage system and for connected facilities are the responsibility of the owner.	
Owners	R. Demarche and C. Hartwig	
Lot area (Acres)	2.5	Address: 934 Khenipsen Road, Duncan



SYSTEM SELECTION

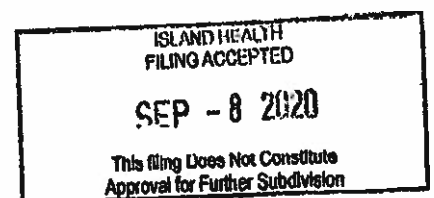
Item	Value	Constraint, opportunity, result	Solution and rationale
Site, soils and site use			
Use (existing and planned)	Type of use	Single family dwelling	As declared by owner, declaration on file. 2 bedroom house plus small 1 bedroom cottage.
	Number of bedrooms	2	
	Floor area (sq.m)	186	As declared by owner, declaration on file, for house. Cottage 390 sqft. Floor area
DDF Table II-8 (L/day)	Bedrooms and area	1000	
DDF other (L/day)		500	Seasonal cottage, 1 bedroom, based on Table II-9 using minimum 2 person occupancy for 1 bedroom house per table.
Effluent strength		Normal residential	No garburators, large tubs or water filter/softener bedwosh water to flow to the system.
Chosen DDF (L/day)		1500	ADF = 750 L/day on a weekly average basis.
Soil texture (<2 mm fraction)	Silty Clay Loam	Clay Loam, Sandy Clay Loam, Silty Clay Loam	Worst case soil, per TP2
Structure	Angular Blocky		
Structure grade	Strong		Table II-4.
Consistence	Soft		
Coarse fragment %	0	No HLR adjustment	s. III-4.1.2.2
Coarse fragment type	Gravel		
Different soil for LLR?	No		
Other soil notes			Surficial soils Loam and Sandy Loam, Favorable structure and consistence category. Selected soil type is worst case observed for the area.
Ks or Perc to be used?			
Ks (mm/day)		450	Note range of values very wide, risk of macropore flow in strongly structured SiCL soil results in recommendation for micro timed dosing.
Soil depth (cm)			Worst case, TP2
Slope %			10 to 12% slope through potential bed area, steepens in receiving area.
Temperature	Moderate Post War		High elevation site
Net positive evapotranspiration, mm/yr?	0	No ET, ETA, Exposure	Table II-6, Farmwest
Rainfall, mm/year	1039	No HLR adjustment	s. III-4.1.4. North Cowichan (Duncan Forestry Station), Environment Canada
System selection and loading rates			
Soil constraints?	Table II-5	Type 1 VS > soil depth Type 2 VS > soil depth	Not suitable for gravity distribution
	Table II-6	Grading beds allowed in areas with slope up to 15%	SDD OK
	Table II-7 notes	No further constraints	Risk of macropore flow.
Soil depth and VS options, distribution and dosing options	Type 1, gravity dist.	Type 1 VS > soil depth	Not suitable for gravity distribution
	Type 1 or 2 pressure dist., micro timed dose, Table II-16	Native soil 45 cm Total 55 cm	Type 2 selected, for selection of simplest solution which will result in narrow bed (to address site slope and available area) and to allow inclusion of a nitrogen removal method necessary as part of custom horizontal separation to the ocean. Selected Type 2 treatment plant will provide effective nitrogen removal, reducing risk of impact on receiving area.
	Type 1 or 2 SDD, micro timed dose, Table II-17	Native soil 45 cm	SDD selected to address land shape and reduce impact on trees and landscaping. Dispersal to native soil selected as native soil depth adequate. Type 2 treatment favors use of SDD.
	Selected option	Native soil 60 cm min.	Based on 20 cm trench depth for SDD installation (15 to 20 cm depth recommended)
Horizontal separation constraints?	Water supply well	> 30 m to dispersal area and tanks	Meets SPM and SSR standards
	Permanent fresh water	> 30 m to all components	Meets SPM standards. Note 30 m SPEA to permanent fresh water (see plan).
	Ocean to dispersal area and risk of breakout to dispersal area	> 6 m	SPM standard 15m for ocean, 7.5 m for breakout. Custom, performance based, HS rationale (based on consideration of performance in treatment and in design VS) by Ian Ralston Eng.L on file. VS established as surrogate for performance monitoring, see below for VS monitoring requirement. Direct monitoring of treatment plant N removal performance also specified.
	Other separations	Meet SPM standards	
HLR for Type 2 or sand media system basal area (mm/day)	Table II-22:	25	
	Table II-23:	40	
	Adjusted:	25	Adjustment for coarse fragment content and or rainfall not necessary
	Selected HLR:	25	
	SDD HLR:	17.5	
Minimum system contour length	VS for LLR (cm)	60	Minimum
	Table II-26	Use LLR tables	
	Table II-27 (L/day/m)	30	
	Table II-28 (L/day/m)	30	

ISLAND HEALTH
FILING ACCEPTED

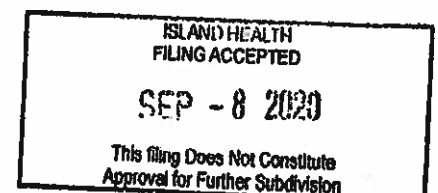
SEP - 8 2020

This filing Does Not Constitute
Approval for Further Subdivision

	Tabular LLR (L/day/m)	50	
	Selected LLR (L/day/m)	50	HLR conservative in relation to measured permeability
	Min. length, m	30	
Length constraint?	Max. contour length available (m)	35	
	Bed length for AIS (m)	30	
Dispersal area size options	Native soil, SDD Type 2 AIS (square metres)	85.7	

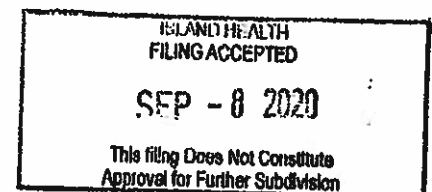


Dispersal area sizing and system summary (further system selection rationale on file)			
Dispersal area sizing	Subsurface Drip Bed, Type 2	In native soils	Hydraulic design on file.
	Effective width of dripline (m)	0.6	
	Bed length (m)	30	100 ft per lateral
	Number of runs of dripline	5	5 laterals each with one run
	Line spacing (m)	0.6	0.3 m emitter spacing specified to reduce HAR per emitter and so improve performance.
	Resultant HLR (mm/day)	17	Maximum.
	Number of laterals	5	
	Length of dripline, total (m)	151.5	
	ft.	497	500 ft. target.
	Vertical separation @ dose		Section drawing not included as system profile is simple, with dripline in native soils. VS is based on worst case soil depth, greater VS is expected based on proposed system placement.
Other considerations	Native soil (cm)	60	Minimum target. VS monitoring to be in place, with minimum VS of 30 cm at all times to meet requirements of custom VS/HS rationale and SPM standards bests.
	Total constructed (cm)	60	VS for monitoring minimum 30 cm per SPM standards rationale.
System summary	Chosen septic tank size (L)	To be confirmed	
	Minimum septic tank size (L)	4500	For Type 1 system, minimum total.
	Treatment	Septic tank and effluent filter followed by Type 2 treatment	Existing septic tanks to be assessed and re-used if usable, with suitable upgrades. Treatment required with improved N removal as part of custom HS rationale.
	Flow equalization	Micro timer dosing with strict flow equalization	No overflow above BDF.
	Dispersal	500 to native soils	With sand waste amendment if necessitated by conditions during installation.
Summary of site use and capability constraints addressed by specified system		See notes above. Simplest system to meet site capability constraints and to avoid impact on trees and landscaping.	



SPECIFICATIONS

Stormwater from site and house	All stormwater flows, including that from perimeter drains, gutters and hardscape areas, are to be diverted away from the tank and field areas.
Collection system	Pre installed sewers to be re used, installer may camera check the sewers to address risk of infiltration.
Primary treatment	See drawings for inspection and re use of existing tanks, if existing tanks are not reusable the designer will specify replacement tanks.
Secondary treatment	Bionest BN400 In Dens Precast 1100 IG tank. With 120 V recirculation pump and recirculation in tank. Bionest panel to be mounted with Geoflow panel. Set recirculation at 10 min per hour initial setting. Blower in SDD headworks box (drain box, blower to be located to avoid drips from lid of box), locate blower above treatment tank lid elevation and ensure piping slopes down from blower to tank. Install 0-5 psi pressure gage at blower outlet to permit monitoring. Ensure tank is adequately vented via existing tanks, sewers and plumbing, or install dedicated carbon vent filter.
Dosing tank	Dens Precast 600 IG, low profile, single compartment. Ensure tank area is adequately drained to prevent flotation of tanks. Install dosing tank to allow surcharge to treatment tank (minimize fall tank to tank). Vent inlet riser of dosing tank to outlet riser of treatment tank using 2" Sch40 PVC pipe. Seal pipe penetrations with grommets.
Tank installation, new tanks.	All tanks with risers to grade, slope ground away from risers. Fully compact under or otherwise support all pipe connections. Place septic tank on min. 10 cm thickness of pea gravel. Compact fill around tank. Backfill to be permeable material that will retain permeability after compaction, reject birdseye is one option. Install drainage to protect tank area, ensure drainage will reliably maintain water table at tank base or maximum 10" above tank base. Install tanks to allow surcharge from pump chamber to treatment tank (minimize fall tank to tank) to allow for increased alarm reserve volume.
Tank access	Tank to be provided with sealed risers to min. 5 cm above finished grade. Riser with sealed lids. Cast 24" Orenco riser bases (adapter rings) into tank lid, no concrete lip inside. Riser pipe 24" UltraRib, lids TuffTite or Polylok HD secured with stainless steel screws. Attach riser pipe to Orenco bases with PL Premium adhesive and 4 of stainless steel #10 screws from the inside of the riser out through the adapter ring.
Tank watertight testing.	All tanks to be watertight tested before or after installation. Follow the SPM V2 procedure and report test results to the designer.
Dosing system	Pump Myers 10MD05121 (0.5 HP, 120VAC) installed vertically on base of tank. See schematic drawing. Pump control by timed dosing, 4 float control with SJE Rhombus Sensor Floats (20SWENO), externally weighted. Support floats on site built pipe bracket attached to riser. Control panel Geoflow GEO151MAUT (simplex, timed dose). If panel is mounted on post at tanks, protect from rain with a small roof. All electrical work to BC Electrical Code. Pump discharge and electrical connection via riser, seal pipe penetration with grommet. Electrical connections through SJE Rhombus 2.5" cord seal assembly and hub.
Float settings	See attached float setting worksheet. Confirm panel settings with designer at commissioning.
Piping installation	All piping installation to meet SPM standards and Plastic Pipe and Fittings Association guidelines.
Trench scarification and cover soil	Due to soil type it is critical that dripline trenches are excavated only when soil is dry, and that trench base and sides are scarified by using a Garden Weasel or other pre approved method that involves a picking action. Trench depth below existing grade 15 cm minimum 20 cm maximum. Where native soil is lost during trenching, scarify dripline trenches and combine native soil with pre approved fine sand media or cover soil to meet SPM standards, ensure minimum settled depth over dripline 20 cm. Do not install dripline in media or cover soil without scarifying trenches.
Primary monitoring provisions	OM plan to establish the following monitoring requirements: - Monitoring of treated effluent at sampling port at drip headworks to meet 10/10 mg/L median and 45/45 mg/L max. BOD and TSS. - Monitoring of treated effluent at sampling port at drip headworks to meet <20 mg/L median total nitrogen - Monitoring of VS to meet 60 cm normal and 30 cm acute minimum



REFERENCES

The following documents were the principal sources of reference for standard practice in this design.

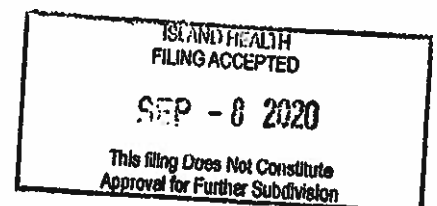
The BC SEWERAGE SYSTEM STANDARD PRACTICE MANUAL Version 2, September 2014, Ian Rablton, advised by Ministry of Health, And supporting rationale documentation and calculations (on file).

The BC SEWERAGE SYSTEM STANDARD PRACTICE MANUAL Version 2, 21st September 2007, Ian Rablton, advised by Ministry of Health, Population Health and Wellness Health Protection.

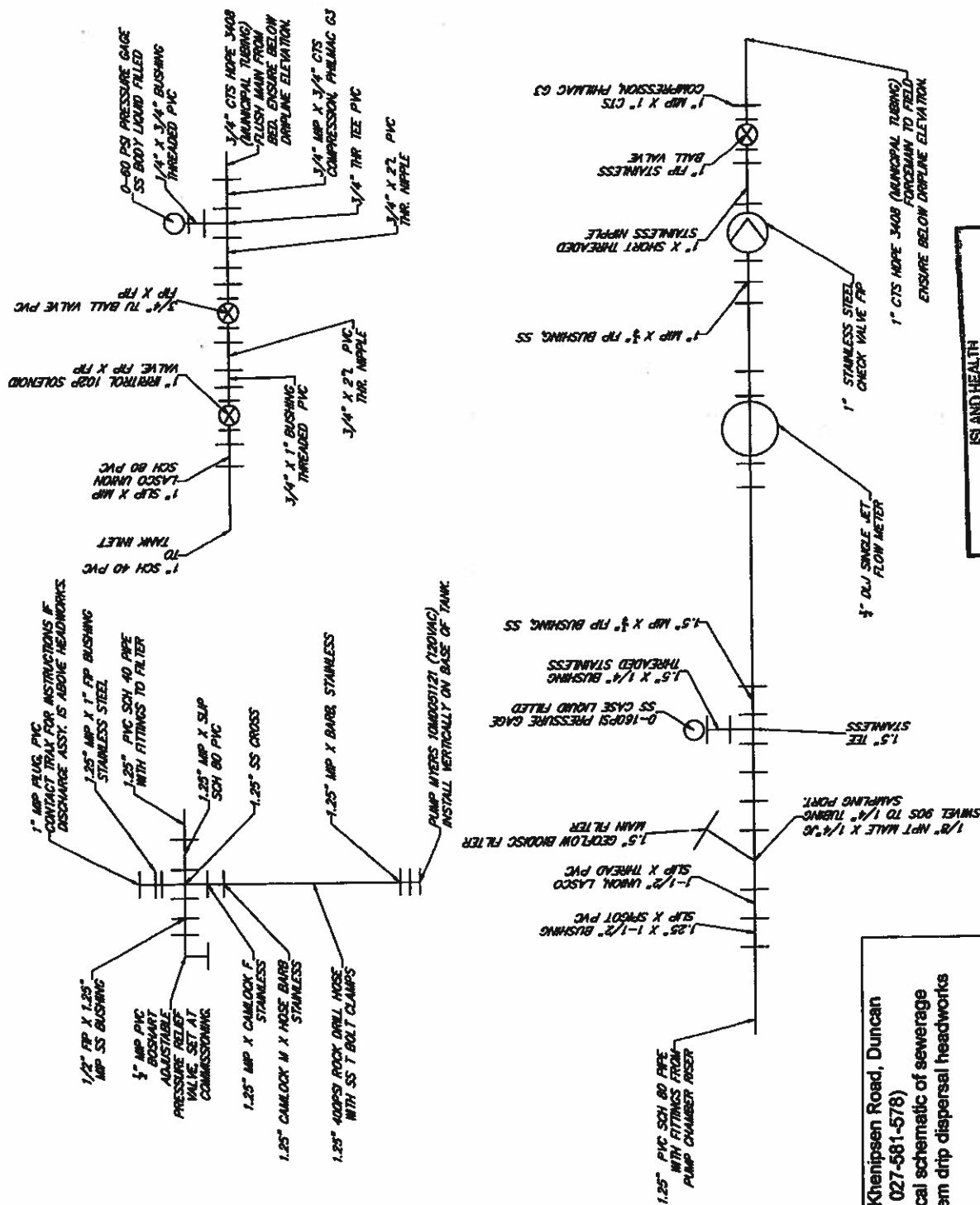
LEAK, EDC, 1995, Wastewater engineering design for sewerage works, Technical.

Design Guidance for Large Subsurface Wastewater Treatment Systems 0.5133, Minnesota Pollution Control Agency, Version: 03-08-2003.

Custom HS for separation to ocean and or treatment was developed by Ian Rablton Eng. In accordance with ECSC guidelines and following SPM rationale basis and performance objectives. On file.



SCHEMATIC OF HEADWORKS (TYP) (NTS)



Filter and ancillaries plus flush line connection are installed in valve box at pump chamber (see plan for approximate location). Valve box with pea gravel base on drainage sand connecting to tank area drain.

Ensure headworks below drip-line elevation.

Blodisc filter installed with filter body facing up.

Ensure flush and dose foremanis are below drip-line elevation to prevent drain down to field, or refer to designer for specification.

Take flush return line through side of inlet riser on top of trash tank. Install union plus a 90 with 1/2" x 1/2" slip adapter. Direct flow onto inside of inlet tee.

Set pressure relief valve at commissioning, approximate setpoint 75 psi.

Ensure foremanis and manifolds are not affected by settling of sand media or other fill.

Pump discharge assy. specified with hose to manage risk of movement of pump in plastic tank.

All unspecified PVC fittings Schedule 80. Stainless to stainless joints may be made using Loctite 560

Blowoff blower may be installed in headworks valve box, ensure not below dips from lid.

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NOTES:

Confirm with designer at final buyout.

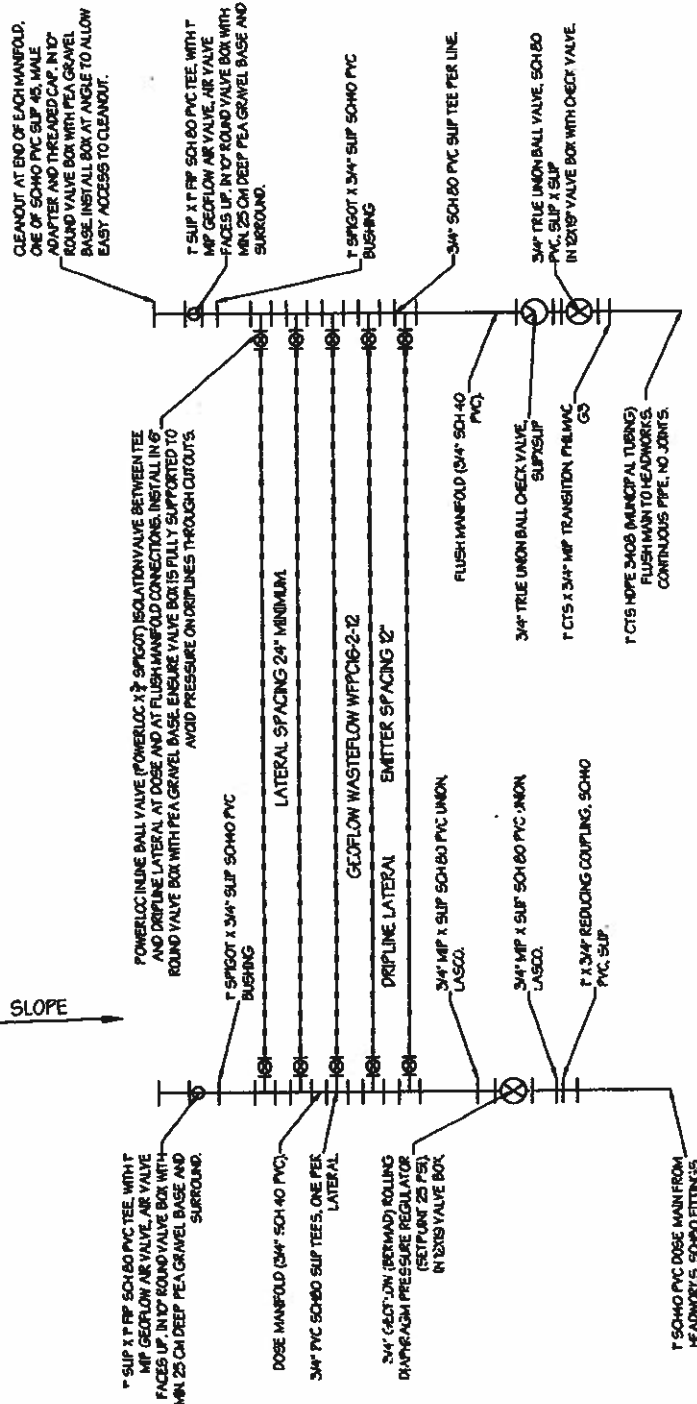
3334 Khenipsen Road, Duncan
(PID 027-581-578)

Drawn by IPR for Envirocept

29 JUN 2020 R0

C - SCHEMATIC OF 5 LATERAL DRIFTFIELD BED (TYP)

NTS



NOTE

- Typical layout with 5 laterals with one run each. Run length nominal 30 m (300 ft total driftdrop length) Run spacing 60cm (24") minimum. All connectors Geoflow Lockup or approved equal.
- Confirm longer laterals and other configuration changes with designer. Do not alter pipe sizes or equipment specifications without pre-approval by designer.
- Manifolds and force mains shown schematically for clarity only.
- All unspecified PVC fittings Sch 80.
- Ensure force mains and manifolds fully supported to avoid differential settlement issues at manifolds. Valve bases and manifolds may be protected by covering with select native soil fill.
- Gas installed level from dose to flush manifolds. Gas to slope across bed parallel to ground surface. Manifolds to be installed with air valves at highest point. Air valves installed in 10" round or common 12 x 15" valve box with pea gravel base.
- Pressure regulator, and flush isolation valves in 12 x 19" valve boxes with pea gravel sump.
- Dose and flush mains to be installed below dripline elevation. If this is not practical, contact the designer for revised specifications.
- Protect field area to prevent vehicle traffic on the dispersed area. During vegetation establishment it may be necessary to utilize erosion control matting and to use temporary fencing to prevent damage by deer.

NOTES:
Confirm with designer at final layout.

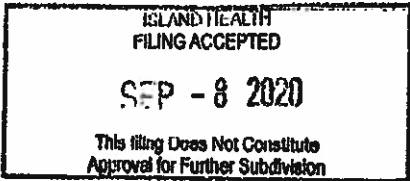
834 Khenippen Road, Duncan
(PID 027-581-578)
Typical schematic of sewerage
system drip dispersal distribution
system.

Drawn by IPR for Envirosept.
28 June 2020 RD

ISLAND HEALTH
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SEP - 9 2020

This Drawing Does Not Constitute
Approval for Further Subdivision



Layout shown is schematic and does not show all details of proposed site use. Layout must be approved by the designer prior to construction.

Designer must be retained to field review

TANKS:

Existing tanks are within 30 m of well, however based on Ministry of Health policy continued use of this tank as part of a repair system is allowable. All new tanks and dispersal components are to be over 30 m to the well.

Existing tanks: One at house, one for cottage as shown. To be inspected and if suitable, re-used. Tanks to be watertight tested and tank lid joint to be watertight. Contact designer for revised specification of one or both tanks are not re-usable. Ensure tank lids, access and effluent filters meet SPM standards, confirm effluent filter specification after inspection. Tank lid replacement may be necessary.

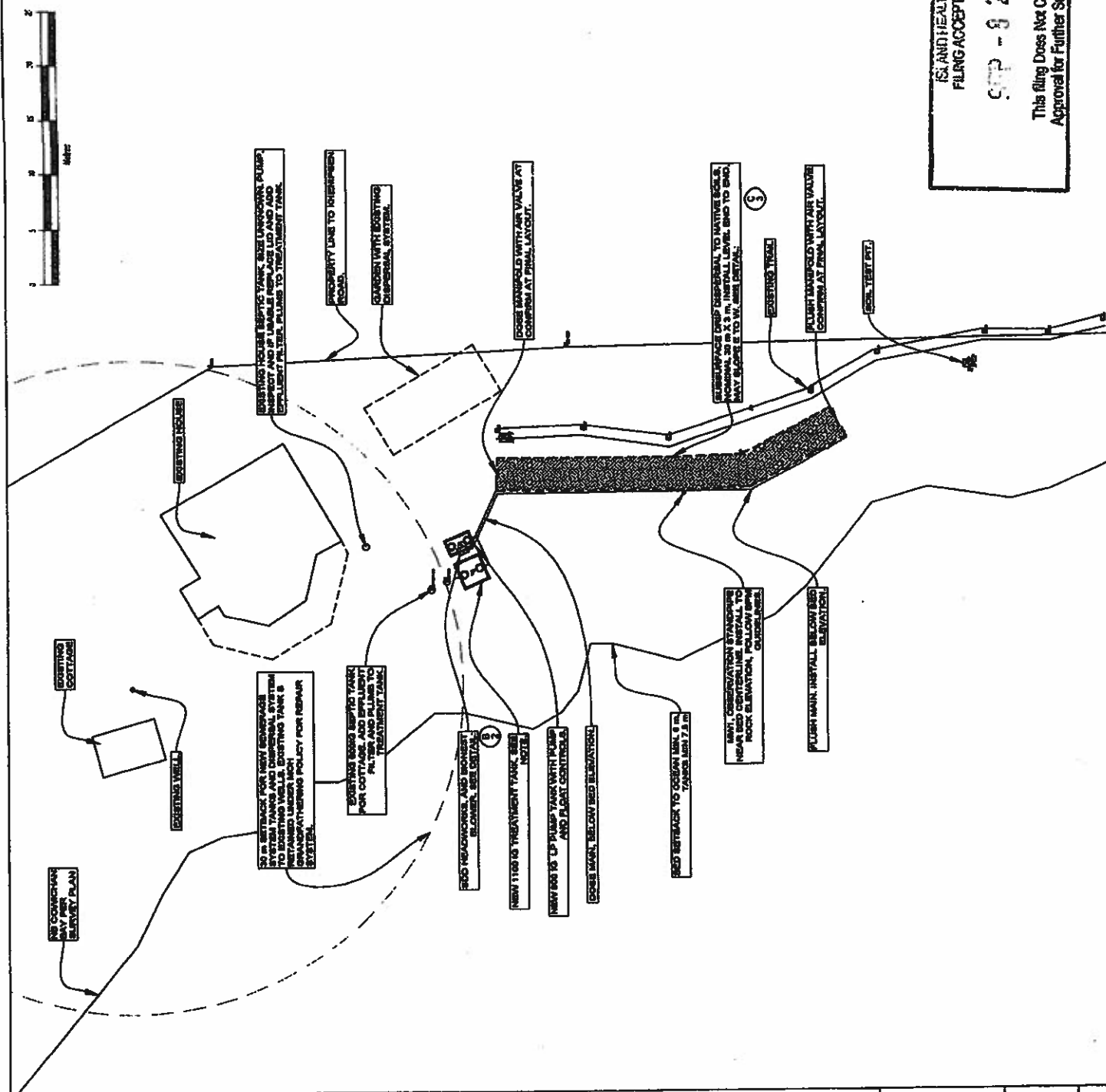
New pump tank, Shadow profile 600 KG, 60" w x 96" L, inlet elevation 40" from outside base.

**9334 Khenipsen Road, Duncan
(PID 027-581-578)
General arrangement of sewerage
system showing part of lot.**

Drawn by IPR for Envirocept. Based on Bowers and Assoc. lot survey plan, and approximate field measurements.

28 June 2020 R0

Page 1 of 3

ISI AND HEALTH
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**This filing Does Not Constitute
Approval for Further Subdivision**

Property Owner's Declaration

Property Information

Legal description Lot B, Section 13, Range 4
COWICHAN DISTRICT PLAN VIP85366
 Common Address 934 Khenipson Road
Duncan, B.C. V9L 5L3 Lot Size: 2.5 hectares/acres
CITY / PROVINCE / POSTAL CODE

Property Tax Information:

P.I.D. # 027-581-578 Folio. # 00401-200
TAX ASSESSMENT ROLL NUMBER

Owner Information

Legal owner's name

Owner's mailing address

CITY / PROVINCE / POSTAL CODE

Owner's Phone

Work:

Residence:

Building Information

Type of Facility (check one): ☒ Residence ☒ Other (describe) Cottage

Size of Building:	Residence Living Area	
	FEET ²	M ²
Basement	900sq'	
Main floor	1100sq'	
2nd Floor		
3rd Floor		
Total area	2000sq'	

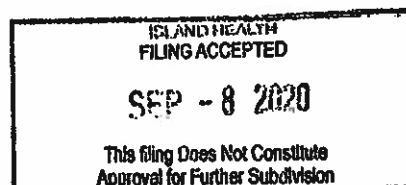
Other Facility (Total Area)	
FEET ²	M ²
390sq'	

# of bedrooms	2
---------------	---

1700 sq' garage

1 bedroom

Total 3 bedrooms.



Planned Uses

1. If the basement is unfinished, what is its intended use? office + spare room
2. Does the basement have plumbing or electrical provisions to add a separate living suite? ☐ Yes ☒ No
3. Do you plan on having a Bed and Breakfast or suite? ☐ Yes ☒ No
If yes, please provide details: _____
4. Do you plan on having an in-sink garbage disposal unit? ☐ Yes ☒ No
5. Do you plan on having a water softener? ☐ Yes ☒ No

Other Information

Do or will you have a well? ☒ Yes ☐ No

If No, source of domestic drinking water is: _____

If Yes, what is its location: Adjacent to cottage

Location of neighbouring wells: wells are located 100 ft. & 125 ft. away

Are there any covenants or easements on property? ☒ Yes ☐ No

Items to be Provided by Owner

The following items are to be provided by the Owner prior to the start of a site assessment and the Owner agrees herein to supply them at their expense:

1. Plans and specifications of building, site access and landscaping plans.
2. Plot plan or lot survey
3. Signed contract to authorize planner to begin work
4. Land Title's Search results
5. Reference plans and terms of any covenants or easements
6. Location of all existing services.
7. Copies of any/all registered covenants or easements

Declaration Statement

I/We, the undersigned declare that I/we are legal owners of the above described property and the information given above is true and accurate for the purpose of planning, designing, constructing and maintaining a Sewerage System for said property, and that any changes, alterations or amendment to this above information will be provided to the "authorized person," as defined in the B.C. Health Act, Sewerage System Regulation 324/2004, in writing immediately prior to any installation of a sewerage system.

Signature of Owner(s)

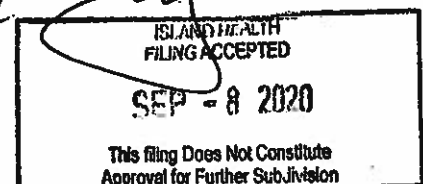
Date of Declaration: May 7, 2020

Raymond A. Demarchi
PRINT NAME

SIGNATURE

Carol Lee Hartwig
PRINT NAME

SIGNATURE



1 Location: 100 ft. deep Slope: 10° 12'
 Handwritten: Handwritten Reservoir
 Handwritten: very hard
 Handwritten: very hard

From	To	Colour	USDA Texture (s,l,cl,c)	Rocks (gr,cb,sl, v=very)	Coarse Gravel (%)	Structure		USDA Consistence	Density (f.c.d) Consistency (vs.s,l,h,vh)	Rocks		Mottles			Moisture (S,W,M,D)
						Type (gran, blocky, platy, wedge, prism, column, s.g., mass)	Grade (0,1,2,3)			Quant (f.c.m)	Size (f.m,c)	Depth From To	Quant (f.c.m)	Contrast (F,D,P)	
0	10	Black	L	gr	5	blocky	3	L	S	M S	S	0	0	0	0
10	90	0 Brown	SL	gr	5	blocky	3	L	S	M S	S	0	0	0	0
Hand dug depth is unknown															

Location:

Elevation:

Slope:

From	To	Colour	USDA Texture	Rocks	Coarse Gravel (%)	Structure		USDA Consistence	Density Consistency	Rocks		Mottles			Moisture					
						Type	Grade					Depth From	To	Quant	Contrast					
0	15	black	L	gr	5	blocky	3	L	S	M S	S	0	0	0	0	D				
15	81	brown	SL	gr	3	blocky	3	L	S	S BMK	S	0	0	0	0	D				

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 000 - 8 2020
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Bold Headings: Apply only to cohesive soils (silt or clay). Coarse gravel is > 19 mm (0.75 in).

File: Khenyzen Rd

Date: May 07/2020

MEMORANDUM	
To: PDB	From: CDJ
Client: Demarchi & Hartwig	File: 205046
Re: Interpretation of Easement	Date: April 9, 2020

ISSUES:

1. Does the wording of the easement registered on title on Lot A restrict our client's use of the property on Lot B?
2. Is there a risk that the owner of Lot A could apply to have the easement cancelled as a result in the change in the use of Lot B?
3. Is the owner of Lot A able to restrict the use of the easement to the purposes stated in the original grant?
4. If the owner is wrongfully restricting access to Lot B, what is the remedy?

SHORT ANSWERS

- 1. Does the wording of the easement registered on title on Lot A restrict our client's use of the property on Lot B?***

No.

The instrument is an easement; not a restrictive covenant. A restrictive covenant is a burden to land whereas an easement is positive in nature. Since this is an easement for the benefit of our client's land, it cannot be used as an instrument to restrict the number of buildings on our client's land.

At law there is a distinction between a positive and negative easement. A positive easement gives the owner the right to do a positive act on another's land (i.e. drive a car). A negative easement imposes a restriction on the use an owner may make of his or her land. The registrar endorses a negative easement as a restrictive covenant. This is quite clearly a positive easement.

Even if the easement were to be interpreted as a restrictive covenant, which is highly unlikely, our clients would be able to apply to modify the restrictive covenant to allow additional buildings to be constructed on the lot. When determining if there should be a

modification to a restrictive covenant, the courts will consider whether a restrictive covenant impedes the land owners reasonable use of the land without any practical benefit to others, as seems to be the case here.

As the easement is positive in nature, it does not impose any obligations on the use of our client's property. Our client is at liberty to build and rezone their property without restriction from the owner of the adjoining lot.

2. *Is there a risk that the owner of Lot A could apply to have the easement cancelled as a result in the change in the use of Lot B?*

No.

In order to cancel or modify an easement, the registered owner of Lot A will have to satisfy the test set out in section 35 of the *Property Law Act*. This is a difficult test to meet as it requires the petitioner to show that there has been a change in the character of the land or neighbourhood that renders the easement obsolete. The petitioner must prove one of four criteria:

- (a) the petitioner's use is impeded by the easement without benefit to others;
- (b) the persons who have benefit of the easement have expressly or impliedly agreed that the easement be modified or cancelled;
- (c) the modification will not injure the person entitled to the benefit of the registered charge or interest; or
- (d) the easement registered on title is invalid or unenforceable;

The case law is clear that in order to be successful, the petitioner must present sufficient, detailed evidence of prejudice to the servient tenant for the court to conclude that the prejudice outweighs the rights of the dominant tenant. The court will not cancel an easement on the grounds that it is obsolete where the easement still serves a purpose, or in the absence of evidence that the easement impedes the reasonable use of the land by the petitioners: *Kasch v. Goyan*, (1992), 87 D.L.R. (4th) 123 (B.C.S.C). In this case it is highly unlikely that this test will be met given the extreme prejudice to our client.

3. *Is the owner of Lot A able to restrict the use of the easement to the purposes stated in the original grant?*

Not likely.

The case law is clear that where an easement grants a right of way, with no express restriction on use, an increase in use is not objectionable as long as the increase in use is contemplated at the time the easement was granted. The issue here is that the easement is restricted to the "reasonable use of a single family dwelling". Where an

easement restricts use and use is extended beyond the dominant tenement's legal use the court may grant an injunction restraining the use.

CASE LAW

Where an easement is created by an express grant, the extent of the easement is determined by the wording of the instrument creating the easement considered in the context and circumstances that existed when the easement was created. If the use of the easement remains of the same general nature, even if there is an increased burden on the servient owner by virtue of more frequent use, the more frequent use can reasonably be said to be within the contemplation of the parties at the time of the grant: **1637063 Ontario Inc. (c.o.b. Markham Road Medical Centre) v. Markham (City)**, 2019 ONSC 7511.

This was also stated at para 3 of **Almel Inc. v. Halton Condominium Corporation No. 77**, [1997] O.J. No. 824:

Where a right of way has been created by express grant, the scope of permissible use depends on the words used. The circumstances existing at the time of the grant may also be looked at to construe the nature and extent of the rights conveyed. see *Laurie v. Bowen*, 1952 CanLII 10 (SCC), [1953] 1 S.C.R. 49. In the case of a general grant, as here, the permissible use is not limited to the original use. Although the owner of the dominant tenement cannot alter the type of use of the right of way beyond its original scope, the burden on the servient tenement can be reasonably increased so long as the use is of the same general nature, and it can reasonably be said to have been in the contemplation of the parties at the time of the grant.

To make this determination, the court will consider:

- (1) whether the grant of the easement was limited to the particular purpose; and
- (2) whether the change in the use of the land increased the burden on the servient tenement.

In **Temple Kol Ami v. Elm Thornhill Woods Inc.**, 2008 O.J. No. 2286 the court stated

The use of a right-of-way must be within the terms of the grant or accustomed use (in the case of a right acquired by implied grant, implied reservation or prescription), and it must be reasonable. As a general rule the use of a right of way depends on the nature of the servient land and the purposes for which the right-of-way is intended to be used. If the grant of a right-of-way is not limited to a particular purpose, or if a way has been used for several purposes, a general right-of-way may be inferred. However, this will not be the case where the evidence shows intended use for particular purposes only.

There are certain general limitations on the use of a right-of-way:

- a. a right-of-way to one property does not include a right-of-way to a place beyond that property.
- b. the owner of the dominant tenement is restricted to the legitimate use of the right; and
- c. the burden on the owner of the servient tenement cannot, without their consent, be increased beyond the terms of the grant or, where the right of way based on implied or prescriptive rights, beyond accustomed use.

At para 49 the court states:

Can the initial grant be read to contemplate the possibility of a change in the nature of the use of the easement, or are the rights frozen at the time of the grant? Naturally, the grantee is not entitled to increase the burden on the servient land beyond the rights initially conveyed, but may have been contemplated or taken as implied that the easement's use would change over time. If so, an apparent increase in the burden can be a valid use of the initial right. For example, in *Laurie v. Winch* [[1953] 1 S.C.R. 49], farmland (the dominant tenement) was subdivided into residential lots. The easement, which was granted as a perpetual right of way over a slender lot near the farm, was split into a larger number of easements, each of these being attached to each new lot. The Supreme Court of Canada treated this diffusion as valid. There was nothing to suggest that it was contemplated that the lands would always be for agricultural purposes, or that changes in the use of the dominant lands would affect the continued use of the easement.

In Halsbury's Laws of England at p. 26, the law is stated:

The nature and extent of an easement created by express grant primarily depend upon the wording of the instrument. In construing a grant of an easement regard must be had to the circumstances existing at the time of its execution; for the extent of the easement is ascertainable by the circumstances existing at the time of the grant and known to the parties or within the reasonable contemplation of the parties at the time of the grant, and is limited to those circumstances. Consequently, if those circumstances are subsequently altered so that there is a radical change in the character or identity of the user or of the dominant tenement, the altered user cannot be justified. However, a mere increase in user is unobjectionable, and thus the dominant owner will not necessarily be limited to the precise circumstances actually in existence at the time of the grant. The distinction is between a mere increase in user and a user of a different kind or for a different purpose, evolution or mutation.

In ***Stella Psarakis Medicine Professional Corporation v. Gonnissen***, 2015 ONSC 25, the court states at paras 29-30:

29 As referred to in the discussion regarding the scope of an easement, its usage is contextual, reasonably and objectively contemplated. A mere increase in usage is distinguishable from a use of a different kind or for a different purpose. The latter can be of such a magnitude that the rights of the servient tenement to use this land is substantially interfered with and is beyond the scope of the right of way (Granfield v. Cowichan Valley Regional District [1996] B.C.J. No. 261; 71 B.C.A.C. 81, at paras. 45, Malden Farms v. Nicholson, [1955] O.J. No. 616; 3 D.L.R. (2d) 236.

30 "Overburdening" a right of way by a dominant tenement is closely akin to non-contemplated or excessive use. It is a usage which is destructive of or impairs the use by the servient tenement.

In our case the stated purpose of the easement at the time of grant was for to provide access for vehicle and pedestrian traffic to pass and repass for the purposes of meeting the "reasonable needs of the single family residential dwelling located on the Dominant Tenement". Arguably, this is a mere increase in usage and it is distinguishable from a use of a different kind or of a different purpose. There is some uncertainty as there is a limitation in easement for the purpose of the reasonable needs of a single family residential dwelling. I could not find a case dealing with this restriction specifically. Overall the court will look to whether the usage of easement is contextual, reasonably and objectively contemplated at the time the grant was entered into. Since our client granted the easement to themselves in this case, it would be relatively easy to establish that they contemplated the potential construction of a second residence.

4. What is the remedy for unreasonable interference with a dominant tenement's easement rights?

The law is clear that the servient tenant must not deal with the dominant tenant in a manner that would render the easement over it incapable of being enjoyed or more difficult to enjoy. This would include any measures that would restrict our client's use of the easement, and would include the use of the easement by guests and other residents of the property.

A wrongful interference with an easement, including any obstruction of the easement, constitutes a nuisance. A nuisance is an injury done to a person in possession of property whereby their enjoyment of the land is adversely affected and may entitle our client to damages. Our client may also be able to apply for injunctive relief.

To be actionable, interference with an easement or right of way must substantially interfere with the dominant tenement owner's ability to use the right of way for the

purposes identified in the grant. There is no actionable interference with a right of way if it can be substantially and practically exercised for the purposes identified in the grant as conveniently after as before the occurrence of the alleged obstruction.

CASE LAW

***Temple Kol Ami v. Elm Thornhill Woods Inc.*, 2008 O.J. No. 2286**

- the easement granted right of way to a property, the purpose of the easement was to allow access to a synagogue. The synagogue was never constructed. Condominiums were built instead.
- In this case the easement never stated that it was to be provided to the patrons but to provide access to the property generally.
- The respondent argued that the easement was extinguished because of the change in use of the property. The respondent also argued that the change in use of the easement increased the scope of the easement without their consent.
- The trial judge and the court of appeal dismissed this argument.
- At paragraph 48 the court states:

The use of a right-of-way must be within the terms of the grant or accustomed use (in the case of a right acquired by implied grant, implied reservation or prescription), and it must be reasonable. As a general rule the use of a right of way depends on the nature of the servient land and the purposes for which the right-of-way is intended to be used. If the grant of a right-of-way is not limited to a particular purpose, or if a way has been used for several purposes, a general right-of-way may be inferred. However, this will not be the case where the evidence shows intended use for particular purposes only.

There are certain general limitations on the use of a right-of-way:

- d. a right-of-way to one property does not include a right-of-way to a place beyond that property.
 - e. the owner of the dominant tenement is restricted to the legitimate use of the right; and
 - f. the burden on the owner of the servient tenement cannot, without their consent, be increased beyond the terms of the grant or, where the right of way based on implied or prescriptive rights, beyond accustomed use.
- At para 49 the court states that a prime consideration in construing the breadth of an easement is the purpose for which the grant was initially made. The court goes on to say:

Can the initial grant be ready to contemplate the possibility of a change in the nature of the use of the easement, or are the rights frozen at the time of the grant? Naturally, the grantee is not entitled to increase the burden on

the servient land beyond the rights initially conveyed, but may have been contemplated or taken as implied that the easement's use would change over time. If so, an apparent increase in the burden can be a valid use of the initial right. For example, in *Laurie v. Winch* [[1953] 1 S.C.R. 49], farmland (the dominant tenement) was subdivided into residential lots. The easement, which was granted as a perpetual right of way over a slender lot near the farm, was split into a larger number of easements, each of these being attached to each new lot. The Supreme Court of Canada treated this diffusion as valid. There was nothing to suggest that it was contemplated that the lands would always be for agricultural purposes, or that changes in the use of the dominant lands would affect the continued use of the easement.

- In this case the court found that the purpose of the easement was to provide access to the lot, and that the use was not intended to be limited to patrons of the synagogue. The respondent failed to show that there was a substantial increase in the burden by the change in the use.

1637063 Ontario Inc (cob Markham Road Medical Centre) v Markham (City), 2019 ONSC 7511

- plaintiff is a medical centre sought declaratory relief regarding an easement
- use of an easement for traffic and pedestrians to access the clinic
- the court found that the petitioner was entitled to every reasonable use of the easement for the purposes stated in the grant.
- The purpose of the easement was to grant access for vehicle and pedestrian traffic to the medical clinic
- The court gave declaratory relief that the easement could be used for vehicular traffic.

***Almel Inc v Halton Condominium Corp No 77*, [1997] OJ No 824**

- The respondent had a service station with an easement that provided access across the petitioner's land
- The respondent wanted to add a car wash station and the petitioner argued this would increase the burden of the easement (i.e. cars turning around in the easement)
- that as there was nothing in the easement restricting the respondent from using the right of way in the manner proposed
- The intention was to use the right of way as an ingress, egress, and the proposed change in the business did not bring about a change in the use of the right of way.
- While the addition of the car wash would increase the burden on the servient tenement, because it would be used more frequently, the intended use remained

the same in its general nature, and can reasonably said to have been within the contemplation of the parties at the time of the grant.

***West High Development Ltd v Veeraraghaven*, 2011 ONSC 1177,**

- Right of way granting access to a residential property
- The respondents sought to renovate their property to include a parking area by the residence
- The petitioner argued the right of way was for pedestrian use only, the respondents argued it was for vehicular traffic and could be used by the respondents, tenants, and occupants of the residence.
- The court determined that the easement could be used for vehicular access to the property.

***Korisanszky v. Richardson*, 2008 BCSC 1480,**

- the petitioner sought a declaration the easement had come to an end.
- the dominant tenement had a duplex, had the lot subdivided into a strata lot
- the easement granted the respondents the unrestricted right to access to the easement for the full use and enjoyment of the dominant tenement. The easement also explicitly stated that the easement was not severable and shall only be enjoyed as long as the lands were occupied as one tenement.
- the issue was whether the subdivision increased the burden on the easement, in this case the court found that the subdivision did.
- The respondents were able to seek a "new" easement pursuant to s.36(2) of the *Property Law Act* and to compensate the petitioners for the new easement.

***Donald et al v. Friesen et al* (1990), 72 O.R. (2d) 205**

- the District Court of Ontario determined that a change in use by the dominant owner from the time of acquisition in 1979 (essentially as private land) to the development of a quarry on this land by 1990, which resulted in an increase in traffic of up to 5-7 cars per day and up to about 10 cars per day on weekends in the summer months, was a lawful use.

Crown ArborCare

Box 265
Chemainus BC V0R 1K0
(250)715-5523
ryanthe Arborist@yahoo.ca
GST/HST Registration No.: 80395 3322
BW0001



INVOICE

BILL TO

Ray Demarchi
Khenipsen Rd.
Cowichan Bay BC

INVOICE # 1629**DATE** 09/03/2020**DUE DATE** 10/03/2020**TERMS** Net 30


ACTIVITY	QTY	RATE	TAX	AMOUNT
Arborist Services	5.50	140.00	GST	770.00

Arbutus prune		SUBTOTAL		770.00
		GST @ 5%		38.50
		TOTAL		808.50
		BALANCE DUE		\$808.50

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		38.50	770.00

Report

Date	September 16, 2020	Prospero No. ZB000126
To	Council	Folio No. 00401-200
From	Glenn Morris, Development Planning Coordinator	File No. 3360-20 19.24
		Endorsed: 
Subject	Zoning Bylaw Amendment Application No. ZB000126 (934 Khenipsen Rd.) – Proposed Detached Second Dwelling Use	

Purpose

To introduce Zoning Amendment Bylaw (Second Dwelling – 934 Khenipsen Road), 2020, No. 3798, so that Council may consider a site-specific zoning amendment application to permit the use of a converted accessory building as a detached second dwelling.

Background

The subject application requests an amendment to Zoning Bylaw 2950 to permit a second detached dwelling at 934 Khenipsen Road (the “subject property”). The application was submitted in response to bylaw enforcement action initiated by the Municipality in response to a complaint. To resolve the bylaw violation, David Coulson Design Ltd. (“the applicant”) has submitted a zoning amendment application on behalf of the property owners that, if approved, would grant land-use approval for the second dwelling.

The subject property is .98ha (2.43 acre) in size (Attachments 1 and 2) and is zoned Rural Restricted Zone (A3). In addition to the second dwelling, there is also a principal single-family dwelling on the property.

Land Use Context

North: Rural Residential / Cowichan Tribes Land
 South: Cowichan Bay / Estuary
 East: Rural Residential Lands
 West: Cowichan Bay / Estuary / Rural Residential Lands

Discussion

Proposal

The applicant is proposing a site-specific amendment to the Zoning Bylaw that would amend the Rural Restricted Zone (A3) to permit a detached second dwelling unit on the subject property.

Official Community Plan Policy

The following OCP policies are considered relevant to this application:

Policy 2.2.1.1 *The Municipality will avoid allowing any work in sensitive areas. Community growth, development and redevelopment will be directed to areas with the least environmental sensitivity.*

- Policy 2.2.1.2 *a) The Municipality will preserve sensitive ecosystems in a natural condition and keep them free of development and human activity to the maximum extent possible.*
- Policy 2.2.1.6 *The Municipality recognizes and will protect the unique and special characteristics of ocean foreshores and other waterfront areas.*
- Policy 2.2.3.1 *a) The Municipality will discourage development in areas with natural hazards. Floodplains, interface fire areas, coastlines¹⁴ and steep slopes over 20% are deemed to be hazardous for development, and are designated as Development Permit Areas under the Local Government Act (Section 919.1(1)). All hazard lands are subject to the Development Permit Area Guidelines (DPA- 4). See Map 8.*
- Policy 2.4.4.4 *Recognize distinct needs of neighbourhoods and areas along the waterfront. a) The Municipality will protect the natural values of the Cowichan estuary and Cowichan Bay foreshore.*

OCP policy strongly discourages development activity or disturbance and density increases in environmentally sensitive areas, particularly ocean and foreshore areas and the Cowichan Estuary or areas susceptible to natural hazards such as wildfire, flooding or steep slopes.

Building Permit

The Municipality has no record confirming the extent of works conducted or whether the improvements meet the Provincial Building Code requirement as there was no building permit issued for the accessory building conversion. Should the zoning amendment be approved, a building permit to convert the accessory structure will be required to be in compliance with the BC Building Code.

Wastewater Disposal System Investigation

A wastewater septic tank and pump chamber servicing the converted accessory building has been constructed without permits, tied into the existing wastewater tank and distribution box and dispersal field for the single-family dwelling, and is in a location prohibited under North Cowichan DPA3 guidelines, approximately 10m from the property line abutting the natural boundary of Cowichan Bay (Attachments 4 and 6).

The dispersal field is also damaged (partially plugged), which is resulting in the overflow of concentrated untreated effluent from the distribution box into the environment. Several wastewater system components have been flagged as being undersized relative to industry standards (Attachment 4 and 6). This application has been referred to Island Health for comment and guidance on the placement, design and maintenance of the current wastewater treatment system.

Council Second Dwelling Rural Lands Policy

The subject property does comply with policy guidelines in terms of size of the second dwelling (limitation 92m² – 990.28ft² actual is 39m² – 420ft²) and with the limitation on parcel size where no municipal water or sewer exists (limitation 1ha – 2.5acres actual is 1ha – 2.5acres – Attachment 8).

Development Permit Areas / Archaeological Potential

The converted accessory building on the subject property is within the sensitive shoreline area, and within 10m of the natural boundary of Cowichan Bay and is therefore subject to Development Permit Area 3 - Natural Environment. Natural hazards also exist here in the form of steep slopes and extreme wildfire risk under Development Permit Area 4 DPA4 – Natural Hazards.

The shoreline and upland property have a high potential for archaeological value with marked provincial archaeological sites identified in the area.

Access Easement FB192986

Access to the subject property is over a private easement on an adjacent property. The easement on the applicant's title identifies conditions of use for pedestrian and vehicle access (over 948 Khenipsen to and from 934 Khenipsen) for each landowner party to the agreement and the conditions to which they are subject. The conditions may not be changed unilaterally, and any dispute that is not amicably resolved between parties must be addressed through the courts.

This access easement is now a point of contention between the property owners of 934 and 948 Khenipsen. The issues are over the terms of the easement through an alleged change in easement conditions (the number of dwellings on 934 Khenipsen) and the observed increase in traffic (stated by the landowner for 948 Khenipsen) over his property for access to the subject parcel. Each party to the easement has consulted and submitted legal opinions from their respective legal counsel to the Municipality (Attachment 5).

The Municipality is not a party to the access easement. As the easement is a private agreement, the Municipality has no legal jurisdiction or obligation to resolve issues arising from a dispute of the easement or enforcing the easement itself. The issue remains in dispute at the time of the writing of this report.

Environmental Report (Madrone Environmental Services)

The report prepared by Madrone Environmental Services indicates that no fully intact ecosystems are located on the property, and those remaining are fragmented due to human disturbance. While acknowledging that no native plants were removed in the largely internal works conducted on the accessory building conversion, the native plants on-site are being outcompeted for space by invasive plants in several areas, for example, laurel, English ivy, Himalayan blackberry and broom. This outcome is typical of disturbed lands (Attachment 9).

The biologist goes on to conclude that: *"To improve the historically disturbed nature of the property and improve upon the biological function of the marine foreshore zone, enhancement is encouraged – a prescription for enhancement through the planting of native shrubs and removal of invasive vegetation,"* can be provided to the applicant

Geotechnical Engineering Report (Ryzuk Geotechnical Engineering & Materials Testing)

The geotechnical engineer retained to assess the converted accessory building (second dwelling) has observed twisting of the roof spine of the building and differential movement of the structure toward the shoreline slope (part of the converted accessory building is moving – the other not) (Attachment 7).

In summary, the reporting engineer states that in the face of upper slope surficial creep or seismic events, *"The building itself may or may not hold up in such an occurrence – potential detachment of deck from building"* and recommends that the foundations be extended and secured to bedrock. No commitment to undertake these repairs or confirmation that the repairs are possible has been received from the applicant.

Internal Staff Referral Responses

This application was referred to municipal departments. Those departments that provided comments on the application registered no comment or concerns except for Fire Services and the Building and Engineering departments (Attachment 3).

- **Fire Services** identified concerns over the inherent wildfire risk on the property.
- **Building** indicated that a building permit informed by a professional geotechnical engineer will be required to address the existing converted accessory building construction.
- **Engineering/Environmental Services** provided comment on the Madrone Environmental report submitted by the applicant and recommended that the landowner be obligated to:
 - improve the historically disturbed nature of the property;
 - improve upon the biological function of the marine foreshore zone;
 - enhance through the planting of native shrubs; and,
 - remove invasive vegetation.

Staff have not received any commitment in the report submission from the homeowner to carry out the attached recommendations.

Communications and Engagement

Should Council give first and second reading to Zoning Amendment Bylaw (Second Dwelling – 934 Khenipsen Road), 2020, No. 3798, a public hearing will be conducted to provide the public with an opportunity to submit input. Neighbouring properties within a 60m radius of the subject property will be notified of this application, and advertisements will be placed in the local newspaper, as required by the *Local Government Act*.

Summary & Conclusion

Although this application is compliant with Council's policy for Second Dwellings on Rural Lands, there are several unresolved issues associated with it. These include:

- **Official Community Plan** – The policy does not support any disturbance of land or an increase in residential density in environmentally sensitive areas.
- **Archaeology** – Marked archaeological sites exist in this area. Land alterations, including wastewater

system repairs, could unearth archaeological artifacts, in which case the *Heritage Conservation Act* would apply.

- **Geotechnical Engineering Report** (Ryzuk Geotechnical Engineering & Materials Testing) – The geotechnical engineer retained by the homeowner has observed signs of the building twisting, inadequate roof water drainage and incomplete foundations (Attachment 7).
- **Environmental Report** (Madrone Environmental Services) – The biologist recommends invasive species removal and remediation/replanting with native plants to improve the biological function of the site (Attachment 9). No commitment from the homeowner has been submitted with this application to do this.
- **Internal Referral Staff Comment** – Please note wildfire risk, the requirement for a building permit, invasive plant removal and native planting install as recommendations to Council (Attachment 3).
- **Easement** - The subject property does not have direct access to a public road and instead relies on a private access easement over an adjacent property. Increasing the intensity of use on the property by authorizing a second dwelling will likely aggravate the existing conflict with the neighbouring property owner over the easement.
- **Building Code** – Building upgrades necessary to bring the structure into compliance with the BC Building Code could be substantial and costly. The applicant has not provided documentation outlining how the conversion would be done or if it is even feasible without extensive demolition and reconstruction. Approval of the zoning amendment application will not resolve building compliance issues, and there is no assurance that the building compliance issues will be resolved if the zoning amendment bylaw is adopted.
- **Environmentally Sensitive Area** – The second dwelling is proposed on a site that is deemed environmentally sensitive due to the proximity to the ocean and is on the edge of a slope that may be unstable. Applicable development permit guidelines do not support this location.
- **Wastewater Disposal System** – The application does not describe how the non-compliant wastewater treatment system will be remedied or how upgrades would be applied to protect environment.

For these reasons, staff have recommended that the application be denied. Should the application be denied, the detached dwelling unit would be required to be decommissioned and it would be limited accessory residential use only.

Options

The following options are presented for Council's consideration:

Option 1 (Recommended):

That Zoning Bylaw Amendment Application No. ZB000126, to permit a second dwelling at 934 Khenipsen Road (PID: 027-581-578) be denied.

Option 2:

- a) That Council give first and second reading to Zoning Amendment Bylaw (Second Dwelling – 934 Khenipsen Road), 2020, No. 3798; and,

- b) that a Public Hearing be scheduled for Zoning Amendment Bylaw (Second Dwelling – 934 Khenipsen Road), 2020, No. 3798 and notification be issued following requirements of the Local Government

Recommendation

That Zoning Bylaw Amendment Application No. ZB000126, to permit a second dwelling at 934 Khenipsen Road (PID: 027-581-578), be denied.

Attachments:

1. Location Map
2. Orthophoto
3. Internal Referral Responses
4. Septic Compliance Inspection Report
5. Access Easement and Legal Opinions
6. As Build Plan Set
7. Ryzuk Geotechnical Report
8. Second Dwelling Rural Lands Policy
9. Madrone Environmental Report
10. Zoning Map (background information only)
11. Development Rationale (background information only)
12. Template Wildfire Interface Protection Covenant (background information only)
13. Site Photos (background information only)
14. Rural Restricted A3 Zone (background information only)
15. Draft Bylaw No. 3798 (background information only)

Report

Date November 18, 2020

File:

To Council

From George Farkas, Director, Human Resources and Corporate Planning

Endorsed:



Subject Respectful Spaces Bylaw Consequential Amendments

Purpose

To enable Respectful Spaces Bylaw No. 3796 to be enforced by municipal ticket and align the behavioural regulations within Parks and Public Places Regulation Bylaw to Bylaw 3796.

Background

On October 21, 2020, Council adopted the Respectful Spaces Bylaw No. 3796, 2020. The Bylaw addresses situations of inappropriate behaviours (behaviours by the public towards staff/Council; behaviours by Council/staff towards the public) and includes a detailed complaint process, procedures for enforcement, consequences of a breach (including suspensions and/or monetary fines) and an appeal process.

Discussion

Legal counsel has identified two municipal bylaws need to be amended in light of the recently adopted Respectful Spaces Bylaw.

The amendment to Municipal Ticket Information System Bylaw No. 3464 will provide the Manager of Fire and Bylaw Services ticketing powers in order to issue a fine (municipal ticket, also known as an MTI) for non-compliance consistent with the fine amount established under subsection 7(4) of Respectful Spaces Bylaw No. 3796. Bylaw 3796 authorizes the Manager of Fire and Bylaw Services to issue a suspension to any person who is not in compliance with the Respectful Spaces Bylaw for a period of up to eighteen months or issue a fine of up to \$1000 per incident, or issue both a suspension and fine. Without this amendment, any penalties under Bylaw No. 3796 must be prosecuted in provincial court using long form information under the *Offence Act*.

Section 6(2) of the Parks and Public Places Regulation Bylaw also needs to be amended to clarify that the rules, behavior and conduct set out under the Respectful Spaces Bylaw applies to persons within parks and recreation facilities. Parks and Public Places Regulation Amendment Bylaw, 2020, No. 3806 proposes to replace the current wording:

"Every person within a park or recreation facility must observe and obey all rules of behaviour and conduct including, without limitation, all signs and posted notices."

with:

"Every person within a park or recreation facility must observe and obey all rules of behaviour

and conduct as set out in this Bylaw and the Respectful Spaces Bylaw including, without limitation, all signs and posted notices."

Recommendations

1. That Council gives first, second and third reading to Municipal Ticket Information System Amendment Bylaw, 2020, No. 3807.
2. That Council gives first, second and third reading to Parks and Public Places Regulation Amendment Bylaw, 2020, No. 3806.

Attachments:

- (1) Municipal Ticket Information System Amendment Bylaw No. 3807
- (2) Parks and Public Places Regulation Amendment Bylaw No. 3806



The Corporation of the District of North Cowichan
Municipal Ticket Information System Amendment Bylaw, 2020

Bylaw No. 3807

WHEREAS the Council of the District of North Cowichan has adopted the Municipal Ticket Information System Bylaw No. 3464;

AND WHEREAS the Council of The District of North Cowichan would like to amend the Municipal Ticket Information System Bylaw No. 3464;

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

Title

- 1 This bylaw may be cited as "Municipal Ticket Information System Amendment Bylaw, 2020, No. 3807".

Amendment

- 2 Schedule 1 of the Municipal Ticket Information System Bylaw No. 3464 is hereby amended by adding the following in Columns 1 and 2:

Respectful Spaces Bylaw No. 3796, 2020

Manager of Fire and Bylaw Services

- 3 Schedule 2 of the Municipal Ticket Information System Bylaw No. 3464 is hereby amended by inserting the following as a section:

Section 21 - Respectful Spaces Bylaw No. 3796, 2020

<i>Item</i>	<i>Column 1</i> Offence	<i>Column 2</i> Section	<i>Column 3</i> Fine
<i>1</i>	<i>Commit or engage in Inappropriate Behaviour in a Municipal Facility</i>	<i>6(2)</i>	<i>\$1000</i>
<i>2</i>	<i>Commit or engage in Inappropriate Behaviour in a space in which Municipal Services are provided</i>	<i>6(3)</i>	<i>\$1000</i>

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

CORPORATE OFFICER

PRESIDING MEMBER



The Corporation of the District of North Cowichan
Parks and Public Places Regulation Amendment Bylaw, 2020

Bylaw No. 3806

WHEREAS the Council of the District of North Cowichan has adopted the Parks and Public Places Regulation Bylaw No. 3626;

AND WHEREAS the Council of The District of North Cowichan would like to amend the Parks and Public Places Regulation Bylaw No. 3626;

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

Title

- 1 This bylaw may be cited as "Parks and Public Places Regulation Amendment Bylaw, 2020, No. 3806".

Amendment

- 2 The Parks and Public Places Regulation Bylaw No. 3626 is hereby amended by deleting subsection 6(2) and substituting the following:

(2) Every person within a park or recreation facility must observe and obey all rules of behaviour and conduct as set out in this Bylaw and the Respectful Spaces Bylaw including, without limitation, all signs and posted notices.

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

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date October 27, 2020

File:

To Council

From Mark Frame, General Manager, Financial and Protective Services

Endorsed:



Subject Crofton Fire Hall Upgrade

Purpose

To provide options for a long term solution for upgrading or replacing Crofton Fire Hall.

Background

The Crofton Fire Hall was originally built in 1964. However, a second floor was added to the structure sometime later without obtaining any permits. Therefore no plans are documenting the addition. In 2002, the facility was further upgraded to add the truck bay, designed to be a post-disaster structure.

Over the past several years, several studies of the Crofton Fire Hall were completed to identify the facility's deficiencies and recommend long-term options for the Hall:

- In 2018, a **Facility Condition Assessment** was completed, advising that \$1.25 million in repairs and upgrades would be needed within the next ten years.
- In 2019, a detailed **Seismic Assessment** of the Hall was completed, which recommended \$900,000 of upgrades, in 2019 dollars, excluding soft costs. The seismic study also recommended further review of the second-floor addition to the 1964 structure.
- A **Second Floor Load Rating Study** was undertaken in late 2019. The load rating study involved destructive testing, cutting holes in the ceilings and floors to locate joists. The load rating study found the second floor to be unsafe for the existing loads. The study recommended reducing the live load capacity to 1.25kPa. This resulted in the second floor being closed with furniture and other equipment being removed. Repairing the bearing issues would require replacing the second floor joists and would not increase the seismic load. However, it was determined that to make all the necessary repairs to bring the second floor into compliance and then still have to do all the seismic work was not economically feasible.

As a result, the Crofton Fire Hall has been without an assembly space for practices and training since August 2019. In May of 2020, a feasibility study was budgeted to determine the best course of action.

Discussion

The Feasibility Study was completed in October 2020. The study (Attachment 1) addressed three options: replacing the 1964 structure with a smaller structure, renovating the 1964 structure, or replacing the whole building.

The consultant first performed a needs analysis. As part of that analysis, he met with the Crofton Station Chief, Deputy Chief, and Manager of Fire and Bylaw Services (Fire Chief) to determine what spaces the Fire Hall needed for operations.

Then he provided options for programming the space. In any new area, the emphasis was put on multi-use space. Once the space analysis was complete, plans for the options were drawn.

It was determined that the 2002 truck bays had too much value to abandon and were included in the first two options. Costs from the Stantec Facility Condition assessment (2018) related to the truck bays were included in the costing and escalated to 2020. This would consist of seismic upgrades, HVAC and roof upgrades estimated at \$650,000 to \$750,000. The Feasibility Study has been reviewed by the Manager of Fire and Bylaw Services, the Crofton Chief and Deputy Chief.

Figure 1: Concept drawing for recommended option:



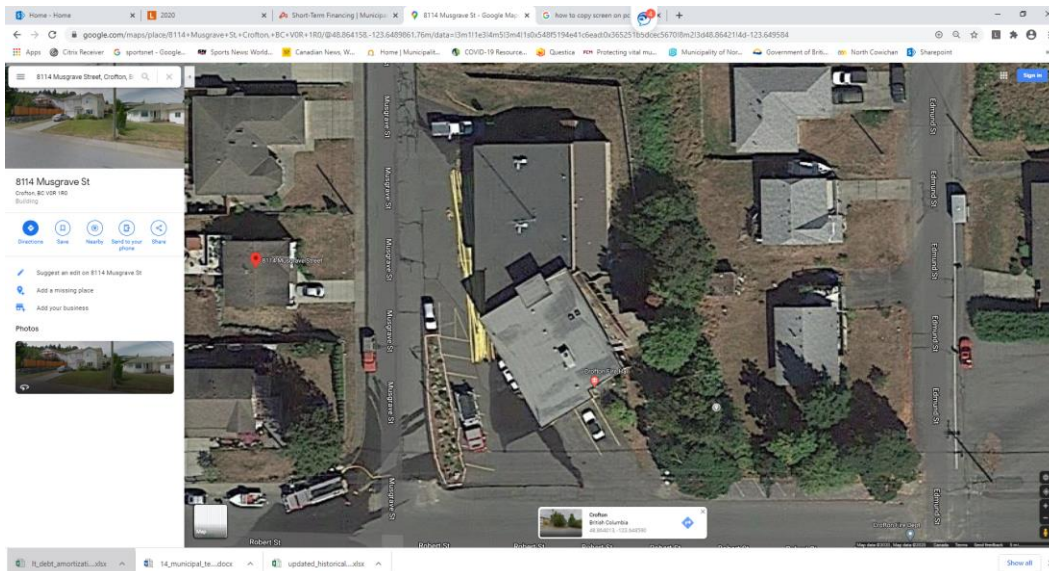
Figure 2: Original Building facing Robert St.



Figure 3: Truck Bays (2002) facing Musgrave Street



Figure 4: Google Map



Options

- Option 1 (Recommended) – Demolition of all of the original 1964 building and replacing it with a smaller 2,150 gross square foot addition, and upgrading the existing truck bays. The cost would be between \$2.5 and \$3.5 million (unescalated).
- Option 2 – Extensive renovation of the 1964 structure, including removing the non-conforming second floor and replacing it with a lower profile roof and upgrading the existing truck bays. Cost would be \$3.5 – \$4.0 million (unescalated).
- Option 3 – Demolish the entire building and replace it with a new state-of-the-art facility with three new drive-through bays at the cost of \$7.0 million (unescalated).

Implications

Value: The Crofton Fire Hall is 56 years old and needs to be replaced. The 2002 truck bay addition still has value and can be updated to meet post-disaster standards.

Public Safety: The Crofton Fire Hall has been operating without the second floor since the end of August 2019 due to concerns with occupant loads. Fire crews have had to use other facilities for theoretical training that include costly rentals of recreational facilities or moving to other Fire Halls within North Cowichan, which puts them outside of their respective response area.

Suitability/Functionality/Volunteer Retention: The current study areas and training offices have been eliminated with the closure of the building's upstairs rooms, and crews have had to make do at home or in the truck bays to accommodate completing lesson plans and/or field reports. Practices are sometimes held in the truck bays with the trucks pulled out onto the apron in front of the Hall to make space for training props and demonstrations. This is not sustainable in the long term.

Firefighters are adaptable to most situations and have done so in this case. The stability and sense of pride that our volunteer firefighters take in their Fire Hall is one of the rewards of being a volunteer, and it is what draws a lot of them to community service in North Cowichan.

Financial/Elector Approval: Financing, the Fire Hall project, will require debt as there are not adequate reserve funds for the project. The long-term debt process would be similar to the process undertaken for the new RCMP facility, which includes obtaining approval from electors (i.e. loan authorization bylaw and alternative approval process). Short-term borrowing does not require elector approval but is limited to \$50 per capita and can only be borrowed for a term not to exceed five years. Options for financing are:

1. **Recommended** - Borrow the entire amount through long term debentures, using the Alternate Approval Process.
 - Based on \$3.5 million borrowed over 20 years – annual payment \$200,000
2. Borrow the maximum under Short Term Borrowing, \$1,500,000 (\$50 x population), repayable over five years, and use the Land Sale Reserve Fund to finance the balance (2020 balance approximately \$3.0 million)
 - Annual payment over 5 years - \$320,000.

Interest rates are at a historical low. The Municipal Finance Authority issued 10-year bonds in October at a remarkable rate of 0.91%. The administrative cost of running an alternative approval process is estimated at approximately \$2,500.

Recommendation

1. That Staff be directed to include \$3.5 million in the 2021-2025 Financial Plan for upgrades to the Crofton Fire Hall based on Option 1, the Demolition of the original 1964 building and replacing it with a smaller 2,150 gross square foot addition, and associated upgrades to the 2002 truck bays.
2. That the Crofton Fire Hall redevelopment be financed by long term debt.

Attachment: Crofton Fire Hall Redevelopment Options Functional Space Programs



District of North Cowichan & North Cowichan Fire Department

Crofton Firehall Redevelopment Options Functional Space Programs

October 2020

Executive Summary and Recommendation

Current Situation

The current North Cowichan Fire Department firehall in Crofton is approximately 12,000 gross square feet (GSF). Of that, 7,200 gsf is the original 1964 building with walk-out partial basement and a non-conforming second floor added sometime thereafter (no drawings to confirm). The Annex of 4,700 gsf constructed in 2002 is a mix of combustable and non-combustable construction. The Annex with the current four apparatus bays has some building system and envelope problems and, would not meet current seismic code requirements so some remedial work would be necessary during the redevelopment project. There is also a 100 sf outbuilding on the site. Site is about 18,300 sf or 0.38 acres (1700 sm).

Option 1 – Demolition and Addition to Current Facility

Option 1 proposes demolishing all of the original 1964 building (7,200 sf) including it's non-conforming second level and, replacing it with a new addition of 2,150 GSF or 200 GSM. Timeline after approvals from design to commissioning: 18-24 months. Total combined area of Annex and new: 6,950 GSF or 646 GSM. Order-of-magnitude comparable project cost estimated to be roughly \$2.5 to 3.5 million in current unescalated dollars. This includes demolition, construction, remedial work to the Annex, site work and an opaque caged compound for boat storage but does not account for unknowns such as geo-technical or hazardous materials on site.

Option 2 – Renovation of Current Facility

Option 2 proposes complete and extensive renovation and modernization of the original building (including exterior), removing the unneeded and non-conforming second floor and replacing it with a lower profile roof. Timeline after approvals from design to commissioning: 24-30 months. Total combined area of Annex and extensive renovated original building: 9,000 GSF or 836 GSM (after demolition of second floor). Order-of-magnitude comparable project cost for the larger facility is estimated to be roughly \$3.5 to \$4.0 million in current unescalated dollars. This includes demolition, construction, remedial work to the Annex and limited site work but does not account for unknowns on the site.

Option 3 – New-Build Facility

Option 3 proposes an entirely new state-of-the-art, one-storey plus mezzanine building with three drive-through apparatus bays capable of housing up to six vehicles (including boat and vintage fire truck). Timeline after approvals from design to commissioning: 18-24 months. Total new construction area: 10,480 GSF or 974 GSM. Order-of-magnitude comparable project cost estimated to be roughly \$7.0 million in current unescalated dollars. This includes demolition, construction, and site redevelopment but does not account for site unknowns. The firehall function would have to be relocated to a temporary facility elsewhere for the duration of construction, or a new site elsewhere would have to be acquired.

Recommendation

All options meet the functional and programmatic requirements required as defined by the users. Option 1 is the lowest cost and proposes the most certainty. Option 2 for about \$1 million more offers about 2,000 additional square feet of usable space. Option 3 is the most expensive option and for the greater cost the gain is drive-through bays and lower lifecycle maintenance for the next number of decades. Recommendation is for Option 1 with Option 2 as a second choice. Note: Capital cost estimates are for relative comparison of options only and are based on average unit multipliers, not specific designs.

Existing Firehall Space Analysis

History and Condition Assessments

The original single-storey plus basement North Cowichan Firehall in Crofton was constructed in 1964 with the north annex apparatus bays added in about 2002. At some point in between and for which no records exist, a non-conforming second-storey was added to the original building. The Stantec condition assessment study in 2018 and seismic assessment in 2019 indicate that the second-storey addition is structurally inadequate and the space has been deemed unsafe for use.

Gross building area of the facility is about 12,000 gross square feet (gsf), of which about 7,200 gsf is original with the added floor and, the north annex is about 4,700 gsf scaled from drawings. There is also a 100 sf stand-alone unrated shed on the property used to store compressed gases and hazardous materials. The condition assessment and seismic studies have identified numerous building system deficiencies as well, no portion of the building meets current seismic or post-disaster requirements. The site area is about 18,300 sf or 0.38 acres (roughly 175' x 105' scaled from the 1964 drawings). Site coverage 38%.



Existing Firehall from Musgrave Street

Current Space Allocation and Observed Deficiencies

The apparatus bays of the original building became redundant when the annex was constructed and since then, it has largely been used for storage including a zodiac boat and trailer, two vintage fire truck vehicles as well as additional firefighter PPE equipment cages and loose equipment. The original hose tower has largely lost its purpose when cloth-covered hoses were replaced with polyester/nylon filament, and a portion of the volume built-into for a bar expansion on the second level. The remainder of the ground floor is office, storage and washrooms. The lower floor of the original building has been upgraded into a lounge / assembly space. The rogue upper floor has been condemned and the hall, kitchen, bar, washrooms and an office have been condemned and not in use.

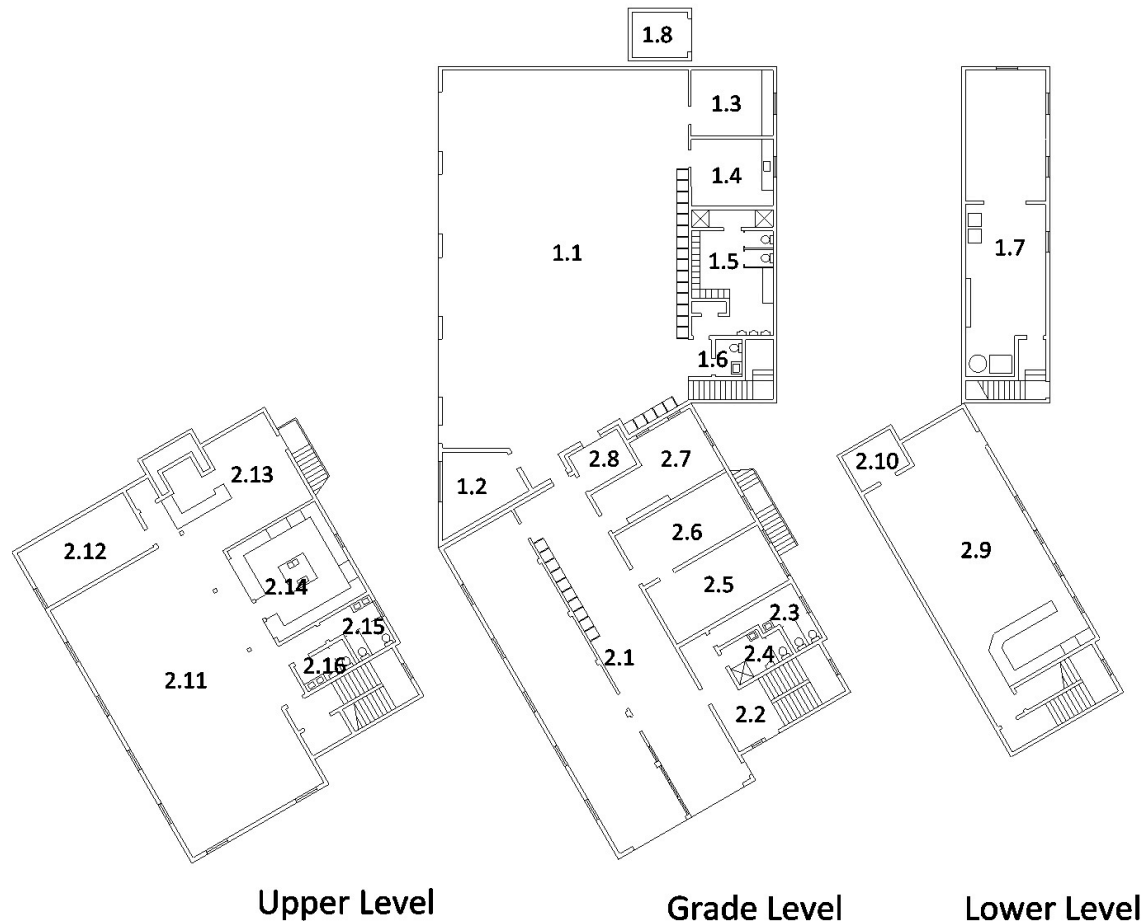
The annex apparatus bays are approximately 42-feet deep though depth in some bays is diminished due to the firefighter PPE locker cages and hose storage. This is adequate for most standard firefighting vehicles of 25-35 feet in length. The annex bays inside clear height appears to be about 16.5-feet and the overhead doors 14-feet clear. The non-combustible front portion also includes an office. The annex bays were constructed of reinforced concrete block with OWSJ with decking and built-up flat roof. There is a vehicle exhaust air system that appears to be nonfunctioning and unusable. The rear or east two-level portion of the annex appears to be combustible construction including 1.5" slab over 12" composite-wood I-beams, the compromise probably for budget reasons. The rear portion includes workshop and men's

locker room / washroom space and an open weights / fitness area in the basement where mechanical equipment and electrical panels are also located unprotected.

The site, on the frontage south and west sides of the building are paved and, is sloped grass on the east and north. The east side currently has an easement for an open storm water open ditch running south to north to a culvert. It is expected with redevelopment the ditch would become a buried culvert. The east side also has an outdoor barbeque gazebo / social-area and to the north is an unrated re-purposed BC Tel Seacan used for storing hazardous materials.

The original building has one enclosed stairwell and a second exterior wood fire escape added when the second floor was built. The annex has an open stairwell to the basement level with an unusual mix of concrete and wood risers and treads. There is no elevator in the facility. The facility has a handicapped accessible washroom that functions as the de facto women's change room were there any female volunteer firefighters.

The floorplan (not to scale) below was developed based on original drawings, dimensions gathered during a site tour and Google-Earth aerial photos. This is followed by a space list corresponding with the diagram.



EXISTING FIREHALL SPACE LIST

	NSF	NSM
Annex		
1.1 Apparatus Bays (4 vehicle)	2,684	249
1.2 Office	160	15
1.3 Maintenance Workshop	168	16
1.4 SCBA Room	168	16
1.5 Male Lockers / Washroom	290	27
1.6 Accessible Washroom	30	3
1.7 Weights Room / Mechanical	700	65
1.8 Hazardous Storage Outbuilding	80	7
Net Assignable Area	4,280	398
Grossing Factors (Circulation, walls, mechanical)	520	48
Gross Building Area	4,800	446
Original Building		
2.1 Apparatus Bays (2 bays)	1,575	146
2.2 Entry Vestibule	135	13
2.3 Female Washroom	110	10
2.4 Male Washroom	75	7
2.5 Fire Chief's Office	240	22
2.6 Open Office Area / Storage	240	22
2.7 Storage Room	230	21
2.8 Hose Tower	70	7
2.9 Lounge / Assembly Space	1,010	94
2.10 Boiler Room	70	7
2.11 Assembly Space (condemned)	1,355	126
2.12 Office (condemned)	220	20
2.13 Bar and Queuing Area (condemned)	340	32
2.14 Kitchen (condemned)	375	35
2.15 Female Washroom (condemned)	110	10
2.16 Male Washroom (condemned)	75	7
Net Assignable Area	6230	579
Grossing Factors (Circulation, walls, mechanical)	970	90
Gross Building Area	7,200	669
Existing Combined Gross Building Area	12,000	1115

Needs Assessment and Conclusions

At best, the original portion of the firehall in Crofton could be retained but given it's inefficient, impractical layout and size, investing in upgrading that portion of the building could be perceived as a compromise and a poor investment. For all intents and purposes, the original 1964 building is functionally obsolete and non-conforming or marginally conforming to any building codes. Need for much of the space is not essential and cannot be justified. The original building will need to either be substantially upgraded or be demolished and replaced. Conversely, the north annex apparatus bays configuration and capacities are adequate for its intended use but are in need of seismic, HVAC and building envelope upgrading. The annex works functionally, dimensionally and technically and has significant remaining service-life.

What is needed in a new addition includes: a replacement lounge with kitchen, training room, a proper locker room / washroom for female firefighters, a second office / computer room, storage and an IT / electrical room. The zodiac boat should be stored in an outdoor fenced compound and the vintage fire truck could also be relocated to a historical museum off-site.

Option 1 – Demolition and Addition to Current Facility Program and Test Fit

Parameters

The North Cowichan Firehall in Crofton is well-located and at this time no other possible sites were identified. The original building of approximately 7,200 gsf occupies a footprint area of just under 4,000 square feet. For Option 1 it will be necessary to demolish the original portion and rebuilt on the same footprint in order to create an adjacent, functionally efficient and contiguous new portion. Contents (primarily storage) and occupancies (offices, lounge room) of the original will have to be disposed of or temporarily relocated. Some larger items like the zodiac boat should be housed in an outdoor fenced compound that could be built immediately and the vintage truck would be relocated off-site. A temporary structure like a portable modular building (i.e. Atco trailer or similar) may need to be brought on site for the duration of construction to be used for a lounge / training room, with kitchenette.

Space Program

The space list below identifies those functions that should be replaced in a new non-combustible addition. A new addition of about 2,150 sf combined with the retained annex would result in a gross area of just under 7,000 gsf. Note that in addition to the newly-constructed space, in the annex basement the mechanical space has also been enclosed and separated from the weights / fitness area.

OPTION 1 SPACE LIST - ADDITION AND PARTIAL EXISTING FIREHALL

	NSF	NSM
Annex		
1.1 Apparatus Bays (4 vehicle)	2,684	249
1.2 Office	160	15
1.3 Maintenance Workshop	168	16
1.4 SCBA Room	168	16
1.5 Male Lockers / Washroom	290	27
1.6 Accessible Washroom	30	3
1.7 Weights Room	535	50
1.8 Hazardous Storage Outbuilding	80	7
1.9 Mechanical Room	165	15
Net Assignable Area	4,280	398
Grossing Factors (Circulation, walls, mechanical)	520	48
Gross Building Area	4,800	446
New Addition (on the footprint of the original building)		
3.1 Training Room	510	47
3.2 Volunteer Firefighters Lounge	525	49
3.3 Female Lockers (10 half-height) / Washroom	160	15
3.4 Shared Office / Computer Stations	110	10
3.5 Hose Tower or Storage	135	13
3.6 Electrical / IT Room	65	6
3.7 Small Offices (2)	160	15
3.8 Outdoor Boat Lockup	<i>not in building total</i>	
3.9 Outdoor Patio Area	<i>not in building total</i>	
Net Assignable Area	1665	155
Grossing Factors (Circulation, walls, mechanical)	485	45
Gross Building Area	2,150	200
Existing Combined Gross Building Area	6,950	646

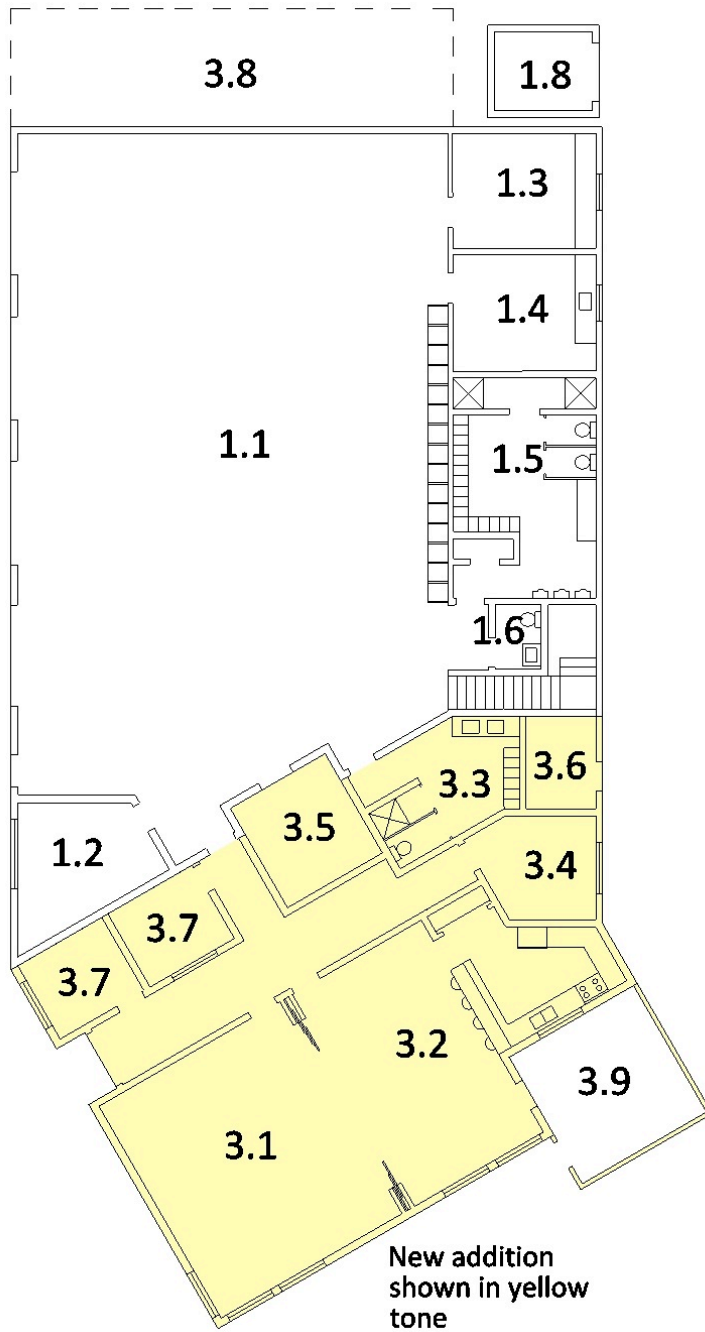
The new addition should have a training space with capacity of up to 30 persons and, would be adjacent and contiguous by movable wall with the volunteer firefighter's lounge with bar and kitchen. The existing firehall does not have adequate provisions for female firefighters so the addition would include a second locker room. A shared office / computer training room (2 workstations), two small enclosed offices, a hose tower / storage room and an IT / electrical room are added. An outdoor fenced compound (about 13.5 metres or 44-feet in length) would also be added to store the zodiac boat and miscellaneous equipment. The hose tower would house gear-cleaning equipment (requiring plumbing and floor drain) and if constructed as a shear structure would create an anchor to tie to the retained annex that currently does not meet seismic codes.

Cost

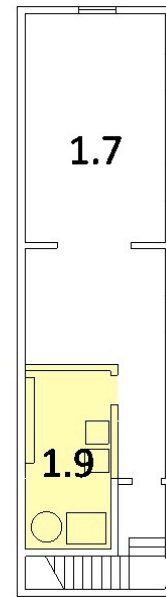
Order-of-magnitude project cost estimate for Option 1 would be about \$2.5 to \$3.0 million in 2020, unescalated. Using a unit multiplier cost of \$475 / sf construction, the simple one-level non-combustible addition would cost about \$1.0 million construction. Pro-rated from the Stantec Facility Condition Assessment Report (2018) and escalated to 2020, necessary upgrades to the Annex retained for seismic, structural (suspended slab on east portion), HVAC and building envelope (primarily roof) would like add in the order of \$650-750,000 (about \$150 / sf). Soft costs, demolition and site development would add an additional \$800,000 to \$1.2 million depending on conditions. Additional costs not factored could include unknowns such as geo-technical conditions, hazardous materials abatement.

Concept

The concept plan or test-fit layout diagram on the following page (not to scale) illustrates the new non-combustible addition constructed on the footprint of the demolished original building. The room numbers correspond with the space list on the previous page. The images on the following page include an aerial site plan and some representative perspective images of how the one-storey building massing might appear.



Grade Level



Lower Level



Option 1 – Site fit aerial view (note: 12 parking stalls, outdoor patio and outdoor caged boat compound)



Option 1 – Roberts Street view (note: outdoor patio area adjacent to lounge on right) ALSO SEE COVER IMAGE FOR AERIAL VIEW

Option 2 – Renovation to Current Facility Program and Test Fit

Parameters

Option 2 assumes maintaining the current footprint and retaining as much of the existing North Cowichan Firehall in Crofton as possible on the current site. With this option, all functions in the original building footprint would have to be vacated for the duration of construction. A long narrow portable modular structure could be made to fit on the north setback of the site to accommodate a temporary volunteer firefighters lounge and storage.

The current overall building at 12,000 sf is larger than what is needed and utilized and the second floor assembly space with kitchen has been condemned and unused for a period of time already without consequences on the operations of the firehall.

Space Program

The space program for Option 2 retains many of the functions already there: offices, storage, lobby, stairs to the lower level, and storage for the zodiac boat and the vintage fire truck. As well, it retains the volunteer firefighters lounge area on the lower walk-out basement level. What has been added includes a training room and a female firefighters locker room. Like Option 1, in the annex basement the mechanical space has been enclosed and separated from the weights / fitness area.

OPTION 2 SPACE LIST - RENOVATION OF EXISTING FIREHALL

	NSF	NSM
Annex		
1.1 Apparatus Bays (4 vehicle)	2,684	249
1.2 Office	160	15
1.3 Maintenance Workshop	168	16
1.4 SCBA Room	168	16
1.5 Male Lockers / Washroom	290	27
1.6 Accessible Washroom	30	3
1.7 Weights Room	535	50
1.8 Hazardous Storage Outbuilding	80	7
1.9 Mechanical Room (separate enclosed)	165	15
Net Assignable Area	4,280	398
Grossing Factors (Circulation, walls, mechanical)	520	48
Gross Building Area	4,800	446
Renovated Original Building with Second Storey Removed		
2.1A Apparatus Bay (Zodiac boat storage)	335	31
2.1B Vintage Firetruck Display	335	31
2.2 Entry Vestibule	135	13
2.3 Training Room	885	82
2.4 Unisex Accessible Washroom	45	4
2.5 Fire Chief's Office	185	17
2.6 Office / Computer Training Room	185	17
2.7 Storage Room	135	13
2.8 Female Firefighter Lockers / Washroom	190	18
2.9 Lounge / Assembly Space	985	92
2.10 Boiler Room	70	7
2.11 Unisex Washroom	25	2
Net Assignable Area	3,510	326
Grossing Factors (Circulation, walls, mechanical)	690	64
Gross Building Area	4,200	390
Existing Combined Gross Building Area	9,000	836

Cost

Order-of-magnitude project cost estimate for Option 2 would be about \$3.0 to \$3.5 million in 2020. Using a unit multiplier cost of \$375 / sf for the original portion of the complex for scope that would include removal of the upper floor and construction of a new roof as well as extensive interior and exterior and building system upgrades (including those identified in the Stantec report), construction cost would be in the order of \$1.4-1.5 million. This would include completely recladding the exterior of the retained portion of the original building to contemporize the overall appearance of the firehall.

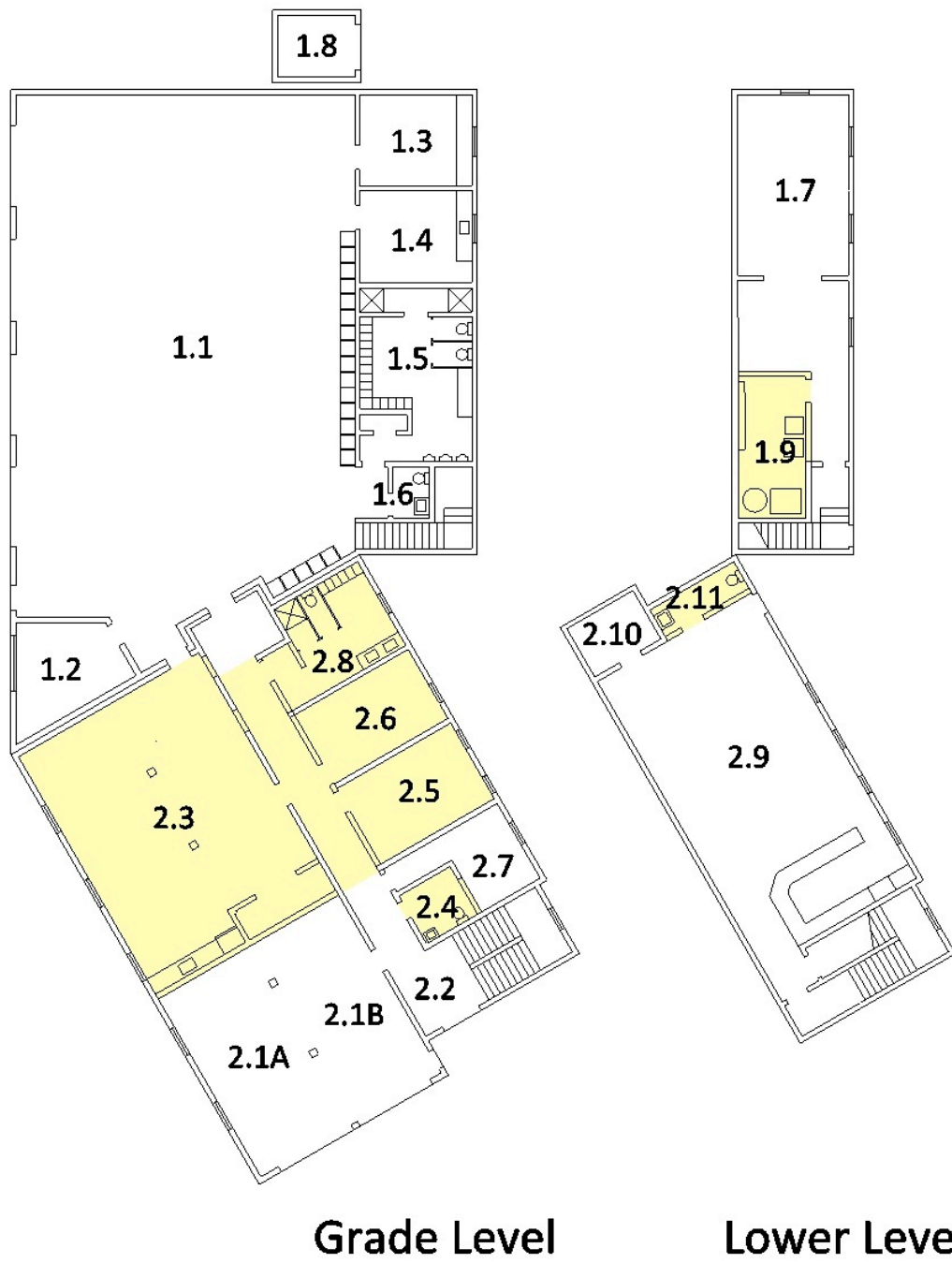
Pro-rated from the Stantec Facility Condition Assessment Report (2018) and escalated to 2020, necessary upgrades to the Annex retained for seismic, structural (suspended slab on east portion), HVAC and building envelope (primarily roof) would like add in the order of \$650-750,000 (about \$150 / sf). Soft costs and site development (including ramp) would add an additional \$800,000 to \$1.1 million depending on conditions. Not included are geo-technical or hazardous materials.

Concept

The concept or program fit test illustrated on the following page (not to scale) illustrates a footprint unchanged from existing. However, overall space has been reduced from 12,000 sf to about 9,000 sf by demolition and removal of the structurally unsound and now-condemned second floor that was constructed in the past without permits. The renovated building however would still be of combustible construction and non-conforming with the BC Building Code 2018 requirement that facility be post-disaster designed.

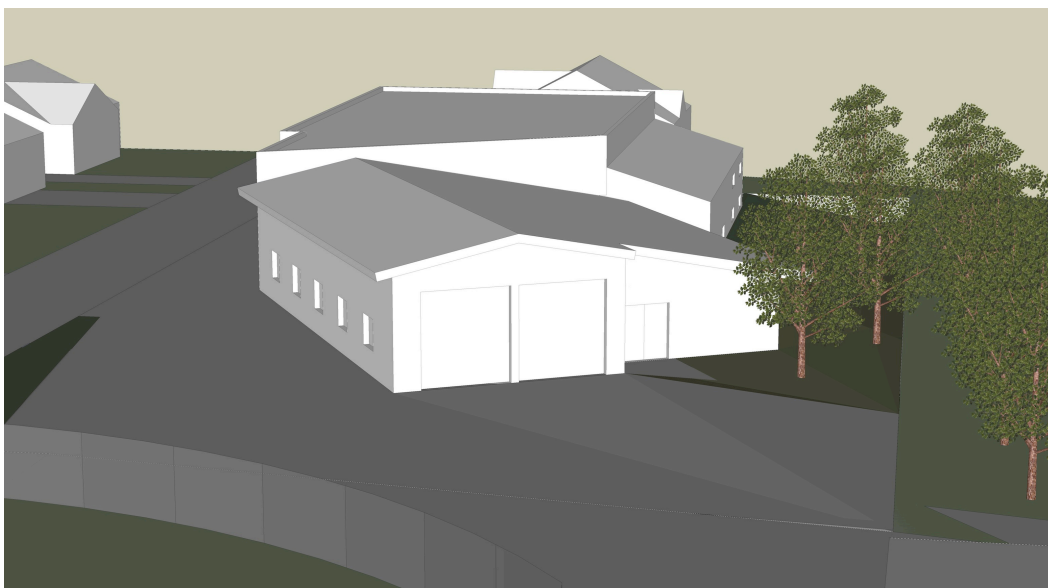
The new pitch roof in character with the surrounding residential neighbourhood would be built atop the existing main floor. This option is more spatially generous than Option 1 (9,000 sf versus 7,000 sf) primarily allowing for the indoor storage of the boat adding a large multi-purpose training room. Space on the main floor would be reconfigured to create a functional corridor down the center and using the old hose tower as a connection point to the annex that could become a rated separation between the annex and renovated area. The walk-out basement lounge would be retained and an elevator should not be required, though an exterior ramp would likely be required.

The yellow tone areas in the following plan indicates areas reconfigured and substantially improved.





Option 2 – Site fit aerial view



Option 2 – Isometric View looking to north from sports field. The exterior would be re-clad and windows replaced to create a cohesive modern looking building

Option 3 –New-Build Facility Program and Test Fit

Parameters

As with Option 1 and 2, the North Cowichan Firehall in Crofton is well-located and at this time no other possible sites have been identified, however the space program proposed below could be built on any other rectangular corner-site of one-half acre or larger with a minimum long dimension of 175'-190' to accommodate fire truck outside minimum turning radius of 42 feet or 13 metres. If redeveloping on the same site, the current fire station function would have to be relocated to a temporary facility elsewhere (for about two years duration for demolition and construction). If another site is chosen, the existing facility would remain in use until the new facility is completed and old facility decommissioned.

Building footprint required for Option 3 would be about between 80' to 105' wide (about 25 x 33 metres) by 90' or 28 metres in the long direction of the apparatus bays. Width depends on site dimensions – the narrower the site, the more likely stacking or a mezzanine would be necessary. This also assumes three apparatus bays of 90-feet length with a capacity of up to six vehicles (this in addition to the four current fire trucks would accommodate the zodiac boat / trailer and the vintage fire truck and would provide built-in future capacity if the fire station ever acquired a fifth fire truck).

Space Program

Space-by-space, the space program for Option 3 very similar to Options 1 and 2 – except for the inclusion of a third longitudinal apparatus bay (90' or 28m length), large enough to accommodate a total of six vehicles in three drive-through bays. Other spaces include offices, a lounge with kitchen, contiguous training room, a weights-fitness room, PPE cage lockers, male and female locker rooms, workshops, storage and an IT / electrical room.

OPTION 3 SPACE LIST - NEW FIREHALL (Same or Different Site)

	NSF	NSM
Annex		
4.1 Apparatus Bays (3 drive-through bays)	4,615	429
4.2 Office	120	11
4.3 Office	120	11
4.4 PPE Equipment Lockers (up to 35 lockers)	370	34
4.5 Male Lockers (40 half-height) / Washroom	415	39
4.6 Female Lockers (12 half-height) / Washroom	245	23
4.7 Hose Tower or Storage	145	13
4.8 Maintenance Workshop	160	15
4.9 SCBA Room	160	15
4.10 Storage	160	15
4.11 Electrical / IT Room	80	7
4.12 Training Room	520	48
4.12 Volunteer Firefighter Lounge	450	42
4.14 Weights Room (incl. WC and storage)	800	74
4.15 Hazardous Storage Outbuilding	80	7
Net Assignable Area	8,440	784
Grossing Factors (Circulation, walls, mechanical)	2,040	190
Gross Building Area	10,480	974

Note 1: New building minimum footprint: 7,550 sf (700 sm) and current site can support 13-metre outside truck turning radius and up to 14 parking stalls

Note 2: Mezzanine of 1,800 sf (167 sm) is allowable-by-code 24%

Note: Enclosed portion of mezzanine is allowable-by-code 9% of building area

Note 4: A new Firehall on the current site extra vehicle bays could be used to store the boat / trailers and the vintage vehicle until needed for future / longer vehicles

Cost

Order-of-magnitude project cost estimate for Option 3 would be about \$7.0 million in 2020 assuming a state-of-the-art building conforming to all contemporary standards for firehall design and assuming modest, economical construction methods and materials. Using a unit multiplier cost of \$550 / sf construction, the entirely new building would cost about \$5.75 million construction. Soft costs, demolition and site development would add an additional \$800,000 to \$1.25 million depending on conditions. Additional costs not factored could include creation of a temporary firehall off-site during the duration of construction, and unknowns such as geo-technical conditions or hazardous materials abatement.

Concept

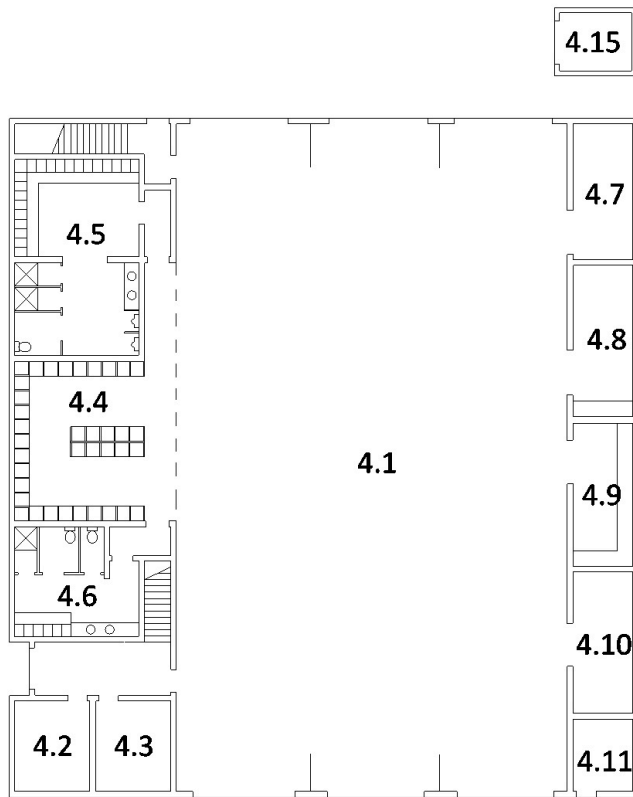
The concept or program fit test illustrated below (not to scale) and following page assumes a compact footprint specifically for the current site, but can be adapted to any sufficiently large enough corner-lot (two sides site-access necessary for drive-through bays). The concept layout presumes three longitudinal drive-through apparatus bays (90-feet is the common standard length for drive-through bays).

The site plan on the following page illustrates firefighting vehicle turning space and parking stalls on the north end of the site, meaning at least 60-feet or 18.5 metres is required from the outer face of the building to the property line. Footprint has been allocated for hose tower or storage, the only decision to be made in the design stage would be vertical height of the space (the 25-foot tall hose tower function is now largely redundant with synthetic hoses).

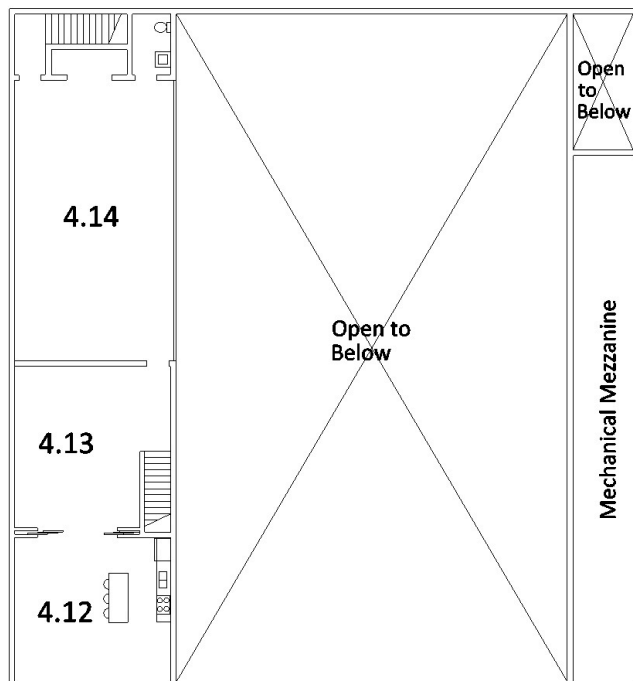
The concept if realized on the same site will necessitate some stacking in order to fit all the functions on the site. The setback on the Roberts Street frontage would be 30-feet, on Musgrave Street the sidestreet the setback would be a modest 'corner sideyard' of 12 to 13 feet and, the east side setback where a storm water culvert would be buried would be 6 to 8 feet wide. These setbacks are less than ideal, but workable under the circumstances. The Roberts Street and Musgrave Street edges are 'softly defined' meaning site pavement connects to road pavement without encroaching on sidewalks or boulevards.

Functions such as PPE firefighting equipment cages, locker rooms, workshops and storage must be on the same contiguous floor level as the apparatus bays. Ideally, the office spaces should be at grade level as well. In order to facilitate stacking, functions such as the lounge, training room and the weights / fitness space could be located on a mezzanine level. If the building was flipped east-west, the lounge and weights rooms could be on a lower walk-out basement level, but this would result in a very 'unneighbourly' long, two-storey tall blank wall facing Musgrave Street. The offices and mezzanine could have glazing facing Musgrave Street which creates a friendlier building face to the residential neighbours.

According to the BC Building Code, a mezzanine area of up to 40% of the building footprint is allowed – in this case the mezzanine is only 24% not counting mechanical space above the workshops and storage. Only 10% of gross building area can be enclosed on the mezzanine – in this case it is an allowable 9%. This means the enclosed portion of the mezzanine could be the lounge and training room and the open unenclosed area overlooking the apparatus bays would be the exercise area. With proper ventilation of exhaust from firefighting vehicles in the apparatus bays, air quality in the weights space would be unaffected.



Grade Level



Upper Level



Option 3 – Site fit aerial view (note: rear lot clearance meets fire truck 42' turning radius requirements)



Option 3 – Isometric View looking to north-east

Appendix

The table below is a survey of recently completed or currently under-construction firehalls in BC. The buildings range in size and complexity from just under 5,000 to over 20,000 square feet and, vary construction quality from pre-engineered to civic institutional quality. A few projects involved extensive renovation to an existing portion plus a new addition, while most are entirely new buildings. Most of the buildings have been identified as being 'post-disaster' in their municipal websites. Demolition and site work is not included in the comparative unit construction costs and no assumptions made regarding geo-technical or hazardous materials abatement.

This data was used to inform the order-of magnitude costs of the options in this report. The estimates of the options reflect conservative numbers towards the higher end of the spectrum for the all-new state-of-the-art facility in Option 3 and the median value for Option 1 for the modest one-storey addition to the existing Annex. Option 2 assumes extensive renovation of the original building (including removing the upper floor) and was priced at about 80% of new construction on the assumption that the foundation and basic structure are sound for re-use yielding a modest unit cost savings, though non-conforming combustible construction. A caveat, renovation can cost as much as new construction if not more depending on conditions.

Comparative Costing Data for Recent Firehalls in BC

Municipality	QS/Arch	Unit Cost	
Nanaimo	Capex	\$660 /sf constr	2020
Prince George	HCMA	\$475/sf constr	2020
Sidney	BSA Arch	\$375/sf constr	2018 indexed to 2020
Creston	Altus	\$370/sf constr	2017 indexed to 2020
Cumberland	MKM	\$365/sf constr	2020
North Oyster CVRD	JDA Arch	\$365/sf constr	2019 indexed to 2020
Qualicum Beach	JDA Arch	\$360/sf constr	2015 indexed to 2020
Central Saanich	JDA Arch	\$355/sf constr	2014 indexed to 2020
East Sooke	Verity/JDG Constr	\$275/sf constr	2015 indexed to 2020
District of Highlands	Stantec/Advicas	\$270/sf constr	2014 indexed to 2020
Average Construction Unit Cost		\$390/sf constr	2020 dollars
Median Construction Unit Cost		\$460/sf constr	2020 dollars
Average Project Unit Cost		\$520/sf project	Constr + 33% soft costs
Median Project Unit Cost		\$610/sf project	Actuals indexed to 2020

Report

Date November 18, 2020

File: 0340-20

To Council

From Tricia Mayea, Deputy Corporate Officer

Endorsed:



Subject Council Conference Attendance Policy Amendment

Purpose

To simplify the process and reduce the administrative red-tape for training (with a nominal cost) to allow Council members to attend conferences, seminars and workshops, or receive additional training, outside of the Council approved conferences, established by policy, to support on-going learning opportunities for members related to Council and Committee initiatives as they arise from time to time.

Background

The Council Conference Attendance policy, which was initially adopted on December 6, 2006, authorized the Mayor and one Councillor to attend the FCM annual convention. The policy was amended in 2015 to include the AVICC convention, the UBCM convention, the VIEA economic summit, the LGLA forum, and allow members to attend other conferences and workshops outside those listed following Council's approval resolution.

Members of Council are currently required to obtain approval to attend workshops, seminars, and training opportunities outside of those approved by policy (i.e. FCM, UBCM, AVICC, VIEA, LGLA). This has proven problematic on occasion as the deadline for registration can be time-sensitive or not correlate with an upcoming Council meeting. This is particularly an issue during the summer months when there is only one scheduled Council meeting in July and August.

Discussion

Registration for key workshops and seminars specific to Council and Committee business comes up from time to time throughout the year. A past example was the Collaborative Climate Adaptation Event held on November 27, 2018, wherein the workshop was only discovered a couple of days before the registration closed but prior to Council being able to consider approval at its November 21, 2018 meeting. Council ultimately approved the request, but the event organizers had to give special consideration to allow the late registrations.

Council has expressed the importance of on-going training and attending workshops or seminars that relate to municipal business and committee initiatives. Along with the desire to reduce the red-tape that would allow members some discretion to attend the occasional training opportunity that has a low or insignificant cost associated with it.

Allocating a discretionary training budget to each Council member eliminates the requirement to seek Council approval and ensures that a Council member can take advantage of opportunities as they arise and not miss out due to registration deadlines. The criteria for attending would be that the conferences, workshops, or training opportunities must be municipally related and pertinent to Council's strategic initiatives.

A comparison with other municipalities (Attachment 2) shows a varied approach, from the requirement for a resolution from Council, a set amount per calendar year, or a set amount per term. If Council were to establish a set amount per calendar year, any unspent funds would revert to the general revenue fund at the end of the calendar year.

Analysis of Council's miscellaneous expenditures from 2015 – 2019, shown in Table 1, include events such as the Mayor's Caucus, the Climate Leadership Forum, the Climate Leadership Conference, the Renewable Cities Conference, and the Livable Cities Forum. The amounts listed in the Councillors row noted in Table 1 are the combined miscellaneous expenses for all six Councillors per year. The Mayor averages \$895.73 per year, while individual Councillors average \$363.12 per year.

Table 1: 2015 – 2019 Miscellaneous Expenditures - Seminars, Conferences and Conventions

	2019	2018	2017	2016	2015	Total	Average
Mayor	1696.70	329.47	1558.83	875.04	18.59	4478.63	\$895.73
Councillors	4966.68	762.41	3697.96	949.24	517.25	10893.55	\$2178.71/6 (\$363.12/Councillor)

Options

Option 1 (recommended):

That Council amend the "Council Conference Attendance Policy" (Attachment 1) to include the following new clause under Section 3:

"7. Discretionary training budget

The Mayor will be allocated \$1,000 per year, and each Councillor will be allocated \$500 per year to use, at their discretion, for personal training and/or professional development in relation to their role on Council. These funds shall be used to cover any registration fees, hotel or travel costs. Any unspent funds at the end of each year will revert back to the general revenue fund.

Members of Council must use their discretionary training budget before requesting any additional training identified under Section 3.6 above (Miscellaneous seminars, conferences, and conventions)."

Should Council choose to support Option 1, members of Council would still be able to bring forward a request to Council to approve their attendance to a professional development learning opportunity that exceeds their thresholds, in addition to their discretionary budgets.

Option 2:

That Council replace clause 6 of the "Council Conference Attendance Policy" with the following:

6. Miscellaneous seminars, conferences, conventions, discretionary training

The Mayor will be allocated \$4,000 per Council term, and each Councillor will be allocated \$2,000 per Council term to cover registration, hotel and travel costs in order to attend additional municipal conferences or workshops or to receive municipal related training. Any unspent funds at the end of the Council term will revert back to the general revenue fund.

Should Council choose to support Option 2, members of Council would no longer be required to obtain approval from Council to attend a professional development learning opportunity. However, once a member has spent the funds within their discretionary budget, they will not be eligible to participate in any other events outside of FCM, UBCM, AVICC and LGLA until the next term of Council. This option provides each Council member with the flexibility to attend higher profile, more expensive events during their term if they chose. The budget for the remainder of this term would be \$2,000 for the Mayor and \$1,000 per Councillor.

Option 3:

That the Council Conference Attendance Policy remain unchanged (no motion required).

Should Council choose Option 3, Council members would be required to continue to seek Council approval to attend miscellaneous events (outside of those established by policy) throughout the year, and there would be no discretionary training budget allocation.

Implications

Additional funds for Option 1 have been included in the 2021 – 2025 draft budget.

Recommendation

That Council amend the "Council Conference Attendance Policy" to include the following new clause under Section 3:

"7. Discretionary training budget

The Mayor will be allocated \$1,000 per year, and each Councillor will be allocated \$500 per year to use, at their discretion, for personal training and/or professional development in relation to their role on Council. These funds shall be used to cover any registration fees, hotel or travel costs. Any unspent funds at the end of each year will revert back to the general revenue fund.

Members of Council must use their discretionary training budget before requesting any additional training identified under Section 3.6 above (Miscellaneous seminars, conferences, and conventions)."

Attachments: Attachment 1 - Council Conference Attendance Policy
Attachment 2 - Comparisons with Other Municipalities

COUNCIL POLICY: COUNCIL CONFERENCE ATTENDANCE

Council Approval Date: December 6, 2006

Department: Legislative Services

Amended: December 15, 2015

1. PURPOSE

To identify what conferences and professional development opportunities are provided to Council.

2. SCOPE

This policy applies to all members of Council.

3. POLICY

The recommendations as outlined in the December 9, 2015 report by the CAO, which was endorsed by Council at its December 16, 2015 regular meeting to set as policy, Council attendance at the following conferences, convention, and seminars:

1. Federation of Canadian Municipalities (FCM) – held annually in May/early June

FCM is a national voice of municipal government and advocates on behalf of municipalities across Canada. Municipal leaders meet annually to establish FCM policy on key issues.

The Mayor, and one Councillor (randomly selected) is permitted to attend the FCM annual convention.

2. Union of British Columbia Municipalities (UBCM) – held annually in mid-late September

UBCM provides a common voice for local governments throughout the entire province and it uses the annual convention as the main forum for policy-making. Positions, developed by members are carried out on behalf of the members to other orders of government and organizations involved in local affairs.

All members of Council are permitted to attend the UBCM annual convention.

3. Association of Vancouver Island Coastal Communities (AVICC) – held annually in April

The AVICC is one of five area associations of local governments throughout British Columbia which represent municipalities, regional districts, and other local governments in order to advance local government principles and issues. Area associations work under the umbrella of the UBCM. Resolutions supported by the AVICC are advanced to UBCM for consideration.

All members of Council are permitted to attend the AVICC annual convention.

4. Local Government Leadership Academy (LGLA) – held annually in February

The LGLA is a leadership development initiative which provides training and educational resources to local elected officials and senior administrators across BC. Participants develop competencies needed to effectively manage and lead communities.

The LGLA present a leadership forum annually in February but in the spring immediately following the election puts on an elected officials seminar (in lieu of the leadership forum).

All members of Council are permitted to attend the LGLA yearly Leadership Forum/Elected Officials Seminar held annually.

5. Vancouver Island Economic Alliance (VIEA) – held annually in October

Economic Development within North Cowichan, and through the greater Cowichan Valley, has been a priority of Council and the VIEA is a regional alliance of local government, First Nations, businesses and other key stakeholders that collaborate on broad-based economic development programs to improve and strengthen the region's economic capacity.

All members of Council are permitted to attend the VIEA annual Economic Summit.

6. Miscellaneous seminars, conferences, and conventions

Along with the standard yearly cycle of conferences, there are miscellaneous seminars, conferences, and conventions that arise from time to time.

Requests from any member of Council wishing to attend miscellaneous events held throughout the year must be approved by Council and subject to available budget.

7. Discretionary training budget

The Mayor will be allocated \$1,000 per year and each Councillor will be allocated \$500 per year to use, at their discretion, for personal training and/or professional development in relation to their role on Council. These funds shall be used to cover any registration fees, hotel or travel costs. Any unspent funds at the end of each year will revert back to the general revenue fund.

Members of Council must use their discretionary training budget before requesting any additional training identified under Section 3.6 above (Miscellaneous seminars, conferences, and conventions).

4. PROCEDURE FOR ATTENDANCE

The Executive Assistant to the Mayor and CAO coordinates, registers, and makes the necessary travel arrangements for all approved conferences, conventions, and seminars attended by Council.

Travel allowances, expenses, and reimbursement are outlined in the Travel Expenses Policy, as amended from time to time.

Comparison with Other Municipalities**City of Chilliwack**

Conference	Attended by:	Authorization by:
Federation of Canadian Municipalities (FCM)	All members	Policy
Union of BC Municipalities (UBCM)	All members	Policy
Lower Mainland Local Government Ass.	All members	Policy
All other conferences/ workshops	All members upon request	For expediency – the Mayor may approve conference attendance Council Resolution No amount(s) indicated

Town of Comox

Conference	Attended by:	Authorization by:
Local Government Leadership Academy (LGLA)	All members	Policy
Association of Vancouver Island and Coastal Communities (AVICC)	All members	Policy
Union of BC Municipalities (UBCM)	All members	Policy
Federation of Canadian Municipalities (FCM)	Mayor and 3 Councillors	Policy
Other conference or workshop	All members upon request	Council Resolution No amount(s) indicated

City of Dawson Creek

Conference	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	All members	Policy
North Central Local Government Ass. (NCLGA)	All members	Policy
Federation of Canadian Municipalities (FCM)	Mayor or designate	Policy
BC Natural Resources Forum	Mayor and 2 Councillors	Policy
Council of Forest Industries	Mayor and 2 Councillors	Policy
Other conference or workshop	All members upon request	Council Resolution No amount(s) indicated

Comparison with Other Municipalities**City of Duncan**

Conference	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	Mayor and 3 Councillors and CAO	Policy
Association of Vancouver Island and Coastal Communities (AVICC)	Mayor and 3 Councillors and CAO	Policy
Federation of Canadian Municipalities (FCM)	Mayor	Policy
Local Government Leadership Academy (LGLA)	All members	Policy (newly elected officials training following each municipal election)
Other conference or workshop	All members upon request	\$2,000 / Council term (\$500 / year). Unspent funds at the end of the Council term will revert back to the general revenue fund.

Fort St. John

Conference	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	All members and CAO	Policy
North Central Local Government Ass. (NCLGA)	All members and CAO	Policy
Peace River Local Government Ass.	All members and CAO	Policy
Federation of Canadian Municipalities (FCM)	All members and CAO	Policy
Other conference or workshop	All members upon request	Resolution of Council, subject to budget

City of Merritt

Conference	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	All members	Policy
Southern Interior Local Government Ass. (SILGA)	All members	Policy
Federation of Canadian Municipalities (FCM)	Mayor and 1 Councillor	Policy
Mayor's Caucus	Mayor	Policy
Other conference or workshop	All members upon request	Council Resolution *must be received prior to arranging registration, travel and reimbursement

Comparison with Other Municipalities**Saanich**

Conference	Attended by:	Authorization by:
Federation of Canadian Municipalities (FCM)	All members	Policy
Federation of Canadian Municipalities Sustainable Communities (FCMSC)	All members	Policy
Union of BC Municipalities (UBCM)	All members	Policy
Association of Vancouver Island and Coastal Communities (AVICC)	All members	Policy
Local Government Leadership Academy (LGLA)	All members	Policy
Any other organization which offers seminars for newly-elected officials	All members	Policy
Other conference or workshop	In lieu of attending the conferences and seminars of the FCM, FCMSC, UBCM, AVICC, or LGLA and subject to the annual budget allocation, Council members may attend conferences or seminars on behalf of the Municipality that are related to municipal business, but sponsored by other organizations.	

District of Summerland

Conference	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	All Members	Policy
Southern Interior Local Government Ass (SILGA)	All Members	Policy
Federation of Canadian Municipalities (FCM)	All Members	Council resolution
Other conference or workshop	Mayor	The Mayor, in addition to items 1 to 3 above, is authorized to incur expenses up to a maximum of \$3,000 per calendar year while representing the Municipality, engaging in Municipal business, attending meetings, courses or conventions. Any expense incurred within those expense types and limits described herein shall be paid by the Municipality.
Other conference or workshop	Councillors	Each Councillor, in addition to items 1 to 3 above, is authorized to incur expenses up to a maximum of \$1,000 per calendar year while representing the Municipality, engaging in Municipal business, attending meetings, courses or conventions. Any expenses incurred within those expense types and limits described herein shall be paid by the Municipality.

Comparison with Other Municipalities**City of White Rock**

Conference	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	All Members	Policy
Lower Mainland Local Government Ass (LMLGA)	All Members	Policy
Federation of Canadian Municipalities (FCM)	All Members	Policy
LGLA (Newly Elected Seminar)	All Members	Policy
Other conference or workshop	Mayor	<p>That the Mayor be allocated \$8,000 for the four-year term for discretionary education conferences or education materials.</p> <p>“Discretionary” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.</p> <p>“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.</p>
Other conference or workshop	Councillors	<p>That the Councillors be allocated \$5,400 for the four-year term for discretionary education conferences or education materials</p> <p>*Note same definitions apply as noted above.</p>

Council Member Motion

Notice given on: Wednesday, November 4, 2020

Meeting Date Wednesday, November 18, 2020
From Councillor Justice
Subject Biodiversity protection

Background

It is council's intention to develop a 'biodiversity conservation strategy' - a plan to enhance and protect the variety of native species and ecosystems in the municipality.

A sharp decline in biodiversity is affecting every region of the world. According to a recent publication of the World Wildlife Fund Foundation, it is now understood that in just the last 50 years two thirds of the world's wildlife has been lost.

North Cowichan is a biodiversity hotspot for richness and rarity of both species and habitats. Compared to many other municipalities we live in a landscape with a remarkable variety of plants and animals as well as diverse ecosystems. According to the BC Conservation Data Center, within our municipal boundaries there are more than 60 distinct ecosystems, all of which provide distinctive habitats and the majority of which are considered rare.

There are many more species around us than many of us would guess. A recent survey by mycologists of a remnant patch of oak woodland near Victoria identified more than 1,000 fungal species. In our own Cowichan Garry Oak preserve, 67 species of bees have been documented, as well as 56 species of mosses and lichens.

However, many of these species and ecosystems are under significant pressure. Human activity, particularly land use change and the loss of habitat has been identified as the main culprit, making our land use decisions a key component of our biodiversity stewardship responsibilities.

The valley bottoms and coastal areas, where the vast majority of British Columbians live, are the same areas that have the richest biodiversity, but competition with human uses has put the ecosystems and species that live there under far greater pressure than in other less populated areas.

Almost all of North Cowichan's ecosystems are considered either red or blue listed, meaning they are at risk of being lost or are of special concern. The deep soil Garry oak ecosystem alone is home to 113 endangered species, reportedly more than in any other of Canada's threatened landscapes.

It is an ecological truism that invertebrates, insects, lichen, mosses, fungi, trees, shrubs, grasses, birds, wild flowers, and mammals all exist in an interconnected and interdependent system. It is unknown how many of these can be lost before the system itself is irreparably damaged or collapses altogether.

Further, in the near future there is likely to be significant climate change. This adds to the imperative that we have healthy, resilient ecosystems so that naturally occurring species and ecosystem processes will be able to adapt.

A biodiversity strategy will help us identify areas with the highest biodiversity values with the greatest need for protection, conservation and regeneration. Such knowledge seems critical to i) identifying areas that require attention, ii) developing guidance for their management and sustaining ecological function in areas undergoing landscape change, and iii) raising awareness of their value to both the MNC and the broader region.

However, it presents some complexity that the development of our biodiversity strategy is scheduled for after the completion of the OCP.

This is a problem insofar as biodiversity protection involves land use planning decisions including preservation of habitat areas and ensuring connectivity between habitat areas. For example, in Surrey their biodiversity protection strategy includes the mapping of a Green Infrastructure Network— an interconnected network of open spaces and natural areas needed to conserve ecosystem functions and provide benefits to wildlife and people and in Richmond they are identifying an interconnected system of natural areas and green infrastructure into an Ecological Network

This motion, if passed, will simply communicate to our OCP consultants that the protection of biodiversity is an important consideration for us in land use planning and that we intend to develop a biodiversity protection strategy, in order that the consultants can integrate that priority appropriately into their development of growth scenarios and other land use policies and recommendations.

Recommendation

Whereas it is council's intention to develop a biodiversity protection strategy in 2021;

And Whereas biodiversity protection strategies developed in some neighbouring communities have land use components such as preservation of habitat areas and ensuring connectivity between habitat areas;

Now therefore be it resolved that Council directs that our planning staff communicate to the OCP consultants (Modus) that protection of our rare ecosystems and the species that inhabit them is a priority of Council and that this should be a strong consideration in the formulation of our OCP's land use policy

Attachment(s): None