

Municipality of North Cowichan

Regular Council

AGENDA

Wednesday, June 16, 2021, 1:30 p.m.
Electronically

Pages

1. CALL TO ORDER

This meeting, though electronic, is open to the public. All representations to Council will form part of the public record. Proceedings will be streamed live and archived at www.northcowichan.ca. Members of the public may join this online meeting and participate virtually during the Public Input and Question Period portions of the agenda.

- To join by computer, smartphone, or tablet, visit northcowichan.ca/virtualmeeting for instructions.
- To join by telephone, dial 1.844.426.4405, enter the meeting ID 177 627 0686, and then press # to join the meeting.

2. APPROVAL OF CONSENT AGENDA

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.

2.1. Correspondence

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

- | | |
|---|----------------|
| 2.1.1. Emails received in relation to preserving the Municipal Forest Reserve | 11 - 16 |
| 3 emails were received regarding logging, poaching and the destruction of trees within the Municipal Forest Reserve | |
| 2.1.2. Email regarding the Rogers Communications cell towers decision | 17 - 17 |
| In support of Council's decision not to allow Rogers Communications to erect two cell towers on municipal land. | |

2.1.3.	Email regarding invasive wall lizards	18 - 21
	Request that Council take measures to eradicate the invasive wall lizards and include them as an invasive species (<i>includes May 30, 2021 article from the Times Colonist</i>).	
2.1.4.	Email regarding increased traffic on the Maple Bay Corridor	22 - 22
	Request that Council address the noise and speeding from the increased traffic on the Maple Bay corridor due to continued development.	
2.1.5.	Request for annual grant to become a line item in North Cowichan's budget	23 - 26
	Letter from Cowichan Neighbourhood House Association requesting that Council re-categorize their annual \$30,000 grant-in-aid to a line item in the budget.	
2.1.6.	Letter regarding as Tax Agreement Community Works Fund payment	27 - 27
	Letter from UBCM advising Council of the recent Gas Tax Agreement Community Works Fund payment.	
2.1.7.	Letter providing information about motor vehicle accident disputes	28 - 35
	Letter from Civil Resolution Tribunal advising Council of the Civil Resolution Tribunal and provide information on how to resolve ICBC claims and motor vehicle accident disputes.	
2.1.8.	Email regarding "no growth" position and the Bell McKinnon local area plan	36 - 36
	Concerns with Council's approach to "no growth", the Bell McKinnon local area plan, and need for affordable housing.	
2.1.9.	Email requesting support of a public demonstration kelp farm	37 - 39
	Request that Council consider supporting a project to create a public demonstration kelp farm in Crofton, in cooperation with Stz'uminus First Nation and BC Ferries.	
2.1.10.	Letter regarding OCP growth scenarios	40 - 42
	Letter from the Quamichan Lake Neighbourhood Association advising Council of their support for OCP Growth Scenario 2 and to provide comments and concerns with the OCP Phase 3 Growth Scenario survey.	
2.1.11.	Email regarding marijuana smoke pollution	43 - 43
	Request that Council consider implementing a bylaw to stop users of marijuana polluting the air.	

2.1.12.	Letter requesting a community led consultation process to seek a solution to the recreational access to the Municipal Forest on Mount Tzouhalem	44 - 51
	Request from The Properties Committee, concerned residents of Sansum, Salish, Chippewa and Kasper Roads, that Council support conducting a community led consultation process to seek a solution to the recreational access to the Municipal Forest on Mount Tzouhalem.	
2.1.13.	Email requesting a new zero carbon school	52 - 53
	Response from the Board of Education for the Cowichan Valley School District to an email from a resident for a new zero carbon school.	
2.1.14.	Downzoning of 9090 Trans-Canada Highway	54 - 76
	14 letters and 123 signed petitions were received in objection to the downzoning of 9090 Trans-Canada Highway. <i>(Note: On June 2, 2021 Council defeated the motion to direct staff to bring forward a zoning amendment to downzone the property from R5-Residential Mobile Home Park to A2-Rural)</i>	

3. APPROVAL OF REGULAR AGENDA

Purpose: To consider any items of business not included in the Agenda that are of an urgent nature, must be introduced and approved at the time the agenda is adopted. Matters must be taken up in the order that they are listed unless changed at this time.

Recommendation:

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

4. ADOPTION OF MINUTES

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

4.1. Minutes from the June 2, 2021 regular meeting for adoption 77 - 86

Recommendation:

That Council adopt the minutes of their regular meeting held June 2, 2021.

5. MAYOR'S REPORT

6. PUBLIC MEETINGS

In accordance with *Financial Information Act* and the *Community Charter*, members of the public will have an opportunity to provide their comments or ask questions related to the 2020 Statement of Financial Information and Annual Report, following the introduction and/or presentation of each report to Council.

6.1. 2020 Statement of Financial Information 87 - 102

Purpose: To present the 2020 Statement of Financial Information for approval by Council in accordance with section 9 of the *Financial Information Act*, *Financial Information Regulation 371/93*.

Recommendation:

That Council approve the 2020 Statement of Financial Information.

6.2. 2020 Annual Report 103 - 220

Purpose: For Council to consider the 2020 Annual Report in an open public meeting and to receive submissions and questions from the public in accordance with section 99 of the *Community Charter*.

Recommendation:

That Council accept the 2020 Annual Report.

7. DELEGATIONS AND PRESENTATIONS

7.1. Somenos Marsh Wildlife Society 221 - 222

Purpose: Paul Fletcher of Somenos Marsh Wildlife Society to present their findings on previous Parrots Feather management in Somenos Creek and their GreenStreams strategy to help increase salmon productivity in the Somenos Watershed.

8. PUBLIC INPUT

Public Input is an opportunity for the public to provide their feedback on matters included on the agenda. The maximum number of speakers to be heard during the public input period is limited to five, with a maximum of three minutes allotted to each speaker. To be added to the speakers list, please:

- click on the 'raise your hand' button, if participating by computer, smartphone, or tablet, or
- dial *3 on your phone

9. BYLAWS

10. REPORTS

10.1. REPORTS FOR DECISION

10.1.1. Development Variance Permit & Development Permit with Variance for 3135 Manor Drive and proposed 3003 Keystone Drive

223 - 280

Purpose: To consider two development applications for 3135 Manor Drive, (1) a Development Variance Permit (DVP00071) and (2) a Development Permit with Variances (DPV00004), to facilitate a subdivision to retain an existing principal residence on proposed Lot 1 and an 18-unit residential townhouse complex on proposed Lot 2, and to consider varying the Zoning Bylaw for the subdivision and development by increasing the maximum lot coverage, and decreasing the minimum building separation, landscaped area and principal building side yard setback.

Recommendation:
THAT Council:

1. Issue the development permit with variance DPV00004 for 3135 Manor Drive to facilitate site design and private amenity spaces, common landscaped amenity spaces, and useable rear yards, as attached to the Development Planner's report dated June 16, 2021;
2. Issue the development variance permit DVP00071 for 3135 Manor Drive to facilitate subdivision, as attached to the Development Planner's report June 16, 2021;
3. Grant the following variances to Zoning Bylaw 1997, No. 2950:
 - i. Section 61(5) to vary the maximum lot coverage by increasing it from 30% to 32.87%;
 - ii. Section 61(8)(a) to vary the minimum permitted building separation by decreasing it from 12.0m to 6.0m between Units 3 & 10, and from 12.0m to 4.5m between Units 16 & 17 and 7 & 8;
 - iii. Section 39(1) to vary the minimum permitted width of vegetated horizontal landscaped area by decreasing it from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12 on the east boundary at 3135 Manor Drive legally described as Lot 1, Section 19, Ranges 4 and 5, Quamichan District, Plan 8704 Except Part in Plan VIP78692 and VIP84510 (PID: 005-426-758); and
 - iv. Section 58(6)(a) to vary the minimum principal building side yard setback by decreasing it from 2.0m to 1.5m at 3135 Manor Drive legally described as Lot 1, Section 19, Ranges 4 and 5, Quamichan District, Plan 8704 Except Part in Plan VIP78692 and VIP84510 (PID: 005-426-758) at 3135 Manor Drive.

10.1.2. Affordable Housing Policy

281 - 290

Purpose: To provide options for developing an affordable housing policy or strategy and seek confirmation on Council's desired direction. Staff will provide a brief verbal introduction.

Recommendation:

THAT Council direct staff to:

1. Include the items substantially as set out in Table 1 of the Planning Manager's June 16, 2021 report within the draft OCP currently being prepared.
2. Prepare a draft Housing Policy, containing items substantially as set out in Table 2 of the Planning Manager's June 16, 2021 report, working with Cowichan Housing Association and other stakeholders as needed, for Council's subsequent review.
3. Provide options and implications for implementing items set out in Table 3 of the Planning Manager's June 16, 2021 report within a future staff report accompanying a draft Housing Policy.

10.1.3. Telecommunications Antennae Structures Policy

291 - 297

Purpose: To consider which features Council would like included in their Telecommunications Antennae Structures Policy.

Recommendation:

THAT Council directs staff to:

1. Draft Telecommunications Antennae Policy which specifies:
 - a. A consultation area radius of [300m]
 - b. That all applications require a public meeting
 - c. That all applications are to be determined by Council
 - d. Certain exemption criteria for [additions to existing structures less than 15m]
 - e. An application fee of [\$1,000]
2. Draft an amendment to the Municipality's *Fees & Charges Bylaw 3784* to include the application fee.

10.1.4. Traffic calming and safety measures along Indian Road

298 - 306

Purpose: To share the Traffic Calming Study findings for Indian Road and consider the options for implementing traffic calming and safety measures within the study area.

Recommendation:
That Council approve:

1. the installation of three speed tables on Indian Road between Maple Bay Road and Cygnet Drive;
2. the relocation of the 30 km/h speed sign for northbound traffic near the intersection of Indian Road and Maple Bay Road to a new location approximately halfway between Maple Bay Road and Swans Nest Drive;
3. the installation of one new 30 km/h speed sign on Indian Road for northbound traffic just before Cygnet Drive, and
4. the installation of one new stop sign for eastbound traffic on Indian Crescent as described in the Director of Engineering's report dated June 16, 2021.

10.1.5. Somenos Marsh Wildlife Society Request for Funding (a report will be forthcoming)

Purpose: To present options for Council's response to Somenos Marsh Wildlife Society's request for funding.

10.1.6. Recommendations from the Environmental Advisory Committee 307 - 309

Purpose: To provide Council with a copy of the minutes from the May 4, 2021 Environmental Advisory Committee (EAC) meeting, which include their recommendations for prioritizing EAC tasks. The discussion on implementing these recommendations has been provided in item 10.1.7 below.

10.1.7. Environmental Advisory Committee Recommended Actions from the Draft Climate and Energy Plan Update. 310 - 375

Purpose: To consider the Environmental Advisory Committee (EAC) recommendations regarding prioritization of the updated Climate Action and Energy Plan (CAEP) greenhouse gas emissions reduction actions.

Recommendation:

That Council direct staff to:

1. Incorporate the Environmental Advisory Committee's (EAC) recommended Climate Action and Energy Plan (CAEP) actions relevant to the Official Community Plan into the policy and implementation sections of the updated OCP, as appropriate;
2. Work with Sustainability Solutions Group to finalize the CAEP update to include the EAC recommendations as presented in the report titled '*Environmental Advisory Committee Recommended Actions from the Draft Climate and Energy Plan Update*' as prepared by the Director, Engineering Projects and prioritized as described in Attachment 2 of the report; and
3. Include development of the recommended policies and targets within the 2022 departmental business plans and budgets.

10.1.8. Climate Action and Energy Plan: Survey 2 Summary

376 - 394

Purpose: To inform Council of results from a public survey conducted by staff on emissions reduction actions for North Cowichan derived from the Climate Action and Energy Plan (CAEP) update.

Recommendation:

THAT Council direct staff to work with the Sustainability Solutions Group to incorporate the information from the public opinion survey in the Climate Action and Energy Plan update and implementation plan.

10.2. REPORTS FOR INFORMATION

10.2.1. 2020 Annual Forestry Report

395 - 418

Purpose: To provide a general summary of the metrics and activities conducted within the Forestry Department in 2020.

Recommendation:

The 2020 Annual Forestry Report has been provided to Council for information purposes only.

11. NOTICES OF MOTIONS

12. UNFINISHED AND POSTPONED BUSINESS

12.1. UBCM Minister Meetings - for discussion

Purpose: To discuss which Ministers, including Premier Horgan, (including specific topics) Council wishes to meet with during the 2021 UBCM (virtual) Convention scheduled for September 14-17, 2021. The deadline to submit meeting requests is June 30, 2021.

13. NEW BUSINESS

Purpose: So that Councillor Sawrie may move the motion she gave notice on at the June 2, 2021 Regular Council meeting.

Recommendation:

That Council direct the Mayor and Staff to:

1. Invite Suzanne Simard to give a public virtual presentation about her work with local context on our forests as part of the education for the MFR review followed by a question and answer period.
2. Send a letter to Bond Group Entertainment, inviting them to film Suzanne Simard's memoir *Finding the Mother Tree* in North Cowichan.

And that Council direct Staff to solicit input from the following groups and report back with other educational opportunities we can host and/or share online as part of the forestry review, starting as soon as possible, prior to the public engagement process:

- Forestry and Environment Staff,
- the Forestry Advisory Committee,
- the Forestry Review Working Group and
- Forestry Review project consultants

14. QUESTION PERIOD

Question Period is an opportunity for the public to ask brief questions regarding the business discussed during the meeting. To be added to the speakers list, please:

- click on the 'raise your hand' button, if participating by computer, smartphone, or tablet, or
- dial *3 on your phone

15. CLOSED SESSION

Recommendation:

That Council close the June 16, 2021 Regular Council meeting at ___ p.m. to the public on the basis of the following section(s) of the *Community Charter*:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

- 15.1. Closed minutes from the June 6, 2021 meeting for adoption
- 15.2. Closed under section 90(1)(i) Legal Advice
- 15.3. Closed under section 90(1)(e) Land acquisition, and (k) heritage preservation
- 15.4. Closed under section 90(1)(j) FOIPPA s. 21(1)(b) Report supplied in confidence
- 16. RISE AND REPORT
- 17. ADJOURNMENT

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Thursday, May 27, 2021 4:19 PM
To: Council
Subject: Six Mountains, The Last Stand

Hello Councilors

I am writing this letter to once again voice my support for the efforts of the group called Where do We Stand? I am behind them 100%. I responded to your community survey, along with many others and I am hoping that you will listen to the feedback of your community and stop cutting down our community forest. I want you to find alternatives to offset the revenue lost from leaving these trees standing. Experts have given you viable options for doing this.

I understand there is a movie being made to celebrate the findings of UBC professor, Suzanne Simard, called Finding the Mother Tree. It explores her findings that there are Mother trees that feed and cares for the ones around it. Sounds like all the mother's I know. When you cut down one of us there is a vast ripple effect. What is more we are only just learning these secrets and wonders of the forest. We need to leave as many of them intact as we can so we can discover even more stories of connectivity within an ecosystem.

Let us not be short sighted any longer. The worlds eyes will be on us soon in a much bigger way. This is your chance to lead in a way that we can be proud of and shine as an example to all communities.

Thanks you I will write again soon

[REDACTED] FIPPA s. 22(1)
Mother and nature lover

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Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Sunday, May 30, 2021 1:25 PM
To: Council
Subject: Strong Council Action Needed Now: Obscene abuse of our Stoney Hill, New Article Posted to Six Mountains

Dear Mayor and Council:

Please act now to stop the insane, obscene abuse continuing on our unique Stoney Hill Reserve. You may not agree with writer Larry Pynn's articles, but the proof of illegal poaching and destruction of trees, ecology and wildlife by gun-toting, ignorant people is most shocking and disturbing. I humbly suggest council immediately increase posted municipal fines by 1,000% or more. Also, please hire a squad of municipal wardens — including First Nations' members — to patrol Stoney Hill, and our other Six Mountain forests. We could have little left to preserve once our sadly stalled forest-reserve talks — including those in-camera with Cowichan Tribes — finally get back on track. Councillors, given Mr. Pynn's pointed proof seen here, immediate action by council is a no-brainer — no costly delays, studies, committees, nor consultants needed. I respectfully submit Cowichan's Tribal elders would also be stunned at this brand of wanton destruction of woodlands sacred to them. I look forward to council's forthcoming motion on these far-overdue suggestions. Yours in nature,
[REDACTED] FIPPA s. 22(1)
North Cowichan

Begin forwarded message:

From: "sixmountains.ca" [REDACTED] FIPPA s. 22(1)
Subject: New Article Posted to Six Mountains
Date: May 30, 2021 at 11:40:24 AM PDT
To: "Peter" [REDACTED]
Reply-To: [REDACTED] FIPPA s. 22(1)

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Illegal shooting, campfires, wood cutting and garbage thrive in our Six Mountains

I spend a lot of time in the Six Mountains — hiking, mountain biking, bouncing around gravel logging roads in my pickup truck.

I often don't like what I see.

Tree poachers in the Municipal Forest Reserve have garnered a lot of publicity in recent weeks, from local to national outlets — even on the international stage, The Guardian.

But there are a slew of other illegal activities — gunfire, dumping of garbage, and campfires — that, unfortunately, also flourish in our forests.

The evidence is everywhere. Just randomly drive up and see for yourself.

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Small trees are typically chainsawed to fuel illegal campfires at such sites, which are often chosen for their views of the valley — post-removal of trees, of course.

A lack of enforcement patrols, especially on weekends and evenings, allows such behaviour to flourish.

Municipal fines are no deterrent.

Under the Forest Use Bylaw, littering carries a \$200 fine — the same as illegal removal of wood products— compared with an illegal campfire \$100, and damage to trees \$100.

Stronger fines are clearly needed. Curiously, someone who builds an unauthorized trail or defaces a sign could be fined \$500.

The Municipality should also consider at least occasional patrols on weekends to roust partygoers and extinguish campfires — which are banned year-round.

One is reluctant to restrict respectful users of our mountains, but more gate closures might also be necessary.

There is no excuse for bad behaviour.

But it does make one wonder: given the Municipality's history of clearcutting its endangered forests, does that send the wrong message to a certain segment of society inclined to abuse those same forests?

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for more than a year now while parallel but secret talks with local First Nations continue.

Read why our forests are endangered at <https://www.sixmountains.ca/north-cowichan-has-a-remarkable-opp>

— Larry Pynn, May 29, 2021

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Let's Chat!

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Friday, June 4, 2021 3:13 PM
To: Council
Subject: Logging of municipal forests

Dear council members,
I wanted to add my voice to those who would like you to preserve the municipal forests.

I have been reading with some dismay about the ongoing cutting of old growth forests on Vancouver Island.

I am a recent (6 months) arrival on the island and have taken up residence in North Cowichan. I bought a house in Duncan that was built in the 60's, rather than a new build, to reduce my footprint on the land.

To be honest, I am astonished that there is apparently so much conflict around the logging of (especially) old growth forests.

It being 2021, we live in an enlightened age and everyone now knows how valuable trees are to the environment, the globe, etc. All of which you also already know.

There is apparently a group of seniors who have gone to support the people trying to stop the logging of old growth forest at a site near Fairy Creek. As a 71 year old I find that quite inspiring.

You have no power over what logging is taking place over there, to be fair, but you do have control over the municipal forests, and these, as your legacy, you would surely want to protect from logging.

Let me know if I can help in any way: I am a retired continuous improvement practitioner and am invested in making North Cowichan the best it can be, not just for me, but for everyone.

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

We can vote for old growth forests to be our legacy. We can let council know where we stand: council@northcowichan.ca

[REDACTED] FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Friday, May 28, 2021 3:42 PM
To: Council
Subject: Cell towers on North Cowichan public land

Dear Mayor and Council:

I sure support council's recent decision not to allow Rogers Communications to erect two more cell towers on our municipal land.

I agree councillors must legally keep open minds regarding such applications, while always considering residents' wants and needs.

Councillors are our gatekeeping watchdogs against potentially harmful and unsightly towers and other structures private-sector corporations may wish to build.

Many locals believe we have enough cell towers now amid rising global worries about proveable fallout from 5G technology.

Folks are hence speaking out against more towers due to those cogent concerns. They are rightly citing ambient radiation, visual pollution and other worries potentially affecting their health and property values.

That's why so-called NIMBY attitudes persist: fear and concern for one's self and community after learning the negative effects of such invasive structures here and elsewhere.

It's likely Rogers and other tech companies will soon apply to North Cowichan for permission to erect more towers.

But council must weigh needs for more cell-phone reception versus the health and well-being of our taxpaying citizens.

Due to long-term environmental, financial and health concerns, council critically needs strict policies about how, when and where to approve — or reject — such private structures on our public property.

The mayor's statement (Citizen, May 27, 2021) that "cell phones are becoming ubiquitous and we need the infrastructure to support them" is arguable.

Just because residents voluntarily buy and want cell phones — handy devices of growing concern among doctors, scientists and educators — or any other goods, does not obligate council to provide a ubiquitous infrastructure at the expense of other folks.

Yours in health and safety,

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

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Sunday, May 30, 2021 9:00 AM
To: Council
Subject: Eradicate invasive wall lizards now

Dear Mayor and Council:

Please add wall lizards to the invasive species likely invading North Cowichan as you read this.

The Times Colonist newspaper did a great informative story, a harbinger really, about these lizards during the weekend (see attached).

They are native to Italy and other countries but apparently have an alarmingly firm foothold on Vancouver Island, and are already present in South Cowichan, reports the Colonist.

I implore council to add this lizard menace to our list of environmental-bylaw invasives to be found and killed — using effective methods prescribed by invasive-species' scientists and other experts — before more of our municipality's native flora and fauna suffers from wall lizards' voracious ravages.

Please do not delay in addressing this lizard plague. Please educate the public about it too.

Our ecologically threatened valley is already suffering the folly of not snuffing large invasive bullfrogs after a biologist warned our CVRD board of the bullfrogs' presence a decade or so ago.

Our board sadly nixed the biologist's fact-packed request for a mere \$400 day daily to eradicate the giant bullfrogs. The destructive critters are now omnipresent in Cowichan's lakes, rivers, ponds and streams.

We now have a chance to start early in eradicating wall lizards. Please act now, and ask our CVRD board and Duncan city council to do the same.

Yours truly,

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

Invasion of the wall lizards: They are beyond eradication on Island

Darron Kloster / Times Colonist

MAY 30, 2021 06:00 AM



Wall lizards thrive in urban, manmade environments such as gardens, rock walls, wood piles and fences, and are often spotted soaking in sunshine on paving stones and rocks. ROYAL BRITISH COLUMBIA MUSEUM COLLECTION

They are crawling all over Saanich and Victoria, in thick bunches on the Peninsula and in Langford. They've been spotted in Metchosin. There are large populations in Shawnigan Lake and Nanaimo and they've even been seen as far north as Campbell River.

Now they have made the move to Salt Spring and Pender islands.

Wall lizards — native to temperate climates like Italy around the Mediterranean — have been on the move on the Island since they were first set free from a roadside Central Saanich zoo more than 50 years ago.

They're so numerous in the capital region and other parts of the Island now that eradication of the invasive species is "impossible," says a scientist tracking the scaled reptiles.

Gavin Hanke, curator of vertebrate zoology at the Royal British Columbia Museum, now estimates the Island population of the common wall lizard at between 500,000 and 700,000.

"They're like dandelions ... they just keep popping up everywhere," Hanke said in an interview.

Wall lizards thrive in urban, man-made environments such as gardens, rock walls, wood piles and fences, and are often spotted soaking in sunshine on paving stones and rocks.

They are excellent climbers and move very quickly, fanning into new neighbourhoods and communities every year.

Eradication of the species should have started decades ago, Hanke said. But now, as populations scurry higher, it's down to attempts at tracking and controlling their spread.

Wall lizards have spread across Europe from England to Turkey. Introductions into North America have now included high concentrations in Ohio, Kentucky and Indiana, said Hanke

Male wall lizards have black and green spots. Females are a little less flashy — they're grey-brown with light green specks.

Hanke said there isn't much known about the harm wall lizards are causing to the Island's natural environment, but there is evidence they are eating pollinating bees and dining on young garter snakes.

Hanke also has fears they are preying on young sharp-tailed snakes, which are native and endangered.

The Habitat Acquisition Trust said the wall lizard also competes for food and shelter with sharp-tailed snakes and the native northern alligator lizard, which have fewer young over the course of a year and a smaller range for food sources. Both wall lizards and sharp-tailed snakes are egg-layers, and competition for nest sites is possible, the trust said in a report.

Hitching a ride with humans

The wall lizard's propensity to eat their own young may also explain the fast spread of the species, as juveniles quickly move into new areas to save their own skins.

The proliferation of the wall lizard on Vancouver Island, areas of the Fraser Valley and now the southern Gulf Islands has occurred with the helping hands of humans, says Hanke.

He said it's sometimes intentional — children often take them home as pets — or they are hitchhikers in camping gear, loads of firewood and hay bales, livestock trailers and eggs left in plant pots.

"If you move wall lizard eggs by accident, you can have five to 10 wall lizards right away," said Hanke. "If it's a long, warm summer, a female can have two clutches a year. In some places, three a year have been reported."

The B.C. Invasive Species Council said without human assistance, wall lizards typically spread at a rate of about 100 metres per year, so human assistance is helping to increase the lizard's range by catching rides on vehicles, shipments of produce and plants or released by people who keep them as pets.

Wall lizards are omnivorous, feeding on a variety of insects, spiders, and other invertebrates, as well as fruits. They can reproduce up to three times per year during the spring and summer. The eggs are carefully hidden under rocks or pieces of wood on the ground, where they incubate for up to a month before hatching.

Where it all began

Hanke said the epicentre of the wall lizard explosion was a small private zoo in central Saanich on the road to Butchart Gardens. He traces the release — either intentional or by accident — of about a dozen wall lizards to around 1967. Rudy's Pet Park closed in 1970.

The Habitat Acquisition Trust said for decades, the lizards were restricted to a small area around Brentwood. "Since the 1990s, they have spread at an alarming rate, raising concerns about their impacts on native species," it said.

Their numbers exploded quickly on the Saanich Peninsula up to Sidney and Swartz Bay and eventually spilled into Saanich. The lizards are established on the West Shore and there are pockets of them in Shawnigan Lake, Mill Bay, Denman Island and almost every community south of Campbell River.

"They're all over Saanich and Victoria, and just crawling in Langford," said Hanke. "We're seeing them in Metchosin now. There's been a large population in Nanaimo since 2012. We have records of them in Campbell River, but we're not sure if they are establishing there because the winters tend to be longer with more rain."

Hanke, who lives in the Cedar Hill area of Saanich, says it's not uncommon for him to see several wall lizards in his yard every day.

He said people he's spoken are in favour of killing them, but there are others who want to let the lizards be.

"I know a guy who was catching five pounds a week on his property, and it never depleted the population," said Hanke.

He said some properties he's visited are so infested that he has caught a lizard a minute.

The new reported discoveries on Salt Spring Island were in the Fulford-Ganges and Vesuvius roads areas. On Pender Island, he said, the wall lizards have been reported at the Medicine Beach Nature Sanctuary on North Pender.

Hanke said it is essential to eradicate the lizards early in places like these before they can spread and establish themselves.

A wall-lizard buffet

The next phase of his research is to determine what is preying on the lizards.

Initial evidence is that house cats are killing the lizards. Raccoons have also been observed turning over rocks at night to eat them. There is also evidence that Great Blue Herons, crows and songbirds are developing appetites for the wall lizard, and spiders are dining on their young.

"It looks like there are a lot of predators, but they're not keeping up," said Hanke.

There is no government management plan for the wall lizard, said Hanke. The only thing people can do is report them in an attempt to control their spread.

To report a sighting, go to inaturalist.org. The site allows you to upload images and provide location details.

Hanke said he is monitoring the site.

People can also report the lizards to the B.C. Invasive Species Council at bcinvasives.ca.

dkloster@timescolonist.com

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Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Wednesday, June 2, 2021 10:57 AM
To: Terri Brennan
Subject: Re: Maple Bay corridor

From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, May 31, 2021 7:59 AM
To: Engineering <engineering@northcowichan.ca>
Subject: Maple Bay corridor

FIPPA s. 22(1)

Well here i go, I am not against progress, I have never been a nimbler , what i have been is a tax payer in this valley for 35 years, we live on the Maple Bay corridor ([REDACTED]), I along with many others right up to Donney drive, are getting worn down, it used to be just weekends that were bad now its everyday from 6 in the morning to 10 at night the traffic noise(don't get me started on motorcycles) the speeding, the poor air quality in the summer from exhaust,we can't comfortably sit in our yards and have a conversation, and yet(as i understand it) there is more development to come, as i have stated I am not against progress,what I am upset about is the total disregard of we the taxpayers who have lived and contributed to this valley all these years and can't enjoy our homes, the answer, that depends on who you talk to, there have been many suggestions from neighbors many of which would be unsafe and totally illegal, I am sure speed bumps have been mentioned, policing as well, this corridor was not designed for expansion and yet every developer in town is looking this way,it can't handle any more at this time until something is done with what we are putting up with now. I think what has to be done is contacting everyone that lives on the corridor and explain what you believe is going to happen with the infrastructure to accommodate more development. This can't go on without something being done.

Thanks for hearing my Rant

[REDACTED] FIPPA s. 22(1)



June 4, 2021

Mayor & Council
Municipality of North Cowichan
Box 278, 7030 Trans Canada Highway
Duncan, BC V9L 3X4

Re: Request to re-categorize Grant-in-Aid to budget line item

Dear Mayor & Council,

Further to our presentation to Council earlier this year, we are now in the process of making an offer on a potential permanent location.

We have been fundraising for this and have plans for future fundraising. However, there would still be a mortgage attached to the building purchase. Our offer to purchase would be "subject to financing", and the recommendation from potential lending institutions is that our mortgage application would have a greater chance of success if we were able to provide evidence of some long-term, stable revenue flows.

Currently, our annual \$30,000 grant from the municipality, which covers most of our rental costs, comes from the Grants in Aid budget, which means we have to apply for it annually. Although we have received funding from the Municipality for rent since 2015, the funding would not be considered long-term by the lending institution.

With this letter, we request that this grant be moved to a more stable "line item" in the budget, much as has been done for the Chemainus Theatre Festival Society. Our proposal would not cost any more than is already expensed by the Municipality; instead, the same funds would work towards ownership of the property, rather than rental costs.

We have attached some further documentation outlining the rationale and the potential benefits of this request. There is an urgency, as the current building we are in is up for sale and our lease runs out at the end of this year.

Thank you for your consideration.

Kathy Asp
President, CNHA

PROPOSAL FOR PERMANENT LOCATION
Cowichan Neighbourhood House Association (CNHA)

June 4, 2021

A. BACKGROUND:

In 1997, the CNHA moved into the Old Chemainus Fire Hall. We held a lease with the Municipality of North Cowichan for \$1/month, and in exchange maintained the property and made major renovations over the years at significant cost.

In 2015, after the Fire Hall was slated for demolition for the new Library, the CNHA started renovations to move into the current location at 6806 Willow Street. After \$54,000 of renovations, we had our grand opening in mid 2016. The building is owned by the Whittomes family, Cowichan Estates and we rent 3 of the 4 Units in the building.

At present, we receive a yearly grant of \$30,000 from North Cowichan, which covers most of our rental costs at our current building. We have received this grant since 2015. The first few years of funding was in the North Cowichan 4 Year Budget Plan under "Supplementary Budget Items", but after this, the grant has been on a year-to-year basis as a Grant-In-Aid.

In 2020, the heirs to Cowichan Estates informed us that they would be selling the current building, and it is currently listed for \$475,900. They have had offers, including one from buyers who would need the building for their own business. ***This would mean we would become homeless after our lease ends December 31, 2021, or soon after.*** It would be devastating to our organization and the community members who rely on us.

B. SHORT VERSION OF THE PROPOSAL:

Rather than the grant of \$30,000 going towards rent as it has for the past 6 years, our proposal is that that same money goes towards a mortgage to purchase the building over the next 10 to 15 years. As a prerequisite for a mortgage, the lending institution would need some formal indication that the grant would continue over the term of the mortgage.

We therefore request that our grant of \$30,000 be moved to a more "line item" in the budget, much as has been done for the Chemainus Theatre Festival Society.

C. OPTIONS:

We are looking into different locations for a permanent home, but staying in the current building is the best, given the limited options for large rental spaces in Chemainus, and the fact that we have already renovated the current to meet the public access codes, including a commercial kitchen.

In 2020, we proposed to the North Cowichan Municipality to either purchase the property and lease it back to us (as with the Old Fire Hall arrangement) or to be a guarantor for our loan. The staff at the time advised against taking on a liability, and our proposal was turned down.

Our current proposal is much simpler, and simply involves us purchasing the building, using in part the annual grant we have already been receiving for the past 6 years.

In terms of feasibility, there are many options, and Arlene Robinson is speaking to the Coastal Community Credit Union (CCCU) and CIBC. The CCCU calculated a "worst case scenario" based on the full asking price of \$475,900 at 3.65% with 5 year fixed rate: \$3,555/month for 10 years.

We would of course offer a lower price, and fundraise to pay off a large portion of the principle first. To that end, we are looking into Vancity, BC Gaming, and others, as well as local support from community groups. There is also the possibility of renting out Unit 4 to another non-profit, once we have ownership of the whole building, as we are housed in the other three Units.

We have \$12,667 in our building fund so far. Normally, fundraising for a building purchase is a multi-year undertaking. However, given that the current building is up for sale now, we have to consider putting in a down payment sooner rather than later.

FAQ

1. *How does Cowichan Neighbourhood House help the community?*

Cowichan Neighbourhood House (CNHA) is a volunteer-run resource centre that provides educational and recreational activities for families, youth, and individuals, as well as resources to those in need, including the homeless. The list of resources is long, but what makes us stand apart is that all regular services are free of charge, including workshops such as free First Aid and BC Food Safe certification. We're located in Chemainus, but have people from all over North Cowichan and beyond who use our resources.

In terms of the number of people helped, prior to Covid, we had over 700 visits a month, mostly to our daily Drop In and Friday Free Store, where we hand out free meals, groceries, and clothing. Our Adopt-a-Family for Christmas, typically helps over 400 people in the month of December alone. Just prior to Covid, we were expanding our twice weekly youth cooking classes due to rising demand (100 youth sign up), and 43 attended our Leadership Workshop in early March 2020.

Since Covid, we had to postpone many of our activities. Instead, we concentrated on "essential services" such as handing out free food, checking on seniors, services such as free tax filing, and making sure the homeless in our community have essentials. We hand out ready to eat meals -- sandwiches, snacks, soups, salads and desserts -- 3 days a week throughout Covid. We average 100 meals a week.

In fact, we actually increased the amount of food we hand out during Covid. We now hand out between 2500-4000lbs of food a month through our Zero Food Waste. The Zero Food Waste is a partnership with 49th Parallel Grocery, Harvest House Food bank and Loaves and Fishes, and others.

Over the years, we have also been flexible enough to respond to the needs of the community. In the past, our youth gave North Cowichan over \$5500 they raised towards building the Chemainus Skateboard Park, which had its grand opening in 2016, the same year as our grand opening at Willow Street.

Last year, as part of our Covid activities, we helped set up, manage, and provide daily meals for the Fuller Lake Homeless camp. We also help in emergencies, providing food, clothing, and essentials during the big wind storm, and to those who were victims of house fires and flooding.

2. *Why does the Neighbourhood House need to find a new home?*

We've always wanted a permanent place to call home. We can't expand or renovate to meet our program needs unless we own the building. Our service to the community needs to be on a solid growing basis and not always frustrated by the threat of having to move, or limited by the restrictions of the landlord. We have already cancelled putting in a shower and laundry facilities for the homeless.

The location is central, and is right next to the new Library and the proposed Affordable Housing project on Willow Street.

3. *How much will this cost taxpayers?*

We are not asking the Municipality to come up with over \$400,000 to purchase the building. The Municipality already provides a grant in aid towards our rent, and has since 2015. We are asking that this grant, currently \$30,000, be better used going towards loan payments instead of rent. That way, we end up with an asset that the community owns. We also end up securing a permanent place for us to call home and finally settle into.

In short, our proposal would not cost the taxpayer any more than is already expensed. We are asking that the Grant-in-Aid be turned into a re-occurring budget line item, so that we meet the requirement by lending institutions to have long-term, stable revenue flows.

We would make up the difference between what can be paid from the \$30,000 from North Cowichan and the final monthly amount of the mortgage.

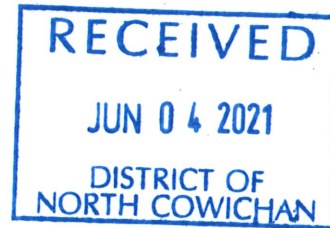
4. *What is the return on investment?*

The proposed investment is best viewed in light of the return to the community. We log between 7,500 and 9,000 volunteer hours of service a year. BC Gaming estimates the value of volunteer work at \$20/hr, meaning we bring in between \$150,000 and \$180,000 worth of service a year at no cost to the taxpayer. In addition, we bring in external funding into the community through grants from BC Gaming, Revenue Canada, United Way, and others. Establishing a permanent home would bring the stability we need to focus on expanding services.

May 21, 2021



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



Dear Al Siebring:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$1,363,978.90 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink, appearing to read "B. Frenkel".

Brian Frenkel
UBCM President

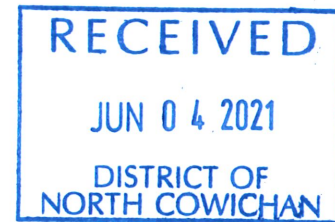
PC: Talitha Soldera, Chief Financial Officer



Civil Resolution Tribunal

May 28, 2021

Mayor & Council, District of North Cowichan
7030 Trans Canada Hwy
North Cowichan, BC V9L 6A1



Dear Mayor & Council,

Information for Motor Vehicle Accident Disputes

Thank you for helping us let your constituents know about the Civil Resolution Tribunal (CRT). We are writing to let you know we can now resolve claims with ICBC about entitlement to **enhanced accident benefits**. This coincides with the launch of BC's new "care-based" model of compensation for injuries from motor vehicle accidents.

These changes will make the CRT the dispute resolution body for most motor vehicle injury claims where the accident happens on or after May 1, 2021. For more information visit our website at civilresolutionbc.ca.

We have enclosed some of our new rack cards, FAQs, and posters with public information about the tribunal's jurisdiction over accident benefit disputes. I would be grateful if you could help us build awareness by posting this information for your constituents.

The CRT is an independent tribunal. In addition to motor vehicle injury disputes, the CRT's jurisdiction also includes small claims \$5,000 and under, strata property disputes, and societies and co-operative association disputes. The dispute resolution process is user-friendly, convenient, and affordable. A case manager will help the parties reach an agreement, if possible. If they can't reach an agreement, a tribunal member will make a binding decision. CRT decisions are made by legal experts, independently from ICBC and government.

If you need further information or more materials, please contact our Communications Specialist Wendy Wall (communications@crtbc.ca). The rack cards and FAQs are available in 9 languages in print and digital formats: English, Punjabi, Chinese Simplified, Chinese Traditional, Tagalog, Farsi, French, Spanish, and Vietnamese.

Sincerely,

Shannon Salter
Chair

FAQ – Motor Vehicle Injury Disputes and the Civil Resolution Tribunal

Since April 1, 2019 the Civil Resolution Tribunal (CRT) has been resolving many motor vehicle accident injury (MVI) disputes in British Columbia.

This includes disputes about accident benefits, disputes about fault and damages up to \$50,000, and determining whether an injury is a “minor injury”.

For accidents that happen on or after May 1, 2021, British Columbia will have an enhanced accident benefits regime and most motor vehicle injury disputes will come to the CRT.



About the CRT

Is the CRT the same as a court?

The CRT is an administrative tribunal, not a court. But like a court, the CRT is part of the public justice system, its CRT members are independent and neutral, and it is required to apply the law and make enforceable decisions.

The CRT has jurisdiction over most motor vehicle accident injury (MVI) disputes, as well as strata property disputes, small claims under \$5,000, and certain disputes involving societies and cooperative associations.

I thought the Court decided the CRT can't decide MVI disputes?

On March 2, 2021 the BC Supreme Court decided that certain parts of the CRT's jurisdiction were unconstitutional and no longer in effect. However, the Court of Appeal then modified this decision. This means the CRT can continue to decide MVI disputes at least until the Court of Appeal releases its final decision on the appeal. Visit www.civilresolutionbc.ca for more information.



Are CRT members employed by ICBC?

No. CRT members are independent and appointed by the provincial government, based on recommendations by the CRT Chair, after an extensive merit-based competition. The competition includes strict criteria for qualifications, intensive screening, an anonymously evaluated decision-writing exercise, a panel interview, reference checks, and other due diligence. In addition, all CRT tribunal members must follow the CRT Code of Conduct.



Applying for CRT dispute resolution

Do I have to try to settle with ICBC first?

You might get a faster resolution if you negotiate a settlement with the insurer. But if you can't reach a settlement on your own, the CRT is here to help. You don't have to try to settle with ICBC before starting your CRT dispute.

Can I apply if the accident happened outside BC?

This depends on what you're claiming for. If your claim is for accident benefits, your accident does not have to have occurred in BC. If your claim is for something other than accident benefits, you may be able to dispute your claims through the CRT or you may have to apply in the province or country where the accident occurred.

Can I have a lawyer represent me?

Yes. For motor vehicle injury claims made on or after April 1, 2019, you can have a lawyer represent you. For other types of CRT disputes, you may need to ask the CRT for permission. Our online application form will guide you through this process.

Do you think my dispute will be successful?

The CRT is an independent, neutral decision maker. Our staff can't provide legal advice or tell you how likely you are to succeed.



If you need advice about your chances of success, you may want to get professional advice from a lawyer or legal services provider before applying for CRT dispute resolution.

How long does the dispute resolution process take?

The Civil Resolution Tribunal (CRT) aims to resolve disputes as fairly, quickly, and affordably as possible. But every dispute is different. The time to resolve a dispute depends on whether the parties can reach an agreement early in the process, and the amount of issues and evidence in the dispute.



Negotiation and facilitation

What if I don't want to negotiate?

The negotiation process is voluntary, and you don't have to participate in it. But if you reach an agreement during online negotiation, we will refund your application fee and your agreement can be turned into an enforceable CRT order.

Do I have to participate in facilitation?

Yes. Parties are required to participate in facilitation, where a case manager will help you try to reach an agreement. If you can't reach an agreement, an independent CRT member will make an enforceable decision on your dispute.



Getting a decision

Who will decide my dispute?

If you can't reach an agreement, an independent CRT member will decide your dispute. All CRT members are expert decision-makers and are appointed after an extensive, merit-based competition process. CRT members deciding motor vehicle accident injury (MVI) disputes are lawyers with expertise in personal injury law.

Will the decision and my name be made public?

In most cases, yes. The *Civil Resolution Tribunal Act* requires that final decisions and orders must be posted to the CRT's website, where they are available to the public. But if a party or witness is concerned that information in a final decision or order would be harmful to their privacy or security, they may request that this information be redacted or anonymized.

Generally, if a decision involves a minor (a person under 19 years of age) or similarly vulnerable person, the CRT will anonymize the decision or take other steps to protect the vulnerable person's privacy.



After a decision

What if I don't agree with a decision?

Civil Resolution Tribunal (CRT) decisions for motor vehicle injury disputes are subject to judicial review. This means that you can ask the BC Supreme Court to review the CRT's decision.

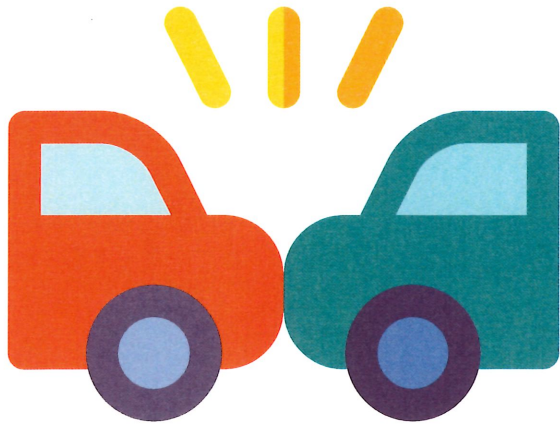


Have a question we didn't answer here?

Contact us!

Visit www.civilresolutionbc.ca and use our [Contact Us](#) form. Or call us at 1-844-322-2292 (toll-free in North America).





Have a dispute with ICBC about accident benefits?

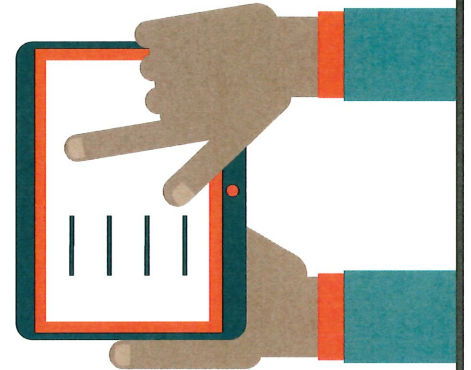
The CRT is an independent tribunal. It can resolve your dispute.

Visit our website to learn more.

Vous avez un différend avec l'ICBC au sujet de vos indemnités d'accident?

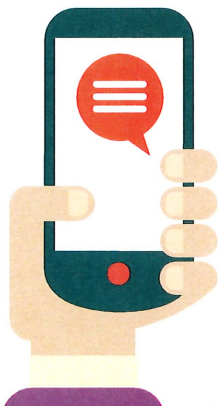
Le CRT est un tribunal indépendant. Il peut résoudre votre différend.

Visitez notre site Web pour en savoir plus.



Civil Resolution Tribunal

www.civilresolutionbc.ca



¿Tiene una disputa con ICBC acerca de subsidios por accidente?

El CRT es un panel independiente que puede resolver su disputa.

Visite nuestro sitio web para mayor información.

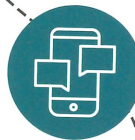
Starting May 1, 2021, the Civil Resolution Tribunal (CRT) can resolve disputes with ICBC about entitlement to Enhanced Accident Benefits.

The CRT makes decisions independently from ICBC and government.



Explore & Apply:

Get free legal information, then apply online or by mail.



Negotiation:

Use a secure, confidential negotiation platform.



Facilitation:

A case manager will help you reach an agreement, if possible.



Decision:

If you can't reach an agreement, a tribunal member will make a binding decision.

CRT decisions are made by legal experts.

[English]



Civil Resolution Tribunal
www.civilresolutionbc.ca



Have a dispute with ICBC about accident benefits?

**The CRT is an independent tribunal.
It can resolve your dispute.**

- Free legal information about accident benefits
- User-friendly, convenient and affordable
- Expert help to try to reach an agreement
- If you can't agree, a tribunal member will make a decision



Civil Resolution Tribunal
www.civilresolutionbc.ca

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 1, 2021 4:24 PM
To: Council
Subject: Fwd: Enough is Enough

Mayor, Council and residents of North Cowichan

>

>

ENOUGH is ENOUGH

>>

>> Here we are again subject to a survey in an attempt by a faction of "Zero Growth" councillors usurping the will of the electorate. The award winning local area plan (LAP) for the Bell McKinnon, Norcross and Herd area received an overwhelming support by the local residents.

>> If we allow this myopic approach by these "No Growth" councillors, legal action is sure to follow similar to the race track fiasco. This could eventually render North Cowichan uninsurable and this financial burden will fall upon the tax payers.

>> These councillors pushing for their ideological agenda do not serve the constituents of this region. We all should be entitled to reasonable, affordable housing with the emphasis to the environment.

>

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

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 8, 2021 7:58 AM
To: Council; Al Siebring; Rob Douglas; Tek Manhas
Cc: Christopher Justice; Kate Marsh
Subject: FW: Planet wise Kelp Farms bring wealth & health.

Please review the thread and see this site: <https://www.cascadiaseaweed.com> Thank you for your consideration, [REDACTED] FIPPA s. 22(1)

Sent from [Mail](#) for Windows 10

From: [REDACTED] FIPPA s. 22(1)
Sent: June 8, 2021 7:45 AM
To: [Don Stewart](#)
Subject: RE: Planet wise Kelp Farms bring wealth & health.

Thanks Don

Sent from [Mail](#) for Windows 10

From: [Don Stewart](#)
Sent: June 8, 2021 7:27 AM
To: [REDACTED] FIPPA s. 22(1)
Subject: RE: Planet wise Kelp Farms bring wealth & health.

Hi [REDACTED] FIPPA s. 22(1)

I would suggest an email to Council at this point.

Thanks!

Don Stewart
Director Parks & Recreation
Municipality of North Cowichan
250.746.3193

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 8, 2021 7:16 AM
To: Don Stewart <Don.Stewart@northcowichan.ca>; [REDACTED] FIPPA s. 22(1)
Subject: RE: Planet wise Kelp Farms bring wealth & health.

How do we encourage Council interest toward this potential direction? Can you please help forward the idea to someone? Timing is perfect if BC Ferries are planning modifications to their docks because the Kelp platform set up could be included in new designs.

Thank you for your consideration, Pet

Sent from [Mail](#) for Windows 10

From: [Don Stewart](#)
Sent: June 8, 2021 6:58 AM
To: [REDACTED] FIPPA s. 22(1)
Cc: [Keona Wiley](#); [Shaun Chadburn](#); [REDACTED] FIPPA s. 22(1)
Subject: RE: Planet wise Kelp Farms bring wealth & health.

Hi [REDACTED] FIPPA s. 22(1)

Hope that you are doing well.

This sounds like an interesting project, unfortunately without Council direction on this we wouldn't be pursuing something of this nature.

Additionally, BC Ferries is looking at modifying their ferry dock and staging area in Crofton significantly from what / where it is presently. That component would be key, in conjunction with their previous work on it with ourselves and Paper Excellence. This modification was originally, I believe, supposed to commence in 2022 but was delayed due to Covid and a future date has not been set for it to be considered.

Thanks!

Don Stewart
Director Parks & Recreation
Municipality of North Cowichan
250.746.3193

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 8, 2021 5:31 AM
To: Don Stewart <Don.Stewart@northcowichan.ca>; Keona Wiley <keona.wiley@northcowichan.ca>; Shaun Chadburn <shaun.chadburn@northcowichan.ca>; [REDACTED] FIPPA s. 22(1)
Subject: Planet wise Kelp Farms bring wealth & health.

<https://www.cascadiaseaweed.com/ecothink-productions>

Good morning citizens.

Could the muni consider starting communications for a **public demonstration kelp farm** in *cooperation* with Stz'uminus First nation, BC Ferries and the mill beside the ferry terminal. (Doman Enterprises?) **Cascadia Seaweed** might be able to mentor this entrepreneurial, ecologically progressive, project to **build community**, create wealth and demonstrate value of the marginal boundaries between interest groups on our local connecting parts of the precious oceans that are "held in common for all humanity".

Thank you, [REDACTED] FIPPA s. 22(1)
PS...Please forward this idea if you like.



Chemainus Ferry Terminal in Chemainus ...
marinas.com

Sent from [Mail](#) for Windows 10



Quamichan Lake Neighbourhood Association



quamichanlna@gmail.com



<https://www.instagram.com/qlna.cowichan/>

June 9, 2021

Mayor Siebring and Council
Municipality of North Cowichan
7030 Trans-Canada Highway
Duncan, BC V9L 6A1 | Canada
Via email: council@northcowichan.ca

Dear Mayor Siebring and Council,

RE: OCP Growth Scenarios Survey

We would first like to state that, as a Board, we unanimously favour Scenario 2.

Please consider the following comments and concerns about the Official Community Plan (OCP) Phase 3 Growth Scenario survey, specifically as to how it may impact decisions about future growth in the Quamichan Lake Watershed:

- The maps for each scenario are difficult to compare, unless they are viewed side-by-side. The important differences between Growth Scenarios 2 and 3 are not easily discerned. Some community members, including a Board member, were confused as to these differences and selected Scenario 3, only to regret that choice; on reflection they preferred Scenario 2. We believe that others may have also made this mistake, **inflating the Scenario 3 survey numbers at the expense of Scenario 2.**
- The maps lack detail as to the extent and location of the proposed 'growth nodes'. What is the boundary for the Scenario 3' growth node 'in Kingsview-Donnay? Does it spill over into the undeveloped Holly Farm property or on to Maple Bay Road, both of which would impact our Watershed and Lake?
- No information is given as to the *extra* numbers or types units that would be placed in this node. As you know, Quamichan is already expecting a significant number of new homes being built

within the Kingsview and Donnay areas, numbering over 1400 in total (residential units plus secondary units): none of these new homes are selling in the affordable range.

- More high density development along or near Maple Bay Road, such as in Growth Scenario 3, would only increase the numbers of cars on this scenic country road, with its still stunning views across farmland and lake. The QLNA continues to advocate for Maple Bay Road to be designated a Scenic Route in our new OCP.

Our members have been clear about their values and priorities within this community. At our 2018 QLNA AGM, over 100 attendees participated in a Community Values exercise, identifying features that best define our community character by placing red dot stickers on maps to locate those features. The results of the landscape values dot mapping exercise (collated from 9 large maps) are attached to this letter.

The QLNA Board strongly believes that more development within sensitive areas of the Quamichan Lake watershed, beyond what is already planned, will further threaten the features valued by our neighbours and the environmental integrity, the rural character, and the quality of life in this area. Specifically, the Quamichan Lake watershed with its remnant rare Garry oak ecosystems can take no more development if there is any hope of regenerating these lost forests and deep soil savannahs, and re-populating these areas with endangered species such as the Western Bluebird.

We are grateful that Council is considering our input today and we ask Council, MNC Planning and MODUS to incorporate our feedback and the valuable data we have collected into the new OCP.

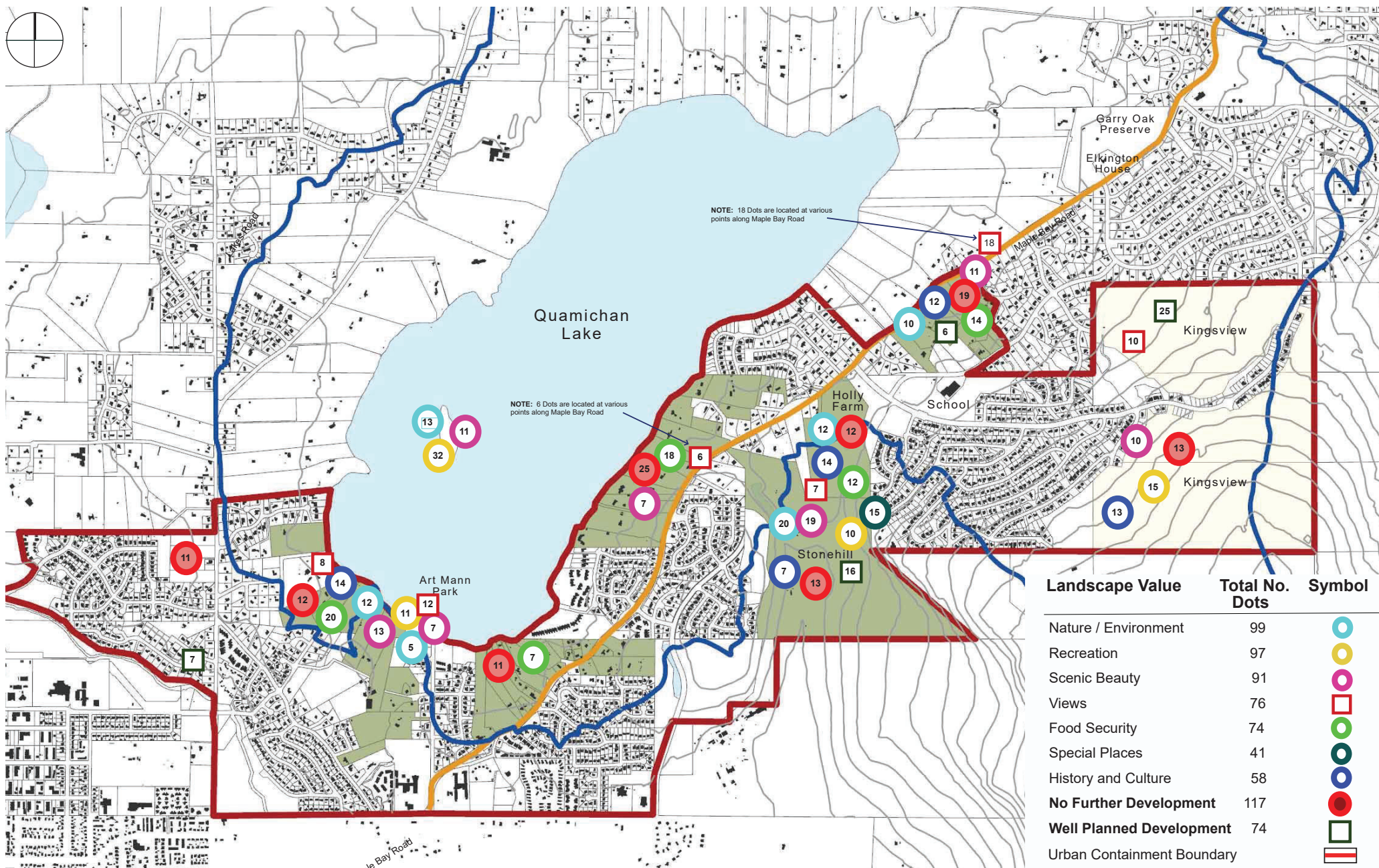
Sincerely,

Per Dahlstrom, Nancy Dower, Steve Jones, Cynthia Montgomery, and Carreen Unguran
Quamichan Lake Neighbourhood Association

Attachment

cc: Chris Hutton, MNC, chris.hutton@northcowichan.ca
Mairi Campeau, MNC, mairi.campeau@northcowichan.ca
Rob Conway, MNC, rob.conway@northcowichan.ca
Chris Osborne, MNC, chris.osborne@northcowichan.ca
Robert Barrs, MODUS, rob@thinkmodus.ca
Suzy Lunn, MODUS, suzy@thinkmodus.ca

End of Document



QLNA Landscape Values Mapping Exercise (AGM 2018) **Consolidated Results May 2021**

NOTE: Colour-coded dots are only indicated in areas on the mapping where five (5) or more dots were placed by participants

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 8, 2021 5:39 PM
To: Council
Subject: marijuana smoke pollution

Hello,

I'm writing to talk about my inability to accept the smell of Marijuana smoke that covers my property every time one of my neighbours lights up. Why don't my rights to breath clean air count?

The renters on one side who were chronic pot smokers 12 times a day ended up moving out because some of the home owners in our neighbourhood expressed their dislike of the smell.

Now people have bought the house next to us and we are faced with the same problem only more permanent!!. They light up 4 or 5 times a day and my husband and I have to go inside and close all our doors and windows.

I don't want to smoke pot, I don't like pot and I don't want to get high from the pungent fumes. We need a bylaw to stop pot smokers of strong skunk weed from polluting their neighbours air.

Apparently Alberta has by-laws that cover this behaviour why can't we in British Colombia have this too?

I don't want to make waves but I can't live my life comfortably on my own property anymore!

I'm a BC citizen who pays a lot of taxes.

I need some answers to this obvious problem. I'm sure others have written in regarding this!

As our elected representatives, I am requesting a solution here please!!

[REDACTED] FIPPA s. 22(1)



This email has been checked for viruses by Avast antivirus software.
www.avast.com

June 9, 2021

VIA EMAIL

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

Attention: The Mayor, A. Siebring; Councillors: R. Douglas, C. Justice, D. Toporowski, K. Marsh, R. Sawrie and T. Manhas

RE: Request to the Mayor and Council for Support in Conducting a Community Led Consultation Seeking Solutions to Recreational Access to the Municipal Forest on Mount Tzouhalem.

Dear Mayor and Council Members,

As you are likely aware through FaceBook or other emails from The Properties community members living along the feeder routes to the Kaspa trailhead parking lot, there have been substantial issues pertaining to traffic speed and volume, public safety issues and parking of trail users vehicles since 2017 before the existing parking lot was expanded.

I am a previous Director with Quamichan Lake Neighbourhood Association and now an 'advisor' to the current Board of the Association. In this new role, I suggested a committee be formed to represent the many residents on the slopes of Mt. Tzouhalem and therefore called 'The Properties Committee'. I am currently serving as its liaison with the QLNA. As a local living on Chippewa Road, I got involved with The Properties residents when notice of the Rogers cell tower placement on Mt. Tzouhalem was being considered at a Council meeting in February of 2021. From there I learned about the traffic and parking challenges through the escalation of rhetoric between a few residents and trail users of this recreational area. I recognized there was a better way to get to a resolution that could be workable for all stakeholders and saw that residents were exhausted from successfully campaigning against the cell tower. So I approached the group on Kaspa to consider a new approach as a result of developing a consultation framework.

Attached is that draft outline of that framework for a community led discussion with a broader group of stakeholders seated at a 'virtual' round table which could include: the developer Transtide, MNC (staff), Cowichan Trails Stewardship Society (CTSS), First Nations, residents (The Properties, Nevilane and Kingsview development), Business Owners – both cycling related and others, representatives of Food and Beverage businesses, Tourism agencies, and naturalist/environmental groups. I am currently in the throws of speaking with key stakeholders as to their willingness to 'come to the table'. At present, Transtide and CTSS have committed to be a part of the search for sustainable solutions. In doing my research to date, it is clear to me that this is a complicated issue. It is far more than parking and associated traffic issues through a residential neighbourhood to a trail head.

The Cowichan Valley is recognized as a world class destination for access to superb mountain biking trail networks as well as downhill trail systems. CTSS worked with Tourism Vancouver Island to promote Mt. Tzouhalem's trail network (as well as Maple Mountain and Mt. Prevost) as the Kaspa parking lot was expanded in 2018. The increased use of this site was beyond any of the primary stakeholder's

expectations, especially residents and CTSS. At present 85% of the visitors to these destinations are from outside the Cowichan Valley according to CTSS. That is a lot of incoming tourists with disposable income to spend on meals, pubs, accommodations, campgrounds, bike shops, tour companies, apparel and gift shops. This is an opportunity to help promote local businesses as well.

I understand from CTSS that Tourism Vancouver Island has recognized the significance of this influx to the Island as a whole and has been offering \$100,000.00 grants to those qualifying communities wanting to improve their trail networks and thereby increasing the draw to their communities through this growing tourism market sector.

With that picture painted, it is apparent that the band aid solutions that have been proposed for additional parking are short term and do little to alleviate the increase of traffic through residential streets that are not designed for those volumes nor for the speeds at which some of these vehicles travel. These suggestions do not take into account the bigger picture.

Concentrated access via Kaspas Rd and its feeder streets has been further exacerbated by the closure of 3 additional approaches to Mt. Tzouhalem: Providence Farm, the trail adjacent to St. Ann's Catholic Church off Tzouhalem Road and the access off Khenipsen Road. It is evident that traffic accessing the Kaspas trailhead by trail users will continue to grow as the popularity of the sport expands and flourishes and as word continues to spread through the global trail user community.

I have also recently become aware of the concerns of Cowichan Tribes in terms of mountain biking and hiking access to the west face of Mt. Tzouhalem through their lands.

None of the above takes into consideration the overall growth in the Municipality in key areas such as Bell McKinnon as the hospital gets built and services and residences build up around it nor potentially the new RCMP detachment that will provide new business units and their associated staffing or the additional residential build out of the Kingsview area on Mt. Tzouhalem itself.

Another factor which has not been included in the above 'picture' is the number one short term goal of the Parks and Trails Master Plan: a bike skills park which is a dedicated area of land that helps young, new and accomplished riders develop and enhance their riding skills across a variety of terrain. These parks may not retain trees. CTSS and Parks at MNC have proposed this skills park to be located somewhere on Mt. Tzouhalem, likely in the Municipal Forest lands as Transtide confirmed during our recent discussion that it would not be within their development lands. Is this a good use of our forests? There are other communities on Vancouver Island that have collocated these facilities with amenities such as skateboard parks, community centres and ice rinks where existing parking can be leveraged or more easily augmented at an adjacent site. If the traffic accessing parking at the Kaspas Trailhead cannot be effectively controlled, how will the vehicle load destined for the skills park be accommodated and managed?

As my research has grown I am aware of the effective collocation of a bike skills park with mountain biking trails – after practicing a skill, individuals can practice on the actual trails, likely improving learning outcomes. If this suggestion is the preferred option, can it not be located on Maple Mountain with access off Osborne Bay Road? There are areas of clear cut there that could be transformed to suit a skills park. Clearly the recently expanded parking lot there is at capacity but optimistically, there may be other lands adjacent that can be more easily expanded to suit the needed parking solutions addressing

the additional demands of a bike skills park. The 'cherry on top' is there are no encumbrances of residential homes proximate to the Maple Mountain location.

In contrast, the cost of land on Mt. Tzouhalem in terms of opportunity costs is high, whether loss of new home construction on those lands or significant stands of trees removed from the Municipal Forest to accommodate the skills park and parking demands proximate to a residential area.

This is a chance for the Municipality to:

- Provide short/immediate, mid and longer term sustainable scalable solutions for roads and parking to align with the vision for the developing trail use system and community growth as per the OCP;
- Inform the business community and both Vancouver Island and Cowichan tourism offices of potential benefits and opportunities, especially needed after this pandemic;
- Inform businesses of potential commercial frontage opportunities on lower Kingsview and recently acquired commercial property along Maple Bay Road to create synergy with trail users;
- Encourage holistic and sustainable development in terms of business, recreation, and residential neighbourhoods in our community.

To these ends, we respectfully request the following support from the MNC:

- Please pause regarding any installation of washroom improvements at the existing Kasper trailhead parking lot, the new Kingsview/Nevilane parking lot and the expansion of the Nevilane gravel lot until we complete this engagement process and present findings to Mayor and Council for review and approval for next steps by July 2021.
- Please engage a qualified consultant to carry out a parking demand study and user survey (identify the proportion of hikers and cyclists making up trail users) for all locations of parking lots/trail heads associated with hiking and mountain biking (Mt. Tzouhalem, Maple Mt., Richards Mt. and Mt. Prevost) OR provide our group with the JSK vehicle count data for the Kasper trailhead parking lot since JSK flag persons started to monitor parking at that location. While it may not give us the ratio of bikers to hikers, it will help us understand the volume of traffic that has been coming into our neighbourhood.
- Please provide us with names of potential stakeholders and their contacts that we may not have considered or included in the attached framework.
- MNC support in the form of coordinating stakeholder invitees, hosting and recording video conferencing for a series of round table discussions as described in the attached. (Final quantity of meetings and format to be revised once stakeholder numbers determined).

We are working hard to get this round table discussion organized and expedited within the month of June and early July with outcomes documented in a report to be completed in July 2021 as we recognize the time sensitive nature of associated decisions moving forward.

This is a significant opportunity to get the right infrastructure in place in a timely fashion, recognizing that scalable solutions will be coming as the community grows regardless of which growth scenario is selected for inclusion into the 2021 OCP. This is also about spending once to get the foundation in place for long term solutions that considers if not all, at least most critical aspects of this complex issue.

We appreciate your time and fair consideration of our request for support.

Kind regards,

Sarah Nelles

on behalf The Properties Committee and concerned residents of Sansum, Salish, Chippewa and Kasper Roads

cc: CAO, Ted Swabey, Municipality of North Cowichan
Director of Planning, Rob Conway, Municipality of North Cowichan
Director of Parks, Don Stewart, Municipality of North Cowichan

Encl/attachment: Approach for Community Driven Solutions v. 5, dated June 9, 2021

Proposed Approach for Community Driven Solutions for Access to Recreational Area Proximate to Residential Developments

v5: June 09, 2021

This strategy was initially conceived late in February 2021 to help residents contribute to solving the parking issues at the Kasper trailhead and its residential approaches. However, discussions with affected local residents, the Quamichan Lake Neighbourhood Association (QLNA), Cowichan Trails Stewardship Society (CTSS) and the Municipality of North Cowichan (MNC), made it apparent that longer term solutions are required as the challenge is more than just congested streets and parking lots. If only these items are addressed, the challenges will resurface within 1 to 2 years.

This community driven process also has the potential to help establish a holistic approach to local destination recreational trails not only on Mt. Tzouhalem, but among others as well. It is becoming abundantly clear that the recognition of the Cowichan Valley as a mountain biking mecca is beyond the expectations of many stakeholders both at the MNC and within the broader residential, recreational and business communities here in the Valley.

Our Goals with this Initiative

We have three goals with this proposed approach.

1. to creatively develop a more holistic solution that not only solves parking, traffic volumes and noise issues and their monitoring for residents proximate to existing and future parking lots but also addresses other aspects of this challenge. It will seek solutions that allow businesses and organizations affiliated with these recreational activities to enjoy all the trails that this area offers while better leveraging advertising, social media communications and educational messaging for their benefit. It will also demonstrate participants' commitment to understanding the needs of this social 'eco system' and the respectful cohabitation of its component parts. We believe some examples of the ways this can be achieved could be through:

- expanding existing and developing new 'codes of conduct' for cyclists and hikers both on trails and roadways that are adjacent to parking areas;
- helping direct visitors to those parking lots accessible from major thoroughfares as the default with parking lots off smaller residential feeder streets as the 'last resort';
- the possibility of a group of business stakeholders developing an 'app' for 'real time' monitoring by trail users of the capacity of the various lots serving this area.

2. to demonstrate to the MNC that we the stakeholders are taking collective ownership of those actions within our control to contribute to potential solutions. Ideas that may be considered 'outside the box' here might be best practices for destination recreational areas elsewhere. We are better leveraging the experience and knowledge of our communities – those of residents on local mountains, local cycling related business owners, the developer, Tourism and Sport Tourism organizations on the Island and in this Valley, and those mountain bikers and hikers who have experienced facilities at other world class recognized destinations.

3. to advance a model of community consultation from the 'grass roots' that could become a tool used by residents and MNC alike going forward where strong community and stakeholder concerns exist and resolutions are needed. By broadening the number of stakeholders contributing to the 'idea bank' for solutions our hope is to achieve longer terms outcomes that grow and mature with the community. This

could become a legacy project for the MNC Parks team that would result in an efficient model for developing community solutions that makes the most effective use of staff time and financial resources while leveraging user expertise and community experience.

The Proposed Consultation Framework

Below is a draft of a framework of the process that will be fleshed out in the next week to 10 days. Initially, we have identified most stakeholders and are in the process of recruiting them to join the round table discussion now that the two key stakeholders have committed. We would collectively review the issues that each party has regarding the sites and identify 'best practices' in recreational areas and the communities in which they are situated. Once consensus identifying key issues is built, the intent is for our group to develop a menu of effective, inclusive solutions and a strategy for their implementation. A communications plan running in parallel would ultimately engage the appropriate staff at the MNC, the Mayor and Council to enable approval and ultimately implementation by the appropriate stakeholders.

A. Kick off meeting with Stakeholders:

- I. Review a draft code of conduct and rules of engagement (distributed prior to meeting) that everyone can support: what and how we will conduct ourselves during meetings, between meetings and what and when to share our activities with the greater community.
- II. Stakeholders: those stakeholders in red are confirmed participants.
 1. **Developer**
 2. **Cowichan Trail Stewardship Society (CTSS)**
 3. Cycle shop owners in Duncan*: (** we have not included those businesses that are either members of CTSS or individual employees/owners who hold office/roles within the organization, hence the short list: this includes Cowichan Cycle and Cycle Therapy. **This approach has yet to be vetted by CTSS***)
 - a. Experience Cycle - Will Arnold
 4. Mountain Biking Schools*: (**we have not included those businesses that are either members of CTSS or individual employees/owners who hold office/roles within their organization, hence the short list: this includes Next Level Riding Ltd, Nolan Riding (Victoria) and The Cycling Co. **This approach has yet to be vetted by CTSS***)
 - a. Identify especially those schools for kids and marginalized youth
 - b. Beyond Biking (Nanaimo)
 5. Cycle Touring companies*: (**we have not included those businesses that are either members of CTSS or individual employees/owners who hold office/roles within their organization, hence the short list: this includes Next Level Riding Ltd, and The Cycling Co. **This approach has yet to be vetted by CTSS***)
 - a. Other companies needed
 6. First Nations Representation – TBC
 7. Environmental Stakeholders - TBC
 8. **Resident rep of Kaspa Parking sub-committee** - TBC
 9. Resident reps for Nevilane and Kingsview - TBC
 10. **Members of the Properties Committee** - TBC

11. **Members of QLNA as Facilitator and scribe for meeting minutes** - TBC
12. Government Tourism organizations
13. Trail user representatives
14. Business Owners (other than bike shop owners and schools/tour companies)

B. Meetings: *This is a suggestion only and will be modified as required*

- I. Kick-off Zoom meeting (#1) with Stakeholder reps: Duration to be determined and likely dependent on the number of stakeholders.
 - i. Introductions and stating the case of each stakeholder group – identify their key concerns (submitted in advance to Facilitator).
 - ii. Identify short list of key issues (depending on final number of stakeholders participating)
 - iii. Time permitting, initiate brainstorm session to identify commonalities and gaps
 - iv. Summarize for next session and adjourn
- II. Zoom/Meeting #2 to 4
 - i. Continue with brainstorming solutions for key issues
 1. Agreement on list of key issues and prioritize
 2. Initiate strategy discussions for implementation of solutions for each key issue listed to build and gain group consensus
 3. 'Finalize' strategies
 4. Assign stakeholders with specific key issues to enlist help of volunteers as necessary to draft the outcomes for their issues. Submit to designated individual tasked with assembling all stakeholder input into an initial draft document of issues and resolutions. This draft will be distributed to stakeholders for purposes of discussion and feedback.
 5. Adjourn
 6. Allow 1 week to flesh out draft: adding TOC, Executive Summary, intro, context, process, recommendations etc.
 7. Distribute to stakeholders for review and comment prior to next meeting
- III. Zoom/Meeting #5 and 6:
 - i. Review draft feedback with all stakeholders
 - ii. Discussion to identify next steps
 - iii. Identify a team of volunteers to help with developing and implementation of communications framework strategy.
 - iv. Identify a team of volunteers to develop a presentation to MNC presenting key issues, their solutions and the communications framework.
 - v. Adjourn
 - vi. Meeting to review communication strategy. See below
 - vii. Meeting to review presentation to Mayor and Council.
 - viii. Parallel tasks: meeting requirements TBD

1. Report:
 - a. Revisions to be made to draft, distribute to stakeholders for review and final comment. Revise as required if no further discussion necessary.
 - b. Distribute final version for sign off by all stakeholders
 2. Communications Framework:
 - a. Draft communications plan with discussion on identifying key stakeholders (including MNC); implementation strategy as well as roll out timing
 3. Presentation development for Mayor and Council:
 - a. develop a presentation that includes process of round table, key issues and their proposed solutions, and suggested communications framework for implementation by specific stakeholders.
- IV. Presentation to Mayor and Council
- V. Review and discussion by Mayor and Council
- VI. Confirmation on what and how to proceed based on vote of Mayor and Council
- VII. Meetings with MNC Staff as required
- VIII. Implementation of communications plan in parallel by designated stakeholders

From: Candace B. Spilsbury [<mailto:cspilsbury@sd79.bc.ca>]

Sent: June 10, 2021 11:38 AM **FIPPA s. 22(1)**

To: [REDACTED] Robert Hutchins <rhutchins@sd79.bc.ca>; Joseph Thorne <joethorne@sd79.bc.ca>; Randy Doman <rdoman@sd79.bc.ca>; Johanne Kemmler <jkemmler@sd79.bc.ca>; E. Croft <ecroft@sd79.bc.ca>; Barb de Groot <bdegroot@sd79.bc.ca>; Christopher Justice <christopher.justice@northcowichan.ca>; Kate Marsh <kate.marsh@northcowichan.ca>; S, Rosalie <rosaliesawrie@gmail.com>; Debra Toporowski <debra.toporowski@northcowichan.ca>; Acton, Sierra <sierra.acton@cvrd.bc.ca>; Blaise Salmon <bsalmon@shaw.ca>; Furstenau, Sonia <soniafurstenau@gmail.com>; Wilson, mike <mike.wilson@cvrd.bc.ca>; Alison Nicholson <Alison.Nicholson@cvrd.bc.ca>; Staples, Michelle <gypsy.dancer@hotmail.com>; Aaron Stone <Chairperson@cvrd.bc.ca>; Ian Morrison <ian.morrison@cvrd.bc.ca>; lori.iannidinardo@cvrd.bc.ca

Subject: Re: Ask the kids/climate justice/reconciliation

Good morning, [REDACTED], **FIPPA s. 22(1)**

I would like to acknowledge your email on behalf of the Board of Education for the Cowichan Valley School District and to respond that further climate change initiatives in the new Cowichan Secondary school would require significant increased capital funding.

The Board of Education and staff have advocated long & hard for increased funding for this project but need to accept that although the school will not be at net zero, it will be one of the most energy efficient schools in Canada. I know that you have talked to our Chief Project Officer, Tom Sparrow, several times about this issue and I hope you have understood the responses. All possibilities for efficiencies have been investigated and we have accepted the framework to 69% energy efficiency, which is higher than the current expected standard in the province.

The Board of Education, staff, students, parents and generally, community members wish to proceed with this project. There is a tight schedule to completion and we do not want to cause any problems to completion in 2024.

Thank you for your email,

Candace

Candace Spilsbury

Chair of the Board of Education

Board of Education for the Cowichan Valley School District

AD: 2557 Beverly Street, Duncan, BC

PH: 250-710-5790

W: www.sd79.bc.ca

S: @CowichanSchools - FB / Twitter / IG



Our Journey is **Beyond Education**

I acknowledge that for thousands of years the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, & Lyackson Peoples have gently walked on the unceded territories where I now live, learn, work and play. I am committed to working on building relationships with the first peoples here, based on honour, respect and appreciation.

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

Date: Monday, June 7, 2021 at 2:24 PM

To: "Candace B. Spilsbury" <cspilsbury@sd79.bc.ca>, Robert Hutchins <rhutchins@sd79.bc.ca>, Joseph Thorne <joethorne@sd79.bc.ca>, Randy Doman <rdoman@sd79.bc.ca>, Johanne Kemmler <jkemmler@sd79.bc.ca>, "E. Croft" <ecroft@sd79.bc.ca>, Barb de Groot <bdegroot@sd79.bc.ca>, Christopher Justice <christopher.justice@northcowichan.ca>, Kate Marsh <kate.marsh@northcowichan.ca>, "S, Rosalie" <rosaliesawrie@gmail.com>, "debra.toporowski@northcowichan.ca" <debra.toporowski@northcowichan.ca>, "Acton, Sierra" <sierra.acton@cverd.bc.ca>, Blaise Salmon <bsalmon@shaw.ca>, "Furstenau, Sonia" <soniafurstenau@gmail.com>, "Wilson, mike" <mike.wilson@cverd.bc.ca>, Alison Nicholson <Alison.Nicholson@cverd.bc.ca>, "Staples, Michelle" <gypsy.dancer@hotmail.com>, Aaron Stone <Chairperson@cverd.bc.ca>, Ian Morrison <ian.morrison@cverd.bc.ca>, "lori.iannidinardo@cverd.bc.ca" <lori.iannidinardo@cverd.bc.ca>

Subject: Ask the kids/climate justice/reconciliation

Greetings brave leaders!

I know that many of you are not directly involved in decisions about the degree of climate changing greenhouse gasses that the new high school will emit, but these same discussions may well come up regarding the new hospital.

First: Rather than agonize about what level of carbon pollution is acceptable when we know that zero carbon emissions are possible, why not ask the Kids? Before school is out all kids in high school and middle school could be asked if they feel the need for a new high school now is greater than the need for a zero carbon school at some later date. This seems way better than the petitions and campaigns currently being considered, and it is the children who will be facing the consequences of decisions made by the leaders of today.

Second: Climate justice is social justice, since it is the poorest and the most marginalized on the planet that will bear the brunt of climate impacts and have the least ability to recover, or adapt. It is not the necessity for social justice, but it is an important one.

Third: Reconciliation is desperately needed across Canada, and here in the Cowichan it is the First Nations that will be hit hardest by rising sea levels, diminished salmon runs, and loss of biodiversity if zero carbon emissions is not the expectation here and around the world. So in the interest of doing what is best for Cowichan region First Nations, taking the time and spending the money to build a new high school that emits zero carbon should be an important consideration on the path to reconciliation.

I imagine that for some, myself and the local climate concerned citizenry feel a bit like a thorn in the side, but believe me there are thousands of us ready to be the wind in your sails once we can see that the sails are actually being raised.

Thanks for all you do for our community.

Best Regards

[REDACTED] FIPPA s. 22(1)

Ginny Gemmell

From: Brian Danyliw <brian.danyliw@theagencyre.com>
Sent: Sunday, May 30, 2021 11:45 AM
To: Al Siebring
Cc: Council
Subject: 9090 TCH Downzoning Objection
Attachments: Letter to Council-Brian Danyliw.pdf

To: Municipality of North Cowichan Mayor and Council

Re: Objection to downzoning of the property located at 9090 Trans Canada Highway.

I Brian Danyliw – Co-Chair of Cowichan Works, am writing today to voice my strong objection to the proposed down zoning of the forementioned property. I believe the following proposed directive to be given from council to staff,

“That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan and that the public hearing for the zoning amendment bylaw be waived in accordance with Section 464(2) of the Local Government Act.”,

is contrary to the wishes of the taxpayers of North Cowichan and is detrimental to all residents of the Cowichan Valley. The Cowichan Valley needs development and especially affordable housing projects such as the one proposed for 9090 Trans Canada Highway. As we are all well aware, there is a housing crisis in the Cowichan Valley.

I ask you not to go forward with the directive to staff to prepare a bylaw to downzone the property and instead offer your support to this much needed housing project.

Yours truly,



Brian Danyliw

FIPPA s. 22(1)

Recipient list:

mayor@northcowichan.ca
council@northcowichan.ca

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Please consider the environment before printing this email.

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, May 31, 2021 3:07 PM
To: Council
Cc: [REDACTED] FIPPA s. 22(1)
Subject: Downzoning of properties in the Municipality of North Cowichan

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Mayor and Council:

I write to express my disagreement with regard to down-zoning of property in the Municipality.

The practice of down-zoning is wrong, overstepping council boundaries, and sets an unhealthy precedent in municipal affairs. There is little chance that any new business ventures would be attracted to our area if down-zoning is allowed to go forward. You cannot go backwards.

I understand that the next meeting will see discussion on a down-zone of property at 9090 Trans Canada Highway. I am in complete disagreement with down-zoning of any property, but in particular find it quite galling that council might see fit to do this when the municipality is so short (at crisis level) of affordable housing, either to purchase or to rent. I am astonished that council is not actively working to support such a proposal to provide housing units right now. How can you explain this?

Please, do the right thing. Do not down zone any property in the Municipality of North Cowichan. Insure our community is a welcome place for business to develop and thrive. Any thing less is a frightening and losing proposition, resulting in a dead zone where no business can afford to risk investment.

Sincerely,

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

Ginny Gemmell

From: bruce@lionrampant.ca
Sent: Monday, May 31, 2021 12:02 PM
To: Council
Cc: Rob Conway
Subject: 9090 Trans Canada Highway

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

Categories: In Laserfiche

Hello folks,

As you may know, I own the Lion Rampant Scottish Pub & Liquor Store in Maple Bay. I'm also a property developer, having purchased, renovated & sold apartment and condominium buildings throughout Canada and into the USA. Several of the condos in North Cowichan are due to my business – Shaughnessy Gardens by Berkey's Corner, Crystal Creek on Sherman Road / Truesdale and Lockwood Villa in Chemainus behind 49th Parallel Grocery.

The information I'm hearing about the 9090 Trans Canada Highway property in Chemainus is disturbing to me, as a real estate developer and as a North Cowichan resident & business person. To have a re-zoning underway without the owner's consent (my understanding at least), to remove a long-planned residential development, without public consultation? This is just alarming. If someone can truly explain the reasons why NC needs this to happen, then perhaps the community may understand this. But from what I am reading, this is an arbitrary decision, without public consultation, to meet some sort of OCP requirement.

I stand with others who are writing to you to NOT push forward with this rezoning without extensive public consultation and open communication on the reasons for NC pushing this forward. As a citizen and business owner in this community, I frankly demand it.

Regards,

Bruce R. Findlay, BBA

President

LION RAMPANT PUB INC.

LION RAMPANT PRIVATE LIQUOR STORE INC.

BRIGANTINE INN VENTURES LTD.

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E: bruce@lionrampant.ca



Virus-free. www.avg.com

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 1, 2021 2:40 PM
To: Council
Subject: Re: June 2, 2021 Council Meeting Agenda 12.2

Dear Mayor and Council

Re: June 2 Council Agenda Item 12.2

Potential Downzoning of 9090 Trans-Canada Highway

Purpose: To consider downzoning the property located at 9090 Trans-Canada Highway from residential mobile home park to rural.

Recommendation:

That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans-Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan.

In our home, reviewing the bi-weekly North Cowichan agenda is now routine as we learnt several years ago; if you want to stay informed of what is happening within our local government, read the agenda and minutes of all Council meetings.

Well there is always one agenda item that seems to spark a robust discussion, must say, item 12.2 sparked much more than just a discussion.

Council wanting to take a piece of land zoned R5 and down zone to rural was read in disbelief.

This is what I have been able to learn (if wrong, I would ask for correction please)

- the current owner purchased the property December 2019
- an article was published in the Citizen newspaper on October 3, 2020, announcing the property was purchased, identified the owners and outlined what the use for the land would be 'to build a 100+ modular home park'
- the landowner met with North Cowichan staff to review the proposal.
- a development application with the fees associated with such an application was submitted
- the applicant was given absolutely no notice this type of recommendation could be coming

It's honestly hard to fathom that this is how Council wishes to conduct business but given how closely this mirrors with another motion that was brought forward back in 2019, sadly I feel it is.

You may tell yourselves that North Cowichan is open for business but there is a enormous difference between being open for business and operating your business in a manner that gives your customers reasons to want to do business with you. Once again, wanting to change the goal posts in the middle of a process is not a practice of good business nor does it bring any confidence to those wanting to do business with you. It only shows as sneaky and operating in bad faith.

Well, this type of motion is beyond troublesome for those holding property in NC or anyone wanting to invest in our community, I can only imagine what it does for your staff as they ultimately bare the brunt. They are now put in the position of facilitating a conversation with the landowner they have been working with, to let them know, that if the motion is to pass, their investment is worthless for what was intended.

We are right in the middle of an OCP review where you are continuously asking all community to get involved, have a say, as we want to hear everyone's ideas and visions. But I ask, do you really? Motions like this make it noticeably clear, that some Councillors vision for 'their' OCP, is already set in stone. So, please, why not act with some integrity, be forthright and honest to the citizens of NC; state openly your vision and ALL lands you wish to remain undeveloped, instead of ripping the rug out from an applicant in the middle of an application process. Or do we just sit back and wait to see whose piece of property is targeted for down zoning next?

As elected officials, I know you can do better than this. Please do not move forward with this down zoning nor bring forth any similar motions until you have really heard from 'ALL' community and the OCP review is completed.

Sincerely

 FIPPA s. 22(1)

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Tuesday, June 1, 2021 4:48 PM
To: Council; Al Siebring; Rob Douglas; Christopher Justice; Tek Manhas; Kate Marsh; Rosalie Sawrie; Debra Toporowski; Ted Swabey; Rob Conway; David Conway
Cc: [REDACTED] FIPPA s. 22(1)
Subject: Objection to downzoning of the property located at 9090 Trans Canada Highway.

Subject: Re: Objection to downzoning of the property located at 9090 Trans Canada Highway.

I am writing today to voice my strong objection to the proposed down zoning of 9090 TCHwy. I believe the following proposed directive to be given from council to staff,
"That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan and that the public hearing for the zoning amendment bylaw be waived in accordance with Section 464(2) of the Local Government Act.",
is contrary to the wishes of the taxpayers of North Cowichan and is detrimental to all residents of the Cowichan Valley. The Cowichan Valley needs development and especially affordable housing projects such as the one proposed for 9090 Trans Canada Highway. As we are all well aware, there is a housing crisis in the Cowichan Valley.

North Cowichan Council Killed the Proposed 2 acre Lots across the TCHwy in 2018
due to lack of awareness of the Need for Building Lots at that time.
What was the Zoning of the 52 acres across the TCHwy ?

I ask you not to go forward with the directive to staff to prepare a bylaw to downzone the 9090 TCHwy property and instead offer your support to this much needed housing project.

Sincerely,

[REDACTED] FIPPA s. 22(1)

North Cowichan

[REDACTED] FIPPA s. 22(1)

mayor@northcowichan.ca
rob.douglas@northcowichan.ca
christopher.justice@northcowichan.ca
tek.manhas@northcowichan.ca
kate.marsh@northcowichan.ca
rosalie.sawrie@northcowichan.ca
debra.toporowski@northcowichan.ca

To: Municipality of North Cowichan Mayor and Council

Re: Objection to downzoning of the property located at 9090 Trans Canada Highway.

FIPPA s. 22(1)

I [REDACTED] am writing today to voice my strong objection to the proposed down zoning of the aforementioned property. I believe the following proposed directive to be given from council to staff,

"That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan and that the public hearing for the zoning amendment bylaw be waived in accordance with Section 464(2) of the Local Government Act."

is contrary to the wishes of the taxpayers of North Cowichan and is detrimental to all residents of the Cowichan Valley. The Cowichan Valley needs development and especially affordable housing projects such as the one proposed for 9090 Trans Canada Highway. As we are all well aware, there is a housing crisis in the Cowichan Valley.

This will have such a huge negative impact on ability for any project whatsoever to move forward in North Cowichan. No person would want to purchase property in the future, due to the unknown circumstances and the potential devaluation in property should this down zoning occur. The effect on the valley and jobs would be enormous. Please really think about this.

I ask you not to go forward with the directive to staff to prepare a bylaw to downzone the property and instead offer your support to this much needed housing project.

Yours truly,

[REDACTED] FIPPA s. 22(1)

Phone number: [REDACTED]

Address:

FIPPA s. 22(1)
[REDACTED] Duncan, BC

Recipient list:

mayor@northcowichan.ca
rob.douglas@northcowichan.ca
christopher.justice@northcowichan.ca
tek.manhas@northcowichan.ca
kate.marsh@northcowichan.ca
rosalie.sawrie@northcowichan.ca
debra.toporowski@northcowichan.ca

From: [REDACTED] FIPPA s 22(1)
Sent: Wednesday, June 2, 2021 10:09 AM
To: Al Siebring; Christopher Justice; Tek Manhas; Kate Marsh; Rosalie Sawrie; Debra Toporowski; Rob Douglas; Council
Cc: Ted Swabey
Subject: Re: Objection to down zoning of the property located at 9090 Trans Canada Highway

To: Municipality of North Cowichan Mayor and Council

Re: Objection to down zoning of the property located at 9090 Trans Canada Highway

I am writing today to voice my objection to the proposed down zoning of the forementioned property. I believe the following proposed directive to be given from council to staff,

“12.2. Potential Down zoning of 9090 Trans-Canada Highway

Purpose: To consider down zoning the property located at 9090 Trans-Canada Highway from residential mobile home park to rural.

Recommendation: That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans-Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan.,

does not align with the responsibility of council to consider the well-being and interests of the municipality and its community, and with Council's 2019 – 2022 Strategic Plan. As we are all aware, there is a housing crisis in the Cowichan Valley. Down zoning the property above would remove much needed land from R5 zoning that can be used for affordable housing. I ask you to not vote in favour with the directive to staff to prepare a bylaw to down zone the property and instead offer your support to this much needed housing project.

Yours truly,

[REDACTED] FIPPA s 22(1)

[REDACTED], Maple Bay, BC

FIPPA s 22(1)

June 2nd 2021

To: Municipality of North Cowichan Mayor and Council

Re: Objection to Council Motion to downzone 9090 Trans Canada Highway.

I am writing today to highlight how Council's approach to changing land use policies through bringing forward motions to restrict development is sending the wrong message to the investment community. Currently there are developers wanting to invest in our community and build much needed affordable and attainable housing but Council's direction is creating uncertainty amongst the investment community.

There are 3 specific examples I want to draw to your attention: 2993 River Rd, 9090 TCH and the Bell McKinnon Corridor. Strong leadership rather than changing public policy and introducing controversial motions potentially devalues properties. The land use policies regulating these properties has been approved through lengthy public engagement processes. The development opportunities for all these projects could support Council's policy to provide affordable housing and address climate change.

Last week, Council turned down an opportunity that could potentially provide attainable housing at 2993 River Road, Chemainus, a property with an OCP designation within the Urban Growth Centre of Chemainus. To provide consistency with planning regulations, staff recommended Council support a resolution to remove the parcel from the ALR as the OCP designation allows 15 units per hectare (UPH) and this is consistent with the surrounding properties. Future development could have supported attainable housing for young families, increasing the supply of housing stock and helping to keep housing prices in check.

Fast forward a week, Council are risking future development by putting forward a motion to rezone a 28 acre property located at 9090 Trans Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2). The proposed zoning will favour subdivision for 4.94 acre parcels and expensive estate lots located next to the TCH, Sites such as these are better suited to provide attainable and low income housing. In addition, the current OCP density would help address the impacts of climate change versus the higher impacts of larger homes developed on rural un-serviced lots. This development could create a much needed compact community on land appropriately zoned.

If this motion passes this could result in another lost opportunity to provide housing for low income families in our community. Sites such as this are typically more suited to attainable or lower income housing.

Are there not other more positive remedy's to address Council's concerns rather than downzoning the property? Could Council not work with the owner to meet council's goals of providing developing attainable and affordable housing which is a much needed commodity in our community. For example: could Council not recommend amending the OCP to support the zoning?

The inconsistency in policy directions does not bode well to attract business to our community and fails to support economic development. This does not help to diversify our tax base and keep taxes down. We need investment to create a resilient community and support diverse communities. The award winning Bell McKinnon Area Plan is now being called into question and creating uncertainty in that area.

The Cowichan Valley needs development and especially attainable and affordable housing projects such as the one proposed for 9090 Trans Canada Highway. As we are all well aware, we need increased supply to address the housing crisis in the Cowichan Valley.

I ask you to not to go forward with the directive to staff to prepare a bylaw to downzone the property and instead offer support to remedy this situation as this is a much needed housing project for our community.

Respectfully submitted,


FIPPA s. 22(1)
Duncan, BC

June 2, 2021

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

Attn: Mayor and Council

Re: Proposed Zoning Bylaw Amendment – 9090 Trans-Canada Highway

I write this letter as not only a property owner and tax-payer in North Cowichan, but also as a land-use consultant who has and continues to represent private landowners up and down Vancouver Island (including in North Cowichan). For the record, I am in no way affiliated with the owner or the proposed development.

I am familiar with the subject property, and I acknowledge that the R5 zoning is somewhat of an anomaly in this largely rural area just south of Chemainus. I fully acknowledge and agree that Council has the unfettered discretion to apply zoning as it sees fit (including down-zoning), and that generally speaking, zoning is intended to align with OCP policy and land-use designations. Having said that, it is the timing and process by which this zoning bylaw amendment has come forward which raises significant concerns for both myself and the landowners / clients that I represent.

Based on a review of Bylaw No. 1850, it would appear that the zoning on this property pre-dates the existing Zoning Bylaw, which was adopted in 1997 (approximately 25 years ago). This means that the current zoning has been in place through the lifespan of 2-plus OCP's (2002 and 2011), yet no previous efforts have been undertaken (that I am aware of) to rezone this property. This property was also advertised for sale for many years, with a large billboard style sign on Hwy. 1 that specifically identified the zoning and development potential, therefore it would be unreasonable to suggest that this was some sort of surprise and/or that this property had 'slipped through the cracks'.

It was only upon submission of an application for development of the lands, one which I understand would fully comply with the existing zoning, that Council appears to have responded by fast-tracking a Council-initiated rezoning application in an effort to prevent these lands from being developed. According to BC Assessment, this property was purchased in September 2020 for \$2.6M. Conversely, a much larger 52-acre property located less than 1-km to the south, and with A2 zoning, sold less than 2 months ago for \$665,000. That parcel is 2.5x larger, but its value is only roughly 25% of the subject property. The reason for that significant difference in value is 100% related to the zoning. A rezoning of these lands to A2 will likely result in a decrease in value to less than \$500,000, or roughly an 80% loss in value. Viewed from a different perspective, the property owner essentially spent an extra \$2M over and above what the land would have been worth, less than one year ago, for the development rights that were attached to the lands – development rights that have been in place for decades. And

now, having made this investment and advanced plans and applications in order to undertake development that North Cowichan has essentially said would be acceptable for the past 25+ years, the owner is having the rug pulled out from underneath him/her by this Council at almost the last possible moment.

Not only is this grossly unfair to the property owner, but it also sets a scary precedent and sends a daunting message to anyone who might want to invest or develop land in North Cowichan. You might do all your due diligence, ask all of the right questions and pay a significant premium to buy land that has zoning in place – but if this Council decides they don't think that it's a good idea, they might just slide a rezoning through at the last minute – and without even holding a Public Hearing – in order to scuttle your plans.

Further to the above, the fact that this amendment was initially proposed to be undertaken without a Public Hearing only makes matters worse. Again, acknowledging that Council has the right to do so, it is unfathomable to think that Council would ever authorize an application to increase density without first holding a public hearing and without providing a full opportunity for public input, even where that increase in density is consistent with the OCP. Yet that is exactly what has been proposed in this instance. The inequity and bias against those who might support development vs. those who oppose it is readily apparent with this approach.

There are numerous examples across the municipality of properties where zoning is not aligned with OCP policies or land-use designations. In fact, Council may recall that I have a client, for whom we have now advanced two rezoning applications where the current zoning is inconsistent with the OCP (rural zoning on lands designated for urban development), and where the proposed land use and increase in density was 100% consistent with the OCP, yet those applications were rejected by Council. Another recent example is the Bell McKinnon corridor - The OCP identifies this area for urban development and a LAP is now in place, yet almost all of these lands still retain their rural and agricultural zoning. Why is Council not also advancing an application to rezone these lands to align them with the OCP?

It would be one thing if Council was considering the adoption of an entirely new Zoning Bylaw, and in doing so was seeking to identify and rezone numerous properties where these types of inconsistencies might exist. In that case there would likely be hundreds of properties that would be impacted by new zoning and the process would have included significant landowner and community feedback and participation. But that is not the case here, as this property and this owner is being specifically targeted with this amendment.

Finally, as Council is well aware, there is an affordable housing crisis in communities across Canada, including on Vancouver Island. This crisis existed long before the massive increases in land and home values that has occurred over the past 12-18 months. Much of this recent increase has been driven by demand that is currently far outstripping supply. The overall supply and demand issues have just amplified the affordable housing issue. The zoning on this property (for mobile / manufactured homes) creates an inherently affordable product. While this site is not directly adjoining other services (which is preferable for affordable housing), it is only 500 m to Fuller Lake Park, 1km to the

commercial services at the intersection of the TCH and Henry Road, and less than 3 km to commercial services in Chemainus.

In closing, I wish to remind Council that just because something **can** be done doesn't mean that it should be done or that it's right or fair. This proposed rezoning is a perfect example of that principle. I strongly urge Council to reconsider this motion and allow the property owner to proceed with a development in accordance with current zoning.

Respectfully submitted,



Scott W. Mack, M.Arch., B.Sc. (PLAN), MCIP, RPP
Managing Partner | Registered Professional Planner

cc: Jennifer Woike, Cowichan Works

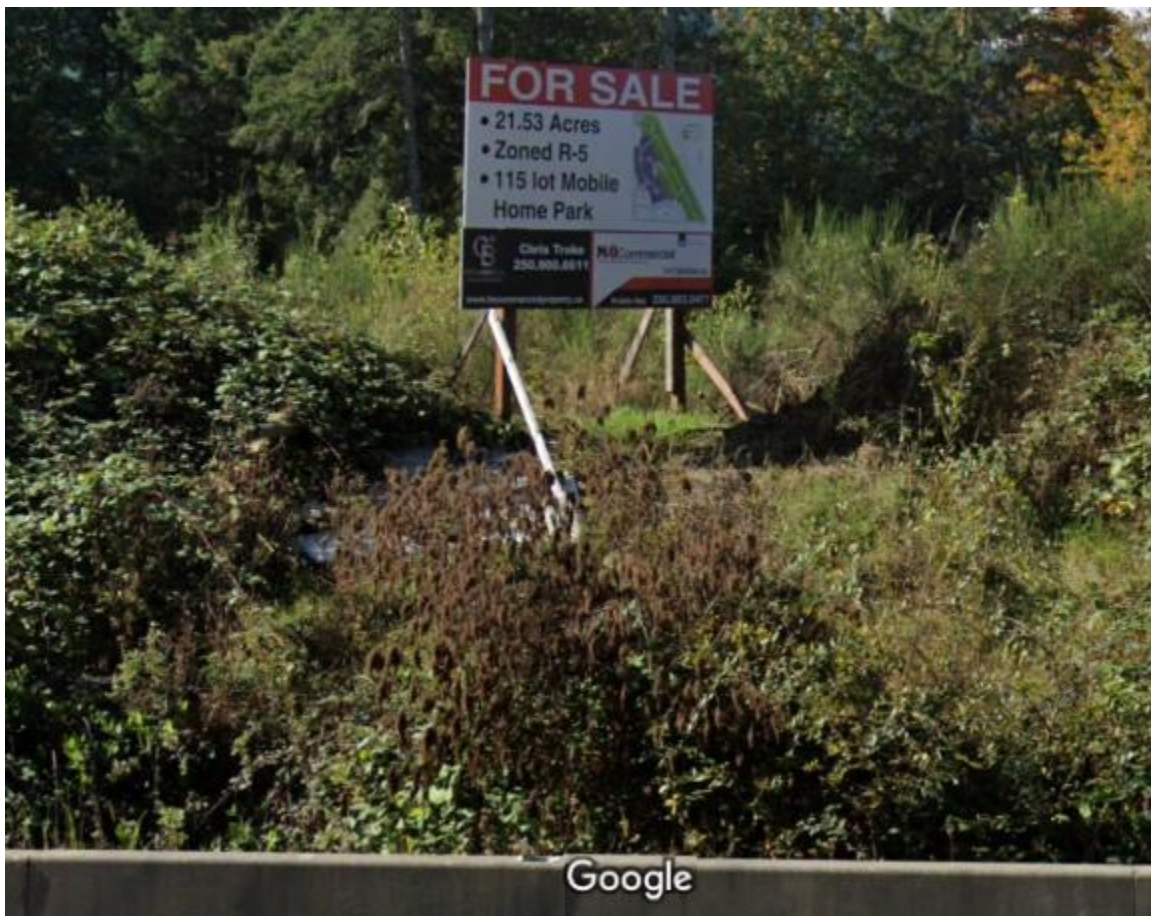


FIGURE 1: PROPERTY FRONTAGE ON HWY. 1 W/ SIGN ADVERTISING PROPERTY FOR SALE, INCLUDING SPECIFICS ON DEVELOPMENT POTENTIAL. IMAGE SOURCE: GOOGLE MAPS (STREETVIEW)

To the North Cowichan Mayor and Council

Ten years ago I moved to Vancouver Island from Surrey - the city of no planning, no trees, and house upon house. I loathe that Chemainus follow in Surrey's footsteps, but we do and should care for British Columbians who already live here: Decent and affordable housing (on Walmart minimum wage and part-time hours) in safe, green areas for families, the elderly, and the disabled.

You have acted in sneaky and dishonorable ways with last minute changes to what has been on the books for years. There has to be a balance, but tearing the rug from under feet is unbalancing.

Retract your sneakiness, and open this to a community meeting to all Chemainus.

Respectfully,

To: Municipality of North Cowichan Mayor and Council

Re: Objection to downzoning of the property located at 9090 Trans Canada Highway.

FIPPA s. 22(1)

I, [REDACTED], am writing today to voice my strong objection to the proposed down zoning of the forementioned property. I believe the following proposed directive to be given from council to staff,

"That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan and that the public hearing for the zoning amendment bylaw be waived in accordance with Section 464(2) of the Local Government Act."

is contrary to the wishes of the taxpayers of North Cowichan and is detrimental to all residents of the Cowichan Valley.

As a local business in the municipality it is of particular concern to me that this can even happen. Businesspeople are the back bone of the community and have been weathering some of the very toughest challenges ever faced by entrepreneurs. What they need is help and support from government. What they certainly don't need is for government to make what is already extremely difficult even harder.

Why am I even writing this letter in the first place?

Who asked you to do this?

Are you responding to a dire situation that needs you to act on the public's behalf? As elected officials in service to the community, you should be focused on doing things that make the community better. Better jobs, better communities and better services. Where does changing the zoning on privately owned property fall under this? Who does this serve? What kind of example are you sending to other potential landowners in the municipality? It is NOT the role of local government to devalue the assets of private landowners. Not one of you would want your private residence rezoned to one of less value, and you would be right to want to protect your asset. SO why would you expect anyone else to be any different?

What is even more disturbing is you were attempting to make this change without even consulting the landowner or the community. In fact, attempting to waive the public hearing and postings and such! It is an appalling abuse of power.

The Cowichan Valley needs development and especially affordable housing projects such as the one proposed for 9090 Trans Canada Highway. (This falls under the "better communities" directive I suggested above.) Seeing there is a housing crisis in the Cowichan Valley would it make more sense to support this development?

I ask you not to go forward with the directive to staff to prepare a bylaw to downzone the property and instead offer your support to this much needed housing project. And if you do feel that more rural land

is required, then perhaps those of you that feel this in the best interest of the municipality can offer your own homes to be downzone residential to rural?

Yours truly, [REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

Phone number: [REDACTED]

Address: (Business: 5880 York Rd. North Cowichan.)

Recipient list:

mayor@northcowichan.ca
rob.douglas@northcowichan.ca
christopher.justice@northcowichan.ca
tek.manhas@northcowichan.ca
kate.marsh@northcowichan.ca
rosalie.sawrie@northcowichan.ca
debra.toporowski@northcowichan.ca

9090 TCH - Proposed Motion.

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

To: al.siebring@northcowichan.ca; rob.douglas@northcowichan.ca; christopher.justice@northcowichan.ca;
tek.manhas@northcowichan.ca; kate.marsh@northcowichan.ca; rosalie.sawrie@northcowichan.ca;
debra.toporowski@northcowichan.ca

Cc: johnsoncontracting@outlook.com; [REDACTED] FIPPA s. 22(1)

Date: Monday, May 31, 2021, 3:19 PM PDT

Dear Mayor & Council

As a Land Development Consultant working in North Cowichan since 1981, I was astounded to hear about a Motion regarding 9090 TCH that Council is considering.

Please be advised that we feel this motion to be presented Wednesday should not be considered or even discussed. We are of the opinion that this motion is highly immoral and likely illegal. If Council insists on venturing down this path I suggest that it is opening the door for more massive lawsuits. Did Council not learn anything from the Motorsports Park fiasco?

I suggest that rather than using (or abusing) your powers to deter development it is time to work with the Development Industry to deal with the pressure of home ownership, rentals, the homeless and improvement of lifestyle. Doing the right thing seems to take on a dangerous meaning at North Cowichan these days.

The residents of North Cowichan do not want more lawsuits but are in need of good jobs that will offer our children and grandchildren a future that would keep them close to home rather than leaving the moment they leave High School.

Richard Buckles
R.E.B. Development Services

The motion that will be presented on Wednesday reads:

"That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans-Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan and that the public hearing for the zoning amendment bylaw be waived in accordance with Section 464(2) of the Local Government Act."

Ginny Gemmell

From: [REDACTED] FIPPA s. 22(1)
Sent: Monday, May 31, 2021 3:00 PM
To: Council
Subject: Objection to downzoning of the property located at 9090 Trans Canada Highway.

[REDACTED] FIPPA s. 22(1)

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

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

[REDACTED] FIPPA s. 22(1)

May 31, 2021

Delivered by email to Mayor and Council MNC

Dear Mayor and Council.

Canada is moving backwards, not forward when it comes to quality of life. The cost of living, especially housing is completely out of alignment with wages. And the only people to blame for this is the government, at all three levels.

Affordability generally refers to housing (rental or ownership) that costs no more than 30% of before-tax household income. A Regional Housing Needs Assessment conducted in **2014** found that the Cowichan Valley Regional District has a significant need for housing for youth, low-income families, seniors, and people with disabilities.

- About 22% of all households in North Cowichan are rental units
- The average renter household income in North Cowichan is \$25,115
- 58% of renter households in North Cowichan spend more than 30% of their income on rent (52% in the CVRD)
- North Cowichan's rental affordability is ranked as "severe"
- North Cowichan's rental affordability is ranked as 474 out of 521 Municipalities across Canada

Source = North Cowichan Website

This council, instigated by Councilor C. Justice, attempted to invoke a 'moratorium' against the Properties Development without adequate knowledge, readily available, that there is a binding legal agreement between MNC and the developer.

*"North Cowichan has some approved development in the form of Comprehensive Development (CD) plan areas (**with approved zoning and phased development agreements**) as well as other lands already zoned for additional density within the Urban Containment Boundary". (North Cowichan OCP Update)*

Mr. Justice's action nearly caused an action by the developer who had their legal council write to the MNC a strong cautionary letter. The motion was dropped.

Now Councillor R. Douglas is acting just as capriciously.

My understanding is the property was sold recently, but not before the prospective buyer did all his homework prior to committing to the purchase, including verifying suitable zoning. Title indicated R5 zoning. The sale went ahead and the new owner now followed the municipal rules preparing his development application. This was delivered to MNC planning along with a cheque for 'fees', which has been cashed. As the cheque was cashed it, arguably, means his application is in process which preceded any motion by council yet to be tabled. Council may be unwise to proceed with its fickle motion; there could be reasonable grounds for legal challenge.

I abhor such impetuous behavior. Remember your professed angst about **affordability**. Dismiss the motion.

Respectfully,

[REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

RE: Agenda NORTH COWICHAN

From: oakwoodparkestates@shaw.ca

FIPPA s. 22(1)

To: [REDACTED] scarroll@coregroupconsultants.com

Date: Monday, May 31, 2021, 2:07 PM PDT

<https://www.vancouverislandfreedaily.com/news/municipal-councillor-rob-douglas-running-for-ndp-in-cowichan-valley/>

Rob Douglas doesn't seem to practice what he preaches :

"For years, people in our community have shared their concerns with me about the lack of affordable housing, the need for better health care services, and our collective responsibility to tackle climate change," he said. "These issues are the result of bad choices by the BC Liberals, and now we have a BC NDP government that is working for people. I look forward to joining John Horgan's team in this work and giving the Cowichan Valley a strong voice in the Legislature."

[REDACTED] FIPPA s. 22(1)

[REDACTED] FIPPA s. 22(1)

This message contains information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee) you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received this message in error, please advise the sender by reply email and delete the message.

FIPPA s. 22(1)

From: [REDACTED]

Sent: May 31, 2021 12:44 PM

FIPPA s. 22(1)

To: [REDACTED] <scarroll@coregroupconsultants.com>; [REDACTED] <oakwoodparkestates@shaw.ca>

Subject: Fw: Agenda NORTH COWICHAN

FIPPA s. 22(1)

This is very interesting

Sent from Yahoo Mail for iPhone

Note: 1 of 123 Petitions received opposed to downzoning 9090 TCH

To: Municipality of North Cowichan Mayor and Council

Re: Objection to downzoning of the property located at 9090 Trans Canada Highway.

FIPPA s. 22(1)

I [REDACTED] am writing today to voice my strong objection to the proposed down zoning of the forementioned property. I believe the following proposed directive to be given from council to staff,

"That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan and that the public hearing for the zoning amendment bylaw be waived in accordance with Section 464(2) of the Local Government Act.",

is contrary to the wishes of the taxpayers of North Cowichan and is detrimental to all residents of the Cowichan Valley. The Cowichan Valley needs development and especially affordable housing projects such as the one proposed for 9090 Trans Canada Highway. As we are all well aware, there is a housing crisis in the Cowichan Valley.

I ask you not to go forward with the directive to staff to prepare a bylaw to downzone the property and instead offer your support to this much needed housing project.

Yours truly,

[REDACTED] FIPPA s. 22(1)

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

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

Recipient list:

mayor@northcowichan.ca

council@northcowichan.ca

Municipality of North Cowichan

Regular Council

MINUTES

June 2, 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) Michelle Martineau, Corporate Officer Jason Birch, Chief Information Officer Shawn Cator, Director, Operations David Conway, Director, Engineering Projects Rob Conway, Director, Planning and Building Martin Drakeley, Manager, Fire and Bylaw Services George Farkas, Director, Human Resources and Corporate Planning Tammy Isaachsen, Acting Manager, Communications and Public Engagement Clay Reitsma, Director, Engineering Don Stewart, Director, Parks and Recreation Lane Killick, Chief Building Inspector Tricia Mayea, Deputy Corporate Officer Alyssa Meiner, Information Management Officer Shaun Mason, Municipal Forester Glenn Morris, Development Planning Coordinator Chris Osborne, Manager, Planning Dave Preikshot, Senior Environmental Specialist Walter Wiebe, Senior Manager, Financial Services Mark Frame, Project Manager

1. CALL TO ORDER

Council observed 215 seconds of silence to honour the memory of the 215 indigenous children whose remains were found at the site of the former Kamloops Indian Residential School on the Tk'emlúps te Secwépemc First Nation.

There being a quorum present, Mayor Siebring called the meeting to order at 1:40 p.m.

2. APPROVAL OF CONSENT AGENDA

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

- 2.2.1 Letter from the City of Langford

- 2.2.2 Email re noise created by vehicles travelling between Maple Mountain and the Crofton School
- 2.2.5 Request for a new high school
- 2.2.8 Email regarding automated garbage and recycling pick-up service
- 2.2.9 Email regarding the Kingsview Development
- 2.2.12 Email to Chair of the Environmental Advisory Committee

IT WAS MOVED AND SECONDED:

That the remaining items in the Consent Agenda be approved.

CARRIED

2.1 That the following minutes be received for information purposes only:

2.1.1 May 12, 2021 Official Community Plan Community Ambassador Teams

2.1.2 May 13, 2021 Official Community Plan Community Ambassador Teams

ADOPTED ON CONSENT

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

2.2.3 Email re use of Crime Stoppers

2.2.4 Letter from the Village of Gold River

2.2.6 Trails Strategy Review Report

2.2.7 Letter from the District of Sooke

2.2.10 Letter regarding mining claim on Mount Sicker

2.2.11 Letter regarding the Twin Gables Motel property

2.2.13 Emails received in relation to a Ted Talk video from Suzanne Simard on "How Trees Talk to Each Other"

2.2.14 Emails received in relation to stop logging in the Municipal Forest Reserve

2.2.15 Emails received in relation to the proposed cell towers at Mount Tzouhalem and Evans Field

ADOPTED ON CONSENT

3. APPROVAL OF REGULAR AGENDA

The following items were added as late items to the agenda:

(1) An item in relation to the former Residential School on the Tk'emlúps te Secwépemc First Nation, under section 12. New Business.

(2) An item closed under Section 90(1)(c) of the *Community Charter*, under section 14. Closed Session

IT WAS MOVED AND SECONDED:

That Council adopt the agenda, as amended.

CARRIED

4. ADOPTION OF MINUTES

4.1 Regular Council meeting held May 19, 2021 for adoption

An error was noted in the minutes and were corrected by changing the word 'watershed' to 'aquifer' under item 12.5.

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of their regular meeting held May 19, 2021, as amended.

CARRIED

5. MAYOR'S REPORT

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

6. DELEGATIONS AND PRESENTATIONS

6.1 Cowichan Valley Intentional Recovery Centre

Bernie Willock of the Cowichan Valley International Recovery Centre provided a presentation regarding the Therapeutic Recovery Community proposed for women at the St. Joseph School property (9745 Elm Street, Chemainus), and answered questions of Council.

7. PUBLIC INPUT

Council received public input from 4 members of the public regarding agenda item 12.2.

Council, by unanimous consent, recessed at 2:42 p.m. and reconvened at 2:52 p.m.

8. BYLAWS

Due to technical difficulties Councillor Justice left the meeting at 2:51 p.m. and returned at 2:52 p.m.

8.1 Delegation of Authority Bylaw No. 3814, 2021 for adoption

IT WAS MOVED AND SECONDED:

That Council adopt Delegation of Authority Bylaw, No. 3814, 2021.

(Opposed: Justice and Marsh)

CARRIED

8.2 Nuisance Abatement and Cost Recovery Amendment Bylaw No. 3832, 2021 for adoption

IT WAS MOVED AND SECONDED:

That Council adopt Nuisance Abatement and Cost Recovery Amendment Bylaw No. 3832, 2021.

CARRIED

Due to technical difficulties Councillor Justice left the meeting at 3:34 p.m. and returned at 3:38 p.m.

8.3 Zoning Amendment Bylaw (Apartment – Lot A, Skinner Road), 2021, No. 3824 for first and second readings

IT WAS MOVED AND SECONDED:

That Council give first and second readings to Zoning Amendment Bylaw (Apartment – Lot A, Skinner Road), 2021, No. 3824 and;

That a Public Hearing be scheduled for Zoning Amendment Bylaw (Apartment Building – Lot A, Skinner Road), 2021, No. 3824 and notification be issued following the *Local Government Act* requirements.

CARRIED

9. REPORTS

9.1 REPORTS FOR DECISION

9.1.1 North Cowichan Civic Building – Tender Package 2

Councillor Toporowski left the meeting at 3:45 p.m. and returned to the meeting at 3:46 p.m., after the vote was taken on the following resolution.

IT WAS MOVED AND SECONDED:

That Council award the contract for the:

1. C-011 Building Envelope and Cladding Finishes to Flynn Canada Ltd. for \$2,477,000 plus GST;
2. C-013 Glazed Aluminum Curtain Wall and Sunshade Systems to Visionary Glass Inc. for \$823,750 plus GST; and,
3. C-014 Civil Work (Excluding Paving) to Milestone Equipment Contracting Inc. for \$555,668 plus GST. CARRIED

9.1.2 Building Clerk – Two Year Temporary Position

IT WAS MOVED AND SECONDED:

That Council approve a temporary Building Clerk position, to be funded by increased building permit revenue, for a term of two years. CARRIED

9.2 REPORTS FOR INFORMATION

None.

10. NOTICES OF MOTIONS

10.1 Inviting Dr. Suzanne Simard to Speak at North Cowichan

Councillor Sawrie provided notice of the following motion which will be considered under New Business at the June 16, 2021 Regular Council meeting:

"That Council direct the Mayor and Staff to:

1. *Invite Suzanne Simard to give a public virtual presentation about her work with local context on our forests as part of the education for the Municipal Forest Reserve review followed by a question and answer period.*
2. *Send a letter to Bond Group Entertainment, inviting them to film Suzanne Simard's memoir Finding the Mother Tree in North Cowichan."*

11. UNFINISHED AND POSTPONED BUSINESS

11.1 Proposed Cell Tower on Mount Tzouhalem

Councillor Marsh was given permission by Council to withdraw her original April 7, 2021 motion to *"instruct staff to offer Rogers an alternate location for their proposed cell tower on Mount Tzouhalem that is at least 500 metres from homes or existing or possible future zoning for homes"* along with the subsidiary motion to postpone consideration of the motion, by unanimous consent.

Council, by unanimous consent, recessed the meeting at 3:51 p.m. and reconvened at 4:01 p.m.

12. NEW BUSINESS

12.1 Management of Municipal Forest

IT WAS MOVED AND SECONDED:

That the following motion:

"Whereas subjective/misinformation regarding possibilities for the future management of the Municipal Forests is being published in local media and on social media, including from former Council members and others whose opinions could more readily be accepted by the public as correct, potentially resulting in greater weight and/or biased, entrenched beliefs, before the consultation itself has taken place;

And further given that the public needs access to the same open information Council is privy to, in order to make an informed decision, and considering The Municipality reported to the community that consultation will be on hold while Council completes consultations with the Cowichan Nations quite shortly after the 3Green Tree presentation, this has further opened the door for the public to get attached to the incorrect/subjective and incomplete information that is being spread in the community as has been alluded to above;

Therefore be it resolved that Council direct staff to post the COW Meeting of July 7, 2020 video link (attached) by 3GreenTree's and UBC's faculty, Dr. Brad Seely, Dr. Clive Walham and Dr. Peter Arcese on our MNC social media including the FB page, explaining that misleading information has been circulating in the community and these are some initial actual potential scenarios, including cost/benefit analysis and further explaining that Council is interested in considering any other potential scenarios that may come forward once consultation resumes. Also a link to the written report (also attached from UBC to COW July 7, 2020 on pages 6-88 of that agenda). These are available on the website already so it is public information, as is the other attached information Council has received including the report UBC tabled to COW on July 7, 2020 on pages 6 – 88. The other attachments to this report are public information on the website as well.

Additionally, that Council direct staff via social media, as part of the same link and message suggested above, to invite citizens to subscribe to the new notifications process where they can select subjects of their interest and receive updates on them in their inbox going forward. This way MNC leads the narrative on our plans and initiatives and what each department listed is up to at any given time. Anyone who has already signed up should get these links in their inbox as soon as possible"

be amended by striking out the last two paragraphs and replacing them with "That Council direct staff to:

1. *Make the 2GreenTree/UBC video and other forestry education for the MFR review more clearly accessible on the MNC website.*
2. *Post the 3GreenTree/UBC video on MNC's social media channels along with the link to the forestry review webpage and an invitation to subscribe for future update emails on the subject".*

CARRIED

IT WAS MOVED AND SECONDED:

Whereas subjective/misinformation regarding possibilities for the future management of the Municipal Forests is being published in local media and on social media, including from former Council members and others whose opinions could more readily be accepted by the public as correct, potentially resulting in greater weight and/or biased, entrenched beliefs, before the consultation itself has taken place;

And further given that the public needs access to the same open information Council is privy to, in order to make an informed decision, and considering The Municipality reported to the community that consultation will be on hold while Council completes consultations with the Cowichan Nations quite shortly after the 3Green Tree presentation, this has further opened the door for the public to get attached to the incorrect/subjective and incomplete information that is being spread in the community as has been alluded to above;

That Council direct staff to:

1. Make the 2GreenTree/UBC video and other forestry education for the MFR review more clearly accessible on the MNC website.
2. Post the 3GreenTree/UBC video on MNC's social media channels along with the link to the forestry review webpage and an invitation to subscribe for future update emails on the subject.

CARRIED

IT WAS MOVED AND SECONDED:

That the meeting be extended to 9:00 p.m.

CARRIED

Council, by unanimous consent, recessed the meeting at 4:49 p.m. and reconvened at 5:30 p.m.

12.2 Potential Downzoning of 9090 Trans-Canada Highway

IT WAS MOVED AND SECONDED:

That staff be directed to bring forward a zoning amendment bylaw to rezone 9090 Trans-Canada Highway (PID 009-885-200) from Residential Mobile Home Park Zone (R5) to Rural Zone (A2) to achieve consistency with the Official Community Plan.

(Opposed: Manhas, Sawrie, Siebring, Toporowski)

DEFEATED

12.3 Union of BC Municipalities (UBCM) Convention

Council was asked to forward the names of Minister's they'd like to meet with at the 2021 UBCM Convention to Terri Brennan for consideration at the June 16, 2021 regular meeting.

The deadline to submit meeting requests to UBCM is June 30, 2021.

12.4 Cowichan Land Trust's advice and recommendation regarding Official Community Plan Update Project

IT WAS MOVED AND SECONDED:

That the advice and recommendations from the Cowichan Land Trust regarding Official Community Plan Update Project be referred to Modus, the OCP Advisory Committee and the Environmental Advisory Committee.

CARRIED

12.5 Consent Agenda Item 2.2.1 [Letter from the City of Langford]

IT WAS MOVED AND SECONDED:

That the Mayor be authorized to write a letter to Premier Horgan in support of the City of Langford's letter in support of Hospital Security Staff be given the authority and necessary training to take custody of patients.

CARRIED

12.6 Consent Agenda Item 2.2.2 [Email re noise created by vehicles travelling between Maple Mountain and the Crofton School]

This item was discussed.

12.7 Consent Agenda Item 2.2.5 [Request for a new high school]

This item was discussed.

12.8 Consent Agenda Item 2.2.8 [Email regarding automated garbage and recycling pick-up service]

This item was discussed.

12.9 Consent Agenda Item 2.2.9 [Email regarding the Kingsview Development]

This item was discussed.

12.10 Consent Agenda Item 2.2.12 [Email to Chair of the Environmental Advisory Committee]

Staff will respond to the email.

12.11 Residential School on the Tk'emlúps te Secwépemc First Nation

IT WAS MOVED AND SECONDED:

That the following motion:

"Whereas the recent discovery of the remains of more than 200 aboriginal children at the site of a former Residential School on the Tk'emlúps te Secwépemc First Nation territory has once again brought to light the dark past of the Residential School system, and

Whereas there may be other sites in this country where similar conditions exist, and

Whereas some First Nations, Métis groups, or Inuit Councils may be interested in pursuing further investigation of these sites,

Therefore be it resolved:

That Council authorize the Mayor to write to the Prime Minister and other federal and provincial officials, as appropriate, to request that:

- *the Federal Government commit to providing adequate resourcing to any First Nation, Métis governance organization, or Inuit Council in Canada which requests - by way of a Band Council Resolution or other appropriate communication from a legitimately representative body of the organization - a desire to investigate, with ground penetrating radar or other means, the possibility that remains of Residential*

School residents may be interred on the grounds of those former schools or elsewhere within their traditional territories,

- *and that this resourcing also include funds to scientifically ascertain the identities of any found remains,*
- *and that this resourcing also include funds to repatriate any found remains to their families, clans, or nations of origin.*

And be it further resolved that a copy of this Resolution be forwarded to all member municipalities of the Union of BC Municipalities, with a request for their support of this initiative."

be amended by striking out 'more than 200' in the first sentence and replacing it with '215'

CARRIED

IT WAS MOVED AND SECONDED

That the following motion:

Whereas the recent discovery of the remains of 215 aboriginal children at the site of a former Residential School on the Tk'emlúps te Secwépemc First Nation territory has once again brought to light the dark past of the Residential School system, and

Whereas there may be other sites in this country where similar conditions exist, and

Whereas some First Nations, Métis groups, or Inuit Councils may be interested in pursuing further investigation of these sites,

Therefore be it resolved:

That Council authorize the Mayor to write to the Prime Minister and other federal and provincial officials, as appropriate, to request that:

- *the Federal Government commit to providing adequate resourcing to any First Nation, Métis governance organization, or Inuit Council in Canada which requests - by way of a Band Council Resolution or other appropriate communication from a legitimately representative body of the organization - a desire to investigate, with ground penetrating radar or other means, the possibility that remains of Residential School residents may be interred on the grounds of those former schools or elsewhere within their traditional territories,*
- *and that this resourcing also include funds to scientifically ascertain the identities of any found remains,*
- *and that this resourcing also include funds to repatriate any found remains to their families, clans, or nations of origin,*

And be it further resolved that a copy of this Resolution be forwarded to all member municipalities of the Union of BC Municipalities, with a request for their support of this initiative.

be amended by adding the clause "And be it further resolved that the letter include a request that the government implement the 94 Calls to Action of the Truth and Reconciliation Commission of Canada" before the final clause.

CARRIED

IT WAS MOVED AND SECONDED:

Whereas the recent discovery of the remains of 215 aboriginal children at the site of a former Residential School on the Tk'emlúps te Secwépemc First Nation territory has once again brought to light the dark past of the Residential School system, and

Whereas there may be other sites in this country where similar conditions exist, and

Whereas some First Nations, Métis groups, or Inuit Councils may be interested in pursuing further investigation of these sites,

Therefore be it resolved:

That Council authorize the Mayor to write to the Prime Minister and other federal and provincial officials, as appropriate, to request that:

- the Federal Government commit to providing adequate resourcing to any First Nation, Métis governance organization, or Inuit Council in Canada which requests - by way of a Band Council Resolution or other appropriate communication from a legitimately representative body of the organization - a desire to investigate, with ground penetrating radar or other means, the possibility that remains of Residential School residents may be interred on the grounds of those former schools or elsewhere within their traditional territories,
- and that this resourcing also include funds to scientifically ascertain the identities of any found remains,
- and that this resourcing also include funds to repatriate any found remains to their families, clans, or nations of origin,

And be it further resolved that the letter include a request that the government implement the 94 Calls to Action of the Truth and Reconciliation Commission of Canada,

And be it further resolved that a copy of this Resolution be forwarded to all member municipalities of the Union of BC Municipalities, with a request for their support of this initiative.

CARRIED

13. QUESTION PERIOD

Council received no questions from the public regarding agenda items.

14. CLOSED SESSION

IT WAS MOVED AND SECONDED:

That Council close the June 2, 2021 Regular Council meeting at 7:30 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.*

CARRIED

14.1 Minutes from the May 5, 2021 regular closed Council for adoption

14.2 Closed under section 90(1)(e) Land disposition

14.3 Closed under section 90(1)(c) Labour relations or other employee relations

15. RISE AND REPORT

Council rose and reported on this item:

Notice of proposed lease to Cowichan Green Community Society

IT WAS MOVED AND SECONDED:

That Council authorize staff to publish the notice of intention to lease 2431 Beverly Street to the Cowichan Green Community Society for less than market rent. CARRIED

16. ADJOURNMENT

Council adjourned the meeting at 7:45 p.m.

Certified by Corporate Officer

Signed by Mayor

Report

Date June 16, 2021
To Council
From Talitha Soldera, Director, Financial Services
Subject 2020 Statement of Financial Information

File:

Endorsed:



Purpose

To present the 2020 Statement of Financial Information for approval by Council in accordance with section 9 of the *Financial Information Act, Financial Information Regulation 371/93*.

Background

As a requirement of the *Financial Information Act*, within six months of year-end, public bodies must prepare and make publicly available a Statement of Financial Information (SOFI). Section 9 of the *Financial Information Regulation 371/93* requires that a SOFI be prepared by the municipality be approved by Council.

Approval of financial information

9. (1) A Statement of Financial Information prepared by a corporation, other than a municipality, must be approved by its board of directors or, if the corporation has a governing body by a different name, by its governing body.
- (2) A Statement of Financial Information prepared by a municipality must be approved by its council and by the officer assigned responsibility for financial administration under the *Community Charter*.
- (3) A management report approved by the head and chief financial officer of the reporting organization or, in the case of a municipality, the officer assigned responsibility for financial administration under the *Community Charter* must accompany the Statement of Financial Information.
- (4) The report required under subsection (3) must explain the roles and responsibilities of the board of directors or the governing body, by whatever named called, audit committee, management and the auditors regarding the preparation and approval of the Statement of Financial Information.
- (5) Signatures indicating approvals required in subsections (1) to (4) must be in respect of each of the statements and schedules of financial information.

Discussion

The Statement of Financial Information must contain:

- A schedule of remuneration and expenses for each member of Council;
- A schedule listing remuneration and expenses for every employee who was paid more than \$75,000 in the year;
- A schedule of the number of severance agreements in the year and the number of equivalent months' compensation;
- A schedule listing the total amount paid to each supplier of goods and services in the year when this total exceeds \$25,000; and,
- A schedule of guarantee and indemnity agreements.

This package must be approved by Council and must be available for public viewing for a period of three years. At this time, the Statement of Financial Information for each year going back to 2012 is available on the website for access by the public.

Options

That Council approve the 2020 Statement of Financial Information.

Implications

The information contained in the Statement of Financial Information is derived from the audited financial information and is reported following the guidelines of the Financial Information Regulation of the *Financial Information Act*. Council approval of this Statement of Financial Information ensures compliance with the statutory obligation.

Recommendation

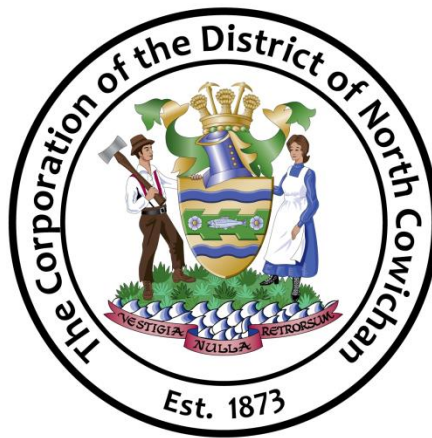
That Council approve the 2020 Statement of Financial Information.

Attachment:

Attachment 1 – 2020 Statement of Financial Information

The Corporation of the District of North Cowichan

***7030 Trans Canada Highway
Box 278, Duncan, B.C. V9L 3X4***



Statement of Financial Information for the year ended, December 31, 2020

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Contents

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Management Report


The financial statements contained in this Statement of Financial Information under the Financial Information Act has been prepared by management in accordance with generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Municipal Council is responsible for ensuring that management fulfills its responsibilities for financial reporting.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the Corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of The Corporation of the District of North Cowichan



Talitha Soldera
Director, Financial Services
June 16, 2021

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Schedule of Remuneration and Expenses

Elected Officials

Name	Position	Remuneration	Expenses
Siebring, Albert R.K.	Mayor	\$ 77,834	\$ 2,797
Douglas, Robert G	Councillor	27,974	1,312
Justice, Christopher	Councillor	30,757	2,064
Manhas, Tek	Councillor	28,726	2,170
Marsh, Kate	Councillor	28,726	589
Sawrie, Rosalie	Councillor	27,974	1,692
Toporowski, Debra	Councillor	<u>27,974</u>	<u>607</u>
Total - Elected Officials		<u>\$ 249,965</u>	<u>\$ 11,231</u>

Name	Remuneration	Expenses
Bell, Robert	126,144	748
Bender, Rohan	95,204	250
Bertrand, Leah	80,041	668
Birch, Jason	132,717	-
Blood, Jason	116,484	173
Bossons, Marla	78,325	4,333
Bosomworth, Mairi	85,034	-
Busch, Randy	97,715	167
Byron, Timothy	80,729	1,538
Cao, Hang	78,870	1,371
Carter, Kris	90,309	1,202
Cator, Shawn	123,210	459
Chadburn, Shaun	80,376	1,045
Charles, Dan	83,428	1,475
Clark, Chris	76,517	364
Conway, David	149,069	784
Conway, Robert	144,144	893
Cousins, Graham	75,316	57
Davies, Thane	81,494	185
Dehoop, John	102,710	1,016
Doiron, Jacob	77,025	130
Drakeley, Martin	116,368	1,578
Dube, Karen	87,923	2,823
Dunn, Michael	80,678	2,265
Elley, David	78,574	964

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Elzinga, Chris	85,818	281
Farkas, George	140,565	123
Frame, Mark	193,298	1,283
Gailey, Neil	116,767	1,467
Gill, Michele	99,693	655
Goodman, James	100,560	2,368
Graff, Lindsay	76,711	391
Green, Robert	92,320	160
Hammerer, Jason	111,577	732
Hastings, Rachel	101,945	2,010
Hixson, Shane	123,686	-
Hutton, Chris	89,936	765
Iluk, David	113,977	174
Jackman, Brent	88,259	365
Janssen, William	94,101	325
Jordan, Megan	113,520	-
Kilner, Fred	96,789	-
Killick, Lane	97,214	930
Knott, Heather	75,243	56
Knott, Tyler	80,706	306
Koby, Patrick	76,005	2,315
Laliberte, Lynn	84,753	1,501
Laycock, Marla	97,714	865
Mansueti, Ernie	158,631	1,716
Martineau, Michelle	102,442	3,463
Mason, Shaun	127,540	1,594
McCartney, Scott	82,098	855
McKay, Michael	90,129	329
McLeod, Morgan	86,729	554
Meiner, Alyssa	83,533	1,012
Milne, J. Dan	117,340	1,125
Morris, Glenn	86,056	1,232
Munro, Richard W	84,954	456
Neumann, Donald	76,913	24
Nielsen, Bent	76,911	258
Nixon, Sarah	169,809	1,159
Paddle, Kelly	87,764	568
Parker, Jeff	87,374	1,203
Preikshot, David	91,300	1,176
Reitsma, R Clay	122,894	3,646
Robinson, James	101,331	363

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Robertson, Ben	77,818	1,798
Sanesh, Rebecca	76,711	-
Scargall, Mathew	85,183	689
Stewart, Donald	134,412	1,027
Swabey, Edward C	225,987	2,309
Tansley, Rowena	89,743	-
Von Schilling, Caroline	86,971	1,933
Ward-Moran, Harvey	76,351	630
Wentz, Brent	79,811	1,268
Whyte, Laurel	79,615	1,820
Wiebe, Walter	117,091	1,319
Workman, Samuel	76,873	-
Zapata Lopez, Esmeralda	78,229	-
Zunti, Hugh	76,711	484
Sub total	7,964,815	75,009
Employees less than \$75,000	<u>7,341,361</u>	<u>73,450</u>
Total - Employees	<u>\$ 15,306,176</u>	<u>\$ 148,459</u>

Reconciliation

Total Remuneration - elected officials		\$ 249,965
Total Remuneration - other employees		15,306,176
Subtotal		15,556,141
Reconciling Items		3,257,721
Total per Statement of Revenue and Expenditure		18,813,862
Variance		\$ -

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(2), (3), (4), (5) and (6)

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Schedule of Goods and Services

Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
See attached list	\$ 53,253,069

Consolidated Total paid to suppliers who received aggregate payments of \$25,000 or less

	\$ 4,001,956
--	--------------

Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	\$ 116,500
Consolidated total of contributions exceeding \$25,000	
Consolidated total of all grants and contributions exceeding \$25,000	\$ 116,500

Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 53,253,069
Consolidated total of payments of \$25,000 or less paid to suppliers	4,001,956
Consolidated total of all grants and contributions exceeding \$25,000	116,500

Total	<u>\$ 57,371,525</u>
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Prepared under the Financial Information Regulation, Schedule 1, section 7, and the Financial Information Act, section 2

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Schedule of Payments for Goods and Services

Supplier Name	Total
3Green Tree Ecosystem Services Ltd	\$ 40,231
Aardvark Pavement Marking Services	99,209
Abba Floorcoverings Ltd	44,358
2025611 Alberta Ltd	121,693
AccessSMT Holdings Ltd	26,380
Ace Ina Insurance	39,751
Acti-Zyme Products Ltd	92,218
AES Engineering Ltd	35,720
Alan Dolan & Associates	32,267
Alpine Insulation Ltd	31,828
Andrew Sheret Ltd	104,562
Aon Reed Stenhouse Inc	455,536
Associated Fire & Safety Division Of Associated	63,758
BC Assessment Authority	393,999
BC Hydro	1,429,682
341234 BC LTD (Dba Microserve)	30,662
Beaver Electrical Machinery Ltd	61,407
Berk's Intertruck Ltd	32,123
Best Western Cowichan Valley Inn	37,750
Bin There Demolition	106,364
BMO Corporate Card Payments	398,808
Branda Contracting Inc	87,537
Brenntag Canada Inc	47,523
Brentwood Developments Ltd	44,678
Butler Concrete & Aggregate Ltd	29,962
C3 Mainline Inspections Inc	90,452
Canadian Linen And Uniform	41,535
Canadian Tree Services	39,722
Canadian Union Of Public Employees Local 358	207,612
Canem Systems Ltd	73,473
Capital Regional District	25,376
Caro Analytical Services	38,565
CDW Canada Inc	53,221
Centrix Control Solutions LP	28,353
Centralsquare Canada Software Inc	83,446
Charter Telecom Inc	45,646
Chemainus And District Chamber Of Commerce	27,500
Chemainus Business Improvement Association	135,522
Chinook Scaffold Systems Ltd	26,232
City of Duncan	266,836
Clean Sweep Services	70,855
Cleartech Industries Inc	175,920
Coastal Animal Control Services of BC Ltd	175,386
Coast Interior Archaeology	56,008

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Supplier Name	Total
Columbia Fuels	170,399
Copcan Civil Ltd	1,465,433
Coral Canada Wide Ltd	34,879
Cowichan Land Trust	40,600
Cowichan Exhibition Society	25,000
Cowichan Valley Regional District	11,680,192
Cowichan Trail Stewardship Society	60,721
Cowichan Band Superintendent Trust	373,575
Cowichan Valley Regional Hospital District	4,114,031
Cowichan Neighbourhood House Association	30,000
Cutting Edge Enterprises Ltd	59,322
Designed Air Systems Ltd	43,911
Donnay Development Ltd	131,363
DUNCAN PAVING - (Div of Ok Industries Ltd)	2,399,727
Duncan Curling Club	39,984
Duncan Cowichan Chamber of Commerce	34,000
Duncan Music Ltd	44,222
EB Horsman & Son	36,023
Ecofish Research Ltd	45,035
Edwards Janitorial Services Ltd	113,862
Ellison Excavating Ltd	32,542
Equitable Life	798,548
ESRI Canada Ltd	66,405
Express Custom Trailer MFG Inc	58,729
FortisBC Energy Inc	69,415
Fraser Valley Refrigeration Ltd	61,534
GFL Environmental Inc	207,839
Grant Thornton LLP	55,125
Great Pacific Consulting Ltd	79,768
Gregg Distributors Co Ltd	43,706
Guillevin International Co	54,284
Hastings Excavating Ltd	73,923
HB Harbour Management	106,205
Heatherbrae Builders Co Ltd	538,890
Heavy Metal Marine Ltd	95,239
Houle Electric Limited	230,520
HSL Automation Ltd	34,565
Hub City Glass Ltd	44,209
Iconix Waterworks	243,860
Irwin Air Ltd	32,184
Island Tractor Supply Ltd	26,649
Island Savings Insurance Services	116,812
IWC Excavation Ltd	110,467
JSF Technologies Inc	34,655
JSK Traffic Control Services Inc	325,525
Judith Cullington & Associates	50,216

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Supplier Name	Total
Keystone Creek Properties Ltd	50,000
Khowutzun Forest Services LP	74,798
Knappett Projects Inc	184,688
Krasy Joe's Property Maintenance Specialists	60,358
Lafarge Canada Inc	70,125
Lanarc 2015 Consultants Ltd	33,912
Lees & Associates Consulting Ltd	60,690
Lewkowich Engineering Associates Ltd	28,926
Libra Tree Service Ltd	28,603
LJ Bollinger Landscaping	26,715
LMNTS Project Services Inc	60,536
Madrone Environmental Services Ltd	35,557
Mb 4 Contracting Ltd	31,732
McElhanney Associates Land Surveying Ltd	34,251
Mega Tech	41,156
M2 Green Mechanical Ltd	241,409
Microsoft Licensing GP	91,415
Milestone Equipment Contracting Inc	982,396
Millstone Contracting Ltd	69,778
Millennia Research Ltd	49,958
Minister of Finance - Medical Services Plan Of	308,873
Minister of Finance - School Tax	39,634
Modus Planning Design & Engagement Inc	120,853
Monk Office	42,979
Myra System Corp	110,907
NCFD Chemainus Hall	27,772
Nutrien AG Solutions Inc	30,348
Ok Tire - Duncan Tire (1999) Ltd	44,096
Parhar Holdings Ltd	77,443
Parkland Corporation	150,795
Parksville Chrysler Ltd	25,760
Pension Corporation	2,413,616
Planet Clean Canada (A Bunzl Company)	47,127
Plante Development Ltd	27,200
Pontious Contracting Ltd	79,811
Porters Dairy Ltd	46,939
P&R Truck Centre	409,277
Questica Inc	44,347
Read Jones Christoffersen	37,076
Receiver General for Canada - Commissioner	4,612,027
Receiver General for Canada - Revenue Canada	4,237,404
Ricoh Canada Inc	89,097
Rockland Place Properties	45,888
Rocky Mountain Refrigeration Ltd	26,958
Sahtlam Sand & Gravel Ltd	36,883
Save-On-Septic Services Ltd	163,481

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Supplier Name	Total
Schaffers' Equipment Truck & Trailer Repairs	42,012
Scho's Line Painting Ltd	123,893
Scott Sylvia	78,000
Sealtec Industries Ltd	50,051
Shur-Power Electric Ltd	49,334
Softchoice Corporation	39,181
Somenos Construction Ltd	51,213
Somenos Marsh Wildlife Society	32,050
Sound Solutions Inc	28,895
Southern Railway Vancouver Island	54,649
South Vancouver Island Assessment & Referral	25,944
Stan Holman Backhoe Service	25,186
Steve Marshall Ford Lincoln Ltd	185,123
Stone Pacific Contracting Ltd	31,366
Sustainability Solutions Group	40,045
Sylvis Environmental Services Inc	52,276
TD Canada Trust - Duncan	29,178
Telus	84,663
Telus Mobility	75,203
Telus Corporation (Construction)	261,731
Tempest Development Group Inc	38,420
Tomko Sports Systems Inc	29,412
Top Line Roofing Ltd	71,484
Trail Holistics Inc	32,213
Transtide Kingsview Development Ltd	193,948
Trent Radcliffe Construction	44,579
Unitech Construction Management Ltd	749,820
Urban Systems Ltd	59,305
Vadim Computer Management Group Ltd	27,599
Vancouver Island Regional Library	1,535,901
VDA Architecture Limited	56,393
Waste Management of Canada Corporation	32,422
Waste Connections of Canada Inc	247,327
Waterhouse Environmental Services Corporation	35,924
Wiersma Wendy	28,508
Wescor Contracting Ltd	149,723
West Coast Evergreen Gardening Inc	69,708
Westwood Metals Ltd	152,225
West Coast Pre-Fab Ltd	131,401
Worksafe BC	423,096
X10 Networks	216,461
Young Anderson Barrister & Solicitors	299,974
Young Anderson Barrister & Solicitors "In Trust"	1,721,380
Total suppliers exceeding 25,000	53,253,069

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Supplier Name	Total
BC Forest Discovery Centre	25,000
Chemainus and District Chamber of Commerce	27,500
Cowichan Neighbourhood House Association	30,000
Duncan Cowichan Chamber of Commerce	<u>34,000</u>
 Total grants exceeding 25,000	 116,500
 Other suppliers under 25,000	 <u>4,001,956</u>
 Total of printed suppliers	 <u>\$ 57,371,525</u>

Prepared under the Financial Information Regulation, Schedule 1, section 7, and the Financial Information Act, section 2

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Schedule of Guarantee and Indemnity Agreements

Information on all financial guarantees or indemnity agreements for this organization is included in Note 14 c) of the Financial Statements.

Prepared under the Financial Information Regulation Schedule 1, section 5

Schedule of Severance Agreements

There was one severance agreement between the District of North Cowichan and its non-unionized employees in 2020.

This agreement represented 1 month of compensation.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6 (7)

The Corporation of the District of North Cowichan
Statement of Financial Information
For the year ended December 31, 2020

Statement of Financial Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Talitha Soldera
Director, Financial Services
June 16, 2021

Albert R.K. Siebring
Mayor
June 16, 2021

A photograph of a person in a blue and red kayak on a calm body of water. The person is wearing a life vest and a hat. The shoreline is rocky and covered with green moss. In the background, there is a forested hill and a small town. The image is split diagonally, with the top right corner being white and the bottom left corner being blue.

2020 ANNUAL REPORT

Municipality of North Cowichan, BC
For the year ended December 31, 2020



MUNICIPALITY OF NORTH COWICHAN 2020 ANNUAL REPORT

For the year ended December 31, 2020

The Annual Report is produced by the Financial Services Department and the Communications and Public Engagement Department in cooperation with all other departments.

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A MESSAGE FROM THE **MAYOR**



To say that 2020 was an unusual year would be the height of understatement. In many ways, both globally and locally, the year was defined by the COVID-19 pandemic and our collective response to it. As you read through this Annual Report, I urge you remember that everything we achieved during the year was done within a context where our staff were mostly working from home, while Council was operating in new and unprecedented ways, all amid a lot of uncertainty.

When the pandemic was first declared, we closed our playgrounds, recreational facilities, and Municipal Hall. We held a brief Council meeting on March 18 in which we suspended all further meetings of Council until we could get some clarity on how to move forward. Subsequently, we saw an amazing response from staff; critical technological infrastructure was up and running very quickly and we were once again able to conduct Municipal and Council business. Council meetings resumed in April, and all subsequent meetings were held virtually for the balance of the year. Residents were still able to participate, provide input, and ask questions.

Due to the economic uncertainty in the early days of the pandemic, Council re-examined its budget priorities and reduced the proposed tax increase to 1.41%, with a focus on recovery budgets for the following years. This reduction included a short-term 10% pay cut for Mayor and Council. And yet, in spite of the overall budget reductions, we made noteworthy progress towards the key actions in our Council Strategic Plan.

2020 saw the launch of our Official Community Plan public engagement, which included a notable response to our public survey. This helped us develop a clear vision and goals for the OCP review. We also launched our BC Energy Step Code Incentive program, an initiative to help reduce our overall carbon footprint in support of our Climate Action goals.

We improved processes to give residents added options and flexibility to do business with us. This included a new electronic application process for building permits and development applications, and the launch of online credit card payments for dog licences.

We continued to focus on developing strong relationships with our Indigenous neighbours, including a reconsideration of our approach on the Forestry Review. On that file, we enacted a pause on the public consultation process in July in order to facilitate government-to-government engagement with the Cowichan Nation to help us better understand their interests in the Municipal Forest Reserve.

I am particularly proud that we made significant progress in 2020 towards replacing the deteriorating North Cowichan-Duncan RCMP detachment. Electors approved the borrowing of funds to construct the new facility, and we held a ceremonial groundbreaking in August to mark this important and significant step forward.

I commend Mr. Swabey, his staff, and members of Council for their ability to embrace the unique challenges of the year within a context where delivering exceptional service to the community was always top of mind.

A stylized, handwritten signature in black ink, appearing to read 'Al Siebring'.

Mayor Al Siebring

A MESSAGE FROM THE CAO



I am pleased to present the Municipality of North Cowichan's 2020 Annual Report. This past year presented challenges for our organization, challenges that we have not seen before, but it also gave us the opportunity to be innovative while continuing to serve the community during the COVID-19 pandemic.

At the outset of the pandemic, we transformed dozens of business processes in order to meet the needs of staff and citizens, when Municipal Hall closed temporarily and we shifted many office staff to working remotely from home. The investment made in our IT infrastructure allowed staff to work remotely and has improved, immensely, our business continuity during the pandemic and for future service delivery interruptions we may experience. A key objective in our Operational Strategic Plan is that the health and safety of employees is embedded in our core business and culture, and that was incredibly evident in 2020. A significant number of precautionary measures were immediately put in place to protect the health and safety of front-line and on-the-ground staff, our essential workers who continued to work on site to maintain core infrastructure and to serve residents. These organizational changes responding to Public Health Orders and business processes required strong leadership from the Senior Leadership Team.

Despite the challenges we saw in 2020, we had many successes. After a brief pause with public meetings and public engagement, we resumed these activities through digital means, advancing many of Council's strategic priorities. The Municipality stretched its internal resource capacity to support this rapid business transformation from face-to-face to electronic service delivery; Council meetings and Committee of the Whole meetings resumed electronically, as did Public Hearings, workshops, online open houses, and webinars all continued, albeit digitally, for our Official Community Plan public engagement, Step Code Incentive Program, Climate Action and Energy Plan, and more.

I am thrilled to report that we made significant strides in 2020 towards updating and modernizing two key municipal facilities. Replacing the aging North Cowichan-Duncan RCMP detachment is one of our top priorities, and a considerable milestone was achieved in 2020 when we obtained elector approval to borrow the funds necessary to construct the new detachment. Construction is underway and should be complete in late 2022.

A major retrofit and expansion of the Cowichan Aquatic Centre, made possible through a \$2.377 million Federal Gas Tax Grant, was completed in 2020. This project delivers the community many improvements including an expanded competitive pool deck, gym, group fitness rooms, and spin room; along with new folding bleachers and an additional accessible change room. The project was carried out during the facility closure due to COVID-19, minimally impacting staff and patrons.

A year of incredible change that came with incredible learning, 2020 is not one that we will ever forget. I am so proud of the resiliency shown by staff and their unwavering commitment to our community during this time of crisis and uncertainty. I know that everything we learned and accomplished this year has made us stronger and has set us up for many more successes down the road.

A handwritten signature in black ink, appearing to read 'Ted Swabey', with a stylized, flowing script.

Ted Swabey



COMMUNITY PROFILE

North Cowichan is located on the east coast of Vancouver Island in the Cowichan Valley Regional District. It is centrally located between the cities of Victoria to the south, and Nanaimo to the north. Vancouver is located to the east, separated by the Salish Sea. Spanning 195 square kilometers, North Cowichan is the largest District Municipality by area on Vancouver Island. **A community of communities**, North Cowichan is made up of several unique communities that include **Chemainus, Crofton, Maple Bay**, and the **South End** which is comprised of smaller neighbourhoods that are centered around the greater-Duncan area.

North Cowichan's approximately 30,000 residents enjoy all the pleasures of a relaxed, active lifestyle in a mostly rural setting which also affords many of the amenities of city life. North Cowichan offers the best of both worlds, making it one of the most desirable places to call home. The incredible landscape and location can be attributed to North Cowichan quickly becoming known as a hub for recreation, sports, and eco-tourism.



29,676

Total population (2016)



0-14 14.6%



15-64 60.4%



65+ 24.9%

Average
age
45.8



\$64,169

Median family income (2015)

The Municipality of North Cowichan



Chemainus

Artisan hub, renowned Chemainus Theatre, fishing and swimming at Fuller Lake, Old Town, Waterwheel Park and high school and elementary school.



Crofton

1.5km oceanfront seawalk, warm, swimmable waters at Osborne Bay Park, easy, 20-minute ferry to Salt Spring Island, outdoor community pool (summer), easy access to Maple Mountain and an elementary school.



Maple Bay and Genoa Bay

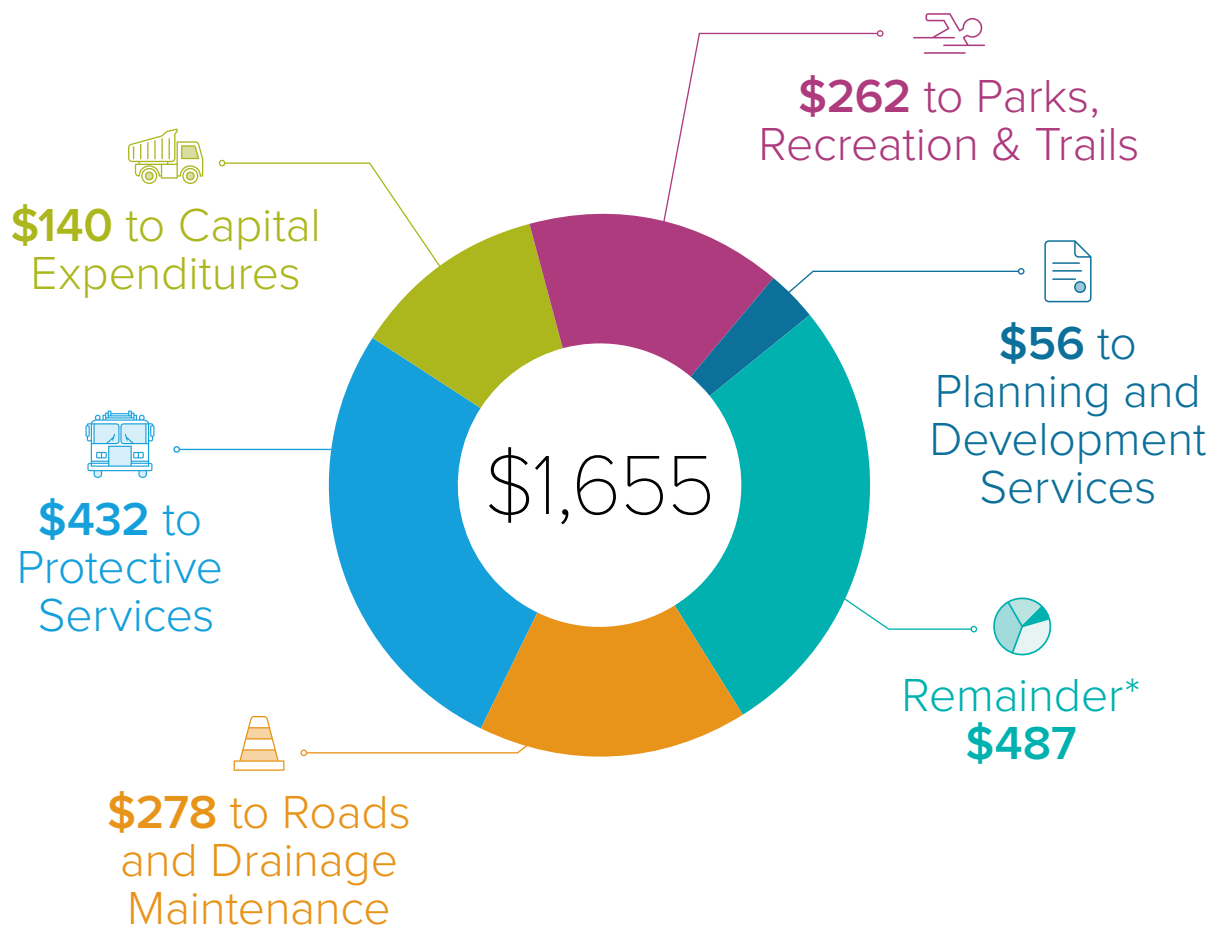
Seaside villages, marinas, beach walking, easy access to hiking and mountain biking at Mount Tzouhalem, Maple Mountain and Stoney Hill Park.



South End

Urban meets rural with Saison Market Vineyard, the Duncan Farmers Market, local vineyards, brewpubs and distilleries and the community's retail hub in downtown Duncan. Also home to Cowichan Campus of Vancouver Island University, Queen Margaret's School and Cowichan High School.

Breakdown of Municipal Tax for 2020:



A homeowner in North Cowichan whose home had an average assessed value of \$473,578 paid **\$1,655** in *municipal* property taxes in 2020.

*General government, Debt repayment, Library services, Reserve fund, and Energy and environment.





MAYOR AND COUNCIL

The Municipality of North Cowichan is governed by an elected Mayor and six Councilors, each elected for a four-year term. The current Council was elected in the fall of 2018 for the 2018-2022 term. The responsibility of municipal governments is set out in the Community Charter, mandating Council set the direction and adopt the

policies and budget to guide our community. Our Council meets regularly, on the first and third Wednesday of every month. Residents are encouraged to attend (virtually, for the time being) all open meetings. Council encourages public participation and feedback to foster two-way dialogue and open, participatory governance.



Al Siebring
Mayor



Rob Douglas
Councillor



Christopher Justice
Councillor



Tek Manhas
Councillor



Kate Marsh
Councillor



Rosalie Sawrie
Councillor



Debra Toporowski
Councillor



COUNCIL'S STRATEGIC PLAN

2020 was a year of change and adaptation. While everything paused early in 2020 in reaction to the global pandemic, Council soon found their bearings and made good progress on the priorities outlined in their 2019-2022 Council Strategic Plan. The Plan sets out several years' worth of projects and initiatives to realize Council's vision and objectives, based on the following strategic priorities: **Engagement**, **Housing**, **Environment**, **Economy**, **Community**, **Service**, and **Inclusion**.

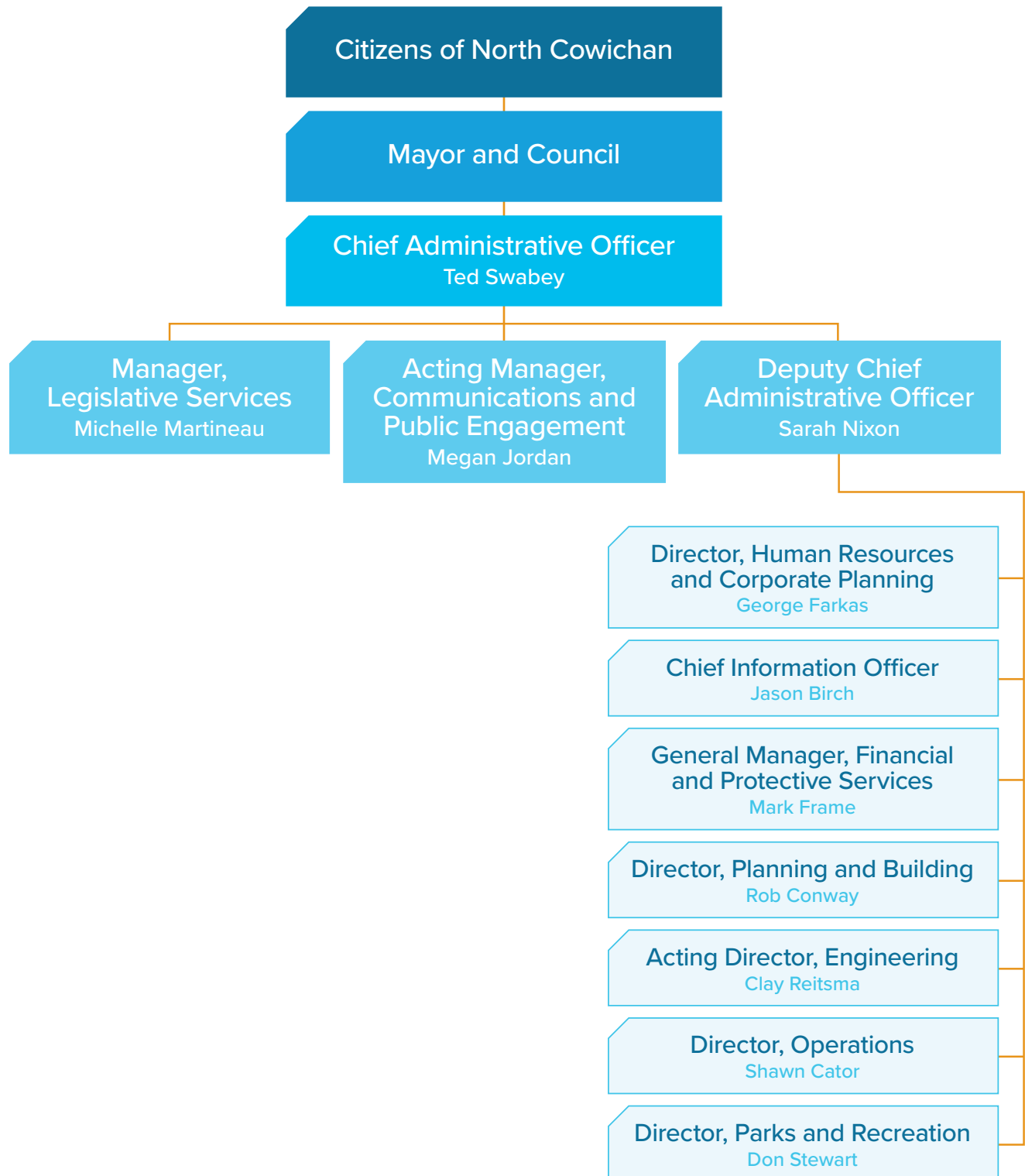
The Council Strategic Plan serves as a critical foundation for decision making; budgeting; annual work and project planning; workforce planning; and performance measurement

and performance management. In March 2020, Council adopted the Council Strategic Plan Administrative Policy, which establishes a clear process to support Council's oversight role of monitoring staff progress towards implementing the Strategic Plan. Under the policy, staff will provide quarterly updates to Council by March 31, June 30, September 30, and December 31 of each year to outline progress towards meeting the Strategic Plan's objectives.

This Annual Report highlights, beginning on page 17, the progress made within each of Council's strategic priority areas, from January 1 through December 31, 2020.

ORGANIZATIONAL STRUCTURE

as of December 31, 2020





COUNCIL'S STRATEGIC PRIORITIES

Our 2020 Annual Report highlights successes of each council priority area, key performance indicators, and progress. Here's a look at what we did in 2020.

ENGAGEMENT

HOUSING

ENVIRONMENT

ECONOMY

COMMUNITY

SERVICE

INCLUSION



ENGAGEMENT

The year began with a number of milestones achieved to move forward significant public engagement projects; Council approved the plan for the public engagement on the future of the Municipal Forest Reserve, awarded the contract for the Official Community Plan project, and recruited and selected Working Group members for the forestry engagement.

Responding to the COVID-19 pandemic in early spring altered these processes, but the organization quickly shifted to delivering services electronically, and engagement continued, albeit virtually.

An important step towards Council's goal in developing strong relationships with Indigenous peoples was the facilitation of government-to-government consultation with the Cowichan Nation so we could better understand their issues and interests in the Municipal Forest Reserve, which is located on the traditional territories of seven local First Nations. This resulted in a pause on the public engagement process, but Council agreed was necessary and important to respect the Indigenous right to self-governance and to consult First Nations in a meaningful way. Consultation with First Nations continued with other projects during this time: the Official Community Plan project, the Joint Utilities



Board Sewage Treatment Plant Outfall Relocation project, and ongoing work with the Halalt First Nation to resolve flooding issues.

To best address the needs of Cowichan residents during this challenging year, we collaborated on a regional approach to tackling the COVID-19 pandemic through a Regional Emergency Operation Centre, working closely with our local government partners. We participated on the COVID-19 Task Force for Vulnerable Populations, creating temporary tent sites to house vulnerable, homeless, and precariously housed persons.

Continued discussions with other levels of government occurred throughout the year, resulting in many accomplishments: a deferred property tax deadline and reduced penalties to support those struggling most during the pandemic, and numerous successful grants including a \$4.4 million COVID-19 Safe Restart Grant for 2020-2022.



16%
increase in reach
on social media

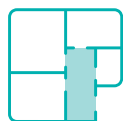


53
official media releases
were issued



HOUSING

We continued to see housing affordability and supply issues in 2020, much like recent years.



107
new lots
created by
Subdivisions

Active steps towards addressing these problems continued, despite the added challenges of the pandemic. Working closely with the Cowichan Housing Association on homelessness and affordability, a housing project with B.C. Housing was approved that will provide 51 new permanent, low-barrier and supportive homes at 2983 Drinkwater Road.

After a brief pause early in the pandemic, the Planning, Building, and Engineering teams quickly resumed accepting and processing building, subdivision, and development applications. A new digital building permit process was developed allowing applicants to apply, pay for, and receive a building permit without the need to meet in-person, meeting the demands of the community while adhering to provincial health regulations.



We continued to work closely with the Community Land Trust Foundation on two affordable housing projects, one on Sherman Road in the South End, and the other on Willow Street in Chemainus. Council approved leases and housing agreements for both sites in late 2020, which will have a mixture of townhouse, apartment, and accessible units with 92 residential units on Sherman Road and 22 on Willow Street.



221

new dwelling units
authorized by
building permit

151

single family building
permits issued.
The remainder were
secondary suites,
duplexes and multi-family
dwellings.



19

subdivision
applications
approved



301

building permits
issued



ENVIRONMENT

Building on Council's commitment to apply an environmental lens to all major projects, this priority area reaches all corners of the organization and saw much progress this year.



1,374
downloads
of the MNC
Curbside App

Work on updating the Climate Action and Energy Plan continued, with the goal of modelling emissions and developing strategies to achieve a target of an 80% reduction in Green House Gas emissions (GHGs). Community engagement took place, through digital means, and gathered feedback on potential emissions reduction strategies. The project will continue into 2021, with the results anticipated to help inform environmental policies in the concurrent Official Community Plan update, and other future projects.

The Joint Utilities Board Sewage Outfall Relocation Project continued to make significant progress in 2020. Consultation with six First Nations regarding the location of the outfall terminus to Cowichan Bay reached completion, while conversations with First Nations about the pipe route (land and marine components) continues.



47,722 trees planted
in the Municipal Forest Reserve

Public engagement on the proposed marine and land pipe routes began in 2020, targeted at those who could be most affected by the potential route. The contract for the Receiving Environment Monitoring Program (REMP) was awarded, and the RFP for design consultants for design of the new pump, land-based pipe, and marine-based pipe closed December 31. The goal of moving the outfall terminus to a location in deeper water will benefit our partnership with indigenous government, and have a positive impact on the Cowichan River estuary.

We adopted the BC Energy Step Code, and an incentive program, in an effort to further support our environmental priorities. GHG emissions from residential buildings contribute 7.5% to community-wide emissions, and 14% of non-industrial community emissions. Early participation in the Step Code program is expected to have a positive effect on the energy efficiency of North Cowichan's building stock by encouraging a higher energy

efficiency standard in advance of mandatory requirements. This is expected to help reduce our overall carbon footprint.

A renewed focus on waste reduction education was implemented this year, beginning with a new recycling contract, and a requirement for the contractor to complete curbside inspections with the goal of reducing contamination. The number of recycling and composting facilities in the municipality expanded, and a social media campaign focused on waste reduction education commenced.

The year ended with Council reinstating the Environmental Advisory Committee (EAC), with recruitment of volunteers beginning in December. Once formed in the New Year, the EAC will provide valuable advice on corporate planning to reduce GHG emissions within our community; other environmental matters, such as natural areas, watershed protection, air quality, climate adaptation; and any emerging issues referred by Council.



ECONOMY

North Cowichan strives to have a prosperous municipality where we attract and retain great talent and sustainable businesses, and have opportunities for all.

2020 required flexible and innovative practices to ensure local businesses could keep their doors open safely. In spring of 2020, Council directed staff to expedite requests for patio and other outdoor expansion permits for the food service industry who relied on this seating to stay open and serve guests.

Given the financial impacts to residents and local business owners during the COVID-19 pandemic, we also adopted an Alternative Municipal Tax Collection Scheme Bylaw that postponed the penalty deadline for paying property taxes by three months, providing relief and some financial breathing room for taxpayers.



A planned retrofit and expansion of the Cowichan Aquatic Centre took place during the summer months, while the Cowichan Aquatic Centre was closed to patrons due to public health orders. The renovation was almost entirely funded through a \$2.377 million Federal Gas Tax Grant, minimizing impact to taxpayers. Upgrades included approximately 1,000 square feet of additional space in the fitness area, foldout bleachers for swim competitions, increased deck space, and a second accessible change room. The expanded pool deck and user group space will allow us to bid on more competitive opportunities and enhance our ability to attract more sports tourism.

Late in the year, we were notified that the Municipality received a \$4.4 million grant from the Ministry of Municipal Affairs and Housing under the Local Government COVID-19 Safety Restart Grant. The funds will help North Cowichan cover increased operating costs and decreased revenues due to the COVID-19 pandemic, rather than increasing taxes to cover shortfalls. In 2020, that meant that approximately \$610,000 was used to cover revenue shortfalls at the Cowichan Aquatic Centre and Fuller Lake Arena, and \$681,000 was used to cover the additional operating expenses incurred in as a result of the pandemic. The remaining funds were transferred into the COVID-19 Safe Restart Grant Reserve Fund, and will be used in future year's budgets to offset additional expenditures related to effects of the pandemic.



264 new business
licences in 2020



COMMUNITY

The global pandemic and provincial health orders meant that residents stayed close to home and within their own communities for most of the year, as we have never seen before.

While recreational facilities were required to close down, the Municipality's southern west coast location provided the ideal setting for year-round outdoor recreation. Our municipally sanctioned trails remained open throughout the pandemic providing outdoor spaces for residents to recreate responsibly.

The demand and number of users on our trail systems was higher than ever before. Residents seeking fresh air and social connection flocked to the trails within our parks and the Municipal Forest Reserve, and we responded by making accommodations and managing volume of visitors (approximately 40% more than 2019) to ensure adherence to physical distancing requirements.



We strive for safe, inclusive and inspiring neighbourhoods, and so the concerns in our communities around homelessness, addiction, and the opioid crises remain a key priority. We continued to implement the Safer Community Plan, in collaboration with other regional leaders. Temporary tenting sites were provided in the Fuller Lake Arena parking lot to support vulnerable, homeless, and precariously housed persons. The Cowichan Leadership Group also continues to lobby the provincial government to help address the opioid crisis.

A major project identified in the 2011 Chemainus Revitalization Plan, the Chemainus Road construction project neared completion in 2020. The project included many improvements to this arterial route for the community of Chemainus, including new underground servicing and a new roundabout at River Road to ease congestion and to help the flow of traffic into and out of Chemainus. The establishment of paved bike lanes meets our goal of maintaining opportunities for multi-modal transportation. Additional improvements included new sidewalk, newly paved roadway, landscaping and rain gardens, new signage, and new fencing on the east side of Chemainus Road.



67,000
drop-in visits to the
Cowichan Aquatic Centre



912
rental hours at
Fuller Lake Arena



Substantial progress to update North Cowichan's Official Community Plan (OCP) took place this year, including awarding the contract for the project to MODUS, who initiated engagement planning early in 2020. At the onset of the pandemic, Council made the difficult decision to pause all public engagement processes for 90 days to allow the Municipality to respond to the emerging global crisis. In May, however, this decision was rescinded with a revised plan to proceed with engagement

focused on digital means. A community-wide survey launched in late summer that sought to capture residents' vision for the future. With a positive response rate of nearly 1,000 people, the input captured in the survey will help to shape the draft vision and goals of the updated OCP. A gap analysis technical review was also completed, and the community character mapping process began.



25km
of sanctioned
recreational trails were
added in the Municipal
Forest Reserve







SERVICE

Providing a high level of service to our communities is at the core of what we do, and is essential for achievement of all other priorities. The shift in business processes in response to the pandemic was unprecedented for the Municipality, but being able to deliver essential services was our top priority.

Various new procedures were quickly established to allow for Council meetings, Public Hearings and virtual engagement processes to continue during COVID-19, despite the inability to meet in person. The 2021 Budget Committee of the Whole meetings were made available to the public for electronic (online and telephone) participation, and were promoted to raise awareness of the budget process including how residents could participate in it.

Examining the manner in which municipal services could be safely delivered greatly affected our Information technology (IT) department, who had to quickly pivot in order to support dozens of staff who were now required to work from home. New infrastructure, new software and programs, and new processes were essential and a top priority so that we could continue to serve citizens and meet the needs of the public.



We implemented a new system to accept online credit card payments for dog licence renewals and business licence payments, giving residents more options and the ability to do municipal business from home.

Delivering protective services to our communities is a crucial element of our municipal operations. The current North Cowichan-Duncan RCMP detachment no longer meets the needs of the police officers and employees, current building standards, or health, safety and security requirements, and requires replacement. An Alternative Approval Process (AAP) was held this year to seek elector approval to borrow the funds, an estimated \$40,000,000, to build a new facility. The AAP was successful with just 4.6% of estimated electors validly submitting elector response forms. Construction will begin in 2021, and should be complete in the fall of 2022.

A review of RCMP service levels commenced in 2020, starting with a Council workshop

to identify Council's objective and desired outcomes of the review, and to identify the scope of work to be undertaken by a consultant. The project involves both a financial review and a community safety response model gap analysis, both of which will be complete in 2021.

Recognizing the great work of staff, and supporting them during a challenging year was also a pivotal part of 2020. A temporary intranet was launched in order to best communicate with staff, both on and off the network. We developed an employee health and well-being resource page on the intranet, and over 35 COVID-19 safety guidelines. The closure of North Cowichan's recreational facilities in March resulted in laying off many recreation staff, however, we developed a redeployment program so that these staff members had an opportunity to perform alternate work. With the reopening of Cowichan Aquatic Centre and Fuller Lake Arena in the fall, many of these staff are now back to their regular duties.



2,722 calls for service received
by our Operations Department



Water

280 km of water mains

2 major watersheds

8 domestic water booster pump stations

5 dams

14 reservoirs



Road and Sidewalk Maintenance

280 kms of roads

237 kms of sidewalks

150 kms of ditching

160 kms of storm pipes

1,000 culverts to maintain



0

work safe
orders



2,451

initial human resources/
health and safety
service requests



67 Freedom
of Information
Requests

100% CLOSED WITHIN 30 DAYS

83 Council and
Committee of the
Whole meetings in
2020, generating over
29,511 pages produced
to support Council and
Committee meetings



4,772 Information Technology
Help Desk Tickets opened

4,269 TICKETS CLOSED



1,489 job
applications
processed



109 job
interviews
conducted

59
vacant
positions
filled

4%
exempt
employee
turnover



INCLUSION

In late 2020, the Municipality began reporting out on initiatives that contribute to Council's Strategic Plan commitment to maintain and strengthen the Municipality as an economically thriving and sustainable community of unique and inclusive towns and neighbourhoods.

As such, we have added this new **Inclusion** section into the 2020 Annual Report.

There has been an increased focus and effort to engage with those we do not usually hear from such as youth, seniors, newcomers, and others. We have begun doing so through, for example, the utilization of captions in social media videos for those who may have a hearing impairment and increased usage of radio ads to more effectively reach out to members of the community who may struggle with literacy or not have access to a computer or the newspaper. The Municipality has also commenced reviewing its existing human resources policies and procedures to support diversity and inclusion within the Municipality.







FINANCIAL REPORT



REPORT FROM THE DIRECTOR OF FINANCIAL SERVICES

Mayor and Council
District of North Cowichan

Your Worship and Members of Council,

I am pleased to present the District of North Cowichan's 2020 Annual Financial Report for the fiscal year ended December 31, 2020, as required by section 98 of the Community Charter.

This report includes the auditor's report, the 2020 financial statements, and supplementary information for the District of North Cowichan.

The Consolidated Financial Statements are the responsibility of the management of the District of North Cowichan and were prepared by municipal staff in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and have been applied on a basis consistent with that of the preceding year.

The District maintains a system of internal accounting controls designed to safeguard the assets of the Corporation and to provide reliable financial information. We confirm and test these systems on a cyclical basis by contracted audit services.

The audit firm KPMG was appointed by Council and is responsible for expressing an opinion as to whether the consolidated financial statements fairly present the financial position of the District of North Cowichan and the results of its 2020 operations.

The 2020 audited financial statements were presented to and approved by Council.

As of December 31, 2020, the District had accumulated surplus of \$329 million, an increase of \$21 million for the year. This is largely composed of net investments in tangible capital assets (\$285 million), which includes land, roads, buildings, utility assets and park infrastructure. Debenture debt decreased by \$1.4 million to \$17.6 million. Principal repayments were \$1 million and the actuarial adjustment to debt was \$0.4 million.

Consolidated revenues increased by \$12.5 million from \$57.3 million to \$69.8 million. The increase is largely due to developer contributions. Expenses decreased by \$1.2 million from \$50.1 million to \$48.8 million, due largely to temporary closures of recreation facilities and curtailment of forestry operations throughout the year.

Capital expenditures for the year were \$12.1 million (2019 - \$6.6 million), including \$0.9 million on water capital, \$0.3 million on sewer capital, \$2.2 million on the new RCMP precinct, \$0.1 million on information technologies, \$4.3 million on roads projects, \$0.4 million on vehicles and equipment, \$0.4 million on drainage projects, \$2.6 million on the Cowichan Aquatic Centre renovation and equipment, \$0.2 million on parks projects, \$0.1 million on building upgrades, \$0.3 million on fire trucks and equipment and \$0.3 million on the Fuller Lake Arena.

Overall capital expenditures were under budget by \$13.5 million. This was due to projects being incomplete or postponed during the year, which is in large part due to the uncertainties related to the COVID-19 pandemic. The Sportsplex Field House project (\$1.4 million) was delayed due to site planning and design delays. \$1.3 million of roads projects were postponed due to archeological studies or scope changes such as the Canada Avenue complete streets project and Murchie Road construction. \$0.5 million of roads projects were delayed due to delays in related projects such as the New RCMP precinct. The new RCMP building construction was under budget by \$4.1 million due delays regarding the final decisions on the building and site works designs and materials. \$1.7 million of water projects were postponed including the \$0.6 million water main from Beverly Street to Drinkwater Road and \$0.5 million for the Smiley Road water main replacement. \$1.2 million of sewer projects were postponed. \$0.9 million of building upgrades and maintenance were postponed due to design and feasibility study delays.

In 2020, North Cowichan's budget for tax-supported capital was \$2.8 million. This amounted to 9% of 2020 property taxes allocated to general capital compared to 12.4% in 2019. Council deferred capital contributions for 2020 in direct response to the COVID 19 pandemic in an effort to help reduce the tax increase for struggling tax payers. Council's Revenue, Tax and Budget Policy adopted in 2010 requires adequate capital funding of 10-15% of property tax revenues. Council will gradually increase the contribution over the next few years to be back on target with this policy.

Respectfully,



Talitha Soldera, CPA, CGA
Director of Financial Services
May 6, 2021

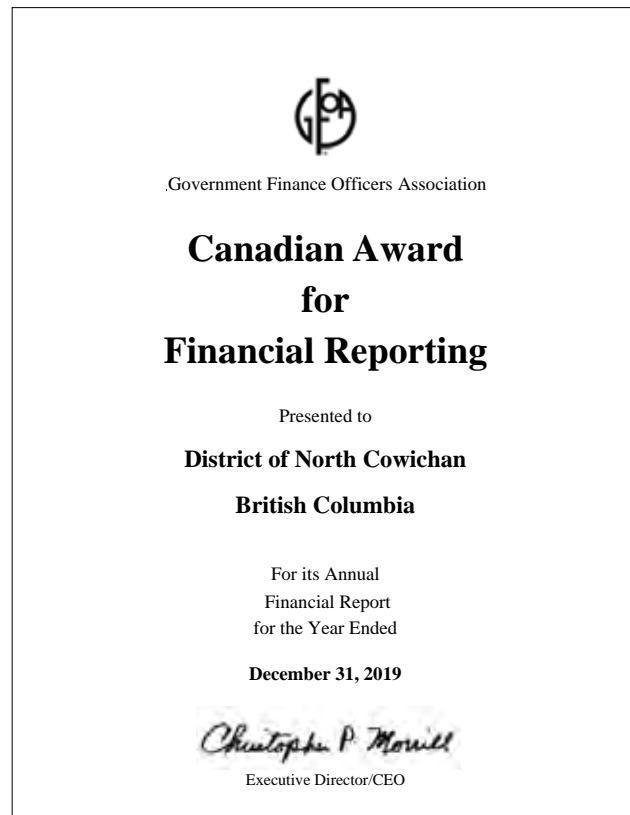
FINANCIAL REPORTING AWARD

Canadian Award For Financial Reporting

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the District of North Cowichan for its Annual Report of the fiscal year ended December 31, 2019. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles, and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



**The Corporation of
The District of North Cowichan**

CONSOLIDATED FINANCIAL STATEMENTS

(Audited) December 31, 2020



STATEMENT OF RESPONSIBILITY

The accompanying consolidated financial statements are the responsibility of the management of the District of North Cowichan and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative control designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The North Cowichan Municipal Council met with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters before approving the consolidated financial statements.

KPMG LLP, as the Municipality's appointed external auditors, has audited the consolidated financial statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the consolidated financial statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian public sector accounting standards.



Talitha Soldera, CPA, CGA
Director of Financial Services
May 13, 2021



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800-730 View Street
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Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councilors of the Corporation of the District of North Cowichan

Opinion

We have audited the consolidated financial statements of the Corporation of the District of North Cowichan (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2020
- the consolidated statement of operations for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2020 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter – Comparative Information

The financial statements for the year ended December 31, 2019 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 6, 2020.

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Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.



Chartered Professional Accountants

Victoria, Canada
May 12, 2021

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2020, with comparative figures for 2019

	2020 ACTUAL	2019 ACTUAL
Financial Assets		
Cash (Note 4)	\$ 2,251,706	\$ 2,266,463
Temporary investments (Note 4)	84,720,075	73,350,782
Accounts receivable (Note 5)	5,809,101	3,469,410
Deposit - Municipal Finance Authority (Note 9)	399,945	391,881
	93,180,827	79,478,536
Financial Liabilities		
Accounts payable and Accrued liabilities (Note 6)	9,066,329	4,657,259
Employee future benefits and compensation payable (Note 2)	3,719,981	3,901,220
Unearned revenue (Note 8)	7,230,049	5,826,092
Reserve - Municipal Finance Authority (Note 9)	399,945	391,881
Restricted reserves (Note 11)	13,599,768	11,848,893
Debenture debt (Note 13)	17,563,984	19,012,952
	51,580,056	45,638,297
Net Financial Assets	41,600,771	33,840,239
Non-Financial Assets		
Tangible capital assets (Schedule X)	284,742,467	271,565,986
Inventory of supplies (Note 2)	525,752	539,943
Prepaid items	203,425	121,490
Property acquired for taxes (Note 2)	2,341,177	2,341,505
	287,812,821	274,568,924
Accumulated Surplus (Note 15)	\$ 329,413,592	\$ 308,409,163

Commitments and Contingent Liabilities (Note 14)

Approved by:



Talitha Soldera, CPA, CGA
Director of Financial Services

See accompanying notes to the financial statements.

CONSOLIDATED STATEMENT OF OPERATIONS

As at December 31, 2020, with comparative figures for 2019

	2020 BUDGET (Note 16)	2020 ACTUAL	2019 ACTUAL
Revenues			
Taxation (Schedule I)	\$ 37,219,879	\$ 37,240,736	\$ 36,103,076
Sales of services (Schedule II)	9,313,122	9,268,220	11,525,631
Other revenue from own sources (Schedule III)	1,554,097	1,699,830	1,964,092
Return on investments	635,892	1,126,420	1,401,890
Grants and government transfers (Schedule IV)	6,058,460	8,977,994	3,286,917
Collections from developers and others	1,118,051	11,080,199	2,595,164
Actuarial adjustments to debt	-	433,412	379,897
Net gain on sale of tangible capital assets	-	-	63,759
	55,899,501	69,826,811	57,320,426
Expenses			
General government services (Schedule V)	6,321,285	6,002,079	6,043,676
Protective services (Schedule VI)	10,821,899	10,370,277	10,015,012
Engineering and public works (Schedule VII)	10,980,878	10,643,521	10,400,515
Environmental health services (Schedule VIII)	1,835,350	1,990,348	1,746,068
Forestry	1,126,170	849,501	1,328,549
Community development	1,309,898	1,168,202	1,168,797
Recreation and cultural services (Schedule IX)	10,450,477	9,449,782	10,832,246
Water	4,279,212	4,687,674	4,614,827
Sewer	4,747,562	3,660,999	3,978,588
	51,872,731	48,822,383	50,128,278
Annual Surplus	\$ 4,026,770	21,004,428	7,192,148
Accumulated surplus, beginning of year (Note 15)		308,409,164	301,217,015
Accumulated surplus, end of year (Note 15)		\$ 329,413,592	\$ 308,409,163

See accompanying notes to the financial statements.

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

As at December 31, 2020, with comparative figures for 2019

	2020 BUDGET (Note 16)	2020 ACTUAL	2019 ACTUAL
Annual Surplus	\$ 5,140,023	\$ 21,004,428	\$ 7,192,148
Acquisition of tangible capital assets	-	(12,203,177)	(6,707,957)
Contributed tangible capital assets	-	(10,866,949)	(2,411,588)
Amortization of tangible capital assets	9,757,400	9,852,916	9,569,240
Net gain on sale of tangible capital assets	-	-	(63,759)
Net loss on sale of tangible capital assets	-	(3,144)	15,963
Proceeds on sale of tangible capital assets	-	15,842	70,074
Write-downs of tangible capital assets	-	28,032	124,817
	9,757,400	(13,176,480)	596,790
(Increase) decrease in prepaids	-	(81,935)	54,001
Decrease (increase) in inventories	-	14,191	(673)
Decrease in property acquired for taxes	-	328	-
	-	(67,416)	53,328
Change in net financial assets	13,784,170	7,760,532	7,842,266
Net financial assets at beginning of year	33,840,238	33,840,239	25,997,973
Net financial assets at end of year	\$ 47,624,408	\$ 41,600,771	\$ 33,840,239

See accompanying notes to the financial statements.



CONSOLIDATED STATEMENT OF CASH FLOWS

As at December 31, 2020, with comparative figures for 2019

	2020 ACTUAL	2019 ACTUAL
Operating transactions		
Annual surplus	\$ 21,004,429	\$ 7,192,149
Non-cash items included in surplus:		
Amortization	9,852,916	9,569,240
Actuarial adjustment to debt	(433,412)	(379,897)
Write-downs of tangible capital assets	28,032	124,817
Net gain on sale of tangible capital assets	-	(63,759)
Net loss on sale of tangible capital assets	(3,144)	15,963
Contributed tangible capital assets	(10,866,949)	(2,411,588)
	19,581,872	14,046,925
Accounts receivable	(2,339,691)	75,134
Inventory of supplies	14,191	(673)
Prepaid items	(81,937)	53,996
Property acquired for taxes	328	-
Accounts payable	4,409,070	(185,811)
Employee future benefits and compensation payable	(181,239)	89,820
Unearned revenue	1,403,957	(160,860)
Restricted reserves	1,750,875	1,680,614
Cash provided by operating transactions	24,557,426	15,599,145
Capital transactions		
Proceeds on sale of tangible capital assets	15,842	70,074
Cash applied to acquire tangible capital assets	(12,203,177)	(6,707,957)
Cash applied to capital transactions	(12,187,335)	(6,637,883)
Investing transactions		
Temporary investments	(11,369,293)	(9,400,396)
Cash applied to investing transactions	(11,369,293)	(9,400,396)
Financing transactions		
Repayment of debenture debt	(1,015,555)	(1,014,571)
Cash provided by financing transactions	(1,015,555)	(1,014,571)
Change in cash and cash equivalents	(14,757)	(1,453,705)
Cash and Cash equivalents, beginning of year	2,266,463	3,720,168
Cash and Cash equivalents, end of year	\$ 2,251,706	\$ 2,266,463

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. GENERAL

The Corporation of the District of North Cowichan (the Corporation) was incorporated in 1873 under a statute of the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The principal activities include community development, parks and recreation, police and fire protection, road transportation, forestry management, cemetery, solid waste, water utility, sewer utility, and fiscal services.

The spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, include travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

In March 2020, the District closed all Municipal recreational facilities, closed the Municipal Hall to the public and moved to essential service provision only in response to the COVID-19 pandemic. Management is currently assessing the risk to the organization and developing plans to respond to those risks. This includes revising financial plans to consider the impacts related to COVID-19 on all areas of the District.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time.

2. SIGNIFICANT ACCOUNTING POLICIES

It is the Corporation's policy to follow Canadian public sector accounting standards and to apply such principles consistently. The following is a summary of the Corporation's significant policies:

a) BASIS OF PRESENTATION

These consolidated financial statements consolidate the following operations:

- General Capital Fund
- General Revenue Fund
- Reserve Fund
- Water Systems Capital Fund
- Water Systems Revenue Fund
- Sewer Systems Capital Fund
- Sewer Systems Revenue Fund

The Corporation has an interest in a significant cost sharing arrangement: the Duncan - North Cowichan Joint Utilities Board. Adjustments have been made to these consolidated statements to include the Corporation's proportionate share of assets, liabilities and net revenues over expenditures of the administrative body at approximately the following percentage:

Duncan-North Cowichan Joint Utilities Board **53.69%**
Interfund transactions and balances have been eliminated

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

b) BASIS OF ACCOUNTING

The Corporation follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the delivery of goods or services and/or upon the creation of a legal obligation to pay. Expenses paid in the current period and attributable to a future period are recorded as prepaid.

c) CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash on deposit in qualifying institutions as defined in the Community Charter.

d) INVESTMENTS

Investments are recorded at cost which at December 31, 2020, would approximate market value. Investments consist of cash on deposit in the Municipal Finance Authority ("MFA") investment funds that are highly liquid, readily convertible to cash, and are subject to an insignificant risk of change in value.

e) LIABILITY FOR CONTAMINATED SITES

The Corporation recognizes a liability for remediation of a contaminated site when the site is no longer in productive use or an unexpected event resulting in contamination has occurred and the following criteria are satisfied: contamination exceeds an environmental standard, the Corporation is either directly responsible or has accepted responsibility for remediation, it is expected future economic benefits will be given up and a reasonable estimate of the amount can be made. Future economic benefits are expected to be given up if the Corporation has an external obligation to remediate a site or has commenced remediation on its own accord.

The Corporation has determined that no owned properties meet the criteria to recognize a liability for contaminated sites.

f) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

g) REVENUE RECOGNITION

- i) Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year.
- ii) Sale of services and user fee revenues are recognized when the service or product is rendered by the Corporation.
- iii) Grant revenues are recognized when the funding becomes receivable.
- iv) Revenue unearned in the current period is recorded as deferred revenue.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

- v) Government transfers are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability. Transfers received for which expenses are not yet incurred are included in deferred revenue.

h) PROPERTY ACQUIRED FOR TAXES - DEEDED TO MUNICIPALITY

Property acquired for taxes is presented at estimated historical values as either financial assets or non-financial assets. Properties that are presented as a financial asset are those which are readily available for sale during the subsequent period. Properties that are presented as non-financial assets are those that are either not saleable or will not be ready for sale within the subsequent period.

i) EMPLOYEE FUTURE BENEFITS AND COMPENSATION PAYABLE

The Corporation and its employees make contributions to the Municipal Pension Plan. The Corporation's contributions are expensed as paid.

Sick leave and other retirement benefits are also available to the Corporation's employees. The cost of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary increases. The obligation under these benefit plans is accrued based on project benefits as the employees render services necessary to earn the future benefits.

j) APPROPRIATED SURPLUS - GENERAL REVENUE FUND

General Revenue Fund appropriations are non-statutory reserves established at the discretion of Council. These reserves are outlined in Note 15.

- i) The reserve for property acquired for taxes is an amount set aside to offset the carrying value of property acquired for taxes.
- ii) Reserves for future expenditures are amounts set aside from past and current operations for future operating and capital expenditures.
- iii) The reserve for uncollected taxes is an amount set aside to offset uncollected taxes.
- iv) The reserve for the Joint Utilities Board is an amount set aside for future capital expenditures, established at the discretion of the Board.

k) LEASES

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to the ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses incurred.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

I) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. Certain tangible capital assets for which historical cost information was not available were recorded at the current fair market values, in the year of recognition, discounted by a relevant inflation factor. Certain assets are disclosed at a nominal value as the determination of current fair market value was not available. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land	Indefinite
Land Improvements	10 to 30 years
Buildings	15 to 50 years
Engineering Structures	10 to 60 years
Machinery & Equipment	5 to 40 years
Capital Works In Progress	Life determined when complete

Amortization is charged on a monthly basis, starting the month following the date of acquisition and ending in the month of disposition. Capital works in progress are not amortized until the asset is available for productive use. The Corporation does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

Certain assets, which have historical or cultural value including works of art, historical documents, as well as historical and cultural artifacts, are not recognized as tangible capital assets because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands that have not been purchased by the Corporation, water, and other natural resources, are not recognized as tangible capital assets.

Tangible capital assets received as contributions are recorded at their estimated fair value at the date the Corporation acquires ownership and are recorded as revenue.

Land and infrastructure assets contributed to the Corporation in 2020 totaled \$10,866,949 (2019 -\$2,411,588) and were capitalized at their fair value at the time of receipt.

Tangible capital assets are written down when conditions indicate they no longer contribute to the Corporation's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

m) MATERIALS AND SUPPLIES

Inventories of materials and supplies are valued at weighted average cost with allowance made for damaged or obsolete goods.

n) LOAN GUARANTEE

Periodically the Corporation provides loan guarantees on specific debt issued by related authorities and other entities not consolidated in the Corporation's financial statements. Loan guarantees are accounted for as contingent liabilities and no amounts are accrued in the consolidated financial statements of the Corporation until the Corporation considers it likely that the borrower will default on the specific loan obligation. Should a default occur, the Corporation's liability would be recorded in the consolidated financial statements.

o) USE OF ESTIMATES

The preparation of financial statements in accordance with Canadian generally accepted accounting principles as recommended by PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. Significant areas requiring the use of management estimates relate to the determination of accrued sick benefits and retirement liability, collectability of accounts receivable, amortization of capital assets, deferred charges and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

3. FINANCIAL INSTRUMENTS

The Corporation's financial instruments consist of cash and cash equivalents, temporary investments, accounts receivable, accounts payable and accrued liabilities, restricted reserves, temporary financing and debenture debt. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates.

Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest or credit risks arising from these financial instruments.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

4. CASH AND INVESTMENTS

Cash and investments are comprised of cash on hand, cash on deposit at financial institutions and investments held in Municipal Finance Authority of British Columbia investment funds.

	2020	2019
Cash	\$ 2,251,706	\$ 2,266,463
Temporary investments	84,720,075	73,350,782
	\$ 86,971,781	\$ 75,617,245

Temporary Investments consist of short-term investments in the Municipal Finance Authority of BC, Govt. Focused Ultra-short bond fund and CIBC high interest savings and the market value is equal to the carrying value. Temporary Investments have yields ranging from .90% to 2.04%.

Included in investments are the following restricted amounts that can only be expended in accordance with the terms of the Reserve and Restricted Reserve Funds.

	2020	2019
Restricted investments	\$ 34,997,998	\$ 29,167,218

5. ACCOUNTS RECEIVABLE

	2020	2019
Property taxes	\$ 1,965,667	\$ 1,929,934
Water rates	325,810	296,064
Federal government	420,226	314,076
Provincial government	2,667,788	252,479
Local government	278,973	491,537
General	150,637	185,320
	\$ 5,809,101	\$ 3,469,410

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2020	2019
General	\$ 8,323,295	\$ 4,226,731
Wages and salaries	616,705	288,105
Accrued interest	126,329	142,423
	\$ 9,066,329	\$ 4,657,259

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

7. EMPLOYEE FUTURE BENEFITS AND COMPENSATION

The Corporation and its employees make contributions to the Municipal Pension Plan. The Corporation's contributions are expensed as paid.

Sick leave cash-out and severance benefits accrue to the Corporation's employees. The liability relating to these benefits is determined in accordance with Section PS 3255 of the Public Sector Accounting Handbook of the Chartered Professional Accountants of Canada. Actuarial gains and losses are amortized on a straight-line basis over the average remaining service life of employees.

The following amounts are the accrued liabilities in respect of Employee Future Benefits and wages payable:

	2020	2019
Lieu time payable	\$ 981,281	\$ 890,820
Sick leave cash-out and severance benefits	2,738,700	3,010,400
	\$ 3,719,981	\$ 3,901,220

Under the terms of the union contract, sick leave not taken in a year is carried forward to a maximum accumulation for 180 working days for each employee. On retirement or termination of employment after 5 years of service, sick leave accumulated is paid out at the employee's prevailing wage rate.

The Corporation also provides 30 days of paid leave at retirement, as prescribed by the Pension (Municipal) Act, at the employee's prevailing wage rate.

The liabilities for sick leave cash-out and severance benefits are based on an actuarial valuation as at December 31, 2020.

	2020	2019
Accrued benefit obligation	\$ 2,947,800	\$ 2,954,000
Unamortized actuarial gain/(loss)	(209,100)	56,400
Accrued benefit liability	\$ 2,738,700	\$ 3,010,400
Benefit expense:		
Current service cost	\$ 289,500	\$ 262,100
Interest cost	67,000	91,000
Amortization of net actuarial (gain)/loss	(13,600)	(2,100)
	\$ 342,900	\$ 351,000

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

7. EMPLOYEE FUTURE BENEFITS AND COMPENSATION (continued)

Significant actuarial assumptions as at December 31st include:

	2020	2019
Valuation interest rate	1.60%	2.40%
Rate of compensation increase	2.25%	2.25%
Expected coverage remaining service life (in years)	11	10

8. UNEARNED REVENUE

	2019	Contributions and interest	Revenue earned or refunded	2020
Prepaid taxes and licenses	\$ 2,542,580	\$ 6,268,669	\$ 6,121,193	\$ 2,690,055
Service fees and deposits	3,005,510	2,387,630	1,338,061	4,055,079
Aquatic Centre unearned revenue	183,152	125,745	266,150	42,747
General unearned revenues	94,850	387,655	40,337	442,168
	\$ 5,826,091	\$ 9,169,699	\$ 7,765,741	\$ 7,230,049

9. MUNICIPAL FINANCE AUTHORITY - RESERVE DEPOSITS

The Corporation issues debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The Corporation also executes demand notes in connection with each debenture whereby the Corporation may be required to loan certain amounts to the Municipal Finance Authority.

The deposits are included in the Corporation's financial statements as MFA cash deposits. If the debt is repaid without default, the deposits are refunded to the Corporation. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue, the demand notes are released and deposits refunded to the Corporation. As at December 31, 2020, there were contingent demand notes of \$838,024(2019 - \$838,024) which are not included in the financial statements of the Corporation.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

10. FUNDS HELD IN TRUST

These funds account for assets, which must be administered as directed by agreement or statute for certain beneficiaries. In particular, these funds are for the Cemetery Trust Fund. In accordance with PSAB recommendations on financial statement presentation for local governments, trust funds are not included in the Corporation's Consolidated Financial Statements. A summary of trust fund activities by the Corporation is as follows:

	2020	2019
Assets		
Cash and short term investments	\$ 423,707	\$ 406,419
	423,707	406,419
Equity		
Opening balances	406,419	386,200
Contributions	17,288	20,219
	\$ 423,707	\$ 406,419

11. RESTRICTED RESERVES

Receipts which are restricted by the legislation of senior governments are deferred and reported as liabilities. Included in liabilities are reserves for development cost charges, the use of which, with any earnings thereon, is restricted by legislation or agreement with external parties. These amounts are recognized as revenue in the period in which corresponding expenditures are incurred.

	2020	2019
Development Cost Charges		
Opening	\$ 11,848,893	\$ 10,168,279
Contributions	1,586,744	1,497,948
Return on investment	260,131	246,666
Amount spent	(96,000)	(64,000)
	\$ 13,599,768	\$ 11,848,893

12. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Corporation and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	2020	2019
Federal Gas Tax Agreement Funds		
Opening balance of unspent funds	\$ 1,641,753	\$ 104,901
Add: Amount received during the year	1,304,840	2,632,266
Add: Return on investment	33,420	8,865
Less: Amount spent	(1,304,840)	(1,104,279)
	\$ 1,675,173	\$ 1,641,753

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

13. DEBENTURE DEBT

The Corporation holds debt through the Municipal Finance Authority, pursuant to security issuing bylaws under the authority of the Community Charter, to finance certain capital expenditures. Sinking fund balances, managed by MFA, are used to reduce long-term debt.

	M.F.A. Issue Number	Interest Rate	Maturity Date	Originally Approved	2020 Net Unmatured	2019 Net Unmatured
General Capital Fund						
Maple Bay Fire Hall	95	1.80%	Apr 12, 2025	\$ 1,600,000	\$ 518,413	\$ 611,818
Maple Bay Fire Hall	103	2.65%	Apr 23, 2028	500,000	247,703	273,552
Cowichan Aquatic Ctr	104	2.90%	Nov 20, 2028	15,000,000	7,431,107	8,206,571
Cowichan Aquatic Ctr	106	2.25%	Oct 12, 2029	2,265,500	1,239,466	1,352,082
Duncan Curling Club	N/A	4.00%	Jan 15, 2032	551,500	357,708	382,836
Tier 2 Flood Protection	121	2.90%	Oct 4, 2032	745,475	514,803	547,746
Tier 2 Flood Protection	124	3.15%	Apr 8, 2033	1,000,000	734,761	777,253
Municipal Hall Expansion	126	3.85%	Sep 26, 2033	1,500,000	1,102,142	1,165,880
Stoney Hill Road	131	2.20%	Apr 8, 2040	2,000,000	1,724,648	1,783,571
Tier 4 Flood Protection	137	2.60%	Apr 19, 2036	1,700,000	1,446,624	1,513,273
Tier 4 Flood Protection	141	2.80%	Apr 7, 2037	200,000	176,994	184,890
				27,062,475	15,494,369	16,799,472
Water Capital Fund						
Chemainus	110	4.50%	April 8, 2030	1,750,000	1,044,425	1,128,070
Crofton	106	2.25%	Oct 13, 2029	530,000	289,965	316,311
Chemainus	137	2.60%	Apr 19, 2036	864,000	735,225	769,099
				3,144,000	2,069,615	2,213,480
				\$ 30,206,475	\$ 17,563,984	\$ 19,012,952

13. DEBENTURE DEBT (continued)

Future payments on net outstanding debt over the next five years and thereafter are as follows:

	General	Water	Total
Principal repayments:			
2021	\$ 909,461	\$ 107,118	\$ 1,016,579
2022	910,526	107,118	1,017,644
2023	911,635	107,118	1,018,753
2024	912,789	107,118	1,019,907
2025	913,990	107,118	1,021,108
Thereafter	4,449,388	701,107	5,150,495
	<u>9,007,789</u>	<u>1,236,697</u>	<u>10,244,486</u>
Actuarial sinking fund earnings:			
2021	446,691	42,332	489,023
2022	498,676	48,134	546,810
2023	552,699	54,163	606,862
2024	608,839	60,426	669,265
2025	667,180	66,934	734,114
Thereafter	3,712,495	560,929	4,273,424
	<u>6,486,580</u>	<u>832,918</u>	<u>7,319,498</u>
	<u>\$ 15,494,369</u>	<u>\$ 2,069,615</u>	<u>\$ 17,563,984</u>

Interest paid during the year was \$845,205 (2019 - \$936,729).

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

14. COMMITMENTS AND CONTINGENT LIABILITIES

a) The Cowichan Valley Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Corporation and other local governments within the Cowichan Valley Regional District.

b) Loan agreements with the Cowichan Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments provided for in the agreements are not sufficient to meet the Municipal Finance Authority's obligations in respect to such borrowings, the resulting deficiencies become a liability of the Corporation.

c) The Corporation has guaranteed a commercial loan to a maximum of \$400,000 to the Duncan-Cowichan Chamber of Commerce. The loan matures January 1, 2025 at an annual interest rate of 3.75%.

d) The Corporation and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019 the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated rate is based on an entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Corporation paid \$1,278,094 (2019 - \$1,253,377) for employer contributions while employees contributed \$1,135,522 (2019 - \$1,115,108) to the Plan in fiscal 2020.

e) At the end of the year the Corporation was involved in a number of legal actions the outcomes of which are indeterminate at this time. The Corporation carries liability insurance with a current deductible of \$25,000.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

15. ACCUMULATED SURPLUS

Operating Funds

Unappropriated:

	2020	2019
General	\$ 4,426,273	\$ 4,071,993
Water Systems	4,989,435	4,164,137
Sewer Systems	16,840,437	15,064,228
	26,256,145	23,300,358

Appropriated:

Reserves for property acquired for taxes	2,341,177	2,341,505
Reserves for future expenditures	9,314,633	10,052,275
Reserve for uncollected taxes	1,295,091	1,295,091
Reserve for Joint Utilities Board	1,034,693	953,434
	13,985,594	14,642,305
	40,241,739	37,942,663

Capital Funds

General Capital	212,023,583	197,772,583
Water Capital	31,986,242	31,584,622
Sewer Capital	22,022,196	22,116,948
Joint Utilities Board Capital	1,741,601	1,674,020
	\$ 267,773,622	\$ 253,148,173



NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

15. ACCUMULATED SURPLUS (continued)

	2019	2018
Reserve Funds		
Land Sales	4,211,105	4,217,773
Machinery and Equipment	4,124,170	3,558,998
Local Area Service	1,152,699	1,019,925
Forest	1,740,130	2,145,499
Park Development	225,696	221,194
Parkland Purchase	621,099	553,755
Chemainus Parking	170,540	167,137
Agriculture	300,426	265,031
Self-Insurance	176,169	123,652
Climate Action and Energy Plan	542,814	494,610
Maple Bay Sewer	93,689	91,820
Cowichan Aquatic Centre	586,636	452,426
Evans Park	174,827	171,339
Fuller Lake Arena	74,013	72,537
Harbours Crofton	57,973	41,659
Harbours Chemainus	408,535	391,378
Mural Protection	21,431	39,797
Gas Tax (Note 12)	1,675,173	1,641,753
Quamichan Lake	318,754	52,511
IT Asset Management	62,000	-
COVID-19 Safe Restart Grant	2,750,808	-
Infrastructure Replacement	1,299,858	1,028,913
Gravel Pits	534,363	523,702
Affordable Housing	75,323	42,918
	21,398,231	17,318,327
Accumulated Surplus	\$ 329,413,592	\$ 308,409,163

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

16. BUDGET DATA

The budget data presented in these financial statements is based upon the 2020-2024 Financial Plan Bylaw adopted by council April 15, 2020. The chart below reconciles the approved budget to the budget figures reported in these financial statements.

	2020
Financial Plan Bylaw surplus for the year	\$ -
Add back:	
Principal debt repayment	1,089,460
Capital expenditures	25,748,749
Less:	
Amortization	(9,757,400)
Proceeds from borrowing	(4,000,000)
Budgeted transfers to reserve funds	(1,901,479)
Budgeted transfers from accumulated surplus	(7,152,560)
Adjusted Annual Surplus	\$ 4,026,770

17. JOINT UTILITIES BOARD

Financial results for the Joint Utilities Board are consolidated into the Corporation's financial statements proportionately based on the units owned by each partner. In 2020, the Corporation's proportion for consolidation purposes was 53.69% (2019 – 53.69%). Condensed financial information for the Joint Utilities Boards is as follows:

	2020	2019
Net Financial Assets	\$ 1,927,423	\$ 1,776,069
Non-Financial Assets	3,243,929	3,118,061
Accumulated Surplus	5,171,352	4,894,130
Revenues	\$ 1,609,455	\$ 1,494,661
Expenses	1,322,234	1,237,734
Annual Surplus	277,221	256,927
North Cowichan Proportionate Share:		
Net Financial Assets	\$ 1,034,6933	\$ 953,434
Non-Financial Assets	1,741,601	1,674,020
Accumulated Surplus	2,776,294	2,627,454
Revenues	\$ 864,082	\$ 802,452
Expenses	715,248	664,513
Annual Surplus	\$ 148,834	\$ 137,939

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

17. JOINT UTILITIES BOARD (continued)

The Duncan – North Cowichan Joint Utilities Board is a government partnership that operates and maintains joint sewer lagoons on behalf of the City of Duncan and the District of North Cowichan. The distribution of expenditures related to operations is based on the number of users in each municipality as well as users from surrounding areas in the Cowichan Valley Regional District and the Cowichan Tribes.

The Joint Utilities Board leases the sewage lagoon lands under an operating lease which expires July 31, 2060. The Corporation's proportionate share of the future minimum lease payments is \$214,921 per annum with an estimated annual increase of 2.2%.

Because the percentage of units owned by the partners may change from year-to-year which produces different cost shares for each partner, there may be a write down or write up of asset balances. In 2020 the Corporation recorded a write up of assets in the amount of \$0 (2019 - \$0).

18. SEGMENT REPORTING

The Corporation's operations and activities are organized and reported by fund. Services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, which is outlined in Schedule XI, along with the services they provide as follows:

General Government Services

This segment includes Administration, Finance, Information Technology and other corporate services.

Protective Services

This segment includes police protection, fire protection, building and plumbing inspections, animal control, weed control, and other protective services.

Engineering And Public Works

This segment is responsible for the construction and maintenance of the Corporation's infrastructure, including drainage and transportation systems.

Environmental Health Services

This segment is comprised of garbage and recycling collection, energy management and the Mountain View Cemetery.

Forestry Services

This segment is responsible for the maintenance and management of the Municipal Forest Reserve.

Community Development

This segment includes planning and development, which includes processing development applications and developing related policies and regulations.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

17. SEGMENT REPORTING (continued)

Recreation and Culture Services

The Parks and Recreation department manages, facilitates, and maintains a system of services, facilities, and parks to enhance the quality of life for the citizens of North Cowichan.

Water

This segment includes all of the operating activities related to the treatment and distribution of water throughout the Corporation.

Sewer

This segment includes all of the operating activities related to the collection and treatment of wastewater (sewage) throughout the Corporation.

Reserve Funds

These funds have been created to hold assets for specific future requirements pursuant to the Community Charter.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Taxes, grants-in-lieu of taxes and any revenues not directly attributable to a segment are apportioned to the General Revenue Fund service based on the net annual budget. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

19. LISTING OF OPERATING EXPENSES BY OBJECT TYPE

The following provides a summary of operating expenses by object:

	2020	2019
Salaries, wages and benefits	\$ 18,813,862	\$ 19,350,928
Contract services	13,713,891	14,008,575
Amortization	9,852,916	9,569,240
Materials and supplies	5,571,622	6,122,026
Interest	845,205	936,729
Loss on sale, write downs and transfer of TCA	24,887	140,780
Total expense	\$ 48,822,383	\$ 50,128,278

TAXATION

For the year ended December 31, 2020

SCHEDULE I

	2020 BUDGET	2020	2019
Municipal Purposes:			
General taxation	30,957,598	\$ 30,960,005	\$ 30,011,990
Business Improvement Area	104,300	116,522	106,940
Local Area Service	95,348	95,348	95,348
Utilities	1,081,400	1,079,159	1,065,554
Grants-in-lieu of taxes	212,400	212,873	241,416
Water systems	2,144,050	2,145,121	2,051,052
Sewer systems	2,624,78	2,631,708	2,530,776
Total Municipal Taxes	37,219,879	37,240,736	36,103,076
Collections for Other Governments:			
School	12,363,000	11,828,581	12,286,609
Cowichan Valley Regional Hospital District	3,992,000	4,107,571	3,703,379
Cowichan Valley Regional District	9,012,600	9,335,402	8,750,061
BC Assessment	363,000	394,024	345,836
Municipal Finance Authority	1,100	1,592	1,469
Total Collections for Other Governments	25,731,700	25,667,170	25,087,354
	62,951,579	62,907,906	61,190,430
Deduct: requisitions remitted to other taxing authorities	(25,731,700)	(25,667,170)	(25,087,354)
Total Taxes Levied	\$ 37,219,879	\$ 37,240,736	\$ 36,103,076

SALES OF SERVICES

For the year ended December 31, 2020

SCHEDULE II

	2020 BUDGET	2020	2019
General government service	\$ 124,400	\$ 128,387	\$ 125,935
Protective services	326,450	307,886	248,164
Fire protection	245,650	210,969	219,387
Engineering and public works	173,441	271,914	343,629
Residential garbage - municipal	1,389,900	1,438,958	1,304,755
Forestry	277,160	384,443	1,609,091
Cowichan Aquatic Centre	1,466,323	950,331	2,054,025
Fuller Lake Arena	256,573	154,775	268,877
Other recreation	59,040	44,691	62,172
Wharves	189,340	191,031	219,880
Miscellaneous	315,864	130,399	103,802
Cemetery	127,870	135,095	139,804
Water	2,618,132	2,887,262	2,892,951
Sewer	1,742,979	2,032,079	1,933,159
	\$ 9,313,122	\$ 9,268,220	\$ 11,525,631

OTHER REVENUE FROM OWN SOURCES

For the year ended December 31, 2020

SCHEDULE III

	2020 BUDGET	2020	2019
Licences and permits	\$ 929,613	\$ 1,014,153	\$ 1,278,595
Tax penalties and interest	340,000	308,933	370,615
Fines	4,500	29,056	8,320
Rentals	269,824	335,971	295,395
Water	10,160	11,717	11,167
	\$ 1,554,097	\$ 1,699,830	\$ 1,964,092

GRANTS AND GOVERNMENT TRANSFERS

For the year ended December 31, 2020

SCHEDULE IV

	2020 BUDGET	2020	2019
Operating Grants			
Traffic fines revenue	\$ 295,000	\$ 294,973	\$ 254,242
Other grants	248,260	4,634,272	237,770
	543,260	4,929,245	492,012
Capital Grants			
Fuel tax	3,781,000	3,632,343	2,632,266
Infrastructure Grants (Prov/Fed)			
Water	-	-	120,039
Sewer	667,000	-	-
Other	1,067,200	334,506	-
Provincial and Other Grants			
ICBC grants	-	81,900	42,600
	-	81,900	42,600
	\$ 6,058,460	\$ 8,977,994	\$ 3,286,917

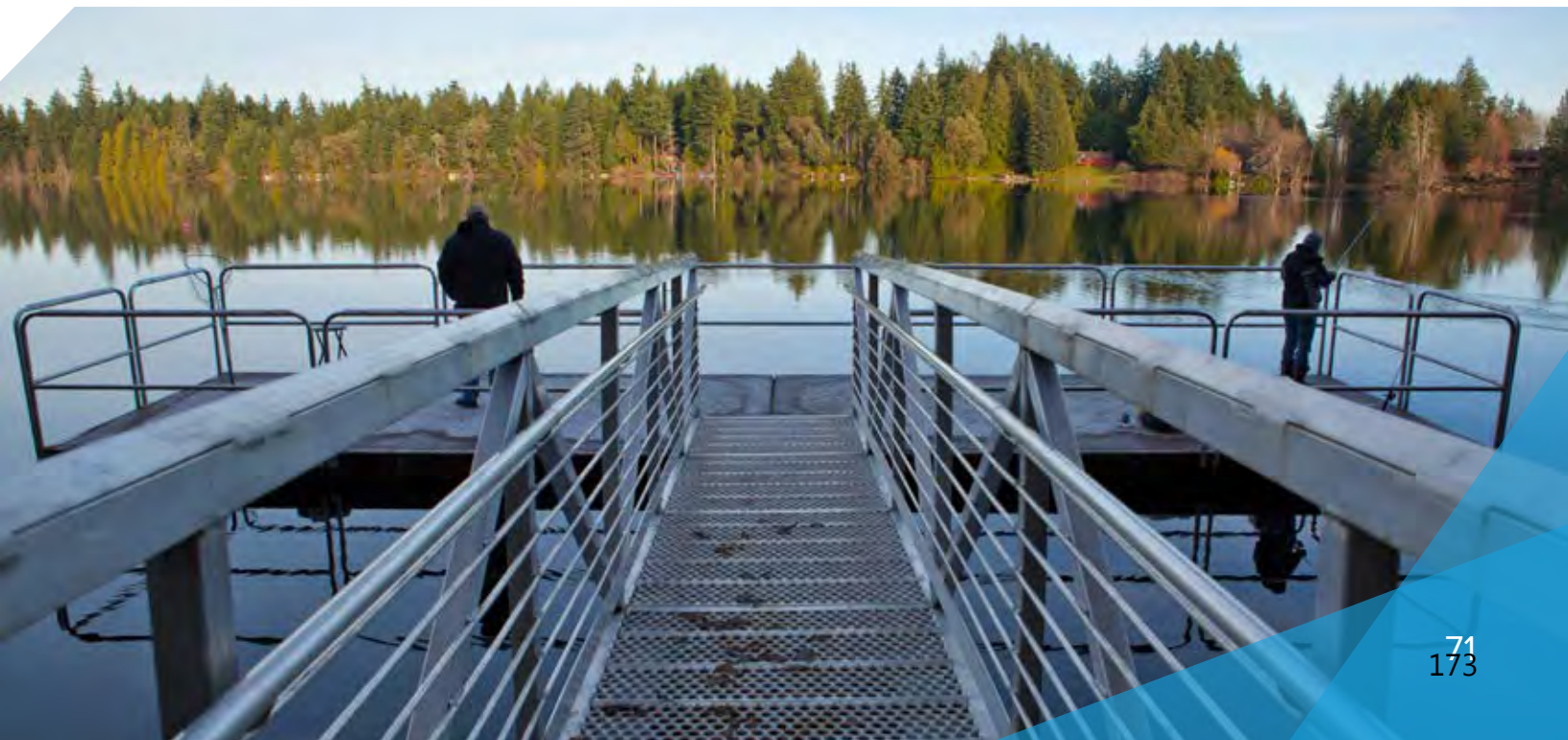


GENERAL GOVERNMENT SERVICES

For the year ended December 31, 2020

SCHEDULE V

	2020 BUDGET	2020	2019
Legislative	\$ 316,540	\$ 299,736	\$ 350,358
Administrative	4,499,338	4,137,375	4,138,387
Financial services	997,884	1,038,317	978,660
Common services	939,868	797,145	1,044,939
Miscellaneous	166,455	160,996	124,858
Administration recoveries	(880,480)	(876,570)	(859,020)
Interest	57,750	57,750	57,750
Amortization	223,930	207,330	207,744
	\$ 6,321,285	\$ 6,002,079	\$ 6,043,676



PROTECTIVE SERVICES

For the year ended December 31, 2020

SCHEDULE VI

	2020 BUDGET	2020	2019
Police protection:			
R.C.M.P. contract	\$ 5,439,669	\$ 5,005,848	\$ 4,993,901
Municipal employees	1,568,822	1,520,969	1,459,929
Crime prevention	7,640	7,100	7,100
Building maintenance	252,305	250,696	300,581
Bylaw enforcement	517,400	578,333	405,195
	7,785,836	7,362,946	7,166,706
Fire protection:			
General fire protection	227,134	263,867	200,490
Chemainus fire hall	361,771	346,853	335,557
Crofton fire hall	333,215	310,946	346,917
Maple Bay fire hall	352,665	343,546	365,115
South End fire hall	469,849	432,398	433,023
	1,744,634	1,697,610	1,681,102
Other protection:			
Building and plumbing inspections	542,729	570,324	462,317
Animal control	173,800	178,569	154,171
Weed control	9,190	2,951	2,973
Mosquito control	15,000	21,830	17,404
	740,719	773,674	636,865
Interest	42,050	38,968	42,050
Amortization	508,660	497,079	488,289
	550,710	536,047	530,339
	\$ 10,821,899	\$ 10,370,277	\$ 10,015,012

ENGINEERING AND PUBLIC WORKS

For the year ended December 31, 2020

SCHEDULE VII

	2020 BUDGET	2020	2019
Administration	\$ 1,795,529	\$ 1,602,256	\$ 1,464,507
Small tools and equipment	57,170	55,796	56,330
Workshop and yard maintenance	204,945	248,564	207,342
Roads - construction	217,603	61,744	67,863
Roadway and surfaces maintenance	1,565,403	1,400,727	1,224,265
Snow and ice removal	384,609	502,553	606,540
Bridge - maintenance	5,940	4,089	11,085
Street lighting	472,610	458,497	479,307
Signs and line painting	333,650	297,006	332,055
Drainage	826,819	795,555	577,846
Sidewalk maintenance	20,840	18,378	4,088
Other transportation	264,130	222,421	341,986
Administration recoveries	(713,830)	(741,280)	(578,044)
Loss on sale, write downs and transfer of TCA	-	14,263	60,381
Interest	146,920	146,919	146,919
Amortization	5,398,540	5,556,033	5,398,045
	\$ 10,980,878	\$ 10,643,521	\$ 10,400,515



ENVIRONMENTAL HEALTH SERVICES

For the year ended December 31, 2020

SCHEDULE VIII

	2020 BUDGET	2020	2019
Garbage collection and recycling	\$ 1,278,738	\$ 1,436,058	\$ 1,316,239
Cemetery	149,635	205,134	173,935
Energy Manager	-	-	134,211
Energy Upgrades Buildings	316,357	273,235	45,762
Amortization	90,620	75,921	75,921
	\$ 1,835,350	\$ 1,990,348	\$ 1,746,068



RECREATION AND CULTURAL SERVICES

For the year ended December 31, 2020

SCHEDULE IX

	2020 BUDGET	2020	2019
Administration	\$ 197,718	\$ 189,723	\$ 142,308
Crofton swimming pool	77,098	19,428	71,667
Cowichan Aquatic Centre	3,468,748	2,651,852	3,897,481
Fuller Lake Arena	968,871	954,055	962,470
Parks common services	84,223	66,120	69,119
Community recreation program	135,350	81,211	136,013
Chemainus parks and playgrounds	436,761	376,698	408,623
Crofton parks and playgrounds	197,476	189,641	198,253
South End parks and playgrounds	1,237,479	1,245,148	1,303,538
Wharves	169,367	169,002	163,995
Library	1,533,901	1,533,901	1,485,124
Grants-in-aid	226,150	233,744	218,099
Loss on sale, write downs and transfer of TCA	-	-	31,490
Interest	544,405	500,787	535,144
Amortization	1,172,930	1,238,472	1,208,922
	\$ 10,450,477	\$ 9,449,782	\$ 10,832,246



TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2020
SCHEDULE X

	COST					ACCUMULATED AMORTIZATION				NET BOOK VALUE	
	BALANCE December 31, 2019	2020 Additions	2020 Disposals	2020 Write-downs	BALANCE December 31, 2020	BALANCE December 31, 2019	2020 Additions	2020 Disposals	BALANCE December 31, 2020	2019	2020
Land	\$ 45,917,815	\$ 7,176,141	-	\$ -	\$ 53,093,956	\$ -	\$ -	\$ -	\$ -	\$ 45,917,815	\$ 53,093,956
Land Improvements	14,037,403	598,977	-	-	14,636,380	6,358,870	652,061	-	7,010,931	7,678,533	7,625,449
Buildings	48,180,050	367,465	-	-	48,547,515	20,263,073	1,215,051	-	21,478,124	27,916,977	27,069,391
Engineering Structures	295,874,282	6,993,531	31,230	-	302,836,583	129,605,551	6,110,573	19,713	135,696,411	166,268,731	167,140,172
Machinery & Equipment	45,174,118	1,237,508	172,313	-	46,239,313	23,749,548	1,875,231	171,132	25,453,647	21,424,570	20,785,666
Work In Progress	2,359,360	7,326,881	630,376	28,032	9,027,833	-	-	-	-	2,359,360	9,027,833
	\$ 451,543,028	\$ 23,700,503	\$ 833,919	\$ 28,032	\$ 474,381,580	\$ 179,977,042	\$ 9,852,916	\$ 190,845	\$ 189,639,113	\$ 271,565,986	\$ 284,742,467



OPERATIONS BY SEGMENT

For the year ended December 31, 2020
SCHEDULE XI

	General government services	Protective services	Engineering and public works	Environmental health services	Forestry services	Community development	Recreation and cultural services	Water	Sewer	Reserve Funds	Capital	Consolidated
Revenues												
Taxation	\$ 5,305,067	\$ 8,735,216	\$ 5,567,938	\$ 234,022	\$ -	\$ 1,256,636	\$ 8,135,520	\$ 2,145,121	\$ 2,631,708	\$ 1,976,524	\$ 1,252,984	\$ 37,240,736
Sales of services	258,786	518,855	271,914	1,574,053	384,443	-	1,340,828	2,887,262	2,032,079	-	-	9,268,220
Other revenue from own sources	374,860	1,029,951	169,803	-	-	90,853	22,646	11,717	-	-	-	1,699,830
Return on investments	68,183	112,268	71,561	3,008	-	16,151	104,561	79,462	307,227	334,999	-	1,126,420
Grants and government transfers	-	420,354	5,644,691	-	-	5,000	2,373,433	200,000	-	-	334,506	8,977,994
Collections from developers and others	-	-	-	-	-	-	-	-	-	-	11,080,199	11,080,199
Actuarial adjustments to debt	13,365	43,644	31,383	-	-	-	308,274	36,746	-	-	-	433,412
	6,020,261	10,860,288	11,757,290	1,811,083	384,443	1,368,640	12,285,272	5,360,308	4,971,014	2,340,523	12,667,689	69,826,811
Expenses												
Salaries, wages and benefits	4,817,932	3,489,008	2,981,830	676,403	312,563	846,700	3,585,217	1,315,562	788,646	-	-	18,813,861
Contract services	1,060,591	5,602,577	1,351,943	804,252	413,767	282,018	2,545,159	608,844	1,044,740	-	-	13,713,891
Materials and supplies	(141,524)	742,645	592,533	433,772	111,957	39,484	1,580,147	1,459,188	753,420	-	-	5,571,622
Amortization	207,330	497,079	5,556,033	75,921	11,214	-	1,238,472	1,214,846	1,052,021	-	-	9,852,916
Interest	57,750	38,968	146,919	-	-	-	500,787	79,905	20,877	-	-	845,205
Expenditures before losses, write downs and tranfers	6,002,079	10,370,277	10,629,258	1,990,348	849,501	1,168,202	9,449,782	4,678,345	3,659,704	-	-	48,797,495
Loss on sale, write downs and transfer of TCA	-	-	14,263	-	-	-	-	9,329	1,295	-	-	24,887
	6,002,079	10,370,277	10,643,521	1,990,348	849,501	1,168,202	9,449,782	4,687,674	3,660,999	-	-	48,822,382
	18,182	490,011	1,113,769	(179,265)	(465,058)	200,438	2,835,490	672,634	1,310,015	2,340,523	12,667,689	21,004,428
Excess of revenues over expenses	\$ 18,182	\$ 490,011	\$ 1,113,769	\$ (179,265)	\$ (465,058)	\$ 200,438	\$ 2,835,490	\$ 672,634	\$ 1,310,015	\$ 2,340,523	\$ 12,667,689	\$ 21,004,428

OPERATIONS BY SEGMENT

For the year ended December 31, 2019

SCHEDULE XI

	General government services	Protective services	Engineering and public works	Environmental health services	Forestry services	Community development	Recreation and cultural services	Water	Sewer	Reserve Funds	Capital	Consolidated
Revenues												
Taxation	\$ 5,114,966	\$ 8,827,164	\$ 5,251,432	\$ 181,489	\$ -	\$ 1,005,683	\$ 8,066,153	\$ 2,051,052	\$ 2,530,776	\$ 1,815,696	\$ 1,258,665	\$ 36,103,076
Sales of services	229,737	467,551	343,629	1,444,559	1,609,091	-	2,604,954	2,892,951	1,933,159	-	-	11,525,631
Other revenue from own sources	396,895	1,183,727	246,224	-	-	112,762	13,317	11,167	-	-	-	1,964,092
Return on investments	116,927	201,785	120,045	4,149	-	22,989	184,389	85,831	322,540	343,235	-	1,401,890
Grants and government transfers	-	269,291	2,713,817	-	-	155,700	28,070	120,039	-	-	-	3,286,917
Collections from developers and others	-	-	-	-	-	-	-	-	-	-	2,595,164	2,595,164
Actuarial adjustments to debt	10,913	39,492	24,005	-	-	-	274,117	31,370	-	-	-	379,897
Net gain on sale of tangible capital assets	-	-	63,759	-	-	-	-	-	-	-	-	63,759
	5,869,438	10,989,010	8,762,911	1,630,197	1,609,091	1,297,134	11,171,000	5,192,410	4,786,475	2,158,931	3,853,829	57,320,426
Expenses												
Salaries, wages and benefits	4,547,593	3,251,099	2,831,887	570,762	332,630	908,098	4,787,990	1,285,212	835,654	-	-	19,350,926
Contract services	1,264,504	5,544,032	1,176,455	747,389	900,958	186,414	2,428,118	631,014	1,129,691	-	-	14,008,575
Materials and supplies	(33,915)	689,542	786,828	351,996	83,747	74,285	1,840,582	1,485,291	843,671	-	-	6,122,027
Amortization	207,744	488,289	5,398,045	75,921	11,214	-	1,208,922	1,080,192	1,098,914	-	-	9,569,241
Interest	57,750	42,050	146,919	-	-	-	535,144	131,199	23,667	-	-	936,729
Expenditures before losses, write downs and transfers	6,043,676	10,015,012	10,340,134	1,746,068	1,328,549	1,168,797	10,800,756	4,612,908	3,931,597	-	-	49,987,497
Loss on sale, write downs and transfer of TCA	-	-	60,380	-	-	-	31,490	1,919	46,991	-	-	140,781
	6,043,676	10,015,012	10,400,514	1,746,068	1,328,549	1,168,797	10,832,246	4,614,827	3,978,588	-	-	50,128,278
Excess of revenues over expenses	\$ (174,238)	\$ 973,998	\$ (1,637,603)	\$ (115,871)	\$ 280,542	\$ 128,337	\$ 338,754	\$ 577,583	\$ 807,887	\$ 2,158,931	\$ 3,853,829	\$ 7,192,148

COVID-19 SAFE RESTART GRANT

For the year ended December 31, 2020

SCHEDULE XII

	2020
Balance, beginning of year	\$ -
Receipt of funds	4,419,000
Uses of funds:	
Revenue shortfall - Cowichan Aquatic Centre	844,471
Revenue shortfall - Fuller Lake Arena	144,222
Unplanned pandemic expenditures	681,400
	1,670,093
Balance, end of year	\$ 2,748,907







**Duncan - North Cowichan
Joint Utilities Board**

FINANCIAL STATEMENTS

(Audited) December 31, 2020



STATEMENT OF RESPONSIBILITY

The accompanying consolidated financial statements are the responsibility of the management of the Duncan – North Cowichan Joint Utilities Board and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative control designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The North Cowichan Municipal Council met with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters before approving the financial statements.

KPMG LLP, as the Duncan – North Cowichan Joint Utilities Board's appointed external auditors, has audited the financial statements. The Auditor's report is addressed to the Duncan – North Cowichan Joint Utilities Board and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the Duncan - North Cowichan Joint Utilities Board in accordance with Canadian public sector accounting standards.



Talitha Soldera, CPA, CGA
Director of Financial Services
May 13, 2021



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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Duncan – North Cowichan Joint Utilities Board

Opinion

We have audited the financial statements of A Duncan – North Cowichan Joint Utilities Board (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2020
- the statement of operations for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "*Auditors' Responsibilities for the Audit of the Financial Statements*" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter – Comparative Information

The financial statements for the year ended December 31, 2019 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 6, 2020.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

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Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Victoria, Canada
May 12, 2021

STATEMENT OF FINANCIAL POSITION

As at December 31, 2020, with comparative figures for 2019

	2020 ACTUAL	2019 ACTUAL
Financial Assets		
Investments (Notes 3 and 5)	\$ 4,401,600	\$ 4,343,491
Financial Liabilities		
Unearned revenue	2,483,177	2,567,422
Net Financial Assets	1,927,423	1,776,069
Non-Financial Assets		
Tangible capital assets (Schedule I)	3,243,928	3,118,061
Accumulated Surplus	\$ 5,171,351	\$ 4,894,130

Approved by:



Talitha Soldera, CPA, CGA
Director of Financial Services

See accompanying notes to the financial statements.

STATEMENT OF OPERATIONS

As at December 31, 2020, with comparative figures for 2019

Revenues

Contributions from:

	2020 BUDGET	2020 ACTUAL	2019 ACTUAL
The Corporation of the District of North Cowichan	\$ 921,110	\$ 676,435	\$ 757,977
The Corporation of the City of Duncan	548,295	395,448	447,810
Cowichan Valley Regional District	229,874	201,710	221,087
Cowichan Tribes	33,639	27,008	30,402
Return on investments	-	36,154	37,385
Grants and government transfers	667,000	272,700	-
	2,399,918	1,609,455	1,494,661

Expenses

Administration	50,860	59,181	59,764
Amortization	-	89,849	89,849
Sewer lagoon operations and maintenance	1,050,093	1,183,204	1,088,121
	1,100,953	1,332,234	1,237,734

Annual Surplus

Accumulated surplus, beginning of year

Accumulated surplus, end of year

\$ 1,298,965	277,221	256,927
4,894,130	4,894,130	4,637,203
\$ 6,193,095	\$ 5,171,351	\$ 4,894,130

See accompanying notes to the financial statements.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF OPERATIONS

The Duncan – North Cowichan Joint Utilities Board is a government partnership that operates and maintains joint sewer lagoons on behalf of the City of Duncan and the District of North Cowichan. The distribution of expenditures related to operations is based on the number of users in each municipality.

2. SIGNIFICANT ACCOUNTING POLICIES

It is the Board's policy to follow Canadian public sector accounting standards and to apply such principles consistently. The following is a summary of the Board's significant policies:

a) BASIS OF ACCOUNTING

The Board follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the delivery of goods or services and/or upon the creation of a legal obligation to pay. Expenses paid in the current period and attributable to a future period are recorded as prepaid.

b) REVENUE RECOGNITION

- i) Contributions from partners are recognized when invoiced.
- ii) Government transfers are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability. Transfers received for which expenses are not yet incurred are included in deferred revenue.

c) CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash on deposit in qualifying institutions as defined in the Community Charter.

d) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

NOTES TO THE FINANCIAL STATEMENTS (continued)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

e) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	15 to 50 years
Engineering Structures	10 to 60 years
Machinery & Equipment	5 to 40 years

Amortization is charged on a monthly basis, starting the month following the date of acquisition and ending in the month of disposition. Capital works in progress are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate they no longer contribute to the Board's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

f) USE OF ESTIMATES

The preparation of financial statements in accordance with Canadian generally accepted accounting principles as recommended by PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. A significant area requiring the use of management estimates relate to the determination of amortization of capital assets. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

3. INVESTMENTS

Investments are carried at cost, which at December 31, 2020, would approximate market value. The balance of investments has been internally restricted by the Board and is to be expended in accordance with the terms of the reserve for capital expenditure.

4. OPERATING LEASE

The Board leased the sewage lagoon lands under an operating lease which expires July 31, 2060. Future minimum lease payments are \$400,300 per annum with an estimated annual increase of 2.2%.

NOTES TO THE FINANCIAL STATEMENTS (continued)

5. FINANCIAL INSTRUMENTS

The Board's financial instruments consist of investments. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant interest or credit risks arising from these financial instruments.

6. CAPITAL RESERVE FUNDS

The Capital reserve funds are non-statutory reserves, for the purpose of future capital expenditures, established at the discretion of the Board. Balances and changes are outlined as follows:

	2020	2019
Balances, beginning of year	\$ 1,776,069	\$ 1,623,485
Add: transfers from current operations	151,354	152,584
Balance, end of year	\$ 1,927,423	\$ 1,776,069

7. LISTING OF OPERATING EXPENSES BY OBJECT TYPE

The following provides a summary of operating expenses by object:

	2020	2019
Salaries, wages and benefits	\$ 236,577	\$ 210,870
Contract services	48,192	37,420
Amortization	89,849	89,849
Materials and supplies	569,807	520,133
Land rent	387,809	379,461
Total expense	\$ 1,332,234	\$ 1,237,733

8. STATEMENT OF CASH FLOWS

A statement of cash flows has not been prepared as it is not considered to provide any additional information.



TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2020

SCHEDULE I

	COST					ACCUMULATED AMORTIZATION				NET BOOK VALUE	
	BALANCE December 31, 2019	2020 Additions	2020 Disposals	2020 Write-downs	BALANCE December 31, 2020	BALANCE December 31, 2019	2020 Additions	2020 Disposals	BALANCE December 31, 2020	2019	2020
Buildings	\$ 192,388	\$ -	\$ -	\$ -	\$ 192,388	\$ 10,020	\$ 4,810	\$ -	\$ 14,830	\$ 182,368	\$ 177,558
Engineering Structures	2,485,490	-	-	-	2,485,490	376,966	49,711	-	426,677	2,108,524	2,058,813
Machinery & Equipment	706,581	-	-	-	706,581	73,602	35,329	-	108,931	632,979	597,650
Work In Progress	194,191	215,716	-	-	409,907	-	-	-	-	194,191	409,907
	\$ 3,578,650	\$ 215,716	\$ -	\$ -	\$ 3,794,366	\$ 460,588	\$ 89,849	\$ -	\$ 550,438	\$ 3,118,062	\$ 3,243,928







STATISTICAL INFORMATION

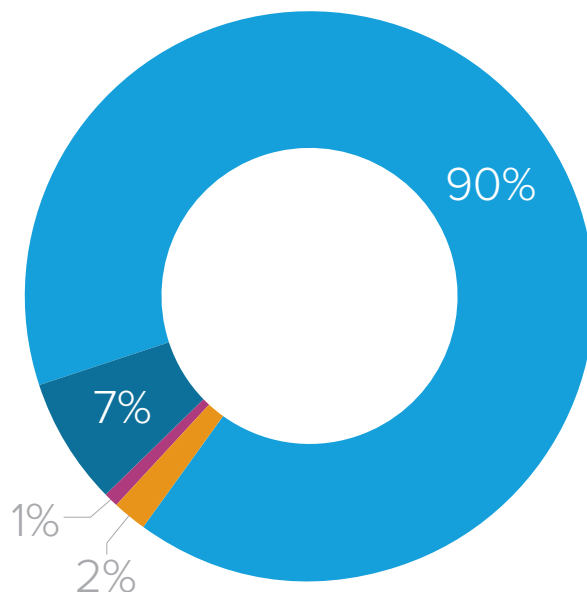
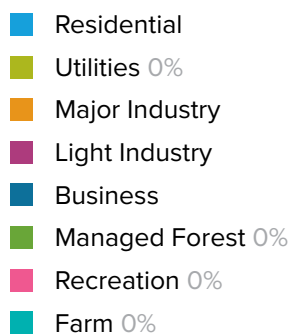
Five-Year Statistical Review 2016-2020

TAXABLE ASSESSMENTS OF LAND AND IMPROVEMENTS

(in thousands)

	2016	2017	2018	2019	2020
Property Class					
Residential	\$ 3,828,667	\$ 4,210,437	\$ 4,796,482	\$ 5,550,950	\$ 5,999,969
Utilities	4,898	4,945	5,074	6,711	7,160
Major Industry	134,226	138,082	140,525	144,613	149,278
Light Industry	49,346	50,965	55,577	62,067	77,075
Business	347,478	381,765	416,935	415,602	454,800
Managed Forest	2,436	2,665	2,956	3,299	3,344
Recreation	16,892	18,044	16,389	17,328	20,682
Farm	8,401	8,605	8,805	8,795	8,777
	\$ 4,392,344	\$ 4,815,508	\$ 5,442,743	\$ 6,209,365	\$ 6,721,085

2020 Assessment by Property Class

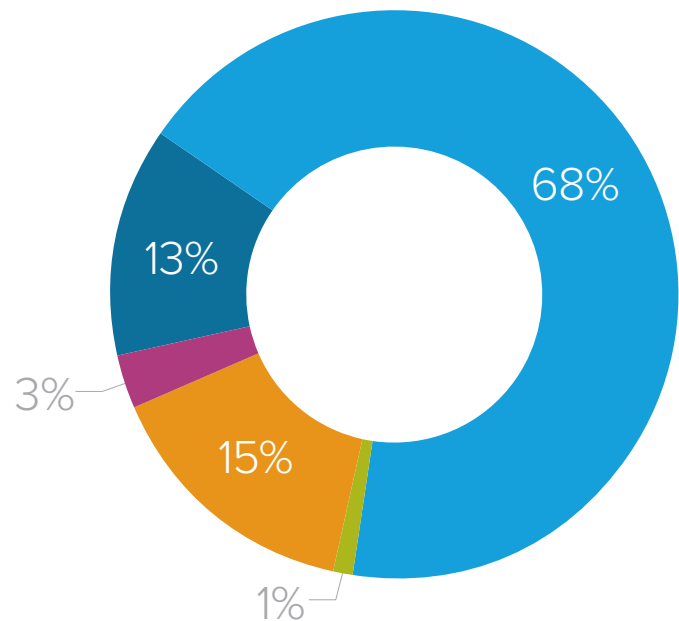
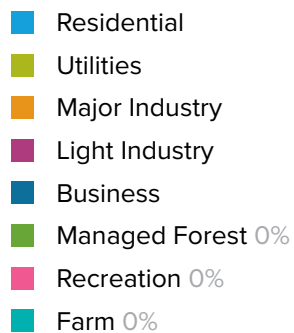


Source: North Cowichan Financial Services

TAX REVENUE BY PROPERTY CLASS

Property Class	2016	2017	2018	2019	2020
Residential	\$ 17,719,680	\$ 18,581,552	\$ 19,349,627	\$ 20,237,836	\$ 20,968,476
Utilities	178,185	184,022	188,430	200,314	203,131
Major Industry	4,099,828	4,221,578	4,336,947	4,473,299	4,522,661
Light Industry	930,383	929,968	923,638	983,708	1,026,503
Business	3,536,949	3,694,795	3,796,950	3,974,130	4,088,352
Managed Forest	45,476	45,153	45,603	47,333	47,831
Recreation	63,172	66,083	66,121	63,183	72,274
Farm	37,496	37,992	35,684	32,187	30,777
	\$ 26,611,169	\$ 27,761,143	\$ 28,743,000	\$ 30,011,990	\$ 30,960,005

2020 Tax Revenue by Property Class



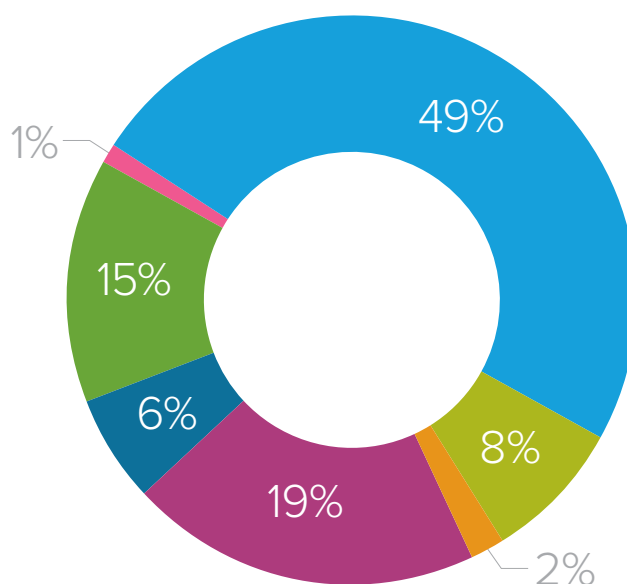
Source: North Cowichan Financial Services

PROPERTY TAX LEVIED AND COLLECTED

	2016	2017	2018	2019	2020
Municipal Taxes	\$ 26,611,169	\$ 27,761,143	\$ 28,743,000	\$ 30,011,990	\$ 30,960,005
Parcel Taxes	4,298,945	4,411,862	4,609,904	4,784,116	4,988,698
Utility Taxes and Grants in Lieu	1,237,191	1,240,958	1,236,218	1,306,970	1,292,031
Provincial School Taxes	11,940,758	11,697,782	11,892,401	12,286,609	11,828,581
Cowichan Valley Regional Hospital District	3,128,740	3,122,486	3,394,360	3,703,379	4,107,571
Cowichan Valley Regional District	7,341,902	7,827,059	8,120,734	8,750,061	9,335,402
BC Assessment	346,992	320,973	332,048	345,836	394,024
Municipal Finance Authority	1,078	1,176	1,312	1,469	1,592
	\$ 54,906,775	\$ 56,383,439	\$ 58,329,977	\$ 61,190,430	\$ 62,907,904
Total Current Taxes Levied	\$ 54,906,775	\$ 56,383,439	\$ 58,329,977	\$ 61,190,430	\$ 62,907,904
Total Current Taxes Collected	53,498,333	55,203,987	57,052,819	59,868,904	61,571,743
Outstanding	\$ 1,408,442	\$ 1,179,452	\$ 1,277,158	\$ 1,321,526	\$ 1,336,161
Percentage Collected	97.4%	97.9%	97.8%	97.8%	97.9%

2020 Property Tax by Type

- Municipal Taxes
- Parcel Taxes
- Utility Taxes and Grants in Lieu
- Provincial School Taxes
- Cowichan Valley Regional Hospital District
- Cowichan Valley Regional District
- BC Assessment
- Municipal Finance Authority 0%

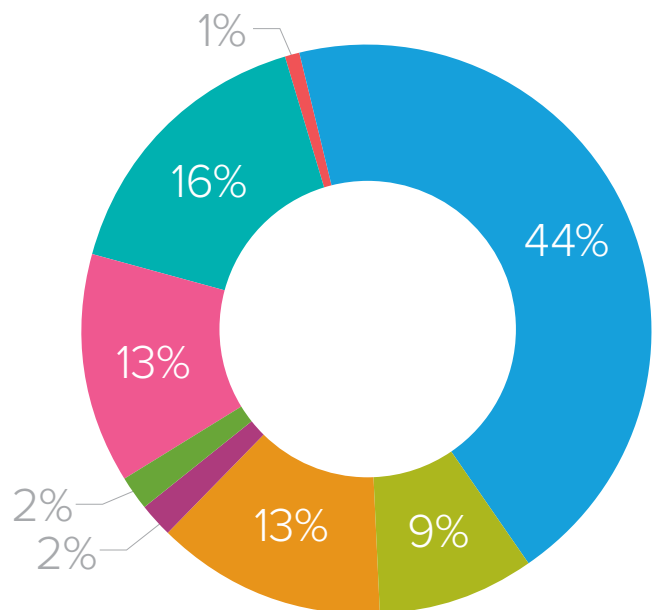
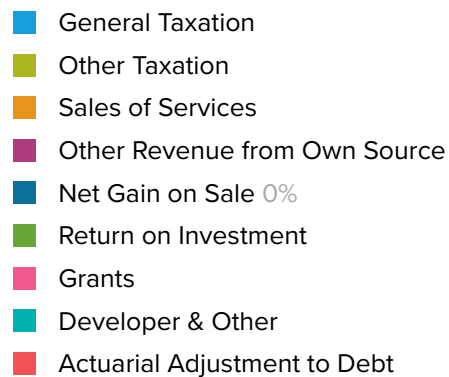


Source: North Cowichan Financial Services

SOURCES OF REVENUE

	2016	2017	2018	2019	2020
General Taxation	\$ 26,611,169	\$ 27,761,143	\$ 28,743,000	\$ 30,011,990	\$ 30,960,005
Other Taxation	5,536,136	5,652,820	5,846,122	6,091,086	6,280,731
Sales of Services	10,315,697	10,765,559	11,036,880	11,525,631	9,268,220
Other Revenue from Own Source	2,446,109	3,364,980	1,802,377	1,964,092	1,699,830
Net Gain on Sale	-	-	2,561,425	63,759	-
Return on Investment	482,739	490,440	1,070,860	1,401,890	1,126,420
Grants	4,915,296	3,417,282	2,774,959	3,286,917	8,977,994
Developer & Other	1,847,256	1,551,330	4,230,918	2,595,164	11,080,199
Actuarial Adjustment to Debt	367,322	368,446	328,399	379,897	433,412
	\$ 52,521,724	\$ 53,372,000	\$ 58,394,940	\$ 57,320,426	\$ 69,826,811

2020 Sources of Revenue

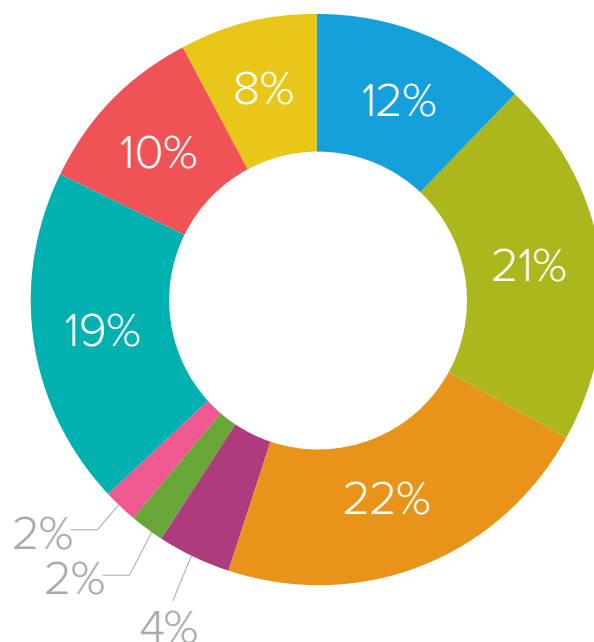
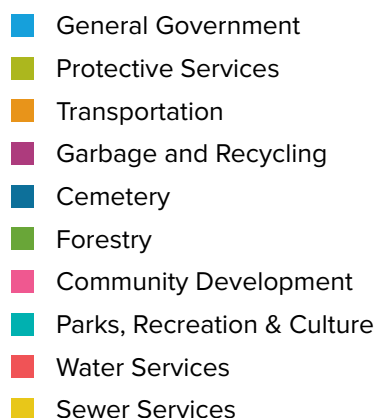


Source: North Cowichan Financial Services

EXPENSES BY FUNCTION

	2016	2017	2018	2019	2019
General Government	\$ 3,900,171	\$ 4,640,908	\$ 5,176,681	\$ 6,043,676	\$ 6,002,079
Protective Services	9,094,204	9,017,816	9,449,524	10,015,012	10,370,277
Transportation	9,943,610	10,724,931	10,154,122	10,400,514	10,643,521
Garbage and Recycling	1,283,764	1,288,498	1,339,946	1,572,133	1,785,214
Cemetery	135,551	148,941	172,982	173,935	205,134
Forestry	1,154,654	1,116,165	1,185,156	1,328,549	849,501
Community Development	928,399	1,031,805	1,295,591	1,168,797	1,168,202
Parks, Recreation & Culture	10,855,716	11,009,482	10,826,990	10,832,245	9,449,782
Water Services	4,057,931	4,395,652	4,518,752	4,614,828	4,687,674
Sewer Services	3,591,150	3,455,356	3,751,477	3,978,588	3,660,999
	\$ 44,945,150	\$ 46,829,554	\$ 47,871,221	\$ 50,128,277	\$ 48,822,383

2020 Expenses by Function



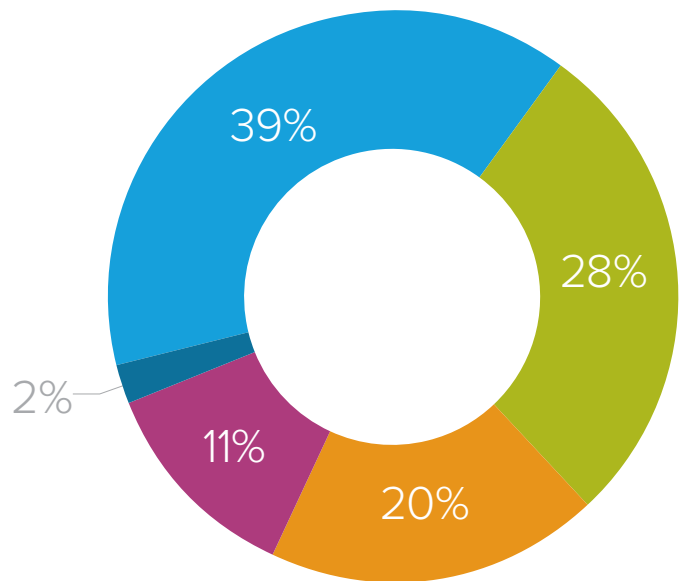
Source: North Cowichan Financial Services

EXPENSES BY OBJECT

	2016	2017	2018	2019	2020
Salaries, wages and benefits	\$ 16,942,613	\$ 17,515,182	\$ 18,535,062	\$ 19,350,926	\$ 18,813,861
Contract services	11,933,440	12,569,146	13,055,682	14,008,575	13,713,891
Amortization	8,954,565	9,048,503	9,452,760	9,569,240	9,852,916
Materials and supplies	5,579,720	6,188,939	5,489,563	6,122,027	5,571,622
Interest	1,402,564	1,334,321	1,257,162	936,729	845,205
Other	132,248	173,463	80,992	140,780	24,887
	\$ 44,945,150	\$ 46,829,554	\$ 47,871,221	\$ 50,128,277	\$ 48,822,382

2020 Expenses by Object

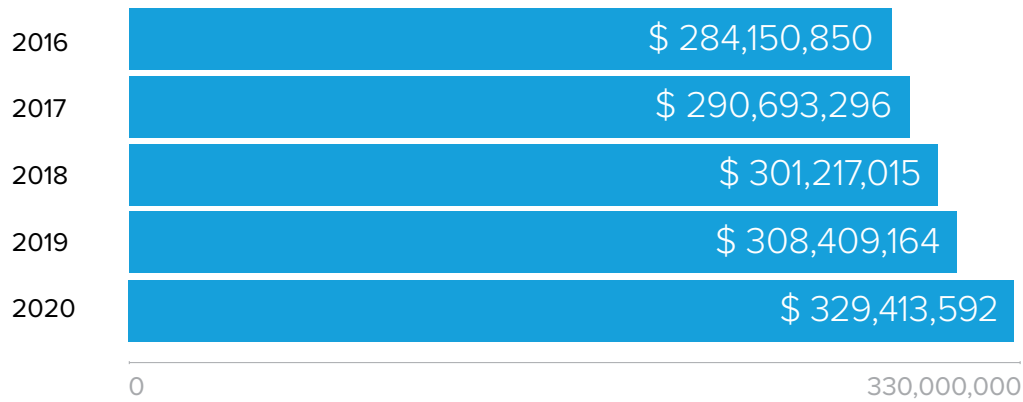
- Salaries, wages and benefits
- Contract services
- Amortization
- Materials and supplies
- Interest
- Other 0%



Source: North Cowichan Financial Services

ACCUMULATED SURPLUS

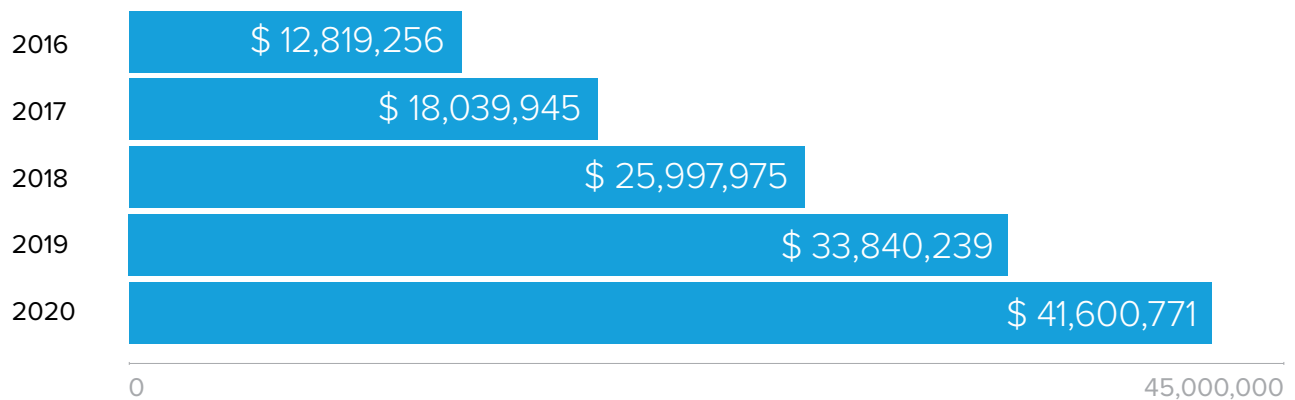
	2016	2017	2018	2019	2020
Accumulated Surplus	\$ 284,150,850	\$ 290,693,296	\$ 301,217,015	\$ 308,409,164	\$ 329,413,592
Annual Surplus	\$ 7,576,574	\$ 6,542,446	\$ 10,523,719	\$ 7,192,149	\$ 21,004,428



Source: North Cowichan Financial Services

NET FINANCIAL ASSETS

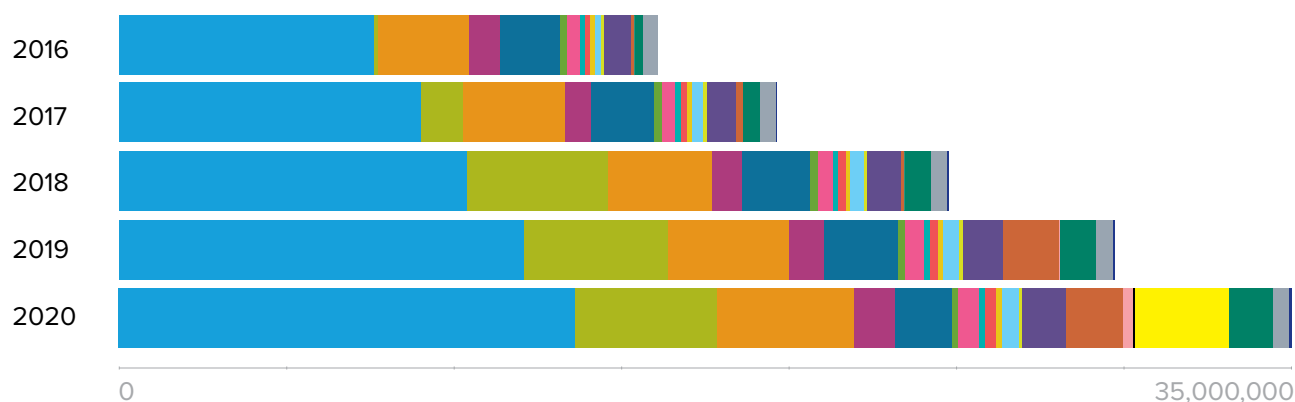
	2016	2017	2018	2019	2020
Net Financial Assets	\$ 12,819,256	\$ 18,039,945	\$ 25,997,975	\$ 33,840,239	\$ 41,600,771



Source: North Cowichan Financial Services

RESERVE FUND BALANCES

	2016	2017	2018	2019	2020
DCC Restricted Reserves	\$ 7,440,263	\$ 8,839,639	\$ 10,168,279	\$ 11,848,893	\$ 13,599,768
Land Sales	138,257	1,232,543	4,146,465	4,217,773	4,211,105
Machinery and Equipment	2,675,089	2,982,186	3,030,045	3,558,998	4,124,170
Local Area Service	881,380	752,833	882,701	1,019,925	1,152,699
Forest	1,773,911	1,864,667	2,012,439	2,145,499	1,740,130
Park Development	197,931	212,218	216,215	221,194	225,696
Parkland Purchase	377,377	405,359	442,143	553,755	621,099
Chemainus Parking	151,379	152,547	155,419	167,137	170,540
Agriculture	161,894	193,142	226,779	265,031	300,426
Self-Insurance	117,726	118,634	120,868	123,652	176,169
Climate Action & Energy Plan	197,966	348,593	398,762	494,610	542,814
Maple Bay Sewer	87,420	88,094	89,753	91,820	93,689
Recreation Facilities	784,201	863,910	996,470	1,169,136	1,323,415
Gas Tax Reserve	100,340	201,114	104,901	1,641,753	1,675,173
Quamichan Lake	-	-	-	52,511	318,754
IT Asset Management	-	-	-	-	62,000
COVID-19 Safe Restart Grant	-	-	-	-	2,750,808
Infrastructure Replacement	250,000	501,928	761,380	1,028,913	1,299,858
Gravel Pits	433,606	474,363	490,996	523,702	534,363
Affordable Housing	-	22,081	39,497	42,918	75,323
	\$ 15,768,740	\$ 19,253,851	\$ 24,283,112	\$ 29,167,220	\$ 34,997,999



Source: North Cowichan Financial Services

DEBENTURE DEBT

	2016	2017	2018	2019	2020
Local Area Service Debt *	\$ 4,461,545	\$ 4,380,790	\$ 4,192,470	\$ 3,997,051	\$ 3,794,263
Tax Supported Debt	18,520,163	17,368,656	16,214,950	15,015,901	13,769,721
Total Debenture Debt	\$ 22,981,708	\$ 21,749,446	\$ 20,407,420	\$ 19,012,952	\$ 17,563,984
Debt per Capita	747	696	642	592	541

* includes water and sewer local area services and Stoney Hill Road local area service

Source: North Cowichan Financial Services

LIABILITY SERVICING

	2016	2017	2018	2019	2020
Liability Servicing Limit	\$ 11,423,301	\$ 12,079,962	\$ 12,200,913	\$ 12,821,970	\$ 12,417,282
Total Liability Servicing Cost	4,087,297	2,583,908	2,631,766	2,021,114	1,945,042
Liability Servicing Capacity Available	\$ 7,336,004	\$ 9,496,054	\$ 9,569,147	\$ 10,800,856	\$ 10,472,240

Source: North Cowichan Financial Services

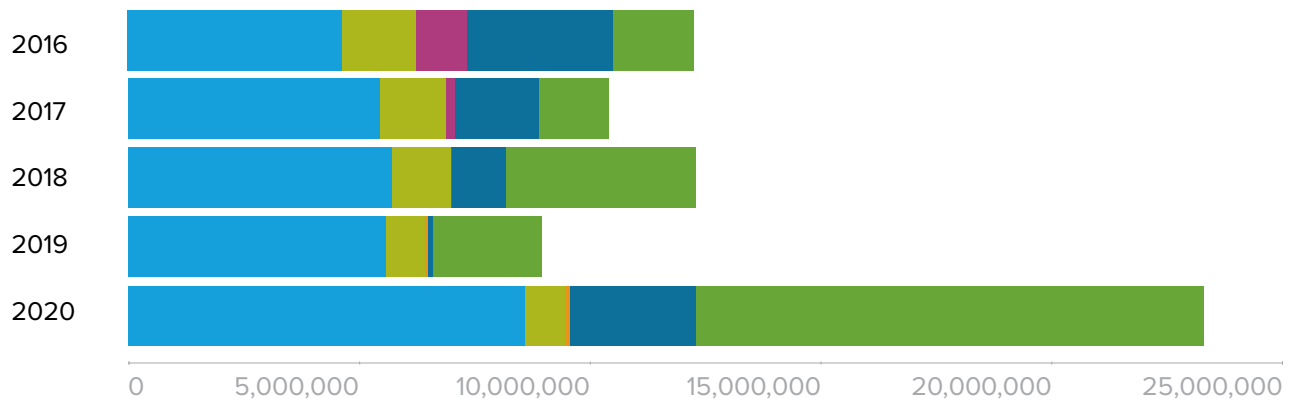
TAXES COLLECTED FOR OTHER AGENCIES

	2016	2017	2018	2019	2020
School	\$ 11,940,758	\$ 11,697,782	\$ 11,892,401	\$ 12,286,609	\$ 11,828,581
CVRHD	3,128,740	3,122,486	3,394,360	3,703,379	4,107,571
CVRD	7,341,902	7,827,059	8,120,734	8,750,061	9,335,402
BC Assessment	346,992	320,973	332,048	345,836	394,024
MFA	1,078	1,176	1,312	1,469	1,592
Total	\$ 22,759,470	\$ 22,969,476	\$ 23,740,855	\$ 25,087,354	\$ 25,667,170

Source: North Cowichan Financial Services

CAPITAL EXPENDITURES BY SOURCES OF FINANCING

	2016	2017	2018	2019	2020
Operating Funds	\$ 4,718,359	\$ 5,541,462	\$ 5,802,144	\$ 5,668,683	\$ 8,514,182
Reserve Funds	1,622,366	1,457,148	1,314,598	868,674	868,386
DCC	-	-	-	64,000	96,000
Debt	1,121,522	200,000	-	-	-
Grants	3,199,385	1,840,781	1,191,968	106,600	2,724,609
Developer / Other Contribution	1,797,256	1,549,520	4,191,180	2,411,588	10,866,949
	\$ 12,458,888	\$ 10,588,911	\$ 12,499,890	\$ 9,119,545	\$ 23,070,126



Source: North Cowichan Financial Services

NEW CONSTRUCTION

	2016	2017	2018	2019	2020
Building Permits Issued	331	324	336	277	251
Construction Value	\$ 39,992,424	\$ 47,344,829	\$ 67,257,000	\$ 85,833,000	\$ 55,800,000

Source: North Cowichan Financial Services

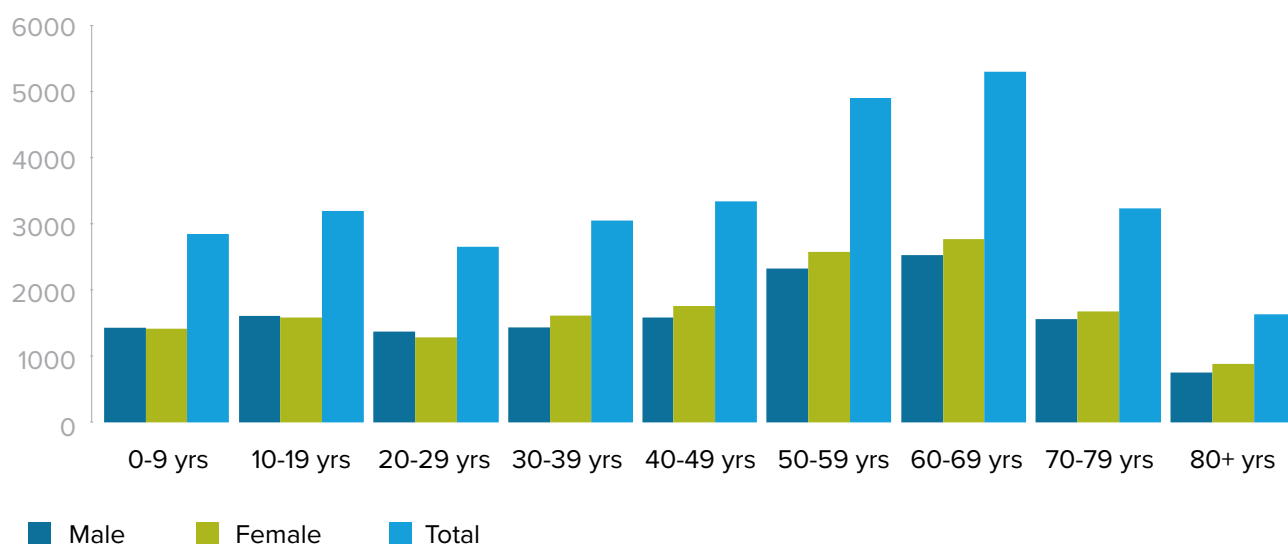
TOTAL POPULATION

	2016	2017	2018	2019	2020
Total population estimates	30,760	31,236	31,782	32,120	32,475
% Change from prior year	2.2%	1.5%	1.7%	1.1%	1.1%

Source: BC Stats

2016 Population by Age Group

Median age of population 47.1 years



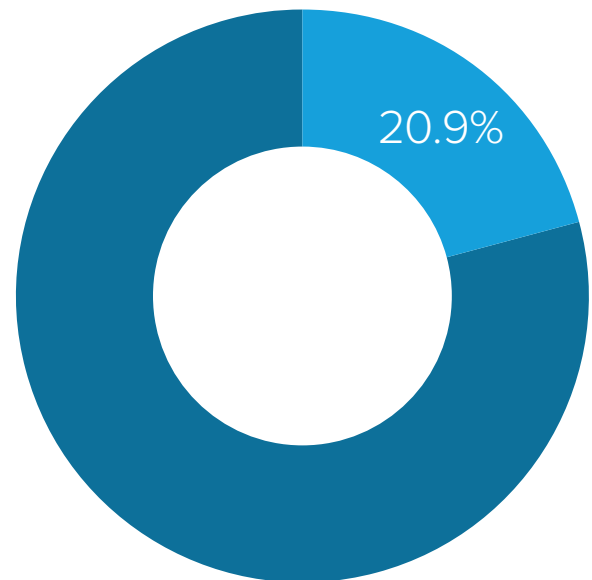
Source: Statistics Canada Census

2020 TOP 10 PRINCIPAL CORPORATE TAXPAYERS

Taxpayer	INDUSTRY	TAX CONTRIBUTION
Catalyst Paper Corp	Industry	\$ 4,090,312
Western Forest Products Inc	Industry	601,612
Calloway Reit (Cowichan) Inc	Retail	542,555
Fiera Properties Core Fund GP Inc	Retail	410,1426
Beverly Corners Management Ltd	Retail	281,651
Chemainus Village Square Ltd	Retail	122,856
Baljet Car Co. Ltd	Retail	114,917
Centra Gas BC Inc	Utility	111,717
Island Timberlands GP Ltd	Industry	108,903
SACPYP Investments Ltd	Retail	86,161
Total Tax Contribution from Top 10 Taxpayers		\$ 6,470,825
Total Municipal Tax		\$ 30,960,005
Proportion of municipal tax paid by top ten		20.9%

2020 Principle Corporate Taxpayers Percentage Paid

- Corporate Taxpayers
- Other



Source: North Cowichan Financial Services





OTHER INFORMATION

PERMISSIVE TAX EXEMPTIONS

ROLL #	PROPERTY ADDRESS	OWNER OR OCCUPANT	TAXES
00001-000	5800 Church Rd	Anglican Synod Diocese of BC (St. Peter's Anglican Church)	\$ 1,362
00016-000	1843 Tzouhalem Rd	Vancouver Island Providence Community Assoc	5,052
00016-002	Donnay Dr	Vancouver Island Providence Community Assoc	3,809
00022-200	1501 Khenipson Rd	Nature Conservancy of Canada	5,032
00172-001	Rail Corridor	Island Corridor Foundation	849
00180-001	Rail Corridor	Island Corridor Foundation	486
00180-002	Rail Corridor	Island Corridor Foundation	867
00184-001	Rail Corridor	Island Corridor Foundation	646
00184-002	Rail Corridor	Island Corridor Foundation	556
00186-001	Rail Corridor	Island Corridor Foundation	187
00197-100	Trans Canada Hwy	Nature Trust of B.C.	3,037
00197-101	Trans Canada Hwy	Nature Trust of B.C.	6,172
00200-000	6045 Trans Canada Hwy	Nature Trust of B.C. & Ducks Unlimited	1,384
00206-100	Beverly St	Cowichan Green Community	1,657
00362-000	5795 Church Rd	Anglican Synod Diocese of BC (St. Peter's Anglican Church)	9,042
00403-000	5905 Indian Rd	Abbeyfield Houses Society of Duncan	3,093
00433-000	2004 & 2030 Crescent Rd	St. Peter's Crescent Society	1,569
00476-000	1839 Tzouhalem Rd	New Life Community Baptist Church	5,096
00477-000	1815 Tzouhalem Rd	Church of Jesus Christ of Latter-day Saints	3,249
00830-000	3210 Sherman Rd	Vancouver Island Sikh Cultural Soc	3,190
00899-001	Rail Corridor	Island Corridor Foundation	601
00900-001	Rail Corridor	Island Corridor Foundation	419
00947-000	2246 and 2244 Moose Rd	Duncan Community Lodge Society (Loyal Order of the Moose)	5,266
00977-000	5814 Banks Rd	Clements Centre Society	3,740
01038-001	Beverly St	Chesterfield Sports Society	3,058
01038-002	5847 Chesterfield Ave	Chesterfield Sports Society	10,281
01049-001	Beverly St	Nature Trust of BC	619
01081-012	101-5822 Garden St	Cowichan District Hospital Foundation	2,303
01082-000	5810 Garden St	Cowichan Valley Basket Society	1,781
01095-000	5848 Clements St	Clements Centre Society	1,204
01180-025	Rail Corridor	Island Corridor Foundation	338
01180-050	Rail Corridor	Island Corridor Foundation	430
01232-003	Rail Corridor	Island Corridor Foundation	587
01232-004	Rail Corridor	Island Corridor Foundation	507
01232-005	Rail Corridor	Island Corridor Foundation	84
01232-006	Rail Corridor	Island Corridor Foundation	134
01232-007	Rail Corridor	Island Corridor Foundation	1,509
01232-008	Rail Corridor	Island Corridor Foundation	77
01232-009	Rail Corridor	Island Corridor Foundation	6
01232-010	Rail Corridor	Island Corridor Foundation	1,433
01232-011	Rail Corridor	Island Corridor Foundation	1,963
01242-020	Beverly St	Nature Trust of BC	2,432

PERMISSIVE TAX EXEMPTIONS (continued)

ROLL #	PROPERTY ADDRESS	OWNER OR OCCUPANT	TAXES
01313-000	#2 - 5855 York Rd	Canadian Red Cross	2,897
01572-001	2704 James St	Trinity Evangelical Lutheran Church	1,265
01587-000	5856 Clements St	Cowichan Valley Association for Community Living	17,067
01640-005	5990 Indian Rd	Maple Bay Rowing Club	1,761
01791-020	5855 Clements St	Cowichan Agricultural Society & Farmers Institute	3,544
01881-000	3441 Gibbins Rd	BC Corporation of Seventh-Day Adventist Church (Duncan)	4,439
01920-000	5860 Banks Rd	Cowichan Valley Hospice Society	1,298
02197-001	3045 Gibbins Rd	Cowichan Valley Division of Family Practice	770
02222-001	Rail Corridor	Island Corridor Foundation	482
02227-000	3968 Gibbins Rd	Vimy Community Club	2,017
02246-005	2731 Boys Rd	Freshwater Fisheries Society of B.C.	449
02310-000	3036 Sherman Rd	Cowichan Valley Church of the Nazarene	2,224
03931-010	Cowichan Bay	Nature Trust of B.C.	65
03995-000	Rail Corridor	Island Corridor Foundation	10,553
03995-001	Rail Corridor	Island Corridor Foundation	457
03995-002	Rail Corridor	Island Corridor Foundation	3,149
03995-003	Rail Corridor	Island Corridor Foundation	4,057
03995-004	Rail Corridor	Island Corridor Foundation	1,963
03995-007	Rail Corridor	Island Corridor Foundation	3,830
03995-008	Rail Corridor	Island Corridor Foundation	3,943
03995-009	Rail Corridor	Island Corridor Foundation	2,922
03995-010	Rail Corridor	Island Corridor Foundation	1,952
03995-011	Rail Corridor	Island Corridor Foundation	2,950
03995-012	Rail Corridor	Island Corridor Foundation	3,603
03995-013	Rail Corridor	Island Corridor Foundation	4,511
03995-014	Rail Corridor	Island Corridor Foundation	692
03995-015	Rail Corridor	Island Corridor Foundation	3,234
03995-016	Rail Corridor	Island Corridor Foundation	3,177
03995-017	Rail Corridor	Island Corridor Foundation	2,443
03995-018	Rail Corridor	Island Corridor Foundation	1,713
03995-019	Rail Corridor	Island Corridor Foundation	4,340
03995-020	Rail Corridor	Island Corridor Foundation	9
03995-021	Rail Corridor	Island Corridor Foundation	1,464
03995-022	Rail Corridor	Island Corridor Foundation	698
03996-000	Rail Corridor	Island Corridor Foundation	8,681
05038-012	3540 Auchinachie Rd	The Oasis Church Society	1,863
05084-000	Trans Canada Hwy	Nature Trust of B.C.	2,411
05099-000	7380 Trans Canada Hwy	Cowichan Exhibition	41,197
05105-060	7550 Bell McKinnon Rd	BC S.P.C.A.	6,154
05359-005	6124 Ryall Rd	Clements Centre Society	1,908
05359-006	6124 Ryall Rd	Clements Centre Society	3,582
05373-000	3248 Cowichan Valley Hwy	Somenos Community Association	1,635

PERMISSIVE TAX EXEMPTIONS (continued)

ROLL #	PROPERTY ADDRESS	OWNER OR OCCUPANT	TAXES
05469-001	2892 Drinkwater Rd	BC Forest Discovery Centre	3,598
05469-005	2986 Drinkwater Rd	Duncan-Cowichan Chamber of Commerce	2,673
05567-000	6137 Somenos Rd	Cowichan Valley Soccer Assn.	1,726
05977-000	Drinkwater Rd	BC Forest Discovery Centre	1,723
05999-000	3253 Sherman Rd	Cowichan Valley Soccer Assn.	4,453
06000-000	3191 Sherman Rd	Duncan Curling Club	7,314
06038-000	2382 Calais Rd	Franciscans of Western Canada	3,187
06503-000	6118 Lane Rd	Christian Science Society, Duncan	925
08076-000	PID 009-625-399	Camp Qwanoes	2,988
08314-000	6722 Beaumont Ave	Friends of Cowichan Cadets Society	1,336
08328-000	6735 Beaumont Ave	Maple Bay Rowing Club	2,324
08333-020	Morgan St	Crofton Community Centre Society	2,474
08333-100	8003 York Ave	Crofton Community Centre Society	3,585
08338-000	8104 Musgrave St	Crofton Community Centre Society	5,407
08548-000	1860 Herd Rd	Cowichan Rugby Club	4,120
08595-000	Maple Bay Rd	Nature Conservancy of Canada	8,804
08595-001	1241 Maple Bay Rd	Nature Conservancy of Canada	1,913
08597-000	Aitken Rd	Nature Conservancy of Canada	3,239
08630-000	1148 Barnes Rd	Camp Qwanoes	4,651
08630-001	Water Licence 106188	Camp Qwanoes	3
08630-002	Water Licence 108939	Camp Qwanoes	600
08630-050	1148 Barnes Rd	Camp Qwanoes	776
08633-000	1148 Smith Rd	Camp Qwanoes	13,520
08633-001	1 - 1148 Smith Rd	Camp Qwanoes	122
09119-000	6337 Genoa Bay Rd	Maple Bay Yacht Club	2,055
09542-000	1186 Barnes Rd	Camp Qwanoes	2,009
12266-200	Tsussie Rd	Penelukut Development Society	479
12316-010	1507 Joan Ave	Crofton Old School Museum	2,188
12316-011	1507 Joan Ave	Crofton Seniors Society	4,605
12395-000	1675 Robert St	Crofton Community Centre Society	1,844
13951-003		Ducks Unlimited	1,478
15004-005	Rifle Range	Chemainus Rod & Gun Club	489
15054-115	9799 Waterwheel Cres	Chemainus Valley Historical Society	384
15086-200	9574 Bare Point Rd	Chemainus Theatre Festival Society	18,488
15103-001	9745 Chemainus Rd	Chemainus Theatre Festival Foundation	1,350
15105-100	9737 Chemainus Rd	Chemainus Theatre Festival Society	26,360
15117-000	Victoria Rd	Anglican Synod Diocese of BC (St. Michael's and All Angels' Anglican Church)	2,213
15152-100	9867 Maple St	Chemainus Health Care Auxiliary	10,733
15103-001	Chemainus Rd	Chemainus Theatre Foundation	1,350
15592-000	9471 Chemainus Rd	Pentecostal Assemblies (Chemainus Tabernacle)	524
15644-001	Units 1&2 9806 Willow St	Cowichan Neighbourhood House Association	3,635

PERMISSIVE TAX EXEMPTIONS (continued)

ROLL #	PROPERTY ADDRESS	OWNER OR OCCUPANT	TAXES
15646-000	9814 Willow St	Trustees of the Chemainus/Crofton Pastoral Charge	860
15656-000	9824 Willow St	Chemainus Seniors Drop-In Centre Society	9,213
15736-000	9775 Chemainus Rd	Royal Canadian Legion (Chemainus Legion)	5,333
15791-000	2828 Pine St	Harbour View Housing Society	1,820
15798-101	9758 Chemainus Rd	Chemainus Rotary Club	714
16124-000	2852/2858 Mill St	Anglican Synod Diocese of BC (St. Michael's and All Angels' Anglican Church)	1,573
16273-000	9877 Esplanade St	Harbour View Housing Society	9,610
16321-020	2816 Henry Rd	Mount Brenton Golf Course Ltd	4,333
16487-000	3318 River Rd	Canadian Baptists of Western Canada (Calvary Baptist Church)	6,888
17849-001		Ducks Unlimited	1,534
17849-002		Ducks Unlimited	115
18008-002	Rail Corridor	Island Corridor Foundation	25
24001-000	3790 Gibbins Rd	744 (Cowichan) Squadron Admin Society	1,470
24017-000	2558 Mt Sicker Rd	Westholme School Society	2,668
24018-000	3039 Sprott Rd	Parkside Academy Society	15,816
TOTAL			\$ 486,092



REVITALIZATION TAX EXEMPTIONS

ROLL #	PROPERTY ADDRESS	EXTENT OF EXEMPTION	TERM	TAXES
05319-575	6157 Scott Rd	Class 5 or 6 improvements	2015 - 2024	9,294
05319-610	6200 Scott Rd	Class 5 or 6 improvements	2016 - 2025	4,642
12117-102	201-1533 Joan Ave	Class 1 improvements	2017 - 2021	598
12117-103	202-1533 Joan Ave	Class 1 improvements	2017 - 2021	629
12117-104	203-1533 Joan Ave	Class 1 improvements	2017 - 2021	573
12117-105	204-1533 Joan Ave	Class 1 improvements	2017 - 2021	636
12117-106	205-1533 Joan Ave	Class 1 improvements	2017 - 2021	570
12117-107	301-1533 Joan Ave	Class 1 improvements	2017 - 2021	653
12117-108	302-1533 Joan Ave	Class 1 improvements	2017 - 2021	629
12117-109	303-1533 Joan Ave	Class 1 improvements	2017 - 2021	594
12117-110	304-1533 Joan Ave	Class 1 improvements	2017 - 2021	636
12117-111	305-1533 Joan Ave	Class 1 improvements	2017 - 2021	570
12117-112	401-1533 Joan Ave	Class 1 improvements	2017 - 2021	653
12117-113	402-1533 Joan Ave	Class 1 improvements	2017 - 2021	629
12117-114	403-1533 Joan Ave	Class 1 improvements	2017 - 2021	594
12117-115	404-1533 Joan Ave	Class 1 improvements	2017 - 2021	636
12117-116	405-1533 Joan Ave	Class 1 improvements	2017 - 2021	570
16522-002	3400 Smiley Rd	Class 5 or 6 improvements	2018 - 2022	10,771
TOTAL				\$ 33,876

CHEMAINUS OFF-STREET PARKING

Report prepared as required under section 906 (9) of the *Local Government Act*

January 1, 2020	\$ 167,137
Interest	3,402
Current Year Contributions	-
Current Year Expenditures	-
December 31, 2020	<u>\$ 170,539</u>



DEVELOPMENT COST CHARGES

Report prepared as required under section 937.01 of the Local Government Act

	Jan. 1, 2020	Interest	Current Year Contributions	Current Year Expenditures	Current Year Amounts Waived	Dec. 31, 2020
Roads	\$ 1,713,986	\$ 41,733	\$ 606,563	\$ -	\$ (96,000)	\$ 2,266,282
Parks	839,540	19,465	196,289	-	-	1,055,294
Chemainus						
Water	465,234	10,304	95,565	-	-	571,103
Sewer	242,785	5,286	38,147	-	-	286,218
	708,018	15,590	133,712	-	-	857,320
Crofton						
Water	133,252	2,748	3,457	-	-	139,457
Sewer	75,871	1,589	4,285	-	-	81,745
	209,124	4,337	7,742	-	-	221,203
South End						
Drainage	372,872	8,382	59,810	-	-	441,064
Water	2,114,860	46,737	277,600	-	(6,187)	2,433,010
Sewer	5,890,492	123,888	311,215	-	-	6,325,595
	8,378,225	179,007	648,625	-	(6,187)	9,199,670
Total	\$ 11,848,893	\$ 260,132	\$ 1,592,931	\$ -	\$ (102,187)	\$ 13,599,769

NIL REPORT DECLARATION OF DISQUALIFICATION FROM OFFICE

No application has been made for any Council or former Council member to be disqualified from office under section 111 of the *Community Charter*.

A handwritten signature in black ink, appearing to read 'Michelle Martineau', is positioned above the printed name.

Michelle Martineau
Corporate Officer
May 18, 2021



7030 Trans-Canada Highway
Duncan, British Columbia V9L 6A1
T 250.746.3100 | **F** 250.746.3133
info@northcowichan.ca
www.northcowichan.ca

DELEGATION APPLICATION for Virtual Meeting

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

Date: MARCH 10 / 2021

Name of Applicant: PAUL FLETCHER

On behalf of: Somenos Marsh Wildlife Society

Address: [REDACTED]

FIPPA s.22(1)

Email: PRESIDENT@SOMENOSMARSH.COM

Phone: [REDACTED]

FIPPA s.22(1)

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

☒ Council

☐ Committee of the Whole

☐ Forestry Advisory Committee

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

THE SMWS WOULD LIKE TO PRESENT OUR FINDINGS ON OUR PREVIOUS PARADISE FEATHER MANAGEMENT WORK IN SOMENOS CREEK AND TO PRESENT OUR GREENSTREAMS STRATEGY TO HELP INCREASE SALMON PRODUCTIVITY IN THE SOMENOS WATERSHED.

Will you be requesting a grant or financial assistance?

☐ Yes ☒ No

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

☒ Yes ☐ No

Please advise how many separate connections will be required: _____

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

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

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

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

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

For Internal use only

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

☐ Yes

Request approved (date) _____ Date of Meeting _____



Somenos Marsh Wildlife Society
March 10, 2021

Proposed North Cowichan Council Presentation re Parrots Feather in Somenos Creek and the SMWS GreenStreams Strategy to improve salmon productivity in the Somenos Watershed.


The SMWS proposes a 10 minute presentation, including a Power Point presentation, to present our findings re our Parrots Feather management activities on behalf of North Cowichan and to introduce our GreenStreams Strategy to improve salmon production in the Somenos Watershed. There will be 2 people presenting.

The Parrots Feather portion of the presentation will provide our findings as well as our efforts planned for the coming year. The proposal will also outline some of the issues we are facing in our ongoing management activities as well as providing a look ahead to the future of effective Parrots Feather management in Somenos Creek.

The GreenStreams Project presentation will follow the Parrots Feather presentation as our Parrots Feather management work is integral with our goal to improve salmon production and falls within the GreenStreams Project parameters. The GreenStreams Strategy is the development and implementation of 5-year restoration plan for the Somenos Watershed to help bring salmon production back to historical levels. A copy of the GreenStreams Strategy and the Power Point will be made available to council beforehand.

Thanks
Paul Fletcher
President, SMWS

Report

Date	June 16, 2021	File: DPV00004 & DVP00071
To	Council	
From	Caroline von Schilling, Development Planner	Endorsed: 
Subject	Development Variance Permit & Development Permit with Variance for 3135 Manor Drive and proposed 3003 Keystone Drive	

Purpose

To consider two development applications for 3135 Manor Drive, (1) a Development Variance Permit (DVP00071) and (2) a Development Permit with Variances (DPV00004), to facilitate a subdivision to retain an existing principal residence on proposed Lot 1 and an 18-unit residential townhouse complex on proposed Lot 2, and to consider varying the Zoning Bylaw for the subdivision and development by increasing the maximum lot coverage, and decreasing the minimum building separation, landscaped area and principal building side yard setback.

Background

The 0.65 ha (1.62 ac) subject property is located at 3135 Manor Drive (PID 005-426-758) (Attachments 1 & 2), is zoned Residential Multi-family (R7) Zone, and is designated within the Urban Containment Boundary in the Official Community Plan (Attachment 3). Site photos are provided in Attachment 4.

On July 7, 2010, Council adopted Zoning Amendment Bylaw No. 3420 to rezone 3135 Manor Drive from Residential One and Two Family (R3) Zone to Residential Multi-Family (R7) Zone in order to facilitate the future development of an 18-unit townhouse complex as well as the retention of an existing single family residence. At that time, a Section 219 Covenant agreement was registered on the property title, restricting the future density of the subject property to no more than 18 townhouse units and one single family dwelling. The current development proposal as presented in this report is consistent with this density restriction and the concept proposal approved by Council in 2010.

Proposal

The applicant proposes:

- A fee simple subdivision for the purpose of retaining an existing principal residence (a historic character home), including the original greenhouse on 1071 m² (0.26 ac); and,
- An 18-unit townhouse complex for building strata subdivision with common and private amenity space for retirement and community style living, on the remainder parcel 5452 m² (1.35 ac).

The R7 zoning allows for townhouse development subject to the R6 zone (except section 61(4)) and single family dwelling subject to the R3 zone. However, compliance with the R3 setbacks would negatively impact the owner's ability to retain a functional portion of the principal dwelling (a section of the dwelling is proposed to be removed in an attempt to meet the minimum side yard setback

requirement) while also providing sufficient area for the townhouse development. As a result, the applicant requests Council's approval of the following applications:

1. **Development Variance Permit Application DVP00071** to vary Section 58(6)(a) of Zoning Bylaw 2950 to decrease the minimum permitted side yard setback for the northeast corner of the principal dwelling from 2.0m to 1.5m to facilitate a proposed fee simple subdivision.

A Site Plan for the Development Variance Permit application (DVP00071) is provided in Attachment 5. The R7 zoning allows for townhouse development subject to the R6 zone (except section 61(4)). However, compliance with the R6 lot coverage and building setbacks provisions would negatively impact the applicant's ability to fulfill Development Permit Area-1 (General/DPA-1) guidelines for Zoning Bylaw, Schedule J, Sec. 1.1. Further, the proposed development is subject to Development Permit Area-3 (Aquifer Vulnerability) and Development Permit Area-4 (Steep Slopes/Retaining Wall).

2. **Development Permit with Variance Application (DPV00004)** for an 18 unit residential townhouse complex, subject to the requirements and guidelines of DPA-1, 3 and 4, and the proposed variances to Zoning Bylaw 2950:
 - a. Section 61(5) to increase the maximum permitted lot coverage from 30% to 32.87% to improve site design and mature tree retention (0.52%) and private amenity space, i.e., provide covered front yard patios (2.35%);
 - b. Section 61(8)(a) to decrease minimum permitted building separation from 12.0m to 6.0m between Units 3 & 10, and 12.0m to 4.5m between Units 16 & 17 and 7 & 8 to improve common landscaped amenity spaces; and,
 - c. Section 39(1) to decrease the minimum permitted width of the vegetated horizontal landscaped area from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12 on the east boundary to facilitate useable rear yards.

A Site Plan for the Development Permit with Variance is provided in Attachment 6 and the Letter of Rationale from the applicant is provided in Attachment 7.

Discussion

- **Application DVP00071 (Development Variance Permit)**

Schedule J Section (iv) of the Zoning Bylaw No. 2950, 1997 states:

"A Development Variance Permit is required where the proposed variance does not meet one or more of the above noted criteria [i.e., facilitates applicable development permit guidelines, or achieves OCP policies] ..."

Variance application DVP00071 requests relaxation for the northeast corner of the minimum principal building side yard setback from 2.0 to 1.5m (Section 58(6)(a) of the Zoning Bylaw) is intended to achieve a fee simple subdivision. As development permit requirements and guidelines and Official Community Plan policies are not directly applicable to the proposed subdivision, the request to relax the side yard setback is being considered through a *Development Variance Permit*

application rather than through the development permit with variance application for the townhouse development.

The variance requested does not significantly impact the planned townhouse development on proposed Lot 2 because the strata road is intended to be located immediately adjacent to the property line (Attachment 6).

Should the variance be granted by Council as requested, the closest townhouse unit to the variance request (i.e., the northeast corner of the principal dwelling as proposed) is approximately 7m away. This distance from the property boundary exceeds the combined minimum side yard setback requirement for the R3 zoned proposed Lot 1, which is 2.0m, and the R7 zoned proposed Lot 2 (subject to the principal building side yard setback of the R6 zone), which is 3.0m.

The draft Development Variance Permit DVP00071 is provided in Attachment 8.

- **Application DPV00004 (Development Permit with Variances)**

Schedule J Section (iv) Zoning Bylaw No. 2950, 1997 states:

“Under section 920 (2) (a) of the *Local Government Act*, Council may issue Development Permits that vary the Municipality of North Cowichan’s Zoning Bylaw or any other bylaw established under the Act Council will consider issuing Development Permits with variances that:

- (a) Facilitate conformance with the applicable guidelines; and
- (b) Achieve an objective or policy stated in the Municipality’s Official Community Plan”.

Development Permit Application DPV00004 includes proposed relaxations of zoning provisions of the R7 zone to better achieve Development Permit Area-1 (DPA-1, General) guidelines. As the proposed variances help to achieve DPA-1 guidelines for improved mature tree retention, increased area for common amenity, and improved private amenity space, Council may authorize the variances through approval of this *Development Permit with Variance*.

The variances requested are presented first, followed by the development permit considerations.

- **VARIANCES**

The sections of the Zoning Bylaw requested to be varied, as well as the development permit guidelines (DPA-1) to which the variances are relevant are:

1. Section 61(5) to increase the maximum permitted lot coverage from 30% to 32.87% to facilitate site design and mature tree retention and provide improved private amenity space. This facilitates conformance with the following DPA-1 guidelines:
 - a. Improved retention of mature trees (DPA1 Sec 1.5.2.E)
 - b. Improved private amenity space for physical comfort, e.g., with the use of covered outdoor front porch (DPA1 Sec 1.5.3.A(ii))

The impact of the increased lot coverage on neighbouring properties is not significant because the building setbacks from those properties will be maintained.

2. Section 61(8)(a) to decrease minimum permitted building separation from 12.0m to 6.0m between Units 3 & 10, and 12.0m to 4.5m between Units 16 & 17 and 7 & 8 to facilitate common landscaped amenity spaces. This facilitates conformance with the following DPA-1 guidelines:
 - a. Improved common amenity area between townhouse units for outdoor gathering (1.5.3.A(i))
 - b. Increased landscaped areas not utilized by buildings or driveway and parking (1.5.2.A)

The decreased minimum permitted building separations (this zoning provision is intended to improve privacy between units) is mitigated by the use of cedar lattice privacy screens between windows of adjacent units. This design feature meets the intent of Zoning Bylaw Section 61(8)(a). The building separations as proposed have been reviewed by the North Cowichan's Chief Building Inspector and no BC Building Code issues with the proposed configuration were identified.

3. Section 39(1) to decrease the minimum permitted width of the vegetated horizontal landscaped area from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12 abutting R3 zoned properties along the east property boundary. This facilitates conformance with the following DPA-1 guidelines:
 - a. Maximizing outdoor residential open spaces (DPA1 Sec 1.3.1K)
 - b. Adequate safe places for outdoor play (DPA1 Sec 1.3.1.N)

A solid cedar fence between the R7 and abutting R3 properties to the east mitigates the loss of portions of vegetated screening and maintains privacy.

▪ **DEVELOPMENT PERMIT**

In fulfillment of Development Permit DPA-1 (General) guidelines, the draft Development Permit with Variance, as well as Schedules 1-7, as outlined below, are provided in Attachment 9:

- Site and Phasing Plan (Schedule 1)

The Site Plan demonstrates conformance with Site Choice & Efficient Land Use and Site Design & Landscaping guidelines by retaining a mature Sequoia tree (sec. 1.5.1d), providing private amenity space appropriate for seniors, e.g., covered front porches (sec. 1.3.1q) and community style living, e.g., safe places for outdoor play (1.3.1n), and common amenity space providing areas where residents can meet and recreate (1.3.1l).

- Building Elevations (Schedule 2)

The building elevations demonstrate conformance with Building Form & Character guidelines through building design at an appropriate scale (sec. 1.7.2c), respecting the form and character of the neighbourhood (sec. 1.7.3a), and the use of natural colour finishes (sec. 1.7.2 xii).

- Lighting Plan (Schedule 3)

The lighting plan demonstrates controlled glare and reduced light spill onto surrounding properties with down-directed lighting (sec. 1.3.1 i).

- Site Servicing Plan (Schedule 4)

Site landscaping, especially in the common amenity area of the central landscape feature, demonstrates servicing design that improves water quality; further, the site meets stormwater management guidelines (sec. 1.6.2a).

- Landscaping Plan (Schedule 5)

The landscaping plan demonstrates conformance with Site Design & Landscaping guidelines by maintaining mature trees (sec. 1.5.2e), incorporating vegetated buffer areas throughout the proposal (sec. 1.5.2f), and providing appropriate site signage (sec. 1.5.5).

In fulfillment of Development Permit DPA-4 (Steep slopes/Retention wall) guidelines:

- Geotechnical Assessment (Schedule 6)

A geotechnical assessment report considers the development feasible from a geotechnical perspective, and that recommendations for the stability of the retaining wall will be provided.

In fulfillment of Development Permit DPA-3 (Aquifer Vulnerability) guidelines:

- Aquifer Vulnerability Assessment (Schedule 7)

An assessment report provided demonstrates the multi-family proposal does not pose a risk to the quality or quantity of the groundwater of the Cowichan River Watershed.

Summary and Conclusion

The proposed subdivision is intended to retain the existing single family residence and associated features, i.e., the existing greenhouse, gardens, and water feature at 3135 Manor Drive (proposed Lot 1). The requested principal building side yard setback variance is intended to facilitate the subdivision and development of the remainder parcel. The impact on neighbouring properties is limited primarily to the proposed strata townhouse complex, so existing neighbours are not impacted. Moreover, this impact is further limited by the proposed location of the future strata road, which will abut the property boundary along which the principal building side yard setback is being sought (DVP00071).

The proposed variances associated with the development proposal of the 18-unit strata townhouse complex at 3003 Keystone Drive (proposed civic address for Lot 2) facilitate compliance with Development Permit Area-1 design guidelines. Moreover, the impact of the increased lot coverage (i.e., 2.87%) and decrease of privacy-related building separations (i.e., from 12.0m to 6.0m between Units 3 & 10, and 12.0m to 4.5m between Units 16 & 17 and 7 & 8) are limited primarily to the site of the proposed strata townhouse complex. The existing and proposed solid cedar fence between the R7 zone of the subject property and the abutting neighbouring R3 properties to the east mitigate the loss of portions of the required 1.1m vegetated screening.

Approval of applications Development Variance Permit DVP00071 and Development Permit with Variance DVP00004 is recommended.

Options

Option 1: (Recommended option)

THAT Council:

1. Issue the development permit with variance DPV00004 for 3135 Manor Drive to facilitate site design and private amenity spaces, common landscaped amenity spaces, and useable rear yards, as attached to the Development Planner's report dated June 16, 2021;
2. Issue the development variance permit DVP00071 for 3135 Manor Drive to facilitate subdivision, as attached to the Development Planner's report June 16, 2021;
3. Grant the following variances to Zoning Bylaw 1997, No. 2950:
 - (i) Section 61(5) to vary the maximum lot coverage by increasing it from 30% to 32.87%;
 - (ii) Section 61(8)(a) to vary the minimum permitted building separation by decreasing it from 12.0m to 6.0m between Units 3 & 10, and from 12.0m to 4.5m between Units 16 & 17 and 7 & 8;
 - (iii) Section 39(1) to vary the minimum permitted width of the vegetated horizontal landscaped area by decreasing it from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12 on the east boundary at 3135 Manor Drive legally described as Lot 1, Section 19, Ranges 4 and 5, Quamichan District, Plan 8704 Except Part in Plan VIP78692 and VIP84510 (PID: 005-426-758); and
 - (iv) Section 58(6)(a) to vary the minimum principal building side yard setback by decreasing it from 2.0m to 1.5m at 3135 Manor Drive legally described as Lot 1, Section 19, Ranges 4 and 5, Quamichan District, Plan 8704 Except Part in Plan VIP78692 and VIP84510 (PID: 005-426-758) at 3135 Manor Drive.

Option 2:

THAT Council deny:

1. Development permit with variance application DPV0004 for the development of an 18-unit townhouse complex at 3135 Manor Drive (PID 005-426-758) on proposed Lot 2 (proposed 3003 Keystone Drive), including proposed variances to Sections 61(5), 61(8)(a) and 39(1) of Zoning Bylaw 2950, 1997.
2. Development variance permit application DVP00071 for a relaxation to Section 58(6)(a) of Zoning Bylaw 2950, 1997 to decrease the minimum permitted side yard setback for a principal building from 2.0 metres to 1.5 metres to facilitate the subdivision of 3135 Manor Drive.

Implications

Should Council approve the applications, grant the variances and authorize issuance of the permits, the proposed subdivision and residential development at 3135 Manor Drive (PID 005-426-758) on proposed Lots 1 and 2 may proceed. Should Council resolve not to grant the variances, the property owner would be required to develop in conformance with the provisions of the R7 zone. Therefore, changes to the development proposal will be required. With an alternate development proposal in conformance with the R7 zone, existing residential infrastructure and trees, as well as site design features as proposed for the 18-unit townhouse complex could be impacted.

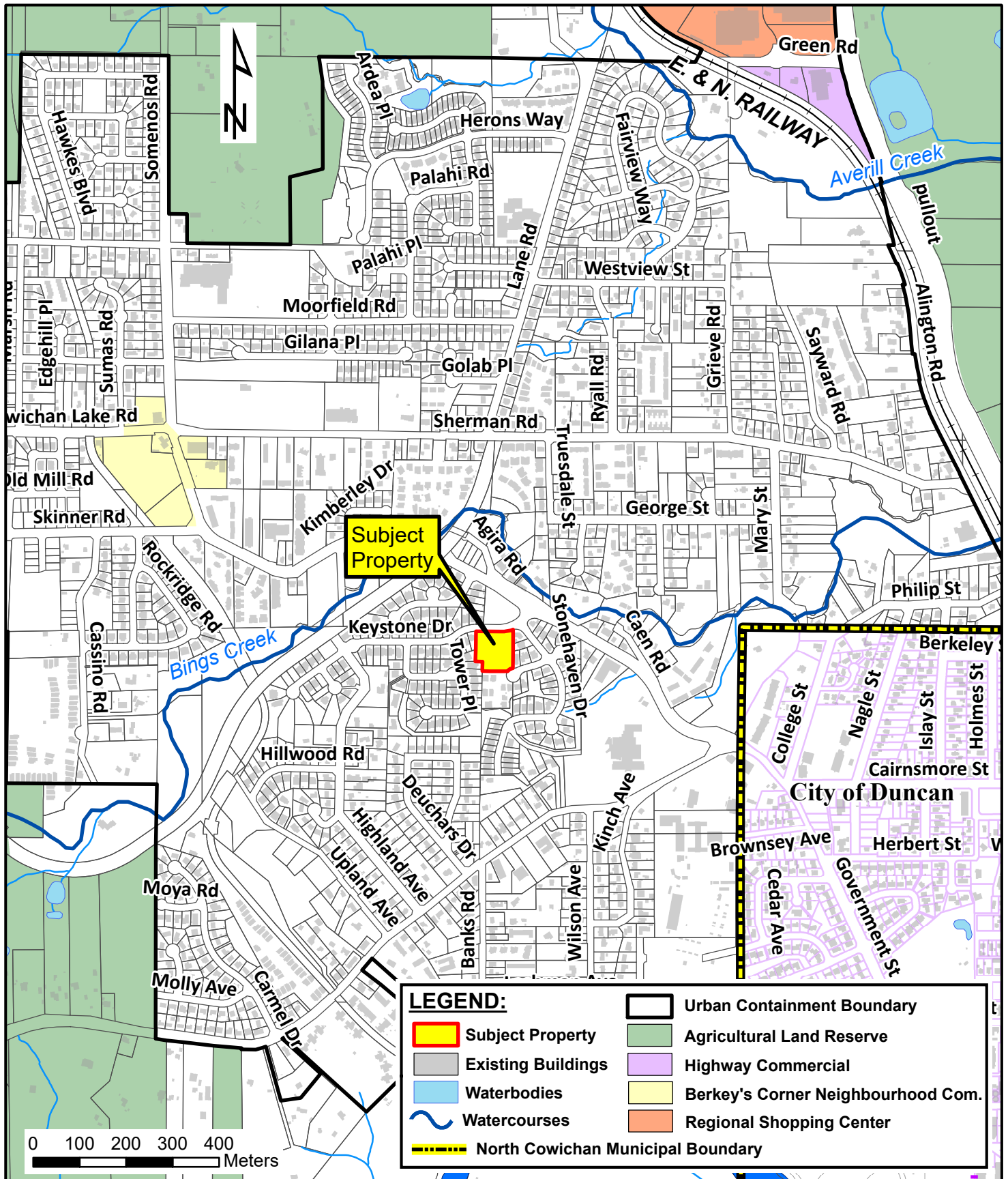
Recommendation

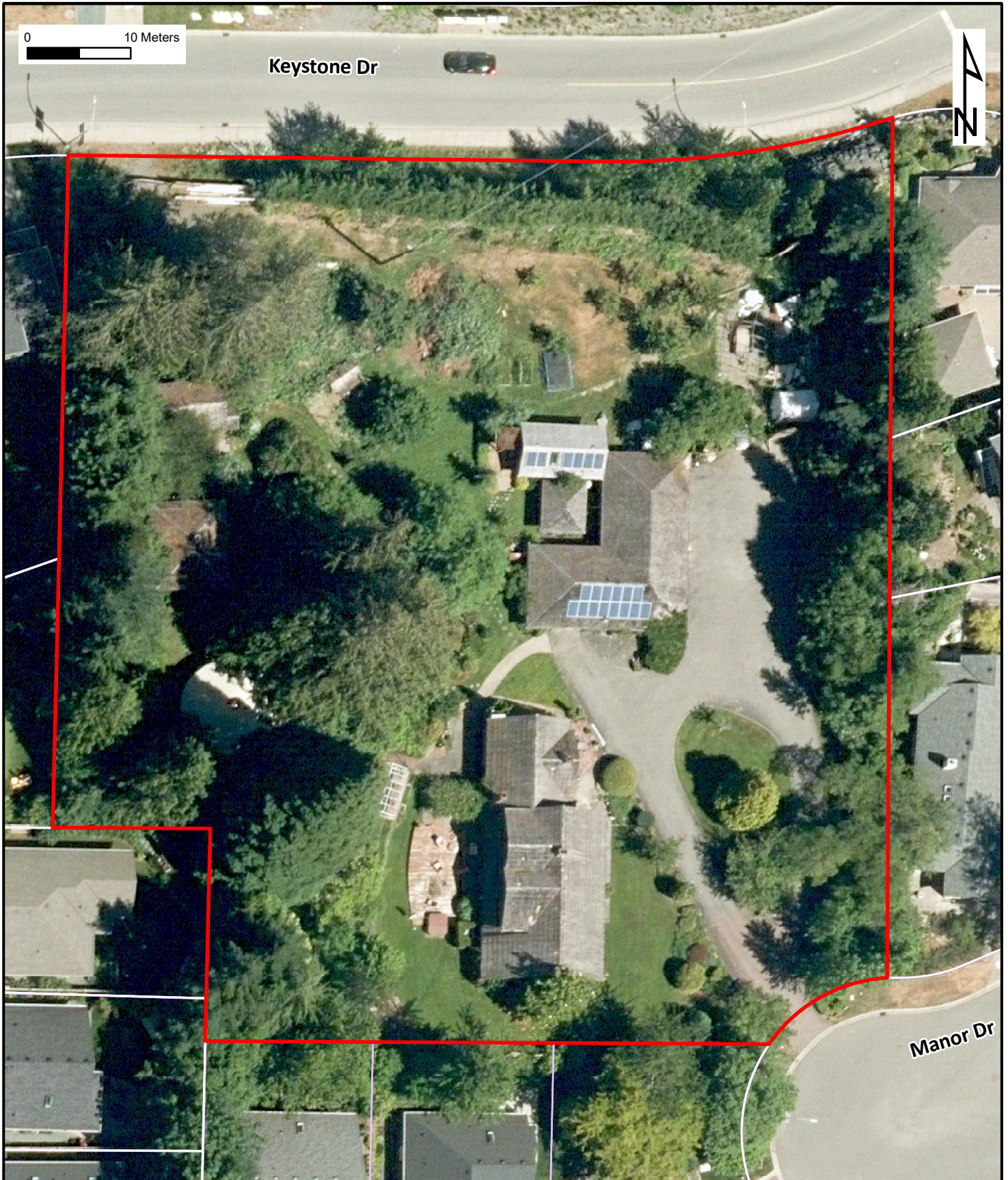
THAT Council:

1. Issue the development permit with variance DPV00004 for 3135 Manor Drive to facilitate site design and private amenity spaces, common landscaped amenity spaces, and useable rear yards, as attached to the Development Planner's report dated June 16, 2021;
 2. Issue the development variance permit DVP00071 for 3135 Manor Drive to facilitate subdivision, as attached to the Development Planner's report June 16, 2021;
 3. Grant the following variances to Zoning Bylaw 1997, No. 2950:
 - (i) Section 61(5) to vary the maximum lot coverage by increasing it from 30% to 32.87%;
 - (ii) Section 61(8)(a) to vary the minimum permitted building separation by decreasing it from 12.0m to 6.0m between Units 3 & 10, and from 12.0m to 4.5m between Units 16 & 17 and 7 & 8;
 - (iii) Section 39(1) to vary the minimum permitted width of vegetated horizontal landscaped area by decreasing it from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12 on the east boundary at 3135 Manor Drive legally described as Lot 1, Section 19, Ranges 4 and 5, Quamichan District, Plan 8704 Except Part in Plan VIP78692 and VIP84510 (PID: 005-426-758); and
 - (iv) Section 58(6)(a) to vary the minimum principal building side yard setback by decreasing it from 2.0m to 1.5m at 3135 Manor Drive legally described as Lot 1, Section 19, Ranges 4 and 5, Quamichan District, Plan 8704 Except Part in Plan VIP78692 and VIP84510 (PID: 005-426-758).
- at 3135 Manor Drive.

Attachments:

1. Location Map
2. Orthophoto
3. Zoning Map
4. Site Photos
5. Site Plan DVP00071
6. Site Plan DPV00004
7. Letter of Rationale
8. Draft Development Variance Permit DVP00071
9. Draft Development Permit with Variance DPV00004



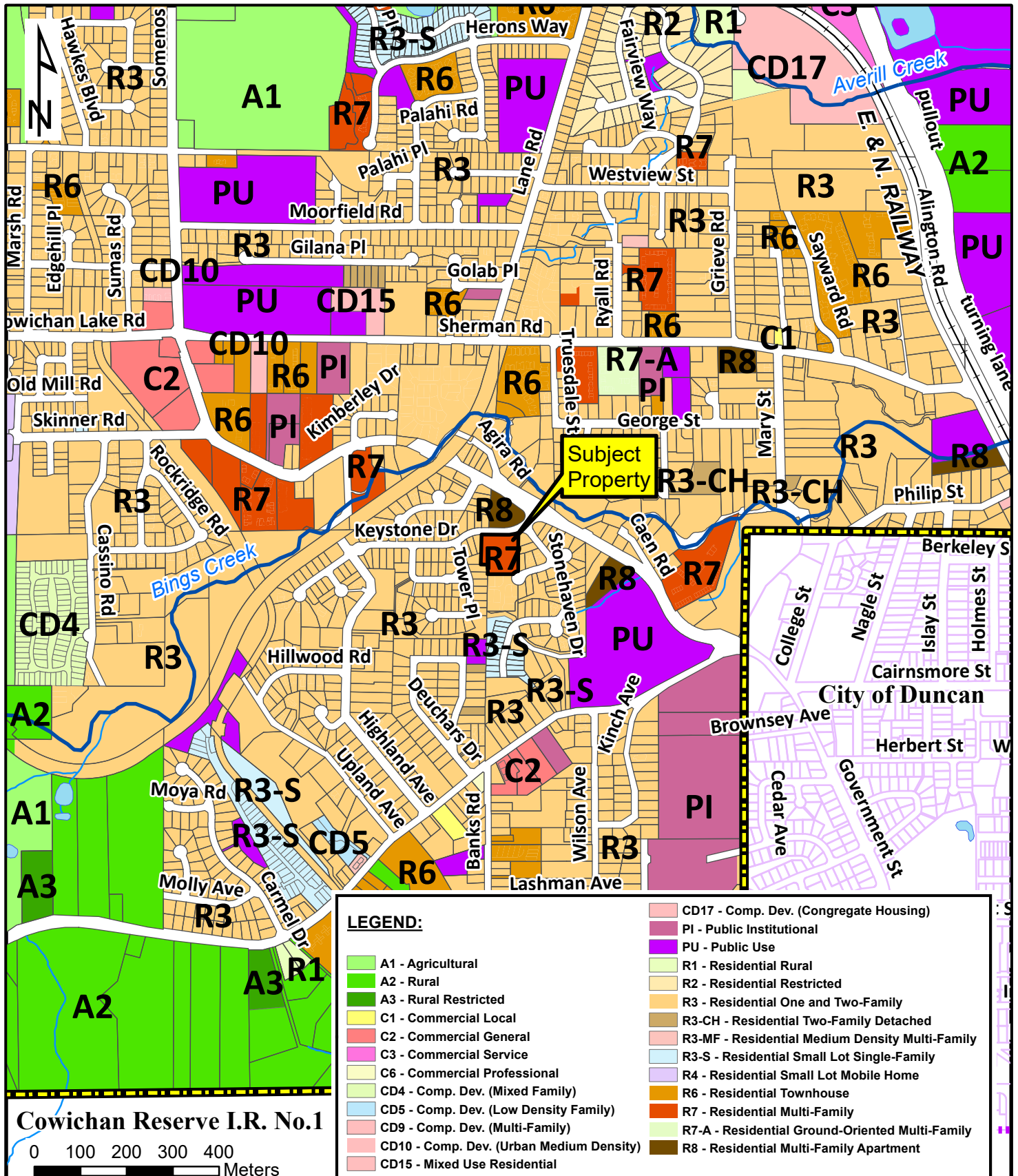


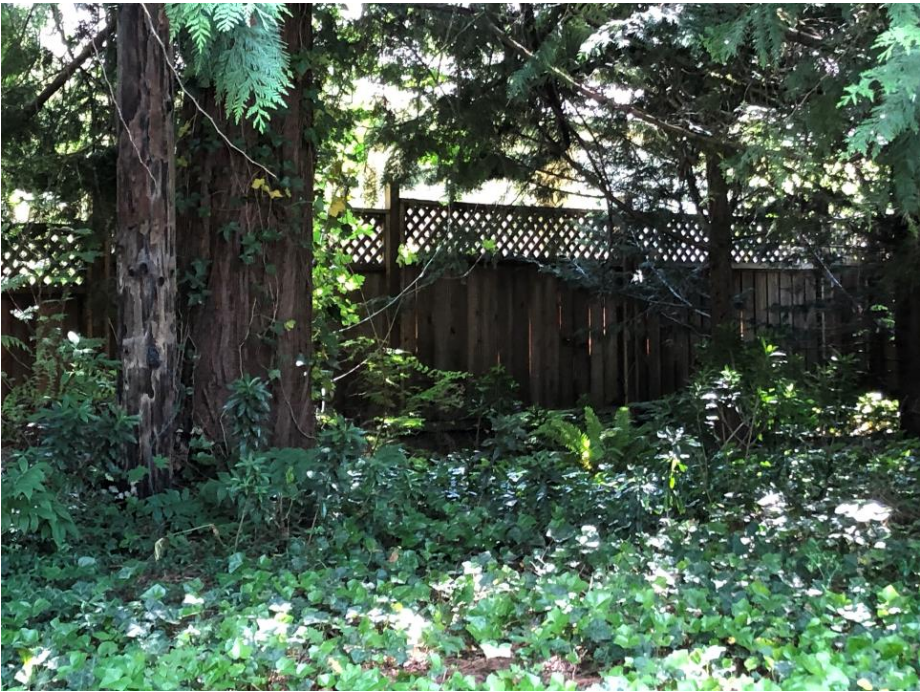
ORTHOPHOTO MAP

(Orthophoto is from 2019 aerial photography)

3135 Manor Drive

DATE:	June 2, 2021
TYPE:	Dev. Permit With Variance
FILE#:	DPV00004



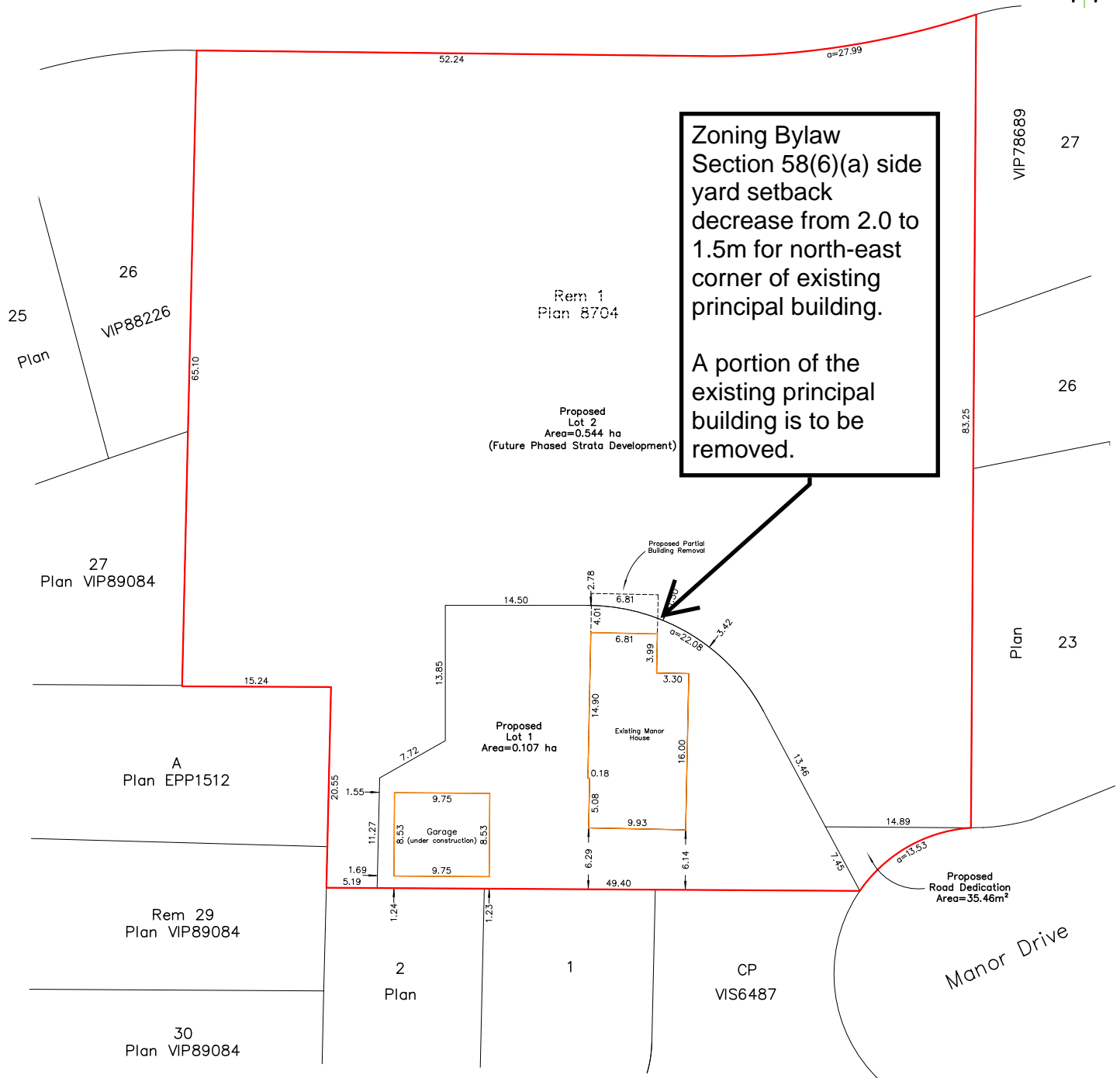
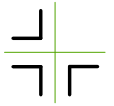




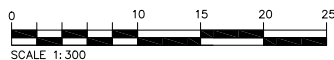
ATTACHMENT 5

Keystone

Drive



NOTE:
THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS AND INTERESTS:
M76300, M76302, FB130570, FB130571, FB144511, CA1584785, CA1627529.
THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE NOTED DOCUMENTS.



DISTANCES AND ELEVATIONS ARE IN METRES.
GEODETIC ELEVATIONS ARE DERIVED FROM CONTROL MONUMENT 98SG065 (CGVD28BC DATUM).

THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE DESCRIBED PARCEL ONLY.
THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.
THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIMS ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND ITS INTENDED USE.

SITE PLAN SHOWING PROPOSED SUBDIVISION:
LOT 1, SECTION 19, RANGES 4 AND 5, QUAMICHAN DISTRICT, PLAN 8704, EXCEPT PART IN PLAN VIS6487 AS SHOWN ON PLAN VIP84512

Certified correct this ___th day of X, 2021.

Client: REB DEVELOPMENT SERVICES
Civic Address: 3135 MANOR DRIVE

(This document is not valid unless originally signed and sealed.)

File: 20-021 Scale: 1:300 Drawn by: BEP Property Zoning: R7

Turner & Associates
land surveying™
250.753.9778
435 Terminal Avenue North
Nanaimo, BC V9S 4J8
www.turnersurveys.ca

235

Section 61(8)(a) decrease the minimum permitted building separation from 12.0m to 6.0m between Units 3 & 10, and from 12.0m to 4.5m between Units 16 & 17 and 7 & 8

Section 39(1) decrease the minimum permitted width of vegetated horizontal landscaped area from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12

Section 61(5) increase the maximum lot coverage from 30% to 32.87%

Site Plan

Plan To Accompany Development Permit Application
The Cottages at Stonehaven Manor
Remainder Of Lot 1, Sections 19, Range 5,
Quamichan District, Plan 8704

AREA SUMMARY						
Proposed Buildings	Lower Floor Area (sq. ft.)	Upper Floor Area (sq. ft.)	Total Area (sq. ft.)	Front Porch Area (sq. ft.)	Back Porch Area (sq. ft.)	Side Porch Area (sq. ft.)
Phase One						
Unit #1	999	514	1513	75	790	790
Unit #2	999	514	1513	75	790	790
Unit #3	999	514	1513	75	790	790
Phase Two						
Unit #4	993	649	1642	77	786	786
Unit #5	993	649	1642	77	786	786
Unit #6	993	649	1642	77	786	786
Unit #7	993	649	1642	77	786	786
Phase Three						
Unit #8	993	649	1642	77	786	786
Unit #9	993	649	1642	77	786	786
Phase Four						
Unit #10	999	583	1582	75	790	790
Unit #11	999	583	1582	75	790	790
Unit #12	999	583	1582	75	790	790
Phase Five						
Unit #13	993	649	1642	77	786	786
Unit #14	993	649	1642	77	786	786
Unit #15	993	649	1642	77	786	786
Unit #16	993	649	1642	77	786	786
Phase Six						
Unit #17	993	649	1642	77	786	786
Unit #18	993	649	1642	77	786	786
Totals	17910	10984	28894	1374	14172	14172
Total Area (sq. m.)	1664	983	2647	128	1317	1317
Dwelling Site Coverage (1664/5452)						
Covered Porch (128/5452)						
Total Site Coverage						
Floor Space Ratio = (1317-983/5452)						

R.E.B. Development Services

Design & Project Management
1245 Glenview Drive, Suite 200, Victoria, BC V8M 1G8
Phone: (250) 766-0010
Email: info@rebdev.com



the cottages
at Stonehaven Manor

Site Development Summary

Proposed "Cottages" Development
Total Site Area = 5452 m²
Total Number Of Proposed Units = 18
Current Zoning Designation = Residential Multi-Family Zone R-7

Density
Permitted Density = 289m² / Unit - Therefore 5452 / 289 = 19 Units

Site Coverage
Permitted Coverage As Per Bylaw = 30%
Proposed Dwelling Area (Excluding Covered Porch) = 1664m² / 5452m² = 30.5%
Proposed Covered Porches = 128m² / 5452m² = 2.35%

Building Separations Permitted & Proposed
12.0m Between Windows & Habitable Rooms / 0.0m Between Walls Of Wall And Windows
Proposed Partial Separations = 4.5m Between Units 7/8 & 16/17 (0.0m Permitted Under R-7 Zone)
Fire Code Confirmation - Building Department Confirmed 14% Of The Wall Can Consist Of Unprotected Openings At 4.0m.
Proposed Unprotected Openings = 7.3%.

Floor Space Ratio
Permitted As Per Bylaw = 50%
Total Building Area - Lower 1296.8m² - Upper 983m² = 2279.8m²
Therefore Site Area = 2300m² / 5452m² = 0.422

Recreational Space
Area Required As Per Bylaw = 4.2% Of Site Area = 245m²
Proposed Three Areas = North East = 160m² - South East = 290m² - South West = 317m²
Total Proposed Area = 767m²

Landscaped Open Space
Total Of Four Areas As Noted Site Plan = 1652m² / 5452m² = 30.3%

Proposed Variance Request

- 1) Covered Porches Be Excluded From The Overall Site Coverage
- 2) That Building Separations Between Units 7/8 & 16/17 Be Reduced To 4.5 Metres From 6.0m Subject To Approval Of The Chief Building Inspector
- 3) Allow Reduction Of Vegetated Screening From 1.1m To 0.0m Abutting The R-3 Zone To Facilitate A Gravel Surface To Accommodate Future Planters By Owner At The Rear Of Units 1, 2, 3, 10, 11 & 12
- 4) Allow A Reduction In The Side Yard To 1.5 metres To Retain Functional Porch (Washroom) Of The Manor House.
- 5) Site Coverage Of 32.87% To Be Permitted



Date: December 30 , 2020 / **Revised April 26, 2021**
 File: 2019/Webb World

Municipality Of North Cowichan
 P.O. Box 278, Duncan B.C.
 V9L 3X4
Attn: Ms Caroline von Shilling

Re: Proposed Development Of "The Cottages at Stone Manor"
Webb World Developments Inc.

Lots 1, Section 19, Ranges 4 & 5,
 Quamichan District, Plan 8704
 PID # 005-426-758
 3135 Manor Drive, Duncan, B.C. V9L 1E7

Dear Ms von Shilling;

With regard to the Development Permit (DP) Application for the above noted property we have completed all of the work required for review and consideration for approval. As you may be aware this property was rezoned to Residential Multi Family Zone R-7 about ten years ago to allow for a Townhouse development. At that time it was anticipated that the existing Manor House would be restored and the remainder of the property would be developed in a theme that reflects the historic image of the property.

History

The subject property was home to members of a very successful local pioneering family that created the Hillcrest Lumber Company. The company was formed in 1917 by Carton Stone and was situated in Sahtlam and relocated to Mesachie Lake in the early 1940's until closing in 1968. Hillcrest was a major employer in the Cowichan Valley and there are many reminders of the generosity of the Stone family including the donation of the lands to construct the existing Cowichan District Hospital. The Manor House as it has come to be known as was the residence of Hector Stone and his family one of Carlton Stone's sons. Charlie Webb of Webb World Developments acquired the property in 2004 when the adjacent lands that are now Stonehaven Estates were developed. In 2007 Webb World developed The Orchard a nine lot bare land strata development on the southern portion of the property. During the development of The Orchard a major effort was made to salvage and re establish the mature plants. These were excavated and stored in a temporary nursery and replanted on each of the new lots when the landscaping for the homes was completed.

Over the past fifteen years Charlie and his family have resided in the Manor House and have completed major renovations and restoration to bring the building up to current standards.

Cont./2



Re: Proposed Cottages Development (CONT.)

Lots 1, Section 19, Ranges 4 & 5,

Quamichan District, Plan 8704

PID # 005-426-758

3135 Manor Drive, Duncan, B.C. V9L 1E7

Vision For The Cottages

Right from the acquisition of the property Charlie Webb from Webb World Developments Inc. understood the significance of the Manor House (where he resides) and it's connection to the Carlton Stone Legacy. In ensuring the preservation of the Manor House considerable thought and time was spent on deciding on a new building scheme for this pocket development that would make efficient use of the property, provide a unique setting and fit nicely into the Stonehaven Estates and Stone Manor Estates neighbourhood, which Webb has developed over the years. The concept is to create small cottage style homes for retirement peoples who want affordability, energy efficiency and community style living. This is why the homes are designed to have all main living on level entry floor. Webb's vision is to keep the Heritage look and persevere much of the existing heritage landscaping and planting done by Marry Stone for decades. Great effort was spent on considering the options for a housing development that would augment the Manor House and it was determined that eighteen townhouses with most fronting an internal courtyard and gardens will make for a unique cluster of homes. Walkways and pedestrian access, small landscape green spaces and extensive gardens throughout the site promise for a beautiful relaxing easy access property. Webb's vision for this neighbourhood is to have buildings and outdoor spaces to be alive and vibrant, authentic and soulful, fostering a strong scene of community. The walkways, gardens, decks and courtyard within the developments will promote connection to the outdoors and foster a scene of community, thus promoting and supporting Webb's rational for the variances needed for the vision of this development. To create all of this, where possible, the existing plants, shrubs and trees will be transplanted to a temporary nursery and used in the landscape scheme for the project. The north east corner of the site will have an orchard developed from the existing trees on the property including a somewhat rare fruit trees and shrubs.

Cont./3

Re: Proposed Cottages Development (CONT.)

Lots 1, Section 19, Ranges 4 & 5,

Quamichan District, Plan 8704

PID # 005-426-758

3135 Manor Drive, Duncan, B.C. V9L 1E7

Development Criteria

The site is 6523 sq. m. in area of which 1071 sq. m. is planned as a fee simple lot for the Manor House. The remaining 5452 sq. m. will be developed as the "The Cottages" a unique Conventional Phased Building Strata Townhouse Project. Each unit will be fully serviced and have an enclosed single car garage. The density permitted is nineteen units but only eighteen units are planned. Access will be off Manor Drive and Keystone Drive with the Manor Drive access left somewhat the same to reflect a private driveway. The Manor House fee simple lot area was increased to ensure the house access at the north east corner is preserved out to the existing driveway which will become a strata road, an access easement will also be granted to the fee simple lot over the common property roadway, the historic green house will be protected and there is room for a double car garage with office above to replace the facilities which will be lost to make way for the housing project.

Variance Considerations

In order to preserve the historic appeal of the Manor House and achieve the Webb World Vision for the property there are a few variances that we are seeking from the Municipality. We have included our reasoning as to why these variance requests have no impact on the surrounding properties. The variance sought are as follows:

- 1) Covered Patches - To help meet the 30% maximum site coverage of the bylaw we ask that Covered Porches be excluded from the overall site coverage calculations. The porches provide outdoor space for all weather enjoyment, are generally out of the view of adjacent properties, allow for neighbour interaction and will be somewhat of an outdoor lounge. Total covered porch areas = 128 sq. m. or 2.35% of site coverage.
- 2) Minor Site Coverage Maximum - In order to be within the Maximum Site Coverage for the main dwellings interior space we ask that an increase 30.50%. be permitted. The total site coverage we are seeking will therefore be 32.87%. This minimal increase will allow all units to be similar without compromise and will not be noticeable by the adjacent land owners. The reason The Cottages site coverage has exceeded the minimum was due to the Manor House Fee Simple Lot being increased in area to preserve the historic greenhouse.

Cont./4

Re: Proposed Cottages Development

Lots 1, Section 19, Ranges 4 & 5,

Quamichan District, Plan 8704

PID # 005-426-758

3135 Manor Drive, Duncan, B.C. V9L 1E7

Variance Considerations (CONT.)

- 3) Building Separation Reduction - A reduction to 4.5 metres from 6.0 metres is requested for the separation between Units 7 & 8 and between Units 16 & 17. We have confirmed with the Chief Building Inspector that this would meet Building Code requirements. Based on the 4.5 m separation a maximum of 14% of unprotected openings would be permitted on an exterior wall and our current design has proposed 7.3% of window area. The area of the separation request is not within view of the adjacent lands and it should be noted that Residential Ground-Oriented Multi-Family Zone (R7-A) allows for 4.0 metre separation without windows no Building Code concerns.
- 4) Manor House Side Yard Reduction - This variance is in reference to the current fee simple subdivision underway to separate the Manor House from the Cottages Building Strata development. In order to retain a functional portion (Washroom) of the Manor House a side yard reduction to 1.5 metres is requested at the north east corner of the building. The location of the proposed variance is within the development site and is not within view of the adjacent lands.
- 5) Perimeter Landscaping Policy - Current landscaping requirements include a 1.1 m wide vegetated landscape buffer and fence on boundaries abutting residential properties. As a condition of the surrounding Stonehaven Estates subdivision each owner was required, as a condition of the Registered Building Scheme (EX043534), to install a fence and almost the entire perimeter of The Cottages has a solid cedar panel fence that conforms. The extensive proposed landscaping will not be visible to any of the neighbours so a few locations on the east and west property lines have minor gaps in the required 1.1m wide buffer that were created in order to facilitate parking and an emergency turnaround on the west property and provide some additional space for units abutting the east property lines. The parking area in the north west corner of the site will have cedar trees along the fence line and the emergency turnaround south of Unit # 9 will have plantings incorporated in the stacked rock wall along the property line. Along the east boundary Units 1-3 & 10-12 will have a crushed gravel area that will be available to the residents to set planter boxes or provide some space for other outdoor activities. See attached Existing Fence Photos.

With regard to your April 8, 2021 Development Permit Application Review we have addressed your concerns and provided a list for confirmation.

Cont./5



Re: Proposed Cottages Development

Lots 1, Section 19, Ranges 4 & 5,

Quamichan District, Plan 8704

PID # 005-426-758

3135 Manor Drive, Duncan, B.C. V9L 1E7

Compliance Concerns & Development Requirements

- Wheel stops added to parking stalls
- Parking Summary with designated stalls added to on Grading Plan
- Lighting details are provided with several illumination scenarios.
- Perimeter landscaping and fencing addressed.
- Site Coverage areas and calculations updated and detailed on Site Plan
- Setbacks confirmed and outline of existing dwelling section that is to be demolished erased.
- Landscaped Open Space calculation added to Site Development Summary on Site Plan.
- Detailed Phasing Plan provided. The Draft Strata Plan is being prepared by the Land Surveyor and once completed the Disclosure Statement will be prepared and a Form "P" will be prepared for review by the Approving Officer.
- Landscape bonding based on proposed phasing is provided
- A separate Stormwater Drainage Plan is provided showing proposed stormwater management and erosion & sediment control measures.
- An updated Aquifer Vulnerability Statement is being prepared.
- An Appraisal of the existing land is being prepared to determine the value of the required 5% cash in lieu or parkland contribution as outlined in Covenant # CA1584785
- All walkways will be ramped where they meet the asphalt road surfaces and level entries will be provided on the west side of Units 1-3 & 10-12, south side of Units 4-9 and north side of Units 13-18.

Should you require additional information please do not hesitate to contact me either by e-mail or call/text 250 246 7640 or Charlie Webb at 250 701 5685

Sincerely Yours

R. Buckles

Richard E. Buckles

R.E.B. Development Services

Cc: Charlie Webb

Webb World Developments Inc



Typical Existing Fence On East & West Property Lines

Development Variance Permit

Permit No: Prospero No. DVP00071/Reference No.3080-20 21.08

Registered Owner: Charles Thomas Webb

Subject Property: 3135 Manor Drive **Folio:** 01205-000

Description of Land:

Parcel Identifier: 005-426-758

Legal Description: LOT 1, SECTION 19, RANGES 4 AND 5, QUAMICHAN DISTRICT, PLAN 8704,
EXCEPT PART IN PLAN VIP78692 AND VIP84510

Proposal: **Variance request to decrease the principal building side yard setback from 2.0m to 1.5m at 3135 Manor Drive.**

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 58(6)(a) of Zoning Bylaw 2950, 1997 by decreasing the minimum principal building side yard setback from 2.0m to 1.5m to facilitate a fee simple subdivision.
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 and issued on June XX, 2021.

This permit expires on June XX, 2023.

The Corporation of the District of North Cowichan

Designated Municipal Officer

Development Permit with Variance

Permit No: DPV00004/19.46

Registered Owner: Charles Thomas Webb

Subject Property: 3003 Keystone Drive (proposed remainder or Lot 2 of 3135 Manor Drive)

Folio: 01205-000

Description of Land:

Parcel Identifier: 005-426-758

Legal Description: LOT 1, SECTION 19, RANGES 4 AND 5, QUAMICHAN DISTRICT, PLAN 8704, EXCEPT PART IN PLAN VIP78692 AND VIP84510

Proposal: **Development Permit 1 (General) with Variances, Development Permit 3 (Aquifer Vulnerability), and Development Permit 4 (Retaining Wall > 1.2m) to facilitate an 18 unit townhouse complex**

Conditions of Permit:

1. This permit is issued subject to compliance with all relevant District of North Cowichan bylaws.
2. This permit applies to the lands described above, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').
3. Pursuant to section 498 of the *Local Government Act* (RSBC 2015, c. 1), this permit varies Zoning Bylaw No. 2950, 1997:
 - a. Section 61(5) by increasing the maximum permitted lot coverage from 30% to 32.87% to facilitate site design, mature tree retention, and private amenity space;
 - b. Section 61(8)(a) by decreasing minimum permitted building separation from 12.0m to 6.0m between Units 3 & 10, and 12.0m to 4.5m between Units 16 & 17 and 7 & 8 to facilitate common landscaped amenity spaces; and
 - c. Section 39(1) by decreasing the minimum permitted width of vegetated horizontal landscaped area from 1.1m to 0m for a portion of the rear yards of Units 1-3 and 10-12 on the east boundary to facilitate useable rear yards.
4. The Lands and building which are subject to this permit shall be developed strictly in accordance with the terms and conditions of this permit in accordance with the following schedules:

Schedule 1: Site and Phasing Plans

Schedule 2: Building Elevations

Schedule 3: Lighting Plan

Schedule 4: Site Servicing Plan & Stormwater Management Report

Schedule 5: Landscape Plan, Landscape Estimate & Signage

Schedule 6: Geotechnical Assessment, Retaining Wall

Schedule 7: Geotechnical Assessment, Aquifer Vulnerability

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.
6. Further to Condition 5, construction is considered to be substantially started when a valid building permit for the development has been issued and shall not have lapsed; and excavation or construction works associated with the development hereby approved must have commenced to the satisfaction of the Director of Planning. Demolition does not constitute construction.
7. This permit does not constitute a building, sign or awning permit or subdivision approval. The applicant may contact the Planning Department to determine whether further permits are required in association with the development hereby approved.
8. As a condition of issuance of this permit, security, as authorized by Section 502 of the *Local Government Act*, is required to ensure that any conditions with respect to landscaping are satisfied.
9. Section 13 of the *Heritage Conservation Act* protects heritage (archaeological) sites and heritage objects. This permit does not authorize the alteration of any such site or object. The permit holder is responsible for ensuring compliance with the *Heritage Conservation Act*, including taking any steps required to determine whether or not the subject property contains heritage (archaeological) site or heritage object without first obtaining a permit to do so from the Province of British Columbia.

Authorized Works

10. Authorization for works within Development Permit Area 1 (General), 3 (Natural Environment; Aquifer Vulnerability), and 4 (Steep Slopes; Retaining Wall) is limited to the siting and construction of an 18 unit residential townhouse complex and associated works.

Landscape Bond

11. Security for landscaping in the amount of Phase 1 \$22,854, Phase 2 \$10,808, Phase 3 \$21,517, Phase 4 \$25,577, Phase 5 \$21,971, and Phase 6 \$34,308 is to be provided by the permit holder at the time of building permit application submission and to be administered and released in accordance with the *North Cowichan Landscape Policy* as per the Landscape Estimate provided in SCHEDULE 5.

Retaining Walls & Encroachment Agreement

12. Sealed plans and certification from a Professional Engineer (geotechnical/structural) for the retaining wall(s) over 1.2 m in height must be provided to the Engineering Department and Schedule B to be provided at time of Building Permit issuance & in accordance with SCHEDULE 6.

13. An Encroachment Agreement, signed by the Municipality, must be submitted to the Engineering Department prior to Building Permit issuance & in accordance with SCHEDULE 1 and 6.

Monitoring and Inspections

14. Site inspections by Development Services staff may take place to confirm compliance with this permit.

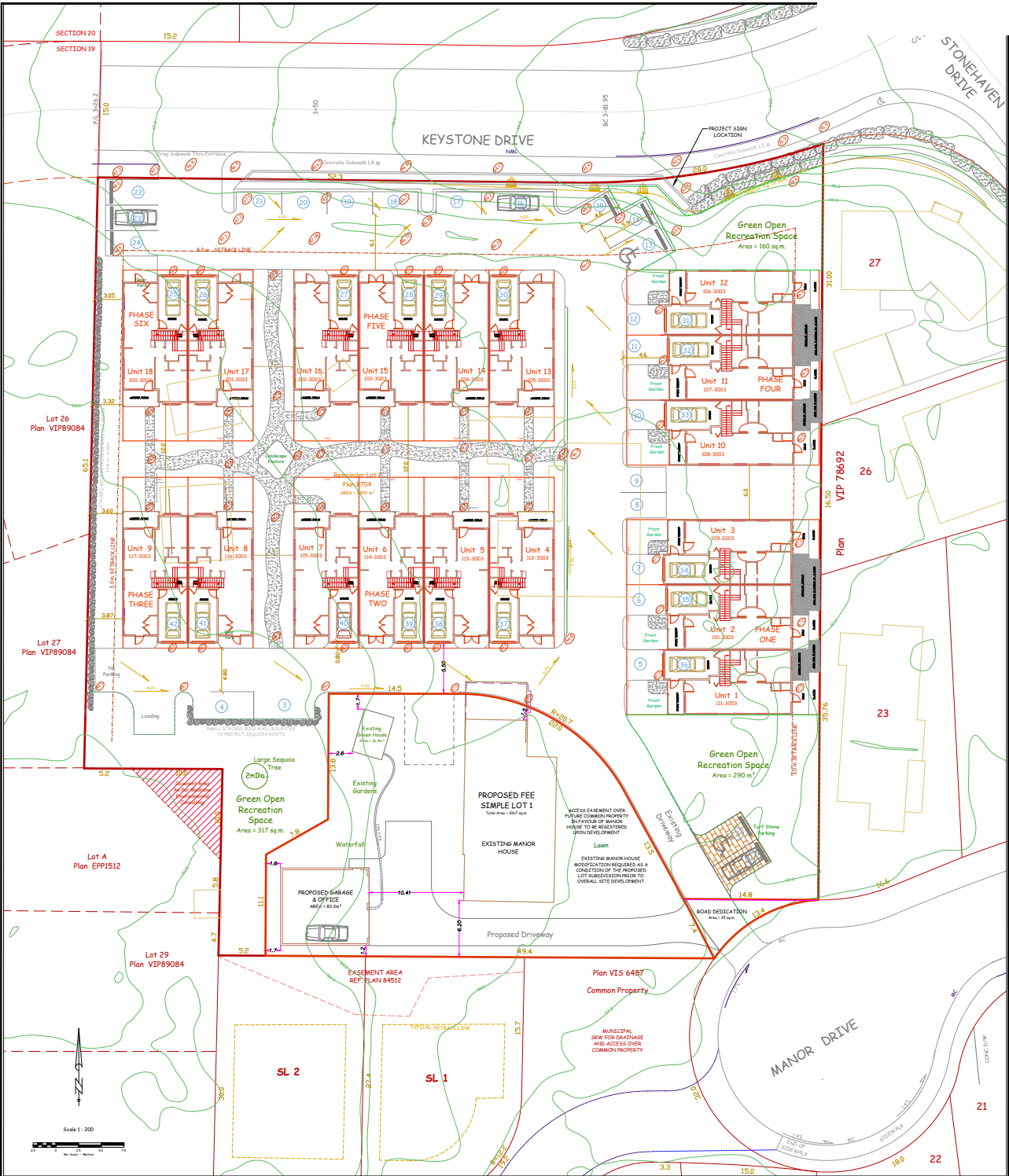
Date of Development Permit with Variance Approval/Issue by Council or its Delegate:

This permit was approved **June 16, 2021** and issued on **Month day, 2021**.

This permit expires on **Month day, 2023**.

The Corporation of the District of North Cowichan

**Designated Municipal
Officer**



AREA SUMMARY						
Proposed Buildings		Total		Total		Habitat
Phase One		Lower Floor	Upper Floor	Front Porch	Back Porch	Lower Floor Area
		(sq. ft.)	(sq. ft.)	(sq. ft.)	(sq. ft.)	(sq. ft.)
Unit #1		999	583	75		790
Unit #2		999	583	75		790
Unit #3		999	583	75		790
Phase Two						
Unit #4		993	649	77		786
Unit #5		993	649	77		786
Unit #6		993	649	77		786
Unit #7		993	649	77		786
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Unit #9		993	649	77		786
Phase Four						
Unit #10		999	583	75		790
Unit #11		999	583	75		790
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Unit #15		993	649	77		786
Unit #16		993	649	77		786
Phase Six						
Unit #17		993	649	77		786
Unit #18		993	649	77		786
Totals						
Total Area (sq. ft.)		17910	10984	1374		14172
Total Area (sq. m.)		1664	983	128		1317
Total Site Area (sq. m.) :		5452				
Dwelling Site Coverage (1664/5452)						30.52%
Covered Porch (128/5452)						2.35%
Total Site Coverage						32.87%
Floor Space Ratio = (1317-983/5452)						0.422

R.E.B. Development Services

Design & Project Management
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Phone: (416) 291-7868
Email: info@rebdevelopment.com

Site Plan
Plan To Accompany Development Permit Application
The Cottages at Stonehaven Manor
Remainder Of Lot 1, Sections 19, Range 5,
Quamichan District, Plan 8704



Site Development Summary

Proposed "Cottages" Development
Total Site Area = 5452 m²
Total Number Of Proposed Units = 18
Current Zoning Designation - Residential Multi-Family Zone R-7

Density
Permitted Density = 289m² / Unit - Therefore 5452 / 289 = 19 Units

Site Coverage
Permitted Coverage As Per Bylaw = 30%
Proposed Dwelling Area (Excluding Covered Porch) = 1664m² / 5452m² = 30.5%
Proposed Covered Porches = 128m² / 5452m² = 2.35%

Building Separations Permitted & Proposed
12.0m Between Windows & Habitable Rooms / 0.0m Between Walls Or Wall And Windows
Proposed Partial Separations = 4.5m Between Units 7/8 & 16/17 (4.0m Permitted Under R-7.4 Zone)
Fire Code Confirmation - Building Department Confirmed 14% Of The Wall Can Consist Of Unprotected Openings At 4.0m
Proposed Unprotected Openings = 7.3%

Floor Space Ratio
Permitted As Per Bylaw = 0.425 Of Site Area = 245m²
Total Building Areas - Lower 1296.8m² - Upper 983m² = 2279.8m²
Therefore Site Area = 2300m² / 5452m² = 0.422

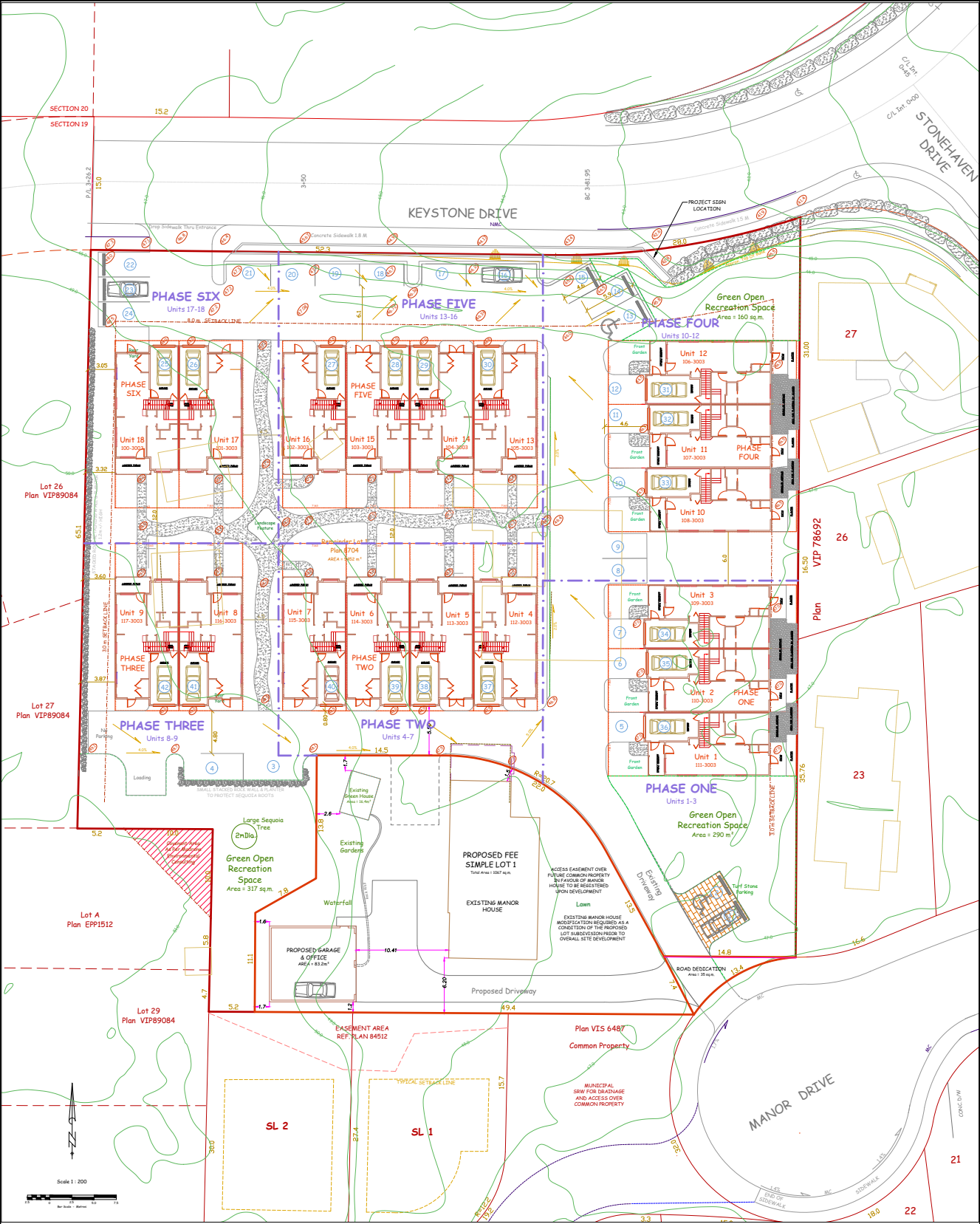
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Area Required As Per Bylaw = 4.25% Of Site Area = 245m²
Proposed Three Areas = North East = 160m² - South East = 290m² - South West = 317m²
Total Proposed Area = 767m²

Landscaped Open Space
Total Of Four Areas As Noted Site Plan = 1652m² / 5452m² = 30.3%

Proposed Variance Request

- 1) Covered Porches Be Excluded From The Overall Site Coverage
- 2) That Building Separations Between Units 7/8 & 16/17 Be Reduced To 4.5 Metres From 6.0m Subject To Approval Of The Chief Building Inspector
- 3) Allow Reduction Of Vegetated Screening From 1.1m To 0.0m Absorbing The R-3 Zone To Facilitate A Gravel Surface To Accommodate Future Planters By Owner At The Rear Of Units 1, 2, 3, 10, 11 & 12
- 4) Allow A Reduction In The Side Yard To 1.5 metres To Retain Functional Porch (Washroom) Of The Manor House.
- 5) Site Coverage Of 32.87% To Be Permitted

Client : Webb World Developments
Date : December 21, 2020 / Revised June 2, 2021



Plan To Accompany Development Permit Application
The Cottages at Stonehaven Manor
Remainder Of Lot 1, Sections 19, Range 5,
Quamichan District, Plan 8704

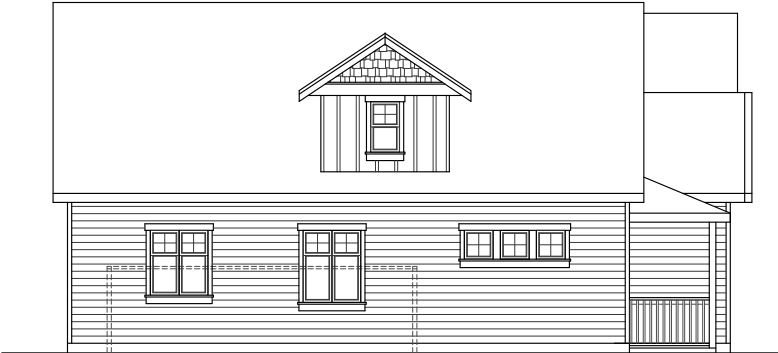
Phasing Plan

Client : Webb World Developments
Date : March 12, 2020 / Revised June 2, 2021

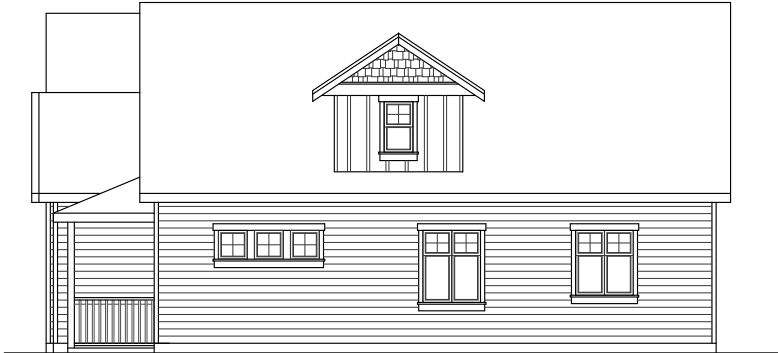
R.E.B. Development Services
Design & Project Management
1242 Glenview Road, Suite 207, Kelowna, BC V1Y 9K5
Phone: (250) 860-1000
Email: info@rebdev.com



FRONT ELEVATION (WEST)



LEFT ELEVATION (NORTH)



RIGHT ELEVATION (SOUTH)



REAR ELEVATION (EAST)

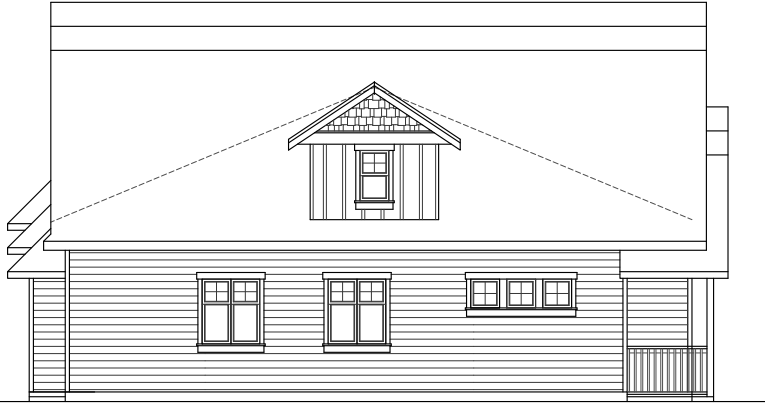
DRAWING NO. C60005A010 REVISED: MARCH 25, 2020

BLOCK A	 G. T. BURDETTE DESIGNS <small>ARCHITECTURE • INTERIOR DESIGN • LANDSCAPE ARCHITECTURE</small>	THE COTTAGES AT STONEHAVEN MANOR		COPYRIGHT: THESE PLANS MAY NOT BE COPIED WITHOUT THE WRITTEN PERMISSION OF G.T.D. DATE: FEBRUARY 2020 SCALE: 1/4" = 1'-0" BY: G.T. BURDETTE ARCHT. RD.
		PROPOSED TOWNHOUSE DEVELOPMENT FOR:		
		WEBB WORLD DEVELOPMENTS LTD.		

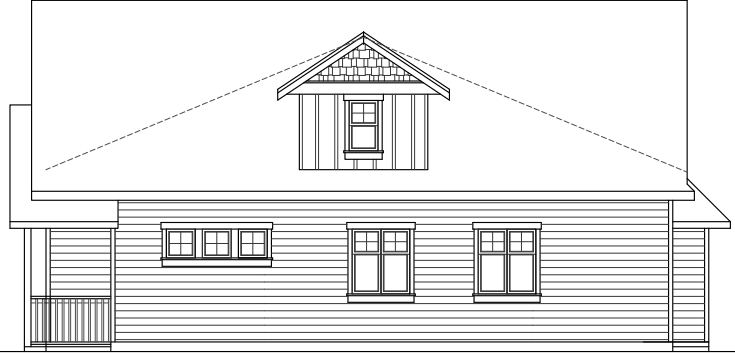
DRAWING NO. C6005B 1 OF 3 REVISED NOVEMBER 18, 2020



FRONT ELEVATION (NORTH)



LEFT ELEVATION (EAST)



RIGHT ELEVATION (WEST)

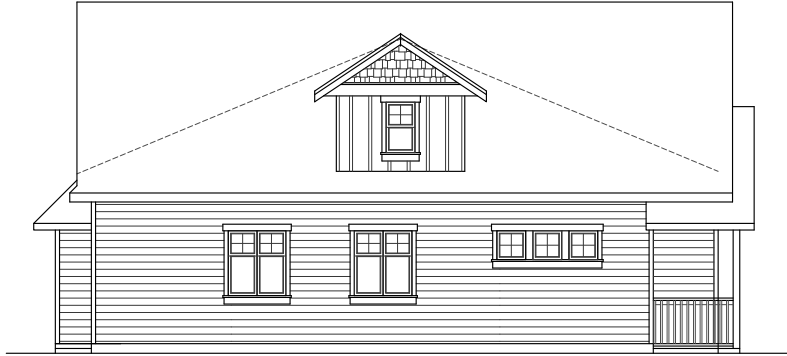


REAR ELEVATION (SOUTH)

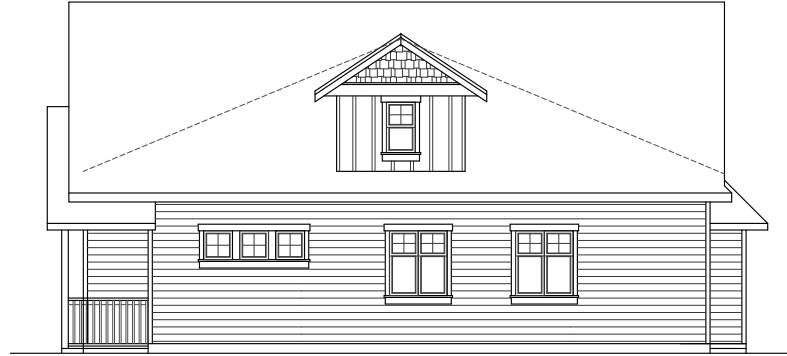
BLOCK B	 G. T. BURDIGE DESIGNS ARCHITECTURE & INTERIOR DESIGN 1400 S. 10TH AVE., SUITE 100, DENVER, CO 80202 TEL: 303.733.1111 WWW.GTBURDIGEDESIGNS.COM	THE COTTAGES AT STONEHAVEN MANOR			
		PROPOSED TOWNHOUSE DEVELOPMENT FOR: WEBB WORLD DEVELOPMENTS LTD.			
		COPYRIGHT: THESE PLANS MAY NOT BE COPIED IN ANY FORM WITHOUT THE WRITTEN PERMISSION OF G. T. BURDIGE DESIGNS			
		DATE: NOVEMBER 2020		PLAN NO.	SHEET NO.
		SCALE: 1/4" = 1'-0"		C6005B	1 OF 3



FRONT ELEVATION (NORTH)



LEFT ELEVATION (EAST)



RIGHT ELEVATION (WEST)



REAR ELEVATION (SOUTH)

BLOCK C	 AND KENNEDY PARK, CONVICTION BAY, B.C., VAN. NO. 36-504 EMAIL: gtb@gtburdige.com	THE COTTAGES AT STONEHAVEN MANOR					
		PROPOSED TOWNHOUSE DEVELOPMENT FOR: WEBB WORLD DEVELOPMENTS LTD.					
		COPYRIGHT: THESE PLANS MAY NOT BE COPIED IN ANY FORM WITHOUT THE WRITTEN PERMISSION OF G. T. BURDIGE DESIGNS					
				DATE: MARCH 2020	PLAN NO.	SHEET NO.	
				SCALE: 1/4" = 1'-0"	C6005C	2 OF 2	
				BY: G.T. BURDIGE, RDP			

EXTERIOR MATERIALS

ROOFING BLACK OAK
FIRBREGGLASS SHINGLES

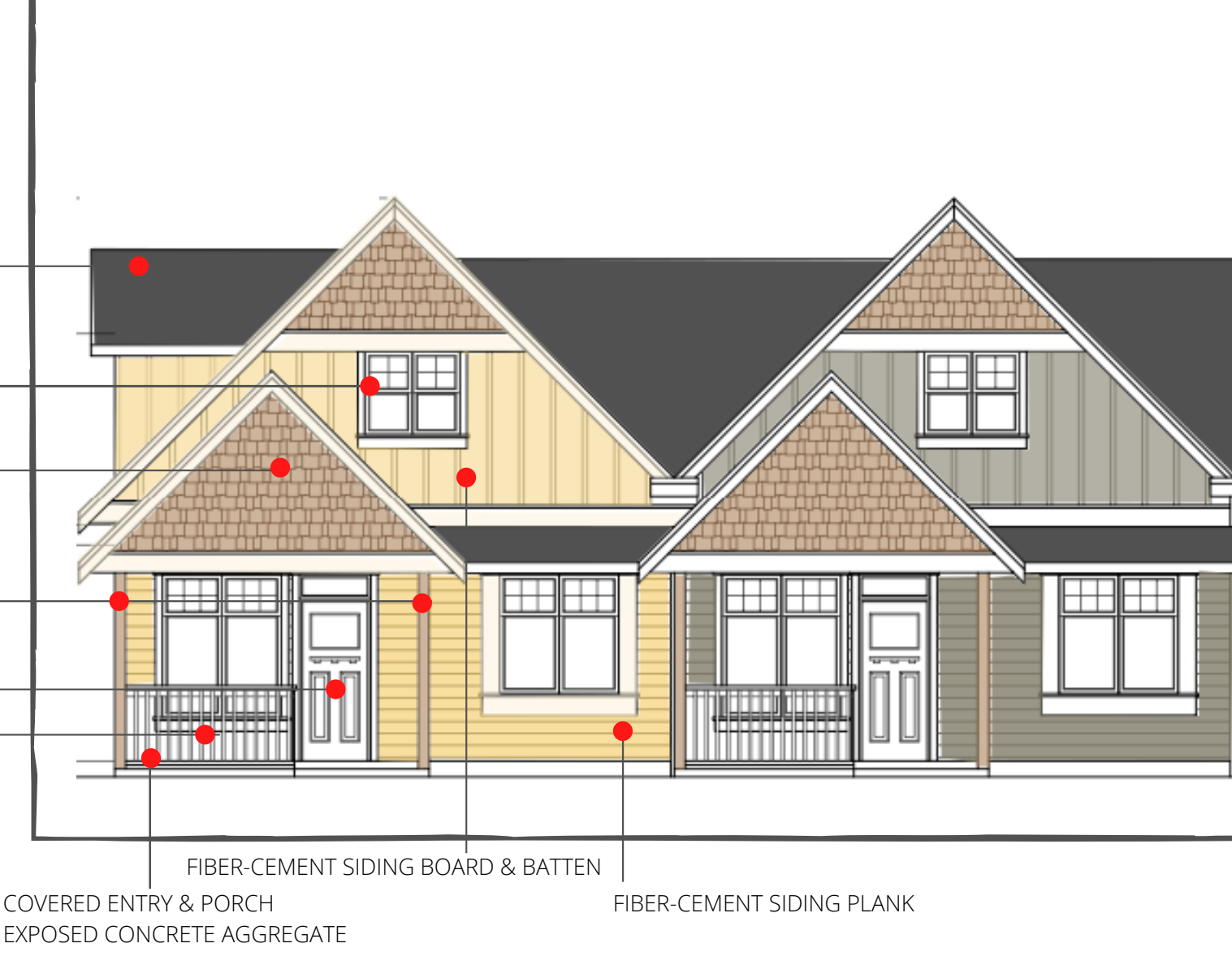
WHITE THERMAL WINDOWS

CEDAR SHINGLES
(SEE ATTACHED FOR STAIN COLOUR)

8"X 8" FIR POSTS
(SEE ATTACHED FOR STAIN COLOUR)

SOLID WOOD DOOR

WOOD RAILINGS



FIBER-CEMENT SIDING BOARD & BATTEN

COVERED ENTRY & PORCH
EXPOSED CONCRETE AGGREGATE

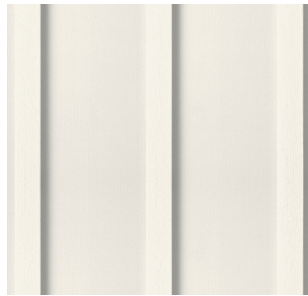
FIBER-CEMENT SIDING PLANK

MATERIALS BOARD

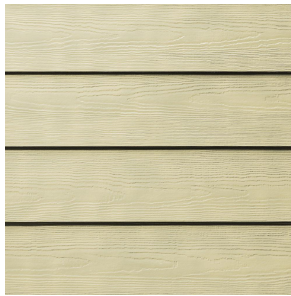
CEDAR SHINGLES



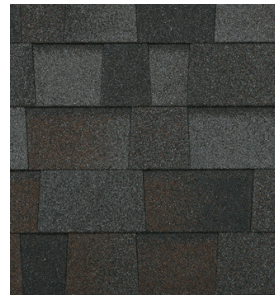
BOARD & BATTEN



HARDY PLANK



FIBREGLASS SHINGLES



GUTTERS & SOFFIT



EXTERIOR COLOURS

BENJAMIN MOORE

Marblehead Gold

HC-11

UNITS 1 - 7 - 13 - 17

Georgian Brick

HC-50

UNITS 2 - 6 - 12 - 14 - 18

Gloucester Sage

HC-100

UNITS 4 - 8 - 10 - 16

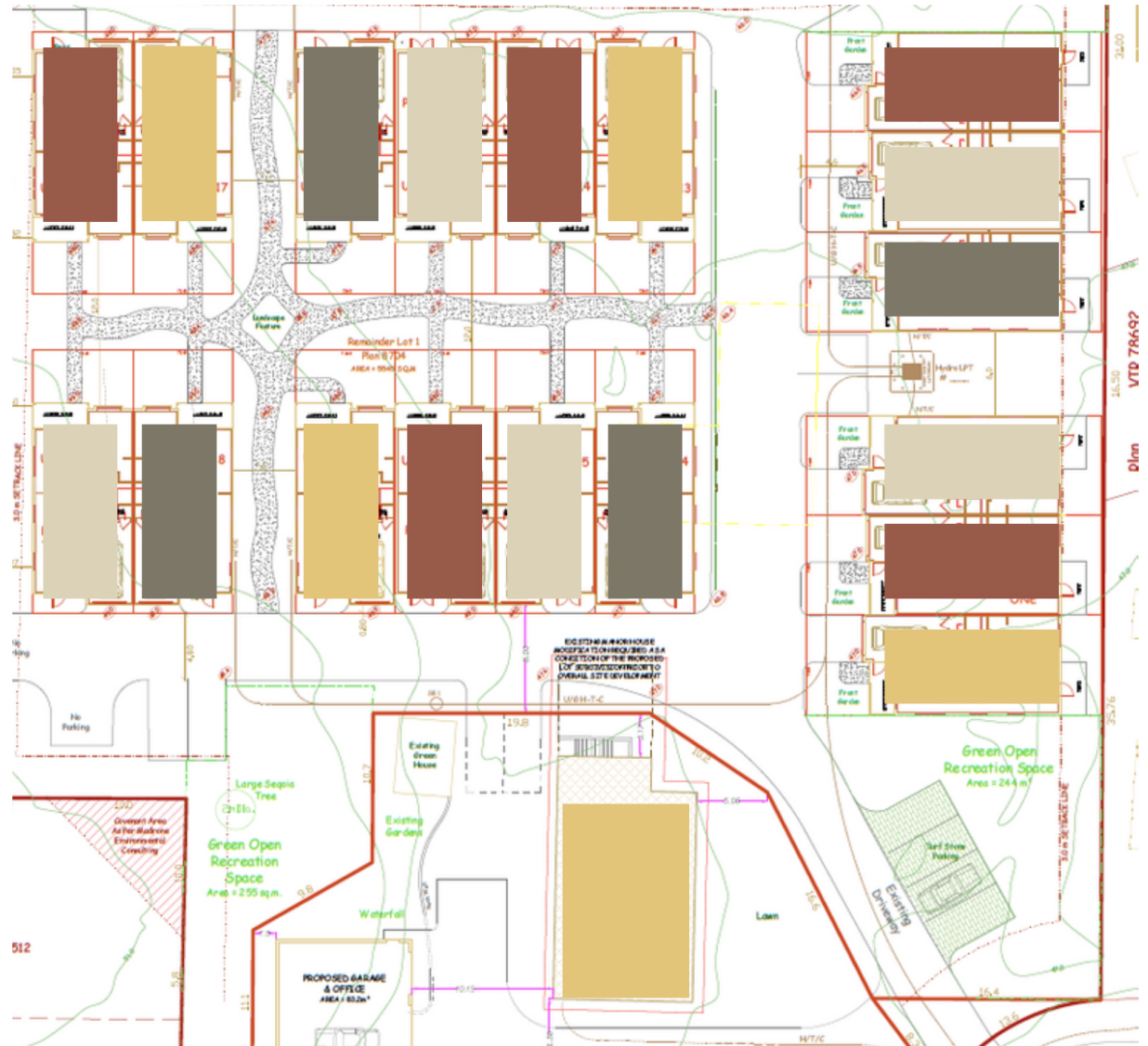
Carrington Beige

HC-93

UNITS 3 - 11 - 5 - 15 - 9



REFERENCE BY UNIT

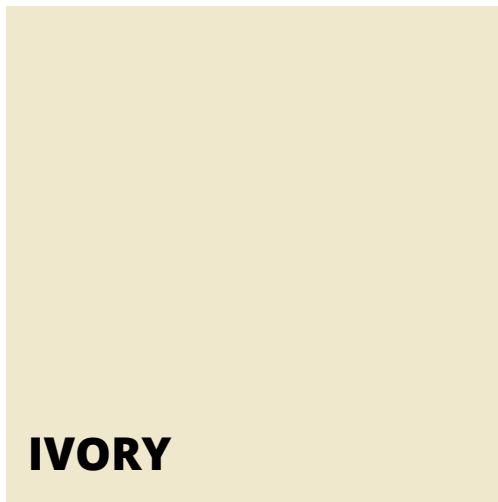


EXTERIOR METERIAL

COLOURS & FINISHES



ALL EXTERIOR WOOD
LIGHT NATURAL STAIN



IVORY

TRIM, GUTTERS, SOFFITS
IVORY KAYCAN.COM



BLACKOAK BY MALARKEY



Construction:

- Steel top, bottom and rings
- Diffuser is .080" thick white textured polycarbonate
- Optional alabaster lenses are .080" thick acrylic
- Optional glass lenses are .125" thick

Light Source:

- LED
- Dimming to 10% **Included**

Notes:

- Integral mounting plate for standard "J-Box"
- Mounting orientation is downward
- Optional photocell attaches to wall mounting bracket, specify 120v or 277v
- Optional battery backup increase depth 1 1/2"
- UL and CUL listed **WET** location
- LED Components
 - Replaceable Module
 - CRI > 80
 - Universal 120/277 volt standard
 - 5-Year Warranty on LED Components

Type:

Job Name:



Shown with optional AHA lens

JPWW-12

Height - 12 1/2"

Width - 7 1/2"

Depth - 9 1/2"



ORDERING INFORMATION

Example: JPWW-LED-12-F2B-4-Z3-AHG

JPWW

Size	LED	Watts	Source Lumens	Dimming	Energy Star	Kelvin	Cage	Finish	Diffuser	Options
12-LED	F2B	12	1180	0-10v	NO	2 3000K 4 4000K		B1 Satin Black B2 Text Black Z1 Satin Bronze Z3 Text Bronze W1 Yolk White W2 Gloss White T4 Shimmer Gray M13 Anod Silver T6 Pewter W13 Pearl Beige Optional (See Price List) M17 Brass Powder	WTP White Textured Polycarbonate Optional Lens Material (see Price List) AHA Amber Honey Alabaster BAA Beige Alabaster OAA Opal Alabaster AHG Amber Honey Glass CSG Clear Seedy Glass	DIM LED dimming driver (0 - 10v) DIMLD Line Voltage /TRIAC/ELV/120v Consult Factory 90CRI Consult Factory 21 Photocell - See Notes -01 120 volt -02 277 volt Optional Voltage -347V Input voltage to 347v Battery Backup Options (Available with 0-10v only) BB10 10 Watts (1170lm) for 90-Minutes



SOLID STATE AREA LIGHTING

LCK SERIES-LED SPECIFICATIONS

LUMINAIRE

High Impact clear polycarbonate diffusing lenses provided with durable corrosion resistant cast aluminum housing. Top is hinged for access. Luminaire base has 3" I.D. opening for tenon. All hardware is stainless steel.

LED POWER ARRAY™

Three-dimensional array of individual LED Tubes fastened to a retaining plate. Each LED Tube consists of circuit board populated with a multiple of LED's and is mechanically fastened to a radial aluminum heat sink. An acrylic Lens and end cap protects the LED Tube's internal components.

ANGLED POWER ARRAY™: Micro-Reflectors mounted around each LED control the raw light output. LED Tubes are uniquely aimed horizontally and vertically and combined to produce highly efficient IES Distribution Types II, III, IV and V. Used in conjunction with a clear patterned diffusing lenses.

VERTICAL POWER ARRAY™ WITH GLASS REFRACTOR:

LED Tubes are aligned vertically and arranged radially to produce an even raw light distribution that simulates standard light sources. Array is secured within a 6" Prismatic Glass Refractor which provides the optical control. Used in conjunction with clear smooth or clear patterned diffusing lenses.

VERTICAL POWER ARRAY™: LED Tubes are aligned vertically and arranged radially to produce an even raw light distribution that simulates standard light sources. Produces a minimal glare, symmetric diffuse light distribution. Used in conjunction with opal diffusing lenses.

LED EMITTERS

High Output LED's are driven at 350mA for nominal 1 Watt output each. LED's are available in standard Neutral White (4000K), or optional Cool White (5000K) or Warm White (3000K). Consult Factory for other LED options.

LED DRIVER

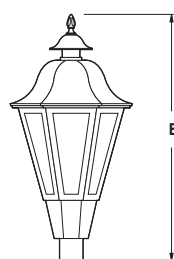
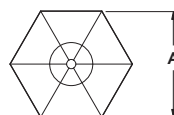
UL and CUL recognized High Power Factor, Constant Current LED drivers operate on input voltages from 120-277VAC, 50/60hz. Consult Factory for 347-480VAC. Driver is mechanically fastened to a retaining bracket. Main power quick disconnect provided. Driver has a minimum 4KV of internal surge protection, 10KV & 20KV Surge Protector optional. Dimming and High-Low Driver options available.

FINISH

Polyester powder coat incorporates four step iron phosphate process to pretreat metal surface for maximum adhesion. Top coat is baked at 400°F for maximum hardness and exterior durability.

PROJECT NAME: _____

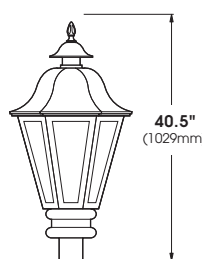
PROJECT TYPE: _____



LCK-YK

PATENT PENDING

FIXTURE	A	B
LCK1-YK	20.5" 521mm	42" 1067mm
LCK2-YK	17" 432mm	37" 940mm



LCK1-YJ

PATENT PENDING

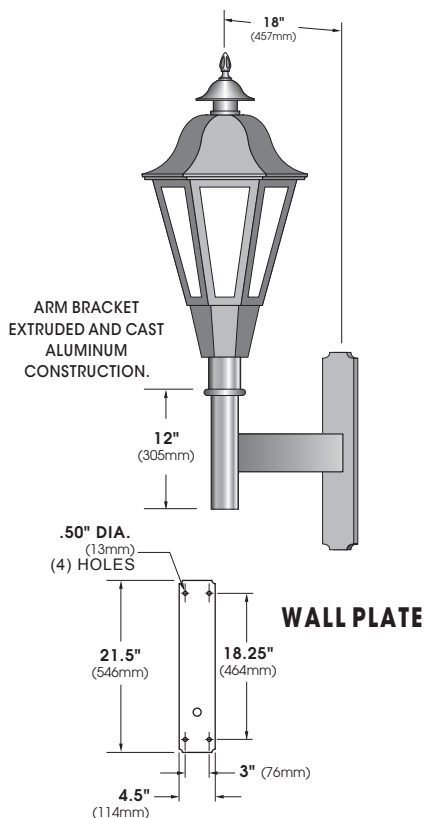


2013216

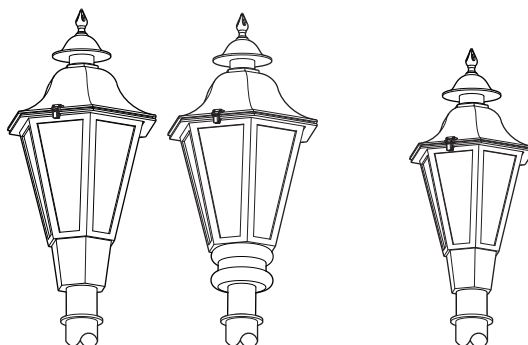
LCK SERIES - LED

SPECIFICATIONS

WALL MOUNT



LED POWER ARRAY™ MODULES



LCK1-YK-LED E.P.A. = 2.00
LCK1-YJ-LED E.P.A. = 2.00

ANGLED ARRAY
 Available in:
 10 Array 80 LED Max.

**GLASS REFRACTOR w/
 VERTICAL ARRAY**
 Available in:
 6 Array 36 LED Max.

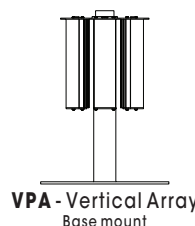
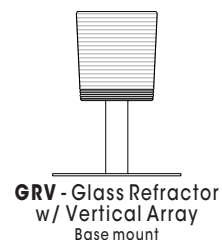
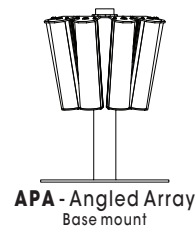
VERTICAL ARRAY
 Available in:
 8 Array 64 LED Max.
 10 Array 80 LED Max.

LCK2-YK-LED2 E.P.A. = 1.42

ANGLED ARRAY
 Available in:
 8 Array 48 LED Max.

**GLASS REFRACTOR w/
 VERTICAL ARRAY**
 Available in:
 6 Array 36 LED Max.
















VERTICAL ARRAY
 Available in:
 8 Array 48 LED Max.
 8 Array 64 LED Max.



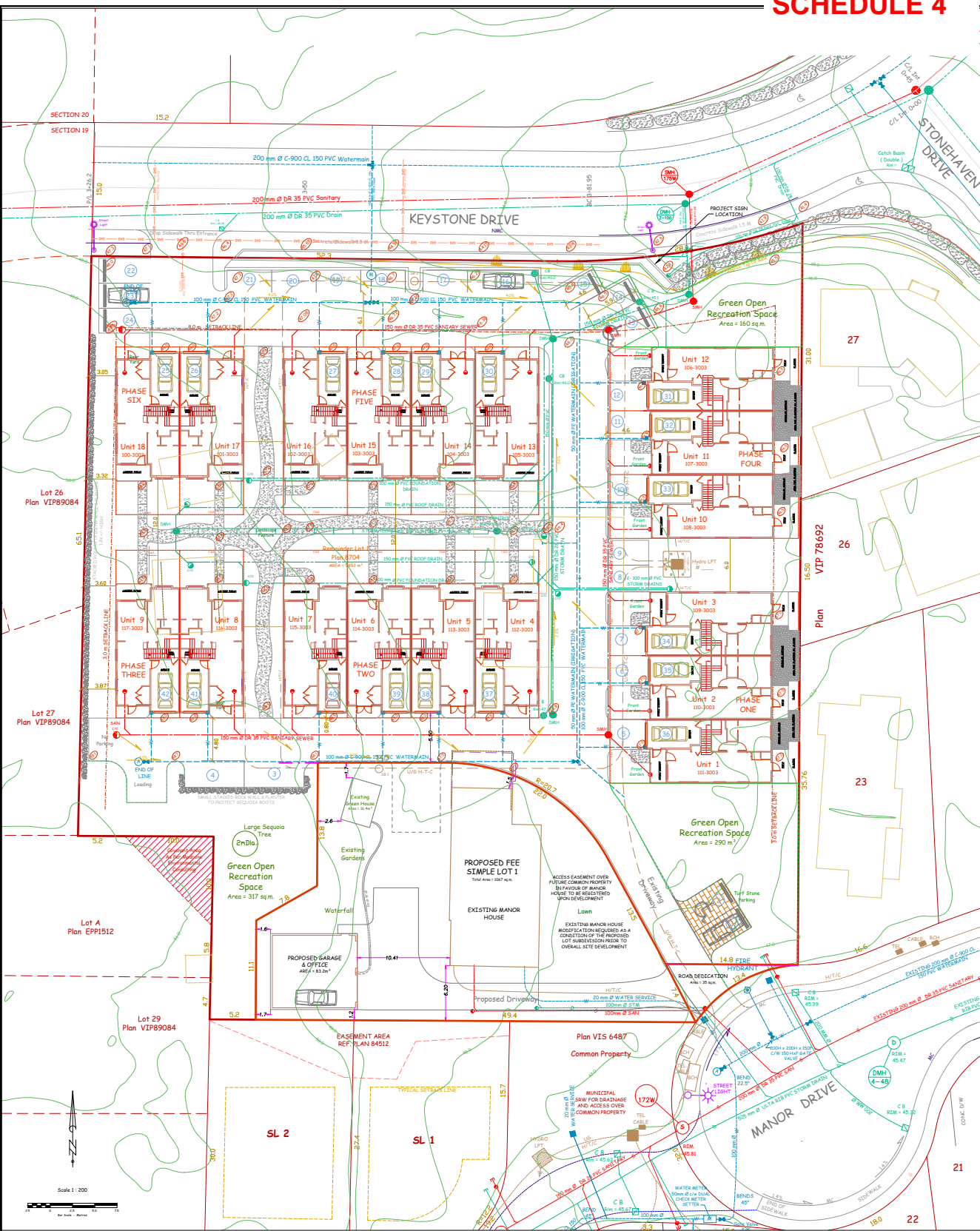
(Specifications subject to change without prior notice.)

PATENT PENDING

ORDERING INFORMATION

LUMINAIRE	OPTICS	# of LED's	COLOR	VOLTAGE	MOUNTING	FINISH	OPTIONS
LUMINAIRE	OPTICS	LED			MOUNTING	FINISH	OPTIONS
LUMINAIRE	ANGLED POWER ARRAY (CLEAR PATTERNED LENS)	No. LEDs	COLOR		ARM MOUNT	STANDARD TEXTURED FINISH	LENS OPTIONS:
<input type="checkbox"/> LCK1-YK-LED	<input type="checkbox"/> APA - II 	LCK1 <input type="checkbox"/> 80LED (89 Watts)	LCK2 <input type="checkbox"/> 48LED (53 Watts)	<input type="checkbox"/> NW (4000K)* *STANDARD	<input type="checkbox"/> 1 	<input type="checkbox"/> BLACK RAL-9005-T	<input type="checkbox"/> CLEAR PATTERNED POLYCARBONATE . . . CPP (STANDARD LENS)
<input type="checkbox"/> LCK1-YJ-LED	<input type="checkbox"/> APA - III 	<input type="checkbox"/> 60LED (67 Watts)	<input type="checkbox"/> 32LED (36 Watts)	<input type="checkbox"/> CW (5000K)	<input type="checkbox"/> 2-180 	<input type="checkbox"/> WHITE RAL-9003-T	<input type="checkbox"/> CLEAR SMOOTH POLYCARBONATE . . . CP
<input type="checkbox"/> LCK2-YK-LED	<input type="checkbox"/> APA - IV 	<input type="checkbox"/> 40LED (45 Watts)		<input type="checkbox"/> WW (3000K)	<input type="checkbox"/> 2-90 	<input type="checkbox"/> GREY RAL-7004-T	<input type="checkbox"/> OPAL SMOOTH ACRYLIC . . . WA
	<input type="checkbox"/> APA - V 			OTHER LED COLORS AVAILABLE CONSULT FACTORY	<input type="checkbox"/> 3-90 	<input type="checkbox"/> DARK BRONZE RAL-8019-T	<input type="checkbox"/> CLEAR PATTERNED ACRYLIC . . . CPA
		Wattages are Max Input Watts				<input type="checkbox"/> GREEN RAL-6005-T	<input type="checkbox"/> CLEAR SMOOTH ACRYLIC . . . CA
	GLASS REFRACTOR (CLEAR PATTERNED OR CLEAR SMOOTH LENS)	LCK1	LCK2	VOLTAGE	<input type="checkbox"/> 3-120 		<input type="checkbox"/> OPAL SMOOTH POLYCARBONATE . . . WP
<input type="checkbox"/> GRV - III 		<input type="checkbox"/> 36LED (41 Watts)	<input type="checkbox"/> 36LED (41 Watts)	<input type="checkbox"/> 120	<input type="checkbox"/> 4-90 		<input type="checkbox"/> HOUSE SIDE SHIELD . . . HS
<input type="checkbox"/> GRV - V 				<input type="checkbox"/> 208			<input type="checkbox"/> DIMMABLE DRIVER(S) (0-10V) . . . DIM
				<input type="checkbox"/> 240	WALL MOUNT		<input type="checkbox"/> HIGH-LOW DIMMING FOR HARDWIRED SWITCHING OR NON-INTEGRATED MOTION SENSOR . . . HLSW
				<input type="checkbox"/> 277	<input type="checkbox"/> WM 	FOR SMOOTH FINISH REMOVE SUFFIX "T" (EXAMPLE: RAL-9500)	<input type="checkbox"/> PHOTO CELL + VOLTAGE (EXAMPLE: PC120V) . . . PC+V
				<input type="checkbox"/> 347	POST TOP	SEE USALTG.COM FOR ADDITIONAL COLORS	<input type="checkbox"/> 10KV SURGE PROTECTOR . . . 10SP
				<input type="checkbox"/> 480	<input type="checkbox"/> PT 		<input type="checkbox"/> 20KV SURGE PROTECTOR (277V & 480V Only) . . . 20SP
	VERTICAL POWER ARRAY (OPAL LENS)	LCK1	LCK2				
<input type="checkbox"/> VPA - SYM 		<input type="checkbox"/> 80LED (89 Watts)	<input type="checkbox"/> 64LED (72 Watts)				
		<input type="checkbox"/> 64LED (72 Watts)	<input type="checkbox"/> 48LED (53 Watts)				
		<input type="checkbox"/> 48LED (53 Watts)	<input type="checkbox"/> 36LED (41 Watts)				
		Wattages are Max Input Watts					





R.E.B. Development Services
Design & Project Management
1242 Glenview Place, Suite 102, W. 363
Phone: (905) 765-5228
e-mail: info@rebdev.com

Plan To Accompany Development Permit Application
The Cottages at Stonehaven Manor
Remainder Of Lot 1, Sections 19, Range 5,
Quamichan District, Plan 8704

Site Servicing Plan

Client : Webb World Developments
Date : March 12, 2020 / Revised June 2, 2021

Date: April 29, 2021
File: 2019/Webb World

Re: Proposed Development Of "The Cottages at Stone Manor"
Stormwater Management Analysis

Lots 1, Section 19, Ranges 4 & 5, Quamichan District, Plan 8704
PID # 005-426-758
3135 Manor Drive, Duncan, B.C. V9L 1E7

In order to meet the Municipality of North Cowichan Rainwater Management Guidelines the stormwater drainage system will include a combination of an exfiltration gallery with a controlled outlet manhole for "The Cottages" Townhouse development. The exfiltration gallery will consist of a series of Storm Tech SC740 Chambers with a flow control outlet manhole. All roof drainage will be collected and directed to the exfiltration gallery which consists of over 30% of the subject property area. The chambers will be placed on 450 mm bed of drain rock and covered with 300 mm of drain rock with everything wrapped in filter cloth. The flow through the exfiltration gallery will allow the rainwater to soak into the native soils and as saturation levels increase the excess flow will run through a manhole with a limited outlet orifice. In case of any obstructions at the outlet manhole and overflow will be provided above the orifice outlet.

Total Site Area = 5452 sq. m.
Total Building Coverage = 1664 sq. m.
Rainfall Intensity Allowance = 25 mm
Estimated Volume = 1664 sq. m. x 0.025m = 41.6 cubic metres

Storm Tech SC 740 chambers with 450 mm Rock Base Design Capacity = 2.5 cubic meters.

Suggested Gallery = 16 Chambers

Maintenance Considerations - The exfiltration system should be monitored on a regular basis and checked during major rainfall events when possible. All eve troughs should have a highly effective leaf guard system to ensure no debris enters the system.

Roadway drainage will be directed to onsite catch basins that must have outlet control tees to capture any floating debris and oil. All catch basins should be monitored on a regular basis and cleaned regularly. At a minimum all catch basins should be cleaned with a Vacuum Truck or equivalent each year before the rainy season.

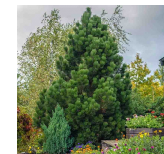
Silt & Sediment Control - The site is quite small and slopes to the north east where an existing storm outlet is located. For the duration of the project a sedimentation pond with a silt control outlet will be in place at the north east corner of the site to trap all surface water. Silt fencing will also be installed around active construction site areas if additional control is needed.

Richard E. Buckles
R.E.B. Development Services

des








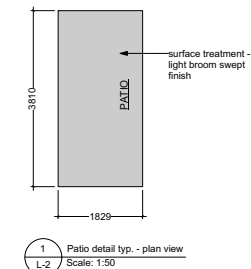
Fall colour



SHEET 1 of 5



-  Gravel
 River stone
 Carpath compacted surface
 Boulders
 Phase line boundary



Materials & Layout



Scale: 1: 200
Sheet size: 24" x 36"

2	Apr. 26 -21	Issued for DP revision
1	Dec. 07 -20	Issued for DP

ISSUANCES / REVISIONS



OUTSIDE DESIGN
LANDSCAPE ARCHITECTURE

Client: Web World Developments Inc.

Project No: 20-124 2085 Calais Road Duncan B.C. V9L 5V8
Now: 20-2020 P: (250) 732-3338 E: studio@outsidedesign.ca

L-2

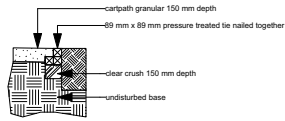
SHEET 2 of 5

[illegible]

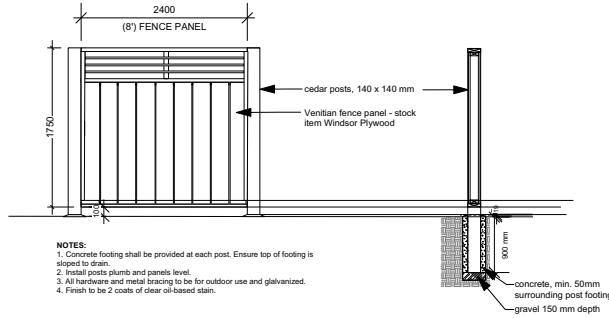
Trees							
		ID	Quantity	Botanical Name	Common Name	Size	
Large Shrubs	ID	AcPa	1	Acer palmatum 'Jungcrupferum'	Red Japanese Maple	#2 1/2 m, 5 cm. cl.	
		AcPaRy	1	Acer palmatum 'Red Pygmy'	Red Pygmy Japanese Maple	#15 pot, 5.0 m high	
		AcFr	2	Acer x freemianii 'Armstrong'	Armstrong Maple	#15 pot, 5.0 m high	
		CaHy	2	Cercis canadensis 'Hearts of Gold' P.P.#17	Hearts of Gold Redbud	#2 1/2 m, 2.5 m high	
		FaDg	1	Fagus sylvatica 'Dawson's Gold'	Columbus Golden European Beech	#2 cm. cl., 200 cm. ht.	
		PeVi	3	Pernettia persica 'Variegata'	Persian Ironwood 'Variegata'	#25 pot, 70m. cl.	
		PrIs	3	Prunus incandens 'Compact Gem'	Compact Rose Spirea	#15 pot, 1.25 m.h.	
		PrRB	4	Prunus serrulata 'Royal Burgundy'	Royal Burgundy Flowering Cherry	#15 pot - Top graft 4	
		ID	Quantity	Botanical Name	Common Name	Size	
		ChPl	1	Chamaedorea palmifolia 'Filifera'	Threadleaf Falsecypress	#2 pot	
		TaXm	49	Taxus x media 'Hicksii'	Hicks Yellow	#15 pot	
		TaHs	18	Taxus x hicksii 'Yell'	Hicks Yellow	#15 pot	
		ThOc	28	Thuja occidentalis 'Smaragd'	Emerald Green Cedar	#5 pot, 1 m height	
Medium Shrubs							
		ID	Quantity	Botanical Name	Common Name	Size	
Small Shrubs	ID	AsLS	4	Aucuba 'Nuccio's Wild Cherry' (Satsuki hybrid)	Nuccio's Wild Cherry Aucuba	#3 pot	
		BuGr	23	Buxus 'Green Mountain'	Green Mountain Boxwood	#15 pot	
		BuGr	4	Buxus 'Green Velvet'	Green Velvet Boxwood	#15 pot	
		CaFrPa	6	Chamaecyparis palmifolia 'Filifera Aurea'	Gold Thread Falsecypress	#15 pot	
		CoSt	7	Cornus stolonifera	Redtwig Dogwood	#15 pot	
		MaA	22	Mahonia aquifolium	Thorn Oregon Grape	#3 pot	
		PeFr	6	Pieris x 'Forest Flame'	Forest Flame Lily Of The Valley	#3 pot	
		PmU	9	Pinus mugo pumilio	Dwarf Mugo Pine	#3 pot	
		PisN	2	Pinus strobus 'Nana'	Dwarf Eastern White Pine	#3 pot	
		RhAl	1	Rhododendron 'Aladdin'	Aladdin Rhododendron	#5 pot	
		RhAB	6	Rhododendron 'Arthur Bedford'	Arthur Bedford Rhododendron	#5 pot	
		RhCo	1	Rhododendron 'Purple Heart'	Purple Heart Rhododendron	#2 pot	
		RhSe	1	Rhododendron 'Rubro-cinctum' 'Scarlet'	Rubro-cinctum Red Flowering Currant	#2 pot	
		SpRu	19	Spiraea x bumalda 'Goldflame'	Goldflame Spirea	#2 pot	
		VdOs	28	Viburnum davidii	David's Viburnum	#15 pot	
		ID	Quantity	Botanical Name	Common Name	Size	
		BuGr	6	Buxus 'Green Velvet'	Green Velvet Boxwood	#1 pot	
		CaFrPa	5	Chamaecyparis palmifolia 'Golden Mop'	Golden Mop Falsecypress	#15 pot	
		CoK	4	Cornus stolonifera 'Golden Mop'	Golden Mop Dogwood	#15 pot	
		GasSh	89	Gaultheria shallon	Salal	#1 pot	
		JaSu	17	Juniperus squamata 'Blue Carpet'	Blue Carpet Juniper	#2 pot	
		LaAn	1	Larix laricina 'Aurea' 'Hidotea'	Hidotee Larch	#15 pot	
		MaA	2	Mahonia aquifolium	Thorn Oregon Grape	#1 pot	
		MaRe	107	Mahonia repens	Longleaf Mahonia	#3 pot	
		Mar	318	Mahonia repens	Creeeping Oregon Grape	sp4	
		PlAb	1	Pieris japonica 'Little Heath'	Pieris Little Heath	#15 pot	
		RhAl	1	Rhododendron 'Aladdin'	Aladdin Rhododendron	#5 pot	
		RhAB	1	Rhododendron 'Arthur Bedford'	Arthur Bedford Rhododendron	#5 pot	
		RhPG	17	Rhododendron x 'Purple Gem' (H-1)	Purple Gem Rhododendron	#15 pot	
		SeAr	144	Sarcococca haddiana	Dwarf Red Spice	#2 pot	
		SpJa	4	Spiraea japonica 'Goldmound'	Goldmound Spirea	#2 pot	
		SpJa-1	3	Spiraea japonica 'Neon Flash'	Neon Flash Spirea	#3 pot	
		SpJa-2	3	Spiraea x bumalda 'Magic Carpet'	Magic Carpet Spirea	#15 pot	
		SpJa	62	Symphoricarpos albus	Snowberry	#1 pot	
Groundcovers		ID	Quantity	Botanical Name	Common Name	Size	
Perennials	ID	ARU	59	Archiolepis yava usui 'Vancouver Jade'	Vancouver Jade Kinnikinnick	#1 pot	
		EcCa	20	Erica carnea 'December Red'	December Red Heath	#1 pot	
		EcCoSp	17	Erica carnea 'Springwood Pink'	Springwood Heath	#1 pot	
		EcCoSw	13	Erica carnea 'Springwood White'	Spring Heath	#1 pot	
		JaPhNa	2	Juniperus procumbens 'Nana'	Dwarf Japanese Garden Juniper	#2 pot	
Perennials, Annuals and Ferns							

Rev. 1

SHEET 3 of 4



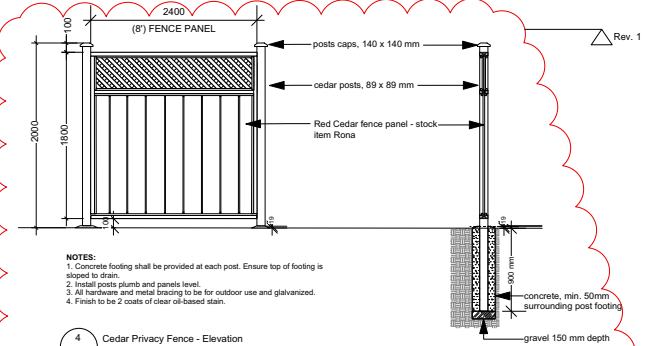
1 Timber Edge Detail Section
L-4
Scale: 1:25



NOTES:
1. Concrete footing shall be provided at each post. Ensure top of footing is sloped to drain.
2. Install posts plumb and panels level.
3. All hardware and metal bracing to be for outdoor use and galvanized.
4. Finish to be 2 coats of clear oil-based stain.

2 Cedar Fence - Elevation
L-4
Scale: 1:25

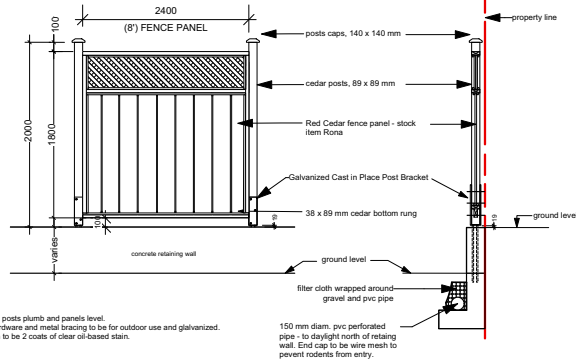
3 Cedar Fence Section
L-4
Scale: 1:25



NOTES:
1. Concrete footing shall be provided at each post. Ensure top of footing is sloped to drain.
2. Install posts plumb and panels level.
3. All hardware and metal bracing to be for outdoor use and galvanized.
4. Finish to be 2 coats of clear oil-based stain.

4 Cedar Privacy Fence - Elevation
L-4
Scale: 1:25

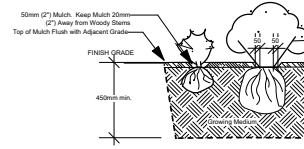
5 Cedar Privacy Fence Section
L-4
Scale: 1:25



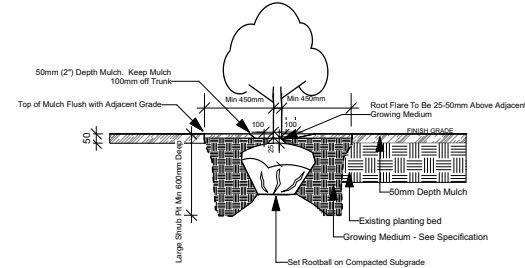
NOTES:
1. Install posts plumb and panels level.
2. All hardware and metal bracing to be for outdoor use and galvanized.
3. Finish to be 2 coats of clear oil-based stain.

6 Cedar Privacy Fence on Concrete Wall - Elevation
L-4
Scale: 1:25

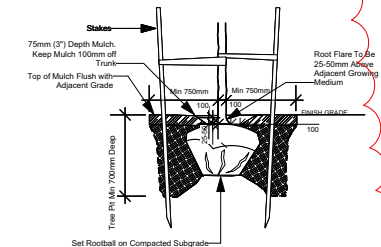
7 Cedar Privacy Fence on Concrete Wall - Section
L-4
Scale: 1:25



8 Shrub Planting Detail
L-4
Scale: 1:25



9 Large and Medium Shrub Pit Planting Detail
L-14
Scale: 1:25



10 Tree Planting Detail - Section
L-4
Scale: 1:25

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Stonehaven Manor Cottages

Details

Scale: as shown
Sheet size: 24" x 36"

2	Apr. 25-21	Issued for DP revision
1	Dec. 07-20	Issued for DP
ISSUANCES / REVISIONS		

OUTSIDE DESIGN LANDSCAPE ARCHITECTURE

Client: Web World Developments Inc.

Project No: 20-124 2085 Calais Road Duncan B.C. V9L 5V8
Nov-20-2020 P. (250) 732-3334 E. studio@outsidedesign.ca

SHEET NO.
L-4
SHEET 4 of 5

Stonehaven Manor Cottages - Landscape Budget Estimate

Phase 1 of 6

A. SOFT LANDSCAPE		Quantity	Units	Price	Extension
1. PLANTS					
Trees (#15 pot)		1	each	\$337.00	\$337.00
Shrubs (#5 pot)		10		\$75.00	\$750.00
Shrubs (#3 pot)		7		\$57.00	\$399.00
Shrubs (#2 pot)		27		\$36.00	\$972.00
Shrubs (#1 pot)		57		\$20.00	\$1,140.00
Shrubs (SP4)		78		\$5.00	\$390.00
Shrubs relocated		3	each	\$50.00	\$150.00
2. AGGREGATE					
River Stone 200 mm depth		3.2	m. cu.	\$98.00	\$313.60
Cartpath Granular		4	m. cu.	\$46.00	\$184.00
Gravel 200 mm depth		1	m.cu.	\$48.00	\$48.00
Wood timber edge		106	m. ln	\$7.89	\$836.34
Delivery of aggregate		4	loads	\$75.00	\$300.00
Boulders Small Garden Beds	Lump Sum				\$200.00
Labour					\$2,000.00
3. SOIL					
Soil (Large Shrubs & Trees)		1	m. cu.	\$32.00	\$32.00
Soil (Shrubs) 600mm depth		28	m. cu.	\$32.00	\$896.00
Soil (Perennials) 450mm depth		7.2	m. cu.	\$32.00	\$230.40
Lawn		150	m. sq.	\$14.00	\$2,100.00
Mulch (All Beds)		6.4	m.cu	\$44.55	\$285.12
Labour					\$2,500.00
SUBTOTAL SOFT LANDSCAPE					\$14,063.46
B. HARD LANDSCAPE					
1. Concrete (Picnic Table Pad)					
Concrete Poured		9	m. sq.	\$80.00	\$720.00
2. IRRIGATION ALLOWANCE					\$3,000.00
3. SITE FURNISHINGS					
Picnic Table		1	each	\$500.00	\$500.00
SUBTOTAL HARD LANDSCAPE					\$4,220.00
TOTAL LANDSCAPE BUDGET ESTIMATE					\$18,283.46
LANDSCAPE BUDGET ESTIMATE @ 125% FOR BONDING PURPOSES					\$22,854.33

Prepared by Outside Design Landscape Architects 28-Apr-21
For bonding purposes only (this is not a construction estimate)

Stonehaven Manor Cottages - Landscape Budget Estimate

Phase 2 of 6

A. SOFT LANDSCAPE	Quantity	Units	Price	Extension
1. PLANTS				
Shrubs (#5 pot)	9	each	\$75.00	\$675.00
Shrubs (#3 pot)	2	each	\$57.00	\$114.00
Shrubs (#2 pot)	21	each	\$36.00	\$756.00
Shrubs (#1 pot)	30	each	\$20.00	\$600.00
2. AGGREGATE				
River Stone 200 mm depth	7.50	m. cu.	\$98.00	\$734.61
3. SOIL				
Soil (Shrubs) 600mm depth	12.96	m. cu.	\$32.00	\$414.72
Soil (Perenials) 450mm depth	29.16	m. cu.	\$32.00	\$933.12
Mulch (All Beds)	6.48	m.cu	\$44.55	\$288.68
Labour				\$1,500.00
SUBTOTAL SOFT LANDSCAPE				\$6,016.13
B. HARD LANDSCAPE				
1. Edging				
Wood timber edge	21	lm. Ln.	\$30.00	\$630.00
2. IRRIGATION ALLOWANCE				\$2,000.00
SUBTOTAL HARD LANDSCAPE				\$2,630.00
TOTAL LANDSCAPE BUDGET ESTIMATE				\$8,646.13
LANDSCAPE BUDGET ESTIMATE @ 125% FOR BONDING PURPOSES				\$10,807.67

Prepared by Outside Design Landscape Architects 28-Apr-21
 For bonding purposes only (this is not a construction estimate)

Stonehaven Manor Cottages - Landscape Budget Estimate

Phase 3 of 6

A. SOFT LANDSCAPE		Quantity	Units	Price	Extension
1. PLANTS					
Trees (#25 pot, 7cm cal.)		1	each	\$562.00	\$562.00
Trees (#15 pot)		1	each	\$337.00	\$337.00
Shrubs (#15 pot)		10	each	\$150.00	\$1,500.00
Shrubs (#5 pot)		2	each	\$75.00	\$150.00
Shrubs (#3 pot)		4	each	\$57.00	\$228.00
Shrubs (#2 pot)		5	each	\$36.00	\$180.00
Shrubs (#1 pot)		126	each	\$20.00	\$2,520.00
Shrubs (SP4)		54	each	\$5.00	\$270.00
2. AGGREGATE					
River Stone 200 mm depth		3.50	m. cu.	\$98.00	\$343.00
Boulders (Retaining Wall)	Lump Sum				\$200.00
Cartpath Granular		4.5	m. cu.	\$46.00	\$207.00
Delivery of aggregate		3	load	\$65.00	\$195.00
Labour					\$1,600.00
3. LAWN					
Lawn Seed		62	m. sq.	\$0.55	\$34.10
3. SOIL					
Soil (Large Shrubs & Trees)		2	m. cu.	\$32.00	\$64.00
Soil (Medium Shrubs) 600mm depth		37	m. cu.	\$32.00	\$1,184.00
Soil (Medium Shrubs) 450mm depth		13	m. cu.	\$32.00	\$416.00
Soil (Lawn) 225mm depth		14	m. cu.	\$32.00	\$448.00
Mulch (All Beds)		21	m. cu.	\$44.55	\$935.55
Labour					\$2,000.00
SUBTOTAL SOFT LANDSCAPE					\$13,373.65
B. HARD LANDSCAPE					
1. Edging					
Wood timber edge		38	lm. Ln.	\$30.00	\$1,140.00
2. Privacy Screen					
Screen		2	each	\$350.00	\$700.00
3. IRRIGATION ALLOWANCE					\$2,000.00
SUBTOTAL HARD LANDSCAPE					\$3,840.00
TOTAL LANDSCAPE BUDGET ESTIMATE					\$17,213.65
LANDSCAPE BUDGET ESTIMATE @ 125% FOR BONDING PURPOSES					\$21,517.06

Prepared by Outside Design Landscape Architects 28-Apr-21
For bonding purposes only (this is not a construction estimate)

Stonehaven Manor Cottages - Landscape Budget Estimate

Phase 4 of 6

A. SOFT LANDSCAPE	Quantity	Units	Price	Extension
1. PLANTS				
Trees (#15 pot)	1	each	\$337.00	\$337.00
Trees, 4 cm cal.	1	each	\$489.00	\$489.00
Shrubs (#5 pot)	37	each	\$75.00	\$2,775.00
Shrubs (#3 pot)	19	each	\$57.00	\$1,083.00
Shrubs (#2 pot)	6	each	\$36.00	\$216.00
Shrubs (#1 pot)	82	each	\$20.00	\$1,640.00
Transplant existing fruit trees	7	each	\$50.00	\$350.00
2. LAWN				
Lawn seed	168	m. sq.	\$0.55	\$92.40
2. AGGREGATE				
River Stone 200 mm depth	3.20	m. cu.	\$98.00	\$313.60
Cartpath Granular	3.9	m. cu.	\$46.00	\$179.40
Gravel 200 mm depth	4.0	m. cu.	\$48.00	\$192.00
Small Boulders				\$200.00
Delivery of aggregate	3	load	\$65.00	\$195.00
Labour				\$800.00
3. SOIL				
Soil (Large Shrubs & Trees)	8	m. cu.	\$32.00	\$256.00
Soil (Shrubs) 600mm depth	46	m. cu.	\$32.00	\$1,470.72
Soil (Perennials) 450mm depth	11	m. cu.	\$32.00	\$354.24
Soil (Lawn) 225mm depth	34	m. cu.	\$32.00	\$1,080.00
Mulch (All Beds)	7.6	m. cu.	\$44.55	\$338.13
Labour				\$2,000.00
SUBTOTAL SOFT LANDSCAPE				\$14,361.49
B. HARD LANDSCAPE				
1. Edging				
Wood timber edge	35	lm. Ln.	\$30.00	\$1,050.00
2. Privacy Screen				
Screen	3	each	\$350.00	\$1,050.00
3. IRRIGATION ALLOWANCE				\$4,000.00
SUBTOTAL HARD LANDSCAPE				\$6,100.00
TOTAL LANDSCAPE BUDGET ESTIMATE				\$20,461.49
LANDSCAPE BUDGET ESTIMATE @ 125% FOR BONDING PURPOSES				\$25,576.87

Prepared by Outside Design Landscape Architects 28-Apr-21
For bonding purposes only (this is not a construction estimate)

Stonehaven Manor Cottages - Landscape Budget Estimate

Phase 5 of 6

A. SOFT LANDSCAPE		Quantity	Units	Price	Extension
1. PLANTS					
Trees (#25 pot)	2	each	\$562.00	\$1,124.00	
Trees (#15 pot)	2	each	\$337.00	\$674.00	
Shrubs (#5 pot)	2	each	\$67.50	\$135.00	
Shrubs (#3 pot)	10	each	\$57.00	\$570.00	
Shrubs (#2 pot)	23	each	\$36.00	\$828.00	
Shrubs (#1 pot)	69	each	\$20.00	\$1,380.00	
Shrubs (SP4)	154	each	\$5.00	\$770.00	
2. AGGREGATE					
River Stone (200 mm depth)	8	m. cu.	\$98.00	\$797.72	
Delivery of aggregate	1	load	\$85.00	\$85.00	
3. SOIL					
Soil (Large Shrubs & Trees)	4	m. cu.	\$32.00	\$128.00	
Soil (Medium Shrubs) 600mm depth	3	m. cu.	\$32.00	\$96.00	
Soil (Medium Shrubs) 450mm depth	63	m. cu.	\$32.00	\$2,005.92	
Mulch (All Beds)	40.0	m.cu	\$44.55	\$1,783.23	
Labour				\$2,000.00	
SUBTOTAL SOFT LANDSCAPE					\$12,376.87
B. HARD LANDSCAPE					
1. Edging					
Wood timber edge	60	lm. Ln.	\$20.00	\$1,200.00	
2. IRRIGATION ALLOWANCE					\$4,000.00
SUBTOTAL HARD LANDSCAPE					\$5,200.00
TOTAL LANDSCAPE BUDGET ESTIMATE					\$17,576.87
LANDSCAPE BUDGET ESTIMATE @ 125% FOR BONDING PURPOSES					\$21,971.08

Prepared by Outside Design Landscape Architects 28-Apr-21
 For bonding purposes only (this is not a construction estimate)

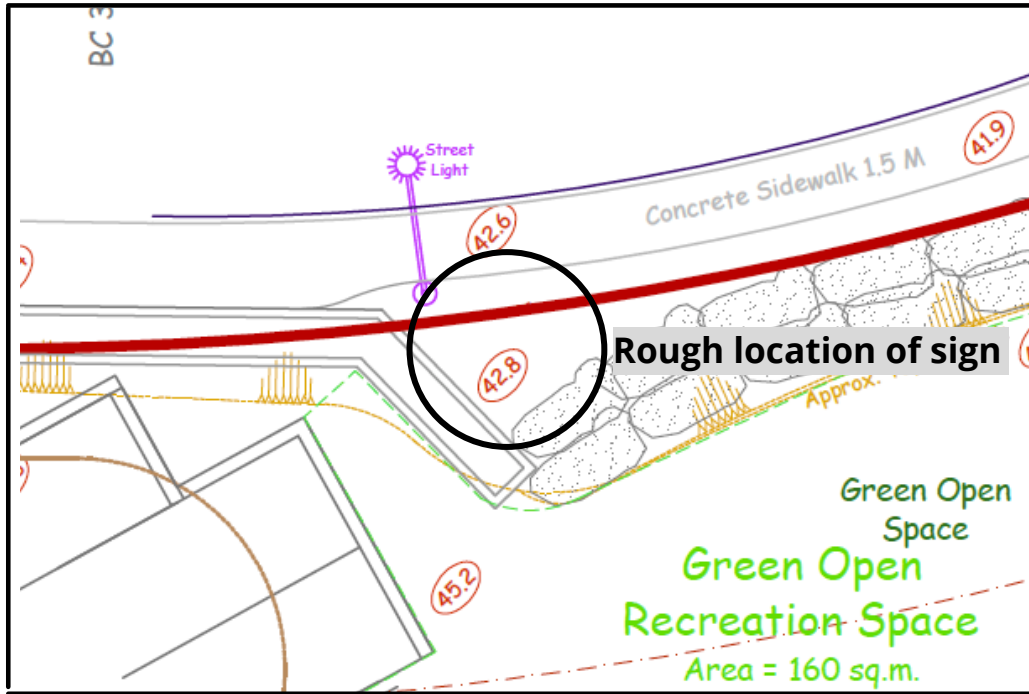
Stonehaven Manor Cottages - Landscape Budget Estimate

Phase 6 of 6

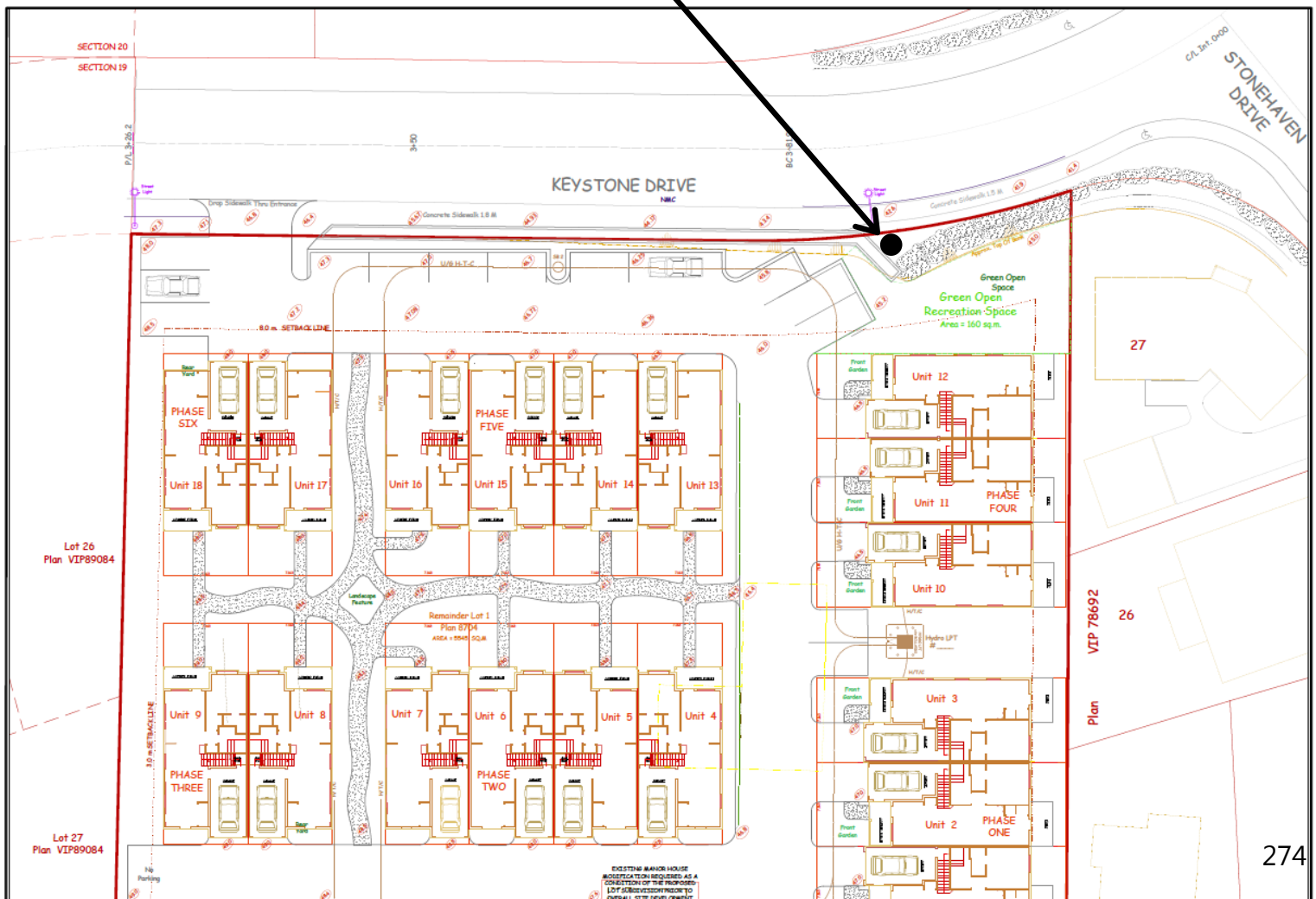
A. SOFT LANDSCAPE	Quantity	Units	Price	Extension
Trees (#25 pot)	1	each	\$562.00	\$562.00
Trees (4 cm cal.)	1	each	\$350.00	\$350.00
Trees (#15 pot)	4	each	\$337.00	\$1,348.00
Shrubs (#15 pot)	8	each	\$150.00	\$1,200.00
Shrubs (#5 pot)	30	each	\$67.50	\$2,025.00
Shrubs (#3 pot)	38	each	\$57.00	\$2,166.00
Shrubs (#2 pot)	7	each	\$36.00	\$252.00
Shrubs (#1 pot)	235	each	\$20.00	\$4,700.00
Shrubs (SP4)	135	each	\$5.00	\$675.00
2. AGGREGATE				
River Stone (200 mm depth)	3.88	m. cu.	\$98.00	\$380.24
Cartpath Granular	3.75	m. cu.	\$46.00	\$172.50
Boulders Small Garden Beds Lump Sum				\$200.00
Delivery of aggregate	3	load	\$85.00	\$255.00
Labour				\$800.00
3. SOIL				
Soil (Large Shrubs & Trees)	3	m. cu.	\$32.00	\$96.00
Soil (Shrubs) 600mm depth	8	m. cu.	\$32.00	\$256.00
Soil (Small Shrubs & Perennials) 450mm depth	107	m. cu.	\$32.00	\$3,434.40
Mulch (All Beds)	13	m.cu	\$44.55	\$584.38
Labour				\$1,000.00
SUBTOTAL SOFT LANDSCAPE				\$20,456.52
B. HARD LANDSCAPE				
1. Edging				
Wood timber edge	43	lm. Ln.	\$30.00	\$1,290.00
2.Privacy Screen				
Screen	2	each	\$350.00	\$700.00
3. IRRIGATION ALLOWANCE				\$5,000.00
SUBTOTAL HARD LANDSCAPE				\$6,990.00
TOTAL LANDSCAPE BUDGET ESTIMATE				\$27,446.52
LANDSCAPE BUDGET ESTIMATE @ 125% FOR BONDING PURPOSES				\$34,308.16

Prepared by Outside Design Landscape Architects 28-Apr-21
For bonding purposes only (this is not a construction estimate)

THE COTTAGES SIGN



*Final Exact location and size of the sign will be established once the retaining wall is built .

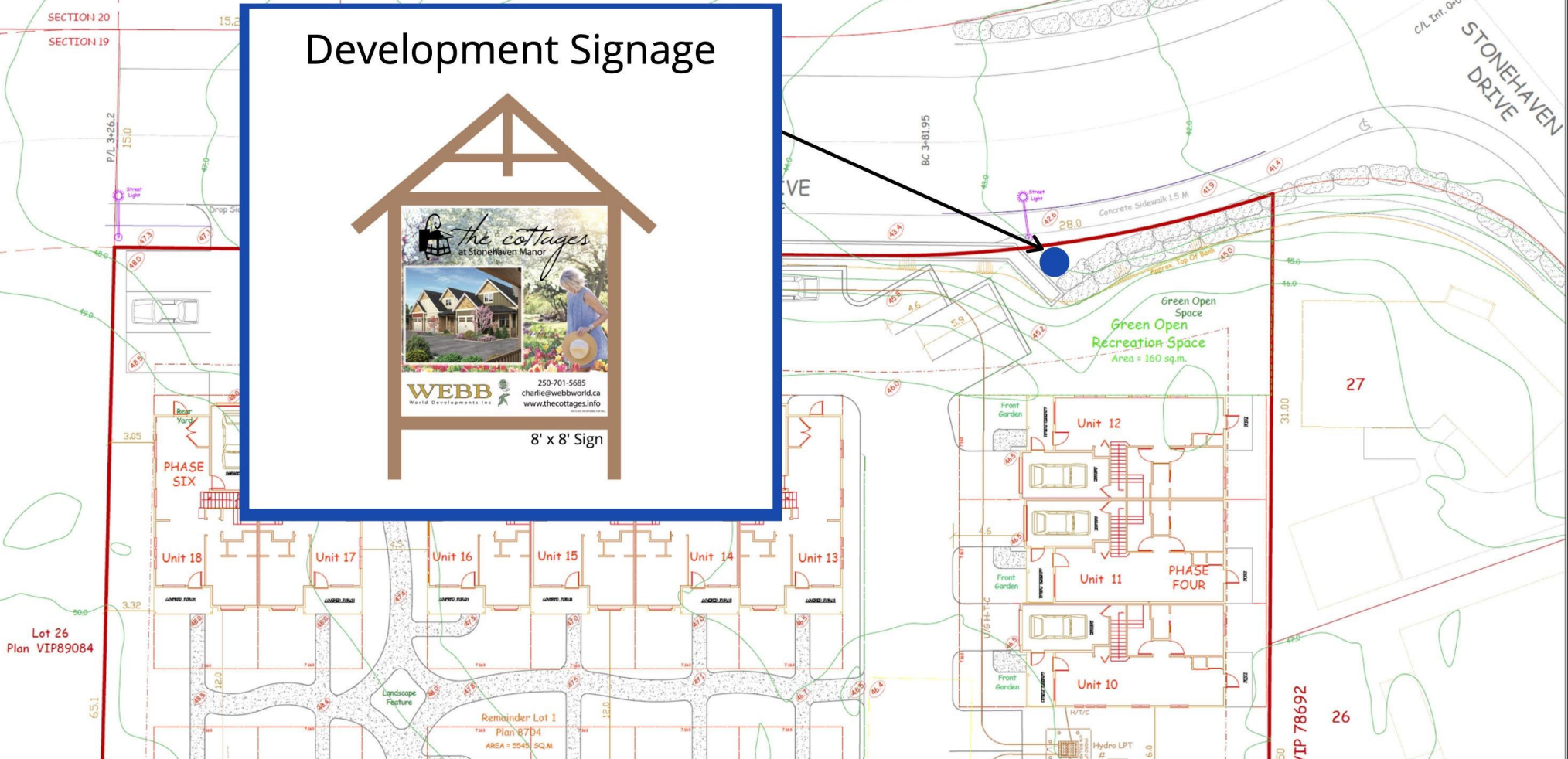


SIGN STYLE

The sign will be manufactured out of laser-cut metal to resemble the exact logo of The Cottages as attached. The sign will be approximately 4' by 8 and will not be backlit as it's located under an already existing street light.



Development Signage





RYZUK GEOTECHNICAL

Engineering & Materials Testing

6-40 Cadillac Ave, Victoria, BC, V8Z 1T2 Tel: 250-475-3131 E-mail: mail@ryzuk.com www.ryzuk.com

March 30, 2021

File No: 7065-2

Webb World Developments
3135 Manor Dr
Duncan, BC
V9L 0A5

Attn: Charlie Webb (By E-mail: office@webbworld.ca)

Re: Proposed Subdivision
Remainder of Lot 1 Manor Drive – Duncan, BC

As requested, we visited the referenced site recently to review the existing geotechnical conditions within the property proposed for development. The site includes local steep slope areas and therefore is designated as a Development Permit Area (DPA-4 Hazard Lands) within the North Cowichan Official Community Plan. Accordingly, professional review of the proposed work is required to support an exemption. We also understand that commentary with respect to groundwater aquifer influence is required. Our associated observations, comments, and recommendations in this regard are contained herein. Our work has been carried out in accordance with, and is subject to, the previously signed Terms of Engagement. The municipality of North Cowichan is an authorized user of this information and may rely on such when considering the development approval.

The property is located within the central western portion of the City of Duncan within the Stonehaven Development. The lot is bounded generally by Keystone Drive to the north, developed residential properties to the west, south, and east, and access is currently provided off Manor Drive cul-de-sac within the southeastern corner. The terrain is relatively gently sloped throughout the majority of the site, with the exception of a local steep slope which bounds Keystone Drive. This slope is in the order of up to approximately 3 m high and currently is inclined at approximately 40 degrees from horizontal and vegetated with grasses. The lot currently hosts some residential structures and interspaced mature trees as well as landscaping.

Our background review consisted of an examination of available subsurface information within the area from our archives, as well as information from the Provincial Waterwell Database. Soils observable within the surface of the site were noted to consist of dense to very dense silty, gravelly sand, inferred to be glacial till. Soil mapping as well as our experience within adjacent areas indicates that stiff to very stiff brown silty clays may be encountered, as well as local

surficial glaciofluvial or diamicton deposits. Shale bedrock was encountered close by in a well at a depth of approximately 7 m and is known to exist within the channel bed of Bings Creek which is 100 m to the east of the site.

We understand that the proposed development will generally consist of construction of six townhouse blocks hosting a total of 18 units, as well as the associated infrastructure as shown on the site servicing plan produced by R.E.B Development Services. The construction will generally consist of relatively shallow surface alterations with possible utility trenches extending to a depth of less than 3 m. Retaining walls are also proposed along the boundary of Keystone Drive, and are anticipated to consist of cast in place concrete in a tiered configuration, with the concrete walls designed by a structural engineer. Our scope will be to provide recommendations for the soil pressures and global stability of the tiered arrangement once the sections have been produced following permit approval.

For preliminary design considerations, given the anticipated dense/stiff native soils, we recommend that foundations be designed with an SLS/ULS bearing capacity of 150kPa/225kPa. Seismic Site Class 'C' is considered appropriate given the soils and anticipated bedrock type and depth.

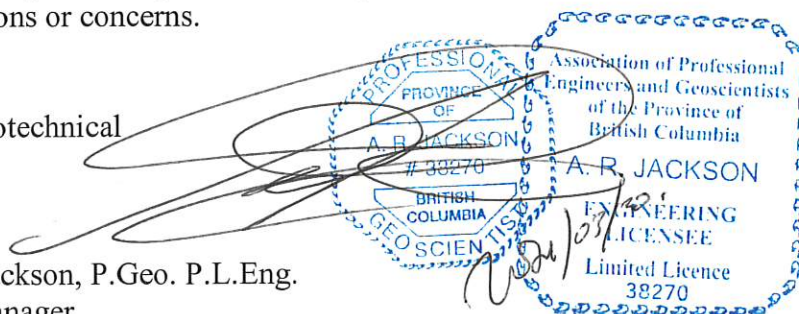
We consider the proposed development to be feasible from a geotechnical perspective and note the soils to be stable and capable of providing long term support to residential foundations with the anticipated light to moderate strip and pad loads. Given the relatively shallow excavation depths and the relatively low to impermeable soils and shallow bedrock, we do not consider that any significant risk to the aquifer within the location would be imparted due to the development. It is worth noting that the site is located within the center of a suburban area and therefore the proposed land use is consistent with the adjacent parcels in this regard.

We therefore consider that the land may be used safely for the use intended, pursuant to Section 56 of the Community Charter and we support a DPA-4 permit exemption due to the absence of significant steep slopes. Our assessment considers a designed seismic occurrence with a 2% probability of exceedance in 50 years. We recommend that all foundation preparations be reviewed by a qualified professional at the time of construction.

We trust the proceeding is suitable for your current requirements period. Please contact us for any questions or concerns.

Sincerely,
Ryzuk Geotechnical

Andrew Jackson, P.Geo. P.L.Eng.
Project Manager





RYZUK GEOTECHNICAL
Engineering & Materials Testing

6-40 Cadillac Ave, Victoria, BC, V8Z 1T2 Tel: 250-475-3131 E-mail: mail@ryzuk.com www.ryzuk.com

May 21, 2021
File No: 7065-2

Webb World Developments
3135 Manor Dr
Duncan, BC
V9L 0A5

Attn: Charlie Webb (By E-mail: office@webbworld.ca)

Re: Proposed Subdivision
Remainder of Lot 1 Manor Drive – Duncan, BC

Further to our report of March 30, 2021, we understand that further commentary is required with respect to the feasibility of the proposed development as the area is designated as being within The District of North Cowichan Development Permit Area (DPA) 3 – Natural Environment; Aquifer Protection Area, as defined in The Official Community Plan (OCP) Section 3.4.5. Our associated comments and recommendations in this regard are contained herein, and this report is to be considered as an addendum to the aforementioned report.

The site is defined as having a high vulnerability rating as shown on Map No. 16 of the OCP and is within the Cowichan River Water Shed. In accordance with the OCP, among other stipulations, developments found to have the potential to pose detrimental impacts on either the quality or quantity of groundwater will not be supported. Therefore, we propose that this development can be shown to not pose a risk as discussed below.

Based on a review of the BC Water Resource Atlas, it is noted that the closest supply well to the site is located approximately 700 m to the northwest and is upslope from the site. The closest downslope well is approximately 1500 m to the southeast. The aquifer within the area is expected to consist of a deep bedrock type, with local perched water table areas of low to moderate transmissivity. The site, as well as the surrounding suburban land developments, are all serviced by the Municipal supply system which is sourced remotely to the area. Therefore, it is worth noting that extraction of groundwater in the nearby area for residential use is considered to be a non-issue.

As discussed in our previous report, the soils and relatively shallow bedrock within the area are expected to have marginal to very low permeability. Therefore, the risk of contamination of any source should limit lateral mobility within the aquifer. Notwithstanding the low risks of

May 21, 2021

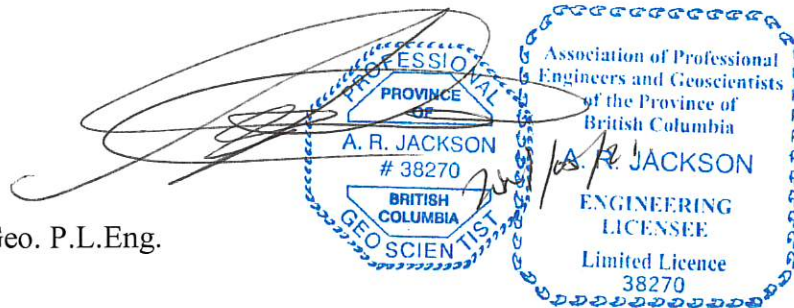
contamination spread, the proposed development will employ best practices to provide oil separators and sediment abatement associated with the construction and for the long term condition. Stormwater management will also be provided such that the pre and post development flows will be maintained in accordance with best practices (as designed by others). As the site is proposed for residential land use in which hazardous chemicals are not typically stored nor disposed of, the risk of contamination to affect the water quality within the deep bedrock or shallow perched aquifers is deemed remote.

Given the above, it is our professional opinion that the proposed development does not pose a potential to impart detrimental impacts on the aquifers within the area.

We trust the proceeding is suitable for your current requirements period. Please contact us for any questions or concerns.

Sincerely,
Ryzuk Geotechnical

Andrew Jackson, P.Geo. P.L.Eng.
Project Manager



Cc: Mr. R. Buckles – R.E.B. Design Services (rebds@telus.net)

Report

Date June 16, 2021

File:

To Council

From Chris Osborne, Manager, Planning

Endorsed:



Subject Affordable Housing Policy

Purpose

To provide options for developing an affordable housing policy or strategy and seek confirmation on Council's desired direction. Staff will provide a brief verbal introduction.

Background

On December 16, 2020, Council referred the motion introduced by Councillor Douglas as a Notice of Motion to staff and resolved:

"That the motion "That Council direct staff to work with the Cowichan Housing Association to develop an affordable housing policy and implementation strategy" be referred to staff for a future report to Council."

At the December 2, 2020, Council meeting, Councillor Douglas submitted a report. He outlined his concerns that the Municipality of North Cowichan's present Official Community Plan (OCP) policies about housing affordability (2.5.2.2–4) were insufficient to respond to the housing affordability and availability crisis engulfing the region. The report recommended that the Municipality develop a standalone housing policy and implementation strategy. The report contained a summary of the various tools that a municipality can consider to create or expand housing opportunities.

Discussion

Staff have reengaged with Cowichan Housing Association (CHA), noting that the previous Executive Director, John Horn, with whom preliminary discussions had already taken place in late 2020, is no longer in that role. Discussions have resumed with Acting Executive Director Bev Suderman and Project Planner Andrew Wilson.

The range of different policy tools available to address housing attainability is extensive. Some can be potentially deployed with immediate effect, while others represent significant projects or processes in their own right. Generally, the impact of the intervention will be proportionate to the effort or cost of implementation. Setting inclusionary zoning thresholds and infill policies requires careful thought and public consultation to ensure the policies deliver the intended effect.

Processes for arriving at a fully-fledged housing strategy can be long and complex. However, the Municipality benefits from the Cowichan Attainable Housing Strategy (CAHS) prepared by the CHA and endorsed by Council on May 15, 2019. The CAHS did much of the “heavy lifting” in terms of data-gathering, identifying the need, and gaining input from community members and stakeholders. In addition to the CAHS, the CVRD Housing Needs Report was accepted by Council on February 2, 2021. It is not necessary to duplicate this work but rather to translate its findings into a practical implementation strategy specific to the Municipality of North Cowichan.

Attachment 1 contains a high-level analysis of the tools (primarily as identified within Councillor Douglas’ report, with some further additions, including ones suggested by CHA) in terms of cost, effort, public involvement, and impact. Each tool is assigned a number, used subsequently throughout this report.

In order to provide some structure and make the process manageable, the Affordable Housing tools contained within the list (Attachment 1) have been analyzed in two ways:

A. According to outcome (what is the focus of the tool?)

There are four main types of outcome from the municipal perspective that tools can deliver. These are:

- Land provision and acquisition
- Preservation of existing housing stock, including rentals and affordable purchase options
- Housing market controls
- Increase the stock of affordable rental and purchase options

B. Implementation timelines (where should the tool be prescribed or housed?)

Tools may be used directly as actions or changes (short term) or may require significant project work, including public consultation. The expected timescale for implementation provides the best way of deciding where the tool should be “housed”:

- A policy directive within an OCP
- Contained in a standalone policy complementary to an OCP
- Directly implemented as an action, policy or bylaw, without a higher mandate

The aim is to strike a balance between setting out a strategic approach within the OCP, delegating actions to a more nimble standalone policy, and identifying short-term actions that can be undertaken without a significant process or overarching direction.

A more detailed analysis and complete list is provided in Attachment 1 to this report. The summary infographic below shows each numbered tool categorized in the above two ways. The four bins show the policy outcome (A), and the shape/colour-coding shows the implementation timescale (B):

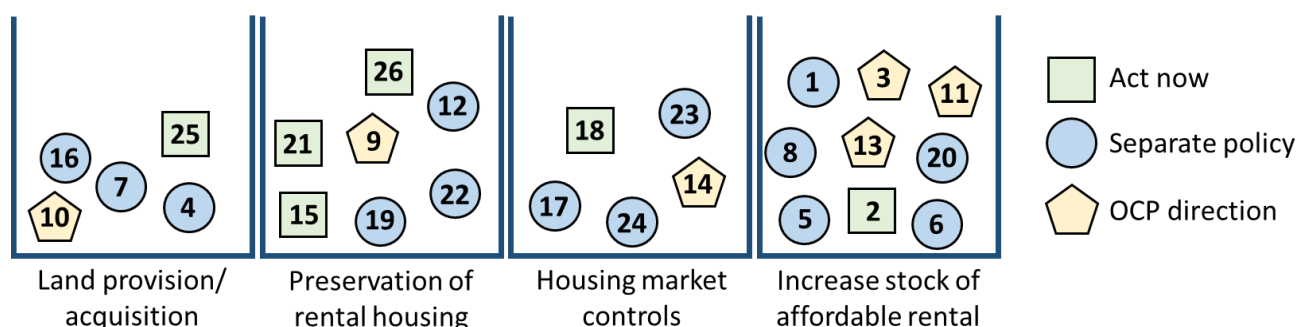


Figure 1: summary of affordable housing tools

The result is interesting in that there appears to be very little correlation between the two categorizations. In other words, actions across each implementation timeline can speak to all different outcomes. This is positive because it allows the Municipality to make progress on all four fronts in the short, medium and long term. Below, the tools are presented according to categorization B (implementation timescale/where they might best be housed), and with an indication of content.

1. OCP Direction

An OCP may either prescribe the use of a particular tool, provide direction to the subdivision Approving Officer, or may establish a mandate for future deployment of the tool, which may be through a subsequent OCP (or other bylaw) amendment, or development of a specific policy or program. Given the ambitious timeline for the OCP, it is not likely to be possible to implement many tools directly through the OCP. Instead, the OCP will largely voice a commitment to bring these forward post-OCP adoption, as time and resources allow. The proposed OCP direction is as follows:

#	Tool	Example OCP Direction/Text
3	Inclusionary Zoning	"MNC will investigate zoning bylaw amendments to require future density increases to incorporate a proportion of affordable units."
9	Rental zoning powers	"MNC will investigate zoning bylaw amendments to apply residential rental tenure zoning in appropriate areas."
10	Pre-zoning land	"MNC may from time to time, conduct zoning bylaw reviews to amend the zoning on parcels to provide for additional density for purpose-built rental and affordable housing projects."
11	Parking standards	"MNC will review parking standards within the zoning bylaw to give consideration to best uses of land and providing adequate but not excessive parking."
13	Increase infill and densification	OCP housing policies pertaining to infill – informed by current growth scenario work and public engagement
14	Family-friendly housing	"MNC will consider development of a policy and associated zoning bylaw amendments to ensure a range of unit sizes that can provide for families as well as 1- or 2- person households."

Table 1: Proposed OCP content

2. Standalone Affordable Housing Policy

More nimble than the OCP but lacking statutory force, a standalone policy can provide helpful direction and supplement OCP and zoning requirements. It forms a valuable reference point for staff negotiating development applications. For example, for discretionary decisions such as rezoning applications, a policy can set community amenity contribution expectations. This item (tool #4) is the most significant direct policy to be included and will likely require the most research and analysis, including potential stakeholder and public engagement.

The policy can also articulate a commitment to bring forward other bylaws and policies, in the same way that an OCP can contain “placeholder” policies. Other more minor tools, particularly those where the Municipality’s role is limited to advocacy, may simply be direct statements to be included within the proposed policy.

#	Tool	Action, or Example Policy Direction/Text
1	Definition of affordable housing	Provide a rigorous and complete definition of affordable housing in MNC, along with other definitions as needed
4	Community Amenity Contributions	Provide guidelines for affordable housing-related amenity contributions proportionate to the degree of up-zoning sought.
5	DCC waivers	“MNC will consider development of a DCC waiver bylaw for certain non-profit housing projects.”
6	10-year tax waivers	“MNC will consider development of a tax exemption bylaw for certain affordable housing projects.”
7	Land provision and acquisition	“MNC will consider opportunities to purchase suitable sites for non-profit housing development. Staff will bring forward such opportunities to Council as they arise.”
8	Secondary suites	“MNC will consider changes to the User Fees Bylaw to promote use and installation of legal secondary suites.”
12	Secured rental housing	Set out scenario based incentives for 100% rental use within new developments
16	Partnership with land trust	Commitment to partner with land trust to deliver on-the-ground projects
17	Pet friendly policies	“MNC will advocate for pet-friendly accommodation and promote education and information for that purpose.”
19	Rental replacement ratios	“MNC will develop a policy that applies to the redevelopment of purpose built rental buildings to ensure no net loss of affordable rental options.”
20	Pre-approved coach house designs	“MNC will investigate use of pre-approved designs for ADUs and may create incentive based promotions (such as a design competition).”
23	Construction cost and rent control advocacy	“MNC will advocate for provincial and federal market interventions that regulate and limit construction costs and rent increases.”
24	Promote BC Housing HUB	“MNC will promote other government or non-profit initiatives and make information available on its website.”

Table 2: proposed Affordable Housing Policy content

3. Actions implementable at any time

This set of tools represents actions that the Municipality can undertake at any time and do not necessarily need to be prescribed in an overarching policy. "At any time" does not necessarily mean these can all be immediately achieved; organizational capacity is likely to be the most significant limiting factor in progressing these items. However, Council is able to endorse these actions as things for staff to bring forward as and when resources and priorities allow.

#	Tool	Implementation action
2	Fast tracking applications	Review development application process for opportunities to fast-track non-profit housing developments
15	Tenant relocation	Prepare and adopt a "renovictions" bylaw (as per New Westminster)
18	Speculation tax	Council resolution to write to Provincial ministers regarding inclusion within taxable regulations (collaborate with CVRD and other partners)
21	Vacation rental	Research the impact of short-term vacation rentals in the area and bring forward report with regulatory responses if justified
25	Create policy for Affordable Housing Reserve Fund	While the Municipality has a fund into which contributions are paid, there is no policy or strategy for deploying this fund. Providing policy will enable the Municipality to plan ahead and act strategically.

Table 3: potential other action items not requiring an overarching policy

It is important to note that in each case, the table presents a menu of options to consider. There is no binding obligation to proceed with any item. Still, by adopting an OCP, policy, or direction to staff, as the case may be, the Municipality is setting out a commitment to evaluate an option. For example, a policy item to consider a Development Cost Charges (DCC) waiver bylaw (tool #5) is just that – a mandate to investigate the use of such a bylaw and bring information forward for Council to decide whether or not to proceed with further bylaw development and eventual adoption. Public input may also be sought to assist Council in making such decisions.

Options

The purpose of this report is to break down the list of potential affordable housing tools into different categories to help the Municipality take a strategic approach to review and implementation. There exists some urgency in that as development projects progress during the current active market conditions, opportunities may be lost in the absence of a policy/strategy. However, for the same reason, it is not recommended to commence a significant and lengthy process to develop a comprehensive, affordable housing strategy.

The proposed affordable housing policy content is suggested with a view to completing such a policy within a timeframe of approximately 3-6 months, containing a mixture of direct policy direction and “placeholder” commitments to investigate future policy tools. Council’s options are:

1. (Recommended Option) Endorse the proposed inclusion of numbered tools within the OCP (as per Table 1) and proposed Affordable Housing Policy (as per Table 2) set out in this report

THAT Council direct staff to:

- (1) Include the items substantially as set out in Table 1 of the Planning Manager’s June 16, 2021 report within the draft OCP currently being prepared.
- (2) Prepare a draft Housing Policy, containing items substantially as set out in Table 2 of the Planning Manager’s June 16, 2021 report, working with Cowichan Housing Association and other stakeholders as needed, for Council’s subsequent review.
- (3) Provide options and implications for implementing items set out in Table 3 of the Planning Manager’s June 16, 2021 report within a future staff report accompanying a draft Housing Policy.

2. As per option 1 above but with specific numbered tools moved, modified or removed by Council

THAT Council direct staff to:

- (1) Include the items substantially as set out in Table 1 of the Planning Manager’s June 16, 2021 report within the draft OCP currently being prepared, with the *[exception or addition of items identified by Council]*.
- (2) Prepare a draft Housing Policy, containing items substantially as set out in Table 2 of the Planning Manager’s June 16, 2021 report, working with Cowichan Housing Association and other stakeholders as needed, with the *[exception or addition of items identified by Council]*, for Council’s subsequent review.
- (3) Provide options and implications for implementing items set out in Table 3 of the Planning Manager’s June 16, 2021 report within a future staff report accompanying a draft Housing Policy, including *[items identified by Council]*.

3. Provide alternative direction to staff in terms of the desired approach to an Affordable Housing Policy

THAT Council direct staff *[to be identified by Council]*

Implications

Staff recommend Option 1 above, striking a balance between developing meaningful content and providing a product for Council adoption within a reasonably short timeframe which does not trigger significant public engagement concurrent with ongoing OCP public consultation. Should Council prefer a different approach, staff may need to report back on resourcing considerations in order to provide further options.

Staff can produce a draft policy document without any additional budget request, engaging with the CHA and others as needed. Once a draft has been produced, staff can present options for Council's consideration, including whether public or stakeholder consultation is desired. This might be anticipated during Q4 2021, provided no other significant new priorities are added to the departmental work plan.

Other items are suggested to be deferred to the OCP as policy directions, and their inclusion will necessarily be subject to public review. A decision to move forward with any of the policy directions, whether identified within the OCP, a standalone policy, or simply a Council resolution, may also entail a project charter and public engagement process of its own.

Recommendation

THAT Council direct staff to:

- (1) Include the items substantially as set out in Table 1 of the Planning Manager's June 16, 2021 report within the draft OCP currently being prepared.
- (2) Prepare a draft Housing Policy, containing items substantially as set out in Table 2 of the Planning Manager's June 16, 2021 report, working with Cowichan Housing Association and other stakeholders as needed, for Council's subsequent review.
- (3) Provide options and implications for implementing items set out in Table 3 of the Planning Manager's June 16, 2021 report within a future staff report accompanying a draft Housing Policy.

Attachments:

1. Policy tool analysis

Intent is to determine which tools can be included within the new OCP, which can better be articulated through a standalone policy that will supplement the OCP, and which actions can be undertaken at any time. This analysis is also intended to inform decisions on prioritization of actions, which may also be spoken to within a policy.

Categorization:

OCP = inclusion within OCP policies

SAP = include within stand alone policy

ACT = action at any time in the absence of policy

Theme

1 = Land Provision and Acquisition

2 = Preservation of Rental Housing

3 = Housing Market Barrier Controls

4 = Increase Affordable Rental Stock

Effort: the amount of administrative time/resources required to implement and maintain

Cost: includes cost implications associated with implementation

Public: degree of public input/consultation required

Impact: what difference will this make in an MNC context?

+ = relatively minimal

++++ = significant

#	Tool/Action	Description	Cat.	Theme	Effort	Cost	Public	Impact
1	Definitions of affordable housing	Develop clear, unambiguous locally-appropriate definitions of affordable housing and affordable rental housing	SAP	4	+	+	+	+
2	Fast tracking applications	Internal process and Procedures Bylaw amendment for eligible non-profit development proposals	ACT	4	++	++	+	+
3	Inclusionary Zoning	Zoning bylaw amendment to require minimum proportion of affordable units within new developments	OCP	4	+++	++	++	+++
4	Community Amenity Contributions	Standalone policy to define financial contributions in proportion to the degree of rezoning sought	SAP	1	++	+	++	++
5	DCC Waivers	Adopt a bylaw reducing or eliminating DCCs for certain non-profit developments	SAP	4	+++	+	++	++
6	10-year Tax Waivers	Waive property tax for up to 10 years for eligible non-market housing projects	SAP	4	++	+++	+	++
7	Municipal land provision and acquisition	Manage the Municipality's property portfolio to provide opportunities for non-profit development, including land acquisition by the municipality.	SAP	1	++	++++	++	+++
8	Secondary suites etc.	Reduced user fees for suite units	SAP	4	++	++	+	+
9	Rental zoning powers	Apply new zoning powers for residential rental tenure, under conditions set out in the OCP	OCP	2	+++	++	+++	+++
10	Pre-zoning land	Pre-zoning for increased density subject to affordability conditions	OCP	1	+++	++	+++	+++
11	Parking Standards	Reduce parking requirements (OCP policy, subsequently enacted by zoning bylaw)	OCP	4	++	+	++	+
12	Secured rental housing	Scenario-based incentives for 100% rental use	SAP	2	++	+	+++	++
13	Increase Infill & Densification	OCP policies to encourage intensification on existing lots and more effective and efficient use of land	OCP	4	+++	++	+++	++

#	Tool/Action	Description	Cat.	Theme	Effort	Cost	Public	Impact
14	Family Friendly Housing	Zoning or other controls to ensure a certain % of units are 2- and 3- bed	OCP	3	++	++	++	+
15	Tenant Relocation	Safeguards/bylaw to prevent “renovictions”. See 2021 BCCA 176	ACT	2	++	+	++	++
16	Partnership with Land Trust	Local partner for whom municipality can provide land for projects, and to manage non-market housing.	SAP	1	+++	+++	++	+++
17	Pet friendly policies	Increase percentage of rental properties allowing pets through advocacy and education	SAP	3	+	+	+	+
18	Speculation tax	Lobby for inclusion of CV within taxable regions	ACT	3	+	+	+	+
19	Rental Replacement Ratios	Requirements to replace any affordable or rental units lost.	SAP	2	+	+	+	+
20	Pre-approved coach house designs	A form of fast-tracking development applications by providing “off the shelf” designs not requiring individual form & character review.	SAP	4	++	++	++	+
21	Vacation rental business license and policy	Examine impact of vacation rentals on overall local market/availability and devise regulation as needed.	ACT	2	++	+	++	++
22	Renoviction and rent control advocacy	Lobby provincial government/agencies	SAP	2	+	+	+	+
23	Real estate overbidding and construction cost controls	Lobby provincial government/agencies	SAP	3	+	+	+	+
24	Promote BC Housing HUB Development Financing	Information sharing and awareness	SAP	3	+	+	+	+
25	Create policy for Municipal Affordable Housing Fund	Policy to guide deployment of funds within the AH Reserve Fund	ACT	1	+	+	+	++
26	Strata Conversion Policy	Revise and update municipal conversion policy to guide Council and AO	ACT	2	+	+	+	+

Report

Date June 16, 2021

File:

To Council

From Chris Osborne, Planning Manager

Endorsed:



Subject Telecommunications Antennae Structures Policy

Purpose

To consider which features Council would like included in their Telecommunications Antennae Structures Policy.

Background

On May 5, 2020, Council passed the following resolution which was put forward by Councillor Marsh through a Notice of Motion:

"That staff be directed to develop a policy for Communication Towers and Antenna Systems Approval, and a Wireless Telecommunication Tower Permit;

And further that the policy establishes and the permit upholds the preferences of Council for enhanced public consultation and location and design guidelines in the Towers and Antenna System approval process, taking into account the Government of Canada's guidelines on antenna sitings via the Innovations, Science and Economic Development Ministry (ISED)."

Discussion

Included in the report provided by Councillor Marsh was a draft policy and direction to staff in terms of Councillor Marsh's desired content. The jurisdictional context is worth repeating; however, regulatory decisions on siting antennas/towers rest at the federal level with ISED having exclusive jurisdiction. In making a decision, ISED will take into account the views of the local government through a statement of concurrence (or non-concurrence). Typically, considerable weight appears to be given by ISED to the municipal viewpoints.

ISED makes it clear that proponents must follow a municipality's process (to the extent that it is reasonable and proportionate) and is therefore likely to deny approval to any proponents who have not respected or adequately engaged with that local process. In other words, municipal requirements that may not be enforced directly may still be recognized by ISED as valid requirements that ISED will respect.

ISED provides a default public notification procedure through its [Customer Procedures Circular 2-0-03](#). This applies to any proposals within local government areas lacking a local policy. This circular does invite municipalities to prescribe their procedures and provides some parameters to help define what is considered reasonable and proportionate. These include:

- A completion timescale of not more than 120 days;
- Application fees are reflective of staff time/resources and not punitive;
- Public consultation requirements are proportionate; and,
- Considerations are relevant.

Concerns relating to the following will not be considered relevant by ISED:

- The legitimacy or validity of any acts, laws, policies or procedures, etc.;
- Potential effects on property values or municipal taxes; and,
- Comments related to the proponent's service but unrelated to the physical structure in question.

To arrive at a statement of concurrence, a municipality may adopt and follow a policy to provide consistency and clarity to proponents and residents alike. Since the proponent is applying to the municipality to ascertain and express its views via a statement of concurrence, the municipality may charge application fees and establish processes, including public consultation. Failure to follow the municipality's process will result in the refusal by the municipality to issue the statement sought.

Issuing a "Permit" versus a Statement of Concurrence

While there is nothing strictly preventing a municipality's statement of concurrence assuming the form of a non-statutory permit (or in the alternative, a denial of a permit application), it should be noted that there is no statutory basis for introducing a permitting regime. Given exclusive federal jurisdiction, there is no legal consequence to a proponent who refuses to comply with a local "permit," bringing the word "permit" somewhat into disrepute. Issuing an unenforceable permit may also create false public expectations that the municipality has the authority to veto or approve a proposal and serves to complicate rather than promote transparent governance.

A development permit under s.490 of the *Local Government Act* (LGA) may not be used for this purpose given the non-applicability of an Official Community Plan to matters of exclusive federal jurisdiction. Similarly, it is impermissible to issue a development variance permit (DVP) since only bylaws specified in LGA s.498 (1) may legally be subject to a DVP, and in any case, these bylaws also do not apply to federal matters. While there are occasional examples of municipalities using statutory permits as proxies for statements of concurrence, this practice is, at best, inappropriate and misleading.

It is, therefore, neither necessary nor desirable to frame the statement of concurrence as a "permit," and the staff recommendation is to avoid doing so. Instead, the recommended approach is to establish a rigorous application process for a statement of concurrence from the municipality, which is ultimately the only product formally recognized by ISED. The proposed application process is set out in the flow diagram in Attachment 1.

In deciding the application, the municipality can either:

1. Issue a statement of concurrence
2. Issue a statement of concurrence subject to conditions
3. Issue a statement of non-concurrence

In order to complete a draft policy and process for arriving at a determination of a statement of concurrence application, there are five issues on which Council is asked to decide and confirm through a resolution. For ease of reference, these are set out in a summary table (Table 2) within the "Options" section of this report, and described in the section below.

Approaches by Other Canadian Municipalities

Table 1 below provides information primarily in relation to new freestanding tower proposals. For additions to building-mounted towers, a 25% or greater height increase is the typical trigger. It is impossible to capture all nuances or exceptions in a summary table; therefore, the information below should be taken to indicate each municipality's approach only in a broad and general sense.

Table 1: Approaches in other local governments

Municipality	Public Consultation Distance	Exemptions	Delegation
Chilliwack, BC	100m	As per ISED default	"Low impact" applications
Chestermere, AB	500m	None	None
Lakeshore, ON	500m	As per ISED default plus towers >500m from nearest residential zone/dwelling	All applications delegated to staff
Langley (Township), BC	6 x tower height	As per ISED default, plus all freestanding towers <15m	None
Maple Ridge, BC	Max. 300m	No public consultation for "low impact" applications, including towers <15m	All applications delegated to staff
North Van (City), BC	staff-determined, minimum 100m	Unclear/limited	None
RD Nanaimo, BC	10 x tower height	Limited/minor	None
Ottawa, ON	Greater of 120m or 3 x tower height	Limited/minor	All applications delegated to staff
Pemberton, BC	150m	No public consultation for towers >150m from nearest residence	Unclear
Salmon Arm, BC	Greater of 100m or 3 x tower height	As per ISED default	None
Seguin (Township), ON	400m	<25% increases to existing structures	None

Surrey, BC	3 x tower height	No public consultation for "zoning compliant" applications	None
<i>ISED default</i>	<i>3 x tower height</i>	<i>Some towers <15m</i>	<i>n/a</i>
<i>MNC staff recommendation</i>	300m	<25% increases to existing structures, below 15m	None

Notification Distance

Councillor Marsh suggests in her report that all properties within 1,000m of the perimeter of a proposed structure are notified. This is significant, particularly since the area captured (a rough proxy for the number of property notifications) scales as the square of the distance, e.g., doubling the consultation distance increases the consultation area fourfold. While far from exhaustive, the survey of other municipal policies summarized in Table 1 did not reveal any requirements that approach the proposed 1,000m radius for all towers. A 1,000m radius would capture approximately four times as many parcels as the most demanding policies found in the survey and could risk being considered by ISED to be unduly onerous.

For example, for the proposed Rogers tower in the Evans Park location, a notification distance of 500m captures 990 individual addresses (including strata units), whereas a distance of 1,000m captures 2,400 addresses. Given Council's stated desire for enhanced public consultation, it is recommended that a distance of 300m is specified in order to keep the process proportionate and manageable while remaining towards the more demanding end of the spectrum of municipal policy requirements. A distance of 500m would match the most demanding policies found.

Public Meeting Trigger Threshold

Despite a broad notification distance, some proposals in remote locations may affect few, if any, private properties. Alternatively, modifications to existing established structures in less sensitive areas may not generate any significant public interest. Although Councillor Marsh's draft policy indicated that staff could determine whether a public meeting is required, it is generally preferable to create a less subjective threshold to ensure consistency. Staff, therefore, suggest that in the interests of simplicity and providing ample opportunity for concerns to be voiced, a public meeting should be required in all cases, which may be held electronically. This can be advertised in the initial mailout, avoiding the need for a second mailout, thus making the process more streamlined.

Delegation

Municipal policies seem largely to fall into an "all or nothing" categorization in terms of delegation, although no delegation appears to be the most common approach. Given the often political and contentious nature of telecommunications installations, and Council's desire for robust public scrutiny, no delegation is the recommended approach for North Cowichan. Council would therefore determine all applications for a statement of concurrence.

Exemptions

It is not clear whether Council wishes any and all telecommunications structures to be subject to a public process. Still, a common exemption criterion found in many other municipalities' policies is where an existing structure is being increased by no more than 25% of its original height. While significant applications such as the recent Rogers application at Evans Park are not highly frequent occurrences, it is unclear how many smaller scale installations have been approved within the municipality by ISED which were considered "exempt" from public/municipal input under the default Circular 2-0-03. Council may wish to consider inclusion of exemption criteria to filter out minimal installations or modifications.

Application Fee

Should Council adopt a policy, a new application category and process will be created to enable consistent administration and tracking. The process proposed closely resembles that used for a DVP and would typically take a corresponding amount of effort in staff time. Therefore, it is suggested to levy the same fee as for a DVP application, which is currently \$1,000. A routine amendment to the Municipality's *Fees & Charges Bylaw 3784* will be required to enable fee-charging, and this can be brought forward to Council alongside the policy.

Options

Council is asked to confirm the proposed direction by adjudicating the policy options provided in Table 2 below. This will enable staff to complete a draft policy for Council's review.

Table 2: Summary of proposed policy features

	Policy feature	Staff Recommendation
1.	Notification distance	300m
2.	Public meeting	All applications
3.	Delegation	None
4.	Exemptions	Height increase to existing structures of <25% and <15m total
5.	Application fee	\$1,000

Council's options are, therefore:

1. (Recommended option) Direct staff to proceed with drafting a policy containing the features set out in Table 2 (as may be modified by Council)

THAT Council directs staff to:

- (1) Draft Telecommunications Antennae Policy which specifies:
 - (a) A consultation area radius of [300m]
 - (b) That all applications require a public meeting
 - (c) That all applications are to be determined by Council
 - (d) Certain exemption criteria for [additions to existing structures less than 15m]
 - (e) An application fee of [\$1,000]
- (2) Draft an amendment to the Municipality's *Fees & Charges Bylaw 3784* to include the application fee.

2. Defer direction and request additional information (to be identified by Council)

THAT Council:

- (1) Refer the development of a Telecommunications Antennae Policy to the next Committee of the Whole meeting for further discussion
- (2) Direct staff to provide additional information regarding [*Council to identify what additional information is needed*] at that meeting

3. Provide additional or alternative direction to staff

THAT Council direct staff to [*Council to identify*]

4. Do not proceed with creating a policy

THAT Council rescind their May 5, 2021 decision directing staff to develop a Communication Towers and Antenna Systems Approval policy and a Wireless Telecommunication Tower Permit.

Implications

With Council's input on the identified issues, staff can produce a full draft version of the policy for Council's consideration. Council will have an opportunity to review, seek clarification, and direct any changes prior to receiving a finalized policy for adoption.

Implementing a new application process will take staff time to establish, but no separate additional resources are required. A press release should be issued if Council decides to adopt a policy. There are no significant social or environmental considerations associated with developing this policy.

The following recommendation is provided, which seeks Council's confirmation of five separate proposed policy features. Council may modify these or specify alternative quantities as per its preference. The staff-recommended quantities are enclosed within square brackets [] and can be changed by Council if so wished. Should Council wish to amend the proposed fee, Council could reduce the amount; however, staff would discourage Council from increasing the fee to an amount greater than what would be sufficient to recover the cost of providing the service.

Recommendation

THAT Council directs staff to:

- (1) Draft Telecommunications Antennae Policy which specifies:
 - (a) A consultation area radius of [300m]
 - (b) That all applications require a public meeting
 - (c) That all applications are to be determined by Council
 - (d) Certain exemption criteria for [additions to existing structures less than 15m]
 - (e) An application fee of [\$1,000]
- (2) Draft an amendment to the Municipality's *Fees & Charges Bylaw 3784* to include the application fee.


Attachment:

- (1) Application for a statement of concurrence – proposed process diagram

ATTACHMENT #1



Report

Date	June 16, 2021	File:
To	Council	
From	Clay Reitsma, MEng, PEng, Director, Engineering	Endorsed: 
Subject	Traffic calming and safety measures along Indian Road	

Purpose

To share the Traffic Calming Study findings for Indian Road and consider the options for implementing traffic calming and safety measures within the study area.

Background

At the regular Council meeting of September 20, 2017, in response to concerns expressed by a resident regarding excessive and frequent speeding along Indian Road, Council directed staff to undertake a traffic calming study ("study") to investigate options to reduce speeding on Indian Road.

In 2018, Bunt & Associates ("Bunt") was retained to undertake the study. The study was completed in December 2018.

At the regular Council meeting of October 7, 2020, Council considered a petition from Indian Road residents requesting that speed humps be installed. Council directed staff to bring back a report detailing traffic calming measures for Indian Road.

Discussion

Context

The area served by Indian Road is primarily residential (Figure 1). Indian Road serves approximately 80 homes. There is a destination location, Art Mann Park, located at the northern-most end of Indian Road. There have been concerns expressed about excessive speed on Indian Road. Indian Road is a local road with a posted speed limit of 30 km/h. There are already some curb extensions installed on Indian Road to help slow traffic.

As part of the study, a survey was conducted asking residents about their traffic safety concerns. Bunt considered the responses from residents, traffic volumes, speed data, signage, and the configuration of the road infrastructure to develop traffic calming and safety measure recommendations.



Figure 1 Area served by Indian Road and Traffic Calming Study study area.

Traffic Volume and Speed Assessment

The Municipality's Traffic Calming Policy (2005) ("TCP") stipulates that, for local roads, traffic calming measures should be considered when the traffic volume exceeds 1000 vehicles/day OR when the 85th percentile of the monitored speed-readings exceeds 55 km/h (the speed at which 15% or more of the monitored speeds exceed).

Note The TCP does not speak to situations where a local road is posted at a speed other than 50 km/h. Staff contacted the engineer who was familiar with the drafting of the TCP to discuss how to best apply the TCP in such a situation. It was agreed that it would be reasonable to apply a rule that set the 85th percentile threshold speed at 10% over the posted speed limit. As such, in the case of Indian Road, the 85th percentile threshold speed would be 33 km/h.

The measured traffic volumes and speeds are shown in Figures 2 and 3, respectively.

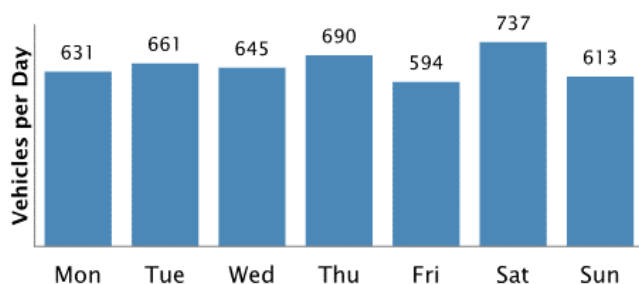


Figure 2 Daily traffic volumes (vehicles/day) (Aug 9/18 to Aug 17/18).

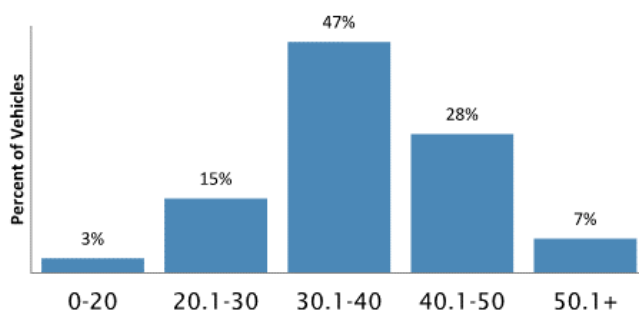


Figure 3 Vehicle speeds (km/h) (Aug 9/18 to Aug 17/18).

The data shows that 82% of the speeds exceed 30 km/h. Pro-rating the vehicle count for the speed range 30.1 km/h to 40 km/h, it is estimated that 33% of the vehicles are travelling at speeds between 33 km/h and 40 km/h. Therefore, 68% of vehicles are travelling at speeds greater than 33 km/h.

The daily vehicle volume threshold is not met based on the data presented, but the vehicle speed threshold is. Therefore, Indian Road qualifies for the implementation of traffic calming measures. In this case, it is additional traffic calming measures.

In consultation with Bunt, staff recommend that speed tables be installed as an additional traffic calming measure. Staff and Bunt recommend the installation of three speed tables at the locations shown in Figure 4.



Figure 4 Proposed locations for speed tables.

Signage

The Study also identified potential improvements related to signage (Figure 5). The recommendations are as follows:

1. Relocate an existing 30 km/h sign for northbound traffic near the intersection of Indian Road and Maple Bay Road to a new location approximately halfway between Maple Bay Road and Swans Nest Drive;
2. Install a new 30 km/h sign for northbound traffic just before Cygnet Drive; and
3. Install a new stop sign for eastbound traffic on Indian Crescent.

Regarding item 3 (the new stop sign), there is a tree located within the road dedication that may have to be removed to ensure that the stop sign is visible (Figure 6). Should Council direct staff to install a new stop sign, staff will make efforts to preserve the tree.



Figure 5 Location of improvements related to signage.

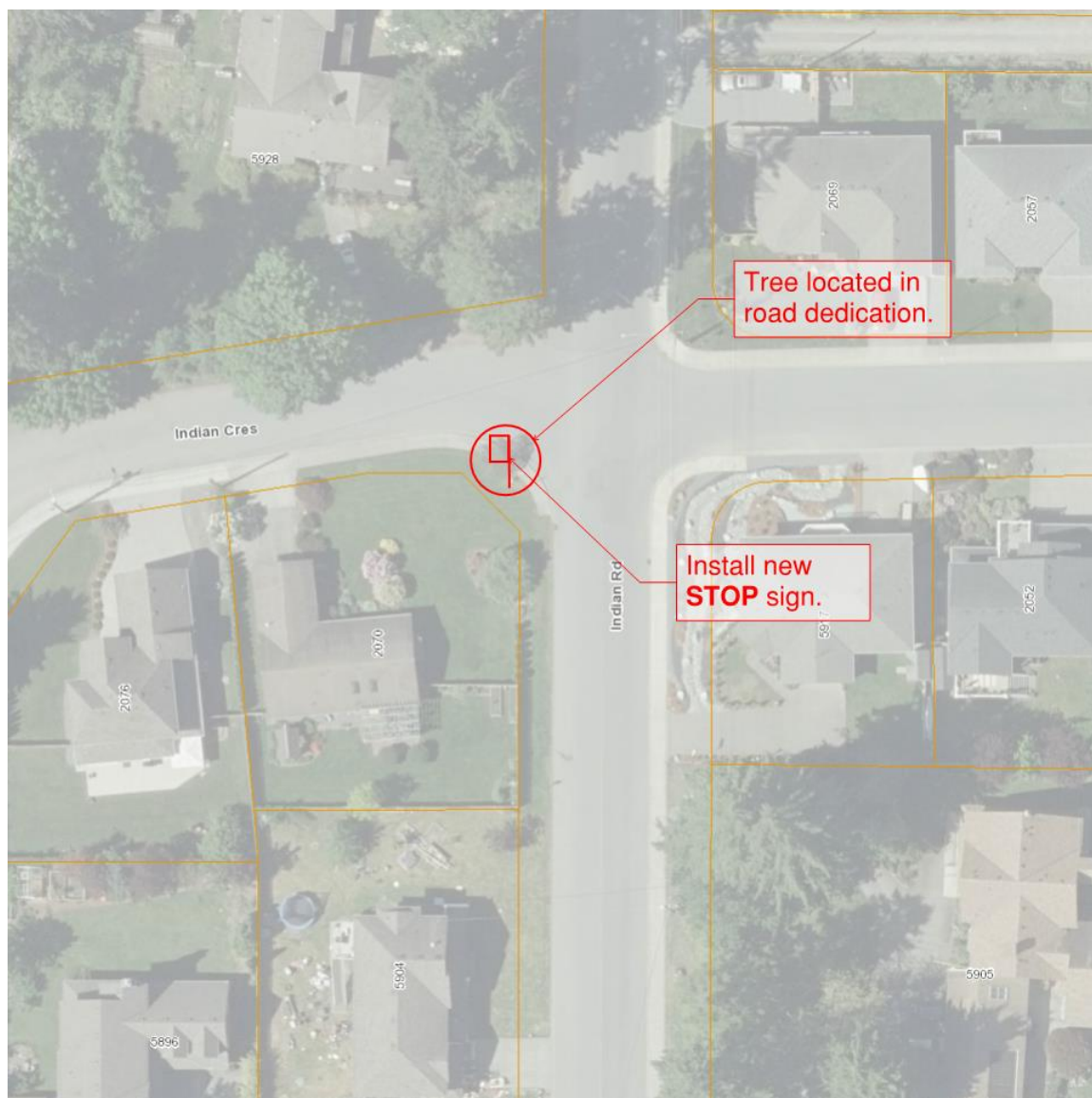


Figure 6 Location of tree within road dedication that may interfere with the placement of a new stop sign.

Enforcement

This location does not meet the RCMP's threshold for enforcement. The enforcement rating is LOW because it is based solely on speed. The data provided by the RCMP was similar in terms of the percentage of vehicles exceeding 33 km/h, estimated at 75% (pro-rated), which is slightly higher than the 68% per the Municipality's speed monitoring data.

Community Engagement

The Municipality circulated a questionnaire to residents served by Indian Road asking for feedback on their concerns around traffic safety. A total of 47 surveys were completed, with 78% of respondents feeling that people drive too fast on Indian Road. The public suggested a range of potential solutions. By far, the most common suggestion was to install speed tables (26 respondents).

On October 24, 2018, an open house was held from 4:00 pm to 6:00 pm. The open house was advertised on the municipal website and through the mail to residents served by Indian Road. Thirty local residents attended the open house. At the open house, residents were asked to provide feedback on four potential speed reduction measures. They were:

1. **Curb Extensions:** A narrowing of the road using curbs which tends to slow people down.
2. **Speed Reader Boards:** Digital signs that display a vehicle's speed to the driver. Studies show that, over time, local drivers will ignore these devices. The RCMP has noted that, in general, when enforcing speeding in a neighbourhood, they find that often the majority of the vehicles speeding are owned by local residents.
3. **Speed Tables:** Raised sections of asphalt with gradual approach and descent ramps that cause a small jolt to drivers driving too fast, encouraging drivers to slow down. They cause a mild degree of discomfort to drivers when driving over the speed table. They can also generate some noise from advanced braking and as vehicles travel over the speed table.
4. **Traffic Circles:** Encourages vehicles to slow down by forcing drivers to navigate a localized "bend" in the road. This measure can pose challenges for larger vehicles to navigate.

The feedback received is summarized in Table 1.

Table 1 Level of support for various traffic calming measures.		
Traffic Calming Measure	Residents in Favour	Residents Opposed
Curb Extensions	0	15
Speed Reader Boards	7	9
Speed Tables	20	4
Traffic Circles	3	10

Options

Option 1 (RECOMMENDED)

That Council approve:

- (1) the installation of three speed tables on Indian Road between Maple Bay Road and Cygnet Drive;
- (2) the relocation of the 30 km/h speed sign for northbound traffic near the intersection of Indian Road and Maple Bay Road to a new location approximately halfway between Maple Bay Road and Swans Nest Drive;
- (3) the installation of one new 30 km/h speed sign on Indian Road for northbound traffic just before Cygnet Drive, and
- (4) the installation of one new stop sign for eastbound traffic on Indian Crescent as described in the Director of Engineering's report dated June 16, 2021.

Advantages:

1. Speed tables are relatively inexpensive, are highly effective at reducing vehicle speeds, and are the residents' preferred traffic calming measure.
2. Signage is relatively inexpensive. Rectifying the signage will provide for some additional safety.

Disadvantages:

1. Speed tables can generate complaints from residents as they can cause a mild degree of discomfort when passing over them.
2. Some noise can be generated if vehicles brake too aggressively ahead of the speed table.
3. Some noise can be generated when vehicles pass over the speed hump.

Option 2: Do nothing.**Advantages:**

1. No cost.
2. Avoid the annoyance and noise generated by the presence of speed tables and the resultant complaints that may arise from the public.

Disadvantages:

1. Higher speeds tend to reduce safety and increase the level of harm when an accident occurs.

Implications**Financial**

Speed tables cost approximately \$4,000 each. The cost of the proposed speed tables would total \$12,000. The cost estimate includes asphalt, thermoplastic markings, and signage. The speed tables will be funded within the approved 2021 operating budget.

The costs for rectifying the signage will be minor and will be funded within the approved 2021 operating budget.

Personnel

North Cowichan Operations staff will install/move the signage. The speed tables will be installed by Duncan Paving with whom the Municipality has a paving contract.

Environmental

No known implications.

Communications

Engineering will ensure local residents are notified of the work to be undertaken and any noise or potential disruption to road access prior to commencing the project.

Recommendation

That Council approve:

- (1) the installation of three speed tables on Indian Road between Maple Bay Road and Cygnet Drive;
- (2) the relocation of the 30 km/h speed sign for northbound traffic near the intersection of Indian Road and Maple Bay Road to a new location approximately halfway between Maple Bay Road and Swans Nest Drive;
- (3) the installation of one new 30 km/h speed sign on Indian Road for northbound traffic just before Cygnet Drive, and
- (4) the installation of one new stop sign for eastbound traffic on Indian Crescent as described in the Director of Engineering's report dated June 16, 2021.

Municipality of North Cowichan Environmental Advisory Committee MINUTES

**May 4, 2021, 1:30 p.m.
Electronically**

Members Present	Councillor Kate Marsh, Chair Neil Anderson Cam Campbell Bruce Coates David Coulson Per Dahlstrom Dr. Jana Kotaska Sandra McPherson Ashley Muckle Dr. Jesse Patterson Dr. Geoffrey Strong Dr. Shannon Waters
Staff Present	David Conway, Director, Engineering Projects Dave Preikshot, Senior Environmental Specialist Shaun Chadburn, Environmental Programs Coordinator Tricia Mayea, Deputy Corporate Officer
Others Present	Dr. Gordon McIntosh, Facilitator Jeremy Murphy, SSG Consultant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That the Committee approve the agenda as circulated.

CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

That the Committee adopt the minutes of the meeting held April 20, 2021.

CARRIED

4. BUSINESS

Dr. Gordon McIntosh facilitated the business of this meeting and assumed the Chair.

4.1 CAEP Actions - Sorting, Prioritization and Responsibility Process - Part 2

The Committee reviewed the draft CAEP Actions list and prioritized the 'High' significance actions by assigning a Now, Next or Later priority to them.

Dr. Jana Kotaska and Dr. Shannon Waters left the meeting at 4:14 p.m., Dr. Geoff Strong left the meeting at 4:15 p.m., Bruce Coates left the meeting at 4:16 p.m.

IT WAS MOVED AND SECONDED:

That the meeting be extended to 5:00 p.m.

CARRIED

Ashley Muckle left the meeting at 4:45 p.m.

IT WAS MOVED AND SECONDED:

That the Environmental Advisory Committee recommends the following High Significant CAEP Actions be given a 'Now' priority and forwarded to Council for their consideration for 2021 implementation and when developing the Environmental Business Plan in future years:

Within Current Capacity to develop

1. **Official Community Plan** – Policy development consideration
 - a. Infill development (Item #1 on CAEP Action List)
 - b. Energy plan for new development (Item #4 on CAEP Action List)
 - c. Tree Canopy targets (Item #5 on CAEP Action List)
 - d. EV readiness requirement (Item #22 on CAEP Action List)
2. **Climate Lens for new development** – checklist & policy (Item #2 on CAEP Action List)
3. **Energy & Emissions Tracking System** (Item #42 on CAEP Action List)
4. **District Energy potential in hospital precinct** – meet with VIHA (Item #32 on CAEP Action List)
5. **Annual municipal tree planting target** (Item #38 on CAEP Action List)

Require staff work program changes or resources to retain personnel to undertake work

1. Facilitate **industry meeting** re: potential CAEP related efforts (Item #13 on CAEP Action List)
2. Review **revolving loan fund** (& alternatives) (Item #44 on CAEP Action List)
3. **CAEP Update** to consider:
 - a. Fair share carbon budget as a guide (Item #40 on CAEP Action List)
 - b. Strengthen presence of agriculture recommendations (New Item #45 on CAEP Action List)
 - c. Research practices – climate lens for decision making and strategic planning (Item #41 on CAEP Action List)
 - d. Regional Gas Tax (CVRD?) (Item #49 on CAEP Action List)

CARRIED

Councillor Marsh resumed the Chair.

5. NEW BUSINESS

The next meeting will include a presentation from Diamond Head Consulting regarding the Environmental Policy review and discussion regarding a Green Circular Economy Eco-Industrial Park concept.


6. ADJOURNMENT

The meeting ended at 4:58 p.m.

Certified by Recording Secretary

Signed by Chair

Report

Date	June 16, 2021	File:
To	Council	
From	David Conway, Director, Engineering	Endorsed: 
Subject	Environmental Advisory Committee Recommended Actions from the Draft Climate and Energy Plan Update.	

Purpose

To consider the Environmental Advisory Committee (EAC) recommendations regarding prioritization of the updated Climate Action and Energy Plan (CAEP) greenhouse gas emissions reduction actions.

Background

Remodelling and implementing the CAEP is one of Council's 2019-2022 Strategic Plan priorities. In February 2021, staff presented Council with the findings of the CAEP economic and financial modelling to achieve an 80% reduction in green house gas emissions by 2050, as envisioned by the remodelled and updated CAEP. The February 2, 2021 presentation (Attachment 1) included several recommended CAEP actions to reduce greenhouse gas emissions in a table using green, yellow and red to indicate degrees of effectiveness for reducing emissions and the associated cost. Following the establishment of the newly formed EAC, the EAC met on February 16, 2021, and March 2, 2021, to review the findings of the remodel and recommended CAEP actions. Council accepted the EAC's recommended actions at the March 17, 2021, Council meeting and resolved:

"That Council approves the following actions to be taken prior to finalizing the Climate Action and Energy Plan update:

- 1. That the Environmental Advisory Committee complete its review of the draft Climate Action and Energy Plan policies and actions and have its recommendations to Council by May 15, 2021;*
- 2. That staff conduct an appropriately scheduled prioritization workshop led by SSG using a multi-criteria analysis process;*
- 3. That the Environmental Advisory Committee review the draft final report and make recommendations to Council."*

In order to implement the above resolution, staff and the consultant, Sustainability Solutions Group (SSG), prepared material for presentation to, and review by, the EAC to help members of the committee formulate advice to Council with respect to CAEP action prioritization.

Dr. Gordon McIntosh facilitated two sessions with the EAC on April 20, 2021, and May 4, 2021, to review the draft CAEP actions list (Attachment 2). The EAC categorized the significance of each action by assigning a High, Medium or Low rating to each action/initiative to help identify priority actions based on the information provided in Appendix 1. The outcome of these sessions forms the EAC's

recommendations to Council.

Discussion

After the sorting and prioritizing exercises led by Dr. McIntosh, on May 4, 2021, the EAC carried the motion that “the Environmental Advisory Committee recommends the following High Significant CAEP Actions be given a “Now” priority and forwarded to Council for their consideration.” The substance of these items is discussed further below with reference to the action number from Attachment 2 in brackets.

The EAC recommendations for action “Now” imply these actions were assigned the highest level of urgency in the prioritization exercise relative to other items but does not necessarily mean they must begin within this year or within Q2, 2021. The “Now” label indicates these items are to occur before the “Next” and “Later” actions prioritized by the EAC.

Items relevant to the Official Community Plan

Another 2019-2022 Council Strategic Plan priority project is to rewrite the OCP. The OCP is a statement of objectives and policies that guides land use and community planning decisions. The EAC’s recommendations regarding actions relevant to the OCP, if supported by Council, would support strategic alignment between the objectives and policies of the new OCP and the remodelled CAEP once adopted by Council.

While the OCP provides important guidance for decision-making, it does not directly regulate land use or implement policy. The CAEP actions recommended by the EAC relevant to the OCP will be considered in the context of the new OCP and incorporated into the OCP as policy, where applicable. Some of the actions identified would be implemented through regulatory bylaws to align with the new OCP much later in the project process and/or following its adoption, such as the Zoning Bylaw, Subdivision Bylaw and Building Bylaw rather than through the OCP itself.

The items relevant to the OCP are as follows:

1. **Infill development** (*item #1 on CAEP Action list*)
Focus development in existing communities. Examples are infill policies, density bonusing and zoning. The EAC noted this as an issue that should be addressed now in part because they felt it should be considered with the ongoing OCP update.
2. **Energy plan for new development** (*item #4 on CAEP Action List*)
Create a policy requiring all new development applications to include an energy plan, demonstrating the energy use of the development, energy use intensity targets, thermal energy demand intensity targets, and energy efficiency characteristics. The EAC recommends including these policies as a consideration in the OCP update.

Staff notes:

- Step code requirements may capture some of these issues through measurable performance-based energy efficiency requirements. Staff would need to work with the industry in order to move toward a net-zero energy standard in advance of the expectations of the Step Code.
- Consideration should be given to minimum development thresholds, possibly excluding one and two family homes that are part of infill development.

3. **Tree canopy targets** (*item #5 on CAEP Action List*)

Develop tree canopy cover targets and implement annual tree planting programs to achieve these targets.

Staff notes:

- This is consistent with the Environmental Policy review recommendations from the February 2021 Diamond Head Consulting Report (Attachment 3).
- This could involve partners such as Somenos Marsh Wildlife Society and Khowutsun Forestry Services for planting riparian areas.
- Canopy targets should be determined by studying land use types and becoming part of an urban forest strategy and tree bylaw as recommended in the Diamond Head Consulting Report, section 5.4 (Attachment 3).

4. **EV readiness requirement** (*item #20 on CAEP Action List*)

Create an EV Ready Development Policy for residential (single and multi-family dwellings) and commercial developments. The EAC recognized this as an action that could be identified in the OCP and detailed in the Zoning Bylaw.

Staff notes:

- This action implies different requirements for new single family, commercial property, and multi-family residences. For example, all new commercial developments have some threshold of electric vehicle (EV) chargers as part of their parking design. Research has concluded that reducing barriers to 'at home' charging would increase the uptake in EVs. The BC Hydro EV charging guide for local government also suggests that a Parking Bylaw is the least cumbersome way to ensure charging facilities are created as part of new construction.

Other Priority Actions

1. **Climate lens for new development – checklist & policy** (*item #2 on CAEP Action list*), Create a sustainability checklist policy so that developers undertake this analysis and provide the information to staff.

Staff notes:

- This has two components;
 - i. a GHG mitigation assessment, which measures the anticipated GHG emissions impact of an infrastructure project, and
 - ii. a climate change resilience assessment, which employs a risk management approach to anticipate, prevent, withstand, respond to, and recover and adapt due to climate change related disruptions or impacts.

- Staff would anticipate working with industry and consultants to create the policy and checklist. Surrey has developed its own version, for example.

2. Energy & emissions tracking system *(item #40 on CAEP Action List)*

Develop and implement an energy and emissions inventory tracking tool. Use the tool in annual inventory updating and reporting.

Staff notes:

- This tool would be used corporately to monitor emissions to determine the actions to achieve net-zero. The creation of the tool by SSG is within the CAEP updated terms of reference.

3. District energy potential in the hospital precinct *(item #30 on CAEP Action List)*

The EAC considers energy independence important. The hospital or other developments with specific characteristics would be relied upon to enable this action.

Staff notes:

- The creation of district energy typically requires large-scale development such as the new hospital and expected surrounding development. To date, the hospital project team has identified LEED gold standard and district energy readiness in their planning.
- Considering a district energy system potential would need to be the subject of a feasibility study that would consider issues such as the source of energy, greenhouse gas reduction, costs and benefits.

4. Annual municipal tree planting target *(item #36 on CAEP Action List)*

This action would establish annual tree planting targets for urban and rural areas to substantially increase tree counts. The committee felt that this was a high priority that could be done in the "now" timeframe and was under control of the Municipality.

Staff notes:

- Targets and work plans would need to be developed in conjunction with priority **1(c)** above regarding items such as types of trees, locations and habitat capacity. Collaboration with local stewardship groups and First Nations is anticipated. Areas like riparian zones may be assigned as a priority given the potential and readily identifiable environmental co-benefits.
- Possible to consider incentives for landowners to plant more trees and pre-planned developments to consider pre-planting in specified areas.

5. Facilitate industry meeting regarding CAEP related efforts *(item #13 on CAEP Action List)*

This recommendation was intended to initiate the development of a coalition and support program between industrial, commercial, institutional (ICI) and municipal buildings for improving industrial process efficiencies.

Staff notes:

- Light industry is the largest emissions sector in North Cowichan from relatively few emitters. Working together could result in positive results from sharing ideas within this group.

6. Review revolving loan fund (& alternatives) (item #42 on CAEP Action List)

This recommendation anticipates review and research into new ways of financing climate action. An example was the revolving loan fund using the CAEP reserve.

Staff notes:

- The revolving fund has been in place since the original CAEP and may benefit from a review, including effectiveness for corporate or community projects.
- Another example currently supported by Council for the Province is the PACE (Property Assessed Clean Energy) program that would provide financing to homeowners for energy retrofits.

7. Fair share carbon budget as a guide (Item #38 on CAEP Action List)

This item is one of SSG's commitments as a deliverable to the CAEP update. This would be a guide for decision making that would lead to municipal operations becoming carbon neutral by 2030.

Staff notes:

- Subsequent to the EAC meeting, staff and the EAC Chair had an opportunity to discuss a Game Changer grant from the Community Energy Association (CEA). There was enough interest from the CEA related to municipal policies similar to this for staff to begin the process of an Expression of Interest. The grant would provide professional consultation to create policies that cover this area with the goal of creating a framework for other local governments to adopt. Council approval will be required to move forward with an application if the CEA accepts the expression of interest for full application.

8. Strengthen presence of agriculture recommendations (Item #43 on CAEP Action List)

This action would give direction to SSG for the exploration of regenerative agriculture (restoring soils) and carbon sequestration as part of the CAEP update and implementation plan.

Staff notes:

- If directed, it would be expected that some further research would be done by SSG to estimate impacts and effects on GHG reduction.
- Advocacy with Industry and the Province would be necessary for the implementation of policies related to agriculture.
 - (i) **Research practices: climate lens for decision making and strategic planning (Item #39 on CAEP Action List)**
This would integrate climate into financial decision-making by incorporating climate-related financial disclosure; a cost of carbon and a social cost of carbon; a municipal carbon budget; and a climate lens to capital and business planning and asset management.

Staff notes:

- Similar to the "fair share carbon budget as a guide" (3(a) above) this item attracted good interest for a possible "Game Changer" grant from the CEA.

(i) **Regional Gas Tax (CVRD) (Item #45 on CAEP Action List)**

This recommendation would include having a consultant investigate and provide potential options in the draft implementation plan.

Staff notes:

- This may involve working with the CVRD, BC Transit and the Province to create a transit tax as has been implemented in the CRD (5.5 cents per litre) and GVRD (18.5 cents per litre). It would also likely require project definition and budget to justify the region-wide tax. This would include benefits to the Municipality that would reflect GHG reductions achieved.

Options

Option 1 (Recommended):

That Council direct staff to:

- (1) Incorporate the Environmental Advisory Committee's (EAC) recommended Climate Action and Energy Plan (CAEP) actions relevant to the Official Community Plan into the policy and implementation sections of the updated OCP, as appropriate;
- (2) Work with Sustainability Solutions Group to finalize the CAEP update to include the EAC recommendations as presented in the report titled '*Environmental Advisory Committee Recommended Actions from the Draft Climate and Energy Plan Update*' as prepared by the Director, Engineering Projects and prioritized as described in Attachment 2 of the report; and
- (3) Include development of the recommended policies and targets within the 2022 departmental business plans and budgets.

Option 2:

That Council direct staff to work with Sustainability Solutions Group to finalize the Climate Action and Energy Plan update to amend the recommendations contained in the report titled '*Environmental Advisory Committee Recommended Actions from the Draft Climate Action and Energy Plan Update*', prepared by the Director, Engineering Projects as follows:

- [*Council to identify which recommendations are to be amended and how*]

Implications

Official Community Plan Project

Should Council endorse the CAEP actions recommended by the EAC (whether in Option 1 or Option 2), the actions relevant to the OCP would be incorporated into the policy and implementation sections of the new OCP, as appropriate. Regulations for implementing the actions would take place as bylaws are updated and replaced subsequent to the adoption of the new OCP.

Financial

Option 1 and Option 2 will have associated costs as staff develop the policies and implement actions; however, staff will bring forward resourcing requests as part of developing the 2022 departmental business plans as noted in the recommendation. It is anticipated that the CAEP Fund and grants will be primarily leveraged to cover the costs of implementing the life of the CAEP Plan once adopted by Council.

Personnel

Staff expect to forecast the capacity to administrate work by consultants, implement the plan for 2022 and beyond, and bring forward any resourcing requests according to future years' business plans.

Environmental

Implementing the comprehensive suite of recommendations will positively benefit the environment through GHG reduction and environmental co-benefits depending on the individual actions.

Communications

This stage of the CAEP update does not require extensive communication, but the implementation phases will require outreach into the community to provide messaging and support for the actions. Communications and engagement capacity and the need to retain external consulting support will be contemplated in future years' business plans.

Recommendation

That Council direct staff to:

- (1) Incorporate the Environmental Advisory Committee's (EAC) recommended Climate Action and Energy Plan (CAEP) actions relevant to the Official Community Plan into the policy and implementation sections of the updated OCP, as appropriate;
- (2) Work with Sustainability Solutions Group to finalize the CAEP update to include the EAC recommendations as presented in the report titled '*Environmental Advisory Committee Recommended Actions from the Draft Climate and Energy Plan Update*' as prepared by the Director, Engineering Projects and prioritized as described in Attachment 2 of the report; and
- (3) Include development of the recommended policies and targets within the 2022 departmental business plans and budgets.


Attachments:

- Attachment 1: February 2, 2021, Report "Finalizing the Climate Action and Energy Plan (CAEP) Model Update Report and Presentation"
- Attachment 2: Prioritized CAEP Actions and Sorting, Prioritization & Responsibility Chart
- Attachment 3: Diamond Head Consulting Report- dated February 16, 2021

Appendix 1

Table 1: Criteria for prioritizing policy options, actions, and opportunities arising from the CAEP update model to reduce North Cowichan GHG emissions.	
SORTING - Significance – High, Medium & Low	
1. GHG Reduction	
2. Urgency	<i>Current threat or unique opportunity</i>
3. Environmental Co-benefits	<i>Habitat protection, air/water/soil quality</i>
4. Community Co-Benefits	<i>Livability, aesthetics, active lifestyles, smart growth</i>
5. Organizational Co-benefits	<i>Cost savings, efficiency, leadership</i>
6. Cost/Benefit	<i>Low cost/high impact</i>
7. OCP	<i>Land Use, Transportation.....</i>
PRIORITIZING – Now, Next & Later for High Significance Actions	
1. Available Funding	<i>Exists, possible & difficult – District/Other Source</i>
2. Staff Work Program	<i>Doable, requires change & difficult - Time/Expertise</i>
3. Legislative Authority	<i>Within Mandate to requires senior government authority</i>
4. Technological Capacity	<i>Exists, early stages & unknown</i>
5. Community Support	<i>Invisible/readiness to major behaviour change required</i>
6. Partner Readiness	<i>Exists, potential to unknown - Government, NPO & Business</i>
Leadership/Responsibility	
1. District	<i>Direct, Enabling Others or Advocacy</i>
2. Other Government	<i>First Nation, Regional District, Province or Federal</i>
3. Non-Profit Sector	<i>Community Group, Provincial or National Association</i>
4. Business Sector	<i>Chamber of Commerce to specific sectors</i>

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).

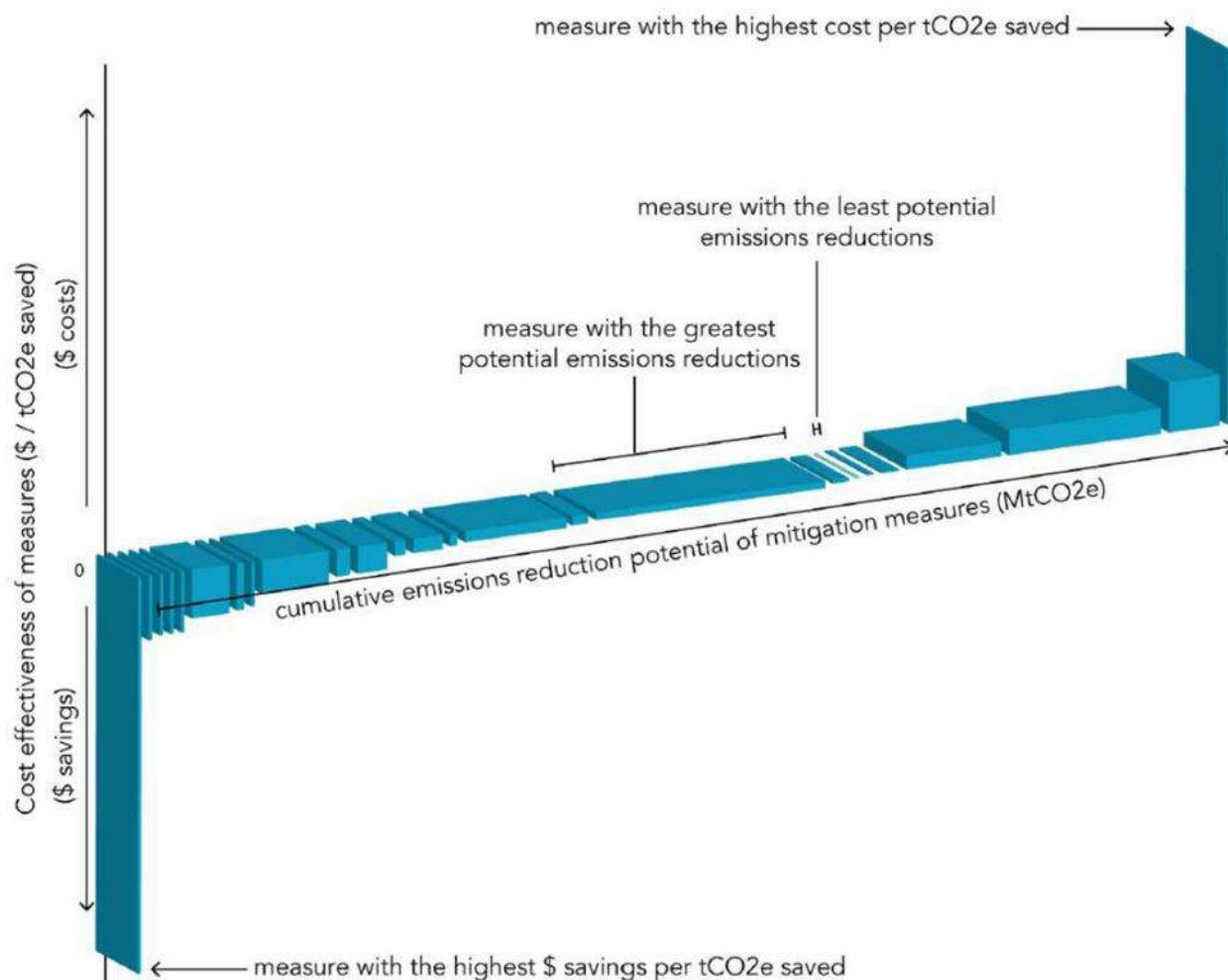


Figure 1: Representative Marginal Abatement Cost Curve (MACC) demonstrating how to interpret cost/benefit and carbon sequestration information.

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.

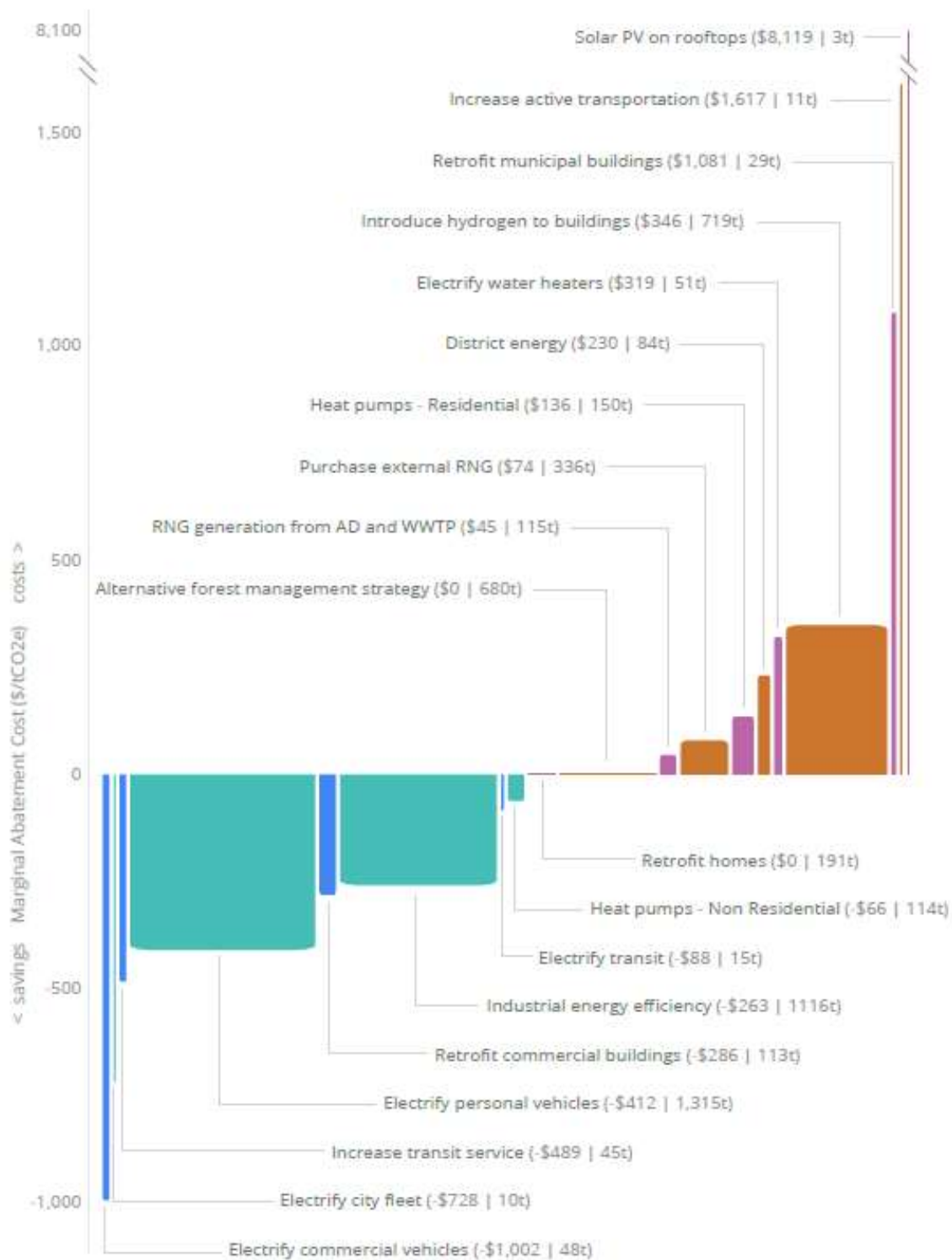


Figure 2: Marginal Abatement Cost Curve (MACC) for North Cowichan. Note that the information on cost/benefits and emissions reductions are integrated across the whole community.

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.

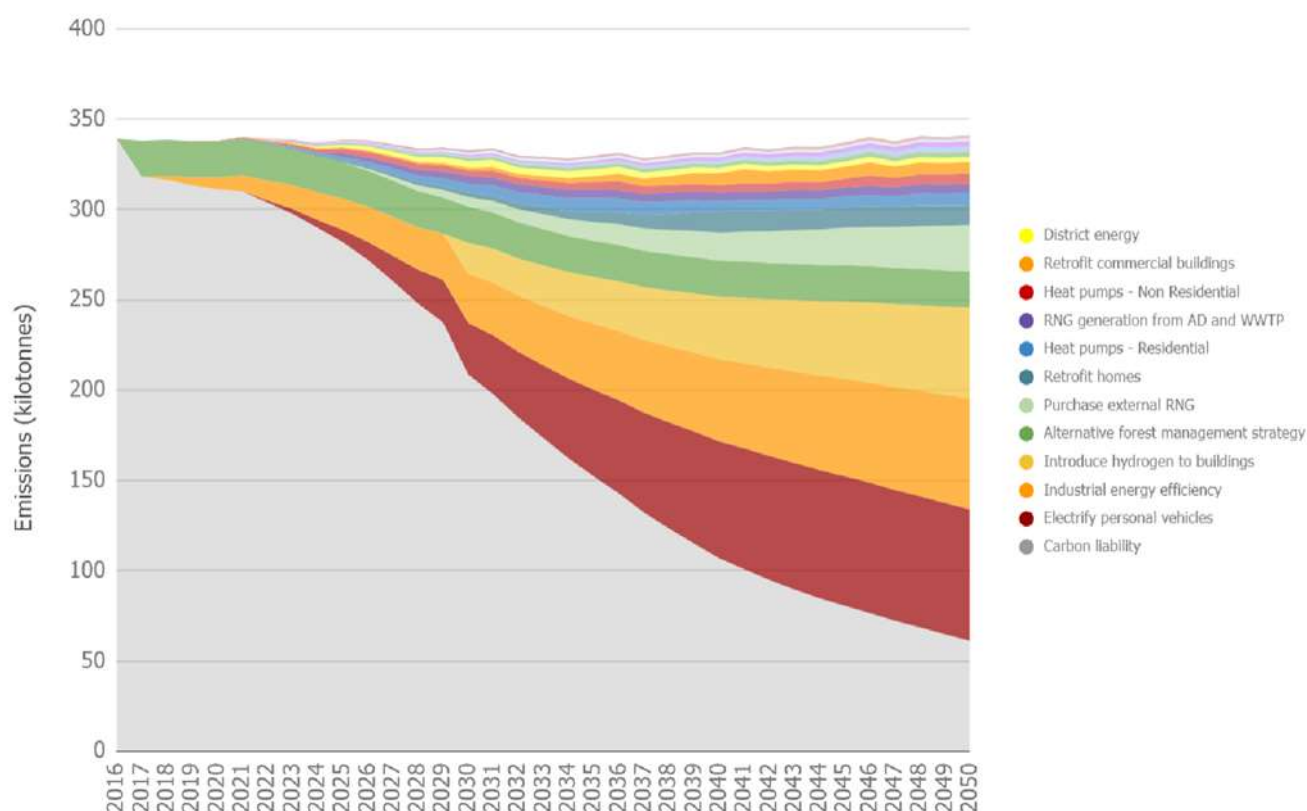


Figure 3: Emissions reduction wedges by action. Seven actions are responsible for 90% of emissions reductions:

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.

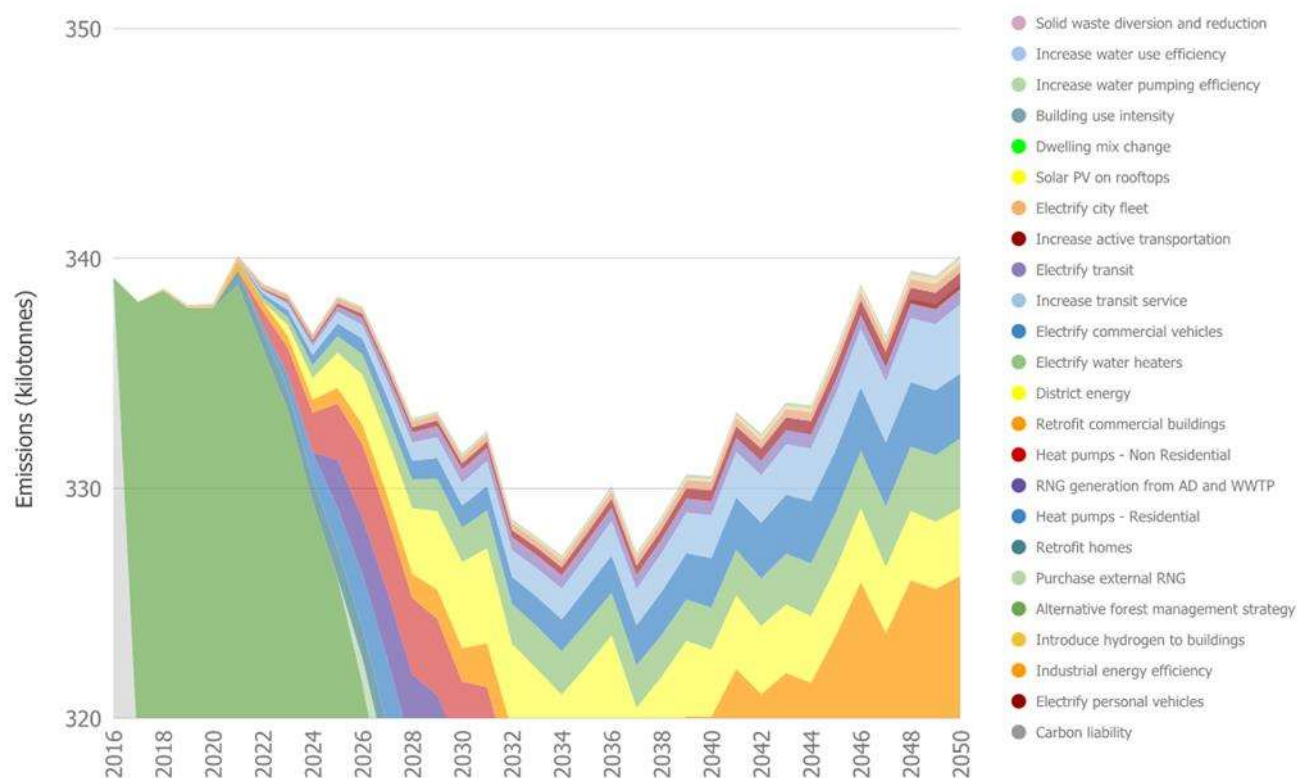


Figure 4: Emissions reduction wedges by action, zoomed on upper part of Figure 3.

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.

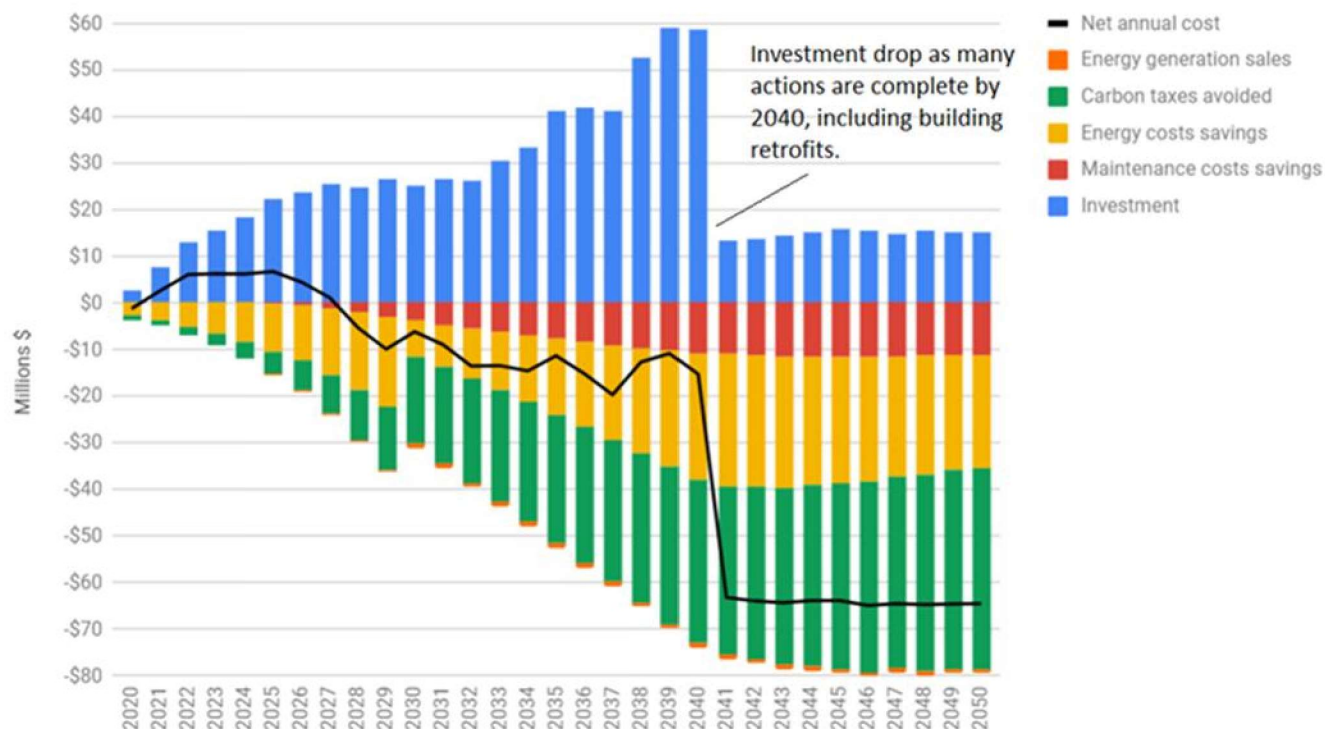


Figure 5: Annual investment costs and savings realized by implementing actions, measures and opportunities in the low carbon emissions scenario described in Figures 1-4.

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.

CAEP ACTIONS

Sorting, Prioritization & Responsibility Chart

SIGN = Significance; PRIO = priority; RESP = Responsibility; & REC = Recommendation to Council

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20 th and May 4 th Workshops
1.	Land Use: Focus development in existing communities. (Infill policy, density bonusing, zoning.)	High	Now OCP	District	Y	Now – because running concurrently with OCP initiative
2.	Establish 'climate lens' for use in proposed development assessments and approvals processes.	High	Now Policy	District	Y	Sustainability checklist policy – get developers to do the work and provide in the information rather than staff assessing themselves.
3.	Land Use: Infrastructure plans are subject to approval through a climate lens framework.	High	Ongoing	District		Same checklist from Action #2 could be applied to MNC organizational projects
4.	Land Use: Create a policy requiring all new development applications to include an energy plan demonstrating the energy use of the development, energy use intensity targets, thermal energy demand intensity targets, and energy efficiency characteristics.	High	Now OCP Land Use Bylaw	District	Y	OCP is in progress and the EAC wants to include some of these policies as a consideration.
5.	Land Use: Develop tree canopy cover targets and annual tree planting program to achieve them.	High	Now OCP Next Planting	District Partners	Y	Diamond head consulting report recommends this. Work with residents and neighboring governments through OCP. Discussions about this have already begun in OCP working groups.
6.	Buildings – General: Develop, adopt, and apply a standard for net-zero and climate resilient new construction. This may be done through the rezoning application	Med				

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20th and May 4th Workshops
	process and Energy Conservation DPAs.					
7.	Require that combustion energy supply and combustion-based appliances are disallowed in new buildings (certain exceptions may apply for commercial and industrial applications) via bylaw.	High	Next Step Code 2	Advocacy		EAC think that step code will address. Staff are aware of initiatives that are being discussed to look at carbon intensity of buildings similar to, or through amendments to the BC Energy Step code.
8.	Buildings – General: Implement a PACE program to finance/deliver building retrofits for different sectors/building type retrofits including heat pumps and solar PV.	High	Next	Collaborate		Wait for provincial legislation to be enacted to enable local governments to provide more coordinated implementation and allow for potential support from higher levels of government.
9.	That Council endorse the “Help Cities Lead” Campaign	High	Complete	District		Council has already endorsed. Continue to monitor and provide support as needed.
10.	Housing: Develop a retrofit program to enable and fast-track deep energy and climate resilience retrofits in residential buildings (including heat pump installations).	High	In place: Clean BC Next: Expansion	District		EAC feels the Clean BC Better Homes Program largely addresses this action but it needs to continue into the future and could be expanded.
11.	ICI and Municipal Buildings: Develop a retrofit program to enable and fast-track deep energy and climate resilience retrofits in non-residential buildings (including heat pump installations).	Med- Low	Later	Collaborate		

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20th and May 4th Workshops
12.	ICI and Municipal Buildings: Develop a by-law requiring green roofs on new large buildings.	High	Later	District		Toronto has a program for Green Roofs. Requires industry and public engagement and development.
13.	ICI and Municipal Buildings: Develop an industrial coalition and support program for improving industrial process efficiency.	High	Now: Industry meeting Now: Meeting: Hosp, HS, RCMP	District	\$	Gold standard is Toronto – Committee groups with different building types Now: Municipal staff to bring together industrial partners to discuss potential opportunities.
14.	ICI and Municipal Buildings: Create a retrofit policy and timeline on municipal building retrofit schedule.	Med-Low	Later	District		Showing municipal leadership is an important Co-benefit of this initiative.
15.	a) Transportation: EV bulk purchase and incentive programs. b) Transportation: Coordinate with the province on EV purchase and incentive programs.	High - Med	Later	Advocacy: C of C		Incentivizing 30,000 people is unrealistic. Consider Negative co-benefits with EV's (parking spaces, impermeable surfaces etc.) Advocate for another agency or non profit to take the lead on this initiative – EAC members feels this is out of scope for the Municipality.
16.	Transportation: Advocate for BC Transit target of 100% Zero-emissions (Electric, Hydrogen etc.) by 2030.	Low	Later	Advocacy		BC Transit is already aiming to replace busses with zero emissions alternatives at end of life.
17.	Transportation: Advocate for BC Transit to make more effective local transit system (i.e. increase ridership, expand routes and increase frequency of busses)	Low	Later	Advocacy		

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20th and May 4th Workshops
18.	Transportation: Advocate for BC Transit to make more effective more effective/efficient interregional transit system (e.g. Victoria and Nanaimo)	Med	Later	Advocacy		
19.	Transportation: Develop a policy to replace all municipal vehicles with zero emissions vehicles by 2030. Implement through facilities and fleet management plans.	High	Next: Equip Plan Amend Policy	District		Impact is high because it's showing municipal leadership. Amend current fleet purchasing policy ASAP to enact.
20.	Transportation: Create an EV Ready Development Policy for Residential (Single and Multifamily Dwellings) and Commercial Developments.	High	Now: OCP Next: Zoning	District	Y	Implement and enact when zoning bylaw is revisited.
21.	Transportation: Install fee-based EV charging stations at civic locations.	Med	Next: Ongoing needs assessment	District		Consider during next budget cycle. Staff should monitor demand on an ongoing basis and adjust policies and fees as needed.
22.	Transportation: Partner with businesses in providing EV charging stations.	Low	-	Business Sector		Staff to monitor uptake of EV's. EAC feels that as range on vehicles improves most EV owners will be charging at home.
23.	Transportation: Increase transit mode share (ie. ridership) through mode share - As per other transit actions.	Med	Later			
24.	Transportation: Increase active transportation mode share: As per other transit actions. Include: revise street standard bylaws to complete streets standards that accommodate walking and	Med	Later			

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20th and May 4th Workshops
	cycling infrastructure (e.g. pathways and bike racks).					
25.	Energy Production: Require all new buildings to have solar PV installations that supply 50% of the buildings' electric load. Use Energy Conservation DPA.	Low/Medium	Later			
26.	Energy Production: Require 80% of existing buildings to have solar PV installations that supply 50% of the buildings' electric load.	Low/Medium	Later			
27.	Energy Production: Require that all buildings using natural gas applications use renewable gas if they are unable to use electric systems. Heat pumps are the preferred space/water heating system.	High / More information & discussion needed	Later	Advocacy		EAC members noted the mandate from provincial government requiring a certain percentage of Renewable Natural Gas being supplied within traditional natural gas lines. GHG reductions are high, but water use might be high for hydrogen generation depending on applications used for generation.
28.	Energy Production: Require all new buildings built from 2022 onward to be energy storage ready. Install zero-emissions back-up power in critical infrastructure.	Low - Med	Later			
29.	Energy Production: Partner with a regional renewable energy cooperative capable of deploying renewable energy systems to buildings.	Low - High	Next / Later: Exploration			EAC felt this action should focus on providing solar PV systems to feed the grid. Energy independence is also an important co-benefit. This initiative may require opportunities through a Public/Private partnership. Review Vancouver renewable

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20 th and May 4 th Workshops
						energy cooperative –this type of group could help with Solar rooftop initiatives etc. Consider with “industrial coalition” item 13 above – Hospital may be another potential partnership.
30.	<p>A) Energy Production: Determine the best approach to supplying thermal energy to high heat demand buildings through a DE system.</p> <p>B) Feasibility study on District Energy opportunities</p>	High	<p>Next: Feasibility study for potential DE system in NC</p> <p>Now: Discussions with Hospital VIHA</p> <p>Next: Research</p>			<p>Energy independence is important. Relies on Hospital or other new development with specific characteristics to enable this action</p> <p>Relates to coalition action 13.</p>
31.	Energy Production: Follow the Province’s lead on hydrogen adoption to supplant natural gas use, preferring its use in natural gas lines when it becomes available and encouraging it for use in industrial processes.	High	Next: Research			Need to explore options and research further.
32.	Solid Waste and Wastewater: Require end-of-life replacement of potable water system pump equipment with models that are 50% more energy efficient.	Low				

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20 th and May 4 th Workshops
33.	<p>Solid Waste and Wastewater: Implement water fixture efficiency specifications in building codes for new construction.</p> <p>Implement education and incentive programs for water fixture replacement and decreased water use.</p>	High , but not for GHG's	<p>Later: System research / \$\$\$ /</p> <p>Next: Water efficiency requirements similar to step code</p> <p>Next: public education program</p>	Partner / Advocacy		<p>Co-benefits need to be considered.</p> <p>Next: Need to consider water efficiency WITHIN buildings (similar to step code, but for water efficiency)</p>
34.	<p>Solid Waste and Wastewater: Improve solid waste diversion collection services.</p> <p>Implement a program to collect organic waste from multi-family, commercial, industrial, and institutional buildings.</p> <p>Work with businesses and incent zero waste options for local shopping.</p>	Low	Later			Other environmental co-benefits are high.
35.	Solid Waste and Wastewater: Install anaerobic digestion facilities for wastewater treatment and biogas capture for use as renewable natural gas.	<p>Low GHG reduction potential</p> <p>High environmental co-benefits</p>	Next / Later			Other environmental co-benefits are high but Cost may be prohibitive and likely requires a feasibility study.
36.	Carbon Sequestration: Through the OCP project, establish annual tree planting	High	Now	District	Y	

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20th and May 4th Workshops
	targets for urban and rural areas to substantially increase tree count.					
37.	Update the MFR management strategy with carbon sequestration annual targets and best practices.	High	Next: FAC	District		
38.	Municipal Operations: Develop the City's fair share carbon budget as a guide for decision-making, aiming to make all community operations carbon neutral by 2030.	High	Now: in CAEP update	District	Y	Shows municipal leadership. SSG to provide as part of CAEP Update Project.
39.	Municipal Operations: Integrate climate into financial decision-making by incorporating climate-related financial disclosure; a cost of carbon and a social cost of carbon; a municipal carbon budget; and a climate lens to capital and business planning and asset management.	High	Next: further research Now: ?staff capacity	District		EAC feels that every staff report should ask whether or not it furthers the CAEP or any CAEP Actions. Consider staff capacity as a new action, as other departments may require assistance from Environmental Department Staff to aid with organizational change and furthering all the actions within the CAEP.
40.	Municipal Operations: Develop and implement an energy and emissions inventory tracking tool. Use the tool in annual inventory updating and reporting.	High	Now: E&E Tool Next: Implementation		Y	Now: Tool (within scope of this project) Next: Implementation of tool
41.	Municipal Operations: Monitor provincial, national, and international climate change	High	Ongoing	District		

	ACTION from CAEP	SIGN	PRIO	RESP	REC	EAC Comments from April 20th and May 4th Workshops
	scientific publications and agreements in order to update emissions reduction target (and associated energy and emissions inventories and models) every 5 years or less.					
42.	Municipal Operations: Explore and establish new mechanisms for financing climate action (e.g. update the revolving loan fund).	High	Now	District		Consider staff capacity and consultant review, if funds available.
43.	EAC Suggestion From April 4, 2021: Agriculture - Regeneration and carbon sequestration	?	Now: include in CAEP	Advocacy to Province / farmers	Y	Consultant to investigate and provide potential options in draft implementation plan.
44.	EAC Suggestion From April 4, 2021: Promote utilization of wood fibre in construction	?				Consultant to investigate and provide potential options in draft implementation plan. Follow up – does the muni have a “wood first policy”
45.	EAC Suggestion From April 4, 2021: Advocate to CVRD for Regional Gas Tax similar to CRD	?				EAC members agreed to investigate further ??? Consultant to investigate and provide potential options in draft implementation plan.

North Cowichan Environmental Policy and Regulation Review



February 16, 2021

Submitted to:

Rob Conway
Municipality of North Cowichan



Executive summary

Diamond Head Consulting was engaged to review North Cowichan’s environmental policies and regulations. The objective of this review is to identify opportunities that will position North Cowichan as a leader in municipal environmental policies and regulation. A total of 32 policies and bylaws were reviewed to identify weaknesses and opportunities to strengthen the municipality’s policies so that they comply with current best management practices and align with other local governments. This report summarizes the findings and recommendations from this review.

North Cowichan’s current environmental policies and regulations provide the municipality with a strong basis for environmental protection. **The successful implementation of these recommendations will require careful considerations to ensure that sufficient staffing and adequate resources are provided for effective implementation, communications with the public and bylaw enforcement.** Detailed recommendations to update, clarify and strengthen existing policies and regulations are made Appendices 1 and 2.

The following high-level recommendations provide an overview of actions that the municipality could take in order to strengthen its environmental leadership over the coming years. They include:

Recommendation 1. Provide consistent definitions across DPs/bylaws/etc. Alternatively, refer to a document where all definitions can be referenced and updated.

Recommendation 2. Update bylaws to keep definitions, references to, and requirements consistent with current federal and provincial legislation. Examples of legislation that has been updated in recent years includes the federal Fisheries Act; provincial Riparian Areas Protection Regulation; Water Sustainability Act; and Environmental Management Act.

Recommendation 3. Update and publish mapping to clearly and accurately show DP areas. Use a combination of desktop techniques (i.e., LiDAR and accurate contour data) and ground truthing for best accuracy.

Recommendation 4. Review DPA guidelines to ensure that broad, difficult to enforce ideas are included in the objectives, with specific requirements under the guidelines. For example, guideline 3.4.2.h of the Natural Environment DPA 3 states “Protect and enhance biodiversity within terrestrial ecosystems”. This is more of a goal than a quantifiable measure.

Recommendation 5. Define professional qualification requirements in existing bylaws and consider consolidating those requirements into the Development Procedure Bylaw’s development approval information. There are inconsistencies across a number of bylaws/DPAs as to required designations.

Recommendation 6. Review watercourse protection in the municipality:

- Disconnected features (which are not protected by RAPR), are currently protected in the Municipality’s zoning bylaw, however, the values behind their

protection are not clear. The intent of this should be reviewed and guidelines provided to developers and QEPs. For example, it's unclear if section 13.1.c of the zoning bylaw is intended to protect amphibian habitat, sources of water for people or wildlife, or for stormwater management.

- Consider increasing the setback requirements for streams. Many municipalities choose to develop additional watercourse setbacks above and beyond the RAPR requirements. Often this includes measuring setbacks from the top of bank instead of the stream boundary. However, this would require additional review and resources at the Municipality's level, as the Municipality would be reviewing QEP reports as opposed to relying on the province.

Recommendation 7. Use the Official Community Plan engagement findings to confirm support for new or updated policy that protects environmental values. Consider additional engagement for any policies that are new or contentious.

Recommendation 8. Develop restoration guidelines for development impacts or encroachment in protected natural areas or riparian setbacks. These should be placed in the Development Permit Area 3 Guidelines and become a requirement of development.

Recommendation 9. Review the list of "absent" policies and regulations identified in this review to determine which are needed in North Cowichan. Prioritize their development and implementation in a way that best represents the values and needs of the community. For instance:

- Consider developing guiding environmental policies that will provide a framework for bylaw and DP updates. Examples include a Biodiversity Strategy and Community Forest Strategy.

Recommendation 10. Consider introducing tree protection measures through a tree bylaw and/or the subdivision approval process to prevent unnecessary tree clearing.

Recommendation 11. Review staffing and resourcing needs to improve North Cowichan's capacity to implement, communicate and enforce current bylaws and regulations.

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1.0 Environmental Policy Review Framework

The Municipality of North Cowichan retained Diamond Head Consulting (DHC) to review their environmental policies and regulations and to provide recommendations to improve, clarify and strengthen them. This report summarizes our team's findings from the detailed review into a set of high-level recommendations and implementation plan which are discussed in the following sections.

Policies and regulations were reviewed at two levels of detail. A high level review was completed for 32 environmental policies, bylaws and regulations. A more comprehensive and detailed review was completed for a smaller number of bylaws and regulations that are central to the Municipality's management of the environment. Detailed recommendations for all policies and regulations reviewed are provided in Appendices 1 and 2.

1.1 Comprehensive Bylaw/Regulation Review

The comprehensive review focused on the following bylaws and regulations:

- Environmental setbacks in the Zoning Bylaw 2950
- Development Permit Area 2 – Marine Waterfront
- Development Permit Area 3 – Natural Environment
- Development Permit Area 4 – Natural Hazard
- Relevant sections of Subdivision Bylaw 1851
- Parks & Public Places Regulation Bylaw
- Soil Removal and Deposit Bylaw

For each bylaw and regulation subject to detailed review, the project team considered the following:

1. The intent and objectives of the bylaw or regulation
2. High level recommendations to:
 - a. Bring it to current standards/best practices, including:
 - i. Consistency with current Provincial and Federal regulations and requirements
 - ii. Appropriateness of information requirements
 - b. Improve its effectiveness to achieve the stated intent and objectives, including:
 - i. Effective triggers for the application of the regulations
 - ii. Clear, detailed, and impactful requirements under the regulation
 - iii. Appropriate enforcement mechanisms suited to the Municipality's staffing and resourcing
3. Recommendations to improve specific content and wording in the bylaw or regulation

1.2 High-Level Policy Gap Analysis

In addition to the comprehensive review of key bylaws and regulations, a broader gap analysis was completed for a number of other bylaws, regulations, plans and policies that affect how the municipality

managed the natural environment. Staff identified 25 policies and regulations to include in this review. This gap analysis was completed to determine how the following environmental elements are addressed in each policy:

- Natural Environments
 - Freshwater
 - Terrestrial
 - Marine
- Risk associated with natural areas
- Climate change and energy
- Monitoring and enforcement

During this high-level review, the project team:

1. Evaluated the effectiveness of the policies or regulations to address the environmental elements. Identified gaps, weaknesses and out-of-date components,
2. Provided high level recommendations to address identified deficiencies, and
3. Identified opportunities for leadership by improving and adding environmental policies.

2.0 Key Recommendations

2.1 The Role of Municipalities for Environmental Management

Municipalities are limited in their ability to protect and enhance environmental features. They have jurisdiction over municipal-owned lands but are limited in their role to influence how private lands are managed. Opportunities are often restricted to when development takes place. Municipalities with strong environmental regulations typically include requirements for development permits when proposing projects adjacent to marine foreshore areas, watercourses, and sensitive terrestrial ecosystems. These DPs, when designed well, will ensure development will not impact these areas and can provide the opportunity for the municipality to acquire some areas. The acquisition of sensitive environmental lands allows municipalities to ensure they are best protected over the long term.

Other policies that are effective at protecting the environment focus on the protection of trees. Trees are a fundamental element of most terrestrial natural areas. Protecting them helps to ensure that natural ecosystems are also protected. The protection of trees is usually enforced through a tree bylaw as well as tree protection and replacement requirements within subdivision and zoning bylaws.

2.2 An Assessment of North Cowichan's Current Environmental Policies & Regulations

North Cowichan has a strong foundation of environmental policy. There are however opportunities to strengthen existing policies and introduce new ones to further the Municipality's goals on environmental leadership. The District's Development Permit Areas help to reduce the impact of development on sensitive ecosystems. However, there are changes that, if implemented, would improve these DPAs. There is also a lack of regulation to prevent tree removal during development.

As requirements to environmental protection are strengthened there is a need for resources to review, approve and enforce them. The ability for the Municipality to demonstrate environmental leadership with its regulations is closely tied to its ability to enforce them.

The District emphasizes the protection of environmental values in its Official Community Plan, Local Areas Plans and recent plans like the Parks and Trails Master Plan. The ongoing OCP review will provide a great opportunity for the Municipality to strengthen its vision and values for the management of the natural environment. Initiatives such as the Somenos Marsh Wildlife Strategic Plan are also a great example of collaborative management of a sensitive ecosystem taking place in North Cowichan.

The following updates to existing policies and regulations are recommended to clarify and strengthen North Cowichan's environmental leadership.

Updating DPA Mapping and Development Guidelines

The environmental DPAs provide excellent framework for mitigating the impacts of development. They can be improved by ensuring definitions are consistent and that references to other legislation are up to date. The requirements for the protection and restoration of sensitive areas should be updated. also be added and standards provided for development related impacts. The mapping for these DPs should also be updated. The technology of mapping has greatly improved and allows for features in these DPs and their setbacks to be clearly mapped, providing clarity to staff and landowners¹.

Watercourse Protection

Watercourse protection in North Cowichan meets the minimum requirements under the provincial Riparian Areas Protection Regulation (RAPR). The province requires municipalities take a “meet or beat” approach for riparian areas regulations. Many municipalities choose to provide additional measures for watercourse protection under their own jurisdiction. Most of these municipalities are in the Lower Mainland, providing North Cowichan with the chance to be a leader in this on Vancouver Island. RAPR requires additional measures beyond the Streamside Protection and Enhancement Area (SPEA) to ensure slope stability and stable, healthy riparian trees. Municipalities can, and often do, chose to define setbacks measured back from the top of bank instead of the stream boundary, as a way to pre-emptively consider these measures within the municipal DP or zoning bylaw setback.

The current zoning bylaw in North Cowichan defines the terms watercourse and stream. The term stream matches the definition under RAPR, while the term watercourse captures additional watercourses not protected under RAPR. The use of both terms can be confusing when defined in the zoning bylaw but used in other legislation such as the Natural Environment DP 3. The use of these two terms should be reviewed to determine if North Cowichan intends to only protect streams under RAPR (i.e., streams related to their fish value) or to also protect other watercourses (such as non connected

¹ Environmental Law Centre. (2016). *EDPAs: In Practice and in Caselaw – March 2016*. Prepared for the University of Victoria.

wetlands and ponds) for additional values beyond fish habitat (e.g., stormwater management, amphibian habitat, etc.).

Legislative References & Professional Qualifications Requirements

Many legislative references in North Cowichan's environmental regulations are outdated and reference previous versions of provincial legislation. Detailed recommendations appended to this report identify bylaws that should be updated to match the current legislative requirements (ex. federal Fishers Act, Water Sustainability Act, Riparian Areas Protection Regulation, etc.).

In addition, several regulations refer to using appropriately qualified professionals; however, they do not clearly define which studies should be undertaken by the various types of professionals. Some references are also made to outdated or undefined qualifications. Clearly defining professional qualification requirements would ensure a consistent quality level for submissions made to the municipality. An example of a vague qualification currently used in the District's policy is "coastal professional." This could be clarified to a professional designation such as Professional Engineer, Professional Biologist, etc. It could be further refined with qualifiers such as a Professional Engineer specialising in coastal engineering. Some municipalities require that the professional provide a summary with the submission proving their qualifications and experience.

Restoration Guidelines

Restoration of disturbed areas or areas taken over by invasive plants is critical for ensuring the long term health of urban natural areas. Currently, North Cowichan relies on its Untidy and Unsightly Premises Bylaw to identify and regulate the removal of noxious weeds on private property. There are no requirements in other environmental policies to manage invasive species. The Natural Environment DP 3 states "development activity to avoid encroaching into protected areas"; however, it does not provide direction around what to do if development does encroach, or if there was encroachment prior to development.

Clear restoration guidelines would help homeowners and developers understand what is expected of them to maintain the integrity of natural forested and riparian areas that are within or adjacent to their properties. They would also specify how to compensate for encroachment or development related impacts. Restoration guidelines should include the removal of non-compliant structures, unauthorized fill, invasive species, and garbage, and replanting with native trees and understory vegetation. Restoration plans are developed and submitted by a QEP to ensure they meet the District's expectations.

Maintenance and monitoring are required to ensure restoration sites are successful. Typically, a fee estimate would be developed as part of the restoration plan including the costs of carrying out the restoration plan works, as well as maintenance and monitoring. This fee estimate would then be used to develop a security/bond, which would be released upon successful restoration at the end of the maintenance period. Typically, municipalities require 100% survival of trees, at least 80% survival of

understory species, and a maximum of 5% invasive plant species by the end of the monitoring period (typically 3 years). The property owner is required to hire a QEP to complete the monitoring and determine if the restoration requirements have been met. If not, additional maintenance will be required until they are met in order to return the security. This ensures that the developer covers the costs of the operations and provides the municipality with the funds to address insufficient restoration work if necessary.

2.3 Opportunities for Leadership

This section outlines a few key areas where the Municipality could demonstrate environmental leadership by pursuing new environmental policies or regulation initiatives. The opportunities for leadership identified in this review include the management of invasive species, improvements to the protection and restoration of ecosystems and their connectivity, the protection of trees within the urban containment boundary, and public support and bylaw enforcement.

Invasive Species Management

Many plans and policies refer to the importance of managing invasive species. Currently the District has an invasive species management agreement with the Province who provides an annual grant to fund control measures on public land. The District determines priority species and creates an annual work plan in consultation with provincial Invasive Plant Specialists and stakeholders at regional meetings. Regional meetings ensure the District's approach is consistent with efforts undertaken by neighbouring jurisdictions. The District uses the provincial Invasive Alien Plant Program (IAPP) mapping platform to maintain inventory and treatment data records.

The District's Unsightly Premises Bylaw places the duty on all landowners to control invasive species listed in the BC *Weed Control Act* growing on private property. This is the only regulatory tool available to the municipality to enforce the control of invasive plants on private property. There may be other priority local invasive plant species which are not listed in the BC *Weed Control Act* that the municipality may wish to consider adding to the bylaw. However, enforcement of such a bylaw can be time consuming and costly; generally, municipalities only resort to this approach in the case of the highest risk invasive species which are already subject to municipality-wide treatment programs on public land. Two common examples of such species in the south coast are giant hogweed and knotweed species.

Preventing the introduction and spread of invasive species is the most cost effective and efficient way to minimize negative impacts. There are opportunities for prevention across municipal departments and through increased public awareness. Conducting a risk assessment of the priority species the Municipality has already identified to explore modes of introduction and spread would ensure that the Municipality is doing all it can internally toward prevention and would identify targeted opportunities for increasing public awareness of the problem. The Municipality should continue to work with other local governments to support a regional approach to invasive species management.

Ecosystem Management and Connectivity

Several bylaws and policies refer to the importance of protecting as well as connecting sensitive ecosystems together in North Cowichan. It can be difficult for QEPs to comply with this policy without some landscape level understanding of which areas are most important as core habitat and as movement corridors.

There are steps already underway to develop a Biodiversity Protection Policy. Protecting biodiversity usually includes the protection of a diversity of habitat and ensuring that they are connected together. As a part of this Policy, it is recommended that some spatial mapping be completed that shows habitat types, the value of those areas and critical movement corridors to be protected. There may also be opportunities to collaborate with regional habitat mapping initiatives.

Land Clearing Pre-Development & Tree Protection During Development

There is currently a Landscaping Policy which enables staff to collect securities and require a tree preservation and protection plan as well as arborist supervision for development permits, subdivisions and parks, trails and public rights of way. However, under current regulations land clearing often occurs years before the land is developed. This can lead to unnecessary tree clearing in cases where development does not proceed, or where sites are left bare for long periods of time. This can lead to erosion and the proliferation of invasive plants.

The municipality should consider regulatory provisions to prevent pre-emptive land clearing associated with subdivisions. This could be achieved either through updates to the Subdivision Bylaw, or the adoption of a Tree Protection Bylaw. Additional measures to ensure tree protection and replacement may be warranted if there is community support, particularly within the Urban Containment Boundary.

Based on the community values expressed through the ongoing OCP update process, the municipality may also wish to consider developing a Community Forest Strategy. Such a Strategy could provide the municipality with a clear vision, goals and performance standards for the management of its community forest, including but not limited to considerations for a tree bylaw.

The development of a Tree Protection Bylaw would help manage phased tree removals, tree protection and replacement, especially within the Urban Containment Boundary. However, adequate staffing would be required to administer and enforce such a bylaw. Staff are currently finding enforcement difficult. As such, a successful tree bylaw requires that strong enforcement measures be enabled and funded appropriately. This could include provisions such as the ability to recover the cost of unpaid fees and actions taken under the bylaw as arrears of taxes, as well as funding to pursue legal action under the Offence Act for major bylaw contraventions where owners remain uncooperative.

Public Support & Enforcement

In addition to the adoption or updating of environmental policies and regulations, the District can strengthen its environmental leadership through public education and consultation. Bylaws are an important way to manage the environmental values found across the Municipality. Much of natural assets found in North Cowichan are found on private property. As a result, it is important to ensure that environmental regulations respond to community values. The process of updating or adopting new regulations provides an opportunity for the Municipality to work closely with community members and developers.

In addition, adequate resources including staffing will be required to enable the enforcement of new environmental regulations. Penalties can be used as a deterrent. Bylaw provisions can also require oversight by qualified professional contactors. Public education can also provide a valuable tool to improve implementation outcomes.

3.0 Implementation Plan

Table 1 introduces an implementation plan for eleven high-level recommendations formulated as a result of this policy review. Recommendations are prioritized based on the importance of the updates and the expected level of efforts associated with their implementation. Resourcing considerations are included with regards to staffing needs and external consultant resources which are expected to be required for their implementation.

While good policies and regulations play an important role in the environmental leadership of municipalities, resourcing is also a key consideration to enable their implementation. For instance, research on tree ordinances in the US has identified many criteria for the effective regulation which provides helpful insights of the implementation of environmental regulations². The research points to the importance of regulations to relate to clearly defined goals and basic performance standards, often defined in higher-level policies such as the OCP or management strategies or plans. It also highlights the importance of the implementation process to enable the proper enforcement of regulations with a designated staff member responsible for its implementation, and flexibility in the implementation to allow for site-specific decisions to be made. Finally, the research points to the importance of community support and the alignment of the regulation with community values and priorities as a key factor in the successful implementation of regulations.

Staff have noted ongoing challenges with enforcement of bylaws, particularly as it relates to development and property maintenance. Updated or new regulations should provide staff with adequate provisions to enable their enforcement. The municipality will also need to carefully consider staffing levels to ensure that they are and remain adequate to enable the proper implementation of its regulations.

The ongoing OCP update offers a good opportunity for the Municipality to ensure that policy and regulatory updates align with community values. In addition, the Municipality should ensure that public education is provided to engage and inform community members about updates to existing regulations or new regulations being drafted.

² Bernhardt, E.; Swiecki, T. J. (1991). *Guidelines for developing and evaluating tree ordinances*. Prepared for: Urban Forestry Program, California Department of Forestry and Fire Protection, Sacramento, CA. 76 p. (Download from UFEI site)

Nichols, S., (2007). *Urban Tree Conservation: a White Paper on Local Ordinance Approaches*. Montgomery Tree Committee, Montgomery, Alabama

Table 1. Implementation plan for high-level recommendations.

Actions/Recommendations	Priority	Level of Effort	Resourcing
	(short-, med- or long-term)	(Low, moderate or high)	(Staff/consultant)
Recommendation 1. Provide consistent definitions across DPs/bylaws/etc. Alternatively, refer to a document where all definitions can be referenced and updated.	S	Low	Staff time
Recommendation 2. Update bylaws to keep definitions, references to, and requirements consistent with current federal and provincial legislation. Examples of legislation that has been updated in recent years includes the federal Fisheries Act; provincial Riparian Areas Protection Regulation; Water Sustainability Act; and Environmental Management Act.	S	Low	Staff time
Recommendation 3. Update and publish mapping to clearly and accurately show DP areas. Use a combination of desktop techniques (i.e., LiDAR and accurate contour data) and ground truthing for best accuracy.	M	High	Staff time; Support from consultant
Recommendation 4. Review DPA guidelines to ensure that broad, difficult to enforce ideas are included in the objectives, with specific requirements under the guidelines. For example, guideline 3.4.2.h of the Natural Environment DPA 3 states “Protect and enhance biodiversity within terrestrial ecosystems”. This is more of a goal than a quantifiable measure.	S	Low to moderate	Staff time; Support from consultant
Recommendation 5. Define professional qualification requirements in existing bylaws and consider consolidating those requirements into the Development Procedure Bylaw’s development approval information. There are inconsistencies across a number of bylaws/DPAs as to required designations.	S	Low	Staff time
Recommendation 6. Review watercourse protection in the municipality: <ul style="list-style-type: none"> Disconnected features (which are not protected by RAPR), are currently protected in the Municipality’s zoning bylaw, however their protection are not clear. The intent of this should be reviewed and guidelines provided to 	M	Moderate	Staff time; Support from consultant

Actions/Recommendations	Priority (short-, med- or long-term)	Level of Effort (Low, moderate or high)	Resourcing Implications (Staff/consultant)
developers and QEPs. For example, it's unclear if section 13.1.c of the zoning bylaw is intended to protect amphibian habitat, sources of water for people or wildlife, or for stormwater management.			
<ul style="list-style-type: none">Consider increasing the setback requirements for streams. Many municipalities choose to develop additional watercourse setbacks above and beyond the RAPP requirements. Often this includes measuring setbacks from the top of bank instead of the stream boundary. However, this would require additional review and resources at the Municipality's level, as the Municipality would be reviewing QEP reports as opposed to relying on the province.			
Recommendation 7. Use the Official Community Plan engagement findings to confirm support for new or updated policy that protects environmental values. Consider additional engagement for any policies that are new or contentious.	S/M	Moderate	Staff time; potential support from consultants
Recommendation 8. Develop restoration guidelines for development impacts or encroachment in protected natural areas or riparian setbacks. These should be placed in the Development Permit Area 3 Guidelines and become a requirement of development.	M	Moderate	Staff time; Support from consultants
Recommendation 9. Review the list of "missing" policies and regulations identified in this review to determine which are needed in North Cowichan, and prioritize their development and implementation in a way that best represents the values and needs of the community. For instance: <ul style="list-style-type: none">Consider developing guiding environmental policies that will provide a framework for bylaw and DP updates. Examples include a Biodiversity Strategy and Community Forest Strategy.	L	High	Staff time; Support from consultant

Actions/Recommendations	Priority	Level of Effort	Resourcing
	(short-, med- or long-term)	(Low, moderate or high)	implications (Staff/consultant)
Recommendation 10. Consider introducing tree protection measures through a tree bylaw and/or the subdivision approval process to prevent unnecessary tree clearing.	M	High	New staff; Support from consultant
Recommendation 11. Review staffing and resourcing needs to improve North Cowichan's capacity to implement, communicate and enforce current bylaws and regulations.	M	Moderate	Staff time; Support from consultant

4.0 Appendix 1 – Comprehensive Bylaw/Regulation Review

4.1 Zoning Bylaw 2950

Intent and objectives

The Zoning Bylaw regulates how land and structures may be used. Zoning may include regulations for building siting, size location and shape. For environmental considerations, it can establish setbacks from sensitive features. The Zoning Bylaw provides a tool to establish and enforce environmental setbacks, while DPAs remain better suited to protect environmental features from damage. Specific to environmental considerations, this Bylaw regulates how water features are protected and includes the environmental DP guidelines.

High level recommendations

Overall, the intent of this Zoning Bylaw is to provide definitions for water features, the required assessment area and to specify and enforce the required setbacks and protection mechanisms for them. The following are broad recommendations to update it and improve its effectiveness:

1. Update all references to Provincial legislation. Currently, this bylaw refers to Riparian Areas Regulation and the Fisheries Act. However, the current legislation is the Riparian Areas Protection Regulation (RAPR) and the Water Sustainability Act (WSA). In addition, there have been several updates to the Environmental Management Act in recent years, particularly with reference to contaminated sites.
2. Choose one term be used and defined in the same way it is in the Provincial policy for water features. There are currently multiple terms used to refer to water features (i.e. stream and watercourse). Definitions should be consistent and be based on the definition in RAPR which uses the term “Stream”.
3. Section 13.1.c states that, in addition to marine setbacks and water features protected under RAPR, there be a 15m setback from “any other watercourse or source of water supply, excluding wells.” This is quite broad and could include a number of smaller non connected features that could hold up development or require a variance. The intent of this statement should be identified, and wording adjusted accordingly.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the zoning bylaw:

Section – 12 - Definitions

- 84 (page 9) – Add reference to the ocean in this definition.
- 121.1 - This definition should be amended to be consistent with that of RAPR:
 - a watercourse or body of water, whether or not usually containing water, and
 - any of the following that is connected by surface flow to a watercourse or body of water referred to in paragraph (a):

- a ditch, whether or not usually containing water;
 - a spring, whether or not usually containing water;
 - a wetland;
- 132 - The definition of watercourse could be removed. There is no definition in the WSA or RAPR for a watercourse even though it is used within the definition of a stream. We recommend using one of these two terms. Stream is most common and is used by RAPR.

Part 4 – General Recommendations - Watercourses 13

- 13.1 (a) – While there is no clear regulation about the distance of new constructions from the ocean, the DFO generally recommends that new construction be 15-30m back from the ocean to prevent impacts to fish. A larger setback would also be prudent considering a changing climate, including sea level rise and increased intensity of storms and associated flooding. We recommend that this setback be extended from 7.5m to 15m. Ideally it would extend to 30m, however, this would likely require additional research and consultation to determine the feasibility and variance requirements.
- 13.1 (b) – The provincial Fish Protection Act no longer exists. Reference to legislation needs updating to the Riparian Areas Protection Regulation (under the Riparian Areas Protection Act) and the Water Sustainability Act. This could also include the federal Fisheries Act which was recently updated and includes standards for the protection of fish and fish habitat.
- 13.1 (c) Review the intent of this regulation. RAPR should protect any features defined as streams, the definition of which includes either containing or connecting to fish habitat. If this section is meant to protect non-connected water features they need to be more clearly defined. Examples of this include ponds and wetlands that exist on their own in the landscape. These do provide high value habitat for wildlife but are not considered important to protect fish by provincial or federal policy.

Part 5 – Zones

- 46 (1) This refers to watercourse and creek. Choose one term for all water features to use throughout.
- RS – 3 58.1 (4) Change reference from Fish Protection Act to RAPR, and change Streamside Protection Area to Streamside Protection and Enhancement Area.

4.2 DPA 2 Marine Waterfront

Intent and objectives

This DP area aims to manage the design and construction of development on the waterfront. It is primarily focused on public access, views, commercial needs and low impact development. One objective directed at environmental protection includes:

- Integrate development with the Site's natural attributes to reduce negative impacts to coastal ecosystems.

High level recommendations

The following are broad recommendations to update it and improve its effectiveness:

1. Consider combining the shoreline content in DP 3 to this DP. The focus of this DP 2 is on the design of built features and access for the public, rather than on natural features. However, one of the objectives is to protect sensitive ecosystems and natural processes. There is overlap between this DP and the shoreline component of DP 3. It is recommended that the guidelines and requirements in DP 3 and DP 2 be combined.
2. The impacts of climate change on sea level rise should be considered in this DP. Mapping was recently completed by the Cowichan Valley Regional District and could inform this review.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the DP:

Section 2.1

- Either define how to identify natural boundary, refer to the zoning bylaw definition or change this to the highest high tide line.

Section 2.4.1

- Include a section that requires restoration opportunities to be identified and pursued.

Section 2.4.8

- Mention natural plant communities and features that provide habitat for wildlife.

4.3 DPA 3 Natural Environment

Intent and objectives

This DP area aims to protect:

- Watercourses that provide fish habitat
- Important wildlife habitat including corridors
- Biodiversity
- Raptors nests
- High value wildlife trees
- Plant communities at risk
- Habitat for species at risk
- Shoreline/intertidal areas
- Groundwater, aquifers and watersheds

High level recommendations

Overall, the intent of this DP is comprehensive and includes most sensitive natural features and functions. The following are broad recommendations to update it and improve its effectiveness:

1. Update references to provincial policy and definitions that have changed since this DP was written.
2. Update terminology to ensure consistent language is used throughout the DP. There is mixed terminology used throughout which can cause interpretation problems (i.e. watercourse vs stream, wildlife tree vs nest tree).
3. Consider adopting wider setbacks for the protection of watercourses. The current riparian setbacks follow the Provincial minimum standards, which some communities feel are too narrow and may not provide the protection that the Municipality is envisioning for all stream corridors.
4. Move the marine shoreline areas guidelines to DPA 2 – Marine Waterfront. Section 3.4.3 provides guidelines to develop along shoreline areas, but moving them to DPA 2 – Marine Waterfront would consolidate all guidelines for both the built and natural environment in one DPA.
5. Provide clear definitions of who is qualified to carry out environmental assessments. In particular, define who qualifies as a QEP (Qualified Environmental Professional), tree risk assessor, and a coastal professional.
6. Update the environmentally sensitive area mapping. Up to date mapping is key to identifying natural areas requiring protection, and areas where development may occur while minimizing the impact on the natural environment. This mapping is easiest to continually update and share with the public when available in an online mapping system.
7. Provide clear guidance for the identification and protection of sensitive habitat and corridors. Relying on QEPs discretion to identify and protect sensitive habitat and corridors for wildlife is vague and unlikely to meet the DP's objective. QEPs work for land developers and can be reluctant to identify habitat areas unless they are clearly defined by the province or municipality.
8. Important "wildlife corridors" (as mentioned in the DP) should be defined and mapped. This could be mapped as a Green Infrastructure Network as part of a Biodiversity Conservation Strategy, or on its own.
9. Consider providing reporting requirements for QEP submissions. This could include guidance around the content and organization of QEP reports. This helps to ensure consistency between applications and with staff reviews.
10. Consider removing the requirement for buffers around protection areas or better define what a buffer is. This section is unclear if it is referring to the setbacks themselves, or a buffer off of the setback that provides a transition area between the protected features and the development. Buffers off of a protected area can be contentious, especially if fencing is to be permanent at this buffer and the area becomes secured as a result. Examples could include: a construction zone requirement 2m outside of the SPEA boundary; tree root protection zones of edge trees based on trunk diameter; edge of invasive species removal and restoration areas.
11. Move the broader DP guidelines to the objectives section. Those guidelines, which are broad in nature, will be more suitable as objectives. The guidelines should only include items that can be clearly defined and achieved by an applicant.

12. Require an arborist report for all trees that are within ten metres of the Protected Areas. The protection of trees is a clear way to ensure natural areas are being protected and restrict encroachment. These edge trees are sensitive to damage from development if works encroach into their critical root zone. Some trees require protection up to 10 m from the trunk in order to maintain healthy root structures. An arborist report will identify required root protection zones where protection measures should be implemented and any existing or potential hazard trees which should be removed. The DP currently refers to hazard trees and calls for the protection of the drip line of trees. Requiring an arborist report if work is proposed adjacent to ESA areas with a clear set of guidelines or terms of reference will enable the Municipality to ensure that retained trees are safely protect and that the applicant avoids creating new hazards.
13. Specify the tree risk assessment qualifications required, and tree risk assessment procedure and risk thresholds for identifying hazard trees in ESA areas.
14. Develop clear restoration requirements for development in or adjacent to natural areas and riparian setbacks, or where unauthorized development or disturbance has occurred in the protected area. This should include the removal of non-compliant structures, invasive species, and garbage, and replanting with native trees and understory vegetation.
15. Review exemptions to ensure all environmental values are being protected through development.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the DP.

Section 3.1

- Review the definition of a stream to ensure it is consistent with provincial definitions. Watercourses/streams are defined differently under different provincial policies (the Water Sustainability Act, WSA, and Riparian Areas Protection Regulation, RAPR). This definition should include what lower value features are included and some parameters for QEPs and applicants. Some smaller features and low value ditches could be excluded. Ensure the terms ‘aquatic systems’, ‘stream’ and ‘watercourse area’ are all defined properly.
- Update wording for where the watercourse guidelines apply to:
 - Include all watercourses, whether they are on the OCP map or not.
 - Remove the wording “only if determined by the municipality.” If a stream exists on or near a property, mapped or not, it should be protected. Unmapped connected streams are still protected under RAPR.
- Change the measurement point for watercourses to the top of bank or, if not existing, the stream boundary. Meet or exceed RAPR requirements for the assessment area.
- Consider combining the requirements for Coastal Areas with DP2. Definition should be clarified for the line to be measured back from. With sea level rise, the term often used now is the highest high tide mark instead of the natural boundary. This line can be difficult to identify where there are influences of wave action and rocky shorelines.

- Update the wording around species at risk. A QEP can't designate a species at risk and can only refer to provincial and federal designations.
- Update the definition of wildlife tree – it is not defined in the Wildlife Act. Change the definition to designate the nest of an eagle, heron, osprey, falcon, or burrowing owl.
- Define a QEP

Section 3.2

- Remove the term “or similar professional”. This leaves an opening to remove trees without proper justification. The determination of hazardous trees should require an assessment by a qualified ISA Tree Risk Assessor.
- Consider removing or amending exemption G, “Subdivision of lands containing a portion of the DPA where all of the following apply”. The current exemption does not require the land be protected through the development process other than through the covenant. This could lead to degradation of the natural environment prior to the covenant or dedication being in place , and does not provide staff with the tools to require its restoration.

Section 3.3

- Strengthen language from “development activity to avoid encroaching into protected areas” to “must not encroach”.
- Change variance requirement of providing equal or greater areas of ecological value to net gain of habitat area. Value is subjective and changes over time, while habitat area is quantifiable.
- Clearly define buffers and the location of fencing and land dedication.
- Expand specifications for monitoring and include requirements to submit summary reports to the municipality.
- Replace the tree crown drip line with a minimum distance and trunk diameter multiplier (ex. 10x diameter at breast height, DBH). Tree crown drip line is often not adequate to protect the critical root zone of trees.
- Specify a threshold to the current tree risk assessment methods for trees to be allowed to be removed from within protection areas, per the International Society of Arboriculture’s Tree Risk Assessment Qualification.
- Specify a required survivability of plants and trees in restoration areas after a set number of years before bonding is released. For example, 100% survival of trees and 80% or 90% survival of understory vegetation is a common requirement in other DPs.
- Require monitoring and removal of invasive species over a specified monitoring period that corresponds with plant survivability (typically 3-5 years). Invasive species must not make up more than 5% of plant species in restored areas .
- Update references to the 17 best management practice documents listed (3.3.3). These should be updated periodically.

Section 3.4

- Provide clear guidance on the no net loss requirement for “environmentally sensitive terrestrial ecosystems.” This is currently not clearly defined and is open to interpretation.
- Provide a clear definition of “endangered Douglas-fir forests” and “Garry Oak meadow ecosystems”
- Consider developing a Green Infrastructure Network for the Municipality to identify priority corridors and habitat patches. It is difficult to require protection of habitat linkages without identifying them as part of a Municipality-wide network.
- Move broad guidelines to the objectives section. Some guidelines are broad and read like objectives (e.g. “protect and enhance biodiversity within terrestrial ecosystems” and “protect ecological values”). As guidelines, it would be difficult to demonstrate how they have been achieved.
- Consider moving the guidelines for shoreline protection to DP 2 – Marine Waterfront.
- Define who is a “qualified coastal professional”.
- Rewrite the Nest Tree Protection Areas section of the DP (3.4.4) and expand it to require bird nest surveys prior to the removal of trees in the bird nesting season (March-August). The intent of this section of the DP appears to be to protect raptors and heron nests, however, all nests are protected under the Wildlife Act, including song birds.
- Require that a raptors/heron nest construction plan be developed by a QEP.

4.4 DPA 4 Natural Hazard

Intent and objectives

This DP area aims to regulate development on steep slopes, floodplains and fire hazard areas. It protects structures and ensures stable building sites and mitigates hazards while preserving environmental features and functions. It also prevents personal injury.

High level recommendations

The following are broad recommendations to update it and improve its effectiveness:

1. The professional requirements and standards should be more specific to the topic. State which professionals can sign off on which reports. As an example, the qualifications are different for assessing tree risk compared to flood hazard or wildfire.
2. Clearly specify which reports and assessments are required in which areas. This DP includes three very different risk types.
3. Add some clarification on the municipality’s position to balance wildfire risk against tree preservation. While steep slope and floodplain requirements help protect environmental values, the Wildfire requirements do not as they promote the removal of conifer trees.
4. Review and update mapping of natural hazard areas. Current mapping is outdated and needs improvement.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the DP:

Exemptions - General

- Define qualified professionals for risk mitigation
- Define the standard to be used to determine a hazardous tree and the qualifications required to determine this (i.e. ISA standards, certified tree risk assessor)
- Remove one of the fence building sections – it is mentioned twice in sections (c) and (g).

General Guidelines

- Specify what reports are needed for the different hazards. The guidelines currently specify that a geotechnical assessment is required. However, some areas may be in floodplain or wildfire areas and do not have steep slopes which would require a geotechnical report.
- Move the requirement for a geotechnical assessment down to Section 4.3.1 – Steep Slope Lands. It does not need to apply to other hazard areas.

General Guidelines - 4.3.3 Floodplain Lands

- Reference Section 11 of the WSA for emergency flood work.
- Consider updating to include pre-determined setbacks, or referring to the zoning bylaw for floodplain setbacks. The current guidelines do not have pre-determined setbacks. They could be provided and changeable by a QEP report as relevant.
- Specify that the setback cannot be reduced to below the minimum standard of the Provincial Riparian Areas Protection Regulation. Confirm that a geotechnical report is what is required for flood control.
- Reword the sentence in (g) iv. to specify that development will not cause filling in beyond the area approved for the development.

4.5 Subdivision Bylaw 1851

Intent and objectives

This bylaw regulates how lands are subdivided. This includes the layout of properties, roads, drainage and other infrastructure. It includes the protection of streams and the ocean, and their setbacks, as well as the provision of lands for walkways and public access to water features and the ocean.

High level recommendations

The following are broad recommendations to update it and improve its effectiveness:

1. This bylaw is intended to protect water features and the ocean as well as their setbacks during subdivision. The terms used for water features should be standardized to be the same as the other municipal policies (i.e. watercourse or stream).

2. Consider including reference to dedication of not only lands for stream setbacks but also sensitive natural areas as defined in DP – 3 Natural Environment. These should be in addition to lands used as urban parks, but could include lands to be used as natural parks.
3. Include reference to tree preservation. Consider introducing a tree bylaw to help prevent tree clearing ahead of the application process.
4. Consider adding a requirement for applicants to submit a tree survey and Tree Management Plan, to be approved ahead of tree clearing.
5. Consider incorporating tree planting standards to the Engineering Standards Road Design standard drawings.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the Subdivision Bylaw.

- 30 - Reword this to use the same terms for water features as the Zoning Bylaw and DPs. Add ocean as one of the water bodies. Change the setback to being measured either from the natural boundary or the riparian/marine setback as per DPs 2 and 3.
- 31 – Reword this to use the same terms for water features as the Zoning Bylaw and DPs.

4.6 Parks & Public Places Regulation Bylaw 3626

Intent and objectives

This Bylaw specifies what activities are permitted within parks and at what hours of the day. It permits homeless people to sleep overnight under certain conditions, and restricts commercial activities without permits and defines the requirements for a park or facility use permit. It also enforces a general set of rules of behavior and conduct. Fire risk is addressed by restricting open fires and ignition sources, including fireworks. Municipality bylaw officers can enforce this bylaw by impounding items that contravene the bylaw, removing people from the park and issuing maximum fines of \$1,000 per day.

High level recommendations

The bylaw seems to adequately address areas of concern including behavior, fire risk, vehicles and overnight camping. No broad recommendations are provided.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the bylaw:

Definitions

- Update the environmentally sensitive areas definition to include the Marine Waterfront DP areas.

General provisions and restrictions

- Replace the word flower with shrub or plant in 2 (b).

4.7 Soil Removal and Deposit Bylaw, 2009

Intent and objectives

This bylaw regulates how soil is removed, transported and deposited. This is to protect soils and their importance to the integrity and health of natural areas, and the agricultural industry. It manages the risk of erosion and sediment transport to environmentally sensitive areas. It prevents changes to natural hydrology and protects the stability of slopes. It also mitigates against dust and noise that could impact residents' health and wellbeing. This bylaw provides additional protection to riparian areas and waterbodies beyond the DP and development permit process.

This bylaw is directed at the movement of large volumes of soil from larger parcels, and from areas within the Agricultural Land Reserve (ALR). Smaller volumes of soil movement outside of the ALR, as well as on lots smaller than 1ha are exempt from the bylaw. If larger amounts of soil are being moved from smaller lots outside of the ALR, it is assumed that its movement would be regulated as part of a development as approved by the Municipality.

High level recommendations

The following are recommended updates and considerations within each section of the bylaw:

1. Review the minimum volume of soil and size of land parcel that must comply with this bylaw. Ensure the bylaw's current size requirements are sufficient to capture all significant soil removal and deposit activities.
2. Consider adding a requirement as part of the permit that soils deposited are free of invasive species. The spread of invasive plant species is a growing concern and is often caused by the movement of soils. There is no soil test for the presence of invasive species. This would be something that staff or QEPs may visibly see in the soil and could then act upon.

Specific Recommendations for Improvement

The following are recommended updates and considerations within each section of the DP:

Section 3

- Add that in addition to a development permit, a DP 3 approval is required and must comply with the Riparian Areas Protection Regulation which defines development as the movement of soil (5).
- Consider specifying a minimum standard for topsoil quality and depth, and more details for replanting with native plants, in addition to currently guidelines that Require topsoil to be placed over the area and it be planted or sown with grass (6).

Section 4

- Consider reducing the exemptions for volumes for soil movement outside of the ALR, which currently exempts soil movement if it is an amount less than a certain volume (300m³ per parcel or 60m³ per acre per year). This is a large amount of soil. We would be interested to hear feedback from staff on these thresholds.
- Consider reducing the size of exempted parcels, instead of the current exemption for parcels <1 ha in size.

Section 13

- The security may be too low to prevent infractions. Consider increasing securities so as to encourage compliance.

5.0 Appendix 2 – High-Level Policy Gap Analysis

The content below is intended to provide an overview of the high-level policy gap analysis for various bylaws, management plans, local area plans, and policies that are relevant to this review.

Bylaws:

1. Blasting Bylaw 3255
2. Building Bylaw 2003
3. Campground Bylaw 2140
4. Fire Protection Bylaw 3340
5. Firearms Bylaw 3077
6. Float Home Standards Bylaw 3015
7. Forest Use Bylaw 3265
8. Mobile Home Parks Bylaw 1775
9. Untidy and Unsightly Premises Bylaw 1991
10. Waterworks Bylaw 3620

Management Plans:

1. Bonsall Creek Watershed Management Plan (2016)
2. Cowichan Estuary Environment Management Plan (1987)
3. Integrated Forest Resources Management Plan (1981)
4. Maple Mountain Management Plan (1992)
5. Somenos Marsh Wildlife Society 5 Year Strategy Plan (2017-2022)

Local Area Plans:

1. Bell McKinnon Local Area Plan (2018)
2. Crofton Community Local Area Plan (2015) & University Village Local Area Plan (2015)
3. Chemainus Town Centre Revitalization Plan (2011)

Policies and High-Level Plans:

1. Climate Action and Energy Plan (CAEP, under review)
2. Development Permit Area 1
3. Energy Step Code Rebate Policy (2020)
4. Parks and Trails Master Plan (2017)
5. Site Adaptive Planning in Urban Rural Interface (2019)
6. Trail Maintenance Policy (2020)

5.1 Bylaws

Blasting Bylaw 3255

The Blasting Bylaw prohibits blasting without a permit. This bylaw requires qualifications and fees to obtain a blasting permit. It specifies blasting restrictions for the timing, proximity to land uses and

weather conditions. It requires that notifications be issued and that access near the site be controlled. It also permits the municipality to access a site to enforce the requirements.

It is recommended that:

- The Blasting Bylaw be updated to add restrictions during high to extreme fire hazard.

Building Bylaw 2003

The Building Bylaw regulates construction in North Cowichan to consider the public interest. It describes building permit requirements and defines the role of the building inspector. The building bylaw does not specifically address climate change or the natural environment. It does have some requirements for water conservation, requiring low water consumption toilets and urinals. Local governments are restricted by the Building Act, which precludes them from establishing separate building standards, except through the BC Energy Step Code.

A timeline for implementing Step 2 of the BC Energy Step Code in North Cowichan was established in August 2020, and is required as of May 2, 2021. This timeline should continue to be developed for additional steps of the code.

Campground Bylaw 2140

The Campground Bylaw provides a framework to regulate campgrounds in North Cowichan. The bylaw states that campgrounds cannot be altered without written approval and a permit by the Building Inspector, and includes what is required for a permit application.

The bylaw is effective at establishing buffers around campsites, and designating minimum setbacks from watercourses. It requires structures to be sited 30 m from watercourses when the 200-yr floodplain is unknown, otherwise the setback is based on the 200-yr floodplain. It also sets water, stormwater, and sewage requirements. The bylaw addresses concerns from flooding, requiring a minimum elevation for structures, and multiple requirements to address the risk of fire; however, it does not address tree risk.

It is recommended that the Campground Bylaw:

- Further defines what should be located within campground buffers (i.e. native vegetation).
- Confirm watercourse setbacks are compliant with RAPR, as they appear to be focused on reducing flood risk to the site vs. protecting the watercourse.
- Provide guidance around overall campground layout, including to avoid sensitive habitat, and include goals for vegetation retention.
- Incorporate tree risk assessment, including hazard trees and identifying windfirm edges.

Fire Protection Bylaw 3340

The Fire Protection Bylaw prohibits land owners from having conditions on site that are considered a fire hazard including the accumulations of combustibles. It ensures the security of burned buildings. This

bylaw regulates incineration on a property and requires all intentional fires to be supervised. It provides restrictions and requirements for open burning and wood burning appliances and requirements for fire pits.

The Fire Protection Bylaw allows the municipality to ensure that forestry and industrial activity does not cause debris accumulations. In addition, it gives the municipality power to enter a property to mitigate fire hazard if the owner fails to. It recognizes and provides permission to the municipality to fight fires on private property, allows the fire department to respond to non-fire related emergencies, and empowers the municipality to order an open burning ban.

It is recommended that:

- The Fire Protection Bylaw be updated to refer to Firesmart standards and the CWPP once adopted as the standards to achieve on properties.
- The identification of fire hazard be better defined so the public can understand what may be considered an infraction. It is currently dependent on the opinion of the local assistant. This could.

Firearms Bylaw 3077

The Firearms Bylaw regulates the use of bows and firearms. It creates designated areas where hunting can occur, including maps of the areas. Overall, this bylaw appears to be effective at limiting hunting to designated areas.

It is recommended that:

- Assuming that the community still supports the use of the designated lands for hunting, then no recommended changes.

Float Home Standards Bylaw 3015

The Float Home Standards Bylaw regulates float home requirements and applies to all areas of land and water within North Cowichan, and extends 1000 feet beyond the foreshore highwater mark. Float homes need a building permit to moor in a marina, and must meet the requirements set out in the bylaw by 2001 (either mooring after that time or meeting specific requirements by then if moored earlier). The home must be buoyant, able to handle winds without sinking or dislodging, comply with electrical and gas safety requirements.

The bylaw requires a sewer connection when available or approved toilet system to ensure the waste is not released into the environment, which is likely sufficient to inhibit dumping and protect water quality from float homes. The bylaw allows for penalty fees, which likely improves enforcement.

It is recommended that:

- The location of float homes is selected to avoid sensitive foreshore habitat.

Forest Use Bylaw 3265

This Forest Use Bylaw applies to the municipal forest reserve and other municipal lands used for forest purposes. It prohibits certain forest uses and damaging activities, and serves to protect the natural areas from disturbances that have not been approved and permitted under the bylaw.

Overall, this bylaw appears to be effective at addressing the relevant environmental components considered for this review. It protects against impacts to the forest in the reserve and other municipal lands used for forestry. It prevents open fires, which is critical to prevent wildfires. Finally, it protects the integrity of natural forests, which is critical to mitigate against climate change impacts, and it allows for fines to be issued under the Offence Act.

The effectiveness of the monitoring and enforcement for this bylaw could be a challenge for the large, forested areas it regulates. A review could be done to determine how often infractions are committed, how many fines are issued and if there are enough resources for monitoring and enforcement.

Mobile Home Parks Bylaw 1775

The Mobile Home Parks regulates the parking of mobile homes and creation of mobile home parks. The development of mobile home parks requires consideration of proposed water supply, sewage disposal, wastewater disposal and garbage disposal. Maps included in the development process must show watercourses and steep slopes & banks, and consider flooding and erosion in the development.

The bylaw is likely moderately effective at minimizing impact to the natural environment. It minimizes pollution and waste, but does not require vegetation retention or placing parking pads away from sensitive areas. It addresses many risks associated with the natural environment, requiring vertical and horizontal setbacks from water features and addressing fire risk reduction. It does not include setbacks off of steep slopes, but this is covered under DPA 4.

It is recommended that the Mobile Homes Parks Bylaw:

- Provide guidance around overall park layout, including to avoid sensitive habitat, goals for vegetation retention, and buffer requirements between parking pads.
- Incorporate tree risk assessment, including hazard trees and identifying windfirm edges.

Untidy and Unsightly Premises Bylaw 1991

The Untidy and Unsightly Premises Bylaw addresses provincially designated noxious weeds, as defined under the Weed Control Act. It requires noxious weeds are cleared and are not allowed to accumulate on private property. However, using the term “noxious weeds” may exclude many regionally significant invasive plant species.

The bylaw provides North Cowichan with the tools to ensure noxious weeds are removed from private property at the owner’s expense. However, the bylaw does not address public property, invasive species

(not all of which are included under noxious weeds), newly introduced species that have the potential to become invasive, or restoration requirements.

It is recommended that:

- The municipality expands the scope of the bylaw, or develop a separate bylaw, that includes invasive species rather than just noxious weeds, with specifics on how these are designated. This would be an opportunity for North Cowichan to develop a list with the most relevant invasive species to North Cowichan, focusing and prioritizing invasive species and noxious weed management. This could be done in consultation with the Environmental Advisory Committee.
- Proper disposal of invasive species and noxious weeds be addressed. Section 3 regarding dumping could be updated to include the dumping of invasive species, as many can spread through illegal dumping of garden waste.
- A policy of Early Detection Rapid Response (EDRR) be initiated to detect and manage new infestations and new invasive species.
- The municipality undertakes a mapping exercise of public lands to map the extent of invasive species, providing a baseline of existing infestations.
- North Cowichan considers developing an Invasive Species Management Plan (ISMP), which would use the baseline mapping to develop a plan to manage and prioritize treatment of invasive species in North Cowichan.
- Restoration requirements be developed. Invasive species are likely to recolonize an area after removal if the area is not replanted with native plants. Good start to native plants here: https://www.northcowichan.ca/EN/main/departments/environmental-services/native-plants/Native_Drought_Tolerant_Gardening.html

Waterworks 3620

The Waterworks Bylaw regulates water access, usage and pricing. It requires water meters be installed on new and upgraded connections, and sets out water conservation measures.

The bylaw is effective at addressing the component of the natural environment it aims to – water. It addresses water conservation measures and requires metering going forward on all new builds and retrofits. The bylaw allows the municipality to enforce non-compliance with water conservation measures and apply fines.

It is recommended that:

- North Cowichan consider updating the fee schedule bylaw to charge for use. The bylaw is set up to charge for use, but the fees bylaw appears to charge by use only when over an "allowed" amount. Pricing by use on a sliding scale can encourage conservation.

5.2 Management Plans

Bonsall Creek Watershed Management Plan (2016)

This plan provided a description of the hydrology, aquatic ecology and land use in the Bonsall Creek watershed, which covers a large area of North Cowichan. The plan recognises restoration efforts and the importance of stewardship groups for watershed management, and a discussion on climate change impacts.

This is comprehensive report that includes balanced discussion of conservation and land use trade offs. Actions items to manage the watershed are clear and prioritised with justification.

It is recommended that:

- As the plan is implemented and updated in the future, it includes some analysis of adjacent terrestrial conditions and their impacts on the watershed.

Cowichan Estuary Environmental Management Plan (1987)

This report summarizes impacts to and recommends actions to mitigate impacts from industry to the Cowichan river estuary. It is a high value estuary for salmon and shorebird habitat. It recognizes agreements with major industrial companies to mitigate their impacts in this area. This focusses largely on log storage leases. Areas are designated for use in the estuary including industry/commercial, agriculture, habitat and conservation and recreation. A project review process is specified to ensure new uses are reviewed and approved. The estuary is located just south of North Cowichan outside of its boundaries, but discusses industrial activities within the municipality.

This management plan is several decades old, and as a result it references old agreements and legislation such as the Environment Management Act. Some of the industrial parties no longer exist, while new ones are likely active in the estuary.

It is recommended that:

- The municipality work with the province and other stakeholders to update the Management Plan.

Integrated Forest Resources Management Plan (1981)

This plan from 1981 focuses on the timber reserves and sustainable management of the municipal forest reserve. It focusses on timber inventory, growth and yield and silviculture planning to 2020. The forest reserve covers 25% of the land base, and timber extraction in the forest has become increasingly controversial.

An Interim and Long-Term Forest Management Plan for the Municipal Forest Reserve are currently being developed and include a public consultation process currently underway. The plan update aims to balance uses, including timber harvesting, recreation values and ecological stewardship.

There is an interim and Long-Term Forest Management Plan currently being developed for the Municipal Forest Reserve. As part of these updates it is recommended that:

- Forest planning concepts be updated to more current practices.
- The implications of wildfire risk be included as a consideration during planning and operations.

Maple Mountain Management Plan (1992)

This report summarizes findings from public consultation which explored uses of this forest area apart from traditional forestry and timber extraction. It provides a summary of each resource use and the feedback from the consultation process. Apart from forest management, the highest value resource uses were identified by the public as aesthetics, hiking and recreation activities. Sensitive forest communities were identified for preservation, including Gary oak ecosystems. Alternative lower impact harvesting methods were recommended.

The report provides a good summary of public opinion in 1992. Public perception of forestry and non timber resources values can be expected to have changed over the past 30 years. In addition, it doesn't recognize risks associated with forested areas such as wildfire, tree hazard or the changes in forests resulting from climate change. Mountain biking is also a fast growing sport that is popular in this area and may warrant consideration for the management of the forested area (as documented on mountain bike trail sites including "Trailforks").

While this provides valuable insight into the vision of the community in the 1990's, it may no longer provide much guidance around the current community. Recreational aspects of this plan are covered in the Parks and Trails Master Plan, which should likely be the primary guiding document around parks and recreation in this area.

Somenos Marsh Wildlife Society 5 Year Strategy Plan (2017-2022)

The 5 Year Strategic Plan provides a clear vision and guiding principles for the rehabilitation, protection and management of the Somenos Marsh Conservation Area and the Somenos Marsh Wildlife Society. It sets out guidance for the operation of the Society and to recognize its key relationships in the achievement of its mission. The goals, objectives and actions set out important priorities for the restoration, research and monitoring in the Conservation Area.

The strategic plan builds on the 2001 Management Plan which was developed by Ducks Unlimited and the Somenos Steering Committee. The strategic plan is well-organized, and the continued management of the area by the Society and the committee is a great example of collaborative efforts including First Nations to manage a sensitive ecosystem.

5.3 Local Area Plans

There are four official Local Area Plans (LAPs) in North Cowichan: The Bell McKinnon LAP (2018), the Crofton Community LAP (2015), the University Village LAP and the Chemainus Town Centre Revitalization Plan (2011). North Cowichan's LAPs provide a sense of the values of each neighbourhood, and some of their environmental protection goals, as well as good policies to protect and enhance the natural environment, particularly through the identification and protection of environmentally sensitive areas and the setting of related targets.

The most recent Bell McKinnon LAP provides a good example. It includes principles to integrate ecological design and develop a blue-green infrastructure network in the community. It sets explicit targets and metrics to guide the implementation of its goals and principles, including canopy cover and effective impervious areas targets, and provides recommendations to improve energy efficiency and develop a connected network of green space.

5.4 Policies & Plans

Climate Action and Energy Plan (currently under review)

This plan recognizes the changes in the climate and the municipality's commitment to reduce their green house gas emissions. It provides a summary of existing and expected energy consumption and provides a plan to conserve energy, reduce emissions and to address the expected impacts of climate change.

The plan includes a commitment to the BC Climate Action Charter which includes becoming climate neutral with respect to municipal operations by 2012. This plan was developed after this year in 2013. It recommends that the OCP adopt a target of reducing emission to 33% under 2007 levels by 2025. It identified the majority of emissions (76%) coming from transportation. Most recommended actions focus on changes to transportation as well as making development more energy efficient and switching to more sustainable energy sources.

The discussion of climate change impacts include those that affect the natural environment such as wildfire, sea level rise, storms, drought and temperature extremes. These impacts are prioritised and current approaches to manage the risks are summarised. No detailed recommendations are made for strategies to mitigate the risk of climate change on the natural environment. The only action that relates directly to the natural environment includes increasing North Cowichan's tree cover. Options for an urban forest strategy and tree bylaw are discussed as well as incentives to plant trees on private property.

Updates are underway to improve greenhouse gas modeling, the municipal emissions reduction goals, review and reschedule projects, and develop an implementation and monitoring framework.

It is recommended that the plan update:

- Prioritises the recommendation to develop an urban forest strategy and tree bylaw. Adopt targets for tree canopy cover by land use type.
- Includes more detailed actions to address impacts on the natural environment such as sea level rise, drought, temperatures, wildfire, storms, forest pest and disease and invasive species.

Development Permit Area 1

Development Permit Area 1 - General regulates development to meet five objectives: the site choice and efficient land use, mobility, site design and landscaping, infrastructure and servicing impacts, and building form and character. The DP encourages site level planning to preserve environmentally and archeologically significant lands and to avoid hazard lands. It also encourages development in designated growth centres as well as the retention of existing landforms, biodiversity and vegetation.

While DP 1 includes key environmental objectives, it does not define specific goals or requirements to achieve the objectives. This lack of details can keep things flexible, but also makes enforcement difficult for the municipality. It also touches on wind hazard, while other hazards are covered under DP 4 – Hazard Lands.

It is recommended that:

- Ensure the wind hazard provisions are compliant with DP 4 – Hazard Lands.
- More specific environmental requirements be introduced related to the stated environmental objectives, as the environmental DPA 3 doesn't apply to the entire municipality. These could include requirements such as developing away from ESAs, identifying targets for pervious surfaces, protecting a % of natural areas in all new greenfield development, etc.
- The Municipality consider connectivity from a species movement perspective as well as from a mobility perspective. These frameworks can be complimentary.
- More guidance be provided on GHG reduction design strategies, or reference to the Step Code.

Energy Step Code Rebate Policy

The Energy Step Code Rebate Policy is a council policy that encourages voluntary participation in the BC Energy Step Code in advance of mandatory requirements. It provides rebates associated with implementation of the BC Energy Step Code, increasing the rebate with increasing efficiencies or "steps".

The rebate provides incentives to improve energy efficiencies for "Part 9" buildings (i.e. single-family homes). However, these incentives are too low to cover the costs associated with meeting the requirements and the associated reporting to prove that the code requirements have been met. It will likely subsidize houses that were planning on meeting the requirements but are unlikely to be high enough to encourage houses that were not already looking into energy efficiencies. This policy is also only directed at single-family homes and does not support energy use reductions in multi-family homes.

It is recommended that the Municipality:

- Consider increasing the rebates to better cover the costs associated with meeting the requirements and expanding it to multi-family homes.
- Develop and publicise a timeline to implement the BC Energy Step Code in North Cowichan. Step 2 will be implemented as of May 1, 2021. It is expected that step 3 will be mandatory in the BC Building Code in 2022. The Municipality should consider implementing further Step requirements in the future, and exploring the possibility of implementing higher step requirements for new development through the rezoning process.

Parks and Trails Master Plan

The Parks and Trails Master Plan guides the development and management of municipal parks and trails. It includes a goal to conserve and restore the function of natural habitat and ecosystems, and to contribute to the connectivity of those areas within the region with the goal of providing continuous access.

The Master Plan sets out good guidance to protect and restore the municipality's existing green network of environmentally sensitive areas, wetlands, riparian and river corridors, steep slopes and forest patches. It includes actions to manage invasive species in municipal parks and along trails.

It is recommended that:

- The Master Plan be updated over time to keep the green network map up-to-date, for example to maintain its consistency with OCP map 7 (Environmentally Sensitive Areas).

Site adaptive planning in urban rural interface (2019)

This Council Policy identifies specific properties as being within the Urban-Rural Interface Area, which are likely to be proposed for future development. It approves a more detailed analysis process for these lands during a development application to ensure environmental, hazard and local character values are addressed. It requires staff to pursue a planning process called "demonstrative site adaptive planning analysis" for development applications on these designated lands.

The Council Policy does not include specifics or references for what is required to be included in this planning analysis, and as a result may be too broad to be enforceable in its current form.

It is recommended that:

- The Council Policy be updated to add guidelines to be followed for the demonstrative site adaptive planning analysis. The guidelines should reference specific concerns to be addressed, i.e. wildfire risk, windthrow and tree risk, as well as flooding and sea level rise.

Trail Maintenance Policy 2020

The Trail Maintenance Policy Describes the trails to be maintained within the municipal boundaries and the level of maintenance to which they are to be sustained at. The policy identifies and prioritizes trail

maintenance based on cost, safety, budgets, personnel, and the environment. It describes the different trail types, including use, trail material and height. Maintenance activities includes inspections, clearing, remediation, re-routing, decommissioning and issue tracking.

The policy effectively manages and prioritizes trail maintenance, and protects natural resources within the immediate vicinity of trails. It sets specific roles, responsibilities and timelines for implementation. However, the policy does not define inspections or safety standards (i.e. who is inspecting for what). In addition, Priority D trails are not reviewed. Currently no trails are identified as Priority D in the Policy; however, this should be revisited if trails are designated Priority D in the future.

It is recommended that:

- Inspection and safety standard requirements are described in the policy or in a supplemental implementation document to ensure the intended standards are being met.
- The municipality considers identifying the required qualifications to carry out the assessment (i.e. if they need to be a QEP such as a Registered Professional Forester, or an ISA Certified Arborist, and a Certified Tree Risk Assessor, etc.)

Report

Date June 16, 2021

To Council

From Dave Preikshot, Senior Environmental Specialist

Subject Climate Action and Energy Plan: Survey 2 Summary

File:

Endorsed:



Purpose

To inform Council of results from a public survey conducted by staff on emissions reduction actions for North Cowichan derived from the Climate Action and Energy Plan (CAEP) update.

Background

On February 2, 2021, Council passed the following resolution:

"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."

Discussion

This report discusses the results of the presentation of the costs and benefits of carbon emissions reduction policies to the public at large and the public's sentiment as to how those actions should be prioritized. This report is being tabled at the same Council meeting as the Environmental Advisory Committee's (EAC) recommendations regarding CAEP prioritization. There is general agreement between the public's priorities and the recommendations of the EAC on prioritization.

The Municipality hosted an online survey (Appendix 1). It was open to respondents between February 10 and 24, 2021, in order to meet the original March 31, 2021 deadline to complete the CAEP project (the deadline has now been extended later in 2021). The survey was advertised online, via radio and in print media. Respondents were asked to prioritize potential emissions reduction actions that emerged from the analysis completed by the Sustainability Solutions Group (SSG). The survey also prompted respondents to provide feedback on the proposed actions and make suggestions for actions not included in the survey. The survey requested ranking 30 potential actions that were divided into the following five categories of emission reduction subject groups:

1. Moving around North Cowichan;
2. Buildings in North Cowichan;
3. Our Waste and Wastewater;
4. Increasing Energy Efficiency and Greening Energy Supply; and,

5. Land Use.

For each of the potential actions, respondents were asked to indicate whether they:

1. strongly agree;
2. somewhat agree;
3. were neutral;
4. somewhat disagree;
5. strongly disagree; or,
6. need more information.

Three hundred forty-nine people completed the survey, and SSG prepared a report based on the survey results, attached as Appendix 2. SSG found that the top five ranked climate actions by the public were:

1. Improved natural areas through reforestation, urban street trees, and land stewardship in riparian areas and natural ecosystems;
2. Decreased waste in the community through increased organics collection and less plastic waste;
3. More opportunities for active travel by improving walking and cycling connections and offering opportunities for more e-bikes in the district;
4. Options for home energy improvements and fossil-fuel-free heating systems through partnerships with the utilities and the Municipality's partners; and,
5. New residential, commercial and industrial buildings should be designed only to use clean energy (i.e. energy that does not come from fossil fuels like heating oil and natural gas).

Prioritization of improved natural areas, increased numbers of urban trees and reforestation mirrors similar priorities identified by the EAC in their prioritization of emissions reductions actions for North Cowichan. The public also placed priority on encouraging improved energy usage and emissions in commercial, residential and industrial buildings. This desire overlaps with the EAC's priority on adopting a climate lens for new development, having new developments prepare energy use plans, and exploring the possibility of district energy agreements.

Options

Option 1: (Recommended Option) THAT Council direct staff to work with the Sustainability Solutions Group to incorporate the information from the public opinion survey in the Climate Action and Energy Plan update and implementation plan.

Option 2: THAT Council accept the Climate Action and Energy Plan: Survey 2 Summary report prepared by the Sustainability Solutions Group for information purposes.

Implications

Financial: Neither option would affect the timing and/or work necessary to complete the CAEP update, so there would be no impact on the budget available to complete this work. Neither option would affect the likely long-term cost to the Municipality of implementing emissions reductions actions because the prioritization exercises undertaken to date are designed to stagger the implementation of CAEP policies and actions in a fiscally sustainable manner.

Social: Option 1 demonstrates that Council is listening to the public. The overlap between public priorities and those voiced by the EAC for emissions reduction action will help focus policy implementation.

Environmental: Option 1 would likely aid environmental remediation by fostering the implementation of a GHG reduction plan that meets public expectations. This should speed up the implementation of emissions reduction action and associated mitigation policies to reduce the effects of climate change on the community.

Personnel: Option 1 will have minimal personnel impacts in that it is part of planned work by staff and consultants to implement public sentiment and feedback into the CAEP update. Option 2 may involve some extra time to determine how to implement public advice into the CAEP update's prioritization of emissions reductions actions for North Cowichan.

Communications: Neither Option 1 nor Option 2 have communications implications as no further consultation would be required of the community on the CAEP update.

Recommendation

THAT Council direct staff to work with the Sustainability Solutions Group to incorporate the information from the public opinion survey in the Climate Action and Energy Plan update and implementation plan.

Attachments:

Appendix 1: CAEP Update Actions Prioritization Survey

Appendix 2: Climate Action and Energy Plan: Survey 2 Summary

CAEP Update Actions Prioritization Survey

As part of the Climate Action and Energy Plan update, North Cowichan is gathering input from residents, organizations, institutions, and businesses about their priorities for low-carbon actions to take in the community. This information will help create the updated plan and provide useful direction for action implementation.

This survey should take about 20 minutes to complete. Thank you for your input!

Moving Around North Cowichan

Vehicles are responsible for over 30% of our community's total emissions. Making trips without using cars and trucks and using zero emissions vehicles are key approaches to reducing transportation emissions.

Please indicate your level of support for the following potential initiatives.

Strongly Agree, Somewhat Agree, Neutral, Somewhat Disagree, Strongly Disagree, Need more Information

- The municipality should create more bike lanes, off-road trails, and sidewalks to make it easier and safer to walk and roll to schools, shops, and other destinations in North Cowichan.
- The municipality should convert all its fleet vehicles to electric models as soon as possible.
- The municipality should provide electric vehicle charging stations at civic facilities like the arena, community centre, library, etc.
- Businesses should provide EV charging stations in their parking lots.
- The municipality should partner with CVRD to encourage BC Transit to offer more frequent bus service and/or adopt electric busses.
- The municipality should partner with the provincial and federal governments to offer subsidies for home electric vehicle charging stations.
- The municipality should partner with the provincial government to offer subsidies to residents for e-bike and e-scooter purchases.
- The construction of protected lanes and off-road trails connecting residential areas to central commercial areas along the Trans Canada Highway for use by bikes, e-bikes, scooters, etc.
- An enhanced electric vehicle (EV) subsidy program offered by the municipality, province, and local organizations to install public charging stations, facilitate installation of home charging stations, and make EVs more affordable.
- A subsidy program offered by the municipality and local organizations to make e-bikes and e-scooters more affordable.

Please write any comments you may have on emissions reduction for transportation:

Buildings in North Cowichan

Homes and commercial buildings in our community are responsible for 10% of total emissions. Making sure new buildings are energy efficient and updating existing buildings to use less energy and cleaner energy will reduce building emissions and save on energy costs.

Please indicate your level of support for the following potential initiatives.

Strongly Agree, Somewhat Agree, Neutral, Somewhat Disagree, Strongly Disagree, Need more Information

- The municipality should partner with utilities providers and the provincial government to subsidize commercial and industrial building energy efficiency upgrades and help coordinate the upgrade work.
- The municipality should partner with utilities and the provincial government to subsidize home energy efficiency upgrades and help coordinate the upgrade work.
- All new buildings should be designed to only use clean energy (i.e. energy that does not come from fossil fuels like heating oil and natural gas).
- The municipality should upgrade all its buildings (civic facilities and operations buildings) to be carbon net zero.
- The municipality and its partners offering a community-wide program for home energy efficiency upgrades that would improve roofs, windows, doors, and insulation to reduce heating need.
- The municipality coordinating with regional and provincial governments to offer programs and subsidies for upgrading home heating systems to energy efficient electric heat pumps.

Please write any comments you may have on emissions reduction for buildings

Our Waste and Wastewater

Our community's solid waste is shipped away for disposal. The landfill in which it is treated captures its emissions. Our wastewater produces some emissions as it is treated in the wastewater treatment plants. There are several potential actions we could take to address emissions from waste and wastewater.

Please indicate your level of support for the following potential initiatives.

Strongly Agree, Somewhat Agree, Neutral, Somewhat Disagree, Strongly Disagree, Need more Information

- The municipality should upgrade the wastewater treatment plants to capture emissions from wastewater and compost collected from residences, businesses, and institutions.
- Recycling and composting services should be extended to multifamily buildings.
- Single use plastic items should not be sold by businesses.
- Garbage bags per household maximums should be reduced to 1 bag every two weeks.

Please write any comments you may have on emissions reduction for waste and wastewater

Increasing Energy Efficiency and Greening Energy Supply

The province's electricity supply is very clean. However, much of our community's homes and buildings use fossil fuels to provide heat and to cook with. Using less and greener energy will help reduce emissions and save on energy costs.

Please indicate your level of support for the following potential initiatives.

Strongly Agree, Somewhat Agree, Neutral, Somewhat Disagree, Strongly Disagree, Need more Information

- The municipality should work with the provincial government and local businesses in develop hydrogen production and storage infrastructure for its use instead of natural gas.
- The municipality should promote renewable natural gas alternative for households and businesses.
- New Residential buildings should produce some energy on site.
- New commercial and industrial buildings should produce some energy on site.

- All new buildings should be "solar ready."
- Heat pumps should replace natural gas and fuel oil heating systems in homes and commercial and industrial buildings.

Please write any comments you may have on emissions reduction for energy efficiency and greening the energy supply.

Land Use

Smart land use decisions can help reduce emissions from building energy use and transportation, even as new buildings become more and more efficient and transportation becomes less reliant on fossil fuels.

Please indicate your level of support for the following potential initiatives.

Strongly Agree, Somewhat Agree, Neutral, Somewhat Disagree, Strongly Disagree, Need more Information

- New housing developments should be concentrated near University Village, Bell McKinnon Rd, Crofton Bay, and Chemainus.
- The municipality should increase its number of trees, where feasible to absorb more carbon dioxide.
- New buildings and developments should be required to provide low-emission energy plans before being approved.
- The municipality should partner with local community groups to protect and rehabilitate estuary, salt marsh, riparian area, and other ecosystems for climate resilience and carbon sequestration.

Please write any comments you may have on emissions reduction for land use.

District of North Cowichan

Climate Action and Energy Plan: Survey 2 Summary

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Introduction

During February 2021, North Cowichan gathered survey input from residents, organizations, institutions, and businesses about their priorities for low-carbon actions to take in the community. 349 people responded to the survey and shared their preferences for climate actions. Respondents were surveyed about key areas in which the community must reduce emissions to meet its climate targets, including buildings, transportation, and energy.

Survey results will inform the selection of low carbon actions, as well as the criteria needed to develop an implementation plan for the updated CAEP. The actions selected will lay out a roadmap for North Cowichan to reduce energy consumption and greenhouse gas emissions toward 2050.

Key Findings

The top five ranked climate actions where respondents strongly agreed and would like the Municipality to consider are:

1. Improved natural areas through reforestation, urban street trees, and land stewardship in riparian areas and natural ecosystems. (60% STRONGLY agree)
 2. Decreased waste in the community through increased organics collection and less plastic waste. (+45% STRONGLY agree)
 3. More opportunities for active travel by improving walking and cycling connections and offering opportunities for more e-bikes in the district. (40% STRONGLY agree)
 4. Options for home energy improvements and fossil-fuel free heating systems through partnerships with the utilities and the districts partners. (40% STRONGLY agree)
 5. New residential, commercial and industrial buildings should be designed to only use clean energy (i.e. energy that does not come from fossil fuels like heating oil and natural gas). (35% STRONGLY agree)
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What climate actions should be prioritized?

The following analysis provides a summary of what actions survey respondents felt North Cowichan should prioritize in taking against climate change. Not all survey responses are included in this summary but are separately attached.







Buildings

The survey asked respondents about two major types of actions related to buildings: retrofits of existing buildings and new buildings codes and standards. For existing buildings, creating programs where entities such as BC hydro, utilities, the Municipality, and the provincial government support energy efficiency in existing buildings were agreed upon by approximately 60% of respondents (strongly, and somewhat). A similar percentage support switching to heat pumps in buildings.

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The municipality should encourage/partner with utilities and the provincial government to subsidize home energy efficiency upgrades and help coordinate the upgrade work.

Respondents: 329

Choice	Percentage	Count	
Strongly agree	36.78%	121	
Somewhat Agree	27.66%	91	
Neutral	11.55%	38	
Somewhat Disagree	5.17%	17	
Strongly disagree	17.02%	56	
Need more information	1.82%	6	
Total	100%	329	

The municipality and its partners should offer a community-wide program for home energy efficiency upgrades that would improve roofs, windows, doors, and insulation to reduce space heating/ cooling needs.

Respondents: 332

Choice	Percentage	Count	
Strongly agree	40.36%	134	
Somewhat Agree	24.40%	81	
Neutral	10.84%	36	
Somewhat Disagree	4.82%	16	
Strongly disagree	15.96%	53	
Need more information	3.61%	12	
Total	100%	332	

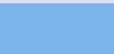





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More than 50% of respondents also indicated that new buildings should be low-carbon with no fossil fuels, however 40% felt it wasn't necessary citing concerns that adding new regulations to buildings will make them more expensive and the current building code is too difficult to manage already.

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All new residential, commercial and industrial buildings should be designed to only use clean energy (i.e. energy that does not come from fossil fuels like heating oil and natural gas).

Respondents: 331

Choice	Percentage	Count	
Strongly agree	35.05%	116	
Somewhat Agree	17.22%	57	
Neutral	5.14%	17	
Somewhat Disagree	10.88%	36	
Strongly disagree	29.61%	98	
Need more information	2.11%	7	
Total	100%	331	

Better efficiency and clean energy in municipal buildings received good support with approximately 50% respondents providing agreement. Commercial and industrial buildings were often perceived as bigger emitters, therefore necessitating a higher priority. Greater than 50% of respondents felt that industrial and commercial building owners should increase process/building efficiency, however 20% strongly disagreed citing that the municipality should not be involved.

Comments on buildings

Many respondents noted that new technologies were on the rise and could help decarbonize buildings while also reducing energy costs. However, residents will need help in implementing these updates on their house, *“Not just upgrades but help and grants for new buildings to make it more affordable. Need to enforce a much higher step code for energy efficiency for new builds.”*

A common theme was who would be paying and what the role of the municipality should be, *“Aside from public municipal building upgrades money for subsidies should come from the hydro company and provincial incentives.”*

New buildings were often perceived to be easier to mandate better energy performance *“Include solar heating, passive and/or active, in new building design,” “The municipality should mandate zero net energy and zero emission rules for new construction.”*

Transportation



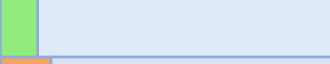
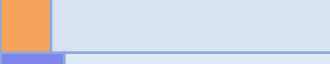
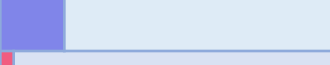

The survey asked respondents about their priorities with respect to two major areas for climate action related to transportation: active and public transportation, and personal and commercial vehicles. Creating more active transportation links like bike lanes, off-road trails, and sidewalks received the greatest support (+60% strongly or somewhat agreed). Respondents were more supportive of the provincial government giving subsidies to make e-bikes/e-scooters more affordable, where greater than 30% of respondents strongly disagreed with the initiative.

More than 50% of respondents felt that creating more transit services through frequency was an important climate action (strongly or somewhat agree). Respondents also felt more linkages to rural locations would provide more choice for travel. Electrification of buses was supported.

--

The municipality should create more bike lanes, off-road trails, and sidewalks to make it easier and safer to walk and roll to schools, shops, and other destinations in North Cowichan.







Respondents: 349

Choice	Percentage	Count	
Strongly agree	40.69%	142	
Somewhat Agree	22.64%	79	
Neutral	9.74%	34	
Somewhat Disagree	10.60%	37	
Strongly disagree	14.04%	49	
Need more information	2.29%	8	
Total	100%	349	

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The municipality should partner with the provincial government to offer subsidies to residents for e-bike and e-scooter purchases.

Respondents: 350

Choice	Percentage	Count	
Strongly agree	23.71%	83	
Somewhat Agree	19.14%	67	
Neutral	13.71%	48	
Somewhat Disagree	10.29%	36	
Strongly disagree	31.43%	110	
Need more information	1.71%	6	
Total	100%	350	

--

For personal and commercial vehicles, creating more charging stations and infrastructure for the transition toward electric vehicles received support from 50% of respondents (strongly/somewhat agree). Respondents felt that it was outside the mandate of the municipality to subsidize electric vehicles themselves, and it is better left to other levels of government. There was a higher level of support for decarbonizing municipal vehicles as soon as possible.

Comments on transportation

Cycling and pedestrian infrastructure were the most frequently mentioned topics in the comments, with many respondents highlighting the benefits of such infrastructure for quality of life. *"These are all great suggestions. It is time for local governments to prioritize alternatives to using fossil fuels for travel and routes that are pleasant to use, encouraging more and more people to commute that way,"* one explained. Another respondent wanted to bike more in Duncan, but was challenged, *"The biggest deterrent to my using a bike in Duncan is the lack of safe bike lanes. I came to Duncan in 2006 thinking that I would want to use my bike to go downtown, shopping, etc. That idea lasted until I tried it. Now I walk or take the car."*

Electric vehicles received support but also concern, *"Subsidies for transition to electric modes of travel for personal use I believe is better served with provincial money."*

Energy

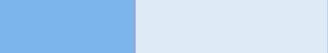
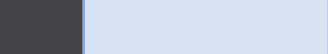
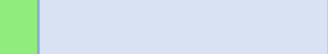
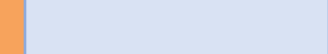
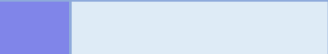
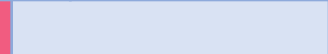
The survey asked respondents about two renewable energy and energy efficiency measures actions. There was support for increasing solar PV systems in the community on all building types, and making it a standard on new buildings. Nearly 60% supported having new buildings be solar ready (strongly or somewhat agree) whereas approximately 25% disagreed to some degree. Hydrogen production and storage were generally less supported with approximately 45% of respondents disapproving (strongly or somewhat disagree).

Fuel switching to electric heat pumps received support from 50% of respondents compared to approximately 25% disapproval. The respondents were less sure of renewable sources such as renewable natural gas where greater than 20% were neutral, but even so there was a 35% approval rating compared to 27% disapproval.

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All new buildings should be "solar ready."

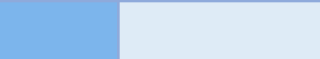
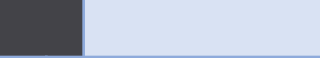
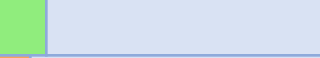
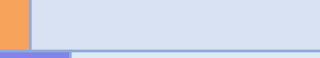
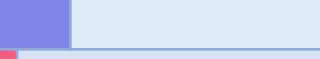
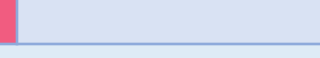
Respondents: 322

Choice	Percentage	Count	
Strongly agree	37.58%	121	
Somewhat Agree	20.81%	67	
Neutral	9.94%	32	
Somewhat Disagree	7.76%	25	
Strongly disagree	19.25%	62	
Need more information	4.66%	15	
Total	100%	322	

--

Heat pumps should replace natural gas and fuel oil heating systems in homes and commercial and industrial buildings.

Respondents: 321

Choice	Percentage	Count	
Strongly agree	31.46%	101	
Somewhat Agree	20.56%	66	
Neutral	11.53%	37	
Somewhat Disagree	10.59%	34	
Strongly disagree	19.31%	62	
Need more information	6.54%	21	
Total	100%	321	

Comments on Energy

A number of commenters felt that renewable energy is a strong opportunity to get off of fossil fuels and a diversity of options should be considered, *"I believe there are many better green energy sources to get off natural gas than hydrogen. Buildings producing solar and geothermal energy is good but may not be suitable in all cases."* *"Replacement of natural gas and fuel oil heating systems in homes and commercial and industrial buildings should not be limited to just heat pumps. It should include heat pumps and other forms of renewable energy."* was expressed by another commenter.

In contrast, the respondents' priorities for fuel switching away from fossil fuels related to the expense of doing so. Some respondents noted in their comments, natural gas—currently the dominant fuel source for heating buildings—is cheaper than hydro electricity, the current dominant source of renewable energy.

Respondents also felt key partnerships were required to scale up renewable energy and BC Hydro was noted. The provincial electricity provider will need to be lobbied to be more accepting of local sources of power and North Cowichan can be one of many municipalities. *"BC Hydro needs to change to accept surplus small energy production. This happens in many jurisdictions. Why not here?"*

Waste and Wastewater

Treating waste and reducing it were important to survey respondents and received strong support in all questions. The responses signal a desire to have an efficient waste stream that does not pollute the environment. Improving waste collection (including organics) and recycling services received more than 60% support (strongly or somewhat agree). The majority of respondents also agree with limiting plastics from businesses.

--

The municipality should work with local businesses (including multi-family stratas and landlords) to foster improved disposal of recycling and organic waste.

Respondents: 325

Choice	Percentage	Count	
Strongly agree	48.00%	156	
Somewhat Agree	29.85%	97	
Neutral	9.85%	32	
Somewhat Disagree	2.46%	8	
Strongly disagree	5.85%	19	
Need more information	4.00%	13	
Total	100%	325	

--

Single use plastic items should not be offered by businesses.

Respondents: 324

Choice	Percentage	Count	
Strongly agree	45.68%	148	
Somewhat Agree	22.22%	72	
Neutral	7.10%	23	
Somewhat Disagree	8.95%	29	
Strongly disagree	13.27%	43	
Need more information	2.78%	9	
Total	100%	324	

Finally, upgrading the wastewater treatment plant to capture methane from the treatment process also received approximately 50% support (strongly or somewhat agree).

Comments on waste

A significant number of the comments related to packing of goods and materials that end up in the waste stream. Commenters felt they needed to be eliminated, *“YES we need action on single use plastic items. This is a simple action we can take and we need to support businesses to offer viable alternatives.”* Commenters also felt that there were alternatives available such as bringing your own cups or containers, and newer products that are compostable.

In regards to wastewater systems, commenters felt that the municipality should be responsible for its footprint, *“This is a start. We need to change practices on how we treat our water with respect and be 100x more responsible with the waste we produce.”* Alternatives such as more greywater re-use were also suggested.

Land Use

Protecting and improving the natural environment around North Cowichan was highly regarded by respondents. Improving forests, more urban tree coverage, and more opportunities for stewardship of natural areas received approximately 60% approval (strongly or somewhat agree).

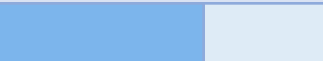
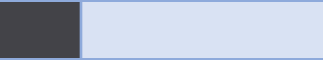
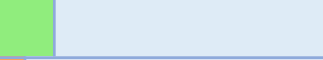
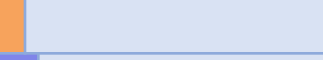
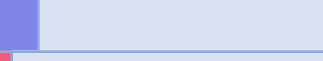
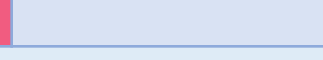
Land use intensification received mixed responses. The survey questions received 40% approval and approximately 30% disapproval. 12% of respondents needed more information. Respondents felt they needed more information about the boundaries of the locations.

There was a high level of support for having new developments demonstrate that they are low carbon projects before being approved (+50%)

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The municipality should increase its number of trees, where feasible to absorb more carbon dioxide (eg. parks, brownfields, greenspace and in new developments)

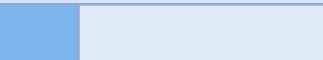




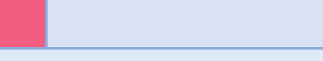
Respondents: 316

Choice	Percentage	Count	
Strongly agree	57.91%	183	
Somewhat Agree	18.99%	60	
Neutral	9.81%	31	
Somewhat Disagree	5.70%	18	
Strongly disagree	6.65%	21	
Need more information	0.95%	3	
Total	100%	316	

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New housing developments should be concentrated near University Village, Bell McKinnon Rd, Berkey's Corner, Crofton, and Chemainus.

Respondents: 316

Choice	Percentage	Count	
Strongly agree	19.30%	61	
Somewhat Agree	20.89%	66	
Neutral	18.35%	58	
Somewhat Disagree	10.76%	34	
Strongly disagree	18.35%	58	
Need more information	12.34%	39	
Total	100%	316	

Comments on Land-use

The comments on land use often combined elements of keeping natural heritage while ensuring development doesn't spawr out of current urban centres. Increasing density was also seen to have many co-benefits to the municipality, "*Concentration of housing is key to have more soil available to capture carbon...and be at a cycling distance to main facilities.*"

Comments on intensification also brought up questions around housing affordability, where many people felt that the community was having problems. Land use planning efforts should also consider first nation communities, *"Stronger partnerships with First Nations. Need to work with Cowichan, Halalt and Penelakut who are under flood watch every year. Work with the Governments to move homes near floodplains - to protect the estuary, to protect drinking water and to protect the salmon."*

In considering natural areas and new developments, respondents felt that clear cutting should be avoided and new developments should be replacing trees that they cut down.

Report

Date June 16, 2021
To Council
From Shaun Mason, Municipal Forester
Subject 2020 Annual Forestry Report

File:

Endorsed:



Purpose

To provide a general summary of the metrics and activities conducted within the Forestry Department in 2020.

Background

Each year the Municipal Forester prepares the annual report for information of key Municipal Forestry Reserve (MFR) metrics and activities from the previous year for Forest Advisory Committee (FAC) and Council review. The report is typically released at the same meeting where Council considers the Municipal Annual Report, providing additional detailed information related specifically to the MFR.

Historically, the FAC would review the annual report prior to it being presented to Council. However, with the forestry review pause directed by Council, no FAC meetings have occurred. As a result, the annual report is being brought forward directly to Council. The annual report will be brought forward to the next FAC meeting (when they resume) for information.

The 2020 Annual Forestry Report describes MFR metrics and activities consistent with the MFR management model currently under review. Given the forestry operations review, public engagement and First Nations consultation process, it is anticipated that future annual reports will be consistent with any new or altered management models that Council subsequently adopts.

Discussion

- **Harvest Summary**

*Total Area = 5.4ha

Average Harvest Area = 1.8ha

Total Volume = 2,734m³

Harvest Cost = \$125,411 = \$45.87/ m³

Gross Revenue = \$242,536 = \$89/m³

Net Revenue = \$117,125 = \$43/m³

Forestry Program Total Net Loss = (\$453,846)

*This includes the total area identified within the identified blowdown salvage areas, not the actual area harvested.

- **Log Sales Summary**

Domestic sales = 1,793m³ (66%)

Export sales = 941m³ (34%)

- **Planting**

Costs \$ 59,754

Budget \$ 68,400

In spring 2020, 43.9 ha were planted with 47,722 seedlings. The total cost for each tree planted was \$1.03/tree. Seedling costs were \$0.51/tree, and planting costs were \$0.52/tree (includes fertilizer)

*seedling costs include seed cost, cold storage and shipping

Planting Summary:

Species Planted	# Planted	% of Total Planted
Douglas Fir	41,942	88%
Western White Pine	1730	4%
Western Red Cedar	4050	8%

Tea-bag fertilizer application at time of planting = 22,870

Since 1987, the Municipality has planted 2,2257,616 seedlings and harvested 1567ha – all of which have been replanted.

- **Road Construction and Maintenance**

Costs \$15,257

Budget \$34,400

- Culvert, ditch cleaning, road grading/repair and capping for various forestry roads on Maple Mountain, Mount Prevost and Mount Sicker.
- Road repair and maintenance on the main road to the Cairn parking lot.
- Dangerous tree removal to allow safe access along forestry roads throughout the MFR for forestry activities, public access and for emergency vehicle access.
- Roadside brush cutter removed encroaching brush and overhanging branches for improved driving safety and emergency vehicle access on Mount Richards, Mount Prevost and Cottonwood road – ~9km completed.

- **Site Preparation**

Costs \$0

Budget \$ 1,000

There was no hazard abatement required in 2020 as all outstanding piles were successfully burnt in 2019.

• Fire Protection

Costs \$ 29,235 Budget \$ 32,000

- No large forest fires within the MFR in 2020.
- Final draft of the Community Wildfire Protection Plan was completed for final review before being submitted to the Union of British Columbia Municipalities, which was approved in 2021. The reimbursement costs for the project are captured in the 2020 budget.
- Additional fire fighting equipment was purchased to add to the current equipment inventory.
- The Mount Prevost, Mount Sicker and Grace Road gates were closed due to fire hazard concerns on July 22 and re-opened on September 22, 2020.

• Silviculture

Activity	Type	Area Treated	Cost	Budget
Plantation Brushing	Manual	6.8ha	\$22,013	\$10,000
	Herbicide	0	0	\$2,000
Invasive Species Control	Manual	*see below	\$7,050	\$15,000
White Pine Pruning	Manual	21.6ha (3618 Trees)	\$3,770	\$16,000
Silviculture Surveys	Various	457ha	*Completed by Forestry Staff	

Invasive Species Control Summary:

Tansy Ragwort – Various locations on Mount Richards and Maple Mountain

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

• Tree Protection

Costs \$ 31,090 Budget \$ 35,000

- Removed 4998 browse protectors (\$1.41/tree)
- Installed 9425 browse protectors (\$1.50/tree)
- Re-Use 4860 browse protectors (\$1.00/tree)
- Purchased 10,000 stakes

• Community Relations and Contributions

Revenue generated from the MFR pays for the associated expenses for managing the forests within the MFR and also helps fund community relations and contribution activities in a variety of ways:

- Annual high school scholarship and bursary winners chosen - \$2,400 total awarded.

- ~\$153,600 total awarded since 1998
- Annual high school woodworking contest was cancelled due to COVID-19.
- Annual firewood donations program suspended until the conclusion of the Forestry review.
- Eighteen firewood permits and five Salal permits were issued to the public.
- Forest Legacy funded projects:
 - Finished off cross trail rebuild, improved accessibility, signage, fencing, bridges, and safety mitigation ~ \$15,200

- **Forest Tours**

Association of BC Forest Professionals – Annual Conference Nanaimo February 2020

- Municipal Forester hosted and organized a half-day field tour with ~40 Forest Professionals in attendance that included stops at Maple Mountain and the Forestry Discovery Centre.

- **Other Notable Activities**

- Association of BC Forest Professionals – Municipal Forester was a host committee member and field tour organizer for the 2020 annual conference held in Nanaimo.
- A \$10,000 grant was received to help fund continued sensitive ecosystem assessments and mapping within the Municipal Forest Reserve. The opportunity was made possible through the Coastal Douglas Fir Conservation Partnership and Environment and Climate Change Canada.
- Forestry staff started working with an ecologist with the Conservation Data Center under the BC Ministry of Environment and Climate Change Strategy, conducting research and surveys looking for potential rare species of plants and ecosystems in various locations within the Municipal Forest Reserve.
- Secured a License of Occupation for a section of forestry road over Crown Land that provides an important connection (recreation, emergency vehicles/crews, and forestry) to the forest reserve that was planned to be deactivated by the Province.
- Installed plantation information signage and updated road name signage throughout MFR for both public education and to improve emergency vehicle navigation.
- Successful in receiving \$15,100 in grant funding through Community Resiliency Investment to host “chipper days.” Chipper days provided the opportunity for the residents of North Cowichan to dispose of their woody debris for free properly. It also included having a certified Local FireSmart Representative present at the debris drop-off site to provide FireSmart information and answer any questions people may have. The “chipper days” project was suspended due to COVID and extended into 2021 in hopes that provincial restrictions would allow this to occur at a future time.
- A piece of Red Cedar from a blown down tree was donated to the Chemainus Museum to act as the base for the refurbished carving of a Cougar to be placed on and be part of the main entrance display.
- The Municipal Forester was part of a student mentorship program with Vancouver Island University’s (VIU) Forest Resource Technology Program and the Canadian Institute of Forestry’s Vancouver Island Section aimed at benefitting students enrolled in Forestry at VIU.

- Continued to support the BC Purple Martin Stewardship & Recovery Program to continue their work and research on the Purple Martins that reside within the MFR.

Recommendation

The 2020 Annual Forestry Report has been provided to Council for information purposes only.

Attachments:

1. Attachment 1 – 2020 Harvesting Summary.pdf
2. Attachment 2 - 2020 Harvest and Profit Summary.pdf
3. Attachment 3 - 2020 Statement of Account.pdf
4. Attachment 4 – 2020 Annual Forestry Report Photos.pdf

Appendix A

2020 Harvesting Summary

Harvest Area	Area (ha)	Vol m³/ha	Total Vol m³	Gross Revenue	Harvest Costs	Net Revenue	Net Profit \$/m³	Harvest Cost \$/m³
P-1000	1.5	241	361	\$34,056	\$21,674	\$12,382	\$34.30	\$60.00
S-1000	1.8	181	325	\$23,444	\$19,497	\$3,947	\$12.14	\$60.00
R-352A*	2.1	400	841	\$71,519	\$24,401	\$47,118	\$56.03	\$29.00
Maple Roadside Salvage (MRS)	n/a	n/a	65	\$8,898	\$4,603	\$4,295	\$66.08	\$70.82
Prevost Roadside Salvage (PRS)	n/a	n/a	495	\$40,751	\$25,475	\$15,276	\$30.86	\$51.46
Richards Roadside Salvage (RRS)	n/a	n/a	647	\$63,868	\$29,761	\$34,107	\$52.72	\$46.00
Total	5.4		2,734	\$242,536	\$125,411	\$117,125	\$43	\$45.87

Average Harvest Area Size = 1.8ha (This includes the total area identified within the blowdown salvage areas, not the actual area harvested.)

*R-352A Started in 2019, completed in 2020

Appendix B - Harvest and Profit Summary

1987 To 2020 Harvesting Summary

	Year	Ha	Volume m³	Volume/Ha	Net Revenue	Net Revenue \$/m³
1	1987	63.4	13,159	208	\$204,772	\$15.56
2	1988	73.9	18,602	252	\$354,256	\$19.04
3	1989	43.2	14,798	343	\$272,913	\$18.44
4	1990	36.1	10,969	304	\$254,831	\$23.23
5	1991	32.2	12,740	396	\$271,217	\$21.29
6	1992	63.3	12,935	204	\$289,102	\$22.35
7	1993	55.2	14,907	270	\$542,821	\$36.42
8	1994	58.6	16,160	276	\$692,414	\$42.85
9	1995	78	21,556	276	\$1,205,329	\$55.92
10	1996	48.7	14,427	296	\$639,017	\$44.29
11	1997	32.3	13,371	414	\$625,437	\$46.78
12	1998	30.2	12,085	400	\$444,933	\$36.82
13	1999	41	16,428	401	\$564,867	\$34.38
14	2000	35.9	13,378	373	\$564,778	\$42.22
15	2001	39.34	15,538	395	\$660,924	\$42.54
16	2002	39.9	13,880	348	\$580,631	\$41.83
17	2003	49.2	15,841	322	\$661,089	\$41.73
18	2004	64.47	19,126	297	\$773,940	\$40.47
19	2005	54.6	16,018	293	\$672,876	\$42.01
20	2006	53.4	17,518	328	\$792,562	\$45.24
21	2007	65.6	21,153	322	\$804,375	\$38.03
22	2008	39.5	13,703	347	\$619,866	\$45.24
23	2009	46.5	14,296	307	\$439,936	\$30.77
24	2010	42.1	16,418	390	\$451,287	\$27.49
25	2011	45.5	17,775	391	\$664,170	\$37.37
26	2012	42.7	17,142	401	\$618,045	\$36.05
27	2013	60.4	24,355	403	\$1,110,159	\$45.58
28	2014	51.7	20,226	391	\$1,063,196	\$52.57
29	2015	46.7	22,271	477	\$1,003,533	\$45.06
30	2016	36.6	17,268	472	\$1,020,010	\$59.07
31	2017	21.8	10,585	486	\$832,043	\$78.61
32	2018	25.1	11,562	461	\$977,787	\$84.57
33	2019	45.1	15,255	338	\$840,922	\$55.12
34	2020	5.4	2,734	506	\$117,125	\$42.84
Total		1567.61	528,179		\$21,631,164	\$40.95
Average		46.1	15,535	337	\$636,211	

Forestry Program Profit

Annual Profit	Profit \$/m³	Annual Forestry Profit Split As Follows:					
		General Revenues	Forest Reserve Fund	Forest Legacy Fund	Scholarship Fund	Land Purchases	Acres
-\$24,825	-\$1.89	\$0	-\$24,825	\$0		\$0	
\$115,885	\$6.23	\$0	\$115,885	\$0		\$0	
\$38,486	\$2.60	\$0	\$38,486	\$0		\$0	
\$48,571	\$4.43	\$0	\$48,571	\$0		\$0	
-\$12,370	-\$0.97	\$0	-\$12,370	\$0		\$0	
\$67,231	\$5.20	\$45,000	\$22,231	\$0		\$0	
\$272,276	\$18.27	\$240,000	\$32,276	\$0		\$0	
\$275,880	\$17.07	\$250,000	\$25,880	\$0		\$0	
\$755,771	\$37.24	\$489,230	\$33,313	\$92,308		\$140,920	35 acres
\$131,057	\$9.08	\$65,000	\$51,057	\$15,000		\$0	
\$24,815	\$1.86	\$24,815	\$0	\$0		\$0	
\$47,420	\$3.92	\$0	\$37,935	\$9,485		\$0	
\$97,579	\$6.04	\$29,274	\$48,789	\$19,516		\$0	26 acres*
\$33,745	\$2.52	\$9,865	\$17,057	\$6,823		\$0	
\$111,851	\$7.20	\$100,666	\$11,185	\$0		\$0	
\$95,375	\$6.87	\$28,612	\$47,688	\$19,075		\$0	
\$94,484	\$5.96	\$52,162	\$22,273	\$18,609	\$1,440	\$0	
\$121,932	\$6.38	\$29,183	\$68,880	\$19,455	\$4,414	\$0	
\$29,901	\$1.87	\$14,951	\$0	\$14,950	\$0	\$0	
\$30,343	\$1.73	\$15,171	\$0	\$15,172	\$0	\$0	
\$65,344	\$3.09	\$0	\$65,344	\$0	\$0	\$0	
-\$20,393	-\$1.29	\$0	-\$20,393	\$0	\$0	\$0	
-\$119,382	-\$6.24	\$0	-\$119,382	\$0	\$0	\$0	
-\$137,409	-\$8.37	\$0	-\$137,409	\$0	\$0	\$0	
-\$55,879	-\$3.14	\$0	-\$55,879	\$0	\$0	\$0	
\$9,602	\$0.56	\$0	\$9,602	\$0	\$0	\$0	
\$435,606	\$17.89	\$130,682	\$217,803	\$87,121		\$0	
\$409,430	\$20.24	\$122,829	\$204,715	\$81,886		\$0	
\$359,381	\$16.14	\$239,381	\$0	\$120,000		\$0	
\$412,195	\$23.87	\$206,098	\$123,659	\$82,438		\$0	
\$130,165	\$12.30	\$39,049	\$65,082	\$26,033			
\$261,077	\$22.58	\$78,323	\$130,539	\$52,215			
\$275,255	\$18.04	\$82,567	\$137,634	\$55,054			
-\$469,046	-\$171.56	\$0	-\$453,846	-\$15,200			
\$3,911,353	\$7.41	\$2,292,858	\$751,781	\$719,940	\$5,854	\$140,920	61 Ac
\$115,040		\$67,437	\$22,111	\$21,175	\$172	\$4,145	

Summary 1987 to 2020 337 M³/Ha
Net Revenue from the MFR 1987 to 2020

\$13,799 /Ha
\$3,911,353 \$7.41 \$/M³

Profit distribution for 2020

\$ (453,846) to Forest Reserve Fund
\$ (15,200) to Forest Legacy Fund
\$ - to General Revenues

\$ (469,046) Total Loss

2020 Average
506m³ / Ha

Appendix C - 2020 Statement of Account

	2020 Budget	Year to Date Jan 1 to Dec 31, 2020
Revenue		
Log Sales	2,200m ³ 176,000	2,734m ³ 242,536
Other Revenue	11,000	10,060
Grants	-	39,170
Rentals (Cell Towers)	90,160	92,677
	<u>277,160</u>	<u>384,443</u>
Expenses		
Harvesting	101,000	125,411
Scaling	-	-
Contract Engineering	5,000	-
Road Construction	-	24
Road Maintenance	29,400	11,943
Road Deactivation	1,000	375
Site Preparation	1,000	-
Planting	68,400	59,754
Brushing and Weeding	10,000	22,013
Brushing and Herbicides	2,000	-
Pruning	16,000	3,770
Tree Protection	35,000	31,090
Administration	407,900	379,189
Fire Protection	32,000	29,235
Security	7,000	10,310
Tours	2,000	-
Integrated Resource Mgmt	5,000	4,264
Municipal Forest Review	190,000	146,775
Forestry contractor	-	-
Recreation Roads Maintenance	5,000	3,290
Scholarships	2,400	2,400
Grants in Aid	5,500	1,396
Invasive Species Control	15,000	7,050
Vehicles (included with Admin)		
	<u>940,600</u>	<u>838,289</u>
Net Income	<u>(663,440)</u>	<u>(453,846)</u>
Reserve Fund Beginning of year 2020	2,145,499	2,145,499
Interest	-	43,675
Forestry profits 50%	<u>(661,940)</u>	<u>(449,044)</u>
Reserve Fund End of year 2020	<u>1,483,559</u>	<u>1,740,129</u>

Appendix D - 2020 Forestry Photos



North Cowichan hosted a field tour as part of the Association of British Columbia Forest Professional's Annual Conference held at the Nanaimo Conference Center February 5-7. Photos from stops on Maple Mountain.



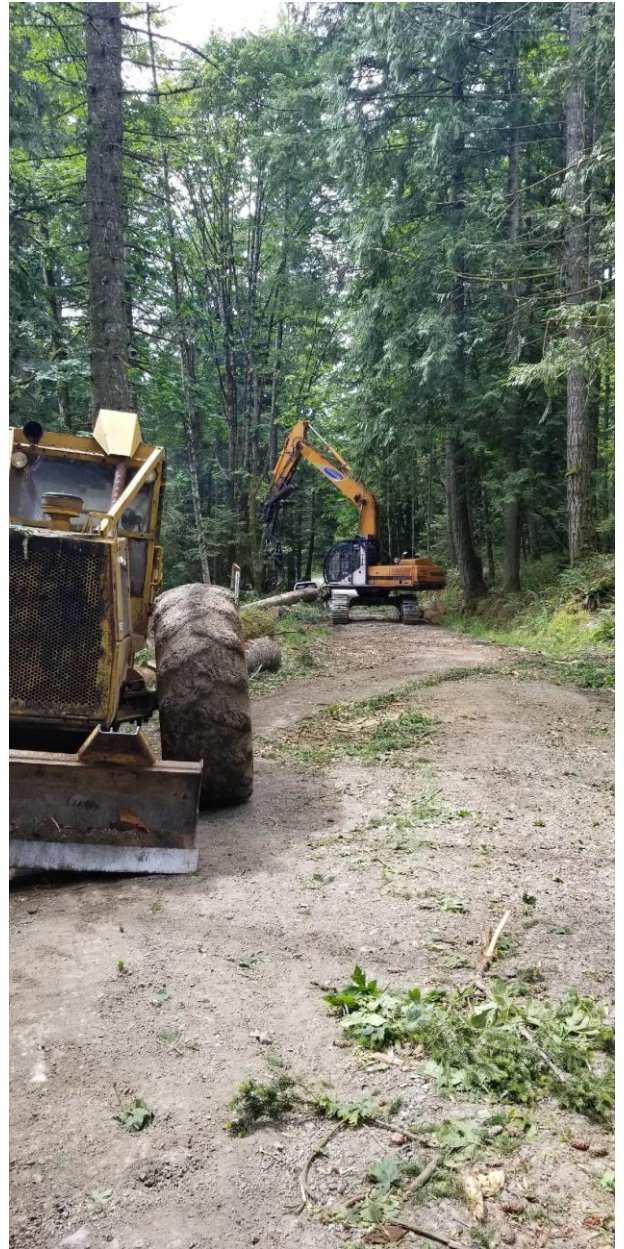
Piece of Red Cedar from a blowdown area donated to the Chemainus Museum to be the base for the restored wooden carving of a Cougar that now sits on display in the front picture window of the Chemainus Museum.



Mount Richards roadside salvage harvesting, removing blowdown and tree hazards from the roadsides.



Mount Richards roadside salvage harvesting, removing blowdown and tree hazards from the roadsides.



Mount Prevost roadside salvage harvesting removing tree hazards from the roadsides. Hazard trees shown on the left and the salvage harvesting in the same location on the right.



Mount Sicker blowdown salvage harvesting – S-1000 before



Mount Sicker blowdown salvage harvesting – S-1000 after



Mount Sicker blowdown salvage harvesting – S-1000 before



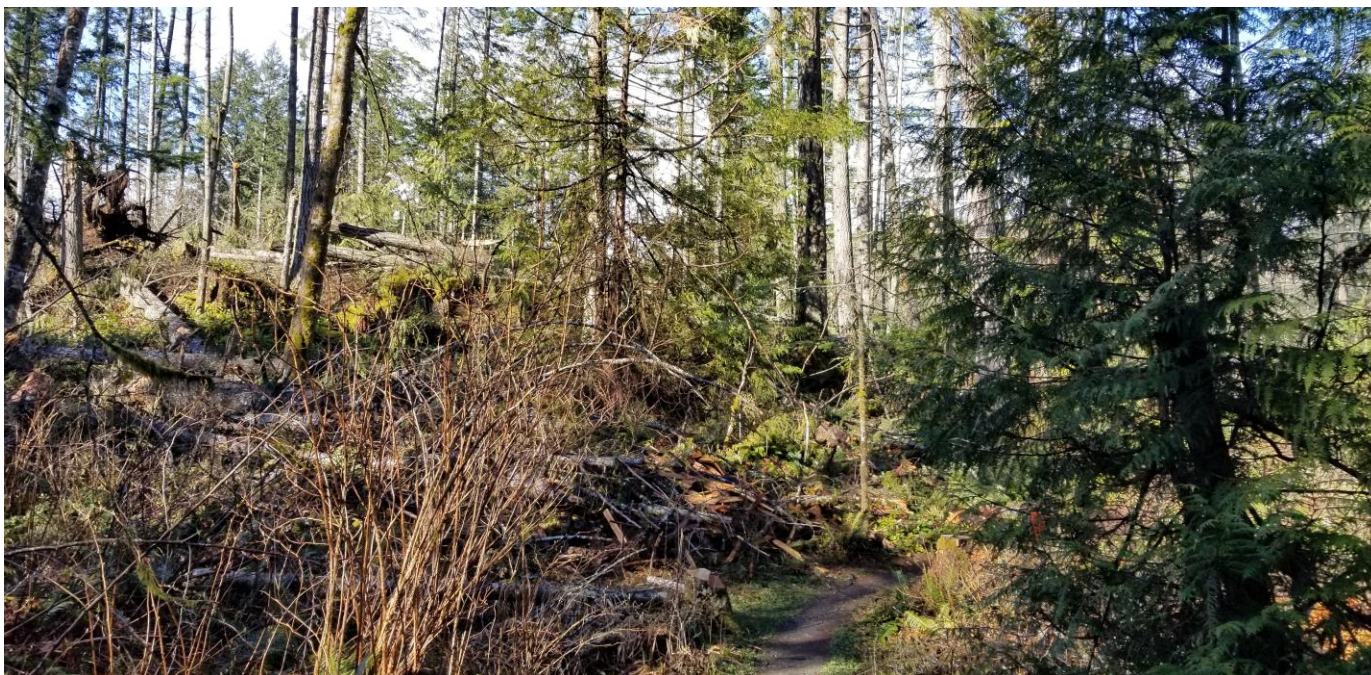
Mount Sicker blowdown salvage harvesting – S-1000 after



Mount Prevost blowdown salvage harvesting – P-1000



Mount Prevost blowdown salvage harvesting – P-1000



Maple Mountain blowdown salvage harvesting – main gate area before



Maple Mountain blowdown salvage harvesting – main gate area after



Planting and cone installation in Stoney Hill – SH-220



Planting and cone installation on Mount Tzouhalem – T-1000



Planting and cone installation – Maple Mountain gate area



Cone maintenance – Mount Prevost – P-134



Cone removal Mount Prevost – P-769 – before and after cone removal



Cone removal and processing – Maple Mountain – M-630



Brushing – manual pulling and cutting of young scotch broom on Maple Mountain – M-403 (2018 wildfire salvage area)



Brushing – manual cutting of older broom on Mount Richards – R-262



Invasive species control – road right of way brushing of scotch broom in Stoney Hill



Road maintenance – Mount Prevost – Access road to Cairn



Road maintenance – Culvert maintenance - Mount Prevost



Road maintenance - Roadside brushing – Mount Prevost – before and after

Council Member Motion

Notice given on: Wednesday, June 2, 2021

Meeting Date Wednesday, June 16, 2021
From Councillor Sawrie
Subject Inviting Dr. Suzanne Simard to Speak at North Cowichan

Background

There is a strong interest by the public to share their input about forestry practices and the future use of the Municipal Forest Reserve.

While we are paused on public engagement for the forestry review and as part of that process when it resumes, it would be beneficial for everyone to have a foundational understanding of forest ecology and what is required to maintain a healthy forest, before formulating opinions and making decisions on how to move forward.

With a PhD in Forest Sciences and as a Professor of Forest Ecology, Suzanne Simard can share the findings of her work and research and science-based knowledge to help us understand the impacts of the different scenarios we will be considering and how to best manage those impacts to promote resilient forests for the future, especially given our changing climate. Not only is she an expert in her field, but she also has expertise in the ecology of our local forests and particular climate having studied and done field work in BC.

As part of educating ourselves about our forests and forest management practices, this should only be the beginning. We should also turn to forestry and environment staff, the Forestry Advisory Committee, the Forestry Review Working Group and project consultants for further suggestions on educational opportunities we can host and or share through the engagement process and online.

As for the second part of the motion, knowing we have some of the most beautiful forests in BC, it is logical that filming for a memoir about Suzanne Simard's work, could be done at least in part, in North Cowichan. This would be an excellent opportunity to showcase our forests to the world and would provide economical benefits for hotels, restaurants and other local businesses while also generating local employment opportunities.

Recommendation

That Council direct the Mayor and Staff to:

1. Invite Suzanne Simard to give a public virtual presentation about her work with local context on our forests as part of the education for the MFR review followed by a question and answer period.
2. Send a letter to Bond Group Entertainment, inviting them to film Suzanne Simard's memoir *Finding the Mother Tree* in North Cowichan.

And that Council direct Staff to solicit input from the following groups and report back with other educational opportunities we can host and/or share online as part of the forestry review, starting as soon as possible, prior to the public engagement process:

- Forestry and Environment Staff,
- the Forestry Advisory Committee,
- the Forestry Review Working Group and
- Forestry Review project consultants

Attachment(s):

Ted Talk: How Trees Talk to Each Other:

https://www.ted.com/talks/suzanne_simard_how_trees_talk_to_each_other?language=en

UBC Forestry talk: Dispatches from The Mother Tree Project: <https://www.youtube.com/watch?v=--secsuooko>

The Mother Tree Project - <https://mothertreeproject.org/>