

Municipality of North Cowichan

Regular Council

AGENDA

Tuesday, February 2, 2021, 1:30 p.m.
Electronically

Pages

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1. Approval of Consent Agenda

8 - 85

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.

2.2. Approval of Regular Agenda

Recommendation:

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

3. ADOPTION OF MINUTES

3.1. Minutes of the Special Council meeting held January 20, 2021

86 - 87

3.2. Minutes of the Regular Council and Public Hearings meeting held January 20, 2021

88 - 97

Recommendation:

That Council adopt the minutes of the Special Council meeting held January 20, 2021 and the Regular Council and Public Hearings meeting held January 20, 2021.

4. MAYOR'S REPORT

5. DELEGATIONS AND PRESENTATIONS

6. PUBLIC INPUT

Public Input submissions sent to Agenda@northcowichan.ca by 5:00 p.m. on Monday, February 1, 2021 will be circulated to Council by way of an Addendum at 6:00 p.m. on Monday, February 1, 2021, and can be viewed by visiting www.northcowichan.ca/agendas.

7. BYLAWS

7.1. Reserve Funds Establishment Amendment Bylaw No. 3816 for adoption 98 - 98

Purpose: To consider adoption of Reserve Funds Establishment Amendment Bylaw, which received first three readings at the January 20, 2021 Regular Council and Public Hearings meeting.

Recommendation:

That Council adopt Reserve Funds Establishment Amendment Bylaw No. 3816, 2021.

8. REPORTS

8.1. North Cowichan Housing Needs Assessment Report and Presentation 99 - 193

Purpose: George Parker from G.P. Rollo & Associates (sub-consultant for MODUS) and John Horn from the Cowichan Housing Association will be presenting the results of the North Cowichan Housing Needs Assessment. Following their presentation, Council is asked to consider the staff report and recommendation in relation to the North Cowichan Housing Needs Assessment Report.

Recommendation:

That Council accepts the North Cowichan Housing Needs Assessment Report.

8.2. Finalizing the Climate Action and Energy Plan (CAEP) Model Update Report and Presentation 194 - 205

Purpose: Jeremy Murphy, Sustainability Solutions Group (SSG) will be presenting SSG's economic and financial analysis on the CAEP Model Update project. Following the presentation, Council is asked to consider the staff report and recommendation on the CAEP Model Update project, including the proposed timeline and public engagement process.

Recommendation:

That Council direct staff to proceed with public engagement and the timeline described in the Senior Environmental Specialist's report dated February 2 2021 for presenting the Climate Action and Energy Plan (CAEP) modelling of costs and benefits of carbon emissions reduction policies to the climate change engagement group, the public at large, and the Environmental Advisory Committee; and that staff be directed to report back to Council before finalization of the CAEP model update by March 31, 2021.

8.3. Rogers Communications Inc. Cell Tower Proposal Report and Presentation 206 - 222

Purpose: Brian Gregg, SitePath Consulting Ltd. and Garth Jones, Rogers Communications Inc., will be presenting Rogers' Proposed Communication Sites on Municipality of North Cowichan Lands. Following their presentation, Council is asked to consider the staff report and recommendation on the proposed cell tower placements at Mount Tzouhalem and at Evans Park, following a presentation from Rogers Communications Inc.

Recommendation:

That Council direct staff to negotiate the Licence of Occupation terms with Rogers Communications Inc. for tower installations at Evans Ball Park and Mount Tzouhalem and, subject to completion of the public consultation by Rogers Communication Inc., as outlined in the staff report on February 2, 2021, that Council direct staff to prepare a report outlining the findings and provide recommendations for Council's consideration, including bringing forward the Licences of Occupation for Council's review and approval.

8.4. Development Variance Permit Application No. DVP00057 for 2903 Cypress Street 223 - 235

Purpose: To consider granting a variance to Zoning Bylaw 2950 for 2903 Cypress Street to (1) increase the permitted maximum small car parking stalls from 25% to 85%, (2) to reduce the required number of additional parking stalls from 5 to 4, and (3) relax the requirement for individual external building access for four proposed new dwelling units. A presentation by staff will be provided at the meeting.

Recommendation:

1. That Council authorize the issuance of Development Variance Permit DVP00057/20.05 3080-20.
2. That Council vary Section 20.1 of Zoning Bylaw No. 2950, 1997 to increase the percentage of permitted small car parking spaces from 25% to 85% at 2903 Cypress Street.
3. That Council vary Section 80.10 (12) of Zoning Bylaw No. 2950, 1997 to eliminate the requirement for ground floor residential units to have individual exterior entrances at 2903 Cypress Street.
4. That Council deny the request to vary Section 80.10 (8) of Zoning Bylaw No. 2950, 1997 to reduce the required number of parking spaces for four new dwelling units at 2903 Cypress Street from 5 to 4.

8.5. Development Variance Permit Application No. DVP00064 for Lot 1 Drinkwater Road 236 - 248

Purpose: To consider granting a variance to Zoning Bylaw No. 2950 to increase the permitted lot coverage for Lot 1, Plan VIP24981 – Drinkwater Road from 10% to 20% to accommodate a single family dwelling and accessory structures. A presentation by staff will be provided at the meeting.

Recommendation:

That Council authorize the issuance of Development Variance Permit DVP00064/20.12 and vary Section 52(5) of Zoning Bylaw 1997, No. 2950 to increase permitted lot coverage from 10% to 20%, in order to accommodate siting of a single family dwelling, shop and garage for Lot 1, Plan VIP24981, Drinkwater Road.

8.6. Development Variance Application No. DVP00062/20.10 for 9802 Napier Place 249 - 267

Purpose: To consider granting a variance to Zoning Bylaw No. 2950 to reduce the southern rear yard setback at 9802 Napier Place from 4.0 metres to 2.0 metres to help facilitate the siting of a dwelling unit on the property. A presentation by staff will be provided at the meeting.

Recommendation:

That Council authorize the issuance of Development Variance Permit DVP00062/20.10 and grant the variance to Section 80.6 (6)(a) of Zoning Bylaw No. 2950, 1997 to reduce the required rear yard setback for a single family dwelling from 4.0 metres to 2.0 metres at 9802 Napier Place.

8.7. Kaspa Parking Lot Congestion: Planned or Considered Short and Long Term Solutions 268 - 272

Purpose: To consider solutions to address the Kaspa Road parking lot congestion issues.

Recommendation:

That Council accepts the Director of Parks and Recreation's February 2, 2021 report for information.

8.8. North Cowichan Civic Building - C-0007 Rock Foundation Anchors - Design Tender 273 - 274

Purpose: To consider the lowest construction bid received for the rock foundation anchors which was part of Tender Package 1 of the new RCMP Building.

Recommendation:

That Council award the contract for the C-007 Rock Foundation Anchors to Western Grater Contracting Ltd for \$749,000 plus GST.

8.9. Temporary Relaxation of No Heavy Truck Route on Drinkwater Road 275 - 278

Purpose: To consider relaxing the "no heavy trucks" restriction on Drinkwater Road during the construction of the new RCMP facility.

Recommendation:

Notwithstanding Council's resolution of May 5, 2010 to designate a portion of Drinkwater Road, between Ford Road and Highway 18, as a no heavy truck route, that Council authorizes the use of Drinkwater Road between Ford Road and Highway 18 by heavy trucks for the purpose of hauling materials to and from the municipal pit located on Drinkwater Road to the location of the RCMP facility between February 3, 2021 and project completion or as determined by the Director of Engineering.

8.10. Public Participation During Electronic Council Meetings

279 - 303

Purpose: To consider changing virtual meeting platforms (from Webex Meetings to Webex Events) to simulate an in-person meeting and provide the public with the opportunity to attend meetings of Council electronically.

Recommendation:

THAT Council direct staff to use the Webex Events platform for Public Hearings and Council and Committee of the Whole meetings to provide members of the public with the opportunity to attend these meetings electronically and engage with Council on matters included in the agenda;

AND THAT Council reinstate the maximum of five speakers to be heard during the Public Input Period;

AND THAT Council rescind their prior decisions to allow members of the public to submit their comments by email to Agenda@northcowichan.ca and questions to QP@northcowichan.ca and instead provide members of the public the opportunity to speak to Council during the Public Input Period and Question Period through electronic participation;

AND THAT Council rescind their decision to take a 10-minute recess prior to Question Period;

AND FURTHER THAT Council committees and advisory bodies may continue to use Webex Meetings for their virtual meetings based upon the same rationale provided on July 15, 2020.

8.11. 2021 Council Training Plan

304 - 310

Purpose: To consider training opportunities to undertake during 2021 to improve Council meeting effectiveness.

Recommendation:

THAT Council authorize \$15,000 to be added to the operational budget for Council training beginning in 2021;

AND THAT Council direct staff to coordinate the training opportunities as included in the 2021 Council Training Plan as presented in the Manager of Legislative Services' report dated February 2, 2021.

8.12. Inter-Municipal Relationship Protocol Agreement (for endorsement)

311 - 316

Purpose: To endorse the Joint Committee of the Whole's recommendation on January 21, 2021, regarding amendments to the Inter-Municipal Relationship Protocol Agreement, including the addition of provision #4 under Conflict Resolution added at that meeting. (For clarity, provision #4 has been included in the attached agreement)

Recommendation:

That Council approve the revised City of Duncan and Municipality of North Cowichan Inter-Municipal Relationship Protocol Agreement as amended on January 21, 2021.

8.13. UBCM Community Emergency Preparedness Fund - Emergency Support Services Grant Application by the CVRD 317 - 323

Purpose: To endorse Council's recommendation from the January 26, 2021 Committee of the Whole meeting in relation to the CVRD's application for Emergency Support Services funding under the UBCM Community Emergency Preparedness Fund.

Recommendation:

THAT Council resolves for the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services grant funding on behalf of the Municipality of North Cowichan.

8.14. Utility Budget and Rates Review 324 - 359

Purpose: To endorse Council's recommendations from the January 26, 2021 Committee of the Whole meeting in relation to water and sewer utility rate increases.

Recommendation:

That it be recommended to Council to increase:

- Chemainus water metered minimum and parcel tax by 5%
- Crofton water metered minimum and parcel tax by 5%
- South End water metered minimum and parcel tax by 3%
- Metered water rates by 3%

Recommendation:

That it be recommended to Council to increase:

- Chemainus sewer parcel tax and user fees by 2%
- Crofton sewer parcel tax and user fee by 3%
- South End sewer parcel tax and user fee by 3%
- Maple Bay sewer treatment plant user fee by 3%

9. NOTICES OF MOTIONS

10. UNFINISHED AND POSTPONED BUSINESS

11. NEW BUSINESS

11.1. Request for Letter of Support from the BC Hockey League 360 - 361

Purpose: To consider a request from the BC Hockey League for a letter of support to include in their grant application under British Columbia's COVID-19 Recovery Fund.

Recommendation:

That Council authorizes the Mayor to provide a letter of support for the BC Hockey League which seeks to apply for funding under British Columbia's COVID-19 Recovery Fund, describing the importance of amateur hockey in our communities;

And That a copy of the letter be forwarded to Sonia Furstenau, the Member of Legislative Assembly for the Cowichan Valley, to advocate for their request for funding and encourage Premier John Horgan, Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation and Melanie Mark, Minister of Tourism, Arts, Culture and Sport to advocate for the BC Hockey League's request.

11.2. Request for Support by the Island Bus Service Provider to the Province

362 - 362

Purpose: To consider a request from John Wilson, president of The Wilson's Group of Companies, to support their request to the Province for a short-term emergency COVID recovery contract until ridership of the Island Bus Service is restored.

12. QUESTION PERIOD

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

13. CLOSED SESSION

Recommendation:

That Council close the February 2, 2021 Regular Council meeting at ___ p.m. to the public on the basis of the following sections of the *Community Charter*:

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

13.1. Minutes from the January 20, 2021 Special Council and Council Closed meetings for adoption

13.2. Closed under section 90(1)(e) land, 90(1)(i) legal advice and 90(1)(m) FOIPPA s. 16 - relations with an aboriginal government

14. RISE AND REPORT

15. ADJOURNMENT

Municipality of North Cowichan

Consent Agenda

February 2, 2021

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.	January 13, 2021 email regarding concerns with Fentanyl use in BC and the RCMP	1
1.2.	January 14, 2021 email from resident thanking Council for the live video meetings	4
1.3.	January 14, 2021 email from business owner regarding the status of Development Permit (DP000207) - 9744 Willow Street	6
1.4.	January 14, 2021 email from resident regarding Municipal Forest Reserve public consultation	8
1.5.	January 14, 2021 email from Vancouver Island Economic Alliance regarding An Island Good Introduction	10
1.6.	January 18, 2021 email from BC Honours and Awards regarding Order of BC - 2021 Call for Nominations	12
1.7.	January 18, 2021 email from resident regarding mass timber construction in public buildings	14
1.8.	January 18, 2021 email from resident regarding COVID and vitamin D3	15
1.9.	January 19, 2021 email from resident requesting that Council waive the non-North Cowichan resident plot fees at Mountain View Cemetery	16
1.10.	January 19, 2021 email from resident requesting adding/converting tennis courts to pickleball courts	24

1.11.	January 19, 2021 letter to UBCM from the City of Vernon regarding BC Hydro and Power Authority (BC Hydro) 2020 Street Lighting Rate Application	26
1.12.	January 22, 2021 email from resident regarding lack of face masks being worn in Chemainus	28
1.13.	January 25, 2021 email from resident regarding the OCP Growth Scenarios being discussed at the January 26, 2021 Committee of the Whole meeting	29
1.14.	January 25, 2021 email from resident regarding Holland's eco-sustainable village	31
1.15.	January 25, 2021 email from Victoria & Vancouver Island Greek Community Society regarding the 200th Anniversary of Greek Independence Initiative, and request to raise the Greek flag and illuminate the exterior of Municipal Hall	42
1.16.	January 26, 2021 email from resident regarding trash collection by hardworking North Cowichan Public Works employees	44
1.17.	January 26, 2021 email from Island Coastal Economic Trust regarding a regional marketing initiative to help attract tech companies to Vancouver Island	45
1.18.	Kaspa Road Parking	49
	7 emails were received from residents in relation to the Kaspa Road parking lot issue.	
1.19.	BC Economic Development Association (BCEDA)	
1.19.1.	January 20, 2021 email from BCEDA regarding the 2021 Virtual BC Economic Summit - March 8 to 10, 2021	60
1.19.2.	January 25, 2021 email from BCEDA regarding supporting your own - Business Retention and Expansion Training	65
1.19.3.	January 26, 2021 email from BCEDA regarding Economic Restart and Resiliency Bulletin	67

From: [REDACTED] FIPPA s. 22(1)
Sent: Wednesday, January 13, 2021 1:51 PM
To: Council
Subject: Christopher Justice, Councillor complicit with Justin Trudeau's American murders and the murders of the North Cowichan electorate?

Dear Christopher Justice

2500 people were poisoned with Fentanyl in BC the last 6 months.

The Mayor, Trudeau, and the RCMP made no significant investigations or arrests?

The Mayor failed to identify the origin of the Fentanyl, while the RCMP murdered silently with this Fentanyl.

The Mayor failed to connect these lot numbers to the Chinese Factory.

The Mayor you failed to connect Trudeau and the RCMP to these lot numbers and murders.

Today, the RCMP and Trudeau are still murdering your electorate!

Today, the Mayor is the elected authority responsible for the RCMP and their actions.

Trudeau, Horgan, and your MLA are HIDING from the American State Governors and Mayors putting you OUT FRONT for the attack against the NATO Alliance.

Please Keep Reading Mayor and READ to the end for you and your electorate.

Monday January 4 2021 Update

Â (- - - - Second Complaint to City Hall to Mayor Lyn HallÂ - - - -)

Dear Mayor Lyn Hall

FIPPA s. 22(1)

I was once again harassed by your abusive RCMP at my home at [REDACTED] in Prince George BC.Â Your criminal behavior by the Mayor, Council, and your RCMP must stop.

I am informing the Mayors in BC how Mayor Lyn Hall and the RCMP operate above the law at Prince George City Hall regarding these murders.

Once again, the offensive and abusive RCMP officers refused to press charges.Â Instead, Mayor Lyn Hall finances Trudeau's military police (RCMP) protecting PM Trudeau and Premier Horgan.

Mayor Lyn Hall, I will be letting the rest of the majors in BC know that we need an investigation

into the Trudeau murders.Â Neither the RCMP, Trudeau, or Horgan can disprove one single word below.

Yet, the elected Mayor under Horgan and Trudeau is responsible for every single murder of their electorate, the Americans and the Mexicans.

Give me a time and date to meet with you.Â You can lead all BC Mayors, as they protect themselves from complicity in the Trudeau / Horgan murders with your contractor (RCMP)

[REDACTED]

FIPPA s. 22(1)

[REDACTED]

Wednesday December 30 2020 Update

Â (- - - - First Complaint to City Hall to Mayor Lyn HallÂ - - - -)

Your 3 drunk RCMP officers in Uniform at the Red Robin Gourmet Burgers and Brews were challenged with their complicity in murdering 32,000 Canadians.

I was harrassed by these three officers for accusing them of these murders in front of the busy bar at 10:30 in the morning.Â The bar staff and patrons wanted answers as well from your drunk on duty RCMP officers.

They arrested me, they roughed me up, and I was jailed without charges.Â These RCMP continue to murder with Fentanyl along with Major Lyn Hall and Premier Horgan in Prince George BC.Â The RCMP and Major Lyn Hall are complicit in Canadian and American deaths.

Recently, Major Lyn Hall, the RCMP, Premier Horgan, and Prime Minister Justin Trudeau murdered 2500 people during Covid in BC with no arrests, no lot numbers, no investigations, and no public disclosure of the Lot Numbers imported by Trudeau.Â Extricate?

(- - - - Please Don't help Trudeau and HorganÂ - - - -)

I have 5 years of work covering 32,000 dead Canadians from ground zero in the Port of Vancouver BC.Â BC Canada attacked North America.Â The obstruction of justice and non performance by the RCMP ensured a heavy kill rate for Major Lyn Hall and the RCMP.

The RCMP diplomatic division purchased 10 Tons of Fentanyl from a well known international pharmacudical in China, and the factory shipped inside China using diplomatic passage for the Fentanyl

The Trudeau fentanyl was never exported.Â The fentanyl was shipped using 'diplomatic passage' to the Canadian Embassy.Â The Canadian Embassy shipped internally to their port of call, The Port of Vancouver.

Prime Minister Justin Trudeau and Minister of Health Jane Philpott made the 'fentanyl blocker drug' news at ground zero channelling blocker drug to local pharmacies for Trudeau's friends, instead of emergency services in Vancouver and across Canada.

The cross Canada distribution involved the City Mayors, Municipal Leaders, RCMP Superintendents, and Chief of Police giving local drug information to Trudeau's informants and Trudeau's black RCMP crew along the Trans Canada Highway.

We have eye witnesses to injecting the drug supply from Vancouver BC to St. John's Newfoundland, and we have eye witnesses (local drug dealers) victimized by the Mayors, RCMP Superintendents, or Police Chiefs trading their information to murder Canadians.

Trudeau was never arrested for the Lot Numbers he purchased, imported, and distributed. Each RCMP Superintendent or Chief of Police made certain Trudeau's lot numbers did not end up in a courtroom.

Lot numbers with pharmaceutical companies has been verified, and the Trudeau lot numbers are the only lot numbers which were never exported from China and accounted for by international pharmaceuticals.

The RCMP dutifully killed 32,000 Canadians with non performance and no investigation. The RCMP and their informants injected the fentanyl, and they likely got the injection information from the Mayor or the RCMP Superintendent.

Almost six years later, the RCMP did everything possible for the RCMP to not only hide their murders, but the Mayor of Prince George is not investigating the copycat fentanyl because he may bring up Trudeau's old lot numbers in a court room and his part.

Fentanyl is a very tiny drug. Trudeau only wanted to kill the Canadians who were responsible for his brother's death. However, Trudeau's shipment was 10 times what he needed on a math error.

Now that decimal point error killed 225,000 Americans across the border. I tracked Trudeau's lot numbers through America. I tracked Trudeau's poison all the way into Mexico over 3 1/2 years.

I know Mayors have elected and statute authority over Trudeau's RCMP / City Police. This means you should know.

Don't be caught complicit against the NATO alliance Mayor.

 FIPPA s. 22(1)

Ginny Gemmell

From: Council Support
Sent: Thursday, January 14, 2021 10:17 AM
To: [REDACTED] FIPPA s. 22(1)
Cc: Council; Mark Frame
Subject: RE: Thank you for the Live Video Meetings

FIPPA s. 22(1)

[REDACTED], this email is to confirm that Mayor & Council have received your correspondence. Thank you for taking the time to write to us and sharing your kind words. I will also be sharing your email with Mark Frame, General Manager, Financial and Protective Services.

Kind regards,

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

Municipality of North Cowichan
terri.brennan@northcowichan.ca
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From: [REDACTED] FIPPA s. 22(1)
Sent: Thursday, January 14, 2021 9:55 AM
To: Council
Subject: Thank you for the Live Video Meetings

I watched the Live Video of the Committee of the Whole yesterday - particularly interested in the Grants-In-Aid as a member of Chemainus Valley Historical Society. I was impressed with the opportunity to watch the meeting, and to participate if I chose. I was impressed with Tek Manhas' efficient and swift management of the Agenda. I will make a point to watch more Meetings this way, Live or Recorded, given this positive experience, and perhaps participate if warranted. Streaming the Budget Process is very transparent and educational. I see from reading the Times Colonist that other Municipalities on the Island look or have looked to North Cowichan to emulate this service. Thank you. And thank you for approving the grant and for your continuing support of the Chemainus Valley Museum. These are difficult times with Covid and we need all the support we can get! I believe our function in this community is vital — telling positive, truthful and enlightening stories of our local history not only for our community members but as ambassadors to other Islanders, BC residents, Canadians and to over the tens of thousands of tourists from USA and around the World that normally travel to Chemainus! Telling stories - history - in an entertaining and pictorial manner is

perhaps the best way to educate, and share our values. Let's hope we return to a great new normal soon again. with best regards, [REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

"Life is like riding a bicycle.
To keep your balance you must keep moving." A Einstein to son, 1930

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Thursday, January 14, 2021 1:05 PM
To: Glenn Morris
Cc: Council; [REDACTED] FIPPA s. 22(1)
Subject: Re: DP000207 - 9744 Willow Street - Status

Good afternoon Glenn, FIPPA s. 22(1)

I just met with [REDACTED] who relayed to me the sentiments of the clients for this project. Not very happy by the sounds of it. I looked back in my files and see that the date on our DP application form is September 21st., 2020.

In one week it will have been four months. I understand you two spoke before Christmas and that you told Jason the application package had not yet been opened. This seems a bit extreme, even given the precautions we must all take during the Covid pandemic.

On the southern Island here there are 13 different municipalities...Victoria proper, Esquimalt, Saanich, Oak Bay, View Royal, Langford, etc, etc. We have on-going projects in at least 3 of them at the moment and they all have

differing levels of Covid restrictions in place and, of course, the length of time for processing applications differs a lot. In our experience though, North Cowichan seems to be at the far end of that spectrum. I have to assume

that North Cowichan is pretty busy. Your e-mail of January 10th. states that our application is "coming up in the rotation" and ask that we "try back again in a couple of weeks". I feel the clients have been extremely patient and don't feel it would be too much to ask to give them a slightly more accurate assessment of when they might expect some progress on this development permit.

We fully understand that everybody needs to be careful during this pandemic, and perhaps North Cowichan is understaffed for the volume of work you have to process. I'm not sure we would have heard anything if we hadn't sent the e-mail on January 8th. so we just want to stress that it has been quite awhile since our initial application, and that we simply want to be kept informed of any progress you make.

With all due respect,

[REDACTED] FIPPA s. 22(1)

[REDACTED], Architect AIBC

[REDACTED] FIPPA s. 22(1)

Victoria, B.C. V8W 2Z6

ph. [REDACTED]
[REDACTED]

FIPPA s. 22(1)

On Jan 10, 2021, at 5:30 PM, Glenn Morris <Glenn.Morris@northcowichan.ca> wrote:

Hi [REDACTED], FIPPA s. 22(1)

FIPPA s. 22(1)

Happy New Year and a better one for us all. I spoke with [REDACTED] through the holidays in December and let him know that he was coming up in the rotation of applications to be reviewed.

Referrals have been sent to internal staff for this application and received. I appreciate your collective patience in attending to your questions.

I recommended to [REDACTED] that he stay in touch through email. Try me again in a couple of weeks if I don't reach you first. FIPPA s. 22(1)

Thank you

Sincerely

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

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From: [REDACTED] FIPPA s. 22(1)
Sent: Friday, January 8, 2021 4:16 PM
To: Glenn Morris <Glenn.Morris@northcowichan.ca>
Subject: 9744 Willow Street

Good afternoon Glenn, and Happy New Year!
We haven't heard a peep from Chemainus since we submitted back in September and were just curious how things were coming along with the application?
Any news would be appreciated.
Cheers,
[REDACTED] FIPPA s. 22(1)

FIPPA s. 22(1) [REDACTED], Architect AIBC
[REDACTED]
Victoria, B.C. V8W 2Z6

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

Ginny Gemmell

From: Council Support
Sent: Thursday, January 14, 2021 3:43 PM
To: [REDACTED] FIPPA s. 22(1)
Cc: Council; Shaun Mason
Subject: RE: Municipal Forest Reserve public consolation

FIPPA s. 22(1)

[REDACTED], this email is to confirm that Mayor & Council have received your correspondence. Thank you for taking the time to write to us. I will also be sharing your email with Shaun Mason, Municipal Forester.

Kind regards,

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

Municipality of North Cowichan
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-----Original Message-----

From: [REDACTED] FIPPA s. 22(1)
Sent: Thursday, January 14, 2021 2:18 PM
To: Council <council@northcowichan.ca>
Subject: Municipal Forest Reserve public consolation

Dear North Cowichan Mayor and Council:

I hope this letter finds you well and safe.

I now implore North Cowichan council to conclude its in-camera forest-reserve input meetings with the Cowichan Tribes by January's end, then shift to the public portion of the long-promised review about use of our vital Six Mountains reserve.

I and others have urged council to ban all logging in our reserve.

Those views are now supported by evidence in a municipal report sighting 141 species at risk — allegedly due to development, logging and habitat loss — in our precious forests.

That species-at-risk report sadly follows the deplorable, worrying news at year's end that B.C.'s Ombudsman is officially probing council's alleged secrecy about establishing the forestry review's working group and its open meetings.

Such alleged secrecy mocks and undermines the transparency mayor and council promised to deliver — and took an oath to do so.

For council to be to using alleged secrecy tactics plus private meetings, while allegedly ignoring species at risk and curbing public forestry talks, is disgraceful and unnecessary.

Councillors unwilling or unable to move these crucial, overdue forest-reserve talks ahead publicly should resign now and let other caring folks deliver municipal policies respecting nature and all North Cowichan residents.

Yours humbly and respectfully,

, FIPPA s. 22(1)

North Cowichan, B.C.

From: Vancouver Island Economic Alliance <george@viea.ca>
Sent: Thursday, January 14, 2021 10:48 AM
To: Council
Subject: An Island Good Introduction



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islandgood.ca

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An Island Good Introduction

Island Good is happy to announce that effective immediately, Suzanne Hedges, is enthusiastically representing the Island Good brand as 'Relationship & Business Development Manager.' It has never been more important to support local products and Island Good makes it easy to find them! With well over 100 licensees from Victoria to Port Hardy and expanding rapidly, Suzanne will be busy raising the Island Good profile; opening new doors for Island and Gulf Island products; and helping licensees increase sales and market share. Island Good is Great! And Suzanne is a wonderful addition to our team! – George Hanson, President & CEO

A message from Suzanne:

Happy New Year Island Good Community!

This is going to be a year full of connecting, renewing, elevating and supporting one another with an aligned business vision. With that all setting the tone, I am thrilled to be joining the Island Good collective as Relationship & Business Development Manager. I am looking forward to strengthening our Island bonds and enhancing the way we promote and encourage business & partnership.

A little about me - I am an Islander through and through – homegrown in fact. Born and raised in mid-Vancouver Island, I have loved being witness to the incredible growing group of talented entrepreneurs and business owners creating local goods and edibles right here in our own ecosystem. I have been fortunate to have my career in tourism & hospitality on Vancouver Island for 15+ years, showcasing the beauty and bounty of our Island to visitors through

corporate, social, leisure and recreation markets. I have always loved creating itineraries and experiences for visitors & fellow Islanders--"You've gotta go here! You've gotta eat here! You've gotta check this out! You can't miss this local gem!"--to really showcase the pride in our landscape. I love to boast of our local flavours, culture and why we all have made beautiful Vancouver Island & Gulf Islands our home.

I consciously support local and give recognition to the businesses enhancing the health and wellness of our authentic Island lifestyle. I am raising an Island Good ambassador as well. It is important to me to demonstrate to my young son how fortunate we are to have abundance and nourishment from our local communities. Our slogan at home is "Team Work Makes the Dream Work." We can do great things together.

To all of you who are contributing to the culture and vibrancy of our community - Thankyou! It is "All Good, Island Good!" I am so honored to have the opportunity to connect with each of you and continue strengthening our roots while we strive for more local sustainability, a stronger economy, reducing our carbon footprint, and creating more food security for us all to enjoy the abundance of what is readily available to us. My contribution and vision to this collective is to create strategy, awareness, interaction with the brand and truly celebrate the success of living, working and producing throughout the Island region.

Please reach out to me anytime. I look forward to our work together! Island Good is Great!!!

Suzanne Hedges - Relationship & Business Development Manager

Island Good Gift Boxes



Know someone who might like a taste of Vancouver Island? Order Retriever will deliver an [Island Good Gift box](#) of your choice. (Free shipping in BC)!

You are receiving this email because you have attended VIEA events, asked to receive information, you are a VIEA member, or have been referred by a colleague as someone interested in the vitality of the Vancouver Island economy.

Our mailing address: Vancouver Island Economic Alliance, P.O. Box 76, Station A, Nanaimo, BC V9R 5K4 Canada

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Ginny Gemmell

From: BC Honours and Awards HAS:EX <bchonoursandawards@gov.bc.ca>
Sent: Monday, January 18, 2021 1:05 PM
To: Council
Subject: Order of British Columbia ~ 2021 Call for Nominations



District of North Cowichan

Dear Mayor and Councillors:

Order of British Columbia ~ 2021 Call for Nominations

“In a global pandemic that has turned our lives upside down, so many people in our province have gone above and beyond to make a difference in the lives of others. Now more than ever, I hope you’ll take the opportunity to recognize and celebrate some extraordinary contributions and achievements by British Columbians.”

-Premier John Horgan

Nominations for the province’s highest honour, the Order of British Columbia, are now being accepted. This prestigious honour recognizes individuals who have demonstrated outstanding achievement, excellence or distinction in a field of endeavour benefiting the people of the province or elsewhere. I would be grateful if you could please share information about the Order widely in your community and with stakeholder groups.

Nomination forms for the Order are available [online](#) or by emailing the Honours and Awards Secretariat at bchonoursandawards@gov.bc.ca. Due to the current pandemic, the nomination deadline has been extended to **Friday, April 9, 2021**. Submissions received after this date will be considered in 2022.

Nominations will be reviewed by an independent Advisory Council chaired by the Chief Justice of British Columbia. The Council also includes the President of the Union of British Columbia Municipalities. To date, 460 distinguished British Columbians have been appointed to the Order.

In addition to the Order of B.C., you may also nominate individuals for the province’s other honour, the Medal of Good Citizenship. This medal recognizes citizens for their exceptional long-term service, and contributions to their **communities** without expectation of remuneration or reward. The medal reflects their generosity, service, acts of selflessness and contributions to community life. Nominations are accepted year-round and the nomination form can be found [here](#).

Your leadership in recognizing deserving citizens in your community and promoting the Order of B.C. and Medal of Good Citizenship is very much appreciated.

Yours sincerely,



Lucy Lobmeier
Honours and Awards Secretariat

FIPPA s. 22(1)

From: [REDACTED] **On Behalf Of** [REDACTED] FIPPA s. 22(1)
Sent: Monday, January 18, 2021 11:36 AM
To: Info <Info@northcowichan.ca>
Cc: WhereDoWeStand <editor@wheredowestand.ca>
Subject: mass timber construction in public buildings

Dear Mayor and Council – this is to ask that you consider the attached article regarding mass timber construction in your deliberations regarding the OCP, CAEP and Municipal Forest Review.

<https://www.constructioncanada.net/wood-in-civic-buildings/>

Yours truly

[REDACTED] FIPPA s. 22(1)

From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, January 18, 2021 1:13 PM
To: Council
Subject: Covid Vitamin D3

Large doses of Vitamin D and K have been used successfully worldwide for covid19.....so why does health Canada not recommend this?

https://articles.mercola.com/sites/articles/archive/2021/01/18/vitamin-d-prevents-coronavirus-death.aspx?ui=3670315e663bda61b4408e33a7b2c3c64d645f9b5ffcc78bb78f168e1c255456&cid_source=prnl&cid_medium=email&cid_content=art1HL&cid=20210118&mid=DM778521&rid=1061988942

Debra there are hundreds of researched done and studies in China all pushing for more Vitamin D3 K2 and Mag and worldwide why are we not practicing this PROVEN method????? why isn't First Nations ???????

These are proven methods.....isn't rhetorical chatter.....this only one site////////there are thousand from all over earth as to the effects of Vit D and others to virtually eradicate Covid19..but the leaders seem to turn a blind eye to the FACTS.....WHY?????? I do expect an answer from all of these councillors as to why these facts are not being used???

Ginny Gemmell

From: Council Support
Sent: Friday, January 22, 2021 1:58 PM
To: Terri Brennan
Subject: FW: Mountain View Cemetery - Plot Purchase - [REDACTED] FIPPA s. 22(1)
Attachments: IMG_20210119_0001.pdf

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, January 19, 2021 5:11 PM
To: Council
Cc: Michelle Wright
Subject: Mountain View Cemetery - Plot Purchase - [REDACTED] FIPPA s. 22(1)

Dear Terri; last October, I sent you an email regarding plot purchase in the Veterans Section of Mountain View Cemetery and a request to Council to waive non North Cowichan resident plot fees. You may also recall that you were going to refer my email request to Council for a decision in this regard. Attached is a letter for Michelle Wright (whom I have known for years as I am a Past President and service Officer of Branch # 53 and used to authorize Veteran Plots) from Service officer and Branch President of Legion Branch # 210 confirming that I am a veteran and that my wife [REDACTED] and me are requesting a side by side plot in the Veterans Section. Please advise if Council has considered my request for a fee reduction for two plots, as I spent most of my life residing in North Cowichan before joining the military and after retiring from the military and law enforcement. Warm Regards, FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)
In-House Investigator (Beaubier Law)
A Commissioner for Taking Affidavits
For British Columbia (Expires 30 June, 2023)

[REDACTED] FIPPA s. 22(1)
Guilty Knowledge www.amazon.ca
Buckshot & Johnnycakes can also be found at:
<https://www.amazon.ca/Buckshot-Johnnycakes>
<https://books.friesenpress.com/store>

Connect with [REDACTED] here:

FIPPA s. 22(1)

FIPPA s. 22(1)

Date: 12 November 2020

The Corporation of the District
of North Cowichan
7030 Trans Canada Hwy
Duncan BC V9L 6A1

To Whom it may Concern:

On behalf of Royal Canadian Legion Branch # 210 we request that a burial plot be designated to:

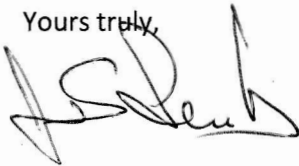
[REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

In the Veteran's section of Mountain View Cemetery.

This letter confirms the above named person is a veteran.

Yours truly,



J.S. Lumb
Service Officer
RCL Branch 210

From: Terri Brennan

Sent: Thursday, November 12, 2020 2:28 PM

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

Cc: Al Siebring <mayor@northcowichan.ca>; Christopher Justice <christopher.justice@northcowichan.ca>; Council Support <CouncilSupport@northcowichan.ca>; Debra Toporowski <debra.toporowski@northcowichan.ca>; Kate Marsh <kate.marsh@northcowichan.ca>; Michelle Martineau <michelle.martineau@northcowichan.ca>; Rob Douglas <rob.douglas@northcowichan.ca>; Rosalie Sawrie <rosalie.sawrie@northcowichan.ca>; Sarah Nixon <sarah.nixon@northcowichan.ca>; Ted Swabey <Ted.Swabey@northcowichan.ca>; Tek Manhas <tek.manhas@northcowichan.ca>

Subject: RE: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]

FIPPA s. 22(1)

This email is to confirm receipt of your correspondence addressed to Mayor & Council. Thank you for taking the time to write to us.

Your email and any attachments you have provided will be listed in the Consent Agenda for Council's consideration at the December 2 Regular Council meeting.

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: Don Stewart <Don.Stewart@northcowichan.ca>

Sent: Thursday, November 12, 2020 11:58 AM

To: Terri Brennan <terri.brennan@northcowichan.ca>

Subject: FW: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]

FIPPA s. 22(1)

FYI. For Council's consideration.

Thanks!

Don Stewart
Director Parks & Recreation
Municipality of North Cowichan
250.746.3193

From: [REDACTED] FIPPA s. 22(1)
Sent: Thursday, November 12, 2020 11:56 AM
To: Don Stewart <Don.Stewart@northcowichan.ca>
Subject: RE: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]
[REDACTED] FIPPA s. 22(1)

Hello Don, yes. Thank you. I just sent Michelle an email. She has known me for years as my Father, Mother and I, (all 3 of us Veterans) maintained Mountain View Cemetery for years during my 54 years of Legion Membership (I am a Life Member of Branch #53 in Duncan). Also, I will have the form signed by a Legion Service Officer - as I am the former Command Service Officer for BC/YUKON Command of the Royal Canadian Legion and well know the process. Personal regards, [REDACTED] FIPPA s. 22(1)

From: Don Stewart [<mailto:Don.Stewart@northcowichan.ca>]
Sent: Thursday, November 12, 2020 11:26 AM
To: [REDACTED] FIPPA s. 22(1)
Cc: Terri Brennan
Subject: RE: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]
[REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

If you would like to move this forward past myself for Council's consideration we can.

Thanks!

Don Stewart
Director Parks & Recreation
Municipality of North Cowichan
250.746.3193

From: [REDACTED] FIPPA s. 22(1)
Sent: Thursday, November 12, 2020 11:09 AM
To: Don Stewart <Don.Stewart@northcowichan.ca>
Subject: RE: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]
[REDACTED] FIPPA s. 22(1)

Don, Michelle knows me as I used to advise her of Legion members authorized to be interred at Mountain Cemetery when I was President of Cowichan Br. 53 Legion. Also, we lived in North Cowichan until 2013. I was advised that Mayor and Council would consider my request. [REDACTED]

FIPPA s. 22(1)

On Nov. 12, 2020 10:49 a.m., Don Stewart <Don.Stewart@northcowichan.ca> wrote:

Morning [REDACTED] FIPPA s. 22(1)

My apologies for the delay in getting back to you. I was off starting last Friday to Monday and am now just catching up with my emails.

I have attached to this email the form that we typically require the Legion to sign off on for persons to be interred in the legion section. If you could arrange for that to occur we can proceed with the internment plans for that section of the Mountain View Cemetery. We would be satisfied with any legion in the area signing off on the form.

In regards to the costs, we are unable to provide any relief off the non-resident fees that you have requested. The only persons who can purchase at the resident rate, are those that are residing within the boundaries of North Cowichan at the time of purchase.

Finally, I have cc'd Michelle Wright on this email. Michelle handles all of our cemetery front-end paperwork and would be more than happy to assist with you and your [REDACTED] internment plans with us.

FIPPA s. 22(1)

Thank you,

Don Stewart

Director Parks & Recreation

Municipality of North Cowichan

250.746.3193

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

Sent: Wednesday, November 4, 2020 4:50 PM

To: Don Stewart <Don.Stewart@northcowichan.ca>

Subject: RE: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]

[REDACTED] FIPPA s. 22(1)

Dear Mr. Stewart, thank you for your email. In answer to the first question, during my tenure as Legion President and BC/YUKON Legion Command employee, the legion branch's only input into the Veteran's grave requirement is for the Legion to establish that the applicant is in fact a veteran (which I am). Also, when Cowichan Branch # 53 closed its doors, I was a Life Member working for the Legion Command Office (Victoria) and in order to remain active with the Legion, I transferred to Lake Cowichan Legion Branch 210. So, having said that, I certify that I

am an active legion member (54 years of continuous service) and qualify for Veteran Status at Mountain View Cemetery. In answer to your second question about where I have lived since retiring from the Military and Law Enforcement, we have lived, since 1993 in Victoria, Honeymoon Bay, Lake Cowichan and now Duncan (2016). The purpose of my request was to advise North Cowichan Council that I was raised in North Cowichan for the first 18 years of my life, served my country for 25 years, came home (1990) resided in North Cowichan again until moving to Victoria (Alexander Street until 1993) in the performance of my duties. We have been back in North Cowichan since 2003 [REDACTED] Lastly, my parents [REDACTED] [REDACTED] nephew and mother-in-law are all interned at Mountain View Cemetery and my wife and I would like to be buried there as I am a veteran and wish to be near my parents who were also veterans. I trust this clarifies my request. Personal regards, [REDACTED] FIPPA s. 22(1)

From: Don Stewart [<mailto:Don.Stewart@northcowichan.ca>]

Sent: Wednesday, November 4, 2020 1:23 PM

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

Subject: RE: Request For Fee Consideration - Mountain View Cemetery [REDACTED]

[REDACTED] FIPPA s. 22(1)

Afternoon [REDACTED] FIPPA s. 22(1)

I am in the process of verifying the process for internment within the Veteran's (Legion) section of the Mountain View Cemetery and will respond back shortly once I have that information in hand. My understanding is that it requires written permission from the Legion, I am confirming how that permission is acquired (whether it is through your actions or ours).

In regards to your residency within the boundaries of North Cowichan, it appears that you have not been a resident for a number of years, if I read your email below correctly. Can you please clarify that for me at your earliest opportunity so that I can finalize your inquiry.

Many Thanks,

Don Stewart

Director Parks & Recreation

Municipality of North Cowichan

250.746.3193

From: Council Support <CouncilSupport@northcowichan.ca>

Sent: Tuesday, November 3, 2020 11:44 AM

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

Cc: Council <council@northcowichan.ca>

Subject: FW: Request For Fee Consideration - Mountain View Cemetery - [REDACTED]

[REDACTED] FIPPA s. 22(1)

FIPPA s. 22(1)

[REDACTED], thank you for taking the time to write to us, and I can confirm that the Mayor and Council have received your email. Mountain View Cemetery falls within the responsibility of the Director, Parks and Recreation; therefore, I have sent your email to Don Stewart, Director, Parks and Recreation and asked that he follow up with you directly

Kind regards,

From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, November 2, 2020 9:38 PM
To: Council <council@northcowichan.ca>
Subject: Request For Fee Consideration - Mountain View Cemetery [REDACTED]

FIPPA s. 22(1)

Dear Mayor Siebring & Council Members; this request to council is for the following considerations:

1. Waiver of non-North Cowichan Residents full grave plot fees for [REDACTED] and, FIPPA s. 22(1)
2. Internment in the Veterans Plot area at Mountain View Cemetery for both [REDACTED] FIPPA s. 22(1)

Reasoning:
FIPPA s. 22(1)

I, [REDACTED] was raised in the Cowichan Valley and resided in North Cowichan (Beverly street) until the age of 18, at which time I joined the Royal Canadian Navy. Upon retiring from the Navy, I resided on Rosewood Drive, (North Cowichan) until marrying my wife [REDACTED] who at that time was residing on Kimberly Drive, (North Cowichan) and, in 2016, we purchased my mother's home on [REDACTED] in consideration of settling my mother's estate. FIPPA s. 22(1)

My parents [REDACTED] former residents of North Cowichan (Veterans) are interned side by side in the Veterans Plot at Mountain View Cemetery. [REDACTED] mother [REDACTED] and our nephew [REDACTED] are also interned in Mountain View Cemetery (other side). FIPPA s. 22(1)

As I am a retired military Veteran (Special Duty Operations – Overseas- Middle East and on the High Seas), it is requested that both [REDACTED] and myself be able to purchase side by side full grave plots in the Veterans area at Mountain View Cemetery and that the pre-purchased grave fees be discounted at the North FIPPA s. 22(1)

Cowichan Residents fee rate (50%). In addition, I have been a member of the Royal Canadian Legion for 54 years and served three terms as President, Cowichan Branch # 53. Proof of Service attached. Warm regards,

[REDACTED]

FIPPA s. 22(1)

In-House Investigator (Beaubier Law)

A Commissioner for Taking Oaths & Affidavits

For the Province of British Columbia (Expires 30 June, 2023)

[REDACTED]

FIPPA s. 22(1)

[REDACTED]

FIPPA s. 22(1)

Buckshot & Johnnycakes can also be found at:

<https://books.friesenpress.com/store>

Connect with [REDACTED]

[REDACTED]

FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, January 19, 2021 1:41 PM
To: Council
Subject: Pickleball courts

Follow Up Flag: Follow up
Flag Status: Completed

Hi ,

Please find below communication that I sent to Don about adding / converting tennis courts into pickleball courts. I believe now is the time to invest back into these courts. You will have 100's or more of new people of all ages playing the game this year . Just today at Maplebay courts as I left from playing Duncan residents & kings view residents were showing up. This would be a very positive long term investment back into the community for a low dollar figure.. one tennis court equals four dedicated pickleball courts .

Always here to help with communication and knowledge.

Regards

[REDACTED] FIPPA s. 22(1)

Hi Don

Just touching base here as we drift towards spring.

The courts at maplebay have been a resounding success of having community activity.

A few points I have noticed since the courts opened in august of 2021.

- they became very popular very quickly with high usage and mostly people brand new to the game
- play has been steady / very active on the courts and more and more new people continuing to play the game . Lots of people received pickleball gear as Christmas presents of all ages. They are using their equipment. Children to seniors. I am seeing a surge of 30 - 50 year old working people playing as well.

FIPPA s. 22(1)

As I believe you are aware [REDACTED] and I have invested heavily in the business of pickleball in Baja . We built a resort down there. We are not just people that play pickleball we understand the business of pickleball , demographics and growth of pickleball as good as anybody in North America.

Pickleball has seen a massive surge in growth in the USA / Canada during covid. Pickleball equipment / manufactures companies in the USA have had extremely good business. Our Baja resort has had steady play and growth numbers. This train is not going to slow down anytime soon.

I would suggest / appreciate your team / council to look at all avenues of converting under used courts like you did for us a maplebay to keep up with the demand of courts .

The kings view courts would be a perfect spot to add 4 or more courts to the places to play.

As a side note .. we are playing or driving by the maple bay courts daily and the tennis court there has only been used by the same three people since November.

Once again thank you for the maplebay courts

Regards



FIPPA s. 22(1)

Sent from my iPhone

Sent from my iPhone



File: 0360-20-27

THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6

TELEPHONE (250) 545-1361 FAX (250) 545-4048

OFFICE OF THE MAYOR

January 19, 2021

Via email: ubcm@ubcm.ca

Brian Frenkel, President
UBCM
Suite 60 – 10551 Shellbridge Way
Richmond, BC V6X 2W9

Dear Brian:

**RE: British Columbia Hydro and Power Authority (BC Hydro) – 2020
Street Lighting Rate Application**

On November 12, 2020, BC Hydro submitted a 2020 Street Lighting Rate Application to the British Columbia Utilities Commission (BCUC). In short, the application was to INCREASE the costs of street lights to local municipalities due to BC Hydro replacing existing HPS fixtures with LED luminaires. BC Hydro provided public notice December 8, 2020.

BCUC has established a regulatory timetable for input to the Commission.

BC Hydro reports to BCUC that there are approximately 90,000 street lights to replace.

The City of Vernon has made application for intervener status.

On review of current letters of comment to BCUC and intervener documents, I note there are only a small number of municipalities represented (10+/-). UBCM does not appear as either intervener or providing comment on behalf of member municipalities. This is a cost item for most municipalities. Modest municipalities like Vernon, and smaller municipalities, in particular, need UBCM support and involvement.

I want to emphasize the application is to INCREASE rates premised on changing out HPS lights to highly efficient LED luminaires. The costs to the City of Vernon alone will be in the order of \$40,000 +/- per year. This makes little sense.

The electricity cost SAVINGS to the City of Vernon, as we change luminaires from HPS to LED (1,325 City owned lights) is in the order of \$70,000 per year. The estimated cost SAVINGS for typical maintenance is \$44,000 per year. Considering actual costs of replacement, the Return on Investment (ROI) is approximately 5 years (\$44,000 + \$70,000 annual cost savings).

Page 2

January 19, 2021 Letter to B Frenkel

I am respectfully asking that UBCM become involved and represent municipal members before BCUC. Regardless of how this is framed, the application to INCREASE hydro rates to local municipalities, permitted on retrofilling LED luminaries makes no sense.

Yours truly,

A handwritten signature in blue ink, appearing to read "Victor I. Cumming", with a stylized flourish at the end.

Victor I. Cumming
Mayor

Copy: UBCM members

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Friday, January 22, 2021 3:25 PM
To: Council
Subject: Re lack of face masks

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

To whom it may concern:

Yesterday I was in Chemainus for the day. I specifically went into the Willow Street Antique mall. Including myself there were six people in the mall, and I was the only person wearing a face mask.

I strolled Willow street and saw people going in and out of stores with no face masks.

I didn't want to file a complaint, but this is not good enough . The mid island is a hotspot right now for Covid outbreaks, and if this is how the township obeys the covid rules, it is no wonder.

I was not sure which department to forward this to, so I would appreciate your forwarding it to the appropriate dept.

[REDACTED] FIPPA s. 22(1)

From: [REDACTED] [REDACTED] FIPPA s. 22(1)
Sent: Monday, January 25, 2021 4:20 PM
To: Council
Subject: Growth Scenario memo comment

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

I would like to comment on the Growth Scenario memo that is being discussed at the committee of the whole meeting. I am a member of the OCP Advisory Committee.

On page 6/8 of the memo, the creation of a clear land use framework is highlighted as a recommendation. I support this concept fully. The adhoc management of our land base, especially municipally owned lands, is a primary reason for the numerous challenges we face in creating a sustainable municipality. I would ask council to go a step further, and hire an accounting firm to audit previous sales of municipally owned lands to determine if the historical approach to selling municipal land has delivered any real financial returns beyond an election cycle. To support this request I point to the debacle around the land sale for the VIMC lands; and the explosive growth around Berkey's Corner due to the Glenn Fields development that was launched by a \$3m 25 acre land sale in 2017. The audit should be made public so that it can form part of the OCP public engagement process.

On pg 5/8 of the memo, the issue of the protection of forestry and agriculture lands is raised. I would like to point out that the future of the MFR is unknown at this moment and the Forest Reserve is being depleted to fund staff salaries. Also, greenfield development on agriculture lands is being promoted by the Bell McKinnon local area plan. Due to the lack of a clear land use framework, and the imperiled state of the Forest Reserve, I ask council to consider incorporating the MFR review into the OCP process so that a holistic approach to land management can be developed for the entire municipality.

Also on page 5/8, speculative land investment is mentioned as a barrier to housing affordability. I submit that the lack of a clear land use framework and adhoc planning leads to information asymmetries that subsidize developer profits and drive speculation in real estate. Further, the municipality has stoked real estate speculation by selling the Glenn Fields lands to Langford based Turner Lane development. With no Local Area Plan in place for Berkey's Corner, the municipality has been allowing unfettered development of that parcel and also approving the rezoning of the adjacent 49th Parallel grocery. Concurrently, the Bell Mackinnon Local Area Plan was developed and approved on greenfield agricultural lands. That LAP has launched a speculative real estate cycle. Raw land parcels within the Bell McKinnon area are now trading at \$400k per acre. For context, the municipality sold the 25 acres to Turner Lane for \$120K per acre.

Had a Local Area Plan been in place for Berkey's Corner prior to sale in 2017, surely the municipality could have garnered a much higher price for its lands, or perhaps found avenues to become an equity partner in development.

And finally, I would like to point to the embedded assumption within our local government that capital needs to be "attracted" from outside the region. This assumption is false and puts us in a weak position at the outset of any negotiation or planning process. Capital formation can occur organically, and there is a rich history of doing so right here in Cowichan. And with MNC as a large land holder, there is more than enough economic power in the hands of the municipality for it to take a leadership role in setting an economic pathway that is not dependent upon external capital or subsidy of developer profits.

Sincerely,

[REDACTED]

FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, January 25, 2021 12:38 PM
To: [REDACTED]; Council
Subject: RE: Could Holland's eco-sustainable village be copied in Maple Bay and elsewhere in Cowichan?

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Amazing what a million bucks will get you these days.

[REDACTED]

[REDACTED]

FIPPA s. 22(1)

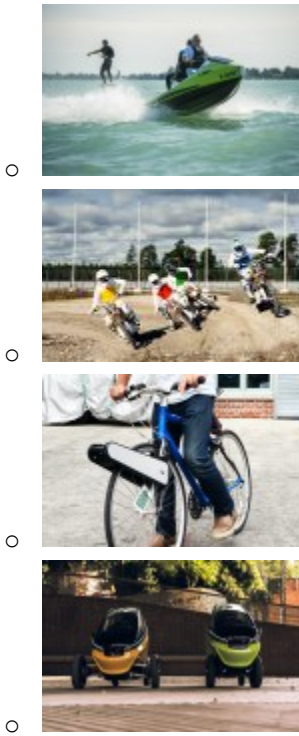
From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, January 25, 2021 11:42 AM
To: council@northcowichan.ca
Subject: Could Holland's eco-sustainable village be copied in Maple Bay and elsewhere in Cowichan?

Dear Mayor and Council: This floating, sustainable village in Amsterdam seems to fit our OCP and offers the kind alternative eco-housing we can use to increase density off-land.

Happy reading,
[REDACTED] FIPPA s. 22(1)
Duncan, B.C.

- **TRANSPORT**

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ARCHITECTURE

Europe's most sustainable floating village gets striking new addition

By [Bridget Borgobello](#)
January 22, 2021

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Dutch architectural studio i29 joins Schoonschip sustainable floating village in Amsterdam

i29 Architects
VIEW 24 IMAGES

Dutch architectural studio i29 has recently completed a striking eco-friendly floating home, as part of the Schoonschip floating village in Amsterdam. The unique floating community was conceived by spatial design studio Space&Matter and boasts a collective of 46 sustainably designed homes that share resources such as solar power, water, waste and electric car sharing.

The site is located in the old industrial suburb of Buiksloterham, in North Amsterdam, and was created as a showcase village to illustrate the benefits of sustainable community living, while adopting circular building principals. Each floating home is joined together via a smart jetty and shares access to a single grid connection.



Each floating home is joined together via a smart jetty and shares access to a single grid connection

i29 Architects

“The location has a strong industrial past but today it is one of the most rapid changing city parts of Amsterdam transforming into a more multi-functional living area,” says i29 architects. “The new floating neighborhood is intended to be an urban ecosystem embedded within the fabric of the city: making full use of ambient energy and water for use and re-use, cycling nutrients and minimizing waste, plus creating space for natural biodiversity.”

The i29 floating home caught our attention from the collection of eco-homes at Schoonschip due to its striking diagonal roof design and use of space. The home boasts a black stained timber exterior with a pitched roof, open interior living zones and an abundance of natural light. The architectural studio adopted an angular design for the pitched roof to allow for optimization of the interior floor plan, while also capturing natural light across all three levels of the home.



The home features a pitched roof, open interior living zones and an abundance of natural light

i29 Architects

The basement floor of the home features two single bedrooms, a shared bathroom, laundry and open lounge area which can also double as a study. The lounge area enjoys water views and natural light from the floor-to-ceiling glass windows located on the mezzanine level, which also features an outdoor timber terrace. The bedrooms are fitted with a glass wall and door, to also take advantage of this natural light and avoid the sense of being closed in.

A single zig-zag staircase connects all three levels, which gives rise to cathedral-high ceilings, offering an additional sense of space and openness. This architectural feature and the large corner glass atrium allows daylight to filter through the entire home.



A single zig-zag staircase connects all three levels, which gives rise to cathedral-high ceilings

i29 Architects

The second floor features the master bedroom, private bathroom and additional lounge area, while the third level has an open floor plan with large modern kitchen, dining area and access to a large outdoor terrace. The home enjoys water views from almost every angle and the open terrace captures additional western views towards the harbor.



Floor-to-ceiling glass windows are a big feature of this home

i29 Architects

In addition, the home is highly energy efficient, eco-friendly, and built with a small footprint. The structure features excellent insulation, rooftop solar panels, wastewater from toilets and showers is treated separately and a water pump connected to the canal is used to heat the home. Surplus energy is stored in a battery. The homeowners enjoy the additional economic benefits from the shared single connection to the national energy grid, through which all Schoonschip residents jointly trade their harvested solar energy.

“Sustainability goes even to a higher level with the implementation in the smart grid of the floating village,” says i29. “Energy can be even more valuable when you share it.”

From: [REDACTED]
Sent: Monday, January 25, 2021 10:58 AM
To: [REDACTED] FIPPA s. 22(1)
Subject: 200th Anniversary of Greek Independence initiative

Dear Mayor and council:

I am sending this letter to request your support for an initiative that the Victoria & Vancouver Island Greek Community Society will be launching in March 2021.

As you are likely aware, the Victoria & Vancouver Island Community Society is a registered charitable organization comprised of many vibrant members. The purpose of the society is to share and promote Greek culture in the community and runs a number of events each year, including Greek Fest. The Greek community has had a strong presence on Vancouver Island for fifty years and has hundreds of volunteer members and friends.

2021 will be a special year for Greeks all over the world as they will be celebrating the 200th anniversary of the Revolution of Independence. Greek Independence is celebrated on March 25th and the Victoria & Vancouver Island Community would normally have a celebration at the community hall premises however this will not be possible this year because of COVID-19 restrictions.

As the 200th anniversary of Greek Independence is such a momentous occasion, the community is exploring alternative ways to share this joyous occasion with the greater communities of BC. As such, this campaign is being delivered with cooperation of other Greek organizations and bureaus of British Columbia: the Hellenic Congress, the Order of AHEPA, the Greek Consulate of Vancouver and all five Greek Communities of BC.

The V&VIGCS has proposed a number of initiatives including a media campaign (radio, newspapers, electronic media), highway advertising, and celebratory events during this year's upcoming Greek Fest (www.greekfest.ca). We are asking for your support in our plans and hope you can help with two initiatives around the 25th of March and for several days or weeks after. We are proposing that all Municipal Halls or other public buildings raise the Greek flag (which we will provide) and illuminate the exterior of your building, if you have the infrastructure, in the colours of the Greek flag (white and blue). Please feel free to discuss with us any parameter of this request. The Greek Community would be grateful. Looking forward to hearing from you.

Warmest regards,

[REDACTED]

FIPPA s. 22(1)

President, Victoria & Vancouver Island Greek Community Society

Email: Greek.community.victoria@outlook.com

Web: <https://www.victoriahellenicsociety.org/>

[REDACTED]

FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, January 26, 2021 1:37 PM
To: Council
Subject: Trash collection by hard-working North Cowichan public works

Categories: In Laserfiche

Dear Mayor and Council:

I heartily applaud North Cowichan public-works staffers for their fast response in collecting a nasty little, but growing, trash dump beside our busy roundabout at the bottom of Hospital Hill (Cowichan Lake Road at Gibbons). Their quick response also happened concerning trash dumped at the corner of Banks and Cliffs roads, and below the wall leading to the fortunately, now-closed Paradise Pools.

My calls pinpointed the problem and works staff dutifully delivered action for taxpayers who just hate seeing our fine municipality fouled by scofflaw slobs.

I urge council to install more concrete trash cans to diminish some the problem, though some folks just won't learn, I fear.

I also urge council to request CVRD directors install a garbage dumpster just outside our great Bing's Creek Recycling Facility for use by lazy locals who chronically dump trash along our rural roadways and trails.

Frankly Councillors, I'd rather see such junk dropped into a regional dumpster at Bing's, instead of in the precious nature we all strive to enjoy.

Thanks in advance for your kind consideration.

Best of a safe and happy 2021,

[REDACTED] FIPPA s. 22(1)
North Cowichan, B.C.

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: Tuesday, January 26, 2021 10:00 AM
To: Council
Subject: REGIONAL MARKETING INITIATIVE TO HELP ATTRACT TECH COMPANIES TO VANCOUVER ISLAND

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Building a diverse and sustainable economy.



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REGIONAL MARKETING INITIATIVE TO HELP **ATTRACT TECH COMPANIES TO** **VANCOUVER ISLAND**

VICEDA initiative to capitalize on growth in technology sector by promoting investment opportunities

COURTENAY, 26 January 2021 – The Vancouver Island Coast Economic Development Association (VICEDA) is embarking on a project to boost investment attraction opportunities in the tech sector through an Island Coastal Economic Trust (ICET) supported regional marketing and collaboration initiative.

The VICEDA Regional Technology Attraction Marketing project is one of the

priority recommendations from the recently developed regional tech attraction strategy, led by a partnership of Vancouver Island communities located north of the Malahat. The joint initiative created and launched a new website, <https://techisland.io>, at the end of May 2020.

“Investment attraction is a cornerstone for economic development and digital marketing is an increasingly important tool to ensure communities are competitive in the global economy,” says ICET Board Chair Aaron Stone. “This project builds on the long-term positioning of Vancouver Island as a preferred location for technology and innovation businesses and workers.”

The Attraction and Marketing Initiative will improve the region’s online presence by sharing the story of Vancouver Island, including investment advantages, profiles of participating communities and available resources, to identified markets. Targeted web assets will be created, to support promotion of Vancouver Island as an area for tech-related investment and remote and mobile workforce opportunities.

“The goal of this project is to proactively target investors and tech companies that are interested in what our region and its communities have to offer,” says Rose Klukas, President of VICEDA and Economic Development Officer for the City of Campbell River. “During the past few years, and especially during the pandemic, we have been witnessing increased mobile workforce interest in our region and relocation of teams and satellite offices outside of major urban centres.”

The VICEDA Regional Tech Attraction Group is open to all communities on Vancouver Island, north of the Malahat and currently includes Campbell River, Nanaimo, Port Alberni, Cowichan Valley Regional District, Parksville and Qualicum Beach.

The project is expected to get underway shortly.

For more information about the Economic Development Readiness Program, please see our guidelines and application form:

www.islandcoastaltrust.ca/economic-development-readiness

###

About the Island Coastal Economic Trust (ICET)

Created and capitalized by the Province of BC in 2006, the Island Coastal Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional government, non-profits and indigenous communities, ICET serves nearly half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more than \$53.8 million in funding for over 230 initiatives. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2650 long term permanent jobs.

For further information:

[Amanda Fortier](#), Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797 *232

Follow ICET on [Facebook](#), [Twitter](#) and [LinkedIn](#).



Our mailing address is:

#108 - 501 4th Street
Courtenay, BC V9N 1H3

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Island Coastal Economic Trust · #108 - 501 4th Street · Courtenay, BC V9N 1H3 · Canada



Ginny Gemmell

From: Next Level Riding Ltd. <info@nextlevelriding.ca>
Sent: Friday, January 15, 2021 9:33 PM
To: Council
Subject: Support our Mountain Bike Schools

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Dear Mayor and Council

I am writing to show support for our local mountain bike schools and to encourage our council to support our mountain biking community.

In light of recent complaints from Kaspas Road residents in relation to traffic issues and parking, I am willing to support any traffic calming or parking restrictions on Kaspas Road that will improve safety in the area. However, I do not feel that the mountain bike schools in the area should be discriminated against by being told that they can not use the Kaspas Road parking lot. They provide an excellent service for locals and are ambassadors for the sport and should not be singled out as the cause of this increased traffic at this multi-use location.

Parking should be on a first come first served basis, which will obviously favour the locals, and no one group should be discriminated against.

I agree that we should, as a community, work to open up more sanctioned trail networks to relieve any burden on Mount Tzouhalem. Mountain Biking is here to stay and it is going to continue to grow as a sport and an industry. By restricting the ambassadors of the sport and those offering tuition and coaching; the council is doing a disservice to the community of North Cowichan and it's positioning as a mountain bike destination.

Thank you for your time and consideration on this matter. I look forward to hearing how you will be supporting our local mountain bike schools that are working so hard to improve the lives of our children and mountain bike enthusiasts during these unprecedented and already restricted times.

 FIPPA s. 22(1)

Ladysmith

Ginny Gemmell

From: Next Level Riding Ltd. <info@nextlevelriding.ca>
Sent: Saturday, January 16, 2021 7:10 PM
To: Council
Subject: Support our Mountain Bike Schools

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Dear Mayor and Council

I am writing to show support for our local mountain bike schools and to encourage our council to support our mountain biking community.

In light of recent complaints from Kasper Road residents in relation to traffic issues and parking, I am willing to support any traffic calming or parking restrictions on Kasper Road that will improve safety in the area. However, I do not feel that the mountain bike schools in the area should be discriminated against by being told that they can not use the Kasper Road parking lot. They provide an excellent service for locals and are ambassadors for the sport and should not be singled out as the cause of this increased traffic at this multi-use location.

Parking should be on a first come first served basis, which will obviously favour the locals, and no one group should be discriminated against.

I agree that we should, as a community, work to open up more sanctioned trail networks to relieve any burden on Mount Tzouhalem. Mountain Biking is here to stay and it is going to continue to grow as a sport and an industry. By restricting the ambassadors of the sport and those offering tuition and coaching; the council is doing a disservice to the community of North Cowichan and it's positioning as a mountain bike destination.

Thank you for your time and consideration on this matter. I look forward to hearing how you will be supporting our local mountain bike schools that are working so hard to improve the lives of our children and mountain bike enthusiasts during these unprecedented and already restricted times.

 FIPPA s. 22(1)

 Ladysmith

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Saturday, January 16, 2021 8:02 PM
To: Council
Cc: [REDACTED] FIPPA s. 22(1)
Subject: Mt. Tzouhalem

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

I am writing to show support for our local mountain bike schools and to encourage our council to support our mountain biking community.

I have already signed a petition and submitted a form letter to show my support, but I wanted to say more from a personal point of view.

I was surprised and disappointed to learn that local residents had pressured council to restrict parking access to mountain biking schools. My 12 year old son has participated in clinics and lessons from Next Level Riding School. He became so enthused by the sport, he joined in a weekly club with the group. As a parent, it has been nothing but awesome to see his love of the sport grow along with his skills. It has sparked a new hobby for the family, and we now choose to visit various parks and trails on our weekends. We are looking at camping destinations that have great trails for our future trips.

Mt. Tzouhalem has been an amazing discovery to us. It is hands down his favourite place to ride. We live in Ladysmith; usually we shop and eat locally and Nanaimo is our go-to for large shopping trips such as Costco and Superstore. Since my son joined his bike club, I have been shopping at Thrifty's, Superstore and Wal-Mart, and as a family we have eaten at Boston Pizza, Pho Vuong, White Spot and Tim Hortons. While he is on his two hour supervised ride, I have visited Duncan spots such as The Garage, Matisse Spa, Starbucks, Volume One Books and Fabrications.

My point is, his club brings our business to your city. These complaining neighbors are obviously not people who appreciate the fact that people of all ages engaging in healthy, wholesome activities in a beautiful outdoor setting is an awesome thing to foster, so please, perhaps talking money will help them find some tolerance. The only reason my family goes to Duncan is for mountain biking and being involved in the club makes it a regular commitment. We drop our son and go shopping on his club days. This positively effects your economy for sure. Closing down the clubs means we might as well head north to try out places like Qualicum and Cumberland on our weekend jaunts and our weekly visits to Duncan get scrapped too.

Making life difficult for operators of clubs just to appease a few vocal whiners makes no sense to me. My 12 year old even pointed out that they chose to buy and live at the base of Mt. Tzouhalem, a well used public place. I sincerely hope you will rethink this decision and choose to promote your city and the beautiful Mt. Tzouhalem by encouraging your citizens to model tolerance, kindness and healthy living choices.

Sincerely [REDACTED] FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Wednesday, January 20, 2021 9:49 AM
To: Council
Subject: Parking on Mount Tzouhalem

Follow Up Flag: Follow up
Flag Status: Completed

Hi there,

I wanted to express my frustrations with restrictions of biking lessons on Mount Tzouhalem.

I can't believe that it's come to this after letters of complaints were written by the wealthy that live on the top of the hill.

Every single house on Kasper, Chippewa and Sailish road have TWO car garages AND private driveways. I cannot fathom how the CVRD can even listen to these complaints.

The mountain is there for everyone to use. Tourism Cowichan has advertised how amazing our local hill is, and people come to enjoy it from all over the island. The trails are great for all ages and abilities. There has been so much work done on the hiking and biking trails. It's one of the few, beautifully laid out and clearly trail marked Hills we have in the Cowichan Valley.

Mountain biking classes are essential to encouraging our children to form healthy habits and hobbies. They are the foundation of keeping youth active and out of trouble. It has been a very hard year for our children, the only thing we CAN do these days safely, is get outside. How dare someone try to take that away from them.

We live in a climate where we are blessed to be able to use our mountains all year round. Why on earth would the CVRD want to discourage kids, youth and adults from getting outside and enjoying the beauty that is here for all.

The only days the hill is very busy is on beautiful weekends and this is because: children and adults are off on the weekends. There were a few groups filming on sunny days and there were groups coming from all over the island to visit our gem of a hill. Everyone got along and had no problem with parking down the road. Except for the few people who didn't like seeing so much traffic on their road. I'm sorry but isn't that the cost of living on top of a hill? Other people will be enjoying it too.

I ask that the CVRD find a better solution than suspending mountain biking classes. That solution was short-sighted and pin pointed to one group. I suggest you ask the residents to perhaps use one of their garages or driveways instead.

Cheers [REDACTED] FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Saturday, January 23, 2021 12:32 PM
To: [REDACTED] Christopher Justice; Rob Douglas; Council;
FIPPA s. 22(1) [REDACTED]; Don Stewart
Subject: Police Reports- Kasper Parking Lot
Follow Up Flag: Follow up
Flag Status: Completed

Please report any parking infractions and public drinking/open fires, lack of social distancing to authorities, Speeding

Police File Reports

Recorded From [REDACTED] and my self last weekend.

FIPPA s. 22(1)

Police file # 2021-917 pandemic issues
No social distancing, tail gate parties drinking open alcohol.

Police file # 2021-915
parking in front of fire hydrant and no parking zone

Thanks

[REDACTED] FIPPA s. 22(1)

FIPPA s. 22(1)

On Jan 23, 2021, at 12:16 PM, [REDACTED] wrote:

FIPPA s. 22(1)

Thanks, [REDACTED]. We need your reports from the Kasper keyhole, and from anyone else up there. All I see from Chippewa is heavy traffic going uphill.

If you can safely do so, take photos of license plates and parking. Record both detail such as vehicle and plate, and context such as the house address. I'm not sure yet what can be done with pictures, but my reflex would be to collect evidence and document it all.

I hope Don is able to hire large, thick-skinned folks for traffic control up there. They have my sympathies too.

May I pass your message on to others in the near neighborhood, and QLNA Board too?

[REDACTED] FIPPA s. 22(1)

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

Sent: Saturday, January 23, 2021 11:57 AM

To: Stewart, Don; [REDACTED] FIPPA s. 22(1)

Subject: Kspa today Jan 23 2021

Parking lot already brimming, some people trying inventive parking. Kspa filling up.

Talked to Traffic Control; he said it's getting busier and busier every weekend - in his words, "What's it going to be like in the summer?"

Traffic Control nicely asked a vehicle owner to not park obstructing [REDACTED] and [REDACTED] driveway; vehicle owner swore several times at Traffic Control.

Traffic Control says he's "really sorry for the Kspa residents."

FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

Ginny Gemmell

From: executivedirector@cowichantrails.ca
Sent: Monday, January 25, 2021 12:54 PM
To: Council
Subject: Kaspas Road Parking
Attachments: Kaspas Parking.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Attached please find a letter to North Cowichan Council from the Board of Director of the Cowichan Trails Stewardship Society. This letter was sent out to the membership in response to the ongoing issue.
Regards,



Vicki Holman, Executive Director
250 510-5392
Cowichan Trail Stewardship Society
135 Third St., Duncan B.C., V9L 1R9
www.cowichantrails.ca



January 25, 2021

Mayor and Council
Municipality of North Cowichan
7030 Trans Canada Highway
North Cowichan, BC

Dear Mayor and Council

RE: Kaspa Parking Lot

The Cowichan Trail Stewardship Society (CTSS) is a registered not for profit organization dedicated to building and maintaining the best trail experience for our community and visitors. We advocate for both hiking and mountain biking trails and usership. We currently have a trail maintenance agreement with the Municipality of North Cowichan to maintain the trail networks on Mt. Tzouhalem and Maple Mountain. Our membership and supporters have asked us to weigh in on the current conflict that has arisen as a result of the increased user pressure on Mt. Tzouhalem and the use of the Kaspa Road parking lot.

A group of Kaspa Road residents have expressed their frustration in regards to the commercial use of the Mt. Tzouhalem trail network and the increased numbers gathering in and around the Kaspa Road parking lot and trailhead. While the CTSS acknowledges that the current conflict is nuanced and complex and is empathetic to the residents of Kaspa Road who are frustrated by the increase in trail use, our position is that we will continue to advocate for free and unfettered use of the Municipal Forest Reserve by the mountain biking and hiking community. As an organization, we do not support the suggestions offered by the Kaspa Road residents who are lobbying for resident only parking, parking lot user fees, trail signage removal and the exclusion of commercial use.

The COVID-19 pandemic has caused the biggest boom in outdoor recreational pursuits in modern human history. Trailheads across the planet are seeing numbers never seen before as people look to the outdoors for exercise, to relieve stress and to socially distance. The benefits of outdoor recreation have long been touted by advocacy organizations and it is great to see everyone beginning to get outside and explore their own backyards.

.../2

The issues we see arising come from so many people wanting to embrace this new lifestyle all at once. There are global shortages of outdoor recreational equipment from bicycles, to RV's, to cross country skis and even rollerblades. Capacity issues such as parking, overcrowding, and trail erosion have arisen far quicker than any long-term solutions can be implemented.

In our efforts to mitigate tension and spread out usership, the CTSS has on many occasions used our social media platforms to advocate for trail and parking lot etiquette and have suggested alternatives to parking at Kaspa Road at peak times. We will continue to highlight the various staging areas and trail systems in North Cowichan and would like to work with the Municipality of North Cowichan and concerned Kaspa Road residents on a sustainable solution to the recent challenges. We will also continue to advocate for further trail development throughout the Cowichan Valley to spread out the demand.

The trail network on Mt Tzouhalem offers a wide variety of trails from novice to expert level that cater to hikers and mountain bikers from a wide demographic. This trail network is integral to the health of our community and is especially important for those looking to recreate outdoors while remaining within their "bubble". The Provincial Health Order on province-wide COVID-19 restrictions dictates that youth extracurricular activities, including outdoor exercise and recreational programming, may continue as long as a COVID-19 safety plan is in place. Mt. Tzouhalem is especially a draw to beginner trail enthusiasts as it offers some of the most varied and fun trails on Vancouver Island with some of the easiest accessible viewpoints and vistas.

Many of the so called "tourist groups from Victoria" are local youth mountain bike clubs with kids of all ages dipping their teeth into the sport of mountain biking instead of being inside and "on screens." The CTSS does not support restricting their access.

Cowichan trails are well loved by users from all over Vancouver Island. Building a tourism economy is part of the region's Economic Development strategy. The Parks and Trails Master Plan will help make the Municipality of North Cowichan a leader in municipal protected area management. The Municipality will continue to gain recognition as a sought-after destination for active recreation, including hiking and mountain biking. One of the vision outcomes from the plan is to "become central Vancouver Island's pre-eminent outdoor recreation and nature-based tourism destination." To achieve this vision, the enhancement of outdoor recreation and tourism in the MFR has been identified as a key strategy. As stated in the Plan, "Though we are facing growing challenges with outdoor recreation, we have heard from the community that there is great opportunity with MFR. With the growth in outdoor recreation and

nature-based tourism, there is an opportunity to enhance the quality of life of our residents, make the Municipality even more appealing to potential residents and businesses, diversify the economic benefits the MFR brings to the community and better manage the outdoor recreational use to avoid or mitigate impacts to the MFR's environmental and cultural values." The traffic generated by the hiking and mountain biking community has a trickle-down effect and helps to support local food and beverage establishments and retail outlets selling recreational equipment, as well as providing economic benefits across a variety of other sectors.

It is up to us as a community to come together and formulate ideas and solutions to this major upside of our new normal. We applaud the work the Municipality of North Cowichan has put into the trail systems of the Cowichan Valley over the last few years and look forward to continuing this progress into the future. We encourage every trail user to become a CTSS member so we can assure equitable access to this irreplaceable community asset for generations to come.

Thank You
The Cowichan Trail Stewardship Society Board

Matt Grossnickle
President

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, January 26, 2021 9:30 AM
To: Council
Subject: Kasper Road mountain bike school restrictions.

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Dear Mayor and Council,

I am writing in response to the Municipality of North Cowichan's recent ban on all commercial operations using the Mount Tzouhalem, Kasper Rd. Parking lot.

I have a son who rides in one of the groups that will be greatly affected by these restrictions.

The suggestion put forward for the riding groups to start from the Nevliane parking lot are not a good alternative. The routes from Nevliane are not varied enough for the kids who are at different stages in skill or fitness. The routes from Kasper offer a greater range of accessibility for the kids. The alternative starting points for the rides will exclude and discriminate against kids who are over weight, unfit and who lack the skill required for the trails that they have to ride on.

Duncan has produced a world class mountain biking athlete in Mark Wallace who is currently competing at an international level and doing extremely well. This is something we should be celebrating and encouraging not placing restrictions and road blocks to the kids who see people like Mark as an inspiration.

It would be nice if this town could move away from being known as drunken Duncan and instead be thought of as a mountain biking mecca.

It is very unfortunate that a mean spirited few are negatively impacting a great number of people. Especially in a time when so much has been taken away from the kids in the past year.

A suggestion to the residents could be that they can always sell up and move somewhere else if they don't like where they live. It is easier for them to move than it is to move a mountain.

Sincerely

[REDACTED] FIPPA s. 22(1)



Sessions include:

- **Carol Anne Hilton** Indigenomics and Indigenous Economic Design
- 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
- **Peter Kageyama** For the Love of Cities
- Building a Human Legacy: Local Economic Recovery with BC's Community Benefits Agreement
- Catalyzing Brownfield and Waterfront Revitalization for Economic Recovery
- New Ways to Finance Projects
- **Stan Phelps & David Rendall** Goldfish Tank: Learning, Innovation and Team-Building Workshop
- Northern BC Resilient Economy
- Indoor Farming: The First Step Towards Food Sovereignty
- In a Time of COVID: Partnerships for Housing Solutions & Economic Recovery

- **Deb Brown** SaveYour.Town
 - Energy in BC
 - Indigenous Tourism Recovery
 - Fraser Valley Alliance: Regional Sector Strategy Collaboration
 - Hometown Advantage: Making Local Solutions Part of your Regional Development Strategy
 - Working Effectively with Site Selectors
 - Benefits of Municipal Development Corporations
 - **Ross Bernstein** The Champion's Code
-

[View the Agenda](#)



NEW FUNDING OPPORTUNITIES

NEW Funding Opportunities

Registration Subsidy for Indigenous Economic Developers & Local Leaders

This complimentary invitation is limited to Indigenous leaders and managers who are responsible, full-time, for economic or business development programs in their communities. Only 30 spaces available. The deadline for submitting your application is February 11, 2021. Funding provided by Indigenous Services Canada.

[Download the Application](#)



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.

[*Ask about our discount for communities with a population of less than 5,000*](#)

Register Now

2021 BC Economic

Development Summit

Development Awards

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



2021 BC Economic Development Awards - Deadline Approaching

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](#)



Items Needed for Online Auction

2020 has been a busy year for BCEDA's Economic Disaster Recovery and Resiliency Program (EDRRP). Proceeds from the annual auction are what allows us to implement various initiatives related to Economic Disaster Recovery.

This year's action will be held online! Please take the time to arrange an auction item to help support the EDRRP.

[Find out more](#)

www.bceda.ca/summit



[Click here to unsubscribe](#)

[View this email as a web page](#)

Message sent by The BCEDA Team, info@bceda.ca

British Columbia Economic Development Association | 5428 Highroad Crescent | Chilliwack, BC V2R 3Y1

Ginny Gemmell

From: British Columbia Economic Development Association <dwheeldon@bceda.ca>
Sent: Monday, January 25, 2021 9:22 AM
To: Council
Subject: Supporting your own. Business Retention and Expansion Training - Last Chance to register

Business Retention and Expansion should be your number one activity in your economic development efforts. This is your opportunity to learn the reasons why, lessons on potential outcomes, examples of how to work with other community partners, and how it all fits together in your Economic Recovery plans. [Join us for four half day sessions over the first two weeks of February for this much needed course.](#) Here are some quotes from just some of the participants in our latest BRE Course.

"Thanks as always for your insight and expertise!!"

"This has been fantastic! Thanks so much for the framework with BRE. I love the In the Trenches pieces"

"Really great workshop - thanks everyone. Excited to start building out our BRE program in our city."

"Thank you very much! This has been a very informative and motivating course! Extremely beneficial- I am excited to start building a BRE program for our small community!"

Business retention, and fostering the expansion of existing businesses, is the foundation of any sound economic development program. And it should be! Changes in the global, national and regional marketplace have increased pressure on firms to become more efficient to seek out and take advantage of profit opportunities and now COVID-19 has reshaped the business landscape. These are not normal times. Economic development must change with the environment and learn how to engage with local businesses to gather solid business and worker impact data to inform local leadership's response and create resiliency in communities.

This course explores strategies to retain the existing economic base by making businesses and the communities that house them more competitive. Issues covered include how to apply a wide range of economic development resources, tools, and techniques to support local businesses through the creation of a successful business retention and expansion program. In addition to learning ways to engage with local business in an everyday environment you will also learn ways to do it during and after a disaster whether it is a fire, flood or even a pandemic.

The best way to manage a BRE program is by the community itself – not by consultants or hiring a polling firm. This course will teach you the who, why, what and ways to do BRE, provide you information on tools, and provide you with tips on running successful BRE programs.

Who should attend:

- Local Leaders
- Economic Development and Planning Staff
- Community Futures organizations
- Chambers of Commerce
- Economic Development Consultants
- Workforce agencies
- Economic Development Committee members
- And more

Find out more and register by clicking [here](#).

PS: Have you done great things in your community in 2020? I am sure you have. Make sure you submit your award nominations by Feb 1, 2021.

Dale Wheeldon, President and CEO

BCEDA

If you no longer wish to receive these messages, please [click here to unsubscribe](#)

Message sent by Dale Wheeldon <dwheeldon@bceda.ca >
British Columbia Economic Development Association | 5428 Highroad Crescent | Chilliwack, BC V2R 3Y1

January 26, 2021

Economic Restart & Resiliency Bulletin



BCEDA

BC Economic Development Association



Resources for Businesses

Tools Include:

- [Operational Plan Template](#)
- [Resources for Businesses Document](#)
- [Business Restart Survey](#)
- [Province-Wide Shop Local Program](#)
- [Island COMEBACK](#)

Quick Links

- [B.C. offering non-profits more flexibility on gaming grants amid COVID-19](#)
- [EMC: Manufacturing Recovery Support Program](#)
- [What Vancouver's Next Era of Climate Action Means for Business](#)
- [Columbia Kootenay Cultural Alliance \(CKCA\) Arts & Culture Grants](#)
- [Need to get your business online? InnovateBC can help](#)



BC Small & Medium Business Recovery Grant

The Small and Medium Sized Business Recovery Grant program provides fully funded grants to businesses to ensure they have the support they need during and beyond COVID-19. The program website www.gov.bc.ca/businessrecoverygrant has been updated to highlight the two step process, to include a subscription button so everyone can easily stay up to date, and to include program information in Simplified Chinese, Traditional Chinese, Punjabi, French, Spanish, Tagalog, Farsi, Korean and Vietnamese.

[Read more & apply today](#)



2021 SBBC Awards - Celebrate Small Businesses in British Columbia

The SBBC Awards are British Columbia's largest small business awards - get involved by nominating your business, or nominating a small business you love today.

Getting involved couldn't be easier. If you're a business owner, you can [nominate your own business](#). Or, if there's a small business you love, show your appreciation and [nominate on their behalf](#).

Nominations and voting are open until 11:59pm on March 7th.

[Nominate a business](#)

[Vote for a business](#)



Tackle the COVID-19 economy with the free EDC Business Pivot Playbook

With the free Business Pivot Playbook, you can figure out and maximize your company's potential.

For example, some restaurants started delivering groceries when they were forced to close. Once they were allowed to reopen, they wondered if they should go back to restaurant service or change their business models, leveraging those short-term changes over the long term.

There's no one right answer for every business and that's why filling in the canvas can help you understand your business better and become more proactive with your business strategy.

[Read more](#)



Township of Langley Codathon: Coding Matters

If you know what code, loops, API, and CRUD means, then chances are, you're really going to like this.

Are you a problem solver, a techie, an innovator, someone who is super creative? Great, because if you have some technology skills, the Township has a fun opportunity to challenge you and maybe, you can even win a prize.

The Township of Langley invites you to help solve some of the biggest challenges that face our community. We want you to be ambitious, innovative, and set no limits to your imagination.

We have identified five diverse themes that cover some of the many unique and interesting challenges that face us as a community and invite you or your team to join the fun and show us your clever ideas.

The themes that are detailed below are meant to provide a focus, not a limit. Dive further into one of the themes below and pitch your great idea. All we ask is that what you make will run on Microsoft Azure and be seriously awesome.

This event is being organized by The Township of Langley and sponsored by Microsoft. The venue is a codathon, all online.

[Rules & Registration](#)

Resources for Economic Developers & Local Leaders

BCEDA Tools Include:

- [Virtual and In-Person Community Workshops](#)
- [Business Resilience Program](#)
- [Economic Recovery & Resiliency Toolkit](#)
- [Community Tips for Response & Recovery](#)
- [Business Engagement & Retention Program](#)
- [Shop Local App](#)
- [2021 BC Economic Summit - Economic Revival: Charting a Path Forward for BC Communities](#)



Upcoming BCEDA Events

[BRE: Building Strong & Resilient Communities](#)

February 1st to 11th, 2021. Four, 2.5 hour online sessions

Registration Fee: BCEDA Member \$300 Non Member \$350

Testimonials:

- " This course offers some very practical and doable solutions that can be implemented to support the needs of your local businesses. I would strongly encourage any elected official to take this course!"
- "This has been fantastic! Thanks so much for the framework with BRE. I love the In the Trenches pieces"
- "Really great workshop - thanks everyone. Excited to start building out our BRE program in our city."
- "Thank you very much! This has been a very informative and motivating course! Extremely beneficial- I am excited to start building a BRE program for our small community!"

[BC Economic Summit: Charting a Path Forward for BC Communities](#)

March 8th to 11th, 2021

[Agenda](#) | [Registration](#) | [Speakers](#) | [Daily Community Sponsorship](#)

- 4 Keynotes and 30+ hours of content
- Held over 4 partial days to allow you to stay productive
- Unlimited networking & Virtual Trade Show in the Summit App
- BCEDA *After Hours* featuring BC entertainers
- Chance to win prizes!

Registration Fee:

BCEDA Member \$325.00 Non Member \$425.00

Group Rate for Organizational Member Communities \$1,250.00

Group Rate for Non BCEDA Members \$1,750.00

Subsidies:

Registration & Membership Subsidy for Indigenous Economic Developers funded by Indigenous Services Canada. [View Application.](#)

BC Hydro Small Community Subsidy for communities with a population of less than 5,000. Save \$50 off your individual registration (use code SUBSIDY50), or \$250 off your group registration (use code SUBSIDY250).

2021 BC Economic
Development Awards

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



2021 BC Economic Development Awards

Deadline for Nominations is February 1, 2021

BCEDA is currently accepting nominations for the 2021 BC Economic Development Awards. Sponsored by FortisBC, these awards recognize BC's best economic development programs, partnerships, economic resiliency and marketing initiatives.

Communities of all sizes are encouraged to submit a nomination. 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](#)

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represent replicable measures undertaken to promote long term resiliency and/or sustainability from future disasters.

[Read more](#)



Indigenous Tourism BC Roundtable 2021: Preparing our industry for recovery and renewal

Indigenous Tourism BC invites Stakeholders to join us online for the Indigenous Tourism Roundtable – peer-to-peer facilitated conversations, led by Indigenous Tourism BC’s team, Stakeholders, tourism partners, and industry experts.

Beginning bi-monthly on Wednesday, January 27, 2021, we dedicate the Indigenous Tourism Roundtable sessions to fulsome discussion that results in changes that shift us to a genuinely collaborative approach.

We invite all Indigenous Tourism BC Stakeholders – gather and participate in these discussions, focused on the co-creation of a strong 2021 tourism season for Indigenous tourism operators in British Columbia.

[Read more & register](#)



2020 State of the North Economic Report

The 2020 State of the North Economic Report released today features industry overviews, updates on major projects and economic analysis on Northern B.C.’s four regions.

The report, which was independently researched by MNP, indicates the short-term outlook for the northern economy remains uncertain due to the indeterminate long-term effects of the COVID-19 pandemic.

[Read more](#)

BUSINESS VANCOUVER

B.C.'s recovery economy: Fast-changing job market spurs new approach to training

Special report: Reskilling, upskilling and micro-credentials key to adjusting to massive workplace disruption

By [Nelson Bennett](#) | January 20, 2021 - British Columbia started 2020 with an enviable low unemployment rate of 4.5%.

But between March and April, the province lost 396,500 jobs, pushing the unemployment rate to 13.4% in May, due to pandemic lockdowns and travel restrictions, according to the B.C. government.

About 363,000 of those jobs were recovered by the end of 2020, reducing the unemployment rate to 7.2%.

[Read more](#)



#BCEcDevJobs

Project Manager, Waterfront Masterplan - District of Mission

RFP: City of Maple Ridge Economic Development Strategy Plan

Business Development Coordinator - Regional District of Central Okanagan

Manager, Economic Development - City of Coquitlam

RFP: District of Mackenzie Community Economic Development Plan

[Read more](#)



#EcDevinAction

Profiling economic development success in BC's communities

New video invites you to dream about #ExploreMerritt

[More info](#)

Remote worker tourists: coming to a beach near you?

[More info](#)

Unique collaboration to market Central Okanagan - COEDC, Tourism Kelowna and Accelerate Okanagan release OKGo campaign

[More info](#)

Los Angeles executive to lead Metro Vancouver's new economic investment agency

[More info](#)

Regional marketing initiative to help attract tech companies to Vancouver Island

[More info](#)

Central Okanagan Economic Development Commission Launches Innovative Data Portal

[More info](#)

BCEDA is continuing to seek success stories to highlight on the Economic Development in Action website. The website is advertised internationally and used as a tool to market your community and attract international investors. Economic Developers can use the website to collaborate on ideas and gain inspiration from others. We are looking for a brief summary of your successful projects, partnerships and initiatives.

[Click here to share your EcDevinAction.](#)



[Click here to unsubscribe](#)

[View this email as a web page](#)

Message sent by Ashleigh Volcz, info@bceda.ca

British Columbia Economic Development Association | 5428 Highroad Crescent | Chilliwack, BC V2R 3Y1



Municipality of North Cowichan Special Council MINUTES

**January 20, 2021, 12:00 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) Mark Frame, General Manager, Financial and Protective Services Clay Reitsma, Senior Manager, Engineering Rob Conway, Director, Planning and Building Shawn Cator, Director, Operations 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 12:02 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 Council close the January 20, 2021 Special Council meeting at 12:02 p.m. to the public on the basis of the following sections of the *Community Charter*:

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

3.1 Closed under sections 90(1)(e) land matter, 90(1)(i) solicitor-client privilege, and 90(1)(m) Freedom of Information and Protection of Privacy Act section 16

4. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That Council adjourn the Special Council meeting at 1:15 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor

Municipality of North Cowichan Council - Regular and Public Hearings MINUTES

**January 20, 2021, 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
Staff Present	Ted Swabey, Chief Administrative Officer (CAO) Sarah Nixon, Deputy Chief Administrative Officer (D/CAO) Mark Frame, General Manager, Financial and Protective Services Clay Reitsma, Senior Manager, Engineering Don Stewart, Director, Parks and Recreation Rob Conway, Director, Planning and Building Shawn Cator, Director, Operations George Farkas, Director, Human Resources and Corporate Planning Jason Birch, Chief Information Officer Megan Jordan, Manager, Communications and Public Engagement Keona Wiley, Manager, Parks and Recreation Michele Gill, Manager, Development, Engineering Shaun Mason, Municipal Forester Chris Hutton, Community Planning Coordinator Glenn Morris, Development Planning Coordinator Anthony Price, Planning Technician Michelle Martineau, Corporate Officer Tricia Mayea, Deputy Corporate Officer

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1 Approval of Consent Agenda

The following items were pulled from the Consent Agenda and added to New Business:

- 1.2 [December 15, 2020 email from resident regarding Green Circular Economy Eco-Industrial Business Park for Vancouver Island]
- 1.5 [December 21, 2020 email and letter from City of Kamloops regarding Certified Resolution – overdose crisis and call for overdose action plan]

- 1.11 [January 12, 2021 email from Island Coastal Economic Trust regarding new incubator project aims to keep employment and business in local communities]
- 1.16.1 [December 21, 2020 email from BC Economic Development Association regarding Coronavirus]

IT WAS MOVED AND SECONDED:

That the remaining items in the Consent Agenda be approved.

That the following correspondence is received for information purposes only:

- 1.1 December 10, 2020 email from resident thanking North Cowichan Parks and Trails team for building world class trails for all park users
- 1.3 December 18, 2020 email from the City of Rossland requesting a letter of support for The Corporation of The City of Vernon
- 1.4 December 18, 2020 email from Crofton resident regarding Crofton security protection
- 1.6 December 26, 2020 email from resident regarding a video "The soul of Seattle is dying"
- 1.7 December 29, 2020 email from resident regarding proposed development off Kingsview Road
- 1.8 January 8, 2021 copy of letter from Health Care Provider regarding Health Care Vancouver Island
- 1.9 January 11, 2021 email from resident regarding the Motorsport rezoning application
- 1.10 January 11, 2021 Letter to Minister George Heyman from Mayor Buchanan regarding Implementing a Province-wide Ban on Anticoagulant Rodenticides
- 1.12 January 12, 2021 email from Chemainus resident regarding off-leash dogs at Cook Park in Chemainus
- 1.13 January 13, 2020 email from Chemainus resident regarding RV campers parking in non-designated camping areas
- 1.14 January 14, 2021 email from Island Coastal Economic Trust - VOICES - Jim Kent, The Tidemark Theatre
- 1.15 Municipal Forest Reserve
 - 1.15.1 December 13, 2020 email from resident requesting a stop on logging Municipal Forests
 - 1.15.2 December 14, 2020 email from resident regarding budgetary decision impacts on the Municipal Forest Reserve
 - 1.15.3 December 14, 2020 email from resident regarding the promised consultation for the Six Mountain
 - 1.15.4 December 28, 2020 email from resident regarding a new Six Mountains post
- 1.16 BC Economic Development
 - 1.16.2 January 7, 2021 email from BC Economic Development Association regarding 2021 BC Economic Summit March 8 to 11, 2021

- 1.17 Kaspas Road Parking 102 51 emails were received from residents in relation to the Kaspas Road parking lot issue. ADOPTED ON CONSENT

2.2 Approval of Regular Agenda

The agenda was amended to add the items noted under the Approval of the Consent Agenda to New Business, and to consider Item 16 prior to Item 15.

IT WAS MOVED AND SECONDED:

That Council adopt the agenda, as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council meeting held December 16, 2020 for adoption

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of the Regular Council meeting held December 16, 2020.

CARRIED

4. MAYOR'S REPORT

The Mayor gave a verbal report on his social media post regarding racism towards Cowichan Tribes and other First Nations communities related to COVID 19 cases.

5. DELEGATIONS AND PRESENTATIONS

None.

6. PUBLIC INPUT

Council received six submissions via email prior to the meeting regarding agenda items 8.1 Development Variance Application for 3191 Sherman Road, 8.3 Cowichan Aquatic Centre Re-Roofing Project, 8.7 Environmental Advisory Committee Appointments, 8.8 2021 Grant in Aid Funding Request and 10.2 A Voice For Our Children.

7. BYLAWS

7.1 Animal Responsibility Amendment Bylaw No. 3808, 2020 (Trial Off-Leash Dog Parks) for adoption

IT WAS MOVED AND SECONDED:

That Council adopt Animal Responsibility Amendment Bylaw No. 3808, 2020.

CARRIED

7.2 Establishment of an Information Technology Asset Management Reserve Bylaw for first 3 readings

IT WAS MOVED AND SECONDED:

That Council give first, second and third readings to the Reserve Funds Establishment Amendment Bylaw No. 3816, 2021.

CARRIED

7.3 Zoning Bylaw Amendment Application No. ZB000135 (9376 Cottonwood Road) – Detached Second Dwelling

IT WAS MOVED AND SECONDED:

That Council give first and second reading to Zoning Amendment Bylaw (9376 Cottonwood Road), 2021, No. 3815 and;

That a Public Hearing be scheduled for Zoning Amendment Bylaw (9376 Cottonwood Road), 2021, No. 3815 and notification be issued in accordance with the *Local Government Act*.

CARRIED

8. REPORTS

8.1 Development Variance Permit Application No. DVP00061 for 3191 Sherman Road.

IT WAS MOVED AND SECONDED:

That Council authorize the issuance of a development variance permit for 3191 Sherman Road and grant the variance to section 79(2)(a) of Zoning Bylaw 2950 by reducing the minimum permitted rear yard setback for an institutional building abutting a residential parcel from 8.0 metres to 3.08 metres.

(Opposed: Manhas)

CARRIED

8.2 North Cowichan Civic Building – Tender Package 1

IT WAS MOVED AND SECONDED:

1. That Council award the contract for the C-0001 Cast in Place Concrete to Scansa Construction Ltd. for \$1,499,400 plus GST.
2. That Council award the contract for the C-0002 Concrete Unit Masonry to Mid Island Masonry Contracting Ltd. For \$512,500 plus GST.
3. That Council award the contract for the C-0003 Structural Steel and Decking to Holdfast Metalworks Ltd. - \$2,256,832 plus GST.
4. That Council award the contract for the C-0008 Modified Bituminous Membrane Roof to G & G Roofing Ltd. for \$614,825 plus GST.

CARRIED

8.3 Cowichan Aquatic Centre Re-Roofing Project CVRIS ICIP Grant Application

IT WAS MOVED AND SECONDED:

That Council direct staff to submit a grant application to the COVID-19 Resilience Infrastructure Stream under the Investing in Canada Infrastructure Program for the Cowichan Aquatic Centre Re-Roofing Project in the amount of \$1,653,744 + GST; and

That Council support the project and commit to financing any associated ineligible costs and cost overruns.

CARRIED

8.4 Request for Reimbursement of Mural Maintenance and Restoration

IT WAS MOVED AND SECONDED:

That Council authorize payment to the Chemainus Festival of Murals Society in the amount of \$29,637 from the Mural Reserve Fund as reimbursement for their expenditures incurred in 2015 and 2016 for mural maintenance and restoration.

CARRIED

8.5 Firearms Discharge Bylaw No. 3077, 2000 Review

IT WAS MOVED AND SECONDED:

That Council directs staff to postpone the public input in relation to the amendments proposed on November 21, 2018 to Firearm Discharge Bylaw No. 3077, 2000 until after the Forestry Review is complete; and that staff be directed, at that time, to prepare a report to the Forestry Advisory Committee requesting they provide their recommendation to Council on the proposed amendments based upon the outcome of the Forestry Review.

CARRIED

8.6 Dike Trail renaming to S'Amunu Trail (request from Somenos Marsh Wildlife Society)

IT WAS MOVED AND SECONDED:

THAT the dike trail from the Somenos Conservation Area to Tzouhalem Road be officially named as the S'amunu Trail; and that Council direct staff to work with Cowichan Tribes and the Somenos Marsh Wildlife Society on the installation of signage along this new trail.

CARRIED

8.7 Environmental Advisory Committee Appointments

IT WAS MOVED AND SECONDED:

1. That Council amend the terms of reference to increase the membership of the Environmental Advisory Committee by three additional members of the public.
2. That Council appoint Sandy McPherson, David Coulson, Dr. Zoe Dalton, Neil Anderson, Dr. Shannon Waters, Ashley Muckle, Cameron Campbell, Bruce Coates, Per Dahlstrom, Dr. Jana Kotaska, Dr. Jesse Patterson, and Dr. Geoffrey Strong to the Environmental Advisory Committee.

CARRIED

8.8 2021 Grant in Aid Funding Requests

IT WAS MOVED AND SECONDED:

That Council approve the grant-in-aid amounts as follows:

- \$25,000 to B.C. Forest Discovery Centre - BC Forest Museum
- \$27,500 to Chemainus & District Chamber of Commerce
- \$34,000 to Duncan Cowichan Chamber of Commerce
- \$30,000 to Cowichan Neighbourhood House Association
- \$19,000 to Chemainus BC B.I.A. - Flower Baskets
- \$20,000 to Chemainus Theatre Festival Society
- \$ 250 to St. Michael Church Cemetery (garbage collection)
- \$ 650 to St. Michael Church Cemetery (water)
- \$12,350 to Chemainus Communities in Bloom
- \$ 8,000 to Crofton in Bloom
- \$ 2,500 to Chemainus Harvest House Food Bank
- \$ 300 to Chemainus Meals on Wheels
- \$ 3,000 to Clement Centre Society
- \$ 3,000 to Oak Park Heritage Preservation Society
- \$ 2,000 to Somenos Marsh Society

- \$ 1,000 to Volunteer Cowichan
- \$ 500 to Chemainus Rotary Club (Summerfest Parade and Festivities)
- \$ 7,500 to Chemainus Valley Historical Society
- \$ 500 to Christmas in Chemainus - The Little Town Christmas Society
- \$ 4,000 to Cowichan Historical Society
- \$ 200 to Cowichan Music Festival
- \$ 1,000 to Maple Bay Community Association - Canada Day
- \$ 7,000 to Somenos Community Association
- \$ 3,000 to Vimy Community Club (Hall)
- \$ 5,000 to Westholme School Society
- \$ 2,000 to Cowichan Rugby Club - offset water bill
- \$ 3,000 to Cowichan Rugby Club – offset water bill for 2021

CARRIED

9. NOTICES OF MOTIONS

None.

10. UNFINISHED AND POSTPONED BUSINESS

10.1 Bill C-250 seeks to remedy problematic anchorages

IT WAS MOVED AND SECONDED:

That the Mayor be authorized to provide a letter in support to Alistair MacGregor, MP for Bill C-250 which seeks to amend the *Canada Shipping Act* to prescribe a specific area in and among the southern Gulf Islands where the proposed National Marine Conservation Area is to be established and prohibit the anchoring of freighter vessels.

CARRIED

10.2 A Voice For Our Children

IT WAS MOVED AND SECONDED:

That the main motion:

That the Mayor be authorized to write a letter to Premier Horgan and Island Health encouraging them to explore alternative locations for the Wellness and Recovery Centre [5878 York Road].

be amended by adding the words 'describing the concerns of the community and stressing the urgency of opening the Wellness and Recovery Centre' to the end of the sentence.

(Opposed: Marsh, Sawrie, Toporowski)

CARRIED

IT WAS MOVED AND SECONDED:

That the Mayor be authorized to write a letter to Premier Horgan and Island Health encouraging them to explore alternative locations for the Wellness and Recovery Centre [5878 York Road], describing the concerns of the community and stressing the urgency of opening the Wellness and Recovery Centre.

(Opposed: Marsh, Sawrie, Toporowski)

CARRIED

11. NEW BUSINESS

11.1 Request for a letter of Support from the Chemainus Festival of Murals Society

IT WAS MOVED AND SECONDED:

That Council authorize the Mayor to draft a letter of support for the Chemainus Festival of Murals Society to include with their 2021 Community Gaming Grant application.

CARRIED

11.2 Consent Agenda Item 1.2 [December 15, 2020 email from resident regarding Green Circular Economy Eco-Industrial Business Park for Vancouver Island]

IT WAS MOVED AND SECONDED:

That the correspondence regarding Green Circular Economy Eco-Industrial Business Park for Vancouver Island be referred to Community Futures for their information and to the Environmental Advisory Committee for their consideration.

CARRIED

11.3 Consent Agenda Item 1.5 [December 21, 2020 email and letter from City of Kamloops regarding Certified Resolution – overdose crisis and call for overdose action plan]

IT WAS MOVED AND SECONDED:

That Council request that the Government of Canada:

- i) declare the overdose crisis a national public health emergency so that it is taken seriously and funded appropriately,
- ii) immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use.

CARRIED

11.4 Consent Agenda Item 1.11 [January 12, 2021 email from Island Coastal Economic Trust regarding new incubator project aims to keep employment and business in local communities]

This item was discussed.

11.5 Consent Agenda Item 1.16.1 [December 21, 2020 email from BC Economic Development Association regarding Coronavirus]

This item was discussed.

12. QUESTION PERIOD

Mayor Siebring called for a recess at 3:49 p.m. to allow viewers to submit questions via email on the matters discussed during the meeting. No submissions were received when the meeting reconvened at 4:02 p.m.

Council agreed by unanimous consent to suspend the rules to proceed into the closed session of the meeting.

IT WAS MOVED AND SECONDED:

That Council close the January 20, 2021 Regular Council meeting at 4:04 p.m. to the public on the basis of the following section(s) of the *Community Charter*:

- 90(1)(c) labour relations or other employee relations;
 - 90(1)(e) the acquisition, disposition or expropriation of land or improvements, which the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 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

12.1 Minutes from the December 16, 2020 Council Closed meeting for adoption

12.2 Closed under section 90(1)(e) Land, and 90(1)(m) FOIPPA s. 16 - Relations with an Aboriginal Government

12.3 Closed under section 90(1)(c) Other Employee Relations

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

That the meeting be adjourned at 4:55 p.m. to reconvene at 6:00 p.m. for the public hearing and then to reconvene the closed portion of the meeting after the public hearing. CARRIED

14. PUBLIC HEARINGS 6:00 P.M.

Council reconvened the meeting at 6:00 p.m.

Councillor Manhas declared a conflict of interest on the next item of business, stating that the applicant is his employer, and he left the meeting at 6:03 p.m.

14.1 Public Hearing for Zoning Amendment Bylaw (Cannabis Sales - 2763 Beverly Street), 2020, No. 3794

Mayor Siebring outlined the public hearing process and called the public hearing to order at 6:02 p.m. for Zoning Amendment Bylaw (Cannabis Sales - 2763 Beverly Street), 2020, No. 3794.

The Corporate Officer noted that no submissions from the public were received prior to the hearing in relation to the Zoning Amendment application.

Council then received a presentation from Glenn Morris, Development Planning Coordinator introducing the proposed amendment.

The Mayor called for submissions from members of the public for a first time, waiting for 30 seconds to allow for people to call in through the teleconference number provided on the screen. No one wished to speak to the application.

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

Mayor Siebring closed the public hearing for Zoning Amendment Bylaw (Cannabis Sales – 2763 Beverly Street), 2020, No. 3794 at 6:24 p.m.

Councillor Manhas returned to the meeting at 6:24 p.m.

14.2 Zoning Amendment Bylaw (Lot 7, Wellburn Place), 2020, No. 3809

Mayor Siebring called the second public hearing to order at 6:24 p.m. for Zoning Amendment Bylaw (Lot 7, Wellburn Place), 2020, No. 3809.

The Corporate Officer noted that no submissions from the public were received prior to the hearing in relation to the Zoning Amendment application.

Council then received a presentation from Anthony Price, Planning Technician introducing the proposed amendment.

The Mayor called for submissions from members of the public for a first time, waiting for 30 seconds to allow for people to call in through the teleconference number provided on the screen. No one wished to speak to the application.

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

Mayor Siebring closed the second public hearing for Zoning Amendment Bylaw (Lot 7, Wellburn Place), 2020, No. 3809 at 6:32 p.m.

14.3 Zoning Amendment Bylaw (3325 Henry Road), 2020, No. 3811

Mayor Siebring called the third public hearing to order at 6:32 p.m. for Zoning Amendment Bylaw (3325 Henry Road), 2020, No. 3811.

The Corporate Officer noted that no submissions from the public were received prior to the hearing in relation to the Zoning Amendment application.

Council then received a presentation from Glenn Morris, Development Planning Coordinator introducing the proposed amendment.

One email was received in support of the application and is included in the Digital Information package on North Cowichan's website.

The Mayor called for submissions from members of the public for a first time, waiting for 30 seconds to allow for people to call in through the teleconference number provided on the screen. No one wished to speak to the application.

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

Mayor Siebring closed the third public hearing for Zoning Amendment Bylaw (3325 Henry Road), 2020, No. 3811 at 6:45 p.m.

16. RESUME COUNCIL MEETING

The Council meeting resumed at 6:45 p.m.

15. PUBLIC HEARING BYLAW FOR CONSIDERATION

Councillor Manhas declared a conflict of interest on the next item of business, stating that the applicant is his employer, and he left the meeting at 6:46 p.m.

15.1 Zoning Amendment Bylaw (Cannabis Sales - 2763 Beverly Street), 2020, No. 3794

IT WAS MOVED AND SECONDED:

That Council give third reading to Zoning Amendment Bylaw (Cannabis Sales - 2763 Beverly Street), 2020, No. 3794.

(Opposed: Marsh)

CARRIED

Councillor Manhas returned to the meeting at 6:49 p.m.

15.2 Zoning Amendment Bylaw (Lot 7, Wellburn Place), 2020, No. 3809

IT WAS MOVED AND SECONDED:

That Council give third reading to Zoning Amendment Bylaw (Lot 7, Wellburn Place), 2020, No. 3809.

CARRIED

15.3 Zoning Amendment Bylaw (Second Dwelling - 3325 Henry Road), 2020, No. 3811

IT WAS MOVED AND SECONDED:

That Council give third reading to Zoning Amendment Bylaw (3325 Henry Road), 2020, No. 3811.

CARRIED

17. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That Council close the January 20, 2021 Regular Council meeting at 6:52 p.m. to the public on the basis of section 90(1)(c) of the *Community Charter* as the matter relates to labour relations or other employee relations.

CARRIED

17.3 Closed under section 90(1)(c) Other Employee Relations

18. RISE AND REPORT

19. ADJOURNMENT

IT WAS MOVED AND SECONDED:

That Council adjourn the meeting at 9:30 p.m.

CARRIED

Certified by Corporate Officer

Signed by Mayor



The Corporation of the District of North Cowichan

Reserve Funds Establishment Amendment Bylaw

Bylaw 3816

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 "Reserve Funds Establishment Amendment Bylaw No. 3816, 2021".

Amendment

2. That Reserve Funds Establishment Bylaw No. 3552, 2014 is hereby amended by adding an Information Technology Asset Management reserve fund to the Schedule as follows:

Item	Column 1 Reserve Fund Name	Column 2 Reserve Fund Purpose
36	Information Technology Asset Management	To be used for information technology projects relating to North Cowichan services including acquiring, upgrading or replacing information technology infrastructure and enterprise software.

READ a first time on January 20, 2021
READ a second time on January 20, 2021
READ a third time on January 20, 2021
ADOPTED on

CORPORATE OFFICER

PRESIDING MEMBER

Report

Date February 2, 2021

File: 6530-20 2019.01
Prospero No. SPP00075

To Council

From Chris Hutton Community Planning Coordinator

Endorsed:



Subject North Cowichan Housing Needs Assessment Report

Purpose

To accept the North Cowichan Housing Needs Assessment Report following the presentation by G.P. Rollo & Associates (sub-consultant for MODUS) and the Cowichan Housing Association.

Background

On October 2, 2019 Council authorized the Cowichan Valley Regional District (CVRD) to apply for and administer grant funding from the Union of BC Municipalities (UBCM) to prepare a regional housing needs report, including a component that is specific to North Cowichan. A copy of that report is provided as Attachment 1.

Discussion

Local governments are required under Part 14, Division 22 of the *Local Government Act* ("the Act") to adopt a Housing Needs Report prior to April 16, 2022. The required content of the Report is specified in the Act, and Councils must, by resolution, receive the Report at a meeting open to the public. In addition, where a local government has adopted a Housing Needs Report, Section 473 of the Act requires that it be considered in the development or amendment of its Official Community Plan.

The CVRD was successful in obtaining a \$150,000 grant from the UBCM for the Regional Housing Needs Assessment and North Cowichan planning staff have worked as part of a regional project team to assist with the Housing Needs Assessment project.

MODUS Planning, Engagement, and Design was awarded the contract by the CVRD to complete the assessments, and the Cowichan Housing Association was sub-contracted to undertake engagement with hard to reach communities. The project has now concluded, resulting in a Regional Housing Needs Assessment Report applicable to the entire Cowichan Valley Regional District and individual sub-regional reports applicable to individual Municipalities and Electoral Areas within the CVRD.

A copy of the Municipality of North Cowichan Housing Needs Assessment Report is provided as Attachment 2. The Regional Housing Needs Assessment Report can be found at:
<https://www.cvrld.ca/3347/Regional-Housing-Needs-Assessment-Report>.

It is recommended that Council accept the North Cowichan Housing Needs Assessment Report, as doing so will satisfy requirements of Part 14, Division 22 of the *Local Government Act* and the terms and conditions of the UBCM grant funding.

Options

Option 1 (Recommended): That Council accepts the North Cowichan Housing Needs Assessment Report.

Option 2 (Alternate): That Council refer the North Cowichan Housing Needs Assessment Report back to staff for amendment.

Implications

If Council endorses the staff recommendation, the data from this report will be considered and incorporated in the OCP update. The report will be made available to the public by posting it on municipal website (www.northcowichan.ca) and will be used as a guiding document for creation of other policies and decisions, such as affordable housing policies and review of land use applications.

Recommendation


That Council accepts the North Cowichan Housing Needs Assessment Report.

Attachments:

Attachment 1 – October 2, 2019 Council report - Housing Needs Assessment Report

Attachment 2 – Municipality of North Cowichan Housing Needs Assessment Snapshot, Summary, and Report

Report

Date	September 18, 2019	File: 6530-20 2019.01
To	Council	
From	Chris Hutton, Community Planning Coordinator	Endorsed: 
Subject	Authorize CVRD to obtain funding and prepare a housing needs report	

Purpose

To request that Council authorize the Cowichan Valley Regional District to apply for and administer grant funding from the Union of BC Municipalities to prepare a regional housing needs report on behalf of North Cowichan.

Background

Legislation now requires that local governments in BC complete housing needs reports by April 2022 and every five years thereafter. A funding opportunity through the Union of BC Municipalities (UBCM) exists to cover costs associated with the project. Applications with Council and Board resolutions indicating support for the proposed projects are due by November 29, 2019.

At its September 11, 2019, meeting the CVRD Board resolved to invite the member municipalities to participate in a regionally based housing needs report grant from UBCM.

Discussion

The CVRD has requested support, in the form of a resolution, by October 15 for the CVRD to apply for, receive and manage the grant funding and prepare a regional housing needs report on behalf of electoral areas and municipalities within the region.

The legislation and associated regulations specifies the following requirements for housing needs reports:

1. Information collection as a basis for determining current and projected housing needs: local governments are required to collect approximately 50 distinct kinds of data.
2. Report content is required to contain certain content which will be based on analysis of the information collected, and a standardized summary form.

Relevance to OCP Rewrite

Local governments are required to consider a housing needs report in the development of Official Community Plans (*Local Government Act*, Section 473). These reports must include statistical information about current and projected population, household income, significant economic sectors, currently available housing units and housing units that are anticipated to be available, including information about types of housing units.

North Cowichan's current OCP project will benefit from the CVRD's recent work to produce projections of population, housing, and employment (to the year 2050), and this data will also form the basis of the housing need report. However, these projections do not meet all 50 distinct kinds of data required by the Province for the housing needs report.

This funding opportunity is available through the Union of BC Municipalities to assist with the costs associated with gathering final data and preparing a housing needs report for North Cowichan. Funding is allocated based on population, and up to \$150,000 is available for regional projects. Eligible costs include:

- Project management and coordination
- Data collection, compilation, and analysis
- Research specific to the development of housing needs reports
- Community engagement
- Consultant costs
- Incremental staff and administration costs

Cowichan Valley Regional District coordination of the project and grant management would offer benefits and efficiencies. The CVRD will contract for the collection of additional information requirements for the housing reports for the electoral areas and incorporated areas.

North Cowichan would be responsible for community engagement and research specific to the development of housing needs reports. North Cowichan could combine consultation on the housing needs report with the Official Community Plan project. CVRD's proposal includes distributing part of the funding to incorporated areas such as North Cowichan for the development of the standardized housing needs report including community-specific information.

Recommendation

That Council authorize the Cowichan Valley Regional District to apply for and administer grant funding from the Union of BC Municipalities to prepare a regional housing needs report on behalf of the District of North Cowichan.

Attachment(s):

1. Letter from Cowichan Valley Regional District dated September 13, 2019
2. CVRD Housing Needs Report and Attachments



MUNICIPALITY OF NORTH COWICHAN SUB-REGIONAL SNAPSHOT JANUARY 2021

MAP OF CVRD

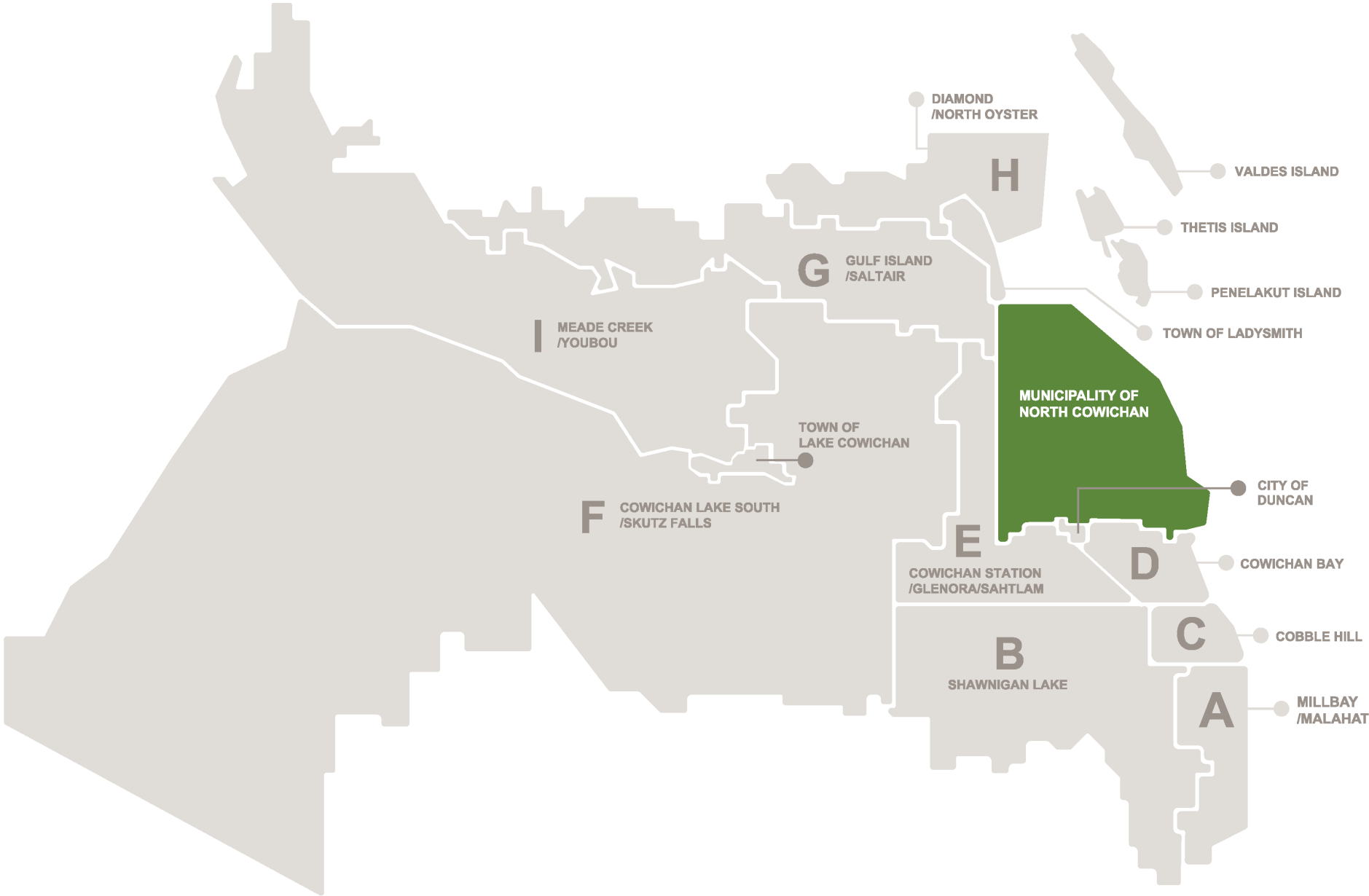


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INTRO/BACKGROUND

Have you ever wondered how you'll pay your mortgage or rent? Do you have a good paying job but can't seem to find a place to live? Do you have a safe and affordable place to call home?

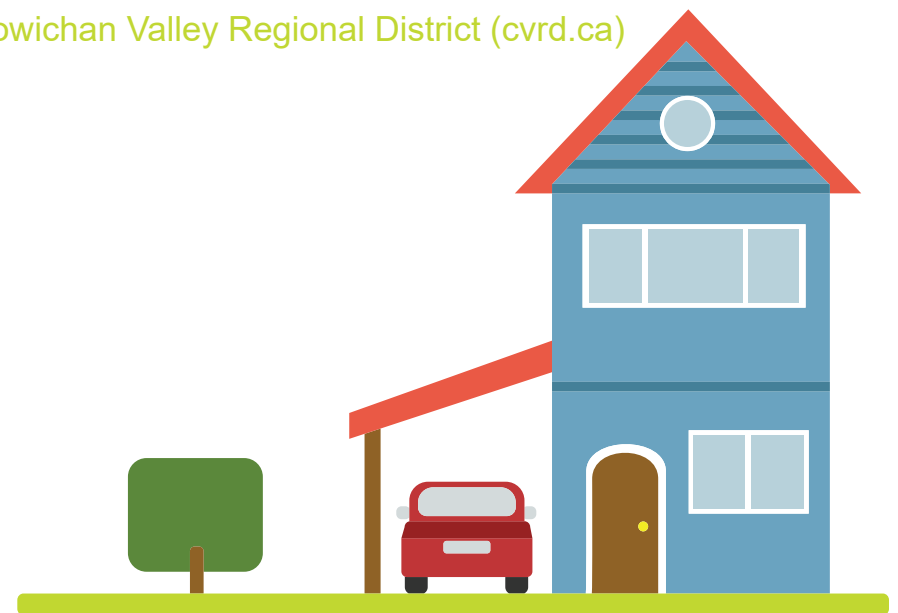
These and similar questions are on the minds of many British Columbians. In 2017, as a response to the housing crisis, the Province of British Columbia committed more than 800 million dollars to invest in affordable housing throughout the province.

In April 2019, the Province went a step further and asked local governments to collect data, look at trends and report back on current and anticipated housing needs within their communities. These reports, known as Housing Needs Assessment Reports, are meant to help local governments better understand the existing and projected gaps in their housing supply and use them to inform plans and decision making going forward.

These reports consider things like household income, labour, the economy, population growth and housing prices. The Province requires local governments to produce these reports every five years.

For the Cowichan Valley Regional District, a Housing Needs Assessment Report is required for the entire region, and subregional reports are required for each electoral area and member municipality.

The remainder of this document is meant to provide a 'snapshot' of the data and the trends observed on current and anticipated housing needs within the Municipality of North Cowichan. For a more in-depth look at the full Housing Needs Report for the Municipality of North Cowichan or to check out the project webpage, visit the following link: [Housing Needs Assessment | Cowichan Valley Regional District \(cvrld.ca\)](#)



DEMOGRAPHIC PROFILE

POPULATION GROWTH

North Cowichan is the largest jurisdiction in the CVRD and makes up more than one-third of the CVRD's population. From 2006-2016, North Cowichan increased in population by 7%, from 27,020 to 29,030 residents, slightly slower than the rate of growth across the CVRD.

Population Over Time from 2006 - 2016

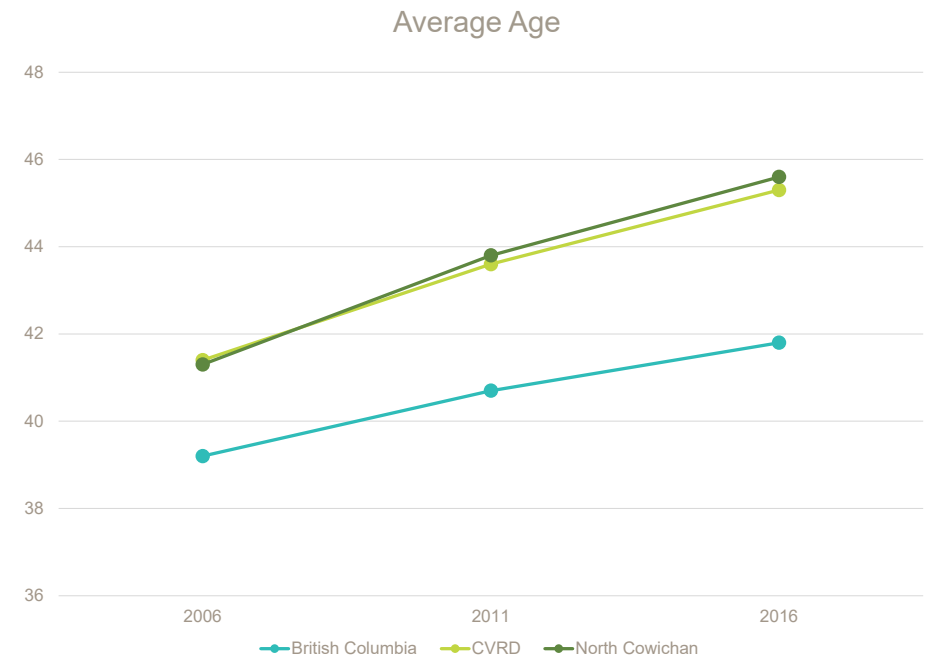
	2006	2011	2016
British Columbia	4,054,605	4,324,455	4,560,240
CVRD	75,495	78,670	81,885
North Cowichan	27,020	28,240	29,030

UNHOUSED POPULATION

From the 2017 Point-in-Time Homeless Count and Homeless Needs Survey Community Report, 76 people were counted as “absolutely homeless” within Duncan and North Cowichan core area (considered one geographic area for this count), 47 people were considered “hidden homeless” and 28 people were considered at-risk of being homeless. Three people in Chemainus were counted as “absolutely homeless”, 11 were considered “hidden homeless” and no one was identified as at-risk of being homeless. In the Duncan and North Cowichan core area, homelessness increased by 36% from 2014-2017.

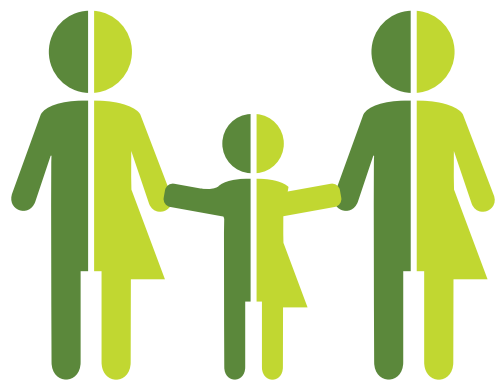
AGE

From 2006 to 2016, the average age in BC increased from 39 to 42. The CVRD's average age is older than BC's, increasing during that decade from 41.4 to 45.3. North Cowichan's average age is close to the CVRD's, increasing from 41.3 to 45.6 years of age between 2006 and 2016.

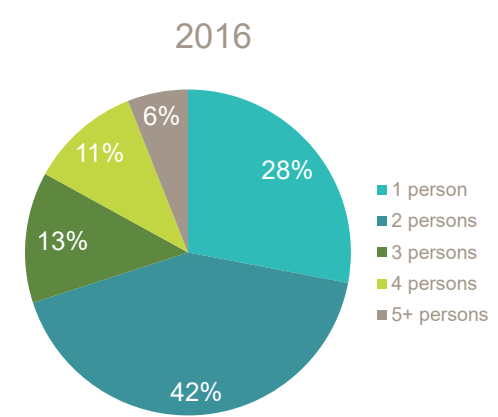
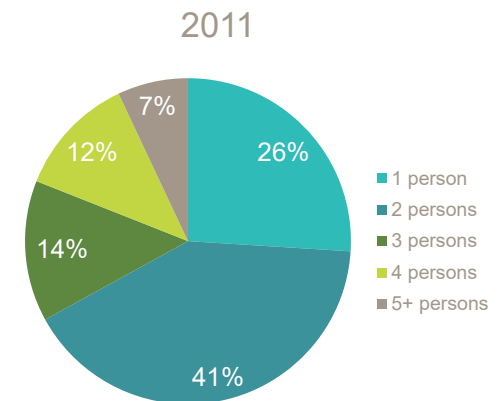
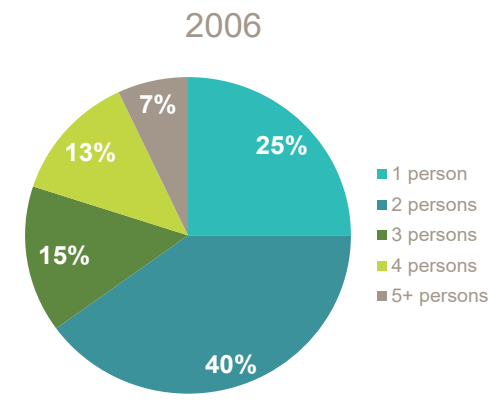
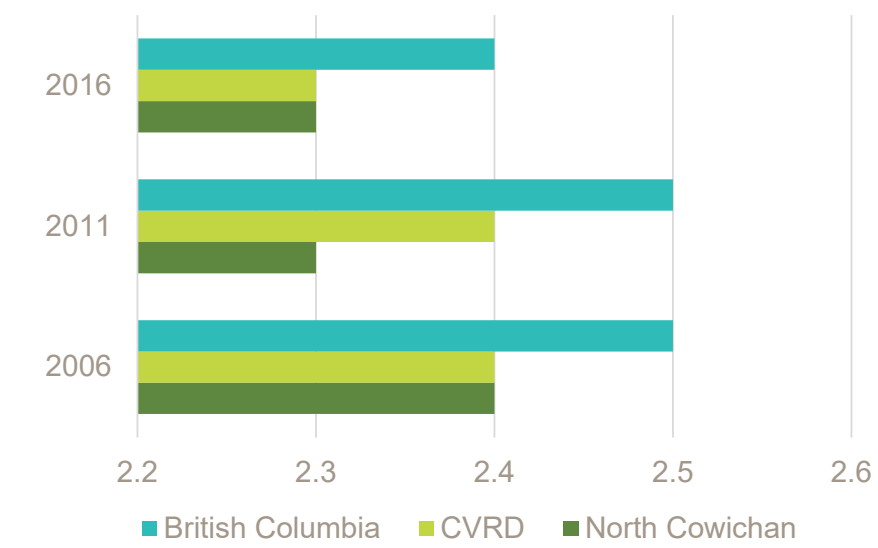


HOUSEHOLD SIZE

Household sizes in North Cowichan are similar (2.3 people per household) to those in the CVRD as a region (2.3 people per household). Average household size decreased from 2.4 in 2006 to 2.3 in 2016.



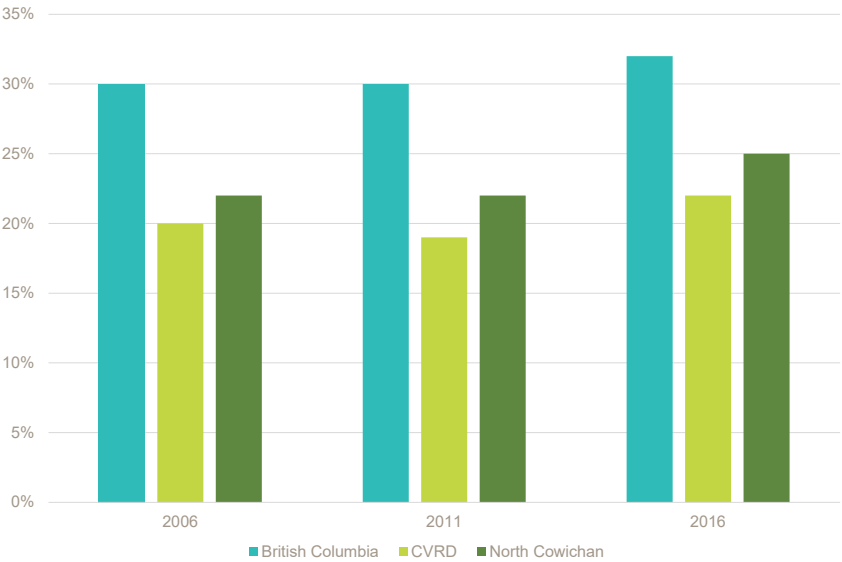
Average Household Size by Jurisdiction Over Time from 2006 - 2016



TENURE

During the decade under analysis, renters as a share of all households in BC increased from 30% to 32%. A smaller share of households in the CVRD are renters, but the same upward trend is present: renters increased from 20% to 22% of all households. North Cowichan has a greater share of renters (at 25%) compared to the CVRD as a whole. This share has increased from 22% in 2006.

Share of Households Renting from 2006 - 2016



Renters in Subsidized Housing as Share of Total Households

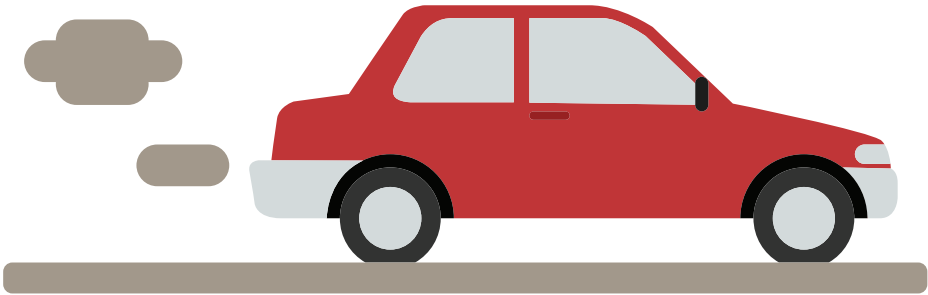
	2011	2016
British Columbia	4%	4%
CVRD	3%	2%
North Cowichan	4%	3%

TRANSPORTATION

In North Cowichan, approximately 89% of commuters used a private automobile to get to work in 2016. Travelling to work by car took an average of 21 minutes (one-way) and those who took the bus travelled an average of 53 minutes (one-way).

Annual Ride and Trips by Bus Route in North Cowichan in 2019

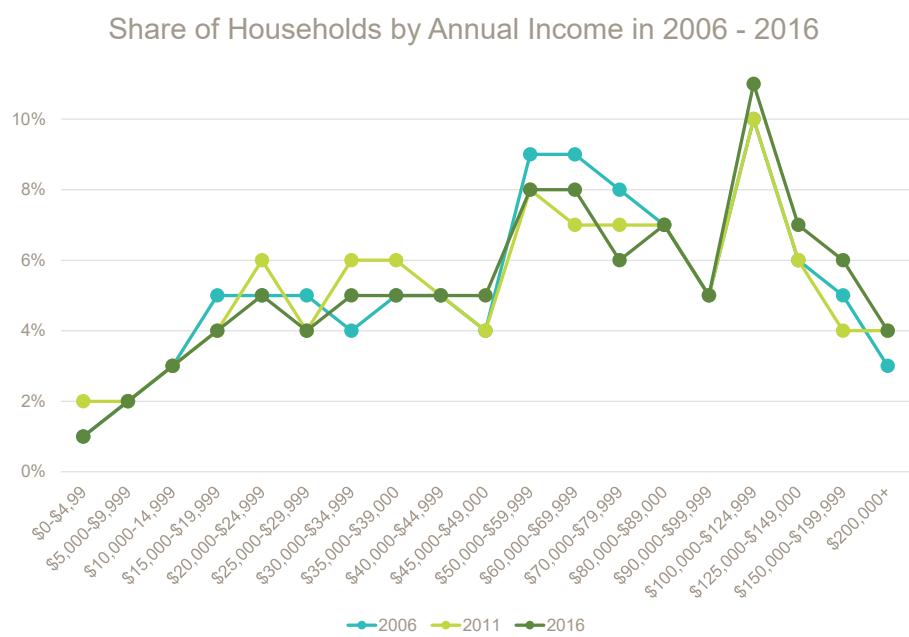
	Rides	Trips
Conventional Routes		
Mt. Prevost/Commons	72,081	9,774
Quamichan/Commons	24,370	4,996
Maple Bay	25,126	5,274
Chemainus/Crofton	38,048	4,584
Lake Cowichan	52,337	7,993
Mill Bay (Telegraph)	28,079	2,292
Mill Bay (Shawnigan Lake)	29,340	1,961
Ladysmith/Chemainus	7,099	1,352
Ladysmith/Duncan	7,007	2,189



INCOME AND ECONOMY

HOUSEHOLD INCOME

North Cowichan had a median household income of \$63,879 in 2016, close to the regional median. This increased from 2006 to 2016 at a slightly slower pace than the CVRD. After inflation is removed from the analysis, median household incomes in BC show basically no change between 2006 and 2016. North Cowichan and the CVRD show downward trends.

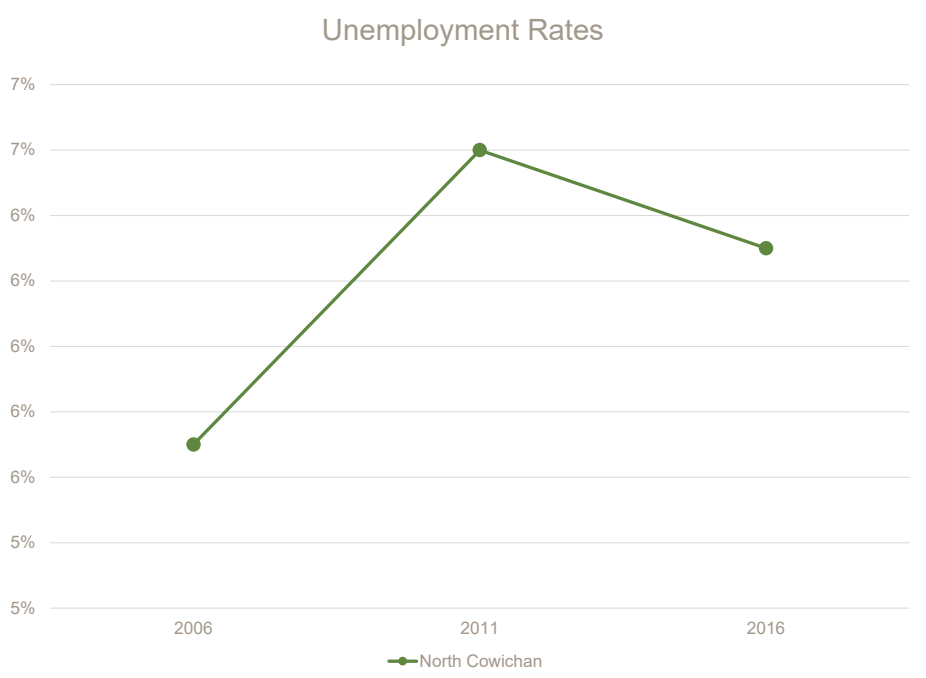


Average Annual Income in 2006 - 2016

	2006	2011	2016
North Cowichan	\$61,374	\$60,843	\$63,879

EMPLOYMENT

North Cowichan's participation rate is very close to the CVRD's, declining from 60% to 57% from 2006 to 2016. North Cowichan's unemployment rate is consistently below that of the region, increasing slightly from 5.7% in 2006 to 6.3% in 2016.



INDUSTRY

Within the CVRD, the labour force is somewhat geographically clustered (referring to the residential locations of workers in sectors rather than where this employment takes place). North Cowichan's labour force is similar to that of the region as a whole, although it does include a cluster of healthcare and social assistance workers and retail trade workers.

HOUSING PROFILES

DWELLING TYPES

North Cowichan has a higher-density housing composition than the CVRD. Single-detached homes are the largest portion of the housing supply at 64% of the housing stock. This is a lower share than any jurisdiction in the CVRD except for Duncan. Apartments make up the next largest portion of the housing stock at 12%. While this is significantly lower than Duncan (44% of units), it is a higher share than any other jurisdiction in the CVRD.

Share of Total Housing Units by Type in 2006 - 2016

	Single-detached	Semi-detached	Other single-attached	Row House	Apartment in Duplex	Apartment (1-4 Storeys)	Apartment (5+ Storeys)	Movable Dwelling
2006	66%	6%	0%	7%	4%	14%	0%	3%
2011	67%	7%	0%	7%	3%	12%	0%	3%
2016	64%	7%	1%	7%	5%	12%	0%	4%

DWELLING AGE

Within North Cowichan about 60% of dwellings were built before 1990, which compares closely with the regional and provincial trends.

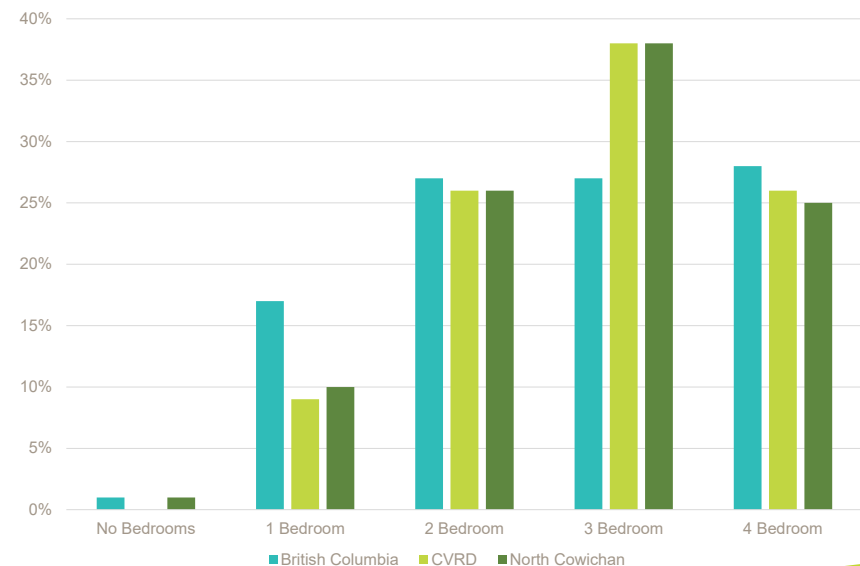
BEDROOM NUMBER

The CVRD has a much higher share of three-bedroom units and a much lower share of one-bedroom units than BC. North Cowichan compares closely with the CVRD's share of home sizes, having large shares of two-bedroom (25%), three-bedroom (38%) and four-bedroom (27%) units, and a smaller number of one-bedroom units (9%).

Share of Dwellings by Year of Construction in 2016



Composition of Housing Stock by Room Count and Jurisdiction in 2016



NON-MARKET HOUSING

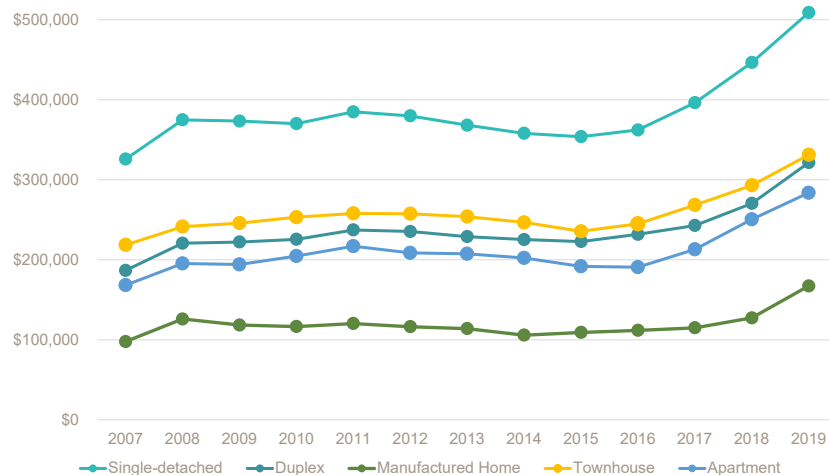
North Cowichan has 551 households subsidized by BC Housing, including:

- 39 units in the emergency shelter and housing for the homeless.
- 54 units in the transitional supported and assisted living.
- 158 units in the independent social housing.
- 300 households are provided rent assistance in the private market (of which 216 are seniors).

Non-Market Rental: Housing with rents lower than average rates in private-market rental housing. Includes the Rental Assistance Program, a type of rent supplement that BC Housing offers to eligible low-income families.

Market Rental: Units available for rent in the private market without subsidy provided by the government.

Average Value per Dwelling Unit by Type in North Cowichan



MARKET RENTAL HOUSING

North Cowichan has an average rent cost of \$952, compared to \$940 for the CVRD. Renters with an income of up to \$21,321 are spending 57% of their income on rent and utilities for a one-bedroom, 66% of their income for a two-bedroom, and 84% of their income for a three-bedroom. Engagement results indicate that the CVRD is in an acute state of rental shortage with almost no vacancy. Respondents share stories of facing barriers to finding rental options in North Cowichan due to rental restrictions, previous homelessness, owning pets and having young children.

MARKET OWNERSHIP HOUSING

From 2007 to 2019, single-detached homes have been the most desirable and expensive form of housing (\$300,000-\$500,000), followed by townhomes (\$200,000-\$300,000), then duplexes (\$200,000-\$300,000), then apartments (\$200,000-\$300,000) and finally, manufactured homes (\$100,000-\$150,000). From 2016 to 2019, prices increased considerably each year for all unit types other than manufactured homes, a widespread trend throughout southern BC.



PROJECTIONS

HOUSEHOLD PROJECTIONS

By 2025, North Cowichan is expected to grow from 12,937 households to 14,145 households, an increase of 9% in six years, which would be slightly faster than the 13% growth observed between 2006 and 2016.

Projected Households from 2019 - 2025

	2019 (Estimate)	2025 (Projection)	2019 - 2025 Growth
North Cowichan			
	12,937	14,145	9%
Cowichan Valley			
	34,744	39,967	15%

POPULATION PROJECTIONS

By 2025, North Cowichan is expected to grow from 30,014 residents to 32,656 residents, an increase of 9% in six years, achieving a faster pace than the 7% growth observed between 2006 and 2016.

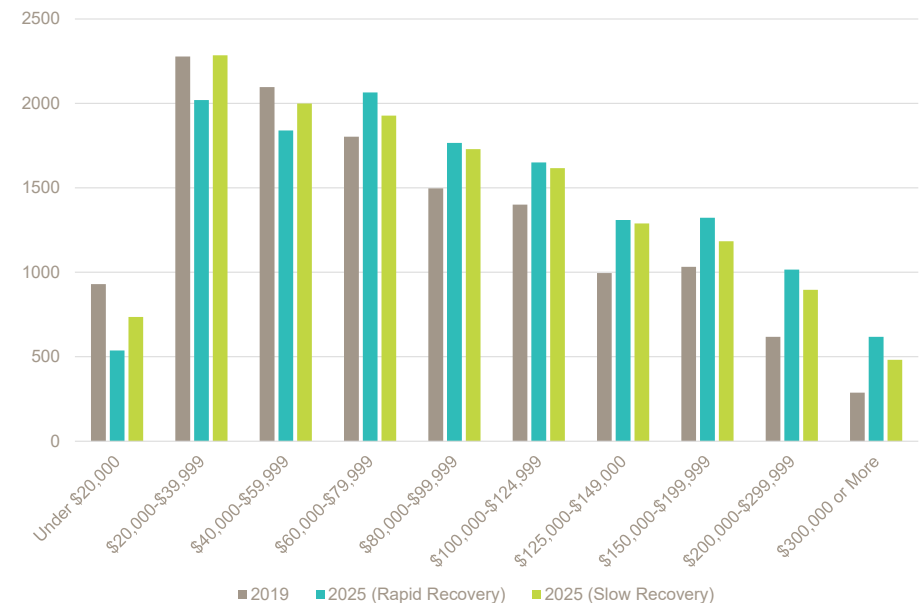
Projected Population from 2019 - 2025

	2019 (Estimate)	2025 (Projection)	2019 - 2025 Growth
North Cowichan			
	30,014	32,656	9%
Cowichan Valley			
	80,404	93,071	16%

HOUSEHOLD INCOME PROJECTIONS

Due to the uncertainty of COVID-19, two income projections were done to 2025. One projection assumes a rapid economic recovery from the COVID-19 pandemic, while the other assumes a slower economic recovery. In 2025 (and in 2025 dollars), North Cowichan is expected to have a median household income of \$86,901 in the rapid recovery scenario or \$81,440 in the slow recovery scenario.

Estimated Number of Households by Income Bracket in 2019 and 2025 by Scenario



HOUSING NEEDS

PROJECTION OF HOUSING NEED BY NUMBER OF BEDROOMS

Most households in North Cowichan (9,489 households) will need only one bedroom in 2025. The reason for this is that one bedroom of need corresponds with households that include one person and with households that include one couple, which comprise about 89% of households in North Cowichan. In 2025, it is projected that North Cowichan will need an additional 1,208 units of housing, most of which should be one-bedroom units.

Projection of Housing Needs by Number of Bedrooms

	2019	2025	Projected Units
North Cowichan			
1 Bedroom	8,471	9,480	1,009
2 Bedrooms	1,823	2,024	201
3+ Bedrooms	2,643	2,641	-2
Total:	12,937	14,145	1,208

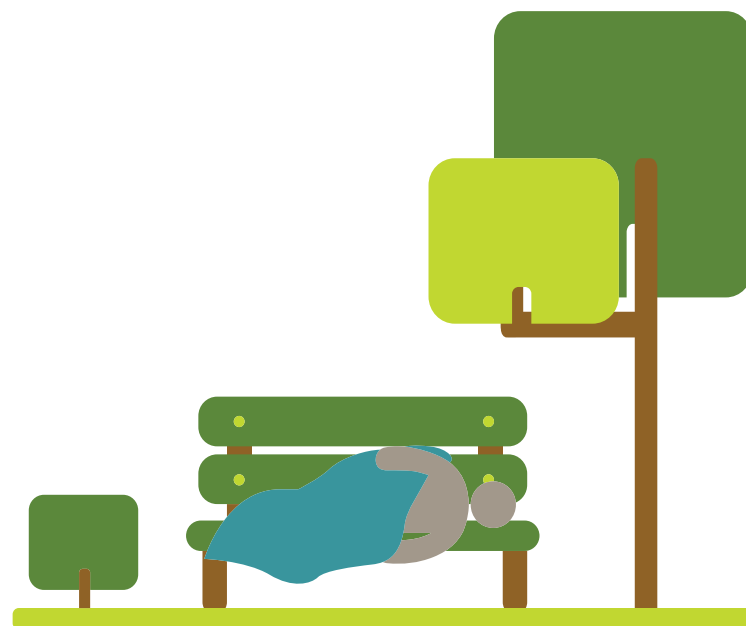
HOMELESSNESS

Community engagement suggests that North Cowichan is overwhelmed by the demand incurred by out-of-area residents seeking shelter. Many community organizations indicate a desperate need for additional supports. Interviews with housing and community organizations highlight the urgent need for a spectrum of housing options to meet the varying needs of different groups experiencing homelessness. There is an additional need for supportive, permanent, long-term care for those aging out of the street entrenched community.

Housing for the Homeless: Housing or rent supplement for people who are at risk of homelessness or formerly homeless. This type of housing includes on- or off-site support services to help people move toward independence and self-sufficiency.

The Province committed to addressing housing and support needed for people who are homeless. There are more than 11,000 subsidized units, rent supplements and emergency shelter spaces for people who are homeless or at risk of homelessness, across BC. In addition, a number of programs have been created to provide help to those who need it most. To learn more about these programs visit the following link:

<https://www2.gov.bc.ca/gov>



NON-MARKET HOUSING

BC Housing breaks down the types of housing support it provides into four high-level categories: emergency shelter and housing for the homeless, transitional supported and assisted living, independent social housing and rent assistance in the private market. Seniors make up the largest funding group in the three largest high-level categories and therefore receive the majority of BC Housing support in the CVRD.

Households in North Cowichan with incomes below approximately \$57,000 will not be able to afford renting new homes. Some households with income below this amount will still be able to find housing in the rental market, as older rental homes can be more affordable.

Number of Units Under BC Housing Administration
by Service Allocation Group in 2020

Independent Social Housing	North Cowichan	CVRD	Emergency Shelters & Housing for the Homeless	North Cowichan	CVRD
Low Income Families	100	136	Homeless Housed	24	24
Low Income Seniors	58	273	Homeless Rent Supplements	0	55
SUBTOTAL	158	409	Homeless Shelters	15	15
			SUBTOTAL	39	94

Rent Assistance in Private Market	North Cowichan	CVRD	Transitional Supported & Assisted Living	North Cowichan	CVRD
Rent Assistance for Families	84	188	Frail Seniors	16	118
Rent Assistance for Seniors	216	466	Special Needs	38	47
			Women and Children Fleeing Violence	0	10
SUBTOTAL	300	654	SUBTOTAL	54	175

THE HOUSING CONTINUUM



MARKET RENTAL HOUSING

Renter households in North Cowichan making less than \$42,900 per year tend to spend more than 30% of their annual income on housing expenses, placing these households in core housing need. The analysis suggests that 41% of North Cowichan's renter households are in core housing need and 13% are in extreme core housing need. This is in line with the rates reported in the previous few censuses (39% in 2006, 48% in 2011 and 38% in 2016). Engagement results identified a need for more rental options and spoke to the need for more purpose-built rentals to meet housing challenges in North Cowichan.

Estimated Housing Costs versus Household Income
for Renter Households

	Household Income	30% of Income	50% of Income	Estimated Housing Cost
North Cowichan				
	\$20,000	\$6,000	\$10,000	\$10,641
	\$40,000	\$12,000	\$20,000	\$12,560
	\$60,000	\$18,000	\$30,000	\$14,662
	\$80,000	\$24,000	\$40,000	\$16,496
	\$100,000	\$30,000	\$50,000	\$17,934
	\$120,000	\$36,000	\$60,000	\$18,940
	\$140,000	\$42,000	\$70,000	\$19,574
	\$160,000	\$48,000	\$80,000	\$19,998
	\$180,000	\$54,000	\$90,000	\$20,254
	\$200,000	\$60,000	\$100,000	\$20,401
	\$220,000	\$66,000	\$110,000	\$20,486
	\$240,000	\$72,000	\$120,000	\$20,533
	\$260,000	\$78,000	\$130,000	\$20,557
	\$280,000	\$84,000	\$140,000	\$20,565
	\$300,000	\$90,000	\$150,000	\$20,566

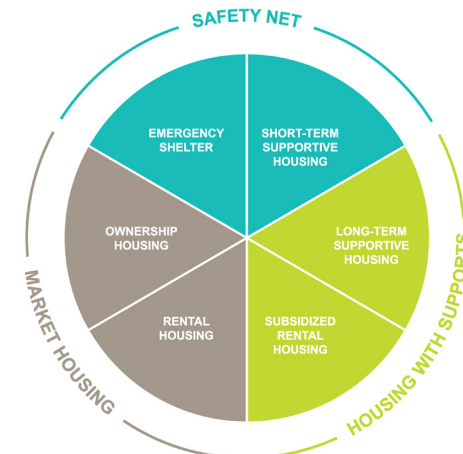
Teal items indicate that housing costs for this group in this jurisdiction exceed the 30% affordability threshold.

Core Housing Need: A household is said to be in core housing need if its housing falls below at least one of the adequacy, affordability or suitability standards and the household would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards.

Extreme Core Housing Need: Those who meet the definition of core housing need and spend 50% or more of their income on housing.

MARKET OWNERSHIP

The majority of owner households with mortgages in North Cowichan making below \$53,300 per year spend more than 30% of their annual income on housing expenses, placing these households in core housing need. Owner households without mortgages were analyzed but found that according to this model none of them would be spending more than 30% of their incomes on housing expenses. This analysis suggests that 15% of North Cowichan's owner households are in core housing need, in line with the rates evident in recent censuses (14% in 2006, 16% in 2011 and 14% in 2016).



HISTORIC AND CURRENT HOUSING CONDITION (ADEQUACY)

In 2016, the share of North Cowichan owner households requiring major repair (the adequacy standard) was 4%. This is similar to the CVRD and BC (both 5%).

HISTORIC AND CURRENT OVERCROWDING (SUITABILITY)

For owner and renter households in North Cowichan, the share of all households experiencing overcrowding (the suitability standard) was 2% in 2016. More renters than owners experience overcrowding.

CORE HOUSING NEED AND EXTREME CORE HOUSING NEED

In 2019, 21% of North Cowichan's households are in core housing need and 3% are in extreme core housing need. This is in line with trends reported in the last several censuses (30% of households in core housing need in 2006, 31% in 2011 and 34% and 2016).



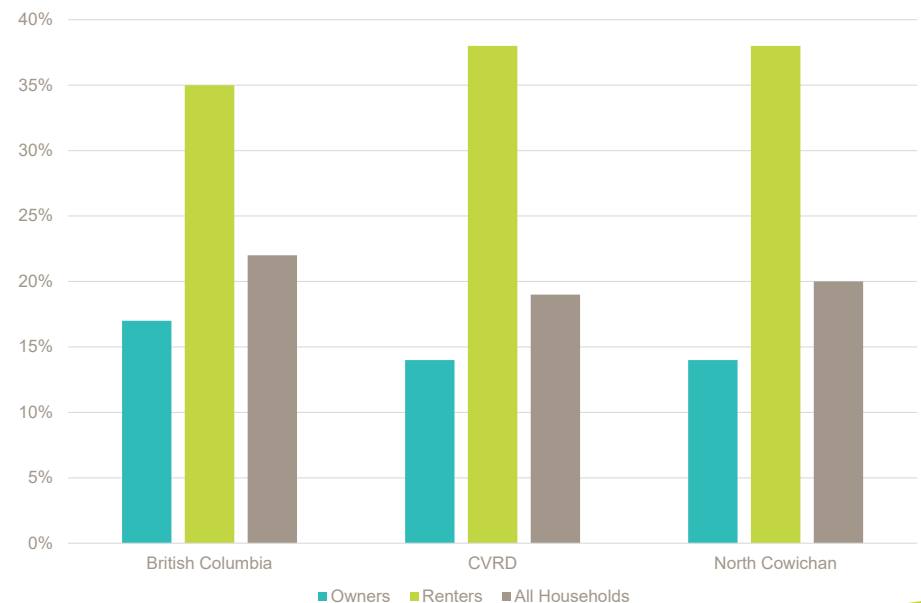
HISTORIC AND CURRENT AFFORDABILITY

The share of all households falling below the affordability standard (housing expenses equal to 30% of household income) remained fairly constant in BC between 2006 and 2016:

- For owners: from 18% to 17%
- For renters: from 34% to 35%
- Average of all households: from 23% to 22%

The share of all households falling below the affordability standards (housing expenses equal to 30% of household income) in North Cowichan is 20%. Over twice the share of renters experience affordability challenges compared to owners.

Share of Households by Tenure Below Affordability Standard in 2016



AFFORDABILITY OF NEW DEVELOPMENT

FINANCIAL ANALYSIS RESULTS

A financial model analyzing the cost of residential development for a variety of housing types and tenures was created. Using this model, the lowest sale price or rental rate per unit that a builder could afford to charge for the finished product while still achieving a minimal level of profit was calculated. More affordable new units may exist, but these would arise from exceptional circumstances, such as unusually cheap land or government subsidies and incentives.

These minimum prices and rental rates indicate what levels of household income would be required to purchase or rent new units in North Cowichan without paying more than 30% of one's household income. The tables show results of analysis in 2020 and 2025. The price of a new single-detached home in 2020 is \$650,000, requiring a minimum household income of \$121,000. In 2025, that is projected to increase such that a single-detached unit sale price of \$746,000 requires a minimum household income of \$138,000.

The capacity of North Cowichan's households to afford new construction will increase slightly in the rapid recovery scenario and decrease slightly in the slow recovery scenario. The overall difference between the two scenarios is not huge, suggesting that North Cowichan's housing market is unlikely to be severely impacted by COVID-19.

The Most Affordable New Units by Type and Tenure in 2020 and 2025 (-- Data is Unavailable)

	Sale Price (2020)	Sale Price (2025)	Monthly Rental Rate (2020)	Monthly Rental Rate (2025)
Single-Detached	\$650,000	\$746,000	-	-
Townhouse	\$450,000	\$527,000	\$1,670	\$2,040
Apartment	\$325,000	\$368,000	\$1,195	\$1,415

Minimum Household Income Required to Purchase or Rent a New Home by Unit Type in 2020

	Minimum Household Income	Share of Households
Single-Detached for Purchase	\$121,000	24%
Townhouse for Purchase	\$87,000	41%
Apartment for Purchase	\$65,000	55%
Townhouse for Rent	\$76,000	48%
Apartment for Rent	\$57,000	61%

Minimum Household Income Required to Purchase or Rent a New Home by Unit Type in 2025

	Minimum Household Income	Share of Households	
		Rapid Recovery	Slow Recovery
Single-Detached for Purchase	\$138,000	26%	23%
Townhouse for Purchase	\$100,000	42%	39%
Apartment for Purchase	\$73,000	60%	56%
Townhouse for Rent	\$91,000	47%	44%
Apartment for Rent	\$66,000	64%	60%

MUNICIPALITY OF NORTH COWICHAN
SUB-REGIONAL SNAPSHOT
JANUARY 2021

FOR THE FULL REPORT SEE:
HOUSING NEEDS ASSESSMENT
COWICHAN VALLEY REGIONAL DISTRICT
(CVRD.CA)

Cowichan Valley Regional District Municipality of North Cowichan Housing Needs Assessment Data Report



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BACKGROUND

The Cowichan Valley Regional District (CVRD) is developing a Regional Housing Needs Assessment in partnership with its member municipalities and nine electoral areas. A housing needs assessment will help us understand what kinds of housing are most needed in our region's communities now and in the future, which will help inform the official community plan and development decisions.

Effective April 16, 2019, the Province of British Columbia (BC) requires all local governments to complete housing needs reports for their communities by April 2022 and every five years thereafter. These reports will help local governments and the BC government better understand and respond to housing needs in communities throughout the province. As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 kinds of data about current and projected population, household income, significant economic sectors, and currently available and anticipated housing units. This information has been collected for each of the following areas:

- Electoral Area A – Mill Bay/Malahat
- Electoral Area B – Shawnigan Lake
- Electoral Area C – Cobble Hill
- Electoral Area D – Cowichan Bay
- Electoral Area E – Cowichan Station/Sahtlam/Glenora
- Electoral Area F – Cowichan Lake/Skutz Falls
- Electoral Area G – Saltair
- Electoral Area H – North Oyster/Diamond
- Electoral Area I – Youbou/Meade Creek
- Town of Ladysmith
- Municipality of North Cowichan
- City of Duncan
- Town of Lake Cowichan

One report has been prepared for the region, one for each electoral area and one for each of the four municipalities within the CVRD. Each will include the following sections:

1. Demographic Profile
2. Income and Economy
3. Housing Profile
4. Projections
5. Housing Needs
6. Affordability of New Development

The regional report provides additional information, such as a glossary of terms, project overview and context, a description of the housing spectrum and a detailed description of the methodology.

This report now turns to a summary of the key findings in the six areas listed above. This is followed by a comprehensive review of the findings in the six areas. The tables and figures to support the research are listed in Appendix I.

MUNICIPALITY OF NORTH COWICHAN

The Municipality of North Cowichan is one of four member municipalities in the CVRD and a hub for services for the Cowichan Region. North Cowichan consists of multiple distinct communities, including the South End, Chemainus, Crofton and Maple Bay.

North Cowichan is by far the largest jurisdiction in the CVRD by population, with 29,030 residents in 2016 (35% of the CVRD's total). It is therefore not surprising that North Cowichan has a demographic and housing profile very similar to the CVRD as a region.

North Cowichan is slightly more affluent than the regional average. It also contains a higher proportion of multi-family units than the region, particularly ground-oriented multi-family units (townhomes and duplexes), and slightly more renter households than the regional average.

As the largest jurisdiction, North Cowichan also has the largest number of households subsidized by BC Housing (551 households).

In addition, those seeking emergency shelter and supportive services frequently travel to regional and community-level service centres like North Cowichan where most programs, shelters and services exist. As a result, some North Cowichan communities are overwhelmed by the demand incurred by out-of-area residents seeking shelter, with many community organizations indicating a desperate need for additional supports.

Interviews with 11 local developers and realtors indicate that housing demand in North Cowichan is greater than supply at present. North Cowichan is projected to grow from 30,014 residents in 2019 to 32,656 residents in 2025, an increase of 9% in six years. Given the projected population growth and household size, this report's analysis estimates that there is a need for 1,208 units of new housing in North Cowichan in the next five years with a particular need for one-bedroom units.

KEY FINDINGS

The key findings are now presented in six key areas: Demographic Profile, Income and Economy, Housing Profile, Projections, Housing Needs and Affordability of New Development. The findings are provided in greater detail within this report in the Findings section.

1. Demographic Profile

- **Population:** North Cowichan increased in population by 7% between 2006 and 2016, from 27,020 to 29,030. North Cowichan is the largest jurisdiction in the CVRD and makes up more than one-third of the regional district's population.
- **Age:** North Cowichan's average age is very close to the regional average and increased from 41.3 to 45.6 from 2006 to 2016. This rate of aging is slightly faster than the CVRD's.
- **Household size:** North Cowichan has an average household size similar to the CVRD's, and it decreased from 2.4 in 2006 to 2.3 in 2016, in line with change across the CVRD.
- **Tenure:** North Cowichan has a greater share of renters compared to the CVRD. This share has increased from 22% in 2006 to 25% in 2016, in line with trends across BC and the CVRD. North Cowichan has a slightly higher share of renter households in subsidized housing than the CVRD, but this has decreased from 4% in 2011 to 3% in 2016, consistent with the regional trend.
- **Unhoused population:** In Duncan and the North Cowichan core area in the 2017 Summer Point-in-Time Homeless Count and Homeless Needs Survey Community Report,

there were 76 people counted as absolutely homeless, 47 people surveyed as hidden homeless and 28 people surveyed as at-risk of being homeless. In Chemainus, specifically, there were three people counted as absolutely homeless and 11 people surveyed as hidden homeless.

- **Transportation:** North Cowichan consists of multiple distinct communities spread over a large land area. The South End, with its relatively high number of bus options and its proximity to commercial amenities and jobs, provides a good foundation for lower transportation costs. Other communities, like Chemainus, Crofton and Maple Bay, have less of the infrastructure needed to improve mobility choice and allow residents to use less expensive transportation options, but regional bus service is available.

2. Income and Economy

- **Household income:** North Cowichan's median household income (\$63,879 in 2016) is very close to the regional median. After inflation is removed from the analysis, North Cowichan shows a decrease in median household income between 2006–2016. North Cowichan exhibits slightly less income inequality between tenure groups than the CVRD.
- **Employment:** North Cowichan's participation rate is very close to the CVRD's, declining from 60% to 57% from 2006 to 2016. North Cowichan's unemployment rate is consistently below that of the region, increasing slightly from 5.7% in 2006 to 6.3% in 2016.
- **Industry:** North Cowichan's labour force is similar to that of the region as a whole, although it does include a cluster of healthcare and social assistance workers and retail trade workers.

3. Housing Profile

- **Dwelling types:** The CVRD has a much lower-density housing composition than BC, with single-detached dwellings making up a larger share and apartments making up a smaller share. While single-detached homes (64% of units) are the largest portion of the housing supply, North Cowichan also includes a greater share of apartments (12% of units) and ground-oriented multi-unit dwellings, including semi-detached units (7%), row houses (7%) and apartments in duplexes (5%), than the electoral areas or the CVRD. Smaller components of the housing stock include movable dwellings (4%) and other single-detached units (1%). North Cowichan had levels of growth similar to the CVRD, increasing by 13% from 11,295 units in 2006 to 12,770 units in 2016.
- **Dwelling age:** North Cowichan matches the regional and provincial distribution of dwelling age quite closely.
- **Bedroom number:** The CVRD has a much higher share of three-bedroom units and a much lower share of one-bedroom units than BC. North Cowichan closely compares to the CVRD in shares of home sizes.
- **Non-market housing:** In North Cowichan, 551 households are subsidized by BC Housing. This represents 41% of the households subsidized by BC Housing in the CVRD. This includes 251 units subsidized by BC Housing as well as 300 households receiving rent assistance in the private market.
- **Market rental housing:** The most common number of bedrooms for a rental unit in North Cowichan is two bedrooms (37%) followed by one bedroom (28%), then three bedrooms (22%), with smaller numbers of four-bedrooms (8%) and minimal numbers of studio rentals (1%). North Cowichan has higher rental rates compared to Duncan, and similar rental rates compared with Ladysmith, with an average rent of \$952 (compared to \$940 for the CVRD). Among renters throughout the CVRD, lower-income households spend a greater share of their income on rent and utilities.

- **Market ownership housing:** Single-detached homes have been the most desirable and expensive form of housing, followed by townhomes, duplexes, then apartments, and finally manufactured homes. The North Cowichan housing market saw price stability or even decline (depending on product category) in all product categories from 2008 to 2016 as Vancouver Island's economy gradually recovered from the financial crisis of 2008. From 2017 to 2019, prices increased considerably each year for all unit types except manufactured homes.

4. Projections

- **Households projection:** Between 2019 and 2025, North Cowichan is expected to grow from 12,937 households to 14,145 households, an increase of 9% in six years.
- **Population projection:** Between 2019 and 2025, North Cowichan is expected to grow from 30,014 residents to 32,656 residents, an increase of 9% in six years.
- **Household income projection:** Due to the uncertainty of the COVID-19 pandemic, two income projections were done to 2025. One projection assumes a rapid economic recovery from COVID-19, while the other assumes a slower economic recovery. In 2025 (and in 2025 dollars), North Cowichan is expected to have a median household income of \$86,901 in the rapid recovery scenario or \$81,440 in the slow recovery scenario.
- **Tenure projection:** Based on the income projection, the split of North Cowichan households by tenure will shift slightly toward owners in the rapid recovery scenario (to 22% renter households and 78% owner households) but not appreciably in the slow recovery scenario (remaining at 24% renter households and 76% owner households).

5. Housing Needs

- **Projection of housing need by number of bedrooms:** It is projected that in 2025 North Cowichan will need an additional 1,208 units of housing of which most should be one-bedroom units because most households today and in 2025 will consist of one person or one couple, generating one bedroom of housing need. *See Table 1: North Cowichan projection of units needed 2020 and 2025.*
- **Homelessness:** The majority of homeless in the CVRD reside in North Cowichan creating heavy demand for social support services in this region. Additionally, individuals experiencing homelessness in electoral areas that lack social services travel to North Cowichan to access programs and services, compounding that municipality's need for additional supports. North Cowichan needs a spectrum of housing options to meet the varying needs of individuals experiencing homelessness on various levels, and supportive, permanent, long-term care for those aging out of the street entrenched community. Community members indicate the need for services that address concurrent afflictions, such as mental health and addiction.
- **Non-market housing:** The market will struggle to provide new housing that is affordable for lower-income households in North Cowichan. Households with incomes below approximately \$57,000 will not be able to afford renting market rental homes in North Cowichan. The affordability of existing supply and continuing tenancies will depend principally on policies such as rent control legislation, vacant home taxes, and general housing supply growth. The affordability of non-market housing will depend on the magnitude of housing subsidies present.
- **Market rental housing:** Renter households in North Cowichan making less than \$42,900 per year tend to spend more than 30% of their annual income on housing expenses, placing these households in core housing need. This analysis suggests that currently 41% of North Cowichan's renter households are in core housing need and 13% are in extreme

core housing need. This is in line with the rates reported in the previous few censuses (39% in 2006, 48% in 2011, and 38% in 2016). Engagement results identified a need for more rental options. Respondents share stories of facing barriers to finding rental options in North Cowichan due to rental restrictions, previous homelessness, owning pets and having young children.

- **Market ownership:** Owner households without mortgages in North Cowichan are not spending more than 30% of their incomes on housing expenses. The majority of owner households with mortgages in North Cowichan making below \$53,300 per year spend more than 30% of their annual income on housing expenses, placing these households in core housing need. This analysis suggests that currently 15% of North Cowichan's owner households are in core housing need, in line with the rates evident in recent censuses (14% in 2006, 16% in 2011, then 14% in 2016).
- **Historic and current housing condition (adequacy):** Adequacy of housing in North Cowichan is slightly better than in the CVRD and British Columbia, with 5% of households living in housing below adequacy standards in 2016. Compared to the CVRD, adequacy of housing is slightly better for both owners (4%) and renters (8%). Adequacy of housing has improved slightly for owners and remained similar for renters since 2006.
- **Historic and current overcrowding (suitability):** Slightly less owner households in North Cowichan are below the suitability standard (1%) than in BC (3%). Similarly, less renter households in North Cowichan are below the suitability standard (8%) than in BC (9%). A greater share of renters experience overcrowding compared to owners.
- **Historic and current affordability:** Affordability in North Cowichan is similar for both owners (14%) and renters (38%) to produce an overall share of 20% of households across tenures experiencing affordability challenges. Affordability decreased for both tenures from 2006–2011. Renters face significantly greater affordability challenges than owners.
- **Core housing need and extreme core housing need:** A significant number (21%) of North Cowichan's households are currently in core housing need. This is in line with trends reported in the last several censuses (39% in 2006, 48% in 2011 and 38% in 2016).

6. Affordability of New Development

- **Financial Analysis Results:** The analysis reviewed incomes required and percentages of households who will be able to afford buying or renting in new developments in North Cowichan in 2020 and 2025.

Based on a calculation of the household income that would be required to purchase or rent a new unit in 2025 paying no more than 30% of one's income on housing expenses, the capacity of North Cowichan's households to afford new construction was calculated. This capacity will increase slightly in the rapid recovery scenario and decrease slightly in the slow recovery scenario; however, the overall difference between the two scenarios is not huge, suggesting that North Cowichan's housing market is unlikely to be severely impacted by COVID-19.

In North Cowichan, the cost of constructing new townhomes will increase faster than the region's incomes, and the cost of constructing new apartments will tend to increase more slowly. This is probably the result of land price increases for patio homes (a particularly desirable type of townhome) being in such short supply and high demand versus apartments, which are much less desirable in this part of Vancouver Island.

THE FINDINGS

Introduction to the Work

The following section of the report presents the full findings organized by six key topic areas:

1. Demographic Profile
2. Income and Economy
3. Housing Profile
4. Projections
5. Housing Needs
6. Affordability of New Development

The tables and figures that accompany these results can be found in Appendix I.

1. Demographic Profile

The following demographic profile presents historic data for North Cowichan as collected from the Statistics Canada Census, Summer Point-in-Time Homeless Count, Homeless Needs Survey Community Report and BC Transit.

1.1 Population

From 2006–2016, BC grew in population from 4.1 million to 4.6 million, an increase of 12%. By comparison, the CVRD grew somewhat slower, from 75,000 to 82,000 for a total of 8% growth during this decade. Within the CVRD, North Cowichan increased in population by 7%, from 27,020 to 29,030 residents, slightly slower than the rate of growth across the CVRD.

See Table 2: Population over time from 2006–2016 and Figure 1: Five-year growth and ten-year population growth by jurisdiction from 2006–2016.

North Cowichan is the largest jurisdiction in the CVRD and makes up more than one-third of the CVRD's population. From 2006 to 2016, North Cowichan's share of the region's overall population decreased from 36% in 2006 to 35% in 2016.

See Table 3: Share of CVRD population over time from 2006–2016.

1.2 Age

From 2006 to 2016, the average age in British Columbia increased from 39 to 42. The CVRD's average age is older than British Columbia's, and it increased during that decade from 41.4 to 45.3.

North Cowichan's average age is close to the CVRD's, and it increased from 41.3 to 45.6 between 2006 and 2016.

See Table 4, Table 5 and Table 6 and Figure 2: Average age by jurisdiction over time from 2006–2016.

North Cowichan has an age distribution similar to the CVRD's with 24% of the population 65 years or older (23% of the CVRD's population is 65 years or older). In North Cowichan, 2% of the population is 85 years or older, which is the same share as the CVRD.

North Cowichan's percentage of children (aged 0–14) is similar to the CVRD's (15%) and British Columbia's (15%) at 15% of its population. North Cowichan's share of residents 15–19 years old (5% of its population) is similar to the CVRD's (5%) and British Columbia's (6%). It also has a similar share of residents aged 20–24 years old at 5% of its population (compared to 4% in the CVRD and 6% in British Columbia).

1.3 Household Size

Household sizes in British Columbia and throughout the CVRD decreased from 2006. Household sizes in North Cowichan are similar (at 2.3 people per household) to those in the CVRD as a region (2.3 people per household). Average household size has decreased from 2.4 in 2006 to 2.3 in 2016, in line with change across the CVRD.

See Table 7, Table 8 and Table 9: Distribution of households by number of persons between 2006–2016 and Figure 3: Average household size by jurisdiction over time from 2006–2016.

Note that, in general, jurisdictions with smaller households tended to be more senior in age composition. This is intuitive since families with children are typically larger.

1.4 Tenure

During the decade under analysis, renters as a share of all households in British Columbia increased from 30% to 32%. A smaller share of households in the CVRD are renters, but the same upward trend is present: renters increased from 20% to 22% of all households. North Cowichan has a greater share of renters (at 25%) compared to the CVRD as a whole. This share has increased from 22% in 2006, in line with trends across BC and the CVRD.

See Table 10 and Figure 4: Share of households renting from 2006–2016.

As a share of all households, renter households in subsidized housing in British Columbia made up about 4% in both 2011 and 2016 (2006 data is unavailable for this variable). They make up a lower and decreasing share of households in the CVRD (from 3% in 2011 to 2% in 2016). North Cowichan has a slightly higher share of renter households in subsidized housing than the CVRD as a whole, but this has decreased from 4% in 2011 to 3% in 2016. This decrease is consistent with the trend in the CVRD: the share of renter households in subsidized housing in the CVRD has decreased from 3% in 2011 to 2% in 2016.

See Table 11 and Figure 5: Renters in subsidized housing as share of total households from 2011–2016.

1.5 Unhoused Population

Homelessness data for Duncan and North Cowichan is available at a finer detail than for other jurisdictions across the CVRD. The Summer Point-in-Time Homeless Count and Homeless Needs Survey Community Report completed in 2017 included five counts sites, of which two include portions of North Cowichan: the Duncan/North Cowichan core area and Chemainus. The count considered Duncan and the North Cowichan core area as one geographic area.ⁱ Note that point-in-time counts are known to be undercounts and represent only those individuals identified during a 24-hour period. This is because not everyone experiencing homelessness can be found and not everyone who is found is willing to be surveyed.

Of the people counted as absolutely homeless, 85% were in Duncan and the North Cowichan core area, 7% were in Chemainus, 5.6% were in Ladysmith and 2.2% were in Lake Cowichan.

In Duncan and the North Cowichan core area, there were 76 people counted as “absolutely homeless,” of which 53% were sleeping rough, 34% were at Warmland Emergency Shelter, 34% were at Somenos Transition House and 8% had other places they had stayed the night before. Three people were counted as “absolutely homeless” in Chemainus.

In Duncan and the North Cowichan core area, there were 47 people surveyed who were considered “hidden homeless,” of which 36% were living in transitional housing units on- and off-site at Warmland Emergency Shelter, 61% were staying with friends or family (e.g., couch surfing, where people do not have security of tenure and could be required to leave at any time) and 2% were staying in a trailer. In Chemainus, there were 11 people surveyed who were considered “hidden homeless”. Of the people surveyed as hidden homeless, 77% were in Duncan and the North Cowichan core area and an additional 18% were in Chemainus.

There were 28 people surveyed in Duncan and the North Cowichan core area who were at-risk of being homeless, all of which were renting. Of the people surveyed as at-risk, 72% were in Duncan and the North Cowichan core area. No one in Chemainus was identified as at-risk of being homeless.

In the Duncan and North Cowichan core area, homelessness increased by 36% from 2014–2017. Men represent the majority (65%) of the people counted as absolutely homeless, while women represent the majority (64%) of the people surveyed as at-risk of homelessness. In all categories, Indigenous people make up 43%–58% of people counted or surveyed, and most people (60%–92%) have lived in the region two years or longer.

When the 2014 winter homeless count occurred, no one homeless was encountered in Chemainus; however, at that same time, service providers were aware of several people who were homeless or struggling with their housing.

Across the CVRD, the Summer Point-in-Time Homeless Count and Homeless Needs Survey Community Report indicated that abuse and conflictⁱⁱ remain at the top of the list of reasons for the loss of housing for all subgroups. For people experiencing hidden homelessness and people at-risk of homelessness, there was an increase in the number of concerns expressed about the safety and quality of rental units and problems with landlords.

The full results of the 2020 Homeless Count, completed in March 2020, are not yet available. Preliminary results show that there was a 14% decrease in the number of people counted across the CVRD.

Broader engagement results in the housing needs assessment suggest that those seeking emergency shelter and supportive services frequently travel to Duncan and North Cowichan (particularly the South End) where most programs, shelters and services exist.

1.6 Transportation

For a more fulsome understanding of housing affordability in a region, it's important to study its transportation networks. Transportation costs are a key part of the affordability equation because a home's location and its surrounding land use patterns dictate whether a resident needs a personal vehicle. While rent or a mortgage may seem more affordable in rural areas, the need to

drive for employment, services, parks, schools and other daily needs places a significant burden on resident pocketbooks. For this reason, the relative affordability in more remote parts of the Cowichan Valley may be masking the actual costs of rural living.

In North Cowichan, approximately 89% of commuters used a private automobile to get to work in 2016. Travelling to work by car took an average of 21 minutes (one-way) and those who took the bus travelled an average of 53 minutes (one-way).

North Cowichan's close proximity to Duncan, which functions as a transit hub for the regional network, means there are numerous bus routes that travel within North Cowichan. Out of the 16 lines, nine of them pass through the district (Routes 2, 3, 4, 6, 7, 8, 9, 34 and 36). Many of these routes converge at the Cowichan Community Centre where transfers allow for connections to various surrounding communities and electoral areas. The 36 is a limited commuter route that provides more direct service to Ladysmith from Cowichan Commons. Frequencies vary significantly with Route 2 being the region's most frequent bus line with 14 arrivals/departures from Village Green Mall on a typical day. Ridership also varies significantly between lines, though Route 2 is the most popular route in the CVRD with over 70,000 rides taken per year.

See Table 12: Annual rides and trips by bus route in the CVRD in 2019.

On paper, North Cowichan appears to be well-served in relation to transit. However, because it consists of multiple distinct communities spread over a vast land area, access to those bus routes is not consistent. The South End (which borders Duncan) has the best transit access and connectivity to the rest of the region. Other communities like Maple Bay, Chemainus and Crofton have significantly fewer bus routes and transit frequency.

Residential densities, street patterns and mix of uses across North Cowichan's various communities vary, as well. Some rural residential communities are car-oriented and have very little in the way of nearby commercial amenities or industrial lands, which would make them more expensive from a transportation lens. Maple Bay has a tight knit street grid, but few daily needs to which one could walk or bike. Chemainus and Crofton have more substantial employment lands and commercial services in proximity to their population centres, which may encourage more walking, biking or transit use. Finally, the South End has some of the highest residential densities, the most mix of uses and a significant amount of employment lands. Despite limited street connectivity, it is likely the part of North Cowichan where car dependency, and thus transportation costs, are lowest.

Overall, many residents travel by car to perform their daily activities. It may be more expensive, but it is the most convenient option as determined by travel times. The South End, with its relatively high number of bus options and its proximity to commercial amenities and jobs, provides a good foundation for lower transportation costs. Other communities like Chemainus, Crofton and Maple Bay lack one or two main ingredients (i.e., mix of uses, residential densities, convenient transit options) to improve mobility choice and allow residents to use less expensive transportation options. This means transportation costs vary with the lowest costs in the South End and the highest costs in North Cowichan's rural residential neighbourhoods.

2. Income and Economy

The following section provides an overview of historic income and economy data for North Cowichan from the Statistics Canada Census.

2.1 Household Income

Median annual household income in both British Columbia and the CVRD increased from 2006 to 2016, with the region remaining slightly less affluent than the province throughout this period. BC's median income rose from \$62,000 to \$70,000 and the CVRD's rose from \$60,000 to \$65,000. The gap between the region's median income and the province's median income has increased: BC was about \$2,000 per year per household more affluent than the CVRD in 2006 and in 2016 was about \$5,000 per year per household more affluent.

See Table 13, Table 14 and Table 15: Share of households by annual income 2006–2016 and Figure 6: Median annual household income from 2006–2016.

Within the CVRD, North Cowichan had a median household income of \$63,879 in 2016, close to the regional median. This increased from 2006 to 2016 at a slightly slower pace than the CVRD.

The value of money tends to decrease over time (inflation), so that it takes more units of currency (nominal income) to achieve the same lifestyle (real income). Shifts in real income may be estimated by removing the impact of inflation, creating a more accurate sense of where income has effectively increased and where it has not.

After inflation is removed from the analysis, median household incomes in BC show basically no change between 2006 and 2016. North Cowichan and the CVRD show downward trends.

See Table 16 and Figure 7: Median real annual household income (constant 2019 dollars) from 2006–2016.

Compared to all households, households in this jurisdiction that own their own homes are wealthier, but the broad differences in wealth between jurisdictions are approximately the same. North Cowichan is close to the regional trend, with a median household income for owner households of \$75,169. The median household income for owners increased from 2006 to 2016 at a slightly slower pace than the region as a whole.

See Table 17, Table 18 and Table 19: Share of owners households by annual income 2006–2016 and Figure 8: Median annual household income among owner households from 2006–2016.

Compared to renters in BC, renters in the CVRD are less affluent and by a larger margin than all households (about \$38,000 for CVRD renters versus about \$46,000 for BC renters; about \$65,000 for CVRD households versus about \$70,000 for BC households).

Median renter incomes in North Cowichan are close to the regional trend, with a median household income for renter households of \$39,268. Renter incomes declined slightly from 2006 to 2011, increasing significantly from 2011 to 2016.

See Table 20, Table 21 and Table 22: Share of renter households by annual income and Figure 9: Median annual household income among renter households from 2006–2016.

The ratio of owner to renter income, which is a rough indicator of the degree of income inequality between these two groups, was calculated. A higher ratio indicates more pronounced inequality. By this measure, the CVRD exhibits slightly more inequality between tenure groups than BC in general. North Cowichan exhibits slightly less income inequality between tenure groups than the CVRD.

See Figure 10: Median income in 2016 by household tenure.

2.2 Employment

Participation in the labour force during this decade was generally higher in BC than in the CVRD and declined (from 66% to 64% in BC and from 60% to 57% in the CVRD). Within the CVRD, North Cowichan is very similar to the regional trend, with its participation rate declining from 60.1% in 2006 to 57.3% in 2016.

See Table 23: Labour force (employed or unemployed but seeking employment) from 2006–2016, Table 24: Participation rate (labour force as share of working-age population) from 2006–2016 and Figure 11: Participation rate over time from 2006–2016.

The unemployment rate (reflective of those seeking employment but unable to find it) increased during this decade but was highest during the recession in 2011. Unemployment in the CVRD (increasing from 6.5% to 7.4%) has been slightly higher than in BC overall (increasing from 6.0% to 6.7%) except in 2011 (both 7.8%). North Cowichan's unemployment rate is consistently below that of the region as a whole, increasing slightly from 5.7% in 2006 to 6.3% in 2016.

See Table 25: Unemployment rate (share of labour force unemployed) from 2006–2016 and Figure 12: Unemployment rate over time from 2006–2016.

2.3 Industry

Within the CVRD, the labour force is somewhat geographically clustered. Note that this refers to the residential locations of workers in these sectors rather than where this employment takes place. North Cowichan's labour force is similar to that of the region as a whole, although it does include a cluster of healthcare and social assistance workers and retail trade workers.

See Table 26, Table 27 and Table 28: Share of labour force by industry sector in 2016.

3. Housing Profile

The following section provides an overview of historic and current North Cowichan housing data from the Statistics Canada Census, BC Housing and BC Assessment.

3.1 Dwelling Types

From 2006 to 2016, the number of British Columbia's housing units used as usual residences grew from about 1.6 million to about 1.9 million, an increase of about 15%. By comparison, the CVRD's housing units used as usual residences grew slower from 31,000 to 35,000 for a total of 13% growth during this decade. In North Cowichan, the number of dwelling units used as usual residences increased by 13% from 11,295 units in 2006 to 12,770 units in 2016—the same rate of growth as the region.

See Table 28: Housing units by jurisdiction over time from 2006–2016 and Figure 13: Five-year and ten-year housing supply growth by jurisdiction from 2006–2016.

These trends are all similar to trends in population, except that household sizes in BC, the CVRD and North Cowichan are decreasing, so housing supply has increased faster (or decreased slower) than the population.

Along the with other municipalities, North Cowichan has a greater share of ground-oriented multi-unit dwellings than the electoral areas, as well as a higher share of apartments and a lower share of single-detached houses. This means that North Cowichan has a higher-density housing composition than the CVRD:

- Single-detached homes are the largest portion of the housing supply at 64% of the housing stock. This is a lower share than any jurisdiction in the CVRD except for Duncan.
- Apartments make up the next largest portion of the housing stock at 12% of units. While this is significantly lower than Duncan (at 44% of units), it is a higher share than any other jurisdiction in the CVRD.
- Ground-oriented multi-unit dwellings make up a significant portion of the housing stock, including semi-detached units (7% of units), row houses (7%) and apartments in duplexes (5%).
- Movable dwellings make up 4% of the housing stock.
- There are minimal numbers of other single-detached units (1%).

This housing composition did not significantly change from 2006 to 2016.

See Table 30, Table 31 and Table 32: Share of total housing units by type 2006–2016 and Figure 14: Housing units by type over time in North Cowichan from 2006–2016.

3.2 Dwelling Age

In 2016, BC and the CVRD had similar distributions of dwellings by age with dwellings in the CVRD being only slightly older:

- Built before 1960: 14% in BC and 17% in the CVRD
- Built 1961–1980: 30% in BC and 28% in the CVRD
- Built 1981–1990: 15% in BC and 14% in the CVRD
- Built 1991–2000: 18% in BC and 20% in the CVRD
- Built 2001–2005: 7% in BC and 6% in the CVRD

- Built 2006–2010: 9% in BC and in the CVRD
- Built 2011–2016: 7% in BC and 5% in the CVRD.

In summary, about 60% of dwellings were built before 1990. North Cowichan compares closely with the regional and provincial trend.

See Table 33: Share of dwellings by year of construction in 2016 and Figure 15: Composition of housing stock by age of construction and jurisdiction in 2016.

3.3 Bedroom Number

Compared to BC, the CVRD has a much higher share of three-bedroom apartments (39%) and a much lower share of one-bedroom apartments (9%) but similar shares of two-bedroom and four-plus-bedroom apartments. Studio apartments make up a negligible share. It might be said that the CVRD has a narrower range of home sizes available than BC in general.

North Cowichan compares closely with the CVRD's share of home sizes, having large shares of two-bedroom (25%), three-bedroom (38%) and four-bedroom (27%) units, and a smaller number of one-bedroom units (9%).

See Table 34, Table 35 and Table 36: Share of housing units by bedroom count 2006–2016 and Figure 16: Composition of housing stock by room count and jurisdiction in 2016.

3.4 Non-Market Housing

BC Housing breaks down the types of housing support it provides into four high-level categories: emergency shelter and housing for the homeless, transitional supported and assisted living, independent social housing and rent assistance in the private market. These four categories form a rough housing continuum such that from left to right the categories become less intensive and have more units. Within these four categories there are also ten low-level categories having to do with the justification for funding rather than the degree of funding (for example, families versus seniors). Seniors make up the largest funding group in the three largest high-level categories and therefore receive the majority of BC Housing support in the CVRD.

North Cowichan has the largest number of households subsidized by BC Housing in the CVRD, with a total of 551 households. This is intuitive since it is the CVRD's largest jurisdiction by population. Of those 551 households, 251 units are subsidized by BC Housing, including:

- 39 units in the emergency shelter and housing for the homeless category, amounting to 15 beds in homeless shelters and 24 homeless people housed.
- 54 units in the transitional supported and assisted living category, 38 of which are for people with special needs.
- 158 units in the independent social housing category, 100 of which are for low-income families.

In addition, 300 households are provided rent assistance in the private market, 216 of which are seniors.

See Table 37: Number of units under BC Housing Administration by Service Allocation Group in 2020.

3.5 Market Rental Housing

The Canadian Rental Housing Index identifies some additional rental market characteristics for 2016 not present in the census data for Duncan, North Cowichan and Ladysmith.

The most common number of bedrooms for a rental unit in North Cowichan is two bedrooms (37%) followed by one bedroom (28%), then three bedrooms (22%) with smaller numbers of four-bedrooms (8%) and minimal numbers of studio rentals (1%). North Cowichan has higher numbers of four-bedroom rentals than Ladysmith or Duncan and is the only municipality with studio rentals.

See Table 38: Number of renter households in the CVRD and North Cowichan from 2006–2016 and Table 39: Households by renter household income quartile and bedrooms in North Cowichan in 2016.

North Cowichan has higher rental rates compared to Duncan and rental rates similar to Ladysmith, although this is achieved differently. In North Cowichan, one-bedroom rentals are more expensive than in Ladysmith and two-, three- and four-bedroom rental are less expensive. North Cowichan has an average rent of \$952, compared to \$940 for the CVRD.

Among renters throughout the CVRD, lower-income households spend a greater share of their income on rent and utilities. For a given income group, renting a larger dwelling creates greater financial strain, increasing the share of income required.

In North Cowichan, this means that renters in the lowest income quartile (with an income of up to \$21,321) are spending 57% of their income on rent and utilities for a one-bedroom, 66% of their income for a two-bedroom, and 84% of their income for a three-bedroom.

See Table 40: Average rent by renter household income quartile and bedrooms in North Cowichan in 2016 and Table 41: Share of income spent on rent and utilities in North Cowichan in 2016.

Engagement results from North Cowichan respondents are consistent with the broader engagement results that suggest that the CVRD is in a state of acute rental shortage, with almost no vacancy. Respondents share stories of facing barriers to finding rental options in North Cowichan due to rental restrictions, previous homelessness, owning pets and having young children.

3.6 Market Ownership Housing

The property assessment rolls were analyzed for the Municipality of North Cowichan. Property assessment data relates directly to housing affordability for owner-occupant households but does not directly reflect housing affordability for renter households. This is because property values are the main cost factor for owner-occupants whereas rent is the main cost factor for renters. As such, the properties considered specifically exclude purpose-built rental buildings and focus instead on single-detached homes, manufactured homes, duplexes and stratified multi-family. Note that these properties could still be occupied by renters through the secondary market.

See Table 42: Average value per dwelling unit by type in North Cowichan from 2007–2019 and Figure 17: Average value per dwelling other than purpose-built rental by type in North Cowichan over time from 2007–2019.

From 2007 to 2019, the average values of different residential property types in North Cowichan have fluctuated in sync, reflecting market forces that impact the property market as a whole, most notably:

- The local employment economy
- Demand spillover from other regions, such as the Capital Regional District (CRD) and Metro Vancouver
- Land supply constraints, such as zoning and servicing catchments
- Investor and developer attitudes.

Throughout this time period, single-detached homes have been the most desirable and expensive form of housing (\$300,000–\$500,000), followed by townhomes (\$200,000–\$300,000), then duplexes (\$200,000–\$300,000), then apartments (\$200,000–\$300,000) and finally, manufactured homes (\$100,000–\$150,000).

This market saw price stability or even decline (depending on product category) in all product categories from 2008–2016 as Vancouver Island’s economy gradually recovered from the financial crisis of 2008. This eight-year period of price stability represents a period of increasing affordability for CVRD residents and prospective residents and suggests that in North Cowichan the supply of available land was adequate to meet residential demand. From 2016 to 2019, prices increased considerably each year for all unit types other than manufactured homes, a widespread trend throughout southern BC.

Interviews were held with 11 local developers and realtors to gain an understanding of the CVRD’s residential market. Local experts agree that the CVRD is a highly desirable residential environment with significant unmet demand, so rising prices, accelerated growth, or some combination of the two may be anticipated. Demand has grown considerably in recent years due to the following factors:

- Demand from Lower Mainland households – many retired – seeking more affordable accommodation.
- Although the CVRD used to be outside of Greater Victoria’s commuter catchment, high residential prices in the CRD have driven a growing number of households to seek housing further afield. According to one interview subject, traffic counts on Highway 1 in South Cowichan totalled about 10,000 per day in each direction ten years ago, but that number has increased to about 25,000, an increase of 150%, indicating significant growth in the commuting population
- More recently, demand for housing in the CVRD and throughout Vancouver Island has increased due to COVID-19 for several reasons:
 - Since more people are working from home, living close to key employment centres such as Victoria and the Lower Mainland is less of a priority, liberating many households to seek more affordable, spacious and desirable housing in peripheral areas.
 - Vancouver Island is perceived as a safer environment during the pandemic than more permeable mainland communities.
 - Some “snowbirds” who would normally make a habit of spending their summers in Canada and winters in warmer parts of North America (most notably Florida, Arizona and Mexico) are expecting to have more difficulty entering other countries in the near future and have opted instead to move to Vancouver Island, Canada’s most temperate region.

4. Projections

While all of the information provided to date represents the current housing situation in the CVRD, the following sections focus on projections for what will happen over the next five years. This section includes four projections: Household, Population, Household Income and Tenure based on Statistics Canada Census Data, rennie intelligence's Long-range Projections of Population, Housing, and Employment in the Cowichan Valley Regional District and Environics Analytics Demostats Income and Housing Projections.

4.1 Households Projection

Between 2019 and 2025, North Cowichan is expected to grow from 12,937 households to 14,145 households, an increase of 9% in six years, which would be slightly faster than the 13% growth observed between 2006 and 2016. In comparison, the CVRD is expected to grow from 34,744 households to 39,967 households, an increase of 15% in six years.

See Table 43: *Projected households 2019–2025.*

4.2 Population Projection

Between 2019 and 2025, North Cowichan is expected to grow from 30,014 residents to 32,656 residents, an increase of 9% in six years, achieving a faster pace than the 7% growth observed between 2006 and 2016. By comparison, the CVRD is expected to grow from 80,404 residents to 93,071 residents, an increase of 16% in six years.

See Table 44: *Projected population 2019–2025.*

4.3 Household Income Projection

Two scenarios were considered when projecting income to 2025, producing two income projections that are used in this report:

- Rapid recovery scenario: This projection assumes a rapid economic recovery from COVID-19, putting household incomes in 2025 close to where they might have been if the pandemic had not occurred.
- Slow recovery scenario: This projection assumes a slower economic recovery from the COVID-19 pandemic, reducing household incomes significantly compared to the first scenario.

The reality is likely to be somewhere between these two scenarios.

The amount of residential growth that is assumed to occur is identical between scenarios because COVID-19 does not appear to have a negative impact on housing demand in the CVRD. However, the distribution of these households by income varies by scenario: households in the rapid recovery scenario are generally more affluent. In 2025 (and in 2025 dollars), North Cowichan is expected to have a median household income of \$86,901 in the rapid recovery scenario or \$81,440 in the slow recovery scenario.

See Table 45: *Estimated number of households by income bracket in 2019 and 2025 by scenario* and Figure 18: *Households in North Cowichan by income bracket in 2019 and in 2025 by scenario.*

4.4 Tenure Projection

Tenure is correlated with income: wealthier households tend to be homeowners and less affluent households tend to rent.

To create a projection of housing tenure, the split between owner households and renter households by realⁱⁱⁱ income group in 2019 and 2025 is assumed to resemble the split indicated in the 2016 Census in North Cowichan.

Compared to 2019, real income increases in both scenarios by 2025, but increases more rapidly in the rapid recovery scenario, causing the split of North Cowichan's households by tenure to shift slightly toward owners in the rapid recovery scenario (to 22% renter households and 78% owner households) but not appreciably in the slow recovery scenario (remaining at 24% renter households and 76% owner households).

See Table 46: Share of households renting in 2019 and in 2025 by scenario.

5. Housing Needs

The following section comments on housing needs based on assessed values of ownership housing from BC Assessment, rental values from Canadian Rental Housing Index and Canada Mortgage and Housing Corporation, and public and stakeholder engagement.

5.1 Projection of Housing Need by Number of Bedrooms

For the purpose of this exercise, housing need by bedroom count is defined as one bedroom per cohabitating couple plus one bedroom per individual (including children) not in a cohabitating couple. Average people per household is based on Environics data and in the 2025 projection is adjusted to be compatible with the population per household defined by Rennie Intelligence. Assumptions about how many households contain couples is based on the 2016 Census data.

In most CVRD jurisdictions, including North Cowichan, most households in both years need only one bedroom (8,471 households in 2019 and 9,480 households in 2025). The reason for this is that one bedroom of need corresponds with households that include one person and with households that include one couple, which according to the 2016 Census, comprise about 89% of two-person households in North Cowichan.

According to this definition of need, North Cowichan contains an over-supply of two-bedroom homes and homes containing three or more bedrooms since only 9% of North Cowichan's homes had one bedroom, 25% had two bedrooms and 65% had three or more bedrooms. This only implies that many households possessed more bedrooms than they needed according to this strict definition. This does not prevent or indicate a contradiction with 3% of households experiencing overcrowding: it is simply the case that despite the absolute surfeit of bedrooms, some households still had less than they needed.

In 2025, it is projected that North Cowichan will need an additional 1,208 units of housing, most of which should be one-bedroom units.

See Table 47: Housing need by number of bedrooms in North Cowichan in 2019 and 2025.

5.2 Homelessness

A lack of emergency shelters and long-term options for those experiencing homelessness in the broader region was identified through interviews with housing and community organizations. In particular, engagement results point to a lack of safe housing options for youth, First Nations, women and those with mental health challenges.

Broader engagement results suggest that those seeking emergency shelter and supportive services frequently travel to regional and community-level service centres like North Cowichan, where many programs and services exist. As a result, North Cowichan is overwhelmed by the demand incurred by out-of-area residents seeking shelter, with many community organizations indicating a desperate need for additional supports.

Interviews with housing and community organizations highlighted the urgent need for a spectrum of housing options to meet the varying needs of different groups experiencing homelessness. There is an additional need for supportive, permanent, long-term care for those aging out of the street entrenched community.

Respondents in North Cowichan indicated that low-income households were having the most difficulty meeting their housing needs in this community and many spoke to the need to find housing solutions for those experiencing homelessness. Many respondents felt that supportive services were needed to address concurrent afflictions, like mental health and addictions. Others spoke to the cost of not addressing homelessness. Businesses, especially along the highway corridor in Duncan and North Cowichan, report public safety impacts to their businesses relating to homelessness.

5.3 Non-Market Housing

As per the calculation on affordability of new development, the market will struggle to provide new housing that is affordable for lower-income households. In the case of North Cowichan, households with incomes below approximately \$57,000 will not be able to afford renting new homes. Some households with income below this amount will still be able to find housing in the rental market, as older rental homes can be more affordable.

The affordability of existing supply and continuing tenancies will depend principally on policies such as rent control legislation, vacant home taxes, and general housing supply growth. The affordability of non-market housing will depend on the magnitude of housing subsidies present.

Respondents in North Cowichan spoke to escalating housing prices and the lack of smaller, more affordable dwelling types. Young families, youth, Indigenous people, those with mental health challenges, singles and seniors were identified as facing additional pressures to accessing market housing.

5.4 Market Rental Housing

Rental rate data was integrated from the following sources to produce a model of rental housing costs throughout the CVRD:

- The Canadian Rental Housing Index (2016)
- The Canadian Mortgage and Housing Corporation Housing Data Portal
- Interviews with local property managers.

These results include subsidized rental properties and the cost of utilities and are in line with the findings of the Housing Needs Assessment engagement questionnaire and with current rental listings on Craigslist and similar websites.

See Table 48: Rental rates in North Cowichan in 2019 and Figure 19: Rental rates in the CVRD's electoral areas and Lake Cowichan in 2019.

Note that the data presented in Table 48 and Figure 19 of Appendix I reflects rental rates that are currently paid by households rather than the rates those same units might be able to achieve if they were vacated and placed on the market today. British Columbia's *Residential Tenancy Act* only permits rental rates to be increased by a limited amount each year. The impact of this policy is that renter households who remain in the same dwelling for many years tend to pay less rent than more recently arrived renter households. Landlords and property owners of listed rental units will therefore tend to ask higher rents than those represented here, as these rates are varyingly subject to rent control.

All data sources suggest that the CVRD is in a state of acute rental shortage with almost no vacancy. Households seeking rent in the region are locating where housing is available rather than where they would prefer, which tends to equalize rental rates throughout the region.

Housing affordability for renter households was analyzed by assuming that the wealthiest 1% of households will occupy the most expensive 1% of homes, the wealthiest 10% of households will occupy the most expensive 10% of homes, etc. Assigning homes to income groups in this way reveals which income groups might struggle to pay for housing in which jurisdictions.

As noted above, this is only an approximation. In reality, some households will occupy more expensive or less expensive homes than this assumption would assign to them. However, because homes are limited, if a household occupies a more affordable unit than this model would assign and therefore has lower housing costs, that means that another household has to occupy a more expensive unit than this model would assign, and therefore has higher housing costs. As such, the deviations from this model that would exist in real life should cancel each other to produce something close to the averages indicated here.

Renter households in North Cowichan making less than \$42,900 per year tend to spend more than 30% of their annual income on housing expenses, placing these households in core housing need.

See Table 49: Estimated housing costs versus household income for renter households.

See Figure 20: Estimated housing costs versus household income for renter households in North Cowichan.

This analysis suggests that 41% of North Cowichan's renter households are in core housing need and 13% are in extreme core housing need. This is in line with the rates reported in the previous few censuses (39% in 2006, 48% in 2011, and 38% and 2016).

Engagement results identified a need for more rental options and spoke to the need for more purpose-built rentals to meet housing challenges in North Cowichan.

In particular, young families, youth, Indigenous people, those with mental health challenges, singles and seniors face additional pressure to find rental housing.

5.5 Market Ownership

Combining the property assessment data with the income estimate allowed the relationship between income and housing expenses for owner households in North Cowichan to be estimated. This requires certain assumptions:

- The share of owner households with a mortgage in 2019 resembles the share indicated in the 2016 Census (52%).
- Renter households and owner households of the same income are likely to live in units with similar property value. That is, more affluent households of either tenure will live in higher-value units.
- Similarly, owner households with and without mortgages are assumed to occupy units of similar value.
- For the purposes of this analysis, housing expenses include:
 - mortgage payments, if applicable, using a 20% down payment, 3.5% interest rate, 25-year amortization and the property prices of ten years earlier (2009)

- \$1,212 per year in hydro per household, the BC average
- municipal service fees of \$465
- strata and/or maintenance expenses of \$1,200 per year
- property taxes, factoring the BC Homeowner's Grant.

As with renter households, housing affordability was analyzed for owner households by assuming that the wealthiest 1% of households will occupy the most expensive 1% of homes, the wealthiest 10% of households will occupy the most expensive 10% of homes, etc. Assigning homes to income groups in this way reveals which income groups might struggle to pay for housing.

See Table 50: Estimated housing costs versus household income for owner households with mortgages.

See Figure 21: Estimated housing costs versus household income for owner households with mortgages in North Cowichan.

The majority of owner households with mortgages in North Cowichan making below \$53,300 per year spend more than 30% of their annual income on housing expenses, placing these households in core housing need. Owner households without mortgages were analyzed but found that according to this model none of them would be spending more than 30% of their incomes on housing expenses.

This analysis suggests that 15% of North Cowichan's owner households are in core housing need, in line with the rates evident in recent censuses (14% in 2006, 16% in 2011 and 14% in 2016).

5.6 Historic and Current Housing Condition (Adequacy)

The share of all households requiring major repair (the adequacy standard) remained constant in BC between 2006 and 2016:

- For owners: from 6% to 5%
- For renters: from 8% to 7%
- Average of all households: 6%

In 2016, adequacy for owner households in the CVRD (5%) and in North Cowichan (4%) are similar as for BC (5%) owner households.

For renters in the CVRD, more renter households fall below the adequacy standard (12% in 2006 and 9% in 2016) than in BC. For North Cowichan, 8% of renter households fall below the adequacy standard and this rate has remained steady since 2006.

See Table 51: Share of household by tenure below adequacy standard (major repairs required) from 2006–2016 and Figure 22: Share of household by tenure below adequacy standard (major repairs required) in 2016.

5.7 Historic and Current Overcrowding (Suitability)

The share of all households experiencing overcrowding (the suitability standard) in BC decreased between 2006 and 2016:

- For owners: from 4% to 3%
- For renters: from 12% to 9%

- Average of all households: from 7% to 5%

Compared to BC, households in the CVRD are less crowded for both tenure groups, and improvement was also observed:

- For owners: from 2% to 1%
- For renters: from 8% to 6%
- Average of all households: from 3% to 2%

For owner and renter households in North Cowichan, suitability has been similar as for the CVRD:

- For owners: from 2% to 1%
- For renters: from 7% to 8%
- Average of all households: from 3% to 2%

More renters than owners experience overcrowding.

See Table 52: Share of households by tenure below suitability standard (overcrowded) from 2006–2016 and Figure 23: Share of households by tenure below suitability standard (overcrowded) in 2016.

5.8 Historic and Current Affordability

The share of all households falling below the affordability standard (housing expenses equal to 30% of household income) remained fairly constant in BC between 2006 and 2016:

- For owners: from 18% to 17%
- For renters: from 34% to 35%
- Average of all households: from 23% to 22%

Compared to BC, affordability in the CVRD is somewhat better for owners (14% in 2006 and 16% in 2016) and somewhat worse for renters (38% in 2006 and 2016 and 42% in 2011 during the recession), to produce a slightly more favourable overall share of 19% of households across tenures experiencing affordability challenges.

North Cowichan is similar for both renters and owners compared to the CVRD, with 14% of owners experiencing affordability challenges compared to 38% of renters in 2016, resulting in an overall share of 20% of households.

Over twice the share of renters experience affordability challenges compared to owners. Affordability has remained at similar levels for owners (14% in 2006, 16% in 2011 and 14% in 2016) and renters (39% in 2006, 48% in 2011 and 38% in 2016) from 2006 to 2016, although affordability decreased for both in 2011.

See Table 53: Share of household by tenure below affordability standard from 2006–2016 and Figure 24: Share of households by tenure below affordability standard in 2016.

5.9 Core Housing Need and Extreme Core Housing Need

In 2019, 21% of North Cowichan's households are in core housing need ^{iv} and 3% are in extreme core housing need ^v. Of these:

- 15% of owners are in core housing need and 0% are in extreme housing need

- 41% of renters are in core housing need and 13% are in extreme housing need

This is in line with trends reported in the last several censuses, which showed 30% of households in core housing need in 2006, 31% in 2011 and 34% in 2016.



6. Affordability of New Development

A financial model analyzing the cost of residential development for a variety of housing types and tenures was created considering the Altus Construction Cost Guide, development costs by jurisdiction (permit fees, development cost charges, etc.), parking requirements by jurisdiction as defined by zoning bylaw and market research drawn from current listings on realtor.ca.

Using this model, the lowest sale price or rental rate per unit that a builder could afford to charge for the finished product while still achieving a minimal level of profit was identified. This is called the “economic price”. These minimum prices and rental rates imply what levels of household income would be required to purchase or rent new units in North Cowichan without paying more than 30% of one’s household income. This analysis is performed for 2020 and 2025.

6.1 Financial Analysis Results

Based on the construction cost assumptions detailed in our methodology^{vi}, the following housing prices represent the most affordable units that a developer or building could afford to produce in North Cowichan. More affordable new units may exist, but these would arise from exceptional circumstances, such as unusually cheap land or government subsidies and incentives.

The price of a new single-detached home is about \$650,000, the price of a new townhouse is about \$450,000 and the price of a new apartment about \$325,000. The monthly rent for new townhomes is about \$1,670 and for new apartments about \$1,195.

To produce an estimate of the minimum income that would allow a household to purchase or rent one of these new units without spending more than 30% of its household income, the following assumptions are used:

- Purchasers will have a mortgage with the following characteristics:
 - 20% down payment
 - 3.5% stated annual interest rate
 - 25-year amortization
- Owners and renters will both pay additional housing expenses as detailed in our methodology^{vii}, including utilities and property taxes.

See Table 54: The most affordable new units by type and jurisdiction in 2020 and Table 55: Minimum household income required to purchase or rent a new home by unit type in 2025.

The household income that would be required to purchase or rent a new unit, paying no more than 30% of one’s income on housing expenses, and the percentage of North Cowichan’s current households (2019) that could afford that housing option was calculated:

- To purchase a new single-detached home would require \$121,000 of annual household income, and about 24% of households could afford to do so
- To purchase a new townhouse would require \$87,000 of annual household income, and about 41% of households could afford to do so
- To purchase a new apartment would require \$65,000 of annual household income, and about 55% of households could afford to do so
- To rent a new townhouse would require \$76,000 of annual household income, and about 48% of households could afford to do so
- To rent a new apartment would require \$57,000 of annual household income, and about

61% of households could afford to do so.

For each of these categories, note that this is the least affluent demographic that could be served by the new-build market. If supply constraints exist and less housing is built, then that new housing will go to the highest bidder, increasing the price and income required to avoid core housing need.

The economic price of new homes in North Cowichan in 2025 was also projected based on the escalation assumptions presented above.

See Table 56: The most affordable new units by type and jurisdiction in 2025.

Compared to 2020, the price of construction in 2025 is expected to increase so that:

- The economic price of a single-detached home will be about \$746,000
- The economic price of a townhouse will be about \$527,000
- The economic price of an apartment will be about \$368,000
- The economic monthly rent for townhomes will be about \$2,040
- The economic monthly rent for apartments will be about \$1,415.

See Table 57: Minimum household income required to purchase or rent a new home by unit type in 2025.

The household income that would be required to purchase or rent a new unit in 2025, paying no more than 30% of one's income on housing expenses, and the percentage of North Cowichan's projected households (2025) that could afford that housing option was calculated:

- To purchase a new single-family home will require \$138,000 of annual household income. About 26% of households will be able to afford to do so under the rapid recovery scenario versus 23% in the slow recovery scenario.
- To purchase a new townhouse home will require \$100,000 of annual household income. About 42% of households will be able to afford to do so under the rapid recovery scenario versus 39% in the slow recovery scenario.
- To purchase a new apartment home will require \$73,000 of annual household income. About 60% of households will be able to afford to do so under the rapid recovery scenario versus 56% in the slow recovery scenario.
- To rent a new townhouse will require \$91,000 of annual household income. About 47% of households will be able to afford to do so in the rapid recovery scenario versus 44% in the slow recovery scenario.
- To rent a new apartment will require \$66,000 of annual household income. About 64% of households will be able to afford to do so in the rapid recovery scenario versus 60% in the slow recovery scenario.

The capacity of North Cowichan's households to afford new construction will increase slightly in the rapid recovery scenario and decrease slightly in the slow recovery scenario. The overall difference between the two scenarios is not huge, suggesting that the North Cowichan's housing market is unlikely to be severely impacted by COVID-19. In North Cowichan, the cost of constructing new townhomes will increase faster than the region's incomes, and the cost of constructing new apartments will tend to increase more slowly. This is probably the result of land price increases for patio homes (a particularly desirable type of townhome) being in such short supply and in higher demand than apartments.

ⁱ At the time of writing this report, data from the point-in-time homeless count completed in March 2020 was not available for individual jurisdictions.

ⁱⁱ Abuse/conflict in the 2017 Homeless Count questionnaire was described as abuse by parent/guardian or spouse/partner or conflict with roommates/other.

ⁱⁱⁱ “Real” here means that currency inflation is removed so that household incomes can be compared directly between time periods because they have been brought to parity in terms of true spending power.

^{iv} A household is said to be in core housing need if its housing falls below at least one of the adequacy, affordability or suitability standards and the household would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards.

^v A household is said to be in extreme housing need if its housing falls below at least one of the adequacy, affordability or suitability standards and the household would have to spend 50% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards.

^{vi} See the regional CVRD housing needs report methodology section for detailed assumptions behind cost of new development.

^{vii} See the regional CVRD housing needs report methodology section for detailed assumptions behind expenses.

APPENDIX I

HOUSING NEEDS ASSESMENT REPORT – MUNICIPALITY OF NORTH COWICHAN

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SUMMARY

Housing Needs

Table 1: North Cowichan projection of units needed 2020 and 2025

	2019	2025
0 bedrooms	45	45
1 bedroom	8,426	9,435
2 bedrooms	1,823	2,024
3+ bedrooms	2,643	2,641
TOTAL	12,937	14,145

DEMOGRAPHIC PROFILE

Population

Table 2: Population over time from 2006–2016

	2006	2011	2016	2011–2016 growth	2006–2016 growth
British Columbia	4,054,605	4,324,455	4,560,240	5%	12%
CVRD	75,495	78,670	81,885	4%	8%
North Cowichan	27,020	28,240	29,030	3%	7%

Figure 1: Five-year growth and ten-year population growth by jurisdiction from 2006–2016

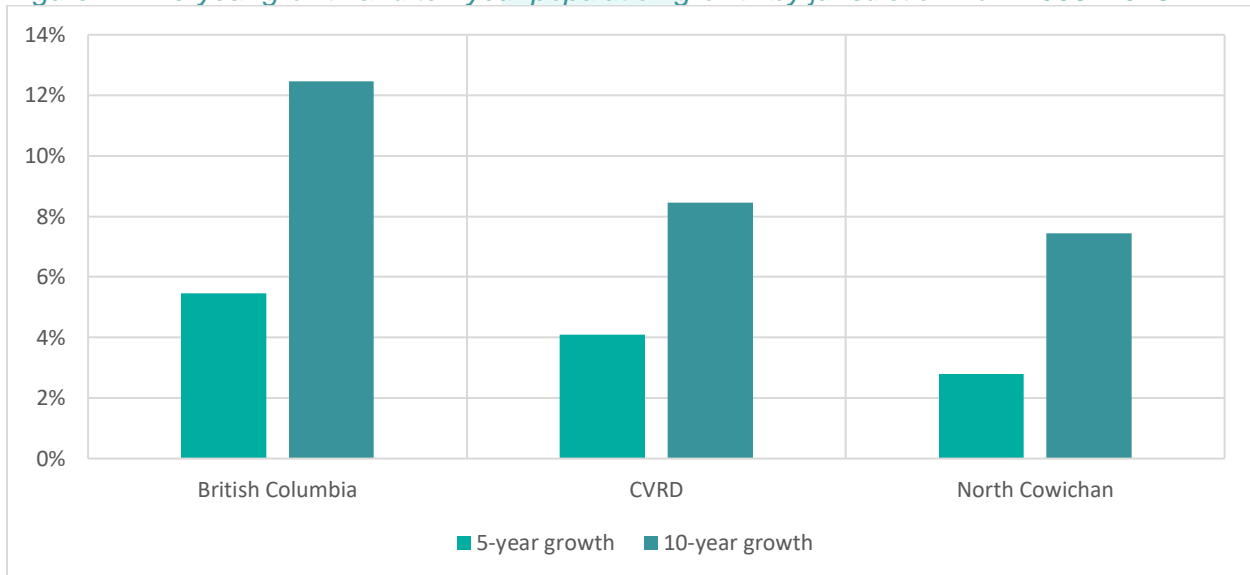


Table 3: Share of CVRD population over time from 2006–2016

	2006	2011	2016
North Cowichan	36%	36%	35%

Age

Table 4: Age distribution by jurisdiction in 2006

	0–4	15–19	20–24	25–64	65–84	85+	Average age
British Columbia	17%	7%	6%	56%	13%	1%	39.2
CVRD	17%	7%	5%	54%	16%	2%	41.4
North Cowichan	17%	7%	5%	53%	15%	2%	41.3

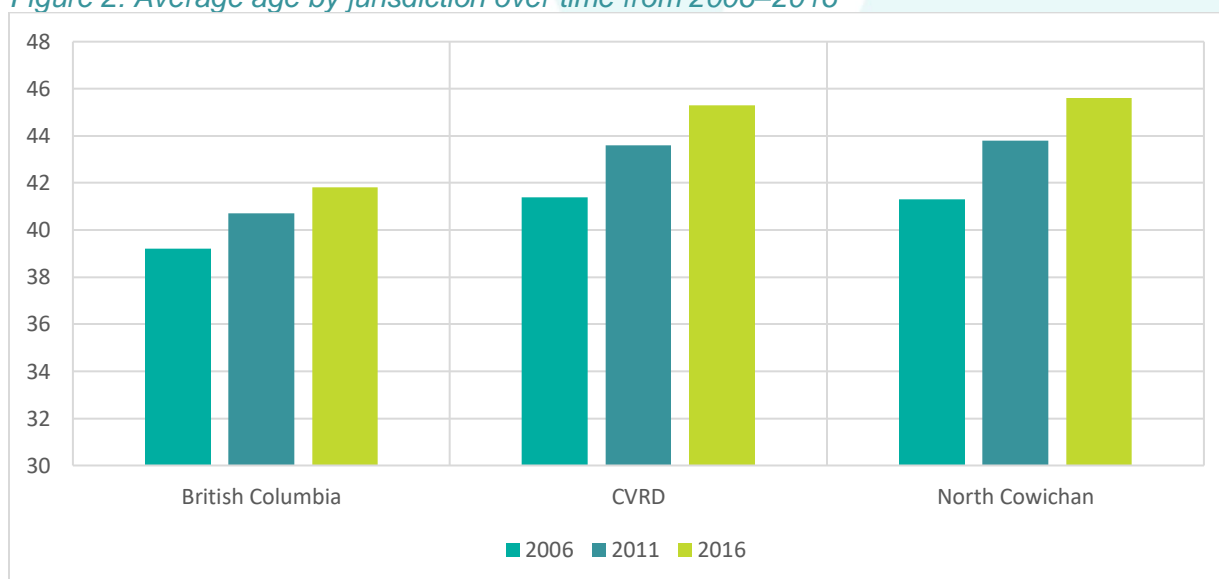
Table 5: Age distribution by jurisdiction in 2011

	0–14	15–19	20–24	25–64	65–84	85+	Average age
British Columbia	16%	6%	6%	57%	13%	2%	40.7
CVRD	15%	6%	5%	54%	17%	2%	43.6
North Cowichan	16%	6%	5%	53%	18%	2%	43.8

Table 6: Age distribution by jurisdiction in 2016

	0–14	15–19	20–24	25–64	65–84	85+	Average age
British Columbia	15%	6%	6%	56%	16%	2%	41.8
CVRD	15%	5%	4%	52%	21%	2%	45.3
North Cowichan	15%	5%	5%	51%	22%	2%	45.6

Figure 2: Average age by jurisdiction over time from 2006–2016



Household Size

Table 7: Distribution of households by number of persons in 2006

	1 person	2 persons	3 persons	4 persons	5+ persons	Average household size
British Columbia	28%	34%	15%	14%	9%	2.5
CVRD	25%	40%	14%	13%	8%	2.4
North Cowichan	25%	40%	15%	13%	7%	2.4

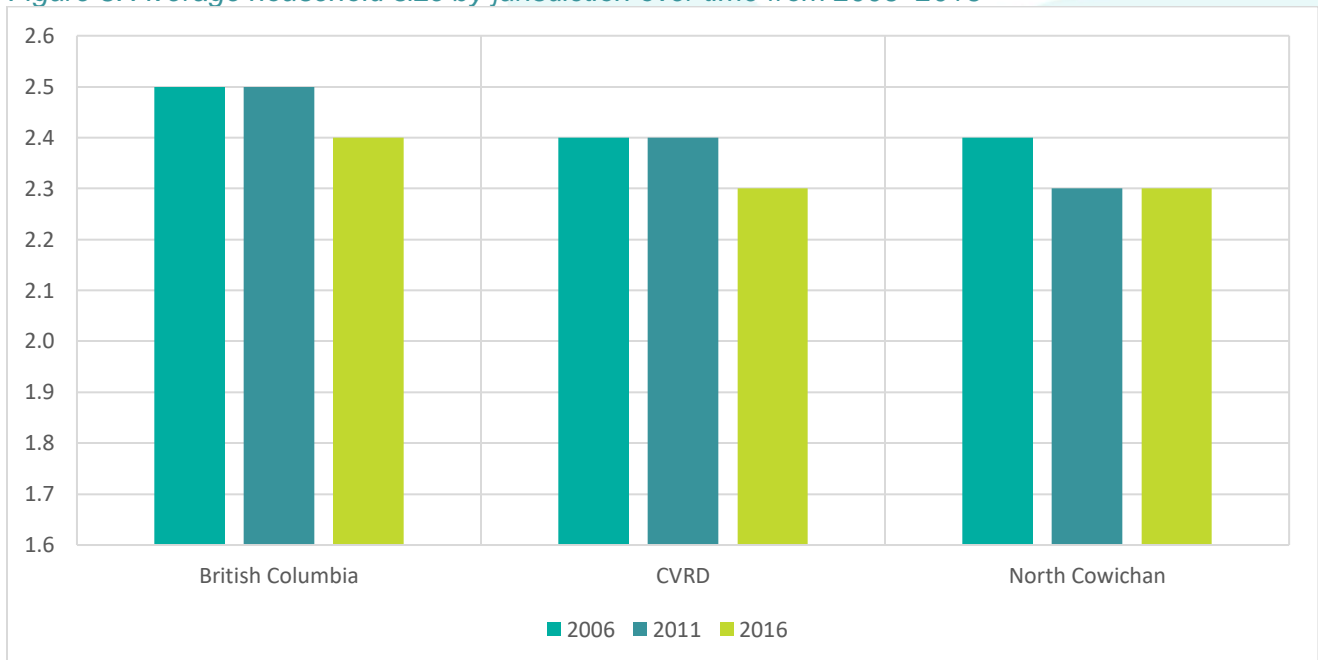
Table 8: Distribution of households by number of persons in 2011

	1 person	2 persons	3 persons	4 persons	5+ persons	Average household size
British Columbia	28%	35%	15%	14%	8%	2.5
CVRD	26%	41%	14%	12%	7%	2.4
North Cowichan	26%	41%	14%	12%	7%	2.3

Table 9: Distribution of households by number of persons in 2016

	1 person	2 persons	3 persons	4 persons	5+ persons	Average household size
British Columbia	29%	35%	15%	13%	8%	2.4
CVRD	27%	42%	13%	11%	6%	2.3
North Cowichan	28%	42%	13%	11%	6%	2.3

Figure 3: Average household size by jurisdiction over time from 2006–2016



Tenure

Table 10: Share of households renting between 2006 and 2016

	2006	2011	2016
British Columbia	30%	30%	32%
CVRD	20%	19%	22%
North Cowichan	22%	22%	25%

Figure 4: Share of households renting from 2006–2016

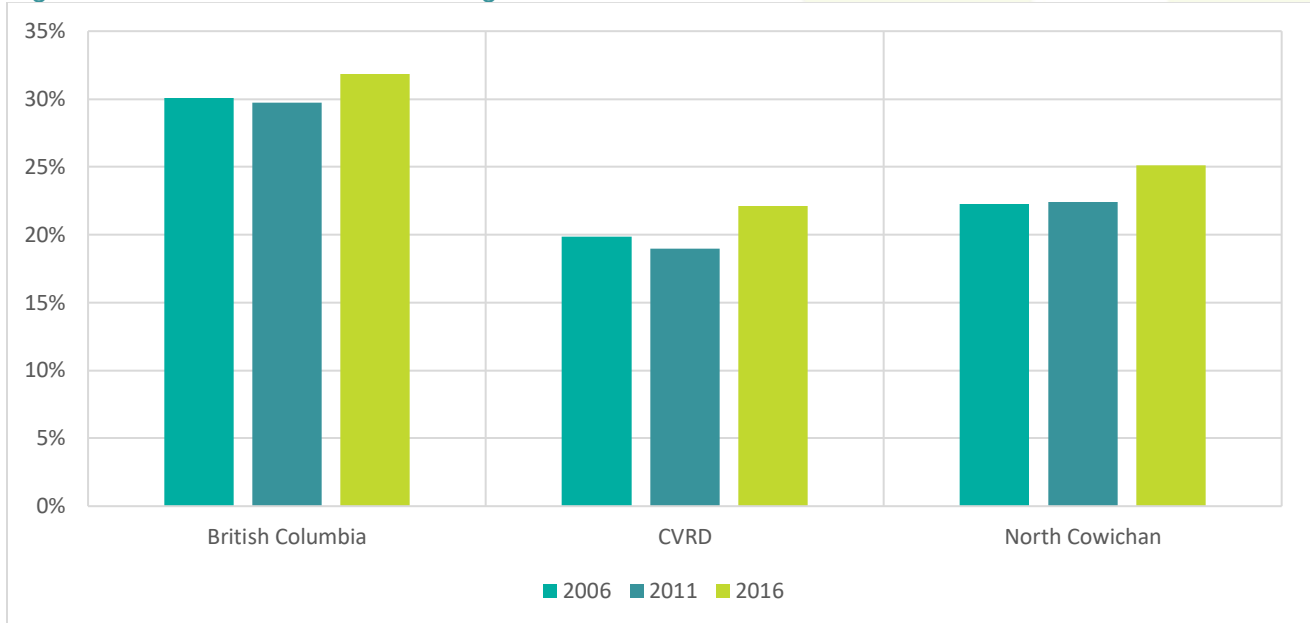
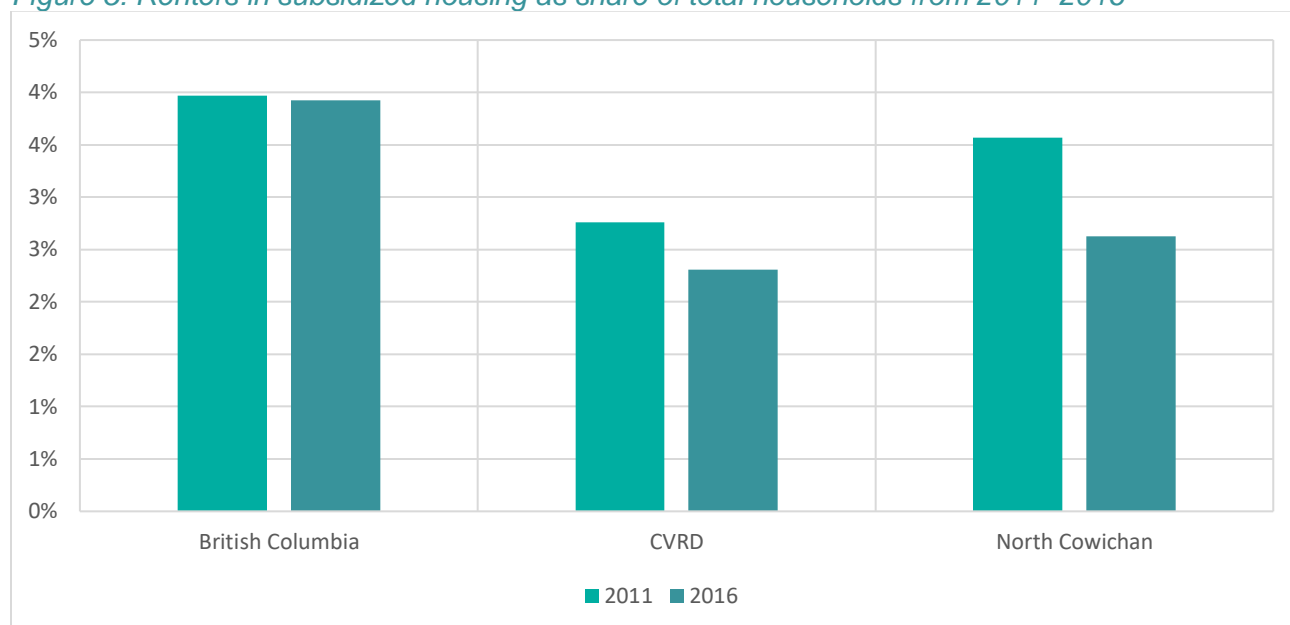


Table 11: Renters in subsidized housing as share of total households from 2011–2016

	2011	2016
British Columbia	4%	4%
CVRD	3%	2%
North Cowichan	4%	3%

Figure 5: Renters in subsidized housing as share of total households from 2011–2016



Transportation

Table 12: Annual rides and trips by bus route in the CVRD in 2019ⁱⁱ. Bolded routes serve North Cowichan.

Route Number and Name	Rides	Trips
Conventional Routes		
2: Mt. Prevost/Commons	72,081	9,774
3: Quamichan/Commons	24,370	4,996
4: Maple Bay	25,126	5,274
5: Eagle Heights	12,414	1,674
6: Chemainus/Crofton	38,048	4,584
7: Lake Cowichan	52,337	7,993
8: Mill Bay (Telegraph)	29,079	2,292
9: Mill Bay (Shawnigan Lake)	29,340	1,961
20: Youbou	3,641	2,305
21: Honeymoon Bay	567	2,026
31: Ladysmith/Alderwood	4,203	2,028
34: Ladysmith/Chemainus	7,099	1,352
36: Ladysmith/Duncan	7,007	2,189
Commuter Routes		
66: Duncan/Victoria	55,302	XX ⁱⁱⁱ
99: Shawnigan Lake/Victoria	22,386	XX ⁱⁱⁱ
44: Saturday (Duncan/Victoria)	3,922	XX ⁱⁱⁱ

INCOME AND ECONOMY

Household Income

Table 13: Share of households by annual income in 2006

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	3%	2%	3%	5%	5%	4%	5%	5%	5%	4%	8%	7%	7%	6%	5%	10%	6%	6%	4%	\$62,372
CVRD	2%	2%	3%	5%	5%	5%	5%	5%	5%	4%	9%	8%	8%	7%	6%	9%	6%	5%	3%	\$60,430
North Cowichan	1%	2%	3%	5%	5%	5%	4%	5%	5%	4%	9%	9%	8%	7%	5%	10%	6%	5%	3%	\$61,374

Table 14: Share of households by annual income in 2011

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	3%	2%	3%	5%	4%	4%	4%	4%	4%	4%	8%	7%	6%	6%	5%	10%	7%	7%	5%	\$65,555
CVRD	2%	2%	3%	4%	6%	4%	6%	5%	5%	4%	8%	7%	7%	7%	6%	10%	6%	5%	3%	\$61,347
North Cowichan	2%	2%	3%	4%	6%	4%	6%	6%	5%	4%	8%	7%	7%	7%	5%	10%	6%	4%	4%	\$60,843

Table 15: Share of households by annual income in 2016

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	2%	1%	3%	4%	4%	4%	4%	4%	4%	4%	8%	7%	7%	6%	5%	11%	7%	8%	6%	\$69,979
CVRD	1%	1%	3%	4%	5%	4%	5%	5%	5%	4%	8%	8%	7%	7%	5%	11%	7%	7%	4%	\$65,078
North Cowichan	1%	2%	3%	4%	5%	4%	5%	5%	5%	5%	8%	8%	6%	7%	5%	11%	7%	6%	4%	\$63,879

Figure 6: Median annual household income from 2006–2016

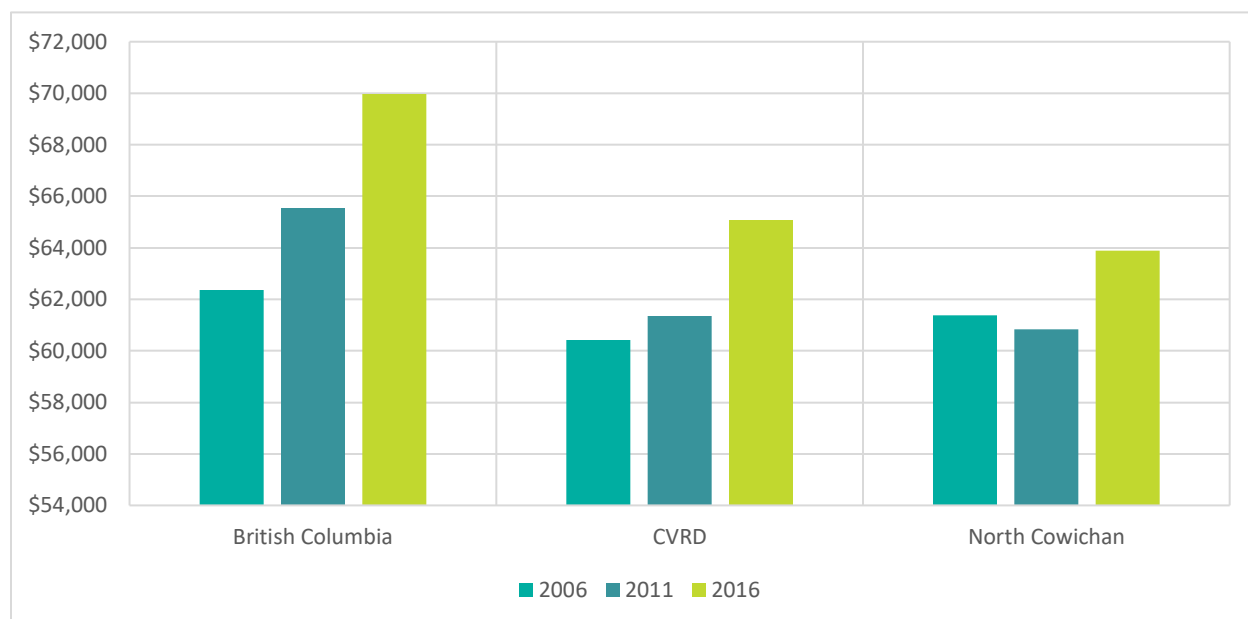


Table 16: Median real annual household income (constant 2019 dollars)^{iv} from 2006–2016

	2006	2011	2016
North Cowichan	\$75,816	\$73,939	\$75,125

Figure 7: Median real annual household income (constant 2019 dollars)^v from 2006–2016

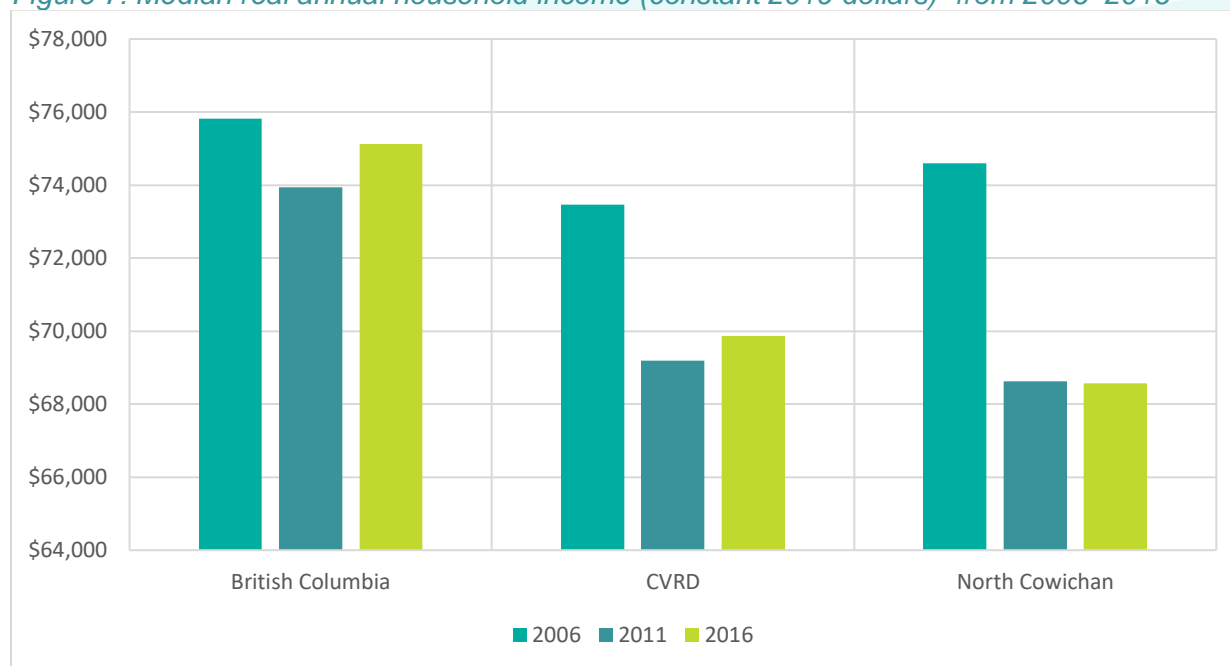


Table 17: Share of owner households by annual income in 2006

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	2%	1%	2%	3%	3%	3%	4%	4%	4%	4%	8%	8%	7%	7%	6%	12%	8%	8%	6%	\$75,243
CVRD	2%	1%	2%	3%	4%	5%	4%	4%	5%	4%	9%	8%	9%	8%	6%	11%	7%	6%	3%	\$68,945
North Cowichan	1%	1%	1%	3%	3%	4%	3%	4%	4%	4%	9%	9%	9%	8%	6%	12%	7%	6%	3%	\$71,619

Table 18: Share of owner households by annual income in 2011

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	2%	1%	2%	3%	3%	3%	4%	4%	4%	4%	7%	7%	7%	7%	6%	12%	8%	9%	7%	\$78,302
CVRD	2%	1%	2%	3%	4%	3%	5%	4%	5%	4%	8%	7%	8%	8%	6%	12%	8%	6%	4%	\$71,401
North Cowichan	1%	1%	1%	3%	3%	3%	4%	5%	4%	4%	8%	8%	8%	8%	6%	12%	8%	5%	5%	\$73,064

Table 19: Share of owner households by annual income in 2016

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	1%	1%	1%	2%	3%	3%	3%	4%	4%	4%	7%	7%	7%	6%	6%	12%	9%	10%	9%	\$84,333
CVRD	1%	1%	1%	3%	3%	3%	4%	4%	5%	4%	8%	8%	7%	7%	6%	13%	8%	8%	5%	\$75,408
North Cowichan	0%	1%	1%	3%	4%	3%	4%	4%	5%	5%	8%	8%	7%	8%	5%	13%	9%	7%	5%	\$75,169

Figure 8: Median annual household income among owner households from 2006–2016

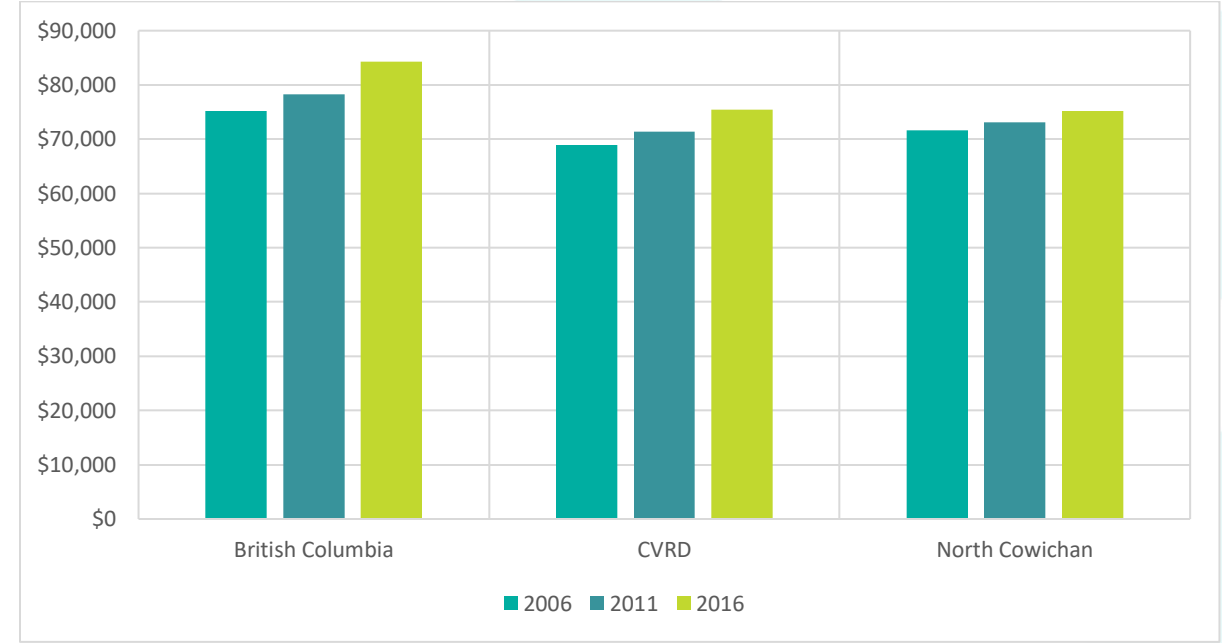


Table 20: Share of renter households by annual income in 2006

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	5%	4%	7%	9%	8%	6%	6%	6%	6%	5%	9%	7%	6%	4%	3%	5%	2%	2%	1%	\$39,548
CVRD	3%	4%	9%	12%	10%	7%	8%	6%	5%	5%	8%	6%	5%	3%	2%	3%	1%	1%	0%	\$32,407
North Cowichan	3%	6%	9%	13%	11%	8%	9%	7%	5%	4%	7%	7%	3%	3%	1%	2%	1%	2%	0%	\$30,995

Table 21: Share of renter households by annual income in 2011

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	6%	3%	6%	8%	7%	6%	6%	6%	5%	5%	8%	7%	6%	5%	3%	6%	3%	3%	2%	\$41,975
CVRD	5%	4%	9%	8%	11%	7%	10%	8%	6%	4%	8%	4%	4%	3%	3%	3%	1%	1%	0%	\$33,373
North Cowichan	6%	4%	9%	9%	13%	7%	10%	8%	5%	4%	8%	3%	3%	3%	2%	3%	1%	0%	0%	\$30,525

Table 22: Share of renter households by annual income in 2016

	\$0 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$14,999	\$15,000 - \$19,999	\$20,000 - \$24,999	\$25,000 - \$29,999	\$30,000 - \$34,999	\$35,000 - \$39,999	\$40,000 - \$44,999	\$45,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,000	\$100,000 - \$124,999	\$125,000 - \$149,000	\$150,000 - \$199,999	\$200,000+	Median household income
British Columbia	4%	3%	6%	8%	7%	6%	6%	5%	5%	5%	9%	7%	6%	5%	4%	7%	4%	3%	2%	\$45,848
CVRD	2%	3%	7%	10%	10%	7%	6%	6%	6%	5%	8%	7%	6%	4%	3%	4%	2%	1%	1%	\$38,406
North Cowichan	2%	3%	8%	9%	10%	7%	7%	6%	6%	6%	9%	8%	5%	4%	2%	4%	2%	2%	0%	\$39,268

Figure 9: Median annual household income among renter households from 2006–2016

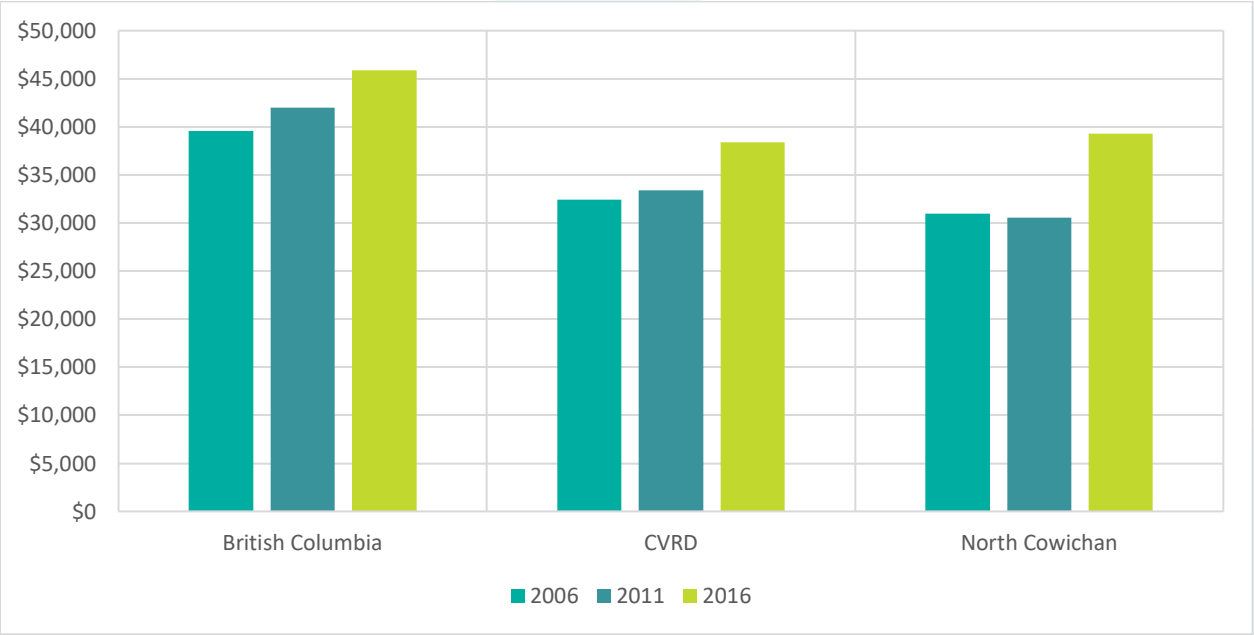
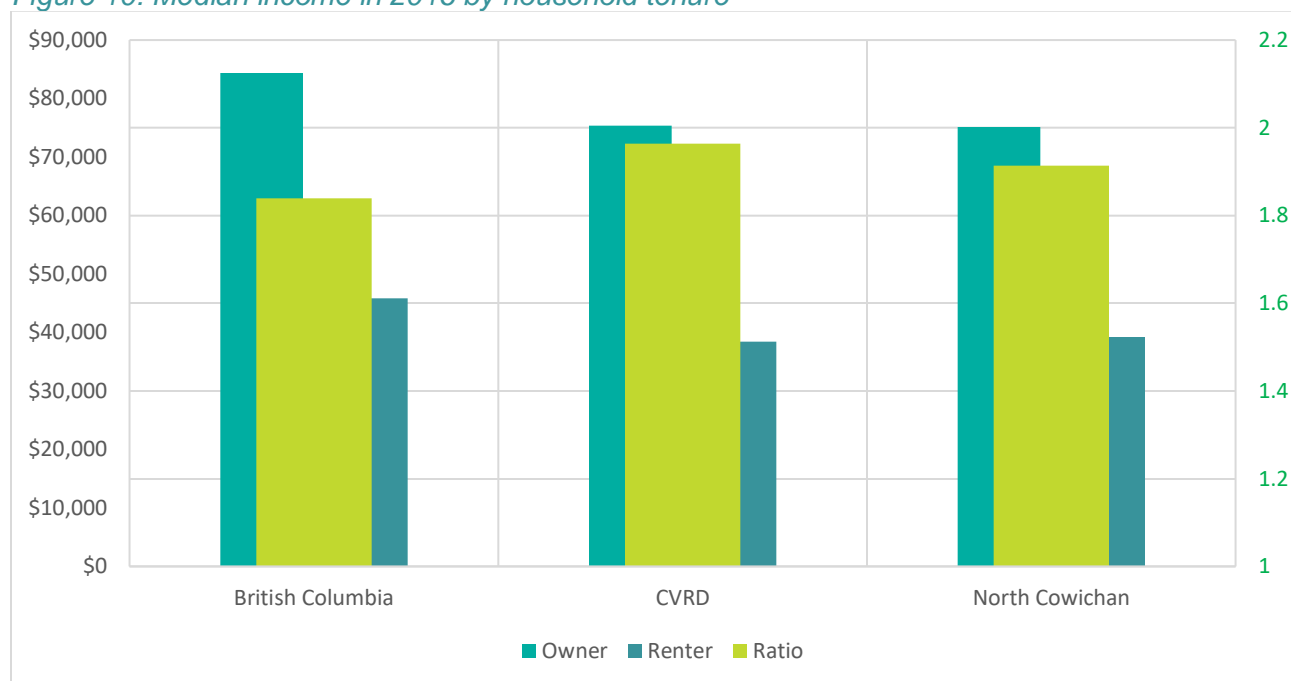


Figure 10: Median income in 2016 by household tenure



Employment

Table 23: Labour force (employed or unemployed but seeking employment) from 2006–2016

	2006	2011	2016
British Columbia	2,217,080	2,354,245	2,471,665
CVRD	37,690	39,025	39,945
North Cowichan	13,520	13,905	14,155

Table 24: Participation rate (labour force as share of working-age population) from 2006–2016

	2006	2011	2016
British Columbia	65.7%	64.6%	63.9%
CVRD	60.2%	58.7%	57.4%
North Cowichan	60.1%	58.3%	57.3%

Figure 11: Participation rate over time from 2006–2016

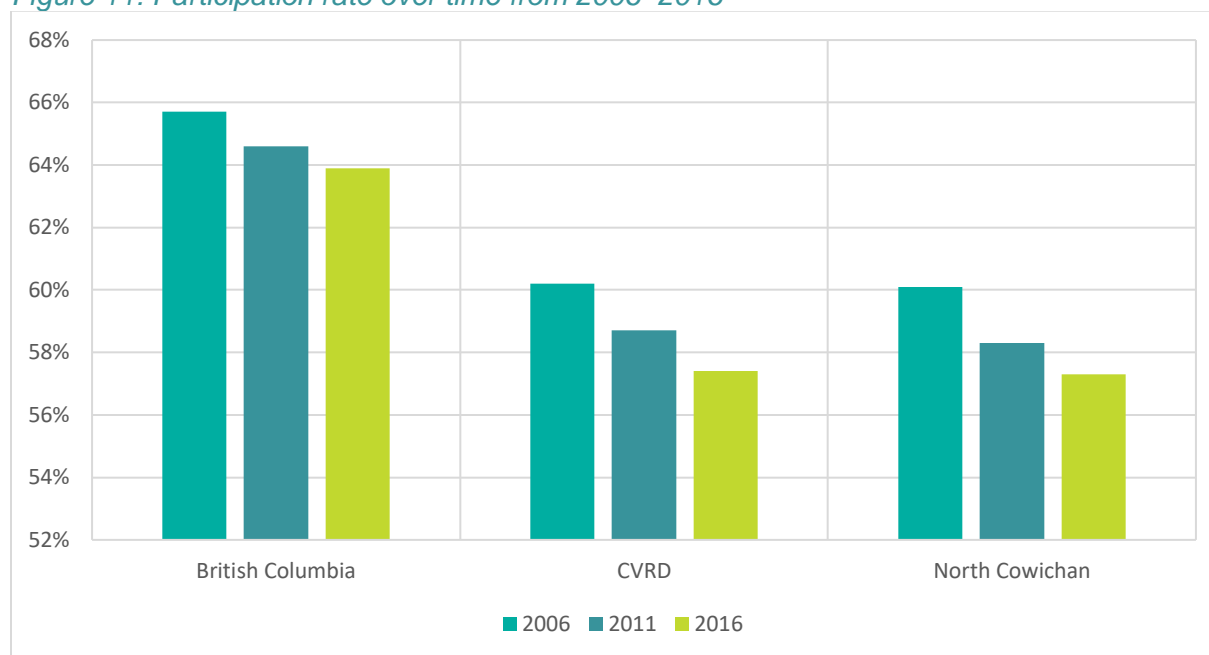
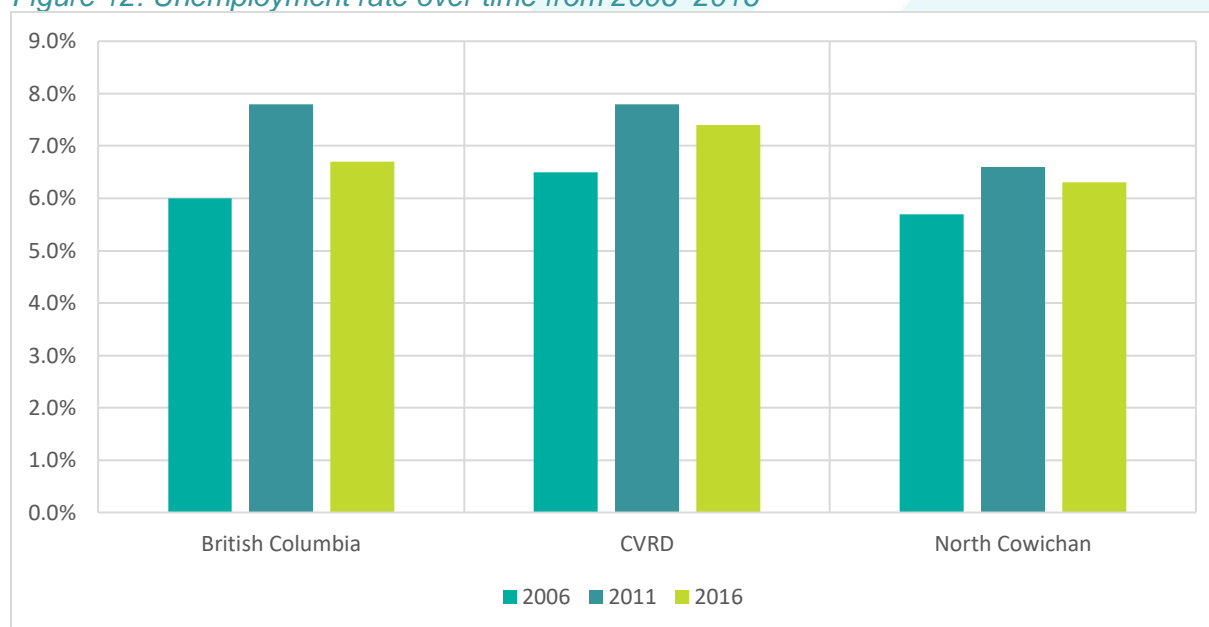


Table 25: Unemployment rate (share of labour force unemployed) from 2006–2016

	2006	2011	2016
British Columbia	6.0%	7.8%	6.7%
CVRD	6.5%	7.8%	7.4%
North Cowichan	5.7%	6.6%	6.3%

Figure 12: Unemployment rate over time from 2006–2016



Industry

Table 26: Share of labour force by industry sector in 2006

	Agriculture, forestry, fishing & hunting	Mining, quarrying, oil & gas	Utilities	Construction	Manufacturing	Wholesale trade	Retail trade	Transportation & warehouse	Information & cultural services	Finance & insurance	Real estate, rental & leasing	Professional, scientific & technical services	Management	Administrative, support, waste management & remediation services	Educational services	Health care & social assistance	Arts, entertainment and recreation	Accommodation & food services	Other services	Public administration	NA
British Columbia	3%	1%	1%	7%	9%	4%	11%	5%	3%	4%	2%	7%	0%	4%	7%	10%	2%	8%	5%	5%	1%
CVRD	6%	0%	0%	9%	9%	2%	13%	3%	1%	3%	2%	4%	0%	4%	7%	11%	2%	8%	5%	7%	2%
North Cowichan	7%	0%	0%	7%	10%	3%	15%	3%	1%	3%	2%	4%	0%	3%	6%	12%	2%	8%	5%	5%	1%

Table 27: Share of labour force by industry sector in 2011

	Agriculture, forestry, fishing & hunting	Mining, quarrying, oil & gas	Utilities	Construction	Manufacturing	Wholesale trade	Retail trade	Transportation & warehouse	Information & cultural services	Finance & insurance	Real estate, rental & leasing	Professional, scientific & technical services	Management	Administrative, support, waste management & remediation services	Educational services	Health care & social assistance	Arts, entertainment and recreation	Accommodation & food services	Other services	Public administration	NA
British Columbia	3%	1%	1%	8%	6%	4%	11%	5%	3%	4%	2%	8%	0%	4%	7%	11%	2%	8%	5%	6%	2%
CVRD	5%	1%	0%	10%	7%	2%	13%	4%	1%	3%	2%	5%	0%	4%	7%	12%	2%	7%	5%	8%	2%
North Cowichan	5%	1%	0%	7%	8%	2%	14%	3%	1%	3%	2%	5%	0%	4%	7%	14%	3%	7%	6%	6%	2%

Table 28: Share of labour force by industry sector in 2016

	Agriculture, forestry, fishing & hunting	Mining, quarrying, oil & gas	Utilities	Construction	Manufacturing	Wholesale trade	Retail trade	Transportation & warehouse	Information & cultural services	Finance & insurance	Real estate, rental & leasing	Professional, scientific & technical services	Management	Administrative, support, waste management & remediation services	Educational services	Health care & social assistance	Arts, entertainment and recreation	Accommodation & food services	Other services	Public administration	NA
British Columbia	3%	1%	1%	8%	6%	3%	11%	5%	3%	4%	2%	8%	0%	4%	7%	11%	2%	8%	5%	5%	2%
CVRD	5%	1%	0%	10%	7%	2%	13%	4%	1%	3%	2%	6%	0%	5%	7%	12%	2%	7%	5%	7%	2%
North Cowichan	5%	1%	1%	9%	9%	2%	13%	3%	1%	3%	2%	5%	0%	5%	6%	14%	2%	8%	5%	5%	2%

HOUSING PROFILE

Dwelling Types

Table 29: Housing units by jurisdiction over time from 2006-2016

	2006	2011	2016	2011–2016 growth	2006–2016 growth
British Columbia	1,643,150	1,764,635	1,881,965	7%	15%
CVRD	31,260	33,165	35,275	6%	13%
North Cowichan	11,295	12,055	12,770	6%	13%

Figure 13: Five-year growth and ten-year housing supply growth by jurisdiction from 2006–2016

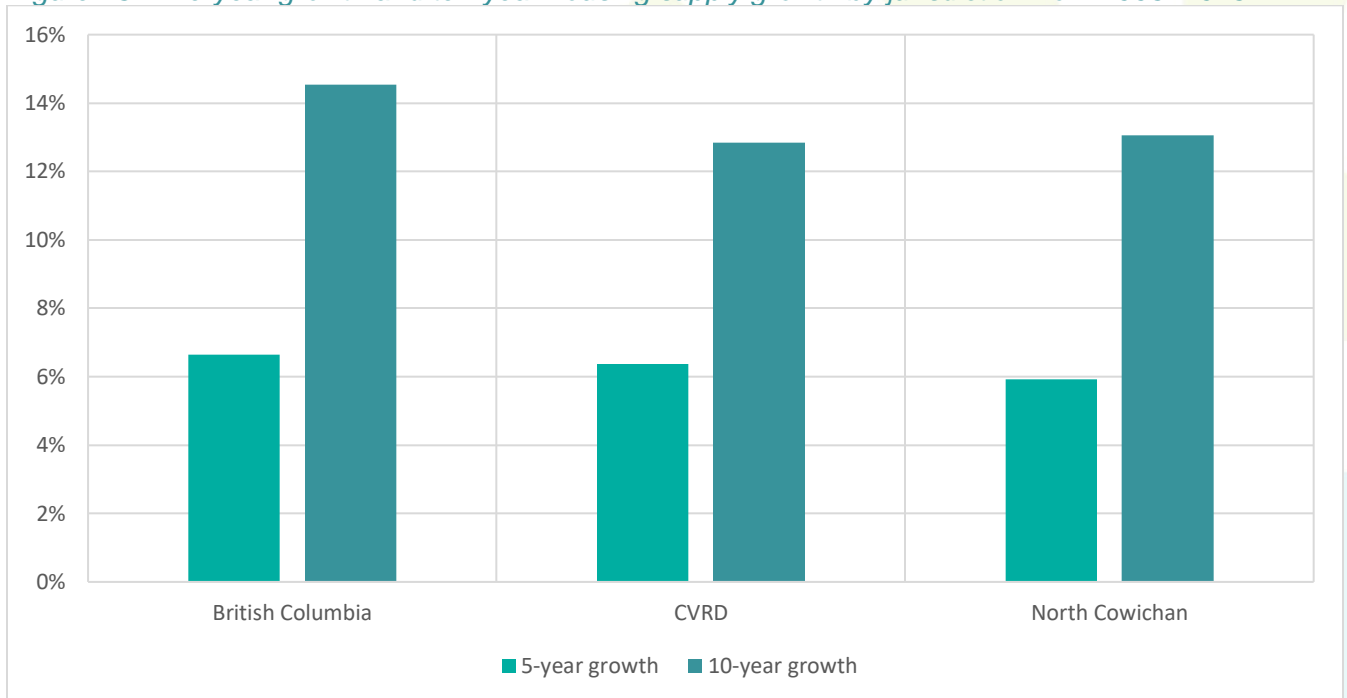


Table 30: Share of total housing units by type in 2006

	Single-detached	Semi-detached	Other single attached	Row house	Apartment in duplex	Apartment (1–4 storeys)	Apartment (5+ storeys)	Movable dwelling
British Columbia	49%	3%	0%	7%	10%	21%	7%	3%
CVRD	74%	4%	0%	4%	3%	10%	0%	4%
North Cowichan	66%	6%	0%	7%	4%	14%	0%	3%

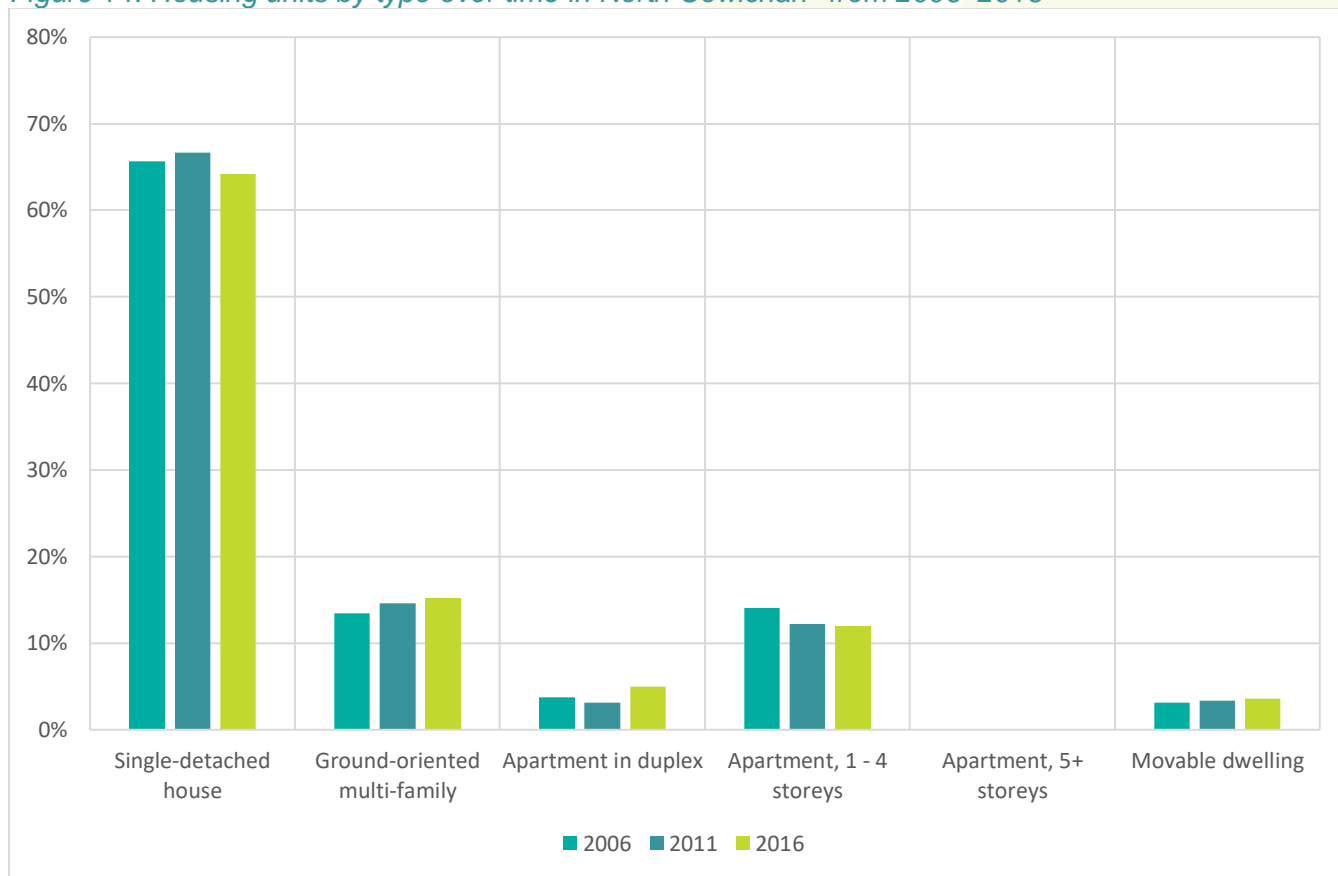
Table 31: Share of total housing units by type in 2011

	Single-detached	Semi-detached	Other single attached	Row house	Apartment in duplex	Apartment (1–4 storeys)	Apartment (5+ storeys)	Movable dwelling
British Columbia	48%	3%	0%	8%	10%	20%	8%	3%
CVRD	76%	4%	0%	5%	2%	9%	0%	4%
North Cowichan	67%	7%	0%	7%	3%	12%	0%	3%

Table 32: Share of total housing units by type in 2016

	Single-detached	Semi-detached	Other single attached	Row house	Apartment in duplex	Apartment (1–4 storeys)	Apartment (5+ storeys)	Movable dwelling
British Columbia	44%	3%	0%	8%	12%	20%	9%	3%
CVRD	73%	4%	0%	5%	3%	9%	0%	5%
North Cowichan	64%	7%	1%	7%	5%	12%	0%	4%

Figure 14: Housing units by type over time in North Cowichan^{vi} from 2006–2016

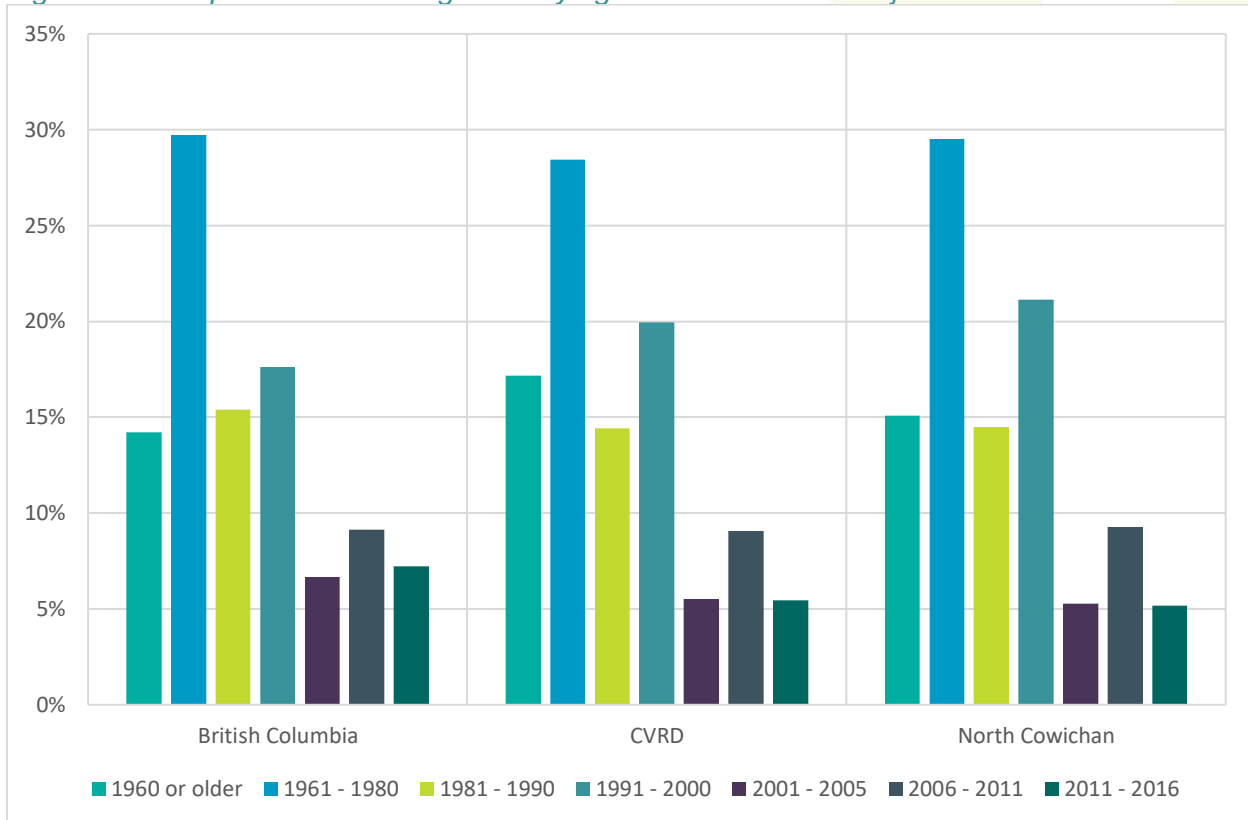


Dwelling Age

Table 33: Share of dwellings by year of construction in 2016

	1960 or earlier	1961–1980	1981–1990	1991–2000	2001–2005	2006–2010	2011–2016
British Columbia	14%	30%	15%	18%	7%	9%	7%
CVRD	17%	28%	14%	20%	6%	9%	5%
North Cowichan	15%	30%	14%	21%	5%	9%	5%

Figure 15: Composition of housing stock by age of construction and jurisdiction in 2016



Bedroom Number

Table 34: Share of housing units by bedroom count in 2006

	No bedrooms	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
British Columbia	4%	16%	26%	29%	25%
CVRD	1%	9%	28%	39%	23%
North Cowichan	1%	10%	26%	38%	25%

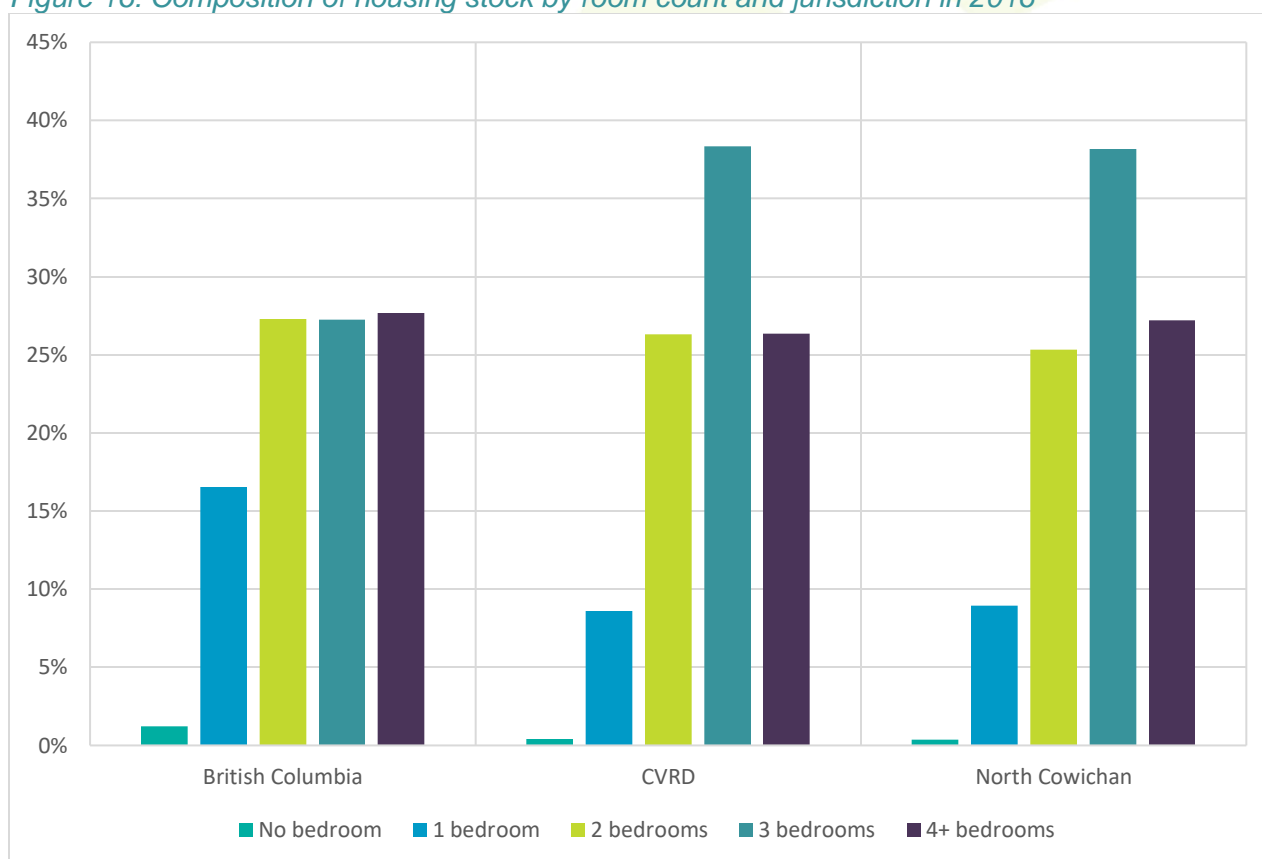
Table 35: Share of housing units by bedroom count in 2011

	No bedrooms	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
British Columbia	2%	16%	27%	28%	27%
CVRD	0%	8%	26%	40%	26%
North Cowichan	0%	8%	24%	42%	26%

Table 36: Share of housing units by bedroom count in 2016

	No bedrooms	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
British Columbia	1%	17%	27%	27%	28%
CVRD	0%	9%	26%	38%	26%
North Cowichan	0%	9%	25%	38%	27%

Figure 16: Composition of housing stock by room count and jurisdiction in 2016



Non-Market Housing

Table 37: Number of units under BC Housing Administration by Service Allocation Group in 2020

		North Cowichan	CVRD
Emergency shelter & housing for the homeless	Homeless housed	24	24
	Homeless rent supplements	0	55
	Homeless shelters	15	15
	SUBTOTAL	39	94
Transitional supported & assisted living	Frail seniors	16	118
	Special needs	38	47
	Women and children fleeing violence	0	10
	SUBTOTAL	54	175
Independent social housing	Low income families	100	136
	Low income seniors	58	273
	SUBTOTAL	158	409
Rent assistance in private market	Rent assistance for families	84	188
	Rent assistance for seniors	216	466
	SUBTOTAL	300	654
TOTAL		551	1,332

Market Rental Housing

Table 38: Number of renter households in the CVRD and North Cowichan from 2006–2016

	2006	2011	2016
CVRD	6,210	6,290	7,805
North Cowichan	2,510	2,705	3,210

Table 39: Households by renter household income quartile and bedrooms in North Cowichan in 2016

Quartile	Income range	Average income	Studio	1-br	2-br	3-br	4-br	TOTAL
Q1	Up to \$18,142	\$12,968		200	65			270
Q2	\$18,142 - \$27,411	\$22,137		105	120	40		270
Q3	\$27,411 - \$46,491	\$35,122		65	145	55		275
Q4	\$46,491+	\$78,146		60	120	65		270
TOTAL				435	450	175		1,080

Table 40: Average rent^{xviii} by renter household income quartile and bedrooms in North Cowichan in 2016

Quartile	Income range	Average income	Studio	1-br	2-br	3-br	4-br	TOTAL
Q1	Up to \$18,142	\$12,968		\$566	\$800			\$634
Q2	\$18,142 - \$27,411	\$22,137		\$726	\$809	\$937		\$788
Q3	\$27,411 - \$46,491	\$35,122		\$725	\$870	\$1,107		\$883
Q4	\$46,491+	\$78,146		\$793	\$911	\$1,250		\$1,016
TOTAL				\$661	\$855	\$1,125		\$830

Table 41 Share of income spent on rent and utilities in North Cowichan in 2016

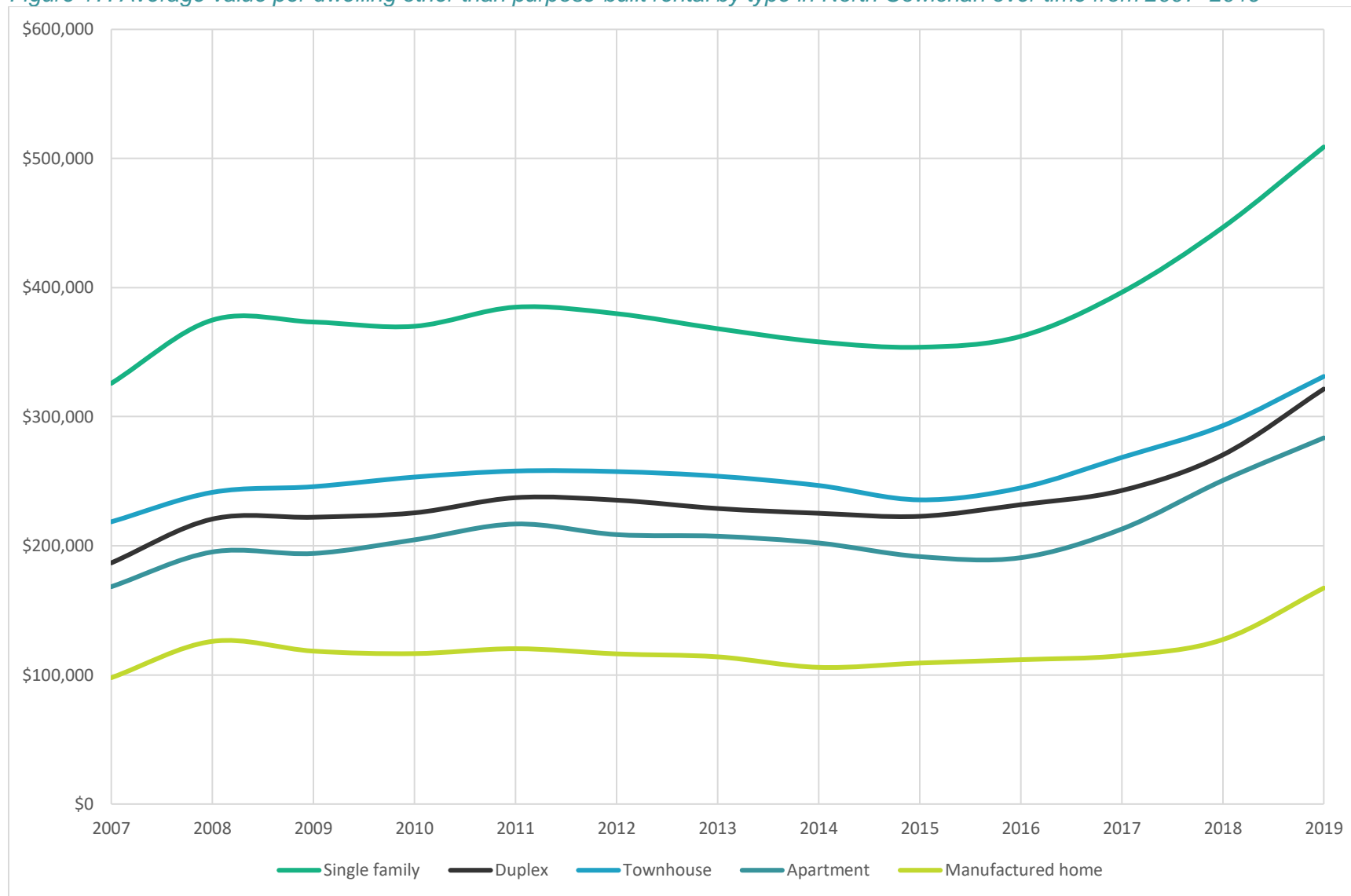
Quartile	Income range	Average income	Studio	1-br	2-br	3-br	4-br	TOTAL
Q1	Up to \$18,142	\$12,968		52%	75%			59%
Q2	\$18,142 - \$27,411	\$22,137		41%	44%	46%		43%
Q3	\$27,411 - \$46,491	\$35,122		25%	30%	36%		30%
Q4	\$46,491+	\$78,146		12%	15%	18%		16%
TOTAL				29%	27%	26%		27%

Market Ownership Housing

Table 42: Average value per dwelling unit by type in North Cowichan from 2007–2019

Year	Single-detached	Duplex	Townhouse	Apartments	Manufactured homes
2007	\$325,809	\$186,762	\$218,590	\$168,309	\$97,825
2008	\$374,816	\$220,709	\$241,400	\$195,219	\$125,976
2009	\$373,326	\$222,123	\$245,806	\$194,052	\$118,422
2010	\$370,029	\$225,529	\$253,233	\$204,619	\$116,496
2011	\$384,835	\$237,272	\$257,919	\$216,879	\$120,301
2012	\$379,805	\$235,358	\$257,477	\$208,654	\$116,301
2013	\$368,179	\$228,890	\$253,901	\$207,408	\$114,002
2014	\$357,978	\$225,206	\$246,699	\$202,171	\$105,864
2015	\$353,789	\$222,809	\$235,584	\$191,644	\$109,203
2016	\$362,201	\$231,840	\$244,853	\$190,790	\$111,783
2017	\$396,270	\$242,809	\$268,411	\$212,962	\$114,944
2018	\$446,553	\$270,375	\$293,036	\$250,580	\$127,346
2019	\$508,897	\$321,412	\$331,153	\$283,574	\$167,284

Figure 17: Average value per dwelling other than purpose-built rental by type in North Cowichan over time from 2007–2019



PROJECTIONS

Households Projection

Table 43: Projected households 2019–2025

	2019 (estimate)	2025 (projection)	2019–2025 growth
Cowichan Valley	34,744	39,967	15%
North Cowichan	12,937	14,145	9%

Population Projection

Table 44: Projected population 2019–2025

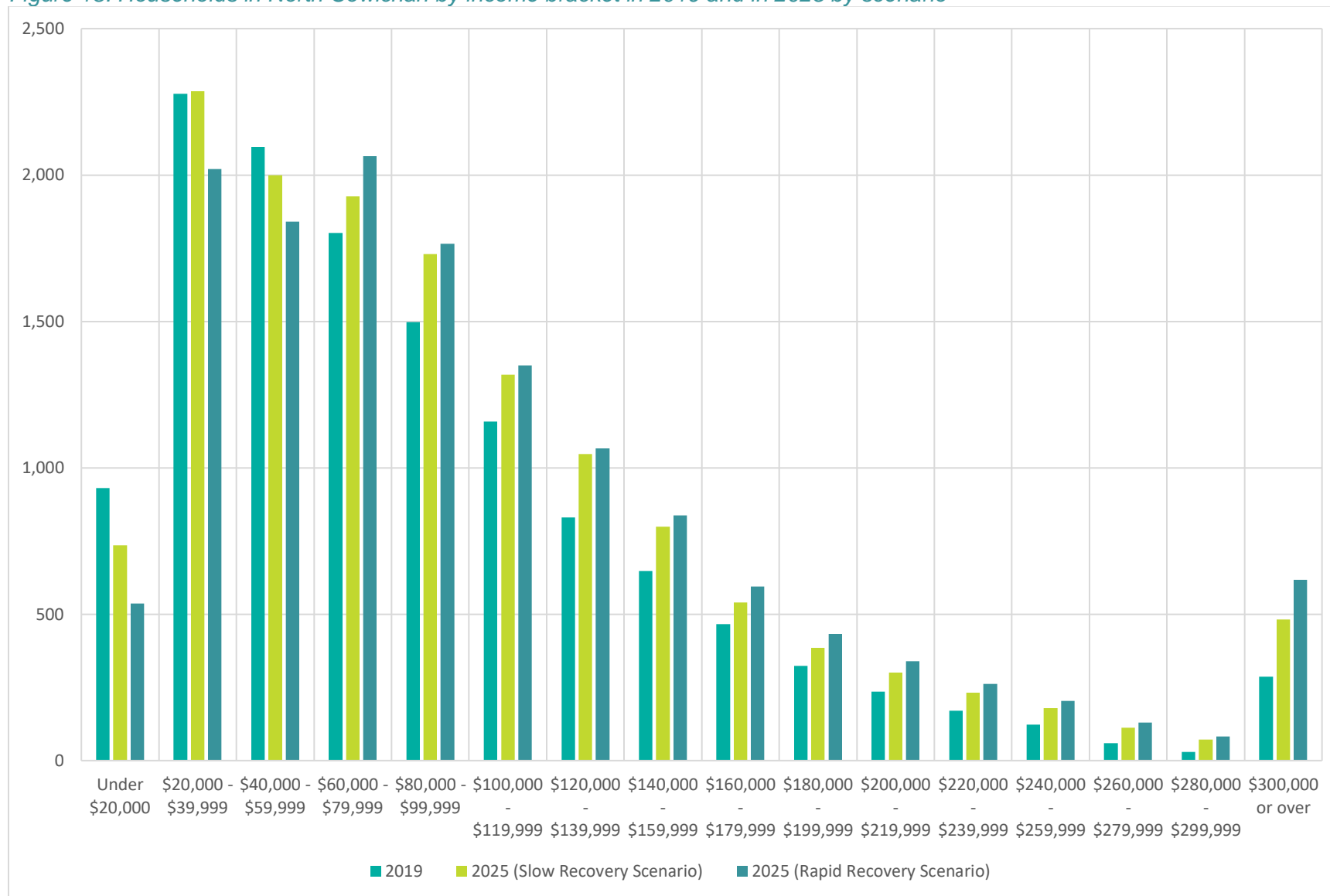
	2019 (estimate)	2025 (projection)	2019–2025 growth
Cowichan Valley	80,404	93,071	16%
North Cowichan	30,014	32,656	9%

Household Income Projection

Table 45: Estimated number of households by income bracket in 2019 and 2025 by scenario

Income bracket	2019	2025 (rapid recovery scenario)	2025 (slow recovery scenario)
Under \$20,000	930	537	735
\$20,000 - \$39,999	2,278	2,020	2,285
\$40,000 - \$59,999	2,096	1,840	1,999
\$60,000 - \$79,999	1,803	2,065	1,928
\$80,000 - \$99,999	1,497	1,766	1,729
\$100,000 - \$124,999	1,401	1,650	1,616
\$125,000 - \$149,999	995	1,309	1,289
\$150,000 - \$199,999	1,032	1,323	1,184
\$200,000 - \$299,999	618	1,016	896
\$300,000 or more	287	618	482
TOTAL	12,937	14,145	14,145

Figure 18: Households in North Cowichan by income bracket in 2019 and in 2025 by scenario



Tenure Projection

Table 46: Share of households renting in 2019 and in 2025 by scenario^{viii}

	2019	2025 (rapid recovery scenario)	2025 (slow recovery scenario)
CVRD	24%	23%	25%
North Cowichan	24%	22%	24%

HOUSING NEEDS

Projection of Housing Need by Number of Bedrooms

Table 47: Housing need by number of bedrooms in North Cowichan in 2019 and 2025

	2019	2025
1 bedroom	8,471	9,480
2 bedrooms	1,823	2,024
3+ bedrooms	2,643	2,641
TOTAL	12,937	14,145

Market Rental Housing

Table 48: Rental rates in North Cowichan in 2019

Share of rental units below this rate	Housing costs
10%	\$879
20%	\$923
30%	\$978
40%	\$1,046
50%	\$1,127
60%	\$1,220
70%	\$1,325
80%	\$1,442
90%	\$1,572

Figure 19: Rental rates in North Cowichan in 2019

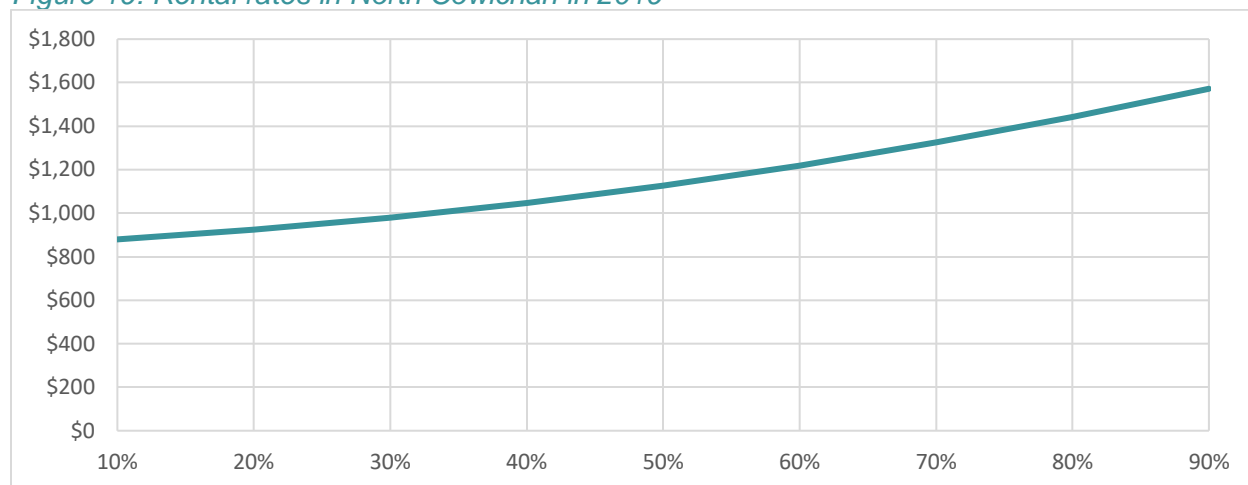


Table 49: Estimated housing costs versus household income for renter households.

Red items indicate that housing costs for this group in this jurisdiction exceed the 30% affordability threshold. Bold items indicate that costs exceed the 50% threshold.

Household income	30% of income	50% of income	Estimated housing costs
\$20,000	\$6,000	\$10,000	\$10,641
\$40,000	\$12,000	\$20,000	\$12,560
\$60,000	\$18,000	\$30,000	\$14,662
\$80,000	\$24,000	\$40,000	\$16,496
\$100,000	\$30,000	\$50,000	\$17,934
\$120,000	\$36,000	\$60,000	\$18,940
\$140,000	\$42,000	\$70,000	\$19,574
\$160,000	\$48,000	\$80,000	\$19,998
\$180,000	\$54,000	\$90,000	\$20,254
\$200,000	\$60,000	\$100,000	\$20,401
\$220,000	\$66,000	\$110,000	\$20,486
\$240,000	\$72,000	\$120,000	\$20,533
\$260,000	\$78,000	\$130,000	\$20,557
\$280,000	\$84,000	\$140,000	\$20,565
\$300,000	\$90,000	\$150,000	\$20,566

Figure 20: Estimated housing costs versus household income for renter households in North Cowichan.

Lines on this graph indicate the estimation of how housing costs increase with increasing income for owner households in each jurisdiction. The 30% affordability threshold is shown in bold black and the 50% threshold in bold red.



Market Ownership

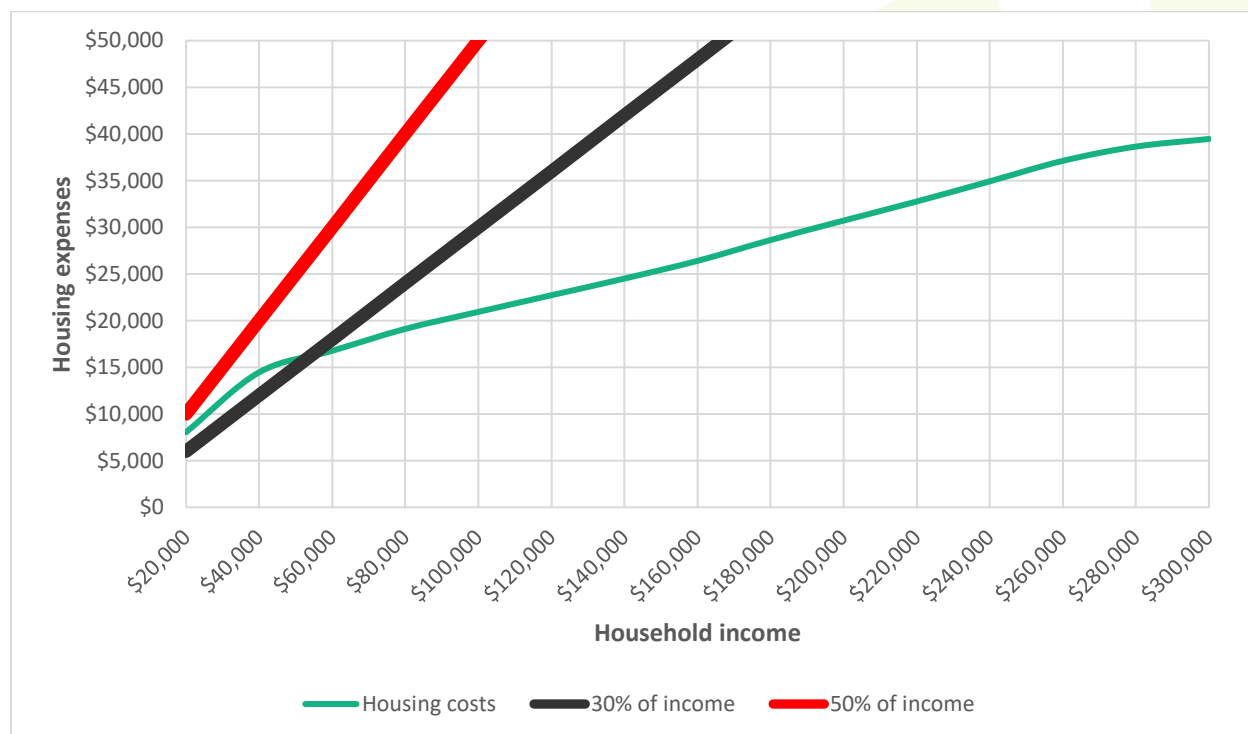
Table 50: Estimated housing costs versus household income for owner households with mortgages.

Red items indicate that housing costs for this group in this jurisdiction exceed the 30% affordability threshold.

Household income	30% of income	50% of income	Estimated housing costs
\$20,000	\$6,000	\$10,000	\$8,042
\$40,000	\$12,000	\$20,000	\$14,460
\$60,000	\$18,000	\$30,000	\$16,767
\$80,000	\$24,000	\$40,000	\$19,111
\$100,000	\$30,000	\$50,000	\$20,934
\$120,000	\$36,000	\$60,000	\$22,720
\$140,000	\$42,000	\$70,000	\$24,506
\$160,000	\$48,000	\$80,000	\$26,404
\$180,000	\$54,000	\$90,000	\$28,636
\$200,000	\$60,000	\$100,000	\$30,720
\$220,000	\$66,000	\$110,000	\$32,766
\$240,000	\$72,000	\$120,000	\$34,924
\$260,000	\$78,000	\$130,000	\$37,120
\$280,000	\$84,000	\$140,000	\$38,645
\$300,000	\$90,000	\$150,000	\$39,464

Figure 21: Estimated housing costs versus household income for owner households with mortgages in North Cowichan.

Lines on this graph indicate the estimation of how housing costs increase with increasing income for owner households in each jurisdiction. The 30% affordability threshold is shown in bold black and the 50% threshold in bold red.

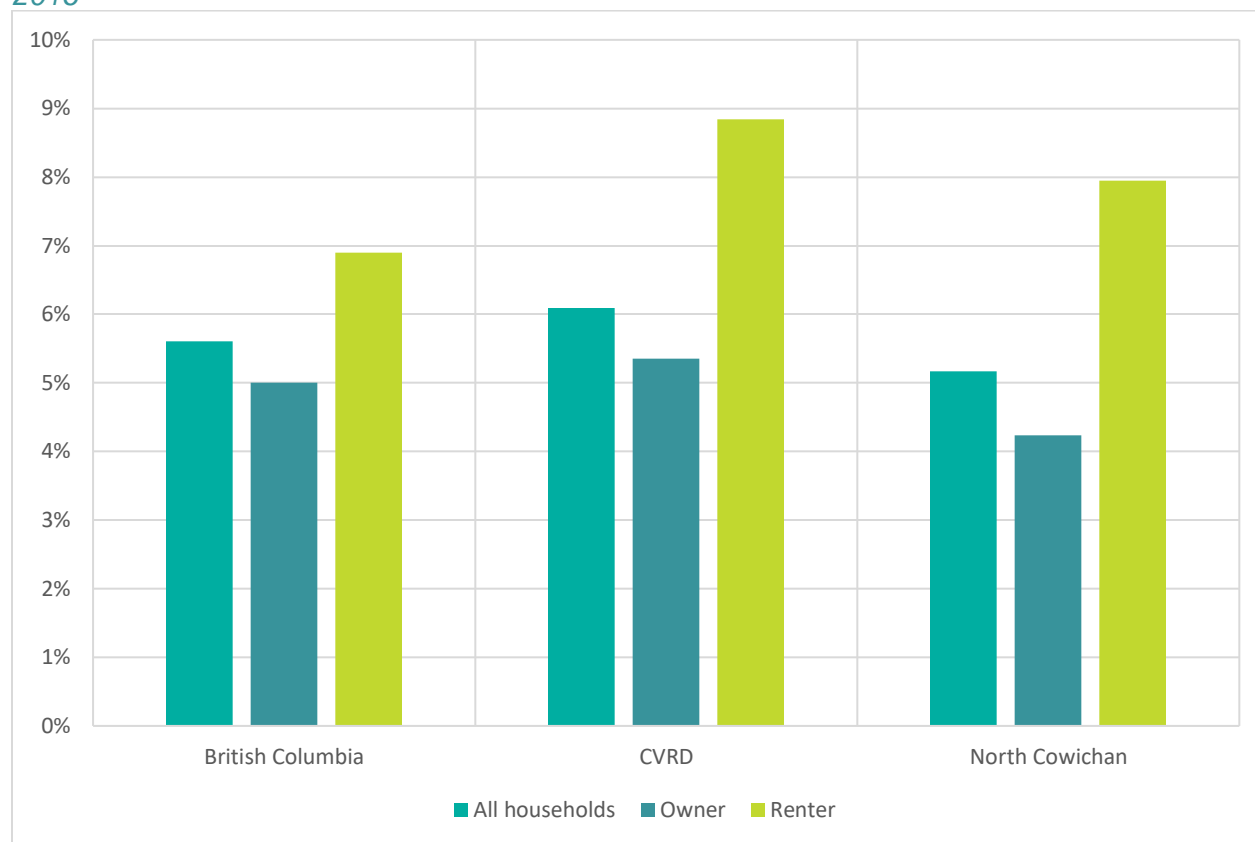


Historic and Current Housing Condition (Adequacy)

Table 51: Share of household by tenure below adequacy standard (major repairs required) from 2006–2016

	Owners			Renters			All households		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
British Columbia	6%	6%	5%	8%	8%	7%	6%	6%	6%
CVRD	6%	5%	5%	12%	9%	9%	7%	6%	6%
North Cowichan	6%	4%	4%	8%	9%	8%	6%	6%	5%

Figure 22: Share of household by tenure below adequacy standard (major repairs required) in 2016

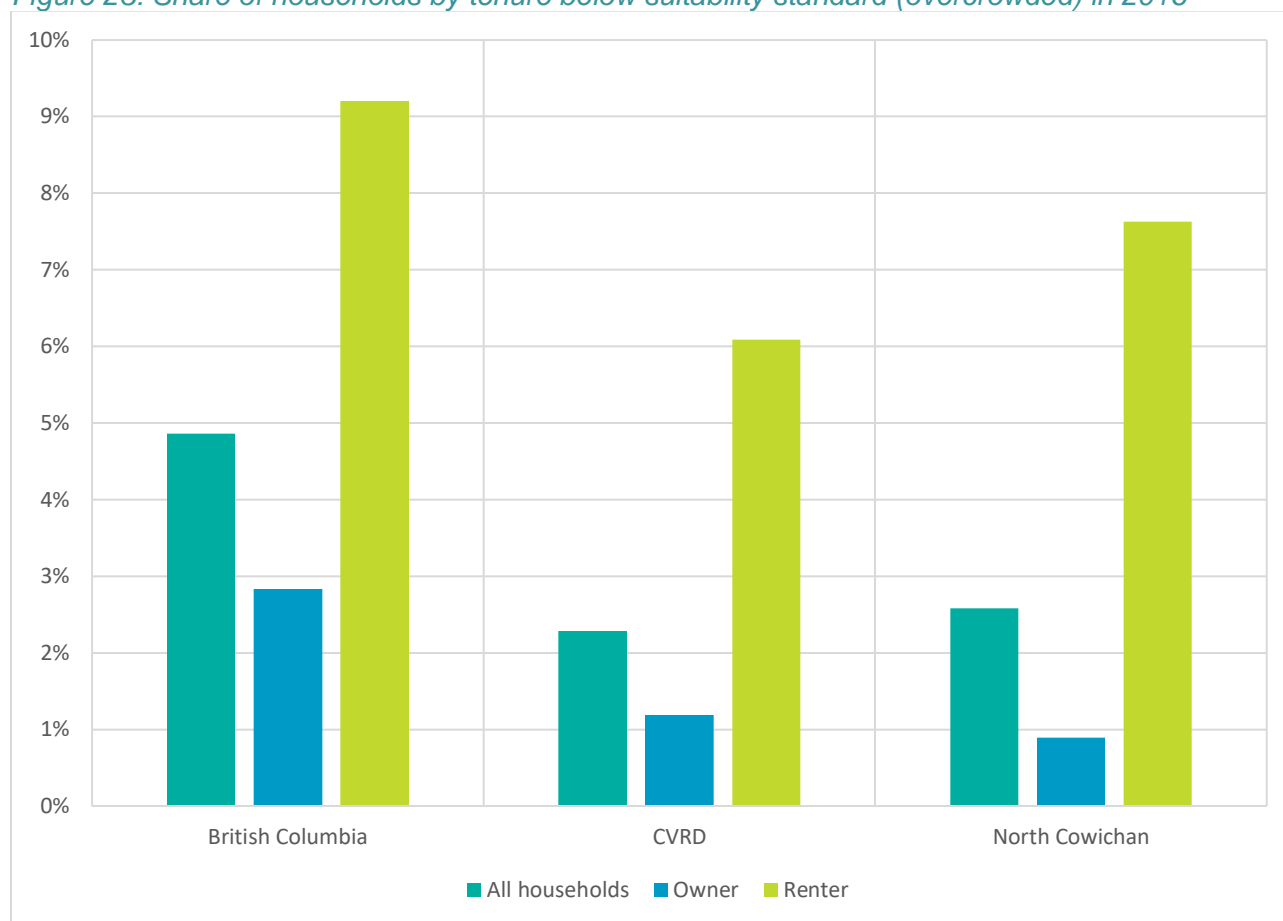


Historic and Current Overcrowding (Suitability)

Table 52: Share of households by tenure below suitability standard (overcrowded) from 2006–2016

	Owners			Renters			All households		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
British Columbia	4%	4%	3%	12%	11%	9%	7%	6%	5%
CVRD	2%	2%	1%	8%	7%	6%	3%	3%	2%
North Cowichan	2%	2%	1%	7%	9%	8%	3%	4%	3%

Figure 23: Share of households by tenure below suitability standard (overcrowded) in 2016

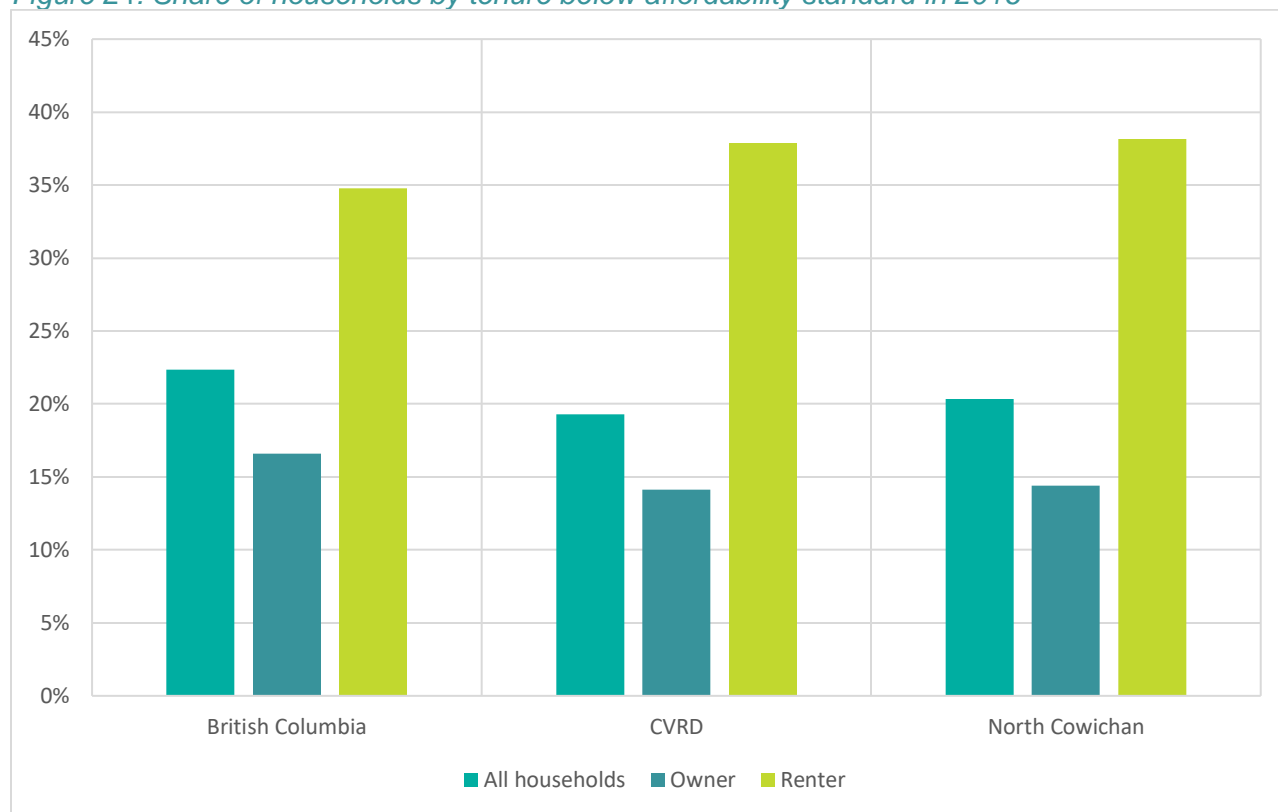


Historic and Current Affordability

Table 53: Share of household by tenure below affordability standard from 2006–2016

	Owners			Renters			All households		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
British Columbia	18%	19%	17%	34%	35%	35%	23%	23%	22%
CVRD	15%	16%	14%	38%	42%	38%	19%	20%	19%
North Cowichan	14%	16%	14%	39%	48%	38%	20%	23%	20%

Figure 24: Share of households by tenure below affordability standard in 2016^x



AFFORDABILITY OF NEW DEVELOPMENT

Financial Analysis Results

Table 54: The most affordable new units by type and jurisdiction in 2020

	Sale price	Monthly rental rate
Single-detached	\$650,000	
Townhouse	\$450,000	\$1,670
Apartment	\$325,000	\$1,195

Table 55: Minimum household income required to purchase or rent a new home by unit type in 2020

	Minimum household income	Share of households
Single-detached for purchase	\$121,000	24%
Townhouse for purchase	\$87,000	41%
Apartment for purchase	\$65,000	55%
Townhouse for rent	\$76,000	48%
Apartment for rent	\$57,000	61%

Table 56: The most affordable new units by type and jurisdiction in 2025

	Sale price	Monthly rental rate
Single-detached	\$746,000	
Townhouse	\$527,000	\$2,040
Apartment	\$368,000	\$1,415

Table 57: Minimum household income required to purchase or rent a new home by unit type in 2025

	Minimum household income	Share of households	
		Rapid recovery	Slow recovery
Single-detached for purchase	\$138,000	26%	23%
Townhouse for purchase	\$100,000	42%	39%
Apartment for purchase	\$73,000	60%	56%
Townhouse for rent	\$91,000	47%	44%
Apartment for rent	\$66,000	64%	60%

i In all cases the remaining share of households consists of homeowners, with the exception of band housing, which makes up 0.2%–0.3% of British Columbia and 0.6%–0.9% of the CVRD. These households fall outside of the thirteen jurisdictions, so owner and renter households make up the entirety of their household populations.

ii Source for passengers and trips from BC Transit's Automatic Passenger Counters, 2019.

iii This data is not available.

iv Source for inflation data: Consumer Price Index. Retrieved from <https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index> on 2020/05/25

v Source for inflation data: Consumer Price Index. Retrieved from <https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index> on 2020/05/25

vi Note that the category "ground-oriented multi-family" includes the Census categories of semi-detached, other single attached and row house.

vii Rent plus utilities.

viii In all cases the remaining share of households consists of homeowners, with the exception of band housing, which makes up 0.2%–0.3% of British Columbia and 0.6%–0.9% of the CVRD. These households fall outside of the 13 jurisdictions, so owner and renter households make up the entirety of their household populations.

ix If housing expenses cost more than 30% of a household's income, that household falls below the affordability standard.

x If housing expenses cost more than 30% of a household's income, that household falls below the affordability standard.

Housing Needs Reports – Summary Form

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: _____

REGIONAL DISTRICT: _____

DATE OF REPORT COMPLETION: _____ (MONTH/YYYY)

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION	Neighbouring municipalities and electoral areas:
	Neighbouring First Nations:

POPULATION	Population: Change since : %		
	Projected population in 5 years: Projected change: %		
	Number of households: Change since : %		
	Projected number of households in 5 years: Projected change: %		
	Average household size:		
	Projected average household size in 5 years:		
	Median age (local):	Median age (RD):	Median age (BC):
	Projected median age in 5 years:		
	Seniors 65+ (local): %	Seniors 65+ (RD): %	Seniors 65+ (BC): %
	Projected seniors 65+ in 5 years: %		
	Owner households: %	Renter households: %	
	Renter households in subsidized housing: %		

INCOME	Median household income	Local	Regional District	BC
	All households	\$	\$	\$
	Renter households	\$	\$	\$
	Owner households	\$	\$	\$

ECONOMY	Participation rate: %	Unemployment rate: %
	Major local industries:	

HOUSING	Median assessed housing values: \$	Median housing sale price: \$
	Median monthly rent: \$	Rental vacancy rate: %
	Housing units - total:	Housing units – subsidized:
	Annual registered new homes - total:	Annual registered new homes - rental:
	Households below <i>affordability</i> standards (spending 30%+ of income on shelter):	%
	Households below <i>adequacy</i> standards (in dwellings requiring major repairs):	%
	Households below <i>suitability</i> standards (in overcrowded dwellings):	%

Briefly summarize the following:

1. Housing policies in local official community plans and regional growth strategies (if applicable):
2. Any community consultation undertaken during development of the housing needs report:
3. Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).
4. Any consultation undertaken with First Nations:

PART 2: KEY FINDINGS

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)		
1 bedroom		
2 bedrooms		
3+ bedrooms		
Total		

Comments:

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Table 3: Households in *Extreme* Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in extreme core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Briefly summarize current and anticipated needs for each of the following:

1. Affordable housing:

2. Rental housing:

3. Special needs housing:

4. Housing for seniors:

5. Housing for families:

6. Shelters for people experiencing homelessness and housing for people at risk of homelessness:

7. Any other population groups with specific housing needs identified in the report:

Were there any other key issues identified through the process of developing your housing needs report?

MUNICIPALITY OF NORTH COWICHAN

SUMMARY FORM ATTACHMENT

This attachment to the Housing Needs Assessment Report Summary Form provides the long-form answers that did not fit within the space available on the form.

Briefly summarize the following:

1. Housing policies in local official community plans and regional growth strategies

The Municipality of North Cowichan Official Community Plan Bylaw No. 3450 addresses housing in North Cowichan.

Section 2.5: Build Strong Communities of the North Cowichan OCP includes *Section 2.5.2 Housing*, which includes four policy directions and policies specific to housing, and *Section 2.5.1 Growth Management*, which includes several policies relevant to housing and development more broadly.

Within the *Housing* section of the North Cowichan OCP, the objectives are to recognize the importance of housing as a fundamental part of community health and liveability, ensure that housing remains affordable for all residents, respect the character of residential neighbourhoods and the surrounding environment, and encourage development of a variety of housing types.

The policies within this section address how the municipality will regulate residential lands and support affordable, rental and special needs housing. Policies include recognizing the need for a variety of housing types integrated into all growth centres, maintaining existing affordable housing, supporting the development of new market and non-market affordable housing, ensuring new development respects the character of the surrounding neighbourhood, encouraging secondary suites and infill housing, encouraging multi-family housing development in commercial areas, encouraging sensitive integration of increased density through multi-unit housing, and recognizing mobile home parks as contributing to affordable housing.

Within the *Growth Management* section of the North Cowichan OCP, the objectives are to direct growth to areas identified as growth centres, encourage the development of a Regional Growth Strategy, and to identify appropriate densities within North Cowichan's growth centres.

Relevant policies include managing growth through the establishment of a firm urban containment boundary, focusing development in growth centres, and recognizing the need to identify and plan for appropriate densities in its growth centres.

2. Any community consultation undertaken during development of the housing needs report

The project team developed a communications and engagement plan to guide public, stakeholder and First Nations engagement in the process. This plan was presented to the Electoral Area Services Committee on July 15, 2020. Given the COVID-19 health context and ministerial order limiting the size of gatherings, public, stakeholder and First Nations engagement on this project was focused on online, phone and virtual engagement activities designed to gather qualitative information on current and future housing needs and opportunities.

Residents from across the CVRD, including all nine electoral areas and four member municipalities, were invited to participate in an online PlaceSpeak questionnaire that ran from September 1 to October 13, 2020. Residents were also invited to participate in a Placelt activity,

where they indicated on a map what kind of housing is needed where and why. Over that time, 251 participants participated in the online questionnaire or Placelt activity including nine who submitted paper copies of the questionnaire.

Advertisements raising awareness of the process and promoting the questionnaire ran from mid-August to mid-October in the following publications:

- Cowichan Valley Citizen
- Shawnigan Focus
- Lake Cowichan Gazette
- Chemainus Valley Courier
- Ladysmith Chronicle
- Valley Voice

The questionnaire was also promoted through the CVRD and member municipality social media accounts (Facebook and Twitter) in a series of posts with accompanying graphics and animations.

The CVRD Housing Needs Assessment webpage (cvr.bc.ca/housingneeds) was the central online hub of information on the project and linked to a PlaceSpeak project page, the online questionnaire and Placelt exercise. This same information was also available on member municipality webpages.

3. Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities and the provincial and federal governments and their agencies)

- Community Cafés: Three virtual Community Cafés were carried out to facilitate discussion about current and future housing needs, separated into the following three themes:
 - Health
 - Youth/families
 - Economy

60 organizations were invited to Community Cafés and 16 organizations participated.

Health authorities, community health organizations and First Nation health organizations were invited to participate on the health-focused Community Café.

Youth-specific organizations, community service organizations, school districts and independent schools were invited to the youth and family-focused event.

Developers, local chambers of commerce, realtors, First Nations, business improvement associations and tourism organizations were invited the economy-focused event.

- Key Stakeholder Interviews: A series of background interviews were conducted with key stakeholders to better understand the current state of housing and trends in market and non-market housing. Stakeholders from 33 organizations were invited to participate including community organizations, housing organizations, housing providers and developers.

4. Any consultation undertaken with First Nations

Letters were mailed to the chiefs and staff of the following nine First Nations formally inviting them

to participate in the process:

- Cowichan Tribes
- Ditidaht First Nation
- Halalt First Nation
- Ts'uubaa-asatx Nation
- Lyackson First Nation
- Malahat Nation
- Pauquachin First Nation
- Penelakut Tribe
- Stz'uminus First Nation

The Cowichan Housing Association followed up with all nine and completed eight interviews with housing managers from these First Nations.

Briefly summarize current and anticipated needs for each of the following:

1. Affordable housing

Quantitative

In North Cowichan, 551 households are subsidized by BC Housing, the most of any jurisdiction in the CVRD. This includes 251 units subsidized by BC Housing, as well as 300 households receiving rent assistance in the private market.

Renter households in North Cowichan making less than \$42,900 per year tend to spend more than 30% of their annual income on housing expenses, placing these households in core housing need. This analysis suggests that 41% of North Cowichan's renter households are in core housing need and 13% are in extreme core housing need. In addition, households with incomes below approximately \$57,000 will not be able to afford renting in new developments.

The majority of owner households with mortgages in North Cowichan making below \$53,300 per year spend more than 30% of their annual income on housing expenses, placing these households in core housing need. This analysis suggests that 15% of North Cowichan's owner households are in core housing need.

Qualitative

Engagement results from North Cowichan respondents are consistent with the broader engagement results that consistently identified a need across the CVRD and member municipalities for a spectrum of affordable housing options.

Although an older housing stock in North Cowichan does create more options for affordable housing, respondents indicated that housing prices are unaffordable, making the prospect of purchasing a home or downsizing in the future a challenge. Housing availability was also raised as lacking in North Cowichan, especially rental housing.

North Cowichan respondents suggested increasing density to improve housing availability as a mechanism to reduce escalating housing prices. Some respondents suggested policies to encourage smaller dwelling types, like townhomes and tiny homes. Respondents in North Cowichan felt that secondary suites could provide affordable rental housing while offsetting the rising cost of homeownership. Some respondents feared that current housing developments under construction would not meet affordable housing needs.

2. Rental housing

Quantitative

The most common number of bedrooms for a rental unit in North Cowichan is two bedrooms (37%) followed by one bedroom (28%), then three bedrooms (22%), with smaller numbers of four bedrooms (8%) and minimal numbers of studio rentals.

Rental housing costs were modelled based on the Canadian Rental Housing Index (2016), the Canada Mortgage and Housing Corporation (CMHC) Housing Data Portal and interviews with local property managers. Based on these costs, a household who rents in North Cowichan and makes less than \$42,900 per year likely spends more than 30% of their annual income on housing expenses and are considered in core housing need. Forty-one percent of North Cowichan's renter households are in core housing need and 13% are in extreme core housing need.

In addition, households with annual incomes below \$57,000 will not be able to afford renting in new developments.

Qualitative

Engagement results from North Cowichan respondents are consistent with the broader engagement results that suggest that the CVRD is in a state of acute rental shortage, with almost no vacancy. Respondents share stories of facing barriers to finding rental options in North Cowichan due to rental restrictions, previous homelessness, owning pets and having young children. Many respondents feel that purpose-built rentals are needed to meet housing challenges in North Cowichan.

Young families, youth, Indigenous people, those with mental health challenges, singles and seniors face additional pressure to find rental housing.

3. Special needs housing

Quantitative

There is no quantitative data on current or anticipated need for special needs housing for North Cowichan.

Qualitative

Supportive housing was identified through stakeholder and public engagement as a key component of the housing spectrum, along with a recognition that those with special needs require additional support alongside adequate shelter to ensure long-term safety and success. Respondents in North Cowichan feel that supportive and assisted living (housing with supports) is needed to meet housing challenges in their community and indicated that people with mental illness and people with disabilities are having difficulty meeting their housing needs in this community.

Interviews with housing and community organizations serving people with developmental needs and disabilities underscored the challenges they face as the large majority of those in supportive housing or seeking housing are seniors. Current residences may not adequately meet the accessibility needs of older clients and this challenge will only grow as clients age. Developing a variety of unit types based on universal design will ensure that all individuals' developmental needs and disabilities can be adequately accommodated.

Housing for people with developmental needs is lacking generally in North Cowichan and housing initiatives should prioritize locations with good access to transit. As access to community and commercial services is important, there is an opportunity for urban centres like North Cowichan to meet the needs of people with disabilities and developmental needs through densification near services.

4. Housing for seniors

Quantitative

North Cowichan has a median age of 45.6, which increased from 41.3 in 2006, very close to the regional average. The percentage of people older than 65 years old has increased from 17% in 2006 to 24% in 2016.

North Cowichan has the highest number of households subsidized by BC Housing in the CVRD, with a total of 551 households, of which 290 are oriented toward seniors.

Qualitative

Interviews with housing and community organizations highlighted the need for more senior housing as many people are moving to regional and community-level service centres like North Cowichan to access care. More fluid senior housing programs are required to meet the fluctuating need for independent living, assisted living and long-term care. Low-income senior housing is also a growing need.

Within the senior demographic, some groups may face additional challenges, like the LGBTQ2S+ community, seniors with mental health challenges and First Nations Elders. Understanding the unique needs of these groups is integral to successfully providing suitable, dignified housing.

North Cowichan respondents felt that seniors were having the most difficulty meeting their housing needs as rising housing expenses become more challenging on fixed incomes and as the senior population grows.

5. Housing for families

Quantitative

In North Cowichan, 42% of households are two-person households, 13% are three-person, 11% are four-person and 6% are five-or-more-person households. If housing need by bedroom is defined as one bedroom per cohabitating couple plus one bedroom per individual (including children) not in a cohabitating couple, North Cowichan contains a significant over-supply of two-bedroom homes and homes with three or more bedrooms.

Single-detached homes (64%) in North Cowichan are the most prominent dwelling type, but they are the most expensive form of housing. The average value of single-detached homes rose quickly between 2017 and 2019 to \$508,897.

Qualitative

North Cowichan respondents indicated that single-parent households were having difficulty meeting their housing needs in this community.

6. Shelters for people experiencing homelessness and housing for people at risk of homelessness

Quantitative

In Duncan and the North Cowichan Core Area in the 2017 Summer Point-in-Time Homeless Count and Homeless Needs Survey Community Report, there were 76 people counted as absolutely homeless, 47 people surveyed as hidden homeless and 28 people surveyed as at-risk of being homeless. In Chemainus in North Cowichan, there were three people counted as absolutely homeless and 11 people surveyed as hidden homeless.

In the Duncan and North Cowichan core area, homelessness increased by 36% from 2014–2017. Men represent the majority (65%) of the people counted as absolutely homeless, while women represent the majority (64%) of the people surveyed as at-risk of homelessness. In all categories, Indigenous people make up 43%–58% of people counted or surveyed, and most people (60%–92%) have lived in the region two years or longer.

The Homeless Count and Homeless Needs Survey Community Report identified that abuse and conflict¹ remain at the top of the list as reasons for the loss of housing for all subgroups. For people experiencing hidden homelessness and people at-risk of homelessness, there was an increase in the number of concerns expressed about the safety and quality of rental units and problems with landlords.

Qualitative

A lack of emergency shelters and long-term options for those experiencing homelessness in the broader region was identified through interviews with housing and community organizations. In particular, engagement results point to a lack of safe housing options for youth, First Nations, women and those with mental health challenges.

Broader engagement results suggest that those seeking emergency shelter and supportive services frequently travel to regional and community-level service centres like North Cowichan, where many programs and services exist. As a result, North Cowichan is overwhelmed by the demand incurred by out of area residents seeking shelter, with many community organizations indicating a desperate need for additional supports.

Interviews with housing and community organizations highlighted the need for a spectrum of housing options to meet the varying needs of different groups experiencing homelessness. There is an additional need for supportive, permanent, long-term care for those aging out of the street entrenched community.

Respondents in North Cowichan indicated that low-income households were having the most difficulty meeting their housing needs in this community and many spoke to the need to find housing solutions for those experiencing homelessness. Many respondents felt that supportive services were needed to address concurrent afflictions, such as mental health and addictions.

7. Any other population groups with specific housing needs identified in the report

Quantitative

The majority of owner households with mortgages in North Cowichan making below \$53,300 per year spend more than 30% of their annual income on housing expenses, placing these households in core housing need. This analysis suggests that 15% of North Cowichan's owner households are in core housing need.

Qualitative

Newcomers to the Canada are landing in regional and community-level service centres like North Cowichan, but culturally appropriate housing may not be available to meet the needs of larger, multi-generational immigrant and refugee families. Adequately sized homes with communal gathering spaces or kitchens are needed to foster familial connectedness and cultural well-being. High-density housing is often sought as it mimics developments in countries of origin and facilitates community connection. Housing choices may be constrained by affordability, leading families to live in areas without adequate services and amenities or pedestrian infrastructure. This challenge is exacerbated by barriers to transportation, as driver's licence restrictions and financial constraints may preclude newcomers from accessing a vehicle.

Youth face unique housing challenges as this group is especially vulnerable and may require supervision. Shared and self-contained units are needed to support independent and supported youth-serving housing. Housing should operate strictly for youth to maintain separation from adult clients. Locating youth housing outside of urban centres is advisable, but adequate transportation services are required for youth in care to access additional services and support networks. Youth-serving organizations see opportunities to develop housing and day program services jointly in rural areas in collaboration with landowners.

A broad spectrum of housing is needed for vulnerable women experiencing homelessness and/or fleeing violence as they transition from transitional and supportive housing to affordable market rental housing. Housing that facilitates community connectedness is crucial to promote emotional well-being and ensure long-term success. This is relevant in particular to First Nations women, where a safe house needs to be operated in a culturally appropriate way. A safe house currently exists in Duncan.

Some electoral North Cowichan respondents shared fears about lack of local, affordable housing options for their adult children.

Were there any other key issues identified through the process of developing your housing needs report?

First Nations Housing

First Nation engagement indicated that members of Cowichan Tribes, Penelakut Tribe, Stz'uminus First Nation and Halalt First Nation face unique housing challenges.

Cowichan Tribes identified a need for off-reserve housing that is able to accommodate multi-generational and extended First Nation families and that allows Cowichan Tribes members to stay connected to their families. Lack of available reserve land for housing development is a barrier for Cowichan Tribes and the addition of land to their reserve is a lengthy process. Purchase of private land for future development is currently a more viable option for Cowichan Tribes, with the hope that new homes will boast greater energy efficiency and that innovative building styles, like modular homes, will be pursued.

The Penelakut Tribe identified a need for single-occupant, family and multi-generational housing; however, federal funding currently only supports multi-plex dwellings, creating a financial barrier for the development of smaller units. Lack of available reserve land for housing development is a hindrance to future housing, as are the additional costs associated with construction and the shipment of supplies due to ferry access only to Penelakut lands.

The Stz'uminus First Nation identified a need for additional housing, despite ongoing housing construction, as more single individuals and couples seek their own single-family homes and elder members may be seeking to downsize. To meet growing housing needs and to address

overcrowding, the Stz'uminus First Nation hopes to explore alternative housing types like apartments and tiny homes. Water infrastructure challenges on reserve land and rising construction costs are major barriers to development. Maintenance on existing reserve land homes is less financially accessible due to government land ownership and loan requirements. Off reserve, rentals are prohibitively expensive and available units may not be adequately maintained or suitable for multi-generational families.

The Halalt First Nation identified the need for affordable housing on reserve, especially larger units to meet the needs of multi-generational families. To meet growing housing needs and to address overcrowding, the Halalt First Nation hopes to pursue multi-unit housing like duplexes. Housing needs are compounded by the lasting effects of flooding in January 2020, which displaced some families. Off reserve, rentals are prohibitively expensive and available units may not be adequately maintained or suitable for multi-generational families.

Complex Care Needs

Interviews with housing and community services organizations emphasized the need to recognize the intersectionality between disabilities, mental health and addiction. As a result of additional vulnerabilities, individuals may develop dual diagnoses putting them at greater risk of becoming regular substance users. Supportive housing may only be available for individuals presenting one care need, excluding individuals with complex care needs from accessing housing. Low-barrier housing and more supportive programs are needed to meet the needs of all North Cowichan community members.

Mental Health Resources


There is a need for accessible, more numerous mental health resources across the region to address the needs of all member municipality and electoral area communities. A scattered site model is preferred to one large, central facility.

Public Awareness

The need for broad public information about housing needs was identified as a barrier to finding locations for necessary housing services, such as a safe house, low-barrier housing for people with mental health issues and housing for the homeless. This is particularly a challenge when considering placing these types of housing outside of North Cowichan and in the electoral areas.

ⁱ Abuse/conflict in the 2017 Homeless Count questionnaire was described as abuse by parent/guardian or spouse/partner or conflict with roommates/other.

Report

Date	February 2, 2021	File:
To	Council	
From	Dave Preikshot, Senior Environmental Specialist	Endorsed: 
Subject	Finalizing the Climate Action and Energy Plan (CAEP) Model Update	

Purpose

To provide an update for finalizing the CAEP Model Update project, including the proposed timeline and public engagement process. A presentation by staff will be provided at the meeting.

Background

CAEP refers to the 'Climate Action and Energy Plan' which is an emissions model for North Cowichan, originally developed in 2012, that is in the process of being reviewed and updated.

The CAEP update consists of 4 phases noted below:

- Phase 1. Emissions inventory, modelling and projections (Complete)
- Phase 2. Reduction targets and action planning (Current Stage)
- Phase 3. Consultations (Partially completed in Phase 1)
- Phase 4. Implementation and Monitoring Plan Development

Municipal Staff and our CAEP update modelling consultant, Sustainability Solutions Group (SSG) completed public engagement on assumptions, parameters, and emissions forecasts of the CAEP model in the summer of 2020 (phase 1). Foremost in this effort was developing a climate change contact group of about 30 members of the public who have participated in past and current discussions of climate change issues in North Cowichan. After providing this group with an information package, a public webinar was held where staff and SSG representatives presented the draft emissions models and assumptions, and the group was encouraged to ask questions and provide their input. Lastly, a PlaceSpeak page was created for further questions and discussion. Advice and recommendations arising from the public in these sessions were incorporated into the emissions model. The conclusions of this engagement were reported to Council on October 21, 2020, and Council directed staff and SSG to proceed with modelling the costs and benefits of the proposed actions aimed at achieving Council's 2050 emissions reduction target for the CAEP Update (Phase 2).

This report represents a summary of the work done in Phase 2 of the project for Council to consider prior to seeking additional input through phase 3.

Discussion

Summary of Analysis Results

SSG has completed an economic and financial analysis exercise that describes the likely costs and benefits of proposed emissions reduction actions that are to be adopted in North Cowichan in order to meet the 80% reduction target established by Council. It should be noted that costs presented in the information represent a best estimate by the consultant using information available and current technology. This cost benefit analysis relies on an assessment by SSG of: stated federal and provincial carbon pricing in the future, anticipated regulatory policies on energy use, likely changes in technology, population growth, and inflation. This analysis relies on their review of local demographic studies and the most up-to-date economic studies and forecasts related to climate change policy in Canada and abroad. This analysis is also informed by SSG's experience working on emissions forecasts for dozens of communities in Canada.

This information can be summarized in a marginal abatement cost curve (MACC). The curve (a type of bar chart) lists emissions reductions opportunities on the X-Axis (horizontal axis) and the relative cost of each opportunity on the Y-Axis (vertical axis). The width on the X-Axis indicates the size of emissions reduction in that item and the height on the Y-axis indicates the net cost (+) or savings (-) to the community for that action per tonne of emissions reduced. Thus, the widest opportunity (bar) is the most effective for reducing GHGs. Opportunities are ordered from those with the greatest savings (left side) to those with the highest costs. This sorting yields the marginal, i.e., incremental cost curve. A simplified explanatory version of a MACC, Figure 1, is shown below (from SSG proposal).

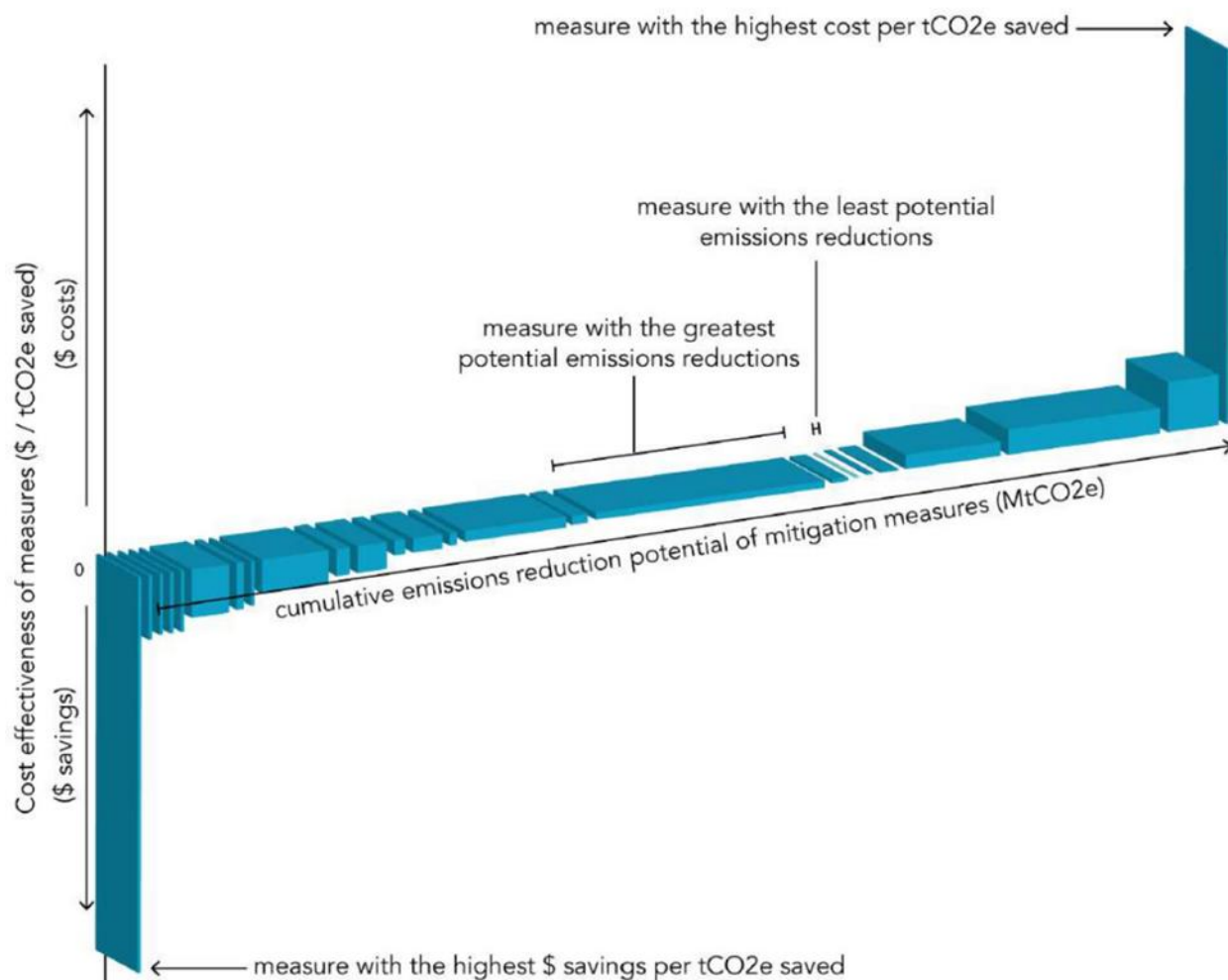


Figure 1: Representative Marginal Abatement Cost Curve (MACC) demonstrating how to interpret cost/benefit and carbon sequestration information.

The North Cowichan specific MACC shown in Figure 2 has been developed from a compilation of action items, opportunities or measures to obtain the target emissions reduction. The chart shows the cost savings in a representative year of dollars per tonne (saved or spent) to achieve one tonne of CO₂ reduced for each measure.

It should be noted that the financial figures are representative of the cost or savings to the *whole community*, i.e., private households, businesses and government. Therefore, each investment, and/or savings realized, from an opportunity or action may require funds from any subset of these groups. An example is the transition to electric vehicles. This measure may require government financial incentives, taxpayer financed infrastructure, and individual investments in vehicles, the benefits or savings are realized by the individual or businesses in lowered vehicle maintenance costs, lower carbon taxes paid and lower fuel costs.

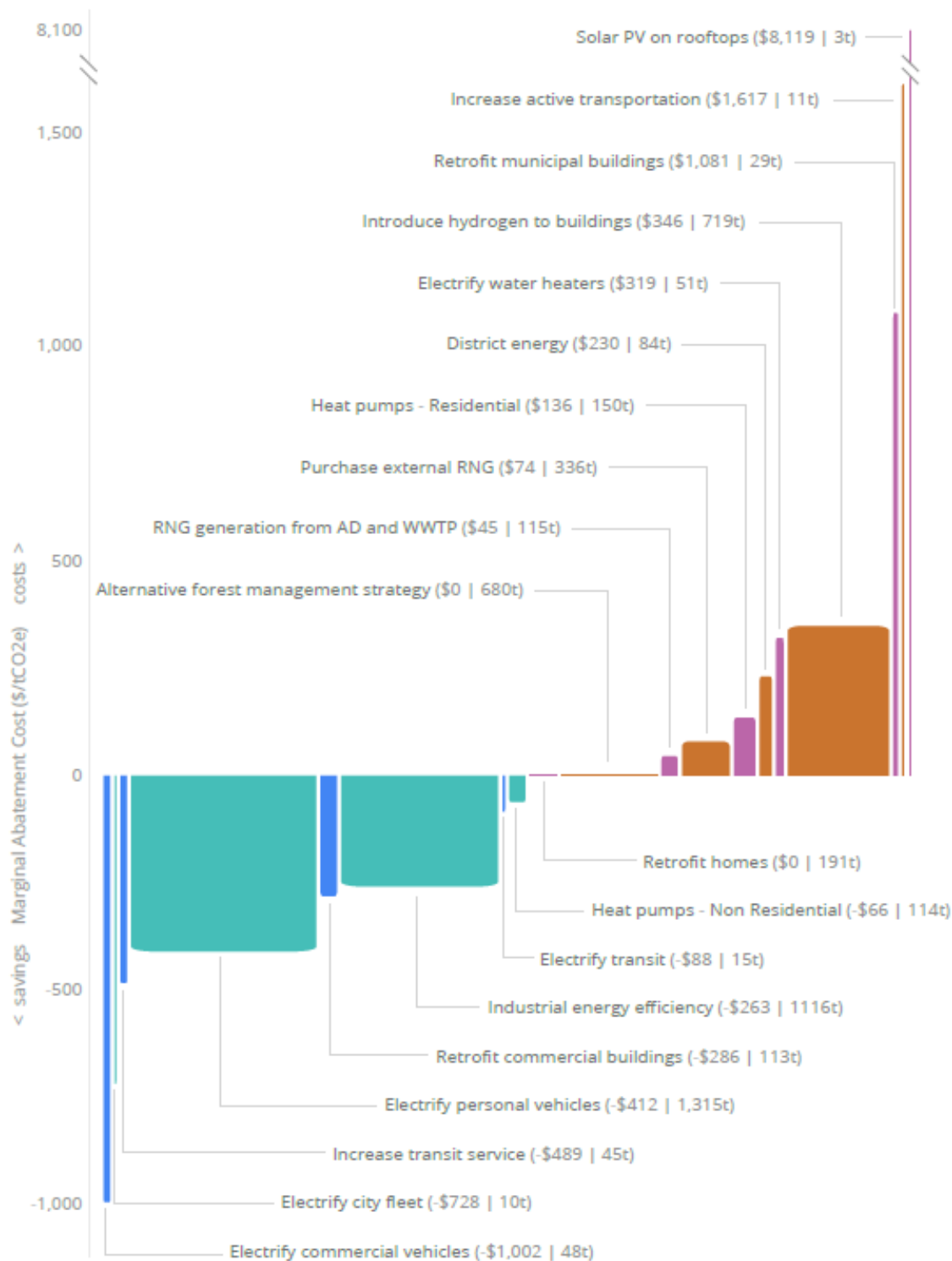


Figure 2: Marginal Abatement Cost Curve (MACC) for North Cowichan. Note that the information on cost/benefits and emissions reductions are integrated across the whole community.

The action wedge diagrams, Figures 3 and 4 below, tell the story of reduction in a direct way by showing the absolute reduction over time of actions (again, actions can be grouped) and what the size of reductions are for each measure (without considering costs). In the Municipality of North Cowichan there are 15 action areas. Note that seven of them constitute about 90% of the total emissions reductions to the target value. Eight have lesser impact. Figure 3 and Figure 4 show the reductions beginning from the 2016 starting point for the CAEP Update (though the 2050 emissions target is relative to a 2007 baseline year). The top line of Figure 3 and 4, which shows a slight increase from 2016 to 2050 represents the business as usual (BAU) trend of emissions. Each wedge represents the amount of emissions reduction between 2016 and 2050 for the actions in each of the sectors that are possible to achieve the emissions target. The grey area is the amount of GHG emissions remaining as actions are taken. The information is displayed in two charts for clarity of showing the actions that have less impact in Figure 4 which are smaller in magnitude and less obvious than in Figure 3. It should be restated that the reductions shown represent projections modelled by SSG after consultation with North Cowichan staff and members of the public to augment their knowledge and professional judgement.

Note that projections for carbon emissions reductions in forest management are derived from modelling work done in 2020 by UBC and 3GreenTree, the consulting group engaged by the Municipality to provide advice on alternative management strategies for the Municipal Forest Reserve. The low carbon scenario shown in Figure 3 represents the emissions reduction, i.e., carbon sequestration that could be achieved under a forest management policy to maximize sequestration.

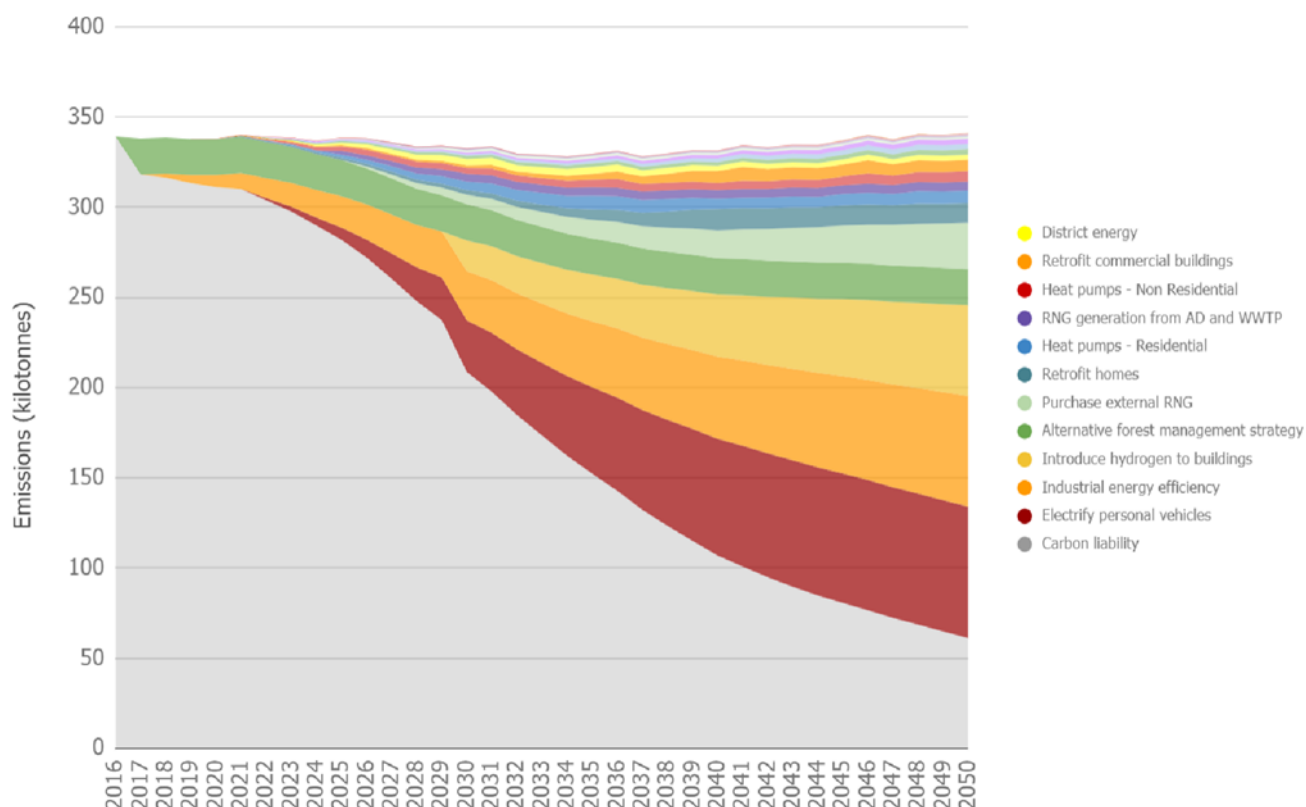


Figure 3: Emissions reduction wedges by action. Seven actions are responsible for 90% of emissions reductions:

1. Electric vehicle adoption,
2. Industrial sector energy efficiency and fuel switching,
3. Hydrogen replacement of natural gas,
4. Municipal forest management for carbon sequestration,
5. Renewable natural gas purchasing to replace natural gas,
6. Home energy efficiency retrofits and
7. Switching home space and water heating to heat pumps.

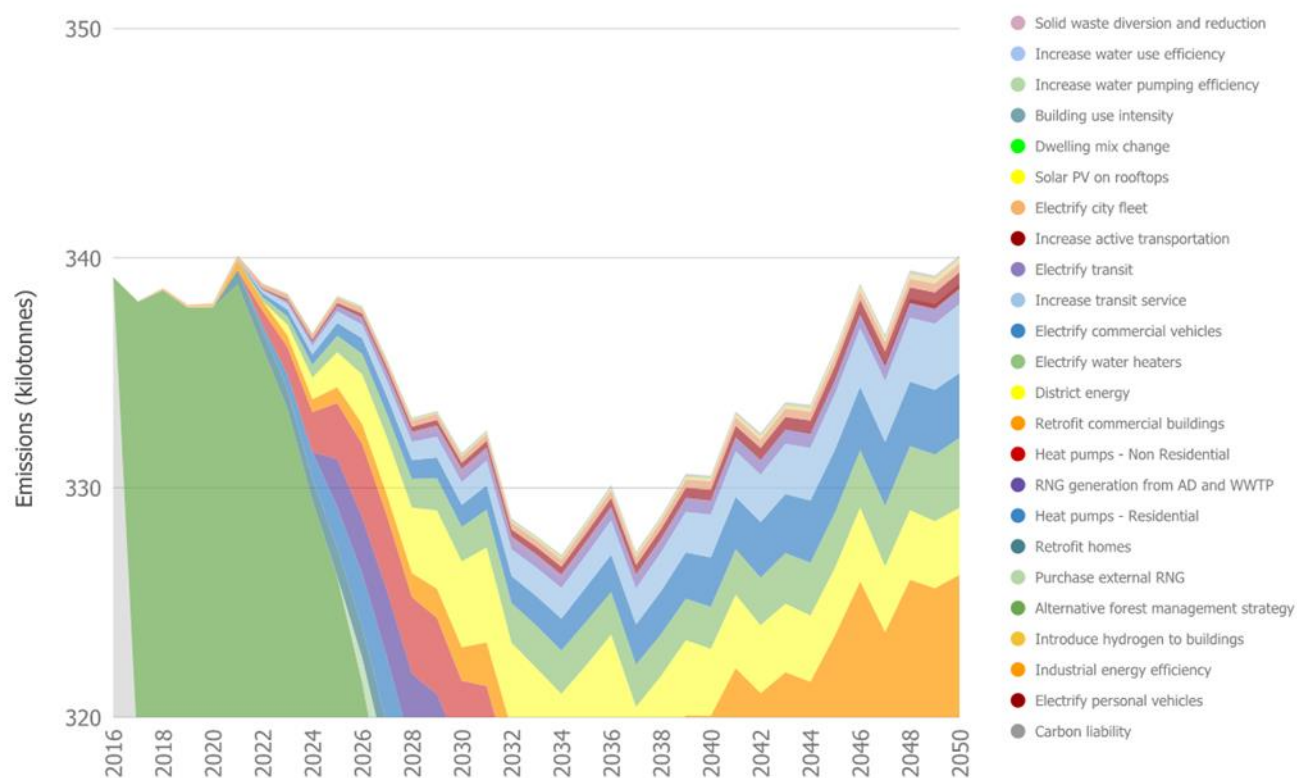


Figure 4: Emissions reduction wedges by action, zoomed on upper part of Figure 3.

The final way in which the impact of carbon emissions reduction can be summarized from SSG's economic forecasting is seen in Figure 5 below. This shows the annual costs and savings between 2016 and 2050 of adopting actions, measures and opportunities described in the previous figures. As with the previous figures the costs (direct investments in measures, actions, or opportunities) and savings (benefits from adopting a given measure, action or opportunity) are integrated and shared across *all sectors* of the community. Investments (blue area) are the cost of implementing a given action, measure or opportunity. The savings and avoided costs realized or implemented are expressed in terms of: carbon taxes avoided, energy cost savings, maintenance cost savings, and potential revenues from community energy generation. The estimated annual net balance of these costs and savings is represented by the dark line. Note that investments drop sharply after 2040, as a result of the provincial government's mandate for communities to meet energy standards for retrofitting and construction of houses and other buildings.

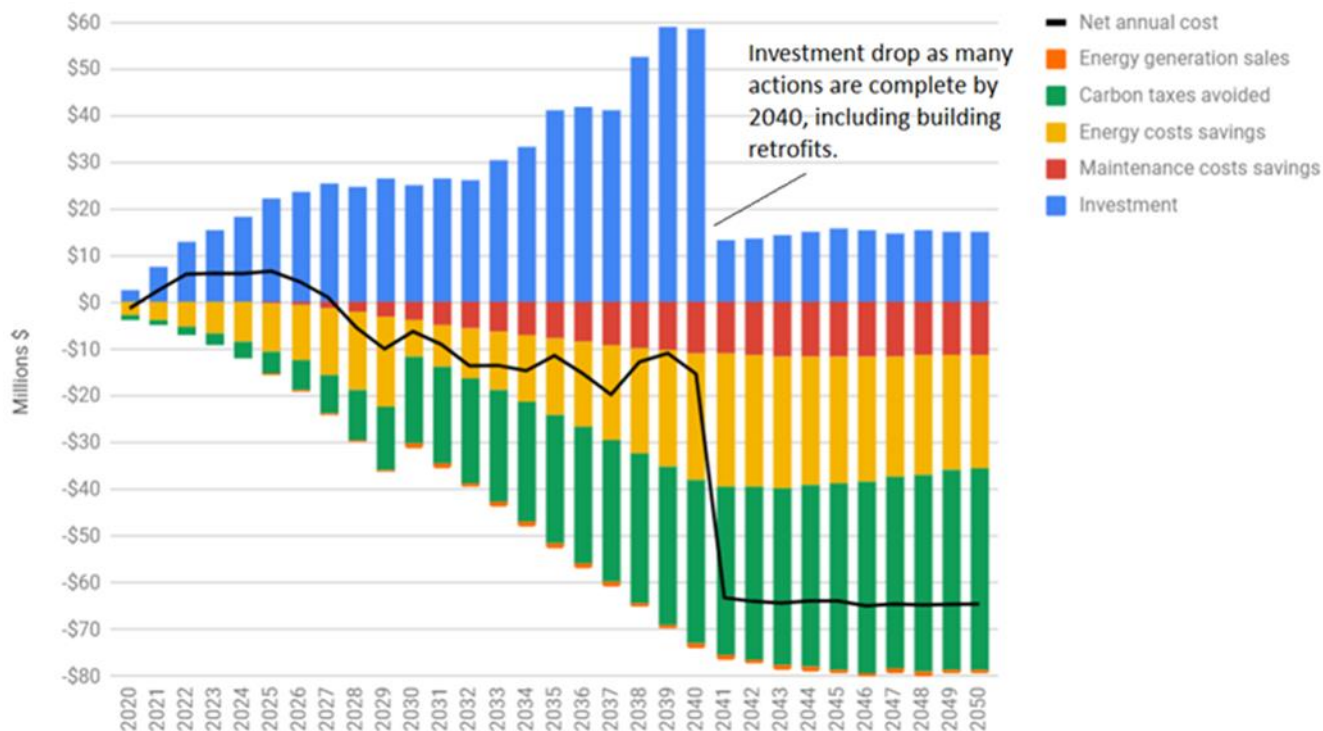


Figure 5: Annual investment costs and savings realized by implementing actions, measures and opportunities in the low carbon emissions scenario described in Figures 1-4.

This analysis only accounts for economic effects. Many of the actions, measures and opportunities can have positive socioeconomic and ecological effects called "co-benefits". Therefore, while some actions may have a cost and/or emissions reduction impact that appears small, this result does not reflect the entire picture. Many actions could lead to benefits that are less quantifiable but valid. An example of is the promotion of active transportation. The direct result for the present analysis would be some carbon capture but co-benefits would include: improved community aesthetics, enhanced property value, improved physical health and improved well-being. Co-benefits will also be explored and described in more detail in future phases of the project.

Action items and explanation.

T below is a preliminary list of actions, measures and opportunities that could be components of North Cowichan's emissions reduction plan. These actions are not prioritized. The table does include an assessment of how each item would contribute to total carbon emissions reductions and what their relative cost or savings would be, based on the MACC and economic analyses. These items reflect the professional judgement of SSG for likely opportunities, measures and actions given their work in other communities in Canada.

Table 1, Actions.

Legend: Columns on the right indicate relative Community Emissions reduction potential by a given item (green= greater reduction, yellow=moderate reduction, red=small reduction) and net cost (green=likely net savings, yellow=moderate cost or benefit, red=likely net cost).

	Emissions Reduction	Net Cost or Benefit
Transportation		
Partnerships on EV charging	Green	Green
EV charging priority parking	Green	Green
EV charging at civic facilities	Green	Green
Municipal light medium EVs by 2030, heavy duty EV by 2040	Red	Green
Increase transit service	Red	Green
EV school busses	Red	Yellow
Active transportation infrastructure upgrades	Red	Red
Incentives for active transportation and transit	Red	Red
Municipal subsidies for e-bike and e-scooters	Red	Yellow
Incentivize heavy duty vehicles to use biodiesel.	Red	Yellow
Buildings		
Home and business energy efficiency retrofits	Yellow	Yellow
Home and business heat pump installation	Yellow	Red
electric water heater retrofits	Red	Yellow
Step Code energy efficiency	Yellow	Yellow
Retrofit municipal buildings to net-zero by 2030	Yellow	Red
New commercial buildings have >70% living/green roof	Red	Red
Waste and Wastewater		
Upgrade wastewater treatment to capture methane	Red	Red
Increase recycling and composting sorting and pick up	Red	Yellow
Restricting single use items	Red	Yellow
Energy		
Renewable hydrogen generation / storage	Green	Red
Partner with Fortis BC for renewable natural gas distribution	Yellow	Red
Study renewable district energy options for University Village	Yellow	Red
Solar panels on new buildings to supply 50% of electricity	Red	Red
Encouraging building orientations to facilitate solar power	Red	Yellow
Regulate new construction to be "solar ready"	Red	Yellow
Industry and Agriculture		
Partner local industry Province and Feds to reduce energy use	Green	Green
Partner local producers and Province to no-till practices	Green	Red
Partner local producers and Province to reduce livestock emissions	Green	Red
Land use		
Focus new residential development to existing centres	Red	Yellow
Increase trees planted annually	Red	Red
Ecosystem restoration to sequester carbon and climate change resilience	Green	Yellow
New commercial and industrial buildings are low-emissions	Green	Green
Energy efficient low carbon buildings	Green	Green

Engagement

Staff propose an engagement plan to present this information on economic modelling, and emissions reductions actions, measures, and opportunities to the Environmental Advisory Committee (EAC), the public, and the original engagement group for the CAEP Update. Staff and consultants will incorporate feedback from this input into an implementation section for the final CAEP report. Staff assert that the credibility and applicability of the CAEP economic modelling to recommendations for emissions reduction policy implementation will be enhanced with review by our previous public engagement group, the EAC and the public at large.

These community experts will be able to help staff and SSG prioritize action items given local knowledge of the community's capacity and character. Some guidance may be sought from Table 1, above, to assess the likely magnitude of carbon emissions reductions and cost/benefits to the community. However, other considerations for prioritizing the potential GHG emission reductions actions may be added in the implementation report after community consultation and a prioritization survey: e.g., co-benefits, timelines, and responsible agencies. Staff and SSG would, therefore, like to engage local experts to seek their suggestions on where actions can be more specifically designed which will help SSG tailor an implementation framework to reduce carbon emissions. Upon completion of public consultation on emissions reductions actions staff would report back to Council (final step of Phase 3) before finalization of the CAEP update modelling (Phase 4). Phase 4 will include a draft of the update report, final presentation, and training in using the modelling tool, CityInSight.

Project Completion Schedule

The Municipality benefited from a sizeable grant from the Federation of Canadian Municipalities (FCM) to undertake the CAEP Model update, and a condition of the grant was that the work be completed on a specific timeline. Due to the disruption of many government programs by the COVID-19 pandemic, FCM has extended the deadline for completion reporting to March 31, 2021, while suggesting the possibility of a moderate extension to the deadline for the CAEP emissions modelling update beyond the end of March. Staff has prepared a timeline for presenting the CAEP economic forecasting to our climate change engagement group, the EAC, and the public to incorporate their comments and advice in both the economic modelling and final CAEP report within the current deadline. This timeline will also allow the project to be completed while adhering to time and human resource availability indicated by our consultant, SSG.

The schedule below will allow staff and SSG sufficient time to finalize the CAEP update model while also seeking feedback and guidance from the public, local climate change experts, the EAC, and Council. This plan was developed in collaboration with the communications department and SSG.

02/02/2021	Present Financial Modelling to Council for comment
05/02/2021	Present Financial Modelling to engagement group, EAC and public for comment
16/02/2021	Review Financial Modelling with EAC
3/03/2021	Provide a "What We Heard" Report to Council
15/03/2021	Finalize Implementation Strategy (SSG)

25/03/2021 Receive final report
 31/03/2021 Deliver final report on CAEP Update to FCM

Engagement Plan:

An engagement document will be forwarded to the climate change engagement group contacted in the previous engagement this summer as well as the general public and the EAC to seek guidance and advice, as described above, on prioritizing actions, developing more specific actions, and suggesting novel actions.

SSG will use this feedback to develop the implementation report section of the CAEP Update, which is a key component of developing policies that North Cowichan will implement to achieve the actions measures and opportunities needed to achieve our emissions reduction target.

Engagement documents will be made available to the general public on the North Cowichan website and the CAEP update PlaceSpeak page. To eliminate barriers, the PlaceSpeak page and municipal website will have a link to an online emission reduction prioritization survey. To help attract attention to this engagement process, communications staff recommends a news release followed by radio, newspaper, and social media ads and posts. Staff will also present the engagement material on CAEP economic forecasting and emissions reduction actions to the EAC for comment as soon as it is convened.

After taking feedback from the public into consideration, and responding to questions and comments where appropriate, staff will prepare a "What We Heard" report for Council before asking our consultant to develop an implementation policy and finalize the CAEP update report. After adoption by Council, staff will finalize reporting requirements to the FCM on the CAEP update project to secure the remaining funding contributions.

Options

- **Option 1 (Recommended):** That Council direct staff to proceed with public engagement and the timeline described in the Senior Environmental Specialist's report dated February 2, 2021 for presenting the Climate Action and Energy Plan (CAEP) modelling of costs and benefits of carbon emissions reduction policies to the climate change engagement group, the public at large, and the Environmental Advisory Committee; and that staff be directed to report back to Council before finalization of the CAEP model update by March 31, 2021.
- **Option 2:** That Council direct staff to pursue broader community engagement and refinement of the Climate Action and Energy Plan modelling.

Implications

- Both Options 1 and 2 require communications staff support, likely greater for Option 2.
- An advertising budget will be required for the engagement (probably similar to that of the EAC Campaign \$2,500).

- Option 1 fits within the current deadlines for FCM funding (as of January 8, 2020), effectively ensuring recovery of the remainder grant amount.
- Option 2 effectively causes the forfeiture of the remaining FCM grant of about \$40,000 due to not meeting the March 31, 2021 deadline.
- Option 2 may require the diversion environment staff time that will delay work on priority projects such as the climate change risk and vulnerability registry and the biodiversity protection policy, as examples.

Recommendation

That Council direct staff to proceed with public engagement and the timeline described in the Senior Environmental Specialist's report dated February 2 2021 for presenting the Climate Action and Energy Plan (CAEP) modelling of costs and benefits of carbon emissions reduction policies to the climate change engagement group, the public at large, and the Environmental Advisory Committee; and that staff be directed to report back to Council before finalization of the CAEP model update by March 31, 2021.

Report

Date February 2, 2021

File:

To Council

From Shaun Mason, Municipal Forester

Endorsed:



Subject Rogers Communications Inc. Cell Tower Proposal

Purpose

To consider Rogers Communications Inc.'s proposed cell tower placements at Mount Tzouhalem and at Evans Park, following a presentation from Roger's Communications Inc.

Background

SitePath Consulting Ltd, working on behalf of Rogers Communications Inc. as their land use consultant, approached the Municipality in November 2020 regarding installing two cell towers. One tower is proposed to be located at Evans Park, close to the old silo, and the second at Mount Tzouhalem, close to the water reservoir near Kaspa Road within the Municipal Forest Reserve.

The proposed license area for each cell tower is approximately 15 by 15 metres, and the actual build footprint is normally smaller than the license area. Rogers is proposing to locate its facilities in areas directly adjacent to existing buildings with existing access and power, thereby minimizing or mitigating the need for tree clearing for the infrastructure. Rogers Communications would enter into a long-term rental agreement for the space under the terms of a Licence of Occupation, similar to the agreements already in place for Maple Mountain and adjacent to Fuller Lake Arena with another provider.

Within their preliminary proposal are the following conditions:

- License Area of 15 metres by 15 metres at each location identified;
- Rogers Communications to be responsible for any and all construction and remediation costs;
- Annual rent to be negotiated space per site as part of the Licence of Occupation Agreement should Council resolve to proceed with the initial agreement negotiation and public consultation phase;
- Suggested term of the licence of occupation to be 20 years in total (5 year term with 3 options of renewal); and,
- All costs associated with the installation and infrastructure would be the responsibility of Rogers Communications Inc.

In terms of the installation, the following was noted:

- Each installation shall be fully compliant with [Health Canada's Safety Code 6](#) to ensure public safety at all times;
- Every precaution will be taken to minimize any ground disturbance and vegetation removal;
- Locations selected and sites designed to minimize visual impact by:

- Locating facilities adjacent to large structures/mature trees to screen views of towers;
- Locations set back from the main access roads and surrounding properties; and,
- Tower designs to be negotiated with staff via the permitting and consultation process to ensure that aesthetics are considered. Sample designs have been shared by Rogers including a monopole design and self support tower structure.

Discussion

SitePath Consulting Ltd. has prepared a presentation with preliminary plan details that also contain photo simulations showing the visual impacts at each of the proposed tower sites. The proposed tower design and locations were chosen to minimize visual impact to the surrounding community while providing improved service to their customers. These sites were chosen as Rogers Communications does not have dependable wireless service in these two target areas and requires additional infrastructure to meet the increased demand of their customers. This has been accentuated by the increased activity since the pandemic began.

The development and approval of telecommunication assets are federally regulated and the Department of Innovation, Science and Economic Development Canada (ISED) is the approving authority under the *Radiocommunication Act*.

Rogers Communications is proposing to conduct public consultation at their own expense for the proposed installation of the towers for both locations. The proposed public consultation is in accordance with the ISED requirements and would begin after the Licence of Occupation Agreement terms were agreed upon. The proposed public consultation process includes a notification to residents within three times the height of the tower site (105m). Notices will also be placed in the local newspaper seeking public comment. As part of the consultation process, local First Nations will be given the same package of materials as the nearby residents, seeking any comments or feedback they may have. If Council wishes to proceed with the proposal, Rogers Communications would aim to start the consultation process immediately. The process is anticipated to take approximately 2 months, and following the consultation process, feedback would be summarized and submitted to North Cowichan.

After completing the public and First Nations consultation processes, Rogers Communications will provide staff with a summary of the consultation which will be incorporated into a staff report to Council with recommendations for consideration. A Rogers Communications representative will be available at this time to discuss the consultation findings and will be seeking a Land Use Concurrence Request from Council for each tower location. As per Federal regulations, Rogers Communications **cannot** proceed with any installations without receiving the Land Use Concurrence approval from Council. Should Council agree and issue a Land Use Concurrence, it is anticipated that construction would begin in 2022, providing there are no delays due to budget constraints by Rogers Communications.

Determination of the proposed wildfire protection prescription for critical infrastructure would need to consider this additional asset and incorporate it into the final design, should Council wish to move forward with the request.

Each proposed location comes with different options and concerns for consideration.

Evans Park

Placement of the cell tower would ideally be placed out of view points of residences and/or provide camouflage in the design. Additionally, we would want to ensure that any trees within the area are not impacted wherever possible by the installation of the tower and its infrastructure.

Mount Tzouhalem Water Reservoir

Placement of the cell tower would need engineering support to verify location in regards to placement of present or future water infrastructure for the Kingsview Development. The installation of a tower would be beneficial in future planning in terms of power supply and associated trenching, ensuring that we do take advantage of it at this junction. There are no impacts anticipated with increased traffic as the proposed tower site is located away from the Mount Tzouhalem parking area off of Kaspa Road.

Options

Option 1 (preferred): Staff finalize an agreement for Council's consideration and Rogers Communications Inc. proceeds with public consultation once the draft agreements are in place. Once consultation is complete, Rogers Communications Inc. presents staff with findings and staff report to Council on such with recommendation(s).

Motion: That Council direct staff to negotiate the Licence of Occupation terms with Rogers Communications Inc. for tower installations at Evans Ball Park and Mount Tzouhalem and, subject to completion of the public consultation by Rogers Communication Inc., as outlined in the staff report on February 2, 2021, that Council direct staff to prepare a report outlining the findings and provide recommendations for Council's consideration, including bringing forward the Licences of Occupation for Council's review and approval.

Option 2: Staff finalize an agreement for Council's consideration and Rogers Communications Inc. proceeds with public consultation, modified as per Council's request, once the draft agreement is in place. Once consultation is complete, Rogers Communications Inc. presents staff with findings and a staff report to Council on such with a recommendation(s).

Motion: That Council direct staff to negotiate the Licence of Occupation terms with Rogers Communications Inc. for tower installations at Evans Ball Park and Mount Tzouhalem, subject to the following modifications [*Council to identify*] and, subject to completion of the public consultation by Rogers Communication Inc., as requested by Council on February 2, 2021, and that Council direct staff to prepare a report outlining the findings and provide recommendations for Council's consideration, including bringing forward the Licences of Occupation for Council's review and approval.

Option 3: Staff not to move forward with a License Agreement with Rogers Communications Inc. for the two proposed site locations at this time.

Motion: That Council deny Rogers Communications Inc.'s request for the two proposed cell tower placement at Mount Tzouhalem and at Evans Park.

Implications

Staff Time: It is anticipated that there will be minimal staff time required to have a Licence of Occupation Agreement in place as there is already an agreement in place for the tower site on Maple Mountain, should Council direct staff to do so. Rogers Communications Inc. will be responsible for all aspects of the public consultation process but staff will aid in the process where required.

Financial: There would be no direct cost to North Cowichan. If the Licence of Occupation Agreement is approved and renewed over the 20 year period, the revenue generated could be used to offset the cost of various projects or set aside in a reserve fund as directed by Council.

Asset Improvement: Installation of the towers could provide North Cowichan with opportunities to place emergency service telecommunications or other types of equipment in these locations. Further investigation will be required to explore potential opportunities.

Recommendation

That Council direct staff to negotiate the Licence of Occupation terms with Rogers Communications Inc. for tower installations at Evans Ball Park and Mount Tzouhalem and, subject to completion of the public consultation by Rogers Communication Inc., as outlined in the staff report on February 2, 2021, that Council direct staff to prepare a report outlining the findings and provide recommendations for Council's consideration, including bringing forward the Licences of Occupation for Council's review and approval.

Attachment(s):
Rogers Cell Tower Placement Presentation

Rogers Proposed Communication Sites on Municipality of North Cowichan Lands

Evans Park and Mount Tzouhalem



Brian Gregg, SitePath Consulting Ltd.
Garth Jones, Rogers Communications Inc.

January 20th, 2021

AGENDA

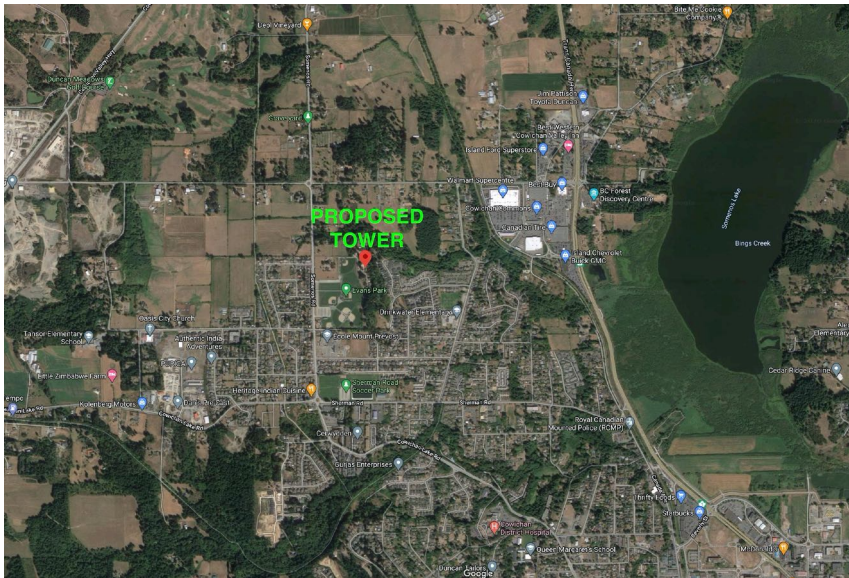
- Objective
- Two Proposed Sites
 - W5723 - Maple Bay West (Mount Tzouhalem)
 - W5724 - Duncan North (Evan's Park)
- Rationale and Design
 - Land Use
 - Photo Simulations
 - Sample Tower Profiles
 - Coverage Maps
- Next Steps
 - Licence Agreement
 - Public Consultation

OBJECTIVE

- Rogers currently does not have dependable wireless service in two target areas within the Municipality of North Cowichan:
 - Maple Bay;
 - North Duncan (Somenos area).
- Rogers continues to receive community requests for enhanced voice and data service in these areas.
- The COVID-19 pandemic is resulting in increased levels of remote working, escalating demand on Rogers' wireless network.
- There is a need to implement supporting infrastructure including two (2) new communication sites in order to meet demand.

TWO PROPOSED SITE LOCATIONS

- Rogers is proposing to install two (2) new communication sites (towers) on Municipality of North Cowichan-owned land.



1. Evan's Park

Rogers File: W5724 – Duncan North



2. Mount Tzouhalem

Rogers File: W5723 – Maple Bay West

RATIONALE AND DESIGN – LAND USE

1. Evan's Park (Rogers File: W5724 - Duncan North)

- Rogers is seeking a location to service escalating demand in this residential area.
- The subject property is a municipal-owned park.
- The park property is a large lot with sports fields and mature trees, enabling substantial visual screening and setbacks from adjacent residences.
- There is an existing silo structure with the Evan's Park logo on it that may partially screen the tower from view.

2. Mount Tzouhalem (Rogers File: W5723 – Maple Bay West)

- Rogers is facing escalating demand in the residential areas in Maple Bay.
- The subject property is the Mount Tzouhalem Municipal Forest Reserve.
- The property has existing access, power and a municipal-owned utility building that we would propose to co-locate nearby mitigating the need to disturb additional undeveloped land.
- The property is on a high elevation point of land, enabling broad service coverage across the adjacent residential areas in Maple Bay.
- The high elevation land will mitigate the need for a taller tower to service the area.
- Mature trees will largely screen the tower from view.
- The location is respectfully setback from adjacent residences as it is a large property.

RATIONALE AND DESIGN – PHOTO SIMULATIONS

1. Evan's Park (Rogers File: W5724 - Duncan North)



View Southeast from Home Plate



View Northeast from Parking Lot

Note: The above photo simulations are for discussion purposes only.

RATIONALE AND DESIGN – PHOTO SIMULATIONS

2. Mount Tzouhalem (Rogers File: W5723 – Maple Bay West)



View Southeast from Kaspia Road



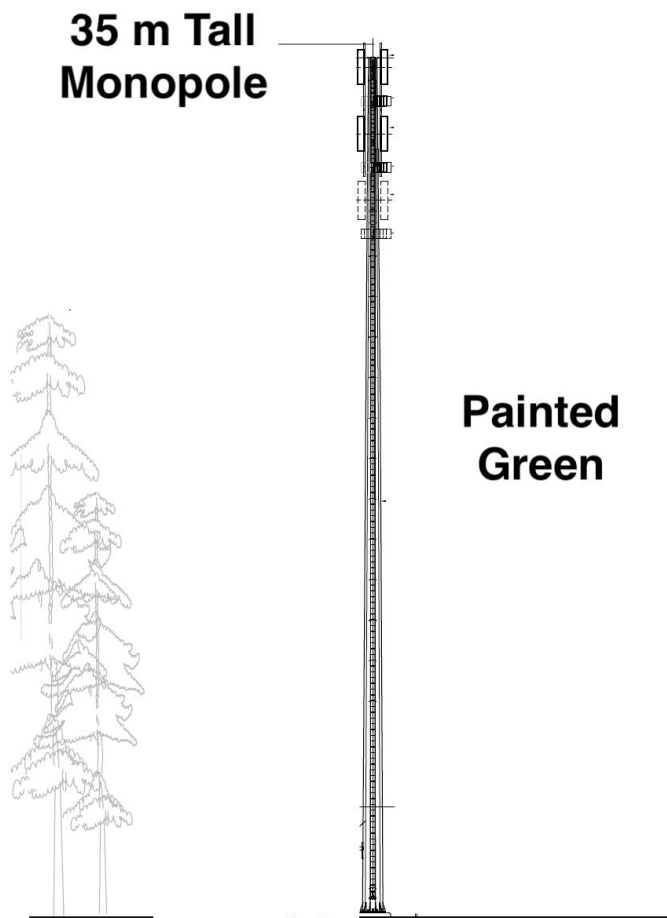
View Southeast from Parking Lot

Note: The above photo simulations are for discussion purposes only.

RATIONALE AND DESIGN – TOWER PROFILE SAMPLES

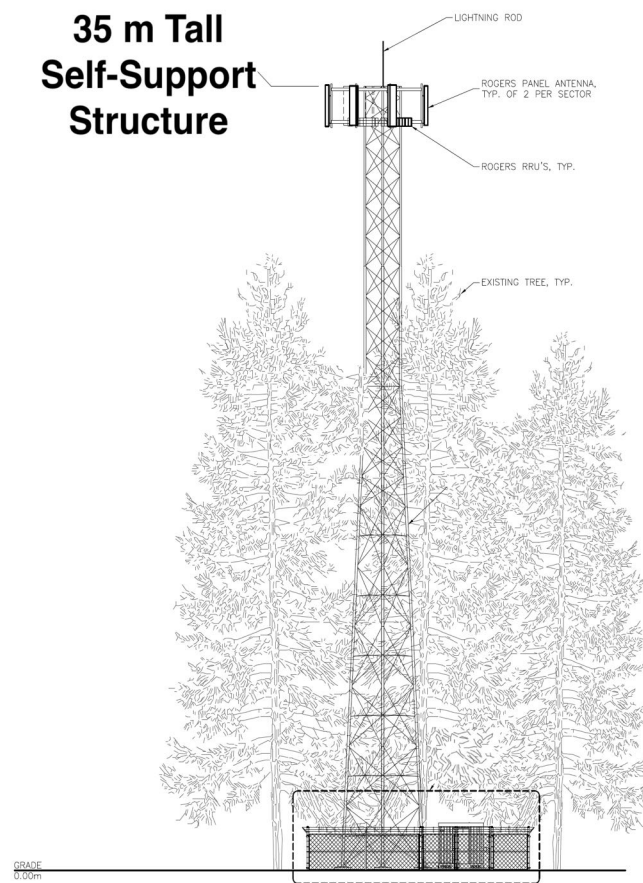
1. Evan's Park

(Rogers File: W5724 - Duncan North)



2. Mount Tzouhalem

(Rogers File: W5723 - Maple Bay West)



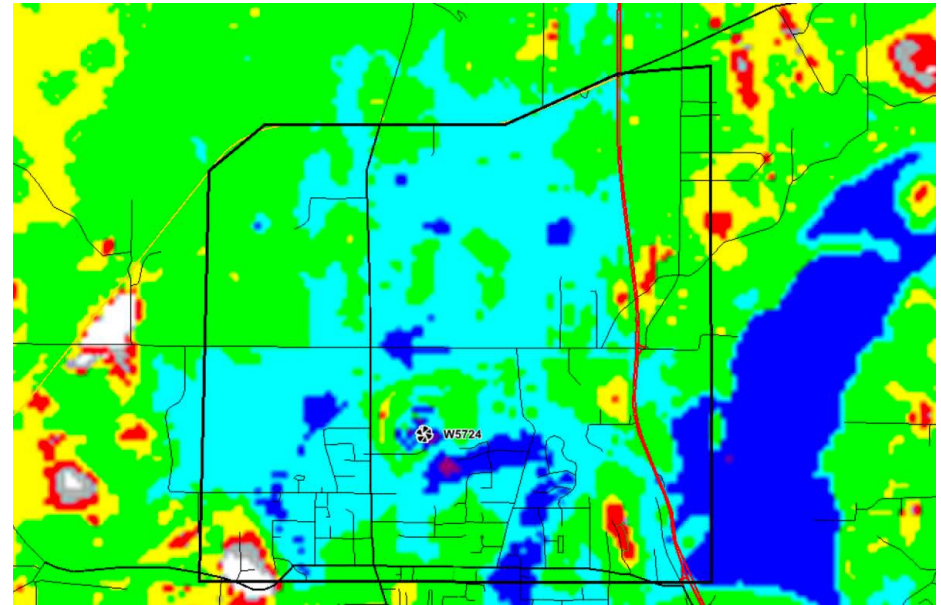
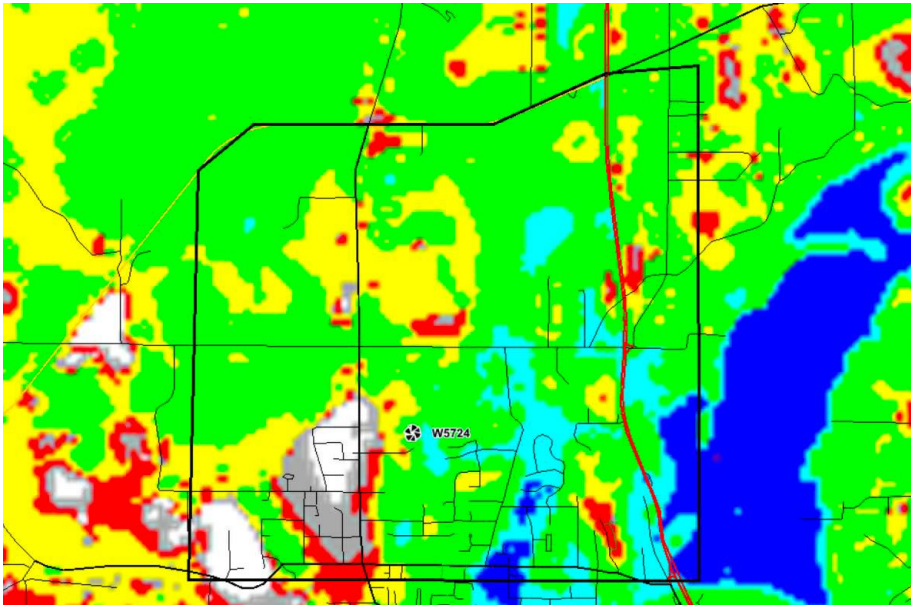
Note: The above designs are preliminary and for discussion purposes only..

RATIONALE AND DESIGN – COVERAGE MAPS

1. Evan's Park (Rogers File: W5724 - Duncan North)

BEFORE

AFTER



Coverage Legend:

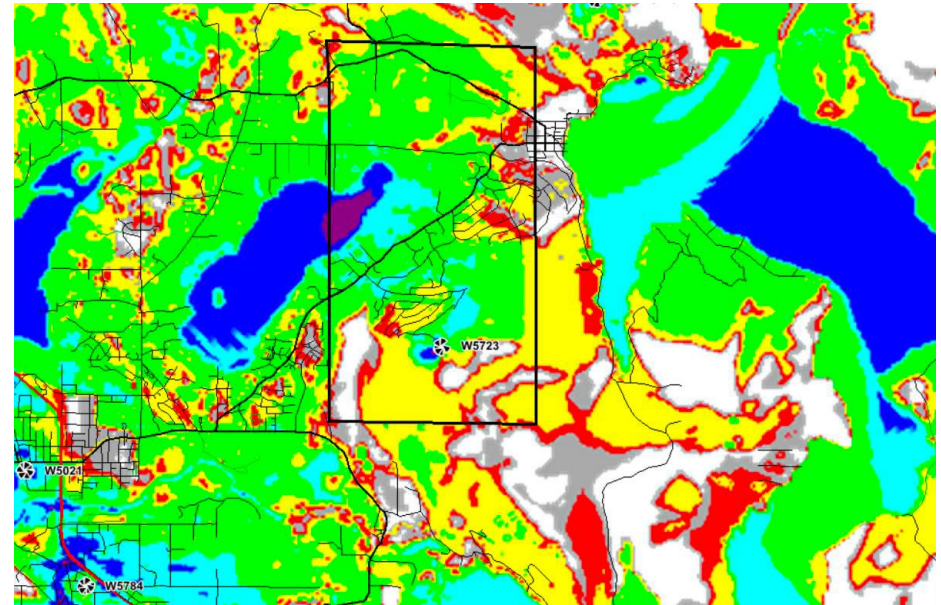
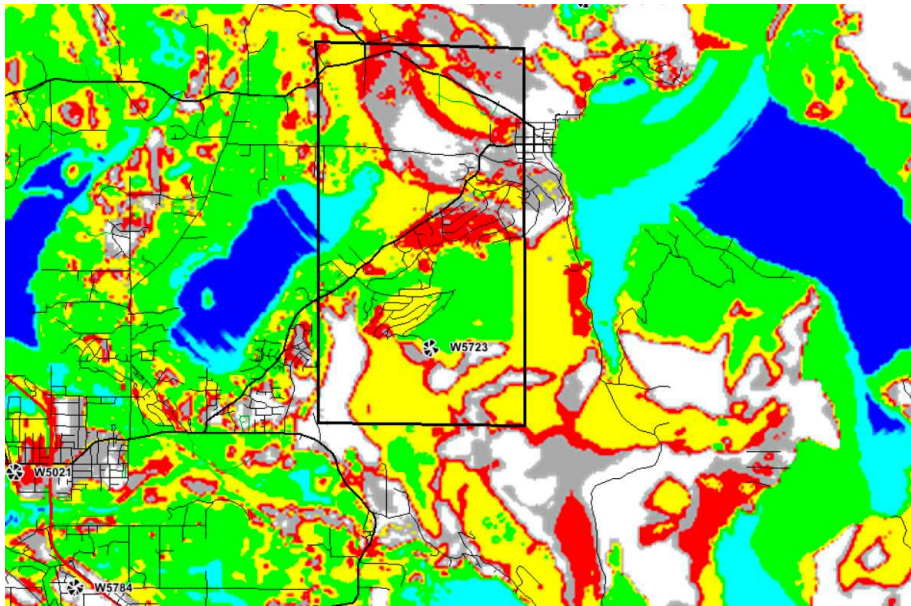


RATIONALE AND DESIGN – COVERAGE MAPS

2. Mount Tzouhalem (Rogers File: W5723 – Maple Bay West)

BEFORE

AFTER



Coverage Legend:



NEXT STEPS – LICENCE AGREEMENT


- Rogers is seeking to enter into a Licence Agreement with the Municipality of North Cowichan to enable the tower installations.
- If desired, one Master Licence Agreement can be considered with each location listed as schedule to ensure consistency of terms.
- Rogers already shared a draft Licence Agreement template with Municipality of North Cowichan Staff for each location.
- Rogers requests either:
 - A signed Licence Agreement prior to commencing public consultation process (*preferred and we kindly note that we cannot proceed with any installations without subsequently receiving “land use concurrence” from Council after the required public consultation*); or
 - Approval of the key terms of the agreement prior to commencing public consultation (fees, duration, etc.) to ensure alignment upfront before we take any proposal forward to the public.

NEXT STEPS – PUBLIC CONSULTATION

- Upon finalizing a Licence Agreement, Rogers will be required to undertake a public consultation process in accordance with Innovation, Science and Economic Development (ISED) Canada requirements.
- The ISED Default Consultation Process Entails the following three (3) general steps:
 1. Area Resident Notification: Rogers will notify all property owners and occupants within a radius of three times the height of each proposed tower.
 2. Newspaper Notice: Rogers will post a notice in a local publication welcoming public comments regarding each proposed tower.
 3. Land Use Concurrence Request: The process will conclude with Rogers requesting a motion or letter of land use concurrence from Municipality of North Cowichan Council for each tower location.
- Rogers respectfully requests Council support to commence the above noted consultation process upon approval of the Licence Agreement terms.

Thank you!

Report

Date	February 2, 2021	File: DVP00057
To	Council	16159-000
From	Anthony Price, Planning Technician	3080-20 20.05
		Endorsed: 
Subject	Development Variance Permit Application No. DVP00057 for 2903 Cypress Street	

Purpose

To consider granting a variance to Zoning Bylaw 2950 for 2903 Cypress Street to (1) increase the permitted maximum small car parking stalls from 25% to 85%, (2) to reduce the required number of additional parking stalls from 5 to 4, and (3) relax the requirement for individual external building access for four proposed new dwelling units. A presentation by staff will be provided at the meeting.

Background

Address: 2903 Cypress Street

Zone: Urban Medium Density Comprehensive Development Zone (CD10)

Property Area: 0.10 Ha (0.24 Acres)

Agricultural Land Reserve: No

The subject property, as identified in Attachment 1 (Location Map) and Attachment 2 (Orthophoto), was originally constructed under building permit in 1969 as a 14 unit apartment building by the Royal Canadian Legion. Presumably the apartment and associated works, including on-site parking, were compliant with the bylaw requirements of the day.

A zoning amendment bylaw applicable to 2903 Cypress Street, was adopted by Council on November 20, 2019, as described in Attachment 3 (Zoning Map) and 4 (Urban Medium Density CD10 Zoning). The zoning amendment changed the zoning of the site from Commercial General (C2) to Urban Medium Density Comprehensive Development (CD10) in order to legalize the apartment use and allow potential for additional dwelling units.

Proposal

The applicant intends to add four new dwelling units within the envelope of the existing building. Doing so requires that the new development comply with the Zoning Bylaw No. 2950 (the "Zoning Bylaw") and other applicable regulations. The applicant's development plan complies in most respects, but variances have been requested for the following:

- To allow 85% small car parking,
- To permit one less parking stall than is required and,
- To exempt the four proposed new dwelling units from the requirement for individual external accesses.

In addition, the applicant has requested a refund of the application fee for this application. A copy of the rationale letter has been included as Attachment 6.

Discussion

Small Car Parking:

Section 20.1 of the Zoning Bylaw requires that no more than 25% of the total number of parking spaces be provided in the form of small car spaces. Small car spaces have dimensions that are less than conventional spaces. The applicant has advised that the apartment building is presently used for seniors housing and that the new units will also be targeted at that demographic. He has further advised that most current occupants own vehicles that fit within small car spaces and that occupants of the proposed units will also likely own smaller vehicles. As the area available for parking on the subject property is constrained, an increase in the percentage of permitted small car spaces will allow more parking spaces than would otherwise be possible.

Required Parking Spaces:

Even with an increase in the percentage of permitted small car spaces, the applicant is only able to provide 4 additional parking spaces on the subject property for the four dwelling units due to site constraints. This is one parking space less than what is required by the Section 80.10 (8) of the Zoning Bylaw.

Zoning requirements for on-site parking are meant to ensure there is sufficient parking available for the occupant and visitors, so that parking associated with a private site does not occur on public roads or on adjacent property. However, parking requirements are just estimates of the actual parking demand that will result from any particular use and the actual demand may be more or less than what is specified in the Zoning Bylaw. Relaxations to parking requirements are appropriate where it can be reasonably established for the proposed use and other uses that may be permitted within the applicable zone class.

Section 2.5.2.3 (c) of the Official Community Plan (OCP) provides support for the relaxation of parking requirements for new market forms of affordable housing. In general terms, affordable housing is described to be a household where not more than 30% of gross income goes to shelter costs (page 71 of the OCP). While the applicant is intending to rent the four new apartment units associated with the parking variances to lower income seniors, a housing agreement or other binding commitment to ensure the units remain affordable in the long term has not been provided.

Another consideration with this application is the Chemainus Cash in Lieu of Parking Bylaw (Bylaw No. 2838). This Bylaw allows property owners within a specified area of downtown Chemainus to pay a fee of \$8000 per required parking space rather than providing the required parking on-site. The cash-in-lieu option is available because many properties in downtown Chemainus do not have land available to provide additional parking to facilitate additions or changes in use. Funds collected through the cash-in-lieu system are retained in a reserve fund that can only be spent on public parking elsewhere in downtown Chemainus. Granting parking variances to properties in downtown Chemainus that have the cash-in-lieu option can undermine that system and create equity issues with property owners who have paid for deficient parking spaces rather than pursuing relaxations through the variance process.

Exterior Entrances:

The proposed dwelling units are to be located within the ground floor of the existing building. Section 80.10(12) of the Zoning Bylaw requires that ground floor residential units be provided with a principal exterior access. However, the applicant wishes to avoid major alterations to the exterior of the building, develop the new units within the envelope of the existing apartment building, and utilize the existing shared common access internal hallway.

The purpose of the requirements for at-grade exterior entrances for ground level dwelling units is to encourage more livable housing for occupants and a more animated and attractive streetscape. While such features are expected to be designed into new housing projects, they are more challenging to retrofit into existing buildings and may be cost-prohibitive. The community benefit of achieving additional housing at a location that is central to downtown Chemainus may offset the design objectives of at-grade exterior entrances.

Summary and Conclusion:

The requested variances are meant to facilitate the conversion of under utilized space within an older apartment building in order achieve four additional dwelling units intended for lower-income seniors. It can be impractical or potentially not possible for such projects to fully comply with all current zoning regulations. The selective relaxation of regulatory constraints is an appropriate use of the variance process to facilitate in-fill and retrofitted housing.

The variance to increase the percentage of permitted small car spaces is supported because of the limited area available on the site for parking and the reasonable likelihood that most occupants of the building will own smaller vehicles. The requested relaxation allows more parking spaces to be achieved than would otherwise be possible. Potential impacts of an increased percentage of small car spaces should be manageable by the property owner and apartment residents.

Approval of the variance to reduce the required number of additional parking stalls from five spaces to four is not recommended, as there is no assurance that the units will be occupied by low income residents in the long term. The reduction would potentially contribute to parking congestion in downtown Chemainus, and granting the variance may undermine the Chemainus Cash in Lieu of Parking Bylaw and create inequities with property owners who have paid cash in lieu of parking.

The request to vary the requirement for exterior entrances to the four proposed ground floor dwelling units is supported because of the configuration of the existing building and the extensive alterations that would be necessary to achieve the requirement.

Lastly, the applicant's request to have the \$1,000 application fee refund is not addressed in this report, as application fees are established by the Fee Bylaw (Bylaw No. 3603), and there is no provision in that bylaw for development variance permit application fees to be waived.

Communications and Engagement

Pursuant to the *Local Government Act* Section 499, notification letters have been sent to all owners and occupants within a 60 m radius of the subject property. Any responses will be presented to Council at the February 2nd, 2021 Regular Council Meeting. The notice of hearing includes the subject matter of

the application, the date and time where the application will be heard, and applicable North Cowichan staff contact information. The application is available for public inspection by contacting municipal staff during regular business hours.

Implications

Approval of one or more of the requested variances will help to facilitate the development of four new dwelling units. Denial of the variance requests will make development of the four new dwelling units more expensive, and potentially impact the economic viability of the improvements.

Options

Council may approve or deny any of the following three requested variances:

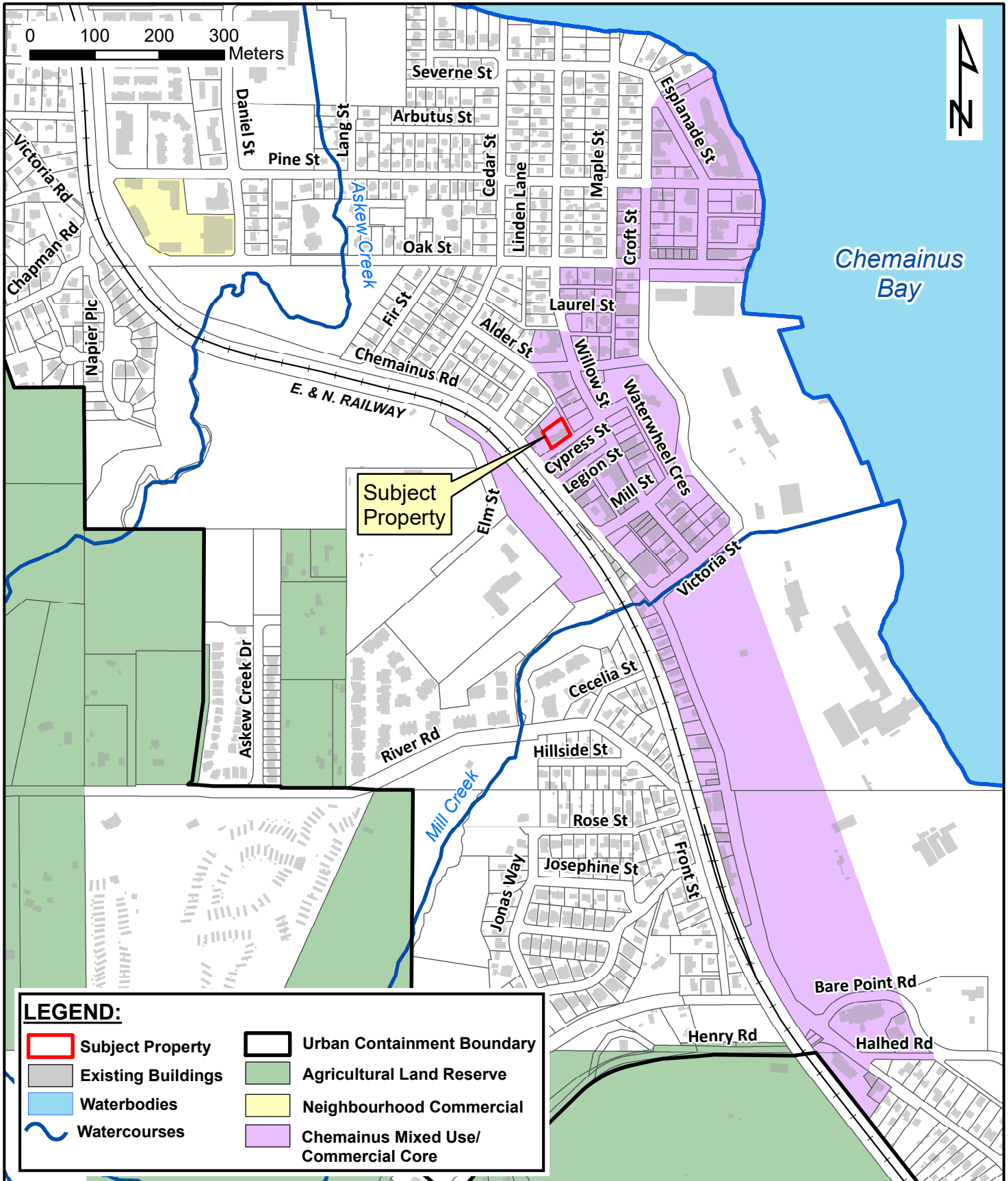
1. That Section 20.1 of Zoning Bylaw No. 2950, 1997 be varied to increase the percentage of permitted small car parking spaces from 25% to 85% at 2903 Cypress Street.
2. That Section 80.10 (8) of Zoning Bylaw No. 2950, 1997 be varied to reduce the required number of parking spaces for four new dwelling units at 2903 Cypress Street from 5 to 4.
3. That Section 80.10 (12) of Zoning Bylaw No. 2950, 1997 be varied to eliminate the requirement for ground floor residential units to have individual exterior entrances at 2903 Cypress Street.

Recommendation

1. That Council authorize the issuance of Development Variance Permit DVP00057/20.05 3080-20.
2. That Council vary Section 20.1 of Zoning Bylaw No. 2950, 1997 to increase the percentage of permitted small car parking spaces from 25% to 85% at 2903 Cypress Street.
3. That Council vary Section 80.10 (12) of Zoning Bylaw No. 2950, 1997 to eliminate the requirement for ground floor residential units to have individual exterior entrances at 2903 Cypress Street.
4. That Council deny the request to vary Section 80.10 (8) of Zoning Bylaw No. 2950, 1997 to reduce the required number of parking spaces for four new dwelling units at 2903 Cypress Street from 5 to 4.

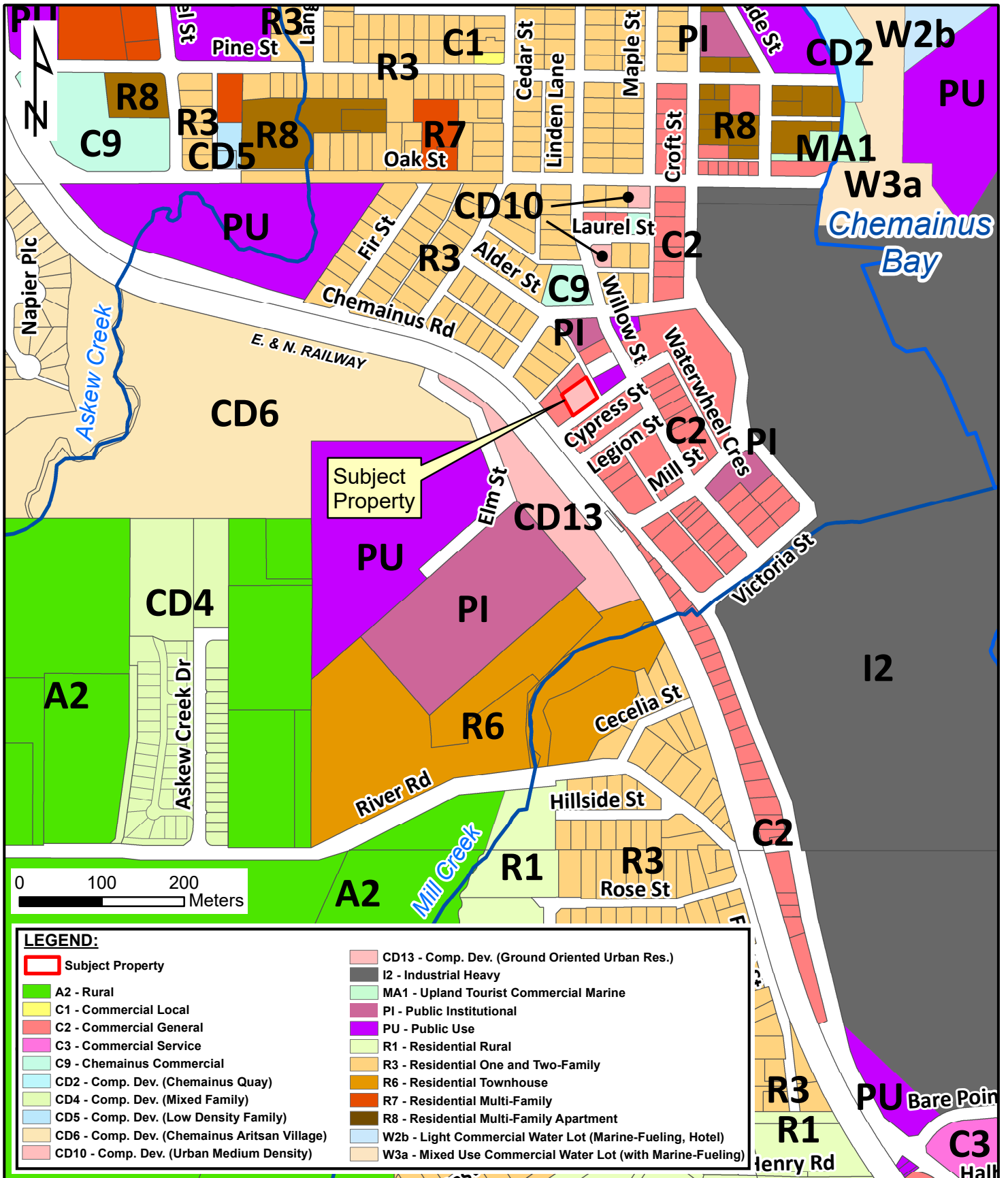
Attachments:

1. Location Map
2. Orthophoto
3. Zoning Map
4. Urban Medium Density CD10 Zoning
5. Site Plan 2020-12-10
6. Letter of Rationale 2020-08-17
7. Draft Permit





	ORTHOPHOTO MAP		DATE:	October 13, 2020
	(Orthophoto is from 2019 aerial photography)		TYPE:	Development Variance
	2903 Cypress Street		FILE#:	DVP00057



Permitted Uses

- 80.10** (1) The Permitted Uses for the CD10 zone are as follows:
- apartment
 - multi-family residence
 - home-based business

Minimum Lot Area

- (2) The minimum lot area required for the CD10 zone is 700 m² (7,534.74 sq. ft.)

Minimum Frontage

- (3) The minimum frontage required for the CD10 zone is 15 m (49.21').

Density

- (4) The maximum permitted floor space ratio for the CD10 zone is 1.5:1 except that parking garages located below a building are not included in the calculation of gross floor area of the building.

Setback Requirements

- (5) The minimum permitted setbacks for a principal building within the CD10 zone from any lot line is 1.5 m (4.92').

Maximum Building Height

- (6) The maximum height of a principal building is 12 m (39.37').
- (6.1) Despite section 80.10 (6), the maximum height of a principal building on 6472 Paddle Road (PID: 005-949-416) is 13 m (42.65').

Landscape Open Space

- (7) All open areas not covered by buildings, driveways, or parking must be maintained as landscaped area.

Parking Requirements

- (8) Despite section 21 (1) of this Bylaw, parking spaces must be provided on-site as follows:
- (a) 1 parking space per dwelling unit with 1 bedroom;
 - (b) 1.5 parking spaces per dwelling unit with 2 or more bedrooms;
 - (c) an additional 15% of the total number of units designated as visitor parking.
- (8.1) Despite sections 21 (1) and 80.10 (8), parking spaces must be provided on 6472 Paddle Road (PID: 005-949-416) as follows:
- (a) 1.25 parking spaces per dwelling unit, and
 - (b) an additional 15% of the total number of units designated as visitor parking.

Conditions of Use

- (9) The conditions of use for the CD10 zone are as follows:
- (a) no fences over 1.2 m in height are permitted in any yard that abuts public property, a highway or a lane;
 - (b) no fences over 1.8 m in height are permitted in any other yard;
 - (c) common garbage receptacles must be enclosed by walls or decorative fencing or enclosures and landscaping for the purpose of screening. [BL3693]
- (10) Where a lot abuts a lane, driveway access to a garage must be from the lane. [BL3693]

- (11) [Repealed; BL3693]
- (12) All ground floor residential units must provide an individual identifiable principal access point from the exterior of the building and for certainty may also have an internal or shared access if desired.
- (13) At least 240 m² of 6472 Paddle Road (PID: 005-949-416) must be designated and developed as an outdoor amenity space for residents.

LIST OF DRAWINGS

A1.01	COVER SHEET / SITE PLAN
A1.02	BASEMENT PLAN
A2.02	MAIN FLOOR PLAN (PARTIAL) SECTION THRU WALKWAY
A3.01	STAIR DETAILS, SCHEDULES MISC. DETAILS

Project Data	
Civic Address	2903 Cypress St. Chemainus BC
Legal Description	Lot 2, Setion 17, Range 5, Chemainus District, Plan 22034, PID 003-290-000
No. of Residential Suites:	
existing	14
proposed	4
Total	18
Current Zone	CD - 10
Current Use	Apartment Building - Existing
Total Floor Area	approx 930 m2 - existing
Site Area	existing
FSR	existing
Setbacks	existing
Parking:	*See Parking Breakdown*
Small Car	
HC Accessible	
Loading	
BC Building Code Summary (2018)	
Building Area	approx 310 m2
Major Occupancy	Group C - Residential
Building Height	3 stories
No. of Streets Facing	2
Fire Protection (Automatic Sprinklers)	Not Sprinklered
Occupancy Classification	
3.2.2.53	Group C - up to 3 stories
Table 3.2.2.53	Max allowable area = 750 m2
Combustible Construction allowed	
Floors to be Fire Separations (45 min FRR)	1 hour proposed
Walls and columns to be (45 min FRR)	1 hour proposed
3.2.4.1 - Fire Alarm	4)) - Fire alarm required
3.3.1.(1) - Fire Separation Btwn Suites	1 hr proposed
3.4.2.5 Location of Exits - Travel Dist	Max 30m allowable

	Parking Lot Notes Added	July 27/2020
	Issued for Permit	May 25/2020
	Issued for Client Review	May 04/2020
	Issued for Client Review	Apr. 17/2020
No.	Description	Date

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ADDITIONAL
SUITES TO
EXIST. BUILDING

2903 CYPRESS STREET
CHEMAINUS, BC

SEAL:

DRAWING TITLE:

COVER SHEET
SITE PLAN

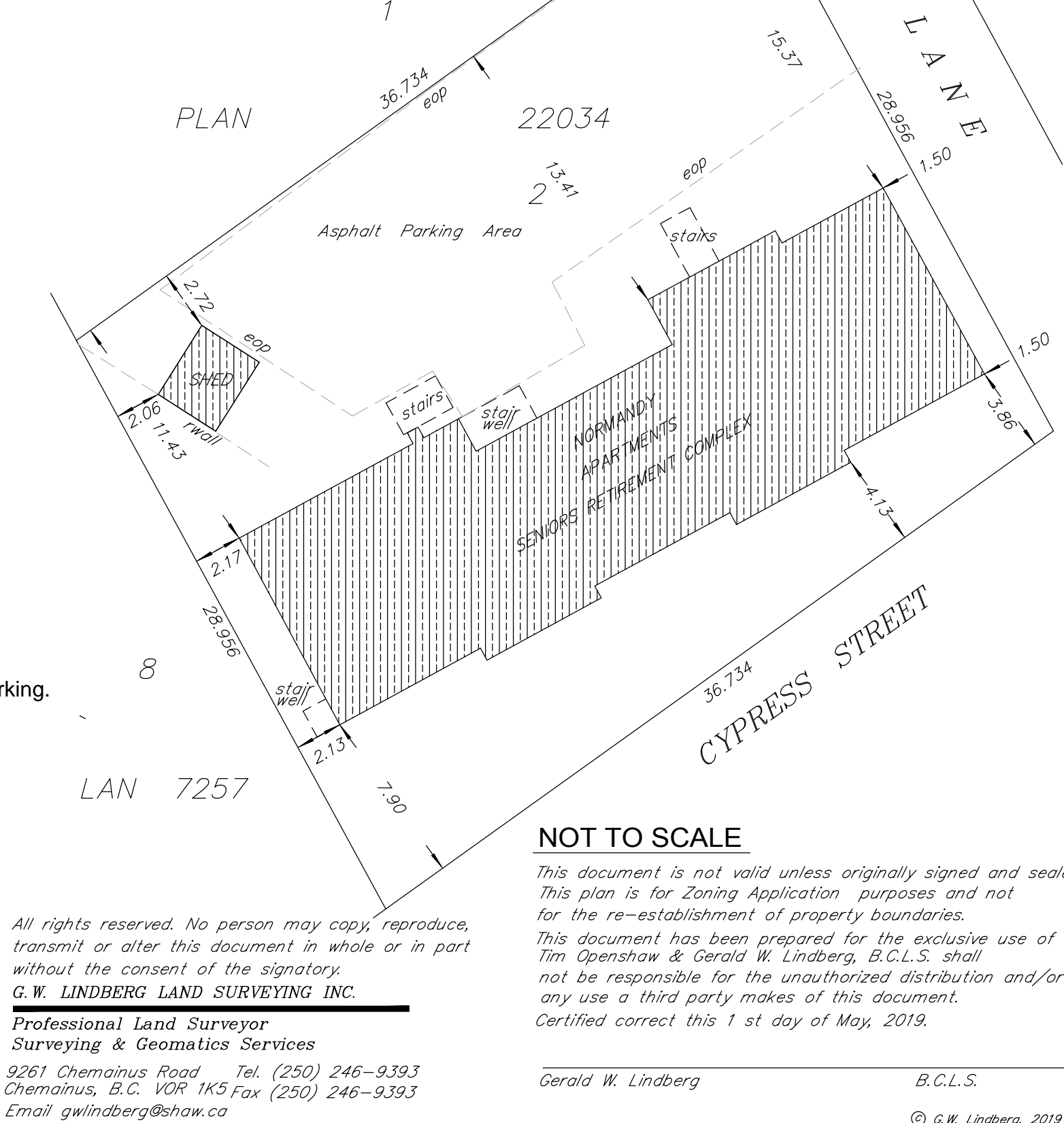
SCALE: AS SHOWN
DRAWN BY: JUD
CHECKED BY: BJK
DATE: 2019/04/07

A1.01

B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF BUILDINGS
ON LOT 2, SECTION 17, RANGE 5, CHEMAINUS DISTRICT, PLAN 22034
Civic Address— 2903 Cypress Street Chemainus BC
PID 003-290-000
Scale = 1 : 250

LEGEND

All distances are in metres.
Lot dimensions derived from Plan 22034
Offsets shown to outside finished surface of building
Date of Field Surveys : April 22, 2019



Dwelling Unit and Parking Breakdown:

- 14 dwelling units with 9 small car parking stalls existing.
- 4 one bedroom dwelling units and 4 additional parking stalls proposed.
- **Total of 18 dwelling units and 13 parking stalls proposed.**

CD10 zone S.80.10 (8) requires:

- (a) 1 parking space per dwelling unit with 1 bedroom;
 - (b) 1.5 parking spaces per dwelling unit with 2 or more bedrooms;
 - (c) an additional 15% of the total number of units designated as visitor parking.
- **4 parking stalls and 1 visitor stall required, for a total of 5 stalls.**

Zoning Bylaw No. 2950 - Variance Requests:

- Relax the required parking stalls from 5 to 4;
- Vary S.20.1 to permit a maximum of 85% small car stalls;
- Vary S.80.10 (12) to allow the proposed 4 dwelling units to not require an individual principal access;

PARKING LIGHTING
FLOOD LIGHTS MOUNTED TO SIDE OF BUILDING

PARKING LOT SURFACE TREATMENT
ASPHALT PAVING THROUGHOUT PARKING LOAD
PARKING STALLS - MARKED, NUMBERED LABELED
LOADING SPACE - MARKED AND LABELED

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G.W. LINDBERG LAND SURVEYING INC.
Professional Land Surveyor
Surveying & Geomatics Services
5261 Chemainus Road Tel. (250) 246-9393
Chemainus, B.C. V2P 1K5 Fax (250) 246-9393
Email gw@indberg@shaw.ca

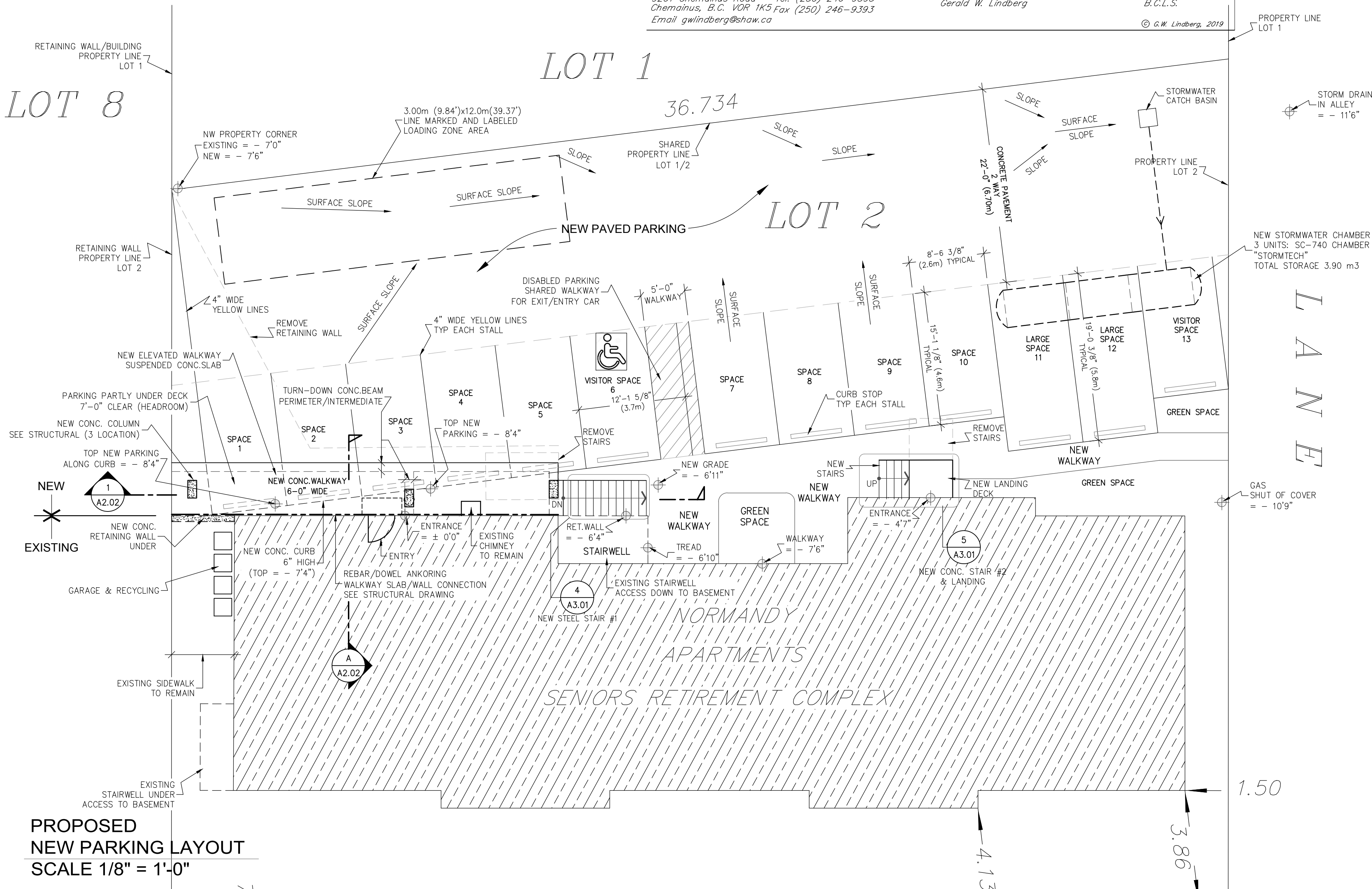
NOT TO SCALE

This document is not valid unless originally signed and sealed. This plan is for Zoning Application purposes and not for the re-establishment of property boundaries. This document has been prepared for the exclusive use of Tim Queshaw & Gerald W. Lindberg, B.C.L.S. shall not be responsible for the unauthorized distribution and/or any use a third party makes of this document. Certified correct this 1 st day of May, 2019.

Gerald W. Lindberg

B.C.L.S.

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PROPOSED
NEW PARKING LAYOUT
SCALE 1/8" = 1'-0"

Letter of Rationale Re: 2903 Cypress St. Chemainus BC

Development Variance Permit Application

To Whom It May Concern,

I have submitted a building permit application to add an additional four suites, utilizing an existing space in the lower level, to the Normandie Apartment building.

Under the CD10 zoning, section 80.10 (12) a separate exterior entrance is required for each dwelling unit. I am requesting a variance be granted for this item as well as several others that I would like to address.

This building was built with assistance from the Provincial Government in 1969 to provide affordable housing for seniors. This is a commitment I have continued to uphold since purchasing the building in 2014.

There are currently 4 points of entry/exit that have served the building well for the last 50 years. Given the existing, and proposed, floorplan it would be impractical and unaffordable to change things to conform to the CD10 Section 80.10 (12) requirements.

Parking Variance Requests

- 1) Section 20-1 specifies, at most, 25% of the number of off street parking spaces required by the bylaw may be for small cars.

Rationale for variance: This bylaw seems outdated. We have owned the building since 2014 and none of our residents have owned a large vehicle. The current and growing trends towards small fuel efficient cars, or no car at all, supports this observation. No doubt these trends will continue and even escalate due to our concerns over climate change.

- 2) Section 21-1 specifies 1.5 spaces per dwelling unit PLUS 15% of the total number of units be designated as visitor parking.

Rationale for variance : These apartments are approximately 400 square feet. They are suitable for single occupancy only. Often the residents don't even have a vehicle. Rather, in support of the developing trend towards densification, they have moved to this building due to its proximity to everything they may need. Following the existing bylaws the additional four suites would require 7 parking stalls!

3) Section 20 -8 and 9 specifies a minimum of 1 stall for persons of disabilities

Rationale for variance: Despite that this building was built in partnership with the Provincial Government and the Royal Canadian Legion in 1969 for war veterans; it was not built for persons with disabilities. There is no elevator in this building and none of the suites were designed for people with disabilities. Furthermore, if for some random reason, a stall is still required for a person with disabilities, no doubt there will be one in the adjoining municipal parking lot.

I trust that my proposed parking layout will meet the current and future needs and that staff and council will agree that a cash in lieu will not be required.

To the best of my knowledge, my proposed addition fits perfectly with the existing OCP. The building is located within the downtown core and is within walking distance to required goods and services. Thus my proposal is to increase density and provide affordable senior housing while minimizing our overall impact.

I further request that the \$1000.00 Development Variance Application fee be reimbursed and any Development Cost charges be waived.

Thank you very much for your consideration.

Sincerely, Tim Openshaw

Development Variance Permit

(DVP00057/20.05 3080-20)

To: **Timothy and Patricia Openshaw**

Subject Property: **2903 Cypress Street (Folio: 16159-000)**

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws.
2. This permit applies to the lands described below, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').

Lot 2 Section 17 Range 5 Chemainus District Plan 22034
PID: 003-290-000

3. Pursuant to section 498 of the *Local Government Act* (RSBC 2015, c. 1), this permit varies Section 20.1 and 80.10 (12) of Zoning Bylaw 2950, 1997 permitting a maximum of 85% of the parking area to be used for small cars and exempt the requirement to provide individual external access at grade for the proposed 4 new dwelling units at 2903 Cypress Street (PID: 003-290-000).
4. This permit is not a building permit.
5. Pursuant to section 504(1) of the *Local Government Act*, this permit lapses two years from date of issue if the holder of the permit does not substantially start any construction with respect to which this permit is issued.

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


This permit was approved on January 20, 2021 and issued on DATE.

This permit expires on January XX, 2023.

The Corporation of the District of North Cowichan

Designated Municipal Officer

Report

Date	February 2, 2021	Folder No: DVP00064
To	Council	Folio No: 06335-010
From	Glenn Morris, Development Planning Coordinator	File No: 3080-20 20.12
		Endorsed: 
Subject	Development Variance Permit Application No. DVP00064 for Lot 1 Drinkwater Road	

Purpose

To consider granting a variance to Zoning Bylaw No. 2950 to increase the permitted lot coverage for Lot 1, Plan VIP24981 – Drinkwater Road from 10% to 20% to accommodate a single family dwelling and accessory structures. A presentation by staff will be provided at the meeting.

Background

This application was made to the Board of Variance, however it has been processed as a development variance permit application due to the temporary suspension of Board of Variance meetings related to the COVID-19 pandemic.

Site Context

The subject property (PID: 002-851-016) is vacant land, located in a rural low density established neighbourhood comprised of large and small landholdings (0.21 Ha to 10 Ha) in area supporting single family dwellings, and accessory buildings (shops, garages and farm buildings). This property is 0.21 Ha (0.5 ac.) in area, outside of the growth centre and not in the Agricultural Land Reserve (ALR) as shown in Attachments 1 (Location Map), 2 (Orthophoto) and 3 (Zoning Map).

Proposal

The applicant is requesting a relaxation to Section 52(5) of Zoning Bylaw No. 2950 to increase lot coverage from 10% to 20% in order to accommodate siting of a single family dwelling, a shop and a garage, as shown in Attachments 5 (Subject Property Plan), 6 (Proposed Building Siting) and 7 (Applicant Rationale).

The subject 0.21 Ha property is zoned Rural (A2). The A2 zoning specifies a minimum lot size of no less than 2.0 Ha (4.95 ac.) in area when created through subdivision. The A2 zoning provides a limitation of 10% lot coverage assuming a 2 Ha parcel which equates to 2000 square metres in permitted building coverage area, as described in Attachment 4 (Section 52(5) Zoning Bylaw). As the subject property has less than the intended lot size under the A2 zoning at 0.21 Ha (.52 ac.), the 10% lot coverage limitation for the parcel in fact provides only 210 square metres (2260 square feet) of building coverage for the parcel. The applicant requests an increase in the lot coverage to 20%, which would allow for siting of a dwelling and accessory buildings with up to 420 square metres (4520 square feet) of coverage.

Discussion

Lot 1, Plan VIP24981, (the subject lot) is vacant, a conventional rectangular shape and fronts on Drinkwater Road. Municipal water and storm service is available and a wastewater treatment system will be required at the time of building permit application as sewer servicing does not extend to this portion of Drinkwater Road.

The lot is in the Agricultural Land Reserve (ALR) and was created through subdivision on January 12, 1972. The date is important, as lots less than 2 acres in area registered prior to December 21, 1972 are exempt from Agricultural Land Commission regulations. Essentially, the subject lot functions as non ALR land. The surrounding parcels are all within the Land Reserve.

Analysis

The requested increase in lot coverage from 10% to 20% was amended from the original request to increase coverage from 10% to 16.6% in order to provide a little more room for error in siting buildings and the inherent calculations this involves.

Additionally, development of the subject lot in the proposed manner would be consistent with the existing pattern of development (small rural residential lots) found along this portion of Drinkwater Road, which were predominantly created through subdivision in the early 1970's.

Variances are intended to allow some flexibility in the application of development regulations to address site constraints and unusual circumstances. We believe there is a valid justification for the increase in lot coverage and that granting the variance would not undermine the intent and purpose of the Zoning Bylaw. Approval of the application is recommended.

Communication and Engagement

Pursuant to the *Local Government Act* Section 499, notification letters have been sent to all owners and occupants within a 60 metre radius of the subject property. Any responses will be presented to Council at the February 2, 2021 Regular Meeting. The notice of hearing includes the subject matter of the application, the date and time where the application will be heard, and applicable North Cowichan staff contact information. The application is available for public inspection by contacting municipal staff during regular business hours.

Options

The following options are provided for Council's consideration:

Option 1 – Recommended:

That Council authorize the issuance of Development Variance Permit DVP00064/20.12 and vary Section 52(5) of Zoning Bylaw 1997, No. 2950 to increase permitted lot coverage from 10% to 20%, in order to accommodate siting of a single family dwelling, shop and garage for Lot 1, Plan VIP24981, Drinkwater Road.

Option 2:

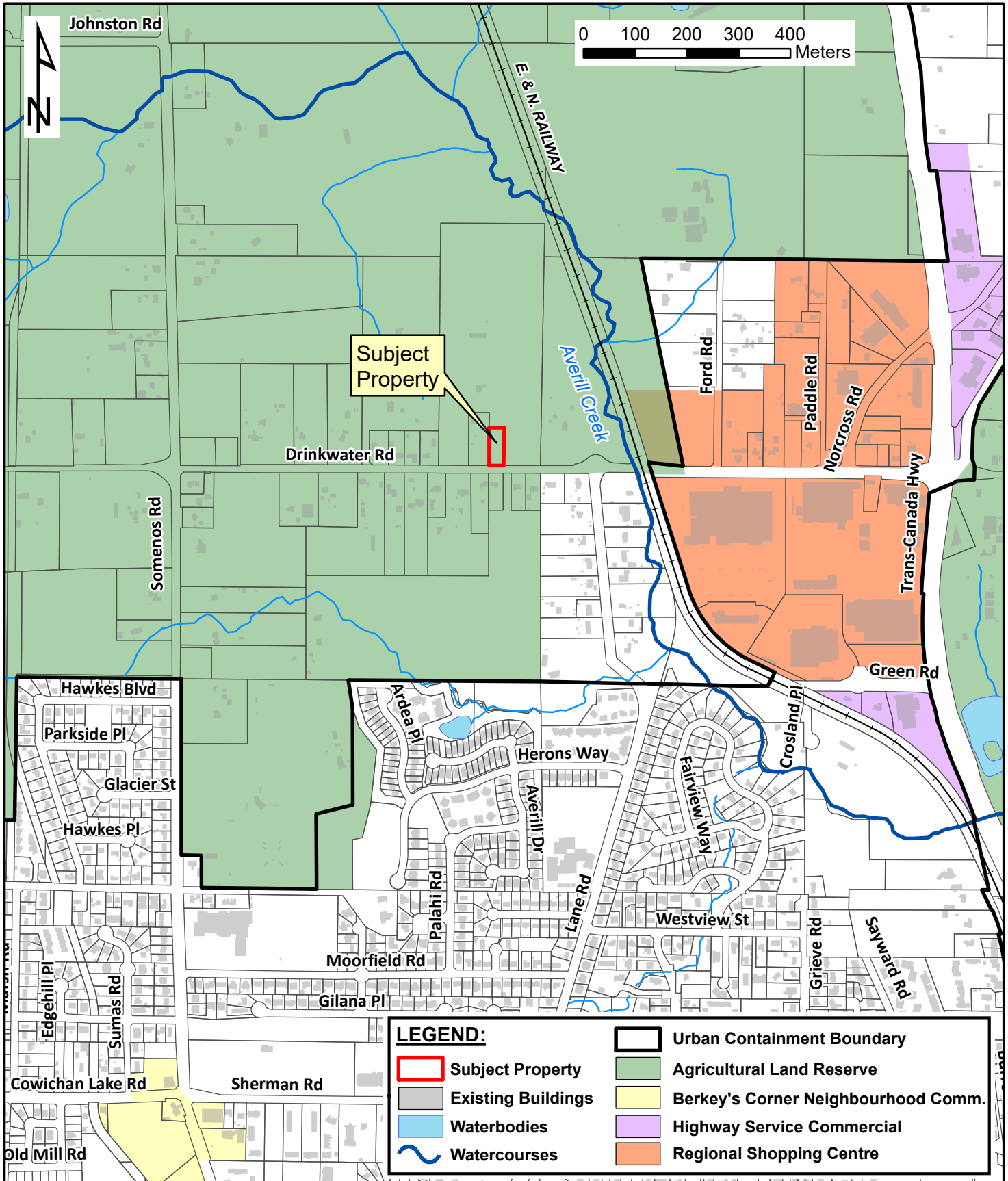
That Council deny Development Variance Permit Application DVP00064 to vary Section 52(5) of Zoning Bylaw 1997, No. 2950 to increase permitted lot coverage from 10% to 20%, in order to accommodate siting of a single family dwelling, shop and garage for Lot 1, Plan VIP24981, Drinkwater Road.

Recommendation

That Council authorize the issuance of Development Variance Permit DVP00064/20.12 and vary Section 52(5) of Zoning Bylaw 1997, No. 2950 to increase permitted lot coverage from 10% to 20%, in order to accommodate siting of a single family dwelling, shop and garage for Lot 1, Plan VIP24981, Drinkwater Road.

Attachments:

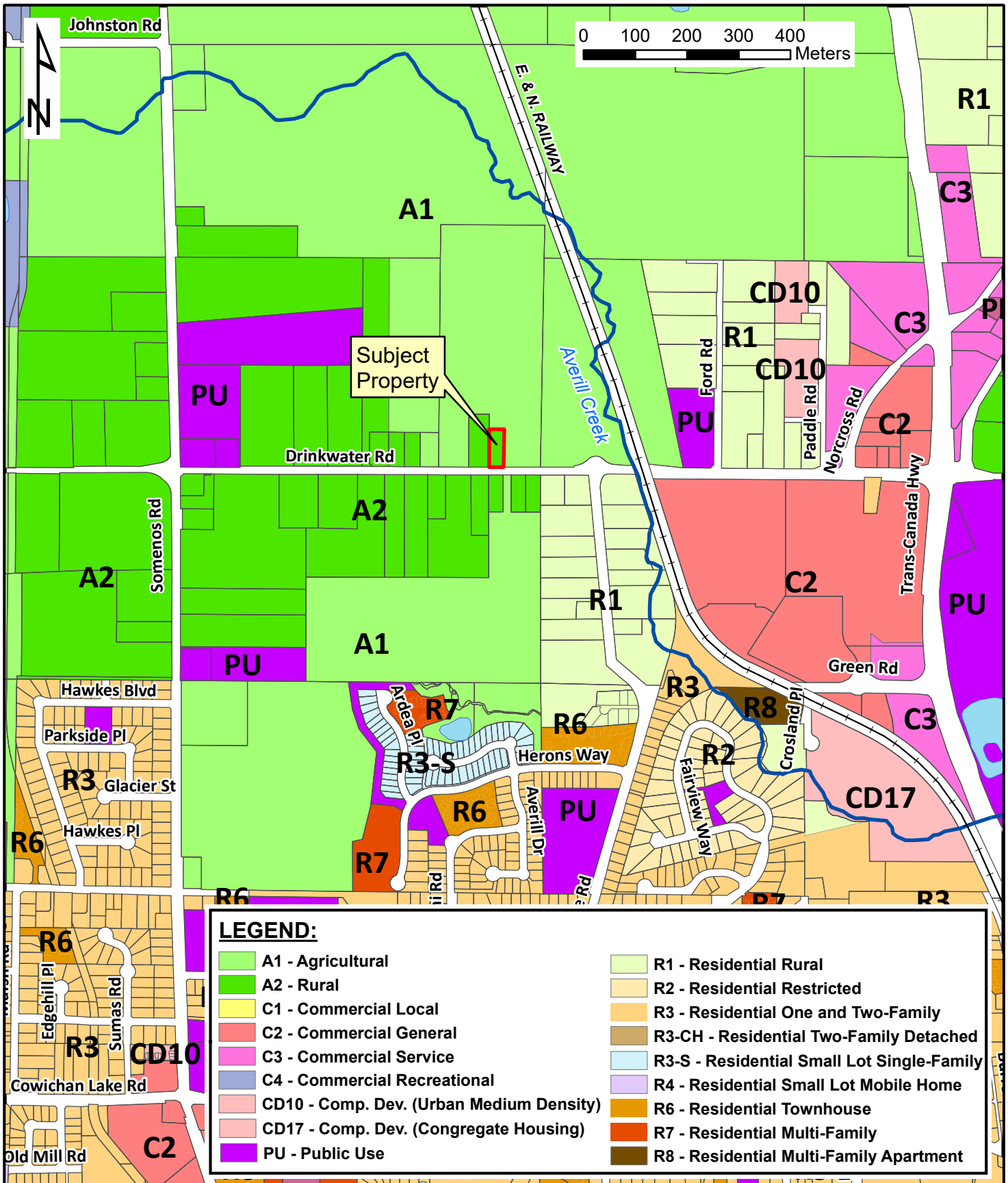
1. Location Map
2. Orthophoto
3. Zoning Map
4. Section 52(5) Zoning Bylaw
5. Subject Property Plan
6. Proposed Building Siting
7. Applicant Rationale
8. Draft Permit





Drinkwater Rd

	ORTHOPHOTO MAP		DATE:	December 16, 2020
	(Orthophoto is from 2019 aerial photography)		TYPE:	Board of Variance
	Lot 1 Plan VIP24981 Drinkwater Road		FILE#:	DVP00064



Permitted Uses

- 52 (1) The permitted uses for the A2 zone are as follows:
- Accessory Dwelling Unit
 - Agriculture
 - Agricultural Storage
 - Assisted Living
 - Bed and Breakfast
 - Community Care Facility
 - Craft Distillery
 - Forestry Use
 - Greenhouse
 - Home-based Business
 - Kennel
 - Manufactured Home
 - Riding Stable
 - Single-Family Dwelling
 - Supportive Housing
 - Temporary Mobile Home (subject to the Temporary Mobile Home Permit Bylaw). [BL3754]
 - Two-Family Dwelling [BL3302, BL3457, BL3520]

Minimum Lot Size

- (2) The minimum permitted lot size for the A2 zone is 2 hectares (4.94 acres).

Minimum Frontage

- (3) The minimum permitted frontage for the A2 zone is 75.0 m (246.06').

Density

- (4) The maximum permitted density in the A2 zone is one residential building per lot, except in the following circumstances:
- (a) where land is not within the Agricultural Land Reserve, and is at least two hectares (4.94 acres) in area, a maximum of two residential buildings are permitted with a maximum of two dwelling units;
 - (b) where land is within the Agricultural Land Reserve, and is at least two hectares (4.94 acres) in area, additional dwelling units may, with Agricultural Land Commission approval, be permitted for bona fide farm labour;
 - (c) where a Temporary Mobile Home is permitted, subject to the Temporary Mobile Home Permit Bylaw; [BL3754]
 - (d) despite paragraph (a), a maximum of two residential buildings with a total combined maximum of three dwelling units is permitted on 941 Arbutus Avenue (PID 000-232-556);
 - (e) despite paragraph (a), a maximum of two residential buildings with a total combined maximum density of two dwelling units is permitted on the following properties:
 - (i) 3252 Gibbins Road (PID 006-360-378);
 - (ii) 3286 Gibbins Road (PID 004-555-562);
 - (iii) 3276 Gibbins Road (PID 002-343-789);
 - (iv) 3240 Gibbins Road (PID 002-742-501);
 - (v) Lot 1..., Plan 21749, Banks Road (PID 002-705-087);
 - (vi) B-3228 Gibbins Road (PID 001-252-267);
 - (vii) Lot 4..., Plan 8636, Cliffs Road (PID 005-586-429);
 - (viii) 3088 Cliffs Road (PID 005-586-445);
 - (ix) Lot 5..., Plan 8636, Cliffs Road (PID 005-586-437);

- (x) Part of Lot 11..., Plan 2785, Banks Road (PID 006-360-742);
- (xi) Part of Lot 1..., Plan 9537 (PID 005-338-859);
- (xii) A-3228 Gibbins Road (PID 000-041-874);
- (xiii) repealed;
- (xiv) 3246 Gibbins Road (PID 028-738-080);
- (xv) Lot A..., Plan 10506 (PID 005-267-412);
- (xvi) 3186 Gibbins Road (PID 005-409-292).

[BL3287; BL3697; BL3757]

Maximum Lot Coverage

- (5) The maximum permitted lot coverage for the A2 zone is 10% of the lot area.

Minimum Setbacks

- (6) The minimum permitted setbacks for the A2 zone are as follows:
 - (a) Single-Family Dwellings and Two-Family Dwellings
 - Yard, Front, 6.0 m (19.68')
 - Yard, Side, 3.0 m (9.84')
 - Yard, Rear, 8.0 m (26.25')
 - (b) Mobile Homes
 - Yard, Front, 30.0 m (98.42')
 - Yard, Side, 12.0 m (39.37')
 - Yard, Rear, 12.0 m (39.37')
 - (c) All Other Principal Buildings
 - Yard, Front, 25 m (82.02')
 - Yard, Side, 15 m (49.21')
 - Yard, Rear, 15 m (49.21')".
 - Yard, Abutting Residentially Zoned Property, 30 m (98.42') [BL3767]
 - (d) Accessory Buildings and Structures (Excluding Fences)
 - Yard, Front, 8.0 m (26.25')
 - Yard, Side, 3.0 m (9.84')
 - Yard, Rear, 8.0 m (26.25')
 - (e) Temporary Mobile Homes
 - To be sited in accordance with the provisions of the Temporary Mobile Home Permit Bylaw. [BL3754]
 - (f) Kennel
 - Yard, Front, 30 m (98.43')
 - Yard, Side, 30 m (98.43')
 - Yard, Rear, 30 m (98.43') [BL3758]

Maximum Building Height

- (7) (a) The maximum permitted building height for buildings, containing one or more dwelling units, within the A2 zone is 9.0 m (29.53').
- (b) Despite the foregoing, the height of other farm buildings is subject to the provisions of the ACNBC Farm Building Code 1995.

Conditions of Use

- (8) The conditions of use for the A2 zone are as follows:
 - (a) Bed and breakfast uses may have no more than six sleeping units and may be conducted in a maximum of one accessory building (with no kitchen) and/or one dwelling unit.
 - (b) Limited farm sale of agricultural products may be sold directly to the public provided that:
 - (i) a minimum of 50% of the agricultural products offered for sale are produced on the land;

- (ii) the covered retail sales area does not exceed 100 m² (1076.4 sq. ft.); and
 - (iii) the retail sales are clearly ancillary to the farm use.
- (c) Assisted Living, Supportive Housing, and Community Care Facilities may be permitted provided that
 - (i) the number of residents does not exceed ten, including resident staff,
 - (ii) the use is within a single-family dwelling unit only, which for clarity does not include a two-family dwelling,
 - (iii) approval from the Agricultural Land Commission is obtained, where the property is within the Agricultural Land Reserve,
 - (iv) valid health permits for septic systems or on-site wastewater treatment systems are obtained, and
 - (v) each single-family dwelling unit may contain this use where the property is two hectares (4.94 acres) or greater and has two single-family dwelling units.
- (d) despite section 52 (1), "campground (seasonal)" is a permitted use on 3042 River Road, and "campground (short-term)" is a permitted use on 8701 Chemainus Road, 8682 and 9090 Trans-Canada Highway, and 3800 Gibbins Road for a maximum of 25 campsites during a gathering for an event. [BL3662]
- (e) [Repealed; BL3697].
- (f) a maximum of 14 gatherings for an event with up to 150 attendees, and 20 events with up to 20 attendees, are permitted per year on 3800 Gibbins Road.
[BL3083, BL3302, BL3323, BL3521, BL3554, BL3662]
- (g) A kennel must not be located on a lot less than 8000 m² (1.98 acres) in area. [BL3758]

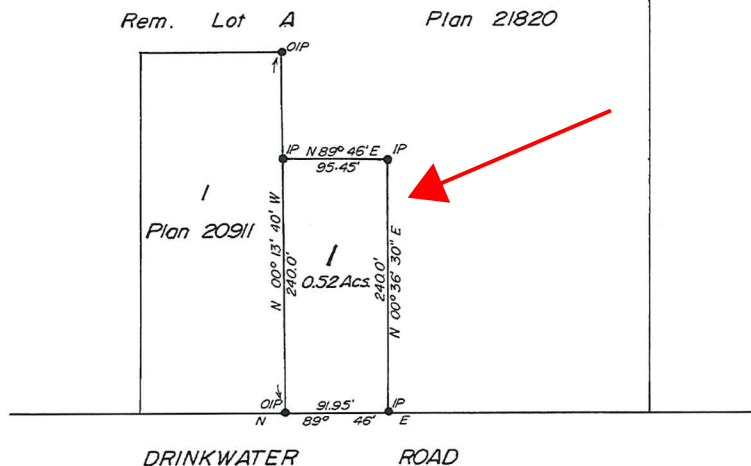
PLAN: 24981

Deposited in the Land Registry Office at
Victoria, B.C., this 12TH day of JANUARY, 1972
1971.

- IP denotes standard iron post set.
- OIP " " " " found.

[Signature]
Registrar

THIS IS
NOT A CERTIFIED
COPY
PROVIDED FOR
CONVENIENCE ONLY ONLY
PLEASE OBTAIN ORIGINAL
DOCUMENTS FROM THE
LOCAL TITLE OFFICE



James K. Gibson

Am Thibodeau

CA 70 ✓

L. Vayes Fox.

L. B. Shuttles

Dr. J. C. H.

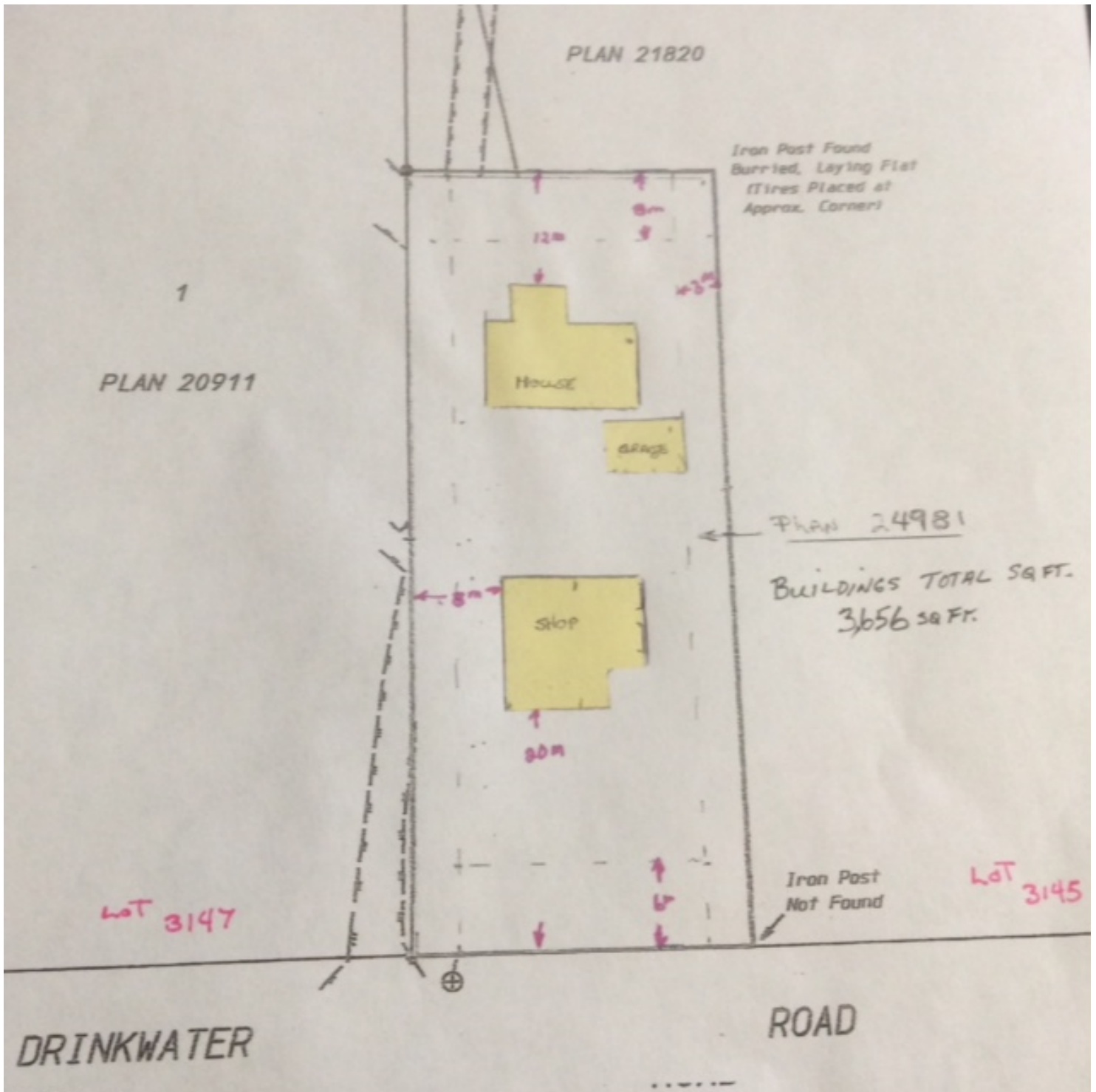
(as to all 4 signatures)

Sworn before me this
31st day of
August, 1971.

B. White

Michael E. Coleman
A Commissioner for taking Affidavits within the Province
of British Columbia.

ATTACHMENT 6



DEVELOPMENT PROPOSAL – Please provide a brief description of your development proposal.

To move House and Accessory Buildings from 3005 Drinkwater Rd. To Lot 1, plan VIP 24981, Sec 4, Range 4, $\frac{1}{2}$ Acre (approx $\frac{1}{2}$ km) west on Drinkwater Rd. Due To H.D. housing at our present location!

The building footprint would be the same as 3005 Drinkwater Rd. The lot that is also a $\frac{1}{2}$ Acre. Request to increase my lot coverage from 10% to 16.6% to accommodate my single family dwelling with shop and garage. This lot is under the minimum lot size in the A2. As such I believe this is a hardship.

Development Variance Permit **DRAFT**

Permit No: DVP00064/20.12

Registered Owners: John Walker

Subject Properties: Lot 1, Plan VIP24981 – Drinkwater Road **Folio:** 06335 - 010

Description of Land:

Parcel Identifier: 002-851-016

Legal Description: Lot 1 Section 4 Range 4 Somenos District Plan VIP24981

Proposal: **To Vary Section 52(5) of Zoning Bylaw 2950 – to increase lot coverage from 10% to 20%**

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. Pursuant to Section 498 of the *Local Government Act* (RSBC 2015, c. 1), this permit varies Section 52(5) of Zoning Bylaw 2950, 1997 by increasing the lot coverage from 10% to 20% for the placement of a single family dwelling, shop and garage.
4. The Lands subject to this permit shall be developed strictly in accordance with the terms and conditions of this permit.
5. This permit is not a building permit.
6. Pursuant to Section 504(1) of the *Local Government Act*, this permit lapses two years from date of issue if the holder of the permit does not substantially start any construction with respect to which this permit is issued.

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

This permit was approved **February 2, 2021** and issued on **February XXX, 2021**.

This permit expires on **February 2, 2023**.

The Corporation of the District of North Cowichan

Designated Municipal Officer

Report

Date February 2, 2021
To Council
From Glenn Morris, Development Planning Coordinator
Subject Development Variance Application for 9802 Napier Place

Folder No: DVP00062
Folio No: 15052-015
File: 3080-20 20.10

Endorsed:



Purpose

To consider granting a variance to Zoning Bylaw No. 2950 to reduce the southern rear yard setback at 9802 Napier Place from 4.0 metres to 2.0 metres to help facilitate the siting of a dwelling unit on the property. A presentation by staff will be provided at the meeting.

Background

The original application was made to the Board of Variance, however it has been processed as a development variance permit application due to the temporary suspension of Board of Variance meetings resulting from the COVID-19 pandemic.

Site Context:

The subject property (PID: 030-279-500) is located at the entrance to a residential neighbourhood comprised of single family homes, secondary suites, two family dwellings and ground-oriented multiple family housing as shown in Attachments 1 (Location Map) and 2 (Orthophoto). It has a lot area of 570 square metres (0.14 acres) and is presently vacant. It is adjacent to the E&N right of way on the east boundary, and Victoria Road on the north and west boundary. A residential lot with single family home abuts the parcel's southern boundary. The subject property is zoned Comprehensive Development (CD6) and is within the Chemainus Growth Centre designation as depicted in Attachment 3 (Zoning Map).

A Statutory Right of Way (SRW) has been registered over the subject property and is visible on the attached site plan, included as Attachment 6 (Site Plan Single Family Dwelling Placement).

Proposal:

The applicant is requesting a relaxation to Section 80.6 (6)(a) of Zoning Bylaw No. 2950 to reduce the rear yard setback requirement for siting a single family home from 4 metres to 2 metres due to the placement of a utility pole and tensioned cable support system (guy wire) within the yard front of the lot. See Attachments 4 (CD6 Zone) and 6 (Site Plan Single Family Dwelling Placement) for zoning and placement information.

The applicant is requesting a relaxation to the rear yard setback of the CD6 zone to help facilitate the siting of a dwelling unit on the property. A suitable building site on the lot is constrained by its unusual shape and the statutory right of way. The applicant's letter of rationale for the variance request is provided in Attachment 5 (Applicant Letter of Rationale).

Discussion

The subject property is part of the Chemainus Artisan Village Comprehensive Development Plan and zone and is administered through the Chemainus Artisan Village Comprehensive Development (CD6) zoning. The subject property has a non-conventional shape, with much of the property perimeter abutting a public road. The front lot line in the case of a corner lot is determined as being the shorter of the two lot lines on a corner. In this case the rear lot line is the southern boundary.

Analysis:

The SRW registered on this lot provides for the placement of a utility pole which has now been installed. The supporting guy wire system for the pole which extends into the front yard area and within the SRW does impact the ability to site a home, of similar size to that of neighbouring lots within this development, clear of the guy wire within the SRW. In addition, the northern side of the subject property narrows, with the wider portion of the lot that is more suitable for a building site being on the southern part of the lot. The lot shape and SRW make it difficult to situate a dwelling on the property while still maintaining the required CD6 setbacks from property boundaries.

The proposed reduction in the rear yard setback will enable a dwelling to be situated on the property while also allowing for ease of movement through the property and around the dwelling, with some clearance for future maintenance of both the home and the guy wire cable system.

Variances are intended allow some flexibility in the application of development regulations to address site constraints and the unusual circumstances in relation to this property. In the opinion of staff, there is a valid justification for the requested rear yard setback relaxation and granting the variance would not undermine the intent and purpose of the Zoning Bylaw. Approval of the application is recommended and a copy of the draft permit has been included as Attachment 8 (Draft Permit).

Communications and Engagement

Pursuant to the *Local Government Act* Section 499, notification letters have been sent to all owners and occupants within a 60 metre radius of the subject property. Any responses will be presented to Council at the February 2, 2021 Council meeting. The notice of application includes the subject matter of the application, the date and time where the application will be heard, and applicable North Cowichan staff contact information. The application is available for public inspection by contacting municipal staff during regular business hours.

A letter of support has been received for this application from the property owner immediately south of the subject property, included as Attachment 7 (Letter of Support).

Options

The following options are presented for Councils consideration:

Option 1 – Recommended:

That Council authorize the issuance of Development Variance Permit DVP00062/20.10 and grant the variance to Section 80.6 (6)(a) of Zoning Bylaw No. 2950, 1997 to reduce the required rear yard setback for a single family dwelling from 4.0 metres to 2.0 metres at 9802 Napier Place.

Option 2:

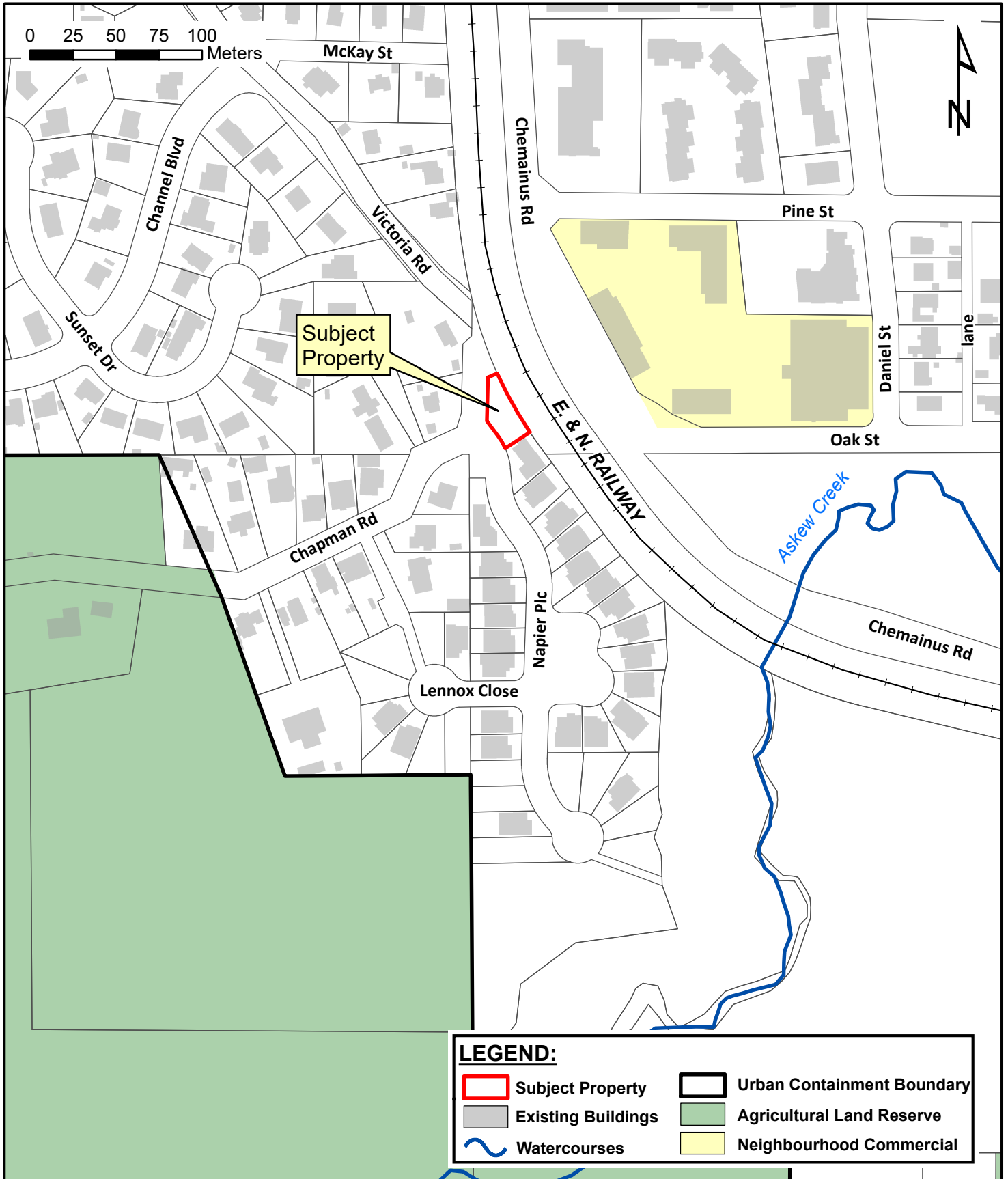
That Council deny the request under development variance permit application DVP00062 to vary the rear yard setback under Section 80.6 (6)(a) of Zoning Bylaw No. 2950, 1997 for 9802 Napier Place.

Recommendation

That Council authorize the issuance of Development Variance Permit DVP00062/20.10 and grant the variance to Section 80.6 (6)(a) of Zoning Bylaw No. 2950, 1997 to reduce the required rear yard setback for a single family dwelling from 4.0 metres to 2.0 metres at 9802 Napier Place.

Attachments:

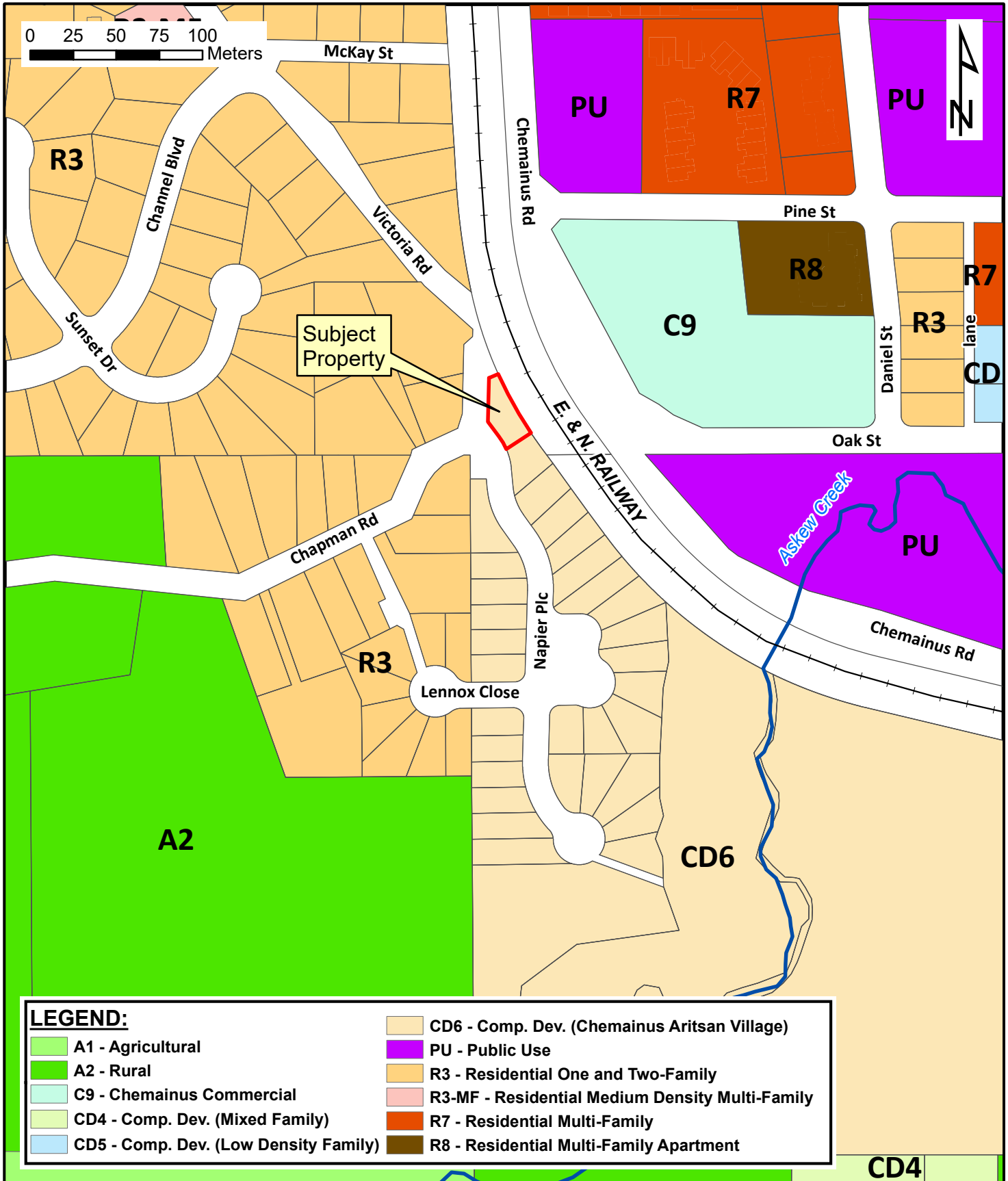
1. Location Map
2. Orthophoto
3. Zoning Map
4. CD6 Zone
5. Applicant Letter of Rationale
6. Site Plan Single Family Dwelling Placement
7. Letter of Support
8. Draft Permit



	LOCATION MAP		DATE: November 10, 2020
	Lot 1, Plan EPP73844 Napier Place		TYPE: Development Variance Permit
			FILE#: DVP00062



	ORTHOPHOTO MAP (Orthophoto is from 2019 aerial photography)	DATE: November 10, 2020
	Lot 1, Plan EPP73844 Napier Place	TYPE: Development Variance Permit
		FILE#: DVP00062



	ZONING MAP		DATE:	November 10, 2020
	Lot 1, Plan EPP73844 Napier Place		TYPE:	Development Variance Permit
			FILE#:	DVP00062

Chemainus Artisan Village Comprehensive Development Zone (CD6) [BL3589]**Permitted Uses**

80.6 (1) The permitted uses for Areas 1 to 5 of the CD6 zone, as shown on Schedule "H", attached to and forming part of this bylaw, are as follows:

- (a) Area 1
 - (i) Limited Home-based Business
 - (ii) Secondary Suite
 - (iii) Single-Family Dwelling
 - (iv) Stacked Townhouse
 - (v) Townhouse
 - (vi) Two-Family Dwelling
- (b) Area 2
 - (i) Apartment
 - (ii) Assisted Living
 - (iii) Community Care Facility
 - (iv) Community Garden
 - (v) Congregate Housing
 - (vi) Limited Home-based Business
 - (vii) Personal Care Use
 - (viii) Stacked Townhouse
 - (ix) Townhouse
- (c) Area 3
 - (i) Apartment
 - (ii) Artisan Studio
 - (iii) Daycare
 - (iv) Gallery
 - (v) Hotel Small Scale
 - (vi) Laundromat
 - (vii) Limited Home-based Business
 - (viii) Live-work Studio
 - (ix) Mixed-use Building
 - (x) Museum
 - (xi) Office (above ground floor)
 - (xii) Personal Service
 - (xiii) Professional Office (above ground floor)
 - (xiv) Recreational Facility Small Scale
 - (xv) Restaurant
 - (xvi) Retail Store
 - (xvii) Stacked Townhouse
 - (xviii) Townhouse
- (d) Areas 4 and 5
 - (i) Open Space
 - (ii) Public Use
 - (iii) Trails

Density

- (2) (a) The maximum permitted density for the CD6 zone is as follows:
 - (i) the maximum gross floor area of a laundromat is 100 m² (1,076.39 sq. ft.)
 - (ii) the maximum gross floor area of a museum is 200 m² (2,152.78 sq. ft.)
 - (iii) the maximum gross floor area of a recreation facility small scale is 200 m² (2,152.78 sq. ft.)

- (iv) the maximum gross floor area of a retail store is 200 m² (2,152.78 sq. ft.)
- (b) The minimum density of residential dwelling units per hectare is as follows:

	Area 1	Area 2
Minimum permitted density	15	25

- (c) Despite subsection (b), the density for congregate housing, assisted living and community care facility uses in Area 2 is as follows:
 - (i) three units each smaller than 30 m² (322.92 sq. ft.) is equal to one dwelling unit,
 - (ii) two units each larger than 30 m² (322.92 sq. ft.) but smaller than 60 m² (645.83 sq. ft.) is equal to one dwelling unit, and
 - (iii) a unit larger than 60 m² (645.83 sq. ft.) is equal to one dwelling unit.

Parking

- (3) (a) Despite section 21, the uses in the table below have the associated off-street minimum parking requirements in the CD6 zone.

Use	Minimum Parking Requirements
Multi-Family Residential dwelling unit, no bedrooms	0.75 parking space per dwelling unit without bedrooms, and 1.0 designated visitor parking space per 8 dwelling units
Multi-Family Residential dwelling unit, one or two bedrooms	1.0 parking space per dwelling unit with one or two bedrooms, and 1.0 designated visitor parking space per 10 dwelling units
Multi-Family Residential dwelling unit, three bedrooms or more	2.0 parking spaces per dwelling unit with three or more bedrooms, and 1.0 designated visitor parking space per 15 dwelling units
Assisted Living	1.0 parking space per 3 beds, and 1.0 passenger unloading stall per 40 beds or at minimum 1 per building
Community Care Facility	1.0 parking space per 4 beds and 1.0 passenger unloading stall per 40 beds or at minimum 1 per building
Restaurant	1.0 parking space per 20 m ² used for customer circulation and seating
Retail	1.0 parking space per 46 m ² or at a minimum 1 space per individual store or shop

- (b) In addition, all required parking in the CD6 zone must meet the following:
 - (i) the size, quantity and access to parking spaces for seniors and persons with disabilities must meet or exceed the requirement of the B.C. Building Code;
 - (ii) no off-street parking is permitted in the front of apartment buildings in Area 2, and no off-street parking is permitted in the front any building in Area 3;
 - (iii) visitor parking may be located in off-street parking lots, or on-street in Area 1 and Area 2;
 - (iv) visitor parking in Area 3 must be located off-street;
 - (v) all required parking spaces must be paved, marked, numbered, curbed, illuminated, and drained;
 - (vi) all parking areas must be screened from all adjacent uses and streets by a landscaped screen not less than 1.5 m (4.92 ft.) wide;

- (vii) all required parking areas must group all parking spaces in clusters of a maximum of 8 spaces with landscaping consisting of trees and shrubs between clusters, and such landscaping must be considered as meeting a portion of the required site landscaping requirements;
- (viii) sections 17 to 21 apply for all other parking requirements;
- (ix) where conflicts exist between parking requirements in sections 17 to 21, the requirements set out in this zone prevail.

Driveways

- (4) The minimum permitted setback from a vehicle entrance of a principal or accessory building to a highway or strata road, other than a lane, is 6.0 m (19.69').

Bicycle Parking Minimum Requirements

- (5) Minimum off-street bicycle parking stall requirements are as follows:

Use	Bicycle Parking Stall Class I	Bicycle Parking Stall Class II
Multi-Family (where parking is in parking lot or underground parking)	1 space per 4 dwelling units	1 space per 2.5 dwelling units
Congregate Housing, Assisted Living	1 space per 10 residential units	1 space per 10 residential units
Community Care Facility	1 space per 10 beds	1 space per 20 beds
Hotel small scale	1 space per 5 sleeping rooms	1 space per 10 sleeping rooms
Live-Work	1 space per each live-work unit	1 space per 3 live-work units
Mixed Use Building	Per individual use	Per individual use
Retail, Personal Service, Office, Professional Office, Museum, Laundromat, Artisan Studio, Gallery	1 space per 400 m ² (4,305.56 sq. ft.) (minimum 1 space)	1 space per 100 m ² (1,076.39 sq. ft.)
Restaurants	1 space per 250 m ² (2,690.98 sq. ft.) (minimum 1 space)	1 space per 100 m ² (1,076.39 sq. ft.)
Recreational Facility Small Scale	1 space per 250 m ² (2,690.98 sq. ft.) (minimum 1 space)	1 space per 25m ² (269.09 sq. ft.)
Offices	1 space per 200 m ² (2,152.78 sq. ft.) (minimum 1 space)	1 space per 100 m ² (1,076.39 sq. ft.)

Regulatory Conditions

(6) The regulatory conditions in the following table apply to:

(a) Area 1 - Single and Two-family:

Description	Single-Family Dwelling	Two-family Dwelling
Minimum lot area	400 m ² (4,305.60 sq. ft.)	650 m ² (6,996.60 sq. ft.)
Minimum frontage	12.0 m (39.37'), except that the minimum frontage within a cul-de-sac is 6.5 m (21.33')	23.0 m (75.46'), except that the minimum frontage within a cul-de-sac is 6.5 m (21.33')
Maximum Lot Coverage	40%	40%
Minimum Setbacks: Principal Building: - yard, front - yard, side - yard, rear - yard, driveway Accessory Building: - yard, front - yard, side - yard, rear	4.0 m (13.12') 1.5 m (4.92') 4.0 m (13.12') 5.8 m (19.03') 5.0 m (16.40') 1.0 m (3.28') 1.0 m (3.28')	4.0 m (13.12') 1.5 m (4.92') 5.0 m (16.40') 5.8 m (19.03') 5.0 m (16.40') 1.0 m (3.28') 1.0 m (3.28')
Maximum Height: - Principal Building - Accessory Building	9.0 m (29.53') 5.0 m (16.40')	10.0 m (32.80') 5.0 m (16.40')

(b) Area 1 and 2 - Multi-Family:

Description	Townhouse	Stacked Townhouse	Apartments
Minimum lot area	1,000 m ² (10,763.91 sq. ft.)	1,000 m ² (10,763.91 sq. ft.)	1,000 m ² (10,763.91 sq. ft.)
Minimum frontage	25.0 m (82.02')	25.0 m (82.02')	25.0 m (82.02')
Maximum Lot Coverage	50%	50%	50%
Minimum Setbacks: Principal Building: - yard, front (without front yard parking) - yard, front (with front yard parking) - yard, side - yard, rear - yard, rail right-of-way Accessory Building: - yard, front - yard, side - yard, rear - yard, rail right-of-way	2.5 m (8.20') 5.8 m (19.03') 3.0 m (9.84') 4.0 m (13.12') 10.0 m (32.81') 6.0 m (19.69') 3.0 m (9.84') 5.0 m (16.40') 5.0 m (16.40')	2.5 m (8.20') 5.8 m (19.03') 3.0 m (9.84') 4.0 m (13.12') 10.0 m (32.81') 6.0 m (19.69') 3.0 m (9.84') 5.0 m (16.40') 5.0 m (16.40')	2.5 m (8.20') 5.0 m (16.40') 5.0 m (16.40') 10.0 m (32.81') 6.0 m (19.69') 1.5 m (4.92') 1.5 m (4.92') 5.0 m (16.40')
Maximum Eave line Height	7.0 m (22.97')	8.5 m (27.89')	11.0 (36.09')
Minimum Roof Slope	5:12	5:12	5:12

Description	Townhouse	Stacked Townhouse	Apartments
Maximum Height: Principal Building Accessory Building	9.0 m (29.52') 5.0 m (16.40')	10.0 m 32.81') 5.0 m (16.40')	14.0 m 45.93') 5.0 m (16.40')
Maximum Storeys	2.5 storeys	3.5 storeys	4.5 storeys
Minimum Building Separation	4.0 m (13.12')	4.0 m (13.12')	8.0 m (26.25')
Minimum Landscaped Open Space	25%	25%	25%
Minimum Outdoor Private Amenity Space per Dwelling Unit	7.4 m ² (79.65 sq. ft.) in area with a minimum horizontal dimension of 3.0 m (9.84')	Ground floor units: 7.4 m ² (79.65 sq. ft.) in area with a minimum horizontal dimension of 3.0 m (9.84'). Above grade units: 4.75 m ² (51.13 sq. ft.) in area with a minimum horizontal dimension of 2.0 m (6.56')	Ground floor units: 7.4 m ² (79.65 sq. ft.) in area with a minimum horizontal dimension of 3.0 m (9.84'). Above grade units: 4.75 m ² (51.13 sq. ft.) in area with a minimum horizontal dimension of 2.0 m (6.56')

(c) Area 3 - Multi-Family and Commercial:

Description	Townhouse	Stacked Townhouse	Apartment/ Mixed Use and/or Commercial Building
Minimum lot area	1,000 m ² (10,763.91 sq. ft.)	1,000 m ² (10,763.91 sq. ft.)	1,000 m ² (10,763.91 sq. ft.)
Minimum frontage	25.0 m (82.02')	25.0 m (82.02')	25.0 m (82.02')
Maximum Lot Coverage	50%	50%	50%
Minimum Setbacks: Principal Building: - yard, front (without front yard parking) - yard, front (with front yard parking) - yard, side - yard rear - yard, rail right-of-way Accessory Building: - yard, front - yard, side - yard, rear - yard, rail right-of-way	2.5 m (8.20') 5.8 m (19.03') 3.0 m (9.84') 4.0 m (13.12') 10.0 m (32.81') 6.0 m (19.69') 1.5 m (4.92') 1.5 m (4.92') 5.0 m (16.40')	2.5 m (8.20') 5.8 m (19.03') 3.0 m (9.84') 4.0 m (13.12') 10.0 m (32.81') 6.0 m (19.69') 1.5 m (4.92') 1.5 m (4.92') 5.0 m (16.40')	2.5 m (8.20') 5.0 m (16.40') 5.0 m (16.40') 10.0 m (32.81') 6.0 m (19.69') 1.5 m (4.92') 1.5 m (4.92') 5.0 m (16.40')
Maximum Eave line Height	7.0 m (22.97')	8.5 m (27.89')	11.0 m (36.09')
Minimum Height, Principal Building			9.0 m (29.53')
Maximum Height: Principal Building Accessory Building	9.0 m (29.53') 5.0 m (16.40')	10.0 m (32.81') 5.0 m (16.40')	11.0 m (36.09') 5.0 m (16.40')

Description	Townhouse	Stacked Townhouse	Apartment/ Mixed Use and/or Commercial Building
Maximum Storeys	2.5 storeys	3.5 storeys	3.5 storeys
Minimum Building Separation	4.0 m (13.12')	4.0 m (13.12')	6.0 m (19.69')
Minimum Landscaped Open Space	25%	25%	25%
Minimum Outdoor Private Amenity Space per Dwelling Unit	7.4 m ² (79.65 sq. ft.) in area with a minimum horizontal dimension of 2.4 m (7.87')	Ground floor units: 7.4 m ² (79.65 sq. ft.) in area with a minimum horizontal dimension of 3.0 m (9.84'). Above grade units: 4.75 m ² 51.13 sq. ft.) in area with a minimum horizontal dimension of 2.0 m (6.56').	4.75 m ² (51.13 sq. ft.) in area with a minimum horizontal dimension of 2.0 m (6.56').

Conditions of Use

(7) (a) Area 1

The conditions of use for Area 1 are as follows:

- (i) the maximum permitted height of all fences is 1.2 m (3.94') with the exception that individual dwelling unit rear yard privacy fences must not exceed 2.0 m (6.56') in height.

(b) Area 2

The conditions of use for Area 2 are as follows:

- (i) The maximum permitted height of all fences is 1.2 m (3.94') with the exception that individual dwelling unit rear yard privacy fences must not exceed 2.0 m (6.56') in height.

(c) Area 3

The conditions of use for Area 3 are as follows:

- (i) Maximum permitted height of all fences is 1.2 m (3.92') with the exception that individual dwelling unit rear yard privacy fences must not exceed 1.5 m (4.92') in height.
- (ii) Commercial uses that introduce or produce malodorous, toxic or noxious matters, or generate excessive vibration, heat, glare, noise, or radiation or create hazardous substances are not permitted within 20 m (65.62') of a residential dwelling unit.
- (iii) A landscaped area, consisting of trees and shrubs and low fencing, not less than 1.5 m (4.92') wide must be provided along the entire length of a lot line that abuts a residential use (Area 2).

General

- (8) In the event of conflict between the provisions of Part 1 to 5 of this Bylaw and the provisions of this zone, the provisions of the CD6 zone prevail.

0897109 BC Ltd

(Artisan Village)

P.O. Box 78, Duncan, BC V9L 3X1
Office: 250 746 3639 • Fax: 250 746 3653 • Cell: 250 709 0576

November 3, 2020

District of North Cowichan
Attn: Glenn Morris

Dear Glenn,

Subject: Lot 1, Phase 1 – 9802 Napier Place, Chemainus, BC

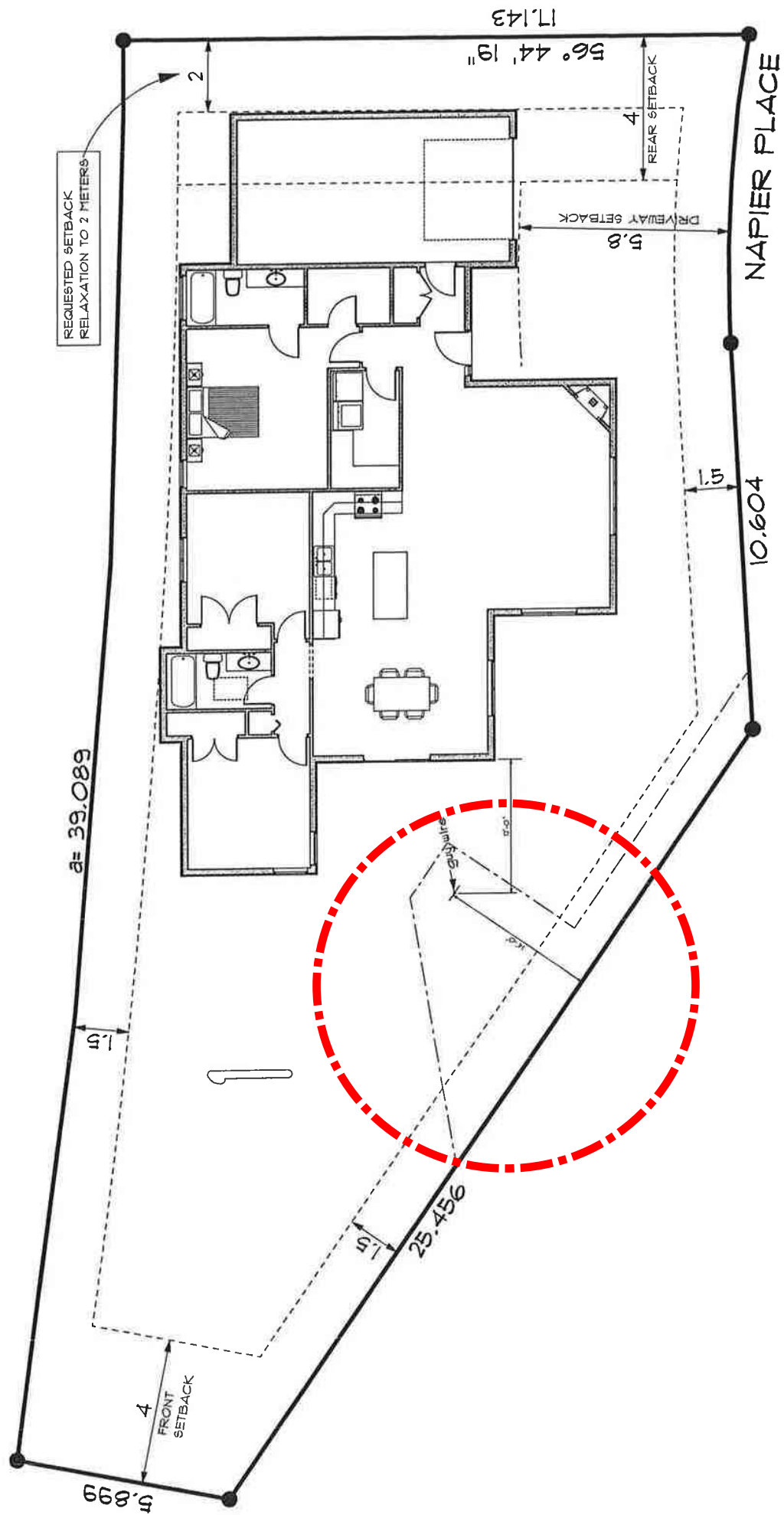
I herewith make application for a variance for the rear yard at the above mentioned property from 4 meters to 2 meters. Normal side yard setback is 1.5 meters. The reason for requesting this variance is that after the hydro pole was installed, the guy encroached into the lot.

I have also given plans and discussed with Jan Norwood who lives on Lot 2, Phase 1. Jan is the only person affected by the variance and she sent a letter to North Cowichan stating that she has no issue with the variance.

Thank you.

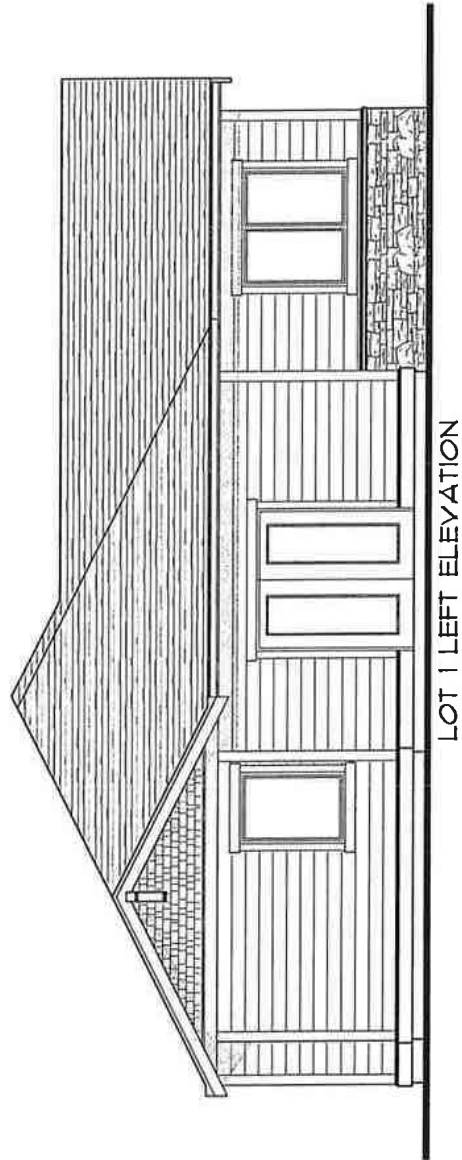
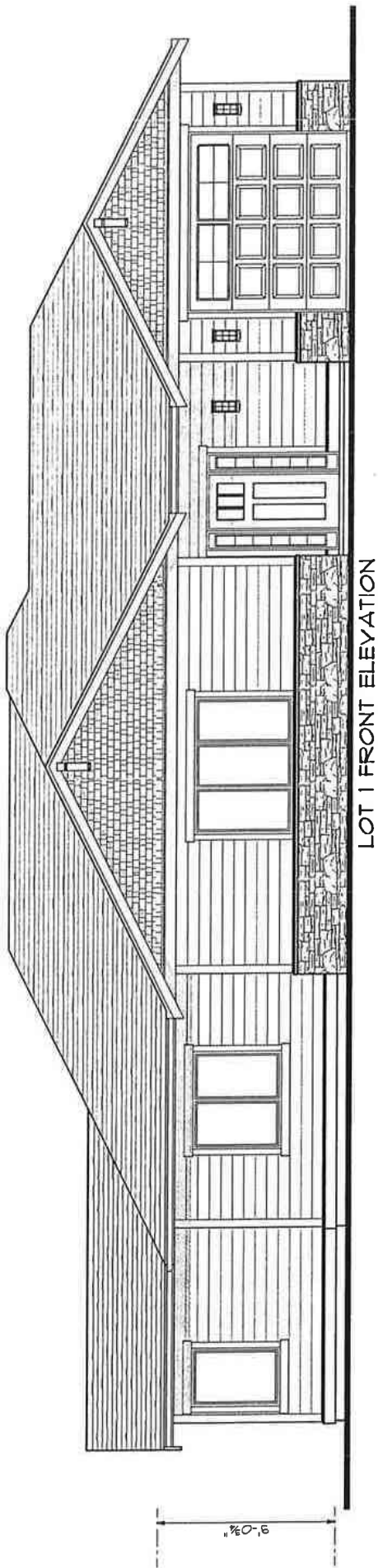
Chris Clement

CDC/sh



LOT 1 LOT SIZE = 569.5 sq m
40% ALLOWABLE LOT COVERAGE = 2452 SQ. FT.
LOT COVERAGE AS SHOWN = 1946 SQ. FT.

SITE PLAN



Glenn Morris

From: Glenn Morris
Sent: Tuesday, November 3, 2020 9:48 AM
To: s. 22
Cc: Fiona Baker
Subject: RE: Lot 1 Napier Place - Request for Variance

Hi Jan,

We have your email in the file – much appreciated.

Thank you

Sincerely

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

Municipality of North Cowichan
7030 Trans-Canada Highway
Duncan, BC V9L 6A1 | Canada
www.northcowichan.ca
glenn.morris@northcowichan.ca
T 250.746.3118
F 250.746.3154

From: s. 22
Sent: Tuesday, November 3, 2020 8:30 AM
To: Glenn Morris
Subject: Lot 1 Napier Place - Request for Variance

Dear Mr. Morris:

Re: Variance to Rear Setback of Lot 1 Napier Place

I am writing to confirm that I have discussed with Chris Clement this request for variance and have no issues with it.

In fact, I would like the vacant lot beside me to be built on as soon as possible and so support the request.

Sincerely

s. 22

s. 22

Napier Place

Chemainus

s. 22

Development Variance Permit **DRAFT**

Permit No: DVP00062/20.10

Registered Owners: Chris Clement., Inc. No. BC0897109

Subject Properties: 9802 Napier Place **Folios:** 15052-015

Description of Land:

Parcel Identifier: 030-279-500

Legal Description: Lot 1 Section 18 Range 5 Chemainus District Plan EPP73844

Proposal: **To Vary Section 80.6(6)(a) – Reduce South Rear Yard Setback for Home Siting**

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. Pursuant to Section 498 of the *Local Government Act* (RSBC 2015, c. 1), this permit varies Section 80.6(6)(a) of Zoning Bylaw 2950, 1997 by reducing the required rear yard setback from 4.0m to 2.0m for the placement of a single family dwelling.
4. The Lands subject to this permit shall be developed strictly in accordance with the terms and conditions of this permit and in accordance with Schedule 1 – Site Plan.
5. This permit is not a building permit.
6. Pursuant to Section 504(1) of the *Local Government Act*, this permit lapses two years from date of issue if the holder of the permit does not substantially start any construction with respect to which this permit is issued.

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

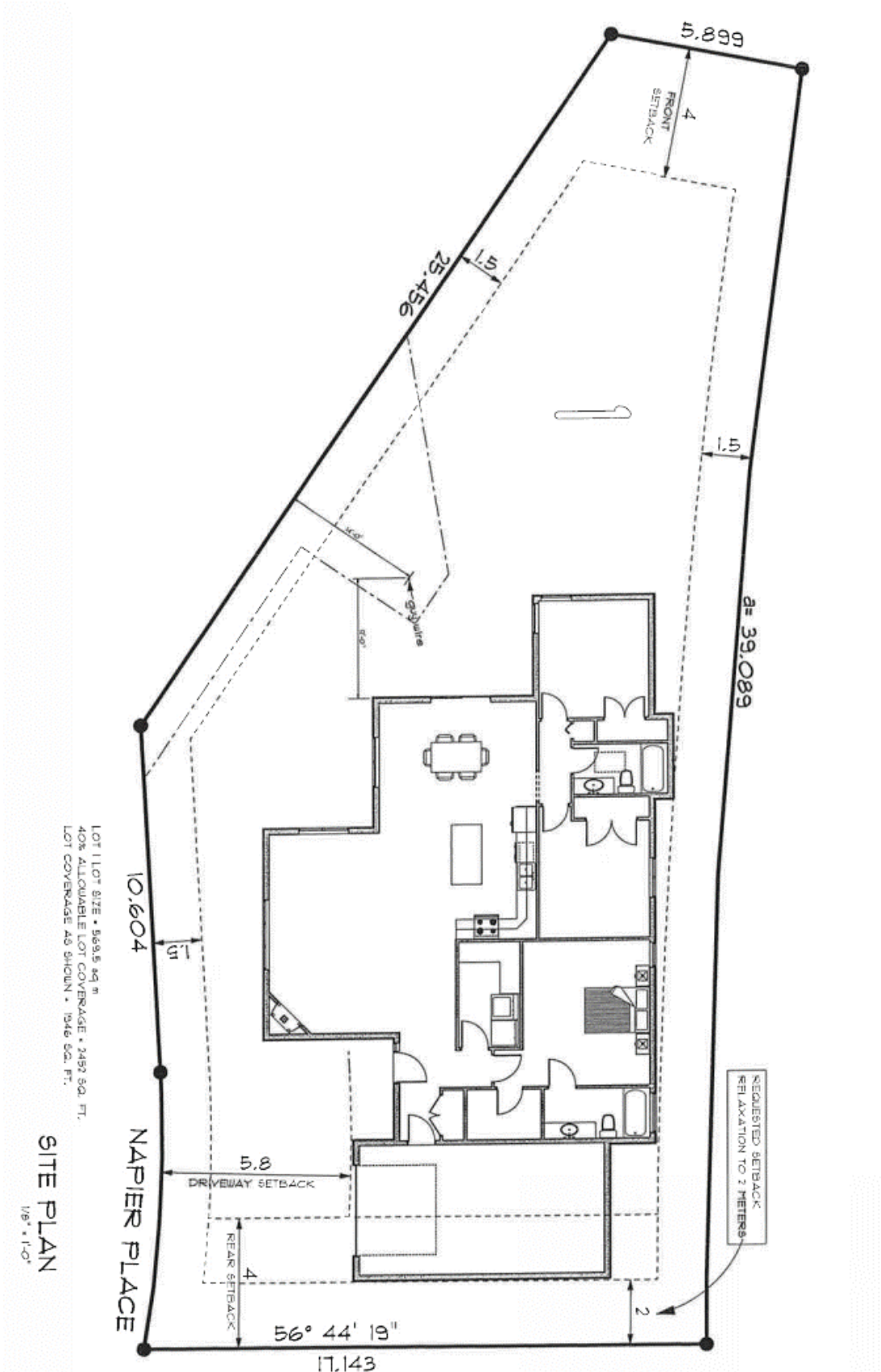
This permit was approved **February 2, 2021** and issued on **February XXXX, 2021**.

This permit expires on **February 2, 2023**.


The Corporation of the District of North Cowichan

Designated Municipal Officer

Schedule 1 – Site Plan



Report

Date	February 2, 2021	File:
To	Council	
From	Don Stewart, Director, Parks and Recreation	Endorse d: 
Subject	Kaspa Parking Lot Congestion: Planned or Considered Short and Long Term Solutions	

Purpose

To consider solutions to address the Kaspa Road parking lot congestion issues.

Background

At the December 16, 2020 regular meeting, Council directed staff to provide a report to review options for short and long term solutions to address concerns stemming from growing use of the Kaspa Road Parking lot. The following solutions have already been actioned toward mitigating traffic:

- 1) Flagging
Parks and Recreation staff arranged for flagging services on weekends and statutory holidays when weather is conducive to usage to sustain a full parking lot.
- 2) Commercial Operators & User Group Restrictions
Parks and Recreation staff placed restrictions on use of the Kaspa Parking Lot by commercial and user groups from 10am to 3pm on weekends and statutory holidays. This is being continually reviewed by staff and will be adjusted based on actual parking lot usage.
- 3) Engineering Traffic Study
Engineering staff completed traffic studies in 2020 for Kaspa, Chippewa and Sansum. The studies found traffic volumes to be below the traffic calming thresholds, and, as a result, a more thorough traffic study was not recommended. Council and residents received the study in December 2020.

Discussion and Analysis

Staff are following through on a series of steps throughout our Forest Reserves to provide relief to our oversubscribed trail access points. What follows is a discussion of all current solutions (2021), including an analysis of suggested solutions for immediate relief, as well as future solutions into 2022 and beyond to address this issue in the longer term.

CURRENT SOLUTIONS (2021)

This section of the report provides a brief overview of the work staff are currently undertaking, and the potential measures staff have reviewed for viability, toward reducing congestion and traffic volume on Kaspa.

New/Expanded Parking Lots & Adjacent Trails – Tzouhalem

1) New Tzouhalem Parking Lot

Re-zoning and completion of the land transfer are pending. Development of a designated parkland lot is planned for the uphill side of Kingsview, just below the Nevilane/Kingsview roundabout, and will include amenities and trail linkage to Kasper and the mid-mountain.

2) Nevilane Parking Lot

Re-zoning and completion of the land transfer are pending. The lot will be extended to the full length of the proposed Municipal land within the development. This will include additional amenities and a new downhill trail linkage from mid-mountain.

3) Maple Bay Fire Hall Trails

Initiate sanctioning of Maple Bay Fire Hall trails, including wayfinding signage. This will provide a linkage from Maple Bay Road to Nevilane Road.

On-Street Parking Restriction (Resident Only Parking)

There is a request from Kasper, Salish and Chippewa Road residents within this area and elsewhere in the Municipality for the consideration of development of 'Resident Only' parking. Staff understand that the *primary* concerns are street parking which is impeding residents from getting into and out of their driveways and causing congestion. Engineering staff and Bylaw officers are not recommending installing "Residential Parking Only" signage for the following reasons:

- On-street parking is a method used to reduce speeds as drivers slow down due to the narrower lane width. As there have been complaints about the speed of vehicles on neighboring streets, staff believe reducing on-street parking runs counter to addressing one of the safety concerns expressed by residents.
- The Traffic Bylaw (2276) Clause 9 (b) already requires that parking is not permitted within 2 m of a driveway access. This provision could be enforced. As many may not be aware of this provision in our bylaw, signage (temporary or otherwise) could be posted to make people aware of this provision and enforcement action taken as required.
- A "Residential Parking Only" signage system will require that the Municipality implement a parking pass system in order to know who is a resident, or guest of a resident, who wants to park on the street versus someone who should not be parking in the area.
- Staff are concerned that if "Residential Parking Only" signs are posted in this neighborhood, the Municipality will be faced with such requests throughout the Municipality creating a potentially significant administrative burden which could not be managed with existing staff resources. Such a system will require that the Municipality implement a parking pass system in order to know who is a resident, or guest of a resident, who wants to park on the street versus someone who should not in fact be parking in the area.
- Enforcement will be challenging due to existing staffing levels and current priorities.

Enforcement

RCMP detailed that within the past 3 months a total of 8 files have been opened in regards to the Kaspas Road Parking Lot, and that all have been non-criminal in nature. They will continue to respond on-demand and depending on their priorities when calls are received.

Bylaw officers have identified that parking overall is a substantial issue for enforcement, however, it is not limited to just Kaspas Road. Parking violations have been witnessed throughout North Cowichan and concerns brought forward are dealt with on a priority basis. The Bylaw department's focus is on public education, compliance and enforcement of municipal bylaws. Unfortunately there is no capacity for Bylaw officers to stand on guard to monitor the situation, other than periodic patrols during regular work hours, unless staff resourcing levels were to be significantly increased.

Mount Prevost Trail Network

We are waiting for grant funding approval to support the trail network in 2021. Work will include upgrading existing downhill mountain bike trails to meet *Whistler Trail Standards* and *International Mountain Biking Association Standards*. This will include the installation of wayfinding infrastructure.

Indoor Recreation Restart

With the Province's Vaccination Plan released, it is anticipated that there will be a return to normal for some recreation opportunities that persons have shifted away from since the start of the pandemic. Staff anticipate this will help to reduce the user numbers but no one is making estimations on how the roll-out for recreation will occur presently or what the acceptance from public will look like.

Commercial Operators and Group Users

Restrictions were placed on accessing the Kaspas Parking Lot in 2020 which have carried over into 2021. These restrictions were from using and accessing the Kaspas location from 10am to 3pm on weekends only for commercial operators and group users. The intent behind this is a priority of use, allowing public use to supersede commercial operators or groups. The rationale is that public use is casual and staggered, meanwhile user groups and commercial operators are scheduled to attend at a single time, triggering a number of vehicles on site at once

Other Submitted Suggestions

Through emails to Council or the Parks & Recreation Department a number of additional items were proposed for consideration and are analyzed below.

1) Web Cam like Drive BC

Consider the placement of a webcam to provide live only views of the parking lot for persons to "pre-plan" their trip.

This would require the completion of a privacy impact assessment, evaluation of hardware, mounting of such, and connectivity to the website. This is not being considered presently as we do not have power at this parking lot.

2) Paid Parking

Create paid parking within the confines of the parking lot, meant to work in hand with resident only parking. This would require the installation of ticket dispensers and ongoing monitoring

thereafter during high capacity times.

Staff are not recommending pursuing paid parking due to infrastructure and monitoring requirements and their associated costs.

3) Booking Time Slots

Install a system for persons to pre-select timeslots for their parking spot.

Staff are not recommending pursuing booking time slots due to infrastructure, bylaw and staffing requirements and their associated costs. This would require the securing of software, publicizing to users, confirming attendees with correct tickets and bylaw enforcement thereafter.

4) Shuttle Service

Create a shuttle service from Properties Park and area to trailheads.

This would require the hiring or solicitation of companies to provide this service. Running of shuttles would need to be conducted by professional operators who operate under the current Public Health Orders. Shuttles would require bicycle carrying capacity.

5) Stop Sign at Kaspas / Salish Intersection

Consider the installation of stop sign(s) at the intersection of Kaspas and Salish downhill and potentially in both directions.

An additional stop sign is not supported by Engineering as Kaspas is identified as a through road and it is not normal practice to place stop signs at through road intersections, only on streets approaching through roads (like Salish).

6) Curb Painting by Driveways

There is a request to paint mountable curbs red by driveways on Kaspas, for 1m on either side. The intent is to provide a visual reminder of where the public is not permitted to park.

The Traffic Bylaw already requires that vehicles not be parked within two meters of a driveway. Normally curbs are painted, as required, on collector and arterial roads; not residential roads. The paint colour used to indicate a no parking zone is yellow.

Engineering does not recommend painting curbs in residential areas. Painting curbs in this neighborhood may lead to requests in other neighborhoods, along with ongoing requests for re-painting once the paint fades. Staff have contacted our traffic engineering consultant to find out if other jurisdictions utilize curb painting in residential neighborhoods to control parking.

FUTURE SOLUTIONS (2022-23)

The following section identifies longer term solutions which are anticipated to decrease traffic volumes and parking demand on Kaspas.

Mount Richards Trail Network

Sanctioning will include upgrading select hiking trails on mountain and designating equine locations.

This does not include mountain biking usage as per the Parks and Trails Master Plan (PTMP). This will include the installation of wayfinding infrastructure.

Mount Prevost Climbing Trail

Development of a climbing trail at Mount Prevost Road (close to the base of the Mountain) to Satellite Road at a minimum to provide non-motorized access to the mountain. This reduces the requirement to “shuttle” participants from the bottom of the mountain to the top.

Crofton to Maple Bay Trail

Development of the trail, pending funding, from Roberts Street to Osborne Bay Road. Includes development of a parking lot at Roberts Street and expansion of the parking lot at the Osborne Bay Road entrance to Maple Mountain.

FUTURE SOLUTIONS (2024-)

Mount Tzouhalem Main Parking Lot

In conjunction with the development of the “upper” portions of Kingsview and the requisite reservoir, a larger parking lot is planned for development. This is meant to be a mid-mountain destination parking area to meet particular user needs and the needs of the proposed Mountain Bike Skills Park.

Mountain Bike Skills Park

As identified in the PTMP, to be developed in conjunction with the main parking lot identified above. The intended use is to provide a “gateway” for riders being introduced into mountain biking or for experienced riders practicing key skill development.

Mountain Adventure Park

Identified in the PTMP but no location or timeline identified presently.

Options

Option 1 Council accepts the attached report and receives it for information.

Motion: That Council accepts the Director of Parks and Recreation’s February 2, 2021 report for information.

Option 2 Council accepts the report and provides additional direction to staff.

Motion: That Council accepts the Director of Parks and Recreation’s February 2, 2021 report for information, and directs staff to *[identify actions for staff]*.


Recommendation

That Council accepts the Director of Parks and Recreation’s February 2, 2021 report for information.

Report

Date February 2, 2021 File:

To Council

From M. Frame, General Manager, Financial and Protective Services Endorsed: 

Subject North Cowichan Civic Building - C-0007 Rock Foundation Anchors - Design Tender

Purpose

To consider the lowest construction bid received for the rock foundation anchors which was part of Tender Package 1 of the new RCMP Building.

Background

The first construction tender package for the new RCMP Building included eight tenders and closed on January 7, 2021. Of the eight tenders, six were awarded (see table below) and the following two remained outstanding:

- (1) The C-0007 Rock Foundation Anchors – The design supply and installation of micro piles (rock foundation anchors) tender was one of the outstanding tenders that was still be evaluated when the previous report was presented to Council. The bids received on January 7, 2021, however, were non-compliant, and the tender was sent back to market. One compliant bid was received the second time.
- (2) The C-0004 Glulam and CLT Panel is the other outstanding tender, however, no tenders were received, therefore, another invitation will be necessary for this component.

Discussion

The only bid received for C-0007 Rock Foundation Anchors was from Western Grater Contracting Ltd, at a bid of \$749,000 plus GST.

Tender Package 2 which will complete the building enclosure is scheduled to be issued in March of 2021.

Awarded &/or Recommended Tenders	Low Tender	Budget
C-0001 Cast in Place Concrete - Awarded	1,499,400	1,500,000
C-0002 Concrete Unit Masonry - Awarded	512,500	500,000
C-0003 Structural Steel and Decking - Awarded	2,256,832	2,750,000
C-0005 Traction Elevator - Awarded	349,930	380,000
C-0006 Detailed Building Excavation - Awarded	37,925	200,000
C-0008 Modified Bituminous Membrane Roof - Awarded	614,825	1,000,000
C-0007 Rock Foundation Anchors - Recommended	749,000	700,000
Total	6,020,412	7,030,000

Outstanding Tender		Budget
C-0004 Glulam and CLT Panel	No bids	250,000

Implications

Although the Tender for rock foundation anchors exceeds the budget by \$49,000, the total approved tenders for Tender Package 1 will be considerably under budget.

Tender C-0004 Glulam and CLT Panel is the only tender not awarded from Tender Package 1, and will require a second invitation.

Recommendation

That Council award the contract for the C-007 Rock Foundation Anchors to Western Grater Contracting Ltd for \$749,000 plus GST.

Report

Date February 2, 2021

File: 5400-01

To Council

From David Conway, Director, Engineering

Endorsed:



Subject Temporary Relaxation of No Heavy Truck Route on Drinkwater Road

Purpose

To consider relaxing the "no heavy trucks" restriction on Drinkwater Road during the construction of the new RCMP facility.

Background

On May 5, 2010, Council endorsed the Public Works Committee recommendation to designate specific roads as "no heavy truck routes", to prevent large vehicles from using short cuts through municipal roads that would avoid the weigh scales. A copy of the April 21, 2010 engineering report has been included as Attachment 1.

Discussion

The construction of the new RCMP building includes using the North Cowichan municipal Drinkwater gravel pit (on North Road) to stockpile soils removed from the new RCMP site at Ford Road and to utilize gravels extracted (and crushed) from the pit for filling and backfilling onsite and offsite construction. The most direct route between the pit and the work site in either direction is along Drinkwater Road, and saves about 4 kilometers each way on the shortest route otherwise available. However, a portion of Drinkwater Road, between Ford Road and Highway 18, has been designated as a no heavy truck route, which would prohibit its use for this purpose.

"Heavy truck" means a commercial vehicle having a gross weight, including its load, in excess of 10,900 kg (Highway Use bylaw 2261). Section 13(1) of Highway Use Bylaw No. 2261, states that "*Council may by resolution designate 'no heavy truck routes' and no person shall drive or use any heavy truck on them at any time.*" A local contractor confirmed that the gross weight of a truck would be 25,500kg with a legal load of 13,500kg. Therefore, even unloaded, a truck weighing 12,000kg, would exceed that limit.

The volume of material expected to be transported from the pit to the site is 5500 m³ (about 610 truck loads). Topsoil will be reused onsite as much as is practical and material not used will be stockpiled at the pit. Hauling material to and from would be occurring from late winter this year through the fall with the greatest movement occurring earlier on as the site is stripped of unsuitable material and filled to design elevations.

Offsite work requiring gravel from the pit is expected to be minimal, depending on the construction arrangement that makes the most economic sense.

Options

Option 1 (recommended)

Notwithstanding Council's resolution of May 5, 2010 to designate a portion of Drinkwater Road, between Ford Road and Highway 18, as a no heavy truck route, that Council authorizes the use of Drinkwater Road between Ford Road and Highway 18 by heavy trucks for the purpose of hauling materials to and from the municipal pit located on Drinkwater Road to the location of the RCMP facility between February 3, 2021 and project completion or as determined by the Director of Engineering.

Option 2

Maintain the status quo.

Implications

Financial: The current cost projections for the on site work assumed that the pit could be used to dispose of soils from the site at the pit. This approach saves the time, effort and money that would be spent finding a site and related tipping fees. Trucking costs are reduced as the direct route saves 4 kilometres of travel in each direction (2 km versus 6 km). The Ford Road soils are beneficial since they can be used later to deactivate the pit as restoration materials, obtained from a traceable location and space for stockpiling is available.

Social: There is the potential for increased public complaints, by those residents along the route, arising from the noise generated from trucks travelling on Drinkwater Road and concerns related to public safety, particularly west of Somenos Road where Drinkwater narrows. It is expected that this would occur only during the normal work week of Monday to Friday, except under extenuating circumstances for which residents would be notified of in advance. This route, which does not require stops, reduces some of the noise associated with slowing to a stop and acceleration of the heavy trucks.

Environmental: Using the recommended route will not only save fuel (potentially using 1/3 the amount of diesel), it will help to reduce greenhouse gases.

Communication: The public will be notified of this work through the use of temporary signage, particularly along the western section of Drinkwater Road, news ads and social media.

Recommendation

Notwithstanding Council's resolution of May 5, 2010 to designate a portion of Drinkwater Road, between Ford Road and Highway 18, as a no heavy truck route, that Council authorizes the use of Drinkwater Road between Ford Road and Highway 18 by heavy trucks for the purpose of hauling materials to and from the municipal pit located on Drinkwater Road to the location of the RCMP facility between February 3, 2021 and project completion or as determined by the Director of Engineering.

Attachment(s):

(1) 2010-04-21 Eng Report - No Heavy Truck Routes

Report

Date	April 21, 2010	File:	5400-01
To	Public Works Committee		
From	John P. MacKay, Director of Engineering and Operations	Endorsed by	
Subject	No Heavy Truck Routes - Confirmation of Routes		

Issue

"No Heavy Truck Routes" have been established within the Municipality to discourage truck traffic on Municipal roads which are attempting to avoid the scales.

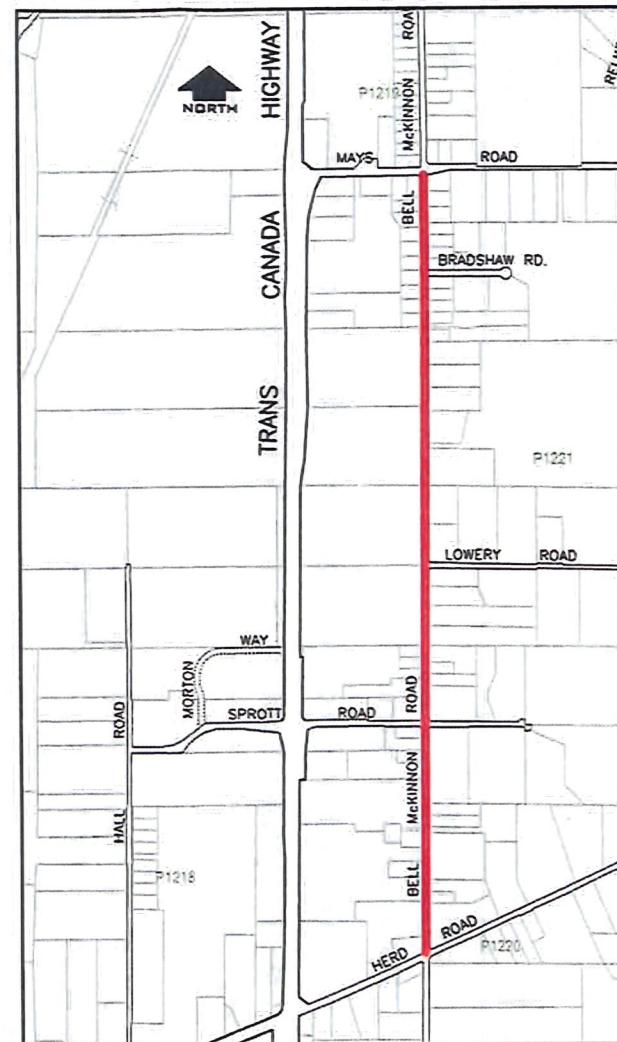
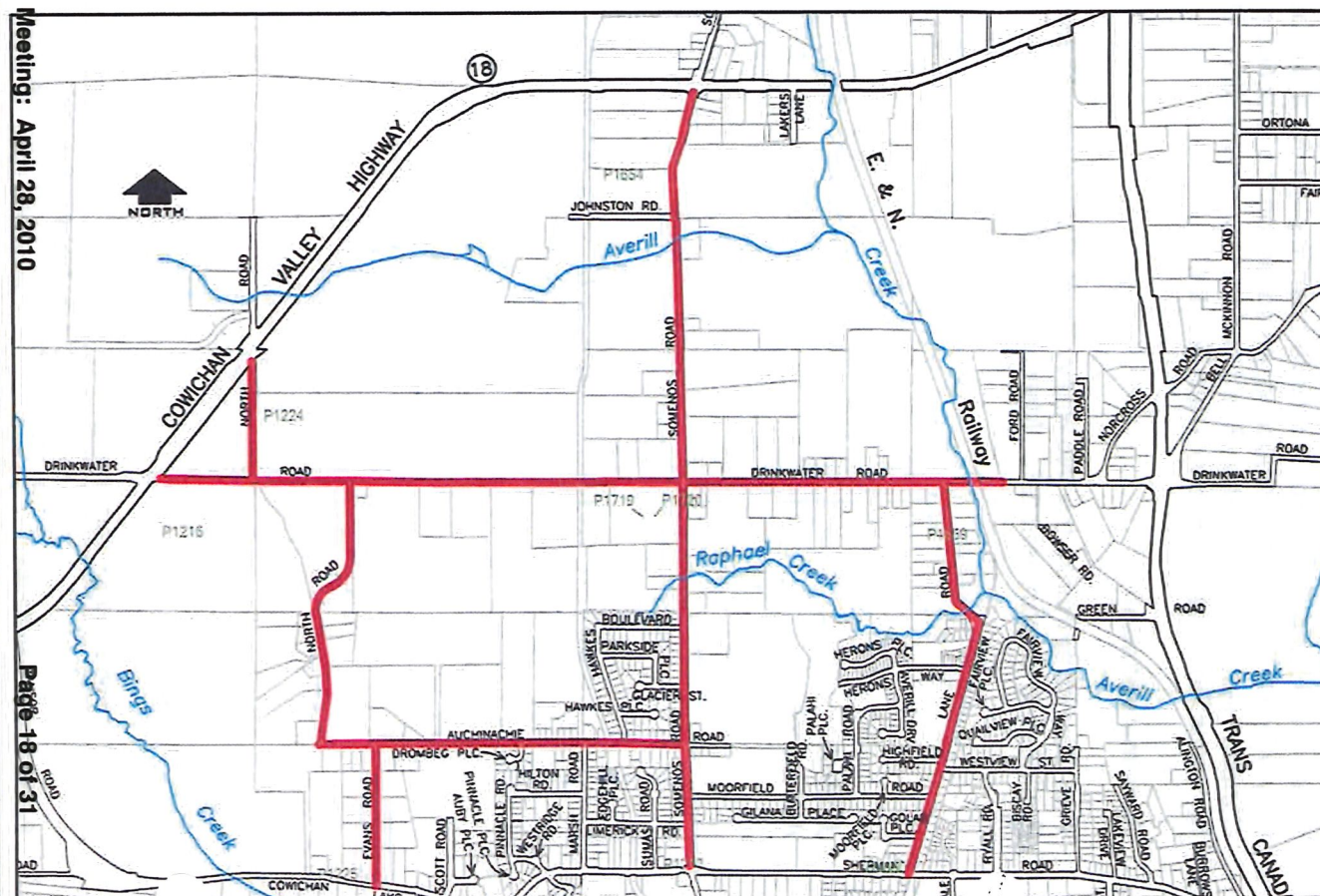
Background

These "No Heavy Truck Routes" have been in place for a number of years. Modifications to the "No Heavy Truck Routes" are proposed, as shown on the attached plan, to reflect changes to the Trans Canada Highway at Somenos Road and to designate portions of Lane Road, Auchinachie Road and Somenos Road as "No Heavy Truck Routes".

Recommendation

That Council authorize the "No Heavy Truck Routes", as shown on the plan prepared by the Engineering Department dated March 30, 2010.

JPM/gb
Attachment



TYPICAL S

NO HEAVY TRUCK ROUTES 278

Report

Date February 2, 2021

File:

To Council

From Michelle Martineau, Manager, Legislative Services

Endorsed:



Subject Public Participation During Electronic Council Meetings

Purpose

To consider changing virtual meeting platforms (from Webex Meetings to Webex Events) to simulate an in-person meeting and provide the public with the opportunity to attend meetings of Council electronically.

Background

Between April 29, 2020 and October 21, 2020, Council made several decisions in relation to public participation during virtual (electronic) meetings in response to Ministerial Orders issued by the Minister of Public Safety and Solicitor General. Ministerial Order No. M192 (Order M192) made on June 19, 2020, included as Attachment 1, which is in relation to electronic and open meeting transparency, timing for the passage of financial bylaws and public hearings, was enacted into law when the [COVID-19 Related Measures Act](#) was given Royal Assent on July 8, 2020 making that Order a provision of the Act.

Under that provision of the Act (Order M192), Council was required to use their best efforts to allow members of the public to attend an open meeting in a manner that is consistent with applicable requirements or recommendations under the *Public Health Act*, including other bodies referenced under section 93 of the *Community Charter*. The following resolution was adopted by Council on July 15, 2020 in response to that requirement:

IT WAS MOVED AND SECONDED:

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

- will be live streaming the meetings to enable the public to hear and see the proceedings;*
- will be allowing the public to submit input on agenda items for by email;*
- will be allowing the public to submit questions by email during the Question Period portion of the meeting, in real time;*
- will provide the public an opportunity to be heard during a public hearing through teleconference means and to present written submissions by email;*

- will make the meeting agenda, including how the public may view and participate in the meeting, as well as all other relevant documents, available on the municipal website at least 48 hours prior to the meeting; and,
- will be archiving the meeting video for future viewing by members of the public.

And further that because of the Provincial Health Officer's limitations, the attendance of the public at a Council committee or other advisory body meeting cannot be accommodated until Phase 4 of BC Restart Plan has been reached for the same reasons identified for Council meetings; and that to ensure openness, transparency, accessibility and accountability for these meetings that is consistent with previous in-person committee meetings, the Municipality of North Cowichan:

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

CARRIED

Following that decision, and for improved public transparency and meeting efficiency purposes, Council resolved on October 21, 2020 that public input (sent by email to Agenda@northcowichan.ca) received up until 5:00 pm the day before the meeting would be published to North Cowichan's website in an Addendum Agenda before 6:00 pm.

Up until December 2, 2020, members of the public were allowed to attend Council meetings in person as long as the local government and public complied with Provincial Health Officer (PHO) Order on Gatherings and Events. That changed, however, on December 2, 2020, when the PHO required local governments to make some changes to how meetings and public hearings were conducted. The PHO Order noted that the public is now restricted from attending all local government meetings and public hearings in person, and members of Council and staff are strongly encouraged to attend electronically (see Attachment 2, the Guidelines for Local Governments Operating under Ministerial Order M192 for more information on open and electronic meetings).

Discussion

Included in the 'Guidelines for Local Governments Operating under Ministerial Order M192, local governments that hold electronic meetings where members of the public are not able to hear, or watch and hear, parts of the meeting that are open to the public, must pass a resolution to provide a rationale for the change and describe what measures are being taken to meet the principles of openness, transparency and accessibility. This direction is consistent with the action taken by Council on July 15, 2020 (a copy of the staff report provided to Council on July 15, 2020 is included as Attachment 3). The Ministry also recommends, however, that Council revisit their resolution periodically, based on the current PHO recommendations and local circumstances to determine whether changes are needed.

Having held five successful budget meetings using the Webex Events platform, with members of the public in attendance electronically, staff believe this would be an appropriate time for Council to revisit their July 15, 2020 and subsequent decisions related to COVID-19 and public participation, and consider whether changes are needed to provide greater open meeting transparency. Webex Events would provide improved public input for Council and Committee of the Whole meetings and Public Hearings. It is more complex, however, to use and manage, and staff are recommending that committees of Council and advisory bodies continue to meet using the Webex Meetings platform with the public being able to observe these meetings by way of the livestream.

Before North Cowichan implements a virtual meeting platform change, Council should consider if some of their previous decisions should be reconsidered. Those decisions include:

- (1) Their waiver of the **five speaker maximum during the Public Input Period** under the Public Input and Meeting Conduct Policy made on April 29, 2020. The intent of this decision was to allow Council to accept more than five emails when members of the public shared their input with Council as members of Council were able to read the submissions prior to the meeting without impacting the length of the meeting. With Council being able to hear directly from the public during the meeting, staff recommends reinstating the maximum speaker rule under the policy.
- (2) Allowing the public to **submit their comments in writing in relation to agenda items up to 5:00PM** the evening before the Council meeting to Agenda@northcowichan.ca made on October 21, 2020 (replaced previous decision made on April 29, 2020 which accepted emails up to 30 minutes prior to the meeting and in addition to the resolution made on July 15, 2020 which established the process for all future meetings while the provincial declaration of a state of emergency is in effect). The intent of this decision was to simulate in person meetings where the public could read what was submitted by email to Council as they were no longer able to hear those comments made during the meeting. With members of the public being allowed to attend the meeting electronically and share their comments orally with Council, staff recommends that this decision be rescinded. This would be consistent with how comments were received when meetings were in person.
- (3) **Publishing the Addendum Agenda** (including redacting personal information from emails) **prior to 6:00PM** the evening before the Council meeting made on October 21, 2020. This decision would be superseded if Council endorsed the recommendation under bullet (2) above.
- (4) Allowing the public to **submit their questions in writing** in relation to an agenda item or a matter discussed during the meeting by email to QP@northcowichan.ca made on April 29, 2020. The intent of this decision is similar to bullet (2) and staff would recommend that Council rescind their previous decision and allow members of the public to ask their questions directly to Council while attending the meeting electronically. This would be consistent with how questions were received when meetings were in person.
- (5) A **10-minute recess** will take place prior to the Question Period to provide viewers to submit their questions by email was made on April 29, 2020. Staff would recommend that Council rescind this decision if Council endorsed the recommendation under bullet (4) above.

Relevant Municipal Bylaws, Policies & Plans

- [Public Input and Meeting Conduct Policy](#)
This policy limits the maximum number of speakers to be heard during the Public Input Period to five, with a maximum of three minutes allotted to each speaker. Speakers must restrict their remarks and questions to matters on the agenda. Speakers must state their name and residential address before commencing their address to Council.
- [Council Strategic Plan](#)
Council identified *"ensure open and transparent communications with the public"* as one of their actions to achieve their service goal to *"provide responsive, efficient, transparent and engaged service that contributes value to the community"*.

Provincial Legislation & Orders

- [Ministerial Order M192](#)
M192 requires local governments to use best efforts to allow members of the public to attend open meetings in a manner consistent with the requirements or recommendations made under the *Public Health Act*. Local governments that hold electronic meetings where members of the public are not able to hear, or watch and hear, parts of the meeting that are open to the public, must pass a resolution to provide a rationale for the change and describe what measures are being taken to meet the principles of openness, transparency and accessibility.
- [Community Charter](#)
Sections 89 and 93 requires that all meetings of Council and appointed bodies (such as committees, commissions and other subsidiary bodies) must be open to the public unless authorized under section 90 to be closed.

Options

1. **(Recommended) Allow members of the public to attend virtual Council and Committee of the Whole meetings electronically and rescind previous decisions which allowed the public to submit their comments and questions by email.** This option would provide greater transparency to the public and imitate the procedures for an in person meeting. The disadvantage being that Webex Events is more complex for staff and Council.

Motion: THAT Council direct staff to use the Webex Events platform for Public Hearings and Council and Committee of the Whole meetings to provide members of the public with the opportunity to attend these meetings electronically and engage with Council on matters included in the agenda;

AND THAT Council reinstate the maximum of five speakers to be heard during the Public Input Period;

AND THAT Council rescind their prior decisions to allow members of the public to submit their comments in by email to Agenda@northcowichan.ca and questions to QP@northcowichan.ca and instead provide members of the public the opportunity to speak to Council during the Public Input Period and Question Period through electronic participation;

AND THAT Council rescind their decision to take a 10-minute recess prior the Question Period;

AND FURTHER THAT Council committees and advisory bodies may continue to use Webex Meetings for their virtual meetings based upon the same rationale provided on July 15, 2020.

2. **Continue the current practice of using Webex Meetings with public submitting their comments and questions by email.** This option provides a platform that is easier to use and manage, however it does not provide as much transparency to the public as the recommended option.

Implications

Financial – There are no direct additional financial costs to using Webex events.

Social – Members of the public can join the meeting electronically (online or by phone) and speak to Council and share their comments or ask questions on any matter included in the agenda. Viewers can hear the comments and questions made by members of the public during the meeting.

Communication – Members of the public can engage directly with Council during the meeting rather than having to submit comments in writing the day before the meeting. Delegations attending the meeting will be able to watch and hear the discussion when in the “lobby.”

Personnel – Legislative Services staff will no longer have to spend approximately 4-6 hours redacting personal information and preparing the Addendum Agenda prior to each meeting. Additional IT staff attention is required, reducing client service responsiveness during meetings.

Technology – Webex Events is more complex for Council to use and for staff to use and manage. However, it provides a better platform for members of the public to engage with Council on matters included in the agenda. Significant changes include having to enter name, email address and participant password prior to joining the meeting, the need to install an additional browser plugin prior to first use, and the process to follow when declaring a conflict of interest. When a member of Council declares a conflict of interest, they must disconnect from the meeting. After the matter has concluded, a member of staff must contact them to reconnect to the meeting, including having to re-enter their name, email address and the participant password. The public may attend by way of computer, smartphone, tablet, or regular telephone.

Recommendation

THAT Council direct staff to use the Webex Events platform for Public Hearings and Council and Committee of the Whole meetings to provide members of the public with the opportunity to attend these meetings electronically and engage with Council on matters included in the agenda;

AND THAT Council reinstate the maximum of five speakers to be heard during the Public Input Period;

AND THAT Council rescind their prior decisions to allow members of the public to submit their comments by email to Agenda@northcowichan.ca and questions to QP@northcowichan.ca and instead provide members of the public the opportunity to speak to Council during the Public Input Period and Question Period through electronic participation;

AND THAT Council rescind their decision to take a 10-minute recess prior to Question Period;

AND FURTHER THAT Council committees and advisory bodies may continue to use Webex Meetings for their virtual meetings based upon the same rationale provided on July 15, 2020.

Attachment(s):

- (1) Ministerial Order M192
- (2) Guidelines for Local Governments Operating under Ministerial Order M192 (December 4, 2020)
- (3) 2020-07-15 RTC Ministerial Order M192

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

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

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

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

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

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

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

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

Authority under which Order is made:

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

Other: MO 73/2020; MO 139/2020; OIC 310/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
 - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10**
- (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
 - (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
 - (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
 - (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11
- (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
 - (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
 - (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
 - (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (6) This section applies despite
 - (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12
- Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.



Guidance for Open Meetings and Electronic Meetings under Current PHO Orders and Ministerial Order 192

Introduction

The December 2, 2020 Provincial Health Officer (PHO) Order on [Gatherings and Events](#) requires local governments to make some changes to how meetings and public hearings are currently conducted. The public is now restricted from attending all local government meetings and public hearings in person.

The [COVID-19 Related Measures Act](#) (CRMA) and [Ministerial Order M192](#) (Order M192) provide flexibility for local governments to shift how they are conducting meetings and hearings based on the current PHO recommendations and local circumstances. Order M192 provides that a council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

Current PHO requirements under the Order on Gatherings and Events:

- Prevents public attendance at any meetings or public hearings.
- All meeting participants (including council and board members and staff) are strongly encouraged to attend electronically.

Under CRMA and MO192:

- Local governments must continue to make “best efforts” based on local circumstances to inform the public of meetings and provide alternative ways for the public to provide comment on agenda topics (e.g. email, letter, phone) or participate electronically (if available).
- Local government elected officials are encouraged to meet electronically.
- Local governments are encouraged to hold electronic public hearings.
- Local governments must review or develop a resolution with respect to open and electronic meetings, and state how they will continue to meet the principles of openness, transparency and accountability in the current circumstances.
- All other rules such as prescribed in legislation or local government procedure bylaws continue to apply such as: notice requirements, voting rules, and recording of meeting minutes.

Local government by-elections are exempt from the PHO Order on Gatherings and Events.

The Ministry of Municipal Affairs (Ministry) encourages local governments to monitor the most recent orders from the PHO and contact their local medical health officer for further questions about specific circumstances in their region.

The guidance below provides practical advice to local governments while operating under Order M192 and measures that will help ensure compliance with PHO orders, support PHO recommendations and uphold the principles of local government openness, accountability, accessibility and transparency.

Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

The current Provincial Health Officer (PHO) Order on [Gatherings and Events](#) prevents in-person public attendance at council or board meetings. The Office of the Provincial Health Officer strongly encourages electronic meetings, however local government staff and elected officials may continue to hold in-person council and board meetings as necessary.

Local governments that hold electronic meetings where members of the public are not able to hear, or watch and hear, parts of the meeting that are open to the public, must pass a resolution to provide a rationale for the change and describe what measures are being taken to meet the principles of openness, transparency and accessibility. These measures will vary depending on local circumstances. Local governments with questions about the safety of meetings in their region may wish to reach out to their local medical health officer.

The Ministry recommends revisiting the resolution periodically, based on the current PHO recommendations and local circumstances to determine whether changes are needed. Local governments with questions about the safety of meetings in their region may wish to reach out to their local medical health officer.

Best efforts from local governments may include:

- Communicate to local government staff, elected officials and the public about how the local government is meeting the current PHO requirements and recommendations for meetings.
- Provide public notice for meetings including how the public can provide input on agenda topics.
- Offer alternative means by which the public can provide input on agenda topics before or during a meeting to increase accessibility (e.g. email, online submission form, phone or written letter).
- Consider technology for enabling the public to be present by electronic means (if available) (e.g. videoconference or real-time question and answer).
- Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting.
- Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making.
- Communicate any changes to meeting approaches to the public.
- Document and be able to provide information to the public about what efforts have been made to be open, transparent and accountable to the public.

Additional tips:

- Actively promote other means for the public to participate in council or board meetings.
- Explore options for expanded on-line public engagement opportunities for specific projects and issues (particularly those that may be potentially controversial).
- Consider ways in which questions not answered at the meeting may be made public.

- Provide alternative methods for delegations to present (e.g., written; electronic; drop-box; pre-recorded video or real-time video presentation).
- Post draft minutes of open meetings on the local government website and at the public notice posting place or other designated places after the meeting.
- If council or board members or local government staff attend electronically, reflect disconnections and connections in the meeting minutes.

For more information about legislative open meeting requirements please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/rules>

Electronic Meetings

Order M192 provides the flexibility for local governments to hold electronic meetings and to make “best efforts” to include the public in electronic meetings.

Best efforts from local governments may include:

- Electronic meetings that resemble what one would expect in an in-person public meeting as much as possible, adhering to rules of procedural fairness. This means making best efforts to follow existing procedures and to allow members of the public to be heard.
- Communicate any changes to meeting approaches to the public.
- Explore available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website).
- Provide information to the public on how they can review agendas and minutes of meetings during this time.
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live-streaming.

Additional tips:

- If some members of council or board choose to attend by means of electronic communication, ensure that if quorum is lost there is a procedure in place to either suspend proceedings until quorum is achieved or cancel or postpone the meeting.
- Facilitate local government staff or delegations presenting on agenda topics to present remotely or call-in to the meeting.
- Ensure council or board members can hear members attending by electronic means.
- In the procedure bylaw, develop guidelines to assist with electronic meeting process including how the presiding member will take a vote on a motion or bylaw adoption.
- Outline the process for how members attending electronically can participate in the debate.
- Provide easy to understand information on the local government website, public notice posting place and in other community spaces so the public knows how to attend electronically (if available) including:
 - how to call in and listen if this option is available;
 - where to view a livestream or archived version of the meeting; and,
 - how to ask questions during question period if this is an option.
- Ensure the chair advises participants that the meeting is being recorded and include a statement to this effect in the agenda.

- Make archived versions of recorded meetings and meeting minutes available to the public as soon as possible after the meeting.
- Ensure publication and retention of documents and recordings of meetings comply with the *Freedom of Information and Protection of Privacy Act*.

For more information about electronic meetings please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/electronic>

Additional Resources:

Provincial Health Officer

- [Gatherings and Events \(Dec 2, 2020\)](#)

WorkSafeBC

- [Municipalities and COVID-19 safety](#)
- [WorkSafeBC Safety Plan Template](#)
- [WorkSafeBC Signs and Templates](#)

BC Centre for Disease Control

- [General COVID-19 Information](#)

BC Municipal Safety Association

- [Pandemic Exposure Control COVID-19](#)

Government of Canada

- [Risk assessment for mass gatherings](#)

World Health Organization

- [Planning recommendations for mass gatherings](#)
- [Getting workplace ready for COVID-19](#)

Office of the Ombudsperson

- [Open Meetings: Best Practices Guide for Local Governments](#)

AMTCO

- [Electronic Council Meetings](#)
- [Electronic Participation Procedure](#)

Procedure for Electronic Participation in City Council Meetings:

- [https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures for City Council Participation in Elect.aspx](https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures%20for%20City%20Council%20Participation%20in%20Elect.aspx)

Report

Date July 15, 2020

File:

To Council

From Michelle Martineau, Manager of Legislative Services

Endorsed:



Subject (3) 2020-07-15 RTC Ministerial Order M192.docx

Purpose

To consider options on how the Municipality of North Cowichan can comply with subsection 7(6) of Ministerial Order No. M192 regarding the provision of a physical space for the public to observe future meetings of Council, Committee of the Whole, and other committee and advisory bodies of Council.

Background

On June 17, 2020, the Minister of Public Safety and Solicitor General issued Ministerial Order No. M192 which replaced Order M139. Under the new Order M192, local governments continue to be authorized to hold electronic meetings and public hearings, while encouraging the transition back to normal operations and to hold in-person open meetings when possible, incorporate electronic technologies to enhance meeting accessibility, and restrict the types of bylaws that can be passed on the same day as third reading.

In addition, the new Order now requires local governments to undertake “best efforts” to allow members of the public to attend open meetings in-person while abiding by any of the public health requirements or recommendations made under the *Public Health Act*. The provincial M192 guidelines provide examples of “best efforts” that include: providing information to the staff, elected officials and the public on how the local government is meeting public health orders at open meetings; offering alternative means by which the public can provide input on agenda topics to increase accessibility; incorporating live streaming technologies; holding controversial agenda items with high public interest in a larger facility; and providing draft agendas, minutes and archived videos of meetings to the public.

Discussion

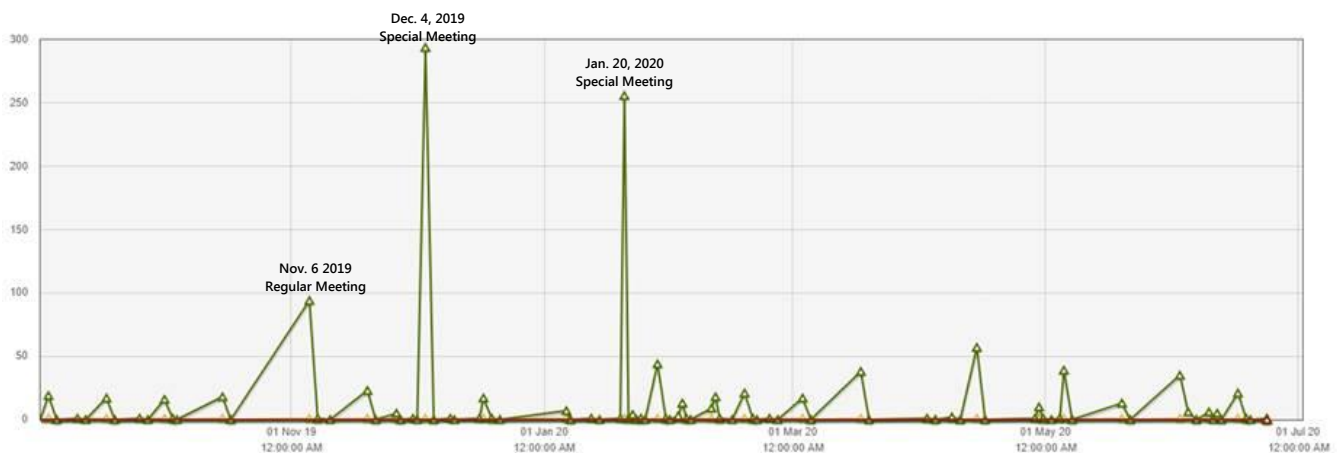
The focus of this report is on subsection 7(6) of Order M192, whether a physical space can be provided for the public to observe the meeting. Staff anticipate bringing forward reports examining the resumption of in-person meetings and delegations as conditions permit.

Order M192 requires the Municipality of North Cowichan to use “best efforts” to provide facilities where the public can hear, or watch and hear a meeting held electronically. If the Municipality is not able to provide a physical space, while abiding by any of the public health requirements or recommendations made under the *Public Health Act*, Council must provide, by resolution, the reasons for not providing facilities that allow the public to hear, or watch and hear, the meeting.

The resolution must describe what measures are being taken to ensure openness, transparency, accessibility and accountability with respect to the meeting and may be passed in reference to a single meeting or more than one meeting.

Online Viewers

On average, there are five or fewer members of the public physically in attendance to watch regular Council meetings; however, that number increases when there is a matter of particular interest to the public on the agenda. The following image shows that the number of viewers watching the Council meetings online between November 2019 and June 2020 [both pre and post COVID-19] is generally higher than physical attendance and that the number of online viewers post-COVID has remained consistent with viewership pre-COVID. Live streaming is an important consideration for transparency and is consistent with the M192 guidelines.



Physical Space Considerations

The following municipal spaces have been considered for having the public attend based on whether the location has access to Wi-Fi; audio and visual capabilities to view the live stream; sufficient room capacity; one way traffic markers/access (one way in and out); and physical distancing and safety protocols.

1. Council Chambers

The maximum number of people allowed would be 16, based upon the square footage of Council Chambers. However, the current fixed location of the audiovisual control system does not allow for adequate separation between staff and one of the entrances, limiting the space to a single entrance.

2. Large Committee Room

The maximum number of people allowed would be 7, based upon the square footage of the large committee room. This room is occasionally used for Council meeting overflow and has all of the technical requirements for the public to hear and watch the meeting. It has two access points, so one door could be used as the entrance and one as the exit. However, providing the public with access to a washroom during the meeting would require an additional member of staff to escort anyone needing to use the washroom facilities.

This option would require two staff members, one acting as the meeting organizer and the Manager of Legislative Services (Corporate Officer). If a member of the public had a question to submit to Council and was unable to submit it by email, the Corporate Officer could email the question to QP@northcowichan.ca on their behalf.

3. *Fuller Lake Arena*

The maximum number of people allowed would be 30, based upon the square footage of the AB room. The facility has Wi-Fi (similar to the Municipal Hall) and the required equipment (i.e. screen, projector and speakers) for the public to hear and watch the meeting is available. At least two additional staff, in addition to the Corporate Officer, would be needed to act as the meeting organizer and to assist with marshalling and relaying questions to the Corporate Officer for the Question Period submissions to QP@northcowichan.ca on their behalf.

This facility is currently undergoing a “re-lamping” (upgrading all of the remaining lights/fixtures to new LED lamps) of the interior. It won’t be available until August 10, 2020, which would give staff a very small window to prepare for the August 11, 2020 Committee of the Whole meeting.

4. *Cowichan Aquatic Centre*

This space is currently closed as it is under construction, therefore, is not available.

In addition to the municipal spaces considered, the following private locations were considered:

5. *Island Community Centre & Cowichan Performing Arts Centre*

This facility is currently closed until August 24, 2020.

6. *Vancouver Island University’s Malaspina Theatre*

This facility is currently closed and won’t be available for on-campus events until the fall semester.

Safety Protocols

When inviting the public into a closed space, we would need to implement the following protocols:

- install signage (posters) that provide instructions for the public to follow when entering and exiting the room, including the prevention of entry if any COVID-19 symptoms are observed;
- making a hand sanitizer station available at the entrance and encourage the public to sanitize their hands before and after the meeting;
- disinfecting any furniture (i.e. desks and chairs) and door handles in the room which the public may touch before and after the meeting;
- use one door as the entrance and one as the exit to ensure physical distancing;
- require attendees to sit in the same chair the entire time they are in the space;
- identify which washroom(s) may be used by the public;
- provide appropriate garbage receptacles in the room for PPE (e.g. gloves or masks) disposal;
- provide staff (use is optional) with a mask and nitrile gloves;
- provide public attendees with a mask (use is optional) and remind them to follow the provincial health advisor’s recommendation for their use and encourage them to use them; and,

- have a staff member act as the meeting organizer/greeter to ensure that attendees are not exhibiting any COVID-19 symptoms, physical distancing in the room is maintained, direct the public on how they can leave the room, and assist (if needed) with emailing any questions that they have during the Question Period.

Current Meeting Transparency Measures

To ensure openness, transparency, accessibility and accountability for meetings, the following measures are in place (which replicate as closely as possible an in-person meeting) and are consistent with the provincial suggested best efforts, when a physical space cannot be provided:

- live streaming the meeting;
- allowing the public to submit input on agenda items by email;
- allowing the public to submit questions by email during the Question Period portion of the meeting, in real time;
- making the meeting agenda, including how the public may view and participate in the meeting, as well as all other relevant documents, available on the municipal website prior to the meeting; and,
- archiving the meeting video for future viewing by members of the public.

Options

1. Continue with the current practice of live streaming all (open) virtual meetings until Phase 4 of BC Restart Plan has been reached or the provincial declaration of emergency has been lifted.
2. Direct staff to make the Large Committee Room available for the public to watch and hear meetings in accordance with the Provincial Health Officer's recommendations and the procedures established by the Municipality of North Cowichan to protect the health and safety of the public and municipal staff while they perform work within the Municipal Hall.
3. Direct staff to make the AB Room at the Fuller Lake Arena available for the public to watch and hear meetings in accordance with the Provincial Health Officer's recommendations and the procedures established by the Municipality of North Cowichan to protect the health and safety of the public and municipal staff while they perform work within the Fuller Lake Arena.

Implications

Option 1 is the recommended option as it has the least impact to staff resources and is consistent with the "best efforts" recommended by the province on page 2 of the guidelines. Providing a physical space for the public would have to take into consideration the management of attendee overflow should the occupant capacity be exceeded. In addition, additional costs would be incurred with providing meeting organizers/greeters.

Recommendation

That pursuant to Ministerial Order No. M192 and the procedures established by the Municipality of North Cowichan to protect the health and safety of the public and municipal staff while they perform work within the Municipal Hall, the attendance of the public at a Council or Committee of the Whole meeting or public hearing cannot be accommodated until Phase 4 of the BC Restart Plan has been

reached because of the limitations placed on mass gatherings by the Provincial Health Officer; our inability to provide for adequate physical distancing between members of Council, staff, and the public or to create separate entrance and exits with one-way walkways for the public in Council Chambers or the Committee Room; and further that to ensure openness, transparency, accessibility and accountability for these meetings, the Municipality of North Cowichan:

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

And further that because of the Provincial Health Officer's limitations, the attendance of the public at a Council committee or other advisory body meeting cannot be accommodated until Phase 4 of BC Restart Plan has been reached for the same reasons identified for Council meetings; and that to ensure openness, transparency, accessibility and accountability for these meetings that is consistent with previous in-person committee meetings, the Municipality of North Cowichan:

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

Attachments:

- Ministerial Order No. M192
- Provincial M192 Guidelines

Report

Date February 2, 2021

File:

To Council

From Michelle Martineau, Manager, Legislative Services

Endorsed:



Subject 2021 Council Training Plan

Purpose

To consider training opportunities to undertake during 2021 to improve Council meeting effectiveness.

Background

The conversation around improving the functionality of the decision-making process to supplement the orientation that Council received following the 2018 General Local Election, began on September 2, 2020. At that time Council felt a need to delve a little deeper into what type of learning opportunities were available to them and asked staff to conduct some research into those opportunities and coordinate a workshop at a future Committee of the Whole meeting.

On December 2, 2020, when the matter came back before the Committee of the Whole, Council decided to move forward with the First Nation relationship building training (Working Effectively with Indigenous People on January 22, 2021) and directed the Corporate Officer to survey members of Council on which training opportunities they felt should be a priority for Council to receive. From those responses, staff was able to identify the top two areas where Council wished to focus their training on, *'Leadership Skills Development'* and *'Governance'*, and tentatively added the following training opportunities to the 2021 Council Training Plan:

- (1) Dynamics in Decision Making group training, and
- (2) Leading with Purpose webinar.

A second survey was sent on January 8, 2021, along with the summary of the responses received in December, to further narrow down Council's selections within the two focus areas of primary interest. Council was then asked to select their top 3 group training opportunities and their top 3 webinars or podcasts that they felt they would benefit the most from and submit their responses to the corporate officer to develop a training program for 2021 for Council's consideration.

Discussion

The training opportunities provided in the initial survey were selected with specific training objectives in mind. These included increasing Council's knowledge, improving their abilities, and helping them better understand the group's dynamics. With those objectives and the survey responses from both surveys, the 2021 Training Plan was developed.

Training Objectives

The objective of an effective training plan is one that focuses on improving Council's knowledge, abilities and how well Council operates as a cohesive team.

- (1) *Knowledge*: to ensure that members of Council know what they need to in order to perform their duties effectively;
- (2) *Abilities*: to ensure that members of Council have obtained the knowledge through practice and experience on facilitating well-managed meetings (e.g. wearing two hats – serving constituents and the public interest); and
- (3) *Attitudes*: to ensure appropriate behaviours have been adopted by members of Council in carrying out their responsibilities.

Survey Submissions

The following table (Table 1) reflects the responses received from Council on or before January 18, 2021. A summary of the individual responses received is included in Attachment 1.

Table 1: January 2021 Survey Responses

Group Training Opportunities		Webinars, Videos & Podcasts	
Selected by # members	Session (including costs and time commitments)	Selected by # members	Session (including costs and time commitments)
5	Navigating the Grey – Option 2 <i>The cost of this five hour virtual workshop facilitated by Gordon McIntosh is \$3,000</i>	3	Racism, Reconciliation, and Indigenous Cultural Safety webinar <i>There is no charge for this one-hour recorded webinar provided through ICS as part of their Collaborative Learning Series</i>
4	Planning Law Refresher & Procedural Fairness <i>There is no charge for this half-day virtual session facilitated by Young Anderson</i>	3	Governing for Results <i>The cost to purchase this single 50-minute video from the George Cuff video series is \$150</i>
3	Mid-Term Check In <i>The cost of this full-day, in-person, session facilitated by Jerry Berry would be \$3,500</i>	2	Racism and Privilege in the Everyday <i>There is no charge for this one & half hour recorded webinar provided through ICS as part of their Collaborative Learning Series</i>
2	Legislative Framework <i>The cost of this half-day session facilitated by Young Anderson would be based upon their hourly rate + travel (if in person) and disbursement costs</i>	2	Council-Management Relations <i>The cost to purchase this single 47-minute video from the George Cuff video series is \$150</i>
1	Information and Privacy Fundamentals <i>The cost of this virtual session facilitated by Lisa Zwarn would be \$2,000 for a half-day session or \$3,000 for one full-day or two half-day sessions</i>	1	Deconstructing Racism Strategies for Organizational Change <i>There is no charge for this one & half hour recorded webinar provided through ICS as part of their Collaborative Learning Series</i>

(Source: Adapted from Attachment 1 - January Survey Results)

2021 Council Training Plan

The proposed 2021 Council Training Plan is made up of a total of four Group Training sessions and three Lunch and Learns. As the group training sessions are the primary focus of Council's training, staff have tentatively scheduled them to occur during the first half of the year with the Lunch and Learns during the second half to augment those learning opportunities. As stated below, attendance at the Lunch and Learns is considered optional; however, the intent of those sessions is for Council to have a fulsome discussion after viewing the webinar or podcast.

Group Training Sessions: In addition to the Working Effectively with Indigenous People training session, which occurred on January 22, 2021 (the total cost of this training was \$4,500 with the \$1,500 deposit paid in 2020 and the balance of \$3,000 in 2021), three group training sessions are planned for 2021. When selecting tentative dates for these group training opportunities, staff focused on Fridays, which had previously been identified by Council as the best day of the week for training, and avoided dates, where the Friday was either an agenda publishing day or the following Monday, was a holiday.

The group training sessions tentatively scheduled for 2021 are:

- (1) *'Dynamics in Decision Making'* session to be facilitated by Tracey Lorensen has been tentatively scheduled for May 28, 2021, to allow for the possibility of this training to occur in-person rather than virtually should circumstances related to the pandemic change. This session's cost is between \$4,000 and \$6,000 dependent upon whether it is facilitated in person or virtually. This session will focus on what can make decision-making difficult, including impacts, and provide Council with some tips for dealing with difficult issues. Council's time commitment for this session would be a full day for an in-person session or two half-day sessions if virtual. It is currently reflected in the schedule as a full day session.
- (2) *'Planning Law Refresher and Procedural Fairness'* session to be facilitated by the Municipality's solicitor Sukhbir Manhas from Young Anderson has been tentatively scheduled for March 26, 2021. Young Anderson is providing this half-day virtual training session at no charge to the municipality. This session includes a review on public hearings, development variance permits, and other decision requirements.
- (3) *'Navigating the Grey –Option 2'* workshop to be facilitated by Gordon McIntosh has been tentatively scheduled for June 18, 2021. The cost of this virtual five hour workshop is \$3,000. Topics that will be covered in the workshop include: Local Government Foundations; Local Government Paradoxes; Local Government Functions Framework; Political Realm; Chief Elected Official; Administrative Realm; Chief Administrative Officer; The Interface; Alignment Strategies; and Leadership Excellence.

The group training sessions are based on full Council attendance which staff understand is Council desire to maximize the benefits of governance learning.

Lunch and Learns: The three Lunch and Learns will include a recorded webinar or video that will be scheduled for noon on the same date as a regular Council meeting, beginning in July. Once in-person meetings resume, lunch will be provided for Council members attending these learning opportunities.

The recorded webinars and videos tentatively scheduled to be viewed as a group for 2021 are:

- (1) *'Leading with Purpose'* free webinar, provided by the Conference Board of Canada as part of

their Leading with Purpose series, is tentatively scheduled for noon on July 21, 2021 (leaving 30 minutes for discussion prior to the start of the regular meeting). During this [one-hour recorded webinar](#), you will learn what 'leading with purpose' really means, how to find and live your own sense of purpose as a leader, how to foster a sense of purpose within your teams and the work itself, and develop your understanding of how a sense of organizational purpose is crucial for building employee engagement.

- (2) *'Racism, Reconciliation, and Indigenous Cultural Safety'* free webinar, provided through Indigenous Cultural Safety (ICS) as part of their Collaborative Learning Series, is tentatively scheduled for noon on August 18, 2021 (leaving 30 minutes for discussion prior to the start of the regular meeting). Senator Murray Sinclair, Chair of the Truth and Reconciliation Commission and Shelagh Rogers, a host and producer of the Next Chapter and co-editor of the books "Speaking My Truth: Reflections on Reconciliation and Residential School" and "Reconciliation and the Way Forward" lead this [one-hour recorded webinar](#).
- (3) *'Governing for Results'* video, part of George Cuff's [Good Governance video series](#) is tentatively scheduled for noon on November 3, 2021 (leaving 30 minutes for discussion prior to the start of the regular meeting). The cost to purchase this 45-minute video is \$150. In this video, George outlines what an effective Council expects, the need for accountability, and what results should Council expect.

The following table (Table 2) reflects the **proposed group** training and the **lunch and learn** opportunities identified above and includes the five **annual conferences** which members are authorized to attend under the Council Conference Attendance Policy.

Table 2: 2021 Council Training Calendar

January 2021		February 2021		March 2021	
22	GTS: Working Effectively with Indigenous People	3-4	LGLA Annual Leadership Forum	26	GTS: Planning Law Refresher and Procedural Fairness
April 2021		May 2021		June 2021	
16-18	AVICC Convention	28	GTS: Dynamics in Decision Making	3-6	FCM Annual Conference
				18	GTS: Navigating the Grey
July 2021		August 2021		September 2021	
21	L&L: Leading with Purpose webinar	18	L&L: Racism, Reconciliation, and Indigenous Cultural Safety webinar	13-17	UBCM Convention
October 2021		November 2021		December 2021	
26-28	VIEA Economic Summit	3	L&L: Governing for Results 150		

Staff will seek direction from Council in the fall to set training priorities for 2022.

The costs of this training would be **\$15,000** and the dates have been tentatively secured with the consultants.

Financial – the total cost to deliver the 2021 training as proposed in the 2021 Council Training Plan on a virtual platform is estimated at \$15,000.

Leadership – The training opportunities will provide Council with greater clarity of Council's political role and staff's administrative role so that they can lead more effectively and provide broader oversight to ensure that North Cowichan is well-governed. Ongoing training will assist in increasing Council's knowledge, leadership skills, and how Council interacts as a cohesive team.

Recommendation

THAT Council authorize \$15,000 to be added to the operational budget for Council training beginning in 2021;

AND THAT Council direct staff to coordinate the training opportunities as included in the 2021 Council Training Plan as presented in the Manager of Legislative Services' report dated February 2, 2021.

Attachment(s):

- (1) January 2021 Survey Results
- (2) December 2020 Survey Results

Attachment 1 - January 2021 Survey Results

Column1	Mayor Siebring	Councillor Douglas	Councillor Justice	Councillor Marsh	Councillor Sawrie	Councillor Toporowski	Councillor Manhas
Please select the top 3 TRAINING SESSIONS you would like to see Council participate in:							No preference
Governance: Planning law refresher and procedural fairness	Priority	Priority	Priority		Priority	Priority	
Governance: Legislative framework		Priority		Priority			
Governance: Information and Privacy Fundamentals							
Governance: Mid-Term Check In	Priority			Priority	Priority	Priority	
Governance: Governance Seminar							
Governance: Governance Audit							
Governance: Governance Review							
Governance: Navigating the Grey – Option 1							
Governance: Navigating the Grey – Option 2	Priority		Priority	Priority	Priority	Priority	
Governance: Navigating the Grey – Option 3							
Please select the top 3 WEBINARS that you would like to see arranged that would supplement the in-person or virtual training identified above.							No preference
Governance: What is Governance: Part One							
Governance: What is Governance: Part Two							
Governance: Governance Failures							
Governance: What is Meant by "Good Governance?"							
Governance: The Roles of a Council							
Governance: Governance Mechanisms							
Governance: Council-Management Relations	Priority			Priority	Priority		
Governance: Governing for Results	Priority			Priority			
Governance: Looking at British Columbia's Declaration on the Rights of Indigenous Peoples Act webinar							
Governance: Racism and Privilege in the Everyday webinar					Priority	Priority	
Governance: Racism, Reconciliation, and Indigenous Cultural Safety webinar	Priority				Priority	Priority	
Governance: Deconstructing Racism Strategies for Organizational Change webinar						Priority	
Governance: Critical Race Theory and its Implication for Indigenous Cultural Safety webinar							
Governance: Transforming Organizations: The Crucible of Change webinar							
Governance: Governance webinar							
Leadership skills: Leading with Purpose webinar							
Leadership skills: Building Trust podcast							
Leadership skills: Inclusion and diversity podcast							

Attachment 2 - December 2020 Survey Results

Column1	Mayor Siebring	Councillor Douglas	Councillor Justice	Councillor Marsh	Councillor Sawrie	Councillor Toporowski	Councillor Manhas
What should the maximum annual budget be set at?	Up to \$12,500	Up to \$5,000		Up to \$15,000	Up to \$12,500	\$10,000 to \$15,000	No preferences
What areas for improvement do you see as being most important for Council?							
Leadership skill development	Very Important	Somewhat Important	Very Important	Very Important	Very Important	Very Important	
Governance	Very Important	Somewhat Important	Somewhat Important	Very Important	Very Important	Very Important	
Meeting facilitation	Somewhat Important	Important	Somewhat Important	Very Important	Important	Very Important	
Communication	Not Important	Somewhat Important	Somewhat Important	Very Important	Very Important	Very Important	
Please select the top 10 TRAINING SESSIONS you would like to see Council participate in:							
Communications: Media Relations Workshop					Priority 7		
Communications: Planning for Successful Public Consultation in 10 'Easy' Steps	Priority 8			Priority 5	Priority 4	Priority 4	
Communications: From Facebook to the Front Page-Social Media Survival Skills				Priority 4		Priority 5	
Communications: Indigenous Consultation & Engagement	Priority 6		Priority 1	Priority 3	Priority 2	Priority 1	
Governance: Planning law refresher and procedural fairness	Priority 7	Priority 3		Priority 7		Priority 6	
Governance: Legislative framework	Priority 9			Priority 6		Priority 7	
Governance: Information and Privacy Fundamentals	Priority 4						
Governance: Mid-Term Check In	Priority 2			Priority 2			
Governance: Governance Seminar							
Governance: Governance Audit							
Governance: Governance Review	Priority 10						
Governance: Navigating the Grey – Option 1		Priority 4		Priority 10	Priority 3? ¹	Priority 8	
Governance: Navigating the Grey – Option 2			Priority 3	Priority 1	Priority 3? ¹		
Governance: Navigating the Grey – Option 3	Priority 1			Priority 9	Priority 3? ¹		
Leadership skills: Dynamics in Decision Making	Priority 3		Priority 2	Priority 8	Priority 1	Priority 3	
Meeting facilitation: Mid-Term Board review / evaluations	Priority 5	Priority 1			Priority 6	Priority 2	
Meeting facilitation: Building Better Decision-Making Bodies		Priority 2			Priority 5		
Please select the top 10 WEBINARS that you would like to see arranged that would supplement the in-person or virtual training identified above.							
Governance: What is Governance: Part One						Priority 1	
Governance: What is Governance: Part Two						Priority 1	
Governance: Governance Failures	Priority 5					Priority 1	
Governance: What is Meant by "Good Governance?"						Priority 1	
Governance: The Roles of a Council						Priority 1	
Governance: Governance Mechanisms						Priority 1	
Governance: Council-Management Relations	Priority 4					Priority 1	
Governance: Governing for Results						Priority 1	
Governance: Looking at British Columbia's Declaration on the Rights of Indigenous Peoples Act webinar	Priority 3			Priority 1		Priority 2	
Governance: Racism and Privilege in the Everyday webinar				Priority 10	Yes	Priority 3	
Governance: Racism, Reconciliation, and Indigenous Cultural Safety webinar				Priority 2	Yes	Priority 4	
Governance: Deconstructing Racism Strategies for Organizational Change webinar	Priority 6				Yes	Priority 5	
Governance: Critical Race Theory and its Implication for Indigenous Cultural Safety webinar				Priority 9	Yes	Priority 6	
Governance: Transforming Organizations: The Crucible of Change webinar				Priority 3		Priority 7	
Governance: Governance webinar							
Leadership skills: Leading with Purpose webinar	Priority 1		Priority 1	Priority 5	Yes	Priority 8	
Leadership skills: Building Trust podcast				Priority 4	Yes	Priority 9	
Leadership skills: Inclusion and diversity podcast	Priority 7			Priority 6	Yes	Priority 10	
Meeting facilitation: Robert's Rules of Order - Demystified	Priority 2	Priority 1					
Meeting facilitation: Making Meetings Work' Podcasts		Priority 2		Priority 8	Priority 1		
Meeting facilitation: Better Meetings Advance Social Justice webinar				Priority 7	Yes		

Note ¹ entered as a priority 3? for each



City of Duncan and Municipality of North Cowichan Inter-Municipal Relationship Protocol

The City of Duncan and the Municipality of North Cowichan recognize the need to work together to create viable and sustainable communities. Their shared history, adjacent proximity, and general interdependence make it essential that they work together cooperatively. This Protocol is seen as an important tool to help each municipality effectively, efficiently and economically fulfill its mandated purposes and vision for the future. As well, it is hoped that the Protocol will foster a culture of cooperation, provide direction for the broader community, and serve as a foundation for future Councils to build on.

Both municipalities acknowledge that they are legislatively separate with autonomous decision-making authority. While each municipality has its own distinctive political, administrative and jurisdictional realities, both municipalities see value in working together and wish to take advantage of opportunities to improve the well-being of their communities. By working together, the municipalities express the desire to rise above boundaries, parochialism, and politics for the economic, social, and environmental well-being of their citizens.

This Protocol is based on three main themes.

1. Promote Inter-municipal and Community Relationships

The implementation of this Inter-municipal Relationship Protocol will serve as a tool to strengthen inter-community relationships by promoting respect, trust and commitment, hallmarks of any good relationship. This Protocol will hold neighbouring Councils responsible and accountable to one another and to the broader community at large, and will also set an example for future Councils and other community-based organizations to follow.

2. Commit to Communication

This Protocol calls on elected officials and ~~non-elected officials~~ municipal staff to commit to improve their communication practices with one another. Good communication will facilitate progress on important inter- community initiatives, by promoting understanding and encouraging mutually-acceptable solutions. This will lead to improvements in services, laws and other matters for public benefit. It will also ~~improve~~ enhance the ability of both municipalities to communicate with the public.

3. Define How Problems Will be Solved

A strong relationship and good communication does not mean that all matters will be agreed upon. In some cases, each community's unique values, goals, beliefs and perspectives may preclude agreement on specific initiatives or issues. However, a strong relationship and pattern of communication will minimize these instances and foster the capacity and commitment of each municipality to solve problems amicably and address challenges as they arise.

Roles and Responsibilities

The Role of Council

Each Council retains the ability and responsibility to make decisions on behalf of its residents. By signing this Protocol, each Council demonstrates to its administration, staff and public that it recognizes the value of the two municipalities working together. By their thoughtful support and active participation in inter-community dialogue and problem solving, Council members set a positive example for their administration and staff.

Both Mayors' enthusiastic support for this Protocol, and cooperative working relationship with one another, will serve as an example and powerful catalyst for the benefits that can be anticipated to flow from this Protocol.

The Role of Administration

While the elected officials are expected to lead by example and provide direction, this Protocol requires that administrative and operational staff also understand, appreciate and adhere to the principles underlying this Protocol. Administration, through the direction of the Chief Administrative Officers (CAO), will be the primary conduit through which the Protocol is executed. Administration brings continuity to the relationship and will be responsible to ensure effective communication at all levels.

All inter-municipal Council-to-Council information will flow through and be managed by the ~~Chief Administrative Officers~~ CAOs who will also oversee management and implementation of combined meetings of both Councils. As the need arises, the ~~Chief Administrative Officers~~ CAOs may assign members of their staff to take the lead on various projects and initiatives.

The Role of Staff

Staff at all levels will be expected to implement the decisions and directions that flow from this Protocol. In doing so, staff will take direction from their respective administration and work cooperatively with their municipal counterparts to implement decisions and directions in a timely and efficient manner. Staff will also be expected to inform their managers about opportunities and challenges that require attention for the mutual benefit of both municipalities.

The Protocols

Both municipalities commit to build an effective and professional working relationship at the elected, administrative and operational level. Each municipality will ensure that all members of their senior staff are kept aware of the function of their counterparts in the other municipality. Appreciation of the need to work well with their counterpart will be regarded as a core competency for each senior staff member.

To give this Protocol the best chance to succeed, each municipality will:

1. Invite future elected officials to sign the Protocol to demonstrate commitment to the Protocol.
2. Ensure that all future elected officials and senior staff receive information about the importance of communication and collaboration between the municipalities.
3. Strive to keep the other informed of important plans and changes within their municipality.
4. Explore common interests and opportunities to collaborate.
5. Look for more opportunities to share information, learn from and respect the other.
6. Involve each other in common celebrations and ceremonies.
7. Consider how decisions will affect one another and when mutual dialogue is appropriate.
8. Strive to ~~not~~ make decisions that are not at the expense of the other.
9. Explore ways to deliver services more effectively, efficiently and economically through joint initiatives, or through agreement with one another or others.
10. Coordinate preparation of joint media releases through the ~~Chief Administrative Officers~~ CAOs.
11. Promote Duncan and North Cowichan as a desirable area in which to live, work and play.
12. Hold joint meetings of the ~~Chief Administrative Officers~~CAOs and one or more applicable staff at least twice a year separate from any regional meetings of the ~~Chief Administrative Officers~~CAOs.
13. Hold joint meetings of Councils at least twice a year (as outlined in the attached Joint Meeting Guidelines) to discuss mutual concerns, assess on-going and future initiatives, and monitor implementation of the Protocol.
14. Seek to resolve problems in a timely, inexpensive, informal, and cooperative manner (subject to Part 9, Division 3, of the *Community Charter*).

Conflict Resolution

Both municipalities recognize the need for a joint understanding about how to address misunderstandings and disagreements, and want to resolve issues:

- At the earliest opportunity and at the point closest to where problems originate;
- In a swift, inexpensive and uncomplicated way;
- Using a clear procedural pathway to a solution;
- To maintain a smooth working relationship even when disagreement survives.

It is acknowledged that the processes in this Protocol are in addition to and do not replace processes and remedies provided in legislation or under existing agreements between the municipalities. However, in the event of an inconsistency between a provision in this Protocol and any other agreement or policy, the provisions of this Protocol shall prevail.

If an elected official, administrator, or any staff person from either municipality believes an intention or commitment under this Protocol has been overlooked, or there is a disagreement that is in need of resolution, the matter shall be brought to the attention of the ~~Chief Administrative Officer (CAO)~~. The CAO shall inform their counterpart who will investigate and, if it appears that an intention or commitment was overlooked or an issue needs resolution, the matter may be resolved directly between the municipalities through informal problem solving discussions involving the CAOs and applicable staff members.

If the matter identified is not resolved through informal discussions, the municipalities agree to address it using the following processes:

1. The municipalities will identify appropriate personnel and/or Council members (negotiators) who are knowledgeable about the issue and those persons will work to find a mutually acceptable solution through negotiation.

Those in the negotiation will seek an *integrated outcome* in the decisions they make. An integrated outcome is one in which the ~~parties-municipalities~~ elect to work together, integrating their resources, originality and expertise.

The ~~parties-municipalities~~ will fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned. In that regard, negotiators will seek to:

- a) Clearly articulate their interests and the interests of their municipality;
 - b) Understand the interests of other municipality whether or not they are in agreement with them; and,
 - c) Identify solutions that meet the interests of the other municipality as well as those of their own.
2. If the issue cannot be resolved through negotiation, either municipality may apply to a dispute resolution officer for assistance in resolving the dispute as outlined in Part 9, Division 3 - Dispute Resolution of the *Community Charter*.
 3. Although the municipalities have identified the attributes of negotiation as a preferential process to be encouraged, the municipalities may, by agreement, proceed directly to a mediated process (dispute resolution officer) without first exhausting an unassisted negotiation process.
 4. If the issue is still unresolved after negotiations and assistance from the dispute resolution officer, and the issue is the subject of an existing agreement that includes the option of arbitration, the arbitration provisions of the agreement may be utilized as detailed in the agreement.

The Commitment

By signing this Protocol both municipalities acknowledge their commitment to, and agreement with, the spirit, intent, and content of the Protocol. Further, their signatures demonstrate such commitment and agreement, internally to their management and staff, and externally to the public, particularly their constituents, both residential and business, and other governments. While this Protocol represents a long-term symbolic commitment to inter-municipal cooperation, each municipality retains the right to withdraw from the Protocol by providing the other with 30-days written notice.

Signed this _____ day of _____, 2021 in Duncan, British Columbia, Canada.

For the City of Duncan:

Michelle Staples, Mayor

Bob Brooke, Councillor

Garry Bruce, Councillor

Jenni Capps, Councillor

Tom Duncan, Councillor

Stacy Middlemiss, Councillor

Carol Newington, Councillor

For the Municipality of North Cowichan:

Al Siebring, Mayor

Rob Douglas, Councillor

Christopher Justice, Councillor

Tek Manhas, Councillor

Kate Marsh, Councillor

Rosalie Sawrie, Councillor

Debra Toporowski, Councillor

Joint Meeting Guidelines

To promote a consistent and shared flow of information from inter-municipal meetings, the following joint meeting guidelines, as adopted by both Councils, will apply.

Purpose of meetings

- Discuss significant issues affecting both municipalities
- Maintain an open dialogue between Councils
- Foster municipal purposes (see s. 7 of the *Community Charter*)

Frequency of meetings

- Twice a year (targeting spring and fall)
- Specific dates and times to be determined
- Additional meetings if necessary

Location of meetings

Alternate between North Cowichan and Duncan City Hall

Type of meetings

Committee-of-the Whole meetings

- Concurrent Council meetings (optional and topic dependant)

Meeting Procedure

In accordance with the Council Procedure Bylaw of the host Council.

Clerical responsibility

Corporate Officer of the host Council


Agenda Preparation

- Each Council may submit up to 3 topics for the agenda, which must be generally supported by the majority of the Council putting forward the agenda item. Final approval of the agenda topics will be determined by both Mayors.
- Each topic should be accompanied by a brief 1-2 page background report describing the issue, options and providing a recommendation.
- Agendas will be prepared and issued by the Corporate Officer of the host Council once approved by the host Mayor and ~~Chief Administrative Officer~~ CAO.

Minutes & Follow-up

- Minutes will be prepared by the Corporate Officer of the host Council
- Minutes will be reviewed by both Councils and approved by the host Council
- Follow-up tasks will be coordinated by the CAO of the host Council
- Related Council decisions will be made by each Council, as required

Report

Date	February 2, 2021	File:
To	Council	
From	Michelle Martineau, Manager, Legislative Services	Endorsed: 
Subject	UBCM Community Emergency Preparedness Fund - Emergency Support Services Grant Application by the CVRD	

Purpose

To endorse Council's recommendation from the January 26, 2021 Committee of the Whole meeting in relation to the CVRD's application for Emergency Support Services funding under the UBCM Community Emergency Preparedness Fund.

Background

Council recommended on January 26, 2021, at the Committee of the Whole meeting, for the Cowichan Valley Regional District's (CVRD) to apply for and receive the grant funding under the Union of BC Municipalities' (UBCM) Community Emergency Preparedness Fund (CEPF) Emergency Support Services (ESS) funding stream, on North Cowichan's behalf.

Discussion

The CEPF is a suite of funding streams intended to enhance a local government's resiliency in responding to emergencies. Funding is provided by the Province and is administered by UBCM. The maximum contribution under the ESS funding stream is \$25,000 for 100% of the cost of eligible activities. The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. See Attachment 1 for more information related to this grant opportunity.

Regional projects may be submitted as a single application which increases the maximum funding available based upon the number of eligible applicants included in the application. Therefore, the maximum that the CVRD can apply for is \$125,000, if all member municipalities resolve for the CVRD to apply for and receive the grant funding on their behalf.

The objectives that the CVRD has identified in their grant proposal are:

1. To increase volunteer team capacity by recruiting, training, and outfitting ten (10) volunteers.
2. To enhance volunteer capacity by developing and implementing a second mobile unit to support evacuee interviews and initial needs, as well as provide communication support.
3. To increase the capacity of remote reception centres by purchasing, installing and stocking two reception centre storage containers.

4. To enable use of an online Evacuee Registration and Assistance (ERA) tool by providing electronic equipment (such as printers, tablets, and laptops) in all designated primary Reception Centres, mobile units (two trailers) and to the Cowichan ESS Volunteer Team.
5. To increase ESS responder knowledge by providing training to staff and volunteers in each primary Reception Centre on the use of ERA through a functional exercise.

Options

1. (Recommended) THAT Council resolves for the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services grant funding on behalf of the Municipality of North Cowichan.

Implications

Financial (no impact): The proposed project budget total is \$135,340, with \$124,840 to be funded through the joint grant application and \$10,500 to be provided by the CVRD through in-kind donations of staff time, venues for exercise and training, printing and some ESS supplies.

Social: Modernize reception centre delivery and increase ESS response by developing and implementing a mobile unit to manage evacuee interviews and initial needs, and continuing to increase volunteer team capacity.

Recommendation

THAT Council resolves for the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services grant funding on behalf of the Municipality of North Cowichan.

Attachment(s):

- (1) 2021 CEPF ESS Program Guide

Community Emergency Preparedness Fund

Emergency Support Services

2021 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of September 2020, the funding streams include:

- Evacuation route planning
- Structural flood mitigation
- Flood risk assessment, flood mapping and flood mitigation planning
- Emergency support services
- Emergency operations centres and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive short-term emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services provided by other partners or agencies like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. The focus of the ESS funding stream for the 2021 intake continues to be support of the modernization of local ESS programs in order to move toward digital registration and reporting through the Evacuee Registration & Assistance (ERA) Tool. Additionally, focus will also be on local ESS programs that prepare to act as host communities.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices)
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)
- Training and exercises both in-house and remote to increase capacity for the provision of emergency support services, including travel costs
- Volunteer recruitment and retention activities directly related to the provision of emergency support services
- Personal protective equipment for ESS volunteers (PPE is not provided to the public).

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)
- Delivery of emergency support services during an emergency

- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the [EMBC 2020/2021 ESS Training program](#)
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Costs related to developing or submitting the application package

5. Grant Maximum

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **January 29, 2021**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

<p>Resolutions from partnering applicants must include the language above</p>
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Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017, 2018 or 2020 Emergency Support Services intake
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting through the Evacuee Registration & Assistance (ERA) Tool
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community will be increased
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services as a host community will be increased
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis

All application materials will be shared with the Province of BC

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

It is expected that in-person activities, meetings or events meet social distancing and other public health guidance in relation to COVID-19.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.
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9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470



Municipality of North Cowichan 2021 - 2025 Utility Review

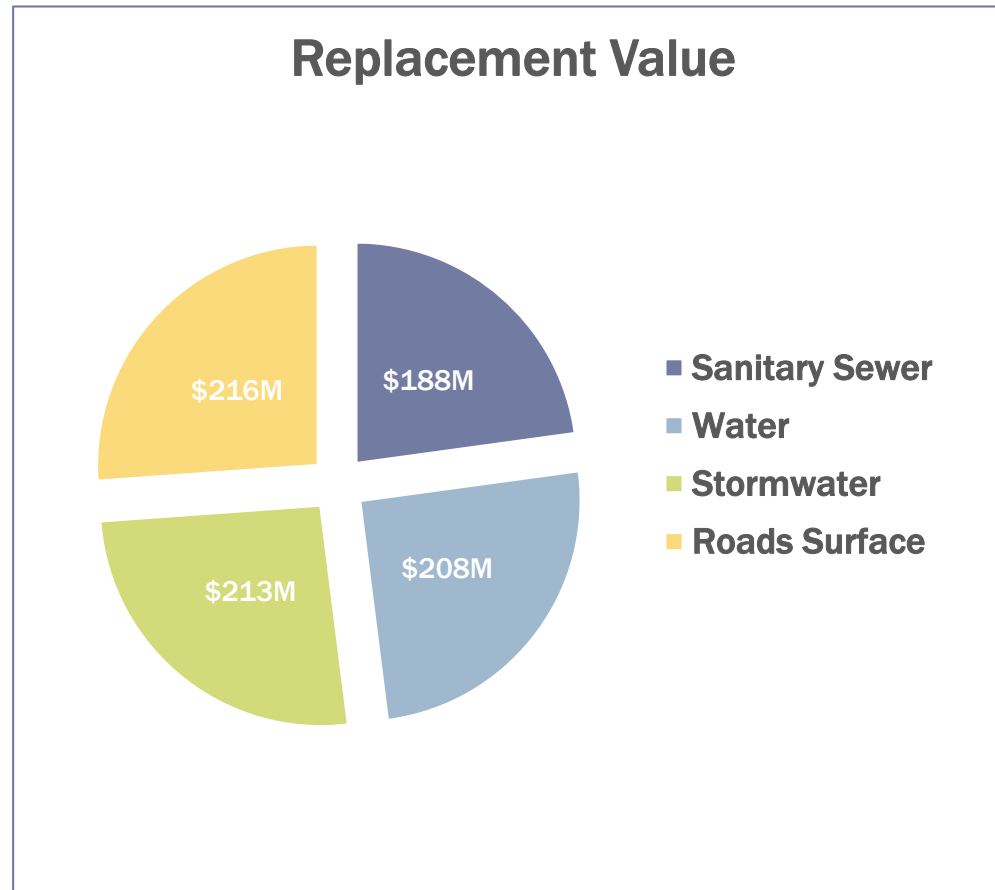


January 26, 2021



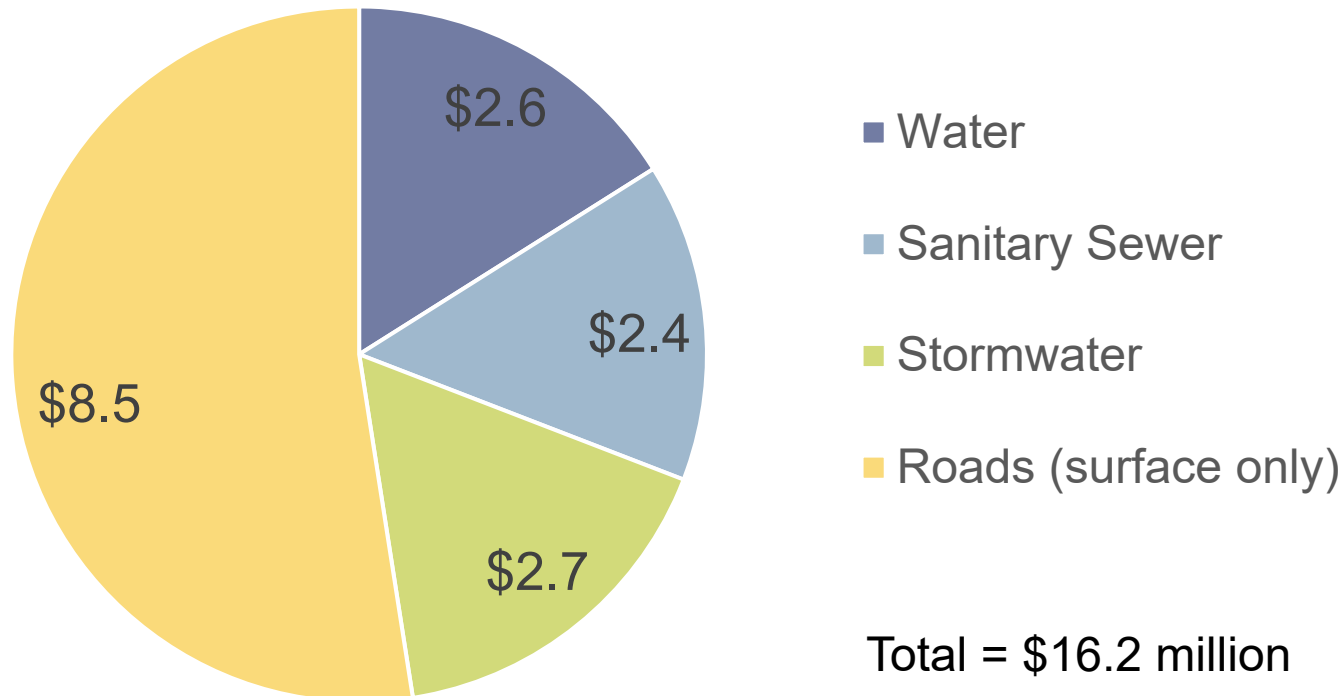
What Is The Value Of These Linear Assets?

The AMIP determined that total replacement value of District's linear water, sewer, stormwater and road surface assets is estimated to be \$825 million, expressed in 2019 dollars. This value does not include non-linear assets such as treatment plants and pumping facilities.



How Much Money Needs to be Invested Annually?

Average Annual Lifecycle Investment (\$ millions)





What are our Current Funding Levels for the Water Fund?

	Crofton	Chemainus	South End	Total
Average Annual Capital Spending	\$200k	\$400k	\$800k	\$1400k
AALCI Funding Range	\$200k to \$300k	\$300k to \$400k	\$1300k to \$1900k	\$1800k to \$2600k
Available Reserve Funds	\$170k	\$640k	\$4,000k	\$4,810k



Chemainus Water

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax	709,096	751,607	797,535	846,650	899,024	952,262
Sales of Service	768,175	815,228	841,864	885,375	932,280	984,016
Gas Tax Revenue	200,000	100,000	100,000	100,000	100,000	100,000
Debt and DCC's	58,800					
Other	315,000	311,790	318,030	324,390	330,880	337,500
Total Revenue	2,051,071	1,978,625	2,057,429	2,156,415	2,262,184	2,373,778
Maintenance & Admin	936,241	972,920	969,250	973,320	992,640	1,012,390
Capital Projects	1,250,000	990,000	306,000	312,120	318,000	324,360
Debenture Debt Charge	190,534	134,184	134,184	134,184	134,184	134,184
Amortization	315,000	311,790	318,030	324,390	330,880	337,500
Total Expenditure	2,691,775	2,408,894	1,727,464	1,744,014	1,775,704	1,808,434
Surplus (Deficit)	(640,704)	(430,269)	329,965	412,401	486,480	565,344

Smiley Road Watermain



Smiley Rd Watermain Replacement

- Replace 850 meters of existing 300mm steel water main on Smiley Road with seismically resistant pipe.
- A pipe condition assessment was done in 2017
 - *Identified 5 leaks that have subsequently been repaired, but the characteristics on the leaks (pin holes) is indicative of the pipe wall thinning to the point of imminent failure.*
 - *This is one of two main trunk mains going into town, unscheduled failure would cause significant issues in the Chemainus town supply.*
- The project is estimated to cost \$890,000.

Chemainus Surplus & DCC Balance

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<i>Surplus</i>						
Acc. Surplus Beg Yr.	758,613	644,303	214,034	543,999	956,400	1,442,880
Surplus (Deficit)	(114,310)	(430,269)	329,965	412,401	486,480	565,344
Acc. Surplus End Yr.	644,303	214,034	543,999	956,400	1,442,880	2,008,224
<i>Chemainus Water DCC</i>						
Opening Balance	465,234	570,861	619,793	672,205	731,527	794,833
Interest	10,062	11,417	12,396	16,805	18,288	19,871
Contributions	95,565	37,515	40,016	42,517	45,018	45,018
Draws						
Closing Balance	570,861	619,793	672,205	731,527	794,833	859,722
Closing Surplus & DCC	1,215,164	833,827	1,216,204	1,687,927	2,237,713	2,867,946

Chemainus Water Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax – No. Parcels	2,348	2,371	2,395	2,419	2,443	2,467
Parcel Tax – Annual Rate	302	317	333	350	368	386
Parcel Tax Revenue	\$709,096	\$751,607	\$797,535	\$846,650	\$899,024	\$952,262
Annual Parcel Tax	302	317	333	350	368	386
Annual Water – Basic	246	258	271	285	299	314
Total Annual Charge	\$548	\$575	\$604	\$635	\$667	\$700
Annual Increase	\$26.00	\$27.00	\$29.00	\$31.00	\$32.00	\$33.00
% Increase	5%	5%	5%	5%	5%	5%

Crofton Water

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax	216,195	228,032	241,580	256,386	271,432	287,776
Sales of Service	469,614	494,515	517,023	543,036	572,393	608,515
Developer Contribution		1,500,000				
Gas Tax Revenue	100,000	800,000	100,000	150,000	150,000	100,000
Other	96,000	179,700	183,290	186,960	190,700	194,510
Total Revenue	881,809	3,202,247	1,041,893	1,136,382	1,184,525	1,190,801
Maintenance & Admin	477,336	557,340	504,640	513,040	523,210	533,630
Capital Projects	170,000	2,500,000	240,000	180,000	100,000	1,156,060
Debenture Debt Charge	29,723	29,723	29,723	29,723	29,723	29,723
Amortization	96,000	179,700	183,290	186,960	190,700	194,510
Total Expenditure	773,059	3,266,763	957,653	909,723	843,633	1,913,923
<i>Surplus (Deficit)</i>	<i>108,750</i>	<i>(64,516)</i>	<i>84,240</i>	<i>226,659</i>	<i>340,892</i>	<i>(723,122)</i>

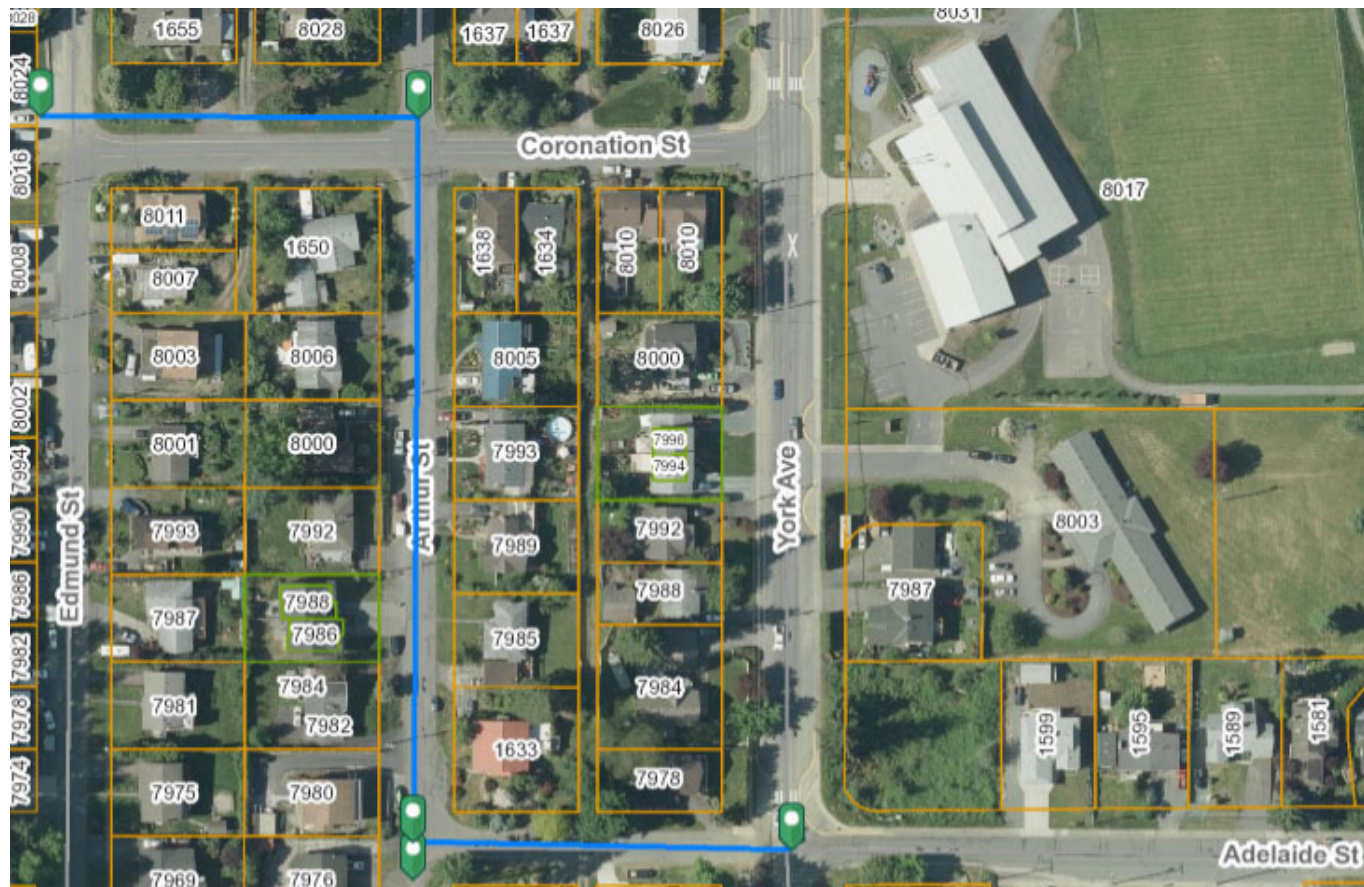
New Crofton Reservoir

- To be constructed south of Adelaide Street to provide increase fire flow protection to existing homes and planned development of up to 200 new homes
- Estimated cost of \$2,2 million to be funded by:
 - *Developer contribution - \$1.5 million*
 - *Gas Tax revenues - \$700k*

Arthur St. / Coronation St. Watermain

- Replace 400 meters of cast iron water main from Adelaide thru Arthur and up Coronation
- Existing cast iron main is some of the last cast iron in service within the Crofton water system
- Large volumes of complaint calls received yearly from this area largely due to dirty water, broken water mains, and plugged water filters that have been installed to deal with water quality

Arthur St. / Coronation St. Watermain



Crofton Surplus & DCC Balance

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<i>Surplus</i>						
Acc. Surplus - Begin Year	3,385	168,001	103,485	187,725	414,384	755,276
Surplus (Deficit)	164,616	(64,516)	84,240	226,659	340,892	(723,122)
Acc. Surplus - End Year	168,001	103,485	187,725	414,384	755,276	32,154
<i>Crofton Water DCC</i>						
Opening Balance	133,252	139,397	145,955	163,034	181,185	199,699
Interest	2,688	2,091	2,189	3,261	3,624	3,994
Contributions	3,457	4,467	14,890	14,890	14,890	14,890
Draws						
Closing Balance	139,397	145,955	163,034	181,185	199,699	218,583
Closing Surplus & DCC	307,398	249,440	350,759	595,569	954,975	250,737

Crofton Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax – No. Parcels	1,015	1,018	1,028	1,038	1,048	1,058
Parcel Tax – Annual Rate	213	224	235	247	259	272
Annual Parcel Tax Revenue	\$216,195	\$228,032	\$241,580	\$256,386	\$271,432	\$287,776
Annual Parcel Tax	213	224	235	247	259	272
Annual Water – Basic	425	446	468	491	516	542
Total Annual Charge	\$638	\$670	\$703	\$738	\$775	\$814
Annual Increase	\$30.00	\$32.00	\$33.00	\$35.00	\$37.00	\$39.00
% Increase	5%	5%	5%	5%	5%	5%

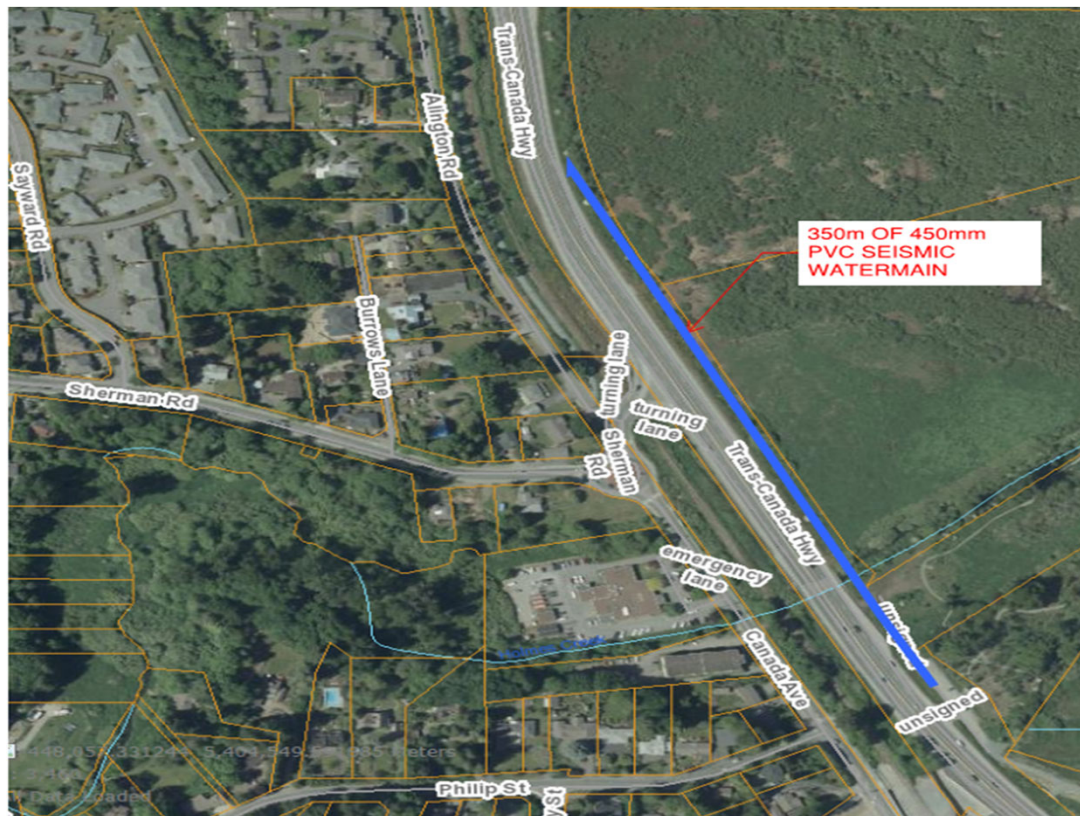
South End Water

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax & LIF	1,218,759	1,269,261	1,305,402	1,350,223	1,378,377	1,436,172
Sales of Service	1,401,602	1,490,702	1,521,230	1,515,879	1,564,822	1,618,239
LAS / DCC	85,000	85,000	85,000	85,000	85,000	85,000
Other	653,000	703,800	717,880	732,240	746,880	761,820
Total Revenue	3,358,361	3,548,763	3,629,512	3,683,342	3,775,079	3,901,231
Maintenance & Admin	1,357,092	1,414,720	1,389,690	1,398,330	1,426,310	1,454,810
Pumping	323,495	359,590	366,730	373,980	381,410	388,990
Capital Projects	1,135,000	1,616,000	4,180,350	880,000	704,000	208,100
Debenture Debt Charge	40,501	40,501	27,575	22,598		
Amortization	653,000	703,800	717,880	732,240	746,880	761,820
Total Expenditure	3,509,088	4,134,611	6,682,225	3,407,148	3,258,600	2,813,720
Surplus (Deficit)	(150,727)	(585,848)	(3,052,713)	276,194	516,479	1,087,511

Beverly St to Drinkwater Rd Water Trunk Main 2021-2024

- A continuation project to complete the water trunk main from Tzouhalem Road to Drinkwater Road
- Need for project identified during the 2001 South End Distribution Study
- Will provide a more resilient water supply to Drinkwater Road reservoirs which in turn provides much of the potable water to South End residents
- Pipe materials have greater ductility in the event of an earthquake with life expectancy greater than 100 years

Beverly St to Drinkwater Rd Water Trunk Main 2020-2024 (2021 portion)



South End Surplus & DCC Balance

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<i>Surplus</i>						
Acc. Surplus - Begin Year	3,402,136	4,004,715	3,418,867	366,154	642,348	1,158,827
Surplus (Deficit)	602,579	(585,848)	(3,052,713)	276,194	516,479	1,087,511
Acc. Surplus - End Year	4,004,715	3,418,867	366,154	642,348	1,158,827	2,246,338
<i>South End Water DCC</i>						
Opening Balance	2,114,861	2,431,979	2,543,178	2,661,603	2,782,396	2,908,106
Interest	45,705	48,640	50,864	53,232	55,648	58,162
Contributions	271,413	147,559	152,561	152,561	155,062	155,062
Draws		(85,000)	(85,000)	(85,000)	(85,000)	(85,000)
Closing Balance	2,431,979	2,543,178	2,661,603	2,782,396	2,908,106	3,036,330
Closing Surplus & DCC	6,436,694	5,962,045	3,027,757	3,424,744	4,066,933	5,282,668

South End Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax – No. Parcels	5,981	6,053	6,114	6,175	6,237	6,299
Parcel Tax – Annual Rate	197	203	209	215	221	228
Annual Parcel Tax Revenue	\$1,178,257	\$1,228,759	\$1,277,826	\$1,327,625	\$1,378,377	\$1,436,172
Annual Parcel Tax	197	203	209	215	221	228
Annual Water – Basic	173	178	183	188	194	200
Total Annual Charge	\$370	\$381	\$392	\$403	\$415	\$428
Annual Increase	\$11.00	\$11.00	\$11.00	\$11.00	\$12.00	\$13.00
% Increase	3%	3%	3%	3%	3%	3%

2021 Utility Rates – Water

Recommendation:

That it be recommended to Council to increase:

- ▶ Chemainus water metered minimum and parcel tax by 5%
- ▶ Crofton water metered minimum and parcel tax by 5%
- ▶ South End water metered minimum and parcel tax by 3%
- ▶ Metered water rates by 3%



What are our Current Funding Levels for the Sewer Fund?

	Crofton	Chemainus	South End	Total
Average Annual Capital Spending	\$200k	\$400k	\$930k	\$1530k
AALCI Range	\$200k to \$300k	\$300k to \$400k	\$1100k to \$1600k	\$1600k to \$2300k
Available Reserve Funds	\$2,160k	\$3,320k	\$11,700k	\$17,180k

Chemainus Sewer

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax & LIF	888,106	926,068	954,507	983,326	1,012,525	1,042,625
Sales of Service	307,391	313,458	319,647	325,960	332,399	338,967
Interest	43,200	66,370	63,930	61,190	68,060	75,370
Amortization/DCC	422,000	302,760	500,820	315,000	321,300	327,730
Total Revenue	1,660,697	1,608,656	1,838,904	1,685,476	1,734,284	1,784,692
Maintenance & Admin	713,173	732,590	359,070	366,220	373,520	380,940
Pumping	64,670	68,730	70,090	71,480	72,930	74,400
Treatment	357,385	365,290	372,610	380,050	387,620	395,350
Capital Projects	250,700	254,510	858,400	202,370	206,417	210,546
LIF Debt Charge	6,877	6,877	6,877	6,877	6,877	6,877
Amortization	230,000	302,760	308,820	315,000	321,300	327,730
Total Expenditure	1,622,805	1,730,757	1,975,867	1,341,997	1,368,664	1,395,843
Surplus (Deficit)	37,892	(122,101)	(136,963)	343,479	365,620	388,849

Chemainus Surplus & DCC Balance

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<i>Surplus</i>						
Acc. Surplus - Begin Year	3,089,900	3,318,411	3,196,310	3,059,347	3,402,826	3,768,446
Surplus (Deficit)	228,511	(122,101)	(136,963)	343,479	365,620	388,849
Acc. Surplus - End Year	3,318,411	3,196,310	3,059,347	3,402,826	3,768,446	4,157,295
<i>Chemainus Sewer DCC</i>						
Opening Balance	242,785	286,096	315,378	153,246	179,871	207,028
Interest	5,164	5,722	6,308	3,065	3,597	4,141
Contributions	38,147	23,560	23,560	23,560	23,560	24,800
Draws			(192,000)			
Closing Balance	286,096	315,378	153,246	179,871	207,028	235,969
Closing Surplus & DCC	3,604,507	3,511,688	3,212,593	3,582,697	3,975,474	4,393,264

Chemainus Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax – No. Parcels	1,867	1,911	1,930	1,949	1,968	1,988
Parcel Tax – Annual Rate	472	481	491	501	511	521
Annual Parcel Tax Revenue	\$881,229	\$919,191	\$947,630	\$976,449	\$1,005,648	\$1,035,748
Annual Parcel Tax	472	481	491	501	511	521
Annual Sewer – Basic	149	152	155	158	161	164
Total Annual Charge	\$621	\$633	\$646	\$659	\$672	\$685
Annual Increase	\$17.00	\$12.00	\$13.00	\$13.00	\$13.00	\$13.00
% Increase	3%	2%	2%	2%	2%	2%

Crofton Sewer

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax	372,300	384,703	400,830	417,209	433,840	451,612
Sales of Service	295,560	311,620	317,182	322,856	328,643	334,546
Interest	21,200	32,410	31,250	25,290	18,360	3,080
Amortization/DCC	160,000	169,490	262,880	176,340	179,870	183,470
Total Revenue	849,060	898,223	1,012,142	941,695	960,713	972,708
Maintenance & Admin	315,162	337,100	331,060	337,910	344,650	351,540
Treatment	223,915	228,800	233,370	238,040	242,780	247,600
Capital Projects	200,000	240,000	672,348	957,326	957,326	200,000
Amortization	160,000	169,490	172,880	176,340	179,870	183,470
Total Expenditure	899,077	975,390	1,409,658	1,709,616	1,724,626	982,610
Surplus (Deficit)	(50,017)	(77,167)	(397,516)	(767,921)	(763,913)	(9,902)

Crofton Surplus & DCC Balance

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<i>Surplus</i>						
Acc. Surplus - Begin Year	1,700,688	2,160,402	2,083,235	1,685,719	917,798	153,885
Surplus (Deficit)	459,714	(77,167)	(397,516)	(767,921)	(763,913)	(9,902)
Acc. Surplus - End Year	2,160,402	2,083,235	1,685,719	917,798	153,885	143,983
<i>Crofton Sewer DCC</i>						
Opening Balance	75,871	81,710	88,882	17,274	34,233	51,532
Interest	1,554	1,634	1,778	345	685	1,031
Contributions	4,285	5,538	16,614	16,614	16,614	16,614
Draws			(90,000)			
Closing Balance	81,710	88,882	17,274	34,233	51,532	69,177
Closing Surplus & DCC	2,242,112	2,172,117	1,702,993	952,031	205,417	213,160

Crofton Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax – No. Parcels	850	853	862	871	880	889
Parcel Tax – Annual Rate	438	451	465	479	493	508
Annual Parcel Tax Revenue	\$372,300	\$384,703	\$400,830	\$417,209	\$433,840	\$451,612
Annual Parcel Tax	438	451	465	479	493	508
Annual Sewer – Basic	283	291	300	309	318	328
Total Annual Charge	\$721	\$742	\$765	\$788	\$811	\$836
Annual Increase	\$21.00	\$21.00	\$23.00	\$23.00	\$23.00	\$25.00
% Increase	3%	3%	3%	3%	3%	3%

South End Sewer

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax & LAS	1,294,377	1,342,837	1,405,582	1,476,515	1,549,866	1,609,448
Sales of Service	1,115,029	1,243,880	1,281,046	1,318,682	1,357,448	1,397,376
Interest	164,600	234,040	238,960	215,940	100,490	43,270
Amortization/DCC/GR	1,706,262	1,800,789	6,160,447	18,549,090	5,240,041	554,850
Total Revenue	4,280,268	4,621,546	9,086,035	21,560,227	8,247,845	3,604,944
Maint & Admin	923,331	939,610	791,150	806,930	823,010	839,470
Pumping	128,810	139,440	142,290	145,150	148,150	151,110
Treatment	643,606	723,238	747,629	749,928	763,676	777,699
Capital Projects	1,683,765	2,096,912	8,071,330	23,462,758	10,546,468	416,160
Fiscal Services	56,103	56,104	56,104	56,105	56,103	40,088
Amortization	800,000	420,220	428,620	437,190	445,930	454,850
Total Expenditure	4,235,615	4,375,524	10,237,123	25,658,061	12,783,337	2,679,377
Surplus (Deficit)	44,653	246,022	(1,151,088)	(4,097,834)	(4,535,492)	925,567

JUB Outfall Relocation

Updated Project Cost Estimate:

	Prior Years	2021	2022	2023	2024	Total
Grant	335,280	1,124,201	4,667,441	5,873,078		12,000,000
Others	514,457	256,368	1,064,386	7,958,822	4,694,111	14,488,144
North Cowichan	<u>596,681</u>	<u>297,343</u>	<u>1,234,503</u>	<u>9,230,858</u>	<u>5,444,357</u>	<u>16,803,742</u>
	1,446,418	1,677,912	6,966,330	23,062,758	10,138,468	43,291,886

South End Surplus & DCC Balance

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<i>Surplus</i>						
Acc. Surplus - Begin Year	10,247,381	11,702,043	11,948,065	10,796,977	6,699,143	2,163,651
Surplus (Deficit)	1,454,662	246,022	(1,151,088)	(4,097,834)	(4,535,492)	925,567
Acc. Surplus - End Year	11,702,043	11,948,065	10,796,977	6,699,143	2,163,651	3,089,218
<i>South End Sewer DCC</i>						
Opening Balance	5,890,493	6,322,891	6,600,566	7,042,700	3,218,803	3,506,117
Interest	121,183	126,458	132,011	140,854	64,376	70,122
Contributions	311,215	151,217	310,123	315,249	322,938	328,064
Draws				(4,280,000)	(100,000)	(100,000)
Closing Balance	6,322,891	6,600,566	7,042,700	3,218,803	3,506,117	3,804,303
Closing Surplus & DCC	18,024,934	18,548,631	17,839,677	9,917,946	5,669,768	6,893,521

South End Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2024 Budget
Parcel Tax – Parcels	5,982	6,041	6,162	6,285	6,411	6,539
Parcel Tax – Rate	207	213	219	226	233	240
Annual Parcel Tax Revenue	\$1,238,274	\$1,286,733	\$1,349,478	\$1,420,410	\$1,493,763	\$1,569,360
Annual Parcel Tax	207	213	219	226	233	240
Annual Sewer – Basic	163	168	173	178	183	188
Total Annual Charge	\$370	\$381	\$392	\$404	\$416	\$428
Annual Increase	\$11.00	\$11.00	\$11.00	\$12.00	\$12.00	\$12.00
% Increase	3%	3%	3%	3%	3%	3%

Maple Bay Marina Sewer Treatment Plant

	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax	71,003	71,400	72,828	74,285	75,770	77,286
Sales of Service	32,435	25,500	26,010	26,530	27,061	27,602
Amortization		98,200	98,200	98,200	98,200	98,200
Total Revenue	103,438	195,100	197,038	199,015	201,031	203,088
Treatment	39,966	69,710	71,090	72,520	73,950	75,440
Amortization		98,200	98,200	98,200	98,200	98,200
Total Expenditure	39,966	167,910	169,290	170,720	172,150	173,640
<i>Surplus (Deficit)</i>	63,472	27,190	27,748	28,295	28,881	29,448
<i>Beginning Surplus (Deficit)</i>	26,255	89,727	116,917	144,665	172,960	201,841
<i>Accumulated Surplus</i>	89,727	116,917	144,665	172,960	201,841	231,289

Maple Bay Revenue

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Parcel Tax – Area	20.67	20.67	20.67	20.67	20.67	20.67
Parcel Tax – Rate	3,335	3,387	3,454	3,523	3,594	3,666
Annual Parcel Tax Revenue	\$68,936	\$70,000	\$71,400	\$72,828	\$74,285	\$75,770
Annual Parcel Tax	437	450	464	478	492	507
Annual Sewer – Basic	1,040	1,071	1,103	1,136	1,171	1,206
Total Annual Charge	\$1,477	\$1,521	\$1,567	\$1,614	\$1,662	\$1,712
Annual Increase		\$44	\$46	\$47	\$48	\$50
% Increase		3%	3%	3%	3%	3%

2021 Utility Rates – Sewer

Recommendation:

That it be recommended to Council to increase:

- ▶ Chemainus sewer parcel tax and user fees by 2%
- ▶ Crofton sewer parcel tax and user fee by 3%
- ▶ South End sewer parcel tax and user fee by 3%
- ▶ Maple Bay sewer treatment plant user fee by 3%



January 26, 2021

Dear BC Mayors:

Re: Funding support for hockey in our B.C. communities

As the Commissioner of the British Columbia Hockey League (BCHL), and in partnership with the Western Hockey League (WHL), I am writing you today for support of our **request from the Provincial Government and the province's COVID-19 Recovery Fund.**

The BCHL would like to thank you for your letter of support back in April of 2020 when we first began these discussions with the Provincial Government. A lot has happened since then to put our businesses in jeopardy and we believe your renewed support for our request will ensure the spiritual and mental health of B.C. amateur hockey communities survives this pandemic. The key to economic recovery starts with these small businesses. BCHL and WHL hockey teams proudly represent communities in all regions of our province, and each team relies entirely on ticket sales and local sponsorship revenues to break even.

The suspension of our league operations due to COVID-19 means our combined 22 community teams in B.C. have already felt a total loss of over \$18 million this season alone. Because of these losses, we are requesting financial assistance from the Province of B.C. as part of their COVID-19 Recovery Program.

This funding of \$9.4 million, split between both leagues, will help our teams weather this crisis, save jobs and ensure the survival of our teams going forward. We support and recognize that the strict COVID-19 restrictions implemented by the Ministry of Health and the Provincial Health Office are necessary, but, unfortunately, the shutdown of junior hockey has put all of our teams on the brink of closing.

We are not asking the Government of B.C. to underwrite the losses of our teams, but rather to participate in a partnership to help sustain our organizations given the integral role we play in our communities.

All 22 franchises are willing to contribute to this partnership to ensure the survival of junior hockey in the province. Our clubs are, under normal circumstances, fully self-sufficient and not at all reliant on government funding, but, in the past, the province has been big supporters of junior hockey events like the World Junior Championships and the Memorial Cup.

This request for support will address a small fraction of the shortfall BCHL and WHL teams are facing for the current 2020-21 season. This loss of revenue does not take into account our losses from the cancellation of the balance of the 2019-20 season or how the virus may continue to adversely impact our team operations in the future.

In order to sustain the operations of the 22 B.C. based junior hockey teams and continue to provide players with the highest level of development opportunities during the 2020-21 hockey season, we propose the BCHL and WHL, on behalf of their member Clubs in B.C., enter into a partnership with the Government of B.C. as follows:

1. WHL Request

www.bchl.ca | twitter.com/gobchl | [instagram.com/gobchl](https://www.instagram.com/gobchl) | [facebook.com/gobchl](https://www.facebook.com/gobchl)





Based on the assumption spectators will not be permitted to attend WHL games in B.C. during the 2020-21 season, the WHL requests recovery of 50% of the projected shortfall in ticket sales and sponsorship revenue totaling \$6.25 million to sustain our five B.C. club operations.

2. BCHL Request

Based on the assumption spectators will not be permitted to attend BCHL games during the 2020-21 season, the BCHL requests recovery of 50% of the projected shortfall in ticket sales and sponsorship revenue totaling \$3.15 million to sustain the operations of our 17 B.C.-based teams this season.

We sincerely appreciate your support and we ask that you communicate this to your local Member of Legislative Assembly (MLA) to advocate for our request for funding and encourage your MLA to echo this support to Premier John Horgan, Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation and Melanie Mark, Minister of Tourism, Arts, Culture and Sport.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

Chris Hebb
Commissioner, BC Hockey League



From: John Wilson <john.wilson@gowilsonsgroup.com>
Sent: Tuesday, January 26, 2021 11:57 AM
To: Al Siebring
Cc: Samantha Wilson; Travis Wilson
Subject: Meeting Request – Island Bus Service in Jeopardy

Mayor Siebring,

It is with great urgency that I write to you today seeking your support for a short-term emergency COVID recovery contract with the Province of BC and its Ministry of Transportation to continue our essential service until ridership is restored.

Intercity bus service provides the same essential service as public transit. It takes people to medical appointments, essential work, school, childcare and to get their prescriptions and groceries. It is particularly critical for those with low income and in remote communities.

On Vancouver Island, twenty-nine communities and twenty-one First Nations and First Nations organizations are served with intercity busing by Vancouver Island Connector and Tofino Bus. In 2019 we provided 82,500 trips. Your community is among those we serve.

Due to COVID 19 work and travel restrictions, revenue on these routes has been down 95% since March 2020. Tofino Bus has no more financial reserves, it has received all available government subsidies and grants and will be forced to close this service within the next four months if it does not have a source of revenue to operate them. With that many riders who rely on our services will have no other options to transport themselves.

The Solution:

To avoid the disruption, cost and public safety risk created by cancelling intercity busing on Vancouver Island, we have requested from Transportation Minister Rob Fleming a short-term emergency COVID recovery contract to continue this essential service until ridership is restored.

This solution will prevent a gap in service for these communities, it will avoid government having to take on the cost of intercity busing on the island and it will ensure Tofino Bus is still around to serve these communities during economic recovery from COVID 19.

We would like to request some of your time to join myself and some members of our management team on a brief phone call so we can explain our proposal and ask for your support.

Yours Truly,
John M Wilson
President & Chief Executive Officer
[The Wilson's Group of Companies](#)
Victoria, BC Canada
Direct 250-940-0275 / Toll Free 1-800-567-3288

